

Division II Team Meeting

February 23, 2016

12:04 to 1:44 pm

Our motto: Predict, Prevent and Intervene

D312

Meeting called by: Dean Myron Jordan

Type of meeting: Division Meeting

Staff:

Myron Jordan, Maria Margarita Pinilla, and Valerie Hollins

Faculty:

August Flowers, Allen Tam, Cyntia Weiss, Drew Burgess, Jayne Smithson, Stefani Ulrey, Elham, Cady Bom, Chishty, Matthew Goldstein, Glen Pearson, Wanda Sabir, Jeffrey Sanceri, Sedique Popal, Alex Wymar, Susan Leffingwell, and Leon Salvatierra.

Minutes

Agenda item: College of Alameda Website Update content **Presenter:** Myron Jordan

Discussion:

The deadline for submitting information to be posted in the Website is near. It was suggested to use simple language. It is highly recommended to use the template provide by Jenny Owen Blackmon.

It is also suggested that department chairs take leadership and collect the data from their colleagues, that information will be divided into departments, disciplines and individuals.

In an effort to present a most cosmetic and interactive page, it is suggested to include pictures, drawings and other design elements that would serve the purpose.

Action items

- ✓ Department chairs to take leadership role collecting and organizing information.
- ✓ Submit information, pictures and others items that you want to be added to your discipline website.

Agenda item: Census and grade rosters.

Presenter: Myron Jordan

Discussion:

Thanks to all faculty that did submit their census rosters on time. This is a friendly reminder that verification roster are due soon. It is important to know that verification rosters are the last opportunity to drop a student. That student will have a W on their transcript and have to pay fees if not dropped. If you made the decision to keep the roster as it is and not drop students faculty still have the responsibility to submit a verification census roster. Please remember to print or take a picture of your screen at the moment you submit the roster to use in case a mistake is made.

For those that suffer a technology problem and could not submit census, verification or grades on time; on the next business day please print a rosters, sign it and email or drop it off at the Division Office. We will keep a copy as proof of your submission and also a copy will be sent to Admissions and Records.

Action items

- ✓ Submit census, grades, and verification rosters every semester.
- ✓ In case of difficulties at the moment of submission please email or drop a roster signed to the Division Office

Agenda item: OUSD, LWP and other High Schools course **Presenter:** Myron Jordan

Discussion:

Peralta Colleges has a partnership with the Oakland Unified District to offer classes at local high schools. The partnership allows the colleges to grow enrollment and also open opportunities for new adjunct hiring.

The classes offered by the college will be college level and college curriculum. The only difference is that all classes will be taught at the high schools. Peralta Students may also enroll in classes offered at the high schools.

The enrollment process for those classes will be managed by the high school personnel. The advantage for offering those classes at the high schools, the District guarantees a certain enrollment number which was agreed upon by both parties.

Action items

- ✓ Expect new opportunities of increasing classes and employment opportunities in the future.
- ✓ District is creating this dual enrollment model for Peralta Colleges.

Agenda item: Enrollment management strategies **Presenter:** Myron Jordan

Discussion:

This year the College of Alameda maintained the top spot for enrollment productivity among the four colleges. I want knowledge all the hard work that faculty have exhibited to improve student success and productivity.

It has been proposed to work with the other Peralta Colleges to avoid and prevent competition among colleges in regards to scheduling classes.

Action items

- ✓ Create strategies to promote classes.
- ✓ Work with the Dean and department chairs to promote classes and ideas.
- ✓ Be proactive in the initiatives to keep open classes with low enrollment or new programs.
- ✓ Work across district with other colleges when scheduling classes.

Agenda item: Book Adoptions **Presenter:** Myron Jordan

Discussion:

The date for submitting book adoptions is March 15, 2016. Instructors need to submit adoptions as soon as possible to guarantee good deals for your students. If you are not using a book or will continue using the same book please contact the book store and inform them.

Action items

- ✓ Submit book adoptions not later than March 15, 2016.
- ✓ Contact book store even though you continue to use the same book or not using any book in your classroom.

Agenda item: Moving desk/chairs in the classrooms **Presenter:** Myron Jordan

Discussion:

It is important that chairs in the classrooms are kept as found. Faculty need to ensure that chairs are put back at the end of the class. The custodians are not allowed to move furniture around.

Action items

- ✓ Return chairs to regular positions if they are move.
- ✓ Report to the division office any chair that were moved out of place.
- ✓ Please have minimum noise while moving chairs around in class.

Agenda item: Use of Peralta E-mail **Presenter:** Myron Jordan

Discussion:

As Peralta employee we are responsible for using Peralta email. All important information from the division and the district will be sent to that account. The Division Office does not make it a common practice of sending emails to private accounts. You are responsible for any information sent to you through the Peralta Email system.

Action items

- ✓ Open your Peralta email at least three time a week at a minimum.
- ✓ Private emails are for personal use only.

Agenda item: SLO's / Taskstream **Presenter:** Mathew Goldstein
Division II

Discussion:

It is recommended that all faculty assess at least one SLO's. Each SLO needs to be assessed every three years. It is suggested that faculty use each year to review at least one SLO to prevent accumulation of work.

The VPI Tim Karas purchased books with instructions about navigating Taskstream. If faculty need access to books they are in possession of Mathew Goldstein and Eileen Clifford.

Don't forget the SLO/SAO Challenge this semester! What is the SLO/SAO Challenge? We are challenging the Divisions to complete 2 cycles of SLO/SAO assessment by May 15, 2016. The Division that meets the challenge first place will receive \$5,000 deposited into their operating budgets, the second place division will receive \$3,500, and; the third place division will receive \$1,500.

Action items

- ✓ Create strategies to promote classes.
- ✓ Support and promote campus activities.
- ✓ Move some low enrolment classes as late start.
- ✓ Complete one cycle of SLO assessment for 2015 – 2016 year

Agenda item: Closing of the meeting

The meeting was closed at 12:58 pm
