



1. Announcements:

Attendance rosters due Friday. It's the students' responsibility to drop, although faculty have right to drop students if they miss more than 2 weeks of class. Sylvia Cortez sends out census dates, including for dynamically dated courses. If teaching dynamically dated course, need to request for permission numbers. For intercession and summer, ask for permission numbers a week ahead of time.

Census: No show is when student never showed up. In catalog, it's not responsibility instructor's responsibility to drop before census.

Good pedagogy to reach out to struggling students early.

Volleyball: Jaylan Campbell was selected as conference Scholar Athlete

Fab Lab is rocking and had first annual Maker's Ball. The campus will be invited to participate in future planning.

LSLA & CE Division Office will be closed starting Wednesday Nov 14 afternoon through Friday Nov 16.

Desire to apply for grants.

2. Curricunet – *Jayne Smithson*

Curriculum committee is updated access in curricunet. Committee is in the middle of ADT review. Curriculum approval process can take a long time, upwards of 12-15 steps. Proposal first goes to division deans; they cannot stop the process, but they are a part of the process. Then, the proposal goes to cluster chair; the chair has the power to stop the course at this level.

3. Incomplete Grades – *Marcean Bryant*

Incomplete form is a contract. The work that needs to be completed must be documented with the contract. If an Incomplete Grade is on the grade roster, but an incomplete form is not filled out, the grade roster will not be accepted. The form is not to be used for equipment (student borrowed equipment). Incomplete grades are for students who've completed at least 66% of the course and already earning a passing grade. Once the work has been completed, fill out record correction form and give it directly to Marcean (do not have students deliver the form).

4. Blaisdell's Ordering – *Lilia Celhay*

Brian from Blaisdells will come to a future meeting.

5. Future Canvas Trainings – *Vanson Nguyen*

1-on-1 training.

Canvas 101 training.

Using peer review.

How to use Zoom.

Bugs: there are canvas, app and email misaligning; contact Jennifer Fowler directly for assistance.



Jennifer Fowler's DE coordinator office hours every Thursday from 11am – 12pm on campus or Zoom. If time doesn't work, email for appointment.

6. VPI Updates – *Don Miller*

a. Program Review

Need volunteers for reviewing program reviews, November 13, 10am – 12pm.

b. Spring One-day-per-week courses

Auditors noticed issue with holidays and classes that meet once a week.

Sometimes, there are only 15 Mondays or Thursday with holidays and/or FLEX. Min went back to Spring schedule and compare with holidays to make sure that all one-day-a-week classes didn't meet on holidays/FLEX. She made corrections to add an additional 15 minutes. Can go up to 54 hours, but not lower than 48 contact hours.

Example, according to student attendance and accounting manual and awarding of units.

9:00 – 9:50 = 1 hour (Carnegie unit)

9:00 – 9:55 = 1 hour

9:00 – 10:00 = 1 hour

9:00 – 10:05 = 1.3 hours

9:00 – 10:50 = 2 hours (10 minute break is 9:50 – 10:00 built in)

9:00 – 10:55 = 2 hours

9:00 – 11:00 = 2 hours

9:00 – 11:05 = 2.3 hours

7:00 – 9:50 once a week class (break from 7:50 – 8:00, 8:50 – 9:00). Cannot let students out early; cannot have break at the end. Auditors do check and ask for money back when they find classes are ending early.

Don has a chart with courses adjusted for Spring and can send to appropriate chair. Times can change each semester depending on how many holidays.

c. Additional Spring FTEF

Still more FTEF from LSLA and CE division can be used. Don't add more classes for the sake of adding class. Should have good reasons.

d. Department Chair Evaluations

Has existed for years in contract. Need to start thinking of process on how to determine review of department chairs. This is another chance for deans to work with department chairs to go through list of responsibilities. Draft of rubric in the future. Chairs chat with deans by Feb 17, 2020, chairs retreat March 27, 2020.

Conversations with chairs and deans about needs of chairs. President takes



evaluation into consideration for future election; current pilot won't be read by VPI or President (unless chair wants VPI to see).

7. Next meeting date: December 10, 12:30 – 2:00pm (Attendance: Amanda Price, Hoi Ko, OJ Roundtree, Trish Nelson, Silvester Henderson, Jayne Smithson, Ed Loretto, Jane McKenna, John Taylor, Blair Norton, Jennifer Fowler, Linda Thompson, Vivian Virkkila, Sarah Peterson-Guada, Reza Majlesi, Carla Pegues, Cindy Weiss, Vanson Nguyen, Don Miller; Guests: Dominique Benavides, Lilia Celhay, Eva Jennings, Ana McClanahan, Marcean Bryant, Andrew Park)