



Academic Planning Council

Business & Scheduling Meeting

September 15, 2017

9:00am-1:00pm

ST 107

Present: Melissa Bader (co-chair), Quinton Bemiller, Peter Boelman, Dr. Kevin Fleming, Dr. Alexis Gray, Mr. Kim Kamerin, Mr. John Moore, Mr. Jeff Mulari, Ms. Ana-Marie Olaerts, Dr. Jason Parks (co-chair), Mr. Bob Prior, Dr. Phu Tran, Patricia Worsham, Dr. Gail Zwart

Visiting: Dr. Samuel Lee

A. Welcome

Dr. Parks welcomed everyone to the meeting.

B. Approval of Minutes

Motion to approve minutes from May 12, 2017 with corrections: (Gray/Bemiller). Approved. 3 abstentions.

C. ACTION ITEMS

1. New Faculty Ranking Criteria (Dr. Parks)

- Handout provided by Dr. Parks regarding the ranking criteria.

2. FLEX approvals by PDC (Dr. Parks)

- Motion to approve FLEX approvals by the Professional Development Center representative: (Kamerin/Zwart). Approved. No abstentions.

D. DISCUSSION ITEMS

1. ISPC Rep (Bader)

- Senate needs to appoint a member at large to supply a vote in ISPC.
- Motion for the senate to assign a member at large for the ISPC: (Zwart/Gray). Approved. No abstentions.

2. Hiring Streamlining (Dr. Parks)

- Dr. Parks is in contact Human Resources to streamline the process for faculty job descriptions. Part of the issue is that Human Resources does not respond quickly when a faculty job description is submitted. A good practice would be for faculty to have their job descriptions ready when doing the rankings. Dr. Parks will put together a report of the top 10 faculty positions with their job descriptions and send them via email to faculty for approval. He mentioned that he received a timeline from the district as well.

3. Chair of Chair Election

- The appointment will occur in March on an annual basis.

4. Associate Faculty Reemployment Preference (Boelman/Parks)

- The MOU was submitted on July 1st for approval of one course.
- The preference for reemployment is made by each college and not the district. If it's more than two years they cannot apply for preference.

- If a faculty member does not get a course he or she can bump someone that does not have preference.
- Faculty working history from other colleges will need to be attached with the request.
- Dr. Parks will facilitate a report with the hire dates of all associate faculty from 2010.

E. INFORMATION ITEMS

1. New (DRAFT) Helpdesk/Software/Lab Install Process (Dr. Fleming)
Dr. Fleming explained the new software imaging process.
 - Department chairs will send their requests to Lenny Riley .
 - Lenny sends the information to Technology Services .
 - The software is installed by Technology Services.
 - Vice president of Academic Affairs office will be funding the software updates.
2. 16-17 FTES update (Dr. Parks)
 - The FTEs report from the district was presented to the council members. This report was submitted to the state.
3. 17-18 FTES update (Dr. Parks)
 - We are at 101% our Fall 2017 target an increase of 24 FTES.
 - The deficit of FTE from other colleges split between all three colleges. Dr. Reece is working on a plan with other colleges to keep FTE's. Part of the issue is that there are no consequences to the colleges that are not meeting their targets; the target gets reset every year.
 - Dr. Parks presented special programs report for the fall semester. The report includes sections, census, cap, and waitlist information. It also includes the percentage of enrollment filled in each class.
 - During the spring semester the college will be conducting guidance classes at La Sierra High school. The college will be hiring more faculty to cover more classes.
 - Dr. Tran asks if human resources advertise the new faculty positions. Dr. Parks suggested faculty make their own flyers so they can be posted in other colleges or to email all the part-timers and see if they know people interested in applying.

F. Standing Committee Reports

1. Academic Senate (Bader)
 - Curriculum committee: An agenda item for the next curriculum meeting needs to be submitted by September 29th.
 - Students are being very proactive regarding DACA.
 - Dr. Reece is working on an alternative access road and photonics.
 - The assessment committee will use Trac Dat produce a matrix on the cycle of assessment for all the SLOs.
 - Program review is changing to a three year cycle.
2. ISPC (Bader)
 - The Institutional Strategic Planning Council is working on improving the process for the job descriptions.
 - Working on the Strategic plan and there will be some changes.
3. District Enrollment Management (Bader/Dr. Parks)

- No meeting. They will be meeting next week.
4. Program Review Committee (Gray)
 - Moved to a three year cycle.
 - Trac Dat is creating the new form (2 page)
 - Succession planning will be implemented for the district program review meeting.

G. Deans' Reports

1. DOI – CTE (Dr. Fleming)

Game Dev Data

- Dr. Fleming explained that there were too many courses and programs in game development.
- Therefore, using board policy three programs have been removed.
- Caitlin provided information regarding the enrollment for the gaming classes for different programs. The trend line from fall 2011 to spring 2015 we can see that it's growing and it's a strong discipline. If the information is looked at in academic years or annual enrollment you can see the increase in the program.
- There are a couple of programs of study that will be revised.
- There are no full time faculty in Game Art. We need to have a discussion about supporting disciplines without full-time faculty.

Strong Workforce Program (Dr. Fleming)

- Governor Brown has an allocation for strong workforce so students better prepare for a career.
- A new dean has been hired for Community Partnership and Workforce Development that will start next month. She will be responsible for contract and community education.
- For the next calendar year, the college is planning to offer not-for-credit classes to the community. Some of those classes may be ProTools, photography, real estate, art classes etc. The classes need to break even at least
- There is a difference between Community Ed (individual fee per person like pottery) and contract Ed (go out to a business and the company pays us). The funds generated by these classes will go to the programs/disciplines.
- Based on the MOU full time faculty will be offered the position first but anyone can be hired to offer the class as a professional service. Step one, column one, of the lab rate would be the pay scale for existing faculty. Other details will be determined by the new dean.

2. DOI (Parks)

- Every single part time evaluation has been completed except for three.
- Dr. Parks agreed to send the evaluation list in the first week for the eight week classes.

- Please submit the ranking list for equipment and positions by September 26th. The Academic Prioritization Sub Committee will be keeping the department ranking but they will be merging all of the lists.
- Dr. Parks encouraged everyone to respond as soon as possible to Dr. Reece's request to visit each departments meeting for only 20 min.

H. Good of the Order

1. No comments

Next meeting

October 13, 2017

Business Meeting 9:00AM – 1:00 PM