Record of Meeting
Tuesday, February 5, 2013
Winlock Lounge
1 pm

Attending: Abraha Bahta, Anna Chiang, Judy Chow, Luis Cordova for Fran Leonard, Carmen Dones, Lartee Harris, Sherron Rouzan, Buck Stapleton, Joyce Sweeney for Michael Arata, Jane Witucki

Guest: Jack Moy, Aviation

Also attending: Mary-Jo Apigo, Aracely Aguiar, Adrienne Foster, Judith Ann Friedman, Olga Shewfelt, Bob Sprague, Rebecca Tillberg, Kathy Walton

**Roundtable – first day of class issues**

Students are being impacted by the closure of restrooms in the CE building due to construction. Restrooms that are open are in the General Classroom, HLRC, MSA, and Student Services buildings. JumpStart classes—class size is averaging at 47-48 – POPP class size should be at 49 and is at 50 now. The number will be corrected to 49. Math has a seat limit of 60. Don’t change seat limits from 49 – this is an agreement. There was discussion of pre-requisites. Luis Cordova, new fulltime instructor of English, will send VP Sprague and Fran Leonard an email about pre-requisites policy and send student’s names.

Construction projects will come to a final decision about the new TLC building in March and early April 2013. Business, Computer Science, MPTP, Dance, Health & P.E. divisions have a stake in the TLC. Judy Chow and Kathy Walton are researching the digital classroom that was approved and funded in the past. VP Sprague urged more faculty to attend Facilities Committee meetings this spring. Olga Shewfelt, AFT Chapter Chair, announced that she has invited an architect to present a report on the progress of the TLC at the next AFT Faculty/Staff joint meeting on Thursday, February 14, at 1 pm, in SSB-414. All faculty and staff are invited to weigh in on the discussion about the TLC.

**Dialogue about Instructional Improvement**

Some classes have been taken out of the General Classroom building. Buck Stapleton found an economics class and a psychology class meeting in the same room. A partition was installed to separate the two classes. Class times have been impacted as some classrooms are half empty for half a semester as hybrid classes have been scheduled in them for eight weeks. VP Sprague told Buck to please bring this issue to his Dean’s attention. Jack Moy, new instructor of Aviation, inquired if the college has any plans to build a facility for Motion Picture and Television Production (MPTP) classes as they are
sharing their space. Issues now in discussion are student safety. The airplanes, trucks, students, cars, and sets are impacting the growth and instructional space. The faculty is going to address the Facilities Committee the possibility of creating swing space out of Parking Lot 2 swing space which is critical to their instructional needs.

Aviation is experiencing the problem of using classrooms as lab and lecture rooms and is also sharing space with other divisions besides MPTP. They will be asking for bigger classrooms and tear down some walls in the CE building. Lartee Harris suggested the renovation of the CE classroom upstairs.

**Enrollment Update** - Rebecca Tillberg distributed handouts of Summary enrollment, section and paid class count comparisons. Fall FTES of 3,139 is 11% lower than last year. West enrollment is down 8% from last spring & section paid counts are down 3% and 2% - this is good if we can make up the difference. After the election in November we were given more money and assigned a greater FTES. We are adding 30 classes to spring and adding a summer session 2013 at West.

**Connection between SLOs and Program Review and Planning**
Mary-Jo Apigo recapped the SLO cycle and shared what improvements can be made this semester. Luis Cordova, new full-time instructor of English, gave a brief presentation of an English 28 assessment tool that he created with Fran Leonard. Eighty-seven percent of students in English 28 are meeting the criterion level. They had at least two faculty members in each level assess their sections and looked at two sections per level. They found similarities in success rates for English 28 and would like more participation in SLO meetings and have interdisciplinary dialogue.

Suggestions to improve student learning:
- Enforce tutoring and find strategic ways to persuade English 21 students to take the writing lab.
- Division chairs should speak with other divisions.
- Change of sequencing in course, changing pre-requisites.
- Keep students updated in your specific field
- Finding a need and turning that need into a goal
- Establish a pre-requisite
- Identify a need for a TLC
- Need modern spaces with sprung floors for dance classes

Program Review – the connection between program review is with SLO assessment and the other is with facilities.
SLO assessment has to be connected with program review and budgeting. Rebecca Tillberg stated they have begun to try to do this through program
review and the new IES system with reports based on what everyone put in their program reviews.

Planning section – Rebecca stated that in the planning section division chairs must define their unit goal and why you have this goal and what did you find when you were doing program review. Was it an SLO assessment that led you to realize that you need that goal? How do SLO assessments inform your goals? The next step will be prioritization in two parts – one where VP’s prioritize in their ahead and then the PIE committee prioritizes in college-wide lists. Rebecca reported that this is first time that PR has been folded into budget process. Mary-Jo passed out samples of complete assessments for English 28 and History 2 which had rubrics and student work attached. The assessment form is the tool. There is a list of courses from fall 2012 that need to be assessed. Deadline for assessments to be completed is the end of this month as they have to be submitted in March 2013. Dialogue and reports are on file to document assessment.

VP Sprague reported that he sat in on a Behavioral and Social Sciences division meeting yesterday and observed that everyone was very focused and there was lots of dialogue.

Transfer Model Curriculum – there is an important meeting at Valley College on February 29, 2013. Donna Olvera will offer workshops this semester.

The meeting adjourned at 3 pm.