

## CDCPD minutes 2/3/21

### Notes taken by Sheila Metcalf Tobin

Dr. Richardson...schedule summer largely online with exceptions for athletics and essential courses. Fall plans to be similar to now (spring 2021) but will allow some face to face labs. All classes within schedule must be updated in CNet.

-All out of date classes must be updated in CNet. Please get these in as soon as possible as this is a lot of work for the Curriculum Committee to approve.

-current Emergency DE addendums that have already been approved will be good through Fall 2021.

-moving towards March 1-4 accreditation visit. Putting together swag bags for the committee. Will also have a meet and greet with members of the community and a video of President Johnson touring the campus.

-asking for a random sample of classes to review - access to Canvas shells asap through visit - 2 groups - new online courses and courses taught online historically.

-turn in syllabi to deans

-update websites

-late enrollment update: made the last day to add Feb 12 with an add card and documentation of difficulty with dean signature.

-because of Prompt scheduled shutdown students will not appear on roster until Feb 16.

Dr. Richardson will confer with Dr. Johnson about this topic and send out an update.

-We agreed as an intuition that synchronous meetings would be optional, students complaining that they are being held accountable for those optional classes

-student accommodations that we provide are mandatory - a number of students are complaining that their accommodations are not being honored. Please pass down to all faculty.

- From Brad Balukjian - request for formatting for coming schedules ask for clarity between asynchronous and synchronous offerings when will summer and fall planning guides be available? Delayed because of Prompt shutdown.

-looking toward fall think toward 2 year scheduling model

-survey students about preference for synchronous meetings vs. asynchronous meetings.

-AP4105 is under revision and will be in place through Spring 2022 so faculty please be aware of the continued opportunity to meet the requirements with online teaching training.

### Brad Balukjian on Faculty Hiring Process update

-display of CDCPD task force work on Full-Time Faculty Hiring

-actual faculty hiring since August 2019 - only 2 full time faculty positions compared to 11 admin, 16 FT classified

- Committee process has been inclusive and collaborative among all constituency groups

- 19 Full-time faculty retirements since August 2019

- work includes data on percentage of classes taught by FT's in disciplines actively seeking new FT positions

-committee came up with a scoring for FT hires that includes 17 positions based on data

-committee happy to share the presentation

-President Johnson has said he is willing to go to bat and make a strong request for full-time hires at district meeting

-also working on a completely revamped version of the faculty prioritization rubric. Streamlining the process and plan to align with it other processes including program review.

-creating more of a transparent process around administrative hires

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#### CDCPD voting members and by-law changes

- this came up last year during the faculty prioritization process-
- sent proposal for adding to new directors to be included in CDCPD: Bioscience and Medical Assisting
- from Monica Ambalal EDT is a department with a chair and is not included in the list.
- Stefani de Vito : also Learning Center Director is not on a list
- Chriss Foster: also a proposal in the works to create a Learning Resources Director as well
- Ron Moss: also COSER is it's own program
- CourtneyBrown : careful consideration should be given to ensure that one program or department is not vote heavy
- Nghiem Thai: union is also involved in the decision on reassign time allocation with certain Dept. Chairs
- Brad will bring a revised list for a vote to the next meeting.

#### Inga on Evaluations:

- completed 71 Fall 2020
- 53 still need to be completed
- sent email about Spring Evaluations
  - process will be the same for Spring 2021 semester
- created a form for submitting all documents together to streamline process
- stipend request form is included
- 2 websites Fall 2020 with spreadsheets for Full-Time and Part-Time Evaluations
- District will send loaded spreadsheet for evaluations

#### Hilary Altman on Accreditation Update:

- Thank you to the ISER committee - a report from ACCJC stated that it is well put together and easy to read document.
- March 1-4 ACCJC visit - supplied a guide for their visit. Putting together a virtual campus map with videos.
- shared Accreditation Day Feb 19, 10-3pm Agenda
- updating website pages request for ACCJC site visit

#### Curriculum news and update: Nghiem Thai

- updating curriculum for ACCJC site visit.
- \*\*Not going to schedule any classes that have not been updated into the Fall 2021 schedule.
- list of out of date courses will be sent out soon

#### SLOAC update: Laura Forlin

- Website updated
  - assessment records/spreadsheets are located on the webpage
- Heather Casale: request to review spreadsheets and kindly report errors.

#### CE Report

- Marie Amboy announced good news...sorry i missed what was said about this
- State is changing Strong Workforce funding -
  - Round 5 funding ends in June of 2022 so unsure how the rest of the year will be funded.
- Child Development has been asking for years for the position that handles grant coordination to be made institutionalized - permanent position/project manager.

#### PFT Report

- stipends for converting face to face courses for Fall 2020.

-request to share with all part-time faculty