



1. Announcements

Drew: Martin Webb is creating the mural in the H-building. If you have an opportunity , come by and say hi.

Drew is now the Professional Development chair. If you have any ideas for FLEX, send them his way. If you're thinking of a sabbatical, you have about a week to do it. There's a conversation about FLEX day for the whole college including classified professionals.

2. Winter Intersession – *Maurice Jones*

Use to help maximize our FTES and build from cancelled classes in the fall. They are filling up and have cancelled classes under 30. Add numbers won't be available until Nov 28; double check with Sylvia Cortez. We're doing quite well in terms of enrollment.

Courses with less than 30 enrollment were already cancelled. There is a sliding scale/moving target about cancelling courses. Dates of winter intersession: Dec 19 - Jan 13. For the courses that were cancelled, will more courses be added to intersession? Still considering and depends on factors like wait list and historical data.

Looking for more responsiveness on enrollment about having more FTEF for intersession. ASTI students are looking for courses too.

3. Program Review – *Maurice Jones*

Deadline has passed; we need to get those in and please get them in ASAP. Need to gather the information about the requests for resources.

4. Educational Master Plan – *Maurice Jones*

Started on FLEX day; thank everyone who participated and looking for more people to participate. Going to have meetings with 3 subgroups starting to meet: mission & values, enrollment & retention, and equity & campus climate. If interested in participating, please reach out to Maurice or respective dean.

5. Assessment – *Maurice Jones*

Need to make sure we're following the 3 year calendar. Reach out to your SLO coordinator or Maurice if you need any assistance in completing those.

Are there still stipends for PT faculty for entering data? Not sure.

Some departments are only staffed by PT faculty. Still determining whose responsibilities with this lie.



6. ZTC – *Olga Fish*

Zero-Textbook Cost (ZTC), Open Educational Resources (OER), Low-Cost

Olga has a list of websites on where to get OER. ZTC should be licensed under common creative license which makes it eligible to make copies. You can get these from the OER websites which Olga can provide. Low-cost refers to the materials that students will be able to handle according to Laney and CoA with a threshold of \$50. That is, if course materials cost \$50 or less, the course will be deemed “Low-cost”. There will be icons on the online schedule about “Low-cost” and “ZTC”.

CoA has a \$20,000 grant to identify which courses can be converted to ZTC. We are also applying for another \$200,000 grant and looking for faculty to commit. There is a committee that consists of faculty who have used ZTC. Jayne has created a spreadsheet on which courses and certificates that can be converted to ZTC.

Please reach out to your faculty as department chairs and ask them if they are willing to commit to participating which include creating materials into interactive homework, powerpoint presentations, etc to convert classes to ZTC. Also reach out to see which faculty to determine which courses have materials that cost \$50 or less so we can designate them appropriately on the schedule.

In ADAM, courses are sequential and there's a kit that costs \$90 needed initially. If that kit is used over a few classes, does that mean the courses after the initial course can be designated as “Low-cost”? Can we list the program or sequence of courses as “Low-cost”? In Art Studio, there are material costs, but the textbook is zero cost; in this instance the course will be designated as ZTC. In printed class schedule, we can have an advertisement regarding this matter; we can add language to the online class schedule as well.

Please send an email to chairs with speaking points.

7. Attendance: Olga Fish, Sue Altenbach, Drew Burgess, Jennifer Fowler, Jane McKenna, John Taylor, Didem Ekici, Cady Carmichael, Ed Loretto, Jayne Smithson, Blair Norton, Vanson Nguyen, Maurice Jones
8. Guests: Lilia Celhay, Eva Jennings, Reza Majlesi