



1. Announcements

Mid-term FLEX: information forthcoming

Curriculum: if you're going to program review this semester, check in with Trish before making any major curriculum changes.

Dr. Will and Drew met and are discussing events: possibly a costume, Halloween thing. Please join in discussion with them. Will is going to dress up.

2. Student Services Presentation – *Louie Martinez Y McFarland*

3. VPI updates – *Maurice Jones*

- a. Instructional Supply funds: was sent out to chairs and to let their deans know of any feedback. No feedback was provided by chairs and the document was shared with budget committee that meet on Sept 20th. Instructions were sent out about what can be bought. If it's consumable or something students need to use in the classroom, it's considered a supply.

When will the funds be settled & distributed? Need to wait until after budget committee meets Sept 20th. Once it's approved, we can look at BTR'ing the funds.

Business office will give us the timelines, possibly around March is where all the orders must be placed.

- b. Spring Schedule

We cannot go over allocation outlined in discipline plan. If it's showing negative, that means you've gone over.

Intersession: is funded based on cancelled classes; the cancelled classes don't go back to the department, but to the college and thus intersession. We did not cancel a lot of classes this semester. We pushed back a lot of classes and those have done well. For Spring intersession, suggest only one class per discipline, not one of each class in a discipline. Low enrolled by our contract is defined as under 25.

Counseling: students noticed not many open classes. We had COAchella, many students showed up and weren't able to register for many courses with COA, especially Math and English, Psych and Comm, ESOL. When 2nd week of the semester, a lot of classes had filled up.



Modality: is there a plan to recognize the effort on departments as we try to do in-person classes? The tension of offering in-person classes that don't fill versus offering an online async course that could easily fill means it can be hard. High school students prefer in-person; online students are likely to be working. Being intentional with marketing students to come to your class and building relationships with head counselors who talk to their counselors about your work and classes.

Enrollment task force will propose a ratio of online and in-person. With lab classes, the complexity increases about offering full semester courses versus short term courses.

c. ZTC & Scheduling

We need to list each course as zero textbook cost (ZTC), low textbook cost (LTC) or neither. The online schedule will have ZTC or LTC badges. Please make sure you submit these designations with your draft schedules.

d. Program Review/APU

The timeline (due October 13) and which programs are due for full, 3-year program reviews will be shared.

Feedback hasn't always been provided, but a lot of the feedback is through the resources allocated. Chairs are requesting some sort of feedback including confirmation of receipt.

e. Student Learning Outcomes

Just continue what we've been doing with assessments. There's no additional funding for doing the assessments; we have to do them for accreditation. We need to work on our PLO's and ILO's.

Do SLO coordinators have timeline for assessment? Maurice will be meeting with coordinators.

4. Evaluations – *Vanson Nguyen*

Administrators are responsible for initiating.

5. Chair of Department Chairs committee elections – *Vanson Nguyen*

Do we have by laws? Will be run out of the office of instruction. **Future agenda:** consideration of a sub-committee to bring ideas to discuss creating by-laws for this group including how to propose agenda items.



Participatory governance manual list chairs committee as operational committee.

Someone has to spearhead it.

6. AI, Plagiarism & Classroom policy – *Robert Brem*

Hope to have a discussion on mid-term FLEX. Robert can lead this workshop. We all really need this discussion. Any policy that is enforced need to fall within our district policy and ed code.

7. Attendance: Blair Norton, John Taylor, Jody Campbell, Derek Piazza, Leslie Reiman, Cady Carmichael, Trish Nelson, Anthony Villegas, Drew Burgess, Jayne Smithson, Didem Ekici, Sue Altenbach, Jane McKenna, Carla Pegues, Hoi Ko, Cynthia Haro, Vanson Nguyen, Maurice Jones

8. Guests: Will Ochoa