Minutes for 10/2/2013

In attendance:

Kathy Young, Ruth Barnaba, Patti Dixon, Lillian Payn, Linda Morrow, Christine Brady, Rudy Jacobo, Jenny Fererro, Diane Studinka, Michelle LaVigueur, Sheri Frankfurth, Rebecca Clements, Sheila Atkins, Teresa Laughlin, Michelle Fifield, Bob Vetter, Jack Kahn, Dolores Silva, Greg Thomas

A. Old Business

   a. Budget report 1/4ly was due today. For the future one’s please:
      i. Submit electronically to Jack and Dolores
      ii. Be sure to provide a short narrative - particularly if you notice an area that looks lower than usual. ‘We are doing fine” is fine as long as it’s true!

B. Items to add to agenda

C. New Business

   A. Enrollments

      a. Summer & Inter Session
         i. Due date coming soon
         ii. Please use the form (enclosed) and a SIS sheet
         iii. Consider courses that are pedagogically sound, high enrollments, and best meet the needs of your students
         iv. Questions (Jack’s Homework)
            1. Do we have intersession data from past that can be shared?
            2. Are we open on Fridays?
            3. How does this affect faculty load?

   B. Curriculum

      a. Three workgroups meetings: Teresa Laughlin and Jack noted that the curriculum meetings were really useful, cooperative and productive. Jack mentioned how they were modeled after the KINE workgroups this past summer. Gloria was praised for her work with the faculty in this regard.

   C. IPC

      a. We will be reviewing the PRP process from last year in our next planning meeting
b. The faculty Senate endorsed the 2 year form
c. 3-4 examples from different departments will be given
d. A timeline will be sent out to faculty but generally
   i. REMINDER: Trainings in October/Nov (starting Oct 25th)
   ii. REMINDER: Due date will be 12/9- though calendar not officially approved
   iii. Teresa suggested we ask if the draft date could be pushed to early spring semester so it wouldn’t be right around final exams etc.
   iv. Jack and Linda expressed that people seemed to be sympathetic to the legitimate concerns about the length of the PRP and waiting for items etc. However, this year should be the most difficult (as much can be copy/pasted for the next one) and the hope is that we will improve this relatively new process over time
D. Travel Funds Idea: jack had this great idea which actually was already happening which is that departments share travel funding where appropriate rather than just allocating the approx. $40 per individual. If this is done, please just let Dolores know that this is being done and who is sharing (persons X,Y,Z are donating their travel funds to faculty member W etc).
E. We should hear about new faculty hires from the chancellor’s office within 2 weeks
F. Web Info
   a. The group agreed with the idea to Post minutes to our Division website
   b. This Friday Dolores and Jack are meeting with Chris Norcross to update the site and there will be a placeholder for minutes
   c. Mike Lockett also suggested we post any e-forms that are sent out by our office as well
   d. Jack is a member of the Blue Ribbon Website Task Force- we are looking at redoing the website from a marketing and functionality perspective.
Folks asked Jack to share:
   i. Finding people is hard if you don’t know how to spell it etc. There was once an easier method (dropdown menu perhaps)
   ii. Please make sure there are “naïve” users in the user group- pre-students etc.
   iii. It would be cool to have a ‘forms depot’ where all forms go- maybe forms then subcategories etc.
G. Department Reports

a. KINE (Bob Vetter): All new machines are in and all are currently working. Bob mentioned that Jack had attended a recent department meeting and appreciated his support for their concerns.

b. EHPS (Teresa Laughlin): Still waiting for some PRP equipment. Political Economy Days is in 2 weeks - really diverse and interesting speakers this year. An invite should go out today/tomorrow with details.

c. BEHAVSCI (Kathy Young): Barb from TERB attended a productive department meeting last week.

d. MCS (Rodolfo Jacobo): Tonight meeting in Balboa Park to discuss banning of ethnic studies in AZ.

e. CDC (Diane Studinka): Escondido had a nice remodel of their kitchen area (new cabinets, fences, entrance, working on making it feel more welcoming)

f. CHILDEV (Jenny Ferrero): Got PRP requests including tables, chairs, which have made instructors very happy. 3 document cameras are coming- 1 is here and installed. The CD 99 team taught prep-course is going well and already seeing good results from it. Child Development Club is still taking over the world with 75 students attending meetings.

g. AT (Lillian Payne): 89 instructors are enrolled in Palomar Online Education Training – 5 completed the certificate which is encouraging. Blackboard is still experiencing problems but we have raised level of support via blackboard and should have info soon. Terry Gray is retiring; his last day is November 8th.

h. Tutoring Center (Ruth Barnaba): Busy and chugging along. The TLC is almost done- have some AC issues that need to be addressed- should be open in spring for support services.

i. Library: (Linda Morrow): 1st interview for the library manager went well. There is an article in the telescope about a cool project the library did with the upholstery department- saved the district $24,000!

j. SBS (Dolores Silva): There is also an article about Jack in the telescope and his ‘fashion sense’. Jack said he hopes over time he will be known for something other than that as well 😊

k. AIS (Patti Dixon): California Indian Day went very well. Ed Castillo presented as did the bird singers and Flora Howe, an adjunct who is finishing her doctorate. We are slowly getting stuff from our PRP.
i. Asked if we got PRP money for something we now don’t need, any way we can use it for something else? Jack HMW
Also discussed a great event through the libraries (SD and Escondido) involving a community event discussion of the book Caleb’s Crossing. Patti said it really brought a community of people together and was very moving - Patti and Linda discussed the possibilities of doing something similar here (which can be challenging with peoples busy schedules) but worth looking into.

H. Recognition/promotion of faculty
   a. EHPS: Tiffany Sergeant had a baby boy, Jared, and John Smith also had new babies!
   b. Lacey Craft was recently nominated National Coach of the year

I. New Items added
J. Announcements
K. Other/Questions