

Council of Chairs
Meeting Agenda
September 19, 2012
SH 101
10:00 a.m. - 12:00 p.m.

Discussion Items:

- New Mini Corp coordinator – Blanca Gomez-Anaya: 10-10:05
- Review minutes: 10:05-10:10
- Proposal presentation and discussion: 10:10-10:30
- Ad Hoc Facilities Committee Proposal:10:30-10:45
- Spring Enrollments-Plans, Enrollment Caps, Serving Majors: 10:45-11:00
- Continue the conversation re: curriculum revisions for college-State side: 11:00-11:30
- David Bruck: 11:30-11:55

Housekeeping Items

- Withdrawn Grad Apps-on Google Docs: review before next meeting
- Scholarships

Upcoming Events:

- Dean Chin meeting with Assistant Professors
 - Friday, October 12, 2012, 12pm – 1pm
 - SH 332
- Fall Retreat
 - Friday, October 19, 2012, 9am – 1pm
 - SH 331
- Post Presidential Election Forum
 - Friday, November 9, 2012, 10am – 12pm
 - SH 331

Council of the Chairs Meeting Schedule:

- October 3, 2012

Council of Chairs
Meeting Minutes
September 19, 2012
SH 101

10:00 a.m. - 12:00 p.m.

Recorded and approved 10/3/12

Present: Campbell, T., Chin, E., Felton, M., Laker, J., Maldonado-Colon, E., McCullough, J., McVey, M., Monsur, S., Ratzlaff, C., Reade, C., Thorpe, L.

Guest: Blanca Gomez-Anaya (Mini-Corp)

Approval of 9/5 minutes: Maldonado-Colon, E., second Felton, M.-All (6) in favor with 1 abstention

Discussion Items:

- New Mini Corp coordinator – Blanca Gomez-Anaya
 - SJSU Alum
 - Mini-Corp provides services to migrant students. They work on providing students with direct instruction from a tutor.
 - They mentor, train and encourage undergrad students to go into Education or Counseling. All one on one direct instruction.
 - Tutors can only work with identified migrant students
 - Blanca needs 12 student tutors, by second week in October
 - These tutors need to be Undergrad students, in the field of Education.
 - Former migrant students themselves or they have experienced through family.
 - Applications will be left in the Dean's Office. It was requested that Blanca email the flier to send to instructors.
- Proposal presentation and discussion
 - Dean Chin stated that the professional development could be used for anything related to instruction such as a conference or a publication but excludes equipment.
 - A motion was initiated by McCullough, J., second by Maldonado-Colon, E. that for the fall 2012 semester there will be a total of 10 awards for temp faculty at \$250/faculty. Each department will get 1 part-time temp faculty professional development award for the fall semester. This will be approved by the Chair and forwarded to the Dean, who will approve. There will be 3 additional awards available for the fall college-wide. The Council of the Chairs will decide who gets the remaining 3 awards. The chosen faculty applications are then forwarded on to the Dean for approval.-All (7) in favor.
 - Proposed for the spring 2013 semester are a total of 10 awards for temp faculty at \$250/faculty. These awards will be first come, first served. Initial approval given by the chair, selection by the Council of the Chairs and then forwarded to the Dean for approval.- All (7) in favor.
- Ad Hoc Facilities Committee Proposal
 - The College has 3 standing committees that are always staffed. If there are specific action items or initiatives that faculty want to propose, an AD Hoc Committee would be created.
 - The committee is recognized as service.
 - The Dean submitted a proposal, shared in Google Docs, for offline room and facilities Ad Hoc Committee. At the fall forum she asked for volunteers.
 - The Dean is looking for Faculty and Staff interested in setting guidelines on how we maintain our offline rooms, including the student lounge, and rules on how to set priorities.

- Equipment is being damaged.
 - Items, such as huddle board cart, are found in the hallway.
 - The Dean gave the committee a simple time line and policies to share with faculty by Dec 14th. Draft due to the Council of the Chairs by Dec 7th.
 - At the Spring Forum the committee will present to the whole college.
 - In the Spring semester the committee will observe and gather feedback before ratifying the policy.
 - The Council of the Chairs approved the proposal for the Ad Hoc Committee-All (7) in favor.
- Spring Enrollments-Plans, Enrollment Caps, Serving Majors
 - Dean Chin shared admitted students spreadsheet from OIR with the Chairs in Google Docs.
 - Dean Chin asked the Chairs to notify her if they see a problem with the numbers indicated.
- Continue the conversation re: curriculum revisions for college-State side
 - Dean Chin referenced the conversation about how we (the College) distinguish our college from others; the sentence shared in Google Docs, this one got the highest number of votes.
 - Our graduates are
 - Critical and creative thinkers who become life-long learners
 - Advocates for children and families who are focused on change to achieve social justice
 - Innovative community leaders who apply evidence-based knowledge to civic learning
 - Dean Chin asked the Chairs to think about this description and see where, in their programs, this is actually achieved. She asked that they have conversation with their faculty as to what do we do in the current programs that support this particular vision.
 - Three areas:
 - stated learning objectives
 - courses (both in course co-curricular and extracurricular activities-what are you doing in or out of your courses)
 - How do you measure student's attainment of these characteristics-what are your indicators that these are demonstrated?
 - We are going to first do this department by department and then come back and look at it as a college. We can then look into what we do jointly as college-cross college collaboration.
- Dean Chin shared Elem Ed program plan in Google Docs to review. She asked the Chairs to look into where the College can we work across departments, activities or professional seminars, as we go into the future.
- David Bruck-Assoc Dean, Grad Std & RS
 - Changes in graduate studies
 - Theses are submitted electronically. They have a single review per semester. Grad Std & RS used to have 2 reviews but that takes a large amount of time.
 - Seventy theses submitted per semester.
 - Most people are doing projects.
 - ADRRC gave them the task of writing detail guidelines for Academic disqualification from university.
 - There was already a standard.
 - They re-wrote the guidelines to make them more consistent and in line with title 5 and academic policy.
 - David Bruck stated that they have instituted a probationary period.
 - David Bruck stated that the requirement is that the departments make it clear on their website and enforce their policy.
 - RP (report in progress) Policy has been put into effect to have better records or people working of theses.
 - Cannot give credit for 299 if they do not have a thesis. Do not give them credit. Give them an RP if they do not finish.

- We are no longer to give IC in these courses. Title 5 has outlawed IC.
- RP is a two year time frame before renewed.
- The department can decide whether to force students to take the course over. It will cost the students to do that.
- The University Studies 290 must be done with all classes.
 - Only applies to getting a RP's Sp12 and forward.
 - They are sent a message and instructed to register for 1 unit special session class. Do it on line and it is 1 unit.

Housekeeping Items

- Withdrawn Grad Apps-on Google Docs: review before next meeting
 - Request from Bill Nance-GAPE normally withdraws app and wants to reduce the number.
 - Nothing communicated to the students if they were not admitted.
 - Dean Chin gave the Chairs a list of all applications that were returned to GAPE. These students never received a decision on their application.
 - Dean Chin asked the Chairs to look into it and at the next Chairs meeting to tell her what they found. She will then address the concern.
- Scholarships
 - We are trying to open in early October and apply through December.
 - Students that receive the scholarship will be reimbursed for their fall semester.

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