



**Division of Science and Mathematics**

Meeting Date: Sept. 1, 2016

Time: 12pm – 1pm

Location: room 1803

Present: C. Stubblebine, A Sharma, J. Alegre, A Gonzalez, D. Chun, C. Coreno, K. Ishibashi, L. Dockter, R. Cattolica, A. Braganza, A. Oliver, M. Schumacher, A. Mueller, D. Quigley, C. Wieser, R. Otto, M. Ho, A. Wells, W. Pezzaglia, J. Lange, J. Tsao, N. Abrao, E. Kelly, M. Braselton, M. Somma, T. Dave, N. Gavryshova, C. Enriquez, B. Mayer, Z Marawala, V. Enriquez, L. Hansen, D. Caldwell, M. Davis, H. Sawhney, D. Crew, K. Mehl, D. Fouquet, J. Gener, J Traugott.

Absent: E. Batchelor, W. Pitcher

Topic	Information/Action
<ul style="list-style-type: none"> <li>• C-Net – Jane Church</li>   <li>• Evaluations – Lottery for:               <ol style="list-style-type: none"> <li>1. Dave Fouquet</li> <li>2. Jennifer Lange</li> <li>3. Wayne Pitcher</li> <li>4. Patricia Wu</li> <li>5. Rebecca Otto</li> <li>6. Matt Davis (Needs only one. Cindy is 2<sup>nd</sup> evaluator)</li> <li>7. Katie Hern (Needs only one)</li> </ol> </li> </ul>	<p><b>C-Net – Jane Church</b></p> <ul style="list-style-type: none"> <li>• Jane visited to remind the Division of Curriculum Committee meetings and Curricunet approval process. Also acknowledged Erin Kelly as the Division’s Rep.</li> <li>• Reminder: Nov 1<sup>st</sup> is the Division’s deadline for submitting proposals via C-Net. Nov. 5<sup>th</sup> is when the Division is scheduled to present any new or revised courses.</li> </ul> <p><b>Evaluations – Lottery</b></p> <ul style="list-style-type: none"> <li>• Char has chosen evaluators for the Tenured Faculty due for evaluations. Currently, waiting for approval of evaluators from evaluatees. Once approved, Char will send an email to the Evaluators and Evaluatee so that they can schedule their observations. Evaluation timeline and documents can be found here:  <a href="http://ccfacultystaffresourcesite.wikispaces.com/Faculty+Evaluations">http://ccfacultystaffresourcesite.wikispaces.com/Faculty+Evaluations</a></li> </ul>

<ul style="list-style-type: none"> <li>• Facilities Rep Election</li>   <li>• Discipline Coordinators</li>   <li>• Quick Review of       <ol style="list-style-type: none"> <li>1. Absence policy related to:           <ol style="list-style-type: none"> <li>a. Missing Class</li> <li>b. Missing Convocation/Flex</li> </ol> </li> <li>2. SLOs on Syllabi – Highly Recommended for ACCJC purposes</li> </ol> </li>   <li>• Spring 2017 Schedule and beyond..... Collaborative/Strategic scheduling for Fall 2017?</li> </ul> <p><b>Reminders</b></p> <ul style="list-style-type: none"> <li>• <b>Deadline to Submit Syllabi and Office Hours to Kim has passed. If you haven't already submitted, please do so ASAP.</b></li> <li>• <b>Census (Full-Term Classes) WAS Due: August 29<sup>th</sup>!!!</b></li> <li>• <b>Please attend the 'Measuring Student Success' Flex Day Workshop regarding ILOs.</b></li> </ul>	<p><b>Facilities Rep Election</b></p> <ul style="list-style-type: none"> <li>• Scott Hildreth to serve as Division's voting member for Fall 2016. Najla Abrao is the substitute and, will serve as the voting member starting Spring 2017.</li> <li>• IPBM Needs Representatives. They meet the 4<sup>th</sup> Fridays @ 12:30p at the District.</li> </ul> <p><b>Discipline Coordinators</b></p> <ul style="list-style-type: none"> <li>• Funding is now available for Discipline Coordinators. See attached Job Description and, discuss within your departments. Interested Coordinators, please work with your department in completing the Google Form to indicate 16-17 goals. *Note – Goals should have an emphasis on increasing student retention. <b>Deadline to submit form Sept. 30<sup>th</sup>.</b></li> </ul> <p><b>Absence Policy</b></p> <ul style="list-style-type: none"> <li>• If missing class, please inform Kim so she can place a notice on your classroom door. Upon your return, submit LAR.</li> <li>• If missing Convocation/Flex, please submit LAR.</li> </ul> <p><b>Spring 2017 Schedule</b></p> <ul style="list-style-type: none"> <li>• Almost complete</li> <li>• Next meeting – Discuss collaborative scheduling</li> </ul>
<p><b>Other? – Future items:</b>  <b>Guest – Katie Messina – STEM Counseling Referrals, VP Kritscher (Equity Funds), Committee Updates, Discussion on Collaborative Scheduling and unified approach to facility needs.</b></p>	<p><b>NEXT Meeting: Oct. 6, 2016 @ 12pm in room 1803</b></p>