

Minutes -- Council of Department Chairs

August 25, 2011

I. Call to Order

The meeting was called to order at 10:30 a.m.

II. Roll Call

Members signed in on the attendance sheet. Present were Sarah Leon Guerrero, Barry Mead, Jose Munoz, Robin Roberson, Gil Yanger, Lisa Baza-Cruz, Cecilia Delos Santos, Christine Matson, Tony Roberto, Ricky Tyquiengco, Dennis Christopher, Rose Loveridge

III. Adoption of Minutes from May 6th Meeting.

Tabled until the next meeting.

IV. Announcements

There will be a Staywell medical insurance presentation on September 5th, time to be determined. There need to be 25 people who sign up for the insurance in order to qualify.

V. Old Business

None

VI. New Business

a) Election of Vice Chair and Secretary

i. The election for Vice Chair will be held in January, after the DC elections. We will not know which CDC members will be DC next year until the elections.

ii. Christine Matson was unanimously elected Secretary of the CDC.

VII. Open Forum

a) Summer classes count in the FTE for Fall Semester

b) Barry brought up an issue, that the job description for the Deans lacked any faculty involvement.

c) The CDC listed potential goals for the 2011-2012 academic year. Jose Munoz wrote the goals on the white board. The potential goals are:

1. Free/reduced tuition for faculty/staff dependents

2. Academic Advisement
3. Increase faculty participation in recruitment, retention, and transfer
4. DC/faculty evaluations
5. Adjunct pay scale and policy
6. The process the CDC uses: FS, AVP, BOT
7. DC training
8. Faculty recruitment and HR involvement

Council of Department Chairs

Meeting Minutes

September 22, 2011

I. The meeting was called to order at 10 a.m.

II. Roll Call

Sarah Leon Guerrero, Barry Mead, Jose Munoz, Robin Roberson, Gil Yanger, Lisa Baza-Cruz, Cecilia Delos Santos, Steve Lam, Christine Matson, Anthony Roberto, Ricky Tyquiengco, Rose Loveridge, Christopher Dennis.

III. Adoption of Minutes from August 25th meeting

Sarah moved to adopt the prior minutes. Tony seconded. Passed.

IV. Announcements

V. Old Business

a) Review of The Bylaws of The Council of Department Chairs Guam Community College:

i) Section Three – Change to read:

At the end of the first sentence delete the period and add, “and make recommendations.”

Robin moved to make this change. Joey seconded. Passed.

ii) Section Four – Change to read:

At the end of the second sentence delete “on resolution or for the election of officers.” Add a period after “one vote” and add the words “on all issues.”

Robin moved. Gil seconded. Passed.

Add a third sentence, “There shall be no proxy votes.”

Tony moved. Lisa seconded. Passed.

There was a discussion that if a person is Acting Department Chair, the person is the Department Chair, when so appointed by the Dean.

iii) Section V

Election of Officers. Add four words at the beginning of "Election of Officer," It is desirable that the".

Election by majority vote. Delete the first two words, "In that". Delete the words "of the council" after simple majority vote in the first sentence. Put a period after the second "Council of Department Chairs", at the end of the first sentence.

Sarah moved. Cecilia seconded. 8 voted in favor of the motion. Passed by majority.

iv) Section VI

Special Meetings. In the second sentence, delete seven calendar days and replace with "24 hours".

Frank moved. Steve Lam seconded. Passed.

GCC e-mail is an official form of communication.

Frank moved. Lisa seconded. Passed.

v) Sections VII – IX

These bylaws items were tabled until the October CDC meeting.

b) Results of Goals/Issues Survey: Members were most concerned with faculty evaluations

i. CDC chair will inform union, Faculty Senate and Job Spec. Committee that faculty evaluation was the number one issue.

ii. May need faculty meeting with Job Spec. Committee

ii. Members will bring comments on faculty evaluation for discussion at next meeting.

a. look at criteria and forms

c) Discuss Goal #1, Faculty Evaluation

1. Status of probation issue.

2. Inequity in increment between staff and faculty

3. Consistencies in evidence

i. not getting credit for some work done during working hours

a. Tony: community service not counted unless outside work hours

b. Bob Neff not given credit for a non-community service item done working hours.

4. Categories of evidence

VI. New Business

a) Curriculum Deadline

VII. Open Forum

VIII. Adjournment

The meeting was adjourned at 11:30 a.m.

Council of Department Chairs

Minutes

October 20, 2011

I. The meeting was called to order at 10:30 a.m.

II. Members present: Barry Mead, Jose Munoz, Robin Roberson, Gil Yanger, Lisa Baza-Cruz, Steve Lam, Christine Matson, Anthony Roberto, Ricky Tyquiengco, Rose Loveridge, and Dennis Christopher.

III. The minutes from the September 22, 2011 meeting were adopted with changes. Barry moved to accept the minutes and Lisa seconded. Passed.

IV. Announcements

V. Old Business

a) Review and finalize bylaws. Gil moved and Steve seconded to approve the bylaws as amended. Passed.

b) Continued Discussion on faculty evaluation process

Section 1:

There is a need for a definition of appropriate activities in Section I.

One member related that training was disallowed because the evaluator believed that PDRC provided all GCC training for faculty. Section 1 #5 is Assists with Training and Mentoring of new department members.

Section I Strong #3 developing an ongoing mentorship program for the department, is that including adjuncts? This should not be limited by the PDRC.

Does #3 include mentoring Staff and faculty?

There was a suggestion to amend the contract to recommend that the PDRC is not the only entity responsible for training. The DC's responsibility for training does not need to be under purview of the PDRC.

Section 1, Strong, #3, put in strategic plan for the next year. The DC will provide an ongoing mentorship plan. The DC then has a plan.

Section 1, Strong, #4. Clarify the meaning of volunteer efforts. Does that mean outside regular duties and outside regular duties or only outside of regular duties.

Tony and Barry can provide sample strategic plans.

Section 1, Superb 5, #1: Conducts a departmental convocation for students. What are the objectives of the departmental convocation?

There was a discussion that an activity as important as a faculty member getting a \$385,000 grant for GCC may only be used in one rather insignificant area of the report. It takes years of work to supervise the grant and make sure the objectives are met.

There was also a discussion that the faculty require clarification of what we should get credit for.

The discussion of faculty evaluation was tabled until a special meeting called for October 25th at 9:00 a.m. in Room 201.

Council of Department Chairs

Special Meeting

Minutes

October 25, 2011

Present: Sarah Leon Guererro, Jose Munoz, Robin Roberson, Cecilia Delos Santos, Steve Lam, Christine Matson, Ricky Tyquiengco, Lisa Baza-Cruz, and Clare Camacho.

I. Discussion of Faculty Evaluation

There is a difference between secondary and post-secondary faculty in their work load. Some faculty have expressed a desire to maintain a satisfactory rating.

Some singular activities should count for more than one thing. For example, serving on a government board, obtaining a large grant, or very time consuming community activities.

Steve moved, Gil seconded, passed.

The criteria for activities should be clear.

Our percentages for evaluation are due on Friday.

Robin suggested that if a faculty member is unsure about an activity that they could clarify it with their evaluator.

Council of Department Chairs

Special Meeting

Minutes

October 25, 2011

Present: Sarah Leon Guererro, Jose Munoz, Robin Roberson, Cecilia Delos Santos, Steve Lam, Christine Matson, Ricky Tyquiengco, Lisa Baza-Cruz, and Clare Camacho.

I. Discussion of Faculty Evaluation

There is a difference between secondary and post-secondary faculty in their work load. Some faculty have expressed a desire to maintain a satisfactory rating.

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Steve moved, Gil seconded, passed.

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Robin suggested that if a faculty member is unsure about an activity that they could clarify it with their evaluator.

Council of Department Chairs Minutes

December 12, 2011

- I. Call to Order The meeting was called to order at 10:15 a.m.
- II. Roll Call: Christopher Dennis, Sarah Deleon Guerro, Jose Munoz, Joey Tyquingco, Robin Roberson, Steve Lam, Christine Matson, Gil Yanger, Lisa Basa Cruz, and Rose Loveridge.
- III. Adoption of Minutes from November 17, 2011 meeting. The minutes were adopted with minor corrections. Steve made the motion. Sarah seconded the motion. Motion Passed.
- IV. Announcements
- V. Old Business
 - a) The members reviewed the Faculty Senate letter from the CDC Chair about evaluation.
 - i. Steve made a motion to have the letter sent to the Faculty Senate. Sarah seconded the motion. Motion passed.
 - b) The recommendation to the Faculty Senate for a tuition waiver for faculty dependents will have the Faculty Senate define “dependents.”
- VI. New Business
 - a) DC training. Barry will provide DC 101 budget training that includes strategic planning.
 - b) There was a discussion about secondary enrollment and funding.
 - c) Robin made a motion that the GCC grant writers conduct a workshop for DC, including CTE grant writing experience. Ricky seconded. Motion passed.
 - d) DCs need to have more training and training offered at an earlier time for grant writing, with current information.

4) Maintenance. Gil's students can perform work on campus for departments as part of their education and training..

VII. Open Forum

VIII. Adjournment The meeting was adjourned at noon.

Council of Department Chairs Minutes

January 9, 2012

- I. Call to Order The meeting was called to order at 10:15 a.m.
- II. Roll Call: Jose Munoz, Robin Roberson, Gil Yanger, Lisa Baza-Cruz, Steve Lam, Christine Matson, Anthony Roberto, Ricky Tyquiengco, Rose Loveridge, Sarah Leon Guererro, Norman Aguilar, and Dennis Christopher.
- III. The adoption of minutes from December 12 2011 meeting were tabled until the next meeting.
- IV. Announcements: DC elections need to be held in each department by the end of January.
- V. Old Business: None
- VI. New Business
 - A. Goal #5: Discuss faculty participation in recruitment, retention and transfer.
 - B. Promoting GCC and Recruitment
 - a. Promotions have taken place at the mall in the past at the Center Court.
 - b. Annual GCC day, like Founder's Day
 - i. Get the date for GCC's Founder's Day
 - ii. The UOG has Charter Day as an annual event
 - iii. Send a recommendation to the Faculty Senate about an annual GCC event with activities (maybe an entire week of events, "Founders Week").
 - iv. Motion: Send a recommendation to the Faculty Senate from the CDC that the Senate look into having an annual event on the same day each year. Gil made the motion, Steve seconded, and the motion passed.
 - C. Recruitment & Retention

- a. There was discussion about problems with transferring GCC vocational credits from secondary to post secondary.
- b. Norman and Tony will check with counseling and explore the possibility holding a mini fair in Spring Semester 2012 to help with recruitment.
- c. There are issues about GCC counselors not being able to assign secondary students to classes so that they have equal responsibility like other high school counselors. The issue will be forwarded to Barry Mead.

D. Continuing Education Credits

- a. Sarah made a motion for a recommendation that any entity wishing to offer a course must obtain the approval of the DC that has purview of the subject matter of the course.
 - i. Robin seconded the motion. The motion passed.

VII. Adjournment. The meeting was adjourned at 11:30 a.m.

Minutes – Council of Department Chairs

February 2, 2012

I. The meeting was called to order at 10:35 a.m.

II. Those in attendance were: Christopher Dennis, Sarah Leon Guerrero, Steve Lam, Tony Tyquiengco, Cecilia Delos Santos, Anthony Roberto, Christine Matson, Jose Munoz, Gil Yanger, Lisa Basa Cruz, Robin Roberson, and Rose Loveridge.

III. The minutes from the January 9, 2012 and December 12, 2011 meeting were adopted.

IV. Announcements: Room use change in the GCC Library

V. Old Business

a) Founder's Day

Joey moved that the following resolution be adopted by the CDC: We recommend that the college establish November as a month of celebration, as it was the month that college was founded. Robin seconded. The motion passed.

b) The Faculty Senate approved a tuition waiver for the adopted or biological children of all GCC employees.

c) The Faculty Senate approved the CDC resolution, received in a letter from the CDC chair, about issues with the faculty evaluation system, to be handled during the following year, since it is well into the second semester of the 2011-2012 academic year.

d) NAF Budget

i. Department Chairs received training in submitting NAF budgets during the Department Chair meeting held earlier the morning of February 2nd.

ii. Robin moved that a resolution should be adopted by the CDC to send a letter of concern to the Faculty Senate to open a discussion between all parties involved, i.e., departments and Finance) that all lab fees and other fees go to their respective departments and courses. Joey seconded the motion. Motion passed.

iii. Some students are concerned that they are paying large fees for courses but not receiving the benefit of course related services and items that they should be able to use. For example, before the early childhood program received the student fees, students were not being provided with construction paper, a laminator and other items that they should have received the benefit of.

VI. New Business

a) Public law regarding secondary faculty certification was discussed. There may be an attempt to change the requirements for GCC Secondary Faculty to meet the requirements of DOE. GCC Secondary Faculty are chosen for their skills, abilities and experience in their vocational areas and a bachelor's degree is not required, as it is for teachers by DOE. In addition, GCC Secondary Faculty are employed by GCC, not by DOE.

VII. Open Forum

i. Keys are not being issued to adjuncts. Due to thefts at GCC there are new policies about access to keys. For that reasons, adjuncts cannot get into the class room in order to prepare for class until the room is opened by Student Services personnel. Student Services does not have enough personnel to unlock the doors at an earlier time, even if the adjunct instructor comes to the Student Services office. Therefore, the problems with the key policy and the lack of personnel in Student Services are affecting instruction.

Rooms are being left unlocked if there is less than 30 minutes to the next class, otherwise the rooms are being locked. There were concerns about theft of items from open, empty classrooms.

VIII. The meeting was adjourned at 12:40 p.m.

Minutes
Council of Department Chairs
March 1, 2012

I. Call to Order

The meeting was called to order at 11:00 a.m.

II. Roll Call (to be added)

III. Adoption of Minutes from February 2, 2011 meeting

Lisa moved to make adopt the minutes with a change to the title. Sarah seconded. Motion passed.

IV. Announcements

V. Old Business

a) Review letter from CDC Chair to Faculty Senate

We reviewed the letter.

VI. New Business

a) Election of Vice Chair/Chair Elect Next Term

Sarah nominated Ricky to be the Vice Chair/Chair Elect. Lisa seconded. Tony nominated Robin. Gil seconded.

There was a discussion of average class size of 13 for full time faculty, and that it should be applied to adjunct instructors. The discussion was tabled to the next meeting.

Department Chairs should have more input into selecting adjuncts.

There was a discussion of internship credit. There are no DCAPS. No one has dual credit right now.

VII. Open Forum

VIII. Adjournment

Jose moved to adjourn at 11:45. (Need name of who seconded, please)

Council of Department Chairs

Minutes

April 12, 2012

I. Call to Order

The meeting was called to order at 10:55 a.m.

II. Roll Call

Christopher Dennis, Rose Loveridge, Gil Yanger, Christine Matson, Sarah Leon Guerro, Robin Roberson, Lisa Baza-Cruz, Ricky Tyquiengco, Jose Munoz, Steve Lam, Norman Aguilar, and Tony Roberto attended the meeting.

III. Adoption of Minutes from March 1, 2012 meeting

Tabled until May meeting.

IV. Announcements

V. Old Business

Tabled until the next meeting in May.

VI. New Business

- a) Hours limit for adjunct faculty and fulltime faculty teaching adjunct

There was a discussion about the kind of limits on how many hours or credits a faculty member should be allowed to teach, on top of their regular full time classes. The possibility of looking at this on a case by case basis was raised, but it was dismissed as a solution to the issue.

The number of hours taught in addition to a full time load was problematic, because some instructors, such as in cosmetology, had a very high number of regular instruction hours.

At 10:50 a.m., the meeting recessed, to reconvene after the Paul Parvin's memorial in the Allied Health Building at 11:00 a.m. Some faculty would not be able to return, because of other commitments. There was no definite time to reconvene, because it depended on the length of the service.

The meeting reconvened at 12:15 p.m. Ricky, Dennis, Norm, Steve, Christine, Robin and Gil were present.

Norm proposed a resolution, “No More than three classes, not to exceed 200 hours.” Gil seconded the motion, the motion passed.

Old business and assessment were tabled until the May 8th meeting.”

After the vote, Sarah and Tony returned to the meeting.

b) Assessment Data

Tabled until the next meeting.

VII. Open Forum

VIII. Adjournment

The meeting was adjourned at 12:30 p.m.

CDC Meeting Minutes

Room 1107, Tech. Building

May 10, 2012

- I. Call to Order at 9:50 a.m.
- II. Steve Lam moved to table goals until next school year. Norman Aguilar seconded. Motion passed.
- III. Dr. Lisa Baza Cruz moved to adjourn. Gil Yanger seconded. Motion passed.
- IV. Meeting ended at 9:57 a.m.