

## Department Chair Meeting

June 21, 2011

### Minutes

#### Present:

Rebecca Woulfe, Heather Duncan, Rita Stoffel, Steve Brown, Marjorie Berman, Larry Snyder, Sherry Dewald, Wayne Caruolo, Julie Schneider, Lori Burns, Rick Reeves, Pamela Mencher, Niki Nolles, Wendy Bird

#### 1. High School Training for CE courses

Colleen spoke on the upcoming training for Concurrent Enrollment (CE). The training will be taken place at two places, Lowry and Red Rocks Community College. Currently Marilyn Kleinfeld is person to speak with about Concurrent Enrollment. Nina Ysais will have all the information needed for CE. Red Rocks should have everything in place for this fall semester and already working on next fall semester.

#### 2. No-Show results and future changes

Anyone teaching summer courses was asking to give information of any no-shows in their classes. This will be to be in compliance with Veterans. Next Tuesday there will be a meeting to talk about what this implies and what we decide to do as a college. All this is tied to Financial Aide. Except by January this will become a standard practice for all classes.

#### 3. MAT 155/156

The CCCS system has removed MAT 155 and MAT 156 form GT pathways starting this summer. IF a student has already taken these courses they are grandfathered/grand mothered in and can use them for the General AA/AS degrees.

#### 4. AQIP

We have a AQIP visit the first week of October 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup>. The primary goal of the visit is to make sure us as a college are on track. The AQIP team will visit each contingency group. See Rebecca Woulfe.

June 2012 we have our next system portfolio is due.

5. Instructional Operating Procedures

- Pay for the Development of Courses
- Instructor/Faculty Compensation Summary
- Possible new ones: Off contract faculty/instructor compensation, adjusted annual schedule, sick leave, faculty senate generated ones including required time weekly on campus.

All of the above will be posted on the Portal with a link to the procedures

Other

- SOI's may be on hold for a while more information to follow
  - Part time orientation for fall semester will be held that Tuesday (12:30-4:00) and possibly the Saturday before the first week of work week. Discussion followed that possibly a third session at the Arvada Campus
  - Lori and Jane have officially moved to the Arvada Campus.
  - Perkins was granted an additional \$100,00
  - July 1<sup>st</sup> is the deadline to be credential