

## Department Chair Meeting

9/13/2011

Minutes

### **PRESENT:**

Julie Schneider, Rebecca Woulfe, Wendy Bird, Sherry Dewald, Fred Hampel, Rita Stoffel, Pamela Mencher, Barb Maher, Terri Lukavitch, Bob Brown, Lori Burns, Rick Reeves, Chris Howell, Larry Snyder, Shyrel Smith-Hosseini, Joan Smith, Heather Duncan

### **GUEST:**

Dean Rathe, Bruce Walthers

### **Add/Drop Forms**

Dean Rathe passed out a draft of the new registration/schedule forms. Dean asks for input on the area for reasons to override students entering a class. One suggestion made was to add a box for late enrollment.

Dean will send out an email with the changes on the forms before it becomes final.

### **AQIP**

Bruce spoke on the AQIP Quality Checkup Visit which will be October 5-7, 2011. Email Bruce if anyone would like a copy of the power point that was presented at the meeting.

### **Consider:**

- How are improvements done?
- How do they submit ideas?
- How have you been involved in the process?
- Have you participated in an Action Plan?

### **Open Forums in Community Room during the AQIP visit:**

- Thursday 10/6, 10:00-11:00 a.m. STAFF
- Thursday 10/6, 11:00-12:00 p.m. STUDENTS
- Thursday 10/6, 1:00-2:00 p.m. SUPERVISORS
- Thursday 10/6, 2:00-3:00 p.m. FACULTY
- Friday 10/7, 10:00-11:00 – Open Forum

## **Part-Time Job Fair**

Colleen asked everyone their opinion about having a part-time job fair for people who are interested in teaching part-time for Red Rocks. Some of the ideas for the job fair:

- Evening 3:00-7:00
- Possibly a Monday evening – less classes
- Colleen will work with HR on time frame

More information will be announced in the Monday Updates.

## **CTE Update**

**Program approvals** are being delayed due to the new Financial Aid requirements for all new certificates and degrees that went into effect on July 1, 2011. Please keep programs revised as needed and submit renewals at least four months prior to expiration.

**Credentials** must be held for all instructors teaching a course that is within a certificate or AAS degree. It is the responsibility of the department chair or lead to see that everyone hired to teach in such courses meet the requirements for a credential and submit an application for one within the first 60 days of the semester. If an instructor does not secure a CTE credential within the first semester of teaching, they will not be eligible to continue in future semesters unless they hold a valid credential. No exceptions will be made regardless of the circumstance if the instructor has not completed the steps to secure a credential or if their application was denied.

## **Chair Review Committee**

Through the reorganization committee it was decided a chair review committee should be formed. This committee will revisit what the job duties are for a department chair. If you're interested in being on this committee please send an email to Colleen. Some topics to be discussed:

- How much time to spend on chair duties
- Who is responsible for catalog/schedule
- Looking at a once a month commitment

## **Fall Reporting on No-Shows**

- 43 prefixes reported no-shows
- Very important that your part-time instructor are listed in Banner

## **Pre-reqs**

- Next chair meeting Andy Stevens will bring updates on the pre-reqs and enrollments

## **Development Day**

- October 18, 2011
- An agenda items to look at enrollment stats. Asking questions.
- How do we assess student learning

- Whats important to you for your students
- What do you value and taking a look at those values
- How do you know your being successful

The next Department Chair meeting is October 11 2011, 2:30-4:00 in the Red Fox Room.