

Department Chair Meeting
October 27, 2009
2:30-4:00 p.m.
Red Fox Room

Minutes

New Archive Email Boxes in Outlook: Rebecca Woulfe

Rebecca covered the basics of the new email archive system that features three- and five-year archive folders, which were added to all RRCC Outlook accounts in late October. Items located in the Inbox will be retained by Outlook for 180 days, and there is no size limit any longer for an Inbox. In addition, personal folders will disappear after December 18th. Personal folders may be moved directly to either the new three- or five-year folders, or into a subfolder of your Inbox. Please decided thoughtfully and deliberately what you need to keep.

Colleen Jorgensen stated that emails specific to student work should be retained for a minimum of three years but could be retained for five years. Emails related to accreditation must be retained for at least five years; emails concerning grants such as the NSF should be retained for at least seven years. Calendar information will be retained by Outlook for six months. Printing your monthly calendars is recommended if you need to document your activities. Do not save any personal email.

An online tutorial about the system and email policy may be viewed at <http://www.cccs.edu/CCCS-IT/email.html>. If you need assistance with moving email folders and files, or would like more clarification on the policy, please contact Rebecca Woulfe, Bill Cherrington, or John Anderson.

Please disseminate this email policy to college departments and part-time instructors.

Condensed classes, fall 2010: Colleen Jorgensen

A condensed course schedule will roll out for fall 2010 as a “college within a college,” featuring seven-week courses. Annex Buildings #5 and #6 have been selected as dedicated classrooms, with four classrooms available for condensed classes. The rooms are being painted, and new carpet, whiteboards, chairs, tables, high tech equipment, and computers (where possible) are being installed. One room will have round tables with computers around the edge, if space permits, for high-tech, high-discussion instruction. If you are interested in scheduling condensed classes for fall 2010, please contact Colleen. Also refer to Thyra’s fall 2010 schedule for dates and the matrix.

Weekend classes: Colleen Jorgensen

During fall 2009, 138 weekend classes are being held at the Lakewood Campus. The Arvada Campus is nearly maxed out. Department chairs are encouraged to offer more. Please base your

decision to add a weekend class upon enrollment trends. See the Weekend College Schedule for dates. Also, Rebecca Woulfe recommends the seven-week online format.

Early College Ascent Program: Marilyn Smith

HB 1310 “Concurrent Enrollment” is changing the face of PSEO (Post-Secondary Education Options). On behalf of Red Rocks Community College, Marilyn is working with Jefferson High School on a pilot program to transition Jefferson from a PSEO structure to the Ascent model. This transition is mandated by Colorado to occur by 2012.

High school freshman in the Ascent program may complete a fifth year of high school and graduate in five years with an AA or AAS. Department chairs and program coordinators may be contacted by Sandy Lott or Anita Gomez to discuss instructor credentials and give recommendations on how to increase the instructor pool. High school faculty will meet with RRCC faculty to discuss how to prepare high school students for college-level material. Curriculum taught at the high school must be reviewed to assure quality. Students will be screened for placement via the ACCUPLACER and ACT. An Ascent coordinator may be jointly hired by the Red Rocks and Jefferson, as the program requires considerable oversight.

Vocation Issues – Program Approvals and Credentials: Colleen Jorgensen

Program approvals: Two Red Rocks vocational programs have been given only a conditional renewal, even though the programs are very strong. Key issues in a program approval are (1) complete data and (2) data accuracy.

Graduate surveys: Graduates of vocational programs must be surveyed six months after graduation to obtain complete data. However, RRCC currently has only a 10%-15% response rate from students on the VE-135 follow-up survey, while the Board is asking for at least a 50% response rate. Red Rocks must figure how to better survey graduates because the future of our vocational programs depends upon this. Colleen has organized a couple of student focus groups to find out from students themselves how best to contact our graduates.

Discrepancies in program and complete data: CCCS data and Red Rocks data do not match, which resulted in the conditional approval mentioned above. Colleen will collaborate with the program coordinator to research and solve the problem.

Vocational credentials: Because of continuing problems with how vocational credentials are issued and who is responsible for reporting, the process needs to be redefined. A report of credential status should be readily available for chairs to view.

Please make sure your part-time instructors are credentialed if they teach vocational courses. Exemptions are possible in certain circumstances.

*Respectfully submitted by
Jane Banzhaf*

November 3, 2009