

RRCC DEPARTMENT CHAIR MEETING
SEPTEMBER 28, 2010
Red Fox Room

The meeting began at 2:00 p.m.

DOCUMENTATION FOR CONCURRENT HIGH SCHOOL INSTRUCTORS

- Academic courses: Chairs should keep vetting documents and store them in a file. When a new RRCC department chair takes over, transfer those files to the new person. Requirements should align with those of RRCC adjunct faculty for the similar content area.
- CTE courses: Instructors need a secondary teaching credential that documents CTE content area. Lori needs a copy of these documents in order to issue a vocational credential. The initial credential has a term of three years and the renewal five years.

NEW GT PATHWAY COURSES

- Student must be academically ready for college English – ENG 121.
- The Advising Department is concerned that students do not transfer in their courses from other colleges, and that their spring enrollment will be delayed and complicated.
- Chairs should spread the word to all faculty and part-time instructors that students should address this issue early, well before enrollment begins in November.

DECLARING MAJORS

- Lori Burns met with Dean Rather and Susan Kumpf to request an easy way for students to change their declared major or certificate without standing in line at Admissions to complete a form. The current demographic form has been adjusted to include an area to change a major.
- Student may submit the form in various ways:
 - Can come in person to Admissions and complete the form.
 - Email the form to admissions@rrcc.edu. The form is available on The Rock and Student Records websites. Students may attach the form to their student email. If they prefer to use their personal email account, they must provide verification of who they are by scanning in their driver's license and attaching it to the email along with the form.
 - Fax the form to Admissions

- Lori will send directions and form to department chairs. She has also requested that a link to the form be placed on the student tab on THE ROCK.
- Per Lori Burns: When CTE students apply for graduation, which is often an activity that takes place in the classroom, CTE faculty and instructors should prompt CTE students to go into Banner and make sure their declared major/certificate is correct.
- Banner does not currently contain accurate data of enrolled CTE students. Program approvals stats and Perkins reimbursements are dependent upon that data.
- The AGS in MGD is now eligible for Perkins funding.
- Other AGS degrees lack a good tracking system. Dean Rathe has asked CCCS to find a way to track the data. This would be done only for programs with statewide transfer agreements.

CLASS MAX ENROLLMENT CAPS and PAYMENT FOR ONLINE CLASSES

- Chairs: please consider these two issues, then email department feedback to Rick Reeves
 - **Enrollment caps** - online class size: should caps change to something similar to classroom caps?
 - **Payment for online classes** –should instructors get paid per student payment for more than 24 in an online class?
 - Should Chairs have leeway to set best practices for enrollment caps for their department?

Discussion of enrollment caps

- Rick Reeves suggested that keeping realistic enrollment caps from semester to semester might help address the coming budget crunch. The max enrollment number rolls in Banner from one spring to the next spring, from fall to fall, from summer to summer.
- Please check enrollment caps with each semester schedule proof.
- Please be aware of room capacity. Rick hopes to see proofs that include max room numbers. Classrooms this semester are overcrowded, which is unfair to the students.
- Max enrollment numbers may vary between disciplines. Align online enrollment caps with classroom enrollment caps unless there is a significant pedagogical argument that they be different.

Discussion of payment for online classes

- Current general online policy (as noted above, this may vary by discipline)
 - Cap online classes at 24, and pay 100% contract for enrollment from 12 to 24.

- Pay extra per student for enrollment beyond 24.
- Pay prorated contract (per student) for courses that fall below 12 students
- A change in this policy may be driven by budget decisions. The result could be no extra payment for more than 24 students in an online class. Once the max enrollment is reached, decision is made similar to a classroom section - open another section if an instructor is available.

DEPARTMENT UPDATES

Criminal Justice, Terri Lukavitch: The statewide CRJ discipline committee has been discussing a change to the math requirement, a switch from MAT 120 to MAT 121 or higher for CRJ degrees with transfer agreements, though MAT 120 would still allow RRCC students to graduate. CRJ needs graduation statistics, which are not currently available.

Theatre, Nikki Nolles: Upcoming performance - November 4th, melodrama followed by oleo. Hypnotism and Hilarity (short title).

CTE/MATH – MAT 107 or MAT 108

Terri Reeves: Red Rocks is encountering issues with students who graduate and go into the work place with inadequate math skills. Also, MAT 107 is not a strong enough math course for WQM. Medical Imaging is increasing math standards. Process Tech also may raise standards.

In place of MAT 107, Terri would prefer to offer MAT 108 (a four-hour course), with a prerequisite of MAT 090. MAT 108 has more algebra than MAT 107.

Question for chairs:

- Does MAT 107 need to be offered? Terri will continue to offer MAT 107 if it is sufficient for some CTE disciplines, but she would need be assured of enough enrollment.
- Terri needs feedback for the coming semester. If MAT 108 is offered, what days and times would be good?

VOCATIONAL CREDENTIAL

Questions about credentialing were fielded by Lori. Prior guidelines differ from current. Lori has ability to waive certain renewal requirements. Please refer to the website for details on postsecondary credentialing:

http://www.coloradostateplan.com/default_cred.htm

- Part-time instructors will not be required to take EDU 260, but will meet initial renewal requirements.

- EDU 250 is currently offered for fall 2010 and starts on October 18th – and it is only offered during fall semesters.
- EDU 260 is only offered in the spring semester.
- Two additional, optional EDU course will be offered in future semesters.

Meeting adjourned at 3:36. p.m.

Minutes submitted by Jane Banzhaf