



Office of Instructional Services
13300 W. 6th Avenue
Lakewood Colorado 80228
303-914-6269

Department Chair Meeting

February 12, 2013

2:30-4:00 p.m.

Red Fox Room

Minutes

Present:

Stephanie Berg, Wendy Bird, Sherry Dewald, Heather Duncan, Richard Gentile, Janet Gonzales, Chris Howell, Nicole Lacroix, Barb Maher, Bill McGreevy, Pamela Mencher, Debra Nickell, Niki Nolles, Rick Reeves, Bob Rizzuto, Shyrel Smith-Hosseini, Julie Schneider, Larry Snyder, Sally Stablein

Guest:

Marilyn Kenfield, Susan Kumpf, Thyra Powers Dean Rathe, Andy Stevens

1. Wait List Issues

The meeting began with Dean Rathe and Thyra Powers answering questions and concerns regarding the waitlist process. All full-time classes are currently on the waitlist. 1100 students were waitlisted this spring semester.

Questions

- Heather Duncan had several students that were on a wait list and the students had no idea that they had to respond to an email to accept enrollment into a class. How was this information communicated to the students? Is there a way to have students notified how to respond?
 - o The students can go to the frequently asked questions on the students tab. If faculty has questions, they can go to Thyra and she can help answer questions.
- Students have 24 hours to respond, is this enough time.
 - o Yes, Red Rocks is currently set at 24 hrs, but this can be changed if needed.

A student cannot be enrolled in class and be on a wait list at the same time.

The next step with the waitlist would be on the 7 week courses

Andy Stevens offered to prepare a report with information on the waitlist. Andy asked what kind of information would be helpful for all. Let Andy know if you have any ideas.

2. Concurrent Enrollment

Marilyn discussed on the CE programs and the importance regarding the direct involvement with our high school faculty partners. Marilyn also discussed on how high school faculty members frequently tell us the importance of the communication from RRCC department chairs and from other colleagues teaching the same curriculum.

Marilyn shared information about the faculty-to-faculty conference that will be held Wednesday, March 13, 2013 from 5:00-7:00 in the Community Room. The information was emailed out last week. The deadline for RSVPs is March 6th. A light dinner will be served. The response has been good as of today. Some of the agenda items;

- Introduction of new high school adjunct faculty
- Group break-outs with RRCC department chairs and high school faculty

Marilyn spoke on a Grant from the President's office to have a high school councilor on campus for this summer.

3. SOI's

Andy Stevens discussed on the company that will be handling the SOI process, once the students fill out the SOIs. The company name is College Survey Services (CSS). This is a new process for Red Rocks, hopefully all will go well and we can use them for our future semester.

Online classes – students will receive an email regarding filling out SOIs. Students will receive the SOI information online 3 weeks before the class ends.

The SOIs will be housed in Instructional Services. Student can pick up their SOIs from the students at the front desk in Instructional Services.

Instructional Services is now open on Saturdays for classes to pick up and return their SOIs.

Instructional Services operating hours:

Monday-Thursday 8:00-7:30

Friday 8:00-6:00

Saturday 9-1

Any questions or comments regarding the SOI process please see or email Bob Rizzuto.

4. Independent Study/Internship Pay

This agenda item will be tabled to the next chair meeting, March 12, 2013.

5. Environmental Scan/Academic Master Plan Update

RRCC has purchased a software program called EMSI – this program has tools and data to understand employment and the local labor market, also does research and reports to analyze education and the economy.

EMSI will provide the most in-depth and current local employment data available. This program will help guide the process for the Environmental Scan.

6. VPI/Dean Search Updates

Interviews for the VPI will be held March 7th and 8th.

Deans search – Colorado based candidates will be interviewed on February 15th and the out of state candidates will be interviewed on February 22nd. Open forums will be available for both the Dean candidates and the VPI candidates.