



GOLDEN WEST
COLLEGE

HUNTINGTON BEACH, CA

Council of Chairs & Deans (CCD) Agenda

DATE
4-15- '24

TIME
4:00 – 5:00 PM

LOCATION
LAC 107

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|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MISSION STATEMENT | <i>The Council of Chairs and Deans (CCD) promotes student success through communication and coordination of decisions regarding instruction, course scheduling, enrollment management, and resource allocation.</i> |
| CHAIR(S) '23-'24 | Leilani Johnson, Alex Miranda |
| Guest(s) | Damien Jordan, Lauren D. Sosenko, Jason Sheley, Sheryl Hathaway, Julie U. Nguyen, Calvin Fantone |
| RECORDER | Jason Ward |
| PLEASE READ/ PREPARE | Survey attached to Damien J.'s note |

Agenda Items

| DISCUSSION ITEMS | PRESENTER/LEAD | TIME (Est.) | Notes |
|----------------------------------|---------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------|
| ONGOING BUSINESS/TOPIC | | | |
| Welcome and Minutes, 3-18-24 | All | 2 | |
| Scheduling, Best Practices | All | | Tabled for next meeting |
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| | | | |
| NEW BUSINESS/TOPIC | | | |
| Program Review input from CCD | Damien Jordan, Lauren D. Sosenko | 20 | Input requested from CCD. Survey sent to CCD members |
| Canvas Training, Levels I and II | Jason Sheley, Sheryl Hathaway, Julie Nguyen, Calvin Fantone, Alex Miranda | 20 | Presentation of the Canvas trainings history, and support for the faculty |
| Accreditation | Kay Nguyen | 18 | |

CCD, Minutes 3-18-'24

1. Welcome. Review, Minutes 3-4-'24 - All

The CCD members reviewed and approved the minutes, without changes, for the 3-4-'24 meeting.

2. Scheduling - All

Selected members of CCD mentioned that the Block Schedule needed to be reevaluated. Rachel W. stated that the CCD members may benefit from revisiting the Block Schedule in light of 3, 4, and 5 unit courses. Kay N. added that the duration of the classes is influential too. Alex M. will solicit ORPIE for an examination of the schedule in light of course credits and duration of the classes.

Further discussion of the factors that influence scheduling led to the report of other influences, including start and end times, length of course(s) by scheduled weeks, hyflex courses, and laboratories and labs.

Sunshine M. asked about the length of time requested by ORPIE to administer a student survey. Rachel W. indicated that 30 minutes may be too long to take away from an already time-burdened class schedule. Lauren D. S. indicated that ORPIE may be somewhat flexible regarding the timing for the collection of data, but that response rate is imperative for the survey.

3. Best Practices – Add Codes – All

The discussion began with the question “what number of add codes are given each semester?” Teresa L. mentioned that a faculty member had given sufficient add codes to surpass the contractually agreed upon class cap. Furthermore, Teresa L. asked about a potential reduction of add codes for faculty members. James A. mentioned that the current number prearranged for faculty members, 15, works well. Shawn T. agreed that 15 is a good number of add codes and that his department wants to support student enrollment and not impede it. Laura D. also agreed that 15 is an appropriate number, and so did Heather K. and Gisela V. Teresa L. asked about what to do when a faculty member does not adhere to the 15 add codes per class rule. Julie T. suggested that Chairs remind faculty members of the number of add codes that a faculty member can use.

A few CCD members stated that the add code overuse problem may be one occurrence, by one faculty member, and that a change in the number may be an inadequate strategy to deal with the single event. Therefore, the CCD agreed to keep the 15 add code per class standard.

4. Best Practices – Plagiarism and the Code of Conduct - Tabled

5. Adjournment

The meeting adjourned at 5:03. Next meeting 4-1-'24.