

Dean's Retreat
3/22/17

- **Tenure Process:**
- If want to do an online class evaluation need to let VP Academic Services know because Stacy has to get access and ensure training for doing an evaluation of an online course
- 3 year evaluation cycle contract and adjunct evaluations are all coming at the same time, so may provide varying deadlines by Division
- Walk forms over not interoffice
- **Timeline for Grievance:**
- Look at catalogue
- Try to keep grievance from getting to VP
- Informal process- send back through if forms come in before informal process has occurred
- Request for a grievance hearing, separate form from statement of grievance ("Grievance Statement")
- There is not a separate form for requesting a grievance hearing
- Deonne will create a Process map
- Instructor, Dean, VP
- Does there need to be a separate form for Hearing? Would have to go through unions.
- If actively enrolled in a class cannot grieve it until semester is over
- Handbook for student doing grievance
- Keep notes from meetings with students
- Can put in writing that waiving 10 day if going to be out of timeline
- **Strong Workforce:**
- Teacher preparation pipeline collaborative – for CTE teacher preparation in STEM and CTE
- Metrics are changing
- Submitted by end of May the metrics
- Need to mark on Ed Plans that students pursuing CTE (most of college)
- Guaranteed 83% of what we have right now – our currently funding level is under question because LPC wants more of local share (70/30 they want usual 65/35)
- 17% of what get next year will be determined on current metrics
- Completion
- TOP Codes and SAM Codes have to be right
- Engineering TOP code – transfer is not correct for CTE, but certificate is and can be stackable and lead to transfer
- CTE Perkins – process to request money – need to give information per area
- Student assistants are not eligible
- Form for reassign due March 31
- **Administrative Prioritization Process:**
- For new administrative hires
- Faculty and staff, Deans and other Area Administrators could submit in Program Review
- Deonne will update the Administrative Prioritization Process
- Replacement of Administrator hires happen outside the Program Review Cycle
- This is for new and general funded

- By what criteria would we evaluate? Strategic Plan, Accreditation recommendation, increase enrollment growth, simplify or streamline processes, balance workloads (e.g. FTEF, reports, grants, categoricals, state mandates)
- Also add that the criteria would refer to consideration of reductions
- Academic Senate President and Classified Senate President would be the appointment on Administrative Prioritization Process – global perspective
- Stacy will be calling faculty prioritization committee together
- Move forward
- **Position Control:**
- Kristin will list all the new SWF positions on position control, need to add Sr. IA, STEM Center Equity Director
- Ed Planning:
- All Special Programs do comprehensive Ed Plan for their student participants.
- Accessibility Resource Center – will be renamed from Disabled Students Resource Center
- Getting info to counselors about any changing requirements or detailed program information: Information needs to get to both part and full time – so helpful to present to full time at a Division meeting and to send something written that can be shared to adjunct
- Wiki-site – Char has for her area that can be shared to counselors
- A Degree Works plan will work as a comprehensive SEP when is ready
- Ellucian – Retention Model
- Calling probation workshops “student success workshops” instead, better turn-out/reception
- **Non-Credit:**
- Determining what makes classes non-credit at Chabot for difference reimbursement rates – currently have TUTOR 200 and PE and those will not change
- We’re in the process of negotiating with the union and discussing it on campus, not putting through curriculum yet, Curriculum working on new parameters for approving new curriculum
- Monday, April 3rd at District a speaker about non-credit – LeBaron Woodyard
- **Professional Development:**
- SWOT Analysis
- Opportunities and Threats – External
- Strengths and Weaknesses - Internal
- External Opportunities
 - People: External trainers and experts; places to go – places to go, things to do, people to see
 - Money: Grants as a funding source,
 - Partnerships: In-Kind and Monetary Support
- Internal Strengths
 - FLEX Day
 - College Hour
 - FGS
 - Admin Association
 - Admin Assistant
 - Community of Practice
 - Funding Sources
 - Strategic Plan Goal
 - Division Meetings

- College-Wide Trainings
- Program Plans
- Equity, SWF
- Internal Weaknesses
 - Classified Say FLEX Day and Convocation are faculty focused
 - Same People Utilize the Funds
 - Unclear about the Process
 - When are conference requests due
 - How and where to apply for funds
 - Inequity in Cost (ie \$700 v. \$3200)

[I DIDN'T GET ALL OF THIS RECORDED – MARCIA HAS THE SHEETS]

- Use Strengths to Avoid Threats -
 - Use strategic plan goal to focus us on what will be funded – focused funding model
 - Relationship between staff development and various funding sources that have them and program review
 - Have SSSP, Basic Skills and Equity determine needs for larger student success training needs and then back to professional development to advertise??

Saved for Another Meeting:

- Pathways/Cohort Conversation to come:
 - What are types of pathways, Pathway typology, How is scheduling Going (e.g. impacting enrollment patterns), opportunities for Collaboration across pathways/cohorts/learning communities
- **Reminders:**
- April 1st – spreadsheet due back with what need for 17-18 from Program Review

Submitted by A. Mattern