

DIVISION/DEPARTMENT MEETING AGENDA

1. Call to Order
2. Introductions – make sure you sign in
3. Syllabus Due Date and Templates – Due August 30, 2019 for Fall 2019
4. Office Hours – Due August 26, 2019 for Fall 2019
5. Opening-Day Rosters and Census Rosters – I have copies of the edited memo detailing information available for those who need it.

See below for Census Roster due dates for 2019-2020.

Term	Semester Starts	Census Roster Due	Last Day to drop with a "W"	Semester Ends
Fall 2019	8/19/2019	9/2/2019	11/9/2019	12/14/2019
Winter 2020	1/6/2020	1/12/2020	1/29/2020	2/6/2020
Spring 2020	2/18/2020	3/1/2020	5/9/2020	6/12/2020
Summer 2020	6/22/2020	6/29/2020	7/21/2020	7/30/2020

6. Drop and Grade Submittal Policies – See above for drop deadlines. See below for final grade due dates for 2019-2020

Term	Semester Starts	Semester Ends	Final Grades Due
Fall 2019	8/19/2019	12/14/2019	12/19/2019
Winter 2020	1/6/2020	2/6/2020	2/13/2020
Spring 2020	2/18/2020	6/12/2020	6/18/2020
Summer 2020	6/22/2020	7/30/2020	8/6/2020

7. Faculty Absences – Faculty **must** call in on the day of their absence if the absence was not planned. Even if you email your students, you still need to call 1st the Department Secretary, Elvia Camillo, or 2nd the Division Secretary, Sylvia Murray, or 3rd the Instruction Office, Martha Navarro. Make sure you speak to a live person and do not just leave a voice mail or email. This ensures that you will not be responsible for leaving students hanging. For example, the person you email may not be at work that day and was not available to pass the information about your absence on to your class. Students may not get your email on time and may come to the office looking for you.

You must report your absences, and use your sick leave (either non-contract or contract sick leave as appropriate) every time you miss your face-to-face classes. Whether the absence was planned or unplanned, whether you gave your students an assignment or not, whether the absence was just of one class, one day, or many days, if you miss a face-to-face class you must report your absence and use your sick leave.

You must report all absences using WebStar before the 10th of each month. From WebStar go to the Employees tab and then click on Leave Report. You should see a drop down menu that lists the current month. Click on that listing and you will see a detailed online form to fill out. If you have questions about how to fill out the leave report form, please contact Elvia, Human Resources, or me. If you have problems accessing the report or if the current month is missing from the drop down menu, contact Sheila in HR.

8. Faculty Evaluations

Regular Tenured Faculty: Evaluations take place once every three years. You will be notified during the first two weeks of the semester if you are due for your evaluation. Classroom observations will take place between September 16 and November 8, 2019.

Tenure-Track Faculty: Evaluations take place every fall semester during the tenure review period. Classroom observation will take place between September 23 and November 8, 2019.

Part-Time Faculty: Evaluations take place in the first semester of employment, once in their second year of employment and at least once every three years thereafter. You will be notified during the first two weeks of the semester if you are due for your evaluation. Classroom observations take place within 25 days of the pre-evaluation conference, if requested but no later than the third week before the end of the semester.

Please see the full-time or part-time faculty contracts for detailed information regarding the evaluation processes.

9. Faculty Mailboxes and Part-Time Faculty Office

10. Reprographics - Information regarding Reprographics can be found on the [IVC Support Webpage](#) and in the [Service Desk Clients Guide Handout](#).

11. Canvas - Faculty and students can access their Canvas course sites by clicking on Canvas under the "Faculty & Staff" tab or the "For Students" tab on the IVC website, or by going to <https://imperial.instructure.com>.

Additional information can be found on the [Everything Canvas link](#) on the Distance Ed Webpage.

12. Student Learning Outcomes (SLOs) & SPOL - SLO timelines will be announced by the SLO Coordinator

This semester we will be starting a push to getting SLOs and PLOs updated and mapped, and on target for regular evaluation and reporting. We will also be working to tie the budgeting process back to SLOs and PLOs. Realistically this will be a long-term project but we must begin to make progress this semester. The computer program we have been using (unsuccessfully) to track our SLO process, SPOL, is being evaluated and may be abandoned. There are discussion about different short-term and long-term alternatives to SPOL that will make the process more streamlined and user friendly. A lot more information on this will be coming down in the next few months.

13. Starfish

14. Guided Pathways

Guided Pathways at IVC are going to be a way to help students better identify their career and educational goals. One of the first steps is to develop a number of Learning and Career Pathways that will lead students toward specific majors or certificates that will meet their needs. The Guided Pathways team has put together a first draft of these Learning and Career Pathways (see handout attached). You are all asked to look at this and provide feedback on this stage of the process.

15. Course Scheduling for Winter 2020 and Spring 2020

We will be starting the scheduling process immediately. Rollover templates for these terms have been created based on the Winter 2019 and Spring 2019 semesters. The first step is for all faculty to look at these templates and make suggestions for changes to course offerings. The schedules will be available through shared files (I believe Google Docs) which you will have access to early next week. I must get your feedback as soon as possible. Then I will work with Dean Drury to get the revisions to the templates completed before the end of August. Full-time faculty must have their course selections made no later than September 15. The schedule is going to be released by October 1. In the future, we are hoping to get more lead-time in developing the course schedule.