1. Announcements:
   a. Request Starfish, census, Canvas training.
   b. Party coming to CoA on Nov 1, Maker's Ball, wear a costume. More to come.
   c. Be sure to have syllabi and office hours. If teaching more than one class, scan multiple syllabi as one file. For future discussion.
   d. Is Zoom an option for meeting?

2. VPI Updates – *Don Miller*

   a. **Program Review Timeline:** sent out last week. Links should all be fixed. Please email Don if there's troubles or problems getting into APU or Program Review. Go in, check it out. November 8 is the deadline to submit electronically.

   b. **Catalog:** Another opportunity to tweak about discipline; not official curricular description of program or of courses. If any curricular changes, need to go through curriculum committee. First curriculum committee meeting on November 5 (at latest) is best to get into Catalog for following academic year. Tech review must occur before that (4th Tuesday in October at the latest). Don will send out picture forms.

   c. **Discipline Plans and Scheduling 2020-2021:** have not been given next year's FTEF allocation yet. Generally, district sends out around October. Can submit discipline plans with summer/fall draft for next year. VPI's getting together with Senate Presidents about scheduling in the future.

   A question came up about hybrid and online classes. A few faculty questioned about proctored exams: proctored exams online vs face-to-face. Reached out to the state that we would be ok apportionment wise if we had proctored exams if they were face-to-face. Be sure to not list the courses as fully online whenever there's a face-to-face component of any type including proctored exams. If an online class has a face-to-face option in addition to online proctoring for exams, it counts as online. Requirement vs optional of face-to-face is the key component to determining whether the course is hybrid or online. Whenever there is an irregular pattern of meetings, that's when we have an issue with the state. Do you want a greater portion to be face-to-face than online?

   d. **Updating Student Learning Outcomes:** all disciplines should have received chart of SLO's; was sent in late summer. Can be resent if needed. There's a lot of courses without SLO's. There might be courses that are old and may need to be deactivated; send those to the curriculum committee to deactivate them.

e. **<u>Chair evaluations:</u>** contractually, there's a whole section about evaluating chairs. There's a timeline that occurs in fall with decisions to be made in Spring. As a pilot without effect to be used to get rid of anyone, we're going to test-run a tool. It'll be a checklist of the duties of the chair with boxes for comments: doing fine, going well, does the chair need help?

3. Guided Pathways – *Trish Nelson*
Started Cohort 2 of Guided Pathways. Great turn out from Classified Professionals and students on Aug 29 & 30. Talked about GE requirements. Have 11 counseling faculty, 1 committed to each of the teams, 17 lead instructional faculty (some from same discipline, some from related or interested discipline which led to great conversations). Oct 22 will be FLEX and the 11 disciplines will do a charming presentation to show the work they did and guide us through the thinking they used to come up with the final product. This will be the launch of the mentorship for the next cohort working on AA/AS degrees (will leave a few Liberal Arts Degrees until the following semester). Start recruiting now for cohort 3 which begins Oct 22. Major AA's aren't mapped yet. AA's require a lot more electives. It's very exciting.

4. Fall 2019 PT & Tenured Faculty Evaluations – *Vanson Nguyen*

   a. Chairs have right of assignment for evaluators up to first 25% of class meetings. For regularly scheduled courses, this is first 4 weeks. After, dean has the right.

   b. Please do not staple you completed forms; use paper clips instead.

   c. Evaluations website: https://alameda.peralta.edu/office-of-instruction/evaluations/
   Be sure to bring student evaluations to VPI's office ASAP

5. Meeting days/times for 19-20 academic year
   a. Once a month for 90 minutes: 2nd Tuesday from 12:30 – 2:00pm (11)
   b. Twice a month for 60 minutes each: 2nd & 4th Tuesdays from 12:30 – 1:30pm (1)

6. (New Item added at beginning of meeting) Chair of Chairs Nomination: Vanson will send out information very soon.

7. Next meeting date: October 8th, 12:30 – 2:00pm (Attendance: Hoi Ko, Trish Nelson, Cady Carmichael, Peter Ha, Cynthia Weiss, John Taylor, Blair Norton, Jane McKenna, Silvester Henderson, OJ Roundtree, Reza Majlesi, Carla Pegues, Rochelle Olive, Jayne Smithson, Linda Thompson, Vanson Nguyen, Don Miller; Guests: Eva Jennings, Lilia Celhay, Ana McClanahan, Andrew Park)