



1. Announcements:
  
2. Chair of Chair's Meeting Election – *Vanson Nguyen*  
Nominations run Sept 14 through Sept 27. Elections run Sept 28 through Oct 11. Send Diana nominations for chair of chair's.
  
3. VPI Updates
  - a. Enrollment presentation  
Found in the teams site. Created Microsoft Team a repository of Chair of Chair Meeting notes to strengthen communication. Refer to VPI PowerPoints for updates in the FTES, FTEF and Productivity levels. May have to reconsider certain classes due to low enrollment and discuss with Deans when to consider those changes.  
There is deficit of FTES (student enrollment). We have overspent for FTEF (courses offered).  
From year to year, we added sections.
  
  - b. Fraudulent student activity; district & college response; rescheduled to next meeting.
  
  - c. Uniform late start courses  
Adoptions of a uniform academic schedule proposed and supported by the District and reviewed at the college.  
Regular term (best for FTES)  
1<sup>st</sup> half 8 week  
14 week courses  
10 week courses  
2<sup>nd</sup> half 8 week
  
  - d. Fall intersession (Winter) 2021  
Winter Intersession may start earlier than normal but need further clarification of the start data as we review data.  
Oct 15 will post online.  
Leslie (Biol) and Nicole (Anthr) created beautiful fliers for their courses. They were distributed and presented to counselors.  
Dates Dec 20, 2021 – Jan 14, 2022
  
  - e. Planning Spring 2022 schedule/return to campus  
Over the years, the number of face-to-face classes offered have declined from 2017 to 2020 Pre-Pandemic. We are looking at 35-40% of courses, using the same



discipline plan from last year. The only change is that we'll have the scheduled uniform late start classes.

Fall 2021 in-person courses struggled to fill despite targeted marketing.

- f. Discussion about planning enrollment retreat  
1 day retreat for all chairs and discipline lead faculty: for example, Sarah is chair over Sociology, but Sabeen is the discipline lead for Sociology. Data coaches for each division, classified data trainings. \$500 stipend for everyone who fully participates; some meet in person or zoom and food will be available for those in person.  
Rename the retreat to Just In Time Data Coaching and reviewing dates and times on Friday. OOI Team will review dates and times for a one-day retreat and will get back to people. VPI noted \$500 stipend to Chair and Discipline Leads.
4. Catalog – *Jayne Smithson*  
Jayne has shared the schedule for catalog production timeline that includes deadlines, particular curriculum updates. Anything that you need updated for your program, the updates need to be approved through the curriculum committee before they go into the catalog. Go through all your courses in the catalog and see if there's anything that needs to be updated. If there are any questions contact Frank (pnguyenle@peralta.edu)
5. Next time: APU/Program Review deadline. October 12 from 12:30 – 2:00pm
6. Attendance: Drew Burgess, Maurice Jones, Susanne Altenbach, Jayne Smithson, Hoi Ko, Jennifer Fowler, Marissa Nakano, Khalilah Beal-Uribe, John Taylor, OJ Roundtree, Sarah Peterson-Guada, Leslie Reiman, Jane McKenna, Olga Fish, Carla Pegues, Blair Norton, Anthony Villegas
7. Guests: Louie Martinez Y McFarland, Lilia Celhay, Silvester Henderson, Eva Jennings