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| Major Topics |  | Actions/Decisions | Follow-up |
| Welcome and Introductions | Information | Introduction: Susan Kincade and Manu Ampim; and Carsbia Anderson (VP of Student Services);Round Introductions |  |
| Council of Chairs Committee Charge | Information/Discussion | Ampin announced the committee structure would be changed. At latter part of meeting, the chairs would meet to address issues, as needed. Charge to make sure the meeting is relevant to group and to the campus. | Will send out the charge to everyone if anyone needs the list. The committee charge will be distributed via the meeting minutes. |
| Student Centered Funding Formula | Information/Discussion | Susan provided an update on the Student Centered Funding Formula after District VP meeting. She will distribute to everyone electronically. Encourage the group to review their offerings and start building 16-unit certificates (State Approved).Comment: How can we use technology that we have to inform students they are also eligible for other Certificates and/or Degrees? (Boland) | If students have multiple degrees, do we count them or just one? |
| New Student Roster System | Discussion: (Suggestions for improvement) | Beth Goehring reported on the New Student Roster System. Discussion of problems and concerns. i.e. Instructor Notification, Proof of submission, One step to confirm drops, will students be notified if they are dropped?, Total Course Headcount, Is information from Site synced with class schedule and Student Planning; can phone #’s be included in Roster?, Cross-listed section problems. Discussion and feedback! Who’s in charge of implementing this new process at District? Why weren’t students informed of new process in advance? | Information will be sent to the group on the process, who made the decision of implementing this new system?Functionality and process? Forward all concerns to Susan! |
| Scheduling Committee Status | Information | Susan reported about the Strategic Enrollment Management Academy. Will review the list of committee (review recording). |  |
| Update on Elumen / Curricunet | Information | Update on Eluman/Curricunet meeting by Beth Goehring! Fall 2019 would be an estimated time when this process will be up and running, ensuring all the data is accurate. What are the SLOs for all the courses? Where are the assessments? When do we shut down? | When is the last day to launch a course approval? Can an email be sent out to all with 2-weeks notice? Susan will send the email. It’s about maintaining the integrity of our curriculum. Can forms be created as fillable PDF forms to forward for signatures? Include various stages in the process. Is there an alternative suggestion to a fillable PDF form? (Kelly); Mayra talked about a Survey?—Email suggestions to Susan! |
| SLOs update | Information |  |  |
| Accreditation | Information | Tish is the Accreditation Liaiason Officer—Main committee will include people from all 4 standards and the writing will be started.Is there an Organizational Chart being discussed on managers roles? Conversations are happening now and conversations will begin on org chart.  | A questionnaire will go out that will tie back to the Accreditation Standards. Tish will begin communicating with people. Susan will send out the provisional org chart when it’s completed to everyone. |
| Next Meeting: 3/6/19 |  | Susan provided final thoughts!Meeting ended at 4:14 p.m. | What aren’t student allowed to return books after 1st week? Why do students need to pay for parking permit during the first 2 weeks when students are trying to figure things out? |
| Other Items |  | Beth reported that Student Services is working on a complete list of available services.African Heritage Month/ Feb. 13th Event coming to campus. Flyer emailed out to campus from Erika Greene. |  |