Co-Chairs:
Kathleen Sell, Faculty Chair
Lynn Wright, VPAA, Co-Chair

Voting Members Present
Jo Scott-Coe, Mark Haines, Debbie Cazares, James Cheney, Stacie Eldridge, Scott Herrick, Clifford Ruth, Janet Lehr, Kathleen Sell, Cliff Ruth, Laneshia Judon, Jim Knieriem, Araceli Calderon, Steve Sigloch, Amanda Brown, Marc Sanchez, Kimberly Reimer, Gina Weeks, Kevin Mayse, Jodi Julian, Jacqueline Lesch, Rhonda Taube, Gwen Yount, Kristin Gerdes, Shannon Hammock

Others Present
John Adkins, Wendy McKeen, Shari Yates

I. Welcome and approvals
   A. Approval of the Agenda
      Agenda accepted by consensus
   B. Approval of Minutes: November 2022
      M/S/C: Scott-Coe/Eldridge, approved with no abstentions

II. Business & Best Practices Focus for today: Scheduling
   A. Program Review presentation by Wendy McEwen
      a. If you experience issues with Nuventive, reach out to Wendy
      b. For program review, there is a new quick start
      c. Special projects are available to faculty to assist in program review, depending on the size of your department.
      d. This is the final year of the update, next year will be the new 5-year plan – and will be a lot more work
      e. Data coaches in each department need to go through the training to help write the narrative and understand the data needed for the review
   B. Information re Clinic Classes/ WRC—D. Kruizenga-Muro
      a. Writing center card passed out – "Get on the "write" track to promote the services available to student
      b. Non credit classes – free, no units, free tutors, open entry, all semester
      c. ILA-800 – writing lab class for example to assist with writing a 3 page paper
      d. There are faculty available to provide targeted support to help in all courses with regards to reading comprehension, or other needs, please spread the word about assistance available
   C. Scheduling—Targets, efficiency, strategies for ongoing schedule builds for 23-24--Dr. Wright and All
      a. Data points to analyze for the schedule build: Actual # of primary sections for the term; FTES generated; FTES-FTEF ratio (18 is the sweet spot though this will vary based on our course caps); Efficiency/ Productivity number (the college needs to hit 595; our discipline numbers will vary based on course caps, but we all have a ball park number we need to aim for)
         i. Currently at 97.4% of Spring target, highest since 2014 in regards to WSH
         ii. 46% of classes are offered fact to face, 12% are hybrid courses, and 42% are online for Spring 2023

- iii. Summer 22 was the weakest term - vaccine mandate was in place and COVID numbers were high
- iv. Course rotations should be used in each department to build schedules
- v. ZTC/ LTC will be listed in schedule of classes

b. Power BI tools
  - i. Dr Wright uses EMD daily, click on FTES for the term, shows FTES and the capacity.
  - ii. Under your department, you can see how many sections that equates
  - iii. Also, in Enrollments it shows course fill rate overall for department and by class
  - iv. Efficiency is also a useful tool to help with finding the "sweet spot"

c. Considerations to create a balanced/ nimble schedule that meets student demand and stays within contract guidelines (modality, term length, etc)
  - i. Chasing FTES peak 19/20, ration of FTES to FTE – 18 is the sweet spot
  - ii. Fulfill contract, student centered modality and time of day schedule – Fall 22 is a good model of what should be offered and meet targets

d. Course rotations and sequencing within disciplines: updating based on current data, and anaylzing before publishing these
  - i. Fall 24 should replicate what was actually made, cancelled classes should be removed
  - ii. It is possible to have the actual schedule rolled instead of what was scheduled
    1. FPA is rolling what was actual offerred
    2. Other departments are rolling what was scheduled
    3. 90% fill rate for the course or higher, should initiate a conversation with the dean about growth
  - iii. If a tiny discipline and student modality is heavy towards online modality, could the % of ftf/online
    1. Admin would need to issue a demand to bargain, admn wants to run low enrolled in order to meet demand
    2. No exceptions to the ratio, Stacking is an option.
  - iv. CCAP class info is needed early, VPAAs across the district will be discussing on March 6th, CCAP is growing due to online modality, moving forward CCAP cannot be asynchronous, needs to occur during the school day, could regular meet online be an option? This is still being discussed.
  - v. Reminder – you can ask IDS to run a Fall CSAR for the end of term numbers

III. IV. Chairs' Reports & Wrap up
  A. Link for self-enroll in chairs' Canvas resource: chairs can self-enroll with this link: https://rccd.instructure.com/enroll/C7BX79
    a. Go into the Chairs canvas, there are many resources; more will be added
  B. DLC webpage has been updated. You can find it here: https://www.rcc.edu/about/strategic-planning/tllc/department-leadership-council.html
    a. Minutes, agendas and members have been updated

IV. Adjourn 1:53 pm by consensus
  1. Next meeting: March 30, 2023 (5th Thursday)
     Spring 23 meetings: Feb 23, March 30* (this one will be the extended meeting in advance of program review and to give us our annual longer session to more fully address our business), April 27, and May 25th.

Minutes submitted by Elena Santa Cruz

Approved 3/30