AAAC Agenda
November 1, 2013
Alakai 118, 9:30 am to 11:00 am

Present: Ellen Ishida-Babineau, Paul Briggs, Letty Colmenares, Elizabeth Ratliff, Emi Troeger, Libby Young

A. Prior Learning: Barbara Belle and Carla Rogers would like to set up a meeting with faculty interested in participating in Prior Learning Assessment for either November 25 or 27th. DCs decided that November 25th would be a better date. The VC will send the date to Barbara and Carla.

B. History Position in Humanities should stay in the Humanities Department. The VCAA reassured the Humanities DC that there are no plans to use the vacant history position outside of the Humanities department.

C. Community Service and Volunteer Work: The VCAA clarified that according to CCCM #2250, community service has been defined as “uncompensated service.” There is no difference in that community service is unpaid and is therefore volunteer work in the community. Based on the definition, if payment is received for the service, the work is not volunteer work. If a gratuity is offered, the work may be deemed voluntary since the gratuity was not a condition of the work.

D. Scheduling Policies
   a. The Number of Sections Taught Without a Break: The general rule is that there should be no more than two sections taught back to back by the same instructor. There may be some circumstances when the rule does not apply.
   b. Scheduling Hybrid Courses: There is a problem with inefficient room usage; hybrid sections don’t use the rooms assigned.
   c. WWW Course Offerings: There is concern that offering multiple sections of the same course taught by the same instructor is unfair when students are “moved” from one
section to another to make the minimum number of students required for the section to go. It would be fairer to the face-to-face instructor of the same course, if an online section were added only when one section is filling.

E. Annual Report

1. The deans should have reviewed annual department reports by now. Two department chairs indicated that they had not received feedback yet from their dean. They were advised to check with their dean.

2. DCs agreed that sections of the annual report (evidence of quality, goals, and action plans) should be standardized so that all reports include the same kind of information and use the same format. The VCAA will work with the directors of institutional research and planning and program review to work on these issues.

F. Announcements, Reminders, Information Sharing

a. Shortage of Books for Classes in WCC Bookstore: Brian was to provide an update but he was unable to attend today’s meeting.

b. Level Changes Between Courses: The Language Arts chair shared that students may be make change level changes (for example, if the instructor feels that a student can benefit from a change from ENG 22 to ENG 100, it is possible). These changes are made during the first two weeks of the semester. Math also cans requests level changes. In all cases, the instructor initiates changes.

c. If you want to get data on how well students do in sequential classes, let Ellen know which courses you wish to track, so she can inform to Jeff Hunt.

d. A meeting will be called to develop of a master priority list for Academic Affairs (personnel, equipment) to present to the PBC.

G. Next meeting: Friday, December 6, 2013 at 9:30 am in Alakai 118.