



*Office of Instructional Services
13300 W. 6th Avenue
Lakewood Colorado 80228
303-914-6269*

DEPARTMENT CHAIR MEETING

March 8, 2016

2:30-4:00

Red Fox Room

MINUTES

PRESENT:

Andrew Johnston, Kelly Worden, Nicole Lacroix, Kelly Circle, Rick Reeves, George G., Janet Gonzales, Berndt Savig, Janiece Knappe, Nina McHale, Julie Schneider, Rita Stoffel, Delia Ochoa, Sherry Dewald, Christa Dobbs, Bill McGreevy, Robert Vroman

GUEST:

Amanda Hardman – English Faculty, Bob Miller - HR

1. Online Course Standards Update - Amanda Hardman/2:30 p.m.

Amanda is representing the BrightSpace workgroup.

The purpose of the RRCC Online Course Standards Review Checklist is to ensure a high standard of quality for students who choose to pursue online education at RRCC. The standards are based on Quality Matters, an inter-institutional peer-review process that is founded in research on effective online course design. At RRCC, the checklist has been prepared as a joint effort between faculty and administration with the unique affordances of our college and academic context in mind.

Amanda has presented this at the ILT meeting and Department Chair meeting and will present at Faculty Senate.

Amanda will send the checklist electronically to the chairs to share with instructors in their divisions.

2. Summer Compensation

Julie Schneider working with other department chairs handed out a Summer Compensation proposal.

The department chairs are proposing a formula that is calculated based on both FTE and baseline pay. Every department starting with a baseline of \$2466 (3 credit tier 3 model) and an FTE rate of \$14 per FTE and FTE factor of \$265 if over 5.99 FTE per prefix.

3. Clarification on...

- i. Update on hiring Committees
 1. HR Director in process
 2. Lakewood Dean position replacing Rick in process
 3. Math, English, CIS, WQM will not be filled
- ii. Office Hours for summer
 1. Office hours will not be paid this summer
- iii. When are workloads due for summer
 1. PA's are requesting workloads due for summer contracts April 1st
 2. Inconvenience fee will be due May 13th for June 1st start
- iv. Rehire and Reference Check
 1. Bob Miller spoke to the meeting regarding reference checks.
 - a. Chairs are no longer required to turn in reference checks to HR
 2. Rehire Process
 - a. System policy is after 120 days instructors will be terminated.

4. Pro-Rating Update

Pro-rating is currently under review through the Executive Team.

5. Arvada Schedule/Discussion of Guaranteed Courses - Kelly Worden

- i. AA/AAS currently in schedule are guaranteed to run. Which are required for the block. Electives are not guaranteed.

Concerns...

What does guaranteed really mean?

How were the blocks decided?

Some Arvada sections have enrollment sections that are not offered at Lakewood.

Who will make the decision on classes that will be canceled?