

Division Meeting Minutes

Physical Education, Health, Athletics and Dance

November 16, 2017

Attendance: Ball, S.; Dunlap, J.; Freschi, B.; Garcia, C.; Hobbs, M.; K.; Kling, C.; Lee Farmer, L.; Wade-Gravett, N.

Absent: McCann, K (excused).

1. Welcome, meeting called to order 12:30pm

2. General Announcements

- a. Jerry Dunlap thanked the staff who helped during the evacuation and with post-evacuation clean-up. He commended them on a job well done.
- b. Finals Week: Classes are to meet as regularly scheduled- there is no finals week schedule. This will accommodate for class time missed during the school closure. Instructors may still give exams on the last day that they meet.
- c. Building Maintenance: Please report any building leaks so that a work order can be submitted to Facilities and someone can be assigned to fix it.
- d. UMOJA, in conjunction with Rodney Webster, would like to host a Thanksgiving lunch for our student athletes on Tuesday, 11/21/17. Members of the department are asked to donate \$20 to help cover the cost of food.
- e. Division meetings will be scheduled for the third Thursday of each month. This will be an opportunity for faculty to exchange information regarding committee affairs, solicit feedback to take to committee meetings, and discuss general updates.

The division will meet this spring from 12:30pm – 1:20pm on the following dates:

- January 18
- February 15
- March 15
- April 19

**Please look for the calendar invite from Jerry in your Outlook.*

3. Faculty Committee Information and Feedback

- a. [Planning and Budget](#) (Freschi):
 - i. The [2017-2018 Final Budget](#) has been approved.
 - ii. 2018-2021 Institutional Strategic Plan: Final draft in progress, campus forum in discussion. Five goals have been identified focusing on student recruitment,

- successful course completion and achievement of educational and vocational/training goals.
- iii. Committee Roles: the committee is newly combined so the committee is working on writing out committee roles.
 - iv. Check [here](#) for the most recent meeting agendas and minutes.
- b. [Student Success Standards Committee](#) (Ball):
- i. Next meeting is set for November 20, 2017.
 - ii. Timelines for the policy review process have been disbursed and the committee is soliciting feedback.
 - iii. Ongoing Discussion of Board Policies:
 1. Course substitutions: the committee proposes separate forms to be approved by the Board of Trustees, [one for ADT degrees](#) and one for [local degrees/certificates](#). The current form can be found [here](#).
 2. Student Complaint Process: Separation of [current process](#) by instructional and non-instructional complaints.
 3. Program Discontinuance: Procedures for program discontinuance are state-mandated but additional criteria and processes can be added. The procedure can be initiated by the Board of Trustees or the District. The committee will review the current [BP](#) and [AR](#) and discuss revisions. Steve has voiced the department's concerns about the definition of a program to S. Bynum.
- c. [Faculty Coach Committee](#) (Wade-Gravett, Kling)
- i. Christy Kling noted that the evaluation schedule has been extended and the new deadline for completion is December 8, 2017.
 - ii. Nadine Wade-Gravett is in the final stages of the evaluation process. Student comments are complete and evaluation requirements for all 3 faculty have been fulfilled. She will recommend tenure for those who are in their last year of the contract evaluation process.
- d. [Curriculum](#) (Hobbs)
- i. The committee is in the discussion stage of Pre- and Co-Requisite guidelines and plans to outline these in a document. The committee has yet to draft anything. Michelle reports that the committee is of the opinion that the process relies too much on statistical validation. Nadine noted that Title IV mandates certain prerequisites use statistical validation in that there needs to be a way to demonstrate that the prerequisite is effective/appropriate. There is a [prerequisite handbook](#) available on the committee website.
- e. [Faculty Business](#) (McCann, report courtesy of Faye Smyley- committee has yet to meet since last report from Kelly)

- i. Faculty Hiring Procedure- Will be an information item at the next FBC meeting. A subgroup has begun work on the process and will bring a draft to FBC next semester.
- ii. Technology plan- A Tech plan is being revised and a draft will come to FBC next semester.
- iii. Equivalency review- We have one ERT for this semester but will make sure a sub group is ready for the equivalencies that might come forward next semester with all of the faculty hires.
- iv. Part- time evaluation process- A subgroup has begun work on the process and will bring a draft to FBC next semester.
- v. Spring Flex day- A draft agenda will be coming to the full senate in December after FBC approval next Tuesday.
- vi. Sabbaticals- Members assigned to the Professional development sub group asked for volunteers to help review sabbatical requests. The group has met and will be bringing their recommendations to FBC this Tuesday.

4. Division Items

- a. Learning Outcomes Assessment
 - i. Nadine gave an update on the progress of SLO assessment in the department. She was asked to explain different methodologies being used to assess the learning outcomes and how the assessment data should be reported. The [course worksheet](#) is available on the [PE website](#) and outlines all of the information to be collected/analyzed. Aggregate data will be reported.
 - ii. **All assessments due by Wednesday 11/22/17.**
 - iii. Refer to list of each course's assessment status as of 11/16/17 (attached).

5. Meeting Adjourned 1:35pm

Course Assessment as of 11/16/17:

Course	Sect Nbr	Course Description	Days	Start Time	Instructor	Status
DANS-141	71497	Dance Production - B	M		McCann, Kelly	following 11/16 & 11/17 dance shows
PHYE-103	71518	Fitness for Life			Baldwin, Sally	submitted
PHYE-103	71519	Fitness for Life			Freschi, Robert	
PHYE-133	71535	Body Sculpting	MW	11:00 AM	Deicke, Susan	submitted
PHYE-133	71537	Body Sculpting	TTh	9:30 AM	Sheet, Luma	submitted
PHYE-133B	71536	Intermediate Body Sculpting	MW	11:00 AM	Deicke, Susan	submitted
PHYE-133B	71538	Intermediate Body Sculpting	TTh	9:30 AM	Sheet, Luma	submitted
PHYE-146	71540	Fitness Flexibility	TTh	11:00 AM	Sheet, Luma	submitted
PHYE-146B	71541	Intermediate Fitness and Flex	TTh	11:00 AM	Sheet, Luma	submitted
PHYE-148	71542	Walking for Fitness	MW	9:30 AM	Freschi, Robert	
PHYE-148	71544	Walking for Fitness	MW	11:00 AM	Ball, Steve	submitted
PHYE-148B	71543	Intermediate Walking for Fit	MW	9:30 AM	Freschi, Robert	
PHYE-148B	71545	Intermediate Walking for Fit	MW	11:00 AM	Ball, Steve	submitted
PHYE-151	71547	Weight Training	MW	8:00 AM	Ball, Steve	submitted
PHYE-151	71550	Weight Training	MW	9:30 AM	Wade-Gravett, Nadine	submitted
PHYE-151	71553	Weight Training	MW	11:00 AM	Freschi, Robert	submitted
PHYE-151	71556	Weight Training	MW	5:00 PM	Page, Jeffery	
PHYE-151	71559	Weight Training	TTh	8:00 AM	Ball, Steve	submitted
PHYE-151	71562	Weight Training	TTh	9:30 AM	Wade-Gravett, Nadine	submitted
PHYE-151	71565	Weight Training	TTh	11:00 AM	Ball, Steve	submitted
PHYE-151	71568	Weight Training	TTh	1:30 PM	Stephenson, Stephani	
PHYE-151	72327	Weight Training	MW	3:00 PM	Parker, Daniel	
PHYE-151B	71548	Intermediate Weight Training	MW	8:00 AM	Ball, Steve	submitted
PHYE-151B	71551	Intermediate Weight Training	MW	9:30 AM	Wade-Gravett, Nadine	submitted
PHYE-151B	71554	Intermediate Weight Training	MW	11:00 AM	Freschi, Robert	submitted
PHYE-151B	71557	Intermediate Weight Training	MW	5:00 PM	Page, Jeffery	
PHYE-151B	71560	Intermediate Weight Training	TTh	8:00 AM	Ball, Steve	submitted
PHYE-151B	71563	Intermediate Weight Training	TTh	9:30 AM	Wade-Gravett, Nadine	submitted
PHYE-151B	71566	Intermediate Weight Training	TTh	11:00 AM	Ball, Steve	submitted
PHYE-151B	71569	Intermediate Weight Training	TTh	1:30 PM	Stephenson, Stephani	
PHYE-151B	72328	Intermediate Weight Training	MW	3:00 PM	Parker, Daniel	
PHYE-151C	71549	Olympic Weight Training	MW	8:00 AM	Ball, Steve	submitted
PHYE-151C	71552	Olympic Weight Training	MW	9:30 AM	Wade-Gravett, Nadine	submitted
PHYE-151C	71555	Olympic Weight Training	MW	11:00 AM	Freschi, Robert	submitted
PHYE-151C	71558	Olympic Weight Training	MW	5:00 PM	Page, Jeffery	
PHYE-151C	71561	Olympic Weight Training	TTh	8:00 AM	Ball, Steve	submitted

PHYE-151C	71564	Olympic Weight Training	TTh	9:30 AM	Wade-Gravett, Nadine	submitted
PHYE-151C	71567	Olympic Weight Training	TTh	11:00 AM	Ball, Steve	submitted
PHYE-151C	71570	Olympic Weight Training	TTh	1:30 PM	Stephenson, Stephani	
PHYE-151C	72329	Olympic Weight Training	MW	3:00 PM	Parker, Daniel	
PHYE-160	71573	Adaptive Physic Edu	MW	8:00 AM	Zwetsloot, Aleida	
PHYE-160	71574	Adaptive Physic Edu	MW	9:30 AM	Kling, Christy	
PHYE-160	71575	Adaptive Physic Edu	MW	11:00 AM	Kling, Christy	
PHYE-160	71576	Adaptive Physic Edu	TTh	8:00 AM	Kling, Christy	
PHYE-160	71577	Adaptive Physic Edu	TTh	11:00 AM	Kling, Christy	
PHYE-160	72318	Adaptive Physic Edu	TTh	9:30 AM	Kling, Christy	