

AMBCS Division Meeting Agenda

October 2, 2009

I. Block Grant

- a. Review of Sept. 10 discussion
- b. Monies, if not spent, will roll to next year
- c. \$20,000 total budget for data projectors
- d. Submit your requisitions with six digit account code

II. Administrative Tidbits

- a. Field trip forms, 2 weeks in advance
- b. Cal Cards – many to be surrendered by end of Fall Semester
- c. Timesheets
 - Timesheets (Classified) to Division Office for signature
 - Timesheets (Temporary and substitutes) to Division Office by 25th
 - Timesheets (Students) to Division Office by 16th
- d. Hiring procedures for Temporary and Student workers
- e. Volunteers (packet in HR)

III. Class Schedule Timelines (critical) / Curriculum

- a. Summer 2010 –
 - Schedule “flat” with Summer 2009.
 - Oct. 5: Departments receive materials to build summer 2010 class schedule.
 - **Oct. 12: Last date for Department Chairs to give ADAs summer class schedule for inputting. (critical)**
 - Oct. 14: Draft of the summer schedule will be posted on the Intranet for departments to review entry.
 - **Oct. 30: Due date for Departments/Programs to finish entering summer 2010 course offerings and submit to Division Dean’s office by 3 p.m. (No exceptions)**
 - Oct. 30-Nov. 17: Departments work with Division Dean’s office to address any corrections and/or edits to class schedule.
 - Nov. 17: **ADA access to enter class information removed at midnight.**
 - Dec. 7: Deans submit schedule build worksheets, Intranet printout, topic forms with SIS, audit report, online class form and room chart to Instructional Services.
- b. Fall 2010 – **(Timeline is still in a DRAFT state at this time.)**
 - Nov. 18: Departments receive materials to build fall 2010 class schedule.
 - **Dec. 8: Last date for Department Chairs to give ADAs fall class schedule for inputting. (critical)**
 - Dec. 14: Draft of the fall schedule will be posted on the Intranet for departments to review entry.
 - **Feb. 11: Due date for Departments/Programs to finish entering fall 2010 course offerings and submit to Division Dean’s office by 3 p.m. (No exceptions)**
 - Feb. 11- Feb 26: Departments work with Division Dean’s office to address any corrections and/or edits to class schedule.
 - **Feb 26: ADA access to enter class information removed at midnight.**

- March 12: Deans submit schedule build worksheets, Intranet printout, topic forms with SIS, audit report, online class form and room chart to Instructional Services.
- c. Curriculum (L/L)

IV. Student Learning Outcomes

- a. 89 courses in Division completed; total 546 (16.3 % done)
- b. Fall 2009 goal: 66% (360) with SLOs complete
- c. Fall 2009 goal: 33% (180) of SLOs with assessment plans

V. Accreditation Status

- a. Newsletter (progress continues); review handouts
- b. Vision “discussion”

VI. Contract Issues

- a. Article 20; preference

VII. Budget Update

- a. Mid-year cuts possible; won't know until March
- b. Review:
 - 25% reduction to 23/240000 accounts and 400000 and 500000 accounts occurred with the adopted '07/08 budget; 6000000 eliminated.
 - This same budget rolled to '08/09.
 - For '09/10, the same as '07/08 budget EXCEPT the 40000 accounts were restored to whole.

VIII. Sharing