

From: Morello, Jr., Joseph
Sent: Friday, August 17, 2018 12:08 PM
To: Kinesiology, Athletics, and Dance Faculty
Subject: Fall Division Meeting Notes; August 14, 2018

All, Division Meeting Notes: Tuesday, August 14th.

Door Cards: All please try and get your door cards posted by the end of your first week of teaching.

Census: Just a reminder that you need to submit your census for each class you teach. In websmart you have a "Census Countdown" icon that lets you know when census is due. It's up to you to finalize your census by dropping student who have not come prior to your census date. Census is due on September 4th. You can submit your census multiple times prior to the census date.

Syllabi: We are now required to post all syllabi on an Office of Instruction Sharepoint. Sandra is the person to forward your syllabi too. Please name your syllabi document as follows:

Example of how to name **Fall Syllabus file: Fall 18_S_DANC_140.1_140.2_140.3_AX_94015_94016_94017**

As you can see the convention is: Semester + Year_ S for Syllabus _ Course Number_ Section Indicator_CRN. We'll take it in a word or PDF format. Please make sure all syllabi include SLO's. All syllabi should be submitted to Sandra by Tuesday, September 4th.

Committee Assignments: Mike Fitzgerald (SPARC); Jan Fosberg (Institutional Effectiveness and Curriculum); Sandra Hatzistratis (Health and Safety), Joe Morello (Health and Safety, SEED) Dino Nomicos (SPARC/ Fall Only and FTEF); Justin Piergrossi (Art on Campus), Kevin Corsiglia (Research and Scholarship), Amber Steele (Academic Senate, Professional Personnel and Employee Development), Gabe Saucedo (SPAC and Academic Senate) and Tony Brunicardi (Institutional Effectiveness and Curriculum – need to find out on curriculum). If adjuncts are interested in serving (you don't get paid), please let me know.

Portable Access: Portables have been assigned to general classes in the morning. You can still use our division calendar to request a portable but access is limited during the day. If you need a space on a rainy day, you may use the video room or give an out of class assignment. Afternoon access to the portables should not be impacted.

Accreditation is coming: Institutional Accreditation will take place in Fall 2019. Writing and research will take place this semester. We are all caught up on assessments. There will be campus wide division meetings for assessment and accreditation. Those are scheduled on Friday, October 26 and Friday, March 1 from 1P-3P. Please save those dates.

Petitions for Late Ads and Make-Up's: I want to emphasize the necessity of checking your class rosters on websmart over the semester to make sure that any student attending your class is registered. An unregistered student is not allowed to work-out in your class. It's a huge liability issue for you and the district. Students who add after the last date to add are still okay if you can accommodate them but are now required to complete a Late Add Course Request form. The forms are located in the division office.

The form requires the student signature along with yours and mine. I'm more than happy to sign these to help folks out but will ask the student if they have been attending and not registered. On make-up's, please remember that is something that must be worked out between instructor's prior to any make-up by a student. A student should **never** just show up and say they are there to do a make-up. Please do not allow students to make-up in your class unless you and the student's primary instructor have communicated.

Fitness Testing: We will be doing the pre-test on a Wednesday-Friday (August 29 – August 31). The post-test will be held December 3-5 (Monday - Wednesday). Tony will be coordinating fitness testing. Please email them him at brunicardia@smccd.edu with any questions.

HBA Positive Attendance and Course Assessments: Below is information on HBA, Positive Attendance and Course Assessments:

The following curriculum offer hours by arrangement (HBA):

- TEAM 188 (CRN # 95366 = 16 hours) – Mauricio
- TEAM 190 (CRN # 95721 & 95722 = 32 hours) – Nomicos
- TEAM 194 (CRN # 94795 = 16 hours) – Watters
- TEAM 196 (CRN # 94010 = 16 hours) – Saucedo
- TEAM 198 (CRN # 94011 = 16 hours) - Corsiglia

The following criteria must be met in order to offer these classes with a by arrangement hour(s):

1. Your syllabus must specify how the student can meet the by arrangement requirement. A sample statement would be: _____ requires an hour(s) by arrangement. The required amount of time for this semester is _____ hours. These hours may be completed through individual or group study of video / training materials, individual or group skill development, scrimmage situations and / or muscular strength / endurance, flexibility and / or cardiovascular training conducted outside of scheduled class hours under my direct supervision. Hour by arrangement times are scheduled for (list days of the week and times). These hours will be logged on an enrollment sheet to verify participation. Completion of this requirement will be evaluated as part of the learning objectives for the course and will account for 10% (one letter grade) of your final grade.
2. Your syllabus must indicate how the by arrangement hour will be evaluated
3. By arrangement hours cannot be homework.
4. By arrangement hours require supervision by certificated personnel.
5. We must document these hours at the end of the semester.

The following curriculum are Positive Attendance:

For some courses, Positive Attendance is the accounting method used to determine student hours. That means when you submit your grades, I'll need a copy of your positive attendance sheet accounting for hours to give to the state auditors. I attached an attendance sheet so you can see what must be submitted. Here are the courses that have Positive Attendance:

- ADAP 359 (CRN # 91876 or 91878 = 54 hours max)- Marquez (8/15-12/10)
- FITN 400.1, 400.2, 400.3 (CRN # 94171, 94172, 94173 = 144 hours max) – Fitzgerald (8/15-12/10)
- KINE 695 (CRN # 95184 = 144 hours max) – Morello (8/16-12/10)
- PE 105 (CRN # 95698 = 36 hours max) – Nomicos (8/16 – 12/10)
- TEAM 192 (CRN# 91962 = 72 hours max) – Piergrossi (8/15 – 9/30)
- VARS 360 (CRN # 91159 = 175 hours max) – Corsiglia (8/21 – 12/3)
- VARS 150 (CRN # 91155 = 175 hours max) – Saucedo (8/21-12/3)
- VARS 340 (CRN # 91158 = 175 Hours max) – Mauricio (8/21-12/3)
- VARS 200 (CRN # 91156 = 175 hours max) – Haddon (8/28 – 12/10)
- VARS 300 (CRN # 95370 = 102 hours max) – Watters (10/1-12/17)
- VARS 110 (CRN # 95368 = 102 hours max)- Piergrossi (10/1-12/17)

The following are instructions for creating and submitting course assessments:

I'm asking you to do a short (emphasis on short) narrative for each class you teach (if you teach multiple levels it's just one narrative for all the levels) asking you to reflect on and answer the following three questions:

1. What's working in terms of achieving the stated student learning outcomes for my class?
2. What's not working, if anything, in terms of achieving the stated student learning outcomes for my class?
3. What changes or needs would I like to institute or see fulfilled to better achieve the stated student learning outcomes for my class?

Unlike in the past, I'm not attaching your course outline of record. Hopefully, you have that on file now and do not need it anymore. In terms of the number of assessment reports needed, I would need one for each class that represents a different preparation for you. In other words, if you teach 3 sections of Spinning, I would just need one report. But, if you teach a section of weight training, a section of spinning and a section of basketball, I would need three reports from you (one for weight training, one for spinning and one for basketball).

I figure it should only take you about 10-15 minutes to write the narrative. The most important thing is the time you'll spend reflecting on answering the questions. Hopefully, this is something that you'll find worthwhile. I'll be asking for your narratives by Thursday, December 28, 2018. Let me know if you have any questions.

Aspirations: All Division Aspirations are attached. Please look at them. They are inspiring!

Athletics Program Review: Athletics is up for Program Review this year in the spring. The good news is the yearly (semester) assessments we've been doing all feed into the review.

Faculty Evaluations: I attached the evaluation schedule for the fall and spring. Please look at the document to review assignments and timelines. I've been emailing out the information to the tenure committees and faculty evaluators for adjuncts.

Construction on Campus: We will lose Lot D in September (visitor lot next to the gym) and it will not re-open until Spring Break. They are moving the campus boilers to that location. I've been promised that it won't impact gym activities. Gym users, please report immediately any issues (noise, ants, vermin, etc...) that are related to construction. The Environmental Science Building is moving along and is slated to open by Fall 2019. Construction on staff housing will begin in Spring 2019, renovation on Pac Heights started in Summer 2018 and the tear down and replacement of Building 1 in Spring 2019. I've attached the latest campus map.

Meta Majors, Guided Pathways and the Skyline Promise/ GE Redesign: The campus wide effort to improve students success and completion continues. To learn more about Meta Majors and Guided Pathways please visit: <http://skylinecollege.edu/metamajors/>. **GE Redesign is also being done. We need to be vigilant and engaged in committees. We don't want the redesign to turn into a redesign of graduation requirements as an attempt to eliminate the PE activity requirement**

Flex: The flex memo advises on how to submit and report hours. I've attached the memo. If you are part-time and have questions, please talk with me. A reminder that we have a flex day in the middle of the semester on October 10th.

Websmart Access: As a reminder to coaches, students are responsible for accessing websmart to make all scheduling, payment and time sheet entries. I understand the need / desire to help students. But, if coaches can access websmart for a student, it is a breach of confidentiality. It's possible that a student will claim that actions were taken without their consent or notice. Please make sure that you advise students to change their websmart log-in credentials and that you don't catalog their log-in information. If you need enrollment or other information, please work with Sandra. You can have a student access websmart in your office as long as you don't save the access information.

Okay..... Off we go. We are going to have a great semester. Good luck to all. Sorry it took me so long to get this out!!!!

Joe

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