

A-Deans Meeting Summary

February 3, 2025

Key Takeaways and Action Steps

1. Course Scheduling and Program Completeness

Key Points:

- A new **Summary Tab** has been added to the dashboard, providing a clearer view of course offerings, program completeness, and online availability.
- The dashboard now tracks programs where **all required courses are not offered**, highlighting gaps in availability.
- Programs with **incomplete online pathways** are flagged, indicating where students cannot complete their degrees remotely.
- Certain ADTs (Associate Degrees for Transfer) are not fully completable due to missing courses.
- Deans should **prioritize program completeness** to ensure students can graduate within **two years**.
- There was a discussion about collaborating with **Skyline and CSM** to **rotate low-enrollment courses** across colleges.

Action Steps:

- ✓ Deans should **review the Summary Tab** in the dashboard to identify gaps in their programs.
 - ✓ Ensure **core courses** are offered regularly to maintain program integrity.
 - ✓ Work with **Skyline and CSM** to establish a **rotation schedule** for low-enrollment degree core courses.
 - ✓ Monitor **canceled courses** to distinguish between unoffered vs. low-enrollment cancellations.
 - ✓ Develop a **long-term scheduling plan** to guarantee course availability for timely student completion.
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2. Online and Hybrid Course Offerings

Key Points:

- **Online course availability** is crucial for many programs, but some still lack a fully online pathway.
- New dashboard features **highlight which programs do not meet minimum online requirements**.

- Some programs have **online course gaps** that could be resolved through **course development** or **district-wide scheduling coordination**.

Action Steps:

- ✓ Identify **programs that lack online completion options** and consider adding online sections if it is appropriate.
 - ✓ Encourage faculty to **develop online course offerings** where appropriate.
 - ✓ Work with **sister colleges' deans** to explore **cross-college online offerings** for shared low-enrollment courses.
 - ✓ Ensure **accurate online course tracking** and confirm that fully online pathways are correctly flagged.
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3. Course Time Blocks and Scheduling Conflicts

Key Points:

- A review of **course time blocks** showed that the largest proportion of courses are **once-a-week, three-unit classes**.
- **Only 20% of courses** follow the **standardized block schedule**, creating potential scheduling conflicts.
- The meeting discussed **whether to move to a more standardized scheduling model**.
- Further analysis is needed to **determine if class times are leading to bottlenecks or room shortages**.

Action Steps:

- ✓ Review **course time block distribution** to ensure classes align with **student needs** and room availability.
 - ✓ Analyze **potential overlaps** in high-demand courses (e.g., English 100, Math 200).
 - ✓ Consider adopting **a more standardized block schedule** for easier cross-program coordination.
 - ✓ **Gather faculty input** before making any major scheduling changes.
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4. Funeral Services Program: PIV Process Update

Key Points:

- The **Funeral Services Program** is under **Program Improvement & Vitalization (PIV)** review.

- The original **mortuary science model** is outdated, and demand for **licensed embalmers** is declining.
- Accreditation was denied, meaning the program is **not currently eligible** for official certification.
- The **Board has mandated a two-year pilot for certificate programs**, but there is no clear decision on the **full degree program**.
- **Strong Workforce funding has been cut by 30%**, raising concerns about funding the program long-term.

Action Steps:

- ☑ Continue **PIV process discussions** with faculty and stakeholders.
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5. Instructional Continuity Plan (Emergency Preparedness)

Key Points:

- The recent **L.A. wildfires** highlighted the need for a structured **Instructional Continuity Plan**.
- **Cañada College has had seven closures in the past two years**, impacting student learning and enrollment.
- The plan includes:
 - **Transition to online learning** during emergencies.
 - **Alternative assignments** for faculty to maintain instructional hours.
 - **Collaboration with other colleges** to temporarily house displaced classes.
 - **Mental health and student support services** during crises.

Action Steps:

- ☑ **Review the draft Instructional Continuity Plan** and provide feedback.
 - ☑ Work with faculty to ensure **D.E. Addendums (Distance Education)** are in place for courses.
 - ☑ Plan for **cross-college collaboration** in case of emergency closures.
 - ☑ Develop **communication and support strategies** for students and faculty during extended closures.
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6. Dual Enrollment: Foothill, SMCCD, and Sequoia Union High School

Key Points:

- The agreement allowing **Foothill College** to offer dual enrollment in **Sequoia Union High School District** could not be found.
- **A new agreement has been formalized**, allowing Foothill to continue offering dual enrollment courses with **Tide Academy until Spring 2028**.
- Other dual enrollment courses in the **Sequoia Union High School District will gradually transition to Cañada College**.
- The transition plan is still **under development**.

Action Steps:

- ✓ Begin **planning for the transition of dual enrollment courses** to **Cañada College**.
 - ✓ Work with **Sequoia Union High School District** to establish **clear timelines**.
 - ✓ Ensure that **Cañada** is **prepared to take over** additional dual enrollment responsibilities.
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7. Faculty Load Limits (Adjuncts) – Updated Rules

Key Points:

- **Starting Fall 2025, adjunct faculty cannot exceed 0.67 load.**
- **Reassigned time will count toward the 0.67 cap**, except for a few **pre-approved exemptions** (e.g., DTLC Chair).
- Summer assignments do **not** count toward the cap.
- This change ensures **compliance with state Ed Code laws**.

Action Steps:

- ✓ **Inform all adjunct faculty** about the new 0.67 load limit.
 - ✓ Adjust **scheduling and reassigned time allocations** accordingly.
 - ✓ **Consult HR** for any **exception requests** or unique cases.
 - ✓ Review the **list of impacted faculty** before finalizing the Fall 2025 schedule.
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8. Other Updates

- **Online Training for Faculty:** No hard requirements, but ongoing training is recommended.
- **Athletics:** Multiple baseball and basketball games scheduled (weather permitting).
- **Financial Aid Director: Brianna Castro** is the new FA Director.
- **Enrollment Update: 4% increase** in enrollment this term (census).

- **New Classified Staff:** Welcome Center has a new office assistant, **Angel**, replacing Sarah Cortez.
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Final Action Items for Deans

- ✓ **Review the Summary Tab in the dashboard** to identify course gaps.
 - ✓ **Ensure course offerings align with program completion requirements** (ADT focus).
 - ✓ **Prepare for the transition of dual enrollment courses** from Foothill to **Cañada**.
 - ✓ **Review the emergency instructional continuity plan** and provide feedback.
 - ✓ **Communicate the new 0.67 load limit** to adjunct faculty.
 - ✓ **Finalize faculty scheduling** for Fall 2025 with the new guidelines in mind.
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This meeting covered: **enrollment, scheduling, and program viability**. Deans should **take action on course completeness, online pathways, and emergency planning** while preparing for **future program transitions and faculty workload changes**.