

# Health & Kinesiology Division Meeting

Thursday August 27, 2015

## Minutes

Attendance:

Colleen Matsuhara

Marguet Miller

Victor Pulido

Melinda Smith

Jane Witucki

Meeting called to order at 1:30pm

### **Announcements:**

Instructor Rob Hager will miss the first week of classes due to his father's death. Classes will be covered by Colleen Matsuhara and Marguet Miller

Instructor Broderick Jackson has an emergency and will miss his Health class on 8/31/15. Melinda Smith will cover for him.

Jane Witucki will be retiring at the end of this school year. Other faculty members are encouraged to consider serving as division chairperson.

### **Division Business:**

#### 1. Post office and teaching hours

Faculty members reminded to post teaching schedule, contact information, and office hours.

#### 2. Committees and Work Load Forms

A list of campus and district committees was distributed. Faculty were asked to serve on at least 2 committees that meet regularly. Faculty reviewed and signed their work load forms. All Kinesiology instructors are under loaded due to class cancellations. This is an ongoing problem now that class repeats have been eliminated. After discussing, faculty recommended listing the 4 levels of each activity class (I, II, III & IV) in the Schedule of Classes.

#### 3. Syllabus for each section taught to Chairperson

a. Evaluation checklist

b. Template

c. Approved student learning outcomes

Chairperson reminded faculty to use the campus recommended format and checklist. Syllabus must be done for all sections offered, including variants. Syllabus should be sent to the Office of Instruction and Chairperson. Syllabus will be posted on the school web site.

Student learning outcomes must match what is posted in ECD and on the school SLO web site. The chairperson recommended reviewing and updating the Program, Course and Student outcomes for all courses in the division.

#### 4. SLO Assessments

Faculty were reminded that all courses are assessed each semester. Faculty are responsible for submitting the forms in a timely manner.

#### 4. Division Re-organization

Faculty were asked for feedback on the division reorganization. While everyone misses the Dance department no one suggested taking action to bring it back to the division.

#### 5. Spring 2015 enrollment

- a. Overload, under-load or split campus load
- b. Spring 2016 course offerings

Every FT Kinesiology faculty member is under loaded. Due to low enrollment 3 class sections were canceled this semester. Faculty were advised that if the situation doesn't change then faculty will be forced to split their teaching assignment between different campus's. In future semesters courses will be listed as recommended above (4 levels of each activity class (I, II, III & IV) in the Schedule of Classes).

#### **Closing Remarks:**

Colleen Matsuhara requested a Winter 2016 KIN 345 Body Dynamics class to be taught with no pay to make up her under load.

Marguet Miller requested a Winter 2016 KIN 229 Body Conditioning class to be taught with no pay to make up his under load.

Melinda Smith requested fresh paint, molding and unstained acoustical tiles for the offices and building in general.

Victor Pulido and Melinda Smith asked to be added as users to the division Program Review. Marguet, Colleen and Rob will respond to a summary list of questions sent out by the chairperson for Program Review.

Jane will check the other schools in the district to see how they list variant sections in the schedule of classes.

Meeting adjourned at 3:15pm