

Department Chairs Committee
Chair: Dan Igou
Thursday, October 15, 2020 (1:00 p.m. - 2:20 p.m.)

Minutes

Attendees: Dan Igou, Mary Kjartanson, Mary Hart, Max Moore, Carmen Jay, Scott Moller, Francois Bereaud, Joe Young, Gina Bochicchio, Molly Fassler, Jordan Omens, Namphol Sinkaset, Dawn Di Marzo, Andy Lowe, Becca Bowers-Gentry, Pablo Martin, Dawn Diskin, Jessica McCambly, Darren Hall, David Mehlhoff, Kandace Brandt, Kevin Petti, Nick Gehler

Guests/presenters: Laura Gonzalez, Marie McMahon

- I. Call to order:** Meeting was called to order at 1:05 with quorum.
- I. Approval of Agenda:** Agenda was approved unchanged (Omens/Bereaud)
- I. Approval of Minutes:** Minutes from 9/17/20 were approved with one edit from Martin (Omens/Kjartanson)

II. Old Business

A. Evening Duty Proposal

After a brief discussion the Evening Duty Proposal was approved (Jay/Omens). Committee directed Igou to send the proposal to the VPI for his and the President's consideration and to the AS President as an FYI.

III. New Business

A. Syllabi and Equity Presentation: Laura Gonzalez

Laura Gonzalez presented a mini-module she has developed (Reimagining Your Syllabus) to encourage faculty to examine their syllabi for equity. She encouraged Chairs to share the information and mini-module with their faculty. Brief Q & A followed.

<https://docs.google.com/document/d/11aoRfnkxVVdIGf-KEPPVyNRRoo-D60OOTsEMIt9RVqE/edit?usp=sharing>

B. Web Site Project update

Martin reported that he had reached out to the AS President and VPI for an update on this project. Contract with Image X is being extended and implementation goal is April 2021. Student testing was slated to begin soon with employee testing soon after. No information about feedback or implementation of employee feedback. Suggested we need some method of tracking feedback.

C. Scheduling Issues

Discussion of scheduling issues. McMahon noted that the AS has been collecting documentation of scheduling issues and plans to take them to the District Governing Council. She suggested that Chairs document scheduling issues and send them to her or Laura Murphy. Jay noted that it's important to advocate about issues and concerns at the District level and to find out who can help fix issues. Kjartanson volunteered to contact the District to find out if there are options in PeopleSoft for making more information available to students, perhaps a way to hot link the online schedule with additional course details, etc.

D. Scheduling mini-Uber Chairs Meeting

Mini-Uber Chairs meeting schedule for Nov. 5th at 1:00. Petti will send out request for agenda items and will set up Zoom meeting.

III. Reports

A. Deans Council

Igou reported that the District has informed VPI's that the look of the online schedule was going to change, but has not provided any specifics about potential changes. There has been discussion in Deans Council about scheduling issues regarding how to clarify terms used in the schedule and how to make explicit in the schedule the particulars of a class. Deans are going to work with their Chairs and the VPI is pushing the District to address these concerns.

B. Departments

Webley announced that department liaisons will be reaching out to department chairs to get information about scheduling for the Spring semester so they can better assist students.

IV. Announcements

- The next GPS retreat is scheduled for October 16th. Kjartanson encouraged chairs to attend.

V. Adjournment at 2:20.