

Department Chairs' Committee

Chair: Mary Kjartanson

Thursday, May 17, 2018, 1:00-2:20 p.m.

Room R3-100

Minutes-Draft

Attendees: Mary Kjartanson, Mary Hart, Larry Pink, Andrew Lowe, Nicholas Gehler, Daniel Igou, Dawn DiMarzo, Carmen Jay, Scott Moller, Alan Viersen, Namphol Sinkaset, Jordan Omens, Kirk Webley, David Mehlhoff, Francois Bereaud, Molly Fassler, Dan Willkie, Mark Hertica, Carmen Jay, Joe Young, Kevin Petti, Darren Hall, Adrian Arancibia, Joe Young, Kandace Brandt, Richard Halliday, Duane Short and Gina Bochicchio

Other Attendees: Laura Murphy

- I. **Call to Order:** The meeting was called to order at 13:12.
- II. **Approval of Agenda:** The agenda was unanimously approved. (Sinkaset/Willkie)
- III. **Approval of Minutes:** The minutes were unanimously approved with a clerical change. (Jay/Lowe)
- IV. **New Business**
 - A. **2018-2019 Chair of Department Chair's Committee Election:** Chairs discussed participation on committees due to designation by position. Concern was voiced over a lack of diversity in viewpoints. Faculty discussion ensued. There were no nominations for Chair of Chairs forwarded to Lowe. Hart nominated Kjartanson as Chair of Chairs. Kjartanson consented to the nomination, a vote was taken and Kjartanson was unanimously elected.
 - B. **Dual Enrollment Faculty Coordinator Job Description:** Jay distributed and presented the Dual Enrollment Faculty Coordinator Job Description. Jay voiced concern over a lack of technology, undefined chain of command and inconsistency in orientation to the high school campuses. Faculty discussion ensued. Suggestion was made to meet with T. Nguyen and revisit the role of the Associate Dean of Student Equity and Success in order to avoid duplication of efforts. Faculty discussion ensued. Jay reminded chairs that it is a draft and can be amended as faculty needs arise. Jay motioned to approve the Dual Enrollment Faculty Coordinator Job Description as a final draft unanimously approved. (Gehler/Petti)
 - C. **Chairs' Academy:** Kjartanson reported that the date and time for Chairs' Academy has been predetermined: Wednesday, August 15th from 9 a.m.-12:00 p.m. Chairs requested to change the start time to 10:00 a.m. as adjunct faculty orientation and school meetings run late the night before. Kjartanson will suggest a time revision to 10:00 a.m. - 1:00 p.m. Kjartanson reported that Lynn Neault will present on Campus Solutions and a BRDS presentation is planned. Jay proposed a 12:00 p.m.-1:00 p.m. lunch meeting to be reserved solely for Chairs' agenda. Kjartanson will propose the changes to administration.
 - D. **Taskstream/Watermark Update:** Murphy announced that the Taskstream contract will expire in December 2018. There will be a Taskstream session on Monday, May 21st in M-101 to provide a forum for faculty feedback. Murphy will relay concerns in the event that faculty are unable to attend. Murphy said that it is unlikely that there will be any changes until after December 2018.
 - E. **Flex Coordinator Report:** Mehlhoff reported that adjunct faculty have experienced pay deductions due to delinquency in Flex hour's commitment. Mehlhoff encouraged chairs to remind adjuncts to complete and submit their Flex hours.

F. Resolution/Open Letter to the Chancellor Requesting

More Contract Faculty Positions: Bochicchio presented a resolution and an open letter to the Chancellor requesting additional contract faculty positions. Bochicchio provided both options to allow the Chairs to choose between the two. Faculty discussion ensued regarding repetition of the resolution. Faculty discussed presenting the request formally at a Board meeting. Chairs discussed presenting a letter validated with the Chairs' signatories to the Board.

V. Old Business

- A. **Collegiality in Action Update:** Murphy reported that there will be a follow-up at the upcoming emergency Senate Executive Committee meeting and encouraged attendance. Murphy encouraged chairs to forward responses to the Collegiality in Action report to the AS President. Faculty discussion ensued regarding the CIA report.
- B. **Guided Pathways Update:** Murphy reported that Guided Pathways meetings are underway. She said that the bulk of the discussion is centered on compensation for GP work.

VI. Announcements : None

VII. Adjournment: The meeting was adjourned at 2:27 p.m.

****San Diego Miramar College Fall 2013 – Spring 2019 Strategic Goals:***

- 1. Provide educational programs and services that are responsive to change and support student learning and success.*
- 2. Deliver educational programs and services in formats and at locations that meet student needs.*
- 3. Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.*
- 4. Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community.*