

Department Chairs Committee
Chair: Dan Igou
Thursday, Sept. 17, 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: Nessa Julian, Laura Murphy

- I. Call to order:** Meeting was called to order at 1:04 with quorum.
- I. Approval of Agenda:** Agenda was unanimously approved unchanged (Kjartanson/Bereaud)
- II. Approval of Minutes:** Minutes from were approved unchanged (Kjartanson/Hart)
- III. Review of Committee Membership, Goals, and Procedures**

Igou gave a brief overview of the current committee charter and reminded the committee of the proposed changes to the charter in the new College Governance Handbook.
- IV. Approval of Calendar**
- V. Old Business**
 - A. Evening Duty**

Igou began the discussion by suggesting that if safety was the primary concern about chairs performing evening duty, then it should be a larger discussion about campus safety for everyone. Igou informed Committee that the new college president was aware of the concerns about evening duty that had previously been brought forward and that they had been discussed at President's Cabinet. The President had put the discussion on hold because there is no evening duty for department chairs in the fall. Igou suggested postponing this discussion in Chairs Committee until the Campus College Police Taskforce and met and made its recommendations about Campus Police. Neither suggestion was approved.

Petti reviewed the evening duty proposal and discussion followed. Questions were raised about the issue of safety as part of the proposal, as it is not specifically stated in the proposal. It was suggested that if safety was an important issue, it should be included in the proposal.

Discussion continued past the allotted time, and it was decided to bring the proposal back to the next meeting. Petti asked members to send him edits or suggestions before the next meeting.
- VI. New Business**
 - A. Guided Pathways: ADT Course Sequencing**

Kjartanson spoke to GPS Course Sequencing. The GPS Course Sequencing Workgroup is in the process of completing AD-T templates. Upon completion of the AD-T templates, distribution to department chairs for discipline faculty vetting of the major courses will begin. The workgroup is requesting faculty to develop a short program description and indicate the semester in which the

major courses will be offered. Upon completion of faculty vetting, counselor liaisons will review the templates. The workgroup is planning to sequence certificates of performance, certificates of achievement, and AA and AS degrees. Course sequencing for part-time students will follow. Kjartanson encouraged chairs to attend the GPS Retreat on Friday, October 16.

B. Departmental Restructuring in the School of Liberal Arts

Martin reported that discussions have begun in Liberal Arts regarding restructuring of departments. Because Liberal Arts already has 6 department chairs (3 Chairs, 3 Assistant Chairs) on 11-month contracts, there shouldn't be any additional costs to the campus.

Martin invited anyone interested in discussing campus-wide restructuring of academic schools to contact him and/or join the workgroup.

C. Equity Efforts Across Campus

Julian gave updates about some of the equity-related activities on campus:

Circle of Change continues to meet and is forming a book club

GPS has a "Leading from the Middle Team" that are discussing the intersection of GPS and equity. DECC program.

Miramar has joined the USD Equity Alliance which holds equity-related workshops. Up to five faculty from Miramar can attend; the AS will share information about the selection process.

Faculty attending will report out to the campus. As part of the Alliance will be three campus-climate surveys. More information will be forthcoming and will share with the campus.

President continues to meet with his equity advisory board.

VII. Reports

A. Deans Council

Igou reminded the committee that the Chair of Chairs is not a member of Deans Council and attends by invitation of that Council. After specific discussions are completed, the Chair of Chair is normally excused from the Council meeting.

Igou reported that a main point of discussion at Deans Council is the discussion of FTEF targets for Spring. The District has not given set target numbers yet. Once the VPI hears, he will share with Deans who will share with Chairs.

B. Departments

Hart reported that students are allowed on campus once a month (within a 3-day window) to pick up library materials and laptops. Students have to submit requests beforehand for both. She clarified that students have to be Miramar students (they must take at least one course at Miramar). Because of limitations of our system, the Library is unable to alert Miramar students directly. Hart encouraged faculty to share with students that they can access request forms on the Library's homepage. She also asked that faculty remind students that the laptops are loaners, they're not for students to keep.

The Library can only purchase e-books through EBSCO. Faculty should provide information for what they need/want as far in advance as possible.

Bereaud offered to assist search committees that are interested in securing diverse applicant pools. He also noted that EEO trainings are still ongoing through Zoom.

Webley reported that students are looking for details in the class schedule. He asked Chairs to be sure that classes that are being offered synchronously have that clearly stated in the schedule as well as other pertinent information. It was noted that sometimes students don't read the course

details. It was also noted that there are issues with the schedule itself and the ability of students to find important information.

VIII. Announcements

Igou announced that a date for the next mini-Uber Chairs would be decided at the next meeting. Martin noted that at the previous AS meeting there was robust discussion of the web site updating project and many concerns were raised about lack of faculty input. He suggested that Chairs get involved in the discussion and requested that the topic be brought back to the next Chairs meeting. Murphy noted that she has been in discussions with the VPI about the process of incorporating faculty and student feedback and the rollout process of the updated web site. Comments were shared about issues with the current web site.

IX. Adjournment at 2:21

Approved 10/15/20