

Department Chairs Committee

Chair: Dan Igou

Thursday, May 21st, 2020 (1:00 p.m. -2:15 p.m.)

Minutes

Attendees: Dan Igou, Mary Kjartanson, Mary Hart, Larry Pink, 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, John Couture, Jessica McCambly, Darren Hall, David Mehlhoff, Kandace Brandt, Kevin Petti, Nick Gehler

Guests/Presenters: 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. (Omens/Kjartanson)
- II. **Approval of Minutes:** Minutes from 4/16/20 (Kjartanson/Omens) and 5/14/20 (Kjartanson/Omens) were approved unchanged.

III. New Business

A. Chair of Chairs Election

Igou turned the meeting over to Election Chair (Bereaud) for Chair of Chairs Election. Committee decided to move directly to the vote without hearing oral statements from candidates Igou and Martin.

Petti requested verification that the vote would be anonymous. Bereaud confirmed that the Zoom poll would be anonymous. It was reiterated that only department chairs could vote in the election.

Kjartanson spoke briefly about the importance of whomever was elected staying in the position for the full term to ensure continuity. Brief discussion ensued with comments from both candidates.

Voting proceeded; Election Chair announced that Igou won reelection.

B. Scheduling remote classes

Jay began a discussion regarding a memo send by Stephanie Bulger about the remote web option for scheduling. Terminology, how to indicate remote web on the schedule, and options of synchronous/asynchronous scheduling were discussed. Bereaud provided an examples of scheduling remote web from the Math schedule. Short clarified that remote delivery was only being used during the spring semester in response to the transition of all classes online. After spring, everything online would be distance education and would be required to comply with state and federal standards.

C. Supporting face-to-face course delivery for specific programs

Kjartanson gave an update about the work of the task force looking at hard to convert classes. EMT and FIRE have developed an extensive plan for face to face delivery to complete the spring semester as well as being used in the fall. Acting President Gable is going to present the plan to the Chancellor for approval of the plan, which would make EMT and FIRE the prototype for Miramar. If approved, the plan would be available to all departments. Question was raised about funding and the cost of the EMT/FIRE plan. Kjartanson explained that the plan did not involve significant additional funding beyond additional cleaning supplies and PPE.

D. Guided Pathways work over the summer

Kjartanson informed the Committee that GPS had sent out surveys to faculty regarding Interest Areas, and based on comments had modified some Interest Areas titles to ensure that the areas are very clear to students. Surveys were sent to students to ensure that the Interest Area titles and badges were acceptable to them and easily understood. GPS is going to be fine tuning Interest Areas and course mapping over the summer in order to keep the GPS momentum going.

E. Departmental organization

Jay & Pink presented ideas/rationales for why schools and departments across campus should consider reorganizing. Some of the main points raised were:

- Reorganizing departments could be a way to give assistant chairs more of a voice
- Any proposal for reorganization should include a consideration of any potential benefit to students
- Issues of FTEF and reassign time for chairs
- Discussions should happen within schools, not just departments

It was suggested that a work group be formed to further explore this topic. Martin asked anyone interested in being in the group to contact him.

F. Chairs Academy agenda

Igou asked committee members to send him any suggestions/comments about the focus/agenda for the Chairs Academy in the fall

IV. Old Business

A. Program Viability Review issues

Kjartanson is going to resend the Program Viability Review document to members of that workgroup and have them send her comments/input over the summer to prepare for a meeting in the early fall semester to discuss the document

B. Evening duty update

Igou gave an update of discussions with Acting President Gable about evening duty for Chairs. The President discussed this with her Cabinet twice, and it was discussed at Deans Council (during the closed portion of their meeting). Per the acting president:

- Scheduling evening duty: all deans and department chairs would be listed alphabetically and assigned days for evening duty. The deans did not support this idea, stating that people need to be able to choose their own days.
- She is recommending to the incoming president that evening duty end at 9:00 pm for department chairs, but she is not going to make that decision.
- She would not make a decision or recommendation regarding on-call for evening duty, leaving that to the incoming president
- There is not enough of a campus police presence to have them locking and unlocking doors for faculty, so that would remain part of evening duty responsibilities

Igou addressed the concern regarding the CBA 50% rule (department chairs will not perform more than.... The VPI had her staff review the number of days of evening duty completed by deans versus department chairs. She determined that department chairs would be required to complete one evening duty in the fall, if campus is open.

Alternatives to the "Hunger Games" approach of scheduling evening duty were discussed. The concern over safety for chairs on campus at the end of the evening was reiterated.

Committee decided to readdress this issue once the new college president is in place. Language for this proposal will be worked on over the summer.

V. Reports: No reports

- A. Departments
- B. Deans' Council

VI. Announcements

- A. Commencement

VII. Adjournment at 2:25 pm.

Approved 9/17/20