

## Department Chairs' Committee

Chair: Dan Igou

Thursday, Oct. 17, 2019, 1-1:50 p.m.

Room L-302

### Minutes

**Attendees:** Dan Igou, Mary Kjartanson, Mary Hart, Larry Pink, Richard Halliday, Carmen Jay, Scott Moller, Kirk Webley, 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, Joe Young, Kandace Brandt

**Guests/Presenters:** Ken Reinstein, Laura Murphy, Brett Bell, Wai-Ling Rubic

- I. **Call to Order:** The meeting was called to order at 1:05 with quorum. Chair reminded committee members that under the Brown Act action items could not be added to the agenda less than 72 hours before a meeting was scheduled. Exceptions to this rule were discussed.
- I. **Approval of Agenda:** The agenda was unanimously approved unchanged. (Kjartanson/Halliday)
- II. **Approval of Minutes:** The minutes from May 16, 2019 were approved unchanged (Jay/Mehlhoff)
- II. **Review of Committee Membership, Goals, and Procedures:**
  - A. Igou reviewed committee membership, goals, and procedures per the College Governance Handbook. Question of changing the Handbook was raised; Murphy explained the process.
  - B. A discussion of changing voting membership to allow assistant department chairs to vote was proposed. Because the item was not agendaized, it was tabled until the next scheduled meeting. Kjartanson reminded members that the Committee handbook page had been revised the previous year.
- III. **New Business**
  - A. Academic Senate Update. AS President Murphy reported:
    - i Her goal to have more collaboration and information sharing between the Academic Senate and Chairs' Committee.
    - ii The issue of resource inequity was presented to the Board of Trustees (again). Encouraged more faculty participation at Board meetings to share concerns and the Senate is working with ASG to get more student involvement. Explained draft AS Resolution regarding inequity and requested input. Discussion of inequity of resources and efficacy of resolution followed.
    - iii Current debate over degrees of separation for dual degrees. Encouraged discussion with departments and sending feedback to Senate.
  - B. WELL (Writing and English Language Lab) Update (Reinstein)
    - i Reinstein gave an update on the WELL and services it provides for students. Explained that the WELL was meant to help all students, but due to budget cuts the WELL's resources were limited and so students may have to wait to get assistance.
  - C. Process for Accepting Donations. (Bell)

- i Brett Bell reviewed the District's policy and process for accepting gifts and donations (BP 7090):
  - a Neither District nor Campus will not appraise value of gift.
  - b Anyone making a donation or gift may not and should not expect an endorsement in exchange for value.
  - c Will not accept a gift or donation from organizations or vendors that discriminate
  - d Reviewed what may be accepted per District policy and limitations on what may be accepted
- ii Reviewed form (from web site) and process for completing and submitting form. Reminded Chairs to include their Deans in all discussions of requesting and accepting donations

#### **IV. Old Business**

- A. Cancellation of Special Election for Chair of Chairs. Igou reported that his planned sabbatical has been cancelled and he would complete his term as Chair of Chairs.

#### **V. Reports**

- A. Igou reported on discussions in Deans' Council:
  - i The main focus to date has been on enrollment management:
    - a Sections cut from Intersession schedule will be repackaged for summer
    - b We will be running an early, 1-month summer session (to end by June 30) and a regular summer session. The early session is an attempt to capture unused FTEF from 2019-2020.
  - ii There is discussion of "pathways" for CCAP. Rather than having high schools give us a laundry list of what they want, Miramar would give the high schools a "pathway" for what we would offer (based on classes already being taught at the high schools). The idea is to give Miramar more control over what is offered when. Discussion ensued; concerns were raised that Deans were developing "pathways" without faculty input.

#### **VI. Announcements**

#### **VII. Adjournment at 1:55**