

Department Chairs Committee Meeting

Chair: Dan Igou

Thursday, November 19, 2020 (1:00 p.m. - 2:20 p.m.)

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: Judy Patacsil

AGENDA

- I. **Call to order:** Meeting was called to order at 1:00 with quorum.
- II. **Approval of Agenda:** Agenda was approved unchanged (Omens/Moore)
- III. **Approval of Minutes:** Minutes from 10/15/20 were approved with edit from Martin (Omens/Kjartanson)
- IV. **Guest Presenter:**

Judy Patacsil presented an overview of services available to students through Mental Health Counseling Services. Reviewed process for referring students for services and initiating a request for the Behavioral Intervention Team. Outlined how to access services during campus closure. Provided contact information for Miramar Mental Health Services, Mental Health Canvas shell, and free 24/7 hotlines. Reminded committee members of the Employee Assistance Program and other mental health resources for employees.
- V. **Old Business**
 - A. Scheduling Issues update:

Kjartanson reported she had not heard back from the District and there was no update at this time. She added that Marie McMahon was also working on scheduling issues.
 - B. CARES Act funds:

Igou updated the Committee about the status of CARES Act funds, per the acting VPI:

 - The \$200 per-item limit was District policy and exceptions might be made on a case-by-case basis. Requests for more than \$200 should include a justification.
 - Technically equipment purchased by the Miramar belonged to the campus and may need to be returned once we are back on campus. That would be addressed on a case-by-case basis.
 - Deans received forms this week to begin moving forward with submitting reimbursement requests.
 - Some Deans are still working with Chairs to clarify some submissions for compensation for hard-to-convert-classes. No funds have been distributed for hard-to-convert-classes at this time.

Discussion followed. Jay reported that City and Mesa are organizing and combining requests to make larger purchases. She suggested we consider doing the same and asked Igou to speak with the Acting VPI about this. Jay also asked about Miramar's definition of "hard-to-convert" classes. Kjartanson stated that they were classes that had been taught only f2f before the pandemic but were deemed essential and had to deal with lab requirements and policies in the process of converting to remote instruction. Concerns were expressed about the delay in distribution of funds.
- VI. **New Business**

A. Proposed Course Equivalency form/process

Palma-Sanft presented a form developed at Mesa intended to streamline the process for students. At this time, Mesa is looking for feedback and possible interest in utilizing the form at Miramar. She clarified that Mesa is not expecting other campuses to adopt their form, they are hoping for a District-wide effort to streamline the equivalency process for our aligned curriculum, particularly for difficult to determine courses. This would be a new form/process that would (ideally) be clearer and reduce “hoops” students need to jump through. Palma-Sanft walked through the form with the committee. An issue with the proposal currently is how to operationalize it without infringing on campus autonomy. This has been presented to the Academic Standards Committee and they gave feedback. Questions and discussion followed. Palma-Sanft asked committee members to send her any additional feedback.

B. Department Chair Guide:

Because of the likely approval of the new College Governance Handbook, the Department Chair Guide would need some revamping. Igou opened the discussion about the future of the Guide: keep it as it is with ongoing revisions or go in a different direction. Petti pointed out that the Guide is redundant of what is already in the CBA and is often inaccurate, and that there is information (often inaccurate) that should not be included such as job expectations (that is between the Dean and the Chair). Petti suggested that we have a scaled-back version that included necessary information (such as pertinent sections of the CBA to consult) and a mentor program from new department chairs. Discussion followed. Committee agreed by consensus to form a workgroup to develop a new guide/fact sheet and to explore a mentor program. Petti volunteered to lead the workgroup.

C. CCAP and Flex Obligation:

Igou: For the fall and spring semesters, our CCAP classes are following Miramar’s calendar, not San Diego Unified’s calendar. As such, CCAP classes are 16-week classes, meaning faculty teaching those classes have a Flex obligation for those classes that they must fulfill. Igou recommended that Chairs reach out to their faculty teaching CCAP classes to inform them of their Flex obligation.

VII. Reports

- a. Deans Council: Igou
 - i. Jay asked about discussions between Miramar and San Diego Unified about CCAP classes and MOUs. Igou reported that Associate Dean Nguyen did not have an update at this time and that the District is waiting on San Diego Unified.
- b. AFT: Petti
 - i. No update about the process for Chair of Chairs elections, Jim Mahler and the three Chair of Chairs have not met yet.
- c. Departments: No reports

VIII. Announcements

- a. Kjartanson recognized and thanked Chairs for their work on course sequencing.

IX. Adjournment at 2:20