Chairs' Academy
August 17, 9:00 AM
FLEX 15317
<u>Meeting Summary</u>

- <u>Welcome and Introductions</u>
  All the chairs introduced themselves, new chairs were welcomed.

- <u>Committee Membership and Mission</u>

  The current Miramar Department Chairs DL is not accurate. The group is asked to help confirm the accuracy of the list by looking at the list in the address line of this email. Please forward to Kevin Petti any necessary changes. Also if there are Assistant Chairs or Program Directors not listed, please forward those names too.

  The Mission of the Chairs Committee was discussed. Please review the sheet at the end of this document from the College Governance Handbook that outlines our role.

- <u>Committee Meeting Times</u>

  Chairs Committee, 3rd Thursday 1:00 - 2:00
  Enrollment Management Committee, 3rd Thursday 2:30 - 4:00
  Faculty Hiring, 1st Thursday 2:00 - 3:30

- <u>Meetings Schedule and Format</u>

  The Chairs agreed to conduct (at the least) our next meeting, (9/15) in a hybrid fashion. Kevin Petti will host the meeting on campus (room TBA) in a face to face format, while also providing access to committee members via Zoom.

  Kevin has contacted the VPI's office to collaborate on the Enrollment Management Committee meeting format. More info to come.

- <u>Night Duty Schedule</u>

  Chairs are asked to promptly reply to Eli's email about the Night Duty schedule. Thanks to those who have already done so.

  Kevin asked the VPI's office for the document outlining Night Duty responsibilities. Once received that will be forwarded to the Chairs.

- <u>Message from our Vice President of Instruction</u>

  The direction and goals of Guided Pathways are important, so please be engaged and responsive per this initiative.

  Enrollment Management is a priority, so please be present and engaged at the EM meetings.

The VPI office is a resource to the chairs, so please do not hesitate to communicate with the VPI when necessary.

- <u>Taskstream to Nuventive</u>

The August 11 and August 16 emails per this transition were discussed at length. One action item for the Chair (Kevin) is to discuss with the VPI this entire process in an effort to make it more time efficient and meaningful for the Chairs.

- <u>Other</u>

The New Covid policy email was mentioned solely as an information item.

- <u>Adjournment</u> at approximately 10:30 AM.

Chairs Committee

Chair*: *Department Chair, elected by committee.*

Committee Membership

Faculty Department Chairs
1 Department Chair per department (department chair as defined per CBA, not to include assistant chairs).

Ex Officio Advisors: Assistant Chairs and Program Directors/Coordinators

* The Chair of Chairs shall be elected from currently serving members for a two-year term. Election of the Chair of Chairs will coincide with the spring Department Chair elections, and the Chair of Chairs must be continuing as the Department Chair for the remainder of their term.

Purpose/Charge
The purpose of the Chairs Committee is to disseminate and advocate for specific and general departmental concerns and needs. This committee shall advise the Academic Senate on inter-departmental and cross-disciplinary concerns within the purview of Academic and Professional Matters (10+1).

Committee Responsibilities
- Monitor and review items that fall under 10+1, specifically as they relate to department and cross-disciplinary function.
- Provide recommendations to the Academic Senate on relevant matters.
- Discuss curriculum changes moving through the curriculum management system.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standard I-II.

Committee Procedures
- Membership term lengths: Designated by position. The Chair of Chairs has a term limit of two consecutive terms.
- By position, the Chair of Chairs shall be a member of the College Council, the Contract Faculty Hiring Prioritization Committee, the Strategic Enrollment Committee, and the Academic Senate (AS) Executive Committee (with roles prescribed per AS bylaws).
- Recommendations are made to the Academic Senate.
- Committee retains authority to form taskforces and workgroups related directly to committee charge.
- Plans/Reports: Annual summary of goals and accomplishments to Academic Senate.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency
The Committee will meet once per month during the academic year.