

Chairs Committee

Chair: Kevin Petti

Thursday, September 15, 2022, 1:00 pm – 2:00 pm

Room M-110

Members Present: Max Moore, Wai-Ling Rubic, Duane Short, Gene Cohe, Martin Kennedy, Molly Fassler, Daniel Igou, Alex Mata, Jae Calanog, Anne Gloag, Andrew Lowe, Namphol Sinkaset, Mary Kjartanson, Jordan Omens, MaryAnn Guevarra, Mary Hart

Ex-Officio Advisors Present: Joseph Young, Mardi Parelman, Darren Hall, Matthew Jewett. Kandice Brandt

Guests: Lisa Brewster

MINUTES

- A. **Call to order:** quorum achieved, and meeting called to order at 1:07 PM
- B. **Approval of Agenda:** unanimously approved with minor changes (Kjartanson).
- C. **Approval of Minutes:** minutes of 5/19 meeting unanimously approved unchanged. (Kjartanson).
- D. **Approval of Calendar of Meetings:** unanimously approved unchanged. (Kjartanson).
- E. **Old Business**

#	Item
1	Committee Membership & Mission A brief discussion confirming committee membership
2	Taskstream to Nuventive A brief reminder of this transition was discussed. Kandice Brandt alerted the group the Taskstream contract ends in December, so chairs will not have access to their documents afterward.

F. **New Business**

#	Item
1	Guided Pathways Sept. 9 Email Brief reminder of the importance of this initiative, reminding Chairs of the last email with important documents.
2	Program Review/BRDS Resource Sheets Sept. 12 Email Brief reminder of the importance of this initiative, reminding Chairs of the

	last email with important documents.
3	Evening Duty Calendar Sept. 13 email The Chairs confirmed they are aware of their scheduled Evening Duty responsibilities.
4	Intersession/Spring Schedules – Concerns? The Chairs confirmed they had received, with many already submitting, their schedules, except for Public Safety who has not yet received their roll forward.
5	KP Updates from VPI Meetings: <ul style="list-style-type: none"> • Enrollment Data: Petti shared District metrics demonstrating that Miramar College has the highest Fill Rate and Progress to FTES Target in the District. • Scheduling Guidelines: Petti shared a message from the VPI asking Chairs to think about offering not just 16-week, but a variety of short-term sessions, and avoiding offering shorter term classes only after canceling 16-week courses. • Who Are We? Petti alerted the Chairs that a larger conversation is coming per Miramar College’s mission pertaining to how we deliver our programs: fully f2f, fully online, hybrid, time of day, etc.
6	Chairs Best Practices of the Month! Duane Short delivered a brief but cogent presentation sharing his method of tracking and organizing his Chair duties with a To Do Checklist Approach.
7	ACP Information: This item was moved to the top of the agenda for a brief (eight minute) discussion with a few questions.

G. Announcements: None

H. Next Scheduled Meeting: October 20, 2022

I. Adjournment: adjourned at 2:05 PM