

**Chairs Committee Minutes
San Diego Miramar College
Feb. 17, 2022--Zoom--1:00-2:20 p.m.**

Members Present: Dan Igou, Mary Kjartanson, Mary Hart, Scott Moller, Joe Young, Molly Fassler, Namphol Sinkaset, Andy Lowe, Becca Bowers-Gentry, Alex Mata (proxy for McCambly), Duane Short, Darren Hall, Jordan Omens, Kandace Brandt, Kevin Petti, Wai-Ling Rubic, Dan Willkie, Adrian Arancibia, Anne Gloag, Jae Calanog, Rodrigo Gomez, Max Moore

Guests: Brett Bell, Reggie Boyd, Victor Devore, Patti Manley, Laura Murphy, Denise Maduli-Williams, Laura Gonzalez

- A. Call to order 1:05
- B. Approval of Agenda: Approved unchanged (Omens/Lowe)
- C. Approval of Minutes: No minutes
- D. Old Business

#	Item
1	<p>HEERF II/III Funds update VP Bell presented an update on use of HEERF funds:</p> <ul style="list-style-type: none"> • Funds have a specific focus for student reengagement; Student Services have put together a plan of action to assist with the reengagement process • Purpose of funds is to support re-enrollment of the students that have dropped out and are no longer attending Miramar • We provide financial aid directly to students, reimbursements for housing and tuition, purchase laptops and tablets for students, provide Internet on campus outdoors and in parking lots for students. • Funds cover the costs related to operating additional class sections of hard to convert classes & additional equipment to reduce need for students to share • Purchase PPE • PD for online instructions • Funds can't supplant traditionally used funding <p>New Google doc will be sent out to request items; form will contain parameters for use of funds Bell fielded questions about requesting items and requests that had been rejected. He told faculty to resubmit requests with explanations of how the item(s) fit within the parameters for use of HEERF funds.</p>
2	<p>Student Fraud Dean DeVore reported the there was a huge increase in cases of student fraud in the Spring semester. Easy access to federal funds has contributed to increase in fraud cases. Feedback from faculty help the District identify cases of fraud. District has purchased a tool to help scan for fraud based on student IP address. The state is provided Districts with additional money to fight fraud. Signs of potential fraud:</p> <ul style="list-style-type: none"> • Student email addresses of first name last name random number pattern is a clue. With gmail first name dot last name with a number@gmail.com is a clue. • If faculty click on their roster & click on the phone icon and it doesn't produce a phone number that's also a clue. If a phone number has area code 555 it's a clue <p>Anything suspicious should be reported to Admissions Q&A followed.</p>
3	Program Review/SLO Update

	<p>Manley reminded Chairs that many of their disciplines should be completing SLO assessments this semester; reach out to her if assistance is needed.</p> <p>Annual program review update is April 15 this year. There will be some additional training between March 18 and April 15 and some open office hours to provide assistance.</p> <p>Manley reminded Chairs about the Planning Summit on March 18th that is centered and focused on program review</p> <p>Discussions are continuing about a new platform to replace TaskStream</p>
4	<p>GPS Update</p> <p>Brewster informed Chairs that course sequencing is proceeding well, although the GPS team is still waiting on some disciplines to submit their sequences.</p> <p>Canvas shells are being developed for interest areas</p> <p>Brewster encouraged Chairs to join in professional development opportunities related to GPS. The goal is to have as much involvement from across campus as possible.</p> <p>Showed examples of web sites of other Districts and how they are geared toward GPS</p>
5	<p>PD Update</p> <p>L. Gonzalez reminded Chairs that PD information can be found in the PD Canvas shell</p> <p>Reviewed the new proposed criteria and rubric for evaluating and funding PD requests</p>
6	<p>Back to Campus update</p> <p>Igou gave a brief update and reminded Chairs to read the letter sent by the AS President regarding back to campus. Brief discussion.</p>
7	<p>Department Chair Handbook update: tabled</p>

E. New Business

#	Item
1	<p>Faculty Evaluations Update</p> <p>Maduli-Williams provided an update on where Miramar stands with faculty evaluations currently (evaluations were delayed due to COVID).</p> <p>Reminded Chairs of due dates and processes for Contract and Adjunct evals.</p> <p>FLEX activities will be held in Fall about the evaluation process for new hires</p>
2	<p>Online Accessibility Series</p> <p>To address concerns about disproportionate impact of online learning on DSPS students, Maduli-Williams will be holding a series of trainings about online accessibility</p>
3	<p>Compensation for add'l faculty evaluations</p> <p>It was clarified that faculty completing more than 3 faculty evaluations are entitled to additional compensation</p>
4	<p>Evening Duty Manual: Igou reminded Chairs to send feedback about the Evening Duty Manual to the VPI</p>
5	<p>Chair of Chairs Duties & Responsibilities Review</p> <p>Igou reviewed the duties and responsibilities of the Chair of Chairs and the current reassign time for the position</p>
6	<p>Call for Special Election for Chair of Chairs</p> <p>Igou announced that he was stepping down as Chair of Chairs at the end of Spring semester 2022 and a special election would have to be held to elect a new Chair of Chairs. An Election Chair and Committee will be formed at the March meeting of Chairs Committee, and the election will take place in April, per the Committee's election process</p>

I. Reports/Roundtable (2 min. each)

Igou reported on topics from Deans Council:

- There is discussion of efforts to reach out to and market to students who stopped attending Miramar at the beginning of the pandemic, hopefully to get them to come back to Miramar.
- The VPI is pushing to have the actual time spent online (in a hybrid class, for example) be counted toward the .67 online rule
- Reminder: the VPI is going to be holding an Evening Duty Orientation meeting. Date TBD.

J. Announcements:

K. Adjournment

L. Next Scheduled Meeting: March 17th