

## Chairs Committee Meeting

Chair: Dan Igou

March 17, 2022—Zoom--1:00 p.m. - 2:00 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: Patti Manley, Laura Murphy, Denise Maduli-Williams, Lisa Brewster, Paul Martin

### Minutes

- A. Call to order: quorum achieved at 1:10, call to order
- B. Approval of Agenda: Approved unchanged (Omens/Short)
- C. Approval of Minutes: Minutes from 12/16/22 approved unchanged (Lowe/Omens)
- D. Old Business

#	Item
1	Program Review/SLO Update Manley (PR Coordinator) reminded Chairs PR is due April 15 and about the upcoming planning summit. <ul style="list-style-type: none"><li>• PR and outcomes assessment plan was approved by colleagues Council, with the added definition of quality by the VPI</li><li>• PR guide &amp; outcomes guide will be rolled out after the planning summit.</li></ul>
2	GPS Update Brewster presented updates to course sequencing, asked Chairs for feedback regarding who will enter and update sequences Discussion about possibly using program pages
3	Online Accessibility Series Maduli-Williams gave Chairs an overview of upcoming accessibility workshops
4	Department Chair Handbook update Igou reminded the Committee that it was decided last year that the unofficial Department Chair Handbook that had been in use would be discontinued and that a new, brief version created. Due to other demands on their time, the Chair that had volunteered to create the new version was unable to complete the task. Igou asked if any other Chair was interested in volunteering to complete the handbook, otherwise the issue would be put on hold for the incoming Chair of Chairs. No volunteers, Department Chair Handbook put on hold.

### E. New Business

#	Item
1	Chair of Chairs Duties & Responsibilities Concerns Igou clarified that he was stepping down as Chair of Chairs due to workplace issues, not workload issues Igou noted that the discussion of the duties of Chair of Chairs began after the issue of reassign time for Chair of Chairs was raised at AS Exec Committee. Martin explained he reasons for suggesting changes to the duties in the AS Constitution. Concerns were raised about this discussion originating outside of the Chairs Committee. Discussion ensued until time was up.

2	Call for Special Election Chair & Committee Ilgou reviewed the election process for Chair of Chairs and called for an Election Coordinator. Lowe volunteered to be election coordinator and Short volunteered to assist. Special election for a replacement Chair of Chairs to be held April 21 <sup>st</sup> .
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**I. Reports/Roundtable (2 min. each)**

1) Departments (2 min. each)

**J. Announcements: Mini-Uber Chairs Meeting April 14<sup>th</sup>**

**K. Adjournment**

**L. Next Scheduled Meeting: April 21st**