

**Chairs Committee  
Chair: Kevin Petti**

**MINUTES**

**Thursday, December 8, 2022 1:00 - 2:00 PM**

**Room M 110**

**Members Present:** Duane Short, Gene Choe, Martin Kennedy, Adrian Arancibia, Molly Fassler, Jae Calanog, Anne Gloag, Andrew Lowe, Kevin Petti, Namphol Sinkaset, Mary Kjartanson, Jordan Omens, Mary Hart

**Program Directors Present:** Rebecca Bowers-Gentry, Darren Hall, Matthew Jewett, Kandice Brandt

**Proxies Present:** Kevin Gallagher for MaryAnn Guevarra, Martin Kennedy for Max Moore and Wa-Ling Rubic, Molly Fassler for Alex Matta and Jessica McCambly

**Guests:** Pablo Martin

1. **Call to order:** 1:07 PM
2. **Approval of Agenda:** Approved unanimously
3. **Approval of Minutes:** Approved unanimously
4. **Old Business:** None
5. **New Business**

	Item
<b>A</b>	<b>Enrollment Productivity Tool Demo: Natalia Córdoba-Velásquez Alarcón - Institutional Effectiveness and Research - District Offices</b> Tabled for April meeting
<b>B</b>	<b>Request for Chair to Serve on PROA Subcommittee for Fire Baccalaureate Degree Program by March 20</b> Duane Short volunteered to serve on this committee. Kevin Petti will inform the PROA committee leadership. Darren Hall provided a detailed description of the proposed baccalaureate program.
<b>C</b>	<b>Election Coordinator for Chairs Committee Chair Election for 2023-2025 Term.</b> Andrew Lowe volunteered to serve as the Election Coordinator for Chairs Committee Chair Election to be conducted at the April meeting of the Chairs Committee. Kevin Petti will send Andrew Lowe all the necessary information per the duties and associated FTEF release time for the Chair of the Chairs Committee, as well as the guidelines per how to conduct the election.

**D****Chair's Announcements:**

1. Petti lead a discussion sharing information from a recent College Council meeting that both enrollment and productivity is up this semester. The greatest increase in both areas is in the second eight-week semester. A lively discussion ensued weighing the options of various scheduling strategies to increase enrollment, productivity, and meeting student need.
2. Petti asked Chairs to identify a liaison for the development of departmental webpages. Chairs will send Petti their liaisons, and Petti will forward that list to IT and College Council. Chairs that do have departmental webpages shared frustration about errors on their page as they do not have tech permissions to correct, and how that can result in accreditation problems if outside agencies were to see those errors and assume they are accurate. Petti will forward those concerns.
3. Petti thanked the Chairs for conducting timely Department Chair elections. Kevin Gallagher welcomed as an incoming Chair starting next semester, which is the only change to the Chairs Committee.
4. Per requested by College Council, Petti encouraged chairs to attend and for them to please encourage their faculty to also attend graduation.
5. Petti reminded Chairs to conduct timely faculty evaluations.
6. Next Chairs Committee will be preceded by an AFT Social Event with Pizza! More information to come but please save the hour before our Chairs meeting to come and socialize and have a slice!

**6. Announcements:** None

**7. Next Scheduled Meeting:** April 20, 1:00 PM, Room M 110 *Preceded by AFT sponsored pizza lunch!*

**8. Adjournment: 2:00**