

Chairs Committee Meeting

Chair: Kevin Petti

MINUTES

Thursday, November 21, 2024 1:00 - 2:30 PM Room M 110

Members Present: Jennifer Aase, Kandice Brandt, Adrian Arancibia, Andrew Lowe, Anne Gloag, Daniel Igou, Duane Short, Gene Choe, Jae Calanog, Jessica McCambly, Jordan Omens, Kevin Petti, Lisa Brewster, Martin Kennedy, Mary Hart, Mary Kjartanson, Molly Fassler, Namphol Sinkaset, Wai-Ling Rubic

Assistant Chairs & Program Directors Present: Darren Hall, Mardi Parelman, Mellisa Wolfson, Monica Demcho

1. **Call to order:** 1:03 PM
2. **Approval of Agenda:** Unanimous
3. **Approval of Minutes:** Unanimous
4. **Old Business:** None
5. **New Business:**

	Item
A	<p>Contract Faculty Hiring Prioritization Committee Update</p> <p>The Fall and Spring Timelines were shared with the Chairs Committee</p> <ul style="list-style-type: none">• Fall 2024 the Committee continues to refine the scoring rubric for Student Services.• Spring 2025 the Committee will conduct an application and ranking process.• Please remember this is more of an “exercise” as there are presently no new positions available.

From Deans' Council:

- The below questions were discussed: Do Chairs want their adjunct faculty listed in the website directory, per a request from the Adjunct Success, Retention and Equity Committee? If so, are the chairs, along with deans and admin techs willing to maintain their departmental adjunct lists, or do we want the ASRE to maintain the list? Is there a need or desire for Academic Department Webpages? If so, is it imperative that ALL departments have webpages? Is it confusing if we don't all have pages?
- **Per Adjunct Faculty being listed in the website directory, the Chairs Committee came to the following recommendations:** Yes, adjunct faculty should be included in the website directory. There should be a single directory, and not a second directory maintained by the ASRE Committee. The inclusion of adjunct faculty should be at the discretion of the department chair (for example, the long list of faculty teaching in the Police Academy do not need to be in the directory). Chairs do not want to be solely responsible for maintaining the directory, but commit to collaborating with the Deans for this task. Chairs request there be an "inactive button" in case a particular adjunct soon returns. Chairs request that Pro Rata faculty be included in the directory, as presently they are deleted from Outlook, even for the semester they teach. Chairs request the designation "Pro rata" be removed by their name as this is not important to students (and why is this by some Pro Rata faculty and not others?).
- **Per Department Webpages, the Chairs Committee came to the following recommendations:** Department Chairs want the option to develop department webpages, should they wish to do so.. Department Chairs are not concerned if some departments have a webpage while others do not. Webpages must be linked to the website directory, as presently the concern is that students cannot find department webpages. For example, presently the Biology webpage is not linked to the website, and can only be found via a Google search. Department Chairs request the website directory be programmed with the following hierarchy: Degrees to Programs to Departments. Department Chairs request menus be added to department webpages. Department Chairs request that department webpages and program webpages be linked.

B

Chair Updates and Reminders

1. **Anonymous Screening:** The below was shared with the committee and discussed at length: At a recent meeting with the Senate Executive Committee, Chair Petti shared that President Wes said it is unacceptable for it to take so long for applications to be sent to screening committees. President Wes informed Chancellor Greg, who stated he was “unaware” it is taking so long, and is “taking action”. President Wes and Chancellor Greg commented that we may be redacting too much, and wants input from our group as to what should and should not be redacted. The below list was compiled by the Chairs Committee and shared with President Wes via a separate memo (the Chairs Committee was cc’d on the memo).

Always Redact

Information related to California and Federally Protected Classes, such as race, religion, sex/gender, marital status, sexual orientation, national origin, disability, and ancestry. Name should always be redacted as well.

Never Redact

Information directly related to the President-approved screening criteria. For example, the screening criteria for a veterans-related position might read "Knowledge and experience about military service." In that case, information about someone's prior military service would not be redacted. This could be accomplished by looking for keywords from each of the screening criteria, like the keyword "military" in this example.

C Also, a "redaction exception" should be an option on the screening criteria form that the committee completes. This would be used in cases where there's a good reason for the committee to see information that might otherwise be redacted. The committee would use that part of the form to request particular information and explain the reason why they need to see it. For example, a Paralegal hiring committee might need to see the specific college or university that an applicant attended, because they need to ensure the person's degree program was ABA accredited (and not just regionally accredited). Or as another example, a Math hiring committee might need to see an applicant's college calculus grades since they plan for the new hire to be the faculty lead for calculus classes.

Universities attended should never be redacted. The concern is that some universities allow for degrees to be “purchased” and not earned in a traditional manner.

Screening Committees want to see college transcripts. Optionally, a standardized table should be made available to all applicants where they list all courses taken along with grades.

Screening Committees must see universities attended and degrees achieved to confirm minimum qualifications. Presently minimum qualifications not being effectively screened by Human Resources. For example, a candidate got to a second interview for a Child Development position, but the applicant did not meet minimum qualifications.

Courses taught should never be redacted when referenced by the applicant in the application.

2. From the VPI's Office: Scheduling Reminders

- The following reminders were shared with the Chairs Committee:
- For Summer 2025 and Fall 2025 schedule development process, the "roll forward" will be distributed after the holiday break, but Chairs are welcome to start thinking about/ discussing class offerings now with their deans.
- Melanie has been promoted to a position in EOPS, so there is another vacancy in the VPI office.
- The Lead Scheduler position is due to have interviews next month.
- Hopefully, that employee will start in January. In the meantime Carol Sampaga is the scheduler..
- Here are some of the important Spring 2025 dates:
 - 04/07/2025 – Summer 2025 TAOs released
 - 04/14/2025 – Summer 2025 Class Schedule posted online
 - 6/23/2025 - 8/16/2025 - Summer primary 8-week session

Summer 2025 Schedule Development Timeline

Summer 2025: June 9 – August 16, 2025 (Primary 8-week session: Jun 23 – Aug 16, 2025)

Term	Year	Area/Audience	Description	Date
Summer	2025	Curriculum	CIC Proposal Due to Instructional Services	September 6, 2024
Summer	2025	Curriculum	CIC Approval Deadline for Curriculum	September 26, 2024
Summer	2025	Schedulers	Prior Term Copy of Class Schedule	October 14, 2024
Summer	2025	A&R	Summer Applications Open	January 22, 2025
Summer	2025	Faculty	Faculty Begin Submitting Textbook Requisitions (Nebraska Book)	March 24, 2025
Summer	2025	Schedulers	Deadline to email corrected 'Class Notes' to schedule preparers	April 4, 2025
Summer	2025	Faculty	Faculty TAO Release Date	April 7, 2025
Summer	2025	A&R	Application Deadline for Priority Registration	April 11, 2025
Summer	2025	All	Class Schedule Posted Online	April 14, 2025
Summer	2025	A&R	Appointments Viewable in <i>mySDCCD</i> & emailed	April 17, 2025
Summer	2025	A&R	Registration Appointments Begin (3 weeks May 1-19)	April 21, 2025
Summer	2025	A&R	Open Registration for Summer Begins	April 25, 2025
Summer	2025	Faculty	Canvas Student Enrollment Visible – (2 Weeks Prior to Class Start)	May 18, 2025
Summer	2025	Faculty	Permission Numbers Visible in Faculty Portal	June 8, 2025
Summer	2025	A&R	Opening Day for Summer	June 9, 2025
Summer	2025	A&R	Opening Day for Primary 8 week2 session	June 23, 2025
Summer	2025	Faculty	Faculty GRADES Due	August 22, 2025

THE CHAIRS REQUEST SCHEDULING BE RETURNED TO THE SCHOOLS. Chair Petti will discuss this with VPI Michael, and invite him to attend an upcoming Chairs Committee Meeting to discuss this.

6. Other Announcements: Chair Petti reminded the Committee that only Chairs are required to attend this meeting. Assistant Chairs and Program Directors are however welcome to attend. Monica Demcho made an announcement per sponsoring a student or family for the holidays. Lisa Brewster asked for book orders to be submitted so she can determine which courses are ZTC. Darren Hal discussed that VPI Chavez (City) said there is an audit, and publications need to have certain language - Darren's working with VPI office to determine what should be on brochures and other docs. Chair Petti reminded the Committee that in Spring Semester we will hold Chair elections, as well as an election for a new Chair of Chairs.

7. Next Scheduled Meeting: Thursday, February 20, 2025, 1:00 - 2:30 PM, Room M 110

8. Adjournment: 2:30 PM