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**Chairs Committee Meeting**
**Chair: Kevin Petti**
**UPDATED AGENDA**
**Thursday, November 21, 2024 1:00 - 2:30 PM Room M 110**

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**Members:** 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, Max Moore, Molly Fassler, Namphol Sinkaset, Wai-Ling Rubic

**Assistant Chairs & Program Directors:** Darren Hall, Matthew Jewett, David Mehlhoff, Dawn Diskin, Julia McMenamin, Mardi Parelman, Mellisa Wolfson, Monica Demcho, Rebecca Bowers-Gentry, Scott Moller, Stefanie Johnson Shipman, Nicolas Gehler, Matthew Cain, Patti Manley, Kiyana Kiel, David Wilhelm

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

| | Item |
|---|---|
| **A** | **Contract Faculty Hiring Prioritization Committee Update**<br><br>Fall and Spring Timelines:<br>• Fall 2024 the Committee continues to refine the scoring rubric for Student Services.<br>• Spring 2025 the Committee will conduct an application and ranking process.<br>• Please remember this is more of an "exercise" as there are presently no new positions available. |
| **B** | **From Deans' Council: Website**<br><br>• Do Chairs want their adjunct faculty listed in the website directory, per a request from the Adjunct Success, Retention and Equity Committee?<br>• 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?<br>• Is there a need or desire for Academic Department Webpages?<br>• If so, is it imperative that ALL departments have webpages? Is it confusing if we don't all have pages? |

| | **Chair Updates and Reminders** |
|---|---|
| C | **1. Anonymous Screening**<br>• President Wes said it is unacceptable for it to take so long for applications to be sent to screening committees.<br>• President Wes informed Chancellor Greg, who stated he was "unaware" it is taking so long, and is "taking action".<br>• I met with President Wes and he commented that we may be redacting too much, and wants input from our group as to what should and should not be redacted.<br>• I offered to provide him with a quick list of Chairs input.<br>• I will forward to him our ideas from today. Chairs can also send me input for me to collate. I will collate and send to President Wes.<br>• President Wes also wanted me to relay that he very much appreciates what we have struggled through with this process, and thanks us for our support. |
| C | **2. From the VPI's Office: Scheduling Reminders**<br><br>• 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.<br>• Melanie has been promoted to a position in EOPS, so there is another vacancy in the VPI office.<br>• The Lead Scheduler position is due to have interviews next month.<br>• Hopefully, that employee will start in January. In the meantime Carol Sampaga is the scheduler..<br>• Here are some of the important Spring 2025 dates:<br>    • 04/07/2025 – Summer 2025 TAOs released<br>    • 04/14/2025 – Summer 2025 Class Schedule posted online<br>    • 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 *mySDCCD* & 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** |

**Support for Schedulers**
Scheduling Job Aids
~~Helpful Handouts~~

6. **Other Announcements:**
7. **Next Scheduled Meeting: Thursday, February 20, 2025, 1:00 - 2:30 PM, Room M 110**
8. **Adjournment:**