

Chairs Committee Meeting

Chair: Kevin Petti

Minutes

Thursday, February 20, 2025 1:00 - 2:30 PM Room M 110

Members Present: Kandice Brandt, Andrew Lowe, Anne Gloag, Daniel Igou, Duane Short, Gene Choe, Jessica McCambly, Jordan Omens, Kevin Petti, Mary Hart, Mary Kjartanson, Molly Fassler, Namphol Sinkaset

Assistant Chairs & Program Directors Present: Mardi Parelman, Mellisa Wolfson, Rebecca Bowers-Gentry, Stefanie Johnson Shipman, Matthew Cain, Patti Manley, Veronica Dayag and Dawn DiMarzi (for Wai-Ling Rubic), Randy Claros (for Jennifer Aase), Brit Hyland (for Jae Calanog)

Guest: Pablo Martin

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

	Item
A	Contract Faculty Hiring Prioritization Committee Update Petti discussed that the CFHPC will be approving an updated scoring instrument at its next meeting, and advised Chairs that shortly thereafter applications for <i>new</i> positions will be accepted. Chairs were also advised that this process is more of a trial run of the new scoring instrument, as there are no new contract faculty positions available at this time. This list is only valid until June 30, 2025, and a new list will be generated in the fall semester.
B	CCAP Update Matt Cain and Rando Claros delivered a 10 minute presentation with CCAP updates and timelines.
C	Pro-Rata Faculty Rehiring Process Duane Short shared with the committee difficulties he's experienced with the "rehiring" of Pro-Rata Faculty such as: having to go through the entire hiring process as if the Pro-Rata faculty is new to the district, including fingerprinting. This process takes months, making it hard for them to start on time, and even put their name in the online schedule, which impacts enrollment. Pro Rata Faculty also do not appear in the Outlook contact cards, making it hard to communicate with them. Petti agreed to take this to Deans Council to inquire about solutions.

Chair Updates and Reminders

- **Fraudulent Enrollment**

Petti reminded Chairs to be vigilant about fraudulent students, and urged them to share that message with their departments.

- **Website Update: Adjunct Listing and Department Webpages**

Petti shared with Chairs the memo he sent to IT and the VPI stating that Chairs are willing to collaborate with the Deans to maintain adjunct faculty listing in the webpage directory. Petti also shared that IT has not responded per Chair's concerns about Department Webpages that he outlined in that memo. Petti will followup at the next Dean's Council Meeting.

- **Adjunct Office Hours**

Petti asked Chairs to remind their Adjunct Faculty to apply for office hour payment ASAP.

- **Academic Senate AI Resolution - possibly for your syllabus**

Petti shared with the faculty the AS AI Resolution as a resource for faculty to include in their syllabi.

- **New Enrollment Management Dashboard Update**

Petti offered to invite, and the Chairs agreed, for District staff to attend a future Chairs Committee meeting to demonstrate the updates to the updated Enrollment Management Dashboard.

- **New Student Complaint Process**

- **Student Complaint Form**

- **Faculty Removal of Disruptive Student from Class Form**

- **Title IX Incident Report Form**

Petti Shared the above new forms with the Chairs. Rebecca Bowers Gentry shared with the Chairs the additional below forms:

The Behavioral Intervention Team Page that has additional resources:

<https://sdmiramar.edu/services/behavioral>

As well as the Incident/Concern Reporting Form:

<https://cm.maxient.com/reportingform.php?SanDiegoCCD>

- **Department Chair Elections and Chair of the Chairs Committee Election**

Petti reminded Chairs to conduct Department Chair elections in the month of March. Petti also reminded Chairs that afterward there will be a Chair of Chairs Committee Election.

6. Other Announcements: None

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

8. Adjournment: 2:15 PM