

Chairs Committee

Chair: Mary Kjartanson

Minutes

Thursday, September 18, 2025, 1:00-2:20 P.M.

M-108

Members present: Andy Lowe, Fred Garces, Francois Bereaud, Matthew Cain, Dan Igou, Duane Short, Gene Choe, Ryan Monroy, Jae Calanog, Jessica McCambly (present by proxy), Molly Fassler, Jordan Omens, Randy Claros, Lisa Muñoz, Max Moore

Assistant Chairs, Program Directors, Department Liaisons present: Cynthia Gilley, Veronica Dayag

- I. **Call to Order:** The meeting was called to order at 1:04 p.m. by Chair Mary Kjartanson.
- II. **Approval of Agenda:** The agenda was approved by consensus as submitted.
- III. **Approval of Minutes:** The minutes for April 17, 2025 were approved by consensus.

	Item
A	Review of Committee Charge and Membership: Kjartanson reviewed the committee charge and membership.
B	Program Review: Patti Manley was absent and unable to provide a Program Review update.
C	Mandatory “Never Attended” vs. “Drop” Menu Options: Duane Short voiced concern over the inability to utilize the Drop option prior to census. The Never Attended menu option was solely available. Discussion ensued regarding the issue. The Chairs advised faculty to contact the Admissions and Records Office to reconcile the issue. Kjartanson to meet with Dana Stack and provide a follow-up.
D	Wording of HyFlex Sections Note in Class Schedule: Duane Short voiced concern over the use of the “hybrid” descriptor when describing a HyFlex class type. Discussion ensued regarding “hybrid” class delivery requiring in-person class attendance, therefore, inaccurate. Kjartanson to confer with Margarita Murphy and Eli Manalastas and provide an update.
E	Office Window Coverings-Employee Safety: The Chairs discussed the removal of window coverings in faculty office spaces. Chairs proposed that when meeting privately with students the requirement should be an unobstructed window or an open door. Faculty also voiced concern over campus violence and increased sightline to office occupants when windows are unobstructed. In addition, some of the faculty offices are windowless. Kjartanson to contact Dan Gutowski and Carina Castro to obtain additional policy/procedure information.
F	Contract Faculty Hiring Prioritization Committee Update-Timeline: Kjartanson provided the Chairs with a timeline for the development of a new full-time faculty hiring list. The CFHPC is on target for compiling the list and shepherding it through the college governance process in preparation for the spring 2026 semester (see below). Discussion ensued regarding procedure for vacant positions populating the list and current list term length.

IV. Announcements: None

V. Next Scheduled Meeting: October 16, 2025

V. Adjournment: Meeting was adjourned by consensus at 2:10 P.M.

Contract Faculty Hiring Prioritization Committee
Fall 2025
Timeline

Date	Action
9/4/25	Review of process and documents
9/8/25 due by 5:00pm	Intent to apply
9/15/25	Proposal with data (VPI & VPSS Offices) sent to initiator
9/22/25 due by 5:00pm	Return proposal to CFHPC Chair
9/23/25	Proposals sent to CFHPC members for ranking
9/30/25 due by 12:00pm	Rankings returned to CFHPC Chair
10/1/25	CFHP List generated
10/2/25	CFHP List presented to CFHPC
10/7/25	CFHP List presented to AS-first read
10/21/25	CFHP List presented to AS-second read
10/28/25	CFHP List presented to College Council
10/28/25	CFHP List recommendation presented to College President for final approval

Chairs Committee Meeting Calendar -Fall 2025

Date	Time	Location
Thursday, September 18, 2025	1:00 PM-2:20 PM	M-108
Thursday, October 16, 2025	1:00 PM-2:20 PM	M-108
Thursday, November 20, 2025	1:00 PM-2:20 PM	M-108
Thursday, December 18, 2025	1:00 PM-2:20 PM	M-108