

**Chairs Committee
Minutes
San Diego Miramar College**

Chair: Mary Kjartanson
Thursday, October 16, 2025
1:00-2:20 p.m.

M-108

Chairs: Andy Lowe, Fred Garces, Francois Bereaud, Matthew Cain, Dan Igou, Duane Short, Gene Choe, Dawn Dimarzo, Dawn Diskin, Ryan Monroy (absent), Jae Calanog, Jessica McCambly, Jordan Omens, Lisa Brewster (absent), Max Moore (absent), Molly Fassler, Kandice Brandt, Matt Cain, Jordan Omens, Randy Claros, Lisa Muñoz

Assistant Chairs, Program Directors, Department Liaisons: Becca Bowers-Gentry, Cynthia Gilley, Melissa Wolfson, Mardi Parelman, Dan Smith, Darren Hall, David Mehlhoff, David Wilhelm, Joe Young, Jules Symons, Valentino Nevarez, Kiyana Kiel, Julia McMenamin, Matthew Jewett, Melissa Wolfson, Veronica Dayag, Ali Gonzalez

Guests: Patricia Manley, Dan Gutowski

AGENDA

- A. Call to Order at 1304**
- B. Approval of Agenda Approved-Omens/Igou**
- C. Approval of Minutes (09/18/2025) Approved-Omens/Hart**
- D. Old Business**

#	Item
1	Mandatory “Never Attended” vs. “Drop” Menu Options-Kjartanson reported that there may have been an attendance record “Drop” vs. “Never Attended” error in CS. Per Dana Stack, if the problem continues, screenshot the error and send to Stack for investigation. Chairs informed that Stack could correct attendance rosters if required by faculty.
2	Wording of HyFlex Sections Note in Class Schedule-Kjartanson reported that the suggested class notes (per Margarita Murphy) in HyFlex class sections should reflect the following: This class section is offered in a highly flexible (HYFLEX) format. Students can join the class session at the scheduled days and times, online or in-person based on the student's preference. Students choosing to attend class sessions in-person will meet in the listed classroom. Students choosing to attend class sessions online should consult their instructor and/or class syllabus for meeting location information. The information was communicated to VPI Odu.
3	Office Window Coverings-Employee Safety-Dan Gutowski spoke to the legal issues related to office window coverings. He explored various window covering material options with the Chairs. Chairs voiced concerns regarding personal safety. Chairs suggested that when students are present in faculty offices, the door to the said faculty office should remain open. Gutowski stated that Keenan’s priority was to keep the students safe. ALICE Training will be available to interested faculty and staff. Gutowski to report back with the District’s policy.

E. New Business

#	Item
1	Program Review-Patti Manley reminded faculty that Outcomes Assessment should be completed by spring 2026. Manley informed Chairs that all resource requests, including a dollar amount, should be aligned accurately in Nuventive. A resource request export will take place on Friday, October 17. The first BRDS meeting will be held on Wednesday, October 24.
2	Pro Rata Faculty-Outlook Contact List Access-Melanie Cordero consulted regarding pro rata adjunct faculty access to SDCCD email accounts. Chairs advised to contact Melanie Cordero when pro rata adjunct faculty require reactivation of email accounts and distribution list addition.
3	Academic Senate Meeting Modality-Chairs discussed AS meeting modality transition to in person. Current Miramar HyFlex technology is lacking creating communication problems for in-person and online Senators. The majority of Chairs supported an in-person meeting modality.

F. Announcements: None**G. Next Scheduled Meeting:**
November 20, 2025**H. Adjournment:** 2:10 P.M.

***San Diego Miramar College 2020-2027 Strategic Goals**

I: Pathways – Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success

II: Engagement-Enhance the college experience by providing student-centered programs, curriculum, services, and activities that close achievement gaps, engage students, and remove barriers to their success

III: Organizational Health-Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making

IV: Relationship Cultivation - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships

V: Diversity, Equity, and Inclusion (DEI)-Build an environment that embraces diversity, equity, inclusion, Anti-Racism, and social justice for the benefit of the college community

****ACCJC Accreditation Standards (Adopted June 2024):**

I. Institutional Mission and Effectiveness

II. Student Success

III. Infrastructure and Resources

IV. Governance and Decision-Making