<div align="center">

Chairs Committee
San Diego Miramar College
Chair: Mary Kjartanson
Thursday, November 20, 2025
1:00-2:20 p.m.
M-108
Minutes
Approved: 02/19/2026

</div>

Members Present: Andy Lowe, Fred Garces, Francois Bereaud, Matthew Cain, Duane Short, Gene Choe, Dawn Dimarzo, Dawn Diskin, Ryan Monroy, Jae Calanog, Jordan Omens (Hart Proxy), Lisa Brewster, Max Moore, Kandice Brandt, Matt Cain, Randy Claros, Mary Hart

Members Absent: Dan Igou, Jessica McCambly, Molly Fassler, Lisa Muñoz

Present Assistant Chairs, Program Directors, Department Liaisons: Becca Bowers-Gentry, Cynthia Gilley, Veronica Dayag

Guests: Cheryl Barnard, Patti Manley

I. **Call to Order**
The meeting was called to order by Mary Kjartanson at 1:03 PM

II. **Approval of Agenda**
MSC (Short/Dimarzo) agenda approved

III. **Approval of Minutes** (October 16, 2025)
MSC (Short/Dimarzo) October 16, 2025 minutes approved as submitted

IV. **Old Business**

1. <u>Academic Senate Meeting Modality-Report</u> Kjartanson reported that the Academic Senate meeting modality will change to in person starting in the spring 2026 semester.
2. <u>Office Window Coverings-Employee Safety-Report</u> Kjartanson reported the follow-up with Dan Gutowski regarding office door window coverings. Gutowski reported that the topic was discussed at the most recent Facilities and Safety Committee meeting. The committee reviewed various window films and fabrics. The topic will be continued at the next facilities and Safety Committee meeting to come up with a campus standard. It may not be a one size fits all standard. Gutowski will provide additional information after the December Facilities and Safety Committee meeting.

### V.	New Business

1. **Student Conduct Process Overview**
   Cheryl Barnard reported on BP 3100 and BP 5500 Student Rights, Responsibilities, Campus Safety and Administrative Due Process. Barnard presented a review of the new District website, Just Report It. The website will provide faculty a mechanism to identification and reporting of concerning behaviors to facilitate access to student support services. She provided a review of the reporting domains. In addition, Barnard explained the process for students to report issues of concern. Barnard reviewed the academic complaint process chain of command: Faculty, Chair, Dean and VP. She advised faculty to consider including a conflict resolution statement and AI policy in syllabi.

2. Program Outcomes-Data Disaggregation
   Patti Manley encouraged faculty to review SLOs and clean up SLO titles to promote uniformity in SLO title naming convention. Faculty should consider importing all outcomes in Canvas. Manley reported that all SLO data from all of the colleges would be collected. She explained that a dashboard would be built to house the outcomes to facilitate population of SLOs in Nuventive. Manley encouraged the Chairs to embed assessments in Canvas to provide for consistent data collection and to support data disaggregation.

3. SDCCD Class Schedule Interface-Waitlist
   Jae Calanog reported that the class schedule waitlist issue was resolved. Faculty agreed that moving open sections to the top of the schedule to support student access was a welcome improvement to the class schedule.

4. Early Alert
   Kjartanson informed the Chairs of a College Council workgroup that was formed to investigate an early alert system to support students in their academic/career pathways. Discussion of Follow-up access in the class rosters issued. Kjartanson encouraged the Chairs to develop a list of follow up descriptors that would be shared with the workgroup.

### VI.	Announcements
Matt Cain reported concerns with service contracts and site improvements. Becca Bowers-Gentry provided a BRDS budget update.

### VII.	Next Scheduled Meeting
February 19, 2026

Adjournment
Meeting adjourned (Brewster) by consensus at 2:24 PM