

Department Chairs Committee

Chair: Dan Igou

Thursday, April 16th, 2020 (1:00 p.m. -2:15 p.m.)

Zoom

Minutes--draft

Attendees: Dan Igou, Mary Kjartanson, Mary Hart, Larry Pink, Carmen Jay, Scott Moller, Kirk Webley, Francois Bereaud, Joe Young, Gina Bochicchio, Molly Fassler, Jordan Omens, Namphol Sinkaset, Dawn Di Marzo, Andy Lowe, Becca Bowers-Gentry, Pablo Martin, Jessica McCambly, Darren Hall, David Mehlhoff, Kandace Brandt, Monica Dmecho, Scott Moller, Kevin Petti, Nick Gehler, Dan Willkie

Guests/Presenters: Gene Choe, Donnie Tran, Nessa Julian, Marie Mc Mahon, Wai-Ling Rubic

- I. **Call to order:** Meeting was called to order at 1:05 with quorum
- II. **Approval of Draft Agenda:** The agenda was approved with motion to move V.G. to the top of New Business (Kjartanson/Martin).
- III. **Approval of Draft Minutes:** The minutes from March 5th, 2020 were approved unchanged (Kjartanson/Willkie)

IV. Old Business

Question was raised regarding the ongoing discussion of the proposed changes to the College Governance Structure and Handbook. Igou reported that CGC had changed the timeline for feedback (which Mc Mahon explained further), meaning there was less urgency to make recommendations. Igou noted that this discussion would be on the next agenda.

A. Evening Duty End Time update.

Igou reported on the status of the Committee recommendations per evening duty. The Committee's concerns and recommendations were discussed with the VPI and at Deans Council and the consensus was it's not an academic issue and shouldn't go to Academic Affairs. It is an operational issue and should be addressed with the President who would make decisions regarding our recommendations.

The question was raised of who would make the final decision. Igou stated he was informed it was the President that made these operational decisions. Union rep agreed that it was likely an administration decision, but Chairs should make their concerns and recommendations known. Igou was directed to meet with the President to discuss the concerns and recommendations of Chairs. Request was made for a report about the discussion prior to the next Chairs meeting and to have a decision before Fall Semester.

V. New Business

A. UC Admissions Requirements (COVID-19 Response)

Palma-Sanft presented and explained an [excel chart](#) she and Barbara Clark developed shows the UC and CSU responses to the COVID-19 emergency and temporary practices in areas such as articulation agreements, the pass/ no pass grading, use of summer to complete fall 20 transfer

requirements and transcripts. She encouraged Chairs to refer to students to counseling if they have questions.

B. Remote Tutoring Services Update

Donnie Tran gave highlights of what the ASC and the WELL are doing to support students. To reach students, ASC is using Canvas shells. Students self-register to access academic support services. In the ASC Canvas shells there are discussion boards to which a student can post questions for tutors to answer and also Zoom tutoring sessions. Tran demonstrated one of the ASC Canvas shells.

Nessa Julian reported that ASC is going to send out a flyer with direct links to both the Canvas shells for ASC and the WELL for students. They are also trying to do add a banner on all of the landing pages for Canvas so students will see that there is tutoring support whenever they log in to Canvas.

Question was asked about the cost of Net Tutor and Pisces. Julian reported that currently they are free June 30, not sure what will happen after June 30.



Update on Remote Tutoring Services

April 15, 2020
Associate Dean Nessa Julian
and Donnie Tran

- Platforms: ASC Canvas course and The WELL Canvas course
- Students can self-enroll in the Canvas courses through links posted on the ASC and The WELL Web pages.
- In ASC Canvas course, there are discussion boards for students to post questions for tutors to answer (asynchronous) and Zoom tutoring sessions (synchronous). These Zoom sessions are conducted by ASC and Math Lab tutors. Additionally, embedded tutors (a.k.a. SI leaders) are working with faculty to best support students remotely. The subjects supported mirror what we have before going remote.
- In The WELL Canvas course, students can submit work to tutors (asynchronous). There will be workshops conducted via Zoom.
- The ASC is considering Pisces and NetTutor as other services.

C. Guided Pathways: Course Mapping

Kjartanson reported that Guided Pathways is putting a survey out for interest areas. Survey will be launched first and then under the interest areas there will course mapping or core sequencing (verbiage to be determined). Group decided to begin with AD-T's. They have completed surveys and mapping for Biology and Business (sent out for comments) and AJ is in process. Guided Pathways is moving forward and the group feels positive about it. There still needs to be more campus dialogue, but it's moving forward.

The group plans to reach out to the chairs in the school of Liberal Arts and asking them to look at their ADTs and course sequencing. Chairs need to vet because they know when courses are offered. If there are changes that need to be made, make them and send them back to Kjartanson.

D. Summer and Fall schedules

Martin expressed concerns about the changing messaging regarding possible cuts to FTEF allocation and scheduling. Igou reported that at Deans Council the previous day it was announced that Miramar had just received its allocation from the District for next year for the fall. The VPI would be presenting that information at Academic Affairs, immediately following Chairs

Committee. Igou also reported that Miramar was going to have a slight reduction in FTEF and that Miramar was cutting substantially few sections than either City or Mesa. Discussion followed regarding reducing the summer schedule to have more FTEF for fall and spring.

Petti pointed out that cutting adjuncts during Summer 2020 would not affect them adversely too severely because of enhanced unemployment benefits this year, and they wouldn't lose their healthcare over the summer.

Discussion continued about on-campus versus online classes and which classes could and should or shouldn't be taught online. Further discussion of the need for a more coherent, campus-wide plan to schedule for summer.

E. SEM (Igou tabled)

F. IT Support for Email Issues

Martin informed the Committee about potential problems associated with the update and changes to Outlook. Some faculty are experiencing problems accessing their email and are having challenges. There was no warning from IT about these potential problems.

G. Scheduling Election for Chair of Chairs Committee

Igou reminded the Committee there needs to be an election for Chair of Chairs in May. Given the current situation, it will have to be a virtual election. Igou mentioned there were different possible ways the election could be conducted, but details would have to be worked out. He called for a volunteer to be Election Chair.

Suggestion was made to allow the current Chair of Chairs to complete a second one-year term to provide consistency moving into the next year. Discussion ensued, during which it was stated that at least one other Chair was considering running for the position. Motion was made suspend the rules and hold a vote to allow current Chair of Chairs to continue in the position for another year. Discussion followed but no second to the motion was made.

It was agreed an election would be held at the next regularly scheduled meeting. It will be for a one-year term, and subsequent elections will be for two-year terms (per the proposed AFT language and the proposed revisions to the College Governance Handbook). Francois Bereaud volunteered to be Election Chair.

VI. Announcements

A. Mini-Uber Chairs meeting: April 23, 2020

VII. Adjournment

Approved 05/21/20