

Los Medanos College
Department Chair, Dean and VP Meeting

February 2, 2021

2:15PM-3:15PM

Join Zoom Meeting

<https://4cd.zoom.us/j/91480097405?pwd=N01jdmxxRjNJeG1UK1ZLMGdPb0IyQT09>

Meeting ID: 914 8009 7405

Passcode: 136504

One tap mobile

+16699006833,,91480097405# US (San Jose)

Item #	Agenda Topic	Facilitator/s	Time	Follow up Notes
1.	Welcome & Introductions New Department Chairs?	All	2:15-2:20	N. Hannum asked the group to share milestones in the chat to revel in joy together. ☺ New Department Chairs? None. N. Moultrie posted in chat- "Hello Everyone!! Please take a look in your email for the LMC Foundation Mini Grant announcement! \$5000 to fund your special projects to benefit LMC students!!!"
2.	Student Complaints/Appeals: If it is predictable it is preventable. <ul style="list-style-type: none"> Course Syllabus to reduce Student Complaints Zoom Security to reduce Zoom bombing 	Dean Team	2:20-2:30	N. Moultrie and R. Pedersen- If students feel that the grade they received isn't what they earned, they can reach out to instructor and dean, and fill out formal grade appeal. Most complaints are preventable. We are asking chairs to go over model course syllabi with faculty- review by peers and feedback is given. Ensuring that all is achievable and also looking at the grade schema. M. Zilber- asked if the student appeals are regarding grades overall or grades within course assignments. N. Hannum answered that the appeals are regarding grades overall.

				<p>Appeal process for the correct grade to reflect on the students' transcripts. This is also difficult for faculty and having to go through that process. Please look at syllabi to avoid appeals.</p> <p>P. Gunder- affirmed the process of syllabi review and receiving feedback in her department.</p>
3.	Student Conduct in the Virtual World	Dave Belman	2:30-2:35	<p>Zoom security and Zoom bombing- N. Hannum sent out an email encouraging everyone to look at Zoom security recommendations put out by District, to protect yourself and protect your class.</p> <p>There are resources available and please forward the information to everyone especially part-timers. These securities are done via your Zoom profile under Security Settings.</p> <p>D. Belman- relating to student conduct- student code of conduct applies to online educations and digital communication. The primary issues are around academic dishonesty and disruption of teaching process.</p> <p>Academic dishonesty- proactive, documenting all policies regarding assignments and exam/test taking expectations.</p> <p>Zoom bombing- when a non-student engaging, very little that the college can do. If it is a student- the code of conduct allows disciplinary action but need to verify students' identity in order to do that. (some use false names or other students names)</p> <p>Seems more frequent this semester. Zoom bombing affects the level of student engagement; it has a big impact on those involved in the class.</p> <p>These all help with trying to help identify those</p>

				<p>involved in zoom bombings:</p> <ul style="list-style-type: none"> - Using the 4CD authentication - Use a password and unique ID - Use a waiting room with the student's name that matches the name on the roster - Save synchronous classes and chat logs <p>Please send issue reports to D. Belman. "Documentation evidence" is important. Best practice is to inform the dean or department chair.</p> <p>Link to the Quick Guide: https://www.losmedanos.edu/intra-out/oi/documents/QuickAccessToStudentConductSP21.pdf</p> <p>R. Hiscocks asked about using TechConnect authentication Zoom link for specific class sections- D. Belman will look into getting an answer.</p> <p><i>Hot off the press from Courtney Diputado: "The TechConnect integration in Canvas is different from the "authenticate users" setting in Zoom. Students can still share the meeting link and password with users outside their class. Authenticating users limits the meeting to LMC students or employees only."</i></p> <p>M. Perrone asked if the zoom bomber is not a student, then can this can be reported to Police Services? D. Belman answered by saying that we don't have oversight with outside zoom bombers.</p> <p>M. Capes asked in the chat-</p> <ol style="list-style-type: none"> 1) Can we get directions for students on how they get to a Zoom session with authentication? 2) How can students change their Canvas name
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				<p>to a preferred name so it can be used on Zoom?</p> <p>N. Hannum responded by saying that we could possibly get Courtney's assistance with these questions.</p>
4.	Faculty Recruitment Update- additional outreach and virtual job fair.	Natalie Hannum & Ryan Pedersen	2:35-2:40	<p>R. Pedersen announced that LMC is recruiting for faculty positions in Pittsburg and Brentwood for Fall 2021 start. The District was supportive in posting and advertising for those positions.</p> <p>He also extended gratitude to Leetha for her work on this. She went thru the Box 2A applications and other resources and identified other areas and was able to help District with posting. Over \$14,000 was spent in advertising – strategically divided with all the postings.</p> <p>Virtual Job Fair- District had put together recruiting kiosks. John Schall produced an outstanding video. President Bob, N. Hannum, and R. Pedersen made another video to answer questions.</p> <p>N. Hannum informed the group that dean recruitment is on track for filling the third position by July 1 (early April recruitment start).</p>
5.	Summer and fall scheduling update	Ryan Pedersen	2:40-2:45	<p>Summer and Fall schedule first draft are due to Dean this Thursday, February 04. Please review the memo.</p> <p>2nd draft – due 03/10</p> <p>3rd draft – due 03/25</p> <p>R. Pedersen will send out a survey after first drafts to document challenges or feedback as we are refining the model.</p>
6.	Reassign Time Process	Natalie Hannum	2:45-2:50	Working on the reassign time process for how to apply by the next department chair meeting.
7.	GP, SOAA and Pathway Pilot Project Update	Sally Montemayor-Lens & Chialin	2:50-3:00	S. Montemayor-Lens discussed the Guided Pathways Scale Of Adoption Assessment report that we do for the State Chancellors office.

		Hsieh		<p>The Program Mapper Tech Review- 12 faculty came together to review and assess the program maps, also reconciling with eLumen. We have two full semesters left to complete work- by Spring 2022.</p> <p>Art, Humanities, and Communications Pathway Pilot- C. Hsieh has also provided data sets: enrollment of students and their intended goal. This appeals to the entire college.</p> <p>C. Hsieh extended appreciation to the Art and Music lab coordinators for devoting their time to this pilot project.</p> <p>Please forward any ideas/feedback to Sally Montemayor-Lens, Chialin Hsieh, and N. Hannum</p>
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8.	Open Discussion- pain points and supports needed	Department Chairs	3:00-3:15	<p>The group was asked:</p> <ul style="list-style-type: none"> - What is needed in terms of support? - What are some pain points that you are enduring right now? <p>Attempting to creating an open space for the group to share thoughts and concerns.</p> <p>R. Hiscocks asked if there are any update on the late-start courses. N. Hannum answered in the late start spring session. This will come with comprehensive outreach model.</p> <p>R. Anicetti added in the chat- "Spring Cybersession is HUGE from a transfer perspective- it would make a significant positive impact for our transferring students!!"</p> <p>S. Toruno-Conely mentioned that the English department is struggling with online vs face to face for Fall. She asked the group what other departments doing? R. Estrada answered that in Math, they have surveyed faculty to get a sense as to what mode of instruction they would feel comfortable.</p> <p>J. Bent asked if we are we planning to have in person classes in the Fall of 2021.</p> <p>M. Grillo asked about return to work policies.</p> <p>N. Hannum responded with- we have not heard about face to face yet. Please be prepared for online courses. UF has been involved in conversations- safety is priority. We are at the mercy of how the county will roll out- especially with a variance strain of the virus out.</p> <p>C. McGrath asked if we were able to harvest data this past semester to show fill rates of which classes filled first. (online- synchronous</p>
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				<p>and asynchronous, face to face, hybrid) N. Hannum replied by saying that we have not started looking at that data but it is a good place to start. Another student survey from the District would be helpful to ascertain data. But it does not change the guidance for teaching online next semester. **follow-up</p> <p>E. Haven- sent out a survey to philosophy students asking their preference of classes- online or face to face. Students seem to be ok about online classes.</p> <p>Success Stories- K. Alexander had his first live class today. The response of the students- getting acquainted slowly but surely, as time went, they became more relaxed.</p>
9.	Next Meeting: March 2, 2021			<p>N. Hannum closed the meeting.</p>