

**Los Medanos College**  
**Department Chair, Dean and VP Meeting**

**March 2, 2021**

2:15PM-3:15PM

Join Zoom Meeting

<https://4cd.zoom.us/j/91480097405?pwd=N01jdmxxRjNJeG1UK1ZLMGdPb0lyQT09>

Meeting ID: 914 8009 7405

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Item #	Agenda Topic	Facilitator/s	Time	Follow up Notes
1.	Welcome & Introductions New Department Chairs?	All	2:15- 2:20	<p>N. Hannum opened the meeting at 2:15pm.</p> <p>Next Dept. Chair, Dean, &amp; VP meeting is on April 6- N. Hannum is taking the week off.</p> <p>R. Pedersen stated that next Monday evening the Strategic Scheduling group of SEM will put out a survey to all dept. chairs and all faculty senators. Please also expect the scheduling memo and second draft instructions will be sent out tomorrow.</p> <p>N. Moultrie- eLumen: eLumen: She stated that they finished the curriculum cycle and discussions about revising the templates. Please send feedback to N. Moultrie and M. Lynn. Also, TLC is piloting eLumen assessments this semester. A small cohort of programs are participating to develop best practices. The Office of Instruction is also working on importing programs into eLumen. N. Hannum gave a shout out to N. Moultrie for time and work put into eLumen.</p> <p>C. McGrath sent out descriptors to all Dept. chairs for feedback to implement the new GE plan for Fall 2021.</p> <p>S. Kwist announced the Pedagogy Conference 03/19/2021 Save the Date! 9am-12:30pm Victor Rios as guest key note speaker in addition to workshops and student panel.</p>

				This conference is an LMC and CCC collaboration which will focus on active ally ship, sense of belonging, and inclusive curriculum.
2.	Dean Recruitments	Natalie	2:20-2:25	<p>N. Hannum announced the recruitment for Associate Dean of Nursing and Dean of Workforce &amp; Economic Development. Even if you do not have CTE background and are interested in Dean leadership, please feel free to apply for Dean of WED.</p> <p>Paper screening and first interview towards latter part of April and final interviews in May- start date of July 1.</p>
3.	Return To Work Plans & Details	VP and Dean Team	2:25-3:15	<p>N. Hannum stated that we do not have a lot of information on returning back to work. C. Montoya is on the call for the perspective of Buildings &amp; Grounds and Facilities.</p> <p>Ryan P. reiterated what N. Hannum stated; there aren't any answers today. There is face to face instruction listed in that first draft of the schedule and will be reviewed. In the meantime, please think about contingency planning in scenarios of what that may or may not look like.</p> <p>2<sup>nd</sup> draft memo will be sent out tomorrow. G. Villegas is working on those.</p> <p>R. Pedersen shared his screen of a spreadsheet that shows the planning of face to face courses, 12 people allowed in the spaces. R. Pedersen urged the group to please start looking at your current plan to allow only 12 people and also thinking about the protocol of wearing masks and cleaning work places.</p> <ol style="list-style-type: none"> <li>1. Plan if only 12 people allowed</li> <li>2. 12 person cleaning and distancing plan</li> <li>3. Full return (if allowed)</li> <li>4. Full return plan for distancing and cleaning</li> </ol> <p>M. Kean- asked in the chat- "Will we be able to have live (on-campus) lecture and allow students to optionally view via zoom from home?" R. Pedersen answered that it is a great idea especially with the option of limited number of people, he suggested that instructors would have to create a reservation list and also make this clear in the course notes- "live learning but also virtual learning is available."</p> <p>L. Padilla-Wilson asked in the chat- "My department wanted to know if they have the option to stay online for the fall, if there is a return or partial return to in</p>

			<p>person.” N. Hannum referred the group back to the memo- if it can be fully delivered online please do so. If you need some face to face, then let’s do that. If it is the desire of the department, by all means schedule in that direction.</p> <p>M. Zilber asked that although k-12 can go to class but LMC can’t? C. Montoya answered that as of now, the answer is no. M. Zilber asked R. Pedersen that if we have synchronous classes should we list them as online synchronous or we can change to face to face as conditions improve. R. Pedersen advised that we list it as face to face and then list that it can be online. Some instructors have planned for hybrid- one day online, one day in person.</p> <p>M. Mack asked if this partial/full return extends to counseling. N. Hannum answered that there have been questions about physical workspace, meeting in small spaces and unsure of the UF. She has heard the concern that the individual work space for counselors is not conducive to protocol. M. Clarke concurred.</p> <p>K. Alexander asked if there is a preferred number of total number of students because some rooms can accommodate more or less. R. Pedersen answered that his numbers in the example were arbitrary and suggested to start planning for classes of 12 and for a full class, and we can hone in on the details when we get updates.</p> <p>C. McGrath asked in the chat- “How is ventilation and air flow being folded into the plan?” C. Montoya answered that there is a proposal at the district to get a third party to test the airflow and get that on paper.</p> <p>N. Hannum reiterated that the guidance for fall semester remains as where it has been. She advised that if instructors can teach online, then to please do so.</p> <p>M. Clarke added that there is an updated back to work plan on the district website. <a href="http://www.4cd.edu/covid19/return/4CD%20Return%20to%20Worksite%20Plan.pdf">http://www.4cd.edu/covid19/return/4CD%20Return%20to%20Worksite%20Plan.pdf</a></p> <p>N. Hannum is imploring that people be patient. It will be an incremental return to work.</p> <p>N. Garcia asked- how are students going to disinfect the area when they leave class? Does the dept. provide the cleaning wipes? Do we have in the budget to hire more B&amp;G and custodial? Due to the increase of work, their sanity is paramount also. N. Hannum referred back to the memo by stating that we are not asking students to do</p>
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			<p>a full disinfecting but in some measures they can wipe down an area that they have used.</p> <p>C. McGrath asked in the chat- “Will the Brentwood Center be open to potential F2F classes?” R. Pedersen answered that there are some classes scheduled at Brentwood.</p> <p>C. Montoya mentioned that there was a supply chain about getting supplies that are difficult to get a hold of. There are hand sanitizers by the door in classrooms. The goal is to provide each classroom with a kit so students and others can wipe down their areas. The one challenge is a turnaround time in between classes to have enough time to disinfect before the next class starts; custodial will continue to disinfect overnight.</p> <p>M. Hicks added that Nursing Dept. has their students clean their work area each time they change seats. They have spray bottles available at the end of each row to wipe off their chairs and tables. Students have been pretty good with this.</p> <p>J. Dearman in Auto also added that they have implemented a routine during this time. They have taken the lab times and split them into Group A and B- one class at a given time and only half of the class. Students are still able to complete the hands on activities. It has worked well, without customer cars, they have had to back fill with other stuff. They open all the doors for plenty of airflow. The tool room sanitizes each tool and surfaces after every use. There have been zero incidences of illness. The students have a sign in sheet and take their temperature prior to the start of class. All responses are recorded.</p> <p>J. Dearman typed in the chat- “For those coming back with students next semester, I would like to say my students have been spectacular. They are so happy to be on site they follow the guidelines to the letter, not one has ever complained once about it.”</p> <p>Auto/Nursing/EMS- hard to convert areas.</p> <p>N. Hannum advised the group that if they are planning face to face instruction, please think about how to get students in this space with following the protocols. We have some time between now and 3<sup>rd</sup> draft, please reach out to your dean.</p>
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4.	Next Meeting: April 6, 2021			