

**Los Medanos College
Department Chair, Dean and VP Meeting
October 6, 2020
2:15 – 3:15 pm (Extended Q&A from 3:15-3:30)**

Join Zoom Meeting
<https://4cd.zoom.us/j/95720040954?pwd=SmdQbUIKWmpaL2JtRWpMQWl1Y3g4dz09>
Meeting ID: 957 2004 0954
Passcode: 429050
One tap mobile
+16699006833,,95720040954# US (San Jose)

Item #	Agenda Topic	Facilitator/s	Time	Follow up Notes
1.	Welcome and Announcements	All	2:15 – 2:20	<p>R. Pedersen opened the meeting- visitor from the accreditation team- Jessica Grimes, Welcome!</p> <ul style="list-style-type: none">- Team assistant- Dean of Instruction and CTE at Taft college- standard 1b team- looking at ISER and commission policies. Glad to be invited! <p><i>Announcements:</i></p> <p>E. Haven- on Wednesday, there will be a moderated VP debate- link on the main website.</p> <p>https://www.losmedanos.edu/studentlife/prog.aspx</p> <p>S. Kwist- Professional development (PD) and learning funds are available to departments through equity grant, up to \$5,000. Additionally, still accepting PD applications for remote opportunities to support professional learning. Keep an eye on IMPACT conference. UMOJA scholar running for board in Pittsburg.</p>

				<p>C. McGrath- wanted to alert that beginning reporting students are trying to reach out via email. Please keep an eye on the emails from journalism students. Please pass on the word.</p> <p>R. Anicetti (in the chat) - "Hi everyone! One more thing- our very first VIRTUAL Transfer Day is this coming Monday beginning at 10:00am! Everyone interested can drop in to meet university reps, hear from alumni, and attend workshops at www.losmedanos.edu/transferday"</p>
2.	Bookstore process, protocol and update	Bob Estrada and Arvella Tutt	2:20-2:30	<p>R. Pedersen- Bob Estrada and Arvella Tutt are attending today. He thanked everyone working at the bookstore for completing orders and delivery to students with skeleton crew (having lost student workers)</p> <p>B. Estrada- Spring 2021 textbook orders are due on 10/16</p> <p>He mentioned that they have one book buyer and many classes and books. This is a process that takes time. The more timely orders, the likelier we can use used books which saves students money. It is essential that we can do this in time so we can handle online orders. Everything is impacted by pandemic. Modules hold true as well- please get these in time.</p> <p>Please let bookstore know because can give heads up of how many to order, if these are posted free on Canvas to avoid extra costs to the bookstore.</p> <p>Please post books online so students know how much they will have to spend on textbooks- might impact which sections they will enroll in. Please don't change textbooks last minute.</p>

				<p>Some students have course materials paid by 3rd party so they will have to buy from bookstore and cannot buy online.</p> <p>Question about winter intercession- will there be classes that need books? Bookstore will have to plan ahead. R. Pedersen answered- cyber session for 4 weeks, small number of classes, in the fall schedule. We can provide the list of courses.</p> <p>N. Trager commented in the chat- "As someone who gets requests from students for rentals and loans... departments please request printed copies of your online books too. I had lots of students ask for hard copies of these books. Lots of students prefer the printed copy and not the online copy since they do not have great internet access."</p>
3.	Guided Pathways Update: Meta majors and Program Mapper	Julie, Rachel, Rudolf & Natalie	2:30-2:40	<p>R. Pedersen shared PowerPoint-</p> <p>J. Von Bergen gave an update on work that happened last year and currently ongoing.</p> <p><i>How are meta majors helpful to students?</i> (R. Rose) Each counselor is assigned to a meta major to have more expertise in serving and helping students- also helps students to know who to work with. Students can select appropriate transfer level math course. These are also linked to liberal arts degree.</p> <p><i>Timeline of Meta Major discussions at LMC</i> (J. Von Bergen) Started back in 2017 to November 2019</p>

				<p>Overview- Learning, Major and Career (LMC) Pathways (J. Von Bergen)</p> <ol style="list-style-type: none"> 1. Arts, Humanities, and Communications 2. Business Management (business, travel marketing) (no economics AS-T degree) 3. Health, Behavioral Science, and Social Science 4. STEM (science, technology, engineering, math) <p>Program mapper update- Noncredit will be homed in these meta majors (industrial tech is replacing votech) (R. Rose) working on updating the program mapper using data from program review- working on how to organize this with LMC pathways. Goal is for the mapper to be live Spring 2021.</p> <p>Transfer Program Maps (J. Von Bergen) students will see AD-T classes and pull down for CSU program classes required. https://www.csueastbay.edu/aps/articulation/associate-degrees-for-transfer.html</p> <p>R. Anicetti- in parallel to work that is being done, one of the steps includes looking at it from the students' services department perspective, providing career exploration opportunities as we head into late fall and spring.</p> <p>N. Hannum stated that it is all coming together and applauded senate and faculty for pulling it all together. We will make sure that PD is included in that. Congrats to Julie, Rudolf, and others that made it happen.</p>
--	--	--	--	---

4.	Review of DE Addendum and Curriculum Status, eLumen.	Morgan, Josh, Nikki	2:40-2:50	<p>DE addenda (J. Bearden)- working on getting those approved. Submit for a COOR that is not being revised- send to J. Bearden. If you are updating a COOR- submit via eLumen</p> <p>The process takes time. These have to get to curriculum committee for approval then might be sent to department chair for extra signature- hard deadline in December.</p> <p>More information can be found on DE website.</p> <p>M. Lynn- please make sure that CSLO match. eLumen has workflow- we rely on dept. chair and dean to process those through. Please check inbox and be on the lookout for emails.</p> <p>N. Hannum thanked M. Lynn, J. Bearden, and A. Nogarr. Course outline of record needs to be up to date. Please message to departments and look at that- if not up to date and do not received addenda- we cannot add that to spring. These are chancellor's deadlines.</p> <p>N. Moultrie gave kudos to all departments for going through eLumen training – 105 faculty trained through eLumen system! 😊 Looking forward to adding more trainings on an as-needed basis, if you need more training please reach out to Office of Instruction.</p>
5.	<p>Scheduling:</p> <ul style="list-style-type: none"> • Spring scheduling (2nd draft) • Summer Schedule (move back to January) • SEM: Strategic Scheduling 	<p>Nikki/Ryan Grace</p> <p>Ryan/Carlos</p>	2:50-3:00	<p>Spring Scheduling- R. Pedersen- Second drafts are due to deans this week.</p> <p>We have a deep appreciation for everyone's hard work during this time multi-tasking and balances between all scheduling processes (synchronous and asynchronous)</p>

				<p>Make sure that you are paying attention to course notes. Examples are provided. Please pick notes that reflect the choices that you made with consistent language. We are not adding anything to the schedule. Please work on the staffing portion of schedule.</p> <p>Summer Scheduling- G. Villegas- in conversations with other campuses and deans that we put off the summer schedule until January. We need to start working on summer prior to when we get back in January- by then we might have more insight on what summer might look like.</p> <p>Draft will go out January 4- (12 days to edit first draft) we need everyone's help to get this going. We will have to convert all sections into classrooms if we do go face to face. This is happening district-wide, in line with DVC.</p> <p>L. Giambattista asked if scheduling is based around FTEF budget- is it possible to get FTEF back and spread around to spring or fall? N. Hannum answered with- what is student need? This can be discussed with dean and the strategic planning piece of it. We haven't talked about FTEF sharing between terms. The driver is what the sequence is for students.</p> <p>N. Garcia asked- because last summer schedule we are already assigned rooms, would it make it easier if we submit summer schedule in January with those same rooms as last summer? G. Villegas answered with we don't need to do that as of yet. She will be able to look at previous schedule if needed.</p> <p>R. Hiscocks asked in the chat- "Is the FTEF allocation set in stone for Spring? If we're .2 over will one class be</p>
--	--	--	--	--

				<p>cut by management?" N. Hannum responded "Ryan- it's pretty tight FTEF model, but if it is in your first draft and has a historical fill ratio that can support the offerings it can most likely stay, but your dean will be following up with you on this."</p> <p>SEM- R. Pedersen discussed strategic scheduling- 3 objectives</p> <ul style="list-style-type: none"> a. Develop schedule few years at a time rather than per semester at a time b. Metrics in scheduling c. Integrating scheduling process across campus within departments <p>At the next SEM meeting, it is going to review different models around the state at different institutions to make sure that we can budget for FTEF- goal of that group is creating straw proposals and present for feedback. We have not had discussions yet about how to get FTEF for the college.</p> <p>C. Montoya- We have a good team that has joined that has full representations for all constituency groups.</p> <p>SEM meets next 10/20 from 2-4pm if you are interested in joining ☺</p>
6.	Credit for Prior Learning (formerly Credit by Exam)	Natalie	3:00-3:05	We will table this per Natalie. (ran out of time)

7.	Q&A	All	3:05-3:15	<p>P. Wilkins asked about scheduling- faculty member asked about comment box for breaking down the number of hours (live, non-live) the schedules for DVC don't do that. We will be aligned with their schedule. R. Pedersen answered that we did follow their template- you can combine notes for clarity. The notes provided will cover most scenarios but if needed, can combine.</p> <p>M. Kean- if part time teaches 3 hours a week, how do they get paid? R. Pedersen answered- they get paid on the hours assigned to mode of delivery as stated in the course outline</p> <p>Example- 36 hours will get paid at lab hourly rate.</p> <p>R. Estrada asked about adding Math 9 because they haven't used all of their FTEF. R. Pedersen will have to ask N. Hannum</p> <p>N. Garcia asked about activating a deactivated course- is that possible or does that count as an add? R. Pedersen mentioned asking N. Moultrie (trades).</p>
8.	Fall Meeting Schedule: November 3, 2020 December 1, 2020			