

**Los Medanos College
Department Chair, Dean and VP Meeting
December 1, 2020
2:15 – 3:15 pm (Extended Q&A from 3:15-3:30)**

**Join Zoom Meeting
<https://4cd.zoom.us/j/95720040954?pwd=SmdQbUIKWmpaL2JtRWpMQWI1Y3g4dz09>
Meeting ID: 957 2004 0954
Passcode: 429050
One tap mobile
+16699006833,,95720040954# US (San Jose)**

| Item # | Agenda Topic | Facilitator/s | Time | Follow up Notes |
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| 1. | Welcome and Announcements | All | 2:15 – 2:20 | <p>N. Hannum opened the meeting by asking if there was anything fun or interesting that happened to you. Too hot, heater was on and no more leftovers 😊</p> <p>N. Hannum introduced Sally Montemayor-Lens.</p> <p>S. Montemayor-Lens started off by saying that it was good to be back! She had worked at LMC for a year as interim vice president after Kevin Horan left to be president. She has also worked at the Chancellor's office and District Office. She was brought on board to support the work of Guided Pathways whose goal is to support student success. She is also working closely with SEM tri-chairs- N. Hannum, T. Maxwell, and C. Montoya.</p> |

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| 2. | Student Success Flyers for Distance Education | Cesar Reyes/Chialin/ Natalie | 2:20-2:30 | <p>N. Hannum introduced this next agenda item- to develop marketing resources to help with how to be successful online.</p> <p>C. Reyes introduced himself to the group. He works with art, drama, and journalism as a lab coordinator. He supports work of faculty ensures that their needs are met so they can teach efficiently.</p> <p>C. Hsieh asked if he had recruited him due to his interest in helping out with this project.</p> <p>This idea for the flyer came from Mojdeh and DE committee based on work done at Riverside. It is to create one page flyers that include student stories, faculty strategies and questions/answers. There were 10 different versions with color theme changes as well.</p> <p>C. Hsieh is presenting this asking for feedback. She recruited Cesar to design the template because the current one need improvement.</p> <p>N. Hannum stated that we are fortunate to have the artistic talents of C. Reyes. Please feel free to reach out to him if you are interested in being part of the design team- creyes@losmedanos.edu</p> <p>S. Montemayor Lens mentioned the Guided Pathways pillar of staying on the path. It helps as a strategy and to look at what we have and what we are doing. How are faculty engaging- and sharing survey results to bring about ideas about</p> |
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| | | | | closing the gaps? Something to think about. |
| 3. | <p>Discussion: student success strategies and department level surveys and observations.</p> <ol style="list-style-type: none"> 1. What if any data is your department gathering about student experience in an online learning environment, including formal and anecdotal? 2. What challenges are you aware of students encountering under COVID conditions? 3. How are you assessing what your schedule may look like in fall 2021 (percentage of online vs. face to face) if the college is able to meet in person? | Sabrina, Ryan, Nikki | 2:30-2:50 | <p>N. Moultrie started the discussion by saying a few of the things that have come up anecdotally but are not getting a lot of feedback unless there is a big problem.</p> <p>One of the things that S. Kwist has brought to the forefront by being involved in the food pantry and student-facing activities is that she is asking if there is anything we can help gather to help with student experience. She is looking for feedback to help students with any challenges.</p> <p>S. Kwist built on N. Moultrie, by saying that faculty might be formally or informally collecting data, might know why and when students are dropping out- looking at end of semester enrollments.</p> <ol style="list-style-type: none"> 1. What if any data is your department gathering about student experience in an online learning environment, including formal and anecdotal? 2. What challenges are you aware of students encountering under COVID conditions? 3. How are you assessing what your schedule may look like in fall 2021 (percentage of online vs. face to face) if the college is able to meet in person? <p>If these are not the right questions, please provide feedback so we can tackle the hard questions.</p> |

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| | | | | <p>R. Pedersen asked if anyone wanted to open about something you have been doing in your department regarding the student experience?</p> <p>K. Alexander mentioned that he ran into an issue that may impact students' ability to stay in his course. He had to make his own lectures and asked for feedback. He had to weight assignments after the fact. Might be more work rather than face to face class.</p> <p>S. Toruno-Conley stated that Alex Sterling in English department created a survey regarding challenges with online learning. The survey was sent out before Thanksgiving and received 200 responses from students. The survey asked:</p> <ol style="list-style-type: none"> 1. How are students doing with asynchronous or synchronous learning? 2. How much time does it take to complete their work? 3. Need of technology support or having difficulty? <p>She will send the survey results to S. Kwist, R. Pedersen, and S. Montemayor-Lens.</p> <p>R. Estrada discussed challenges in math department- anecdotally and from students. The challenge is getting meaningful student interactions with both asynchronous and synchronous teaching. Some faculty have created study groups for asynchronous classes and break out rooms for synchronous classes.</p> |
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| | | | | <p>S. Kwist mentioned that some students and faculty don't know what each other looks like because their video is off or teaching asynchronously. Finding meaningful ways to learn together are what students are missing.</p> <p>R. Anicetti stated that she looks at the situation through different lenses as a former instructor, part of student services and learning communities. The struggle is to make engagement feel like it's not an assignment- finding motivation to pivot and engagement.</p> <p>L. Padilla-Wilson reiterated that students were thrown into distance education- building up the concept of isolation. She asked how can we look at instructional strategies and humanize it. This can be done by coordinating group activities. Students have appreciated that instructors show their face and hear their voice. Her department complete check-ins with students via email or Zoom chat. There is a connection between isolation and lack of motivation. There are also technological difficulties amongst students</p> <p>C. McGrath is utilizing her version of data collection by making part of the final exam a reflection instead of an extra survey. Students will get points for sharing. She will use the reflections for feedback and improvements for next semester.</p> <p>N. Garcia stated that faculty are trying their best but they don't know if what they are doing is working. He made YouTube videos for his lectures. He keeps every</p> |
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| | | | | <p>week and module open (so students can get ahead or catch up). This helps with retention. Most helpful thing he has done is that he leaves his zoom channel/room open and it then becomes a green room for students to meet and form communities. Having communal space is most impactful.</p> <p>F. Dorritie stated that the amount of work has increased for students and faculty and that students doing more work is unjust. He likes the idea of utilizing YouTube and zoom channel/rooms- so important for faculty to connect personally with students (whether long lecture videos or short 45sec). There has been a drop in quality of student work and drop in student participation because they don't feel connection to their instructor. If students don't have computers- students working from their phones, this presents technological challenges.</p> <p>S. Kwist expressed her gratitude for this conversation.</p> |
| 4. | SB 1159- On campus reporting tile in InSite | Carlos | 2:50-2:55 | <p>C. Montoya mentioned that we should have received 1 of 2 emails from Jerry Johnson – districtwide,</p> <p>There is a new yellow tile new on InSite called Covid-19. This tile is implemented due to SB 1159 which was in effect July 1.</p> <p>After asking supervisor for permission to go to campus, login into InSite and click on this tile for the in-person attendance form. This form needs to be filled out each time someone goes to campus.</p> |

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| | | | | <p>These reports are sent to the insurance company, collected at the end of the day.</p> <p>Managers are getting a second email of people reporting to them requesting to please get information of when these people are on campus.</p> <p>An additional note- student employees should also be utilizing this COVID-19 form when they are on campus for work purposes (in addition to our normal college process for approval to enter campus).</p> <p>This is an important tool for timely notification of potential Covid-19 exposures.</p> |
| 5. | Curriculum Update and Deadlines | Nikki | 2:55-3:00 | <p>N. Moultrie thanked everyone for their heavy lift with curriculum and online addenda. She is happy to report that after the December 2 meeting, all of COORS and online addenda will be completed.</p> <p>These will need to be revised on February 3 once everyone returns. If there are any outstanding COORS, we can work through the list to see if there is anything that is missing. During FLEX week, on January 22, any outstanding will need to be submitted so that tech review can review for February 3 approval.</p> |
| 6. | Credit for Prior Learning: Local policy and catalog language | Natalie | 3:00-3:05 | <p>N. Hannum will send out the Credit for Prior Learning local policy and catalog language electronically asking for feedback. Credit for Prior Learning is a district level policy. The next task is how to start incorporating that into an LMC process and procedures manual.</p> |

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| | | | | There is a district level policy and practices at LMC. We function a lot based on historical reference. There isn't one repository for process and procedure. |
| 7. | Round Table Discussion Q & A | All | 3:05-3:15 | <p>S. Montemayor-Lens commented that she has been gone for a year and it awesome all of the work that has been done and how LMC pivoted so quickly to online learning. Really impressive, especially during COVID. Policy and procedure is great idea.</p> <p>N. Hannum gave kudos to the amazing faculty leadership and group! 😊</p> <p>N. Garcia also added that departments have had to re-invent themselves and anytime faculty has gone to their dean and asking for request for needs, the management team always has had their back!</p> |
| | Next Meeting: February 2, 2021 | | | <p>Call to action- utilize talents of Cesar for the flyer.</p> <p>Riverside model looks dry and juvenile but Cesar could be very helpful and offering resources.</p> <p>N. Hannum also recognized classified professionals for their hard work.</p> <p>Closed the meeting at 3:15pm</p> |