

Los Medanos College
Department Chair Meeting
February 5, 2019
L-109
2:15 – 3:15 pm

Item #	Agenda Topic	Facilitator/s	Follow up Notes
1.	Welcome/Announcements	Dean Team	<p>Nikki warmly welcomed the department chairs to the meeting and gave an outline of the plan to facilitate the bylaw conversation.</p> <p>Copies of various dept. bylaws that are on file with the Office of Instruction were provided along with some extra copies of the UF guidebook for department bylaws that was distributed at the last department chair meeting in Fall 2018.</p> <p>There was some side discussion about in the future the deans being sure that all handouts were available for department chairs who choose to attend the meetings remotely.</p>
2.	Department Bylaw Review and Group Discussion/Activity	Nikki	<p>The deliverable and outcome for this meeting was determined to be that each chair would develop their own outline for what sections they need to include in their updated bylaws.</p> <p>Department Chairs conversed about what sections they felt were important for inclusion and why as they reviewed existing bylaws together.</p> <p>Nancy asked the group for a wrap-up and the following observations were made: Mara celebrated the chair structure in English where during each chair transition, the outgoing and incoming chairs share the chair load for mentorship and smooth transition.</p>

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			<p>Alex mentioned the need for guidelines surrounding online teaching and staffing.</p> <p>Marie mentioned adding a section about a policy surrounding the departmental approval that is required for faculty to utilize banked load and go underload.</p> <p>Nancy mentioned staffing as an important element of any bylaw document and that this should include protocols for summer.</p>
3.	Next Steps	Dean Team	<p>Nikki announced the plans for the next meeting. They will include visits from Milton to talk about evaluations, and Josh in the continued conversation about equivalencies.</p> <p>The chairs were reminded to be ready to bring updated drafts of their departmental bylaws to the April meeting with the aspirational goal of having finalized, approved bylaws by the May 2019 meeting.</p> <p>The meeting was adjourned.</p>