

Los Medanos College
Department Chair, Dean and VP Meeting
April 6, 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	All	2:15-2:20	<p>Nikki and Ryan opened the meeting by asking the group what they did on their spring break. 😊</p> <p>Announcements?</p> <p>C. McGrath- the reassign time position for the chair of the GE committee was sent out on March 24 and tomorrow is the deadline. We are still welcoming applications. The applications are sent to J. Noel and C. McGrath.</p> <p>E. Haven- Please mark your courses as ZTC in the 3rd draft under the section- supplies. Please mark it in red.</p> <p>K. Alexander asked that if we do have courses that require supplies, should we mark that they are available but not required. G. Villegas answered that it is not ZTC and it is a material fee which should be marked in the course section notes.</p>
2.	FLEX	Sabrina	2:20 – 2:25	<p>S. Kwist- Thank you so much for filling out call for flex, which are due May 1. If you would like to lead or design a flex,</p>

				please fill out the Google form. Please try to submit in timely manner.
3.	Fall 2021 Scheduling <ul style="list-style-type: none"> • Face-to-Face Conversion Requests • Overall Number of Sections by Modality (including Brentwood) • 3rd Draft Due Date April 7th 	Ryan	2:25 – 2:35	<p>Update on Scheduling- thank you for responding to the face to face conversions survey. G. Villegas was able to schedule all classes into rooms with the exception for 1 English class. Thank you, Grace. 😊</p> <p>What you see in the 3rd draft, should reflect the changes that are being converted to face to face. Please look at those details as you review the spreadsheet. If you need to request face to face, you can add to 3rd draft but it is not guaranteed due to space limitations.</p> <p>Sections by Modality- Ryan shared his screen of pie charts.</p> <p>Overall total at LMC: 180 sections that are scheduled for face to face (20%) 89 sections that are scheduled for hybrid (10%) 639 sections scheduled as fully online for Fall 2021 term (70%)</p> <p>Brentwood offerings: 37 sections that are scheduled for face to face (32%) 10 sections that are scheduled for hybrid (9%) 67 sections scheduled as fully online for Fall 2021 term (59%)</p> <p>L. Giambattista asked about LMC or Brentwood online- courses that are fully online- LMC and Brentwood online- R. Pedersen answered that even online there are still codes of whether it coded for Pittsburg or Brentwood. If you are adding an online section it will be added to Pittsburg, unless it is already existing then it will be coded as Brentwood.</p>

				<p>S. Hubbard asked if these are different than DVC or CCC- R. Pedersen answered that we can't say definitively that we are on the same track as the sister colleges. N. Moultrie also added that roughly DVC offers triple the amount of sections than LMC- 280 offering face to face the week before spring break.</p> <p>3rd draft due tomorrow April 7. R. Pedersen is clarifying that the courses are converted to face to face- the number hasn't been changed and will be done before registration happens. This number will be based on the analysis from B&G for the max number of people per room. All of this info is in the memo.</p>
4.	Facility Update	Carlos	2:35 – 2:40	<p>C. Montoya- HVAC assessment that is currently under way- going through the consultants that have been hired. Starting at DVC then LMC and CCC is scheduled toward the end of April. Most if not all of the tiers will be assessed and the data will be selected and analyzed so that in the beginning of May the district wide facilities team will be able to share the analysis and outcome.</p> <p>A. upgrade to filters with commission to HVAC systems (in newer buildings- science, math, etc.) B. specialized in room air purifiers that will help increase ventilation and circulation of the air</p> <p>Other facility prep- sneeze guards, signage, stickers that ID 6 feet social distancing- a lot of the key places that have been designed to be open. The site prep has already been done. In a few areas like financial aid and DSPS, they have asked for few more modifications in their areas. In the science building- have moved chairs around in the rooms and set up</p>

				<p>appropriately. Will have to go back and check. Will do a walk thru in April to validate what the team has gone through to see if any additional changes need to be made.</p> <p>Tier 1 and 2 refer to scheduling of the room assessments to consultants so they which rooms to prioritize. Tier 1 are spaces like science building, parts of college complex, child development center, math building, new buildings and Brentwood center.</p> <p>Both tiers are a week and a half apart.</p> <p>C. McGrath asked in the chat- “What is the college making available for on campus classes and labs in terms of hand sanitizer, wipes, etc.? How do we request those?” C. Montoya answered- once there is a plan of which classrooms are going to be used, hand sanitizers will be installed by the doors. Waiting on the last round of scheduling to know which rooms will be used. Regarding wipes, custodial team is developing a class packs of wipes, sanitizer to have available in the room, as the semester goes on, there will have to be a request made. Please reach out to Russ Holt (B&G manager) or Frank Ichigaya (Custodial manager).</p> <p>M. Capes asked about the soft spaces like study rooms being included. C. Montoya answered saying that the HVAC assessment is for all of the campus. Student study spaces have not been considered. M. Capes also asked about outside student study spaces. C. Montoya responded about them having conversations about utilizing external spaces. Facilities is willing to help but the conversation is being driven by other departments perhaps Student Services. R. Pedersen added that this conversation will be continued with Natalie Hannum to discover where the request would originate.</p>
--	--	--	--	--

				<p>C. Montoya added that the campus is doing drive thru events like grad pick up and returning back to the use of staff use of facilities form if there are instructors who would like to use the outside spaces.</p> <p>N. Garcia added that based on the conversation in academic senate, he feels that there is a big push to move classes back face to face and that there are two competing narratives. R. Pedersen answered that what he is describing that there has been a shift over time about how this was being approached. First draft says that if it can be online, make it online. Over the course of scheduling process- we will find ways to make face to face more possible. Shift in the scheduling process.</p> <p>K. Alexander piggy backed off N. Garcia's question- which option if going to benefit the retention of students- face to face or hybrid or virtual. C. Montoya answered that we are trying to find ways to help students that are struggling in the virtual world. We have been cautious because information has changed about returning to in person. There is positive momentum but there is still some risk. He pulled the Datamart data. Fall 2020 disaggregated across ethnicities compared to Fall 2019 and 2018- success rate is same or better. Students are resilient.</p> <p>S. Hubbard added in the chat- "We should shout that out! Super encouraging for everyone. Online success rates used to be more than 15% worse than face-to-face just 7 years ago."</p> <p>C. McGrath- if students are going to be on campus, are we going to prepare or have food available? C. Montoya responded by saying that we do not have a food vendor for the Fall. We have looked at a relationship with DVC to extend</p>
--	--	--	--	--

				<p>food services. There is still concern around handling food and congregating- we don't see a big rush or commit to providing for the Fall just yet, perhaps contracting food trucks externally.</p> <p>R. Pedersen can share the success rates by term for every course- will email the group after the meeting.</p> <p>C. Montoya can also send the data to the group- success rates that he has seen on Datamart data.</p>
5.	RAP Update/HEERF Update	Carlos	2:40 – 2:45	<p>On Monday, will go through and sort/filter the one time requests and current requests and identify those that fall under the 5 priorities-</p> <ol style="list-style-type: none"> 1. Health and safety 2. Transition to remote instruction 3. Return to work site preparations 4. Opening of Brentwood center 5. EMP goal #1 <p>The RAP will be using HEERF funds. The goal is to take to SGC by next week- tight turn around or will have to wait until SGC in later in April. Then SGC will determine the right amount of HERF funding and which proposals to move forward.</p> <p>12 month timeline for HEERF funding.</p> <p>HEERF funding- new name for CARES act. Higher Education Emergency Relief Fund.</p>
6.	Q&A	All	2:45 – 3:15	<p>At 3:15pm, R. Pedersen answered L. Snow's question that she asked in the chat- "I'm confused about the hybrid sections not having reduced class maxes, we were planning on two groups using the number of 11 students plus the</p>

				<p>instructor, each group meeting once a week, giving us the number 22 for the class.</p> <p>So if we have to go back to 30, which changes our planning in our art labs. Thank you.” R. Pedersen answered that the planning is a little complicated. This is a temporary reduction of the class max and can be changed during the registration period. It could be a moving target for those that are full face to face. In terms of hybrid classes, the impetus behind reducing class maxes was that trying to build cohorts for those meeting in face to face.</p> <p>Closed the meeting after answering her question. Others stayed after to discuss in detail.</p>
--	--	--	--	--