Los Medanos College Department Chair, Dean and VP Meeting
September 7, 2021
2:15-3:15
https://4cd.zoom.us/j/97271985421?pwd=ZnJlenVOVU1RbmNpc3Y5QlBJTFlzZz09

Meeting ID: 972 7198 5421

Passcode: 169204 One tap mobile

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SEM Guiding Questions: What is best for our students? Are we ensuring that LMC is and equity-centered institution? Do ourpolicies, procedures and practices advance, or deter, student success?	
SEM Working Groups:	
Strategic Scheduling Curriculum Analysis Integrated Student Support and Retention Distance Education	
SEM Meetings: 3rd Tuesday of each month. 2:00-5:00pm	

Guided Pathways Pillars:
1. Clarify the path
2. Enter the path
3. Stay on the path
4. Ensure Learning

	Agenda Topic	SEM/GP Alignment	Facilitator/s	Time	Notes
1.	Welcome, Introductions& Announcements SEM/GP Activity		All Natalie	10	• N. Hannum welcomed everyone to the meeting • The committee completed introductions stating their name and department **SEM/GP Activity** N. Hannum asked everyone to complete an SEM/GP activity by aligning the agenda item discussed with one of the GP Pillars (1. Clarify the path, 2. Enter the path, 3. Stay on the path, or 4. Ensure learning) and placing their selection in the chat. N. Hannum announced that the first draft of the schedule was due to the deans. The committee discussed building a schedule with students in mind. N. Hannum shared that the building of the schedule includes adding different modalities and consideration of

					FTEs allocation, SEM guiding questions, focus as an equity center institution, and whether policies and procedures advance or detour student success. G. Villegas will send the second draft by September 28. G. Villegas also asked the Chairs to note on the draft whether classes need room assignments.
2.	Cyber Session-Planning		Natalie & Tanisha	10	N. Hannum gave an overview about cyber session classes, sharing that students benefit from them when needing additional courses to meet requirements, e.g., transfer or athletics needing extra classes between and during the off-season. N. Hannum shared cyber session is offered during a short period (Dec-Jan), are 3.0 units, 54 hours, general ed, and absence of labs since the campus is closed. The Chairs were asked to consider adding a course to the cyber schedule, which they can submit a request by September 22.
3.	One- and/or Two-YearScheduling & SEM Update		Ryan & All	10	A question was asked about developing a one-two-year schedule, which N. Hannum shared is a work-in-progress. The new schedule format will tie to the strategic enrollment plan. A workgroup is assigned to the project that consists of members from each constituency group. They are reviewing different scheduling models from other colleges to think of ideas. As a place to start, the groups will focus on a model that considers AB705, Math, English, and ESL. N. Hannum shared the new format will align with curriculum analysis, Guided Pathways, and more. Inasmuch, the SEM meeting is open to all. The Chairs are encouraged to participate in the conversations. SEM is a group consisting of faculty, managers, classified professionals, and students. K. Lima shared that having a one/two-year schedule will help implement practices for courses that are typically low enrolled to be sequenced yearly to help students complete their program requirements instead of canceling classes. The committee shared that utilizing a one/two-year schedule has benefits and downfalls but will know when it's applied. A question was asked about offering late start classes. Chairs were informed to speak

					with a dean when planning to offer late start classes outside of the cyber session. Each request is reviewed on a case-by-case basis. When scheduling late start, departments should avoid requesting classes that are low enrolled initially. N. Hannum expressed in the past, offering late start classes has been risky because of the efforts to market and fill the class, inasmuch they tend to enroll low.
4.	Vaccine Mandates-Update		Carlos	5	C. Montoya shared information about the vaccine mandate as it relates to students and employees. The mandate is scheduled to begin Fall 2021 as a soft rollout, provided that special accommodations will be honored. In the Spring, students will need to prove being fully vaccinated to enroll in face-to-face classes and to receive in-person student services. Anyone enrolled in or teaching online classes are not impacted by the mandate but will need to seek remote services or provide proof of vaccination to receive services in person. Students and employees are required to meet the mandate by November 1. More information to come once the board approves the language. In light of the mandate, a third-party group will monitor the process of collecting documentation, issuing clearance, and completing contract tracing. With regards to enforcing the mandate in public spaces; library, more information to come considering different practices that might be required, e.g., taking temperatures.
5.	Department Budgets-Access and Process		Natalie	5	Questions asked about access to department budget. N. Hannum provided an overview of budgets in general, stating that different funding codes align with specific budget categories. Some categories are non-discretional funding ranging from 1000-5000, not for department use. Supply budgets are the most common ones used and sometimes a different funding category to hire student workers. Instructional Deans are available for departments to access their budgets. K. Lima shared information that CE departments have access to Perkin's and Workforce funds as additional funding. Also, it was recommended to create a shadow budget in light of the process that it takes to settle items, so departments will have the means to real-time budget entries. N. Hannum shared that there are other means departments can seek additional funding; RAP or equity funds. RAP funds are helpful when departments need to request equipment purchases or increase the department's ongoing budget. Some departments incur costs

					due to inflation; Nursing, Auto, Fire, etc. Another question was asked about a past practice in which the department received monthly budget reports. N. Hannum shared that the process has changed in which budgets are available electronically. Moving forward, N. Hannum shared looking into a practice by which the departments can receive documentation about their budgets.
6.	Department Chair- Summer and WinterBreak working expectations		Kristin	5	K. Lima thanked everyone for being dedicated to student success in light of faculty working during scheduled time off, e.g., summer, and that work is being completed all year long. There was a specific question about faculty availability in the summer to answer emails. The discussion was robust about faulty responsibilities as Chairs. For example, there have been times, e.g., during COVID, when faculty have been compensated to complete special projects that impact the class schedule. The committee addressed a specific task, such as K-12 articulation agreements. Kelly Green is the resource person overseeing the project, but often Chair's availability during non-schedule times is needed to assist because articulation agreements impact the institution's partnership with K-12. In conclusion, faculty availability during the summer is relevant to scheduling classes that occur all year long.
7.	GE Integration		Cindy McGrath/Adrianna Simone	5	A. Simone, GE Chair, updated the committee with a document related to the new GE checklist. When faculty are revising or writing new COORs, the GE process is easier because the course only has to map to one GE criteria instead of six in the past. A. Simone shared she's available for questions. The first GE meeting is scheduled for tomorrow, 9/8
8.	Data, Data Coaches,and Program Review Training: Helpful Resources		Chialin	10	C. Hsieh has been instrumental in providing and training individuals on how to access data, e.g., enrollment data. C. Hsieh is available if anyone has questions or needs help.

	Tableau-Program Enrollment Course Data by Section				
9.	Faculty Advising & Mentoring (FAM)		Sabrina	5	S. Kwist gave an update about the progress made with FAM, which the program is a resourceful outlet that provides professional development opportunities for adjunct faculty. FAM focuses on several topics such as pedagogy application, testing, universal design, etc. Faculty that participate in the program are supported with paid training, which there are upcoming workshops available for faculty to enroll.
10.	Student Services Update: Remote and In person services		Tanisha	5	L. Robertson gave an update about the Office of Instruction in person and remote hours. Sharing that anyone needing services may visit the office or schedule an appointment by emailing the specific person. T. Maxwell gave an update about the Student Services in-person and remote hours for both Pittsburg and Brentwood campuses. Extend hours were available during the first two weeks of the semester. Afterward, the offices resumed to their regular hours. In-person and remote appointments are available for students needing student services. T. Maxwell shared counseling services are available by appointment, which counselors meet with students remotely.
11.	Q & A		All	5	The Chairs did not ask closing questions N. Hannum announced for everyone to have a good day before ending the meeting.