

Los Medanos College
Department Chair, Dean and VP Meeting
Meeting Notes
March 1, 2022
2:15-3:15

Join Zoom Meeting
Meeting ID: 975 8995 1638
Passcode: 364423

	Agenda Topic	Notes
1.	Welcome & Announcements	Natalie welcomed everyone to the meeting. Members completed an icebreaker in the zoom chat; favorite dessert. Natalie acknowledged new chairs - Marcie Lapriore – English Department Chair starting Fall 2022.
2.	Program Review Template	<p>C. Hsieh gave a comprehensive program review presentation, but before starting, she thanked everyone for completing and submitting their program reviews. Departments are finishing the completion of their program review (PR) cycle as year five (5), 2021-22. C. Hsieh’s presentation addressed departments completing the comprehensive review during 2022-23 year and how to use the comprehensive review template (CPRT) items A-H:</p> <ul style="list-style-type: none"> • Explained utilizing the resource elements found in the CPRT as it relates to the board, administrative, and education code policy and procedures • Requested that departments complete the PR survey evaluation • Discussed prior feedback received about the template being elaborate, which Natalie and Chialin will work on developing a sample version of how to use the CPRT. • Departments were asked to review their data to address the comprehensive review elements. As an example, C. Hsieh shared Kinesiology AAT data to assess the following: <ul style="list-style-type: none"> ○ Faculty and staff composition in support of completing a box 2a application ○ EMSI data to support jobs aligned with the department’s program • The program review should reflect the department outcomes, obstacles, and achievements, more so with planning ahead to revise the program and/or courses or create new courses. • The comprehensive review should address the program relevance and the need for resource allocation (RAP), which aligns with SEM institutional organization fiscal responsibility. <p>C. Hsieh and N. Hannum reflected on the uniqueness of this year’s PR related to the pandemic enrollment trends. Review of the assessments upon completing the PR cycles is beneficial to</p>

		reflect on institutional practices and enhance them as the college address a new normal coming out of a pandemic.
3.	Student Preference Survey	<p>C. Hsieh shared the survey results with everyone. The survey was sent to over 60K students to which 1765K responded. The result of the survey covered several elements:</p> <ul style="list-style-type: none"> • Students' preferred location to take classes: <ul style="list-style-type: none"> ○ Pittsburg 80% Brentwood 11% LMC online 38% • Students' intentions to enroll in future semesters • Preferred course methodology when taking course • Time of the day when to take class and more <p>Full details of the survey report can be found on the Institution Planning website.</p> <p>A question was asked whether the data is potentially skewed since the results reflect preferred online offerings. In addition, incoming freshmen may prefer in-person being that they have returned to face-to-face learning. D. Belman gave insight into how the data captured information from current LMC students that are predominately online to forecast future course offerings for the upcoming summer/fall semester. However, there are potential strategies to survey freshman students that are taking classes face-to-face during their Sr. HS year; e.g., at the Super Saturday event scheduled in April. It's challenging to develop a survey in the moment for HS seniors to meet the scheduling timeline for summer/fall, being that they register for classes in May or June. Suggestion to have coordinators from LMC that have communication with HS counselors to survey the HS seniors, which D. Belman shared in efforts of this the response from the counselors is that HS seniors will prefer face-to-face in classes. N. Hannum shared concluding thoughts about offering more face-to-face classes for matriculating HS students that will be joining LMC in the Fall. More so, determine a balance of course offerings that meet the needs of the data outcomes when considering the type of modality to offer.</p>
4.	Fall 2 nd Draft Schedule-review modality and CyberSession	<p>A. Nogarr gave an update regarding the status of sending out the schedule 2nd draft memo schedule will be sent on Wednesday, 3/2/2022 to department chairs. The goal is moving toward offering more face-to-face classes. A. Nogarr thanked everyone for their feedback as the college is making decisions about the types of course offerings. The conversation followed with A. Nogarr providing an update about a cyber session scheduled for Fall 12/5 – 1/3. Departments are encouraged to submit cyber sessions offerings that are 3.0 GE courses that can be taught online. Some things to consider when completing the 2nd draft:</p> <ul style="list-style-type: none"> • Course sections faculty assignment

		<ul style="list-style-type: none"> ○ PT- consider faculty preferential rights ○ FT - avoid scheduling assignments Mondays from 3-5pm ○ Department Chairs – avoid assignments on Tuesdays from 2:15-3:15 ○ Consider equitable opportunities as it relates to course software students are using; the cost, the complexity of the software, and access to it. ○ Important dates when scheduling drafts are due ○ Comment sections related to indicating the types of modalities <p>A question asked of M. Clarke if more information was available regarding the types of modalities. M. Clarke deferred to A. Nogarr and S. Hubbard but did share an update that UF continues to have discussions about the process of completing the evaluation process for hybrid classes.</p>
5.	Degrees that are fully online, including Brentwood Center fully online programs	<p>A.Nogarr gave an update regarding course sequencing being offered online for students to earn degrees related to scheduling. For departments that offer 100% degrees online, the chairs were asked to review their course sequencing to help students develop clear pathways and marketing. In addition, indicate any programs that students can complete at the Brentwood Center. Department Chairs are welcome to discuss with Deans how students can complete their degrees in a Brentwood Format.</p> <p>Question: Are the online programs in the Brentwood format new? These are existing programs whereby departments are offering courses at the Brentwood Center.</p>
6.	New Program Summit	<p>N. Hannum shared information about the Program Summit event scheduled at Monday’s College assembly, 3/7/2022. The summit will cover topics related to reverse design. This is an opportunity for departments to assess their programs to enhance their offerings and consider developing new programs. In addition, the summit presenters will help departments with completing their program reviews, help departments develop scheduling of programs coming out of a pandemic, and enhance best practices. Everyone is encouraged to attend.</p>
	Q&A	<p>Question asked about the Fall scheduling memo, which G. Villegas shared it’s scheduled to be sent 3/2/2022.</p> <p>Question asked about access to data that relates to the efficacy of online vs. face-to-face classes modalities. In the chat, C. Hsieh provided data results relating to course success by program, ethnicity, and modality. The results do not address efficacy based on the instructor offering courses. The committee discussed examples of online course success. The question is</p>

		<p>challenging to address without additional data substantiating the findings, e.g., transfer success data. R. Anicetti shared that she will provide transfer data at the college assembly to help address the question.</p> <p>N. Hannum thanked everyone for attending the meeting – have a great day.</p>
--	--	--