

Los Medanos College
Department Chair Meeting Notes
October 2, 2018 – L-109
2:15 – 3:15 pm

Attendees: Pam Perfumo, Penny Wilkins, Elizabeth Costanza, Mara Landers, Kim Wentworth, Dave Wahl, Mike Zilber, Frank Dorritiz, Laurie Huffman, Rudolf Rose, Debra Hawkes, Joanne Bent, Ken Alexander, Lucy Snow, Briana McCarthy, Alex Sterling, Liana Padilla-Wilson, Marie Arcidiacono Kaufman, Cindy McGrath, Colleen Ralston, Sophia Ramirez, Dennis Gravert, Matt Stricker, Louie Giambiotti, Nancy Ybarra, Ryan Pedersen, and Nikki Moultrie

Item #	Agenda Topic	Facilitator/s	Time	Follow up Notes
1.	Welcome/Announcements	Dean Team	2:15-2:20	<ul style="list-style-type: none"> • Submit Flex Proposals by Nov. 12 • Evaluation Kit is new software for fully online classes to be piloted this semester for student evaluations. • Oct 4 flex by EEO/IDEA to assist with Box 2A applications
2.	Guided Pathways	Julie and Rudolf	2:20-2:45	The Guided Pathways Advisory Committee has their own website, and welcomes anyone to attend the meetings posted there. Priorities for Fall 2018 include updating roadmaps and degree checklists, getting student feedback on meta-majors, and researching enrollment management strategies. All department chairs will receive an email with an attached fillable PDF of a 2 or 3 year Program Map, which the committee requests they submit by end of semester. This is similar to what departments provided in their program review last year. Julie will also email all handouts provided at today's meeting to department chairs.
3.	Online Distance Education Counseling Services	Dean Benford	2:45-2:55	Dean Benford informed us of a pilot to improve online counseling services to fully online students. Accreditation standards require that online students receive comparable services. Of the 658 fully online students this semester, 152 will participate in surveys, focus groups, and counseling support to develop an educational plan. Faculty and staff will also be surveyed to find out what is already successful, and what more we might be able to do to provide online students with full access to counseling services.
4.	FAQ Follow up and Group Discussion on "Staffing"	All	2:55-3:10	Although we ran out of time to discuss comments and questions on "Staffing", we explained that the plan is to review feedback chairs provided in our September meeting at each of our department chair meetings this year, discuss issues raised in each category, i.e. staffing, hiring, scheduling, student complaints, and use that discussion to inform answers to FAQs. The goal is to have a set of FAQs and answers by the end of this academic year

				to help future department chairs.
5.	Wrap up/Questions	All	3:10 -3:15	Kim reminded us to participate in the “Human Book” project at both LMC and Brentwood happening later this month. Lucy encouraged all to view the Faculty/Staff Art Show in the Art Gallery.