

Los Medanos College
Department Chair Meeting Notes
November 6, 2018 – L-109
2:15 – 3:15 pm

Attendees: Mara Landers, Ed Haven, Nick Garcia, Penny Wilkins, Frank Dorritiz, Ken Alexander, Lucy Snow, Briana McCarthy, Alex Sterling, Joanne Bent, Marie Arcidiacono Kaufman, Cindy McGrath, Colleen Ralston, Dennis Gravert, Matt Stricker, Louie Giambiotti, Nancy Ybarra, Ryan Pedersen, and Nikki Moultrie

Item #	Agenda Topic	Facilitator/s	Time	Follow up Notes
1.	Welcome	Dean Team	2:15-2:20	
2.	Announcements	All		<ul style="list-style-type: none"> • In preparation for Accreditation, all Departments should be looking at their webpages and making any needed updates. • Summer schedule is due to the Deans on Wednesday, November 14th • New show in the Art Gallery opening Thursday, November 8th from 4:00 – 6:00pm. • David McLaughlin from Loud Speaker is coming on Thursday, November 8th at 5:00pm with computer speakers. • TLC drop-in: L-215 3:00 – 4:00 Universal Design for Learning
3.	Hiring Adjunct FAQs	Ryan	2:20-2:45	<ul style="list-style-type: none"> • “Hiring Adjunct Faculty” FAQ sheet was passed out to participants. Ryan showed where Department Chairs can find the “Hiring” information on the LMC website: go to “About LMC”>click on “Departments of Offices”>clinic on “Instruction Office”>Click on “Department Chairs”> Scroll down to “Hiring”>Select the documents needed. • Job postings go through Eileen with the Office of Instruction. Once job is posted, it will appear of the District’s website, Indeed, and CCC Registry. • The checklists containing the required documentation for hiring from the business office were also reviewed. Department chairs were encouraged to promote the completion of these needed documents by potential new hires in a timely manner in order to expedite hiring. • Questions that require follow-up: <ul style="list-style-type: none"> ○ Who pays for job postings specific to industry? Equity funds?
4.	Equivalencies	Josh Bearden	2:45-2:55	<ul style="list-style-type: none"> • Josh presented to the group the “ASCCC Equivalence to the Minimum Qualifications – adopted Spring 2016”. • The ASCCC has consistently supported the following basic principles for granting equivalency: <ul style="list-style-type: none"> ○ Equivalent to the minimum qualifications means equal to the minimum qualifications, not nearly equal. ○ The applicant must provide evidence he or she has attained the breadth of coursework or experience equal to the general

				<p>education component of an earned associate's or bachelor's degree.</p> <ul style="list-style-type: none"> ○ The applicant must provide evidence he or she has attained the skills and knowledge provided by specialized coursework required for the degree listed in the Disciplines List. ○ Faculty members exemplify to their students the value of an education that is both well-rounded and specialized and has consistently defined associate's degree parameters. Faculty should act as models for students by demonstrating a breadth of general education knowledge and a depth of knowledge that is discipline specific. ○ Eminence should not be used as the sole criteria for granting equivalence (ASCCC Resolution 10.01 SP09). ○ No provisional or conditional equivalency should exist. <ul style="list-style-type: none"> • The impact of setting an Equivalency for a Department can have lasting effects as it sets a precedent for future hires at the College and within the District. • Department Bylaws should include the equivalencies agreed upon by the Department. Department Chairs were interested in having a template to follow for Bylaws and Equivalency language. <ul style="list-style-type: none"> ○ Cindy McGrath will share what the English Department has created. • The "Uniform Employment Selection Guide" is outdated. This a United Faculty negotiated item. • Josh will be meeting with the Senate Presidents at our sister colleges and will keep us updated. • Questions that require follow-up: <ul style="list-style-type: none"> ○ Who keeps track of the accepted equivalencies at the College/District?
5.	Hiring Best Practices	All	2:55-3:10	<ul style="list-style-type: none"> • Will continue to be discussed at future Department Chair meetings.