

Los Medanos College
Department Chair Meeting Notes
December 4, 2018 – L-109
2:15 – 3:15 pm

Attendees: Penny Wilkins, Mara Landers, Kim Wentworth, Dave Wahl, Mike Zilber, Frank Dorritiz, Laurie Huffman , Ken Alexander, Lucy Snow, Briana McCarthy, Alex Sterling, Liana Padilla-Wilson, Marie Arcidiacono Kaufman, Cindy McGrath, Dennis Gravert, Matt Stricker, Ryan Hiscocks (for Shalini Lugani), Nancy Ybarra, Ryan Pedersen, and Nikki Moultrie

Item #	Agenda Topic	Facilitator/s	Time	Follow up Notes
1.	Welcome/Announcements	Dean Team	2:15-2:25	<ul style="list-style-type: none"> • The Schedule Revision form has been revised. Added to the form is the option of selecting “ZTC” as it needs to be captured in the printed schedule. If you have already submitted a schedule revision utilizing the old form and are using ZTC for your Spring 2019 courses, please email Grace. • The second draft of the Summer 2019 Schedule will be due in February. There is still time to make changes. • A question was asked as to when final grades are due for the Fall 2018 semester. The Deans will find the answer and respond back to the group via email. • Dave Wahl shared “Career Coach” widget with the group. The widget can appear on all Department/Program webpages so students have access to job listings in their field of study. All agreed that it would be beneficial to have the widget on all Department/Program pages.
2.	FAQ Draft: Hiring	Nancy	2:25-2:40	<ul style="list-style-type: none"> • Nancy presented the draft version of the “Hiring” FAQs to the group. Comments were gathered and will be incorporated into a final draft. • The group set 3 goals to achieve by May 2019. <ul style="list-style-type: none"> ○ Goal 1: Have a published FAQ document (draft will be worked on throughout Spring 2019 semester) ○ Goal 2: Each Department will have updated Bylaws (drafts to be reviewed at February 2019 meeting) ○ Goal 3: Each Department will have guidelines for equivalency

3.	Department Bylaws	Nikki	2:40-3:00	<ul style="list-style-type: none"> • Nikki distributed the “United Faculty of Contra Costa Community College District – Department Bylaws” handbook. • On page 16 of the Handbook, typical topics are listed to help departments discuss what information can be included in their Bylaws. • Department Chairs were asked to bring their Bylaws to the February meeting to discuss.
4.	Guidelines for Equivalencies	Ryan	3:00-3:15	<ul style="list-style-type: none"> • Ryan shared “Guidelines for Master’s Degree Equivalency for Discipline X at LMC” document with the group. • Departments are to draft these equivalencies prior to the hiring process so that paper screeners know if candidates meet MQs/Equivalency. • It was recommended that the Equivalency information can be an item included in the Department. • Cindy had emailed the group with the Journalism equivalency for their review. • A request to update the Uniform Selection Guide was made. Nancy referred faculty to Academic Senate since the Guide is a negotiated item by the UF and District. • Questions: <ul style="list-style-type: none"> ○ Where can faculty find equivalencies that have already been accepted during previous hires? ○ What is the policy on equivalency at other campuses? Is there a way to streamline this applicant is screened similarly at each campus?