

**Los Medanos College**  
**Department Chair Meeting Notes**  
**December 3, 2019 LIB- 213**  
**2:15 – 3:15 pm**

<b>Item #</b>	<b>Agenda Topic</b>	<b>Follow up Notes</b>
<b>1.</b>	Welcome and Announcements: <ul style="list-style-type: none"><li>• Cybersession Fall 2020</li><li>• Incomplete Grades</li><li>• Applications due for Reduced Workload per Article 14.2</li><li>• Final Program Review submission</li></ul>	<p>Nancy announced plans for Cybersession next Fall 2020 This will be a 4-week session that overlaps with the traditional “finals week” of the Fall term. – Scheduling is to be done with Fall 2020 scheduling process taking into account load considerations as a part of Fall 2020 load.</p> <p>Push is for GE courses that can be offered completely online. The college is closed.</p> <p>While the deadline for Reduced Workload is Feb. 15, District would like these submitted by Feb. 1 to get on the Board agenda.</p> <p>Final piece of program review is the RAP section and is turned in on Feb 3 to go into the new RAP system.</p>
<b>2.</b>	Website Updates and Needed Fixes	<p>Sally announced that the department websites need to be cleaned up by Monday Feb. 3 for accreditation.</p> <p>Eloine announced that there would be a FLEX workshop on website that will help prepare as well this Spring on 1/22/20 from 10:30 – 12:15. Participants will need access to edit website prior to attending.</p> <p>Eloine presented an introduction to web content.</p> <p>If department chair's want access to the software (SiteImprove) that tests for broken links, this can be provided, but may be overkill for department pages with few links.</p> <p>There was also presented a website checklist.</p>

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		<p>From Eloine - Here is the link for the faculty canvas <a href="https://www.losmedanos.edu/marketing/web/webeditcheck.aspx">https://www.losmedanos.edu/marketing/web/webeditcheck.aspx</a>  and if anyone would like to self enroll in the web editing Canvas resource page here is the link  <a href="https://losmedanos.instructure.com/enroll/9D6TWX">https://losmedanos.instructure.com/enroll/9D6TWX</a></p>
<b>3.</b>	Input for Department Chair meetings for Spring 2020?	Not covered due to time