

**Los Medanos College Department  
Chair Meeting September 4 L 109  
2:15 – 3:15 pm**

**Attendees: Cindy McGrath, Briana McCarthy, Pam Perfumo, Edward Haven, Ken Alexander, Shalini Lugani, Marie Kaufman, Penny Wilkins, Laurie Huffman, Russell Pedersen, Paula Gunder, Mike Zilber, Liana Padilla-Wilson, Sophia Ramirez, Elizabeth Costanza, Mara Landers, Kim Wentworth, Kevin Horan, Nick Gracia, William Cruz, Debra Hawkes, Dennis Gravert, Matt Stricker, 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	Reminders <ul style="list-style-type: none"> <li>• Milton will be holding a Faculty Evaluation Training on September 11<sup>th</sup> from 1:00 – 2:30pm in CC2-222. Please encourage faculty who will be evaluated this year to attend.</li> <li>• Curriculum Deadlines: <a href="http://www.losmedanos.edu/intra-out/cur/">http://www.losmedanos.edu/intra-out/cur/</a></li> <li>• Title 5 regulations have been updated. Credit Certificates have changed from 18 units to 16 semester units. Please work with your Dean to submit paperwork for Curriculum Committee Review.</li> </ul>
2.	FAQ for department chairs	All	2:25-2:50	<ul style="list-style-type: none"> <li>• Five main topics (Student Complaints, Hiring Adjunct Faculty, Faculty Evaluations, Scheduling, and Staffing) were distributed. Groups had a robust discussion and created 3 – 5 questions that they thought were the most critical for newer department chairs to know.</li> <li>• Questions were collected, the deans will compile the information and bring back to the next Department Chairs meeting for review.</li> </ul>
3.	DSPS Presentation	Ginny Richards	2:50 -3:10	<ul style="list-style-type: none"> <li>• A PowerPoint was presented with a brief overview of the DSP&amp;S Services offered to support students and faculty.</li> </ul>
4.	Wrap up/Questions	All	3:10 -3:15	<ul style="list-style-type: none"> <li>• Meeting adjourned at 3:20pm.</li> <li>• Next Department Meeting: October 2, 2018 at 2:15-3:15pm in L-109</li> </ul>