

Department Chairs Meeting Notes
Location: LIB-109 or BRT-135 and Online – Zoom Meeting

1. Welcome Back, Catch up and Meet New Chairs

Nicole welcomed everyone to Fall25 term and introduced two new department chairs; Nicole Dove and Julio Guerrero-Gonzalez.

2. Announcements and Notes for the Year

Dr. A'kilah Smith also contributed to the welcome, expressing excitement for the upcoming semester and kicking off the term with some WINS. Dr. Smith invited others to add WINS they have experienced over the summer

- Productivity is up (VPI Smith)
- FTES is up (VPI Smith)
- Fill rate is up (VPI Smith)
- LMC is leading the district in growth and productivity (Dean Anicetti)
- Great hiring experiences over the summer where incoming hires expressed that their onboarding to LMC was some of the best support they have ever experienced (Dean Anicetti)
- Physics Dept, which was formerly on the watch list, currently has a significant increase in enrollment and had to expand their waitlist! Physics is no longer on the watch list. (Dean Trager)
- PTEC, which was also on the watch list has a significant increase in enrollment and is no longer on the watch list! (Dean Franco)
- ESL has hired a full time faculty member after 18 years! (Gunder)
- Journalism is approved for and looking toward growth next year. (McGrath)
- LMC will host the Ethnic Studies Summit Friday April 17, 2026. (Simone)
- Dreamers Conference will also be held at LMC. (Simone)

VPI Smith's slide presentation:

- Highlighted ongoing work on credit for prior learning and dual enrollment
- Common course numbering implementation - Phase 2A (Art, History, Econ, English) must be student-facing by Fall 2026; Phase 2B (Anthro, Astrobiology, Child Development, Communication, Math, Sociology) by Fall 2027
- Mentioned the new Standardized Attendance Accounting Method funding model with implementation deadline extended by a year
- Noted Program Review process has been streamlined by the planning committee
- Emphasized Regular Substantial Interaction (RSI) will have ongoing trainings and resources
- Multiple state-mandated initiatives require implementation over the next two years
- The college is working to streamline processes where possible
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Curriculum Committee updates

Christina Goff provided updates on curriculum processes and made an urgent plea for committee membership.

- Announced reimplementing of courses going through GE Committee review and assessment committee review
- Reminded that course submissions require the last 3 digits of session or they cannot proceed
- Made an urgent plea for curriculum committee membership, noting only 5 faculty are currently making all curricular decisions with 9 vacancies
- Emphasized the importance of diverse representation on the committee, especially with mandated legislative changes

Conclusion

- The curriculum committee is severely understaffed
- Department chairs should encourage faculty to join the committee

- Course submission processes have specific requirements that must be followed

Assessment system changes

Updates on the assessment system transition were provided.

- **Cindy McGrath** Announced that Lumen will be discontinued after next year
- **Speaker:** Offered to meet with department chairs to discuss assessment needs going forward
- **Speaker:** Mentioned an RFP committee is working on selecting a new system
- **Ryan:** Noted that Christina, Ryan, and others are on the committee evaluating replacement options
- **Conclusion**
 - A new assessment system will replace Lumen
 - Faculty input is being sought for the transition

3. One Year Schedule: 2026-2027

- Rachel defined key terms - FTEF (Full-Time Equivalent Faculty), FTES (Full-Time Equivalent Student), and productivity (efficiency ratio)
- Rachel Explained that the college productivity target is 17.5, with current productivity at 16.4
- Rachel outlined three major changes to scheduling:
 1. Dual enrollment FTEF is now separate from department allocations
 2. Total college FTEF has been reduced slightly to align with budget
 3. Initial FTEF allocations were calculated based on 3-year averages
- This is a collaborative process that will be refined over time
- Please participate in the Enrollment Strategy and Planning meetings (1st and 3rd Tuesdays, 3:30-4:30)
- **Conclusion**
 - Departments will need to work with smaller FTEF allocations
 - The scheduling process is being redesigned for transparency and sustainability
 - Input is needed to refine the allocation process

4. 25-26 Meeting Topics: Preview and Ideas

- Chair Duties and deep dive
- Department bylaws and development
- Block Schedule
- Onboarding and supporting new full-time and part-time faculty

August 26, 2025