

Department Chairs Meeting Notes 9.23.25
Location: LIB-109 or BRT-135 and Online – Zoom Meeting

Quick recap

The meeting convened at 2:18 and covered various administrative topics including textbook sales, course evaluations, and upcoming author visits. Key discussions focused on curriculum processes, including credit for prior learning workflows, assessment data access, and new hiring procedures for part-time faculty. The group also addressed department chair responsibilities and resources, with emphasis on streamlining processes and preparing for program review.

Next steps

- Department Chairs to submit course materials forms by October 15th for Spring 2026.
- Department Chairs to submit new and revised courses in workflow by September 30th.
- Department Chairs to use the new closeout form for current adjunct hiring processes.
- Christina to send or post curriculum slides on the curriculum website for reference.
- Department Chairs to check with their deans for the list of courses up for 5-year review.
- Department Chairs to ensure all required documents are included when submitting RTPs for adjunct hiring.
- Michele to email out meeting materials for review.

Summary**Upcoming Events and Deadlines**

The meeting began with Nicole welcoming everyone and checking for attendance from Brentwood. Christina announced that author Percival Everett would be visiting Campus on November 8th, with a faculty panel discussion the week prior, encouraging faculty and students to attend. A'kilah mentioned upcoming Division meetings on September 29th for College Assembly and noted changes in CCE seating coverage, with a position posted for an interim Dean. Arvella emphasized the importance of submitting course materials forms by October 15th for Spring 2026, as this information is crucial for student registration and requires early preparation for book orders.

CPL Workflow and Course Submission

Christina Goff discussed the eLumen workflow for credit for prior learning (CPL), explaining its four categories and the process for approving courses for CPL. She emphasized the importance of documenting CPL in course outlines and mentioned that Ricky and A&R are creating a form for students to request CPL based on experience. Christina also announced a September 30th deadline for all new and revised courses to be in a workflow, and reminded attendees that courses up for 5-year review should be submitted as soon as possible.

Assessment Data Access Improvements

Christina discussed the challenges with accessing assessment data and proposed a more streamlined process involving communication between deans and department chairs. She suggested learning from CCSF's system to improve their own processes. Nicole also mentioned that the district is considering new software options, and once a decision is made, the curriculum committee and assessment team will be involved in determining the system's features.

Adjunct Recruitment Process Updates

Nicole presented an updated process for adjunct recruitment and hiring, introducing new forms and requirements to comply with district HR policies and track candidate progress. She shared a quick guide for department chairs, outlining steps including creating job postings, conducting

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interviews, and submitting RTP forms with complete applications. Nicole emphasized the importance of following all steps and closing job postings after candidates are selected, as these changes are mandated by new laws requiring more transparency in the hiring process.

Streamlined Hiring Process Implementation

Nicole explained the new hiring process requirements and shared a form designed to simplify tracking candidate selections and reasons for non-selection. She clarified that the process applies retroactively to current interview processes and adjunct hiring, requiring the use of the closeout form. The process involves team review, HR's handling of selected candidates' paperwork, and coordination between deans, HR, and department chairs, with follow-ups on pending items like live scans. It was noted that while the process is straightforward, new teachers need Canvas training, which was suggested as a future meeting topic.

Part-Time Faculty Hiring Process Updates

Morgnan Lynn noted that delays in the HR paperwork processing timeline, which can take up to 60 days, can result in pay delays. Michael explained that schedule change forms are required to transition staff to new hires, and emphasized the importance of completing all necessary paperwork promptly to avoid teaching assignments being delayed. The group reviewed updated templates for job postings and discussed the closeout form process, which requires documentation of candidate qualifications and hiring decisions, though detailed interview notes should be maintained separately.

Department Chair Efficiency and Resources

The meeting focused on discussing department chair responsibilities and resources. There was a discussion about making processes more efficient, including making forms box-checkable and consolidating information sources. The group identified topics for upcoming meetings, including department chair duties, bylaws, block scheduling, onboarding new faculty, and training new chairs. They also discussed the need to prepare for program review, acknowledging changes in the process and data access points. The conversation ended with a reminder that chairs may be asked to share their best practices with the group.

Meeting adjourned at 3:11.