

**Los Medanos College
 Department Chair, Dean and VP Meeting
 September 1, 2020
 2:15 – 3:15 pm (Extended Q&A from 3:15-3:30)**

Join Zoom Meeting
<https://4cd.zoom.us/j/95720040954?pwd=SmdQbUIKWmpaL2JtRWpMQWI1Y3g4dz09>
 Meeting ID: 957 2004 0954
 Passcode: 429050
 One tap mobile
 +16699006833,,95720040954# US (San Jose)

Item #	Agenda Topic	Facilitator/s	Time	Follow up Notes
1.	Welcome, Introductions, Announcements	All	2:15 – 2:20	<p>Introductions-</p> <ul style="list-style-type: none"> - Dr. Tanisha Maxwell- VP of Student Services- We will continue to work on how to continue to collaborate while getting started with semester. Hope things are going well. All of the hard work with efforts to support students is appreciated - Carlos Montoya- VP of Business & Administration Services <p>Deans:</p> <ul style="list-style-type: none"> - Ryan Pedersen- Math and Sciences - Nikki Moultrie- Career Education and Social Sciences - Chailin Hsieh- Planning & Institutional Effectiveness - Sabrina Kwist- Dean of Equity working with ESL - Dave Belman- Student Success & Kinesiology - Jeffrey Benford- Counseling <p>Will save time for Q&A from 3:15- 3:30</p>

2.	A&R- key dates and reminders	Rikki Hall	2:20 –2:25	<p>Dates: Add authorization process email sent out today-</p> <p>Sep 4 12am Fall 2020 - Last day to drop full-term classes with fee refund or credit Sep 5 12am Fall 2020 - No Sat-Sun Classes Sep 7 12am Fall 2020 - Last day to add full-term classes - ONLINE ONLY Sep 7 12am Fall 2020 - Last day to drop full-term classes without a "W" - WEB ONLY Sep 7 12am Labor Day Holiday Sep 8 12am Fall 2020 - Census Date Sep 25 12am Fall 2020 - Last day to request Pass/No Pass Sep 25 12am Native American Day Holiday</p> <p>Add authorization forms- this term is different. A lot of the classes are technically hybrid- in person date. Had to get report from DO IT and Grace had to manually manipulate the start dates, all are corrected now.</p>
3.	Office of Instruction: 3E's-Effective, Efficient & Excellent <ul style="list-style-type: none"> • Working remotely • Dynamics Forms- InSite • Email efficiencies 	Ryan	2:25– 2:30	<p>We are still working remotely- using electronic forms. Insite → Faculty Forms section- working on building this list</p> <p>Can be difficult to have different places with forms (LMC page, Canvas, and Insite) Working on having a singular place to house all forms. Office of Instruction email address- OfficeofInstruction@losmedanos.edu</p> <p>Working with staff in OOI to streamline process</p>

4.	<p>Accreditation</p> <ul style="list-style-type: none"> • ISER • Site Team Visit: October 5-8, 2020 (virtual) • Websites- update & check for broken links 	Chailin	2:30-2:35	<p>DGC and DO is reviewing the standards. At your leisure, please go to LMC website. Click on the accreditation tab at the bottom of the page- click on ISER 2020.</p> <p>Photos and hard work contributed to this document. All contributors listed in ISER. Please let Chailin know if you want to be added to the list and/or committees that are not listed.</p> <p>All of the drafts are uploaded onto this page. All of the evidence is organized in the accordion table.</p> <p>Training is taking place tomorrow or Thursday via Zoom. Accreditors will start to view the entire website so please make sure that all of the department's website are updated and that links are not broken.</p> <p>Standard 2A- pay attention to this- related to instructional process.</p> <p>Natalie affirms to please review the ISER. All of the dept. chair leads should be forthright and familiar with goals, mission, and vision. Please make sure that websites are up to date.</p>
<p>https://www.losmedanos.edu/accreditation/LosMedanosCollegeInstitutionalSelf-EvaluationReport2020.pdf</p>				
5.	<p>eLumen</p> <ul style="list-style-type: none"> • Curriculum/DE Addenda Update • Assessment & Program Review timeline 	Nikki Chialin	2:35-2:40	<p>eLumen is officially launched- brought online during FLEX week and was able to provide trainings for complete departments and sent training flyer to all faculty- deadline for approval process is firm. As Morgan Lynn stated the curriculum committee has approved workflow for faculty members to start revision/new course. This goes to dept. chair then to the dean then to tech review process then to curriculum committee for approval.</p>

				<p>Please contact Nikki for training. Tomorrow is first group of deadlines for some departments.</p> <p>Nikki- assessment- this Fall we are starting to work with TLC committee and getting assessment portion for eLumen ready. We will be testing assessments during Fall semester, for those of you who would like to pilot in Spring for official launch in Fall 2021.</p> <p>Chailin- program review- the part of the website is being updated. Training will be provided at a later time. The setup and design are a progress and when they have any movement they will let us know.</p>
6.	<p>COVID Protocols and update</p> <ul style="list-style-type: none"> District return to work and safety plan 	Nikki	2:40-2:50	<p>Ryan shared screen of what we should be doing faculty/staff/students in regard to COVID procedures.</p> <p>Helpful checklists at the bottom that faculty can utilize as work plans.</p> <p>Spreadsheets so facilities/custodial knows the needs of those classes.</p> <p>Reporting structure- 4CD notification flow chart- if you hear of anyone who tested positive, please notify the respective person listed in this flow chart.</p> <p>Jerry Johnson- risk manager</p> <p>You are not alone in this process; please reach out to your dean should you have any questions.</p> <p>Carlos added that the information listed in the bullet points would be helpful to add in the first email so we can understand and triage- i.e. immediate and need to close down for campus?</p>

				<p>Or make sure affected person doesn't come to campus? In this case, please gather information to answer the bullet lists with the first round of communication.</p> <p>Natalie asked- are students overly concerned? What's the feel among students?</p> <p>Paul Cutino responded- so far, students are completing patient assessments. They are in close proximity but wearing all PPE, students are not showing concerns.</p> <p>We are aware of some exposures but we are following the processes that Nikki and Carlos gave earlier.</p> <p>http://www.4cd.edu/covid19/default.aspx</p>
<p>http://www.4cd.edu/covid19/return/4CD%20Return%20to%20Worksite%20Plan.pdf</p>				
7.	<p>Equity Update</p> <ul style="list-style-type: none"> • CCCCCO's Call to Action 	Sabrina	2:50-2:55	<p>Sabrina- humanize this context- 6 months in shelter in place and appreciate the lifting of student services into Canvas</p> <p>So far the following have been loaned to students:</p> <p>210 Chromebooks 123 Students participated in food pantry Over 70 students received calculators</p> <p>Much appreciation!</p> <p>State chancellor's office Cal to Action discussed on opening day. There is an element there that addresses campus climate and how we can be open in dialogue in our classrooms. How can we support faculty to have those discussions?</p>

				<p>We are participating in the CA Community College Equity Leadership Alliance- https://www.losmedanos.edu/blm/</p> <p>We are engaging in listening, learning, and acting. We are also entering this conversation from different places.</p> <p>First group of 5 will participate on 09/10- Fostering and Sustaining Inclusive Classrooms for Students of Color</p> <ul style="list-style-type: none">* <i>Accountability and Incentives for Advancing Racial Equity</i>* <i>Confronting Explicit Acts of Racism and Racial Violence on Campus</i>* <i>Creating Equitable Pathways to Leadership Roles for Employees of Color</i>* <i>Disaggregating Data to Identify Racial Inequities</i>* <i>Eliminating Racial Disproportionality in Student Transfer Rates</i>* <i>9/10 1-5pm Fostering and Sustaining Inclusive Classrooms for Students of Color</i>* <i>Hiring and Retaining Faculty of Color</i>* <i>Implementing AB 705 and Other Legislation in Equitable Ways</i>* <i>Meaningfully Integrating Race Across the Curriculum</i>* <i>Opposing the Erasure of Asian Americans, Pacific Islanders, and Native Americans</i>* <i>Productively Resolving Racial Tensions among Black and Latinx Classified Employees</i>* <i>Recruiting and Strategically Diversifying Staff at All Levels</i>* <i>Strategic Planning for Racial Equity</i>* <i>Using Survey Data to Improve Campus Racial Climate</i>
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				<p>An ask by Sabrina is that we not just attend the 4-hour training but also acknowledge the climate.</p> <p>Sabrina shared her experience with supporting Paula in ESL.</p> <ol style="list-style-type: none"> 1. Please fill out form or email Sabrina if you would like to be part of the next group to participate. 2. Please embed these call to action items in the work ahead.
8.	<p>Enrollment Update</p> <ul style="list-style-type: none"> • Enrollments/fill rate • FTES and head count • FTEF • Productivity Ratio • Spring scheduling • SEM (Strategic Enrollment Management Committee) 	<p>Natalie</p> <p>Ryan</p>	2:55-3:05	<p>Applaud everyone- numbers were where they needed to be to reach 17.5 productivity ratio. As of today, productivity ration is 17.09.</p> <p>FTEF 209.35 FTES 3533 Fill ratio just above 75%</p> <p>Added last class today for anything that will start in the next couple of weeks</p> <p>Looking at cyber session but will be looking at student demand and need for sequence in spring.</p> <p>Looking at possible 3 unit/54 hour lecture course for cyber session.</p> <p>Hard summer, dealing with COVID and less than favorable budget situation- acknowledged.</p> <p>Carlos acknowledged that the budget conditions have required a heavy lift so far in terms of aligning the schedule with the available resources. Only thing would add is that some of what was planned for cyber session- overall number for fall, spring and summer gives total number for the budget</p>

				<p>Thank you to the units who were at the ready- Art, English, Political Science- were able to add additional sections (8 classes overall)</p> <p>Shout out to Jeffrey and counseling team for their help in filling open seats!! ☺</p> <p>Ryan discussed Spring scheduling- hopefully some are already working on this- reminder: 1st draft is due to deans on September 3rd. Spreadsheets need to be delivered to dean who will review.</p> <p>Spreadsheets (i.e.: Business)</p> <ul style="list-style-type: none">- Take out faculty load column- Thank you to those who came to office hour- Spring schedule is smaller than Fall schedule- allocation number (in column) is larger than the total size of the schedule that you have- Even if you have FTEF, you still need to think about whether enrollment in Spring will justify those adds, in-demand to meet student needs.- Look at the data in the rightmost column, call also talk to your dean- If someone is not readily available for details, there is also a user guide that can be helpful with instructions and screenshots. <p>FTEF allocation # was based on the date that it was sent out. (can look at historical)</p> <p>We used the Fall model to build Spring because we are in COVID. Our enrollments are down, so the schedule out now is based on student need and current enrollment.</p>
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				Strategic Enrollment Management Meeting is September 15th from 2:00-4:00 via Zoom.
9.	Q&A	All	3:05--3:30	<p>Natalie asked Tanisha and Carlos- anything else before we move to Q&A?</p> <p>Tanisha- debriefing about first week of classes, textbooks and student access to textbooks? This is causing anxiety on student end-assignments are being due but textbooks are not in yet. Could we communicate from chair to faculty to support students with these changes?</p> <p>Will there be a meeting between student services and instruction regarding cyber section planning?</p> <p>Carlos- orders received in bookstore and tried to prevent that by opening up sales earlier but students didn't take advantage of this- bookstore is getting orders ready to pick up. Those helping at the bookstore, pulled all of the books and orders ready through shipment all done yesterday. Today they are shipping out orders from Sunday.</p> <p>Ryan H asked- Has there been any talk about requiring a "Negative" COVID test for people who have tested positive to return to physical work, when we're back on campus?</p> <p>A: Carlos answered: we start to cross into HIPAA issues regarding this, we cannot require them to take test but suggest to wait 14 days before returning to work on campus.</p>

				<p>Paula G asked- Would it be possible for there to be a required or strongly recommended type of self-paced Canvas Orientation course created and made available or linked to students' registration, giving us, as instructors, then space to focus our course Orientation Modules less on having to/trying to orient new-to-online instruction students to Canvas and more on welcoming them to our shared online space?</p> <p>A: The DE team is working on that and it would be strongly recommended at this point- it is also called out in the SEM Distance Education piece. They are working on a Canvas orientation.</p> <p>Meeting adjourned. Next meeting is Tuesday, October 6 at 2:15pm.</p>
	<p>Fall Meeting Schedule:</p> <ul style="list-style-type: none">- October 6, 2020- November 3, 2020- December 1, 2020			