Present: VPI Tram Vo-Kumamoto, Kelly Pernell, Barbara Des Rochers, Ivanetta Ikeda, Linda McAllister, Siraj Omar, Laura Ruberto, Nancy Cayton, Rachel Simpson, Laurie Brion, Joshua Boatright, Allene Young

Guests:

Absent: Dean Antonio Barreiro, Dean Carlos Cortez, Jenny Lowood, Fabian Banga, Carol Copenhagen, P. Thananjeyan,

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions**  **(Shared Agreement/Resolved or Unresolved?)** |
| Getting to know you as a “group” | 1. Dept. allocations have not been distributed. Dept. Chairs want to see layout of all monies coming into the college. 2. First draft of schedules will be returned from Johnny 9/17 and Dept. Chairs have approximately 10 days to resubmit. Dept. Chairs were informed that new additions to the schedule will not be included. 3. Discussion on opening the school over the weekends 4. Issue about the waitlist- gone/disappears before the first day of school. 5. SSSP is now requiring first-time college (matriculating) students to take Counseling 200 class (8-hr class). If students do not take it, they enroll after the new students. No longer using “priority enrolment” term. | 1. VP Vo-Kumamoto will work with Deans to distribute budgets to their Departments. 2. VPI will check-in with Johnny on this. |  |
| What do you want to get out of our meeting time? | Dept. Chairs want Admins to give them info on new positions, Accreditation updates. They want to see more collaboration and documents shared online/email beforehand to make informed decisions. |  |  |
| What do you love about your chair role and what would you like to off load? | Loves: Representative of the Dept., mentoring new faculty, reaching out to the region, teaching to the students.  Off-loads: Last minute time crushers, not being able to discuss with other dept. chairs, student complaints (need help streamlining), pressure of student demand of offering more classes, dept. structure needs to be set up as to what dept. chairs do, huge responsibility and duties but no balance (release time vs. actual teaching), irrelevant emails/assignments that are not asking dept. chairs to act/respond. |  |  |
| What process refinements do you want to focus on this year? Why? | -deadlines  -spring  -scheduling  -relationship between assessments (ILOs & SLOs), role of chairs, role of PIE  -budget meetings (dept. chairs would like direct input before budget is loaded)  -dept. chairs want access to building on holidays  -copy issues: limit and break down of copiers  -petitions: intake process |  |  |