

Academic Senate Department Chairs Committee Summary Report for 2016-17

The Department Chairs Committee is a faculty-only committee. The membership of this committee is comprised of all department chairs. Others may be invited as non-voting interested parties.

The meetings are open meetings and faculty members appointed to the leadership positions on the campus attend the meetings on a regular basis. The committee meets monthly during the Fall and Spring semester. Under the direction of the Academic Senate President and the Committee of the Whole, the department chairs committee addresses matters that affect academic, professional, and organizational aspects of the departments and special programs and facilitates the flow of information between departments and programs, the Academic Senate, and the District.

In addition to monthly reports from both the Academic Senate President and from the Office of Academic Affairs, the committee addressed the following topics in 2016-17:

Discussions:

- Increasing diversity in hiring pools
- Rules and policies for canceling classes
- Full time faculty ranking for 2017-18
- Non-credit program
- Part-time faculty mentoring program
- 75/25 Full-Time Faculty hiring plan
- Accreditation
- 2016-17 strategic planning
- Enrollment issues
- District's Budget
- Guided Pathways

Reports & Presentations:

- Presentation from Sustainability program
- Canvas update
- Title IX presentation
- Presentation from the Center for Wellness and Wellbeing
- Section 508 of the Rehabilitation Act
- Career Services

Resolutions & Motions passed by the Committee:

- Resolution on class cancellation:

Whereas, class cancellations limit students' ability to complete their educational programs;

Resolved, that the Department Chairs Committee asks for a review of the consequences of class cancellations.

As a result of this resolution Jenny Merlic and Teresita Rodriguez presented data on class cancellations at the Academic Senate March 21st meeting.

- Motion on number of required recommendations to apply for full-time faculty positions:

The Department Chairs Committee of the Academic Senate asserts that two letters of recommendation for candidates applying for full-time positions are critical to the decision-making process for hiring committees. Furthermore, a reasonable amount of time should be given to references to submit their recommendation letters.

- Given that the information provided by the office of Academic Affairs and the office of Enrollment Management at the Academic Senate meeting on Tuesday, March 21st didn't adequately address the concerns of department chairs on the consequences of class cancellations, the following motion was unanimously passed by the department chairs:

The department chairs strongly request that the following specific questions be answered by the office of Academic Affairs and the office of Enrollment Management:

- a. What happened to the 284 students who were enrolled in the Fall 2016 cancelled classes and who didn't enroll in another section of the same course? Did these students enroll in other classes to make up for the cancelled classes?
- b. What is the impact of class cancellations on students' transferability, completion of AA/AS degree or other certificate and degree requirements, and eligibility for financial aid and/or veteran's benefits?
- c. What is the demographic profile of impacted students?
- d. What is the break-even point that covers the costs for a faculty member (using a weighted average) for a 3-unit class and a 5-unit class?

Submitted by Mitra Moassessi

Department Chair- Mathematics

Chair of Academic Senate Department Chair Committee

[Link to 2016-17 department chairs minutes and agendas](#)