I. Chairs Session

   Edwin Barea-Rodriguez and Sandy Norman, DCC Co-Chairs

A. Infrastructure Gaps:
Dr. Barea-Rodriguez began a conversation on infrastructure. He asked the chairs to share areas that they feel are lacking in their departments. Technology was a major concern for most chairs others brought to the group were travel and the new hire plan. Dr. Barea-Rodriguez recommended forming a committee to generate a list of gaps that could be presented to the Provost. He inquired if this was something they would be interesting in doing; the chairs said they would think about it, however, the group unanimously agreed that replacing the computers was vital.

B. Disability Services:
Concern is that sometimes students come in with forms from disability services but when the professor talks to the students on the accommodations they are being offered via disability services, the student reply’s that no accommodation is necessary. Chairs questioned if there is a waiver form that they can provide the students or if disability services can create one. This form would note that faculty addressed the issue/accommodation with the student and that they have been made aware of the accommodation that can be provided. The form would also note if the student accepted or declined the accommodation. One of the chairs requested that the form be student generated.
Dr. Barea-Rodriguez said he would ask disability services if an email from the faculty member to student or student to faculty member would be sufficient to cover faculty. A chair asked if as a body, can they request that disability services receive space to accommodate students. Dr. Barea-Rodriguez said that was an upstream issue. The chairs concern was that departments are being asked more and more to do additional work.

C. Change in structure of chairs meeting:

A motion to formalize the Chairs Council Meetings was made. Motion was accepted by the majority of chairs present. Sandy and Gregory Elliott will work on developing bylaws.

D. Vice President for Business Affairs:

A motion to establish a chairs presence in the interview process for the new Vice President for Business Affairs has been made.

Chairs moved that candidate being hired to replace Kennedy should meet with chairs.

Motion was accepted by the body of chairs. When interviewing candidates an opportunity to meet with the body of chairs represented by a majority should be granted. A committee of 5 to 10 chairs should be present and a report with strengths and concerns should be provided to the Provost. Chairs as a body should develop these questions.

II. Human Resource and PeopleSoft
   Barbara Centeno; Claudia White; Bruce Tingle; Javier Martinez; Diana Macias-Ollervidez

Barbara Centeno spoke to the chairs on the transition to PeopleSoft. She apologized for any hiccup due to the process. The chairs spoke on their frustration with the lack of communication with between the departments and HR. Barbara Centeno provided her cell phone to the chairs and ensured that she would seek to minimize any communication issues and would work on streamlining the process. She said she would be appointing one person in her office to filter the calls from the departments and ensure all questions get answered in a timely manner.

III. Office of Equal Opportunity Services
    Leonard Flaum, Director

Leonard attended to answer any question on faculty recruitment. He reminded Chairs that training was required every 2 years. He informed them that Affirmative Action
Advocates (AAA) starting next year would be required to attend training separately from the recruitment training. He informed the chairs that due to federal regulation positions for NTT will need to be posted via STARS in the near future.

IV. Report by Provost

None

The next Department Chair Council meeting is scheduled for Wednesday, Nov 12, 2014 beginning at 3:00 p.m. at the JPL Faculty Center Assembly Room 4.04.22