

PIERCE COLLEGE

Department Council Minutes Tuesday, July 8, 2014, 1:30–3:00 p.m. CSB Conference Room

Attendees

Department Chairs: Leland Shapiro, Adrian Youhanna, Melody Cooper, Izzy Goodman, Joleen Voss-Rodriguez, Jennifer Rosenberg, Lyn Clark, David Schamus, Sheldon Roth, Richard McMillan, Mike Van Dyke, Larry Thouin, Bob Martinez, Wayne Perkins, James McKeever, Shilo Nelson, Dale Fields, Chad Snow, Michael Gend.

Department Heads: Phyllis Schneider, Ida Blaine.

Administrators: Barbara Anderson, Mary Anne Gavarra-Oh, Donna-Mae Villanueva, Oleg Bespalov, Kathleen Burke.

Other Members: Connie Moffatt

The meeting was called to order at 1:35 pm.

No.	Item	Presenter	Time
1	Approval of agenda <ul style="list-style-type: none"> • The agenda was approved unanimously with no changes. 	Kathleen Burke Lyn Clark	2
2	Approval of June 3 minutes <ul style="list-style-type: none"> • The minutes were approved unanimously with no changes. 	Kathleen Burke Lyn Clark	2
3	Introduction of new chairs Art—Melody Cooper History—Richard McMillan Industrial Technology—Mike Van Dyke Physics—Dale Fields	Kathleen Burke	5
4	Leadership retreat—August 21, 2014 <ul style="list-style-type: none"> • According to the survey, the majority voted for Thursday, August 21st as the date for the Leadership Retreat. • PCC, which was also scheduled for that day, will be cancelled. • The retreat will take place in the Woodland Hills Country Club beginning at 8:30 am. • Meals will be provided and paid for by SB 1456. Topics that day will cover SB 1456. 	Kathleen Burke	2
5	SLO assessment reports uploaded to the database—due July 1 <ul style="list-style-type: none"> • Encourage your faculty to upload assessments if they have not done so already. • Oleg Bespalov gave a summary of how the database will be synchronized with the newest SLO updates. Currently you may find a mismatch of reports assessing the wrong SLOs due to the database being outdated. The database will be offline for a couple days until all are re-mapped. • If you recall from the last meeting, the question was posed on how we can assure the correct information is showing across all media (syllabi, COR, database, website, etc.). We must make sure a process is in place to update the SLO database along with the COR. • Confirmation was given that old SLO reports will still point to older SLOs, even though there may have been updates and new reports uploaded. • If you encounter a simple spelling error in the SLOs, send an email to Monique 	Lyn Clark	2

	Cleveland. No need to fill out the form.		
	The special training session and discussion that will take place next week will have regional experts and a psychologist to meet with a group of 15 faculty and 15 officers. There are still 3 slots remaining for faculty. Richard McMillan and Dale Fields have volunteered to join the training.		
	<p>Lee Shapiro from Agriculture shared obstacles he is encountering with regards to giving tours on the Farm. There is a new District legal policy to not give any type of tour without waiver forms to do so.</p> <ul style="list-style-type: none"> • Asking this body to be aware of these obstacles and to make a recommendation to the District about increasing insurance to cover Farm tours, as well as department and campus tours. • President Burke added that as a public institution and as an open campus, anybody can visit and be on campus as individuals. However, if we begin to bring in groups for tours, that will take more planning and protection. • Farm Walk is April 26, 2015 		
6	<p>Enrollment update for summer sessions and the fall semester</p> <ul style="list-style-type: none"> • For Fall, we are down in seat count by 3% compared to last year. Our efficiency rate is lower than last year, but that is because we have more sections. In response, we've increased marketing. • Our college is doing better in enrollments than other colleges. • For Summer we're doing well with around 1,500 FTES. 	Oleg Bespalov	5
7	<p>State Budget for 2014-2015</p> <ul style="list-style-type: none"> • Handouts were shared on the State budget. • The First Monday Report for June went over the process for funding. On this handout, you will see similar data: 1) what was funded last fiscal year (13-14), 2) what the Governor proposed in January, 3) what the Governor revised in May, 4) what the legislature response was to the May Revise, and 5) what was enacted for the 14-15 budget. • The highlights show changes. The major highlights are: <ul style="list-style-type: none"> ○ SSSP ○ DSPS ○ One-time funds: deferred maintenance & instructional equipment ○ EWFD 	Kathleen Burke	15
8	<p>FTES Planning for 2014-2015—Update on proposals on growth from the District Budget Committee</p> <ul style="list-style-type: none"> • The District Budget Committee (DBC) discussed FTES: <ul style="list-style-type: none"> ○ The State will fund 2.75% ○ It was recommended to the Chancellor to grow 2% above 2.75% to 4.75%. We want to be positioned to over-cap and open doors to make up for cutting classes for the past several years. • The FTES from this Summer will help. Of the 1500 FTES, 1300 will be pushed into next year. We are starting the year solidly. • We want to keep the tendency of offering Winter sessions. Once we do offer it, we don't want to take it back. 	Kathleen Burke	20
9	<p>COR revisions due for Fall 2014</p> <ul style="list-style-type: none"> • On the Curriculum website there is a list of CORs that must be updated in Fall 2014. <u>Updated CORs must be at the Tech Review stop by the Oct. 3 meeting.</u> If 	Lyn Clark	5

	<p>this is not done, those courses will be archived. We encourage you to plan ahead, and decide now who will be doing the COR updates over the Summer.</p> <ul style="list-style-type: none"> ○ It must be in Tech Review by Oct. 3rd, so think about how long it takes your faculty to submit, then how long it takes for you as Chair to approve, and then how long it takes your Area Dean to approve. After the Dean approves, it is in Tech Review. 		
10	<p>Annual Program Plans for 2015–2016</p> <ul style="list-style-type: none"> • Due Oct. 6th. RAC and Budget Committee can set up a listing that relates budget to planning. • The form has the new strategic master plan with links to the document. Lyn will send out the new form for those of you who want to begin working on them. 	Kathy Oborn	10
11	<p>GO Days</p> <ul style="list-style-type: none"> • Joanna shared what the t-shirts will look like for GO Days • GO Days will take place August 26-27, Tuesday and Wednesday prior to the start of classes. • Differences from last year: <ul style="list-style-type: none"> ○ We are encouraging students to attend one whole day. They do not need to come both days. <ul style="list-style-type: none"> ▪ We found that some students would not attend all the workshops, so we've organized it so they participate all day and attend all workshops. ○ All students will begin with an orientation for 20 minutes on "how to do Go Days." There will be 4 locations for orientation, and then it will go to breakouts. ○ Last year, we asked departments to put on a full 15 minute workshop. Those were not meshing well with larger "How to Transfer," or "Financial aid," workshops. <ul style="list-style-type: none"> ▪ Instead, we will use the 3rd session (11:10-11:55) of breakouts for a "Speed Majors" session. Students will have opportunities to visit 4 different majors. ▪ Departments should put on a 10-minute promo and handout for further information on your major. "Speed Majors" will be for both Tuesday and Wednesday. ▪ For departments who have multiple disciplines, they can choose to do it as one department or separately. ▪ If your department is interested in participating in "Speed Majors," contact Joanna. • Also asking faculty and staff to help before and during the event, such as calling students who pre-registered and reminding them to show up. Help will also be needed at registration, to stuff orientation bags, as workshop buddies, and to direct people. • Ending both days with a Party with your Prof. Food & music in the LLC. 	Joanna Zimring-Towne	10
12	<p>Update on faculty hiring for Fall 2014</p> <ul style="list-style-type: none"> • The Faculty Obligation Number (FON) is a 75% fulltime and 25% part-time ratio. We have to show progress towards it every year. As a college we are currently in the 60% range. District-wide it is 63%-64%. The FON is reported District-wide. • The goal we set in the DBC was to replace all retirees. We have 30 positions 	Kathleen Burke	10

	<p>above the minimum required District-wide.</p> <ul style="list-style-type: none"> • For Fall 2015, District-wide, we would have to hire 12 more people plus separations and retirees. • 6-7 offers have been made, 2 are cleared. • Some positions were approved in March, and then 4 more added in April. In some cases, the position was approved but no NOI was submitted. Because of the late start, the final interviews will not take place until August. • A new policy for next year's hiring will be that NOIs should be submitted 2 weeks after positions are approved. If it is not submitted within this time, then going to down the list. 		
13	<p>Committee Reports Budget and Tech Committees—Bruce PCC—Lyn Enrollment Management—Barbara Accreditation Steering Committee—Margarita Curriculum Committee—Connie or Margarita</p> <ul style="list-style-type: none"> • COR update notice was submitted by email. New SLO forms should be used for new SLO updates. • Encouraged to show e-posting calendar to faculty so they are aware of curriculum deadlines and understand why curriculum processes take so much time. It could take a year for the process to complete. http://www.laccd.edu/Departments/EPIE/Documents/Curriculum%20E-Posting%20Schedule%202014-15.pdf • E-posting is 20 working days for other colleges to have the opportunity to challenge new courses or changes to courses. 		

The meeting was adjourned at 3:02 pm.

Department Council Meeting Dates

2014	2015
August 12	January 13
September 9	February 10
October 14	March 10
November 4	April 14
December 9	May 12