

Pierce College

Department Council Minutes Tuesday, September 9, 2014, 1:30–3 p.m. CSB Conference Room

Attendees

Department Chairs: Leland Shapiro, Adrian Youhanna, Melody Cooper, David Braun, Isidore Goodman, Joleen Voss-Rodriguez, Jennifer Rosenberg, David Schamus, Rudy Dompe, Donna Accardo, Richard McMillan, Shilo Nelson, Lauren for Paula Paggi, Larry Thouin, Bob Martinez, Jill Connelly, Margarita Pillado for Fernando Oleas, Skip Perkins, Joan Schneider, James McKeever, Dale Fields, Kathy Oborn, Chad Snow

Department Heads: Crystal Kiekel, Phyllis Schneider, Wendy Bass Keer, Ida Blaine

Deans & Other Administrators: Kathleen Burke, Sheri Berger, Barbara Anderson, Mary Anne Gavarra-Oh, Donna-Mae Villanueva, Oleg Bespalov

Other Members & Guests: Margarita Pillado, Kalynda McLean, Stephanie Schlatter

The meeting was called to order at 2:30 pm.

No.	Item	Presenter	Time
1	Approval of agenda <ul style="list-style-type: none"> • Move Margarita Pillado (item 10) earlier in the agenda to before item 4. • Approved as amended 	Kathleen Burke Lyn Clark	2
2	Approval of August 12 minutes <ul style="list-style-type: none"> • Approved unanimously 	Kathleen Burke Lyn Clark	2
3	Introduction of Sheri Berger <ul style="list-style-type: none"> • Introduction of Sheri Berger, new VP of Academic Affairs • Introduction of each chair/director present 	Kathleen Burke	6
4 (Moved from #10)	<ul style="list-style-type: none"> • ASC will meet tomorrow to establish guidelines so that co-chairs have a clear understanding of the major premises for the initial draft. • Please encourage your department to get involved. They will be contacted by me or the co-chairs requesting their collaboration. • There are 128 subsections, descriptions, and analyses to write. • We should have a wonderful draft by the end of the semester, which will be sent to ASC for comments, and then Spring will be dedicated to the second draft. 	Margarita Pillado	
5	508 Compliance—Captioning requirements <ul style="list-style-type: none"> • Handout distributed with steps and instructions for requesting closed captioning. The intention is to make this a controllable project and not overwhelming. There is a grant from College of the Canyons to help fund this project. • Title V purchased an Adobe Server that will be housed here at Pierce, that way everyone will have access to all the captioned videos. We are finding that faculty are showing the same videos and we are asking Chairs to keep their own database to be sure multiple faculty who teach in the same discipline do not submit duplicate requests. Check and see our database before you submit a request. • The grant is allowing for web enhancing. Classroom instruction alone is not covered by the grant. So please be sure your requests are for “web enhancement.” • Do not show videos without close captioning. If the videos are not captioned, pull from curriculum and do not show it. • Publisher websites, telecom videos, and films on-demand in the library should already be closed captioned. • Public YouTube videos can be easily captioned. Wendy can do workshop on using YouTube. • Old videos still abide by copyright laws. Do a good faith effort and contact those publishers and forward documentation to Wendy for her records. • Other confusions and myths were cleared up and answered: <ul style="list-style-type: none"> ○ An email will be sent to correct the Convocation agenda. ○ Is it true that videos older than 2002 do not need captioning? No, ALL videos 	Stephanie Schlatter Wendy Bass	15

	<p>need captioning.</p> <ul style="list-style-type: none"> ○ Does this apply to videos not shown in class? If the student will be graded on the knowledge learned from the video then yes. ○ Are we still obligated to show a video with captioning, even though no one necessarily needs it? It's a good idea ask the class to come see you if they need this accommodation before the video is shown. Or put on the syllabus to inform you if appropriate accommodations are needed. 		
6	<p>Time Satisfaction Task Force Report</p> <ul style="list-style-type: none"> • Last Spring the Enrollment Management Committee began a study to see whether or not a 10 minute passing period between each time block would be preferred by students and faculty, as well as ending at 10:00 pm. • The Time Satisfaction Taskforce conducted a survey on 180 faculty and 800 students. The survey was broken down to three research questions: <ol style="list-style-type: none"> 1. 5 vs 10 minute passing period. Conclusion is that it is not posing as much of a problem as originally thought. 2. If passing periods are extended 10 minutes, where do the extra 15 minutes of the schedule go: mornings, evenings, or split equally? Conclusion is mornings are not popular with both students and faculty. Evenings are not popular for faculty, but okay with students. 3. If we ended at 10:00 pm, the extra 10 minutes plus the extra 15 minutes would be shifted to the morning to start at 7:35 am. Conclusion is that it is not popular with both faculty and students. • Mixed methods were used with surveys and interviews such as follow up questions of "why" were asked to students. Internal validity checks show that the survey is probably valid. • This data is one piece of perspective. This is a study from a taskforce of EMC, not a recommendation. • Bob and Angela were commended for their work and data collected. 	Bob Martinez Angel Belden	15
7	<p>The Scorecard—five-year trend and method used to set standard based upon statewide goals</p> <ul style="list-style-type: none"> • Basically the same data shown on opening day. 3 handouts were distributed from the scorecard: Overall, CTE (subset of overall), and State-Wide goals (which were just announced). • Rates of success and rates of completion across 6-yr cohorts. • Fewer than 50% that start with us complete. Cohorts are defined on the website. Does not include personal enrichment students. • We are capturing 90% of the students that we serve. • The state can track students who travel within the state by social security numbers. • We can track students more specifically to understand strategies implemented at the time of the start of the cohort, and know what is successful and what is not. • The design of the transfer programs is to measure students to be transfer-ready, but whether they ultimately move on to another institution does not fall on us. 	Kathleen Burke	15
8	<p>Enrollment update for the Fall 2014 semester</p> <ul style="list-style-type: none"> • We are 100 FTES over our goal due to scheduling more sections than last year. As of today, we are 30 sections more, but fill rate is 3% lower than last year. 91% compared to 94%. • Online orientation course has one question to survey how students heard about Pierce College. Even with our marketing initiatives, friends are the #1 reason students choose Pierce. But all of you are the reason they are returning due to the good education. This is something to think about when it comes to marketing. • APP data will be available in a couple weeks. Please accept my apologies but the delay is due to technical difficulties. You can complete as much as possible of the APP but leave the data blank for now. • The student survey, which is done every 2 years, will be conducted next week. We have made arrangements with the mailroom for faculty to drop them off there. This data is invaluable, so thank you to you as chairs and please thank your faculty as well who will take class time to complete it. 	Oleg Bespalov	5

9	<p>Instructor changes and Moodle</p> <ul style="list-style-type: none"> • Moodle shells are created in May. However, all the changes of instructors are not communicated back to our office. Angry and frustrated instructors are calling the Moodle office when they discover on the first day of class that they do not have a Moodle shell. • One solution can be to add the Moodle email to the electronic change form under the signature field. • For those who use hard copy change forms, the best solution is to be sure to inform Wendy or the Moodle office of all instructor changes made to the schedule. It is a courtesy and responsibility as chairs to send this information to the Moodle office. Course name, section number and instructor name is the only information needed. • Inform Wendy or the Moodle office of changes made after May for the Fall schedule, or after November for Spring. 	Wendy Bass	10
10	<p>Accreditation in progress</p> <ul style="list-style-type: none"> • The new SLO template was modified last Spring. The most important modification was to provide clarification for the date of submission, the effective date of the SLO, and to map them to GELOs. • We are discovering other items that still need clarification. Such as a tick box to say there are no changes to SLOs and just updating to new template and mapping to GELOs. • Other clarifications and questions are still to be determined. Such as: <ul style="list-style-type: none"> ○ Since Directed Studies are stand alone, should they be mapped to GELOs? Members of COC think they ought to be mapped since all education activity should be mapped. ○ Should GE courses not part of a program be mapped to GELOs? ○ PLOs already exist for all certificates and degrees. Only SLOs are mapped to GELOs. Why map twice? • We are tasked to have Oct. 3rd deadline for updating SLOs. Outcomes Committee should come to a decision quickly. Update to the best of your ability before Oct. 3rd, by that time we probably would have a clarification. • What has been submitted and returned for GELO mapping doesn't affect your compliance. • We have a strong curriculum perspective on campus, with three past chairs here at Pierce, Kalynda McLean was chair at City, and Sheri Berger was chair at Valley. 	Margarita Pillado	10
11	<p>Announcements from Academic Affairs</p> <ul style="list-style-type: none"> • We will be having a Winter schedule of a comparable size to last year. Galleys will be sent out next week. • We still have to schedule for Winter, but you don't have to staff. New AFT contract will have new formula for priority for adjuncts. Full-timers get first dibs. Set adjunct assignments to "staff." • Exclusion rosters will be due soon since census is next week. Remind faculty that we are obligated to exclude no-shows. • There will be a memo sent out for religious observances. We are required to provide a religious accommodation to students. To verify, ask for a letter from whomever that they are observing a holiday on a certain date. 		
12	<p>Due dates: October 3, 10 a.m., at ECD Tech Review stop—COR revisions due for Fall 2014 October 6, to Dean—2015–2016 Annual Program Plan</p>		

Meeting adjourned at 3:08 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