

# Pierce College

## Department Council Minutes Tuesday, October 14, 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, Lyn Clark, Donna Accardo, Richard McMillan, Mike Van Dyke, Paula Paggi, Larry Thouin, Bob Martinez, Jill Connelly, Margarita Pillado for Fernando Oleas, Wayne Perkins, Joan Schneider, Shilo Nelson, Dale Fields, Kathy Oborn, Chad Snow

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

**Administrators:** Barbara Anderson, Sheri Berger, Oleg Bespalov, Jose Luis Fernandez, David Folloso, Mary Anne Gavarra-Oh, Earic Dixon-Peters, Donna-Mae Villanueva

**Other Members & Guests:** Margarita Pillado, Connie Moffatt, Beth Benne, Larry Kraus

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

No.	Item	Presenter	Time
1	Approval of agenda <ul style="list-style-type: none"> <li>• Approved unanimously</li> </ul>	Sheri Berger Lyn Clark	2
2	Approval of September 9 minutes <ul style="list-style-type: none"> <li>• Approved unanimously</li> </ul>	Sheri Berger Lyn Clark	2
3	Faculty Evaluations <ul style="list-style-type: none"> <li>• A Power Point presentation reviewing the evaluation process will be shared by email.</li> <li>• The purpose of an evaluation is to enhance performance, provide positive reinforcement, and opportunities for professional growth.</li> <li>• We are the only bargaining unit with peer review, whereas other bargaining units do not.</li> <li>• Fast facts:               <ul style="list-style-type: none"> <li>○ Only tenured faculty can serve on comprehensive or tenure committees. But probationary faculty are able to do adjunct evaluations.</li> <li>○ Adjuncts do not always get basic evaluations, they can be entitled to a comprehensive as a follow-up to a “needs to improve” or “unsatisfactory.” They must have seniority before they can request a comprehensive.</li> <li>○ All sections taught by an instructor must have student evaluations administered. The evaluatee must be present when the student evaluations are opened.</li> </ul> </li> <li>• Student evaluations:               <ul style="list-style-type: none"> <li>○ Returned after grades are posted, except for probationary which are stored in Academic Affairs until the entire probationary period is completed.</li> <li>○ Only copies of the student evaluations are returned to the instructor. Originals are kept in Academic Affairs.</li> <li>○ To conduct a student evaluation, get a volunteer to collect completed evaluations, have the volunteer seal the envelope (with adhesive) and sign over and across the seal. No faculty or administrator should be present.</li> <li>○ Online classes are consulted with the DE coordinator. A separate shell is created to take student evaluations anonymously.</li> </ul> </li> <li>• The types of evaluations were covered and who conducts the evaluation.</li> <li>• Inform faculty of visitations</li> <li>• Commendations &amp; Recommendations must be completed, cannot be left blank.</li> <li>• Improvement plans, provide specific suggestions, expectations must be measurable and achievable, and provide a timeline for improvement.</li> </ul>	Sheri Berger Brian Walsh	25

4	<p>Progress Update of the Safety Task Force</p> <ul style="list-style-type: none"> <li>• An email was sent to the campus that a new emergency procedure booklet is now available online. A hard copy is available in the mailroom.</li> <li>• The Safety Taskforce is trying to identify building coordinators where each building on campus would have a person and perhaps an alternate designated for emergency situations. The idea is that these coordinators will have a whistle, vest, bullhorn, etc. to help evacuate and to communicate efficiently. This person can be anybody, faculty or classified staff, who is always in the building and can take a leadership role.</li> <li>• Cell phones are currently being used for communication. We have some radios but we are looking for more. We are also looking at the possibility of having runners to help communicate around campus. We are developing a list of who is sitting where to send messages by telephone in everyone’s office space.</li> <li>• We are also creating a command center instead of the Sheriff office, which can be unavailable if everybody is dispatched. The command center will be in the Village 8000 where there are maps, videos, computers, phones, and overall communication to be able to better address the situation.</li> <li>• Blue phones have been substantially corrected. A few more need to be fixed.</li> <li>• Locks are also being refurbished</li> <li>• Tell your faculty to put their cell phone numbers in the district portal. Only 1/3 of our faculty have done that. Phones in the CFS should ring as well as sending message to cell phones.</li> <li>• Emergency phones should already be installed in each classroom.</li> <li>• Classes and discussions coming up: <ul style="list-style-type: none"> <li>○ “Keeping yourself and the class room safe” – Great Hall, Oct. 22, 1-3 pm.</li> <li>○ “Shots Fired on Campus” – 30-minute video in CFS 91125. Tuesday Oct. 28, 12 pm, and Wednesday Oct. 29, 3:00 pm</li> </ul> </li> </ul>	Larry Kraus	15
5	<p>Presentation by the Behavior Intervention Team</p> <ul style="list-style-type: none"> <li>• The form is online under “Faculty &amp; Staff,” then “Forms &amp; Manuals.” This form is used to report any concerning behavior of a student or anything unusual. It is not used for emergency situations, if you have an emergency call the sheriff.</li> <li>• The team meets on a weekly basis and will do a follow up with the instructor and recommend some kind of intervention, or a team member may visit the classroom.</li> <li>• As soon as the form is submitted, a member from the team will get back to the instructor as soon as possible. Due to confidentiality and student privacy, some things can be shared and some cannot be shared.</li> </ul>	BIT Team	10
6	<p>Pierce Equity Plan</p> <ul style="list-style-type: none"> <li>• The Equity Plan is a state-mandated plan to look at 5 measures of student success: access, course completion rates, basic skills pathways completion rates, transfer rates, and degree/certificate completion rates.</li> <li>• These measures are disaggregated by subgroups. This year foster, veterans, and low-income groups are added.</li> <li>• Identify gaps and make a 3-year plan to close those gaps.</li> <li>• 80% rule – look at a measure and the highest performing group is typically chosen as the reference subgroup. The 80 Percent Index is calculated by dividing the completion rate of a non-reference subgroup into the completion rate of the reference subgroup. A result of less than 80 percent is considered evidence of a disproportionate impact.</li> <li>• Leaders needed! Join a team or lead an activity. Lots of room for funding, input, and ideas.</li> </ul>	Crystal Kiekel	15
7	<p>Accreditation in Progress</p> <ul style="list-style-type: none"> <li>• Thank you co-chairs for contacting and engaging faculty and staff to start writing the standards.</li> <li>• We are confident that by November a first draft will be submitted to ASC.</li> </ul>	Margarita Pillado	10

8	<p>Announcements</p> <ul style="list-style-type: none"> <li>• FTLA applications are due in November.</li> <li>• Academic Affairs is working on FTEP calculations for reassigned time and hourly supervision pay. It will come out soon for your review.</li> <li>• Galleys for Fall 2015 will come out in the next week or two. Must be done before the holidays. Allocations will remain flat for next Fall and Spring.</li> <li>• After reviewing the preliminary FTES calculations from the district, we are still planning for a Summer, but we need to grow Winter.</li> <li>• If you want to develop an associate degree for transfer, Sheri has developed 17 at Valley. If you have questions, she would be happy help work with you to get those submitted and approved.</li> <li>• Classified evaluation processes have changed. As chairs you get the announcement that a classified staff is due for an evaluation, but faculty cannot sign off on it, an administrator or dean must be the official signature. This also includes timesheets, absence forms, vacations forms, etc. Classified staff must request for vacation 15 days in advance, but the approval or denial must be done within 3 days.</li> <li>• Walking Shield still has 64 kids not accounted for.</li> <li>• No meeting in November (Veteran's day).</li> </ul>	Sheri Berger	5
9	<p>Due dates: October 17, Faculty Priority Position Application to be sent to Constance Kocs and your dean</p>		

The meeting was adjourned at 3:05 pm

#### Department Council Meeting Dates

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