

Pierce College

Department Council Agenda Tuesday, December 9, 2014, 1:30–2:40 p.m. CSB Conference Room

Attendees

Department Heads: Leland Shapiro, Adrian Youhanna, Melody Cooper, David Braun, Isidore Goodman, Joleen Voss-Rodriguez, Jennifer Rosenberg, Lyn Clark, David Schamus, Rudy Dompe, Donna Accardo, Richard McMillan, Shilo Nelson, Paula Paggi, Larry Thouin, Bob Martinez, Jill Connelly, Fernando Oleas, Wayne Perkins, Joan Schneider, James McKeever, Dale Fields, Kathy Oborn, Chad Snow, Michael Gend, Crystal Kiekel, Phyllis Schneider, Wendy Bass Keer

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

Other Members and Guests: Margarita Pillado, 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 is approved unanimously 	Sheri Berger Lyn Clark	2
2	Approval of October 14 minutes <ul style="list-style-type: none"> • The minutes are approved unanimously 	Sheri Berger Lyn Clark	2
3	<p>Accreditation Standard IB6 “The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies. CW New, IB intro+”</p> <ul style="list-style-type: none"> • In APC there were concerns that this standard will create more work for faculty. Assured that the faculty will not be the ones to disaggregate the data, that’s why we are getting eLumen. • One concern is how to get adjuncts to respond and to complete their SLOs. <ul style="list-style-type: none"> ○ Tell adjuncts that this will reflect on their evaluation because it is part of their teaching obligations. ○ Asked if the union plans to have some type of form or some process in place to enforce this obligation instead of doing negative evaluations. This could be a nightmare for departments with many adjuncts. • Another concern is that faculty were promised SLOs are not a tracking system to link grades to a particular class or faculty member. <ul style="list-style-type: none"> ○ eLumen was chosen precisely for its anonymity and has the ability to define role based permission. Chairs will be able to see who’s done it and who’s not done it, but not the individual results. ○ Ultimately the Chairs’ only ability is seeing the quantity not quality. eLumen is set up so that only the individuals can see their data. There is the ability to look at overall courses or sections, but only those with those roles set up can do that. • eLumen is clearly the winner in terms of ease of use, depending on the matrix or rubric you develop; it will be a simple check to complete the roster. • Another concern was raised that the system will be forcing the individual to do something that is not consistent if there are many sections of the same course. 	Sheri Berger Oleg Bespalov	10

	<ul style="list-style-type: none"> ○ We will have to wait until the system is here to understand how business processes can be implemented for consistency. ● If a report is generated, then what is it we are doing with the two year write up? <ul style="list-style-type: none"> ○ It is the formal analysis and action plan. ● Another concern is that disaggregating SLOs causes duplication since grades are already disaggregated. <ul style="list-style-type: none"> ○ We can say that there is correlation between grades and SLOs, but currently the commission does not see the correlation. So for the time being we must do both. ○ Over the next 3 years we should develop data to show that there is correlation between grades and SLOs. ● If we're still scheduled to collect data this semester, there is no way to merge the data for the next 2 year report. ● We have to move forward with this and we must stay in compliance. 		
4	<p>Fall 2014 Outcomes Assessment Reports</p> <ul style="list-style-type: none"> ● Do what you've always done. If you had planned that you were going to assess 5 courses this Fall, you still need to do that. We're not collecting and disaggregating this semester, that will start in Spring with the new software which will be Board approved in January. ● We need to show that we have a continuous cycle of ongoing assessments. That's why we continue as always. 	Sheri Berger	10
5	<p>Contract Changes Affecting Department Chairs (Article 16)</p> <p>a. Single Assignments for Adjunct Faculty Not on a Seniority List</p> <ul style="list-style-type: none"> ○ Thank you for those who have changed their staffing assignments to STAFF. ○ A form has been created to allow an instructor without seniority more than one assignment. It is designed so that multiple names can be entered on one form as long as the reason is the same. ○ If the reason is that all adjuncts have a second assignment or do not want one, please show proof that the instructor with seniority had 10 days to respond with their refusal. An email is sufficient. ○ The expertise exception is not related to minimum qualifications; it could be for example a Cisco certification. <p>b. Evaluations</p> <ul style="list-style-type: none"> ○ There is language in the contract that the AFT (guild office) will provide training to anybody who will be conducting the evaluation process in the coming year. All chairs, committees, usual suspects should be part of the training (done every spring). ○ Due to confidentiality issues, committee members cannot disclose conclusions or conversations pertaining to the evaluation process. The training will provide this consistency. ○ Look at articles 42 and 19 as to what should be included in the evaluations. <p>c. Distance Education</p> <ul style="list-style-type: none"> ○ The limit for the class size has been changed in article 40. It used to be that the first time a person taught online the class limit would be 25. Now it is 40 across the board. ○ The person who is assigned to the class can request to have the limit raised up to 80. The request must come from the instructor, so the Chair can attach that request to the change form. ○ It is known that there is 30% attrition to online classes, so it was suggested to raise it to 50 – 55 so that instructors don't have to deal with adds. 	Sheri Berger Fernando Oleas	20

	<ul style="list-style-type: none"> ○ The online adding process can start prior to the start of the semester, so students won't have to wait for the first day to request to be added. We are working with the VP of Student Services to make sure it gets implemented in A&R. ○ Online classes are not eligible for large class compensation. <p>d. Adjunct Priority Lists</p> <ul style="list-style-type: none"> ○ Now a true rotation. If an instructor is assigned a class, regardless of the number of hours, they move to the bottom of the list. The move is in relative position, there is no tie. ○ Adjuncts are combined on one intersession list, and they remain in the current priority position. ○ Instructors who are newly added to the seniority list will go to the bottom of the priority list. ○ Full time instructors still have separate lists for summer and winter and still use the chart to determine their priority position using the last 3 years of intersession assignments. ○ Tie-breakers are rare. If there is a tie you go back to the 4th year and continue. If that still doesn't determine the tie then those with the longest service to the District wins. If that fails then you draw lots. You can refer to page 48 of the current contract. ○ Printed copies of the new contract will come at the end of January. In the meantime refer to the SOUL version online. 		
6	<p>Orphan CORs in ECD</p> <ul style="list-style-type: none"> ● Lately the notification function in ECD didn't work. So there may be some ECDs that are stuck in your box that you didn't know were there. ● In addition there was also the issue with the ghost Area Dean. The status will say it is in "Area Dean's" box but there is no dean attached to it. ● Chairs are asked to check their ECD inbox, and tell faculty who were initiators to check their boxes as well. If the status says "Area Dean" tell Connie. ● If you were asked to discard multiple versions, contact Connie for help. 	Connie Moffatt	5
7	<p>Hiring Procedures</p> <ul style="list-style-type: none"> ● Academic Affairs, particularly Mary Fellows, shepherds this process. We now need to submit NOIs with the announcement attached. ● Must have a committee; HR R-120. If you don't have faculty with the expertise to join the committee, you can go outside of the college. ● Everything is done electronically. PeopleAdmin will be switched out in January so we would like to get everything uploaded before then. ● Be mindful of the confidentiality nature of the process. That extends forever. ● The process of who calls references is up to the President. At this college the Dean makes the calls. ● New this year is the regret letters are sent out once the committee has selected the finalists and they have confirmed the interview. ● The final regret letters will not be sent out until the finalist has been cleared at the District. 	Sheri Berger	10
8	<p>Accreditation in Progress</p> <ul style="list-style-type: none"> ● We received the first draft of the standards from the co-chairs. ● We still need faculty involvement which has been hard to muster. Maybe in the spring you can help as Chairs to encourage your faculty to work on the writing. ● ASC will meet tomorrow and will work on next steps and look at first drafts. 	Margarita Pillado	10
	<p>Announcements</p> <ul style="list-style-type: none"> ● There will be an emergency FPPC meeting this Friday the 12th to consider a Chemistry position Allowing other departments the opportunity to come. 		

	<ul style="list-style-type: none"> • The process for long-term subs has not been established. • Thursday the 11th will be a town hall in the ASO area on Ferguson protests. • Farm walk will be on April 26, 2015 		
9	Adjournment <ul style="list-style-type: none"> • The meeting was adjourned at 2:55 pm. 		1
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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