



Department Council Agenda
Tuesday, January 13, 2015, 1:30–3 p.m.
Student Services Building Large Conference Room, Third Floor

Attendees

Department Heads: Leland Shapiro, Adrian Youhanna, Melody Cooper, Joleen Voss-Rodriguez, Lyn Clark, Rudy Dompe, Donna Accardo, Richard McMillan, Mike Van Dyke, Shilo Nelson, Paula Paggi, Larry Thouin, Bob Martinez, Jill Connelly, Wayne Perkins, James McKeever, Dale Fields, Chad Snow, Michael Gend, Phyllis Schneider, Wendy Bass Keer, Ida Blaine
Deans & Other Administrators: Sheri Berger, Mary Anne Gavarra-Oh, Donna-Mae Villanueva, Oleg Bespalov

Called to order 1:35 pm

No.	Item	Presenter	Time
1	Approval of agenda <ul style="list-style-type: none"> Approved unanimously 	Sheri Berger Lyn Clark	2
2	Approval of December 9 minutes <ul style="list-style-type: none"> Approved unanimously 	Sheri Berger Lyn Clark	2
3	Announcements <ul style="list-style-type: none"> AB86 is a regional approach to adult education legislation passed last year and is now in effect. Partnerships and articulation agreements with occupational centers and high schools will be revisited. New forms and process for field trips and temporary class relocations. Once classes are off campus, they become field trips. Students can drive themselves to a field trip. Temporary class relocations are on campus only. EEO representative training will be on February 5th from 12:30-2:30. EEOs are needed for Spring hiring committees. Must be trained in person and not available online. If an issue comes up within the committee, bring it up to the EEO rep, then to the administrator, then to the VP. The Library received funding to purchase books for departments to support research, etc. No textbooks. Deadline for COR updates is February 20th for the March 6th curriculum meeting. The Spring 2015 COR schedule was distributed. 	Sheri Berger	10
4	Spring 2015 Calendar of Due Dates and Activities For Chairs <ul style="list-style-type: none"> The Academic Affairs timeline for just the Spring semester will be emailed with updated dates. 	Sheri Berger	10
5	Fall 2014 Outcomes Assessment Reports <ul style="list-style-type: none"> Reminder that reports are due the week before Spring semester begins. We are still going through the old process, that way we can show that we are doing a continuous cycle of ongoing assessments. 	Sheri Berger	5
6	Financial Aid <ul style="list-style-type: none"> PowerPoint presentation will be emailed. Handouts distributed. Regulations continually change for both State and Federal aid. Financial aid consists of a variety of loans, grants, stipends, scholarships, etc. Some instructors find that students cannot purchase books on time for the start of classes. The disbursement timeline was reviewed. There is an 18-month application cycle which affects Spring because two years are processed at the same time. Students are encouraged to apply during priority application period which is Jan. 1 – Mar. 2. The priority deadline to submit any documents (tax information, etc.) is May 1st. 	Anafe Robinson	30

	<p>deadline is met, this guarantees that students receive funds by the first week of the semester.</p> <ul style="list-style-type: none"> • High Schools and high school counselors are notified to inform incoming freshman to apply on time for the following semester at Pierce. • A student must always meet progress before funds are authorized for disbursement. Disbursements are twice a semester, usually on a Thursday. • Title IV – recalculate student grades and enrollment. Students can sometimes wait until the last day to drop so they receive the full funding for the semester, and then drop. Repayments must then be calculated. • E-13 is regulation that covers attendance accounting and what types of rosters to use. We will be going back to two exclusion rosters. The first is no-shows, and the second will be at 60% for the Financial Aid audit finding. Regulations now have to show last day of attendance. <ul style="list-style-type: none"> ○ Students may prefer “F” instead of “Inc” because “Inc” will have to repay, but “F” does not. However, now students with F’s will have financial aid recalculated for those who have been in attendance. ○ As an instructor, don’t offer one grade or the other because every student is different and you don’t know what aid they have. Refer them to the Financial Aid office so they can be further informed. • The second roster must still have instructors log onto the website even if no one is to be excluded. • What is the number of classes students can miss to officially know they are inactive? Question will be posed at CIO meeting next week. • It is up to instructor’s discretion to determine if students are “no-shows.” Put something in the syllabus so students know if their aid will be affected for no-shows. Regulation will be shared. • Summer is “trailer” semester and those students who are in Summer Bridge are encourage to apply for FAFSA ASAP or by June 30th for the current academic year. And then renew or reapply for Fall for the next academic year. • The Book Voucher program is like an advance of their aid. The Bookstore is notified, and students are allocated \$500 for books and supplies only (no candy or food). Then their financial aid would be deducted. • Scholarships affect calculations for other financial aid programs which are based on need. So if a department wants to issue a scholarship they must report that to the Financial Aid office. The District is working on a standardized scholarship process using the debit card. • Work study students must be eligible and meet criteria for financial aid. • Work Study Job fair is in August. Have job announcements ready by May. 		
7	<p>Syllabus Requirements</p> <ul style="list-style-type: none"> • After reviewing many portfolios, many committees are checking “meets” that the syllabi complied <u>with the Board Rule</u>, but they really didn’t. It was found that the SLOs did not always have the approved SLOs from the CORs. Some didn’t have a basis for grading. Grades must be based on course objectives, there can be no negative points for poor attendance. • A syllabus guide will be shared electronically, a handout was distributed. New hires especially need to know the basis of what goes on the syllabi. • <u>Full Time faculty must schedule</u> 5 hours 35 minutes of office hours must be scheduled and posted <u>them</u>. There is no office hour differential for regular faculty <u>who are teaching extra hourly rate classes. However, FT faculty Only</u> in Winter <u>do get, which are all hourly assignments, may you see</u> a differential <u>so need to hold office hours</u>. • If an instructor has reassigned time, the hours may be prorated. 	Sheri Berger	10

	<ul style="list-style-type: none"> Language regarding academic dishonesty, accommodations, veterans, etc. can be found on the website or from their respective offices. The language can be copied and pasted. Everyone can put their syllabi on Moodle and distribute a shortened modified version as a hard copy. 		
8	Enrollment Update <ul style="list-style-type: none"> Before Winter started, classes were full. The headcount for Spring is about 92.5% of last Spring. It appears enrollment is down. This could be due to the registration appointments ending later than they normally do. If enrollment is low in your classes, promote on Facebook or with Doreen Clay, or speak with your Dean sooner rather than later. End of this week we'll see official data from the District with headcounts. Low enrollment may also be due to repeatability changes which are starting to affect us now. 	Sheri Berger	5
9	Hiring Procedures Status <ul style="list-style-type: none"> Positions have been posted. We are still waiting for Sociology, Philosophy, Spanish, and Accounting for final drafts. These may be sent to the District at the end of this week. The District still needs to post Business Admiration<u>Administration</u>, CAOT, Journalism, Physics, and Theater. 	Sheri Berger	5
10	Accreditation in Progress <ul style="list-style-type: none"> The ALO and Coordinator are working on templates intended to facilitate migrating the first draft into the new format as mandated by ACCJC. The accreditation survey is being developed. Questions are worded in a manner that provides substantive data on employees' perceptions on accreditation. The service agreement to purchase eLumen is on the BOT Agenda for January 14. The Accreditation Steering Committee will resume its meeting schedule on January 28, 2015. 	Margarita Pillado	10
11	Adjournment – 3:00 pm		1
	<ul style="list-style-type: none"> Food on Campus - No more food trucks. The renewal contracts were not approved by BOT. The board will discuss in closed session in January. Lovebird Café is also closed. Copies of the new AFT contract will be distributed in February. 		90

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