



**Department Council Minutes**  
**Tuesday, February 10, 2015, 1:30–3 p.m.**  
**College Services Building 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, Mike Van Dyke, Paula Paggi, Larry Thouin, Fernando Oleas, Wayne Perkins, Joan Schneider, James McKeever, Shilo Nelson, Dale Fields, Chad Snow, Michael Gend, Wendy Bass Keer

**Deans & Other Administrators:** Barbara Anderson, Mary Anne Gavarra-Oh, Donna-Mae Villanueva, Oleg Bepalov, Sheri Berger

**Other Members & Guests:** Margarita Pillado

The meeting was called to order at 1:35 pm

No.	Item	Presenter	Time
1	<b>Approval of agenda</b> <ul style="list-style-type: none"> <li>• No additions requested.</li> </ul>	Sheri Berger Lyn Clark	2
2	<b>Approval of January 13 minutes</b> <ul style="list-style-type: none"> <li>• No changes suggested.</li> </ul>	Sheri Berger Lyn Clark	2
	<b>Student Services</b> 2 major concerns this week: there were no add slips put in faculty mailboxes, and students had the ability to enroll online on Monday 2/9/15. <ul style="list-style-type: none"> <li>• At the joint Deans’ meeting it was decided to provide add slips to faculty, but unfortunately that was not done. This will be corrected for next semester.</li> <li>• Add slips will be kept in HR, A&amp;R, and Academic Affairs. Since hundreds of add slips are used, they should be available and convenient. It was suggested to send an email to inform faculty where add slips can be found on campus. Although, too many add slips that are out-and-about increase the probability of forgeries. Do not sign blank add slips.</li> <li>• A&amp;R will be open Saturday the 21<sup>st</sup> from 8:30 am – 1:00 pm.</li> <li>• The last day of enrollment date for online enrollment was inputted for the 9<sup>th</sup> when it should have been the 8<sup>th</sup>. This has been corrected. We have a report from the District to see which students added online.</li> <li>• The issue is that there may be some over capped classes and some students may need to be administratively excluded.               <ul style="list-style-type: none"> <li>○ Requested that the Dean and instructor should be in consultation to be sure that no one is administratively excluded automatically.</li> </ul> </li> <li>• A&amp;R is open until 7 pm. Lines are shorter than usual despite the short staff.</li> </ul>	Eric Peters	
3	<b>Institutionally Set Standards</b> <ul style="list-style-type: none"> <li>• Newly set standards from the ACCJC and the Federal Government. Some standards have been set through the shared governance process, but there are more standards that we need to have a conversation on.</li> <li>• Handout distributed on what we currently have as institutionally set standards at the college level. However, the standards that needs to be explored are those at the program level.</li> <li>• Some questions and conversation starters:               <ul style="list-style-type: none"> <li>○ What should that standard look like? Are there things beyond the minimum that the ACCJC is requiring that we want to set a standard for? Two metrics at the program level are course success and retention rates; do we want any other set standards? What is</li> </ul> </li> </ul>	Sheri Berger Oleg Bepalov	20

	<p>the trend we have now for each of the programs? For programs with multiple certificates, should those students be counted duplicated or unduplicated?</p> <ul style="list-style-type: none"> <li>○ Provide a definition of what each term means from the ACCJC. Does “program” mean a discipline or a major?</li> <li>• The APP data shows data for each subject, i.e. animal science, or plant science, but not necessarily for the Pre-Vet major which can include Chemistry and Biology.</li> <li>• There is no way to track the awards for skills/department certificates. The only data we can report are those certificates that are state approved.</li> <li>• This is more likely to affect CTE areas. Standards are already reported for gainful employment, VTEA and other CTE grants.</li> <li>• How do we follow up on the data regarding jobs? Some information is available with EDD to researchers. So the question is what standard do we want to set for them? Are we expecting somebody to get a job within the next year, or are they transferring and they don’t count for the job statistic? O. Bespalov will get more information on this and present to those at a CATE meeting.</li> <li>• This conversation can continue at a CATE meeting and EPC.</li> </ul>		
4	<p><b>Seniority Lists</b></p> <ul style="list-style-type: none"> <li>• An assignment is one class.</li> <li>• Seniority is attained when an instructor is offered and commences the fourth assignment.</li> <li>• A copy of the 2008-2011 contract, article 16b7 was distributed. States that an adjunct with seniority prior to Fall 2008 is entitled to a class with the same number of standard hours for which he/she had seniority as of Spring 2008.</li> <li>• The Seniority lists need to be cleaned up to be sure the standard hours reflect the 2008 contract. For those who have gained seniority from Spring’ 08 and earlier need to have obligated hours corrected in column “*.” You can use ESC to see that instructor’s assignment.</li> <li>• If the obligated hours are 5 and you don’t have a class with 5 hours to give, you can give one class of the next highest hours.</li> <li>• Second class seniority lists follow the same rules.</li> <li>• Review Article 16.</li> </ul>	Sheri Berger	20
5	<p><b>Spring 2015 Calendar of Due Dates and Activities for Chairs</b></p> <ul style="list-style-type: none"> <li>• The Academic Affairs timeline was shared by email, no questions were asked.</li> </ul>	Sheri Berger	5
6	<p><b>Enrollment Update</b></p> <ul style="list-style-type: none"> <li>• Enrollment is at 97% compared to last Spring. Enrollment is down District-wide and State-wide.</li> <li>• This may be due to the changes in registration dates that are a result of the SSSP requirements, as well as the fact that repeatability changes are starting to affect us.</li> </ul>	Sheri Berger	10
7	<p><b>Hiring Procedures Status</b></p> <ul style="list-style-type: none"> <li>• We still have 3 positions that have not been posted. Working with the District to get those up.</li> </ul>	Sheri Berger	10
8	<p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>• Schedule galleys for Fall 2015 were reviewed. Some best practices to remember as the second galleys are reviewed: <ul style="list-style-type: none"> <li>○ Make sure you schedule to your allocation.</li> <li>○ Schedule to meet the needs of students.</li> <li>○ Schedule to the grid times, and spread throughout the week as well as in evenings so more opportunities are available.</li> </ul> </li> </ul>	Sheri Berger	10

	<ul style="list-style-type: none"> <li>Cancelled classes don't affect allocation. You only have your allocation at the time of scheduling; there is not a bank of hours.</li> <li>Budget committee approved funding to get permanent AV equipment for rooms in the Village by Fall 2015. Carts will no longer be needed, and will hopefully go to NOM for those rooms without technology.</li> <li>Remind your faculty, especially evening faculty, to close and lock doors.</li> <li>Suggested that sheriff or cadets should walk the campus in the evenings and to also be sure rooms are locked after hours. This will be brought up to senior staff.</li> </ul>		
9	<p><b>Accreditation in Progress</b></p> <ul style="list-style-type: none"> <li>Standards set for student learning and student learning assessment. The senate is about to vote on the assessment resolution.</li> <li>23 out of 128 subsections relate to student learning outcomes and assessment of outcomes. We need to remember that last year in the follow up report we told the ACCJC we are assessing authentically. So we need to show evidence that we are doing that while we are writing the report this semester.</li> <li>We also need to show evidence by next year that we are meeting standard 1b6 which is the desegregation of student outcomes data. We have purchased eLumen and chairs will be trained March 27th. Be sure that you have the rubrics with you so they can be uploaded in the system by eLumen. The faculty must agree what the assessment rubric is for each SLO.</li> <li>The eLumen training will be 4 hours in a lab setting, it will be a very hands on learning experience. In early May we will create a short training for faculty, with the actual training in late May. The faculty part should be pretty easy. Training will also be available online.</li> <li>eLumen must factor in students who were not assessed, otherwise success rates may be lower than intended.</li> </ul>	Margarita Pillado	10
10	<b>Adjournment</b> 3:15 pm		1
			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