



Department Council Minutes
Tuesday, March 10, 2015, 1:30–3 p.m.
College Services Building Conference Room

Attendees:

Department Chairs: Leland Shapiro, Adrian Youhanna, Melody Cooper, David Braun, Isidore Goodman, Joleen Voss-Rodriguez, Jennifer Rosenberg, Lyn Clark, David Schamus, Rudy Dompe, Donna Accardo, Gene Larson for Richard McMillan, Mike Van Dyke, Paula Paggi, Larry Thouin, Bob Martinez, Jill Connelly, Joan Schneider, James McKeever, Dale Fields, Chad Snow, Michael Gend

Department Heads: Phyllis Schneider, Ida Blaine

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

Other Members & Guests: Margarita Pillado, Elizabeth Benne, Anafe Robinson, Shari Fackler, Maria Perser

The meeting was called to order at 1:35 pm

No.	Item	Presenter	Time
1	Approval of agenda <ul style="list-style-type: none"> • Additional Items <ul style="list-style-type: none"> ○ IT support ○ Substantive change for DE 	Sheri Berger Lyn Clark	2
2	Approval of February 10 minutes <ul style="list-style-type: none"> • Approved 	Sheri Berger Lyn Clark	2
3	Gainful Employment Requirements <ul style="list-style-type: none"> • The Feds require colleges to report gainful employment information for CTE programs. • The State had been using MIS data to do some of the reporting, but now the Feds are requiring reporting at the program level that must be done by each college. • College Rating Metrics: Access, Affordability, Student Outcomes. • The sources of metrics are Gainful Employment, Disclosures of information, etc. Enrollment and Cohort reporting are new sources of metrics. • All non-degree programs must lead to gainful employment. This means all certificate programs 16 units and higher in community colleges. • Those certificates that are 12-15 units still need to collect data for LAORC, but the students who declare these low-unit programs are not eligible for Financial Aid. Students are advised to declare a larger program and receive certificates along the way. • Institutions are evaluated by Debt-to-Earnings rates, Annual Earnings rate, and Discretionary Income rate. The dilemma for community colleges is that there is no job placement or system in place to report these rates. • <u>Enrollment</u> reporting is required every 60 days. Enrollment is reported at the program level and the students' aid will depend on the length of the program. <ul style="list-style-type: none"> ○ Length of programs is reported as weeks. Financial Aid is awarded at 150% of weeks needed to complete the program. We are aware that the data that is being reported is fundamentally flawed, particularly if intersession weeks are included in the program length. • <u>Cohort Default Rate (CDR)</u>: students are tracked for three years. Loss of Title V Financial Aid Programs if CDR is over 30% for three consecutive 	Anafe Robinson	30

	<p>years.</p> <ul style="list-style-type: none"> • A handout of completion rates per program was distributed. Begin discussing with your department on employment and completion rates for your programs. 		
4	<p>Naming Facilities and Plaques</p> <ul style="list-style-type: none"> • Board Rule 2801 was distributed regarding the naming of buildings, classrooms, and plaques. • BOT approval is required. The college is collecting and researching all facilities on campus to be sure that everything did receive BOT approval. This will help document board approvals, and for those that haven't been approved we will submit for approval. • Three ways to honor an employee or trustee: <ul style="list-style-type: none"> ○ After passing ○ At least three years after separation from the District ○ Or upon finding by the BOT that the individual contributed in an extraordinary manner, above and beyond the call of duty. • A list of all these facilities and their honorees will be documented on the Pierce website. This will include a description, when PCC approved it, the date of board approval, and a history of how the names were given. This is also a nice way to memorialize our employees, staff, and friends of Pierce College. • If you know of other names or information, please contact Doreen Clay. 	Kathleen Burke	20
5	<p>Hiring Status</p> <ul style="list-style-type: none"> • Great progress in getting everything posted and formation of committees. Be sure to be trained on using PeopleAdmin. • Reminded to respect confidentiality. 	Sheri Berger	10
6	<p>Announcements</p> <p>Seniority List Updates</p> <ul style="list-style-type: none"> • Please send updates to seniority lists to your Deans. <p>Spring 2015 COR Updates</p> <ul style="list-style-type: none"> • A list was sent out of which CORs are due for updates this Spring semester. Please get these submitted to the Curriculum committee. <p>Construction Restoration</p> <ul style="list-style-type: none"> • Construction has started. NOM is slated to begin in the Summer. You may be seeing pre-construction work at this time. <p>Closed Captioned Videos</p> <ul style="list-style-type: none"> • We have money to replace videos for close captioning. • Provide room numbers to Sheri Berger of where equipment may need updating or software needed for enabling closed captioning. <p>Emergency Notification System</p> <ul style="list-style-type: none"> • We have a new version of Blackboard Connect. Many people have their cell phone entered in the "home phone" field, but it is important that the "cell phone" field also has the number entered. 	Sheri Berger	15
7	<p>Accreditation in Progress</p> <ul style="list-style-type: none"> • There are 23 standards related to student outcomes. The Senate voted and passed the assessment resolution. • eLumen training took place 2/27 with key stakeholders. The next PCC meeting will be devoted to training the department chairs. • In eLumen, "N/A" will not count students who are not assessed, which means assessment rates will not be affected for those who dropped. • Department chairs are not responsible for keeping all assessments, these will be uploaded and housed in eLumen. • Department chairs are also not responsible for uploading the SLOs into the database, but chairs or SLO coordinators for the department do have to be sure that the SLOs match the CORs. 	Margarita Pillado	10

	<ul style="list-style-type: none"> • ASC voted to recommend streamlining navigation and to standardize naming conventions on documents on the website. This will help facilitate searchable evidence. • The commission continues to refine the manual for self-evaluation. The latest addition is a rubric that will be used as an evaluation tool on the quality focus essay. • Office of IE is working on the annual report to the ACCJC which is due on March 31st. This report includes the percentage of courses which have ongoing SLO assessment. Last year we reported 97%, the general expectation for this year is 100%. 		
	<p>Agenda Additions</p> <ul style="list-style-type: none"> • Substantive change report for Distance Ed from ACCJC approved 4 programs out of 7. The rest must go through campus processes before Fall in order to submit to the ACCJC six months before their visit. Asking Deans not to schedule new DE courses. • State of IT support: Rolf Schleicher meets with IT staff weekly so they can prioritize workorders. They do respect the order of the queue. • The request for an independent audit on IT is tied up in the contracts office. • PCC and the President approved \$180,000 for upgrading desktops on campus. • Farmwalk is April 26th, 2015. 		
8	Adjournment – 3:10 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