

Pierce College

Department Council Minutes Tuesday, April 14, 2015, 1:30–3 p.m. College Services Building Conference Room

Attendees

Department Chairs: Leland Shapiro, Adrian Youhanna, Melody Cooper, David Braun, Isidore Goodman, Jennifer Rosenberg, Lyn Clark, David Schamus, Donna Accardo, Richard McMillan, Mike Van Dyke, Shilo Nelson, Larry Thouin, Bob Martinez, Jill Connelly, Fernando Oleas, Wane Perkins, Joan Schneider, James McKeever, Dale Fields, Chad Snow, Michael Gend,

Department Heads: Phyllis Schneider, Wendy Bass

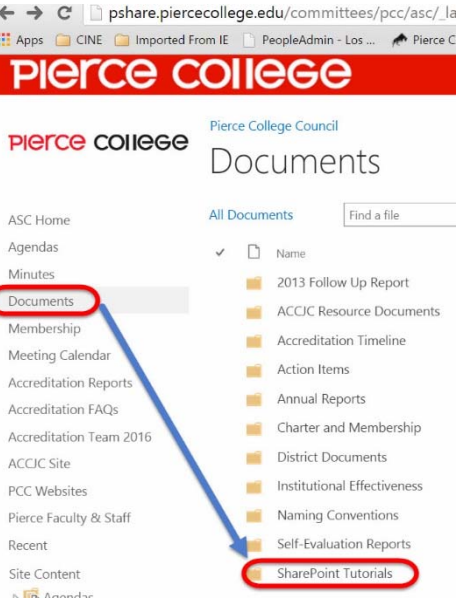
Deans & Other Administrators: Sheri Berger, Barbara Anderson, Jose Luis Fernandez, Mary Anne Gavarra-Oh, Donna-Mae Villanueva, Oleg Bepalov

Other Members & Guests: Beth Benne, Monique Cleveland

The meeting was called to order at 1:35 pm

No.	Item	Presenter	Time
1	Approval of agenda <ul style="list-style-type: none"> • Accreditation, eLumen briefing with Monique Cleveland 	Sheri Berger Lyn Clark	2
2	Approval of March 10 minutes <ul style="list-style-type: none"> • No additions or corrections 	Sheri Berger Lyn Clark	2
3	Freshman Academy <ul style="list-style-type: none"> • One year, fully cohorted program for first year students. • The first Freshman Academy will be a Social & Behavioral Sciences cohort since that is the most common major of choice for students. • The idea would be to eventually scale up and provide multiple academies. Eventually we can have multiple Social & Behavioral cohorts, a STEM cohort, or Arts & Humanities, etc. • Recruiting will be from Summer Bridge students. By the time they finish their first year, they will be done with the golden 4 for transfer, 12 units in GE courses, English 101, and Math. Each semester will also include a non-credit one hour/week “Habits of Mind” training. This year these will be taught as PD until non-credit goes through the curriculum process for next year. • If a student fails a course in the academy, they can stay in their cohort. There will also be supplemental instruction for both English and Math. • Year-round assessment is now available in the Assessment Center. Students are heavily encouraged to assess before registration, and soon the District may push for requiring assessment before registration. • As we scale up we can see how, when, and in what ways we can improve. We can include evening cohorts, or cohorts in new areas, and figure out how to include these groups in the schedule. • We are looking into institutionalizing GE paths, one great way to do it is through the Freshman Academy. 	Joanna Zimring-Towne	15
4	Institution Set Standards <ul style="list-style-type: none"> • The ACCJC through the DoE have institution set standards as a requirement. • The formula is to take the 5 year average of the metric and multiply by 95%. It would be ideal to pick a metric that is not too low or too high to reach. • Set standards are at both the institution and program level. • These standards will be posted on the IE website in the next few weeks. • They will also be shared by email by Sheri Berger. 	Oleg Bepalov	10

5	<p>Load Options</p> <ul style="list-style-type: none"> • There are three things about loads: over/under, non-standard annual load, & load banking. • In the AFT contract refer to article 13 for annual full-time load, article 39 for load banking, and appendices K and N for forms. • Standard Annual Load – no paperwork needed <ul style="list-style-type: none"> ○ The faculty member’s annual obligation will be fulfilled during the Fall and Spring semester. ○ You can be over or under to add up to the total annual load throughout the life of the contract (3 years). ○ Article 13.D.5: An overload portion of a class can be paid at the adjunct hourly rate. This hourly portion does not count towards seniority. ○ A faculty member’s load may never vary more than an accumulation of 5 hours (out of a 30-hour annual load). • Non-Standard Annual Load – Appendix N needed <ul style="list-style-type: none"> ○ This form helps to distribute load over all terms, including Winter and Summer. This form needs pre-approval. ○ With this approved form, the faculty member would take priority over others on the priority list. This assignment is to balance full-time load and is not considered an extra assignment. • Load Banking – Appendix K needed <ul style="list-style-type: none"> ○ Only tenured faculty are eligible for load banking. The Load Banking Plan must be approved before banking begins. ○ Once banked, you may use the credit for a reduced assignment, a load credit leave, or in combination with a sabbatical to receive full pay. ○ Plan expires after 7 years. ○ Only extra assignments can be banked (after all those on seniority list have been offered). ○ Limit of 6 hours per semester can be banked for a 30-hour annual load. 	Sheri Berger	30
6	<p>AFT Workshop Summary</p> <ul style="list-style-type: none"> • DE evaluations was a topic discussed at this workshop. Guidelines and interpretations vary from each campus and is a work-in-progress. • Another topic of discussion was the policy for offers of assignment for seniority lists. New adjuncts without seniority cannot have more than one assignment. A process has already been established at Pierce to justify exceptions. In addition, second classes should be offered to adjuncts over full timers on the seniority list. 	Sheri Berger	10
7	<p>Announcements</p> <ul style="list-style-type: none"> • Department chairs, please contact WEC for your needs for offices for new hires. • Departments should not be ordering boxes of paper as supplies. Paper is supplied by Copytech and/or the Mailroom. • Markers are also available in the Mailroom, the Village, HR, and other key locations around campus. • Printer cartridges can be exchanged in the Mailroom if you bring the old cartridge. • For burnt projector bulbs, send an email or call IT at 6496 and tell them which room is in need. Notify Sheri Berger if the bulb is not exchanged within the same day. • Today at 3:30 pm in the Great Hall is the candidate forum for the Academic Senate. • April 26th is Farmwalk. 	Sheri Berger	10
8	<p>Accreditation in Progress (report shared by email)</p> <p>Annual Report – Pierce submitted the 2015 Annual Report before the March 31, 2015 deadline.</p>	Margarita Pillado	10

	<p>Committee Websites – Visitors to all committee sites (PCC and Senate) will no longer be asked to logon to open documents. The SharePoint environment where those sites reside was reconfigured over the weekend to make this possible. Now the default access to committee contents is the public access (http://pshare.piercecollege.edu/). Committee chairs or the responsible party for the site maintenance will access the user-controlled site at (http://portal.piercecollege.edu/). Training materials can be found in a folder named “SharePoint Tutorials” in the Documents section on the ASC website.</p>  <p>Committee chairs have received a notification of these resources and are encouraged to update their committee sites with agendas and minutes, as well as other relevant content, such as committee membership, most recent revision of the charters, and the meeting calendar with date, time, and location of the meeting.</p> <p>Accreditation Timeline: The timeline has been revised to include a process to develop the Quality Focus Essay, a new component required in the Institutional Self-Evaluation Report.</p> <p>ASC Meeting: The committee will meet April 15 at 11:30 a.m. in the PierceOnLine Training Room (Lower Level of the LLC Building).</p>		
	<p>eLumen</p> <ul style="list-style-type: none"> • SLOs that have been approved through the curriculum process in ECD should be the same SLOs in eLumen. • Confirm SLOs for all your courses by next week Friday. Instructions were distributed. • To log in, use your regular login name, the password is P1erce! • All dept. chairs have two roles: one as dept. coordinator and the second as instructor. Once logged in make sure you select the correct role. • Select your discipline, then click on SLOs and Assessments. • Click on add or edit to insert or correct SLOs. Alert Monique of all additions and corrections. • eLumen will show all courses, not just those scheduled in the current semester. • Training for faculty will be end of May. A video is on the Outcomes page. 		
9	Adjournment – 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