



Department Council Minutes
Tuesday, May 12, 2015, 1:30 p.m. - 3:00 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, Donna Accardo, Richard McMillan, Mike Van Dyke, Paula Paggi, Larry Thouin, Bob Martinez, Jill Connelly, Margarita Pillado (for Fernando Oleas), Wayne Perkins, Joan Schneider, James McKeever, Dale Fields, Chad Snow, Michael Gend

Department Heads: Phyllis Schneider, Wendy Bass Keer, Ida Blaine

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

Other Members & Guests: Maria Perser, Martin Karamian

The meeting was called to order at 1:35 PM.

No.	Item	Presenter	Time
1	Approval of Agenda	Sheri Berger Lyn Clark	2
2	Approval of April 14 minutes <ul style="list-style-type: none"> • No additions or corrections. • Two new department chairs-elect were introduced to the council and attended the meeting as guests: <ul style="list-style-type: none"> ○ Martin Karamian (Business) ○ Maria Perser (Psychology & Addiction Studies). 	Sheri Berger Lyn Clark	2
3	Fall Schedule Changes <ul style="list-style-type: none"> • Because of the new pay, there will be new chair class codes. • The codes for chair and the codes for teaching will be separate: <ul style="list-style-type: none"> ○ Chair = D-basis ○ Teaching = C-basis • Unlike the section numbers we currently use, the new SIS section numbers will have no meaning. • Three new department codes will be activated for scheduling: 	Sheri Berger	5

	<ol style="list-style-type: none"> 1. Academic Outreach 2. PACE/Bridge 3. Honors 		
4	<p>Dashboard</p> <ul style="list-style-type: none"> • How do departmental goals link to the master plan? • The strategic master plan has the education master plan within it. • The education master plan will be emailed to everyone shortly. • The goals are color-coded: <ul style="list-style-type: none"> ○ green = good ○ yellow = fair ○ red = bad • Currently, 6/14 goals are green, 8/14 are yellow, and none are red. • Goal example: <ul style="list-style-type: none"> “Increase the number of employers at job fair by 10%.” This goal was clearly met because the number of employers increased from 61 to 95. Therefore, this goal is coded green. • The last three or four pages of the Annual Program Plan contain pages from the strategic master plan. Department chairs should refer to the goals that match their own and use the corresponding numbers. • Our plans and goals relate to our Mission Statement. 	Oleg Besimalov/ Sheri Berger	10
5	<p>Status of eLumen</p> <ul style="list-style-type: none"> • eLumen training drafts are on the webpage. • There are two versions: <ul style="list-style-type: none"> ○ One is for tech-savvy users ○ The other is for those who require step-by-step instructions with screenshots. • Both versions will be sent to all faculty on Friday, May 15, 2015. • Live-training(s) will be held either in the Great Hall or a computer lab. • Training dates will be sent to all faculty on Friday, May 15, 2015. • Contact Oleg Besimalov or Monique Cleveland if you have any problems. 	Monique Cleveland	15

	<ul style="list-style-type: none"> • Making and distributing a training video is probably no longer necessary. • We will try to record a live-training session for those who cannot attend one. • Your old password will not work in eLumen. • You will have to create a new password; this is probably the most time-consuming and difficult part of using eLumen. • Faculty MUST upload information themselves; chairs cannot do it for them. 		
6	<p>ADA Workshops on June 5</p> <ul style="list-style-type: none"> • From this point forward, everyone must use 12-point Verdana (a TrueType font) for all <i>newly created</i> electronic documents using Word, PowerPoint or PDF files. • (These notes have been created using 12-point Verdana). • This is a district-wide initiative to comply with The Rehabilitation Act and Americans with Disabilities (ADA) standards. • The purpose of this initiative is to make documents more accessible to visually-limited readers by using a larger and wider font. • Two workshops will be held on June 5th <ul style="list-style-type: none"> ○ 9:00 – 12:00 and ○ 12:30 – 3:30 ○ Business 3252 (Business annex) ○ RSVP • Old documents, power point presentations, etc., do NOT need to be changed to Verdana. • This initiative applies only to NEW documents. • This initiative applies only to documents we produce on campus. • Therefore, faculty may continue to refer students to websites that do not comply with this initiative (as we have no control over outside sources). • This initiative will be shown to the accreditation committee. 	Lyn Clark	10

	<ul style="list-style-type: none"> It is recommended that you change your default settings in MS Word, Excel, PowerPoint, etc. to 12-point Verdana. 		
7	<p>Waiting Lists for Fall 2015</p> <ul style="list-style-type: none"> Is it possible to reinstate waiting lists for the Fall? Unfortunately, it is not possible or manageable to reinstate them with the current system. We are stuck with DEC for now. DEC is only upgraded when it is state-mandated. DEC cannot be more dynamic. With the new SIS, wait lists WILL be available, and it will be dynamic. DEC & SIS will run concurrently for a while in order to work out any SIS issues/bugs. 	Donna Accardo/ Sheri Berger	15
8	<p>Budget Process Clarification</p> <ul style="list-style-type: none"> Budgets are rolled-over from the previous year (with adjustments). Prioritization should have been done by March (so that chairs would know ahead of time), but we are a little behind this year. The question to ask is whether the expense is ongoing or recurring. There are three types of APP requests: <ol style="list-style-type: none"> one-time requests ongoing requests emergencies (a one-time budget augmentation; this is an anomaly.) The college has break/fix money set aside that is available to any department with an unforeseen emergency. APPs are above and beyond what you are already funded for. 	Sheri Berger	15
9	<p>Dean Vacancy</p> <ul style="list-style-type: none"> Barbara Anderson is leaving her position as dean in Academic Affairs and is returning to teaching as a full-time Pierce faculty member. Therefore, there will be a dean vacancy in Academic Affairs in the fall. 	Sheri Berger	5

	<ul style="list-style-type: none"> • The 4 schools are being reorganized into new groupings: <ol style="list-style-type: none"> 1. Language & Fine Arts <ul style="list-style-type: none"> • Dean Mary Anne Gavarra-Oh • Art & Architecture, Communication Studies, English & ESL, Modern Language, Music, and Theatre Arts & Dance 2. Math & Science <ul style="list-style-type: none"> • Dean Donna-Mae Villanueva • Agriculture, Anthropology & Geographical Sciences, Chemistry, Life Science, Mathematics, and Physics & Planetary Science 3. Career & Technical Education <ul style="list-style-type: none"> • Dean Jose Luis Fernandez • Business Admin., Child Development, CAOT, CSIT, Industrial Technology, Media Arts, and Nursing 4. Social Science & Community <ul style="list-style-type: none"> • Vacant • History, Kinesiology, Philosophy & Sociology, Political Science & Economics, and Psychology • Encore, Honors, & PACE have yet to be assigned to a school. 		
10	<p>Accreditation in Progress</p> <ul style="list-style-type: none"> • Everything we do here is accreditation-related. • The accreditation team will be here either March 7 <i>or</i> March 14, 2016. • All accreditation paperwork needs to be done by the fall. • While these documents are essentially ready, they need to be fine-tuned. • Department self-evaluations are critical documents. 	Margarita Pillado	10
11	<p>Adjournment – 3:00 PM</p> <ul style="list-style-type: none"> • Save the Date for the Leadership Retreat: Tuesday, August 18, 2015. 		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