

Pierce College

Department Council Minutes

**Tuesday, July 14, 2015, 1:30–3 p.m.
College Services Building Conference Room**

Attendees

Department Chairs: Leland Shapiro, Adrian Youhanna, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Jennifer Rosenberg, Lyn Clark, David Schamus, Michael Van Dyke, Shilo Nelson, Paula Paggi, Larry Thouin, Joan Schneider, James McKeever, Dale Fields, Kathy Oborn, Maria Perser, Michael Gend

Department Heads: Crystal Kiekel, Wendy Bass, Ida Blaine
Deans & Other Administrators: Barbara Anderson, Jose Luis Fernandez, Mary Anne Gavarra-Oh, Donna-Mae Villanueva

Other Members & Guests: Anna Bruzzese, Eddie Tchertchian

No.	Item	Presenter	Time
1	Approval of Agenda <ul style="list-style-type: none"> • Remove item 8: Accreditation in progress 	Berger/Clark	2
2	Approval of May 12, 2015, Minutes <ul style="list-style-type: none"> • No changes to the minutes 	Berger/Clark	2
3	Announcements <ul style="list-style-type: none"> • Introduction of New Chairs <ul style="list-style-type: none"> ○ Eddie Tchertchian – Vice Chair of Math (Sheri Lehavi is the new Chair) ○ Trish Doelitzsch – Child Development ○ Maria Perser – Psych ○ Michael Gend – now chair of Performing Arts which includes Music in addition to Theater & Dance ○ Martin Karamian – Business Administration ○ Sarah Harvey - Chemistry • Enrollment Update <ul style="list-style-type: none"> ○ Good news. We did well in 14-15, almost 7% over our base. Funded at 2.75% plus the District’s 2%, which we’ve exceeded. ○ LA captured an additional 2.02% from the State which was re-allocated. ○ The additional FTES that was generated will be part of our base. Which is good but not what was planned. So we will increase Winter in order to make up the difference. ○ Even though we are expected to grow, our enrollments for Fall are soft at the 	Sheri Berger	25

	<p>moment. If you have classes that are low enrolled, speak with your Deans to be proactive and offer more high-demand courses instead. Consider shifting courses to maximize offerings and meeting demands.</p> <ul style="list-style-type: none"> ○ It was suggested to advertise to students who normally wait to enroll in the last few weeks. Particularly for higher-level series courses. ● Hiring Status for Fall 2015 <ul style="list-style-type: none"> ○ Great progress in hiring. ● Unranked Adjunct Exception Request <ul style="list-style-type: none"> ○ Reminder that you cannot give an unranked adjunct more than one assignment, unless it is for a special need or if others reach the 67% max. Otherwise you would have to go back to your seniority list (as a pool, not necessarily in seniority order) to make offers and collect refusals. ○ Do not put an unranked person in your galleys until you get approval. ● Internships <ul style="list-style-type: none"> ○ For people who are doing observations or who need to do an internship at Pierce, we need to follow the approved process. Most formal internships have a formal agreement that needs to be signed by an Administrator. ○ The process involves completing a Volunteer form plus Live Scan (fingerprint). ○ Bring forms to your Dean for approval. ● Nonduty Days <ul style="list-style-type: none"> ○ Chairs have 21 nonduty days (this year is 22 days due to leap year). Article 25. ○ Spring break is considered vacation days. ○ Asking everybody to turn in an ACR, pre-approved, for all your nonduty days. ○ You cannot take a nonduty on a day you are teaching. ○ Nonduty days are already factored in your pay. Use it, or lose it. 		
4	<p>Instructional Materials Budget</p> <ul style="list-style-type: none"> ● These past few weeks during the end-of-year closing, all 14-15 instructional supplies 	Bruce Rosky	15

	<p>purchases were funded through Prop 20 funds. Some departments may have received notices from the Business Office verifying certain orders to confirm if the items were instructional.</p> <ul style="list-style-type: none"> • For this FY, the idea is to post directly to the Prop 20 budget in order alleviate a duplication of paperwork in the Business Office. • Currently you will see an <u>instructional</u> supply budget for July, August, and September only, which is approximately 25% of what you normally get. • The rest will come in October in a separate account number. • The President has asked to not waste time on orders that are normal routine <u>office</u> supply items. These will be available through campus supply at no charge to the academic programs. The roll-out and procedures are still being finalized. The hope is to simplify your life. • At the moment, still send purchase order requests as you normally would and the Business Office will work it out. • There is no specific list of what is considered office vs. instructional supplies. Only vague guidelines have been provided, so if students touch or use these items at all in the classroom then it is considered instructional. (Clickers, DVDs, projector bulbs, maps, paper for handouts/exams, etc.) 		
5	<p>Feedback on Active Enrollment Roster</p> <ul style="list-style-type: none"> • We already have established Mandatory Exclusions (required by Title V) of the no-shows up to census. These are due online 8 days after census. • Now, 2/3rd through the semester is an Active Enrollment roster where you drop students for non-attendance. • All faculty must have a non-attendance statement in their syllabus. It is up to the discretion of the instructor on what their definition of participation is, and if students should be dropped. • If a student is dropped, they cannot be let back in the class without a formal enrollment. There is no reinstatement process like after exclusions. But you can try to do a 	Sheri Berger	10

	<p>reinstatement and send to admissions and see if that works.</p> <ul style="list-style-type: none"> • There are still many irregularities to the online system. The button will still stay “exclude,” so a request will be sent to the District to change the button to say “drop” instead. • Submit other suggestions to Sheri on improvements. • Sheri will send to Chairs screenshots of how to use the rosters. • Until this is cleared up, summer faculty do not need to worry about it for now. 		
6	<p>Fall Schedule Change Process</p> <ul style="list-style-type: none"> • As noted, take a look at your fall enrollments and if you have a situation with multiple sections of a class unfilled and some are low, consider switching that section to a class with a higher demand. • As we get closer to fall, we will begin the conversations to possibly cancel classes under 15. Your deans will consult with you, but you may not necessarily agree on the course of action. 	Sheri Berger	10
7	<p>2016-2017 Annual Program Plans Feedback</p> <ul style="list-style-type: none"> • Senate must still approve the new APP form. Essentially the form is the same but enhanced a bit. If you have feedback or questions email Sheri and Anna Bruzzese. • Some significant differences: <ul style="list-style-type: none"> ○ Enhancements made to pg. 2 to list of new courses or changes to outline, TBA, prereqs, etc. ○ Some SLO questions were changed a bit for the annual report to the ACCJC. ○ Clarified and removed redundancies. ○ Added a column for a recurring cost. • Discussion on SLOs will continue in August with Monique Cleveland. Like how to create action/improvement plans, etc. 	Sheri Berger	10
8	<p>Accreditation in Progress</p>	Margarita Pillado	15
9	<p>Adjournment – 2:50 pm</p>		1
<p>Wendy Bass announcements –</p> <ul style="list-style-type: none"> • For the new chairs, Moodle shells are based from the schedule from last April. Any new changes since then, like new classes or 			

<p>instructor changes, please notify Wendy Bass so she can keep abreast of these changes and create more shells as needed.</p> <ul style="list-style-type: none"> • For new faculty, shells can only be created with a Pierce or District email which will not be created until Sept. 1st. Once the email is available, Moodle will give priority to these new faculty. • DE instructors will have DE certification training in August. <p>Crystal Kiekel announcements –</p> <ul style="list-style-type: none"> • July 25th is the deadline for Pierce FTLA which is available to all faculty. • CAS got 2 new funding sources for Fall. If you're interested in getting a tutor in the Fall let her know. Tutor requests made on APPs will be pulled and funded. 	
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Department Council Meeting Dates

2015–2016 Department Council Schedule of Meetings	
2015	2016
Tuesday, June 9, Graduation Day	Tuesday, January 12, 1:30–3 p.m.
Tuesday, July 14, 1:30–3 p.m.	Tuesday, February 9, 1:30–3 p.m.
Tuesday, August 11, 1:30–3 p.m.	Tuesday, March 8, 1:30–3 p.m.
Tuesday, September 8, 1:30–3 p.m.	Tuesday, April 12, 1:30–3 p.m.
Tuesday, October 13, 1:30–3 p.m.	Tuesday, May 10, 1:30–3 p.m.
Tuesday, November 10, 1:30–3 p.m.	Tuesday, June 14, 1:30–3 p.m.
Tuesday, December 8, 1:30–3 p.m.	Tuesday, July 12, 1:30–3 p.m.