

# PIERCE COLLEGE

## Department Council Minutes Tuesday, August 11, 2015, 1:30–3 p.m. College Services Building Conference Room

### Attendees

**Department Heads:** Leland Shapiro, Melody Cooper, Sara Harvey, Patricia Doelitzsch, Lyn Clark, David Schamus, Rudy Dompe, Michael Van Dyke, Shilo Nelson, Sheri Lehavi, Michael Gend, James McKeever, Dale Fields, Maria Perser, Wendy Bass Keer, Ida Blaine  
Department Heads

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

**Other Members & Guests:** Margarita Pillado, Larry Kraus, Monique Cleveland

The meeting was called to order at 1:35 pm

No.	Item	Presenter	Time
1	Approval of July 14, 2015, Minutes – Approved	Berger/Clark	3
2	Standard Supply Catalog <ul style="list-style-type: none"><li>• A draft of the guidelines for ordering from Standard Supply were distributed, along with the catalog which is also available online.</li><li>• The supply catalog only stocks items that were mostly used based on orders placed in the past year.</li><li>• Desktop printer cartridges are also available if the old cartridge is brought in and exchanged.</li><li>• Order forms are available online. Use the standard supply order form for items from the catalog. Continue to use the purchase requisition form for other instructional supplies.</li><li>• No need to enter an account number if the department is generally funded. Specially funded departments will be charged and must enter an account number.</li><li>• The Chair should sign the form and forward to the Dean, then bring the form to the mailroom. If asking someone else to pick up the items, attach a note with their name and date with the person picking up the order.</li><li>• Fill out a signature card so that signatures can be matched before orders are filled.</li></ul>	Larry Kraus	20

	<ul style="list-style-type: none"> <li>• White board markers and paper do not need a form filled out. All that is needed is identification that they are a faculty member. Reams of paper can be picked up in person at the mailroom, or you can request a box be delivered through Receiving.</li> <li>• This is a brand new system, if you experience any hiccups let Larry Kraus know.</li> <li>• Any purchase requisitions for Office Depot that include items that can be supplied from Standard Supply will be stopped and those items will be removed from the requisition.</li> <li>• Other unique items needed from Office Depot that are outside the catalog can continue to be ordered.</li> <li>• Inkjet cartridges are being phased out to MFDs. Departments that only have inkjet printers will be addressed on an individual basis.</li> </ul>		
3	<p>Enrollment Update</p> <ul style="list-style-type: none"> <li>• Thank you for looking at classes that are not filling and being proactive to make suggestions for more productive enrollment. For the most part the changes have been working well.</li> <li>• We are now monitoring classes that are under 15.</li> <li>• Enrollment is down 6% and head count is down 5% compared to this time last year.</li> <li>• Originally, the plan was to use the FTES from Summer 14-15 and use that for 15-16. However, not all colleges in the District met the 4.75% growth, although the District as a whole did. So we agreed to shift 150 FTES in summer back to 2014-2015. In exchange, the College received \$600,000.</li> <li>• Our goal for 2015-2016 is 7% growth. In order to meet this growth we are planning to double winter and use sum of Summer 16.</li> <li>• Winter galley's will be coming within a few days.</li> <li>• The chairs requested that a study be done to see how allocations today compare to 2006-2007.</li> </ul>	Sheri Berger	15

4	<p>Status of SLO Assessment Results Reported in eLumen</p> <ul style="list-style-type: none"> <li>• 98% of non-compliant SLOs have had technical difficulties with campus technologies, not with eLumen. So far, the feedback on eLumen has been great.</li> <li>• The department chair cannot enter SLO assessments for faculty.</li> <li>• We will begin having discussions on moving from compliance to authenticity. Since we do have high compliance, we want to begin having campus dialogue and exchanges of ideas for best practices with SLOs.</li> <li>• The reporting of data collected will be on a 3-yr cycle. There is also a tool that can be used to write an action plan for the next 3-yr cycle.</li> <li>• "Occupational and professional readiness" learning outcome has been added to ILOs. Which means each PLO that use this outcome will need to be mapped.</li> <li>• 3 levels of outcomes: course to program to institution.</li> </ul>	Monique Cleveland Oleg Bespalov	10
5	<p>Academic Affairs Timeline of Duties for Department Chairs</p> <ul style="list-style-type: none"> <li>• As Chairs, keep in mind the timeline for seniority lists, priority lists, and offer letters. In order to get letters out on time, the galleys must be completed on time.</li> <li>• Seniority lists must be submitted to your Dean on census, which is the 3<sup>rd</sup> Monday of the semester.</li> </ul>	Sheri Berger	5
6	<p>Active Enrollment Roster for Fall 2015</p> <ul style="list-style-type: none"> <li>• Email from Don Gauthier, District Academic Senate, was distributed.</li> <li>• The active enrollment roster will not generate if mandatory exclusion is not done.</li> <li>• Language must be included in syllabus that students may be dropped for non-attendance.</li> <li>• If instructors drop students for non-attendance there must be some sort of documentation.</li> <li>• Absence of a definition, the general rule of thumb is that a student who is absent for more hours than the standard hours of the course</li> </ul>	Sheri Berger	6

	<p>may be dropped. But it is still ultimately up to the instructor's discretion if the student should be dropped.</p>		
7	<p>Tenure Review Committees</p> <ul style="list-style-type: none"> <li>• Returning tenure-track committees should not meet until the President has approved the committee by the 4<sup>th</sup> week of the semester.</li> <li>• Department designee is not the chairs designee, it is someone selected through the department process.</li> <li>• The Senate is currently working on representatives.</li> <li>• Your Area Dean may not necessarily be the administrator.</li> <li>• You'll know by the 4<sup>th</sup> week who is officially on the committees. All evaluations must be completed by the 12<sup>th</sup> week.</li> </ul>	Sheri Berger	10
8	<p>Accreditation in Progress</p> <ul style="list-style-type: none"> <li>• The Accreditation Core team is assembling the ISER, which will be reviewed by the ASC before the end of August and prior to the document being posted for third-party comments in September. As the ISER becomes an organic whole, some gaps are emerging more clearly than others. This may affect the number of Action Projects that will be included in the Quality Focus Essay (QFE). For instance, gaps have been found in the completion of the GELO assessment cycle. There are reasons for the gaps, but we need to get back on track, so this may become part of the QFE. The ASC will discuss this at its next meeting, scheduled for August 19. Regarding the Accreditation timeline, the plan is to have it posted for public review and comment the end of August or beginning of September, vet the ISER to the governance bodies in October, to have the visit of the IESS committee from District in November, seek Board approval in December, and send to the ACCJC in January 2016.</li> <li>• The SLO old database will still be available to view.</li> </ul>	Margarita Pillado	10

	<ul style="list-style-type: none"> <li>Department web pages have not been updated in a while. Please also be sure gainful employment information is forefront on CTE department pages.</li> </ul>		
9	<p>Announcements</p> <ul style="list-style-type: none"> <li>Leadership Retreat—August 21</li> <li>GO Days—August 25 and 26</li> <li>Convocation—August 27</li> <li>Grade grievances: remind faculty that students have a right to grieve. It's easy to be defensive, but we have to go through the process and do our due diligence. Be aware that the process will change in A&amp;R and grade change forms will also change.</li> <li>Our new Dean, Susan Rhi-Kleinert, will begin August 24<sup>th</sup>. An email will be sent out at that time to each department with the changes in supervision.</li> </ul>	Sheri Berger	10
	Adjournment – 3:15 pm		1
			90

### Department Council Meeting Dates

<b>2015–2016 Department Council Schedule of Meetings</b>	
<b>2015</b>	<b>2016</b>
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.