

Pierce College

Department Council Minutes

Tuesday, September 8, 2015, 1:30–3 p.m.
College Services Building Conference Room

Department Chairs: Adrian Youhanna, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Jennifer Rosenberg, Lyn Clark, Rudy Dompe, Donna Accardo, James McKeever, Michael Van Dyke, Shilo Nelson, Paula Paggi, Larry Thouin, Sheri Lehavi, Jill Connelly, Joan Schneider, Michael Gend, Dale Fields, Kathy Oborn, Maria Perser

Department Heads: Crystal Kiekel, Phyllis Schneider, Wendy Bass

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

Other Members & Guests: Margarita Pillado, Connie Moffatt, Anna Bruzzese, Amari Williams

The meeting was called to order at 3:35 pm

No.	Item	Presenter	Time
1	Approval of August 11, 2015, Minutes	Berger/Clark	3
2	Introduction of New Dean	Sheri Berger	5
3	Enrollment Update <ul style="list-style-type: none">The headcount is up 1%The enrollment is up 2%	Sheri Berger	5
4	Curriculum Timeline <ul style="list-style-type: none">Updates are due to tech review by Oct 2nd. Which means it must reach the Curriculum Chair by Monday the 14th.COR update schedule was distributed.Connie Moffatt will be available in her office Sept. 10th in ART 3303E from 10-1 for anyone who needs help. Ext. 4365 or email at Moffatcj@piercecollege.edu.If your course is due for updates, look to be sure the descriptions are correct, update textbooks, all addenda are updated, and if you have an ADT degree be sure those courses are aligned with C-ID requirements.For all addenda: the new DE form from July 1st is available on ECD. For Honors be sure to talk with Mitra Hoshier and add the addenda if not done already. Other addenda that can be reviewed are prerequisites and TBA (not for directed studies).The course descriptions should have the first or	Connie Moffatt	5

	second sentence describing what the students will do.		
5	<p>Status of SLO Assessment Results Reported in eLumen</p> <ul style="list-style-type: none"> • The first phase of SLO to PLO mapping needs to be completed by Sept 22. If you will need more time, let Monique know. • Be sure to have a conversation with your department on how these should be mapped. Please document these meetings; no need for formal minutes but at least have some notes to show dialogue, or an email follow-up. • Monique Cleveland will be available for individual tutorials this week and next week on Tuesday 7-8 pm and Wednesdays 1-2 pm in the Library by the reference computers. • We have close to 90% completed SLO assessed in eLumen. • IE will be disaggregating data for your PLO data and APP data. 	Monique Cleveland Oleg Bernalov	15
6	<p>Tenure Review Committees</p> <ul style="list-style-type: none"> • Changes in Dept. Chairs and new Dean may change the composition of your committees. • If the new chair was the employee designee, the employee must pick a new designee. • One person cannot have dual roles. • For those senate representatives who are no longer available new representatives will be provided. • Anna Bruzzese will need a list by tomorrow to make it to the next senate meeting. Anybody who is tenured can be a senate rep. • If new faculty have requested a mentor, they should notify the Chair and the Dean, which will be collected by Sheri Berger. That way a mentor can be identified that can meet their needs. The mentor will be the mentor for a year and cannot be on the tenure review committee. 	Sheri Berger	10
7	<p>Attendance Accounting</p> <ul style="list-style-type: none"> • If a course is scheduled as hybrid and it's during the Summer, which attendance accounting method will be used? Independent Study. • Methods and Calculations worksheet was distributed. • WSCH, DSCH, Work Experience, PA, and Independent Study (also online and hybrid) 	Sheri Berger	15

	<p>were discussed.</p> <ul style="list-style-type: none"> • Independent Study counts units not apportionment hours. 		
8	<p>Enterprise Activities</p> <ul style="list-style-type: none"> • Procedures and guidelines for fundraising and cash management was distributed and reviewed. • The general guidelines for room bookings were discussed. • Meeting/conference rooms are reserved through the calendar reserving system. • If money was received with an expectation that something will be done in return, then that is fundraising. Money given without an expectation is a donation. • Some events that do not have fundraising may still require an application for facilities use. • Fundraising application and profit and loss documents were reviewed. • If the event is affiliated with the college, funds raised go to a trust account that is set up in the Business Office. Those that are not affiliated with the college go through a different process. • All this information is online under Enterprise. 	Larry Kraus	15
9	<p>Accreditation in Progress</p> <ul style="list-style-type: none"> • Several sections of the ISER are now posted on the Accreditation website and more will be available in the next days and weeks. All campus constituencies are encouraged to read the sections and provide feedback on the context. The ISER will be available on until mid-October. Please remind your faculty and students to visit the Web site and send comments via email to Margarita Pillado (pilladma@piercecollege.edu) and Vice President Eric Dixon-Peters (peterseb@piercecollege.edu). The ASC has recommended a third action project. The Action Project will focus on the alignment of outcomes processes and procedures with the integrated four-year planning cycle adopted by the College in fall 2014. The first step in this alignment is the mapping of course-level student learning outcomes to program learning outcomes (PLOs), as announced today by the College Outcomes Coordinator. Phase 2 of the project will involve mapping the PLOs to the Institutional Learning Outcomes. A detailed 	Margarita Pillado	10

	<p>timeline for the project is being developed by the College Outcomes Committee this semester.</p> <ul style="list-style-type: none"> If you see yellow that is a piece of evidence that is missing. If you know where it is please send it to Margarita. 		
10	<p>Announcements</p> <ul style="list-style-type: none"> We've had people on campus all weekend and working on Labor Day to resolve the network problem. Reminder that seniority lists are due to your Dean. Please look at your websites and update. Email Carlos Guzman for help to access these websites. 	Sheri Berger	6
	Adjournment – the meeting was adjourned at 3:00 pm.		1
			90

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.