

PIERCE COLLEGE

Department Council Minutes

Tuesday, October 13, 2015, 1:30–3:00 p.m.
College Services Building Conference Room

Attendees

Mary Anne Gavarra-Oh, Ida Blaine, Susan Rhi-Kleinert, Kathy Oborn, Maria Perser, Patricia Doelitzsch, Dale Fields, Sheri Lehavi, Adrian Youhanna, Oleg Besselov, Eddie Tchertchian, Martin Karamian, Phyllis Schneider, Donna Accardo, Michael Gend, David Schamus, Paula Paggi, Donna-Mae Villanueva, Larry Thouin, Sara Harvey, Wendy Bass, Jennifer Rosenberg, James McKeever, Michael Van Dyke, Joan Schneider, Lyn Clark, Sheri Berger

The meeting was called to order at 1:30 pm.

No.	Item	Presenter	Time
1	Approval of September 8, 2015, Minutes <ul style="list-style-type: none">No corrections	Berger/Clark	3
2	Curriculum Report <ul style="list-style-type: none">The new 21-unit single GE plan is in effect District wide.Each college has to submit their GE requirements to be uploaded to the new CurricUNET system. This effort is to be led by Academic Affairs.The deadline for COR updates are still due to tech review by the 2nd meeting of the semester. However, any revisions that are returned back to the department must be completed by the 3rd week of the 3rd month.<ul style="list-style-type: none">Go to ECD, click on "Reports," and click on "ECDs in process." This will show all ECDs still needing revisions.The committee recommends liaisons from each department to be trained on using ECD. If a representative from your department is already a member of the committee, a liaison is not needed.The committee is introducing a shorter SLO path in ECD that will bypass tech review.<ul style="list-style-type: none">In CurricUNET, there will be a field that will indicate SLO updates only.DE courses will be transitioning to Canvas. All instructors must be re-certified.	Connie Moffatt	10
3	Standard I Overview <ul style="list-style-type: none">First presentation of four to review for Accreditation next Spring.	Sheri Berger	30

	<ul style="list-style-type: none"> • Reviewed the organization of the process and Standard I. <ul style="list-style-type: none"> ○ College mission, findings, and linking plans back to the college mission was reviewed. ○ Please update department websites. ○ Discussion of reviewing publication cycles. 		
4	<p>Clarification Regarding New Programs and Viability Studies</p> <ul style="list-style-type: none"> • At EPC a motion was passed to exclude, for the time being, ADTs and any existing skills certificates wishing to become certificates of achievements from going through viability. A workgroup has been formed to review the viability process. 	Anna Bruzzese	5
5	<p>Clarification Regarding Online Course Offerings and Substantial Change Report</p> <ul style="list-style-type: none"> • Right now we're not offering newly approved DE classes online. • We are waiting for the ACCJC to take action on the substantive change report. The committee meets in November. • You can continue to offer existing online courses, but not new online courses. 	Sheri Berger	5
6	<p>Active Enrollment Roster Status</p> <ul style="list-style-type: none"> • These will be due on the 12th week and will be led by A&R. • If departments have a policy that they do not drop students, and it is the responsibility of the student to drop, they can send an email advising students they may be dropped as instructors are now required to drop students no longer attending and participating. • For online courses, drop students who are not active online. Regular submission of work online is a good indicator that the student is active. • Definition/guideline of an inactive student: at minimum, a student is inactive if they are absent for more hours than the standard hours of the course. It is still up to the discretion of the instructor of whether a student is active or inactive. 	Sheri Berger	5
7	<p>Classified Evaluations – Role of the Chair</p> <ul style="list-style-type: none"> • Classified Evaluation Input form distributed. Deans will share an expandable form electronically. • This is not the evaluation form. The Dean will take this information from anyone working directly with the employee and will use it to do the evaluation. 	Sheri Berger	10

	<ul style="list-style-type: none"> • Notifications will still be sent to the Department Chair. Let the Deans know that you received the notification. 		
8	<p>Hiring Classified Employees as Adjuncts</p> <ul style="list-style-type: none"> • Reminder to not assign classified employees a teaching assignment during their regular work hours. 	Sheri Berger	5
9	Accreditation in Progress – no report	Margarita Pillado	10
10	<p>Announcements</p> <ul style="list-style-type: none"> • APP deadline has been changed and are now due to Deans by October 30th • APP data deadline discussion with Oleg Bepalov. The council requested the data to be ready by Friday 10/16. Although the data is delayed in time, it will be more accurate than ever. • Evaluations Completed by 12th Week – both basic and tenure reviews/comprehensives • Seniority/Priority Lists – Should already be submitted to Deans. • Outcome Mapping in eLumen – Today, if not this week, Monique will send instructions to map PLOs to ILOs. <ul style="list-style-type: none"> ◦ 50% of programs have SLOs mapped to PLOs. • Donna-Mae Villanueva - Save the date: April 17th for Farmwalk/Open College House. Asking for participants for the taskforce. This would be a great way to show the public what we can offer. <ul style="list-style-type: none"> ◦ Suggested to have classified staff available for that Sunday. • CTE faculty LACCD will hold event Nov 13th to honor 3 people of each college: one CTE student, one CTE faculty, one CTE business representative. The deadline to nominate is this Friday the 16th. • Paula Paggi – Events from the Library: One Book, One Campus is still available for those who wish to participate. <ul style="list-style-type: none"> ◦ "War Comes Home" exhibit located in the Library from Oct 26 – Dec 5. ◦ Nov. 4th, the author from One Book, One Campus will be speaking at the Great Hall. ◦ More events and exhibits happening throughout the semester. Check the Library website for more information. • Liz White was elected as Dept. Chair for Agricultural Sciences. Not available to come to meetings this fall but will be in spring. 	Sheri Berger	6

	<ul style="list-style-type: none"> The Great California Shakeout will be Thursday at the Library. 		
	Adjournment – 2:35 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.