

PIERCE COLLEGE

Department Council Minutes

Tuesday, November 10, 2015, 1:30–3 p.m.

College Services Building Conference Room

Attendees

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

Department Heads: Wendy Bass Keer, Ida Blaine

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

Other Members & Guests: Margarita Pillado, Stephanie Schlatter, Beth Benne, Eddie Tchertchian

No.	Item	Presenter	Time
1	Approval of October 13, 2015, Minutes	Berger/Clark	3
2	Curriculum Update <ul style="list-style-type: none"> • Reminder that CORs must be out of the process by the 3rd week of November. • Go to ECD and click on "Reports" and see the report of courses "in progress." Let Connie know if there are any discrepancies. 	Lyn Clark on behalf of Connie Moffatt	5
3	Standard II Overview <ul style="list-style-type: none"> • Second presentation of four to review for Accreditation in March 2016. • Review of Standard II which includes Instructional programs, Library and Learning Support Services, and Student Support Services • Quality focus essay. Outcomes Assessment was added as a third action project over the Summer in addition to Professional Development and College Information Technology Improvements. <ul style="list-style-type: none"> ○ Mapping of SLOs, PLOs, ILOs, and GELOs in eLumen. ○ Incorporate SLOs and SAOs for all divisions in eLumen. ○ Submit assessment reports through eLumen. ○ Integrate outcomes assessment within 	Sheri Berger	30

	<p>the cycle of planning.</p> <ul style="list-style-type: none"> ○ Develop process for outcomes reporting. ○ Evaluate the COC in light of full integration 		
4	<p>How to Handle Threatening Students</p> <ul style="list-style-type: none"> • Two forms were distributed: Faculty Guidelines for Addressing Disruptive Behavior and Guidelines for Assisting Students in Crisis/Distress. • There have been incidents where students have been overly aggressive. Earic Dixon-Peters (VP of Student Services), Stephanie Schlatter (Associate Dean of Special Services), and Beth Benne (Director of Health Center) were available for questions on these issues. • Health and conduct issues are separate, but the Behavior Intervention Team (BIT) will investigate and determine the appropriate response. • Faculty can document the behavior with the BIT form, but the BIT team can determine the appropriate course of action. • File a BIT form right away at the first behavior problem. Do not wait until it escalates to suspension. Always report BIT or Academic Dishonesty Form, even if it was a one-time incident. That way the disciplinary and/or BIT team can identify patterns and track their history. • The challenge is that the faculty and students may not hear the results. It depends on the issue, but every effort will be made to notify instructors that the investigation is ongoing. • BIT meets every Tuesday at noon to discuss all cases. • The BIT form is available online. Easiest way to locate it is to type in Behavior or BIT in the search field. • Code of Conduct has a separate process to follow. For example, cheating is a conduct issue and will be handled differently. • Faculty have the right to suspend students for 2 class sessions. This can be done in conjunction with the Faculty, Chair, and Dean. But the BIT team will determine what 	Schlatter/Dixon-Peters	25

	<p>code was violated and may trigger further suspension or a possible hearing.</p> <ul style="list-style-type: none"> ○ If a student is administratively excluded, they are allowed to make up the work and allowed to catch up. • Title IX states that any public service person is a mandated reporter. Which means that faculty and staff are also mandated reporters. Reports should be made at any incident of stalking, unlawful discrimination, sexual assault, harassment, domestic violence, etc. • All faculty, staff, and students will eventually have to go through training on Title IX, similar to the District's sexual harassment training. • If students complain about instructors, they are directed to the Department Chair, or there is a form in the office of the VP of Student Services. 		
5	<p>Work Orders</p> <ul style="list-style-type: none"> • Allow a couple weeks for work orders to be completed. Then follow up with your Dean. • New computers will be arriving soon. 	Sheri Berger	5
6	<p>New Evaluation Forms—Section E</p> <ul style="list-style-type: none"> • This new section is to be filled out by the evaluatee. Recommended to write, "See attached" and have evaluatee write on a separate document. Do not leave this section blank. • Section D can be used for recommendations and improvement plan. Improvement plans should always have a time for implementation. • Cannot give an "Unsatisfactory" on a basic evaluation unless the evaluatee has received a "Needs to Improve" first. With the exception of tenure review evaluations. 	Sheri Berger	5
7	<p>Absence Certification Request and Conference Attendance</p> <ul style="list-style-type: none"> • Always fill out a Conference Request Form even if instructors are not teaching on the days attending or if they are not claiming reimbursement. Any work-related conference is a liability and must have this 	Sheri Berger	5

	<p>form completed and approved.</p> <ul style="list-style-type: none"> • ACRs for conference activity must be approved in advance. Anything in section B on an Absence Certification Request must have prior approval by the dean. 		
8	<p>Accreditation Status</p> <ul style="list-style-type: none"> • Institutional Self Evaluation Report (ISER): The evidence team is cross-checking the evidence and finalizing uploading the final pieces to SharePoint. The main batch of evidence has been migrated to the accreditation server in preparation for being hyperlinked to the body of the report. The ISER is scheduled to be on the agenda for the December 9 meeting of the Board of Trustees and will be mailed to the ACCJC before the end of this semester. • Accreditation Forum: The first of two Accreditation Open Forums will be held December 3, 2015 from 1:00 to 2:00 p.m. in the Great Hall. It is going to focus on the accreditation process for the college. Please talk to your constituent groups and find out if there are any specific accreditation-related topics that they think should be addressed in the forum. Send your feedback in writing to pilladma@piercecollege.edu. • The second forum will be held March 3, 2016, just before the external evaluation team arrives on campus. 	Margarita Pillado	5
9	<p>Announcements</p> <ul style="list-style-type: none"> • APPs Due to Deans—October 30 <ul style="list-style-type: none"> ◦ Oleg will still give out more data on SLOs. Look at this data see if your APPs should be addressed. • Evaluations Completed by 12th Week <ul style="list-style-type: none"> ◦ If you cannot meet this deadline contact Fernando Oleas and Sheri Berger. • EMC had discussion on how hours are allocated between Fall and Spring. Recommendation to balance the hours between Fall and Spring if one term is larger than the other. Deans will be having conversations with Chairs to see if a restructuring is needed. 	Sheri Berger	6

	<ul style="list-style-type: none"> • ESC has not been showing accurate enrollment data. Click on the course and count the students listed. If there is over-enrollment contact Lorena Lopez. • Active enrollment roster is not available anymore. Instructors can still exclude for non-attendance. 		
	Adjournment – 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.