

# Pierce College

## Department Council Minutes Tuesday, December 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, David Schamus, Rudy Dompe, Donna Accardo, James McKeever, Shilo Nelson, Paula Paggi, Larry Thouin, Sheri Lehavi, Jill Connelly, Joan Schneider, Michael Gend, Dale Fields, Kathy Oborn, Maria Perser

**Department Heads:** Crystal Kiekkel, Wendy Bass, Ida Blaine

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

**Other Members & Guests:** Anna Bruzzese, Jason Finley

No.	Item	Presenter	Time
1	Approval of November 10, 2015, Minutes <ul style="list-style-type: none"><li>• Approved</li></ul>	Berger/Clark	3
2	Curriculum Update <ul style="list-style-type: none"><li>• Spring 2016 COR updates were distributed, and also available on the Curriculum website.</li><li>• Updates are due to Tech Review two weeks before the March 2<sup>nd</sup> Curriculum meeting.</li></ul>	Connie Moffatt	5
3	Program Learning Outcomes Proficiency Rate—Strategies to Reduce Gaps <ul style="list-style-type: none"><li>• The data you received may show gaps in success rates. Update your APPs with some sort of analysis or strategy on closing those gaps. Even if there are no gaps, still write in APPs that there are no gaps.</li><li>• Tips shared in email from Oleg on closing success rates can also be used to close learning outcome gaps.</li><li>• The Equity Committee also does gap analyses. If the data is viewed in actual numbers instead of percentages, closing these gaps can be doable. For example, African American males have one of the largest gaps, and it was identified that if 11 more receive a certificate, one gap can be closed.</li><li>• There are also overarching strategies for the college that can be used to help respond to your APPs.</li></ul>	Oleg Bepalov	15

	<ul style="list-style-type: none"> <li>• There are great ideas in the Equity Plan or talk to Crystal or others on the committee who can also give good ideas to strategize on closing gaps in your disciplines.</li> <li>• Discussion continued on engaging with the union to address the fact that faculty could be the cause of creating gaps. This in turn changes the strategy and conversations to have as a discipline.</li> <li>• After APPs are done, we can have a conversation to share and integrate strategies.</li> <li>• Student Success committee meets on the 3<sup>rd</sup> Wednesday at 2:30 pm in the Library. The Equity Taskforce meets on the 3<sup>rd</sup> Thursday at 1 pm in SSB. Email Crystal with any questions on how to find out about more strategies.</li> </ul>		
4	<p>Progress—Linking Program Learning Outcomes to Institutional Learning Outcomes</p> <ul style="list-style-type: none"> <li>• As we are mapping SLOs and PLOs, we are finding that courses don't match PLOs. Have a conversation with your department to see why certain courses are listed in these programs if they are not achieving any PLO. Or revise the PLO so that the course can still be in the program.</li> <li>• One option is to create a new outcome called "interdisciplinary skills."</li> <li>• Another is to revise the program.</li> <li>• Mapping must be done before the end of the semester, as well as mapping the PLOs to ILOs.</li> <li>• The area to focus is on those programs with NO mappings as those marked "some" may require more discussions in the discipline.</li> </ul>	Oleg Bepalov	5
5	<p>Freshman Academy and Summer Bridge</p> <ul style="list-style-type: none"> <li>• No report – moved to January</li> </ul>	Joanna Zimring-Towne	10
6	<p>Fall Scheduling and Rooms</p> <ul style="list-style-type: none"> <li>• Fall galleys will be distributed today, and will be due January 14.</li> <li>• The Enrollment Management Committee recommended to balance hours between Fall and Spring.</li> <li>• In anticipation for next year, we're adding 1% growth to Fall. It will appear that most of the growth will be in</li> </ul>	Sheri Berger	15

	<p>Fall due to the leveling between Spring and Fall, but all this is already integrated in the allocation memo.</p> <ul style="list-style-type: none"> <li>• The memo will show totals for the year split between Fall and Spring as well as broken down by discipline, which is only informational.</li> <li>• Although we're optimistic we'll be in NOM by Fall, still schedule your rooms in our existing space. We'll deal with room changes in the Summer when the timeline is more finalized.</li> <li>• Some disciplines cannot move due to technology and equipment. Those rooms will be set up in the swing space and dealt on a case-by-case basis.</li> </ul>		
7	<p>Accreditation Status</p> <ul style="list-style-type: none"> <li>• Report has been sent to the Board.</li> <li>• Only minor changes were made after the IESS visit.</li> </ul>	Margarita Pillado	5
8	<p>Standard III Overview</p> <ul style="list-style-type: none"> <li>• This standard covers resources from the college.</li> <li>• Human Resources – see QFE 2.</li> <li>• Physical Resources – currently working to install additional security cameras on campus.</li> <li>• Technology Resources – see QFE 3.</li> <li>• Financial Resources – We are doing well at being conscious that monies are spent soundly and fairly.</li> <li>• Deans will be approaching Chairs to verify software licenses. Discussion continued on how software is prioritized and renewed.</li> <li>• QFE 2 and 3 reviewed.</li> </ul>	Sheri Berger	30
	<p>Announcements</p> <ul style="list-style-type: none"> <li>• Don't forget TBA rosters.</li> <li>• College Open House - Beyond Farm Walk 2016 is on April 17<sup>th</sup>. The steering committee meets every Tuesday at 2 pm in the CSB.</li> <li>• The District as a whole will be holding a Mini Open House on January 12<sup>th</sup> in the Great Hall.</li> <li>• The Library will be open 10 am-5 pm both Saturday and Sunday, thanks to ASO.</li> <li>• The next One Book One Campus will be "I am Malala."</li> <li>• The College is moving from Moodle to Canvas. Canvas will provide night/weekend support and support from other campuses. Another perk is that students will see all classes from all campuses in the district. The first trainings are going on now. There will be more every</li> </ul>	Sheri Berger	2

	<p>month starting January. Using Canvas in Spring is optional, but on June 30<sup>th</sup> everybody will move. Documents and files currently in Moodle will be archived for 1 year. It is recommend to print all your records in Moodle so you have them once we lose access to Moodle.</p> <ul style="list-style-type: none"> <li>February 5<sup>th</sup> is the Student Success conference. Send Ideas for breakout sessions to Crystal.</li> </ul>		
	Adjournment – 2:45 pm		
			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.