

# Pierce College

## Department Council Agenda Tuesday, February 9, 2016, 1:30–3 p.m. College Services Building Conference Room

### Attendees

**Department Chairs:** Liz White, Adrian Youhanna, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Jennifer Rosenberg, Lyn Clark, David Schamus, 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

**Directors:** Bob Lofrano, Wendy Bass Keer

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

**Other Members & Guests:** Margarita Pillado, Anna Bruzzese

The meeting was called to order at 1:35 pm.

No.	Item	Presenter	Time
1	Approval of January 12, 2016, Minutes <ul style="list-style-type: none"><li>Approved</li></ul>	Berger/Clark	3
2	Spring 2016 Enrollments <ul style="list-style-type: none"><li>District headcounts and credit enrollment numbers were distributed.</li><li>Evening classes are down as compared to last Spring. It is not due to less students since the headcount is the same. It seems students are not enrolling in evening classes as they used to.</li><li>Full time students are down.</li></ul>	Sheri Berger (Mary Anne Gavarra-Oh)	10
3	Update on Assessment Entries into eLumen <ul style="list-style-type: none"><li>Quality Focus (QF) Essay AP1 – We have 85% compliance with the SLO data collection for Fall 2015. Feb 5<sup>th</sup> was the deadline to be at 100%. We must be 100% to comply with the timeline as stated in the QF essay.</li><li>The mapping between SLOs to PLOs should have been completed by last Fall. We are currently less than 50% complete.</li><li>Usually the Dept. Chair or SLO coordinator have access in eLumen to be doing this, and Monique and the Office of Institutional Effectiveness can offer assistance.</li></ul>	Monique Cleveland (Margarita Pillado)	15

	<ul style="list-style-type: none"> <li>• Tutorials and handouts are available on the College Outcomes website. Email or call Monique who can be available to help.</li> <li>• An outdated Internet Explorer browser will not work in eLumen, encourage people to download Chrome or Firefox.</li> </ul>		
4	<p>Syllabi Collection</p> <ul style="list-style-type: none"> <li>• A Syllabus checklist was distributed.</li> <li>• Syllabi need to be collected for the visiting accrediting team.</li> <li>• Risk Management has sent a memo that all documents must be ADA accessible preferably in Verdana font. Arial, Helvetica, or any sans serif font are ADA accessible, but Verdana is the font of choice District-wide.</li> <li>• Chairs can submit the syllabi however is easiest for them and their Dean. They can collect from all faculty and forward everything together as one submission. Do not have faculty send syllabi directly to Sheri.</li> </ul>	Sheri Berger/ Susan Rhi-Kleinert	5
5	<p>Scheduling DE Instructors for Fall</p> <ul style="list-style-type: none"> <li>• Faculty being scheduled in the Fall and Summer galley's must be recertified if they are scheduled to teach online.</li> <li>• 3-week trainings will be held every month. The DE office does not have the resources to train everybody in Summer only.</li> <li>• Priority is given to those who are already teaching online.</li> <li>• If faculty claim they have been trained elsewhere they must provide evidence.</li> <li>• Anyone schedule to teach online must be trained by April, or those courses will either be reassigned to someone who is certified or converted to a face-to-face class.</li> </ul>	Wendy Bass	5
6	<p>Program Review—Process, Form, Template, and Deadlines</p> <ul style="list-style-type: none"> <li>• May 6<sup>th</sup> is the deadline for Program Reviews to be due.</li> <li>• We need to come to an agreement on how the peer review process will go. A rubric of sorts will be available to help with the review process.</li> </ul>	Oleg Bepalov	15

	<ul style="list-style-type: none"> <li>• Suggestions were shared on how to do it.             <ol style="list-style-type: none"> <li>1) Have one department with multiple disciplines review inside their own department, and then those departments with only one discipline can review each other's.</li> <li>2) Work with other colleges with the same discipline inside or outside our District, similar to how CSUs do their program reviews.</li> <li>3) Dedicate an APC or DC meeting where all Chairs randomly review each other's programs.</li> </ol> </li> <li>• The chairs agreed to dedicate the May 10<sup>th</sup> DC meeting so that Deans can also participate.</li> </ul>		
7	<p>Progress in Hiring Process—College Job Fair, February 19, 1 p.m.–4 p.m.</p> <ul style="list-style-type: none"> <li>• The job fair is next week. Asking all departments that are hiring to attend and speak with potential candidates.</li> <li>• Located in the food court area of the LLC. Parking lot 7 will be free.</li> <li>• Emails have been sent to applicants on the Registry, and Sheri will send another to all LAPC.</li> <li>• For those committee members on a hiring committee that need to be trained, group trainings will be held in the CDC by Christine Valada.</li> <li>• Mary Fellows will train on how to use People Admin.</li> <li>• Adhere to confidentiality rules at all times. All members are voting except for the EEO.</li> <li>• EEO training will be held on Thursday from 12-2. Those who haven't been trained in over 2 years should go for a refresher.</li> <li>• 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year probationary faculty can be a part of the committee.</li> </ul>	Sheri Berger and Fernando Oleas (Mary Fellows)	15
8	<p>COR Updates for Spring 2016</p> <ul style="list-style-type: none"> <li>• Margarita Pillado was appointed to fulfill the rest of Connie Moffatt's term as Curriculum Chair until June 30<sup>th</sup>.</li> <li>• The COR update must be at tech review stop by 10 am March 4<sup>th</sup>. Submit right away, do not wait until March to submit updates.</li> </ul>	Lyn Clark	5

	<ul style="list-style-type: none"> <li>• Discussion on what is a suitable textbook and how that relates to UC articulation. This and other elements of the COR need to be considered to know how long it takes for tech review to review it.</li> <li>• If for any reason the COR is returned to the initiator, be mindful that the initiator must act on it to complete the COR update.</li> </ul>		
9	<p>Accreditation Update</p> <ul style="list-style-type: none"> <li>• We are expecting the accrediting team on March 7<sup>th</sup>. Processes stated on the ISER must have evidence or have some kind of explanation available.</li> <li>• A question was brought up on the status of the links on the report and the website not matching. Email Carlos Guzman so that he is aware of the problem.</li> <li>• The team is 11 people which is small as they are usually 12-15. Some names and disciplines of the team members were shared.</li> </ul>	Margarita Pillado	10
10	<p>Announcements</p> <ul style="list-style-type: none"> <li>• CFS expressed concerns with failing technology. Every chair in the CFS is facing frustrations and would like this to be a discussion at APC. Recommendations were given to address this at WEC.</li> <li>• Save the date. 8 weeks from now, April 17<sup>th</sup>, is Farm Walk and Beyond.</li> <li>• Next month DC will meet in SSB 3<sup>rd</sup> floor.</li> <li>• Due to the college closing from Friday through Monday, Moodle uploads will be done on Thursday and Tuesday. If students haven't added by Thursday, they won't be showing in Moodle until Tuesday afternoon.</li> </ul>	Sheri Berger	7
	Adjournment – 2:46 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.