



**Department Council Minutes**  
**Tuesday, March 8, 2016, 1:30–3 p.m.**  
**Student Services Building Large Conference Room**

**Attendees**

**Department Chairs:** Liz White, Adrian Youhanna, Melody Cooper, Sara Harvey, Patricia Doelitzsch, Jennifer Rosenberg, Lyn Clark, David Schamus, Rudy Dompe, Donna Accardo, James McKeever, Michael Van Dyke, Shilo Nelson, Larry Thouin, Sheri Lehavi, Fernando Oleas, Joan Schneider, Michael Gend, Dale Fields, Kathy Oborn, Maria Perser

**Department Heads:** Crystal Kiekel, Ida Blaine

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

**Other Members & Guests:** Angela Belden, Anna Bruzzese, Ed Cadena

The meeting was called to order at 1:34 pm.

No.	Item	Presenter	Time
1	Approval of February 9, 2016, Minutes	Berger/Clark	3
2	Introduction of New CTE Dean—Larissa Nazarenko <ul style="list-style-type: none"><li>Supervising CSIT, CAOT, Child Development, Nursing, Industrial Technology, Media Arts</li></ul>	Sheri Berger	5
3	Progress Report on North-of-Mall Construction <ul style="list-style-type: none"><li>There is progress on phase 1. Contractors are declaring that the completion date will be the last week of May, but Ed is realistically expecting this date to be 30 days later and asking staff to have a contingency plan in place.</li><li>Building 800 has lead and mercury in the soil. This may delay the move for English and Communication Studies. About ½ the building is encapsulated with cement which will be impervious to the vaporization of the contaminants.</li><li>Although remediation was done in the 90's, there are still samples under the foundation that have lead and mercury. There is a meeting with the DTSC this week to determine the extent of the work. Depending on their recommendations, there is a possibility that this part of the building will not be online in time for Fall 2016. If this is the case, phase 2 will be delayed.</li><li>Phase 2 documents are still with DSA for approval.</li></ul>	Ed Cadena	20

	<ul style="list-style-type: none"> <li>Ed was asked to confirm if the technology to manage all the projection systems will have multiple servers to ensure if one server goes down there are safeguards in place.</li> </ul>		
4	<p>Asset Disposal Regulations and Procedures</p> <ul style="list-style-type: none"> <li>AM00 Asset Management Policy Board Rule handout distributed.</li> <li>We do not dispose of assets (anything with a LACCD tag). Facilities should be contacted as they have a process to dispose of assets.</li> <li>If departments/offices are moving, leave what you don't want behind.</li> </ul>	Sheri Berger	5
5	<p>New Key Request Procedures</p> <ul style="list-style-type: none"> <li>Key procedures handout distributed.</li> <li>Due to the difficulty to manage keys from adjuncts, if Chairs know in advance if certain adjuncts will not teach, try to attain them before they leave. Deans can assist as well.</li> <li>Ask faculty to always lock rooms, even if they are not the last one to use it. Particularly in the Village.</li> </ul>	Sheri Berger	5
6	<p>Student Information System Update</p> <ul style="list-style-type: none"> <li>Training for certain modules of PeopleSoft will begin this Summer.</li> <li>Students for Fall 17 will use the application process from PeopleSoft. Spring 17 and Summer 17 applicants will use the legacy system. Registration for new students will be in the new system; continuing students will use the old. A&amp;R will begin training on the application and registration process very soon.</li> <li>The schedule for Fall 17 will be produced in PeopleSoft.</li> <li>Add permits will disappear, and faculty can instead provide individual add numbers. Since we will still use add permits until Fall 17, remind faculty to not give out blank slips or pre-sign slips until students fill out all the information.</li> <li>Waitlists will be dynamic, students will be notified if a spot becomes available and will be given a timeframe to respond.</li> </ul>	Sheri Berger	20

	<ul style="list-style-type: none"> <li>• There will be changes in our business processes (directed studies, paper galleys for scheduling, etc.). These will be looked at by each college.</li> <li>• For late start classes the census date will be on the roster. The last day to add is the day before the census date, and exclusions are done 8 days after.</li> </ul>		
7	<p>Scheduling and Enrollment</p> <ul style="list-style-type: none"> <li>• Headcount for Spring 16 is down 2% and enrollment is down 5%. Which means we have students taking fewer classes.</li> <li>• Look at the schedule in your respective areas, and have conversations to refocus energies to the core classes (major requirements, general education, transfer, etc.), as well as the times when these classes are scheduled.</li> <li>• Discussion continued on marketing and enrollment management to target High Schools and businesses with professional development needs.</li> <li>• There was a suggestion to have the second session in Summer to be online, which can free up the campus for repairs, etc.</li> <li>• There are initiatives in CTE and Pathways to change the concurrent enrollment model and have classes at the High Schools during their bell schedule.</li> <li>• Discussion continued on what kind of data is needed to help support and help you with these decision-making conversations on the schedule: <ul style="list-style-type: none"> <li>○ Retention from the online late-start classes.</li> <li>○ Recapturing number of sections since 2008.</li> <li>○ Look at low-enrolled (under 15 at census).</li> <li>○ Pattern of Friday and Saturday classes.</li> <li>○ ARC data</li> <li>○ 3 years of success and retention by course, with a break down by day (2:15-6:55 pm), night (7pm +), and online.</li> </ul> </li> </ul>	Sheri Berger	30
8	<p>Announcements</p> <ul style="list-style-type: none"> <li>• Faculty must be Canvas certified by the end of April for those teaching online this Summer.</li> <li>• Wendy Bass will be asked to send out a list of who is currently certified.</li> <li>• If faculty get certified on their own through @One they must submit their certification to Wendy. @One will not send it on their behalf.</li> </ul>	Sheri Berger	2

	Adjournment – 3:03 pm		90
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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.