

Pierce College

Department Council Minutes Tuesday, April 12, 2016, 1:30–3 p.m. College Services Building Conference Room

Attendees

Sheri Berger, Lyn Clark, Susan Rhi-Kleinert, Mary Anne Gavarra-Oh, Larissa Nazarenko, Martin Karamian, Maria Perser, James McKeever, Joan Schneider, Patricia Doelitzsch, Sheri Lehavi, Dale Fields, Larry Thouin, Cristina Rodriguez, Rudy Dompe, Jill Connelly, Michael Gend, Donna Accardo, Shilo Nelson, David Schamus, Liz White, Margarita Pillado, Miriam Gottlieb, Anafe Robinson, Suleman Ishaque, Louise Sulka, Oleg Bepalov, Melody Cooper, Kathy Oborn, Kaycea Campbell, Paula Paggi, Ida Blaine, Adrian Youhanna, Mike Van Dyke

Minutes prepared by Giselle Calubayan

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

No.	Item	Presenter	Time
1	Approval of March 8, 2016, Minutes	Berger/Clark	2
2	<p>ADT Versus AA Degrees</p> <ul style="list-style-type: none">• Cristina Rodriguez explained the difference between local Associate Degrees and the Associate Degrees for Transfer (ADT).• Locally defined associate degrees have more flexibility in terms of choosing classes, while ADTs must follow State guidelines and template requirements.• There is confusion on what courses can be substituted in ADT programs. These courses must follow the TMC template which can be a prescribed list of courses with no flexibility.• Another discussion surrounding ADTs is how to accommodate programs with high unit classes that do not match the TMC template, such as science courses. This is an ongoing discussion from other colleges around the State, and clarification is requested from the State to understand what to do.• This discussion will continue at the Curriculum Committee meeting on April 15th.• Be sure all programs submitted to the Curriculum Committee have PLOs or it cannot be published in the catalog.	Cristina Rodriguez	10

3	<p>Presentation by Office of Special Services</p> <ul style="list-style-type: none"> • Folders with information on DSPS services were distributed to the Chairs which include: syllabus samples for an accommodation statement, "do's and don't" for faculty, DE courses and accessibility, and information on service animals. • This will be shared electronically along with a video on section 508 on closed captioning. • The difference between service animals vs. comfort animals was explained. Only service animals are allowed on campus, however, students do not need to register their service animals with DSPS. • If another student has an allergy to the service animal, the faculty will have to be the mediator and seat students in opposite sides of the room. A student who is fearful may have to move to another section, as the student with the service animal has a legal right to keep the animal. • DSPS will offer a workshop for faculty and staff on how to caption a YouTube video. More information will be sent out at a later date. • Chairs were asked to email Suleman Ishaque when is a good time to hold the workshop. • DSPS will also open their lab for faculty members so they have a place to caption their own videos. • FAQ distributed on captioning any media. 	<p>Anafe Robinson Miriam Gottlieb Louise Sulka Suleman Ishaque</p>	25
4	<p>Institution Set Standards</p> <ul style="list-style-type: none"> • Data distributed on the institution set standards which can be used for your comprehensive program reviews and can be included in your responses. • This data is reported every year to the ACCJC. • Asterisks mean there is either no data or the sample size is too small (under 10). 	<p>Oleg Beshpalov</p>	10
5	<p>TBA Rosters</p> <ul style="list-style-type: none"> • Full-scope and partial-scope audits are conducted on every campus on a 3-year cycle. We are currently on our break year. • Audit findings on TBA rosters can take away FTES, and the District has been seeing audit 	<p>Sheri Berger</p>	10

	<p>findings for TBA rosters at every campus.</p> <ul style="list-style-type: none"> • The District will now be collecting TBA documentation of the first two weeks until census as well as at the end of the semester including the sheets where students identify when they plan to complete their time each week. • Pierce should be in a good position as we just cleared our last partial-scope audit last year on this area. 		
	<p>FTES</p> <ul style="list-style-type: none"> • Rule of thumb: every 10 students in a 3-hour class is 1 FTES. An average 40-student class is 4 FTES. • WSCH (weekly student contact hours) – Every week is counted. This is the most productive way of accounting attendance. These are scheduled classes that start on the first day and end on the last day. • DSCH (daily student contact hours) – Every day is counted. These are Winter, Summer, PACE, or short-term class. Slightly less FTES for the same 40 students. • Independent Study – Alternate accounting method that gets paid for units and not hours. These are directed studies, online classes, and hybrid classes. • Positive Attendance – Every hour is counted. These are all non-credit, or TBA during a short-term session. • At the last DC meeting we discussed collecting data on the fill rate, success, and retention to help better schedule your classes. The Deans will be emailing you 3 PDFs of these rates by subject. • Data was also collected to identify why evening enrollment from Spring '15 to Spring '16 dropped 9%. There was a shift in where these sections are being scheduled since allocation remained flat. <ul style="list-style-type: none"> ○ For classes beginning at 3:45 pm, there were 320 sections in S'15, and 304 sections in S'16. Classes that start at 7:00 pm, there were 297 sections in S'15 and 268 in Sp'16. • In May, a consultant from Noel Levitz will be assessing the factors that affect our ability to 	<p>Sheri Berger</p>	

	<p>generate FTES and grow. We will take their findings back to the EMC and make improvements for the long run.</p> <ul style="list-style-type: none"> • Think of creative ways to maximize enrollment such as when sections are scheduled, as well as enhanced non-credit and dual-enrollment which are untapped programs at this college. 		
6	<p>Evaluations (Basic/Comprehensive)</p> <ul style="list-style-type: none"> • Moved to next meeting 	Sheri Berger	15
7	<p>Roles of Chairs and Deans</p> <ul style="list-style-type: none"> • Moved to next meeting 	Sheri Berger	15
8	Announcements - None	Sheri Berger	3
	Adjournment - 3:20 pm		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.