



Department Council Minutes
Tuesday, May 10, 2016, 1:30–3 p.m.
College Services Building Conference Room

MINUTES

Attendees

Sheri Berger, Lyn Clark, Susan Rhi-Kleinert, Larissa Nazarenko, Mary Anne Gavarra-Oh, Donna-Mae Villanueva, José Luis Fernandez, Oleg Bepalov, Kalynda McLean, Margarita Pillado, Anna Bruzzese, Crystal Kiekel, Wendy Bass Keer, Ida Blaine, Liz White, Adrian Youhanna, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Jennifer Rosenberg, David Schamus, Rudy Dompe, James McKeever, Michael Van Dyke, Shilo Nelson, Paula Paggi, Larry Thouin, Sheri Lehavi, Michael Gend, Dale Fields, Maria Perser

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

No.	Item	Presenter	Time
1	<p>Approval of April 12, 2016, Minutes At the start of the meeting, President Burke and Vice President Dixon-Peters arrived unexpectedly to consult with the chairs about an issue concerning an FPPC-approved coaching position. The position could potentially encroach upon an academic departments' rights, processes and needs. In particular, since no specific discipline was identified, a FT coach could later decide to no longer coach and the discipline in which he/she was qualified to teach would inherit them. Discussion ensued, and various ideas, suggestions, and scenarios were discussed. No conclusions were made, but the chairs were aware that hiring a coach was more complicated than a traditional hire.</p>	Berger/Clark/ Burke/Dixon- Peters	25
2	<p>2017-2018 Annual Program Plan Template and Rubric Dean Bepalov informed the chairs that based on the feedback from APC, the EPC revised the APP template removing the SWOT analysis. Consequently, that portion of the APP has since been returned to its former one text box format.</p>	Bepalov	4

	Chairs were asked if they had issue with this revision and none was expressed.		
3	<p>Evaluations</p> <ul style="list-style-type: none"> • Basic evaluations are to be conducted by one evaluator; they do not need to be conducted by the Department Chair (DC). • The same individual designated as the evaluator must also be the classroom observer and the person who meets with the evaluatee. • The evaluator may request data (e.g., complaints, SLOs, syllabi, sample tests, timely submission of grades, etc.) from the DC. • If there was a prior confidential complaint against the evaluatee, the DC could provide the evaluator with that information. • Prior evaluations and whether or not the faculty improved are part of the current evaluation and should be summarized and documented in the current evaluation. • Before finalizing the basic evaluation, a meeting to open the student evaluations can be scheduled at a separate time. • An evaluatee may grieve the process (not the outcome) if they feel that there was a contractual violation. • If an instructor is avoiding signing an evaluation, follow up with an email. Always have a copy of the evaluation ready. Keep trying. Try to ensure that another person is nearby to serve as a witness to the refusal. If the evaluatee refuses to sign, the witness signs stating the evaluatee refused. • An instructor cannot stop the evaluation process. • If they outright refuse to meet, then have the dean schedule a meeting to facilitate the process; the dean will become the witness. • If the process results in litigation, a peer evaluation is much more impressive to the court than one conducted by an administrator; thus, it is gravely important that all steps are documented. 	Berger	15
4	<p>Roles of Chairs and Deans</p> <p>Class Cancellations</p>	Berger	15

	<ul style="list-style-type: none"> • Chair and deans should be working collaboratively on issues and tasks as each one brings a different perspective. • With respect to scheduling, according to the contract, the chairs must schedule in consultation with their respective dean. • The dean has a duty watch over their whole division/school. • When a dean asks a chair a scheduling question, it is for a specific purpose. • The deans are not working against the chairs; everyone is working toward the same goal of offering classes to meet students' needs and ensure their success. • In terms of cancelling sections, the watch list comes out two weeks prior to the start of a semester; there must be 15 students enrolled the week before the semester starts or cancellation should be expected. We cannot have a class with less than 15 students. • When classes are cancelled, it should not be taken personally. We have a softening of enrollment which affects all we do. <p>Non-duty days:</p> <ul style="list-style-type: none"> • Please give your ACRs for non-duty days to your deans in advance. 		
5	<p>Two Chair Volunteers for Chicano Studies Viability Study Task Force</p> <ul style="list-style-type: none"> • An EPC taskforce for Chicano Studies has been created. • The program viability review document specifies the composition needed for the taskforce. • Two APC members (who are not members of the PEACH department) are required. <p>Outcome: Maria Perser and Patricia Doelitzsch volunteered and were approved unanimously. (Fields/McKeever)</p>	Berger/Clark	5
6	<p>Two Chair Volunteers for Welding Viability Study Task Force</p> <ul style="list-style-type: none"> • An EPC taskforce for Welding has been created. • The program viability review document specifies the composition needed for the taskforce. 	Berger/Clark	5

	<ul style="list-style-type: none"> Two APC members (who are not members of the Industrial Technology department) are required. <p>Outcome: Michael Gend and Lyn Clark volunteered and were approved unanimously. (Paggi/Perser)</p>		
7	<p>Active Enrollment Roster</p> <p>Faculty should be reminded and encouraged to exclude students who are not active. While exclusion affects retention rate, it also affects success rate. Even though this reminder is too late for the Spring semester, this is an ongoing issue.</p>	Clark	1
8	<p>FTES</p> <ul style="list-style-type: none"> The President's First Monday Report, although lengthy, was a summary of a very long report. Roman Juarez did a remarkable job in creating a report for each department comparing paid hours to average class size; he finished these graphs this morning. The graph shows the hours in each subject. We will probably never get back to the numbers we had in the Fall of 2008. 2008-2009 had more FTES than last year, but most of it was unfunded. This year is the highest funded. In 2010, there was a realignment and work-load reductions. Now, there is more money but fewer students. We need to look at efficiency. Softening of enrollment has brought our average class size down to 37.2; it was 41. 		10
9	<p>Announcements</p> <ul style="list-style-type: none"> SIS goes live in November. The fall 2017 schedule will be in PeopleSoft (PS), but it will transition along with paper galleys. <p>SIS Trainings:</p> <ul style="list-style-type: none"> There will be mandatory SIS trainings sessions in the fall. PS language differs from what we currently use. For example, what we now call "schedule changes" PS calls the "catalog module." There will be three phases of trainings. Training dates were set by the District 		10

	<ul style="list-style-type: none"> You must choose a pair of dates from each phase. Trainings will be held at Pierce, but there will be other dates at other locations if the Pierce dates do not work for you. First two days of PS overview: August 8 & 9 <i>or</i> August 15 & 16 Second two days of PS scheduling: August 22 & 23 <i>or</i> August 30 & 31 		
	Adjournment: 3:01		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.