



Department Council Minutes
Tuesday, June 14, 2016, 1:30–3 p.m.
College Services Building Conference Room

MINUTES

Attendees

Sheri Berger, Lyn Clark, Susan Rhi-Kleinert, Donna-Mae Villanueva, José Luis Fernandez, Oleg Bepalov, Ida Blaine, Liz White, Adrian Youhanna, Martin Karamian, Sara Harvey, Patricia Doelitzsch, David Schamus, Donna Accardo, James McKeever, Michael Van Dyke, Paula Paggi, Larry Thouin, Sheri Lehavi, Jill Connelly, Kaycea Campbell, Maria Perser

The meeting was called to order at 1:38 pm.

No.	Item	Presenter
1	Approval of May 10, 2016, Minutes	Berger/Clark
2	<p>North-of-Mall/Building 800 Update Paul Nieman reported on Ed Cadena’s behalf.</p> <ul style="list-style-type: none"> • The blue fencing surrounding the worksite will be removed on June 30th. • The landscaping is almost done. • For Phase II, the fencing will be minimal and will go up before the other fencing is removed. • Clean-up and fire alarm testing is being done this week. • Faculty and administration will move into their new spaces on August 15th. • Classes will move the third week of September. • The President’s office will move September 26th. • Old classroom furniture will remain in its old room. However, specialty items (ex. skulls, computers, maps) will be moved to their new spaces. • The A/C will be working in all rooms. • The 800 building’s interior is finished. A portion of the foundation will be cut so that soil 4’ below can be removed and tested. If toxicity levels are okay, the building can be occupied by August 15th. We hope to know the results by next Friday. • The Avenue of the Champions will open on June 30th. 	Nieman
3	Annual Program Plan Data Grouping	Bepalov

	<ul style="list-style-type: none"> • There are a few minor changes to the APP data sheet. • Data will now be linked by department, then by subject. • Faculty will now be grouped by minimum qualifications. • This is the same data as FPPC. 	
4	<p>FTES Calculator</p> <ul style="list-style-type: none"> • LACC uses an FTES calculator to assist department chairs with FTES generation. • The Office of Institutional Effectiveness is beginning to create similar calculators for our chairs here at Pierce. • In order to calculate the FTES goal, they will look at the last three years of a particular course, load, units, scheduled hours, and average enrollment. • Average enrollment includes As, Bs, Cs, Ds, Fs and Ws. • Chairs with combined sections will have to use the combined column; they will know how many standard hours to use. • Goals for each department will differ. • Goals can be broken out by discipline as well. • This is a tool to assist with scheduling and to achieve enrollment goals. • The calculators will be ready by end of the week. The due date for first galleys to deans will be extended one week. Allocated hours and FTES goals will be included. 	Bespalov
5	<p>Enrollment Update</p> <ul style="list-style-type: none"> • In line with the softening enrollment trend overall, enrollment for Summer Session A is a little lower at 98%. Session B is currently at 95%. • For the Fall, some classes are already full, mostly in the sciences and English. We will have to watch and wait with the others as this is our revenue. 	Berger
6	<p>Rationale for Designating ALL PACE Classes As Hybrid</p> <p>Why are PACE courses hybrid? Per the California state attendance accounting manual, short-term classes must be regularly scheduled. This means they must have the same number of hours each day (ex. 8:00 – 10:00am MW; NOT 8:00 – 11am M & 8:00 – 9:00am W). Classes not scheduled in this manner flip to “positive attendance” which is an unhealthy way of generating FTES. Because PACE courses are scheduled irregularly (ex. Tuesday for 2 hours and Saturday for 4 hours), positive attendance is triggered.</p>	Berger

	So, back in 2008-2009 all PACE courses were designated as hybrid to collect FTES under the independent study accounting method.	
7	<p>Smart Pens</p> <ul style="list-style-type: none"> • IT will be trained on how to use smart pens this month. • There will be one pen per board. • A few options were discussed on how to best store/distribute the pens: <ol style="list-style-type: none"> 1. Lock pen to lectern? 2. Have department chairs hold and loan? 3. Issue one (like a key) to each instructor? 4. Keep one in each room and issue a spare to the chair? 	Berger
8	<p>Evaluations – Needs to Improve Versus Unsatisfactory</p> <ul style="list-style-type: none"> • When an unfavorable initial evaluation occurs, it must be marked “Needs to Improve,” not “Unsatisfactory” overall. • If, at the second evaluation there is no improvement, then “Unsatisfactory” can be used. • If there was some improvement (but not all), then “Needs to Improve” could be marked again. Precisely what has and hasn’t improved must be clearly recorded. • If an instructor is on a seniority list, they can receive a basic or comprehensive evaluation. • An area dean or VP can initiate an evaluation. • At the second evaluation, if what “Needs to Improve” is different from the first evaluation, then that is a separate and new issue. There must be a pattern for “Unsatisfactory” to be checked. The purpose of evaluation is to help instructors improve. 	Berger
9	Threatening Behavior in the Classroom – tabled to next meeting.	Berger
9	<p>Announcements</p> <ul style="list-style-type: none"> • There will be no SIS trainings in August; later dates are TBD. 	Berger
	Adjournment: 3:10	

Department Council Meeting Dates

2016-2017 Department Council Schedule of Meetings

2016	2017
Tuesday, July 12, 1:30-3pm	Tuesday, January 10, 1:30-3pm
Tuesday, August 9, 1:30-3pm	Tuesday, February 14, 1:30-3pm
Tuesday, September 13, 1:30-3pm	Tuesday, March 14, 1:30-3pm
Tuesday, October 11, 1:30-3pm	Tuesday, April 11, 1:30-3pm
Tuesday, November 8, 1:30-3pm	Tuesday, May 9, 1:30-3pm
Tuesday, December 13, 1:30-3pm	Tuesday, June 13, 1:30-3pm