



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

MINUTES

Attendees

Elizabeth White, Adrian Youhanna, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Barbara Anderson, Lyn Clark, David Schamus, Rudy Dompe, Donna Accardo, James McKeever, Michael Van Dyke, Paula Paggi, Larry Thouin, Dale Fields, Kaycea Campbell, Maria Perser, Ida Blaine, Susan Rhi-Kleinert, Mary Anne Gavarra-Oh, Donna-Mae Villanueva, Tom Anderson, Oleg Bespalov, Natalia Grigoriants, Ngan Mork, Raffi Kahwajian, Anafe Robinson, Anna Bruzzese, Eddie Tchertchian

The meeting was called to order at 1:32 pm.

No.	Item	Presenter
1	<p>Dual Enrollment – AB288 AB288 is a state law that permits community colleges and school districts to enter partnership agreements that offer concurrent enrollment <i>during the high school bell schedule</i>.</p> <ul style="list-style-type: none"> • Students receive both college <i>and</i> high school graduation credit. • Community colleges collect an apportionment. • AB288 is restricted to high school students • There is an MOU between the LACCD and LAUSD and a district-wide course list. • The MOU is currently being drafted, but it will be shared at DC when it becomes available. • There will be an MOU addendum (“local agreement”) between our district and each participating high school as well. • Textbooks will be issued and reissued (due to budget constraints) by the high school free of charge to students; however, this arrangement is problematic as it infringes on faculty preference. • Each department can choose the books it wishes to use, but every instructor teaching the course must be willing to use the same book for three years or so. • LACCD would like a partnership with every feeder high school. 	Berger

	<ul style="list-style-type: none"> • Like all LACCD students, the high schooler's information remains confidential from parents; however, there is a different relationship between the student and his/her high school counselor. • English & Math must be assessed before enrollment in those courses. • High school and LACCD counselors will suggest and recommend which courses should be offered. • Class sizes will be similar to those here but contingent upon classroom capacity and seating constraints. • These dual enrollment courses are not included in departmental FTES allocation. 	
2	<p>Threatening Behavior in the Classroom</p> <ul style="list-style-type: none"> • When a student makes a threat in a classroom: <ol style="list-style-type: none"> (1) call the Sheriff & (2) complete Behavior Intervention (BIT) form • When an instructor makes a threat in a classroom: <ol style="list-style-type: none"> (1) call the Sheriff & (2) report incident to respective dean 	Berger
3	<p>Senate Representatives on Tenure Review Committees</p> <ul style="list-style-type: none"> • The composition of a Tenure Review Committee consists of the department chair, dean, department representative, evaluatee's representative, and senate representative. • Senate representatives who sit on Tenure Review Committees are there as a non-voting voice for the Senate. • Anyone with tenure who is not from the same department as the person being reviewed can serve in this capacity. • Department chairs should send the names of prospective representatives to Anna Bruzzese by early September. 	Bruzzese
4	<p>Scheduling Tool Feedback</p> <ul style="list-style-type: none"> • VP Berger and Dean Bepalov found some anomalies with the scheduling tool. Some adjustments have already been made, but others still require tweaking. • Data for future use will be better aligned. • Double class sections will be accounted for in the future. • Positive and negative feedback was received: 	Berger

	<p>+ : Good reminder of courses that haven't been offered for a long time.</p> <p>- : Useful, but hard to hit FTES goal</p>	
	<p>Fall Enrollment</p> <ul style="list-style-type: none"> • Evening enrollment is down 14% from last year at this time. • Day enrollment is at 93% of last year. • 7:00 classes seem to do better than 3:45. • There is a softening enrollment and a dwindling pot of students. • The fall advertisement campaign starts next week. • We have 1000 less continuing students than last year. • Reach out to former students about new course offerings. 	
5	<p>Seniority List Refusals</p> <ul style="list-style-type: none"> • Refusals must be in writing and forwarded to the dean so they have the information for their review of the seniority lists. • Accurate records must be maintained and kept. • If we cannot produce a refusal, and the instructor claims they were not offered a class, the instructor will get paid for a class they did not teach. 	Berger
6	<p>New Hire Reminders</p> <ul style="list-style-type: none"> • Email the names of new faculty to Melody Cooper. • New faculty housed in North of Mall will have office space, a phone and computer. • Many of the new spaces are shared spaces. 	Berger
7	<p>NOM Update</p> <ul style="list-style-type: none"> • Boxes will arrive on July 25th. • Moving day is August 18th. • Offices will be moved before classrooms with special things (ex. maps, special equipment, etc.) • Change forms are not needed for room changes. • Keys will be made and coordinate between AA and Facilities. • When the blue fencing comes down, we will be allowed to visit the classrooms. • While much progress has been made, some classrooms are still not finished. • There will be smart classroom trainings on Opening Day. • During the second week of school, there will be training during class time on how to use the new technology. 	Berger

	<ul style="list-style-type: none"> • Technology instruction sheets are being made. • IT will be trained as Utelogy is software-based. 	
8	<p>Announcements:</p> <p>Winter Schedule</p> <ul style="list-style-type: none"> • Winter galleys will be available on August 4th. • Some departments' hours were reduced due to low fill rates. • The deans have fill rate information. • If your department had 12 units last time, and you have 9 now, you should not offer the course that had the lowest fill rate. • Discuss and dialogue with your deans. • Food trucks will be available for night classes. <p>TRC Training: September 16</p> <ul style="list-style-type: none"> • Fernando Oleas will facilitate a training session on September 16th. • Training is open to all TRC members, but is especially important for department chairs and committee chairs. <p>Leadership Retreat: August 18</p> <ul style="list-style-type: none"> • We do not have a venue for the leadership retreat as of yet, but it will not be on campus or at the country club. <p>Re: President Burke's Announcement</p> <ul style="list-style-type: none"> • Reaffirmation of accreditation for an 18-month period appears to be the new norm. • 7 new IT positions have been created. • Tech refresh is already taking place. 	Berger
	Adjournment: 3:03	

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