



**Department Council Minutes**  
**Tuesday, August 9, 2016, 1:30–3 p.m.**  
**College Services Building Conference Room**

**MINUTES**

**Attendees**

Elizabeth White, Adrian Youhanna, Sara Harvey, Patricia Doelitzsch, Lyn Clark, David Schamus, Donna Accardo, James McKeever, Jill Connelly, Joan Schneider, Michael Gend, Dale Fields, Kaycea Campbell, Maria Perser, Wendy Bass Keer, Susan Rhi-Kleinert, Donna-Mae Villanueva, Jose Luis Fernandez, Oleg Bespalov, Sheri Berger, Kalynda Williams, Margarita Pillado, Natasha Godoy.

The meeting was called to order at 1:36 pm.

<b>No.</b>	<b>Item</b>	<b>Presenter</b>
1	<p><b>NOM Update</b></p> <ul style="list-style-type: none"> <li>• While a few of the previously announced moving dates are holding, most have been pushed back.</li> <li>• New faculty will be the first to move into NOM because they need an office space.</li> <li>• Those with existing offices will have to wait a little longer.</li> <li>• Adjuncts in 1600 &amp; 1700 will move during the 3<sup>rd</sup> or 4<sup>th</sup> week.</li> <li>• Classrooms will move during the 3<sup>rd</sup> week.</li> <li>• 1000 will be one of the last buildings to move, likely during the 4<sup>th</sup> week of school.</li> <li>• Once everyone in the village has moved, the village will remain empty until the spring.</li> <li>• NOM Move Phases:               <ol style="list-style-type: none"> <li>1. New hires with no offices</li> <li>2. Three classrooms in need of special equipment</li> <li>3. Classrooms and remaining faculty</li> <li>4. 1000 Building</li> <li>5. President’s Office</li> </ol> </li> <li>• There are two different occupancy sign-offs; one is for the 800 building, and the other is for the rest of the NOM.</li> <li>• The digging under 800 took 4 weeks, instead of the estimated 1 week. The first soil samples have been sent for analysis, but there is no final report yet. There is still</li> </ul>	Natasha Godoy

	<p>2/3 more to dig. We expect to receive a safety clearance when complete.</p> <ul style="list-style-type: none"> <li>• 800 should be ready for move in on 09/12 or 09/19, but do not pack until a week before.</li> <li>• There will be two 45-minute audio-visual trainings in the 1100 building on Opening Day.</li> <li>• The trainings will be on basics like how to power the machine on/off, project DVDs, use the document camera, and use the mic system.</li> <li>• Two full days of trainings will be held during the second week of classes.</li> <li>• In late September, we will have advanced smart board trainings, and pens will be given to those who have attended a session.</li> </ul>	
2	<p><b>Courses Assessment Reports</b></p> <ul style="list-style-type: none"> <li>• We have been gathering data on courses, but it is now time to begin assessing them.</li> <li>• Each course must be assessed once every four years.</li> <li>• Chairs will determine how to allocate, over a four-year period, the assessment of all courses within their department.</li> <li>• Dean Bernalov will send a grid/sheet that chairs can use to mark timeframe preferences.</li> <li>• Courses that are less frequently offered should be assessed toward the end of the four-year period so more data can be collected.</li> <li>• Courses with multiple sections should be assessed first since there is more robust data.</li> <li>• The Outcomes Committee should solidify a format at its next meeting; once that is done, the form will be available in eLumen.</li> </ul>	Berger & Bernalov
3	<p><b>Absence Certification Requests</b></p> <p>Chairs who haven't already submitted non-duty days should do so as soon as possible. The form covers the employee and the district. Please submit retroactively ACRs for non-duty days that have already been used. Please remember not to use all non-duty days at once (in a row) as it is important to be available for students.</p>	Bruzzese
4	<p><b>Enrollment Update</b></p> <ul style="list-style-type: none"> <li>• According to relative day comparison data from Fall 2015, Pierce is down 5% in enrollment and down 4% in headcount (600 heads).</li> </ul>	Berger

	<ul style="list-style-type: none"> <li>• The entire district is down as a whole.</li> <li>• Although more seats have been added, fewer students are enrolling.</li> <li>• A district inter-office correspondence memo dated July 21, 2016 showed headcount down 7,000 and enrollment down 22,000 district-wide.</li> <li>• As of today, district enrollment is a little better ~ down 16,000.</li> <li>• The district estimates a 2-6% decline for final enrollment; an effective measure is a 4% drop overall.</li> <li>• According to the Fall 2016 Headcount chart, "Day" students are up 5% from last year, but "Both Day and Evening" students are down 9% and "Continuing" are down 7%.</li> <li>• The district memo recommends that all schools "reduce the over-expansion of enrollment capacity." This means low enrolled courses should be canceled.</li> <li>• It is difficult for departments with a high full-time to part-time ratio to find a class to bump.</li> <li>• Bumping order:       <ol style="list-style-type: none"> <li>1. "Staff"</li> <li>2. Those with a second assignment</li> <li>3. Unranked adjuncts</li> <li>4. Bottom of seniority list</li> </ol> </li> <li>• When someone is bumped and cannot teach the offered class, then the seniority list should be denoted with a "B", not an "R."</li> <li>• Pierce is reaching out to former students who have completed 45 units or more.</li> <li>• Studies show that the earlier a student enrolls, the higher the success rate.</li> <li>• While Title 5 has a 30-day requirement, a late start class can still be added.</li> <li>• Late start classes for this fall begin October 3<sup>rd</sup>.</li> <li>• Online courses fill up very quickly.</li> <li>• Disaggregated DE data will be in the next APP.</li> <li>• It is better to cancel a class before school starts because if we wait until after, students have no alternatives available.</li> </ul>	
5	<p><b>Fall Housekeeping: Welcome Letter</b></p> <ul style="list-style-type: none"> <li>• VP Berger's welcome letter will be emailed one week before school starts.</li> </ul> <p><b>Syllabi</b></p>	

<ul style="list-style-type: none"> <li>• Please remind faculty that syllabi should be clear and thorough and include SLOs, a basis of grading, an accommodation statement, a policy for drops for non-attendance, etc.</li> <li>• FYI, pregnancy is a Title IX protected class and must be accommodated; pregnant students may not be dropped for non-attendance that is a result of the pregnancy, those who are dropped must be reinstated.</li> <li>• Religious holidays need an accommodation as well. Exams should not be scheduled on those days.</li> <li>• Final exams must be held on the day and time scheduled, and the instructor must be present that day. In an effort to avoid conflicts, finals cannot be moved. A take-home exam is allowed, but must be due at the time of the final.</li> <li>• Putting a tentative schedule in the syllabus is helpful.</li> <li>• Syllabi should be submitted to Academic Affairs.</li> <li>• A syllabi shared-drive is being created by IT.</li> </ul> <p><b>Tenure Review Committee &amp; Evaluations</b></p> <ul style="list-style-type: none"> <li>• The names of department designees should be sent to the school dean.</li> <li>• Tenure review committees must be set by 4<sup>th</sup> week of Fall.</li> <li>• Full-time tenured faculty members' comprehensive and basic evaluations can be moved to Spring.</li> <li>• However, adjuncts who received a negative evaluation in the Spring, should be re-evaluated in the Fall.</li> <li>• Deans will notify you who is scheduled for evaluation.</li> </ul> <p><b>Mentors</b></p> <ul style="list-style-type: none"> <li>• All new faculty can request a mentor.</li> <li>• When a chair receives a request, they should notify their dean who will forward the request to VP Berger.</li> <li>• Mentors must be tenured.</li> </ul> <p><b>NOM</b></p> <ul style="list-style-type: none"> <li>• Change forms are not needed for NOM rooms.</li> <li>• NOM keys are being made automatically; no need to submit work orders. Bring ID for pick-up at Plant Facilities. All other keys need to be requested by the chair.</li> <li>• (In general, a single key work order can be for numerous keys, but should only be for one person.)</li> <li>• Everyone in NOM will receive a new computer, even those who just had a tech refresh.</li> <li>• Everyone will keep and bring their old phones.</li> </ul> <p><b>Email &amp; Rosters</b></p>	
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	<ul style="list-style-type: none"> <li>• New faculty will receive their email address on September 1<sup>st</sup>.</li> <li>• This date is based on SAP.</li> <li>• Work orders should be submitted now.</li> <li>• Rosters can be obtained through ESC.</li> </ul> <p><b>TBA Classes</b></p> <ul style="list-style-type: none"> <li>• There is a change this year for TBA classes.</li> <li>• TBA documentation now occurs twice: (1) after census, and (2) at the end of the semester.</li> <li>• Inactive students prior to census must be dropped.</li> </ul> <p><b>Absence Reminders</b></p> <ul style="list-style-type: none"> <li>• Faculty must contact department chair and Academic Affairs when absent.</li> <li>• Please remind faculty <i>not</i> to ask Academic Affairs to post signs on classroom doors.</li> </ul> <p><b>Exclusions</b></p> <ul style="list-style-type: none"> <li>• Exclusions should be done early for accurate attendance accounting.</li> </ul> <p><b>SLOs</b></p> <ul style="list-style-type: none"> <li>• We are at 93% for Spring 2016.</li> <li>• Please talk to faculty about timely submission.</li> <li>• There are several areas on the faculty evaluation forms that can be marked negatively for failure to comply with SLOs.</li> </ul>	
6	<p><b>Announcements</b></p> <p><b>Leadership Retreat:</b> August 18<sup>th</sup> @ LAMC</p> <p><b>New Faculty Activities:</b> Maria Perser sent Eventbrites.</p> <p><b>Opening Day:</b> August 25<sup>th</sup></p>	Berger
	<b>Adjournment: 3:10</b>	

### Department Council Meeting Dates

<b>2016-2017 Department Council Schedule of Meetings</b>	
<b>2016</b>	<b>2017</b>
<del>Tuesday, July 12, 1:30-3pm</del>	Tuesday, January 10, 1:30-3pm
<del>Tuesday, August 9, 1:30-3pm</del>	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