



Department Council Minutes
Tuesday, September 13, 2016, 1:30–3 p.m.
College Services Building Conference Room

MINUTES

Attendees

Elizabeth White, Adrian Youhanna, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Barbara Anderson, Lyn Clark, Natalia Grigoriantz, Donna Accardo, James McKeever, Mike Van Dyke, Shilo Nelson, Paula Paggi, Larry Thouin, Sheri Lehavi, Jill Connelly, Joan Schneider, Michael Gend, Dale Fields, Kaycea Campbell, Maria Perser, Bob Lofrano, Crystal Kiekel, Wendy Bass Keer, Ida Blaine, Yeprem Davoodian, Susan Rhi-Kleinert, Mary Anne Gavarra-Oh, Donna-Mae Villanueva, Jose Luis Fernandez, Tom Vessella, Sheri Berger, Louise Sulka, Anafe Robinson, Anna Bruzzese

The meeting was called to order at 1:33.

No.	Item	Presenter
1	<p>Introduction of New Dean of Career and Technical Education</p> <p>Tom Vessella was introduced as the new CTE Dean over Child Development, CAOT, CSIT, Media Arts, Nursing, and Industrial Technology. Chairs from a few other departments will also have the opportunity to work with him this semester as he will be on several Tenure Review Committees outside of his area.</p>	Sheri Berger
2	<p>Japanese Viability Task Force</p> <p>Since the next APC meeting is two weeks away, a request for APC representatives to join the Japanese Viability Task Force was made during today’s DC meeting. The task force will determine the viability of initiating a new Japanese program for the school.</p> <p>Outcome: Sara Harvey and Barbara Anderson volunteered and were approved unanimously.</p>	Adrian Youhanna
3	<p>Instructional Program Review Work Group</p> <ul style="list-style-type: none"> • Five or six instructors are needed for a program review work group. • Volunteers need not be tenured to participate, so this may be a good opportunity for some of the newer faculty who wish to gain experience with committee work. • The group will look for trends and report back to APC. 	Anna Bruzzese

	<ul style="list-style-type: none"> Chairs are requested to talk to instructors who they think may be interested in joining the work group and then forward those prospective names to Dr. Bruzzese. 	
4	<p>Interpreters for Non-Instructional Activities</p> <ul style="list-style-type: none"> Flyers for non-instructional campus activities must include an ADA blurb with contact information. When someone requests an interpreter, the contact person notifies Dean Robinson's office to make the arrangements. While Student Services employs permanent interpreters, these employees support <i>students</i> and already maintain a full schedule. For non-instructional events, Pierce interpreters are initially offered the assignment -- as overtime or a salary transfer. If none are unavailable, then district interpreters are queried. If no one from the district is available, then outside vendors are contracted. When faculty request interpreters, they must work through Dean Gavarra-Oh's office. These requests must be made at least two weeks in advance; Dean Gavarra-Oh has a form that should be used for these purposes. 	Anafe Robinson
5	<p>Evaluations: Tenure Review</p> <ul style="list-style-type: none"> Tenure review evaluations must be done in the fall. Committees cannot be arranged until the administrator is assigned. The evaluatee chooses his/her own designee. Whenever practicable, the committee must remain the same. Committees must be established by the 4th week and must meet by the 6th week. Each committee member must be present for each meeting. Committee membership notifications started being emailed to faculty today. Each Academic Affairs Dean is sitting on 16 <i>or more</i> tenure review committees this semester. Each of the evaluatee's sections must be visited, and each committee member must visit at least one of the sections. Distance education classes must be evaluated as well; please work with Dr. Bass for online evaluations. Student evaluation packets must be distributed for every section taught. Evaluations must be distributed and collected by a student volunteer who should seal, sign, and date the envelope. Faculty (evaluatee and evaluator) should <i>not</i> be present when the students complete the forms. 	Sheri Berger

	<ul style="list-style-type: none"> • Student evaluation packets should not be opened without the evaluatee present. • Evaluations are one piece of data used for the overall evaluation. • Narrative should include information from the student evaluations for the results to be part of the ongoing record. • Academic Affairs keeps the original student evaluations, and copies are given to the evaluatee <i>after</i> grades are posted. • So that the evaluatee has time to respond, committee evaluations are held for 10 working days before being sent to the district. <p>Basic & Comprehensive Evaluations</p> <ul style="list-style-type: none"> • Because of the deans' busy tenure review committee schedules, basic and comprehensive evaluations of <i>full-timers</i> will be pushed to the spring. • Adjuncts' basic evaluations cannot contractually be postponed. • Chairs are not required to do all of the evaluations on their own. • Adjuncts' (who are not FT in the district) basic evaluations can be done by any full-timer; chairs can allocate part of their hourly supervision pay for this purpose. • Basic evaluations are done by <i>one</i> person – the chair or someone assigned by the chair. • Whomever does the evaluation should receive all background information, including copies of previous evaluations. • The result of an evaluation cannot be grieved, but the process can. 	
6	<p>APP Data Giselle Calubayan in the Office of Institutional Effectiveness has finished working on the APP data and has sent a draft to VP Berger. A few links need to be fixed, but we expect to have the data available next week.</p>	Sheri Berger
7	<p>NOM</p> <ul style="list-style-type: none"> • As of today, there is no update and no new move-in dates. • Audiovisual trainings will be scheduled at a later date. • The 800 building will not be used until winter intercession. • We will have more information at the October meeting. • The biggest concern was for the 15 new faculty who have been temporarily housed in the old library. They have computers, phones, and workspaces. Signage directing students to their locations will be created. 	Sheri Berger

8	<p>Department Highlights</p> <ul style="list-style-type: none"> • Paggi: One book, One campus and various workshops are coming up. • Accardo: <i>Direction</i> magazine will be coming out soon, and there is an open mic coming up. • Connelly: The first Media Arts speaker series event of the semester is tomorrow evening, and the first Round Up is out tomorrow. • Kiekel: Has more fall planners to distribute. Will place in mailroom. • Fields: Telescope night last week was a big success with over 100 attendees. Hoping to have another one at the end of the semester. Also planning a Planetarium night. More info to come. • Perser: Many professional development workshops coming up; faculty success series. • Youhanna: GIS AA degree and certificate has been approved by the state. GIS Day is November 9th. • Berger: Two of Youhanna's students mapped the farm. 	All Chairs
9	<p>Announcements</p> <ul style="list-style-type: none"> • Dean Villanueva distributed new catalogs to all present. • Adrian Youhanna reminded everyone that all documents (minutes, agendas, membership, etc.) uploaded to committee sites should be written in 12-point Verdana. • Paula Paggi informed all that she will continue to send out email blasts when the library printers are down so that instructors are aware of the issue. • Yeprem Davoodian is the new Honors Director. • Maria Perser is the new Professional Development Coordinator. • Monique Cleveland is continuing Outcomes Coordinator. • VP Berger asked chairs to please remind faculty that a syllabus is a contract. Language should be clear, not subjective, and plainly state how to earn each grade. Chairs should receive all syllabi and forward to their dean. Instructors should be mindful of religious holidays, and not schedule exams on those days. Students must notify faculty if they are observing a religious holiday. 	All
Adjournment: 2:45		

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