



**Department Council Minutes**  
**Tuesday, October 11, 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, Natalia Grigoriants, Donna Accardo, James McKeever, Michael Van Dyke, Shilo Nelson, Paula Paggi, Larry Thouin, Sheri Lehavi, Jill Connelly, 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, Tom Vessella, Sheri Berger, Margarita Pillado

The meeting was called to order at 1:33.

No.	Item	Presenter
1	<p><b>NOM Update</b></p> <ul style="list-style-type: none"> <li>• Last week, a punch list was developed of all the work still needed for NOM completion.</li> <li>• A separate punch list was made in regards to occupancy requirements.</li> <li>• The main punch list had 50 items on it last Tuesday (October 4<sup>th</sup>), and in one week, 60% of it was completed.</li> <li>• Fire alarms and other things of that nature are still being tested.</li> <li>• The biggest problem has been over-pressurization of air in buildings. At one point, all of the buildings had similar issues, but now only two buildings have doors that are not shutting in accordance with ADA compliance standards. One of these buildings is almost done, but the last one is pending word from the mechanical engineer of record.</li> <li>• The occupancy punch list is expected to be complete by Friday (October 14<sup>th</sup>) but will likely take two or three extra days if there are small problems -- much longer if there are big ones.</li> <li>• As for Building 800, the Department of Toxic Substances Control (DTSC) has asked for additional drilling to properly determine the depth of toxicity.</li> <li>• The contractor’s contract is pending with the Board, so drilling probably won’t begin for another two weeks.</li> </ul>	Ed Cadena

	<ul style="list-style-type: none"> <li>• The drilling will take one or two days, and then the holes will be backfilled with slurry.</li> <li>• Once this takes place, the District <i>may</i> seek a new contractor to complete the project.</li> <li>• The 8400 trailers will be wired in winter for occupation in spring.</li> </ul>	
2	<p><b>Room Booking</b></p> <p>Rooms are booked in this priority order:</p> <ol style="list-style-type: none"> <li>(1) Scheduling galleys (credit and non-credit)</li> <li>(2) Community services</li> <li>(3) College activities (internal)</li> <li>(4) Special events (external)</li> </ol> <ul style="list-style-type: none"> <li>• College activities (internal) are tied to a class and are booked by the instructor or department (e.g. class review sessions conducted by the instructor <i>and/or</i> department meetings). Other internal activities include those sponsored by academic departments <i>and/or</i> ASO (e.g. Farm Walk <i>and</i> Day of Politics).</li> <li>• Special events (external) are run through Enterprise (e.g. Red Cross Blood Drives).</li> <li>• There is a big problem with unauthorized room usage on the weekends and evenings (e.g. dance practice).</li> <li>• Please inform/remind your faculty that when they wish to reserve a room for an activity that is tied to a class, they must send an email to Chris Lauterdale, cc'ing both their chair and dean.</li> <li>• For liability purposes, and as good stewards of public funds, administrators, Plant Facilities, the Sheriff's Station, and Academic Affairs need to be informed whenever anyone uses a room on campus.</li> </ul>	Sheri Berger
3	<p><b>Room Conflict Resolution</b></p> <p>VP Berger reported on Dean Villanueva's behalf: After the September DC meeting, the Scheduling Efficiencies Taskforce met "to discuss the issue of room conflict resolution in the scheduling process," and the following strategies were discussed:</p> <ul style="list-style-type: none"> <li>• Deans and chairs will work more vigilantly to get second galleys submitted in a timely manner (by published deadline) for input into Protocol by the Academic Scheduler. This allows both the Scheduler and the Room Coordinator to begin identifying room conflicts and no rooms and resolve them in a timely manner.</li> </ul>	Sheri Berger

	<ul style="list-style-type: none"> <li>• As soon as all second galleys have been entered into Protocol, the Academic Scheduler will send a pdf to all the chairs of all rooms displaying the scheduled classes. This, along the ESC, will assist chairs in identifying available rooms to shift class times accordingly and submit change forms.</li> <li>• The Room Coordinator will continue to work with deans and chairs to identify suitable room availability.</li> <li>• The Room Allocation list provided to the chairs for scheduling purposes will include the name and phone number of the chair so that all chairs can communicate with one another to confirm the suitability of the room for instructional purposes.</li> <li>• Chairs will develop a schedule of classes that considers the enrollment limit necessary for classes to fit in specialized lab rooms with limited seating capacity.</li> </ul> <p>The Taskforce will meet again on October 18<sup>th</sup> to discuss the pros and cons of these strategies and what would help make the process more seamless.</p> <p>Currently, the main challenge is the submission and processing of change forms. Because all chairs view the same list, they submit forms accordingly. As it stands, rooms are allocated on a first-come, first-served basis.</p> <p>Other issues this Taskforce will explore are:</p> <ul style="list-style-type: none"> <li>• how to decide the order in which room conflicts are resolved</li> <li>• the definition of a "restricted room"</li> <li>• large class policies</li> </ul> <p>"The great news is that ALL Winter 17 and Spring 17 no rooms and room conflicts have been resolved. Therefore as we have been expanding our offerings, we are efficiently meeting these scheduling needs, primarily because we are increasing online offerings and new buildings are coming online."</p>	
4	<p><b>Enrollment Update and Spring/Winter Info</b></p> <ul style="list-style-type: none"> <li>• Summer 2016 enrollment came in as expected.</li> <li>• Fall is down 3%.</li> <li>• We had to increase allocation in Winter.</li> <li>• We looked at many factors, including Fall demand.</li> <li>• If chairs have problems finding Winter instructors, please let dean know. Perhaps do an online class?</li> <li>• More hours may be allocated for Spring.</li> <li>• In the past, Academic Affairs has received complaints by instructors who did not know which, if any, courses they would be offered.</li> </ul>	Sheri Berger

	<ul style="list-style-type: none"> <li>• For the first time, per contract language, Academic Affairs emailed page proofs of the upcoming Winter and Spring schedule to all instructors.</li> <li>• VP Berger apologized for the surprise these emails may have caused and said Academic Affairs will try to build it (the emailing of the proofs) into the timeline next time.</li> <li>• Reminder: time changes should be made at 2<sup>nd</sup> galley, not during proofs.</li> </ul>	
5	<p><b>CIV Program Changes and Cleanup</b></p> <ul style="list-style-type: none"> <li>• Dean Villanueva, Giselle Calubayan and Shant Varozian attended an IEPI conference in September.</li> <li>• For financial aid eligibility, the CIV needs to be cleaned up to match the state.</li> <li>• In order to correct the title, the following is needed:             <ol style="list-style-type: none"> <li>(1) a narrative,</li> <li>(2) a description,</li> <li>(3) sequencing, and</li> <li>(4) program planning.</li> </ol> </li> <li>• S. Varozian is currently preparing a list of all programs and two templates that should be emailed to chairs next week.</li> <li>• Please complete the templates and return to S. Varozian.</li> </ul>	Sheri Berger
6	<p><b>Approval of New Programs and ACCJC</b></p> <ul style="list-style-type: none"> <li>• AS-T in Philosophy, AD-T in Geology, and AA in GIS have been approved.</li> <li>• Next, substantial change proposals will be filed.</li> <li>• Wendy Bass is helping with DE changes.</li> </ul>	Sheri Berger
7	<p><b>SIS Update</b></p> <ul style="list-style-type: none"> <li>• Phase 1 goes live on November 7<sup>th</sup>.</li> <li>• Applications for Fall 2017 will go through the new SIS; all other applications will go through LACCD.</li> <li>• Phase 2 Spring training dates for chairs will be set by District.</li> <li>• In Fall 2018, the new SIS will have permission numbers instead of add slips.</li> <li>• Also, Admissions &amp; Records will be able to send wait-listed students emails when new sections open.</li> <li>• The new system will allow us to gather student planning data for scheduling purposes.</li> </ul>	Sheri Berger
8	<p><b>Department Highlights</b></p> <ul style="list-style-type: none"> <li>• Bass: Please check out the new counseling feature for students, Cranium Café, in the shells.</li> <li>• Youhanna: GIS Day is Wednesday, November 9<sup>th</sup>.</li> </ul>	All Chairs

	<ul style="list-style-type: none"> <li>• Lofrano: Many upcoming tailgates, including volleyball tomorrow at 6:00 (with serving contest), and football on Saturday.</li> <li>• Fields: Tutoring shout-out to CIS. Indoor Planetarium screening on Monday, November 21<sup>st</sup>.</li> <li>• Connelly: Film screening series starts this week.</li> <li>• Perser, re Professional Development: Please remind your instructors about flex activities. The next one is on Friday. The new faculty success series begins next week. A workshop on articulation basics will be held next Thursday. There is a full Professional Development calendar accessible through the Senate site.</li> <li>• Pillado – Per policy, mandatory COR updates are due October 21<sup>st</sup> at 10:00 a.m.</li> </ul>	
9	<p><b>Announcements:</b></p> <ul style="list-style-type: none"> <li>• APPs are due on October 21<sup>st</sup>.</li> <li>• We are creating a syllabi repository. Stay tuned.</li> <li>• Please be careful driving through the Village Loop.</li> </ul>	
9	<b>Adjournment: 2:59</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
<del>Tuesday, September 13, 1:30-3pm</del>	Tuesday, March 14, 1:30-3pm
<del>Tuesday, October 11, 1:30-3pm</del>	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