



Department Council Minutes
Tuesday, November 08, 2016, 1:30–3 p.m.
College Services Building Conference Room

MINUTES

Attendees

Elizabeth White, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Barbara Anderson, Lyn Clark, Natalia Grigoriants, Rudy Dompe, Donna Accardo, James McKeever, Michael Van Dyke, Clay Gediman, Larry Thouin, Sheri Lehavi, Fernando Oleas, Michael Gend, Dale Fields, Kaycea Campbell, Maria Perser, 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, Margarita Pillado, and Natasha Godoy

The meeting was called to order at 1:31.

No.	Item	Presenter
1	<p>NOM Update</p> <ul style="list-style-type: none"> • We have a new tentative move-in schedule. • Punchlist should be completed by December 9th. • If all goes as planned, the new occupancy date is November 21st with a move-in date before winter break. • Swing-space will be moved during winter. • Winter classrooms will be ready on time. • 1000 Building will move December 14th, during finals. • Faculty offices and classrooms will move December 19th with pre-move assistance beginning December 16th. • Computers will move, but monitors will stay. • 800 Building: 800 should still be ready for Spring. Holes were dug 47' below the building - at which point they hit water. A core sample was sent for testing, but the report has not come back yet. If cleared, portions B & C will then be drilled. 	Natasha Godoy
2	<p>Non-Substantial Program Changes - Update</p> <ul style="list-style-type: none"> • Last month, we discussed degree and certificate clean-up. • For Financial Aid eligibility, we are looking at the state inventory. • At the statewide CIO conference, VP Berger learned that, on the narrative forms, non-substantial program changes need only the first 3 items completed. 	Sheri Berger

	<ul style="list-style-type: none"> Shant Varozian is working on the forms, but Question 3 pertains to sequencing. He will piece together what he can on his own and send it to chairs for feedback. The chairs will have to do the degrees portion. Please return forms to Shant in Academic Affairs within one week. 	
3	<p>Course Reporting Form and Calendar</p> <ul style="list-style-type: none"> Chairs should send course reports to Giselle Calubayan in the Office of Institutional Effectiveness. Once approved by the Outcomes Committee, the form will be in eLumen. Data is in eLumen. 	Sheri Berger
4	<p>DC Minutes</p> <ul style="list-style-type: none"> All Department Council meeting minutes, dating back to Fall 2014, are now accessible online. To view these documents: <ol style="list-style-type: none"> Go to the Pierce home page Click on "Faculty & Staff", then Click on "Academic Affairs," then Click on "Department Council" 	Sheri Berger
5	<p>Syllabi Repository</p> <ul style="list-style-type: none"> Faculty are contractually obligated to send copies of their syllabi to their department chair <i>and</i> to Academic Affairs. At the beginning of the year, department chairs were asked to collect all syllabi from faculty. A new syllabi repository has been created based on a model used by Heather Groff in the HiPS Department. Tomorrow, all Department Secretaries and all Senior Secretaries (who support a dean that is over an academic department) will attend a brief training to learn how to rename and upload syllabi into the repository. Paper copies of syllabi will need to be scanned. All syllabi will use the same naming convention for uniformity and searchability. Departments without a secretary should forward syllabi to their dean whose Senior Secretary will upload on the department's behalf. Inventory will begin with the Fall 2016 semester; prior semesters' syllabi will not be included. Once the secretaries have gotten a sufficient amount of the Fall's syllabi uploaded, there will be a link from the Academic Affairs page to the repository. The link will be accessible to all. 	Sheri Berger

6	<p>Seniority and Priority</p> <ul style="list-style-type: none"> • Last Friday, VP Berger and many of the department chairs attended the AFT's annual faculty contract workshop at LAVC. • Much of the information presented was confusing and contradictory. • Pierce will continue to record Summer and Winter intersession priority information in the same way we have done so for the past several semesters. • Exception: For historical/informational purposes, we will start using "R"s for refusals in the priority list -- instead of keeping the box blank. • Instructors will NOT lose priority for an "R" as they may refuse offers during summer and winter without penalty. • Probationary instructors start at number 64 on the full-time list, and all other full-timers have priority above them. • When two new full-timers begin teaching during the same semester, the tie-breaker goes to the one with the longest tenure in the district. If that is the same, then lots are drawn. • During intersessions, chairs already have an assignment/ reassigned time. • Chairs with .8 (English/Math) may only accept a course after all others have been offered. • During intersession, .4 reassigned time is considered ½ an assignment. • During intersession, chairs should look at the schedule they have already made, then ask instructors <i>in priority order</i>, which 2 courses they want. • It does not matter whether an instructor accepts one or two courses; either way, they move to the bottom of the list. 	Sheri Berger
7	<p>Noncredit Courses and Programs</p> <ul style="list-style-type: none"> • Anna Bruzzese attended plenary last week, and non-credit was a hot topic. • Non-credit courses are not similar to credit in that they are: <ol style="list-style-type: none"> 1. free 2. have no homework 3. are <i>not</i> college-level. • Non-credit courses cover: <ol style="list-style-type: none"> 1. Basic skills 2. ESL 3. Workforce preparation, or 4. Short-term vocational • Currently most noncredit students are older adults. 	Margarita Pillado

	<ul style="list-style-type: none"> • Some departments are discussing creation of non-credit courses. • Course Outlines of Record are available on the district website as Word documents, and Margarita Pillado can assist chairs who need help finding them. • Currently, these classes are open access, regularly scheduled and non-graded; however, an "S" for satisfactory completion will likely begin being used by next fall. • Non-credit courses are infinitely repeatable which is good for ESL students. • There are two goals: (1) workforce and (2) transition to credit. • LAPC is currently working in cooperation with West Valley Occupation Center which attracts a different population than Pierce but is still a part of our service area. • We should have an Adult Education dean by the Spring. • The minimum qualifications for non-credit instructors are a little different/lower (specified in Title V) than credit instructors, the salaries are a bit less, and the load is higher. However, there are no papers to grade and no homework. • Non-credit courses look at completion, not competency. 	
8	<p>Department Highlights</p> <ul style="list-style-type: none"> • Accardo: Open Mic on November 15th from 6:00pm – 8:00pm. • Berger: Two district forums in Great Hall on November 30th from 10:00am – 12:00 and 3:00pm – 5:00pm. • Fields: Shout out to tutors! Planetarium Show on November 21st from 5:00pm – 7:00pm. Telescope Night on December 5th. • Connelly: Next movie for our Film Series is <i>The Truman Show</i> this Thursday. • Gediman (proxy for Paggi): Many 1 Book, 1 Campus events. Ongoing (postcard) art gallery in library. If chairs would like library staff assistance, please let us know. • Villanueva: GIS Day is tomorrow in the Great Hall. • Perser: Save the Beach is November 19th. 5 chaperones are needed. Hermosa Beach from 10:00am – 12:00 noon. 	All Chairs
9	<p>Announcements:</p> <ul style="list-style-type: none"> • VP Berger is currently going through Tenure Review evaluations. Reminder: a copy goes to the evaluatee after it is signed. Portfolios are returned to the Tenure Review committee dean who will then return it to the evaluatees. 	

	<ul style="list-style-type: none"> • A survey will be distributed soon, and chairs are urged to acknowledge issues with the contract. • In the Spring, there will be chair elections for those whose terms are expiring. • MOU#2016-01 Article 17 regarding "Department Chair's and Dean's Duties in Relation to Classified Support Staff" will be emailed to all chairs. • MOU#2014-06 Article 25 regarding illness accrual for adjuncts teaching DL or TBA courses will be emailed to all chairs. • MOU#2016-02 Article 29 regarding overbase differential will be emailed to all chairs. • The District is in the process of drafting a tentative MOU regarding district-wide adjunct hiring procedures that include written policies and a district-wide adjunct pool. More information to come when available. 	
Adjournment: 2:53		

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