



**Department Council Minutes**  
**Tuesday, December 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, Rudy Dompe, Donna Accardo, James McKeever, Michael Van Dyke, Shilo Nelson, Paula Paggi, Larry Thouin, Sheri Lehavi, Jill Connelly, Joan Schneider, Michael Gend, Dale Fields, Kaycea Campbell, Maria Perser, Bop Lofrano, Crystal Kiekel, Yeprem Davoodian, Susan Rhi-Kleinert, Mary Anne Gavarra-Oh, Donna-Mae Villanueva, Jose Luis Fernandez, Tom Vessella, Sheri Berger, Kalynda McLean, Margarita Pillado, Brian Walsh, and David Koehnlein

The meeting was called to order at 1:32.

No.	Item	Presenter
1	<p><b>NOM Update</b>            Phase 1:</p> <ul style="list-style-type: none"> <li>• The fencing is still up around the project because there are still a number of items to be corrected to “condition” the space.</li> <li>• Everything should be done by the new target date of January 6, 2017.</li> <li>• The list was extensive, but is now finite.</li> <li>• As back up, Cadena is administratively dealing with PMO.</li> <li>• Building 800: The green vacuum machine is here now. A third of the digging was done last time, and another third has been done in the past 1½ weeks. The final third is expected to be done by next Wednesday or Thursday.</li> <li>• A “No further action required” document is expected from the Department of Toxic Substances Control (DTSC).</li> </ul> <p>Phase 2:</p> <ul style="list-style-type: none"> <li>• Due to various issues (financial, etc.), Phase 2 will not begin until the summer of 2017 -- at the earliest.</li> <li>• The contract was over-budget.</li> <li>• Per VP Berger, the classroom relocations sent via email earlier today involve only Phase 1. If we have to make adjustments for the spring, there are elaborate contingency</li> </ul>	Ed Cadena

	<p>plans being made based on different scenarios as “certainty levels have dropped”. We <i>may</i> have to move back to the old spaces. ESC has been updated and will be online this afternoon. Department chairs should ask instructors to email blast students to notify them about the winter room changes. A list of keys for winter classrooms has been sent to Paul Nieman. A list for keys for spring will be sent if necessary. Chairs may inform instructors that spring room changes are likely. We may have smart board trainings in January, depending on the readiness of the rooms. Dean Rhi-Kleinert has been working on your behalf to get your classroom projector needs fulfilled, but please follow up with AVP Kraus on your own as well.</p> <ul style="list-style-type: none"> <li>• Ed Cadena will be visiting the Chancellor later today to discuss the possibility of bringing in trailers (16, including office space for those currently housed in the library) for the Spring.</li> </ul>	
2	<p><b>Fall 2017 Galleys</b></p> <ul style="list-style-type: none"> <li>• When the district set up PeopleSoft, they took the Fall 2016 information and rolled it into Fall 2017.</li> <li>• Unfortunately however, they imported unnecessary items (cancelled and broken assignments) and omitted necessary ones (“Class Notes”).</li> <li>• David is currently cleaning up the galleys and is about 2/3 done.</li> <li>• 4-digit “Section” numbers are now 5-digit “Class” numbers.</li> <li>• These numbers are meaningless now.</li> <li>• Courses with a lecture and lab have two separate class numbers, but students who enroll in one will automatically be enrolled in the other as well.</li> <li>• Lectures/Labs will have options. May have 1 lecture with choice of lab. Combined limits may be set.</li> <li>• Every class will now have a waitlist.</li> <li>• The default waitlist is 50% of the enrollment limit but can be adjusted and is dynamic.</li> <li>• Once the semester begins, only the instructor will be able to add a student.</li> <li>• Add slips will no longer be used. Instructors will give students an add code.</li> <li>• Each course will have a default of 10 add codes, but more will be available upon request.</li> <li>• As each code is unique, instructors should track which code is given to which student.</li> </ul>	David Koehnlein

	<ul style="list-style-type: none"> <li>• Fall registration will begin in May with priority registration on May 16.</li> <li>• In Protocol, there are two fields for course descriptions and notes, but in PeopleSoft the notes will be with each class but not at the course level because all 9 campuses could not agree on standardized course descriptions.</li> <li>• Pre-requisites will print at the course level.</li> <li>• "Enrollment Requirement" = pre-requisite</li> <li>• "Requirement Designation" = transferability</li> <li>• If a co-requisite has not been taken, there will be a prompt; if already taken, then no prompt.</li> <li>• Curtis Smith is adding pre-requisites and co-requisites into the system.</li> </ul>	
3	<p><b>ESC Becoming "Schedule Change Request"</b></p> <ul style="list-style-type: none"> <li>• David Koehnlein will be trained on the new Schedule Change Request (SCR) in early March, and chairs and secretaries will receive training at the end of that month.</li> </ul>	Sheri Berger
4	<p><b>Workblocks &amp; Evaluations</b></p> <p>Workblocks:</p> <ul style="list-style-type: none"> <li>• Workblock waivers must be initiated by, and come directly from, faculty themselves.</li> <li>• When a workblock violation occurs, the instructor is compensated.</li> <li>• Fernando Oleas signs each waiver.</li> </ul> <p>Evaluations:</p> <ul style="list-style-type: none"> <li>• Per Articles 19 &amp; 42, classroom observations can take place only during the official evaluation process.</li> <li>• During the evaluation period, the evaluator may attend as many class sessions as (s)he likes.</li> <li>• If the evaluation results in a "needs to improve," then there is an automatic re-evaluation the following fall.</li> <li>• When an instructor receives a "needs to improve" and fixes the issue(s) but they now have a new and different problem/issue, the instructor has another new opportunity to fix the new problem as it is not a recurrence. However, evaluators should check for relapses as sometimes issues are merely rectified temporarily.</li> </ul> <p>Reminders:</p> <ul style="list-style-type: none"> <li>• Brian Walsh reminded chairs that they should not discuss hypothetical scenarios with him as it may violate the Weingarten Rights of faculty he may have to represent. Instead, chairs should consult with the corresponding Chapter President or Area Dean.</li> </ul>	Brian Walsh

	<ul style="list-style-type: none"> <li>VP Berger reminded chairs that the process can be grieved, not the result.</li> </ul>	
5	<p><b>Open House</b> The next open house, "Discover Pierce" will be held on Friday, April 21, 2017. The focus is on high schoolers and 1,600 students are expected to visit.</p>	Donna-Mae Villanueva
6	<p><b>Strategic Master Plan Task Force Volunteers</b></p> <ul style="list-style-type: none"> <li>Two volunteers are needed for the Strategic Master Plan Task Force.</li> <li>Volunteers will have the exciting opportunity to direct the path of the college.</li> <li>The task force will meet for one hour every Monday and will include the President, Vice Presidents, and union heads.</li> <li>Patricia Doelitzch, Adrian Youhanna, Margarita Pillado and Lyn Clark are already a part of the team.</li> <li>The first meeting will begin on January 23, 2017.</li> <li>Please let Lyn Clark know if you are interested.</li> </ul>	Lyn Clark
7	<p><b>Initiatives, Initiatives, Initiatives</b></p> <ul style="list-style-type: none"> <li>Dual Enrollment: There will be a special meeting in January with Vice Chancellor Ryan Corner.</li> <li>Adult Education: A new dean has been hired and is expected to begin in January.</li> <li>College Promise – We will ask Dean Marmolejo to come and discuss this initiative.</li> </ul>	Sheri Berger
8	<p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>Bathrooms: Beginning March 1, 2017, all single-stall bathrooms on campus will be gender inclusive. All new buildings will be constructed with multi-stall gender neutral bathrooms as well.</li> <li>Degrees/Certificates Non-Substantial Changes: Shant has received about a half-dozen so far. Please return them as soon as possible.</li> <li>Block Grant/IELM: Please return to your dean.</li> <li>SLOs are due on February 3, 2017.</li> <li>Grades are due on December 27, 2016.</li> </ul>	Sheri Berger
9	<p><b>Complaints:</b> Students have the right to complain and should not be turned away because it has been a certain amount of days since grades were posted. It's the department chair's job to remind faculty to re-check grades when there is a complaint. After</p>	Sheri Berger

	speaking with the chair, the student can then speak to a dean. If still unsatisfied, they can file a grade grievance.	
10	<b>Department Highlights</b> Pillado: Student Success Conference	All Department Chairs
	<b>Adjournment: 3:09</b>	

#### Department Council Meeting Dates

<b>2016-2017 Department Council Schedule of Meetings</b>	
<b>2016</b>	<b>2017</b>
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