



Department Council Minutes
Tuesday, January 10, 2017, 1:30–3 p.m.
College Services Building Conference Room

MINUTES

Attendees

Elizabeth White, Adrian Youhanna, Martin Karamian, Patricia Doelitzsch, Barbara Anderson, Lyn Clark, Natalia Grigoriants, Donna Accardo, James McKeever, Shilo Nelson, Paula Paggi, Larry Thouin, Sheri Lehavi, Jill Connelly, Joan Schneider, Michael Gend, Dale Fields, Maria Perser, Wendy Bass Keer, Ida Blaine, Susan Rhi-Kleinert, Mary Anne Gavarra-Oh, Donna-Mae Villanueva, Tom Vessella, Sheri Berger, Kalynda McLean, Margarita Pillado (for Fernando Oleas), Anna Bruzzese, Earic Dixon-Peters, and Juan Carlos Astorga.

Absent

Melody Cooper, Sara Harvey, Rudy Dompe, Michael Van Dyke, Kaycea Campbell, Art Gillis, and Jose Luis Fernandez.

The meeting was called to order at 1:35.

No.	Item	Presenter
1	<p>NOM Keying</p> <ul style="list-style-type: none"> • All English rooms in 800 will use the same key. • All Comm Studies rooms in 800 will use the same key. • Key requests have already been made for all people teaching in the Spring. • If someone did not receive Winter keys, please let us know. • The construction crew is working hard to get us in by Spring, and we are hoping for commissioning sign-off on Tuesday for ADA compliance and safety. • If all goes well, we will move the following week. • Natasha will email you a new list if you are moving. • VP Berger packed one box today as a symbol of hope. • All work under Building 800 has been completed, and samples have been sent to DTSC. We cannot move in until we receive the all-clear letter. • We expect to be in all other buildings by Spring. • 1200, 1300, & 1400 will not start until March. • Phase 2 will not start until Summer. • At the moment, there is no plan for trailers for the Spring. 	Sheri Berger

	<ul style="list-style-type: none"> We will have technology trainings the week before school starts. 	
2	<p>Discipline vs. B.I.T. & Grade Grievances</p> <ul style="list-style-type: none"> There seems to be quite a bit of confusion concerning the Behavior Intervention Team, discipline, and grade grievances. Hopefully, we will be able to clear up some of these misunderstandings today. Student services has two different forms available to <i>faculty</i> online: <ol style="list-style-type: none"> Behavior Intervention Referral Form Unsatisfactory Notice <p>B.I.T.</p> <ul style="list-style-type: none"> The BIT form is used when faculty is concerned with non-urgent student behavior (acting out, missing, aggressive, etc.) that impedes educational goals and where the student behavior could be a threat to themselves or others. The BIT team has been very busy since the start of the new year, with 5 incidents during the first week of school alone. The BIT Team is comprised of VP Dixon-Peters, Dean Marmolejo, Dean Astorga, Sheriff(s), Beth Benne (Health Center Director), and 2 Psychologists. BIT meets every Tuesday and currently has 5 cases. Each case is discussed and rehashed at every meeting. <p>Unsatisfactory Notice (Discipline Form)</p> <ul style="list-style-type: none"> The Unsatisfactory Notice is used by instructors when there is a significant disruption in the classroom (thrown book, challenge instructor, or any violation of the student code of conduct such as cheating, theft, assault, weapons, discrimination, etc.). Typically, unsatisfactory notices should be signed by the student. If the conduct occurs online, print emails or screenshots, and submit without student's signature. Faculty can suspend for up to two class days and must notify. If the sheriff is called, instructors should keep the chair and dean in the loop. The specific code of conduct violated should be listed on the form. (There is a link to the codes on the online form.) The notice can be sent to VP Dixon-Peters or Dean Astorga. In some cases, a warning should be given. Some incidents (e.g. guns) elevate to the Threat Assessment Team. 	<p>Juan Carlos Astorga</p> <p>&</p> <p>Eric Dixon-Peters</p>

	<ul style="list-style-type: none"> • Discussion ensued regarding ways to create a safe learning environment for both students and faculty and how instructors set the tone for a classroom and how their reactions can escalate or de-escalate a situation. <p>Grade Grievances</p> <ul style="list-style-type: none"> • For grade grievances, <i>students</i> must attempt to speak to the instructor, chair, and dean before using an E55 form available online. • This form is used for grades or any disruption of academic success. • The burden of proof is on the student. • Faculty must cooperate. • Grades can be changed based on (1) fraud, (2) bad faith, (3) incompetence or (4) mistake/error • Students have 120 days -- from when they should have known about the grade/issue -- to file the form. • VP Berger reminded chairs that students' written work should be kept for a year, but grade records should be kept forever. 	
3	<p>Open House</p> <ul style="list-style-type: none"> • This year, we are having an open house, not Farm Walk, as we currently do not have the personnel support for Farm Walk. • "Discover LA Pierce College," will be held on Friday, April 21st. • The task force meets Tuesdays from 11:00 – 12:00 • The event is being held on a Friday because the target audience is high school and middle school students, 6th – 12th graders. • We need buy-in from faculty. • If your department would like funding (perhaps \$250 per department?), we will send out applications this week. Please submit an application to Larry Kraus. • We are hoping to have themed areas such as "Science Land." • If you have any Friday classes, visitors may walk through. • Visitors will be able to observe the RVT clinics and auto work. • We need a small marketing task force, especially for social media. • If anyone has any suggestions, please come to the meetings. 	Donna-Mae Villanueva
4	Announcements:	Sheri Berger

	<ul style="list-style-type: none"> • Our new Academic Affairs dean, Sharon Dalmage, will start on Tuesday. She will be using Oleg's office until we move into Alder. • Enrollment for Spring is down 4% compared to last Spring, but Pierce is still doing the best in the district. The whole district is down. • Classes with fewer than 15 students are on a watchlist. Chairs should consider switching these out. • Cancelling will happen the week before Spring starts so that students can try to find an alternate class. • The Fall 2017 galley page proofs are different now. • In current Protocol, we decide when to upload the schedule. • In PeopleSoft, the schedules of all 9 schools go up together. Fall will go up on April 12th. • Thus, on the 2nd galleys, things must be correct; we cannot wait for page proofs. • There may be a second shot at changes to notes, but not schedules and assignments. • Offer letters will go out the week of April 10th, the week following Spring Break. 	
5	<p>Department Highlights:</p> <ul style="list-style-type: none"> • Anderson: Comm Studies just received a \$10,000 donation. Also, ADT transfers to CSUN receive priority registration. Pierce chairs should talk to corresponding departments at CSUN about this arrangement as well. • Connelly: Student exhibit at Annenberg. • Blaine: Encore just received a \$125,000 donation for art and music. • Berger: Next week is the Special Dual Enrollment meeting with Vice Chancellor Ryan Cornner. 	
	Adjournment: 3:10	

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
