



Department Council Minutes
Tuesday, March 14, 2017, 1:30–3 p.m.
College Services Building Conference Room

MINUTES

Attendees

Elizabeth White, Adrian Youhanna, Melody Cooper, Martin Karamian, Patricia Doelitzsch, Barbara Anderson, Lyn Clark, Natalia Grigoriants, Rudy Dompe, Donna Accardo, Michael 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, Yeprem Davoodian, Susan Rhi-Kleinert, Mary Anne Gavarra-Oh, Donna-Mae Villanueva, Jose Luis Fernandez, Tom Vessella, Sheri Berger, Kalynda McLean, and Sharon Dalmage

Absent

Sara Harvey, James McKeever, Fernando Oleas, Phyllis Schneider, Ida Blaine, Art Gillis, Margarita Pillado.

The meeting was called to order at 1:36.

No.	Item	Presenter
<p>1</p>	<p>Enrollment Update</p> <ul style="list-style-type: none"> • We came in at about 99%. • While we are lower than expected, we should be fine with summer coming. • Only West did better because of its online offerings. • All other colleges were down as well. • The District is looking at all schools as a whole; Pierce is fine as a college, but not as a whole. • In May, we will have more info. • Exclusions were due March 1st, and we are at 97%. We are #2, behind East! We need to get these done. We also have some late start classes that must be done as well. 	<p>Sheri Berger</p>
<p>2</p>	<p>DE Info in Class Schedule</p> <ul style="list-style-type: none"> • We have been having some issues and inconsistencies with the DE info in the class schedule. • Some listings have instructor name and other info; others have a blip with a link to Canvas shell. 	<p>Sheri Berger and Wendy Bass</p>

	<ul style="list-style-type: none"> • The directory has many problems on the backend, and it is often down, so students have problems finding instructors. • Instructors' PIERCE email addresses should be listed. • Instructors should revisit what they have written (sometimes years ago). <p>Discussion: The searchable schedule can't have instructor emails. Should searchable schedule direct to Canvas? Should emails be listed on print/PDF version?</p> <ul style="list-style-type: none"> • Students need the instructor's email address to add a class online. • The District is in the process of making it so that all must use District-issued email address. • Once this process is complete, we will have to take action if an instructor insists on using personal email. • Students must use their District email to add as well. • Student emails received from a non-district email address should not be read. <p>Outcome: District-issued email address will be used in the printed schedule. The searchable schedule will direct students to Canvas.</p> <ul style="list-style-type: none"> • Two of our sister schools are getting audited because students were still contacted and not dropped in online shells. • In Canvas, you can see when students were last logged in. • Do all messaging in Canvas. Have proof. Show good faith. • General rule of inactivity: if you miss more than 1 standard hour → drop. • DE will be sending an email out soon regarding this information. Please remind faculty to read this. 	
3	<p>Fall 2016 SLOs & Course Reports</p> <p>SLOs</p> <ul style="list-style-type: none"> • SLOs were due Feb 3rd. • Congratulations to Donna-Mae Villanueva, Susan Rhi-Kleinert, and Sharon Dalmage for 100% completion! • Other areas are behind. • If faculty are having problems with SLOs, they should contact Giselle Calubayan AND Monique Cleveland. 	Sheri Berger

	<p>Course Reports</p> <ul style="list-style-type: none"> • We received about six (out of a couple dozen) back. • If you are having problems with these, please contact Monique. If the problem is technical, cc Giselle. • Course reports are important, and the issues are not going away. • These are our first course reports in the new system. • We are doing much better collecting data, but we need to do better with the reporting. • Giselle is working with eLumen regarding the dropdown problem. • When reporting, a sentence or two is fine (results & how to fix). • We are working out the glitch in duplicate/cloned sessions. • The Chancellor's Office would have to approve compensation for adjuncts who assist with course reporting (for a more authentic assessment), so compensation is unlikely. • Chairs should not do all of the SLO work; sometimes a faculty member should take the lead. 	
4	<p>NOM Phase 2 & Room Allocations</p> <ul style="list-style-type: none"> • Due to Measure CC, the Board is taking more oversight of bond projects. • NOM Phase 2 was packaged with NOM Phase 1, but it had a maximum dollar amount. • The figures now have exceeded that amount, and the Board has rejected it. • In PCC, Ed Cadena gave the committee options, and we re-ranked and submitted them the next day. • The PMO is meeting with all of the colleges to understand all of the pending projects. • We won't know what is happening with NOM 2 until Facilities Master Planning & Oversight Committee (FMPOC). • Those affected probably won't move out until summer. • Room allocations will be made for winter and spring as needed. • Lyn Clark: Ed Cadena's info came as a shock to PCC. President Burke had to make a decision in one day, and she wanted PCC's recommendation. 	Sheri Berger

	<ul style="list-style-type: none"> • Multiple chairs felt that they should've been informed in an official communication prior to and after PCC. • We still have Prop A, AA, J money. • The Board does not want any more square footage on campus. • IT is moving to Building 600. 	
5	<p>Discover Pierce – Donna-Mae Villanueva</p> <ul style="list-style-type: none"> • Friday, April 21st from 9:00 – 2:00 • LAVC is having a similar event on the same day, but we are providing buses, and they are not. So, we are hoping for a larger turn-out. • We are having staggered tours with different colored wristbands. • Each guest will take the red tour and green tour. • Each tour will be 90 minutes, and guests will have lunch in between their tours. • Red tour: CFS, Vet Tech, Industrial Tech, Farm, Performing Arts, Music, Fine Arts & Media Center • Green tour: LLC, CAS, Juniper, Fitness Center, Dance, Great Hall, etc. • Student organizations will have mini club rushes. • At the end of the day, there will be a student service fair and debriefing in the Great Hall. • Each group of 20-25 students needs ambassadors: Counselors? New Hires? Emeritus, etc.? • There will not be department booths anymore -- just ASO booths. Departments will be busy in classrooms. • We need help with scripts for tours. We have a skeleton script from Sergio, but we need information from the academic departments. Please write and send a blurb to Donna-Mae by next Wednesday. 	Donna-Mae Villanueva
6	<p>Announcements</p> <ul style="list-style-type: none"> • Everyone must complete the online Title 9 training sent by the District. • Page proofs for summer have been posted, and faculty have been notified. If you have changes, put in a change form. • Offer letters will go out next week so that David Koehnlein has time to make changes beforehand. 	Sheri Berger

	<ul style="list-style-type: none"> • RPL-approved (and VTEA) purchase requests need to get in ASAP. • Evaluations – There is a new “easy” system from district. VP Berger is still working on getting the process fixed. If you get an email, notify your dean. Do not upload. Mary Fellows will do it. This is to address a compliance recommendation. 	
7	<p>Department Highlights:</p> <ul style="list-style-type: none"> • McLean: next Thursday is the Spring Job Fair. There will be treats. Encourage students to attend. • Connelly: Round-Up students won several prestigious awards. • Schneider: Needs a student worker. • Bass: Needs a student worker – preferably with video experience • Lofrano: We have a great tennis player you should all come watch play today; Friday we are having a swim meet. • Davoodian: 89 Honors students certified! • Perser: Professional Development workshops: Monday - How to support undocumented students; Tuesday/Wednesday – Utology; Thursday - Culturally Responsive Training; Friday: Safe Zone. • Cooper: “Heat Treatment” Tuesday from 6:00 – 8:00; 9 person ceramic show • Youhanna: Need funds? Go to ASO! 	All Department Chairs
	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