



**Department Council Minutes**  
**Tuesday, April 11, 2017, 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, Shilo Nelson, Paula Paggi, Larry Thouin, Sheri Lehavi, Jill Connelly, Michael Gend, Dale Fields, Kaycea Campbell, Maria Perser, Bob Lofrano, Crystal Kiekel, Ida Blaine, Yeprem Davoodian, Susan Rhi-Kleinert, Mary Anne Gavarra-Oh, Donna-Mae Villanueva, Tom Vessella, Sheri Berger, Margarita Pillado, David Koehnlein, Tom Anderson, and Tanya Miller.

**Absent**

Michael Van Dyke, Fernando Oleas, Joan Schneider, Phyllis Schneider, Wendy Bass Keer, Art Gillis, Jose Luis Fernandez, and Sharon Dalmage.

The meeting was called to order at 1:36.

No.	Item	Presenter
1	<p><b>SIS Modernization</b></p> <ul style="list-style-type: none"> <li>• Adrian Youhanna reported that the Senate will vote on an SIS notice of motion proposal at its next meeting. The new SIS does not show the schedule and should be more like ESC. It appears as though the District never conferred with users on the design. There is a sense of emergency as we need to schedule for fall.</li> <li>• PeopleSoft SIS is a work in progress.</li> <li>• The student application component and the first part of the financial aid component is working.</li> <li>• They implemented the schedule change portion in part 1.</li> <li>• They put off viewing the schedule until part 2.</li> <li>• These trainings will be held in the summer.</li> <li>• Training user guides are being made at the district.</li> <li>• After the trainings, you will be able to view through a window.</li> <li>• The SCR system won't change.</li> <li>• Go Live 1 occurred in October/November.</li> <li>• Go Live 2 will be May 8<sup>th</sup>; students can register for Fall.</li> </ul>	<p style="text-align: center;"><b>David Koehnlein</b></p>

	<ul style="list-style-type: none"> <li>• Go Live 3 will take place in June when viewing will be available.</li> <li>• This is a transition.</li> <li>• After last month's DC meeting, Martin Karamian showed VP Berger screenshots of the chairs' limited viewing ability.</li> <li>• VP Berger contacted the SIS team which confirmed that viewing will be available in phase 3. Until then, Academic Affairs will be able to provide a work-around.</li> <li>• David Koehnlein just ran FTEF reports. Once the schedule goes live, he can run new galleys as needed.</li> <li>• The open classes report is pulled from a site at the District, and Carlos links that page. VP Berger will see if that can be added (with enrollment numbers).</li> <li>• We do not know what the new online schedule will look like tomorrow.</li> <li>• Online change forms are more problematic now due to the recent attempted hackings. The system re-set to very old information.</li> <li>• VP Berger will take all concerns back to district.</li> <li>• Assuming all goes well, the schedule should go live at some point tomorrow.</li> <li>• The registration date was moved from the end of April to May 8<sup>th</sup> because of College Promise (orientations, education planning, etc.)</li> <li>• The VPAAAs asked for two additional weeks for the schedule but were denied -- likely due to foreseeable hiccups tomorrow. A cushion was left for adjustments.</li> <li>• All Pierce chairs attended SCR trainings.</li> <li>• At some of the other schools, less than half of the chairs participated.</li> <li>• All of the Pierce AA Deans were trained as well.</li> <li>• Martin Karamian noted one positive aspect of the new SIS: room availability is visible and room changes can be made.</li> <li>• Limit room searches to the appropriate college. There's an option to save criteria and defaults.</li> </ul>	
2	<p><b>Discover Pierce Update</b></p> <ul style="list-style-type: none"> <li>• We are expecting approximately 600 students.</li> <li>• Groups will consist of about 20 students + chaperones.</li> <li>• Students will be a captive audience for about 1 ½ hours, but most classroom info sessions will be about 15 minutes long so that they are not in any one place for too long.</li> <li>• In blank spots on route, they are doing other activities.</li> <li>• The classes will be booked ahead of time.</li> </ul>	<p><b>Donna-Mae Villanueva, Tanya Miller, &amp; Tom Anderson</b></p>

	<ul style="list-style-type: none"> <li>• We need to know your room needs.</li> <li>• The tour guides will have bullet-point scripts with talking points.</li> <li>• If chairs have a preferred route for tours in their department, please let us know. (Ex. Kinesiology Route: Pool → North Gym → South Gym → Fitness Center, etc.)</li> <li>• We need more faculty ambassadors.</li> <li>• Ambassadors must be present from 8:00 – 2:00, so they cannot volunteer to do anything else.</li> <li>• We will be having orientation sessions the week prior to the event.</li> <li>• Breakfast, lunch, and Pierce t-shirts will be provided.</li> <li>• All faculty, staff, and students will have wrist bands.</li> <li>• KIIS FM will be here stationed at the bull.</li> </ul>	
3	<p><b>Construction Update</b></p> <ul style="list-style-type: none"> <li>• No real news.</li> <li>• There will be a Big Building BUG Group kick-off meeting in two weeks.</li> <li>• Each building has at least 1 BUG member.</li> <li>• FMPOC will meet in May.</li> <li>• 100 and 200 buildings will be offline following graduation.</li> <li>• During Spring Break, the 1200, 1300, 1400, and 1500 buildings were painted and cleaned, had new blinds installed, and broken chairs/desks were removed.</li> </ul>	Sheri Berger
4	<p><b>Announcements</b></p> <p><b>Title IX:</b></p> <ul style="list-style-type: none"> <li>• Everyone needs to complete the Title IX trainings.</li> <li>• If you haven't received an email, notify VP Peters.</li> <li>• They are due on June 9<sup>th</sup>.</li> </ul> <p><b>EASY Evaluation System:</b></p> <ul style="list-style-type: none"> <li>• None of the department chairs reported receiving any notifications for the new EASY evaluation system.</li> <li>• Deans should be receiving notifications for classified employees, not chairs.</li> <li>• Faculty evaluations should go to chairs, be emailed to deans, and then be given to VP Berger.</li> <li>• This should happen at the beginning of the semester, but the district contends that it can occur as late as 60 days prior to the last day of school.</li> <li>• The VPAA's office will upload completed evaluations to the District.</li> </ul>	Sheri Berger

	<p><b>Adjunct Hiring Pools:</b></p> <ul style="list-style-type: none"> <li>• Adjunct hiring pools are being created to address an accreditation recommendation.</li> <li>• Math, English, and Counseling pools are up and close May 1<sup>st</sup>.</li> <li>• Other departments will be included as well.</li> <li>• A new Chancellor directive states that all applicants must pass a minimum qualifications clearance, I9, &amp; LiveScan <i>before</i> an offer can be made. The District has established an emergency process.</li> <li>• District HR underwent a huge audit; in addressing the issues, we are affected.</li> <li>• Do not initiate a PCR until applicant is cleared by District. (Interview → paperwork → clearance → PCR).</li> <li>• Once the pools are created, departments will have to interview from the pool with a committee.</li> <li>• This makes an emergency hire more difficult.</li> <li>• If an applicant is already employed by the District, they do not need to go through this process.</li> <li>• When the pools are established, we do not know if we will get the whole pool or just certain portions, but once the pool exists, we need to use it.</li> <li>• Pools will be good once a year.</li> <li>• Adjuncts will need to apply online.</li> <li>• VP Berger will request that the District (1) have an open pool and (2) an emergency adjunct hiring provision.</li> </ul>	
5	<p><b>Department Highlights</b></p> <ul style="list-style-type: none"> <li>• Youhanna: Please vote for Senate elections; contact Jill Binsley for info.</li> <li>• Campbell: This Friday – financial literacy day event.</li> <li>• Karamian: LA Economic Alliance – free; Pierce College Shark Tank event, April 25<sup>th</sup>; check your email for details.</li> <li>• Connelly: Media Arts students recently won several photography awards.</li> <li>• Perser: Curriculum Committee is April 21<sup>st</sup>.</li> <li>• Davoodian: Took 16 Pierce Honors students to UCI’s Honors Experience last week.</li> </ul>	<p><b>All Department Chairs</b></p>
	<p><b>Adjournment:</b> 2:54</p>	

Department Council Meeting Dates

**2016-2017 Department Council Schedule of Meetings**

<b>2016</b>	<b>2017</b>
<del>Tuesday, July 12, 1:30-3pm</del>	<del>Tuesday, January 10, 1:30-3pm</del>
<del>Tuesday, August 9, 1:30-3pm</del>	<del>Tuesday, February 14, 1:30-3pm</del>
<del>Tuesday, September 13, 1:30-3pm</del>	<del>Tuesday, March 14, 1:30-3pm</del>
<del>Tuesday, October 11, 1:30-3pm</del>	<del>Tuesday, April 11, 1:30-3pm</del>
<del>Tuesday, November 8, 1:30-3pm</del>	<del>Tuesday, May 9, 1:30-3pm</del>
<del>Tuesday, December 13, 1:30-3pm</del>	<del>Tuesday, June 13, 1:30-3pm</del>