



Department Council Minutes
Tuesday, May 9, 2017, 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, Donna Accardo, James McKeever, Michael Van Dyke, 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, Ida Blaine, Yeprem Davoodian, Susan Rhi-Kleinert, Mary Anne Gavarra-Oh, Jose Luis Fernandez, Sheri Berger, Sharon Dalmage, Kalynda McLean, Margarita Pillado, and Paul Nieman.

Absent

Adrian Youhanna, Rudy Dompe, Shilo Nelson, Fernando Oleas, Phyllis Schneider, Art Gillis, Donna-Mae Villanueva, and Tom Vessella

The meeting was called to order at 1:31.

No.	Item	Presenter
1	<p>Summer Road Work</p> <ul style="list-style-type: none"> • We have had this scheduled maintenance project on the books for long time. We tried to do it during the winter, but we had to cancel due to heavy rains. There are three phases to this Road Way/Walk Way Project • A colored map was distributed. • Phase 1: The faculty office roadway (red) project will begin June 12. The road will not again be usable until July 21. We are hoping for no surprises, but there is a little give in schedule. On Friday, August 25 and Saturday, August 26, it will close again for two days so that it can be cured with a seal coat. On Friday, September 1, it will be closed once more for striping. This will dramatically limit access to faculty offices along the road. We will level out a walkway behind faculty offices (black arrows), but there will be no vehicle access. • Phase 2: The sidewalk outside of CopyTech that runs up to the faculty offices (yellow) will begin to be replaced on July 10 and will be completed on July 28. The current walkways are not ADA compliant -- 48" wide. In some areas they are 	Paul Nieman

	<p>only 46" wide. The sidewalks will be removed, reformed, and re-poured. The new walkway will be 54" wide for cushion. CopyTech will be accessible through the Bookstore.</p> <ul style="list-style-type: none"> • Phase 3: Work on the walkway fronting the faculty offices closest to old library (green) will begin July 24 and end on August 4. They are not ADA compliant. • This entire schedule has the road and walkways usable by the start of fall semester. • Emails will be sent to all Pierce employees, but chairs can and should disseminate the information to faculty. • The next project has DSA approval but no start date. 	
2	<p>Smart Pens</p> <ul style="list-style-type: none"> • Maria Perser will be scheduling train the trainer sessions. • One <i>free</i> smart pen will be issued to each user who attends a training. • Lost pen replacement policy (per user): <ul style="list-style-type: none"> ○ First incident = \$100 fee ○ Second and third incidents = \$200 fee ○ As they are very expensive, additional pens will not be issued following the 3rd incident. • Bruce Rosky will provide more information soon. 	Sheri Berger
3	<p>Adjunct Exception Requests</p> <ul style="list-style-type: none"> • Sheri Berger and Fernando Oleas recently updated this form to facilitate the adjunct exception request process. • We are the only College in the District that uses this process. • We used to approve these at galleys. • We now have a new adjunct hiring process and many new District rules. • Chairs need to try to hire instructors to staff these classes before giving an adjunct a second class. • Chair must show efforts made (ex. contacted chairs at other schools). • If you are using sent emails as proof, we need the printout of the BLIND copy. • The new forms will be emailed and uploaded to the Academic Affairs website. • Oleas will discuss more at APC. • Due dates will be July 15th for the fall and Dec 1st for the spring. • The semester and year has been added to the form. 	Sheri Berger

	<ul style="list-style-type: none"> Chairs may use same form for multiple people if it is for the same reason. 	
4	<p>New Hiring Rules</p> <ul style="list-style-type: none"> This is currently a very hot topic at the District. Most importantly, new hires cannot work until they are completely cleared: Live scan, TB, Min Quals, etc. Wendy Bass and Kalynda McLean are most impacted as they have the most student hires. If someone is in the District already, there is no issue. If a student is full-time in the Spring, they can work during the Summer. If a student is full-time in the Fall, they can work during the Winter. If a new hire has not been cleared prior to the first day of class, a substitute will have to teach the class. We have to follow the new process. We must make it clear to new hires that they must submit all paperwork immediately. Chairs should anticipates delays. We will still have the Financial Aid student fair; it just may be later than usual. Valley, Trade, West, East, and ESC all have LiveScan; however only one is working. We should have LiveScan at every college. CSUN has LiveScan, but there is a fee. 	Sheri Berger
5	<p>Evaluations (EASY System)</p> <ul style="list-style-type: none"> A few of the chairs have received notifications. If you receive one, ignore it <i>unless</i> the person is scheduled for an evaluation. Please notify your deans; send them a list. We are compiling a list to figure out what is going on with this new system. It appears that messages went out for all FT faculty. 	Sheri Berger
6	<p>Summer Enrollment</p> <ul style="list-style-type: none"> We are down about 20% in a date-to-date comparison to last year. We are not cancelling any classes yet. Some English courses are at only 2. Some Math are down as well. While this is unusual, the other Colleges are low as well. The online classes, however, are either filling or full. 	Sheri Berger

	<ul style="list-style-type: none"> • Life Sciences and Chemistry classes are full. • Summer registration is still on the old system, so these low numbers are not a result of adapting to the new system. • Registration for Fall starts on the new system on Monday. • New students who begin in Summer will have an 88 number. New students who begin in Fall will have a 9 number. • Possible reasons for the enrollment decline: appointment window too long, good economy, UCs and CSUs accepting more students, declining K-12 population, etc. 	
7	<p>Umoja</p> <ul style="list-style-type: none"> • Umoja is a new program starting at Pierce this summer, and Melody Smith is the designated counselor. • Umoja means “unity” in Kiswahili. • The one-year program is Afro-centric in nature and is actively recruiting students now. • This is a learning community with curriculum based on the African American experience. • Instructors will be trained during the summer. • There will be mandatory counseling and support, progress reports, tutoring, mentoring, laptop loans, textbook rental, student success workshops, field trips, and other educational, financial, and social support. • “Umoja Village” will house the program. • The program will teach students to think bigger and introduce them to historically black universities and other colleges. • Outreach is currently being conducted at high schools. • Umoja is open to all students, but African Americans would benefit the most. • We have an MOU with the regional Umoja statewide initiative which has been around for about 10 years and is modeled on 30-year-old programs. • More than 40 colleges participate in Umoja, including all of the CSUs (except East Bay) • Email Melody for more brochures. • Students must be assessed before enrolled. • Umoja is launching with Bridge. 	Melody Smith

<p>8</p>	<p>Dual Enrollment</p> <ul style="list-style-type: none"> • Dual enrollment is an opportunity to find new pockets of students, and it helps our enrollment numbers. • Canoga High is interested in classes. Unlike Birmingham, Canoga will let us choose the book used, but we need to agree to use it for 3 years. • Chairs committed to use the same book for three years. • Instructors can bring in articles and handouts to keep current and supplement the text. • Classes will be held at the high school during their bell, holiday, and Spring break schedules. • Our instructors will teach the class, and credit will be on our transcript. • Some will get college credit only. Some will get college and HS credit. This will be decided on a student-by-student basis by the high school. • Taft High School is interested in Media Arts. • LAVC is currently at Birmingham, but we hope to get it back. • LAMC has first dibs at Granada Hills & Kennedy. 	<p>Sheri Berger</p>
<p>9</p>	<p>Department Highlights</p> <ul style="list-style-type: none"> • Van Dyke – At Skills USA competition in San Diego, our CNC Machine student won a gold medal and is off to Nationals. • McKeever: “Know Your Rights Event tomorrow.” The History discipline has applied to split with HiPS and become a solo department once again. • Berger: <ul style="list-style-type: none"> ○ New chairs effective July 1: <ul style="list-style-type: none"> ▪ Yeprem Davoodian - Communication Studies ▪ Beth Cheung - Industrial Technology ▪ Shannon DeVaney – Life Sciences ○ Retiring: <ul style="list-style-type: none"> ▪ Larry Thouin ▪ Liz White ▪ Bob Lofrano. ▪ Art Gillis ○ Outgoing chairs were asked to bring incoming chairs to the June meeting. • Paggi: Students can once again print with credit cards, after 4 years. Summer library hours: Monday thru Thursday: 8:30am – 7:30pm. There will be a concert June 	<p>All Department Chairs</p>

	<p>1st for One Book One Campus. Please remind students to complete survey.</p> <ul style="list-style-type: none"> • Anderson: Next Friday is the annual intra-mural Speech Tournament. • Campbell: May 15 is the Faculty Appreciation Banquet and Golden Apple Awards. 70s theme. • Bass: Moodle disappears in June. They will have workshops almost every day. Chairs should forward emails to all faculty. • Lofrano: Sadly, Madison Tupper, Pierce's nineteen-year-old softball pitcher passed away a few days ago. • Connelly: Media Arts is joining the library for a photo exhibit. • Perser: Transgender ally training on May 12; Save the Dates: August 24th August 22nd. • Davoodian: Honors recognition awards on May 18th at 6:30 • Clark: CAOT 13th annual student recognition awards on May 17 • White: Pet vaccine clinic on Saturday from 10:00am – 1:00pm; microchips. • Fields: Solar eclipse on August 21st, the Monday before Fall semester begins. • Berger: Leadership retreat August 17th. 	
10	<p>Announcements</p> <ul style="list-style-type: none"> • APP Due – October 13 • Graduation – June 6 • Train the Trainer A/V training – trying to resolve • Title IX Due – June 9 • AA webpage includes all old forms, timelines. 	Sheri Berger
	Adjournment: 2:45	

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