



**Department Council Minutes**  
**Tuesday, June 9, 2017, 1:30–3 p.m.**  
**College Services Building Conference Room**

**MINUTES**

**Attendees**

Elizabeth White, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Lyn Clark, Natalia Grigoriants, Donna Accardo, James McKeever, Michael Van Dyke, Shilo Nelson, Paula Paggi, Larry Thouin, Sheri Lehavi, Joan Schneider, Michael Gend, Dale Fields, Kaycea Campbell, Wendy Bass Keer, Ida Blaine, Yeprem Davoodian, Sheri Berger, Jose Luis Fernandez, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Tom Vessella, Donna-Mae Villanueva, Kalynda McLean, Todd Roberson, Carlos Guzman, Clay Gediman, and Larry Kraus.

**Absent**

Adrian Youhanna, Barbara Anderson, Rudy Dompe, Jill Connelly, Fernando Oleas, Maria Perser, Bob Lofrano, Crystal Kiekel, Phyllis Schneider, Art Gillis, Sharon Dalmage, and Margarita Pillado.

The meeting was called to order at 1:32.

No.	Item	Presenter
1	<p><b>ADA Compliance Taskforce Plans</b></p> <ul style="list-style-type: none"> <li>• Roberson began working at Pierce in January.</li> <li>• His main task is maintaining ADA compliance on the Pierce website.</li> <li>• An “ADA Compliance Overview” handout was distributed.</li> <li>• What does ADA compliance mean?</li> <li>• Anything our College makes electronically accessible must be ADA compliant under Federal Regulations.</li> <li>• There will be new guidelines in 2018. Most of these will be structural, “under the hood”, completed by IT.</li> <li>• The Americans with Disabilities Act (ADA) was signed in 1990, piggybacking the Civil Rights Act of 1964 and the Rehabilitation Act of 1973.</li> <li>• PDFs posted to the website will be what effects most non-IT users.</li> <li>• Please refer to links on the handout for ADA compliance resources.</li> <li>• IT is using a program called “Compliance Sheriff” to identify and correct problems on our site.</li> </ul>	<p style="text-align: center;"><b>Todd Roberson</b></p>

	<ul style="list-style-type: none"> <li>• Currently, Pierce’s website is more than 3000 pages; Compliance Sheriff scans 200 pages at a time.</li> <li>• Please refer to the graph on page 3 of handout.</li> <li>• All images must have a descriptive text (alt tag) for users who use reading tools.</li> <li>• Training will provided on Convocation Day.</li> <li>• Some PDFs on the website go back as far as 2001. Chairs are urged to go through their pages to see what is still viable.</li> <li>• Instructors cannot link to an external site that is non-ADA-compliant, even if it is just a shell.</li> <li>• If linking to a video, the video must be closed captioned.</li> <li>• Canvas is ADA compliant.</li> <li>• Roberson is starting an initiative to re-build the Pierce website from the ground up. Mark Henderson is reviewing the plan, and then it will go to all three VPs. The content will not change, only how it is built. Structural rebuild goals: <ol style="list-style-type: none"> <li>1. Mobile-centric</li> <li>2. ADA compliant from initial coding</li> </ol> </li> <li>• We are moving to a new content management system for department website maintenance. A few of the other Colleges are using the new system.</li> <li>• There are three seats available for a web accessibility and web-compliant document training being held on June 26. Contact Larry Kraus for more information.</li> </ul>	
2	<p><b>SIS</b> <b>Rosters and Emailing Students – Dale Fields</b></p> <ul style="list-style-type: none"> <li>• Main menu → campus solutions twice → curriculum management → class roster twice → choose term (click on magnifying glass for help) → choose discipline “subject area” → this gives all schools’ rosters, so go to course offering number and enter “8” for Pierce → now there will be a list of classes, choose one, then click on any blue item (section number, description, etc.) to access that class roster.</li> <li>• At the bottom, you can “notify selected students” to email them.</li> <li>• Also at the bottom, you can see “next in list” to view all of the other classes.</li> <li>• You can add this search to favorites (upper left). Be sure to save it.</li> </ul> <p><b>Schedule Info by Department – Martin Karamian</b></p> <ul style="list-style-type: none"> <li>• A handout with screenshots was distributed.</li> </ul>	<p><b>Dale Fields and Martin Karamian</b></p>

	<ul style="list-style-type: none"> <li>• Campus solutions → reporting tools → query → query viewer → LAC_SRC_SECTION → favorite → Excel</li> <li>• Choose term, campus, and department (use magnifying glasses)</li> <li>• View results</li> <li>• These are listed by department, not by discipline. This does not include your department's Outreach, Honors, and PACE classes.</li> <li>• There are 69 fields in the Excel sheet; many are repetitive; hide those unneeded.</li> <li>• Important columns: Enrollment limit, total enrollment, waitlist cap, and number of students on waitlist.</li> <li>• Per District, waitlisted students will automatically be enrolled into a class (in the order in which they are waitlisted) when a space becomes available (unless there is a time conflict; if there is a conflict, then they have 24 hours to respond).</li> <li>• The training we have been receiving from Cyber is based on the generic SIS product. Our District has made modifications that the Cyber trainers are not aware of.</li> <li>• Sections numbers are now called "class numbers."</li> <li>• Section G means nothing unless it is a lab/lecture class in which case the G is very important.</li> <li>• There are separate Canvas shells for lectures and labs, so use only one and un-star the other one so that you do not need to worry about it.</li> <li>• Section J denotes whether lecture or lab</li> <li>• AC = combined sections (is like the parent section ~ "mama and the babies")</li> <li>• AH = employee number</li> <li>• AM = 0741, 0811, etc.</li> <li>• AU = room number</li> <li>• AN = workload hours</li> <li>• Some access may be restricted off-campus.</li> <li>• For your own teaching schedule, you can go to "My Schedule" and click on "people" to view the roster for one of your classes.</li> </ul>	
3	<p><b>Online Classes/Programs</b></p> <ul style="list-style-type: none"> <li>• A copy of a letter from Governor Brown to State Chancellor Oakley was distributed.</li> <li>• In it, the Governor asks the Chancellor to take whatever steps necessary to "establish a new community college that – exclusively – offers fully online degree programs."</li> </ul>	<p><b>Sheri Berger and Wendy Bass</b></p>

	<ul style="list-style-type: none"> <li>• The Governor would like the Chancellor’s plan by November.</li> <li>• The creation of this online college could potentially decimate our enrollment.</li> <li>• Thus, if you would like to put something fully online, now is the time, especially if you are in a discipline conducive to online learning.</li> <li>• We are a part of a new a collaborative effort among CCCs called the Online Education Initiative (OEI), but we do not have as many participants as we should. We have some adjuncts’ participation but no full-timers. Emails have been sent urging online instructors to participate. OEI puts your classes into an exchange so that students anywhere in the state can take them.</li> <li>• OEI is receiving healthy funding.</li> <li>• Distance Ed is open all summer for instructors who need assistance.</li> <li>• Online courses are not going away, and in most cases, online classes fill first.</li> <li>• We have online proctoring available through Proctorio, a program that videotapes the student as they are taking an exam. It flags suspicious activity, and then the instructor can go back and review it.</li> </ul>	
4	<p><b>Enrollment Updates - Fall</b></p> <ul style="list-style-type: none"> <li>• Appointments started 20 days later than usual because of the SIS conversion. It will take a couple of weeks to catch up with last year’s data.</li> <li>• District’s headcount is down 46%.</li> <li>• Pierce’s headcount is down 35.5%.</li> <li>• A week ago, we had the highest headcount, but East now leads by about 1500.</li> <li>• District enrollment is down 47%.</li> <li>• Pierce’s enrollment is down 35%</li> <li>• The next college’s enrollment is down is 42%.</li> <li>• Thus, we are doing relatively well.</li> <li>• The Promise team is working hard. Over 450 full-time Promise students are enrolled, and more are interested.</li> <li>• We do not have comparison Promise data, but we appear to be doing better than average.</li> <li>• New enrollment reports, waitlists, and online scheduling planners will help.</li> <li>• Re “average units per student”: we are the only College that is up from last year (last year was 8.8; this year is 9.0.).</li> </ul>	Sheri Berger

	<ul style="list-style-type: none"> <li>• Students not packaged before August 1<sup>st</sup> will be swept from the system.</li> <li>• The Business Office will outreach to students who are not packaged.</li> <li>• Pre-requisite issues should go to general counseling for clearance.</li> <li>• Chairs can take challenge forms directly to Assessment, drop in campus mail, or email signed scans to Curtis Smith.</li> </ul>	
5	<p><b>Summer Updates</b></p> <ul style="list-style-type: none"> <li>• We have a 6% decline from last summer.</li> <li>• The Pierce data from the District is skewed because the summer bridge date changed.</li> <li>• Part of the reason for the decline is likely due to Valley and Mission's addition of summer sessions this year.</li> <li>• We had to cancel a few Summer A classes; some were in the single-digits.</li> <li>• As VP Schleicher has pointed out at the Budget meetings, we are close to our 6% reserve budget; hence, we cannot afford to offer low enrollment classes.</li> <li>• Session B is doing better than A this year, but we may have to look at B enrollment cancellations as well. (Last summer, A was better than B.) We will check on the B enrollment about a week and a half before the session starts.</li> <li>• Our break-even number is ~30, but 15 is the contractual limit. We cannot cancel a class once it hits 15.</li> </ul>	<b>Sheri Berger</b>
6	<p><b>Outgoing Chair Recognition</b></p> <ul style="list-style-type: none"> <li>• Certificates of Appreciation were given to the following: <ul style="list-style-type: none"> <li>◦ Barbara Anderson</li> <li>◦ Larry Thouin (retiring)</li> <li>◦ Mike Van Dyke</li> <li>◦ Liz White (retiring)</li> </ul> </li> <li>• Bob Lofrano, Art Gills, and Rudy Dompe are also retiring at end of the month.</li> <li>• Alyce Miller will be the interim Counseling chair through the summer, and elections will be held in the fall.</li> </ul>	<b>Sheri Berger and AA Deans</b>
7	<p><b>Department Highlights</b></p> <ul style="list-style-type: none"> <li>• Berger – EEO training June 29<sup>th</sup>.</li> <li>• Accardo – Umoja conference experience was helpful and compelling.</li> <li>• Karamian – Thursday – job interview workshops</li> <li>• Van Dyke – Beth Cheung is the new chair of Industrial Tech</li> </ul>	<b>All Department Chairs</b>

	<ul style="list-style-type: none"> <li>• Fields – August 21 – solar eclipse</li> <li>• Next meeting is July 11<sup>th</sup>.</li> </ul>	
	<b>Adjournment:</b> 2:59	<b>Sheri Berger</b>

<b>2017-2018 Department Council Schedule of Meetings</b>	
<b>2017</b>	<b>2018</b>
Tuesday, July 11, 1:30-3pm	Tuesday, January 9, 1:30-3pm
Tuesday, August 8, 1:30-3pm	Tuesday, February 13, 1:30-3pm
Tuesday, September 12, 1:30-3pm	Tuesday, March 13, 1:30-3pm
Tuesday, October 10, 1:30-3pm	Tuesday, April 10, 1:30-3pm
Tuesday, November 14, 1:30-3pm	Tuesday, May 8, 1:30-3pm
Tuesday, December 12, 1:30-3pm	Tuesday, June 12, 1:30-3pm