



Department Council Minutes
Tuesday, July 11, 2017, 1:30–3 p.m.
College Services Building Conference Room

MINUTES

Attendees

Savanah St. Clair, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Alyce Miller, Monique Cleveland (proxy for Donna Accardo), James McKeever, Elizabeth Cheung, Shilo Nelson, Eddie Tchertchian (proxy for Sheri Lehavi), Joan Schneider, Michael Gend, Dale Fields, Kaycea Campbell, Maria Perser, Phyllis Schneider, Wendy Bass Keer, Ida Blaine, Sheri Berger, Sharon Dalmage, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Tom Vessella, Donna-Mae Villanueva, and David Koehnlein.

Absent

Adrian Youhanna, Natalia Grigoriants, Paula Paggi, Shannon DeVaney, Jill Connelly, Fernando Oleas, Crystal Kiekel, Jose Luis Fernandez, Kalynda McLean, and Margarita Pillado.

The meeting was called to order at 1:32.

No.	Item	Presenter
1	<p>Welcome New Chairs</p> <ul style="list-style-type: none"> • The new department chairs in attendance were welcomed to the group: Beth Cheung (Industrial Technology), Savanah St. Clair (Agriculture) and Alyce Miller (Counseling, Interim). 	<p style="text-align: center;">Sheri Berger</p>
2	<p>Contracts</p> <p>Contract Request Forms:</p> <ul style="list-style-type: none"> • Contract request forms need to be more thoroughly completed. The justification is that this is the only information that the Board gets prior to approval. • Our contract forms are sent to LAVC (regional procurement) where they are prepared for the Board agenda. Sometimes, the procurement officer must read through an entire packet in order to provide supplementary detailed information. • From now on, the requestor needs to do provide a thorough explanation: What is the contract for? Who, and how many, people will it serve? What classes is it benefitting? • Add additional pages, if necessary. • Clearly mark whether it is an amendment, new, renewal, income, etc. 	<p style="text-align: center;">Sheri Berger</p>

	<ul style="list-style-type: none"> • We only have 60 days to get these contracts signed and sent to the Board, and some are getting there late. • Only President Burke and VP Schleicher can sign off on contract requests. • The President's Office and Academic Affairs are keeping logs of these requests. • If you are waiting on a contract's Board approval, talk to Bruce Rosky. 	
3	<p>SIS – Permission Numbers (APC)</p> <ul style="list-style-type: none"> • A printout of a District email (that VP Berger forwarded to chairs on June 14th) was distributed. • Schedule Change Request (SCR) permission requests have been submitted for new chairs. • Assignments have not yet been uploaded to SAP. <p>Permission numbers –</p> <ul style="list-style-type: none"> ○ will be viewable on faculty rosters. ○ have a one-time use. Instructors should keep track of the students' names/numbers. ○ can be used until the day before census, the 3rd Monday of the fall semester, but students should be encouraged to use early/immediately. As the second Monday of the fall semester is a holiday, Monday night instructors must distribute their permission numbers on the first night of school. No shows will lose their space. ○ 20 numbers per class will be generated the week prior to school starting and will be unique to that section (non-transferrable to other sections). If you need more, send a request to a special A&R email address (the address is being created), along with the class number(s). ○ do not override pre-requisites; the system will still check. ○ can be used if you accidentally drop someone. ○ should be used after class starts. <ul style="list-style-type: none"> • Instructors must add off the waitlist first. • During the registration period, the waitlist updates overnight when students are moved into open seats. • Open exit/open entry questions should go to Lorena Lopez. • Students can monitor and manage their own waitlists and hedge their bets. • Students can only be on waitlist for a total of 12 units. • If there is no waitlist, feel free to add by lottery. • Directed study requires a contract. VP Berger will ask Lorena Lopez to develop a process for adding to directed study classes. 	<p>Sheri Berger</p>

4	<p>Fall Enrollment</p> <ul style="list-style-type: none"> • “Fall 2017: Credit Enrollment Comparison” handout was distributed. • Headcount is down 24% (↓3,000 students) • Enrollment is down 23% • We are still doing the best in the District. • Other colleges in the area are down as well. • Mini-schedules have been distributed. • Even though we started late, we should’ve equalized by now. • PeopleSoft is used at all CSUs and many other schools. • Students must pay by July 31 or they will be dis-enrolled - <i>unless</i> they are packaged, a Promise student, or a BOG Fee Waiver recipient. • The District also has a payment plan option available. Application forms should be ready soon. • We will see what happens on August 1st when the first batch of students are dis-enrolled. • When SMC first made the switch, it took a dip the first semester, but then it went back up. • We now have more fresh-out-of-high-school students but fewer older students. • Chairs with low enrollments should proactively talk to their dean about changing times, converting to another course, or switching to online. 	Sheri Berger
5	<p>SLO and Course Reports</p> <ul style="list-style-type: none"> • SLOs were due July 1st. • Course reports are due August 15th. • Thank you to the following chairs who have 100% course report submission from faculty: <ul style="list-style-type: none"> ○ Ida Blaine ○ Martin Karamian ○ Adrian Youhanna ○ Sara Harvey • Course reports should be discussed by a group of faculty. The coordinator inputs the information. • Please direct those who need outcomes assistance to Giselle Calubayan. • Giselle will provide new chairs with access to eLumen. • Last year, 17/43 course reports were submitted. • This year, 16/100 have been done thus far. • In eLumen, go to “action plan” (yellow icon) 	Sheri Berger

6	<p>Summer and Winter Allocation</p> <ul style="list-style-type: none"> • Right now, we are looking at the winter allocations because we have to get the galleys out. • Because we are in an enrollment decline, courses that were not in demand last winter are not expected to be in demand this time either. Thus, chairs may see a slight decrease in allocation. • At the end of the summer, we will be looking into prospective courses for next summer. • VP Berger asked chairs for their opinions whether to change summer B to <i>almost</i> strictly online. We are too large to have only one session. • Some thought doing so would be great in allowing for classroom maintenance, cleaning, and IT repair. Others thought maybe there should be no B session whatsoever. While others felt there should be face-to-face classes during both A and B. • The Enrollment Management Committee (EMC) will be considering these options. • LAMC and LAVC have both added summer sessions this year. • Another option is to have the 8-week sessions start later as well. • All CSUs are now on a semester (not quarter) system. 	Sheri Berger
7	<p>Evaluations – Tenure Reviews</p> <ul style="list-style-type: none"> • For various reasons, there are 24-25 probationary faculty that will have committee changes this year on existing committees, not including new hires. • As VP Berger is responsible for making these changes and has 4 weeks to set the committee, chairs should not worry. • If a chair designee is needed, he/she will be selected by President Burke. • All new faculty will go through the same process. • VP Berger will email the affected constituency group the week before fall commences. 	Sheri Berger
8	<p>Adjunct Hiring and Pools (APC)</p> <ul style="list-style-type: none"> • There is no Business pool yet, but it's in process. • Mary Fellows distributed new confidentiality statements to the chairs, obtaining signatures that will allow Mary to grant them access to the pools. • Confidentiality is forever. • Must have small hiring committee composed of the chair, another faculty member, dean (if available), and EEO. Deans will help you find an EEO. The EEO will need to sign the 	Sheri Berger

	<p>confidentiality agreement as well and will be given access to the pool. Once school starts, and you know additional adjunct instructors will not be needed, access to the pool will cease.</p> <ul style="list-style-type: none"> • We have to abide by District policy. No local policy. • Chairs do not need to hire off the pool if their candidate is already in the District. • New adjuncts can apply at laccd.edu. There is a part-time drop-down list for adjuncts. 	
<p>9</p>	<p>Guided Pathways</p> <ul style="list-style-type: none"> • Guided Pathways are in the new California 2017-2018 budget. • This is something that was requested by the State Chancellor’s Office. • VP Berger will have and share more information in August. • If you receive an email mentioning Guided Pathways, do not ignore it. • It is a philosophy that entails providing students with services when they enter, clear and defined program pathways for goal completion (transfer, graduate, etc.), and sets the number of course choices they are given. 	<p>Sheri Berger</p>
<p>10</p>	<p>Prerequisites and Challenges</p> <ul style="list-style-type: none"> ○ Courses with a prerequisite are being enforced in PeopleSoft. ○ Glitches that occurred when first launched have since been resolved. ○ In some cases, students can only take 4 courses from a “family” which may be why they are not able to enroll. ○ Sometimes prerequisites change. ○ There is no blanket waiver. ○ Prerequisite challenges go to the chair. ○ If a chair needs to change a prerequisite, do a COR update. ○ A course cannot be both a prerequisite and co-requisite: <ul style="list-style-type: none"> ○ Prerequisite – skills must be obtained prior to taking class ○ Corequisite – skills may be obtained while taking class ○ Some disciplines may need to be cleaned up. ○ For now, many problems will need to be fixed by A&R manually. <p>Change Forms:</p> <ul style="list-style-type: none"> ○ After Summer B begins, there will be no more paper change forms. ○ All changes must be done online, and deans will not accept paper forms. 	<p>Sheri Berger</p>

	<ul style="list-style-type: none"> ○ See David Koehnlein's email about how to change from "staff" to new instructor: click on new instructor → print →post; on staff: uncheck print → uncheck post. 	
	<p>Announcements and Department Highlights were skipped due to time constraints.</p> <p>Adjournment: 3:10</p>	

2017-2018 Department Council Schedule of Meetings	
2017	2018
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