



**Department Council Minutes
 Tuesday, August 8, 2017, 1:30–3 p.m.
 College Services Building Conference Room**

MINUTES

Attendees

Savanah St. Clair, Adrian Youhanna, Melody Cooper, Sara Harvey, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Alyce Miller, Donna Accardo, James McKeever, Shilo Nelson, Shannon DeVaney, Sheri Lehavi, Fernando Oleas, Joan Schneider, Michael Gend, Dale Fields, Maria Perser, Moriah Van Norman, Crystal Kiekel, Phyllis Schneider, Wendy Bass Keer, Sheri Berger, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Tom Vessella, Donna-Mae Villanueva, Kalynda McLean, Margarita Pillado, and Michael Van Dyke.

Absent

Martin Karamian, Natalia Grigoriants, Elizabeth Cheung, Paula Paggi, Jill Connelly, Kaycea Campbell, Ida Blaine, Sharon Dalmage, and Jose Luis Fernandez.

The meeting was called to order at 1:32.

No.	Item	Presenter
	VP Berger welcomed Shannon DeVaney (Life Sciences) and Moriah Van Norman (Athletics) to Department Council.	Sheri Berger
1	<p>Guided Pathways</p> <ul style="list-style-type: none"> • A link to this slideshow was sent in an email a week or two ago. • Handouts were distributed. • "Guided Pathways" are clear course pathways integrated with student support services. • They provide a clear sequence of courses for students to take in order to reduce the number of extra units taken (100+) before completion. • Today's discussion focuses on the Academic Affairs side (rather than the Student Services side) of guided pathways. • 4 pillars: (1) define path (onboard <i>or</i> through majors), (2) help choose path, (3) help stay on path, and (4) ensure learning outcomes -- certificate, degree or transfer. • Key elements: <ul style="list-style-type: none"> ○ Structured onboarding processes ○ Instructional support and co-curricular activities ○ Early alert systems 	Sheri Berger

	<ul style="list-style-type: none"> ○ Proactive academic and career advising ○ Programs that are fully mapped out and aligned. ● Programs that are fully mapped out and aligned are under faculty purview. ● State Chancellor’s goal is to have all colleges on guided pathways. ● Please watch 5-minute video on your own; will send direct link. ● Due to sequencing, guided pathways are a little bit easier in the CTE departments/disciplines and more challenging in the transfer-type majors. ● Students can still change their minds/majors later. ● Faculty can help counselors with info. ● Student services used to do “Speed Majors”, but now do “Swipe Right” to help students find a major. 	
<p>2</p>	<p>Curriculum Update</p> <ul style="list-style-type: none"> ● EPIE and COCI delays are affecting new courses and programs. Courses and programs not approved as of July 2017 will appear in the spring catalog addendum in January. ● The new catalog is online today. ● ECD is still the system used to create or update curriculum for the fall; C-Net is going to be deployed in the near future. ● Discuss with your faculty any plans for new curriculum and program initiation. Degree and certificate proposals will need to complete a program viability review. Viability review is the purview of the Educational Planning Committee (EPC). EPC Co-Chairs are Sheri Berger and Anna Bruzzese. ● Prerequisites are different from co-requisites and relate to expectations of student successfully completing the course. The former expects a certain body of knowledge or set of skills must be acquired prior to enrolling in a course while the latter expects that the knowledge or skills can be acquired simultaneously. Any changes in prerequisites or co-requisites must be approved by the Curriculum Committee. Please look at CORs and clean them up. While requisite requirements are local, they <i>should</i> be consistent with other Colleges. ● Some degrees and certificates list, as part of the requirements for the degree, English or Math courses that are also graduation requirements. Those are redundant listings that should be removed and will be cleaned up administratively. ● We will resume ECD activity in the next couple of weeks as soon as the new Outcomes Coordinator, Jenny Moses, is up to speed. 	<p>Margarita Pillado</p>

	<ul style="list-style-type: none"> • Please keep fall deadlines in mind; they are posted on the Curriculum website. 	
<p>3</p>	<p>Enrollment and APC Recommendation</p> <ul style="list-style-type: none"> • Handout shows enrollment updates as of this morning. • Last month, we were at 78%. Now, we are at 87% • We are still doing the best, percentage-wise. • LACCD reports FTES to the state as a District, not as individual Colleges, and we receive money as a District. • To give us a cushion and make base, a district-wide strategic decision was made to take Summer A FTES and keep it in '16-'17. This means that the likelihood of the District making base in '17-'18 is slim. This will likely be a "stabilization year." We will then push all of Summer '18 FTES into the '18-'19 year because if we fail to make base for two years in a row, we will be "re-based" which means less funding. • VP Berger received and appreciated the APC (and EMC) recommendation to wait to cancel low-enrolled classes until the Friday of week 1 but cannot agree to it. Decisions to cut/grow/cancel are not made across the board. There are many factors to consider such as the effect on load, the effect on students' ability to complete their program, when that class was last offered, whether there are other sections available, etc. It is too harmful for students to cut classes after school starts. As customary, decisions will be made with deans on a case by case basis the week prior to school starting. • Part of this decision is fiscal. We cannot afford to run classes that are below 15 students when our break-even is ~30. We are far outspending the FTES spent 5 years ago, and our reserve budget is below 6% of our allocation. We need to be mindful and save for '18-'19. The biggest cost of our budget is the cost of instruction. • Per the contract, Academic Affairs can cancel within two weeks of class commencing, but it is better to be proactive. When classes are cancelled <i>before</i> school starts, we have time to email and redirect students. In addition, students who start late do not do as well as those who are present on the first day. • There used to be a "college hour." • In response to the number of phone calls from students requiring SIS help to register and the impact this is having on enrollment, the District is establishing a call center at Van De 	<p>Sheri Berger</p>

	<p>Kamp; temporary registration assistants will be able to answer general questions and assist with help such as password re-set instructions. VP Berger will distribute the phone number when available. Pierce's A&R department also has people answering its line as well.</p> <ul style="list-style-type: none"> • We may have more students than usual attempting to crash classes this semester because they are unable to register online. • K-12 population statewide and nationwide is declining. • Enrollment is up for our 18-year-old demographic, but down for 25 to 40-year-olds. • Allocations are re-visited each year. 	
<p>4</p>	<p>Bumping Rights</p> <ul style="list-style-type: none"> • Article 16 - Bumping rights are on pages 54-55 of the contract. (Handout distributed.) • If a class assigned to a full-timer <i>or</i> assigned to an adjunct instructor on Seniority is cancelled, they bump an adjunct not on Seniority. • A regular assignment has the highest priority. • Adjuncts not on Seniority have no rights. • If an instructor has two classes, and one of them is cancelled, there are no bumping rights <i>unless</i> they are on the old second class list. • To provide the least amount of havoc, the bumping order is as follows: <ul style="list-style-type: none"> ↓ Unstaffed class ↓ Faculty with an <i>extra</i> (2nd or 3rd) hourly assignment ↓ Faculty not on seniority ↓ Faculty on old second class list ↓ Faculty on first class list, starting from bottom • There is no trickle down bumping. • A full-time instructor who would be bumped has the option to load average or underload; this must be tracked on a workblock sheet. It needs to be made up the next semester. • A bump "B" on Seniority does not affect adversely like a refusal "R" does. • "A change in assigned workblocks should not be an impediment to determining how to best fulfill the full-time faculty member's assignment obligation. Should the bumping result in a load that exceeds 5 workblocks, the additional workblock pay increment may be waived." • Two of the biggest workblock rules: <ul style="list-style-type: none"> ○ Cannot have more than a 3-hour break within workblock. 	<p>Sheri Berger</p>

	<ul style="list-style-type: none">○ Must have at least 10-hours between end of one day and start of next.	
5	Department Highlights <ul style="list-style-type: none">• Perser – New Faculty campus tour and lunch 08/17 at starting at 9:00am; new adjunct orientation and dinner 08/22 from 4:00 – 8:00.• Fields – August 21 Eclipse. Will send email blast, and there is lots of info in our library.• McLean – Chairs, please participate in Go Days and represent your department!	All Department Chairs

6	Announcements <ul style="list-style-type: none"> • Prop 20 funds (10421 Lottery account for purchases) arrived early -- instead of October, as anticipated. • Course Reports Due: 08/15 • Leadership Retreat: 08/21 • Go Days: 08/22 – 08/23 • Opening Day: 08/24 	Sheri Berger
	Adjournment – 3:09	

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