



Department Council Minutes
Tuesday, November 14, 2017, 1:30–3:00 p.m.
Library Classroom

MINUTES

Attendees

Savanah St. Clair, Adrian Youhanna, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Natalia Grigoriantz, Alyce Miller, Donna Accardo, James McKeever, Elizabeth Cheung, Shilo Nelson, Lauren Saslow (proxy for Paula Paggi), Shannon DeVaney, Sheri Lehavi, Jill Connelly, Michael Gend, Dale Fields, Kaycea Campbell, Maria Perser, Moriah Van Norman, Crystal Kiekel, Wendy Bass Keer, Ida Blaine, Joleen Voss-Rodriguez, Sheri Berger, Sharon Dalmage, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Tom Vessella, Donna-Mae Villanueva, Margarita Pillado, Adrienne Ann Mullen, Cristina Rodriguez, and Eddie Tchertchian

Absent

Fernando Oleas, Joan Schneider, Phyllis Schneider, and Kalynda McLean

No.	Item	Presenter
	The meeting was called to order at 1:32.	
1	<p>AEBG Adrienne Ann Mullen is the District Dean of Adult Education. Dean Mullen presented a “College Adult Education (CAE) Strategic Plan: 2017-2020” overview.</p> <ul style="list-style-type: none"> • The LACCD is a member of the Los Angeles Regional Adult Education Consortium (LARAEC) with the LAUSD. • The CAE’s mission is to “sustain, expand, and improve” adult education. • Eight of the nine LACCD Colleges have hired an Adult Ed dean, and the last is in the process of being cleared; these deans meet monthly. • There has been growth in noncredit enrollment. • Legislation calls for successful and seamless transitions. • WIOA Title II/CASAS training and usage is required. • Because the previous application length was a barrier, the CAE has moved forward with creating a one-page noncredit application. • Other barriers: small noncredit faculty base, slow position approval by Personnel Commission, and lack of committee involvement of noncredit faculty 	Adrienne Ann Mullen

	<ul style="list-style-type: none"> • Student Success and Access Goals: <ol style="list-style-type: none"> 1. IEP to SEP 2. Align with other initiatives 3. Transition to employment • Curriculum Alignment <ol style="list-style-type: none"> 1. Ensure CurricUNET is up-to-date 2. Develop multi-year plan 3. Develop noncredit CTE pathways to jobs or credit CTE 4. Increase completion rates • Develop District and College AE marketing and branding. • Policies and procedures <ol style="list-style-type: none"> 1. Streamline admissions and application 2. Provide needed counseling, navigating and advising 3. Identify types of support staff 4. Explore potential for hiring student workers 5. Develop approach for raising noncredit concerns 6. Increase involvement of noncredit faculty 7. Enhance IT systems 8. Develop budgeting formula (right now each College gets an equal distribution of \$720, 889, but next year it will be formula-driven.) • Strategic Plan Updates and Professional Development <ol style="list-style-type: none"> 1. Monitor progress 2. Design and implement professional development plan 3. Ensure program structure and staffing are in place 4. Promote regional collaboration • Noncredit is all positive attendance, but online noncredit is a challenge and must be addressed statewide. <p>Re: West Valley Occupational Center</p> <ul style="list-style-type: none"> ○ We have a strong relationship with WVOC ○ The state won't fund unnecessary duplication ○ LAPC and WVOC's partnership fills in the gaps; our counselors collaborate ○ There is no noncredit overlap between the schools <ul style="list-style-type: none"> • Noncredit courses are open access, infinitely repeatable, and free. • In 2008-2009, the Adult Education budget dropped from \$1B to \$300M; half of the schools were closed. We are now back up to a \$500M budget, but the state is rebuilding and revamping the plan so that it serves more and has better outcomes. 	
2	<p>UC/CSU Gen Ed Articulation Changes Up until now, GE articulation changes were approved retroactively each December for the preceding fall. Going</p>	<p>Cristina Rodriguez</p>

	<p>forward, we will be making changes in advance. Changes will be approved in December for the <i>following</i> fall. This December, we are starting with math only. Next year, all disciplines will be done the same way. It is important to remember that when you are offering new courses, there will be a one year delay for GE designation.</p>	
3	<p>APP Template (APC) The APP is a short-term annual update connected to the 4-year CPR long-term goal. APP rankings show evidence of integrated planning and are tied to accreditation, so we must complete them. However, the form can be edited to be more meaningful and solution-oriented. The Academic Affairs deans read all of the APPs. Complaints regarding the template:</p> <ul style="list-style-type: none"> • Redundant. Must repeat goals over and over again. • Many items on the form do not apply to a specific department • Confusing because the form goes back two years in goals, so must have three years' worth of APPs open at once. • Some items have multiple goals. Which to choose? • Supplies: to add or not to add them? • Should have one consolidated ranking, not duplications. <p>The CTE programs are currently in review and are being entered into eLumen. If those work out, we will try to put the APP template in eLumen as well. The task of making revisions and simplifying the APP form should go to EPC in the spring. APC can bring it to EPC.</p>	<p>Adrian Youhanna and Sheri Berger</p>
4	<p>College Hour</p> <ul style="list-style-type: none"> • This is a conversation to begin the proposal to create a "Zero" or "College" hour. • This item has been added to the APC agenda as well. • Having a college hour works well on other campuses. • The most convenient timeslot would be 2:20 – 3:20 Monday through Thursday. • The hour will give faculty and clubs time to meet. • The schedule will restore 10-minute passing periods and ensure evening classes are over by 10:00pm. • In order to alleviate the number of meetings chairs attend, new faculty should be added to committees. 	<p>James McKeever</p>
5	<p>New Enrollment Report in SIS</p> <ul style="list-style-type: none"> • The previous enrollment query report no longer works. • We have a new query: LAC_SRC_FTEF_EXCEL • Went from 54 to 24 fields, so the data is better than before. 	<p>Martin Karamian</p>

	<ul style="list-style-type: none"> • Must be logged in when you click on the link. <p>Steps:</p> <ol style="list-style-type: none"> 1. Campus Solutions 2. Reporting Tools 3. Schedule Query 4. Search by: "LAC" 5. Search 6. LAC_SRC_FTEF_EXCEL 7. Enter term, campus and department code 8. Run 9. Distribution 10. Check "Email Web Report" box 11. Ok x 2 12. Wait 5 – 9 minutes 13. Click on link; make sure you are logged in. 	
6	<p>Task Force Reports - two task forces were recently formed.</p> <p>Prerequisite Schedule Note Task Force:</p> <ul style="list-style-type: none"> • VP Berger, Dean McLean, Dean Villanueva, Fernando Oleas, Alyce Miller and Kaycea Campbell met. • Prerequisites can be met many different ways: <ol style="list-style-type: none"> 1. Passed course in District 2. Passed course outside of District 3. Assessment 4. High school credit 5. External exam (ex. AP results) 6. Challenge • The goal is for the schedule to appropriately communicate and direct students. • This is the language we have chosen which will go into effect immediately: "For prerequisites completed at a college outside of the LACCD, proof of eligibility must be brought to the Counseling Office." • The Assessment Center can take challenges. • Re Corequisite wording -- "Concurrent enrollment in <i>Course X</i> – students who have previously completed that course with a C or better are eligible to enroll" • Once the COR is updated, we will add the appropriate corequisite language. <p>Permission Number Task Force:</p> <ul style="list-style-type: none"> • VP Berger, Joleen Voss-Rodriguez, Michael Gend, and Lorena Lopez met. • 8 issues were identified, and the first 3 were discussed and resolved. • The task force is meeting again tomorrow. 	Sheri Berger

	<ul style="list-style-type: none"> • Decisions should be ready for winter. 	
7	<p>"30 Day" Adding Section Update</p> <ul style="list-style-type: none"> • Ed Code – 30-day language is specific to classes held at high school site. • Other language is ambiguous: "reasonably well-advertised." • The CIOs are meeting and working on language and guidelines, but there are system limitations now. 	Sheri Berger
8	<p>District Strategic Enrollment Reporting Template</p> <ul style="list-style-type: none"> • VP Berger distributed copies of portions of a 24-page planning document that was sent to her by the District; she needs the chairs' help to complete it. • Chairs should think about the 2018-2019 year and return responses to VP Berger by Wednesday. • The College fell below the efficiency metric of 525 WSCH/FTEF for the first time in a decade. 	Sheri Berger
9	<p>Complaints</p> <p>This is complaint season. Remember the "Anatomy of a complaint" training during Leadership Retreat. Students are stressed and have the right to complain. Understand. Help. Check faculty syllabus for clarity if need be.</p>	Sheri Berger
10	<p>Announcements</p> <ul style="list-style-type: none"> • Perser – Instructors of courses that ended early have already had glitches with posting grades. The grade-posting process is not intuitive. There are tutorial videos on the intranet. As of now, instructors must be on campus to watch them. • There will be no Department Council meeting in December. 	All
	Adjournment: 3:07	