



Department Council Minutes
Tuesday, January 9, 2018 1:30–3:00 p.m.
College Services Building Conference Room

MINUTES

Attendees

Adrian Youhanna, Martin Karamian, Yeprem Davoodian, Donna Accardo, James McKeever, Elizabeth Cheung, Shilo Nelson, Shannon DeVaney, Sheri Lehavi, Jill Connelly, Joan Schneider, Michael Gend, Maria Perser, Moriah Van Norman, Wendy Bass Keer, Sheri Berger, Sharon Dalmage, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Tom Vessella, Donna-Mae Villanueva, and Kalynda McLean

Absent

Savanah St. Clair, Melody Cooper, Sara Harvey, Patricia Doelitzsch, Lyn Clark, Natalia Grigoriantz, Alyce Miller, Paula Paggi, Fernando Oleas, Dale Fields, Kaycea Campbell, Crystal Kiekel, Phyllis Schneider, Ida Blaine, Joleen Voss-Rodriguez, and Margarita Pillado

No.	Item	Presenter
	The meeting was called to order at 1:36.	
1	<p>SEP Course Projection Query</p> <ul style="list-style-type: none"> • A handout detailing how to run an SEP Course Projection query was distributed. • The "Query Name" is: "LAC_AA_SEP_CLASS_REQD" • We have been waiting for "scheduling analytics" like this. • Once a student completes an education plan, the information is entered in PeopleSoft, by semester. • We can then run a query to see what they plan to take. • The query can be used as a guide and scheduling tool. • We can look for trends to cover our needs. • The downside is that because PeopleSoft is so new, we do not have much data yet; but, each day the data grows and becomes more valuable. • Queries can be run by subject, not by department. 	Sheri Berger
2	<p>Enrollment Strategies Report to Board</p> <ul style="list-style-type: none"> • A handout was distributed. • In November, chairs, committees, marketing, Pierce Promise, and others were asked to respond to questions concerning 	Sheri Berger

	<p>the enrollment strategies we plan to use for 2018-2019 in order to help us return to our 2016-2017 base.</p> <ul style="list-style-type: none"> • All responses were consolidated and sent to the Board in December. • Next year will be a crunch year. • Additional strategies were discussed: <ul style="list-style-type: none"> ○ Targeting potential Hispanic students with a program similar to Umoja ○ Changing catalog course descriptions to include social relevance ○ Pierce website home page ○ Email blasting previous students with your upcoming classes. 	
3	<p>College Hour Update</p> <ul style="list-style-type: none"> • A “College Hour Task Force” was formed at APC and will meet via email. • VP Berger will need to know the task force’s solutions, suggestions, and recommendations (especially regarding the 10-minute passing periods) by early February. • The college hour will create demand and fill classes by pushing students into earlier and later time slots. • While a college hour will not work perfectly for all departments, it will for many. 	James McKeever
4	<p>Discover Pierce</p> <ul style="list-style-type: none"> • A handout was distributed. • This year’s event will be called, “Senior Day: Explore Pierce” and will be Friday, April 13th from 9:00am – 2:00pm. • Last year, the tours were very popular with the high school counselors and students who did not realize how much Pierce has to offer. • We expect to have 10-15 participating high schools and about 650 high school students. • CGCAs and others will lead the tours. • By January 22nd, please let Dean Villanueva if you would like your department to participate. • Individual department tours/presentations should be no longer than 30 minutes. 	Donna-Mae Villanueva
5	<p>Student Attendance Accounting Method (SAAM)</p> <ul style="list-style-type: none"> • The SAAM is a manual created by the state chancellor’s office. 	Sheri Berger

- Student attendance accounting is a very serious compliance matter, and we have some potentially auditable findings in our current scheduling practices.
- This is a District-wide issue.
- Each chair received a handout of their courses in ECD in which issues were highlighted.
- Some departments such as Kinesiology will be more impacted than others.
- “The ‘class hour’ is the basic unit of attendance for computing full-time equivalent student (FTES). It is a period of not less than 50 minutes of scheduled instruction and/or examination.”
 - Thus, we cannot have a class meet for less than 50 minutes at a time.
- “There can be only one “class hour” in each “clock hour,” except as provided for multiple class hour classes.”
 - Thus, there must be a 10-minute pass period or break time.
 - Our current schedule violates this rule when there is only a 5-minute passing period between classes.
- The “Method of instruction code” must be identified for “courses subject to census,” which separates lecture from lab. Thus, the lecture cannot be less than 50 minutes, and the neither can the lab. Also, if a lecture and lab are scheduled on the same day, there must be a 10 min break scheduled in between the methods of instruction.
- These violations must be corrected – either with or without a new college hour schedule.
- Pierce is one of the three Colleges in our District that will be undergoing a full-scope audit in 2018-2019.
- We need to be proactive so that if there are findings when the audit occurs, we can hopefully avoid being hit with heavy fines by showing that we have implemented a corrective action plan.
- One hour classes must take place on one day and cannot be split into two half-hour days.
- Classes must be regularly scheduled (in the same meeting pattern and equally divided). (ex. A 3.0 hour class may meet Monday and Wednesday for 1.5 hours each, but may not meet for 1.0 hour on Monday and 2.0 hours on Wednesday.)
- Kinesiology will have to make a COR curricular fix for its 30-minute lecture class. Others may also consider curricular fixes to improve scheduling.

	<ul style="list-style-type: none"> • VP Berger will send an email regarding curricular fixes and different corrective options. VP Berger and Margarita Pillado can assist. • Classes can be converted to online or to short-term (i.e. 8-weeks) to solve the problem. • You may schedule the lecture block on one day and the lab on another. Hands-on activities may occur during lecture hours, and discussions may occur during lab time. • The goal is to have any changes made by summer. • Summer 2018's FTES will be pushed into 2018-2019's attendance accounting, so the corrections need to be in place for that term. • Chairs discussed possibly having a "Curriculum Day." • A handout entitled "Calculating Class Hours (Student Contact Hours)" was distributed. • For long classes, breaks should not be taken at the beginning (during the first hour) but should be taken every additional <i>full hour</i> after the first. Breaks may also be combined. Thus, if a class is 3 hours and 10 minutes, it may have a 20-minute break in the middle, or two 10-minute breaks – one after the first hour, and another after the second. • Mary Fellows is currently working on FTEP calculations, which dictates assigned time; it will be ready next week. Anyone who taught on the first day of the Fall or cleared late due to the District is included. Some reassigned times are changing – either reducing or increasing. VP Berger has reviewed these several times, and Chairs will have a couple of weeks to review as well. If you find an error, please let VP Berger know immediately. 	
6	<p>Department Highlights</p> <ul style="list-style-type: none"> • Bass – New anti-plagiarism software, Vericite, is fully integrated as of today; a tutorial will be sent shortly. • Perser – Encouraged department chairs to attend course planning retreat January 24-26. • McLean – February 2 is the student success conference (please see Crystal's email) • Berger – The contract is changing and will impact how hourly assignments are given for the fall. 	All
	Adjournment: 2:54	