



Department Council Minutes
Tuesday, February 13, 2018 1:30–3:00 p.m.
College Services Building Conference Room

MINUTES

Attendees

Savanah St. Clair, Adrian Youhanna, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Alyce Miller, Donna Accardo, James McKeever, Elizabeth Cheung, Shilo Nelson, Paula Paggi, Shannon DeVaney, Sheri Lehavi, Jill Connelly, Michael Gend, Dale Fields, Kaycea Campbell, Maria Perser, Moriah Van Norman, Crystal Kiekel, Phyllis Schneider, 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, and Eddie Tchertchian

Absent

Natalia Grigoriants, Fernando Oleas, Joan Schneider, Amari Williams, and Kalynda McLean

| No. | Item | Presenter |
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| | The meeting was called to order at 1:32. | |
| 1 | <p>Fall Galleys</p> <ul style="list-style-type: none"> • Hopefully any questions you may have had have been clarified by now via email. • VP Berger has reviewed the galleys and sent changes to the deans who would have contacted you if there were any issues. • If you are unsure about galleys, please contact VP Berger | Sheri Berger |
| 2 | <p>30-Day Rule</p> <ul style="list-style-type: none"> • A handout entitled "California Education Code 76002(a)" was distributed. • Section (2)(B), highlighted in gray, states: "If a decision to offer a class on a high school campus is made after the publication of the regular schedule of classes, and the class is solely advertised to the general public through electronic media, the class shall be so advertised for a minimum of 30 continuous days prior to the first meeting of the class." | Sheri Berger |

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| | <ul style="list-style-type: none"> • This rule applies only to classes at the high school after publication of regular schedule (after they go live) and are advertised electronically. • There can be no splitting or additional classes. • In general, to add a section, courses must be (1) “reasonably well-advertised” and (2) have demand. • VP Berger and the Academic Affairs deans will work on defining the meaning (number of days?) of “reasonably well-advertised” so that Pierce has an internal standard. • If an instructor has a full class, instead of waiting for permission codes, they can ask their chair to raise the limit cap. • Directed study is by contract; permission numbers are not needed. | |
| 3 | <p>Adjunct Assignments for Fall – Contract Changes</p> <ul style="list-style-type: none"> • The hourly rate assignment rule, Article 16(C)(2), has changed and will be in effect Fall 2018. The SOUL version now reads: <ul style="list-style-type: none"> Prioritization of classroom and non-classroom hourly rate assignments shall be made in the following order: <ul style="list-style-type: none"> Step 1. Use the first seniority list in order of rank. Step 2. Use the second class/assignment seniority list of one exists. Step 3. Once the first and second class seniority lists are exhausted, an additional assignment shall be given to temporary adjunct faculty who are on the first seniority list and who are not full-time LACCD employees. These additional assignments shall be offered to those on the seniority list as a pool, not necessarily in seniority order. CTE disciplines are exempt for step 3 and should proceed to step 4. Step 4. Consideration for any remaining assignments should be offered to all faculty on the first seniority list as a pool. A faculty member who does not want to take a second assignment will communicate this decision in writing to her/his chair and dean. • Thus, after assigning full-timers their regulars loads: <ul style="list-style-type: none"> ○ First, offer first hourly classes in seniority rank order (as practicable). ○ Then, if you have a second class seniority list (rare), offer those individuals a second class. | Sheri Berger |

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| | <ul style="list-style-type: none"> ○ Next, ignoring the full-timers (instructors, administrators, or classified), offer second classes to the adjuncts on seniority list <i>in any order</i>. ○ Once all adjuncts have a second class, then offer unranked adjuncts (on tracking or not) or full-timers (on seniority or not). ● Thus, adjuncts on seniority receive a second class before any full-timers on seniority and before any unranked adjuncts receive any classes. ● The intent of the new language is to offer a second class to all adjuncts on the seniority list first. ● This change begins in Fall 2018. ● If an instructor refuses a first class, then there is no need to offer a second. ● If an instructor refuses a second class due to a scheduling conflict, then you should circle back if another class opens. ● Offering both a first and second class at once is not recommended. ● The article's new language makes it more difficult for chairs to hire new adjuncts or offer classes to those on tracking. ● CTE disciplines are exempt. ● The bumping language has not changed. ● As before, true adjuncts may be on two seniority lists, but full-timers may only be on one seniority list. If they wish to switch from one discipline to another, they must be tracked on the new list and concurrently refuse on the old list. ● Unranked adjuncts may not have more than one assignment. | |
| 4 | <p>Guided Pathways</p> <ul style="list-style-type: none"> ● A handout from Columbia University entitled "Engaging Guided Pathways" was distributed. ● There are three steps to qualify for Guided Pathways funding: <ol style="list-style-type: none"> 1. Attend a Guided Pathways workshop 2. Complete the self-assessment 3. Submit work plan ● We have completed the first two steps, and we have two taskforces (one Senate, one cross-functional) that are working on Step 3. ● There are 14 key elements, and we are at the "Early Adoption" phase for each element according to the rubric. ● In order to rise to "Scaling in Progress" and "Full Scale", we must have consistent dialog about Guided Pathways. ● The taskforces need departmental information to help move forward. VP Berger asked chairs to provide input for the following elements (handouts distributed) by February 28: | <p>Sheri Berger</p> |

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| | <ul style="list-style-type: none"> ○ Key Element 14 – Applied Learning Opportunities ○ Key Element 13 – Assessing and Documenting Learning ○ Key Element 3 – Integrated Planning ● Key Element 14 – please provide areas where your discipline does applied learning within the curriculum itself, clinical placements, directed study, internships, etc. Cross-disciplinary overlap? ● Key Element 13 – even though we assess and document already, we still chose “Early Adoption” because course reporting is inconsistent. College Outcomes Committee should discuss sending reminders. ● Key Element 3 – We have the APP and the RPL. This is at the committee level, but planning starts with chairs from the discipline up. If you have ideas for improvement for the integrated planning process, please send them to VP Berger. ● Guided Pathways need to become part of our regular, ongoing dialog. ● The State recognizes that these changes will not occur overnight and some elements will take time to define and build properly. ● The cross-functional GP task force is not creating a work plan; it is assembling and packaging the information received by other committees. ● Our next Opening Day will be based on Guided Pathways. ● Guided Pathways are national. Other colleges have done this already, so there are models. ~20 California community colleges began the process last year. ● A suggestion to bring back cooperative education and internships was made. ● When you send your responses, please note which key element you are referencing. | |
| 5 | <p>Department Highlights</p> <ul style="list-style-type: none"> ● Accardo – “Pizza and Poetry” event on Valentine’s Day from 3:30 – 5:00 in Juniper 0820 ● Paggi – The author of our “One Book, One Campus” selection, <i>Enrique’s Journey</i>, will be speaking on April 27; The library is open on Saturdays from 10:00 – 3:30. We also have video streaming, Films on Demand, and Canopy. ● Fields – Next week is Stem Week; Thursday, February 22nd is Telescope Night. ● Connelly – Several Pierce media arts students were gold and silver medalists at Skills USA. 11 students are moving on to state championships. ● Villanueva – April 13th is “Explore Pierce” day. | All |

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| | Adjournment: 2:54 | |
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