



**Department Council Minutes**  
**Tuesday, March 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, Natalia Grigoriants, Alyce Miller, Donna Accardo, James McKeever, Elizabeth Cheung, Paula Paggi, Shannon DeVaney, Sheri Lehavi, Jill Connelly, Joan Schneider, Michael Gend, Dale Fields, Kaycea Campbell, Maria Perser, 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, Kalynda McLean, Margarita Pillado, Brian Walsh, and Eddie Tchertchian

**Absent**

Shilo Nelson, Fernando Oleas, Moriah Van Norman, and Amari Williams

No.	Item	Presenter
	The meeting was called to order at 1:31.	
<b>1</b>	<p><b>Prerequisite Challenge Process</b></p> <ul style="list-style-type: none"> <li>• A handout of the new Prerequisite Challenge Form was distributed.</li> <li>• This is a generic form -- good for one discipline/prerequisite.</li> <li>• The process has not changed much but confusion remains.</li> <li>• Please refer students to appropriate department chair for clearance.</li> <li>• Students should go directly to Counseling if the course has been previously completed with a "C" or better at another college. No challenge is required.               <ul style="list-style-type: none"> <li>○ Students will need to bring a printed, (un)official transcript to Counseling. If approved, a "milestone" will be entered in PeopleSoft.</li> </ul> </li> <li>• Prerequisite challenges require the implementation of multiple measures such as (1) an exam that demonstrates skills, knowledge and abilities, <i>and</i> (2) an interview/ conversation.</li> <li>• The stipulation that "The request must be made NO LATER than one week PRIOR to the first day of the term" is underlined so that students will not wait until the last minute</li> </ul>	<p align="center"><b>Curtis Smith &amp; Kalynda McLean</b></p>

	<p>to make challenges. If denied, they then have a buffer of one week to appeal the results.</p> <ul style="list-style-type: none"> <li>• A department designee may be used as a discipline expert, but the Chair should notify Curtis in such cases.</li> <li>• Chairs should fill out the form with the student so that it's properly completed. Check ECD. Check CORs. Use discipline's proper subject name.</li> <li>• Students will check the appropriate box for the basis of the challenge. Normally, this will be the 4<sup>th</sup> box down: "The student has the knowledge or ability to succeed in the course without meeting the prerequisite...."</li> <li>• Students must sign the form.</li> <li>• Chairs should complete the box at the bottom of the form and sign.</li> <li>• Please scan and email the form and supporting documents to <a href="mailto:assessment@piercecollege.edu">assessment@piercecollege.edu</a> <i>whether approved or denied.</i></li> <li>• In the past, very few denials have been forwarded to Assessment, but this information is important in case of an audit.</li> <li>• Completed packets should be scanned and sent from the Chair's Pierce email address. Curtis will then know it is valid, and he will be able to upload the pdf to PeopleSoft.</li> <li>• The department does not need to keep a record; the Assessment office will keep everything as part of the student's official record.</li> <li>• Do not approve a class that only you teach. Designate another instructor, if possible.</li> <li>• If a student has completed coursework out of the country, send them to Counseling.</li> <li>• If prerequisites are from more than one department, contact Assessment or Counseling. Two separate forms will need to be completed.</li> <li>• Assessment will notify the student of their status within two business days.</li> </ul>	
<p><b>2</b></p>	<p><b>IT Role for SIS</b></p> <ul style="list-style-type: none"> <li>• Local IT can only reset SIS passwords.</li> <li>• The District has not given them the ability to do more.</li> <li>• If a faculty member needs assistance, they should send screenshots to their chair who should forward them to their dean to pass along to VP Berger. VP Berger usually sends the information to the District that same day.</li> <li>• There are fewer problems this semester than last.</li> <li>• PierceOnline cannot help with SIS.</li> </ul>	<p><b>Sheri Berger</b></p>

<p><b>3</b></p>	<p><b>Course/Class Number Change Card</b></p> <ul style="list-style-type: none"> <li>• A handout of the new Course/Class Number Change Card was distributed.</li> <li>• This form replaces the old Section Transfer Form and is rarely used.</li> <li>• An example of appropriate usage is when a student is enrolled in an evening class and starts a new night job and needs to switch to a day class.</li> <li>• The student <i>and</i> the Incoming/New Instructor need to sign the form.</li> <li>• Once the suggested revisions are complete, the form will be made into a fillable pdf, emailed to chairs, and uploaded to the website.</li> <li>• There were no prerequisite sweeps this semester due to a District data integrity issue.</li> </ul>	<p><b>Sheri Berger</b></p>
<p><b>4</b></p>	<p><b>Seniority Changes</b></p> <ul style="list-style-type: none"> <li>• The SOUL version of Article 16 was distributed.</li> <li>• The new contract is still being edited, but physical copies should be available by May.</li> <li>• There is nothing compelling in SB 1379 to suggest that the new changes to Article 16 stemmed from state legislation.</li> <li>• These changes were made by the union to provide adjuncts with a second class in order for them to receive benefits.</li> <li>• The majority of union members are adjuncts.</li> <li>• Do not offer a third assignment to anyone before offering a second to all adjuncts: "A faculty member who does not want to take a second assignment will communicate this decision in writing to her/his chair and dean."</li> <li>• Demonstrate exhaustion. Offer all adjuncts a second class even when you think they do not want one. Ask them to opt out in writing each semester.</li> <li>• An efficient way to offer second classes is by pool; email blast all adjuncts. Choose which one to award.</li> <li>• Use Pierce email addresses only.</li> <li>• The first class should be same day/time/hours.</li> <li>• The second class does not have those restrictions.</li> <li>• This new language makes it very hard to hire new adjuncts or give classes to adjuncts on tracking.</li> <li>• For the first time, offer letters will go out via email (for Fall 2018).</li> </ul>	<p><b>Brian Walsh</b></p>
<p><b>5</b></p>	<p><b>Website Accuracy</b> – postponed until April meeting</p>	<p><b>Sheri Berger</b></p>

<b>6</b>	<b>Website/Canvas Accessibility Compliance</b> - postponed until April meeting	<b>Wendy Bass</b>
<b>7</b>	<b>Department Highlights</b> <ul style="list-style-type: none"><li>• Karamian – Fall galleys are in SIS.</li><li>• Bass – Azita Khami is out for two month. Have patience.</li><li>• Fields – Planetarium show on Monday from 6-8pm</li></ul>	<b>All</b>
	<b>Adjournment:</b> 3:00	