



**Department Council Minutes**  
**Tuesday, April 10, 2018 1:30–3:00 p.m.**  
**College Services Building Conference Room**

**MINUTES**

**Attendees**

Adrian Youhanna, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Natalia Grigoriants, Alyce Miller, Donna Accardo, James McKeever, Elizabeth Cheung, Susan Armenta (for Shilo Nelson), Clay Gediman (for Paula Paggi), Shannon DeVaney, Joan Schneider, Michael Gend, Dale Fields, Kaycea Campbell, Maria Perser, Crystal Kiekel, Phyllis Schneider, Wendy Bass Keer, 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**

Savanah St. Clair, Sheri Lehavi, Jill Connelly, Fernando Oleas, Moriah Van Norman, Ida Blaine, Amari Williams, and Kalynda McLean

<b>No.</b>	<b>Item</b>	<b>Presenter</b>
	The meeting was called to order at 1:31.	
<b>1</b>	<p><b>Website Accuracy</b></p> <ul style="list-style-type: none"> <li>• Chairs were asked to review their department websites and program requirements for accuracy, to ensure all online information is updated to help avoid confusion.</li> </ul>	<b>Sheri Berger</b>
<b>2</b>	<p><b>Website/Canvas Accessibility Compliance</b></p> <ul style="list-style-type: none"> <li>• Each CTE program should have a link to a gainful employment directory.</li> <li>• Nursing, RVT and Addiction Studies must disclose licensure passage rates.</li> <li>• The College is investigating a ChatBot that will help students search for information whenever they need it (i.e. late at night when the campus is closed).</li> <li>• The district has received several OCR complaints.</li> <li>• Wendy Bass has a two-hour, self-enroll, video in Canvas. If you watch it, you receive a badge.</li> <li>• Some documents, like those we receive from the ACCJC, are written in Times New Roman and must be posted as-is – even though they are not ADA compliant.</li> </ul>	<b>Wendy Bass</b>

	<ul style="list-style-type: none"> <li>All new classroom videos MUST be bought Closed Captioned. The campus no longer provides that service.</li> <li>Links to YouTube must also be Closed Captioned.</li> </ul>	
<b>3</b>	<b>Grid Time Blocks – Update</b> <ul style="list-style-type: none"> <li>The grid time blocks proposal was overwhelmingly rejected at Senate yesterday.</li> <li>Discussion ensued regarding how best to proceed: town hall meeting? Survey faculty, staff, and students?</li> <li>We need to look at (1) compliance, (2) student availability (to optimize the number of classes taken), and (3) a potential College Hour.</li> <li>Faculty involvement is important.</li> <li>The District is uploading the Fall Schedule tomorrow; chairs will be notified tonight if any courses violate the grid time blocks. The Summer schedule is already posted.</li> </ul>	<b>Adrian Youhanna</b>
<b>4</b>	<b>Awards Data</b> <ul style="list-style-type: none"> <li>A handout was distributed, "Los Angeles Pierce College: Awards."</li> <li>EPC thought Chairs would benefit by receiving this information.</li> <li>A student's graduation requirements correspond to the catalog in use the year they enter <i>or</i> exit.</li> <li>Completion is part of the revised funding formula.</li> <li>Degrees and certificates are not automatically awarded as it could affect student's Financial Aid eligibility. Students must petition with the Graduation Office. PeopleSoft has a portal for petitions.</li> <li>Pierce's process is to see a counselor before petitioning.</li> <li>The federal government looks at 3-year completion. Pierce is slightly above the District average. The state looks at 3-6 years.</li> <li>Most certificates awarded are in General Education.</li> <li>Instructors can take the petition form to students to complete in class and submit them to the Graduation Office.</li> </ul>	<b>Sheri Berger</b>
<b>5</b>	<b>Outreach Classes</b> <ul style="list-style-type: none"> <li>It would be helpful if Dean Marmolejo had a list of classes that Chairs think would be a good fit for regular academic outreach classes for high school students.</li> <li>Please submit your suggestions to VP Berger by next Department Council meeting.</li> </ul>	<b>Sheri Berger</b>
<b>6</b>	<b>Department Highlights</b>	<b>All</b>

	<ul style="list-style-type: none"> <li>• Berger: David Koehnlein sent room conflict information. Please check your email.</li> <li>• Vessella: There are 7 programs being recognized as Strong Workforce Stars: <ul style="list-style-type: none"> <li>○ Bronze: Auto Tech, Drafting, Office Tech, and Administration of Justice</li> <li>○ Silver: Vet Tech and Addiction Studies</li> <li>○ Gold: Nursing</li> </ul> </li> <li>• Villanueva: Friday is Explore Pierce. We are expecting ~600 high school students to attend. Please let Dean Villanueva know if your department would like to set up a table on the mall. Confirmations regarding ambassador training will go out this afternoon or tomorrow morning.</li> <li>• Bass – We have one more year of Vericite.</li> <li>• McKeever – Former students are PhD candidates at Harvard and Santa Cruz; another may be accepted at Duke.</li> <li>• Fields: Planetarium show Friday from 5:00 – 7:00; Also, there is a food pantry in 910 for students. Donations welcome.</li> <li>• Davoodian: 4 students presented at UCI honors conference.</li> <li>• DeVaney: Gold Creek Open House coming up.</li> <li>• Campbell: April 20<sup>th</sup> is Financial Literacy Day.</li> <li>• Schneider: We have three new partnerships with 4-year colleges (dual or pathway)</li> <li>• Tchertchian: 12 tutors presenting at Tutor Expo and Tutor Conference</li> </ul>	
	<p><b>Adjournment:</b> 2:46</p>	