



Department Council Minutes
Tuesday, May 8, 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, Shilo Nelson, Paula Paggi, Sheri Lehavi, Jill Connelly, Joan Schneider, Michael Gend, Dale Fields, Maria Perser, Crystal Kiekel, Ida Blaine, Joleen Voss-Rodriguez, Sheri Berger, Sharon Dalmage, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Tom Vessella, Donna-Mae Villanueva, Margarita Pillado, Eddie Tchertchian, Susan Armenta, and Lorena Lopez

Absent

Shannon DeVaney, Fernando Oleas, Kaycea Campbell, Moriah Van Norman, Phyllis Schneider, Wendy Bass Keer, Amari Williams, and Kalynda McLean

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| | The meeting was called to order at 1:31 pm. | |
| 1 | <p>Adjunct Representatives</p> <ul style="list-style-type: none"> • Elections for adjunct reps are in the Spring of every even year and are currently underway; all adjunct faculty should have been notified of the election at this point. • The process runs through this month and the election is done through email under review of B. Walsh and M. Koani. • Emails will be sent to Chairs informing them of whomever was elected for the next two years as adjunct rep. • The adjunct rep is a voting member of the department and should be fully-included in department meetings and activities. • One adjunct rep per department, including those with multiple disciplines. • Rep must be on the seniority list and a true adjunct within LACCD (no full-time positions in District). • Not having an hourly-rate assignment for several semesters may impact eligibility to remain department rep; in these cases these reps should still be included in missives until | Sheri Berger |

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| | <p>further notice and bring up eligibility concerns to the dean and AFT chapter chair.</p> <ul style="list-style-type: none"> • Further information about the adjunct representative role and voting process is outlined in the AFT 1521 CBA Article 17.B.3. | |
| 2 | <p>Complaints – Tis the Season</p> <ul style="list-style-type: none"> • Complaints must be taken at face value regardless of prior experiences with faculty, administrators, etc. • When receiving a complaint, it can help to take notes and then review them with the student to ensure that they are heard and that the account is accurate in their own words. After this, they can be informed that the issue will be followed up with relevant faculty. • Sometimes the result of the process is to speak with the instructor and remind them to be more mindful. • When multiple, similar complaints are an issue, the issue may be considered pervasive and sometimes the evaluation cycle can be moved up. • Complaints are always part of the next evaluation cycle, which is why the instructor must be consulted when these complaints are received, even if they are rare. • Multiple-student petitions are appreciated for the effort, but it's advisable to discuss with students one-on-one to focus on one account at a time. • Recall training from Leadership Retreat about anatomy of a complaint or similar methods to resolve and/or diffuse complaints. • Students wishing to retain anonymity must be informed that anonymity cannot be kept, especially in the cases of Title IX issues, harassment, etc. | Sheri Berger |
| 3 | <p>Grade Grievances and Process</p> <ul style="list-style-type: none"> • To proceed in the grievance process, the student must have spoken first to both the faculty and chair. Without meeting these parties, students will most likely be turned back to complete this step in the process before proceeding. • In the case where a student cannot talk to the faculty, the goal is to resolve it at the lowest level possible. The chair's role is also to inform students of their rights and of all available options. • In the case of instructors who have been removed from seniority with students who are appealing grades in that | Genice Sarcedo-Magruder |

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| | <p>person's class, students are to be sent to G. Sarcedo-Magruder to continue the process regardless.</p> <ul style="list-style-type: none"> • It is within students' rights to grieve their grades. • Students disputing individual grades as opposed to overall course grades are often instructed to wait for a final grade. • Next step is to meet with the student in an intake meeting to discuss the grounds for the grievance and whether it is substantive. • Personal or conduct issues with an instructor must be handled separately from grade disputes. • In the case of grievances brought over issues involving protected classes (e.g. race, gender, etc.), the process goes through District. As there are four investigators in District, this process takes much longer to resolve. • Easiest way to prevent grievances is to treat students equitably and follow the specific grade breakdown calculations outlined in the syllabus (e.g. grade weighting, curving, etc.). Most grievances stem from discrepancies between policy and syllabus. • There are four possible reasons for grade changes: 1) instructor error, 2) bad faith (intentional deception), 3) fraud (lying, submitting inappropriate documentation, etc.), or 4) incompetence. • The burden of proof is on the student. • The grievance committee consists of: 2 faculty, one administrator, and 2 students (selected as ASO representatives); it requires at least 1 student, 1 faculty, and 1 administrator be present to move forward in the process. • The faculty and administrators serving on grade grievance cannot be in the same department as the grievance origination; similarly the students on the committee cannot be familiar with the petitioner of a grievance. • Some cases may be dismissed after initial committee meeting if the case is spurious. • Some cases conclude in a grade recalculation, which can result in a lower or higher grade. • The hearing process is a bit like presenting a case and consists of calling witnesses, departmental experts, etc.; the committee can ask complainant or respondent for documents to review before making a decision. • After the hearing and ruling, the President gets to make a decision on the final ruling. | |

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| | <ul style="list-style-type: none"> • There are 8 levels of the grievance process, and student with the grievance as well as the faculty being grieved can appeal at every level. • VPAA is only part of the appeals process and therefore cannot have advance knowledge of the particular issue beforehand. • Once at the eighth level, the President has made a decision and the process is considered complete. | |
| 4 | <p>Winter/Spring Galleys</p> <ul style="list-style-type: none"> • Summer and Fall schedule of classes are now posted online. • Spring deadlines: <ul style="list-style-type: none"> ○ First galleys to chairs May 24, due to deans June 14 ○ Second galleys to chairs August 16, due August 30 ○ Schedule posted online October 24 • Winter deadlines: <ul style="list-style-type: none"> ○ First galleys to chairs July 5, due July 26 ○ Second galleys to chairs August 15, due August 23 ○ Schedule posted online October 5 • Online schedule posting timelines are District-mandated and non-negotiable. • Scheduling work will be done over the summer, so course availability information must be solicited in advance. • First galleys will now be printed with previous semester census enrollment data. • D. Villanueva and D. Koehnlein will be offering a Schedule Change Request training workshop on Tuesday, July 31 in the afternoon (1:30pm; time to be finalized). • SCRs are role-based and cannot be handed to someone else to undergo this training, it is in the sole-purview of the Chair. | <p>Donna-Mae Villanueva</p> |
| 5 | <p>Exclusion rosters</p> <ul style="list-style-type: none"> • L. Lopez has requested an enhancement to allow faculty to reopen rosters after submission so they can make these corrections themselves even after the deadline passes, as she can no longer do this on the faculty's behalf. • Faculty were able to use the "Active Enrollment" roster to drop students for attendance reasons after the mandatory exclusion roster until May 6. • L. Lopez is seeking further instruction whether the secondary exclusion roster submission is mandatory and if so where that may be indicated about processing these rosters in the events of errors, lack of clarity, etc. | <p>Lorena Lopez</p> |

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| | <ul style="list-style-type: none"> • Mandatory secondary roster submission may not be a policy or regulation on file; this may be a best practice that we recommended upon federal financial aid audit. • In the case of classes that are corequisites/prerequisites for other courses: prior to census, L. Lopez is notified, drops the student, then notifies the requesting instructor and the instructor of the pre- or co-requisite class; post-census, students who are actively attending the class may continue, as they could only be dropped from a class for non-attendance. • If several students need to be excluded, they should be requested in individual emails to L. Lopez, with complete course numbers, correct abbreviations, reasons for dropping, etc. These go into student records, hence one per student. • Until faculty can reopen their own rosters, L. Lopez proposes an Exclusion Request form which can be used after exclusions cannot be done through the system and is a temporary measure until this permission is resolved. A comments box will be added to the form for clarification, as well as indicating its single-semester use. This is only for spring 2018. • Some faculty may need a reminder about how to complete exclusions when there are no students to exclude. • Often exclusion issues can be resolved upon viewing the faculty's interface firsthand. • S. Harvey has recorded a video of how to submit exclusions that she can share with the rest of the chairs. • L. Lopez will send emails to instructors with late-start classes in the Summer so they can stay on top of different exclusion dates, etc. Chairs may also be given a full report. | |
| 6 | <p>Department Highlights</p> <ul style="list-style-type: none"> • New Kinesiology chair: Susan Armenta • Paggi: 1) book is Race to Heart's rate? Email if you want a copy 2) IT says that students will be able to do wireless printing in the Library from their tablets or computers. • Perser: Addiction Studies Grad on Friday May 25 at 12pm • Connelly: Photo Salon is in the Library tonight 6-8pm reception this evening • Fields: Telescope night Monday May 21 • Youhanna: questions about BIT procedure clarified that faculty who submit BIT forms may not be given follow-up except in the cases of imminent threat. S. Berger may invite | All |

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| | E. Dixon-Peters and B. Benne for a refresher on BIT procedures, perhaps for September meeting | |
| | Adjournment: 3:02 pm. | |