



Department Council Minutes
Tuesday, July 17, 2018 1:30–3:00 p.m.
College Services Building Conference Room

MINUTES

Attendees

Savanah St. Clair, Erin Hayes, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Alyce Miller, Brad Saenz, Elizabeth Cheung, Susan Armenta, Lauren Saslow, Shannon DeVaney, Eddie Tchertchian, Margarita Pillado, Joan Schneider, Michael Gend, Travis Orloff (proxy for Dale Fields), Kaycea Campbell, Maria Perser, Crystal Kiekel, Wendy Bass Keer, Ida Blaine, Joleen Voss-Rodriguez, Tom Vessella, Mary Anne Gavarra-Oh, Kalynda McLean

Absent

Natalia Grigoriants, James McKeever, Jill Connelly, Moriah Van Norman, Phyllis Schneider, Sharon Dalmage, Susan Rhi-Kleinert, Donna-Mae Villanueva, Amari Williams

No.	Item	Presenter
	The meeting was called to order at 1:32 pm.	
1	Welcome – New Chair Introductions <ul style="list-style-type: none"> • Everyone introduces themselves, many acronyms are used 	Michael Gend
2	Galley Timeline Info <ul style="list-style-type: none"> • There was a request about changing when galleys were turned in by a couple of weeks • The timeline may not be able to be changed owing to hard deadlines at District in terms of schedule submission. Administration is working on compressing the timeline at the campus level in order to accommodate this request, but at the moment this is on hold • Administration will also look into giving the galleys earlier to allow for more time for chairs to review them 	Tom Vessella
3	Room Conflicts <ul style="list-style-type: none"> • Some chairs expressed a desire to resolve room conflicts after first galleys instead of second • Because departments have until second galleys to resolve conflicts in their own areas before those rooms are opened 	Tom Vessella

	up to other departments during the second galley stage, this idea would be challenging	
4	Summer School Important Dates <ul style="list-style-type: none"> • Important dates for Summer B are now posted to the website, including census, etc. 	Tom Vessella
5	ACRs Chair Requirements <ul style="list-style-type: none"> • Chairs have release time as D-basis • There is no specific plan as to how this release time needs to be implemented; however, chairs must be available for student contact as necessary as well as required meetings on campus • Chairs could schedule when they will be available in the office for students and faculty and communicate this to their supervisor • When chairs are not available during these required duties, these would be the appropriate times to submit ACRs, or otherwise communicate this change in schedule to their dean • There are 22 non-duty days based on a full assignment. 0.5 release time would be 11 non-duty days, for instance • When a chair is not available for over a week, they should designate an acting chair in their stead • Ultimately, chairs should have an understanding with their dean about their schedule and be regularly available for communication, even in an intersession 	Tom Vessella
6	Guided Pathways <ul style="list-style-type: none"> • We are implementing guided pathways at Pierce, although the conversation about how they are implemented is ongoing • Guided pathways will be discussed at all meetings throughout the year as part of our <i>schoolwide</i> project • Chairs are encouraged to discuss guided pathways at all department meetings • Two guided pathways coordinators have been hired: Angel Belden (General Studies), and Adrian Youhanna (CTE). A Student Services coordinator is also in the process of being hired • Our enrollment, funding, etc. all affect our abilities to implement and integrate guided pathways • Enrollment, need, and success are the components of the funding formula for apportionment. With changes to this formula, "success" and "need" may become more valuable than enrollment numbers 	Tom Vessella

	<ul style="list-style-type: none"> Professional development, projects, student success, etc. are all heavily influenced by guided pathways 	
7	<p>Leadership Transition Update</p> <ul style="list-style-type: none"> T. Vessella is still Acting Vice President of Academic Affairs and S. Berger is now Interim President for the time being The Chancellor did not name an Interim President on July 1, but instead let the current situation hold for another month; appointment of interim is still pending For the time being the present administrative configuration will be remaining 	Tom Vessella
8	<p>Other Business</p> <ul style="list-style-type: none"> L. Clark – Cengage Unlimited program allows a student to spend \$119.95 per semester to access electronic copies of every textbook in the Cengage repertoire, which can be a good savings depending. Physical copies can be rented for \$7.99 apiece per semester; these are returned at the end of the semester, while the electronic copies expire. Students have the option of paying \$179.99 for a year, or \$249.99 for a two-year period A benefit to collaborating with the Bookstore through this program would be to allow student receiving financial aid, EOP&S, etc. the ability to take advantage of the program as well, which they cannot do when purchased independently There is still no exact timeline for WiFi retrofitting for older buildings although it is still in progress Webcams are required for ConferZoom which is part of online office hours, but many faculty are having difficulty procuring them through IT The ideal standard for teaching online courses should be the ability to conduct the course from one's own office, including WiFi, webcam, email access, etc. This issue should be brought up at Technology Committee 	All
9	<p>Department Highlights</p> <ul style="list-style-type: none"> W. Bass – Week of August 13 will be Open House for Distance Ed. This will be an entire week of different workshops at different times, including how to engage students, have discussions, set up grade books, etc. Classes will be offered at multiple times throughout the days K. McLean – Go Days will be Tuesday, August 21 and Wednesday, August 22. Students will have the opportunity to learn about different majors quickly, so department participation is important. As such, department participation 	All

	<p>and commitments from faculty in any capacity is greatly appreciated, particularly around mid-morning (e.g. 10:45am). Information will be sent out to students and the website will be updated soon with follow-up correspondence</p> <ul style="list-style-type: none">• T. Orloff – most of the equipment needed for Earth Science building has been moved in and classes should be ready for Fall	
	Adjournment: 2:40 pm.	