



Department Council Minutes
Tuesday, August 14, 2018 1:30–3:00 p.m.
College Services Building Conference Room

MINUTES

Attendees

John Creedon (proxy for Savannah St. Clair), Melody Cooper, Sara Harvey, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Natalia Grigoriants, Alyce Miller, Brad Saenz, James McKeever, Elizabeth Cheung, Susan Armenta, Lauren Saslow, Shannon DeVaney, Eddie Tchertchian, Margarita Pillado, Joan Schneider, Michael Gend, Dale Fields, Kaycea Campbell, Maria Perser, Crystal Kiekel, Ida Blaine, Joleen Voss-Rodriguez, Sheri Berger, Sharon Dalmage, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Donna-Mae Villanueva, Tom Vessella, Fernando Oleas

Absent

Erin Hayes, Martin Karamian, Jill Connelly, Moriah Van Norman, Phyllis Schneider, Wendy Bass Keer, Amari Williams, Kalynda McLean

No.	Item	Presenter
	The meeting was called to order at 1:33 pm.	
1	<p>Enrollment Concerns</p> <ul style="list-style-type: none"> • Relative day comparisons are at 100% compared to last Fall; we are no longer the lowest comparatively in the District. These numbers will be sent out to chairs for their information • These numbers are a bit skewed because the amount of days of registration is greater as compared to last year but become more realistic with each day • We've had the slowest rate of decline across the district, but enrollment has consistently dropped 2% from fall to fall looking at the past few years • Our section count is increasing approximately 2%, which means we are spending more to reach the same amount of students or fewer • Hopefully events like the pop-up Pierce event Thursday, August 16 will help create a positive uptick in enrollments • Early proactive work in altering sections that are lagging in enrollments has helped turn many of these sections into ones that are filling or are filled 	<p>Sheri Berger/Michael Gend</p>

	<ul style="list-style-type: none"> • There may still be some cancellations to come, however, and these will be thoughtfully considered with compassionate touch on a case-by-case basis and with many considerations in mind, including program completion, amount of other identical sections, etc. • It was suggest that Student Services come to the next DC meeting to give insight into how they are processing applications to make matriculation smoother for students, as frustrations in this process may be causing students to look elsewhere • Decline in night class enrollment is generally attributed to the economy doing well is • Online section offerings have increased and for the most part those enrollments are doing quite well. This may be something to consider when making schedules for the upcoming semester in terms of making small, incremental changes to respond to trends as we identify them • 40 students in an online class versus 40 students in a F2F class represents a 12% decline in FTES; they are not totally identical numbers • Most DE students are also taking a F2F class. Some areas may have students who may have wanted to take classes in person but not been able to make it to campus during the times offered for whatever reason, and in these cases the DE sections help to serve these students. This should help retain students who may have been finding other opportunities outside of District for course offerings that serve them best • Class cancelations and other changes in the schedule can be addressed in terms of how best to be stewards of the public funds as an entity who has been given taxpayer money to create the most effective educational opportunities for students • "Summer melt" is the number between students who are applying in the summer and those who actually show up for classes in the fall; are these application numbers really down, or is the problem elsewhere? 	
2	<p>Tenure Review/Mentor</p> <ul style="list-style-type: none"> • There will be some changes to existing tenure review committees in the upcoming semester due to retirements, changes in chairs, etc. 	Sheri Berger

	<ul style="list-style-type: none"> • The list of changes will be sent out this week, as will any notifications of selecting designees, either departmental or faculty • New faculty are eligible to be assigned a mentor. S. Berger consults with the chair about what needs there may be and ultimately selects the mentor based on a variety of considerations • The only requirement to be on a tenure committee is to be tenured 	
3	<p>AB 705</p> <ul style="list-style-type: none"> • AB 705 was passed last year and dictates that, effective Fall 2019, we need to look at how we place students into English and math differently. We have received guidance from the State Chancellor's Office, and the general idea is that students need to have a pathway to complete transfer level math and English within two primary semesters • High school GPA will be the means of placement as there are no approved assessment instruments for Fall 2019 except for possibly ESL • There is incentive in the funding formula for this completion to be in the first year • All courses with English and math prerequisites below transfer level will have those prerequisites automatically met, e.g. English 28 for Child Development 1 • There will be an update in September or October from math and English about what their placement plan is • The goal of AB705 is to create a more equitable classroom environment, as remedial courses are predominantly minority • The math department will be reaching out to other disciplines that require math as prerequisites to determine what skills exactly are being sought by the inclusion of a particular prerequisite in order to have a discussion about how to keep the spirit of this prerequisite. This will also require working with colleagues throughout the District to have a uniform, consistent cutoff for course placements • We have embedded tutors and workgroups already that are resources to offer students as a resource, but as we move forward we are looking to scale up these services and to include more tutors, peer mentors, counselors etc. in the planning process as we transition to meeting the needs of AB705 	Sheri Berger

	<ul style="list-style-type: none"> We are now able to collect apportionment for tutoring any subject level. Also, student may now self-refer to tutoring, so we will be reactivating the tutoring class as a way of collecting apportionment for the training of tutors There was raised a concern about students who do not have a high school GPA who may be left out of this process The ESL component to AB705 requires course completion within 6 primary terms and must be implemented by Fall 2020 	
4	Important Dates <ul style="list-style-type: none"> Some of the relevant important dates in any given semester can be accessed through the website Clicking at the top ribbon on any schedule link will take you to a page with the final exam schedule, dates to add, etc.: http://www.piercecollege.edu/schedules/index.asp Census date will be the day after the last date to add classes Through SIS, the drop roster, which becomes active once the semester begins, lists the census date for any given class and will include short-term classes, etc. L. Lopez is working on compiling census dates and information for short term classes As far as we are aware, active enrollment rosters are still required to be completed before the last date to drop online with a "W" 	Sheri Berger/Michael Gend
5	SCR/PCR Issues – any <ul style="list-style-type: none"> Chairs seem to have resolved SCR access issues Some chairs still do not have PCR access; S. Berger would like to resolve these en masse instead of piecemeal Chairs should advice their area dean and S. Berger about any PCR issues so that she can get them resolved this week 	Sheri Berger
6	Leadership Retreat <ul style="list-style-type: none"> Leadership Retreat is this Friday, August 17 at Mission College 	Sheri Berger
7	Department Highlights <ul style="list-style-type: none"> S. Berger - Some concerns about the use of volunteers. We must ensure that volunteers are not doing the work of classified employees. 	All

	<ul style="list-style-type: none"> ○ There is a volunteer form which must go through the area dean ○ Volunteers must also be TB tested, have Live Scan, etc. ○ Student volunteerism might be completed through a directed studies class ○ Only students officially enrolled in a class may be in a classroom, and volunteers cannot be giving feedback to students as non-employees of the college ● C. Kiekel – CAS has pre-vetted embedded tutors who are an available resource ● L. Buckley comes in to introduce himself and answer general questions ● J. Creedon – six students graduated from Horticulture, and one of them will transferring to Cal Poly Pomona ● F. Oleas – professional development for adjuncts will be next week on August 21 from 5-8pm. Encourage adjuncts to attend, there will be demonstrations on guided pathways, equity, etc. 	
	Adjournment: 2:59 pm.	