



Department Council Minutes
Tuesday, November 13, 2018 1:30–3:00 p.m.
College Services Building Conference Room

MINUTES

Attendees

Savanah St. Clair, Erin Hayes, Melody Cooper, Martin Karamian, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Natalia Grigoriants, Alyce Miller, Brad Saenz, James McKeever, Elizabeth Cheung, Susan Armenta, Lauren Saslow, Shannon DeVaney, Eddie Tchertchian, Jill Connelly, Margarita Pillado, Michael Gend, Travis Orloff (proxy for Dale Fields), Kaycea Campbell, Maria Perser, Crystal Kiekel, Wendy Bass Keer, Ida Blaine, Sheri Berger, Sharon Dalmage, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Donna-Mae Villanueva, Tom Vessella, Kalynda McLean

Absent

Sara Harvey, Joan Schneider, Moriah Van Norman, Phyllis Schneider, Joleen Voss-Rodriguez

No.	Item	Presenter
	The meeting was called to order at 1:32 pm.	
1	<p>Financial Aid Update</p> <ul style="list-style-type: none"> • A Financial Aid summit is being considered for faculty & staff similar to the one being held for students tomorrow. It will likely take place in January or February of 2019 • Financial Aid is stretched fairly thin at the moment due to staffing shortages and errors in the new system and is still working on issues from 2017-2018, as well as current issues from 2018-2019 and are even beginning 2019-2020 operations • The process has become more complicated due to verification requirements • When a student completes their FAFSA, this does not mean their application is completed. The Department of Education randomly selects students for “verification” and requests IRS transcripts, not simply tax returns. This process can take three weeks or longer. 43% of our 	Anafe Robinson

	<p>students are verified, which is more than the national average</p> <ul style="list-style-type: none"> • Up to half our students do not complete their FAFSA applications • Financial aid eligibility can change from year to year, so must be reassessed each year • Pell Grant is limited to 6 full time years within a program, but extra funding can be obtained if a student takes extra units it is also money can • Students have until the last day of the semester to apply for their BOG fee waiver or for Financial Aid for the next semester • "FAFSA Fridays" for assistance in completing the online FAFSA are in Business 3207 from 9am-1pm on 10/5, 10/12, 10/19, 10/26, 11/2, 11/9, 11/16, 11/30, 12/7, and 12/14 	
2	<p>Procurement Update</p> <ul style="list-style-type: none"> • The department chairs had a conversation at the last APC regarding purchasing issues that have been encountered on campus, especially length of time for completing procurements, communication, and single points of failure in the process • A subsequent meeting was held with R. Schleicher, B. Rosky, M. Gend, T. Vessella, and S. Berger to address these issues • Some proposed solutions include having a member of Academic Affairs handling purchases for the instructional side of the house; this would be piloted with CTE purchases • Another meeting will be held later this month and hopefully a timeline for implementation will be developed. The results of this meeting will be reported at the next APC meeting • A position request is being put in to cover an employee who would assist with CTE and many SFP purchases, and in the meantime two classified employees are being trained to handle inputting POs to SAP directly in an effort to begin decentralizing the process 	Michael Gend
3	<p>Enrollment Management Strategies</p> <ul style="list-style-type: none"> • Priority registration for Spring began today 	All

- Cleanliness on campus, landscaping, customer service, accessibility to Wi-Fi, counseling, and EOP&S, etc. all contribute to student retention in addition to classroom management and instruction
- Student services has a list of action items to come up with, and encourages other divisions to do the same
- More directed career counseling could also help give students more advice for their post-graduate plans
- OIE is working on a spreadsheet of students who have declared majors that will include contact information. Departments may wish to reach out to these students
- Reaching out via email to promote classes and programs can boost enrollments
- Faculty may be restricted in doing this because of a 50 recipient limit per email and 500 recipient limit per day. Finding a solution to allow for sending out more emails en masse would be ideal, whether through an individual account or a separate department-specific account
- OIE has also supplied a list of students who apply but never enroll, and Student Services has been reaching out to them. As part of improving the recruitment cycle, EMC is also beginning a "secret shopper" program and reaching out to other colleges in-state to see what timeline and information they are given about applying to their colleges
- Has there been consideration to target some outreach for high school students currently enrolled in Pierce classes to enroll as full-time students upon graduation
- Student input might be solicited in the form of entrance and exit surveys asking about their experiences with enrolling in and attending Pierce
- Advertising via social media may be hindered by the campus's inability to pay for contracting services without a purchase order
- We may not be messaging our transfer success rates well compared to other local colleges, which may be impacting the ability to recruit students who are focused on transferring to a four year

	<ul style="list-style-type: none"> • Numbers tend to be bolstered in areas where the chairs are very proactive about changing the schedule around when numbers appear to be lagging • On-campus classes can be added at any time (off-campus/Outreach classes require a 30-day advertisement period), although adding or changing classes sooner is better than later • Late start class FTES has been growing, while regular WSCH FTES has been shrinking. This could be due to a number of factors, but indicates a demand that may be an opportunity for further growth • Just because a class meets the 15-student limit to run the class does not mean that it has been scheduled efficiently • Specialized, low-enrolled classes may be buoyed up by offering a better complement of high-demand, basic courses • Some hard conversations may also need to be had with faculty whose numbers are consistently lower regarding what they are or are not doing to engage students actively • Student engagement is also paramount, as is exemplary customer service 	
4	<p>Department Highlights</p> <ul style="list-style-type: none"> • Students and faculty both may have been impacted by the ongoing fires. It is best to be mindful of this extraordinary circumstance and offer resources, support, and perhaps time in order to maximize their success this semester in the face of these events 	All
	Adjournment: 3:00 pm.	