



Department Council Minutes
Tuesday, December 11, 2018 1:30–3:00 p.m.
College Services Building Conference Room

MINUTES

Attendees

Erin Hayes, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Natalia Grigoriants, Alyce Miller, James McKeever, Elizabeth Cheung, Lauren Saslow, Shannon DeVaney, Eddie Tchertchian, Jill Connelly, Margarita Pillado, Joan Schneider, Michael Gend, Dale Fields, Kaycea Campbell, Maria Perser, Moriah Van Norman, Crystal Kiekel, Phyllis Schneider, Wendy Bass Keer, Ida Blaine, Joleen Voss-Rodriguez, Sheri Berger, Sharon Dalmage, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Donna-Mae Villanueva, Tom Vessella, Kalynda McLean, Anna Bruzzese, Curt Duffy, Brian Walsh, Fernando Oleas

Absent

Savanah St. Clair, Brad Saenz, Susan Armenta, Amari Williams

No.	Item	Presenter
	The meeting was called to order at 1:32 pm.	
1	<p>Evaluations</p> <ul style="list-style-type: none"> • All evaluations should be held to the same standards • Even with a "Satisfactory" evaluation, any areas marked "Needs to Improve" (NTI) must have an improvement plan outlined within the evaluation, no matter how simple or obvious • There is no set rule for how many NTI areas constitutes an overall NTI evaluation • The overall narrative needs to align with the areas marked, and the improvement plans need to make sense and be reasonable as suggestions for improving in that area (e.g. comments about student tardiness or other areas out of an instructor's direct control; suggestions for absence reporting that are unrealistic, etc. are unrealistic) • When a faculty receives a negative evaluation and requires a follow-up the next semester, it can be helpful to have a different faculty member 	Sheri Berger

	<p>administer the follow-up evaluation to avoid the possible appearance of bias</p> <ul style="list-style-type: none"> • The previous evaluation should be considered and incorporated in any follow-up evaluations, including areas for improvement and comments from the evaluatee • Although a faculty member may be given an “Unsatisfactory” evaluation after an NTI despite needing improvement in different areas, it is generally good to demonstrate a pattern of behavior or areas that require improvement rather than disparate areas between semesters. This can help inform the President, who must ultimately make any decisions involving removal from seniority lists, etc., about the reasons for the evaluator’s recommendation • New hires must be evaluated within the first two semesters; the first semester is most preferable 	
2	<p>Class Cancellation Compromise</p> <ul style="list-style-type: none"> • Enrollment is at 89%, we are currently the lowest in the District in terms of enrollment over last year for Spring, and we are the least efficient for Winter • The schedule is not set in stone; conversations about scheduling efficiencies in light of enrollment data as it comes in are ongoing • We are scheduling classes to meet the needs of students • Decisions about class cancellations will be made a week prior to the Spring semester beginning • Students should be encouraged not to wait until the last minute to enroll in courses. This strategy can often be successful, especially if a teacher personally reaches out to students • There is no 30-day rule for class cancellations or for class openings. The 30-day rule only applies to opening classes at high school locations to allow for time to advertise, CCAP classes are not included • When enrollments are tracked on a section-by-section basis and certain courses are not growing while those around it are, this may be a course to consider for cancelation, even if it is in double-digit enrollment • Classes with enrollment under 15 may be canceled in advance of the semester: “...the vice president 	<p style="text-align: center;">Sheri Berger/Michael Gend</p>

	<p>may cancel a class for low enrollment at any time before the first class session if the number of students enrolled is fewer than fifteen" (AFT 1521 CBA, Article 12 § F)</p> <ul style="list-style-type: none"> • Decisions about class cancelations for Winter will need to be made with area Deans by Friday • Other issues that can affect enrollment figures and student retention include frustration with communicating (e.g. answering phones), Wi-Fi capabilities, and cleanliness • Student Services is addressing issues about answering phones as best they can in their highest-volume offices such as Admissions & Records and Financial Aid. Resources have been reallocated to increase student worker staffing to answer these phones, although union leadership had concerns with this solution as well. Given these office's resources and call volume these constraints can make it appear that phones are not being answered • Not keeping up with the times and adapting to mobile technology may also be a part of our flagging enrollments. Using collective power of shared governance to suggest resolutions to modernize technologies with students may be a way that the college as a whole may help be part of this solution • Wi-Fi capabilities may be improved shortly as part of ongoing bond projects • Every program is unique and has unique needs, which means cancelations must be considered on a case-by-case basis 	
3	<p>Allocations – Summer & Fall</p> <ul style="list-style-type: none"> • Sheets showing discipline hour allocation over the last ten Fall semesters as well as respective average class size • The average class size takes into account the various accounting methods and converts them all into "weekly student contact hours" (WSCH), which then aggregates this into FTES and then the average class size • Online class FTES is calculated at 12% less than WSCH FTES, for instance, so in this case and others, headcount is not necessarily the most accurate way to monitor trends 	Sheri Berger

	<ul style="list-style-type: none"> • The summer sheet is based on headcount, and not aggregate FTES • The numbers are less important than monitoring overall trends 	
4	DE Certification <ul style="list-style-type: none"> • Article 40 in the contract makes clear that certification at other colleges within the District are portable to other in-District colleges • The requirements for this certification may vary from campus to campus however and are determined by shared governance committees, etc. • There are three colleges within District that do not have the same standards, but the language in the contract is clear and we will honor certifications received from other colleges nonetheless, providing they can prove they have met that college's certification • New faculty teaching at Pierce without certification at other campuses must meet our qualifications for certification 	Brian Walsh
5	January Meeting <ul style="list-style-type: none"> • The January meeting will be canceled. DC will resume on February 12, 2019 • Faculty should be mindful of changing book orders after they have been submitted. Faculty who place an order for a standard textbook and decide to use OER or other textbook will leave the bookstore with an incurred cost to ship the original order back 	All
4	Department Highlights <ul style="list-style-type: none"> • M. Gavarra-Oh – January 16, 2019 will be a presentation of research findings by Ruffalo Noel Levitz for all faculty and staff • Y. Davoodian – Chairs will be contacted shortly regarding Honors classes for Fall 	All
	Adjournment: 2:40 pm.	