



Department Council Minutes
Tuesday, April 9, 2019 1:30–3:00 p.m.
College Services Building Conference Room

MINUTES

Attendees

Savanah St. Clair, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Alyce Miller, Brad Saenz, James McKeever, Susan Armenta, Lauren Saslow, Shannon DeVaney, Eddie Tchertchian, Jill Connelly, Margarita Pillado, Joan Schneider, Michael Gend, Dale Fields, Kaycea Campbell, Maria Perser, Wendy Bass Keer, Joleen Voss-Rodriguez, Sheri Berger, Sharon Dalmage, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Donna-Mae Villanueva, Tom Vessella, Kalynda McLean, Sergio Gonzalez

Absent

Erin Hayes, Natalia Grigoriants, Elizabeth Cheung, Moriah Van Norman, Crystal Kiekel, Phyllis Schneider, Ida Blaine, 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"> • Evaluations are due week 12; we are now in week 9 • If an evaluation is going south, please alert your dean early and they can address any questions • All I's should be dotted and T's should be crossed • Student comments (good and bad) may be added into evaluations • Regardless of the overall evaluation, any area checked off as needs to improve needs to have an improvement plan in writing, regardless of how obvious it seems • The VPAA wants to support the department, so all relevant information needs to be presented 	Sheri Berger
2	<p>Purchasing Process</p> <ul style="list-style-type: none"> • There is a new purchasing process that is being piloted with S. Berger and R. Schleicher in order to help lighten the load from the Business Office and expedite the process for the campus 	Michael Gend

	<ul style="list-style-type: none"> • A discussion ensued and some areas are being notified and others not. The group gave the following observations: • Office Depot orders seem to be being processed quicker, but as these have been farmed out through the Business Office this is not an exemplar • AA only got access for direct issuance of POs beginning in March, and we've only been able to move these initial POs through very recently • Although POs are entered into the system in a timely manner, it often takes two months or more for them to be released to the vendor • There may also be delays in the area of contract issuance at the Regional Procurement Office • There is often a lack of communication about what components of documentation are missing in order to complete a purchase • These notifications being delivered in a timely manner to the requestor are important to ensure quick resolution of procurement issues 	
<p>3</p>	<p>CCAP Update</p> <ul style="list-style-type: none"> • We will be assembling a document/FAQ clarifying the responsibilities of instructors teaching students under the CCAP program so that they know what to expect • We will also be assembling a document for parents of high school students clarifying communication/FERPA restrictions regarding student performance • Because these classes are taking place during the regular high school day, the instructor of record also serves as a supervisor for the students, and as such needs to report absences not only to their chair and Academic Affairs at Pierce, but also to the high school so they can be sure to have proper supervision for their students • Instructors are able to communicate with the high school counselor or other high school official regarding students who are chronically absent or in danger of failing the course • Teachers teaching at high schools are following high school calendars, and as such are expected to be present during their class times when school is in 	<p>Sheri Berger</p>

	<p>session, regardless of LACCD's holiday/break calendar</p> <ul style="list-style-type: none"> • A 5-week and 10-week progress report will be given to students to help them monitor their progress (students will bring the form to the instructor and the instructor will return it to the students), and the students may give this report to their parents and/or school if they so choose • Office hours for these classes must be held at the high school location and at a time and place that is convenient for the students; arrangements have already been made with the schools to accommodate this time for given classes (before class for morning classes and after class for afternoon classes) • Concerns were raised about some currently scheduled classes: Announcements are made very early in the morning at high schools and this can impact instruction for our classes being scheduled then • Different schools will offer different technology access to instructors; this control has been considered when entering into CCAP agreements • Faculty teaching these courses now may be surveyed to solicit their input about what should be included in a CCAP FAQ • CCAP classes are not indicated in the schedule as being restricted to high school students only. Language will be added to the schedule to clarify this point 	
<p>4</p>	<p>Senior Day Schedule</p> <ul style="list-style-type: none"> • Copies of the schedules for Senior Day will be emailed to all chairs after today's meeting • Care has been given to provide the high schools with a tour that meets their individual needs; for instance, Birmingham wants to tour the farm, and Canoga wants to have a STEM focus • CGCAs and peer-to-peer mentors will be conducting tours, which are expected to be done around 11am • Some of the tours may be interchanged at the discretion of guides; groups are of no more than twenty students 	<p>Donna-Mae Villanueva</p>
<p>5</p>	<p>Department Highlights</p>	<p>All</p>

	<ul style="list-style-type: none"> • J. McKeever – chair election for a separate History department are imminent, so there will be two new chairs • D. Fields – Planetarium show from 5-7pm this Friday, April 12 • D. Fields – Community of Practice next meeting on Tuesday from 11am-12pm in Alder 1004A • J. Connelly – Natalie Miranda won a \$500 transfer scholarship from the Journalism Association of Community Colleges. Several of our students won awards from the CCMA (California College Media Association) in social media, writing and photography • S. DeVaney – April 27 from 8-2 Gold Creek Open House; RSVP to S. DeVaney • K. McLean – job fair is this week and is a great opportunity for students to find summer part-time employment with local industry • K. McLean – May 1 is College Signing Day at the Pomona Pavillion which allows CC transfer students to commit; 35 students are allowed to attend • M. Pillado – The Beaver Foundation Funded another student for a 4 week trip to Paris, France for the summer. The Beaver Foundation has funded one student to participate in the French language study abroad program in Paris (July 1-31, 2019). The scholarship covers airfare, housing, and tuition • K. Campbell – AGS went to their event and all three students nominated for scholarships won them • S. St. Clair – Angelo Alvarez received the exceptional Plant Science award and will be presenting in Tampa, FL in June • M. Perser – A psychology student is also a finalist for an award • K. McLean – These sorts of blurbs celebrating student achievements should be emailed to D. Clay for proper visibility 	
	<p>Adjournment: 2:46 pm.</p>	