

**Department Council Minutes**  
**Tuesday, September 10, 2019 1:30–3:00 p.m.**  
**College Services Building Conference Room**

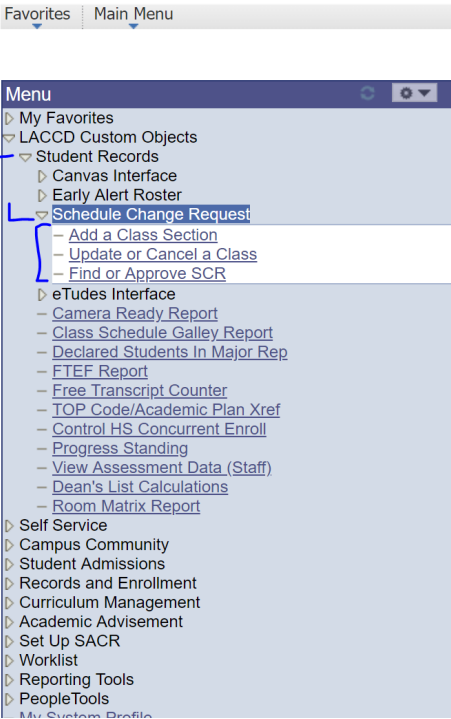
**MINUTES**

**Attendees**

Lu Dao (proxy for Savannah St. Clair), Erin Hayes, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Natalia Grigoriantz, Alyce Miller, Brad Saenz, Sheryl Nomelli (proxy for Brian Walsh), Elizabeth Cheung, Susan Armenta, Lauren Saslow, Shannon DeVaney, Eddie Tchertchian, Jill Connelly, Margarita Pillado, Joan Schneider, Michael Gend, Cara Gillis, Dale Fields, Kim Rich, Maria Perser, Crystal Kiekel, Wendy Bass Keer, Joleen Voss-Rodriguez, Sheri Berger, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Donna-Mae Villanueva, Mon Khat, Kalynda McLean

**Absent**

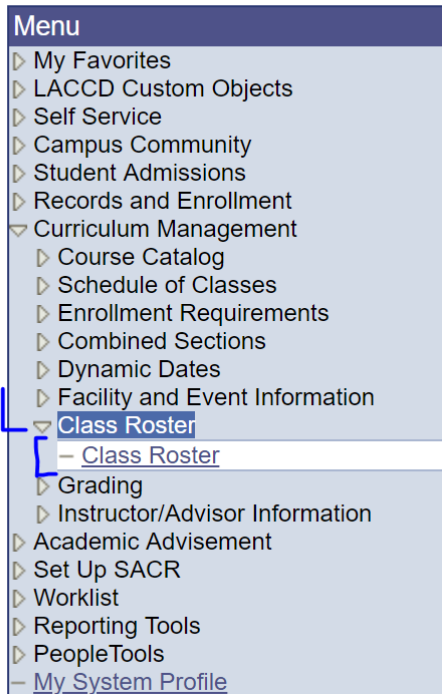
Ida Blaine, Sharon Dalmage, Amari Williams

No.	Item	Presenter
	The meeting was called to order at 1:32 pm.	
1	 <p><b>SCR Demonstration</b></p> <ul style="list-style-type: none"> <li>• Main menu -&gt; campus solutions menu -&gt; LACCD Custom Objects -&gt; Schedule Change Request</li> <li>• To cancel a section with students already enrolled, in addition to selecting the cancel action from the dropdown menu, the box for "Cancel if Students Enrolled" must also be selected</li> <li>• Whenever a class that already has students enrolled is about to be</li> </ul>	<b>Michael Gend</b>

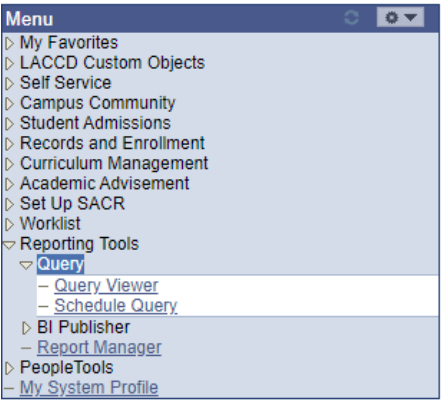
anceled, it is important to obtain all the email addresses of the students enrolled prior to canceling the section

- Once an SCR has been input for a section, another cannot be made for the same section until the first is approved and implemented
- When searching SCR history, instructor names are not listed; having class numbers and class names ready will help to navigate this list
- When inputting new classes, the SCR system automatically calculates start and end dates depending on the session selected, as well as start and end times depending on which days the class will be meeting
- New employees will not appear in the SCR system immediately, even after they have been approved through the PCR system
- When assigning instructors, they need to be given "Post" access in the dropdown to be given access for grades and exclusion rosters
- To access rosters for an entire department, go to Main Menu -> Curriculum Management -> Class Roster

Favorites Main Menu



- Ensure that you select "P" for LAPC to narrow the section options to just our campus
- Through this system you can email students in bulk in different sections. The email addresses will appear as whatever the students enrolled have listed as their communication preference
- Queries can be accessed through Main Menu -> Reporting Tools ->

	<p>Query -&gt; Query Viewer</p>  <ul style="list-style-type: none"> <li>• At first you will be required to set up a “Run Control ID” which is simply your SIS username. Once that is input, you should see an option to search for queries</li> <li>• A list of some helpful queries was distributed.</li> </ul>	
<p><b>2</b></p>	<p><b>Classroom Support</b></p> <ul style="list-style-type: none"> <li>• We don’t have the budget to provide any additional classroom support. While some departments have instructional assistants or other classified employees to assist, departments that do not cannot hire support outside of the normal LACCD employment process</li> <li>• Faculty may not hire or otherwise employ other persons, paid or unpaid, for the purpose of assisting with instruction. There is no such thing as a sanctioned LACCD TA; any tutors, volunteers, etc. must be cleared and go through the normal LACCD processes</li> <li>• Those who engage in this kind of activity may be disciplined with varying degrees of progression depending on the severity and instance of the offense</li> </ul>	<p><b>Sheri Berger</b></p>
<p><b>3</b></p>	<p><b>50-min Changes</b></p> <ul style="list-style-type: none"> <li>• A lecture and lab can be scheduled as split into 30 minutes, as long as the next class is in the same room with the same teacher, and as long as the total classes do not exceed 1 hour and 55 minutes</li> </ul>	<p><b>Sheri Berger</b></p>
<p><b>4</b></p>	<p><b>Evaluations/Tenure Review</b></p> <ul style="list-style-type: none"> <li>• Notices have been sent out to committees regarding the committee makeups for all tenure review committees</li> <li>• Do not modify the dates on the evaluation documents, e.g. Article 42</li> <li>• Due diligence is needed when observing classrooms; these observations should be long</li> </ul>	<p><b>Sheri Berger</b></p>

	<p>enough to get firm data for the evaluation, and it is recommended that both lecture and lab components are observed when applicable</p> <ul style="list-style-type: none"> <li>• Existing, recurring issues that are brought up in an evaluation should be those that have already been addressed to the instructor, and hopefully documented, and should not blindsides the evaluatee</li> <li>• Because evaluation for tenure is a yearlong process, issues in the preceding spring semester or previous years can be a part of the current semester's evaluation</li> <li>• The process for student evaluations must be followed per the contract. No faculty or administrators can be present inside the room as the evaluations are conducted, otherwise we will not be able to use those evaluations</li> <li>• Full-time regular or contract faculty members can do an evaluation of an adjunct, including probationary employees. Designees must do the evaluation in its entirety, including writing the evaluation, doing the classroom observations, and meeting with the faculty to issue the completed evaluation</li> </ul>	
<p><b>5</b></p>	<p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>• Announcement: several departments appear to be overscheduled for the spring 2020 semester. They will be issued a new set of galleys tomorrow, September 11, in order to rectify this. Other departments who would also like new galleys may request them</li> <li>• Announcement: every area will need a two-year scheduling plan moving forward as corrective action for a payroll audit regarding classes being canceled late. Departments should consider which classes they should be planning to schedule over this period in order to meet</li> <li>• Announcement: we are on a regular full scope audit, which will be identifying rosters, TBA rosters, exclusions, etc.</li> <li>• Announcement: at EPC last week, we made an announcement that we will not be doing APPs right away. This year, we will need to do APPs, Comprehensive Program Reviews, and biennial reviews for CTE classes. A taskforce is being formed</li> </ul>	<p><b>Sheri</b></p>

	<p>to address how best to address these reporting needs in order to minimize how many reviews will need to be completed and the most efficient way to do so. By the end of the fall, we'll have a structure in place to sort out these planning needs. Its likely APPs will not be done this semester, and other plans may be pushed to spring.</p>	
<b>6</b>	<p><b>Department Highlights</b></p> <ul style="list-style-type: none"> <li>• M. Karamian – October is Business month; there are four Business events planned</li> <li>• L. Saslow – 110 community colleges are moving to a new Library Services Platform, which is shared by UCs as well. We are going off of our current system in two weeks, which will mean we will have a period of several weeks with no library system, so any holds and requests should be input before then</li> <li>• M. Pillado – Curriculum Committee is meeting Friday, September 20. The meeting will be short on CORs but will address the move to eLumen for curriculum needs. The committee is looking at an ECD shutoff date of April 30, 2020, which will mean no curriculum actions until fall 2020</li> <li>• Mon Khat is the new CTE dean of Academic Affairs</li> </ul>	<b>All</b>
	<b>Adjournment:</b> 3:03 pm.	