



Department Council Minutes
Tuesday, October 8, 2019 1:30–3:00 p.m.
College Services Building Conference Room

MINUTES

Attendees

Savanah St. Clair, Erin Hayes, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Natalia Grigoriants, Alyce Miller, Elizabeth Cheung, Susan Armenta, Lauren Saslow, Shannon DeVaney, Jill Connelly, Margarita Pillado, Joan Schneider, Michael Gend, Dale Fields, Kim Rich, Maria Perser, Wendy Bass Keer, Ida Blaine, Joleen Voss-Rodriguez, Sheri Berger, Sharon Dalmage, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Donna-Mae Villanueva, Kalynda McLean, Shannon Krajewski, Fernando Oleas, Norine Fine, Cristina Rodriguez, Adrian Youhanna, Shant Varozian

Absent

Brad Saenz, Brian Walsh, Eddie Tchertchian, Crystal Kiekel, Mon Khat, Amari Williams

No.	Item	Presenter
	The meeting was called to order at 1:30 pm.	
1	<p>VRC Demonstration</p> <ul style="list-style-type: none"> • The Vision Resource Center is accessible from the Center for Professional Excellence website • The login is the same information as the SIS login • External trainings may be added through the “Enter Flex Activity” link and will count toward FLEX hours, as well as workshops on campus, and activities such as Opening Day • “The Learner Home” link will show the user ow many activities have been completed and how many hours total those count toward your PD obligation • Potential PD activities sorted by subject can be located through the “Learner Home” tab as well to customize the user’s experience based on their specific interests • The “Learning” tab includes a “Workshop Calendar” outlining upcoming PD events 	<p style="text-align: center;">Fernando Oleas/Shannon Krajewski</p>

	<ul style="list-style-type: none"> • Faculty should always be aware of signing in for any particular on-campus activity to ensure that the hours spent there can correctly count toward their PD obligation • Faculty putting on events that can count toward PD credit, such as a speaker series, may contact their faculty PD coordinator in order to ensure easy attribution of FLEX hours for those who attend relevant events. In the meantime, all events should have a sign in sheet that may be submitted to the faculty PD coordinator who will give credit to attendees • Chairs will not have access to their faculty's hour tallies, but the faculty personal development coordinator and the Center for Professional Development will be able to verify faculty's FLEX hours for evaluation purposes • The "Connect" tab includes links to communities and teams that can be joined by participants 	
<p>2</p>	<p>TRC Senate Consultation</p> <ul style="list-style-type: none"> • Tenure review committees cannot meet until the Senate approves the rep for each • A reminder of this policy will be sent out with next year's tenure committee notifications as well 	<p>Sheri Berger</p>
<p>3</p>	<p>2-Year Scheduling Plan & Program Mapper</p> <ul style="list-style-type: none"> • The program mapping software company issued seven templates that A. Youhanna and C. Rodriguez filled in and waited for the company to verify over the summer • At the beginning of the semester a sizable error report was sent out addressing discrepancies between ECD, COCI, and PeopleSoft. Some of these errors were small, but others were more considerable. This was a good chance to clean up and standardize reporting • S. Varozian have been instrumental in implementing these changes on the COCI side • The Program Mapper will be discussed at the follow up ACE event on Tuesday, October 29 • The Program Mapper reflects Curriculum Committee- and State-approved course changes only 	<p>Adrian Youhanna/Sheri Berger</p>

	<ul style="list-style-type: none"> • If a department would like to narrow focus on elective options for a particular degree or certificate, this recommended elective cannot be made into a required course unless the change is made through Curriculum • As programs are added to the Mapper, the Chairs will be notified to verify information as it is input • Chairs should be cognizant when scheduling that they can anticipate student needs based on the 2-year program map for the degrees and certificates and make necessary coursework available in order for a student to complete their program in a 2-year timeline • In the future, paths to target other students, such as part-time students, may be helpful to develop as well • Curricular changes need to be considered well ahead of time, as those changes are not implemented for some time, sometimes as long as a full year 	
<p>4</p>	<p>Audit Update (TBA)</p> <ul style="list-style-type: none"> • TBA was the main area that impacts Academic Affairs during this audit • Three years ago our audit on TBA was clean, but this year there will likely be findings • Although a class is counted as TBA, these classes are taught as WSCH accounting method classes that require regular weekly student contact hours • We may need to begin exploring different ways to schedule that are not TBA unless where absolutely necessary • The final report may be in next month and will be discussed with this body • The TBA rosters should always match the attendance rosters of people actively enrolled in the class • Beginning spring 2020, there will be a common form issued for any sections scheduled as TBA 	<p>Sheri Berger</p>
<p>5</p>	<p>Department Highlights</p> <ul style="list-style-type: none"> • D. Fields – Wednesday, October 16 is the next planetarium show and will take place between 4-6pm 	<p>All</p>

	<ul style="list-style-type: none"> • E. Hayes – Wednesday, October 16 from 9:30-11am we will be celebrating the Weather Station’s 70th anniversary • Y. Davoodian – October 14-18 is Undocumented Student Action Week • M. Karamian – October is Business Month! The first events will be taking place later this week; there will be events about business, economics, and Q&A panels with students • D. Fields – Friday, October 11 is National Coming Out day, and our District has started an advisory committee on LGBTQ Affairs • M. Gend – “Hookman” starts October 18 and runs the next few weekends • M. Gend – Vice Chancellor Ryan Cornner will be attending the next APC meeting to address concerns surrounding the Health Center 	
	<p>Adjournment: 2:43 pm.</p>	