



Department Council Minutes
Tuesday, November 12, 2019 1:30–3:00 p.m.
College Services Building Conference Room

MINUTES

Attendees

Jennifer Adelini (for Savannah St. Clair), Erin Hayes, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Natalia Grigoriants, Alyce Miller, Brad Saenz, Sheryl Nomelli (for Brian Walsh), Alex Villalta (for Elizabeth Cheung), Susan Armenta, Lauren Saslow, Shannon DeVaney, Eddie Tchertchian, Jill Connelly, Margarita Pillado, Joan Schneider, Michael Gend, Dale Fields, Kim Rich, Crystal Kiekel, Wendy Bass Keer, Ida Blaine, Joleen Voss-Rodriguez, Sheri Berger, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Donna-Mae Villanueva, Mon Khat, Kalynda McLean, Doreen Clay, Sergio Gonzalez, Barbara Anderson

Absent

Melody Cooper, Maria Perser, Sharon Dalmage, Amari Williams

No.	Item	Presenter
	The meeting was called to order at 1:32 pm.	
1	<p>Campus Safety</p> <ul style="list-style-type: none"> • Captain Armalin passed out pamphlets regarding active shooter scenarios. These are also passed out during the 1-hour active shooter and emergency response lectures, two of which were given in October, and the next is scheduled for November 27 • The sheriffs have started doing lockdown drills to ensure everyone understands how they should act, how they should lock doors, and safety precautions they can take as basic steps in the event of an active shooter scenario • The sheriffs are also doing an active shooter awareness lecture, during which they take ten minutes to give a basic briefing about scenario responsiveness • They are able to do these lectures in classrooms or offices as requested • The sheriffs will do a vulnerability walkthrough to talk to employees about their work environment 	Capt. Armalin

	<p>and what they can do to make their space safer and to come up with a plan in the event of emergency</p> <ul style="list-style-type: none"> • Crime statistics are down campus-wide; mental health incidents are up • There are extra patrols beginning next month, which will also help with locking up buildings, as many rooms are found to be propped open with trash cans, etc. • Sheriffs are also available to teach instructors how to do lockdown drills in their classrooms and provide feedback • Unidentified cars on the mall are usually rideshare drivers who have made an errant turn; the sheriff's office is working with major rideshare companies to identify a consistent rendezvous point for users • Better signage at less obvious points of entrance and egress may also help alleviate confused drivers • Sheriffs do a lockdown check at 11pm, and then check every two hours thereafter; often they are finding that rooms and buildings, such as the gyms, are wide open • Cameras are an ongoing project that the school is implementing. Once the systems are up and running, the sheriffs will be monitoring them • Lieutenant Rubio is a helpful contact if issues arise: (562) 233-5230 / derubio@lasd.org • The sheriff's office asks that any and all incidents on campus be reported, no matter how small 	
<p>2</p>	<p>Brahma Beat</p> <ul style="list-style-type: none"> • The Brahma Beat comes out every Monday • It can be an opportunity to let the campus know what's going on with individual departments • There are also sections for administrators and faculty to make announcements and have write-ups as well • Goings-on, blurbs, flyers, and/or pictures can be forwarded to Doreen for weekly posting 	<p>Doreen Clay</p>
<p>3</p>	<p>AV/IT Issues</p> <ul style="list-style-type: none"> • M. Henderson was unable to attend due to scheduling issues. He will be invited to the next APC 	<p>Mark Henderson</p>
<p>4</p>	<p>Outreach Classes</p>	<p>Sergio Gonzalez</p>

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| | <ul style="list-style-type: none">• We have 131 hours allocated to Outreach, and we have 17 campuses to spread these hours out between• Because of CCAP agreements, a disproportionate amount of hours may be allocated to the campuses that have agreements in place• We still are reaching for 34-40 students per section; high schools must supply a sufficient amount of students to fill these classes in order to continue scheduling these classes off-site, as the primary intent of the outreach scheduling is to capture the K-12 demographic, not the on-campus students• Often the requests of the high school campuses do not meet the needs of our departments or the limits of our allocations; at these times hard choices will need to be made by the high school counselors and administration about which classes they want to be offering• Although some of these class requests can be submitted early (particularly those we are contractually obligated to offer), often many of the afterschool classes may be difficult to anticipate as the high school administration weighs options for what classes to offer; as we do not dictate the schedule to the high schools, we must wait for them to tell us what their needs are• CCAP classes must be staffed as they are part of an agreement between the high school and college; staffing these classes may require reopening adjunct pools to find willing and qualified faculty• For reporting illnesses of instructors teaching outreach classes, afterschool classes are considered regular college classes and may be canceled as usual; for CCAP classes, instructors must contact the high school so that they may provide suitable supervision for the students during normal school hours• Instructors teaching any outreach class at a high school must hold office hours at the high school so as to be accessible to the students enrolled• For CCAP agreements, high school counselors are available as a resource to collaborate in handling behavioral issues, and we are able to consult with them as those sorts of issues arise | |
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<p>5</p>	<p>Audit Enrollment/Concerns</p> <ul style="list-style-type: none"> • Students usually audit classes because they have already taken and passed them • You cannot add a student to audit until everyone who wants the class for credit has been added to the class; this rule applies for lectures, labs, activity sessions, etc. • Students who audit must enroll as such and pay a nominal fee • There is no obligation to give exams to auditing students • The reasons for students to retake classes should be scrutinized; a common reason is to audit for a recency refresher, or because they are enjoying the class and would like to continue • There is no limit to the amount of times a student may audit a course • Granting audits is entirely at the instructor's discretion 	<p>Sheri Berger</p>
<p>6</p>	<p>'Tis the Season...</p> <ul style="list-style-type: none"> • ...for student complaints • Chairs are the first line of defense about student complaints • Grade issues that cannot be resolved can be addressed with the instructor to ensure there is no error in the calculation; if the student is still not satisfied, their issue can be forwarded to the area dean; if the student is <i>still</i> not satisfied, they can be directed to Dean Sarcedo-Magruder to file a formal grade grievance • Student complaints that a teacher has wronged them may be valid or spurious; however, every complaint should be heard, and the student should feel as though they were listened to • It is always helpful to get complaints in writing, preferably in the students own words • A good faith effort must be put forward to investigate this claim with the instructor; depending on the time in the semester, different resolutions may be available • Certain serious allegations, like unsuitable language or physical contact with students, must be handled seriously, and any such allegations should be forwarded to area deans immediately 	<p>Sheri Berger</p>

	<ul style="list-style-type: none"> • Whenever a student does have a complaint, efforts should be taken to identify the solution the student is seeking • Anything related to Title IX should be well-documented and reported immediately to the area dean, who will forward the report to our Title IX coordinator, E. Dixon-Peters • Parents cannot handle complaints on a student's behalf; while a student may waive their FERPA rights, they may not do so under duress • Grade grievances may be filed up to a year after the semester in question 	
7	Department Highlights <ul style="list-style-type: none"> • Have a great Thanksgiving! 	All
	Adjournment: 3:00 pm.	