



**Department Council Minutes**  
**Tuesday, January 14, 2020 1:30–3:00 p.m.**  
**College Services Building Conference Room**

**MINUTES**

**Attendees**

Erin Hayes, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Natalia Grigoriants, Alyce Miller, Brad Saenz, Brian Walsh, Elizabeth Cheung, Shilo Nelson, Shannon DeVaney, Eddie Tchertchian, Jill Connelly, Margarita Pillado, Joan Schneider, Michael Gend, Dale Fields, Kim Rich, Maria Perser, Susan Armenta, Wendy Bass Keer, Ida Blaine, Joleen Voss-Rodriguez, Sheri Berger, Sharon Dalmage, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Donna-Mae Villanueva, Mon Khat, Kalynda McLean, Fernando Oleas

**Absent**

Savanah St. Clair, Melody Cooper, Lauren Saslow, Crystal Kiekel, Melissa Brisbois, Amari Williams

No.	Item	Presenter
	The meeting was called to order at 1:30 pm.	
	<p><b>Summer Scheduling and Adjunct Assignments</b></p> <ul style="list-style-type: none"> <li>• In order not to violate the contract when scheduling intersession assignments, we may need to adjust our practices</li> <li>• When scheduling for the summer, we must base it on a winter priority list; however, this list is not officially completed until after the summer assignments need to be submitted</li> <li>• Full timers can be scheduled with no issues, as they will have priority for classes regardless, but for classes that will go to adjuncts, those classes should be assigned to "STAFF" until such a time as the previous intersession's priority list is finalized</li> <li>• Priority lists are due in week three of an intersession, but can always be submitted early if complete</li> </ul>	<p><b>Brian Walsh/Sheri Berger</b></p>
<b>1</b>	<b>Discussion: Best Practices for Adding Classes</b>	<b>Sheri Berger</b>

	<ul style="list-style-type: none"> <li>• Similar to the guidelines for class cancellations discussed in December, input is solicited about best practices for adding classes</li> <li>• M. Perser – if all sections of a class are closed and have full waitlists already, those should be classes identified first for additional sections</li> <li>• E. Tchertchian – there are many ways by which we can define demand; waitlists are only one metric and not the sole indicator that a new section will fill. Chairs for individual departments who have suggestions for additional sections and have worked with their deans and offer supportive evidence should be heard out</li> <li>• E. Tchertchian – requests some clarification on the definition of “consultation” in regard to canceled classes</li> <li>• S. Berger – the process of “consultation” is meant to begin early on between the deans and chairs, at least in regard to low-enrolled classes and not right before an imminent cancellation. Consultation does not mean agreement.</li> <li>• F. Oleas – the AFT 1521 CBA states that only the chair can begin the process to cancel a class; the intent of the language in the contract is not for administration to cancel classes</li> <li>• S. Berger – there are other interpretations to the item presented about cancellation</li> <li>• C. Gillis – we should have a focus on student success data and language regarding student success as it relates to adding classes to disperse pressure on fully-enrolled sections</li> <li>• We could also look at CSUN students’ traditional enrollments as a method to predict student needs</li> <li>• We may also look at fill rates for existing sections</li> <li>• L. Clark – new programs may need an extra push to ensure a successful beginning</li> <li>• S. Armenta – more consultation with department chairs is needed regarding the adding of Outreach classes</li> </ul>	
<b>2</b>	<p><b>SCR Refresher</b></p> <ul style="list-style-type: none"> <li>• The chairs did not need an SCR refresher at this time</li> </ul>	<b>Michael Gend</b>
<b>3</b>	<b>Enrollment Update</b>	<b>Sheri Berger</b>

	<ul style="list-style-type: none"> <li>• Our same-day enrollment for spring is at 110%</li> <li>• Winter ended up 8% up from last year</li> <li>• There may be enrollment resolution forms still pending that will affect enrollment numbers</li> </ul>	
<b>4</b>	<p><b>Academic Affairs Timeline</b></p> <ul style="list-style-type: none"> <li>• A timeline for important dates for the 19/20 year is passed out</li> <li>• A "Lab Changes Request Form" is also passed out; for labs with computers, any software changes or updates that are anticipated in coming semesters must be requested one month prior to the lab completion request date and submitted to IT</li> <li>• The request form should be submitted as an attachment to a JitBit</li> <li>• Non-instructional labs don't get updated timely as IT is typically impacted working on instructional labs</li> </ul>	
<b>5</b>	<p><b>???</b></p> <ul style="list-style-type: none"> <li>• Tanya is leaving for Valley! Someone else will be taking minutes for DC, but of course it simply won't be the same</li> </ul>	<b>Tanya Sirkin</b>
<b>6</b>	<p><b>Department Highlights</b></p> <ul style="list-style-type: none"> <li>• S. Armenta – Shilo Nelson is the interim chair for Kinesiology, and Susan is stepping up as interim Athletics Director</li> <li>• K. McLean – EOP&amp;S program is accepting applications for students right now. The program helps students with many things, including book vouchers. Fewer students will be accepted this spring</li> <li>• E. Cheung – STEM week will be the week of April 27. Planners will be reaching out as things progress, but if you are interested in participating, contact Beth</li> <li>• M. Pillado – Senate has granted an extension on COR updates for spring 2020 since they would not get updated owing to the eLumen migration. Updates should still be done every six years, so consider sending updates as needed regardless</li> <li>• W. Bass – there will be a mini-Canvas work week next week; encourage faculty to come to the workshop</li> </ul>	<b>All</b>

	<ul style="list-style-type: none"><li>• Y. Davoodian – 85% admittance rate to UCLA from the Honors program</li><li>• L. Clark – CAOT is sponsoring a regional technology conference in March</li><li>• J. Schneider – nursing graduates placed themselves in the top 15% of scores. There was only one student who failed out of the whole year</li><li>• B. Walsh – it’s the one-year anniversary of the UTLA strike. Supporters are encouraged to wear red. We also have contract negotiations, which are open. They will be in the Great Hall this Friday, January 17. If you do attend, make sure to bring entertainment between long caucusing</li></ul>	
	<b>Adjournment:</b> 2:40 pm.	