



**Department Council Minutes**  
**Tuesday, April 14, 2020 1:30 PM-3:00 PM**  
**Zoom - <https://laccd.zoom.us/j/246588842>**

**Minutes**

**Attendees:**

Sheri Berger, Michael Gend, Alejandro Morales, Susan Armenta, Ida Blaine, Brad Saenz, Cara Gillis, Crystal Kikel, Dale Fields, David Koehlein, Donna-Mae Villanueva, Edouard Tchertchian, Elizabeth Cheung, Erin Hayes, Fernando Oleas, Jill Connelly, Joan Scheinder, Joleen Voss, Kim Rich, Lauren Saslow, Margarita Pillado, Maria Perser, Martin Karamian, Mary Anne Gavarra-Oh, Melody Cooper, Mon Khat, Orolyn Clark, Sara Harvey, Shannon DeVaney, Sharon, Dalmage, Shilo Nelson, Savannah St. Clair, Susan Rhi-Kleinert, Trish Doelitzsch, Wendy Bass, Yeprem Davoodian, Natalia Grigoriants, Juan Astorga

No.	Item	Presenter
1.	<p><b>DC/APC Concerns-</b></p> <ul style="list-style-type: none"> <li>• There are ongoing discussions with the Senate Exec, Campus President, and Sheri regarding DC/APC concerns.</li> <li>• To avoid any Brown Act violations, the above statement was only mentioned.</li> </ul>	<p style="text-align: center;"><b>Michael Gend/ Sheri Berger</b></p>
2.	<p><b>Summer 2020 and Blanket DE Addendum –</b></p> <ul style="list-style-type: none"> <li>• Required by Title 5 Sec. 55.204 &amp; 55.206- Going forward we have to maintain our regular and effective contact. Since these sections have not been suspended by the State Chancellor, we have to continue instruction following the established guidelines.</li> <li>• Due to classes changing to an emergency online environment, the course programs have changed to over 50% online teaching and require additional information in order to receive accreditation.</li> <li>• The program information and paperwork will be submitted to the State and they will forward to the ACCJC.</li> </ul>	<p style="text-align: center;"><b>Sheri Berger</b></p>

	<ul style="list-style-type: none"> <li>• David K. has been changing all class times from "TBA" to originally scheduled times due to District change and there will be a note explaining that the class will be meeting online. The SCRs that were submitted asking to have class times changed to "TBA" will be denied instead of having to submitted additional SCRs to revert classes to original time.</li> <li>• In order to avoid losing FTEs or apportionments, class times are required in order to avoid positive attendance and maintain the class accounting method.</li> <li>• Two new facility rooms have been created in order to differentiate between asynchronous (P-ONLINE) and synchronous (P-LIVE-OL) classes. For faculty that want hybrid classes, P-LIVE-OL will be the designated room.</li> <li>• There are 3 notes that will be attached to classes to facilitate registration as well as informing students of meeting times:             <ol style="list-style-type: none"> <li>1. Note 1- "Class will be conducted remotely and online with no required virtual scheduled meetings. Disregard meeting days and times listed for this class."</li> <li>2. Note 2- "Class will be conducted remotely and require scheduled meeting days and times."</li> <li>3. Note 3- "Class will be conducted remotely and require some- not all- meeting days and times."</li> </ol> </li> <li>• A spreadsheet will be sent out to faculty and chairs to select which note they would like attached to their classes.</li> <li>• For the Summer semester, all classes will need Canvas shells in order to track student usage and maintain effective contact. Canvas will also help streamline information to students and avoid any missed communication.</li> <li>• The system will restrict students from registering in classes with overlapping times, however, they will be able to contact Admission &amp; Records to override the restriction.</li> <li>• Summer schedule will go live April 24, 2020.</li> </ul>	
3.	<p><b>Fall 2020-</b></p> <ul style="list-style-type: none"> <li>• In the case that classes have to continue in an online setting or follow social distancing guidelines,</li> </ul>	<b>Sheri Berger</b>

	<p>Department Chairs are encouraged to find ways for students to complete necessary course requirements that require in person interaction. (i.e. clinical trials for nursing, welding classes, manufacturing classes, auto classes, surgery labs, vet-tech labs, farm-interaction courses.)</p> <ul style="list-style-type: none"> <li>• Please submit suggestions for alternative interaction to Beth to bring up at her District work group.</li> </ul>	
4.	<p><b>Grading Policy (W/EW/P/NP/I/IP) -</b></p> <ul style="list-style-type: none"> <li>• All W's will be converting to EW's whether W was instructor initiated or student initiated.</li> <li>• EW and P/NP deadline is May 10 for full term classes.</li> <li>• Title 5- Students are allowed to petition for a W after grades are assigned.</li> <li>• Regarding I/IP- Incomplete (I) is applied to individual students who were unable to complete their class due to personal circumstances beyond their control. In Progress (IP) is applied to an entire class of students who were unable to complete their course due to unforeseen circumstances and would have to complete the class at another time. (i.e. Welding, Machine Shop, Vet-tech.)</li> </ul>	<b>Sheri Berger</b>
5.	<p><b>Admission &amp; Records Items-</b></p> <ul style="list-style-type: none"> <li>• Alternatively, to hard signatures; The Admission and Records office is creating a process to accept forms sent from a LACCD/ Pierce college email as an electronic signature.</li> <li>• Students can be reinstated into a class that they dropped by filling out the Enrollment Resolution Form.</li> </ul>	<b>Sheri Berger</b>
6.	<p><b>Program Review and Resource Requests-</b></p> <ul style="list-style-type: none"> <li>• The Educational Planning Committee (EPC) established two dates separating Resource Requests from Program Review.</li> <li>• June 30- Deadline for the planning aspects of Program Review.</li> <li>• April 24- Deadline for Resource Requests. This deadline was recommended by EPC to give 3 weeks of time prior to the Budget Committee meeting.</li> <li>• Deans will be sending out last years' requests to Department Chairs as a guideline in preparation this years' Resource Requests.</li> </ul>	<b>Sheri Berger</b>

	<ul style="list-style-type: none"><li>All programs procured by the State are available until December 2020.</li></ul>	
<b>7.</b>	<b>Department Highlights-</b> <ul style="list-style-type: none"><li>Dale- The Lavender Graduation Celebration will continue online.</li><li>Thank you everyone for working hard, doing the best to adjust in the change of environment, and helping each other out.</li></ul>	<b>All</b>