



**Department Council Meeting
 Tuesday, May 12, 2020 1:30 PM-3:00 PM
 Zoom**

Attendees:

Sheri Berger; Michael Gend; Adrian Youhanna; Jill Connelly; Natalia Grigoriants; Susan Armenta; Bradley Saenz; Cara Gillis; Crystal Kiekel; Dale Fields; Sharon Dalmage; Donna Mae Villanueva; Kalynda Mclean; Edouard Tchertchian; Elizabeth Cheung; Erin Hayes; Joan Schneider; Joleen Voss-Rodriguez; Kim Rich; Lauren Saslow; Margarita Pillado; Maria Perser; Martin Karamian; Mary Anne Gavarra-Oh; Melissa Brisbois; Melody Cooper; Alice Miller; Mon Khat; Orolyn Clark; Sara Harvey; Savannah St. Clair; Shannon DeVaney; Shilo Nelson; Trish Doelitzsch; Wendy Bass; Yeprem Davoodian

Guests - Alexandra Luna (RedShelf West Team), Bruce Rosky, Clay Gediman, Barbara Anderson, David Koehnlein

No.	Item	Presenter
1.	<p>Program Mapper</p> <ul style="list-style-type: none"> The Program Mapper has officially launched and is located in the Pierce website homepage. The Program Mapper will also be available under Highlights in the home webpage, under Students in the Student Services webpage, and in the Department and Programs webpage. Upon clicking the Program Mapper link, the homepage presents itself and provides a description. Counselors have made changes to the description informing students that non-Pierce courses need approval. Currently the description only allows 150 characters but will ask Concentric Sky to increase the character count. 	<p>Adrian Youhanna</p>

	<ul style="list-style-type: none"> • Once students scroll down the Program Mapper webpage, they will be able to see the 7 areas of interest. • The descriptions of the 7 areas of interest went through student focus groups, was verified by classified employees, and was sent and approved by the Academic Senate. • Within the areas of interest students are able to find all the degrees and certificates that Pierce College offers including ADT degrees, high unit certificates, and low unit certificates. • The career explorer comes up further down the area of interest webpage • This information is automatically uploaded by Concentric Sky and is gathered from the Bureau of Labor and Statistics (BLS) data and LMI data. This information is the average California salary and job growth in California. • Students will be able to see the program learning outcome when clicking on a degree. • The descriptions accompanied with the degrees can be found in current catalog 1920. This data is based on 2018 BLS data and they will be updated annually by Concentric Sky. • A map can be found once the student scrolls past the salary and growth information. Within this map there are education pathways that lead to CSUN and UCLA. • The State mandated that we create 2-year completion maps for all areas of interest excluding areas that may take more than 2 years such as electronics. • Core requirements, general education (IGETC), prerequisites, course/lab hours, and electives (if available) can be found in this section. • The program mapper helps students explore and view different course maps to find what is best suited for them. • Some errors that may come up can't be fixed locally and would need to be sent to Concentric Sky and could take weeks to be fixed. 	
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<p>2.</p>	<p>DE Information Summer/ Fall</p> <ul style="list-style-type: none"> • There are 2-3 temporary DE positions available to help assist the DE Department through the Summer and Fall terms. Applications need to be submitted to Mary Fellows by May 25th with a letter of interest. • The District Academic Senate is matching Pierce with the 2 courses required to be certified for on-line teaching. All trainings will go through BRC. • Faculty can register through the Vision Resource Center for any of the two courses (Intro to Teaching on Canvas or Intro to Teaching and Learning). • When the courses are completed and passed, there is a badge that instructors need to obtain which show that they are DE certified. Instructors need to use their LACCD email (@laccd.edu) when they claim their badge. • Reciprocity is available to instructors that have received their DE certification at a campus outside LACCD. Faculty should have received a PDF for their and need to submit that PDF for certification. 	<p>Wendy Bass</p>
<p>3.</p>	<p>Fall Blanket DE Addendum</p> <ul style="list-style-type: none"> • The Summer DE Addendum is due to the State by May 20th and the Fall DE Addendum is due July 10th. • An Excel file link will be sent out by S. Berger to Department Chairs to gather information on their plans for classes that don't have a DE addendum. For DE classes that are not currently DE certified, Department Chairs have to state when they plan to submit those curriculums for approval. • Per State, in future emergencies (i.e. earthquakes, floods, fires, power outages that last an extended time) blanket DE addendums will not be available to colleges. If there is a class that can go online, there should be a Blanket DE Addendum in place to continue 	<p>Sheri Berger</p>

	<p>operating in a remote setting in case of any possible emergencies.</p> <ul style="list-style-type: none"> • The Blanket DE Addendum is submitted to the State and includes the classes that have not been approved or can't be taught in an online environment. • For future terms after the Fall 2020 semester, classes that don't have a DE addendum won't be able to be offered because the blanket DE addendum won't be available. • The DE Addenda approved by the Curriculum Committee at the April 24th meeting are not full approvals and not just for emergencies. The curriculum committee can revise the form to include an option or language to be included that approval is only in the event of emergencies. 	
<p>4.</p>	<p>District Discipline Committee Process</p> <ul style="list-style-type: none"> • The District Discipline Committee was enacted to identify hard to convert classes in hard to convert disciplines and help create a list of recommendations. Information included in the list: name of course, minimum of in-person hours for student to achieve student learning outcomes, identify what specific classroom space/capacity is required for these classes, who would perform the cleaning/ maintenance, (instructor, faculty member), and what special resources are needed for the program (required resources in order to meet in person in addition to any specialized software or simulation software). • Department Chairs are recommended to reach out to their District Discipline Committee to make sure that there are recommendations for any hard to convert classes that fall under their disciplines. Fall recommendations are due June 30th. 	<p>Michael Gend</p>
<p>5.</p>	<p>eBook Adoptions-</p>	<p>Barbara Anderson/</p>

	<ul style="list-style-type: none"> • Students who receive Financial Aid, such as EOPs, are required to buy textbooks through the bookstore • The Pierce bookstore is in partnership with RedShelf to help students purchases eBooks and avoid having to purchase a hard copy. • B. Rosky- The bookstore is establishing guidelines on how to deliver hard copies of textbooks to students that are purchased during the Summer and Fall terms. These guidelines will help ensure that the textbooks are sent out in an efficient and timely manner. • A. Luna (RedShelf rep)- RedShelf is a digital company who specialize in delivery digital course material. Students who buy through the bookstore also have access to the RedShelf catalog. Students immediately get access to eBooks and course materials that are bought through RedShelf which helps reduce the amount of time that students wait for hard copies. RedShelf also partners with publishers to offer short term (Summer and Winter) prices to lessen the cost and partner with all major learning management systems (Canvas) to integrate and offer digital catalogs. • Faculty can search for their textbooks in the RedShelf catalog with either the ISBN number or book title. Faculty can submit their textbook name to the bookstore in the case that a textbook is not available in the RedShelf catalog. RedShelf will then contact the publisher to check if there is an eBook available and, if possible, will add it to their catalog. • In order to avoid campus visits, students can request a return label for their rented textbooks through a link in the campus bookstore webpage. • Textbook publishers are doing virtual buybacks. • C. Gediman - OER is constantly being updated to include new resources that can better assist instructors and students. Reach out to Clay if 	<p>Clay Gediman</p>
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	<p>course textbook or material are not OER available. These items will be added to OER is possible. Instructors are asked to inform the bookstore if their classes are using OER resources.</p>	
6.	<p>Summer/Fall Scheduling Questions-</p> <ul style="list-style-type: none"> • Once a class is scheduled online for the fall semester, they will remain online even if health guidelines permit instruction back on campus. • If a class requires in-person meetings, they will be put in a tentative status and enrollment will not begin. • If during the enrollment period the class is switched to an online class, a note will be added and the class will be open for enrollment. • There have been updates in the room location section in the class listings: <ol style="list-style-type: none"> 1. ONLINE - No Live Instruction - ignore class dates and times, there are no class meetings 2. OL-LIVE - Some Live instruction 3. OL-LIVE - Live Instruction. • Team D has been asked to assist with better descriptions regarding class meetings. • All Summer and Fall courses will launch through Canvas. • Instructors with Some Live (synchronous) Instruction in their courses are recommended to included possible meeting times and dates in syllabus. 	All
7.	<p>Winter/Spring Allocations-</p> <ul style="list-style-type: none"> • Winter/Spring allocations are unavailable pending State May revise. 	Sheri Berger
8.	<p>Department Highlights-</p> <ul style="list-style-type: none"> • M. Perser- The Psychology Showcase is tentatively scheduled for June 1st. The showcase is composed of Psych 74 - Research Method students who are presenting their research posters. • M. Gend- Performing Arts is creating a compilation of online student recorded 	All

	performances. These compilations will include scenes from two plays, virtual choir and band pieces, and dance concert performances.	
	Next meeting: June 9, 2020 @ 1:30pm- 3pm	