



**Department Council Minutes**  
**Tuesday, September 12, 2017, 1:30–3 p.m.**  
**Library Classroom**

**MINUTES**

**Attendees**

Savanah St. Clair, Adrian Youhanna, Melody Cooper, Martin Karamian, Sara Harvey, Patricia Doelitzsch, Yeprem Davoodian, Lyn Clark, Natalia Grigoriants, Alyce Miller, Donna Accardo, James McKeever, Elizabeth Cheung, Shilo Nelson, Paula Paggi, Shannon DeVaney, Sheri Lehavi, Jill Connelly, Michael Gend, Dale Fields, Kaycea Campbell, Maria Perser, Phyllis Schneider, Wendy Bass Keer, Ida Blaine, Joleen Voss-Rodriguez, Sheri Berger, Mary Anne Gavarra-Oh, Susan Rhi-Kleinert, Tom Vessella, Donna-Mae Villanueva, Margarita Pillado, Giselle Calubayan, Amari Williams (LAVC), Michelle Fowles (LAVC), and Eddie Tchertchian.

**Absent**

Fernando Oleas, Joan Schneider, Moriah Van Norman, Crystal Kiekel, Sharon Dalmage, and Kalynda McLean.

No.	Item	Presenter
	The presentation began at 1:33.	
1	<p><b>APP Data Review</b></p> <ul style="list-style-type: none"> <li>• APPs are due October 13, 2017.</li> <li>• The link to this data is on the APP form.</li> <li>• When accessing these pages, do not use Internet Explorer. Use Chrome or Firefox.</li> <li>• This is Power BI. It looks different from what we are used to, but it accesses the same info: enrollment management, hours, disaggregated student success data, etc.</li> <li>• This information is accessible off-campus and via smartphone.</li> </ul> <p><b>Enrollment/Success &amp; Retention Data</b></p> <ul style="list-style-type: none"> <li>• Tab 1: enrollment management info; takes you to a discipline. The dropdowns are intuitive (term, department, discipline, etc.). You can even look at course level enrollment data. The management box is different, but also intuitive, and breaks everything down by course.</li> <li>• Tab 2: Instructional hour info: number of scheduled hours, number of full-time faculty, number of assigned hours, etc.</li> </ul>	<p style="text-align: center;"><b>Amari Williams (LAVC) and Giselle Calubayan</b></p>

- APPs are based on Fall semester data. Our information goes back to Fall 2012. There is no Spring data yet.
- Tab 3: Success and retention with disaggregated info (gender, ethnicity, trends over time with equity lens)
- Tab 4: Degrees, awards, and certificates (by type or title)
- Tab 5: Grade distribution. This is something new. This pertains to all five years of data currently in the system.
- Tab 6: CTE job placement & licensure.
- Do not worry about changing any information. You cannot break or alter it. Just click the URL to refresh your browser back to default.
- Drilling down is very simple.
- To clear: hover above the drop down and hit the eraser icon.
- The table and chart hold the same info – just in different formats.
- Can sort/filter (ascend/descend) columns
- Can enlarge any chart or table by clicking on “focus mode”, which is the small square in the upper right corner of the chart or table, and it will open in a new page.
- Fill rate calculation = “total enrollment over the enrollment limits set in protocol.”
- For Distance Ed, there is another filter → DE Mode Column; can choose fully online or on-campus only or both.
- If responsible for Honors, Outreach, or PACE, just click “yes” on the drop-down.
- Tab 3: right side boxes should be read from left to right, starting with Fall 2012.
- Equity score:
  - Is there a disproportionate impact in success rate or retention rate for a particular subgroup in comparison to the overall success rate or retention rate?
  - The equity score looks at the proportion of the enrollment of a subgroup and compares that to the enrollment overall. Then looks at the proportion of the success/retention rate of a subgroup and compares that to the success/retention rate overall. A ratio of 1.0 indicates that the subgroup is present in both conditions at the same rate.
  - Any number less than “1” (highlighted in gradient red) means that group is underrepresented. Groups that are above “1” are overrepresented.
- Users can toggle between gender and ethnicity by clicking on the up and down arrow buttons on the upper left corner. Right now, these are the only two equity groups we are

	<p>focusing on, but if you would like something else added, please let Giselle or Amari know.</p> <ul style="list-style-type: none"> <li>• A lot of the CTE and licensure information on the last tab will be blank for many departments as it will not apply.</li> </ul> <p><b>Special Populations</b></p> <ul style="list-style-type: none"> <li>• Program Learning Outcomes</li> <li>• This is a data supplement. It is not new. It is the same data we get from eLumen. Now, it is online and more user-friendly.</li> <li>• Page 1: Overview of what to click on.</li> <li>• Page 2: "Accounting" is the default as it is the first program. Use the dropdown to click on your program or department.</li> <li>• Ethnicity, foster, gender, low-income, Veteran</li> <li>• Page 3 – Same data/info as Page 2 but broken down a little further and formatted differently. After choosing your program, choose your PLO. You can see the number that meets the outcome for each demographic group and then an equity measure.</li> <li>• Anything under 80% is an equity gap. (80% rule) You can select specific PLOs, or you can unselect all to get the average.</li> <li>• If you see extra or missing PLOs in your programs, it will most likely mean that those outcomes need to be updated in eLumen. It is also possible that no data is collected for certain outcomes, or no data is available for newer programs created since 2015 when eLumen was launched. This would mean that the mapping from the course SLOs to the PLOs will need to be revisited in eLumen. Contact Jenny Moses, SLO Coordinator, for help with correcting these issues in eLumen.</li> <li>• Use the filter to remove PACE, Honors, Outreach, etc.</li> <li>• The link will take you to Sharepoint OIE. These two dashboard links are on the left side of the OIE website.</li> <li>• You will be emailed instructions and definitions.</li> <li>• If you think of things to be included, please let Giselle or Amari know.</li> <li>• Amari can be reached at <a href="mailto:williaad2@lavc.edu">williaad2@lavc.edu</a></li> </ul>	
	<p><b>Adjournment:</b> 2:30</p>	