Pierce College

Academic Policy Committee Minutes Tuesday, September 25, 2018, 1:30–3:00 p.m. CSB Conference Room

Members Present: Melody Cooper, Patricia Doelitzsch, James McKeever, Sheri Lehavi, Jill Connelly, Michael Gend, Kacea Campbell, Wendy Bass Keer, Ida Blaine, Joan Schneider, Eddie Tchertchian, Brad Saenz, Moriah Van Norman, Maria Perser, Yeprem Davoodian, Shannon DeVaney, Lauren Saslow, Alyce Miller, Martin Karamian, Beth Cheung, Lyn Clark, Phyllis Schneider, Natalia Grigorants, Margarita Pillado, Liz Strother, Dale Fields, Joleen Voss-Rodriguez, Jenny Moses.

Members Absent: Savanah St. Clair, Sara Harvey, Moriah Van Norman, Jill Connelly, Susan Armenta, Yvonne Grigg, Erin Hayes, Crystal Kiekel

Guests: Amari Williams, Wendi Meckler, Brian Walsh

No.	Item	Presenter
1	**Call to Order** 1:34pm	M. Gend
2	**Approval of agenda** • J. Schneider 2) W. Bass ▪ All approved	M. Gend
3	**Public commentary –** None.	All
4	**Approval of July and August Minutes** • 1.) Maria Perser 2.) Melody Cooper • All approved	M. Gend

5	**Meet Your Majors Fair**
	  a. Week from Thursday – Oct. 4, 2018
	  b. Handouts provided, email sent
	  c. Bring own materials to supplement
		W. Meckler

6	**Success and Retention Data**
	    a. See handouts
	    b. Moving APP form into eLumen, should look the same
	        i. Departments with several disciplines decide if each discipline writes separate APPs or all in a single APP
	        ii. Writers can be added in, if faculty plan to help write for a separate discipline
	    c. eLumen demonstration to access APP in the program
	        i. Guide will be provided
	        ii. Note: Only dept. chair can assign goals, unless Amari is notified, or faculty member assigned as collaborator
	        iii. *Hint*, if multiple programs in a discipline, note which program the dept. goal is for (xxxxxxx goal – AA Spanish)
	        iv. CANNOT change once published, *save as draft* until ready to publish
		A. Williams

7	Evaluation/contract form changes
	    a. Contract does not change process of evaluations
	    b. Changes to the form were made. Not on the union website, but has been circulated via email in a fillable PDF
	        i. Tenure process language Appendix C updated RE unsatisfactory.
	        ii. 2 other minor changes to overall evaluation rating, and typos
	        iii. Fillable PDF Article 42 circulated via email
	    c. Online class open to observe - Google form sent out
	        i. Online student evaluations at least 1 week
	        ii. Discussion RE: Canvas shell for face to face classes
	            1. Can be asked for in instructor's portfolio
	            2. Discussion regarding instructor posting on canvas, how can we determine if it is ADA compliant?
	                a. What if student complains about ADA online access?
	            3. Discussion regarding portfolios kept for 4 years – should be on a platform that can be kept for 4 years
		B. Walsh

		a. Canvas, Google, etc.
		4. All evaluations – must have same
		format for EVERY instructor
		   iii. Brian Walsh and James McKeever –
		   representatives for President committee	

8	**Action item – Preventing Sexual Harassment**
	     a. 1) Maria Perser, 2) Joan Schneider
	        i. 5th paragraph change - Pierce College
	        Academic Senate
	     b. goal is to go through the college – provide to
	     instructors, students, etc.
	     c. discussion as to how viable this would be to the
	     district, should we start at Pierce College? Is this for
	     the district or Pierce College?
	        i. Ask for academic senate to ask the DAS for
	        this change
	        ii. How can we include staff and students?
	     d. Discussion: recommend the president of Pierce
	     bring this up at the district, add another resolve to
	     have this discussed at DAS
	        i. *Be it further resolved that the president of*
	        Pierce College bring this to the district, …be it
	        further resolved that the Pierce senate and
	        DAS rep bring to DAS
	     e. Vote to Endorse the change
	        All present vote in favor, no abstentions, no
	     nays
		D. Fields
		
		B. Chueng

9	**PLO Assessment Discussion** (handouts provided)
	     a. Program assessment
	        i. Outcomes – formal certificate: AA, ADT
	        ii. Mapped to SLOs
	        iii. PLOs are in the catalogue under the program
	        listing
	        iv. Timelines were created for assessing in each
	        dept.
	           1. Questions were created to do this
	     b. Decisions to be made:
	        i. <u>Action plan</u>, (similar to course report), but can
	        only do one a semester, this does not work
	        for those with many certificates VS. <u>Strategic</u>
	        <u>initiative</u> – new program, but can do many,
	        for depts.. with multiple programs. Will also
		J. Moses

	be doing this for APPs.
	    1. 1 vote for Action Plan, 7 votes for strategic initiative
	  ii. Outcomes – timelines on a four-year cycle for course reports PLO assessment timelines need to be updated. Choices include:
	    1. All by 2020 will be fully in compliance for accreditation
	    2. All by 2022 since just provided the tools
	      a. 12 votes to start Spring 2019, for completion 2022.
	
	Motion to extend meeting 10 minutes 1) Margarita Pillado, 2) Maria Perser, all present agree	

10	**Enrollment Success Strategies**
	  a. Demonstration RE: Dept. data books through LACC
	    i. LACCD.edu>search bar: Department Databook>page 2 Fall 2017>Summary>Pierce average class size#>Pierce, can see departments and get the data (after exclusions and enrollment resolution, district calculation for FTES, full vs. adjunct, etc.)
	  b. This helps understand average class size needs
	  c. Task force proposal – recommend how to be more successful as departments please email Michael Gend if you are interested.
		M. Gend

11	**Guided Pathways**
	  a. Meeting regularly, website (faculty webpage) being developed, interviewing students and all committees for campus involvement.
	  b. Steering committee being formed to create workgroups
		L. Strother

12	**Committee Reports**
	  a. Outcomes - none
	  b. Accreditation - please join one of four teams
	  c. Curriculum - send ECD updates by Oct 19
	  d. Tech. – will send
	  e. P.D. – new faculty series Friday
	  f. Library – see report	

	g. FAC – none h. Enrollment Management – students who registered but did not enroll – make phone calls – who would do this? This is successful in GO days and math - need to spread out to community – this was well received by the group	
13	**Announcements** a. Food bank needs to be replenished	All
14	**Adjournment** a. Meeting ended at 3:11pm	M. Gend