



EL CAMINO COLLEGE

Division of Business

MINUTES

Division Council Meeting
October 30, 2012

Present: Rapp, Virginia – Chair
Barton, Richard
Botello, Michael
Hadley, Ollie
Maler, Norbert
Pahl, David
Ross, Dovard
Ng, Kelly
Akhtar, Bilal

Absent: Grogan, Donna

Recorder: Lavonné Plum

The meeting was called to order at 1:00 p.m.

EARLY ALERT

Xiao from Counseling addressed the council regarding the early alert system, academic probation, and matriculation. It was stated that there are three levels of probation and at the third level students can be blocked from registration. Counseling also has matriculation services for new students. She explained that during the matriculation process students are informed of the services available.

BUILDING UPDATE

It was announced that there would be a meeting Thursday, where the decision about the move to the new MBA building would be made. At this time the move is expected to take place during the Winter session. The classroom furniture, the state of the building's flooring, and the size of the computer labs was discussed.

It was explained that concern about D. Murphy possibly having to maintain all computers in the MBA building due to D Post's absence.

FALL 2013 SCHEDULE DEVELOPMENT

A memo would be distributed to request faculty schedule preferences. Faculty were reminded that they should to work with their colleagues to schedule classes for the benefit of students and efficient use of classrooms. It was added that division reports which track fill rates for previous semester are available for use during schedule development.

There was a discussion of the potential effects of Prop 30 not passing.

AREA COUNCIL

M. Botello was updated on an email recently sent out requesting comments on issues discussed at the last Area Council meeting. M. Botello stated that one issue was Proposition 30 and if it were to fail there would be a need to reduce 750 sections. He then explained the manner in which the decisions would be made on what sections would be cut first, such as basic skills vs. transfer courses and how costly it is to offer the course.

He explained that the email also included a philosophy statement that should be reviewed and commented on.

V. Rapp added that potential cuts in this manner would have a significant effect on the Business and the Natural Sciences divisions. It was explained that the divisions are already down to the bare bones of their programs. There was also a discussion of the Real Estate department possibly becoming part of Community Education. It was added that the push to discontinue programs that are not profitable or not filling is coming from the state. Program viability has been the topic of discussions at many conferences and plans to be developed for the phasing out of programs.

The council discussed the concerns of faculty who do not over enroll classes and have students that shop for the best schedule with add codes they do not process. During the first two weeks of the semester, students repeatedly state, "in two weeks there will be seats", which is true, unfortunately by the time the seats are available the add period has ended.

Also discussed were the no-show reports. It was explained that the last few years the number of no-shows had significantly increased. It was stated that students many not be showing up for classes they are waitlisted for because they see no hope in getting into the class. It was added that it would be helpful if there was a way to control the shopping. It was added that the increased scrutiny of no-shows was a result of money being tight. The potential for fines and penalties associated with not properly completing no-show reports was discussed. It was stated that there was a school that had to pay a \$4 million penalty on a "Zero-Bogg" issue which is related to the no-show report.

There was a brief discussion about prerequisites and the changing of courses with "abcd".

PLAN BUILDER

The faculty were given copies of the departmental plans. It was explained that the plans need to be reviewed and updated for the 2013-2014 plan. It was added that now request, for anything, now have to be included in Plan Builder and Program Review. It was asked that the revised plans be submitted as soon as possible along with the name of the faculty member that would be willing to go in and sign off on the plan, due date is December 30.

It was asked if the plan could be sent electronically, the response was yes.

ADDITIONAL INSTRUCTIONAL COSTS

It was stated that there were still issues in this area. It was explained that the issue arises when materials required for the course cause an additional cost to the student that chooses to purchase a used book instead of a new one. Connect and CourseMate were extensively discussed. Another point to be aware of is that students have to be able to access all information in the same manner as used in class for life. These items can be used as supplemental sources as they should add value to the class. However, this information/access cannot be the basis of the course and create extra cost to students.

There was discussion about the interpretation of what was received distributed by the Chancellor's office. That may be the case, but this is the interpretation of the attorneys for the Chancellor's office and has been addressed as dictated for the time being.

Discussions then turned to the cost of books. V. Rapp supported and reiterated and that faculty have gone out of their way to negotiate lower cost of books. It had been beneficial when packaging the access with the book when negotiating prices. Faculty were reminded that the problem arises when a student must purchase new book instead of a used one because if a new one were purchased, the student would have the additional charge of purchasing the access code. It was added that for financial aid students the options are even more limited.

Also discussed was the significantly increased cost due to Bookstore mark-ups.

It was added that students have had to be disciplined regarding downloading books online.

OTHER BUSINESS

The council discussed online class being re-classified as correspondence courses due to audits. If a class is re-classified as a correspondence course there have been penalties assessed. It was stated that online classes had other issues, such as the verification of who was actually completing the course, taking tests, and a question of how much interaction is instructor initiated.

Also discussed was the proctoring of exams and how the library will provide that service.

It was asked if grade inflation could be added to the agenda for the November 27 Division Council meeting.

The meeting adjourned at 2:00 p.m.