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# EL CAMINO COLLEGE

## Division of Business

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### MINUTES

#### Division Council Meeting

February 11, 2014

**Present:** Rapp, Virginia – Chair  
Botello, Michael  
Grogan, Donna  
Pahl, David  
Pao, Tammy  
Siddiqui, Junaid  
Troesh, Joshua

**Absent:** Ross, Dovard  
Mehmood, Faizan  
Salinger, Elizabeth

**Recorder:** Lavonné Plum

The meeting was called to order at 1:00 p.m. The meeting began with the discussion of the passing of Dave Snowden from Admissions. It was expressed that he would be greatly missed. More information would be shared as it was obtained.

### SLOS AND ASSESSMENTS

Discussions began with the distribution of the 4-year cycle to each of the council members. It was explained that the departments should review the last submission so everyone is aware.

The college has been transferring SLO information to TracDat. Faculty were encouraged to attend the TracDat training sessions since the process of entering assessment data will become their responsibility in Spring 2015. At this time, the division is reviewing the information for accuracy, and L. Linka will continue to input the assessment information. It was added that Business was doing well on assessments.

D. Pahl was asked if there was any input from the curriculum aspect regarding the assessments. He explained that there would be a discussion at the next CCC meeting.

T. Pao stated that in speaking with B. Klier, Business received credit for all assessments. Some assessments were being updated to address the analysis portion of the assessment.

There was a brief discussion about the philosophy behind a single assessment for each SLO. There was also a discussion regarding the philosophy for assessing an individual SLO each semester. It was explained that the future goal will be to have all SLOs assessed every semester to determine what is working and what is not working. It was added that this was a reason why that the faculty were asked to assess every SLO course for each course being offered. This was an attempt to have information that could be reviewed even in the event a course was cancelled when scheduled for assessment. The discussion also included the recent reduction of the number of SLOs for each course.

Also discussed was the need for a common assessment tool when numerous faculty teach the same course. CIS was used as an example. It was explained that all CIS 13 instructors are given a series of questions to include on their test; the results are then forwarded to a central person to consolidate for the SLO assessment.

## **DEGREES AND CERTIFICATES**

The council was given a handout with the breakdown of Degrees and Certificates. The council discussed the numbers and the way the report was broken down. It was asked if the certificates could be further separated by the type of certificate being awarded.

It was explained that the ECC numbers were up while Compton numbers were down. Enrollment has been down as well.

The council then discussed the cross enrollment between the campuses. It was stated that students take courses on both campuses to get their degrees. The rigor of Compton's courses was briefly discussed.

Discussions returned to the number of degrees awarded by the Business Division and the various breakdowns within the report, specifically the ethnicity break down. It was explained that ECC was recently classified as a Hispanic serving institution which qualified us for additional funding.

It was then asked if it could be determined how many women are enrolled in evening classes. This led to a discussion about the perception that the campus is not safe at night. D. Grogan stated that is what she had been told by students and she reminded the council that it didn't help that the campus paper ran a big front page ad that noted where all the crimes had taken place on campus.

There was a discussion about the steady decline in enrollment in the night program and how in years past the evening program was booming, which is no longer the case.

The council briefly discussed the veteran's services and office campus.

## **PROMOTIONAL BROCHURE**

J. Troesh addressed the council regarding a brochure. He explained that Business Management has an opportunity to create an outreach brochure. He discussed with the council if the brochure should be for the department or used for the division.

Issues with previous brochures were discussed, such as them being tossed out when curriculum changes. It was suggested that a shell (folder) with pockets be created which would help address the concerns with program and curriculum changes.

The consensus was that the brochures could be used for the whole division. It was recommended that a shell be created and each department use it. There was also a discussion about using a service such as WordPress to digitize the information. Additionally, that information should be posted on the Business webpage.

## **OTHER BUSINESS**

There was a discussion about Compton's path to Accreditation.

The Transfer Model Curriculum for Business was discussed. It was explained that the review of the Academic Awards listings shows that students take the same series of classes: Business 1A, 1B, CIS 13, and Law 5. All were made part of the Transfer Model Curriculum. A few of the other required courses, (i.e., Economics and Business 25) were discussed. It was explained that CIDs for the following classes, such as Law 5, CIS 13 and Business 1A had been requested and once the CID is received the TMC would be resubmitted for approval. There was a brief discussion about whether or not to pull Law 5 and stick with Law 4. The decision was not to remove Law 5 so that students have options.

As the discussion drew to a close it was added that once the transfer model curriculum is approved it would be beneficial by increasing the number of degrees awarded by the division.

It was explained that the Transfer Model Curriculum has to be completed because the curriculum has been mandated by the Chancellor's Office with an 80% compliance by June 2014.

There was a discussion about the various schools students attend in order to get degrees in a timely manner. It was reported that only 13% of students attending Santa Monica College are from the Santa Monica area.

Active enrollment was briefly discussed. It was explained that there seemed to be a glitch in the system involving Monday classes. It was also stated that some could not be sure that their active enrollments had been submitted. It was explained that the system did not respond with a confirmation if no students were dropped.

There was a brief discussion about ECC capturing the email addresses of students. It was explained that the outside addresses (i.e., Yahoo/gmail) are used for the initial application which is through CCCApply not ECC's computer system.

The meeting adjourned at 1:55 p.m.