



**EL CAMINO COLLEGE**  
FINE ARTS DIVISION  
**DIVISION COUNCIL COMMITTEE MEETING**

**MEETING DATE:** March 19, 2013

**LOCATION:** Musi-204

**RECORDER:** Patricia Amezcua

**TIME:** 1:00p.m.

**ATTENDING:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> R. Bloomberg | <input checked="" type="checkbox"/> P. Schulz               | <input checked="" type="checkbox"/> D. Hayden, Associate Dean   |
| <input checked="" type="checkbox"/> W. Brownlee  | <input checked="" type="checkbox"/> D. Teter                | <input checked="" type="checkbox"/> B. Spain, CFA Director      |
| <input checked="" type="checkbox"/> K. O'Brien   | <input checked="" type="checkbox"/> C. Wells                | <input checked="" type="checkbox"/> Valencia Clark, ASO Senator |
| <input checked="" type="checkbox"/> D. Rowan     | <input checked="" type="checkbox"/> P. Amezcua (Classified) | <input checked="" type="checkbox"/> Marisa Tam, ASO Senator     |
| <input checked="" type="checkbox"/> R. Scarlata  | <input checked="" type="checkbox"/> C. Fitzsimons, Dean     |   |

**VISITORS:**

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## MINUTES

**I. INFORMATION/ANNOUNCEMENTS (10 MINUTES):**

- A. Approval of minutes from 2/19/13  
Motion to approve the minutes
- B. ACCCA conference: Dean's Report
- Sessions were offered on current issues facing community colleges, including "Scheduling for Completion," "Completion by Design" and "Repeatability and the Arts: Best Practices." "Scheduling for Completion" was a presentation by Pierce College faculty and dean on the use of data assessment in building class schedules. PowerPoint's of the sessions are on the ACCCA website.

**II. DISCUSSION/ACTIONS (50 MINUTES):**

- A. 2013-14 Unit Plan
- Improving the Planning Process  
Plan was completed 2 weeks late
    - Challenges in linking the program and unit plans
    - Not everyone adopted the new template
    - Plan Leader meeting to be scheduled in September to allow more time
  - Reviewing the Plan (instructions forthcoming by email)
    - Email will be sent to division council members and plan leaders so they may acknowledge participation and review of the plan
    - Separate email will be sent to all faculty inviting them to review the plan
- B. SLO Strategy
- Spring 2013: achieve "beyond proficiency" level of implementation
    - 60+ courses that will need to be assessed this Spring with a level of "beyond proficiency"
    - Division has been asked to manage a paper and electronic file of assessments
    - All SLO's are to be posted online
  - Fall 2014: achieve "sustainable continuous quality improvement" level of implementation

**FUTURE AGENDA ITEMS:**

**NEXT MEETING:** May 9, 2013

**ATTACHMENTS:** 2013-14 Unit Plan; Minutes from 2/19/13

- Karen has met with reps in all areas to go over what will need to be assessed
- Part-time faculty to participate in the process

C. Leadership and Succession in the Division

- CCC rep needed for Fall 2013
  - A replacement is needed to shepherd course reviews and course revisions through the curriculum process, and also to create succession within the committee so a DCC rep gains experience and then moves on to become the division's CCC rep
- DC Task Force to draft Purpose Statement
  - Formalize what we foresee is the role of the Division Council and develop a formalized mission
    - Outline duties and responsibilities
    - Voting

**III. OTHER:**

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**FUTURE AGENDA ITEMS:**

**NEXT MEETING:** May 9, 2013

**ATTACHMENTS:** 2013-14 Unit Plan; Minutes from 2/19/13