

Academic Strategies Meeting Minutes November 2, 2017

In attendance: Brit Halonen, Brent Isaacs, Elise Geraghty (Associate Dean), Debra Breckheimer (Interim Dean)

Minutes taken by: Michele Bynum

ANNOUNCEMENTS

- **Harvest for Humanity** – November 7, 2017. This is a fund raiser put on by ASO. They have created a carnival of sorts, which will include a Dean Dunk Tank!
- **Warrior Wednesday** - Faculty are encouraged to promote school spirit by wearing blue shirts to support Warrior Wednesday. The ECC Bookstore is offering Wednesday Warrior T-Shirts for \$9.99.
- **College Night** – November 15, 2017 from 5:30 – 8:00 p.m. We will have a table for Humanities. You can earn flex credit if you man a table.
- **Evaluation Task Force** – Debra is part of an evaluation task force that has been created to work on peer and dean forms as well as student surveys for full-time and adjunct instructors. She asked the department to send her revisions they would like to be considered.
- **Christmas Party** – December 8, 2017 from 6:00 – 9:00 p.m. at El Torito, 23225 Hawthorne Blvd., Torrance, CA. Cost: \$35.00 per person.

DISTRESSED STUDENTS AND HOW TO HANDLE EMERGENCIES – Handout

WHAT TO DO IN AN EMERGENCY – Classroom.

- Use the emergency button on the phone to contact the El Camino College police for help. Next, call the Division Office and either Debra or Elise will come to the classroom.
- Do not move the student or walk the student out of the classroom. Instead, ask the students to move outside of the classroom while the student is awaiting help.

FUTURE SCHEDULING OF CLASSES

- Follow-up Items:
 - Change Academic Strategies course names to English.
 - Create informational flyers.
 - Create a half-page flyer that can be given to the English classes. Create a flyer that links Academic Strategies courses to English courses. B. Isaacs offered to put a chart together that can be given to Erica so that she can create a flyer.
 - Distribute the flyers to the Writing Center, Counseling, and throughout the campus.
 - Recruit students by visiting classrooms, visit other division department meetings to promote Academic Strategies courses, and set up an information table at College Night.

- New Item:
 - Grow Academic Strategies as English shrinks its Basic Skills sequence by offering supplemental classes. Class suggestions included paragraph structure, reading basics, writing process.
 - Co-list classes in Academic Strategies and English since students looking for the newly named English (Academic Strategies) might look for them under Academic Strategies in the catalog.

PLO's 1 AND 2: OVERDUE – PLO's to be submitted by Monday, 11/6/17