



**DIVISION OF INDUSTRY & TECHNOLOGY  
DIVISION COUNCIL MEETING  
Technical Arts Building, Room 101N  
Thursday, August 22, 2013 – 10:00 a.m.**

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I. Call to Order

Dr. Stephanie Rodriguez, Dean, called the meeting to order at 10:00 a.m.

In Attendance

Dean Dr. Stephanie Rodriguez; Associate Dean Daniel Shrader.

Full-Time Faculty: Robert Beaudoin, Vera Bruce, Victor Cafarchia, Eric Carlson, Steve Cocca, Ross Durand, Patricia Fairchild, Mark Fields, Patricia Gebert, Douglass Glenn, Hiram Hironaka, Harold Hofmann, Kevin Huben, Richard Hughes, Raymond Lewis, Lee MacPherson, William Melendez, Timothy Muckey, Vivian Nemie, Renee Newell, Daniel Richardson, John Ruggirello, Jack Selph, Michael Stallings, Harry Stockwell, Merriel Winfree.

Part-Time Faculty: Scott Botma, Randal Davis, Carlos Garcia, Geoff Rizzo.

Classified Staff: Elena Arzoian, Robin Elton, Richard Gonzales, Victoria Martinez-Weitzel, Jonelle Jones-Morrison, Lois Peck, Denise Spurlock (Recorder), Deborah Zavala.

Absent: Douglas Marston.

II. Introductions

Dean Rodriguez introduced the following new faculty members:

Timothy Muckey (full-time, Air Conditioning and Refrigeration)

Michael Anderson (part-time, Automotive Technology)

Carlos Garcia (part-time, Electronics and Computer Hardware Technology)

She also congratulated Bob Beaudoin, Hiram Hironaka, and Richard Hughes on 30 years of service to El Camino College.

III. Division Updates for 2013-2014

A. Increasing Class Sections: Dr. Rodriguez noted that, over the last several months, the division has been asked, usually on short notice, to propose additional class sections. In anticipation that this trend will continue, faculty were asked to recommend sections they would like to see added. If additional proposals are requested by Academic Affairs, the division office will then be better prepared to make recommendations. A form was distributed for faculty use in making recommendations.

B. Plan Builder: Associate Dean Shrader asked departments to update their plans; items should be marked as complete. By updating Plan Builder regularly, departments will be better positioned to have requests approved.

C. Program Review: Associate Dean Shrader noted that the following programs are scheduled for full program review in the Fall 2013 semester: Automations, Robotics and Manufacturing; Automotive Technology; and Fashion. In addition, the following departments will need to submit responses to the CTE supplemental questions: Administration of Justice, Architecture, Auto Collision Repair/Painting,

Electronics & Computer Hardware Technology, Fire and Emergency Technology. All drafts are due by Friday, September 13, 2013.

IV. Budget Overview

- A. Timesheets: All timesheets must be submitted to payroll on time or the college pays a penalty of 15% of the salary. This is especially important for student and casual workers, instructors with special assignments, and part-time and classified staff.
- B. 25/Hour Week Rule: Dr. Rodriguez noted that it is imperative that part-time staff and faculty not exceed 25 hours a week. Special assignments will be monitored closely to assure that the assignment does not cause the faculty member to exceed 25 hours a week or 67% load.
- C. Division Purchasing Timelines: Lois Peck distributed information about purchasing timelines for the 2013-14 academic year.

V. Administrative Items

Denise Spurlock, Administrative Assistant, made the following announcements:

- A. Faculty should check their El Camino College email on a regular basis; for those who prefer to receive ECC emails at another email address can set up forwarding options.
- B. The Division Advisory Dinner is scheduled for Thursday, April 24, 2014, 5:30 p.m. check-in, 6:00 p.m. dinner.
- C. Division Council and Department Meetings: The Division Council meets on the third Thursday of the month from 1:00-2:00 p.m. in the Division Conference room. Each department is required to have at least one department meeting each semester to include the dean and associate dean. A calendar of tentative meeting dates was distributed.
- D. Travel Requests and Reimbursements: Travel requests must be approved in advance and receipts for reimbursement should be submitted to Jonelle within two weeks after the event.
- E. Faculty Office Hours: Full-time faculty were asked to submit their fall 2013 office hours to Jonelle by Tuesday, August 27, 2013.
- F. Spring 2014 Schedules – Second Draft: The second draft of the spring schedules will be distributed by Monday, August 26, and should be returned by Tuesday, September 2. (Note: The drafts were not distributed until September 4, with a deadline of September 9.)
- G. Faculty Contracts: Full-time faculty contracts are scheduled to be distributed by Monday, August 26, and returned by Tuesday, September 2. (Note: Contracts were not delivered until September 2 and the deadline date was extended.)

VI. Curriculum Review

Vivian Nemie and Mark Fields are the division representation on the College Curriculum Committee for the 2013-2014 academic year. Ms. Nemie noted that meetings regarding curriculum reviews, updates, and inactivations will begin early in the semester.

VII. Student Learning Outcomes (SLOs)

Pati Fairchild, division SLO co-facilitator thanked everyone for their hard work in the Spring 2013 semester which helped in raising the percentage of courses assessed campus-wide to 95%. The next goal is the task of meeting sustainability by Fall 2014.

During the fall semester, the college will be launching the new TracDat software system for SLO assessments. (The college will continue to use CurricUNET for curriculum development and review.) All SLO and PLO information has been transferred from CurricUNET into TracDat. A new template has been developed to provide faculty with a straightforward process for documenting results, following up on changes, and recommendations. Training will be provided throughout the semester.

During the fall semester, the faculty and facilitators will write additional PLO and SLO statements so that there are at least three PLO statements for each program and at least three SLO statements for each course. All faculty were encouraged to attend the FLEX day presentations by Dr. David Marshall.

An SLO electronic survey will be distributed to all full- and part-time faculty to assess the SLO process.

The training campaign for Fall 2013 is “Making the SLO Assessment Process **Manageable** and **Meaningful**.” Bags of M&Ms candy were distributed.

Pati also reported that SLO assessments will be conducted on a 4-year cycle.

The meeting was adjourned and faculty dismissed to department meetings at 11:05 a.m.