



**DIVISION OF INDUSTRY & TECHNOLOGY  
DIVISION COUNCIL MEETING  
Technical Arts Building, Division Conference Room TA 102C  
Thursday, September 19, 2013 - 1:00 p.m.**

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I. Call to Order

Dr. Stephanie Rodriguez, Dean, called the meeting to order at 1:00 pm..

In Attendance

Dean Dr. Stephanie Rodriguez; Associate Dean Daniel Shrader.

Full-Time Faculty: Robert Beaudoin, Vera Bruce-Ashley, Eric Carlson, Steve Cocca, Ross Durand, Patricia Fairchild, Mark Fields, Douglas Glenn, Hiram Hironaka, Ed Hofmann, Kevin Huben, Lee MacPherson, William Melendez, Timothy Muckey, Renee Newell, Dan Richardson, Jack Selph, Mike Stallings.

Part-Time Faculty: Bob Diaz, Carlos Garcia, Geoff Rizzo.

Staff: Valencia Rayford, Denise Spurlock (Recorder).

Absent: Victor Cafarchia, Patricia Gebert, Richard Hughes, Ray Lewis, Douglas Marston, Harry Stockwell, Merriel Winfree.

II. Program Highlight: "Would You Woodwork?"

A short YouTube video titled "Would You Woodwork?" featuring one of Jack Selph's woodworking students was shown. Dr. Rodriguez encouraged all full-time faculty to look for ways in which their students and programs might be highlighted to increase community awareness and support.

III. SLO Update

- A. Alignment Grids and PLO/SLO Statements: Pati Fairchild noted that alignment grids were distributed on FLEX day. Each department must have a minimum of three (3) PLO statements submitted by October 4, 2013; one PLO statement must be assessed in the fall semester.
- B. SLO Assessments: A list of required SLO assessments for Fall 2013 was distributed; assessments should be submitted as soon as feasible, but not later than 10 days after the end of class.
- C. SLO Assistance and Training Dates: A schedule of dates on which Sue Ellen Warren, SLO co-facilitator, will be available to provide consultation and feedback was distributed. In addition, Janet Young has agreed to provide TracDat training in the Division Conference Room on Wednesday, September 25, 2013, and Tuesday, October 1, 2013.

IV. Success and Retention Rates

A document showing success and retention rates by division for Spring 2013 was distributed. The Industry and Technology Division showed the highest retention rate at 87.3% and the second highest success rate at 75.9%.

IV. Curriculum Updates

The first Division Curriculum Committee meeting has been held. Twelve courses are currently on the docket for a vote on September 24. If a course is up for review, it is submitted to the College Curriculum

Committee for approval following approval by the District Curriculum Committee. For new courses, the author and the dean will be at the meeting when the proposal is submitted.

V. Career and Majors Fair

Valencia Rayford reported on the Career and Majors Fair to be held on October 29, 2013, from 10:00 a.m. to 2:00 p.m. All departments were encouraged to participate. Applications must be submitted by October 15.

Valencia also reported that her drop-in counseling hours remain the same for the fall semester: 4:00-5:30 p.m. on Thursdays.

She asked that she receive updates about any mistakes in the catalog, as well as new/updated course information.

VI. Other Business

- A. Request for signs on stairways: Mike Stallings requested that signs be posted in the stairwells that prohibit sitting on the stairs. It creates a safety hazard when students are sitting on the stairs and others are trying to go up and down.
- B. Safety Committee: Dan Shrader reported on discussions regarding the possibility of organizing a safety committee of faculty and industry members to review safety training needs.
- C. Manufacturing Day: ACE Clearwater in Compton is holding a Manufacturing Day on October 4, 2013, and faculty and students are invited to attend. A flyer was distributed with information on when and how to respond.
- D. Japanese Student Visit: A group of nursing students will be visiting the campus on September 23 and 24<sup>th</sup>. On the 24<sup>th</sup>, Tim Dennis will be providing a short training session, and in the afternoon, the students will be on a treasure hunt to learn about El Camino College and student learning and culture in the U.S.
- E. Faculty Hiring: Dr. Rodriguez reported that 20 full-time faculty members are to be hired campus-wide in 2014. Requests for positions will be due in 2-3 weeks; she welcomes recommendations and suggestions from faculty.

VII. Announcements

- A. Conference Reimbursement Requests: All conference reimbursement requests and receipts should be submitted to Jonelle as soon as possible.
- B. Spring 2014 Added Sections: Proposals are due on Monday for additional classes in Spring 2014; these must be for evenings or Saturday sections. Any recommendations should be submitted as soon as possible.

The meeting was adjourned at 2:00 p.m.