

El Camino College  
Mathematical Sciences Division

Division Council  
Tuesday, February 10, 2015

#### Agenda

1. Fall 2015 Schedule
2. Sample Syllabi
3. Division Hiring
4. Division Plans
5. Presidential Scholars

**EL CAMINO COLLEGE**  
**MATHEMATICAL SCIENCES DIVISION COUNCIL**  
February 10, 2015

Present: Jill Evensizer, Junko Forbes, Greg Fry, Vishi Gupta, Arturo Hernandez, Linda Ho, Anna Hockman, Lars Kjeseth, Marta Maaza, Ashod Minasian, Jackie Sims, Susan Taylor, Paul Yun

**FALL 2015 SCHEDULE**

J. Sims is finalizing the fall 2015 schedule.

An additional Math 220 section was added because of a recommendation from CMI.

Four additional Math 150 sections were added to the schedule.

An additional Math 67 section was added.

CS 12 was added and will be offered as a hybrid course.

An additional CS 16 was added. Enrollment will be monitored as this class was reactivated a year ago.

One section of CS 30 was added.

There has been a push to increase online and hybrid offerings so we've almost tripled the amount compared to last fall. The Math Department has tried fully online classes and the success rates weren't favorable so it was decided that hybrid classes were more appropriate. A. Hockman and the Distance Ed Committee will revisit the idea of fully online classes and put together a proposal for the department. The benefit of fully online classes is that they offer more flexibility to enroll more students. Input/recommendations for distance ed courses should be sent to A. Hockman.

It was recommended that more sections of transfer level courses be offered and fewer sections of non-transferrable courses. J. Sims pointed out that there was more demand for non-transfer level courses.

In preparation for growth, we will look at enrollment patterns and make adjustments as needed.

The Math division should take advantage of the state mandate that every student must have an education plan in place. This will help predict where the demand will be.

According to the SSSP Plan, students will receive priority enrollment if they complete assessment, orientation and their education plan by a specific deadline.

Full-time fall 2015 assignments will be available by the middle of next week.

## **SAMPLE SYLLABI**

A syllabus is collected for every course each semester and saved on the portal.

Sample syllabi are needed for each course and textbook. Committees can look up syllabi on the portal and use that as a sample.

L. Ho recommended having a Course Coordinator for each course, which would be a full-time instructor that is informed of everything that needs to be covered. Generally, the SLO Coordinator is the Course Coordinator. The Course Coordinator should submit the sample syllabi for each course.

It was recommended that a formal “welcome packet” for new hires be created. It should include all division and school information (i.e. where to get material, copy center hours, etc.)

## **DIVISION HIRING**

The Math Hiring Committee is reviewing applications for the two full-time math instructor positions.

There is one full-time Computer Science instructor position open. The hiring committee is deciding on the final interview dates for this position.

The Associate Dean position has been posted. J. Sims is organizing the hiring committee.

## **DIVISION PLANS**

A copy of the recommendations from all program reviews were emailed.

TracDat will be used for division planning. In this new system, program review is essentially the program plan.

There are a few unit plans J. Sims will add including faculty laptop upgrades, a dedicated technician for the department, two additional computer labs using existing classrooms, additional calculators for instructors and the library loan program and dependable wireless networks. J. Sims will also include consistent recommendations that have not been funded in the past.

J. Sims will email the surveys on the computer lab usage. Survey recommendations can be sent directly to J. Sims.

Unit plans are due on 2/13/15.

## **PRESIDENTIAL SCHOLARS**

The Awards Committee oversees the Presidential Scholar and Academic Achievement Award. J. Sims will discuss the details with the committee.