

EL CAMINO COLLEGE

MATHEMATICAL SCIENCES DIVISION COUNCIL

November 10, 2015

Present: Luis Barraeta, Jeff Cohen, Jill Evensizer, Junko Forbes, Milan Georgevich, Greg Fry, Art Hernandez, Linda Ho, Anna Hockman, Lars Kjeseth, Arturo Martinez, Bonnie Mercado, Ashod Minasian, Larry Schreier, Jacquelyn Sims, Susan Taylor, Jared Thilenius (ASO Rep), Nathalie Vidal (ASO Rep), Lijun Wang, Paul Yun

HIRING COMMITTEE

Adjunct: A part-time Math hiring committee has been formed. The committee wanted to add a few additional items to the job announcement. The additions will be sent out to Division Council for an e-vote.

Full-time: The department has been approved to hire at least one full-time math faculty. Dean J. Sims will request that Human Resources remove the last five lines of the job description under “Desired Qualifications” because they were duplicates of what was already listed. After this has been removed and the job description is approved, Human Resources will post the announcement.

Tutoring Coordinator: L. Schreier has been invited to stay on for the spring semester as Interim Tutoring Coordinator. We were not approved for a full-time Tutor Coordinator position for this year. The department will be reactivating Math 100, and it is likely that the Tutoring Coordinator will also be the instructor of record for Math 100. This means that the Tutoring Coordinator will need to meet the minimum qualifications. Moreover, because Math 100 is a non-credit course, the faculty member may not have to have a Masters in Mathematics.

J. Evensizer prefers a faculty member to teach this course because they have experience and understand how ECC works.

L. Barraeta believes that managing the tutoring program along with teaching may provide challenges for the instructor. The Math Study Center will flourish and grow if there is a full-time person that can concentrate on making it high quality and better for students.

A. Minasian agrees that mixing together a management and faculty position into one would be conflicting.

L. Kjeseth motions that the full-time tutoring coordinator position requires at least a Bachelor's or higher degree in Mathematics along with managerial experience. A majority were in favor. 1 opposed.

CLARIFICATION ON PAID SUBSTITUTION POLICY AND DEVISE PLANS TO GET LONG-TERM SUBSTITUTE

Paid substitutes will only be provided when an instructor is out for a week or more pending approval of the Vice President of Academic Affairs.

L. Ho recommends clarification on what constitutes one week. Dean J. Sims will discuss this with the VP to provide examples of what constitutes one week.

J. Evensizer recommends that we create a pool of instructors that are available to cover classes.

Dean J. Sims will send out a substitute availability list for full-time and part-time instructors, including instructors who have taught here before.

M. Georgevich recommends we keep a pool of names of people who were not hired to teach here but were qualified enough to teach.

Many of the part-time faculty here teach elsewhere so its difficult for them to substitute.

Going forward the Division Office will create a list of times instructors are available to sub.

RECENCY REQUIREMENT

M. Georgevich suggested that if a student has not had a math course in five years, but they passed a prerequisite five years ago, the department should have the student take a placement exam and counsel them if they place below the appropriate level.

Dean J. Sims will discuss this with Admissions and the Assessment/Testing Office.

COURSE OFFERINGS

A listing of courses offered during the previous semesters along with what we plan to offer in the upcoming semesters was provided.

Dean J. Sims has been discussing recommendations on what should be added to the schedule with several Committee Chairs.

Going forward, each Committee Chair will be provided a list of courses to provide input on what to consider adding or cancelling.

Capacity restrictions should be taken into consideration when making recommendations.

Two Math 73 classes will be converted to Math 80s for the fall 2015 semester.

Any additional suggestions should be sent to Dean J. Sims.

PROGRAM PLANS

Program Plans differ from Unit Plans. Once Program Plans have been entered and ranked in TracDat, Dean J. Sims will begin focusing on Unit Plans. We will decide as a division what Program Plan items will move on to Unit Plans.

Unit Plans are then prioritized and move on to Area Plans. From there, the VP's choose what to fund using Block Grant.

Send Program Plans to J. Forbes by the end of the semester.