

El Camino College  
Mathematical Sciences Division

Division Council  
Tuesday, March 31, 2015

#### Agenda

1. Recommendations for scheduling faculty teaching assignments
2. Unit Plans
3. Laptop Lab Rules
4. Sample Syllabi
5. Copier move to mailroom discussion

**EL CAMINO COLLEGE**  
**MATHEMATICAL SCIENCES DIVISION COUNCIL**

March 31, 2015

Present: Michael Bateman, Thurman Brown (ITS), Ryan Elliott, Jill Evensizer, Junko Forbes, Arturo Hernandez, Linda Ho, Anna Hockman, Lars Kjeseth, Marta Maaza, Bonnie Mercado, Ashod Minasian, Miguel Ornelas, Jacquelyn Sims, Susan Taylor, Lijun Wang, Paul Yun

**LAPTOP LAB RULES**

The locking mechanism for the laptop labs has not been working properly. The manufacturer vendor came out during spring break to observe the issue and to switch the control boxes to new one.

The manufacturer informed us that computers must be turned off before the desks are closed. If they aren't turned off, the computer will overheat.

Computers must be turned off after each class. Vision Pro is a system that allows all computers to turn on or off at once.

Its important to follow the rules for the laptop lab to see if the desks are working as contracted.

**UNIT PLANS**

Unit plans were submitted to Academic Affairs. Many of the items originated from Program Reviews and they were categorized in order of importance within each category. The VP will decide on which items to fund.

Course Coordinator is listed under the category "Other." The position is estimated at two hours a week per course and some courses were lumped together.

It is too late to add anything to the current unit plans, however, if there are any items you're interested in adding, inform J. Sims so it can be added to the next unit plan.

J. Sims will develop a timeline before the next Division Council to discuss and review the next unit plans.

J. Evensizer suggested that we add a full-time technician to the next unit plan. Data would need to be documented on how many IT problems the Math Division has and how much class time is lost in order to make an argument for the position.

## **SAMPLE SYLLABI**

J. Sims and J. Forbes will work on a list of recommended items to add to syllabi.

There is academic freedom but there should be some consistency.

## **COPIER TO GO IN MAILROOM**

The copier may move to the mailroom where it is accessible to instructors who teach early morning, evening and weekend classes.

## **RECOMMENDATIONS FOR SCHEDULING FACULTY TEACHING ASSIGNMENTS**

Instructors are given classes based on their preferences, however, it is important that they receive exposure to all classes.

S. Taylor suggested that recency of courses taught be taken into consideration when scheduling assignments.

Send J. Sims proposals with recommendations on how to schedule faculty teaching assignments.

- No Food or Drinks in the Lab.
- Do not open any panels nor fiddle with cables, control boxes, etc...

### Instructors:

- Unlock Laptops Desks with FOB.
- Desks Automatically Lock After 2 Mins.
  - There will be a loud clicking sound.
  - No longer a need to use FOB to “lock” desk.
- Please instruct students to inform you immediately if a pencil or other item falls and gets stuck in the desk.
  - Use the “grabber” to retrieve items that fall inside the desk.
- When class is over, ask Students to ...
  - Shut Down (not Log Off) each computer.
  - Close Desks
- Laptops Need to be Shut Off to prevent Overheating When Lids are Closed.

### Students:

- Shut Off Laptops Completely.
  - Do not just “Log Off”
  - Please “SHUT DOWN”
- Close Laptop Lids at End of Class.
- DO NOT Force The Desk Shut. If there is some resistance, inform your instructor.
- Notify your instructor immediately if your pencil/pen or other items fall and get stuck in the desks

### Notify Office:

- If Laptop Lid Does Not Open/Close.
- A Pencil Gets Dropped Inside of Desk.
- Desk Panel is Open/Doesn't Close.
- Notice Physical Damage.

	A	B
1	<b>Mathematical Sciences Unit Plans Categorized - March 2015</b>	
2		
3	<b>Classroom Equipment</b>	
4	Pencil Sharpeners	\$1,500
5	Node Chairs	\$60,000
6	Three more computer labs	\$500,000
7	Classroom Board Erasers	\$450
8	Landline Phones for emergencies	\$2,000
9	More Classrooms in MBA designated for Mathematical Sciences	
10	<b>Total</b>	<b>\$563,950</b>
11		
12	<b>Instructional Equipment</b>	
13	Printers	\$2,800
14	Scanners	\$1,000
15	Classroom sets of Calculators	\$25,000
16	Apple Computers in Workrooms	\$6,000
17	Projector Bulbs	\$1,600
18	Projector Transmitters	\$400
19	Projector Receivers	\$400
20	Projector Switcher	\$1,700
21	Epson Projector (Standard Room)	\$1,500
22	Epson Projector (Dual Room)	\$2,700
23	Replace Faculty Laptops	\$50,000
24	<b>Total</b>	<b>\$93,100</b>
25		
26	<b>Staffing</b>	
27	Fulltime Tutor Coordinator	\$90,000
28	Fulltime Mesa Counselor	\$80,000
29	Fulltime STEM Student Advisor	\$55,000
30	Fulltime Technician (ITS)	\$80,000
31	Engineering Instructor	\$90,000
32	Mathematics Instructors (3)	\$270,000
33	<b>Total</b>	<b>\$665,000</b>
34		
35	<b>Other</b>	
36	Supply Augmentation	\$5,000
37	Course Coordinators	\$60,000
38	Laptop for the Division Office	\$1,500
39	Professional Development	\$25,000
40	Professional Development	\$25,000
41	<b>Total</b>	<b>\$116,500</b>
42		
43		
44	<b>Overall Total</b>	<b>\$1,438,550</b>

Math Faculty class assignment summary for Fall, 2015

<p>% assigned classes in their first choice</p>	<p>81% (29 out of 36)</p>	<p>Out of 36, there were 7 that were not assigned a class in their first choice.</p>
<p>% assigned classes in their first or second choice</p>	<p>92% (33 out of 36)</p>	<p>Out of 36, there were 3 that were not assigned a class in their first or second choice</p>
		<p>Of the 3 listed above, 2 are new hires, and had been advised before-hand, that the dean would assign a schedule based on student need and them getting more exposure to other classes.</p> <p>So that left 1 person, who was not assigned a schedule in their 1<sup>st</sup> or 2<sup>nd</sup> choice. This instructor was consulted on this and stated..." I am OK with your arrangement, it is not easy to accommodate everyone. I appreciate your time."</p>

<p>Ten sections of Math 190</p>	<p>Seven requests as first choice</p>
<p>Six sections of Math 191</p>	<p>Seven requests as first choice</p>
<p>Four sections of 220</p>	<p>Four requests as first choice</p>
<p>Two sections of 270</p>	<p>Three requests as first choice</p>
<p>Several requests for assignments, M – Th, 7am – 12pm</p>	
<p>Several requests for just two preps</p>	