

**EL CAMINO COLLEGE**  
**MATHEMATICAL SCIENCES DIVISION FLEX DAY MEETING**  
**AUGUST 20, 2015**

Present: Eduardo Barajas, Michael Bateman, Lynn Beckett-Lemus, Susan Bickford, Carl Broderick, Thurman Brown (ITS), Susanne Bucher, Jeffrey Cohen, Diaa Eldanaf, Dominic Fanelli, Junko Forbes, Greg Fry, Milan Georgevich, Massoud Ghyam, Megan Granich, Hamza Hamza, Arturo Hernandez, Linda Ho, Anna Hockman, Judy Kasabian, Lars Kjeseth, Bob Lewis, Marta Maaza, Zach Marks, Alice Martinez, Art Martinez, Matthew Mata, Bonnie Mercado, Trudy Meyer, Ashod Minasian, Benjamin Mitchell, Kaysa Moreno, Jasmine Ng, Kristine Numrich, Solomon Russell, Catherine Schult-Roman, Greg Scott, Beth Schwartz, Larry Schreier (MSC) Aban Seyedin, Arkadiy Sheynshteyn, Ambika Silva, Jacquelyn Sims, Satish Singhal, Ralph Taylor, Susan Taylor, Lijun Wang, Paul Yun

**ITS UPDATES**

Thurman Brown (ITS) provided updates on changes that were made during the summer. There were four different software updates including Zum Tech, Net Ops, TI Calculator, Mathematica and Microsoft Office 2013.

Computers have been updated to Mathematica 10.2.

The new version of the TI calculators is on the system. The interface has changed so it is recommended that before class starts, faculty should practice using the new interface to become familiar with the changes.

T. Brown is currently working on a way to push out a link so faculty can install the TI-84+ on their laptops.

For any technical issues, submit to B. Mercado. It is important to be as descriptive as possible (i.e. exact error message, what is the screen doing, etc.). Failing to do so can result in a delay in resolving the issue.

Computers on different parts of the MBA building were having issues in submitting orders using the Copy Center Direct webpage. This was due to network issues. Faculty should email B. Mercado with their computer ID number and she will submit a work order.

Geometer Sketchpad is available for faculty laptops.

**INTRODUCTIONS**

All faculty and staff members introduced themselves.

## **SERVICE AWARDS**

Years of Service awards were distributed to faculty.

During the summer, letters were sent out to faculty that were recognized by their students for having made an impact on them.

## **HOUSEKEEPING ISSUES**

Mark your calendar with all meeting dates to avoid conflicts with other committee meetings.

It is recommended that Add Codes be distributed during the second class meeting to avoid issues with late add petitions. If students get add codes at the last minute and have issues like prerequisite clearances, they're forced to submit late add petitions and most times those are not approved. If instructors have extra time after class or during break, encourage students to use the classroom computer to process their Add Code.

Parking will be difficult during the beginning of the semester. Faculty should give themselves extra time for parking and be flexible with students that might be late due to parking.

Committee lists were passed around for faculty to sign up.

When submitting final grades, highlight students that were forecasted as passing, but did not pass. The Math Division will reach out to those students and inform them that they must enroll in an appropriate level class. J. Sims will discuss the issue of students not being automatically dropped from a math class when they haven't completed the prerequisite with ITS. Academic Senate representatives will bring this up during Academic Senate.

After the second week of the semester, the division office will include a supplemental attachment to the Section Transfer Form for both instructors to explain the agreement for the transfer (i.e. what grades and exams will transfer).

We would like more math representation at Onizuka Day. At this year's Onizuka Day, an astronaut will be honored. There will also be an egg drop competition. J. Sims and P. Yun will meet to discuss the possibility of hosting an event during Onizuka Day.

The ECC Mathematics webpage has been updated with new information including, Mathematica login information, department committee meeting minutes, Program Review and Institutional Research. There are also links to My Math Test, Gateways to Engineering, and MESA.

## **FLEX HOURS – NEW PROCEDURES**

One of the main changes in flex hour reporting is that individual projects need dean approval at least one week in advance. If the flex hour request is submitted after completion of the project, the dean has the right to reject it.

## **COMMITTEE UPDATES**

DCC: Anna Hockman provided an update. There will be a meeting on 8/27/15 during the college hour for those interested in help using CurricUNET for Course Review. Flex credit may be offered. There are several courses up for review. A. Hockman will send updates to all faculty. J. Sims will make sure that the meeting for Math 37 is advertised in advance because of the large interest.

DLOACC: Susanne Bucher provided an update. The new TracDat is up and running and includes an instructional video. All spring 2015 reports are due 9/11/15. 12 out of 24 SLO reports are complete. 4 out of 5 PLO reports are completed. Send proposed questions to S. Bucher by 9/11/15 to post on the portal site.

Tutoring: Ben Mitchell and Zach Marks are co-chairs of the Tutoring Committee. The Math Division is looking to increase the quality of the tutoring center.

CM2: Linda Ho provided an update. There are no SLOs needed. The first CM2 meeting will be the 3<sup>rd</sup> or 4<sup>th</sup> Thursday in September. Ambika Silva and Jasmine Ng are working on the Math 150 Honors. Currently, CM2 is focusing on aligning the Math 150 C-ID's. Once that is completed, the committee will work on a Math 150 Honors course. The last day to submit changes to CCC College Committee is 11/2/15 so it must be department approved by the end of October. If it is approved by CCC, the course will be offered a year from now. The college is expecting at least a year turnaround for clearance from the Chancellor's Office. The department should work with administration and the curriculum committee to come up with recommendations because it is a real concern that courses cannot be offered more quickly.

BSI, STEM & NetTutor: Art Martinez provided an update. NetTutor is a subscription for students to receive one-on-one tutoring online. This service will be advertised to students. The STEM committee approved supporting the work led by Greg Fry and other department instructors to prepare students for the AMATYC competition.

STEM Center and MESA: Art Hernandez provided an update. MESA is doing well. It is very impacted and serving many students. In order for students to be eligible for the program, they must be enrolled in Math 170 or higher. MESA is only taking applications during the first four weeks of the semester. The MESA program is going to accept only 100 applications per

year. STEM Center services will only be for students in the MESA program. A list of resources (tutoring center, learning resources, etc.) will be provided to students not in the MESA program.

CM3: Student attendance affects SLO performance. The committee will continue to look at student attendance and how that impacts SLOs and grades.

### **ANNOUNCEMENTS**

If a student lets faculty know that they are a victim of any incidences of sexual or gender misconduct, it is required that the faculty member must inform the Title IX coordinator to ensure everyone's safety.

Extra Cengage books should be sent to the division office.

The spring 2016 schedule/assignments have not been finalized.

The Computer Science department was funded by CTEA for three faculty laptops and will be used to help create software and new courses.

J. Ng announced that there will be a STEM talk on 9/16/15 from 4:00 p.m. – 5:00 p.m.

M. Mata will also do a STEM talk on 10/7/15 at 4:00 p.m.

**Mathematical Sciences Division**  
**Meeting Dates for Department and Committees - Fall 2015**  
**(Updated: July 28, 2015)**

<b>1:00 – 2:00 p.m.</b>	<b>Math Dept.</b> (MBA 219)	<b>CSCI Dept.</b> (MBA 118)	<b>Div Curr Cmte (DCC)</b> (MBA 118)	<b>Div LOACC (DLOACC)</b> (MBA 118)
August 2015	Thurs, 8/20 (Flex Day)			
September 2015		Thurs, 9/24	Tues, 9/1 Tues, 9/29	Tues, 9/8
October 2015	Thurs, 10/1	Thurs, 10/22	Tues, 10/27	Tues, 10/20
November 2015	Thurs, 11/19	Fri, 11/6 (Advisory Board Meeting)	Tues, 11/24	Tues, 11/17
December 2015				



# Sexual and Gender-Based Misconduct: A Guide for College Employees

All college employees are ***strongly encouraged*** to report incidents of sexual and gender-based misconduct to the Title IX Coordinator. All faculty and administrators are ***required*** to do so.

Exception:  
Psychologists at the Student Health Center

Step-by-step guide of what to do if a student discloses to you an incident of:

- Sexual harassment
- Sexual assault
- Domestic violence
- Dating violence
- Stalking
- Any other sexual misconduct

**Prior to a Disclosure:** If you believe a student or employee is about to tell you about an incident of sexual or gender-based misconduct, explain your reporting duties **before** they make the disclosure. You must tell them that if you become aware that sexual or gender-based misconduct has occurred, you are required to inform the Title IX Coordinator so that steps can be taken to ensure everyone's safety. If the student or employee wants to talk to someone **WITHOUT** any information being reported, refer them to the Student Health Center where they can speak confidentially to a psychologist.

**Following a Disclosure take these THREE important steps:**

## Step 1

### Care for the Student/Employee

Provide the student/employee with non-judgmental support and ensure the individual is safe.

## Step 2

### Connect the Student/Employee and Resources

Explain your reporting duties and provide the student/employee with resources:  
Student Health Center (310-660-3643), Campus Police (310-660-3100),  
and/or Title IX Coordinator (310-660-3813).

## Step 3

### Contact the Title IX Coordinator

Report the incident to the Title IX Coordinator (310-660-3813).

Additional information and guidance can be found online at:  
[www.elcamino.edu/administration/hr/diversity.asp](http://www.elcamino.edu/administration/hr/diversity.asp)

**Information and Guidance for College Employees:  
How to respond to a disclosure by a student or employee of sexual or gender-based misconduct**

El Camino Community College District is committed to providing a safe and nondiscriminatory campus. The District takes all allegations of sexual and gender-based misconduct seriously and encourages all individuals to report misconduct to any District employee who the Complainant trusts and feels comfortable. Under Title IX, the District is required to take immediate and corrective action if a “responsible employee” knew, or in the exercise of reasonable care, should have known, about sexual or gender-based misconduct that creates a hostile environment. These actions include:

- Stopping the conduct
- Preventing its re-occurrence
- Remediating its effects
- Providing care and support for the reporting person
- Taking steps to ensure the safety and security of our community

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**The District considers all faculty and administrators  
(with the exception of Psychologists at the Student Health Center)  
to be “responsible employees.”**

**As “responsible employees,” you are required to report sexual and gender-based misconduct  
to the Title IX Coordinator or a member of the Title IX team.**

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The Title IX Coordinator or designee, will conduct an initial assessment of the conduct, the individual’s expressed preferences, if any, as to course of action, and the necessity for any interim remedies or accommodations to protect the safety of the Complainant or the community.

**TYPES OF INCIDENTS COVERED:** Any incident of sexual or gender-based misconduct, which may include, but is not limited to, sexual harassment, sexual assault, domestic violence, dating violence, or stalking experienced by a student or employee, regardless of where or when it occurs, or by whom, whether between people of different sexes or the same sex, and regardless of the student’s gender identity. If you are unsure if an incident falls into any of these categories, contact the Title IX Coordinator, who can assist with making the determination.

**EXPLAINING YOUR REPORTING DUTIES:** If you believe a student/employee is about to disclose to you her/his experience of sexual misconduct, explain your reporting duties *before* they make the disclosure. If this is not possible, do it as soon as possible after the disclosure. You can explain that even though you are obligated to share the information with District officials specially trained to respond, the individual’s privacy will be respected. Identities and details will be shared only with those who need to know to support the student and to address the situation through the District’s processes. You can tell the individual that the Title IX Coordinator will explain these processes in detail and that the student will be involved in decisions about what happens as a result of the disclosure. If the individual does not wish to disclose the incident or provide further details to you, refer the person to the Student Health Center for guidance and mental health support.

**Example:** “I need to tell you that if I become aware that sexual or gender-based misconduct has occurred, I must inform the Title IX Coordinator, so that steps can be taken to ensure your safety and the safety of our community. Your privacy will be respected, but if you prefer to talk to someone who does not have an obligation to report, there are other options. On campus, you can talk to a psychologist at the Student Health Center.”

**PROVIDING NON-JUDGMENTAL SUPPORT:** One of the most important ways to provide support is to listen without judging or blaming. Remember that no matter what the circumstances, no one deserves to be subjected to sexual misconduct. Allow the individual to talk about their experience. The person may not know how to label what happened. Be careful not to define the experience for them. Follow the person’s lead. Do not take control of the situation or try and do something to “fix” it. Experiencing sexual misconduct can cause a person to feel a loss of control. Let the individual make their own decisions and support them. Also understand that everyone responds uniquely to sexual and gender-based misconduct. Some common reactions may include shock, fear, embarrassment, guilt, anger, depression, and/or feeling overwhelmed.

**ENSURING THE STUDENT/EMPLOYEE IS SAFE:** If there is immediate danger, call 9-1-1 or Campus Police (310-660-3100).

**CONNECTING THE STUDENT/EMPLOYEE WITH RESOURCES:** You can refer the individual to Campus Police (310-660-3100), the Student Health Center (310-660-3643), the Title IX Coordinator (310-660-3813 or [titleixcoordinator@elcamino.edu](mailto:titleixcoordinator@elcamino.edu)) or the El Camino College website where a list of resources and guidance is available: [www.elcamino.edu/administration/hr/diversity.asp](http://www.elcamino.edu/administration/hr/diversity.asp)

**CONTACTING THE TITLE IX COORDINATOR:** At the earliest possible time after you receive information that a student/employee has experienced sexual or gender-based misconduct, you must report it to the Title IX Coordinator (310-660-3813). You will need to report all relevant details about the incident disclosed by the student. Once you have reported to the Title IX Coordinator, you do not need to take further action unless instructed to do so. You may be contacted for follow-up information as the District proceeds to respond to the report. If the individual chooses not to disclose information to you, you are not required to report the incident.