

Mathematics Department Meeting

Thursday, March 3, 2016

Agenda

1. Committee Updates
2. Textbooks
 - Required/Optional
 - Online Access: Required/Optional
 - Explain Policy on Syllabus
 - Timeline for Requisitions
3. Office Hours
4. Data Collected from Student Petitions
5. Hiring Update
6. Preference Forms
7. Conference Updates
 - If you have attended a conference recently, and would like to share your takeaways.
8. Announcements
 - Math Science Awards – Greg Fry

EL CAMINO COLLEGE
MATHEMATICAL SCIENCES DEPARTMENT MEETING
March 3, 2016

Present: Edwin Ambrosio, Eduardo Barajas, Michael Bateman, Susan Bickford, Carl Broderick, Thurman Brown (ITS), Susanne Bucher, Jeffrey Cohen, Diaa Eldanaf, Jill Evensizer, Dominic Fanelli, Junko Forbes, Greg Fry, Milan Georgevich, Megan Granich, Hamza Hamza, Arturo Hernandez, Linda Ho, Anna Hockman, Judy Kasabian, Natalie Koch, Bob Lewis, Zach Marks, Art Martinez, Alice Martinez, Matthew Mata, Bonnie Mercado, Ashod Minasian, Benjamin Mitchell, Eduardo Morales, Kaysa Moreno, Jasmine Ng, Kris Numrich, Catherine Schult-Roman, Aban Seyedin, Arkadiy Sheynshteyn, Ambika Silva, Jacquelyn Sims, Patricia Stoddard (CEC), Ralph Taylor, Susan Taylor, Susie Tummers-Stocum, Lijun Wang, Christina Watson, Paul Yun

ANNOUNCEMENTS

Dean J. Sims recognized Susie Tummers-Stocum and welcomed her back from sabbatical.

Lynn Beckett-Lemus is out on medical leave for the remainder of the semester. “Get Well Soon” cards were passed around.

Natalie Koch and Christina Watson will now have a temporary full-time assignment as they are taking over Lynn Beckett-Lemus’ classes.

Laptops

Faculty were reminded to setup an appointment ASAP with ITS so software needs would be known and can be installed.

Thurman Brown (ITS) Update: New computer roll out is going smoothly. Has been making his rounds and there have been no major problems so far. Old docking stations will still work, but they won’t be flush.

Saturday, March 5, 2016 is Onizuka Day. The following math faculty will do presentations:

- Diaa Eldanaf: How Planets Align
- Catherine Schult-Roman: Height of Buildings Using Trigonometry
- Natalie Koch: Why Fins are on Rockets
- Paul Yun: Mission To Mars
- Satish Singhal: Fun With Coding

COMMITTEE UPDATES

Attendees were reminded to read the written committee updates provided.

Greg Fry: There will be a 10 minute survey to all Math 80 classes and above for STEM classes. Gathering this data from students helps with the program review for CM1.

Zach Marks is retiring from Academic Senate. The department will need a nomination or a volunteer to take his place. We will find a replacement at the next department meeting.

Arturo Hernandez (MESA): By end of semester there will be 700 students in MESA. There are scholarships of \$25,000 a year for MESA students. Dean J. Sims suggested faculty visit the new MESA Center. The first week of April is STEM week.

TEXTBOOKS

Because of some “ambiguity” on the online bookstore website as to what is required vs. what is optional, a presentation was given on what is displayed on the online bookstore website. Below are some highlights of that discussion:

B. Mercado would like instructors to go to the online bookstore and check what specific course material you want your students to have. Instructors can check off more than one.

At the start of the semester, many students check the online bookstore and purchase books and codes and then discover it wasn’t required for the class. The goal is to prevent this.

B. Mercado will add a column on the form stating “optional” or “required” for instructors to check off.

The front office will give input to the bookstore so they can make the system more clear to students. It will also be recommended to look into the refund policy since there is so much confusion.

If there is a change in a teaching assignment or a last minute hire, then the default textbook bundle is chosen.

Once the fall semester books are active, Dean J. Sims would like instructors to double check the online bookstore for each of their classes to ensure accuracy.

Instructions to view online bookstore: go to Bookstore → Find Your Textbook → Select term, department, teacher and class.

L. Ternes would like to revise the timeline of how books get approved.

OFFICE HOURS

If you want to hold office hours in a classroom after your class, you will need to get it cleared by Dean J. Sims.

Contract guidelines for office hours are in the agenda packet. The front office will be checking that these guidelines are met in the next few weeks.

DATA COLLECTED FROM STUDENT PETITIONS

There are a lot of requests from students taking classes for a 3rd time. L. Ternes has been collecting data on this starting on 1/6/16 up until now. Math 40, 73 and 150 are the highest requested 3rd time repeat classes.

If you need this information for your program review, contact L. Ternes.

HIRING UPDATE

The Math hiring committee is currently in progress.

PT Math hiring update: The committee completed questions and the applicants will be screened by week 9. There will be another PT addition to pool over summer.

PREFERENCE FORMS

Instructors should provide three specific examples of requested schedules on preference forms.

It is confusing when a first choice class does not show up in any of the three examples of requested schedules.

It is helpful to use old section numbers since the times/days are fairly set. Use past semesters to come up with the schedule.

ANNOUNCEMENTS

The Math Science Awards will be on Friday, May 6 from 12:00pm – 2:00pm in the East Dining Room. G. Fry will send an email next week with further details.

The winter term will be back in 2017. Preference forms will be distributed soon.

A survey will be coming out asking students if they would take a 5 unit class over winter to determine if there is a demand.

Dean J. Sims is aware of the conversations for Math 37 and 67. The department is not able to vote today, but Dean J. Sims would like continue the conversation and is hopeful for a resolution.

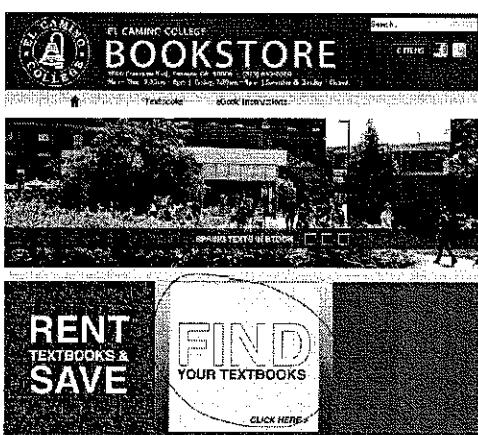
Textbook Requisitions

- ✓ Online Course ID's (Instructors who don't requiring online homework).
 - Being emailed along with textbook requisition request -> can be noted on syllabi.
- ✓ Please update Bonnie on new adoptions/editions changes this week.
- ✓ Instructions on how to access online bookstore.
 - Confirm that textbook order is correct.
- ✓ Update to textbook requisition forms.
 - Goal: Provide Bookstore with Specific Instructions on what Course Material to carry for your class.
- ✓ Specify on syllabi what course material will be used in class.

Instructions on how to access online bookstore.

1. Go to <http://bookstore.elcamino.edu/home.aspx>
2. Click on "Find your Textbooks"

The screenshot shows the El Camino College Bookstore homepage. At the top, there is a search bar, a '0 ITEMS' cart icon, and social media links for Facebook and YouTube. The main header features the college's logo and the word 'BOOKSTORE'. Below the header, it says '1600 Crossbow Blvd., Torrance, CA 90506 | (310) 660-2380' and 'Mon - Thur: 7:30am - 8pm | Friday: 7:30am - 4pm | Saturday & Sunday: Closed'. There are navigation links for 'Textbooks' and 'eBook Instructions'. A 'Select Term, Departments and Course' dropdown menu is open at the bottom of the page.



This screenshot shows the 'Select Your Courses' search interface. It includes a 'Search for a Book' input field, a 'TERM' dropdown set to 'SPRING 16 (Order Now)', and a 'DEPARTMENT' dropdown. To the right, there is a 'Select Course and Section' dropdown containing a list of course offerings, and an 'Add Term/Dept/Section?' button. Below these dropdowns, there is a note about using the shift key for multi-select and a 'Your Current Course List' table. At the bottom, there is a large 'Get Course Materials!' button.

Term	Dept	Course	Section	Offered
SPRING 16 (Order Now)	GEOL	130 - 0606 - SHIHAB		
	GERM	130 - 0612 - STAFF		
	HDEV	130 - 0614 - STILLSON		
	HIST	130 - 0616 - GEORGEVIC		
	HORT	130 - 0620 - GEORGEVIC		
	HUMA	130 - 0522 - OVANESSIAI		
	ITAL	130 - 0624 - STAFF		
	JAPA	130 - 0626 - CANCELLED		
	JOUR	130 - 0532 - AVAKYAN		
	LAW	130 - 0638 - ZAMBRANO		
	LIBR	130 - 4832 - WATSON		
	MATH	130 - 4833 - WATSON		
		130 - 4834 - WATSON		

Update to textbook requisition forms

Math 270 SP 2016 Textbook Requisition

* Required

Instructor Information:
Last Name, First Name

Math 270:
Choose a section below if more than one section, please submit another form.

Section Numbers -> click on arrow -> drop down menu

Textbook options. *
Choose Textbook below:

TEXTBOOK

RABENSTEIN
ELEM.DIFF.EQUATIONS
W/LINEAR ALGEBR 4TH
CENGAGE (978-015-
52093-4)

GOODE DIFFERENTIAL
EQUATIONS+LINEAR
ALGEBR 3RD PEARSON
(978-013-045794-3)

FARLOW DIFFERENTIAL
EQUATIONS+LINEAR
ALGEBR 2ND PEARSON
(978-0-13-195061-2)

Course material. *
What course material students WILL use for the class?

PHYSICAL COPY OF THE TEXTBOOK
 BUNDLE WITH TEXTBOOK, EBOOK, & ONLINE ACCESS
 CODE WITH EBOOK & ONLINE ACCESS

Course Material -> option of course materials students will use in the class.

Require online homework? *

Yes
 No

Online Homework -> required response

Need a desk copy? *

Yes
 No

Is form above correct? *
Please resubmit another form if you made an error.

Yes
 No

Submit

Never submit passwords through Google Forms.

Req / optional

What is required for this class?

- Textbook
- Online homework
- Code

EL CAMINO COLLEGE
BOOKSTORE
1600 Camino Blvd., Torrance, CA 90506 | (310) 640-2800
Mon - Thur, 7:30am - 6pm | Friday, 7:30am - 4pm | Saturday & Sunday - Closed

Search...
0 ITEMS  

Textbooks eBook Instructions
Course Materials > Select Term, Departments and Courses > Select Course Materials
Help
Select Course Materials
Term: Spring 16 Name: MATH 130 Section: [REDACTED] Instructor: [REDACTED] Course ID: [REDACTED]
Location: [REDACTED]

ENH WEBASSIGN-SING-TERM-PRECAL & COLL A
Image Not Available
Author: CENGAGE
Edition: 6
Published: NA
Date:
ISBN: 9781285836333
Publisher: CENGAGE L
More Info...
\$94.00 New Qty: Add to Cart

(PKG) COLLEGE ALGEBRA W/EWA
Image Not Available
Author: STEWART
Edition: 7TH '16
Published: 2016
Date:
ISBN: 9781305778983
Publisher: CENGAGE L
More Info...
\$119.95 New Qty: Add to Cart

EITHER/OR
COLLEGE ALGEBRA
Image
Author: STEWART
Edition: 7TH '16
Published: 2016
Date:
ISBN: 9781305415545
Publisher: CENGAGE L
More Info...
\$89.95 Used Qty: Add to Cart

Term: Spring 16 Name: MATH 150 Section: [REDACTED] Instructor: [REDACTED] Course ID: [REDACTED]
Location: [REDACTED]

(CUST) ELEM STATS CALIFORNIA ED W/MYSTA
Image REQUIRED
Author: TRIOLA
Edition: 2ND '13
Published: 2013
Date:
ISBN: 9781256589868
Publisher: PEARSON C
More Info...
\$128.95 New Qty: Add to Cart

EITHER/OR
MYSTATLAB STUDENT ACCESS CODE CARD
Image OPTIONAL
Author: PEARSON
Edition: 10
Published: 2010
Date:
ISBN: 9780321894645
Publisher: PEARSON
More Info...
\$100.95 New Qty: Add to Cart

Term: Spring 16 Name: MATH 191 Section: [REDACTED] Instructor: [REDACTED] Course ID: [REDACTED]
Location: [REDACTED]

CALCULUS-ENHANCED WEBASSIGN ACCESS
Image OPTIONAL
Author: CENGAGE
Edition: 13
Published: 2013
Date:
ISBN: 9781285836265
Publisher: CENGAGE L
More Info...
\$99.95 New Qty: Add to Cart

(PKG) CALCULUS - EARLY TRANS W/EWA CODE
Image Not Available
Author: STEWART
Edition: 8TH '15
Published: 2015
Date:
ISBN: 978130587624
Publisher: CENGAGE L
More Info...
\$154.00 Used Qty: Add to Cart
\$205.30 New Qty: Add to Cart

EITHER/OR
CALCULUS,EARLY TRANSCEND.(LL)-W/ACCESS
Image
Author: STEWART
Edition: 8TH 15
Published: 2016
Date:
ISBN: 9781305616691
Publisher: CENGAGE L
More Info...
TBD Used Qty: Add to Cart
\$144.95 New Qty: Add to Cart

Math Department, Committee Updates

Agenda for March 3, 2016

I. DCC

Math 37 & Math 67 are up for course review. The reviews have been completed and will be discussed at the DCC meeting on Tuesday, March 1st.

The last day to submit course reviews this semester is April 1st. We are still expecting more CS courses for review this semester.

Gateway to Engineering data and success rates was shared with interested parties on February 16th. Attached please find that information.

II. DLOACC

- As of Saturday 2/29/2016 the math division has all PLOs completed in TracDat and 14 out of 15 SLOs completed in TracDat.
- All SLO questions for Spring 2016 assessments are posted on the portal.
- A list of all SLOs being assessed in Spring 2016 is posted in the mailroom along with each course coordinators contact information.
- The math division has 10 instructors participating in the Critical Thinking ILO assessment taking place this semester. All instructors participating please email Jenny Simon notifying her as to which section/s you will use to complete the critical thinking ILO. Also remember to sign up in Flex Reporter for the Friday April 8th meeting.

III. CM1

The CM1 Program Review is in progress. Assignments have been made and we are working on a rough draft.

IV. CM2

- 1) We're assessing SLO #1 this semester. All SLO coordinators have already sent the assessment question/rubric to their course sections and also to Susanne Bucher. All SLO results are due to Milan by Wednesday, May 18, 2016.
- 2) We're currently in the process of reviewing three low-cost alternate Math 150 textbooks:
Option #1: (online - free to students) OLI – Open Learning Initiative <http://oli.cmu.edu/>
Option #2: Cerego/WebAssign <https://www.openstaxcollege.org/textbooks/introductory-statistics>
Option #3: Hawkes Learning
Title: *Beginning Statistics* 2nd Edition
Author: Carolyn Warren, Kimberly Denley, Emily Atchley
Publisher: Hawkes Learning
- 3) We will be discussing the draft of the Math 150-H proposed course outline and also the possibility of offering a true distance education Math 150 instead of a hybrid Math 150 at our next meeting on Tuesday, April 12th, from 1 - 1:50 at MBA 111.

V. CM3

Committee members are working on SLOs for Math 115 and Math 116, along with the PLOs.

VI. CMD

Committee members are working on Program Review.

VII. Academic Senate

- This is Zach's 6th (and last) semester on the academic senate. We will be seeking out a replacement senator to start in the Fall 2016 term. Should you have an interest in the position (or wish to nominate a participant) please email Zach. We hope to have someone elected to fill the position by the next department meeting on April 21.
- Policy reviewed / revised during the most recent meeting: A/P 5530 – Students Rights and Grievances. Changes include rewording in compliance with new Title IX guidelines (reporting of sexual harassment) and adjustments to the hearing notification period from 5 to 7 business days. BP/AP 3710 use of copyrighted materials and BP/AP 3750 Securing of Copyright we also visited for a second reading and minor language adjustments were made. Standards for probation, removal from probation, and dismissal were also discussed.
- For the past two years campus safety has been a big conversation on the ECC campus. At FDC this semester, strategies and ideas for effective response we discussed. Anne Garten and Chief Trevis and Attorney M. Travis have visited the senate, but faculty need a proactive, campus-wide, and coordinated effort towards improving communication, classroom security, and training. There is a desire for communication in every classroom. Some buildings have no cell signal or campus phone. NIXEL has an occasional delay. Building captains on different floors are not always accessible. In different buildings faculty can't secure classrooms from inside the rooms. The training videos are not all relevant. Changes to alleviate the aforementioned concerns are being discussed by the FDC now. The Aspen Institute College Excellence Program recently named El Camino College as one of the nation's top 150 community colleges. ECC is eligible to compete for the 2017 Aspen Prize for Community College Excellence and \$1 million dollars in prize funds, as well as Siemens Technical Scholars Program student scholarships. The Aspen Prize, awarded every two years, is the nation's signature recognition of high achievement and performance among America's community colleges and recognizes institutions for exceptional student outcomes in four areas: student learning, certificate and degree completion, employment and earnings, and access and success for minority and low-income students.

Statistics

Fall, 2015: Math 80 was taught by Anna Hockman, Math 60 was taught by Alice Martinez

- 33 students were in the program at Census date.
- 18 students passed both Geometry & Algebra (55%)
- 5 chose not to continue with the program – one moved out of country, others felt like it was too much work/stress, decided to focus on science classes. I don't know all of the reasons.
- 15 students enrolled in the next class (2 of these did not pass Geometry, but had completed high school Geometry). (45%)
- Only 1 Veteran enrolled in the program. He didn't continue, but returned to active duty.

Breakdown by Major:

Major	Initial Enrollment	Passed both classes	Continued to next class
Biology	4	0	1
Chemistry	2	2	1
Computer Science	7	3	3
Engineering	11	9	7
Mathematics	4	2	1
Other	4	1	1
Physics	1	1	1

Breakdown by Gender:

Gender	Initial Enrollment	Passed both classes	Continued to next class
Male	14	8	5
Female	19	10	10

First Person in Family to go to College:

First Person in Family to go to College:	Initial Enrollment	Passed both classes	Continued to next class
Yes	14	10	8
No	19	8	7

Breakdown by Ethnicity:

Ethnicity	Initial Enrollment	Passed both classes	Continued to next class
African (Black)	3	1	2
Arab	1	0	0
Asian	2	0	1
Caucasian	1	1	1
Latino	24	14	10
Prefer not to Say	2	2	1

Challenges:

- Registration
- Geometry
- Advertising
- Interview or Orientation
- Website
- Lack of Student Support specialist

Ideas for Future:

- Scheduled for next year. Anna Hockman will be teaching Math 60 and Susan Taylor will be teaching Math 80 in the Fall
- What are issues with creating two new courses:
 - Math for STEM 1 – combined Algebra and Geometry
 - Math for STEM 2 – combined Trigonometry and PreCalculus

OFFICE HOURS: Guidelines

Office hours are designed to meet the needs of students and provide opportunities for them to seek out clarification as well as build a working relationship with their instructors. To strive toward accomplishing these goals, and in developing your schedule, please take into account:

- Provide appropriate passing time between scheduled office hours and class time.
- Consider student schedules. Attempt to hold office hours just before or just after class (if possible).
- Office hours before 7 am are OK, as long as students are offered other time options (per Vice President of Academic Affairs).
- No office hours during college hour (T, Th 1:00-2:00 pm)
- Minimum office hour session is 30 minutes.
- Office hours must be scheduled over a minimum of three days per week (and FT instructors must be on campus four days per week).
- Any instructor who cannot make scheduled office hours must advise Bonnie in the division of the absence and when the missed hours will be re-scheduled.



Below is the contract language from Article 8, Section 3 of the collective bargaining agreement:

Section 3. Instructor Office Hours

Office hours are to be scheduled to meet the needs of students and the needs of the educational program of the College.

(a) Each Full-Time Instructor shall maintain an office time schedule of at least three (3) hours per week on campus, or at a designated workplace that is mutually agreeable to the Faculty Member and his/her Dean, for the purpose of consulting with students. One (1) office hour each week shall be scheduled for each twenty percent (20%) of lecture load, or major portion thereof, to a maximum requirement of five (5) office hours per week.

(b) Office hours in support of online lecture courses may be held in the Faculty Member's office, online, or a location mutually agreed to by the Faculty Member and their Dean. Full-Time Faculty Members will be encouraged to hold at least one (1) office hour online.

(c) Faculty Members with an office hour obligation greater than three (3) hours per week must hold those office hours on no fewer than three (3) days per week.

(d) Each scheduled period of office time shall be no less than thirty (30) minutes in duration. At the beginning of each semester, the Instructor shall prepare and submit a proposed schedule of office hours to the Dean of the division for approval. Such approval shall not be unreasonably withheld. The Dean will maintain a list of the approved office hours scheduled in the division, and the Instructor shall post the approved office hours on the Instructor's office door.

(e) A Dean and an Instructor may agree to substitute additional laboratory hours, learning center hours, or other approved activity hours in lieu of office hours and such hours shall not be credited to the Instructor's teaching load.

(f) For winter or summer session assignments, all Instructors (full time and part time) who have an assignment of ten (10) or more hours per week (six or eight week session), or twelve (12) or more hours per week (five or seven week session), will maintain two (2) office hours per week. Instructors with a load of less than these hourly limits will maintain one (1) office hour each week. For each Distance Education course taught during the winter or summer session, the Instructor will maintain one (1) scheduled office hour, exclusive of class meetings and examinations.

STUDENT PETITION LOG: Request for "3X" Repetition
 January 6—March 1, 2016

COURSE	3X	%		% Hi-Low
Math 12	6	4%	Math 73	18%
Math 120	2	1%	Math 40	12%
Math 130	4	3%	Math 150	11%
Math 150	16	11%	Math 80	10%
Math 170	7	5%	Placement Test	10%
Math 180	7	5%	Math 190	8%
Math 190	11	8%	Math 170	5%
Math 191	6	4%	Math 180	5%
Math 23	4	3%	Math 12	4%
Math 270	2	1%	Math 191	4%
Math 37	3	2%	Math 130	3%
Math 40	18	12%	Math 23	3%
Math 60	1	1%	Math 37	2%
Math 67	3	2%	Math 67	2%
Math 73	26	18%	Math 120	1%
Math 80	15	10%	Math 270	1%
Math 220	1	1%	Math 60	1%
Plmnt Test	14	10%	Math 220	1%
TOTAL 3X	146	100%		

Total # of Petitions during same interval: 214

Note: Total includes prerequisite challenges, re-take of placement test after enrollment in Math courses, course substitutions from other institutions, late adds.