

**EL CAMINO COLLEGE
MATHEMATICAL SCIENCES DEPARTMENT MEETING**

November 17, 2016

Present: Edwin Ambrosio, Eduardo Barajas, Michael Bateman, Carl Broderick, Susanne Bucher, Jeffrey Cohen, Bruce Dovner, Diah Eldanaf, Dominic Fanelli, Junko Forbes, Greg Fry, Milan Georgevich, Hamza Hamza, Arturo Hernandez, Laura Hinckley, Linda Ho, Anna Hockman, Judy Kasabian, Marta Maaza, Zach Marks, Alice Martinez, Matthew Mata, Bonnie Mercado, Tiffany Miller (Career Pathways), Ashod Minasian, Benjamin Mitchell, Eduardo Morales, Kaysa Moreno, Pavan Nagpal, Jasmine Ng, Kris Numrich, Rusty Reece, Solomon Russell, Catherine Schult-Roman, Arkadiy Sheynshteyn, Jacquelyn Sims, Ralph Taylor, Susan Taylor, Linda Ternes, Susie Tummers-Stocum, Oscar Villareal, Lijun Wang, Paul Yun

CONTEXTUALIZED LEARNING

L. Hinckley and Tiffany Miller (Career Pathways) presented their contextualized learning project under the Career Advanced Technology grant. T. Miller has teamed welding and air technician courses with Mathematics courses. The goal is to reach more students. Starting next semester, one section of Math 12 and Math 23 will be taught in the context of the trade, helping students realize Math is important. Teaching Math within the context of the trade allows Math to come alive and creates interest in students as they see it from a different perspective. T. Miller asked faculty to refer students to her if they would benefit from project base learning.

ONIZUKA DAY

Onizuka Day is 3/11/17. Faculty members that are interested in participating should contact Dean J. Sims. Dean Amy Grant (Natural Sciences) is finalizing the workshops.

HIRING

Dean J. Sims and J. Kasabian participated in the college's faculty hiring process. The college plans to hire 20 new full-time instructors. Mathematics was ranked #4 and #18 and Computer Science was ranked #14. President Maloney will review and finalize the rankings.

MATH AWARDS

G. Fry proposed two motions regarding the Math Awards:

1. Combine the Math and Math Food Accounts in one account: Account #10550. The Foundation confirmed that the department cannot have two separate accounts. Previous donations will be used for monetary awards. Future donations can be allocated for either monetary awards or food, as requested by the donor.
2. Add B. Mitchell as a co-signer on Account #10550 and remove K. Numrich.

G. Fry motioned to approve combining the Math and Math Food Accounts into one account. L. Ho seconded the motion. All were in favor. One abstention.

G. Fry motioned to approve adding B. Mitchell as a co-signer on the account and remove K. Numrich. All were in favor.

PROGRAM REVIEWS – CM1 AND CMD

The CM1 Program Review received accolades for being one of the best program reviews. The Program Review will be used as a model on how other reviews should be done.

G. Fry provided highlights from the Program Review:

- Top recommendation was to hire five full-time Math instructors
- Increase the number of Math 80 sections
- Increase the evening program
- Hire a full-time coordinator for the Math Study Center
- Tutor training

Program Review is due to Academic Affairs by the end of the semester.

Committee D has drafted their Program Review and has a meeting scheduled for 11/30/16 to discuss recommendations.

Dean J. Sims recently learned from Academic Affairs that while the division has an internal process on voting, Program Review must be submitted regardless of the department vote. Committees should review recommendations given as to why a Program Review was not approved.

DEALING WITH STUDENTS WITH PSYCHOLOGICAL ISSUES

Associate Dean L. Ternes discussed students with psychological issues. If there is an incident in the classroom that is beyond a discipline issue, instructors should decide if it is life threatening and if Campus Police should be notified. If that is the case, call Campus Police first, and then call the Division Office right away.

Instructors also need to file an Incident Report and Referral Form, which can be found under “I” on the ECC website.

Any input regarding this issue from an instructor’s point of view would be valuable. Send Associate Dean L. Ternes ideas and suggestions.

It is important mental illness is not treated as a crime and to handle things respectfully.

MATH 80 CHALLENGE EXAM

We are in the process of norming our Math 80 challenge exam. Associate Dean L. Ternes will send another email requesting participation in this process. Instructors can receive up to two

hours of flex credit or up to \$100 compensation using SEP funds. The Math 80 challenge exam is used to test students who completed Math 73 satisfactorily, but decided on a STEM pathway and need Math 80 to move forward. We need a large sample size to norm the exam.

GRANT OPPORTUNITIES

Faculty were sent two grant opportunities. One was regarding advancement for women in Engineering and the second was regarding conferences and workshops for STEM. ECC has a grant office that can help faculty complete the applications. Send Dean J. Sims ideas for the grants. Faculty participation is also needed.

MINUTES APPROVAL PROCESS

There has never been an approval process for meeting minutes. There was a recent disagreement over what was listed in a set of minutes. Dean J. Sims proposed that meeting minutes be distributed to the body of the meeting within one week of the meeting. The committee will have a chance to review the minutes via email. Then, at the next meeting the committee will vote on approving the minutes. This will go into place next semester.

FALL 2017 PREFERENCE FORMS

Submit fall 2017 preference forms by 12/2/16.

MATH/NATURAL SCIENCES SOCIAL – 11/29/16 AT 1PM IN THE MESA CENTER

There will be a Math/Natural Sciences social on 11/19/16 during the College Hour at the MESA Center. Faculty can bring their own lunch. This social will help continue forging a relationship between the two STEM areas.

ACADEMIC PROGRAM REVIEW COMMITTEE

A representative is needed from Mathematical Sciences for the Academic Program Review Committee. The task is to read Program Reviews across other Divisions and provide feedback. The benefit of joining this committee is the opportunity to help groups write their document. J. Kasabian has been our representative for the last five years.

WINTER SESSION

The Math Division is piloting 4 and 5 unit classes during the winter session. We will be conducting surveys during winter asking students about the pace of class, if the class met their educational goals, if the classes with longer breaks were successful, etc.

MESA

MESA accepted 170 students into the program. MESA had some additional support with three new people. One of the goals is to document what happens in the center and justify the need for a

full-time coordinator. We have implemented a progress report component to intervene during the semester to help students improve.

Dean J. Sims thanked everyone for educating and supporting students and helping them achieve their goals.