



**DIVISION OF INDUSTRY & TECHNOLOGY
DIVISION COUNCIL MEETING
Location: ITEC – ROOM 115
Thursday, February 19, 2015 – 1:00 p.m.**

CALL TO ORDER

Daniel Shrader, Associate Dean, called the meeting to order at 1:00 p.m.

IN ATTENDANCE (BY SIGN-IN)

Dean Dr. Stephanie Rodriguez, Daniel Shrader, Associate Dean

Faculty: Michael Anderson, Phyllis Barthel, Vera Bruce-Ashley, Ryan Carey, Robert Diaz, Ross Durand, Patricia Fairchild, Mark C. Fields, Patricia Gebert, Douglas Glenn, Hiram Hironaka, Harold (Ed) Hofmann, Kevin Huben, Ray Lewis, Lee MacPherson, William Melendez, Timothy Muckey, Renee Newell, Michael Newton, Valencia Rayford, Daniel Richardson, Jack Selph, Michael Stallings, Bruce Tran, Merriel Winfree

Daniel Shrader (Recorder)

Absent: Steve Cocca (School Business), Kevin Huben, John Ruggirello

WELCOME

Daniel Shrader welcomed Maximino Pena (Full-Time Temp) to his first Division Council meeting and informed the committee members that Denise Spurlock would not be coming back.

PROGRAM REVIEW

Daniel Shrader informed faculty that we have five departments that has not completed their reviews: Administration of Justice, Architecture, Automotive Collision Repair/Painting, Electronics, and Fire and Emergency Technology. These documents are due on September 11, 2015.

CTE 2 Year Review – (ARM, ATEC, FASH) – Due 9/11/15

SLO'S AND PLO'S UPDATES

Renee Newell gave a follow up to faculty who have not submitted their Fall 2014 Assessments and Revised Spring 2015 Assessments. She reviewed tracdat entry, using chrome or firefox to access tracdat, new courses will need to enter what the assessment is and how they will go forward in assessing it. Larger disciplines may want to assess SLO with a specific set of Rubrics making it easier when entering how to assess they can refer to Rubric #1 for example. ‘

Daniel Shrader informed faculty about grade keeping. He said that faculty should keep records on students for at least two years. You should have 3 grades for each student and an attendance record. This helps with grade changes as well.

Tim Muckey informed the committee that he had created a form in Access that would help with grade tracking. Tim is willing to train faculty if needed. Stephanie asked if we can set up something for a training session for instructors and Tim said he was willing to help in any way he could. This system allows you to keep records on your students for more than two years.

SLO'S AND PLO'S UPDATES CONTINUED

Tim Muckey asked the question when is the next DCC Meeting. Jonelle told him that one was tentatively scheduled for Tuesday, February 25, 2015 but need to be rescheduled because Robin Elton could not attend due to another meeting. Stephanie said she would like the committee to meet on that day because we have a few new classes coming through. So the meeting is scheduled for Tuesday, February 25th from 3-4pm in the CAT Building Conference Room. Committee Members will be notified.

CURRICULUM REVIEW UPDATE

Vivian Nemie distributed the Carnegie Unit and Relationship to Hours Worksheet to the faculty. We are being told that how we are determining lecture and lab units is being scrutinized by the Chancellor's Office. We need to make sure we are in compliance.

In the Outline of Subject Matter section of the course outlines, the topics must have clear titles with several sub topics and followed by A., B., C.

If you send a curriculum related email, please be sure to include me in your emails. Vivian is requesting this information because she is the representative from the division at the College Curriculum Committee and give reports to the committee.

DCC members, please be sure to log on to Curricunet regularly and vote!

Daniel gave an overview on Admissions/Records Suspension of Special Programs: AJ 190 & Fire Technology

ACCREDITATION STATUS

A. Daniel Shrader noted that program reviews are due in the fall for Automotive Technology, Engineering Technology, and Fashion. He offered to help those departments on a weekly basis beginning this Spring semester so the program reviews could be completed well before the fall semester deadline.

ANNOUNCEMENTS

Spring 2015 Syllabi are due to Richard Gonzalez (rgonzalez@elcamino.edu) by Friday, February 27, 2015. If you have not submitted, please do so immediately – this is for accreditation purposes.

Personal Computers on Campus (Board Policy 6160 and Procedure 6160)

Daniel gave an overview on Admissions/Records Suspension of Special Programs: AJ 190 & Fire Technology

Department Meetings Schedules were handed out. Daniel asked the instructors to look over them and if there were any changes, to stop by and see Jonelle. He explained to the faculty why some of the departments were combined.

ANNOUNCEMENTS CONTINUED

Building Updates/Building Repairs: All repair requests go to Daniel Shrader with a copy to Richard Gonzalez). Please include the following information: **Building and Room** (Fire Academy, ITEC, or CAT) **Subject, Problem**, etc.

The Industry Education (ITEC) and the Career Advancement Center (CAT) Building Grand Opening is tentative scheduled for Fall 2015 (Student Participation/Demonstrations are needed).

District Smoking Policy BP-3570 passed the board meeting on Tuesday, February 17, 2015.

ADVISORY DINNER UPDATE

The Advisory Dinner is scheduled for **Wednesday, April 22, 2015** (check-in time 5:00 pm and dinner 5:30 pm). Harry Stockwell asked the question why so early because people in the industry does not get off until later? Jonelle explained that we had to have the Advisory Dinner around that time because any later, we will be getting out real late. She also explained that when we took a vote last year and the majority people voted for this time.

OTHER BUSINESS

Purchase Cut-Off Dates: Purchase Order Requests (**March 16, 2015**), Blanket Purchase Orders Purchases (**April 15, 2015**), Complete Office Supply Orders (**May 13, 2015**), Last Day to Receive Merchandise or Services (**June 15, 2015**), and Last Day to Process Invoices to Accounts Payable is scheduled for (**June 22, 2015**).

Career Fair - Valencia Rayford passed out handouts to the upcoming Career Fair which will be Tuesday, April 14, 2015 on the Library Lawn from 10am – 2:00pm. She also handed out fliers with her office hours on them. She asked the committee members if anyone would like her visit their class and talk to their students, to fill out a request form and turn it in to Jonelle in the Division Office.

Meeting was adjourned at 2:08 pm.