



Industry & Technology
Division Council Meeting
 Industry & Technology Conference Room, TA-102
 Thursday, February 20, 2014 1:00 p.m.

I. Call to Order

At 1:00 p.m., Dr. Stephanie Rodriguez, the division Dean, called the meeting to order.

Attendees:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Michael Anderson | <input checked="" type="checkbox"/> Harold (Ed) Hofmann | <input checked="" type="checkbox"/> Daniel Richardson, |
| <input checked="" type="checkbox"/> Robert Beaudoin | <input type="checkbox"/> Kevin Huben | <input checked="" type="checkbox"/> Stephanie Rodriguez (<i>Dean</i>) |
| <input checked="" type="checkbox"/> Vera Bruce-Ashley | <input type="checkbox"/> Ray Lewis | <input type="checkbox"/> John Ruggirello, |
| <input type="checkbox"/> Victor Cafarchia | <input checked="" type="checkbox"/> Lee MacPherson | <input checked="" type="checkbox"/> Jack Selph, |
| <input checked="" type="checkbox"/> Eric Carlson | <input checked="" type="checkbox"/> Douglas Marston | <input checked="" type="checkbox"/> Daniel Shrader (<i>Assoc. Dean</i>) |
| <input checked="" type="checkbox"/> Steve Cocca | <input checked="" type="checkbox"/> William Melendez | <input type="checkbox"/> Denise Spurlock (<i>Admin. Asst.</i>) |
| <input checked="" type="checkbox"/> Ross Durand | <input checked="" type="checkbox"/> Timothy Muckey | <input checked="" type="checkbox"/> Michael Stallings |
| <input checked="" type="checkbox"/> Patricia Fairchild | <input type="checkbox"/> Vivian Nemie | <input type="checkbox"/> Harry Stockwell |
| <input checked="" type="checkbox"/> Mark C. Fields | <input checked="" type="checkbox"/> Renee Newell | <input type="checkbox"/> Merriel Winfree |
| <input type="checkbox"/> Patricia Gebert | <input type="checkbox"/> Michael Newton (<i>Supv.</i>) | <input checked="" type="checkbox"/> Sue Ellen Warren. |
| <input checked="" type="checkbox"/> Douglas Glenn | <input checked="" type="checkbox"/> Lois Peck (<i>\$</i>) | |
| <input checked="" type="checkbox"/> Hiram Hironaka | <input checked="" type="checkbox"/> Valencia Rayford (<i>Counselor</i>) | |

Absent, Attended, Medical Leave, School Business

I. Welcome:

Dr. Rodriguez welcomed Michael Anderson (Full-Time Temp) to his first Division Council meeting.

II. Faculty & Staff Medical Update:

Vic Cafarchia will be back on Monday. Vivian Nemie will return March 7th. Harry Stockwell is up and walking. Michael Newton will be back two weeks sooner than expected. Denise Spurlock will start radiation and chemotherapy. They are all missed.

III. Work Hands Presentation by James Dunbar:

James Dunbar founder of Work Hands (<https://www.workhands.us/>) introduced his website service. Like indeed.com and like Facebook, but made for workers and tradespersons. Faculty members asked about the website's ability to track student employment. Currently, this is not a service that Work Hands can provide, but in future iterations it may be possible.

IV. CTEA Grants:

CTEA grant proposals are due tomorrow (February 21, 2014). Dr. Rodriguez has received five proposals. She has an opportunity to review and make suggestions with submitters before forwarding them to Virginia Rapp to begin the formal approval process.

CTEA Grants: *(continued)*

Renee Newell added that she was collaborating on a CTEA grant with Pati Fairchild and asked if separate grants needed to be submitted. Stephanie Rodriguez responded several members can collaborate on a single grant proposal.

V. Announcements

- A. Technology Conference, "Evolution of Learning Spaces" 8:30 a.m. – 2:00 p.m. Friday, February 21, 2014.
- B. Pati Fairchild announced "**Girls in the Garage Car Show**" scheduled for Saturday, March 15, 2014 at El Camino in parking lots J and K and corrected the time of the event. Please note: The time of the "Girls in the Garage Car Show" is 9:30 a.m. to 2:00 p.m. \$10.00 per car entry and spectators are free.
- C. On Saturday May 3rd (time may change but for now 9 – 3 p.m.) **Compton College will host an intercollegiate student car show and job fair.** Pati Fairchild will need help and funding for stamps, printing flyers, and post cards; and on the day of the event she will need help checking people in. Thank you in advance Compton, El Camino, and WIT personnel for your help with these events.
- D. Full-time faculty positions are being advertised in Fire and Emergency Technology open until March 11, 2014 and in Automotive Technology open until March 13, 2014.
- E. Lee MacPherson suggested that the Division purchase an Easy-Up tent for advertising Industry and Technology at these type of events. The Easy-up tent will help crew members look cool.
- F. Vera Bruce-Ashley announced the 32nd Annual Fashion Show. The Fashion Show will be held on Friday, May 9, 2014 at 7:30 p.m. at the El Camino College Marsee Auditorium. Tickets are \$5.00.
- G. Lois Peck provided a handout of purchasing timelines for grants, supplies, equipment, purchase orders and blanket purchase orders. The Division requires two-weeks processing lead-time. The following dates have been adjusted to meet these division lead-time requirements:

Item	Deadline
Grant Fund Purchase Orders (CTEA)	November 11, 2013
Purchase Orders	March 15, 2014
Blanket Purchase Orders	May 15, 2014
Last Day to receive Merchandise or Services	June 17, 2014
Last day to turn in invoices	June 21, 2014

VI. Advisory Dinner Update

The advisory dinner will be held on Tuesday, April 22, 2014 check in between 4:30 p.m. and 5:45 p.m. Dinner at 6:00 p.m.

Mike Stallings recommended the Advisory Dinner check-in period start at 5:30 p.m. He claimed that the majority of people, at least in his trade, work until 5:00 p.m. A 5:30 p.m. start time would better accommodate the advisors.

On February 11, 2014, advisory lists were given to a full-time faculty member in each department to update. The updated advisory lists are due back to the Division by March 3, 2014. Please contact Ms. Jonelle Jones-Morrison concerning problems or questions regarding this assignment.

VII. Curriculum Review

Vivian Nemie is on medical leave. Renee Newell reported that classes have been re-written. All courses are in now. The process takes about a year and a half (1½ years). Course changes need to have been submitted to be included in the fall catalog.

Ross Durand inquired about 3 mini certificates for Construction Technology and Mike Stallings inquired 4 certificates were submitted in Architecture.

Steve Cocca reported that the information on the division website was not updated with regard to Electronics 131.

Inquiries and curriculum updates to the Division website should be directed to Richard Gonzalez.

VIII. Academic Senate Update

Academic Senate Committee representatives are Lee MacPherson, Ross Durand, and Tim Muckey. Merriel Winfree and Patty Gebert were attending a conference. Lee MacPherson discussed program discontinuance that was being discussed in Academic Senate. MacPherson provided reason for Industry & Technology faculty members to be concerned about program discontinuance. This policy has not been used to discontinue transfer programs such as French or History but it has been used to close the culinary program.

A lively but solemn discussion about the process ensued. Any task force can move to begin discontinuance proceedings. There is no real input from the constituents of the targeted program. As a result programs can be discontinued fairly quickly. Long Beach City College decimated their CTE programs through a similar process and is now trying to grow them back.

Discussion of ways to justify programs included: Establishing, recording, and measuring goals and metrics to justify programs. What are the community services and goals we provide? Discussion, data collection, employment statistics, how to measure personal enrichment? Combining programs to make them stronger (Herd strategy). What triggers discontinuance?

Is it arbitrary? Mr. Stallings said that Ron Way used to collect index cards with student's parent information and follow-up with parents to get student employment information.

IX. SLOs, Assessments, and Accreditation

Last year Industry & Technology rose like a Phoenix from the ashes and achieved near 100 percent compliance with SLOs. This fall (2013) Industry and Technology is again at the bottom of the heap on SLO assessments. 4-Year Timelines for SLO assessment completion were due on January 31, 2014. **SLO Assessment Timelines are past due and need to be submitted by Tuesday.** Those failing to submit timelines may be subject to meeting therapy ☹.

Discussion of SLO/PLO Assessment strategies. Within the current guidelines and 4-year parameters, faculty members may select an assessment schedule strategy. A recommended strategy is to conduct one of three SLO/PLO assessments each year for three years, then during the fourth year use the time and prior three PLO assessments to complete the program review report.

Note: faculty members are inputting their own SLO and PLO Assessments into TracDat. TracDat data is online and "live." Please proof read ~~you're your work~~ work! Use clean language. Add your assessment method.

Meeting was adjourned at 2:15 p.m.