



EL CAMINO COLLEGE
Division Council Meeting

Minutes

Thursday, March 26, 2015, 1:00 p.m.

Present (Names in Italics indicate those who were absent):

Vera Ashley-Bruce	Hiram Hironaka	Valenica Rayford
Michael Anderson	Harold Hofmann	Daniel Richardson
Ryan Carey	<i>Kevin Huben</i>	<i>Stephanie Rodriguez</i>
Eric Carlson	Jonelle Jones-Morrison	<i>John Ruggirello</i>
Steve Cocca	Raymond Lewis	Jack Selph
Bob Diaz	Lee Macpherson	Daniel Shrader
Ross Durand	<i>William Melendez</i>	Michael Stallings
Robin Elton-Collett	<i>Timothy Muckey</i>	Harry Stockwell
<i>Patricia Fairchild</i>	<i>Vivian Nemie</i>	Sue Ellen Warren
Mark Fields	<i>Renee Newell</i>	Amanda Webb
Patricia Gebert	<i>Michael Newton</i>	Merriel Winfree
Douglas Glenn	<i>Lois Peck</i>	

The meeting began promptly at 1:00 p.m. Agenda and notes follow.

- I. **WELCOME:** Daniel Shrader greeted everyone and chaired the meeting. Amanda Webb was introduced. Amanda has accepted a temporary Administrative Assistant II position with the Division.
- II. **DIVISION PRIORITIES:**
 - A. AJ, ARCH, ACRP, ECHT, and FTEC Program Reviews are due 9/11/15. IR Data is available on Portal on the left side under 'areas.'
 - B. CTE 2 Year Review - ARM, ATEC and Fashion will be completing their 2-year CTE review. Any additional budget requests should be included in the 2-year review, as these would become supporting documents for obtaining supplies and materials and source documents for the budget. Vera Ashley-Bruce asked about template updates. Steve Cocca reported that the templates were updated in February. Please use the latest version. Steve added that it was important to reference the industry advisory members and include their credentials in justifications, findings, and recommendations.
 - C. SLOs and PLOs
 - a) Status of Fall 2014 and Spring 2015 Assessments. Jonelle Jones-Morrison distributed outstanding SLOs and PLOs. Fall 2014 SLOs are due by Monday, March

30, 2015. Spring 2015 SLOs are due as soon as possible. SLO/PLO Timelines are due to the division by the next Monday. If timelines are not received by Monday, the Division Office will complete the assignment. Steve Cocca discussed the four year course assessment process. There are three SLO assessments per course. If one assessment is completed each year then the fourth year is reserved for program planning and review. ,

- b) Lee MacPherson asked about the part-time faculty completing assessments. Full-time faculty has primary responsibility for assessments. Full-time faculty can facilitate and coordinate adjunct assessment input. Our primary objective now is to make and adhere to an assessment schedule. The Senate may elect to address adjunct work rules. The assessments are designed to improve programs. It is in our best interest to complete assessment in a timely fashion. If we fail to complete our assessments we could lose our accreditation.
- D. Plan Builder/PRP –A budget table was distributed to each department. PRP is a new system, and not very exact as you are planning for the future. Dr. Arce has requested that faculty prioritize five categories (education, equipment, etc.) so that when there is discussion regarding the budget that can be taken into account.
- a) Jack Selph asked about the hollow chisel mortiser that CTEC had requested. For PRP, it can be difficult to tell where to put things, which is why budget sheets with logical names had been provided to the departments. On the handout there are complete budget descriptions for faculty to prioritize.
 - b) Auto Tech was specifically brought up since their modifications had to do with whole new facilities (which also applies to FTEC and CTEC), and the possibility for a number of things to fit together into an item, instead of just one piece of equipment. Some pieces of equipment are very expensive, while others have a low cost, and it's not very fair.
 - c) PRP is important because it will dictate how we get resources in the future. Regardless of whether PRP continues, we need to be able to work within our own budget system and be able to give the reports needed to get what we want. Doug Glenn said that there was nothing for the CADD department because it doesn't exactly work. If the faculty had completed the training they should be able to access and input the PRP information, but you have to copy and move your own information over from Plan Builder or Tracdat to PRP; nothing was automatically transferred. Merriel Winfree asked if they could input new items at any time, and it was affirmed that that was the case.
 - d) Vera Bruce asked if we were going to continue using PRP. We are doing a one year evaluation, and may or may not continue using PRP in the future.

III. **ADVISORY COMMITTEE MEETING UPDATE:**

- A. Jonelle Jones-Morrison announced that the Advisory Committee Meeting will be held Wednesday, April 22, 2015, Check-In 5:00 p.m. and Dinner at 5:30 p.m. and that the Save the Date flyers were mailed out on Friday, March 13, 2015 for those who had e-mail addresses.
- B. Invitation letters were mailed out to all committee members from each Department Advisory List from last semester on Monday, March 23, 2015. Full-Time/Part-Time Faculty and Classified information was placed in mailboxes.
- C. Amanda Webb distributed a copy of last year's list to each Department facilitator to review and make changes and return. We mailed to last year's lists in order to expedite the changes, but would mail to any additions, and update the list for next year.
- D. Jonelle said that the Buffet Dinner would be a Taco Bar again this year. Mike Stallings inquired about having enough food for everyone, and said that last year they had done it by table, and not every table got enough food. Jonelle said they were estimating based on last year and the RSVPs received. She said that they can't keep up without RSVPs, and that RSVPs are needed at least a week out. Jonelle also said that they weren't going to do it by tables this year, but people would just get in the buffet line as they got there.
- E. Jonelle said that in order to expedite the check-in process, instructors will be responsible for their own sign in sheet and name tags and asked each dept. to come up with their own centerpiece representing their departments.

IV. **ANNOUNCEMENTS:**

- A. Spring 2015 Syllabi were due to Richard Gonzalez at rgonzalez@elcamino.edu on Friday, February 27, 2015. The syllabi have been coming in very slowly, and need to be submitted immediately for accreditation purposes. Steve Cocca brought up that the division department website and the fact outdated information on it. Courses and certifications that are not being offered are still listed as being available.
- B. **Department Meetings:** Jonelle had emailed an updated Department Meeting Schedule yesterday to all full-time faculty. There is a potential rescheduling of Department Meetings, specifically for CTEC and Fashion due to scheduling conflicts (CTEC conflicts with Program Review Meeting).
- C. **Building Repairs:** Richard Gonzalez has been collecting repair requests on a spreadsheet, and all repair requests need to go to Daniel Shrader with a copy to Richard Gonzalez and include the following information: Building (ITEC, CAT, or Fire

Academy), Subject, Problem, etc. Once we have them they are being given to the contractors for negotiation, and the contractors are trying to get as many repairs done as possible. Lee Macpherson asked about getting feedback on these and if faculty could be informed when information was turned into a contractor. Richard has worked out columns for tracking the steps of the process, but there had been an extreme amount of emails and faculty had started engaging with the contractors. Steve Cocca said that he had arranged a drop to be put in by a contractor and it had been done incorrectly, despite explicit instructions. While the situation is not ideal, we are communicating with a lot of people and trying to make it work.

- D. **Grand Opening:** The ITEC/CAT Building Grand Opening is tentatively scheduled for Fall 2015, and Student Participation/Demonstrations are needed, so if anyone has any suggestions or ideas those would be welcome.
 - E. **Career Fair.** The Career and Majors Fair will be held on Tuesday, April 14, 2015 on the Library Lawn from 10:00am – 2:00pm. Valencia Rayford said that she was handling sign-ins for participation, and if there were any accommodations needed to let her know, as facilities were being strict this year. She said that there would be canopies to provide shade.
 - F. **Fashion Show.** The upcoming Fashion Show would be on Friday, May 8, 2015. Vera Ashley-Bruce said that the show would be in the evening at 7:30 p.m. and that she would be sending out a Save the Date to everyone. There is going to be preview night on April 11, 2015, showing one garment that will be in the show.
 - G. **Display Board:** There is a display Board located in Faculty Work Room, and faculty should watch for announcements there regarding what's new with and upcoming events.
- V. **PURCHASE CUT-OFF DATES:** It was requested that all staff get their purchase requests in as early as possible since Lois gets inundated at certain times. Due dates are as follows:
- A. Blanket Purchase Orders Purchases close on April 15, 2015.
 - B. Complete Office Supply Orders are due by May 13, 2015.
 - C. Last Day to Receive Merchandise or Services (June 15, 2015)
 - D. Last Day to Process Invoices to Accounts Payable (June 22, 2015)
- VI. **2015 Presidential Scholars and Academic Achievement Award:** Industry and Technology was allowed to give 4 awards, but only one student qualified for the Presidential Award. There are three students who had submitted their applications, two of which were not graduating, and one who was - Vanessa Hernandez, (Academic Achievement Award - Fashion), Brian Demeules (Academic Achievement Award – Automotive Collision Repair/Painting Dept.) and Rodolfo Urioste (Presidential Scholar – Architecture Dept.), and

all awards would be presented at the Academic Achievement Award Ceremony on Wednesday, April 15th in the East Dining Room Vera Ashley-Bruce asked if the cost for entry was \$5.00, and what time the ceremony would be held. There is no cover charge, light refreshments will be served, and it is requested that you wear academic attire if you plan on attending.

- VII. **MISSING EQUIPMENT:** Steve Cocca asked when we would be getting paper towel dispensers and trash cans. The dispensers and trash cans had been discussed with Rob Brobst, who had agreed to provide the trash cans in order to have them all be consistent and use the same size bag. Harry Stockwell asked about the list of equipment that was supposed to have been supplied, such as engine stands that hadn't been yet. Part of the issue is that a lot of the paperwork hadn't been kept and if the paperwork didn't say "new equipment" it may not be included. Some old pieces were brought over and reinstalled and that's causing some problems. A lot of this equipment is expensive, and the programs need to prioritize and aggregate needed equipment.
- VIII. **STUDENT AMBASSADORS:** On Thursday, April 2, 2015 from 9-11:30 a.m. three student ambassadors will be taking Torrance High School District Students around to our labs and classrooms on a tour. This is the first time using the ambassadors, and we need to bolster the programs so that classes are full. The faculty members were asked to take two minutes to say a short blurb about the class, why it's exciting and encouraging potential students to consider our programs. Ray Lewis said that his class would be working on criminal procedures in the library with the evidence, and that it might be interesting for the tour to see that. The ambassadors have two hours to cover all of the classes, and they may not have time to make it there. Hiram Hironaka asked how many students they should expect and said they may need safety glasses. There will be about thirty, so ten per ambassador.
- IX. **AVAILABLE MATERIALS:** Steve Cocca said that there was a workbench available, and that it was currently being kept in Vera Ashley-Bruce's classroom. He said it was about 30" x 30" x 78", and that if anyone wanted it, Vera will arrange to give it to you.
- X. **DISPLAY CASES & CABINET KEYS:** The display cases have no electrical hookups, making setting up particular displays difficult and batteries would die and need to be replaced frequently. There is a possibility of getting the cases wired for electricity. Lee Macpherson suggested an extension cord. Autotech said they are still missing keys to cabinets that lock. Steve Cocca said that he had no keys for the hazardous chemical cabinets, but the locksmith was supposed to order them.

Daniel Shrader was willing to stay after the meeting to answer any questions or help prioritize items, and asked that if anyone had requested equipment they no longer needed to let him know so that we can get other things. The meeting adjourned at approximately 1:50 p.m.