



**DIVISION OF INDUSTRY & TECHNOLOGY
DIVISION COUNCIL MEETING**

**Location: Industry & Technology Conference Room, TA-102
September 20, 2012**

I. Call to Order

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

II. Attendance (by sign-in)

▪ **Administrators**

Present: Daniel Shrader, Associate Dean

Not Present: Dr. Stephanie Rodriguez, Dean

▪ **Faculty**

Present: Bob Beaudoin, Vera Bruce-Ashley, Vic Cafarchia, Eric Carlson, Steve Cocca, Pati Fairchild, Mark Fields, Doug Glenn, Hiram Hironaka, Ed Hofmann, Kevin Huben, Ray Lewis, Lee MacPherson, Bill Melendez, Vivian Nemie, Renee Newell, Dan Richardson, John Ruggirello, Jack Selph, Daniel Shrader, Mike Stallings, Harry Stockwell, Merriel Winfree

Not Present: Ross Durand (excused), Patty Gebert (excused), Rick Hughes, Doug Marston (excused)

▪ **Counselors**

Present: Valencia Rayford, Mary Beth Barrios

▪ **Staff**

Present: Mike Newton, Lois Peck, Isabelle Peña (Recorder)

▪ **Other**

Present: Victoria Martinez-Weitzel (Coordinator, Women In Technology)

III. Introductions

- Since the division has one new full-time faculty member and a couple of new people attending this meeting, Daniel asked attendees to introduce themselves.

IV. Counseling Items

- A. Counselor Valencia Rayford announced that multiple degrees would be noted on students' transcripts. In the past, a student could get one AA and one AS degree; now, a student can get more than one AS or AA degree. Separate degrees will not be listed on the diploma, but it will be noted on their transcripts. Ms. Rayford distributed flyers should faculty need to contact her regarding doing a class presentation on this topic for their students.
- B. Pati Fairchild asked if administration is going to increase the counselors' hours now that the courses are going to be renumbered due to non-repeatability. Ms. Rayford did not think so because the college just reduced counselors' hours.
- C. Valencia distributed flyers providing drop-in hours and information regarding the upcoming Career & Majors Fair.

V. Career & Majors Fair

- Victoria Martinez talked about the upcoming Career & Majors Fair to be held at the Library Lawn on Wednesday, October 24, 2012 from 10 a.m. to 2 p.m. She is helping coordinate with Daniel. Ms. Martinez inquired how many instructors have reserved their table. The following departments/instructors have reserved a table for the fair: Auto Collision Repair/Painting (Pati Fairchild), Architecture (Mike Stallings), Fashion (Vera Bruce-Ashley), and Administration of Justice (Mark Fields). Victoria suggested that each department provide some sort of hands-on demonstration

similar to what has been done in the past. We would like to have as many departments represented as possible. Should other departments/instructors want to man a table at the fair, please contact Victoria directly at extension 7781 or e-mail her at vmartinez@elcamino.edu.

VI. Division Updates (Daniel Shrader)

A. Staffing:

- The latest President's Newsletter introduced new full-time faculty. Mark Fields in Administration of Justice. The next President's Newsletter will introduce 24 new classified staff members.
- Job announcements will be posted online on El Camino's iGreentree website around the end of September/beginning of October for the following part-time faculty positions:
 - Administration of Justice (TSA Program)
 - Welding
 - Auto Tech
 - Air Conditioning and Refrigeration

Isabelle Peña requested that faculty revise/edit and update the faculty job announcements. She distributed hardcopies of old job announcements to Ray Lewis, Renee Newell, Hiram Hironaka, Harry Stockwell, Bob Beaudoin, and Vic Cafarchia for them to update as soon as possible. Daniel Shrader asked faculty to be on the lookout for potential candidates for these positions and asked them to spread the news to anyone they know working in those respective fields who may be interested in applying for these faculty positions.

B. Petition – Credit By Exam

In the last three weeks or so, the division office has received many Credit By Exam petitions. The process is unclear.

Steve Cocca, Vic Cafarchia, Lee MacPherson, and Pati Fairchild all voiced concerns and shared instances of the process. The criteria for credit by exam can be found on page 13 of the ECC catalog. It is our responsibility to determine if the experiences that the student gained outside the college curriculum meet the requirements of the course being petitioned. We would like to attain a document from a third party that substantiates the student's outside experience. This procedure would improve and support the evaluation process.

Dan Shrader asked Steve Cocca, Vic Cafarchia, Lee MacPherson, and Pati Fairchild to participate in developing the division's procedures for this process, along with any others who may want to participate.

C. Plan Builder Review Workshops

Tuesday, Sept. 18th and Wednesday, Sept. 26th in the Faculty & Staff Training Room in the west basement of the Library. These workshops are for all Plan Leaders.

Please refer to Donna Manno's e-mail dated September 7, 2012 for a general outline. (Handout distributed.)

Plan Development Cycle

1. September – October: Each department reviews, updates, and inputs program review prioritized recommendations into their Program plan for the next fiscal year.
2. November - December: Divisions review and prioritize program goals and objectives and enter or roll-over the information into the upcoming division Unit plan.
3. January – February: Vice Presidents meet with division managers to review and prioritize Unit plan goals and objectives to create a prioritized Area plan.
4. March - April: Vice Presidents present a list of prioritized goals and objectives for the college to PBC for discussion and funding endorsement.

5. May: PBC submits a list of endorsed funding requests to the President for consideration.

D. Choice cards from Library

- The division received cards from Ed Martinez. He is requesting faculty and division input on library book purchases and holdings by September.
- Mark Fields volunteered for this task.
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E. Instructional Fees

- Printing
- Gloves, safety equipment
- Software other than textbooks

In the past, we tried to make things easier for the student by charging a flat lab fee and providing for student needs.

Title 5 changes no longer permits charging unspecified fees to students. Until these new rules are clarified we will not charge any unspecified lab fees at all. Any fees or cost must be specified in the syllabus, schedule, and catalog.

Steve Cocca asked if faculty will have to go through a formal change in our curriculum. Vivian Nemie stated that they do not have to go through a formal curriculum change.

G. Recognizing our accomplishments

Daniel Shrader recognized faculty for all they have done and thanked them for all that they have accomplished in the last year, which included:

- SLOs
- Program Plans
- Course Development
- Audits
- Accreditation

VII. Equipment (Steve Cocca)

- Three (3) thermal imaging cameras were purchased, which will be available for check-out. Steve Cocca wanted to thank John Weitzel—he was instrumental in getting these cameras (~\$3,000 each). Cameras will be stored in the Electronics tool room. Steve Cocca went over check-out process for cameras.

VI. Faculty Reps

A. Curriculum

- Vivian Nemie talked about Curriculum review updates, Division Curriculum and course repeatability. Repeatability is the elimination of courses designated with “abcd.” Similar courses should be placed into a family of courses each with a unique and separate outline and outcome.

B. Student Learning Outcomes

- Pati Fairchild talked about SLO updates. CurricuNet is back up for now.
- New deadline for SLOs from Spring 2012 is October 5, 2012 (if Curricunet stays healthy).

C. Academic Senate

- Merriel Winfree missed the meeting this past Tuesday (9/18/2012). Ed Hofmann attended the meeting and talked about the topic of course repeatability being the big item discussed at the meeting. Ed Hofmann voiced his disagreement with the changes being made regarding repeatability because students need repeatability for practice and skill development.

VII. Administrative Items/Division Office (Isabelle Peña)

A. Receipts for Conferences and/or Reimbursables

Isabelle Peña asked the attendees to submit their conference and/or reimbursable receipts **WITHIN 1 TO 2 WEEKS** of the end of the conference or event. We need to make sure that the instructors get reimbursed within the semester in which they incurred the expense(s).

B. Faculty Evaluations

There are several full-time and part-time faculty evaluations that need to be done this semester. Due to the large number of evaluatees this semester, every full-time instructor will be evaluating AT LEAST ONE faculty member. Please look for a memo in your mailboxes next week regarding the evaluation schedule for this semester which instructor you will be evaluating. If there is a conflict in any way, please let Isabelle or Jonelle know **AS SOON AS POSSIBLE**, so they can make the necessary adjustments.

C. Department meetings with Dean & Assoc. Dean

Faculty will be receiving e-mails in the next 2 weeks regarding scheduling department meetings for this semester. If you have a preference of date and time, e-mail Isabelle or talk to her after DC meeting. Part-time instructors are encouraged to attend the departmental meetings.

D. CMTC Surveys

Please watch for it in your mailboxes in the next couple of weeks and make sure your students **COMPLETE AND RETURN** this short survey. The dean stressed the importance of getting these surveys back from the students so that we can get additional funding for the division. This only applies to certain departments.

VIII. New Business

- There were no new business items added.

Meeting was adjourned at 2:05 p.m.