



**DIVISION OF INDUSTRY & TECHNOLOGY
DIVISION COUNCIL MEETING
Technical Arts Building, Division Conference Room TA 102C
Thursday, October 17, 2013 - 1:00 p.m.**

I. Call to Order

Dr. Stephanie Rodriguez, Dean, called the meeting to order at 1:00 pm..

In Attendance

Dean Dr. Stephanie Rodriguez; Associate Dean Daniel Shrader.

Full-Time Faculty: Robert Beaudoin, Victor Cafarchia, Eric Carlson, Steve Cocca, Ross Durand, Pati Fairchild, Mark Field, Patricia Gebert, Doug Glenn, Hiram Hironaka, Ed Hofmann, Lee MacPherson, William Melendez, Tim Muckey, Daniel Richardson, Jack Selph, Mike Stallings, Merriel Winfree.

Part-Time Faculty: Bob Diaz, Sue Ellen Warren.

Staff: Denise Spurlock (Recorder).

Absent: Vera Bruce-Ashley, Kevin Huben, Rick Hughes, Ray Lewis, Doug Marston, Vivian Nemie, Renee Newell, John Ruggirello, Harry Stockwell.

II. Special Presentation – Library Resources

Moon Ichinaga presented a short program highlighting the electronic resources available to faculty and students through the ECC library. Approximately 12,000 e-books are available. She will send a copy of the subscription list to all faculty, both full-time and adjunct.

III. SLO Update

- A. Alignment Grids and PLO/SLO Statements: Pati Fairchild reported that all PLO statements were completed and submitted on time. The next task is to submit three (3) SLO statements per course. These are due by November 8 and should be submitted to Pati. The SLO Statement Quality Checklist was distributed and reviewed; the most difficult item to achieve is the approval by faculty at both the Torrance and Compton campuses.
- B. SLO Assessments: A list of required SLO assessments for Fall 2013 was distributed; assessments should be submitted as soon as feasible, but not later than 10 days after the end of class.
- C. SLO Assistance and Training Dates: A schedule of dates on which Sue Ellen Warren, SLO co-facilitator, will be available to provide consultation and feedback was distributed.

IV. Program Plans

Associate Dean Shrader requested that all faculty update their plans in Plan Builder by November 1. In addition, faculty should rollover program plans into 2014-2015, review the objectives for needed additions and deletions, and write new objectives as needed.

IV. Curriculum Updates

Pati Gebert reported for Vivian Nemie. Members of the Division Curriculum Committee were asked to vote on proposals on CurricuNet so that the proposals can move forward in the process. The division is on target for course reviews and approximately 34 will be completed by November.

V. Selection of Faculty Representative for Faculty Position Identification Process Committee

Dean Rodriguez explained the responsibilities and time commitment for the division's faculty representative for the Faculty Position Identification Process Committee and asked for volunteers to serve. Two faculty members volunteered (Hironaka and Muckey). Hiram Hironaka was selected to serve on the committee.

VI. Restructuring Department Meetings

Dean Rodriguez discussed the need for more frequent (monthly) department meetings. There was discussion regarding formation of focus sectors, in which two or more departments with common goals and interests might meet together. The focus sectors suggested were:

Auto Technology/Auto Collision Repair and Painting/Welding
Administration of Justice/Fire and Emergency Technology/TSA
Fashion/Cosmetology/Nutrition and Foods
Construction Technology/Air Conditioning and Refrigeration/Architecture
Computer Aided Design and Drafting/Engineering Tech

VII. Other Business

- A. Career and Majors Fair: A Career and Majors Fair is scheduled on October 29 from 10 a.m. to 2 p.m.
- B. Pictures of Faculty/Staff: It was suggested that pictures of faculty and staff might be posted; it is a good way for new faculty members to get to know people.
- C. Final Grades for Fall 2013: The deadline for submission of Fall 2013 grades is December 20; SLO assessments are due on the same day.
- D. Schedule Development – Summer 2014: The review of the first draft is due on October 17. Proposals for additional sections are due October 25.

The meeting was adjourned at 2:06 p.m.