



**El Camino College
Behavioral & Social Sciences
Division Meeting Minutes
August 20, 2015**

Present: S. Allen, E. Antoine, F. Baker, J. Baranski, D. Black, M. Braun, E. Cannon, T. Carter, Y. Chu, M. Cortez, K. Daniel-DiGregorio, M. Din, S. Dowden, R. Firestone, M. Fujiwara, R. Galbavy, R. Garcia, C. Gold, X. Herrera, H. Herrera Thomas, A. Himself, L. Houske, J. Jefferis, B. Knapp, F. Leon, W. Lozano, A. Mannen, R. Mascolo, M. Moen, E. Munoz, K. Nguyen, A. Perlstein, E. Rader, E. Shadish, A. Simon, J. Soden, W. Stancil, K. Striepe, J. Suarez, D. Walker, M. Waters, L. Widman, B. Wilson, K. Wosick, M. Wynne, J. Young

Absent: J. Farias (excused), B. Gibson (excused), M. Inouye (excused), J. Montgomery (excused), R. Otero (excused), A. Verge (excused)

WELCOME/NEW FACULTY INTRODUCTION/SERVICE AWARDS

G. Miranda welcomed faculty returning for the fall semester and introduced new FT faculty members: Hong Herrera Thomas and John Baranski, History and Melissa Fujiwara and Kassia Wosick, Sociology. G. Miranda also announced that Cynthia Cervantes, Childhood Education, will begin in spring 2016. Adjuncts in attendance were also introduced. Two faculty members will be on sabbatical this year, Stacey Allen in fall and Marianne Waters in spring 2016.

G. Miranda thanked those who served on PT hiring committees which resulted in the hiring of nine new adjunct instructors; two each for CDEV and ECON, three for POLI and one each for PSYC and SOCI. Service year recognition awards were announced: Emily Rader and Jennifer Montgomery for 15 years, Julio Farias, Christina Gold, Amy Himself, Laurie Houske, Eduardo Munoz, Rodolfo Otero, and Marianne Waters for ten years.

ANNOUNCEMENTS

- **Fall Enrollment Update**

G. Miranda reported that the division enrollments were at 96%. Four classes were cancelled due to low enrollment with some elective courses having soft enrollment trends. Rotation of elective courses will be discussed at department meetings in order to ensure stronger future enrollments. Online instructors were encouraged to refer students to CEC courses which are experiencing soft enrollments.

- **Faculty Absence Reporting**

The dean announced that a computerized absence report for faculty has been developed to comply with the faculty contract.

Flex Reporting Obligations

G. Miranda and K. Daniel-DiGregorio gave an update on flex reporting obligation changes. Changes mostly affect independent project requests. List of matrix is available through the Professional Development Learning Department. Any questions can be submitted to the dean or Kristie.

- **Distance Ed Issues**

Currently Etudes is used for online courses. The dean emphasized the need to contact the Distance Education office if anyone teaching online was interested in using links to Canvas in their courses. The college cannot support Canvas at this time and all platforms must be accessed through Etudes. The state is piloting Canvas but no decision to adopt it as the course management system for the college has been made.

- **Lot C Closure Impact**

G. Miranda reported parking will be impacted the first few weeks of the semester due to the closure of Lot C. Demolition and construction will take two years on the north side of campus. To accommodate staff and faculty who will be impacted by the closure on the north side of campus, two student parking areas on the south end have been changed to staff only.

- **ARTB Projection Rooms**

ARTB third-floor projection rooms need to be cleaned and dated material(s) discarded. The dean requested that faculty clean out any unnecessary items stored in these rooms. One office used as storage space by the Anthropology museum has been cleared and now available to store supplies for ANTH 1 classes.

- **Title IX Training**

Managers and supervisors completed mandatory Title IX training last month on sexual and gender-based misconduct reporting obligations. Faculty and staff will also be required to receive this training soon. The packets for today's meeting include information on Title IX reporting obligations.

- **English 1A Consistency Project**

Debra Breckheimer, new coordinator for the English 1A Consistency Project is seeking faculty volunteers interested in participating and providing input on writing assignment expectations for various division classes. The goal is to provide service to non-English areas where writing is a critical component of various classes. Volunteers interested in participating included E. Antoine, J. Baranski, E. Cannon, S. Dowden, R. Firestone, H. Herrera Thomas, A. Himsel, A. Perlstein, K. Striepe, and J. Suarez were interested in assisting. Names will be forwarded to D. Breckheimer who will coordinate meetings this semester.

- **Planning/Program Review**

G. Miranda announced that TracDat has been updated the training sessions are being planned. Annual program planning will be initiated early in the semester in order to prioritize recommendations that the Division Council reviews. Departments are asked to make certain that budget items for staffing/new hires, supplies or equipment are included in program plans. Any recommendations from program review should also be included in the annual planning process.

Program reviews currently scheduled for review this semester are Childhood Education, History/American Studies/Ethnic Studies, and Pilosophy. Anthropology, Human Development, Political Science and Sociology are scheduled to begin their self-studies in spring 2016.

CURRICULUM

Course review is on schedule to meet our required curriculum timelines. Plans for renumbering Human Development courses to three-digits are awaiting DCC review and approval. Anthropology, Political Science and Psychology are the remaining departments in need of renumbering their courses. PSYC has a renumbered list and L. Houske reported that POLI has a renumbering plan as well. American Studies, Ethnic Studies, and Women's Studies programs will also need to be renumbered. Required updates to local associate degrees were recently prepared on worksheets by Beverly and the dean. Department faculty need to review them prior to DCC approval.

SLO UPDATES/NEW TRACDAT PROGRAM

E. Munoz thanked everyone for their hard work in conducting assessments last spring 2015. Eight-five percent of SLOs were assessed and entered into TracDat. The remaining fifteen percent still need to be completed. Sixty-six percent of PLOs were completed in spring with a remaining 34% still in need of completion. The due date for completion is September 11th. E. Munoz recommended attending one of the training sessions this fall. The division SLO committee will meet three times this semester. W. Lozano gave a demonstration of the new TracDat system.

ACADEMIC SENATE

L. Widman reported the senate meets the first and third Tuesday each month. Claudia Striepe and Chris Jefferies are co-presidents and expect a heavy workload this year. M. Wynne, C. Gold, D. Walker, K. Daniel-DiGregorio and L. Widman will serve as the division's representatives.

ECCFT

A. Simon reported that the union office moved to COMM 108. Any questions or concerns can be addressed to her or E. Antoine. A union designated bulletin board is in the mailroom. Upcoming negotiations will address evaluation procedures, working conditions, hours and pay. L. Widman reported upcoming November election will be selecting three new board of trustee members for the district.

DEPARTMENT REPORTS

- Anthropology: A. Mannen reported plans for a Careers in Anthropology and Dia De los Muertos workshop. This past year's division Presidential Scholar is an Anthropology major.
- Childhood Education: J. Young reported that the department received an in-house grant of \$38,000 from CTEA for programmatic support as well as \$100,000 from Los Angeles Universal Preschool to pay for a permit specialist. M. Moen will be doing individual workshops this semester in lieu of the annual fall conference. This semester they are reviewing 14 courses and 9 SLOs.
- Economics: no report
- History: C. Gold welcomed two new FT colleagues to the department. F. Baker reported the History Club is active and has plans to show appreciation to veterans this semester. The club's book sale was a big success. D. Walker, M. Wynne, and E. Cannon are members of the planning committee for next year's Black History Month. X. Herrera will also begin program plans for the spring Chicano Culture Celebration. E. Rader plans to organize a few events in lieu of the Pow Wow.

- Human Development: K. Daniel-DiGregorio reported that their recent mini retreat went well. Y. Chun, J. Soden and Kristie are leading professional development sessions today. Anna Brochet was featured in the LA Times article about El Camino. J. Soden reported they are looking to link HDEV classes with HIST, PSYC, and WSTU in the future.
- Philosophy: R. Firestone reported the club will continue to meet every Thursday at 1pm for discussions on a variety of topics.
- Political Science: L. Houske reported that the department is planning on having the League of Women's Voters presentation and film this semester.
- Psychology: K. Nguyen has agreed to assist A. Himsel as co-advisor of the Psychology Club. R. Mascolo and K. Nguyen are planning their annual symposium. A guest lecture and former student lecture will be scheduled later this term.
- Sociology: S. Allen will be on sabbatical this semester. The faculty is excited to have two new FT members join their department. The Sociology Club plans to remain active.

The division meeting adjourned at 11:50 a.m.

cc: T. Fallo
J. Shankweiler (electronic version)
CEC: B. Perez, R. Murray
Division Counselors: C. Kroll, B. Mims
Division Faculty