



**El Camino College
Behavioral & Social Sciences
Division Meeting Minutes
August 22, 2013**

Present: S. Allen, E. Antoine, F. Baker, S. Baxter, D. Black, M. Braun, M. Brown, I. Bunting, E. Cannon, T. Carter, M. Cortez, K. Daniel-DiGregorio, T. DeHardt, M. Din, S. Dowden, Jerome Evans, J. Farias, R. Firestone, P. Flor, R. Galbavy, E. Galvan, B. Gibson, C. Gold, X. Herrera, A. Himsel, L. Houske, M. Inouye, B. Knapp, A. LaCoe, F. Leon, W. Lozano, C. Lyles, A. Mannen, R. Mascolo, D. McPatchell, M. Moen, J. Montgomery, B. Moore, E. Munoz, K. Nguyen, R. Otero, H. Pham, K. Radcliffe, E. Rader, E. Shadish, A. Simon, J. Soden, J. Suarez, J. Tucker, A. Verge, D. Walker, P. West, L. Widman, M. Wynne, J. Young
Absent: E. Antoine (excused), M. Waters (excused)

WELCOME

- Faculty were welcomed back for the fall semester. Three new FT faculty members were introduced: Felipe Leon for Philosophy, Renee Galbavy for Psychology, and Xocoyotzin Herrera for History/Ethnic Studies. Recognition for service years was announced. Ellen Antoine was acknowledged for 25 years, Blair Gibson and Florence Baker for 15 years, and Michelle Moen and Randy Firestone for five years. No service awards were distributed.

ANNOUNCEMENTS

- **Fall Enrollment**

G. Miranda reported that the division was at 100% capacity, including 36 new classes which were added after the schedule was printed. The dean reminded faculty to complete no-shows as well as active enrollment reports.

The dean distributed the college's FTES statistics and the importance of increasing student enrollments this year.

12 new part-time instructors were hired for fall with three for CDEV, two in ESTU/HIST, four in POLI, and one for SOCI. Political Science 7 – Political Theory is being offered for the first time.

- **Spring Semester**

Classes have been added in all departments.

- **Summer 2014**

Next summer the college will offer two six-week back-to-back sessions as well as an eight-week session for online instruction. At this time it is anticipated that sixty-five percent of the courses offered will be in the first six-week session. E. Shadish suggested returning to six-weeks for the DE online sections.

- **Conference Funds/Student Help**

The dean encouraged faculty to consider conference attendance and stated that funds are available to assist with expenses.

Maria will be distributing student help requests for review by the Division Load Committee next week.

- **Equipment Update/Supplies**

Maria has ordered four VCR/DVD combo units as replacements for classroom units that break down since several have already malfunctioned that were originally installed in the remodeled building. Also, Media Services recommends having any VHS tapes that are used consistently to be submitted to them to be converted to DVD format. At some point, we will no longer be able to use VHS tapes. Submit any requests to purchase DVD replacements for VHS if available to Maria.

SLO UPDATE

- E. Munoz reviewed the newly developed campus standards for SLO assessments. He also reported that TracDat has replaced CurricUNET for SLO reporting. Training will be available this fall for SLO Facilitators. Departments are now required to have a minimum of three SLOs and PLOs. The deadline for submitting updated department PLOs and SLOs is November 8th. Alignment grids by department were distributed.

CURRICULUM AND TRANSFER DEGREES

- B. Knapp reported that 11 courses are due this fall to the CCC for review. The division is on task to meet the timeline.
- Dr. Miranda announced the AA-T's for Anthropology and Philosophy will be reviewed this semester for submission to the CCC. History, Psychology, and Sociology have been approved by the Chancellor's office while Childhood Education, Elementary Teaching, and Political Science have been submitted to Sacramento for approval.

COMMITTEE ASSIGNMENTS

- The dean announced that since Elizabeth Shadish will be on sabbatical in the fall semester, the department will need a replacement to serve on the Division Curriculum Committee as well as Division Council. Jennifer Montgomery will be serving as the Interim Director of the Child Development Center this academic year. A department representative will be needed on Division Council while she is on leave from instruction.

PROGRAM REVIEW

- The dean reminded faculty that drafts of program review for Economics, Human Development and Psychology are due September 13th. No exceptions can be made. She encouraged department colleagues to assist A. Simon in completing the Psychology one. T. Carter and M. Inouye indicated that have a draft that they are currently in the process of completing. K. Daniel DiGregorio and J. Soden are editing their draft for final submission.

ACADEMIC SENATE

- C. Gold announced that there are two new VPs – Kristie Daniel-DiGregorio as the Co-VP of Faculty Development and Alice Martinez as the VP of Educational Policies. The Senate will be focusing on SLOs and Assessments, meeting repeatability requirements, and accreditation. Also, they will be working with the deans to finalize the Program Discontinuance Policy. The first meeting is scheduled for September 3, 12:30-2:00pm in the Alondra Room.

ECCFT

- J. Farias reported contract negotiations will begin sometime this semester.

DEPARTMENT REPORTS

- Anthropology: President Fallo visited the museum during summer and was very complimentary of the current exhibit. B. Gibson announced that the present exhibit will be taken down at the end of September.
- Childhood Education: G. Miranda announced that Jennifer Montgomery will be taking a leave from teaching to serve as the Interim Director of the Child Development Center this academic year.
- History: F. Baker updated faculty on the South-East Asia Schools Project, the Library Book grant, and purchase of books. M. Brown stated she plans to have an African American and Pop Culture library exhibit this semester.
- Philosophy: R. Firestone will assume responsibility for SLOs while E. Shadish is on sabbatical.
- Political Science: L. Widman reported that local elections are coming up this semester. He specifically noted that there will be elections for two ECC Board of Trustee positions for representations for Hawthorne and South Torrance. Also, he indicated that volunteering for local political campaigns is an excellent service learning opportunity for students.
- Psychology: M. Braun reported that the department will be hosting lectures in September and October.

Compton Center faculty joined the division meeting during the second hour. The dean discussed the importance of collaboration between the two locations particularly in respect to SLO assessments and Curriculum review.

ECC and CEC faculty were dismissed to meet with their respective department colleagues for the remainder of the morning.

Division meeting adjourned at 11:15 a.m.

cc: T. Fallo
F. Arce (electronic version)
CEC: B. Perez
Division Counselor: Y. Cooper
Division Faculty/CEC Faculty