



EL CAMINO COLLEGE

Division of Business

MINUTES

Division Council Meeting
November 8, 2016

Present: Rapp, Virginia
Lau, Philip
Perkins, Richard
Escalante Troesh, Joshua

Absent: Botello, Michael (AC)

ASO Reps: Karim, Aaisha

Recorder: Lavonné Plum

The meeting began at 1:00 p.m.

DEPARTMENT PLANS

Faculty were reminded that responsible department needs to be entered into TracDat. It was added that it needs to be completed so the Unit plan can be compiled from department plans. It was reiterated that equipment, software, and anything the department needs must be part of the plan. The earlier the better so the information can be compiled to complete the Unit Plan. It was added that any equipment software, faculty needs or curriculum should be part of the plans.

Especially where money is going to be needed.

The division recently was funded or Advisory meetings approximately 200 -300 per department. The funds should be used for events like those held by CIS , Acct, and Management.

J. Troesh added that the recent event had about 70 students turn out. It was quite an eclectic session of questions due to the attendees being from business students and Accounting students.

There was a discussion regarding how to get students to come one and see what opportunities may be available. It is a great opportunity for students to do more to help interest if funds are available. It was added that the High schools are a source to be used. The goal is to create a pathway of classes.

It was explained that 1.5 million would be awarded to create pathways from the high schools to community college. Programs. Cush as CISCO and retail management were discussed. This led to a discussion regarding outreach and R. Driezler who is the outreach liaison. The faculty were informed they would be contacted when outreach opportunities present themselves. As discussions continued it was stated that students need to be convinced of higher education earlier. Also discussed was the decline in enrollment since more high school students are going straight to the four-year universities.

One selling point was that while attending community college students can work a job. Also discussed was that there is not much guidance at the high school level.

There were discussions of how millennials are more likely to become entrepreneurs rather than work for someone else. It was added that a major appeal is that they can work from home. It was asked how to show them that any class is not a waste of time. Any class can prepare a student for something.

As discussions closed it was added that the community college is in an unfair position the help and training as well as prepare students for transfer.

BUDGETING AND PLANNING

It was announced that budget ties directly into planning and the department plans. It was suggested that the plan is an ideal place to begin the planning for creating the career pathway.

It was added that currently most of the outreach is aimed at eleventh and twelfth graders and maybe something can be done to attract the ninth and tenth graders.

SLOs

Faculty were informed that SLOs are on-going. Sometimes the division is okay but currently it looks like we're behind. SLO assessments need to be submitted before the end of the semester. Now is the time to give the test assessment tools to begin the process.

SHELTER IN PLACE EXERCISE

Faculty were asked to inform students what would be happening. Lock the doors. In a real situation all furniture would be pushed against the doors. Faculty were reminded to take the drill seriously. Announcements would be made via the phone system to begin the exercise. It was added that in a real situation the idea is to buy time for the appropriate people to address the situation.

There was a brief discussion regarding the hammers used to break car windows and if they would work on the windows on campus. Also discussed was what should faculty do if they are in their office in the event of a situation. One suggestion was to get on top of the desk as it would look like no one was in the office. It was added that if you are out of a room move in a zig zag fashion as a moving target is safer.

OTHER BUSINESS

Faculty hiring forms were discussed. It was stated that three positions had been requested for Accounting; one for Law, and one for Management. Voting would take place on Tuesday.

The council discussed faculty salary placement, industry pay vs. teaching salary as well as hiring committees.

The ASO student representative as for faculty support by distributing a survey to their students to assist in coordinating an internship fair.

It was announced that the campus would transition to CANVAS in the Winter session.

Faculty were thanked for their attendance to the ITT Tech event.

The meeting adjourned at 1:47 p.m.