



# EL CAMINO COLLEGE

## Division of Business

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### **MINUTES**

#### **Division Council Meeting**

**March 26, 2013**

**Present:** Rapp, Virginia – Chair  
Barton, Richard  
Botello, Michael  
Hadley, Ollie  
Pahl, David  
Ross, Dovard  
Ng, Kelly  
Carvalho, Chester

**Absent:** Grogan, Donna

**Recorder:** Lavonné Plum

The meeting was called to order at 1:00 p.m. Chester, the Business Senator, was thanked for his assistance regarding the building's grand opening. He also assisted with the tour that was given to Ms. Nobel. Ms. Nobel donated \$2 million to employ an Endowed Chair for the Business Division. During the tour Ms. Nobel stated that she was impressed with the quality of students and the building.

The Endowed Chair was briefly discussed and how the position would be filled. It was stated that the endowed chair would possibly perform outreach with the community and local businesses on behalf of the Business Division.

### **STUDENT LEARNING OUTCOMES**

Discussions began with the announcement that the due date for the spring semester had been changed to May 3 and that a discussion of SLOs will be a part of all meetings.

It was explained that the initial report to the ACCJC was that ECC had completed 55% of course assessments. Thereafter the college put back on warning. Afterward division offices were asked to verify the number of assessments completed. The Division offices were able to document a completion rate closer to 88%. The Business Division was able to find documentation of completed assessments in binders and the division's SLO drive.

There was a discussion of the new due date and what to do if the data used to assess a course comes from end of course information. It was stated that faculty would need to justify any request to delay assessment to the end of the semester. A reason given for changing the date was that the college wanted the faculty to submit the information as early as possible before they left for the summer so that the information could be compiled in time for the next ACCJC visit. It was added that every SLO for every course needs to be assessed. It was asked what the downfall would be if it was not done. It was explained that the college is already on warning. The next step is "show cause", which is one step from losing accreditation. It was also added that San Francisco who just lost its accreditation did not go through the show cause step.

It was asked if completion is realistic. The response was yes, for the Business Division. The division is in a better place than some other divisions. It was added that at this time the ACCJC feels the college should be on the 2<sup>nd</sup> or 3<sup>rd</sup> round of assessments so that faculty who had implemented changes as the result of an assessment could compare student performance before and after those changes were made. We are not yet at sustainability.

It was stated that the process is going back to paper and pencil and everything is to be copied to the Division Office to keep records of what is being completed.

It was asked if questions for exams can be given to adjunct faculty to ensure consistency. It was stated that CIS had as many as 10 questions that are to be put on all exams to assist in completing assessments.

As the discussion drew to a close it was added that assessments have to be meaningful; just saying no need for changes is insufficient.

### **FACILITIES REPORT**

Faculty were asked for input about the building. There was an extensive discussion regarding the issues with the elevators and how it has affected disabled students. It was added that due to those issues the college is scheduled to purchase a lift which would assist in getting students in power chairs out of the building if the elevators are not working. Evacu-chairs were also discussed and their short-comings in getting disabled students out of the building.

Utelogy was also discussed as it has had issues. It was clarified that the version of Utelogy installed in this building is new version and the vendor is working to resolve the issues.

Faculty were asked to forward all concerns and/or broken equipment to the Dean as soon as possible to have the contractors fix before they are no longer available.

One problem reported was that in MBA 210 the door from 212 is constantly slamming and disrupting the whole class. Faculty were reminded not to remove the pieces of blue tape on the walls and equipment.

### **PLAN BUILDER REVIEW**

Everyone was thanked for the comments submitted regarding the department plans. Faculty were reminded that any requests for staffing, equipment, or supplies, must be part of the plan to be considered.

It was announced that work on the 2014-2015 plan would be due in November. All faculty should review and think ahead on what may be needed.

### **OTHER BUSINESS**

The Robert Fredericks award given by the Computer Information Systems was discussed.

Also discussed was the need for Advisory Committee meetings and the problems associated with paying for the refreshments for the meetings.

The Business Senators spoke about completing of scholarship applications and that it is more difficult for International students to qualify.

The Business Senators were asked about any upcoming events. They announced they were coordinating a workshop for incoming students to get an understanding of what can be expected as a Business major.

There was a brief discussion about Business 15. It was explained that it had been removed as an option in the General Education requirements but it is still offered because it is a requirement for Business majors and certificates.

The meeting adjourned at 1:55 p.m.