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## EL CAMINO COLLEGE

### Division of Business

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#### MINUTES

#### **Division Council Meeting September 18, 2012**

**Present:** Rapp, Virginia – Chair  
Barton, Richard  
Grogan, Donna  
Hadley, Ollie  
Maler, Norbert  
Pahl, David  
Ross, Dovard  
Ng, Kelly

**Absent:** Botello, Michael  
Akhtar, Bilal

**Recorder:** Lavonné Plum

The meeting was called to order at 1:00 p.m.

#### BUILDING UPDATE

It was announced that there would be a move to the new building during December and January. The building would be open for the Spring 2013 semester. A tour had been scheduled for next week. It was asked what the original move-in date was? The response was, spring 2012. It was explained that the CISCO lab would have to remain in the Communications building until the MCS building remodel and then would be moved to that building. There was also a discussion about the construction going on at Compton on the Learning Resource building.

Faculty were informed that they would receive boxes to be packed for the expected move over the Winter break. The loss of rooms in the MBA building was briefly discussed. It was explained that the division was encouraged to be more efficient in the scheduling of classes.

The council also discussed the removal of the modules from campus. It was asked if the area would be returned to parking, the response was eventually, but probably not before the move. Also discussed were the computers for the new building, computers in faculty offices, and the faculty workrooms.

There was a brief discussion about performance bonds, litigations, and penalties.

#### SLO ASSESSMENT

Faculty were reminded that on Flex Day SLO assessments were mentioned. K. Hull and/or A. Milosevic would be contacting faculty regarding completion of assessments in CurricUNET. It was also explained that the problems with CurricUNET were making it difficult to input SLOs. It was added that the Business Division was behind and the push was because of how it may affect accreditation.

There was then a discussion about the CurricUNET system and how the faculty view it. It was added that Dr. Priest was the contact on the Compton faculty.

### **HEALTH BENEFITS**

Be aware that some of the plans will have additional charges beginning next year. It was discussed that there would be a health fair later in the week where representatives were usually available to answer questions about coverage and changes. It was added that Open Enrollment began September 15 and would end on October 5. Also discussed were the implications of doing nothing.

### **ADDITIONAL INSTRUCTIONAL COSTS**

Discussion began using the Accounting department and its use of Connect in the classes as an example. It was explained that an audit had been completed and students complained that after paying for the class and getting their textbooks there were additional costs they were not initially told about.

It was explained that curriculum would need to be updated to include any additional instructional cost. Also explained were the guidelines about what constitutes instructional materials. Pursuant to the current rules Connect does not qualify as instructional materials. A major deciding factor is that there has to be a tangible lasting value for the student, meaning they have to have access, just like in class, forever.

Licenses and access codes are being reviewed as acceptable instructional costs. The e-books are acceptable because students can print the books and have access to them.

It was asked if a financial calculator could be considered an instructional material. It was stated that the course outline would need to be consulted to see if it is included as necessary for the course.

WestLaw access codes were briefly discussed.

### **CTEA**

Applications would be accepted next March. It was explained that CTEA funds could be used for most programs within the Business Division. It was added that CTEA purchased computers for the Compton Center to upgrade two computer labs.

It was stated that an on-line application is being created that had been delayed due to the need to determine how to obtain the Dean's signature as part of the electronic process. It was explained questions can be directed to Dr. Rapp or Matt Kline.

### **OTHER BUSINESS**

Faculty were thanked for making the Business Division the only division to have 100% completion of the No-Show reports. It was explained that if the students are not dropped the college would be paid for them. When an audit is done, the students that should have been dropped, but are not, would result in penalties and interest on the penalties. It was added that rosters can be cleaned up during active enrollment.

The importance of census date and student attendance were discussed. Faculty were also reminded of the importance of taking roll each class meeting and how that information is used when students submit grade changes. Faculty were encouraged to include an attendance policy in their syllabi and it could be the same as the college's attendance policy. How dropping students affects retention and success rates was briefly discussed.

The new student representative, Kelly, introduced herself and added that the ASO had set up their meetings and she should be able to provide an update at the next meeting.

As the meeting drew to a close faculty and Kelly were reminded that they could contact Lavonné prior to each meeting to submit items to be added to the agenda.

The meeting adjourned at 1:45 p.m.