



EL CAMINO COLLEGE

Division of Business

MINUTES

Division Council Meeting

September 8, 2015

Present: Rapp, Virginia – Chair
Lee, Andre
Maler, Norbert
Troesh, Joshua
Carbonell, Jener

Absent: Pahl, David
Ross, Dovard

Recorder: Lavonné Plum

The meeting was called to order at 1:05 p.m. The meeting began with introductions to the student representative, J. Carbonell. He was given an overview of the purpose of the meeting, and was encouraged to come to the meetings with ideas/concerns of the student regarding scheduling, offering days/times, and announcement of upcoming events.

SPRING 2016 SCHEDULE

Everyone was reminded to review the Spring 2016 schedule and to notify the Dean immediately if there were errors or questions.

DEPARTMENT PLANS

It is time to review the plans. Faculty were asked to discuss choosing someone to input the information into TracDat. It was explained that requests for equipment needs, software and/or supplies should be part of the plan, since that information is what is used to determine/distribute funding.

V. Rapp asked if a printed copy of the plan would be helpful? The council requested printed copies to review with their department colleagues. Plans would be distributed along with due dates. V. Rapp also asked for feedback, that would be included into the Division plan.

It was added that TracDat has been updated and many faculty may need to attend a training session.

BUDGET/PLANNING

V. Rapp announced that budgeting and planning have to be tied together. She reiterated that any request for equipment, software, supplies, or other items have to be part of a plan as well as Program Review.

SLOS

Faculty were asked to be aware of the dates their courses are scheduled on the SLO review timeline to ensure the assessments tools are used to produce the assessment outcomes in a timely manner. Everyone was urged to start early to ensure that deadlines are met.

It was stated that K. Hull and A. Milosevic have been doing an outstanding job as the facilitators.

CURRICULUM

The deadline to submit new curriculum had already passed. It was briefly discussed that no one had been aware of the deadline. As discussions continued it was clarified that new curriculum could be presented but there was a chance that it would not end up in the next college catalog.

It was discussed that curriculum takes longer now since new curriculum and substantial changes to degrees and/or certificates require approval from the Chancellor's Office which can take anywhere from 30 to 90 days. It is important to get curriculum submitted as soon as possible to begin the review process.

TITLE IX TRAINING

The AIMS team and its functions were briefly discussed for the student representative. The faculty were informed that if any situations occur during class they should inform the Dean as soon as possible. There was a discussion about the incidents that had taken place during the first two weeks of the semester.

Faculty were encouraged to complete disciplinary forms for any incident.

SENATE UPDATE

J. Troesh informed the council that Academic Senate had announced there would be various school policies and procedures up for review this semester, both new and revisions.

He also announced that the Study Abroad program would be coming back and faculty are still needed.

OTHER BUSINESS

There was a brief discussion about the Division Load committee. It was explained which faculty were on the committee and that the committee meets to discuss the loads associated with classes.

It was announced that the job description for the Nobel Endowed Chair would be presented to the Board for approval. There was a brief discussion if teaching classes would be part of the responsibilities, what the other duties would the job include, and if there would be an obligation to find funding.

Faculty hiring was discussed and how many new faculty would possibly be hired.

The ITEC building open house was announced, September 17, 4:00 – 7:00 p.m. Tours and demonstrations have been scheduled.

Management's Lunch & Learn event was announced. Seats are still available.

The meeting adjourned at 1:55 p.m.