



EL CAMINO COLLEGE  
Division of Business

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**MINUTES**

Division Meeting  
May 5, 2020

**Attendees:**

Monica Chaban, Yuen Chau, Brizset Giles, Josh Escalante Troesh, Randy Harris, Evan Hess, Kurt Hull, Julie Kim, Koda Kol, Phil Lau, Khai Lu, Adam Margiotta, John Mufich, David Pahl, Richard Perkins, Vi Pham, Sidney Porter, Virginia Rapp, Jay Siddiqui, Melissa Som de Cerff, John Yeressian, Arnold Blanshard, Ahamed Azam, Vince Deluca, Karen Green, Al Hassan, Xavier Miranda, Jesus Rubio, Erik Senko, Paul Waldman

**Recorder:** Dawn Koeller

The meeting began at 1:00 p.m.

Dr. Rapp thanked everyone for their hard work and flexibility with the sudden change from in-person to remote instruction during this semester. She updated the group on the College's current pandemic strategy and the safer-at-home order issued by Governor Newsom.

**Fall 2020 Schedule Changes**

We discussed at length the changes in instruction from in-person to remote for fall 2020. Dr. Rapp outlined the differences between online and remote instruction, synchronous and asynchronous classes and the requirements for distance education. Earlier in the week schedule update surveys were sent to all instructors assigned classes. If you haven't submitted yours, please make sure to get the surveys with your class changes to Dawn tomorrow, May 6<sup>th</sup>. Dr. Rapp will check with Dr. Shankweiler to confirm that synchronous classes will not be *required* to return to campus in the second 8 weeks.

**Remote Instruction**

- SPOCK training and Canvas certification training was discussed.
- The group shared best practices for taking attendance, tips for student engagement and other aspects of our new "normal" with remote and online learning.

The meeting adjourned at 2:00 p.m.