



**Division of Behavioral and Social Sciences
POLITICAL SCIENCE DEPARTMENT
Tuesday, October 5, 2021**

MINUTES

- Members:**
- | | |
|--|---|
| <input checked="" type="checkbox"/> Dean: Chris Gold | <input type="checkbox"/> Austin Gordon |
| <input checked="" type="checkbox"/> Josh Casper | <input checked="" type="checkbox"/> Laurie Houske |
| <input type="checkbox"/> Van Chaney | <input checked="" type="checkbox"/> Christine Jun |
| <input type="checkbox"/> Ellen Coleman | <input type="checkbox"/> Tom Klein |
| <input type="checkbox"/> Angela Cranon-Charles | <input checked="" type="checkbox"/> Eduardo Munoz |
| <input type="checkbox"/> Paul Flor | <input checked="" type="checkbox"/> David Reed |
| <input type="checkbox"/> Joe Georges | <input type="checkbox"/> Karl Striepe |
| <input type="checkbox"/> Steven Gonzales | |

I) Fall Schedule and Enrollment

- Fall 2021 enrollment is light across the college, in BSS, and in Political Science. We are hoping will pick up when we get back to campus and offer classes in a variety of modalities.
- The fall schedule is on slide #3 in the attached PowerPoint.
- Although we ended up with the same number of POLI 1 sections as last year, we had to move several to the second 8 weeks. Also, the fill rates are lower.

II) Winter and Spring Schedule

- The winter and spring schedules for the division are modest because of the decline in enrollment (see PP slide #4).
- Classes for winter and spring are planned in a variety of different modalities – on campus, online, and hybrid.
- We are working to get 70% of classes on campus in spring. The schedule is not finalized, but right now we have 64% of POLI classes on campus or hybrid and 36% online.)

III) The Return to Campus

- Our buildings (SOCS and ARTB) will reopen January 2022 at the latest.
- Social distancing is not required so our classes are scheduled with full caps.
- If the LA County Department of Public Health and/or Occupational Safety and Health Administration (OSHA) requires social distancing again in Winter or Spring, we will transition to online.

- There will be 2 air purifiers per classroom, 1 per office, and in one or more in most common spaces.
- Each classroom will have a touchless hand sanitizing station.
- Masks are required everywhere on campus, including while lecturing.
- You can remove your mask when your alone in your office with the door closed, and in “mask break” spaces. Faculty who are only teaching online or in dual enrollment must also meet the vaccine requirement, even if they don’t have plans to come to campus.
- The Board is requiring vaccinations. Please upload your evidence of vaccination by November 8th. Each faculty member should have received an email with a link that is personalized to them. Once you load up your vaccination, you will get notified daily – you can pick whether its by email or text and the time.
- We are also requesting new technology for some or all of our classrooms. HyFlex will allow faculty to teach in the classroom and on Zoom at the same time, and microphones will help our softer spoken faculty be heard when they lecture with masks on.
- Department faculty will have to see how it goes with teaching before they can say if they will need a microphone. Also, it might be harder to hear students speak with their masks on as well.

IV) Counselor’s Report – Cheryl Kroll

- Please see slide #8 in the attached PowerPoint

V) Faculty Evaluations and Hiring

- Faculty evaluations are resuming as normal. We have a lot to catch up on so that everyone is still evaluated in their regular cycle. It is especially important for adjunct faculty who are working to get on the rehire list and probationary faculty who want to stay on tenure track.
- You should have received an email if you are being evaluated or are scheduled to evaluate someone. The observations and student surveys are scheduled for week 7.
- Department faculty feel comfortable with Reviewsnap and don’t feel like they need another training.
- The Faculty Hiring Prioritization is also going to be underway soon too. This is the process that is used to determine which full-time positions will be hired the following year. Each division puts forth requests and prioritizes them. Then they are all reviewed and prioritized by a college wide committee, and the campus President makes a decision about who to hire.
- So far Childhood Education, Human Development, Psychology, Ethnic Studies, and Sociology will be requesting positions.

VI) Program Review, SLOs, and PLOs

- Program Review for Political Science is next due Fall 2025.
- The following SLOs are due for assessment in Fall 2021:
 - POLI 1 SLO #1 (Eduardo)
 - POLI 2 SLO #3 (Josh)
 - POLI 3 SLO #1 (Laurie)
 - POLI 7 SLO #3 (David)
- No PLOs are due in Fall 2021. The department typically assesses PLOs in Spring.

- Eduardo will email adjunct faculty re: assessment participation.
- The College Assessment of Learning Committee is looking for one major class in each division to volunteer to assess using Canvas. This may be an easier way to conduct assessment, if all instructional faculty teaching the course are using Canvas.

VII) Curriculum and Load

- The following courses are due for review in Fall 2021: POLI 3 and POLI 6. These are already completed since the department typically completes its reviews in the previous semester.
- The “Course Class Size Determination” forms are due to the Division Load Committee by November 7, 2021.
- The department does not plan to request a reduced course cap for its classes.

IX) Announcements

- The division-wide meetings will be held from 1:15-2:15 on Thurs. Oct. 7, Wed. Nov. 3, and Thurs. Dec 2. The Dean also has open office hours on Wednesdays from 1:15-2:15.
- The Political Science Club had its first meeting. They meet on the last Thursday of the month. The next meeting will be on October 28th, and they will be talking about career options. The club’s cabinet is meeting on Monday to plan for future meetings.
- Several of the department members were asked to return a computer they recently picked up to swap it out for another computer. Student computers were issued to some faculty while ITS waited to receive the computers intended for faculty. Some department members may request to pick up the new computer in January when they are back on campus.

Attachment: Meeting PowerPoint

cc: Dr. Sims, VPAA
Department Faculty
MetaMajor Counselors



Political Science

Tuesday, October 5, 2021



Political Science Agenda

Fall Schedule and Enrollment

Winter and Spring Schedule

The Return to Campus

Counselor's Report – Cheryl Kroll

Faculty Evaluations and Hiring

Program Review, SLOs, and PLOs

Curriculum and Load

Announcements

Fall Schedule and Enrollment

- POLI 1- 30 sections (Plus 2 dual enrollment – same as last year)
- POLI 1 H – 1 section
- POLI 2 – 2 sections
- POLI 3 – 1 sections
- POLI 5 – 1 section (FYE)
- POLI 7 – 2 sections
- POLI 10 – 1 sections
- POLI 10H – 1 section

Winter and Spring Schedules

Winter Schedule

- POLI 1 – 8 sections & 1 HTP
- Modality (33% on campus/hybrid and 66% online)

Spring Schedule

- POLI1 - 26 sections & 1 HTP
- POLI 2 – 2 sections
- POLI 5 – 1 section
- POLI 6 – 1 section
- POLI 7 – 2 sections
- POLI 10 – 2 sections & 1 HTP

- Modality (64% on campus/hybrid and 36% online)

The Return to Campus

- Buildings reopen January 2022 – at the latest.
- No social distancing. Full class caps.
 - If the LA County Department of Public Health and/or Occupational Safety and Health Administration (OSHA) requires social distancing again, we will transition to online.
- Air purifiers – 2 per classroom, 1 per office, and in most common spaces.
- Touchless hand sanitizing stations.
- Mask requirement everywhere on campus and while lecturing.
- No mask when alone in office and door closed, and in “mask break” spaces.
- Board requires vaccinations
- New classroom technology – HyFlex and Microphones

In-Room Air Purification Unit Specifications

In-Room Air Purification Unit

JADE Model: SCA5000C



- 3-second motor start delay
- 3-speed selector switch on 006 and 015 models for various air flow ranges
- 10-foot long power cord with strain relief
- Exhaust transition plate to standard 10-inch round (005/006 sizes) or 12-inch oval (015 size) duct included
- Maximum air cleanings per hour = .5
- Galvanized steel, pre-painted cabinet is fully insulated
- SIZING:
 - Average Lecture/Lab is 900 square foot sized bedroom with a 10 ft high ceiling, your room is 9,000 cubic ft. For two air cleanings per hour you will need to move 18,000 cubic feet per hour of air through the filters. Since CADR is measured per minute, you would then divide 18,000 by 60 to get to 300 CADR. Each Lecture/Lab requires two units.

Estimated Costs

Jade Air Purifier SCA5000C	ea	730	\$ 1,997	\$1,457,810
Hepa Filter (Changed twice per year)	ea	1460	\$ 149	\$ 217,540
Charcoal Filter (Changed twice per year)	ea	1460	\$ 79	\$ 115,340
Germicidal UV Light Bulb (Changed Annualy)	ea	365	\$ 46	\$ 16,790
Lecture/Lab/Library	365			
TOTAL				\$1,807,480

Benefits to Staff & Students

- 99.97% efficient, long-life HEPA filter removes particles as small as 0.3 microns
- Standard MERV 7 or higher pre-filter
- Minimum 200 CFM, maximum 1500 CFM
- Meets or exceeds the ASHRAE Standard 170: Ventilation of Health Care Facilities
- HEPA filter rack and sealing design meet air leakage requirement
- Vertical design for smaller footprint compared to many competitors and can be mounted and operated horizontally when necessary
- Portable and adaptable to nearly any appropriately-sized location
- Heavy-duty, lockable casters for easy transport
- Red lighted indicator to alert user when filters are overloaded (generally means pre-filter requires replacement)
- Green on/off switch illuminates to verify when running



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Process for Employees Seeking COVID-Related Exemption

On September 7, 2021, the El Camino Community College District Board of Trustees approved a resolution requiring all employees provide evidence of being fully vaccinated no later than November 8, 2021.

All employees are encouraged to get fully vaccinated and El Camino's Student Health Services is offering [free COVID-19 vaccinations on campus](#).

For those employees, both full-time and part-time, seeking a vaccination exemption or other COVID-related procedure exemption, the attached process map was developed to help individuals navigate the process.

Faculty must post their vaccination card to the World Back to Work website by November 8, 2021.

Counseling Updates for BSS Division Meetings: Fall 2021

➤ *Career Center Events*

<https://www.elcamino.edu/support/careers/career-counseling-appointments.aspx>

Undecided Majors Workshop: October 6, 2021 from 1-2:30 pm. Students sign up on the Career Center website.

➤ *Transfer Center Events:*

<https://www.elcamino.edu/academics/transfer-center/index.aspx>

CSU Application Workshops: Sessions available on: 10/5; 10/7; 10/10; 10/13; 10/20; 10/21; 10/25; 10/26; 11/3; 11/4; 11/10; 11/16; 11/17; 11/22; 11/24; 11/29; 11/30. Students can sign up on the TC website now.

UC Application Workshops: Sessions available on: 10/4; 10/7; 10/13; 10/19; 10/21; 10/26; 11/1; 11/4; 11/9; 11/10; 11/15; 11/17; 11/23; 11/24; 11/29; 11/30. Students can sign up on the TC website now.

UC Personal Statement Workshops: Sessions available on 10/12; 10/27; 11/7; 11/8; 11/17; 11/18; 11/23. Students can sign up on the TC website now.

University Virtual Tours: In lieu of our in person campus tours, the Transfer Center has posted a number of virtual tours of various public and private universities on their site.

Fall Graduation Intents: Students may file their Intent to Graduate from September 1, 2021 to October 15, 2021 on our Admissions website under the graduation tab. Please remember that those who wish to obtain an AAT/AST must meet with a counselor first or fill out a Grad Check Request on the counseling website.

Evaluation Timeline – Fall 2021

	16-week classes	1st 8-week classes	2nd 8-week class only*
Student Surveys	Week 7 (October 9-15)	Week 5 (Sept. 25-Oct. 1)	Week 5 (Nov. 20-24)
Observations	Week 7 (October 9-15)	Week 5 (Sept. 25-Oct. 1)	Week 5 (Nov. 20-24)
Self-Evaluation	Completed by end of week 12 (November 19)	Completed by end of week 12 (November 19)	Completed by end of week 7 (December 10)
Evaluation Conference	Scheduled by evaluators after receipt of student survey results. Must be completed by December 3.	Scheduled by evaluators after receipt of student survey results. Must be completed by December 3.	Scheduled by evaluators after receipt of student survey results. Must be completed by December 15.
Evaluation completed and acknowledged by evaluatee in Reviewsnap	December 10	December 10	December 17

Faculty Evaluations

Faculty Hiring Prioritization

In order to prioritize our recommendations prior to the end of the fall semester, listed below is the 2021-22 timeline:

1. **September 21-October 15:** Deans/faculty work on position requests.
2. **Friday, October 15 by 4:00 p.m.:** Deans forward an electronic copy of position requests to David Mussaw (dmussaw@elcamino.edu) for data verification.
3. **Friday, October 29 by 4:00 p.m.:** Electronic copy of position request and supporting documentation due to Karen Lam (klam@elcamino.edu).
4. **Tuesday, November 2:** Copies of division requests and ground rules distributed electronically to committee member.
5. **Monday, November 8, 2:00-4:30 p.m.:** Meeting to review division requests, listen to brief presentations, ask questions, distribute ballots. Location: Zoom
6. **Tuesday, November 16 by 4:30 p.m.:** Deans and faculty representatives forward their ballots to Karen Lam (klam@elcamino.edu).
7. **Wednesday, November 24, 2:00 p.m.:** Final meeting to review priority list. Location: Zoom

Program Review, SLOs, and PLOs

Program Review – next due Fall 2025.

SLOs – Fall 2021

- POLI 1 SLO #1
- POLI 2 SLO #3
- POLI 3 SLO #1
- POLI 7 SLO #3

PLOs – Fall 2021

- None

Curriculum and Load

Fall 2021 Review

- POLI 3 – Intro to Political Science
- POLI 6 – Civil Rights and Liberties in the United States

Load Change Applications

- Course Class Size Determination forms due Nov. 7, 2021.

Announcements

Division Meeting Dates

- Thursday, October 7 – 1:15-2:15
- Wednesday, Nov. 3 – 1:15-2:15
- Thursday, Dec. 2 – 1:15-2:15

Dean's Open Office Hours

- Wednesdays, 1:15-2:15

Other Announcements