

ECC Scholarship Application Open

A diverse array of scholarships range from \$500 to \$5,000 and cover tuition, books, fees and supplies. This past May, approximately \$800,000 in scholarships was awarded to more than 600 El Camino College students. Apply today! Deadline: December 23

[Read More](#)



BSS Division Council

Thursday, Nov. 17, 2022

BSS Division Council Agenda

Reports, Reminders, and Announcements

- Counseling, Cheryl Kroll
- ASO, Linus Yeh and Jessica Venegas
- Curriculum
- Faculty Evaluation Due Dates
- Faculty Position Identification Process
- Announcements: Delayed Registration, Summer 2023 Scheduling, Adjunct Searches, Summer Study Abroad, Holiday Potluck

Business

- Annual Plans and Prioritization of Funding Requests
- Communication Studies
- New Building – Move-in Plans and Selecting Roommates

Counseling Updates for Department Meetings: Fall 2022

Transfer Center Events:

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

If your students could not attend the on campus university fair, please note that students may also book appointments with a wide variety of college/university representatives on our Transfer Center website as well. In person and virtual opportunities are available.

CSU/UC Application workshops began on October 1st. Both in person and virtual options will be available through the end of November. Students will sign up on the Transfer Center website.

In person CSULB tour coming soon!

Career Center Events:

<https://www.elcamino.edu/support/careers/index.aspx>

New meta major resources have been added to this website and students can now access job opportunities here as well.

Scheduling Counseling Appointments:

Students are now able to book appointments via this link:

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

IF THEY HAVE TROUBLE, FEEL FREE TO REFER THEM TO ME DIRECTLY!

Meta Major Outreach

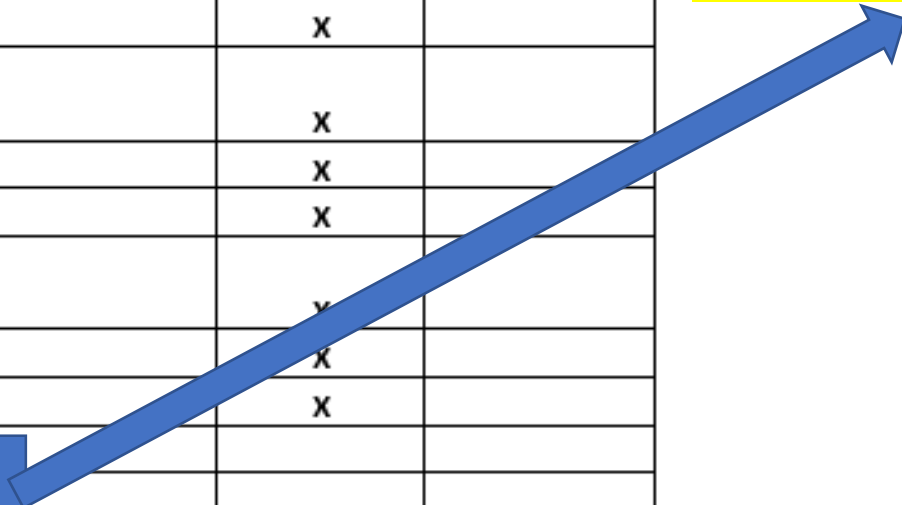
We finished reaching out to all new BSS meta major students for educational planning this semester and are now working on students who are close to graduating and may qualify for a degree.

We will be hosting Meta Major Con again this spring and have hosted two Coffee With a Counselor events this fall.

Course Review

Course Prefix & Number	Current Descriptive Title	CTE 2-year Review	6-Year Review	Curriculum Office Use
AHIS 106	Cross Cultural Art - inactive			
CDEV 129	Introduction to Program Administration	X		
CDEV 130	Principles of Program Administration	X		
CDEV 131	Supervising and Mentoring Adults	X		
CDEV 152	Curriculum and Strategies for Children with Special Needs	X		
CDEV 165	Autism, ADHD, Physical and Health Impairments	X		
HIST 105	Women and American History from the Colonial Era to 1877		X	
HIST 108	United States History: The American Indian Experience		X	
HIST 114	History of the Asian American in the United States		X	
POLI 1	Governments of the United States and California		X	
POLI 1H	Honors Governments of the United States and California		X	
POLI 5	Ethnicity in the American Political Process		X	
SOCI 107	Issues of Race and Ethnicity in the United States		X	
SOCI 109A	Introduction to Statistics and Data Analysis for the Behavioral Sciences		X	
SOCI 109B	Research Methods in the Behavioral Sciences		X	
SOCI 110	Introduction to Social Work		X	
PHIL	Medical Ethics (new course)			
PSYC	Psychology of Stress, Illness and Trauma (new course)			
SOCI	Medical Sociology (new course)			

Curriculum Committee and Departments
 Please quickly review the classes for the new Respiratory Care baccalaureate degree. They are due by Monday to the CCC so they can be offered in Fall 2023. The degree cannot proceed without our classes in Fall 2023.



FACULTY EVALUATIONS – FALL 2022

Instructions and Timeline

EVALUATOR INSTRUCTIONS	TIMELINE	EVALUATEE INSTRUCTIONS
<ul style="list-style-type: none"> • If the evaluator is teaching in a variety of modalities, use your professional judgment in selecting the section(s) to observe. • For on campus and live online evaluations, contact the evaluator and schedule at least 30 minutes for an observation. • For online observations, you will have access to the evaluator's Canvas class(es) during the observations time frames listed in this chart. You may choose to contact the evaluator to schedule a Canvas site tour. • Enter your observation report information into the peer evaluation form in Perform before you review the student survey results (Article 20, sections 1f, 2e3, and 3e). 	<p style="text-align: center;"><u>OBSERVATIONS</u></p> <p style="text-align: center;">16-week courses - Oct. 8-21 1st 8-week courses – Sept. 17-23 2nd 8-week courses - Nov. 12-18</p>	<ul style="list-style-type: none"> • The evaluator will contact you to schedule the observation(s) if you are teaching in person or live online. Please consult the contract for uncommon situations where an unannounced visit may occur. • If you are being evaluated online, the evaluator(s) will have access to your course(s) during the time frames listed here and may request a tour through your Canvas site. • Depending on your circumstances (for instance, probationary faculty), the Dean may also conduct one or more observations.
<ul style="list-style-type: none"> • Student surveys for all modalities (on campus, hybrid and online) will be administered online through Canvas. • If survey results are not received by the dates listed here, please proceed with the evaluation process without them. This should be noted in the self-evaluation and the conference report. 	<p style="text-align: center;"><u>STUDENT SURVEYS</u></p> <p style="text-align: center;"><u>Administered:</u></p> <p style="text-align: center;">16-week courses - Oct. 8-21 1st 8-week courses – Sept. 17-23 2nd 8-week courses - Nov. 12-18</p> <p style="text-align: center;"><u>Results:</u></p> <p style="text-align: center;">16 & 1st 8 week courses - Nov 11 2nd 8 week courses - asap</p>	<ul style="list-style-type: none"> • Student surveys for all modalities (on campus, hybrid and online) will be administered online through Canvas. Automatic messages in Canvas will remind students to complete the survey. • If student survey results are not received on time, please proceed with completing the self-evaluation and note that you have not received your survey results.

SELF-EVALUATION

16 & 1st 8 week courses - Nov 18
2nd 8 week courses- Dec. 2

Complete and submit the self-evaluation in Perform by the due dates listed here. Once you submit your self-evaluation, you will no longer be able to edit it.

EVALUATION CONFERENCE

Tenured/Probationary/ FT
Temporary Faculty:

16 & 1st 8 week courses - Dec. 2
2nd 8 week courses - Dec. 9

Adjunct Faculty:
All courses - Dec. 16
(Article 20, section 3g)

Note: it is recommended that adjunct conferences (especially for needs improvement and unsatisfactory) be held by Dec. 9 so there is enough time to complete the evaluation process before the end of the semester.

In preparation for the conference, email the following to your evaluator at least one week before the conference: self-evaluation and syllabus. Also, probationary faculty may be asked to provide up to two samples of exams, quizzes, assignments, activities or grade records. Other faculty may choose to submit these.

Your evaluator or the Dean will contact you to schedule the conference.

The conference includes discussion of the student surveys, peer evaluation, self-evaluation, SLOs, and any other required or voluntarily submitted materials.

- The self-evaluation should be available in Perform after the due dates listed here.

- Schedule the evaluation conference at a time convenient to you and the evaluatee [the Dean will schedule conferences for probationary faculty, including a pre-conference meeting with just the evaluator(s)].
- Evaluation conferences are not required for adjunct faculty if they earn a satisfactory, however either the evaluator or the evaluatee may request it (Article 20, section 3g).
- Review the evaluatees' materials in preparation for the conference, including the self-evaluation report, student survey results, syllabus, and any other instructional materials the evaluatee may have chosen to share. Evaluators of probationary faculty may choose to require the submission of up to two samples of exams, quizzes, assignments, activities, or grade records.
- At the conference, discuss all the materials listed above in addition to the SLOs.
- If the evaluatee earned an overall Needs Improvement or Unsatisfactory, carefully read and abide by the relevant portions of the contract (Article 20) and promptly consult with the Dean prior to your evaluation conference.
- At the conference please explain that the conference was conducted in accordance with Article 20 of the faculty contract. Please put this in the conference notes (Article 20 sections 1h2 and 2e6.1)

- Following the conference, write the conference report and submit it for acknowledgment by yourself, the Dean and the evaluatee.
- For probationary faculty, the Dean will write the conference report.
- Please submit reports promptly so there is time for the Dean to complete her portion of the evaluation and for the evaluatee to acknowledge receipt before the end of the semester.

CONFERENCE REPORT

**Probationary and full-time 16
& 1st 8 week – Dec. 9**

**Adjunct faculty and 2nd 8 week
– Dec. 16**

**Needs Improvement and
Unsatisfactory reports are due
within 1 week of the conference
and at least by Dec. 9.**

- Review the conference report and submit your acknowledgment in Perform that you received it.
- Your acknowledgment of receipt is the final step in the evaluation process and must be completed before the semester ends.

Software and Support

PERFORM (formerly called Reviewsnap)

- All evaluation documents will be completed in Perform (formerly called Reviewsnap).
- Perform can be accessed through myECC (in the menu on the right), using your ECC email login and password.
- For help, please read the Perform Guide and watch the Employee Training video on the Perform homepage.

STUDENT SURVEYS

- The Online and Digital Education office will upload the surveys into evaluatees' Canvas shells and give evaluators access to the classes. This office also processes and distributes the results to the divisions.
- Please contact Gema Perez with questions (gperez@elcamino.edu).

GENERAL QUESTIONS

- For all other questions, please contact either Cecelia Mataalii (cmataalii@elcamino.edu) or Dean Chris Gold (cgold@elcamino.edu).

Faculty Position Identification Process

- BSS Position Requests
 - Ethnic and Social Justice Studies
 - Human Development
 - Anthropology
 - Childhood Education
 - Sociology
 - Psychology
 - History
- 40 Campus-wide Requests
- Committee prioritization should be announced on Wed., Nov. 23.
- President will review the list and make final decisions about hiring.
- We haven't been told the Faculty Obligation Number, but it is likely the College will hire at least 20.

Announcements

- Winter and Spring Registration Delayed
 - Winter – Priority Nov. 21-23, Open registration begins Nov. 28
 - Spring – Priority Dec. 5-8, Open registration begins Dec. 12
- Summer Schedule – FT faculty – check your email for section requests.
- Adjunct Searches
 - Anthropology
 - Childhood Education
 - Ethnic and Social Justice Studies
 - History
 - Human Development
 - Psychology
 - Sociology
 - Women's Studies




BSS Holiday Potluck




WEDNESDAY, DECEMBER 14, 2022
11:00AM - 3:00PM

SIGN UP SHEET AVAILABLE IN THE LINK OR
BSS FACULTY FILES VIA TEAMS



The Division Office will provide dessert.



EL CAMINO COLLEGE
STUDY ABROAD PROGRAM

MADRID SPAIN

Space is limited! Apply by **March 20**



SUMMER IN MADRID, SPAIN

June 19–July 16, 2023

Spend the summer in Madrid with El Camino College! Madrid becomes an extension of your classroom as you explore Spanish parks, monuments, churches and museums while attending classes taught by ECC faculty. Participants live in student apartments located throughout the city and have the opportunity to explore Spain with day excursions.

COURSES

Spanish 1: Elementary Spanish (5 units)
Spanish 52A: Spanish for Native Speakers (5 units)
Ethnic Studies 5: Chicano Culture (3 units) History
154: A History of Mexico (3 units)

PROGRAM PRICE: \$3,500

Price does not include airfare, ECC tuition and fees, or meals.

CONTACTS

Xocoyotzin Herrera
310-660-3593, x3411 | xherrera@elcamino.edu

Argelia Andrade
310-660-3593, 5335 | aandrade@elcamino.edu

For more info, visit www.elcamino.edu/studyabroad

Annual Plans and Prioritization of Plans

- Annual plan funding requests from each program will be shared with Division Council members ~~tomorrow~~ on Monday, Nov. 21.
- Division Council members will submit their prioritization recommendations to the Dean via email by ~~Tuesday, Nov. 22.~~ Monday, Nov. 28.

Communication Studies – Joining BSS Division

- Communication Studies will be moved to the BSS Division. Most likely in Fall 2023.
- They are already part of our meta-major, and now they will be part of the Division.
- The division will receive an Associate Dean and clerical support for Forensics.
- COMS includes 8 full-time faculty and 15 part-time faculty.
- COMS has 15 courses and are offering 67 sections this Fall 2022 semester; 25 in Winter 2023; and 84 in Spring 2023.
- COMS 100 Public Speaking is their primary course and comprises half or more of their offerings.
- COMS offers a Communication Studies AAT degree and includes the successful Forensics Team.
- Their classes and offices will be in the SOCS building.

[By comparison, Psychology has 6 full-time faculty, 17 part-time faculty and 77 sections this Fall.]

New Building – Construction Delays and Selecting Roommates

- The construction is delayed, and we do not have a move-in date.
- Best case scenario – Spring, 2023.
- Most likely case scenario – Fall 2023.
- Our Division will be making simultaneous moves according to the original plans.
 - Art History and Communications Studies will move to SOCS.
 - The remaining BSS disciplines, will move to the new BSS building.

Sticking to the Original Plan

- In the planning for the construction of the SOCS building, extensive examination of the division's space needs were made by looking very deeply into scheduling patterns and enrollment. Consequently, we will be sticking to this careful and excellent original plan. Our new colleagues and their programs of Art History and Communication Studies were included in this plan while they were still part of Fine Arts, so they too will be following the original plan.
- The new BSS building has just enough space to accommodate division faculty and 2/3rds of division on-campus classes (not including AHIS and COMS). These faculty will move to the new building. Also as planned, one third of BSS division classes (not including AHIS and COMS) will remain in the SOCS building.
- Also as part of the original plan, AHIS and COMS will move into the SOCS Building. Their offices, classrooms, and mailroom will be in the SOCS building according to the original plan which took into account their scheduling and enrollment considerations.
- If possible, the division office will house an associate dean and one clerical person to support the staff and students in the SOCS building.
- Forensics may have use of the small and large conference rooms.

Sticking to the Original Plan

Existing SOCS Building

Faculty offices and all on campus classes for the following disciplines will be housed in the existing SOCS building:

- Art History
- Communication Studies

The SOCS building will also house some lecture based on-campus classes for these programs:

- Film
- Photography

1/3rd of on-campus classes for the following disciplines will be held in SOCS:

- Anthropology, Childhood Education, Economics, Ethnic and Social Justice Studies, History, Human Development, Philosophy, Political Science, Psychology, Sociology.

Forensics will also be housed in SOCS, potentially occupying the large and small conference rooms.

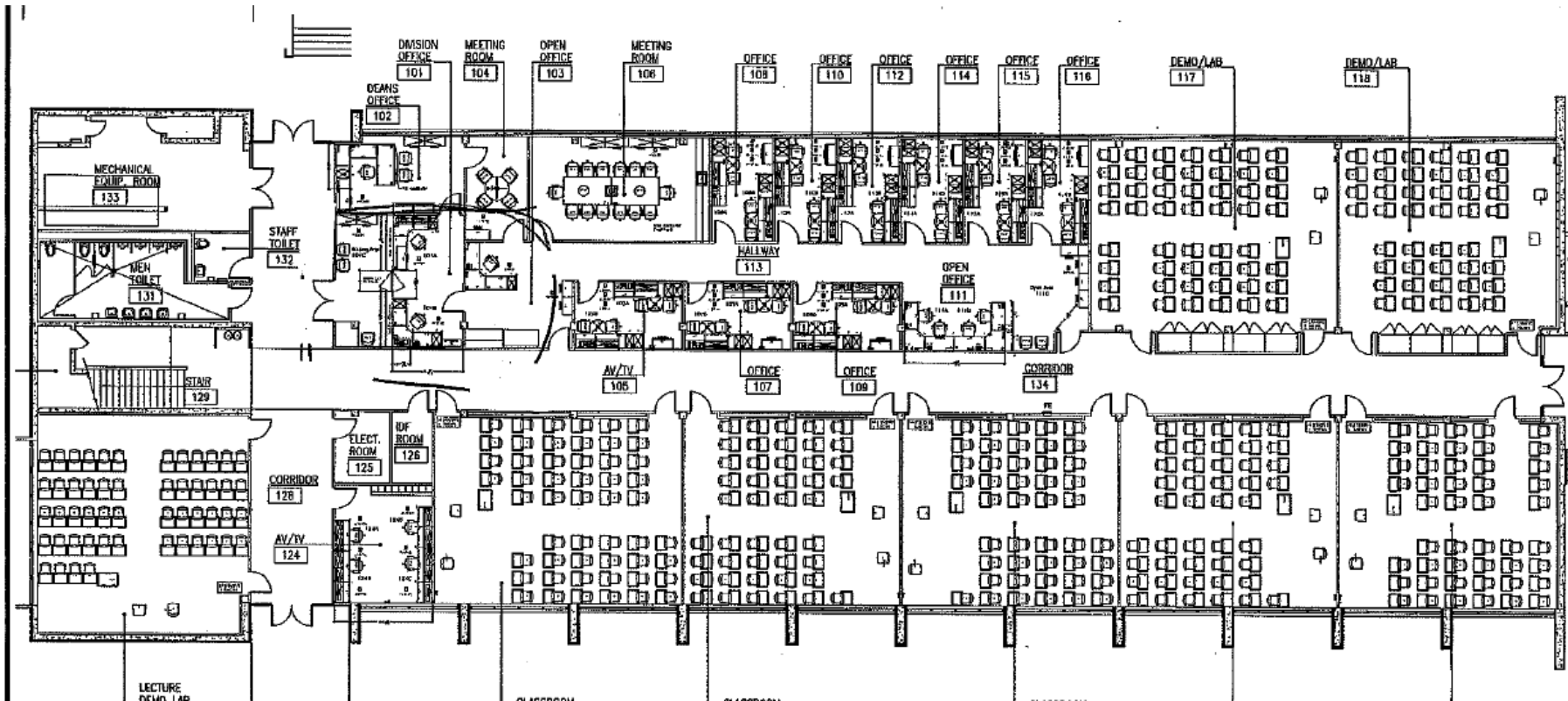
An Associate Dean and staff person will likely occupy the current Dean's office and reception area.

New BSS Building

Faculty offices and 2/3rds of on-campus classes for the following disciplines will be housed in the new BSS building:

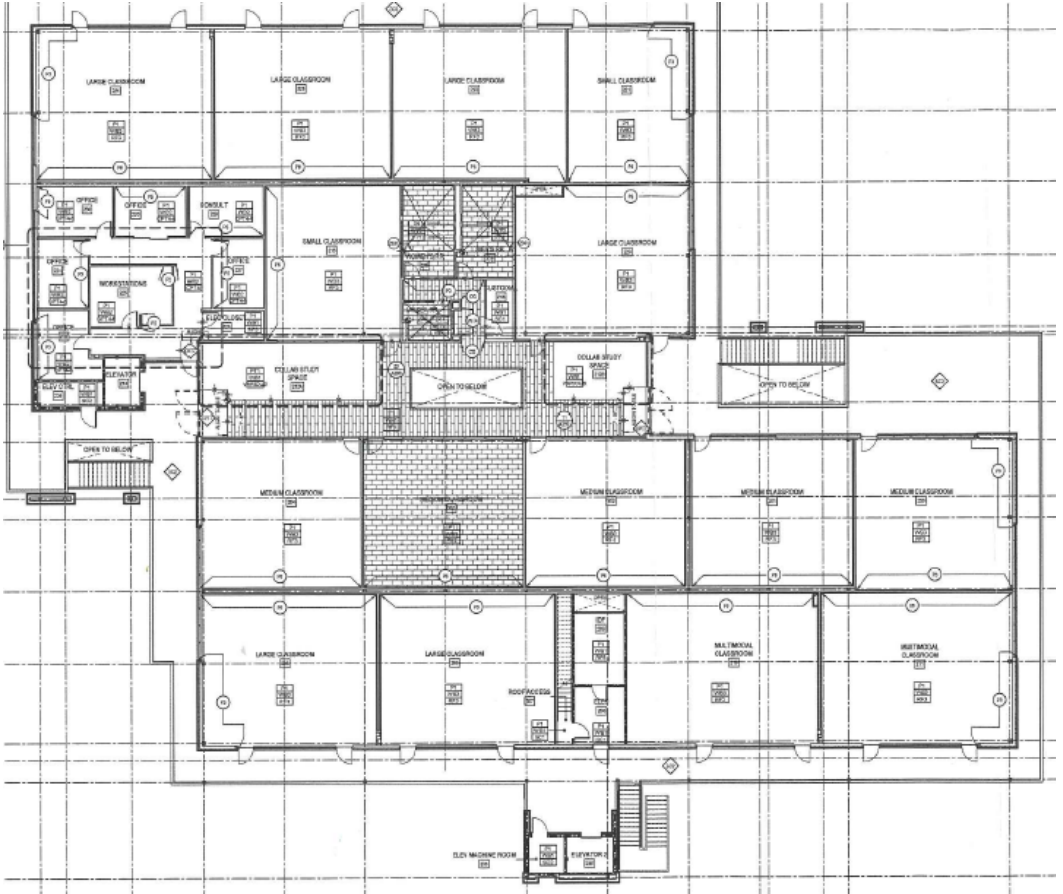
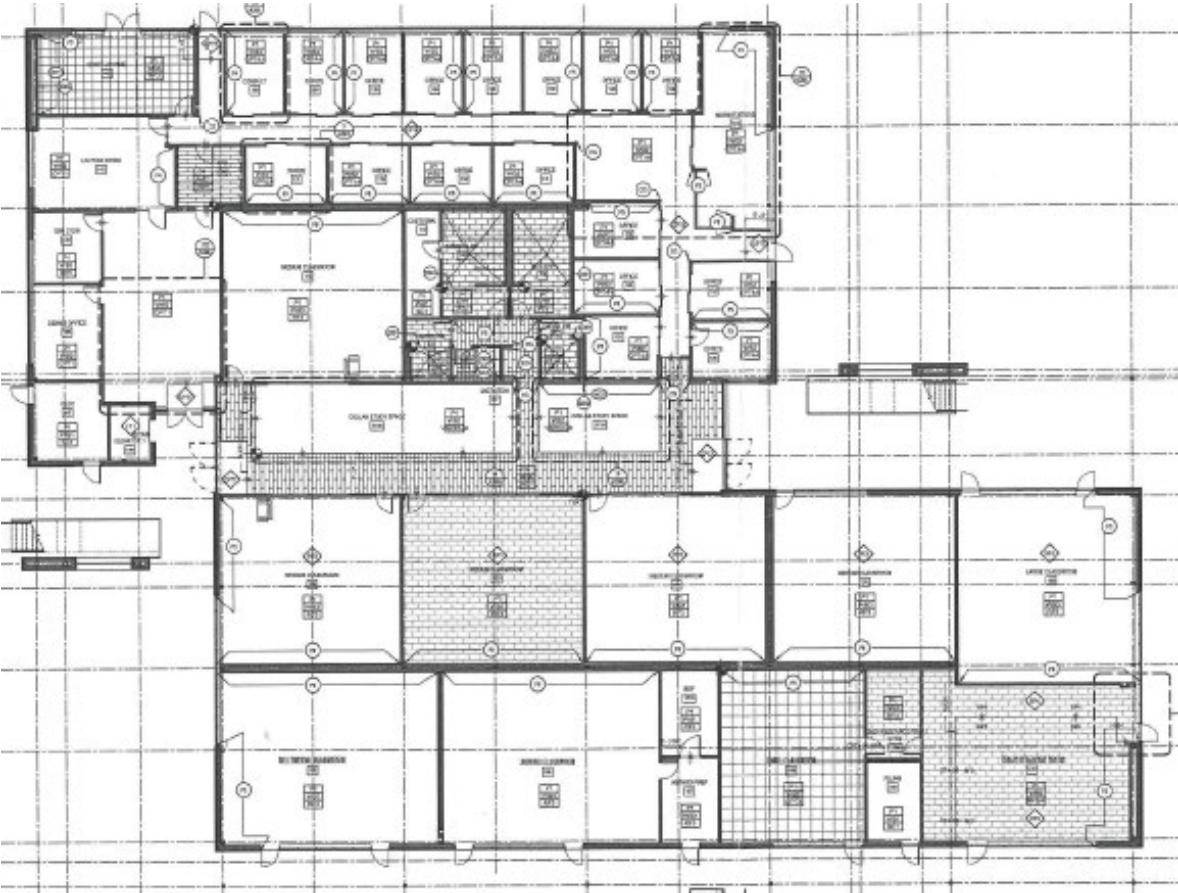
- Anthropology
- Childhood Education
- Economics
- Ethnic and Social Justice Studies
- History
- Human Development
- Philosophy
- Political Science
- Psychology
- Sociology

SOCS Building (Comms. Studies and Art History)



- 10 total faculty offices
 - 4 offices: COMS
 - 3 offices: AHIS
 - 3 offices: Adjunct faculty and/or new FT faculty.
- Mailroom will serve COMS and AHIS faculty.
- Computers and printer in mailroom.
- Front office – Associate Dean’s Office and Clerical at front desk.
- Forensics – small and big conference rooms.

Selection Procedure – BSS and SOCS Offices

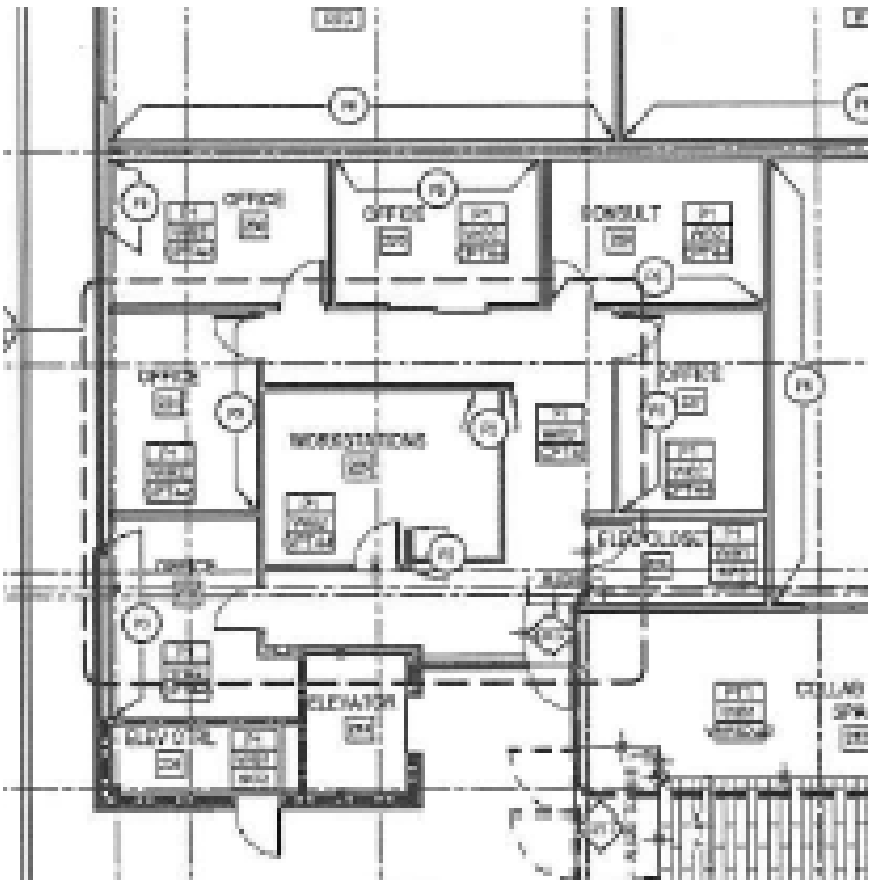


Selection Procedure – BSS Offices – 20 Offices

First Floor – 14 available offices



Second Floor – 6 available offices



Selection Procedure - Seniority

- By seniority, faculty members will select a roommate and an office beginning with the most senior faculty member and proceeding according to seniority.
- Please discuss this with your division colleagues and let Chris know if there are any issues or concerns at our December meeting. We will vote.