

BSS Division Council

Thursday, Oct. 20, 2022

BSS Division Council Agenda

Reports

- Counseling, Cheryl Kroll
- ASO, Linus Yeh and Jessica Venegas
- Assessments and Curriculum

Business and Announcements

- Annual Plans
- Faculty Evaluation Due Dates
- New Building – Delayed move?
- Faculty Position Identification Forms – Prioritization Process
- Faculty Position Identification Committee – Selecting a Division Representative
- Adjunct Searches
- COVID19 – Vaccines and masks
- Hyflex?
- BSS Newsletter

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.

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.

CSU Options Workshop: Tuesday, October 25th from 1-3 pm via Zoom. Topics include admissions basics, transfer, housing, financial aid and campus highlights. Students sign up on the Transfer Center Website.

UC Options Workshop: Thursday, October 27th from 1-3 pm via Zoom. Same topics but for UC and students sign up on Transfer Center website.

USC Admissions Workshop: Wednesday, October 26th from 12-1. Location: SSB 200 and Zoom.

In person UCLA Tour: Friday, October 28th.

In person CSULA and CSUN Tours: Saturday, November 5th.

Students sign up in the Transfer Center and must give a \$5 refundable deposit.

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>

Meta Major Outreach

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

We will be hosting MetaMajor Con again this spring and hosted a Coffee With a Counselor event this week.

Spring SLO Assessments – Our To Do List from Monday, Sept. 12. Almost all completed!

~~ANTH 2 slo 2~~

~~ANTH 4 slo 1~~

~~ANTH 9 slo 2~~

~~AHIS 101 slo 2~~

~~AHIS 102A slo 2~~

~~AHIS 102AH slo 2~~

~~AHIS 102C slo 2~~

~~AHIS 205B slo 2~~

~~AHIS 207 slo 2~~

~~AHIS 209 slo 2~~

~~ECON 1 slo 1~~

ECON 2 slo 1

~~ESTU 1 slo 3~~

~~ESTU 3 slo 1, slo 3~~

~~SSCI 101 slo 1~~

~~SSCI 103 slo 1~~

~~ASTU 7 slo 1~~

~~HIST 106 slo 2~~

~~HIST 111 slo 2~~

~~HIST 122 slo 2~~

~~HIST 128 slo 2~~

~~HIST 141 slo 2~~

~~PHIL 101 slo 1~~

~~PHIL 103 slo 2~~

POLI 1 slo 2

POLI 1H slo 2

~~POLI 10 slo 1~~

~~POLI 10H slo 1~~

~~POLI 6 slo 2~~

~~PSYC 16 slo 1,2,3~~

PSYC 2 slo 1,2,3

~~PSYC 25 slo 1,2,3~~

Course Review				
Course Prefix & Number	Current Descriptive Title	CTE 2-year Review	6-Year Review	Curriculum Office Use
AHIS 106	Cross Cultural Art - inactivate			
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	
CDEV	Non-credit Parenting class (new course)			
PHIL	Medical Ethics (new course)			
PSYC	Psychology of Stress, Illness and Trauma (new course)			
SOCI	Medical Sociology (new course)			

Addition:

LGBTQ+ Studies – new course

Annual Plans – Due

Anthropology – Angela

Art History – Karen

Childhood Education – Michelle and Cynthia (?)

Economics – Tanja

Ethnic Studies – Xocoyotzin

History – Orion and John

Human Development – Juli

Philosophy – Felipe

Political Science – Laurie (?)

Psychology – Angela

Sociology – Stacey, Kassia, and Melissa (?)

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.

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

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.

- 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)

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.

- 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).

New Building – Move likely delayed – Opinions?



Faculty Position Identification Form – Prioritization Process and Selection of BSS Committee Rep

- Anthropology
- Childhood Education
- Ethnic and Social Justice Studies
- History
- Human Development
- Psychology
- Sociology

Adjunct Searches

- Anthropology
- Childhood Education
- Ethnic and Social Justice Studies
- History
- Human Development
- Psychology
- Sociology
- Women's Studies

COVID19 Mandates – Vaccinations and Masks

Vaccinations

- The requirement is being phased out over the next month.
- Vaccinations will not be required for Winter and Spring registration.

Masks

- This Fall and Winter, the syllabus will continue to determine whether masks are worn in the classroom.
- In Spring, masks will be required as determined by the Public Health Department.


A Last Few Things


Hyflex

- If you are interested in participating in the Hyflex pilot in Spring, please let Chris know.

BSS Newsletter

- Our BSS newsletter will resume with the help of Ana Celis. Please email her with any announcements or news you would like to share with your colleagues.

 El Camino College
Behavioral and Social Sciences
October 2019



IMPORTANT DATES

- Oct 17, 10:17am - Great Shakeout
- Oct 19 - 8 week classes begin
- Nov 11 - Veteran's Day Holiday
- Nov 13 - College Night
- Nov 15 - Last day to drop with W
- Nov 28 - Dec 1 - Thanksgiving
- Dec 13 - Fall semester ends
- Jan 6 - Winter session begins

BSS CLUBS

- Anthropology Club
Thurs, 1-1:50, Andru Museum
- Future Teachers Club
2nd and 4th Tues, 1-1:50pm in SOCS 123
- Gender Sexuality Alliance Club
Tues, 1-1:50, ARTB 344
- Hermanas Y Hermanos Club
Tues, 1-1:50pm in SOCS 121
- Philosophy Club
Tues, 1-1:45 pm in SOCS 210
- Political Science Club
Tues/Thurs, 1-1:50 in SOCS 205
- Psychology Club
2nd and 4th Tuesday, 1-1:45pm in SOCS 208
- Sociology Club
Thurs, 1-1:50pm in ARTB 317

Dia de los Muertos Faculty Craft Workshop
Tuesday October 29th, 12-2pm in BSS Conference Room
Hosted by the Anthropology Dept

Dia de los Muertos ("Day of the Dead") is a Mexican tradition celebrating the lives of those who have passed and has its roots in ancient Aztec culture and Catholicism. Skulls and skeletons figure prominently at these celebrations to symbolize the interconnectedness of life and death, and remind us that death is not to be feared.

In observance of Dia de los Muertos (November 1st and 2nd), come decorate papier-mache calaveras (skulls) and masks with us! You can use decoupage, paint or paint pens and adorn skulls and masks with various provided items such as sequins/gems, glitter glue and fabric. Feel free to also bring your own items (e.g. decals, stickers) especially if you want to personalize your calavera or mask to commemorate a lost loved one. No artistic skills needed and examples from which to draw inspiration will be available!

