# BSS Division Council

Thursday, Sept. 15, 2022

# BSS Division Council Agenda

## Introductions and Reports

- Counseling, Cheryl Kroll
- BSS Student Success Team, David Reed
- ASO, Linus Yeh and Jessica Venegas

## Announcements and Agenda Items

- Announcements
- Curriculum
- SLO Assessment
- Faculty Evaluation Due Dates and Processes
- New and Existing Buildings

# Counseling Updates: Fall 2022

**Transfer Center Events**:
 https://www.elcamino.edu/academics/transfer-center/events-and-workshops/index.aspx.
*On Campus University Fair:  Thursday, September 22nd from 11-2 in the Student Services Plaza.  Over 60 universities attending!*

*Please note that students may also book appointments with a wide variety of college/university representatives on our Transfer Center website as well.*

*September is TAG month and the Transfer Center will host TAG workshops all month, so please encourage students to sign up on the Transfer Center website if applicable.*

*CSU/UC Application workshops will commence on October 1st.  Both in person and virtual options will be available.  Students will sign up on the Transfer Center website.*

**Career Center Events:**
https://www.elcamino.edu/support/careers/index.aspx
New resources have been added to this website and students can now access job opportunities here as well.

**Scheduling Counseling Appointments:**
All counselors were on Express through September 9th.  Students are now able to book appointments via ECC Connect for the week of September 12th and beyond.  We are no longer using Campus Calibrate.  Link to book:
https://www.elcamino.edu/support/counseling/appointments.aspx

My office is still temporarily located in MBAH 453 until we move into our new space.

**Meta Major Outreach**
In addition to our gateway courses, we will be reaching out to all new BSS meta major students for educational planning this semester.

We will also begin to host "What Can I Do With a Major In?" workshops for our majors, beginning with psychology and sociology this semester.

We will likewise be participating in the Student Support Expo on Monday, September 19th and will provide students with additional meta major resources at that event.

# ECC Connect Boosts Fall-to-Spring Persistence

| Fall to Spring Persistence | Fall 2018 | Fall 2019 | Fall 2020 | Fall 2021 |
|---|---|---|---|---|
| **Connect Student** | **82%** | **80%** | **78%** | **71%** |
| In Support Program | 88% | 85% | 85% | 79% |
| Not in Support Program | 71% | 73% | 71% | 64% |
| American Indian | 67% | 92% | 75% | 78% |
| Asian | 86% | 84% | 84% | 75% |
| Black/African American | 73% | 73% | 71% | 65% |
| Hawaiian/Pacific Islander | 84% | 65% | 73% | 61% |
| Hispanic | 83% | 80% | 77% | 70% |
| Two or More Races | 89% | 79% | 78% | 75% |
| Unknown | 67% | 67% | 73% | 63% |
| White | 83% | 85% | 80% | 73% |
| **Non-Connect Student** | **71%** | **65%** | **63%** | **54%** |
| In Support Program | 80% | 73% | 72% | 64% |
| Not in Support Program | 67% | 62% | 60% | 50% |
| American Indian | 77% | 44% | 65% | 36% |
| Asian | 78% | 71% | 67% | 60% |
| Black or African American | 61% | 59% | 58% | 48% |
| Hawaiian/Pacific Islander | 71% | 60% | 51% | 58% |
| Hispanic | 71% | 64% | 62% | 53% |
| Two or More Races | 76% | 71% | 66% | 53% |
| Unknown | 60% | 53% | 60% | 54% |
| White | 75% | 67% | 67% | 56% |

Recent data indicates that ECC Connect use by faculty has a positive effect on fall-to-spring persistence (11-16%).

In a time of decreased enrollment numbers, ECC Connect use by faculty is more important than ever!

# ASO – Linus Yeh and Venegas

# Announcements

- Institutional Research and Planning study on equitable instructional practices – Viviana Unda ([vunda@elcamino.edu](mailto:vunda@elcamino.edu))

- Ideas for book donations from office packing.

| 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) | | | |

Course Review

# Spring SLO Assessments – Due Friday, Sept. 16
(As of Monday, Sept. 12, the following were not yet 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 slo1
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 slos 1,2,3
PSYC 2 slos 1,2,3
PSYC 25 slos 1,2,3

| **Behavioral and Social Sciences** | | |
|---|---|---|
| **FACULTY EVALUATIONS – FALL 2022**<br>**Instructions and Timeline** | | |
| **EVALUATOR INSTRUCTIONS** | **TIMELINE** | **EVALUATEE INSTRUCTIONS** |
| - If the evaluatee is teaching in a variety of modalities, use your professional judgment in selecting the section(s) to observe.<br>- For on campus and live online evaluations, contact the evaluatee and schedule at least 30 minutes for an observation.<br>- For online observations, you will have access to the evaluatee's Canvas class(es) during the observations time frames listed in this chart. You may choose to contact the evaluatee to schedule a Canvas site tour.<br>- 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). | **OBSERVATIONS**<br><br>16-week courses - Oct. 8-21<br>1ˢᵗ 8-week courses – Sept. 17-23<br>2ⁿᵈ 8-week courses - Nov. 12-18 | - 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.<br>- 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.<br>- Depending on your circumstances (for instance, probationary faculty), the Dean may also conduct one or more observations. |
| - Student surveys for all modalities (on campus, hybrid and online) will be administered online through Canvas.<br>- 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. | **STUDENT SURVEYS**<br><br>**Administered**:<br>16-week courses - Oct. 8-21<br>1ˢᵗ 8-week courses – Sept. 17-23<br>2ⁿᵈ 8-week courses - Nov. 12-18<br><br>**Results**:<br>16 & 1ˢᵗ 8-week courses - Nov 11<br>2ⁿᵈ 8-week courses - asap | - Student surveys for all modalities (on campus, hybrid and online) will be administered online through Canvas.<br>- Please ensure students have access to the survey link in Canvas.<br>- 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**<br><br>16 & 1ˢᵗ 8-week courses - Nov 18<br>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)].<br>- 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).<br>- 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.<br>- At the conference, discuss all the materials listed above in addition to the SLOs.<br>- 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.<br>- 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**<br><br>**Tenured/Probationary/ FT Temporary Faculty**:<br>16 & 1ˢᵗ 8-week courses - Dec. 2<br>2ⁿᵈ 8-week courses - Dec. 9<br><br>**Adjunct Faculty**:<br>All courses - Dec. 16<br>(Article 20, section 3g)<br><br>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.<br>- Your evaluator or the Dean will contact you to schedule the conference.<br>- The conference includes discussion of the student surveys, peer evaluation, self-evaluation, SLOs, and any other required or voluntarily submitted materials. |

| | **CONFERENCE REPORT**<br>Probationary and full-time 16 & 1ˢᵗ 8 week – Dec. 9<br><br>Adjunct faculty and 2ⁿᵈ 8 week – Dec. 16<br><br>Needs Improvement and Unsatisfactory reports are due within 1 week of the conference and at least by Dec. 9. | |
|---|---|---|
| - Following the conference, write the conference report and submit it for acknowledgment by yourself, the Dean and the evaluatee.<br>- For probationary faculty, the Dean will write the conference report.<br>- 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. | | - Review the conference report and submit your acknowledgment in Perform that you received it.<br>- 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)** | **STUDENT SURVEYS** | **GENERAL QUESTIONS** |
| - All evaluation documents will be completed in Perform (formerly called Reviewsnap).<br>- Perform can be accessed through myECC (in the menu on the right), using your ECC email login and password.<br>- For help, please read the Perform Guide and watch the Employee Training video on the Perform homepage. | - 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.<br>- Please contact Gema Perez with questions (gperez@elcamino.edu). | - For all other questions, please contact either Cecelia Mataalii (cmataalii@elcamino.edu) or Dean Chris Gold (cgold@elcamino.edu). |

| EVALUATOR INSTRUCTIONS | TIMELINE | EVALUATEE INSTRUCTIONS |
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## CONFERENCE REPORT

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

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

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# Software and Support

### PERFORM (formerly called Reviewsnap)

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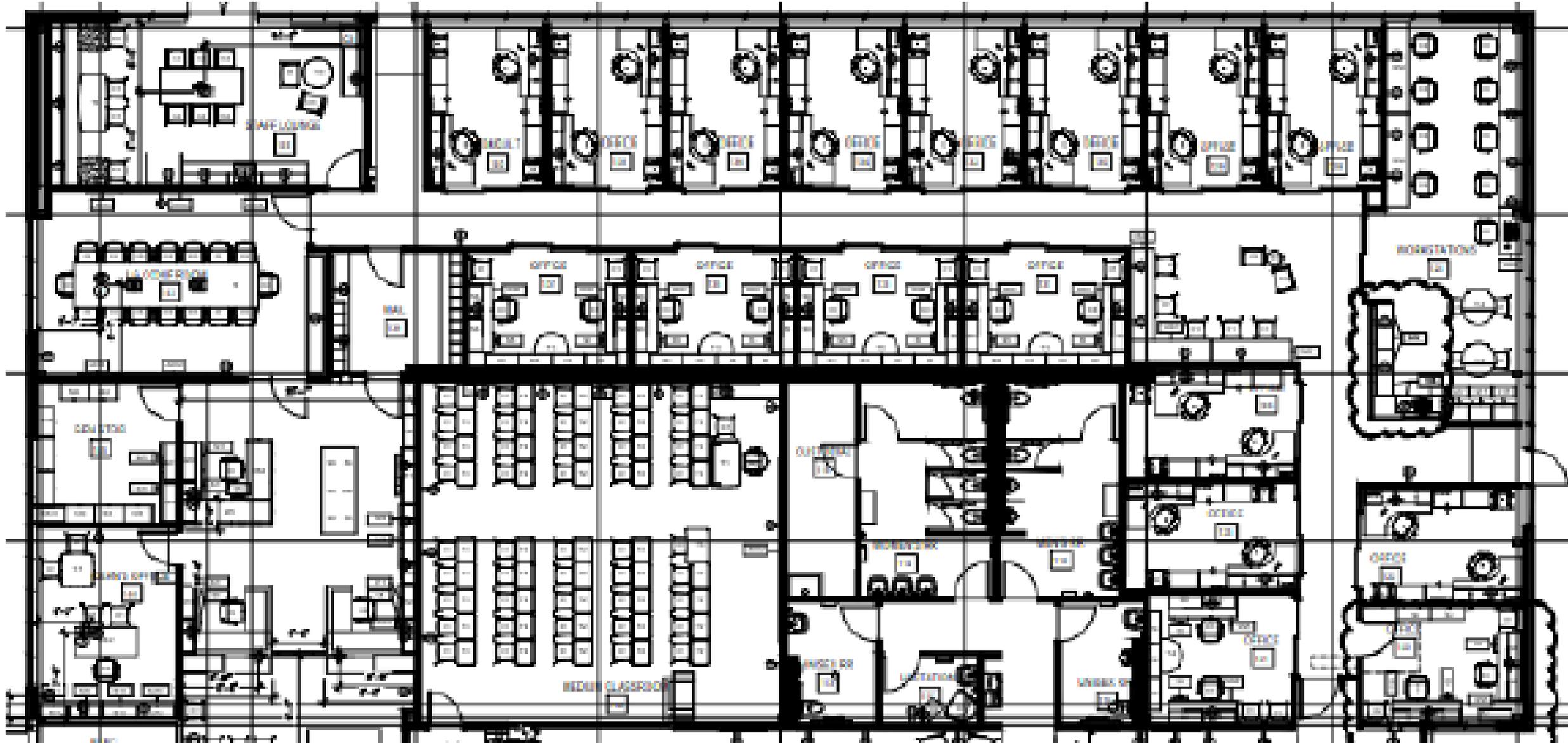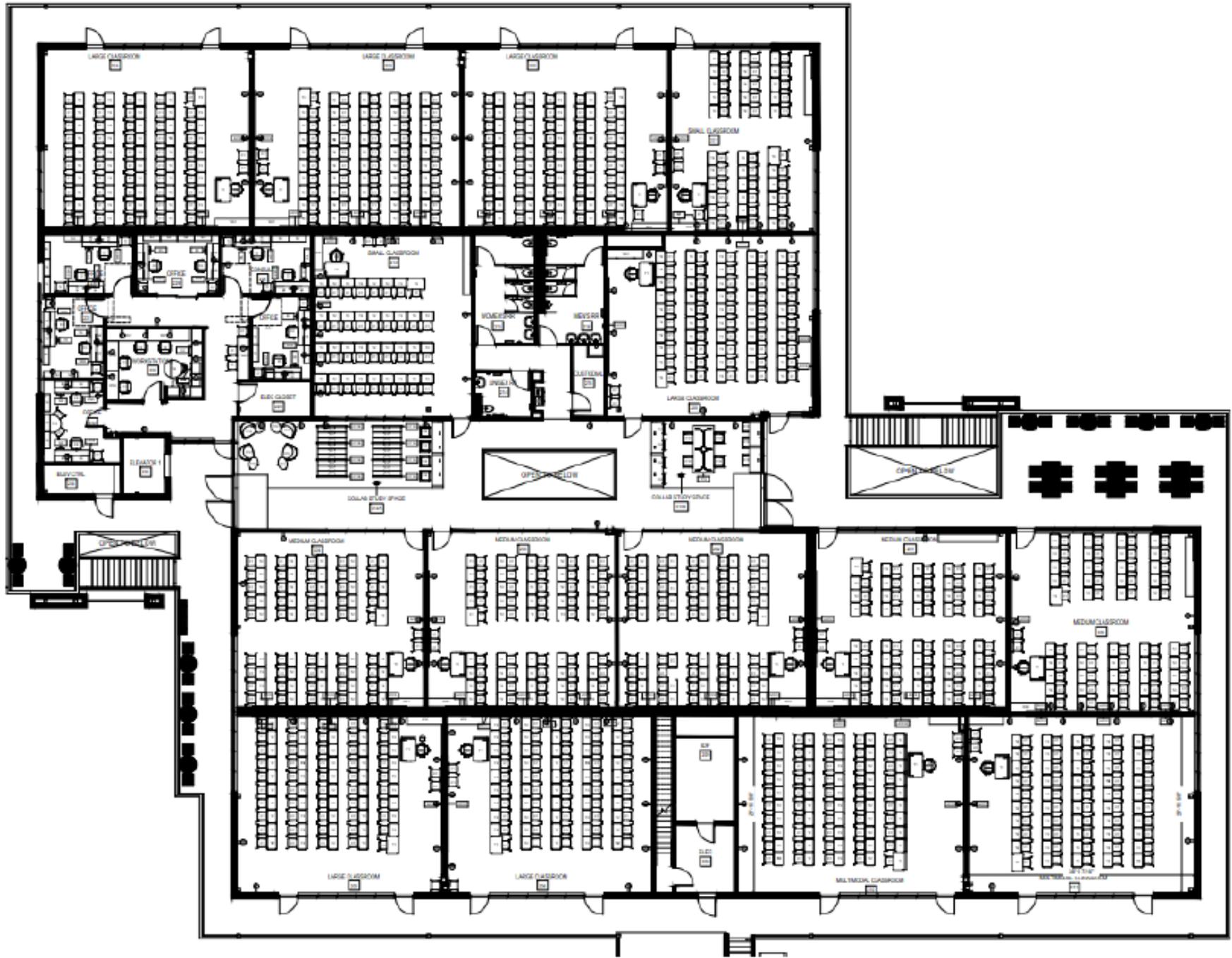
### STUDENT SURVEYS

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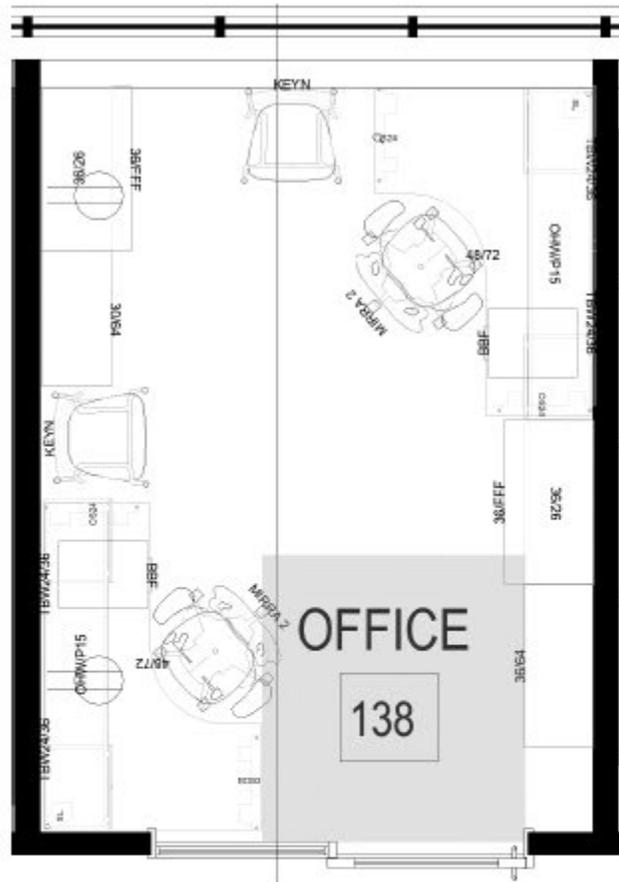
### GENERAL QUESTIONS

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

Project Name: Social + Behavioral Science Building
Project Number: 402519

Project Location: 16007 Crenshaw Blvd, Torrance, CA 90506
Project Team: Khoi Nguyen / Genaro Galarza Franco

PIVOT



OFFICE

138



### SHARED FACULTY OFFICE TYP1
- (2) CANVAS FREESTANDING EXTENDED CORNER SURFACES
- (2) BBF PEDESTAL
- (2) OVERHEADS WITH SLIDING DOORS
- (2) 5H OPEN BOOKCASES
- (2) 5H HIGH LATERAL FILE WITH OPEN BOOKCASE UNITS
- (2) TASK CHAIRS
- (2) GUEST CHAIRS ON CASTERS



**HERMAN MILLER**
NEUTERAL TWILL
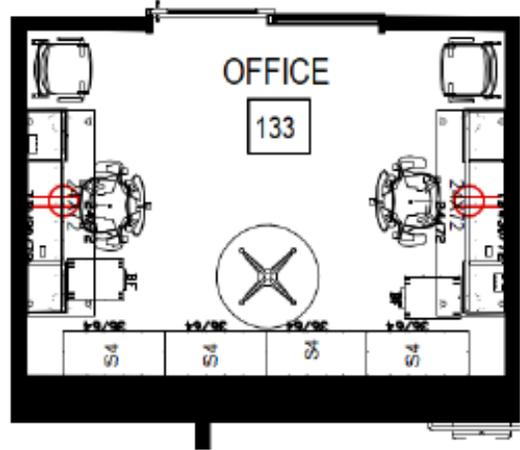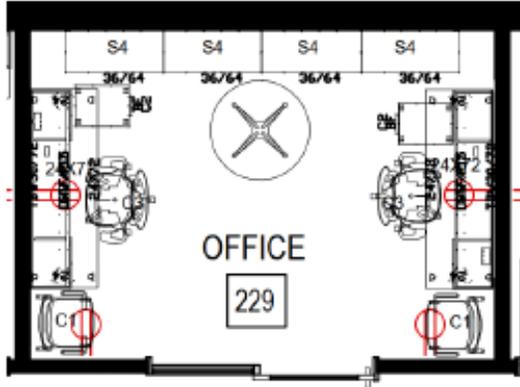
**HERMAN MILLER**
WARM GREY
NEUTERAL

**HERMAN MILLER**
TWIST, WATERFALL

**DESIGNTEX**
CURRENT, AQUA

Note: Your approval is necessary for our orders process to begin. Your signature here indicates that all fabrics and finishes are approved as shown. Fabrics and finishes are displayed for

# El Camino College
**Furniture Package**

FACULTY OFFICE TYP2 133 / 229

Project Name: Social + Behavioral Science Building
Project Number: 402519

Project Location: 16007 Crenshaw Blvd, Torrance, CA 90506
Project Team:  Khoi Nguyen / Genaro Galarza Franco

PIVOT

OFFICE 229

OFFICE 133

**SHARED FACULTY OFFICE TYP2 INCLUDE:**

- (2) DESKS 60"W
- (2) BF PEDESTAL WITH CUSHION
- (2) OVERHEADS WITH SLIDING DOORS
- (2) TACKBOARD
- (2) 5H HIGH LATERAL FILE WITH OPEN BOOKCASE UNITS
- (2) 5H OPEN BOOKCASES
- (2) TASK CHAIRS
- (1) ROUND TABLE
- (2) GUEST CHAIRS

**LAMINATE**
HERMAN MILLER
NEUTERAL TWILL

**FINISHES**
HERMAN MILLER
WARM GREY
NEUTERAL

**TACKBOARDS**
HERMAN MILLER
TWIST, WATERFALL

**HERMAN MILLER**
ARISTO, CADET

**SIDE CHAIR**
DESIGNTEX
CURRENT, AQUA