



Division of Behavioral and Social Sciences

DIVISION COUNCIL

Thursday, October 19, 2023

Members:	<input checked="" type="checkbox"/> Dean: Christina Gold	<input type="checkbox"/> Philosophy: Felipe Leon
	<input checked="" type="checkbox"/> Anthropology: Angela Mannen	<input checked="" type="checkbox"/> Political Science: David Reed
	<input checked="" type="checkbox"/> Art History: Ali Ahmadpour	<input checked="" type="checkbox"/> Psychology: Renee Galbavy
	<input checked="" type="checkbox"/> Childhood Educ: Michelle Moen	<input checked="" type="checkbox"/> Sociology: Stacey Allen
	<input checked="" type="checkbox"/> Communication Studies – Mark Crossman	
	<input checked="" type="checkbox"/> Economics: Tanja Carter	<input checked="" type="checkbox"/> Classified: Beverly Knapp
	<input checked="" type="checkbox"/> Ethnic Studies: Xocoyotzin Herrera	
	<input checked="" type="checkbox"/> History: Jamahl Melton	<input checked="" type="checkbox"/> ASO: Tala Ashkar
	<input checked="" type="checkbox"/> Human Dev't: Juli Soden	<input checked="" type="checkbox"/> ASO: Linus Yeh
Guests:		
	<input checked="" type="checkbox"/> Associate Dean: Irena Zugic	
	<input checked="" type="checkbox"/> BSS Counselor: Cheryl Kroll	
	<input checked="" type="checkbox"/> Federation: John Baranski	
	<input checked="" type="checkbox"/> TACL: Erica Brenes	

I) Reports

A. Teaching Academy for Continuous Learning (TACL) –Erica Brenes

- Erica explained the TACL and invited BSS faculty to participate. It is a paid professional development opportunity that begins in Winter with in person meetings and extends into Spring. She will email the flyer and further information.

B. Changes to the Contract – Federation, John Baranski

- John reviewed the major changes to the contract. It has been approved by both Federation membership and the Board. Changes are outlined here:

<https://aft1388.org/2023-negotiations-tentative-agreement/>

C. Counseling – Cheryl Kroll

- See the PowerPoint (PP) slide 3 for a summary of the many things our Colleagues in Student Services are doing to support students.

D. ASO – Tala Ashkar and Linus Yeh

- Linus and Tala asked faculty to invite students to the Student Support Expo and the ASO student open forum to be held in the DE room.

II) Evaluation Timeline

- See PP slides 5-7 for the evaluation timeline. The student surveys and classroom/Canvas observations are currently being conducted.

III) Program Annual Planning (2023-24 and 2024-25) and ECC Budget Report

- There may be adjustments to the program annual planning process. Chris will let annual plan leads know when they can get started. In the meantime, please start thinking about funding requests for 2024-25.
- Decisions have not been made yet regarding funding requests for this 2023-24 academic year. Campus leaders were waiting until the faculty contract was settled to know how much money would be available for spending.
- Given raises, less money will be available for funding requests coming through the planning process (PP slides 8-11). Also, staff positions that are vacated will not automatically be filled – they will need to be justified..
- The BSS 2023-24 funding requests as prioritized by BSS Division Council are on slide 12. The number 1 request for the Anthro Museum Clerk was approved, and the clerk has been working since July.

IV) No Show Reporting

- The Admissions Office would like to remind faculty that students cannot be retroactively dropped as No Shows because we will have already requested funding for those students on census. That means, for instance, if a student is dropped in October as a No Show for August, the campus can be tagged during an audit because we were paid for a student who never attended.

VII) Curriculum and Updates to BSS Processes

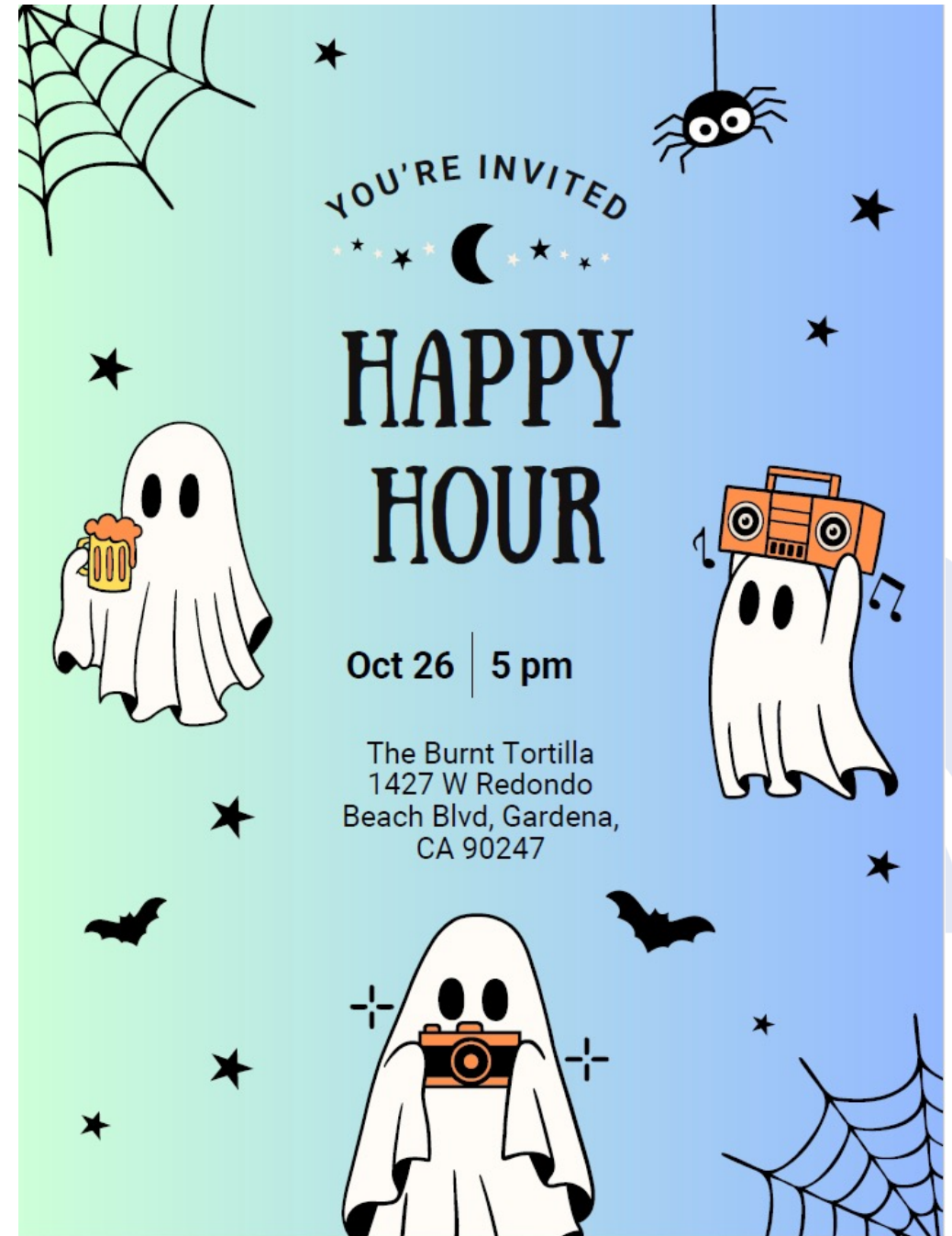
- See PP slides 14-17 for an explanation of the reasons BSS needs to revise its curriculum processes. Slide 15 shows how the responsibilities are distributed in most other divisions; slide 16 shows the current process in BSS; and slide 17 shows the proposed new distribution of responsibilities. This will be brought to the BSS Curriculum Committee at its next meeting on Thursday, October 26 at 1:15pm.

Attachment: Meeting PowerPoint



BSS Division Council

Thursday, October 19, 2023



BSS Division Council Agenda

Reports

- Teaching Academy for Continuous Learning – Darcie McClelland and Erica Brenes
- Changes to the Contract – Federation, John Baranski (1:25pm) <https://aft1388.org/2023-negotiations-tentative-agreement/>
- Counseling – Cheryl Kroll
- ASO – Tala Ashkar and Linus Yeh

Business, Announcements, and Reminders

- Evaluation Timeline
- Program Annual Planning (2023-24 and 2024-25) and ECC Budget Report
- No Show Reporting
- Curriculum and Updates to BSS Processes

Counseling Updates for Department Meetings: Fall 2023

Transfer Center Events:

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

It's time for students to fill out their university applications for Fall 2024. To this end, the Transfer Center will host CSU/UC application workshops beginning 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 using the link above. Note: These applications are more complicated than they used to be, so please encourage your students to attend!

Career Center Events:

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

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

Scheduling Counseling Appointments:

Students are able to book appointments via this link: <https://www.elcamino.edu/support/counseling/appointments.aspx>.

If students have trouble scheduling, please feel free to have them contact me directly.

My office has moved to BSSB 120.

Meta Major Outreach

Current events include: Contacting BSS majors with 40+ units to inform them of our Transfer Center events and to connect them to the Transfer Center; hosting a career panel for specific BSS majors; creating a BSS social media page to give students a central place to access information regarding upcoming events, resources, etc.; and outreaching to our 173 African American BSS students who do not belong to a cohort and who do not have an education plan. Per the flyer slotted in your boxes at the outset of the term and more recently emailed to you, we will also continue to host Chat With a Counselor events and meta major drop in events.

Other: *The Student Support Expo for evening students is scheduled for Tuesday, October 24th from 5pm to 8pm in the East Dining Hall.*

Thank you for helping us to keep our students informed of the resources we provide!

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FACULTY EVALUATIONS – FALL 2023

Instructions and Timeline

EVALUATOR INSTRUCTIONS	TIMELINE	EVALUATEE INSTRUCTIONS
<ul style="list-style-type: none"> • If the evaluatee 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 evaluatee and schedule at least 30 minutes for an observation. • 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. • Enter your observation report information into the peer evaluation form in Trakstar Perform before you review the student survey results (Article 20, sections 1f, 2e3, and 3e). 	<p><u>OBSERVATIONS</u></p> <p>16-week courses – Oct. 7-20</p> <p>1st 8-week courses – Sep. 23-29</p> <p>2nd 8-week courses - Nov. 11-17</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><u>STUDENT SURVEYS</u></p> <p><u>Administered:</u></p> <p>16-week courses – Oct. 7-20</p> <p>1st 8-week courses – Sep. 23-29</p> <p>2nd 8-week courses - Nov. 11-17</p> <p><u>Results:</u></p> <p>16 & 1st 8 week courses – Nov.13</p> <p>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.

<ul style="list-style-type: none"> The self-evaluation should be available in Trakstar Perform after the due dates listed here. 	<p><u>SELF-EVALUATION</u></p> <p>16 & 1st 8 week courses – Nov. 17</p> <p>2nd 8 week courses- Dec. 1</p>	<ul style="list-style-type: none"> Complete and submit the self-evaluation in Trakstar Perform by the due dates listed here. Once you submit your self-evaluation, you will no longer be able to edit it.
<ul style="list-style-type: none"> 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. 	<p><u>EVALUATION CONFERENCE</u></p> <p><u>Tenured/Probationary/ FT Temporary Faculty:</u></p> <p>16 & 1st 8 week courses – Dec. 1</p> <p>2nd 8 week courses – Dec. 11</p> <p><u>Adjunct Faculty:</u></p> <p>All courses – Dec. 15</p> <p>(Article 20, section 3g)</p> <p>Note: it is recommended that adjunct conferences (especially for needs improvement and unsatisfactory) be held by June 2 so there is enough time to complete the evaluation process before the end of the semester.</p>	<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> 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. 11**

**Adjunct faculty and 2nd 8 week
– Dec. 15**

**Needs Improvement and
Unsatisfactory reports are due
within 1 week of the conference
and at least by June 2.**

- Review the conference report and submit your acknowledgment in Trakstar 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

Trakstar Perform (formerly called Reviewsnap)

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

STUDENT SURVEYS

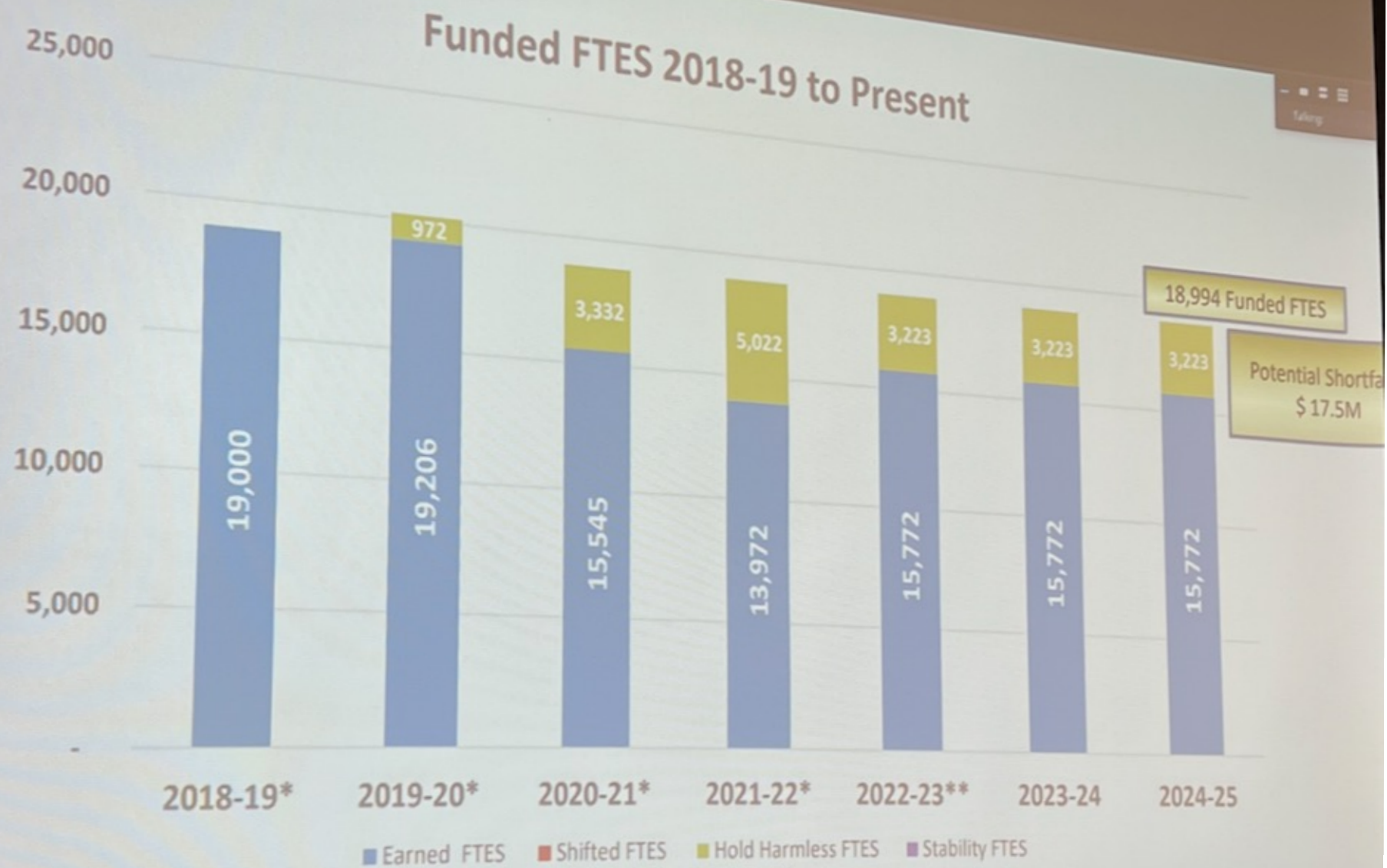
- The Online and Digital Education office will upload the surveys into evaluatees' Canvas shells and give evaluators access to the classes. This office also processes and distributes the results to the divisions.
- Please contact Gema Perez with questions (gperez@elcamino.edu).

GENERAL QUESTIONS

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

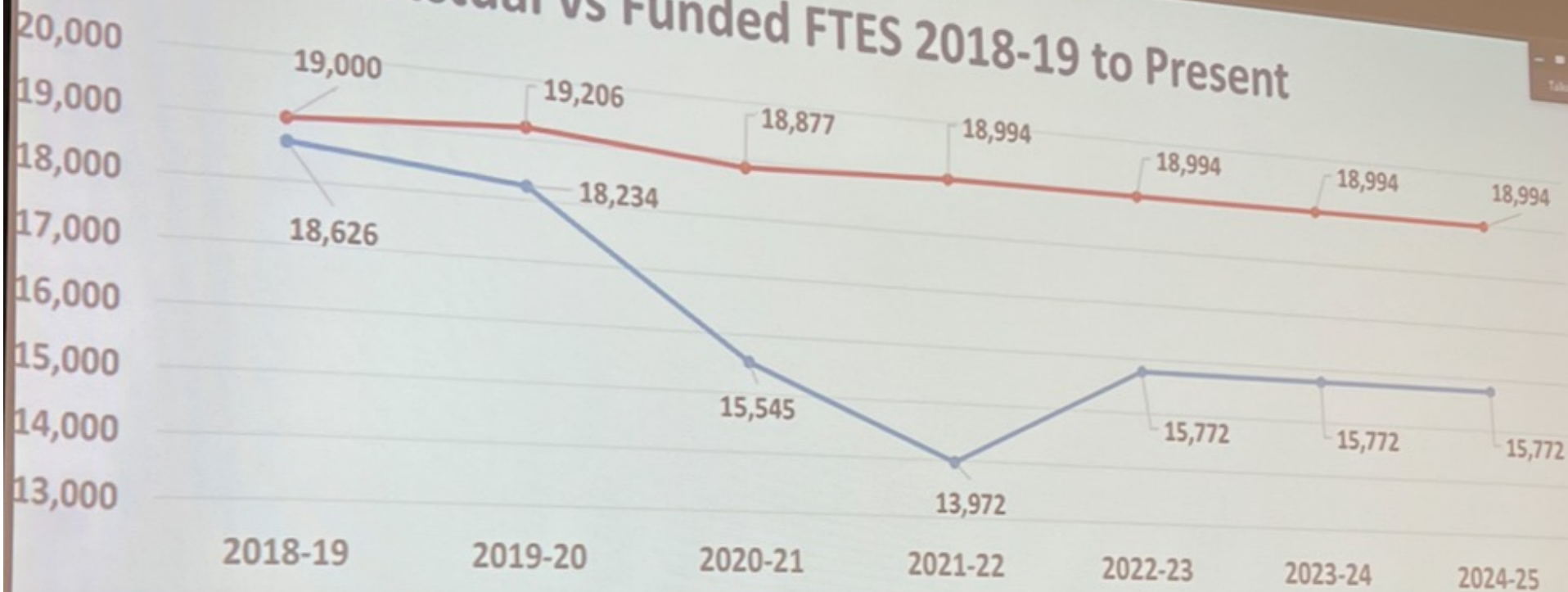
Program Annual Planning (2023-24 and 2024-25) and ECC Budget Report

- Funding requests for 2023-24 academic year have not been decided yet (waiting for contract negotiation to complete).
- Annual Planning process for 2024-25 has not yet been announced, but please start thinking about your program plan and budget requests.
- VP Bob Suppelsa, Budget Report Highlights
 - Higher percentage of spending on salaries (from about 85% of budget to over 90%) will mean less money for other things, such as instructional supply requests.
 - Not automatically rehiring classified positions if a resignation or retirement. Will need to justify the position.
 - End of hold harmless in 2024-25 may cause further cuts if enrollment does not grow sufficiently.



**Adoption of Student Centered Funding Formula as Community College Funding Model*

Actual vs Funded FTES 2018-19 to Present



— Actual FTES — Funded FTES

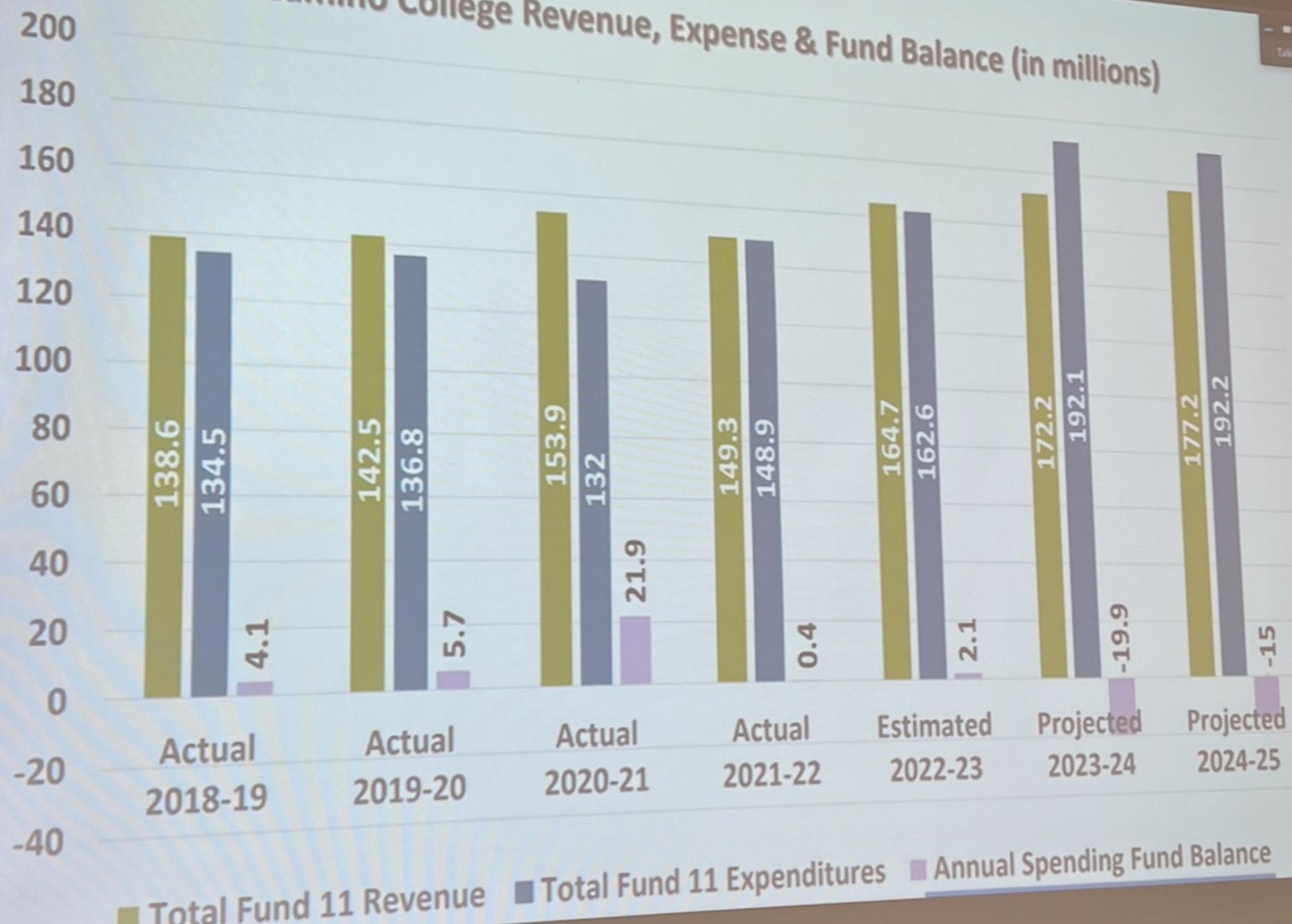
Impact of Lost FTES on General Apportionment Revenue (In Millions)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2022-25
For Funded FTES	\$ 119.8	\$ 124.7	\$ 124.3	\$ 127.1	\$ 140.2	\$ 151.7	\$ 155
based on Actual FTES	\$ 118.4	\$ 120.8	\$ 111.0	\$ 106.0	\$ 124.6	\$ 134.8	\$ 138
Loss of revenue without hold harmless	\$ (1.5)	\$ (3.9)	\$ (13.4)	\$ (21.2)	\$ (15.6)	\$ (16.9)	\$ (17)

22-23 Funded FTES is 18,994, Actual FTES is 15,772

Under the current Hold Harmless provisions, we are being funded for 3,223 FTES we don't have
 the associated funds, it would represent an annual revenue loss of \$ 16.9 million for 23-24

El Camino College Revenue, Expense & Fund Balance (in millions)



BSS 2023-34 Funding Requests

1. Anthropology Museum Clerk – \$55,594
2. Anthropology Museum – Supply Budget – \$8,490
3. Childhood Education Super Tutors (2 permanent positions) \$51,326
4. Childhood Education Permit Specialist (permanent position) – \$40,759
5. Philosophy Tutors/Coaches - \$10,000
6. Catalogit – Museum Cataloging Software - \$500
7. Childhood Education Program Assistant (permanent position) - \$74,000
8. Sociology – purchase SPSS software - \$5,000
9. Art History Room Modification – \$12,540
10. Anthropology Museum – upper storage cabinets - \$13,500
11. Ethnic and Social Justice Studies Conference funding - \$10,000
12. Anthropology Museum Signage - \$5,000
13. Art History upgraded projectors - \$5,000
14. Childhood Education – Reopen Child Development Lab School \$4,000,000

Communication Studies 2023-24 Funding Requests??

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Curriculum and Updates to BSS Processes

Why do we need to update our curriculum process?

1. Curriculum is a 10+1 area that falls under faculty purview, but in BSS it is managed by the Administrative Assistant, Dean and Associate Dean.
2. Administrative Assistant position:
 - Curriculum is not within the scope of duties for this position.
 - The Division has grown significantly and there is no longer time to do curriculum work.
 - Bev will be retiring in the next couple years, and the entire system will collapse when she leaves.
 - This work cannot be assigned to her replacement.

Process in other divisions (LLR, HUM, NS, MATH, BUS, HSA, IT)

Curriculum Task	DCC Chair/CCC Rep	Division Staff	Dean/Assoc. Dean (Attends meetings)
Develops and manages Curriculum Plan	✓		
Informs and oversees faculty work (shares timelines, determines who will take the lead on revisions, sends out reminders)	✓		In four divisions, works with DCC chair on who will take the lead on revisions. In two divisions, Dean will send out reminders per DCC Chair request.
Chairs DCC meetings	✓		
Minutes for DCC meetings	✓		One Dean takes minutes.
Provides assistance with Curriculog	✓	In one division, helps with Curriculog.	
Answer process questions about Curriculum	✓		
Attends CCC meetings and completes CCC duties.	✓		

Process in BSS

Curriculum Task	DCC Chair/CCC Rep	Division Staff	Dean/Assoc. Dean (Attends meetings)
Develops and manages Curriculum Plan		✓	
Informs and oversees faculty work (shares timelines, determines who will take the lead on revisions, sends out reminders)		✓	
Chairs DCC meetings			✓
Minutes for DCC meetings			✓
Provides assistance with Curriculog		✓	
Answer process questions about Curriculum		✓	✓
Attends CCC meetings and completes CCC duties	✓		

Proposed Process for BSS (modeled on BSS SLO

[Please note this slide was subsequently edited by the Division Curriculum Committee. It is included here as updated information.]

Curriculum Task	DCC Chair	CCC Rep	Program Curriculum Lead	Division Staff	Dean/Assoc. Dean (Attends DCC meetings)
Develops and manages Curriculum Plan	✓				
Informs and oversees faculty work (shares timelines, determines who will take the lead on revisions, sends out reminders)			✓		Consult on who will take lead on reviews. Reminders when necessary.
Chairs DCC meetings (schedules meeting, agendas)	✓				
Minutes for DCC meetings	✓				
Provides assistance with Curriculog	✓	✓	✓		✓
Answer process questions about Curriculum	✓				✓
Attends CCC meetings and CCC responsibilities		✓			



Fall 2023

Spooky Spectacle and Scary Stories: "Haunted Houses" as Narrative Places



Tuesday, October 24th
1:15 - 2:15pm
BSSB 106

Presented by Prof. Lawrence
Ramirez.

Hosted by the El Camino
College Anthropology
Department

Haunted houses, also known as haunted attractions or horror houses, have evolved from being mere sources of fright and terror to becoming intricate public memory places that exhibit narratives and entertaining spectacles. Beyond screams and jump scares, haunted houses have taken on a unique role in preserving and conveying cultural narratives and histories, making them a distinctive form of experiential storytelling that delves into the realms of public memory.

The El Camino Community College District is committed to providing equal opportunity in which no person is subjected to discrimination on the basis of national origin, religion, age, sex including sexual harassment), race, color, gender, physical or mental disability, or retaliation.

The El Camino College Anthropology Museum invites you to join us for a celebration of Dia de los Muertos!



DAY OF THE DEAD OFRENDA

The ECC Anthropology Museum will be open
October 24-Nov 2, 9:30 AM to 2:15 PM
to showcase a community ofrenda, a traditional altar dedicated to
honoring and remembering our dearly departed loved ones.

We invite students and faculty to contribute to the ofrenda by bringing photographs and mementos to remember your dearly departed. We look forward to sharing this cultural experience with you and celebrating the spirit of Dia de los Muertos together.

El Camino
College 

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