



**Division of Behavioral and Social Sciences  
ETHNIC AND SOCIAL JUSTICE STUDIES DEPARTMENT  
Thursday, September 28, 2021**

**MINUTES**

- Members:**
- Dean: Chris Gold
  - Jose Arrieta
  - Ismael de la O
  - Omar Gonzalez
  - Raul Herrera
  - Xocoyotzin Herrera
  - Nathan Lopez
  - Jason Suarez
- Guests:**
- Counselor: Cheryl Kroll
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**I) Fall Schedule and Enrollment**

- Fall 2021 enrollment is light across the college, in BSS, and in Ethnic Studies. 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.

**II) Winter and Spring Schedule**

- The winter and spring schedules for the division are modest because of the decline in enrollment. However, the Ethnic Studies schedule has not been reduced in anticipation of a rise in enrollment due to the new CSU Area F requirement (see PP slide #4).
- Area F is now in degree planner, but we should keep in mind that it only applies to the CSU GE pattern and not IGETC. Many/most counselors create educational plans using IGETC, so this might put a damper on the enrollment jump.
- Classes for winter and spring are planned in a variety of different modalities – on campus, online, and hybrid.

**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 8<sup>th</sup>.
- 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.
- Office hours may be held online or on campus. As of this meeting, the Dean has not been given any specific direction or requirements for scheduling office hours. The best idea is to schedule at times and in modalities that are most convenient to students.

#### **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.
- 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, and Sociology will be requesting positions.
- The department would like to request an Ethnic and Social Justice Studies Department position. There is a lot of work to do with curriculum and planning as we work to grow the program. Also, it would be great to put in a search for someone in Ethnic Studies with a particular expertise in Social Justice so we can grow that portion of the department as well. This would additionally support the new Social Justice Center.

#### **VI) Program Review, SLOs, and PLOs**

- Xocoyotzin is working on program review and will be requesting data from Viviana.
- Please see slide #11 for the list of SLOs and PLOs that are due for assessment.
- Xocoyotzin and Orion Teal are unable to access some of the SLOs that are due in Tracdat. They will contact Eduardo Munoz to get access and help.

## **VII) Curriculum and CSU Area F**

- ESTU 1 and 3 have been approved for CSU Area F.
- Xocoyotzin is revising ESTU 5 and will be submitting it for approval to meet Area F this fall.
- The department is also interested in starting to revise some courses and develop ESTU courses so they can be cross-listed. Jose Arrieta offered to help out with this. Chris will ask Beverly to email him the Course Outline of Record for History 108, 112, and 122. The History Department will, of course, need to work with ESTU faculty on this and support changes and cross-listing. So far, they have been very supportive.
- The following courses are possibilities for cross-listing with ESTU and possible Area F consideration.
  - History 108: US History: The American Indian Experience
  - History 110: The African American in the US to 1877
  - History 111: The African American in the US from 1877 to the Present
  - History 112: History of the Chicano in the US
  - History 114: History of the Asian American in the US
  - History 122: US Social History: Cultural Pluralism in America
- The Dean reported that we are still waiting to hear back from the Chancellor's Office regarding the Social Justice Studies AAT. It has been a very long wait. The Dean will crack a bottle of champagne and notify everyone once the degree is finally approved.

## **VIII) Study Abroad**

- In Spring 2022, the college will conduct a Study Abroad trip to Madrid, Spain through ACCENT. The Dean is still waiting to get the cost estimates and draft contract from ACCENT. She has asked them to have it to her by Wednesday.
- We will pursue possible scholarship opportunities for study abroad students through the Foundation and Student Equity and Achievement.

## **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.
- Xocoyotzin is beginning to plan for Chicano Heritage Month this May 2022. He is reviving his plans from 2020 that were canceled because of the pandemic. Student Equity and Achievement will assist with funding this fantastic series of cultural events.

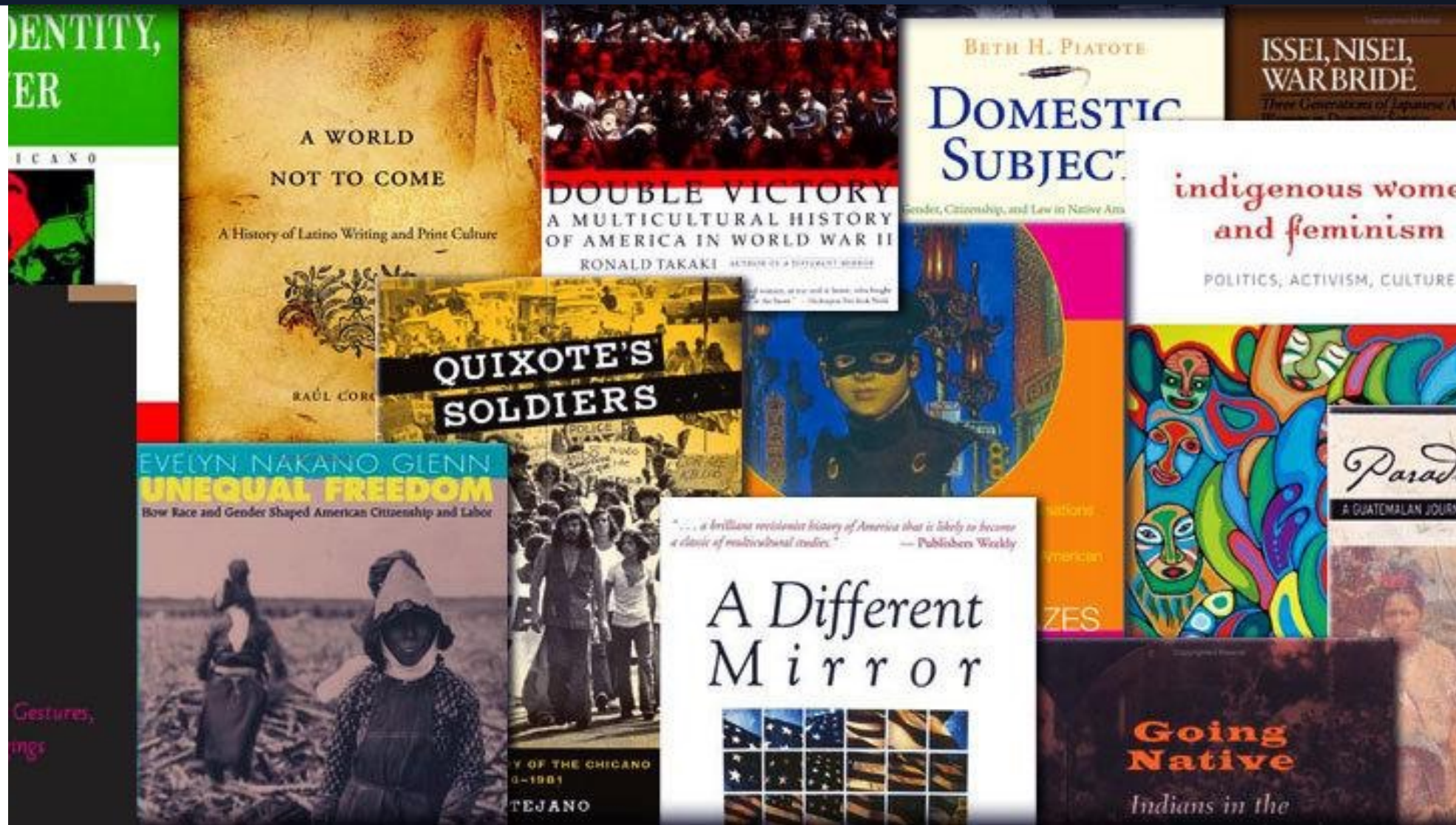
Attachment: Meeting PowerPoint

cc: Department Faculty  
MetaMajor Counselors



# Ethnic and Social Justice Studies

Tuesday, September 28, 2021



# Ethnic and Social Justice Studies Agenda

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Fall Schedule and Enrollment

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Winter and Spring Schedule

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The Return to Campus

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Counselor's Report – Cheryl Kroll

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Faculty Evaluations and Hiring

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Program Review, SLOs, and PLOs

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Curriculum and CSU Area F

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Study Abroad

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Announcements

# Fall Schedule and Enrollment

➤ ESTU 1 - 5 sections (1 Project Success)

➤ ESTU 3 – 1 section

➤ ESTU 5 – 1 section

➤ Dual Enrollment

ESTU 1 – Inglewood City Honors (Omar Gonzalez)

ESUT 1 – Lennox (Ismael De La O)

# Winter and Spring Schedules

## Winter Schedule

- 1 section ESTU 1 on campus

## Spring Schedule

- Dual Enrollment (ESTU 1 Inglewood City Honors; ESTU 1 Leuzinger)
- ESTU 1 (4 sections – 1 on campus/2 hybrid/1 online)
- ESTU 3 (3 sections – 1 on campus/1 hybrid/1 online)
- ESTU 5 (1 section – on campus)

# 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			
<b>TOTAL</b>				<b>\$1,807,480</b>

### 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/student/studentservices/careercenter/index.aspx>

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

### ➤ *Transfer Center Events:*

<https://www.elcamino.edu/student/studentservices/transfercenter/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 Intent:** 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

	<b>16-week classes</b>	<b>1<sup>st</sup> 8-week classes</b>	<b>2<sup>nd</sup> 8-week class only*</b>
<b>Student Surveys</b>	Week 7 (October 9-15)	Week 5 (Sept. 25-Oct. 1)	Week 5 (Nov. 20-24)
<b>Observations</b>	Week 7 (October 9-15)	Week 5 (Sept. 25-Oct. 1)	Week 5 (Nov. 20-24)
<b>Self-Evaluation</b>	Completed by end of week 12 (November 19)	Completed by end of week 12 (November 19)	Completed by end of week 7 (December 10)
<b>Evaluation Conference</b>	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.
<b>Evaluation completed and acknowledged by evaluatee in Reviewsnap</b>	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](mailto: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](mailto: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](mailto: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 – in process.

SLOs – Spring 2021 (due fall 21)

- ESTU 1 SLO #2
- SSCI 101 #1 and SSCI 103 #1 (extension to Spring 2022?)

SLOs – Fall 2021:

- ESTU 1 SLO 2
- ESTU 3 SLO 2
- SSCI 101 SLO 2
- SSCI 103 SLO 2

PLOs - ESTU

# Curriculum and CSU Area F

- ESTU 1 and 3 (Approved for CSU Area F)
- ESTU 5 (Resubmitting)
- Cross-listing (Possibilities)
  - History 108: US History: The American Indian Experience
  - History 110: The African American in the US to 1877
  - History 111: The African American in the US from 1877 to the Present
  - History 112: History of the Chicano in the US
  - History 114: History of the Asian American in the US
  - History 122: US Social History: Cultural Pluralism in America
- Social Justice AAT (Waiting on word from Chancellor's Office)

# Study Abroad – Madrid, Summer 2022





# 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