



**Division of Behavioral and Social Sciences
HUMAN DEVELOPMENT
Thursday, September 30, 2021**

MINUTES

Members:	<input checked="" type="checkbox"/> Dean: Chris Gold	<input checked="" type="checkbox"/> Amy LaCoe	
	<input type="checkbox"/> Nikki Barber	<input checked="" type="checkbox"/> Sarah Leinen	
	<input checked="" type="checkbox"/> Griselda Castro	<input checked="" type="checkbox"/> Hatien Nguyen	
	<input type="checkbox"/> Amanda Colbeck	<input type="checkbox"/> Vivane Shedeed	
	<input checked="" type="checkbox"/> Kristie Daniel-DiGregorio	<input checked="" type="checkbox"/> Juli Soden	
	<input type="checkbox"/> Jessie Garcia	<input type="checkbox"/> Selene Torres	
	<input checked="" type="checkbox"/> Maribel Hernandez	<input type="checkbox"/> Chanae Wami	
	Guests:	<input checked="" type="checkbox"/> Counselor: Cheryl Kroll	
		<input checked="" type="checkbox"/> Beverly Knapp	

I) Fall 2021 Schedule and Enrollment (PowerPoint slide #3)

- Fall 2021 enrollment is light across the college and in BSS. Fortunately, we did not need to cancel any Human Development classes or shift any back to the second 8 weeks. In fact, we added a second 8 week section of 115 that is filling well. This section gives students in full semester 115s the option to start over if they are struggling.
- Kristie noted the rich variety of special program and dual enrollment classes the program offers and commended HDEV instructors for their skill in adapting their instruction to each unique group.
- The dual enrollment HDEV 110 is going well. A high school teacher supports the students in the classroom while the class is taught online. The students were not enrolled until the second week, meaning they did not have access to the Canvas site. This seems longer than the usual wait time for dual enrollment students to get enrolled. The high school already had the textbook, which was very helpful.

II) Winter 2022 and Spring 2022 Schedules (PowerPoint slide #4)

- The winter and spring schedules for the division are modest because of the decline in enrollment.
- Classes for winter and spring are planned in a variety of different modalities – on campus, online, and hybrid. If classes fill, we will add in the modality that students prefer.
- Chris will find out whether the South Bay Adult School or dual enrollment are interested in the non-credit HDEV classes in Winter session.

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 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 you are 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 8th.
- 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. Chris has requested them for all SOCS classrooms, but we may only get them for some. No new equipment will be installed in ARTB because it is scheduled to be demolished. ITS will, however, make sure all the equipment is functioning in the building and suitable for instruction.
- Chris will be reaching out to all faculty to find out who needs a microphone to use while lecturing. There is a shortage of most instructional technology equipment so we may not be able to have the high-quality ones installed by spring. If not, Chris will purchase some less expensive ones from Amazon for faculty who need them until the better ones can be installed.
- With all the new modalities and technologies, it would be helpful to have some professional development. Particularly as we return to campus and instructors have to adapt once again. Chris has invited guest speakers to the division meeting to talk about hybrid instruction and other new technologies. When the HyFlex is installed, trainings will be offered.

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.
- So far Childhood Education, Human Development, Psychology, Sociology, and Ethnic Studies will be requesting positions.

- The Dean will share the HDEV proposal with the department for feedback before submitting it to Division Council for prioritization.

VI) Program Review, SLOs, and PLOs

- Posted lists show HDEV program review due in 2022. However, Juli will check with Kevin Degnan to ensure this is accurate. The new program review template is more in-depth in places and has a focus on equity.
- If the department is not working on program review, the following assessments are due:
 - Fall 2021: 110 SLO #1; 101 SLO #1
 - Spring 2021: 105 SLO #2; 115 SLO #2
 - PLO #1
- Juli will keep the department updated about program review and assessment.

VII Curriculum

- Kristie reported that HDEV 101 and 107 are due for review.

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.
- Kudos to Selene Torres for being elected as the Adjunct Senator for the Academic Senate.
- Jessie Garcia is a counsellor for undocumented students, in addition to her work as an HDEV instructor. There is a fantastic website for undocumented students to make counseling appointments and to seek free legal advice:
<https://www.elcamino.edu/support/resources/ab540/index.aspx> There are also career workshops for undocumented students.

Attachment: Meeting PowerPoint

cc: Department Faculty
MetaMajor Counselors



Human Development

Thursday, September 29, 2021



Human Development Agenda

Fall 2021 Schedule and Enrollment

Winter and Spring 2022 Schedules

The Return to Campus

Counselor's Report – Cheryl Kroll

Faculty Evaluations and Hiring

Program Review, SLOs, and PLOs

Assessment and Curriculum

Announcements

Fall Schedule and Enrollment

- HDEV 101
 - 2 general population sections (filled, no wait list)
 - 5 special program sections (Warrior-Toro, MESA, Puente, International Students)
 - 1 dual enrollment (CVUHSD)

- HDEV 105
 - 3 general population sections (filled, very small wait lists)
 - 1 dual enrollment (CVUHSD)

- HDEV 110
 - 11 general population sections (lowish fill, no wait list)
 - 3 special program (Project Success, SRC, and HTP)
 - 1 dual enrollment (DaVinci)

- HDEV 115
 - 4 general population sections (3 filled with full waitlists – added a 2nd 8 weeks section that currently has 20 students).

*NOTE: There were no cancellations for low enrollment in HDEV classes in Fall 2021.

Winter and Spring Schedules

Winter Schedule

- 101, 1 section - on campus
- 110, 1 section - hybrid
- Possible – non-credit with SBAS

Spring Schedule

- 101 (4 general population; 1 SRC; 1 dual enrollment CVUSD)
- 105 (2 general population; 2 Project Success; 2 Puente; 1 dual enrollment CVUSD)
- 110 (8 general population; 1 SRC; 1 HTP; 1 dual enrollment DaVinci)
- 115 (2 general population sections)

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 – upload your evidence of vaccination by Nov. 8th.
- 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			
TOTAL				\$1,807,480

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/support/careers/career-counseling-appointments.aspx>

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

➤ *Transfer Center Events:*

<https://www.elcamino.edu/academics/transfer-center/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

	16-week classes	1st 8-week classes	2nd 8-week class only*
Student Surveys	Week 7 (October 9-15)	Week 5 (Sept. 25-Oct. 1)	Week 5 (Nov. 20-24)
Observations	Week 7 (October 9-15)	Week 5 (Sept. 25-Oct. 1)	Week 5 (Nov. 20-24)
Self-Evaluation	Completed by end of week 12 (November 19)	Completed by end of week 12 (November 19)	Completed by end of week 7 (December 10)
Evaluation Conference	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.
Evaluation completed and acknowledged by evaluatee in Reviewsnap	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) 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).
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).
7. **Wednesday, November 24, 2:00 p.m.:** Final meeting to review priority list. Location: Zoom

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

ECC Connect

Progress reports are open and available to be filled out for students in your courses until **Sunday, Oct. 3 at 11pm**. ECC Connect assist with retention, and we highly encourage you to fill out this progress report.

One metric that highlights the impact of ECC Connect is Fall to Spring student retention. In Fall 2020, **87%** of students who received an ECC Connect Tracking Item (kudos, flag or referral) returned in Spring 2021, compared to the **67%** of students who did not receive a Tracking Item. There is also evidence that ECC Connect reduces equity gaps in student retention.

Are you new to ECC Connect, or do you need a refresher? A workshop is available to help you fill out fourth week progress reports. First, learn about what happens “behind the scenes” after a progress report or tracking item is submitted by a faculty member. Who contacts the student? What does this interaction look like? Then, the process of submitting progress reports and the difference between kudos, flags and referrals will be reviewed. After hearing information about ECC Connect, participants will have time to fill out progress reports, get questions answered, and get help. Flex credit is available and sign up is through Cornerstone. Here is the time and link to the workshop.