

## **Behavioral and Social Sciences Meta Major Success Team Meeting Minutes for February 16<sup>th</sup>, 2021**

C. Hurd  
 M. Delgado  
 C. Gold  
 L. Mancia

D. Miranda  
 O. Teal  
 L. Alamillo  
 A. Hagan

D. Reed  
 S. Uribe  
 M. McMillan  
 J. Jefferis

K. Preciado  
 Y. Farah  
 C. Wells

The meeting was called to order at 2:02PM.

### **Meta Major Monday Planning Discussion**

The first topic of discussion was planning for the Meta Major Monday event on March 1<sup>st</sup>. Karen Preciado briefly walked the team through the different events planned for the Spring 2021 Expo, and we discussed what we should do for the event.

Lucy Alamillo, Janice Jefferis, David Reed, Chris Gold, and Orion Teal all volunteered to participate in the Meta Major Monday information session. A planning session will be set up for these four team members to divide up the work.

### **BSS Team Organization Discussion**

The second topic of discussion was the proposed re-organization of the success team into four sub-committees organized around specific tasks or responsibilities the team is supposed to fulfil. This organizational scheme was based on the proposed responsibilities of the Meta Major Chair put forth by Guided Pathways in preparation for making the Meta Major success teams into regular committees. Both the Meta Major Chair description and the proposed committees are attached to the meeting minutes (see below).

Team members voiced assent to the re-organization, and some have already volunteered to serve on them. Team members were asked to think about the proposed re-organization, and where they might best fit into it, before the next meeting so that we can finalize the plan and move forward.

### **Meta Major Networks and Fall 2021**

The team was slated to discuss Guided Pathways' plans for the Meta Major success teams for Fall 2021, but unfortunately our Guided Pathways representative was unable to make it to the meeting, so we put off discussion of that until the next meeting.

### **Reports**

Mary McMillan reported that she now has the first batch of data regarding OER adoption at ECC under a newly implemented, and hopefully more comprehensive mechanism for gathering that data. She hopes to be able to tell us more about who's using OER, who isn't, and where we need to close gaps to create zero-textbook cost pathways to degree and transfer in the near future, once she can analyze the new data.

Dean Chris Gold reported that programs and classes with large equity gaps were targeted for the addition of LLR tutors for spring 2021. Students will have tutors available in Psychology and Anthropology. Tutors were also added for Sociology, Economics, and Human Development.

### **New Additions**

The team also added two new members, Angela Hagan from the Student Success Program, and Janice Jefferis who is the TEACH El Camino Campus Coordinator. We welcome these new members to our team, and look forward to all of the great things we can accomplish together this semester.

Attachments: Description of Meta-Major Chair; Proposed BSS Team Committees

---

## **From Guided Pathways [This is a Work in Progress]**

### **Meta-Major Chair (formerly, Success Team Lead)**

#### *Overarching Goals:*

- Maximize transfer-level math and English completion in first year;
- Maximize completion of 30 units per year;
- Maximize fall-to-spring retention;
- Decrease excess units;

#### *Tasks:*

- Create meta-major community experience for students (through taking part in NSWD, student support expo, and planning events—e.g. panels, student mixers, info sessions);
- Make sure meta-major marketing materials, including dept. websites, are updated;
- Make sure program maps are updated annually;
- Coordinate the creation of pathways to maximize exploration while minimizing excess units;
- Coordinate gateway courses in order to maximize the number of students who successfully complete these courses; this can include discipline-specific faculty development opportunities, as well as check-ins several times a semester, faculty collaboration in creating or updating assignments, assessments, rubrics, and SLOs and assessments.
- Coordinate adjunct faculty mentorship program;
- Work with data coach for the meta-major to review key data, set goals, and implement changes;
- Follow-up with students who dropped via withdrawal survey;
- Work with ECC Connect liaison to promote use among faculty;
- Consult and advise dean about adjunct and full-time faculty hiring to increase hiring of faculty of color—should receive EEO training;
- Advise dean and division scheduler to schedule courses based on student need.
- Coordinate with SEA program to offer MyPATH courses in the meta-major.

- Work with faculty to review curriculum with equity in mind;
- EQUITY!
- Review disaggregated data with dean and strategize solutions to close equity gaps;
- Help dean communicate with faculty regarding equity gaps;
- Coordinate with student services to be sure to offer services at appropriate hours;
- Coordinate with outreach for recruitment of underrepresented students into meta-majors;
- Coordinate professional development to create department cohorts to take trainings together.

## **Proposed BSS Team Committees**

### **1. Student Guidance, Empowerment, and Support Committee [GEmS]**

#### Tasks:

- Planning and coordinating events to enhance the student experience at El Camino, like New Student Welcome Day, the Student Support Expo, and so on.
- Coordinating programs to give students better guidance on their path through El Camino.
- Coordinate with SEA to offer MyPATH courses in the Meta Major.
- Creating Canvas modules and other content and workshops to promote students success. Examples include study skill workshops, primers on what financial aid services are available, and how to access them, and so on.
- Managing the BSS Meta Major Support Hub
- Following up with students who drop via the withdrawal survey.
- Volunteers (as of 2/16): J. Jefferis; C. Hurd; A. Hagan; S. Uribe; K. Preciado; D. Reed

#### Membership:

- Any team member who is interested could be a member of the GEmS committee, but there is a special need for counseling faculty and student-facing classified staff.

### **2. Faculty Engagement and Development Committee [FED]**

#### Tasks:

- Encourage mentorship of adjunct faculty
- Promote use of ECC Connect by instructional faculty
- Advise Dean on how to increase hiring of faculty of color (EEO training)
- Promote equity-minded curriculum review within the Meta-Major
- Coordinate professional development to create department cohorts to take trainings together
- Oversee annual updating of program maps

### Membership:

- Any team member who is interested, but there is a special need for instructional faculty to help recruit and organize other faculty members to engage in professional development related to equity, the use of ECC Connect, and so on. Counseling faculty, library faculty, and classified staff interested in developing and promoting these kinds of professional development opportunities.
- This team should probably be led by the ECC Connect Liaison.
- Volunteers (as of 2/16): M. McMillan (OER Advisory Committee); D. Reed; O. Teal; J. Jefferis; L. Alamillo; D. Miranda

### **3. Marketing and Communications Committee [MaC]**

#### Tasks:

- Ensuring that marketing materials and websites are all up-to-date.
- Working with Outreach for recruitment of underrepresented students into Meta Majors.

#### Membership:

- Any team member who is interested.
- Should probably include the representative for the Guided Pathways Communications Work Group (if that group continues...)
- Should probably be chaired by an administrator or dean
- Volunteers (as of 2/16): C. Gold; K. Preciado; L. Alamillo

### **4. Data Gathering and Analysis Committee [DGA]**

#### Tasks:

- Gathering data, including through requests to Institutional Research and Planning
- Managing and analyzing data
- Producing charts, tables, and graphs of relevant data for presentations, discussions, and planning

#### Membership:

- Data Coach and any data-savvy members of the team
- Might be good to have an administrator or dean on this committee
- Volunteers (as of 2/16): C. Gold; Yara Farah; C. Wells; D. Reed