



EL CAMINO COLLEGE FINE ARTS DIVISION

DIVISION COUNCIL COMMITTEE

MEETING DATE: December 3, 2020

LOCATION: Zoom

RECORDER: Patricia Amezcua

TIME: 1:00p.m.

ATTENDING:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> D. Berney | <input checked="" type="checkbox"/> W. Georges | <input checked="" type="checkbox"/> P. Amezcua (Classified) |
| <input checked="" type="checkbox"/> R. Bloomberg | <input checked="" type="checkbox"/> K. O'Brien | <input checked="" type="checkbox"/> B. Price, Dean |
| <input checked="" type="checkbox"/> R. Christophersen | <input checked="" type="checkbox"/> D. Rowan | <input checked="" type="checkbox"/> W. Cox, Associate Dean |
| <input type="checkbox"/> M. Crossman | <input checked="" type="checkbox"/> P. Schulz | |

VISITORS:

MINUTES

I. INFORMATION/ANNOUNCEMENTS

A. Approval of Minutes from December 3, 2020

- ✓ *Minutes approved by the committee.*

II. DISCUSSION/ACTIONS

A. Campus Visits and Medicat (Debbie)

- i. Request via Debbie (then goes to VPAA, etc. for permission)
 - ii. Watch video
 - iii. Complete Medicat App each day before coming to campus
- ✓ *Time consuming process. All requests go through D. Kyte first. She will send you a video and then you will access <https://elcamino.medicatconnect.com/>*

B. PT Faculty Hiring Identification (Patricia)

- i. Check with department faculty and notify Patricia and Berkeley
- ✓ *Please forward any PT hiring requests for Fall. If you need more in your pool there must be classes available for them to teach. Keep in mind that per the contract we must offer 1-2 classes first to PT faculty on the employee preference list.*

C. Faculty Program Plan Update (Lori)

- i. Division will fund many smaller items
 - ii. PE-S (Dance) ceiling fans and related work moved to "Facilities" category
 - iii. Rest of items moved forward into Unit Plan in your ranked order
- ✓ *We are forwarding on the more expensive items. Anything \$2300 or less will be purchased directly by the division.*

- D. Academic/Presidential Awards Timeline and now by Meta-major (Debbie)
- i. Debbie coordinates with ITEC for exact number of scholarships
 - ii. Plus Fashion/Cosmetology; Minus COMS
- ✓ *Still working out how the new meta majors added to our division will work.*

E. Faculty Loads and Overloads

- i. Reassigned Time (RT) for underloads
 - ✓ *If you go to pg. 168 of the faculty contract with regards to load balancing.*
 - ii. Contract Appendix B III Overloads p. 168
 1. Load Balancing
 2. “An overload **may be assigned** if, before receiving an assignment, an Instructor **requests in writing** to teach”
 3. “Except under extraordinary circumstances, an overload over the period of an academic year (fall and spring semesters) shall be limited to the greater of a total load of **260%** over the two semesters, or **one class** each semester.”
- ✓ *Many instructors are requesting 2 overloads in a semester... at this time we normally only approve 1 overload per semester.*
- ✓ *For large class size you must in agreement with dean have your large lecture classes pre-approved to receive pay for LCS.*

Section 17. Large Class Size

(a) The Dean may designate certain sections to have a large class size and the maximum enrollment in each such section to be either less than two times or three times the normal class size (N.C.S.).

(b) Instructors who agree to teach sections of classes designated as large class size will be credited with adjusted loads in accordance with the following schedule. The Dean will use the maximum enrollment prior to the census date to determine large class size, provided that the maximum so determined shall not be larger than the enrollment designated for the section as provided in subsection (a).

Class Size Adjusted Load

- 1. Less than 1.5 x N.C.S. 1.00 x Load*
- 2. At least 1.5 x N.C.S. and less than 2.0 x N.C.S. 1.25 x Load*
- 3. At least 2.0 and less than 3.0 x N.C.S. 1.50 x Load*

F. 2nd 8 week Adds (Patricia)

- i. Please check with faculty and send requests to Patricia and Berkeley

✓ *If you would like to add a 2nd 8wk class, please send within the next week to allow time for enrollment.*

G. Student ASO Senator/Division Council spots open (email sent today with link)

✓ *If we have representation, we get more “stuff”*

H. Curriculum Process includes reviews by 51% of department faculty (Jon)

✓ *J. Minei is working with your Curriculum Committee to get things reviewed.*

✓ *This will be discussed further in future dept meetings.*

I. Faculty Conference requests - virtual only (Lori)

J. Fall 2021 Schedule

i. New scheduling grid (15' later start times – College hour 1:15-2:15)

✓ *Some flexibility. However, we are ensuring students get a lunch break and we will not be scheduling during the new college hour.*

ii. On campus labs planned but not fully approved yet (safety info needed)

✓ *Dr. Shankweiler has tentatively approved our lab classes to return.*

✓ *1 on 1 with Rowan regarding hiring for 223A/B*

✓ *Will need a new make-up instructor if teach face to face*

✓ *Need follow-up on production dates for Dance-287 & 289*

✓ *Theatre will work with CFA to schedule events*

iii. Building overview

III. OTHER