



Health Science and Athletics

February 13, 2020 / 10:30 a.m., ARTB 103

Minutes – Flex Day - Division

Present

Faculty: A. Alvillar, J. Britton, D. Charman, G. Engle, H. Fall, T. Granger, T. Hazell, D. Herzik, T. Hicks, G. Lindheim, M. Lipe, C. McFaul, L. Pattison, J. Rapoza, V. Robertson, D. Roman, R. Uphoff, E. Villa, J. Collette, J. Land, T. Lau, T. Gough, M. Guta, M. White, S. Johnson, M. Moon, S. Ryan, K. Morgan, R. Lee, J. Flynn, R. Wilson, C. Jeffries, J. Pon-Ishikawa, N. Rubke, S. Haroldson, S. Bartiromo, P. Kidwell-Udin, K. Beley

Staff: R. Serr, C. Preston, S. Nilles, G. Greco, Wanda Morris, J. Allen, W. Baldonado, C. Maekawa, J. Meredith, M. Nielsen, L. Olsen

Excused: N. Fernley, M. Jacobson, D. Lofgren, R. Mekar

Guests: C. Mosqueda, D. Von, T. Zapata

Meeting Commencement

The meeting commenced at 10:30 a.m.

Counseling Update – C. Jeffries

Chris Jeffries introduced herself and the other counselors present: Cynthia Mosqueda – First-Year Experience (incoming high school students), Dexter Von – EOPS counselor and Kate Beley – Special Resource Center.

For the first two weeks of the semester there are no specific appointments for counselors. Students will be able to see counselors on a drop-in basis. Hours are 9:00 a.m. -7:00 p.m., Monday thru Thursday and 9:00 a.m. – 1:00 p.m. on Friday. The Nursing application process will begin March 2, 2020. On February 24 students will need to go on-line to make an appointment for the following week. The process for making appointments has been slightly modified. Appointments will now be made a week in advance at 9:00 a.m. instead of 12:00 a.m. for the following week. For the coaches, their student athletes can go on-line for appointments where it states appointments for student athletes. There are also specific drop-in times for the athletic counselors which was distributed to them at the meeting and will be posted in the division office.

It was noted the counselors are now located in the new Student Services building. Their offices are located on the south side of the second floor. The students now check in at the window area when they arrive at the office as opposed to just showing up directly at the counselor's office. This process gives the counselors more control of who is arriving and who is waiting to see them.

Tony Zapata, counselor of the Veteran's Center, introduced himself. He informed the division there would be some Green Zone training today. There will be special events coming up for wellness for veterans and for Memorial Day. The Veteran's Service Office (VSO) is located next to the Student Service Center.

Counseling will also be doing valuable workshops on various majors, stress management and time-management workshops throughout the semester. A listing of other workshops will be sent to the divisions to be posted.

Graduation petitions need to be completed by February 28. There will be drop-in times for students to see a counselor to help assist with their petitions.

Welcome Back – R. Serr

The division faculty and staff were welcomed back to the beginning of the spring 2020 semester. R. Serr noted the first semester as dean has been very busy. He thanked everyone for their support and cooperation.

It was noted Monday is a holiday, Presidents' Day. Classes will begin on Tuesday, February 18.

Faculty Handbook – R. Serr

A faculty handbook has been assembled to assist and be a guide for new instructors as well as remind current faculty on protocol for campus procedures. An electronic copy will be sent out for now; hard copies are forthcoming.

The No-Show reports impact our funding and must always be turned in even if everyone in the class shows up. Most of the full-time faculty were good with turning their reports in. R. Serr asked the division directors to remind their part-timers about turning in these reports.

Facilities Update – R. Serr

Everyone was reminded the walkway going past the Health Center, new pool construction, and North Gym will most likely close down by the end of March. After this time you will either have to walk around by the football stadium or the Library if you want to get to the Student Services area. Construction will be on-going in this area for about two years.

The new gym is up and running with basketball and volleyball games in the new gym. This coming Wednesday, February 12, the women's basketball team will be playing a game at 5:00 p.m., the men's basketball team will have their game at 7:00 p.m. and the men's volleyball team will also have their game at 6:00 p.m. Everyone was encouraged to attend. Upstairs on the second floor of the gym is a yoga and aerobics studio, conference room and faculty offices. The Gymnasium is open and running but not yet at 100 percent.

The Pool/Kinesiology Complex will hopefully be ready by the end of this year or maybe January 2021. The building will showcase a new pool, four weight rooms, adapted room, free-weight room, all-purpose room, combative room, faculty offices, conference rooms, four classrooms, and the division office.

There is a large amount of old equipment from our department in an old storage container. R. Serr asked for a volunteer to assist in clearing this area out. D. Roman and J. Rapoza volunteered to assist with this project which will be set up for next week.

Canvas – R. Serr

A lot of the faculty utilize canvas for their classes, especially if they are teaching distance-education classes. R. Serr encouraged the faculty to also use Canvas when teaching face-to-face classes. It assists with grade keeping and students can log in to see the faculty's power points. Canvas also interacts with ECC connect which lets students see their education plans. There is also a function with an immersive reader that the Special Resource Center may be interested in learning more about which can transcribe pages. R. Serr highly recommended learning and utilizing Canvas as in the future, this will how faculty will also be turning in their grades.

Evaluations – R. Serr

The list of faculty evaluations will be forthcoming. We will be utilizing Review Snap for this process. This time when doing the student evaluations, we will be using Canvas. When this process began last semester, some of the faculty were concerned we would not get enough responses from the students by utilizing the on-line evaluations. We found the lecture, lab and activity classes all had a good percentage of students who responded and participated in the process. At some point going forward, there will no longer be paper student evaluation responses. R. Serr has some booklets explaining the process if anyone needs more details about Review Snap.

Wellness Warriors –R. Serr

The Professional Development Committee asked for our department's help in assisting them with various activities for Warrior Wednesdays. These activities do not have to take place on Wednesdays but they prefer that day. Activities they are thinking of offering are having a yoga session once a month or having a monthly or bi-monthly walks around campus. If anyone would like to volunteer to assist with this, please notify R. Serr. It was noted you can receive flex credit for assisting in leading these activities.

Department Updates – R. Serr

- **Health Center – S. Nilles**

Every Monday at 9:00-9:30 a.m. the Health Center will hold Meditation Mondays. They will be meeting in the grassy area, north of the soccer field. The Health Center announced they have a new part-time registered nurse, Sandra Sloan. Jordan Yee is also a welcome addition and will be assisting in the front office. He is earning his masters in Kinesiology at Cal State Long Beach

S. Nilles left handouts listing the eight workshops for the semester. April 7 will be the Health Center's annual spring health fair. Faculty and staff can request flyers or presentations from the Health Center at any time.

- **Kinesiology-Athletics - C. Preston**

C. Preston noted the department is continuing to grow and expand. L. Pattison and C. Preston developed a new athletic certificate as well as a new sports management class. Also noted was a new lecture class, Sports in Society, which J. Rapoza developed.

Erin Thomas, former football player, was selected as the male scholar athlete of all the two-year colleges of California. This is the first time we have had this honor for a student athlete.

A women's cross country/track & field athlete was selected for the "All-Team District Team" for the state. Only 20 athletes from the state get selected for this team. This is our fourth individual who has made this team in the last three years.

Coach John Britton's team was selected as the top scholar team in the state for badminton.

Women's cross country was selected as the top scholar team as well.

- **Nursing – W. Morris**

Nursing is in the second semester of their new curriculum. By spring 2021 they will be done with the old curriculum.

Nursing also will have a Board of Registered Nursing Continuing Site Visit in the fall of 2020. Nursing will also be up for curriculum review (CTE review) so the faculty will be very busy.

- Radiologic Technology – D. Charman

D. Charman noted that her program is due for a four-year interim report. D. Charman will be working with E. Villa and teaching him about accreditation as in another four years the program will have a site visit.

In the previous fall 2019, the program had 21 graduates who graduated successfully from the program. This is the highest number of graduates the program has had in the 20 years that D. Charman has been the coordinator. Last fall the program accepted 24 students; four dropped in the first couple of weeks due to personal reasons.

Last week on February 3, the program lost one of its students, Carlos Robles. He died tragically in an automobile accident. It has been a very difficult time for the faculty and the other students. D. Charman passed around a box to accept donations from the division for the Robles family as they are in need of money for the burial of their son. Anyone who does not have money with them and feels they would like to donate to this cause, please stop by the division office or see D. Charman.

- Respiratory Care – V. Robertson

Everything is status quo. Over the winter break, Little Company of Mary donated a testing system to the Respiratory Care program.

It was reported out of the last graduating class of 16 students, 13 are currently employed.

- Special Resource Center – G. Greco

The SRC is gearing up and meeting with students and preparing students with accommodations.

G. Greco also wanted to congratulate our new interim dean, Dr. Russell Serr, on recently achieving his doctorate degree. G. Greco noted this will unfortunately be the last department update from the SRC.

As of July 1, 2020, the SRC will be moving under the area of Student Services.

Educational Development will be offering a new class, Ed Dev 42 which be offered this up-coming fall. G. Greco will also be looking at hiring more part-time faculty for the Education Development program. Also later this spring, the department will be hiring a new full-time American Sign Language Interpreter Training instructor.

G. Greco noted they just met with California State University – Northridge regarding mentorship and interning with their student interpreters. They would be coming to our campus and these interpreters would be taking on student mentors/mentees to work with our deaf and hard of hearing.

R. Serr clarified that the Health Center would also be moving under the Student Services area beginning July 1, 2020. Some of the other restructuring is in conversation at this point.

Program Review –R. Serr

There are two programs due for program review, the first one is Sign Language/Interpreter Training. R. Serr highly recommended developing and then distributing the student surveys. The second one is Kinesiology/Athletics, which will be chaired by D. Roman and J. Rapoza. E. Villa will be working on the two-year CTE program review for Radiologic Technology.

Curriculum – M. Lipe

M. Lipe noted on page 3 of the handout is a listing of all of the division curriculum committee members. The committee will have two meetings this semester during the college hour, one in March and one in May – location TBD. On the last three pages of the handout is a listing of curriculum which needs to be reviewed. Basically this spring the division has three opportunities to present at the College Curriculum Committee. Listed in the handout are three different due dates: 2/6/20, 3/20/20 and 5/1/20. It is critical everyone stays on top of things to meet their due dates. It is very important that faculty first consults with J. Meredith in the division office. She will get faculty started on what needs to be completed. M. Lipe noted if you need his input for course review, please contact him at extension 3010.

M. Lipe made mention if faculty are working on a course and are also going to eventually teach the class on-line, the College Curriculum Committee is advising that if that the faculty member might want to do a hybrid as well. They want the faculty to consider taking care of this during the initial proposal.

SLO/PLO Update – R. Serr

R. Serr noted that since our facilitator turned in our SLO/PLO assessments so early, the individuals they turned it into forgot to update it. So this point moving forward, R. Serr will send the updated list via email on which SLOs and PLOs are due from the fall. They will be due three weeks into the semester. Last semester we had them all done but two. It was noted if anyone needs assistance to please contact R. Serr or T. Hicks.

Other Business – R. Serr

The ribbon-cutting ceremony for the new Gymnasium building is Friday, February 21, 2020, at 3:00 p.m. Everyone was encouraged to donate any El Camino shirts, paraphernalia, water bottles, etc. as there will be prizes and hand- outs given at the ceremony.

Also noted was if faculty are worried about one of their students or if they have a discipline issue, to go to Maxient and do an incident report.

Faculty attending conferences need to submit their conference request to L. Olsen early in order to ensure funding. Out-of-state conference requests need to go to L. Olsen at least six weeks before your conference in order to give her time to route your request through the division conference committee and professional growth committee and receive approval.

Cornerstone is now being used for professional development. Faculty need to make sure as soon as they do anything for professional development to enter it into the system. The system will then alert R. Serr who will go in and review the request for approval.

The Warrior Pantry has a donation box in the division office. Quite a few students have food insecurities and any food donations are greatly appreciated. There is also a Warrior Closet where they collect professional clothes and athletic wear that are in good condition.

The faculty were also encouraged to try and use On-Line Educational Resources for students. Numerous students have a hard time purchasing books and materials for their classes. For any questions on this, please contact Mary McMillan in the Library. She is aware of resources to assist anyone. Also in the future as we

work on the schedule of classes, it will reveal the textbook to the students along with the cost. It is a great way to save money for the students.

If faculty need to move their class, they must call the division office and let them know and seek assistance.

R. Serr reminded the faculty to not over-enroll their classes and to stay within reason of their enrollment cap. If a class has a large amounts of students trying to add, the instructor needs to notify R. Serr so he can take into consideration if another section should be added. The faculty can only over enroll the class if they have special permission from the dean, R. Serr.

R. Serr announced that many of our classified staff and faculty have gone above and beyond in their work and have received Pride certificates: Tawnya Cola from SRC, Mark Lipe, Linda Olsen, Julie Meredith, Laurie Dawdy, Patty Miller, Pete Wright, Mark Nielsen, Susan Nilles, Yuko Kawasaki, and Brian Krause.

A list was presented showing the faculty who are due to march at commencement this year, June 12, 2020. Faculty are due to march every third year.

Admissions has given the division office a listing of add and drop dates for short-term classes. We have this listing in the division office. L. Olsen will also be sending out to faculty the first week of school.

Adjournment - R. Serr

The meeting adjourned at 11:30 a.m.

RAS/lmo