

**El Camino College**  
**Humanities Division Meeting Minutes**  
**August 20, 2020**  
**Fall Flex Day**

**I. Welcome**

Debra welcomed faculty to the first virtual Flex Day division meeting, which included Scott and Tracy, along with 52 faculty participants. In addition, Debra welcomed adjunct faculty also participating, including Sarah Leinen, Sanam Lamborn, John Wietting, Saeid Atoofi, Mari Lopez, Nataly Perez, Lesley Blake, Jennifer Holt-Molina, and Aiko Sato.

New tenured faculty were announced including Maria Barrio de Mendoza and Chris Glover.

Faculty Service Awardee were announced: Gene Armao - 30 years; Brent Isaacs, Pete Marcoux and Stephanie Schwartz- 20 years; Matt Kline, Rebecca Loya and Darrell Thompson - 15 years; Allison Carr -10 years; and Erica Brenes and Rhea Lewitzki – 5 years.

Debra thanked the faculty for the hard work put into SPOCK which started in spring and ran through summer. She mentioned how difficult it was for the foreign languages and extended thanks to Pete for all of his work, including working off the clock and helping to build classes.

Debra thanked Chris Page and Andrew Gard for organizing the Student Welcome Day. Chris acknowledged faculty who participated, including Argelia Andrade, Stephanie Burnham, Stefanie Frith, Rebecca Loya, Nina Yoshida, as well as the Librarians.

**II. Division News and General Info**

Debra mentioned the grants recently awarded for Pathway.

**Enrollment issues:**

Debra briefly explained some of the enrollment issues faced this fall semester, particularly for Journalism, ESL, French, Japanese, and many English changes. Spanish was up and running strong this semester, even with no adjunct faculty. Debra mentioned in the past, Tom would run sections at 50 percent, then it was raised to 60%, and then 65% average. Due to budget cuts efficiency percentages increased. For example, courses with multiple offerings are held to an 80% fill rate, the typically run literature courses can run at 75% but exceptions are set for first-time offered literature courses. She asked faculty to contact her with any questions regarding enrollment, schedule changes, etc.

**First day/week practices:**

Debra informed faculty of first day/week practice concerns for fall after receiving multiple emails from students who were confused. With many new incoming students, the staff will be helping students to provide the necessary information for fall. Debra urged faculty to be flexible the first day/week concerning dropping students, particularly incoming freshman.

She asked faculty to set up a practice that was fair and equitable, and feel free to contact her or Scott with any questions or concerns.

**Committees/committee work:**

Debra informed faculty that the division will continue with their committee work and explained she would be sending out the list of committees and participants. She urged faculty to review and email her if they wanted to change committees and/or to participate on additional committees.

**Office Staff:**

Debra mentioned that with the remote working conditions, office staff were working longer hours. They are checking voicemails every hour, and they also check Humanities division email account throughout the day. Scott said he included his Google voice phone number with his email signature.

### **III. Equity**

Debra stated that we must all do everything to focus on disproportionately impacted student's needs on campus. She shared the disaggregated data gathered by IRP and explained that the data shows the Humanities division has work to do. The goal is to decrease the equity gaps reflected in the data, particularly in the areas of success and course completion. Scott said he would send the link to all faculty.

**College focus:**

Debra went on to explain that there a college-wide effort to focus on equity for our students, with a particular focus on our black/African-American population.

**Department goals:**

Debra explained that she would like to work with the data broken down by department. She explained that each department needed to set at least one goal for the semester and that they would discuss objectives to achieve the goals and the work/efforts being done to achieve those goals. This will be a recurring discussion at every department meeting. She wants to see some improvement, she explained, when she brings the data back after the close of Fall 20.

Debra mentioned the success stories Journalism has had. Journalism involves writing, research, with internships to grow the program, and many, if not most of the success stories included students in the disproportionately impacted groups.

Susan Corbin asked how our numbers compare to Math. Debra stated that their numbers were not shared, but we could ask Marlow Lemons, the new Dean of Math. Darrell Thompson asked if the report is available to send to faculty. Scott stated the report is available on the IRP website, that can be linked to the dashboard and he would send to all faculty.

Kim Runkle asked if additional sections would be added. Debra stated that many sections have a solid 30 and waitlists are not the same as they have been in the past to justify building a new section. She asked faculty to monitor their no shows and to stay in contact with waitlisted students. If there are other sections with a good number of waitlisted students, then sections could be added.

Debra also announced that no faculty evaluations will be conducted this fall.

## **IV. Announcements**

### **Office hours:**

Debra will be holding open office hours twice a week. Michele will send faculty an email each week inviting faculty to office hours that will most likely be on Wednesdays and Fridays, day and evening, with a waiting room, allowing at least 15 minutes to meet with her for any reason.

### **Retirement:**

Debra announced the recent retirement of Barbara Budrovich with 37 years of service and David Shan with 31 years of service.

### **Writing Center Coordinator:**

Debra announced Chris Glover as the new Writing Center Coordinator. He has already shared a lot of ideas for the Writing Center. Chris provided a few Writing Center updates – including meeting with imbedded tutors one-on-one, and they will begin on week 3 for 1A/1AS instructors. Tutor training will be ongoing, which will include equity training. Writing Center groups and workshops are being planned. Chris asked faculty to email him any topic ideas for workshops. The Writing Center webpage is undergoing a few updates, including streamlining Zoom tutoring which begins week 3. Chris mentioned he joined the International Writing Center organization and Southern California Writing Center Association.

Debra welcomed Suzanne Gates back from her spring sabbatical.

### **AFT:**

Chris Glover reported there are a lot of opportunities with the Federation via Zoom and encouraged faculty to have their voice heard. They could also contact Chris or Kelsey Iino. He mentioned faculty should have received their stipends that were included in the MOU.

Chris announced AFT has ratified a new contract that is effective through December 2022. In the new contract there are no pay increases and slightly better benefits. He also mentioned that three of the five members of the Board would be coming up for reelection. He said that there needs to be a change of the make-up of the board and anyone living in the South Bay should be encouraged to run for election to the board.

As Debra had mentioned, no evaluations would be conducted this fall. Chris stated there needs to be a MOU concerning evaluations and tenure should not be held up because of the postponement of evaluations. Chris asked faculty to contact him with any union questions and/or concerns or any AFT rep.

### **Curriculum:**

Chris Glover reported that he will be attending the first Curriculum Meeting, filling in for Chelsea, DCC Chair. He stated they will be reviewing total units for the foreign language courses, deactivating developmental reading and writing courses, revisions to Journalism 1 and 4 and English 20 and 21.

The rollover from CurricuNet to CurriicuLog is scheduled for late-September. Training sessions will be set up for faculty/users.

### **Guided Pathways:**

Chris Page reported that they will have new data released soon. They have developed a Canvas page that includes meta majors and recently received a grant. The program has strong connections with multi-instructional faculty, Librarians and Counselors.

Jenny Simon announced training developed to create modules for entire courses.

**SITE:**

Rose Ann Cerofeci reminded faculty of the breakout session scheduled for Friday, Aug. 21<sup>st</sup>, 12:00-2:00 pm for SITE, and flex time can be credited for other various SITE activities. Rhea Lewitzki stated the first step is to move the needle with different discussions on how to make changes.

Debra reminded faculty that SITE is campus-wide, not just English.

**ECC Connect:**

Jenny Simon stated that ECC Connect is the vehicle that drives Guided Pathways with early alerts, including 4<sup>th</sup> and 9<sup>th</sup> week alerts to students, referring them to Student Services. Counselors utilized ECC Connect to create education plans for students, that include more functionality. ECC Connect also integrates with Canvas. Jenny mentioned Gema reported only one-third Gradebook use by faculty. ECC Connect has 24/7 student access. Alerts can be set when a student drops below a certain grade. Department users have reported retention was double-digit higher with ECC Connect. Jenny is our ECC Connect Liaison, promoting and training faculty. Three teams will be attending symposium for ECC Connect.

**SLO:**

Mora Mattern along with Andrew Gard reported all SLO's due week 3 have submitted their reports. The PLO2 report is due September 5<sup>th</sup>, need to send reminders to the lead. The five-year timeline for assessment will be released, including the fall assessment.

**Program Review:**

Kevin Degan reported program review was on hold. Institutional Research is working on making it simpler. He asked faculty to let him know if any program review was done during spring 2020.

**Other Announcements:**

Stefanie Frith announced that Omar Rashad, former Editor-in-Chief transferred to Cal-Poly and received an internship. He also co-hosted a Townhall with the Chancellor. Molly Cochran, the new Editor-in-Chief also had a live tweet with the Chancellor. She encouraged faculty to refer any students to Journalism 1 by emailing either her or Kate McLaughlin.

## V. Online Information

Pete Marcoux provided some information regarding online information:

- showing published course on dashboard
- unchecking modules
- recommended including required times and materials
- Pete mentioned email addresses section are live. There have been a lot of questions regarding textbooks.
- When sending emails to student regarding Zoom, include waitlisted students

Scott mentioned that add codes were sent to individual instructors by De Von Scott and Charlotte. He asked faculty to keep track of their add codes, particularly section reference

numbers and authorization numbers. He also reminded faculty to send waitlisted students add codes. He mentioned several link for add code distribution included at the end of the agenda.

Pete mentioned he was contacted by Moses about how to build FERPA compliance, which would be discussed further at the 1:00 pm meeting today.

## **VI. Adjournment**

With no further questions, Debra adjourned the division meeting.