

**El Camino College Division of Humanities
Minutes for Division Meeting, August 24, 2017
Fall Flex Day**

Attendees: (to be added)

1. Welcome to Fall/Personnel Updates:

Debra introduced new full-time faculty members, Elayne Rodriguez Kelley (English) and Mora Mattern (English).

2. The Office:

- a. Debra introduced Michele Bynum, the new Division Administrative Assistant.
- b. Debra explained that Elise will be staying through June '18 and expressed appreciation for the dedication of the Humanities Division staff.
- c. Debra shared a thank you note from student worker, Oscar, who left and will be working for LAUSD.
- d. Debra passed out the ASK ME buttons that were provided by The Academic Senate and Outreach & School Relations. The buttons are to be worn in order to encourage students to ask questions if they need directions or answers to other valuable information.

3. New VP of HR:

Jane Miyashiro, the new VP of HR was introduced to the faculty, encouraging the group to stop by her office at any time and feel free to ask questions.

4. Service Awards

Debra presented service awards to faculty members serving 5 years (Ashley Gallagher, Christina Nagao, Nina Yoshida), 10 years (Matt Cheung), 15 years (Debra Mochidome), 20 years (Mary Ann Leiby and Laura Welsh), and 25 years (Tom Cody).

5. Tenure for Full-Time Faculty

Stephnie Merz, Kevin Degnan, Chelsea Henson, and Andres Moina were granted tenure.

6. Faculty Recognized at Commencement

Debra announced that twenty-two Humanities faculty members were recognized at the June 2017 commencement.

7. Faculty Hiring

- a. 8 English adjunct faculty were hired this summer. Thanks were extended to Tom Cody, Brent Isaacs, and Chris Page who served on the Hiring Committee.
- b. Debra announced that the division will be submitting a request to hire additional English full-time faculty. Darrell Thompson has graciously agreed to be the faculty rep on the Faculty Position ID Committee.

8. Program Review

Debra thanked Kate McLaughlin and Argelia Andrade for working all summer on the program review.

9. Enrollment:

- a. Stabilization is a 3 year process which Debra explained. The first year we are funded at our current approved baseline even if our actual FTES falls below the budget. The second year we are funded at the actual FTES. The third year, we are also funded at the actual FTES, but that becomes our new baseline.
- b. Enrollment is down approximately 4% from Fall '16, which was down approximately 2% from Fall '15. Getting new students and keeping them is imperative so that our base is not reduced. Space has been a contributing factor as to why we cannot add additional classes. S. Schwartz suggested bringing in modular units or holding classes off campus. Debra explained that we have explored that route, as well as other ways to add additional classes. Our online offerings have increased and we are planning to add hybrid classes in the future. We must also acknowledge that there will be fewer basic skills classes in the future. As multiple measures gets implemented, B. Halonen reminded the division to encourage students, particularly waitlisted students who cannot get into their desired class, to enroll in other classes that will help them achieve their goals and enrich learning which will ultimately also have a positive impact on enrollment. On Monday, faculty will get lists of open Humanities classes and should encourage waitlisted students to enroll in open classes, while explaining the benefits to the students' career paths.
- c. Bumping: A rehire list for adjunct instructors has been created based on the latest union contract. If full-time instructors lose a class because of low enrollment, adjunct instructors on the rehire list should be protected if possible. Full-time instructors also can't bump another tenured instructor in order to maintain their desired schedule. Consequently, they may not get the schedule they originally asked for.

10. Evaluations:

The process for obtaining student evaluations has been modified. Evaluators will now be administering the student evaluations at the time of the observation. The office will become involved in administering the remaining student evaluations.

11. Other Division Business:

- a. Safety locks have been installed. Debra explained how they work and reminded faculty to be sure doors are locked when leaving. Remember that students should not be left unattended in the classrooms.
- b. Keys for ITEC and MBA must be turned in at the end of every semester.

- c. Travel bans to states with discriminatory laws have been announced by the Chancellor's office (Bill AB1887). Current states include Kansas, Mississippi, North Carolina, Tennessee, Alabama, Kentucky, South Dakota and Texas.
- d. Check your Commencement and Flex Obligations. Don't forget to have your Flex obligations approved prior to attendance.
- e. Debra discussed the Food Pantry and U-Pass Pilot Program.
- f. Community Education: Suzanne Gates announced a community grant celebrating 200 years of Frankenstein. On October 14, 2017, there will be a festival that includes free Frankenstein screen printing on t-shirts. A modular room (MBBM) will be set up in the Frankenstein theme, for the month of October, where students can visit and write creative stories. A community writing contest will also be announced. Faculty volunteers are needed to read and score the submitted stories. Suzanne will check to see if flex credit can be given for those assisting.
- g. Jason Bostick announced that he and Kim Runkle are Co-Vp's for the Federation for PT faculty. Division reps are needed. There will be two upcoming General Meetings (9/26 and 9/27).
- h. Debra is scheduling times when she will be on campus during the evening and will send out a notice of the dates. She also announced that she will be tending to some personal business in September and will be working remotely on those days.
- i. P. Marcoux announced that a mobile lab, that includes one cart with thirty-five Chromebooks, will be piloted this semester.
- j. A. Andrade suggested that waitlisted students be directed to Foreign Language open classes. Debra said that an open class list will be distributed to faculty.
- k. Donna Factor announced an upcoming Foreign Language 4 day symposium that will include scholars, lecturers, journalists, a Cuban dance team, and a photographer from National Geographic. 95% of the event will be in English so everyone is encouraged to attend.

12. Department Breakouts and locations announced.