



EL CAMINO COLLEGE  
Division Council Meeting

Minutes

Thursday, March 27, 2014, 1:00 p.m.

Present (Names in Italics indicate those who were absent):

Michael Anderson	Hiram Hironaka	<i>Valenica Rayford</i>
Vera Ashley-Bruce	Harold Hofmann	Daniel Richardson
Ryan Carey	Kevin Huben	Stephanie Rodriguez
Eric Carlson	Jonelle Jones-Morrison	<i>John Ruggirello</i>
Steve Cocca	<i>Raymond Lewis</i>	Jack Selph
Bob Diaz	Lee Macpherson	Daniel Shrader
Ross Durand	William Melendez	Michael Stallings
Robin Elton-Collette	<i>Timothy Muckey</i>	<i>Harry Stockwell</i>
Patricia Fairchild	Vivian Nemie	Sue Ellen Warren
Mark Fields	Renee Newell	Merriel Winfree
Patricia Gebert	<i>Michael Newton</i>	
Douglas Glenn	Lois Peck	

The meeting began at approximately 1:05 p.m. Agenda and notes follow.

- I. **UPDATE ON Mike Newton/Harry Stockwell:** Dr. Stephanie Rodriguez greeted everyone and chaired the meeting. An update was provided to faculty regarding faculty on MLOA and tech supervisor.
- II. Enrollment management was discussed: There is a need to increase FTES; we can add classes, but cannot be under-enrolled; courses offered in 3 years should be inactivated;
- III. Pati F. – SLO's- so far the faculty is doing pretty well on them. Deadline for inputting data into TracDat is 5/16/14. The instructor who taught the course will be doing input. Spring 2014 SLO and PLO assessments were discussed along with a handout of due courses; goal is to input as many assessments by May 16. (See attached course assessment lists)
- IV. Academic Senate – Program discontinuance was discussed; faculty members expressed concern regarding the composition of program discontinuance committees and process.
- V. Curriculum. Vivian Nemie – There was a meeting on Wednesday to review materials before submitting to Quajuana. We should meet our goals for the semester. Macpherson-program disc. Policy is required. Concerns about how process is initiated. No rep by division on the committee. Daniel Shrader- CTE classes are exp. to set up (equipment, supplies, etc.) CTE programs will be evaluated on efficiency. CTE classes increase earning levels.

VI. Advisory Dinner: Irene Graff- Potential speaker. Cocca- consolidate or clusters would be good. Website is working out great. Students employed at different companies because of what they learned at ECC. Faculty submit updated Advisory committee member lists;

VII. Other Division events:

President Scholar Program and Academic Awards 4/16/14

Annual Fashion Show 5/9/14

Fire Academy Graduation 4/11/14

PTI Graduation 4/29/14

Dr. Rodriguez thanked everyone for their time. The meeting adjourned at approximately 1:58 p.m.