



EL CAMINO COLLEGE
Division Council Meeting

Minutes

Thursday, April 16, 2015, 1:00 p.m.

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

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

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

- I. **WELCOME & SEMESTER UPDATES:** Dr. Stephanie Rodriguez greeted everyone and chaired the meeting. The Division will be able to add a couple of classes. The possibility of a Cosmetology course or Auto Tech 1 in the Fall was brought up. If the classes will fill, the faculty should consider offering them. Steve Cocca asked about the possibility of offering 191 in the Summer, and it was arranged for him to discuss that later with Dr. Rodriguez. Hiram Hironaka brought up a 1-2 hour ITEC course orientation where students receive credit.
- II. **ADVISORY COMMITTEE MEETING UPDATE:**
 - A. Jonelle Jones-Morrison gave an update on the Advisory Committee Meeting to be held Wednesday, April 22, 2015. She reported 111 affirmative rsvps.
 - B. Amanda Webb sent out the most recent versions of the department guest lists for updating by faculty and requested that facilitators review their list, share with the others in their department and return the list to her, so that we can get an accurate count for the cafeteria to prepare the Taco Bar.
 - C. Jonelle reminded everyone that instructors will be responsible for their own sign in sheet, and that there would be packages of all needed information for each department. Centerpieces representing each department need to be ready, and there will be a prize for the best one.

III. DIVISION PRIORITIES:

- A. **CTE 2 Year Review** Program and CTE review reminder - (AJ, ARCH, ACRP, ECHT, FTEC) – those outstanding know who they are and need to get it done.
- B. **SLOs and PLOs** – Amanda Webb
 - a. Status of Fall 2014 Assessments; Spring 2015 Assessments. Dr. Rodriguez thanked everyone for responding and getting things done.
 - b. Amanda Webb brought up the need to get SLO/PLO assessment timelines, and explained that the reasoning behind asking the faculty to revise their timelines is because of changes to the process, and the need to spread out assessments for each course over a three year period. Pati Fairchild stated that until curriculum irons out it's very hard to give a schedule, especially with classes on a three year cycle. Steve Cocca said that the lag in offering courses often resulted in having to do all three assessments at once, particularly for 191 and 148, and that he would re-send his timeline. It was requested that the faculty do the best they can, and that there will be exceptions to the standard timeline such as ACR/P and ECHT.
 - c. Amanda Webb discussed some overall issues that are coming up when inputting SLO and PLO assessments into TracDat. The first issue was that on the drop-down menus the wrong year for assessment is frequently being selected, which leads to SLOs not being shown as complete when they actually are. The second was that faculty cannot just go in and edit the results for a previous SLO or PLO for a new semester. A new assessment needs to be created each time. The third was the need to include an Action and an Action Category when doing an assessment, as that is the final step in the process. She thanked the faculty for their patience.
 - d. Ray Lewis brought up tweaking of the SLO statements themselves, and the need to do that. Ryan Carey also expressed interest in changing the SLOs for his course. Steve Cocca asked what to do if one semester you have an exceptional class, and then the next an underperforming class. Amanda suggested that you address that in your action and results – maybe they lacked preparation, monitor the curriculum for an additional semester, etc. She also discussed the idea of Follow-Ups in TracDat, which should occur when you are working on the subsequent SLO.
- C. Curriculum Review Update – Dr. Rodriguez congratulated the DCC on a fabulous job. Vivian Nemie said that everyone was doing really well and that they were trying to make it as simple as possible. Vivian said there were 11 program proposals being put together, and being submitted to Quajuana Chapman. She said that if instructors wanted to expand their existing program or create new courses, it first goes through the Dean, then the DCC (consisting of peers), then it gets submitted to Quajuana. She

stated that there had been 23 approvals and a lot of programs are in action. Vivian said many instructors aren't using a recent book and might want to update.

- a. Steve Cocca brought up that during program review he looked at the state numbers the college was reporting, and it showed two electronics programs – Computer Electronics and Electronic Technology. He thinks this is due to a top code other than the main top code, and his program is being shortchanged because the numbers aren't accurate and show lower attendance. Steve said ECHT 22 is in limbo due to a different top code, and that it was showing he was unqualified to teach the class. Pati Gebert said the same thing had happened in Cosmetology, with John Ruggirello getting some of their numbers.
- b. Pati Fairchild also brought up the need to get program changes through - she had thought her proposal was completely approved, but it's on some other level and she has no idea what changed or if it's being handled. Vivian Nemie said she would talk with Pati after the meeting. The process was outlined – after DCC approval, Quajuana sends it on the Chancellor's office, where it can get stuck waiting for approval.
- c. Steve Cocca asked if you were changing a course from 8 units to 4 units if it had to go through the Chancellor's office. Vivian Nemie confirmed that that was the case. Pati Gebert said she was in the same boat, and that Quajuana had said she would talk to them. It was discussed that the point of all of this is to try to improve the program – changing the number of staff and adjusting the curriculum.
- d. We have 249 different courses to check, and there's a lot on Quajuana's desk, so things do take time. Steve Cocca brought up Title V, and the scheduled review of courses and requested a timeline. Robin Elton-Collett gets that from Quajuana and it's projected until 2016.
- e. Vivian Nemie encouraged the faculty to come to DCC meetings with their materials. Patricia Fairchild said that her course was approved, went on, but then got stuck somewhere and wanted to know if it had been rejected. Patricia Gebert said yes, Patricia Fairchild's had been rejected, and hers as well – the Chancellor sent it back. Patricia Fairchild said that she hadn't heard about that or seen it. Patricia Gebert suggested getting together to talk to Robin about fixing it. Vivian Nemie said that we'll do what needs to get done and find solutions.

IV. ANNOUNCEMENTS:

- A. **Final Grades:** Hard copies of final grades need to be turned in to the Division Office, and should include an attendance roster and three grades. Grades used to be submitted to Admissions, but they are now going to be delivered to the Division office to keep paperwork local and tight, since Admissions isn't staffed for that.

- B. **ITEC/CAT Grand Opening:** The ITEC/CAT Building Grand Opening is tentatively scheduled for Fall 2015, but there is no set date yet. Faculty should think about interactive displays and demonstrations to promote our programs.
 - C. **Fashion Show:** Vera Ashley Bruce showed everyone the flyer she'll be sending out for the upcoming Fashion Show on Friday, May 8, 2015. She invited everyone to come and support the Fashion program.
 - D. **Faculty Display Board:** There is a display Board located in the Faculty Mail Room between the sink and the computers, which will be used for faculty updates, recognition, SLO assessments, 2 year reviews, where things stand on curriculum, and for general information, and faculty should check it for updates.
- V. **PURCHASE CUT-OFF DATES:** Cut-off dates are as follows:
- A. Complete Office Supply Orders are due by May 13, 2015.
 - B. Last Day to Receive Merchandise or Services is June 15, 2015, but for grants the date is actually June 30, 2015.
 - C. Last Day to Process Invoices to Accounts Payable is June 22, 2015.
- VI. **DISPLAY CASES & CABINET KEYS:** Patricia Fairchild asked about the display cases and suggested the possibility of a rotating system for displaying program items. Steve Cocca brought up the kiosk in the lobby that can be used to display brochures and other information, and suggested a rotating system for that as well, where departments have different months they can use it.

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