



EL CAMINO COLLEGE  
Division Council Meeting

Minutes

Thursday, September 17, 2014, 1:00 p.m.

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

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

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

- I. Dr. Stephanie Rodriguez greeted everyone and chaired the meeting.
- II. **FACULTY UPDATE ON DOUG MARSTON/HIRAM HIRONAKA:** Doug has retired. Hiram is out on Medical Leave.
  - A. Move Preparations: Packing needs to be completed asap.
  - B. Robin will send out step-by-step instructions, etc on SLO assessments and also a list of courses that need to be done.
  - C. Plan Builder update training to start in November. Instructor ranking of new psotiions discussed.
- III. **ACADEMIC SENATE UPDATE:** Instructor ranking. Discuss bachelor degrees.

**IV.SLO School Presentation – S. Warren**

58% assessments completed; SW reviewed steps to inputting assessments; Robin will email step by step instructions, as well as a list of assessments due. Discussion took place regarding SLO challenges.  
summer 2014 and fall 2014 discussion and handouts provided to faculty regarding process, and assessment vocabulary (see attached handouts).

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