

**EL CAMINO COLLEGE MATHEMATICAL SCIENCES  
DIVISION COUNCIL**

March 24, 2016

**EMERGENCY RESPONSE CODE**

Recommendation that a code word be implemented when there is a potential threat.

Dean J. Sims suggested “red petition.” A. Hernandez suggested “red folder.”

Once the code word is determined, we will alert Campus Police.

Dean J. Sims will contact the VP’s office to see if there is a practice in place.

**CORK BOARDS**

Recommendation to place white boards in between faculty offices. Suggestion that the white boards also have a magnetic portion. Dean J. Sims will reassess the budget to determine which boards the department can afford.

There is concern over desks and chairs in the hallway being a fire hazard.

**WINTER SCHEDULE**

The winter session will be five weeks including Fridays. During winter 2017, we will pilot high unit courses in the morning and afternoon. Evening classes are not generally offered during winter session.

The department does not typically offer high unit courses during the winter session. In the past, we have lost students because of this.

We will poll students to see if they would take Math 220 and Math 270 in the winter. It’s important to inform students of the amount of time that needs to be invested into these classes. Recommendation to make a note regarding this time commitment in the printed schedule.

The focus should be on success rates versus fill rates.

If Math 190 and Math 191 classes fill in the winter, we will consider adding another section. Recommendation to add these before the semester begins.

Recommendation to create a schedule that includes breaks. This will give students an opportunity to clear their mind. Dean J. Sims will create some sections with breaks and some

without.

Recommendation to add more Math 150 classes.

## **AWARDS CEREMONY**

The student and instructor attendance has declined for the Math/NS Award ceremony.

A proposal was made that the Math Department have its own awards ceremony. It can be held during college hour in Haag Hall. The Awards Committee will confirm that food can be setup in the theatre. This proposal will be discussed further at the department meeting.