

# **EL CAMINO COLLEGE MATHEMATICAL SCIENCES**

## **DIVISION COUNCIL**

September 13, 2016

Present: Luis Barrueta, Diaa Eldanaf, Jill Evensizer, Greg Fry, Arturo Hernandez, Linda Ho, Anna Hockman, Judy Kasabian, Lars Kjeseth, Ashod Minasian, David Ramirez, Solomon Russell, Jacquelyn Sims, Claudia Striepe (LRC), Susan Taylor, Umar Tootla (ASO Rep), Paul Yun, Lijun Wang,

The purpose of Division Council is to serve as a full-body advisory committee representing all parts of the division.

### **PROGRAM PLANS AND TRACDAT UPDATES**

There are three planning cycles in progress: Program Plans, Unit Plans and Area Plans

Program Plans from previous years need to be archived in TracDat. For each recommendation the status should be updated including funded, not funded, in progress, etc.

Program Plans for 2017-18 are due into TracDat by 11/15/16. L. Ternes will contact various committees regarding this. Dean J. Sims will clarify if entering Program Plans into TracDat can be used toward flex credit.

Dean J. Sims described the planning cycle. Program Plans are recommendations from Program Review. From there, Unit Plans are created at the Division level. It then goes to the Area Plan at the college-wide level. Lastly, the requests go to the college President and budgeting. The VP's are currently finalizing the budget for Area Plans for 2016-17. This information can be found in TracDat under College Plan.

The deadline for the Unit Plans for 2017-18 is 2/15/17. So it was recommended that programs begin working on their Program Plans now.

### **HIRING PRIORITIZATION**

The hiring process is separate from the planning process.

Dean J. Sims provided a timeline for Faculty Position ID. We have not been given our most recent data yet, but we should begin working on the narrative.

Dean J. Sims requested committee members read the narratives from last year for both Math and CS and inform her of changes or recommendations. Please send feedback by 9/30/16.

Last year we requested five new full-time Math positions. The Department should have a ratio of 75% full-time to 25% part-time.

Judy Kasabian will be our faculty representative for the Faculty Position ID hiring process.

### **SURVEY FOR WINTER**

There was a recommendation to create a survey to assess student and instructor experiences with classes that have a long break versus a short break. Dean J. Sims will draft the survey and send it around for recommendations. The survey will go out after the winter term ends.

During the winter session, we have some courses that have long breaks and some with short breaks. The longer breaks will allow students to study and reenergize.

G. Fry recommended that the winter session start immediately after the holidays making the session 6-weeks instead of 5-weeks. This should be brought up in Academic Senate and Area Council.

We are piloting by offering 4-unit and 5-unit classes during the winter session. Depending on the success of these high unit courses, we may or may not offer them next winter.

### **TUTORING COORDINATOR**

The Tutoring Coordinator position has been announced. The title of the position is Non-Credit Instructor. Math 100 was activated so the Non-Credit Instructor would become the instructor of record for this course.

Our request to make this a full-time position was declined.

Contact Dean J. Sims if interested in being part of the hiring committee for this position.

### **PT FALL RECRUITMENT**

The Math Department hired several emergency hires this semester due to the demand for more classes and a couple instructors that are on leave.

During the last part-time recruitment, only three adjunct instructors were hired. HR is advising we do another recruitment for part-time instructors, once in the fall and once in the spring.

Part of the issue may be that the part-time recruitment is announced too close to the full-time recruitment.

Contact Dean J. Sims if interested in being part of the hiring committee for the part-time Math position.

### **BUDGET FOR DUES AND MEMBERSHIPS**

The Math Department has budget for dues and memberships.

Dean J. Sims will look into an AMATYC membership. Contact Dean J. Sims if there are any other memberships you think the Math Department should be part of.

### **SOLICITATIONS**

Dean J. Sims requested the committee think about whether we should allow solicitation for donations (i.e. for new student groups, etc.) within the Department. Email her with recommendations.

### **NATURAL SCIENCES/MATH SOCIAL**

There will be a Natural Sciences/Math social on 11/29/16 during College Hour in the MESA Center.

The goal of the social is to maintain the partnership between the two divisions.

### **ANNOUNCEMENTS AND OTHER UPDATES**

Claudia Striepe informed the committee that each librarian has a division they are a liaison for. She is soliciting book recommendations for the library and can also be a source of help for material for curriculum development and general questions.

A. Hernandez discussed the development of an Engineering course. L. Ternes, J. Evensizer and A. Hernandez will work together to develop this curriculum.