

**EL CAMINO COLLEGE MATHEMATICAL SCIENCES
DIVISION COUNCIL**

March 10, 2020

Present: Luis Barrueta, Diaa Eldanaf, Robert Eleuteri, Jill Evensizer, Greg Fry, Arturo Hernandez, Judy Kasabian, Marlow Lemons, Kathryn Marsh, Victor Matos, Ashod Minasian, Pavan Nagpal, Dean Jacquelyn Sims, Susan Taylor, Lijun Wang, Paul Yun

REVIEW MINUTES

The February 18, 2020 Division Council minutes were reviewed. S. Taylor motioned to approve the minutes. R. Eleuteri seconded the motion. All were in favor to approve of the minutes.

CHANGING NAME OF SUPPORT CLASES

It was discussed that the term “Support” on corequisite classes make students feel that the classes are optional.

A recommendation was made to update the note on the printed schedule to state, “Mandatory enrollment and attendance in both sections is required.”

CONTINGENCY PLAN RELATED TO COVID-19

There is a Task Force and an action plan should COVID-19 become widespread. Dean J. Sims recommended instructors start to consider transitioning to more online based activities. If students have to be away from class, then we will try to accommodate them in the best way possible. The campus will provide training for instructors.

There will be a Technology Conference hosted by Associate Dean M. Lemons on 3/13/2020. Faculty are encouraged to attend to learn more about online teaching.

WATLIST MAX AND MINS

A.Minasian informed the committee that the department voted on having a waitlist of 10 students.

J. Evensizer recommended educating students about waitlists. Signs can be placed around the building stating, “Waitlist does not mean you’re enrolled.” We can also ask counselors to inform students.

The Division Office informed the group that when classes have low enrollment, we email students on the waitlist and tell them about open classes.

Admissions is also starting to alert students of open classes.

Dean J. Sims mentioned that having at least 10 people on the waitlist helps with scheduling because we can see if there is a need to open more classes.

Dean J. Sims discussed a new system (class scheduler) that allows us to manipulate what classes show up on the online schedule. We can set it up so low enrolled classes show up first before classes that are full when students are searching for classes.

Dean J. Sims will draft an email for Division Council to review informing students that the waitlist does not guarantee that they will be enrolled. In this email, students should also be reminded that they should attend the first day of class to learn if they will be added and receive an add code.

UNIT PLANS

Dean J. Sims presented the final Unit Plans. The list is prioritized based on recommendations received from Division Council. The Unit Plans have now moved on to Area Plans. We should know what items were approved by the end of summer 2020

AB705 MEETINGS

We are planning AB705 meetings to discuss how the implementation has worked and what could be done to better the process.

We will also review data and our surveys from last semester.

Dean J. Sims would like for faculty to meet with counselors and discuss how students were guided and placed during enrollment. Counselors followed the placement chart that was agreed upon by the Math Division. This chart is based on the recommendations made by the Chancellor's office.

Dean J. Sims mentioned that if the department decides to go outside of the Chancellor's recommendations, we would have to provide data later on how our process is beneficial. Instead of changing our placement chart, we can give counselors additional questions they would feel comfortable assessing with students.

A.Hernandez recommended that counselors review students' Trigonometry and Geometry grades before placing a student into Calculus. They can also ask if a student is working and what their responsibilities are outside of school. These non-academic challenges greatly affect academics.

It was recommended that the department provide a list to Counseling listing the amount of hours of studying required for successful completion of each specific class.

J. Evensizer is requesting that counselors stop placing students in Math 80 instead of Math 73 if they are not a STEM major. If students decide to change to a STEM major later on, they can do

something with the Division Office to make up for it. Math 80 should be for students who are required to take it due to their major.

There will be a Math and Counseling Faculty AB705 meeting on Wednesday, March 19, 2020 from 11:15am-11:45am to discuss placement. Dean J. Sims encouraged all to attend.

NAME DECALS

Associate Dean M. Lemons will take a vote on which color name decal faculty would like on their office door – black or white. The color with the majority vote will win.