

Division of Mathematical Sciences
Flex Day Agenda
February 10, 2021 @ 10:45am - 12:00pm
Theme: Agents of Student Success

For items labeled with an asterisk (*), there are links on the last page of the agenda
as a reference to those items.

1. November Minutes (please review before the meeting)
2. Welcome
 - a. Tenure: Edwin A., Catherine SR., Oscar V.
 - b. Service Awards
 - i. 5 Years: Catherine SR., Diaa E., Dominic F., Solomon R.
 - ii. 10 Years: Alice M., Eduardo B., Junko F.
 - iii. 15 Years: Eduardo M.
 - iv. 20 Years: Jeff C., Kristine N., Lars K., Susan T., Trudy M.
 - c. Congratulations: Dr. Jacquelyn Sims! Welcome back!
 - d. New Addition to the MS Family: Catherine SR. Had a baby girl! Congratulations!
3. Announcements
 - a. Fall 2021 Course preference form- reminder to complete it (check your email)
 - b. Summer 2021 instruction (remaining remote)
 - c. Fall 2021 instruction (face-to-face instruction pilot for fall for now)
 - d. Math Study Center
 - e. Warrior Toro CSP
 - f. MESA
 - g. SITE (Equity-Minded Statistics Focused Learning Community)
 - h. Computer Science Week
 - i. Division office operations
4. Reminders regarding Courses
 - a. Calculator and Laptop checkout procedures (check your email)
 - b. Support Courses
 - i. Separate Grade Sheets
 - ii. Support course grade should not be solely dependent on lecture grade*
 - iii. Links provided from February 4th brownbag
 - iv. MATH 150S CANVAS modules available
 - c. Camera and microphone recommendations*
 - d. Maintain rigor while accommodating students' hardships during difficult times
5. ECC Connect- counselor presentation
6. Committee Opportunities
 - a. STEM Meta-major Success Team
 - i. Arturo Hernandez, new STEM success team leader
 - ii. Recruiting faculty for special assignment opportunities (up to 20 hours for the semester @ \$69.28)
 - iii. Classified can join, not special assignment
 - iv. Projects
 1. STEM panel development

2. Input for STEM HDEV 101
 3. Working with data on students
 4. Campus events
 5. ECC Majors Week
 6. Connecting faculty and counselors
7. Faculty Evaluations
 - a. FT tenure-track faculty
 - b. PT faculty
 8. Software Update
 - a. JASP, should we discontinue Minitab?
 9. Discussions
 - a. STEM Academic Integrity
 - i. Share out what you learned
 - ii. Share out what was discussed at the brownbag*
 - b. Agents of Student Success- your role as an instructor
 - c. Micro-aggression Talk- what did you get out of it

Links:

Support course grade should not be solely dependent on lecture grade

https://cccconfer.zoom.us/rec/share/k4qe5dP4VPnXjkY2WlkIp-t99jTMfz14HoTa2JtO_PBujPvJrgyyaV15DmK2pX2w.hes51dZn2u7Bgilw

Academic integrity- Share out what was discussed at the brownbag

<https://cccconfer.zoom.us/rec/share/tVXKW0m0AZTKeM2UumMDAY09XQof-EI0sbNKhHlp0lQyshUopDbxofmYHxp5tIgn.v47Fkf0FZNJlthrt>

Camera and microphone recommendations

<https://www.elcamino.edu/library/distance-ed/facultyresources/guidelinesandprinciples.aspx>

EL CAMINO COLLEGE
MATHEMATICAL SCIENCES DIVISION FLEX DAY MEETING
February 10, 2021

Present: Susana Acuna Acosta, Edwin Ambrosio, Aster Assefa, Adalinda Avila, Eduardo Barajas, Luis Barrueta, Michael Bateman, Daniela Beltran, Carl Broderick, Susanne Bucher, Abbas Dehkhoda, Diaa Eldanaf, Robert Eleuteri, Jill Evensizer, Dominic Fanelli, Junko Forbes, Greg Fry, Milan Georgevich, Massoud Ghyam, Jack Gill, Astatke Gizaw, Megan Granich, Le Gui, Hamza Hamza, Arturo Hernandez, Linda Ho, Ken Key (Counseling), Lars Kjeseth, Marlow Lemons, Marta Maaza, Rene Lozano (Counseling), Zach Marks, Kathryn Marsh, Alice Martinez, Art Martinez, Ronald Martinez, Matthew Mata, Victor Matos, Trudy Meyer, Ashod Minasian, Benjamin Mitchell, Eduardo Morales, Kaysa Moreno, Pavan Nagpal, Jasmine Ng, Kris Numrich, Janet Quezada, Solomon Russell, Arkadiy Sheynshteyn, Jacquelyn Sims, Satish Singhal, Gordon Song, Seranda Sylvers (Counseling), Susan Taylor, Angela Tuan (Counseling), Mark Tucker, Susie Tummers-Stocum, Gerson Valle, Oscar Villareal, Lijun Wang, Paul Yun

REVIEW MINUTES

The November 12, 2020 Math Department meeting minutes were approved.

WELCOME REMARKS

Dean M. Lemons recognized the following faculty:

- E. Ambrosio, C. Schult-Roman and O. Villareal on becoming tenured
- J. Sims on earning her Doctorate degree
- Years of Service Awards
 - 5 Years: C. Schult-Roman, D. Eldanaf, D. Fanelli, S. Russell
 - 10 Years: Alice Martinez, E. Barajas, J. Forbes.
 - 15 Years: E. Morales
 - 20 Years: J. Cohen, K. Numrich, L. Kjeseth, S. Tummers-Stocum, T. Meyer

ANNOUNCEMENTS

- Fall 2021 Course Preference Forms
M. Maaza sent out the online course preference forms. The deadline to submit is February 19, 2021.
- Summer 2021 Instruction
Summer 2021 instruction will remain remote.
- Fall 2021 Instruction
There are plans to pilot in-person classes during fall 2021. Dean M. Lemons is working with the VP to determine how many classes will be offered on campus. The plan is to use the large lecture rooms and the Math Study Center, at a capacity of 35 students, for in-person classes.

- Math Study Center
K. Marsh provided Math Study Center updates. Tutoring services will continue to be online this semester. The link to online tutoring remains the same as last semester. Hours of operation are Monday – Thursday 9am-9pm, Friday 9am-4pm, and Saturday 10am-4pm. Instructors teaching support classes should contact K. Marsh by today to request embedded tutors for your course.
- Warrior-Toro CSP
D. Beltran announced that the Warrior-Toro Program is in the process of recruiting for Cohort 3. She is reaching out to current ECC students registered for Math 170 or Math 180 regarding information sessions, and informing them that they may qualify for the program.
- MESA
A. Hernandez discussed MESA updates. MESA is open virtually and is providing students with activities and workshops regarding time management, resume writing, etc. MESA is recruiting students and accepting applications during the first four weeks of the semester. For more information, refer students to the MESA webpage or they can email mesa@elcamino.edu. In order to be eligible for the MESA Program, students must meet the following criteria: student must be pursuing a calculus-based major in math, engineering or science, and be enrolled in Trigonometry or higher. A. Hernandez is available for class visits to inform students about MESA.
- SITE (Equity-Minded Statistics Focused Learning Community)
L. Kjeseth provided information regarding SITE. This semester, SITE is focusing on successful and improved teaching and learning in statistics classes. SITE aims to form a group to study ways to improve the success rates of Math 150. During the spring 2021 semester, SITE focus will be on *Grading for Equity* (written by Joe Feldman). There is capacity for 30-40 faculty to participate. L. Kjeseth is urging faculty, especially those teaching statistics, to participate. The initial SITE meeting will be on March 5, 2021, 10am-11:30am via Zoom
- Computer Science Week
Dean M. Lemons and D. Beltran are coordinating Computer Science Week. It will take place during the week of March 22-25, 2021. We will have panels of speakers and interactive activities for students to get involved and learn more about Computer Science.

Dean M. Lemons and S. Russell submitted a grant to support a Data Science Week. If the grant is funded, it would be in partnership with Compton College and start in 2022.
- Division Office Operations
J. Quezada announced that textbook requisition forms for summer 2021 is an online form, and the link has been sent to summer instructors.

Office hours are currently due.

A. Assefa reminded faculty to submit their syllabi by February 26, 2021.

REMINDERS REGARDING COURSES

- Calculator and Laptop Checkout Procedures
Faculty received an email regarding the calculator and laptop checkout procedures. Faculty can embed this information into Canvas so students can request a calculator, laptop or hotspot for the semester.
- Support Courses
Dean M. Lemons reminded faculty that grading for support courses cannot be solely dependent on lecture grades.

Dean M. Lemons urged faculty to continuously check their rosters to ensure that the same students are registered for both the parent and support classes.

J. Gill created Math 150S Canvas modules/quizzes. They are now available in Canvas Commons. This semester, a few full-time professors will create similar Canvas modules/quizzes for Math 130S and Math 170S. These modules will be available by the end of the semester.

At the moment, faculty do not have to have a separate Canvas page for support courses. However, there has been discussion to separate parent and support Canvas pages.

- Camera and microphone recommendations
The Chancellor's Office has not made any requirements on expectations for students to use their camera and microphone. If faculty do require students to use their camera and microphone, inform students as soon as possible. Dean M. Lemons recommends stating these requirements on the course welcome page and syllabus to allow students to determine if they want to stay in the course. Dean M. Lemons also recommends having an orientation meeting with students to discuss expectations including microphone and camera requirements. Associate Dean G. Valle discussed that faculty cannot force students to have their cameras on during regular lecture.
- Maintain rigor while accommodating students' hardships during difficult times
Dean M. Lemons reminded faculty to be accommodating and mindful of students as remote learning during a pandemic is challenging.

L. Wang recommended faculty use Pronto in order to provide prompt responses to students.

ECC CONNECT- COUNSELOR PRESENTATION

S. Sylvers (Counseling) announced that drop-in counseling services are available during the first two weeks of the semester. Counseling has prerequisite clearance and overload request forms online. For students that are undecided majors or trying to figure out their next steps, there are

also major drop-in counseling services.

K. Key (Counseling) announced that starting March 1, 2021, major drop-in counseling services will begin. K. Key will notify each division of the hours. The graduation petition is currently active, and the deadline to submit is February 26, 2021. Forms will be active until 11:59pm on February 28, 2021. During the week of March 1, 2021, the college will host the following activities: Meta Major Monday, Transformational Tuesday, Warrior Wednesday, Together Thursday and Facilitation Friday.

A.Tuan (Counseling) is the counseling liaison that works with the STEM Meta Major team. They are advertising and holding workshops for STEM majors. They are also collaborating with MESA on workshops regarding time management, stress management, financial aid, career panels and faculty panels. They are also planning on hosting a STEM Counseling open house. Faculty can use ECC connect to flag students, and Counseling will reach out to them.

R. Lozano's (Counseling) team is working to get students through the last leg of completing their transfer applications. Some of the students have heard back from Cal State schools, and will hear back from UC's soon. There are hundreds of "tagable" majors that offer guaranteed admission into the UC system.

The Transfer Fair is March 25, 2021, 10am-1pm via Zoom

Dean M. Lemons encourages faculty to use ECC Connect because it provides students with support and creates an opportunity for other departments to reach out to students. ECC Connect can also be used to give students kudos.

COMMITTEE OPPORTUNITIES

- STEM Meta-Major Success Team
A.Hernandez is the new STEM Success Team Leader. There are opportunities for full-time and part-time faculty special assignments to participate in this team. Faculty can be paid for up to 20 hours per semester at Rate II. Faculty should contact Dean M. Lemons if interested. Classified employees can also join the success team, but it would not be a special assignment.
- Projects this semester include:
 - STEM panel development
 - Input for STEM HDEV 101
 - Working with data on students
 - Campus events
 - ECC Majors Week
 - Connecting faculty and counselors

FACULTY EVALUATIONS

Evaluations will start back up during the spring 2021 semester. Only full-time tenure-track and

part-time faculty will be evaluated. This will allow probationary faculty to continue to move towards tenure.

SOFTWARE UPDATE

ITS inquired if the department would like to continue using the Minitab subscription, or switch to JASP. JASP is an online statistical software. It covers everything that is taught in Math 150. JASP is free for students and faculty, and is also compatible with Windows and Mac. L. Kjeseth has been exploring JASP and discussed that it also works on Chromebooks, phones and iPads. Dean M. Lemons will collaborate with L. Kjeseth to host a brown bag workshop to further inform faculty about JASP.

DISCUSSIONS

- STEM Academic Integrity
The Division can set up a Chegg account to track instances of academic integrity issues, however, the college will not fund this.