

**EL CAMINO COLLEGE
MATHEMATICAL SCIENCES DEPARTMENT MEETING**

October 6, 2016

Present: Eduardo Barajas, Michael Bateman, Linda Beam (HR), Susan Bickford, Carl Broderick, Susanne Bucher, Jeffrey Cohen, Daa Eldanaf, Jill Evensizer, Dominic Fanelli, Junko Forbes, Greg Fry, Milan Georgevich, Megan Granich, Hamza Hamza, Arturo Hernandez, Linda Ho, Anna Hockman, Judy Kasabian, Lars Kjeseth, Bob Lewis, Marta Maaza, Zach Marks, Art Martinez, Alice Martinez, Matthew Mata, Bonnie Mercado, Ashod Minasian, Benjamin Mitchell, Eduardo Morales, Kaysa Moreno, Pavan Nagpal, Jasmine Ng, Kris Numrich, Rusty Reece, Solomon Russell, Catherine Schult-Roman, Arkadiy Sheynshteyn, Jacquelyn Sims, Ralph Taylor, Susan Taylor, Linda Ternes, Susie Tummers-Stocum, Oscar Villareal, Lijun Wang, Paul Yun

Dean J. Sims recognized instructors who received positive comments from students that completed a survey reflecting on their experiences at ECC. Letters were sent out to instructors from the President's Office.

PART-TIME RECRUITMENT (Linda Beam – VP of HR)

The Math Department hired several emergency hires this semester, which means there is a need to increase the adjunct pool.

A job announcement for adjunct math instructors was announced. The deadline to apply is 10/21/16.

S. Taylor, S. Bickford, Art Martinez, and B. Mitchell are interested in participating on the hiring committee.

Emergency hires do not go through a formal interview process and they are limited by how many semesters they can teach (maximum of two).

L. Beam asked instructors to encourage others to apply for the position. She also asked that the hiring committee be open-minded to boost the pool (i.e. be willing to give new instructors a chance).

L. Beam asked that those on the committee consider applicants if they see they have potential to grow. Consider recent graduates and applicants who are stepping into teaching for the first time. The college is looking for diversity and different perspectives when hiring.

J. Kasabian recommended requiring a letter of recommendation when applying.

L. Beam suggested that the department ask interviewees for letters of recommendation, as this task is unmanageable for the HR Department during the application process. Also, adding this as a requirement during the application process may eliminate some applicants if their recommender fails to submit on time.

J. Kasabian mentioned that the letters of recommendation would help for hiring committees early on during the screening process versus later during the interview process.

L. Kjeseth was in support of having at least one letter of recommendation during the application process. A vote was taken and a majority of faculty voted in approval of having one letter of recommendation requirement during the application process.

L. Beam said she would need to check with her office staff to see if this could be done.

The Department has to decide whether the letter of recommendation will be a requirement or a highly desirable item.

M. Georgevich recommended job announcements stay open for two months to allow for more applicants.

Job fairs are not as active as they once were and oftentimes the timing of our job announcements do not coincide with job fairs. The best way of getting applicants is through word of mouth. It's important to be an advocate for your own division. HR also relies on faculty forwarding job announcements to colleagues or contacts. HR also posts job announcements on higher education job sites.

PRIORITIZATION FORMS

Dean J. Sims and L. Ternes are working on hiring prioritization forms. The data will be similar to last year given we only brought in one new full-time math instructor.

There is currently a ratio of 53% to 47% full-time to part-time math instructors. The state mandate is 70% to 30% full-time to part-time.

Last year, the department requested five full-time Math instructors and two full-time CS instructors. The department will make the same recommendation this year.

Once we receive the data, the prioritization forms will be updated and distributed to faculty.

ECC is in stabilization so that might be taken into consideration for hiring.

Send feedback on the narrative to Dean J. Sims by the morning of 10/7/16.

CURRICULUM UPDATES

Math 67, 120 and 150H are up for course review. A ballot will be distributed next week to vote on these courses.

Math 120 was not approved for the IGETC 2A certification. This means that students will not be able to use this course as a transfer requirement starting in fall 2017 if we don't make the updates recommended by the reviewers. Lori Suekawa (Articulation Officer) has responded to reviewers requesting clarification on why the course was not approved. CM2 immediately addressed those issues and the updated course outline is on CurricUNET for review. While we wait for a response to the clarification email, the curriculum has been updated.

L. Kjeseth presented a side-by-side comparison of the work completed on Math 67 last spring and a rethinking of the class's purpose. Three other schools have approved similar courses to Math 67 for an Associate Degree. One of the goal is have Math 67 count as an Associate Degree Math requirement.

Math 150H will have the same content as Math 150, but will be done on a more rigorous, deeper level. The committee is thinking of using Deveaux as the main textbook, which is more in-depth than Triola. Math 150H will also require a project that is a synthesis of many of the topics that are covered.

GREAT SHAKEOUT

The Great Shakeout earthquake drill will be on 10/20/16 at 10:20am. There will be two exit points that hall monitors will direct people toward. There will also be a refuge center in one of the classrooms to accommodate students who need elevator access since elevators will be inoperable.

Recommendation was made to set up permanent signage on where to go during emergencies.

SUMMER PREFERENCE FORMS

Summer preference forms should be submitted to M. Maaza by 10/14/16. There will be a 6-week session and an 8-week session.

ACTIVE SHOOTER LOCKDOWN DRILL

There will be an active shooter lockdown drill on 11/9/16 at 10:00am and 7:00pm. More information to follow after the Great Shakeout.

MATH AWARDS (G. Fry)

During the spring semester, the department voted to separate the awards ceremony from Natural Sciences. We are currently in the planning stages for the next ceremony.

The Foundation Office will not allow the department to have two accounts so G. Fry recommended combining both monies into one account. All previous money will go toward monetary student awards and future money can go toward anything else pertaining to the ceremony. In the future, people can choose whether they want their donation to go toward ceremony refreshments, awards or both.

B. Mitchell should be added to the account as a signer and K. Numrich will be removed.

A ballot regarding these changes will be distributed next week for faculty to vote on.

COMMITTEE UPDATES

Submit Program Plans into TracDat by 11/15/16.

ANNOUNCEMENTS

ECC is working on updating the school's website. Contact Dean J. Sims if you're interested in volunteering to serve on the committee.

Dr. Shankweiler would like for Math and Natural Sciences to collaborate. There will be a Math/Natural Sciences social on 11/29/16 during College Hour in the MESA Center. This will give both departments a way to come together in a social way.

MESA has accepted 102 students this semester. Applications will be accepted until next week.

S. Taylor made a recommendation to remove agenda items that can be discussed via email so there is more time to discuss more consequential items. Dean J. Sims will take this into consideration.