

**EL CAMINO COLLEGE**  
**MATHEMATICAL SCIENCES DIVISION FLEX DAY MEETING**  
**February 8, 2017**

Present: Edwin Ambrosio, Vage Avakyan, Eduardo Barajas, Michael Bateman, Nzita Bell (ITS), Susan Bickford, Carl Broderick, Thurman Brown (ITS), Susanne Bucher, Jeffrey Cohen, Julius Duthoy, Diaa Eldanaf, Jill Evensizer, Dominic Fanelli, Greg Fry, Milan Georgevich, Massoud Ghyam, Megan Granich, Hamza Hamza, Linda Ho, Anna Hockman, Judy Kasabian, Lars Kjeseth, Bob Lewis, Marta Maaza, Zach Marks, Art Martinez, Alice Martinez, Matthew Mata, Bonnie Mercado, Trudy Meyer, Ashod Minasian, Benjamin Mitchell, Eduardo Morales, Kaysa Moreno, Pavan Nagpal, Jasmine Ng, Kris Numrich, Solomon Russell, Catherine Schult-Roman, Aban Seyedin, Arkadiy Sheynshteyn, Satish Singhal, Jacquelyn Sims, Susan Taylor, Linda Ternes, Hiep Tran (ITS), Susie Tummers-Stocum, Oscar Villareal, Lijun Wang, Benson Wu, Paul Yun

**WELCOME AND ACKNOWLEDGEMENTS**

Dean J. Sims introduced Julius Duthoy as the new Tutoring Coordinator. J. Duthoy will assist with Math 100.

Benson Wu has been hired as an Emergency Temporary Full-Time instructor as there was an instructor who retired this semester.

Dean J. Sims welcomed back T. Meyer from her sabbatical leave.

Dean J. Sims also acknowledged A. Hockman for serving as the Math DCC representative. D. Eldanaf will take over as our DCC representative for the spring 2017 semester to finish out A. Hockman's term. The department will eventually need to find a regular Division Curriculum Chair.

Dean J. Sims presented S. Tummers-Stocum with an Applause Card given to her by a student.

**REGISTRATION AND ENROLLMENT UPDATES**

Spring enrollment is down statewide. The Math Department cancelled several sections but was able to move instructors and students to other classes.

Enrollment will be active through Friday, 2/10/17 at 11:59pm. Recommendation to print rosters after that date to ensure the information is current.

Instructors must wait until the end of the first class period before dropping a student. Students must be given the opportunity to make it to class even if they're late as there may be issues with parking, etc.

## **ITS**

T. Brown presented on ITS updates for the Math Department. H. Tran will update classes by 2/10/17. ITS is considering purchasing new computers for this building in the next couple of years.

ITS can update current computers to Windows 10. If there are instances where a software program doesn't work with Windows 10, faculty should inform ITS Helpdesk.

Effective 3/1/17, Media Services will fall under ITS. For issues in the classroom, instructors should still contact the Division Office and also submit a work order by emailing the ITS Helpdesk.

## **SEEDS OF CHANGE INITIATIVE**

ECC is putting together a referral form for instructors. When students ask questions instructors are unsure of, they can pull out the referral form and check off which office the student should go to for more information. The department plans to place shelves in each classroom to house these referral forms and other important material. For now, the department will leave referral forms at the teacher's console.

## **PROGRAM REVIEWS**

CM1 and Committee D completed program reviews last semester. The campus-wide committee commended both committees on their program reviews.

The program reviews for this semester include:

- Engineering – J. Evensizer will chair and M. Georgevich will co-chair
- Computer Science – M. Ghyam will chair

## **COMMON ASSESSMENT INITIATIVE UPDATES**

Associate Dean L. Ternes presented on updates with the Common Assessment Initiative. The rollout for this initiative has been postponed to fall 2017 for spring 2018 placement.

ECC will be hosting a Common Assessment professional development and information sharing meeting on 3/3/17. Attendees must RSVP by 2/13/17.

## **PROGRAM AND UNIT PLANS**

The department will request at least one projector and at least one document camera as a spare.

Associate Dean L. Ternes is taking the lead on Program Plans. She will send recommendations to the Unit Plan once the Division Council decides on which recommendations to move forward. Unit Plans are due in March 2017.

## **CAREER & MAJORS FAIR**

The Career and Majors Fair is on Tuesday, April 25, 2017 from 10:00 am – 1:00 pm on the Library Lawn.

Instructors that would like to be involved can sign up with the Division Office.

Flex credit is available.

## **INCIDENT REPORTS**

Instructors should inform Associate Dean L. Ternes of any concerns with students that exhibit mental health or behavioral issues. Instructors must also submit an incident report.

## **HIRING**

The Math Department has been approved to hire two full-time faculty to begin fall 2017. Dean J. Sims put together a committee based on volunteers. Full-time Math instructors must cast their hiring committee vote by 4pm on 2/8/17. Votes will be counted at that time.

The hiring committee meetings will begin on 2/17/17.

B. Mercado is now working at the Special Resource Center and we've been informed that it may take a couple months before we can begin to hire for the Senior Clerical position.

Dean J. Sims announced to please be patient with the front office as we try to cover the responsibilities that once belonged to B. Mercado.

## **MANIPULATIVES AND SUPPLIES ROOM ACCESS**

MBA 325 houses manipulatives, protractors, iPads, etc. The key to MBA 325 is on the 3<sup>rd</sup> floor workroom (MBA 342). It is attached to a sign out binder in the drawer underneath the printer.

## **DUAL ENROLLMENT PATHWAYS WITH LOCAL HIGH SCHOOLS**

There has been a lot of interest for our courses to be offered at local high schools. We offered CS 1 at Redondo Union High School during fall 2016 and will teach CS 2 at the same high school during the spring 2017 semester.

There is a state initiative with Pathways at high schools. Dean J. Sims will be discussing class offering options with Division Curriculum as more information is received.

## **FALL SCHEDULING**

The fall 2017 schedule has not been finalized yet.

## **ANNOUNCEMENTS**

L. Ho: The Math Awards will be 5/30/17 during college hour. There will be a picnic before the awards ceremony at 12pm. More information will be disseminated in early March.

S. Bucher: The SLO reports for fall 2016 are due 3/3/17. There are two workshops instructors can attend to enter SLO reports. Flex credit is available for those who attend. Committees assessing SLOs:

- Committee D – SLO 3
- CM2 - SLO 2 and PLO 1
- Engineering - SLO 2 and PLO 2
- CM3 - Math 115 and Math 116 are assessing all SLOs and all PLOs
- CS 30 and CS 40 - SLO 4

There will be another Math/Natural Sciences social on Pi Day (3/14/17). In honor of Pi Day, the social will be a contest on which department can make the best pie. More information to follow.