

Humanities Division Meeting, PD Day Fall 2024 Minutes




August 22, 2024

Attendees: A. Andrade, J. Annick, M. Barrio de Mendoza, E. Brenes, S. Burnham, A. Carr, R. Cerofeci, M. Cheung, A. Class, T. Cody, D. Crotwell, K. Degnan, S. Frith, A. Gard, S. Gates, E. Geraghty, C. Glover, T. Gough, C. Henson, L. Hong, N. Husain, B. Isaacs, M. Kline, M. Leiby, R. Lewitzki, R. Loya, P. Marcoux, M. Mattern, A. Mavromati, M. McDermit, K. McLaughlin, J. McMahan, D. Mochidome, A. Moina, C. Nagao, C. Page, B. Peppard, M. Reyes, J. Sandor, S. Schwartz, J. Shaw, J. Simon, D. Thompson, R. Williams, N. Yoshida, R. Cardozo-Rodriguez (PT), R. Friedman (PT), S. Lamborn (PT), S. Larsen (PT), M. McGuire (PT), K. Patton (PT), S. Peluso (PT), E. Takamine (PT)

Other Attendees: S. Kushigemachi, E. Rice, E. Soohoo

Not in Attendance: S. Corbin (SL), S. Donnell (SL), D. Factor (SAB), A. Gallagher (SL), E. Kelley (SL), S. Merz (SL), S. Ochoa (SL), A. Sharp (SL)

- Opening Statement (Matt C.)
- Welcome Back from Sabbatical, Erica and Rachel!
- Welcome Back from Study Abroad, Argelia!
- Welcome, Sign Language Faculty!
- Years of Service Celebration in Spring
- Thank you, Allison!
- Welcome, Ed!
 - Meet and Greet, 8/28 from 1:00-3:00 in the Reading and Writing Studio (**attached**)
 - Instagram (@ECCHUMANITIES)
 - Please share any class news, events, accomplishments, or other content for posting on the division Instagram.
- Thank you, Kate, Stephanie, and Matt!
- Winter/Spring 2025 Availability Form Due 8/30
- Parking Permits (Erica S.)
 - Parking permits are available for pick-up in the Division Office (or have been mailed to faculty teaching online only classes). Campus Police will begin ticketing the second week of the semester.
- Supplemental Employee Retirement Plan (SERP) Workshop MBA 102 at 2:15 and 3:15
- Evaluations
 - Some full-time evaluations will be moved to Spring 2025. Scott will send an email to faculty affected by this, and instructions from the office will be sent shortly after the semester begins.
- Fraudulent Students (**emailed previously**)
 - Reminder to be on the lookout for fraudulent students. Instructions were emailed out previously.
- Teaching Contracts Using LHE
 - Faculty were reminded to check their contracts for accuracy, as updates were made to the system that generates contracts.
- RAVE replacing NIXLE (text ECCPD to 226787)
- Enrollment Update
 - The division as a whole is on track to perform similarly to Fall 2023.
- Weeks 1-2 Toolkit and Reminders
 - Division Office Information
 - Week 1 Hours: 7:45 a.m. – 6:00 p.m. (M-Th), 7:45 a.m. – 4:30 p.m. (F)
 - Email: humanities@elcamino.edu
 - Phone: (310) 660-3316
 - Dean/Associate Dean Office Hours: Tuesday, 2:30-3:00; Thursday, 2:30-3:00; Friday 2:30-3:30 (Zoom: email humanities@elcamino.edu for link)

- Admissions Forms

- Welcome Center

- Faculty Reinstatement Form

- Late-Start Offerings (**attached**)
- Add Authorization Process (**emailed**)
- Newish MyECC Drop Instructions (**attached**)
- No Show Report by 9/2
- Classroom Seat Configuration
 - Reminder that if you change the configuration of the classroom, please move it back at the end of class.
- Technology Reminders from ITS
 - Check Computer Instructor Stations Before Semester
 - Turn off Document Cameras
- AB1705 Funding Committee
 - 3-4 volunteers are needed for the AB1705 funding committee. Email Scott if interested.
- Fall 2024 Brown Bag on Thursday, 9/5 1:15-2:15 p.m. on Generative AI (**attached**) (Stephanie B.)
- Division Faculty Book Club (Erica B. and Chris G.)

Updates:

- Academic Senate
 - Division vote for Senate Rep (Stephanie B.)
 - Stephanie's senate term is up, but she is running for another term (unopposed). Faculty unanimously approved Stephanie B. as the senate representative.
- AFT
 - Mora shared AFT updates.
- Curriculum (Chelsea)
 - Chelsea informed faculty that the division plan has been made and to keep an eye out for an email with course assignments.
- Counseling
 - Mon, Aug 26th- Fri, Sept 6th: Metamajor (general) counseling available on a drop-in basis
 - Appointments will resume September 9th
 - LCJ Drop-in in Humanities 121E, beginning Sept 9th (flyer forthcoming):
 - Mon 11:30-1:30pm Sabra
 - Thurs 12-2pm Rocio
 - LCJ Virtual Drop-in, beginning Sept 16th (QR code and web link will be included on flyer):
 - Wed 12-1pm Sabra
 - Thurs 2-3pm Rocio
- Evolve Update (Chris P.)
 - Chris P. shared that Guided Pathways has transitioned to Evolve. Meetings for faculty and staff will be held on selected Fridays during the semester. More information to follow.
 - Be on the lookout for more information on ENGL-1A/1AS Let's Conquer It sessions being held later in the semester.

- SLO
 - SLO Issues for Fall 2024 (Kevin)
 - Kevin reminded faculty that data is due by Friday, 9/13.
 - Nuventive was updated. Training will be hosted on Zoom on 9/12 and 9/26 at 1:15 p.m.
- Reading and Writing Studio
 - Chris shared that the RWS will open beginning Monday (8/26) and tutoring will also be available. Students will also be leading free writing groups for 1A/1C classes.
 - Katie shared that there will be workshops for students for College Success Skills. Writing Success Skills workshops can be brought into the classroom and are available for instructors upon request.