

Humanities Division Meeting, PD Day Spring 2024 Minutes

February 8, 2024

Attendees: A. Andrade, J. Annick, M. Barrio de Mendoza, S. Burnham, R. Cerofeci, M. Cheung, A. Class, T. Cody, S. Corbin, D. Crotwell, K. Degnan, S. Donnell, D. Factor, S. Frith, A. Gallagher, A. Gard, S. Gates, E. Geraghty, C. Glover, C. Henson, L. Hong, N. Husain, B. Isaacs, E. Kelley, M. Kline, M. Leiby, R. Lewitzki, R. Loya, P. Marcoux, M. Mattern, A. Mavromati, M. McDermit, K. McLaughlin, J. McMahon, S. Merz, D. Mochidome, A. Moina, C. Nagao, S. Ochoa, C. Page, B. Peppard, M. Reyes, J. Sandor, S. Schwartz, A. Sharp, J. Shaw, D. Thompson, N. Yoshida, S. Lamborn (PT), R. Arehart (PT)

Other Attendees: S. Sabio (Counseling), R. Diaz (Counseling), A. Herrschaft (Counseling), S. Kushigemachi, A. Carr, E. Soohoo

Reprise: Service Awards

- 25 Years
 - Alicia Class
 - Sean Donnell
 - Donna Factor
 - Suzanne Gates
- 15 Years
 - Rose Ann Cerofeci
- 10 Years
 - Kevin Degnan
 - Chelsea Henson
 - Andres Moina
- 5 Years
 - Stephanie Burnham
 - Anna Mavromati Duncan
 - Shane Ochoa
- Tenure
 - Michael McDermit
 - Andrew Gard
- New Hires (Fall 2023)
 - Jocelyn Shaw
 - Nida Husain,
 - Michael Reyes

Farewell to Evelyn Uyemura

Welcome Back, Rhea Lewitzki and Stephanie Merz

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, 2:30-3:30; Thursday, 2:30-3:30; Friday 2:30-3:30 (Zoom: email humanities@elcamino.edu for link)




Fall/Summer 2024 Availability Form Due 2/16

Enrollment Update

- Scott did a demo of the Enrollment Trends Dashboard showing faculty the campus and Humanities views.



Weeks 1-2 Toolkit and Reminders

- Admissions Forms

- Welcome Center

- Faculty Reinstatement Form

- Late-Start Offerings (attached)
 - Faculty were advised to refer students trying to add to late start options if their course is full
- Add Authorization Process (attached)
 - Allison provided a demo of the add authorization process
- Audit Requests (paper form)
 - Admissions does not process audit requests until the 3rd week of the semester
 - Canvas access should be automatic once the audit form is processed; reach out to Gema with any issues
- NIXLE (text ECCPD to 888777)
 - Faculty were encouraged to sign up for NIXLE as soon as possible
- SRC Student Accommodations
 - Allison reminded faculty to provide information regarding accommodations to students
- ECC E-mail
 - Faculty were reminded to check their ECC e-mail
- No Show Report by 2/20
 - Reminder made to faculty to submit no show reports timely
 - If a student is accidentally dropped, a reinstatement form can be submitted
 - Faculty were reminded to read the News You Must Use
- Final Grades
 - Allison reminded faculty to submit grades ASAP after the semester ends
 - If the deadline is missed, Admissions will require a grade change form for each student

2024 Educational Technology Conference - Friday, March 29th in the Library (Stephanie B.)

- The theme for the conference will be “Generative AI: The Good, The Bad, and The Unknown”.

Classroom Visits for Journalism Opportunities (Stefanie F.)

- The Journalism Department can come do classroom visits to talk about the ECC Union Newspaper and let students know about the Journalism websites.

Updates:

- Academic Senate (Stephanie B., Shane, Kevin, Brent, Sean)
 - First Meeting on Tuesday, February 20th 1:00-2:30pm, DE 166 and Zoom
- AFT/Union (Shane, Susan, Elayne, Mora, Sean)
 - Shane shared that the new contract language is in effect. Contract negotiations will resume in February/March, specifically focusing on Article 10 PT Faculty Healthcare. The full contract bargaining will begin later this year in November/December. Elections will be held later this year. Contact Shane Ochoa for more information.
- Division Equity Committee (Michael M.)
 - Contract Grading Pilot
 - For more information, contact Anna Mavromati.
 - Equity Film Screening
 - The first of three screenings will be on March 12th from 1-2:30 p.m. Contact Michael McDermit for more information.
- Counseling (Sabra, Rosa, Amy, Rocio)
 - Counselors assigned to LCJ: Rocio Diaz (FT), Sabra Sabio (FT) and Ken Key (PT)
 - Drop-in Counseling for LCJ in Humanities Building
 - Sabra- Mondays 12:00-2:00pm
 - Rocio- Thursdays 11:00am-1:00pm
 - LCJ Drop-In Counseling in Counseling Center and via Zoom: Tues 12:00-1:00pm
 - Counseling for the 1st 2weeks of the Spring semester is ALL Drop-In
 - Counseling Office Hours: Monday - Friday 8:00am to 5:00pm
 - Counseling appointments – in person, phone, or form
 - Form will be back on the website on the 20th
- Guided Pathways (Argelia, Chris P.)
 - Progress Update on ILO Assessment Study
 - Chris P. shared that faculty with the highest success and retention rates from across different divisions were interviewed, and they found that learning students' names was one of the biggest factors in student success.
 - Success Team
 - The committee will be helping with funding requests. For more information, contact Argelia Andrade.
- Reading and Writing Studio (Chris G.)
 - Chris G. shared that tutoring is available both in person in H122 and online. The Studio will be open beginning Monday (2/12). Embedded tutors are available for English 1A and 1C classes.
- SLOs (Kevin)
 - Fall 2023 data due in Nuventive by 3/1
 - Workshops on Canvas outcomes forthcoming
 - Courses, SLOs, and leads to be discussed at department meetings
 - PLOs now covered in Program Review
- Parking Passes (Scott)
 - Scott informed faculty that there are no new parking permits yet. Expired permits will not be ticketed.
 - Parking for students is still free through Spring 2024