

**El Camino College Division of Humanities**  
**Minutes for Division Meeting, August 25, 2016**  
**Fall Flex Day**

1. **Welcome to Fall/Personnel Updates (Elise)**
  - 1.1 **New Full-Time Faculty members, Maria Barrio de Mendoza (Spanish) and Christopher Glover (English), were introduced to the division.**
  - 1.2 **Service Awards (Tom)**
    - 1.2.1 Tom presented service awards to faculty members serving 15 years (Hong, Annick, Corbin, Uyemura, Schwartz); 20 years (Breckheimer & McMahon); 25 years (Jaffe, Shan, Sharp, Llado), and 30 years (Madden & Waterworth)
  - 1.3 **Recommendations for Full-Time Faculty, 2016-17.**
    - 1.3.1 Because of several retirements, both confirmed and anticipated, the division will request full-time English positions be filled.
2. **Enrollment (Tom)**
  - 2.1 The division's overall enrollments are 3% below last fall's numbers. This is disappointing because the district was hoping to increase enrollments this year to recoup some of the 1,900 FTES lost during several years of enrollment decline, which translates into nearly \$9 million in apportionment. This year will be a stabilization year, which means that the state will fund the district for losses in FTES, but will do so only for one year. The district will also miss the opportunity to become eligible for the 2% growth factor available this year, further complicating the financial situation.
3. **LATE ADD PETITIONS & BOARD OF GOVERNOR FEE WAIVER NEWS and how you can help (Debra B.)**
  - 3.1 Elise reminded faculty not to sign off on late add petitions unless the faculty member is taking responsibility for an error that led to the student's need to add late; these petitions are denied unless the college or an employee of the college takes full responsibility for the error.
  - 3.2 Elise explained that students are now subject to loss of their BOGFW in addition to being un-enrolled from their classes. There are two petitions that students must submit for reinstatement of enrollment and their BOGFW. More information will be sent so that instructors can remind students to check email and to ask if they would like help with the petitions. Debra B. will hold office hours for students who need help understanding the letters and filling out and submitting petitions.
  - 3.3 Assisting students to obtain fee waivers is critical this year. Data from fall 2011 indicates that 52% of students enrolled that semester received BOGFW. The new BOGFW eligibility rules in effect this year, however, suggest that 15% of students eligible under the old criteria would lose BOGFW.

#### 4. Commencement Attendance and Flex Obligation

- 4.1 A list was circulated so faculty know when they are expected to attend commencement.
- 4.2 Tom reminded faculty that missing commencement leads not only to a dock in pay or sick leave under the appropriate absence reporting, but could also affect service credit, which affects retirement benefits.
- 4.3 Tom also reminded faculty that failing to fulfill Flex obligations can also lead not just to loss of pay, but to loss of service credit, which in turn affects retirement if the missed time drops the faculty member below the required 175 days of required service. The same consequences apply to missed department meetings.

#### 5. Committees

- 5.1 Elise circulated the committee sign-up sheet so that faculty can confirm previous commitments and/or add their names to new committees.

#### 6. Update on Degrees (Tom)

- 6.1 Tom shared the spring 2016 update on degrees conferred by the district, compiled by Institutional Research. He was especially pleased to note that the Humanities division has dramatically increased the number of degrees awarded to students in the five-year period studied. The English department, further, has recorded the highest numbers in its history in this period. He thanked the division faculty for their efforts in emphasizing degree completion among students.

#### 7. Departments

##### 7.1 English: Debra B., Equity and Composition Coordinator

- 7.1.1 Elise introduced Debra as the new Equity and Composition Coordinator, and Debra briefly explained her workshop and other professional development plans for this fall.

##### 7.2 English: 50RWB (Pete M.)

- 7.2.1 Pete announced that he and the Integrated Reading/Writing Committee are working on the proposed prerequisite to English 50RWA, 50RWB, which will combine the curriculum of English B and English 82.
- 7.2.2 Pete also commented on the success of this summer's bridge program, which prepared students to retake the English placement test in order to obtain higher course placements in reading and writing. Thirty-eight of 40 students completed the two-week program, and 84% of the students qualified for an English course at least one level higher than indicated in the students' initial placements.

##### 7.3 Program Review

- 7.3.1 Debra Breckheimer, Scott Kushigemachi, and Rose Ann Cerofeci worked over the summer on the English Program Review. A draft will be available to all English faculty members for feedback before we submit it to the Vice President's office on September 1.

#### **7.4 The Chancellor's Student Success Scorecard**

7.4.1 Tom shared data from the Chancellor's Student Success Scorecard, the performance measurement system created about ten years ago for the community colleges. The Scorecard provides student success data on six performance criteria, three of which are based on a student's initial placement in an English course. In the category of remedial English, which tracks students for a period of six years following their enrollment in a course below transfer level English, El Camino had the highest success rate, 51.5%, of the seven colleges in our immediate region (Long Beach, Harbor, West Los Angeles, Los Angeles Southwest, East Los Angeles, and Santa Monica).

In the second category of completion (unprepared for college), which tracks students placed in remedial English for six years to determine the percentage who complete a degree, certificate, or transfer, El Camino again had the highest success rate, 39.1%, among the seven community colleges in our immediate area.

Tom also noted that in the third category of completion (college prepared), which tracks students whose lowest English course was college level for the same six-year period, El Camino had the second highest success rate, 71.9%, of the seven colleges. He commented that the success data was most complimentary and congratulated the English department faculty for their roles in helping students to achieve.