

El Camino College

Humanities Division Professional Development Meeting

Minutes for January 16, 2014

1. ANNOUNCEMENTS

- 1.1 Tom Lew welcomed the division faculty back from winter recess and then distributed service awards to twelve faculty members who have served the district for periods of five to thirty years.

2. ENROLLMENT UPDATE

- 2.1 Tom noted that the division was experiencing a disappointing spring enrollment. Upwards of twenty sections have been cancelled, most of the sections having been added in anticipation of a strong spring registration, which has not occurred. Some losses came with students enrolling in winter sessions at other colleges, thus preventing those students from enrolling at El Camino because of the term overlap with our spring. More importantly, ITS installed a new version of email to link students applying for spring classes to the college software program. This new version of email did not provide the connectivity to the online application that the former program did, and consequently, many students applying through the online application did not receive important registration information such as student IDs and appointment dates. Over 8,000 students applied for spring classes, but ITS did not know how many students were not contacted in time to register for classes. Tom believes that students who did not contact Admissions and Records directly as a result of this problem probably have been lost as potential students, but asked faculty members to contact the division office if they received large numbers of students attempting to add their classes during the first week.
- 2.2 Tom further noted that the division's head count at the end of registration was slightly below last spring's, about 11,241 versus 11,365. The division currently is running 380 sections versus the 372 of spring 2013. The division has a number of sections that have not filled, and he reminded faculty that they are required to add to the ceilings established for their classes, though they are not required to exceed them.

3. SPRING HIRING

3.1 The president has approved the filling of three full-time faculty positions for 2014-15. One position is a replacement for Lori Medigovich in journalism. A second is a replacement position for Tom Fonte in Spanish. A third position is a replacement for Marilyn Anderson in English. Tom will chair the screening committees in English and journalism, and Elise will chair the committee for Spanish.

4. FINANCIAL AID DELAY

4.1 Tom asked the faculty to display flexibility towards students who might not be able to purchase textbooks and other required materials immediately due to delays in financial aid checks. Over half the students at El Camino are on some form of financial aid, he noted, but two categories of students, in particular, are affected. The first group involves students who had at least one substandard semester and have been placed on warning. The second group consists of students who have received an approved satisfactory academic progress appeal and have been placed on probation. The Financial Aid Office needs additional time to process the grades for these two groups and asked for faculty cooperation.

5. FACULTY EVALUATIONS

5.1 Elise and Tom discussed last fall's faculty evaluations and noted that a number of the faculty self-evaluations needed to be revised because the authors did not incorporate a discussion of SLOs adequately. Compounding the problem was the fact that the faculty evaluators themselves did not always identify less than sterling SLO discussions. One problem was that, in a few instances, the self-evaluations were virtually rolled over from the previous evaluation. Because Elise must review all adjunct evaluations, Tom asked for everyone's cooperation in reviewing the self-evaluations carefully to pare the number of evaluations on which Elise must request revisions.

5.2 One faculty member noted that evaluating another faculty member created a degree of discomfort. Tom noted that an improvement of instruction should be the objective of all faculty evaluation. Another faculty member noted that honest criticism can be presented constructively and professionally.

6. SLOs

6.1 Elise discussed the upcoming assessments for the spring semester and the need for a firm timeline for all departments (to be discussed in more detail in department

meetings). The division looked at the Power Point presentation of the fall semester SLO assessment results for English 1C as an example of the type of data we are now collecting for our SLO assessment reports. Kevin, Stephanie, and Elise will discuss in detail with SLO leaders.