

MINUTES
El Camino College Humanities Division
Fall Flex Day, August 21, 2014

1. Welcome to Fall

Tom Lew welcomed the division faculty to fall and expressed optimism for a successful semester now that the district has concluded negotiations with all bargaining units.

1.1 Enrollment Status/2014-15 FTES Goal

- Enrollments as of flex day were encouraging, but growth had occurred in only one department, English. Enrollments division-wide were 12,773, up slightly over the 12,560 of last fall. The district is currently tasked with making up a projected deficit of 300 FTES for the year.
- Although English added nearly 20 sections over last fall, the division's other programs experienced declines. Academic Strategies, ESL, and foreign languages dropped, reinforcing a pattern of gradual decline in those programs that has been developing for several years.
- The summer was characterized, consequently, by frantic hiring of adjunct faculty, given that 17 adjuncts resigned their positions over the summer and that their classes, as well as added classes, had to have instructors assigned to them. Faculty members were alerted that many will be assigned two adjunct evaluations this semester.

1.2 Service Awards

- Service awards were given to a number of faculty members, ranging from five years to thirty years. Dr. Bernie Rang received the sole thirty-year award.

1.3 Introduction of New Full-Time Colleagues

- Lew noted that, in keeping with his practice of previous years, President Fallo made two full-time appointments in English, rather than the one position he previously authorized.
- Joining the division full-time faculty in Spanish was Dr. Argelia Andrade. Dr. Andrade earned her PhD in Hispanic Languages and Literature from UCLA, and was a full-time professor of Spanish and linguistics at Los Angeles Valley College for the past four years. She has taught part-time at Santa Monica College as an instructor of dance and has written and presented on Spanish language and culture.
- Stefanie Frith joins the Journalism Department after serving as a full-time professor of journalism and adviser to student print and online publications at Los Angeles Pierce College for the past five years. She is an El Camino alumna and was editor-in-chief of *The Union* in the 1990s.

- Chris Page earned his master's in English literature from CSUDH and has taught part-time at Long Beach City College and Los Angeles Southwest College. He helped coordinate the Writing Center at Southwest, where he also sponsored the English Society.
- Jane Sandor received an MFA in creative writing and English literature. She taught part-time at Glendale College and at Mount St. Mary's College. Jane taught previously at the University of Alabama. She is a published essayist and fiction writer.

2 Accreditation

2.1 Accreditation Team Visit Scheduled Oct. 6 through Oct. 9.

- Tom and Elise Geraghty reminded the faculty that the college's accreditation team visit is scheduled for Oct. 6 through Oct. 9. The team will consist of 13 members. The extraordinary work of faculty co-chair Matt Cheung on the production of the report was also acknowledged.

2.2 TracDat (Know What/Know How)

- Faculty members were reminded of TracDat and the important role it plays in recording SLOs and their assessment.

2.3 SLO-PLO-ILO Alignment—A Proposal

- Elise noted that individual faculty members have been asked to take responsibility for drafting responses to the alignment grids recently distributed to the division to align student learning outcomes to program learning outcomes and, lastly, to institutional learning outcomes.
- Elise can assist any faculty members wishing to review any of the alignment grids.

2.4 Continuous Quality Improvement and Student Learning Outcomes

- Tom emphasized that, while the chief goal of a team visit was to validate the college's Self Study, individual team members will be free to visit all parts of the college, to sit in on classes, and to speak with faculty and students.
- Faculty members were reminded that among the key issues addressed in the Self Study were program review, SLOs and how their assessment blended into a continuous cycle of assessment and improvement, and the linkage of planning to budgeting.

3 A Review of FERPA (Family Education Rights and Privacy Act)

- A memo from VPAA Dr. Francisco Arce was distributed to the faculty to remind them that, under the guidelines of FERPA (Family Education Rights and Privacy Act), nonconsensual disclosure of information from student education records is prohibited. Dissemination of student grades via email is one example of a

violation of FERPA. This issue arose over the summer when the faculty email exchange was used to disclose student grades in a class.

- All institutions receiving federal aid are obliged to comply with FERPA regulations.

4 Weekly Hours of Service for Full-Time Faculty

- The VPAA has asked all academic divisions to remind faculty that Article 8, Section 2, of the faculty *Agreement*, requires faculty members to maintain on campus hours a minimum of two hours per day, four days per week. This requirement also applies to instructors teaching online classes or holding online office hours. All faculty members must be physically on campus for four days a week, Monday through Friday, for at least two hours.

5 New Timeline for Full-Time Faculty Position Requests

5.1 Changes to data collection and review

- Because the district wishes to advertise full-time faculty positions at an earlier date than in the past, the timeline for submission of full-time faculty position requests has been moved to early September.
- Tom noted that, because the preparation of the faculty position requests is very time and data intensive, he will no longer be able to provide the division council members with relevant data on all departments prior to making staffing recommendations. He will, instead, make his recommendations at the division flex meeting. Those faculty members who wish to see data on other areas may see him separately, and he will do what he can to provide information.

5.2 Recommendations for 2015-16

- Replacement positions needed in all departments except English have been obtained in the past several years.
- Tom recommends, consequently, that the English department requests three full-time positions next year to replace Cynthia Silverman, Cheryl Kroll, and Marilyn Anderson.

6 Proposed Change in Nominating Process for Presidential Scholar

- A simplified approach to the process of nominating recipients of the Presidential Scholar Award has been recommended. Rather than requiring the division academic awards committees to pour through cumbersome and frequently misleading data reports generated by ITS, Dean Jean Shankweiler has proposed that student scholars be nominated by individual faculty members.
- More information on the new process will be provided later this semester.

Today's Recorders: Tom Lew and Elise Geraghty