

El Camino College Division of Humanities
Minutes for Division Meeting, August 20, 2015
Fall Flex Day

1. **Welcome to Fall/Personnel Updates.** Dean Tom Lew welcomed the division full-time faculty to the fall 2015 semester.
 - 1.1 Enrollments in the division, he noted, were slightly below those of fall 2014, with 12,315 students registered, compared to 12,773 last year. He indicated that enrollments college-wide were down about 220 FTES from last year and that the college's projected resident FTES of 8,177 was considerably short of the target of 9,361 for this fall. This does not augur well for the college's prospects of reaching its growth target of 19,543 for the fiscal year.
 - 1.2 Lew then distributed the service awards to the division's five, ten, fifteen, twenty, twenty-five, and thirty year recipients. They included the following: Evelyne Berman, Allison Carr, Dana Crotwell, Brent Isaacs, Rachel Ketai, Rosemarie Kistler, Matthew Kline, Scott Kushigemachi, Rebecca Loya, Peter Marcoux, and Darrell Thompson.
 - 1.3 The division's new full-time employees were introduced next: Tracy Wilson (secretary), Erica Brenes, Rhea Lewitzki, and Beth Williams (the latter three being additions to the English faculty).
 - 1.4 Associate Dean Elise Geraghty introduced the adjunct faculty members present, and Lew concluded the personnel portion of the meeting by congratulating seven members of the division's adjunct faculty on their obtaining full-time appointments at other community colleges and universities over the summer. They are the following:
 - Leeanne Bergeron, English, CSULB
 - Cindy Caloia, French, Harbor College
 - Michelle Fagundes, English, Cerritos College
 - Mickey Harrison, English, Pierce College
 - Kendyl Palmer, English, Cypress College
 - Leah Pate, the Writing Program, USC
 - Leslie Tejada, English, East Los Angeles College
2. **Recommendations for Full-Time Faculty, 2016-17.** Lew next made his recommendations for full-time faculty positions for 2016-17.
 - 2.1 He recommended that the division's first priority should be a Spanish position to replace the retired Bernie Rang. The full-time/part-time ratio for the program is 56:44 this fall. Spanish currently is running 28 sections, with five full-time members and nine adjuncts.

- 2.2 The English department continues to enroll well although the administration's decision to reallocate classrooms last spring to other areas severely limited its ability to add classes for students this fall, despite the district's goal of increasing FTES. The ratio for English this fall is 61:39, with 291 sections, 47 full-time faculty members, and 67 adjuncts. While the department hired three new faculty members this year, two replaced colleagues (Sara Blake and Victoria McCallum) who retired last year. Lew consequently recommended that three positions be requested. Pete Marcoux suggested that perhaps the number be increased to four, and Lew indicated that he would take the suggestion under advisement.
3. **Humanities Degrees and Certificates.**
- 3.1 Lew mentioned that Institutional Research recently posted information on degrees and certificates conferred by the college for the 2013-14 academic year, and that he was pleased with the results and expressed appreciation for faculty efforts to raise interest in completing degrees and certificates among students. While degrees and certificates conferred by the college overall declined slightly from the previous year, the 62 degrees and certificates awarded by the division's programs were a significant improvement over the 33 total awarded six years ago.
- 3.2 The breakdown is as follows:
- English – 38 degrees
 - French – 7 degrees
 - Japanese – 6 degrees
 - Journalism – 2 degrees and 3 certificates
 - Spanish – 6 degrees
4. **The Student Success Scorecard.**
- 4.1 Because the Chancellor's Office and the state Legislature have increasingly focused attention on student metrics, Lew reported that the Student Success Scorecard released recently by the California Community Colleges Student Success Initiative showed that the success and persistence percentage of students enrolled in the English department's remedial/developmental courses reached 49.4%, better than seven of the eight community colleges that comprise El Camino's neighbors.
- 4.2 ESL produced a remedial success percentage of 32.5%, better than five of our eight neighboring community colleges.
5. **PD Reporter for Flex.**
- 5.1 Geraghty next provided a reminder to faculty regarding the use of PD Reporter for obtaining credit for flex activities.
6. **New Faculty Absence Time Sheets.**
- 6.1 Lew concluded the division meeting by notifying faculty members that new time sheets have been prepared to incorporate the new absence reporting formula approved by the district and the Federation. The old method, he noted, calculated

deductions from faculty sick leave banks by charging missed classes and office hours (and in some cases, missed committee meetings) as a percentage of a day.

- 6.2 The new formula will determine deductions from the instructor's sick leave bank by taking the number of contact hours an individual misses in a day, dividing that number by the total number of weekly contact hours, and then multiplying by 40. This practice will assign a greater weight to missed time than the previous formula since time missed will be determined in the context of a 40-hour workweek. A full explanation can be found in the faculty *Agreement*.

7. **Department Breakouts.**

- 7.1 Geraghty then gave brief assignments to faculty as they broke up for individual department meetings.
- 7.2 In English, Debra Breckheimer was introduced as the lead for the department's consistency projects this year.