

**EL CAMINO COLLEGE MATHEMATICAL SCIENCES
DIVISION COUNCIL**

February 18, 2020

Present: Luis Barrueta, Diaa Eldanaf, Robert Eleuteri, Jill Evensizer, Greg Fry, Arturo Hernandez, Judy Kasabian, Marlow Lemons, Kathryn Marsh, Victor Matos, Ashod Minasian, Pavan Nagpal, Dean Jacquelyn Sims, Susan Taylor

PROGRAM PLANS AND UNIT PLANS

Dean J. Sims discussed the planning process for funding on campus.

First, Program Plans are submitted to the division by various committees and departments. The committees target areas they need for their program. That list is funneled down to create a Unit Plan. The Unit Plan represents all of the funding requests for the Mathematical Sciences Division. The Unit Plans are ranked and submitted to Academic Affairs and more funneling and prioritizing is done. It then becomes an Area Plan. Academic Affairs reviews our list with other academic divisions. From there, the College Plan is established and items are funded.

Dean J. Sims and Associate Dean Dr. Lemons reviewed the Program Plan and created a prioritized list. The following are recommendations regarding the prioritized list:

- Backup projectors will remain the #1 item on the priority list
- Tutor funding requests should be listed next. Place tutor salary increase as the lowest of the tutoring items. Combine SI tutoring request line items and adjust the amount to \$20k
- The replacement of computers in labs should be listed next
- All other items will shift down
- Remove the item regarding funding for faculty training on technology

Division Council voted on the approval of these changes. The changes were unanimously approved.

Unit Plans are due by 3/1/2020.

Associate Dean Dr. Lemons requested that committee representatives make updates in TracDat. The year of implementation should be listed, not the year the request is being made.

AB705 DEBRIEF

Dean J. Sims will schedule a meeting to have a more in-depth conversation regarding the debrief of AB705.

RECOMMENDATIONS ON CONDUCTING AN EVALUATION

Dean J. Sims provided a document that is given to new faculty that are evaluating for the first time. It includes reminder of areas to look out for.

Judy Kasabian recommended adding information on how to navigate through ReviewSnap.

Change #5 to state “assessing SLOs” instead of “accessing SLOs.”

Susan Taylor recommended placing “student positionality” before “instructor positionality.”