

**NATURAL SCIENCES  
DIVISION COUNCIL MEETING  
November 20, 2012**

**Present:**

*Faculty/Staff*

M. Abbani, J. Bellemin, B. Carey, C. Cha, R. Donegan, J. Gard, A. Grant, J. Holliday, S. Leonelli, V. Lloyd, J. Noyes, S. Potter, M. Santiago, J. Shankweiler, R. Shibus, M. Stupy, Daniel Wright

**Area Council Report** – A. Valle

- Anne Valle was not present, Jean reported that the course prioritization lists were presented to the area council committee members for comments, but they had no comments.

**Curriculum Report** – B. Carey

- Bryan Carey reported that the following courses need to be reviewed in spring, year 2013-2014: Biology 11, Biology 103, Chemistry 4, Geology 30, 34, and 36, Physics 2A and 2B.

**SLO Report** – Jim Noyes

- SLO reports are due by the 3<sup>rd</sup> week of the following semester after being assessed. If assessment is done in Fall then the report is due the 3<sup>rd</sup> week of Spring.
- A list of ECC core competencies and the definitions and a program SLOs and core competency alignment sheet were handed out.
- Jim is currently working on the SLO annual plan, he passed out handouts, which included the definitions of the core competencies, a scale listing core competencies, a grid to align program SLOs and core competencies.
- Jim explained that the scale is to identify how each program level SLO in the division aligns with the institution-wide core competencies.
- The core competencies, the mapping, and the alignment has been done; they can be viewed online.
- Jim asked faculty to inform students that the surveys conducted are not particularly about your course(s)

**Evaluations**

- The faculty evaluation procedure has been revised and will be implemented with new full time faculty. The faculty evaluation forms have been revised, the form entitled "Faculty Observation Report" form has been changed to "Peer Evaluation Form". The amount of evaluators changed for full time probationary faculty
- Faculty were asked to make sure to address all areas in their self evaluation report and to specify SLOs in detail.
- The draft of the new faculty evaluation procedure will be distributed to all faculty.

### **Program Plans**

- The Program plans are due Monday, December 3, 2012

### **Announcements**

- The Math and Computer Science building will be renovated; therefore, the I.T.S. servers will be moved November 26-30, 2012, this will affect anything linked through Datatel, grades, etc., it will not affect outlook, portal, and email.
- The Accreditation teams need volunteers

### **Instructional Materials**

- An Instructional materials survey was distributed. Jean asked that a survey be filled out for each course. Dr. Arce's website has a link to the ECC Instructional Materials fee survey and the student fee handbook.
- Faculty need to disclose what needs to be bought for classes so students can decide what class to take
- Alternate site assignments are not optional and parking fees are required, faculty need to disclose field trips, meals, etc.
- Jean wants a paper copy of all surveys by the beginning of spring 2013 semester
- Faculty should never buy materials and sell them to the students.

### **Other**

The holiday party will be on December 14, 2012, information and sign up is in the mailroom