The meeting was called to order at 10:10 a.m.

Present: Jack Baker, Celso Batalha, Robert Blumenkrantz, Bonnie Brown, Cynthia Burnham, Guillermo Castilla, May Chen, Laimi Cong-Huyen, Van Duong, Henry Estrada, Al Gonzalez, Lisa Hays, Michael Highers, Chui Hwang, Teck Ky, Joaquin Li, Bob Lombard, Denise Medina, Karen Moody, Vera Nazarov, Tony Perez, Bryan Pham, Preeti Srinivasan, Abdie Tabrizi, Azita Tavana, Janice Toyoshima, Vu Tran, José Valentín, Parran Vanniasegaram, D.P. Vu,

1. Welcome
   - Michael welcomed everyone to the Division Meeting. He noted that the Division meeting for December will take place on the second Friday rather than the first Friday due to the CMC conference that some Math faculty will be attending. He also noted that the end of the semester is coming up and that things are going to get very busy.

2. Accept Minutes
   - José Valentín moved to approve the minutes from the Division Meeting of October 3rd, 2014. Henry Estrada seconded the motion. The minutes were approved as submitted.

3. Curriculum
   - **Janice Toyoshima:** There is nothing to report—everything is still the same. We are still working on CurricuNet and there is presently no ETA on when it will be ready. Please stop asking about it, because it’s giving her a headache. There are two more meetings of the ACCC this semester. November 18th is the last day for Technical Committee.

   - Michael shared a list of courses which are currently undergoing updates or need to be updated.

   - Biology 021: Azita Tavana has been working on updating this course for a year. The Math & Science Dean at SJCC has asked if we get CIDs for courses, why do they need to remain District courses. Michael Highers made the observation that separating the courses can result in discrepancies. VP Aytch wants there to be collaboration between the two colleges. We will try with Biology 21 one more time, but if we do not receive cooperation from SJCC, we may end up needing to split the courses. The college wanting to make the change will be the one to change its course number.

   - The transfer model curriculum for Biology is on the CID website, but will not be official until the template comes up from the Chancellor’s Office (this will likely happen in February). Chemistry was withdrawn due to its being a high-unit major—we are currently negotiating using the IGETC transfer pattern with the four-year schools. Any accepting institution would have to allow transfer and let transferring students take some of their units there.
• **Henry Estrada:** “There is a similar situation in Computer Science. Is there any news on that?”
  **Janice Toyoshima:** “We are still negotiating that too.”

• There is an 18-month window. The clock starts ticking when the Chancellor’s Office releases the template. Make sure your courses have CID numbers.

• We have been warned against unit creep. Unit creep affects many things, including faculty salaries (in terms of the need to hire more adjunct faculty). The State is currently looking at the issue of unit creep.

4. **Copiers**

• Employee ID access will begin being tested on December 1st. It will be active on all copiers starting December 15th. You will need a new staff ID card with a magnetic strip on the back.  
  **Tony Perez:** “Just walk up to the counter in A&R and ask.

• You will still be able to send jobs from your office computers, but you will need to swipe your card when you come down. The job will be held as pending until then.

• Adjunct faculty need to be informed regarding this new procedure.

• The MSE Office copier can be used as a backup, but please be careful about looking at or walking off with confidential documents.

5. **Faculty Evaluations**

• Michael shared a chart indicating what progress has been made with regard to Full-time Faculty evaluations.

• The President has strongly requested that all evaluations be completed before the holiday break.

• Michael shared a chart indicating what progress has been made with regard to Adjunct Faculty evaluations.

• Adjunct faculty are usually evaluated their first semester teaching, and the semester in which they will attain SRP.

6. **Department Meeting Reports / Questions**

• **Biology:**
  - What is happening with the $15,000?
    There was a mistake. An email was sent out on a Thursday asking requests to be submitted the following Friday. Currently, the only money that’s available is what is already in the budget. We can still request the $15,000, but those requests are not due yet and will be gathered in Spring 2015. The College Council will be making decisions regarding expenditures; these will be coming out of bond money. We need to start looking at budgets. If there are existing needs but you are running out of money in your budgets, please let Michael know and he will request more for your department. There has to be a good reason for requests for additional funds—no frills, necessities only.

• **Mathematics:**
  - Items discussed at the Math Department meeting included Program Review, SLOs, Faculty / Staff needs, and the maintenance of facilities, equipment, etc.
  - The Math Department needs additional money for programs (software) and equipment.
• **Engineering:**
  - Currently repairing old equipment.
  - Adding additional experiments in classes.
  - An Advisory Committee meeting is being held this evening.
  - The Engineering Department had a Microbalance and three Newport Research Tables donated. The research tables are worth $25,000 each. Two will go to the Engineering Department, and one will go to Physics (for optics experiments).

• **Physics:**
  - Discussed SLOs.
  - Discussed equipment needs (especially big-ticket items: $15,000+) particularly for the modern Physics (Physics 4C) course.

7. **SLO Assessment**

- Self-evaluations must address SLO participation. Even if the faculty member being evaluated did not participate, the self-evaluation must state that.
- A lead teacher (LT) needs to be identified for each course.
  - The LT is responsible for collaborating with other instructors to develop SLOs.
  - The LT identifies the SLO(s) to be assessed each semester.
  - The LT works with other instructors teaching the course to come up with questions to assess the SLO. These questions are to be sent to all instructors teaching the course.
  - The LT gathers and tabulates the assessment results (all in one report, not broken down by instructor or section)
  - Faculty look at the assessments and use them to tweak (improve) SLOs.

- **Abdie Tabrizi:** “There was an SLO Training session yesterday, but no one from MSE was in attendance. There will be another training session on Friday, November 21st, 9:00 – 10:30 a.m.

- **José Valentín:** “Do other instructors have the freedom to assess the SLO with their own questions?”
  - **Michael Highers:** “The questions need to be standardized so results are comparable and consistent.”

- Adjunct faculty can't be asked to develop SLOs (unless they are the only faculty in that department), although they can volunteer. They can, however, be asked to assess SLOs. All assessments must ask the same thing.

- **Laimi Cong-Huyen:** “Old assessments disappear when new ones are submitted.”
  - **Abdie Tabrizi:** “Don’t submit a new assessment; append your assessment to the old file instead. That will preserve the existing assessments.

- **Bob Lombard:** “When did the five-year cycle begin?”
  - **Abdie Tabrizi:** “Once the matrix is up, the cycle starts. About two years in a formal way.”

- The Deans met with Lynette Apen recently. CurricuNet will eventually have an SLO assessment module (but we have to get CurricuNet up and running first). Look at SJCC to see how they’re doing it.

- SLO assessment is serious business. We are hoping to get off probation next year.
8. Hiring Update

- Thirteen positions have been proposed. MSE has requested four (Biology, Engineering/Surveying, Math, & Physics).

- The requests have been submitted to the President—he will make the decision which ones will be submitted to the Chancellor. It is expected that he will be asking for four positions.

9. Academic Senate (Jack Baker)

- The AS has received 12 requests for faculty hires. The ones received from MSE have been ranked as follows: Math1 - #2, Biology - #4, Engineering - #7, Math2 - #10. It isn’t certain that there will be any new hires as the Chancellor thinks we have enough faculty. The Deans have made it clear that we do not have enough. The 75% - 25% ratio has no teeth. The administration treats it as a ceiling when it’s actually supposed to function as a floor. The AS asked for documentation and justifications for each position requested.

  **Parran Vanniasegaram:** “Is there a penalty for not meeting the 75%-25% standard?”

  **Janice Toyoshima:** “There is, but the state does not enforce it. EVC currently meets its faculty obligation number.”

- The question of allowing auditing has been unanimously defeated.

- “Surplus” Land — hush-hush plans for its use. A forum was held and another is in the works regarding a plan being put together with no input from the college about the “surplus” land between the college and the existing DO and shopping area being leased for development. Due to the fault that runs behind EVC, the college will have no room to grow if that land is developed. The college and the community need to be heard at these forums — even if no earthquake happens, the college will need the land for future growth. We may run out of room and then the only way to go is up. The Chancellor has stated: “Once we saturate this campus, we will go to another campus.” (Milpitas) General discussion ensued regarding the proposed land development.

- The question of allowing auditing has been unanimously defeated.

10. Committee Reports

- **Staff Development** (Abdie Tabrizi)
  
  - There are no more funds available for Fall 2014. The President has agreed to provide extra money. Talk to Abdie if you need to go somewhere.
  
  Maximum funds available: $500/year for FT faculty, $250/year for Adjunct faculty

- **Technology** (Parran Vanniasegaram)
  
  - Programs are not being proactively updated on computers in a timely manner due to limited staff (only 5)—every time a program needs updating, a call needs to be placed to ITSS.

  - Several people suggested that users should have administrative rights on their own computers. General discussion ensued on this topic. Michael Highers suggested that certain Faculty be trained to perform administrative tasks.
11. Other

- On November 24th there will be a brown bag lunch meet & greet with the Chancellor in the Mishra Room, 12:30 – 1:00 p.m.
- On November 25th there will be a special board meeting with program presentations. Engineering will be doing their program presentation using the 3D printer and a skit.
- Celso Batalha announced that the first Astronomy Public Viewing for the semester will take place tonight: The first in a series of talks on how Astronomy impacts society. The event begins at 5:00 p.m.

Division Meeting adjourned at 11:45 a.m.
Minutes submitted by Vera Nazarov