



BSS Division Council

Thursday, Sept. 23, 2021

BSS Division Council Agenda

BSS News

- Welcome and Introductions (ASO Representatives: Aleeza West and Habiba Amir)
- Winter and Spring Schedule
- Return to Campus – Preparing our Buildings and Offices
- Evaluations – Reviewsnap
- Lab/Lecture Parity
- Load Committee
- Faculty Hiring Prioritization
- Division Meeting Topics

Reports

- Counseling, Cheryl Kroll
- ASO, Habiba Amir and Aleeza West
- Federation, Angela Simon
- Announcements

Winter and Spring Schedules

Winter Schedule

- Modest schedule and will add as classes fill.
- 55.5% online
- 44.5% on campus (25% fully on campus and 19.5% hybrid)

Spring Schedule

- Goal of 70% on campus (includes fully on campus and hybrid)
- A modest schedule with student preference survey in mind (roughly 1/3rd on campus; 1/3rd online; 1/3rd hybrid).
- If courses fill, we will add classes in the modalities students prefer.
- We need to learn what students want in this “quasi-pandemic” environment. Can’t just “roll over” the schedule from pre-pandemic.

Return to Campus – Preparing our Buildings and Offices

- Buildings reopen January 2022 – at the latest.
- No social distancing. Full class caps.
 - If the LA County Department of Public Health and/or Occupational Safety and Health Administration (OSHA) requires social distancing again, we will transition to online.
- Air purifiers – 2 per classroom, 1 per office, and in most common spaces.
- Touchless hand sanitizing stations.
- Mask requirement everywhere on campus and while lecturing.
- No mask when alone in office and door closed, and in “mask break” spaces.
- Board requires vaccinations

In-Room Air Purification Unit Specifications

In-Room Air Purification Unit

JADE Model: SCA5000C



- 3-second motor start delay
- 3-speed selector switch on 006 and 015 models for various air flow ranges
- 10-foot long power cord with strain relief
- Exhaust transition plate to standard 10-inch round (005/006 sizes) or 12-inch oval (015 size) duct included
- Maximum air cleanings per hour = .5
- Galvanized steel, pre-painted cabinet is fully insulated
- SIZING:
 - Average Lecture/Lab is 900 square foot sized bedroom with a 10 ft high ceiling, your room is 9,000 cubic ft. For two air cleanings per hour you will need to move 18,000 cubic feet per hour of air through the filters. Since CADR is measured per minute, you would then divide 18,000 by 60 to get to 300 CADR. Each Lecture/Lab requires two units.

Estimated Costs

Jade Air Purifier SCA5000C	ea	730	\$ 1,997	\$1,457,810
Hepa Filter (Changed twice per year)	ea	1460	\$ 149	\$ 217,540
Charcoal Filter (Changed twice per year)	ea	1460	\$ 79	\$ 115,340
Germicidal UV Light Bulb (Changed Annualy)	ea	365	\$ 46	\$ 16,790
Lecture/Lab/Library	365			
TOTAL				\$1,807,480

Benefits to Staff & Students

- 99.97% efficient, long-life HEPA filter removes particles as small as 0.3 microns
- Standard MERV 7 or higher pre-filter
- Minimum 200 CFM, maximum 1500 CFM
- Meets or exceeds the ASHRAE Standard 170: Ventilation of Health Care Facilities
- HEPA filter rack and sealing design meet air leakage requirement
- Vertical design for smaller footprint compared to many competitors and can be mounted and operated horizontally when necessary
- Portable and adaptable to nearly any appropriately-sized location
- Heavy-duty, lockable casters for easy transport
- Red lighted indicator to alert user when filters are overloaded (generally means pre-filter requires replacement)
- Green on/off switch illuminates to verify when running

Return to Campus – Preparing our Buildings and Offices

- January 2022 – at the latest.
- Social distancing is not required. Classes will have full caps.
 - If the LA County Department of Public Health and/or Occupational Safety and Health Administration (OSHA) requires social distancing again, we will transition back to online.
- Air purifiers – 2 per classroom, 1 per office, and in most common spaces.
- Touchless hand sanitizing stations in classrooms and some common areas.
- Masks are required everywhere on campus and while lecturing.
 - COVID Task Force is developing a syllabus statement and recommended protocols if students refuse.
 - Dean is working on getting microphones for faculty who need them.
- Mask can be removed if you are alone in an office with the door closed, and in “mask break” spaces.
- Board requires vaccinations for all staff and students.



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Process for Employees Seeking COVID-Related Exemption

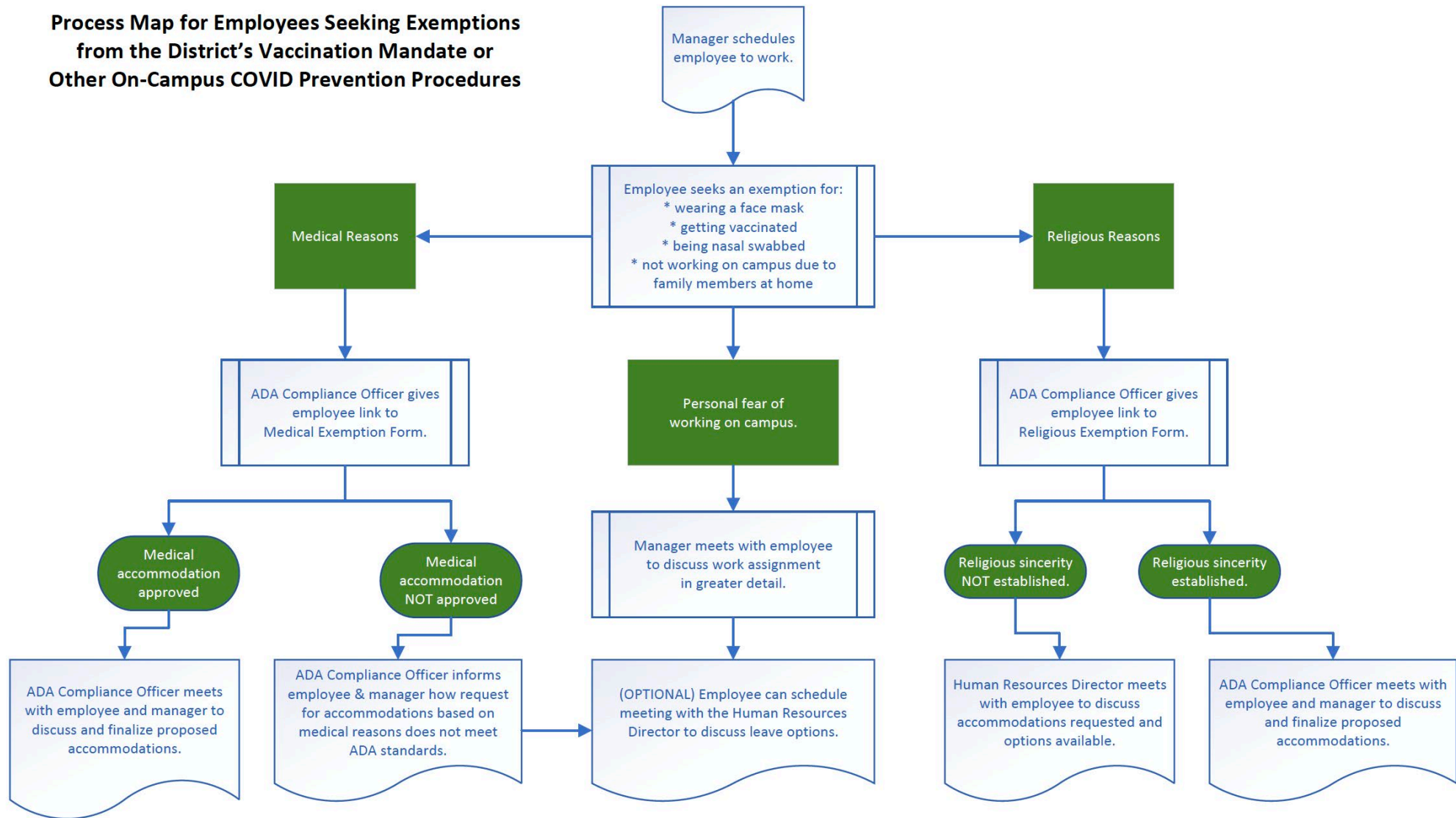
On September 7, 2021, the El Camino Community College District Board of Trustees approved a resolution requiring all employees provide evidence of being fully vaccinated no later than November 8, 2021.

All employees are encouraged to get fully vaccinated and El Camino's Student Health Services is offering [free COVID-19 vaccinations on campus](#).

For those employees, both full-time and part-time, seeking a vaccination exemption or other COVID-related procedure exemption, the attached process map was developed to help individuals navigate the process.

Faculty must post their vaccination card to the World Back to Work website by November 8, 2021.

Process Map for Employees Seeking Exemptions from the District's Vaccination Mandate or Other On-Campus COVID Prevention Procedures



Office of Risk Management
 ADA Compliance Officer
 Leo Barrera
 lbarrera@elcamino.edu

Office of Human Resources
 Director of Human Resources
 Maria Smith
 mgsmith@elcamino.edu

Faculty Evaluations

Evaluation Timeline – Fall 2021

	16-week classes	1st 8-week classes	2nd 8-week class only*
Student Surveys	Week 7 (October 9-15)	Week 5 (Sept. 25-Oct. 1)	Week 5 (Nov. 20-24)
Observations	Week 7 (October 9-15)	Week 5 (Sept. 25-Oct. 1)	Week 5 (Nov. 20-24)
Self-Evaluation	Completed by end of week 12 (November 19)	Completed by end of week 12 (November 19)	Completed by end of week 7 (December 10)
Evaluation Conference	Scheduled by evaluators after receipt of student survey results. Must be completed by December 3.	Scheduled by evaluators after receipt of student survey results. Must be completed by December 3.	Scheduled by evaluators after receipt of student survey results. Must be completed by December 15.
Evaluation completed and acknowledged by evaluatee in Reviewsnap	December 10	December 10	December 17

Lab/Lecture Parity

- Josh Casper represents the Division and Co-Chairs the college Lab/Lecture Parity Committee.
- Psychology 109A; Sociology 109A; and Psychology 109B were granted parity in Spring 2021.
- Anthropology is applying for Anthropology 5 this Fall 2021. Due Oct. 15.

Load Committee

- Deadline extended to November 7.
- The form has some minor changes and will be sent out with the new timeline by Academic Affairs early next week.
- The Dean can help with FTES/WSCHE question after she gets the Load Summary on Oct. 4.

Faculty Hiring Prioritization

In order to prioritize our recommendations prior to the end of the fall semester, listed below is the 2021-22 timeline:

1. **September 21-October 15:** Deans/faculty work on position requests.
2. **Friday, October 15 by 4:00 p.m.:** Deans forward an electronic copy of position requests to David Mussaw (dmussaw@elcamino.edu) for data verification.
3. **Friday, October 29 by 4:00 p.m.:** Electronic copy of position request and supporting documentation due to Karen Lam (klam@elcamino.edu).
4. **Tuesday, November 2:** Copies of division requests and ground rules distributed electronically to committee member.
5. **Monday, November 8, 2:00-4:30 p.m.:** Meeting to review division requests, listen to brief presentations, ask questions, distribute ballots. Location: Zoom
6. **Tuesday, November 16 by 4:30 p.m.:** Deans and faculty representatives forward their ballots to Karen Lam (klam@elcamino.edu).
7. **Wednesday, November 24, 2:00 p.m.:** Final meeting to review priority list. Location: Zoom

Faculty Hiring Prioritization

Past Division Requests and College Committee Rankings

- 2020: Psychology (ranked 3 out of 16), Sociology (ranked 15/16)
- 2019: Psychology (ranked 4/25), Sociology (ranked 13/25)

Possible BSS Division Requests (2021)

- Childhood Education, Ethnic Studies, Human Development, Psychology, and Sociology

BSS Division Council Tasks

- October 21 – receive position requests via email for review.
- October 28 – vote on prioritization (in preparation for submission of prioritized requests to VPAA on October 29).
- Select BSS faculty representative for College Faculty Hiring Prioritization Committee

Division Meetings and Topics

Division Meeting Dates

- Thursday, October 7 – 1:15-2:15
- Wednesday, Nov. 3 – 1:15-2:15
- Thursday, Dec. 2 – 1:15-2:15

Possible Topics

- Hybrid Instruction – Best Practices
- Ideas?

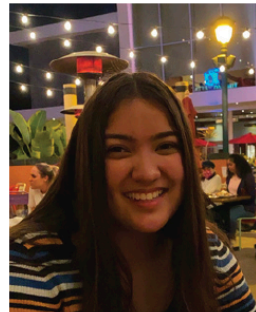
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SENATOR OFFICE HOURS

Our goal is to help improve the student experience at El Camino College, advocate for better quality education and guide students to resources and opportunities. We are here to provide any advice for your classes, how we can improve the issues you face in your major, and anything else unacademic related!

ASO Report



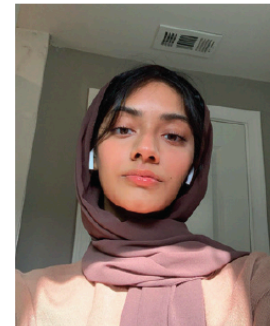
SENATOR
ALEEZA WEST

Major: Psychology

Mondays

3:00 PM - 5:00 PM

aleeza_weste@elcamino.edu



SENATOR
HABIBA AMIR

Major: Psychology

Fridays

1:00 PM - 3:00 PM

habiba_amire@elcamino.edu

Majors in Behavioral & Social Sciences: American Studies, Anthropology, Art History, Childhood Education, Economics, Education, Ethnic Studies, History, Human Development, Philosophy, Political Science, Psychology, Social Justice & Social Science, Sociology, Women's Studies.

Visit us at www.elcamino.edu/aso

Counseling Updates for BSS Division Meetings: Fall 2021

➤ *Career Center Events*

<https://www.elcamino.edu/student/student-services/careercenter/index.aspx>

Undecided Majors Fair: October 6, 2021 from 1-2:30 pm. Students sign up on the Career Center website.

➤ *Transfer Center Events:*

<https://www.elcamino.edu/student/student-services/transfercenter/index.aspx>

Virtual University Fair: Tuesday, September 28th from 10-1. Link to attend will be posted on the Transfer Center website.

CSU Application Workshops: Sessions available on: 10/5; 10/7; 10/10; 10/13; 10/20; 10/21; 10/25; 10/26; 11/3; 11/4; 11/10; 11/16; 11/17; 11/22; 11/24; 11/29; 11/30. Students can sign up on the TC website now.

UC Application Workshops: Sessions available on: 10/4; 10/7; 10/13; 10/19; 10/21; 10/26; 11/1; 11/4; 11/9; 11/10; 11/15; 11/17; 11/23; 11/24; 11/29; 11/30. Students can sign up on the TC website now.

UC Personal Statement Workshops: Sessions available on 10/12; 10/27; 11/7; 11/8; 11/17; 11/18; 11/23. Students can sign up on the TC website now.

TAG (Transfer Admission Guarantee) Workshops for UC-bound Students: TAGS need signed by September 30th. The next and last workshop is on Monday, September 27th from 2-5 pm. Students can sign up on the TC website now.

University Virtual Tours: In lieu of our in person campus tours, the Transfer Center has posted a number of virtual tours of various public and private universities on their site.

Fall Graduation Intentions: Students may file their Intent to Graduate from September 1, 2021 to October 15, 2021 on our Admissions website under the graduation tab. Please remember that those who wish to obtain an AAT/AST must meet with a counselor first or fill out a Grad Check Request on the counseling website.

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