



BSS Spring PD Day Meeting

February 13, 2025



El Camino
College



Division Meeting Agenda



I) Counselors' Report

II) The College and Division Budgets

III) College Reorganization

IV) The BSS Office

V) Fraudulent Enrollments

VI) Students and Enrollment

- Add Authorizations
- No Show Reports in the Self-Service Area **NEW**
- Grading
- Federal Immigration Officials on Campus
- BetterMynd

VII) Division Reports

- SLOs – Eduardo Munoz
- Curriculum – Roberto Garcia
- Academic Senate – John Baranski
- ECCFT – John Baranski

Counseling & Student Success

Spring 2025 PD Day

Events:

- **Transfer Fair - March 20** from 11am-2pm Library Lawn
- **25th Annual Job Fair- April 30** from 10am-2pm at the Student Services Plaza
- **All-Things Business Expo - May 7** from 10am-1pm
 - Call out for students with businesses or departments to share resources to start a business see flyer

Course Pattern Updates and Changes:

- **CalGETC** - Single GE pattern, one for both CSU/UC
- **Common Course Numbering** - 6 courses will have one common course number

Happening NOW:

- Drop in hours for Counseling now through Friday, February 21 starting at 8am through 5pm (sign ups may close earlier)
- **Deadline – Graduation Filing Deadline - February 28 - needed for Spring 2025 graduation**



ALL-THINGS BUSINESS EXPO

WEDNESDAY, MAY 7
10 AM – 1 PM
LIBRARY LAWN

All ECC students and alumni are invited to promote their small businesses, connect with community resources, and learn about El Camino's Business programs at the "All Things Business" event!

- Learn about ECC's Business Programs
- Explore resources to start up your own business
- Discover Student-Owned Businesses
- Connect with University Representatives
- Network with Peers, Faculty, and Professionals

SIGN UP TO RESERVE YOUR TABLE

Scan the code or visit the link below to participate as a student/alumni, on campus program/resource, club, or community organization.

bit.ly/ECCallthingsbus

LEARN MORE: www.elcamino.edu/support/careers

This event is brought to you by the Business Meta-Major Counseling Team in collaboration with Career Services and the Transfer Center.

El Camino College
Career Services

BUS Business

ACCOMMODATIONS: If you anticipate needing any type of accommodation, or have questions about the physical address provided, email aastienza@elcamino.edu as soon as possible, but no later than seven days prior to the event.

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, sex, ethnicity, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or on any other basis as required by state and federal law.

BEHAVIORAL & SOCIAL SCIENCES META MAJOR



Behavioral & Social Sciences Meta Major

Anthropology	History
Art History	Philosophy
Childhood Education	Political Science
Communication Studies	Psychology
Economics	Sociology
Ethnic Studies	Women Studies

[Check out our website!](#)

Spring 2025 Events

Throughout the Fall 2024 semester, the BSS Meta-Major held various events on-campus such as BSS Reg prep and Communications Majors month. We are excited to host more events this Spring 2025 to bring greater awareness to the BSS Team that is here to support you at El Camino College!

Follow Us On Instagram to Stay up to Date on Events



BSS Grad Check

Our first event this semester is supporting our students who are a few classes away from completing their certificate or degree requirements! The **deadline to file an Intent to Graduate** for Spring 2025 will be **Friday, February 28, 2025 at 4:00 pm**. Join us to assist you in submitting your grad petition!

February 25th, 2025

9 am - 12 pm in Student Services Building ,Rm 141

Spring 2025 Events cont.

Child Development Major Month

Join us March for events as we spotlight our Child Development & Early Childhood education majors with great events brought to you by Career Services and the Transfer team



- March 5th, 5pm – 6:30 pm: **What Can I Do With a Major in Child Development**
- March 25th & April 8th, 6 pm – 8 pm **Resume/Interview prep workshop**
- April 3rd 1 pm – 3 pm: **Transfer Fair for Child Development & Early Child Ed.**
- TBD: 5 pm – 6:30 pm: **Men of Color in Education**

Chat with a Counselor

**February 20th, March 13th,
April 24th & May 22nd**
9:00 am – 11:30 am

BSS counselors are coming to you to answer your questions. Please join us at the BSS counselor table next to the BSS building.



All things Business Expo by the Business Meta Major

Library Lawn – May 7th, 2025

10 am – 1 pm

All ECC students and alumni are invited to promote their small businesses, connect with community resources, and learn about El Camino's Business programs at the "All Things Business" event and discover Student-Owned Businesses!

RSVP



<http://bit.ly/ECCallthingsbus>

Counseling Office | Student Services Building, 286

BSS Counselors

Spring 2025 Team

Counseling Drop In

Dora Miranda (SSP) T | 12:30 PM – 1:30 PM | In person in SSB 286

Veronica Casillas (Financial Aid) W | 12 PM – 1 PM | In person SSB 286

Jacqueline Lizarraga (Career Counselor) Hours Vary | SSB 286

Diego Rodriguez Hours Vary | SSB 286

Paitzar Giourdjian (Transfer) Hours Vary | SSB 228

Chris Hurd Hours Vary | SSB 174

Salvador Navarro (FYE) Hours Vary | SSB 244

Angie Hagan Hours Vary | SSB 286

Brian Mims Hours Vary | SSB 286

Marcelo Cabral Hours Vary | SSB 286

Cristina Pajo Hours Vary | SSB 131

Jennifer Hu Hours Vary | SSB 286

LaShandra Batiste Hours Vary | SSB 286

Selene Torres Hours Vary | SSB 286

Chelsea Lewis Hours Vary | SSB 286

Ariana Atienza (Advisor) Hours Vary | SSB 286
 For any questions please contact our advisor:
aatienza@elcamino.edu

Keep Up With BSS Meta Major on Instagram!

[@behavioralss_ecc](https://www.instagram.com/behavioralss_ecc)



@BEHAVIORALSS_ECC

Upcoming Enrollment

Summer 2025:

Fall 2025:

Behavioral & Social Sciences Clubs

Anthropology

Anthro Club

Coming Soon!

Contact: Angela Mannen
(amannen@elcamino.edu)

Instagram: @anthro_club



Communication Studies

The Speech & Debate Club

Contact: Brittany Hubble
(bhubble@elcamino.edu)



Psychology

The Psychology Club

Contact: Julio Farias
(jfarias@elcamino.edu)



The Gender-Sexuality Alliance Club

Contact: Kenny Simkins
ksimkins@elcamino.edu



Childhood Education

Child Development Club

Contact: Alondra Ortega
(alondra_ortega@elcamino.edu)

Instagram: @ecc_cdclub

Mommy Scholars

Instagram: @ecc_mommyscholars



Philosophy

ECC Philosophy Club

Contact: Roberto Garcia
(rogarcia@elcamino.edu) or Randy
Firestone (rfirestone@elcamino.edu)

Instagram: @ecc_philosophyclub



Political Science

ECC Poli Sci Club

Contact: David Reed
(dreed@elcamino.edu)

Instagram: @eccpolisciclub



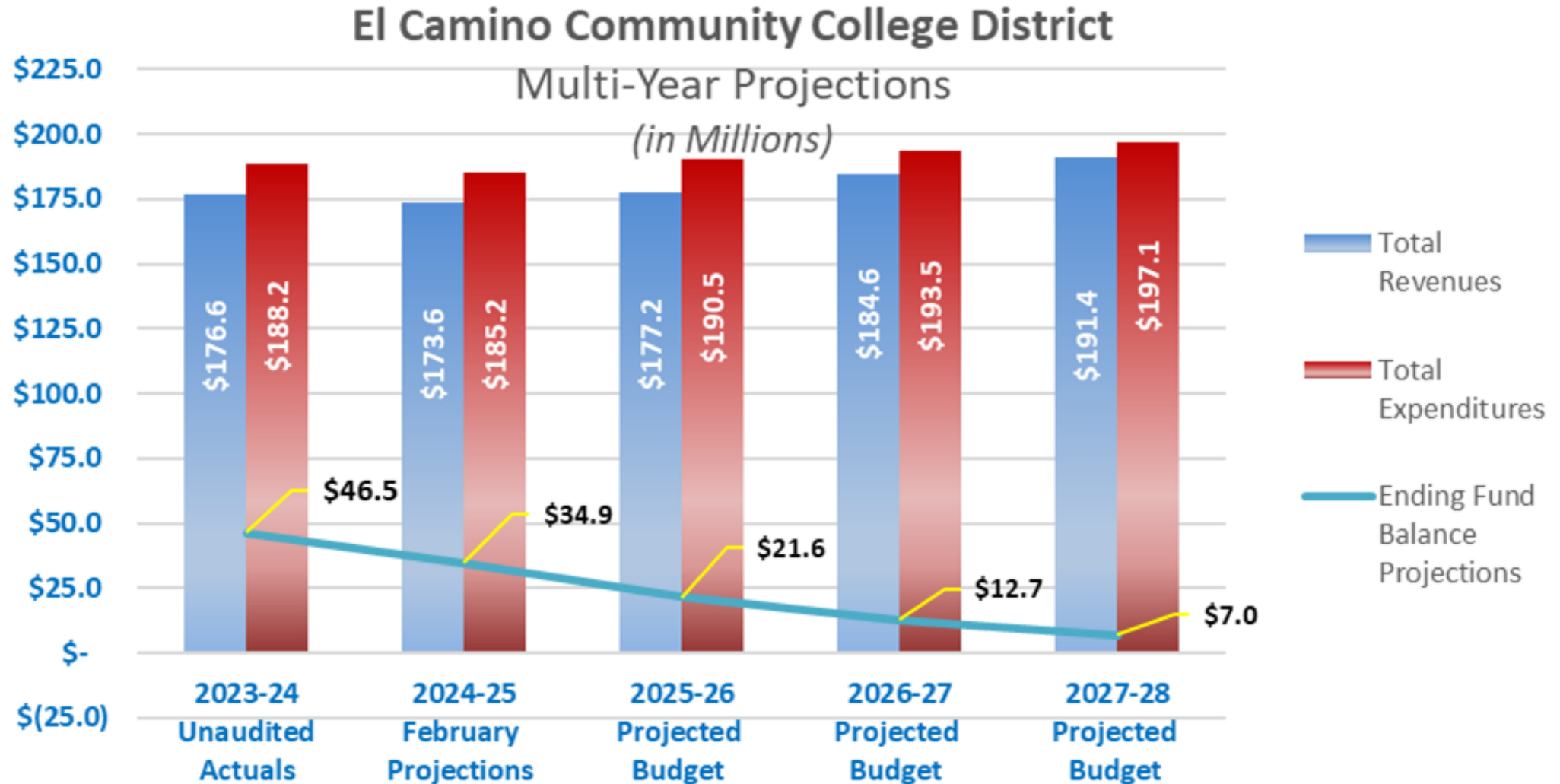
The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.

College and Division Budgets

Budget Strategies Leadership Team

Faculty Reps: Josh Troesch, Darcy McClelland,
Charlene Brewer-Smith, Kelsey Iino.

Website: <https://www.elcamino.edu/leadership/administrative-services/budget-strategies-leadership-team.php>



College Reorganization

BSS Representatives on the Task Force:

Chris Gold

Cecelia Mataalii

Larry Leach

Why?

- To create more evenly sized divisions
- To create greater standardization in office staffing
- To consolidate and create greater efficiency (save money after the retirements)



Behavioral & Social Sciences

The **Division of Behavioral and Social Sciences** offers instruction in a variety of disciplines.



Health Sciences & Athletics

The **Division of Health Sciences and Athletics** is a diverse division offering a wide array of instructional and student service programs.



Library & Learning Resources

The **Library and Learning Resources Division** provides academic resources and services to all students, faculty, staff, and other members of the El Camino College community.



Business

The **Business Division** at El Camino College offers a wide variety of courses in all business disciplines.



Humanities

The **Humanities Division** at El Camino College offers a wide variety of courses that assist students in strengthening and refining their skills in a variety of academic courses while furthering their educational goals.



Mathematical Sciences

The **Division of Mathematical Sciences** offers instruction to students in mathematics, computer science and engineering.



Fine Arts

The **Division of Fine Arts** provides a comprehensive lower division curriculum for fine arts majors preparing to transfer to four year universities.



Industry & Technology

The **Industry and Technology Division** offers academic programs that provide marketable skills and occupational education to prepare the student for a successful career or transfer to a four year college or university.



Natural Sciences

The **Division of Natural Sciences** offers instruction in the biological and physical sciences for science and non-science majors.

College Reorganization



Term Enrollment Report					Tuesday, February 11, 2025			
Division Enrollment					11:59 PM			
Site: El Camino College								
Term: 2025/SP								
Division	Section	Capacity	Resident Students	dent Students	Enrolled	Fill Rate	Resident FTES	
Behavioral & Social Sciences	507	19,412	16,222	596	16,819	87%	1,668	
Business	155	5,363	4,439	268	4,707	88%	557	
Fine Arts	253	7,364	4,133	184	4,317	59%	573	
Health Sciences & Athletics	361	8,956	6,362	257	6,619	74%	729	
Humanities	313	8,969	6,386	928	7,314	82%	827	
Industry & Technology	151	3,991	2,730	130	2,860	72%	504	
Library & Learning Resource	23	594	259	14	273	46%	21	
Mathematics	192	6,493	5,735	306	6,041	93%	815	
Natural Sciences	156	5,229	4,665	155	4,820	92%	972	
Grand Total	2,111	66,371	50,931	2,838	53,770	81%	6,667	

College Reorganization



Behavioral & Social Sciences

Christina Gold
Dean

Irena Zugic
Associate Dean

Beverly Knapp
Administrative Assistant
Courses/Programs:

American Studies
Anthropology
Art History
Childhood Education
Economics
Ethnic Studies
General Studies
History
Human Development
Liberal Studies
Philosophy
Political Science
Psychology
Sociology
Women's Studies

Special Programs:
Int'l Education Program-
(Study Abroad)

Business

Virginia Rapp
Dean

Adriana Estrada
Director
Career Education (CE)

Dawn Koeller
Administrative Assistant

Courses/Programs:
Business
Accounting
Business Administration
Business Management
Marketing
Office Administration
Computer Information Systems
Law/Paralegal Studies
Real Estate
Supervision

Fine Arts

Berkeley Price
Dean

Walter Cox
Associate Dean

Rick Christophersen
Director
Center for the Arts

Patricia Amezcua
Administrative Assistant

Courses/Programs:
Art
Communication Studies
Dance
Film/Video
Music
Photography
Theater
Special Programs
Center for the Arts

Health Sciences & Athletics

Russell Serr
Dean

Jeffrey Miera
Athletic Director

Jeffrey Baumunk
Director
Public Safety

Linda Olsen
Administrative Assistant
Health Sciences & Athletics

Julie Meredith
Administrative Assistant
Public Safety

Courses/Programs:
Adaptive Physical Education
Administration of Justice
- Police High School Explorer
Academy
- Peace Officer Standards &
Training (P.O.S.T.) Modules
Aquatics
Athletics (Men & Women)
Contemporary Health
Fire & Emergency Tech
- Fire Academy
- Emergency Medical
Technician (E.M.T.)
- Paramedic Technician
Institute (P.T.I.)
First Aid
Fitness Performance Laboratory
Medical Assistant
Physical Education
Radiologic Technology
Recreation
Respiratory Care
Special Programs

Robbie Lee
Director
Nursing

Portia Rushin-Sorunke
Administrative Assistant
Nursing

Dawn Charman
Director
Radiological Technology

Roy Mekaru
Director
Respiratory Care

Humanities

Debra Breckheimer
Dean

Scott Kushigemachi
Associate Dean

Michele Bynum
Administrative Assistant
Courses/Programs:

Academic Strategies
Chinese
English
ESL
French
German
Humanities
Italian
Japanese
Journalism
Library Information Science
Spanish
Tutor Training

Industry & Technology

David Gonzales
Dean

Ketmany Sundara
Associate Dean

Isabelle Pena
Administrative Assistant
Courses/Programs:

Air Cond. and Refrigeration
Architecture
Auto. Collision Repair/Painting
Automotive Technology
Computer Aided Design/Drafting
Construction Technology
Cosmetology
Electronics
Engineering Technology
Environmental Technology
Fashion
Machine Tool Technology
Manufacturing Technology
Nutrition and Foods
Welding
Special Programs & Services
Coop. Career Education
Student Technology Achievement
Resource Training Center (START
Center)
CTEA

Library & Learning Resources

Crystle Martin
Dean

Sheryl Kunisaki
Director

Donna Baldwin
SRC Administrative Assistant
Special Programs and Services

Learning Resources Center
Computer Labs
Makerspace
Podcasting Studio
Recording Studio
Tutorial Program
Virtual Reality
Warrior Esports Center
Library
Media Services
Online & Digital Education
Faculty Recording Studio
Teaching with Technology Lab
Pathways to Academic Success
Professional Development
Special Resource Center
Educational Development
Sign Language

Mathematical Sciences

Marlow Lemons
Dean

Gerson Valle
Associate Dean

Jacqueline Vega
Administrative Assistant
Courses/Programs:
Computer Science
Mathematics
Pre-Engineering

Natural Sciences

Amy Grant
Dean

Mariam Santiago
Administrative Assistant

Courses/Programs:
Anatomy
Anatomy and Physiology
Astronomy
Biological Sciences
Biology
Botany
Chemistry
Env. Horticultural Science
General Science
Geography
Geology
Meteorology
Microbiology
Oceanography
Physical Science
Physics
Physiology
Zoology



The BSS Office

Dean, Christina Gold

Associate Dean, Irena Zugic (on leave)

Administrative Assistant, Cecelia Mataalii

Administrative Clerk, vacant (Ana Celis, working out of class)

Administrative Assistant, Ana Celis

Resident FTES Graph

Spring 2022 Enrollment (Pre-Fraud)

status ▼

FTES

2,500.00

2,000.00

1,500.00

1,000.00

500.00

0

12/02/2022

12/09/2022

12/16/2022

12/20/2022

12/23/2022

12/27/2022

12/30/2022

01/03/2023

01/09/2023

01/11/2023

report date ▼

Modality ▼

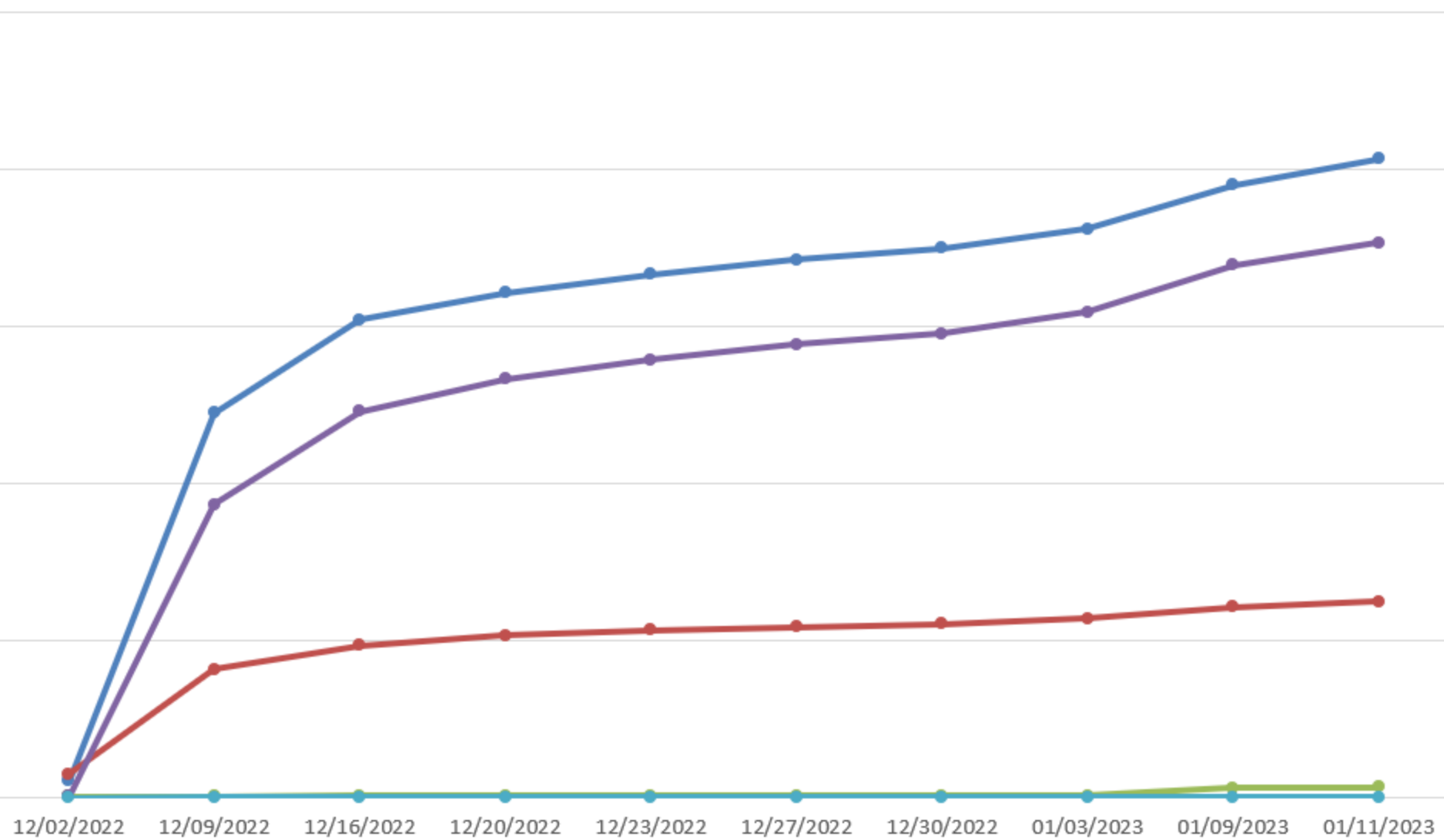
Face-to-Face

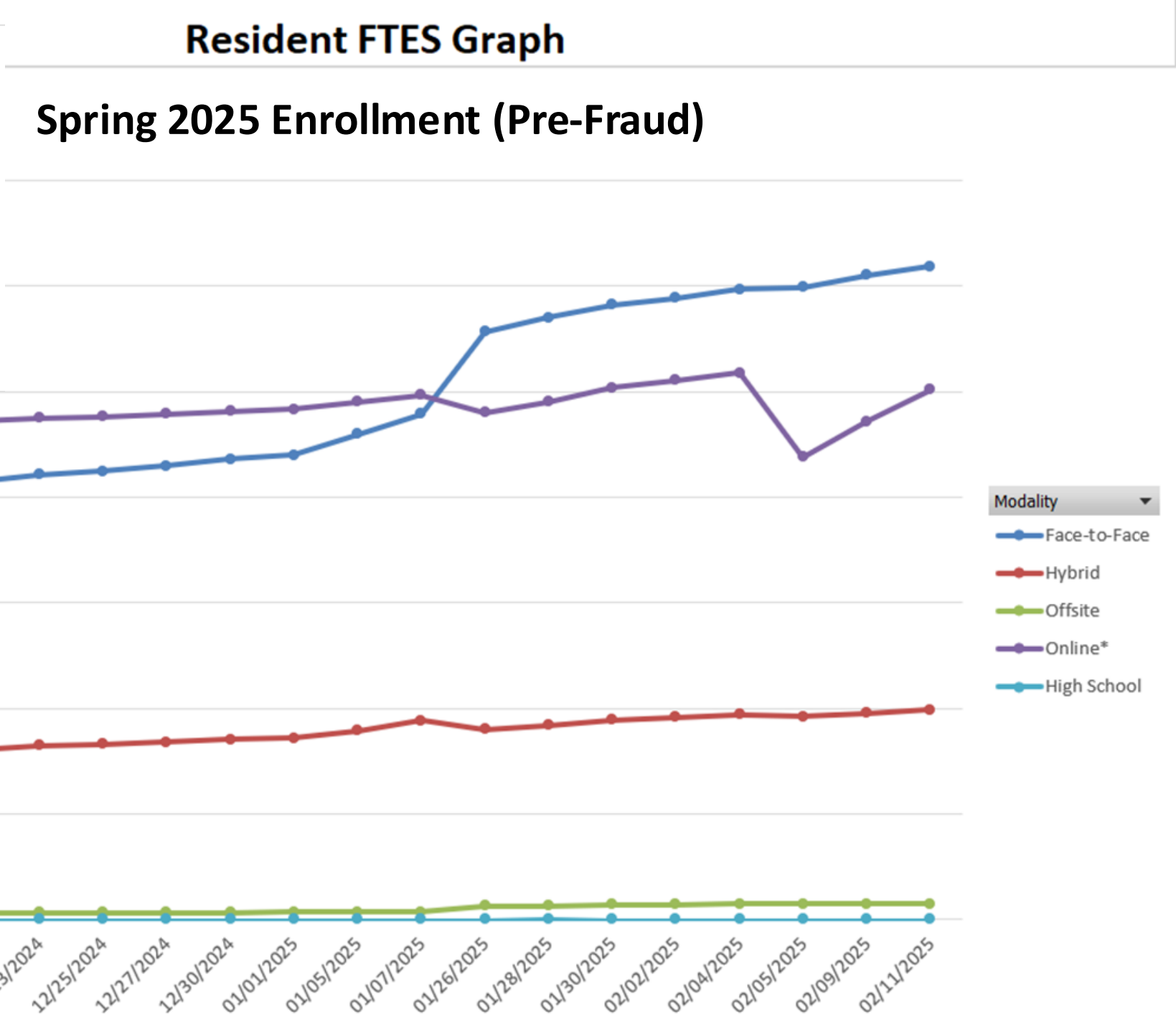
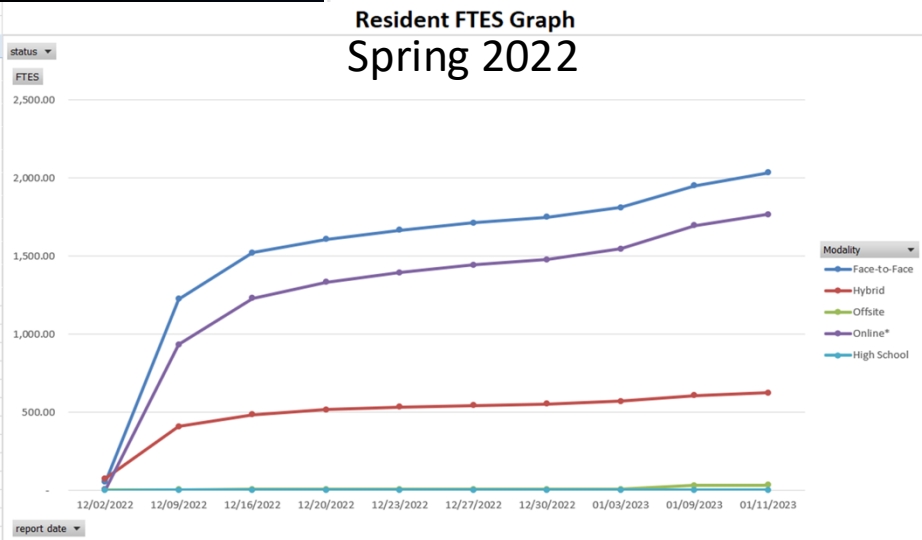
Hybrid

Offsite

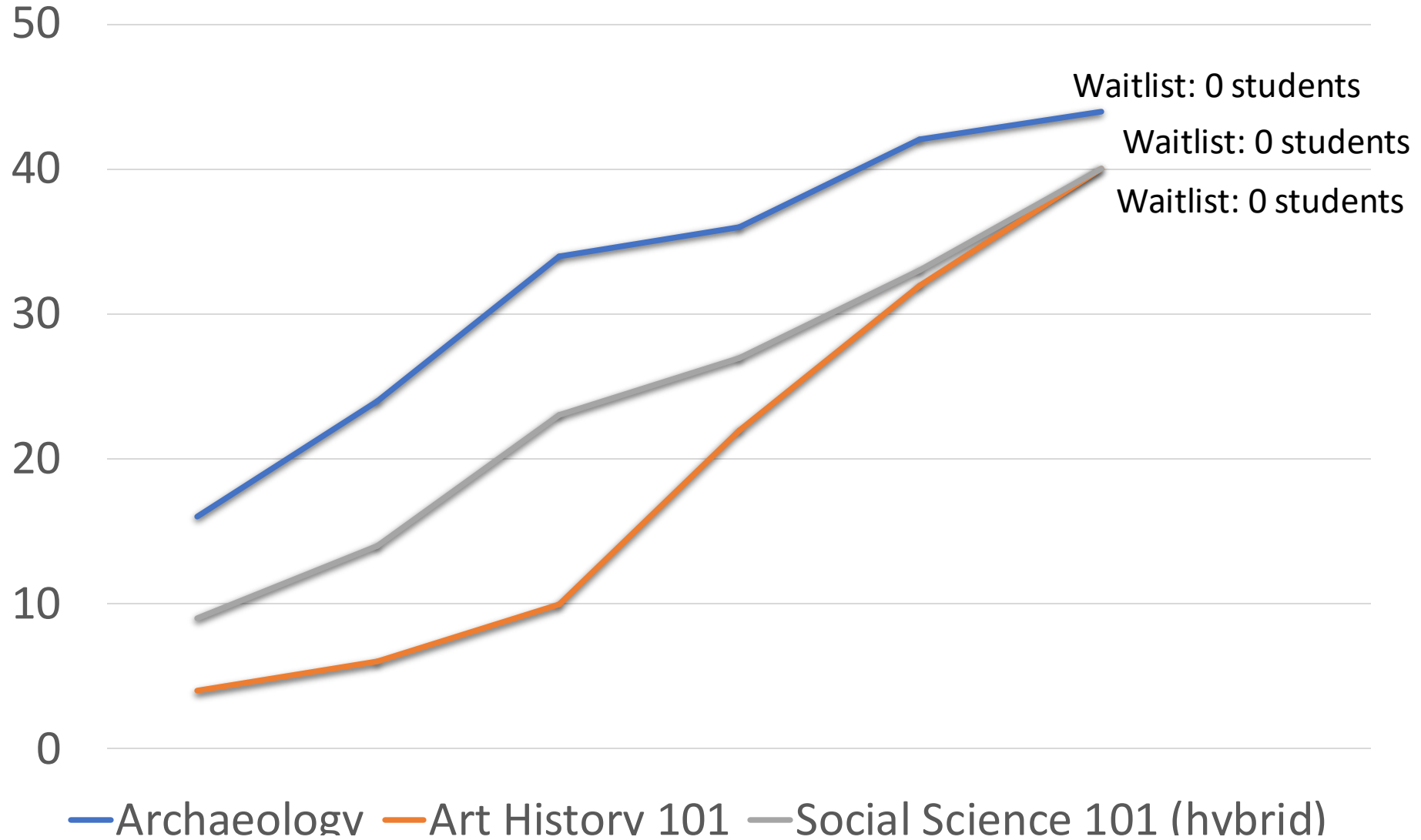
Online*

High School

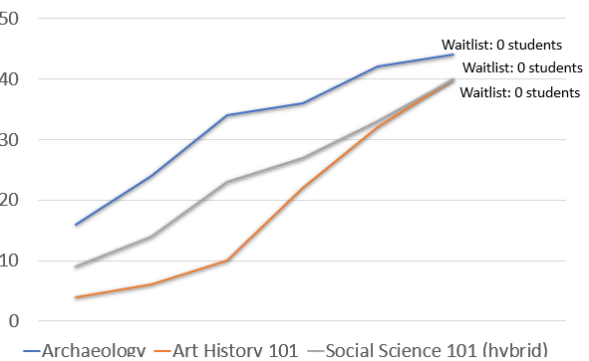




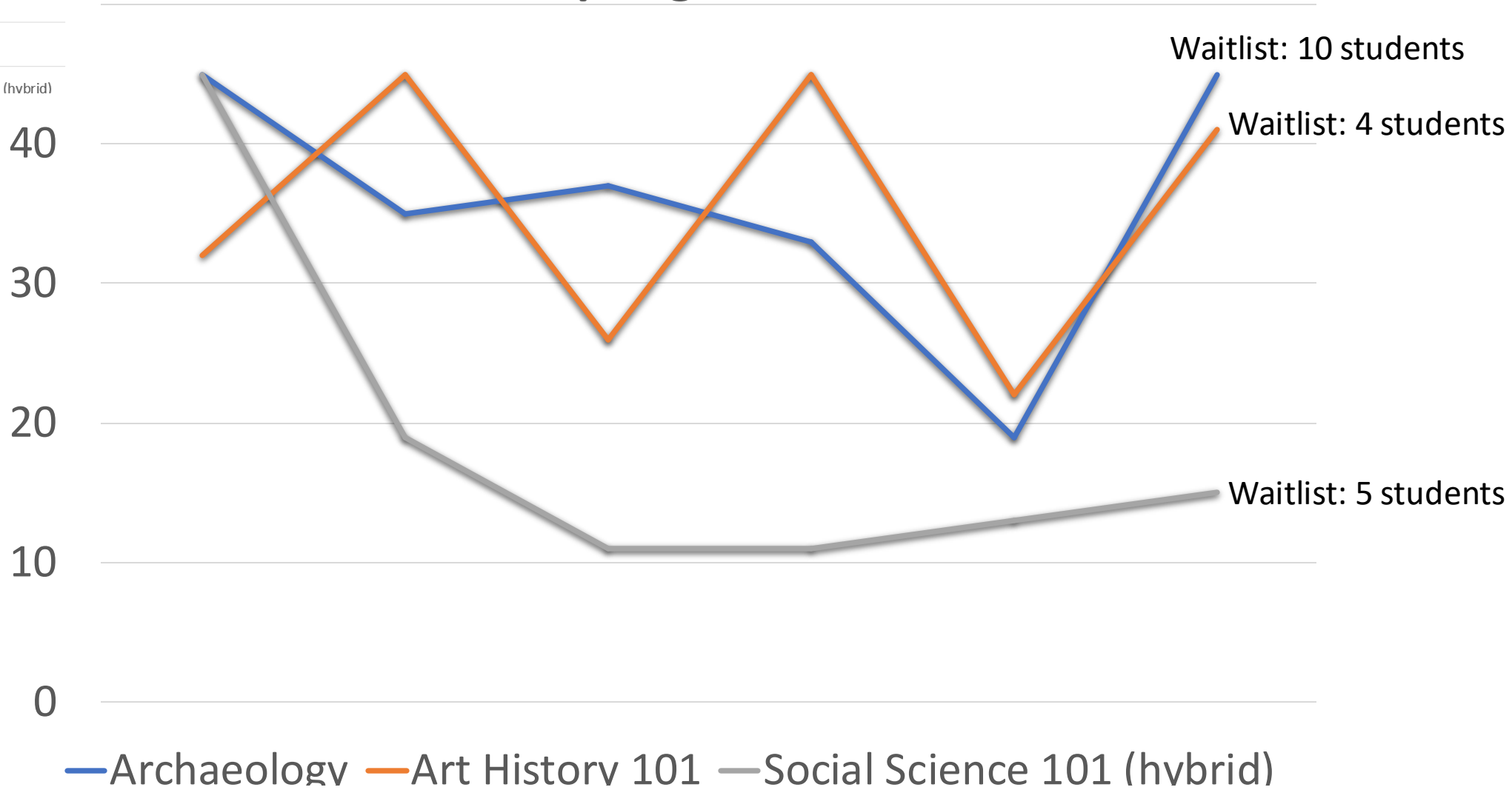
Course Enrollment – Spring 2022



Course Enrollment – Spring 2022



Impact of Fraud on Course Enrollment Spring 2025





Some Clues to Fraud

- Student ID numbers beginning with 269, 270 and 271. If your class has very few students with IDs beginning with 270 and 271, it's likely you don't have much fraud. If half or more of your roster begins with 270 and 271 it's likely you have a lot of fraud. But, remember there are also legitimate students with ids starting with these numbers.
- Courses with prerequisites and program classes have no or very little fraud. You don't need to worry about fraud in courses with prerequisites (mostly CDEV and PSYC) and in courses that only enroll students from a particular program (i.e. Puente, Umoja, FYE, etc.). Honors Transfer Program enrolls general population students but many seats are filled by HTP students during priority enrollment, so they are at less risk of fraud.
- Student Email Addresses. Initially, fraudulent students often had a different name on their personal email address. So if the name on the personal and ECC email are different, that's a clue. More recently, fraud has caught onto this and names match.

Students and Managing Classes



- Add Authorizations – Please answer emails and collect names of students who would like to add your class. Help them make progress towards their degree or certificate.
- Grading – Please keep up with grading. Students need to know how they are doing in order to improve.
- No Show Reports ****NEW****

No Show Reports

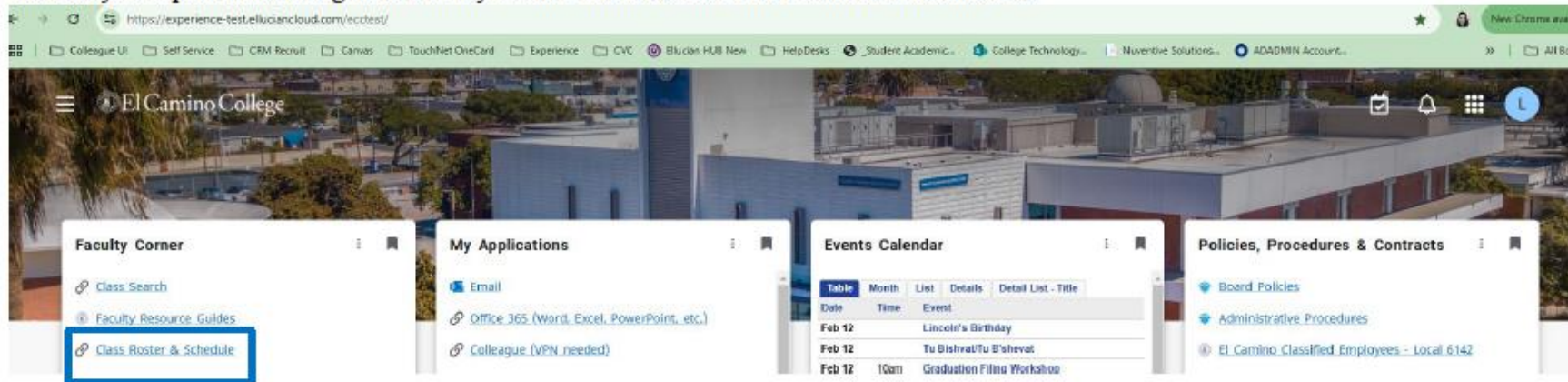
BSS is below the College average in reporting No Shows at only 77% of sections but we have the most fraud. The College average is well above 80%!

INSTRUCTIONS:

First Drop: No Show/Non-Active Drop (this is a legally required drop)

Drop Rosters are found in the [MyECC portal](#) via Class Roster & Schedule in the Faculty Corner card. The First Drop Roster you can drop students on a daily basis (no long one time) until the Census Date. This will give you the ability to truly clear your rosters of students that NS/NA or are non-active prior to census in a timely manner and give other students Add Authorization to add the class prior to census.

1. Go to MyECC portal and navigate to Faculty Corner. Click on the Class Roster & Schedule link.



2. Navigate to a section:

Spring Semester 2025					
Section	Times	Locations	Availability	Books	Census Dates
ANTH 1200L Intro to Biological Anthropology	TBD 3/5/2025 - 6/16/2025	ONLINE, OHL Online Lecture	2 / 45 / 9		NS/NA 3/31/2025 Census - Certification Opens On 3/14/2025 Non-Active 5/16/2025 Census - Certification Opens On 3/27/2025

3. You will notice there is a Drop Roster and Class Roster Census Certification now available.

ANTH-1-2008: Intro to Biological Anthropology

Spring Semester 2025
Online

TBD
2/18/2025 - 6/16/2025
ONLINE, ONLI Online Lecture

Seats Available ⓘ 13 / 45 / 8

[Deadline Dates](#)

Waitlisted 8 of 10

Roster

Attendance

Drop Roster

Class Roster Census Certification

Grading

Books

Permissions

Waitlist

4. Navigate to No Show/Non-Active DROP

2/18/2025 - 6/16/2025
ONLINE, ONLI Online Lecture
Seats Available ⓘ 2 / 45 / 9
[Deadline Dates](#)
Waitlisted 9 of 10

Roster Attendance **Drop Roster** No Show/Non-Active Certification Grading Books Permissions Waitlist

Student Name	Student ID	Never Attended/No Show	Last Date of Attendance/Participation	Final Grade	Class Level	Credits	
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	MM/YYYY			3	Drop
[REDACTED]	[REDACTED]	<input type="checkbox"/>	MM/YYYY	Select Grade		3	Drop
[REDACTED]	[REDACTED]	<input type="checkbox"/>	MM/YYYY	Select Grade		3	Drop
[REDACTED]	[REDACTED]	<input type="checkbox"/>	2/11/2025	Select Grade		3	Drop
[REDACTED]	[REDACTED]	<input type="checkbox"/>	MM/YYYY	Select Grade		3	Drop
[REDACTED]	[REDACTED]	<input type="checkbox"/>	MM/YYYY	Select Grade		3	Drop

NO SHOW STUDENTS

select the *Never Attended/No Show* (you will notice that the Drop to the right is now highlighted in blue)

NON-ACTIVE STUDENTS

Students that stop attending/participating in the class prior to the Census date must be dropped as well. For these students you must enter the *last date of attending/participating* (MM/DD/YYYY)

Federal Immigration Officials on Campus



1

Know what to do

If a federal immigration official is on campus and requests access to student information, access to district records or entrance to a facility:



2

Do Not Panic

Immediate compliance is not required. Our college has state legal procedure we have to follow. Immigration officers are not above state laws.



3

Ask for Identification

Ask the official to identify themselves by their name, identification number, and agency.



4

Notify the Vice President of Student Services

Contact the Vice President of Student Services at 310-660-3593 ext.3471 during regular office hours. After hours, contact Campus Police at 310-660-3100.

****Warrant verification and subpoenas are required****

FREQUENTLY ASKED QUESTIONS

Can I release student information to law enforcement officials?

Not without official district permission from the Vice President of Student Services. Student information is governed by the Family Educational Rights and Privacy Act (FERPA), which protects student data.

Will the El Camino College Campus Police Department enforce federal immigration laws? No. El Camino College will:

- Not enter into agreements with law enforcement agencies or federal departments for the enforcement of federal immigration law
- Not honor immigration hold requests
- Not contact, detain, question or arrest individuals solely on the basis of declared or suspected immigration status

El Camino College will continue to respect and support the California Trust Act (AB 4), which does not allow minor infractions to

trigger deportations. The El Camino College Board of Trustees will continue to work at all levels of government to advocate for the rights of our diverse student population to obtain a quality education.

Since El Camino College is an open campus, can law enforcement officials access all areas of campus without permission?

No. Although El Camino College is a public institution, there are areas on campus that have limited access, including classrooms, locked offices or areas marked as "authorized personnel" that cannot be accessed without official District permission.

Are there different rules for international students?

No. Campus policies also pertain to international students.



www.ElCamino.edu



Sample Script - "Thank you for your inquiry. I am not authorized to release that information but would like to direct you to Dr. Jeff Stephenson our Vice President of Equity and Student Services. I will be happy to escort you to his office or provide you with an escort to his office."

Since El Camino College is an open campus, can law enforcement officials access all areas of campus without permission?

No. Although El Camino College is a public institution, there are areas on campus that have limited access, including classrooms, locked offices or areas marked as "authorized personnel" that cannot be accessed without official District permission.

MENTAL HEALTH IS HEALTH

Going to therapy is a sign of:

- ✓ Strength (*not* weakness)
- ✓ Self-care (*not* self-indulgence)
- ✓ Self-respect (*not* shame)

Scan or click QR
Code to register



You deserve to feel safe and supported.

El Camino College students
get FREE online therapy
sessions through BetterMynd!



Learn more and register at www.bettermynd.com
 or contact **Student Health Services** @ 310.660.3643



**Students aren't the only ones who
need mental health support.**

You deserve to feel safe and supported, too.

**El Camino College is partnered with BetterMynd,
an online therapy platform, to offer faculty and
staff access to free online therapy.**

What does BetterMynd offer?



Scan or click QR
Code to register

In-person appointments
Call for Community Referrals @ (310) 660-3643



Remote appointments (Zoom) from the convenience of
your laptop, smartphone, or tablet



Available during the day, at night, and on weekends



Available over school breaks (e.g. winter break, summer)



Walk-in / emergency visits
Call ECC Crisis Line @ (310) 660-3377



Ability to select counselor based on demographics,
identities, lived experiences, and specialties



Learn more and register at www.bettermynd.com
 or contact **Student Health Services** @ 310.660.3643



Division Reports



SLOs – Eduardo Munoz

Fall SLO Assessments are due March 7. Only 10% have been submitted. All courses are now using Canvas outcomes for assessment. There will be workshops to assist as the deadline nears. For part-time faculty who are being paid for assessment, please be patient as the process is moving slowly. About 65 courses are due to be assessed this Spring.

Curriculum – Roberto Garcia

Academic Senate – Larry Leach

Please see the following two PP slides for Larry's report.

ECCFT – John Baranski

The Federation will be holding workshops for evaluators and evaluatees. They will also be holding a grievance workshop. There will be Federation meet-ups for the division, and John can meet with department/programs if they have any concerns. The Federation is hoping for open negotiations to encourage a transparent process. John reviewed progress in current negotiations.

ECC SENATE

ECC MINIMUM QUALIFICATIONS

- Local minimum qualifications can exceed the state minimum qualifications but not be less than
- Departments that wish to adjust local MQs to exceed the state requirement will require a department vote and meeting minutes.

BLOCK SCHEDULE

- The college is piloting the new block schedule during the Winter 2025/Spring 2025 terms to try and find an effective time schedule for course offerings

SHS SYLLABUS STATEMENT (3 OPTIONS)

- The statements are ***SAMPLES*** that can be personalized and faculty are not required to use those exact statements in our syllabus.
- See Academic Senate Notes email from 11/5/2024 for 3 sample statement options

ECC SENATE

PROFESSIONAL DEVELOPMENT DAY

- Discussion to keep PD days on first day of semester or move it to a day after the start of semester
- **Rationale**
 - Most faculty surveyed wanted to reduce the required 9 hours for Fall/Spring PD days (*24 hours of PD/year still required*)
 - Move PD day to a time that is not as busy (*beginning of the semester is busy prepping & supporting students*)
 - Identify a day truly set aside for PD rather than having to come to PD day before the semester starts

THANKSGIVING FEEDBACK

- Faculty provided mixed feedback regarding suggested changes to the Thanksgiving holiday schedule.
 - *Keep the same or whole week*
- Senate representative voted to leave the 2025-2026 calendar unchanged and recommends further discussion on future calendars.