
School Business:

- **Flex is due May 15th.** Be sure to get everything in Cornerstone by then, but you can schedule activities through the end of June – no later.

- Last day to drop is **Friday, 5/14**

- Forecast due by **Friday 5/14**
  Deb requested for an informal success rate comparison with this semester and “pre-covid” to help her schedule Spring ‘22

- SLOs Andrew
  Andrew will be sending out reminders next week for the sections being assessed. See attached.

- Curriculum – no report

- Senate – no report

- AFT
  Chris Glover will be sending an email for the May 20th AFT information meeting.

- Reminder about the LRC tutors
  Please send your students to LRC tutors for assistance.
  - [https://www.elcamino.edu/library/lrc/tutoring-schedule/index.aspx](https://www.elcamino.edu/library/lrc/tutoring-schedule/index.aspx)
• **Equity Statement**
  Here is the one the English Department will be using:

  “The ECC English Department believes that access to a high-quality education in an inclusive, anti-racist, culturally responsive environment is the right of all students. In addition, as an educator, I recognize that individual abilities, backgrounds, gender identities, and learning differences, as well as systemic structures -- including our existing economic, educational, and socio-political systems -- affect how students absorb, process, and respond to all that occurs within a classroom. I know that I am in a unique position of authority, but I invite you to collaborate with me as we strive to create a classroom environment that acknowledges all people's contribution to the curriculum and builds a diverse community.”

  o The statement was approved by the department but with the ability to change the wording to personalize that statement.
  o Statement will be put on the syllabus template.
  o Helen to email the statement to the FL department.

• **Other**

  o Discussion regarding going back to campus
    - The Humanities building will be the last to open. The building will need to be cleaned and aired out. HEPA air filters will be placed in each room.
    - Deb is planning to schedule on-campus classes starting with the 2022 winter session.
    - As of now with the 6ft social distancing rule in place, modified hybrid classes where half of students meet one day and the other half meet another day, the half not in-person will go to the online module.
    - As of now, masks will be required. Discussion about it is hard to teach pronunciation with a mask. Deb will look into masks with clear shield around the mouth area.

  o Per Alicia, if you can’t pick up your new laptop, ITS is scheduling a pick-up time after the semester, June 14-17, for instructors.

  o Sabra requested a list of FL classes that are only offered one semester. In general, level 1 and 3 are offered in fall and level 2 and 4 are offered in spring. Argelia volunteered to organize the list.