El Camino College

College Council Minutes
Monday, May 7, 2018
1:30- 2:30pm - Library 202

Members Present:

Chris Jeffries, Chris Halligan, Rose Mahowald, Irene Graff, Tiffany Ushijima, Dena Maloney, David McPatchell, Ann O'Brien, Jean Shankweiler, Jane Miyashiro, Ross Miyashiro

Absent: Kristie Daniel-DiGregorio, Debbie Turano, Erika Solorzano, Brian Fahnestock

Agenda:

1. Approval of Minutes - Minutes for April 16, 2018 emailed to members and hard copies available at this meeting. Minutes are approved.

2. ASO Proposal - Fee Increase
   - Tiffany Ushijima and Greg Toya presented a proposal on a $5 fee increase for ASO/ASB student fees. (PowerPoint presentation with notes and handouts are attached)
   - The primary concern is the timing of the implementation of the fee increase. ITS needs to know **today** if the fee is approved to publish the schedule of classes for the Fall term.
   - Increased fees to ASO could possibly replace the function of allocating funds to different programs currently performed by ASB.
   - The increase was approved last Thursday, May 3, by ASO Finance, ASB, ICC, ASO Cabinet and ASO Senate. The proposal was brought to Executive Cabinet and College Council today, May 7.
   - The change in the original timeline was due to the ITS deadline to publish the new fee in the schedule of classes. Discussions with College Council and Executive Cabinet were supposed to take place prior to the final ASO Senate approval. Final approval originally scheduled to take place May 31st.
   - Board approval is not required to raise ASO fees.
   - When Executive Cabinet received the presentation, there were two areas of concern: 1) has there been enough communication with the student body at large about this change and 2) given where we are with the partnership with Compton, might it be better to wait a year (2019-20). Compton ASO fees are $10. It may create confusion at the very least.
   It is confirmed that Datatel/Colleague will allow programming the different fees by location code. It still may create confusion that could be avoided.
   - Greg Toya reminds Council that student can OPT OUT of the fees.
   - In general the fees are generally promoted to new students and not the students who are moving on or have opted out. To that note, ASO pamphlets need to be updated with how the fees are used. New marketing will be effective with explaining how the increased fees will be utilized. Historically, ASO has a strong presence in front of the cashiers during enrollment, encouraging students to opt to pay the ASO fee.
   - Dr. Maloney confirmed that Compton will not be affected by the increase at ECC or pay twice.
   - Since the vote to increase fees has been made, feedback from the College Council and Executive Cabinet is really good feedback to consider if ASO wants to amend the vote.

3. Update on the Planning Summit/Strategic Planning Committee Planning
   Irene Graff provided an overview of the Planning Summit.
   - 72 attended. Very good turnout.
   - This year's Planning Summit was more interactive than two years ago. Instead of report outs at the summit, we now have the Town Hall to disseminate information.
   - The summit included table discussion on the results of the community survey. Information from the Bridging study is being compiled and themes are being identified for the Strategic Planning Committee Friday, May 11.
   - Fun icebreaker, fun photoshoot, t-shirts and great food provided for a great summit.

   Other Comments
   - The presentation on the Bridging study was really interesting - very good data
   - The survey results indicate those who know us love us. But, there are a lot of people who don't know us.
   - Irene pointed out that rather than a student panel this year the students participated in the table discussions in a more intimate forum.
     o Tiffany expressed that the students attending the Summit preferred participating at the table discussions versus sitting as a panel. It was more interactive and more enjoyable. Students felt they were really heard at the intimate table discussions.
     o Close to 20 students participated.
     o Jane felt the diversity of students was noteworthy- some fresh out of high school, reverse transfer students from four-year institutions, or entering ECC after a few years from high school. Kudos to whoever selected the student group. So inspiring!
     o Irene explained that in past summits, student ambassadors served on the panel. This year they had students from EOPS, Leadership Institute as well as Student ambassadors. She would like to include more students next year - minimum of two students per table.

4. Evaluation of Governance Structure and Processes
   - Dr. Maloney reiterated the timeline for the *Making Decision Guide* is from 2015-2020. Now, in 2018, it is time to think about evaluating our governance structure from a higher level. We need to evaluate if we want to make changes while we still have time prior to publishing the next guide.
   - Irene and Ross provided background. The need for the evaluations of our processes stems from the accreditation process but, we should evaluate our processes more regularly. The first Making Decisions guide was a great launching point. Governance structure should be reviewed every couple of years. Department reviews should be done annually-to follow up on objectives and goals, discuss the flow and effectiveness of processes and create continual improvement.
   - Dr. Maloney wants to evaluate how the committees working together to provide her recommendation to the Superintendent/President? She would like to see an integrated structure that has re commendations flow up. How do we build connections between committees? Do we need to refine or create new processes for our structure? We will not know until an evaluation is conducted of how others feel about it too.
   - Efforts have been made to make Program Review and Planning link up. How does that work together with a governance structure? A visual representation - flow chart, could be helpful. It is a worthy goal to try to conceptualize. It is perfect timing for such a project as we approach Accreditation Self-evaluation Process. It shows we are paying attention and care about these issues.
   - Handout - Irene explains the timeline.   No questions or comments on the timeline. We will move forward with the timeline.

5. IEPI Plan
   - Dr. Maloney provided an overview of IEPI initiative.
     - o IEPI is funded by the Chancellor's Office.
     - o Teams of experts from other colleges come to visit the institution upon request to help with a particular issue.
     - o In going through the process a plan is developed.
     - o If the plan is approved, the institution receives $200,000 to implement the plan.
     - o We put together a request with the Academic Senate for an IEPI team to help us with strategic enrollment management.
     - o A team was formed, led by Bill Scroggins, CEO at Mt. SAC.
       - The team was very focused on the issue of technology as a solution for our strategic enrollment management and how it could be used for strategy
         - Predict class size
         - Create class schedule
         - Evaluate and guide students with their Ed Plan
         - Degree audit capabilities
       - The handout provides the allocation of the $200,000 if awarded
     - o Need to take the plan to Academic Senate. We have limited time as they want to allocate funding by the end of the year.
   - Transfer Equivalency table is the precursor to everything else. Once that table is set up a lot will become available.
   - We have gone through a process this semester of looking at Catalogue and Curriculum tools but the product we like does not include a Class Scheduling function. That is a gap. It is important. We need all three. This plan potentially provides a way to fund that.

6. Climate Survey Update/Reminder   Irene Graff
   - Climate survey is officially closed. It will be open to employees for the next few days. We will be compiling the data in the next weeks. This was completely online. Thank you to everyone who promoted the survey. 610 employees completed the survey that is about 40%. The survey was conducted on Qualtrix our new secure survey platform. Qualtix will submit unfinished surveys! Faculty still able to complete survey until Monday.
   - A lottery drawing for 11 prizes reserved parking passes, limited edition ECC pride gear, lunch with President Maloney or President Maloney will visit your classroom. 1334 students completed the survey online plus 500 paper surveys. Compton is pending. That survey is still open.

7. Adjournment   All

Future Meeting Dates: 1:30 p.m. in Lib. 202   D. Maloney   Reminder only

   a. Monday, May 21, 2018: (Board Day) *PLUS Status a/ Board Policies Report* & *Accreditation Update; Review of Goals*
   b. Monday, June 4, 2018: *Compton Transition Planning Update,* **2018-19 Tentative Budget, AB19 College Promise Funding**
   c. Monday, June 18, 2018: (Board Day) **Collegial Consultation Survey, College Scorecard Review**

<u>Collegial Council review, student success matrix</u>

2017/18 College Council Goals
1) Conduct an annual evaluation of college-wide progress on Strategic Initiative C.
2) Implement the timeline for the development and completion of legally required policies.
3) Participate in regular updates regarding El Camino College and Compton College transition planning.
4) Provide input and engage in discussion regarding the development of an equity-minded culture at El Camino College.
5) Review and share data received as part of the community and college perceptions study, which will inform the development of the next Strategic Plan .
6) Review and endorse college-wide plans such as the Guided Pathways Plan, the Integration Plan for BSI/SSSP/SEP, Enrollment Management Plan, and other plans.

Student Activity Fee Increase

Associated Students Organization

ASO
ASSOCIATED STUDENT ORGANIZATION

Background

- Student Activity Fee: $10
- Administrative Procedure 5032:
    - 35% to Associated Students Organization (ASO) and Inter-Club Council (ICC)
    - 60% to Auxiliary Services Board (ASB)
        - Athletics, Fine Arts, Journalism, etc.
    - 5% to ASB Reserves
    - Opt-out
- Auxiliary Services (ASB) budget deficit spending

Research

- 8 Colleges of similar FTEs and proximity to ElCamino College
  - o LACCD
  - o Cerritos
  - o Cabrillo
  - o Santa Ana
  - o Southwestern
  - o Santa Monica
  - o Orange Coast
  - o Long Beach

Comparing Student Fees

- Student Activities Fee
  - $10
    - 3rd lowest of 9 surveyed community colleges.
  - $15
    - 5th highest of 9 surveyed community colleges.
    - Lower than Southwestern, Santa Monica, Orange Coast, and Long Beach

Comparing student fees

- Total Fees - Student Rep, Student Center, etc.
  - $10.50
    - 3rd lowest of 9 surveyed community colleges
    - 3rd lowest of 42 Colleges
  - $15.50
    - 5th highest of 9 surveyed community colleges
    - Lower than Southwestern, Santa Monica, Orange Coast, and Long Beach
      - $18-$22
    - 10th lowest among 42 Colleges

Student Government Budget: ASO & ICC

- Allocations
  - o ECC: 35% of Student Activities Fee to ASO/ICC
  - o · All other colleges: 100% allocation to ASO/ICC
- Operating Budgets
  - o ECC - $121,600
    - Pre-2015 - $28,000
    - Lowest of 7 Colleges
  - o $15 fee - $170,000
    - Still lowest of 7 Colleges

What will ASO/ICC do with more $?

- Other College Initiatives
  - Santa Monica
    - $800,000 for food pantries+ Metro U-Passes for all enrolled students.
  - Orange Coast
    - $120,000 for one-time funding requests by various programs.
  - Santa Ana
    - $47,000 for Leadership Training
    - $20,000 for Book Loan Program
  - Southwestern (SDCCD)
    - $70,000 Campus Activities
    - $100,000 on Personnel

What will ASO/ICC do with more $?

- Increase student involvement, leadership, spirit, and equity events
- Leaving a legacy for future students
  - ASO
    - Electrical Charging stations
    - Metro U-Passes
    - Leadership Training
    - Food Pantries
    - Equity programs - Dialogue and Cultural Heritage Months
  - **ICC**
    - Student Club activities
    - Off-campus excursions/trainings
    - Warrior Wednesday and Homecoming
  - Other emerging student needs or involvement opportunities

Auxiliary Services Board

- Disperses 60% of Student Activities Fee:
  - Athletics, Fine Arts, Forensics, and Journalism.
  - Project Success, First-Year Experience (FYE), Honors Transfer Program (HTP) & more
- Deficit Spending
  - Decreased revenue
    - Bookstore
    - Union Ads and Event Ticket sales
  - One-Time Augmentation to Athletics, Fine Arts, Journalism, and Forensics
  - $15 will eliminate/reduce deficit spending
- ECC only College with an ASB
  - Others - 100% of Student Activity Funds controlled by ASO

Recommendation

- ECC has one of the lowest Student Activity fees, total annual fees, ASO annual operating budget.

- Increase funds to expand student life and leadership

- Eliminate/Decrease budget cuts to ASB Programs
  - Athletics, Journalism, Forensics, Fine Arts
  - FYE, MESA, Project Success, Puente, etc.

- ASO to increase the student activity fee from $10 to $15 for fall and spring semesters.

# Approval and Support Process

- Campus Committee and ASO Committee Timeline:
  - April 6th - ASO Finance Approval (Vote)
  - April 9th - ASB Support (Vote)
  - April 16th - ICC General Meeting Support (Vote)
  - April 20th - Student Equity Advisory Council presentation
  - April 26th - ASO Cabinet (Support Vote)
  - Mah 1st - Academic Senate presentation
  - May 3rd - PBC presentation
  - May 3rd - ASO Senate Approval - Final Vote
  - May 7th - ECC Cabinet presentation
  - May 7th - ECC College Council presentation
  - May 15th - ITS Datatel/Colleague production deadline
  - May 21st - ECC Board of Trustees - Presentation
  - Fall 2018 - Student Activity Fee = $15

Questions & Answers

IEPI
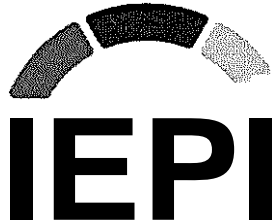
INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE

Participate I Collaborate I Innovate

Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
Institutional Innovation and Effectiveness Plan
Date: May 16, 2018

Name of Institution: El Camino College

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steos	Measure of Proqress	Status As of Date: Mav 16, 2018
A. Enrollment Management Retention of Students	1. Upgrade and recast Schedule of Classes 2. Integrate easily accessible data and predictive analytic tools for developing schedules that promote access and completion 3. Standardize scheduling processes across the academic divisions 4. Consult with Academic Senate on the unique role faculty members play in supporting student success through communicating enrollment periods, important deadlines and milestones to their students.	VP/AA and VP/SS VP/AA and Enrollment Mgmt Committee Academic Senate's Curriculum Chair VP/AA Academic Senate, Marketing and Communications, VP/AA and VPISS	Develop during fa!! 2018 and implement by June 2019 for fall 2019. Complete ECG Enrollment Management Plan implementation	a. Develop an ideal scheduling process map b. Conduct visits to other colleges with robust data analytics tools c. Evaluate options for data analytic tools for use in scheduling d. Select and implement the appropriate too! e. Train staff on the process mode! and use of the tool f. Evaluate outcomes g. Implementation of College Scheduler to produce student demand data to help support the above action steps h. Continue implementation of the Enrollment Management Plan	a. Implementation of College Scheduler b. Implementation of Curriculum, catalog, and class schedule software c. Workgroups of faculty and Deans to fonn a "student centered" schedule. d. Completion of the 2016-19 Enro!!ment Management Plan and evaluation of its effectiveness. Development of the next three-year Enrollment Management Plan	a. College Scheduler is in the beginning stages of implementation b. Three catalog/curriculum systems were evaluated and a recommendation is being made to purchase one of the three. !t does not include a class schedule module so we will need to identify that resource.
8. Enrollment Management Technology Capacity, Standards and Planning	1. Re-focus the Technology Committee on developing broad, strategic direction of technology throughout the college 2. Integrate and align the Academic Technology Committee work with the work of the Technology Committee. 3. Establish long-range resource plan for technology at El Camino College 4. Assure that all software packages support the strategic direction of the college, and interoperability is considered. 5. Complete the implementation of Colleague per the 2017/18 Ellucian assessment 6. Research and evaluate the concept of "business or functional analysts" embedded in various areas of the colleae.	Superintendent-President; VP/AS, Chief Technology Officer, Technology Committee Academic Senate's VP Academic Technology/Academic Technology Committee	January 2019: The Technology Committee wi!! create a priority technology list based on phases of building upon packages and a time!ine to exemplify this phase progression.	a. Review the 2016 Technology Master Plan. b. Review the current charter of the Technology Committee and reaffirm a focus on strategic technology planning. c. Complete the timeline for implementing Colleague features as outiined in the 2017-18 Elluclan assessment recommendations. d. Review functional analysts job descriptions from other colleges e. Discuss the need for such positions at ECG f. Determine next steps (funding, EGGE)	a. Meeting notes to show solution criteria, prioritization exercises and discussions, and produce the required outcomes (timeline and priority list)	a. The Technology Committee will conduct its annual evaluation in Spring 2018 and use the results to guide the discussion regarding its purpose, scope and charter

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action steps	Measure of ProAress	Status As of Date: Mav 16, 2018
C.Enrollment Management Technology Issues	1. Set up Transfer Equiva!ency Tables in Colleague to support robust Educational Planning Process. 2. Implement electronic education plans that are accessible to students. Include a degree audit function. 3. Improve the student portal and enable use on mobile devices. 4. Repair broken links on website; improve mobile accessibility. 5. Improve delivery of online orientation.	VP/SS Dean of Counseling and Student Success Academic Senate's Curriculum Chair Articulation Officer Ex. Director of Marketing and Communications Dean of Counseling and Student Success	Setup the Colleague Equivalency/fransfer tables for all area colleges/universities by spring 2019. Courses must be setup from 2014-2015 forward. Release an automated student education plan system by fall 2019 Repair and refocus the El Camino Colleae web oaaes	a. Conduct visits to other colleges with robust educational planning processes/tools. b. Evaluate options for educational planning tools and select the appropriate tool for El Camino College. c. Implement and evaluate the use of the new tool. d. Continue to implement updates to website and mobile accessible site. e. Train a functional analyst, A&R technician and evaluator on the process to populate the Transfer/Equivalency table and release the staff members for the project.	a. Setup of Colleague equiva!ency/transfer table by years-2014-2015; 2015-2016; 2016-2017; 2017-2018; and 2018-2019. Each year is a milestone. b. Implementation of a student education plan system c. Confirmation from Marketing & Communications that all web sites are repaired and refocused.	a. Meetings are setup to review web pages in May and June. b. Marketing and Communications Dept. has contracted with a consultant to repair broken links, improve mobile accessibility of the ECG website. Work should be done by June 30, 2018

Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus *Copy from table above.*	Applicable Objective(s) *Copy from table above.*	Description of Resource Needed *Refer to Action Steps above as appropriate.*	Cost of Resource
Enrollment Management: Retention of Students	1. Upgrade and recast Schedule of Classes 2. Integrate easily accessible data and predictive analytic tools for developing schedules that promote access and completion 3. Standardize scheduling processes across the academic divisions 4. Consult with Academic Senate on the unique role faculty members play in supporting student success through communicating enrollment periods, important deadlines and milestones to their students.	1. Class Scheduling software 2. Faculty release time 3. Staff time to implement software packages 4. Revamp on!ine class schedule to improve search-ability	$150,000.00
Enrollment Management: Technology Capacity, Standards and Planning	1. Re-focus the Technology Committee on developing broad, strategic direction of technology throughout the college 2. Establish long-range resource plan for technology at El Camino College 3. Assure that all software packages support the strategic direction of the college, and interoperability is considered. 4. Complete the implementation of Colleague per the 2017/18 Ellucian assessment 5. Research and evaluate the concept of "business or functional analysts" embedded in various areas of the college.	1. Committee Charge and more meetings (possibly a retreat to refocus the committee. 2. Training and technical assistance on the Ellucian products 3. Functional analysts to take over the day-to-day software package maintenance.	$30,000.00
Enrollment Management Technology Issues	1. Set up Transfer Equivalency Tables in Colleague to support robust Educational Planning Process. 2. Implement electronic education plans that are accessible to students. Include a degree audit function. 3. Improve the student portal and enable use on mobile devices. 4. Repair broken links on website; improve mobile accessibi!i·	1. Back-fill for positions that will be focused on table setup for one year 2. Software cost for student plan program and implementation. 3. Various staff to attend meetings for the Web Master to repair and refocus the various web sites 4. Enrollment management recruitment tool	$20,000.00
Total IEPI Resource Request not to exceed $200,000 per college)			$200,000.00

Anoroval	Colleaial Consultation with the Academic Senate
Chief Executive Officer	Academic Senate President *{As ann/icable; duolicate if needed for district-level I&EP)*
Name:	Name:
Signature or E-sianature: Date:	Signature or E-sianature: Date:

Governance Process Review: Timeline

	Fall	Spring	Summer	Fall	Spring	Fall	Spring	Fall	Spring
	2017-18			**2018-19**		**2019-20**		**2020-21**	

College Council: May 7 Discussion of Review Ideas

Working group convened

Board Approval Dec. 17

Board Approval Date TBD

Accreditation Team Visit

Planning & Preparation
- Accreditation Self-Evaluation Process
- Initial Review & Observations

Evaluation
- CC Committee Evals
- **Evaluation of Governance** (Making Decisions, committees, structure, planning process)
- Finalize Proposal

Consultation & Review
- College Council, Academic Senate & PBC Review
- Cabinet Review
- Collegial Consultation Review

Rollout (for 2020-21)
- Final Draft
- Incorporate into Annual Planning

El Camino College