



# El Camino College

College Council Minutes  
Tuesday January 21, 2019  
1:30 – 2:30 p.m. Library 202

## Attendance

Edith Gutierrez, Rose Mahowald, Dena Maloney, Darcie McClelland

## Absent

Kenny Galan, Kelsey Iino, Urwa Kainat,

## Support/Alternates

Iris Ingram, Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Jean Shankweiler  
Giancarlo Fernandez – Student Representative, Debbie Turano - ECCE Representative, Carolee Vakil-Jessop

## Presenters/Guests

Viviana Unda

## Minutes

### 1. Welcome/Approval of Minutes

Dr. Maloney welcomed members of College Council and opened the meeting.

After review and notation of the corrections requested, the minutes from the December 16, 2019 meeting were approved.

### 2. Board Agenda Review

A comprehensive overview of the January 21, 2020 Board [agenda](#) was provided including the Presentations, Consent Calendar items, Action items, Future Action/General Information items and Policies and Procedures.

The Vice Presidents highlighted items of particular interest from their areas and answered any questions.

Dr. Jean Shankweiler - Academic Affairs  
Ross Miyashiro - Student Services  
Iris Ingram – Administrative Services and Measure E  
Jane Miyashiro - Human Resources

Dr. Maloney provided overviews of Community Advancement and Board/President Consent agenda items and Action items.

#### Topics of Discussion:

Item 14.1 Stamata and Interact Contract Approvals – Clarification was provided that web design does not pertain to the look of our website but rather, improving the functionality of the website for our students (i.e. navigating the site and doing business with the college through the website).

Item 14.2 Letter Of Intent with the City of Torrance of the South Bay Public Safety Training Center - Has the feasibility of using part of Lot L for the Fire Academy been explored? The back half of Lot L, adjacent to the channel, has been considered. It is a potential site. However, the neighbors behind the channel have to be

considered. There will be a burn tower and frequent sirens. The ideal location would be off campus in an industrial area. Other sites explored include parks and old schools.

Item 7.35 TNC Service Employees Personnel Actions – the Academic Success coaches listed for EOPS are actually for Guardian Scholars.

### 3. Guided Pathways Assessment

Jean Shankweiler provided an update on the [Guided Pathways Assessment](#). The 49 pages are a tool designed by the Chancellor's Office to help the college assess how far we are toward adopting essential guided pathways practices at scale. This document is for planning purposes only. The official assessment will be completed in the Chancellor's Office NOVA system.

We are required to rank our essential practices and indicate where we are in adopting these practices on our campus. Most of our practices at this time are ranked as *Planning to Scale*. The last reported update was about a year ago. The essential practices are divided into four areas that correspond to the Four Pillars of Guided Pathways. This report will be updated and reviewed again in February. It is due to the Chancellors office March 1, 2020. Please email Jean Shankweiler and Jenny Simon if you have input on what has been done or what is planned in your area or have questions or comments.

#### Topic of Discussion:

Will there be a shift in the academic divisions? A committee is discussing the possible realignment of divisions in accordance with the meta-major created. Certain realignments may create very large meta-majors and become burdensome on the division. We will not align our actual divisions 100% with the meta-majors but strive to closely align them. Adjustments, not changes are the objective. One of College Council's goals is to *consult collegially on the organizational structure needed to support Guided Pathways at El Camino College*. The committee working on the possible realignment of divisions will present the proposed plan to College Council for input. Any adjustments would take place in July, at the end of the fiscal year.

Reminder: If there are challenges in this effort due to issues integrating with Colleague, please have the representative in your area on the Colleague Usergroup notate the issues on the survey. The consultants can address the issues when they arrive on campus. Keeping informed and updated on technology modernization is also a goal of College Council. When it is appropriate, College Council would appreciate a presentation on the work that is being done with the ERP system and Strata.

It is suggested that Equity and Culturally Responsive **training** be added to Section 3, *Keeping Students on the Path*. The suggestion will be given to Jenny Simon. Note that section 1B talks about the collaboration with the Student Equity and Achievement program in supporting the case managed approach to counseling. It is also recognized that Gary Greco was able to include language on behalf of students with disabilities.

### 4. Spring Policy Review Day Plans

Three dates in spring were discussed for a Policy Review Day - March 11, 12 and 13. Other possible dates were solicited. Members agreed on March 11 at 8:30am. Ross will assign designee(s) to represent Student Services.

### 5. Adjournment

Parting comments: Dr. Schauerman passed away. He was the fourth President of El Camino from 1987-1995. An announcement with more details on his service should go out today.

Guided Pathways Assessment – Second reading and adoption is scheduled for the next meeting on February 3. We will also review AP 5203 Lactation Accommodation. A construction update is suggested since the Ribbon Cutting ceremony for the Gymnasium is February 21.

Meeting adjourned

### **2019 - 20 College Council Goals**

1. Provide orientation to all new and returning members of College Council on the Council's purpose, goals, and expectations of its members. Annually evaluate the College Council's effectiveness.
2. Lead the design of a 2020-25 Making Decisions at El Camino College document, which reflects the institution's commitment to collegial consultation and the purpose and responsibilities of each collegial consultation committee, its relationship to other committees, and the process for moving recommendations to the Board of Trustees through the Superintendent/President.
3. Complete/continue the development of legally required policies and procedures.
4. Consult collegially on the Institutional Self Evaluation Report. Attend assigned campus forums and provide feedback to the College Council.
5. Consult collegially on the organizational structure needed to support guided pathways at El Camino College.
6. Ensure that the College Council is informed of college initiatives including but not limited to:
  - Associated Student Organizations initiatives
  - Technology modernization
  - Impacts of facilities on the student experience
  - Sustainability plan progress
  - Climate Survey plan progress
  - 2020-23 Strategic Plan and new institutional planning model

**Future Meeting Dates: 1:30 p.m. Library 202 D. Maloney Reminder only**

**Winter/Spring Council Meetings**

- Monday, February 3, 2020
- Tuesday, February 18, 2020 (Board Day)
- Monday, March 2, 2020
- Monday, March 23, 2020 (Board Day)
- Monday, April 6, 2020
- Monday, April 20, 2020 (Board Day)
- Monday, May 4, 2020
- Monday, May 18, 2020 (Board Day)
- Monday, June 1, 2020

**Summer/Fall College Council Meetings**

- Monday, June 15, 2020 (Board Day)
- Monday July 13, 2020 (Board Day)
- Monday, August 17, 2020 (Board Day)
- Tuesday, September 8, 2020 (Board Day)
- Monday, September 21, 2020
- Monday, October 5, 2020
- Monday, October 19, 2020 (Board Day)
- Monday, November 2, 2020
- Monday, November 16, 2020 (Board Day)
- Monday, December 7, 2020
- Monday, December 21, 2020 (Board Day)