



El Camino College

College Council Minutes

Monday, April 6, 2020

1:30 – 2:30 p.m. Via Zoom

Attendance

Edith Gutierrez, Kelsey Iino, Urwa Kainat, Rose Mahowald, Dena Maloney, Darcie McClelland, Debbie Turano

Absent

Kenny Galan

Support/Alternates

Iris Ingram, Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Jean Shankweiler, Carolee Vakil-Jessop

Presenters/Guests

Julieta Aramburo

Michelle Arthur, Jeff Baumunk, Carla Cain, Loretta Lau, Coleen Maldonado, Gary Medina, Roy Summers

Minutes

1. Welcome/Approval of Minutes

Dr. Maloney opened the meeting and attendees introduced themselves.

After review, the minutes from the March 2, 2020 meeting were approved.

2. South Bay Promise Update

Julieta Aramburo provided a positive [update on the South Bay Promise program](#) including, communications with current cohort and potential students, the number of applicants, challenges, opportunities, next steps and other news.

Topics of Discussion:

- Due to the COVID-19 outbreak, we may see an increase in enrollment and South Bay Promise applicants for the fall term. Students may want to stay close to home rather than go away to a four-year institution and risk having to return home mid-semester. If all course offerings continue to be online, students may also feel it is more practical to take these courses at a community college rather than a university. Families that have been hit economically due to the pandemic may have planned for four-year institutions and may not have that option any longer.
- Recruitment to various cohorts and open forums are conducted virtually. We are finding families are participating in the sessions.
- There is a second application deadline - July 8, 2020. This deadline is not being publicized yet to keep the process consistent to previous years and to get the majority of the applications in by the April 30 deadline.
- Applications for the South Bay Promise continue to be received even after going remote on March 19. Applications received for the summer is exceeding the rate of fall applications. It will be interesting to see if these students will continue to stay for the fall term.
- A flyer is being developed with information on the various programs/cohorts. This information will also be available on the Promise web page. Links to all cohorts are currently published on the Promise webpage.
- Surface Go tablets and calculators will be provided to South Bay Promise students.

3. Technology Update

Iris Ingram provided an update on the Strata Information Group (SIG) final report on our ERP system. The final report is ready. However, the presentation to the Technology Committee was scheduled on the day the campus decided to move courses online. This was not an opportune time for SIG to come to campus for a presentation. Additionally, faculty did not respond to the request for a focus group. A student focus group provided feedback. Their input has been included in the report. A final presentation will be given to the Technology Committee virtually, once a meeting of the Technology Committee can be scheduled. This will be more effective than distributing the report to committee members for review. The presentation will include a work plan for the campus with suggestions for improvements of our current ERP system, Colleague.

Iris also provided an update on the distribution of laptops for telecommuting staff members. Equipment is currently being distributed to essential staff who require laptops and/or VPN. If new requests are needed, please email Iris.

4. Organizational Design Discussion

Jean Shankweiler provided an overview on the reorganization/redesign of meta majors as a result of Guided Pathways. During Fall Flex day, the meta majors were unveiled from the card sorting activities last year. In general, programs landed in the same general areas they have been historically. For those meta majors that did not align with their current divisions, three categories were identified:

- 1) Programs that want to realign
- 2) Programs that want to stay in the same division
- 3) Programs with logistic hurdles to overcome in order to realign. More time is needed to evaluate these programs.

Public Safety (Administration of Justice, POST, Fire Academy, EMT, Paramedics) felt they aligned very well with Allied Health (Nursing, Rad Tech, Respiratory Care) and are very willing to go to the HSA division. Chief Baumunk is facilitating the move to be effective next year.

Art History feels they align with the History department in Social Sciences. They are going to make the move to the Behavioral and Social Science Division. The logistics in terms of the catalog and curriculum are manageable.

Cosmetology and Fashion felt, due to certifications, training, licensing and external governing bodies, they aligned better with Industry and Tech rather than the suggested alignment in Fine Arts. They will remain in the Industry and Technology division with the meta major illustrated in Fine Arts.

Communication Studies is placed in a few different divisions in different institutions – Humanities, BSS or Fine Arts. ECC Communications felt they aligned well with Behavioral and Social Sciences, consistent with the meta major grouping. However, Communications is a large department to move into such a large division. Additional support would be needed for the Dean in that division if that move were to happen. We have decided to hold off and investigate for a year.

American Sign Language is a department in a unique situation in the Special Resource Center. Discussions with that department, the meta major committee and various areas are ongoing.

STEM is another challenge. Math and Engineering are a division and Science is another division. Putting them together into one “mega” division would not be practical. Similar to Cosmetology and Fashion, the divisions will remain unchanged but the illustration on the meta major chart will be together as STEM.

The Student Health Center is a student service and will be moved under the Vice President of Student Services.

Athletics is currently in Student Services and could be considered either Academic Affairs or Student Services. To balance out the move of the Student Health Center to Student Services, Athletics will move to Academic Affairs.

The Special Resource Center clearly belongs in the students' services area. However, American Sign Language, the Deaf and Hard of Hearing Interpreter program and Educational Development all offer academics. This needs further consideration. It is agreed that SRC will stay in Academic Affairs for at least another year.

A document will be prepared for the next meeting for further clarity and discussion.

Topics of Discussion:

- How do we organize these new alignments in terms of the 2020-21 budgets?
- The reorganization/realignment plan was discussed in Academic Senate.
- Will the changes to Public Safety be affected by the COVID-19 outbreak? The goal is to make the change effective July 1, 2020. The physical move to the HSA building may be postponed.
- Guided Pathways is the primary driver for the organizational structure to support the Guided Pathways initiative. One of the goals for College Council is to "Consult collegially on the organizational structure needed to support Guided Pathways at El Camino College". This discussion and the follow up materials at our next meeting will satisfy this goal.

5. Institutional Commitment to Diversity

Dena Maloney provided background on Academics Senate's resolution on Institutional Commitment to Faculty Ethnic and Racial Diversity. Should College Council make a similar recommendation and resolution for Board consideration? The intent was to attend a symposium offered by the Chancellor's Office on faculty diversity and create a document to bring to College Council for consideration. The symposium was cancelled. Instead, the EEO plan for 2016-2019, the EO plan for 2019-2022 and our updated Mission, Vision and Values statement were reviewed as well as the Academic Senate's resolution and a [draft resolution](#) was crafted. An overview of the document was provided.

Topics of Discussion:

- Benefits of the resolution – Students tend to succeed when learning in an inclusive environment including faculty utilizing culturally responsive teaching practices and who, to some degree, reflect the makeup of the student body. This is the focus of the drafted resolution.
- This resolution is in addition to the board policy and administrative procedure.
- The needle has not moved much since the implementation of the EEO and EO plans. This resolution will reemphasize the value we place on this issue and has the voice of College Council in partnership with the Academic Senate.
- The Senate feels it is important to put the commitment to diversity in writing. Diversity tends to be a topic where there is usually a lot of talk with follow up actions lacking.
- The plan, prior to the COVID-19 outbreak, was to conduct a Professional Development Fall Flex day that is focused around equity and diversity. The breakout sessions would focus on implicit bias awareness and the role implicit bias plays in minimizing diversity within a community and how it stands in the way of equity. Fall Flex day would be the start of a year focused on training and workshops on culturally relevant teaching practices, implicit bias and decision-making, etc.

- The College Council resolution is much broader than that of the Senate's. Other ideas and thoughts are encouraged.
- This is a huge step forward for El Camino. Our faculty and Academic Senate should be recognized for supporting this initiative. This initiative should go beyond "teaching" but extend to our non-instructional faculty (librarians and counselors) who are student facing.
- The last two weeks, have brought to the forefront, the vulnerable student population and the importance of culturally responsive practices. These high-level documents and commitment to equity are commendable.
- Should this initiative be expanded to all staff? The classified staff is the most diverse employee group. The faculty is the least diverse and most misaligned of the employee groups, given our student population. There is work to be done in all areas, but in keeping with the Senate and its focus on faculty, it make sense we try to make the most change where it is most needed. Academic Senate's purview is the faculty. As such, their resolution is focused on their specific purview. Is there strong opinion on further broadening the College Council resolution or stay where the most benefit can be achieved at this point? Faculty have the most contact with our students and highly influence our students. The resolution should stay focused on the faculty for what we are trying to accomplish.
- Please email Dr. Maloney with any changes or feedback. The goal is to look at the resolution again on April 20 and bring it to the Board in May.

6. Adjournment

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

Winter/Spring Council Meetings

- 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)