



# El Camino College

**College Council Minutes**  
**Tuesday, September 21, 2020**  
**1:30 – 2:30 p.m. Via Zoom**

## **Attendance**

Giancarlo Fernandez, Edith Gutierrez, Kelsey Iino, Rose Mahowald, Dena Maloney, Darcie McClelland, Debbie Turano

## **Absent**

Kenny Galan

## **Support**

Iris Ingram, Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Jean Shankweiler

## **Minutes**

### 1. Welcome/Approval of Minutes

Dr. Maloney opened the remote meeting and welcomed participants.

After review, the minutes from the September 8, 2020 meeting were approved as presented.

### 2. College Council Self-Assessment Report

Viviana Unda provided an informational presentation on the [2019-20 College Council Self-Assessment report](#). The full report was distributed to College Council members prior to the meeting for review.

The [presentation](#) included a review of the assessment areas, a recap of the 2019-20 goals, accomplishments identified by Council members and a summary of the findings and suggested improvements in each of the identified areas.

The results are very positive in the assessment. That says a lot about the consistency and cohesion of College Council.

#### Discussion:

It is suggested to stagger the timing of surveys and implement a failsafe to avoid duplicate survey responses. Often times multiple evaluations are requested at the same time and it is difficult to keep track of participation. Duplicate surveys would skew the evaluation. This improvement will be considered.

### 3. Implementation & Monitoring, 2020-23 Strategic Plan

Viviana Unda provided an informational [presentation](#) on the 2020-23 Strategic Plan Implementation and Monitoring. The presentation provided an overview of the building blocks of the 2020-23 Strategic Plan - the framework, based on Guided Pathways; the Plan itself, approved by the Board of Trustees in April 2020; our Institutional goals and articulation of our metrics in Lagging and Leading indicators.

- Training workshops held over the summer and a pending Institutional guide are tools provided to align the College's work with leading indicators.
- A very high-level Institutional Planning map was reviewed.
  - An annual priority for 2021-22 has been determined - Black and African American Students. This population is historically identified by lagging and leading indicators as a disproportionately impacted group and will be the annual priority for 2021-22.

#### Discussion:

It is appreciated this information is presented as a means to use data and implement a plan to make informed decisions to create actionable and measurable goals.

The Plan serves as a “map” to directly connect the work of faculty (leading indicators) to the institutional outcomes (lagging indicators). It illustrates how each objective, goal and program influences the necessary actions.

An annual status report on the implementation and monitoring of the Strategic Plan is planned for the collegial consultation groups and the Board of Trustees. This will keep everyone up-to-date on the progress of the institution’s leading and lagging indicators.

How can we bring understanding of the Plan to the Program Department level as they work on their annual plans and program reviews? It seems this is where it would be the most impactful. A [document](#) detailing the breakdown of institutional leading and lagging indicators for the 2020-23 Strategic Plan was presented. The essential information provided should be useful at the program level. A baseline and targets for previous and current years are shown. Program planners can also create internal leading indicators.

Student input indicates the use of leading indicators to reach successful lagging indicators is a good foundation and a valuable tool for creating proposals and initiatives. The data can be used to guide the specific type of support our students need.

Is there a way to drill down on the specific disproportionately impacted population? Are they part-time students? How do we capture those students’ stories? The Dashboards on the IRP webpage can disaggregate information for the program and annual planning level. This presentation is at a very high “Institutional” level.

Leading and lagging indicators illustrate the “what”. The “why” is found in the disaggregated data that perhaps tell the story. For example, consistent data indicates African American students’ rate of attainment for a bachelor’s degree is 5-7 years. This does not mean they are a less successful group. Their success is achieved at a much slower pace. This may be due to cultural and practical practices. This is why looking at numbers in isolation is not good practice. In this example the persistence data AND the part-time status data together tell a different story.

The Vision for Success Goals makes some assumptions about whom the community colleges serves. One of the assumptions is based on full time status. We can agree this is not a valid assumption. The ability to drill down in the dashboards is important. Recognizing “Time to a Degree” is not the only metric of success can perhaps lead to redefining metrics.

Perhaps Viviana can come back sometime and show us the dashboards and we can see how that works.

#### 4. Spring 2020 Withdrawal Survey

Jeremy Smotherman provided an informational presentation on the Spring 2020 Withdrawal Survey. The [presentation](#) included a review of the survey’s design and purpose. The 2020 spring survey included two additional questions to capture COVID-19 related withdrawals. A comprehensive review of the survey results was provided and discussed. The trends due to the pandemic were highlighted. Students are concerned about their safety and/or not comfortable with online instruction. Clarification was made between a student dropping the course versus a faculty dropping the student from the course. The frequent reasons for withdrawal were examined. Finally, recommendations were made.

Discussion:

Childcare issues due to the pandemic are another reason for withdrawals. Recommendations are already being implemented – technology resources are being provided for students and improved communications about class requirements is visible on the website. Prior to the pandemic, our withdrawal rates were improving. EWs may account for the late withdrawals trend.

5. Policy Review – First Reading - *Tabled to next meeting*
  - a. BP/AP 6450 Cell Phone Use
  - b. BP/AP 6399 SCFF Data Management

6. Goals - *Tabled to next meeting*

7. Adjournment

Parting remarks: This is Debbie Turano’s last meeting. Gratitude and appreciation for her service on College Council and to the district is expressed and well wishes are extended on her retirement. Breanna Bond will replace Debbie as the Classified representative.

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. - Board Room, Adm 150      D. Maloney      Reminder only**

**Summer/Fall College Council Meetings**

- 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)