



# El Camino College

College Council Minutes  
Monday, December 7, 2020  
1:30 – 2:30 p.m. Via Zoom

## Attendance

Breeanna Bond, Edith Gutierrez, Kelsey Iino, Rose Mahowald, Dena Maloney, Darcie McClelland

## Absent

Kenny Galan, Giancarlo Fernandez

## Support/Guests

Iris Ingram, Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Jean Shankweiler, Loic Audusseau, Janice Pon-Ishikawa, Jenny Simon

## Minutes

### 1. Welcome/Approval of Minutes

Dr. Maloney opened the remote meeting and welcomed participants. Kristen Johnson, recently hired Assistant Director, EOPS/CARE, CalWORKS and Guardian Scholars was introduced.

After review, College Council moved to approve the November 16, 2020 meeting minutes as presented.

Jean Shankweiler is assigned as the designated voter on behalf of the College Council's Vice President group.

### 2. ITS Improvements

Loic Audusseau, Chief Technology Officer, guided us through the upcoming revamped ITS webpage. Upon approval from Marketing & Communications, the new webpage is expected to go live at the end of the month. The improvements incorporate feedback from campus wide constituents. The redesign will include improved postings for technology updates and current information, a comprehensive department directory, service portfolio and customer service providers assigned by division. Navigating the site is more user friendly with clear paths for resources specific to faculty, staff and students.

#### Network & System Security Update

Loic provided an informational [presentation](#) on heightened security measures taken due to a misconfiguration of the new firewall by a third-party vendor. To date, there is no evidence any of ECC's data was compromised. As a preventative measure, new password complexity requirements were implemented and the entire campus was required to change their password. Numerous notifications were sent campus wide in collaboration with Marketing & Communications and Library & Learning Resources on the incident and the required follow up protocols. Additional security measures took place behind the scene. Every 180 days passwords will need to be changed.

#### Discussion:

Appreciation for the detailed communication is expressed. Effective communication helps managers supports their staff and staff can then inform students.

It is noted the campus community is aware and proactively questioning suspicious emails.

3. Administrative Procedure 4105 Distance Education

Jean Shankweiler reviewed the [draft of AP 4105-Distance Education](#). The proposed revision includes a name change of the advisory committee, language and definition updates, the new classification of online courses offered, updated course approval procedures and faculty certification requirements and best practices.

El Camino College Federation of Teachers (ECCFT) is reviewing the AP and will provide feedback by the end of the week.

Contingent there are no substantive changes, College Council moved to approve forwarding AP 4105-Distance Education to the Board of Trustees as an information item.

4. Guided Pathways Scale of Adoption Assessment (SOAA)

Jenny Simon and Janice Pon-Ishikawa provide a summary review of El Camino's annual Guided Pathways self-assessment report. The [summary report](#), created for ECC's purposes only, uses a scale of 1 – 4, one being least implemented systematically and 4 being fully implemented At Scale. The reorganization and implementation efforts related to each pillar are cataloged and rated. This summary provides a snapshot of El Camino's progress in implementing Guided Pathways.

The [SOAA report](#) that will be filed with the Chancellor's Office is an extensive document. The report has been reviewed and approved by Academic Senate and requires two readings and approval by the Board. The report is due in March.

Discussion:

Ensure the Laptop Loan program is included in the final report. This is an important program that helps students "stay on the path"

5. College Council moved to approve forwarding the Scale of Adoption Assessment (SOAA) Report to the Board of Trustees for first and second reading.

College Council will dedicate the February 16 meeting to focus on the alignment of counselors with meta-majors and a broader discussion about our role as a College Council and a collegial consultation committee in supporting Guided Pathways. Guided Pathways should be integral to our equity efforts and to our *Vision for Success* goals.

Guided Pathways will host a Winter Summit – How Am I an agent for Guided Pathways? February 9, 2021 10:00am – 2:30pm. More details to follow.

6. Block Schedule Jean Shankweiler 10 minutes  
*Tabled to December 21 meeting due to time constraints.*

7. Adjournment

## **2020 - 21 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. Complete/continue the development and regular updates to, legally advised and legally required policies and procedures, placing priority on legally required policies and procedures.
3. Support the Accreditation Peer Review Team visit and the reaffirmation of accreditation of El Camino College.
4. Be informed of the work of the President's Advisory Committee on Race and Equity and engage in discussions on strengthening campus climate, reduction of student equity gaps using standardized disaggregated data methodologies and enhanced inclusion and diversity at El Camino College. Explore opportunities for inclusionary spaces for cross-campus dialogue.
5. Receive regular updates from the COVID-19 Task Force and facilitate campus communications that inform College Council constituents on actions taken in response to the COVID-19 pandemic.
6. Ensure College Council is informed of and discusses college initiatives, including but not limited to:
  - Guided Pathways and Equity Outcomes
  - Associated Student Organizations initiatives
  - Technology modernization
  - Impact of facilities on the student experience
  - Sustainability plan progress
  - Enrollment operations and enrollment management
  - Strategic Plan implementation and monitoring
  - Facilities Master Plan developments
  - Impact of fiscal developments on the campus
7. Strengthen campus communications by creating a communications plan designed to inform the stakeholders on major developments that affect the campus.

**Future Meeting Dates: 1:30 p.m. - Board Room, Adm 150      D. Maloney      Reminder only**

### **Summer/Fall College Council Meetings**

- Monday, December 21, 2020      (Board Day)