



**NOTES – Council of Deans**  
**January 11, 2018**

Present: M. Arthur, D. Breckheimer, R. Brobst, W. Cox, K. Daniel-DiGregorio, R. Dreizler, A. Estrada, E. Geraghty, C. Gold, D. Gonzales, I. Graff, A. Grant, G. Greco, A. Hernandez, L. Justice, A. Leible, C. Martin, R. Miyashiro, R. Natividad, A. O'Brien, D. Patel, C. Preston, B. Price, V. Rapp, I. Reyes, J. Shankweiler, J. Sims, L. Ternes, G. Toya, T. Winchell

**I. INFORMATION**

- A. Introductions
- B. Notes of 12/14/17: Approved as written with the following edit:
  - II. E. Academic Senate: “...~~Counseling faculty have been working to encourage~~ **The Academic Senate collaborated with counseling faculty to ask all faculty to remind their** students to check MyECC for their registration date and to register for winter and spring classes.”

**II. DISCUSSION/ACTION**

- A. PBC Report: No PBC meeting since last report.
- B. Academic Senate: K. Daniel-DiGregorio (KDD) provided an update:  
VP of Faculty Development, Stacy Allen, is currently working with Professional Development on Spring Professional Development Day, which will be held on February 7, and will include 15 breakout sessions. Starfish and Guided Pathways are among the topics to be included. KDD requested that divisions encourage faculty to attend the breakout sessions. PD Day is a way for faculty to complete their flex credit obligation. Also, on February 7, a tenure reception to celebrate 24 newly tenured faculty will be held from 12:15-1:00 p.m. in the Distance Education Center. Getting the Job - Part II: The Faculty Interview Workshop takes place on January 26 from 12:30-2:00 p.m. at the Distance Education Center, with mock interviews from 2:00-3:00 p.m. Registration for the workshops can be done online through the Professional Development Reporter. Darcie Descalzo is the new VP of Educational Policies. Special congratulations to Sarah Leinen (Humanities Division), recipient of the 2017 Outstanding Adjunct Faculty Award. G. Toya will be coordinating a breakout session for PD Day that focuses on discipline and dealing with distressed students. The number of people who can attend campus training workshops was expanded. More information to come on the Ask Me buttons for spring and fall semester for second language speakers. It has been noted that it is helpful for ECC employees to wear the button especially for incoming students that could use some support and encouragement to ask questions.

The schedule for PD Day will be: 9:00-10:15 a.m. - General Session; 10:30-12:00 p.m. - Division/Department meetings. More information will be forthcoming concerning the breakout sessions.

C. Facilities Update: R. Brobst provided an update:

Construction Projects: The new Student Services Building is under construction, scheduled to be completed by the end of this year; a new gymnasium facility is also under construction; and starting in February, construction of a new pool.

Work Orders: Please submit all work orders as facilities is attempting to accommodate all orders by the start of spring semester. R. Brobst may be contacted at ext. 3691 for additional questions or comments. Jack Bay was announced as the new Executive Director of Facilities.

Various Projects: Installation of a new dance floor; touch-up painting in the hallways of ARTB; and working on health and safety issues concerning ADA and areas in the Financial Aid Office.

Humanities: Door closer arm mounts to be installed this week.

Elevators: Servicing all campus elevators to ensure they are up and running. MBA elevators 1 & 2 are now operational and currently working on getting MBA elevator 3 operational by February 7.

A discussion ensued regarding the protocol for notifying divisions when elevators are down. J. Shankweiler will work with facilities to establish an elevator down protocol.

D. BP 3050 – Code of Ethics:

J. Shankweiler indicated BP 3050 has gone back and forth and was previously reviewed by the committee on 11/9/17. She explained that the board policy is legally required and needed for accreditation. A handout showing the suggested changes from the last meeting was reviewed. Previous discussion centered on removing the sentence from the last paragraph, “~~Procedures will be developed and adopted to ensure ethical violation can reasonably be reported, investigated, and addressed.~~” Members agreed to remove the sentence. A suggestion was made to add AP 5520, regarding student discipline procedures, to the second paragraph, and under the subheading “Respect,” change the last sentence to read, “An environment . . . , as determined in Board ~~Policy Policies 3430, Prohibition of Harassment.~~” Additional AP/BP codes to be cited below. J. Shankweiler will make the suggested changes and forward to Ed Policies.

E. BP/AP 4226 - Multiple and Overlapping Enrollments:

Tabled for next meeting

F. BP/AP 3504 - Children in the Classroom:

Tabled for next meeting

G. AP 7211 & ECC Local Minimum Qualifications:

AP 7211: C. Gold reviewed the mark-up draft of the proposed changes. A major change included a recommendation to require more preparation in the discipline by raising the formal education equivalencies from 12 to 18 semester units. AP 7211 was approved to move on to the College Council, pending the following three (3) changes:

1. Section A, paragraph 1: Change “Formal education equivalent to the master’s degree: Any master’s degree with a minimum of 18 semester graduate units in the discipline, OR any bachelor’s degree ~~in a related discipline~~ and a combination of 30 semester graduate units with a minimum of 18 semester graduate units in the discipline”;
2. Add Title 5 citation regarding regionally accredited institutions; and
3. Add that all courses being used for equivalency must be earned at an accredited institution.

H. ECC Local Minimum Qualifications:

C. Gold explained that the changes to the local MQs were made to improve clarity, consistency, and to ensure that all MQs meet or exceed the state MQs. Changes include:

1. Adding notes where the local MQs exceed the state MQs;
2. Adding a table of contents;
3. Titles changed to be consistent with Chancellor's Office's list;
4. A statement added that foreign degrees must be evaluated by an evaluation service;
5. Disciplines updated to reflect Title 5 changes to MQs; and
6. Under Interdisciplinary Studies, the description was updated using language from the state MQs and Academic Strategies and Human Development were added to the MQs. A question was pending whether Educational Development should be listed under Interdisciplinary Studies; members decided it should be added.

J. Shankweiler asked for a vote to approve the local MQs, pending the addition of Educational Development. It was approved to move to College Council.

I. AP 4235 - Credit by Exam:

J. Shankweiler reviewed AP 4235. It was approved by members last year to remove the residency requirement; however, it did not pass. As an alternative to removing the residency requirement, it was suggested to add the statement, "Students may be exempt from the 12 unit residency requirement if they are requesting credit by examination for a high school/Regional Occupational Program Career and Technical Education (CTE) articulated pathway." A conversation ensued regarding the residency exemption; therefore, J. Shankweiler tabled the administrative procedure for future discussion.

J. Degrees & Certificates

I. Graff reviewed the El Camino College Degree, Certificates and Completions summary handout for the 2016-17 academic year. A full report with more detail on El Camino and Compton College was emailed to the committee on January 10. Institutional Research & Planning is working on creating a pivot table so that data for each division can be viewed separately. The Chancellor's vision is to increase degrees and certificates by 20%. El Camino is on track for obtaining that goal, but more work still needs to be done. The overall number of degrees and certificates awarded in 2016-17 increased by 351 (13%) compared to 2012-13. The Certificate Task Force has been working on ways to further increase the number of degrees and certificates awarded. The median time to completion for both degrees and certificates is currently 3.8 years.

K. Duplicate Class List:

J. Shankweiler sent out a copy of the students who have enrolled in two or more sections of the same class. She noted that it is important to notify M. Guess of those students as financial aid may be affected. A discussion ensued wherein members agreed that Colleague should be updated to prevent students from enrolling in duplicate sections. If a student needs to be dropped from a duplicate section, the division should contact Registrar L. Justice. J. Shankweiler will forward the list of students to L. Justice. Repeat process to be a topic of discussion for the next Council of Deans meeting.

L. Faculty Final Interview Schedule:

J. Shankweiler provided deans with a draft of the Full-Time Faculty Hiring 2018-19 Final Interviews schedule. Scheduled interview dates and times have been revised this year in order to create a more fair process. First closed job announcement received the first interview date and so on, with a few exceptions, i.e., English (3 positions) and Math (2 positions). J. Shankweiler advised she will email a copy of the schedule to the deans for their review and to forward any changes before January 22. A discussion regarding reference checks ensued; J. Shankweiler responded that she will get clarification.

**III. OTHER**

Announcements:

A. Job Fair – J. Shankweiler announced ECC will not be attending the job fair this year.

**IV. NEXT MEETING**

Council of Deans – February 8, 2018; 8:30-10:30 am; Alondra Room