



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans September 14, 2017

Present: J. Anaya, L. Clowers, W. Cox, K. Daniel-DiGregorio, R. Dreizler, E. Geraghty, A. Grant, G. Greco, A. Hernandez, A. Johnson (ASO), A. Leible, G. Miranda, W. Morris, W. Mulrooney, R. Natividad, D. Patel, B. Price, V. Rapp, I. Reyes, S. Rodriguez, J. Shankweiler, J. Sims, C. Striepe, L. Ternes, G. Toya

Other Guests: Jaynie Ishikawa, R. Brobst

I. INFORMATION

Notes of 8/10/17 – Approved as written

II. DISCUSSION/ACTION

A. PBC Report: A. Grant provided an update:

On August 17, President Maloney gave a budget presentation highlighting \$150 million in funds for Guided Pathways; \$15 million to be held for the STRS/PERS interfund transfers; and R. Natividad reviewed the new PBC member orientation information. On August 23, the Budget for 2017-2018 was approved. J. Shankweiler reported fall 2017 enrollment is almost identical to fall 2016 enrollment, and any shortfall for the year will be made up in winter 2018. I. Graff and the Strategic Master Planning Committee are moving toward the implementation phase of the strategic master plan. A. Grant reminded members that Department Plans for 2017-18 are due November 1, and that J. Shankweiler will be sending out the 2017-18 College Plan, which will be color coded and divided by expense categories.

B. ASO Report: A. Johnson provided an update:

Three big initiatives were highlighted:

- Flow Water system: Has been very popular with students and staff. ASO will be working on maintenance of the system this year.
- Warrior Pantry: Ribbon cutting ceremony on October 16. No official opening date yet. Food pantry will be located in Physics 116. Currently accepting canned food, toiletries and financial donations. Donation locations: Behavioral and Social Sciences, Bookstore, MESA, Library, and the Student Development Office. No expired food items can be accepted.
- Metro U-Pass: As an incentive, ASO offered half-off the cost of the pass to the first 50 BOG Fee Waiver students to enroll. Passes are available for purchase in the Bookstore. To qualify, students must be enrolled in 6 or more units.

- C. Academic Senate: K. Daniel-DiGregorio provided an update: DACA letter was sent out this week to reassure and inform students about additional resources and funding. The “Ask Me” button campaign received great press and support; 680 buttons were given out. Evaluations went out to assess what improvements can be made for next semester. K. Daniel-DiGregorio, C. Jeffries and D. Breckheimer heading up a task force subcommittee to look at revising faculty evaluation documents. Task force will be looking for feedback on suggested changes. The Accreditation Team is seeking faculty co-chairs for the accreditation self-study process, with the goal of establishing a timeline by the end of the semester. The accreditation visit is scheduled for Fall 2020. At the next meeting, the Senate will be discussing goals and aligning enrollment management, and reviewing feedback from faculty regarding the professional development flex credit approval process. The Faculty Development Committee will be reviewing the matrix and also FAQ’s for flex credit to help streamline the process.

An open discussion ensued among members regarding Enrollment Management and students enrolling in multiple sections of the same course. It was noted that Datatel allows students to register for more than one section of the same course. A. Grant, L. Ternes and D. Patel volunteered to work with ITS to help identify and establish a protocol for those students who register for multiple sections of the same course.

- D. Ed Policies Report: L. Ternes provided an update: Academic Senate Task Force focusing on reviewing state and local Minimum Qualifications and Faculty Service Areas (FSA’s). Once finalized, the Minimum Qualifications list will be posted on the VPAA page, Academic Senate page, and HR page. Future task force meetings will focus on the Minimum Qualification edits, FSA’s, and updating the process for reviewing equivalencies. C. Gold will be contacting deans and faculty about the proposed local minimum qualification changes. The Ed Policies Committee was asked by the Senate to review AP 5520 regarding student discipline procedures and consequences for cheating. AP 7160 (Professional Development) and AP 7211 (FSA/Minimum Qualification & Equivalencies) were also introduced for future focus. Ed Policies next meeting is on 9/26/17.
- E. Facilities Update: R. Brobst provided an update:
Cadaver Refrigerator: Sensors have been installed on the refrigerator and facilities is working on creating a patch to tie into the emergency system. A. Grant made a request to be involved in the decision and design process regarding the alarm.
Dust collector: Filters have been changed and are up and working.
Library Director’s Office: Work to begin on Monday to repair walls and tile. R. Brobst requested C. Striepe provide a schedule of best down times in order to avoid excessive noise.
COMM 104: Furniture temporarily moved to the center of the room in preparation for fixing the area, with repairs to begin in approximately 4-6 weeks.
Administration Building: Currently working on harvesting items from building for re-use and repurposing, with demolition to take place possibly over Winter Break.
Library restroom: Broken door still in need of repair.

Work Orders: Prior to start of school, facilities had 1300 outstanding work orders with an additional 500 submitted over the last three weeks. Facilities systematically prioritize work orders addressing health and safety matters first; critical and instructional orders next. If a critical order is pending, call or send R. Brobst an email and he will check the status.

Events: Currently, there are 78 six-foot folding tables that are available for use along with approximately 400 chairs. For larger events or when multiple events are taking place on campus, rentals may need to be obtained from an outside vendor. Keep this in mind when planning an event.

Industry & Technology: Project in the works for spring to replace roll-up doors with electronic doors.

Tennis Courts: Project in the works to repair tennis courts; working with contractor to get bids to fix cracks and unevenness.

Recycling Bins: 25-35 dual bins to be installed around campus for collection of trash & recyclables. Recyclables will be taken offsite and ECC will receive credits. Bins will be tan in color and ADA compliant.

Coffee Service & Snacks: Looking at a location near the Bookstore and Parking Lot C for students and staff.

Innovation Center: Closed until repairs can be made.

Members addressed other issues:

- B. Mulrooney noted the noise in E. Nieto's office has improved but asked if there were plans to reduce it further. R. Brobst responded that they are looking at shifting the power load from one transformer to another transformer to lessen the stress.
- D. Patel questioned whether any action had been taken regarding the SSVC building and the occupied sloping room. R. Brobst responded that there is currently no action plan to fix those rooms and suggested D. Patel follow-up with R. Bonura regarding that repair request.
- E. Geraghty requested an update regarding the conversion of restrooms to single-user gender-neutral restrooms. A list of the gender-neutral restrooms was requested.

F. BP/AP Updates: J. Shankweiler provided an update:
Update tabled for next meeting.

G. Open Educational Resources: J. Shankweiler provided an update:
J. Shankweiler read the list of 18 faculty members who are Board approved to work on OER. Mary McMillian is now the committee chair, replacing Mark Fields. OER interested in finding a student ambassador to serve as a liaison between students and instructors.

H. Hiring Committees: J. Ishikawa reported:
Implicit Bias Workshop on Friday, 9/29. Two sessions - Session 1: 9-12:30p or Session 2: 1:00-4:30p. EEO funds will be used and flex credit will be given to faculty that attends. J. Shankweiler encouraged each division to send one manager and one classified staff to the workshop.

III. OTHER

Announcements:

- A. Teacher Load Summary: J. Shankweiler communicated the Teacher Load Summary was distributed on September 13. D. Mussaw will conduct a workshop on 9/14 focusing on questions regarding pivot tables and acquiring the necessary data needed to complete the faculty position ID requests.
- B. Transfer Day Fair 9/26: – D. Patel reported over 80 universities will be present. She encouraged members to inform students and faculty of the fair.

IV. NEXT MEETING

Council of Deans – September 28, 2017; 8:30-10:00 a.m.; Alondra Room