



**NOTES – Council of Deans**  
**October 12, 2017**

Present: J. Anaya, M. Arthur, L. Clowers, K. Daniel-DiGregorio, R. Davis, E. Geraghty, I. Graff, A. Grant, M. Guess, A. Johnson (ASO), A. Leible, L. Ludwig, G. Miranda, R. Miyashiro, B. Price, V. Rapp, S. Rodriguez, J. Shankweiler, J. Sims, C. Striepe, G. Toya

Other Guests: L. Mednick, J. Miyashiro, A. Sala

**I. INFORMATION**

Notes of 9/14/17 - Approved as written

**II. DISCUSSION/ACTION**

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

9/21 meeting: The College Plan has been released and account codes for instructional equipment were sent to the divisions. TracDat must be updated when the items are received. Facility items are reviewed by Tom Brown and software/hardware requests are evaluated by A. Leible. Management and faculty chairs are being gathered for accreditation committees. Beginning in summer 2019, Compton College will start enrolling their own students.

10/5 meeting: The Statement of Purpose and last year's PBC goals were reviewed and approved. R. Natividad will send out additional information from the PBC meeting. Approximately 50% of El Camino students receive the BOG fee waiver (renamed the California College Promise Grant). Over 2,000 students will lose the fee waiver due to new rules since 2016. Students can appeal, sit out for two primary terms, or maintain good academic standing to get the fee waiver back. One-time Fund 15 monies will go to improving campus IT; \$1 million to complete the wireless project; \$1 million to upgrade the firewall; and \$1 million to change to a paperless college, where more than 270 campus forms and data will be stored in the Cloud. Additional funds will go to document archiving, computer lifecycle replacements, and network upgrades.

B. ASO Report: A. Johnson reported on upcoming events:

October 12: Homecoming football game and dance; afternoon rally on Library lawn.

October 16: Warrior Food Pantry ribbon cutting ceremony in Physics 116 at 3:30 p.m.

November/December (TBD): DACA/Harvest for Humanity event being planned.

R. Miyashiro noted that automated donations can be made quarterly to the food pantry using a debit or credit card. See the Foundations Department to set-up your donation.

- C. Academic Senate: K. Daniel-DiGregorio provided an update: Academic Senate reviewing a number of initiatives including Flex Credit processes and procedures and systems and software programs for Professional Development credit reporting. Ed Policies Committee is reviewing Minimum Qualifications, processes for equivalencies and student discipline procedures. Senate subcommittee, Student Disciplinary Procedures Task Force, was formed to help develop the discipline procedures. V. Rapp, L. Ternes, and G. Toya were requested to be part of the task force. Upcoming Senate meeting on 10/17 will discuss Online Education Initiative Course Exchange, Google for Education, Integrated Plan, SENSE, and Senate for Urban Education.
- D. Ed Policies Report: No report.
- E. Foundation Scholarships:  
A. Sala presented a flyer, which was distributed on campus, promoting that students apply online for scholarships. The online application opened on September 18 and will close on December 17. A change was made this year regarding faculty recommendations. Instead of a written recommendation, the process was changed for faculty and counselors to evaluate the candidate on five ranked questions regarding academic performance, creativity & originality, intellectual curiosity, character, and responsibilities/reliability, with an option to add comments. The deadline for faculty to submit their evaluation is January 8.
- F. BP/AP 5010 - Admissions & Concurrent Enrollment and Admissions:  
BP/AP 5010 tabled for future meeting. J. Shankweiler to follow up with B. Mulrooney on status.
- G. Equity and Job Descriptions:  
J. Miyashiro gave a presentation regarding the CUE Institute Workshop the EEO committee attended on workforce diversity. Workshop focused on creating six (6) main subcommittees: 1) Recruitment/Outreach efforts; 2) Job Announcements; 3) Workforce Demographics; 4) Training of EER's (Equal Opportunity Reps)/Interview Panels; 5) Climate Survey; and 6) Guest Speakers/Training/Workshops.
- L. Mednick discussed the graph handout and the research conducted which showed that having diverse faculty in the classroom helps close equity gaps. Faculty can help serve as role models and mentors to students by sharing their own experiences and perspectives. She pointed out that the data presented in the handout is aggregate for the college.
- J. Sims spoke about attending the conference and about recruitment being part of the strategy to attract more equity-minded applicants. She presented a current job announcement and a future draft of a proposed job announcement, highlighting not only the physical difference but also revised language to include equity, diversity, demographics, and college values.
- H. Section/Level Transfer Forms and Procedures:  
J. Shankweiler will contact the committee for an update regarding the status of the procedure.

I. TracDat Updates:

I. Graff provided an update regarding TracDat training. Three training classes on Program Review & Planning (PRP) will be offered. Training dates/times are:

- Wednesday, October 25; 1:00-2:00 p.m. (Library - West Basement)
- Monday, November 27; 2:30-3:30 p.m. (Library - West Basement)
- Wednesday, December 13; 3:00-4:00 p.m. (Library - West Basement)

Division level training offered by appointment; contact I. Graff to schedule a training session. Online resources are also available on program review, instructions for entering program plans, updating, and archiving in TracDat. Institutional Research is currently working on updating instructional videos for 2018. November 1 is the deadline for department program plans. March 1 is the deadline for Unit Plans.

J. Elevator Down Protocol:

J. Shankweiler addressed ongoing elevator problems and suggested a notification procedure be established. She requested that facilities (R. Brobst), G. Greco and E. Geraghty work on creating an established protocol.

K. Duplicate Classes:

J. Shankweiler reported that a program was created that can now identify students enrolled in duplicate classes. She provided each division with a list of students currently enrolled in duplicate classes and requested that deans identify those students in their division and contact the appropriate instructors. If students are not in attendance, instructors may drop the student from that class. A discussion ensued among members regarding solutions to prevent students from enrolling in duplicate courses in the future and the best method to address the present situation. Topic was tabled for future discussion.

### III. OTHER

Announcements:

October 12 - Homecoming football game/dance - Tailgate at 5:00 p.m. Free t-shirt, hot dog and water to the first 500 faculty and students.

October 16-19 - Cuba on the Cusp Symposium

October 19 - Warrior Pantry opens. Hours: 9a-12p; one day per week.

### IV. NEXT MEETING

Council of Deans – October 26, 2017; 8:30-10:00 am; **Library 202** (location change)