



NOTES – Council of Deans
November 9, 2017

Present: M. Arthur, D. Breckheimer, L. Clowers, R. Davis, R. Dreizler, E. Geraghty, I. Graff, A. Grant, G. Greco, M. Guess, A. Hernandez, C. Jimenez, A. Johnson (ASO), A. Leible, L. Ludwig, G. Miranda, W. Mulrooney, R. Natividad, H. Parnock, B. Price, V. Rapp, S. Rodriguez, J. Shankweiler, J. Sims, C. Striepe, L. Ternes

Other Guests: R. Brobst, C. Gold

I. INFORMATION

Notes of October 26, 2017 - Approved as written

II. DISCUSSION/ACTION

- A. PBC Report: A. Grant provided an update:
At the last PBC meeting, R. Natividad reviewed the PBC survey and I. Graff discussed the Strategic Planning Committee timeline. C. Jimenez provided a report on the updated integration plan by SSSP, Student Equity and BSI on the five integrated goals.
- B. ASO Report: A. Johnson provided an update:
Representatives from ASO, SEAC, KEAS, and Veterans Club recently attended the Hispanic Association of Colleges and Universities (commonly known as HACU) in San Diego. The three-day event was a networking conference, which included a job fair with over 300 companies in attendance. The Harvest for Humanity event has been rescheduled to November 21 from 10:00 a.m. - 2:00 p.m., and the name of the event has been changed to “Warrior Harvest Fest” to avoid confusion with the non-profit organization. Event supports victims of Hurricanes Harvey & Irma, and Puerto Rico. Volunteers still needed for the dunk tank.
- C. Academic Senate: Chris Gold provided an update:
Equity and Hiring group reported they are looking for volunteers for subcommittees. The Survey for Entering Student Engagement report was presented with encouraging results showing numbers are increasing. Senate voted to adopt Google for Education (more information forthcoming), and also voted to adopt a recommendation to apply to the Online Education Initiative (OEI) Consortium.
- D. Ed Policies Report: L. Ternes provided an update:
Ed Policies reviewing additional AP’s and continues to work on equivalencies with much discussion regarding the administration process. Forms and processes are very old and in need of updating.

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

Restrooms: 48 gender neutral restrooms are now in place with three more to be completed. It was reported that the MBA staff female restroom needs a hygiene receptacle.

Library: Division office flooded. Carpet installation scheduled by first week in December.

Innovation Lab: Repairs completed and ready for use. J. Shankweiler advised lab name changing to “Staff & Faculty Resource Center.”

Admissions Boxes: 90 boxes of material contaminated with animal droppings. Facilities and Admissions working on scanning and destroying documents.

Health Center: Termite work scheduled for the Health Center on 11/11. A common issue in the attic space caused by moisture from the pool which creates an environment for termites.

Elevators: MBA #3 elevator still down. New elevator company starting December 1.

Bookstore: Continual problem with bird droppings outside building. Installing bird spikes to keep birds away and using pressure wash to clean area. Kitchen freezer leaking water into the Bookstore, which is causing a black mold issue. Area has been cordoned off and facilities working to fix the refrigerator over icing and melting issue.

Humanities: Door-pressure issue causing difficulty in opening doors. Trying to identify rooms affected to conduct pressure testing and adjust door knobs and closers to meet compliance regulations.

Shattered Windows: Humanities (1st floor writing center) and Industry & Tech have shattered windows. Facilities working on finding matching glass to replace windows.

FloWater Drinking Stations: Facilities does not maintain or service the drinking stations. Please do not send emails or work orders regarding the stations. FloWater stations are managed by the Student Body. Process needed for service requests on FloWater system.

Music Building: Installing air conditioning in four classrooms located on the sunny side of the building in December.

519 Requests: R. Brobst requested a future meeting to discuss 519 submissions and the process involved. J. Shankweiler indicated adding the discussion to the January meeting.

FedEx/UPS Bill: R. Brobst questioned the frequent high cost mailings that are being sent to Japan and Korea. He reported the cost to send a 1 lb. book to Japan is \$175.00. It was determined that these mailings are most likely promotional materials or I-20 forms sent by the International Office.

Horticulture: R. Brobst questioned whether the greenhouse area is currently in use. Canvas was installed to cover overgrowth of weeds/plants. Approval was given to remove the weeds and overgrowth.

Members addressed other areas:

- Lighting: Some areas of campus are completely dark; timers have not been adjusted with recent time change. Facilities is aware and police are conducting nightly walks. Electricians working daily to manually reset older timer clocks and adjust light ramp up levels.
- A gas-like smell was reported near Parking Lot C elevators. R. Brobst reported that an elevator had a leaky O-ring which caused hydraulic fluid to leak out. Issue was corrected and the smell is the result of off gassing. Stadium #1 elevator also had same issue.
- Parking Lot C 3rd & 4th floor lights to remain dark until louvers are installed.

F. SB1359/Open Educational Resources (OER) – J. Shankweiler (Tabled to 12/14)

G. BP 3050 – Code of Ethics – J. Shankweiler

BP 3050 is required for accreditation. Policy was previously reviewed last spring and requires another review in order to send to Ed Policies. Suggestions were made to review grammar; add “equity” to first sentence; change first paragraph, 4th sentence to read “This code of ~~conduct~~ ethics...”; and on page 1, under “Individual Responsibility,” remove semi-colon in sentence. D. Breckheimer volunteered to review the policy and will bring back to the next meeting for final review and approval on December 14.

H. BP/AP 4226 – Multiple and Overlapping Enrollments – J. Shankweiler

BP 4226 was presented for review. Discussion ensued regarding repeatable and overlapping classes and adding additional language. B. Mulrooney read Title V. Board policy must match Title V, which states student is not allowed to be enrolled in two or more classes (sections) at the same time.

AP 4226 was presented for review. Discussion ensued regarding penalty and/or action required when students enroll in overlapping or multiple classes. Prior to start of semester, report can track students who are enrolled in duplicate classes. Counselors need to dispel the myth of students thinking they can enroll in duplicate classes to find the best instructor/grade and then drop and advise students that their financial aid will be impacted. A question was asked if the procedure applies to non-credit courses. Procedure applies to credit courses only.

Suggestion was made to change “~~where~~” to “when” in 2nd paragraph of both BP/AP.

I. Guided Pathways:

J. Shankweiler shared highlights from the Guided Pathways PowerPoint:

- Data shows 63% of incoming freshman from high school enroll in full time course work; 37% are part time. Only 29% complete their degree within 3 years.
- In spring 2017, 32% of students enrolled in more than 12 units; 9% of ECC students complete 30 units by the end of their first year.
- Guided Pathways is a framework, not an initiative or a program. It is a student-centered approach to increase the number of students that earn their credentials by providing clearly defined choices, guided exploration, and sequenced pathways/courses/maps.
- Goals of Guided Pathways:
 1. Reduce the time of completion for degrees
 2. Increase rate of completion of 30 units in the first year
 3. Increase average number of units per semester
- Guided Pathways is a broad-based committee of 29 members.
Committee co-chairs: C. Jimenez, C. Wells, C. Mosqueda and J. Shankweiler
- Committee joined the Educational Advisory Board (EAB); a resource group that provides toolkits and research data.
- Summit - January 18 - Presenters will include the EAB and the statewide Academic Senate. Anyone on campus is invited to attend. More information forthcoming.
- Chancellor’s Office dedicating \$150 million to all community colleges to begin implementation of Guided Pathways. ECC to receive \$2.07 million over five years. It is one-time only, non-renewable money.

- Requirements for money include: Attend IEPI workshop (completed), complete Self-Assessment (due December 23), and timeline (due March 30, 2018).
Currently working on self-assessment for December Board Meeting.

J. Shankweiler reviewed the Self-Assessment and scale of adoption process. Key elements of the assessment are: Inquiry, Design and Implementation. The Guided Pathways Committee discussed each of the key elements and assigned a level of adoption for each: Pre-Adoption, Early Adoption, In Progress, or Full Scale. Many elements are at Early Adoption, but very close to In Progress. A copy of the Self-Assessment was emailed to members with the agenda packet. J. Shankweiler requested that members review each of the 14 elements and questions listed and provide suggestions regarding accomplishments the college has achieved, challenges or barriers anticipated, and any additional information not addressed. Any feedback is greatly appreciated.

A question was asked if the one-time Guided Pathways funds can be used to purchase scheduling software. J. Shankweiler responded that there are three areas of technology that will be reviewed: Curriculum software (CurricUNET), schedule software, and the catalog.

- J. Summer 2018: J. Shankweiler reported:
The deans received their summer allocations on 11/8 and are going with the 1% increase. November Board to approve adding a 2nd summer session that begins the first week in July. Summer 2018 will now have 3 sessions.
- K. OEI Application – Chris Gold provided an update:
Senate voted 11/7 to become part of the Online Education Initiative (OEI) consortium. OEI is another initiative from the Chancellor’s Office with the goal of increasing student retention, success and completion through distance education and online learning. Three main areas of focus are: 1) Economies of scale to get better deals on resources like NetTutor, Canvas, and other software; 2) Professional development; and 3) Course Exchange, a program which helps students locate courses taught elsewhere in order to complete their educational goals.

III. OTHER

Announcements:

University Application Panic Room 11/30: C. Jimenez announced that the Panic Room will be available from 12pm-8pm in Chemistry 108 to help students with their UC and CSU applications. A mini Panic Room will also be available on Wednesday, November 22.

IV. NEXT MEETING

Council of Deans – December 14, 2017; 8:30-10:00 am; Alondra Room