EL CAMINO COLLEGE
Office of the Vice President – Academic Affairs

NOTES – Council of Deans
December 14, 2017

Present: J. Anaya, D. Breckheimer, W. Cox, K. Daniel-DiGregorio, R. Davis, R. Dreizler, C. Gold, I. Graff, A. Grant, G. Greco, M. Guess, A. Hernandez, L. Justice, A. Leible, W. Morris, R. Natividad, D. Patel, C. Preston, S. Rodriguez, J. Shankweiler, J. Sims, C. Striepe, L. Ternes, G. Toya

Other Guests: M. McMillan, C. Vakil-Jessop

I. INFORMATION
A. Notes of 11/9/17: Approved as written
B. Lillian Justice was introduced as the new El Camino registrar.

II. DISCUSSION/ACTION
A. <u>PBC Report:</u> A. Grant provided an update:
   <u>11/16</u>: Full conversion to Canvas should be completed by spring 2018. Winter 2018 session will feature 320 sections; an increase from 200 sections offered in Winter 2017. Divisions are working on pathways to capture more adult students at night. There will be 22 full time hires for 2018. A summary of facilities top projects on campus was reported.
   <u>12/7</u>: 2018-2019 calendars are out with the number of instructional winter days equal to the number of summer days.

B. <u>Adjunct Priority MOU</u>: A. Grant & C. Vakil-Jessop presented:
   A task force was created to look at the Memorandum of Understanding (MOU) for priority rehire. If part-time faculty have taught 10 semesters within 10 years and obtained two satisfactory evaluations, they are on the priority list. Those on the list will receive a letter from the dean. A draft of the letter will be available for review in Google Docs. Reasons for removal from the priority list include: one unsatisfactory or two needs improvement evaluation ratings (overall), declining three (semester) offers for employment, repeated failure to file grades on time, and repeated unexcused absences & excessive tardiness. Discussion ensued regarding clarification of the rules and establishing timeframes. Documentation of the policy must be clear to faculty before instituting. A link to the Part-timer Priority MOU PowerPoint presentation and survey will be emailed to all members for their input.

C. <u>ITS Vision Briefing</u>: A. Leible reported:
   The goal for El Camino is to evolve classroom infrastructure using wireless technology, reducing the requirement to stay tethered to a workstation with cables and adapters. Looking at adding digital signage to classrooms using monitors and a banner which can be integrated with the emergency alert system for broadcasting important information. ITS moving away from bulb projectors, incorporating more LED and laser projectors that last longer and produce clearer images. Technology upgrades would start with older classrooms. Outside the classrooms, ITS is working on automating processes to use more online forms and contracts with e-signature technology, providing more self-service for

students and faculty. Looking at a new product called CRM Recruit, which will help with prospective students and increasing the number of applications. Improvements in security for the internet and all other operating systems are also being addressed. Working on increasing network capacity with the addition of a guest network with password access for special guest events.

D. <u>ASO Report</u>: G. Toya provided an update:
Finals Madness took place December 11-13 from 9:00 p.m. to midnight with over 300 students attending. Pop-up Warrior Pantry was open during the late hours and 130 students used the pantry. Donation bins will be available at the Holiday Potluck on December 14 for donating canned goods or toiletries to the food pantry.

E. <u>Academic Senate</u>: K. Daniel-DiGregorio (KDD) provided an update:
Senate has reviewed state and campus initiatives, education policies, and participated in in-depth discussions on enrollment management. 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. The Evaluation Procedures Committee, composed of D. Breckheimer, C. Jeffries, and K. Daniel-DiGregorio, are working on revising and streamlining online evaluation forms. J. Shankweiler is working on accreditation and will be seeking faculty for participation on the sub-committee. AB 705 and Multiple Measures are upcoming initiatives with more information forthcoming in the spring. Results of the evaluation survey, regarding the ASK ME button campaign, were presented in a handout. 137 responded to the survey, which were very positive. Suggestions for the future included buttons in multiple languages, increasing the number of buttons, and starting earlier in the summer.

F. <u>SB 1359/Open Educational Resources (OER)</u>: M. McMillan provided a report:
ECC received $19,000 from the AB 798 grant, which provided professional development opportunities for learning how to integrate OER in classes in order to lower costs for students. Colleges are not required to use OER; however, positive results are being seen. SB 1359, effective January 1, 2018, requires colleges to highlight, in a "conspicuous" place, course sections in the schedule of classes that exclusively use digital course materials that are free of charge to students and may have a low cost printing option. Currently, there are classes on campus that already use "zero cost" course materials. Zero cost means no other course materials are required to be bought, including calculators and materials fees. These courses must have a designation in the course schedule notifying students that it is a zero cost course. Many colleges are now indicating low cost courses in their catalogs. It is not a requirement in the course schedule to specify low cost courses, only zero cost. Students are now able to shop around at other colleges for zero/low cost classes. National studies indicate only 66% of students are buying textbooks. Nationwide, colleges such as College of the Canyons, Pasadena City College, Santa Ana, and Cerritos are beginning to offer zero cost degree programs. A task force on campus has been created to establish what needs to be done and address challenges regarding getting this information into our system. Discussion ensued among members regarding the definition of zero cost, student access to computers, and concerns regarding ADA compliance.

G. BP 3050 - Code of Ethics: (2nd review) Tabled for next meeting

H. BP/AP 4226 - Multiple and Overlapping Enrollments: (2nd review) Tabled for next meeting

I. BP/AP 3504 - Children in the Classroom: Tabled for next meeting

J. AP 7211 & ECC Minimum Qualifications (MQs) List: C. Gold reported:
No official administrative procedure currently in place, but it is legally required. Handout gives an illustrative example taken from the CCLC template. Local MQs handout shows existing policy in conjunction with the revised draft reflecting the suggested changes. Local MQs Master List was last revised in 2015. List was updated to align more closely with the Chancellor's Office list. AP 7211 & MQs list will be brought back to the next meeting for final review and approval.

K. Certificates Task Force: S. Rodriguez provided an update:
The task force met during the spring semester in order to discuss how to help identify and market certificates that are offered on campus. Many students are not aware that they can receive a certificate, which can help them with job applications and employment.
By 2020, the goal is to increase certificates awarded by 659. The task force successfully completed a campus-wide faculty survey regarding how instructors can promote CTE in the classroom by incorporating information in the syllabus. From the degree audit, weak areas were identified including coding errors where proper top codes are not being used, resulting in unreported certificates. I&T piloted a summer "Intent to Graduate" campaign which resulted in identifying and processing 320 certificates and A.S. degrees for summer and fall 2017.

L. Degrees & Certificates: I. Graff - Tabled for next meeting

M. Commencement:
The Commencement Committee is encouraging more faculty to attend commencement ceremonies. Commencement is June 8, 2018 at 4:00 p.m.

III. OTHER
Announcements:
A. Effective January 2018, Council of Deans will meet once a month on the 2nd Thursday from 8:30-10:30 a.m.
B. January 18 - Guided Pathways Summit. All are invited to attend. Faculty must register in order to receive a stipend, which must have prior board approval.
C. December 22 - Grades are due. Request was made to remind faculty.

IV. NEXT MEETING
Council of Deans – January 11, 2018; 8:30-10:30 am; Alondra Room