



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans January 10, 2019

Present: J. Anaya, M. Arthur, D. Breckheimer, R. Brobst, L. Clowers, W. Cox, R. Dreizler, A. Estrada, C. Gold, D. Gonzales, A. Grant, G. Greco, M. Guess, A. Hernandez, C. Jimenez, L. Justice, S. Kushigemachi, A. Leible, C. Martin, R. Miyashiro, R. Natividad, D. Patel, L. Plum, C. Preston, B. Price, V. Rapp, I. Reyes, J. Shankweiler, J. Sims, G. Toya, W. Wilson (ASO)

Guests: J. Miyashiro

#### 1. INFORMATION

Notes of December 13, 2018 - Approved as written

#### 2. DISCUSSION/ACTION

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

Construction Technology: Working to get covering over the open spaces.

Student Services: Ongoing challenges continue with contractor; Goal is to move everyone in seven days over spring break.

Gymnasium: Project making good progress; expected completion in spring.

Pool/Classroom: Making good progress; working to repair damaged electrical wires that lead to Marsee and Bookstore.

Administration: Project going well.

PE/South Showers: Hot water heating system being rebuilt; estimate completion by 2/8.

Exterior Lighting: 100 light posts completed with two remaining. Now working to repair 35 lights knocked out by the Pool and Student Services.

Swing Space for Student Activities: Looking at Communications basement regarding space plan and challenges concerning environment, floors, heating, and electrical for possible home for Student Activities program. A question was asked concerning the relocation of mural located in the Student Activities Center. Mural will be moved to a new location and stored until the new building is completed.

Baseball Netting: Met with Athletics on proposed netting to prevent baseballs from landing in the CAT building, yard, warehouse, facilities, and walkway.

Stadium Marquee: Final marquee option to be decided and then will go out to bid to select vendor.

LED Lighting: New replacements are much brighter in Library, Chemistry and Physics buildings.

New Equipment: Reminder to contact facilities early-on regarding installation of new equipment. Email R. Brobst and cc J. Gutierrez to request their attendance at division discussions regarding any new equipment.

- B. PBC Report: A. Grant provided an update:  
No report was given.
- C. ASO Report: W. Wilson provided an update:  
Executive Cabinet meeting on 1/11 to discuss recent changes concerning the Metro U-Pass, ASO winter retreat, and the 2019-2020 budget in regard to ASO taking full control of the Student Activities Fee in February. R. Miyashiro noted that he and the student trustee are on the January Board Agenda to give a presentation concerning the proposal that the Student Activity Fee revenue be under full control of the ASO.
- D. Academic Senate: J. Shankweiler provided an update:  
Over the winter break Senate is working to keep curriculum and assessment moving forward, in addition to planning for Professional Development Day. Tenure reception will also be held that same day. J. Shankweiler noted that if you have a faculty member receiving a tenure award to please try to attend the reception.
- E. Curriculum: L. Plum provided an update:  
Summer 2019 schedule of classes is complete and will soon go to print; moving forward with Fall 2019 schedule. First training on Acalog, the new catalog system, took place on 1/9. Online catalog will soon be added to the website. During the transition to Curriculog, we will continue to use paper forms as we build the new system in order to ensure a smooth transition before the fall 2019 release. J. Shankweiler will be meeting with A. O'Brien to discuss a printed publication for items not covered in the online catalog. Except for Veterans, we will not be doing a mass printing of the catalog and no catalogs will be for sale. A few departments expressed interest in receiving a printed copy of the catalog. Please send J. Shankweiler an email requesting the number of printed catalogs needed by your office.
- A. Leible noted that in regards to accreditation, all divisions should review their websites for content, links, etc. so that when the accreditation document is published, all the links are working and correct. R. Natividad added that divisions should also maintain and update agendas and minutes on their websites that include advisory groups, program planning, etc. which may be needed as evidence in support of accreditation standards.
- F. Negotiations/Contract Items: J. Miyashiro provided an update:  
A discussion took place regarding the AFT contract and ranking of items to bargain.
- G. Commencement: Identifying & Tracking Faculty: J. Shankweiler provided an update:  
Division offices are in charge of identifying and tracking faculty that are required to attend graduation. J. Shankweiler stressed that when faculty return in February, it is important to let them know who is required to attend. Faculty are required to attend every third year, unless they arrange a substitute. New faculty attends first year, which starts their 3-year cycle. J. Shankweiler requested that deans identify faculty and provide her with a list of those required to attend graduation this year. A comprehensive list will then be sent to G. Toya. J. Shankweiler to follow-up on sign-in sheet and where it goes afterwards.

- H. Override Authority: Who can register students: L. Justice provided an update: A recent report revealed that over 200 people have access to register students. Documentation from the student must be provided before any student record can be accessed. Students should be enrolling themselves in courses. Overriding of prerequisites should not be occurring, unless proper documentation is provided in accordance to the provisions of the California Code of Education under Title 5. L. Justice will be contacting those programs that assist students to help set-up a system that works for students, the program, and Admissions and Records. It was noted that some winter classes were over cap before classes started and a discussion ensued. A. Leible will check to see if the enrollment audit function can be turned on.
- I. Recruitment Help for Low-enrolled Classes: D. Breckheimer provided an update: Need systematic process for advertising low-enrolled classes. Different ideas were presented and a discussion ensued. J. Shankweiler will present topic at the Enrollment Management meeting on 1/10 and discuss with A. O'Brien.
- J. Attendance & Grade Records: D. Breckheimer  
Many questions regarding what should be turned in at the end of the term. L. Justice responded that she will be sending out an email on 1/14 to answer questions. She is working with ITS for attendance and grade records to be sent electronically. Grade rosters will be printed out.
- K. Winter Start Date for 2020: D. Breckheimer  
Many students did not realize that winter session started on Thursday, January 3. Suggestion for the Calendar Committee to rethink the start date for winter session to begin on Monday.

### 3. **NEXT MEETING**

Council of Deans – February 14, 2019; 8:30-10:30 am; Alondra Room