



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans February 14, 2019

Present: J. Anaya, M. Arthur, D. Breckheimer, R. Brobst, L. Clowers, K. Daniel-DiGregorio, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, M. Guess, J. Gutierrez, A. Hernandez, C. Jimenez, L. Justice, S. Kushigemachi, A. Leible, M. Lemons, C. Martin, R. Miyashiro, R. Natividad, A. O'Brien, D. Patel, L. Plum, B. Price, V. Rapp, I. Reyes, J. Sims, G. Toya, S. Warren, W. Wilson (ASO)

1. INFORMATION

Notes of January 10, 2019 - Approved as written

2. DISCUSSION/ACTION

A. Facilities Update: J. Gutierrez provided an update:

A handout of the Bond Projects Status was given out.

Administration Building: Construction is 24% complete; however, a crane caused damage to a concrete wall and construction will be delayed 1-2 months.

Art Complex: Floor plans have been approved and the design phase is 30% complete.

Construction Technology: Project currently on hold in order to address program needs.

Gymnasium: Construction is 83% complete. Tours of facility coming soon. Move in planned for April 2019.

Pool: Construction is 20% complete. Move in planned for May 2020.

Bookstore Café: Design to be presented to President and VPs for approval. Remodel to include entryway into bookstore with a design similar to Starbucks.

Students Services: Construction is 81% complete; working with contractor on a daily basis to keep project moving.

Behavioral Sciences: Design phase is at 42%; Beginning input phase for furniture, interior colors, fabrics, and carpet. Move in planned for June 2022.

Demolition of Student Activities: Scheduled for summer 2019.

Central Plant Upgrade: Project will include an additional chiller for the Arts and Behavioral Sciences building. Project will go out to bid in summer 2019.

Student Activities Relocation: Finalizing floor plan in the Communications basement. Testing for asbestos and lead came up clean. Mitigation plan is in place to address uneven floor issue.

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

1/17/19: B. Fahnstock attended the Governor's Budget Workshop. A fiscal calculator will be coming soon from the Chancellor's Office. Enrollment will be averaged over three years. Borrowing from summer will not help the budget and stabilization will no longer be an option. Funding will be more volatile in the years to come.

- C. ASO Report: G. Toya provided an update:
The consultation for the shifting of control of the Student Activity Fee was presented at the January Board Meeting. Next phase for ASO is to work on the 2019-20 funding. February is Black History Month; the first event scheduled is Taste of Soul on February 14. Warrior Pantry is open Tuesdays 1-4pm and Wednesdays 3-6pm. Non-perishable goods and financial donations are still being accepted through the Foundation Office.
- D. Academic Senate: K. Daniel-DiGregorio provided an update:
3/29/19: ECC Educational Technology Conference; 8:00a-2:00p - East Dining Room; registration is available on Cornerstone. Senate focusing on Faculty Evaluations, Quality Focus Essay, numerous ed policies, new employee recognition program, Constitution, and auto-awarding of degrees. A handout was presented regarding the new minimum qualifications from the Statewide Senate and a list of the new senators for the semester.
- E. Curriculum/Catalog Demonstration: L. Plum provided an update:
Demonstration of the new online catalog with DigArc was presented. Next phase will be the buildout for the curriculum management system, which is called Curriculog. Online catalog is fully searchable and will display information in tiers by course, program, and keyword. Some of the features of the online catalog include: mobile access, integration with Curriculog, ability to print, and a personal "backpack" which will allow users to retain a list of courses, programs, and pages for future visits. A question was raised regarding the online catalog and ADA compliancy; L. Plum will verify.
- F. BP 1200 El Camino College Mission, Vision and Values: R. Miyashiro provided an update:
A PowerPoint and handout were presented on the Board Policy 1200 revisions. The proposed changes will clarify and provide a clearer roadmap, allowing flexibility in making the college's Strategic Mission, Vision & Values more dynamic and less static. The Educational Master Plan will be the guiding document toward planning and review. Two planning models were presented as samples. A discussion ensued regarding model design. A suggestion was made to add Assessment to the planning model. Six to seven planning designs will be considered at a future Strategic Planning Committee meeting with the final model to be presented at the Planning Summit. R. Miyashiro will make suggested edits. Policy to move forward to Ed Policies, Senate and then the Board.
- G. Night Services: R. Miyashiro provided an update:
A PowerPoint was presented regarding evening student enrollment. A question was posed regarding what ECC does special for night students now and what ECC could do in the future? Time was given for members to discuss and then report. Currently ECC provides:
- Library: Open evenings & Saturdays; tutoring available
 - Movie nights
 - Math Lab open evenings & Saturdays
 - Counseling: Online evening & weekend sessions; Express Counselor via chat; virtual counseling using Cranium Café
 - Business Division offers club meetings in between day and night classes
 - Performing Arts programs, theatre production, rehearsals, band, & choir offered in the evening
 - Night students can park in faculty lots

- Warrior Pantry open until 6:00pm, two days a week
- SRC: Later hours beginning of semester; adjusted hours for students who need to take exams
- Outdoor lighting issues have been addressed

Suggestions and/or Issues:

- Transportation may be difficult at night when busses stop running
- Centralize classes for safety and access to counseling
- Offer more 8-week classes (hybrid)
- Have more full-time instructors at night
- Offer more online services
- Open Warrior Pantry three days a week
- Offer an accelerated adult learning program, like PACE, which gives a clear path for certificates and degrees
- Improved system to relay information to students regarding college services

- H. Prerequisite Clearance Form & Process: M. Arthur provided an update: Multiple versions of the prerequisite form exist: Counseling website, a triplicate version and on Formstack. J. Shankweiler to be advised that further discussion is needed to decide on one form that will work for all students. Suggestion was made to form a work group.
- I. Canvas Update: C. Martin provided an update: Canvas still does not have a working integration tool; integration is still being done by hand by Gema Perez. In the interim, request that faculty be patient. Please notify faculty that team sites are no longer being used, must use Canvas. Online Teaching & Learning with Canvas certification training will start 2/25, with a second session starting mid semester. Library Open House on 2/26 from 11-2pm.

3. OTHER

Announcements:

- A. D. Patel: March 1 is the deadline to submit a petition to graduate. Drop-in counseling available with specific times designated for grad checks.
- B. D. Gonzales: Sue Ellen Warren was introduced as the new ITEC interim associate dean.
- C. A. Leible: If any software is up for renewal, notify ITS if you are still using it. Email forthcoming to each division regarding reported software used in your area. Please review and confirm if still using it. In preparation for the rollout of the new ID card this summer, please notify ITS if you have an old card swipe machine in a lab or facility, computer or kiosk, or if you have a facility that should have a card swipe machine. A count is needed to determine how many new machines to purchase.
- D. R. Miyashiro: If anyone is interested in implementing a night program prior to 2020, email R. Miyashiro for more information on piloting in fall 2019.

4. NEXT MEETING

Council of Deans – March 14, 2019; 8:00-9:15 a.m.; Alondra Room