



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans

March 14, 2019

Present: J. Anaya, M. Arthur, D. Breckheimer, 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, C. Martin, R. Miyashiro, A. O'Brien, C. Preston, B. Price, V. Rapp, J. Shankweiler, J. Sims, G. Toya, S. Warren

Other Guests: N. Wong, M. Trevis

1. INFORMATION

Notes of February 14, 2019 - Approved with the following revision:

2A. "Behavioral Sciences: Design phase is at 42%; Beginning input phase for furniture, interior colors, fabrics, and carpet. Move in planned for June ~~2020~~ 2022."

2. DISCUSSION/ACTION

A. Facilities Update: No report.

B. PBC Report: W. Cox provided an update:

W. Cox attended the PBC meeting on 2/21. B. Fahnestock reported the Mid-Year Budget Review. For 2018-19, the budget included the new student-centered funding formula and incorporated a new and more detailed transparent internal budget process. Since the budget was adopted, many things have changed. Due to a decline in FTES and changes in the funding model, anticipated revenues were reduced by \$1.6 million. Our apportionment of \$916k brings our anticipated revenue decrease to \$691K. Total expenses are projected to be approximately \$1.1 million more than estimated. Simpler, a new budgeting tool available thru MyECC, can be used to build a budget and generate reports.

C. ASO Report: No report.

D. Academic Senate: No report.

E. Clery Act Presentation:

N. Wong gave a PowerPoint presentation on the Clery Act: Campus Security Authorities (CSA). The Clery Act requires all colleges and universities to keep and disclose information about crime on and near their respective campuses. A CSA is defined as anyone who has significant responsibilities for student and campus activities. They are required by law to: 1) Be notified by law they are CSAs; 2) Complete annual CSA training; and 3) Report any Clery Act crimes to ECCPD that are reported to them. If you are a CSA, you will receive email notification from Chief Trevis or N. Wong with information concerning the crimes that must be reported, CSA training, and instructions on how to report. Reporting can be done online via Formstack or directly to ECCPD. Compliance is monitored by the United States Department of Education,

which can impose fines for each violation and can suspend institutions from participating in federal student financial aid programs. The law is named after Jeanne Clery, a student who was raped and murdered in her campus hall of residence at Lehigh University in 1986. A handout of the PowerPoint presentation was distributed.

- F. Open Education Resources (OER): C. Martin provided an update: M. McMillan is putting together a work group for OER and would like a representative from every division; J. Shankweiler sent out an email with this request. Hoping to develop training for division admins to help move the work forward and make the process more self-sustaining. J. Shankweiler will forward a list of deans to C. Martin.
- G. Online Education Initiative (OEI): C. Martin provided an update: C. Martin recently attended an OEI event in Sacramento and presented a handout regarding the OEI updates. Updates included:
- Course Finder - Students wishing to use the exchange, must first enroll in one course from their home institution to access the exchange, and cannot register for more than two exchange courses.
 - All online courses at ECC will be listed on the Exchange starting in summer. Quality reviewed courses will be listed at the top of the list, so it is important for faculty to get their courses approved.

Discussion ensued regarding online courses and financial aid. A question was asked if ECC students will have first access to online courses. C. Martin responded that ECC students will have priority registration before open registration begins. J. Shankweiler announced that J. Young has created an amnesty program for adding distance education courses. In order to add an online/hybrid course, faculty are to complete a DE Addendum form and submit to J. Young. Contact J. Shankweiler if you would like more information.

- H. Cultural Event Inventory: J. Shankweiler discussed creating an inventory of all of the events on campus that are related to a cultural event. C. Escutia will forward an inventory template to fill out and return.

3. OTHER

Announcements:

- A. Chief Trevis: Active Shooter Drill 3/14 at 9:40 a.m.
- B. S. Kushigemachi: Cherry Blossom Festival 3/28 at 1:00 p.m., Library Lawn
- C. J. Sims: National Pi Day 3/14 – Math Department celebrating with pies and games in the Tutoring Center from 12:00-2:00 p.m.
- D. A. Grant: March is Women’s History Month – “Women in Science” panel discussion 3/14 at 1:00 p.m. in NS 205
- E. J. Shankweiler: Convening three work groups:
 - 1. *Scheduling Work Force* or “Scheduling for Student Success and Persistence”: Work group will look at block scheduling, degree planner data, and scheduling for two years. Email sent to: L. Justice, R. Dreizler, L. Clowers, J. Sims, B. Price

2. *AA Degree Task Force*: Due to AB 705, group will first look at math competencies, followed by other issues like the GE pattern. J. Shankweiler still compiling name list.
3. *Faculty Prioritization Work Sheet*: Group needed to review, add equity data, and make sure evaluation aligns with the Chancellor's Office Vision For Success. Email sent to: C. Gold, L. Clowers, C. Martin; additional faculty members needed.

4. NEXT MEETING

Council of Deans – April 11, 2019; 8:30-10:30 a.m.; Alondra Room