



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans

April 11, 2019

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

1. INFORMATION

Notes of March 14, 2019 - Approved as written

2. DISCUSSION/ACTION

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

New Projects:

- Contract pending Board approval to proceed with phase 1 to improve handicap accessibility on campus.
- Installation of a new generator for the Campus Police building.
- Contract pending approval to add additional exterior lighting on campus.

Public Safety Training Center: Proposed location will be in Lot L.

New Music Building: Application pending state approval for funding of \$20 million project; decision not expected until 2020.

Construction Technology Building: Meeting was held to finalize the layout of the buildings and will be presented to the president for approval.

Baseball Field Restrooms/Netting: Finalizing plans for improvements.

Behavioral Sciences/Arts Buildings: Completing plans to be sent to the division architects for review.

Gymnasium: Move in planned for June.

Student Services Building: Anticipate project to be completed by the end of June with move in planned for July.

Pool/Classrooms: Project moving forward.

Administration Building: Project moving forward.

Café: Proceeding with plans; addressing structural issues with wall for access to bookstore.

Work Order System: Upgrading system; training sessions will be provided for staff in June. J. Gutierrez requested a list of names from each division for those individuals who are authorized to submit work orders. VPAA office will collect names and forward to facilities by the end of April.

R. Brobst provided an update on the following areas:

Library: Lobby area carpet resurfaced with logos.

Chemistry Classrooms: Replaced floor tiles

Central Plant: Major renovations taking place. 4/12 Cooling shut-down; no air conditioning between 3:30a-4:30p.

Men/Women Shower Locker Rooms: Fixing slip and trip hazards with floor coatings.

Planetarium: Pressure washing and painting exterior of building.

Stadium: Repairs taking place and adding a dishwasher to wash equipment and bottles.

Hawthorne Training Center: Keycard and roll-up gate issues being addressed.

Fire Training Academy: Electrical and lighting issues being addressed.

Campus Roofs: Winter storms affected some buildings; making repairs to fix leaks.

Sculpture: New sculpture located by Humanities and the Camino Café to be installed before graduation.

Behavioral Sciences: Replacing water heater; project to be completed by 4/12.

Smelting Furnaces: Contractor to address why furnaces are not firing up.

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

3/21: Facilities reported on the campus sustainability plan which included transportation, water conservation efforts, energy efficiency, and new recycling stickers on campus trashcans. J. Shankweiler reported as part of accreditation in 2020, ECC will be participating in a self-evaluation called Quality Focus Essay (QFE). J. Hinshaw reported that a 3.4% COLA is anticipated next year. Staffing is 83% of expenditures and part-time positions should be closely monitored to more accurately reflect staffing costs. President Maloney reported that the Faculty Obligation Number (FON) may be lower going forward resulting in fewer full-time hires. FON was estimated based on 20,000 FTES, which is expected to be lower.

C. ASO Report: W. Wilson provided an update:

4/22 Earth Day; 4/24 Paws-to-Share puppy therapy event; 5/31 ASO Banquet; Upcoming event: ASO Movie Night showing "Spider-man: Into the Spider-Verse" ASO discussing where to relocate the FloWater station currently housed in the Student Services Center; possible locations include Natural Sciences, Humanities or Mathematics. R. Natividad suggested a FloWater station by PE South for the many dance and athletics classes that take place there.

D. Academic Senate: No Report

E. Curriculum: No Report

F. AP 4230 - Excused Withdrawal: J. Shankweiler provided an update:

New section was added regarding excused withdrawals (EW), per Title 5. An excused withdrawal occurs when a student is permitted to withdraw from a course due to an extenuating circumstance. The decision on extenuating circumstances is made by the Registrar. Discussion ensued regarding the use and reference to the "FW" grade symbol (unofficial withdrawal). Approved to move forward to Ed Policies.

- G. AP 5520 - Student Discipline Procedure: J. Shankweiler provided an update: Council of Deans approved AP 5520 in November; however, policy returning after Ed Policies did extensive reading and made additional changes. Most of the corrections were made to timelines and notifications back to faculty. Discussion ensued regarding placement of the notifications. Suggested corrections were noted and policy was approved to move forward to Ed Policies for a second reading.
- H. AA Degrees: C. Gold provided an update: During department meetings, some faculty are asking if AA degrees should be reactivated to help towards the new funding model. R. Miyashiro explained that if an AA and ADT degree are earned in the same program, only the highest degree point value (ADT) will count toward funding.
- I. Status of Online ADTs: C. Martin provided an update: Currently working to correct an IT issue which resulted in bad data being pushed into Canvas, creating duplicate accounts for up to 3000 students. A handout was provided that summarized the courses ECC currently offers online and the status of where we stand for listing degrees on the Finish Faster website. Sociology was found to have a fully online pathway; Child Development, Psychology and Administration of Justice are almost complete. Courses must be offered online at least once a year in order to be counted as 100% online. Send C. Martin any degrees that are close to or ready for listing as fully online programs.

3. **OTHER**

Announcements:

- A. J. Shankweiler: Congratulated C. Jimenez on his new position as Dean of Counseling and Guided Pathways at Compton College beginning on 4/17.
- B. J. Shankweiler: Reminder: 4/17 Joint Management meeting will be held at Compton College.
- C. J. Shankweiler: For end of year events requiring Dr. Maloney or VPs, please submit speaker requests to Arlene Batista.
- D. R. Natividad: 4/18-4/20 Mt. SAC Relays at Murdock Stadium.
- E. M. Lemons: Request divisions review the classroom software list and respond by 4/19 which software is not being used. C. Martin will forward software list to C. Escutia for distribution.
- F. I. Reyes: 4/30 - Celebration of Chicano Culture activities; 5/21 - Memorial Day Remembrance for Veterans, 1-2p/Outdoor Stage; 5/21 - Green Zone Training, 10a-12p; 5/22 - Student Leadership Institute Award & Pinning Ceremony; 5/23 - Project Success Awards Banquet; May - Foster Youth Awareness Month; 5/30 - Puente Familia Night
- G. L. Justice: Due to Canvas issues, posting of first 8-week grades will be extended by one week and will be due 4/19.

4. **NEXT MEETING**

Council of Deans – May 9, 2019; 8:30-10:30 am; Alondra Room