



NOTES – Council of Deans
September 13, 2018

Present: M. Arthur, D. Breckheimer, R. Brobst, K. Daniel-DiGregorio, R. Davis, R. Dreizler, C. Gold, D. Gonzales, I. Graff, A. Grant, G. Greco, M. Guess, A. Hernandez, C. Jimenez, S. Kushigemachi, A. Leible, M. Lemons, C. Martin, R. Miyashiro, R. Natividad, A. O'Brien, N. Oliva, D. Patel, C. Preston, B. Price, V. Rapp, I. Reyes, J. Shankweiler, J. Sims, G. Toya, W. Wilson (ASO)

Other Guests: J. Miyashiro, P. Yoder

1. INFORMATION

Notes of August 9, 2018 - Approved as written

2. DISCUSSION/ACTION

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

9/6/18 – B. Fahnestock and J. Hinshaw: PBC took a second look at the budget and noted it was more accurate and had more detail than in the past. Three million in spending has been reduced to accommodate for the loss of Compton funding. Managers will be permitted to move funds more easily between their codes. PBC meetings will be reduced to one meeting per month.

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

A Senate meeting is scheduled for 9/13/18 from 1:00-2:00 p.m. At the previous meeting, Senators were appointed for Humanities, Mathematics, Fine Arts, and Behavioral Sciences. A few Senator positions are still available for Business, Mathematics, Health Sciences & Athletics, Industry & Technology, and Fine Arts. Interviews will be held the final week of September. With the elimination of the Board of Governors waiver, ASO plans to make changes to the Metro U-Pass by expanding the subsidy requirements to help improve program accessibility for students. The main goal for ASO this year is to increase awareness of ASB and ASO by attending more college events, workshops, program orientations, and additional evening events for night students, including more ASO movie nights.

C. Academic Senate: K. Daniel-DiGregorio (KDD) provided an update:

KDD gave a progress report on the Academic Senate's goals for 2017-18. Highlights included: Ed Policies, Online Training Certification and Waiver, discontinuation of the Horticulture program, streamlined flex matrix, updated Minimum Qualifications, and the "Ask Me" button campaign.

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

1. General: Looking to improve organization of civic events. A committee was formed to look for a new civic center director to take over all civic events.
2. Student Services: December 17 - January 28 will begin moving departments into the new building beginning with Outreach, Financial Aid, and Assessment. A relocation company will meet with and help organize each department for the move. Training for the move will begin in November. More information forthcoming.

3. Sustainability Committee: Forming a new committee and looking for participants including deans, faculty, staff, and students. Committee to review all aspects of the campus regarding sustainability. First meeting is scheduled for October. Chris Egnozzi is the lead.
4. Murdoch Stadium: Signage for the stadium is in the works. J. Shankweiler reported that A. O'Brien is also looking at signage for other buildings.
5. School Dude: New format coming for tradesmen and utility crews to access work orders using iPads, allowing quicker and more efficient processing of orders.

Other issues:

- R. Miyashiro asked who to call regarding trash on campus. R. Brobst responded that typically, a work order is placed, or call Debbie Turano at x3692 during normal business hours.
- M. Arthur reported a security gate blocking a security camera on the roof of the first floor of the stadium.
- W. Wilson reported that two flow water machines were vandalized in the Mathematics building and Student Services Center. Suggestion made for security cameras to be installed to watch over the flow water machines.

E. HR Reviewsnap:

J. Miyashiro gave a PPT presentation and overview of Reviewsnap, the new online performance evaluation program that will soon be replacing the current paper-based process. Three major goals of Reviewsnap are: 1) Getting reviews completed on a consistent basis; 2) Improving communications; and 3) Automating audit and report process. Roll-out will begin with administrators, followed by classified staff, and full time and adjunct in spring 2019. Training will be hands-on group training, online, or by individual appointment. AP 7150 for evaluations will be reviewed and updated by College Council.

Faculty Hiring:

J. Miyashiro provided a review of the faculty hiring process. Minimum requirements for screening applicants, diversifying search/hiring committee processes, and reviewing job announcements were covered. Alternative methods for interviews were discussed, which included using Zoom for first round interviews. Discussion ensued regarding using Zoom verses traditional face-to-face interviews and the requirement that if one person uses Zoom, all must use it to remain consistent and fair. J. Miyashiro encouraged the use of alternative interview methods over traditional methods in order to expand the candidate pool and allow for greater accessibility. The availability of Zoom rooms was discussed. Library rooms 105 and 154 were offered as possible Zoom locations. When completed, the new Administrative Services building will have conference rooms equipped with Zoom capability. J. Shankweiler requested a list of current rooms appropriate for Zoom be sent to her. Suggested options for top final candidates included: a campus tour with Campus Ambassadors, lunch with department faculty, and a one-on-one meeting with division dean or chair. Encourage positive experiences for those selected and for those not selected. J. Miyashiro highlighted that future onboarding of all new faculty will be done using a new program called SilkRoad. All paperwork will be completed online with electronic signature. A demo of SilkRoad will be forthcoming.

- F. Institutional Research & Planning Updates: I. Graff gave an update:
I. Graff reviewed the handout 2018-19 Survey Overview, which provided a quick overview of each survey, topic/purpose, target populations, and timelines. Surveys included: Campus Climate, Distance Education, SENSE, Technology, and Withdraw. The SENSE survey will now be offered every three years, instead of two. Following I. Graff's departure, Gina Park will handle Campus Climate; Marci Myers, SENSE; and Jeremy Smotherman, Withdraw and Distance Education. C. Jimenez asked if transportation issues were listed on the Distance Education survey. I. Graff made a note to pass this information on to J. Smotherman to incorporate into the survey.

Unit Plan Refresher 2018-19:

I. Graff highlighted the Unit Plan Refresher handout. Program Plans are due November 1, 2018. The checklist on the handout can be used as a guide. I. Graff noted that there will no longer be group training for TracDat due to lack of attendance; however, one-on-one training will still be offered. Carolyn Pineda is the contact, if you need instruction. Due to low IRP staffing, IRP will be restricting research requests and focusing on mandated reporting and standard reporting.

- G. AP 4055: G. Greco gave an update:
AP 4055 was reviewed. G. Greco reiterated that applying and receiving services from the SRC is voluntary. Changes to the language included, if a student does not wish to receive academic accommodations through the SRC, they can do so through the Dean of Student Support Services (I. Reyes). Grievance procedures were streamlined and updated along with timelines and course substitution. J. Shankweiler requested that all members review the policy (draft) and it will be brought back to the next meeting.

SRC and Accommodations:

G. Greco noted that information on accommodations for students has been another key area of focus. G. Greco and J. Ishikawa have put together three PPT training modules and a video tour of the SRC and the services that they provide. The information covers legal aspects, students, and SRC responsibilities in working with faculty to make sure that students have their necessary academic accommodations in class. It will be available through Keenan as a training procedure for faculty and staff. KDD noted that the training must be completed by December. J. Shankweiler commented a number of complaints were received last year from students regarding accommodations not being given by faculty members. G. Greco is in the process of updating the SRC Student Handbook and Faculty Handbook.

- H. AP 6166 - Disaster Recovery: A. Leible
Tabled for Council of Deans policy review meeting on 9/20/18
- I. AP 6176 - Security Incident Response: A. Leible
Tabled for Council of Deans policy review meeting on 9/20/18
- J. AP 6178 - Secure Operations: A. Leible
Tabled for Council of Deans policy review meeting on 9/20/18

K. BP 3720.1 - Student Computing Access: A. Leible
Tabled for Council of Deans policy review meeting on 9/20/18

L. AP 7160 - Professional Development: J. Shankweiler
Tabled for Council of Deans policy review meeting on 9/20/18

M. AP 4022 - Course Approval: J. Shankweiler
Tabled for Council of Deans policy review meeting on 9/20/18

N. BP 3504 - Children & Visitors in Classroom: R. Natividad
Tabled for Council of Deans policy review meeting on 9/20/18

O. AP/BP 4300 - Field Trips & Excursions: R. Natividad
Tabled for Council of Deans policy review meeting on 9/20/18

3. Evaluation Forms – K. Daniel-DiGregorio (KDD) & D. Breckheimer provided an update: An overview of Option 1 and Option 2 of the Faculty Evaluation forms was presented. The three main areas of focus included: 1) improving organization of the forms by adding lettering and numbering system; 2) enhanced clarity of the forms; and 3) improving the accuracy of the forms. Discussion ensued regarding an additional category or place for comments for areas not covered. Please review and mark hard copies with any comments or changes. Faculty Evaluation will be brought back to a future VPAA Staff meeting for further discussion.

4. Ellucian Training Workgroups - J. Shankweiler
J. Shankweiler presented a handout regarding the Ellucian Training Workgroups. Needed are a Council of Deans Scheduling Task Force and a Clearance/Equivalency Task Force. Responsible parties were assigned and listed by task force and tasks. J. Shankweiler will send out an email requesting volunteers.

5. Other

Announcements:

a. D. Patel: 9/17 – ECC Connect Progress Survey. Please encourage faculty to sign-up; 9/25 – Transfer Fair; 10/15-19 – Undocumented Student Week of Action: 10/16 – “Know your Rights” 1:00-2:00p; 10/18 – Dreamers Luncheon with keynote speaker Diego Sepulveda 10/18 – Deadline to apply for graduation for degrees and certificates.

6. NEXT MEETING

- Council of Deans Policy Review Meeting - September 20, 2018; 9:30-11:00 a.m.; DE 166
- Council of Deans – October 11, 2018; 8:30-10:30 a.m.; Alondra Room