



**NOTES – COUNCIL OF DEANS  
OCTOBER 11, 2018**

Present: J. Anaya, M. Arthur, D. Breckheimer, R. Brobst, L. Clowers, W. Cox, K. Daniel-DiGregorio, R. Davis, R. Dreizler, C. Gold, D. Gonzales, I. Graff, A. Grant, G. Greco, M. Guess, A. Hernandez, C. Jimenez, L. Justice, S. Kushigemachi, A. Leible, M. Lemons, C. Martin, R. Miyashiro, W. Morris, N. Oliva, D. Patel, B. Price, I. Reyes, J. Shankweiler, J. Sims, G. Toya, W. Wilson

Guests: J. Gutierrez

**I. INFORMATION**

- A. Notes of 9/13/18 & 9/20/18: Notes approved as written.  
Agenda item for next meeting: OEI update (C. Martin)

**II. DISCUSSION/ACTION**

- A. PBC Report: No PBC meeting to report.
- B. ASO Report: Senate meeting will be held on 10/12. There are a few divisions that do not have senators appointed, but by spring, all academic divisions will be covered. The senator for Student Services is Sean Min. Movie night will not be scheduled for the fall semester but several will be held in the spring. A family dinner and activities will be held in November. ASO is working on getting donations from Ralphs for this event. The Metro U-pass subsidies were released last week. The priority tiers include Tier 1 – 100% subsidized; no ASB required, and homeless students on campus. Tier 2 - 50% subsidized based on highest need (RISE, CARE, CalWORKs, EOPS, Veterans, Guarded Scholars, and International Program); no ASB required. Tier 3 – 25% subsidized; ASB is required. All tiers are not based on GPA. A special election will be held next week for the President and VP positions.
- C. Academic Senate: Subcommittees are underway for Faculty Development, Academic Technology, Climate Survey, and Strategic Planning. Deans should know who their Academic Senate senators are and whom faculty can go to for feedback.
- D. Facilities Update: J. Gutierrez provided an update of the major construction projects. Behavioral & Social Sciences: finalizing design of the floor plan. Next stage will be the systematic design (preliminary plans). Arts Building: adjustments were made to the floor plans and will be presented to the core committee in two weeks to finalize. Construction Tech Building: hired an engineer to start the design phase. Student Services Building: Have encountered some challenges and meets with the contractor on a regular basis. Gymnasium: anticipated opening will be February 2019. Swimming pool and Administration Building: Both projects are at the same stage; walls are currently being formed. Cafeteria/Bookstore: an architect was selected and the design phase of the project will begin. It will include a café in the bookstore with an outside patio. Swing space: meeting with stakeholders in a week to discuss the demolition of the Student Activity Center. Fire Academy: in the process of defining other locations. J. Gutierrez is scheduled to tour one facility to relocate fire academy classroom space.

The work order system will be restructured. The current procedure is not user friendly. The new system will be paperless. When a work order is submitted in the new system, access on progress and completion will be available. Responsibilities will be shifted back to the supervisors to delegate and monitor work orders.

The capital improvement form will be restructured. It is used when a department/division receives grant funding and makes improvements to the facility. The form will be more informative in the process and be user friendly.

It was noted that students are surveyed when buildings undergo renovations. The College does incorporate student ideas in the plans.

There is a project to install LED lighting on campus pending Board approval. It is part of the energy conservation measure. New committee members are welcome to join the Sustainability Committee as input is vital in the process.

The campus is currently experiencing a hot water problem between Social Sciences, ArtB, Marsee Auditorium, and PE south. It is losing 10,000 gallons a day of water underground. Facilities will need to shut off the hot water and dig a trench in the area that will affect heating in those buildings.

- E. Addressing Campus Climate Survey Results – Action Plan: L. Clowers will present at Management Forum on 11/1. The next step for campus climate will be qualitative research in the spring. The climate survey will be presented at the ASO meeting in November.
- F. Qualtrics Survey System Rollout: A campus wide license for online survey software was purchased. Other survey products and licenses will be rejected by Purchasing. With an open survey creation system, comes responsibility and risk. A user agreement will be set up along with guidelines and procedures. If these policies/guidelines are violated, an employee can lose his/her account. Usage is strictly for campus use. Carolyn Pineda is the main contact for Qualtrics. Deans/managers will assign a division administrator for their area who will take responsibility to manage the accounts. It will be rolled out to students in spring for the ASO elections. ASO reps and students will have an expiration date as determine by the administrator.
- G. Classroom Inventory: Software will be purchased to assist in scheduling and calendaring across campus. A. Leible and J. Shankweiler will write up a summary report on the two companies, College Net and Astra, and provide a recommendation to Dr. Maloney. Before it can be implemented, the classroom inventory will need to be reviewed for more detail – capacity, type of equipment (computer, screen, ADA accessible, miscellaneous details about the classroom), type of room (classroom or conference room), # of chairs/desks, hazardous materials, etc. A. Leible suggested to complete the spreadsheet by building and ITS will complete the report in Colleague. Detailed information can be added under comments on the spreadsheet. The spreadsheet link will be sent to the deans, Jose Anaya, Betty Sedor, and Michelle Arthur to complete.

- H. BP 1200 & Strategic Plan Proposed Changes: The strategic plan will be removed from the BP and language added:

**To advance the mission, vision and values, El Camino College develops strategic initiatives and action items for institutional improvement as part of long-range master planning. A set of aspirational goals on selected student achievement measures informs institutional progress.**

**The College evaluates the mission, vision, and values, and revises them on a regular basis through an evidence-based collegial consultation process.**

The dates 2015-2022 will be removed so the policy will not need to be updated after 2022. R. Miyashiro will have BP 1200 available as a handout at the next meeting. A. Leible requested a clean version to present at the Technology Committee next week. It will require two readings.

- I. AP 4055 – Accommodations for Students: Ed Policies reviewed the procedure for grammar corrections, removing redundancy, and converting calendar days to business days for consistency. Procedure was reviewed for a second reading at Council of Deans. G. Greco and D. Patel will review again before it moves forward to the Academic Senate. If Senate approves with minor changes, it will not need to be reviewed again by Council of Deans for another reading.
- J. AP 3050 – Code of Ethics: Policy was previously reviewed by Council of Deans. It will go to Academic Senate for review and task force committee members will be at the meeting to answer any questions. If there are any changes after Senate reviews, it will be brought back to the Council of Deans. Under E.3. – “Address issues and work with people without prejudice and therefore do not discriminate unjustly against or in favor of any student, employee, or visitor.”
- K. AP 4103 – Cooperative Work Experience: AP was reviewed for a first reading and will be brought back to the Council of Deans for a second reading. J. Shankweiler will check if it is necessary to keep “issuance of a work permit, if applicable” (#7) and Chancellor’s office approval of wording.
- L. BP 3504 – Children in the Classroom: Tabled for the next meeting.
- M. AP/BP 4300 – Field Trips and Excursions: Tabled for the next meeting.
- III. **OTHER - Announcements**:
1. VP/AA Meeting: New time for VP/AA staff meeting is scheduled for 11/29/18 from 10:00 a.m. - 12:00 p.m.; DE 166.
  2. Training: The “Accommodations for Students with Special Needs” training video is tracked by Keenan & Associates. If faculty cannot log in, inform them to use a different browser. J. Shankweiler will request that Jaynie Ishikawa obtain a copy of the list from Keenan to check if faculty are completing the training.
  3. Faculty Position ID Meeting: The meeting is scheduled for 10/16/18. Time limit to present proposals: 2 or less – 10 minutes; 3 or more – 15 minutes.

4. EEO: EEO subcommittee is hosting an event on race + social justice teach-in/panel discussion on 10/24/18. Four dignitaries will be speaking. Encourage faculty and students to attend. Faculty can receive flex credit. Reception to follow at 1:30 p.m.
5. Library: There is a new link to Canvas on the college homepage. The link will log into the instruction page.
6. Counseling Events: Undocumented Week of Action is scheduled for 10/15-20. Deadline to submit an intent to graduate petition is 10/18/18. ACCA requesting regulatory changes. Dipte will send out to everyone.
7. Program Plans: The due date for program plans is 11/1/18. Carolyn Pineda is available if assistance is needed. Requests are for one-time funding (not ongoing).