



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans November 8, 2018

Present: J. Anaya, M. Arthur, D. Breckheimer, L. Clowers, W. Cox, K. Daniel-DiGregorio, R. Davis, A. Estrada, C. Gold, D. Gonzales, A. Grant, G. Greco, J. Gutierrez, A. Hernandez, C. Jimenez, L. Justice, S. Kushigemachi, A. Leible, M. Lemons, C. Martin, R. Natividad, N. Oliva, D. Patel, C. Preston, B. Price, V. Rapp, J. Shankweiler, G. Toya, W. Wilson (ASO), T. Winchell

#### 1. INFORMATION

Notes of October 11, 2018 - Approved as written

#### 2. DISCUSSION/ACTION

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

10/18: Under the College Plan, one-time instructional equipment and scheduled maintenance were funded; funding cautiously due to a possible budget reduction of \$3 million and the loss of \$4.8 million in Compton funding. The \$3 million is the average unspent money from the previous budget to be shared across campus. Budgetary considerations include a decision on borrowing FTES. Under the new funding formula, we are expecting to receive a boost. BP 1200 was changed to develop strategic initiatives and alignment with a comprehensive master plan. Policy is now clearer and keeps the mission statement, vision statement and value statement separate from the strategic initiatives. The Student Scorecard will be discontinued and will instead align institutional effectiveness outcomes with statewide metrics. Tracking will be done on items that the college will be funded for.

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

All senator positions have been filled, except both HSA positions. Main goal is to fill all positions by spring. An email will be sent that gives the names of the new senators. Joseph Mardesich was elected as the new ASO President and Norman Xavier was elected as ASO Vice President. ASO is going through the college consultation process in order to gain 100% control of the Student Activities Fee revenue, which is currently still under ASB control. ASO will be hosting a Holiday Feast in two weeks and Finals Madness from 9pm-12 midnight (Mon/Tues/Wed) during the final week of school.

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

Curriculum Chair Janet Young submitted our certification so we can continue to approve courses and is overseeing the transition to the online catalog which will launch with the addendum. The Academic Technology Committee will need to be representative as we try to do more with less when it comes to technology. Pete Marcoux is chairing a task force to look at becoming a “bring your own device” to campus. This is still in the early stages and will look into working with financial aid to help students fund devices. Assessment and program review by Russell Serr, Linda

Clowers and Kevin Degnan continue. SLO's are at 93% campus wide, but many divisions are at 100%. The quality of SLO's and Program Reviews is high but we need to encourage departments to work together so program reviews will be submitted on time. Senate has been discussing how the new funding formula will affect our practices as a college, but want to remain vigilant in making sure student success is defined not only as completions but also that students are well prepared through rigorous programs. The selection for this year's Outstanding Adjunct Faculty Award has been made. The recipient and all nominees will be recognized at the 12/4 Senate meeting. Many Ed policies, including a first reading of Ethics this week. Horticulture discontinuance goes to the Board this month. Faculty evaluations go to the Federation E-Board next week and then to Senate.

J. Shankweiler added that the catalog will soon be release by DigArc for posting. First release will be the addendum to the current 2018-19 catalog. Regarding program review, Deans can support the process by knowing the timelines, attending the orientation on November 13 from 1:00-2:00 p.m. in Library 202, and helping leads disburse or share the responsibilities.

A. Leible asked a question regarding faculty evaluations and moving to an electronic format. J. Miyashiro is leading the process, and ReviewSnap is the new program that will be rolled out for managers first, then classified and faculty.

- D. Facilities Update: J. Gutierrez provided an update:
- Student Services Building: Contractor experiencing challenges with completion; anticipated move-in scheduled for spring. Scheduled tours of the facility will take place next week.
  - Pool: Moving along well; installing walls.
  - Administration Building: Progressing well; installing walls.
  - Construction Technology Project: A design committee will be formed within the next couple weeks.
  - Swing Space: Student Activities will be located in the basement of the Communications Building. Concerns regarding health and elevation issues will be addressed.
  - Gym: Estimate completion of project in March.
  - Behavioral Sciences: In design stage of project and landscaping.
  - Arts Building: Finalizing concept of the floor plan and landscaping design.
  - Baseball: Meeting took place regarding design of netting, restroom upgrade, and handicap accessibility.
  - Café: Had first design committee meeting. Project is expanding to incorporate a cafeteria without a full kitchen.
  - Work Order System: Working to improve system to be user friendly and service oriented.
  - Sustainability Plan: Second workshop scheduled for the week of November 19 to discuss energy conservation, including recycling and the use of green products on campus. Staff and student participation is highly encouraged.

Question:

W. Wilson asked if student representatives have been involved in the planning and design process for campus projects. Regarding the BSS and Fine Arts building projects, C. Gold responded that 10,000 students were surveyed over the summer and 250 responded. Based on student responses, one of the areas adapted included changing the plans to allow for a greater number of individualized quiet spaces.

- E. Online Education Initiative (OEI) Update: C. Martin provided an update: ITS still working on a solution for Colleague to appropriately share data with Canvas. Solution may not be implemented until after winter term has begun. OEI requiring 10% of our courses to be online on the course exchange by next year and 20% the following year. California Virtual College and OEI (CVC-OEI) have now merged into one large initiative. Handout provided shows the 5-year roadmap for CVC-OEI. The process for faculty to get courses on the exchange is: 1) Get approval from their dean; 2) Talk to Distance Education (DE) Coordinator; 3) Take intro webinar through OEI; 4) Work with local DE review team on OEI rubric; 5) Submit course to OEI for review; and 6) Offer course on the exchange. Online Teaching Certification (OTC) and Canvas training will move to DE in spring 2019. The new OTC will be fully online and will include Canvas training which will cut process down to 8 weeks or less. A handout was given that lists several new Canvas software programs that will be available over the next few months including online counseling & tutoring, proctoring software and student readiness. DE is working to streamline and clarify processes. Will need deans' help recruiting faculty to participate in the course review process. Under the initiative *Finish Faster!*, there is a push for colleges to list their online paths to degrees on the OEI website. Discussion ensued regarding how to get this new information out to faculty. More information forthcoming to be shared at the Academic Technology Conference and Flex Day workshops.
- F. AP 4022 - Course Approval: J. Shankweiler  
Policy brought back for a final review; Senate has approved. Minor changes made in the introductory paragraph. Policy approved to move forward to College Council.
- G. AP 4103 - Cooperative Work Experience: J. Shankweiler  
Policy was previously reviewed by Council of Deans. Questions answered regarding policy not needing approval from the Chancellor's Office and "issuance of a work permit, if applicable" wording will remain. Policy approved to move forward to Ed Policies and then to Academic Senate.
- H. BP/AP 3504 - Children in the Classroom: R. Natividad  
Policy reviewed several times by Council of Deans. Suggestion made to remove reference to Child Development Center and replace with wording regarding children enrolled in instructional or recreational programs in the district and add definition of a child in the BP. Policy approved to move forward to Ed Policies with corrections noted.
- I. Late Adds, Rosters and Attendance Sheets: L. Justice  
A large number of late adds are being processed that should not be. Late adds are currently being used as an extension of registration, which is not the correct process. If

a student is having an issue adding a class, the student should go to the Admissions Office for assistance. Need to educate faculty on how to use online rosters and when to look at them. Working on cleaning up class records with accurate dates and times so that add codes work. Goal is to move away from printing attendance sheets. For auditing purposes, Admissions does require attendance rosters for classes designated as positive attendance. Discussion ensued regarding taking attendance and the importance of keeping attendance records for grade change purposes. Faculty is responsible for keeping attendance before census in order to drop a “no show.” It was agreed that A. Leible will no longer print attendance rosters. A. Leible, L. Justice and a dean will work on messaging to faculty.

### 3. OTHER

#### Announcements:

- A. J. Shankweiler: Accreditation needs students on four standard committees. Request will be sent to G. Toya. B. Fahnstock working on Position Control, a system which monitors and tracks positions and their budgets. He created a spreadsheet that lists all permanent employees at ECC, which will be sent out for all academic deans to review. J. Shankweiler requested identification of those on the list who are full-time temp employees, including replacements and classified. Due to many overlapping committees, J. Shankweiler would like input or ideas on the creation of an umbrella committee which would oversee all committees on campus to help streamline and be more proficient.
- B. A. Estrada: In Career Technical Education, through Strong Work Force and a regional project called Employer Development and Engagement, we have funding to hire a Job Placement Specialist. Job announcement was just released. New position will report to A. Estrada and to V. Rapp and will go out into the business community to promote ECC and its students and encourage businesses to post their opportunities through Job Speaker. Position will oversee Job Speaker job board including job postings, marketing to students, and tracking of placements which is critical for our continued funding. Candidate must have strong labor market and labor law knowledge, experience with establishing partnerships with industry and also with student services and event management.
- C. D. Patel: 11/6 - ECC hosted First-Gen Rally; 11/8 - National First Generation College Student Day; 11/8 - First-Gen STEM Dinner with students pursuing degrees in science, technology, engineering, or mathematics.
- D. Town Hall Meeting: 11/8 at 1:00 p.m.; East Dining Room

### 4. NEXT MEETING

Council of Deans – December 13, 2018; 8:30-10:30 a.m.; Alondra Room