



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans January 16, 2020

Present: J. Anaya, M. Arthur, D. Breckheimer, R. Brobst, W. Cox, R. Dreizler, A. Estrada, C. Gold, D. Gonzales, A. Grant, G. Greco, M. Guess, E. Gutierrez, J. Gutierrez, A. Hernandez, L. Justice, S. Kushigemachi, M. Lemons, J. Lopez (ASO), C. Martin, K. Martinez, D. McClelland, R. Miyashiro, N. Oliva, D. Patel, C. Preston, B. Price, V. Rapp, R. Serr, J. Sims, K. Sundara

Guests: J. Miyashiro, M. Peralta

1. INFORMATION

Notes of December 19, 2019 - Approved as written

2. DISCUSSION/ACTION

A. Facilities Update:

J. Gutierrez provided an update on the current projects. Deans will soon receive an email with a list of employees who have submitted work orders in the past. It was requested that the deans review and update the list with users who are authorized to submit requests using SchoolDude. It was communicated that repeated work orders are often generated because no response is received and/or the work order has not been completed. A suggestion was made to add a link on SchoolDude to view the status of a work order after it has been submitted. Proposal pending from vendor to install solar panels on campus parking structure, Lot C.

B. PBC Report: A. Grant provided an update: No report. Next PBC meeting on 1/16.

C. ASO Report: J. Lopez provided an update: ASO experienced a high number of turnovers last semester with many members resigning. Many new members were added this semester including a new Vice President, a new Director of Student Services, and new Senators in ITEC, Business, Behavior & Social Sciences, Health Sciences & Athletics, and Mathematics. Senator position still pending for Humanities. Upcoming ASO events: 1/16 - Senate meeting; 1/18 - Mental Health Training for ASO members and student leaders; 2/11-12 - Leadership Retreat; and 3/25 - Women's Empowerment.

D. Academic Senate: D. McClelland provided an update: Equity representatives have been placed on half of the faculty hiring committees. D. McClelland will be contacting hiring committees without an equity representative within the next week to discuss adding a representative. Meeting with Professional Development regarding Spring PD Day to discuss offering equity training sessions

targeted at faculty that serve on hiring committees, and the general session focusing on diversification and equity data.

E. Curriculum: No report.

F. Reviewsnap: J. Miyashiro/M. Peralta provided an update:

A question and answer handout regarding completing faculty evaluations on Reviewsnap was reviewed. Council members provided feedback and expressed some frustration when using the system and offered suggestions for improving the system. Some suggestions included:

- Ability to create a sublevel where deans can designate another faculty member to handle evaluations
- Place conference summary and peer evaluation on a separate form
- Change system to send notifications/reminders/alerts
- Ability to push peer evaluator comments into the combined form automatically
- Apply “copy to comment” function to all comments

G. Night Dean Duties:

R. Miyashiro tabled topic for a future meeting.

H. AP 7400 – District Travel: V. Rapp provided an update:

Policy was approved by the Board. Future plans are to move the multi-part reimbursement form online in Formstack with an option to select GSA per diem rates. With the per diem rates, employees will not have to submit receipts for covered travel expenses. Also, there is discussion to move the Safe Drivers Program online with a system for verifying Safe Driver status prior to submitting a request for travel. Training will be provided when implemented on Formstack.

3. NEXT MEETING

Council of Deans – February 6, 2020; 10:00 - 11:00 a.m.; Alondra Room