



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans February 20, 2020

Present: J. Aramburo, M. Arthur, D. Breckheimer, R. Dreizler, C. Gold, D. Gonzales, A. Grant, M. Guess, E. Gutierrez, J. Gutierrez, A. Hernandez, L. Justice, M. Lemons, C. Martin, D. McClelland, R. Miyashiro, W. Morris, N. Oliva, D. Patel, C. Preston, B. Price, I. Reyes, I. Saucedo (ASO), R. Serr, J. Shankweiler, J. Sims, K. Sundara, G. Toya, V. Unda

1. INFORMATION

Notes of February 6, 2020 - Approved as written

2. DISCUSSION/ACTION

A. Facilities Update:

J. Gutierrez provided an update on the current projects.

Furniture was delivered for the new Administration Building. Move-in schedule and preparations are underway; expected move-in date in April. A tour for staff coming soon. Gym grand opening on 2/21 at 3:00 p.m. Construction fencing will close off the walkway between the old Student Services/Student Activities Buildings and the North Gym from March – June in order to complete demolition.

B. PBC Report:

No report. Next PBC meeting on 2/20.

C. ASO Report: I. Saucedo provided an update:

3/25: ASO collaborating with SEAC to host Women's Empowerment Dinner; Location - TBD. At the ASO tables on campus, ASO sticker holders can receive a priority pass allowing front of the line access to the Cashier's Office, window #1, and also free snacks and school supplies. 3/26: Student Leadership meet-and-greet event on campus will introduce students to ASO opportunities. For 2020-21, ASO has created an annual report on Formstack for ASO funded programs; info session to be held on March 5 in the Stadium Room from 2:30-3:30 p.m. ASO collaborating with Inter-Club Council (ICC) to host Comedy Night Club at the Campus Theatre on 2/25 at 6:00 p.m., featuring comedian Fumi Abe.

D. Academic Senate: D. McClelland provided an update:

2/18 meeting: The Faculty Diversification Resolution was approved; a copy of the resolution will be emailed out. At the Senate meeting, a discussion took place regarding adding a low-cost course designation in addition to the zero-cost designation. Implementing the low-cost designation is complicated and may present some challenges. Question to consider: What is low-cost? \$25? \$40? \$50? \$100? J. Shankweiler added, that in addition, we should also have an instructional materials

administrative procedure for required materials such as calculators or supplies required for Cosmetology. Low-cost course materials will be added to the next Council of Deans agenda on March 5.

E. Curriculum: No report.

F. New Dean Support:

J. Shankweiler reviewed suggestions made by A. Grant for providing practical resources and tools for newly hired deans and directors. They included:

- Take a new dean/director to visit all other deans
- Invite a new dean/director to a lunch and learn with mini topics like, “What I wish I had known” or “Faculty blow-outs and how to recover”
- Frequent check-ins in the first few months
- A meeting with Marketing to discuss El Camino brand and the use of logos
- Encourage attendance at Admin 101 and Great Deans, if funding available
- Introduce a new dean/director to the concept of setting the tone for your division on Flex Day
- Give updated administrator phone and email list to the new dean/director
- SOS email to other deans for help

Other suggestions by members included:

- Visit with IRP to explain Institutional Planning
- Explain role of Student Development Office, including discipline & grievance procedures
- Visit with Admissions and Records to discuss grading, census
- Explain contract, budget, Title IX
- Campus tour
- Meet with division staff and faculty
- Provide training on software
- Provide a Who to Contact List
- Provide handout of terms to know, acronyms, software used

J. Shankweiler will put together the ideas in a comprehensive document and bring back once the Administrator’s Handbook is complete.

G. Board Policy Updates: J. Shankweiler provided an update:

J. Shankweiler reviewed the current BP/AP Under Review list. Volunteers not listed were assigned to assist with updating the following policies: BP/AP 4040 – Martin; BP/AP 4045 – Sims; BP/AP 4070 – Grant/Sundara; BP/AP 4100 – Grant; AP 4100.1 – Patel/Miyashiro; BP/AP 4110 – Serr; BP/AP 4225 – Justice; BP/AP 4250 – Patel/Breckheimer/Justice; BP/AP 4260 – added Breckheimer; BP/AP 4320 – Price; BP/AP 4400 – Anaya/Sedor; BP/AP 5010 – Justice/Dreizler; AP 5031 – added Sims (in conjunction with BP/AP 4045); BP/AP 5055 – Dreizler/Justice/Lemons/Miyashiro.

D. McClelland offered assistance to anyone that has questions or needs help when reviewing educational policies.

A handout of the current BP 4070 – Audit Enrollment was reviewed, which included a comparison of the audit policies at other local community colleges and the CCLC template. J. Shankweiler noted that an AP 4070 is needed. Suggestions for the procedure included:

- Students may not drop a registered course and switch to audit
- No refunds unless class is canceled
- Auditor (AU) should be listed on the class roster for tracking/discipline purposes
- Classes not approved for audit: Nursing, Radiology, combative courses (boxing)
- Audits only permitted once per course (Title V)

H. Evening/Weekend College: J. Shankweiler provided an update:

ECC currently looking at programs for evening and weekends that would offer short term and online courses. ECC interested in promoting the Psychology ADT and Business AA-T at the Da Vinci High Schools. Board of Trustees President Bill Beverly encouraged creating an evening/weekend college atmosphere on campus by moving courses to a centralized location, offering accessible food, and improved safety and lighting. R. Miyashiro added coffee service and campus cadet escort service for students to parking lots. C. Martin shared they are working on better advertising of the library's evening and weekend hours, and suggested the creation of a coffee bar on the 1st floor library patio. She noted that the library is currently revamping their food policy to allow food and covered drinks inside the library. A suggestion was made to survey night students to help determine their actual needs on campus. V. Unda, J. Sims, D. Patel, B. Price, and C. Martin volunteered to assist with developing a survey.

3. OTHER

Announcements:

- A. C. Martin: Students with a South Bay Promise tag can pick-up their laptop in the Library Study Center, 2nd floor.

4. NEXT MEETING

Council of Deans – March 5, 2020; 9:00-10:30 a.m.; Alondra Room