



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans

March 19, 2020

Present: J. Anaya, J. Aramburo, M. Arthur, J. Baumunk, 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), L. Ludwig, C. Martin, K. Martinez, D. McClelland, R. Miyashiro, W. Morris, A. O'Brien, N. Oliva, D. Patel, L. Plum, C. Preston, B. Price, V. Rapp, I. Reyes, I. Saucedo (ASO), R. Serr, J. Shankweiler, J. Sims, K. Sundara, G. Toya, V. Unda

#### 1. INFORMATION

Notes of March 5, 2020 - Approved with the following correction:

2. B. PBC Report: "V. Unda reviewed the Nuventive planning process; ~~a new system is being considered~~ **Nuventive is being updated.**"

#### 2. DISCUSSION/ACTION

A. Facilities Update: No report.

B. PBC Report: A. Grant provided an update:  
No report; PBC meeting on 3/19 was cancelled.

C. ASO Report: J. Lopez/I. Saucedo provided an update:  
The ASO Office is temporarily closed due to limited hours by the Student Development Office. All future ASO events are cancelled or postponed. ASO Cabinet plans to meet remotely to discuss the current budget and ways to help provide for students.  
R. Miyashiro encouraged ASO to contact I. Reyes or G. Toya regarding technical support concerning virtual Senate meetings. G. Toya confirmed that he is working with ASO Senate and will ensure virtual events are officially conducted in order to comply with the Brown Act.

D. Academic Senate: D. McClelland provided an update:  
3/17 meeting was cancelled so faculty could focus on getting courses online. The next Senate meeting is scheduled for 4/7, via ZOOM, and will include a review of the Institutional Self-Evaluation Report (ISER) and the Making Decisions Guide. An email from D. McClelland and J. Shankweiler was sent out to reassure faculty while they transition to online courses to not expect perfection, but just do your best; focus on meeting student learning outcomes and the course outline of record and begin by moving a couple of lessons and/or assignments online and then later over the next few weeks continue to move more coursework online as necessary. At the request of President Maloney, D. McClelland will contact leaders at the Statewide Senate to discuss what options are being considered for students that are scheduled to transfer

at the end of the semester and what is being done by our CSU and UC partners.

J. Shankweiler added that faculty should hold off regarding online summer courses and concentrate on this semester. The College Curriculum Committee met remotely and approved the Emergency Blanket Distance Education Addendum for courses offered in the spring 2020.

E. Curriculum:

J. Shankweiler communicated that due to the current situation, we are going to hold off on moving to Curriculog and will continue using the paper process for curriculum this semester. Divisions should submit all summer courses needing a DE addendum so that they can be offered online for summer.

F. Institutional Self-Evaluation Report (ISER):

J. Shankweiler presented the first reading of the Institutional Self-Evaluation Report (ISER) which can be found on the ECC Accreditation webpage at <https://www.elcamino.edu/accreditation/>. The ISER is listed by sections on the webpage: Introduction (Demographics); Standard I (Mission, Academic Quality and Institutional Effectiveness, and Integrity); Standard II (Student Learning Programs and Support Services); Standard III (Resources); Standard IV (Leadership and Governance); and Quality Focus Essay. J. Shankweiler requested that Council members review all sections of the ISER, as well as the Quality Focus Essay which talks about shifting our Program Learning Outcomes (PLOs) from individual department programs toward using the Guided Pathways meta-majors as our programs. The ISER is due to the accreditation body by August 1. Evidence links are not on the webpage yet but working to get those added.

G. Flex Credit & Documentation: J. Shankweiler provided an update:

The handout, Flex Certification Season, was included with the agenda which addressed flex credit requested during instructional time, conference documentation, and faculty PD plans. Blanket flex credit may be granted to faculty working on getting documents online that are submitted as an individual project; faculty should reference the specific steps/activities taken when submitting. Deans will need to continue to approve items submitted through Cornerstone for Professional Development.

H. BP/AP 5010 – Admissions & Dual Enrollment: R. Dreizler provided an update:

BP/AP 5010 were reviewed at the last meeting. Because AP 5010 refers to AP 5015 – Residence Determination, which does not currently exist but is legally required, it was brought back to review with AP 5015. BP/AP 5010 was approved to move forward to College Council.

I. AP 5015 – Residence Determination: R. Dreizler provided an update:

College Council reviewed AP 5015 and made several edits to reflect the CCLC template and gender-neutral language; members reviewed the changes on-screen.

Members suggested changes under the following sections:

**Appeal Procedure:** Change 14 calendar days to 10 workdays

**Reclassification:** Change 14 calendar days to 10 workdays; insert Title 5 reference next to “extenuating circumstances”

**Non-Citizens:** Add (undocumented aliens) after “illegally”

**List:** Add a complete sentence in place of “List” to read, “Acceptable proof of residence includes: (Title 5 Section 54024)

AP was approved to move forward to College Council.

### 3. OTHER

#### Announcements:

- A. R. Miyashiro: As of 3/19, new hours for the Student Services Building will be 8am-5pm M-TH and 8am-430pm on Fridays. Many services are expected to consolidate with other services. More information from Marketing & Communications will be forthcoming.
- B. C. Martin: The Library and Learning Resources Buildings will be closed after 3/20. Signage will be posted providing contact information for students needing assistance with library resources. Online Chat Reference will be available with librarians on staff: 8am-midnight M-Th; 8am-9pm Fridays, and 8am-5pm Saturdays. Also, setting up Chat feature for drop-in tutoring and Canvas Help.
- C. G. Toya: Warrior Pantry is open Tuesday and Wednesday 11a-2p. Due to COVID 19, working on a delivery or drive-thru option. Donations are welcome and needed. Tax deductible donations can be made through the Foundation page “Make a Contribution” link or via the Warrior Pantry webpage.
- D. All: Discussions took place regarding affected processes and challenges posed by the COVID-19 pandemic.

### 4. NEXT MEETING

Council of Deans – April 2, 2020; 9:00-10:30 a.m.; Location: Zoom