



**EL CAMINO COLLEGE**

Office of the Vice President – Academic Affairs

**NOTES – Council of Deans  
April 2, 2020**

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

Guests: N. Wong, M. Trevis

**1. INFORMATION**

Notes of March 19, 2020 - Approved as written

**2. DISCUSSION/ACTION**

A. Facilities Update:

J. Gutierrez provided an update on the current projects. Staff move-in into the Administration Building is postponed until further notice. Construction projects will continue with the requirement that contractors comply with the guidelines set forth by the federal government. Facilities operating a skeleton crew to maintain campus grounds, pool, and chiller system.

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

No report. Next PBC meeting is April 16.

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

ASO fully using Zoom for Cabinet and committee meetings; utilizing software and Instagram to keep students updated on ASO meetings, events and campus news. ASO not accepting any new applications at this time. ASO hosting virtual Awareness Week at the end of April, that includes prizes, and is collaborating with the Warrior Pantry to provide kits with items from the Campus Bookstore.

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

D. McClelland referred to the handout in the agenda packet, *Spring 2020 SLO Assessment Priorities*, which outlined three main priorities: 1) Work on getting SLO & PLO reports entered that concern assessments from Fall 2019; 2) Revise the timeline plan for this semester; and most important, 3) Update the timeline for assessments for the next four years. Timeline worksheets were sent out to the Division SLO Facilitators and Deans and needs to be returned as soon as possible. J. Shankweiler suggested that faculty members who lost classes due to cancellations be assigned to work on updating the timelines. The workplan will assess the Critical Thinking ILOs utilizing online classes already scheduled for SLO assessment. The next Senate meeting on April 7 will include a second reading of

the Institutional Self-Evaluation Report, a first reading of the Making Decisions Guide, and a discussion regarding pass/no pass grading. R. Miyashiro added that UC and CSU recently sent out a memo stating that they will accept “pass” in all categories including major requirements, General Education and the Golden Four. R. Miyashiro will forward the memos to C. Escutia to share with the Council members.

E. Curriculum: No report.

F. Drug-Free Schools & Communities Act:

N. Wong shared a PowerPoint presentation on the Drug-Free Schools & Communities Act of 1989. She gave a brief history of the Act and what colleges must do to comply with the law. The law requires that an institution of higher education that receives Federal funding certify to the Secretary of Education that it has adopted and implemented a drug and alcohol abuse prevention program (DAAPP) to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities. Schools found not in compliance may face significant fines. In addition, institutions must complete a biennial report which analyzes the college’s effectiveness of their drug and alcohol program on campus. In order to create the report, a survey will be sent out by Marketing to students between April 27 - May 22, that will include nine questions. The survey will be online and anonymous. Deans are encouraged to advise their departments and faculty of the report should students have questions. The report will be composed during the summer and fall, and the results will be released at the end of 2020.

G. Chancellor’s Office Guidance:

J. Shankweiler reviewed the 3/31/20 memorandum from the Chancellor’s Office regarding the Emergency Temporary DE Blanket Addendum for Summer 2020 or Fall 2020. Extensions of the blanket addendum are allowed; however, the Chancellor’s Office must be notified by May 20 for Summer and July 1 for Fall. The underlying message received from the Chancellor’s Office is to get courses DE approved. For courses that are submitted under the blanket addendum for Summer or Fall, the Chancellor’s Office is requiring extensive information. Discussion ensued regarding planning for summer and fall remote instruction, professional development for faculty teaching online, the process for DE approvals, and galleys. J. Shankweiler clarified that remote instruction under the DE Addendum does not require Canvas certification; DE online using Canvas, or another approved platform, requires certification. C. Martin noted that 156 faculty are currently in the new Online Teaching Certification (OTC) program. C. Martin will send out a link to check for faculty already certified as well as a list of those currently enrolled in the OTC program. A question was asked if students whose classes were cancelled will get priority registration for those classes when the college is back open. L. Justice responded that priority registration is not based on classes or sections; continuing students are already listed in a priority group. Additional sections could be added to allow for those students; however more than 50% of those spots must be offered to the public. It was noted that faculty should schedule remote instruction at the original class time. If students need to pick-up items from campus, departments should schedule supervised appointments and notify A. O’Brien and Campus Police.

H. AP/BP 4025 – Philosophy for Associates Degree & General Education:

J. Shankweiler presented the policy and procedure for review.

BP 4025: The policy was reviewed on-screen. Minor edits were made to the current BP to reflect the CCLC template.

AP 4025: The policy was reviewed on-screen. Significant changes were made to reflect the current CCLC template.

AP/BP 4025 was approved to move forward to Academic Senate.

I. AP 5203 – Lactation Accommodation:

J. Shankweiler shared the AP on-screen. D. McClelland addressed Ed Policies' question regarding why the change was made from "student" to "woman." The rationale was that an employee should also have the same accommodations. It was noted that the AP is under the 5000 series, which typically applies to students. A discussion ensued regarding whether a separate policy is needed for staff. R. Miyashiro will check the CCLC template and research if a separate policy exists. AP 5203 was tabled and will be brought back to the next meeting.

J. Institutional Self-Evaluation Report (ISER):

Drafts are listed on the Accreditation webpage. The Accreditation visit, scheduled for fall, will be a remote visit. Please review the ISER and forward any questions you may have.

K. Block Schedule:

The Block Scheduling Guidelines and Analysis handouts were presented on-screen.

Discussion ensued regarding time blocks and scheduling classes. Implementation of a block schedule anticipated for Fall 2021. Approved to move forward to Academic Senate.

**3. OTHER**

Discussion/Questions:

- A. Will ECC be extending the spring semester? J. Shankweiler responded that a recommendation by Academic Senate is forthcoming; however, extending the semester involves many pieces including AFT negotiations. The Chancellor's Office will allow extensions to June 30. Areas under consideration for extensions include Cosmetology, Nursing, Respiratory Care, Rad Tech, Fire Academy, and Public Safety.
- B. Does Pass/No Pass need to be initiated by the student? Yes, by the student.
- C. Should a student be dropped for not attending an online class and who does not respond to emails? A discussion ensued, comments included: waiting for the student to contact Admissions & Records before issuing an "EW"; giving students the benefit of the doubt due to the current situation; postponing until closer to drop date of May 15; delay dropping students to reduce impact on financial aid.

**4. NEXT MEETING**

Council of Deans – April 16, 2020; 8:30-10:00 a.m.; ZOOM Meeting