



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans April 16, 2020

Present: J. Anaya, J. Aramburo, J. Baumunk, D. Breckheimer, 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, L. Plum, C. Preston, B. Price, I. Reyes, R. Serr, J. Shankweiler, J. Sims, G. Toya, V. Unda

1. INFORMATION

Notes of April 2, 2020 - Approved as written.

2. DISCUSSION/ACTION

A. Facilities Update:

J. Gutierrez provided an update on the current projects. Interviews to take place to select a new construction management company to handle any new construction projects.

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

No report; PBC is not currently meeting.

C. ASO Report: No report.

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

4/7 meeting: The Resolution in Support of Pass/No Pass (P/NP) Grading was approved to move forward and will be on the 4/20 Board Agenda. Faculty should be instructed to caution students before selecting the P/NP option and explain how this could impact their long-term educational goals and success. Senate is working with counselors to create a video to help with advising students. The next Senate meeting on April 21 will include a second reading of the newly revised Making Decisions Guide, a second reading on a resolution in support of extending the semester for select disciplines, AP/BPs, and the DE Plan 2019-2022.

E. Curriculum – Degree & Program Change Procedure:

L. Plum stated that J. Young sent out the request concerning the Distance Education (DE) Addendum Project, and few were returned. It is important that she receive the list of courses for summer as soon as possible in order to get them approved by the College Curriculum Committee (CCC) and to the Chancellor's Office, if using a true distance education module. She noted that a recent influx of new honors courses and course number changes are affecting certificates and degrees, especially ADTs since they tend to cross multiple disciplines. J. Young and L. Plum are working on a formalized process

for updating degrees and certificates. L. Plum stated that the CCC is receiving many proposals for noncredit courses and noted that when creating these courses to consider how much time is needed to cover the subject and the intent for scheduling hours. J. Shankweiler added that S. Kushigemachi is heading a task force to create guidelines for noncredit courses.

J. Shankweiler summarized that due to course updates, students were being denied when applying for a degree because they took an honors course where the degree or program had never been updated through the curriculum process. When an honors course is created, all degrees/certificates have to be formally revised, reviewed and approved by the CCC and Board of Trustees for submission to the Chancellor's Office. Divisions and Departments must update their own degrees and certificates and consider that a course may not be in their area. Divisions should review the list of courses offered this summer that require official DE approval, in addition to those under the Emergency Blanket DE Addendum. J. Shankweiler defined the difference between online and correspondence. Online can be synchronous or asynchronous and must include regular and substantive student/instructor interaction and substantive student/student interaction; Correspondence is asynchronous with limited faculty interaction and no student/student interaction. DE courses without evidence of regular and substantive interaction can be reclassified as correspondence, which might jeopardize federal financial aid. Students in DE courses are eligible for financial aid, but students in correspondence courses are not. For spring, the ACCJC recognized that going remote was an emergency and excused the requirement for regular and substantive interaction; however, they are making no allowances for summer and fall. Moving forward courses must meet the requirements for online, not necessarily using Canvas, but having regular and substantive interaction. A discussion ensued regarding Canvas and a question was asked if deans can get access to check a faculty member's Canvas. J. Shankweiler responded that Deans can only have access if granted permission by the instructor. C. Martin requested that divisions forward a list of faculty members and course numbers who grant permission to access Canvas, rather than submitting individual forms for a large group.

F. AP 5203 – Lactation Accommodation:

J. Shankweiler shared the AP onscreen. R. Miyashiro confirmed that a general lactation policy does not exist that includes employees. He will contact J. Miyashiro in HR to discuss a separate policy for employees. A discussion ensued regarding gender inclusivity and the reference to "woman." Council members recommended removing "woman" and using "student." AP 5203 was approved to move to Academic Senate with the change.

G. Distance Education (DE) Plan 2019-2022:

C. Martin presented a draft of the DE Plan 2019-2022. The Table of Contents was shared onscreen for members to review. In order for members to review the plan and make comments, J. Shankweiler recommended that the DE Plan be brought back to the next Council of Deans meeting for a second reading. Any comments or feedback can also be emailed directly to C. Martin.

H. Institutional Self-Evaluation Report (ISER):

J. Shankweiler shared the ISER drafts listed on the ECC Accreditation webpage. An editor with Marketing and Communications is currently reviewing the drafts for consistency and accuracy and is expected to go to the Board in June and July. Please review the ISER and forward any comments or questions to J. Shankweiler, C. Striepe, or C. Gold.

I. Campus Reorganization: J. Shankweiler provided an update

J. Shankweiler shared the document on Guided Pathways, Meta-Major Determinations and Divisional Alignments. Recommended changes included the Student Health Center moving from Academic Affairs to Student Services; Athletics moving from Student Services to Academic Affairs; and the Special Resource Center delayed for an additional year to research how to best organize and balance the work done by SRC regarding academic courses and student support services. A correction was noted under Recommendations, item 1, that Public Safety should move to Health Sciences and Athletics and Art History to Behavioral and Social Sciences.

3. OTHER

Announcements:

A. Workshops into Cornerstone: J. Shankweiler announced that Professional Development requested that workshops involving Flex Credit be setup in Cornerstone prior to the event. If you have any questions concerning Cornerstone or setting up an activity, contact Tuan Hua or Professional Development.

B. C. Martin: 248 faculty are now enrolled in the Online Teaching Certification program.

C. Pass/No Pass Grading: R. Miyashiro will present an informational PowerPoint with animation and voiceover to Cabinet for approval on 4/20. Prior to releasing the PowerPoint for students to view, it was recommended that the video be sent to deans, counselors, faculty, and staff. It was noted that faculty do not need to sign-off on the change to P/NP; the student petitions directly to Admissions and Records for manual input. Faculty will be aware of the change to P/NP when entering grades online as they will not be able to enter a letter grade, only P or NP. Faculty will receive notification of the change prior to submitting grades. May 15 is the deadline for students to change to P/NP, and after that date, students cannot change back to a letter grade.

D. Excused Withdrawal (EW) process: L. Justice stated that assigning an EW is a manual process and does not normally equate to a refund. Cancelled classes will have a separate drop reason code which designates that the student was dropped at a particular date due to COVID-19. It is believed that an EW can be suppressed from showing on the student's official transcript. If a student requests to drop a class due to COVID-19, a separate reason code will be assigned. If a student drops a class on their own, they will be contacted to ask why they dropped, and then an EW can be assigned. M. Guess noted that students who withdraw from a course with a "W" may trigger a R2T4 (Return of Title IV Funds); however, this does not apply for an EW. Instructors who plan to drop students on or before the May 15 deadline, should forward a list of those students to L. Justice by May 16. Students who dropped before the pandemic or after the May 15 deadline, will need to go through the petition process.

4. NEXT MEETING: Council of Deans – May 7, 2020; 9:00-10:30 a.m.; Zoom