



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans May 7, 2020

Present: J. Aramburo, J. Baumunk, D. Breckheimer, 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, K. Martinez, D. McClelland, W. Morris, D. Patel, C. Preston, B. Price, V. Rapp, I. Reyes, R. Serr, J. Shankweiler, J. Sims, K. Sundara, G. Toya

Guests: Steve Thorsen, Sheryl Kunisaki

1. INFORMATION

Notes of April 16, 2020 - Approved with the following correction:

2. 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 ~~by~~ in June ~~and~~ ~~or~~ July.”

2. DISCUSSION/ACTION

A. Bookstore:

S. Thorsen announced that RedShelf, a digital textbook rental company, is offering free access to digital textbooks for the current spring semester. Moving forward, ECC signed an agreement with RedShelf to offer digital content for particular textbooks from various publishers. In addition, students have the option online to buy a new or used textbook or rent for different periods of time. Currently, the Bookstore is temporarily closed, operating online. Booklists for summer are now available to view online. Faculty and students will also be able to view booklists online from Fall 2019 and Spring 2020 semesters. Instructor authored handouts and packets can now be digitized and made available for students to purchase at a significantly lower cost. The procedure for textbook adoption for fall will now include a fillable form. Important information to include on the form is the department, course and section number, ISBN, author, title, and if the textbook is required or optional. Completed forms can be sent to the textbook coordinators, who will then forward to the bookstore. Future plans call for implementing the adoption process online. A question was asked if textbooks will be shipped to students. S. Thorsen responded that a plan to open the bookstore is being considered for students to get textbooks via a pick-up window or textbooks may be shipped out. A rental return box for spring rentals will be placed on campus and textbooks are not due back until mid-June. Further information is forthcoming and will be emailed to students and faculty and will be posted on the Bookstore website. Textbook Buyback will be performed online for students wishing to

sell back textbooks that were purchased. The buyback will be done through a third-party company, Missouri Books. Students can enter the textbooks for sale and receive a quote good for 30 days. Shipping and payment are done directly through Missouri Books.

B. Facilities Update:

J. Gutierrez provided an update on the current projects. The solar project study was completed and will be presented to the Board in May. Estimated savings in electrical costs is \$10 million over 20 years. The study proposes the best locations on campus for solar to be in parking lots L, J, and K. J. Gutierrez requested that he be contacted if any office space is being used on campus so that cleaning can be done, especially restrooms. J. Shankweiler noted that Police Officer Safety Training (POST) and EMT will be back on campus on May 11 in the ITEC building. D. Breckheimer of Humanities noted that faculty will be returning to their offices the last week of May and requested that the restrooms be unlocked. A pest problem was noted in the Mathematics Building (MBA). J. Gutierrez requested that a work order be submitted, and he will follow-up with the pest company.

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

4/30 meeting: I. Ingram reviewed the Making Decisions Guide. Revenue is expected to be down from property taxes, enrollment and fees. The Governor is expected to release his budget revision on May 12, along with another revise in August. Predicted deficit for the college could total \$11 million.

D. ASO Report:

G. Toya announced that ASO is continuing to do much work online to promote an online community and social connections for students. Inter-club Council (ICC) will be hosting game night on 5/8 for online gamers and Trivia Thursday, featuring Star Wars trivia, on 5/7. Applications for ASO elections were due on 5/4. The list of eligible candidates will be posted on 5/7. The election process will be completely online.

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

5/5 meeting: The Distance Education Team was recognized for their great work to support faculty and the campus. AP 5203 Lactation Accommodations was approved to move forward to College Council. First readings took place of the 2019-2022 Distance Education Plan and on a resolution in support of usage of the ECC version of Canvas for remote/online course delivery. D. McClelland stressed the importance of reaching out to her or Dr. Shankweiler if anyone has questions concerning the requirements for distance education for the fall, as incorrect information was recently sent out by faculty regarding certification. While it can be recommended, faculty are not required to teach online or be Distance Ed certified unless it is part of the negotiated contract. Faculty have three options for course delivery in summer and fall: online, hybrid/hybrid asynchronous or remote/hybrid synchronous. Faculty who choose to do online or hybrid must: 1) Submit course for the DE Addendum; 2) Become DE certified before teaching the course; and 3) Conduct the course through Canvas. For faculty who do not wish to become DE certified, they can teach remote or hybrid synchronous. All faculty,

regardless of which modality, must be able to demonstrate substantive interaction between instructor/student and student/student. Faculty are highly encouraged to use Canvas for this reason, especially to address student complaints for lack of contact/response from an instructor. D. McClelland explained the difference between online, hybrid, and remote. An online course is taught entirely online; hybrid combines online instruction with in-person/face-to-face instruction; and remote is the result of being forced to teach online, as currently there are no other options, and you do not want your class long-term distance certified. A discussion ensued regarding the hybrid designation and returning to campus. D. McClelland noted that faculty must have DE certification if they wish to teach online or hybrid after fall. A question was asked regarding how to monitor faculty for substantive interaction. J. Shankweiler suggested encouraging faculty to work together in work groups (i.e., virtual coffee discussions) and talk about what they are doing in their division/department. A formal clarification to share with faculty was requested that details the three methods for course delivery. D. McClelland responded that a joint email with J. Shankweiler will be sent out on 5/22 to address inaccurate information regarding DE certification. J. Shankweiler added that it is important to get the schedules finished with times for the students.

F. Curriculum: No report.

G. DE Plan 2019-2022:

Sheryl Kunisaki appeared for C. Martin and stated that input received was incorporated into the plan. J. Shankweiler shared the document online and noted that the title was changed from Distance Education (DE) to Online and Digital Education (ODE). Members were asked to review the document and if there are any suggestions, please forward your comments to C. Martin. The document will be brought back to the next Council of Deans meeting for final approval on May 21, in order to give the members time to review.

H. Guidance for Supporting Disabled Students:

J. Shankweiler shared the memo from the Chancellor's Office regarding guidance for supporting students with disabilities during COVID-19. In summary, students still need to be provided with their accommodations. This is especially important since moving to online and remote instruction. G. Greco added that the SRC will still continue to work with deans and faculty as before, but with some academic adjustments. Challenges have occurred with online glitches and some online technology that is not accessible for students with disabilities, such as Proctorio. License renewals for special technology are being addressed for students with laptops and technology is offered through the High Tech Center and Assistive Technology, which includes Audio NoteTaker by Sonocent and Otter. ECC purchased the site license for Panopto, a cloud-based service that streams video, with the ability to offer captioning side-by-side with the video. Note-taking information is posted on the SRC webpage along with additional resources for students.

I. Fall Scheduling:

C. Gold inquired among the deans, how many of their faculty are choosing online versus hybrid? She stated that in her division (Behavioral & Social Sciences), many are choosing online. D. Breckheimer (Humanities) acknowledged that her division is also choosing mostly online. R. Serr (Health Sciences & Athletics) confirmed that most lecture classes are online, but activity classes want hybrid. D. Patel asked if there was a date for the release of the online fall schedule. J. Shankweiler responded that some divisions are still finishing up. She noted that there will not be a PDF schedule, only the searchable online schedule and the Schedule Builder tool. I. Reyes inquired about Career Education courses such as welding, automotive, and hands-on training for veterans. K. Sundara responded that for those types of 16-week courses, the division is favoring a hybrid format for the first 8 weeks of lecture and social distancing for the last eight weeks of the lab portion once back on campus. A discussion ensued regarding classes that cannot be taught remotely and require face-to-face, such as ceramics, jewelry, sculpture, and performing ensembles. J. Shankweiler will post a spreadsheet on the Academic Affairs Microsoft Teams website for deans to list courses/disciplines which cannot be taught online.

3. NEXT MEETING

Council of Deans – May 21, 2020; 8:30-10:00 a.m.; Zoom