



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans

May 21, 2020

Present: J. Anaya, J. Aramburo, M. Arthur, 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, C. Martin, K. Martinez, 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

Guests: Faith Adams (ASO)

#### 1. INFORMATION

- A. Notes of May 7, 2020 - Approved as written.
- B. Faith Adams, ASO Senator for Behavioral & Social Sciences and Student Ambassador, was introduced and said a few words. She is currently running for ASO Director of Academic Affairs.

#### 2. DISCUSSION/ACTION

##### A. Facilities Update:

J. Gutierrez provided an update on the current projects. Boxes are being distributed to staff that are relocating to the new Administration Building along with masks, gloves, sanitizing supplies, and instructions for packing. Staff will return to campus to begin packing May 25-June 12. J. Gutierrez requested that a list of staff coming on campus to pack be sent to Campus Police and himself. A question was asked regarding the distribution of PPE (Personal Protective Equipment) and cleaning supplies once campus reopens. J. Gutierrez responded that a committee is working on a transition plan that will address those concerns. It was noted that essential workers, currently on campus, in Student Services do not have the PPE and cleaning supplies needed. J. Gutierrez requested an email regarding the situation, and he will follow-up. A question was asked regarding the process for picking up supplies ordered from the warehouse; J. Gutierrez will follow-up on the procedure.

##### B. PBC Report:

No report, as PBC has not met since the last report.

J. Shankweiler encouraged Council members to attend the Town Hall Meeting on 5/21 for information regarding the budget.

V. Unda added that PBC is meeting on 5/28 and during the summer, as President Maloney has asked the committee to make recommendations about what institutional priorities should guide the spending of the 2020-21 budget.

C. ASO Report:

I. Saucedo welcomed Faith Adams as a new member of the ASO Council. ASO voting polls on Instagram closed on 5/20. Write-in votes were cast for senator positions in Fine Arts, Health Sciences & Athletics, ITEC, and Natural Sciences. He requested that deans encourage their students to get involved and apply for ASO positions. Election results will be posted on 5/22. Inter Club Council (ICC) continues to host Trivia Thursdays. The ASO Funded Programs Budget was approved by the ASO Director of Finance; contact G. Toya with any questions. G. Toya added that on 5/22, following the election results, they will know which divisions still have senator positions open. An appointment process will follow in the summer to select new senators for those divisions.

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

5/19 meeting: DE Plan, Resolution of Appreciation for Classified Professionals, and Resolution in support of using the ECC version of Canvas for online course delivery were approved. Although not required, the use of Canvas is strongly encouraged for all remote teaching. The requirement for faculty to complete the Keenan training on Title IX is extended until December; management must still complete the training by the deadline. Next Senate meeting will include a discussion on a proposal to change the college's plagiarism detection software to Unicheck. Unicheck offers potential cost savings over the current software, Turnitin, as Unicheck charges per usage instead of per FTES. Discussions are taking place regarding a virtual Fall Professional Development Day. Division meetings and the General Session will be held virtually on PD Day; attendance is required. Faculty would be given the option to participate in breakout sessions, by webinar, on or before PD Day; Webinars conducted live to allow for discussions and recorded for viewing later. The theme for PD Day is centered around best practices for online teaching and learning. J. Shankweiler noted a discussion regarding extending the deadline for grade submissions a couple of days. L. Justice responded that IT is working on it; however, it is best if faculty try to submit on time.

E. Curriculum: No report.

J. Shankweiler noted that the summer DE Addendum was submitted to the Chancellor's Office.

F. BP/AP 4110 - Honorary Degrees:

BP 4110: J. Shankweiler shared the policy on screen. She noted this is a new policy and follows the CCLC template. A suggestion was noted to change "collaboration" to "consultation."

AP 4110: D. McClelland shared the updated version of the procedure. She noted language was added to read, "Academic Senate shall review all nominations and submit the names of those recommend for Honorary Degrees to the College President."

J. Shankweiler suggested changing the first paragraph to include that the College President will forward nominations to the Academic Senate for review. A discussion ensued regarding adjusting the nomination deadline of February 1. D. McClelland responded that extending the deadline may present some challenges with getting approvals from Academic Senate and the Board prior to commencement. A suggestion

was made regarding consideration outside the timeframe for those with extenuating circumstances. D. McClelland added language regarding the College President, in consultation with the Academic Senate, may make exceptions under extenuating circumstances. AP/BP 4110 will be brought back for final review at the next Council of Deans meeting on June 4.

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

C. Martin presented a third reading of the DE Plan. She noted that feedback received was incorporated into the Plan. The DE Plan will move to PBC and then to College Council in June, and for Board Approval in June or July. J. Shankweiler called for a motion to approve the DE Plan. C. Gold moved to approve; L. Justice seconded.

C. Martin noted that the title of the plan will continue to be called the Distance Education Plan (as per the Chancellor's Office) even though the department name changed to Online and Digital Education. There were no further questions or comments. Motion passed to move the DE Plan forward.

H. Open Educational Resources (OER) Update:

C. Martin noted a recent increase in OER usage, classes with no textbook and/or zero-textbook-costs (ZTC). She passed along information recently heard at an OER state level meeting that students cannot use book vouchers to purchase optional textbooks and/or materials. E. Gutierrez confirmed that the EOPS program does provide book vouchers and grants to students. Grants give students more flexibility to purchase needed materials and supplies. M. Guess noted that Pell Grant funds (cash) are distributed early, which allows students to purchase books and supplies as needed. E. Gutierrez will check if the requirement can be changed locally to allow the purchase of optional textbooks/supplies using book vouchers.

I. South Bay Promise Update:

J. Aramburo shared the PowerPoint presentation regarding the South Bay Promise. Applications for South Bay Promise were available for students to submit as of November 1, 2019. Recruitment for South Bay Promise involves phone banking, texting, and sending out over 100,000 emails. For the fall 2020 South Bay Promise Cohort, 2,799 applications were received; 1,549 completed the eligibility steps; and 1,175 accepted. Pending available funding, more students may be eligible for the South Bay Promise. R. Miyashiro added that we will help as many students that need assistance to attend ECC. Upcoming events: 6/27 - Warrior Smart Start; July – Financial Aid and Academic Student Training (FAAST); 8/10-8/19 - Prep for Fall that includes Zoom workshops and forums; Early August – South Bay Promise Reception.

**3. NEXT MEETING**

Council of Deans – June 4, 2020; 9:00-10:30 a.m.; ZOOM