



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans

June 18, 2020

Present: F. Adams (ASO), J. Anaya, J. Aramburo, J. Baumunk, D. Breckheimer, R. Christophersen, R. Dreizler, A. Estrada, C. Gold, D. Gonzales, A. Grant, G. Greco, M. Guess, E. 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, I. Reyes, R. Serr, J. Shankweiler, J. Sims, K. Sundara, G. Toya, V. Unda

1. INFORMATION

Notes of June 4, 2020 - Approved as written.

2. DISCUSSION/ACTION

A. Facilities Update: No report.

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

6/4 meeting: C. Martin presented the DE Plan for 2019-2022; V. Unda spoke on the development of noncredit career courses for adult students (open entry/open exit) in areas such as management, leadership, MS Office, Excel, customer service, and accounting; I. Ingram spoke regarding the state legislature and the hope that the federal government will pitch in to make up the shortfall in our budget. The federal process for budgeting begins in October, which means at least six months of 2021 will be at a deficit or more. I. Ingram is currently working on evaluative tools to see where cuts will be made. Funding will be directed towards core items.

6/11 meeting: Committee worked on guiding principles for the budget document. The guiding principles for budget cuts will favor teaching and learning, student-centered funding formula, legal mandates, equity and inclusion, and emergency conditions. Tentative budget assumptions, presented to the board on 6/15, are that cuts or deferrals are expected. The beginning fund balance is \$32 million, which is 2% better than expected due to working off campus. Expected revenue is \$131 million; however, a 10% reduction in revenue is anticipated. Overall deficit is \$14.68 million.

C. ASO Report: F. Adams provided an update:

ASO and Inter-Club Council held their end of the year banquets. Open ASO Executive positions include: Director of Public Relations, Director of Academic Affairs, Director of External Affairs, and Director of Equity, Diversity and Inclusion, as well as the senator positions in Fine Arts(2), Health Science & Athletics (2), Industry & Technology (2), Natural Sciences (2), Humanities (1), and Business (1). Also, looking for court justices and commissioners. Please encourage students to apply for these positions. The Warrior Pantry will be open during the summer on Tuesdays and Thursdays from 1-2p.

- D. Academic Senate: D. McClelland provided an update:
6/9 meeting: Passed the resolution affirming the Senate's commitment to the well-being and safety of Asian, Asian American and Pacific Islander communities; approved the proposal to change the plagiarism detection software; passed the COVID-19 syllabus statement; and amended the resolution regarding pass/no pass grading to extend for summer. Please remind faculty that if a student selects pass/no pass, they should recommend that they speak to a counselor before choosing that option.
D. McClelland presented to the Senate a synopsis of her notes regarding the equity and diversity call to action plans in the following areas: curriculum, professional development, community policing, and student safety on campus. The theme for fall PD Day has been changed to "A Call to Action!" Next year, much of professional development will be centered on equity, diversity and anti-racism. Business faculty looking to host a seminar series for students in the fall, titled Voices of Inequity, that will feature a panel of eight black attorneys. Hoping that other divisions will also host similar seminars about inequity that involve curriculum. Two changes to the Senate Constitution were proposed that include adding the following positions to the Senate E-Board: Noncredit Liaison and Vice President of Equity, Diversity, and Social Justice. D. McClelland is working on the VP job description and would appreciate feedback regarding any committees needing senate representation in this area. Senate discussed the proposed statement on safety and feel strongly that the syllabus is not the appropriate place for the statement. Faculty suggested that the message on safety should come from Administration. A question was asked regarding extending the deadline for pass/no pass. J. Shankweiler stated that, per the Chancellor's Office, the extended deadline applied only to spring. D. McClelland noted that pass/no pass for fall will depend on when California lifts the COVID Emergency Order.
- E. Plagiarism Software:
D. McClelland shared the handout and gave background for the decision to change from Turnitin to Unicheck. Two major issues exist with Turnitin: 1) ECC does not have local ownership of the database and 2) charge is per FTES and not per use, resulting in higher costs. Unicheck will allow ECC to maintain the rights to our own database and charges are based on usage. C. Martin added that Turnitin is now charging \$60k a year, compared to Unicheck at \$14k per year. Unicheck will allow for a one-year transition and provide 1000 free licenses during the transition. Messaging to faculty regarding the new software is forthcoming. A question was asked if we can keep our database information. C. Martin responded no; Turnitin owns the entire database.
- F. Fall 2020 Return to Campus Messaging:
J. Shankweiler stated that students are confused when registering for fall over concern of whether we will return to campus in the middle of the semester. Lectures will most likely stay online; however, many classes that are unable to transition, such as ITEC courses, will need the option of returning to campus. It would be helpful to have one unified place for students to check regarding what classes may or may not return to campus. A. O'Brien noted that she and D. Breckheimer have been working with ITS to add messaging to the top of the online searchable schedule. A discussion ensued regarding message content and where to put the message. It was noted that students

are confused when a room number is listed on the schedule. A discussion ensued regarding using “TBA” for room location and the difficulty with making changes to the system. A discussion ensued regarding when faculty and staff can return to campus. J. Shankweiler responded that the COVID Task Force will be meeting on July 1 to collect data and make assessments regarding returning to campus.

G. Fall Flex Day and Success Data:

J. Shankweiler shared on-screen the 2020 Fall Professional Development Day proposal. She announced that the faculty memorandum of understanding (MOU) reduces the mandatory Fall Flex Day requirement from six hours to three hours. The three mandatory hours will be in the morning from 9:00a-12:00p on August 20 and include President Maloney’s address, a keynote presentation, and division/department meetings. The initial focus for the breakout sessions was centered on helping faculty transition more effectively to online and remote instruction. Virtual workshops on this topic will be available to view throughout the summer and are optional. The theme for Fall PD Day was changed from remote/online instruction to “A Call to Action!” The program objectives include: addressing systemic racism and closing equity gaps at ECC (this theme will carry forward for the whole year); results from the recent student surveys on COVID-19 and ECC Connect; examples of best practices for teaching and supporting students online; raising awareness of equity gaps on multiple levels at ECC: campus-wide, within departments/divisions, and in specific courses; equity-minded teaching and support; and encouraging self-reflection, dialog, and collaboration among colleagues to address equity gaps. The virtual General Session will include President Maloney’s State of the College Address on budget and the theme for the year. Faculty online innovation projects will replace the Keynote Address, and new faculty will be introduced. Afternoon breakout sessions are optional, and faculty and staff will have access to the recorded and live “breakout” sessions.

H. Fall Fill Rates and Cancellation Guidelines:

J. Shankweiler shared on-screen a document from 2018, “Guidelines for Canceling Low Enrollment Classes.” She asked the question; how do we make the decision on when to cancel classes? Suggestions for updating the guidelines included:

- Use fill rates instead of number of students enrolled in the class
- Use percentages for stand-alone courses, not part of a program or certificate (80%)
- Consideration for Dual Enrollment students
- Consider specialized courses and special situations (SRC)
- One month out review low enrollment sections to cancel or consolidate – less than 50%
- Consideration for late applicants
- Review waitlists and low enrolled courses; use Reporting Services to direct students to available courses

3. NEXT MEETING

Council of Deans – July 16, 2020; 8:30-10:00 a.m.; Zoom