



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans

August 1, 2019

Present: J. Aramburo, M. Arthur, J. Baumunk, D. Breckheimer, W. Cox, R. Dreizler, D. Gonzales, A. Grant, G. Greco, M. Guess, A. Hernandez, S. Kushigemachi, M. Lemons, J. Lopez (ASO), C. Martin, D. McClelland, R. Miyashiro, A. O'Brien, B. Price, I. Reyes, R. Serr, J. Shankweiler, K. Sundara, G. Toya, V. Unda

#### I. INFORMATION

Notes of July 11, 2019 - Approved as written

#### II. DISCUSSION/ACTION

A. Facilities Update: No report was given.

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

8/1: PBC meeting to review final budget, which is still pending. J. Shankweiler indicated that there will be a number of meetings in August for the final budget. Budget Workshop for the Board is schedule for the end of August and is open to the public.

C. ASO Report: J. Lopez provided an update:

ASO Retreat is scheduled for August 20-21. ASO has completed interviews and filled many positions including ASO Director of Human Resources. The FloWater Station in Student Services will be moved to the new Student Services building, first floor. Design concepts for a meditation room on campus is in the works; a location has not yet been determined.

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

D. McClelland to meet with Kevin Degnan regarding the vacant Vice President of Instructional Effectiveness position. If accepted, the SLO co-coordinator position will need to be filled. Senate is planning for Professional Development Day. William Allen Young will be the keynote speaker. 25 breakout sessions are planned, including an update on Guided Pathways. The Academic Technology Committee is working to improve technology and exploring the placement of a true innovation center on campus. C. Martin added that the innovation center is in the works and funding has been designated for the project. A name for the center is still under discussion. The first Academic Senate meeting for fall is September 3.

E. Curriculum:

J. Shankweiler gave an update regarding Curriculog. DigArc had issues with moving the SLOs into the system, but have since reached a solution and we are now making progress with implementation.

F. Night Duty:

R. Miyashiro discussed the Student Services Warrior Welcome Center, which will serve as an information hub for current and prospective students, as well as evening students. In addition to hiring two night supervisors, it was proposed to have an administrator on-site in the evening. The Welcome Center will be open until 7:00 p.m., and the proposed idea would require that the night duty dean be physically at the Warrior Welcome Center during the hours of 4:30-7:00 p.m., Monday to Thursday, during the fall and spring semesters. A designated office will be made available for the night dean. After a discussion, it was agreed that deans, associated deans, and interim deans will serve night duty 1-2 weeks per year.

R. Miyashiro provided an overview of the Student Equity and Achievement Center, which will be located on the first floor of the Student Services Building. N. Oliva, Director of Student Equity, will be invited to give a presentation regarding the Equity Center at a future Council of Deans meeting.

G. AP 4227 – Repeatable Courses:

J. Shankweiler reviewed the changes to the policy and clarified the difference between repeatable and non-repeatable courses. Repeatable courses are those listed with lowercase letters following the course number. A discussion ensued regarding independent study courses and repeatability; J. Shankweiler will confirm. Other changes included minor revisions to the language. The policy was approved to move forward to Academic Senate.

**III. OTHER**

Announcements:

A. J. Shankweiler: Flex Day – The Guided Pathways Committee will present an overview of where we are with meta-majors and results of the card sorting workshops that took place throughout the year. The afternoon will include two breakout sessions on meta-majors. A handout was presented that summarizes the two workshops. Each session is color coded by discipline. Please encourage a representative from each discipline to attend the corresponding workshop. Students are also invited to attend the workshops.

B. R. Miyashiro: Departments begin moving August 5 into the new Student Services building. The move will occur in three phases from August 5 through August 16. On August 6, the west end of Student Services will open for students and the Warrior Welcome Center. Direct students to the Welcome Center beginning on August 6. The old Student Services building shutting down by Labor Day.

**IV. NEXT MEETING**

Council of Deans – August 15, 2019; 8:30-10:00 am; Stadium Room