



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

**NOTES – Council of Deans
August 15, 2019**

Present: J. Aramburo, M. Arthur, J. Baumunk, D. Breckheimer, R. Brobst, L. Clowers, W. Cox, R. Dreizler, A. Estrada, D. Gonzales, A. Grant, G. Greco, M. Guess, J. Gutierrez, A. Hernandez, L. Justice, S. Kushigemachi, A. Leible, M. Lemons, J. Lopez (ASO), C. Martin, R. Miyashiro, W. Morris, N. Oliva, D. Patel, C. Preston, B. Price, V. Rapp, R. Serr, J. Shankweiler, J. Sims, G. Toya, V. Unda

Other Guests: J. Rosales

1. INFORMATION

Notes of August 1, 2019 - Approved as written.

2. DISCUSSION/ACTION

A. Facilities Update: J. Gutierrez provided an update:

New Student Services building is now open. The volleyball courts in the new Gymnasium building flooded and the floor was damaged. Next meeting, J. Gutierrez will give a presentation on the Construction Tech project, Construction Fence Demolition and Bookstore Café project. Mandatory state fire alarm testing will take place the week of August 12; a schedule was sent out.

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

8/1: Interim VP J. Buysee welcomed Iris Ingram, the new VP of Administrative Services. J. Buysee attended the Chancellor's Office Budget Conference in Sacramento. Recalculating budget in February and will maintain hold harmless using last year's base plus COLA. J. Shankweiler added that PBC will meet on 8/15 and again on 8/21 regarding the budget. Budget Workshop on 8/26 at 5:00 p.m. for the Board of Trustees. All meetings are open to the public.

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

ASO attending retreat 8/20-21. All senator positions were filled, except Health Sciences & Athletics. Senators will schedule a time to meet with deans. J. Lopez will provide a list of senators to the deans.

D. Academic Senate:

No report.

E. Curriculum: L. Plum provided an update:

No report.

F. Board Policies Updated List:

J. Shankweiler reviewed the updated educational policies list. Review of AP 4105 Distance Education will be delayed to spring, as the Chancellor's Office guidelines are expected to be revised during Fall 2019. R. Miyashiro indicated he would like to add a policy concerning restrictions on enrollment. L. Justice suggested adding a policy on residency. Others policies to add included instructional material fees and privacy. Policies should be reviewed if more than six years or as legally required. J. Shankweiler will update the list and bring back for review.

G. AP 4240 – Academic Renewal:

J. Shankweiler indicated the policy was brought back for further review and discussion concerning statement #2, changing academic renewal from two years to one year. A discussion ensued regarding the definition and purpose of academic renewal. Arguments were made for and against making the change. J. Shankweiler moved and it was seconded to forward AP 4240, as written, to Academic Senate for approval. The motion passed with 16 votes in Favor/6 Opposed/0 Abstentions.

H. Equity Center: N. Oliva provided an update:

Due to AB 705, the KEAS program is changing and will now be encompassed in the Student Equity and Achievement (SEA) Village, located in the new Student Services Building. The SEA Village will serve all students with support services such as academic counseling, PASS mentoring, and tutoring in math, English and other areas. It will offer student success activities both as stand-alone workshops and in conjunction with other support programs on campus, such as Puente and Project Success, and will also help address the needs of undocumented and LGBTQIA+ students. R. Miyashiro added that the main focus is to close the student equity gaps to ensure that every student at ECC has the same opportunity to be successful.

I. Data Dashboard:

J. Rosales gave a PowerPoint presentation on Data Dashboard, which is an information management tool used to build snapshots of data that can measure Key Performance Indicators (KPI) and show trends over time. Currently using Microsoft Power BI and investigating all the capabilities it can offer. Using a tool of this type will allow for quicker data and make information more accessible. Dashboards will not analyze information or tell how the data was put together. It can help with standardized reporting, comparing established goals and metrics, and disaggregating data. Contact Institutional Research & Planning (IRP) to get more information specific to your area.

J. Faculty Prioritization: J. Shankweiler provided an update:

J. Shankweiler reviewed the handout regarding the Faculty Position ID Timeline 2019-20. Deans should forward an electronic copy of position requests to D. Mussaw on or before September 20. Meeting to review division requests will be on Wednesday, October 16. Must attend entire meeting, or if proxy vote, must forward written request to J. Shankweiler and D. McClelland. Final meeting to review the priority list will be on October 30.

The task force revised the Faculty Position Identification Form in association with the Equal Employment Opportunity (EEO) Plan to allow for more diversity in the hiring process and to make the form more readable. J. Shankweiler reviewed the changes to the form. A helpful hints (draft) handout was distributed to assist with filling out the form.

3. **OTHER - Announcements**

- A. Flex Day 8/22: J. Shankweiler advised members to remind staff at Flex Day of the May 15 deadline to enter Flex activities in Cornerstone and also the requirement to complete a professional development plan by October.
- B. Measles Update: J. Shankweiler advised members to remind faculty that they are most at risk of contracting measles if not properly immunized. Students needing immunization can get tested and receive vaccinations at the Student Health Center.
- C. New Faculty Orientation: J. Shankweiler reported that laptops were recently ordered for new faculty and will most likely not be available at orientation. Reassure new faculty that they are coming.
- D. Laptops: A. Leible reported that a large number of laptops are missing or have been reported stolen. No funding is available for providing spare laptops. Laptops are government funded property, and faculty and staff should be careful about leaving laptops in cars or unattended.
- E. Travel Requests: J. Shankweiler reported receiving late travel requests. Requests need to be submitted on time. Funds may be denied for travel not supported by the college. Grant administrators may not approve own travel; requests must be approved by J. Shankweiler or R. Miyashiro.
- F. Warrior Pantry: G. Toya announced that the Warrior Pantry will be open four days starting in Fall; times to be announced later. Location: Physics 116.

4. **NEXT MEETING** Council of Deans – September 5, 2019; 10:00 – 11:00 a.m.; Alondra Room