



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

**NOTES – Council of Deans
September 5, 2019**

Present: J. Anaya, J. Aramburo, M. Arthur, J. Baumunk, D. Breckheimer, R. Brobst, W. Cox, R. Dreizler, A. Estrada, C. Gold, D. Gonzales, A. Grant, G. Greco, M. Guess, J. Gutierrez, A. Hernandez, L. Justice, S. Kushigemachi, M. Lemons, J. Lopez (ASO), 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, V. Unda

I. INFORMATION

Notes of August 15, 2019 - Approved as written.

II. DISCUSSION/ACTION

A. Facilities Update - Upcoming Projects:

J. Gutierrez gave PowerPoint presentations regarding the demolition and construction fencing plan, the Behavioral & Social Sciences and Arts Complex projects, and the Construction/Tech and Bookstore Café projects. Student Services/Activities Center demolition work is scheduled to begin in December 2019 with completion estimated in June 2020. Construction on the Behavioral & Social Sciences and Arts Complex is scheduled for August 2020 through August 2022. C. Escutia will email the PPT presentations to the members.

A. O'Brien addressed the communication plan for campus and involving students in the decision-making process.

Q&A:

Q: How will Library Lawn events be affected?

A: Construction will greatly impact Library Lawn events. A. O'Brien is working with the Commencement Committee, Student Development and other groups on campus to relocate events to other areas on campus.

Q: When will the fencing go up?

A: December 1 is the expected date.

Q: What is the emergency exit plan for the Communications Building?

A: J. Gutierrez will meet with each building and staff individually to discuss evacuation procedures for those buildings impacted by fencing.

Q: Suggestion was made to provide additional food trucks at different locations on campus for staff and students during the ongoing construction project.

A: A. O'Brien responded that Food Services is looking for a food vendor to service the south side of campus.

- B. PBC Report: A. Grant provided an update:
8/15: VP of Administrative Services, I. Ingram, presented the final budget, which essentially includes last year's revenue plus COLA of 3.26%. General fund (Fund 11) total expected revenue is \$141.5 million; 95% is from state and local sources. Total expenditures of \$140.6 million are expected (87% salary/benefits). Stable enrollment is expected over the next few years and will likely continue to stay hold harmless next year. J. Shankweiler announced that the Board approved the budget on 9/3.
- C. ASO Report: J. Lopez provided an update:
Zaid Albawab, ASO Senator of Industry & Technology, was introduced. ASO applications are now open and available on the ASO website; open positions are linked within the application. Available Senator positions include: Fine Arts (1), Humanities (1), and Health Sciences & Athletics (2). All Commissioner positions are available. Currently ASO is planning for Latin American heritage month for September-October. Flags will be displayed throughout campus and on division doors. Contact J. Lopez if interested in displaying a flag in your division. 9/14 - Constitution Day; Library Lawn 10a-2p.
- D. Academic Senate: D. McClelland provided an update:
Deadlines for 2019-2020 handout was distributed regarding presentations at Academic Senate meetings. Please make your requests early if you would like to present at a Senate meeting. 9/3 meeting included Guided Pathways, Strategic Plan, and Senate goals and orientation. Senate goals for the year include improving OER on campus, Accreditation and Guided Pathways implementation of meta-majors.
- E. Curriculum: No report.
- F. Board Policy Update:
J. Shankweiler reviewed the handout of the updated board policy list.
- G. ECC Connect: R. Miyashiro provided an update:
A handout was distributed regarding ECC Connect. ECC Connect early alert system has been up and running for over a year. This early alert system and degree planning tool helps facilitate communication between students, faculty and support services. Faculty members have the power to immediately engage with students and make a significant impact on students' lives, leading to increased retention and degree completion. D. Patel noted on page 2 of the handout it explains the difference between a Progress Survey and a Midterm Progress Report. The week of September 16, drop-in sessions will be held in the Library basement where faculty can bring their grade books and get assistance in completing the Progress Survey and Midterm Progress Report. Faculty that sign up for the Guided Pathways Student Engagement Toolbox can earn a \$100 incentive.

III. OTHER

Announcements:

- A. J. Shankweiler: Per the email from Moses Wolfenstein, some faculty are using the Free-for-Teacher Canvas account, which is not the same as the ECC Canvas. In addition to fire wall protection, the free account does not contain all options available to paid Canvas environments and also does not follow the accreditation standards for authentication. Please share the memo from Moses with your faculty members, and if a faculty member is using the free account, have them contact the Distance Education office for help in converting to the ECC Canvas account.
- B. R. Dreizler: Warrior Welcome Center is located in the new Student Services building on the first floor, left side, as you enter from the west. In November, an Enrollment Services Supervisor will have an office in the Center. The Night Duty Dean will be stationed at the Welcome Center and available until 7:00 p.m. for anyone on campus that may need dean assistance. Computer access and an emergency radio will be available for the Night Dean.
- C. A. Estrada: 10/3 - Career Education Hiring event for students; 9:30a-1:30p, East Dining Room. Email A. Estrada if you have any contacts in industry you would like to see represented. Announcement forthcoming regarding the rebranding of Career Technical Education to Career Education. Reminder that Career Education encompasses all academic divisions, not just Industry & Technology. Certificates not only lead to employment, but also to transfers.
- D. I. Reyes: The *Student Guide to Free and Low Cost Resources* can be found on the main page of the ECC website. Access the page by the auto scrolling bar or clicking the arrows. This is a useful resource for students.
- E. L. Justice: Friday, September 6 is the last to add classes for 16 weeks and for submitting no show reports. There will be no late ads.

IV. NEXT MEETING

Council of Deans – September 19, 2019; 8:30-10:00 a.m.; Alondra Room