



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans September 19, 2019

Present: J. Aramburo, M. Arthur, D. Breckheimer, L. Clowers, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, L. Justice, S. Kushigemachi, A. Leible, M. Lemons, J. Lopez (ASO), C. Martin, K. Martinez, D. McClelland, R. Miyashiro, D. Patel, B. Price, I. Reyes, R. Serr, J. Shankweiler, J. Sims, K. Sundara, G. Toya, V. Unda

1. INFORMATION

Notes of September 5, 2019: Approved with the following revision:

II.G. ECC Connect: “Faculty that sign up for the ~~sessions~~ **Guided Pathways Student Engagement Toolbox** can earn a \$100 incentive.”

2. DISCUSSION/ACTION

A. Facilities Update: No report

B. PBC Report: No report.
Next PBC meeting 9/19.

C. ASO Report: J. Lopez provided an update:
Interviews are ongoing for open positions. Set-up for Latin American Heritage Month has begun and flags are beginning to go up. 9/30-National Food Holiday/National Coffee Day – ASO will be handing out free food on the Library Lawn to students that have an ASO sticker and is working with local businesses to help with food donations. ASO planning for upcoming fall activities that will include a Movie Night. Senators have begun meeting with divisions. G. Toya noted those areas that have not yet had senator visits and will follow-up.

D. Academic Senate: D. McClelland provided an update:
9/17 meeting: Senate approved the Strategic Plan for 2020-2023 and reviewed the Academic Senate 2019-20 goals. Senate goals include: supporting efforts to expand the adoption of OER, working to ensure senate representation on sub-committees to help with the college self-report and prepare for accreditation site visits, and participating and providing feedback on the implementation of meta-majors and Guided Pathways.

E. Curriculum: No report.

F. Enrollment Management Plan Review:

J. Shankweiler provided a review of the plan. A draft of the plan was emailed with the agenda. The new plan will cover 2019-2022 and is an update of the current 2016-2019 plan. A shortened summary of the plan was provided. It will serve as a working document where updates can be made. J. Shankweiler requested that members send comments by early next week.

3. **OTHER**

Announcements:

- A. J. Shankweiler: Sabbatical leave applications were sent out to faculty. Electronic copies will be accepted; however, the application will need to be printed, signed by the dean and then scanned. Applications must be received in the Academic Affairs office by the deadline.
- B. J. Shankweiler: Accreditation Forums have been scheduled and will be held three Wednesdays in November and one in December. Forums will be conducted in order by Standard. Faculty not involved with Accreditation are encouraged to review the Standards.
- C. V. Unda: Regarding the Dashboard presentation given at the 8/15 Council of Deans meeting, the question was asked: What data would you like to see in a dashboard format? This is information that you would like to see day-to-day or frequently. Send questions that you would like to respond via a dashboard to V. Unda before the next Council of Deans meeting on 10/3.
- D. D. Patel: Counseling offering workshops this semester. Flyers were distributed for posting in division offices. 10/14-18: Undocumented Student Week of Action; events scheduled for each day. More information is available on the Counseling webpage.
- E. A. Leible: Fiscal Services will be closing the books for the fiscal year in September, instead of January and February. On Friday, September 20 from 5-8pm, Colleague will be shut down in order to close the books. Be sure to save information and logout from Colleague.
- F. D. McClelland: For those tasked with writing/updating a board policy or academic procedure, please take notice of the CCLC template and include legally required language in the draft.

4. **NEXT MEETING**

Council of Deans – October 3, 2019; 10:00-11:00 a.m.; DE 166