



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

**NOTES – Council of Deans
October 3, 2019**

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

Guests: M. McMillan, G. Perez, Chief Trevis, M. Wolfenstein

1. INFORMATION

Notes of September 19, 2019 - Approved as written

2. DISCUSSION/ACTION

A. Facilities Update:

J. Gutierrez provided an update on the current projects.

Q&A:

Q: When will the walkway between Humanities and the MBAH building open up?

A: J. Gutierrez to follow-up.

Q: When and where will the ATM machine be relocated that is currently in the old Student Services Center?

A: Working with SchoolsFirst to relocate the ATM machine to a new location on campus.

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

9/19 meeting: J. Shankweiler presented the Enrollment Management Plan update. The purpose of the plan is to maximize resources to serve the greatest number of students; ensure quality and access; be responsive to student needs; and to follow our strategic initiatives. J. Gutierrez and A. O'Brien presented the facilities project update.

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

ASO Fair on 10/2 was a success. Interviews for open ASO positions are going well.

G. Toya added that senator positions for Humanities and Health Sciences & Athletics are not filled and requested that faculty make an announcement. Any interested students can contact J. Lopez or G. Toya for more information.

- D. Academic Senate: D. McClelland provided an update:
A request was made for one faculty representative from Math, Business, and Fine Arts to attend the Ed Policies Committee meetings. The Committee meets the 2nd and 4th Tuesday from 1:00-2:00 p.m. and reviews all board policies and administrative procedures for the college.
- E. Curriculum: L. Plum provided an update:
The Chancellor's Office sent a memo on 9/25 stating that they will start auditing programs that are in the curriculum inventory. That is where existing out-of-compliance courses will be flagged. If the course is part of a program and not in compliance, the Chancellor's Office may pull the program. Most of the issues are due to lab hours. Two lab hours, at a minimum, must count for .5 unit of credit, but the preference is three lab hours to one unit of credit. Discussions will need to take place and decisions made regarding those courses that are not in compliance. Divisions will need to consider if the course is part of a program, part of an ADT, and what best benefits the student. J. Shankweiler added that AP/BP 4020 is currently under review, and as part of the certification requirement, the credit hour calculation must be included in the policy and procedure.
- F. Open Educational Resources (OER) Update:
M. McMillian provided an update on OER.
- G. Opening Rooms:
J. Shankweiler expressed concern regarding Campus Police not checking an individual's ID before giving office/building access. Chief Trevis will remind cadets and officers to check ID and noted that authorized staff should obtain swipe cards for offices equipped for card access. Campus Police should be notified of any person/s who should no longer have office or building access. J. Sims and A. Grant will work on updating the list of faculty authorized to enter division offices.
- H. Peer-to-Peer Mentoring Video: G. Greco
G. Greco presented the Peer-to-Peer Mentoring video and explained the video is to help promote notetaking services for students with disabilities. If a student with a disability needs the service, an Instructional Services Advisor will contact the instructor and request that they make an announcement to the class that a student needs a notetaker. The notetaker would be instructed to contact the SRC for further information and instructions. Students providing notetaking services will receive a stipend at the end of the semester and priority registration. A question was asked regarding FERPA and protecting a student's right to confidentiality. G. Greco responded that the instructor would simply communicate to the class that they need a notetaker, without pointing out the student.
- I. Faculty Evaluations:
J. Shankweiler discussed the issues and problems with implementing online student faculty evaluations. It was decided that faculty evaluations will be conducted on Canvas. However, due to various concerns expressed by faculty regarding the online

evaluations, faculty will be given the option to opt-out and use paper instead. As stated in the contract, evaluations should be administered beginning in week 7 of the semester. Divisions should forward faculty names for those wishing to opt-out to Gema Perez by Friday, October 4.

3. **OTHER**

Announcements:

- A. V. Unda: Reminder to send email with questions for dashboards. Deadline will be extended for an additional week.
- B. J. Shankweiler: 10/3 - Career Education hiring event for students.

4. **NEXT MEETING**

Council of Deans – October 17, 2019; 8:30-10:00 a.m.; Alondra Room