



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans October 17, 2019

Present: J. Aramburo, M. Arthur, J. Baumunk, L. Clowers, W. Cox, 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, W. Morris, D. Patel, C. Preston, B. Price, R. Serr, J. Shankweiler, J. Sims, K. Sundara, G. Toya

Guests: C. Jenkin

1. INFORMATION

Notes of October 3, 2019 - Approved as written

2. DISCUSSION/ACTION

A. Facilities Update:

J. Gutierrez gave a PowerPoint presentation on the status of the Gymnasium and Administration Building projects. Gymnasium project is 98% complete; finalizing fire alarm system and elevator. Administration Building scheduled for completion in spring. 24 new exterior lights will be added on campus to improve safety at night. Campus Police to receive an emergency backup generator in case of a power outage on campus.

B. PBC Report: No report PBC meeting 10/17.

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

10/17 National Pasta Day; free pasta from Lomeli's restaurant on the library lawn today for students with an ASB sticker. 10/21-25: Student Development Office moving to MBBM modules. Student Leadership Conference to be held next week with many students attending.

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

10/15 meeting: AP/BP 4020 was a topic of discussion regarding realigning courses to follow the Chancellor's Office guidelines. On 10/12, D. McClelland attended the Statewide Senate Area meeting; a major topic of conversation was concern regarding the fully online Calbright College and whether the college is duplicating already existing courses and programs offered by California Community Colleges. In October, John Stankas, president of the Academic Senate for California Community Colleges, sent a letter to various members of the legislature regarding actions by the Board of Governors in overseeing Calbright. C. Escutia will forward a copy of the letter to all members.

E. Library Services:

C. Jenkin, Outreach Services Librarian, gave a PowerPoint presentation on the updated Library Services and Resources. Newly renovated areas include the Library Study Center, Music Library, quiet & collaborative spaces, and new displays promoting empathy through reading. A new policy was enacted allowing supervised children in designated areas of the library. Chat feature was added to the Library website where by students or faculty can connect to a librarian in real time. All librarians participate in the Embedded Librarian Program, a program that partners librarians with a faculty member and students in a particular course and offers targeted research instruction, assistance, and resources. 10/22: Library and Learning Resources Open House 11-2p. C. Jenkin will send out the PPT presentation to all members.

F. Zero-Textbook Cost (ZTC) Administrative Tasks: C. Martin provided an update:

A handout was distributed explaining the tasks and process for adding ZTC or low-textbook cost courses in Colleague. Moving forward, a standardized process is needed for ZTC management in order to meet the requirements of SB1359 long term. Suggestion was made for division offices to note ZTC when submitting textbook request forms to the bookstore, which could then be forwarded to ITS. C. Martin noted that SB1359 requires that ZTC be noted in the schedule of classes so that students can make informed decisions prior to registering for classes. Volunteers were requested to work on a standardized process; Behavioral & Social Sciences, Humanities, C. Martin, and M. McMillan will collaborate on a process.

Student evaluations: For faculty with combined course sections in Canvas (one shell), ITS will divide sections equally and will make a notation in the reporting software that they were originally combined sections.

G. AP/BP 4020 – Program, Curriculum, & Course Development:

J. Shankweiler reported that the Chancellor's Office sent out guidelines requiring that the credit hour be defined. The policy consists of a definition of credit hour, clock hour, and the conversion formula. All curriculum for credit courses will no longer be scrutinized when sent to the Chancellor's Office; it will be auto-approved if the board policy is adopted and an annual certification form is submitted and signed by the President, Vice President, Academic Senate President, and Curriculum Chair. Currently, there are a number of courses which do not meet the policy guidelines and are under review by the divisions and Curriculum Committee. Members requested more time to review the policy; tabled for the next Council of Deans meeting.

H. AP 4100 – Graduation Requirements for Degrees & Certificates:

J. Shankweiler reviewed the change to the policy concerning graduation requirements, item 1(c): "Completion of at least 12 degree applicable semester units of study in residence. ~~within requirements for either the general education and/or major."~~

D. McClelland clarified the reason for the change was to make the statement less ambiguous due to different interpretations of the policy. Discussion ensued regarding

interpretation. R. Miyashiro, L. Justice and R. Dreizler volunteered to work on amending the language for better clarity; forward any suggestions to the group. Policy tabled for next Council of Deans meeting.

I. AP 5070 – Attendance Accounting:

C. Martin indicated that additional language was added regarding online courses for no show reporting and withdrawal by instructor, which included that log-ins cannot be used as a way to determine if students are active in a course. D. McClelland added, after a big discussion by Ed Policies, it was decided to leave the policy broad given that we have not had much experience in this area and the diverse styles of teaching by instructors. G. Toya suggested adding AP 5520 language to page 3, Withdrawal by Instructor, that states short term suspension counts as an absence. Policy tabled for next Council of Deans meeting.

3. **OTHER**

Announcements:

- A. 10/17: ShakeOut Earthquake drill at 10:17 a.m.
- B. J. Shankweiler: Addressed poor attendance at President's meeting and Management Forum. If unable to attend President's meetings, please forward your reason to R. Mahowald.

4. **NEXT MEETING**

Council of Deans – November 7, 2019; 10:00-11:00 a.m.; Alondra Room