



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans November 7, 2019

Present: M. Arthur, D. Breckheimer, R. Brobst, L. Clowers, W. Cox, R. Dreizler, C. Gold, D. Gonzales, M. Guess, E. Gutierrez, A. Hernandez, S. Kushigemachi, M. Lemons, J. Lopez (ASO), C. Martin, K. Martinez, R. Miyashiro, N. Oliva, D. Patel, B. Price, V. Rapp, I. Reyes, I. Saucedo (ASO), R. Serr, J. Shankweiler, J. Sims, K. Sundara, G. Toya, V. Unda

Guests: J. Young

1. INFORMATION

Notes of October 17, 2019 - Approved as written

2. DISCUSSION/ACTION

A. Facilities Update: R. Brobst provided an update:

Clocks: Currently working to address campus wide clock issues. Older buildings were not receiving signals; additional transmitters are being added around campus for greater coverage and communication. In addition, 75 clocks have been replaced and additional clocks have been ordered. A plan to replace the older clock systems with PRIMEX, a synchronized clock system that receives time signals from satellites, is under review.

Main Gym: Was scheduled to open, but many issues still pending. Will not open until 100% ready.

Administration Building: Project moving along well; Spring move-in is planned.

Exterior Lighting: Project to add 24 new lights/light poles on campus.

BSSC Project: Fencing going up mid-to-late December.

B. PBC Report: W. Cox provided an update:

10/17 meeting: V. Unda reported that the college is adjusting to the 10-year Comprehensive Master Plan, composed of two 5-year Strategic Plans, which begins in 2023. I. Ingram reported the 2019-2020 Resource Allocations are being discussed in cabinet and the College Plan is scheduled to be released soon.

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

Izack Saucedo, ASO Commissioner of Academic Affairs, was introduced.

11/14: National Guacamole Day – Chips and guacamole will be served on the Library Lawn from 12:30-2:00p, ASO sticker required. ASO stickers are \$15 and may be purchased at the Cashier's Office or at the Marsee Auditorium Ticket Office.

Applications will reopen for Senator positions in Health Sciences & Athletics.

11/21: Movie Night - Avengers Endgame at Marsee Auditorium, TBD. ASO currently

preparing for Finals Madness, and for the annual Holiday Feast for low income families on campus. Many ASO executives and senators recently attended the California Community College Student Affairs Association (CCCSAA) Leadership Conference in Sacramento and are looking forward to attending the American Student Association of Community Colleges (ASACC) Conference coming up in Washington D.C. 11/7: ASO Senate meeting 1-2pm/DE 166.

D. Academic Senate: No Report

A questioned was asked regarding a decision on full-time hiring. J. Shankweiler responded that the decision is waiting on the FON calculation, which is based on HR head count and FTEF. Once calculated, Dr. Maloney will present her list.

E. Curriculum: L. Plum provided an update:
No report.

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

Policies were tabled at last meeting in order to give members time to review.

BP 4020: J. Shankweiler reviewed the changes, which included adding the definition of credit hour and clock hour. A suggestion was made on page 1, item 4, to remove wording, “consideration of job market and other related information for ~~vocational and~~ career education programs.” Members approved change; BP approved to move forward to College Council.

AP 4020: Modeled after similar policy at Butte Community College. J. Shankweiler reviewed the changes made to the policy which added language certifying that we are using the Chancellor’s Office credit hour calculation and a recent change made by Academic Senate on page 2, line 1, “At El Camino College the policy is ~~increments with~~ a minimum of ~~5~~ **.33** units.” The reason for the change in units is to allow greater flexibility when calculating credit hours for a course in order to comply with the Chancellor’s Office policy.

The policy was approved to move forward to College Council: 20 votes in favor, 4 against, and 1 abstention.

A question was asked regarding the process to request an increase in course credits. J. Shankweiler responded that, following a discussion, a written justification must be submitted and include an examination of other colleges and how it will affect a student completing a program, especially if associated with an ADT, AA-T, or AS-T, and will the student be within the 60 units that are allowable.

G. AP 4100 – Graduation Requirements:

Policy was tabled at last meeting for R. Miyashiro, L. Justice and R. Dreizler to work on different language for item 1(c). R. Miyashiro shared the suggested wording:
“Completion of at least 12 semester units of study in residence fulfilling a requirement in general education and/or major that has not already been completed;

exceptions to the residence requirement can be made by the Board of Trustees when an injustice or undue hardship would result.” A lively discussion ensued regarding general education, major and residence requirements. As no consensus was reached regarding the preferred language, J. Shankweiler tabled the policy to the next meeting.

H. AP 5070 – Attendance Accounting:
Tabled for next meeting.

3. **NEXT MEETING**

Council of Deans – November 21, 2019; 8:30-10:00 a.m.; Alondra Room