



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans

November 21, 2019

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

1. INFORMATION

Notes of November 7, 2019 - Approved as written

2. DISCUSSION/ACTION

A. Facilities Update:

J. Gutierrez provided an update on the current projects.

A question was asked regarding the timeline for modification of the Student Services front counter windows. J. Gutierrez responded that the modification is pending close-out with the division state architect in December. The goal is to begin the modification project in spring.

R. Brobst reported that it's time for the annual hazardous waste/chemical round-up. Any chemical waste kept longer than 90 days must be brought to the bunker in Facilities, which includes paint cans, aerosol cans, and chalk marking powder. Contact Facilities for pick-up of foundry items used in art and jewelry making. Beginning in December through the holidays, Facilities will have a reduced staff.

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

No report; next PBC meeting 11/21.

C. ASO Report: I. Saucedo provided an update:

11/21: Movie Night "Avengers: Endgame" at the Marsee Auditorium. 11/21: ASO Senate meeting in DE 166, 1-2pm. ASO prepping for Finals Madness to be held in DE 166. Applications now open for senator positions in Health Sciences & Athletics.

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

11/19 Academic Senate meeting. Topics included a resolution to recognize EOPS for 50 years of service on campus; a library presentation by C. Jenkin; and robust discussions concerning noncredit courses, AB705 and its effect on financial aid when dropping high unit courses, and diversity in faculty hiring. D. McClelland stated she plans to work with Senate to identify faculty members on campus who are passionately working on equity and diversity and who would be willing to serve on hiring

committees. She requested divisions allow one outside voting representative to participate on their hiring committee in order to provide an equity/diversity lens. J. Shankweiler added that the Contract recommends a person outside your division be part of the hiring committee. D. McClelland will formulate a list of faculty members and is working on additional equity and diversity training for those who serve on a hiring committee.

E. Curriculum: No report

F. 2020-2023 Strategic Plan:

V. Unda presented the 2020-2023 Strategic Plan, currently under consultation. A copy of the PowerPoint presentation was handed out and emailed to the committee. The Strategic Plan was removed from Board Policy 1200 to create a stand-alone document. The Comprehensive Master Plan will move to a 10-year cycle, instead of the current 5-year cycle.

G. Faculty Conference Requests – Article 16 and DWCC forms:

J. Shankweiler indicated that she is receiving many late or last-minute travel requests. A handout of Article 6 – Professional Meetings and Conferences was presented and the following sections highlighted: Section 4(a) Faculty Member Requests and Section 7 Reimbursements. A discussion ensued regarding the many different forms currently in use and possibly digitizing the request form on Formstack.

A suggestion was made to hold campus symposiums where faculty can share information after returning from a conference or sabbatical leave. A. Estrada, C. Martin, D. Breckheimer, and I. Reyes volunteered to be part of a committee to work on creating the event.

A concern was raised over faculty permitting alcohol use by students during college-sponsored field trips and off-site events. Student conduct cases for drinking have increased and faculty need to be made aware that students are in violation if found drinking while on a college-sponsored event, even if over 21 years. J. Shankweiler responded that this would be part of a school policy and not be part of the faculty contract. D. McClelland indicated that the board policy on field trips and excursions is scheduled for review at the next Ed Policies meeting on 11/26. J. Shankweiler requested that language be added to the policy regarding the use of alcohol by students while on college-sponsored trips and events. The creation of a student conduct waiver form for students to sign was discussed. R. Serr and A. Hernandez will forward a copy of forms currently in use to D. McClelland to review. A discussion ensued regarding alcohol use and students studying abroad.

H. AP 4102 – Career & Technical Education Programs:

D. McClelland reviewed the minor changes made by Senate. A. Estrada questioned the process for creating advisory committees for Career Education programs. V. Unda indicated that a subgroup of College Council is currently working on the Making Decisions document. The current document can be found on the College Council

webpage. K. Sundara volunteered to work with A. Estrada to suggest recommendations concerning Career Education. The policy was approved to move forward to College Council.

I. AP 5070 – Attendance Accounting:

J. Shankweiler reviewed the added language made to clarify attendance and no shows for online classes. C. Martin noted that changes were made as a result of DE faculty-generated requests for guidance on handling drops for no shows and withdrawal by instructor. Under No Show Reports, the following suggestions were noted: “Students who enroll in a class but do not attend the first scheduled class meeting ~~may~~ **must** be dropped from the roster... If illness or emergency prevents a student from attending the first class session or completing the first required interaction, the student must contact the instructor within 48 hours of the first class session or first required interaction **to be considered for continued enrollment**. ...If an instructor failed to drop a student who did not show in the No Show Report, the instructor must ~~drop the student on the Active Enrollment report~~ **contact Admissions and Records**.” Academic Senate to review suggested changes at the next Senate meeting.

3. **OTHER**

Announcements:

- A. K-12 Strong Workforce Grant: A. Estrada explained the contract agreement between Centinela Valley Unified School District and El Camino College, Strong Workforce Program. ECC will work to create programs that align Career Education pathways with the high school and ECC, targeted counseling/guidance, and Career Exploration Summer Camps. High school districts are seeking a Pathway Specialist that will work with all districts collectively to focus on pathway development.
- B. A. Estrada: A mobile job placement cart coming soon to ECC that will help students look and apply for jobs.
- C. J. Shankweiler: The A.A. Degree Task Force is being brought back to review AP 4100 before going to Academic Senate and Council of Deans regarding residency requirements and math competency. Additional task forces needed for noncredit courses, planning design team, release and reassign time, and class cap determination. J. Shankweiler will be contacting people to serve on task forces.
- D. C. Martin: First day of Winter Intersession, the new library system will be going live. Email notification will be sent out to students and staff.
- E. D. Patel: Change to counselor scheduling; appointments will no longer be released at midnight. Appointments will now be available at 9:00 a.m.
- F. I. Reyes: 11/21 - Filipino Culture Showcase at South Plaza; 11/21 - ASO Movie Night at Marsee Auditorium; 11/22 - Student Leadership Training Seminar; Seeking student volunteers to help with the Warrior Pantry and scheduled deliveries on 11/21, 11/25 and 12/13.

4. **NEXT MEETING**

Council of Deans – December 5, 2019; 9:00-10:30 a.m.; DE 166