



NOTES – COUNCIL OF DEANS
DECEMBER 19, 2019

Present: J. Baumunk, D. Breckheimer, R. Brobst, L. Clowers, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, M. Guess, E. Gutierrez, A. Hernandez, L. Justice, S. Kushigemachi, M. Lemons, J. Lopez, C. Martin, K. Martinez, D. McClelland, R. Miyashiro, N. Oliva, B. Price, R. Serr, J. Shankweiler, J. Sims

Guests: J. Ishikawa

I. INFORMATION

- A. Notes of 11/21/19: Notes approved as written.
Update: 2. A. Facilities Update: In order for chemical waste to be picked up by Facilities, a work order must be submitted.

II. DISCUSSION/ACTION

- A. Facilities Update: R. Brobst provided an update on current projects:
The Administration building is on track to be completed by March-April 2020; pool classroom building is on track scheduled to be completed September 2020; Gymnasium is open for use. The demolition project that encompasses the Student Activities Center, Student Service and Student Development will be fenced beginning 12/23/19. After demolition, construction will begin on the Behavioral & Social Sciences and Fine Arts buildings with a completion date of summer 2022. Smaller projects include adding new generators at the: (1) Police Station (will provide power for two days); and (2) library (it is presently undersized for technology). Exterior lighting project will add 24-30 light poles to the sciences, south of the library and music building, sandbox volleyball/tennis courts, and Marsee Auditorium. Some light poles were added near the Bookstore but Facilities is working on it due to a short in the wires. Carpet projects will be completed in the Haag Recital Hall and Music Library on 1/20-24.
- B. PBC Report: A. Grant provided an update for the Nov 21, 2019 meeting:
Main topic of the meeting was planning. V. Unda provided a planning calendar for the year: January – get organized; February-March – get data; April – work on data; May and June – release budget and have collegial consultation; July – Board of Trustees approval, October-December – planning unit level. Planning will involve items greater than \$5,000. If under \$5,000, discretionary funds will be used and items will be scored on a rubric to determine what gets funded. V. Unda will attend a future meeting to talk about planning.
- C. ASO Report: J. Lopez provided an update:
ASO hosted finals madness at the library until midnight; provided snacks, offered a meditation room with diffuser and oils, lotions (stress related release), and coloring books. The final student count was 571 at finals madness. Kudos to Crystle Martin for opening the library during finals madness. Over 2,000 students attended the holiday mixer. Senate meeting will be held on 12/19 and will focus on students that will be going to Washington DC. Students will learn about bills, policies, and what to advocate for as community college students.

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

Three senate meetings were held last month. Selene Torres of Counseling received the outstanding part-time faculty award. Working on faculty diversification as hiring gets underway. At the last Senate meeting, there was a resolution for support on faculty diversification. Identified areas where there are not diverse pools and partnering with HR to look for ways to diversify. There are 12 volunteers for 8 faculty positions. Met with Dr. Maloney and will write a partnering resolution to bring to the Board in spring. At Senate meetings, faculty have presented about positive things on campus (i.e. presentation on library and mentoring program with part-time English faculty). Future possibilities to share are shark tank (Computer Science/Programming) and SITE (Math/English faculty working on equity).

E. Curriculum: No report.

F. Mandatory Training Requirements:

J. Ishikawa, the Title IX coordinator for the District, reported that there is mandatory training that employees are required to take. A list of training requirements for faculty and staff was provided to Council members. The grid outlined all required training for employees on campus depending on position: type of training, groups required to take the training, purpose, when required (frequency), and how it is delivered. According to AB 1825, all managers are required to take sexual harassment training every two years.

Need to find ways on how to roll out the information to employees about the various trainings. Are training courses required by the state or District? Define mandatory and need to know what law or regulation is required for a particular training. It was suggested to add FERPA training on the list. Part-time faculty that receive training at other colleges can upload a certificate to show proof the training was completed at another school.

J. Shankweiler noted this is a topic for division meetings on flex day. More discussion to follow at a future meeting.

G. Student Equity: R. Miyashiro provided a presentation on, “What Does Equity Mean?” To obtain a diploma, some students have a short climb, some are in the middle and some are in a deficit. Everyone needs to be provided the opportunity for success. The path of support is to bring more awareness and close the equity gap. We need to continue to educate ourselves and provide more resources (i.e. African Americans, LatinX, foster youth, and students with learning disabilities). The Chancellor’s Office wants equity funds to be used for access, retention, and transfer level English/Math.

J. Ishikawa added that the College has an EEO plan and subcommittees dealing with some of these issues. Funds are designated to support training and Professional Development which needs to be a part of the process for the hiring committee.

H. Guided Pathways Scale of Adoption Self-Assessment: Council members received a copy of the report that Jenny Simon and Maria Garcia worked on regarding the District’s progress for implementing Guided Pathways. It included the four pillars of Guided Pathways, progress in implementing practices and the next steps toward implementation/timeline. The report is due to the Chancellor’s Office by March 1, 2020. It has been reviewed by Academic Senate twice. It will be included on the next Council of Deans agenda to review again for any

additional input. E. Gutierrez suggested a component of EOPS be added to the report. If there is additional information that did not get included, contact Jenny Simon and J. Shankweiler.

- I. Night Duty Dean Duties: R. Miyashiro requested input for those serving night duty regarding type of resources needed, duties, and level of authority. Discussion points:
- Start a task list of different scenarios that may happen and if the night duty dean has a yes or no on authority.
 - Develop a list of things a dean does day to day and decide which things would you allow a night dean to do? In some incidents, the night duty dean may not have answers approving courses or equivalencies for a different division. Dean can explain the process to the student but not provide approval.
 - Student can turn in paperwork so they don't have to come in again. How can we give the student an answer so they don't have to come back on campus? Provide students with what they need and not what is convenient for us.
 - Provide training so all deans are on the same page.
 - Computer in the office where the night duty dean sits with all required software, including Colleague and Outlook, etc.
 - A cell phone for the night dean to use. It would provide the same cell # no matter who is serving as night dean for the evening.
 - Student Services closes at 5 pm during winter session. Services will be available with extended hours two weeks before fall/spring begins.
 - Campus Police has a list of who is serving night duty for the evening. If there are any changes, VPAA and Campus Police should be informed.
 - No night duty during winter session. R. Dreizler volunteered to serve first in the rotation as night duty dean for the spring semester.
 - Kristina Martinez will provide a list of counselors who are on campus during winter session.
- J. Next Meeting – January 2, 2020: No meeting on 1/2/20. Ross Miyashiro will chair the next meeting on 1/16/20.

Next Agenda:

Night Duty Dean – R. Dreizler/R. Miyashiro will review list

Planning – V. Unda

III. **OTHER - Announcements:**

Library Update: C. Martin reported that there will be an updated library catalog beginning winter 2020. Drop for non-payments went well because the campus rosters updated for the first time. It will be determined the first days of winter whether it is updating in real time. Canvas gradebook will be used by the end of the spring semester.

Board approved Panopto (video software). It has a 95% transcription rate. There are 60 faculty in the pilot group starting in January. Faculty will have a choice to allow students to record or use this tool. M. Wolfenstein is setting up training.