



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans January 7, 2021

Present: J. Anaya, J. Aramburo, M. Arthur, J. Baumunk, D. Breckheimer, R. Christophersen, W. Cox, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, M. Guess, E. Gutierrez, A. Hernandez, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, K. Martinez, D. McClelland, R. Miyashiro, W. Morris, A. O'Brien, D. Patel, C. Preston, B. Price, I. Reyes, R. Serr, J. Shankweiler, K. Sundara, G. Toya, V. Unda, G. Valle

Guests: J. Pon-Ishikawa, J. Simon

#### 1. INFORMATION

Notes of December 17, 2020 - Approved as written.

#### 2. DISCUSSION/ACTION

A. Facilities Update:

No report.

B. PBC Report:

No report.

C. ASO Report:

G. Toya reported that ASO is planning their spring retreat and preparing for spring semester. Upcoming meetings with the Student Voter Project (SVP) Committee will focus on how best to support our students concerning the recent event that occurred at the U.S. Capitol in Washington, D.C. and other events affecting our country.

D. Academic Senate Report:

D. McClelland requested that deans remind faculty teaching winter session about the new camera policy which can be found here: <https://www.elcamino.edu/library/distance-ed/facultyresources/guidelinesandprinciples.aspx>.

The policy was developed by the Online and Digital Education committee and will be approved by Senate at the first meeting in spring. The policy is based on the legal opinion regarding the online camera use in classes. The link to the policy and a copy of the opinion will be sent out to members following today's meeting.

E. Scale of Adoption Assessment (SOAA): J. Simon/J. Pon-Ishikawa

J. Simon requested that members review the SOAA summary and areas of focus. If any areas need to be updated, please forward those to J. Simon. She noted that student success stories are also still needed for the assessment. The SOAA is on the Board

Agenda for a second reading and is due to the Chancellor's Office by March 1. J. Simon reminded members of the Winter Summit on February 9 from 10a-230p, which will focus on Guided Pathways implementation, equity-mindedness, and the theme, "How am I an Agent of Student Success?" Sign-ups are on Cornerstone and flyers will soon be sent out.

F. On-Campus Classes & Safety Measures Discussion:

J. Shankweiler opened a discussion regarding what safety precautions are needed in classrooms as we prepare to transition back on-campus for fall. Suggestions included shield guards for faculty podiums, spacing in classrooms, and alternating online and on-campus lab assignments. J. Shankweiler requested that all departments submit a proposed list of lab classes they would like to see return to campus for fall, as well as what offices and computer labs should return. She requested that all departments submit a plan whether coming back to campus or not. A discussion ensued regarding temperature checks, cleaning classrooms, vaccines, protocols for those who test positive, and a dress rehearsal for returning to campus.

G. Dashboard and Student Success Discussion:

J. Shankweiler noted that on 1/6, V. Unda and J. Rosales presented a workshop on the Course Completion Dashboard and how this information can be used to look at equity data and promote student success. C. Gold shared that during the fall, the Dashboard was used during department meetings to look at equity gaps for specific programs and classes, which led to discussions on how to tackle those gaps. During Spring department meetings, they plan to review the Dashboard and set goals and a specific plan for reducing the gaps. A discussion ensued concerning faculty who feel frustrated for hard work not recognized and faculty who do not see the impact in the data.

C. Preston asked if the data is correct for athletics, as he discovered missing information concerning race in Colleague. V. Unda responded that an issue does exist with ethnicity that ITS has been trying to fix. She agreed to update the Council of Deans in February on the status of the ethnicity issue. A discussion ensued regarding collecting tools and best practices and the process for sharing those with faculty. A suggestion was made for IRP to conduct a survey for faculty with high success rates, and to highlight a different division at each Council of Deans meeting to hear different practices and strategies for reducing gaps. D. McClelland noted in the Zoom chat that a faculty development program is in the works that will launch next winter, with a faculty design team from SITE, MyPath, Guided Pathways, Academic Senate, and IR.

**3. OTHER**

Announcements:

A. J. Aramburo: Registration Assistance dates: December 17, 2020, December 21, 2020, January 13, 2021, January 21, 2021, January 25-29, 2021, and February 1-5, 2021.

**4. NEXT MEETING**

Council of Deans – January 21, 2021; 8:30-10:00 a.m.; ZOOM