



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

**NOTES – Council of Deans
February 18, 2021**

Present: J. Anaya, J. Aramburo, L. Audusseau, T. Bailey, J. Baumunk, D. Breckheimer, R. Christophersen, R. Dreizler, C. Gold, D. Gonzales, G. Greco, M. Guess, E. Gutierrez, A. Hernandez, D. Johnston, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, D. McClelland, R. Miyashiro, W. Morris, N. Oliva, D. Patel, C. Preston, I. Reyes, R. Serr, J. Shankweiler, K. Sundara, G. Valle

1. INFORMATION

Notes of February 4, 2021 - Approved as written.

2. DISCUSSION/ACTION

A. Qualtrics Survey:

M. Lemons shared onscreen a presentation regarding the Student Course Request Survey. The proposed survey will allow students to make a request for courses they would like to have offered for the following semester. The results of the survey can help divisions determine how many sections to offer. M. Lemons shared a sample Course Request Survey created by J. Smotherman from IRP. The survey allows students to search for courses by meta-major or division. Divisions could choose what courses to list on the survey and additional information could be added, such as supplemental questions regarding needed resources or technology. Questions to consider: Which divisions would find the survey convenient? Offer survey for which term? Administer survey by email or Canvas? Members suggested sending the survey by both email and Canvas, using single sign-on with Student ID, and offering the survey to students after meeting with an academic counselor. It was noted that the timing of the survey is important and should be released prior to completion of galley in order to make use of the results and structure galley accordingly. It was suggested to implement survey for spring 2022. R. Dreizler will send an email to deans to ask what courses they want to include on the survey.

B. Facilities Update: No report

C. PBC Report: No report

D. ASO Report:

D. Johnston reported that at the ASO Senate meeting on 2/18, Senate will appoint three new court justices, one new division council member, a senator in Business, and two senators for Humanities. ASO's Friday morning standing committees will resume on 2/19 and new co-chairs have been appointed. Subcommittees include the Sustainability Committee, Policy and Advocacy Committee, Activities Committee, Initiatives Committee, and Publicity Committee.

E. Academic Senate Report:

D. McClelland reported that at the Senate meeting on 2/16, a discussion took place regarding the new camera policy, V. Unda gave a presentation on the Institutional Planning Guide, and VP's gave updates for spring. The Academic Technology Conference will take place on 3/25 and 3/26. Senate is looking for knowledgeable faculty with experience leading small group discussions for roundtables on 3/25; if interested, contact Pete Marcoux or Moses Wolfenstein. Session topics include mitigating cheating and strategies, Flipgrid, Google Assignments, Pronto, increasing student engagement in remote environments, and ways faculty can use resources to develop future hybrid courses. The Equity, Diversity & Inclusion Committee is partnering with the Faculty Development Committee to host the Informed & Inspired series that will focus on tools that faculty can use to create a more equitable classroom environment. Senate had a discussion regarding the add process for students in the current remote environment. Students who wish to add a class do not have access to Canvas or course materials until they receive an add code and are officially enrolled in the class. Counseling senators are reporting that by the time students receive an add code they have missed 20% of the class, resulting in many students failing. This is especially problematic for winter and summer classes. D. McClelland raised the question, how are we going to help students who want to add classes be more successful? A discussion ensued regarding waitlisted students and confusion with courses not appearing in Canvas. J. Shankweiler suggested forming a work group to work on the waitlist issue; R. Dreizler, D. Breckheimer (co-chair), T. Bailey, and C. Martin volunteered. D. McClelland will try to obtain a faculty representative from counseling and the classroom for the work group.

F. Guided Pathways Plans:

T. Bailey thanked the deans for creating videos for the meta-major scholarship recipients. The videos will be sent to the students on 2/18. T. Bailey will be contacting deans for input regarding the requirements for awarding future meta-major scholarships. The "United for Student Success" forum is scheduled for 3/25 from 12-2p. Guided Pathways is moving forward with a Self-Assessment Personal Success Plan for students by meta-major. The self-assessment will be sent to students via ECC Connect the third week of the semester and will be used to improve student success by offering resources and individual follow-up with students in an effort to lower course withdrawal rates. Guided Pathways also plans to utilize the Withdrawal Survey in real time to contact students who withdraw from a course. T. Bailey announced that Guided Pathways has earned a Student Engagement Innovation Grant, which will pay students to serve on College committees providing valuable feedback and insight to help make informed decisions on how to better support students. If interested, please contact T. Bailey. The survey regarding the Winter Summit will be sent out on 2/18.

G. AP 4236 and AP 4237 - Inactivations:

J. Shankweiler announced that AP 4236 - Advanced Placement and International Baccalaureate Credit and AP 4237 - Credit for Military Service were on the agenda for inactivation. Both procedures were incorporated into AP/BP 4235 - Credit for Prior Learning.

H. Zoom Captioning Demonstration:

G. Greco provided information regarding the captioning feature in Zoom. The captioning feature displays what the speaker is saying as text at the bottom of the meeting video. The host of a meeting activates this feature by clicking "Live Transcript" in meeting controls (bottom ribbon), then clicking "Enable Auto-Transcription." Once opened, participants have the option to use the Live Transcript setting to hide or view a full Live Transcript session in the sidebar, as well as hide or view the subtitles displayed over the video. Live transcription only supports English and is not currently available for breakout rooms. Live transcripts can be viewed later if the session is recorded to the Zoom cloud. G. Greco noted that all instructors will have access in Zoom to use the Live Transcript feature. Instructors who record their lectures using Zoom can then post the recording in Canvas, where students can listen and view the live transcripts.

G. Greco highlighted another useful feature in Zoom called "Multi-Pin" which allows users/host to pin multiple video screens at a time, allowing deaf and hard-of-hearing students the ability to see the instructor and interpreter at the same time. Elana Azose will be incorporating these new features into upcoming Zoom training sessions and will send out an informational sheet to all staff.

3. OTHER

Announcements:

A. R. Dreizler: AP 5055 – Enrollment Priorities; volunteers needed to help re-write procedure. Contact R. Dreizler if interested.

B. K. Martinez: 2/26 is the deadline for intent to graduate. Students needing assistance with graduation filing can attend a drop-in Grad Check Zoom Room to meet with a counselor on 2/25 or 2/26. See the Counseling webpage for more details.

J. Shankweiler noted that students must file their intent to graduate in order to qualify for the Presidential Award.

C. I. Reyes: Posted link to flyer in the Zoom chat regarding Spring 2021 Resources that includes virtual workshops and support groups for students on mental health, wellness, and Mindfulness Mondays. Student Health Services offers a wide range of resources and information. Link to flyer:

https://elcamino.medicatconnect.com/form/SHS_Spring_Resources_Flyer_2021.pdf

4. NEXT MEETING

Council of Deans – March 4, 2021; 9:00-10:30 a.m.; ZOOM