



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans

April 15, 2021

Present: J. Aramburo, M. Arthur, L. Audusseau, T. Bailey, J. Baumunk, D. Breckheimer, R. Christophersen, R. Dreizler, A. Estrada, C. Gold, D. Gonzales, A. Grant, G. Greco, M. Guess, E. Gutierrez, A. Hernandez, D. Johnston, L. Justice, S. Kushigemachi, C. Martin, K. Martinez, D. McClelland, R. Miyashiro, W. Morris, A. O'Brien, N. Oliva, D. Patel, B. Price, I. Reyes, R. Serr, J. Shankweiler, K. Sundara, G. Toya, G. Valle

Guests: J. Ishikawa, A. Palacio-Broadhead

#### 1. INFORMATION

A. Notes of April 1, 2021 - Approved with the following amendment:

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

3/18 meeting: I. Ingram announced that the American Rescue Plan passed in March, which increases the ECC portion of CARES Act funding by approximately \$40 million dollars ~~systemwide~~.

#### 2. DISCUSSION/ACTION

B. Facilities Update:

No report

C. PBC Report:

A. Grant announced that there is no report as PBC has not met since the last report.

D. ASO Report: D. Johnston provided an update:

ASO senators are continuing to plan for their career roundtables. They are currently finding panelists and setting dates for their events. The roundtable dates have changed and will be taking place from May 11-20. Over the course of these two weeks, there will be seven events, all at different times. As the event draws near, senators will be sharing flyers with their dates, times, and information on each panelist. G. Toya added that ASO is hosting their annual elections, where students can run for positions as senators of their academic division or members of the Executive Cabinet for the 2021-2022 academic year. Candidate petitions are due by Monday, April 26 at 12:00p. Please spread the word to any students you think might be interested or could benefit from membership in ASO. ASO provides students with mentorship, leadership training and development, and a platform for student-centered advocacy. Please share the ASO elections website which contains the candidate petition, important election dates and deadlines, and the election guidelines. If there are any questions, please reach out to the Elections Committee at [asoelections@elcamino.edu](mailto:asoelections@elcamino.edu). A link to the ASO Elections webpage was posted in the chat: <https://www.elcamino.edu/student/studentservices/sdo/aso/elections.aspx>.

- E. Academic Senate Report: D. McClelland provided an update:  
4/6 meeting: First reading of BP/AP 4230, Grading and Academic Record Symbols, to add the satisfactory progress notation for noncredit courses with open entry. Presentations were given on the campus construction, Social Justice Center plan, and the Institutional Learning Report (ILO). The next Academic Senate meeting will take place on 4/20 and will include a 2<sup>nd</sup> reading of BP/AP 4230, an informational reading of AP 3435, Unlawful Discrimination Complaints & Investigations, and a call for nominations for the Academic Senate Executive Board. Upcoming Senate meetings in May will look at making changes to the Constitution and readings of the new templates for program review.
- F. Travel Pre-Approval and DWCC Process:  
J. Shankweiler shared onscreen the online travel pre-approval request and reimbursement procedure and DWCC process. She reviewed the step-by-step instructions and workflow of approvals and noted that this travel process is to be used by faculty/staff when requesting permission and/or funding to attend an in-person or virtual conference. The online Travel Pre-Approval form is now on Formstack and is located on the ECC website > About> Departments> Purchasing> Travel Pre-Approval Form or at [https://elcamino.formstack.com/workflows/travel\\_request\\_reimbursmt](https://elcamino.formstack.com/workflows/travel_request_reimbursmt). A suggestion was made to post the travel process information on the VPAA Team Site. For requests regarding DWCC approval, please follow-up by email with Araceli Palacio-Broadhead and Kristell Villacorta. Adjustments to the workflow were requested and noted. K. Martinez volunteered to help with the Formstack workflow.
- G. AP 3435 - Unlawful Discrimination Complaints & Investigation:  
J. Ishikawa shared onscreen the revisions made to AP 3435. She noted that the procedure applies to students and employees and are governed by the Office of Title IX, Diversity, and Inclusion. Major changes to the procedure included the change in office title (formerly Staff & Student Diversity) and the term “unlawful discrimination” was changed to “unlawful discrimination, harassment, or retaliation.” Unlawful discrimination refers to any kind of unfair treatment based on a protected class and includes harassment and retaliation. Changes also reflect a series of updates from the Chancellor’s Office. The AP was updated to clarify the formal complaint procedure which no longer requires filling out a form. Complaints can be verbal, written, or submitted by the Office of Title IX, Diversity, and Inclusion.
- H. Guided Pathways Update:  
T. Bailey announced that Guided Pathways is working on a pilot with MyPath that will comprise at least two courses from each of the meta majors. The courses selected are introductory and include a dedicated counselor and PASS student mentor who can offer support and guidance. Orientation for the pilot will occur in the next couple of weeks and review of the program will take place in mid-late fall.

I. Textbook Request Process:

C. Martin shared onscreen the Formstack Textbook Requisition form. She reviewed each section of the form. The form will be ready to use next week, and the bookstore will be sending out the link when it's ready. C. Martin will send the deans a copy of the workflow.

J. Aligning Outreach & Academic Scheduling Calendars:

D. Breckheimer shared onscreen a document outlining the Outreach-Academic Affairs partnership which seeks to encourage regular interaction and the exchange of information. She displayed the list of items that J. Aramburo will provide to the divisions (Regfest, registration/assistance dates, enrollment updates, etc.) and the items that the deans will provide to J. Aramburo (semester course offerings, class cancel dates, courses in danger of cancellation, adding classes, change sheet, etc.). A discussion ensued regarding the timeline for notification of class cancellations and change sheets sent to Admissions & Records and other areas once the schedule has been published. J. Shankweiler suggested adding "Change Sheets," as an agenda item, to the next AA Managers meeting on 4/22. D. Breckheimer requested that each division send her a sample of their change sheet. She and J. Aramburo will review the change sheets and make suggestions. Please send any comments or feedback to D. Breckheimer.

**3. OTHER**

Announcements:

- A. C. Martin: Announced that ECC alum, Lessa Pelayo, was elected as the American Library Association President.
- B. J. Shankweiler: Announced that six ECC students were awarded internships with Facebook.
- C. A. O'Brien: Reminder to use the weekly events e-blast link for any upcoming events; May 3-7: Teacher Appreciation Week. Please share any events planned for faculty with Marketing & Communications.
- D. J. Shankweiler: Marketing & Communications sent an email regarding the Presidential Public Forums on April 28-29 at 1:00 p.m. and 3:00 p.m.
- E. M. Arthur: 4/21 – Administrative Professionals Day.
- F. J. Shankweiler: Please share ideas for Classified Professionals Week in May.
- G. I. Reyes: Email was sent announcing that ASO/ICC/SEAC are hosting movie nights and poetry slam to increase student engagement on campus; Student Health Services continuing to offer many wellness workshops. Please encourage students to attend.
- H. G. Greco: If scheduling last-minute optional Zoom meetings over a holiday, weekend or evening, faculty should keep in mind that deaf/hard-of-hearing students may require accommodations that require classified staff to work. Please be mindful that advance preparation may be needed.
- I. W. Morris: The Nursing Department has been approved to move forward for national accreditation. She also announced her retirement in August.

**4. NEXT MEETING**

Council of Deans – May 6, 2021; 10:00-11:00 a.m.; ZOOM