



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans May 20, 2021

Present: J. Anaya, J. Aramburo, L. Audusseau, T. Bailey, J. Baumunk, D. Breckheimer, R. Christophersen, W. Cox, R. Dreizler, A. Estrada, C. Gold, D. Gonzales, A. Grant, G. Greco, M. Guess, J. Gutierrez, A. Hernandez, D. Johnston, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, D. McClelland, J. Miera, R. Miyashiro, A. O'Brien, D. Patel, B. Price, I. Reyes, R. Serr, J. Shankweiler, J. Sims, K. Sundara, G. Toya, V. Unda, G. Valle

Guests: J. Rosales

#### 1. INFORMATION

Notes of May 6, 2021 - Approved as written.

#### 2. DISCUSSION/ACTION

##### A. Facilities Update: J. Gutierrez provided an update:

1,341 in-home air purification units have been ordered that will be placed in all offices and classrooms starting in June. A consultant has been hired and is conducting assessments regarding improvements to the HVAC systems and air quality on campus. Phase 1 includes: Life Science, Natural Science, Chemistry, Physics, Planetarium, Library, Resource Center, Social Science, Humanities, MBAH, and Communications. ECC is working with two companies in preparation for returning to campus: Forensics, which helped to develop templates outlining the implementation measures, and World Back to Work, who will be installing plexiglass, dispensers and signage. Current projects include the new Public Safety Training Center to be located in Lot L, northwest corner. The first phase includes three modular buildings with a classroom, administration and restrooms; project is expected to be completed by the end of June. The Behavioral & Social Sciences and Arts Complex is 20% completed and is on schedule for completion next fall. Projects have begun on the baseball field improvements and Construction Tech site. Contracts were awarded for the Café project and renovation of the Communications basement which will house Student Activities; both projects are expected to be completed in 6 months. Preliminary designs for the Music Building have been completed and will be submitted to the Chancellor's Office for review and approval. The Facilities Master Plan is scheduled for revision; the last update was in 2017. J. Gutierrez will be asking for feedback and input with the plan. V. Unda noted that IRP is starting the comprehensive strategic planning process in August, which includes the Facilities Master Plan, and requested that J. Gutierrez coordinate with IRP.

B. PBC Report:

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

J. Shankweiler reminded the members of today's Town Hall Meeting, which will include a discussion concerning the Governor's May Revise budget.

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

ASO will be having its final Career Roundtable today at 2:00 p.m. ASO Business Senators will be hosting a panel that includes a CEO, realtor, and instructor. ASO election results are in. The new president is Dalyan Johnston, Vice President is Katherine Bonilla, Director of Academic Affairs is Anisah Moutra, Director of Finance is Vin Balaji, Director of Student Services is Audrie Devera, Director of Public relations is Andrea Fernandez Cruz, Director of External affairs is Sarah Sheik, Student trustee is Karina Ramirez, Director of Human Resources is Alberto Ramirez, and Director of Equity, Diversity, & Inclusion is Fine Tuitupou.

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

5/18 meeting: Senate voted to approve the Senate Constitution Amendments, revised Program Review templates, BP/APs, and had first readings of the ESL Adoption Plan and the requirements for maintaining distance education certification. Elections were held and two new members were elected to the Executive Board: Stephanie Burnham will replace Pete Marcoux as VP of Academic Technology and Camila Jenkin is the new VP of Educational Policies replacing Claudia Striepe who is retiring after a long term of service with Academic Senate. Stacey Allen and Josh Troesh were re-elected to their same positions as VP of Faculty Development and VP of Finance, respectively. Senate is currently searching for a Secretary/Webmaster to run meetings and take minutes.

E. BP/AP 4100 - Graduation Requirements for Degrees and Certificates:

J. Shankweiler announced that moving forward BP/APs will go from Ed Policies to Senate for a first reading, then to Council of Deans, and then back to Senate for a second reading. This will allow for all of suggestions to be encompassed.

J. Shankweiler shared onscreen BP/AP 4100 which was approved by Senate. The BP was changed per the Chancellor's Office, which lowered the requirement for certificates from 18 to 16 or more semester units of degree-applicable coursework. The AP was changed to clarify the residency requirements. It was noted that these changes will hopefully increase the number of certificates awarded. BP/AP 4100 was approved to move forward to College Council.

F. BP 4100.1 - Catalog Rights:

J. Shankweiler shared onscreen BP 4100.1. She reviewed the changes and noted that the Associate Degree for Transfer was added. D. McClelland added that "EW" (Excused Withdrawal) should be included and that CR/NC (Credit/No Credit) should be removed. BP 4100.1 was approved to move forward to College Council.

G. BP/AP 4040 - Library & Learning Support Services:

J. Shankweiler shared onscreen and reviewed the changes to the BP/AP. It was noted that the title should be the same for both the BP and AP, "Library & Learning Support Services." It was noted to correct the numbering. BP/AP 4040 was approved to move forward to College Council.

H. BP/AP 4070 - Course Auditing and Audit Fees:

J. Shankweiler shared onscreen and reviewed changes to the BP. It was noted that the BP/AP are returning to Academic Senate for a 2<sup>nd</sup> reading for further review of the AP. D. McClelland reviewed the changes to the AP and indicated an issue exists with the last sentence of the procedure regarding clarification on when students can switch to audit a course. L. Justice clarified that students can drop a course and request to audit only during the add/drop period. A discussion ensued and Council members recommended removing the last sentence.

I. AB 705 ESL Adoption Plan:

D. Breckheimer explained AB 705, the Assembly Bill that changed the process of placing students in basic skills classes and mandated that colleges have students enroll and complete English and Math within the first year. ESL was not included in the same guidelines because the lower level classes in ESL are language acquisition courses and not considered basic skills. Due to Covid-19, the Chancellor's Office has extended the deadline to July 1, 2021 to submit the AB 705 ESL Adoption Plan. According to the Chancellor's Office, ESL students with a goal of degree or transfer should enter and complete a transfer-level English composition course (or an ESL course equivalent) within three years. D. Breckheimer reviewed the Adoption Plan and the ESL placement processes. A copy of the Adoption Plan was included in the agenda packet.

J. Enrollment Dashboard:

J. Rosales shared onscreen a presentation from IRP regarding the new enrollment reporting tool. The main purpose of the report is to monitor the semester enrollment and identify enrollment trends. He displayed a view of the prior report and the updated version. The updated version will be more functional with the ability to drill down to look at courses in more detail to see how courses are enrolled and where to make adjustments. The data will continue to be updated 3x a week during the enrollment period. Training for staff and faculty will be offered in early June. The report is available for viewing on the Team Site. If you need access to the Team Site, please contact J. Rosales or V. Unda.

K. Guided Pathways – New Student Welcome Day & Meta-Major Scholarships:

T. Bailey shared onscreen the schedule for Meta-Majors Week, August 16-19. Each meta-major will have their own two-hour timeslot where students can learn about the benefits, courses, and programs offered in each meta-major. J. Sims will open up the event and deans are requested to speak or create a 5-7 minute video for their respective meta-major to introduce themselves and welcome students to the new semester. The deans responded favorably to participating.

T. Bailey requested feedback on the requirements for the Meta-Majors Scholarships. She noted that the application period will begin July 1 and close on August 6. This early deadline will allow students the funds to purchase books, supplies and materials prior to start of the semester. She reminded the Council members that the scholarship is \$500 and one scholarship is allotted per meta-major. The Foundation will provide funding for the scholarships and will be given in fall and spring. She shared suggested basic requirements for the scholarship: 2.0 GPA, minimum of 6 units, and specific financial need requirements. Council members suggested requirements include improvements in GPA, tiered GPA levels, and not based on financial need.

### 3. OTHER

#### Announcements:

- A. J. Shankweiler: 5/26 - Presidential Scholar & Academic Achievement Awards. Please send invite to faculty. Script for deans will be sent out soon.
- B. J. Shankweiler: Please send Program Review leads to K. Degnan in order to arrange training in June.
- C. C. Martin: Reporting Services was incorrectly tabulating the average for the Student Surveys and is working on fixing the problem: faculty should use percentages instead. Please encourage part time faculty to participate in the Peer Online Course Review (POCR) process in order to earn the quality seal.
- D. M. Lemons: The Course Preference Survey has been completed and testing is taking place. Once testing is complete, the link will be sent to the deans for review.
- E. V. Unda: Please encourage all, including classified staff and students, to complete the Campus Climate Survey which also includes a section on diversity, equity and inclusion. Link to survey: [https://elcamino.co1.qualtrics.com/jfe/form/SV\\_295pG1K31iSwrUG](https://elcamino.co1.qualtrics.com/jfe/form/SV_295pG1K31iSwrUG). ECC's Institutional Review Board (IRB) needs to approve any studies involving students in order to protect students' privacy. IRB meets from September to June.
- F. B. Price: Center for the Arts will present a virtual livestream production of Sophocles' play "Antigone" at 7 p.m. 5/21, 5/22, 5/28, 5/29, and at 3 p.m. 5/23 and 5/30; The Student Art Show is now available for online viewing through August 16. Works in varied media were selected by instructors as outstanding examples produced by students in the ECC Art Department.
- G. L. Justice: Summer registration started 5/17; fall registration starts on 5/24. Registration tool was launched.
- H. J. Aramburo: Registration events "Reg Fest" are happening every Wednesday. Students can go to <https://www.elcamino.edu/student/studentservices/welcomecenter/virtual-events.aspx> for more information.

### 4. NEXT MEETING

Council of Deans – June 3, 2021; 9:00-10:30 a.m.; ZOOM