



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans

June 3, 2021

Present: J. Aramburo, T. Bailey, J. Baumunk, D. Breckheimer, R. Christophersen, W. Cox, R. Dreizler, A. Estrada, C. Gold, D. Gonzales, A. Grant, G. Greco, M. Guess, E. Gutierrez, A. Hernandez, D. Johnston, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, D. McClelland, J. Miera, R. Miyashiro, W. Morris, A. Moutra, D. Patel, B. Price, V. Rapp, I. Reyes, R. Serr, J. Shankweiler, J. Sims, K. Sundara, G. Toya, V. Unda, G. Valle

Guests: J. Hinshaw

#### 1. INFORMATION

Notes of May 20, 2021 - Approved as written.

#### 2. DISCUSSION/ACTION

A. Facilities Update: No report

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

5/27/21 meeting: I. Ingram spoke regarding the Town Hall Budget Meeting. She noted that we are awaiting the Governor's signature in late June on the issue of COLA/growth and a healthy fund balance is anticipated. She recommended that we have at least two months of operating costs in reserve, and some deferred funds are expected back in August. V. Unda spoke on planning. 410 Recommendations were forwarded to Cabinet; 80 were deemed high priority, equaling \$5.7 million; 20 were for safety and liability; 30 were funded already in their departments; and 16 are confirmed as funded. More information is forthcoming on the funded Recommendations. Discussions included the PBC Charter, which covers the roles, responsibilities, safeguards, recommendations, reporting on planning and budgeting, and the policies of PBC. The decision regarding pay back of furlough days to management will be decided by the Board in the future. V. Unda added that they are working on the Recommendations and will provide a clear and transparent document that will show which requests were approved and not approved. She also noted that PBC is currently reviewing the PBC memberships.

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

ASO is wrapping up the semester and will be having their end-of-year banquet on June 14. New recruitment for vacancies will begin later in June and through the summer with more information forthcoming. D. Johnston introduced her successor, ASO's new Director of Academic Affairs, Anisah Moutra. D. Johnston will assume her new role as ASO President in July.

- D. Academic Senate Report: D. McClelland provided an update:  
6/1/21 meeting: Senate elected Maria Garcia from Counseling as the new secretary/webmaster; all e-board positions are now filled for next year. BP/AP 4070, Course Auditing and Audit Fees was approved, as well as the ESL Adoption Plan and guidelines for maintaining distance education certification. J. Gutierrez gave a presentation on the campus ventilation and an informational presentation was given on the work done by the Academic Integrity Committee during Spring 2021. D. McClelland noted that spots are now available on the committee, if faculty are interested contact G. Toya or M. Wolfenstein. A few Senate members will be working through the summer on special projects. The Equity-Minded Teaching Institute will host its first meeting today. Senate is collaborating with Guided Pathways and Academic Affairs to host an upcoming training with Dr. Jeremiah Sims to create an impact equity grid, a framework for infusing equity on campus. Please consider attending the training, if you received an invite.
- E. Budget Restoration:  
J. Hinshaw shared onscreen a spreadsheet outlining the 30% budget restoration for fiscal year 2021-22. He noted that the restored funds will be added to a specific GL account code under General Fund 11, Object Code 54397, for each division and will be named "Budget Restorer Holding Account." Budgets are loaded and available now in Colleague. A memo to the divisions will be forthcoming detailing the restored funds. J. Hinshaw noted that use of the restored funds is at the discretion of administrators, as allowed by Board Policy. If there are any concerns with the restored funds, please contact Sheila Sumrit, Marie Yatman or J. Hinshaw. 35% of non-cohort students had completed a comprehensive education plan
- F. Guided Pathways – HUM and BSS MyPATH Partnership:  
C. Gold shared onscreen a PowerPoint presentation on the myPATH partnership with Humanities and Behavioral & Social Sciences (BSS). The goal of myPATH is to support students that are not in a cohort. She noted that 66% of BSS students are not in a cohort and 35% of non-cohort students have completed a Comprehensive Ed Plan. MyPATH is a series of supports offered in particular classes that receive assistance from the Student Equity and Achievement (SEA) Program. MyPATH designated courses will have an embedded counselor to assist students in academic/career planning, as well as PASS (Peer Assisted Study Sessions) Mentors who assist students with course content, study-related problems and help outside the class. Faculty teaching these courses have received equity-minded and culturally responsive training through the SEA Program. C. Gold shared onscreen a slide highlighting the ways in which myPATH aligns with Guided Pathways. She provided a sample BSS/SEA Pathway Student Education Plan that includes Social Sciences 101, which is designed to introduce students to the social sciences and meta-major and provides students the opportunities for guided exploration in disciplines and careers. D. Breckheimer added that the partnership between Humanities and BSS is a natural link. She emphasized the importance of the embedded counselors, specialized equity training for faculty, and training of student PASS Mentors. In fall 2021, Humanities will offer five myPATH courses that includes two English 1A/1AS classes, and two linked cohorts with English 1A (fall) and Social Sciences 101 (spring).

### Winter/Spring 2022 Scheduling:

J. Shankweiler opened up a discussion on scheduling for winter/spring 2022. It was noted that much will depend on whether the Governor lifts the emergency orders on June 15. She emphasized the importance of scheduling to meet the needs of students and giving students choices. Cabinet discussed the ratio of offering hybrid, online, and face-to-face courses. It was suggested that hybrid/face-to-face courses comprise 60-75%. J. Shankweiler noted that without the emergency situation, faculty must be certified to teach any distance education course, which includes synchronous, asynchronous, or hybrid. C. Martin reminded the members that if any faculty want to teach online, and are not yet DE certified, faculty can get certified and still earn their stipend until the end of December. V. Unda noted that results from the Distance Education Survey, Campus Climate Survey, and Withdrawal Survey will provide some insight on students' experiences during the pandemic and expectations for returning to campus. J. Shankweiler indicated that some information might be found in the Fall 2020 Withdrawal Survey. A link to the survey was posted in the chat: <https://www.elcamino.edu/about/depts/ir/docs/research/surveys/Withdrawal%20Survey%20FA%202020%20final%20report%20final%20version%20updatedJan2021.pdf>. V. Unda confirmed that results from the Distance Education Survey will be available to discuss at the Council of Deans meeting on July 1. A discussion ensued regarding faculty and plans for scheduling online versus face-to-face classes. J. Shankweiler suggested adding "scheduling" as a topic for further discussion at the next meeting on June 17. A question was asked if vaccinations will be required for returning to campus. J. Shankweiler responded that the COVID Taskforce is having discussions on what kind of recommendations they would make to the Board of Trustees. The Chancellor's Office guidance has stated that it is a local district decision. Vaccines will need to be FDA approved before any recommendation can be made. Discussions ensued concerning faculty/staff who may not want to return to campus, training on the MedicatConnect system, and a policy limiting the number of courses a faculty member can teach online. J. Shankweiler noted that the contract does not limit the number of online courses a faculty member can teach. D. McClelland responded that the Senate will be consulting with the Federation and ODE regarding an online policy and more discussions will take place in the fall.

### **3. NEXT MEETING**

Council of Deans – June 17, 2021; 8:30-10:00 a.m.; ZOOM