



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans

August 6, 2020

Present: J. Anaya, M. Arthur, J. Baumunk, D. Breckheimer, R. Christophersen, R. Dreizler, A. Estrada, C. Gold, D. Gonzales, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, L. Justice, S. Kunisaki, M. Lemons, S. Marble (ASO), C. Martin, K. Martinez, D. McClelland, R. Miyashiro, B. Price, V. Rapp, I. Reyes, R. Serr, K. Sundara, G. Toya, G. Valle

1. INFORMATION/INTRODUCTIONS

- A. Notes of June 18, 2020 - Approved as written.
- B. R. Miyashiro welcomed the new Dean of Mathematics, Marlow Lemons.
- C. M. Lemons welcomed the new Interim Associate Dean of Mathematics, Gerson Valle.

2. DISCUSSION/ACTION

- A. Facilities Update: No report.
- B. PBC Report: A. Grant provided an update:
 - 7/16 meeting: I. Ingram announced that for the 2020-21 state budget there will be no COLA. The state will be using deferrals instead of cuts and deferrals will last 3 – 4 months. Deferrals will depend on the federal HEROES Act to get funded. Hold harmless will continue through years 2023-24 and categoricals will remain at the 2019-2020 levels. Management furloughs of eight days will save the college \$425,000 and reducing the number of temporary, non-classified employees will save up to \$1 million. Freezing vacancies will save up to \$3.8 million; however, some of those positions will need to be filled later. A 10% reduction in operating expenses, non-instructional supplies, technology, travel, and building closures will save \$9.4 million, but will not account for the \$14 million deficit.
 - 7/23 meeting: Brainstorming session was held with ideas for cutting the budget. Next PBC meeting will be held on 8/6 at 1:00 p.m.
- C. ASO Report:
 - G. Toya introduced S. Marble, ASO Director of Academic Affairs. S. Marble announced that several senator positions are still open: Natural Sciences (1), Industry & Technology (1), Humanities (1), Health Sciences & Athletics (1), and Fine Arts (1). Division Council Members are needed in Natural Sciences (2), Humanities (2), Health Sciences & Athletics (2), Fine Arts (2), Business (2), Mathematics (1) and Behavioral & Social Sciences (1). The second round of interviews will be taking place and the application link can be found on the ASO webpage. Volunteers are needed for the Warrior Pantry during the fall semester; application link also on the ASO webpage.
 - R. Miyashiro added that eligible students can also earn money through the Federal Work-Study Program by working at the Warrior Pantry.

- D. Academic Senate: D. McClelland provided an update: Academic Senate has been working on placing faculty on committees in conjunction with the equity work planned for fall. President Maloney has announced that she will be forming a President's Advisory Committee on Race and Equity for 2020-21. Five faculty members have been selected to attend the California Community College Equity Leadership Alliance in September, which will work with the USC Race and Equity Center to train college representatives on topics like hiring and retaining faculty of color, fostering inclusive classrooms and integrating race across the curriculum. Additional meetings will be held throughout the year with an opportunity for other faculty members to attend. D. McClelland and J. Shankweiler have been soliciting feedback on the return to campus plan; feedback has been mixed. Many faculty have concerns regarding who will enforce the policies once we return to campus and the safety of HVAC and ventilation systems. Professional development learning opportunities will be available online for faculty for the entire month of August; all workshops are flexible. August 20 is Fall Professional Development Day and faculty are required to attend the virtual General Session and their division/department meeting. Optional breakout sessions can be done in advance. D. McClelland highlighted an equity-minded professional development opportunity coming this fall, headed by Melissa Fujiwara. The series will look at equity data for student success and strategies for transforming classrooms.
- E. Equivalency: D. McClelland reviewed onscreen the Equivalency form which was included in the agenda packet and sent as a separate attachment. All divisions should use the form when submitting a request for equivalency and be certain that the form is signed by the division faculty and includes all necessary documentation before forwarding to Academic Senate for approval. Following these instructions will help ensure the process gets done in a timely manner and avoid delays.
- F. Re-open Campus Draft: R. Miyashiro R. Miyashiro reviewed the Campus Reopening Safety Plan for El Camino. He emphasized that the conditions for reopening depend on the Los Angeles County Department of Public Health and the State of California for determining when the college may fully reopen, with the exception of essentials. A question was asked how ECC will handle at-risk individuals. R. Miyashiro answered that high-risk employees will need to obtain a letter from their doctor regarding accommodation requests and submit those requests to Human Resources.
- G. Photo ID: G. Toya shared onscreen a draft of the webpage messaging to students regarding student photo IDs. Currently, due to the campus closure, the Student Development Office and Photo ID services are closed. Feedback received from Council members indicated that an ECC student photo ID is not normally required to attend classes. Typically, the ECC photo ID is used for services such as the Warrior Pantry and Library; however, in Summer and Fall 2020, the library will only be lending calculators and laptops, and students will not need an ECC Photo ID. Students will need to know their Student ID number and provide another form of photo ID (i.e. California ID, Driver's

License) to the Library staff. R. Miyashiro noted that the federal government requires that institutions verify student identity with proof of a valid government-issued photo ID, such as a driver's license, other state-issued ID, or passport. If audited for program review, the college could be written up for protocol violation. G. Toya responded that the messaging will include providing another form of government ID. Additionally, information is provided to students on how to prove they are enrolled at ECC without a student ID through MyECC and how to provide proof of purchase of an ASO sticker. The Photo ID Information will be posted on the webpage for students.

H. Tutor Hub:

S. Kunisaki shared onscreen the presentation on Tutoring Hub in Canvas. She noted there are several different locations where students can obtain tutoring at ECC. Since moving off-campus, students were having a difficult time locating the virtual tutoring services. To solve this problem, the Tutoring Hub was created. A one-stop place where students can get information and connect with an ECC tutor. The link to the Tutoring Hub can be found on every student's Canvas page. In addition, The Tutoring Hub gives students access to all tutoring options on campus: Math Study Center, Learning Resources Center, Peer Assisted Study Sessions (PASS), SEA Village, SEA Success Center, Supplemental Instruction (SI), and the Writing Center.

I. Canvas Assist:

S. Kunisaki shared onscreen a picture of a few of the Canvas Assist students. Canvas Assistants are students who were working on campus in the Learning Resources Center before we were ordered to stay at home. They are familiar with Canvas and are aware of the problems students have with Canvas. Students can connect with a Canvas Assistant for help with Canvas or technology they are using in class. Canvas Assistants are also very helpful at referring students to other support services on campus. Canvas Assist can be found on the Learning Resources Center or Distance Education webpage. A pop-up chat feature is available where students can connect with a Canvas Assistant online Monday-Thursday 10a-7p and Friday-Saturday 10a-4p. Also, available on the Canvas webpage are instructional videos for help with accessing tutoring services through Canvas, Office 365, and El Camino email. It was noted that the Canvas Assist platform is also accessible on mobile devices. A discussion ensued regarding the need for a one-stop hub where students can get online assistance and guidance. R. Dreizler noted that a chat box feature, using artificial intelligence, is currently in use on the Outreach, Admissions, Financial Aid, and International Students Program (ISP) webpages. A suggestion was made to add announcements to the Canvas webpage that would provide information to students regarding additional support services and resources. C. Martin stated that any announcements concerning student services may be sent to J. Aramburo for posting on Canvas. D. McClelland also added that any opportunities for students in the fall can be emailed to her and she will add them to the agenda packet for the first Senate meeting in September for faculty to announce to students.

J. Class Cancellation Best Practices:

D. Breckheimer reviewed onscreen the document, *Guidelines for Canceling Low Enrollment Classes*. She noted that these are basic guidelines. Adjustments outside the guidelines, should be sent to J. Shankweiler for approval. Elements to consider include a full-time instructor's teaching load and overall division numbers. A recommended strategy suggested watching enrollment numbers 3 - 4 weeks after registration begins. Under Recommended Strategies, a suggestion was made to add that an online class may be saved by moving it to the second eight weeks. A discussion ensued regarding section transfers and the criteria for determining class cap.

3. OTHER

Announcements:

- A. C. Martin: Canvas Assistants will be working over intersession for students who need help prepping. The Administrator's Handbook will be sent to all Council members for review. Please forward any changes or edits to C. Martin.
- B. I. Reyes: Shared onscreen the Student Services' Basic Needs Resources webpage which provides links to various student resources including free and low-cost resources, technology, the Health Center, Cal-Fresh, Warrior Pantry, and Metro U-Pass. Please direct any students needing these resources to this webpage.

4. NEXT MEETING

Council of Deans – August 20, 2020; 1:30-3:30 p.m.; Zoom