



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans September 17, 2020

Present: J. Anaya, J. Aramburo, M. Arthur, D. Breckheimer, R. Dreizler, C. Gold, A. Grant, G. Greco, M. Guess, E. Gutierrez, A. Hernandez, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, S. Marble (ASO), C. Martin, K. Martinez, D. McClelland, R. Miyashiro, W. Morris, N. Oliva, D. Patel, L. Plum, C. Preston, I. Reyes, R. Serr, J. Shankweiler, K. Sundara, G. Toya, G. Valle

#### 1. INFORMATION

- A. Notes of August 20, 2020 – Second Reading: Approved as corrected.
- B. Notes of September 3, 2020: Approved as written.

#### 2. DISCUSSION/ACTION

- A. Facilities Update: No Report.
- B. PBC Report: A. Grant provided an update:  
No report. Next PBC meeting on 9/17.
- C. ASO Report: S. Marble provided an update:  
Constitution Day taking place on 9/17. Two Zoom sessions are scheduled: Get to Know the Constitution (10:00-11:30a) and Your Constitutional Rights (3:00-4:30p). Senator positions still needed for Fine Arts (1), Health Sciences & Athletics (1), Humanities (2), and Natural Sciences (1). Division Council Members still needed for ITEC (1) and Behavioral & Social Sciences (1); all other divisions need two members, except Mathematics which is active. Voter Registration Day is approaching with more information forthcoming.
- D. Academic Senate: D. McClelland provided an update:  
9/15 Senate meeting: Pass/No Pass (P/NP) resolution was approved for the remainder of the COVID-19 emergency period. The P/NP deadline was extended for fall only; October 2 for eight-week and 16-week classes, and October 30 for second eight-week classes. A mask syllabus statement was approved for when we return to campus. The syllabus statement is posted in the packet on the Senate website and will also be included on the Professional Development website. D. McClelland stressed the importance of faculty maintaining communication with students in the online environment. She gave an example of a recent situation in which a student was dropped for not completing a first assignment because her computer was not working. The professor failed to contact the student for two weeks and the add period expired. The student was able to re-add the class but was at risk for delaying her transfer for another year. D. McClelland also advised that it is an equity issue to require that students submit assignments by video, as many students do not have access to high-speed internet. The Curriculum and Faculty Develop Subcommittee met to discuss methods for creating a culture of anti-racism on campus. Discussions included infusing equity into conversations at department/division meetings and into program review.  
E. Gutierrez noted that in EOPS/CARE, CalWORKs and Guardian Scholars, team members are sharing stories of student experiences and suggested integrating the stories on other

platforms. D. McClelland added that a “Counselor’s Corner” will be integrated into the Friday emails that will include stories from counselors about student experiences. If members have any student experiences to share (positive or negative), please forward them to J. Shankweiler or D. McClelland before mid-day on Thursday.

E. Curriculum:

L. Plum announced that Curriculog has officially launched for fall 2020. Not all areas have begun using the new system, some are still using the paper process. She gave an overview of the approval process and shared onscreen the document *How Do I Review and Approve a Course?* Curriculog uses a single sign-on and can be accessed using your ECC email and password. L. Plum noted that deans will have a more active role in the approval process in Curriculog. J. Young is currently arranging training sessions for clerical support and the Division Curriculum Committees (DCC). Contact J. Young or L. Plum to schedule training for your division. L. Plum reminded the Council members of the College Curriculum Committee webpage where important information can be found including user guides and reference information for degrees and certificates. A question was asked if Curriculog sends all proposals to the deans for review, and if so, could that be changed to send only new proposals. L. Plum responded that the system is currently programmed to send all proposals to the deans and would require a change to the workflow. L. Plum will research making changes to the workflow at the division and department level.

F. AA/SS Alignment Objectives:

J. Shankweiler reviewed the action items from the August 20 meeting, listed under Faculty Equity Training, Tutor Training, and Communication. R. Miyashiro suggested that Student Equity and Achievement (SEA) handle the equity training for all tutors and S. Kunisaki handle tutor training. He noted they are working on a budget to fund every tutor that attends a summer workshop on equity-minded tutoring. J. Shankweiler added President’s Advisory Subcommittee to the notes under Faculty Equity Training. Under Communications, a discussion ensued regarding utilizing ECC Connect for tutoring and referral follow-up and basic needs communications/referrals. A notation was made to refine ECC referrals in ECC Connect, Early Alert workflow. J. Shankweiler added ECC Connect Workflow (D. Patel/Edel) as an agenda item for a future Council of Deans meeting. R. Miyashiro noted that D. Patel and team created a student intake survey that should be used for every student to help assess their needs. D. Patel noted that the survey was sent out to all first-time enrolled students.

G. Travel Requests, Formstack and DWCC:

J. Shankweiler noted that due to the COVID-19 restrictions, not much travel is taking place and conferences are virtual. The only travel money available is for faculty allocations and the District Wide Conference Committee (DWCC). Per the Contract, faculty are approved to attend virtual conferences and submit for reimbursement to the DWCC. J. Shankweiler will contact C. Martin regarding getting the DWCC into the Formstack workflow.

H. Guidelines on Enforcing Student Health & Safety Requirements in the Classroom:

R. Miyashiro reviewed the changes made to the guidelines document that was presented at the last Council of Deans meeting. The document will be reviewed by the Collegial Consultation groups before it is included in the Student Services reopening plan. Links to BP & AP 5500, the Student Conduct policies and procedures, were added to the document. A student’s failure to comply with the safety requirements may precipitate a Student

Conduct Violation. A suggestion was made to change the word “dismiss” to an “unscheduled break,” for a situation in which a noncomplying student refuses to leave the class and students must exit the classroom.

### 3. OTHER

#### Announcements:

- A. Faculty Professional Development (PD) Plan: J. Shankweiler noted that the PD Plan form is moving to Formstack. She reviewed a copy of the form onscreen. Professional Development will send out the link to the PD Plan and will follow-up with reminders to those who have not completed their plans. Deans will not have to approve the faculty PD plans. A question was asked if there are any equity-minded workshops or activities listed. C. Martin answered that the list includes all Faculty Development Committee (FDC) approved activities and includes equity-minded workshops. A question was asked if there is a limit to the number of hours faculty can spend on a specific activity. J. Shankweiler responded that the FDC made the decision to not place any limits on the number of hours spent in any specific activity.
- B. ECC Searchable Schedule: J. Shankweiler announced that new categories are being added to the Searchable Schedule. She shared the new categories, Colleague code abbreviations and descriptions onscreen. The categories include: Online, Live Online (synchronous), Hybrid, Offsite, and Dual Enrollment. The new categories will be implemented and tested for spring 2021. C. Martin requested a list of administrative assistants who would be willing to test the new abbreviated categories for spring. Please email C. Martin the list of names. A discussion ensued regarding DE certification and teaching asynchronous. Faculty must be DE certified if teaching hybrid or traditional online/asynchronous.

Updated list of categories/abbreviations as discussed in the meeting:

Category	Colleague's code abbreviation	Description
Online	ONLIN	online, with no on campus or regularly scheduled online sessions
Live Online	LIVEO	online, with no on campus requirement, but requires regular, live, synchronous, scheduled online class sessions
Hybrid	HYBRD	partially online, also requires regular on campus face-to-face class sessions
Offsite	OFFST	held face-to-face at a location other than the El Camino Campus
Dual Enrollment	HSDUL	held in partnership with a local high school

### 4. NEXT MEETING

Council of Deans – October 1, 2020; 9:00-10:30 a.m.; Zoom