



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans November 19, 2020

Present: J. Anaya, J. Aramburo, J. Baumunk, D. Breckheimer, R. Christophersen, W. Cox, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, A. Hernandez, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, D. McClelland, R. Miyashiro, W. Morris, N. Oliva, D. Patel, C. Preston, B. Price, R. Serr, J. Shankweiler, K. Sundara, G. Toya, V. Unda, G. Valle

Guests: J. Pon-Ishikawa, J. Simon

#### 1. INFORMATION

Notes of November 5, 2020 - Approved as written.

#### 2. DISCUSSION/ACTION

A. Facilities Update:

No report.

B. PBC Report:

No PBC report. Next PBC meeting on 11/19.

C. ASO Report:

No report.

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

10/17 meeting: AP 4200 Deans List, AP 5031 Instructional Materials Fees, and AP 4105 Distance Education were reviewed. AP 4105 will return for a second reading at the 12/3 meeting. Senate had a robust discussion regarding instructional materials fees and how students can obtain information for getting financial aid to cover the materials fees. Senate suggested displaying the process for students to follow on the ECC website. A first reading took place on the Guided Pathways Scale of Adoption Assessment (SOAA). Newly elected VP of Equity, Diversity, and Inclusion, Analu Josephides, is working on putting together a committee; K. Sundara will serve as the dean's representative. J. Shankweiler suggested inviting M. Guess and D. Brown to a future Council of Deans and Academic Senate meeting to discuss financial aid and instructional materials fees.

E. Guided Pathways Scale of Adoption Assessment (SOAA) Review:

J. Simon shared onscreen a summary of the SOAA report. She noted that the agenda packet contains the full report. Changes shown are updates from the last report. She requested that deans review the draft and provide feedback and suggestions.

J. Pon-Ishikawa and J. Simon reviewed the four areas of the SOAA, which represents the four pillars of Guided Pathways. J. Simon noted that the report is close to completion, between planning to scale and scaling in progress across all four pillars. The Chancellor's Office is requesting student success stories. Please forward any success stories from your divisions. J. Shankweiler requested that deans and associate deans from Math and English review Part 2 of the report to check for accuracy. The SOAA is due March 1 and will require Senate approval before winter break and Board approval in February.

F. COVID 19 Faculty MOU3:

J. Shankweiler shared onscreen the COVID-19 Faculty MOU and provided an overview of the document. Section 1, Faculty Notice to Dean/Director, defines asynchronous, synchronous, and flexible instruction, and states that faculty shall inform their Dean/Director by November 13, 2020 in writing, via email, of the format (asynchronous, synchronous, or flexible) they choose to provide for the Spring 2021 semester. It was suggested that deans clarify with faculty the terms of the format they select to avoid later conflicts. It was noted that specific days and times listed in the notes of the online schedule are not displaying but are visible in Schedule Builder.

A discussion ensued regarding flexible schedules and concerns that students may encounter calendar conflicts if unable to see specific meeting dates and times.

D. Breckheimer will coordinate a separate group meeting to further discuss solutions on this issue; A. Grant, M. Lemons, G. Valle, D. Patel, L. Justice, and R. Dreizler volunteered to meet. It was suggested to invite administrative assistants to the group meeting as well. The MOU states that faculty who are unable to convert instruction to an online format shall also provide written notice by the November 13 deadline and full-time faculty will be reassigned by their Dean/Director to other appropriate tasks that align with their job description. Section 2, DE Certification, states that certification is required for asynchronous but not for synchronous or flexi for the duration of this MOU. Faculty who complete their DE Certification between Fall 2020 through December 17, 2021 shall receive a \$650 flat-rate stipend. Sections 6/7: Instructors are required to actively initiate interaction with their students as a group and individually and must include regular and substantive interaction. Section 14: Adjunct and probationary faculty evaluations shall be resumed during the Spring 2021 semester in a modified format. The overall evaluation for adjunct and probationary faculty will be either "satisfactory" or "needs improvement." It was noted that adjunct faculty with a "needs improvement" would not move to the reemployment preference list. A discussion ensued concerning the formation of a faculty evaluation committee. C. Gold volunteered to be the dean representative. J. Shankweiler will contact K. Daniel-DiGregorio for her assistance on the committee.

G. AP 4105 - Distance Education:

J. Shankweiler shared onscreen AP 4105, which was reviewed at the last Council of Deans meeting. Changes made from the last meeting included an additional section providing Dean/Director access to Canvas shells under certain conditions. It was suggested to add to the header “Dean/Director Access to Canvas Shells **Outside the Evaluation Cycle:**” A discussion ensued regarding addressing microaggressions in the classroom. D. McClelland noted that Senate members suggested adding language for situations where a dean designates a substitute instructor and the procedure for their getting access to Canvas. C. Martin responded that a procedure does exist for that situation within ODE (Online & Digital Education) and she will forward that information to D. McClelland. AP 4105 was approved to move forward to Senate for a second reading.

**3. NEXT MEETING**

Council of Deans – December 3, 2020; 9:00-10:30 a.m.; ZOOM