



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans July 15, 2021

Present: J. Anaya, J. Aramburo, L. Audusseau, T. Bailey, J. Baumunk, D. Breckheimer, R. Christophersen, W. Cox, R. Dreizler, A. Estrada, D. Gonzales, G. Greco, E. Gutierrez, A. Hernandez, L. Justice, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, D. McClelland, J. Miera, R. Miyashiro, W. Morris, A. O'Brien, V. Rapp, I. Reyes, R. Serr, J. Sims, K. Sundara, G. Toya, V. Unda, I. Zugic, A. Moutra

Guests: S. Nilles

1. INFORMATION

Notes of July 1, 2021 - Approved as written.

2. DISCUSSION/ACTION

A. Facilities Update: No report.

B. PBC Report: No report as PBC has not met since the last update.

C. ASO Report: A. Moutra provided an update:

ASO had its first Senate meeting on 7/8. Grace Clendenin was appointed as the new Director of Finance. Two members were also appointed to be on the Finance Committee. The ASO summer retreat will be held on 8/16 and 8/18 and will be collaborating with Inter-club Council (ICC). The next Senate meeting will be held on 7/29. ASO is still accepting applications and there are open positions for senators in Behavioral & Social Sciences, Fine Arts, Health Sciences & Athletics, Humanities, and Math. Deans and faculty are requested to encourage students to apply. There are two Temporary Non-Classified (TNC) positions that need to be filled: ASO Promotions (contact Greg Toya) and Warrior Pantry Assistant (contact Kim Cameron).

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

D. McClelland reported that Academic Senate is not meeting for the summer. Some of the E-board members (S. Allen, A. Josephides, and D. McClelland) are working on the MOU for faculty on equity professional development. The goal is to have the policy procedure available for faculty by fall. D. McClelland attended the Summer Learning Institute on Equity. She will be meeting with Dr. Thames next week.

E. PD for Adjuncts & Contract:

J. Sims reported that clarification was made on contract language regarding what is expected of adjunct faculty. According to Article 10(h), "The semester stipend includes participation in required District training, not to exceed 4 hours per semester. Adjunct faculty are not required to attend departmental and division meetings." This relates to the Keenan type trainings. The language in Article 8, Section 21(e), states how much professional development hours are required. Going forward for the new academic year, the word "shall" is now a "requirement" for adjunct. This information should go out with their contract. Since it is mandatory, information can be included in the evaluation process for adjunct who do and do not comply with this requirement. It was suggested to include this information in the closing summary portion of the evaluation on Review Snap. Repeated behavior of not complying is warranted in their evaluation. It does affect their rehire seniority. Ensure that adjunct faculty understand the ramifications.

The difference between the two articles: Article 10(h) states what is mandatory, specifically in terms of the Keenan type training. Article 8, Section 21(e) allows faculty to choose professional development training they want to participate in. They will submit a timesheet to get paid for the PD hours. If it is not completed, hours will not be paid.

C. Martin indicated that the Professional Development office will have a list available of the hours faculty have. Information is also available in Cornerstone. An email can be sent to the PD email address for additional inquiries.

J. Sims indicated discussion will continue at a future AA Managers meeting.

F. Risk Management & Accommodations:

Faculty have many questions regarding the COVID environment and return date. Some have expressed concern that they are not ready to return for medical reasons, etc. Previously, faculty contacted HR about this matter. The District recently hire an ADA compliance officer, Leo Barrera, who handles these types of cases. He is the contact person if staff and faculty have concerns regarding accommodations. J. Sims will have Leo Barrera attend a future meeting to explain his role.

G. World Back to Work:

L. Audusseau reported a third party, World Back to Work (WBTW), is assisting the College with protocols for health assessment, temperature screening, COVID testing, etc.

The implementation team is separate from the COVID Task Force. They are a working group focused on return to work operational activities to facilitate communication with WBTW and the ECC community. The responsibilities of WBTW are:

- Establish campus checking kiosks as far as location on campus.
- Assist ECC with protocol for health assessments.

- Temperature checking, COVID testing for employees, students, visitors not vaccinated.
- Implement a system “total safety platform” on data on health assessment.
- Contact tracking services if possible in positive cases.
- Run 24/7 hotline COVID questions and info.
- Provide ECC with a dedicated onsite compliant officer to oversee COVID safety measures and protocols on campus.

Important dates:

July 8: WBTW conducted a live information session. Approximately 240 people attended the presentation. The presentation is available on the ECC webpage/WBTW. Any questions and concerns can be forwarded to the COVID task force.

July 13: S. Nilles and L. Audusseau met with classified, faculty, and ASO representatives to discuss and collect feedback. Representatives fully support the efforts and pleased with measures the District is doing to return to campus. The top concern is making sure the process on campus is easy and everyone is treated equally when returning to work. This was the deadline date to submit questions regarding the WBTW experience. Questions and comments will be generated into FAQs and published on the WBTW webpage.

July 19: Launch date to activate WBTW services. It is important for everyone to spread the word about the process. The implementation team will collect feedback and improve the process.

The goal is to make it a smooth process. The focus is on the summer session and learn from the experience to make minor adjustments so a strong process will be in place when everyone returns. J. Sims has been working alongside with Leo Barrera. They created a statement so people are aware things are changing: “Taking into consideration the evolving public health guidelines related to COVID-19, we will continue to review your request as appropriate and communicate any changes with you in a timely manner.”

W. Morris noted classes begin 7/19. Hours for WTBW will be 6:30 a.m.- 7:30 p.m. It was suggested to advise faculty member in Nursing that it will go into effect on 7/19 and encourage students to come early for processing. Remind faculty that students may come to class a little late.

Medicat is a health screening process that the College used the last couple months. The WBTW platform incorporates a health screening as well which can be taken before coming on campus. Medicat will no longer be available.

It was noted that MarComm is working on doctrines, messaging on social media platforms, posters, etc. Comments and suggestions can be forwarded to Ann O’Brien and the Marketing team to consider. A map will be available on the ECC webpage where tent locations to check in are located.

3. OTHER

Announcements:

- A. Meta-Majors: T. Bailey reported during the fall semester, meta-majors will be a topic at the Warrior Welcome Week. Students will have two hours to onboard into their meta-majors and learn the new landscape of ECC. Students will be a part of their special program, clubs, and any other services on campus. Deans are encouraged to inform faculty to send out a message to students letting them know this event is happening. Flyers will be available for faculty to share out to students. T. Bailey will reach out to deans on an individual basis. C. Martin and the DE team will work with T. Bailey to have information posted on Canvas. Meta-majors are for new, returning, and current students. The goal is to get everyone on board with Guided Pathways meta-majors success team on initiatives.

Technology Distribution: C. Martin reported technology distribution for laptops, hotspots, and calculators will be available Monday through Wednesday from 9:00 a.m.- 1:00 p.m. If students need something outside of that time, arrangements can be made. An open period of time vs. appointments seems to work best. As it gets close to the end of the summer and beginning of fall, additional days will be added for drop off and pick up for fall. Fall release date is 8/10/21 to pick up equipment.

Opening Campus: J. Sims reported Dr. Thames, out of concern for low enrollment, wants to get the campus open. VPs were required to provide information when staff and managers would be back on campus. Additional information will be provided. The goal is to have 75% of the courses face-to-face or hybrid by winter. This should allow for a majority to be back on campus, including students. Facilities is working to get the campus ready. It will be different for all departments and divisions based on a cycle and when their building will be available. More information will be provided to managers and VPs regarding expectations for their teams. R. Miyashiro reported Student Services is returning to campus in full personnel much sooner to open for fall semester.

Open Classes: It would be helpful to have an open class list available to advertise many classes that are under enrolled. It was noted that IR created a dashboard for this last semester. However, L. Justice noted that registration is live so the information on dashboard maybe outdated. The searchable list is online and live for students when they are actually registering. Encourage students to check the searchable schedule for open and wait list classes. Participation in Reg Fest is also helpful for students.

There will be a follow up on tutorial videos to make information more prevalent for students to find. R. Dreizler will check with Julieta Aramburo and Karen Preciado on what tutorials are available. Some tutorials are posted on the ECC website.

Health Center: I. Reyes reported free COVID vaccines are available in the Health Center for faculty, staff, and students. S. Nilles sent out flyers on different workshops for mental health offered in the summer. Encourage faculty to pass the word. The Health Center is fully open to support students.

Faculty Paychecks: D. McClelland reported there was an error in payroll checks for summer classes. Some faculty received paychecks with less than what was expected. J. Sims will reach out to Payroll and work with deans on an individual basis.

4. NEXT MEETING

Council of Deans – August 5, 2021; 9:00-10:30 a.m.; ZOOM

Agenda item: Various Initiatives for discussion (R. Miyashiro)