



EL CAMINO COLLEGE
Office of the Vice President – Academic Affairs

NOTES – Council of Deans
August 5, 2021

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

Guests: L. Barrera, S. Blaylock, D. Graham, A. Hanoa

1. INFORMATION

Notes of July 15, 2021 - Approved as written.

2. DISCUSSION/ACTION

A. Facilities Update: No report.

B. PBC Report: No report.

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

ASO will be having their next Senate meeting on 8/5 from 12-1pm. They will be appointing several new members as well as new Senators for the divisions. Senators will receive training in the next couple of weeks regarding contacting and partnering with deans to serve students in their divisions. Although priority applications have closed, students may still apply as the application process will be open year-round. ASO will contact the divisions if there are any senator openings after this round of appointments. Grace Clendenin, ASO Director of Finance, sent a memo on 7/21 that explained the expectations for ASO programs to promote the ASO Discount Benefit Pass to students. It is important for ASO programs to promote the pass and for students to purchase it in order to avoid crucial budgetary impacts for the next fiscal year.

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

Senate has been collaborating with Guided Pathways to conduct the Impact Equity Trainings and will be meeting to discuss the major highlighted projects for the fall. A team will be created to facilitate the projects and volunteers may be needed to work on the projects.

- E. Guided Pathways: T. Bailey provided an update: Warrior Welcome Week is August 16-19. President Thames, VP of Academic Affairs, deans, Success Team Leads, and ASO will all be there to welcome students back to El Camino. Students will have the opportunity to meet with faculty and fellow students in their meta-major and discuss services geared toward their needs and educational goals, Personal Success Plans, and major-specific opportunities. Guided Pathways hired seven Success Coaches to help provide tailored support for students regarding meta-majors. Guided Pathways has partnered with Academic Senate and Professional Development to offer ECC's Equity-minded Teaching Institute for instructional faculty. The design team for the institute has started meeting and will present to Council of Deans in the near future. J. Sims added that Guided Pathways was able to access funds to help motivate students to participate in the meta-major events.
- F. Alma Strategies: Douglas Graham and Shaun Blaylock from Alma Strategies provided an overview of the Facilities Master Plan Update. A copy of the presentation was included in the agenda packet. J. Sims noted that Alma Strategies will also be presenting to the various campus constituents and academic and student services divisions in the future. D. Graham shared onscreen the Facilities Master Plan and emphasized that the basis of the plan should be data driven. He reviewed the enrollment data for fall 2010, 2015, 2019, and 2020, and the projections for years 2025 and 2029. Due to the pandemic, enrollment in 2020 dropped 16% from the previous year. As a result, projections for 2025 will most likely change. Space utilization on campus was reviewed in the following areas: Lecture, Laboratory, Office, Library, and AV/TV/Radio (distance education). Based on current state standards for utilization, labs and classroom space were underutilized in 2019. Classroom size and weekly student contact hours (WSCH) for fall 2019 were measured and it was noted that nearly all classrooms did not generate enough WSCH to meet the state standard. Recommendations included: Changing educational delivery, adopting flexible scheduling practices, converting underutilized instructional spaces, targeted facilities, eliminating modular buildings and sheds, eliminating older and hard to maintain facilities, and reducing total cost of facilities ownership. Completed, ongoing and outstanding projects were included in the plan, as well as the timeline and priorities to consider. Upcoming plans include focus groups, surveys and town hall meetings. V. Unda requested that IRP be incorporated into the Facilities Master Plan. Alma Strategies proposed returning for an update at the September 16 Council of Deans.
- G. Accommodations: J. Sims explained that previously faculty and staff contacted HR when they required an exception or leave from work for various reasons. Leo Barrera, ADA Compliance Officer, is now the main contact for ADA accommodations for faculty and staff. Leo Barrera provided a brief summary of his professional work background and education. He explained that his role at ECC is to maintain standards related to ADA and accessibility compliance obligations in such areas as public communications, informational resources, facilities design, equipment purchases, public events/meetings, information technology, transportation, employment, and the

workers compensation return-to-work program. Currently, he is handling many requests dealing with the return to campus and mandates for masks, as well as staff with chronic long term or temporary disabilities. He noted that ADA accommodations for students should be handled through the SRC. A question was asked regarding staff members who request not to return to campus because of health concerns related to COVID. L. Barrera responded that if it is not related to specific ADA accommodations, then that is at the discretion of the supervisor. Staff with medical or health related issues should be sent to HR. A website is being created that will include answers to frequently asked questions. On August 18 at 11a, L. Barrera will be hosting a virtual workshop on ADA that will include discussions concerning how to approach faculty and staff, what questions are appropriate, faculty and staff with disabilities, etc. A discussion ensued regarding student related ADA/OCR issues and ADA compliance officer involvement. L. Barrera responded that he is still waiting for guidance on that subject. A question was asked if L. Barrera is handling concerns regarding Title I accommodations, employment and environmental issues. L. Barrera clarified that ADA accommodations for employees, related to Title I, should go through him. L. Barrera stated he is consulting with J. Gutierrez regarding environmental and accessibility accommodations and has met with L. Audusseau and ITS regarding 508 compliance which requires information and communications technology (ICT) be accessible to people with disabilities. J. Sims suggested forming a smaller committee to discuss COVID processes concerning students. She invited L. Barrera, D. Patel, R. Miyashiro, G. Greco, R. Serr, and C. Martin to participate in the group.

H. MOU – Anti-Racist Professional Development:

J. Sims announced that the District and the Federation came to an agreement on the MOU for anti-racist professional development for faculty. All full-time and adjunct faculty will now be required to complete four hours of Senate-approved racial equity, diversity, and inclusion (EDI) focused training as part of their 24 hours of required professional development. The MOU is posted on the HR website for viewing.

I. Extreme Registration Event:

R. Miyashiro announced that information will be forthcoming regarding the Extreme Registration event taking place August 16-19 from 10a-2p in ECC's Student Services Building and outside plaza. The event will provide students in-person help registering for classes, counseling services, and financial aid and application assistance. Students who register will receive a bookstore gift certificate for \$100 (6 or more units) and \$250 (12 or more units) plus a backpack and meal voucher for Café Camino. Faculty volunteers are needed that can speak regarding majors and career paths. Students and their families must wear a mask while on campus and complete El Camino's entry screening protocols when they arrive to campus. Screening kiosks will be located adjacent to the event.

J. Student Recruitment: R. Miyashiro

*Tabled for the next Council of Deans meeting.

K. Replying to All and Faculty Emails Protocol:

J. Sims addressed “Reply all” email threads and noted that discussions are taking place to create strategies for managing and sending campus-wide emails. She emphasized that we should all be respectful of our fellow colleague’s inbox. D. McClelland commented that the Senate sub-committee on employee experience, chaired by J. Miyashiro, had numerous discussions and made recommendations concerning this topic.

L. Format of Class Change:

J. Sims stated that some students are claiming that their class format was changed without notification. Sometimes it is necessary to change the class format due to low enrollment to avoid cancellation of the course; however, proper notice should be given to the students when changing the class format. It was noted that an asynchronous class should not be changed to a synchronous class after students have already enrolled because time conflicts can occur. J. Sims recommended that the deadline for changing a course modality be no later than one week prior to the start of the semester.

3. NEXT MEETING

Council of Deans – August 19, 2021; 8:30-10:00 a.m.; ZOOM