



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans January 20, 2022

Present: J. Anaya, J. Aramburo, T. Bailey, J. Baumunk, D. Breckheimer, R. Christophersen, W. Cox, C. Dao, C. Gold, D. Gonzales, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, J. Hu, K. Iino, J. Joy, L. Justice, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, D. McClelland, J. Miera, A. Moutra, A. O'Brien, N. Oliva, D. Patel, B. Price, V. Rapp, R. Serr, J. Sims, K. Sundara, G. Toya, G. Valle, I. Zugic

Guests: L. Barrera, K. Campos, J. Ishikawa, A. Sala, J. Simon

#### 1. INFORMATION

Notes of January 6, 2022 - Approved as written.

#### 2. DISCUSSION/ACTION

A. AFT Update: K. Iino provided an update:

The Board of Trustees approved the AFT Spring COVID MOU. Deans should review the MOU, as it lists working conditions that may affect some faculty for spring. K. Iino posted a link to the MOU in the chat at:

<https://www.elcamino.edu/notices/coronavirus/memoranda-of-understanding.aspx>

B. ECCE Update: No report.

C. Facilities Update: No report.

D. PBC Report: A. Grant provided an update:

No report as PBC has not met since the last meeting.

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

ASO Senate will hold their next meeting on January 26 from 3-4p. The Winter Retreat dates are still to be determined but are planned to take place in February. ASO Senators are planning to host career roundtables again in the spring. This event hosts different individuals in a variety of professions to speak to students in each academic division about potential careers within their major. ASO hopes to collaborate with the meta-major guides, success teams, and deans for their help with informing students about the event and networking with different professionals to come speak at the roundtables. ASO election season is fast approaching; please encourage students to run for a position when applications open.

- F. Academic Senate Report: D. McClelland provided an update:  
Getting the Job, Part II workshop will take place on January 28 from 12:30-2p. Panelists for the workshop include: D. Gonzales, D. McClelland, Rocio Diaz, among others. This workshop series provides adjunct faculty with tips about applying to and interviewing for full-time faculty positions at ECC. Please recommend the workshop to any part-time faculty who may be looking for a full-time position. The workshop will also include a mock interview session. Professional Development Power-Up Month begins January 25 with several webinars offered prior to PD Day. Webinars will be virtual with topics centered on technology, such as how to convert fully online classes to hybrid. On February 10, the PD general session will include a conversation with President Thames and a diverse group of panelists with the theme “Unstoppable Together: Reunited on the Road Back to Campus.” The 6<sup>th</sup> Annual Tenure Reception and Back-to-Campus Lunch will take place in-person on February 10 from 12-130p on the Library Lawn.
- G. Guided Pathways Update: T. Bailey provided an update:  
Guided Pathways is working on an official calendar to share with deans/managers that will help promote the different events and services available for students by meta-major, including ASO events like the Career Roundtables, Meta-Major Game Nights, student workshops, and Warrior Smart Start. This past semester, Guided Pathways piloted “English 1A: Let’s Conquer It!”, a workshop for students to meet with English faculty, librarians, tutors, meta-major guides, and Success Coaches to help get support on outstanding assignments and coursework. Due to its success, Guided Pathways is going to continue the “Let’s Conquer It!” series during the 6<sup>th</sup> and 12<sup>th</sup> week of spring semester for other subjects. Please contact Guided Pathways if you have a subject you would like to include. This spring, Summit will be held during the 3<sup>rd</sup> week of the semester; an exact date will be announced.
- H. Enrollment Report:  
J. Sims announced that the most recent Enrollment Report was presented at the President’s Meeting on January 19. No new update is available.
- I. AP/BP 3433 - Prohibition of Sexual Harassment under Title IX:  
J. Ishikawa reported that as a result of changes made in 2020 to Title IX regulations, the CCLC template, Clery Act, and the change in office name from Staff and Student Diversity to Title IX, Diversity, and Inclusion, new policies and procedures were established or revised.  
J. Ishikawa noted AP/BP 3430 is the companion policy/procedure for sexual harassment that does not fall under Title IX. She shared onscreen AP/BP 3433 and reviewed the following changes:  
AP 3433: New procedure; Changes were made to maintain consistent language used in other AP/BPs.  
BP 3433: New policy; Minor changes were made to reflect gender-neutral pronouns and replace CEO with Superintendent/President.

- J. AP/BP 3540 - Sexual and Gender-Based Misconduct:  
J. Ishikawa noted AP/BP 3540 is an existing policy/procedure. She reviewed the changes made.  
AP 3540: Numerous changes to definitions and language in order to be consistent with other AP/BPs, as well as Title IX changes.  
BP 3540: Minor change to add "...consistent with state and federal law."
- K. Exemptions vs Accommodations:  
ADA Compliance Officer L. Barrera shared onscreen the Process Map for Employees Seeking Exemptions. He noted that the official deadline for seeking a vaccine exemption ended on January 3. If approved for the vaccine exemption, only HR and WBTW are notified, supervisors will not be notified. There are situations where a supervisor will be notified. For example, a religious exemption for facial hair that requires a face shield with drape, or accommodations related to a disability. A question was asked if faculty that receive a vaccine exemption automatically qualify for a fully online schedule? L. Barrera clarified that a vaccine exemption does not qualify an employee to work remotely. It is a separate process, and if that type of accommodation is granted (which is rare), L. Barrera will notify the supervisor. A question was asked regarding the exemption process and onboarding of new hires for part-time faculty? L. Barrera responded, per Human Resources, newly hired, part-time faculty will receive a vaccine exemption; however, he requested that deans contact him to confirm that information for any new PT hires. A question was asked if there is a deadline for faculty to submit leave of absences for spring semester? J. Sims responded that no deadline has been determined; however, it is a topic that should be discussed with the Academic Affairs managers.
- L. Guided Pathways Scale of Adoption (SOAA):  
J. Simon gave a presentation on the Guided Pathways Scale of Adoption Self-Assessment. Her presentation summarized the progress of each pillar, next steps, and current scale of adoption. A copy of the SOAA was included as an attachment with the agenda packet. She noted that the SOAA is required annually by the Chancellor's Office and is organized based on the four Guided Pathways pillars and the five levels for scale of adoption. J. Simon indicated that she would email the members a copy of the presentation following the meeting. G. Toya suggested including other programs under the pillar "Staying on the Path." J. Simon requested that he review the report and indicate where in the report to include the information.
- M. Equivalency Requests:  
D. McClelland reminded members to submit requests for equivalency using the form that was included in the agenda packet. She noted that the form sent by HR to the applicant is a different form. She cannot approve the request without the correct form. A question was asked regarding how many signatures are needed on the form. D. McClelland responded that, ideally, the dean plus two faculty members from the department should sign the form, or a related department.

N. Repeated Absences of Faculty: J. Sims  
Tabled for AA Managers meeting next week.

O. Reinstate/Late Adds for Noncompliant Students:

J. Sims reported that they are working on giving faculty guidance on where to direct students that are dropped for non-compliance with the vaccine requirement or dropped in error. Student Services has been notifying students that they will be dropped for face-to-face classes if they have not already uploaded their vaccine information. A question remains, will students who are dropped for noncompliance have preference over those waitlisted to get their spot back if they upload their information later? It was noted that students who have issues uploading their vaccine information, should contact WBTW ([ECC@worldbacktowork.com](mailto:ECC@worldbacktowork.com)) first before contacting Admissions & Records and provide full name, ECC ID, cellphone number, ECC email, and personal email.

P. Student Success Update for Board:

J. Sims noted that a student success update is typically given annually to the Board of Trustees. Traditionally, this presentation has focused mostly on student athletes. This year, ECC would like to recognize more areas in which to celebrate and honor student success. J. Sims will email members with a request for information regarding student success stories and programs for sharing at a future board meeting.

### 3. OTHER

Announcements:

- A. C. Dao: A billing issue currently exists that is affecting students for winter and those registering for spring. Messaging has gone out to students to advise them of the glitch, and IT is working with Ellucian to resolve the issue. Admissions and Records can lift the hold for any financial aid students that are having trouble registering for spring because of this problem. Until the issue is resolved, no drops will take place for non-payment.
- B. J. Aramburo: RegFest every Thursday until semester begins. 120 students were surveyed regarding their preferences for spring; more info to come.
- C. C. Martin: The PD Planning Committee needs approximate number of faculty and staff who will be on-campus for ordering food for PD Day. Pancake breakfast and lunch will be provided that day. Main session will be in-person and streamed. C. Martin will contact deans to verify room set-up and if any support is needed for division meetings.
- D. J. Sims: Reminder to check available technology in classrooms. L. Audusseau will be at the VPAA managers meeting to discuss next week.

### 4. NEXT MEETING

Council of Deans – February 3, 2022; 9:00-10:30 a.m.