



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans February 3, 2022

Present: J. Aramburo, L. Audusseau, J. Baumunk, D. Breckheimer, K. Campos, R. Christophersen, W. Cox, C. Dao, R. Dreizler, A. Estrada, C. Gold, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, J. Hu, K. Iino, J. Joy, L. Justice, S. Kunisaki, 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, I. Reyes, R. Serr, J. Simon, J. Sims, K. Sundara, G. Toya, V. Unda, G. Valle, I. Zugic

Guests: G. Ou, M. Wolfenstein

1. INFORMATION

Notes of January 20, 2022 - Approved as written.

2. DISCUSSION/ACTION

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

The AFT general membership meeting will take place on 2/10. K. Iino requested clarification on the following questions:

Q: For waitlisted, converted or canceled sections, how are students being notified?

A: Deans responded that their offices are contacting students via phone and email regarding any changes or conversions, as well as contacting students on waitlists.

J. Sims noted that updates are also sent to faculty regarding what classes have been canceled or added.

Q: If positive for COVID, but asymptomatic, what is the protocol for working from home?

A: J. Sims responded that the Academic Deans will be addressing this issue at their meeting today and will be sending out guidance to the faculty.

Q: K. Iino requested a list from each division regarding what modality they are using for their division meetings on PD (Flex) Day.

A: J. Sims requested that deans forward their plan to her regarding how they will be conducting their meetings on PD (Flex) Day. The list will then be forwarded to K. Iino.

B. ECCE Update: No report.

C. Facilities Update:

K. Campos provided a general update on the bond projects. Upcoming new projects include ADA adjustments near the stadium, with work set to begin in summer, and traffic signal projects. A question was asked concerning future plans to prevent flooding in the basement of the Communications Building. K. Campos responded that,

due to the recent heavy rains, storm water drainage problems resulted. A civil engineer has been hired to address the problem.

- D. PBC Report: A. Grant provided an update:
No report as PBC has not met. The next PBC meeting is on 2/17.
- E. ASO Report: A. Moutra provided an update:
The next official Senate meeting will be on 2/17 from 1-2p. The Winter Retreat dates have been finalized and will be conducted hybrid style on 2/18 (virtual) and 2/25 (in-person). Following the Winter Retreat, Friday committees will resume meetings for the spring semester. ASO senators will be reaching out to deans during the first few weeks of spring. ASO is still actively looking to fill the following senator positions: Business, Health Sciences and Athletics, Industry and Technology, and Mathematical Sciences. As the majority of ASO members will be transferring in the spring, ASO is encouraging first year students to apply. Applications are accepted on a rolling basis and can be found on the ASO webpage. The Warrior Pantry will be closed 2/7 - 2/11 and will re-open for the spring semester on 2/15; days of operation are Tuesdays and Thursdays 11a-2p. The Metro U-Pass will be available for students to purchase for spring 2022 and more details will be posted on the webpage soon.
- F. Academic Senate Report: D. McClelland provided an update:
Professional Development Day is on Thursday, February 10. Please encourage faculty to come to campus and attend in-person. The Tenure Reception will be held at 12:00p on the Library Lawn. D. McClelland is working on placing senate reps on hiring committees for full-time faculty. She emphasized the importance of having a perspective from outside the department that can help provide an equity-diversity focus. Information is being collected from faculty that have expressed concerns with returning to campus. Please direct faculty with any concerns to contact K. Iino or D. McClelland and they will forward that information to the appropriate person. D. McClelland requested that divisions verify an instructor is DE certified before switching an in-person class to online. J. Sims noted that DE stipends were extended to allow instructors additional time to get DE certified.
- G. Guided Pathways Update: J. Simon provided an update:
The Guided Pathways Scale of Adoption Self-Assessment (SOAA) report is being reviewed by College Council and will then go to the Board. If there are any updates for the SOAA, please forward them to J. Simon. The Winter Summit is scheduled for March 11 from 1-4p. The theme for the summit is "Get Onboard with Guided Pathways." Please encourage faculty, staff and students to attend the Summit. J. Simon highlighted a new feature that was added to ECC Connect last semester called "Raise Your Hand," an electronic tool that allows students to request help or ask questions. A short instructional video is available on ECC Connect that explains this new feature; please encourage faculty to use ECC Connect and to share this new tool with students.

H. Payroll Update:

J. Sims reported that for the fall 2021 semester, the second 8-week office hours list was paid and issued on 01/11/2022, and the Distance Education \$650 stipend list was paid and issued on 01/25/2022. The Professional Development list has not processed yet and is waiting for Human Resources to input the jobs for faculty members in their account. Information is still pending for payment of the healthcare stipends for fall 2021.

I. Enrollment Report:

J. Sims reported that spring enrollment is slowly moving upward, with approximately 100 FTES added every few days. The current report was sent out by D. Mussaw and more information can be found under the division tabs in the report. A request was made to include the faculty list serve when sending out the report.

J. Annual Planning Offices & Programs Level:

V. Unda shared onscreen a presentation on the Annual Planning Kick-off for Office/Programs/Department for FY 2022-23. She reviewed the Annual Planning Dashboard, Worksheet, and Budgeting Calendar. A Nuventive training will take place on April 1. A copy of the presentation was included as an attachment with the agenda packet. G. Ou clarified that that the timeline presented is geared towards Academic Affairs and Student Services.

The following questions were asked:

- 1) *How to link goals without a funding request to the area goals?* G. Ou responded that division goals without a funding request do not need to be mapped. Mapping divisional goals to area goals is a feature that is not currently in Nuventive, but might be added in the future.
- 2) *When is the last possible date to make changes to the division goals?* V. Unda responded that the deadline is February 10.
- 3) *Is a dollar amount needed when entering the funding requests?* (V. Unda will respond via email)

K. Students Dropped for Non-Vax Compliance:

R. Dreizler reported that students will be dropped on February 10 for non-vaccination. Divisions considering a change in modality from on-campus to online, should make the change prior to February 10, so that the class is removed from the list and no students are dropped. He noted that certain fields on the schedule determine the location/modality of the section. He verified with L. Sajo that "SEC" is the location field in Colleague that will be reviewed and needs to be up-to-date.

J. Sims shared onscreen a list of classes for spring and the number of students for each class who have not uploaded their vaccine requirements. The list will be sent to the deans for review.

R. Dreizler noted that for spring, currently 4300 seats are scheduled for drop; however, that number is declining each week. Outreach and the Welcome Center are reaching out to students with a generic message recommending that they check their status to ensure they are cleared to attend class. He encouraged deans to send a mass email message to their enrolled sections to remind students that they must meet the COVID mandate to attend on campus classes. C. Martin posted in the chat a link to a video created by ECC staff which helps explain how to upload your vaccination information: <https://m.youtube.com/watch?v=uRLNHs4ptCc&feature=youtu.be>

D. McClelland requested a list of the faculty whose sections are impacted as a result of the drop for non-vax. She offered the Senate's help in drafting an email to send to faculty whose sections are impacted that would include a template to send to students through Canvas. J. Sims welcomed the draft template and letter to faculty; however, to avoid confusion, she requested that messaging wait as the deans will be meeting later today to discuss the impacted sections. Following the meeting, she will contact D. McClelland and K. Iino to discuss messaging to faculty and students. A discussion ensued concerning students who have only received their first dose of the vaccine and whether they are exempt from the drop while waiting to obtain their second dose.

R. Dreizler responded that the vaccine mandate states that all students taking in-person classes must be fully vaccinated against COVID-19 prior to the start of the spring semester. However, L. Justice indicated that WBTW is clearing those students as exempt and noting their pending status and timeframe for when they will become fully vaccinated. J. Sims noted that the COVID Taskforce will be meeting on Friday, February 4 and will further discuss and clarify the process. A. O'Brien reported that COVID testing will be available on Sunday, February 13, in order to avoid the rush on February 14 when we return to campus. J. Sims announced that current plans call for COVID testing to continue for the first two weeks of the spring semester; however, since the situation is fluid, more information will be forthcoming.

L. DE Assignment Policy:

C. Martin shared onscreen the process for assigning DE classes and ensuring that assigned faculty are DE certified. She noted that division offices are to check the list to verify that all faculty being assigned to a distance education format are certified. AP 4105 – Distance Education is currently being updated and will include certification deadlines for fall and spring. A copy of the process was included in the agenda packet and is also posted on the Manager's Team Site.

M. Faculty Parking Permits:

J. Sims reported that faculty parking permits are now available. Please contact your admin assistant to request a parking permit, if one is needed. R. Dreizler noted that students will not be required to pay for parking until next fall. Students will not be allowed to park in spaces designated for staff.

N. Personal Protective Equipment (PPE) in Classrooms:

J. Sims reminded the deans that all classrooms must be equipped with required PPE, including wipes, gloves, and masks.

3. OTHER - ANNOUNCEMENTS:

A. L. Audusseau: Portable voice amplification units are scheduled to arrive on 2/26.

J. Sims was given a list of all classrooms already equipped with microphones along with cleaning and operating instructions. Contact L. Audusseau if you have any questions.

B. G. Valle: Reminder from the Employment Engagement Committee to allow faculty time during the division Flex Day meetings to fill out the Employee Engagement Survey.

4. NEXT MEETING

Council of Deans – February 17, 2022; 8:30-10:00 a.m.