



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans December 2, 2021

Present: J. Anaya, J. Aramburo, M. Arthur, J. Baumunk, D. Breckheimer, R. Christophersen, W. Cox, C. Dao, R. Dreizler, A. Estrada, C. Gold, D. Gonzales, A. Grant, G. Greco, A. Hernandez, J. Hu, J. Joy, S. Kunisaki, S. Kushigemachi, C. Martin, K. Martinez, D. McClelland, J. Miera, R. Miyashiro, A. Moutra, A. O'Brien, N. Oliva, B. Price, R. Serr, J. Sims, K. Sundara, G. Toya, V. Unda, G. Valle, I. Zugic

Guests: J. Baranski, A. Sala, B. Thames

#### 1. INFORMATION

Notes of 11/18/21 - Approved with the following amendment:

##### 2. B. WBTW COVID Testing Procedures:

Q: Is the pool test as accurate as the rapid test?

A: R. Wright explained the difference between liquid and dry collection and noted that the **difference in** accuracy is negligible.

#### 2. DISCUSSION/ACTION

##### A. AFT Update:

No report.

##### B. ECCE Update:

No report.

##### C. Facilities Update:

No report.

##### D. PBC Report: D. Breckheimer provided an update:

11/18/21 PBC meeting: Reviewed PBC website for future improvements, PBC goals, planning process, and requests. A discussion took place on separating operational requests from augmentation requests. V. Unda added that PBC is working on adding to Nuventive in order to document both requests.

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

ASO will be having their last official Senate meeting of the semester on 12/9 from 1-2pm. Meetings are open to the public and can be accessed through the ASO webpage on the ECC website. On 12/2, ASO will be holding the Winter Vax Festival in front of the Student Services Building. The event is open to all currently enrolled students and faculty. Vaccines from Johnson and Johnson, Pfizer and Moderna will be

offered along with booster and flu shots. The event is from 11am-2pm, so come out and play some games and enjoy some free food. Also, on 12/2, ICC will be having their 6th Trivia Thursday from 6-7pm. Please invite students to come play and compete to win a projector. Zoom ID: 943 9492 4582

- F. Academic Senate Report: D. McClelland provided an update:  
The last Senate meeting of the semester will be on 12/7, at which time the 2021-22 Outstanding Part-Time Faculty Award will be presented to Sarah Leinen at 1:30p. All are invited to attend to help celebrate ECC's part-time faculty nominees and award recipient. Also, a presentation will be given on the proposed Baccalaureate degree program in Respiratory Care and second readings on the Land Acknowledgement Syllabus Statement, Guided Pathways Scale of Adoption Assessment, and the revised Counseling Faculty Evaluation Forms. D. McClelland reminded the deans that for winter and spring, every faculty member (full-time & part-time) who is teaching online or hybrid must be Distance Education (DE) certified. If faculty are not DE certified, they cannot be assigned an online or hybrid section. Distance Education sent out a list of faculty who are DE certified. Please contact Distance Education if you have not received the list.
- G. Guided Pathways Update: No report
- H. Payroll Update: No report
- I. Fall 2021 Withdrawal Survey: V. Unda  
Tabled for 12/16 Council of Deans meeting.
- J. Face Shields vs Face Masks:  
J. Sims received an email regarding a faculty member inquiring about wearing a clear face shield vs. a face mask. Updated information regarding appropriate mask wear will be included in the campus reopening safety plan and is expected to be posted to the website within the next day. Many questions from staff, faculty and students can be answered by accessing the safety plan. G. Greco indicated that ECC has purchased clear masks with the ECC logo. He demonstrated the mask and noted that the mask is tightly fitted and fogs up. He demonstrated another clear mask, purchased by ECC, that is adjustable, disposable, and currently in use by the SRC staff and interpreters on campus. G. Greco advocated for faculty to have a clear mask, at their ready, in order to communicate with deaf or hard of hearing students in their class, as well as for faculty and students in the Sign Language/Interpreter Training Program. A discussion ensued concerning anti-fogging remedies using toothpaste and anti-fog sprays. B. Price noted issues with masks concerning music, dance and theatre. D. Breckheimer noted that faculty teaching foreign language and ESL students are also interested in using the clear masks. J. Sims will collect a sample of all available masks for faculty and staff to come and try on. Divisions can then decide on which masks they want and how many to order.

K. Enrollment Report:

President Thames opened up a discussion concerning feedback she has received about divisions not adding online sections in order to require that students return to campus. Deans responded that they are willing to open more online sections if there are faculty available to staff the classes. J. Sims added that she has been instructing the deans, based on demand and trends, to open more sections, if it is possible. She noted that it is still too early for winter and spring to begin cancelling sections based on low enrollment and various reasons call for not cancelling sections, such as it may part of a degree.

J. Sims shared onscreen the Winter 2022 Enrollment Report that was sent out on December 1. She reviewed the document which provides information on the current status of FTES (Full-Time Equivalent Students) compared to Winter 2021 and the projected goal. She noted that enrollment is significantly lower this year, down over 300 FTES. The College is looking at ways of adding where trends and opportunities exist. J. Sims reviewed the individual tabs of the report. She noted that the "Campus" tab is divided alphabetically by division showing registration numbers, fill rates and FTES. The "ECC" tab is specific for all classes located on campus and does not include online or hybrid. The "EOC" tab refers to courses at ECC located offsite, mainly Public Safety courses. The "Hybrid" tab is for classes that meet on campus and online, "LIVEO" is for live online (synchronous), and "Online" (asynchronous). C. Martin noted that "EOC" was the old acronym for all courses that were offsite and online. Offsite courses now have their own designation. J. Sims requested that J. Hu follow-up with the admins to remind them to change offsite courses coded as "EOC" to "Offsite." A discussion ensued concerning a better naming system for the tab markers. It was suggested to keep the tab names the same as those in the schedule for consistency and to avoid confusion among students and staff. Other recommendations for the tabs included:

- On Campus: (ECC); (F2F, FTF) Face to Face
- Online: (ONLIN)
- Live Online: (LIVEO)
- Hybrid: (HYBRD)
- Offsite: (OFFST)
- Dual Enrollment: (HSDUL)

B. Price noted that the spreadsheet does not include cross listed sections and overlaid sections, which may result in lower fill rates when in fact the classes are full. R. Dreizler added that if you see an anomaly whereby a class has zero students, email the section number to L. Justice or R. Dreizler and they will investigate. J. Hu commented that she is auditing all classes with zero enrollment and rebuilding sections if needed. A discussion ensued among deans concerning how they manage enrollment. B. Price shared onscreen guidelines from summer 2020 for canceling low enrollment classes. He will send a copy of the guidelines to the deans. V. Unda suggested more information be included with the report to help explain and clarify the data presented.

L. Marketing Registration:

A. O'Brien announced that students have been receiving notifications regarding open registration for winter and spring. She noted that marketing for winter began in October. They recently adjusted the messaging to emphasize both online and in-person options for instruction. Marketing also launched a digital advertising campaign on social media using key search words. Students who have visited the ECC website and expressed interest will receive ads later. Based on feedback, adjustments have been made to the home page messaging. The Vax Fest, scheduled for 12/2, and the Outreach events in January are being heavily marketed. A discussion ensued regarding how to better promote the Warrior Welcome Center to students. A suggestion was made for messaging that helps students better understand the term "hybrid," and how to use the searchable schedule to obtain the class notes. If you have any ideas or suggestions, please email A. O'Brien.

M. Large Lectures for Online Classes: Tabled for a future meeting.

**3. OTHER – ANNOUNCEMENTS**

- A. R. Dreizler: Weekly RegFests at the Warrior Welcome Center and online starting this week. Information link: <https://www.elcamino.edu/admissions/welcome/virtual-events.aspx>; Spring RegFest is January 10-13.
- B. M. Arthur: Dual Enrollment Drop in Hour is available T, W, TH from 4-5pm. Information link: <https://www.elcamino.edu/academics/dual-enrollment/online-help-and-events.aspx>. 12/3 – Dual Enrollment Assistance 9a-5p via Zoom; Link: <https://www.elcamino.edu/academics/dual-enrollment/online-help-and-events.aspx>
- C. G. Valle: The Employee Experience Sub-Committee requests that deans set aside 15 minutes during their division meetings on Flex Day to allow staff to complete the Engagement Survey.
- D. B. Price: Center for the Arts: 12/2-Opera Workshop; 12/4-Joint Choirs; Upcoming events: Jazz Bands, Orchestra, Guitar, The Shop Around the Corner, dance and concert bands. Check the website for more information.
- E. J. Miera: Men's Soccer program going to the State Championship.

**4. NEXT MEETING**

Council of Deans – December 16, 2021; 8:30-10:00 a.m.; ZOOM