



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans

July 21, 2022

Present: J. Anaya, J. Aramburo, J. Baumunk, D. Breckheimer, R. Christophersen, C. Dao, R. Dreizler, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, K. Iino, J. Joy, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, D. McClelland, J. Miera, R. Miyashiro, S. Nilles, A. O'Brien, N. Oliva, L. Paredes, D. Patel, V. Rapp, R. Serr, J. Simon, G. Toya, V. Unda, G. Valle

Guests: L. Marquez, A. Sala

#### 1. INFORMATION

Notes of July 7, 2022 - Approved as written.

#### 2. INTRODUCTIONS

M. Lemons introduced Lissette Marquez, the new Curriculum Specialist.

#### 3. DISCUSSION/ACTION

##### A. AFT Update: (K. Iino)

The AFT bargaining unit is at the negotiating table and is still in the planning process. The e-board is still actively working during the summer. Please contact AFT if you require AFT representation for faculty or committee lists, or for any representation needs.

##### B. ECCE Update: No report

##### C. Facilities Update: No report

##### D. PBC Report: (A. Grant)

PBC has not met since the last PBC report.

##### E. ASO Report: (L. Paredes)

ASO is conducting interviews and applications are still open for ASO and Inter-Club Council (ICC). G. Toya announced that ICC is having their summer blood drive on July 20 & 27 from 9a-3p at the Bloodmobile, located in the Student Services Plaza near the Bookstore and Lot C.

##### F. Academic Senate Report: (D. McClelland)

Workgroup met to talk about ideas for faculty prioritization and suggestions will be brought to the Academic Affairs Managers meeting next week. D. McClelland has been working with M. Lemons to clean-up records concerning faculty hires for dual

enrollment, SLO assessments, and faculty evaluations. She is also working with Kevin Degan on disaggregating dual enrollment SLO data to compare with campus SLO data to ensure that dual enrollment classes are performing at the same level. Academic policies and procedures are also being reviewed to verify they are up-to-date.

D. McClelland indicated that a few policies/procedures were sent out to individuals for revisions. If you received a policy or procedure for revision, please review and return your changes by the end of August, in order to get them on the Ed Policies agenda in September. D. McClelland and C. Martin are working on an invitation email for deans to send to part-time faculty to encourage their attendance at PD Day, which will feature Jeremiah and Rachel Sims as the keynote speakers. All staff, full-time and part-time faculty are encouraged to attend.

G. Guided Pathways Report:

J. Simon discussed the drafted meta-major posters that were included in the agenda packet. Once finalized, the posters will be professionally printed and available to post in the division offices to let students know more about meta-majors and where their meta-major resides. Please send any comments or feedback regarding the posters to J. Simon by August 4. C. Martin requested copies of the editable file so that they can make copies to post in the library. D. McClelland requested a list of all Guided Pathways faculty leads, success team leads, and data coaches in order to coordinate IMPACT training for all faculty leaders. J. Simon responded that she will provide the list of names. A suggestion was made to include the list of names on the Guided Pathways webpage.

H. Council of Deans' Manager Representatives:

M. Lemons shared the voting results for the Council of Deans' manager representatives for College Council. The two representatives will be:

Student Services: Dipte Patel

Academic Affairs: Gerson Valle

I. Enrollment Report:

M. Lemons shared onscreen the July 14 Enrollment Report for fall, which shows current FTES at 3,924, with a goal of 6,368. Since the last report on July 11, the number of FTES has increased by 182.

J. Equivalency Formstack:

C. Martin shared onscreen the new Equivalency Formstack. She reviewed the approval process and the different fields required on the form. In order to avoid lost submissions, C. Martin suggested that divisions may want to use a general email account, as opposed to using an individual's email address. C. Martin will send out a request for the email account each division would like to use. Plans call for posting a link on MyECC where faculty and staff can access the form.

**4. OTHER – Announcements**

A. R. Dreizler: The drop for non-payment deadline is August 8. Messaging will be sent to students who owe money to let them know about the Tuition Relief Program. Students

will be dropped for non-payment unless they apply for the program. Fraudulent activity has been discovered over the summer and ECC is carefully monitoring applications. Please remind faculty to pay close attention to the no-show report. Faculty have the responsibility for dropping a student who does not attend class from day one.

R. Dreizler posted a link in the chat to the Tuition Relief Program at:

<https://www.elcamino.edu/admissions/finances/financial-aid/tuition-relief.aspx>.

If you have any questions, contact R. Dreizler.

- B. S. Nilles: July 27 – Mental Health First Aid course for faculty & staff. A flyer was posted in the chat and more information will be sent by email. Sign up in Cornerstone or via the email link.
- C. C. Dao: The Financial Aid Office is working hard to package and prepare financial aid for ECC recipients. It is important for students to file their application and documents by August 4, in order to get their first disbursement in hand for the first week of school. If you have any students that need help with the financial aid process, please refer them to the Financial Aid Office.
- D. E. Gutierrez: EOPS/Care, CalWORKs & Guardian Scholars has created an internal outreach task force to review processes regarding the students lost during the pandemic and social unrest. Data reveals that the District ECC has lost many low-income students and students of color. EOPS is looking to recruit approximately 800 students. Link to EOPS webpage: <https://www.elcamino.edu/support/resources/eops/index.aspx>
- E. M. Lemons: The College Load Review Committee has completed their review of the class size reduction proposals. All courses submitted were approved. A cost analysis was completed and data is being reviewed. The vice president and president will now review the data and make their final decisions.
- F. R. Miyashiro: 9/21 – International Day of Peace will coincide with the grand opening of the Social Justice Center. Looking for student artwork to be displayed in the center, as well as a mural in the main room. The Black Student Success Center is scheduled to open in mid-fall. Supply chain issues with furniture has delayed both openings.

## 5. NEXT MEETING

Council of Deans – August 4, 2022; 9:00-10:30a