



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans

August 18, 2022

Present: J. Anaya, J. Aramburo, J. Baumunk, D. Breckheimer, R. Christophersen, W. Cox, R. Dietz, C. Gold, D. Gonzales, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, K. Iino, J. Joy, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Lopez, K. Martinez, J. Miera, M. Miller, R. Miyashiro, A. O'Brien, N. Oliva, L. Paredes, D. Patel, B. Price, R. Serr, J. Simon, G. Toya, V. Unda, G. Valle, I. Zugic

#### I. INFORMATION

Notes of August 4, 2022 - Approved as written.

#### II. INTRODUCTIONS

C. Lopez introduced Michael Miller, the new Director for the Art Gallery & Anthropology Museum.

#### III. DISCUSSION/ACTION

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

Please advise faculty, students and staff that counseling faculty are fully back on campus and ready to help students with enrollment and registration. AFT is continuing with negotiations and more information will be forthcoming once completed. Goals for the new year and moving forward were discussed at the recent AFT Retreat. On Flex Day, AFT will present a workshop for faculty on “Understanding the Faculty Contract: How is my Pay Calculated?” which will help explain the semester contract and overload pay. Later in the semester, AFT will offer a workshop on the timeline for faculty evaluations.

A discussion ensued on ways to streamline the process for notifying waitlisted students. Suggestions included giving faculty a list of open sections so that students can be redirected to other open sections; and creating an auto-response email (out-of-office) for faculty to advise class status and providing links that can direct students to open sections. C. Lopez suggested forming a small team from Student Services, Counseling and Academic Affairs to assess the process. J. Aramburo offered to create an email to send to students, currently on a waitlist, to reassure them and give further instructions and next steps. A discussion ensued regarding add codes and adding students.

A request was made for Admissions & Records and AFT to work together to create a best practice guide for faculty concerning add codes. A discussion ensued regarding waitlists for online courses and how students should communicate with faculty.

L. Justice recommended that students wait until after the class starts to contact an instructor by email concerning the waitlist. D. Patel noted many online students are reporting that they are emailing their instructors but not getting a response, especially when close to the last day to add.

S. Kushigemachi noted in the chat that “ODE advises faculty to email the waitlist after registration ends, and we encourage our faculty to do the same so that the instructor initiates communication. But when students reach out, we also advise them to email their professor.” He added a link to the Online - Faculty Resources - Best Practices webpage regarding the recommended procedure for adding a student from the waitlist: <https://www.elcamino.edu/academics/online-education/faculty-resources/best-practices.aspx>

B. ECCE Update: (R. Dietz)

Issues continue with Article 19, which covers harassment, bullying, and intimidation against employees by management. Problems with the card reader have been resolved, any existing issues contact R. Dietz. Recent issues with changing employee hours have occurred. Hours may be changed if the employee is agreeable or requests a change; however, per Article 5, an employee cannot be forced to change their work hours.

C. Facilities Update: No report.

D. PBC Report: (A. Grant)

No PBC report. The next PBC meeting will take place on 8/18.

E. ASO Report: (L. Paredes)

ASO and ICC are still accepting applications which can be found on Engage at <https://elcamino.campuslabs.com/engage/>. The summer retreat for training will take place next week. Following the training, deans should be hearing from their senators. Upcoming Events: 9/12-9/15 – ICC Club Rush; 9/20 - Constitution Day/Financial Aid Fair Additional information posted in the chat regarding the Student Voter Project (SVP). Please refer students who are interested in civic engagement and helping to promote voter registration, especially for the November general election. More SVP information can be found at: <https://www.elcamino.edu/campus-life/organizations/aso/student-voter-project/index.aspx>

F. Academic Senate Report: No report.

G. Guided Pathways Report: (J. Simon)

The meta-major poster project is slightly delayed due to summer vacations and the necessary approval process. The posters should be available soon after the start of the semester. Guided Pathways is promoting “Meta-Major Mondays” and PD Day will include meta-major breakout sessions, led by the Success Team Leads. T-shirts will be available at the breakout sessions and can also be ordered using the link: [https://elcamino-my.sharepoint.com/:x:/g/personal/jsimon\\_elcamino\\_edu/ERBVOG5qVhdHuKQoBH2VDIUB8GW2K3cGw7zH\\_XCavwrPqQ?e=amsZKv](https://elcamino-my.sharepoint.com/:x:/g/personal/jsimon_elcamino_edu/ERBVOG5qVhdHuKQoBH2VDIUB8GW2K3cGw7zH_XCavwrPqQ?e=amsZKv)

H. Payroll Update: No report.

I. Strategic Enrollment Management Reports:

1. Academic Affairs: C. Lopez shared information from the 8/16/22 Enrollment Report which shows current FTES at 5,385, down 250 FTES from Fall 2021 and 983 FTES from the current goal. There is still a higher demand for online sections, with current fill rates at 80% or more. Currently, 57% of sections are on-campus/hybrid and 42% are fully online. As student demand increases, a number of classes continue to shift online. Academic Affairs and the Enrollment Management Committee is working on an updated enrollment management plan. In addition, work is being done on the request to the Chancellor's Office for the 2022-23 Covid-19 Emergency Conditions Allowance funding; the application is due September 1. M. Lemons has been working on the course preference survey for students. A link to the survey will be sent out on 8/18. J. Aramburo reminded members about the Call Center, which can be utilized in conjunction with the survey to notify students of additional sections that may be added.
2. Student Services: R. Miyashiro reported that Student Services is engaged in several areas of the Strategic Enrollment Management Plan which includes, clarifying the path and pre-planning for orientations and counseling to make sure students are taking the correct courses within the Guided Pathways framework; modernizing the student recruitment process for fall 2023, setting enrollment targets for the future, and increasing retention rates through the use of ECC Connect and professional development. To help grow enrollment, ECC plans to purchase student leads and is expanding the Call Center. J. Aramburo has received funding to hire ten additional recruiters and October 1 will kick-off recruitment for fall 2023.

**IV. OTHER – Announcements**

- A. J. Aramburo: 8/24 - New Student Welcome Day; event includes comprehensive tours, snacks, and more. Students who submit a student ID form by 8/22, can also pick up their photo ID. Link to sign-up: <https://www.elcamino.edu/admissions/outreach/new-student-welcome-day.aspx>
- B. D. Patel: As of 8/22, Student Services is moving to a new scheduling system using ECC Connect. EOPS and FYE have already transitioned to the new system. For general counseling, students will no longer schedule their own appointments. To make an appointment, students can call, zoom or walk in to make a counseling appointment. Drop-in counseling will also be available.

**V. FUTURE TOPICS FOR DISCUSSION**

- A. D. Breckheimer suggested regular meetings to discuss the disbursement of student equity funds. A discussion ensued concerning funding. N. Oliva offered to provide a future presentation on student equity and achievement funding.
- B. C. Lopez proposed a discussion on the number of meetings per month (1x or 2x) Council of Deans should meet.

**VI. NEXT MEETING**

Council of Deans – September 15, 2022; 8:30-10:00 a.m.