



# El Camino College

## College Council Minutes

Monday, November 1, 2021

1:00 – 3:00 p.m. Via Zoom

### Attendance

Breeanna Bond, Edith Gutierrez, Kelsey Iino, Dalyan Johnston, Rose Mahowald, Darcie McClelland, Brenda Thames

### Absent

Jane Miyashiro, Erika Solorzano, Ann Tomlinson

### Support/Presenters

Ross Miyashiro, Ann O'Brien, Jacquelyn Sims, Jessica Padilla, Doug Graham, Viviana Unda

### Minutes

1. Welcome/Approval of Minutes Brenda Thames

Deborah Murphy, Staff Reporter from the Union introduced herself.

After friendly amendments, College Council moved to approve the minutes from the October 18, 2021 meeting.

It is suggested a Task log or standing Follow up agenda item be utilized to keep track of follow up items from previous meetings. This is a good idea and we will implement a protocol for follow up items.

2. ALMA Strategies Update

Mr. Doug Graham, from ALMA Strategies presented an [update on the Facilities Master plan](#). The update included progress since the last presentation, Guiding Principle and Objectives, Preliminary Campus Planning scenarios and next steps.

During the months of December 2021 and January 2022, Facilities Utilization (updated for Spring 2022), the ADA Transition Plan, best use of Inglewood and Hawthorne sites, repurposing underutilized space for Student Health and the Dance department and low-income student housing will be brought into focus. A timeline for demolishing PE South has not been established yet.

There is a good opportunity to consider Learning commons, an Interdisciplinary Science center and Campus commons in future planning. This is the time during the planning process to gather feedback from constituents. Are there any issues on any of the ideas that are being presented and emerging? Is there anything missing? An expanded space for the Student Health Center to be able to offer wraparound services to enhance our equity work is important. A dedicated space for Student Activities would be nice to see in the Campus commons.

In the past, well laid plans have not come to fruition due to funding constraints. Yes, it is important to get as much funding available. The Marsee retrofit, Interdisciplinary Science center and Learning Commons have a good opportunity for receiving state funding. The Campus Commons/Center is not something that is normally state funded. Campus Commons would require local funds or repurposing

existing buildings. When looking at the elongated timelines from envisioning a project to the actual construction, costs change – labor costs and material costs increase. Oftentimes, a campus may have to scale down a building from what was envisioned. The difficult decisions about contingency planning are made together by engaging the whole campus in the conversations.

The idea of a Transit Hub is also being considered to facilitate optimum access to public transportation, and drop off/pick up for parenting students and ride share drivers. This is considered a good idea from the faculty perspective. The idea of intra-campus transportation could be considered under the umbrella of the Transit Hub. Designated drop off/pick up spots for ride share drivers were difficult to enforce in the past.

Low income and diverse students do not tend to participate in focus groups or town halls due to personal commitments. Understanding the institute's demographics is critical. We need to be mindful in engaging voices that are oftentimes missed.

Parking Lot L is being considered as a future building site, possibly for low incoming housing for students, faculty or first responders. A parking structure can be considered to address the parking inventory concerns. There are a number of options available.

ALMA's Facilities Master Plan timeline has been extended to accommodate the overarching planning activities needed to align the Comprehensive Master plan properly. The Educational Master plan should drive and inform the Facilities Master plan. However, the Facilities Master plan needs to be completed in time to base an election campaign if the Board decides to go for another Bond. An effort to align all timelines will be made during December and January. The goal is to have better aligned processes prior to spring in order to present integrated information during the focus groups and town halls. It is appreciated that an integrated approach is the goal. We have to consider what the College needs and it should be integrated with the mission and values, the community we serve and long-term vision. That is the intent. However, keep in mind the integration will not be perfect.

### 3. Return to Campus Update

Brenda Thames provided an update on the Campus Pandemic Safety Plan. Sincere appreciation is extended to Crystle Martin and the Editing Subcommittee members who edited the final version of the plan currently being reviewed by the COVID-19 Task Force. The Plan will be distributed to the campus community and posted on the COVID-19 webpage. Two Town Hall meetings prior to spring term are being planned to talk through the document and answer questions. Once the plan is posted and the initial work of the Task Force has been completed, the committee may be placed under College Council as a subcommittee. College Council at that point will be able to determine when the work of the Task Force is complete and disband the group.

Currently the Food Service Committee is a subcommittee of College Council.

### 4. Academic Program Review Calendar Proposal

Viviana Unda presented an informational overview of the [2022-23 Academic Program Review Calendar Proposal.](#)

The purpose of the presentation was detailed in the presentation

- Explain relationship between annual planning and program review
- Propose changes to the Academic Program Review calendar
- Explain rationale behind the change

A request for better clarification on the proposed calendar, when faculty members are off contract is made. The calendar should show the expected work schedule, specifically during the time faculty are off contract, to manage the expectation. Faculty can elect to work off contract. It should not be expected and there should be no misunderstanding.

Historically, faculty leadership participation in the Program Review process was hesitant due to the workload and lack of compensation for the work. Compensation should be considered. The work being proposed is to streamline the process, create more concise documents than in the past and decrease the work of the faculty.

Clarity is made between Academic **Program** Review, which is a 4-year cycle for each department to access their curriculum, SLO, equipment needs, the number of faculty needed; and the Academic **Planning** process, which is an annual planning process.

The recommendation being made is to adjust the timing of the Academic Program Review calendar to better align with the Annual Planning process. During the year of the Academic Programming Review cycle, Program review would take place before Annual planning. This ensures Program planners will have an up to date program to inform their annual planning.

It is suggested to illustrate the two different timelines side by side for a visual comparison.

This presentation to College Council is Information only. It can be shared with the appropriate constituents. Senate is responsible for the approval of the proposal. The presentation has been brought to the Planning and Budget Committee (PBC), Executive Cabinet and Council of Deans and will also be shared at the President's meeting.

##### 5. Campus Climate Infographics

Viviana Unda provided an overview of the infographics that were distributed to the campus community on the result of the Campus Climate Surveys. This year infographics will be distributed to report on the results on the Climate Surveys. The intent is to make the information more accessible and easier to comprehend the enormous amount of information collected. A full report will be available at the end of fall. Disaggregated information will be included in the full report. Each infographic highlights a specific section of each survey.

- [Student Campus Climate Survey, Remote Learning Section](#)

Data is feedback. Understanding the contextual environment in which the feedback was provided is essential. Since the time the survey was taken, improvements and developments have been made in how we engage in distance education. The results presented may not reflect the current campus climate. College Council may consider the results of the survey as conversation starters for focus groups in the spring with ALMA Strategies as we try to align the planning timelines. The full report will be completed in time for annual planning and will provide good feedback for program level planning.

What response rate gives a survey credibility? Is the 5% response rate valid? Double digits response rates are ideal. A transparent disclaimer, that the results of this survey is aggregated from limited participation, should be more prominent. It is reiterated these results should be conversation pieces rather than data points for informed decision making. Despite the low response rate, the responses should not be dismissed.

A suggestion to repeat the Remote Learning section of the survey in spring 2023 is made. Faculty members are better prepared and have the choice to provide online instruction. This is a very different environment from when the survey was administered.

Viviana will return to the next meeting to review the results of the [Employee Campus Climate Survey, College Vision & Communication Section.](#)

6. Policy Review - AP 4200 Deans List

[AP 4200 – Deans List](#), should be circulated among constituents for review. Feedback will be discussed at the next meeting ensuring the AP will go on the December Board agenda.

It is critical College Council review BP/APs at least once a semester to effectively track with the work on policies and procedures being done by Academic Senate.

Loic did not receive any feedback on [AP 6365 - Contracts-Accessibility of Information Technology](#) which was reviewed at College Council at the October 18, 2021 meeting. Hearing no recommendations for edits or changes, AP 6365 will appear on the November board agenda.

7. College Council Charge and Membership

Send recommendations for College Council membership to Dr. Thames for discussion at the next meeting.

**Fall/Winter 2021 College Council Meetings**

Monday, November 15, 2021 (Board Day)

Monday, December 6, 2021

Monday, December 20, 2021 (Board Day)

**2021-22 College Council Goals**

1. Review Board Policy and Administrative Procedure review process. Regularly review and provide input on legally advised and legally required policies and procedures.
2. Provide coordination, facilitation, and leadership in Safe Return to Campus
  - a. Integrate work of COVID Taskforce into scope and purview of College Council.
  - b. Receive regular updates from the COVID-19 Task Force and facilitate campus communications that inform College Council constituents on actions taken in response to the COVID-19 pandemic.
3. Review and revise (as necessary) Council charge, guidelines, functions/responsibilities and membership:
  - a. Review Integrated *Making Decisions Guide* and revise as necessary
  - b. Review and revise participatory governance structure as well as reporting and recommendation processes to College Council.
  - c. Develop College Council Handbook, orientation, planning calendar and roles.
  - d. Assess effectiveness of College governance processes
  - e. Coordinate with Planning and Budget Committee to review and revise Resource Allocation, Budget Augmentation Request, and Funding Recommendation processes.
  - f. Improve Council self-evaluation survey process and response rate.
  - g. Assess Council membership, including the role of the alternates and support members.
  - h. Coordinate with Facilities Steering Committee to create processes and guidelines for space utilization allocation, requests, and recommendations.
  - i. Migrate Governance committees/councils and college taskforces, workgroups, committees under scope of College Council to BoardDocs platform.
  - j. Facilitate and support the Comprehensive Master Planning process.
  - k. Adapt College practices, reporting, and evaluation mechanisms to better measure effectiveness and campus climate (information regarding campus climate survey cycle inclusive of surveys addressing post-COVID perceptions).
4. Facilitate and provide leadership in the adoption of an equity-minded, student-informed, and data-driven decision-making process college-wide.
  - a. Engage in discussion on strengthening campus climate, reduction of student equity gaps, *identify and remove institutional barriers* using standardized disaggregated data

methodologies, and enhanced inclusion and diversity at El Camino College. Explore opportunities for inclusionary spaces for cross-campus dialogue.

5. Strengthen campus communications by creating a communications plan designed to inform the stakeholders on major developments that affect the campus.
  - a. Clearing house for CCCCO communications
  - b. Increase awareness of programs and services at all locations
  - c. Guide on where decisions are made
  - d. Inform stakeholders on major discussions
  - e. Inform stakeholders on recommendations from College Council
  - f. Ensure College Council is informed of and discusses College initiatives including but not limited to:
    - i. Guided Pathways and Equity outcomes
    - ii. Associated Students Organization initiatives
    - iii. Technology modernization
    - iv. Sustainability Plan progress
    - v. Enrollment operations and enrollment management
    - vi. Strategic Plan implementation and monitoring
    - vii. Facilities Master Plan developments
    - viii. Impact of fiscal developments on the campus
6. Develop and implement a comprehensive Enrollment Management plan and processes that ensures student-centered class scheduling and course offerings at all locations; including communication on roles in enrollment management.
  - a. Dual Enrollment
  - b. Non-Credit
7. Assess issues with Colleague and current business practices. Take leadership in recommending changes on business process improvements to improve and streamline operations of college.