



El Camino College

College Council Minutes
Monday, November 4, 2019
1:30 – 2:30 p.m. Library 202

Attendance

Rose Mahowald, Dena Maloney, Darcie McClelland, Urwa Kainat, Edith Gutierrez

Absent

Kenny Galan, Cindy Lopez

Support/Alternates

Iris Ingram, Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Jean Shankweiler

Presenter/Guest

Jaynie Ishikawa, Director of Staff & Student Diversity; Staff Writer, The Union

Minutes

1. Welcome/Approval of Minutes

Dena Maloney opened the meeting and welcomed members of College Council.

After review, the minutes from the October 21, 2019 meeting were approved.

2. Making Decisions Guide - continue review of updates.

Dr. Maloney provided an update from the first meeting of the work group tasked with revising the *Making Decisions Guide*. Using the proposed [table of contents](#), handed out during the October 7, 2019 College Council meeting, initial tasks were identified and assigned. The Mission, Vision and Values will remain the same. Research will be conducted on the Making Decisions Guides from other colleges. Strategic Planning Committee had the opportunity to provide feedback on the proposed table of contents.

The connections/relationships between our collegial consultation committees, was reviewed from the [Current College Council Structure document](#). Currently, the relationships/connections among the committees are not defined. The progression of recommendations to the Superintendent/President and Board of Trustees is not explained in the current *Making Decisions Guide*.

Side note: Academic Senate is not reflected on this document. Academic Senate is the primary collegial consultation group representing the faculty. The Calendar Committee is unique and stands on its own due to its very specific purpose of creating the College's annual calendar.

Dr. Maloney presented the [draft of the Relationship between College Council and other collegial consultation committees](#). This illustrates one suggested option to consider. The collegial consultation committees are clearly linked to College Council. This option was discussed in the committee meeting. Researching the *Making Decision Guides* from other districts will provide other options for the committee to discuss.

The goal is more than revising the *Making Decision Guide*. The *Guide* needs to reflect the entire governance structure. The current governance structure can be strengthened further.

Dr. Maloney met with Dr. Chris Gold, who served as President of Academic Senate at the time the current *Guide* was written in 2014-15. Dr. Gold provided input as to thinking at that time.

Topic of Discussion:

The relationship between Area and Division Councils and College Council is not clear. Ideas/information from Area/Division Councils are supposed to flow through College Council. However, that has not happened since Dr. Maloney's arrival. This relationship will need clarification. The area councils tend to deal with operational issues rather than making recommendations.

Can Academic Senate be illustrated as a collegial consultation committee? The graphics presented only depict the committees that relate to College Council. A full diagram would include Academic Senate as well as any task forces and operational groups.

The committee will reconvene soon. The intent is not to spend a long time on this effort. College Council will continue to be updated with their progress.

3. BP/AP 3440 – Service Animals

Jaynie Ishikawa presented revised versions of [BP3440 /AP3440](#) – Service Animals. The initial drafts of the BP/AP were presented to College Council on July 15, 2019. The new versions includes references to *38 Code of Federal regulations Section 17.148*. This citation provides a definition of service dogs that the Department of Veteran Affairs use. ECC Veteran Services has their own certification process for service animals with Veteran Affairs. Adding the citation to our BP/AP provides further evidence that the districts support our veterans. The substance of the BP/AP remains the same. Major Brenda Threatt is satisfied with the revisions.

College Council approved the revised BP/AP 3440. The BP/AP will move forward to the Board for approval on the November Board agenda. Jaynie reiterated, once approved, essential training will be provided on the implantation and compliance to BP/AP 3440.

4. Board Policy Day Results

Dena Maloney provided an [update of the policies and procedures](#) that were reviewed on the Policy Review day on October 25, 2019. Rose Mahowald provided the status of the [legally required policies and procedures](#) that need to be reviewed by College Council. We are definitely making progress on what will be a continual effort. Another Policy Review day will be scheduled in the spring.

We will not take all the reviewed policies to the Board at one time. The Board needs the opportunity to understand the more complex policies and procedures. Therefore, we will time the board release of the policies and procedures.

5. Final, approved Meta-majors

Jean Shankweiler presented the final [approved Meta-Majors](#). The first iteration of the groupings was subject to appeal. Six appeals were submitted:

- 1) CIS was relocated from “orange” to “grey” simply due to an administrative error. CIS should have originally been grouped with Business.

- 2) Fire Tech and Administration of Justice are grouped in “green”. Fire Tech requested their own meta major - Public Safety. However creating an entirely new meta-major was beyond the scope of the appeals process. The compromise was to place AJ and Fire Emergency Tech with the other Health Science and Athletics courses.
- 3) Economics moved from “grey” to “orange”. The Economics department believe that the program is more aligned with political theory rather than finance therefore requested to stay in Behavioral Social Science.
- 4) Communication Studies is currently with Fine Arts “purple”. It was regrouped with English/Foreign Languages “pink”. The appeal was similar to that of Economics. Communications studies can be language oriented or more focused on interpersonal relationship. The Communications department felt they were better aligned with Behavioral Social Science. This appeal was approved.
- 5) Art History felt their program focused more on the culture and history of art objects rather than the studio arts and is more aligned with Behavioral Social Science. This appeal was approved.
- 6) The one appeal that was not approved came from Pre-Engineering/Engineering. The department felt there should be additional meta-majors for Pre-Engineering and Engineering. This was a bit confusing and the committee denied this appeal.

The Guided Pathways committee, a cross section of students, faculty and managers; all voted on the proposed changes, along with Dr. Maloney’s approval, these are the final meta-majors for El Camino. The process of formally naming the meta-majors is in progress. *Program Mapper* is being updated with the formal names.

In general, the divisional alignments do not veer much from the meta-major groupings. Guided Pathways and Student Equity and Achievement are currently piloting Success Teams based on the meta-majors which may lead to realignment in Counseling assignments. The changes are not drastic, with the exception of “blue” which consists of two divisions – Mathematical Sciences/Computer Science Engineering and Natural Sciences.

This may be a great opportunity for Counselors to review disciplines and meta-majors and create the opportunity to work in larger teams. A Campus Reorganization committee will meet this week to see if departments and/or counseling assignments should shift to accommodate the meta-majors. A lot has to be considered.

Dr. Maloney reiterated that one of College Councils goals is to “Consult collegially on the organizational structure needed to support guided pathways at El Camino College”.

Next steps are:

- Name the meta-majors
- Complete *Program Mapper*
- Set the Success Team - determine members and define roles. Business “grey” is currently being piloted
 - Data coaching
 - Training
- Develop common first year curriculum for each meta-major with the exception of the meta major with independent certificate programs.

A Guided Pathways summit in spring will address many of these topics

6. Maxient Reporting Enhancements

Jane Miyashiro provided an overview of the [Compliments & Complaints flyer](#), which included a recap of the employee recognition program, *Applauding Warrior PRIDE* and the various outlets for employees to report and/or seek guidance for work place issues. Jane highlighted *WeTIP.com* for anonymous incident reporting and the *Incident Report & Referral Form* on Maxient that has been updated to allow reporting employee complaints. This form is an “in take” form - strictly gathering information. The report is then directed to Human Resources who determines whom is best suited to resolve the issue. This form can be completed anonymously. However, if you do not provide contact information, follow up is not possible. Student conduct issues are routed to Greg Toya and Idania Reyes in Student Support, employee issues go to Jane Miyashiro and Maria Smith in HR and Title IX and Title 5 issues are only viewable by Jaynie Ishikawa and Anna Chua in the Staff & Student Diversity office.

Side note: Further enhancement to the functionality of Maxient should include automated responses to the complainant, especially in the case when personal safety is an issue. This would be in line with AP5520 Student Discipline. It is noted that follow up on submitted reports have improved since the AP has been revised last spring.

Jane request College Council member to provide copies of the [Compliments & Complaints flyer](#) to their constituents and inform them that she is available to answer any questions and provide more information on the new feature.

7. Adjournment – Parting comments: The next meeting is November 18. It is a Board day and we will review the board agenda. An update on the *Making Decisions Guide* will be provided. Reminder: Campus forums for the Institutional Self Evaluation Report start this week. We agreed that College Council members would attend. The schedule of attendance will be distributed.

Meeting adjourned.

2019 - 20 College Council Goals

1. Provide orientation to all new and returning members of College Council on the Council’s purpose, goals, and expectations of its members. Annually evaluate the College Council’s effectiveness.
2. Lead the design of a 2020-25 Making Decisions at El Camino College document, which reflects the institution’s commitment to collegial consultation and the purpose and responsibilities of each collegial consultation committee, its relationship to other committees, and the process for moving recommendations to the Board of Trustees through the Superintendent/President.
3. Complete/continue the development of legally required policies and procedures.
4. Consult collegially on the Institutional Self Evaluation Report. Attend assigned campus forums and provide feedback to the College Council.
5. Consult collegially on the organizational structure needed to support guided pathways at El Camino College.
6. Ensure that the College Council is informed of college initiatives including but not limited to:
 - Associated Student Organizations initiatives
 - Technology modernization
 - Impacts of facilities on the student experience

- Sustainability plan progress
- Climate Survey plan progress
- 2020-23 Strategic Plan and new institutional planning model

Future Meeting Dates: 1:30 p.m. in Lib. 202

D. Maloney

Reminder only

Fall College Council Meetings

- a. Monday, November 18, 2019 (Board Day)
- b. Monday, December 2, 2019
- c. Monday, December 16, 2019 (Board Day)