



El Camino College

College Council Minutes
Tuesday February 18, 2020
1:30 – 2:30 p.m. Library 202

Attendance

Edith Gutierrez, Kelsey Iino, Urwa Kainat, Rose Mahowald, Dena Maloney, Debbie Turano

Absent

Kenny Galan, Darcie McClelland

Support/Alternates

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

Presenters/Guests

Viviana Unda, Lillian Justice

Minutes

1. Welcome/Approval of Minutes

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

After review, the minutes from the February 3, 2020 meeting were approved.

2. Board Agenda Review

A comprehensive overview of the February 18, 2020 Board [agenda](#) was provided including the Presentations, Consent Calendar items, Action items and Policies and Procedures. It was noted, Trustee Numark would be absent and Trustee Brown would have to leave at 6:15pm.

The Vice Presidents highlighted items of particular interest from their areas and answered any questions.

Dr. Jean Shankweiler - Academic Affairs

Ross Miyashiro - Student Services

Iris Ingram – Administrative Services and Measure E. Iris also provided an overview of the El Camino Bond Funded Building Program Update presentation

Jane Miyashiro - Human Resources

Ann O'Brien – Provided an overview the Strategic Enrollment Management presentation.

Discussion:

- High touch efforts to get students through the pipeline to applications, (College tours, application workshops, orientations, financial workshops etc.) have been significantly increased from past years.
- Why is there such a gap from applicants received to students enrolled? It may be due to those who apply to community colleges as a backup if not accepted to four-year institutions. Additionally, there are two high-school districts, and a third district anticipated, that make it a policy to have their students apply to El Camino College. Specialized messaging could be effective with this population to encourage attendance at El Camino to provide transfer opportunities and advantages.
- The marketing firms are imperative to provide research and strategies to target Working and Millennial learners.

- Would curriculum changes be considered to accommodate Working and Millennial learners? 16-week classes would be offered as six-week hybrid classes (in person and online instruction). This provides the opportunity to take multiple classes within the same time frame. These hybrid courses, taken every six weeks, would produce the same amount of units as taking 16-week courses. Retail Management certificate and ADT Business Administration programs utilize the hybrid class model.
- The existing Enrollment Management committee (Deans and students), should be thinking about the packaging of the curriculum. The outreach messaging to new demographics will be handled by the newly formed Enrollment Operations committee (Marketing & Communications and Robin Dreizler).
- CalWorks dedicated one staff member to make calls to 120 students who did not re-enroll from Fall to Spring 2020. 70 students re-enrolled after the personal outreach.
- Culturally responsive teaching is critical for retention. Trends in retention should also be identified.

Dr. Maloney provided overviews on all Action items. It will be recommended Action item 14.1 Stamats and Interact Contract Approvals, be moved up on the agenda, immediately following the presentation. It will also be recommended that Item 16.1 - Board Policy 1200, be tabled to the next Board meeting to improve the language on the policy.

3. [Climate Survey Progress Update Presentation](#)

Viviana Unda presented an overview of the updates on the actions taken to improve campus and campus life in response to the results of the 2018 Climate Survey completed by students and employees.

Side Note: An update on the implementation of the Sustainability Plan is slated for May. All districts have been asked by the Chancellor's Office to suggest passing Sustainability resolutions to their boards.

4. [College Council Self Evaluation Presentation](#)

Viviana Unda presented the results and recommendations of the 2018-19 College Council Self Evaluation. All collegial consultation committees conduct this self-evaluation. The survey was updated last year to yield useful information about the committees' effectiveness. Moving forward, the self-evaluation will be conducted at the end of the current year. This year's survey will be distributed in May 2020.

It is noted that the information, particularly the recommendations from this survey are more helpful than past evaluations. Standing reports from the constituent groups is important. We can go further than sending our agenda and minutes to the campus community. Perhaps have other committees (Technology Committee etc.) include College Council minutes in their information packets, similar to Academic Senate. It is suggested College Council review, prioritize and agendize the recommendation provided by the survey, for further discussion and adoption.

The [full report](#) with more details on the information provided in the presentation for College Council was distributed to members prior to the meeting and presentation.

5. Update on Making Decisions Guide

Dena Maloney provided a brief update on the status of the Making Decisions Guide. An updated draft has been uploaded to the Team site. Others members of the workgroup have added their contributions as well. The workgroup will meet to aggregate the items and see what is missing. Another update is scheduled for early April. The draft will be provided for collegial consultation. The first and second readings will take place in May. The other collegial consultation committees will have to do the same. This document covers all the collegial consultation committees and the Academic Senate.

6. Adjournment

Parting comments: Suggested agenda items for upcoming meetings: Advocacy update – State and Federal level, Budget update and discussion, Technology committee update and ERP survey results, AB705 evaluation, South Bay Promise update, ISER first reading scheduled for April 20 with the second reading in May and Sustainability Plan update and Tentative budget presentation. A recap of our accomplishments is scheduled for June. We will determine when we will conduct the self-evaluation survey. It should take place after the recap.

Other topics are solicited. Please email Dr. Maloney with any suggestions or comments. The agenda items are mapped against our goals. These items will be formalized and come back to College Council at the next meeting.

Reminder: Town Hall is scheduled for March 12 from 1:00pm – 2:00pm. A comprehensive budget update will be presented.

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. Library 202 D. Maloney Reminder only

Winter/Spring Council Meetings

- Monday, March 2, 2020
- Monday, March 23, 2020 (Board Day)
- Monday, April 6, 2020
- Monday, April 20, 2020 (Board Day)
- Monday, May 4, 2020
- Monday, May 18, 2020 (Board Day)
- Monday, June 1, 2020

Summer/Fall College Council Meetings

- Monday, June 15, 2020 (Board Day)
- Monday July 13, 2020 (Board Day)
- Monday, August 17, 2020 (Board Day)
- Tuesday, September 8, 2020 (Board Day)
- Monday, September 21, 2020
- Monday, October 5, 2020
- Monday, October 19, 2020 (Board Day)
- Monday, November 2, 2020
- Monday, November 16, 2020 (Board Day)
- Monday, December 7, 2020
- Monday, December 21, 2020 (Board Day)