



El Camino College

College Council Minutes

Monday, May 4, 2020

1:30 – 2:30 p.m. Via Zoom

Attendance

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

Absent

Iris Ingram, Kenny Galan

Support

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

Presenter/Guests

Jorge Gutierrez

April Bernabeo, Keiana Daniel, Susan Nilles, Daniel Pineda- Union, Staff Writer, Russell Serr, Sharilyn Thomas

Minutes

1. Welcome/Approval of Minutes

Dr. Maloney opened the remote meeting and welcomed participants. Attendees introduced themselves.

After review and notating requested edits, the minutes from the April 20, 2020 meeting were approved.

2. Sustainability Plan Update and Solar Project

Jorge Gutierrez provided a [presentation](#) with updated information on the Sustainability Plan approved by the Board of Trustees, July 15, 2019. The presentation included background on the development of the Sustainability plan and provided results on improved sustainability in five goal areas: water reduction, waste recycling/reduction, energy efficiency, transportation and sustainable operations. Information on the proposed solar power and storage for the campus was highlighted. The proposal from ForeFront Power included an evaluation of the campus' energy consumption, projected savings in adopting solar energy and a proposed layout for the installation of solar panels in parking lots J, K and L.

The Sustainability Plan and the consideration for solar power on campus will be presented to the Board of Trustees at the May 18 Board meeting.

Topics of Discussion:

In considering the potential installation of solar panels in lots J, K, and L, paths of travel, roadblocks, and possible impediment for future construction plans for the south side of campus are being assessed.

Parking lots C and F, the larger parking lots, were obvious choices to install solar panels. However, due to structural integrity, technical limitations, and cost effectiveness, it was determined Lots C and F would not be suitable.

Members of College Council expressed enthusiasm and advocated the installation of solar panels on campus. Additionally, a recommendation for more Electric Vehicle Charging stations was made.

Cleaning/maintenance of the solar panels is the company's full responsibility in the proposed 20-year Power Purchase agreement. The average lifespan of the panels is 30 years.

This presentation will go to Facilities Steering Committee next.

The project requires DSA approval. Upon approval, the installation takes about a year to complete.

3. Making Decisions Guide

Dena Maloney presented an overview of the [Making Decisions Guide draft](#) for a first reading. Academic Senate has already conducted a first and second reading of the *Guide*. Other collegial consultation committees have also reviewed the draft. Input from the consultation committees have been considered and added to the document. Associated Student Organization (ASO) focused their review on what is most relative to students. A recommendation will be made to include Inter-Club Council (ICC) as part of ASO's organizational structure. The Calendar Committee will also send their recommendations for the document.

The Guide will be brought back to College Council at the next meeting on May 18, for a second reading. College Council is asked to review the document and bring any questions or comments at that time.

4. ISER –First Reading

Jean Shankweiler presented an overview of the [draft of the Institutional Self-Evaluation Report \(ISER\)](#) for a first reading. The overview included the College's history, informational data on the institution, background on the organization of the self-evaluation processes, certification of continued compliance, commission policies, and analysis of the four standards:

Standard I: Mission, Academic Quality and Institutional Effectiveness and Integrity

Standard II: Student Learning Programs and Support Services – Instructional Programs, Library & Learning Support Services, and Student Support Services

Standard III: Resources – Human Resources, Physical Resources, Technology Resources, and Financial Resources

Standard IV: Leadership and Governance

The Quality Focus Essay is the final component of the document. The QFE identifies areas we can improve student teaching and learning. A multi-year plan demonstrates how we will achieve our learning outcomes. El Camino has planned to address the following areas:

- 1) Revision of outcomes statements, alignment grids, and assessment protocols for course-level student learning outcomes (SLOs) and service area outcomes (SAOs) in select areas.
- 2) Development and pilot assessment of program-level learning outcomes (PLOs) for Guided Pathways meta-majors.

The development of the QFE is new from past ISER practices. The intent is to streamline the document and focus on improved instruction and student learning rather than utilizing Actionable Improvement items for assessment.

The projects stated in the QFE are not expected to be completed in a year. Accreditation is not contingent on the completion of these projects as long as progress is being made.

The drafting of the ISER began about three years ago and aside from fine-tuning the hyperlinks, the document is completed.

Dr. Maloney expressed great appreciation and pride for the team that drafted the ISER. The document is an honest assessment of how the College meets the Standards and areas where the College can further improve. The document reflects a tremendous amount of work and we all owe the team a debt of gratitude.

Feedback should be emailed to Dr. Shankweiler or provided at the next meeting on May 18.

The document will be presented to the Board for a first reading in June and a second reading in July. After Board approval, the ISER will be submitted to ACCJC in August. Marketing will assist with producing a polished document for the Board's second reading. The team visit is scheduled for late September, early October. The visit will be a virtual visit. The visiting team will review the document online. We will have time to make edits to the ISER after the team visit.

The "virtual" team visit is not a detriment to the process. This is the direction ACCJC is moving towards. Most of the work of reviewing can be done electronically. The campus visits highlight the campus' resources. However, it does not affect the evidence being evaluated. There may be a follow up visit when social distancing is not an issue. This will not hold up a decision on reaffirming our accreditation. In actual practice, reviews of the ISER by visiting team members are prepared weeks prior to the visit. Campus Forums, request for additional evidence and perhaps interviews with key people can all be done electronically. Once submitted to ACCJC, the ISER can be brought back to the institution for correction of fact prior to the final decision on the reaffirmation of accreditation in January.

5. Announcements

Kelsey Iino requested, El Camino's support for an Asian American Pacific Islander heritage month. She and a couple of colleagues are willing to draft a public statement/resolution on behalf of the College condemning the COVID-19 related hate crimes and violence against Asian American Pacific Islander communities. Other higher education institutions have drafted similar statements. If draft language is submitted to Darcie McClelland by May 14, the topic can be added to the Academic Senate agenda. The same information should be sent to Dr. Maloney.

Academic Senate is recognizing the Distance Education staff for their amazing efforts in the transition of in person courses to online instruction. The Distance Education staff will be presented with resolutions of appreciation tomorrow, May 5, 2020 at 12:50am.

The Food Pantry served over 400 cars last week. On Wednesday, it was over 350 served. The need is great and it is wonderful we are able to help in some way.

6. Adjournment

The next meeting is May 18. The agenda will include the Board agenda review, second reading on the ISER and Making Decisions Guide, and additional items.

May 18 and June 1 are the remaining regular meeting dates. College Council will convene for Board agenda review during the summer June 15, July 13, and Aug 17.

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, 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)