



El Camino College

College Council Minutes
Monday, October 5, 2020
1:30 – 2:30 p.m. Via Zoom

Attendance

Giancarlo Fernandez, Edith Gutierrez, Kelsey Iino, Rose Mahowald, Dena Maloney, Darcie McClelland, Breeanna Bond

Absent

Kenny Galan

Support

Iris Ingram, Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Jean Shankweiler, Erika Solorzano- Alternate POA

Minutes

1. Welcome/Approval of Minutes

Dr. Maloney opened the remote meeting and welcomed participants.

After review and notation of corrections requested, College Council moved to approve the September 21, 2020 meeting minutes with no objections.

2. Policy Review – First Reading

a. BP/AP 6450 Cell Phone Use

[BP 6450](#) was reviewed and one minor revision was made.

[AP 6450](#) was reviewed. It was determined the procedure needs more work and additional consultation with the Technology Committee. The revised procedure will be presented to College Council at a future date.

b. BP/AP 6399 SCFF Data Management

[BP 6399](#) is a new policy outlining the processes for collecting data for the metrics of the Student Centered Funding Formula (SCFF) for audit purposes. This data is important, as it constitutes revenue to the District. The data must be collected systematically, completely and accurately.

[AP 6399](#) provides the details of the processes for data management, ownership and responsibilities for each of the SCFF metrics. One minor revision was made. The procedure will be brought back for a second reading. Language on validating the data from other departments will be explored.

3. 2020-21 Draft Goals

Dr. Maloney reviewed the suggested edits to the [proposed 2020-21 Goals for College Council](#).

With regards to the first goal, to provide orientation to College Council members, it was suggested we follow the example of the Academic Senate and consider creating the orientation as a Canvas course with various modules and quizzes. Academic Senate is currently piloting their course. College Council has already conducted its orientation for 2020-21 so this would be a suggestion for next year. Academic Senate is happy to share their course as an example.

Additional topics on use of disaggregated data, the campus wide communications plan and providing basic needs for students were discussed.

After review, clarification, discussion and minor revisions, College Council moved to approve the 2020-21 goals.

4. P/NP Resolution of the Academic Senate

Darcie McClelland provide background on the initial P/NP Resolution to better support our students during the COVID-19 crisis in spring 2020. This resolution was extended for fall. The current [draft of the P/NP Resolution](#) extends the modified criteria for P/NP for the duration of the COVID-19 Emergency period. This will alleviate the need to rewrite the resolution if additional extensions are required.

It is mentioned retaining the modified P/NP criteria indefinitely was discussed. Students need to understand that taking all their classes P/NP can impact their future plans. For instance, medical school requires grades for all the core courses. More consideration and conversation may take place after the COVID-19 emergency. Curriculum committee members should be part of the conversation.

Confirmation needed on the Chancellor's Office state of emergency extension date of December 2021.

College Council moved approval to endorse the recommendation to pass the P/NP Resolution from Academic Senate to the Board.

5. Accreditation De-Brief

- Student perspective of the process was positive. It was very easy to extol the virtues of El Camino College.
- Academic Senate concurred. During these difficult times, it was refreshing and reinvigorating to hear encouraging stories of how El Camino makes a positive difference in people's lives.
- The process is very instructive and a good exercise to help identify what needs improvement and how to optimize various processes and communication. The Visiting team was very precise in their evaluation and identification of areas of improvement.
- Accreditation is the opportunity to get a peer review focused on helping you strengthen your own institution.
- The visiting team was easy to work with, helpful and professional. They respected what we do and were eager to learn about our processes.

Next Steps: In a couple of weeks we will receive the draft report from the team chair. We will have the opportunity to review that report and correct any errors of fact. Conclusions can not be argued. The report goes to the Accrediting Commission by mid-November. The Commission will meet in January and within 30 days of their meeting, we will receive a letter with the status of our application for reaffirmation. Recommendations of improvement are expected. Hopefully, recommendations to meet the Standards will not be made. We move on from there with a mid-term report that shows progress of those improvements. It is ultimately the Commission's decision based on the reading of our Institutional Self Evaluation Report (ISER) and the report from the visiting team. Two Vice Presidents from the Commission participated in our virtual visit. Their observation and guidance was very helpful.

6. Adjournment

Parting comments: There is a special meeting of the Board on Wednesday night, October 7. Closed Session starts at 4:00pm. Open Session starts at 5:00pm. There are no action items on the agenda. The meeting is specifically to receive presentations from the firms that responded to our call for proposals for executive search services. There are two presentations and the Board has three discussion items on the agenda. There will be opportunity for public comment using the dedicated email addresses.

Meeting adjourned.

2020 - 21 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. Complete/continue the development and regular updates to, legally advised and legally required policies and procedures, placing priority on legally required policies and procedures.
3. Support the Accreditation Peer Review Team visit and the reaffirmation of accreditation of El Camino College.
4. Be informed of the work of the President's Advisory Committee on Race and Equity and engage in discussions on strengthening campus climate, reduction of student equity gaps using standardized disaggregated data methodologies and enhanced inclusion and diversity at El Camino College. Explore opportunities for inclusionary spaces for cross-campus dialogue.
5. 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.
6. Ensure College Council is informed of and discusses college initiatives, including but not limited to:
 - Guided Pathways and Equity Outcomes
 - Associated Student Organizations initiatives
 - Technology modernization
 - Impact of facilities on the student experience
 - Sustainability plan progress
 - Enrollment operations and enrollment management
 - Strategic Plan implementation and monitoring
 - Facilities Master Plan developments
 - Impact of fiscal developments on the campus
7. Strengthen campus communications by creating a communications plan designed to inform the stakeholders on major developments that affect the campus.

Future Meeting Dates: 1:30 p.m. - Board Room, Adm 150 D. Maloney Reminder only

Summer/Fall College Council Meetings

- 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)