



El Camino College

College Council Minutes
Monday, December 21, 2020
1:30 – 2:30 p.m. Via Zoom

Attendance

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

Absent

Breeanna Bond, Kenny Galan

Support

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

Minutes

1. Welcome/Approval of Minutes

Dr. Maloney opened the remote meeting and welcomed participants. She reminded College Council we will not meet on January 4. The next meeting will be on the next Board day.

After review, College Council moved to approve the December 7, 2020 meeting minutes as presented.

2. Board Agenda Review

In compliance with Governor Newsom's Executive Order N-25-20, in response to the ongoing COVID-19 pandemic, the District will conduct the Board of Trustees meetings as audio only teleconferences. There are two dedicated email addresses for public comment - one for public comments on Closed Session agenda items and one for public comment on Open Session agenda items and non-agenda items.

A comprehensive overview of the December 21, 2020 Board [agenda](#) was provided; including the Oath of Office, Presentations, Consent Calendar items, Action items, Future Action Items/General Information and Policies and Procedures.

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

Jean Shankweiler - Academic Affairs
Ross Miyashiro - Student Services
Iris Ingram – Administrative Services and Measure E
Jane Miyashiro - Human Resources

Dena Maloney highlighted Community Advancement and President/Board agenda items.

3. Block Schedule

Jean Shankweiler reviewed the [proposed 3-unit blocked schedule](#). Block scheduling is an attempt to streamline the class schedule, reduce overlapping classes and reduce confusion for students. Previous attempts to create block schedules including 4- and 5-unit classes proved to be over ambitious. Creating a block schedule for 3-unit classes is a good starting point. As a result of a survey of students and faculty

members, College Hour will remain as historically scheduled. This proposed schedule allows for more time between classes for student to move from one class to another. Block scheduling is not an absolute. 4- and 5-unit classes or 4-hour lectures will not fit this grid. The goal is to try to start the classes at a grid time **or** end them at a grid time so student have the ability to maximize their class schedules. The proposed schedule has been through Academic Senate and the Council of Deans without any objections. It is a modest first step. If it works well, this kind of schedule for 4-unit classes will be created. Room efficiency is compromised when a schedules becomes too ridged. Finding a balance is the goal. The shift to online instruction, due to the pandemic, may generate the possibility of more hybrid classes when we are able to return to campus. This will allow more flexibility for this schedule.

If there are no objections from College Council, the implementation of this proposed schedule is slated for Fall 2021.

College Council has no objections with the 3-unit block scheduling. The implementation of this schedule will move forward for the Fall 2021 semester.

4. Policy Update and Policy Day Schedule

Dena Maloney provided a review of the [status of policies and procedures from the Superintendent/Presidents areas](#). The review of legally required and ageing policies and procedures are prioritized for review. Revision to some policies and procedures are being considered to address race and equity. The Vice Presidents are requested to similarly prioritize the policies and procedures in their area for review. Academic Senate is currently reviewing a number of policies and procedures and will forward them to College Council.

It is recommended a Policy Review day be schedule in spring. After discussion, March 26, 2021 was selected. An attempt to review additional policies and procedures after the Review day, during regular meetings will still be made.

Dr. Maloney will ask the Board of Trustees at tonight's Board meeting, to form a subcommittee to review policies in their area with her.

5. Adjournment

Parting remarks – Have a safe and happy holiday!

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

Winter/Spring 2021 College Council Meetings

- Tuesday, January 19, 2021 (Board Day)
- Monday, February 1, 2021
- Tuesday, February 16, 2021 (Board Day)
- Monday, March 1, 2021
- Monday, March 15, 2021 (Board Day)
- Monday, April 5, 2021
- Monday, April 19, 2021 (Board Day)
- Monday, May 3, 2021
- Monday, May 17, 2021 (Board Day)
- Monday, June 7, 2021
- Monday, June 21, 2021 (Board Day)