El Camino College

College Council Minutes
Tuesday, September 7 2021
1:30 – 2:30 p.m. Via Zoom

Attendance
Breeanna Bond, Edith Gutierrez, Kelsey Iino, Dalyan Johnston, Rose Mahowald, Brenda Thames

Absent
Kenny Galan, Darcie McClelland

Support/Presenters
Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Ann Tomlinson, Jacquelin Sims, Jessica Padilla

Minutes

1. Welcome/ Approval of the Minutes

   Dr. Thames opened the remote meeting and welcomed participants.

   After review, College Council moved to approve the August 16, 2021 meeting minutes with the correction of minor grammatical and spelling errors.

2. Board Agenda Review

   The agenda for the September 7, 2021 Board of Trustees meeting was distributed to College Council members for review prior to the meeting.

   Discussion on the Resolution on Required Evidence of COVID-19 Vaccination for All Students and Employees:
   - The roll out and implementation of the Resolution will come from the COVID-19 Task Force.
   - Confirmation was provided that the Resolution is an Action item and will be voted on this evening.
   - Jane Miyashiro confirmed the Board and the District have the right to set policy. The **effects** of the policy would be negotiated with the bargaining units. Negotiations can take place after the policy is in place.

   Confirmation is provided that the budget can be modified in the event Article 10 of the ECCFT contract is reopened.

   There were no further questions or comments on the Board agenda.

   A review of the procedures for addressing the Board of Trustees to provide public comment was conducted. There were no comments or questions on the procedures reviewed.

3. Governance Committees on BoardDocs

Dr. Thames suggested moving all the governance committees/councils to the BoardDocs platform. This would alow more efficient and standardized format in posting agendas, posting minutes and providing access to committee members and constituents.

There were no objections to this suggestion. This may be an appropriate goal for College Council this year.

4. College-wide Annual Goals Review

Viviana Unda provided a [presentation on the College-wide Annual 2022-23 goals](#) in context of the annual planning and budgeting process. A high-level review of the process, including the reiteration of the College-wide Annual goals and how they are informed by the Chancellor's Vision for Success, was provided. The presentation also included a summary of how cascading goals contribute to the achievement of multi-year goals.

Clarification/definition of non-traditional student was provided: A student outside of those coming directly from high school, between the ages of 19-25 years old. This would include adult students or students who are looking to upskill or reskill relating to career education efforts.

Non-traditional students would have a different definition when looked at from an equity lens. Parenting students or students receiving public assistance would be considered a non-traditional student. Developing a common language is important.

The goals and definitions for review were intended to be very broad to allow all the possible definitions from each specific area. Each vice president would be able to contextualize the goals/definitions within each of their areas. We are trusting our leaders will give specific definitions and/or specific vision of these annual wide goals.

Concern is expressed that the push to bring everyone back to campus and limit online course offerings in spring is going to create equity gaps because students are not ready to transition to in person learning. Several sources of data confirm we have to provide an array and variety of course offerings. Fall and winter enrollment numbers and schedules are being observed to help build the spring schedule. Preliminary numbers indicate on campus courses have better fill rates than online courses. A balance of online courses and in person classes is the goal. 75% face to face and hybrid (50% online/50% in person) is the current directive for deans with 25% of courses online. During registration, if there is a demand for online courses, the deans will adjust to meet the demand.

Student success rates will also be used to determine the class schedule.

Students are currently being surveyed on learning preferences and performance outcomes. Preliminary data shows students may prefer online courses but admittedly perform better in face to face classes. A request to further breakdown the survey by department is suggested. This survey is open until October 1st. After the survey closes, focus groups can be organized to obtain further input and drill down on details for different departments.

It was also remarked the emphasis on tying department level planning and goal setting to the goals of the college as a whole, requires a culture change. This change needs to be communicated out. These processes are completely new for Academic Affairs and Student Services. These processes were piloted last year with Administrative Services, Human Resources and the President's office areas. Planning and training for the transition is very intentional and repetitive. People need to understand the rationale behind the processes. Feedback is encouraged.

The goal at the end of the year, is to have College Council in a position to give Executive Cabinet a framework on college goals. Dr. Thames indicated part of College Council's role is to inform Executive cabinet and make recommendations to the President on the College's goals. We are not at that level yet.

5. Online DE Tech Spring Survey results

    Viviana Unda presented a [summary on the results of the Online DE Tech Spring Survey.](#) A [full report on the Online DE Tech Survey](#) was distributed to College Council members prior to the meeting. This survey was administered to students last spring and covered Distance Education and technology in general. The presentation included the timeline and distribution of the survey and demographics of the respondents. The topics included Course Preference, Technology Access, Learning Management, Instructor Communication, Student to Student Engagement, Learning Spaces and online Student Support Services. Recommendations were made at the conclusion of the presentation. Crystle Martin provided astute pedagogical insights to the results of the survey.

    DE certified faculty have increased. There are 300-400 faculty members whom are DE certified. This may attribute to the survey results.

    The suggestion to have faculty post the survey in their course announcements to increase participation in the survey was made. A three percent participation rate is not large enough to adequately represent the student population.

    A recommendation is made to focus on connecting students to available services and resources early on. Institutionalizing strategic support for students is suggested. Using MyPath cloud-based service from the Chancellors office, is an example of an effort being implemented to connect students to resources as they first enter the college. When a student applies to El Camino through CCCApply they are brought to a welcome landing page with customized cards based on the information obtained through their application process. The customized cards connect students with the services and programs for which they qualify. This is coming soon

6. Goal Setting 2021-22

    Tabled to next meeting

7. Adjournment

    Closing Remarks:
    The next meeting will be an extended meeting to discuss College Council goals. If there are suggestions for College Council goals for this year please forward them or bring them to the next meeting.

    Academic Affairs is open to helping College Council members communicate to their constituencies effectively. Please have people needing more information, reach out to Vice President Jackie Sims

    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. - Via Zoom   B. Thames   Reminder only

Fall/Winter 2021 College Council Meetings

Monday, September 20, 2021
Monday, October 4, 2021
Monday, October 18, 2021 (Board Day)
Monday, November 1, 2021
Monday, November 15, 2021 (Board Day)
Monday, December 6, 2021
Monday, December 20, 2021 (Board Day)