



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans February 4, 2021

Present: P. Abraham, J. Anaya, J. Aramburo, T. Bailey, J. Baumunk, R. Dreizler, C. Gold, A. Grant, G. Greco, M. Guess, A. Hernandez, D. Johnston, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, K. Martinez, R. Miyashiro, W. Morris, N. Oliva, D. Patel, C. Preston, B. Price, V. Rapp, R. Serr, K. Sundara, G. Toya, V. Unda, G. Valle

1. INFORMATION/INTRODUCTIONS

- A. Notes of January 21, 2021 - Approved as written.
- B. R. Miyashiro welcomed Dalyan Johnston, the new ASO Director of Academic Affairs and ASO Council of Deans representative.

2. DISCUSSION/ACTION

- A. Facilities Update:
No report.
- B. PBC Report:
A. Grant announced there is no report as PBC has not met. The next PBC meeting is scheduled for 2/25.
- C. ASO Report:
D. Johnston announced that ASO attended trainings to learn more about advocating for disproportionate student populations, such as undocumented and war veteran students. ASO also attended the Winter Retreat which provided workshops on leadership, professionalism, personal skills, stress management, communications, and event planning. Upcoming event: ASO will be holding a Microsoft training to help with resume building and to learn about LinkedIn.
- D. Academic Senate Report: D. McClelland was not present but provided an update: The first senate meeting of spring will be on 2/16 from 1230-2p and will include a discussion of the new camera policy for remote courses and updates from the executive board on what they have been working on over winter break. If you have any items you would like placed on the agenda for the 2/16 meeting, please email them to D. McClelland at dmccllland@elcamino.edu by noon on Wednesday, 2/10. Spring PD day general session will be held on Wednesday, 2/10. Attendance at the general session from 9am-noon is required for full-time faculty and part-time faculty are encouraged to attend. An email reminder with the Zoom link went out to faculty on 2/3. The Spring PD Day Planning Committee invites the entire college community to attend the general session and requests that deans encourage classified staff to attend the afternoon breakout session hosted by keynote speaker Dr. Solorzano. The interactive session is geared towards classified staff and will focus on how racial microaggressions take place outside the classroom and ways to mitigate them. Please

ask faculty to attend the morning general session and not the afternoon session as Zoom capacity is limited. In response to faculty concerns about increased incidence of cheating in the remote environment, Senate is working with G. Toya to take a more active role on the College Academic Integrity Committee. The committee will meet on 3/1 and develop a workplan to have some tools for faculty to use by mid-spring. In the meantime, Camila Jenkin has developed a wonderful resource that is available in Canvas Commons by searching her name or can be accessed here:

<https://lor.instructure.com/resources/5214e699c07642b4b6d502f1d823f19b?shared>

E. Withdrawal Survey:

V. Unda shared onscreen the results of the Withdrawal Survey for Fall 2020. The survey is sent to students who withdraw from one or more courses and is designed to identify personal, social, and institutional reasons for course withdrawal. Results of the survey can be used to make improvements in instruction, resources, student services, and communication. In fall 2020, 31% of enrolled students withdrew from at least one course; versus 30% in fall 2019. The most frequent reasons for withdrawal were personal, employment, health, mental health, and online learning. Other reasons listed for withdrawal were lack of instructor communication and organization. Recommendations from IRP include providing students and faculty with strategies for successfully engaging in online learning through faculty communication, student to student communication, time management, course engagement strategies, and support resources. Implementation of these recommendations is expected to result in increased student satisfaction with online courses and improved course communication which are vital for academic success.

F. Meta-Major Scholarships/Winter Summit:

T. Bailey shared onscreen information regarding the upcoming Winter Summit and goals of the summit. The Winter Summit will take place on Tuesday, 2/9 from 10a-230p and is open to the entire campus. Seven \$500 meta-major scholarships will be awarded at the Summit. These scholarships will allow students to have funds for books, supplies and materials. With the Foundations help, the meta-major scholarships were selected from students who had submitted applications for the OSHER scholarship with a financial need component added. T. Bailey suggested that each dean create a short video or typed message of congratulations to the meta-major scholarship recipient. Deans were in favor of doing a video.

G. Student Mental Health:

C. Martin was unable to present on the topic of Student Mental Health; however, a copy and link to a report from the National Academies of Sciences, Engineering, and Medicine was included with the agenda packet. The report calls on U.S. colleges and universities to take more comprehensive and effective approaches to address mental health and substance use problems among students and to develop cultures that support well-being. R. Miyashiro noted that Student Health Services is continuing to offer virtual wellness workshops and has eight licensed part-time psychologists offering Virtual Telemental Health appointments. In addition, SRC has a clinical psychologist who specializes in mental health supports for ECC students with disabilities. It was noted that new students may not be aware of ECC's mental health resources and that

new ways of engagement are needed to inform students of these resources. Suggestions for promoting mental health services included utilizing platforms such as Canvas and Engage, requesting that faculty announce during lecture or include information in their syllabi, or offer extra credit to students who successfully book a simulated mental health appointment or navigate to the Student Health Services link. It was noted that mental health support services are needed during winter and summer sessions, too.

H. Overview of Federal Work Study Training Program:

R. Miyashiro shared a PPT presentation on the Federal Work Study (FWS) program. The FWS program is a federally funded program by the government under Title IV and is part of the financial aid program. FWS provides funds for part-time employment to help needy students finance the costs of their education. Students must be enrolled in 6 units with good academic standing and may be employed by the institution itself; a federal, state, or local public agency or a private nonprofit organization. At ECC, out of the 2000 students who qualify for FWS, approximately 120 students apply for jobs but are unable to find one. ECC is working to help FWS students find jobs by implementing a training program whereby students can earn microbadges for each training module(s) completed. Some of the training modules include equity, inclusion and diversity, FERPA and HIPAA, history of ECC, tour of ECC, student life, majors at ECC, workplace skills, and specialty microbadges. Rollout of the new training program is projected for April.

3. OTHER

Announcements:

- A. Winter Summit: February 9; 10a-2:30 p.m., via Zoom.
- B. M. Lemons: 2021 Math Academy will take place this summer. Flyers are available that include more detail on courses offered and descriptions. MATH 17A, 27A, and 47A courses will focus on preparing students for transfer level courses in the fall.
- C. J. Aramburo: The Virtual Information Desk will be open on Saturday, 2/13 & 2/20 from 9a-1p and can be accessed from various ECC webpages: MyECC, Admissions, Financial Aid, Outreach, and Class Schedule. Representatives from Financial Aid, Admissions, Welcome Center and others will be available to answer student questions.
- D. R. Dreizler: Deadline for intent to graduate is 2/26. A link to the application was posted in the Zoom chat: <https://www.elcamino.edu/admissions/graduation.aspx>
- E. R. Miyashiro: 2021 Commencement Ceremony will be virtual. A new vendor was hired to handle this year's event.
- F. L. Justice: Admissions & Records has many forms available online. For students who have difficulty adding/dropping a class, please direct students to use the Add/Drop form rather than email. A link to the form was posted in the Zoom chat: <https://www.elcamino.edu/admissions/forms.aspx>
- G. D. Patel: Drop-in general counseling will be available online from 2/10-2/26. Counseling appointments can also be scheduled using Formstack. A link to the form is available on the Counseling webpage and was posted in the Zoom chat: <https://elcamino.formstack.com/workflows/counselingappointmentrequest>

4. NEXT MEETING

Council of Deans – February 18, 2021; 8:30-10:00 a.m.; ZOOM