



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans May 6, 2021

Present: J. Anaya, J. Aramburo, T. Bailey, J. Baumunk, R. Christophersen, W. Cox, R. Dreizler, A. Estrada, C. Gold, D. Gonzales, A. Grant, G. Greco, M. Guess, A. Hernandez, D. Johnston, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, D. McClelland, J. Miera, R. Miyashiro, D. Patel, B. Price, V. Rapp, I. Reyes, R. Serr, J. Shankweiler, G. Toya, G. Valle

Guests: K. Degnan

#### 1. INFORMATION

Notes of April 15, 2021 - Approved as written.

#### 2. DISCUSSION/ACTION

A. Facilities Update: No report.

B. PBC Report: A. Grant provided an update:

4/22/21 meeting: D. Mussaw announced that the 320 Student Apportionment Attendance Report was submitted. The statewide pandemic enrollment numbers are dropping. At ECC, the goal for 2019-2020 was 19,000 FTES; actual FTES was down 800. The goal for 2020-2021 was 18,350 FTES; actual FTES was down over 1000. I. Ingram reported that the 30% supplies budget cuts will be restored for fiscal year 2021-22 and the projection is a 1.5% COLA. She noted that non-resident FTES were down by half and AB 540 student enrollment is also down. V. Unda gave an annual planning update for fiscal year 2021-22. In April, the Executive Cabinet reviewed the requests for planning; May-June, ECC scores requests using the rubric; and in July, requests will be communicated to stake holders. I. Ingram spoke regarding budget requests and noted that a letter from the President with a list of funded requests will be forthcoming. The committee worked on revising a spreadsheet to notify requestors the results of the planning requests and will explore ways to indicate approval status of their requests in Nuventive. The committee discussed the possibility of notifying requestors the reason or rubric score for when requests are not approved. The Institutional Planning Guide was approved.

C. ASO Report: D. Johnston provided an update:

On 5/3, ASO held a public forum for the elections. All candidates are currently campaigning on social media. Campaigning will end this week and voting will be open from 8:00 a.m. on 5/10 through 8:00 p.m. on 5/12. Voting will take place on the ASO Elections page of the ECC website. Once voting begins, D. Johnston will share the link

via email in hopes of spreading the word to students. Results will be announced on Friday, 5/14 on the ASO Elections website. Secondly, ASO will be hosting their Career Roundtables through the weeks of May 10-May 20. D. Johnston provided a link to the flyer at:

<https://mail.elcamino.edu/owa/attachment.ashx?attach=1&id=RgAAAAB0xdDI54UcQbpLE1yqhPkJBwDgKgYuzHpZToLjVCbPrPuwAAA5DyVAADgKgYuzHpZToLjVCbPrPuwAAK7nbyKAAAJ&attid0=BAAAAAAA&attcnt=1>

The flyer contains the dates, times and Zoom ID. Each event will be using the same Zoom information. She encouraged all deans to attend as the senators have worked extremely hard.

D. Academic Senate Report: D. McClelland provided an update:

5/4/21 meeting: A first reading took place of the proposed changes to the Senate Constitution which included adding the positions of VP of Equity, Diversity, & Inclusion and Noncredit Liaison, chair of the Assessment of Learning Committee can serve an ex-officio member of the senate if not otherwise a member of the Senate, and members of the Executive Board/Senate Officers who are not re-elected to new senator terms by their division shall be ex-officio members of the senate until the end of their term as an officer or until re-elected by their division. A second reading of the proposed changes to the Constitution will take place on 5/18, followed by a faculty vote if approved by the Senate. Senate reviewed BP/AP 4100, Graduation Requirements for Degrees and Certificates; BP/AP 4040, Library and Learning Support Services; BP/AP 4070, Course Auditing and Audit Fees; and reviewed major revisions to the Program Review Templates and Timeline. Please notify D. McClelland of any urgent Senate agenda items for spring. Non-urgent items will be reviewed in fall.

E. Program Review Timeline:

K. Degnan reviewed onscreen the Revised 2022-2025 Program Review Timeline. He noted that since the Covid-19 pandemic, program review has been on pause. In order to account for the gap, there will be two rounds of program review different from the normal timeline. Anthropology-Welding will be presenting in Spring 2022. K. Degnan will host trainings starting this semester. Each area should review the timeline cycle and notify K. Degnan of the leads for the program review packet. He will send out invites for training on the template. Astronomy-Real Estate will return to the usual schedule presenting in Fall 2022, as will the remaining programs. He noted that some areas, like Career Education programs, may have independent requirements that need to be updated outside of the regular review process. If so, please contact K. Degnan. Next, K. Degnan reviewed onscreen the Academic Program Review Template/Academic Annual Planning Template created by V. Unda and the Program Review Team.

J. Shankweiler noted that the Annual Plan is looking at the leading indicators while students are taking courses, and Program Review is looking at the lagging indicators, such as degrees, jobs, etc. after students have left. The templates were presented to Academic Senate for a first reading and a second reading will take place at the next Senate meeting. Please notify K. Degnan if you have any comments or changes to the templates.

F. BP/AP 4230-Grading and Academic Record Symbols:

J. Shankweiler shared onscreen BP/AP 4230. She noted that no changes were made to the BP. She reviewed changes to the AP which added the evaluative symbol, SP-Satisfactory Progress, that indicates satisfactory progress towards completion of a noncredit course. D. McClelland noted that the Noncredit Committee requested the symbol specifically for noncredit courses that are open entry/open exit. J. Shankweiler commented on the change suggested regarding the six-week deadline for incompletes and allowing students more time. Due to time constraints, she requested that the change be postponed in order to approve the SP symbol in time for summer. A discussion ensued regarding general changes to BPs and APs. D. McClelland requested that if there are any changes needed to any BP/AP, that they be sent to her in advance for Ed Policies to review. She will try to provide an updated list of upcoming BPs/APs scheduled for review. BP/AP 4230 was approved to move forward.

G. BP/AP Updates:

J. Shankweiler shared onscreen an overview of the updates made to the CCLC templates for BPs and APs. Changes applicable to ECC are highlighted in green and pink. Many of the updates concern additional language in regard to diversity, equity, and inclusion issues. She noted that these changes should be added to our review list for next year.

**3. NEXT MEETING**

Council of Deans – May 20, 2021; 8:30-10:00 a.m.; ZOOM