



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans

September 3, 2020

Present: J. Anaya, J. Aramburo, J. Baumunk, D. Breckheimer, R. Christophersen, W. Cox, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, M. Guess, J. Gutierrez, A. Hernandez, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, S. Marble (ASO), K. Martinez, D. McClelland, R. Miyashiro, W. Morris, A. O'Brien, N. Oliva, D. Patel, C. Preston, B. Price, V. Rapp, R. Serr, J. Shankweiler, K. Sundara, G. Toya, V. Unda, G. Valle

Guests: C. Mosqueda

#### 1. INFORMATION

- A. Notes of August 6, 2020 – Approved as written.
- B. Notes of August 20, 2020 – Changes were noted. Amended notes will be brought back to the next meeting for a second reading.

#### 2. DISCUSSION/ACTION

##### A. Facilities Update:

J. Gutierrez shared a PowerPoint presentation and provided an update on the facilities bond and construction projects. He presented photos of the completed Administration Building, the nearly completed pool and classroom project, and the demolition of Student Activities and Student Services buildings. Architectural renderings of the Behavioral and Social Science building, Arts Complex, and Bookstore Café were also presented. Upcoming projects include: Central Plant upgrade, Music Building, relocation of Student Activities Center to the Communications Building, baseball field netting and restroom, and a new synthetic turf field.

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

8/6 meeting: I. Ingram reported savings on management furloughs, freezing job vacancies, reducing expenses, TNC reductions, and building closures. Research on potential areas for savings include eliminating community choirs, closure of the Marsee Auditorium, reducing copier contracts, and suspending some team sports. Further discussions include program discontinuance, increasing class caps, classified furloughs, management furloughs, and freezing step and column increases; all of which would involve negotiation. There will be no new full-time faculty hires for this year.

J. Shankweiler noted that the Faculty Position ID process will continue in the event that the FON (faculty obligation number) drops below the required 313.

8/13 meeting: Dr. Maloney gave a first reading of the Student-Centered Funding Formula Data Management Plan; a plan to monitor student information in preparation for future audit. V. Unda presented on strategic planning goals for 2020-2023. These goals include success, completion, transfers, and student success in jobs and earnings. She also

reported on the results of the PBC self-evaluation survey. The results are that the PBC will now ask for ideas rather than only utilizing the committee for approvals.

C. ASO Report:

S. Marble reported that the final senator position in Industry and Technology has been filled. One senator position is available in Fine Arts, Health Sciences & Athletics, Humanities, and Natural Sciences. Online office hours will soon be established, and senators will be reaching out to introduce themselves to their respective deans. She stressed the importance of having an “active” division, especially during remote instruction, for students to have greater access to address concerns and/or initiatives for their academic divisions. Active divisions need a minimum of two senators and two division council members. Division council members are still needed in Natural Sciences (2), Humanities (2), Health Sciences & Athletics (2), Fine Arts (2), Business (2), Industry & Technology (1) and Behavioral & Social Sciences (1); Mathematics Division is currently active. A discussion ensued regarding the benefits of having an active division and the idea of creating a platform for students to advocate, have more voting rights, and create initiatives. S. Marble explained that the role of an ASO division council member is for students who want to get more involved and are interested in representing their academic division in order to give a better voice to the students in their division. Divisions are encouraged to promote both senator and division council positions and are welcome to forward student recommendations. S. Marble posted the link to apply for ASO positions in the chat box ([https://elcamino.formstack.com/forms/aso\\_appointment\\_application](https://elcamino.formstack.com/forms/aso_appointment_application)) along with her email address (sarah\_marble@elcamino.edu). Students can also apply via the ASO webpage. AB 963 mandates that colleges encourage students to register to vote. She noted that in 2014, 52% of California students registered to vote with only 8% voting. ASO formed a committee to help encourage students to register and vote. Upcoming events include: Constitution Day on 9/17 and Voter Registration Day on 9/22. The Warrior Pantry is still looking for volunteers. S. Marble posted the link to apply in the chat box ([https://elcamino.formstack.com/workflows/volunteer\\_form\\_fy21](https://elcamino.formstack.com/workflows/volunteer_form_fy21)) and the volunteer form is also available on the Warrior Pantry webpage.

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

9/1 meeting: A discussion took place regarding dropping students in the online environment. An email message from J. Shankweiler and D. McClelland was sent to faculty on 9/3 to explain the drop process and to clarify the no-show drop. D. McClelland reiterated that a no-show drop is intended for a student who never attended a course or who has communicated with a faculty member that they do not intend to take the course. Students who have logged in to a course and have communicated that they are trying to complete a first week assignment but are having technical difficulties, should not be dropped. If a student is inadvertently dropped, faculty may reinstate the student by contacting Admissions and Records. Other factors affecting students during this time of remote learning include delays with the laptop loaning and internet/hot spot programs, bookstore behind with some orders, and EOPS book vouchers delayed. D. McClelland requested that faculty be patient and consider extending deadlines for early assignments. Information regarding the new Tutoring Hub and Canvas Assist was sent to faculty along with a flyer to share with students. Senate discussed a proposed syllabus statement

regarding the use of masks and how to correctly wear a mask. The syllabus statement will come back for a second reading on 9/15, and if approved, will be posted on the website. President Maloney is reviewing the need for adding new AP/BPs concerning compliance with regulations during a pandemic. At the next Senate meeting, a discussion on how to better serve our SRC students online and a second reading of the resolution to extend the Pass/No Pass grading option through the end of the pandemic emergency will take place. Approval of the P/NP option is anticipated. A question was asked if senate representatives will be changing from division format to meta-majors. D. McClelland responded that senate representatives will remain by academic divisions for this semester and further discussions can take place in the spring. Requirements concerning voting would require changes to the Senate Constitution and Bylaws.

E. Accreditation Guide:

J. Shankweiler presented the Accreditation Guide at the President's Meeting. Please review and advise J. Shankweiler of any errors or corrections as soon as possible.

F. Accreditation Visit and Vacations:

J. Shankweiler reminded members that the Accreditation Visit will be September 28 – October 1. It is requested that faculty do not take vacation during this time. Although virtual, the accreditation team may request interviews, documents from divisions, student complaints, etc. Announcements regarding a welcome reception, public forums, and exit interviews will be forthcoming on the Accreditation webpage.

G. Guidelines for Enforcing Student Health and Safety Requirements:

R. Miyashiro shared onscreen the guidelines for students who do not comply with the COVID-19 safety measures. Guidelines adapted from Cerritos College and revised for ECC, will go through the collegial consultation process for review. He emphasized that no students will be cited or arrested regarding this process. Faculty should address students individually and consider that a student may have a legitimate health reason for not complying. R. Miyashiro reviewed the process and who to contact for assistance. The guidelines were included in the agenda packet and any questions or feedback can be directed to R. Miyashiro, G. Toya, and/or I. Reyes.

H. President's Breakfast:

A. O'Brien gave a brief summary of the President's Breakfast/South Bay Promise event scheduled on 9/4 at 10:00 a.m. The event will include virtual breakout sessions as well as guest speakers, Dr. Erika Torres from Inglewood Unified School District and a South Bay Promise/Career Path student from Morningside High School. J. Aramburo added that the theme for this year's event is partnerships and addressing equity. She shared onscreen the breakout session information and noted that 37 off campus participants, including many from Torrance Unified School District and local high schools, will be joining the event. A copy of the session information and report card will be sent to the Council members.

**3. OTHER**

Announcements:

- A. J. Baumunk spoke regarding the fire that occurred at the Fire Academy. There was significant damage to the apparatus bay which houses the fire engines and much of the equipment. Fire was contained to that area and did not spread; however, some smoke and water damage did occur in the classroom and kitchen area. Students are back in class on the main campus for a few days. J. Baumunk extended his appreciation for the help and support they have received. South Bay and local fire agencies have reached out to help find replacement equipment which was lost. L.A. County Fire did a great job containing the fire and helped save many of the wall plaques.

**4. NEXT MEETING**

Council of Deans – September 17, 2020; 8:30-10:00 a.m.; Zoom