



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans October 15, 2020

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

Guests: T. Bailey, J. Simon

#### 1. INFORMATION

Notes of October 1, 2020 - Approved as written.

#### 2. DISCUSSION/ACTION

##### A. Guided Pathways Major Campaign:

T. Bailey announced that El Camino will hold Majors Week from October 19-23 to encourage students to verify their declared major. She noted that Colleague and ECC Connect have been updated to now track the latest major declared and corresponding meta major. The campaign will help students explore major options, make changes, and meet with their major support network through daily drop-in Zoom sessions with counselors, financial aid advisors, faculty and more. Majors Week will also include workshops for undecided students and students who are interested in exploring career options. T. Bailey reviewed onscreen the benefits to students that declare a major and a number of ways in which faculty can help with the campaign:

- Put a link in your email signature the week of October 19-23 to create awareness. (Marketing & Communications will be sending out the link)
- Ask students if they have verified their declared major during the campaign week.
- Make an announcement in class and post link or flyer in Canvas.
- Volunteer to assist students in one of the seven meta majors or undecided zoom sessions, October 19-23 from 1-2 p.m., to verify their major, request a change of major or provide resources to those unsure of what major they align with. Register to volunteer at: [https://elcamino.formstack.com/forms/student\\_major\\_signup\\_copy](https://elcamino.formstack.com/forms/student_major_signup_copy)

T. Bailey noted that all students will be targeted for the campaign and data collected will be filtered and analyzed. A question was asked if ECC Connect can filter students by a particular major. D. Patel acknowledged that we have had trouble sorting enrolled students by major; however, they are working with ITS to release new updates to the

system that will filter enrolled students by major, meta major, and other factors. A question was asked if there is someplace to document the local major with the transfer major. T. Bailey responded that the Majors Campaign will attempt to capture that information. D. Patel added that counselors will sometimes make notes regarding that information, but she will research further if that information can be added to a field in Colleague.

B. Facilities Update:

J. Gutierrez provided an update on the current projects. He noted that an opening bid for construction of the Behavioral & Social Science building and Arts Complex was selected and will be submitted to the November Board for approval; Lundgren Management was selected as the new construction management company. The design process for the new Public Safety Training Center in Torrance and ECC Student Health Center office remodel has begun. A contract was awarded for ADA improvements and additional exterior lighting on campus. A construction management company is still pending for the café, baseball field, Student Activities, and Construction Tech.

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

No PBC meeting since last report. Next PBC meeting is on 10/15.

D. ASO Report: S. Marble provided an update:

ASO is continuing to encourage all students to register to vote and participate in the Ballot Bowl before the deadline of October 19. ECC students can contribute to ECC's participation in the Ballot Bowl by registering to vote on the Students Voter Project page at <https://www.elcamino.edu/student/student-services/sdo/aso/svp/ballotbowl.aspx>. A Voting Toolkit, created by the ECC Library, is also available that provides important updates regarding voting and helpful resources for fact checking. S. Marble posted a link to the Voting Toolkit in the chat <https://libguides.elcamino.edu/votingtoolkit>. The Student Equity Advisory Council (SEAC) and the College of Business is sponsoring a workshop on Race, Equity and Voting on 10/23 at 1pm, register at <https://cccconfer.zoom.us/j/99894333493?pwd=UDNaUW9IM2NmVWM3UUVVINS9NaS4UT09>. ASO hosting an event on 10/27 at 1pm in recognition of the 100<sup>th</sup> anniversary of women's suffrage, register at <https://cccconfer.zoom.us/j/98201845702?pwd=NDVhQOJQMGMdmdjRSb29nZUNRaW4vdz09>. ASO, in conjunction with the League of Women Voters, is hosting a Townhall Meeting on 10/28 at 1pm to discuss the 2020 California propositions. ASO Halloween Sustainability Week will feature daily workshops on various topics, such as fast fashion, pumpkin composting, sustainable ways to trick-or-treat, and DIY Halloween costumes and decorations. Open ASO Senator positions: Fine Arts (1), Health Sciences and Athletics (1), Humanities (1), and Natural Sciences (1). Open ASO Division Council Member positions: Business (2), Fine Arts (2), Health Sciences and Athletics (2), Humanities (1), ITEC (1), and Natural Sciences (1). Congratulations to Behavioral & Social Sciences for becoming the second active division with two senators and two division council members. S. Marble posted the ASO link to apply for these positions in the chat at [https://elcamino.formstack.com/forms/aso\\_appointment\\_application](https://elcamino.formstack.com/forms/aso_appointment_application).

- E. Academic Senate: D. McClelland provided an update:  
10/6 meeting: G. Greco and T. Lau gave a presentation on how faculty can better support SRC students in the virtual environment. Discussion continued on the resolution calling for mandatory equity professional development for all ECC faculty. Senate will develop the policy and then negotiations would follow. A first reading of AP/BP 4235 - Credit for Prior Learning took place. D. McClelland commented there is massive pushback by faculty regarding changes to the Distance Education policy, currently under review by Ed Policies. She noted the policy has not been reviewed by Academic Senate and has not been negotiated. J. Shankweiler responded that online instruction does not have to be 100% synchronous. A discussion ensued regarding how to schedule synchronous classes and reports of some faculty who believe they must be fully Live Online or completely asynchronous. C. Martin noted that the DE Policy doesn't actually state how many meetings have to be synchronous to be Live Online. G. Greco reported that some faculty believe they cannot use Zoom to interpret because it violates privacy. It was clarified they can use Zoom. Next Academic Senate meeting is on 10/20.
- F. ECC Connect Workflow:  
D. Patel shared onscreen a PowerPoint presentation on the ECC Connect – Early Alert Workflow. She reviewed the three types of tracking items: Flag, Referral and Kudos, and noted that these items can be created by an Instructor, Counselor or General Advisor. Differences between the Progress Survey (4th & 9th week) and Midterm Progress Report (6th - 10th week) were also discussed. She explained the general workflow for referrals and differences among the referrals and presented an example of a Referral created by an instructor. The next steps for ECC Connect include adding the Meta Majors and no cohort attributes to the system in order to better sort and filter; revising the message templates based on feedback from students and faculty; and continued training through Guided Pathways. D. Patel noted that since implementation of Success Coaches, there have been some issues with timeliness and improvement is needed. A message to faculty that they are working on the timeliness issue was suggested, as faculty are feeling frustrated. C. Escutia will forward the PPT presentation to the Council members following the meeting.
- G. AP 4300 - Field Trips and Excursions:  
J. Shankweiler reviewed onscreen the changes to the policy from spring. It was noted to change General Principles - D. to read, “The following activities must be coordinated with, and approved ~~by the Area of Student Services~~ **the appropriate Vice President ....**” A discussion ensued regarding what trips need board approval and when, how does AP 4300 relate to AP 7400 District Travel, and how to differentiate between a field trip and an excursion. Difficulties with providing student names in advance was also discussed. Further review by a small committee was recommended; R. Dreizler, G. Toya, A. Hernandez, R. Serr, and I. Reyes volunteered. Nina Wong and Michael Pascual were also suggested for the committee.

H. BP/AP 4235 - Credit for Prior Learning – 1<sup>st</sup> Reading:

BP 4235: J. Shankweiler shared onscreen BP 4235 and noted that this is a new mandate from the Chancellor's Office to have a board policy by 12/31/20. Ed Policies completed an initial draft of the policy and Academic Senate will have a second reading of the policy on 10/20. The policy is based on the CCLC template and replaces the old BP 4235 Credit by Examination. D. McClelland commented that the policy was updated and retitled to "Credit for Prior Learning" to reflect changes in Title 5 Section 55050. J. Shankweiler noted that the policy should reflect the title change.

AP 4235: Replaces the old AP 4235 Credit by Examination, 4236 Credit for AP and IB Exams EPC, and 4237 Credit for Military Service; all merging into one, AP 4235. A question was asked if the new AP 4235 reflects the AP 4235 Credit by Examination information. L. Justice responded that the new procedure does reflect the same credit by exam information, along with credit for AP or IB exams and credit for military service. It was noted that "CTE" should be changed to "Career Education" and "Admissions Office" changed to "Admissions and Records Office." Comments or suggestions can be forwarded to D. McClelland, L. Justice or J. Shankweiler.

**3. OTHER**

Announcements:

- A. 10/15 - Great ShakeOut Virtual Earthquake Drill at 10:15 a.m.
- B. D. Patel: 10/19-23 Undocumented Student Week of Action; Daily events and activities; 10/19 - Speaker Ernesto Rocha will present on undocubae. Link posted in Zoom chat: <https://www.elcamino.edu/student/student-services/financialaid/ab540/events.aspx>
- C. M. Arthur: 10/22 – The Wellness Warrior Committee is hosting a Wellness Webinar on Fall & Winter Planting in Southern California from 2-3pm. Link posted in Zoom chat: <https://www.elcamino.edu/facstaff/wellness-warriors/wellness-presentations.aspx>

**4. NEXT MEETING**

Council of Deans – November 5, 2020; 9:00-10:30 a.m.; Zoom