



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans November 5, 2020

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

1. INFORMATION

Notes of October 15, 2020 - Approved with the following amendment:

2.G. AP 4300 - Field Trips and Excursions: "Further review by a small committee was recommended; **R. Dreizler**, G. Toya, A. Hernandez, R. Serr, and I. Reyes volunteered.

2. DISCUSSION/ACTION

A. Facilities Update: No report.

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

10/15 meeting: V. Unda spoke regarding the 2020-21 proposed annual goals.

Discussions included reviewing the goals and responsibilities of PBC, strengthening PBC training for new members, evaluating PBC's practices, processes and communications of decisions, and engaging the campus community about funding priorities and resources. J. Shankweiler added that PBC is looking for more input and participation from the committee instead of just providing information.

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

Natural Sciences and Humanities have filled both senator positions. Open Senator positions: Fine Arts (1) and Health Sciences & Athletics (1). Open ASO Division Council members: Business (2), Fine Arts (2), Health Sciences & Athletics (2), Humanities (1), ITEC (1), and Natural Sciences (1). Senators and Division Council members will continue to reach out to their deans with emails to introduce themselves, including their office hours. S. Marble posted a link to the ASO Senator office hours in the chat at <https://www.elcamino.edu/student/student-services/sdo/aso/>, as well as the link to the ASO application at https://elcamino.formstack.com/forms/aso_appointment_application. ASO is helping with student outreach for students who feel stressed during the elections by referring them to Student Health Services. 454 ECC students registered to vote through the Ballot Bowl.

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

11/3 meeting: Senate approved the new noncredit workplan and the appendix on Guidelines on Enforcing Student Health and Safety Requirements in the Classroom. Analu Josephides was elected to the new position of Senate VP of Equity, Diversity, and

Inclusion. Contact D. McClelland with any issues concerning equity that need Senate and faculty input. AP 4200 Dean's List was reviewed. A discussion ensued regarding the number of units (6 or 12) needed to be on the Dean's List. For equity reasons and to maintain the integrity of the Dean's List, Senate is recommending that for students to qualify, they must first complete 12 or more units, and then 6 or more units a semester to qualify thereafter, while maintaining a 3.5 GPA or higher. Ryan Martinez, new ODE Instructional Designer, gave an informational presentation on how to incorporate universal and innovative designs in Canvas. Slides from the presentation are available on the Academic Senate website under the November 3 meeting notes. Senate approved the policy for mandatory equity professional development for all ECC faculty. Contract negotiations will need to take place before the policy is implemented. The policy will be strongly recommended in spring 2021 and mandated for fall 2021. Full-time faculty will be required to complete four hours and part-time faculty three hours (dependent on negotiation) of senate-approved anti-racist equity focused professional development each academic year. Equity qualified professional development will be recognizable in Cornerstone by a graduation cap logo and "Diversity/Equity/Cultural Intelligence" notation so that faculty can easily determine which activities qualify to meet this requirement. D. McClelland acknowledged C. Martin for her work to get this into Cornerstone.

E. AP 4105 - Distance Education:

J. Shankweiler shared onscreen AP 4105 Distance Education. She noted that revisions were made to the existing procedure. C. Martin gave an overview of the changes and stated that the last update was made in 2013. College of the Desert was used as a model for the new updates. Language was added to define the different types of DE courses, the course approval and certification process, how DE instructors are certified, waivers, regular, effective, and substantive contact, accessibility, reference to enrollment/attendance/participation, authentication of students, scheduling, and proctoring. A discussion ensued regarding adding language giving deans/directors access to a course in response to student complaints or when there is no communication from an instructor. A discussion ensued concerning a request to add a clear statement that faculty are required to use Canvas. D. McClelland noted that the policy includes language that faculty are required to use the College's designated Learning Management System if teaching a distance education course, per the College Curriculum Committee mandate. It was noted that the issues with faculty using Canvas are due to the current remote learning situation and that faculty, under normal conditions, do not have an issue with using Canvas. J. Shankweiler recommended that a section be added regarding dean/director ability to access a course under specified conditions and requested that D. Breckheimer and C. Gold work together on it. AP 4105 will return to the next Council of Deans meeting on 11/19 for review. D. McClelland requested that the edits be sent to her by 11/13 for review at the next Senate meeting.

F. BP/AP 4000 Series Review Cycle:

J. Shankweiler shared onscreen the 6-year review cycle for AP's and BP's for Academic Affairs – 4000 series. She noted that ECC may receive a comment from Accreditation that a regular review cycle is needed. All 4000 series, and 5000 series (Student

Services) with an asterisk, are reviewed by Academic Senate. S. Kushigemachi added that BP/AP 4260 was reviewed in 2020-21. C. Martin noted they are currently working on BP/AP 4040 – Library Services. Please send any review cycle updates to J. Shankweiler. VPAA managers will review and make assignments.

G. Student Services BP/AP Review Calendar:

R. Miyashiro shared onscreen the review cycle of BP/AP's for Student Services. He commented that the 3000 series are for police services. J. Shankweiler made a note to align BP 4010 (2021-22) and BP/AP 4050 (2020-21) with the Academic Affairs cycle.

R. Dreizler noted that AP 5011 is not up to date with the CCAP agreements and should be moved up in the cycle. J. Shankweiler noted that AP 5203 Lactation Accommodations should have an asterisk for Senate to review. Additional asterisks were added to BP/AP's for Senate review. It was noted that AP 5700 Athletics should be moved to the Academic Affairs review cycle. Any comments concerning the AA or SS review cycles, contact J. Shankweiler or R. Miyashiro.

H. Credit by Exam List:

J. Shankweiler shared the link to the Credit by Exam list found on the ECC online catalog <http://catalog.elcamino.edu/content.php?catoid=3&navoid=124>. She noted that a student cannot get credit by exam unless the course is on the list. Divisions should review the list and verify that it is complete and up to date. Changes to the list will require review by the College Curriculum Committee.

I. Lecture/Lab Parity Committee:

J. Shankweiler reviewed the Lecture/Lab Parity Committee contract obligation which requires a process to review proposals from lab courses to determine if they are extensive laboratories. Currently, lab faculty are paid .75 lecture hours for teaching lab courses. The contract defines extensive laboratories as requiring additional outside work and preparation, extensive safety work, or extensive work inside the classroom. The committee will consist of five deans and eight faculty members from each instructional division (five of which must have lab experience). Deans A. Grant, B. Price, R. Serr, V. Rapp, and M. Lemons volunteered to serve on the committee. Proposals are due 11/16 for review by the committee. J. Shankweiler is not part of the committee but will arrange the first meeting where co-chairs must be selected. The committee will review the proposals and identify those that are extensive, then the proposals will go to J. Shankweiler and President Maloney to prioritize and then to a negotiation team to review if funding is available for lecture/lab parity. The committee is ongoing and will review proposals annually.

3. NEXT MEETING

Council of Deans – November 19, 2020; 8:30-10:00 a.m.; ZOOM