



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans July 1, 2021

Present: J. Aramburo, L. Audusseau, T. Bailey, W. Cox, R. Dreizler, A. Estrada, C. Gold, D. Gonzales, A. Grant, G. Greco, A. Hernandez, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, D. McClelland, R. Miyashiro, W. Morris, A. Moutra, A. O'Brien, N. Oliva, L. Plum, B. Price, V. Rapp, I. Reyes, R. Serr, J. Sims, K. Sundara, V. Unda, G. Valle, I. Zugic

Guests: Dr. Brenda Thames

#### 1. INFORMATION

- A. Notes of June 17, 2021 - Approved as written.
- B. J. Sims welcomed Irena Zugic, the new Associate Dean of Academic Affairs and Dr. Brenda Thames, the new Superintendent/President of ECC.

#### 2. DISCUSSION/ACTION

- A. Facilities Update: No report.
- B. PBC Report:
  - A. Grant announced there is no report as PBC has not met since the last update.
- C. ASO Report: A. Moutra provided an update:  
ASO applications are now open. A. Moutra sent out an email on 6/28 that contains the application link ([https://elcamino.formstack.com/forms/aso\\_appointment\\_application](https://elcamino.formstack.com/forms/aso_appointment_application)) and flyer. Applications will remain open and accepted throughout the Summer. Priority consideration will be provided for students who apply by Wednesday, 7/14. Please encourage students to apply and share among the staff at ECC. Open Senator positions are still available for the following divisions: Behavioral and Social Sciences, Fine Arts, Health Sciences & Athletics, Humanities, and Mathematical Sciences. If you believe that a specific student would best fit a senator position, please let them know and encourage them to apply. ASO is still currently planning their summer retreat, and the Warrior Pantry has resumed its normal operating hours from 11am-2pm on Tuesdays and Thursdays.
- D. Academic Senate Report: D. McClelland provided an update:  
Last week, Dr. Jeremiah Sims conducted training on the Impact Equity Grid, a tool which raises critical questions concerning different processes and procedures regarding equity. Discussion groups and workshops will take place on how this tool can best be used across campus to help improve equity practices. Breakout Sessions will now be

permanently offered in the weeks leading up to PD Day, as well as on PD Day, and will be called, "PD Power Up Month." Breakout Sessions will begin August 2 through August 26; 17 virtual sessions will be offered during the month, with 9 approved sessions on PD Day, August 26. Four hours of mandatory flex are required on August 26. The theme for PD Day is "Transforming El Camino College and Ourselves: Engaging in Equity-Mindedness Across our Community."

E. Curriculum Report:

L. Plum announced that over the next few weeks, Curriculog will receive a user interface update. This upgrade will result in some new features that affect the look and feel of the system. A Curriculog review session is planned for PD Day, and if faculty have any questions over the summer, they can contact L. Plum or Janet Young. Division Plans have been received and L. Plum will be reaching out in early August to set up a meeting with your division to discuss the plans and curriculum deadlines.

F. Guided Pathways Update:

T. Bailey announced that Guided Pathways is partnering with Outreach for Warrior Welcome Week and is working with ASO, the Success Teams, and the Career Center to create a two-hour welcome back presentation to apprise students of the meta majors, resources and support ECC offers. She noted that Guided Pathways is in the process of making videos regarding ECC Connect and will be offering scheduled trainings for faculty. Any faculty expressing concerns with utilizing ECC Connect are encouraged to contact Guided Pathways over the summer to meet and discuss best practices and program settings. A discussion ensued on Star Fish training and when to conduct the training. It was suggested that a short 10-minute training be offered to faculty during the division meetings on PD Day. Guided Pathways is working with Marketing on the 16 videos that will be shared weekly over the semester, as well as the meta major videos.

G. Online/Digital Education Survey (Course Preference):

V. Unda shared onscreen the results of the technology survey regarding course preference, which was administered to current students last spring. The survey had 510 respondents, of which 68% were female and 71% were part-time students. She noted that 44% of the respondents were Hispanic. Overall, the survey revealed the top three course preferences when ECC returns on campus: 1) In person; 2) Online with no meeting, and 3) Online with optional video meetings. Some student groups revealed different preferences, such as Black/African American students preferred online options; Hispanic students preferred in-person/hybrid options; and students with disabilities impacting learning preferred hybrid options. Recommendations to consider included reviewing student population served so that scheduling decisions match with preferences identified; reviewing student populations that are underserved within specific divisions so that scheduling prioritizes these underserved students; and reviewing part-time/full-time status of the student population intending to serve, as 71% of respondents of this survey were part-time students.

H. Spring 2021 Withdrawal Survey:

V. Unda shared onscreen the Withdrawal Survey Report for Spring 2021. She noted that the survey was sent to students' personal email address the business day after they withdraw from a course. The survey was sent out 8,833 times, with a response count of 2,136 (24% response rate). Results of the survey revealed that there were many more withdrawals during week three for Spring 2021 than for Spring 2019, which may be due to higher enrollment. The results also indicated that Black/AA & Hispanic students have a higher proportion of EW & W grades when compared to their total grades. Reasons for withdrawing included: 1) Personal Reasons (56%); 2) Difficulty of Subject (23%); 3) Instructor (17%); 4) Online Learning (16%); and 5) Didn't Need/Like Course (8%). Recommendations for summer 2021 include developing a new survey invitation email that includes links to resources that may help students get back on track and collaborating with Student Services and Success Coaches to develop a communication plan so all students who withdraw receive follow-up besides the survey. Future recommendations include ensuring students get a notification when a class gets dropped to confirm they actually want to withdraw and/or follow-ups needed to proceed, ensuring that students have knowledge of CANVAS and other resources, and encouraging campus-wide participation in Early Alert to prevent students from withdrawing. The Withdrawal Survey Report can be found on the IRP webpage, and slides from today's presentation will be emailed to Council members. It was suggested to disaggregate the data into subpopulations, such as division and first-generation students.

I. Scheduling Staff to Work on Campus:

J. Sims shared onscreen the protocol for things to do when scheduling staff to work on campus. The document was originally sent out by Human Resources and is included with the agenda packet. It is important to carefully read and follow the protocol as instructed. It is highly recommended that everyone attend the World Back to Work Information Session on July 8 at 10:00 a.m. via Zoom. J. Sims suggested hosting a meeting on the topic of scheduling staff to work on campus in order to review the information.

J. Academic Dishonesty:

C. Martin indicated that Online Digital Education (ODE) received an email accusing two ECC students of using a paid service to complete their homework. If anyone should receive a similar email, C. Martin requests that you contact G. Toya before responding. The Academic Dishonesty Committee is discussing plans for a larger academic honesty promotion on campus. The faculty MOU was recently updated that changes the due date for when flex hours are due. Flex hours for faculty will now be due on June 1, instead of May 15. Flex hours for scheduled events between June 1 – June 30 may also be submitted. More information will be forthcoming.

### **3. OTHER**

#### Announcements:

- A. J. Sims: Rebuild Task Force is still looking for volunteers. If interested, please email J. Sims to request that your name be added to the committee. Administrative assistants are also invited to join the committee if they handle schedules and input courses.
- B. R. Dreizler: World Back to Work Information Session, July 8 at 10am. For summer, any unscheduled classes or groups who are now meeting on campus should advise R. Dreizler, L. Audusseau, R. Serr, or B. Price the location of the group, meeting time, and number of people.

### **4. NEXT MEETING**

Council of Deans – July 15, 2021; 8:30-10:00 a.m.; ZOOM