



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans

March 17, 2022

Present: J. Anaya, J. Aramburo, L. Audusseau, J. Baumunk, D. Breckheimer, K. Campos, R. Christophersen, W. Cox, C. Dao, R. Dietz, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, K. Iino, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Martin, D. McClelland, J. Miera, R. Miyashiro, A. Moutra, S. Nilles, D. Patel, B. Price, V. Rapp, I. Reyes, R. Serr, J. Simon, J. Sims, K. Sundara, G. Toya, V. Unda, G. Valle, I. Zugic

Guests: R. Griffin, J. Miyashiro, P. Walker

#### 1. INFORMATION

The notes of March 3, 2022 were approved via email by the Council of Deans on April 1, 2022.

#### 2. DISCUSSION/ACTION

A. PPL VPAA Listening Session:

Dr. Robert Griffin and Dr. Pam Walker, consultants from PPL Inc., facilitated a discussion to gather feedback from the Council of Deans members on what qualifications ECC may want to consider in the selection process for the next Vice President of Academic Affairs.

B. AFT Update: (K. Iino)

K. Iino indicated that some faculty paychecks are still not accurate. If there are any faculty who are experiencing pay issues, please forward them to K. Iino or J. Sims. K. Iino requested a standardized form for the RPL lists. J. Sims suggested that K. Iino be invited to attend a future AA Managers meeting to discuss the creation of a form.

C. ECCE Update: (R. Dietz)

R. Dietz noted reoccurring issues with Article 10 of the ECCE contract concerning performance evaluations. Employees are expressing confusion regarding the process and the next steps after filling out the evaluation form. He encouraged management to discuss the process with employees. If there are any questions regarding performance evaluations, please contact Human Resources. R. Miyashiro will forward a suggestion to J. Miyashiro to include performance evaluations as a topic for training at a future Management Forum session.

D. Facilities Update:

K. Campos provided an update on the bond projects.

E. PBC Report:

No PBC report. The next PBC meeting is on 3/17.

F. ASO Report: (A. Moutra)

ASO will have an official Senate meeting on 3/17 from 1-2p and all are invited to attend. ASO Senator office hours have been in place for two weeks now and deans should have received an email from their senator notifying them of their office hour information. Please inform students that they can come talk with their ASO senator about anything they would like, personally or related to academics. ASO is brainstorming ways to improve senator office hours to make them more welcoming to students. Some ideas include offering potential incentives and creating special themes on what students can come talk to senators about. If deans have any ideas on how ASO can draw in more students, please don't hesitate to share that information with your senators. As mentioned previously, senators are planning to host career roundtables again this semester, virtually. Tentative dates are May 2-5, with more information to follow. Next week, Inter Club Council (ICC) will hold their blood drive event on March 22-24, in collaboration with Cedars-Sinai. If you would like to donate blood, or know someone who would be interested, please come and stop by.

G. Academic Senate Report: (D. McClelland)

3/15/22 meeting: Senate approved the Resolution Affirming the Rights and Lives of our Transgender, Non-Binary, and Gender Non-Conforming Students Matter; and a first reading took place on the plan to sunset the WebAdvisor grade book and switch to the Canvas grade book. The next Senate meeting will be held on 4/5 and will include a first reading and presentation on using HyFlex in the classroom. Please encourage interested faculty to attend the meeting to gain information and provide feedback. Several divisions will need to have senator elections before next year. D. McClelland noted that, according to the Senate Constitution, an election process must take place in each division and should not be assigned at will; Maria Garcia will follow-up with the divisions and senators. D. McClelland met with student journalists from *The Union* that will now partner with Academic Senate to be the official journalists at Senate meetings. She requested that presenters, if asked, be open and willing to speak with the journalists for interviews. Interviews cannot be conducted by email, only via phone, Zoom or in-person.

H. Guided Pathways Report: (J. Simon)

Guided Pathways is kicking off the REACH (Racial Equity for Adult Credentials in Higher education) Project. The goal of the project is to increase the number of adult learners of color who enroll in California community colleges and complete high value non-degree credentials (certificates) and associate degrees and who go on to earn a living wage. J. Simon proposed adding an agenda item and discussion on meta majors vs. divisions at the next Council of Deans meeting in order to create a document that clarifies the differences between the two.

I. Enrollment Report:

J. Sims reported that D. Mussaw will be sending out an updated Enrollment Report soon.

J. Faculty Evaluation Process:

J. Sims thanked the divisions for sending in their timelines. She emphasized the importance of following the process as outlined in the CBA (Collective Bargaining Agreement), and noted that evaluations are not grievable; however, the process is. Due to a lack of time, J. Sims suggested tabling the discussion concerning the faculty evaluation process to the next Council of Deans meeting. K. Iino suggested holding a yearly workshop for managers to discuss the process and review the contracts.

**3. OTHER**

A. Annual Program Planning: Divisions expressed issues with program planning at the faculty level and the amount of work involved. J. Sims noted that it is a new process and, while it may not be perfect, encouraged the divisions to move forward with the process taking note of gaps and where greater clarity is needed.

**4. NEXT MEETING**

Council of Deans – April 7, 2022; 9:30-11:00 a.m.