



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans

April 7, 2022

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

Guests: A. Sala

1. INFORMATION

Notes of March 17, 2022 - Approved as written.

2. DISCUSSION/ACTION

A. AFT Update: (K. Iino)

K. Iino advised that part time faculty healthcare stipends for fall were issued on 4/5 and will appear on the next paycheck, as well as payment for those who completed SPOCK training through winter. J. Sims will send a list to the deans of PT faculty who were paid the healthcare stipend.

B. ECCE Update: (R. Dietz)

R. Dietz stated that some complaints have been received from deaf and hard of hearing employees for failure to provide closed captioning or interpreters during meetings. Please be mindful when scheduling meetings.

C. Facilities Update: No report.

D. PBC Report: (A. Grant)

3/17 meeting: Discussions took place on annual planning and the budgeting process for 2022-23, and how the college goals inform the area goals, which inform the division goals; rubric scoring; and recent trainings. It was noted that computers and projectors should not be listed on the Annual Plan; individual computer replacement requests should be submitted to ITS. PBC meetings will be held monthly on the 3rd Thursday during college hour. PBC members are requested to complete the PBC training survey.

E. ASO Report: (A. Moutra)

ASO will be having an official Cabinet meeting on 4/7 from 1-2pm; all are welcome to attend. The official dates for the ASO career roundtables are set for May 2-4 and May 10, virtually. More detailed information on the roundtables will be forthcoming.

ASO elections have now started. Students may run for an officer position individually or on a ticket with other interested students for the upcoming year beginning in July. All election petitions are due by Monday, April 25 at 5p. The election petition form can be found on Engage, and any questions may be directed to asoelections@elcamino.edu. Inter-club Council has begun their Trivia Thursdays. Beginning on 4/7, students can put their film knowledge to the test with movie trivia. The top three winners will win a projector. Zoom ID: 94394924582. In addition to the Warrior Pantry, the Warrior Closet is now open. The Warrior Closet provides free clothing, shoes and accessories for all ages to currently enrolled ECC students and is open Tuesdays & Thursdays from 11a-2p.

F. Academic Senate Report: (D. McClelland)

4/5 meeting: Senate approved the plan to sunset the WebAdvisor Gradebook and switch to Canvas Gradebook. Please advise faculty that the WebAdvisor Gradebook will be dropped at the beginning of May. Trainings on Canvas Gradebook will soon be offered and individual one-on-one training will also be available. M. Wolfenstein gave an informational presentation on implementing HyFlex at ECC. Senate requested that ODE provide a more comprehensive plan on the implementation of HyFlex on campus and return in May/June for a Senate vote. Please advise Senate if there are any faculty interested in helping with a pilot program for HyFlex. DE 166, MBA 103 and LS 130 will be the first rooms equipped for HyFlex, with additional funding available to equip more rooms in the future. D. McClelland is working with C. Martin on a Formstack for equivalencies and will bring back a draft at the next Council of Deans for review. FACCC President presented on legislative issues, specifically AB 1705, which D. McClelland noted will have serious implications for the ECC Career Education programs. She encouraged that members become familiar with the proposed bill and contact your legislators on the issue. C. Martin noted that Canvas Grade Passbook will be rolled out over Spring Break and will allow faculty to submit mid-term grades, final grades, and much more. A discussion ensued concerning HyFlex and the series of actions that will need to take place in order to implement this type of modality on campus, including curriculum review and additional DE addendum, negotiations concerning load, funding, training, etc. Members expressed frustration with the timeframe for implementing HyFlex, noting that ECC is behind other colleges. A question was asked regarding when the three rooms (DE 166/MBA 103/LS 130) will be fully equipped for HyFlex. C. Martin noted in the chat that installation will take place over Spring Break.

G. Guided Pathways Report: (J. Simon)

J. Simon is working with a number of the deans on pathways for the REACH (Racial Equity for Adult Credentials in Higher education) Project in order to help create high growth and high-income careers for adult students of color. Four pathways have been selected: Air Conditioning/Refrigeration and Engineering Technology; Software Developer Networking; Truck Driving; and Medical Billing. Meta Major Con event to take place on May 4 from 10a-2p, Library Lawn.

H. Meta Majors vs. Divisions: (J. Simon)

J. Simon communicated that more focus is needed in promoting meta majors on campus along with helping to create a sense of belonging and community for students within their meta major. She requested feedback on messaging regarding meta majors vs. divisions and if further explanation is needed to help clarify the changes for students. Some members agreed that an explanation for students is needed as well as educating faculty to speak to students. J. Sims requested that the discussion on Meta Majors vs. Divisions be continued to the next Council of Deans meeting.

I. TimelyCare: (S. Nilles)

S. Nilles shared a video presentation on the TimelyCare. She explained that ECC has partnered with TimelyCare, a supplemental virtual mental health support for students. Services for students include TalkNow visits (24/7 mental health support), scheduled counseling visits (12 per year), and basic needs support. Also included are group sessions on yoga, guided meditation, and monthly discussions, which are also available to staff and faculty. The platform is free to all enrolled students and paid for by ECC using mental health funding allocated by the state. Students can download the app or visit the website at [timelycare.com/elcamino](https://www.timelycare.com/elcamino). S. Nilles will be sending out an email to faculty, staff and students with more information on TimelyCare. A copy of the video presentation will be sent to the Council of Deans members following today's meeting.

J. Power Outage Protocol: (J. Sims)

J. Sims shared onscreen language from the document on Power Outage Protocol, that reads, "Classroom instructors in rooms with ambient light may continue; others may relocate their classes outside if possible or dismiss their classes. If class is dismissed, instructors should inform the Dean and follow the protocol established for staff." She recommended updating the document to say that consultation should occur with the faculty member and the dean before the decision is made to cancel a class. It was also suggested to include exceptions for divisions with classes that have lab and hazardous safety concerns in a power outage. A question was asked, if the power goes out, can classes continue without air conditioning? J. Sims will email a copy of the verbiage to the Council members for their feedback and suggestions.

K. Hiring Committees and Equal Employment Opportunity Reps (EER): (J. Sims)

J. Sims reported that Academic Senate is having a hard time finding faculty who are EER reps. The hiring committees for faculty prefer to have a faculty member on the committee that is EER trained. Please check with your faculty to find out who is EER trained and encourage them to sign up as an EER rep for the hiring committees.

3. OTHER – Announcements

- A. J. Sims: Annual Planning – Faculty that are unable to find a connection to the Division goals, can instead match to Area goals.
- B. C. Martin: Deans should receive a list from Jackie Nolasco regarding faculty and their status on earning flex. Look for upcoming improvements to Cornerstone.

4. NEXT MEETING - Council of Deans – April 21, 2022; 8:00-9:30 a.m.

Action Items:

1. Send list to the deans of PT faculty who were paid the healthcare stipend. (J. Sims)
2. Request timeline update from William Carter/L. Audusseau (ITS) on HyFlex install.
3. Add discussion on Meta Majors vs. Divisions to next CoD meeting (J. Simon)
4. Send PPT from TimelyCare presentation by S. Nilles (Sent on 4/7)
5. Email verbiage regarding Power Outage Protocol to members.