



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans April 21, 2022

Present: J. Anaya, J. Baumunk, D. Breckheimer, K. Campos, R. Christophersen, C. Dao, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, J. Hu, K. Iino, J. Joy, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, D. McClelland, J. Miera, R. Miyashiro, A. Moutra, A. O'Brien, D. Patel, B. Price, R. Serr, J. Simon, J. Sims, G. Toya, G. Valle

Guests: L. Barrera, W. Carter, M. Trevis

1. INFORMATION

Notes of April 7, 2022 - Approved as written.

2. DISCUSSION/ACTION

A. AFT Update: (K. Iino)

Bulletin boards are needed in each division for AFT and ECCE to post notices. K. Iino requested that the divisions send her an email to remind her where the bulletin boards are located.

B. ECCE Update: (K. Iino on behalf of R. Dietz)

ECCE has received an increase in harassment complaints against management. It was suggested that management review Article 19 – Employee Rights, as it relates to harassment. A link to the ECCE Agreement was posted in the chat at:

[https://www.elcamino.edu/about/depts/hr/ECCE %20AGREEMENT %202020-2022.pdf](https://www.elcamino.edu/about/depts/hr/ECCE%20AGREEMENT%202020-2022.pdf)

(Article 19 can be found on page 76 of the contract.)

C. Facilities Update: (K. Campos)

K. Campos provided an update on the current and upcoming bond projects. Heating/cooling shutdown expected to take place May 4-6, which will impact the Natatorium (pool) and PE North. Fire alarm testing will take place on Friday, April 22 from 7-9a in the Student Activities/Communications Building.

D. PBC Report: (A. Grant)

No report. The next PBC meeting is scheduled on 4/21.

E. ASO Report: (A. Moutra)

ASO will be having a Senate meeting on 4/21 from 1-2p. ASO elections are continuing and students have until 4/25 at 5pm to submit an election petition form. A candidate mixer was held on 4/20. Any questions regarding the elections may be directed to asoelections@elcamino.edu.

ASO, along with the Environmental Club, will be hosting an on-campus event to celebrate Earth Day on 4/25 from 10a-2p in the Student Services Plaza. Students can bring unwanted clothes to participate in a clothing swap hosted by the Warrior Closet, books for the books exchange, listen to presentations, and participate in trivia to win prizes. Please encourage students and faculty to attend. Inter-club Council has begun Trivia Thursdays; the next event will be held on 4/21 from 6-7p. Students who attend can compete in Disney trivia, and the top three winners will win a music speaker. Trivia Zoom ID: 94394924582.

R. Miyashiro added that on Earth Day, the Police Officer's Association will be having a drawing for two new bikes, and a student townhall meeting will take place on 4/21 at 2p, via Zoom (<https://elcamino-edu.zoom.us/j/95957580124>). The first of four townhall meetings, the theme on 4/21 will cover basic needs (food, housing, clothing, childcare).

G. Toya added a link for ASO election information in the chat at:

<https://www.elcamino.edu/campus-life/organizations/aso/elections.aspx>

F. Academic Senate Report: (D. McClelland)

4/19 meeting: It was announced that Stacey Allen will be stepping down from her role as Vice President of Faculty Development. All are invited to the next Senate meeting on 6/7 to help celebrate Stacey Allen and Janet Young who will be retiring in June. Starting in the fall, Anna Brochet will be the new Vice President of Faculty Development.

D. McClelland announced that she is looking for her replacement as Senate President for next June; candidates must be a current sitting senator. Business, Counseling, Fine Arts, Humanities, Mathematics, and Natural Sciences all need to have senate elections before the end of the year. Please forward names to D. McClelland and Maria Garcia.

G. Guided Pathways Report: (J. Simon)

A discussion on Meta Majors vs. Divisions will take place on 4/22 at 11:00a for deans and Success Team Leads of divisions not currently aligned with a meta major. All are welcome to come participate or listen to the discussion. If interested, please contact J. Simon or you may forward the invite to those who are interested. The Meta-Major Con event will take place on 5/4 from 10a-2p in the Student Services Plaza. On Saturday, 5/14 from 9a-12p, Outreach will host Warrior Smart Start for incoming summer and fall students. A meta-major session is scheduled for 10:15-11:20a and tours will be given by the Success Team Leads. Guided Pathways continues to work on ECC Connect, the REACH Project, Strategic Enrollment Management, ECC Apply, and MyPath.

H. Payroll Update: No update.

I. HyFlex in Classrooms Update:

William Carter, Director of ITS, provided an update on HyFlex in the classrooms.

He gave a demonstration from DE 166, which has been equipped with a pan-tilt-zoom (PTZ) camera and ceiling microphone. He demonstrated how the camera automatically follows the speaker as they move around the room. The goal is to have 30 classrooms equipped for HyFlex by fall, contingent on parts delivery and which classrooms to install the equipment. J. Sims reiterated that ECC will be piloting HyFlex in the fall, due to the

series of actions that still need to take place regarding faculty load, training, curriculum, and updating DE courses. She is currently working with the deans to find faculty interested in helping with the pilot. Members expressed concern with needing extra help in the classroom to monitor the chat, managing groups/breakout rooms, workload, and communication to students for scheduling and registration.

J. AP 3445 – Accommodations for Persons with Disabilities in Non-Classroom Activities:

L. Barrera shared onscreen AP 3445. He indicated that the procedure is required by the U.S. Dept. of Education’s OCR Resolution Agreement. The purpose of the procedure is to set forth processes for assuring non-classroom activities are accessible to individuals with disabilities. Examples of non-classroom activities include commencement or a college sponsored event, such as the CommUnity Walk. Announcements for all District sponsored non-classroom activities must include a statement identifying the activity contact person for disability accommodation requests and timeframe for submitting the request. L. Barrera shared an event flyer from another college and noted the bottom print relating to accommodation requests.

K. BP XXXX – Other Power-Driven Mobility Devices:

L. Barrera shared onscreen BP XXXX - Other Power-Driven Mobility Devices. He noted that the policy is not numbered yet. The policy applies to any mobility device powered by batteries, fuel, and non-gasoline, combustible or non-combustible engines. He reviewed the eligibility requirements which states that the operator or passenger of an OPDMD must be an individual with a mobility disability and be able to show proof of a valid, state-issued, disability parking placard or card or other state-issued proof of disability; or verbal representation.

A discussion took place as to whether an official motion is needed to approve by Council of Deans when reviewing AP/BPs. It was determined that an official motion is not required, that as an advisory committee, Council of Deans reviews policies and procedures and may also make recommendations to the consultation committees.

D. McClelland noted that the AP/BP is not part of the “10 + 1”; however, it should be presented informationally to Academic Senate. She requested that L. Barrera contact her to add the AP/BP to a future Senate agenda.

L. Equivalency Formstack: (D. McClelland)

D. McClelland shared onscreen the Approval of Equivalence to Minimum Qualifications Formstack. She reviewed the form and requested if there are any changes to contact C. Martin or D. McClelland. J. Sims recommended that HR also review the form for any additions or concerns. A question was asked if there was a way to save the completed form as a PDF? C. Martin responded that she can set it up to send a PDF copy once the form is completed.

Link to form: https://elcamino.formstack.com/forms/approval_equivalence_minqual

- M. AP 4022 – Course Approval: (D. McClelland)
Tabled to the next meeting.
- N. AP 4320 – Public Performance by Students: (D. McClelland)
Tabled to the next meeting.
- O. AP 5070 – Attendance Accounting: (D. McClelland)
Tabled to the next meeting.
- P. AP 5520 – Student Discipline: (D. McClelland)
Tabled to the next meeting.
- Q. BP 4250 – Probation, Dismissal, & Readmission: (D. McClelland)
Tabled to the next meeting.
- R. BP 4400 – Community Services: (D. McClelland)
Tabled to the next meeting.
- S. Audit of Website:
J. Sims advised that when ECC migrated from the old website to the new website, some older files and content was uploaded. She recommended that divisions double-check their webpages to verify all information is up-to-date and accurate.

3. OTHER – Announcements

- A. C. Gold: 4/21 – Speaker event with Dr. Alison Rose Jefferson on the Gordon Manor Project that was once slated for development on ECC land; 1:15p, East Dining Room.
- B. M. Lemons: 4/25-29: Black Student Success Week. Motivational cards were sent out to each division. All are encouraged to fill out the cards.
- C. C. Martin: A request for proposals for Fall PD Day was sent out. Please encourage faculty/staff to submit proposals. Applications for Fall Pride Cohort #6 are now open. Please encourage staff to apply.

4. NEXT MEETING

Council of Deans – May 5, 2022; 9:00-10:30 a.m.