



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans May 5, 2022

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

Guests: J. Pon-Ishikawa

#### 1. INFORMATION

Notes of April 21, 2022 - Approved as written.

#### 2. DISCUSSION/ACTION

A. AFT Update: (K. Iino)

A reminder to the divisions to pay part time faculty for additional assignments outside their regular instructional load. The Federation has requested to open negotiations, which was submitted to the Board.

B. ECCE Update: (R. Dietz)

No update.

C. Facilities Update: (J. Gutierrez)

No update.

D. PBC Report: (A. Grant)

4/21 meeting: Vice President gave an update on the 2021/22 implementation of goals and budget; a report was given on the PBC Training Survey and what to focus on in future meetings; a brief report was given on the 2022/23 Annual Planning Process and the timeline was reviewed.

E. ASO Report: (A. Moutra)

The next ASO Senate meeting is on 5/5 from 1-2pm. A Candidate Forum was held on 5/3, where the candidates were given an opportunity to give a speech to the student body. Beginning May 9-11, students will be able to vote for their new student representatives for the upcoming school year on the online platform, Engage. Any positions that are still available after elections have officially ended will be open for interested students to apply and be appointed. Any questions regarding the ASO elections, may be directed to [asoelections@elcamino.edu](mailto:asoelections@elcamino.edu).

The Meta-Major Career Roundtables, hosted by the ASO Senators, have begun this week. A. Moutra sent flyers on 5/3 to the Council members with the hope that the flyers would be shared amongst faculty and students. On 5/10 from 2-3p, Behavioral and Social Sciences will be having their career roundtable and will be featuring a clinical psychologist, psychology professor, and an associate professor of Childhood Education. If you know any students or faculty interested in attending, please share with them the blue Behavioral & Social Sciences flyer that was sent out. Once they register to attend through the link, they will be sent the Zoom information via email.

A few other ASO events coming up include: Open Mic Night, 3 days of Finals Madness, and the planning of ASO's end of the year banquet. More information about those events will be available as the dates approach.

On May 6, Inter-Club Council is hosting their bi-yearly Club Mixer event. The theme for this event is a Smash Brothers tournament, where ECC and non-ECC students can compete in a variety of video games to win prizes, game monitors and equipment worth up to \$4,000. The event will be streamed live on Twitch and will take place in the East Dining Room from 4pm to 10pm. Please encourage students to come out and have fun! Free food will be provided. G. Toya noted in the chat that employees are also welcome to attend the event. The main tournament will be Smash Ultimate, but will also include Nintendo Switch, Wii games, Nintendo 64 games, GameCube, and more.

F. Academic Senate Report: (D. McClelland)

5/3 meeting: Starting in fall, the secretary/webmaster position will now be called Vice President of Logistics & Communications. A first reading took place on a proposal to implement HyFlex and Senate will approve the proposal on May 17. It was clarified that when running a HyFlex course, instructors may not require attendance on certain days or at certain times. For example, courses with required in-person lab attendance or in-person exams, are not a good fit for HyFlex. Names are being collected for those interested in piloting a HyFlex course for fall, and a committee is forming to work on the implementation. If anyone is interested in viewing the HyFlex format, Senate will be using HyFlex at their June 7 meeting in DE 166 and broadcasting on Zoom. L. Barrera presented on AP 3445, Accommodations for Individuals with Disabilities in Non-Classroom Activities. It was noted to remind faculty that any event flyer must include a contact person for accommodations. Cornerstone was upgraded to include a dashboard and is now much more user friendly. S. Nilles requested that faculty ask students to take the Healthy Minds Student Survey to help assess the mental health needs of students on campus. A discussion took place on the 2021 Campus Climate Survey and future discussions will take place. Discussions ensued regarding implementing HyFlex and concerns with changing sections after students have registered, confusion by students, availability of rooms and equipment for HyFlex, addendum approval by Curriculum, pay issues with additional modalities, support for faculty, and contract negotiations (MOU) regarding working conditions.

- G. Guided Pathways Report: (J. Simon/J. Pon-Ishikawa)  
J. Simon reported that the Meta-Major Con event on 5/4 was very successful, with over 500 in attendance. J. Pon-Ishikawa shared onscreen the working agenda and flyer for the Warrior Smart Start event on Saturday, 5/14 at 9:00a. The event is a welcome day for incoming fall students and includes meta-major workshops and campus tours.
- H. Meta Majors vs. Divisions: (J. Simon)  
J. Simon reported that a separate discussion took place with deans, success team leads, and Guided Pathways leads to discuss concerns and issues related to meta-majors. She noted that meta-majors were finalized in 2019 and, during that time, a reorganization took place among some divisions to move some departments in order to align with the meta-majors, which included Fire Tech and Administration of Justice. Guided Pathways is moving forward with marketing meta-majors and is working on a communication plan for students and employees. Any questions regarding meta-majors, please contact J. Simon.
- I. Dual Enrollment Timelines: (M. Arthur)  
M. Arthur, Dual Enrollment Coordinator, shared onscreen the Dual Enrollment Timeline. The timeline was developed in order to help deans and staff visualize the process for delivering dual enrollment courses and opportunities to students. A copy of the timeline was included as a separate attachment with the agenda packet. She reviewed the timeline and emphasized the importance of looking at the Dual Enrollment team site to check the status of requests and critical deadlines. Issues arise as high school timelines differ from ECC Dual Enrollment timelines. M. Arthur noted that further discussions are needed between Academic Affairs, Student Services, and the divisions to improve the process. R. Miyashiro and J. Sims will coordinate a future group discussion on the Dual Enrollment process and timeline.
- J. AP 4022 – Course Approval: (D. McClelland)  
This procedure was reviewed as part of the regular review cycle with no substantial changes. The procedure was approved to move forward to College Council.
- K. AP 4320 – Public Performance by Students: (D. McClelland)  
This procedure was reviewed as part of the regular review cycle. Language was added that performances away from campus shall be deemed an excursion, as defined in AP 4300. A suggestion was noted to include club advisors. The procedure was approved to move forward to College Council.
- L. AP 5070 – Attendance Accounting: (D. McClelland)  
This procedure was updated to clarify attendance for distance education courses, specifically hybrid courses. Changes made were suggested by the Online and Digital Education Advisory Committee (ODEAC) and included clarification regarding reinstatements, no shows for required interaction, withdrawals, and drops. Academic Senate suggested removing the requirement that instructors submit attendance rosters to Admissions & Records at the end of each semester. A discussion ensued with those in favor of keeping the requirement as documentation may be needed for grade

appeals, Title 5 reviews, and audits. D. McClelland commented that many faculty wanted to strike the language as no other colleges were found to have this requirement. It was noted that faculty are legally required to keep attendance records. At the end of the discussion, D. McClelland suggested not removing the attendance roster language. She will report back to Senate that Council of Deans recommended keeping the requirement of submitting attendance rosters. The procedure was approved to move forward to College Council.

M. AP 5520 – Student Discipline: (D. McClelland)  
Tabled for next meeting.

N. BP 4250 – Probation, Dismissal, & Readmission: (D. McClelland)  
Tabled for next meeting.

O. BP 4400 – Community Services: (D. McClelland)  
Tabled for next meeting.

**3. OTHER – Announcements**

A. 5/20 - Classified vs. Management Softball Game @ 1pm – Managers needed!

**4. NEXT MEETING**

Council of Deans – May 19, 2022; 8:00-9:30 a.m., via Zoom