



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans December 16, 2021

Present: J. Aramburo, M. Arthur, D. Breckheimer, R. Brobst, R. Christophersen, W. Cox, C. Dao, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, J. Gutierrez, A. Hernandez, J. Hu, J. Joy, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, D. McClelland, J. Miera, A. Moutra, N. Oliva, D. Patel, B. Price, V. Rapp, R. Serr, J. Sims, K. Sundara, V. Unda, G. Valle, I. Zugic

Guests: J. Baranski, K. Campos, A. Saucier

#### 1. INFORMATION

Notes of December 2, 2021 - Approved as written.

#### 2. DISCUSSION/ACTION

A. AFT Update: J. Baranski provided an update:

A survey will be going out to determine items of concern regarding contract negotiations for next year. J. Baranski announced that he will be on sabbatical for Spring 2022. An AFT representative will be appointed to provide Council of Deans updates.

B. ECCE Update: No report.

C. Facilities Update:

K. Campos, Bond Project Manager, gave a presentation on the active construction projects on campus, which included progress photos of the Baseball Field improvements, Construction Technology, Bookstore Café, Student Activities Center, Behavioral & Social Science Building, and Arts Complex.

A. Saucier reported that 233 air purifiers are in stock. All work orders submitted, have been completed. Please submit a work order if you require an air purifier.

D. PBC Report: A. Grant provided an update:

No meeting since last report.

E. ASO Report: A. Moutra provided an update:

ASO had their last official Senate meeting on December 9 and will not meet again until mid-February, near the start of spring semester. The Vax Winter Festival was a major success. Thank you to everyone who attended. There was a total of 178 sign-

ups to get the vaccine shot, booster, and or flu shot, including 26 people who got their first dose of the COVID-19 vaccine.

During the winter session, ASO will continue to prepare for the spring semester launch of the online software, Engage. This platform will help students to become more engaged on campus with the student clubs and organizations. ASO will also be planning for their Winter Retreat and potential openings of the Social Justice Center and Black Student Success Center.

Thank you to the deans for taking the time to meet with your Senators this semester and building a relationship with them. Senators are looking forward to reconnecting with the deans again in the upcoming spring semester. ASO wishes everyone a peaceful and restful winter break and happy holidays.

- F. Academic Senate Report: D. McClelland provided an update:  
12/7 meeting: Senate approved the new counselor evaluation forms, the Land Acknowledgement Syllabus Statement, the Guided Pathways Scale of Adoption Assessment, and the proposal to add Caesar Chavez Day, Indigenous Peoples' Day, and Juneteenth to the Academic Calendar; outstanding part time faculty were recognized; and Roy Mekaru, Respiratory Care Faculty Coordinator, gave a presentation regarding the application to apply for a Baccalaureate degree program. During the winter session, please contact D. McClelland with any Senate concerns.
- G. Guided Pathways Update: No report.
- H. Fall 2021 Withdrawal Survey:  
V. Unda presented the results of the Fall 2021 Withdrawal Survey. A copy of the Withdrawal Survey was included in the agenda packet. She reviewed the updates to the survey design and provided an overview of the results by division, topic, and race. She requested that deans review the results of the survey with faculty when they return in the spring. Any feedback regarding changes to the survey are welcome.
- I. Review Draft Letter for Faculty:  
D. McClelland reviewed a draft letter which was created as a resource to help faculty members prepare for the return to campus. A copy of the letter was included with the agenda packet. The document outlines current COVID-19 protocols, expectations regarding faculty and student responsibilities while on district property, and approved student discipline procedures should a situation of willful noncompliance arise. Hyperlinks in the document refer to different policies, procedures and important information. The document will be sent to faculty within the next day or two. If you have any questions or concerns, please contact D. McClelland. A discussion ensued concerning quarantined students and how to handle exams and assignments. D. McClelland responded that situations will need to be handled on individual basis based on the needs of the student, faculty member, and course. Certificate programs, such as Nursing and Cosmetology,

require mandatory classroom hours, which may result in a student being dropped or delay completion of the program. A discussion ensued regarding how to handle classes when a faculty member tests positive and must quarantine. J. Sims responded that quarantine/sick leave is available for ECC employees that test positive and substitute instructors should be used to maintain modality. Deans noted that faculty have expressed concerns regarding noncompliance in the classroom. J. Sims proposed offering the de-escalation workshop as a flex breakout session for Professional Development Day. C. Martin noted that the video from the last de-escalation workshop is available to view on the Professional Development website. J. Sims suggested including the video link in the letter to faculty.

J. DE Certification to Teach Online Courses:

C. Martin stated that a procedure is being drafted that will be incorporated into AP 4105. The procedure will help clarify for faculty when they need to be DE certified if teaching online for the first time. The procedure will go through collegiate consultation to be in place for scheduling in summer.

K. Setup for Virtual and Face-to-Face Meetings: C. Martin

C. Martin announced that equipment is available for hybrid meetings (virtual and face-to-face), such as webcams and Yeti speaker balls; contact C. Martin if interested. Larger room options are also available: Library 166, East Dining, Alondra, Stadium, Decathlon, Athletics multi-purpose, Campus Theatre, Board Room. Any technology questions, please contact C. Martin for support.

L. Back Up Faculty:

J. Sims spoke concerning faculty who are not in compliance with the District's vaccine mandate. Human Resources is keeping a list of faculty, with assignments for winter and spring, who have not uploaded their proof of vaccination. In order to avoid disruption to instruction, this information will be going out soon to deans so that they can secure back up faculty for winter. It was suggested that for spring, deans start with searches before relying on emergency hires. A question was asked if faculty teaching a max load can be used as substitutes if it goes beyond their normal load? J. Sims responded that given the situation, they will allow flexibility regarding adjuncts teaching full-time temporarily, and faculty who wish to teach higher loads.

M. Follow Up to ALMA Strategies:

J. Sims reported that ALMA Strategies will be invited back during Flex Week to answer faculty questions concerning the Facilities Master Plan. She requested that deans relay that information to faculty and noted that the meeting with the dance faculty is being arranged.

N. Enrollment Report:

J. Sims reported that winter FTES are still well below the goal; however, she acknowledged the deans for being responsive to the enrollment trends and for making adjustments. A copy of the Enrollment Report from 12/13 was included with

the agenda packet. J. Sims will follow-up on sending out an updated report. Following the holiday break, trends for spring will be evaluated and possible early adjustments will be made. A discussion ensued regarding making the Course Preference Form standardized and available to all students who are needing to enroll in a full or waitlisted class. M. Lemons responded that he is waiting for additional information to update the form. He noted that a question was added to the survey that asks students whether they prefer online or face-to-face. A discussion ensued as to whether to include all courses on the form or just highly impacted courses where it may be possible to add more classes. For spring, M. Lemons suggested keeping the form limited to the classes, identified by the deans, that have the option to open up based on available faculty. Further discussions can take place for fall whether to add all classes to the form or possibly create a different form to gather additional data. A discussion ensued concerning priority registration and students needing to enroll in impacted classes in order to graduate.

**3. OTHER - ANNOUNCEMENTS**

- A. C. Martin – Spring PD Day activities will take place on Thursday, February 10; Live stream sessions, pancake breakfast, lunch, and tenure reception.
- B. J. Sims – Recognized R. Dreizler as acting VP of Student Services & co-chair of Council of Deans.

**4. NEXT MEETING**

Council of Deans – January 6, 2022; 9:30-11:00 a.m.