**EL CAMINO COLLEGE**

Office of the Vice President – Academic Affairs

**NOTES – Council of Deans**

**December 3, 2020**

Present: P. Abraham (ASO), J. Anaya, J. Aramburo, M. Arthur, L. Audusseau, J. Baumunk, D. Breckheimer, R. Christophersen, W. Cox, R. Dreizler, C. Gold, D. Gonzales, G. Greco, M. Guess, E. Gutierrez, A. Hernandez, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Martin, K. Martinez, D. McClelland, A. O’Brien, D. Patel, C. Preston, B. Price, V. Rapp, I. Reyes, R. Serr, J. Shankweiler, K. Sundara, G. Toya, V. Unda, G. Valle

Guests: D. Brown

1. **INFORMATION**

 Notes of November 19, 2020 - Approved as written.

1. **DISCUSSION/ACTION**
2. Facilities Update: No report
3. PBC Report: V. Unda provided an update:

11/19 Meeting: The committee approved the PBC goals for 2020-21. A discussion took place regarding the approved budget allocations for 2020-21 and the need for better clarification of information for deans. The committee members also discussed the idea of posting the approved and disapproved budget allocations on the website in a format that is transparent and easier to read. V. Unda is conducting research on a better format.

1. ASO Report: P. Abraham provided an update:

Prior to election day, ASO held a student Town Hall meeting which covered the California ballot propositions. Another Town Hall meeting is planned for spring that will answer questions and address student concerns and ASO goals for the next semester. The initiative to purchase Campus Labs Engage, a student engagement platform, was approved by the Board and will be implemented next academic year. This online softwareplatform creates a central hub for all clubs and activities at ECC that allows students to track their commitments and achievements. ASO is also working on initiatives to help support small businesses, both local and student led. The Warrior Pantry will be open through 12/10 and closed during winter break. It will reopen for Winter Intersession on January 5.  Students who were enrolled in fall, or enrolled for winter or spring semester, are eligible to receive services from the Warrior Pantry. The Warrior Pantry participated in a Thanksgiving event which provided free turkeys and groceries to students and community members and served over 454 people.

1. Academic Senate Report: D. McClelland provided an update:
12/1 meeting: Senate approved the Scale of Adoption Assessment (SOAA) for Guided Pathways and AP 4105 Distance Education. Some Senate members expressed concern with allowing deans to access Canvas shells. D. McClelland recommended that deans be cautious and investigate student complaints before entering a faculty’s Canvas shell. The Outstanding Part-time Faculty Member of the Year Award was presented to Brittany Hubble. A discussion regarding the new block scheduling took place and was well received by members. A short discussion ensued concerning the change from Proctorio to Respondus, the new online proctoring software. Senate encouraged faculty to begin piloting the software. Questions emerged concerning the fact that the program does not allow students to take exams on mobile phones; however, it was noted that no proctoring software allows exam by phone, and students with technology needs have access to resources through the ECC Laptop Loan Program. Upcoming for spring, Senate will discuss establishing a policy regarding faculty load online versus on-campus, and a policy concerning the online class cameras-on requirement. D. McClelland noted that the state Supreme Court protected student privacy laws, and faculty cannot require cameras-on unless they can provide a justification for why it is absolutely necessary to meet the learning goals. A question was asked regarding cameras and proctoring students. D. McClelland responded that proctoring by camera is allowed; however, a justification is required, and faculty must have their camera on as well. It was noted that some SRC faculty, which includes deaf faculty, require cameras on in order to teach their courses, as well as for proctoring exams and providing test accommodations for students with disabilities. A copy of the Chancellor’s Office legal opinion on camera requirement will be forwarded to Council members following the meeting.
2. AP 4200 - Deans List:
J. Shankweiler shared onscreen AP 4200 Deans List, which was previously reviewed at Council of Deans. Academic Senate added language that for a student to qualify for the Dean’s List, they must first accumulate at least 12 credit units at ECC and complete six or more graded units in any one semester with a 3.5 GPA in all coursework receiving a letter grade that semester. It was noted that the policy was revised in an effort to make the Dean’s List accessible to students with disabilities and part-time students. AP 4200 was approved to move forward to College Council.
3. AP 5031 - Instructional Materials:
J. Shankweiler reviewed onscreen AP 5031, which is a new procedure and is legally required. A question arose concerning where the instructional material fees should be published: class schedule or college catalog? Procedure was approved to move forward to College Council.
4. Financial Aid & Instructional Materials:
M. Guess shared onscreen a PowerPoint presentation on financial aid entitled “Do You Need Money for College.” A copy of the presentation was emailed to Council members with the agenda packet. She reviewed the types of financial aid, how and when students should apply, state and campus-based aid options, emergency aid and grants, and the educational expense categories that financial aid can be used for. She discussed the sources of financial aid available to students at the beginning of the term and the challenges some students face, like Dream Act students, who are at a disadvantage as they cannot access their financial aid early to purchase books and supplies. She offered possible solutions like increasing the first Pell disbursement or allowing financial aid students to charge required books and supplies at the bookstore.
5. Course Requests and Formstack:
M. Lemons shared onscreen a form created to collect faculty course preferences. The form will be piloted this summer for full-time faculty in the Mathematics Division. Faculty will receive a link to the form where they can identify and rank the courses they prefer to teach, as well as those they do not wish to teach. Faculty can select preferred teaching modality (Live Online, flexible, synchronous, asynchronous), day/time availability, section numbers, and linked courses. The form is currently on Qualtrics but can be made available on Formstack. Contact M. Lemons for assistance with the form for your division.
6. SRC Test Accommodations:
G. Greco requested that Council members communicate with faculty regarding receipt of test accommodation (TA) forms when sent out. For fall, TA forms were sent to students and instructors, 515 went to instructors. Instructors are requested to “reply all” to the email to acknowledge receipt of the TA form; approximately 217 instructors did not confirm receipt. For spring, TA forms will be sent via email by the Test Accommodations Office with the header “SRC TA’s,” rather than forms coming from counselors or disability specialists. It is requested that instructors “reply all” to the email to confirm receipt. G. Greco will compose a list of all TA’s per division by instructor and forward to deans should follow-up be needed. He emphasized that when an instructor receives a TA form, they should check to see if they have a student with an invisible disability in their class and follow-up with that student.
7. **OTHER**

 Announcements:

1. R. Dreizler: Remind students to submit accurate documentation when applying for COVID-19 Emergency Assistance. M. Guess will send a FAQ document, which lists eligibility requirements, to forward to the Council members.
2. C. Martin: Information was sent to students regarding the winter 2021 laptop distribution which begins on Tuesday, 12/15. For students enrolled in fall 2020 and enrolled in winter 2021 or spring 2021, laptops and hotspots will be renewed remotely. C. Jenkin will send out the laptop information to all faculty and staff.
3. **NEXT MEETING**

 Council of Deans – December 17, 2020; 8:30-10:00 a.m.; Zoom