



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans May 4, 2023

Present: J. Aramburo, T. Bailey, J. Baumunk, C. Brewer-Smith, R. Christophersen, W. Cox, C. Dao, R. Dreizler, A. Estrada, C. Gold, A. Grant, G. Greco, A. Hernandez, K. Iino, J. Joy, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Lopez, C. Martin, K. Martinez, D. McClelland, R. McCullum, J. Miera, M. Miller, S. Nilles, N. Oliva, L. Paredes, D. Patel, B. Price, V. Rapp, K. Sundara, R. Suppelsa, V. Unda, G. Valle, C. Velasquez-Lopez, I. Zugic

Guests: M. Groves, B. Thames

I. INFORMATION

Notes of April 6, 2023 - Approved as written.

II. DISCUSSION/ACTION

A. AFT Update: (K. Iino)

Reminder that by week 14 is when scheduled evaluations with the evaluatee should take place for full-time tenured and tenure track faculty. Future discussion is needed as to whether to count spring break as week 11 or week 12. Evaluations for part-time faculty are due by the end of the semester. Contract negotiations are moving through the impasse process, and AFT and the District are scheduled to meet with a mediator in early June.

B. ECCE Update: (R. Dietz)

No update

C. Facilities Update: (R. Suppelsa)

Please notify R. Suppelsa of any water leaks due to the rain. The Arts Complex is tentatively scheduled for move-in in late May and hopes to be fully functioning in late July. The Behavioral and Social Science Building move-in is tentatively scheduled to follow a few months after. Please continue to submit work orders for any items needing repair or attention.

D. PBC Report: (A. Grant)

4/20/23 meeting: Josh Troesh proposed reviewing budget reports for 2023-24 and to have small training sessions on needed issues identified by PBC members. VP Suppelsa discussed budgeting as a 12-month cycle and shifting to an earlier calendar cycle.

- E. ASO Report: (L. Paredes)
ASO is currently onboarding next year's cabinet members. L. Paredes introduced Maple Groves, the new ASO director of academic affairs for 2023-24. M. Groves provided the ASO report and highlighted recent events which included Earth Day and the Career Roundtables. ASO is currently planning a movie night fundraiser for May 26 from 6-10p at the Radium. The film shown will be Everything Everywhere All at Once.
- F. Academic Senate Report: (D. McClelland)
Senate is reviewing BP/AP 4045, Instructional Materials, regarding accessibility and online resources, and changes to the Academic Senate Constitution concerning the length of term for part-time senators. Beginning next year, the timeline for faculty prioritization will be moved up in order to accelerate the process.
- G. Guided Pathways Report: (T. Bailey)
Meta-Major Center is now open. ASO and Meta-Majors will be working closely together in the future. 5/18 – Warrior Smart Start hosted by Meta-Majors from 5-7pm.
- H. Strategic Enrollment Management Reports:
1. Academic Affairs: (C. Lopez)
Spring enrollment is up 15% over last year and 8% up over goal. Annual projection is estimated to be up 6.5%. Looking at ways to accelerate the schedule development timeline in order to release the online searchable schedule earlier, as well as creating two-term enrollment for summer/fall and winter/spring.
 2. Student Services: (R. Dreizler)
Registration for summer begins May 15 and May 22 for the fall term. Summer applications are up 28%. Marketing campaigns using the Call Center and text messaging should continue to help increase the number of new applications, as well as retention rates. In addition, new students will receive a welcome letter in the mail from President Thames. A dashboard is in the works that will look at real-time data from applications regarding race, ethnicity, zip code, educational goals, major, etc., in order to pivot marketing and messaging campaigns.

III. OTHER – Announcements

- A. 5/4 - Distinguished Faculty & Staff Award Reception at 1pm, East Dining Room/Livestream
- B. C. Martin: Instructional faculty can reach out to Moses Wolfenstein for help with completing DE certification. Divisions will be receiving a list of faculty who have not completed the required hours of professional development.

IV. NEXT MEETING

Council of Deans – June 1, 2023; 9:15-10:30 a.m.; LIB 202/Zoom