



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – Council of Deans August 4, 2022

Present: J. Anaya, J. Aramburo, J. Baumunk, D. Breckheimer, R. Christophersen, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, K. Iino, J. Joy, L. Justice, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Lopez, C. Martin, K. Martinez, D. McClelland, J. Miera, R. Miyashiro, A. O'Brien, L. Paredes, D. Patel, V. Rapp, I. Reyes, R. Serr, J. Simon, K. Sundara, V. Unda, G. Valle, I. Zugic

#### 1. INTRODUCTION OF NEW VPAA & COUNCIL MEMBERS

M. Lemons welcomed Carlos Lopez, the new Vice President of Academic Affairs. Each Council member gave a brief introduction and overview of their division/department, role, and responsibilities.

#### 2. INFORMATION

Notes of July 21, 2022 - Approved with the following amendment:

4.F. Other – Announcements:

R. Miyashiro: "9/21 – **International Day of Peace will coincide with the** grand opening of the Social Justice Center."

#### 3. DISCUSSION/ACTION

A. AFT Update: (K. Iino)

AFT will be presenting a workshop on Flex Day that will help faculty understand the contract and how their pay is determined. AFT will also be hosting a new faculty orientation on August 17. If there are any new or recently hired faculty that might be interested or benefit, please encourage them to attend the orientation.

B. ECCE Update:

No report.

C. Facilities Update:

No report.

D. PBC Report: (A. Grant)

No report, as PBC has not met since the last report.

E. ASO Report: (L. Paredes)

ASO finished the last round of interviews and is pleased with the election results. ICC still has applications open and is another great alternative for students to become involved on campus.

F. Academic Senate Report: (D. McClelland)

Please remind faculty and staff that Fall PD day is in-person, and there will be no Zoom option. All full-time faculty are required to attend in person, unless they have a documented exception. Leo Barrera will contact those with an accommodation separately to make alternative arrangements to attend PD Day. The invitation email for part-time faculty to attend PD Day will be sent to the deans next week. Once received, it is requested that the invitation be sent out as soon as possible. More information regarding the schedule for PD Day will be forthcoming. The schedule for the general session on PD day is completely full. Senate will be bringing back the “Ask Me” button campaign this fall. New buttons will include a QR code to the Student Services Help Desk where students can get more information. Please encourage faculty to wear the buttons for the first couple of weeks of the semester.

G. Guided Pathways Report: (J. Simon)

J. Simon sent an email regarding feedback on the meta major posters for the divisions. If there are any more corrections or feedback, please contact J. Simon this week. Next week, the posters will be finalized and prepared for printing. A QR code will also be added to the posters so students can access the Program Pathways Mapper to find the requirements for completing degrees and certificates. This academic year, Guided Pathways will be working on the REACH (Racial Equity for Adult Credentials in Higher Education) project, an effort which focuses on increasing the attainment of high-value non-degree credentials, such as non-credit, badging, credit for prior learning, and connecting degrees/certificates in different areas. Guided Pathways will be recruiting faculty to participate in creating pathways for the REACH project. A discussion ensued concerning where to place the meta major posters. It was suggested to place the posters outside the division offices and possibly on each floor. Each division should consider their specific layout when requesting the number of posters they would like. J. Simon will send out an email for each division to make their request. It was also suggested that banner posters be created to hang outside division buildings.

H. Enrollment Report: (C. Lopez)

C. Lopez shared onscreen the July 25 Enrollment Report for fall, which shows current FTES at 4,434. Since the last report on July 14, the number of FTES has increased by 510. He noted that enrollment is accelerating and online classes continue to have a stronger fill rate than onsite classes. R. Dreizler suggested including on the Council of Deans agenda regular updates on enrollment from various entities on campus (i.e., Call Center campaigns, Warrior Welcome Center, outreach and recruitment, Enrollment Services). R. Dreizler added in the chat the link to the Warrior Welcome Center at <https://www.elcamino.edu/admissions/welcome/index.aspx>, which is a great place to send students needing registration information and more. C. Lopez noted that significant additional resources are being directed to outreach and student support efforts for both recruiting new students and retention of current students. A. O’Brien added that Marketing & Communications is continuing to run robust digital advertising campaigns on all social media platforms, as well as digital radio, streaming services, bus advertising, and Spanish language ads in digital, print and postcards. ECC launched the new “Pay No Tuition” campaign in the spring to support students. The campaign

features an eye-catching ad which can be seen on campus and locally on various billboards. D. Breckheimer shared that one of her staff members has been calling ESL students and helped six students get registered. She encouraged other departments to do the same to help with the outreach efforts. J. Aramburo reported that since April, over 25k calls have gone out, via the Call Center, to invite students to the Warrior Smart Start event, to students who have applied but not yet registered for fall, students on the drop for non-payment list, students with residency issues, and pending South Bay Promise students. Karen Preciado and her staff were acknowledged for their work in the Warrior Welcome Center. A. O'Brien added that social media ads are being retargeted to those students who have applied but not yet registered for fall and to students who attended in spring and have not registered.

#### **4. OTHER – Announcements**

- A. D. Breckheimer: Contact Chris Glover, Writing Center Coordinator, to arrange traveling tutors this semester for any classes with writing assignments.
- B. J. Aramburo: August 24: New Student Welcome Day; event will include a comprehensive campus tour of the Bookstore, Library, Photo ID Center, Writing Center, other tutoring services on campus, and more. August 15-18: “Prep for Fall Week”; two workshops per day will offer informative sessions on topics and services designed to help students succeed. All sessions will be virtual via Zoom.
- C. C. Martin: A form is no longer needed for students to pick-up a laptop or calculator; students can just drop-in at the Library during open hours. Library will again be hosting “Flying Start Week” the first week of fall semester; August 31 - Grand opening of the Makerspace. L.A. County Public Library’s maker bus will be out front to promote the event.
- D. A. O'Brien: Save the Date! September 30 @ 7pm – “Movie Night at the Radium” for staff and faculty appreciation, including food and games. Email will be sent out to vote on movie to be shown.

#### **5. NEXT MEETING**

Council of Deans – August 18, 2022; 8:30-10:00 a.m.