



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans November 3, 2022

Present: J. Anaya, J. Aramburo, T. Bailey, D. Breckheimer, R. Christophersen, W. Cox, C. Dao, R. Dietz, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, E. Gutierrez, K. Iino, J. Joy, L. Justice, S. Kushigemachi, M. Lemons, C. Lopez, C. Martin, K. Martinez, D. McClelland, R. McCullum, M. Miller, R. Miyashiro, A. O'Brien, N. Oliva, D. Patel, B. Price, V. Rapp, I. Reyes, R. Serr, K. Sundara, H. Uloomi, V. Unda

Guests: A. Sala, B. Thames

I. INFORMATION

Notes of October 6, 2022 - Approved as written.

II. DISCUSSION/ACTION

A. AP 5070 – Attendance Accounting: (D. McClelland)

This procedure was revised to remove the requirement that instructors must submit attendance rosters to Admissions and Records. Faculty will still need to keep accurate attendance records and must document the last date of attendance. This procedure was also updated to clarify instructions for adding waitlisted students, instructor adds, and the Active Enrollment Report. The procedure was approved to move forward to College Council.

B. AFT Update: (K. Iino)

AFT is still undergoing negotiations and is working with VP Lopez on an MOU regarding the class cap size process. Last week was Campus Equity Week; various activities took place to support part-time adjunct faculty members.

C. ECCE Update: (R. Dietz)

ECCE is still at the negotiating table.

D. Facilities Update: No report.

E. PBC Report: (A. Grant)

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

F. ASO Report: (H. Uloomi)

ASO is currently working on a movie night fundraiser and Finals Madness; initiatives on expanding food options and free feminine hygiene products on campus; and safety and transportation options for students. The Student Voter Project continues their efforts to get more students registered to vote by promoting events such as the Ballot Bowl competition, Townhall session, and research tips on ballot propositions.

- G. Academic Senate Report: (D. McClelland)
 11/1/22 meeting: Senate approved the Student Equity and Achievement (SEA) plan; approved AP 5070, Attendance Accounting; and reviewed edits to the Title IX Mandated Reporting Syllabus Statement. At the next Senate meeting on 11/15, Police/Community Relations will give a presentation on safety and fostering positive relations with law enforcement. Senate also worked on a faculty prioritization rubric and attended the ACCT Leadership Congress in New York.
- H. Guided Pathways Report: (T. Bailey)
 T. Bailey announced that meta-majors will be participating in College Night on 11/9. Success Team Leads will be reaching out to the deans to obtain marketing materials on programs/degrees/certificates offered for the tables at College Night. Please contact T. Bailey with any questions.
- I. Strategic Enrollment Management Reports:
1. Academic Affairs: (C. Lopez) – Enrollment is projected to be up four percent compared to last fall. However, the numbers on the statewide recalculation report for FTES may change due to coding errors discovered from last year, which will add an additional 900 FTES to the report.
 2. Student Services: (R. Miyashiro) – ECC is purchasing a new software package to add to an existing software (Gecko) used by the Call Center. This new software will add tools for creating forms, on-campus events, and text and email campaigns.
- J. Annual Planning Working Session: (V. Unda)
 V. Unda shared onscreen the invite sent out regarding the Annual Planning Working Session on November 8 from 2:00-3:00 p.m. in the Administration Building Board Room. The session will include information on budget requests and aligning with institutional goals. A copy of the invite was included in the agenda packet.

III. OTHER – Announcements

- A. J. Aramburo: 11/9: College Night 5p-7:30p, Student Services Plaza. Fall 2023 admissions and 2023 South Bay Promise applications are now open.
- B. C. Martin: Please remind PT faculty to submit PD hours for the semester by 12/1/22.
- C. L. Justice: Remind faculty to input final grades in the final grades tab.
- D. E. Gutierrez: 11/3: Student nominated 2022 Instructor Appreciation Honorees will be honored with lunch and certificates. EOPS applications for spring 2023 are now open at: https://elcamino.formstack.com/workflows/eops_care_program_application_sp23.
- E. R. Miyashiro: 11/17: Preventing theft presentation at 1p in East Dining Room.
- F. R. McCullum: The new Director of Procurement Services introduced herself and stated she will be contacting individuals in regard to items approved from the annual plan submittals.
- G. K. Martinez: 11/16: Fall Job Fair 1:00p-5:00p, Student Services Plaza.

IV. NEXT MEETING

Council of Deans – December 1, 2022; 9:15-10:30 a.m.; LIB 202/Zoom