



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans

January 4, 2024

Present: J. Anaya, J. Aramburo, J. Baumunk, C. Brewer-Smith, R. Christophersen, W. Cox, C. Dao, R. Dreizler, C. Gold, D. Gonzales, R. Gonzalez, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, J. Irie, S. Kunisaki, S. Kushigemachi, M. Lemons, C. Lopez, C. Martin, K. Martinez, R. McCullum, J. Miera, A. O'Brien, D. Patel, V. Rapp, M. Sandoval, B. Sedor, R. Serr, J. Stephenson, R. Suppelsa, V. Unda, G. Valle

Guests: J. Ishikawa, A. Sala

I. INFORMATION

Notes of November 2, 2023 - Approved as written.

II. CHAIR'S REPORT

J. Stephenson announced the passing of Parrish Geary, Dean of Student Services.

Information on services to honor Dean Geary will be shared as soon as available.

III. DISCUSSION/ACTION

A. 2023-2026 ECC Equal Employment Opportunity (EEO) Plan: (J. Ishikawa)

J. Ishikawa shared onscreen the EEO Plan documents and reviewed feedback from the Chancellor's Office regarding the plan. She explained the purpose of the EEO Plan is to specifically address diversity in our workforce. The plan is submitted to the Chancellor's Office every three years. A copy of the documents will be sent to members.

B. AFT Update: No report.

C. ECCE Update: No report.

D. Facilities Update: (R. Suppelsa)

Areas around Parking Lot L are currently closed in order to run underground utilities for the Modular Village. Reopening of these areas is expected by February. Please advise staff and students to use alternate routes. Central Plant boiler issues are causing heat problems in various buildings, contact facilities if you are affected. ECC is facing significant budget concerns until July 2025. Details on the latest budget information can be found on the Administrative Services – Leadership webpage. VP Lopez added that a campus leadership team with representatives from all constituent groups is meeting to discuss the budget and make any necessary recommendations.

E. PBC Report: (A. Grant)

A. Grant advised that a new PBC representative will take her place and has yet to be announced. PBC has not met since the last report.

F. ASO Report: (J. Irie)

ASO is planning for their winter retreat in February and helping new members get acquainted and ready for spring semester.

G. Academic Senate Report: (C. Brewer-Smith)

Senate is working on the Participatory Governance, Planning and Decision-Making Handbook. The active shooter drill will take place in spring; reminder to complete the Keenan training on Run-Hide-Fight. February is Black History Month and more information will be forthcoming regarding events on campus.

H. Guided Pathways Report: (C. Martin)

The Guided Pathways Winter Summit will take place on February 6 from 10a-130p, via Zoom, and will concentrate on ILO/Pillar 4 (Ensure Learning). A Digital Arts faculty member is working with his graphic design class to create new logos for the meta majors. The new El Camino College mobile app is now available on the App Store. The app will be used as the gateway for enrolled students to access Canvas, check email, make counseling appointments, check library book notices, highlight events, and to communicate with student groups. A major rollout of the app will take place before spring.

I. Strategic Enrollment Management Reports:

1. Academic Affairs: (C. Lopez)

Winter 2024 enrollment has exceeded target by 4.6% and is up 11.2% from last winter. Current fill rate for winter is at 81%. So far, spring 2024 enrollment is up 4% compared to last spring. This is a strong indicator of improved enrollment.

2. Student Services: (J. Stephenson)

Starting February 12, Student Services will stay open until 5p. Rolling out the Vision-Aligned Reporting Implementation Team, who will begin work on the new program reporting process for 11 programs, with the first report due in fall 2025.

3. Marketing/Communications: (A. O'Brien)

Continue to buy new lists and create digital ads to target African American and Hispanic students; implement a virtual secret shopper project; continue advertising for noncredit ESL; target stop out and applied not registered students with email blasts for spring; and continue digital advertising on social media channels. It was noted that our cost per click in digital advertising and per completed video has decreased.

IV. OTHER – Announcements

A. C. Lopez: W. Cox is currently serving as the Acting Dean of Fine Arts. Recruitment of an interim dean will take place before the spring semester.

B. J. Stephenson: Signs and posters around campus will soon be removed and information on posting regulations will be sent out. Any areas that reported to Dean Geary, will now report to VP Stephenson, temporarily, until an interim dean is selected.

C. C. Martin: PD day is February 7. PD Power Up Month starts January 22. PD day will include division meetings and activities.

D. J. Aramburo: Sat., January 20: Spring Reg Fest from 9a-1p in the Student Services Bldg.

V. NEXT MEETING

Council of Deans – February 1, 2024; 9:15-10:30 a.m.; LIB 202/Zoom