EL CAMINO COLLEGE
Office of the Vice President – Academic Affairs

NOTES – Council of Deans
November 2, 2023

Present: J. Baumunk, C. Brewer-Smith, A. Carr, C. Dao, R. Dreizler, A. Estrada, P. Geary, C. Gold, R. Gonzalez, A. Grant, G. Greco, E. Gutierrez, A. Hernandez, K. Iino, J. Joy, L. Justice, S. Kunisaki, C. Lopez, C. Martin, K. Martinez, R. McCullum, J. Miera, M. Miller, S. Nilles, D. Patel, B. Price, V. Rapp, M. Sandoval, B. Sedor, R. Serr, J. Stephenson, K. Sundara, R. Suppelsa, V. Unda, G. Valle, I. Zugic

Guests: J. Merino

I. INFORMATION
Notes of October 5, 2023 - Approved as written.

II. CHAIR'S REPORT
C. Lopez reported that the Vehicle Safety Program Guidelines, presented by L. Barrera at the September 7 meeting, was modified to apply only to motor vehicles (cars, vans, trucks), and not utility carts. A comprehensive check-in/-out process will apply when checking out a District vehicle.

III. DISCUSSION/ACTION

A. Vision Aligned Reporting (VAR): (J. Stephenson)
J. Stephenson shared onscreen information regarding Vision Aligned Reporting (VAR), the new program reporting process from the state Chancellor's Office. He noted that the reporting process will apply to activities that occur within 11 programs.
A campuswide implementation team will be created from each of the programs, including Fiscal Services and Institutional Research. Timeline: Fall 2024 – Begin collecting data; Fall 2025 – First VAR report due. More information will be forthcoming. A copy of the slide presentation was sent to members with the agenda packet.

B. Spring 2024 Hours: (J. Stephenson)
In Spring 2024, the Student Services Building and related student resources will stay open until 5:00 p.m. on Fridays. The library and SRC will also adjust their hours to stay open until 5:00 p.m.

C. AFT Update: (K. Iino)
November paychecks will reflect the new salary ranges for faculty. AFT will host three general membership meetings in November to help answer questions from faculty on the new contract changes. It was mentioned that some PT faculty are confused regarding the new contact and paid office hours for fall. K. Iino noted, per the contract, the paid office hours will start in spring. VP Lopez added that they are working on the conversions for non-credit pay for part-time and overload adjustments for full-time faculty. Please refer anyone with questions to contact K. Iino (kiino@elcamino.edu) or the Federation (federation@elcamino.edu, eccfederation@gmail.com).

D. ECCE Update: No report.

E. Facilities Update: (R. Suppelsa)
Payroll is actively working on the contract changes for faculty retro pay. Checks issued will be live, not direct deposit. M. Guess will notify faculty when checks are ready. Water breaks around campus continue; main water leak near Campus Police. Student Health Center is close to completion. Construction on the Modular Village is expected to begin soon; anticipated completion is June 2024. Please claim any items left in the old Art or BSS buildings or they will be sent to surplus or thrown away.

F. PBC Report: (A. Grant)
10/19/23 meeting: Reviewed PBC membership and the self-assessment survey; discussion to change to in-person meetings, with a request for hybrid.

G. ASO Report: (J. Merino)
J. Merino provided an update on ASO affairs and recent events. ASO is currently interviewing for the position Director of Academic Affairs. A representative for Council of Deans will be named once the position is filled.

H. Academic Senate Report: (C. Brewer-Smith)
AP/BP 5500 Student Conduct, as it relates to AI, is under review, and changes to AP 4240 Academic Renewal were approved. The first DEIA Equity Summit was held. A reminder to division curriculum committees to identify leads, review curriculum on time, and ensure curriculum is faculty driven.

I. Guided Pathways Report: (C. Martin)
Design contest to be held in Prof. Holman's graphic design class to create new logos for better branding of the meta majors; student survey and campus forums will be presented for feedback. Three summits are planned for the end of the semester to help relaunch Guided Pathways. An initiative to connect with staff in Academic Affairs and Administrative Services on how they can help support students, and a partnership with Caring Campus are also in the works.

J. Strategic Enrollment Management Reports:
1. Academic Affairs: (C. Lopez)
FTES for fall 2023 is 513 above last year, an increase of 7.6%, but still 1.4% below target. Adjustments to the online class reporting and a successful 8-week session helped to close some gaps. The online search for winter/spring 2024 class schedules was released in October, and the block scheduling model is under review. A discussion ensued regarding Supervised Tutoring. C. Martin responded that it is waiting approval by the Chancellor's Office and if approved, will be included in the addendum to offer in spring.

2. Student Services: (J. Stephenson)
11/8 - "College Night" 5p-730p. Hiring (3) full time, grant-funded Student Services Specialists who will focus on community outreach efforts, enrollment steps, and application process. Call Center will reverse phone lines to also handle incoming calls.

3. Marketing/Communications: No report.

IV. **OTHER – Announcements**
   A. <u>C. Lopez</u>: 11/7 - Election Day; ECC hosting Chancellor's Office "Vision 2030: Pathways to Equity and Economic Mobility in Healthcare" summit, 8a-3p/Campus Theatre. Deadline to register extended to 11/2.
   B. <u>D. Patel</u>: 11/6-10 - First-Generation Celebration Week; For more information, see https://www.elcamino.edu/support/resources/first-year-experience/first-gen-institute/first-gen-week.aspx.
   C. <u>P. Geary</u>: 11/9 - Veteran's Day Celebration at 11a, Veteran Resource Center/Student Services.
   D. <u>E. Gutierrez</u>: 25th Annual CARE & CalWORKs Warrior Holiday fundraiser supporting parenting students with children. Donations 100% tax deductible.
      Link: https://www.elcamino.edu/departments/foundation/donate.aspx. Under designation, select "other" and type in "Warrior Toy Drive."

V. **NEXT MEETING**
   Council of Deans – December 7, 2023; 9:15-10:30 a.m.; LIB 202/Zoom