



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – Council of Deans October 3, 2024

Present: J. Aramburo, J. Barquero, J. Baumunk, C. Brewer-Smith, R. Christophersen, W. Cox, C. Dao, R. Dietz, C. Gold, D. Gonzales, R. Gonzalez, G. Greco, A. Hernandez, K. Iino, L. Justice, S. Kunisaki, S. Kushigemachi, R. Lee, M. Lemons, C. Lopez, C. Martin, K. Martinez, J. Miera, M. Miller, S. Nilles, K. Nguyen, A. O'Brien, D. Patel, V. Rapp, E. Rice, B. Sedor, J. Stephenson, K. Sundara, G. Valle, K. Watson

Guests: R. Lopez, A. Sala

I. INFORMATION

- A. Notes of September 5, 2024 - Approved as written.
- B. C. Martin introduced Kimberly Watson, the new interim Director for Community & Continuing Education.

II. CHAIR'S REPORT – No report

III. DISCUSSION/ACTION

- A. Foundation Report: (A. Sala)
A. Sala gave a presentation on the Foundation grants available for ECC divisions/departments and the Sharer Scholars Scholarship for transfer students. A copy of the presentation and scholarship information will be sent to members following the meeting.
- B. AFT Update: (K. Iino)
AFT still at the bargaining table regarding part-time faculty healthcare and faculty compensation. Reminder for managers to stay on track with faculty evaluations.
- C. ECCE Update: (R. Dietz)
ECCE will go back to the table to discuss the 2% raise scheduled for January. Discussions have taken place with the District regarding the SERP and how it will affect workload and the remaining employees. An MOU concerning remote work for classified employees is close to being finalized. A reminder concerning holiday pay, and an employee's right to have ECCE representation for any meeting with the District over a disciplinary matter, per Article 23.
- D. Facilities Update: No update
- E. PBC Report: (K. Martinez)
No 9/19 meeting as PBC did not achieve quorum. Next PBC meeting is on 10/17.
- F. ASO Report: (K. Nguyen)
Student Voter Project events: 10/8 - Blood Drive; 10/17 - Shake Up the Polls/Earthquake Drill; 10/21 - Pop to the Polls; 11/4 - Float to the Polls. Next week, ASO & ICC reps attending CCCSAA Conference. ASO planning homecoming and tailgate events. ICC has 38 active clubs and approving more. Next ASO Senate meeting is 10/3.

- G. Academic Senate Report: (C. Brewer-Smith)
 10/1 meeting: Senate approved AP 7211 Faculty Service Area, BP 4100.1 Catalog Rights, ECC Minimum Qualifications, and the Curriculum Bylaws. 10/17 Great ShakeOut Earthquake Drill at 10:17a, participation is highly encouraged. V. Unda presented on the Consolidated CIP report. The document can be viewed on Board Docs under Academic Senate. Hard copies can be obtained from Sidney in the Library.
- H. ECC Evolve Update: (C. Martin)
 Evolve will host two summits on 10/11 in the Library-Collaboration Room from 9a-12p. Summit 1 will focus on creating an Academic Integrity Handbook for faculty, and Summit 2 will develop a Warm Handoff Guide to help ECC employees connect students faster and more effectively. Upcoming Summits on 11/15 will focus on Early Alert Needs from faculty, and on 11/22 Early Alert Needs for non-instructional faculty. Additional Evolve Summits are planned for spring. The Evolve Steering Committee will meet on 10/4.
- I. Budget Strategies Leadership Update: (J. Stephenson/C. Lopez)
 Last meeting was on 10/1. Team will meet again after the final results of the SERP have been determined. Reductions in the TNC general fund budget have saved approximately \$2 million. Student Services is currently working through its organizational structure to better serve students. Listening Sessions will be held for the Student Services Division. Academic Affairs will follow the same discussions with faculty, administrators and staff later this fall. Next Leadership meeting is scheduled for 11/12.
- J. Strategic Enrollment Management Reports:
1. Academic Affairs: (C. Lopez)
 As of 9/30, fall 2024 projected FTES is 7,600, 6.4% higher than fall 2023. Next year will determine if we return to the Student-Centered Funding Formula or stay at baseline. Staying at baseline for multiple years will result in zero COLA. ECC is working on the development of annualized scheduling and an enrollment process that allows students to enroll in a full year of classes.
 2. Student Services: (J. Stephenson)
 Student Services team meeting to discuss annualized enrollment and the effects on students. Looking into MIS data reporting, which seems to be lagging. Retention efforts continue.
 3. Marketing/Communications: (A. O'Brien)
 Emails sent to waitlisted students. Digital ads are promoting second 8-week classes. A. O'Brien to meet with deans to develop short-term certificate catalog. Working on bilingual media survey for students and holding two focus groups to help support disproportionately impacted students.

IV. OTHER – Announcements

- A. C. Martin: Name tags are ordered and coming soon.
- B. M. Miller: 9/16-12/14: XICANA! Exhibit open M-TH 3-5pm, or by appointment, call 213-359-6444. 10/3: Doodle and Dream exhibit final day.
- C. K. Martinez: Financial aid delays due to fraud and process. Second disbursement is in process.

V. NEXT MEETING

Council of Deans – November 7, 2024; 9:15-10:30 a.m.; DE 166/Zoom