

ECC Academic Senate

Important note:

This file contains the presentation used at the Senate meeting. The president's informal notes have been added in **red**.

These notes have not been reviewed nor have they been approved by the Academic Senate; they were created to provide a prompt (but informal) report about the meeting.

For a comprehensive, official accounting of Senate meetings, please refer to Senate meeting minutes:

<http://www.elcamino.edu/academics/academicsenate/>.

Thank you!





ECC Academic Senate

NOVEMBER 20TH 2018

PLEASE SIGN IN & PICK UP NAME CARD

Agenda

- A. Call to Order
- B. Approval of Minutes -- Pages 6-16 in Senate packet. Minutes were approved as presented in the packet.
- C. Officer Reports
- D. Special Committee Reports
- E. Unfinished Business
- F. New Business
- G. Information Items/Discussion
- H. Future Agenda Items
- I. Public Comment
- J. Adjourn

Welcome Division Personnel

Debra Breckheimer, Dean
Humanities Division

Dean Breckheimer started her teaching career at ECC in the mid-90's; she taught composition for many years. She was hired as a dean this July. These are exciting times in the Humanities for all kinds of reasons, especially because of changes to curriculum resulting from AB 705. Our goal is to increase student success levels. Dean Breckheimer is proud of the work being done with SITE, a faculty development program designed by faculty and for faculty. Participants are drawn from English, Math, and Counseling. Dean Breckheimer has been at ECC a long time and she is encouraged by the increasing collaboration among a variety of different areas. Thank you for joining us, Dean Breckheimer!

C. Officer Reports

a. President: Kristie Daniel-DiGregorio

Please mark your calendars: Our December 11th meeting is confirmed.

Senate Packet, pgs. 17-21

President's Report (pp. 17-18):

- Statewide Senate – link to Fall Plenary resolutions
- Faculty positions approved for hiring for Fall 2019
- Evaluation of collegial consultation process – send feedback re:survey (pp. 19 & 20) to kdaniel@elcamino.edu.
- News from Facilities, Compton, FACCC (pg. 21), thank you to faculty serving on committees.

C. Officer Reports

a. **President: Kristie Daniel-DiGregorio**

Thank you: ECC campus leaders and ECC Foundation for helping those affected by wildfires.

BSS Senator Renee Galbavy and her husband Joe Kabriel (Fine Arts) lost their home and all contents. To help them and others at ECC affected, visit: <https://www.elcamino.edu/foundation/warrior-fire-relief.aspx>.

Please share link with others who may be able to help.



C. Officer Reports

Thank you to the officers who yielded the time for their report so Senate would have enough time to discuss the ed policies on the agenda.

b. VP Compton College: Amber Gillis. Yielded time.

c. Chair, Curriculum: Janet Young. Yielded time.

College Curriculum Committee minutes are available [here](#).

d. VP Educational Policies: Darcie McClelland. Yielded time.

Educational Policies Committee minutes available [here](#).

e. VP Faculty Development: Stacey Allen

Senate Packet, pgs. 22-23

Faculty Development Committee minutes available [here](#).

Faculty Development Committee

Need Flex? 😊



El Camino College
Faculty Development Committee
Presents

INFORMED & INSPIRED

Lunchtime Faculty Development Series

Fall Theme:

Culturally Responsive Teaching & Learning

MEETING INFORMATION:

Thursday, November 29, 2018 1:00pm – 2:00pm

Location: El Camino College – Library, West Basement, TLC

Earn 1 Flex Hour

[REGISTER NOW](#)

Learning Across the Curriculum:

*Diverse & Inclusive Cross-
Curricular Course Content &
Student Engagement*

**Last I&I of
the semester!**

Getting the Job

Faculty Job Application & Interview Workshops

This workshop series provides adjunct faculty with tips about applying to and interviewing for full-time faculty positions at ECC and other community colleges.

Part I: The Job Application Process

Friday, November 30, 2018

12:30-2:00 pm

Distance Education Center (DE 166)

(light refreshments will be served)



This workshop will cover the following topics:

iGreentree online application software

The Do's and Don'ts of submitting the online application

Tips for writing a cover letter

Q & A

Panelists include a representative from Human Resources,
a dean and full-time ECC faculty members

Mark your calendar for
Part II: The Interview Process Workshop
Friday, February 1, 2019
12:30-3:00 pm

2:00-3:00 pm Post Session

Individual Curriculum Review

Available to the first 20 to register.

Confirmations will be sent.

Please join the
El Camino College Academic Senate

for the presentation of the

**2018 Outstanding Adjunct Faculty
Award**

to

Elizabeth Russell, Art History
Fine Arts Division

in recognition of her instructional excellence, a commitment to student learning,
and dedication to the El Camino College Mission.

Tuesday, December 4, 2018

12:30 - 2:00 p.m.

Distance Education Center

C. Officer Reports

f. VP Finance & Special Projects: Josh Troesh. Yielded time.

Planning and Budgeting Committee minutes available [here](#).

g. VP Academic Technology: Pete Marcoux. Unable to attend.

Senate Packet, pgs. 24-28

h. VP Instructional Effectiveness: Russell Serr

Senate Packet, pgs. 29-30

Please see the meeting packet for information about upcoming workshops (**flex credit available!**):

November 27th 1-2 pm in MBA 220, “Entering 2018 Program Review Into Nuventive”

December 5th 2:30-3:30 in Library West Basement “Entering Fall 2018 Assessments: Working Workshop.”

D. Special Committee Reports

a. **ECC VP of Academic Affairs: Jean Shankweiler**

The same key topics from the last report are still key topics: AB 705, Curriculum, Hiring. Delegations from ECC and Compton attended the Regional Curriculum Institute on Saturday. It was clarified that we will be able to continue to offer a Chemistry placement test.

a. **ECC VP of Student Services: Ross Miyashiro.** Yielded time.

E. Unfinished Business

a. Proposed Change to Astronomy Minimum Qualifications: 2nd Reading

Shimonee Kadakia, Astronomy

Senate Packet, pg. 31

Minimum Qualifications: Chancellor's Office and ECC

It was recommended that messaging clarify that Astronomy MQs are not being lowered but broadened. Change to Astronomy MQs passed.

E. Unfinished Business

b. BP/AP 4226 Multiple and Overlapping Enrollments: 2nd Reading

Darcie McClelland, VP Educational Policies

Senate Packet, pgs. 32-34

The revised version of AP 4226 outlines conditions for making an exception to the procedure. All three conditions must be met. The Registrar (Lillian Justice) will not approve an exception if the course is offered at any other time or if the course is being taught by an adjunct faculty member (who is not compensated to make up time outside of class). Deans have the authority to substitute an alternate class, but for local degrees only. Major requirements for transfer and Associate Degrees for Transfer are unlikely to approve substitutions. BP/AP 4226 was approved by Senate with minor modifications.

E. Unfinished Business

c. AP 3050 Institutional Code of Ethics: 2nd Reading

Kristie Daniel-DiGregorio, President

Darcie McClelland, VP Educational Policies

Senate Packet, pgs. 35-39

See also handout at your table: Pages 129 & 130 from ECCFT Agreement.

E. Unfinished Business

c. AP 3050 Institutional Code of Ethics: 2nd Reading

Background:

- Accreditation ***requires*** a written ethics policy:
- ACCJC Standard III.A.13: The institution upholds a written code of professional ethics for all of its personnel, including consequences for violation.
- Only AP is required. CCLC template guidance: “Local practice may be inserted here.”

E. Unfinished Business

c. AP 3050 Institutional Code of Ethics: 2nd Reading

Consultation process:

- Spring 2018: Ethics (BP 3050) came to Senate. Senate asked Task Force to revise.
- Summer 2018: Task force developed new AP 3050.
- Fall 2018: AP 3050 reviewed and approved by Educational Policies Committee and Council of Deans.

E. Unfinished Business

Ethics Task Force:

Bold = Current Senators

Josh Casper

Troy Moore

Anna Brochet

Jennifer Hutcherson

Rory Natividad

Edith Gutierrez

Chris Jeffries

Randal Davis

Randall Firestone

Nina Bailey

Breeanna Bond

Franklin White

E. Unfinished Business

Making Decisions at El Camino College:

Philosophy and practices for decision-making: “Inclusiveness and Communication...With participation comes the responsibility to **keep an open mind, respect differing opinions, strive for consensus, and support the final outcome.**”

Allow others to be heard. Listen to understand.

Be open to other perspectives; allow others to speak.

Offer solutions and suggestions.

Contribute to the conversation and overall progress.

E. Unfinished Business

c. AP 3050 Institutional Code of Ethics: 2nd Reading

[For a detailed account of meeting discussion, consult minutes. Meeting notes provide an unofficial summary.]

Members of the Task Force were invited to provide background on how AP 3050 was developed. Randy Firestone, former senator, shared that he appreciated the collaborative, collegial process on the task force. He was surprised to learn that members of the task force have concerns about the AP. He believes the AP offers general statements that can be summarized as “don’t lie, deceive, or discriminate.” For enforcement, the contract takes precedence. Professor Firestone reported that Dr. Shankweiler allowed everyone to offer their opinions. Not all were accepted by the group, but that’s part of the consultative process. Anna Brochet, also on the task force, noted that the charge to the task force was to be more specific than the broad BP 3050 presented to senate in spring 2018 but not too specific.

E. Unfinished Business

c. AP 3050 Institutional Code of Ethics: 2nd Reading

The task force reviewed examples, found one that served as a model and then was revised. The task force was in agreement that AP 3050 should be put forward to the Senate. A desire for a more aspirational AP 3050 was expressed rather than a punitive tone. Troy Moore, another member of the task force, explained that he supported advancing AP 3050 in his role as a Federation representative. However, colleagues in his division, whom he represents as a senator, have concerns which he is representing. He believes the AP would be functional and not unfair. But has concerns that the consequences portion needs to clarify the precedence of the agreement (contract) and to narrow the consequences for faculty. Senators discussed how to revise language regarding conflicts of interest to better address the fact that it's unrealistic to avoid them altogether.

E. Unfinished Business

c. AP 3050 Institutional Code of Ethics: 2nd Reading

The Senate entertained a secondary amendment to revise the language of the section on consequences to read as follows:

FH. Consequences of Violations

Conduct that is alleged to have been~~determined to be~~ in direct violation of this procedure may be subject to further investigation. If such a process finds the allegation to be credible, disciplinary action in accordance with applicable regulations, board policies, administrative procedures, working condition manuals, and collective bargaining agreements. the nominal supervisor of that employee may invoke disciplinary measures outlined in Article 22, Sec. 14 of the current faculty contract should the requirements be met. For non-faculty employees, appropriate disciplinary action may be taken in accordance with applicable regulations, board policies, administrative procedures, working condition manuals, and collective bargaining agreements.

E. Unfinished Business

c. AP 3050 Institutional Code of Ethics: 2nd Reading

The Ed Policies Committee discussed the section of the AP on consequences and felt that it was better to leave the language as is to prevent unintentionally undermining the contract. It was noted that the AP applies to all employee groups, not just faculty, so the language of the AP needs to address this. A question was raised about faculty obligations to address diverse points of view. The language in the AP does not say that faculty must present all points of view; rather that they will foster a culture where students have access to diverse points of view. The secondary amendment passed, 16 to 9, with 3 abstentions. Senators voted to bring AP 3050 back for a third reading so they can review the revised version of the AP and consult with their constituents before voting. Thank you to all who contributed to the discussion; our goal in Senate is to make sure everyone has a chance to be heard as part of the collegial consultation process.

F. New Business

a. **Student Fees: Proposal to move funding oversight from ASB to ASO (For Information)**

Ross Miyashiro, VP Student Services

Wiley Wilson, ASO

Senate Packet, pgs. 40-41

See slides that follow for presentation which was offered to the Senate for information.

STUDENT ACTIVITY (ASB) FEE TO ASO



What is the STUDENT ACTIVITIES (ASB) FEE?

- Fall 2018 – Students pay an optional fee of \$15
 - Co-Curricular programs such as ASO and ICC
- AP 5032 (September 2014)
 - 65% - Auxiliary (AUX) programming
 - 35% to ASO and ICC
 - 5% to Reserve
- 65% - Managed by Auxiliary Services Board (ASB)

AUXILIARY SERVICES BOARD

- **Mission**

- “Raise, receive, and disperse funds to support co-curricular and extra-curricular activities”

- **Fund Governance**

- **Director of Student Development (Chair)**
- **VP Administrative Services**
- **ASO Director of Finance**
- **College President Designee**
- **Educational (Academic) Management**
- **Classified Management**
- **Faculty**
- **Classified Staff**
- **One student at large (ASO)**

ASB FUNDED PROGRAMS

- Large Allocations

- Athletics
- Fine Arts (Plays, musicals)
- Journalism (Union Newspaper)
- Forensics (Speech and Debate team)

- Smaller allocations

- Counseling, HTP, Project Success, Puente, FYE, MESA, SI
- Commencement, ASB Promotions
- Academic Awards
- Admin Awards (HR)

AUXILIARY SERVICES BUDGET (ASB) 2015-19 REVENUE

	Actual	Actual	Actual	Actual	Budget	
Revenue	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	
Administrative	1,460.05	3,668.33	4,574.89	7,265.98	5,170.00	
ASB Fees	155,693.80	333,068.41	331,681.90	329,491.81	480,300.00	Stu Act Fee
Athletics	12,482.00	12,016.00	14,848.50	7,316.50	10,000.00	
District Fund Transfer	182,500.00	25,000.00	29,620.00	25,000.00	25,000.00	District
Fine Arts	69,905.71	61,212.42	57,434.41	82,872.90	81,700.00	
Union Newspaper	20,240.27	5,155.90	2,076.20	734.47	2,075.00	
Total Revenue	442,281.83	440,121.06	440,235.90	452,681.66	604,245.00	

AUXILIARY SERVICES (ASB) BUDGET 2015-19 EXPENSES

Expense Summary	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	
	Actual	Actual	Actual	Actual	Budget	
Administrative	46,460.41	52,422.08	55,343.26	48,852.49	54,672.00	
Associated Students Transfer	86,120.50	116,573.94	115,955.66	115,182.13	168,000.00	ASB
Athletics	109,436.61	110,874.37	115,196.17	153,763.96	153,795.00	
Fine Arts	59,197.84	62,001.95	62,117.94	85,877.18	92,885.00	
Forensics	12,385.00	10,769.42	25,146.26	25,139.93	25,201.00	
Other Programs	23,391.52	23,386.56	22,770.87	22,153.75	26,125.00	
Union Newspaper	51,142.22	46,465.55	55,796.36	62,174.22	65,885.00	
Total	388,134.10	422,493.87	452,326.52	513,143.66	586,563.00	

ASO & ICC BUDGET – 2015-19

Student Activity Fee Revenue Actual

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
35% ASB	28,400.00	174,295	115,956	115,182	*85,292
Other revenue	15,996.00	19,283	15,731	17,054	2,070

Student Representation Fee Revenue

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Revenue	32,737.00	22,269	14,846	28,475	5,316

What has ASO/ICC done with increased budget?

- Address food, transportation and housing insecurity
 - FloWater
 - Metro U-Pass subsidies
 - Warrior Pantry
- Community Building and Sense of Belonging
 - Increased student club events– 159%
 - Increased # of student clubs
 - Movie Night
 - Harvest Fest
 - Empowerment Dialogues
 - Homecoming

What will ASO/ICC do with larger budget?

- Support co-curricular learning and activity
- Continue to address food, transportation and housing insecurity
 - FloWater, Warrior Pantry and Metro U-Pass subsidies
 - Fall Feast
 - Clothing drive and closet for ECC students
- Community Building, Sense of Belonging, Student Equity
 - Movie nights/concerts
 - Cultural heritage months, Empowerment Dialogues, and more
 - Spirit Week
 - Student Activities Center

ASO RESEARCH

- Spring 2018

- Student Activity Fee from \$10 to \$15/semester
- Auxiliary Services Boards controlling Student Activity revenue – None

- Fall 2018

- CCCSAA and GA conference
- Auxiliary Services Boards controlling Student Activity revenue – None

PROPOSAL

- Shift control of Student Activities fee revenues from Auxiliary Services Board (ASB) to ASO
- District revenue would stay with District programs (e.g. Athletic ticket sales, Union newspaper ads, Play ticket sales)

WHY?

- Student and Professional Development
 - Leadership Skills
 - Fiscal and Budget Management
 - Accountability
 - Professional Etiquette
 - Sense of Belonging and Input in Campus Decision Making
- Congruent structure with sibling CCCs

WHY?

- California Education Code
- Student Activities Fee
- The California Education Code, Title 3, Division 7, Part 47, Chapter 1, Article 4, section 76063, states,
- **“The funds shall be expended subject to procedures that may be established by the student body organization** subject to the approval of each of the following three persons; which will be obtained each time before any of the funds may be expended; an employee or official of the community college district designated by the governing board, the certificated employee who is the designated adviser of the particular student body organization, and a representative of the particular student body organization.”

PROPOSED STRUCTURE

- ASO develops and approves the revenue from Student Activities Fee
 - Signatures/approval from Board of Trustees designee, ASO advisor, and ASO student
- ECC provides institutional support for ASO to succeed
 - Fiscal Services – Accounting support
 - SDO advisors
 - AUX board may serve in advisory capacity
 - Revise BP and AP 5032
- ASO developing funding request and decision process

HOW MUCH WILL MY PROGRAM GET NEXT YEAR?

- ASO developing a funding request and decision process
- How do we start preparing?
 - Benefit to students
 - Student success rate and stories
 - Relationship to ASO mission
 - How many of your students have the ASO (formerly ASB) Sticker?
- Programs not directly supporting ASO mission , co-curricular learning, or violating Student Fee Handbook, Fiscal Crisis & Management Assistance Team (FCMAT) Handbook or Education Code will not be funded by ASO
 - Administrative (Employee) Awards
 - Scholarships and student awards (unless Fundraised \$ and in BP/AP or bylaws)
 - Trophies, plaques, flowers, certificates, etc.

ASO PROJECTED BUDGET PROCESS FY 19-20 AND BEYOND

- ASO appreciates ASB sponsored co-curricular programs

- Potential Options

- 1) Similar funding levels for 1-2 years, minus District revenues

- Athletics

- 18-19 Funding: \$153,000

- 18-19 projected revenue \$10,000

- 19-20 potential funding: \$143,000

- 2) Develop a funding request and decision process including an application, due date, presentation, and notifications.

CONSULTATION TIMELINE

Committee	Date(s)	Presenter	Note
Auxiliary Services Board (ASB)	October 29	Greg Toya Joey Mardesich	Introduction/background; planning implications; discussion; Support
Inter-Club Council (ICC) Cabinet	October 31	Mari Baquir, Wiley Wilson	Background; discussion; Support
Associated Students Organization (ASO) Committees	October 31- November 2	Mari Baquir, Chris Dela Cruz, ASO Committee Chairs (various)	Committees: Sustainability, Policy/Advocacy, Activities, Publicity, Initiatives, Cabinet Background; discussion; Support
ICC General Meeting	November 5	Mari Baquir, Chris Dela Cruz, Chinua Taylor-Pearce	Background; discussion; Support
ASO Senate	November 8	Mari Baquir, Chris Dela Cruz, Chinua Taylor-Pearce	Background; discussion; Support
Planning & Budget Committee (PBC)	November 15	Greg Toya, Chinua Taylor-Pearce	Background; discussion; Support
ASB Funded Programs	November 19	Greg Toya, Joey Mardesich	Background; planning implications; discussion; Support
Academic Senate	November 20	Ross Miyashiro, Wiley Wilson	Background; discussion; Support
ASB Funded Programs	November 27	Greg Toya, Chinua Taylor-Pearce, Joey Mardesich	Background; planning implications; discussion; Support
College Council	December 3	Greg Toya, Idania Reyes, Joey Mardesich	Background; discussion; Support
Executive Cabinet	December 3	Ross Miyashiro, Marilyn Valdez	Background; discussion; Support
Board of Trustees	December 17	Ross Miyashiro, Marilyn Valdez	Background; discussion; Support

Q & A

F. New Business

- b. BP 5500 Standards of Student Conduct: 1st Reading.** Tabled until next meeting due to lack of time.

Darcie McClelland, VP Educational Policies

Senate Packet, pgs. 42-45

G. Information Items - Discussion

a. None.

Agenda

H. Future Agenda Items:

- a. Ed Policies: AP 7160 Professional Development, AP 5520 Student Discipline Procedures
- b. Institutional Research and Planning: Governance Review Process
- c. AB 705
- d. Guided Pathways
- e. South Bay Public Safety Center

I. Public Comment

J. Adjourn

Dear reader: If you haven't received a gift card this semester, be one of the first to email kdaniel@elcamino.edu noting the date for the final "Informed and Inspired" workshop of the fall semester. 😊