

ACADEMIC SENATE MINUTES

October 18, 2016

Unless noted otherwise, all page numbers refer to the packet used during the meeting, not the current packet you are reading now.

A. CALL TO ORDER Senate President Kristie Daniel-DiGregorio (KDD) called the fourth Academic Senate meeting of the fall 2016 semester to order on October 18, 2016 at 12:33 p.m.

B. APPROVAL OF MINUTES

See pgs. 7-13 of packet for minutes from the October 4th meeting. There was unanimous approval of minutes. KDD welcomed Ms. Rebecca Russell, Director of Library Learning Resources to the meeting. Ms. Russell joined the El Camino College community in March of 2016. KDD said that she is incredibly hospitable, especially for letting us use the Distance Education Conference Room for the AS meetings. Ms. Russell came from Ventura College. She noted that she leads an amazing team of Librarians/Senators including McMillan, Men, and Striepe; she oversees Distance Education, Learning Resources, and Media Services; and she was pleased to attend the senate meeting. Ms. Russell is glad to be at El Camino to help support our students and to be hosting the state-wide AS Executive Board Meeting in February, 2017. Please encourage your students to utilize the library resources. KDD thanked her once again for coming to the meeting.

P. Marcoux and C. Wells made a motion to adjust the order of the meeting so we could jump down to new business, item F.

F. NEW BUSINESS

Educational Policies: Administrative Procedure 5070: Attendance Accounting (pgs. 26-31).

Chris Gold (CG) walked us through a flow chart that gave us a quick overview on how Board Policies (BP) and Administrative Policies (AP) are developed and/or revised. CG said that yes, this slide is a confusing piece of information. When we are revising an AP or BP, there are a variety of things we need to take into consideration. We need to follow Federal & State Law. We also have to look at Ed Codes and/or Title 5. There are legal regulations that have to be followed. We also have accreditation requirements, although some items are negotiable. We want to do what we can to help support our students. We looked at the CCLC template (pg. 28). Things sometimes start with a Dean, College Council weighs in, students sometimes weigh in, and, if it overlaps, the federation will be brought in. Today is a first reading, I want to know if there are any questions or feedback? It is best if you read the policies and come with questions, so I can find the answers. Sometimes I don't know the answers and I have to go ask someone who does. A vote will be taken at the 11.1 meeting.

The committee recommends, (and the Deans concur) to delete BP 5070 (pg. 26), and revise BP 4010 to address overlap. For AP 5070, there have been several readings in Ed Policies and Council of Deans, with involvement from Admissions and the VPAA's Office. At the next meeting, there will be more information about how TBA classes may be affected and whether it is appropriate to insert a reference to student responsibility for dropping classes. There was discussion concerning compressed calendars (Chris W); Dr. Nishime said we are OK. C. Striepe asked about the and/or to allow for midterms, finals, etc. P. Marcoux said we are working with a 16-week semester and 5 days of the week. If you do have questions, please email CG so she can be prepared for the next meeting.

Now let's look at AP 5070 the CCLC template, on page 28. Look at the top box...this is a legal requirement, and we don't have one. These bullet points have to be included, and on top of that, we can include our local practice. C. Wells asked if we have a procedure from the attendance policy for "to be arranged courses." CG will talk to Bill Mulrooney. We have one quick grammatical edit to this, on page 30, a simple change on A 3, change the word "added" to "enrolled". A little bit about the background. This has been in development for years. Some

people who originally worked on it left, so it has been passed around. It was long and included things that didn't need to be there. It went through Ed Policies 6 times last year. We revamped and simplified it, and put our own processes in there. Any questions? KDD said "thank you" for cutting it down to less pages. C Striepe asked about the catalog... it says it is the students' responsibility to drop.....CG will take a look at the language. A. Ahmadpour wanted to know why students have a hard time getting reinstated, or late adds. We will ask Bill Mulrooney. CG will ask if there is a time limit/deadline. If you have questions, email me and CG and she will bring the answers to the next meeting.

Educational Master Plan (EMP) – (pgs. 32-45). This is the first reading of the plan developed by a faculty team. The EMP provides the foundation for the Comprehensive Master Plan which also includes plans for facilities, technology, and staffing.

KDD said that we all know Bob Dillon has been on a "never ending tour". Irene Graff is on her own "never ending tour" dealing with the Educational Master Plan (EMP). I. Graff and a group of faculty worked on it all summer. It is in the packet on pgs. 32-45. Anna Brochet (AB), and Claudia Striepe (CS), will take over from here. Josh Troesh (JT), can't be with us today, because he and his wife are at an ultrasound appointment. This EMP is strategic planning. Pages 32 and 33 are an overview. It includes the initial working group. We met with President Maloney. We got a student panel to work with us. There are nine initiatives with an action plan for each. It is a collaborative process used to develop the EMP. An implementation plan will be developed to provide more specifics on action items. Existing standards are not included in the EMP, the focus is on new developments. It was recommended that some issues, such as distance education and dual enrollment, may need to be addressed in the EMP as well as in other plans such as enrollment management or Technology. Dr. Nishime clarified that dual enrollment refers to ECC courses offered in the high schools. Concurrent enrollment refers to high school students who attend classes on the ECC campus. C. Wells noted information will be provided at the fall plenary of the ASCCC. Are there questions? KDD said this master plan will drive ECC's plan for the future, possibly the next 5 – 7 years. There was some discussion on how specific we want to be. CG asked if we are creating a steering committee. C. Striepe said we don't want to be too specific....we want to be vague in case something changes. A. Ahmadpour asked about these initiatives and goals and what is being done (pgs. 32 & 33). I. Graff said some initiative and guidelines are vague and some are more specific. C. Striepe said look at pg. 34, there are more specific items; some are intentionally vague so they can be implemented properly. C. Wells said we should stay current because the spring plenary will discuss this; it seems to be a hot topic around the state right now. KDD appreciates the students' voice in this work.

C. OFFICER REPORTS

a. President – Kristie Daniel-DiGregorio (pgs. 14-18)

KDD told us to look at the first 5 pages of your packet, they are different; if there are things that need to be added, let us know. There is one acronym that is missing, KDD: Her Highness the President of the Academic Senate and Protector of their Liberties! Notice there is a new AS Handbook posted to the Senate website. There is also a meeting schedule, minutes, goals, etc. Faculty were asked to help facilitate a smooth "Great Shake Out". Thank you to A. Brochet for serving as the Senate rep for the Ethics Policy subcommittee. Does the senate want to endorse our Ethics Board policy? Thanks to M. Fields, he is serving on the state-wide committee for Common Course Management System (CCMS). Mark got some funding (a grant) for our on-line textbooks. C. Wells, asked if this is going to be listed in the class schedule? A. Ahmadpour asked for more information. C. Wells said this should be in the schedule of classes so students would know what to expect. AACCC awards, we can nominate 1 exemplary program; deadline for materials due to KDD by November 1st.

Board of Trustees meeting last night (10.17). Board Docs is fully implemented and a great resource. Everything is posted online, way more information, you get copies of documents and contracts. Have a look at the BOT

website to see what is going on. There was a presentation on the Strong Workforce Program by Dr. Virginia Rapp. This provides statewide funding and support to increase Career and Technical Education (CTE) programs and courses, improve CTE outcomes and close equity gaps. A contract was approved to outsource the staffing plan, which is a component of the CMP. The Board passed a resolution supporting Prop 55. Changes to the election scheduling will mean that the current board or a future configuration of the board will serve one 5-year term, instead of the usual 4-year.

b. VP – Compton Education Center – Paul Flor

I have 2 items to share with you...Last Friday we had a group meeting to finalize our self-evaluation, which is due 10/31. We are also working on our various master plans. We have received notice that, for the accreditation team, Dr. Kindred Murillo, President of Lake Tahoe CC, will chair.

c. Chair – Curriculum – Allison Carr

We had a meeting last Tuesday. Please check our website for more information.

Full Course Review Approvals

AJ 111, ASTR 25H, BIOL 101H & 102H, DANC 221, FTEC 144, POLI 1H, PSYC 5H, WELD 23 & 28

Consent Agenda Approvals

ACR 30 & 34, ACRP 4A & 4B, CHIN 1, CTEC 200, 201, 202, 203, 210, 211, 212, 213, 220, 221, ESL 02C, 02D, ESL 52A, 52B, 52C, HIST 162, 163 (Course Inactivation), SOCI 107, 115

d. VP – Educational Policies –Chris Gold (pg. 19)

Our minutes are on page 19, from a couple of weeks ago. The meeting before that we talked about 5070. We talked about combining no-show and active enrollment reports. This has been on the table for quite some time, but we will put it on the backburner for now. C. Wells, asked what seems to be the problem? CG said there is a technology issue and needs to be worked out. We all want to do it, but we can't, so we'll come back to it later on.

We will talk about +/- grading later on in the meeting.

e. VP – Faculty Development – Stacey Allen (pgs. 20-21)

Meeting last Tuesday. Faculty are encouraged to attend Fitness and Fun for Faculty on Thursday, Oct 21.

f. VP – Finance – Lance Widman (pgs. 22-25)

Lance was at a dentist apt, and was unable to attend. He wanted us to note the PBC minutes from 9/25, and read with care: Please inform students of the changes coming to Financial Aid and how they will be impacted. Students will now need a 2.0 GPA to get their fees paid for. The senate brainstorm indicated a desire for more information about the PBC process. This section of the PBC minutes provides a user-friendly overview. The CMP update provides a very good introduction to the overview of the CMP 2017-2022 (pgs. 31-45).

g. VP – Academic Technology – Pete Marcoux

We had a meeting last week. The college's Technology Plan is being developed and includes discussion of 508 compliance. A few instructors during winter session will have access to canvas. All classes will be able to access Canvas starting spring 2017. To teach online, faculty will still have to complete the online teaching training (those who have already completed this will be grandfathered in), but unlike Etudes, there is no requirement to complete Canvas training. We have talked about concerns with the new laptops and software that comes with it. There was discussion that we may need some training with Canvas. Friday, March 24, 2017 is the tentative date for the next Tech Conference. We need a speaker and we want to get the satellite rooms up and running. Some questions and discussion came up: Can anyone use Canvas? Even in F2F classes? P. Marcoux said it isn't an easy transition. M. Abbani said the advantage of One Drive is that it offers greater storage than Dropbox. The students' emails may be hosted by Microsoft. A. Ahmadpour wants to know why we use Dell. P. Marcoux said all the ITS staff are Dell certified to repair the products. C. Gold said there was talk about training on YouTube. D. Berney wants to know if they have wine at their conferences like Etudes.

h. VP – Instructional Effectiveness/ Assessment of Learning Committee/SLO's – Russell Serr

Program Reviews now go directly into TracDat so faculty have a living document readily available for future planning and program review. The ALC committee met and is continuing their work on PLO Assessments. This one is more involved with Robin Dreizler and the students. The spring final status report will be out tomorrow -- we are very close to 100%. TracDat will be changed to better reflect the current data. KDD said that faculty have reported that the new templates are more user-friendly.

D. SPECIAL COMMITTEE REPORTS

Dr. Nishime wanted to share some data with us. We have the ability to pull a report from the portal for BOG fee waivers. We looked at the number of students who were subject to the loss of BOG fee waivers last spring, 2016. 72% of students who were on track to lose their BOG fee waivers registered for fall classes because there was no block in place to catch them before they registered. What happens? They enroll early, according to their priority. So we don't catch them until the following semester and we are always a semester behind. They had two consecutive semesters at below 2.0 GPA or dropping too many classes. At Compton, there were 178 students or 65%. It is time to do a little intervention with these students. We can't continue on this path.

Dr. Nishime put together a task force to deal with sheltering and food insecurities for homeless students. Some colleges have begun providing shower facilities. There are a lot of initiatives that deal with homeless students. C. Wells asked if we have looked at CSLB and their programs that deal with this. The task force is investigating establishing a food pantry and reviewing the best practices, including those at CSULB.

E. UNFINISHED BUSINESS

F. NEW BUSINESS

G. INFORMATION ITEMS –DISCUSSION

CG said to turn to packet from the last time, pgs. 28 & 29, about +/- grading. Periodically, faculty not on the Senate or one of the committees will ask the Senate to consider an issue. We like to ask the AS and see the response to see if this is something we need to move forward with. The issue is transitioning from a letter grade to adding +/- .There have been discussions with faculty regarding AP 5070, and questions were raised whether the college should implement +/- grading. CG wants to gage the temperature, because some CC's transitioned to this.

A little background on this: In the mid 1990's, changes in state law allowed CC's to begin to use +/- grading. A couple of colleges transitioned to this, most did not. SBCC gathered this information and was very thorough! UC's, 90% use +/- grading. Only UCSF doesn't use +/- . CSU's, all but 2 use letter grading (Long Beach and Fresno). In the CC's, 90% use just letter grades. Some of the issues raised at SB.... pros in +/- grading: this is a more accurate assessment of a student's performance. It motivates students to work harder. It is consistent with the CSU's and UC's. Studies show that for colleges that have switched, the impact on GPAs was negligible. The cons: There is strong opposition from counselors that find it is harder to calculate GPA's. Sometimes they have to manually calculate GPA's. Increased stress levels, not consistent with other CCs. It may create more grading conflicts. CG would like to know your opinions. Questions? Discussion? C. Wells asked what SBCC did with this information? In 2012 SBCC changed to +/- grading. It is a more accurate representation of the students' performance. A. Ahmadpour is for it. CG: If we go forward with this, a change would occur with our grading policy and procedures. CG said it is your prerogative of what you want to do in your class. But in calculating GPAs, that is when the changes would come into play. Do all instructors have to do it or only some? How can it be enforced? CG said it caused problems and disputes when SBCC adopted +/- grading but it was optional. C. McFaul asked what kinds of problems it caused. There was a lot of discussion about whether this would affect our enrollment. CG said there seems to be a lot of interest in this topic. B. Mitchell said for a student who gets a "B", an A- or a B+ is a lot different. It could adversely affect the students in some programs. How about the students who get financial aid? CG: There seems to be a lot of interest, so maybe we'll poll the Senate. Maybe we need to bring this to another conversation and then poll the faculty to get their opinion.

D. Berney asked the senators to poll their colleagues for their input on department chairs. He wants to create a task force to talk about department chairs, and if needed establish a committee. Is there an interest in some departments? If there is interest, (he spoke with Chris Jeffries), we can do this as a revisited item for negotiations in June. But we need to get this on the table. Pros & cons? Roles of chairs compared to deans? What are other colleges doing?

H. FUTURE AGENDA ITEMS

Ed Policies AP 5070 (second reading), BP 5010, AP 5011, Admissions & Concurrent enrollment
Online Educational Resources
Educational Master Plan (EMP) – (second reading)
Campus-wide emergency response drill – Chief Michael Trevis
Faculty Association of California Community Colleges (FACCC) – Chris Halligan

9. PUBLIC COMMENT

10. ADJOURN

The meeting adjourned at 1:58 pm
TG/ECC Fall 16