

ACADEMIC SENATE MINUTES

February 21, 2017

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 called the first Academic Senate meeting of the spring 2017 semester to order on Tuesday, February 21, 2017 at 12:31pm. It is our 70th birthday..... Happy Birthday El Camino!

B. APPROVAL OF MINUTES

See pgs. 6-13 of packet for minutes from the December 6, 2016 meeting. There was unanimous approval of minutes. Alison Carr motioned, C. Striepe seconded.

C. OFFICER REPORTS

a. President – Kristie Daniel-DiGregorio (pgs. 14-17)

KDD noted that a few individuals will be arriving late today, so we will catch up with them later. We have a couple of introductions for today: Dr. Rene Galbavy (Psychology/BSS), is taking over for Lance, she has very BIG shoes to fill. One of her first steps as senator has been to volunteer for the Distance Education Advisory Committee. Charlene Brewer-Smith (Cosmetology/I&T), served as an alternate last semester, but with the retirement of Patty Gebert, she has transitioned to senator.

Back during Fall semester, the senate had a brainstorming session where senators requested more opportunities to interact with their fellow senators. Today senators were invited to participate in a “Think-Square-Share” activity which gave them a chance to meet and exchange ideas with other senators. Ideas were gathered with the goal of finding useful ways to continue the exchange of ideas, possibly with a campus-wide newsletter. Senators were asked to think/share strategies they use to support students to help with their success and retention. Here are a few of the ideas that were brought up: Use nametags, it is more personalized; bake them brownies and cookies to sooth them after exams; try to learn everyone’s name; use a lot of examples; give one small assignment due every day in class so they have something to focus on; give individualized feedback, active listening; take a proactive approach to students; have a personal interview with each student to see what they want to get out of class; nurture the students who are scared to ask questions; send a daily email to let students know what was done in class; invite EOP&S, student services to class, incorporate those into assignments.

Mark your calendars, the next Senate meeting is Thursday, March 9th. The meeting was moved to a Thursday so our Compton colleagues could schedule their Faculty Council meeting during the senate’s typical meeting time slot on Tuesday. This is to coincide with the accreditation team visit.

In an effort to support the senate’s goal #2 (strengthen faculty involvement in the activities of the Academic Senate), deans and directors have agreed to include the Academic Senate as a standing agenda item at division and department meetings. Senators were asked to support these efforts by providing updates on senate business and activities and by inviting faculty input and involvement. Minutes from two of the college’s collegial consultation committees were included in the packet: College Council and PBC. For all official meeting agendas and minutes, please go to the ECC website. As a senator you should review the packet before the meeting. Hard copies are provided so you can share with your division. Please help us with the flow of information and share with your colleagues what is going on.

Institutional Effectiveness Outcomes: There has been a recent drop in the number of students earning certificates. Please encourage students to consider certificates. They should see their counselor to make an informed choice and prevent any issues with financial aid. We want them to leave with all the degrees and certificates they have earned.

Thank you Faculty Search Committee Representatives! John Baranski (Library), Sue Dowden (HDEV), Renee Galbavy (History), Janet Young (Poli Sci). There will be a number of faculty searches this semester and all require representation, so please consider serving.

ASCCC Events/Upcoming Events

ECC hosted an Executive Board meeting February 2. We would like to thank Jean Shankweiler for sponsoring lunch and attending. Chris Gold for helping welcome the team. Donna Baldwin (Library), Sal Valencia (Media Services), Mimi (Catering), Araceli Palacio Broadhead (VPAA), Sheryl Kimball (ITS), Maria Cortez (BSS), and Debbie Turano

Minimum Qualifications Workshop South, March 10

Spring Plenary: April 20-22 (See KDD if you are interested in attending)

Instructional Design and Innovation, March 17-18

CTE Leadership Institute, May 5-6

Legislative Advocacy Day, May 9

Faculty Leadership Institute, June 15-17

Curriculum Institute, July 12-15

For more information on upcoming events, go to www.asccc.org

Apply through your division office for funding through the District-Wide Conference Committee.

Speaking of ASCCC, Professor Julie Land received an Exemplary Program Award (Honorable Mention) for the ECC Educational Development Department. Thank you again to Traci Granger and Stacey Allen for being on our selection committee. Thank you to everyone who submitted nominations. We are proud of Ed Dev for being selected! Professor Land has been invited to present at the Instructional Design and Innovation Institute offered by the ASCCC March 17-18.

b. VP – Compton Education Center – Paul Flor

Paul has his hands full now with activities at the Compton Center with Accreditation. He was unable to provide a report.

c. Chair – Curriculum – Allison Carr

We had a brief number of courses that were approved at our last meeting. Everyone is invited to meetings; they are held on the 2nd and 4th Tuesdays each month from 2:30-4:30 in Admin 131. Please check out the website for more information.

Consent Agenda Approvals

- AJ 100 Intro to Administration of Justice
- AJ 103 Concepts of Criminal Law I
- NURS 48 Dosage Calculations
- NURS 118 Respite Care for Children and Adolescents
- More information, including College Curriculum Committee minutes, can be found on the ECC website:
- <http://www.elcamino.edu/academics/ccc/>.

d. VP – Educational Policies –Chris Gold (pg. 16)

Our first meeting is next week. Our to-do list has grown significantly. The college is working on board policies and procedures. Here is a list of what we will be working on in the near future. We are also working on expanding our membership. We would like to partner up someone from each division to help with our workload. We are looking at AP tests. We are also looking at minimum qualifications.

- 3710 BP/AP Securing of Copyright and Intellectual Property (new)
- 4020 BP/AP Program, Curriculum & Course Development
- 4022 AP Course Approval (new)
- 4102 AP Career and Technical Training (new)
- 4103 AP Work Experience (new)
- 4115 BP Limitation of Remedial Coursework
- 4222 AP Remedial Coursework (new)
- 4226 BP Multiple and Overlapping Enrollment (new)
- 4227 BP Repeatable Courses (new)
- 4230 BP/AP Grading and Academic Record Symbols (AP new)
- 4236 BP/AP Credit by Exam (AP new)

- 4250 BP/AP Probation Dismissal and Readmission
- 4300 BP/AP Field Trips and Excursion
- 5010 BP/AP Admissions
- 5011 AP Concurrent Enrollment
- 5031 AP Instructional Materials Fees (new)

Additional EPC Goals for Spring Semester:

1. Expand membership
2. Advanced Placement Tests and Units
3. Minimum Qualifications

Ed Policies Committee meets the 2nd and 4th Tuesday – SOCS 123 1-1:50 pm

The Ed Policies Committee will be busy this semester, supporting the college's efforts to update existing policies/procedures and develop new ones that are legally required. Like CCC, EPC meetings are **also** open to all and the committee needs additional representatives. Contact Chris Gold if you are interested.

The committee may also consider inserting policies related to recording classroom activities, given the recent concerns that have emerged in local colleges. It was noted that Ed Code prohibits recording without instructor permission and suggested that faculty consider including a statement on their syllabi.

e. VP – Faculty Development – Stacey Allen (pgs. 16-17)

We are looking to recruit also; we meet on the 2nd and 4th Tuesdays, 1-2 pm in the library basement. Thank you Dr. Shankweiler and Dr. Maloney for the support for the first, annual tenure reception. We had the tenure reception on Spring Professional Development Day. Our new series is called, “Informed and Inspired” which grew out of the brainstorming session we had in the fall. Our first meeting is Thursday March 2. “RISE and Shine”, bringing us services that are available to our students. We will do this each month, on the 1st and 3rd Thursdays in the library basement.

KDD noted that page 4 of the packet has most of the info about committees and where they meet.

f. VP – Finance – Josh Troesh (pgs. 18-23)

Professor Troesh has agreed to step into Lance Widman's large shoes and is our newest VP. Prop 98 is being reduced which means a potential loss of \$750 million for ECC. The CMP was discussed at PBC and emphasizes a future vision with practical steps for achieving that vision. The Foundation is in need of readers for scholarships. KDD noted (at Pete Marcoux's request) the Foundation will provide writers feedback on the outcomes of their students' applications.

The senate needs an alternate for the PBC – please see Josh if you are interested. This is an important role, supporting our collegial consultation process and providing faculty representation.

g. VP – Academic Technology – Pete Marcoux

The college tech meeting is today after this meeting. The wifi installation has begun. The Academic Technology Conference is set for March 31, 9:00 – 2. Pete went to a Google Conference during the break and spoke with some great vendors; he invited some to “our” tech conference. He was able to test-drive many new “gadgets”. One of the vendors makes incredible displays (72” touchscreens), which would replace ours. They are phenomenal! We are still in the planning stages, invites will be out soon.

h. VP – Instructional Effectiveness/ALC/SLO's Update – R. Serr (pgs. 24-28)

The Program Review committee is looking for 2 members.

In 2016 - Critical Thinking ILO completed: 1,422 students from 41 sections participated in the assessment, disaggregated data analysis found weakness in analyzing and drawing conclusions. Evidence of gap for African-American students and

students with indicated disability. Gaps for African-American students is being addressed by many of the student Equity initiatives currently in process.

2017 – This year, Community and Personal Development ILO. This will have a lot of information for Student Services. Linda Clowers and I attended the academic senate SLO Symposium. The hot topic is desegregating SLO and PLO assessments. We are going to pilot an English program this semester.

Fall assessments are due March 3. Orientation for new faculty is March 16. Emails will be coming out soon.

D. SPECIAL COMMITTEE REPORTS

Dr. Jean Shankweiler - VP of Academic Affairs

In addition to working on the mid-term report, I am watching enrollment. We are supporting enrollment management. The goal for Winter was to offer 200 sections, we offered 224. Our goal was 800 FTES, 827 enrolled. Winter was wonderful, thank you very much! Despite this program, the college will likely go into stabilization at the end of this year to allow us to reset since we can no longer borrow from summer enrollments to make our cap. Did it affect spring? Does everyone look at the enrollment reports? We seem to be on track so far. We are doing quite well.

Student Equity Program finished their expenditure report on time.

AP's are the big push for the semester. I want to say thank you to Russell for Program Review...the quality has gone up.

Dr. Jeanie Nishime - VP of Student and Community Advancement

This copy of the Accreditation Midterm Report is going to the board tonight for more information. If you have any feedback, please send to Dr. Nishime by March 10th. The report is due March 15th. Basically, the midterm report format has changed. We no longer have to respond to recommendations to meet the standards. We completed a follow-up report on October 15th. We had 11 additional recommendations for institutional improvement. We had to respond to all of those. We also had to do a self-evaluation report for 2014. The brand new part is the annual report. We had to analyze 3 years of data. We only had 2 years of data that we have incorporated into our report. Graduation, degree completions and job placement, licensure rates; some of this data is hard to come by. We need to address that this spring, and how we feel we should be doing. If you have any feedback please get it to Jeanie before March 10th. Unfortunately, we were not successful with the California College Promise Grant; there were 14 districts that were awarded. We were in the not funded eligible group. We are moving on and our plan is to grow to 500 students by Fall 2018. Right now we are at 60, by Fall 90. It gives us what we need to do for the program.

<http://www.elcamino.edu/student-services/fye/South%20Bay%20Promise%20Page.asp>

E. UNFINISHED BUSINESS

None

F. NEW BUSINESS (Pgs. 29-30)

Senate Goals

KDD noted that we will review Senate Goals for 2016-2017. Members of the executive board provided an overview of progress toward the senate's goals for the year, which are summarized in the following slides and appear in the senate packet. Thank you to all who have participated, contributed and led these efforts!

- *Theme: "Effective and Engaged Senate"; goals reflect commitment to ECC's Strategic Initiative C: Collaboration.*

- **Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)**

Representation: Hiring, collegial consultation, and campus committees. Alternate for PBC needed for spring 2017.

Planning: Senate consulted on ECC EMP, CMP, TMP and Compton Center Self-Study and CMP.

Officers: New Secretary, VP Faculty Development, VP Finance & Special Projects, election of Curriculum Chair. Additional elections upcoming in spring 2017.

Senators: Census indicated need for +1 LLR senator, -1 BUS senator. Nine new senators in fall, 2 in spring.

Faculty Handbook: Models reviewed and input sought from Ed Policies Committee, Faculty Development, Academic Senate, Council of Deans, new faculty, and administrative assistants. C. Gold liaising with relevant offices; anticipated completion F17.

Collaboration with AFT: presentation at 10.4.16 meeting, C. Gold and Ed Policies updating Appendix G, presidents collaborate.

- **Strengthen faculty involvement in the activities of the Academic Senate**

Orientation: Senate Handbook updated, orientation @ 1st meeting, “ECC Acronyms” included in packets.

Communication with all faculty: Packet front matter streamlined, packets and meeting notes distributed to all faculty and posted on Senate website.

ECC faculty encouraged to participate in statewide awards and events (e.g., Exemplary Program and Hayward Awards, ASCCC institutes).

Expanded faculty learning opportunities offered through new initiatives (e.g., “Fitness & Fun” workshop series, “Dreamers 101” forum).

Faculty reps recruited for new campus initiatives (e.g., Process Improvement, Dreamers Task Force).

Initiatives underway to involve faculty earlier in process of developing ed policies (e.g., establishing dean/faculty working teams).

Brainstorming session implemented & input incorporated into packet (e.g., “ECC Acronyms”), meetings (e.g., dean introductions, campus safety, Canvas), workshops (e.g., new “Informed & Inspired” workshop series), and campus-wide events (e.g., Spring PD Day).

Senators provided leadership for EMP, OEI, FACCC, and regional meetings of ASCCC

Senators provided leadership for “Dreamers” event & visit by ASCCC executive board

ECC deans to include AS on agenda for all division-wide, dept. meetings; senators asked to convey updates

Senate Office relocation: Completed and communicated. In progress: signage and reminders to campus.

Tenure recognition: With ECC President and VPAA, Senate initiated annual tenure reception at 2017 Spring PD Day. 14 honorees received a gift, provided by Academic Senate and VPAA.

- **Support the college’s institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.**

Enrollment management: FDC collaborating with VPAA on interventions to support success and retention, ECC VPs providing ongoing updates on EMP efforts, additional presentations scheduled for spring semester.

Support Compton Center’s accreditation: Senate reviewed self-study and CMP & endorsed unanimously. March Senate meeting rescheduled, Senate president to attend Faculty Council, Faculty Council president on ECC eboard, handbook shared as model.

Awareness and involvement in initiatives related to student success, equity, enrollment, retention and completion: Statewide initiatives incorporated into new Informed & Inspired workshop series (e.g., The RISE Center).

Regular updates from Student Success Advisory Committee.

Collaboration with Dreamers Task Force is ongoing.

Spring 2017 meetings: Discussion of statewide initiatives and their implementation (Multiple Measures

Assessment Program, Strong Workforce Project, etc.)

Please let KDD know if you see anything we have overlooked in our progress and goals to date.

Comprehensive Master Plan (Irene Graff, Pgs. 31-41)

Welcome back everyone; I just want to give you a quick overview of the CMP. This is the first reading of the CMP, which is composed of four detailed plans, (EMP, Facilities plan, Staffing plan, and Technology plan). The faculty team built this from previous planning. The staffing plan was finalized in December, we are looking at the staffing plan today. A consultant worked on it during the fall that is why it is coming to the senate now. The staffing plan was based on a

consultants' report, a link to which is provided in the packet. Some of the considerations are: current staffing, review of staffing, aging workforce, turnover and retention, EEP, further analysis. Today at the Board meeting is the first reading. Next steps includes a "phase 2" - taking integrated planning back to the program level. This section summarizes program review and puts it into a summary. It will bring us all together and it will include forecasting. We will be developing an implementation plan. We want to accomplish certain things in the next 1-5 years. March 4th meeting is final approval. That will affect planning immediately. April 21 is planning summit, faculty are invited. If you have further questions, direct them to Irene.

G. INFORMATION ITEMS –DISCUSSION

Dreamers Task Force Update

KDD: Pages 42-43 has a copy of the Resolution from the Board of Governors, it echoes what we have received from the Chancellors office. It provides support for our students on their immigration status. I have asked Senator Rene Lozano to provide us with an update.

- Senator Rene Lozano, who is providing leadership for efforts to support undocumented students, gave an update on progress by the Dreamers Task Force (chaired by Dean Dipte Patel). He noted that, currently, 66% as many students have applied for Dream Act funding compared to last year. (See <http://www.latimes.com/local/education/la-me-dream-act-applications-trump-20170222-story.html> for more information.)
- AB540 Task force was created by President Maloney to streamline all programs and services that can better serve our undocumented population. We met at the end of Fall 2016 semester.
- The AB540 webpage was added to the main ECC page to increase visibility to all new and continuing students (originally housed on the FYE webpage.) Additionally, other programs have added links to this page as well such as EOPS, financial aid, transfer center, etc.
- Financial Aid has increased the number **Dream Act** application workshops offered to students and flyers were distributed at flex but more information is available online at the financial aid webpage and ECC campus calendar of events.
- FYE and Transfer Center faculty and staff hosted a Saturday Dream Act application on Saturday, January 28th.
- All CCCs “open, safe and welcoming to **all students who meet minimum requirements...regardless of immigration status...financial aid remains available** to certain undocumented students.”
- Administration **urged to continue DACA** in which students brought to the US by parents have “reprieve from deportation.”
- CCCO will **release no student info related to immigration status** without warrant, subpoena, court order or student permission.
- CCCO will **not cooperate with efforts to create registry** based on characteristics such as religion, national origin, race, or sexual orientation;
- Encourage districts to ensure students can receive **education regardless of immigration status**.
- Encourage districts to consider CCC values when from government agencies **request assistance enforcing immigration law or student information**,
- Vigorously **advocate at every level of government** to protect our students and our system's values.
- The “FAQ” pdf was approved a couple of weeks ago and is now available for download for our undocumented student population online at the ECC AB540 page.
- Our next “student event” is happening next Tuesday, Feb 28th from 5-7pm in the Alondra Room
- Three grad interns from USC, LMU, and CSUDH have begun working on the undocumented resource handbook for ECC students. There are many resource handbooks out there but we want something that is more local to our neighborhood as well as national resources.

Professor Rachel Williams (Humanities) and Chris Dela Cruz (Student Development), are working on a “Student Empowerment” and a dialogue series. The idea is to help students feel empowered in 2017. Our 3 main goals are: Engaging dialogue, civic engagement, making sure students have resources. First meeting is this Thursday, February 25th from 5-7pm; open to the whole campus. We are going to have meetings once a month for the rest of the semester, some

meetings are just for students. We would like to continue this for future semesters. Give us any ideas you may have for future meetings. Facilitators are needed for some of these meetings/events. If you are interested and willing to serve, please email rawilliams@elcamino.edu

H. FUTURE AGENDA ITEMS

Ed Policies: BP/AP 4230 Grading and Academic Symbols
Student Success Initiatives (SSSP, SEP, BSI, BSSOT, MMA, etc.)
Enrollment Management Plan, including Dual Enrollment Initiatives
Strong Workforce Program

I. PUBLIC COMMENT

J. ADJOURN

The meeting adjourned at 1:58 pm
TG/ECC Spring 17

Adjunct (1 Year)

- Dustin Black
 Karl Striepe

Behavioral & Social Sciences

- Stacey Allen
 Kristie Daniel-DiGregorio
 Renee Galbavy
 Christina Gold
 Michael Wynne

Business

- Kurt Hull
 Phillip Lau
 Nic McGrue
 Josh Troesh

Counseling

- Anna Brochet
 Yamonte Cooper
 Rene Lozano

Fine Arts

- Ali Ahmadpour
 Daniel Berney
 Diana Crossman
 Russell McMillin
 Chris Wells

Health Sciences & Athletics

- Andrew Alvillar
 Traci Granger
 Yuko Kawasaki
 Colleen McFaul
 Russell Serr

Humanities

- Rose Ann Cerofeci
 Ashley Gallagher
 Pete Marcoux
 Christina Nagao
 Adrienne Sharp

Industry & Technology

- Ross Durand
 Mark Fields
 Lee MacPherson
 Jack Selph
 Charlene Brewer-Smith

Library Learning Resources

- Mary McMillan
 Noreth Men
 Claudia Striepe

Mathematical Sciences

- Megan Granich
 Matthew Mata
 Ben Mitchell
 Jasmine Ng
 Catherine Schult-Roman

Natural Sciences

- Mohamad Abbani
 Sara Di Fiori
 Troy Moore
 Ryan Turner
 Ann Valle

President/Superintendent

- Dena Maloney

Academic Affairs & SCA

- Linda Clowers
 Jeanie Nishime
 Jean Shankweiler

Assoc. Students Org.

- Patrick McDermott

Compton Education Center

- Paul Flor
 Chris Halligan

Ex-Officio Positions

- Chris Jeffries (ECCFT)

Curriculum Chair

- Allison Carr

Dean's Reps.; Guests/Other Officers:

- Carolyn Pineda
 Irene Graff

Excused: M. Wynne, P. Flor, C. Halligan