

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!





VOTE

ECC Academic Senate

NOVEMBER 6TH 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

Cesar Jimenez, Associate Dean, Counseling Division

Associate Dean Jimenez was born and raised in Chicago. He's been in CA for 1.5 years and enjoys working with Dr. Dipte Patel and the amazing counselors in his division.

He has a twin brother who is not as handsome as Cesar is. (This will be documented in the minutes so Cesar can send them to his brother.)

Projects in Cesar's portfolio include updating the appointment management system in Counseling (SARS). The new system will be mobile- and text-friendly and will launch in January 2019. He works with The Opportunity Project, First Year Experience, Guided Pathways, and ECC Connect. Working with area colleges, Cesar helped coordinate a Men of Color Conference, which was free of charge. ECC will host the conference next year and Cesar is looking forward to scaling up the event. Cesar is a co-facilitator for the Senate's Faculty Book Club. He also enjoys long walks on the beach. Thanks for joining us, Associate Dean Jimenez!

C. Officer Reports

a. President: Kristie Daniel-DiGregorio

Please mark your calendars: The Senate's December 11th meeting is **confirmed**. The Senate has a full docket for fall and this will allow us to finish strong this semester!

Coming Soon: Governance Process Evaluation.

College Council minutes are available [here](#).

C. Officer Reports

a. President: Kristie Daniel-DiGregorio

Supporting Our Students: Faculty are ideally situated to help connect students to resources that will help them reach the “finish line” this semester. Senators were provided with reference guides for resources, supports, and tutoring (see links below) and encouraged to use ECC Connect.

- [Academic Resources and Support Programs](#)
- [Tutoring Services Map](#)
- [ECC Connect](#)

C. Officer Reports

- b. VP Compton College: Amber Gillis.** Amber was unable to attend but sent an update on the many things happening at Compton. The ASCCC Area C meeting and FACCC Adjunct Symposium were hosted by Compton and went well. ECC faculty are encouraged to attend an upcoming conference on food and housing scarcity (see two slides that follow.) Chancellor Oakley, Deputy Chancellor Daisy Gonzales, and Vice Chancellor Laura Hope visited Compton as part of the Chancellor's speaking tour. They attended Consultative Council, Academic Senate, and ASB meetings. The afternoon culminated in a Town Hall Meeting where Chancellor Oakley reviewed the Vision for Success and the funding formula. Our Compton colleagues are staying busy!

Upcoming Conference @ Compton College:

Real #114 Housing & Food Insecurities

**Friday, December 7, 2018
8 a.m. – 4 p.m.**

The Real #114 conference will focus on housing and food insecurities for college students throughout the country and in the communities we serve, and explore how faculty can support students and provide the basic necessities they need to be successful.

Topics will include:

- What is the profile of our student community?
- What are students struggling with?
- How does the struggle impact students and create barriers to their educational success?
- Other challenges including enrollment changes based on a shift in demographics, retaining students who have pressing economic needs, and serving students adequately when the college itself has limited resources

KEYNOTE BIOGRAPHY

About the Keynote Speaker



Dr. Sara Goldrick-Rab is professor of Higher Education Policy & Sociology at Temple University and founder of the Wisconsin HOPE Lab, the nation's only action research laboratory seeking ways to make college more affordable. She is best known for her innovative research on food and housing insecurity in higher education, having led the three largest national studies on the subject, and for her work on making public higher education free. She is the recipient of the William T. Grant Foundation's Faculty Scholars Award and the American Educational Research Association's Early Career Award. *The Chronicle of Higher Education* calls her "a defender of impoverished students and a scholar of their struggles." She is ranked seventh in the nation among education scholars according to *Education Week*, and in April 2018, the Carnegie Corporation awarded her the Carnegie Fellowship.

To register:

<https://forms.office.com/Pages/ResponsePage.aspx?id=hGohMmQr7UGOsSQunCaFwYr2c3TTrFFLv-l1wMu0zE1URDIIOFAyRDBKMEIJQTZJWE9KVDZBNkZENy4u>

C. Officer Reports

c. Chair, Curriculum: Janet Young

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

The transition to the new catalog is complete, with the launch expected in spring. At a future Senate meeting, Curriculum Janet will provide a demonstration. The College Curriculum Committee (CCC) meeting follows the Senate – all are welcome to stay! The CCC is reviewing the Distance Education addendum. CCC members are collecting recommendations so faculty should let their CCC rep if they have input. The Distance Education Advisory Committee has also been invited to provide input. The CCC will be looking at the new math support courses that are being developed as part of the AB 705 implementation.

C. Officer Reports

d. VP Educational Policies: Darcie McClelland

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

Darcie attended the ASCCC (statewide senate) Plenary as ECC's delegate. The ASCCC is focusing on themes this year, including AB 705, the new funding formula, and increasing faculty diversity. The discussions of AB 705 and the funding formula didn't provide much new information. There is still a lot of speculation, especially with the funding formula. There were productive discussions about how to enhance the diversity of ccc faculty. Ideas were provided for how to revise job descriptions to invite a more diverse pool, to identify new venues for advertising openings, and to work with area universities to mentor potential faculty. The goal is to shift from doing what we've always done to being willing to step out of usual practices, even if it means extending beyond our comfort zones. There is an upcoming faculty diversity conference coming to LA.

C. Officer Reports

d. VP Educational Policies: Darcie McClelland

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

Plenary also provided training on the equivalency process, specifically how to determine equivalencies to the associate's degree for Career and Technical Education faculty. Work groups considered what work or life experience would be equivalent to general education courses.

Darcie served on the ASCCC Resolutions Committee. Senators received copies of the resolutions and invited to provide input. All of the resolutions that were presented were adopted. The final version will be posted to the [ASCCC website](#) by Wednesday, 11.7.18. A resolution requesting more information about the lack of consultation by the Chancellor's Office passed. A report will be provided at the Spring Plenary.

C. Officer Reports

e. VP Faculty Development: Stacey Allen

Senate Packet, pgs. 17-18

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

The Special Resource Center (SRC) attended the last FDC meeting to help plan Spring Professional Day, which will focus on meeting the needs of our diverse learners. The FDC will work next on recommended syllabus statements, starting with the ADA statement. Informed and Inspired was offered by our own Anna Brochet, co-presenting with Lori Suekawa and Monica Lanier. It was a terrific program and the strongest attendance Informed and Inspired has had to date!

C. Officer Reports

f. VP Finance & Special Projects: Josh Troesh

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

Since last semester, we've been talking about the new funding formula. This will change how we earn money as a college and has the potential to change how we do things as a college. We need to make sure that the changes support student success. This includes not only completions but also ensuring that academic standards are maintained and students are well-prepared. We need to make sure we are still fulfilling our college mission. Faculty in programs and disciplines need to monitor the changes and raise issues or concerns if student success and/or academic standards are being affected.

C. Officer Reports

f. VP Finance & Special Projects: Josh Troesh

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

A question was raised about whether there are plans to survey students. Students don't know who to report to if they have a concern. ASO is working on a Students' Bill of Rights. Institutional Research and Planning can be a useful resource for student surveys. Existing surveys, like the Community College Study of Student Engagement (CCSSE), may provide the feedback needed. Alternatively, questions can be added to existing instruments like CCSSE.

C. Officer Reports

g. VP Academic Technology: Pete Marcoux

The Spring Technology Conference has been scheduled for March 29th, 2019 – mark your calendars! Corinne Housington will be returning as keynote speaker. She’s engaging and provides a variety of effective tools for the classroom. The focus will be on Canvas and Microsoft tools.

The elimination of Fund 15 (because the Compton partnership is ending) is creating challenges for our colleagues in Information Technology. The MBA computers are out of warranty and there’s no money to replace them. Humanities and Natural Sciences are facing similar challenges. The college is considering other options, such as Chrome Books.

Pete is chairing a task force to look at becoming a “bring-your-own-device” campus. The college is in the early stages of considering this so there is no timeline for implementation. Instead, the focus for the task force will be on the challenges and benefits of such an approach.

C. Officer Reports

h. VP Instructional Effectiveness: Russell Serr

Senate Packet, pgs. 19-24

The slides that follow provide important information and excellent professional development opportunities related to assessment and program review.

A common theme among program review reports is the need for technology.

The Program Review Orientation on Tuesday, November 13th 1-2 in Library 202 is mandatory for those departments undergoing program review in 2019. This is an excellent chance to learn more about the program review template and begin working on student surveys. Don't miss it!

C. Officer Reports

h. VP Instructional Effectiveness: Russell Serr

Senate Packet, pgs. 19-24

For those departments completing a 2018 program review, a workshop is being offered to help you input your program review into Nuventive. (See slides that follow for details.)

SLO Facilitators will be moving to the Curriculum Committee model next year. SLOs have become part of our regular practice and have been effectively integrated into our work as faculty. So, the SLO facilitator role will transition to earning flex credit. Serving as a facilitator is an excellent way to complete your flex obligation for the year!

Assessment of Learning Committee

- September Minutes in packet
- Completing the Information Literacy ILO assessment
- Planning next years Communication ILO assessment, may be contacted to use rubric to assess your class assignment
- Finalizing forms for changing SLO/PLOs, new course SLOs
- SLO survey coming to assist in assessing our assessment process

Fall 2018 SLO Training Schedule:



Entering Fall 2018 Assessments: working workshop.

Wednesday, December 5, 2:30-3:30PM

All Fall 2018 reports should be entered into Nuventive (formerly TracDat) by
Friday, March 1!

All trainings will be in the Library West Basement (ECC Campus).

To register for a training log into: <http://elcamino.flexreporter.com>

Any questions, please contact
Russell Serr (rserr@elcamino.edu) or
Kevin Degnan (kdegan@elcamino.edu)

Program Review

- Still missing a couple, but have had communication with faculty and/or Deans and confident we will have 100%
- Quality has been excellent!
- Meetings with the APRC has led to dialogue for program improvements in curriculum (AB705), certificates, etc.
- Program Review survey coming soon to assist in assessing our program review process
- **IMPORTANT** - Upcoming Orientation for 2019 – Tuesday, November 13...



Fall 2018

**Program Review Orientation
For 2019:**

2019 Program Review Orientation

Tuesday, November 13

1:00-2:00

Library 202

To register for a training log into: <http://elcamino.flexreporter.com>

Any questions, please contact

Russell Serr (rserr@elcamino.edu) or
Linda Clowers (lclowers@elcamino.edu)



Fall 2018

Program Review/Planning Training Schedule:

Entering 2018 Program Review into Nuventive

Tuesday, November 27

1:00-2:00

MBA 220

To register for a training log into: <http://elcamino.flexreporter.com>

Any questions, please contact

Russell Serr (rserr@elcamino.edu) or

Linda Clowers (lclowers@elcamino.edu)

SLO/PLO Assessments

- The SLO assessment completion = 479/515, 93% +
- PLO = 22/28, 79% +
- Many divisions are 100%
- SLO/PLO assessments have led to justification for resources in Program Review and improved teaching strategies
- Facilitators for Fall 2019

C. Officer Reports

Senate Evaluations.

- Thank you to all who responded!
- Evaluation closes on Monday, November 12th.
- Raffle winners are....
- **\$25 Amazon gift card:**
 - Amber Gillis
- **\$15 Subway gift cards:**
 - Claudia Striepe
 - Dylan Meek
 - Rocio Diaz



D. Special Committee Reports

a. ECC VP of Academic Affairs: Jean Shankweiler

Darcie mentioned that one of the ASCCC themes this year is equity in hiring. The college is also making this a priority. We completed the faculty prioritization process and Jane Miyashiro and Jaynie Ishikawa provided training on equity-minded practices. We looked at the current equity gaps among the faculty and discussed strategies for expanding how we disseminate job postings.

Eighteen positions were approved for Fall 2019. Our Faculty Obligation Number is 357. We still need to do some calculations but expect that hiring 18 new faculty will allow us to meet this obligation.

Our Guided Pathways coordinators, Janice Pon-Ishikawa and Jenny Simon, are making strong progress. They had a program mapping activity on Friday.

D. Special Committee Reports

a. ECC VP of Academic Affairs: Jean Shankweiler

We are approved to purchase the Curriculum Net series. This will include calendaring and scheduling software to help us optimize our schedules. Deans are completing asset inventories to help with this process.

A question was asked about why classes are being cut for Winter and Spring. The whole campus is being asked to make cuts because our budget is not balanced. We need to cut \$3 million. Each area is unique so will need to determine the best avenues for finding savings. We are looking at efficiency and productivity. In recent years, we've been chasing FTES, so haven't worried about these, but now it's time to schedule for more efficiency.

D. Special Committee Reports

- b. **ECC VP of Student Services: Ross Miyashiro. Unable to attend.**
- c. **Distance Education Advisory Committee: Renee Galbavy**
Senate Packet, pgs. 25-27

The meeting packet includes the September minutes for DEAC. The OEI course exchange pilot is underway. We expect to have two courses offered in winter and more in spring. Page 27 in the packet provides an overview of the OEI-subsidized software we will have access to. We're still working to get access to Ally which checks courses for 504 compliance.

D. Special Committee Reports

c. Distance Education Advisory Committee: Renee Galbavy

Thanks to Senate and Ann O'Brien and the Marketing and Communications team for adding the Canvas link to the ECC homepage. DEAC is very grateful for the new link!

The Canvas and MyECC glitch is still ongoing. If you have a problem and your rosters don't match, contact Gema Perez (gperez@elcamino.edu).

The Distance Education survey is completed. We expect to have the results from IR by February.

E. Unfinished Business

a. AP 4022 Course Approval: 2nd Reading

Darcie McClelland, VP Education Policies

Senate Packet, pgs. 28-30

AP 4022 passed as presented in the meeting packet.
It will now go to College Council.

F. New Business

a. Proposed Change to Astronomy Minimum Qualifications: 1st Reading

Shimonee Kadakia, Astronomy

Senate Packet, pg. 31

To see MQs from the Chancellor's Office and ECC, please visit:

[Minimum Qualifications: Chancellor's Office and ECC](#)

F. New Business

a. **Proposed Change to Astronomy Minimum Qualifications: 1st Reading**

Minimum qualifications are the credentials required to be considered to teach in a discipline. Typically, this is a masters in the discipline or a bachelors with a masters in a related discipline. Through the consultation process, the Chancellor's Office sets the MQs. At the local level (here at ECC) faculty can accept or exceed the Chancellor's MQs but local MQs can't be set lower than the Chancellor's Office MQs.

F. New Business

a. Proposed Change to Astronomy Minimum Qualifications: 1st Reading

ECC disciplines can change their MQs if the department is in agreement. Proposed changes first go to the Educational Policies Committee, then the Senate for two readings.

The proposed change for Astronomy arose from difficulties recruiting adjunct instructors to teach Astronomy. There are few Masters programs in Astronomy; most are in Physics with a concentration in Astronomy. Even candidates with several years' teaching experience at other colleges are unable to teach for ECC if they lack the Masters in Astronomy. The proposed change would add physics and meteorology to the MQs, to match the Chancellor's Office MQs.

F. New Business

b. BP/AP 4226 Multiple and Overlapping Enrollments: 1st Reading

Darcie McClelland, VP Educational Policies

Senate Packet, pgs. 32-35

This BP/AP came through Senate last year and there were a lot of questions. The Board also had questions so it's come back to Ed Policies and Senate to clarify the language. The content has not changed since Senate approved this in Spring; simply how the content is phrased and organized. A question arose about whether the BP/AP must allow for exceptions, under the conditions listed in the CCLC template and Title 5. We will consult with the experts and bring the BP/AP back next meeting for a second reading.

F. New Business

c. AP 3050 Institutional Code of Ethics: 1st Reading

Kristie Daniel-DiGregorio, President

Darcie McClelland, VP Educational Policies

Senate Packet, pgs. 36-40

F. New Business

c. AP 3050 Institutional Code of Ethics: 1st Reading

Background:

- The issue before the Senate is not whether the college should have an ethics policy. 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.”

F. New Business

c. AP 3050 Institutional Code of Ethics: 1st Reading

The consultation process for AP 3050 started in 2017-2018:

- 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.

F. New 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

F. New Business

The Making Decisions at El Camino College document will guide the Senate's discussion of AP 3050:

Philosophy and practices for decision-making at ECC include:

“Inclusiveness and Communication...With participation comes the responsibility to **keep an open mind, respect differing opinions, strive for consensus, and support the final outcome.**” Strategies for achieving this:

- *Allow others to be heard. Listen to understand.*
- *Be open to other perspectives.*
- *Offer solutions and suggestions.*
- *Contribute to the conversation and overall progress.*

F. New Business

Suggestions for AP 3050:

Updated the ACCJC reference to the new standards: III.A.13.

Include in A. Preamble and D. Limitations mention that the AP does not supersede federal or state laws.

Under E. 6. add “Strive to” so the point reads “Strive to avoid conflicts of interest between their contractual obligations to the district and private business or personal commitments.”

Add G.4. to section F.: “Make a reasonable effort to protect **colleagues** from conditions harmful to learning or to health and safety.”

F. New Business

Suggestions for AP 3050:

For G.7. change it to read “Strive to be sensitive to issues of diversity.”

Not all employees are covered by bargaining units. Under Consequences of Violations it was suggested to include more information about process. If the Superintendent/President or their designee determines that conduct is in direct violation of this procedure, it will be subject to disciplinary action in accordance with applicable regulations, board policies, administrative procedures, working conditions manuals, and collective bargaining agreements.

AP 3050 will come to the Senate for a second reading and a vote at the next meeting on November 20th.

G. Information Items - Discussion

a. First-Gen Awareness Week: Seranda Bray and Rocio Diaz



FIRST-GEN AWARENESS WEEK

NOVEMBER 5-8

Close to 51% of El Camino College students identify as being first in their family to pursue a four-year degree.

G. Information Items - Discussion

a. **First-Gen Awareness Week: Seranda Bray and Rocio Diaz**

The First-Gen rally was held today. For more information about events for First-Gen Awareness Week, please visit:

<http://www.elcamino.edu/student/academicsupport/first-gen-institute/firstgenawareness.aspx>

Faculty and staff who were first generation college students themselves are encouraged to role model for our students by wearing pins and posting stickers which are available in the division offices. Coming soon: pins for First-Gen allies. Thanks to our FYE colleagues for all their hard work and creativity in finding new ways to raise awareness of and support our trailblazing students who are the first in their families to attend college!

Agenda

H. Future Agenda Items:

- a. Ed Policies: AP 7160 Professional Development, BP/AP 5500 Standards of Student Conduct, 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

Thank you for reading the Senate notes and staying up-to-date on the many ways the Senate represents faculty on academic and professional matters! If you haven't received a gift card this semester, be the first to email kdaniel@elcamino.edu with the name of one of our Senators who served on the Ethics Committee. Thanks again for reading!