

ECC
Academic
Senate
February 20, 2018



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 Welcome!

February 20, 2018

**Please sign in &
pick up a name card**



Agenda

- A. Call to Order
- B. Approval of Minutes – **Senate packet, pages 6-13.**
- 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

- Jackie Sims, Dean
- Mathematical Sciences
- Dean Sims started at El Camino College as a faculty member in mathematics. She taught twelve years before becoming Interim Associate Dean, which she expected would be a temporary role. Instead, she transitioned to the role of dean of the mathematics division three and ½ years ago. Thank you Dean Sims for attending the Academic Senate's first meeting of the semester!

C. Officer
Reports:
President,
Kristie
Daniel-
DiGregorio



FACCC is Pleased to Announce
Dr. Cynthia Mosqueda as its
Full-Time Faculty of the Year

Cynthia Mosqueda holds a Doctorate of Education from the University of California, Los Angeles. She is the faculty coordinator for the First Year Experience Program at El Camino College, which has received accolades for exemplary status from the Academic Senate for California Community Colleges and the California Community Colleges Chancellor's Office.

Dr. Mosqueda served three terms as a board member for the Faculty Association of California Community Colleges, where testified numerous times in the Capitol and was a stalwart for increased professional development opportunities. In addition, she has been a facilitator for the California Great Teachers Seminar.

In presenting this award, FACCC recognizes Dr. Mosqueda's passion for student success and equity, which continue to propel her in her multiple roles as advocate, professor, leader, and role model.



Congratulations to Dr. Mosqueda! The Academic Senate appreciates your ongoing collaboration, especially in support of our undocumented students!

News and Resources for Undocumented Students

DACA applications:

- US Citizenship and Immigration Services (USCIS) is accepting DACA applications. Full article:
- <https://www.uscis.gov/humanitarian/deferred-action-childhood-arrivals-response-january-2018-preliminary-injunction>
- Undocumented students should talk to an attorney without delay, even those whose DACA doesn't expire in the near future should seek advice (the option to renew may no longer exist when their DACA expires).
- For help with the costs of renewal, students should visit: <http://lc4daca.org/>
- Encourage students to visit the ECC resource page: <http://www.elcamino.edu/student/student-services/financialaid/ab540/daca.aspx>

Resources for School:

- CA Dream Act is still available – visit Financial Aid for help applying by March 2nd.
- CCCs have received funding to provide one-time emergency grants of \$650 to undocumented students who have AB540 status. Visit First Year Experience for information (students are NOT required to be in FYE).

New and Returning Senators

- **Welcome NEW Senators:**
- Darcie Descalzo (Biology)
- John Baranski (History)
- **Welcome back RETURNING Senator:**
- Ashley Gallagher (English)

Congrats to Our Newly Tenured Senators!

- Andrew Alvillar, Kinesiology
- Anna Brochet, Counseling
- Josh Troesh, Business
- Renee Galbavy, Psychology
- Yuko Kawasaki, Nursing
- Colleen McFaul, Radiologic Technology
- Mary McMillan, Library Learning Resources
- ***Approximately ½ of the 24 faculty granted tenure are currently serving or previously served on the Academic Senate.***

CA State Auditor Report: Accessibility and Technology

- **Senate Packet, page 14**
- Need to improve monitoring: availability of accessible instructional materials and how quickly colleges respond to accessibility needs.
- Formalize procedures for upgrading technology. (ECC has made progress in this area; depending on the technology the cycle is 5-7 years.)
- Training on accessibility of instructional materials is available but not mandated.
- Note: ECC's SRC is reporting an increasing number of students requiring adjustable desks. Contact the SRC for more information/support.
- Note from our VP, Academic Technology Pete Marcoux: Canvas has a tool which evaluates the accessibility of course content and makes suggestions for improving accessibility. Check the toolbar on the content page.

Lockdown/ Shelter-in- Place Drill

- Based on Senate input:
- **Thursday March 15, 9:40 am to 9:50 am and 7:10 pm to 7:20 pm.**
- **Resources:**
- 6-Minute Video on “Run, Hide, Fight” Strategies
- <https://dps.osu.edu/active-shooter>
- ECC Campus Police website:
- <http://www.elcamino.edu/about/depts/police/>
- Encourage students to sign up for Nixle.
- Thank you to Chief Trevis for collaborating with the Academic Senate!

Supporting Student Success



- **Please encourage your colleagues to participate!**
- Benefits:
 - Makes a difference to our students.
 - Students ask more questions IN class.
 - Contributes to school spirit.
 - Motivates faculty/staff to initiate contact with new students.
 - Reminds us “we’ve all been there.”
- Remember:
 - No need to be an expert; most questions are for directions.
 - FAQs available in division offices.
 - Direct students to welcome tents.
- New this semester: Posters.

For fall, we’re investigating buttons for our English Language Learners.

A poster for El Camino College. At the top, it says "EL CAMINO COLLEGE". Below that, in large blue letters, is "WE ARE HERE TO HELP!". In the center, there is a circular blue button with white text that reads "QUESTIONS? ASK ME EL CAMINO COLLEGE". To the left of the button, it says "Look for Faculty and Staff wearing ASK ME buttons during the first 2 weeks of the semester." At the bottom left, it says "MORE HELP IS AVAILABLE!". At the bottom right, it says "Visit one of these locations:" followed by a list: "• WELCOME WEEK TENTS (Located around campus (1st week of semester))", "• ADD/DROP ASSISTANCE (BSE Center, Student Services Center Room 215)", and "• INFORMATION DESK (Student Services Center Lobby)".

Overlapping Enrollment

- In fall, the Senate expressed concern about how overlapping enrollment affects enrollment and student success. Progress is being made in this area.
- **Students enrolled multiple sections of the same course:**
 - Are being contacted by divisions and encouraged to drop; those who don't are dropped by Admissions.
 - BP/AP 4226: Multiple and Overlapping Enrollments coming to Senate soon.
 - ITS is investigating long-term solutions to prevent this option.
 - How you can help: Please complete your "No Show" by the deadline.
- Now that classes have begun, faculty who have students enrolled in multiple sections are being asked to speak with their students so they can resolve the overlap before the drop deadline, Friday February 23rd.

Statewide Senate (ASCCC):

- **Regional Meeting of Transfer, Articulation, and Student Services Committee:**
- March 9th
- Los Angeles Southwest College
- Congrats to Julie Land (SRC/EDEV): serving as co-presenter!
- Professor Land and the Educational Development Department were recognized by the statewide senate last year as an exemplary program.
- For more information about the regional meeting:
- <https://www.asccc.org/events/2018-03-09-160000/tassc-south-regional-meeting>

Please
Remind
Students:
March 2nd is
deadline to
apply for
degrees and
certificates



GET HELP WITH YOUR GRADUATION PETITION!!!

El Camino College Counselors will be available to assist students with filing a graduation petition for Spring 2018

The deadline to submit a graduation petition is
March 2nd, 2018

Counselors will assist you with:

- Graduation check for Associate of Arts/Associate of Science Degrees/AA-T/AS-T
- Assistance in filling out the ECC graduation petition form

No Appointment Necessary – First Come, First Served

Drop-In Dates/Times for the week of 2/19

Sign-in to see counselors at the Front Counter

Tuesday, February 20:

10:00am – 12:00pm and 2:00pm – 5:30pm

Wednesday, February 21:

9:00am – 10:30am and 2:00pm – 5:30pm

Thursday, February 22:

9:00am – 11:00am and 3:00pm – 4:30pm

Schedule questions? Please call the Appointment Center
(310) 660-3458

Must Bring All Your Unofficial Transcripts

For **AA/AS petitions**: visit Admissions and Records.

For **Associate Degrees for Transfer**: Students must meet with a counselor. No appointment necessary during drop-in!

Promoting degree and certificate petitions helps ensure our students leave with all earned credentials.

In addition, the new, proposed state funding formula emphasizes degree and certificate attainment.

C. Officer Reports

- VP, Compton College: Paul Flor. **Unable to attend.**
- Chair, Curriculum Committee: Janet Young
- More information, including College Curriculum Committee minutes, can be found on the ECC website:
- <http://www.elcamino.edu/academics/cccl/>.
- The first meeting of the CCC is next week. The team will be reviewing Title 5 changes to certificates. More details to follow.
- VP, Educational Policies: Darcie Descalzo
- The Senate warmly welcomed our new VP, Darcie Descalzo, Professor of Biology. She has already hit the ground running, working closely with outgoing VP Chris Gold to ensure a smooth transition in this important leadership role. (Remarkably, Darcie joined the full-time faculty less than two years ago and she's already agreed to serve in campuswide leadership!)
- Darcie noted that the first meeting is next week. Priorities for the EPC include policies and procedures related to professional development and student discipline. The senate has charged the EPC with ensuring faculty purview and faculty concerns are effectively addressed in these areas.
- In addition, there are a number of legally mandated BP/APs that need to be developed by the college, especially as the college's accreditation is being reviewed. The EPC looks forward to continued collaboration with Dr. Shankweiler to support the goals of the college.

C. Officer Reports

- VP, Faculty Development: Stacey Allen
 - **Senate Packet, pages 15-16**

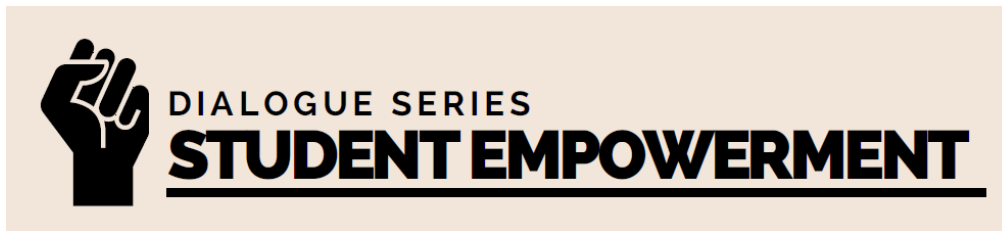
The FDC looks forward to collaborating with the Student Equity Advisory Committee on the “Informed and Inspired” workshop series. See following slide for dates, times, and location.

The Faculty Book Club will be reading a text that many on campus have been reading as we launch our Guided Pathways efforts.

Thank you to Daniel Berney and Bryant Odega for sharing their considerable acting skills at Spring Professional Development Day as they informed the campus about Guided Pathways and ECC Connect.

(Please see slides that follow for more information.)

Faculty Development Committee



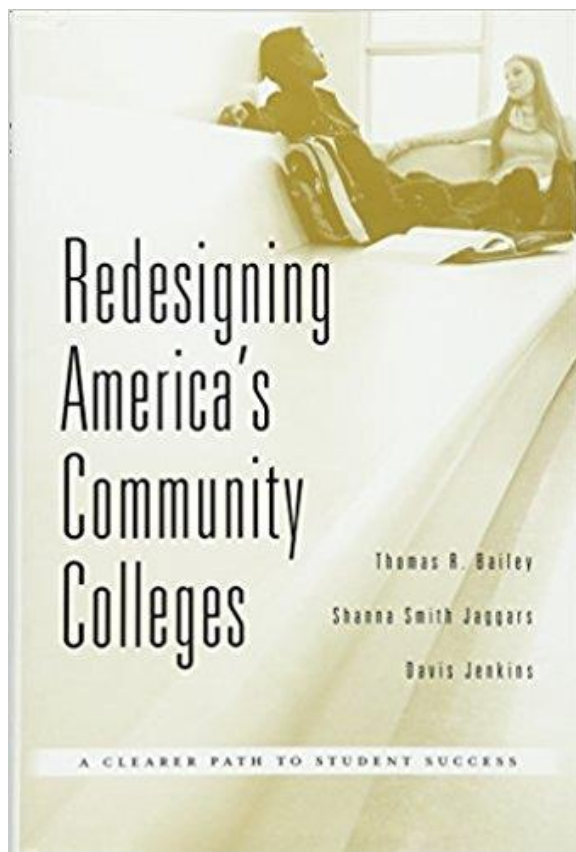
Muslims in America

March 1st – Student panel

March 15th – Roundtable discussion

1:00 – 1:50 in the Library West Basement

Earn 1 hour of flex credit per session! 😊



Faculty Book Club

Meeting dates:

Fridays - March 09, April 20, and May 11,

12:30 – 2:00 p.m.

Library West Basement, TLC

El Camino College

Participants will be given a book to **borrow** for the semester.

1.5 hours of flex credit per meeting (total of 4.5).

Light refreshments will be served.

Participants must come to all three of the meetings.

The book is free, the food is free, but the collaboration is priceless!

C. Officer Reports

- VP, Finance and Special Projects: Josh Troesh
 - **Senate Packet, pages 17-18**

Enrollment continues to be a frequent topic in PBC. At the state level, there has been significant movement toward a new funding formula which emphasizes degree and certificate completion. More details to come.

The teams for the Accreditation Self-Study are still looking for faculty participants. This is a multiyear process so the good news is that we will be making steady progress over time, rather than having an intensive effort in a single semester. Please consider joining the effort!

C. Officer Reports

- VP, Academic Technology: Pete Marcoux
 - **Senate Packet, pages 19-25**

The Technology Committee meets today. ITS is in the process of moving student emails from our local servers to the cloud. All new students' emails will be on the cloud. The transition should be seamless for students. Faculty emails will transition to the cloud after student emails complete the transition.

One Drive is not yet available unless you are using Windows 10. If you're using Windows 10 and don't have access to One Drive, reach out to the Help Desk.

Pete was asked: How are adjunct faculty affected given that they may not be teaching every semester and may be teaching on several campuses? He will investigate.

There is a need for expanded training for faculty on the new technologies like One Drive. It was suggested that Professional Development add this to their rotation of training topics.

C. Officer
Reports:
VP
Instructional
Effectiveness

ALC/SLO
Update
Russell Serr

Assessment of Learning:

- As of 2-7-18
- Fall 2017 SLO assessment completion progress:
 $100/488 = 20\%$
 - (HSA already has completed 59%)
- Fall 2017 PLO assessment completion progress:
 $7/39 = 18\%$
- **All assessments are due Friday, March 2.**
- “Entering Reports” workshop: Thursday, March 1,
1:00-2:00 PM. (See packet for flyer.)

Program Review:

- 2018 Program Review should be working on developing student surveys. Contact Carolyn Pineda with IR if assistance is needed.

D. Special Committee Reports

- ECC VP, Academic Affairs: Jean Shankweiler
 - Off-campus on school business
- ECC VP, Student Services: Ross Miyashiro
 - Unable to attend due to illness.
- Distance Education Advisory Committee
- There was no DEAC report. Professor Renee Galbavy was thanked for agreeing to serve the senate as the Distance Education Liaison. She will report in future meetings.
- Asma Said, the new Interim Distance Education Coordinator introduced herself. She's taught at ECC since 2015; her disciplines are Physics and Astronomy. She is enthusiastic about her new role and looks forward to working with the faculty.
- Please see her email to the listserv on 2.20 regarding the First CCC Digital Learning Day with webinars being offered 9-4. Note room correction: Library 102 (not Library 101).

E. Old Business

- None.

F. New Business

- ECC Climate Survey – 1st Reading
- Beth Katz and Gina Park, Institutional Research and Planning
- See slides that follow for an overview of the process and purpose for the upcoming Campus Climate Surveys.
- Senators asked about adding questions related to students' experiences at other colleges or related to Guided Pathways or Open Educational Resources. It was suggested that the Guided Pathways Committee be invited to suggest questions to the CCSSE or SENSE surveys, which will be administered in fall.
- Our ability to draw conclusions about satisfaction by academic division will depend on response rates.
- Senators expressed interest in questions that will provide actionable responses, rather than general sentiments.
- Senators were asked to encourage their colleagues to complete the survey; response rates for the survey affect our ability to generalize the findings and trends.



Understanding our Campus Climate

ACADEMIC SENATE
FEBRUARY 20, 2018

BETH KATZ & GINA PARK (INSTITUTIONAL RESEARCH & PLANNING)
LINDA CLOWERS (ACADEMIC AFFAIRS)

Survey Development

Previous versions administered regularly since 2001

- 2001, 2006, 2010, 2013, 2018

Student and employee survey committees were convened in 2017 to revise the instruments

2018 survey items include or were informed by questions from:

- Previous ECC campus climate surveys;
- Surveys from peer institutions and other organizations; and
- Externally validated tools.

Currently receiving feedback from collegial consultation committees, BOT, ASO, and other stakeholders

Survey Committees Include Representatives from...

Academic Senate

ASO

Classified Union

Counseling

ECC Police Department

EEO Committee

Faculty

Institutional Research and
Planning

Staff and Student Diversity

Student Development

Student Equity

Student Success Advisory
Committee

What We Want to Know (1)

Student Perspective

1. To what extent do **students** feel **welcomed, valued, included, nurtured**, and **safe** on campus?
2. How does the **student** experience **vary** by student characteristics?
3. What are we **doing well** and in what areas can we **improve**?

Employee Perspective

1. To what extent do **employees** feel **welcomed, valued, included, nurtured**, and **safe** on campus?
2. How does the **employee** experience **vary** by characteristics?
3. What are we **doing well** and in what areas can we **improve**?

What We Want to Know (2)

Student Perspective

4. To what extent does ECC **value diversity** and maintain an inclusive environment?
5. To what extent are **students satisfied with the education** and support they receive?
6. How has the campus climate **changed over time**?

Employee Perspective

4. How prepared do **employees** believe they are **to serve the diverse needs** of the students?
5. To what extent do **employees** believe they provide **quality education and services** to students?
6. How has campus climate **changed over time**?

Administration Process

Student Survey

Random selection of class sections, stratified by daytime/evening classes and academic division

In-class administration of online survey for ease of completion, with paper surveys available

Approximately **20 minutes to complete**

Employee Survey

Administered online to all employees, with paper surveys available at each Division

Approximately **15-20 minutes to complete**

Student Survey Topics (1)

Physical Environment and Safety

- Safety, wayfinding, adequate space, sustainability

Campus Life and Activities

- Events, food options, community

Diversity and Inclusion

- Awareness, support, respect, discrimination

Services and Resources

- Counseling, academic, financial, and personal support

Student Survey Topics (2)

Classroom Instruction

- Inclusion, diverse opinions, support & fair treatment

Overall Experience

- Mission, welcoming, educational quality

Open-Ended Questions

- What is ECC doing well? What needs improvement?

Demographics

- Personal and enrollment characteristics
- Opportunity for disaggregation by characteristics

Employee Survey Topics (1)

Mission

Work Environment

- Welcoming, supportive, sense of safety

Sense of Belonging and Value

- Participation, teamwork, pride

Professional Development

- Access to training
- Prepared to address needs of diverse students

Job Satisfaction

Employee Survey Topics (2)

Communication and Direction of the College

- Planning & improvement, openness, staying informed

Service to Students

- Welcoming, process improvement, meeting diverse needs

Overall

- Sense of belonging, value, respect

Open-Ended Questions – best/needs improvement

Demographics

- Personal and employment characteristics
- Opportunity for disaggregation by characteristics

Survey Timeline

Dates	Tasks/Milestones
Dec – March	Survey Development and Review
March	Survey Pilot
April – May	Survey Administration
June – July	Process and Analyze Results
August – September	Review Results and Draft Report
October – November	Present Results to Campus



Questions or Comments

Beth Katz bkatz@elcamino.edu

Gina Park gpark@elcamino.edu

Linda Clowers lclowers@elcamino.edu

G. Info Items: Discussion

- **Intros, Info, and Innovations: New Faces at Admissions and Records:**
- Robin Dreizler, Dean, Enrollment Services
- Lillian Justice, Registrar
- Senators welcomed Dean Dreizler to his new role and welcomed Lillian Justice to ECC.
- Dean Dreizler explained the recent restructuring in Student Services:
- Enrollment Services helps students with the onboarding process: Financial Aid, Outreach, Assessment, Registration.
- Student Support Services, under Dean Idania Reyes helps students get through college, with programs like EOPS/CARE/CalWORKS.
- Both of these areas fall under VP Ross Miyashiro.

G. Info Items: Discussion

- **Intros, Info, and Innovations: New Faces at Admissions and Records:**
- Robin Dreizler, Dean, Enrollment Services
- Lillian Justice, Registrar
- Lillian started her career in higher education as a work/study student. She served for 10 years at LBCC as Director of Enrollment Services, which included several areas. She welcomes the opportunity to focus on Admissions and Records in her new role as Registrar. She views A & R as the hub of the college; her area touches students at the beginning, middle, and end of their careers at ECC. Lillian values collaboration. She wants processes to be user-friendly and efficient.
- For both Dean Dreizler and Lillian, their goal is for Admissions and Records to provide a positive environment. Changes are underway and members of the college community have started to notice. Please reach out if you have questions or concerns.

Institutional
Effectiveness
Partnership
Initiative
(IEPI)
Partnership
Resource
Team

- Under Dr. Maloney's leadership, the college has accessed the resources available through IEPI. The Areas of Focus fall under Robin's area, so he has been asked to serve as Project Director.
- Robin Dreizler, Project Director
- **Area of Focus: Strategic Enrollment Management**
- Student Outreach and Recruitment
- Marketing
- On-Boarding Processes
- Retention of Students
- Use of Technology

Institutional Effectiveness Partnership Initiative (IEPI) Partnership Resource Team

- 3 Campus Visits by Partnership Resource Teams (PRTs). First visit will be March 6th.
- Invitees include: Academic Senate, Federation, Student Government, relevant campus committees, etc. Interested faculty should contact Robin or Kristie.
- Discussions will be similar to those with Clarus for the Bridging Study. No preparation is needed. The PRT's goal is to learn how we do things here at ECC and how we might improve.
- Outcomes to include: Innovation and Effectiveness Plan. The college will be able to request up to \$200,000 to support implementation of the recommendations.
- For more information about process and resources:
 - <http://iepi.cccco.edu/faq>
- Senators who've served on IEPI teams: Chris Wells, Chris Gold, Lars Kjeseth.
- Be the first to email KDD with the dates of the FDC's "Muslims in America" events and you'll receive a gift card for a cup of tea (or coffee)!

ASO Update: Bryant Odega



- **Thank you** again to Bryant, ASO VP for Academic Affairs, for serving as a speaker for Spring Professional Development Day! And for reminding us that every starfish is important!
- Bryant provided an overview of the MANY initiatives underway, thanks to the strong leadership from ASO.
- **Warrior Pantry:** \$43,000 has been raised to support the pantry! Hours have been expanded to:
 - Mondays, 9-12 and Wednesdays, 3-6 pm. Students must bring a current ECC ID to Physics 116 to access the pantry.
- **ASO:** The first meeting is Thursday, 2.22 in Communications 109.
- **Spring Club Rush:** 10-2 Monday 2.26-Thursday 3.1 on the Library Lawn.
- **Metro U-Pass Subsidies:** Starting Monday, 2.26 (1-5 pm in the ASO Exec Office in Student Activities) the first 75 students will receive a \$75 discount for their pass. Dean Sims asked if faculty could sponsor passes for students. VP Marcoux suggested involving the Foundation. Bryant will take this idea back to ASO.
- **Black History Month:** Numerous events are being organized, culminating with the annual Taste of Soul. Please support the programs and encourage your students to attend. For more info visit <http://www.elcamino.edu/events/blackhistorymonth/>

H. Future Agenda Items

- Ed Policies: BP 3050 Code of Ethics; AP 7160 Professional Development; AP 5500 Standards of Student Conduct.
- Noncredit Courses
- South Bay Promise Program
- Planning and Budgeting
- Zero Cost and Low Cost Textbooks

I. Public Comment

- Senator Ahmadpour noted student-led events calling for an end to gun violence. Faculty are encouraged to support students who choose to participate in an upcoming national walk-out event.

J. Adjour