

## ACADEMIC SENATE MINUTES

October 7, 2014

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

**1. CALL TO ORDER** Senate Co-Presidents Jeffries and Striepe called the Academic Senate meeting order on September 2, 2014 at 12:39 a.m.

### **2. APPROVAL OF MINUTES**

[See pgs. 6-11 of packet] for minutes of the September 16 meeting.

CS and SJ offered grammatical corrections to the Officer Reports. A. Ahmadpour, in his comments regarding academic rank, was concerned with “vulgarization of titles,” not “bogartization.” P. Marcoux clarifies his comments regarding Cesar Chavez Day. (See corrected minutes for changes.)

### **3. OFFICER REPORTS**

#### **A. Co-Presidents – Chris Jeffries (CJ) and Claudia Striepe (CS) (pgs. 12 - 22)**

CS: The Senate Executive Committee met with Dr. Nishime and Dr. Arce and discussed both ongoing and new goals, as well as new initiatives that may affect pedagogical methods and support services. Hopefully, teacher training will be funded, as well as summer bridge, faculty development, flex day panels, etc. Initial planning will fall on senate committees. We hope some money will go to budgets and release time.

CJ: The minutes from college council are included. The Deans Council minutes (p. 16) regard FTES. CJ asked Dr. Arce for an update. Dr. Arce: We added 500 sections to the spring schedule. Because the second eight-week classes don't fill in fall, the low risk approach is to add sections in spring. CJ: Are the back-to-back eight week sections ever offered in parallel, for blocking ease?

Dr. Arce: Students still don't enroll. It's a hard load for most students. They are also budgeting time for sixteen week classes. These are nine to eleven unit students. It hasn't been successful.

CJ. The summer /fall registration split was discussed at the last meeting. On p. 19 you'll find the Student Success Advisory Committee minutes.

CS. The Student Equity Plan is going along well but has a tight timeframe. It focuses on demographic groups in terms of transfer, completion, etc. as opposed to historic mean. It focuses on how to increase groups, beginning with African Americans, and how to expand existing facilities or even create new ones. Funding is available. More information to follow.

CJ: Thank you to Joe Villalobos for serving on OEI basic skills workgroup. See p. 21 for budget update. We will look at programs and initiatives to use upcoming funds. Dr. Nishime: Professional development has not been funded although legislation has passed. A requested increase has not yet been funded.

#### **B. VP – Compton Education Center – Paul Flor**

P. Flor: I'm sharing slides on the Chancellor's visit to CEC last Thursday. It will be forwarded to senate. Student success and student access were the focus of his talk. He gave a history of the community college system. We're at a landmark in that history of adding Bachelor's degrees, 15 programs across the state. I

referred to AB86, I think it should go on timeline. He personalized his presentation with photographs of real students from across the state. He talked about the budget crisis and where we should focus. How we went from 2.6 to 2.1 million. With Proposition 30, and new funding, that number will be recovered. From 2009 to present we gained 200, 000 but we're still at a loss. A key is restoring access. He forecasted stability from next month's election. Governor Brown should be reelected and funding should remain favorable to the community college system. Decline has been nationwide. We used to be third in world, and the United States is now 14<sup>th</sup>, similar to Israel. South Korea, Japan and France have opened access to higher education for younger groups.

### **C. Chair – Curriculum – Mark Lipe (pgs. 23 - 26)**

In our packet, the minutes of CCC are listed on p. 23, for the first meeting of fall. We met twice in September. Those notes will be made available on Sept 9. We passed Economics ADT, our eighteenth. ADT is Associate Degree for Transfer, for students to fast track at 4-year schools at a junior status. We're at 80 %. We have four degrees: Philosophy, Music, Kinesiology, and Business Administration are in progress. Our goal is 100% by the end of fall term. Last week I met with Rachel Williams (English) who will propose an honors curriculum that mirrors existing curricula. We have 26 honors classes. 50% of other colleges have a separate course approved as honors. Rachel will start with English 1ah, 1bh, 1ch, as new courses that mirror existing course but are more enriched and rigorous, using independent scholarly resources. It's exciting. We hope to get them all approved within a three-year plan. CJ: Rachel is a co-director for the Honors Transfer Program, and Dean Shankweiler is involved.

### **D. VP – Educational Policies – Chris Jeffries**

**When we meet next week we'll discuss BP5500, BP4010 and BP4030. We'll go through those by December, as well as AB4040 (library services).**

### **E. VP – Faculty Development – Kristie Daniel –DiGregorio (pgs. 27 - 30)**

We are not a collegial consultation committee but we model guidelines such as setting goals. Some goals for fall included flex day, faculty book club, "getting the job -Part 1: the application", Outstanding Adjunct Faculty Award. Forty-three donors helped with fundraising for the Adjunct Faculty Award, five hundred dollars a year in perpetuity. We implemented a workshop related to student success, and addressed Academic Rank, revised by the senate. Regarding Flex day follow ups, especially highly attended and rated workshops, all faculty were invited to brainstorm around student success. Ideas from Flex day were forwarded to the Student Success Advisory Committee. Goals are to invite faculty to report on progress, and send brief monthly emails to the list serve – a spotlight on great ideas. Our first spotlight newsletter is included today. Regarding academic rank, here is a page from the ECC catalog showing rank from the early 1980's. The purpose is to recognize professional experience of ECC faculty, professional titles, and key milestones. We consulted with the federation, human resources, faculty involved in senate rank (campus historians), and peer institutions, etc. Criteria are included in the packet (p. 29). We removed the word lecturer and replaced it with instructors. Part time colleagues are included. Ten or more semesters should be reflected for adjuncts. Full time ranks begin with Assistant Professor. After tenure, full timers are recognized as Associate Professor. No change to Professors or Professors Emeriti. CJ: It's a revision to strengthen the ranks. A. Ahmadpour: Assistant Professor usually goes with part-timers. Tenure-track professors are usually called Associate Professors for colleges and universities. Maybe we can start as Associate Professors. CJ: This is the second reading.

The Co-presidents here paused to welcome our guests from accreditation: James Van Tassel, Jamey Nue, Rick Santos, G.H. Javaheripour, and Anthony Beebe.

K. Daniel –DiGregorio: At LACC, new contracts start as assistant professor, and at Harbor. C. Wells: Is the LA district all the same? K. Daniel –DiGregorio: No. P. Marcoux moved to vote. M. Lipe seconded the motion. There were no opposed votes or abstentions. Please see roll sheet for yeas. K. Daniel – DiGregorio: We're accepting nominations for outstanding adjunct faculty by next Friday. Thank you.

#### **F. VP – Finance – Lance Widman**

Lance promised to be well-behaved for our guests from Accreditation. L. Widman: We have a final budget approved and accepted by the board. So we're now in the planning phase, self-evaluation and reviewing goals. We're in a reflection period. **Accreditation Team Visit: This is a very thorough discussion of the linkage between planning and budgeting, stressing the "bottom/up" review process starting with the Divisions, to the VPs for prioritization, then to the PBC for review, and finally a recommendation to the President.**

#### **G. VP – Academic Technology – Pete Marcoux**

On September 25 we talked about three things: technology plan, faculty laptops, and next semester's technology fair. If you attended last year, would you like the same speaker? The fair is a great way to see the newest academic technology. CS: Dr. Nishime said that laptops depend on a technology plan. Faculty can expect laptops? Dr. Nishime: We were hoping the Technology Committee would have a replacement plan. What do you think is appropriate life cycle? Should we offer a dual instrument? We need direction from the committee. P. Marcoux: Will Warren will have a display at the fair to show faculty options and give them a survey. M. Ichinaga: I was part of a focus group that met with a consultant Jo-Ann Higdon hired. We asked for the result of the consultation. He said that there would be a report. I thought it would include recommendations, an appropriate mission for ITS, etc. Will the report be made public? What will be the result? Dr. Nishime: We know that the report is delayed. The principal consultant had the flu, jury duty, etc. We're two weeks behind on the report. We don't know when it will be available. We can't move forward with the IT director position until we see the report. We're waiting too. Dr. Arce: I don't believe the laptop issue will be included. CJ: But laptops should come from the Technology Committee. Dr. Nishime: The technology report is not dealing with software or Datatel. Dr. Arce: It will be a public report. A demonstration of technology would be helpful, not just at the fair but at senate. P. Marcoux: Technology is changing. Do we have timeline? Warranties, etc. ? Dr. Arce: They have a five-year warranty. We have to move into the next phase of replacement. T. Muckey: Does this accommodate student advanced learning? I use my own stuff. P. Marcoux: October 28 at 12:30 is our next open meeting. Come by for input. Also I met with 20 million minds, a non-profit that provides free textbooks. I've invited them to speak to senate in November. I'll bring copies to natural sciences. These are free digital copies and discounted hardcopies. These are professionally produced titles. Their website is 20mm.org. There is also a contest of student-made videos of how they raise money for books awarded by a \$2500 scholarship. Russ McMillin: Will it be all Dells? P. Marcoux: Hopefully not.

#### **H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO's Update – Karen Whitney (pgs. 31-33)**

The approved minutes from ALC are on p. 31. They include a discussion of goals, and the new ILO cycle of assessment. 95 % of courses scheduled were assessed and their reports submitted, eight or nine program levels, too (all except for one). Please thank faculty for a tremendous job.

#### **4. SPECIAL COMMITTEE REPORTS**

##### **A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Francisco Arce and Jeanie Nishime**

Dr. Nishime: Student and Community Advancement and the Planning Advisory Committee have met regularly to make plan 1.3 million dollar augmentation to budget. Now we have money to carry out objectives we've talked about. We're excited to help out Title 5, at risk, probationary, and basic skills students as well as new students. We're happy to have a concentration of funds to target new students with a comprehensive Ed plan. You'll be hearing more about it. Early alert is a really important part of the process. What happens after we identify at risk students? This is a massive undertaking so we break it into steps to slow down and target degrees and certificates and transfer for at risk students.

Dr. Arce: It's exciting to have so much money, the planning will address incoming students and the student equity plan will help us supplement student support services to become more aggressive in intervention to help students identify remediation areas. We've been working to get a plan done in a few weeks. I'm taking PBC recommendation of \$1, 150,000 dollars worth of equipment for instructional equipment from faculty program plans and prioritization. Thank you all.

#### **5. UNFINISHED BUSINESS**

CJ: Carolyn Pineda is here from IR. Irene can't join us.

##### **A. BP/AP 3250 Institutional Planning**

This BP is being brought to the Senate after careful and extensive review by all collegial bodies. It has been approved by Ed Policies. This is a second reading (pgs. 34 -48). Dr. Nishime: The administrative procedure is the important part. It's lengthy. It defines the planning process, the roles, responsibilities of cabinet members and committees, and how it comes together for institutional effectiveness, and to move the institution toward goals we've set. Irene and staff have done an excellent job defining what we do, and how the planning process works. P. Marcoux: Where has it been? Dr. Nishime: Deans' Council, College Council, Everywhere. CJ: Irene was going to make a handbook and put it in writing for us. Even PBC has seen it. It's gone through the collegial consultation process. P. Marcoux called for a vote. C. Wells seconded the motion.

No opposed. Kim Runkle abstained.

CS reminded the senate that according to procedure, only abstentions, and nays are counted. All else present are counted as voting in favor.

##### **B. BP/AP 2410 Board Policies and Administrative Procedure**

Chris Jeffries: This BP/AP is being revised to update local practices and the inclusion of the collegial consultation processes. This is a second reading. (pgs. 49 -50) C. Gold suggested that we add recommendations. I defer to her experience. In the first paragraph, she asked we add "effective" to operation of district. She thought this BP should specify that consultation occurs on administrative procedures that fall within 10 + 1, as well as policy. P. Marcoux: Moved as amended. C. Wells: Second. CJ called to vote. There were no opposed or abstentions.

## 6. NEW BUSINESS

### **A. AP/BP 4040 – Library Services – Alice Grigsby. This AP/BP describes and updates library policies and processes. This is the first reading. (pgs. 51-53)**

You've seen our policies and procedures; changes are based on AS committee to add references and change wording to accurately describe what we do. I'm available to answer questions. C. Wells: Can we have it in a traditional format, showing corrections? A. Grigsby: Yes, I'll provide it. I'll resubmit the original and revised. CJ: Email me for more requests.

### **B. College Consultation Groups - Jeffries and Striepe. As recommended in *Making Decisions at El Camino College*, all collegial consultation committees should conduct orientations, planning, and review on an annual basis. This document notes guidelines intended to assist in this process. This is informational only. (pgs. 54 -55)**

Left off in interest of time.

## 7. INFORMATION ITEMS –DISCUSSION

### **A. Presentation from Dr. Jan Schaeffer – Clinical Psychologist at ECC. (pg. 56)**

Jan introduced herself to the room. J. Schaeffer: I'm going to describe our programs, old and new. I've been here three years. There is a student health center on campus. Students can get six free psychotherapy sessions in one academic year. We are all doctoral clinical psychologists, but we are not diverse (all white women). We do what we can do. They can stop in or call. There are also workshops throughout the semester. If you go to our website, you'll see list of workshops offered. I work also at the Special Resource Center with students with disabilities. They have no limit on the number of sessions they can see me. I'm available by email. I get back right away. I'm hosting a brown bag once a month "distressed and distressing" (back of packet). It's informal. We talk about addressing different problems. We put our heads together. It's the 4<sup>th</sup> Tuesday of the month from 1:00 – 2:00 in the stadium room. I'm co-chair of the AIMS team (behavioral intervention team). In light of school violence that has erupted, we also have a website; note the new incident reporting form. Please report incidences. We'll get these to division offices. We need basic information and I'll call you and gather details. Report incidences. We can't do anything without reporting. It helps us connect the dots, and to do preventative action. Two new programs include Active Minds, an online resource for education and advocacy for students. There are 400 chapters nationwide. I'd like to advise a club here to bring mental health and illness into conversation. The other program is Cognito, an online, virtual reality, depicting a faculty member talking to at risk students and students with other issues. Your account is free through ECC until 2015. View the module on at-risk, LGBTQ, and veterans students. A lot of it is directed common sense. More information is coming out. There is a student version too. C. Wells: The Governor recently addressed student safety and sexual assault. Are you addressing those issues? J. Schaeffer: If we have a report of an incidence. R. Natividad: I've been contacted by Chief Trevis. (The Clery Act is expanded.) Now you have to interview everyone who's associated with a problem. Chief Trevis is the point person. L. Widman: Will you send an email of the workshops? It's helpful. J. Schaeffer: Deborah is planning to send it. A. Ahmadpour: There is an

overdose epidemic. Is there a drug program? J. Schaeffer: A workshop is offered on this. Students don't know about alcohol poisoning and drugs associated sexual assault. A. Ahmadpour: Can we have one flyer to give them? Or put it in the schedule of classes? J. Schaeffer: That's why there is a flyer. CJ: We appreciate you coming and bringing this forward. So many issues these days: "yes means yes," etc.

## **8. FUTURE AGENDA ITEMS**

### **A. Articulation and CIDs – Lori Suekawa**

### **B. Active Enrollment Reports – Espe Nieto**

## **9. PUBLIC COMMENT**

## **10. ADJOURN**

The meeting adjourned at 1:51 p.m.  
SD/ECCFall14