

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

Academic Senate President Gold called the sixth Academic Senate meeting of the Spring 2013 semester to order on May 21, 2013 at 12:39pm. The meeting was held in the Alondra Room.

Approval of last Minutes:

[See pgs. 6-10 of packet] for minutes of the May 7, 2013 meeting. Chris Gold asked that under the discussion regarding “Making Decisions at El Camino” that the following statement be added. “A question was asked about whether providing a response in a timely manner meant that administration would have to provide the response before the Board Meeting at which the item was discussed. “ This was a question raised by Alice Martinez, so it will be inserted after her other statement of whether or not the recommendation only goes to the Board if the president approves it. The minutes were approved with this one addition.

OFFICER REPORTS

Academic Senate President’s report – Christina Gold (CG)

CG referred to page 12 of the packet and the minutes of the May 6th College Council meeting. She specifically gave an update to #4 which refers to faculty hiring procedures and the current practice of not asking for letters of recommendations from candidates for job openings. The pros and cons were discussed at the meeting and Linda Beam, VP of Human Resources, will interview deans and faculty members on recent interview committees to see how this worked for them and will bring back the results in the fall.

The following items were discussed at College Council in regards to the Senate’s feedback on the “Making Decisions at El Camino College” document:

- 1) A request had been made by one senator to have written responses of decisions that were against a committee’s recommendation be made available prior to the Board meeting that the item was to be discussed. CG reported that this language would not be changing because it just isn’t always possible to provide this written response that quickly and the words “in a timely manner” imply that this is in enough time.
- 2) There had been a request by a senator that Division Councils also be required to provide written responses to rejected decisions, but it was noted that Division Councils are not collegial consultation committees since they are not represented by members across campus. Instead these committees and their makeup are locally decided on and each one is different across the campus.
- 3) The request by one senator to expand the minutes of the College Council was rejected with the reasoning being it just takes too much time.
- 4) It was agreed to capitalize the O in Associated Student Organization in the Board policy.

VP – Compton Educational Center report – Michael Odanaka (MO)

MO announced that elections for the Center’s Senate were held and most of the officers are returning. He is happy to report that they do have a chair-elect. His name is Jerome Evans and he is from the History Department. MO also announced they the Center is on track with their SLO assessments.

Curriculum Committee report – Jenny Simon (JS)

No report.

VP – Educational Policies – Merriel Winfree (MW)

No report.

Co-VPs – Faculty Development – Moon Ichinaga and Claudia Striepe (MI and CS)

The minutes from the Faculty Development Committee meeting can be found on pages 17-18 of the packet. MI announced the upcoming Asian-Pacific American Heritage Month 2013 celebration which will be held on Thursday, May 30, 2013 from 1-2pm in the MBA Building, room 319. Flex credit is available for the event.

VP- Finance – Lance Widman (LW)

LW turned our attention to the minutes of the PBC on pages 17-18. He announced they did receive the tentative budget last week. The May Revise had some pleasant surprises in it with funding for the Student Success Initiative, COLA, and growth monies included. The governor's budget is due mid-June and there are still lots of things going on in the legislature that can affect the budget. There is an opening on the PBC for an alternate, so anyone interested should contact Lance.

VP – Academic Technology – Pete Marcoux (PM)

PM asked that everyone please take the Faculty Technology Survey since the results of the survey will be used to decide what kind of computer device will replace our current laptops. Those laptops should be replaced in 1-2 years.

VP – Instructional Effectiveness – Janet Young (JY)

No report.

ASO – Dillan Horton (DH)

Finals Madness is coming up the last week of school starting June 4th. ASO is going to try to offer a limited number of scantrons and blue books. The Activity Center will be open from 9pm-12am. They are still looking for tutors in various areas. They already have some English and math tutors lined up. A sign-up sheet was passed around.

ASO held their elections recently and because every other year there is a big turnaround of students leaving and transferring on, there will be a very small group coming back. Marissa Tran was voted President and Alejandro Ventura, Vice President with Brooke Matson being voted Student Trustee to the Board.

There has been a steady decline of auxiliary funds in the last several years, so the ASO is looking for solutions. The students were pooled to see what they thought about adding a \$10 activity fee each semester and about 61% said they would vote to approve that. Now the ASO is looking to see how to implement this.

Dillan announced he will be attending UC Davis in the fall. Congrats and thanks to all the student leaders who are leaving us and moving on.

SPECIAL COMMITTEE REPORTS

AA and AS Degrees for Transfer – Jenny Simon

The updated list can be found on pages 19-20. Six degrees have been approved by the Chancellor's Office and those are Communication Studies, Geology, Mathematics, Physics, Psychology, and Sociology. Two others are at the Chancellor's Office awaiting approval. They are Administration of Justice and Kinesiology. Twelve others have been or will be by the end of the spring approved by the College Curriculum Committee and will be sent to the Chancellor's Office for approval. These include Art History, Business Administration, Computer Science, Early Childhood Education, Elementary Teacher Education (Liberal Studies), English, Geography, History, Journalism, Political Science, Studio Art, and Theatre Arts. The state is requiring that 80% of the 22 plus AA-T/AS-T degrees be in effect by Fall 13 and 100% by Fall 14. El Camino is well on their way to meeting these deadlines.

Student Learning Outcomes – Janet Young (JY)

All the work on assessments is paying off and many are being completed in spring 2013. The coordinators are auditing the courses carefully right now and a final count of where we are at will be available at the next meeting. JY is happy to announce that Natural Sciences is at 100%! CurriCUNET will no longer be used for assessments starting June 21, 2013 and instead a new system, TracDat will be utilized. This program was 100% unanimously approved by the coordinators. The coordinators will be working over the summer to begin implementation of the new program and trainings will be held in the fall for data input at the end of the fall. M. Colunga asked what faculty should do in the summer if they are assessing courses and JY said that they will work one-on-one with the faculty to input the data into TracDat. V. Palacios asked if those who have completed their assessments will have to reenter data into TracDat and it was noted that only new assessments will be put into TracDat.

UNFINISHED BUSINESS

Officer/Executive Committee Elections

- a) President – No nominations were given, so the position remains vacant. The position can be filled at any time throughout the semester.
- b) VP Educational Policies – Alice Martinez was nominated.
- c) Co-VP Faculty Development – Kristie Daniel-DiGregorio was nominated. It was noted that she is now a member of the Senate for the Behavior and Social Sciences Division.
- d) VP Finance and Special Projects – Lance Widman was nominated.
- e) VP Instructional Effectiveness – Janet Young was nominated
- f) Secretary – Chris Jeffries was nominated

Chris Jeffries made a motion to approve all candidates with a voice vote by acclamation and Claudia Striepe seconded it. The motion was approved nearly unanimously with one abstention.

NEW BUSINESS

Distance Education – Regular Effective Contact Policy – pages 27-29

These guidelines explain how on-line courses at ECC will meet the accreditation requirements for frequent, faculty-initiated contact, a critical factor in distinguishing on-line from correspondence courses. It was created in consultation with the Academic Senate Distance Education Task Force and was authored and approved by the Distance Education Advisory committee. This is a first reading by the Senate. CG gave credit to Rica Young for developing the timeline found on page 27. The policy on pages 28-29 outlines the Title 5 requirements for regular effective contact. CG explained that students are more successful if they are engaged by the instructor on-line and that if the course is strictly a correspondence course, we do not receive as much funding.

The Student Authentication Policy on page 31 ensures that students enrolled in the course are the ones actually taking the course. It is required by the Federal Government and was in response to financial aid fraud that was happening. The primary way to carry out this task is to have one course management system; however some divisions like using other publisher sites and not Etudes. The compromise was that all students must enter on-line through Etudes, but then the student can be directed to other publisher sites. R. Young is looking at trying to integrate with even other sites such as McGraw-Hill. A. Martinez asked about the timelines and when we could start using this integration. R. Young said that it can be started right after the second reading of the policy on June 4th. At that time, they can use the summer to start working with faculty using other interfaces. Math is really not an issue since all their courses are currently hybrid courses which require some in-person contact. R. Young explained that a checklist is being developed with help of the deans to make sure everything required is being met. The deans also use this to evaluate on-line teaching. A. Martinez recommended the timeline be moved beyond summer and that something be added that if Etudes is not working then something else can be used. It was pointed out that the last two bullet points under A address this concern since **some** can be done on Etudes, but not **all** has to. Dr. Arce also pointed out that the guidelines come from the Accreditation Commission and this brings us into compliance with Title 5 and federal regulations. He stated that we can work with faculty

who want to use various systems. It was also decided to change the wording from “policy” to “guidelines” since that is really their purpose. There will be a second reading at the next meeting. J. Young asked how many faculty currently use publisher sites and there really only is a handful who do. K. Hall noted that all the English faculty use Turn-it In, but it was noted that this is more of a grade book system and not a course management system.

Pages 33-34 outline the Online Teaching Certification Program that has been developed by Staff Development and Francine Vasilomanolakis. The first certification course allows the faculty member to be certified in Etudes. The second certification course has been revamped and updated to align with all the state and federal regulations. It is an 8-week course in which most is taught on-line since the philosophy is if you are going to be an on-line teacher, you should learn on-line! A faculty member is expected to put in at least six hours per week and they will receive 15 hours of flex credit for completing the course. S. DiFiori asked if there will be any Etudes training during the summer and how one can sign up for the class. There will be no summer class and an email will be going out to faculty in the fall for the signups and class times. R. Young also explained that modules will be designed for current on-line instructors to help keep them updated.

ADJOURN

The meeting adjourned at 1:41pm.
CJ/ECCSpring13