

Adjunct (1 Year)

- Wendy Lozano
- Annette Owens

Behavioral Social Sciences

- Kristie Daniel Di-Gregorio
- Excused: Kevin Dooley
- Janice Jefferis
- Larry Leach
- Orion Teal

Business

- Kurt Hull
- Phillip Lau
- Josh Troesh

Counseling

- Anna Brochet
- Ana Fernandez
- Maria A. Garcia
- Amy Herrschaft

Fine Arts

- Unexcused: Laura Almo
- Kevin Blickfeldt
- Excused: Joe Hardesty
- Unexcused: Russ McMillin

Health Sciences & Athletics

- Unexcused: Andrew Alvillar
- Excused: Tom Hazell
- Unexcused: Shiney Johnson
- Eric Villa

Humanities

- Stephanie Burnham
- Excused: Sean Donnell
- Brent Isaacs
- Kevin Degnan
- Erica Brenes

ITEC

- Charlene Brewer-Smith
- Excused: Ross Durand
- Dylan Meek
- Jack Selph
- Marc Yeber

Library

- Camila Jenkin
- Tiffanie Lau
- Gary Medina

Mathematics

- Diaa Eldanaf
- Lars Kjeseth
- Greg Fry
- Arturo Martinez
- Mitch Middler

Natural Sciences

- Pete Doucette
- Darcie McClelland
- Sanda Oswald
- Polly Parks
- Excused: Jwan Wageman

ASO

- Oscar Hernandez

Curriculum Chair

- Edwin Ambrosio

Academic Affairs

- Carlos Lopez

Student Services

- Jeff Stephenson

President/Superintendent

- Brenda Thames

ECC Federation

Kelsey Iino

Institutional Research

☒Josh Rosales

ACADEMIC SENATE MINUTES October 3, 2023

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/ Introductions (3 minutes)

- Call to order 1:08 pm

B. Approval of Minutes (2 minutes)

- Motion to approve K. Degnan, Seconded by E. Brenes
- 27 Yes, 0 No, 1 Abstentions (A. Owens)

C. Unfinished Business:

a. 2nd read-EDI-Equity, Diversity, Inclusion name change to IDEA- Erica Brenes

- Motion to approve name as it appears in packet
- Motioned by D. McClelland, seconded by L. Kjeseth
- Discussed updated change to DEIA to eliminate similarity to IDEA law
- 27 Yes, 0 No, 1 abstention (A. Owens)

b. 2nd read- Basic Needs Syllabus Statement – Anna Brochet (10min.)

- Motion to approve as it appears in packet. Moved by L. Kjeseth, seconded by M. Yeber
- Updated language to clarify which services are available students regardless of need

Basic Needs Syllabus Statement

(packet pages: 28)

• 2nd reading

Proposed Basic Needs Resources syllabus statement:
(Drafted by Basic Needs Center and reviewed by the Faculty Development Committee)

Basic Needs Resources

El Camino College is committed to helping all currently enrolled students meet their basic needs to support their academic success. Free food is available through the [Warrior Pantry](#) and ~~and~~ ~~Students~~ are also encouraged to see if they are eligible for state funded [CalFresh](#) Food Benefits. In addition, the [Basic Needs Center](#) provides transportation ([Metro U-Pass](#)), clothing ([Warrior Wardrobe](#)), housing support, referrals for physical/psychological/mental health services and more. Any currently enrolled student is welcome to visit their website to learn more or stop by the 2nd floor of the bookstore building.

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- 31 Yes, 0 No, 0 abstention

c. 2nd read-Educational Policies- Darcie McClelland (15 min.)

- Motion to approve BP4240 as it is in packet. Motioned by K. Daniel-Di-Gregorio, seconded by A. Fernandez
- No comments/questions
- 30 Yes, 0 No, 1 abstention (P. Lau)
- Motion to approve AP 4240 C. Jenkins, seconded by E. Brenes
- Counseling faculty feedback incorporated

- Asked not to require appeal for D grade after degree was petitioned as long as they D was not used towards degree applicable units.
 - D. McClelland suggested to check with A&R before striking
 - Motion to amend to say “may be allowed for D & F grades”
 - Moved by L. Jkeseeth, seconded by K. Degnan
 - 27 Yes, 0 No, 1 abstention (P.nLau)
- Remove “granted only once” to “multiple times as long as it doesn’t go over 30 units”. The justification was because some students who are dual enrollment students with substandard grades.
 - Motion to approve striking of granting only once A. Herschaft, seconded by E. Brenes
 - Comments/questions:
 - Reasoning was that only once was to help student learn mistakes
 - Reminder that even if they request multiple times, the cap does not change
 - A. Fernandez LACCD does not see excessive/multiple requests. Instead, it provides a chance for counselors to discuss and provide high touch discussions about challenges faced when students come in for academic renewal
 - If we amend, will we be in line with other community colleges
 - Yes, most districts do not restrict to only once
 - SMC, Rio Hondo, LACCD, etc.
 - Will submitting AR require them to talk with a counselor?
 - They are not required but most times they come meet with a counselor and the policy is discussed
 - This benefits student applying to ASN programs to improve GPA
 - Considering dual enrollment students this helps them if they have substandard grades
 - Not advisable to require discussion with counselor as this can create a backlog of students who may want to request AR just before applying to the nursing program for example
 - J. Troesh recommendation: no need to meet with a counselor, then 2nd 3rd time they meet with counselor.
 - Problems with logistics and tracking?
 - This could be a problem if someone doesn’t have enough time to book appt before submitting nursing application
 - Forms typically state “it is highly recommended to connect with a counselor...”
 - How does it impact 3rd attempt requests?
 - Students still cannot take more than 3 times anyway even if they do AR
 - Motion to strike out “academic renewal only once...”
 - 27 Yes, 3 No (P. Lau, M. Yeber and S. O swald), 0 abstention

- Vote to approve AP 4240 as amended
 - 28Yes, 2 No (P. Lau and E. Villa), 0 abstention
- d. 2nd read – Changes to Senate Constitution approved by Senate on 6/6/23- Charlene
- In June 2023, PT senators to move 2 years. It was proposed originally as 3-years, but senate body voted to change to 2 years. Motion passed. Now we need to approve changes.
 - Will send out email to approval
 - Annette Owens and Wendy Lozano are our new part-time senators
 - Senators, please make sure faculty see changes and vote. We need at least 50% vote.

D. New Business:

a. 1st Academic Senate Goals 2022-2023

- Goals are in 4 categories.
- Charlene reviewing academic senate report which measured some of the 22-23 goals.
- Some items in report are still ongoing and some have been completed
- Senators may review senate report shared by V. Unda and senate goals. Please send any questions/comments to Charlene.
- Comments/questions:
 - 1.5 goal : provide leadership....
 - Suggestion: add improving awareness of senate purview. Come back and talk to senate about what was learned in “collegial consultation”.
 - Email to Charlene
 - Email Charlene suggestions by next Tuesday, October 10th

E. Information Items –Discussion

a. Multifactor Authentication process-Stephanie Burnham (10 min.)

- New two-step verification when signing on to ecc portals when working remotely.
 - Protects student information and against scams
 - Complies with AP 3723
- Onboarding happening. Not fully activated yet. Start date pending.
- Dec 2022 pilot program started using.
- No personal dates/tracking of devices and no personal data used when using personal device to complete authentication process

- For more info:

For More Info

Video Instructions & FAQ available at:

- <https://www.elcamino.edu/departments/its/mfa.aspx>

The ITS Help Desk: helpdesk@elcamino.edu / 310-660-6571 / 1st floor ITEC.

- Comments/questions:
 - Can do a non-phone way for verification?
 - Do you have to log-in multiple times?
 - Typically one-time authentication
 - What if phone is stolen?
 - Contact ITS right way to deactivate right away
 - Email cto@elcamino.edu to deactivate asap
 - Can you use any authenticator app?
 - Is there a problem for tracking to see if there is a disproportionate impact for students?
 - What if a student's phone is dead?

b. Calendar- Anna Brochet (10 min.)

- Discussion of not starting semesters on Saturdays

2024-2025 Academic Calendar Draft

- Calendar committee discussed possibly not starting fall/spring semesters on a Saturday
 - Pro: Avoids confusion for students
 - Implications: Possibly adding a Saturday to the end of the fall/spring semesters
 - Adding December 14, 2024 as an instructional day
 - No change needed to spring 2025; we are starting on a Tuesday and end on a Monday due to holidays
 - Consideration: Commencement will be before last instructional day
- Future calendar discussions:
 - Taking whole week of thanksgiving off
 - Since offices are closed to students during PD day, should we move PD day to slower time in the semester like March/October instead of the beginning of the fall and spring semesters where there is a high need for student support (registration support, etc.)

**EL CAMINO COMMUNITY COLLEGE DISTRICT
ACADEMIC CALENDAR
2024-2025 (DRAFT)**

JULY 2024							AUGUST 2024							SEPTEMBER 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
														1	2	3	4	5	6	7
														8	9	10	11	12	13	14
														15	16	17	18	19	20	21
														22	23	24	25	26	27	28
														29	30	31				

LEGEND:

- PD - Professional Development (Faculty Days) - Offices closed during college-wide scheduled activities - Classes not in session
- PD - Professional Development (Faculty Days) - Classes remains open - Classes not in session
- C - Campus Closed
- MS - Holidays (Management, Faculty, Staff, and Students) - Campus Closed
- OS - Campus Remains Open - Classes not in session

- Discussion: take thanksgiving week off, PD day is disruptive for student support. Looking at different PD Day date to be less disruptive for student support and instructional faculty.

- Please email abrochet@elcamino.edu by end of October so she can bring it up to the committee.

c. Book Club-Anna Brochet

- Will discuss at reports

d. Part-Time Senators- Charlene

- New part-time senators Annette Owens and Wendy Lozano for 2-year terms pending constitutional approval
- No other nominators so no need for election

F. Reports

a. Academic Senate President’s Report (Packet only, will not be read) – Charlene

b. VP Reports (Packet only, will not be read)- Senate Executive Board

- Instructional Effectiveness Announcements:

Instructional Effectiveness Announcements

- **SLO Results Completion rate** for Spring 2023 is 65% - BSS, BUS, HUM, & NSC have completion rates above 83%!
- **PLO Results Completion rate** for Spring 2023 is 25% (6/24). Deadline was Friday, 29 September.
- **Workshop this Thursday, 5 Oct** at 2:30pm on compiling data for PLO results, entering PLO & SLO results into Nuventive and setting up Outcomes in Canvas for easy data collection.
- **We are assessing the "Ensure Learning" ILO** this semester by gathering SLO and general success & completion data for high impact courses. We are also looking for success stories/examples across campus to highlight how we are ensuring learning.
- Please see the packet for the full report.

- Faculty Development:

Faculty Development

- **I&I: AI Use in your Classroom**
 - October 18, 1:30-3pm
 - DE 166 and Zoom
- **College Book Club**
 - Fridays 11am-12pm:
 - October 20
 - November 3
 - December 1
- Please remind FT faculty of our contractual PD day requirements:
 - Fall PD day: 6 hours
 - Spring PD day: 3 hours
- Please see the packet for the full report.

INFORMED & INSPIRED

AI Use in Your Classroom
 WEDNESDAY, October 18th | 1:30-3:00 PM
 Hybrid Meeting: Classroom Education 166 or Zoom
 Facilitator: Maria Rodriguez and Olga Martinez

Invisible Disabilities
 COLLEGE BOOK CLUB
 FRIDAYS 11 AM - 12 PM

- Register on Cornerstone

- Spring PD day planning in process
 - Remind faculty PD is contractually mandated and faculty development committee cannot change the hours required
 - EDI- committee

EDI Committee Announcements

- Please attend the October 20th symposium,
- Please nominate "champions" you want to celebrate,
- Consider making a presentation!

REGISTER NOW

Featuring keynote speaker **Dr. Byron Braland** of NACCO & AZTrend, The African American Male Education Network & Development

OCTOBER 20TH, 2023 8:30-9:30

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- Guided Pathways:

Guided Pathways

- logos will be redesigned by students (contest!)
- pathways will be further connected to post-transfer, post-graduation career metrics
- partnership with Caring Campus
- three-part campus evolution events
- First evaluation of GP Pillar aligned ILO's

STEM

Aerospace Engineering and Operations Technologists and Technicians

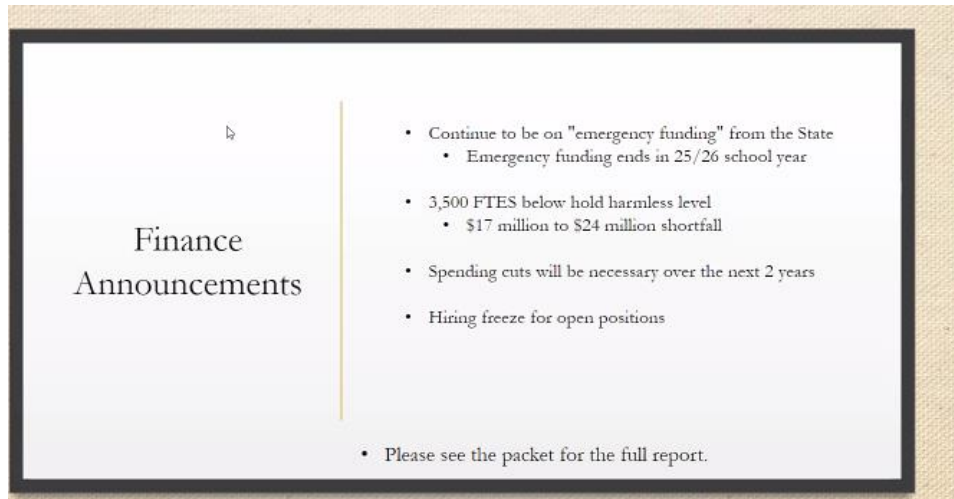
Education Level: Associate's degree

\$75k Average Salary

8.9% Job Growth

ENSURE LEARNING

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- Finance Announcement:



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- Spending cuts and hiring freezes on horizon in the next couple of years

c. Academic Affairs Report- Carlos Lopez

- Hosting site visit for ASEC accreditation for nursing program
- SCJC midterm report due (new template and standards). Will need to respond on areas of improvement provided

d. Student Services Report- Jeffrey Stephenson

- College night Nov 8th

G. Future Agenda Items

a. CIP (Comprehensive Integrated Plan)-Viviana Unda

H. Public Comment (5 minutes)

- Federation leaders reminded to vote on contract this week

I. Adjournment

- **2:36pm**

