



# Academic Senate of El Camino College 2022-2023

16007 Crenshaw Blvd., Torrance, CA 90506, (310) 532-3670 x3254

Office location: Schauerman Library, Room 273

November 15, 2022

## Agenda & Table of Contents: Tuesday, November 15, 2022 Distance Education 166 and via Zoom (Please see page 2 of the packet for additional teleconference locations)

Agenda Item	Page Numbers
<b>A. Call to Order/ Introductions (3 minutes)</b>	
<b>B. Approval of Minutes (2 minutes)</b>	6-12
<b>C. Unfinished Business:</b> a. Updated Title IX Mandated Reporting Syllabus Statement- Anna Brochet (5 minutes)	13
<b>D. New Business:</b> a. Calendar Committee proposals for 2024-2025 Monday instruction- Ross Miyashiro (10 minutes) b. Resolution on Recognizing Advanced Faculty Training in Online Course Assignment- Moses Wolfenstein (20 minutes) c. Revised Academic Integrity Syllabus Statement- Anna Brochet (10 minutes)	14-19 20-21 22
<b>E. Information Items – Discussion</b> a. AB 481 Informational Presentation- Chief Michael Trevis (10 minutes) b. FDC Announcements- Anna Brochet (5 minutes) c. EDI Announcements- Analu Josephides (5 minutes)	23-24
<b>F. Reports</b> a. Academic Senate President’s Report - Darcie McClelland b. VP Reports (Packet only, will not be read)- Senate Executive Board c. Academic Affairs Report- Carlos Lopez d. Student Services Report- Ross Miyashiro	25-29 29-43
<b>G. Future Agenda Items</b> a. Guided Pathways Plan b. Emergency Conditions Funding Allowance Recovery Plan c. Strategic Enrollment Management Plan 2022 – 2025 d. Police/Community Relations and Safety Presentation	
<b>H. Public Comment (5 minutes)</b>	
<b>I. Adjournment</b>	

Page numbers refer to the Academic Senate meeting packet, which can be accessed by visiting:

<http://www.elcamino.edu/academics/academicsenate/agenda.asp>. Hard copies of agendas are posted outside the Library.

Any individual with a disability who requires reasonable accommodation to participate in an Academic Senate meeting, may request assistance by contacting Darcie McClelland, [dmcclelland@elcamino.edu](mailto:dmcclelland@elcamino.edu) (310) 660-3593 x3254, 16007 Crenshaw Blvd., Torrance, CA 90506.

Per the Brown Act, all votes must be recorded by name. Only No’s and Abstentions will be recorded by name in the minutes. If a senator was signed in to the meeting and did not vote No/Abstain, their vote will be assumed to be a Yes.



November 15, 2022

## Academic Senate of El Camino College 2022-2023

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254

Office location: Schauerman Library, Room 273

### Zoom information for Academic Senate Meeting 11/15/2022

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/96066759172>

Or iPhone one-tap (US Toll): +16699006833,96066759172# or +12532158782,96066759172#

Or Telephone Dial: +1 669 900 6833 (US Toll)

**Meeting ID: 960 6675 9172**

We ask that everyone please keep in mind the following points of virtual meeting etiquette:

- If you would like to ask a question or make a comment, please use the raise hand feature and wait until acknowledged, do not just blurt out your question/comment or interrupt another individual.
- Please ask one question or make one comment at a time. Then pause and wait for others to participate before making additional comments or asking additional questions. Each speaker will be limited to 2 minutes of time for comments/questions on a given agenda item.
- Keep discussion focused on the current agenda item.
- Mute your microphone when you are not speaking.
- Turn the camera off if you are multitasking during the meeting so others are not distracted.

If you think of comments or questions ahead of time that you would like read and addressed during the meeting, please email them to [dmcclelland@elcamino.edu](mailto:dmcclelland@elcamino.edu) by noon on Tuesday, November 15. In the subject line, please put Academic Senate Meeting 11/15 comment/question so that I can easily find it. Comments and questions can also be typed into the chat during the meeting.

### Teleconference locations for Academic Senate Meeting 11/15/2022

647 Camino De Los Mares San Clemente CA

Digital Humanities Center, San Diego State University Library, 5500 Campanile Dr, San Diego, CA 92182

5428 Vinmar Ave, Alta Loma, CA 91701

2537 Wallace Ave. Fullerton CA 92831-4429 USA

ArtB 340D, 16007 Crenshaw Blvd, Torrance CA 90506

14170 Limonite Ave Eastvale, CA 92880

1121 S. Highland Ave. Los Angeles, CA 90019

6644 Eddinghill Drive, Rancho Palos Verdes, CA 90275

1044 W. 227<sup>th</sup> St., Torrance, CA 90502

1904 Artesia Blvd, Redondo Beach CA 90278

149 S Clarence St, Los Angeles, CA 9003

4138 Delphi Cir, Huntington Beach, CA 92649

18417 Dalton Ave., Gardena, CA 90248

11670 Chesterton St., Norwalk, CA 90650

16007 Crenshaw Blvd., Torrance, CA 90506

- ArtB 340D
- Natural Sciences 111
- Art 125
- Construction Technology 504
- Chem 122



# Academic Senate of El Camino College 2022-2023

November 15, 2022

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254

Office location: Schauerman Library, Room 273

## Officers & Executive Committee

President	<b>Darcie McClelland</b>	VP Finance & Special Projects	<b>Josh Troesh</b>
VP Academic Technology	<b>Stephanie Burnham</b>	VP Instructional Effectiveness	<b>Kevin Degnan</b>
VP Ed. Policies/Pres-Elect	<b>Camila Jenkin</b>	Curriculum Chair	<b>Edwin Ambrosio</b>
VP Faculty Development	<b>Anna Brochet</b>	Secretary	<b>Maria Garcia</b>
VP Equity, Diversity, and Inclusion	<b>Analu Josephides</b>	Sargent at Arms	<b>Analu Josephides</b>

### Part-Time (One-year terms)

**Ismael de la O**

**Annette Owens**

### Behavioral & Social Sciences

**Stacey Allen** 22/23

**Yun Chu** 23/24

**Kristie Daniel-DiGregorio\*** 22/23

**Orion Teal** 23/24

**Hong Herrera Thomas** 23/24

### Business

**Kurt Hull** 24/25

**Philip Lau\*<sup>R</sup>** 24/25

**Josh Troesh** 24/25

### Counseling

**Maria Garcia** 23/24

**Amy Herrschaft** 24/25

**Rocio Diaz\*<sup>R</sup>** 22/23

### Library Learning Resources

**Analu Josephides\*** 24/25

**Gary Medina** 23/24

**Camila Jenkin** 23/24

### Fine Arts

**Larry Leach** 24/25

**Joseph Hardesty** 23/24

**Russell McMillin\*<sup>R</sup>** 24/25

**Kevin Blickfeldt** 24/25

**Diana Crossman** 24/25

### Health Sciences & Athletics/Nursing

**Andrew Alguliar** 23/24

**Dina Mauger** 22/23

**Shiney Johnson** 22/23

**Tom Hazell** 23/24

**Eric Villa** 23/24

### Humanities

**Sean Donnell** 24/25

**Brent Isaacs** 24/25

**Erica Brenes** 24/25

**Stephanie Burnham** 23/24

**Kevin Degnan** 24/25

### Industry & Technology

**Charlene Brewer-Smith<sup>R</sup>** 24/25

**Ross Durand\*** 24/25

**Dylan Meek<sup>R</sup>** 24/25

**Bruce Tran** 24/25

**Jack Selph** 24/25

### Mathematical Sciences

**Susana Acuna-Acosta** 22/23

**Diaa Eldanaf** 22/23

**Arturo Martinez** 24/25

**Greg Fry** 23/24

**Lars Kjeseth** 24/25

### Natural Sciences

**Troy Moore** 24/25

**Darcie McClelland\*** 22/23

**Mia Dobbs** 23/24

**Sanda Oswald** 24/25

**Jwan Amin<sup>R</sup>** 22/23

### Academic Affairs & Student Services

**Carlos Lopez**

**Ross Miyashiro**

#### Associated Students Organization

**Anisah Moutra**

#### President/ Superintendent

**Brenda Thames**

#### Ex-officio positions

**Edwin Ambrosio** CCC Chair  
**Anna Brochet** VP FD  
**Kelsey Iino** ECCFT

#### Institutional Research

**Josh Rosales**

Dates after names indicate the last academic year of the senator's three-year term, for example 22/23 = 2022/2023.

\*Denotes longest-serving division senator (i.e., the "senior senator"). <sup>R</sup> Denotes division senator who reports to division on Senate meetings.

# El Camino College Academic Senate Purpose, Meetings, and Committees

---

**Purpose:** To provide faculty the means for full participation in the formulation of policy on academic and professional matters relating to the college, including those in Title 5 (§53200-53206). The Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters in the following “10+1” areas in the senate purview (BP 2510). If a disagreement arises, the Board and the Senate must mutually agree to any changes or new policies.

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards and policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation process, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.”

The Academic Senate is committed to supporting the college’s Mission and Strategic Plan, including Strategic Initiative C – [COLLABORATION](#) - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making. For more information consult [ECC Academic Senate Handbook](#) or [Local Senates Handbook](#).

## **ECC ACADEMIC SENATE MEETINGS:**

1<sup>st</sup> and 3<sup>rd</sup> Tuesdays, 1-2:30 p.m., Distance Education Conference Center (DE 166).

**FALL 2022:** September 6 & 20, October 4 & 18, November 1 & 15, December 6.

**SPRING 2023:** February 21, March 7 & 21, April 4 & 18, May 2 & 16, June 6.

## **SENATE COMMITTEES:**

**Academic Technology.** Chairs: Stephanie Burnham & Marlow Lemons. 2<sup>nd</sup> Thursday, more details TBA.

**Assessment of Learning.** Chairs: Kevin Degnan & Catherine Shultz-Roman. Dates TBA, 2:30-4 pm, Communications 109.

**Academic Program Review.** Chairs: Kevin Degnan & Irena Zucic. Thursdays, 12:30-2pm, Library 202 or Communications 109.

**College Curriculum.** Chair: Edwin Ambrosio. 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays, 2:30-4:30, DE 166.

**Online and Digital Education.** Chair: Moses Wolfenstein. D.E. Liaison: TBA. 4<sup>th</sup> Thurs, 1:30-2:30, Lib 202.

**Educational Policies.** Chair: Camila Jenkin. 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays, 1-2, Natural Sciences 127.

**Faculty Development.** Chair: Anna Brochet. 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays, 1-2, West Library Basement.

**Equity, Diversity, and Inclusion.** Chair: Analu Josephides. 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays, 2-3pm, TBA.

## **CAMPUS COMMITTEES:**

**Accreditation.** Chair: Carlos Lopez. Faculty Co-Chair: TBA. Standards Co-Chairs: TBA

**Board of Trustees.** Chair: Nilo Michelin. Senate Rep: Darcie McClelland. 3<sup>rd</sup> Mondays, 4 pm, Boardroom.

**Calendar.** Chair: Ross Miyashiro. Senate Reps: Anna Brochet and TBA. Meets annually or as needed.

**College Council.** Chair: Brenda Thames. Senate Reps: Darcie McClelland, Kelsey Iino, and Charlene Brewer-Smith. 1<sup>st</sup> & 3<sup>rd</sup> Mondays, 1:00-3:00, Zoom.

**Council of Deans.** Chairs: Carlos Lopez & Ross Miyashiro. Senate Rep: Darcie McClelland, 1st Thurs., 9:15-10:30, Zoom.

**ECC Technology Committee.** Chairs: Crystle Martin & Marlow Lemons. Senate Rep: S. Burnham. 3<sup>rd</sup> Tuesdays, 2-3, Library 202.

**Enrollment Management.** Chairs: Carlos Lopez and D. McClelland. 1<sup>st</sup> Thursday, 11:5-2:15, Zoom.

**Facilities Steering Committee.** Chair: Jorge Gutierrez. Senate Reps: Tom Hazell and Ross Durand, Oct. 3 and Dec 5, Zoom.

**Guided Pathways Steering Committee.** Chair: J. Simon. Senate Rep: D. McClelland. 1<sup>st</sup> Tues, 2:30- 3:30 DE 166.

**Planning & Budgeting (PBC).** Chairs: Robert Suppelsa and Viviana Unda. Senate reps: Josh Troesh & Darcie McClelland, 3<sup>rd</sup> Thurs, 1- 2, Zoom.

***Senate & committee meetings are open to the public. Contact committee chairs or representatives directly to confirm details.***

## ECC (El Camino College) Acronyms

Acronym	Meaning
<b>ACCJC</b>	Accrediting Commission for Community and Junior Colleges
<b>ALC</b>	Assessment of Learning Committee
<b>ADT</b>	Associate Degree for Transfer
<b>AP</b>	Administrative Procedure
<b>ASO</b>	Associated Students Organization (ECC's student government)
<b>ASCCC</b>	Academic Senate for California Community Colleges
<b>BP</b>	Board Policy
<b>BSI</b>	Basic Skills Initiative
<b>BOGFW</b>	Board of Governor's Fee Waiver
<b>BOT</b>	Board of Trustees
<b>CCC</b>	College Curriculum Committee
<b>CCCCO</b>	California Community Colleges Chancellor's Office
<b>CMS</b>	Course Management System
<b>COLA</b>	Cost of Living Adjustment
<b>CTE</b>	Career Technical Education (formerly Vocational Education)
<b>DE</b>	Distance Education (instruction that is at least 51% online)
<b>DEAC</b>	Distance Education Advisory Committee
<b>EPI</b>	Educational Planning Initiative
<b>FACCC</b>	Faculty Association for California Community Colleges
<b>FDC</b>	Faculty Development Committee
<b>FTEF/FTES</b>	Full-Time Equivalent Faculty/Full-Time Equivalent Students
<b>FYE</b>	First Year Experience program
<b>GP</b>	Guided Pathways
<b>HTP</b>	Honors Transfer Program
<b>IE</b>	Institutional Effectiveness (actions/measures of college improvement)
<b>IEPI</b>	Institutional Effectiveness Partnership Initiatives (state-mandated support for IE and host of the Framework of Indicators data portal)
<b>ILOs</b>	Institutional Learning Outcomes
<b>IR/IRP</b>	Institutional Research / Institutional Research & Planning
<b>ITS</b>	Information Technology Services
<b>MMAP</b>	Multiple Measures Assessment Project
<b>OEI</b>	Online Education Initiative
<b>PLOs</b>	Program Level Outcomes
<b>PBC</b>	Planning & Budgeting Committee
<b>PR</b>	Program Review (period program evaluation and plan)
<b>PRP</b>	Program Review & Planning (annual integrated planning system)
<b>SAOs</b>	Service Area Outcomes
<b>SLOs</b>	Student Learning Outcomes
<b>SEA</b>	Student Equity and Achievement
<b>SSSP</b>	Student Success & Support Program
<b>SWP</b>	Strong Workforce Program
<b>Title 5</b>	California Code of Regulations (CCRs) section which details state law related to education. (Also known as "Ed Code")
<b>Title V</b>	Many "Title Vs" exist, but we typically mean a Federal grant program to support the improvement of Hispanic-Serving Institutions (HSI).
<b>WSCH</b>	Weekly Student Contact Hours

Many thanks to Viviana Unda and the Institutional Research and Planning department for sharing their compilation of acronyms.

**Adjunct (1 Year)**

Excused: Ismael De La O

☒ Annette Owens

**Behavioral Social Sciences**

☒ Stacey Allen

☒ Yun Chu

☒ Kristie Daniel Di-Gregorio

☒ Hong Herrera-Thomas

☒ Orion Teal

**Business**

☒ Kurt Hull

☒ Phillip Lau

☒ Josh Troesh

**Counseling**

☒ Anna Brochet

☒ Rocio Diaz

☒ Maria A. Garcia

☒ Amy Herrschaft

**Fine Arts**

☒ Kevin Blickfeldt

☒ Diana Crossman

☒ Joe Hardesty

☒ Larry Leach

☒ Russ McMillin

**Health Sciences & Athletics**

Unexcused: Andrew Alvillar

☒ Tom Hazell

Unexcused: Shiney Johnson

☒ Dina Mauger

☒ Eric Villa

**Humanities**

☒ Stephanie Burnham

Unexcused: Sean Donnell

☒ Brent Isaacs

☒ Kevin Degnan

Excused: Erica Brenes

**ITEC**

☒ Charlene Brewer-Smith

☒ Ross Durand

Unexcused: Dylan Meek

☒ Jack Selph

☒ Bruce Tran

**Library**

☒ Camila Jenkin

☒ Analu Josephides

☒ Gary Medina

**Mathematics**

☒ Susana Acosta-Acuna

☒ Diaa Eldanaf

☒ Lars Kjeseth

☒ Greg Fry

☒ Arturo Martinez

**Natural Sciences**

☒ Jwan Wageman

☒ Mia Dobbs

☒ Sanda Oswald

☒ Darcie McClelland

☒ Troy Moore

**ASO**

☒ Hameeda Uloomi

**Curriculum Chair**

☒ Edwin Ambrjoosio

**Academic Affairs**

☒ Carlos Lopez

**Student Services**

☒ Ross Miyashiro

**President/Superintendent**

Brenda Thames

**ECC Federation**

Kelsey Iino

**Institutional Research**

Josh Rosales

**Dean's Reps/Guests/Other Officers:**

Ali Ahmadopur

Ana Tontcheva

Christina Gold

Christina Nagao

Connie Zandate

E. Flores

Jeremiah J. Sims

John Baranski

Juli Soden

Karen Preciado

Laura Saldarriaga

Maeve Lee

Marci (Myers) Mojica

Marleen Ledesma

Masiel Calderon

M. Cortez

Michael Trevis

Michael Wynne

Monica Delgado

Nancilyn Burruss

Pete Doucette

Piyasada

Professor Uphoff

Rene Galbavy

Ryan M. Turner

## ACADEMIC SENATE MINUTES November 1, 2022

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

- Called to order at 1:04 pm

### B. Approval of Minutes (p. 6-11)

- Disable chat going forward
- Motion to approve J. Troesh, seconded by C. Brewer Smith
- No comments/questions
- 31 Yes, 0 Nos, 1 abstention

### C. Unfinished Business:

#### a. 2022-2025 Student Equity and Achievement Plan 2nd Reading and Vote- Nayeli Oliva (p. 12)

- Motion to approve L. Kjeseth, seconded by R. Diaz
- Equity Minded Institute
  - Is included in SEA plan and it was suggested to be expanded
- Includes ZTC→consider including Low Text Book Cost
- Exit interviews for African American Interviews
  - Suggested for all students as well
- Concerns:
  - Transfer level in English and Math
    - What is proposed is not ongoing work so not clear on what it will look like
    - MyPath is not translating well into STEM and Math
    - Suggested other avenues related to equity groups especially as it related to mathematics/STEM
  - Senate would like to be a partner in what is operationalized and funded to items as it relates to curriculum changes
  - Require faculty EMTI→change to “encourage”
    - Change has been made
- 28 yes, 0 Nos, 1 abstention
  - Passed

#### b. AP 5070, Attendance Accounting 2nd Reading and Vote- Camila Jenkin (p. 13-18)

- Motioned to approve K. Daniel Di-Gregorio, Seconded by L. Kjeseth
- Reviewed changes:
  - No show report submission to Admissions eliminated
  - Attendance rosters district submission eliminated
  - Questions/Suggestion:
    - Will no show reports be required by division?
      - No. This is optional for faculty to keep track of
    - Item 2. Changed from first day of term to first day of course



- Concern about 1 day to add from Dean of Natural Sciences
  - Advocating for SRC students, 1<sup>st</sup> gen students, etc.
  - Doesn't seem equity minded
- Registration begins months in advance and student have ample time to register
  - Responses:
    - First gen/low income students don't always register far in advance
    - Sometimes students come week before school to register
    - We are hurting for enrollment so adding students to cap is essential
- Larger waitlist and automated adding from waitlist is in the works
- The 24 hour seems restrictive and adding later could prevent course cancellations, students losing out on a course who may need it for graduation/transfer
- Some students are sometimes being recruited up until a week before school begins
  - A week to add seems more reasonable to accommodate students and meet safety requirements
- For courses who have safety timelines to meet → consider making video students can review if they add after
- Do we know what % of students enroll two weeks before courses begin?
- We are HSI and serve 1<sup>st</sup> gen students and we need to serve students who may not register until semester begins
- Concern of restriction on academic freedom as some classrooms run differently and missing 2 courses may have implications
- C. Jenkins moved to extend discussion 5 minutes
- New suggestion: Have a late start 12-week session so late coming students to get items like counseling, financial aid, etc.
  - Per AS President this is something being considered already for future courses. Will request VPASS to come to senate and give updates
- R. Diaz motioned, seconded K. Degnan proposed changes
  - In person classes for 2<sup>nd</sup> day
    - 11 yes, 21 no 0 abstention
    - Motion Failed
  - Change 48 hours to 2<sup>nd</sup> weekday of the course.
    - Diaz. Seconded by C. Jenkins
    - 24 yes, 5 Nos 0 abstentions
      - Motion passed
- Vote 5070 Policy Amendments
  - 24 Yes, 8 Nos, 2 abstentions
  - Policy passed. Will be sent to College Council of Deans

~~During the second week of the semester after the first day of instruction for the course,~~  
instructor approval is required.

Instructor Adds- Instructors are required to add students who are present for the first schedule class period of the term up to the course cap through <sup>↔</sup>the end of the first scheduled day of class for the session. ~~first week of instruction for 16 week courses, through the first 72 hours of the term for 8 week courses, and through the first 48 hours of the term for 5 and 6 week courses.~~

For fully online asynchronous classes instructors are required to add students who contact then up to the course cap through the first 48 hours of the term. ~~end of the first week of instruction for 16 week courses, through the first 72 hours of the term for 8 week courses, and through the first 48 hours of the term for 5 and 6 week courses.~~

Instructors may, at their discretion, add additional students after these timelines until the add

## D. New Business:

### a. Updated Title IX Mandated Reporting Syllabus Statement- Anna Brochet (p. 19)

- FDC created sample syllabus statement.
- Will be available on senate website
- Consulted with Title IX office on changes
- Recommended add Faculty (NP, Counseling, Instructional Faculty)
  - Anna will check to see if Nurses and Clinical Psychologists need to be added since they are confidential
- Will be brought back for second reading

## E. Information Items –Discussion

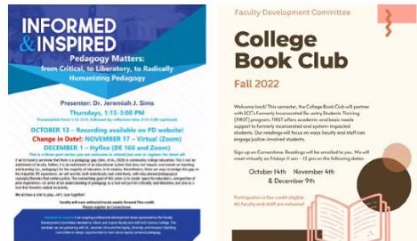
### a. FDC Announcements- Anna Brochet (p. 20-21)

- Spring flex Thursday, Feb 9<sup>th</sup>
- Main session is mandatory, second half will be optional
  - Second half will be round table
    - Coffee with Faculty unstructured time to connect and discuss “hot topics”
    - Propose a topic and table will be reserved
      - Connect with Anna if you would like to be a “Conversation Captain”



please see the packet for the full report

- Spring 2023 Flex day: **Thursday, February 9th, 2023**
  - Optional afternoon breakout: Coffee and Conversation with Colleagues (informal round table discussions)
- Informed and Inspired, Part 2: **Thursday, November 17th, 2022 (change in date)**
- College Book Club, Session 2: **Friday, November 4th, 2022**



## F. Reports

### a. Academic Senate President’s Report – Darcie McClelland

- Covid Task Force:
  - Trustees voted to follow county guidelines regarding Covid
  - Starting Winter 2023 vaccine mandate is no longer required
  - Marketing/Communications will send email regarding vaccine requirement for events
  - Mask policy will be voted on Dec meeting
- Student Success Committee needs to be staffed
  - Need 1 person each meta-major who are comfortable reading data/make data informed decision
  - Need 2 senate reps
    - Instructional and Counseling
  - When will meetings take place?
    - Likely Fridays and need to come to Senate meetings to provide updates
    - Starting spring 2023
  - Send Darcie email if you are interested and/or nominate faculty as meta-major or senate rep

### b. Academic Affairs Report- Carlos Lopez

### c. Student Services Report- Ross Miyashiro

## G. Future Agenda Items

### a. Guided Pathways Plan

### b. Emergency Conditions Funding Allowance Recovery Plan

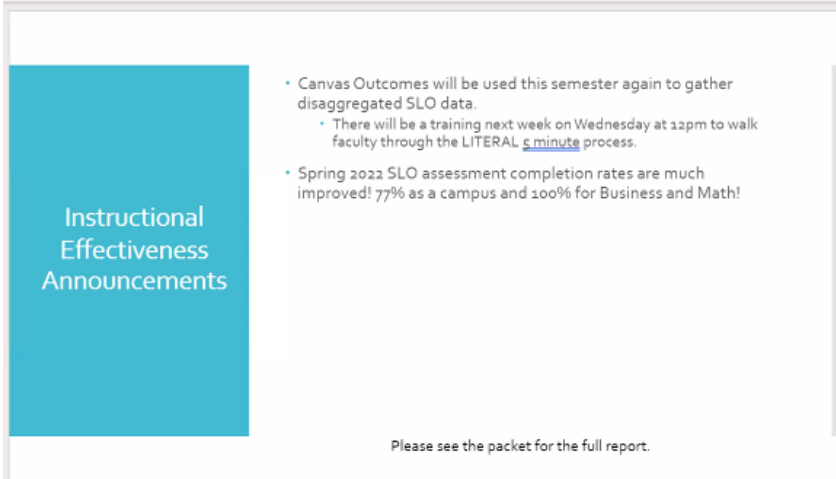
### c. Strategic Enrollment Management Plan 2022 – 2025

### d. Police/Community Relations and Safety Presentation

## H. Public Comment

- IMPACT training is a small group this semester.

- Great model to implement IMPACT grid and encouraged more faculty to get involved
- Kevin Degan Instructional Effectiveness Announcements



Instructional Effectiveness Announcements

- Canvas Outcomes will be used this semester again to gather disaggregated SLO data.
  - There will be a training next week on Wednesday at 12pm to walk faculty through the LITERAL [5 minute](#) process.
- Spring 2022 SLO assessment completion rates are much improved! 77% as a campus and 100% for Business and Math!

Please see the packet for the full report.

- 

## I. Adjournment

- 2:14pm

Proposed Revision to Sample Syllabus Statement regarding Title IX and Mandated Reporting Requirements—second reading

**Sample Syllabus Statement RE: ~~Child Abuse,~~ Gender-Based or Sexual Misconduct and Child Abuse or Neglect**

**Sexual or Gender-Based Misconduct:** ~~You should~~ Please know that if you reveal ~~child abuse, child neglect, or~~ gender-based or sexual misconduct (including sexual harassment, sexual assault, stalking or intimate partner violence) ~~that has taken place on campus or in connection with a school activity to an instructor, counselor, or librarian, to any instructor,~~ we are required by law to report the problem to the Office of ~~Staff and Student Diversity-~~Title IX, Diversity & Inclusion. In addition, Registered Nurses, Nurse Practitioners, and Medical Physicians in the Student Health Center are required per California Licensing Requirements to report these types of incidents to local law enforcement.

If you want to discuss gender-based or sexual misconduct confidentially, Clinical Psychologists in the Student Health Center are not required to report such issues to the Office of Title IX, Diversity & Inclusion. Contact the Student Health Center for an appointment: 310.660.3643 or visit the [Student Health Services website](#). For more information, visit the [Sexual and Gender-based Misconduct website](#). Instructors: Visit the [Office of Title IX, Diversity, and Inclusion](#) for additional information and resources.

**Child Abuse/Neglect:** ~~Any information you share about child abuse or neglect to any ECC employee, including Clinical Psychologists in the Student Health Center, is required by law to be reported to Department of Children and Family Services.~~

Revisions made in consultation with Jaynie Ishikawa (Director of Title IX, Diversity and Inclusion), Susan Nilles (Faculty Coordinator of Student Health Services) and referencing [AP 3518 on child abuse and neglect](#).

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

## JULY 2024

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			

## AUGUST 2024

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

## SEPTEMBER 2024

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					

## OCTOBER 2024

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		

## NOVEMBER 2024

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]

## DECEMBER 2024

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				

## JANUARY 2025

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	

## FEBRUARY 2025

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	

## MARCH 2025

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					

## APRIL 2025

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			

## MAY 2025

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

## JUNE 2025

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					

Fall	Winter Intersession	Spring	Flex Days	Summer	No Classes
------	---------------------	--------	-----------	--------	------------

- { } - Staff Development Flex Days – Campus Remains Open – Classes not in session
- [ ] - Campus Closed
- \* - Holidays (Management, Faculty, Staff, and Students) – Campus Closed
- ( ) - Campus Remains Open – Classes not in session

**EI CAMINO COMMUNITY COLLEGE DISTRICT  
ACADEMIC CALENDAR  
SUMMER CALENDAR 2025 (DRAFT)**

**MAY 2025**

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
31						

**JUNE 2025**

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					

**JULY 2025**

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		

**AUGUST 2025**

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						

Summer Session -----2025

\*Six-Week Sessions

June 23 through July 31, 2025

July 7 through August 14, 2025

\*Eight-Week Session

June 23 through August 14, 2025

\*These dates are subject to change.

Summer Four-Day Workweek Schedule – 2025

The 4-day, 8-hour a day workweek for classified and administrative employees will begin

Monday, June 23, 2025 through Thursday, August 14, 2025

The first Friday off is June 27, 2025 and the last Friday off is August 15, 2025.

Fall	Winter Intersession	Spring	Flex Days	Summer	No Classes
------	---------------------	--------	-----------	--------	------------

{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[ ] - Campus Closed

\* - Holidays (Management, Faculty, Staff, and Students) – Campus Closed

( ) - Campus Remains Open – Classes not in session

<b>Fall Semester 2024</b>			
Faculty & Staff Development Flex Days Mandatory Flex Day --6 hours	Thursday - Friday	August 22-23	2024
<b>Fall Semester Classes Begin</b> (1st 8 Week Session and Full Semester Courses)	Saturday	August 24	2024
Weekday Classes Begin (1st 8 Week Session and Full Semester Courses)	Monday	August 26	2024
First Day to Apply for Degrees and Certificates (Fall)* {this is subject to be earlier}	Monday	August 26	2024
Last DayAdd (w and Add Code)/ Drop for a Refund/No Notation (1st 8 Week	Friday	August 30	2024
<i>Labor Day Holiday (Campus Closed)</i>	Monday	September 2	2024
Last Day to Add with an Add Code (Full Semester Courses)	Sunday	September 8	2024
Last Day to Drop for a Refund/No Notation on your Record (Full Semester Courses)	Sunday	September 8	2024
<b>Active Enrollment Census</b>	<b>Monday</b>	<b>September 9</b>	2024
Last Day to Apply for Degrees and Certificates (Fall)	Friday	October 11	2024
Mid-Term Classes Begin (2nd 8 Week Session)	Saturday	October 19	2024
Weekday Classes Begin (2nd 8 Week Session)	Monday	October 21	2024
Last Day to Drop for a Refund/No Notation (2nd 8 Week Session)	Friday	October 25	2024
<b>Veterans Day Holiday (Campus Closed)</b>	<b>Monday</b>	<b>November 11</b>	<b>2024</b>
Last Day to Drop with a "W" (Full Semester Courses)	Friday	November 15	2024
<i>Thanksgiving Day Holiday/Weekend (Campus Closed)</i>	Thursday - Friday	November 28-29	2024
<b>Fall Semester Ends</b>	Friday	December 13	2024
First Day to Apply for Degrees and Certificate (Spring)	Monday	December 16	2024
<i>Winter Recess (Campus Closed)</i>	Tuesday-Tuesday	December 24-31	2024
<i>New Year's Holidays (Campus Closed)</i>	Wednesday	January 1	2025
<b>Winter Session - 2025</b>			
<b>Classes Begin</b>	Monday	January 6	2025
Last Day to Add (*M-F)	Thursday	January 9	2025
Last Day to Drop for a Refund/No Notation (*M-F)	Thursday	January 9	2025
<i>Martin Luther King Holiday Observed (Campus Closed)</i>	Monday	January 20	2025
Last Day to Drop with a "W" (*M-F)	Wednesday	January 29	2025
<b>Winter Session Ends</b>	Thursday	February 6	2025
<i>Lincoln's Day Holiday Observed (Campus Closed)</i>	Friday	February 7	2025
<b>Spring Semester 2025</b>			
Faculty & Staff Development Flex Days Mandatory Flex Day --3 hours	Thursday-Friday	February 13-14	2025
<b>Spring Semester Classes Begin</b>	Saturday	February 15	2025
<i>Washington's Day Holiday Observed (Campus Closed)</i>	Monday	February 17	2025
Weekday Classes Begin (1st 8 Week Session and Full Semester Courses)	Tuesday	February 18	2025
Last DayAdd (w and Add Code)/ Drop for a Refund/No Notation (1st 8 Week	Sunday	February 23	2025
<b>Spring Semester 2025 continued</b>			
Last Day to Apply for Degrees and Certificates (Spring)	Friday	February 28	2025
Last Day to Add with an Add Code (Full Semester Courses)	Sunday	March 2	2025
Last Day to Drop for a Refund/No Notation on your Record (Full Semester Courses)	Sunday	March 2	2025
<b>Active Enrollment Census</b>	Monday	March 3	2025
Spring Recess (Faculty and students)	Saturday - Friday	April 12 - 18	2025
Mid-Term Classes Begin (2nd 8 Week Session)	Saturday	April 19	2025
Weekday Classes Begin (2nd 8 Week Session)	Monday	April 21	2025
Last DayAdd (w and Add Code)/ Drop for a Refund/No Notation (2nd 8 Week	Sunday	April 27	2025
Last Day to Drop with a "W" (Full Semester Courses)	Friday	May 16	2025
<i>Memorial Day Holiday (Campus Closed)</i>	Monday	May 26	2025
El Camino College Graduation	Friday	June 13	2025
<b>Spring Semester Ends</b>	Friday	June 13	2025
<b>Summer Sessions 2025 - El Camino College</b>			
<b>First Six Week Session</b>			
<b>First Six Week Session Begins</b>	Monday	June 23	2025
Last DayAdd (w and Add Code)/ Drop for a Refund/No Notation (M-TH*)	Thursday	June 26	2025
<b>Active Enrollment Census</b>	Monday	June 30	2025
<i>Independence Day Holiday Observed (Campus Closed)</i>	Thursday	July 3	2025
Last Day to Drop with a "W" (Full Semester Courses)	Tuesday	July 22	2025
<b>First Six Weeks Ends</b>	Thursday	July 31	2025
<b>Eight Week Session</b>			
<b>Eight Week Session Begins</b>	Monday	June 23	2025
Last DayAdd (w and Add Code)/ Drop for a Refund/No Notation (M-TH*)	Monday	June 30	2025
<b>Active Enrollment Census</b>	Tuesday	July 1	2025
<i>Independence Day Holiday Observed (Campus Closed)</i>	Thursday	July 3	2025
Last Day to Drop with a "W" (Full Semester Courses)	Thursday	July 31	2025
<b>Eight Weeks Ends</b>	Thursday	August 14	2025
<b>Second Six Weeks Session</b>			
<b>Second Six Weeks Session Begins</b>	Monday	July 7	2025



Last DayAdd (w and Add Code)/ Drop for a Refund/No Notation	Thursday	July 10	2025
<b>Active Enrollment Census</b>	Monday	July 14	2025
Last Day to Drop with a "W" (Full Semester Courses)	Tuesday	August 5	2025
<b>Second Six Weeks Session Ends</b>	Thursday	August 14	2025
<b>*M - F classes only for Winter all others check your syllabus</b>			
<b>*M-TH classes only for summer all others check your syllabus</b>			

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
SCHOOL YEAR CALENDAR 2024-2025  
EIGHT-WEEK COURSE DATES (DRAFT)**

FALL 2024

First Eight Weeks

August 24 through October 18

Second Eight Weeks

October 19 through December 13

SPRING 2025

First Eight Weeks

February 15 through April 11

Second Eight Weeks

April 19 through June 13

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
SCHOOL YEAR CALENDAR 2024 - 2025  
HOLIDAYS FOR 12-MONTH EMPLOYEES (DRAFT)**

1. Independence Day Holiday	Thursday	July 4, 2024
2. Labor Day Holiday	Monday	September 2, 2024
3. Veterans Day Holiday	Monday	November 11, 2024
4. Thanksgiving Holiday	Thursday	November 28, 2024
5. Local Holiday	Friday	November 29, 2024
6. Local Holiday	Tuesday	December 24, 2024
7. Christmas Holiday	Wednesday	December 25, 2024
8. Local Holiday	Tuesday	December 31, 2024
9. New Year's Holiday	Wednesday	January 1, 2025
10. Martin Luther King's Holiday	Monday	January 20, 2025
11. Lincoln's Holiday (observed)	Friday	February 7, 2025
12. Washington's Holiday	Monday	February 17, 2025
13. Memorial Day Holiday	Monday	May 26, 2025

## Resolution on Recognizing Advanced Faculty Training in Online Course Assignment

Whereas Title 5, California Code of Regulations §53200 has been interpreted at El Camino College to include methods of ensuring course quality in Distance Education classes as subject to the collegial consultation process;

Whereas El Camino College has, through collegial consultation, determined that faculty must go through a certification process in order to be assigned Distance Education classes as per the method included in Administrative Procedure 4105;

Whereas gaps in student success in Online courses when compared to On-Campus courses have been demonstrated through research within the California Community College system and at El Camino College;

Whereas educational research has demonstrated that processes for ensuring high quality Online (asynchronous) courses improve student success;

Whereas Distance Education courses in general and Online courses in particular make up a significantly larger portion of sections offered at El Camino College since the period of emergency remote instruction due to the COVID-19 pandemic during the 2020/2021 and 2021/2022 academic;

Whereas this change in student preference for course formats has persisted since the campus was fully reopened for the Spring 2022 term further emphasizing the need to work towards offering El Camino students the highest quality courses possible in the Online format;

Whereas student success in El Camino College courses regardless of course format is essential for the campus to meet its mission and vision, and to sustain enrollment and achieve student equity;

Whereas Online course quality was flagged as an area in need of improvement by the visiting review team in El Camino's last accreditation cycle;

Whereas the proportion of faculty who have met the basic certification requirements for teaching in Distance Education formats at El Camino College is substantially increased since the period of emergency remote instruction due to the COVID-19 pandemic during the 2020/2021 and 2021/2022 academic years;

Whereas the California Community College system has implemented the Peer Online Course Review (POCR) process and the California Virtual Campus (CVC) rubric as one method for ensuring that courses offered by schools within the system are more likely to result in student success;

Whereas the CVC Rubric and POCR process are specifically designed to review and support the improvement of Online (asynchronous) classes;

Whereas El Camino College has formed a Local POCR team as one method of improving the quality of Online courses;

*Resolved*, that when determining assignment for classes in the Online format starting with the Summer 2023 term, divisions will prioritize assignment, in alignment with the contract, in this format for faculty who have completed a certified form of advanced training and development in designing, developing, and teaching online courses including but not limited to; the local POCR process at El Camino College or

another CVC local POCR approved campus, completion of an alternative formal course quality review process (e.g. Course Design Academy, Quality Matters), and graduate-level coursework and/or degree attainment that emphasizes online/distance education design and pedagogy in its official description;

*Be it further resolved that* this procedure will be included in the next revision of Administrative Procedure 4105: Distance Education to be reviewed through the collegial consultation process during the Spring 2023 academic term.

## **Proposed revision: Growth mindset-oriented syllabus statement on Academic Integrity**

### **Drafted, voted, and approved by Academic Integrity Committee**

El Camino College is dedicated to providing a learning environment where you can succeed. In return, we need you to do your part in maintaining academic integrity. To uphold the academic integrity of the institution as a student, you are responsible for behaving in a manner which encourages learning and promotes honesty and to act with fairness toward others.

At El Camino College, academic integrity includes:

- Always turning in your own work written in your own voice
- Always giving credit for ideas/words/images that are not your own
- Never presenting the work of others as your own

In short, as long as you take ownership of your own original quality work, we will do everything we can to support your success. I encourage you to meet with me if you have questions about how to maintain academic integrity in my course.

For more information on ECC policies regarding Student Code of Conduct and Academic Integrity and resources for students and faculty visit the [Academic Integrity web page](#).

### **Current Sample Statement RE: Academic Honesty**

El Camino College is dedicated to maintaining an optimal learning environment and insists upon academic honesty. To uphold the academic integrity of the institution, all members of the academic community, faculty, staff and students alike, must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty. It is the responsibility of all members of the academic community to behave in a manner which encourages learning and promotes honesty and to act with fairness toward others.

For more information on ECC policies regarding Student Code of Conduct and Academic Honesty visit: <http://www.elcamino.edu/student/studentservices/sdo/codeofconduct.aspx>

Optional: Examples of academic dishonesty include, but are not limited to: 1) Representing the words, ideas, or work of another as one's own in any academic exercise; 2) copying from another student or former student or allowing another student to copy from one's work; 3) allowing another individual to assume one's identity or assuming the identity of another individual; 4) unauthorized collaboration; changing answers on a previously scored test/assignment/experiment with the intent to defraud; 5) inventing data with the intent to defraud; 6) obtaining or copying exams, test questions, or other course materials; 7) giving or receiving information during an examination or test by any means; 8) using aids such as notes, calculators, or electronic devices unless authorized; 9) handing in the same paper or other assignment in more than one class; 10) purchasing papers to submit as one's own work.

# INFORMED & INSPIRED

## Pedagogy Matters: from Critical, to Liberatory, to Radically Humanizing Pedagogy

**Presenter: Dr. Jeremiah J. Sims**

**Thursdays, 1:15-3:00 PM**

Presentation from 1:15-2:15, followed by reflection time 2:15-3:00 (optional)

**OCTOBER 13 – Recording available [here](#)**

**Change in Date!: [NOVEMBER 17 – Virtual \(Zoom\)](#)**

**[DECEMBER 1 – Hyflex \(DE 166 and Zoom\)](#)**

**This is a three-part series; you are welcome to attend just one or register for them all!**

If we're honest, we know that there is a pedagogy gap (Sims, et Al., 2020) in community college education. This is not an indictment of faculty. Rather, it is an indictment of an educational system that does not require coursework on teaching and learning (i.e., pedagogy) for the majority of educators in its employ. Nevertheless, there are ways to bridge this gap. In this tripartite PD experience, we will wrestle, both individually and collectively, with educational/pedagogical concepts/theories that center justice. The overarching goal of this series is to create space for educators—irrespective of prior experience—to arrive at an understanding of pedagogy as a tool not just for criticality and liberation, but also as a tool that foments radical inclusivity.

We all have a role to play—let's soar together!

**Faculty will earn antiracist/racial-equity focused Flex credit.**

**Please register in Cornerstone (click on dates above to link to Cornerstone registration).**

**Informed & Inspired** is an ongoing professional development series sponsored by the Faculty Development Committee intended to inform and inspire faculty and staff at El Camino College. This semester we are partnering with Dr. Jeremiah Sims and the Equity, Diversity, and Inclusion Standing Committee to design opportunities to learn about equity-centered pedagogy.

If you require accommodations while attending these sessions, please contact Anna Brochet at [abrochet@elcamino.edu](mailto:abrochet@elcamino.edu)



El Camino College

[www.elcamino.edu](http://www.elcamino.edu)

Faculty Development Committee

# College Book Club

Fall 2022

Welcome back! This semester, the College Book Club will partner with ECC's Formerly Incarcerated Re-entry Students Thriving (FIRST) program. FIRST offers academic and basic needs support to formerly incarcerated and system-impacted students. Our readings will focus on ways faculty and staff can engage justice-involved students.

Sign up on Cornerstone. Readings will be emailed to you. We will meet virtually on Fridays 11 am - 12 pm on the following dates:

October 14th    November 4th  
& December 9th

Participation is flex credit eligible.  
All faculty and staff are welcome!







# El Camino College

College Council Meeting Minutes  
October 17, 2022 • 1:00pm – 3:00pm Via Zoom

## Attendance

Present Proxy

	Chair (College President)	Brenda Thames	X	
	<u>Voting Membership</u>			
1	Student 1	Luisa Paredes	X	
2	Student 2			
3	Executive Cabinet Representative	Carlos Lopez	X	
4	Council of Deans-Student Services	Gerson Valle	X	
5	Council of Deans-Academic Affairs	Dipte Patel	X	
6	Classified- Admin Services	Sal Valencia	X	
7	Classified-Academic Affairs	Julie Meredith	X	
8	Classified-Student Services	Carla Velasquez-Lopez	X	
9	Prof. Dev. Advisory Committee			
10	Student Success Committee			
11	Facilities Steering Committee			
12	Planning & Budget Committee			
13	Technology Committee			
14	Academic Senate	Darcie McClelland	X	
15	Instructional Faculty	Charlene Brewer-Smith	X	
16	Non-Instructional Faculty	Kelsey Iino	X	
	<u>Non-Voting Membership</u>			
1	ECCE	Brian Hayden	X	
2	Federation	John Baranski		
3	POA	Erika Solorzano	X	
4	Dir., Student Development	Greg Toya		
5	Dean, Library & Learning Resources	Crystle Martin	X	
6	Dean, Community Advancement	Jose Anaya		
7	Athletic Director	Jeff Miera		
8	Exec. Dir., Foundation	Andrea Sala	X	
9	Risk Management/Campus Safety	Leo Barrera		
10	Dir., Financial Aid	Chau Dao		
11	Accreditation Liaison	Carlos Lopez	X	
12	Student - Social Justice Center			
13	Student - Black Student Success Center			
15	Marketing & Communications	Ann O'Brien	X	

16	VP Human Resources	Jane Miyashiro	X	
17	VP Student Services	Ross Miyashiro	X	
18	VP Administrative Services	Bob Suppelsa	X	
19	VP Academic Affairs	Carlos Lopez	X	
20	Adjunct Faculty	Annette Owens	X	
21	Institutional Research & Planning	Viviana Unda	X	

**Presenters:**

**Minutes**

**2.1 Welcome**

Dr. Brenda Thames, Chair of College Council, opened the remote meeting. This is the first meeting with the new membership. A letter to the new members should have been sent. Apologies are extended and the email will be sent out. A communication to the campus community with the change in membership and identification of constituent representatives, will also go out. Onboarding and training with the tri-chairs will be scheduled. Dr. Thames welcomed College Council members and current vacancies were identified.

**2.2 Approval of Minutes**

College Council moved to approve the minutes from the October 3, 2022 meeting, as presented.

**3.1 AP 3505 Emergency Response Plan - SECOND READING**

Chief of Campus Police, Michael Trevis, presented the procedure for a second reading. No constituent feedback was received. There was no further discussion in Council.

College council moved to approve Administrative Procedure 3505 Emergency Response Plan. This procedure will be presented to the Board of Trustees as an information item.

**3.2 AP 3515 Reporting of Crimes - SECOND READING**

Chief of Campus Police, Michael Trevis, presented the procedure for a second reading. No constituent feedback was received. Marketing & Communication suggested an edit.

College Council move to approve Administrative Procedure 3515 Reporting of Crimes, with the friendly edit.

**4.1 10 17 22 Board of Trustees Meeting Agenda Review**

The Chair provided a brief overview on the organization of Board agenda items for new Council members.

It is confirmed all board agenda items with a fiscal impact have identified funds available.

There are no further questions or comments on the October 17, 2022 Board of Trustees meeting.

**4.2 2023-24 Annual Planning Calendar - Viviana Unda**

Dr. Viviana Unda provided an update on the 2023-24 Annual Planning Calendar including a Gantt chart on the progress of the process. The presentation also included a timeline for and overview on the 10-year Comprehensive Integrated plan.

Council is reminded, the Board approves a budget at a very high level. That approval is to ensure the College is not deficit spending, and has a sound fiscal plan in place. The Board does not approve individual allocations to individual line items. That is operational. The Board approves a budget for the District not funding within the College.

The week the Planning and Budget Committee (PBC) is schedule to review funding requests, will be a hardship for faculty. That week is the last week of the semester. It is very busy and a critical time for the faculty. The new process will not be as time consuming as this year's process. It is suggested PBC's review be moved up a week. This request will be accommodated.

Talking points:

- For 2023-24 planning, the goal is to complete the internal Categorical Funding application process by November 7, BEFORE the Annual Planning process begins. This allows those who did not receive categorical funding, the opportunity to request funding through Annual Planning.
- Annual Planning should be completed by January 30, to provide Fiscal Services time to prepare the budget and provide the results of the funding request earlier than in prior years
- Friday, October 21, 2022 is the Annual Planning training, via Zoom. A recording of the session will be made available to all Annual planners

#### 4.3 Campus Safety and Security Consultation Committee

Campus Police has an ad hoc committee, the Policy Advisory Committee. They discuss campus safety and advise the Chief of Police . The scope of this committee does NOT include campus-wide safety and security or safety plans and training. The Policy Advisory Committee serves more of a “think tank” to address current crime issues.

Is there a need for a broader, participatory governance group that looks at campus safety and security as a whole, and provides recommendations to College Council? Council concurs this committee is needed. Representatives should include individuals who are on campus in the evening. Safety issues are very different at night and on the weekends.

Tentative membership:

- AM/PM Faculty (2)
- PM Part-time Faculty (1)
- PM Staff – Facilities (night custodians 2),
- Health Center (1),
- Student Services Bldg (1)
- AM/PM Student (2)
- Library representative (1)
- Gary Greco (SRC & AMES) (1)
- Athletic Director (1)

- Bookstore Representative (1)
- Police Advisory/Clery Committee (1)
- Police Chief or designee (1)
- Risk Management (1)

Charge of the committee: Advises on policy and procedure, development and implementation, advise on campus, safety and security practices, assist with the emergency incident, planning and training.

The Workplace Health & Safety Committee already do this work. They meet on an as needed basis – before and after the Great Shakeout and fire drills. The Director of Workplace Safety & Risk Management should be able to provide the membership, charge and communication plan of their work. Chief Trevis will also provide similar information for the Police Advisory/Clery Committee. This information will inform the need for a Campus Safety and Security Consultation subcommittee in College Council or the structural engineering of one or more existing committees.

#### 4.4 New Committee Member Onboarding

The idea of having College Council use the tri-chair model that is being implemented for the other governance committees was discussed. Faculty members are willing to pilot the idea. Classified members need a time to consider the idea.

The El Camino College Committee Handbook was approved and will be used to onboard new members. Training with existing chairs of other governance committees, will be provided to walk them through onboarding their new committee members and selecting additional co-chairs to chair with them.

It is reiterated Classified professionals are eligible to receive release time for their participation on college committees. A process is also in place for faculty members.

Changing the meeting days for College Council was discussed. The frequency of meeting is also discussed. Council will pilot meeting on the first Friday of the month dedicated to the first readings of policies and procedures. Second readings will take place on the third Monday meetings, along with Board agenda review and other college business. If there are no policies or procedures to review, the Friday meeting would be skipped. This will be implemented in spring.

#### 4.5 College Council Charge and Responsibilities

Council members are instructed to review the current charge of College Council in the [Making Decisions Guide](#) and their [current goals](#). The new membership of Council will confirm their charge and develop 2022-2025 goals that align with the Board of Trustees' goals and Annual Planning. Any changes to the Making Decisions Guide will be discussed and implemented before the spring semester, if necessary. The year-end assessment will be framed using these fundamentals. This year's assessment was not aligned with what is reflected in the Making Decisions Guide or Council's current goals.

#### 4.6 Policy Review Schedule

The goal is to create a list of BP/APs to be reviewed in spring. Academic Senate already has their slate of BP/APs. Administrative Services, Student Services, Human Resources and the President's areas will provide their lists.

#### 5.1 ACCJC 2027 El Camino Accreditation Cycle

El Camino's accreditation midterm report is due October 2024. The accreditation team will start engagement in this work. The next Team visit is scheduled to begin spring 2027. The process for the Focused Team visit is very different from previous years. The Institutional Self Evaluation Report (ISER) has to be completed earlier to be reviewed by the Visiting team. Only issues identified in the ISER will be addressed during the Focused Team visit. This is a very efficient model. The ISER is critical. El Camino will start work on the ISER in 2025. The confirmation notice from ACCJC is attached to the agenda as an information item. A timeline for the process will be provided by the Accreditation Liaison Officer.

#### 5.2 Invitation from Dean Pedro Noguera on Campus Safety and Threat Assessments

Please share the invitation with the constituent groups. The symposium is free of charge and open to everyone.

#### 6.1 Closing Remarks

Dr. Maria Martinez will be on campus for the Substance Abuse and Mental Health Fair October 26.

#### 6.1 Meeting Adjourned

Meeting adjourned at 300p.m.

**EL CAMINO COLLEGE**  
**MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)**  
**October 11, 2022**

**CALL TO ORDER**

Meeting called to order at 2:34 p.m. by Chair Ambrosio.

**Recorder:** C. Escutia

**Members:**

*Present:* M. Anderson, K. Daniel-DiGregorio, D. Eldanaf, M. Kline, M. Lipe, C. Lopez, M. McMillan, J. Minei, Z. Murdock, R. Padilla, S. Porter

*Absent:* W. Cox

**Ex-Officio Members:**

*Present:* R. Gloyer, L. Justice, L. Marquez, L. Suekawa, M. Wolfenstein

*Absent:* L. Young, I. Zugic

**Guests:** L. Linka

**1. APPROVAL OF MINUTES**

The minutes of September 27, 2022 were approved via email by the CCC on October 4, 2022.

**2. CHAIR'S REPORT:** College Curriculum Committee Chair – E. Ambrosio

Chair Ambrosio thanked the CCC for approving the minutes of September 27 via email and M. Kline for serving as the Standard Review representative for today's meeting. Chair Ambrosio clarified the requirements of the Brown Act which requires that a minimum of seven voting members attend in person to establish a quorum. Voting members who attend by Zoom must disclose the physical address of the teleconferencing location and that location must be posted publicly with the agenda. Priority will be given for emergency circumstances, to those who must travel a far distance, and to those who are not on campus on Tuesdays. Non-voting members and others may choose to attend in person or by Zoom.

**3. CURRICULUM REVIEW**

**A. Consent Agenda Proposals**

The committee approved the following courses, which are ready for final action:

1. Automotive Technology 11 (ATEC 11)
2. Automotive Technology 22A (ATEC 22A)
3. Automotive Technology 22B (ATEC 22B)
4. Fashion 11 (FASH 11)
5. Fashion 23 (FASH 23)
6. Fashion 26A (FASH 26A)
7. Fashion 31 (FASH 31)
8. Noncredit Automotive Technology 1 (NATE 1)

9. Noncredit Automotive Technology 2 (NATE 2)
10. Sign Language/Interpreter Training 101 (SLAN 101)
11. Sign Language/Interpreter Training 115 (SLAN 115)
12. Sign Language/Interpreter Training 120 (SLAN 120)
13. Sign Language/Interpreter Training 130 (SLAN 130)
14. Sign Language/Interpreter Training 131 (SLAN 131)
15. Sign Language/Interpreter Training 210 (SLAN 210)
16. Sign Language/Interpreter Training 211 (SLAN 211)
17. Sign Language/Interpreter Training 220 (SLAN 220)
18. Sign Language/Interpreter Training 221 (SLAN 221)
19. Sign Language/Interpreter Training 230 (SLAN 230)
20. Sign Language/Interpreter Training 232 (SLAN 232)
21. Sign Language/Interpreter Training 234 (SLAN 234)
22. Sign Language/Interpreter Training 236 (SLAN 236)
23. Sign Language/Interpreter Training 240 (SLAN 240)

## **CURRICULUM DISCUSSION**

### **A. Consent Agenda Proposals**

It was moved by J. Minei, seconded by M. Kline, that the committee approve the consent agenda proposals. The motion carried.

It was moved by J. Minei, seconded by M. Kline, that the committee approve the consent agenda course delivery methods. The motion carried.

It was moved by J. Minei, seconded by M. Kline, that the committee approve the consent agenda conditions of enrollment. The motion carried.

### **4. UPDATED LANGUAGE FOR CONDITIONS OF ENROLLMENT**

E. Ambrosio shared onscreen the updated language for conditions of enrollment for English and math. For transfer-level English, use “Eligibility for English 1A” and remove any former references to English 1 or English 84. Language regarding basic math proficiency and transfer-level math was also reviewed. The updated information can be found on the CCC website under “Curriculum User Guides” at [https://www.elcamino.edu/academic-senate/college-curriculum-committee/user\\_guides/Updated-Language-for-Conditions-of-Enrollment-9.29.2022.pdf](https://www.elcamino.edu/academic-senate/college-curriculum-committee/user_guides/Updated-Language-for-Conditions-of-Enrollment-9.29.2022.pdf).

### **5. ADDING HYFLEX TO THE DE ADDENDUM**

M. Wolfenstein proposed forming a small subcommittee to create a timeline for next semester for reviewing the existing DE addenda for possible courses to offer as HyFlex. He requested 2-3 volunteers from the CCC; K. Daniel-DiGregorio and M. Kline volunteered. M. Wolfenstein defined Hyflex as a scheduled class with full meetings in a technology enabled room whereby students may choose, for any given class, to attend face-to-face synchronous class sessions in-person or online via Zoom. He noted that Hyflex at ECC does not include the asynchronous option.

**6. CURRICULUM SPECIALIST’S REPORT:** Curriculum Specialist – L. Marquez

L. Marquez reminded the committee to ensure that titles match exactly on the consortium application when submitting new career education courses or programs. If there are any courses or programs stuck in the process or outstanding, contact Lissette for assistance.

**7. VICE PRESIDENT’S REPORT:** Vice President of Academic Affairs – C. Lopez

C. Lopez reported that enrollment is up 5%, compared to last fall. He gave special thanks to Student Services, Outreach, and the Call Center on their efforts to increase enrollment. He recognized the Respiratory Care baccalaureate degree program and the work taking place to get the program underway. E. Ambrosio announced that the Respiratory Care baccalaureate program went from conditional approval to full approval.

**8. ANNOUNCEMENTS**

- The Curriculog Café will be open after the meeting today.
- Next CCC Meeting: October 25, 2022 – 2:30-4:30 p.m., DE 166/Zoom

**9. ADJOURNMENT**

Chair Ambrosio called for a motion to adjourn the meeting. J. Minei moved to adjourn, M. Kline seconded, and the motion carried. Meeting was adjourned at 3:05 p.m.



Approved Curriculum Changes Proposed for 2023-2024

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	ITEC	ATEC 11 Brakes, Suspension and Four Wheel Alignment	Course review; Change to conditions of enrollment	10/11/2022
Course Review	ITEC	ATEC 22A Introduction to Engine Performance, Electrical and Fuel Systems	Course review	10/11/2022
Course Review	ITEC	ATEC 22B Electrical, Electronics and Computer Controlled Systems	Course review	10/11/2022
Course Review	ITEC	FASH 11 Clothing Construction II	Course review	10/11/2022
Course Review	ITEC	FASH 23 Fitting and Alterations	Course review; Change to catalog description	10/11/2022
Course Review	ITEC	FASH 26A Basic Design and Patternmaking	Course review; Change to conditions of enrollment	10/11/2022
Course Review	ITEC	FASH 31 History of Fashion	Course review; Change to conditions of enrollment	10/11/2022
Course Review	ITEC	NATE 1 Maintenance and Light Repair (MLR) 1	Course review	10/11/2022
Course Review	ITEC	NATE 2 Maintenance and Light Repair (MLR) 2	Course review	10/11/2022
Course Review	LLR	SLAN 130 Deaf Culture	Course review; Change to conditions of enrollment	10/11/2022
Course Review	LLR	SLAN 131 Perspective on Deafness	Course review; Change to conditions of enrollment	10/11/2022
Course Review	LLR	SLAN 232 American Sign Language and English Interpreting I	Course review	10/11/2022
Course Review	LLR	SLAN 234 American Sign Language and English Interpreting II	Course review	10/11/2022
Course Review	LLR	SLAN 236 American Sign Language and Interpreting III	Course review	10/11/2022
Inactivation	LLR	SLAN 101 Individualized American Sign Language Laboratory	Inactivation	10/11/2022
Inactivation	LLR	SLAN 115 American Sign Language V	Inactivation	10/11/2022
Inactivation	LLR	SLAN 120 Fingerspelling and Numerical Concepts	Inactivation	10/11/2022
Inactivation	LLR	SLAN 210 American Sign Language to English Interpreting I	Inactivation	10/11/2022
Inactivation	LLR	SLAN 211 English to American Sign Language Interpreting I	Inactivation	10/11/2022
Inactivation	LLR	SLAN 220 American Sign Language to English Interpreting II	Inactivation	10/11/2022
Inactivation	LLR	SLAN 221 English to American Sign Language Interpreting II	Inactivation	10/11/2022
Inactivation	LLR	SLAN 230 Sign Language Interpreting III	Inactivation	10/11/2022
Inactivation	LLR	SLAN 240 Interpreting Practicum	Inactivation	10/11/2022

**EL CAMINO COLLEGE**  
**MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)**  
**October 25, 2022**

**CALL TO ORDER**

Meeting called to order at 2:33 p.m. by Chair Ambrosio.

**Recorder:** C. Escutia

**Members:**

*Present:* M. Anderson, W. Cox, K. Daniel-DiGregorio, D. Eldanaf, M. Kline, M. Lipe, M. McMillan,  
J. Minei, Z. Murdock, R. Padilla, S. Porter

*Excused:* C. Lopez

**Ex-Officio Members:**

*Present:* R. Gloyer, L. Justice, L. Marquez, L. Suekawa, M. Wolfenstein

*Excused:* I. Zugic

*Absent:* L. Young

**Guests:** L. Linka, R. Merrill

**1. APPROVAL OF MINUTES**

The minutes of October 11, 2022 were approved via email by the CCC on October 19, 2022.

**2. CHAIR'S REPORT:** College Curriculum Committee Chair – E. Ambrosio

Chair Ambrosio thanked the CCC for approving the minutes of October 11 via email, Z. Murdock for serving as the Standard Review representative for today's meeting, and M. Lipe for agreeing to serve as the Standard Review representative for the next meeting. He provided further clarification on the Brown Act. The Brown Act does not apply to division curriculum meetings (DCC) and they can continue to hold meetings via Zoom.

The HyFlex committee met on 10/17/2022. There will be an addition of a separate HyFlex section that will include the options on live on-ground and live online only (no asynchronous option). Further discussion needs to take place with respect to assessments and substantive contact depending on the number of students present online for a course.

**3. CURRICULUM REVIEW**

**A. Full Course Review**

The committee approved the following courses, which are ready for final action:

1. Architecture 258 (ARCH 258)
2. English 1C (ENGL 1C)
3. English 1CH (ENGL 1CH)

**B. Consent Agenda Proposals**

The committee approved the following courses, which are ready for final action:

1. Architecture 100 (ARCH 100)
2. Architecture 104 (ARCH 104)
3. English 78 (ENGL 78)
4. Fashion 26B (FASH 26B)
5. Fashion 41 (FASH 41)
6. Machine Tool Technology 10A (MTT 10A)

**CURRICULUM DISCUSSION**

**A. Full Course Review**

**Humanities Division**

The following courses were presented for course review:

English 1C – Critical Thinking and Composition

English 1CH – Honors Critical Thinking and Composition

It was moved by M. Kline, seconded by S. Porter, that the committee approve the course proposals. The motion carried.

It was moved by M. Kline, seconded by S. Porter, that the committee approve the course delivery methods. The motion carried.

It was moved by M. Kline, seconded by S. Porter, that the committee approve the conditions of enrollment. The motion carried.

**Industry and Technology Division**

Architecture 258 Structures Analysis – Timber was presented for course review.

It was moved by M. Anderson, seconded by W. Cox, that the committee approve the course proposals. The motion carried.

It was moved by M. Anderson, seconded by W. Cox, that the committee approve the course delivery methods. The motion carried.

It was moved by M. Anderson, seconded by W. Cox, that the committee approve the conditions of enrollment. The motion carried.

**B. Consent Agenda Proposals**

It was moved by M. Anderson, seconded by S. Porter, that the committee approve the consent agenda proposals. The motion carried.

It was moved by M. Anderson, seconded by S. Porter, that the committee approve the consent agenda course delivery methods. The motion carried.

It was moved by M. Anderson, seconded by S. Porter, that the committee approve the consent agenda conditions of enrollment. The motion carried.

**4. CCC TRAINING: Clarifications on Updated Language on Conditions of Enrollment**

Chair Ambrosio clarified the updated language on conditions of enrollment. He shared onscreen an example in Curriculog. A discussion ensued concerning language under the requisite skills, matching skills and course objectives. The language will be placed in the Recommended Preparation (non-course) section for non-transfer level English and Math courses where the objectives and skills reflect what is needed in the course without having to match verbatim.

**5. CURRICULUM SPECIALIST'S REPORT: Curriculum Specialist – L. Marquez**

No report.

**6. VICE PRESIDENT'S REPORT: Vice President of Academic Affairs – C. Lopez**

No report.

**7. ANNOUNCEMENTS**

- The Curriculog Café will be open after the meeting today.
- Next CCC Meeting: November 8, 2022 – 2:30-4:30 p.m., DE 166/Zoom

**8. ADJOURNMENT**

Chair Ambrosio called for a motion to adjourn the meeting. J. Minei moved to adjourn, S. Porter seconded, and the motion carried. Meeting was adjourned at 2:54 p.m.

Approved Curriculum Changes Proposed for 2023-2024

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	HUMA	ENGL 1C Critical Thinking and Composition	Course review; Change to catalog description; units	10/25/2022
Course Review	HUMA	ENGL 1CH Honors Critical Thinking and Composition	Course review; Change to catalog description	10/25/2022
Course Review	HUMA	ENGL 78 Creative Writing: Screenwriting	Course review; Change to conditions of enrollment	10/25/2022
Course Review	ITEC	ARCH 100 An Orientation to Architecture	Course review; Change to conditions of enrollment	10/25/2022
Course Review	ITEC	ARCH 104 History of Western Architecture	Course review; Change to conditions of enrollment	10/25/2022
Course Review	ITEC	ARCH 258 Structures Analysis-Timber	Course review; Change to catalog description; conditions of enrollment	10/25/2022
Course Review	ITEC	FASH 26B Basic Dress Design Through the Draping Process	Course review; Change to catalog description	10/25/2022
Course Review	ITEC	FASH 41 Basic Design and Patternmaking	Course review; Change to conditions of enrollment	10/25/2022
Course Review	ITEC	MTT 10A Introduction to CAD/CAM	Course review	10/25/2022



# Academic Technology Committee

## Agenda Sheet

**Facilitators:** Stephanie Burnham (Co-Chair)  
Marlow Lemons (Co-Chair)

**Date:** 10/14/2022  
**Time:** 9am – 10am

**Notetaker:** Janet Quezada

**Location:** Zoom

**Attendees:**

<input checked="" type="checkbox"/>	Loic Audusseau
<input type="checkbox"/>	Elana Azose
<input type="checkbox"/>	Jonathan Bryant
<input checked="" type="checkbox"/>	Stephanie Burnham
<input type="checkbox"/>	Ryan Carey
<input checked="" type="checkbox"/>	William Carter
<input type="checkbox"/>	Joyce Dallal
<input type="checkbox"/>	Nancy Freeman
<input type="checkbox"/>	

<input checked="" type="checkbox"/>	Ryan Gan
<input type="checkbox"/>	Brian Krause
<input checked="" type="checkbox"/>	Tiffanie Lau
<input type="checkbox"/>	Marlow Lemons
<input type="checkbox"/>	Lewis Gray
<input type="checkbox"/>	Dean Lofgren
<input type="checkbox"/>	Mark Malonzo
<input type="checkbox"/>	Andrea Micallef
<input checked="" type="checkbox"/>	Kristine Numrich

<input type="checkbox"/>	Richard Perkins
<input type="checkbox"/>	Carolyn Pineda
<input checked="" type="checkbox"/>	Janice Pon-Ishikawa
<input type="checkbox"/>	Jenny Simon
<input type="checkbox"/>	Hiep D. Tran
<input type="checkbox"/>	Claudio Vilchis
<input checked="" type="checkbox"/>	Oscar Villareal
<input checked="" type="checkbox"/>	Moses Wolfenstein
<input type="checkbox"/>	Michael Wynne

**Agenda:**

- I. Approval of minutes from the last two meetings
- II. Discussion of future meetings' modality (in-person, online, HyFlex)
- III. Second reading of the revised objectives, scope, and yearly plan for the committee
- IV. Planning for the 2023 Ed Tech Conference

**EL CAMINO COLLEGE  
MINUTES OF THE ACADEMIC TECHNOLOGY COMMITTEE MEETING  
OCTOBER 14, 2022  
MINUTES**

The Academic Technology Committee is a sub-committee of the College Technology Committee and the Academic Senate that focuses on the academic technology needs of the college.

**Review Minutes**

Ryan Gan motioned to approve the minutes, Loic Audusseau second. All in favor to approve minutes from May 27, 2022.

**Discussion of future meetings' modality (in-person, online, HyFlex)**

S. Burnham spoke to Darcy, the Academic Senate President and she had mentioned that the Academic Technology Committee is considered a Subcommittee of Senate and have to follow the Senate rules, and Senate is being called back in person because of the Brown act.

Because this committee does not report anything to the Senate floor, and this meeting is more of an advisory committee, the meetings for this committee can continue to be meeting online.

Academic Technology Committee members included in the chat that they would prefer to continue meeting on Friday's at 9am, via zoom.

**Second reading of the revised objectives, scope, and yearly plan for the committee**

S. Burnham displayed the official draft of the purpose of this committee that was discussed at the last meeting. She broke it up into two things, based on everything that was discussed and also included the yearly plan. Reminder, the objective of this subcommittee needs to be submitted to Senate.

**Draft of objective and scope:**

*As a subcommittee of the Academic Senate Academic Technology Committee. The Atc is established to bring together diverse and informed voices for the purpose of ensuring the adoption of academic technologies in a fair and equitable manner. The Atc strives to educate and bring awareness of the latest technologies and innovative instructional practices, as well as teaching strategies, using technology in both the physical and virtual classrooms.*

*Purpose:*

*The atc's purpose is to serve as a lens to focus increasing attention on the ways in which technologies affect teaching and learning. The committee investigates, and, if needed, recommends emerging technologies, processes, and tools to be integrated into educational practices. The Atc also provides a forum for faculty and staff who interact with students daily to communicate their technology needs and provide feedback on current technologies.*

Discussion regarding draft:

- The word investigate should be replaced with researches.
- It was mentioned if IT should be included somehow in the draft/purpose.
- The Atc committee works more with faculty, counselors or others who are in the classroom to discuss any recommendations and/or suggestions on a daily basis, and not IT.
- Add to draft, communicate those needs to the campus technology committee.
- Maybe include the conference or some language that captures the capacity of this committee to have that kind of output to create things.
- Include under objective and scope; create opportunity to faculty and staff to engage with emerging technology.
- Possibly replace, in addition, to for example under objective and scope.
- Include somehow evaluating new technology under 2022/2023 academic plan.
- Include date of the next Educational technology conference.

The committee continued to work together to edit the purpose of this committee. S. Burnham edited the draft during sharing screen with everyone. S. Burnham will share the draft at the next meeting for another final revision.

**Planning for the 2023 Ed Tech Conference**

- Hyflex will be the main theme
- It will be in person
- 3 breakout sessions offered as a Hyflex modality
- It was suggested if many presenters are available then adding a virtual second day could be ideal.
- It was recommended to reach out to CDC/At one in terms if there are opportunities or expertise that could present.
- Having a workshop on what was learned from online teaching.
- S. Burnham will reach out to P. Marcoux on the past keynote speaker that K. Numrich mentioned.
- Possibly include a breakout session on low tech class and what basic technology can be used.



## **Faculty Development Committee Meeting**

**Agenda for Tuesday, November 8, 2022**

Location: Library 202, 1:15-2:15 pm

	<b>Name</b>		<b>Division</b>	<b>Present</b>
1	Stacey Allen	SA	Behavioral & Social Sciences	X
2	Taryn Bailey	TB	Academic Affairs	X
3	Erica Brenes	EB	Humanities	X
4	Anna Brochet*	AB	Counseling	X
5	Linda Cooks	LC	Library & Learning Resources	X
6	Amy Herrschaft	AH	Counseling	
7	Amy Himsel	AJH	Behavioral & Social Sciences	X
8	Analu Josephides	AJ	Library & Learning Resources	
9	Crystle Martin	CM	Library & Learning Resources	X
10	Arturo Martinez	AM	Mathematical Sciences	
11	David Moyer	DM	Fine Arts	
12	Jackie Nolasco	JN	Library & Learning Resources	X
13	Polly Parks	PP	Natural Sciences	X
14	Evelyn Uyemura	EU	Humanities	

\*Committee Chair

**Mission Statement:** *The El Camino College Faculty Development Committee provides opportunities and support to promote instructional excellence and innovation through faculty collaboration.*

**Fall 2022 Meetings:** September 13 & 27, October 11, November 8

**Spring 2023 Meetings:** February 14, March 14, April 25, May 23 (if needed)

### **AGENDA**

#### **1. Task Force sign ups**

AB passed around sign-up sheet for FDC task force groups and requested all FDM members to sign up for at least one Task Force.

#### **2. Book Club update**

LC shared that there was a lot of heart-to heart sharing at the last Book Club meeting. Vilma Fuentes of the FIRST program shared the great positive impact that student-centered teaching faculty (approachable, inclusive, available to help) can have on formerly incarcerated/system impacted students who may be older, profiled negatively, and are in need of community and affirmation. FDC members discussed how we could support faculty so they can effectively serve formerly incarcerated/system impacted students. Perhaps offer a panel session (with Vilma Fuentes, Brian Mims, and Helen Kang) during PD power-up month or a session in the semester? How can we reach more faculty, other than the ones that are already interested in serving this population? Should these trainings be marketed as racial-equity focused to incentivize participation? LC: This will be discussed in the next Book Club meeting as this student population should not be associated with certain racial/ethnic populations. JN shared that FIRST said they want to set up a meet and greet for faculty and students to break down barriers and dispel

negative perceptions. TB shared an idea: invite faculty to do a career panel for FIRST students. LC: have students meet faculty from sociology, counseling, etc. sit at tables for chats. There is also a lot of students being left behind who are having a hard time passing English etc. AJH: her former student was formerly incarcerated and is a dynamic engaging speaker and we can invite him to participate in panels etc. for the future. FDC wants to center these students who are often in the margins and uplift this program. Since we are trying to include student voices in the spring general session, we can do a video highlighting the FIRST program and humanizing the students, maybe a teaser inviting folks for a meet and greet session in the semester. JN and LC will reach out to Vilma Fuentes to see if she is interested in creating a video for the general session. Norman Foster can help with the videography.

### 3. **Spring PD planning update: Save the Date!: Thursday, February 9<sup>th</sup>**

AB asked to spread the word of the date and note that PD day will always be in-person moving forward as it used to be, barring any new county mandates. AB shared we will be sending out a call for Conversation topics and proposals for Spring PD day. Inspired by the discussion from the last FDC meeting and in response to the need that faculty and staff have expressed to connect, we will be offering a space for that during the optional afternoon session of spring PD day. Coffee and Conversation with Colleagues will be in the east dining room and have roundtables set up with various table topics so people can meet people or reconnect and have conversations in a more informal, unstructured format. We considered offering breakout sessions concurrently but we did not want presenters to have to compete with the roundtable activity and have low attendance so we decided to offer breakout sessions virtually during PD power-up month. For the general session, we have a rough plan: 15 min presentation on Active shooter safety, 10-minute re-centering breathing activity, IMPACT training highlight/promotion video, Student video-FIRST program highlight, President-30 minutes. TB asked about active shooter drills in the semester, but EB shared that she thinks active shooter trainings are not offered anymore campus-wide and only offered for faculty and staff since it seems in an incident in Oregon, the active shooter may have learned how to do it through these drills. EB suggested reaching out to an adapted PE faculty to lead breathing activity. AB also reported that the PD planning committee did not want to force a theme this time so we are going with "Spring Forward!" and in fall we could do "Fall Back-Welcome back!" EB offered an idea, making space for faculty to work on PD plan during flex day so it can be meaningful. AB shared Conversation Captains will get triple flex and will be asked to fill out a simple form to list the topics at their table and if they have any comments, or best practices to share.

### 4. **Syllabus statement—Title IX/Mandated Reporting**

AB shared that the Syllabus Statement task force is looking at the Title IX/Mandated Reporting syllabus statement and it will go for a second reading and vote at the next senate meeting. Jaynie Ishikawa and Susan Nilles have provided edits. We are also going to look at the Academic Integrity statement forwarded by Moses Wolfenstein and Greg Toya. AB will post both statements on FDC Teamsite for feedback.

**5. Getting the Job workshop update:**

AB requested help for Getting the Job Part 1 workshop (application) planned on zoom for Friday 12/9 12:30-2pm and post session from 2-3pm. AJH offered to support. Confirmed panelists: Mark Rogers (HR); Angela Tuan (Counseling), Arturo Martinez (Math); Chris Gold (Dean of Social and Behavioral Sciences), Shane Ochoa (English). Part 2 (Interviews) is planned for January 27, 2023.

**6. Communities of Practice**

AB asked FDC members to sign up for this task force if they are interested in helping implement AM's idea to support and facilitate faculty who want to work in PD communities to tackle relevant issues together for flex credit.

**7. Announcements and Reminders:**

- a. Informed & Inspired: Thursdays at 1:15-3:00pm: November 17 (Change in Date),  
December 1
- b. College Book Club -Fridays at 11am: December 9