



Academic Senate of El Camino College 2022-2023

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

Office location: Schauerman Library, Room 273

September 20, 2022

Agenda & Table of Contents: Tuesday, September 20, 2022 Distance Education 166 and via Zoom

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D. New Business: a. None	
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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 (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.



September 20, 2022

Academic Senate of El Camino College 2021-2022

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

Office location: Schauerman Library, Room 273

Zoom information for Academic Senate Meeting 9/20/2022

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:

- When you join the meeting, please type your name and division in the chat box so we can take note of attendance for the minutes.
- 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.
- State your name before you make a comment or ask a question so that we can acknowledge you in the minutes.
- 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.
- 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 academic senate@elcamino.edu by noon on Tuesday, September 20. In the subject line, please put Academic Senate Meeting 9/20 comment/question so that I can easily find it. Comments and questions can also be typed into the chat during the meeting.



Academic Senate of El Camino College 2022-2023

September 20, 2022

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Officers & Executive Committee

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

Part-Time (One-year terms)

TBA

TBA

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*^R	24/25
Josh Troesh	24/25

Counseling

Maria Garcia	23/24
Amy Herrschaft	24/25
Rocio Diaz*^R	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*^R	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^R	24/25
Ross Durand*	24/25
Dylan Meek^R	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^R	22/23

Academic Affairs & Student Services

Carlos Lopez
Ross Miyashiro
<u>Associated Students Organization</u>
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"). ^R 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:

1st and 3rd 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. 2nd 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 Zugic. Thursdays, 12:30-2pm, Library 202 or Communications 109.

College Curriculum. Chair: Edwin Ambrosio. 2nd & 4th Tuesdays, 2:30-4:30, DE 166.

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

Educational Policies. Chair: Camila Jenkin. 2nd & 4th Tuesdays, 1-2, Natural Sciences 127.

Faculty Development. Chair: Anna Brochet. 2nd & 4th Tuesdays, 1-2, West Library Basement.

Equity, Diversity, and Inclusion. Chair: Analu Josephides. 1st and 3rd 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. 3rd Mondays, 4 pm, Boardroom.

Calendar. Chair: Ross Miyashiro. Senate Reps: TBA. Meets annually or as needed.

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

Council of Deans. Chairs: Carlos Lopez & Ross Miyashiro. Senate Rep: Darcie McClelland, 2nd Thurs., 8:30-10:30, Zoom.

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

Enrollment Management. Chair: Carlos Lopez. Senate reps: TBA, 2nd & 4th Thurs. 1-2, Com 109/LIB 202.

Facilities Steering Committee. Chair: Jorge Gutierrez. Senate Rep: TBA, 1st Monday, 2:30, Library 202.

Guided Pathways. Steering Committee: C. Mosqueda, J. Pon-Ishikawa, J. Rosales, C. Lopez, J. Simon, C. Wells. 1st Tues, 2:30- 3:30 DE 166.

Planning & Budgeting (PBC). Chairs: Robert Suppelsa and Viviana Unda. Senate reps: Josh Troesh & Darcie McClelland, 1st & 3rd Thurs, 1- 2, LIB 202.

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

ECC (El Camino College) Acronyms

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

Vacant

Vacant

Behavioral Social Sciences

Stacey Allen

Yun Chu

Excused: 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

Unexcused: Kevin Blickfeldt

Diana Crossman

Joe Hardesty

Larry Leach

Russ McMillin

Health Sciences & Athletics

Andrew Alvillar

Unexcused: Tom Hazell

Unexcused: Shiney Johnson

Dina Mauger

Eric Villa

Humanities

Stephanie Burnham

Unexcused: Sean Donnell

Brent Isaacs

Kevin Degnan

Erica Brenes

ITEC

Charlene Brewer-Smith

Ross Durand

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 Amin

Mia Dobbs

Sanda Oswald

Darcie McClelland

Troy Moore

ASO

Hameeda Uloomi

Curriculum Chair

Edwin Ambrosio

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 Ahmadpour

Annette Owens

Berkeley Price

Crystle Martin

Gerson Valle

Grace Camargo-Perez

Irena Zugic

Linda Cooks

Michael Wynne

ACADEMIC SENATE MINUTES September 6, 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

- 1:04pm called to order

B. Approval of Minutes (p. 6-12)

- Motion to approve by AS President. Motioned by A. Josephides, seconded by D. Meek.
- 0 no's, 4 abstention. Approved.

C. Unfinished Business:

a. None

D. New Business:

a. 2022-2023 Academic Senate Goals 1st Reading- Senate Executive Board (p. 13-14)

- E-board came together and developed goals to include and support being an anti-racist institution. Refer to packet for list of goals
- Adjunct faculty will have board to disseminate information located in NATS building and adjunct faculty offices
- Question about brown act how “far down” do these committees need to be Brown Act.
 - If it is a standing senate/senate sub-committee they should follow Robert Rules of Order
 - Department meetings do not need to follow Brown Ac.
- Suggested to remove “truly” from goal 4. Document updated
- Send goals to constituents and send feedback Thursday, Sept 15th to AS President

b. Senator Committee Responsibility Policy 1st Reading-Darcie McClelland (p. 15)

- Will vote to impose or not impose at next senate meeting
- Concerns/comments:
 - PT will not be mandated to participate but will be invited
 - Ex. Senate advocated to have senate seats on hiring committees so we need people to actually participated
 - Needs to be Senate rep to ensure they represent senate
 - Cannot double count if you are representing department
- Send Darcie feedback by Thursday, September 15th

c. Student Success Committee Membership 1st Reading- Darcie McClelland (p. 16-23)

- College Council Meeting Reps: Charlene Brewer-Smith, Darcie McClelland, and Kelsey Iino
- This committee is a sub-committee of College Council
- Darcie asked College Council to delay vote until 10/3 so Senate can discuss
- Recommendation to ask for federation representative on this committee

- Senate body made recommendation to include more division representation within new proposed committee
- Will do 2nd reading and vote 9/20. Provide list IN WRITING to Darcie on members suggested to add/delete and justification why/why not by 9/15.

E. Information Items –Discussion

a. EOPS program announcement- Anna Brochet and Maria Garcia

- Enrollment has dropped for low-income first-generation students
- Please share flyer/handouts included in packet
- 2nd largest dept on campus that provides financial support/direct aid (grants, book voucher, supplies)
- Subset of EOPS program: CARE-program for single parents (must be EOPS eligible)
 - Family law support
 - Parent support
 - Grants
- Feel free to reach out to Maria Garcia and/or Anna Brochet for questions.
 - Can email eops@elcamino.edu for questions too

b. Overview of Brown Act and Robert’s Rules of Order- Darcie McClelland

- Send 72-hours in advance for anything you may want to add to packet/agenda.
- If you don’t vote, you will be assumed to vote yes.
- If you want to vote no or abstain you must speak or place in chat for it to be noted
- Orientation feedback
 - There is a Canvas shell created for orientation
 - New senators will be added to soon
- Can email Darcie McClelland or Stephanie Burnham if you want something to be added to Canvas
 - Stephanie Burnham sburnham@elcamino.edu

c. Senate Orientation Canvas Site- Stephanie Burnham (p. 24-28)

F. Reports

a. Academic Senate Report - Darcie McClelland

b. VP Announcements- Senate Executive Board (p. 29)

- Going forward, Senate Executive Board announcements will be in packet and officers may report on items as needed during meetings.
- Anna Brochet, Professional Development

Faculty Development

- Full Time Faculty: [Professional Development Plan](#) is **due by 9/30/22!**
- Please complete PD day [Evaluation Survey](#) by 9/14/22
- Presentation for General Session is posted on [Fall Professional Development Day](#) website
- Please consider joining the planning committee for Spring PD!
- Looking for FDC committee members from Health Sciences & Athletics, Business and I&T divisions!

Please see the packet for the full report.

Academic Technology Announcements

- Save the Date!
The 2023 Educational Technology Conference:
- **March 24, 2023 In-person** (webinar and/or HyFlex options TBD).
 - If you have ideas for topics, presentations, leads on keynote speakers, or want to present on a topic, email: sburnham@elcamino.edu.

Please see the packet for the full report.

- Analou EEI standing committee meeting tomorrow 9/7

Curriculum Announcements

- Welcome to our new College Curriculum Committee Chair, Edwin Ambrosio!
 - Replaces Janet Young (who retired at the end of the Spring 2022 semester; will advise Edwin initially in the transition)
- Welcome to our new Curriculum Specialist, Lissette Marquez!
 - Curriculum Specialist is the new title of our Curriculum Advisor
 - Replaces Lavonné Plum (who will advise Lissette initially in the transition)
- Re-certification training to take place at 9/13/2022 CCC meeting

Please see the packet for the full report.

Instructional Effectiveness Announcements

- SLO results reports are due in Nuventive by 16 September.
 - The exception is that any courses that participated in the Canvas Outcomes pilot project last term will have that deadline extended as needed because the disaggregated results are not yet available, but will be within the next couple weeks.
- PLO results reports are due in Nuventive by 30 September.
- The report for ILO 1, [Clarify The Path](#), will be completed by the end of the term and reported out here either at the end of Fall 2022 or start of Spring 2023.
 - The ALC is going to discuss the assessment of ILO 2, [Get on The Path](#), this term.
- Division SLO Facilitators need to report any changes to the Spring 2022 and/or Fall 2022 assessment timelines by 16 September.

Please see the packet for the full report.

- Minor request if possible to add a Nuventive link in myecc
- c. Academic Affairs Report- Carlos Lopez
- d. Student Services Report- Ross Miyashiro
- G. Future Agenda Items
- a. SEA plan

b. Academic Senate Evaluation Survey Report

c. Guided Pathways Plan

d. Emergency Conditions Funding Allowance Recovery Plan

e. Strategic Enrollment Management Plan 2022 – 2025

H. Public Comment

- Federation meeting reminder via email sent

I. Adjournment

- 2:20pm

El Camino Community College

PROGRAM REVIEW 2022-23

ENTER DIVISION NAME HERE

ENTER PROGRAM NAME HERE



DEAN:

ENTER NAME OF DIVISION DEAN HERE

CONTRIBUTOR(S):

ENTER NAME(S) OF CONTRIBUTOR(S) HERE

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SECTION 1

Program Overview

A) Provide an abstract of what your program does, who you serve, your previous successes, and where your program is moving in the next four years. Highlight the most interesting, compelling aspects of your program – your recent achievements and needs.

B) Describe the degrees and/or certificates offered by the program. Consider addressing what makes your program unique to the college and region.

C) Explain how the program fulfills the college’s mission. Address the work your program is doing to help the college fulfill its stated mission.

The mission of El Camino College is to make a positive difference in people’s lives by providing a comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

D) Discuss the status of recommendations from your previous program review. In the “Notes/Comments” section, please discuss the known impact of a completed recommendation or the rationale for recommendations that are on active, on hold, and/or abandoned.

If more than ten recommendations were presented in the previous program review, expand the enumerated list below as needed.

- 1. Recommendation:** Click here to enter Recommendation.
Status: Click here to enter Completed, Active, On Hold, or Abandoned.
Notes/Comments:
- 2. Recommendation:** Click here to enter Recommendation.
Status: Click here to enter Completed, Active, On Hold, or Abandoned.
Notes/Comments:
- 3. Recommendation:** Click here to enter Recommendation.
Status: Click here to enter Completed, Active, On Hold, or Abandoned.
Notes/Comments:
- 4. Recommendation:** Click here to enter Recommendation.
Status: Click here to enter Completed, Active, On Hold, or Abandoned.
Notes/Comments:
- 5. Recommendation:** Click here to enter Recommendation.
Status: Click here to enter Completed, Active, On Hold, or Abandoned.
Notes/Comments:

6. **Recommendation:** Click here to enter Recommendation.
Status: Click here to enter Completed, Active, On Hold, or Abandoned.
Notes/Comments:
7. **Recommendation:** Click here to enter Recommendation.
Status: Click here to enter Completed, Active, On Hold, or Abandoned.
Notes/Comments:
8. **Recommendation:** Click here to enter Recommendation.
Status: Click here to enter Completed, Active, On Hold, or Abandoned.
Notes/Comments:
9. **Recommendation:** Click here to enter Recommendation.
Status: Click here to enter Completed, Active, On Hold, or Abandoned.
Notes/Comments:
10. **Recommendation:** Click here to enter Recommendation.
Status: Click here to enter Completed, Active, On Hold, or Abandoned.
Notes/Comments:

SECTION 2

Program Assessment

Program Contribution to Student Success and Equity

For the program under review, examine the following data for the last four years by:

- Disaggregating by race/ethnicity, gender, and age where possible.
- Discussing internal and external factors contributing to constant, increasing or decreasing trends.
- **Discuss any known barriers to student success in your program.**
- **Highlighting equity gaps found among different groups of students.**
- **Present and discuss possible action plans about what could be done to address equity and achievement/opportunity gaps.**

- ❖ *If the program under review is a Career Education Program, please examine a) through k) from the list below.*
- ❖ *If students taking courses from the program under review end with a degree or certificate issued by the program, please examine a) through h) from the list below.*
- ❖ *If students taking courses from the program under review do not end with a degree or certificate issued by the program, please examine d) through g) from the list below.*

a) Degree Completion: Number/percent of students earning a program degree

b) Certificate Completion: Number/percent of students earning a program certificate

c) Transfer to a four-year institution: Number/percent of students transferring to a four-year institution

d) Scheduling of courses: Percentage of students enrolled in day/evening courses, on campus/online/hybrid courses, days of the week

e) Fill rate: Percentage of actual students enrolled in a term in relation to total seats offered

f) Grade Distribution: Percentage of students in a course receiving each of the possible grades that can be awarded

g) Course Success: Percentage of students enrolled at census who complete the course with a grade of A, B, C, or P

h) Unit Accumulation: Number of units accumulated by students working towards a program degree/certificate. Discuss whether students who take units beyond the requirements for their educational goals serve educational purposes or not. Focus on general trends, not on particular courses within the program.

i) Annual earnings: Median annual income of alumni who attended the program under review (or the closest related sector)

j) Living Wage Attainment: Percent of alumni who attended the program under review (or the closest related sector) and earn living wage

k) Job in Field of Study: Percent of alumni who pursued a career education path with a job related to their field of study.

Curriculum and Outcomes Assessment

- a) Examine the program curriculum using an equity lens by responding to the following questions: To what extent does the curriculum:**
- **Prepare students to actively engage in a diverse society?**
 - **Include multicultural content?**
 - **Respond to diverse students' learning needs?**
 - **Encourage instructors and students to investigate their own views, biases and values and discuss multiple perspectives different from their own?**
 - **Use critical/equity-oriented pedagogy?**
 - **Ensure creating an empowering classroom environment?**

- Use multiple evaluation techniques sensitive to the diverse ways students can demonstrate understanding?
- b) Summarize SLO and PLO assessment results over the past four years for key/gateway courses. Gateway courses are determined by your department & division – contact your Dean. For your gateway courses, present the raw data (number of students who participated in each assessment, number of students who met the standard in each assessment, what success rate for each SLO was for each assessment). This data is in Nuventive. Contact your Division Facilitator and/or Campus SLO Coordinator for assistance.
- c) Discuss programmatic factors contributing to constant, increasing or decreasing trends in the results for SLO and PLO assessment within the previously examined courses. What do you see that is contributing to increasing, decreasing, or stable success in each SLO analyzed?
- d) Highlight equity gaps found in SLO and PLO assessment results among different groups of students.

SECTION 3

Program Vision and Future Planning

Program Vision

A) Describe the vision of the program for the next four years considering the assessment reported in the previous section, student groups that are underrepresented in the program's field, and any relevant changes within the program field/industry. A vision statement describes the desired future state of the program.

Future Planning

A) Based on the assessment reported in the previous section, develop program goals to be completed during the next four years in relation to:

- **Adjusting the curriculum for coherence and alignment with students' workforce needs**
- **Advancing towards a more equitable program to close equity gaps among groups of students**
- **Clarifying students' paths to completion, further education and employment**
- **Helping students explore options and build foundation skills**
- **Helping students stay on the path**
- **Integrating applied learning experiences**

B) What projects will the program complete to achieve the desired goals? Please specify at least two for each goal.

C) When the next program review is due, how will the program determine if the goals have been met? Please specify at least one quantitative target or qualitative accomplishment for each goal.

Program Resources

In the following areas, what are the resources needed by the program to meet the goals for the next four years? **Include any recommendations from the previous Program Review that are still active or on hold.**

List resources in order of priority. Prioritize them within each category and/or develop an overall prioritized list of resources. Explain how these resources contribute to the [College's equity goals](#).

- a) Staffing

- b) Facilities and Equipment

- c) Technology/Software

- d) Contracts/Services

APPENDIX A

CAREER EDUCATION (CE) SUPPLEMENTAL QUESTIONS

CE programs must conduct a full program review every 4 years. The comprehensive program review includes responses to the CE supplemental questions below. Every two years (once between full program reviews) these supplemental questions must be answered and submitted to Academic Affairs for posting on the College website.

Use labor market data, advisory committee input/feedback, and institutional and program-level data to respond to the following questions:

- 1. How strong is the occupational demand for the program?** In your response, describe any changes in demand over the past 5 years and discuss the occupational outlook for next five (5) years. Provide applicable labor market data (e.g., US Bureau of Labor Statistics, Employment Development Department) that address state and local needs.
- 2. How does the program address needs that are not met by similar programs in the region?** In your response, identify any distinctive components of the program (e.g., curriculum, facilities, resources) and/or describe any unique contributions the program or its students/graduates make to the community served.
- 3. What are the completion, success, and employment rates for students in the program?** In your response, identify the standards set by the program and discuss any factors that may impact completion, success, and employment rates among students in the program. Describe the status of any action plans for maintaining/improving rates relative to such benchmarks.
- 4. List any licensure/certification exam(s) required for entry into the workforce in the field of study and report the most recent pass rate(s) among program graduates.** In your response, identify any applicable performance benchmarks set by regulatory agencies and describe the status of any action plans for maintaining/improving pass rates relative to such benchmarks.
- 5. Are the students satisfied with their preparation for employment? Are the employers in the field satisfied with the level of preparation of program graduates?** Use data from student surveys, employer surveys, and other sources of employment feedback to justify your response.
- 6. Is the advisory committee satisfied with the level of preparation of program graduates? How has advisory committee input and feedback been used in the past two years to ensure employer needs are met by the program?** Describe the status and impact of any advisory committee recommendations.

California Education Code 78016 requires that the review process for CE programs includes the review and comments of a program's advisory committee. **Provide the following information:**

- a. Advisory committee membership list and credentials.
- b. Meeting minutes or other documentation to demonstrate that the CE program review process has met the above Education Code requirement.

El Camino College Academic Senate 2022-2023 Goals

The Academic Senate's annual goals reflect a commitment to "[advancing] an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making" (ECC Strategic Initiative C).

1. Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)

Measures:

1. Provide leadership for the college on issues related to Senate purview;
2. Establish a visible presence on campus: educate all members of the ECC community about the role of the senate in decision making processes as well as the many contributions the senate makes to fulfilling the mission of the college;
3. Work with campus leaders to create strong lines of communication, build relationships, establish a clear understanding of how decisions in areas of senate purview are made, and ensure a robust collegial consultation process;
4. Arrange faculty representation on local and statewide senate and on campus committees;
5. Review BPs/APs within Senate purview to ensure that all are up-to-date and written in student-centered, equity-minded language;
6. Empower faculty to provide excellent quality service and instruction to students by providing clear, easily accessible policies, guidelines, and best-practices in academic and professional areas
7. Provide faculty leadership for the effective utilization of academic technology at the college;
8. Work with ECC Federation of Teachers to create a permanent liaison position to facilitate communication and effective collaboration.

2. Strengthen faculty involvement in the activities of the Academic Senate

Measures:

1. Provide regular, ongoing communication with all faculty: collaborate with deans to ensure that senators have access to contact information for all division faculty and hold colleagues accountable for communicating with their full-time and part-time colleagues;
2. Prioritize respect for faculty colleagues' time by ensuring that meetings are run efficiently and on-time;
3. Educate the senate body about the requirements of the Brown Act and develop policies for future meetings that comply with state law but also allow for flexibility and encourage participation from all members of the campus community;
4. Develop a policy to hold all senators accountable to serve on at least one senate committee or represent the senate on a campus committee;
5. Encourage greater community within Senate body. Discuss community norms and facilitate a safe space where all senators feel welcome and comfortable expressing their viewpoints;
6. Prioritize election of senators with diverse viewpoints and lived experiences and empower senators whose voices may currently be missing to consider service on executive board;

3. Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.

Measures:

1. Support the work of the noncredit task force in expanding the noncredit program.
2. Evaluate and identify how pedagogy delivery will best serve students in a post-Covid world and collaborate with other campus leaders to strategize about how we can offer courses in

a way that best serves the needs and desires of students;

3. Take a leadership role in the institutionalization of Guided Pathways. Create a Guided Pathways Liaison position to support strong lines of communication between the senate and the GP leadership team;
4. Work with the Online and Digital Education Committee and the Federation to revise evaluation procedures for faculty teaching remote modalities. Ensure that the new process is fair to faculty but also prioritizes providing excellent quality instruction to students taking courses in remote modalities.
5. Collaborate with other campus constituents in the development of the new Comprehensive Educational Master Plan.
6. Support the work of the Respiratory Care Program in creating a Baccalaureate Program.
7. Collaborate with other campus leaders to create a process for transparent distribution of and accountability with faculty reassigned time and special assignment.

4. Collaborate with other campus constituents in leading efforts to become an Anti-Racist institution.

1. Partner with other campus leaders to train the campus community and institutionalize the use of the IMPACT grid as a tool for equity minded decision making, break down silos, and unite the campus concerning student success and equity efforts;
2. Collaborate with other campus leaders to improve communication with students and promote understanding of campus policies, procedures, and practices;
3. Refine and institutionalize the equity minded teaching institute as a tool for equipping faculty with best practices in equity minded pedagogy;
4. Ensure robust opportunities for equity-minded professional development; collect input from faculty concerning what additional opportunities we might provide them and utilize the talents of the FDC and EDIC to develop these;
5. Create a program to formally recognize faculty who have completed extensive equity training/work;
6. Collaborate with other campus leaders to revise hiring practices in order to prioritize the hiring of diverse faculty.

Academic Senate Policy on Senators' Participation in Academic Senate and Campus Consultation Committees

The Academic Senate takes its leadership role at El Camino College (ECC) seriously and has an interest in ensuring that all members of the senate are able to actively engage, participate, and have their voices heard in decision making processes at ECC. To this end, beginning with the Fall 2022 semester, in addition to the duties outlined in the Academic Senate Constitution and Bylaws all senators are required to participate in at least one of the following capacities:

- Member of an Academic Senate Standing Committee as outlined in the Academic Senate Constitution
- Appointed by the Academic Senate President as an official Academic Senate representative on an El Camino College Campus Committee
- Appointed by the Academic Senate President as the official Academic Senate representative on a full-time faculty hiring committee
- Elected as a member of the Academic Senate Executive Board or as an Academic Senate Liaison

The Academic Senate Constitution will be amended to reflect this change to senator responsibilities in spring 2023.

Committees that Need Senate Reps

Committee	Reps Needed	Meeting Times/Locations
College Technology Committee	1	3 rd Tuesday of month 2-330pm, Zoom
Facilities Steering Committee	2	Oct 3 and Dec 5 3-4pm, Zoom
Planning and Budget Committee (alt)	1	3 rd Thursday of month 1-230pm, Zoom
Calendar Committee	1	TBA
Strategic Enrollment Management	TBA	TBA
Covid Task Force	1	1 st and 3 rd Friday of month 9-1030am, Zoom
Online and Digital Education Committee	FA, ITEC, Coun	4 th Thursday of Month, 130-230pm, TBA
Educational Policies Committee	Bus, FA, Math, HSA	2 nd and 4 th Tuesday of month, 1-2pm, TBA
Faculty Development Committee	Bus, HSA, ITEC	2 nd and 4 th Tuesday of month, 1-2pm, TBA
Equity, Diversity, & Inclusion Committee	Bus, HSA, ITEC, Math	1 st and 3 rd Wednesday of month, 2-3pm, TBA
Assessment of Learning Committee	FA, Math	TBA
Academic Program Review Committee	ITEC, Math, NS	TBA
Faculty Hiring	TBA	TBA (spring only)

Student Success Committee

Description/Charge:

The Student Success Committee provides leadership and direction for the college's student success agenda. The Student Success Committee fosters a culture of inquiry and evidence through the utilization of data to inform and support recommendations to increase student access, equity, and success. The Committee provides coordination for the scalable design, implementation and monitoring of student success and equity initiatives and activities with an emphasis on disproportionately impacted populations. The committee coordinates strategies for action that:

- foster innovation
- promote a student-centered focus
- institutionalize best practices and effective approaches
- develop equity minded practitioners
- advances diversity, equity, inclusion, belonging, and accessibility
- maximize collegial consultation to strengthen and improve the delivery of instruction and services for students
- ensure alignment and integration of all college student success plans and initiatives with College/District goals and objectives
- communicate progress and outcomes related to student success and equity to the campus community
- assess and evaluate the effectiveness of student success and equity plans, activities, initiatives, etc.

Governance & Planning Integration:

Through the participatory governance structure, the Student Success Committee develops and recommends institution-wide actions to improve and sustain the progression and success of students. Through collegial consultation the Committee stewards the institutionalization of Guided Pathways and coordinates the integration of student success and equity initiatives within the Guided Pathways framework. The Committee also ensures the alignment of student success and equity plans, initiatives, activities with overarching college goals, objectives and strategic directions outlined in the comprehensive and strategic planning documents.

The Student Success Committee provides a forum for cross-disciplinary examination of evidence-based practices and student equity principles, and promotes dissemination of effective best practices. The Student Success Committee also makes recommendations for the allocation of resources to support student equity and success initiatives. The Student Success Committee collaborates with, campus stakeholders, participatory governance groups, Institutional Research & Planning and College Council to develop and implement strategies that leads to the alignment and coordination of plans, initiatives, efforts, actions, activities, etc. focused on student success and equity.

Deliverables:

- Review student success data analysis and make recommendations
- Provide recommendations for professional development related to student success and equity.
- Produce an annual report on campus-wide activities related to student retention and

success

- Produce an annual report on Guided Pathways implementation/institutionalization
- Demonstrate alignment and integration of all college student success plans and initiatives with College/District goals and objectives
- Provide input, recommendations, and support to College Council
- Review and make recommendations on the development and monitoring of college student success plans, initiatives, and programs.
- Recommend priorities for college student success agenda
- Recommend criteria for supporting, funding, and maintaining innovative and effective programs
- Recommend strategies and approaches to minimize duplication of efforts
- Provide support and participate in development of grant proposals related to student success
- Receive updates and reports from student success programs and initiatives
- Review and modify policies and procedures as appropriate
- Provide input and recommendations on matters related to operational efficiency and effectiveness to support the seamless delivery of student services and support

Membership:

Tri-Chairs: 1 Administrator/1 Classified Professional/1 Faculty

1. SEA
2. Student Services Special Programs/Categorical (2)
3. Student Development
4. Disability Resources/SRC
5. Career/Job Placement
6. Student Athletes/Athletic Director
7. Transfer Center/Honors Transfer Program
8. Financial Aid/Basic Needs
9. Academic Support
10. Counseling (faculty rep. appointed by Senate)
11. Council of Deans
12. Student Health Services/Mental Health & Physical Wellness/Wellbeing
13. Students (2)
14. Social Justice Council rep
15. Academic Senate Faculty Rep
16. Meta Major Representatives (7) (Faculty, Appointed by Academic Senate)
17. Academic Affairs Manager
18. Student Services Manager

*IR assigned data liaison

2021-22 Academic Senate Self-Assessment Report

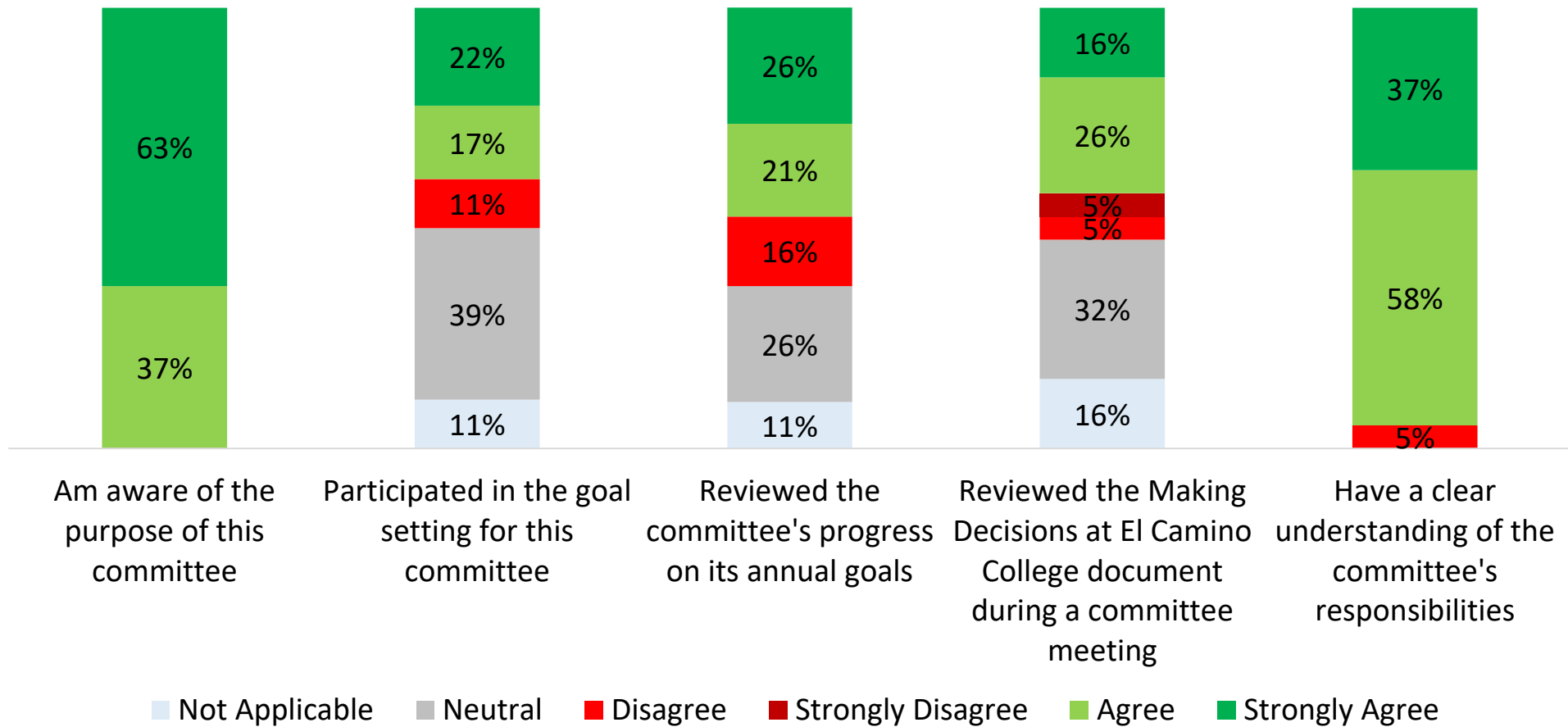
INSTITUTIONAL RESEARCH & PLANNING

Assessment Areas

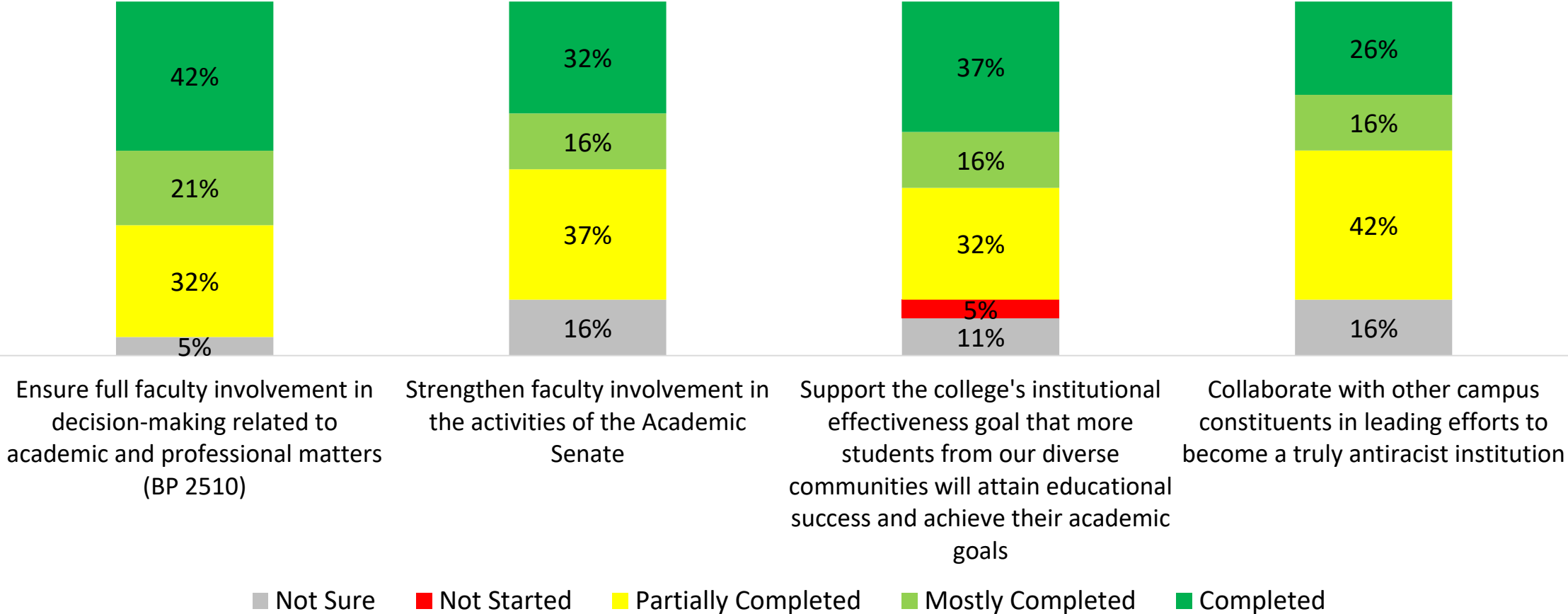
1. Purpose, Goals & Tasks
2. Completion of Goals
3. Committee's Functioning
4. Decision-Making Effectiveness & Communication
5. Accomplishments & Improvements Mentioned by Respondents
6. 2022-23 Suggested Goals/Initiatives/Issues
7. AS Role on Keeping Senators Updated about the College. Information & Communication Suggestions

Response rate: 39% (19 out of 49)

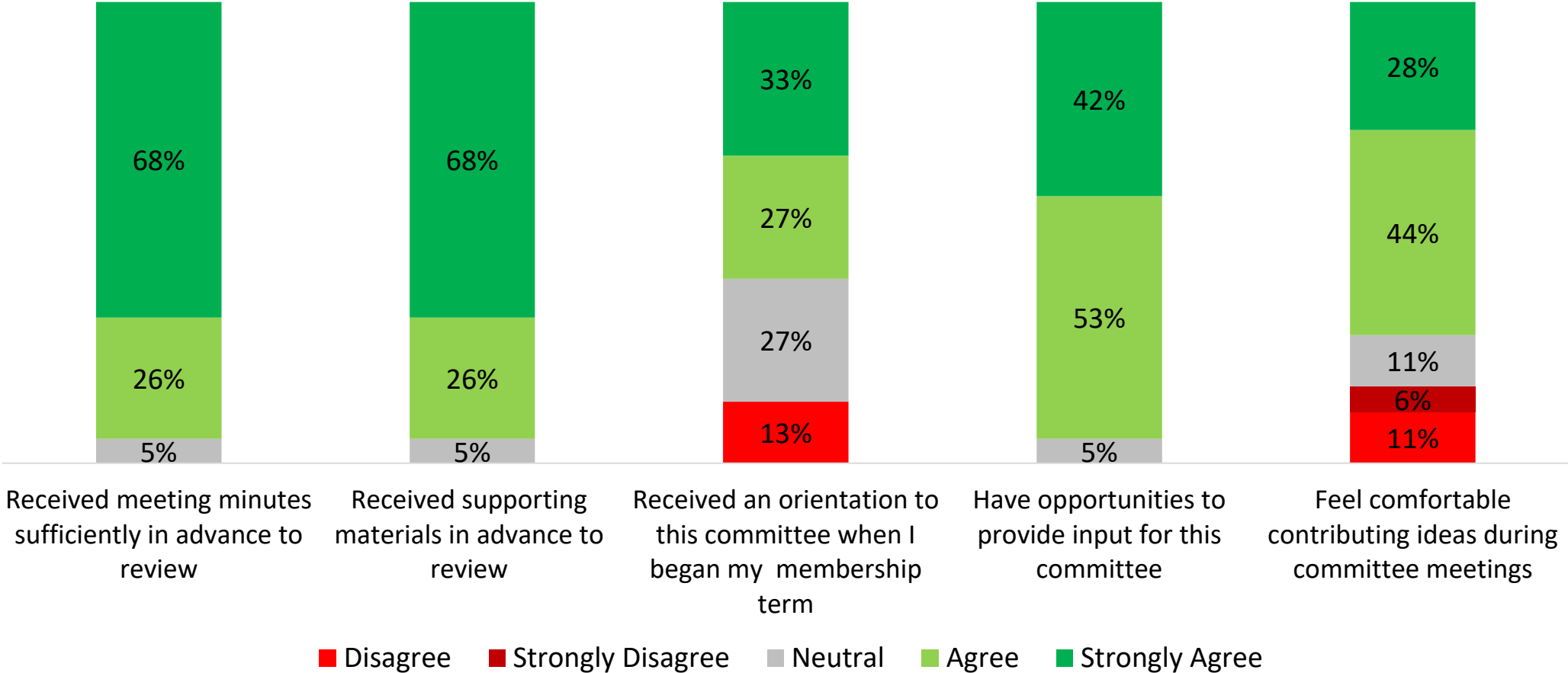
Findings for Purpose, Goals & Tasks



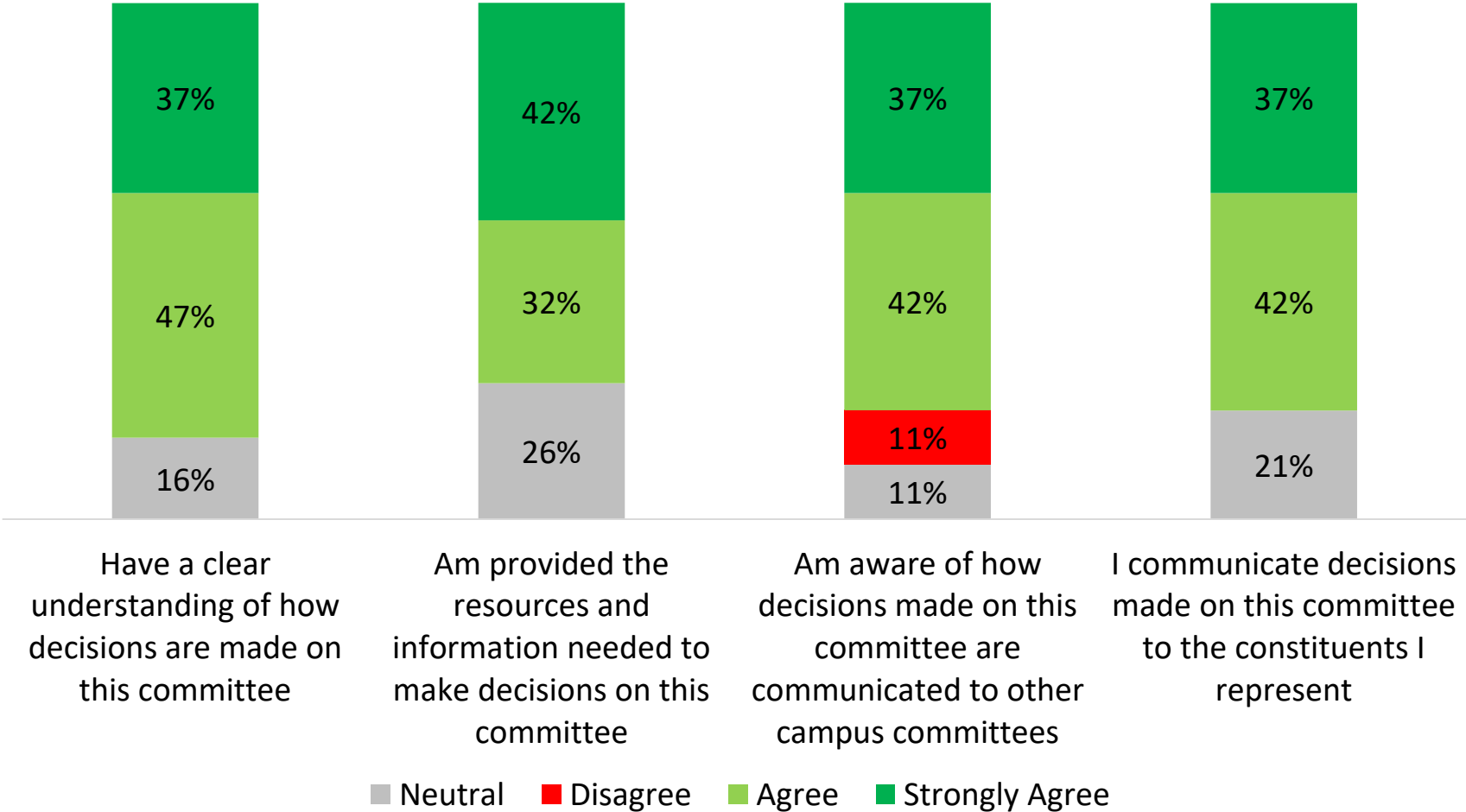
Findings for Completion of Goals



Findings for Committee's Functioning



Decision-Making Effectiveness & Communication Findings



Accomplishments Mentioned by Respondents

- Passed numerous motions and approved 10+1 items in a timely manner (especially important when related to equity, technology, and anti-racist topics).
- Survived the pandemic and supported faculty in the process.
- Represented faculty interests, with very strong headwinds. Senate leaders stayed focused on ensuring sound, collaborative decisions. (e.g.: creation of new programs/departments, enrollment management [responsive to student demand], robust consultation on key reports).
- Approved updates to annual review process, reviewed guided pathways plan, updated various BPs/APs, procedures for hyflex classes, passed land acknowledgement and LGBTQIA statements.
- Included informational presentations (e.g.: telehealth services) in Senate meetings.
- Included a senate representative on hiring committees.
- Brought equity concerns more deeply and significantly into more areas of Academic Senate work.

Improvements Mentioned by Respondents

- Strengthen administration partners' awareness and understanding of the consultation process. This includes planning ahead so that Senate has the necessary time to give input.
- Streamline meetings and pass less resolutions of support for various constituencies and causes. These feel like social theatre as they serve no real function (the constituent groups rarely read or know of them) and they waste time better spent on substantive issues.
- Reduce the time spent on reading resolutions. It is boring and unnecessary.
- Develop a systematic, centralized system of data collection (writing minutes) and reporting key information from Senate to the campus. A more robust website or more frequent email blasts with most important AS news might be an improvement.
- Increase faculty diversity representation, particularly on the e-board, and provide a more welcoming environment for diverse faculty.
- Expand in depth discussion on various topics through, for example, breakout groups.
- Continually review Senate goals, effectiveness, and communication with the rest of campus.

2022-23 Goals/Initiatives/Issues AS May Address Mentioned by Respondents

- Increase ECC administration accountability when there is lack of consultation that affects 10+1 issues.
- Train administration partners on the collegial consultation process to have a shared understanding of the benefits and processes.
- Address shared governance issues with deans who think know students' best practices better than faculty; academic scheduling decisions.
- Increase advocacy for online classes.
- Clarify rules for end-of-semester attendance reporting, as ECC does not follow established practices set by the Chancellor's office in requiring after-census positive attendance for all classes.
- Review and revise BPs/APs associated with academic integrity violation reporting procedures.

2022-23 Goals/Initiatives/Issues AS May Address Mentioned by Respondents (cont.)

- Provide more support for OER/ZTC adoption across campus to lower student financial burden and support student equity.
- Work with ECCFT and divisions to develop professional development for part-time faculty onboarding to familiarize new faculty with syllabus requirements, student equity efforts, campus rules and procedures, campus resources, etc.
- Increase initiatives to hire more faculty of color to represent ECC student population.
- Engage in meaningful analysis of disaggregated SLO results and create relevant actions to help students succeed more in weaker areas.
- Improve communication system.

Is AS Keeping Yourself & Your Colleagues Updated about the College? If Not, What Information Would You Like & How Can We Communicate Better?

- Administration is the issue in this chain of information and decision making.
- Doing an excellent job!
- The Senate is at the epicenter of the most important activities on our campus - student learning. We have a dedicated president and eboard who always go above and beyond to make sure faculty voices are heard and that our colleagues are informed.
- Mostly. More information on the planning of course modalities (e.g. online, in person, hybrid) and reporting from the COVID-19 Taskforce is needed.
- Academic Senate is a good place to gain knowledge of what is happening or going to happen within the college.
- Yes, some divisions get updated through Senators. Some divisions do not. This is especially the case for part-time faculty.



Thank You
Questions?

College Council Meeting Minutes
August 15, 2022
3:00pm – 5:00pm Via Zoom

Attendance

Jana Abulaban, Kristie Daniel-DiGregorio (Alternate for Academic Senate), Edith Gutierrez, Brian Hayden, Kelsey Iino, Rose Mahowald, Brenda Thames, Salvador Valencia

Absent

Darcie McClelland, Erika Solorzano

Support/Presenters

Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Bob Suppelsa, Viviana Unda, Loic Audusseau

Minutes**2.1 Welcome**

Dr. Brenda Thames, College Council chair, opened the remote meeting.

2.3 Approval of Minutes

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

3.1 BP/AP 7261 Remote Work - Sixth Reading

The policy and procedure were presented to Council for a second reading and approval. There was no constituent feedback or suggested edits from the first reading. College Council moved to approve BP/AP 7261 Remote Work. The policy will be presented to the Board of Trustees for two readings and adoption. The procedure will be presented as an information item.

3.2 AP 3721 Electronic Communications - Second Reading

The procedure was presented to Council for a second reading and approval. The recommended revisions from the first reading were executed. There was no constituent feedback or additional edits from the first reading. College Council moved to approve AP 3721 Electronic Communications. The procedure will be presented to the Board of Trustees as an information item.

3.3 BP 4250 Probation Dismissal and Readmission – Second Reading

The policy was presented to Council for a second reading and approval. There was no constituent feedback or suggested edits from the first reading. College Council moved to approve BP 4250 Probation Dismissal and Readmission. The policy will be presented to the Board of Trustees for two readings and adoption. It is noted, Academic Senate will still provide the memo from the Chancellor's Office, requesting the additional language on the disaggregation of data, be included in policy, to College Council for reference.

3.4 BP 4400 Community Services Programs - Second Reading

The policy was presented to Council for a second reading. It is recommended the word "Programs" be added to the policy title. College Council moved to approve BP 4400 Community Services Programs, contingent on the friendly edit. The policy will be presented to the Board of Trustees for two readings and adoption.

3.5 AP 5520 Student Discipline Procedures – Second Reading

The procedure was presented to Council for a second reading. There was no constituent feedback or suggested edits from the first reading. College Council moved to approve AP 5520 Student Discipline Procedures. The procedure will be presented to the Board of Trustees as an information item. It is noted the revisions to the procedure were in alignment with the same memo from the Chancellor's Office, from BP 4250.

3.6 AP 7160 Professional Development - Second Reading

The procedure was presented to Council for a second reading. There was no constituent feedback or suggested edits from the first reading. College Council moved to approve AP 7160 Professional Development. The procedure will be presented to the Board of Trustees as an information item.

3.7 BP/AP 4040 Library – Second Reading

The policy and procedure were presented to Council for a second reading and approval. There was no constituent feedback or suggested edits from the first readings. College Council moved to approve BP 4040 Library. The policy will be presented to the Board of Trustees for two readings and adoption. College Council moved to approve AP 4040 Library. The procedure will be presented to the Board of Trustees as an information item.

3.8 BP/AP 7340 Leaves - Third Reading

Item tabled. Further information pending.

4.1 Board Agenda Review

It was noted, the Part Time Faculty list, appearing in the attachment of agenda item 7.31 HR – Academic Personnel Actions, is not comprehensive. Kelsey Iino volunteered to work with Vice President Lopez to create a comprehensive

list.

Clarification on the "rescinded offer", appearing in the attachment of agenda item 7.3 HR- Classified Personnel Action, was provided.

There were no further comments or questions on the August 15, 2022 Board Agenda.

4.2 College Council Governance Structure | Subcommittee Membership

Concepts discussed previously, were implemented in the Description/Charge and Governance Integration sections of the Student Success committee. There was robust conversation on the new language. Minor edits were made.

Council continued discussion on the membership of the Student Success committee. It is noted there is a Program Coordinators group in Student Services and another Council, both chaired by the Dean of Counseling & Student Success. Adding a representative from these group can potentially reduce the membership for this committee. The Vice President of Student Services suggested reducing membership by appointing a single representative from the student support programs. The representative will report out the business conducted in College Council, to all support program. A forum, for the dissemination of information in Student Services, already exists. A formal proposal will be presented by Vice President, Ross Miyashiro at the next meeting. This proposal will be discussed in Student Services at the next Combined Managers meeting. The goal is to identify all the groups working on student success and cross reference their membership to ensure the membership of College Council's Student Success subcommittee has comprehensive representation, while keeping the membership at manageable and effective number.

4.3 College Council Governance Structure | Classified Selection Process

The agenda reflects confirmation, Carla Velasquez-Lopez is the Student Services Classified representative.

4.4 New Committee Member Onboarding

Due to time constraints this item was table

4.5 College Council Charge and Responsibilities

Due to time constraints, this item was tabled.

4.6 Policy Review Schedule

Due to time constraints, this item was tabled

5.2 Meeting Adjournment

Meeting adjourned at 3:07p.m.



El Camino College

College Council Meeting Minutes

September 6, 2022

1:00pm – 3:00pm Via Zoom

Attendance

Jana Abulaban, Kristie Daniel-DiGregorio (Alternate for Academic Senate), Edith Gutierrez, Mari Baquir (alternate for ECCE), Kelsey Iino, Rose Mahowald, Erika Solorzano, Brenda Thames

Absent

Darcie McClelland, Bryan Hayden

Support/Presenters

Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Bob Suppelsa, Loic Audusseau

Minutes

2.1 Welcome

Dr. Brenda Thames, College Council chair, opened the remote meeting. The serving proxies introduced themselves.

2.3 Approval of Minutes

College Council moved to approve the minutes from the August 15, 2022 meeting, as presented.

3.1 AP 3721 Information Security - FIRST READING

Loic Audusseau, Chief Technology Officer, provided a comprehensive review of the procedure.

There were no comments or questions.

AP 3721 Information Security, will go out to constituent groups, including the bargaining units, for feedback and will be brought back to College Council for a second reading.

3.2 AP 3722 District Data Security Standards for End Users - FIRST READING

Loic Audusseau provided a comprehensive review of the procedure.

Clarification was made on the ability to store information on the OneDrive account provided by the College. Additional clarification was made on the information security for the Student Health Center and their medical/mental health records. The standard operating procedure for data breaches will be addressed in a separate procedure. It is reiterated, the first reading and second reading of policies and procedures provide the opportunity for constituent feedback. Once Board approved, constituent feedback has been completed.

AP 3722 District Data Security Standards for End User, will go out to constituent groups, including the bargaining units, for feedback and will be brought back to College Council for a second reading.

3.3 BP/AP 7340 Leaves - Third Reading

This item will be removed from the agenda and tabled indefinitely.

4.1 Military Equipment Policy AB 481 | Resolution Draft

Chief Michael Trevis, from Campus Police provided a detailed overview of the draft resolution in response to Assembly Bill 481 Military Equipment policy. El Camino Police Department Policy 706 was also reviewed. Details on the current military equipment inventory was provided.

The draft resolution is aligned with proposed Campus Police Department Policy 706. The resolution and policy will be placed under Policies and Procedures, go out to the constituent groups, including the bargaining units, for feedback and brought back to College Council for a second reading. The document is governed by statute and may not necessarily be revised. Any constituent feedback will be provided to the Board separately.

Chief Trevis suggested a demonstration of the inventoried equipment be provided for the campus and community. College Council supports the suggestion. The Police Advisory committee will be presented with this suggestion.

Forming a Campus Safety committee is suggested. Campus emergency drills would be the purview of this group. This topic will be placed as an agenda item for discussion at the next meeting. Formation, membership and charge of the Police Advisory committee will inform the discussion. Chief Trevis will provide the list of members and the charge for the next meeting.

4.2 09 06 22 Board of Trustees Meeting Agenda Review

Council members reviewed the Board agenda prior to the meeting. The following were items discussed:

Agenda Item 10.2 – An explanation on the Actuarial report was provided by Vice President Suppelsa. It is noted Other Post-Employment Benefits (OPEB) is fully funded at this time

Agenda 10.6 Vice President Suppelsa provided a brief summary of the 2022-23 Final Budget that will be presented to the Board of Trustees for adoption at tonight's Board meeting.

There were no further questions or comments on the September 6, 2022 Board of Trustees agenda.

4.5 New Committee Member Onboarding

We are behind schedule for the full seating of the newly structured College Council. The Chair will send an email to all new members of College Council on October 4th, notifying them they will be seated and begin their identified roles at the October 17, 2022 College Council meeting

An overview of the updated El Camino College Participatory Governance Committee Handbook and Check List was provided by Dr. Thames. The updated version reflects all the feedback provided.

New operational committees and resources were identified and added to the document.

A robust conversation on release time for classified staff to participate in committees conducting College business ensued. Provisions are provided for in the ECCE Contract. The form to request release time will be added as a resource.

Mari Baquir will try to find a video on Robert's Rules to use as a resource for College Council.

Discussion on reducing the proposed membership of the Student Success committee continued from the previous meetings. The final count for the Student Success committees is 24 representatives. The proposed membership for the Student Success committee will go out to the constituent groups for feedback **not** approval.

4.6 College Council Charge and Responsibilities

Due to time constraints this item was table

4.7 Policy Review Schedule

Due to time constraints this item was table

5.2 Meeting Adjournment

Meeting adjourned at 3:06p.m.

College Technology Committee Report

- The first meeting of the semester for this committee is set for 9/20/22
- We are scheduled to discuss:
 - The virtual permit parking program
 - ReadSpeaker program (SRC)
 - The self-assessment survey report
 - Managing Requests for Free Canvas and Zoom Apps

Academic Technology Committee

- We had our first meeting of the semester, and our regular meetings will be Fridays 9-10am.
- We are starting to plan the 2023 Educational Technology Conference (March 24, 2023) and the main topics will focus on HyFlex.
- We are also updating the wording in our Committee's purpose and mission statements and working on finalizing yearly goals. We edited our current one and will have a first reading at our next meeting.

College Curriculum Committee Announcements 9/20/22

- The annual certification training for the CCC was completed on Tuesday, 9/13/2022.
- The BS Respiratory Care program we applied for in 2021-2022 was conditionally approved by the Chancellor's Office.

Educational Policies Committee Report

Senate Meeting September 20, 2022

Current members:

Charlene Brewer-Smith (IT)

Kristie Daniel-DiGregorio (BSS)

Darcie McClelland (NS)

Chris Jeffries (ECCFT)

Lori Suekawa (CSS)

Stephanie Merz (Hum)

Camila Jenkin (LLR)

Deans Rep: Amy Grant (NS)

Keiana Daniel (SS)

Pilar Orellana (MBA)

Goals for Fall 2022 semester:

- Syllabus policy discussion
- 4021 Program Discontinuance
- 4101 Independent Study
- 4220 Course Repetition
- 4230 Grading and Academic Record Symbols

September 13, 2022 meeting recap:

- Onboarded new members
- Discussed plan for semester
- Discussed potential syllabus policy

Equity, Diversity, & Inclusion (EDI) Standing Committee Highlights

Mission Statement: *The El Camino College Equity, Diversity, & Inclusion Standing Committee provides guidance to the Academic Senate on matters related to equity, diversity, and inclusion under the 10+1. Under this purview, this committee will create and implement concrete plans that will increase equity in teaching, learning, and serving our students as well as in relationships among colleagues.*

EDI Standing Committee Members

	Name		Division
	Analú Josephides*	AJ	Library & Learning Resources
	Charrissa Penn	CP	Library & Learning Resources
	Christina Nagao	CN	Humanities
	Christopher Dela Cruz	CDC	Student Services
	Edith Gutierrez	EG	Manager Representative
	Erica Brenes	EB	Humanities
	Erika Yates	EY	Classified Representative
	Gary Medina	GM	Library & Learning Resources
	Hong Herrera Thomas	HHT	Behavior Social Sciences
	Joseph Hardesty	JH	Fine Arts
	Jason Suarez	JS	Behavior Social Sciences
	Ketmany "Katie" Sundara	KS	Dean Representative
	Linda Cooks**	LC	Library & Learning Resources
	Luisa Paredes	LP	ASO
	Maria Barrio de Mendoza	MM	Humanities
	Melissa Fujiwara	MF	Behavior Social Sciences
	Nayeli Oliva	NO	SEA
	Polly Parks	PP	Natural Sciences
	Rebecca Donegan	RD	Natural Sciences
	Robert Williams	RW	Counseling
	Sheryl Kunisaki	SK	Manager Representative
	Susan Nilles	SN	Health Sciences & Athletics

* Committee Chair **Minutes

VP EDI Committee Roles

President's Advisory Committee on Race and Equity

Student Equity & Achievement Advisory Committee

Social Justice Center Advisory Council

EDI Standing Committee 22-23 Goals

1. EDI Champions: Honoring ECC's Community
 - a. This program is currently being set up to celebrate the EDI work of our campus community.
2. A second goal is being discussed and will be presented in the next Academic Senate packet.

Faculty Development Committee Meeting
Minutes for Tuesday, September 13, 2022

Via Zoom: <https://elcamino-edu.zoom.us/j/88621829261?from=addon> 1:15-2:15 pm

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

*Committee Chair

Guest in attendance: Analu Josephides (A)

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 & 25, November 8 & 22

Spring 2023 Meetings: February 14 & 28, March 14 & 28, April 25, May 9 & 23

1. Welcome/Introductions

Cultural Introductions were done. AB conveyed appreciation for SA and all her leadership of the FDC for the past 6 years. As the new chair, AB expressed her commitment to the FDC and hopes to center people and community in all the work that the FDC does.

2. Recap: Faculty Professional Development Needs Assessment Results (Administered Spring 2022)

AB refreshed the committee's memory and recapped the results from the last needs assessment to keep in mind as we plan for PD this year:

- There was interest in: technology trainings related to increasing student engagement and academic integrity in online classes; course design using Canvas tools, discipline-specific pedagogy; addressing student wellness and basic needs; cohesive anti-racist/equity-minded policy and practice; and fostering collegiality among faculty, staff, and leadership.
- Faculty most prefer to attend synchronous virtual PD sessions midmorning on Fridays and during the college hour on Thursdays.

3. College Book Club -Linda Cooks

a. Proposed dates (Fridays at 11am): September 23, October 28, November 4, December 2

LC reported that we will be partnering with Ricky Gonzalez and Vilma Fuentes of the F.I.R.S.T. (Formerly Incarcerated Reentry Students Thriving) program and will focus on literature that focus on how we can support formally incarcerated students. The F.I.R.S.T. program received some money this year and our college has a successful trucking course for formally incarcerated students so we anticipate we will be serving more students in this community. A flyer via email and a posting in cornerstone will go up/out this week.

4. Informed and Inspired Discussion/Planning

AB shared that she and AJ was asked about having the I&I series be led by the EDI standing committee instead of the FDC and AB wanted to get the FDC's thoughts about this idea. AJ shared this was also discussed in the EDI standing committee and they felt I&I should stay in the FDC but ultimately would leave it to the FDC to decide. EB shared equity should be on everyone's agenda and felt I&I should stay in the FDC. AJ added that I&I is not only about equity but includes equity. SA shared that recently more people may have recognized I&I's focus on equity but it actually has been highlighting equity-driven topics since its inception and she liked what EB said that equity should be part of everyone's agenda. LC also supports EB's notion that we should all be striving for equity not just the EDI committee. SA added it would not be fair to put all equity focused initiatives on the shoulders of the EDI committee. Even if we were to have for example a technology-focused I&I, we would still want to that to have an equity lens too. And because we have now a mandate to do racial-equity focused PD, we need more PD around these topics so the more the better. In summary, the FDC was in unanimous agreement that I&I should stay within the FDC but AJ offered that EDI can continue collaborate with the FDC on this project.

AB started discussion on planning I&I for Fall. SB shared in the past, it was 2 times a month, and more recently a Thursday/Friday series but Friday was not as well attended. We can change format if needed. Some ideas for theme: AB can ask Dr. Martin about the Sims' contract to see if they could perhaps do the informed portion and we can do a debrief for the Inspired portion. It seems they are already scheduled to do more trainings so need to check to make sure there is no redundancy. SA also noted the theme from Fall's PD day that we could expand on: Transformative Spaces: Recontextualizing our past to

reshape our future. As an idea, perhaps Jeremiah could go over more the content from the general session that he was not able to finish.

5. Getting the Job workshop modality

AB asked the FDC what modality this year's Getting the Job workshops should be. It used to be in-person but has been on zoom the last few times. AH and DM felt keeping it on zoom may be more accessible for PT faculty that may have multiple campuses and teach multiple classes. LC made a very good point that interviews are still being held via zoom so it may be helpful to have a zoom format. AB stated she will plan for zoom again this year and can include in the evaluations a question about the preferred modality for next time.

6. Announcements:

a. FDC meeting modality

AB let the FDC know that FDC meetings would have to come back in person once the BOT meetings come back in person due to the Brown Act.

b. Tenure reception and Outstanding adjunct award-now VPAA leading

AB let the FDC know that the Tenure reception and Outstanding adjunct award will now be coordinated by the VPAA office.

c. Budget for PD this year

AB let the FDC know that the PD budget for this year was used for the contract with the Sims' and this will need to be kept in mind as we plan PD activities for this year.

d. FT faculty PD plans due: Sept 30th

AB asked the FDC to spread the news that the PD plans for FT faculty are due Sept 30th, emails from PDL have been sent out.

e. Spring 2023 PD planning—first meeting via zoom: Tuesday, September 27th, 3-4pm

AB announced that the Spring PD planning committee email was sent out and encouraged the FDC members to join the committee!

7. Next time: Fall 2022 PD Day reflections (review evaluations)

AB let the FDC know that we will review the Fall 2022 PD day evaluations next time and CM would be able to provide us with a qualitative analysis as well.

Adjourned at 2:15