



Academic Senate of El Camino College 2022-2023

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

Office location: Schauerman Library, Room 273

February 21, 2023

Agenda & Table of Contents: Tuesday, February 21, 2023 Distance Education 166 and via Zoom (Please see page 2 of the packet for additional teleconference locations)

Agenda Item	Page Numbers
A. Call to Order/ Introductions (3 minutes)	
B. Approval of Minutes (2 minutes)	6-12
C. Unfinished Business: a. none	
D. New Business: a. Proposed changes to scoring and process for Distinguished Faculty Awards- Anna Brochet and Darcie McClelland (15 minutes) b. Proposed ECC DEIA Statement- Darcie McClelland (10 minutes) c. BP/AP 4055/5140, Academic Accommodations for Students with Disabilities- Camila Jenkin (5 minutes)	13-19 20 21-27
E. Information Items – Discussion a. Call for volunteers, campus level and faculty hiring committees- Senate Executive Board (5 minutes) b. New Academic Senate Officer Introduction- Darcie McClelland (2 minutes) c. New Guided Pathways Coordinators Introduction- Darcie McClelland (5 minutes) d. New Academic Senate Logo- Stephanie Burnham and Camila Jenkin (3 minutes) e. Academic Technology Conference Announcement- Stephanie Burnham (5 minutes) f. Academic Integrity Committee Update- Kevin Degnan (10 minutes) g. SLO Announcements- Kevin Degnan (5 minutes)	28 29
F. Reports 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- Robin Dreizler	30-33 34-51
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 (5 minutes)	
I. Adjournment	

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.



February 21, 2023

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Office location: Schauerman Library, Room 273

Zoom information for Academic Senate Meeting 2/21/2023

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 by noon on Tuesday, February 21. In the subject line, please put Academic Senate Meeting 2/21 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 2/21/2023

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. 227th 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



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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	Erica Brenes	Sargent at Arms	TBA

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*^R 24/25

Josh Troesh 24/25

Counseling

Maria Garcia 23/24

Amy Herrschaft 24/25

Rocio Diaz*^R 22/23

Library Learning Resources

Tiffanie Lau 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

Robin Dreizler

Associated Students Organization

Hameeda Uloomi

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).

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: Erica Brenes. 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: Kenneth Brown. Senate Rep: Darcie McClelland. 3rd Mondays, 4 pm, Boardroom.

Calendar. Chair: Robin Dreizler. 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. 1st Friday & 3rd Monday, 1:00-3:00, Zoom.

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

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

Enrollment Management. Chairs: Carlos Lopez and D. McClelland. 1st 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. 1st Tues, 2:30- 3:30 DE 166.

Planning & Budgeting (PBC). Chairs: Robert Suppelsa and Viviana Unda. Senate reps: Josh Troesh & Darcie McClelland, 3rd 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
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)

Unexcused: 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

☒ Andrew Alvillar

Unexcused: Tom Hazell

Unexcused: Shiney Johnson

☒ Dina Mauger

Excused: Eric Villa

Humanities

☒ Stephanie Burnham

Unexcused: Sean Donnell

☒ Brent Isaacs

☒ Kevin Degnan

☒ Erica Brenes

ITEC

☒ Charlene Brewer-Smith

☒ Ross Durand

Unexcused: Dylan Meek

☒ Jack Selph

☒ Bruce Tran

Library

☒ Camila Jenkin

Excused: 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 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 Ahmadpur

☒ Arturo Hernandez

☒ Carolyn Pineda

☒ Connor Lai

☒ Grace Camargo-Perez

☒ Jeff Baumunk

☒ John Baranski

☒ Julie Meredith

☒ Keiana Daniel

☒ Linda Cooks

☒ Michael Wynne

☒ Ms. Nishi

☒ Polly Parks

☒ Rhea Lewitzki

☒ Ryan Martinez

☒ Stephen Robert Peluso

☒ William Carter

ACADEMIC SENATE MINUTES December 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/ Introductions (3 minutes)

- 1:04pm

B. Approval of Minutes (2 minutes/p. 6-12)

- Motion to approve C. Brewers-Smith, seconded by L. Kjeseth
- No comments/questions
- 23 yes , 0 no's , 0 no's
- Approved

C. Unfinished Business:

a. Calendar Committee proposals for 2024-2025 Monday instruction- Anna Brochet (5 minutes/p13-19)

- Committee is considering to begin sp 25 on Tuesday, Feb 18th to avoid president's day holiday. Semester would end Monday, June 16th
- Motioned by Daniel Di-Gregorio, seconded by C. Brewer-Smith
- Questions/Comments:
 - How are Saturday classes going to be factored in. Will we only have 15 Saturdays or will they add another Saturday?
 - An additional Saturday will be added
 - Will this conflict/overlap with summer?
 - No. There may be a shorter break between spring and summer but will not overlap
 - How will grade submission be impacted?
 - Taking a pre-req course may need to be submitted earlier
 - Senate does not decide when grades will be submitted. Valid question but not Senate perview
 - Sp 25 schedule may impact all courses?
 - Per Carlos. Impact will be on Monday classes options:
 - Classify them as daily classes and add time (10-15 min)
 - Hybrid/Online
 - Lab classes may need to lose a lab day
 - Consider taking one of the Monday holiday to another day
 - Some holidays must be celebrated on a specific day and cannot be moved
- Calendar Committee is separate committee from Senate. They are asking Senate feedback for sp 25 proposed calendar.
- The vote today is to shift the calendar back 3 days. However, there may be less instructional days due to holidays in term due to the shift.
- 10 yes, 12 no, 9 abstentions
- Failed. Proposal not approved.

b. Resolution on Recognizing Advanced Faculty Training in Online Course Assignment- Moses Wolfenstein (10 minutes/p 20-21)

- Motioned by L. Kjeseth, seconded by K. Degnan
- Rubric reviewed (see slides for section rubric details)

The CVC Online Course Design Rubric Elements

Section A: Content Presentation

- Unit-Level Objectives
- Content Presentation/Use of the CMS (Canvas)
- Learner Support
- Institutional Support

Section B: Interaction

- Instructor Contact
- Student-to-Student Contact

Section C: Assessment

- Effective Assessment
- Guidance and Feedback

Section D: Accessibility

- Formatting
- Accessibility Checkers
- Audio and Video

-
- CVC Course Exchange in relation to quality certifications
-

The CVC Course Exchange

1. All fully online courses (Online and Live Online) are listed on the Exchange
2. Quality badged courses (i.e. via POCR) get priority listing on the Exchange
3. If you have a course quality certified at one campus, you can have it certified at another campus strictly through administrative process (i.e. the DE Coordinator informs CVC it's the same course)
4. Course listing on the Exchange has absolutely no impact on your ownership of the IP in your course
5. You can choose to share a certified course for adoption by other faculty in system but there is not and will never be a requirement to do so

- Intellectual Property Concerns

- There is no concern that you will lose your intellectual property since stipend is only \$1500

Intellectual Property Concerns

AP 3710: Intellectual Property and Securing of Copyright

Property subject to copyright or other intellectual property protection, including but not limited to those in the forms of books, compositions, paintings and other works of comparable type, developed by employees or students shall be the property of the creator unless the property is prepared by means of a District grant, constituting substantial District support, an externally funded grant, or contract with the District.

e) **Substantial District Support** is defined as support involving either (1) **direct costs to the District in excess of \$2000** over and above any budget customarily provided for the employee's usual appointment or assignment; or (2) indirect costs to the District (including but not limited to salaries and wages) in excess of \$5000 for District employees providing secretarial, technical or creative services specifically for the project; or (3) the use of exceptionally expensive District equipment or facilities (e.g., professional recording and filming studio, professional television cameras and the like). A grant obtained through the initiative and efforts of an employee or student shall not be considered to have resulted from Substantial District Support so long as the employee's contributions exceed the District's contributions.

- Course assignment will follow contract as default and then RPL will be considered
- Comments/Questions:
 - Does this platform push faculty/course offerings to “one size fits all”?

- Not an accurate characterization of this training.
- Request for change:
 - Start fall 2023 vs summer 2023 if approved
- 12 yes, 8 no, 7 abstention
- Motion fails

c. Revised Academic Integrity Syllabus Statement- Anna Brochet (5 minutes/p22)

- Motion to approve A. Owens, seconded by L. Kjeseth
- 27 Yes, 0 Nos, 0 Abstentions
- Approved

D. New Business:

a. BP/AP 4055/5140, Academic Accommodations for Students with Disabilities- Camila Jenkin (5 minutes/p. 23-29)

E. Information Items –Discussion

a. Special Recognition- Academic Senate Executive Board (10 minutes, will take place at 1:40 pm)

- Academic Senate resolution read aloud and presented for VPSS Ross Miyashiro
- Adoption by acclamation

b. Administrative Services Update- Bob Suppelsa (20 minutes/p30-46)

- Programming questions need to be directed to departments.
- Reviewed Bond program projects, schedule and budget (see packet for details)
 - There are currently 118 projects proposed/in progress. Refer to packet for list of projects
 - Fire Tower/Public Safety
 - Student Health Services
 - Student Housing
 - ECC was a recipient of a state study grant to assess possibility of student housing at ECC
 - In beginning stages of studying and will meet with BOT
 - Bolston Outside company creating survey
 - Went through stake holder interviews: superintendent, counseling, student services, focus groups, international students, student athletes
 - Market research
 - Site evaluations
 - Will present status to study to BOT in December
 - BOT will decide if they will pursue grants to create housing for students based on study
 - Campus wide forum email will be sent out soon to discuss student housing
 - Review College Council Agenda 12/5

- d. FDC Announcements- Anna Brochet (5 minutes/p. 48-49)
- e. Curriculum Announcements- Edwin Ambrosio (5 minutes)
- f. SLO/PLO Announcements- Kevin Degnan (5 minutes)

F. Reports

- a. Academic Senate President's Report – Darcie McClelland (p. 50-54)
- b. VP Reports (Packet only, will not be read)- Senate Executive Board (p. 55-56)
- c. Academic Affairs Report- Carlos Lopez
- d. 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 (5 minutes)

- Emotional Hair Ties
 - 12/7/2022
 - www.elcamino.edu/hairties

I. Adjournment

- 2:36pm

Recommended Changes to the FT/PT faculty awards:

	Current Practice	Proposed changes	Rationale
Title of FT award	Distinguished Faculty Award	Distinguished Full-time Faculty Award	Align with Part-time award
Title of PT award	Outstanding Adjunct Faculty Award	Distinguished Part-time Faculty Award	Use "Part-time" instead of "Adjunct"
Nominee submission requirements:	CV	A standardized form to fill out	All submissions are more comparable
Narrative	Educational/Teaching Philosophy Statement	Ask a few short answer questions directly related to the rubric	Nominees don't always know what they should include in the philosophy statement, some are long, some are short, and they are not directed. Easier for selection committee to compare nominees' responses to the same questions.
Award	<ul style="list-style-type: none"> • \$2,000 for FT, \$700 for part time • FT get Medallion • Recognized at Commencement, sits in VIP tent 	PT and FT awardees should get the same award amount, medallion, and VIP tent.	

**DISTINGUISHED FACULTY AWARDS
CRITERIA FOR EVALUATING NOMINEES**

Categories
<p>1. Serving students: The nominee should be committed to serving students, either within the classroom as an instructor or outside the classroom as a librarian, counselor, or other student services faculty member. There should be evidence of ways in which the nominee has demonstrated their commitment to serving students.</p>
<p>2. Campus, Professional, and/or Student Activities: The nominee should demonstrate service to El Camino College through participation in campus, professional and/or student activities. There should be evidence of participation and/or leadership in institutional, division, departmental, and/or student activities or projects.</p>
<p>3. The El Camino College Mission: The nominee should be committed to the fundamental principles of the El Camino College mission: “El Camino College makes a positive difference in people’s lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.” There should be evidence of a commitment to equity and student success. The nominee’s application should reflect a commitment to El Camino College, and evidence of ways the nominee has helped to improve the educational environment.</p>
<p>4. Commitment to Education, Discipline, and/or Serving as a Representative of the Profession: The nominee should be committed to education. There should be evidence that the nominee maintains currency in the discipline and communicates to students and colleagues an enthusiasm for the discipline and for education in general. The candidate should be committed to serving as a representative of the profession through service in local, regional, statewide, or national activities or publications. There should be evidence of activities that reveal a broader scope of interest, perhaps through publications, professional presentations, participation in community groups, or participation in local, state, or national organizations.</p>

Distinguished Faculty Awards Rubric

Nominee: _____

	Poor = 0	Fair = 1-3	Good = 4-6	Excellent = 7-9	Outstanding = 10-12	Points	Notes
1. Serving students	Not present	Awareness of the value for student-centered operations is shown but lacks evidence of activities demonstrating commitment to serving students.	Evidence detailing activities demonstrating minimal commitment to serving students included in the nomination materials.	Evidence detailing some activities demonstrating a strong commitment to serving students in the nomination materials.	Significant evidence detailing activities demonstrating a strong commitment to serving students in the nomination materials. Activities demonstrate willingness to go beyond standard expectations in job description.		
2. Campus, professional, and/or student activities	Not present	Evidence shows limited participation in one or more campus activities.	Evidence shows engaged participation and leadership in at least one campus activity or project.	Evidence shows engaged senior leadership (i.e., project/program lead, committee chair, club advisor, etc.) in at least one campus activity or project.	Evidence shows long-term engaged senior leadership (i.e., project/program lead, committee chair, club advisor, etc.) in multiple campus activities and projects.		
3. El Camino Mission	Not present	Nomination materials demonstrate an understanding of one or two aspects of the El Camino College mission.	Nomination materials demonstrate a broad understanding of the ECC mission and how nominee's role affects all aspects of the mission including commitment to equity and student success.	In addition to demonstrating a broad understanding of the ECC mission, evidence indicates a commitment and some participation in activities that directly support equity and student success.	Nomination materials demonstrate robust commitment to the ECC mission through direct participation in relevant activities, especially the institutionalization of activities that lead to sustained support for equity and student success.		
4. Commitment to Education, Discipline, and/or Serving as a Representative of the Profession	Not present	Evidence shows limited engagement in discipline related activities or limited representation in regional, state or national activities that extend participation and influence beyond their discipline or El Camino College.	Evidence shows participation in at least one local, regional, state, or national discipline group, industry, or professional organization through activities such as conference attendance and presentations.	Evidence shows sustained engagement in at least one local, regional, state, or national discipline group, industry, or professional organization through activities such as presentations, publications and leadership roles.	Evidence shows engagement in multiple organizations (i.e., local, regional, state, or national discipline groups), through multiple activities and sustained engagement as an experienced leader in the profession.		
					TOTAL POINTS out of possible 48:		

Name

Division/department/program

FT or PT

Please list the campus committees/activities you participate in and note the ones for which you are in a chair/leadership role

Please list any relevant committees or professional associations you participate in outside of campus and note the ones for which you are in a chair/leadership role

What strategies and activities do you use in your interactions with ECC students and/or your advocacy for student to support their success? Please give specific examples and discuss how you support success of ALL students. (500 words max)

What campus, professional, and/or student activities do you engage in beyond your regular classroom/student contact hours? Please describe your role in each group/activity and how your service contributes to the ECC community. (500 words max)

How do you embody the ECC Mission: "El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities" in your work with students and professional service to the college? Please provide specific examples. (500 words max)

What activities do you participate in outside of ECC (at the local, state, national, or international level) to contribute to your specific discipline and/or education more generally? Please give specific examples of organizations you are involved in, your contributions to these organizations, and how you have grown personally from these experiences. (500 words max)



The Hayward Award for “Excellence in Education” – Rubric (2020-21)

Nominee number _____

	0	1	2	3	4
a. Commitment to serving and empowering students from diverse backgrounds and experiences	Not present	Awareness of the value for student centered operations is shown but lacks evidence of activities demonstrating commitment to serving students.	Evidence detailing activities demonstrating minimal commitment to serving students included in the application.	Evidence detailing some activities demonstrating a strong commitment to serving students in candidate form. Some evidence in supporting letter as well.	Significant evidence detailing activities demonstrating a strong commitment to serving students in both candidate form and supporting letter. Activities demonstrate willingness to go beyond standard expectations in job description.
b. Participation in campus, professional, and/or student activities	Not present	Evidence shows limited participation in one or more campus activities.	Evidence shows engaged participation and leadership in at least one campus activity or project.	Evidence shows engaged senior leadership (president, chair, etc.) in at least one campus activity or project.	Evidence shows long term engaged senior leadership (president, chair, etc.) in multiple campus activities and projects.
c. Commitment to education and currency in the discipline	Not present	Evidence of interest and limited engagement in discipline related activities.	Evidence of engagement in at least one regional, state, or national discipline group, industry, or professional organization.	Evidence of criteria from #2 as well as engagement with department faculty to similarly engage them in their discipline communities.	Evidence of engagement in multiple organizations and sustained engagement with department faculty and students to similarly engage them in their discipline communities.
d. Commitment to the mission of California community colleges .	Not present	Description details an understanding of one or two aspects of the community college mission.	Description details a broad understanding of CCC mission and how candidate’s role affects all aspects of the mission including evidence of commitment to open access.	Evidence of criteria from #2 with a description of some candidate activities that directly support open access and student success.	Strong evidence for multiple activities directly supporting several aspects of the CCC mission. Evidence of activities being institutionalized that lead to sustained support for open access and helping students succeed across the curriculum.
e. Community, state and/or national activities that represent the profession	Not present	Evidence of interest and limited representation in regional, state or national activities that extend their participation and influence beyond their discipline or institution.	Evidence of sustained representation in at least one regional, state or national discipline group, industry, or professional organization. Descriptions detail a broader scope of activities such as serving on committees outside of their core interests.	Evidence of sustained representation in at least one of the previously mentioned organizations in a leadership role to further that organization’s purposes while also broadening their abilities as a leader and their capacity to represent in areas that are not traditional to their expertise.	Evidence of sustained representation in several of the previously mentioned organizations as an experienced leader and evidence of engagement with other like-minded participants to improve upon their participation and experiences as well as to further the organization’s purposes.

RUBRIC FOR SELECTION OF DISTINGUISHED FACULTY AWARD RECIPIENT

The application materials should reflect a commitment to the following:

Categories	Possible Points
1. Serving students: The candidate should be committed to serving students, either within the classroom as an instructor or outside the classroom as a librarian, counselor, or other student services faculty member.	10
2. The El Camino College Mission: The candidate should be committed to the fundamental principles of the El Camino College mission. There should be evidence of support for open access and for helping students succeed. The candidate's application should reflect a commitment to El Camino College, perhaps through suggestions of ways the candidate has helped to improve the educational environment.	10
3. Campus, Professional, or Student Activities: The candidate should be committed to serving El Camino College through participation in campus, professional and/or student activities. There should be evidence of participation in institutional, division, departmental, and/or student groups.	10
4. Commitment to Education and Discipline: The candidate should be committed to education. There should be evidence that the candidate maintains currency in the discipline and communicates to students and colleagues an enthusiasm for the discipline and for education in general.	10
5. Commitment to Serving as a Representative of the Profession: The candidate should be committed to serving as a representative of the profession beyond the institution through service in local, statewide, or national activities or publications. There should be evidence of activities that reveal a broader scope of interest, perhaps through publications, professional presentations, participation in community groups, or participation in local, state, or national organizations.	5

Academic Senate Outstanding Adjunct Faculty Award Rubric (2021)

Nominee: _____

	0	1	2	3	4	Points	Notes
1. Commitment to serving students	Not present	Awareness of the value for student centered operations is shown but lacks evidence of activities demonstrating commitment to serving students.	Evidence detailing activities demonstrating minimal commitment to serving students included in the nomination materials.	Evidence detailing some activities demonstrating a strong commitment to serving students in the nomination materials.	Significant evidence detailing activities demonstrating a strong commitment to serving students in the nomination materials. Activities demonstrate willingness to go beyond standard expectations in job description.		
2. Commitment to education and currency in discipline	Not present	Evidence of interest and limited engagement in discipline related activities.	Evidence of engagement in at least one regional, state, or national discipline group, industry, or professional organization.	Evidence of criteria from #2 as well as engagement with department faculty to similarly engage them in their discipline communities.	Evidence of engagement in multiple organizations and sustained engagement with department faculty and students to similarly engage them in their discipline communities.		
3. Commitment to El Camino Mission	Not present	Nomination materials demonstrate an understanding of one or two aspects of the El Camino College mission.	Nomination materials demonstrate a broad understanding of the ECC mission and how candidate's role affects all aspects of the mission including evidence of commitment to equity.	Evidence of criteria from #2 with a description of some candidate activities that directly support equity and student success.	Strong evidence for multiple activities directly supporting several aspects of the ECC mission. Evidence of activities being institutionalized that lead to sustained support for equity and helping students succeed.		
4. Participation in campus, professional, and/or student activities	Not present	Evidence shows limited participation in one or more campus activities.	Evidence shows engaged participation and leadership in at least one campus activity or project.	Evidence shows engaged senior leadership (i.e., project/program lead, committee chair, club advisor, etc.) in at least one campus activity or project.	Evidence shows long term engaged senior leadership (i.e., project/program lead, committee chair, club advisor, etc.) in multiple campus activities and projects.		
					TOTAL POINTS:		

Proposed DEIA+ Statement for El Camino College Community;

El Camino College values and embraces diversity, equity, inclusion, accessibility, and anti-racism. As a campus community we strive to create a welcoming environment in which all individuals are respected, feel included, accepted and have a sense of belonging. What makes an institution of higher learning an effective contributor to society is the fact that it is a safe environment that supports and encourages respectful engagement in dialogues amongst individuals who willingly share their unique differences based on a variety of beliefs, values, perspectives, and life experiences. These differences include race, color, ancestry, national origin, ability, age, religion/spirituality, creed, appearance, ethnicity, family/marital status, gender, gender expression, gender identity, immigration status, language, military/veteran status, nationality, political views, sex, sexuality, sexual orientation, socio-economic status, system-impacted, and other personal identities, ideologies, and experiences.

El Camino College is committed to providing an educational and employment environment in which individuals who raise concerns regarding exclusion, harassment, intolerance or discrimination (actual or perceived), will not be subjected to retaliation.

El Camino is committed to make every effort to assess the important diversity, equity, inclusion, accessibility, and anti-racism work that we are undertaking collectively as a campus. At times, this work will be imperfect. When issues and concerns arise, we pause to thoughtfully review these situations closely, listen to one another, reflect, and to assess our structures, processes, and approaches. This work-in-progress will continue to provide opportunities for learning, change, growth and move us forward to being the inclusive campus we strive to be.

Thank you to each of you who are involved in these challenging, yet vital conversations that will not only educate, but support the vibrancy of our shared communities.

Section

CHAPTER 4: ACADEMIC AFFAIRS

Title

Academic Accommodations For Students With Disabilities

Code

BP-4055

Status

Active

Adopted

October 20, 2003

Last Revised

November 28, 2011

Board Policy ~~4055~~5140 Academic Accommodations for Students with Disabilities

The El Camino Community College District provides reasonable accommodations for students with disabilities in accordance with compliance measures established by the Rehabilitation Act of 1973, sections 504 and 508, the Americans with Disabilities Act (ADA), and the ADA Amendments Act of 2008 (ADAAA). El Camino College shall provide reasonable accommodations to students with documented disabilities without compromising the student's course of study or the integrity of the college's academic standards. Reasonable accommodations are determined on an individual basis.

Reference:

Title 5, Section 56006 (DSPS Regulations), 56027 (Academic Accommodations), 55063 (Minimum requirements for the Associate Degree) Rehabilitation Act of 1973, Section 504 and Section 508
Americans with Disabilities Act of 1990 (ADA) ADA Amendments Act of 2008
Title 5



POLICY & PROCEDURE SERVICE

BP 5140 Disabled Student Programs and Services

References:

Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq.

NOTE: *This policy is legally required.*

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Student Programs and Services (DSPS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in the DSPS program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The [**CEO**] shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The [**CEO**] shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

Revised 3/12, 10/13, 4/16, 10/16

Administrative Procedure 5140 Academic Accommodations for Students with Disabilities

Background

The El Camino Community College District intends that its graduates master the competencies required by Title 5 of the California Code of Regulations. This entails the completion of required courses to obtain a degree or certificate with appropriate documentation as specified in Title 5, Section 56006 (DSPS Regulations). El Camino Community College District's policy is to respond to a student request for reasonable accommodations in a timely manner. However, provision of these accommodations does not guarantee the outcome of the student's endeavors. The Superintendent/President or designee shall establish standards of review for academic requirements to ensure that such requirements do not discriminate against students with disabilities or have the effect of excluding students solely on the basis of disability.

Verification of educational limitations and prescriptive planning of academic accommodations with otherwise qualified students with a disability is the responsibility of the Special Resource Center (SRC). The El Camino College District shall provide students a process to request reasonable accommodations, which may include course substitution of degree requirements. It is the student's responsibility to request accommodations. Additionally, it is the student's responsibility to provide documentation of disability along with identified educational limitations to support their request for accommodations. Accommodation requests are considered on an individual basis. Considerations include, but are not limited to, whether the student is an otherwise qualified student with a disability, documentation of educational limitations, the essential nature of the course and program, and accommodations and disability management strategies previously utilized by the student.

Requests for Academic Accommodations

There are two types of request for academic accommodations:

1. Request for Reasonable Accommodations – an adjustment that allows a student with a disability an equal opportunity to complete course requirements;
2. Request for Course Substitution – the replacement of a required course with an approved alternative course to complete program or degree requirements.

Reasonable Accommodations

The District recognizes the provision of reasonable accommodations is intended to mitigate functional limitations to facilitate a student's academic access and ability to complete a course or achieve proficiency. For most students with documented disabilities, this first level of accommodation will involve an attempt to complete the course with additional help such as learning facilitation, in-class support services, educational material in alternate formats, assistive technology, auxiliary aids, test accommodations, and note-taking assistance. Other options may include a request to complete an extended version of the course, and/or advisement to complete developmental courses or courses in an alternate format to promote academic success.

Procedure for requesting an accommodation:

1. Students are responsible for requesting course accommodations with a counselor or disability specialist in the SRC and providing appropriate documentation of a disability.
 - a. As an alternative, students who do not want to use the services of the SRC may contact the Dean of Student Support Services and request reasonable accommodations.
 - b. Students are encouraged to request accommodations at the start of the matriculation process. A timeline for requesting services is available in the SRC student handbook posted on the District website. Reasonable accommodations are not retroactive and will commence in a timely manner relative to factors including but not limited to the term of enrollment,

time of request, approval of the disability/documentation, the interactive process, and resources available.

- c. The SRC professional staff or Dean of Student Services, in collaboration with the student, will evaluate and determine reasonable accommodations based upon the student's educational limitation(s) related to a documented disability.

2. After consultation, if the student disagrees with the recommendation for accommodations made by the SRC or Dean of Student Support Services, the student may request a review of the accommodations through the grievance procedure outlined in the SRC student handbook. This request for review must be submitted to the SRC within ten (10) business days of the time the student receives the recommendation for accommodations.

3. If approved accommodations are not being provided by the instructor or appropriate staff, students must notify the SRC within ten (10) business days, in accordance with the SRC grievance procedure. At this point, the SRC will attempt to resolve the conflict within five (5) business days.

4. If a resolution is not attained regarding the accommodation, the student, instructor, or SRC professional staff will refer the matter to the Americans with Disabilities Compliance Officer ("ADA Officer") or representative for review. The ADA Officer or representative will review and attempt to resolve the conflict informally with the student and faculty member within five (5) business days.

5. If no resolution is reached, the ADA Compliance Officer or representative will convene an Academic Accommodations Committee to investigate and resolve the issue within ten (10) business days. Depending on the circumstances and pursuant to the grievance procedure, the Academic Accommodations Committee may consist of the following:

- a. The El Camino College ADA Officer or representative (chair).
- b. The dean of the division or a designee from the department in which the course is taught.
- c. An instructor who teaches the course in question, or from the department in which the course is taught, or from a closely related discipline.
- d. The SRC faculty or staff member with knowledge of the disability and/or educational limitations of the student.

During this time period the SRC will continue to provide recommended reasonable accommodations pending a final resolution.

Grounds for Academic Accommodations

The Academic Accommodations Committee will evaluate and determine the appropriateness and feasibility of the accommodation to ensure access, and whether the requested academic adjustment fundamentally alters the course or program of instruction, or if implemented, will conflict with a direct licensing requirement or jeopardize a requirement essential to the program of instruction.

If necessary, the Academic Accommodations Committee will evaluate and determine alternative academic adjustments that may be considered to ensure the student is not denied the benefits of, or is excluded from participation in the academic program without impacting the integrity of the course.

Course Substitution

A course substitution is the replacement of a required course with an approved alternative course. A course substitution may be appropriate provided that the following four conditions are met:

1. The required course is found by the Academic Accommodations Committee to be nonessential to the student's course of study;
2. Reasonable accommodations offered do not enable them to successfully complete a required course;

Commented [BL1]: I believe this has previously been Idania Reyes. Gary, can you confirm?

3. Attempts with additional or different accommodations have been exhausted or if the student's identified educational limitations are of such magnitude that any attempt at completing the course would be futile; and

4. A suitable course for substitution exists. The institution shall explore alternatives such as Independent Study, but is not required to develop a substitute course if one does not exist. Academic requirements essential to the program of instruction or major being pursued by the student, or directly related to licensing requirements, will not be regarded as discriminatory.

Procedure for Requesting a Course Substitution

1. The student will consult with the SRC to evaluate and determine reasonable alternative courses to meet degree requirements based upon the student's educational limitation(s) related to a verified disability.

a. Students are encouraged to request course substitutions two (2) semesters before applying for graduation.

2. If a course substitution is not obtained, the student is referred to the ADA Officer for consultation. Upon meeting with the student, the ADA Officer will then consult with appropriate college representatives to determine appropriate course substitutions informally. The student will be notified of results within ten (10) business days.

3. If no course substitution is approved, the student must submit an Academic Accommodations Request form with supporting documentation to the ADA Officer or representative.

a. The student is encouraged to consult with an appropriately qualified SRC disability specialist or counselor to review all submitted documents for accuracy and completeness prior to submission to the ADA Officer.

b. It is the student's responsibility to provide all required documentation at the time of request.

4. Once a complete request is received, the Academic Accommodations Committee shall convene within twenty (20) business days within a primary (spring and fall) term to review the student's request.

a. The student will have an opportunity to present the request accompanied by any relevant documentation for an academic accommodation to the committee.

b. The student may choose to have an advisor present to support them through the process. However, the advisor may not speak on behalf of the student during the process.

c. Thereafter, the committee will deliberate and reach a consensus for the appropriate academic accommodations – course adjustments or substitution.

d. The ADA Officer or representative shall notify the student of decisions within five (5) business days and maintain records of all decisions of the Committee.

5. An exception to the timeline will be made if the petition is received so late in a primary term it creates a challenge for the committee to complete its process within the term. In such cases, the Chair of the Academic Accommodations Committee will convene the committee at the earliest possible time during the following primary term. The timeline for the committee's decision will remain the same and begin the first day of instruction of the following primary term.

6. Pending the decision of the Academic Accommodations Committee, accommodations will be made in the interim period as recommended by the ADA Officer or representative.

7. Completion of a substitute course shall not be construed as meeting the prerequisite for other courses.

8. A course waiver is the elimination of a required course from a student's program of study. Academic Accommodations Committee may consider course waiver under the following three conditions:

a. There is evidence the student has met the requirements noted above for substitution;

- b. There are no viable alternative courses offered at El Camino College, as determined by judgment of the Academic Accommodations Committee; and
- c. The required course is peripheral to the student's course of study or major, and the student must not require any further classes or training in the specified area.

A waiver of the course requirement will not be considered a waiver of the student's responsibility to complete the minimum number of units required by the institution for completion of the program of study. A waiver of a course requirement shall not be construed as a waiver of any prerequisite for any other course. The absence of a substitute course does not automatically establish grounds for a waiver.

Recognition by Other Institutions

A course substitution or waiver applies to El Camino College courses exclusively. Students shall be informed that a substitution or waiver granted by El Camino College may not be recognized by another educational institution. Similarly, the college does not recognize substitutions or waivers granted by another institution. It is the responsibility of the student to contact potential transfer institutions regarding the acceptability of the substitution to meet transfer requirements.

Notification

The ADA Officer or representative shall notify the student, the SRC, the Registrar in Admissions and Records and all other pertinent offices of any changes allowed by the Academic Accommodations Committee to the student's course of study in writing within five (5) business days after a decision has been determined.

Appeals

The decision of the Academic Accommodations Committee is final unless there is new information that was not previously available. Under this exception, the student may only appeal the decision one (1) time and submit documents or information not previously submitted that they and the SRC specialist believe are pertinent in support of the appeal. If the appeal is denied, the student may submit a written request to the ADA Officer that the appeal be forwarded to the Vice President of Academic Affairs for review. This request must be submitted within twenty (20) business days of notification of the committee's decision. The decision of the Vice President of Academic Affairs is final.



AP 5140 Disabled Student Programs and Services

References:

Title 5 Sections 56000 et seq.

NOTE: *This procedure is **legally required**. Local practice may be inserted, but must include the following legal minimums. Insert local procedures here and/or reference the DSPS Plan.*

The District maintains a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes and programs.

NOTE: *At a minimum, the procedures, plan, or description of the program and services **must address:***

- *procedure for timely response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee;*
- *long-range goals and short-term measurable objectives for the program;*
- *definitions of disabilities and students eligible for the program;*
- *support services and instruction that is provided;*
- *technology accessibility;*
- *verification of disability;*
- *student rights and responsibilities;*
- *academic accommodation plan that is developed by a designated person in consultation with the student;*
- *academic adjustments, auxiliary aids and services;*
- *provisions for course substitution and waivers;*
- *staffing; and*
- *advisory committee.*

Revised 3/12, 10/13, 4/16

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their entity. The information contained within is a sample only and is not designed to address each District's specific and unique issues, internal rules or practices, or governing documents that might be in place at each entity. Districts should always consult with local District legal counsel prior to implementation.*

Committees that Need Academic Senate Appointed Faculty Representatives

NEW ECC Safety Committee (1st meeting is 3/17 4-530pm, East Dining Room)- 3 faculty, 2 FT and 1 PT. At least one must teach at night. PT will be paid special assignment for participation.

NEW ECC Student Success Committee- 1 each from the following Metamajors: Behavioral and Social Sciences, Business, Creative Arts, and Language, Composition, and Journalism

Online and Digital Education Committee (3rd Thursday, college hour)- 1 senate rep and 1 faculty member from Fine Arts division

Faculty hiring committees- The following committees still need senate representatives **Must have demonstrated commitment to DEIA focus/principles:**

- Computer Science
- Sign Language
- Law/Paralegal
- Automotive Tech
- Nursing
- Communications
- Fire Tech
- Child Development
- EDEV

Please contact Academic Senate President Darcie McClelland (dmcclelland@elcamino.edu) if you are interested in serving on any of these committees.

SAVE THE DATE



2023 EDUCATIONAL TECHNOLOGY CONFERENCE

FRIDAY MARCH 24, 2023

**IN-PERSON, SCHAUERMAN LIBRARY
(WITH SOME HYFLEX BREAKOUT SESSIONS)**

Our theme is:
**"HyFlex Instruction in a
Post-Pandemic Learning Environment."**

We will have presentations on a range of topics related to using technology to enhance student learning.

We are still accepting presentation ideas!
If you have a presentation proposal, click on the link below or email sburnham@elcamino.edu.

[CLICK HERE TO SUMMIT A PROPOSAL](https://tinyurl.com/wmvyr868)

[.https://tinyurl.com/wmvyr868](https://tinyurl.com/wmvyr868)



*Brought to you by the Academic Technology
Committee and the Academic Senate.*

Monday, December 19, 2022
College Council Meeting

Attendance

Present Proxy

	Chair (College President)	Brenda Thames	X	
	<u>Voting Membership</u>			
1	Student 1	Luisa Paredes	X	
2	Student 2	Matt Schulz	X	Jeon Park
3	Executive Cabinet Representative	Carlos Lopez	X	
4	Council of Deans-Student Services	Dipte Patel		
5	Council of Deans-Academic Affairs	Gerson Valle	X	
6	Classified- Admin Services	Sal Valencia	X	
7	Classified-Academic Affairs	Julie Meredith		
8	Classified-Student Services	Carla Velasquez-Lopez	X	
9	Prof. Dev. Advisory Committee	Monica Delgado	X	
10	Student Success Committee			
11	Facilities Steering Committee	Jorge Gutierrez	X	
12	Planning & Budget Committee	Julie Bourlier	X	
13	Technology Committee	Loic Audusseau	X	
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	Roy Dietz
2	Federation	John Baranski	X	
3	POA	Erika Solorzano	X	
4	Dir., Student Development	Greg Toya	X	
5	Dean, Library & Learning Resources	Crystle Martin		
6	Dean, Community Advancement	Jose Anaya	X	
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	Marifer Magana		
13	Student - Black Student Success Center	Roshumba Mason	X	
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	

1. College Council Membership, Structure and Goals

2. Opening Items

2.1 Welcome

2.2 Approval of Minutes

College Council moved to approve the minutes from the December 5, 2022 meeting, with the correction of a typo and the addition of clarifying language, suggested by the Director of Institutional Research & Planning, for item 4.1 Comprehensive Integrated Planning (CIP) Update.

3. Policies and Procedures Review

4. Agenda Items

4.1 12 19 22 Board Agenda Review –A review of the agenda items appearing on the December 19, 2022 Board agenda was provided. There were no questions or comments on the December 19, 2022 Board of Trustees meeting.

4.2 DEIA Statement – It is proposed College Council support the Diversity, Equity, Inclusion and Accessibility (DEIA) statement drafted by the President’s Advisory Committee on Race & Equity. The proposed statement will go out to constituent groups for feedback and brought back to College Council for further discussion. This statement would serve as a universal declaration on the overall commitment of the institution to DEIA.

Does College Council still need to create a process to accept, review, vote and support submitted anti-hate statements/resolutions from individuals or groups? The general consensus is Council should move forward with this initiative. It is suggested the processes include specific guidelines for submitting a statement and aligning it with a significant public incident. Statements should not be considered on a regular basis or indiscriminately. The subcommittee will provide a proposed process for submitting DEIA statement at the next meeting. In the meantime, a communication will go out to those individuals who have requested anti-hate statements to date.

Once a DEIA statement is adopted, a calendar of cultural and religious celebration will also be posted on the website. This calendar is meant to encourage awareness of other observances that members of our community may celebrate. This is not meant to be a comprehensive list and not an opportunity for faculty to excuse students from class or exams. The initial thought is to keep the Cultural Celebration Awareness calendar, as a separate resource from the Academic calendar to alleviate any confusion. A centralized calendar is preferred. It is suggested to add cultural celebrations to the Community Events calendar, utilizing filters to customize the calendar view. Ann O’Brien & Kerri Webb will explore the possible options. Perhaps add a Cultural Celebration Awareness dropdown filter.

4.3 College Council Charge and Responsibilities

Suggested revisions for the Making Decisions Guide:

- Form a work group to work on the revisions – Viviana Unda & Dr. Thames will start revision work in January (Faculty may have additional volunteers in February). Bring back initial revisions to College Council in February to gauge if a work group is necessary or if the document is ready for constituent review and feedback. Academic Senate would like to have two readings of the revised document.
 - Update membership roster
 - Consider changing the charge. It may be too broad
 - Hyperlink references as they are sited in the document.

What is the distinction between the Making Decisions Guide and the Participatory Governance Committee Member Handbook? The Handbook is an onboarding tool for new consultation committee members to help them understand their role. It is important the two documents are consistent with each other. Drs. Unda and Thames will work on that as well.

4.4 College Council Schedule Confirmation

It is confirmed College Council will meet the first Friday of the month. This meeting will be dedicated to the first reading of policies and procedures. Council will also meet on Board Meeting days, typically the third Monday of the month, unless it is a holiday. Second readings for policies and procedure will be conducted at this meeting.

- The first Friday in February (2/3) may be a Collegial Consultation Training. This is tentative as it has not been confirmed at this time. The training is 6 Hours.
- The first Policy Friday will be in March.

The next College Council meetings are scheduled on Tues, Jan 17 and Wed, Feb 22

A 2023 College Council Meeting schedule will be created and added to BoardDocs and emailed to members. The schedule is currently posted on the [College Council webpage](#) on the El Camino website.

4.5 New Committee Member Onboarding (Item 4.3)

The onboarding session will be scheduled for the February College Council meeting.

4.6 Procurement/Purchasing Presentation and Training Follow-up

College Council will receive training from Rita McCullum, Director of Procurement Services.

5. **General Information / Standing Agenda Items**

5.1 Student Housing Grant Update

Feedback: location for the proposed housing should be in Lot L. Lot L is the proposed location.

In the future, we will ensure all constituent groups are included in committee work. We recognize we missed opportunities for collegial consultation in the focus groups conducted for the Feasibility study.

To be competitive and considered for this particular State Student Housing Grant opportunity, El Camino can propose about 150 beds. Based on the Feasibility study, the need is 5,000 beds. 5,000 beds is not feasible and would not be competitive in the application process. The grant is contingent on a scoring rubric from the Chancellor's office. The current iteration of the rubric is in the [Student Housing Feasibility Study Board presentation](#). Funding of the operations and total cost of ownership of the housing project is taken into consideration in the application process. The State grant is for the construction of the facility only.

Public and Private partnerships, as well as other funding opportunities, will be explored for a student housing project.

5.2 2022 Chaptered Legislation Report - Information

5.3 AB 928 – Information – Information

5.4 Comprehensive Integrated Plan (CIP) – Standing Agenda Item

The infographic on the process of developing the CIP will be presented at the next meeting.

5.5 Policy Review Schedule

Please submit any policies and/or procedures due for review by College Council. A schedule will be created for spring.

6. Adjournment

6.1 Closing Remarks – No closing remarks

6.2 Meeting Adjourned – Meeting adjourned at 2:58p.m.

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
November 22, 2022

CALL TO ORDER

Meeting called to order at 2:32 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. Suekawa, M. Wolfenstein

Excused: L. Marquez, I. Zugic

Absent: L. Justice, L. Young

1. APPROVAL OF MINUTES

The minutes of November 8, 2022 were approved via email by the CCC on November 18, 2022.

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

Chair Ambrosio thanked the CCC for approving the minutes of November 8 via email, S. Porter for serving as the Standard Review representative for today's meeting, and M. Anderson for agreeing to serve as the Standard Review representative for the next meeting. He announced that the B.S. Respiratory Care courses will be on the next agenda for full review. EDEV 29, EDEV 32, and EDEV 33 were tabled to the next meeting in order to review changes to the catalog descriptions.

3. CURRICULUM REVIEW

A. Full Course Review

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

1. Architecture 252 (ARCH 252)
2. Business 124 (BUS 124)
3. Business 125 (BUS 125)
4. Child Development 129 (CDEV 129)
5. Child Development 130 (CDEV 130)
6. Child Development 131 (CDEV 131)
7. Child Development 152 (CDEV 152)
8. Communication Studies 292abcd (COMS 292abcd)
9. Computer Information Systems 13 (CIS 13)
10. Computer Information Systems 120 (CIS 120)
11. Computer Information Systems 150 (CIS 150)

12. Computer Information Systems 154 (CIS 154)
13. Computer Information Systems 156 (CIS 156)
14. Educational Development 140 (EDEV 140)
15. Microbiology 33 (MICR 33)
16. Music 183 (MUSI 183)
17. Nursing 248 (NURS 248)
18. Physical Education 220 [220A] (PE 220 [220A])
19. Real Estate 11 (RE 11)
20. Real Estate 12A (RE 12A)
21. Real Estate 13 (RE 13)
22. Real Estate 14A (RE 14A)
23. Real Estate 14B (RE 14B)
24. Real Estate 16 (RE 16)
25. Real Estate 19 (RE 19)
26. Real Estate 21 (RE 21)
27. Real Estate 26 (RE 26)
28. Real Estate 31 (RE 31)
29. Real Estate 40 (RE 40)
30. Real Estate 41 (RE 41)
31. Sociology 107 (SOCL 107)
32. Spanish 3 (SPAN 3)
33. Spanish 4 (SPAN 4)

B. Full Program Review

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

1. Actuarial Sciences A.S. Degree
2. Biotechnology A.S. Degree
3. Biotechnology Laboratory Assistant Certificate of Achievement
4. Biotechnology Technician Certificate of Achievement

C. Consent Agenda Proposals

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

1. Art History 106 (AHIS 106)
2. Business 145 (BUS 145)
3. Business 146 (BUS 146)
4. Child Development 165 (CDEV 165)
5. Computer Information Systems 2 (CIS 2)
6. Computer Information Systems 11 (CIS 11)
7. Computer Information Systems 16 (CIS 16)
8. Computer Information Systems 26 (CIS 26)
9. Computer Information Systems 28 (CIS 28)
10. Computer Information Systems 29 (CIS 29)
11. Computer Information Systems 40 (CIS 40)
12. Computer Information Systems 80 (CIS 80)
13. Computer Information Systems 119 (CIS 119)
14. Computer Information Systems 121 (CIS 121)
15. Computer Information Systems 133 (CIS 133)

16. Computer Information Systems 134 (CIS 134)
17. Computer Information Systems 136 (CIS 136)
18. Computer Information Systems 137 (CIS 137)
19. Computer Information Systems 152 (CIS 152)
20. Computer Science 40 (CSCI 40)
21. History 105 (HIST 105)
22. History 108 (HIST 108)
23. History 114 (HIST 114)
24. Horticulture 41 (HORT 41)
25. Horticulture 42 (HORT 42)
26. Horticulture 44 (HORT 44)
27. Horticulture 46 (HORT 46)
28. Horticulture 53 (HORT 53)
29. Horticulture 54 (HORT 54)
30. Horticulture 55 (HORT 55)
31. Horticulture 56 (HORT 56)
32. Horticulture 60 (HORT 60)
33. Political Science 1 (POLI 1)
34. Political Science 1H (POLI 1H)
35. Political Science 5 (POLI 5)
36. Sociology 110 (SOCI 110)

CURRICULUM DISCUSSION

A. Full Course Review

Behavioral and Social Sciences Division

The following courses were presented for course review:

- CDEV 129 Introduction to Program Administration
- CDEV 130 Principles of Program Administration
- CDEV 131 Supervising and Mentoring Adults
- CDEV 152 Curriculum and Strategies for Children with Special Needs
- SOCI 107 Issues of Race and Ethnicity in the United States

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

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

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

Business Division

The following courses were presented for course review:

- BUS 124 Small Business Entrepreneurship [Entrepreneurship Start-up Planning and Funding]

BUS 125 New Venture Creation [Entrepreneurship Start-up Operations and Management]
CIS 13 Computer Information Systems
CIS 120 Computer Forensics [Digital Forensics]
CIS 150 Cloud Computing with AWS
CIS 154 Compute Engines with AWS
CIS 156 Security with AWS
RE 11 Real Estate Principles
RE 12A Legal Aspects of Real Estate
RE 13 Real Estate Practice
RE 14A Real Estate Finance I
RE 14B Advanced Real Estate Finance
RE 16 Real Estate Economics
RE 19 Real Property Management
RE 21 Real Estate Investments
RE 26 Escrows
RE 31 Mortgage Loan Brokering and Lending
RE 40 Real Estate Appraisal
RE 41 Advanced Real Estate Appraisal

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

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

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

Fine Arts Division

The following courses were presented for course review:

COMS 292abcd Forensics - Individual Events
MUSI 183 Keyboarding for Commercial Music

It was moved by J. Minei, seconded by Z. Murdock, that the committee approve the course proposals. The motion carried.

It was moved by J. Minei, seconded by Z. Murdock, that the committee approve the course delivery methods. The motion carried.

It was moved by J. Minei, seconded by Z. Murdock, that the committee approve the conditions of enrollment. The motion carried.

Health Sciences and Athletics Division

The following courses were presented for course review:

NURS 248 Advanced Medical-Surgical Nursing II Preceptorship
PE 220 [220A] [Beginning] Naginata: A Japanese Martial Art

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

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

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

Humanities Division

The following courses were presented for course review:

SPAN 3 Intermediate Spanish I

SPAN 4 Intermediate Spanish II

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

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

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

Industry and Technology Division

ARCH 252 Construction Documentation II was presented for course review.

It was moved by M. Anderson, seconded by M. Kline, that the committee approve the course proposal. The motion carried.

It was moved by M. Anderson, seconded by M. Kline, that the committee approve the course delivery method. The motion carried.

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

Library and Learning Resources Division

EDEV 140 Assisted Computer Literacy was presented for course review.

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

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

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

Natural Sciences Division

MICR 33 General Microbiology was presented for course review.

It was moved by Z. Murdock, seconded by M. Kline, that the committee approve the course proposal. The motion carried.

It was moved by Z. Murdock, seconded by M. Kline, that the committee approve the course delivery method. The motion carried.

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

B. Full Program Review

Mathematical Sciences Division

The Actuarial Sciences A.S. Degree was presented as new program proposal.

It was moved by Z. Murdock, seconded by D. Eldanaf, that the committee approve the program proposal. The motion carried.

Natural Sciences Division

The following were presented as new program proposals:

- Biotechnology A.S. Degree
- Biotechnology Laboratory Assistant Certificate of Achievement
- Biotechnology Technician Certificate of Achievement

It was moved by Z. Murdock, seconded by M. Kline, that the committee approve the program proposals. The motion carried.

C. Consent Agenda Proposals

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

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

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

4. ADDING HYFLEX TO THE DE ADDENDUM

M. Wolfenstein reviewed a draft of the worksheet for adding a HyFlex delivery option to the DE addendum. A discussion ensued concerning language in the sections on Administration of Examinations (#4) and Text/Supplemental Readings/Materials (#5). M. McMillan volunteered to submit language regarding OER/ZTC. Feedback collected will be incorporated into the draft and sent out to CCC members to review. If possible, a final vote on the form will take place at the next CCC meeting on December 13. Once finalized, the form will be put into Curriculog.

5. NONCREDIT COURSE NUMBERING/RENUMBERING

Chair Ambrosio recapped the college's desire to designate noncredit courses with the 500/600 series numbers rather than the "N" acronym. Chair Ambrosio called for a motion to approve the change in course designation for noncredit courses to the 500/600 series level. It was moved by M. Kline, seconded by Z. Murdock. The motion carried.

6. ASSIST NEXT GEN! DEMO

L. Suekawa gave a live demonstration on Assist.org, the official course transfer and articulation

system for California public colleges and universities. She demonstrated how the website can be a useful tool when creating courses by searching other college's course outlines. To obtain individual access to Assist.org, please contact L. Suekawa.

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

No report.

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

C. Lopez shared information regarding the AB 928 public meeting on December 7, which will be held virtually. Additional information regarding the meeting will be sent out to members.

9. ANNOUNCEMENTS

- The Curriculog Café will be open after the meeting today.
- Next CCC Meeting: December 13, 2022 – 2:30-4:30 p.m., DE 166/Zoom

10. 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 3:38 p.m.

Approved Curriculum Changes Proposed for 2023-2024

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	BSSC	CDEV 129 Introduction to Program Administration	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BSSC	CDEV 130 Principles of Program Administration	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BSSC	CDEV 131 Supervising and Mentoring Adults	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BSSC	CDEV 152 Curriculum and Strategies for Children with Special Needs	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BSSC	CDEV 165 Autism, ADHD, Physical, and Health Impairments	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BSSC	HIST 105 Women and American History from the Colonial Era to 1877	Course review	11/22/2022
Course Review	BSSC	HIST 108 United States History: The American Indian Experience	Course review	11/22/2022
Course Review	BSSC	HIST 114 History of the Asian American in the United States	Course review	11/22/2022
Course Review	BSSC	POLI 1 Governments of the United States and California	Course review	11/22/2022
Course Review	BSSC	POLI 1H Honors Governments of the United States and California	Course review	11/22/2022
Course Review	BSSC	POLI 5 Ethnicity in the American Political Process	Course review	11/22/2022
Course Review	BSSC	SOCI 107 Issues of Race and Ethnicity in the United States	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BSSC	SOCI 110 Introduction to Social Work	Course review	11/22/2022
Course Review	BUSI	BUS 124 Small Business Entrepreneurship [Entrepreneurship Start-up Planning and Funding]	Course review; Changes to catalog description; conditions of enrollment; descriptive title	11/22/2022
Course Review	BUSI	BUS 125 New Venture Creation [Entrepreneurship Start-up Operations and Management]	Course review; Changes to catalog description; conditions of enrollment; descriptive title; lecture hours; course units	11/22/2022
Course Review	BUSI	BUS 145 Keyboarding I	Course review	11/22/2022
Course Review	BUSI	BUS 146 Keyboarding II	Course review	11/22/2022

Approved Curriculum Changes Proposed for 2023-2024

Course Review	BUSI	CIS 2 Office Applications	Course review	11/22/2022
Course Review	BUSI	CIS 11 Help Desk Operations	Course review	11/22/2022
Course Review	BUSI	CIS 13 Computer Information Systems	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BUSI	CIS 16 Application Development and Programming Using Visual Basic.Net	Course review	11/22/2022
Course Review	BUSI	CIS 26 Using Microsoft Excel	Course review	11/22/2022
Course Review	BUSI	CIS 28 Database Management Using Microsoft Access	Course review	11/22/2022
Course Review	BUSI	CIS 29 Advanced Database Applications	Course review	11/22/2022
Course Review	BUSI	CIS 40 Personal Computer Support and Networking	Course review	11/22/2022
Course Review	BUSI	CIS 80 Database Programming	Course review	11/22/2022
Course Review	BUSI	CIS 119 Introduction to Computer Security	Course review	11/22/2022
Course Review	BUSI	CIS 120 Computer Forensics [Digital Forensics]	Course review; Changes to catalog description; descriptive title	11/22/2022
Course Review	BUSI	CIS 121 Cybersecurity Programming with Python	Course review	11/22/2022
Course Review	BUSI	CIS 133 Mashup JavaScript, jQuery, and AJAX	Course review	11/22/2022
Course Review	BUSI	CIS 134 ASP.NET with C# Business Web Programming	Course review	11/22/2022
Course Review	BUSI	CIS 136 Building Mobile Apps	Course review	11/22/2022
Course Review	BUSI	CIS 137 Computer Networking Fundamentals	Course review	11/22/2022
Course Review	BUSI	CIS 150 Cloud Computing with AWS	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BUSI	CIS 152 Data Storage with AWS	Course review	11/22/2022
Course Review	BUSI	CIS 154 Compute Engines with AWS	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BUSI	CIS 156 Security with AWS	Course review; Change to conditions of enrollment	11/22/2022
Course Review	BUSI	RE 11 Real Estate Principles	Course review; Changes to catalog description; conditions of enrollment	11/22/2022

Approved Curriculum Changes Proposed for 2023-2024

Course Review	BUSI	RE 12A Legal Aspects of Real Estate	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BUSI	RE 13 Real Estate Practice	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BUSI	RE 14A Real Estate Finance I	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BUSI	RE 14B Advanced Real Estate Finance	Course review; Change to catalog description	11/22/2022
Course Review	BUSI	RE 16 Real Estate Economics	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BUSI	RE 19 Real Property Management	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BUSI	RE 21 Real Estate Investments	Course review; Change to catalog description	11/22/2022
Course Review	BUSI	RE 26 Escrows	Course review; Change to catalog description	11/22/2022
Course Review	BUSI	RE 31 Mortgage Loan Brokering and Lending	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BUSI	RE 40 Real Estate Appraisal	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	BUSI	RE 41 Advanced Real Estate Appraisal	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	FINE	COMS 292abcd Forensics - Individual Events	Course review	11/22/2022
Course Review	FINE	MUSI 183 Keyboarding for Commercial Music	Course review; Change to catalog description	11/22/2022
Course Review	HEAL	NURS 248 Advanced Medical-Surgical Nursing II Preceptorship	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	HEAL	PE 220 [220A] [Beginning] Naginata: A Japanese Martial Art	Course review; Changes to catalog description; course number; descriptive title; Proposed for ECC GE Area 5	11/22/2022
Course Review	HUMA	SPAN 3 Intermediate Spanish I	Course review; Change to catalog description	11/22/2022

Approved Curriculum Changes Proposed for 2023-2024

Course Review	HUMA	SPAN 4 Intermediate Spanish II	Course review; Change to catalog description	11/22/2022
Course Review	ITEC	ARCH 252 Construction Documentation II	Course review; Changes to catalog description; conditions of enrollment	11/22/2022
Course Review	LLR	EDEV 140 Assisted Computer Literacy	Course review	11/22/2022
Course Review	MATH	CSCI 40 Introduction to UNIX and LINUX Operating Systems	Course review	11/22/2022
Course Review	NSCI	MICR 33 General Microbiology	Course review; Change to conditions of enrollment	11/22/2022
Inactivation	BSSC	AHIS 106 Cross-Cultural Art	Inactivation	11/22/2022
Inactivation	NSCI	HORT 41 General Horticulture	Inactivation	11/22/2022
Inactivation	NSCI	HORT 42 Plant Propagation	Inactivation	11/22/2022
Inactivation	NSCI	HORT 44 Ecology of Edible, Medicinal, and Poisonous Plants	Inactivation	11/22/2022
Inactivation	NSCI	HORT 46 Pest Control	Inactivation	11/22/2022
Inactivation	NSCI	HORT 53 Soils and Fertilizers	Inactivation	11/22/2022
Inactivation	NSCI	HORT 54 Landscape Design	Inactivation	11/22/2022
Inactivation	NSCI	HORT 55 Plant Identification - Trees	Inactivation	11/22/2022
Inactivation	NSCI	HORT 56 Plant Identification - Shrubs, Vines, and Groundcovers	Inactivation	11/22/2022
Inactivation	NSCI	HORT 60 Basic Landscape Irrigation	Inactivation	11/22/2022
New Program	MATH	Actuarial Sciences A.S. Degree	New program	11/22/2022
New Program	NSCI	Biotechnology A.S. Degree	New program	11/22/2022
New Program	NSCI	Biotechnology Laboratory Assistant Certificate of Achievement	New program	11/22/2022
New Program	NSCI	Biotechnology Technician Certificate of Achievement	New program	11/22/2022



Academic Technology Committee Proposed Agenda Sheet

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

Date: 2/24/23
Time: 9am-10am

Notetaker: Janet Quezada
Location: Zoom (email sburnham@elcamino.edu for the link if you are interested in attending the meeting).

Members:

<input type="checkbox"/>	Loic Audusseau	<input type="checkbox"/>	Marlow Lemons	<input type="checkbox"/>	Oscar Villareal
<input type="checkbox"/>	Elana Azose	<input type="checkbox"/>	Andrea Micallef	<input type="checkbox"/>	Moses Wolfenstein
<input type="checkbox"/>	Ryan Carey	<input type="checkbox"/>	Mark Malonzo	<input type="checkbox"/>	Michael Wynne
<input type="checkbox"/>	Johnathan Bryant	<input type="checkbox"/>	Kristine Numrich	<input type="checkbox"/>	
<input type="checkbox"/>	Stephanie Burnham	<input type="checkbox"/>	Richard Perkins	<input type="checkbox"/>	
<input type="checkbox"/>	William Carter	<input type="checkbox"/>	Carolyn Pineda	<input type="checkbox"/>	
<input type="checkbox"/>	Nancy Freeman	<input type="checkbox"/>	Janice Pon-Ishikawa	<input type="checkbox"/>	
<input type="checkbox"/>	Ryan Gan	<input type="checkbox"/>	Jenny Simon	<input type="checkbox"/>	
<input type="checkbox"/>	Tiffanie Lau	<input type="checkbox"/>	Claudio Vilchis	<input type="checkbox"/>	

Proposed Agenda For Friday 2/24:

1. Discuss a more streamlined protocol for requesting technology funding.
 - a. ATC acting as an advisory for faculty and staff requesting tech funding
 - b. College Technology Committee making the final decision
2. Highlights from the College Technology Committee Meeting (2/21/23)
3. Educational Technology Conference 2023 Planning
 - a. See our Google Doc To Do List

EL CAMINO COLLEGE
MINUTES OF THE ACADEMIC TECHNOLOGY COMMITTEE MEETING
DATE
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.

Faculty Development Committee Meeting
Meeting Minutes for Tuesday, February 14, 2023

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

	Name		Division	Present
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	X
7	Amy Himsel	AJH	Behavioral & Social Sciences	X
8	Lars Kjeseth	LK	Mathematical Sciences	X
9	Crystle Martin	CM	Library & Learning Resources	X
10	David Moyer	DM	Fine Arts	X
11	Jackie Nolasco	JN	Library & Learning Resources	X
12	Polly Parks	PP	Natural Sciences	X
13	Evelyn Uyemura	EU	Humanities	X

*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. Review and approve the rubric for the FT/PT Faculty Awards.

AB explained that context: the VPAA is now coordinating awards for both the part-time and full-time Faculty Awards. FDC has been tasked with developing a rubric that will be used for both awards. Rubric that was presented was worked on by AB and SA over the winter break. Using the Hayward Award Rubric (statewide Academic Senate award) as a model, SA and AB reviewed previous Distinguished Faculty Award (DFA) and Outstanding Adjunct Faculty Award (OFA) rubrics and revised them to create the proposed rubric. There are 4 categories and 5 distinctions ranging from Poor-Outstanding with point values for each category. The proposed rubric combined 2 categories from the previous DFA rubric, "Commitment to Education and the Discipline" and "Serving as a Representative of the Profession." The selection criteria were also revised to align with the rubric and several overall recommendations for the awards process were developed. TB asked what does "sustained engagement" mean in the third column for Excellent. SA replied while the word "sustained" can be open to interpretation, the rubric defines some examples such as conference attendance versus a presentation at a conference as a guide. EU asked whether the nominator and nominee see the rubric and AB confirmed yes, the rubric will likely be published as having the Faculty Award rubric available for transparency was one of the

recommendations that came about in the Employee Engagement Survey. VP Jane Miyashiro announced in the Welcome Back VP Forum that the Faculty Award rubric will be published on the President's website. LK commented that he likes the rubric itself but has reservations about publishing the rubric as it may not allow nominees to shine if their strengths are not perfectly aligned with this rubric and do not fall into any category. EB agreed that when she was nominated in the past, if she had seen this rubric, she may not have submitted her materials thinking that she would definitely not be competitive. SA shared that she chaired the OAFA for the past 6 years and she felt that a rubric this detailed would help the nominees as it provides more direction than in the past. Past nominees did not sell themselves as best as they could have and perhaps it was because they didn't know how to. Also, modeling this rubric after the Hayward rubric helps the awardee as they can then easily submit materials for the Hayward Award. Finally, when you have 10 nomination packets, you have to start to tease out how one candidate scores more points than another candidate and having these details can help. LK shared that perhaps we can share the rubrics with everyone but then evaluate overtime whether it needs to be pulled back. Or try only publishing the Outstanding column of the rubric but not the other columns perhaps. LK is concerned that nominees may view submitting their materials as too much work. AB shared that there are also selection criteria definitions and overall recommendations that will be submitted along with the rubric to the VPAA, although the VPAA may choose to follow our recommendations or not. DM shared concerns about category 4, "Commitment to Education, Discipline and Serving as a Representative of the Profession." In his discipline, work in the discipline may be more impactful than service in a professional organization. TB suggested to change "and" to "and/or" and DM and FDC agreed that would be a great change. Discussed the overall recommendations, and FDC agreed that the FT and PT award should get the same amount of money, medallion and seat in the VIP tent. Also discussed whether the award should limit how many times a person can win the award. FDC felt FT faculty generally never submit nominations after they win but PT faculty may want to as it would look good on their resume to win more than once. FDC agreed in the end not to provide a recommendation to limit how many times a person can win the award.

2. Proposed addition to the Flex Matrix: "Completing higher ed courses related to one's teaching discipline or teaching methodology"

- a. Faculty can submit for credit and then PD will need to check course work with Jane one at a time, because course work can move people on the salary scale or some faculty get reimbursed for educational expenses.**

AB explained what CM had heard from VP Jane Miyashiro that faculty can get flex for taking courses but needs to check with VPHR to check whether faculty were reimbursed

for the course and whether it will be eligible to move them on the salary scale. SA questioned this as the FDC is the body that decides what is flex eligible even if there is another body that is determining whether a course is approved for salary advancement. Similarly, EU also wondered even if a faculty gets reimbursed, couldn't they get flex credit as other PD opportunities that are no cost to faculty are eligible. AB will follow up with CM to get more details.

Other items on the agenda were tabled. AB asked for a small task group to meet 2/28/23 to plan I&I this semester.



Equity, Diversity, and Inclusion Committee Proposed Agenda Sheet

Facilitators: Erica Brenes (Co-Chair)
Time: 3-4PM

Date: 2/22/23

Notetaker: Linda Cooks
Location: Zoom (email ebrenes@elcamino.edu for the link if you are interested in attending the meeting).

Members:

	Name		Division
	Erica Brenes*	EB	Humanities
	Christina Nagao	CN	Humanities
	Edith Gutierrez	EG	Manager Representative
	Erika Yates	EY	Classified Representative
	Eunice Tuuholoaki	ET	Student Representative; MANA
	Gary Medina	GM	Library & Learning Resources
	Giancarlo Fernandez	GF	Student Representative; ASO
	Joseph Hardesty	JH	Fine Arts
	Jason Suarez	JS	Behavior Social Sciences
	Ketmany "Katie" Sundara	KS	Dean Representative
	Linda Cooks**	LC	Library & Learning Resources
	Maria Barrio de Mendoza	MM	Humanities
	Melissa Fujiwara	MF	Behavior Social Sciences
	Merriel Winfree	MW	ITEC
	Nayeli Oliva	NO	SEA
	Polly Parks	PP	Natural Sciences
	Rebecca Donegan	RD	Natural Sciences
	Robert Williams	RW	Faculty Counselor
	Sheryl Kunisaki	SK	Manager Representative
	Susan Nilles	SN	Faculty Nurse

* Committee Chair **Minutes

Proposed Agenda For Wednesday 2/22:

1. Share Out: EDI Highlight Reel
 - a. What EDI work are you currently pursuing?
 - b. Have you seen an EDI victory on campus you want to shout out.
 - c. What EDI projects, pursuits, and passions do you need committee support with?
2. Check Ins with Continuing Efforts:
 - a. Linguistic Justice
 - b. EDI Champions
 - i. Can this realistically begin Fall 2023?
3. Discuss Informational Survey for Campus Feedback
 - a. Review Questions
 - b. Discuss Ways to Promote Engagement
4. New Conversations:
 - a. Paths forward for Land Acknowledgement?
 - b. EDI Fall 2023 Forum
 - c. Equity & Wellbeing Series?
 - i. Sustaining the Fight for Justice by Sustaining Ourselves: Activist Burnout
 - ii. The Building Blocks of Change: How is Change Made on Campus
 - iii. Community Building: Bring a Cause, Leave with a Co-Conspirator