



## Agenda & Table of Contents: Tuesday, October 5, 2021 via Zoom

Agenda Item	Page Numbers
<b>A. Call to Order</b>	
<b>B. Approval of Minutes</b>	6-11
<b>C. Unfinished Business:</b> None	
<b>D. New Business:</b> a. Proposed changes to program review timeline 1 <sup>st</sup> reading-Vivana Unda and Kevin Degnan b. Guided Pathways Phase Two Participation Agreement 1 <sup>st</sup> reading- Jenny Simon c. Proposed changes to Counseling faculty evaluation forms 1 <sup>st</sup> reading- Chris Jeffries and Dipte Patel	12-25 26-30 31-35
<b>E. Information Items – Discussion</b> None	
<b>F. Officer Reports</b> a. President – Darcie McClelland b. Chair, Curriculum – Janet Young c. VP Educational Policies – Camila Jenkin d. VP Equity, Diversity, and Inclusion- Analu Josephides e. VP Faculty Development – Stacey Allen f. VP Finance – Josh Troesh g. VP Academic Technology – Stephanie Burnham h. VP Instructional Effectiveness/ALC & SLOs Update – Kevin Degnan	36-37
<b>G. Special Committee Reports</b> a. ECC VP of Academic Affairs – Jackie Sims b. ECC VP of Student Services – Ross Miyashiro c. Online and Digital Education Committee- Mary McMillan	
<b>H. Future Agenda Items:</b> a. Online load post Covid b. GP SOAA c. BP 4250, Probation, Dismissal, and Readmission d. AP 7160, Professional Development	
<b>I. Public Comment</b>	
<b>J. Adjourn</b>	

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

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

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

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



October 5, 2021

## Academic Senate of El Camino College 2021-2022

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

Office location: Schauerman Library, Room 273

### Zoom information for Academic Senate Meeting 10/5/2021

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

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

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

**Meeting ID: 960 6675 9172**

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

- When you join the meeting, please type your name and division in the chat box so we can take note of attendance for the minutes.
- If you would like to ask a question or make a comment, please use the raise hand feature and wait until acknowledged, do not just blurt out your question/comment or interrupt another individual.
- State your name before you make a comment or ask a question so that we can acknowledge you in the minutes.
- Please ask one question or make one comment at a time. Then pause and wait for others to participate before making additional comments or asking additional questions.
- Keep discussion focused on the current agenda item.
- Mute your microphone when you are not speaking.
- Turn the camera off if you are multitasking during the meeting so others are not distracted.

If you think of comments or questions ahead of time that you would like read and addressed during the meeting, please email them to [dmcclelland@elcamino.edu](mailto:dmcclelland@elcamino.edu) by noon on Tuesday, October 5. In the subject line, please put Academic Senate Meeting 10/5 comment/question so that I can easily find it. Comments and questions can also be typed into the chat window during the meeting.



# Academic Senate of El Camino College 2021-2022

October 5, 2021

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

Office location: Schauerman Library, Room 273

## Officers & Executive Committee

President	<b>Darcie McClelland</b>	VP Finance & Special Projects	<b>Josh Troesh</b>
VP Academic Technology	<b>Stephanie Burnham</b>	VP Instructional Effectiveness	<b>Kevin Degnan</b>
VP Ed. Policies/Pres-Elect	<b>Camila Jenkin</b>	Curriculum Chair	<b>Janet Young</b>
VP Faculty Development	<b>Stacey Allen</b>	Secretary	<b>Maria Garcia</b>
VP Equity, Diversity, and Inclusion	<b>Analú Josephides</b>	Parliamentarian	<b>TBA</b>

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

**Sanda Oswald**

**Selene Torres**

### 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** 21/22

**Philip Lau\*<sup>R</sup>** 21/22

**Josh Troesh** 21/22

### Counseling

**Maria Garcia** 23/24

**Anna Brochet\*<sup>R</sup>** 21/22

**Rocio Diaz** 22/23

### Library Learning Resources

**Analú Josephides\*** 21/22

**Gary Medina** 23/24

**Camila Jenkin** 23/24

### Fine Arts

**Jonathan Bryant** 21/22

**Joseph Hardesty** 23/24

**Russell McMillin\*<sup>R</sup>** 21/22

**Joanna Nacheff** 21/22

**Darilyn Rowan** 21/22

### Health Sciences & Athletics/Nursing

**Andrew Alguliar** 20/21

**Dina Mauger** 22/23

**Shiney Johnson** 22/23

**Tom Hazell** 23/24

**Eric Villa** 23/24

### Humanities

**Sean Donnell** 21/22

**Brent Isaacs** 21/22

**Elayne Kelley** 21/22

**Stephanie Burnham** 21/22

**Anna Mavromati** 21/22

### Industry & Technology

**Charlene Brewer-Smith\*<sup>R</sup>** 21/22

**Ross Durand\*** 21/22

**Dylan Meek\*<sup>R</sup>** 21/22

**Renee Newell** 21/22

**Jack Selph** 21/22

### Mathematical Sciences

**Susana Acuna-Acosta** 22/23

**Diaa Eldanaf** 22/23

**Robert Eleuteri** 21/22

**Greg Fry** 23/24

**Ronald Martinez** 21/22

### Natural Sciences

**Shimonee Kadakia** 21/22

**Darcie McClelland** 22/23

**Mia Dobbs** 21/22

**Shanna Potter\*<sup>R</sup>** 22/23

**Jwan Amin** 22/23

### Academic Affairs & Student Services

**Jackie Sims**

**Ross Miyashiro**

Associated Students Organization

**Anisah Moutra**

President/ Superintendent

**Brenda Thames**

### Ex-officio positions

**Janet Young** CCC Chair  
**Kevin Degnan** ALC Chair  
**Kelsey Iino** ECCFT

### Institutional Research

**Josh Rosales**

Dates after names indicate the last academic year of the senator's three-year term, for example 21/22 = 2021/2022.

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

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

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

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

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

## **ECC ACADEMIC SENATE MEETINGS:**

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

**FALL 2021:** September 7 & 21, October 5 & 19, November 2 & 16, December 7.

**SPRING 2022:** February 15, March 1 & 15, April 5 & 19, May 3 & 17, June 7.

## **SENATE COMMITTEES:**

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

**Assessment of Learning.** Chairs: Kevin Degnan & Catherine Shultz-Roman. 9/9, 10/14, 11/18, 11/25 (tentative), 2:30-4 pm, Communications 109.

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

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

**Distance Education Advisory Committee.** Chair: Moses Wolfenstein. D.E. Liaison: Mary McMillan. 4<sup>th</sup> Thurs, 1:30-2:30, Lib 202.

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

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

## **CAMPUS COMMITTEES:**

**Accreditation.** Chair: Jackie Sims. Faculty Co-Chair: TBA. Standards Co-Chairs: R. Serr, C. Herzig, J. Troesh, M. Kline.

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

**Calendar.** Chair: Ross Miyashiro. Senate Reps: Stacey Allen, Ali Ahmadpour. Meets annually or as needed.

**College Council.** Chair: Brenda Thames. Senate Rep: Darcie McClelland. 1<sup>st</sup> & 3<sup>rd</sup> Mondays, 1:30-2:30, Library 202.

**Council of Deans.** Chairs: Jackie Sims & Ross Miyashiro. Senate Rep: Darcie McClelland, 2<sup>nd</sup> Thurs., 8:30-10:30, Alondra.

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

**Enrollment Management.** Chair: Jackie Sims. Senate reps: TBA, 2<sup>nd</sup> & 4<sup>th</sup> Thurs. 1-2, Com 109/LIB 202.

**Facilities Steering Committee.** Chair: Jorge Gutierrez. Senate Rep: TBA, 1<sup>st</sup> Monday, 2:30, Library 202.

**Guided Pathways.** Steering Committee: C. Mosqueda, J. Pon-Ishikawa, J. Rosales, J. Sims, J. Simon, C. Wells. 1<sup>st</sup> Tues, 2:30-3:30 DE 166.

**Planning & Budgeting (PBC).** Chairs: Ann Tomlinson and Viviana Unda. Senate reps: Josh Troesh & Darcie McClelland, 1<sup>st</sup> & 3<sup>rd</sup> Thurs, 1- 2, LIB 202.

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

## ECC (El Camino College) Acronyms

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

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

**Adjunct (1 Year)**

- Sanda Oswald
- Selene Torres

**Behavioral Social Sciences**

- Stacy Allen
- Yun Chu
- Kristie Daniel Di-Gregorio
- Hong Herrera-Thomas
- Orin Teal

**Business**

- Kurt Hull
- Phillip Lau
- Josh Troesh

**Counseling**

- Anna Brochet
- Rocio Diaz
- Maria A. Garcia

**Fine Arts**

- Jonathan Bryant
- Joe Hardesty
- Russell McMillin
- Darilyn Rowan

Excused: Joanna Nacheff

**Health Sciences & Athletics**

- Andrew Alvillar
- Tom Hazell
- Shiney Johnson
- Dina Mauger
- Eric Villa

**Humanities**

- Stephanie Burnham
- Sean Donnell

- Brent Isaacs
- Elayne Kelley
- Anna Mavromati

**ITEC**

- Charlene Brewer-Smith
- Ross Durand
- Dylan Meek
- Renee Newell
- Jack Selph

**Library**

- Camila Jenkin
- Analu Josephides
- Gary Medina

**Mathematics**

- Susana Acosta-Acuna
- Diaa Eldanaf
- Robert Eleuteri
- Greg Fry
- Ronald Martinez

**Natural Sciences**

- Jwan Amin
- Mia Dobbs
- Shimonee Kadakia
- Darcie McClelland
- Shanna Potter

**ASO**

- Anisha Moutra

**Curriculum Chair**

- Janet Young (Excused)

**Academic Affairs**

- Jackie Sims

**Student Services**

- Ross Miyashiro

**President/Superintendent**

- Brenda Thames

**ECC Federation**

- Kelsey Iino

**Institutional Research**

- Josh Rosales

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

- Ali Ahmadpour
- Christopher Hurd, Counseling
- Coleen Maldonado
- Dr. Mark C. Fields
- Dr. Russell Serr
- Keiana Daniel, Guardian Scholars
- Linda Cooks
- Mark Crossman
- Meg Granich
- Moses Wolfenstein
- Nancilyn Burruss
- R. Chris Wells
- Ruby Padilla, Counseling
- Annette Owens
- Charissa Penn
- Douglas Graham
- E. Yates
- Grace Camargo-Perez
- Henry Der Antonian
- Irena Zugiz
- Jenny Simon
- Jessica Padilla
- John Yeressian
- Kate McLaughlin
- Kerri Webb

☒Kevin Degnan

☒Kahi Lu

☒Linabel Sajo

☒Mary McMillan

☒Sara Tabrizi

ACADEMIC SENATE MINUTES  
Tuesday, September 21, 2021

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**

Senate President Darcie McClelland called the second Academic Senate meeting of the fall 2021 semester to order on Tuesday, September 21st at 1:02pm.

**B. Approval of Minutes 6-11**

D. McClelland: See pgs. 6-11 of the packet for minutes from September 7, 2021 meeting. Motioned by A. Josephides, seconded by S. Donnell. Approved. 24 Yes, 0 No, 1 abstention

**C. Unfinished Business:**

a. 2021-2022 Goals 2nd reading and vote- Executive Board

- D. McClelland requested 2<sup>nd</sup> reading of goals. Motioned by K. Di-Gregorio, seconded by A. Josephides
- Section 1.2 added: “and endure a robust...”
- Discussion about section 4.5 and 3.4-seemed redundant. See final version of sections for clarified language
- Approval of goals: 24 yes, 0 no, 0 abstention

**D. New Business:**

None

**E. Information Items – Discussion**

a. Space Utilization Presentation- Alma Strategies

- Douglas Graham from Alma Strategies provided enrolment data (2015,2019) as it related to space utilization
- Discussed the impact/implications of low utilization of space as it relates to state funding
  - State has guidelines and expects spaces on campus to be used 7am-10pm
- Presentation focused on how different areas around campus can come together to maximize and provide equitable use of space
- Discussion around certain rooms not being universal (i.e. bio lab has specific needs)
- Surveys may be sent to campus community for feedback-please respond
- Comments/feedback provided to presenter: how is faculty being consulted regarding space utilization, some rooms may not be universal (for example: chem class vs computer class)



#### b. OERI Update- Mary McMillan

- Year 2 of 5 year OER funding
- Discussed faculty usage of OER
  - Sp 2017 14 faculty used OER—12 ZTC sections
  - Sp 2020 70 faculty used OER—275 ZTC sections
- Discussed OER/ZTC cost degrees and SB1359 funding \$115 million
  - These degrees are expected to be faculty authored
  - Saddleback College currently offering 45 ZTC degrees
- Continuing to make sure we are in compliance with OER/ZTC
- Please connect with Mary about ZTC/OER
- 20-21 OER/ZTC report: <https://tinyurl.com/y2sa5r2a>
- Learn about OER/ZTC with recommended content by discipline by exploring here: <https://libguides.elcamino.edu/oer>

#### c. Federation Update- Fed Executive Board

- Article 10 re-opened for negotiations
- Email: [ECCFederation@gmail.com](mailto:ECCFederation@gmail.com)
- PT office hour payroll issues continue to be clarified
- Lab/lecture parity deadline oct. 15
- Coms 201D new Federation hours
- Join committees (see links):
  - <https://aft1388.org>
  - <https://leadernet.aft.org/webform/el-camino-college-federation-teachers>
  - <https://aft1388.org/committees/>

### F. Officer Reports

#### a. President – Darcie McClelland

- Covid19 taskforce now has 5 reps: Darcie McClelland, Kelsey Iino, Melissa Fujiwara, Theresa Palos, Susan Niles
  - Vaccine exemptions needs to be processed through ADA compliance officer
  - Modify work assignments need to worked out with Deans/Director
  - Decisions about vaccine requirements made by BOT
  - Decisions about masking/testing implementation procedures are through the Covid19 taskforce
- Reps needed for committees: Enrollment Management, Facilities Steering, Calendar, Lecture/Lab Parity and Strategic Planning
- Composition of Steering Committee and Strategic Task Force discussed
  - If you have feedback about composition provide feedback by Monday, Sept 27
- Connect with Darcie if you have ideas on how hybrid post covid and how to frame conversation

#### b. Chair, Curriculum – Janet Young

- No report

c. VP Educational Policies – Camila Jenkin

- Need members for Fine Arts, Business and Health Sciences & Athletics

d. VP Equity, Diversity, and Inclusion- Analu Josephides

- Partnering with FDI 21-22
- Equity Grid training team and then will use grid to look at policies
- Will send campus survey to inventory equity work throughout campus

e. VP Faculty Development – Stacey Allen

- Partnering with SITE “Conversations with Colleagues: How we are changing in the face of pandemic”
- Partnering with EDI to bring Informed and Inspired
- Nominations for outstanding part-time award. Nominations due Sept 30<sup>th</sup>
  - Contact Stacy if interested in participating in selection committee
- Sp 22 PD Day call out went out

f. VP Finance – Josh Troesh

- No report

g. VP Academic Technology – Stephanie Burnham

- No report

h. VP Instructional Effectiveness/ALC & SLOs Update – Kevin Degnan

- SLO assessment/results due 9/17 (58% completion rate thus far)
- PLO assessments/results due 10/1
- SLO data will be collected using canvas—KEEP USING CANVAS!

## **G. Special Committee Reports**

a. ECC VP of Academic Affairs – Jackie Sims

- No report

b. ECC VP of Student Services – Ross Miyashiro

- No report

c. Online and Digital Education Committee- Mary McMillan

- No report

## **H. Future Agenda Items:**

a. Strata presentation on space utilization

b. Program Review calendar

c. OERI updates

**I. Public Comment**

- No public comment

**J. Adjourn**

D. McClelland adjourned meeting at 2:35pm.

# 2022-23 Academic Program Review Calendar Proposal

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INSTITUTIONAL RESEARCH AND PLANNING

# Purposes of Presentation

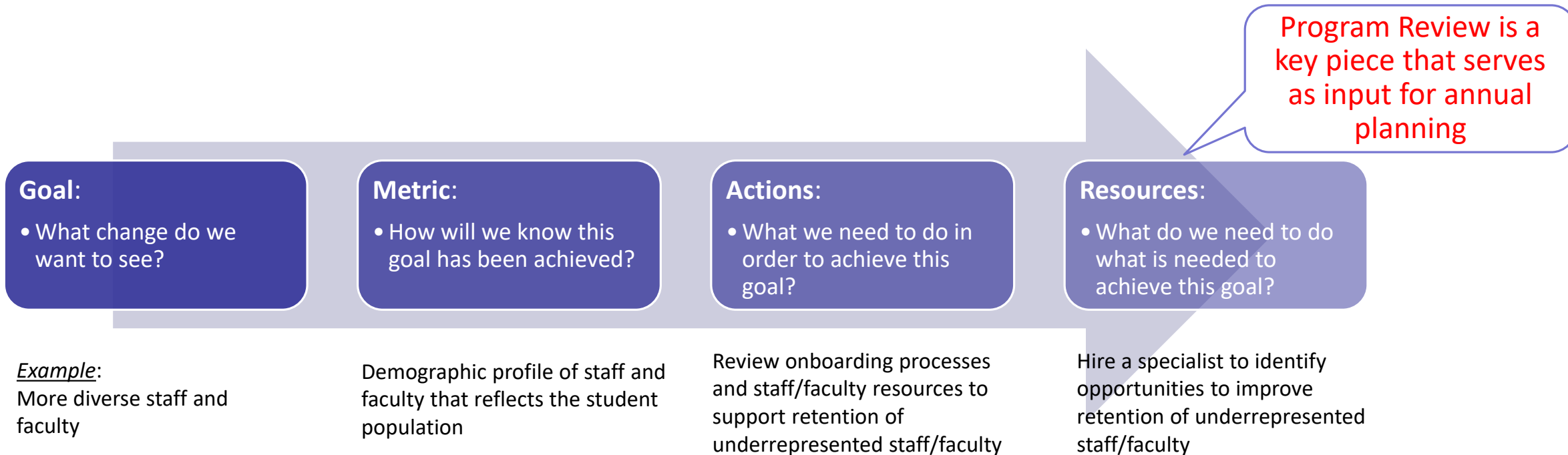
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- Explain relationship between annual planning and program review
- Propose changes to the Academic Program Review calendar
- Explain rationale behind the change
- Gather feedback from stakeholders (consultation) for the calendar proposal

# Annual Planning and Budgeting Process & Program Review

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# Annual Planning Process in a nutshell



*Annual Planners will be responsible for:*

- 1) Developing an annual plan that has these elements.*
- 2) Supporting their direct reports in developing annual plans.*

# Cascading Goals:

*Annual goals contribute to achievement of multi-year goals*

College-wide

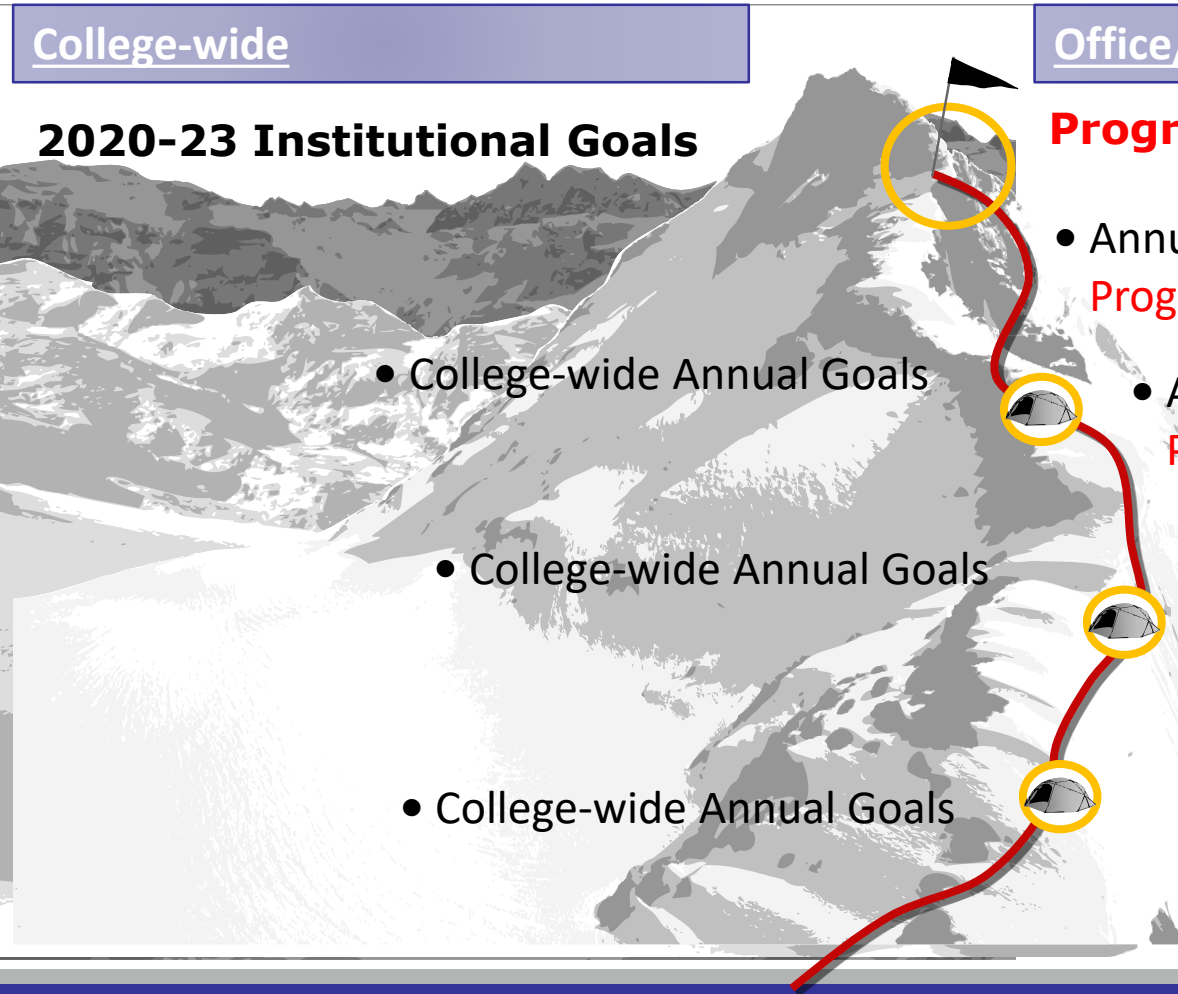
## 2020-23 Institutional Goals

- College-wide Annual Goals
- College-wide Annual Goals
- College-wide Annual Goals

Office/Program

## Program Review goals

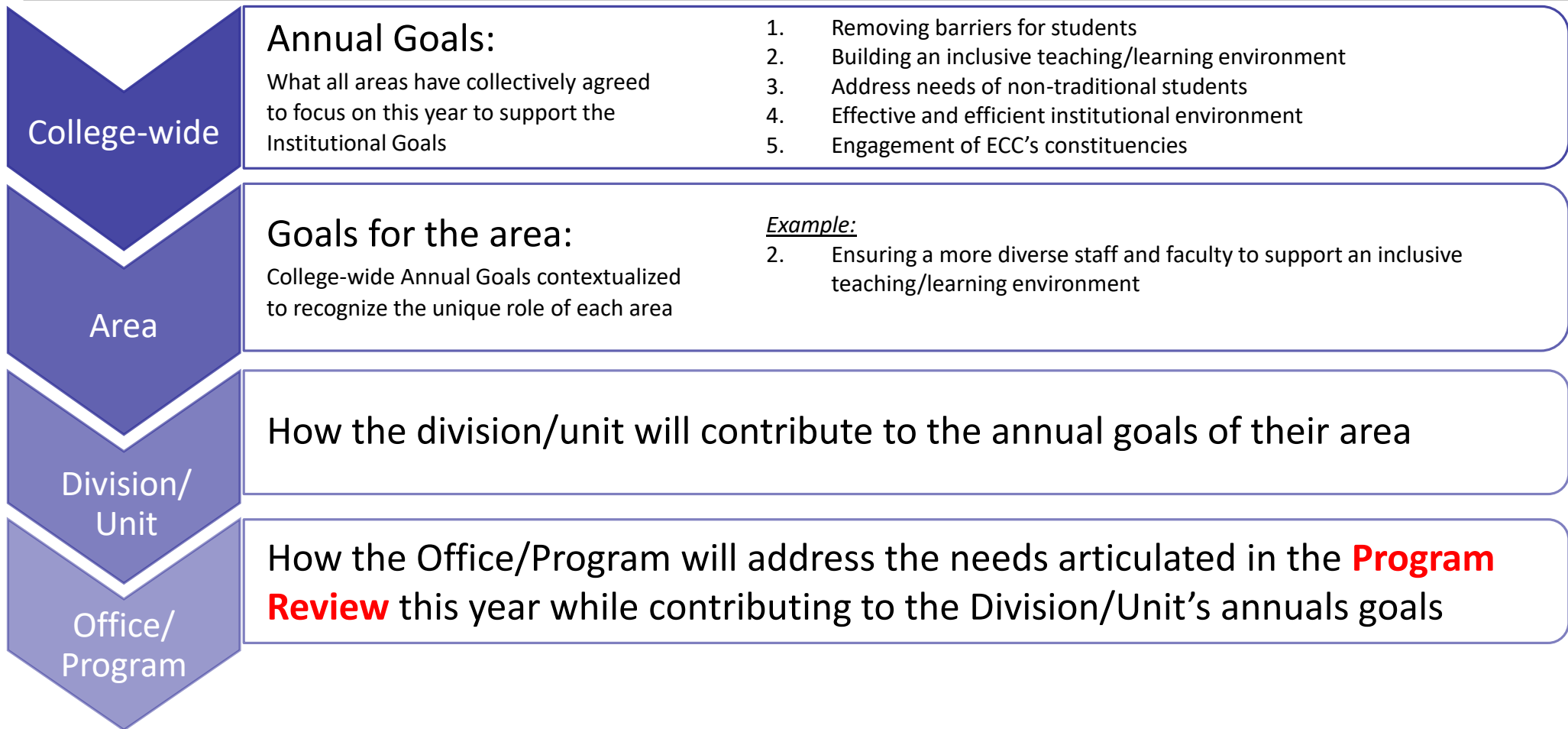
- Annual Goals for Year 4 of Program Review implementation
- Annual Goals for Year 3 of Program Review implementation
- Annual Goals for Year 2 of Program Review implementation
- Annual Goals for Year 1 of Program Review implementation





# Cascading Goals:

*Goals of managers guide goals of their teams*



# Annual Planning & Budgeting Calendar

Process Step	Date
Annual planning process kick-off with VPs/President	by Sept 24 <sup>th</sup>
Annual planning process kick-off with Deans/Managers	10/01 - 10/15
Deans/Managers develop annual plans For smaller divisions/units without office/programs	10/15 - 12/10 10/15 2022 - 04/15
Annual planning process kick-off for Office/Programs	by March 4 <sup>th</sup>
Budgeting Process begins	end of January
Office/Programs develop annual planning process	03/04 - 04/15
<b>MILESTONE: Review of operational budget spreadsheets submitted to Fiscal Services</b>	<b>March 15<sup>th</sup></b>
<b>MILESTONE: All Annual Plans in Nuventive</b>	<b>April 15<sup>th</sup></b>
Prioritization of budget requests within Divisions and Areas	04/15 – 05/27
Cabinet level prioritization of budget requests	June
Fiscal Services identifies funding source for high priority budget requests and includes in tentative budget	June
Cabinet confirms high priority budget requests for approval	August-September
<b>MILESTONE: Final 2023-24 budget approved</b>	<b>Sept 15<sup>th</sup></b>

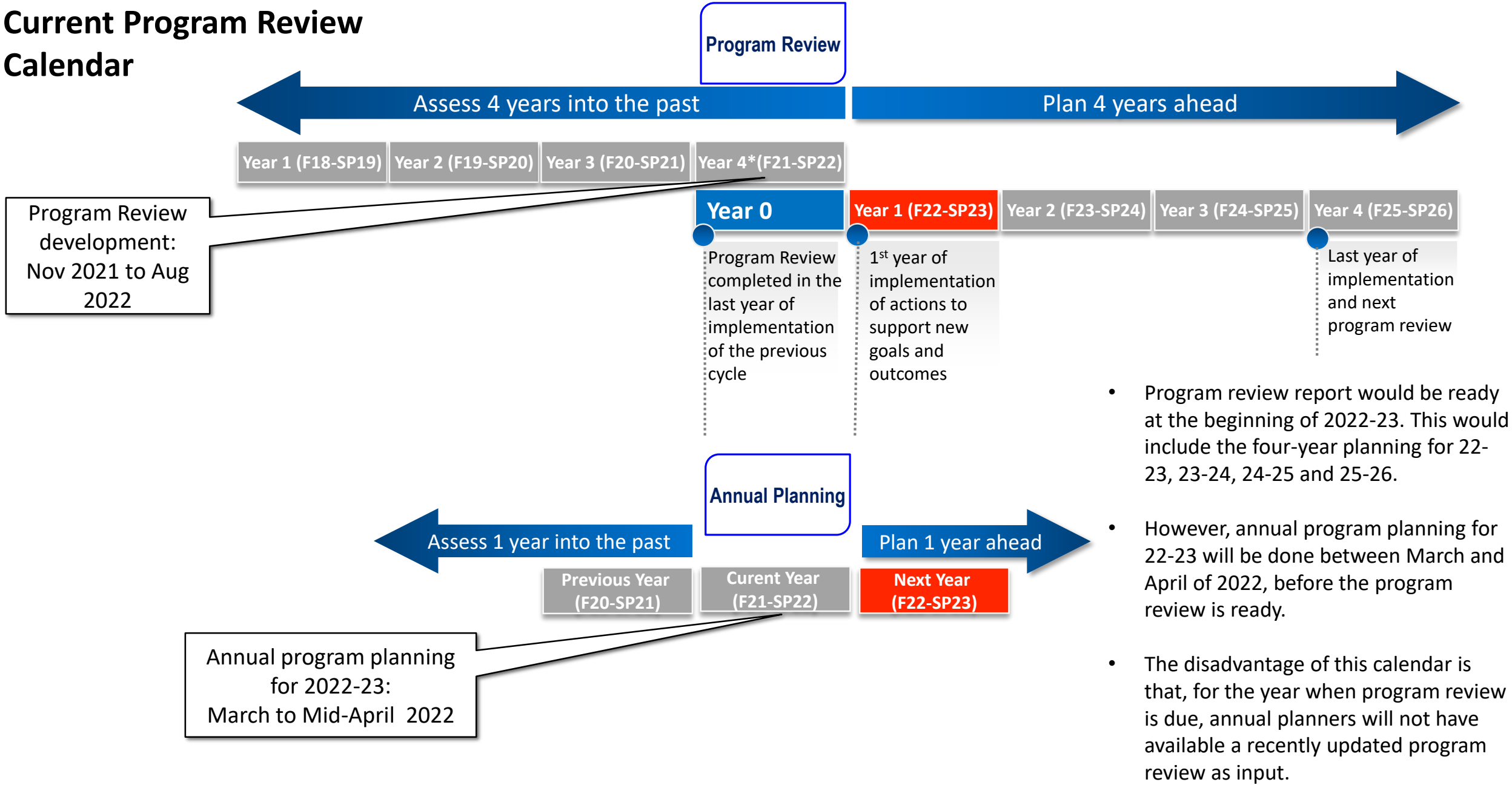
# Academic Program Review Calendar Proposal

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# Current Academic Program Review Calendar (to start again in Nov of 2021)

Nov 2021 to Dec 2022: Assessment of Fall 2018 to Spring 2022 and Planning for Fall 2022 to Spring 2026			
Role Performing Task	Task	Time to Develop/Complete Task	Deadline/Timeline
Program Review Leaders	Orientation for upcoming development of Program Review Report	1 day	Nov 2021
	Development of Program Review	9 months	Nov 2021- Aug 2022
	Feedback Meetings with Program Review Committee	3 months	Sept 2022 to Dec 2022
	PR Leaders incorporate feedback/recommendations	3 months	Sept 2022 to Dec 2022
Program Review Committee	Orientation for upcoming development of Program Review Report	1 day	Nov 2021
	Review of Program Review	3 months	Sept 2022 to Dec 2022
	Feedback Meetings with PR Leaders	3 months	Sept 2022 to Dec 2022
Deans	Sign-Off Program Review	1 month	Dec 2022
Academic Affairs Office	Final Review & Publish PR Reports in Academic Program Review webpage	1 month	Dec 2022

# Current Program Review Calendar

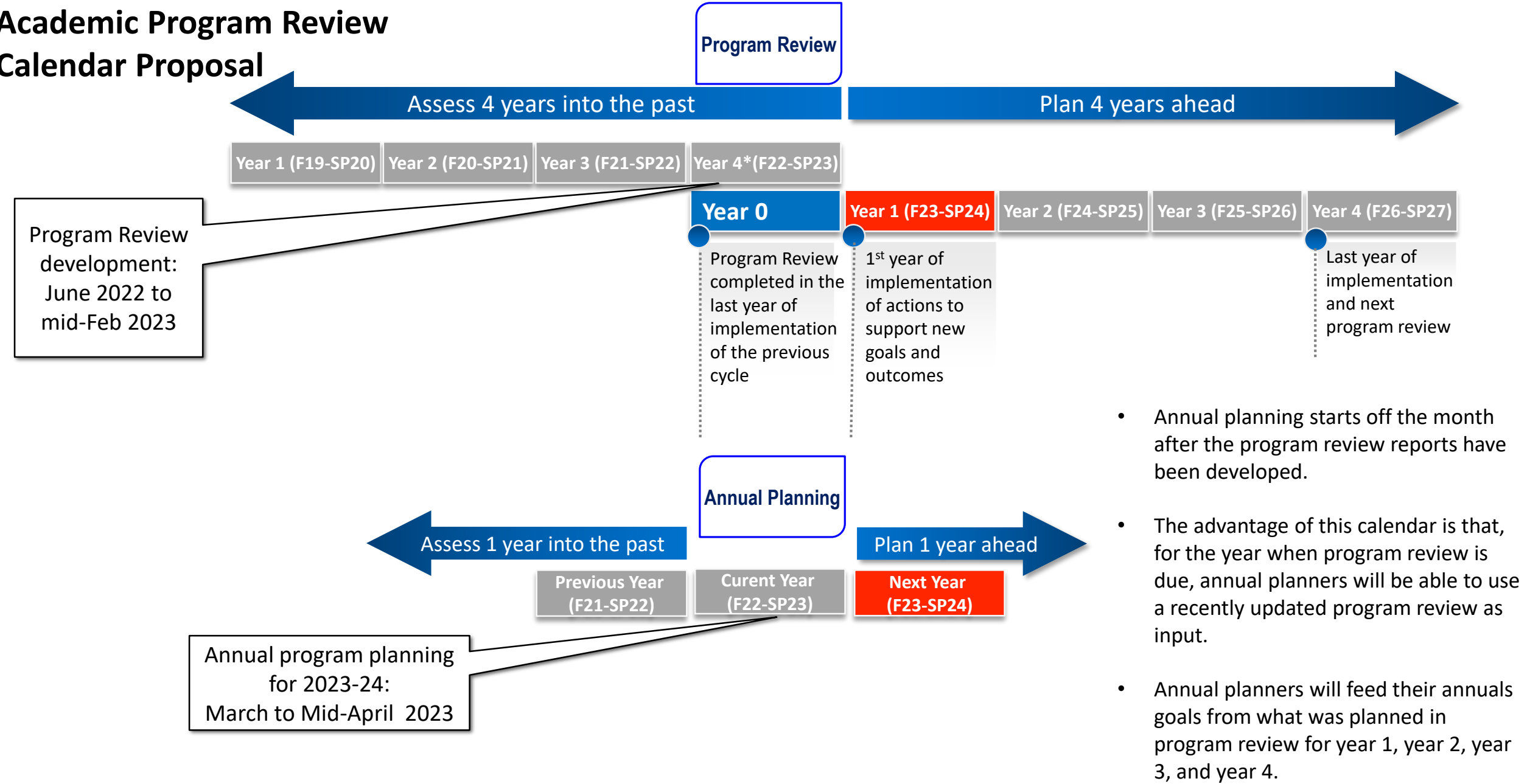


- Program review report would be ready at the beginning of 2022-23. This would include the four-year planning for 22-23, 23-24, 24-25 and 25-26.
- However, annual program planning for 22-23 will be done between March and April of 2022, before the program review is ready.
- The disadvantage of this calendar is that, for the year when program review is due, annual planners will not have available a recently updated program review as input.

# Academic Program Review Calendar **Proposal**

Aug 2022 to Aug 2023: Assessment of Fall 2019 to Spring 2023 and Planning for Fall 2023 to Spring 2027			
Role Performing Task	Task	Time to Develop/Complete Task	Deadline/Timeline
Program Review Leaders	Orientation for upcoming development of Program Review Report	1 day	May 2022
	Development of Program Review	8 1/2 months	June 2022 to mid-feb 2023
	Feedback Meetings with Program Review Committee	4 1/2 months	mid-Feb to june 2023
	PR Leaders incorporate feedback/recommendations	4 1/2 months	mid-Feb to june 2023
Program Review Committee	Orientation for upcoming development of Program Review Report	1 day	May 2022
	Review of Program Review	4 1/2 months	mid-Feb to june 2023
	Feedback Meetings with PR Leaders	4 1/2 months	mid-Feb to june 2023
Deans	Sign-Off Program Review	1 month	July 2023
Academic Affairs Office	Final Review & Publish PR Reports in Academic Program Review webpage	1 month	Aug 2023

# Academic Program Review Calendar Proposal



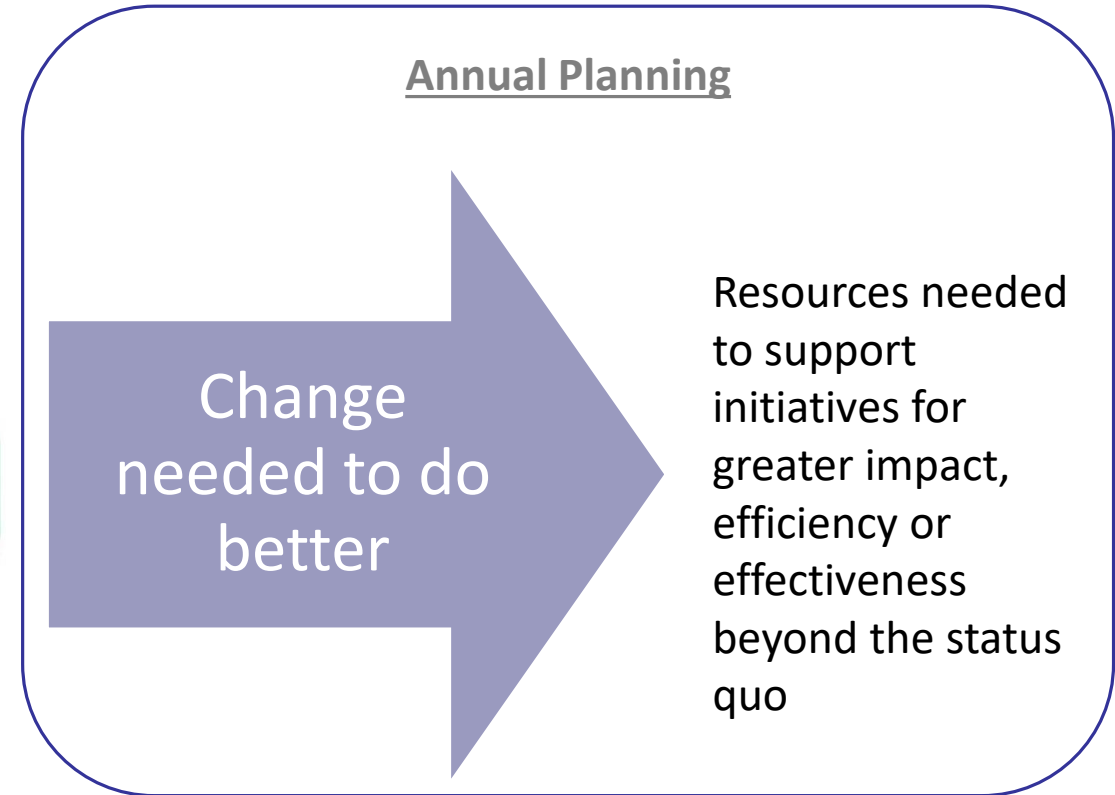
- Annual planning starts off the month after the program review reports have been developed.
- The advantage of this calendar is that, for the year when program review is due, annual planners will be able to use a recently updated program review as input.
- Annual planners will feed their annuals goals from what was planned in program review for year 1, year 2, year 3, and year 4.

# Resource Allocation Caveat

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Resources needed to support current day-to-day operations

*\* To be incorporated into the Annual Budgeting process*



Resources needed to support initiatives for greater impact, efficiency or effectiveness beyond the status quo





Thank You  
Questions? Comments?



**California  
Guided Pathways**



**NATIONAL  
CENTER FOR  
INQUIRY &  
IMPROVEMENT**

## **CALIFORNIA GUIDED PATHWAYS PHASE TWO COLLEGE PARTICIPATION AGREEMENT**

### **Part 2 – Fall 2021 thru Spring 2024**

#### **Introduction**

Congratulations again on being selected to participate in the California Guided Pathways (CAGP) Project Phase 2, which runs from Fall 2020 through Spring 2024. A total of 43 colleges have been invited to participate in CAGP Phase Two, including the 20 colleges from CAGP Phase One and 23 new colleges selected for Phase Two.

This document is Part 2 of the Participation Agreement for the project, covering the remaining three years of the project from Fall 2021 thru Spring 2024. Part One was signed by your college in August/September 2020.

Part Two of the CAGP College Participation Agreement specifies the college commitment for the project and its activities. In addition to the virtual support structures that we initiated in Year One of the project (office hours, topical webinars, and virtual consultancies), this phase will also include six guided pathways institutes for all 43 colleges. At the moment, the plan is for the November 2021 institute to be virtual, with the remaining five institutes hosted in-person from April 2022 through April 2024 (see schedule below), pandemic conditions and safety allowing. Virtual support structures augmenting the institutes will continue throughout the project and there is an expectation that all institutions will actively participate in virtual supports.

At the moment, with additional funding still to be secured, we are asking you to sign a participation agreement that has the “most” you would be asked to fund / do. It is our hope that adding funders will defray these costs even further or remove them altogether, but at this time we don’t have the ability to clearly delineate these potential reductions until the funders are fully lined up. As we mentioned in our July 2021 email previewing this participation agreement, we are asking each college to pay \$10,000 per year for a total of \$30,000 to ensure that in addition to the virtual support structures started in 2020-21 continuing through Spring 2024, each college team at the Institutes can include seven participants, with hotel rooms covered for 2 nights for the five face-to-face Institutes.

As we mentioned in the July email, CAGP Phase One required \$15,000 per year from each college for a total of \$45,000, which covered 5 college team participants per institute, AV and food costs and one hotel night with the 6<sup>th</sup>/7<sup>th</sup> participants’ food / AV / meeting / hotel costs additionally paid for by the college (and no virtual support structures as part of the project). With the additional \$50M in state funding secured for guided pathways to be distributed to the colleges soon, we are hopeful that the \$10K/year fee will not cause a financial hardship for any college to participate. If it does, please let us know and we will talk with College Futures about alternate arrangements on a case-by-case basis.

Please carefully review the following provisions of the Participation Agreement.

## **PARTICIPATION AGREEMENT**

**YES, I understand and agree that participation in the CAGP Project Phase Two involves specific and clearly articulated commitments, as delineated below. On behalf of El Camino Community College District I affirm our decision to abide by these commitments:**

1. Commit that the CEO will actively oversee the work with support from a designated high-level cabinet officer (preferably the chief academic or chief student services officer), who will serve also as the primary institutional contact person for work related to the project. Contact information, along with this signed agreement, is to be submitted **by September 18, 2021** to Sarah Cale, NCII Director of Operations & Logistics, at sarah@ncii-improve.com.
2. Commit to significant institution-wide change involving guided pathways *at scale* for all credit students. Pathways design and implementation will involve curriculum and program mapping, aligned both to university transfer programs and to the labor market; reconfiguration of basic skills education as an accelerated and contextualized onramp to programs of study; ongoing advising and monitoring of student progress; integrated academic support and student services; holistic supports for students including student financial stability and non-cognitive services; integrated approaches to active/experiential learning in every program of study; and alignment of co-curricular learning in each metamajor and program of study.
3. Commit to ensuring that each design and implementation task entails strong attention to equity—both intentionally designing equitable student experiences and explicitly addressing structural racism and other factors that perpetuate inequities.
4. Commit to associated planning and execution of college-wide engagement in guided pathways design and implementation; needed and timely professional development for faculty, staff, and college leaders; and needed and timely technical assistance in the work.
5. Commit to use and regular review of the CAGP momentum metrics depicting student connection, early momentum through pathways, and completion. The metrics that will be used on this project have been identified by the Community College Research Center at Teachers College, Columbia University and align both with the CCCC Guided Pathways Metrics and the national set of guided pathways momentum metrics originated by CCRC. The metrics to be used by the CAGP project are available on the Cal-PASS Plus LaunchBoard Guided Pathways tab ([link](#)) and include:
  - Earned 6+ college credits in 1<sup>st</sup> term
  - Earned 12+ college credits in 1<sup>st</sup> term
  - Earned 15+ college credits in year 1
  - Earned 24+ college credits in year 1
  - Earned 30+ college credits in year 1
  - Gateway (transfer-level) math and English completion Key Performance Indicators – e.g.,
    - Completed transfer-level math in year 1
    - Completed transfer-level English in year 1
    - Completed transfer-level math and English in year 1

- Persistence Key Performance Indicator:
    - Persisted from term 1 to term 2
  - College course completion Key Performance Indicator
    - College-level course completion rate in students' first academic year
6. Commit to engaged participation in the virtual support events between Fall 2021 and Spring 2024 terms, including three 90-minute virtual consultancy sessions per semester (2 members per non-presenting college, 5 members per presenting college), two webinars each semester (up to 12 participants per college) and office hours with the college's primary NCH coach as deemed necessary at the discretion of the college.
  7. Send a full seven-person team to actively participate in each of the six CAGP Phase Two Institutes from Fall 2021 to Spring 2024 as laid out in the schedule below. **Three members of the seven-person team will be required to attend every event: the College President, a Guided Pathways Lead / primary college contact, and the College's Student Equity Lead (person responsible for the SEAP).** NCH will make recommendations on the composition of the remaining four members of the college team for each Institute in advance of the Institute, with the ultimate decision on these four members remaining with the college.
    - Institute Schedule: all institutes Wednesday to Friday – virtual 12pm to 5pm each day and face-to-face Wednesday 1pm to Friday 12pm
      - Institute 1: November 17-19, 2021 - Virtual
      - Institute 2: April 27-29, 2022 - Costa Mesa
      - Institute 3: September 21-23, 2022 (location TBD)
      - Institute 4: March 22-24, 2023 (location TBD)
      - Institute 5: September 27-29, 2023 (location TBD)
      - Institute 6: March 20-22, 2024 (location TBD)
  8. Completion and timely submission of structured advance work prior to each institute; and at least one meeting of the institute team prior to the Institute for review and discussion of the assigned work.
  9. Completion during each institute of a college action plan identifying next steps, timelines, and responsibilities for work on designing and implementing guided pathways for students. Timely submission of the completed action plan to project staff following the Institute.
  10. If requested, presentation (by institutional team members) of an interactive concurrent session at an institute, highlighting pathways-related work at the college that shows promising results.
  11. Payment of travel expenses (air and/or ground transportation, plus dinners) for institutional team members to participate in the project institutes.
  12. Participation by the college GP lead in a pre-conference session during the morning of the first day of each institute to prepare for the Institute.
  13. CEOs commitment to participate in one CEO-only meeting each semester, either virtually or at a dinner during the in-person institutes.

14. The college's guided pathways leads – in tandem with the college's regional GP coordinators – will participate in evaluation activities with Engage R&D, who have been identified as the evaluator for the project. We expect that these activities would take no more than two hours a semester.
15. Payment of a college participation fee of \$10,000/year, for a total of \$30,000 per college over three years. The initial \$10,000 fee will be payable to the Foundation for California Community Colleges within 30 days from receipt of the participation agreement. It is permissible to pay the entire fee of \$30,000 at this time if desired. *The project will in turn cover on-site institute expenses for seven Institute team members per college, including materials, two nights of hotel rooms, breakfasts, two lunches, and all meeting breaks, in addition to the virtual support structures outlined above (office hours, webinars, virtual consultancies).*
16. For colleges in multi-college districts: Commitment to identification and consideration of changes in District-wide policy, practices, and technology systems needed to support guided pathways reforms.

I further understand that the college benefits from participating in CAGP include event experiences, coaching and problem-solving virtual consultancy sessions, opportunities to interact with peer colleges engaged in similar work, and the opportunity to contribute to building capacity for institutional change in the community college field. The ultimate beneficiaries will be the college's students who progress to completion, transfer, and employment.



9/8/20

Signature of President

Date

(electronic signature may be inserted above)

Verification of discussion with and support of the college's Academic Senate

Signature of College Academic Senate President

Date

(electronic signature may be inserted above)

**Please submit this signed document to NCII's Sarah Cale at [sarah@ncii-improve.com](mailto:sarah@ncii-improve.com) no later than Friday, September 17<sup>th</sup>.** Thank you for your time – and we on the NCII CAGP Phase Two Leadership Team look forward to working with you over the next three years through Spring 2024.

Sincerely...

Rob Johnstone and the CAGP Phase Two Leadership Team

**CAGP Phase Two  
Participating Colleges**

American River College  
Butte College  
Cabrillo College  
Chaffey College  
Clovis Community College  
College of Alameda  
College of the Canyons  
College of San Mateo  
Compton College  
Cosumnes River College  
Cuesta College  
Cuyamaca College  
El Camino College  
Folsom Lake College  
Gavilan College  
Grossmont College  
Lake Tahoe Community College  
Las Positas College  
Long Beach City College  
Los Angeles Trade Tech College  
Madera College  
Marin College  
Miracosta College  
Modesto Junior College  
Moreno Valley College  
Norco College  
Reedley College  
Rio Hondo College  
Riverside City College  
Sacramento City College  
Saddleback College  
San Diego Miramar College  
San Joaquin Delta College  
Santa Ana College  
Santa Barbara City College  
Santa Monica College  
Santiago Canyon College  
Sierra College  
Southwestern College  
Victor Valley College  
West Hills College – Coalinga  
West Valley College  
Yuba College

## Default Question Block

### Student Survey of Counselor Effectiveness

#### Division of Counseling and Student Success

Directions: Please mark the response which is closest to your opinion. If you cannot answer, or the question is not applicable, mark opinion Does Not Apply. When you finished, please click the "Submit" button.

#### Student Demographics

Your Goal:

- No degree
- Certificate
- AA/AS
- BA/BS

Your Major:

Semesters of College:

- 1-2 semesters
- 3-4 semesters
- 5 or more semesters

Age:

- 17 or younger
- 18-24
- 25-34
- 35-44
- 45-54
- 55+

Purpose of Visit (Mark all that apply)

- Transfer Information
- Educational Planning
- Career Counseling
- Graduation/Degree Information
- Referral to non-academic resources (Example: Basic Needs, Health Services, Financial Aid)
- Other

What topics were discussed in your meeting? (Mark all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Steps to enrollment (Orientation, Assessment, and Educational Planning) | <input type="checkbox"/> Personal challenges   |
| <input type="checkbox"/> Planning next semester's courses  | <input type="checkbox"/> Participating in campus activities, events, clubs, or organizations |
| <input type="checkbox"/> Choosing a major  | <input type="checkbox"/> Study Skills  |



- Completing certificate or degree requirements
- University Transfer Requirements
- Job or Career Information
- Veterans' Certification
- Referred by an Instructor
- Course progress or concerns

- Referrals for support services (on/off campus)
- Financial Aid
- Student Health Services
- Basic Needs Resources
- Probation/Dismissal
- Other

### Counselor Evaluation

Please answer the following questions:

	Strongly Agree	Agree	Disagree	Strongly Disagree	Does Not Apply
1. I felt welcomed and comfortable in my meeting with the counselor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. During our meeting, I felt free to ask questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The counselor listened well during our meeting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The counselor showed interest in my progress and goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The counselor provided useful information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The counselor's presentation of material was clear and organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The counselor used our meeting time effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly Agree	Agree	Disagree	Strongly Disagree	Does Not Apply
8. I got the information I needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The counselor responded to my questions promptly, clearly and thoroughly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The counselor informed me of resources to support my learning and educational goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. I would return to this counselor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. I would recommend this counselor to another student.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Overall, I am satisfied with the meeting with the counselor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Comments:

All comments will be typed to maintain confidentiality before your counselor views them, so feel free to express your opinion.



## **Faculty Development Committee Meeting**

**Minutes for Tuesday, September 28, 2021**

Via Zoom: <https://elcamino-edu.zoom.us/j/96406869362> 1:15-2:15 pm

Present	Name		Division
X	Stacey Allen*	SA	Behavioral & Social Sciences
X	Taryn Bailey	TB	Guided Pathways
X	Erica Brenes	EB	Humanities
X	Anna Brochet	AB	Counseling
X	Rose Ann Cerofeci	RC	Humanities
X	Linda Cooks	LC	Library & Learning Resources
	Amy Herrschaft	AH	Counseling
X	Amy Himsel	AJH	Behavioral & Social Sciences
	Lars Kjeseth	LK	Mathematical Sciences
	Rhea Lewitzki	RL	Humanities
	Crystle Martin	CM	Library & Learning Resources
X	Arturo Martinez	AM	Mathematical Sciences
X	David Moyer	DM	Fine Arts
X	Polly Parks	PP	Natural Sciences
	Margaret Steinberg	MS	Natural Sciences
	Jason Suárez	JS	Behavioral & Social Sciences
X	Evelyn Uyemura	EU	Humanities

\*Committee Chair

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

**Fall 2021 Meetings:** September 14 & 28, October 12 & 26, November 9 & 23

**Spring 2022 Meetings:** February 22, March 8 & 22, April 26, May 10 & 24

### **Informed & Inspired (I&I) : Deep Listening to Students**

PP provided an update on the upcoming I&I session which will take place on Thursday, September 30, 1:15-2:15, *Informed & Inspired: Deep Listening to Students of Latin American Heritage*. The session will include a conversation between 4-5 students who will talk about strengths they've learned and developed as a result of their familial and cultural socialization, in addition to what they desire in an inclusive and supportive learning environment.

In partnership with the EDI Standing Committee of the Academic Senate, I&I will center the voices of LGBTQIA+ students in October and honor National Native American and Indigenous Heritage Month in November. Specific dates TBD.

The next I&I planning meeting will take place on October 6<sup>th</sup>, 2:00-3:00.

### **Conversations with Colleagues, Wednesdays, 12:30-1:30**

Conversations with Colleagues is a new professional development series sponsored by the FDC, SITE, and Professional Development & Learning (PDL). SA reported that 14 participants had registered for *Conversations with Colleagues: How are we changing in the face of the pandemic?* The session will take place on Wednesday, September 29<sup>th</sup>, 12:30-1:30 and will provide an opportunity for faculty share best practices learned during this time of remote instruction.

The committee agreed to spotlight a different theme each month. On October 20<sup>th</sup>, we will host *Conversations with Colleagues: How has the push for racial equity changed our practices?* The committee discussed a theme in November focused on returning to in-person instruction.

The FDC spent considerable time discussing the parameters of Senate-approved racial-equity focused professional development intended to satisfy the new mandate. We concluded the focus of this first Conversations with Colleagues was too broad to satisfy the mandate; however, the October session will qualify. Senate-approved racial-equity Flex activities are identified in Cornerstone with the following notation:



Diversity/Equity/Cultural Intelligence

### **Outstanding Adjunct Faculty Award (OAF)**

SA reminded the committee that OAF nominations are due by 4:00 pm on Friday, October 8<sup>th</sup>. Members were encouraged to submit a nomination and/or consider serving on the selection committee. SA proposed the FDC form a subcommittee in the spring to consider renaming the award and updating the nomination procedures and scoring rubric.

### **Spring PD Day Planning Committee**

Deadline to respond to the Call for Participation on the Spring PD Day Planning Committee is Monday, October 4<sup>th</sup>. Members were encouraged to participate on the committee which will hold its first meeting on Thursday, October 7<sup>th</sup>, 3:00-4:00.

### **Spring 2021 Faculty PD Needs Assessment**

The committee reviewed the results of the Faculty PD Needs Assessment administered by IRP last spring. Most notably, the assessment indicates faculty are most interested in professional development focused on equity-minded teaching strategies; transitioning back to life on campus; encouraging more student engagement in the online environment; and course design using Canvas tools. Faculty indicated a preference for synchronous PD sessions on Fridays and Thursdays during the college hour and late afternoon (2-3pm).

### **Fall 2021 PD Day Evaluation Results**

Due to time constraints, this item was tabled. PP recommended PDL provide data analysis of qualitative responses to facilitate meaningful review of the survey results by the FDC at our next meeting. SA will follow up with CM.

Adjourned 2:18

SA/9.28.21