

**Adjunct (1 Year)**

- Karl Striepe  
 Alt: Mayra Ochoa

**Behavioral & Social Sciences**

- Stacey Allen  
 John Baranski  
 Renee Galbavy  
 Michael Wynne

**Business**

- Kurt Hull  
 Phillip Lau  
 Josh Troesh

**Counseling**

- Seranda Bray  
 Anna Brochet  
 Rocio Diaz

**Library Learning Resources**

- Analú Josephides  
 Mary McMillan  
 Claudia Striepe

**Fine Arts**

- Ali Ahmadpour  
 Jonathan Bryant  
 Joe Hardesty  
 Russell McMillin  
 Darilyn Rowan

**Health Sciences & Athletics**

- Andrew Alvillar  
 Traci Granger  
 Yuko Kawasaki  
 Tiffanie Lau  
 Colleen McFaul

**Humanities**

- Kevin Degnan  
 Sean Donnell  
 Brent Isaacs  
 Elayne Kelley  
 Pete Marcoux  
 Anna Mavromati

**Industry & Technology**

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

**Mathematical Sciences**

- Dominic Fanelli  
 Lars Kjeseth  
 Le Gui  
 Ronald Martinez  
 Oscar Villareal

**Natural Sciences**

- Mia Dobbs  
 Shimonee Kadakia  
 Darcie McClelland  
 Sanda Oswald  
 Shanna Potter  
 Anne Valle

**Academic Affairs**

- Jean Shankweiler

**Student Services**

- Ross Miyashiro

**Associated Students Organization**

- Jennifer Lopez  
 Izack Saucedo, ASO Representative

**President/Superintendent**

- Dena Maloney

**ECC Federation**

- Carolee Vakil-Jessop  
 Kelsey Iino

**Curriculum Chair**

- Janet Young

**Institutional Research**

- Joshua Rosales

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

- Idania Reyes, Student Support Services  
 Hong Herrera Thomas, BSS  
 Sharilyn Thomas, Student Services  
 Jeff Baumunk, ITEC/Public Safety  
 Lori Suekawa, Counseling  
 Keiana Daniel, Guardian Scholars

Excused: A. Ahmadpour, T. Granger, J.  
Troesh

## ACADEMIC SENATE MINUTES

April 7, 2020

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 third Academic Senate meeting of the spring 2020 semester to order on April 7<sup>th</sup> at 12:32 p.m. There's about 37 of us on right now and then other can join as they come in.

### B. APPROVAL OF MINUTES (p. 6-16)

D. McClelland: See pgs. 6-16 of the packet for minutes from March 3<sup>rd</sup> meeting. P. Marcoux motioned, B. Isaacs seconded. If you make a motion, or going to say something, please say your name first for the minutes.

Minutes were approved with changes from Claudia Striepe: spelling of name correction (Striepe) on agenda and table of contents; under New Business, bullet 3: correct forms to forums.

The way we are going to do our voting today, under participants, there is an option to say yes or no. If you are a senator, click your yes or no function and then Rocio can go through and see them.

### C. OFFICER REPORTS

#### a. President – Darcie McClelland

D. McClelland: I have several items on agenda for today so will keep my remarks here brief. If there is anything that you have questions or concerns, please reach out to me or any member of the e-board. The Senate is here to support you and help you at this time. We don't know that you need help unless you let us know so please do feel free to reach out. Recently, we have been focused on making sure we're facilitating communication with campus community. Dr. Shankweiler and I have been working on sending out emails to entire faculty every Friday, we plan to continue that for the rest of the semester to keep everyone updated on what's going on, updates from the Chancellor's Office, issues that we might face on campus coming up. If you have questions, or want something addressed in that that is a campus wide issue, let us know. We did send out an email from Professional Development regarding webinars about moving classes online that state wide senate is hosting. I've been hearing those are being well attended so I'm thinking that they may continue to do more of those.

Plenary was suspended for next week. They are thinking of doing it again in the Summer. We are going to be voting online for new representatives for ASCCC leadership. I included minutes from last College Council meeting before the one yesterday. I'll have the minutes from the meeting yesterday in the packet for our meeting next time. One note from College Council, the resolution that we passed at the beginning of the semester on faculty diversification, the President edited to make it more a campus wide effort and is submitting that to the board for their review at the May board meeting. There will be a partner resolution to the one we did about faculty diversification at the May meeting.

Any questions for me at this time? Hearing none, we'll move on to Curriculum.

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

J. Young: On March 17<sup>th</sup>, we gave blanket approval for 498 courses based on Chancellor's Office directive for distance ed remote delivery. That is important difference that we need to remember that we have been approved to offer our courses remotely. So now the next step is to formally review courses for distance education delivery from summer and fall. So there'll be 127 summer courses that will need to through the formal distance education addendum procedure and we're prepared for that. And then there are about 375 for fall. What we are going to be doing to facilitate this is send out a list of courses to determine which will need to be submitted for online or hybrid, or what will never be offered online, those will be sent to Division Deans and CCC Reps soon. We will get that list together and work with Dr. Shankweiler on that. Those will come to Curriculum Committee this semester. We're hearing a lot from Chancellor's Office about extending deadlines, but we need to move forward to get these done so that we're in a good place to offer these courses. If you have any questions, you can email me directly because I know we're super busy today.

### **c. VP Educational Policies – Darcie McClelland**

D. McClelland: Ed policies met back in March. There's the second reading of field trips and excursions. First reading of Philosophy for Associate Degree and General Education, if time. We'll have one more ed policies on lactation accommodations that's in the works right now. After that it will depend on if there is a need for new ed policies. There's a couple on the agenda so that is all I have to report.

### **d. VP Faculty Development – Stacey Allen**

S. Allen: Remind everyone that I sent an email a week ago regarding flex. If you are still in need of fulfilling flex hours for the year, you have probably far exceeded that. All you need to do is submit a request through Cornerstone through External Training Form. Email has more details, but you can contact me if you have any questions.

DM: Please, Senators, remind faculty that you can get credit through Cornerstone for putting their courses online.

### **e. VP Finance – Josh Troesh**

none

### **f. VP Academic Technology – Pete Marcoux**

P. Marcoux: At this point, people are pretty sick of technology. Shoutout to ITS and Moses and Gema Perez for doing a great job. If you agree, go to reactions and give them a thumbs up.

### **g. VP Instructional Effectiveness/ALC & SLOs Update – Kevin Degnan**

K. Degnan: Met with ALC, Assessment Learning Committee, to agree on dramatically revised agenda. If you turn to page 23 in your packet, you can see what we talked about.

- Ordinarily, we would have been talking about nailing down completion rates for entering PLO and SLO reports for assessments that happened last semester. One of the great things is that completion rates is quite good. A couple of PLO reports that are straggling. Original deadline was 20<sup>th</sup> of March which I think there was a couple of things happening around that time.
- We are certainly extending deadlines for that, but if you can get those straggling reports entered that would be wonderful, but we understand that there are other priorities
- Revising our timeline plan for this semester. Ordinarily, we would be assessing hundreds of SLOs in course of a given semester like this one.
  - But no longer looks possible to assess on this scale

- We are dramatically scaling back expectations and assessing only courses that were completely online (not hybrid) from start of the semester or were on timeline to be assessed this semester
- Pretty much everything else we are saying that it will be removed from timeline, there will be a notation that it was removed because of Coronavirus
- In talking to ALC yesterday, it seemed like this would still be possible. In a lot of cases, comes down to a division assessing one course. For instance, in Humanities that would normally be assessing a hundred or so SLOs, will be assessing 3 SLOs in 18 sections, and I think 1 literature course, and that's it for Humanities.
  - Asterisk: once the facilitators consult with their deans more on how the machinery of assessment will work in our new work from home situation, we might need to revise that further and that's fine
  - Currently plan is to assess only courses that were 100% online from start and those that were set to be assessed this semester
- Timeline: one bit of work that still needs to get done is crafting of timeline for assessment for next 4 years. This is something that's part of the normal course of work. We generally update the timeline for assessment every 4 years anyway and it happens that this semester is a year we need to do that
- Keeping in mind that there are still going to be some kind of accreditation visit in the Fall, this is the heart of the SLO plan is to have that timeline. Fortunately, getting that done is pretty easy on part of SLO facilitators and deans. People can feel free to roll over timelines that they've used in the past to me and Catherine Shultz Roman
- We need those worksheets back by May 8<sup>th</sup> so we can enter in Nuventive
- There were some questions about what to do about massive disruption from this semester with so many courses not being assessed. If in creating of timelines for next 4 years, if faculty want to double up on assessment plans for next semester to account for disruption this semester, that is fine. It is also fine if we say that it is a wash for this semester. We have gotten word that either approach okay, but we do need some sort of a timeline.
- Things might change again, with not really knowing how long epidemic will last and how long disruptions will last, we have to be flexible in being open to revising these timelines and all of our practices.
- We need to plan to be able to revise plan
- In defense of trying to assess even some SLOs this semester, having a brief look at what those courses are that were aligned and already offered on line, those are some of our biggest flagship courses and if we are trying to get some information beyond grades and enrollment to track what the impact of disruption, SLOs are one way of doing that, data that these assessments can contribute are valuable.

### **Dean's Representative: Idania Reyes**

D. McClelland: Idania Reyes, our Dean of Students, has joined us.

I. Reyes: Hi everyone, my name is Idania, I am the Dean of Student Support Services. Thank you for allowing me to talk briefly with you. Thank you for hard work you have been doing to get all your classes up and running. Second, as I'm out there working with programs like Puente, Project Succeeds, EOPS, FYE, and deans from student support services and from student services in general, we want to say to you that the front lines of folks are talking to students [inaudible]

- About 500 EOPS students, of 1900 students, reported back on the survey and a lot of them don't have internet access and are really struggling with computers. Some students were never part of a dialogue to understand Canvas and struggling with Canvas and how to turn documents in
- We are working on the front lines to get this ameliorated. Let's have some flexibility. If there are any problems, they can always contact Dipte Patel, Robin Dreizler, or myself, and we can help you with whatever students are struggling with

- Have Warrior Pantry open for students struggling with food insecurities, and will continue to be there
- We're hearing some bad news on the front lines from some of our students, some of our students from outside district that come to us from areas that are struggling not just with COVID 19 but with robberies in their own homes and cars, are also struggling with being at school. I want to thank you for working with our students and giving them a little bit of understanding as they're trying to get assignments to you
- I'm getting bombarded every day. Have about 60 students that call every single day and it is quite extensive on the front lines of Student Services.

DM: Thank you. Please continue to pass along the message to your colleagues to be flexible, give students the benefit of the doubt right now. If your students tell you they are struggling, they are probably really struggling. Keep in mind how jarring this has been for all of our lives and knowing that many of our students do not have the resources we have at this time.

IR: We just had a meeting yesterday with Ross, the VP of Student Services, and core team of Deans. We are compiling resources for students which we will send. Everyone is working separately on resources—we want to gather them all up and vet them. I will leave a note in the video chat, there is a resource that we have in Student Services, it is called What I Need. What this resource does it allows you to get that to your students, it has all these different tabs if students need shelter, or food bank. Perhaps you can download or add to syllabus for Summer and direct students to this. Thank you.

DM: Question from Tiffanie Lau: can we mail a letter of the different resources? That's a good idea, I will work on seeing if we could do that as a campus to mail out letters to their physical addresses for those who have problems with internet access.

#### **D. SPECIAL COMMITTEE REPORTS**

##### **a. ECC VP of Academic Affairs – Jean Shankweiler**

J. Shankweiler: Good afternoon, a few quick updates:

- Accreditation. Kevin touched on this. We had a couple of calls from ACCJC. One was just to check in to see if we were going to complete our institutional self evaluation report and I said yes, hopefully. We have our first review today and we are making a lot more progress.
  - Assured us that everyone is in the same boat trying to do all the things we normally do with SLOs and program review. As long as we show we have a cycle, it's understandable, they were very reassuring in that sense
  - The second call we got from ACCJC: ACCJC visit scheduled for Sept 28-Oct 2 will be a virtual visit, will be all online. At the beginning of March, I went to Norco College and we did not need to be there for 4 days, we could have been there for 1 ½ days and done all the work. Because you mostly have the report written before you even get there. So I don't think it's too much of a problem. Reassuring they are calling to check in.
- Chancellor's office guidance on distance ed for Summer and Fall 2020. When they say there is guidance for summer and Fall 2020 and listening to Chancellor on webinars, they are telling us to be prepared to be remote not just for summer, but Fall, too. You need to be thinking about that as well in terms of what courses we are offering
  - Last time in addendum for spring, send us a list, this can be online. That's not the case this time. They are expecting more time for us to prepare to be online as an approved distance ed online or hybrid course
  - Janet and curriculum committee have already prepared for this already. Thank you, Janet. So we've kind of got halfway there with what they're asking us to do

- Anything that we send as a blanket addendum for summer of fall, as to include a plan—if not already approved, how will it be approved. Scared me a little bit because courses we will do hybrid, we might have trouble offering these in the summer or fall. So we have to be prepared
- Last thing: Faculty hiring. Since we aren't really used to doing interview remotely we are working towards that. For most faculty hiring it will be postponed or pushed back. We don't know what that might look like for Fall, but this semester:
  - Vets counselor will proceed because it's already been a year that they haven't had a fulltime counselor and it's a requirement
  - CIS is finished
  - Life sciences selected 3 finalists and it went fairly well, President Maloney selected a candidate
- One last thing, we are asking people to please, please do not come to campus. People have been popping in. Buildings have all been cleaned and locked down and no one wants to come in and clean them after they're locked down. If there is something you absolutely have to have:
  - Contact your dean
  - Schedule an appointment with Campus Police
- So you can't just come and pick up a few things

S. Bray: You might not have the answer to this just yet, Dr. Shankweiler. I am curious if we do work remote for Fall, I've been working with a number of STEM students, and they are really concerned about what classes will be offered. I am assuming for summer no science classes with labs. If we move remote for Fall, will science classes with lab be offered?

JS: I don't have an answer for that. I know that the science departments are talking about it and they're looking at resources like Labster, which is a demo product for labs that can be used. Chancellor Oakley is not a scientist, he thought it might be a good substitute. I looked at it and what might take eight hours in a lab, they did in a 30 minute demo. So it is no where near what we consider to be acceptable. I know they are looking at kits that students could do the lab experiments at home, but it is very expensive and a reoccurring expense. The options are getting slim and I don't know what's going to happen. But they are getting creative and working really hard. You are not helping people if you do it really poorly. I'm not saying they're doing it poorly, I'm saying it is a hard place we're in. As soon as they figure it out, they'll let us know.

#### **b. ECC VP of Student Services – Ross Miyashiro**

R. Miyashiro: I was on campus today and we set a record for helping most students in a day, I left at 12:20 and they had already broken a record. Channel 2 and 9 showed up to interview Food Pantry person, Kim Cameron, so there should be footage tonight.

- WIN app that Idania was talking about- I met a student today while handing her food who recommended the WIN app to Kim. Kim is part of Idania's team and they got that going. Kudos to us working with our students.
- Secondly, student services is online. Financial aid department is 100% virtual and can handle any service. We have four departments that will continue to work at El Camino College:
  - Admissions and Records
  - Food Pantry
  - EOPS
  - Veterans
- Finally, commencement committee met, and we looked at 2 vendors for virtual commencement. It is obvious that we will not be able an in person commencement this year. It is going to cabinet and coming out with more info next week

E. Kelley: Will food pantry be open during Spring break? RM: Food pantry will not be open spring break. It is open Tuesdays and Wednesdays from 11am-2pm

J. Hardesty: Ways for us to donate to food pantry during shut down? DM: Ways to donate through the foundation, they are welcoming monetary donations. As far as actually donating food itself, are we taking actually food donations? RM: If it's canned I guess they'll take it in if you come Monday. But monetary is easiest for food pantry to process.

### **c. Online and Digital Education Committee-Mary McMillan**

- M. McMillan: Obviously a lot going on with online and distance education in that area of the college at the moment. As Pete mentioned, I really commend Moses and Gema and everyone who has so quickly done what they need to do to adapt to new technologies and get resources out to our students and it's been amazing to watch virtually
- DEAC will be meeting again in 2 weeks, and it will be at the same time as Senate on the 21<sup>st</sup>, but will be bringing forward a lot for us to be looking at
- Distance education plan- it is on agenda for next Academic Tech meeting as well. We will review at that meeting
- You will see things coming through from Moses regularly about opportunities to take his self-paced course to get the online learning certification. Reach out to him for that. Right now, waiting for his lead on where we're going for the rest of the semester, and I'm sure some of that is in flux. Right now the primary thing that he's looking at is the DE plan and I'll be back with more on that after our next meeting.

DM: We will see DE plan later this semester, probably in May.

One other question in chat about drive through pantry: are drive through services literally drive through only? Some students rely solely on public transportation. RM: Yes, we have a walk-up service. It's socially distanced. Students can come to food pantry on cars, bicycles, and walkup.

### **E. UNFINISHED BUSINESS:**

#### **a. Accreditation Institutional Self Assessment 2<sup>nd</sup> Reading and vote- Jean Shankweiler and Claudia Striepe**

D. McClelland: Motion to approve our accreditation institutional self-evaluation. Moved by P. Marcoux, seconded by K. Degan. Are there any questions about institutional self evaluation for accreditation? Or discussion? This document looked good to everyone? No comments or suggestions? Then I will ask everyone who is a Senator, please go into your participants tab and vote to approve the self evaluation as it is in the document. Click yes to vote in favor, click no if you don't vote in favor. If you are going to abstain, type abstain in chat. Result: 26 yes, 0 no's, and no one abstained.

Approved, no objections.

#### **b. AP 4300, Field Trips and Excursions, 1<sup>st</sup> Reading- Darcie McClelland**

D. McClelland: Skip for now, will come back to this if we have time.

### **F. NEW BUSINESS:**

#### **a. Making Decisions Guide 1<sup>st</sup> Reading-Darcie McClelland and Pete Marcoux**

D. McClelland: First reading of our new making decisions guide.

- Two senate reps for new making decisions guide: myself and Pete Marcoux. The two of us were one this committee that drafted the new making decisions guide. It's just an update from the last one.

- This is a first reading so we will bring it back for second reading and vote to approve next time.
- I got one suggestion from Stacey-there was a typo in the mission so we will make sure that gets corrected
- Any questions or comments? Seeing and hearing none, we will move on and bring to second reading and vote at our next meeting. Encourage your faculty in your division to read it and come back with any feedback for our April 21<sup>st</sup> meeting

**b. Resolution in support of Pass/No Pass grading 1<sup>st</sup> Reading-Darcie McClelland**

- D. McClelland: I would like to ask for a motion and a second from the floor to consider this an urgent agenda item so that we can do first and second reading and vote on it today. The reason for this is that the deadline we are going to set up for students to select this option is May 15<sup>th</sup>, our current Withdrawal deadline
- Lillian Justice has asked for May 15<sup>th</sup> deadline for this to give her department to have enough time to be able to go through and make the changes behind the scenes that need to be made in the system in order to assign P/NP
- Would like to be board approved before May 15<sup>th</sup> deadline so would like to bring this to the board in April
- Motioned by L. Kjeseth motioned, seconded by P. Marcoux
- R. Miyashiro: this is very pro student
- L. Suekawa: have a couple of questions about P/NP grading. As Ross mentioned, this is definitely a very pro student approach for students during this pandemic. Is this something that can be looked at past spring? There are many community colleges that do this and set up parameters such that UC will grant up to 14 units of P/NP grading. My question is will this be just for this semester, or something that will be brought back for future consideration?
  - DM: When I was collaborating with Dean of Counseling Dipte Patel, she suggested we make some policy revisions that can be a long-term thing. The big hiccup to making a long-term policy is that it states in title 5 that we have to have a local process and our local process is to note in course catalog. So our current AP says that if a student takes a class in PNP, that options has to be stated in course catalog, so we'd have to go through and revise the policy. For now, for this semester, we are asking to suspend this policy so we can address this right away, but we can definitely look into revising that policy. Jean, did you have something to add?
  - J. Shankweiler: For it to be in the catalog, has to go through curriculum, so that would be an extra layer
  - DM: Sending through curriculum and getting notation in catalog for more courses is certainly something we can work on
- L. Suekawa: Are we going to be talking about the process to do this? A form for students to fill out? How does student turn it in? Is that going to be a discussion that comes up later with Lillian and Robin Dreizler?
  - RM: Process will be sent out to students, as you can see there is a deadline in May, this is a manual change in students grade that has to be done one by one in Admissions and Records. The difference in this resolution is that in state guidelines for COVID 19, the NP carries no negative connotations whereas in a regular scenario, the NP would carry negative connotations
- L. Suekawa: I'm looking at "e", does a student meet with a counselor first to talk about the consequences? I worry about some of our students not really understanding the consequences.
  - RM: The only negative consequence at this time is on a UC campus basis. UC has not given a blanket acceptance of P/NP for their lower division requirements. Lori, I was going to get in contact with you to reach out to your UC AO counterparts to ask which UC are and are not going to accept P/NP for lower division requirements.
- DM: I got some feedback from Counseling faculty, they asked that we take out letter e about meeting with counselor. Suggested that we as a campus put together a video to give advice to students about how you need to be careful with your majors courses but they don't have bandwidth to meet with every single student



- RM: That is only for UC. CSU already has executive order that they will take P/NP for their lower division major courses
- S. Bray: I feel like Lori hit on some of my points, the impact for transfer to UCs and P/NP for major prep courses and how that could negatively impact students. It would make it so that students can make their class P/NP, but would need to take some actions to do that and recommendation to speak with counselor
- L. Kjeseth: Wondered about bandwidth of counselors, letter “e” only problematic thing. Maybe students are advised to talk with counselor, but shouldn’t have to meet with a counselor before they initiate this I think. Good info to share about possible consequences but don’t think they have bandwidth to do this
- A. Brochet: it does say in the policy that GE was okay, but they would need to see counselor for major requirements. It’s really hard—how would a person know if the class was for a major? It’s not always intuitive. E.g. Math could be GE or major prep. Even for a student, if they take a class P/NP, who is going to determine whether that is a major requirement class at some transfer institution, and then they need to go see a counselor for the approval
- R. McMillin: what if we recommend just for students looking to transfer to UCs?
- DM: Perhaps what we need to do when we announce this to students, if your goal is to transfer to a UC, please be very helpful and try to speak with a counselor before you take your major requirements. Would we rather not allow for major prep courses be taken PNP? Or do we want to put on students to get the information themselves before they decide to do that.
- S. Bray: A tricky part is that there could be a class like Psych 5 that is a major prep for a psych major, but not for a poli sci major. There are some classes where it’s going to be major prep or could be either or, depending on school.
- Question from Shanna Potter: can you clarify what the UCs and CSUs are allowing as far as P/NP for transfer students in Spring 2020?
  - DM: CSUs has blanketly allowed any class for P/NP, including Golden Four
  - But for UCs, the two exceptions system wide are to get rid of 14 unit cap and they are allowing for GE across board to be taken P/NP. LS: But major prep is going to be up to individual UC campus. What may be good for Berkeley may be different for UC Riverside, it’s department by department, and whether it is a highly selective a campus. So that’s where it gets kind of dicey for students to sort of make that decision
- DM: And yes, major prep course is hard to determine. A lot of this is going to be on the student. If you are a bio major, calc is considered by UC to be major prep class, but here at El Camino we would not consider that to be a part of your major, that’s where it gets dicey.
- RM: This is all discoverable by Assist, but you are right. Some of this falls on Lori to start communicating on CEAC listserve and find out. Questions are probably already on listserve on which UCs are going to accept this
- Suggestion from Pete Marcoux: change “e” to The senate also recommends that students with a counselor to discuss possible consequences for transfer and/or graduate and professional school admission that students be allowed to take majors preparatory courses P/NP.
  - DM: Do we like it better like this? A suggestion to meet with a counselor instead of absolute you must.
  - LS: I think that’s better
- S. Bray: I know we’re going to be sending this out via email and there was a recommendation of making a video. Do you think this is something we can also send out to students as a letter? For students who don’t have access to WIFI consistently just so they know. I am thinking of all of the ways we can get this messaging out to students
  - Second question is that will faculty get this email ahead of time? There have been some communications that have been sent to students and faculty find out later. And then we’re trying to scramble to figure out what the message is. For example, with W, the marketing communication that

went out, it is helpful for us to get that in order to digest it, understand it, and at least as counselors be able to respond to students

- DM: I can talk to Marketing about making sure that any announcement that is sent to students is also sent to faculty at the same time. About physically mailing out, Jean or Ross, would it be possible to mail to student?
- RM: I don't think at this time, we don't have anyone to process letters.
- J. Shankweiler: And so many of them come back anyway
- DM: So we may have trouble getting the mail piece
- RM: We know that 98% of student have a cell phone that accept text, and if we have their number in database, they will get it in text immediately
- Question from Hong Herrera Thomas: If a student takes a class P/NP and later needs a letter grade, will we allow them to repeat the course for a letter grade?
  - JS: No, that is why you have be cautious
  - RM: Against code. Once the grade is posted, you can't go back and change it
  - SB: Could we add this in resolution so that students know you can't go back
  - RM: That will be in the communication
  - AB: Just to clarify-the question was about repeating the class for a letter grade if failed it with P/NP
  - DM: The question was if they passed the first time and realized later that they need a letter grade
  - RM: You cannot repeat a class that you have passed
- LK: How will this actually be implemented? We enter a letter grade and registrar will change it to a P? Or will we get a list of students who want a P/NP and enter it ourselves? That's my main question
  - DM: We had started discussions of this, and Lillian indicated that it would be possible for them to go in and change it themselves afterwards. Though, I think that is something we have to leave up to them. Either they send info to faculty or they handle in Admissions and Records
  - RM: Decision point will be if Lillian can override grading basis for student, or if she can't, she'll have to process override manually one by one. I'll make sure that faculty member is communicated if student has filed grading basis to P/NP
- R. Galvaby: Does P/NP get calculated in GPA?
  - DM: Not for El Camino. One thing that students will have to talk to their transfer institutions about is that there are colleges in this country who consider a P as 2.0 in grade points, so its important that they contact their transfer institution to make sure, but here at El Camino we would not
  - RG: shouldn't that be put front and center?
  - RM: In UC and CSU, it is not counted in GPA
  - RG: It might be important for them to know that variable
  - RM: the predominant situation where it is counted is most likely a law school. And some law schools do accept students with an AA degree. I think Pete's wording captured it all. Professional schools are the ones who would lean that way
  - RG: I just think that it should be up close and personal. I know majority are going to California schools, but seems to me something that is important
  - DM: My big hesitancy in putting this forward is exactly that concern. That we can't be certain for every single student on where they are going to transfer. We can put it out there for them, but at end of the day, a lot of this is going to fall on student to do research on their own because we don't have bandwidth as a college to check for every single student. So they are going to have to take some responsibility if they choose to do this to make sure it's not going to impact them. Yes, we can put out a video for students with information about this. We can work on telling them in emails and texts, but at end of the day, it is going to be up to students to read and do due diligence on their research on this

- SB: I agree with you Darcie that students will have to do research but also just being mindful that most disproportionately impacted students will be again be more impacted by this as well. The students who are super tech savvy and able to access counselors and figure out how to make virtual and phone appointments, they will continue to succeed. But thinking of it from equity perspective, that is important as well.
- DM: I think we're going to go ahead and vote on this resolution now, I've corrected it on the slide.
  - Vote in participants tab, or abstain in chat: 25 yes, 0 no, 2 abstain: Claudia Striepe and Brent Isaacs
  - Resolution passes. A lot of this is going to get put on Lillian and Robin and their office to carry this out, but we will put this forward to Board of Trustees that this is our recommendation. Thank you everyone.

**c. Resolution in support of Spring 2020 Semester extension for programs requiring in person hours to complete 1<sup>st</sup> Reading- Darcie McClelland**

D. McClelland: We will do first reading today and come back and vote next time. Our executive board voted discussed extending the semester for all courses and voted unanimously against that. So we do not believe that the semester should be extended for most courses. We believe that it is important for all of us as faculty and for our students that are going to be doing summer school that we actually get our week off to be able to breathe a little bit before we jump right back into summer. But we did have some feedback from faculty and some administrators in Health Sciences and Athletic and Industry and Technology that there are a few courses out there where students are required to do lab hours to complete program or get licensed

- If had opportunity to complete their lab hours, can complete program and graduate on time, which is a big thing for our students, especially in those types of programs because a lot of times from these programs, students are going straight into the working field. So this means they would be able to get a job now as opposed to having to wait till after summer or after Fall
- Clause now reads: Now therefore be it resolved that the Academic Senate for El Camino College recommends that the Board of Trustees extend spring semester 2020 to a date no later than June 30, 2020, for programs that require in-person instructional hours for students to fulfill completion and/or licensing requirements.
  - Notice that it is very narrow and only if required for your program, and faculty member would have to show that is required. You can't just decide to extend your class. You would have to show there is a requirement for in person hours (e.g. Cosmetology, Rad Tech, Nursing, Respiratory Care, EMT, etc)

L. Kjeseth: Is there a reason I'm not thinking of where this cant be resolved by giving students incompletes and completing the work? I'm not opposed to this, it seems to me there are options to give incompletes. Come this period of time between June 14<sup>th</sup> and June 30<sup>th</sup>—what if campus is still closed and we can't do that? I don't have any concerns, but why can't incompletes be used to handle this?

- J. Shankweiler: I agree with lars, but it would be a lot of work. But I also agree that 2 weeks is probably not making that much difference to most of the programs
- J. Young: It affects your success and retention rates. If you give an incomplete and student does work and gets an A, that doesn't change. That incomplete is a ding against your success and retention rates. That is one down side, if anyone can confirm that.
- LK: I'll confirm that—that is true. I'm not terribly concerned about it for me, if it is for students. I wouldn't worry too much about one or two students. But if it's many, maybe
- JY: Just so we know all the ramifications, that's all
- C. Brewer Smith: We have a lot of Cosmetology students who are on the verge of completing their hours as a state requirement and have done coursework and want to continue on at El Camino to get their AS degree. If the incomplete is going to give a ding, I wouldn't want to see that. We do have many that will be completing by June 30th

- JY: It's not a ding for students, it's a ding for us
- DM: If we approve this, it will be at discretion of faculty member whether they want to extend semester or do incomplete
- Question from Tiffanie Lau: How would summer school courses be affected if these courses were extended?
  - DM: We would have to look at that from a faculty perspective. From the student perspective, there probably won't be a problem because these are students who are trying to complete anyway. So if they are trying to complete anyway, they probably won't be taking summer school
- Question from Seranda Bray in chat: So in our resolution would we specific certain courses that could be extended past the regular semester?
  - DM: SO the course would have to require in person lab, either for completion of the program or for licensing. So yes, we would limit it only those courses
- Question from Hong Herrera Thomas: Can we extend when grades are due? That will help students if they needed a few extra days to get some work in.
  - DM: That would be a discussion we would have to have with Admissions and Records and deans about whether we can extend when grades are due. I would be hesitant to push that too far only because I know a lot of our students are waiting on their grades to be able to report to their transfer institutions especially after Spring.
- Question from Anna Brochet: Incompletes negatively affect students for progress probation as well as financial aid until the course is completed. Will the negative impact also be suspended during this semester?
  - DM: Jean, do you know the answer to that?
  - JS: It's in the guidance and I don't remember the answer to that. I'm guessing because the NP doesn't affect the students that the Incomplete wouldn't either. But I want to read the guidance and make sure so I can send to Darcie and she can share
- DM: Any other questions or comments on this right now?
- CBS: I want to add how my program works, and I feel for all the programs out there, but I can speak on mine. Freshman cosmetology class can't even come to my floor. It's really serious with Cosmetology until they have completed a certain amount of hours until students have completed certain amount of hours. Another question for Jean, you mentioned earlier that we may be remote in Fall?
  - JS: We are being asked from Chancellors Office to be prepared to be remote in Fall. So big concern about extending the semester, is that it won't help with hours because we still won't be able to come to campus by June 30<sup>th</sup>
- DM: Please bring this back to your division. Information coming out day by day, things are changing very rapidly. Please consider this and talk to other faculty members in your division about it. Come ready to vote on it on April 21<sup>st</sup>. Keep in mind if we approve this, it doesn't mean everybody has to do it, it just gives faculty another option and it would be at faculty discretion. What we don't want to have happen as an administrator looking at a faculty and say, You must teach until June 30<sup>th</sup> even though you didn't start out that way. We want the faculty to be involved in this.
  - Kelsey lino in chat: Darcie I know you mentioned this to the federation because it would affect working conditions. I'll take it to the federation as well.
  - DM: And thank you, Kelsey, we would love to have federation perspective on this as well.
- I'm going to leave policies and procedures for next time, discussion on block scheduling for next time.
- The last thing I want to bring to your attention is that we are doing nominations for officer elections for senate eboard. We have two positions up for this year:
  - Accepting nominations for President and VP Instructional Effectiveness
  - Pete will be running our elections because it's a conflict of interest for me to run elections while I'm a candidate for the election. Please send any nominations to Pete before our April 21<sup>st</sup> meeting

- Reminder: you must be a senator to be able to serve on executive board. Only nominations for current senators.
- Any questions or public comment?

Motion to adjourn by S. Bray, seconded by C. Brewer Smith. Thank you everyone so much. If you have any additional questions or feedback, please feel free to email me and I will do my best to get back to you as soon as possible. Thank you for everything you're doing on behalf of our students and working for our college right now. We really do appreciate you. Thank you so much for your participation today.

#### **G. INFORMATION ITEMS – DISCUSSION**

#### **H. FUTURE AGENDA ITEMS:**

- a. Low Cost Course Designation
- b. Elections
- c. AP 5203, Lactation Accommodations

#### **I. PUBLIC COMMENT**

None.

#### **J. ADJOURN**

The meeting adjourned at 2:00 pm  
RD/ECC Spring 2020