

Adjunct (1 Year)

- Karl Striepe
 Mayra Ochoa

Behavioral & Social Sciences

- Stacey Allen
 John Baranski
 Renee Galbavy
 Hong Herrera Thomas
 Michael Wynne

Business

- Kurt Hull
 Phillip Lau
 Josh Troesh

Counseling

- Seranda Bray
 Anna Brochet
 Rocio Diaz

Library Learning Resources

- Analu 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

- 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
 Carolyn Pineda

Dean's Reps/Guests/Other Officers:

- Faith Adams, ASO
 Amy Budzicz, Library
 Linda Cooks, Library
 Keiana Daniel, Guardian Scholars
 Stephanie Frith, Humanities
 Stephanie Hall, Counseling
 Scott Kushigemachi, Humanities
 Rhea Lewitzki, Humanities
 Crystle Martin, Library
 Christian Moreno, The Union
 Jane Sandor, Humanities
 Logan Tahlier, The Union

Excused: Shimonee Kadakia

ACADEMIC SENATE MINUTES

May 19, 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 seventh Academic Senate meeting of the spring 2020 semester to order on May 19th at 1:03 p.m.

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

D. McClelland: See pgs. 6-16 of the packet for minutes from May 5th meeting. A. Ahmadpour motioned, L. Kjeseth seconded.

20 yes, 0 no, 0 abstentions. Minutes were approved as presented.

C. OFFICER REPORTS

a. President – Darcie McClelland

D. McClelland:

- Board adopted Faculty Diversification and Spring Semester Extension resolutions last night
 - I was really excited to see that our board is backing our commitment to faculty diversification of the college not just this year, but in the future and making it a priority. The President spoke to some specific things that she's going to look into doing at the college level to make sure this is a priority. Looking at our hiring pools and how we're getting our committees together for hiring and things like that
- Budget Forum on Thursday at 1pm
 - Understandable trepidation, if you have the time, please attend for update
- Block scheduling discussion moved to June 2
 - Moved due to GP forum today so faculty can be involved
 - Academic Affairs can come up with mock schedules
- Will have brief meeting on June 9 to wrap up the year and vote on a couple of items
 - Start will be at 1pm
- Will be working with Viviana to get Senate evaluation survey out, please respond
 - Remember, if you don't give us feedback, you give up your right to complain
 - Will ask directed questions about goals for senate for next year, feedback on some things we implemented this year, and some ideas for the future
 - Want to make sure that we serve you to the best of our ability

Block discussion will be moved to June 2nd, faculty who wanted to be a part of it are at Guided Pathways forum. On June 2nd, we'll have more time to discuss and also so Academic Affairs can come up with some mock schedules for different departments. There will be a meeting on June 9th that will start at 1pm, there will be no new business that day.

b. Chair, Curriculum – Janet Young

J. Young:

- CCC- Keeping Curriculum moving thanks to the hard work of your CCC reps
 - CCC continues to review and approve courses, degrees and certificates
 - Final count will be presented at the next Senate meeting
- Curriculog update
 - Courses are currently being input into the new system to prepare for fall
 - Training for DCC and interested faculty
 - Curriculog overview will be presented on Professional Development Day
- Distance Education Expansion Project is in full force
 - Step One: ECC was ahead of the game... many of our courses had already been approved for potential online/hybrid delivery (weren't required to)
 - Step Two: Due to pandemic, all courses were temporarily approved for "distance" delivery
 - Step Three: Faculty determined which courses were appropriate for "forma" approval for online and/or hybrid delivery or if they should remain as F/F
 - Step Four: DE Addenda were DCC approved and submitted to the CCC for review:
 - Summer courses reviewed: May 26th
 - Fall courses reviewed: June 9th
 - Step Five: Remaining courses will be placed on the Chancellor's emergency list as part of comprehensive report to the Chancellor's Office
- Long story short, we got it all covered because of a lot of hard work of a lot of people

D. McClelland: Thank you so much to Janet and the rest of the curriculum team for all the work you're doing to support us in this.

c. VP Educational Policies – Darcie McClelland

D. McClelland: no ed policies report, two on agenda

d. VP Faculty Development – Stacey Allen

S. Allen: FDC met last Tuesday, May 12th, minutes in the packet

- Faculty Professional Development Needs Assessment (Administered Fall 2019)
 - Areas of greatest need/interest. May have shifted due to current climate, but some applicable maybe more so:
 - Responding to students in crisis, which I think many of us are doing right now
 - Creating meaningful assignments & evaluation
 - Culturally-responsive teaching, in terms of technology
 - Canvas (especially external apps/tools)
 - Using Google products
 - OER
 - Wellness: stress reduction, financial well-being, and self-care
 - We talked about new warrior wellness program website and webinars, we hope that you will take advantage of the webinars. We will have links available if you can't watch the webinars live
- Fall PD Day – August 20, 2020
 - Will be conducted virtually this year

- PLEASE consider submitting a proposal for a breakout session, especially if you have best practices for online teaching that you can share with us. Due by Friday the 22nd, but we are flexible. If you can't get it in by Friday, that is okay
- If you were tuned into United for Students Success Forum, I was so impressed with the format and flow—great model for PD day.
- Theme centered around best practices for online teaching and learning
- If interested in helping us plan PD day, please send me an email
- Last meeting of semester is next week on the 26th and will have summary at our last Senate meeting in June

e. VP Finance – Josh Troesh

J. Troesh:

- Everything still up in the air because we don't know how pandemic and potential recession will affect the state, which then could affect the budgets, and then trickle down to us
- Obviously a concern related to how this may impact the school and trickle down to impacting faculty and staff personally
- Administration is committed to making sure there is robust discussion if, and this is a big if, we do need to make difficult decisions, that they will be based on a criteria based on criteria to minimize impact to our students as well as other factors. Whatever decisions are made will go through consultation process to make sure things are not big surprises

S. Bray: From President Maloney's email and governor's May revise, I know there's like a 10% cut across the board to state employees. So should we expect a 10% pay cut? JT: That is not something I can answer, but I don't think we can expect that. Our pay is not set by state of CA, it's set by negotiated contract by our union. We are funded by the state and then college spends money as required. So the answer is no, don't expect that. But that does not mean it's an automatic situation.

A. Ahmadpour: Therefore it is in the hands of the state? JT: State provides funding to college (skipping over a bunch of detailed stuff), college then spends that funding as they need in the service of students. If our funding gets cut in half (ridiculous example that isn't going to happen), that means school needs to cut spending in half. Where that happens is up in the air, up to discussion, up to consultation, a long involved process. It's not as simple as the state makes a decision and then automatically that happens, but any state decisions that are made will by definition impact us and then we have the ability to figure out how we're going to have it impact us.

R. Diaz: What is the timeline for EW and parking refunds? When can students expect that? J. Shankweiler: Within 30 days, they are working on a process to get it done,

f. VP Academic Technology – Pete Marcoux

P. Marcoux: We have college technology meeting today at 2pm. These are the items on agenda:

- BP/AP Cellphone use – Dave Fuhrmann
 - I don't know of any faculty who have district provided cell phone, but if you do, you might want to pay attention to that
- Instructional Software Licensing & Budgets – Dave Fuhrmann
- Admin Building Move – Dave Fuhrmann
- EquatIO – Crystle Martine

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

K. Degnan: Not a lot to report. Biggest news was time before with program review being pushed back a year. Nothing being reviewed in Fall. Still continuing forward with updating of assessment timelines, those have been coming in. Moving forward with SLOs, only assessing sections that are offered online. So far have been hearing good things from facilitators. ILO assessment also moving forward. We are assessing instead of just a sample of sections associated with that ILO, we are assessing all of them, which will enable us to kind of still have a reasonable sample size comparable to previous years. I believe those emails have already gone out for faculty who are teaching a course that's aligned and doing an SLO assessment this semester and so we can look forward to hearing about the results of that next semester.

D. SPECIAL COMMITTEE REPORTS

a. ECC VP of Academic Affairs – Jean Shankweiler

J. Shankweiler: As Janet alluded to, DE addendum for Summer is due tomorrow.

b. ECC VP of Student Services – Ross Miyashiro

R. Miyashiro:

- Food pantry continues to be accessed by our students, first week we opened it we serviced about 40 cars a day. Now serving over 70 cars a day. Demand is growing and growing. We even got demand from students who are attending in the Fall and not attending now.
- Purchased MIFI devices for students who had no internet access and distributing to disproportionately impacted students who attend ECC
- Chromebooks for foster youth students who didn't have access to computers
- In May revise, SEA Program was cut 15%
 - Though community colleges were cut 9.8%, SEA was cut 15% so we will be readjusting program because of that

K. Degnan: With the increased demand on Warrior Pantry, how is the stock? Are we doing okay on supply for increased demand? What can people do if they want to help donate? RM: We open up to the community and in one day we got over 350 cars from 11 to 12 and run out of food. We do have some money to buy food. Our trouble is actually getting food. We have been getting it from Costco but don't deliver everything we order. Trying to get 2 more food distributors so we can continually feed our students. KD: How can individuals make donations? RM: Best way is through Foundation. I donate \$450 a year since I've been here in 2017. They can take it out of your paycheck, or they can take it out of a credit card quarterly.

D. McClelland: You can use credit card or fill out a pretty simple form to get it pulled from pay check.

A. Ahmadpour: How can we inform our students about MIFI and internet services that you are providing to those who cannot afford it? Do I refer them to you? RM: Refer to Student Equity and Achievement Program. They actually did a survey with foster youth, CalWorks, EOPS students, and gauged demand. A lot of people don't have access to internet, they used to and don't now. The internet companies that were offering free services are going to stop because too many people were accessing. The other thing would be for them to come on campus but that brings up a lot of other issues. The best way for students to have internet access is these MIFI devices, we purchased 150 and will likely purchase more for the Fall because students need to be able to access WIFI for your classrooms in their homes.

AA: One recommendation in regards to Pantry, when I was active with clubs, we were approach businesses like Costco and others and received all kind of help and we provided them tax number. Are you doing that? RM: Absolutely, we've

been doing this for a couple of years now. The only way we can get a planned amount of food is by buying it directly from outlet like Costco or Sam's Club. For example, our coordinator has been using her own money and getting reimbursed, standing in line at Sam's Club to get food for students. It hasn't been easy as we anticipated because of shortage of food. LA Food Bank, we are not big enough to warrant a planned distribution. We go there and get what they give us. Our food vendor, Camino Café, we purchase sandwiches and hand them out to people as people drive up. Shout out to Bookstore who cleared their shelves of food and gave it to the Food Pantry.

DM: That's awesome work. Encourage everyone who can to please donate because this is a really worthy cause to make sure students have food.

c. Online and Digital Education Committee-Mary McMillan

M. McMillan: Bulk of what we've been working on is going to be discussed in just a little bit today. A few updates:

- Also working on AP 4105, which covers Distance Education. At some point you will be seeing that come through
- Working on developing a plan for interdivision peer support for online learning certification process. As that gets planned, you'll hear more about it as well

R. Miyashiro: I just want to give Mary a shout-out, in commencement committee, she got voted best faculty picture that was submitted.

E. UNFINISHED BUSINESS:

a. Resolution in support of using ECC version of Canvas for online course delivery 2nd reading and vote – Moses Wolfenstein

D. McClelland: I need a motion to approve. Motioned by P. Marcoux, seconded by C. Brewer-Smith.

Resolved, that the Academic Senate of El Camino College recommends that all El Camino College faculty use an LMS to support or deliver materials and/or instruction in on-campus, online, hybrid, or remote courses and, in doing so, use the LMS provided by the college and;

Be it further resolved that in accordance with the College Curriculum Committee distance education addendum, faculty are required to use the college approved learning management system for all distance education courses

- Distance education means that your course is coded as online or coded as hybrid where you or your colleagues would like opportunity to continue teaching course online after COVID. So if you were forced online for COVID and you want to be on campus, you'll be back on campus as soon as you can. But if you course is online or hybrid, you must.
- Any questions, comments, concerns?

A. Ahmadpour: One thing here that other campuses have different way of doing it. Why do you need to have a certificate? SMC doesn't require certificate for anyone to teach online or to use this. Can we waive that?

- K. Degnan: That's a different issue
- AA: If teachers are teaching online or hybrid, if it's an obligation and teachers have no choice, then I think we should remove that limitation
- DM: We are strongly recommending that people use our version of Canvas, unless they're teaching an online or hybrid course, that's already in a different policy. It's in our curriculum distance education policy, so we can put that in the agenda to look at and discuss. However, today this doesn't have authority to change that.

- I would welcome if someone wants to bring to Senate on no longer requiring training. I have consulted with e-board and experts on campus, we across the board feel pretty strongly that if we want to continue to offer high quality product to our students online, we need to require certification. We need some kind of quality control for faculty to teach online.
- AA: We can discuss in another forum.

C. Striepe: Recommendation for clarification to change language- Canvas as an example of an LMS.

C. Brewer-Smith: Darcie, you said something about hybrid and you wouldn't be able to change? DM: I think the best messaging that I would ask everyone to reference is email sent by Dr. Shankweiler and myself the Friday before. I really tried to spell that out in as much detail and as simply as possible. If you teach an official online or hybrid course (not forced because of COVID), you have to have to go through the training to get Distance Ed certified. If you are teaching remotely because you have to as a result of COVID, it is recommended but not required.

AA: What I said was imposed on Santa Monica by union and in contract, so maybe union can look into this. DM: That would be conversation to have with the Federation.

R. Galvaby: Just to reference why Canvas was in here. Originally, we had LMS everywhere, but put Canvas because it's what we are using right now. We put in Canvas an example just to reaffirm that this is what we have now.

Language suggestions from K. Degnan and L. Kjeseth: suggest to change to ECC default LMS system

DM: We are going to vote on this now, please go to participants area to vote: 26 yes, 0 abstentions, 0 no.

Approved. Will send it on to College Council.

b. 2019-2022 Distance Education Plan 2nd reading and vote-Moses Wolfenstein and Crystal Martin

D McClelland: Can I get a motion to approve the 2019-2022 distance ed plan? Motioned by K. Degnan, seconded by B. Isaacs.

DM: I know we took a first look at this last time and bringing it back today for second reading. Any questions, comments about DE plan? Seeing none: 30 yes, 0 abstentions, 0 nos. Approved. Thank you, we will move this on through consultation. I'm going to move to Noncredit liaison.

F. NEW BUSINESS:

a. Noncredit Liaison Position

D. McClelland: We as a Senate discussed in the Fall that we really felt like we needed a taskforce to look into ramping up Noncredit on our campus. We thought this would serve our students well, it would generate additional FTES for the college, and that we needed some direction and how to do this. So a committee was put together and committee has recommended that like we have our online and digital education liaison to the Senate, that we also have a Noncredit liaison. This is going to be first reading of this item, next time we will vote on whether to approve this position. I'm going to let Shanna Potter, one of our Natural Sciences senators who is on the committee, talk about this.

S. Potter: Thank you for the introduction. Goals of workgroup and why we felt liaison position was appropriate:

- ECC's new Noncredit Workgroup began meeting this semester.
 - Chairs: Scott Kushigemachi, Associate Dean of Humanities and Professor Matt Kline
- Goal of the Workgroup: To develop a plan that outlines the steps required to implement and maintain a robust noncredit program at El Camino College.

- We hope to present that plan to senate next semester. Trying to be very ambitious here.
- Purpose of the Noncredit Senate Liaison: To keep senate and the workgroup in communication.
 - Many of the issues that we have begun to discuss fall under senate's purview such as curriculum and minimum qualifications, grading policies, etc. We thought it was important that Senate was kept in loop and we keep dialogue open between this noncredit workforce and faculty governing body
- May 19th Announcements: Please help spread the news about ECC's summer free noncredit courses. A list of the courses offered can be found here: <https://www.elcamino.edu/academics/humanities/esl/noncreditcourses.aspx>
- Any questions?

S. Bray: Is this a full-time position that will ultimately become a Noncredit liaison? DM: This will be a position on the Senate. I do think we are planning to find a Director to run Noncredit at the college but that is a separate process. I had talked with some of members of the committee about if we ramp up Noncredit enough, eventually, maybe formalizing a Vice President of Noncredit depending on how large program becomes. We are open to the idea of modifying the board if we need to.

A. Ahmadpour: By Noncredit, we are referring to courses, right? How many Noncredit courses do we have at El Camino College? SP: Right now, we have a handful of ESL courses. We're hoping to broaden that dramatically and really getting a robust program going. I personally got interested in the Noncredit as a support system for students who are struggling in the science courses. But that's just one area that these Noncredit courses could serve. But it covers everything from ESL courses, workforce preparation, basic skills, immigration education, there's a whole bunch of different things that can be offered to our students.

DM: We will bring this back next time, please bring to your constituents, if they have ideas.

b. Resolution of Appreciation for Classified Professionals-Darcie McClelland

D. McClelland: I'd like to entertain a motion to forgo second reading and do the vote today. Motioned by A. Ahmadpour, seconded by S. Bray.

DM: For those who don't know, this week is classified appreciation week. The college is doing some programming around making our classified colleagues feel special and appreciated for the wonderful job they do to support us, our students, and the college as a whole. And truly, we could not do our jobs without them doing their jobs. The board passed a similar resolution and I thought it would be appropriate for our Senate to also adopt a similar resolution.

[RESOLUTION]

Questions, comments? Seeing none, let's go ahead and vote: 26 yes, 0 abstentions, 0 no. Thank you so much for everything you do, we appreciate the amazing job you do every day.

c. BP/AP 4110, Honorary Degrees- Darcie McClelland

D. McClelland: I will start with BP 4110, this is honorary degrees. This came forward because we were asked if we had a policy to award honorary degrees, I believe it was last year when one of our students died tragically right before commencement and we need to have a policy in order to confer honorary degrees. This also allows us to confer degrees to people with eminence, that would be voted in. Those kinds of situations. Ed policies made one change: The President shall, in collaboration with the Academic Senate, establish procedures and criteria for the awarding of honorary degrees. The President does consult with us because this is an academic matter. Questions about the BP?

A. Ahmadpour: by degree, do you mean AA? Do we need that? I don't know.

DM: So we will vote on this next time, we're all completely entitled to our opinions of whether or not we should this right now. Any questions?

Suggestion from J. Baranski: I have a suggestion for approving any honorary degrees: ideally, all faculty should vote to approve it. Or, the faculty senate.

DM: I will talk to Dr. Shankweiler and President Maloney about this and bring back that suggestion for second reading

Question about whether this is for students or community members? DM: It would cover both.

Most information is in AP:

Nominations for recipients of honorary degrees may be made by any group or individual and must be submitted to the College President by February 1 to be considered for the spring graduation ceremony.

The written statement must adhere to the criteria for awarding honorary degrees.

The College President shall meet with the College Vice Presidents and the Academic Senate President to review validation of merits and make the final recommendation.

The College President will forward [to the Chancellor](#) the name (s) of the successful candidate (s) for recommendation to the Board of Trustees.

It is understood that this is an infrequent process.

We do have consultation with President, I will talk to President Maloney about adding language that the Senate would vote on this as opposed to just the Senate President approving it. That's definitely a suggestion I can bring up and bring feedback to our next meeting. Any other questions or comments?

Thank you, see you at our regular time on June 2nd.

H. FUTURE AGENDA ITEMS:

a. Low Cost Course Designation

I. PUBLIC COMMENT

Motioned to adjourn by C. Striepe, seconded by K. Degnan.

J. ADJOURN

The meeting adjourned at 2:01 pm

RD/ECC Spring 2020