Adjunct (1 Year)
☒ Karl Striepe
☐ Alt: Mayra Ochoa

Behavioral & Social Sciences
☒ Stacey Allen
☒ John Baranski
☐ Renee Galbavy
☒ Hong Herrera Thomas
☒ Michael Wynne

Business
☐ Kurt Hull
☐ Phillip Lau
☒ Joshua Troesh

Counseling
☒ Seranda Bray
☒ Anna Brochet
☒ Rocio Diaz

Library Learning Resources
☒ Analu Kameeiamoku 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
☒ Faith Adams, ASO

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:
☒ Nancilyn Burruss, Humanities
☒ Melissa Fujiwara, BSS
☒ Gary Medina, LLR

Excused:

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 eighth and last Academic Senate meeting of the spring 2020 semester to order on June 9th at 12:35 p.m.

B. APPROVAL OF MINUTES (p. 6-18)

D. McClelland: See pgs. 6-18 of the packet for minutes from June 2nd meeting. A. Ahmadpour motioned, L. Kjeseth seconded.

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

C. OFFICER REPORTS

a. President – Darcie McClelland

D. McClelland:

- 2019-2020 Goals Progress Report – please reference and review email sent earlier today
    - Will update again at the end of summer so you can see by Fall what has been accomplished
    - We passed a lot of resolutions this year, something that our Senate has not historically done. A lot of them had a huge impact.
    - A. Ahmadpour: could you allow Kelsey to give a short report? We usually bring the union in to inform us. Could you put her on your list of possible presenters?
        - DM: Her ability to join meeting is a little compromised today because her power is out. Carolee is here today, I am totally open to that suggestion if we have time.
- 2020-2021 Goals
    - Expand goals for faculty diversification
    - Support for Accreditation site visit
    - Facilitate transition back to in-person instruction following COVID emergency
    - Develop concrete, measurable goals related to equity and diversity and a plan for their implementation
        - Identify programs that currently exist, look for gaps, and work to promote greater collaboration and reduce siloing
        - Develop certification program to recognize faculty who participate in comprehensive anti-racism PD
    - Evaluate lessons learned from transition to emergency remote learning to improve distance education going forward
    - Increase access to senate activities by continuing to provide remote access to meetings via Zoom
    - Expand noncredit program to provide increased support for students and achieve enrollment management targets
    - Continue to facilitate more effective communication with ECC Federation of Teachers and ASO
        - If you have ideas for next year, please let me know

- Summer projects are listed on slide
  - Anti-Racism Education in CCC paper
    - To be completed in time for adoption at ASCCC fall 2020 plenary session
  - Participate in California Community College Equity Leadership Alliance
  - Identify potential candidates for VP Equity and Diversity position
    - If interested, please send an email to Darcie briefly outlining why you are interested and why you would be a great fit for the position
    - Must be current senator or senator-elect
  - Develop measurable, attainable goals related to faculty diversification and an action plan to achieve goals
  - Consult with administration and ECCFT to revise faculty evaluations to incorporate culturally responsive practices
    - Self-evaluation question
  - Consult with administration and ECCFT to examine feasibility of requiring specific anti-racism PD and/or creating certification program to recognize faculty, staff, and students who engage in anti-racism training program
  - Coordinate with ASO to form planning team for voter registration and education drive
    - Volunteers needed! Please email Darcie if interested
  - Plan workshop series where faculty from each discipline host dialogues/seminars discussing discipline specific equity issues
    - Came out of Anna's comment at our last meeting
    - For students and faculty to come together and have conversations relating to equity in that particular field and hits that equity is not in one discipline, it's across all of our curriculum and everything in society
  - Work with administration to plan campus forum promoting constructive dialogue between law enforcement representatives and campus community
    - President thinks this is a wonderful idea. Also need volunteers for this
  - Consult with administration to clarify procedures for dual enrollment
    - Ensure all instructor meet ECC min quals
    - Ensure all dual enrollment courses are following ECC procedures and timelines concerning SLO evaluation
    - Ensure evaluation of dual enrollment faculty consistent with procedures used to evaluate faculty working on campus.

A. Ahmadpour: So we are for sure going to work with policing? It is becoming almost a national issue and many colleges and universities are paying attention to this. I think it's very important in our first meeting to go back to that. Is that something we are talking about today? If not, may we can do at the beginning of Fall.

DM: It's on our radar for beginning of Fall. Was a little short timeline to ask Chief Travis after last Tuesday's meeting to come in and present today. I will be making the ask for him to come to our first Fall senate meeting that Josh had suggested last week. We will also be partnering with President's Office and other areas on campus to put together this community forum dialogue with the police. We're going to try to get not only our police, but local community police departments as well.

AA: Aside from inviting them, it would be nice if some of us can work on a model. What is most suitable model? Do we want to have police on our campus? Based on the general consensus nationwide. We should also have, aside from someone coming to give us a report, we should also work on that. I will volunteer to work on that.

DM: That's going to be something that's going to take some collaboration from administration as well. Maybe something that there would be a task force or committee to look at. But I think the first step is to just get a report about how policing is occurring on our campus. It could be that ECC PD could be a model. I think the first step to this before we decide that there is a problem is to get information about what's happening and then we can decide at that point. We can start with presentation from Chief and go from there.

b. Chair, Curriculum – Janet Young

J. Young:

- Overview of what we have done. Totals
    - 51 degrees and certificates, 396 course reviews, 26 new courses; 1479 proposals
- Second online catalog has been published
- Curriculog will be operational for fall for new courses, course review, inactivations, and DE addenda
- Training materials and online training to be offered in summer, Flex Day, and fall
- Course input has been prioritized
- Our process for SLO changes on course outlines (COR) Approved
    - Until the courses came up for review, which meant there was a disparity different from what was on course outline different from Nuventive. Once change is approved, it can come to curriculum office and change it
- We are going to be working on goals for 2020-2021 and will be finalized at 1st meeting in September
    - Ideas include but are not limited to:
        - Curriculum's role in social justice
        - Formalized training for DCC members
        - Prerequisite, corequisite, and recommended preparation training
        - Curriculog training
        - Assessing CCC practices and procedures
            - Will report back to the Senate once goals are finalized in Fall

c. VP Educational Policies – Darcie McClelland

D. McClelland:

- Reviewed 12 APs/BPs
- Revised Field Trip Procedure to ensure consistency across campus
- All AA BPs/APs required for Accreditation have been approved/updated
- Expanded committee to include representation from all divisions

d. VP Faculty Development – Stacey Allen

S. Allen:

- Summary of activities for the year appear on pages 21-22 of your packet
- FDC was very busy
    - Academic Rank certificates
    - Awarded outstanding adjunct faculty award
    - Faculty book club
    - Getting the job workshops, Part 1 and 2
    - Faculty development plans

- - Faculty PD needs assessment
    - Honored 18 who achieved tenure this year
- Last week an MOU was signed from Jane Miyashiro
    - You will see that district and Federation agreed to amend hours required for Fall PD day. For this semester, it will only be 3 hours. General session and division/dept sessions. Breakouts will be optional this year only. FDC working on PD options for Summer
    - Two themes have emerged as far as pressing needs
        - Online teaching
        - Anti racism training
- Opportunities for faculty to work together to collaborate over the summer, share best practices as we have all moved to remote instruction
    - You should have received an email from PD about innovation grant
        - You can earn a stipend of $1,000 and really get ready for the Fall semester. Developing CANVAS modules. Capstone will be a brief presentation at Fall PD day
- A. Ahmadpour: I think we also dealt with the wellness of the teachers. I believe the issue of union and our contract definitely corresponds to the wellness of teachers
    - SA: Yes, and Ali serves on that committee

e. VP Finance – Josh Troesh

J. Troesh:

- Discussion on establishing a process for evaluating any cuts
    - Right now we are in the process is establishing a process for evaluating cuts that are coming in the future
- Must approved tentative budget by June 30 to allow spending
    - Still getting info from state about what funding will look like in next year
    - We are figuring out as a committee what priorities should be
- Budget will change dramatically after the budget is approved
- Irises' Solar system analogy
    - Closest to sun will get most resources
    - Things further from sun will get fewer resources
        - Highest priorities being academic programs
        - Things related to degree, certificate conferment, job trainings
        - Other high priorities are things related to funding formula – closing equity gaps, things that make students succeed.
        - Things that are mandated by accreditation or some other law
        - Funding for whatever we need to deal with current state of affairs, could include technology funding related to helping students succeed in remote environment. Cleaning necessitated as result of virus
        - We are in middle of this discussion
- S. Sylvers: Make sure we center our Black students and the civil rights movement that is happening now? And make sure there is funding for students that have been marginalized for 400 years?
    - JT: Ultimately, funding will be decided by board based on recs from administration
    - However, convos we have had so far and will continue to focus on include robust conversations on closing equity gap, specifically in light of current national environment. Supporting anti-racism and

supporting Black students are a part of that prioritization. Meaning we as a campus are going to look for other areas before cutting things listed. Does that address what you were referring to Seranda? SS: Yes

- A. Ahmadpour: What can we do to prevent budget cuts? Especially if we pay attention to political ambience of nation, many people advocating for health and education.
    o JT: Education probably going to lose to health care in current environment. I believe all it will do will be lessening the budget cuts
    o CA one of the more severe states that is going to get hit

f. VP Academic Technology – Pete Marcoux

P. Marcoux: Had about 50+ attendees. Now that budget cuts are certain how we fund technology is changing.

- ITS will no longer fund division specific software. I believe that's going to happen next year
- Analu: I was told by Helpdesk that I need to bring in my notebook. I decided I don't need notebook, I'll use my own laptop. Do I have to update it or is there another issue?

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

K. Degnan:

- All Divisions have now reported on which SLOs & PLOs will be assessed this semester (originally scheduled for assessment and are in a course with at least one section that was fully online at the start of term).
- Most Divisions have completed the SLO-PLO assessment timelines for 2020-2024 or will have them completed by the end of the semester. These will be entered over summer so we're ready for Fall 2020.
- We anticipate need to change and update those timelines as our world on and off campus continues to change, though we are happy to establish a timeline for something that looks like normal
    o Even though we've got established timelines, on worksheets and in Nuventive, anticipating on revising them as things change

D. SPECIAL COMMITTEE REPORTS

a. ECC VP of Academic Affairs – Jean Shankweiler

J. Shankweiler:

- Thank you to everyone for surviving this horrible semester
- Deadline to submit grades by 3 days, A&R said please don't be late because it impacts their timeline.
- DM: Deadline is June 22nd

P. Marcoux: Jean, have you heard anything about new add process for Fall? Lillian said she was coming out with new add process. She said she was going to change it to Formstack. R. Miyashiro: You're talking about code add, I will email Lillian today and send to Darcie for distribution

b. ECC VP of Student Services – Ross Miyashiro

R. Miyashiro:

- New Student Trustee in attendance today, Faith Adams. Welcome her to board of trustees

c. Online and Digital Education Committee-Mary McMillan

M. McMillan:

- Moses wanted me to let everyone know that there are 340 faculty enrolled in SPOCK
- Course will be content complete. Its 97% of the way there. Also working with faculty directly, including coordination with various divisions
- Looking at AP 4105, that will be coming your direction in the Fall.

E. UNFINISHED BUSINESS:

a. Resolution Affirming El Camino College Academic Senate's Commitment to the Well-Being and Safety of Asian, Asian American, and Pacific Islander Communities-Kelsey Iino

A. Josephides motioned to approve, seconded by S. Sylvers.

D. McClelland: Updated language for consistency.

A. Ahmadpour: What does Asian refer to? DM: authors of resolution recommended

M. Nobles: Can we add Filipino? Sometimes Filipino is its own box. Filipinos can fall under any of these categories.

A. Josephides: I absolutely agree with our speaker. Whenever we refer to our students on campus, we always say Native Hawaiian and Pacific Islanders but Native Hawaiians can also fall under Pacific Islanders, so it could get really larger than what it is. But I do agree that adding Filipinos will be remarkable. Keeping Native Hawaiian under Pacific Islander is fine, but wanted to add my thoughts.

DM: We will amend to add Filipino to each of these highlighted items. Any other questions, comments, concerns?

Suggestions from S. Sylvers and C. Striepe.

Vote: 27 in favor, 0 no, 0 abstentions. Resolution is adopted.

b. Proposal to change plagiarism detection software-Kevin Degnan

D. McClelland: Motion to approve by K. Degnan, seconded by A. Ahmadpour.

Reasons are as follows:

• Turnitin does not allow us to own the database of student work we upload to their site.

• Turnitin is the most expensive option and recently raised their costs even higher, despite the pandemic and budget crisis.

• Turnitin is not pursuing ways to help detect the types of plagiarism we're seeing the most.

• Turnitin has instead invested in building an LMS-like experience, which we already have in Canvas and would lure faculty users away from using a more robust LMS with better technical support and would encourage people to act against ODEAC's & Academic Senate's recommendation to use the college's official LMS instance.

• There would be minimal impact in the transition from Turnitin to Unicheck.

By contrast:

• Unicheck would allow us to own our database of student work and is open to connecting us to other colleges' databases.

• Unicheck has a much more reasonable pricing model that would save tens of thousands of dollars per year.

• Unicheck is a comparable, possibly better, software for plagiarism detection and is actively pursuing ways to more effectively detect the plagiarism methods we're seeing and more.

• Unicheck focuses on integration into Canvas, not competition with it.

• Unicheck is easy to use. It has seamless integration in Canvas, would work similarly to Turnitin, and has agreed to an astonishingly affordable model for transition to their software so we would have both Turnitin and Unicheck for one year, and offers more (free) tech support and training during that transition year and beyond.

K. Degnan: Bullet points pretty much cover it

A. Ahmadpour: Is it a pretty similar format? KD: Yes, similarity report is pretty much the same.

Vote: 26 yes, 0 no, 0 abstentions. Proposal is approved.

c. Draft Covid Syllabus Statement

D. McClelland: Came from our Humanities Division, Dean Breckheimer. Needing flexibility, but also want to have some deadlines. Motion to approve by A. Ahmadpour, seconded by P. Marcoux.

A. Ahmadpour: Can we add some information that students need to have? E.g. where to call for this, where to call for that. E.g., ITS, Canvas. Maybe 2-3 lines of information that will be very helpful.

P. Marcoux: Can do in your own syllabi.

L. Kjeseth: There are many things in this statement that I find a little bit problematic. At this point in our discussion and are grappling with equity and fairness. Suggestion to strike out fairly.

A. Josephides: I support Lars on this one. Thank you, Lars, for pointing that out.

P. Marcoux: I just want to point out that his is a recommendation, not mandatory. Faculty can alter if they'd like, just a boilerplate, something to start with and then change. Senate never requires anything in a syllabus, always a recommendation.

R. Diaz: I agree with points on equity, and provide info on how to access CANVAS, ECC email, etc.

N. Burruss: My understanding working with Gema is that there isn't a phone number, so it would need to be an email.

DM: Is suggestion to add an email?

S. Sylvers: Yes.

DM: I can ask to put together a resource page, but right now considering this statement. What specific edits?

J. Troesh: Add a sentence on adding resources for students to help them. Leave that sentence as is to add later.

30 yes, 0 nos, 3 abstentions: R. Diaz, L. Kjeseth, D. Meek.

F. NEW BUSINESS:

a. Proposed Amendment to P/NP Grading Resolution-Senate Executive Board

D. McClelland: I got a request to consider amending the resolution to allow for summer what we allowed for spring. The resolution is the same as we passed in Spring. If we want to allow this, we need motion to bend the bylaws and consider this on an urgent basis so we can vote today.

Motioned by R. Diaz, seconded by P. Marcoux.

DM: Questions? Concerns?

A. Ahmadpour: Are you referring to expanding this open ended? DM: Only for summer.

R. Diaz: For context, all CSUs are accepting P/NP for any course in the summer for both students who are transferring in the Fall and maybe need to make up a class also for all future transfers as well. So we wanted to put this option for students to take advantage of that flexibility that all the CSUs and many UCs are offering. We would encourage them, just like we did for Spring, to make an informed decision.

DM: We will include the same recommendations to students that we did for spring, to speak to a counselor, and video guidance.

T. Lau in chat: Other colleges allow some units to be P/NP in general. I'd like to see this made into a standing policy.

DM: Tiffany, in regards to your comment about making this a standing policy, we can discuss that and look into it. Um, I think long term, there are arguments on both sides. They're pretty strong at the college but it's definitely something that we could discuss.

Vote: 27 yes, 0 nos, 3 abstentions: R. Galbavy, C. McFaul, C. Striepe. PASSES.

b. Proposal of immediate actions to be taken by Senate to address racism and promote equity for all individuals- Senate Executive Board

D. McClelland: Tried to collect everyone's feedback from last week into one document. Josh wrote first couple of statements. Thank you, Josh, for your help. This is a first reading. We as a Senate are committed to this. We have a Senate board of 6-7 people. The 6-7 of us cannot do this work alone, we need everyone to do this work. It may mean that you may have to spend some hours you are not getting paid for doing this. So are a lot of other people. We will continue to advocate for more compensation, but if we are going to be committed to this work, we need volunteers. We need you to go out and communicate with your divisions. Work on a team to put together campus form with police officers and coordinate that. Go through anti-racism training and then train the rest of the faculty on equity and diversity issues. We need people to vote on voter registration campaign. We need people to work on discipline specific conversations on equity. And a lot of people willing to do PD piece. We as senate need to be models and early adopters and show everyone that this is a priority for us.

L. Kjeseth: SITE has overwhelmingly decided that next year we are moving and spreading out our faculty learning communities with little modules to talk about issues related to anti-racism movements. We already have a group that is working on a Canvas shell that is on anti-trauma.

A. Ahmadpour: Can we broadcast this on our home page? If not, I don't think we should create another alternative so we as faculty can somehow be more active to educate our campus. We still have good number of racists on our campus and they are active one way or another.

DM: If you are interested in doing that work, please indicate in the chat. One or two people to help with publicity aspect. This is a living document that we add to as we come up with new ideas.

c. Changes to Academic Senate Constitution-Darcie McClelland

D. McClelland: First reading to proposed changes to Academic Senate Constitution. Broadly, there are two changes that I am proposing and they both deal with positions.

One is a proposal to add VP of Equity and Diversity to our Executive Board. I feel this is a position we should have had for a long time but haven't. I think it is more important than ever now for this to be a coordinate effort by our senate.

The other change, which we already voted for, is to add the Noncredit Liaison position that we voted in favor of. I want to give a quick shout out to the team from the Fed and the district. This position is going to be made possible by the funding for the Senate so thank you so much to the Fed for going to bat for us and to the administration for recognizing the important work that our Senate is doing.

VP of Equity and Diversity- we can revise description as we define what this position will do for senate

J. Baranski: Can we make the title of the new position "VP of Equity, Diversity and Justice"

DM: Yes, I like that. We can play with justice or social justice. I also added brief description of Noncredit Liaison. Because we are short on time, I invite you to email me suggestions. And we will discuss this again come Fall. Also, if you are interested in this position, please let me know. You have to be a sitting Senator, or a Senator elect. If you have suggestions for defining this role, please let me know.

d. Proposed syllabus statement regarding safety in remote environment-Darcie McClelland

D. McClelland: This came from Russell Serr, it's more than anything a liability thing.

El Camino Community College District takes the health and safety of all students seriously and every attempt is taken to make sure students are kept in a safe learning environment at all times. During this time of Safer-at-Home orders, the District had to design creative ways to deliver instructions remotely, which includes instructions that may have to be completed outside of the campus and outside of a student's home. As with all matters that are beyond the District's control, it is not possible to identify or foresee every possible hazard. For this reason, the District urges students to work with their faculty to collectively ascertain the possible safety conditions relating to an activity and discuss how these conditions can be eliminated, reduced or avoided. Students are advised to exercise personal judgement, refrain from engaging in any activity that they feel is unsafe, and consult with the instructor immediately regarding any safety concerns. DM: Specifically, this was an issue in PE courses.

This is technically a first reading.

C. Striepe: I have nothing against that statement, but these syllabi are becoming huge. Can't marketing put out a general statement on the top of the ECC webpage or on division top pages? Why does it have to go to every single syllabus?

DM: We don't require any of these. I think some faculty asked the college to come up with a a statement they could use in response to a request. This was generated for faculty who asked for it. Not for all subjects.

P. Marcoux: Maybe in the future we can just run these through the Faculty Development committee and they can put them on their webpage?

A. Ahmadpour: Don't you think this is the responsibility of the administration? C. Striepe: Agree.

DM: I will communicate that we don't think the syllabus is a proper place for this, and this should be on the campus website or the responsibility of admin and not the faculty.

G. INFORMATION ITEMS – DISCUSSION

a. Strategic Plan Implementation Presentation-Viviana Unda

V. Unda:
- Our plan was approved
- Until we get to our next strategic cycle
- Goals come from local vision for success
- What is newer are these metrics: lagging and leading indicators
- ECC institutional goals 2020-23
  - These are big picture goals and we should not expect a lot of movement on these until end of period
  - Increase Completion
- Lagging indicators: measures used to track progress of institutional goals (not actionable)
  - Allow us to check and track how we are doing in terms of goals
  - Here we have very much in line of institutional goals, track degree and certificate completion
- Leading indicators: more measures that provide information about students' progress. They are actionable because they provide a window of opportunity for the College to act.
  - Transfer-level English and Math completion
  - Course withdrawal
  - Two-Term retention
  - 30+ units
  - Average number of degree applicable units
  - Employable skill attainment
- The other piece of information about leading indicators is that we went to the literature and looked at leading indicators that are high predictors of college student success? Based on literature and best practices so you understand rationale with those
- Guided Pathways
  - Gateway Momentum Metric
  - ECC Data Metric
  - Persistence
- Aligning ECC's work with leading indicators
  - Tomorrow we start a series of workshops with VPs, Deans, and Directors to train them in goal-setting, performance indicators, implementation of activities, and progress tracking
- Institutional Planning Guide
  - This guide will reinforce Summer 2020 training and serve as a starting point/refreshers for (new) managers when planning
  - We are pushing campus to work on closing or decreasing equity gaps.
- Institutional Planning Map
  - To give you a sense of our planning map and it will be reproduced in Nuventive platform
  - We have something called an annual priority. We ware choosing to make significant progress in one area rather than slight progress in many areas
    - FY 2021-22 Black or African American Students-this student population has been set as annual priority as Black or African American students are identified as a DI group in 4 out of 7 lagging indicators, and in all leading indicators
- DM: Both slideshow and word document are in packet for today.

b. Senate evaluation survey

D. McClelland: Two quick things:
- Please take the senate evaluation survey. I emailed you a link last week, only for senators.
- Senator Elections
    o If your division needs to hold elections, an email explaining the procedure was sent to the senior senator yesterday
    o Please hold elections prior to September 1, 2020 and inform Rocio and Darcie of results. Only 3-4 divisions

c. Senator Elections

H. FUTURE AGENDA ITEMS:

a. Have a wonderful, restful summer and we will see you in fall 😊

I. PUBLIC COMMENT

J. ADJOURN
Motion to adjourn by P. Marcoux, seconded by C. McFaul.
The meeting adjourned at 2:07 pm
RD/ECC Spring 2020