

**Adjunct (1 Year)**

- Josh Casper
- Karl Striepe

**Behavioral & Social Sciences**

- Stacey Allen
- Kristie Daniel-DiGregorio
- Renee Galbavy
- Christina Gold
- Michael Wynne

**Business**

- Kurt Hull
- Phillip Lau
- Josh Troesh

**Counseling**

- Seranda Bray
- Anna Brochet
- Rocio Diaz

**Fine Arts**

- Ali Ahmadpour
- Daniel Berney
- Diana Crossman
- Russell McMillin
- Chris Wells

**Health Sciences & Athletics**

- Andrew Alvillar
- Traci Granger
- Yuko Kawasaki
- Colleen McFaul
- Russell Serr

**Humanities**

- Rose Ann Cerofeci
- Sean Donnell
- Pete Marcoux
- Kate McLaughlin
- Christina Nagao

**Industry & Technology**

- Bob Diaz
- Dylan Meek
- Renee Newell
- Jack Selph
- Charlene Brewer-Smith

**Excused:** R. McMillin, K. McLaughlin,  
S. Di Fiori, B. Odega, P. Flor, C. Halligan

**Library Learning Resources**

- Analu Josephides
- Mary McMillan
- Claudia Striepe
- Gary Medina

**Mathematical Sciences**

- Dominic Fanelli
- Lars Kjeseth
- Matthew Mata
- Catherine Schult-Roman
- Oscar Villareal

**Natural Sciences**

- Sara Di Fiori
- Troy Moore
- Shanna Potter
- Ryan Turner
- Ann Valle

**President/Superintendent**

- Dena Maloney

**Academic Affairs & SCA**

- Linda Clowers
- Ross Miyashiro
- Jean Shankweiler

**Assoc. Students Org.**

- Bryant Odega

**Compton College**

- Paul Flor
- Chris Halligan

**ECC Federation**

- Carolee Vakil-Jessop

**Curriculum Chair**

- Janet Young

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

- Carolyn Pineda
- Irene Graff
- Sarah Leinen

## ACADEMIC SENATE MINUTES

December 5, 2017

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 Kristie Daniel-DiGregorio called the seventh Academic Senate meeting of the fall 2017 semester to order on December 5, 2017 at 12:32 p.m.

### B. APPROVAL OF MINUTES

See pgs. 6-12 of the packet for minutes from the November 21, 2017 meeting. P. Marcoux moved, S. Bray seconded, and there was unanimous approval of minutes.

KDD: We are pleased to welcome Berkeley Price, the Dean of Fine Arts, as our division personnel for today's meeting. B. Price: I am happy to be here. The last time I was at an Academic Senate meeting we were just coming out of a recession. I have been at Antelope Valley College for the past 12 years, and a senator for 5 of those years. Every meeting was about the recession and the cuts and how we were going to get back on our feet. It was a long 5 years, and the mood in the room was not as happy and excited as it is right now. I am originally from Culver City and my mother was an adjunct professor of music here. I actually performed on campus many times when I was young. I have been here about a year as Dean of Fine Arts, which is a very complex division. We have Music, Dance, Theatre; the Performing Arts. Communications Studies, and the Visual Arts; Photography, Film. We had a gas leak today and a lot of students' final projects were ruined, but things happen. I am a musician and conductor, and I play the clarinet and saxophone and piano. I went to school in Rochester, New York, for my doctorate. I have been teaching for the past 20 years. K-12 was my first job at a small arts college in West Virginia. Number two, was a private high school in West LA for about 5 years. And then number three was at Antelope Valley College. I see things from a teacher's perspective. I was forced into administrators responsibilities due to lack of replacement faculty. My wife and I are thrilled to be near the beach. We are not thrilled with the cost of housing.

### C. OFFICER REPORTS

#### **a. President – Kristie Daniel-DiGregorio (pgs. 13-16)**

There are a number of things in your packet. Last meeting we talked about a number of ideas and strategies related to enrollment management. I want to give you a quick update. A huge thank you to our senators from counseling, Seranda Bray, Anna Brochet and Rocio Diaz for doing a great job of mobilizing on the ideas that we talked about as a group. A special thanks to Seranda for sheep-dogging the project throughout the process so we could get this information to faculty before the end of the semester. On page 14, there is information we would like for you to post and announce in your classes. It is an overview of dates, deadlines and resources for registration. On page 15, there are instructions on how to make a counseling appointment. On Page 16, our RISE Center is providing registration support. Please encourage your colleagues to be informed and help get the word out to our students. This is about us making our enrollment management targets. There are significant financial implications for the institution. More importantly, this is about helping our students get to the finish line. We are glad they are here, but we want them gone. That means they are in the workforce or they've transferred. We don't want them to lose their momentum. S. Bray: Please make brief announcements in your classes, because this could go a long way. As a counselor, when we ask students if they know when their registration time and date is, they say no. This could be an incredible way to increase enrollment. KDD: Thank you, we appreciate the team effort!

We talked about marketing efforts yesterday at College Council and I want to share a couple of things with you. As faculty, we think text reminders would be really helpful, because students don't always check their emails, they are more text focused. We don't currently have that capability at the college, but Public Relations & Marketing are going to investigate using an outside vendor. They are going to get a quote for possibly paying the outside vendor that we used for College Night. We may be able to outsource that functionality until we have it internally. We are inviting students in learning communities to add an additional course. Our student listserv, that our Public Relations uses, sends to our students' preferred email, not just their El Camino email. They are more likely to check their preferred emails. So hopefully, we are reaching more students with that listserv. Thank you for the input, it has been passed along and we are working on it.

The Strategic Planning Committee and the Bridging Study is generating a lot of enthusiasm. People are excited to learn more about how we are perceived as a college, our strengths & weaknesses internally & externally. A vendor has been selected to do a scan. We will be getting some initial results at our April Planning Summit.

The 2013 Climate Survey schedule, we typically do this every 5 years. Dr. Maloney has suggested that we may want to know more often than that, what that campus climate is. She said the BOT is particularly interested in seeing trends over time. Currently the instrument is being developed by Institutional Research and Planning. There is a working group so that we can implement the survey this coming spring. The goal is to have enough common questions from the previous instrument so we can do a comparison. We also want to look at ways to improve the survey.

In the packet on page 13, is where you will find the letter from Jean confirming what we talked about at the last meeting about the Faculty Position ID Process. How the prioritization list was used to guide the decision-making about how many faculty positions we will advertise.

The Senate evaluations have seven responses last time we checked. As you notice, there are way more than seven people in this room. Please, take a couple of minutes to reply. I will be sure to send out the link again as a reminder.

Mark your calendar for the meeting next week. We have some important business that we are coming back to for a second reading. We will try to keep it as short as possible. We want to wrap up some important projects from the Ed Policies Committee before the end of the semester.

**b. VP – Compton Education Center – Paul Flor**

Had a scheduling conflict, so he couldn't attend.

**c. Chair – Curriculum – Janet Young**

The College Curriculum Committee has reviewed and approved 159 courses this semester alone, with CurricUNET broken. The College Curriculum Committee has worked so hard for you. If you see them, please thank them.

KDD: Jean has refereed to you as "her Hero of the Moment!"

**d. VP – Educational Policies –Chris Gold**

Later today we are going to look at what Ed Policies has been working on all semester.

**e. VP – Faculty Development – Stacey Allen (pgs. 17-19)**

Our minutes from the November 14<sup>th</sup> meeting are on pages 17-19. We wrapped up our "Informed & Inspired" series which was very successful. We are looking forward to rolling it out in the spring. Anna Brochet and I helped to coordinate our last series which focused on the Veteran students. Tony Zapata, one of our adjunct counselors, and Shaun Cook, one of our adjunct instructors, did a fantastic job. We talked about the Outstanding Adjunct Faculty Award, and some of you are guests today for that.

If you look at page 18, item #5, there were issues that were brought up last year here at Academic Senate. The FDC was asked to form a subcommittee to take a look at our Flex Matrix and processes to see if we can make some improvements to that. We have been meeting regularly since September. We are excited to show you some of our preliminary suggestions. If you look at page 19, this is a document that we have created, in the early stages, and we have come up with something radically different. It is a proposal to revamp our Flex Matrix entirely, to come up with something entirely different. We will still be in compliance with Title 5 and the Ed Code. You can see there are only four categories, so it is user friendly. Stay tuned next semester for more information. P. Marcoux: Who gets the last say if something is rejected? S. Allen: We are going to work on the appeals process next semester. We want faculty input. L. Kjeseth: I don't see a letter "C" under Title 5. S. Allen: I really appreciate that correction, thanks, Lars.

#### **f. VP – Finance – Josh Troesh (pgs. 20-21)**

We had a light agenda because we reviewed the survey and evaluations.

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

Nothing to report, technology is dead (laughter). The College Technology Committee didn't meet.

#### **h. VP – Instructional Effectiveness/ALC/SLO's Update – R. Serr (pgs. 32-35)**

Please enter your assessments into TracDat as soon as possible. Final revisions for Fall 2017 Program Review documents should be submitted soon. For 2018, don't forget to start early.

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

#### **Dr. Jean Shankweiler - VP of Academic Affairs (pgs. 22-24)**

We are working on the Guided Pathways Summit for January 18<sup>th</sup>. It is for faculty, staff, full-time adjuncts, students, anyone can come. It's on Professional Development Reporter, so you are able to register online. We also have a roadshow that we are working on. The assessment report for Guided Pathways has to go to the Chancellor's Office December 23<sup>rd</sup>, so it goes to the BOT on the 18<sup>th</sup>. It needs review from the Board, not approval. Then I am waiting for the Chancellor's Office to send us some guidance on the timeline that we have to submit. That is the third thing, then we will get our funding in April.

I have been working on Accreditation. You can see the team leaders in the packet, and we had our first meeting yesterday. I will be bugging Kristie to help recruit people. I want to thank Russell and Josh and Irene who are chairing a standard, which is quite a task. Claudia is co-chair for the entire process. We do have the chairs, now we need people to be on the committees. We need to gather our input and data for the first semester. We are working on the data storage.

When January 2<sup>nd</sup> rolls around we will have new Deans in BSS and I&T. A Director for Library Learning Resources, Director of Public Safety (for educational programs, not Campus Police), and Director of Career and Technical Education.

I am working on enrollments for winter and spring. We are watching that very carefully. We didn't make our enrollment goals for summer and fall. We have beefed up the winter schedule. We have 120 sections more this winter as compared to last. We have 340 sections for winter now. P. Marcoux: Where do we stand on room scheduling software? Dr. Shankweiler: One of the goals for the VP's is to look at our technology needs and prioritize. We need that, CurricUNET, Timekeeper, Online forms, and we need it now. C. Brewer-Smith: Is College night helping our enrollment? Dr. Shankweiler: We are doing all kinds of things to help with that. We need Outreach/School Relations to get their database going. There are things now we can do. Let students know when enrollment is available, familiarize yourself with the resources. Know when workshops are offered. Send them to Counseling. The flyers on how to make an appointment at Counseling are helpful. Familiarize yourself with what is available on campus. C. Brewer-Smith: Can the counselors come to our classes? Dr. Shankweiler: Contact your counselors if you would like for them to do a presentation in your class.

## **Ross Miyashiro – VP of Student Services**

This week in Student Services we are starting the implementation for the Student Recruiting Module, which will be in production by February 2018. This will help us start to track our students from their first interest to when they apply and enroll, in order to help increase enrollment. We already have Starfish early alert introduction, but we would like more faculty involved in this. Our object is to make sure students don't drop out of their classes and that they stay enrolled. The South Bay Promise met this morning, we want to make sure we can scale up to the larger amount of students. Right now there is a target of 500 students enrolled for fall 2018. We are talking about going up to 850, if we get enough students who get the Board of Governor's Fee Waiver. In order to do that, we need to have all the support programs preset.

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

None

### **F. NEW BUSINESS**

#### **El Camino College Local Minimum Qualifications: 1<sup>st</sup> Reading – C. Gold (pgs. 25-51)**

We are starting out by looking at Min Quals. Minimum Qualifications explains the educational and sometimes the professional requirements that people have to meet to be able to teach in a discipline. We have a local Min Quals list that we refer to when we are hiring people. If an existing faculty member wants to teach in another discipline, they would have to apply for an equivalency. The EPC have been working on updating the list and fixing typos and formatting. Our list was not posted online, so it was hard to get a hold of it. We are trying to clean this up and get it posted on line so it is more available to everyone. We also want to be consistent in how we use our Min Quals. We have our local list and there is a statewide list. The statewide list is created in consultation with the statewide senate, and disciplinary organizations and the Chancellor's Office. Our list has to be at least the level of the Chancellor's Office list. We have to meet the Chancellor's Office Min Quals in all the disciplines. But we can also exceed what the state asks for, we just can't drop below. We have quite a few where we exceed what the state asks for. We have fixed some things up and cleaned things up. We started with Ed Policies in the spring, and it was such a big project, we decided we needed a task force. We wanted input from the VP of Academic Affairs, the VP of HR, and Carolee Vakil-Jessop came in to consult as well. The task force worked on it in the fall, and then it went to Ed Policies. It has been a lot of work. The changes have been bringing us in alignment with what the Chancellor's Office has. Some of our titles were funky, so we have re-organized things. There is some updating of Min Quals in disciplines. Any changes to the discipline Min Quals we consulted with the dean and worked with the discipline faculty. There are 3-4 changes with the state min quals, and we have made local changes in response to those. The discipline faculty are in agreement with those changes. C. Wells: Have we identified which ones are higher than the state requires? C. Gold: Yes, and there is a notation for those. Let's take a quick look at some of the changes. Some of the titles have changed, but that didn't change the Min Quals. We have spelled out degrees instead of using acronyms. Minor typos have been corrected. We have a few questions for the deans; they will be viewing this concurrently with the senate. Those questions are in the bubbles. This is our first reading, so if you have questions, email me. Then I can research and have the answers for the next time. Please take the time to look it over and send me your questions.

#### **AP7211 Faculty Service Areas, MQs & Equivalencies: 1<sup>st</sup> Reading – C. Gold (pgs. 52-69)**

If someone does not meet a Min Qual, they may have equivalent preparation. They may have some educational experience or professional experience that equals that. If that is the case, we look at that faculty member and see if that preparation is equal to the Min Quals. The original equivalency process is on page 63. This was the best-kept secret on campus, because we didn't see it for quite some time. This wasn't posted, it wasn't on the website. This is an official administrative procedure. We have been told that it has gone through consultation, and it is what we have been using. In looking at equivalency, we started with our existing process. The task force moved forward from this, it came to Ed Policies, we edited it and merged it with the CCLC template, which is legally required. The template is on page 67. The

draft we'll look at blends those two together. I have given you a clean draft as well as the mark-up. The clean one doesn't have all the lines or bubbles on it. The mark-up gives you more information on what has changed. All the underline has been added in, it describes what we do or should be doing. A lot of the language is right off the template. Read it over again, and if you have questions, let me know. On page 58, there is one change that I want to bring to your attention. Under the criteria for equivalency, formal education equivalency to the degree. That means I am applying in History, but I don't have a Masters in History. I have a Masters in Ethnic Studies or something like that. So the equivalency that we have used for a long time is any Masters degree, so I would be OK with my Masters in Ethnic Studies, with a minimum of 12 semester graduate units in the discipline. The task force and Ed Policies recommended that we raise that to 18, so our candidates are well prepared. KDD: We see the people who are applying for equivalency, and their degrees are in very different disciplines compared to what they are applying for. Our question was, if this is your first foray into this discipline, you are making a career change. What is the minimum we are comfortable with? Ethnic Studies and History doesn't sound so bad. What about someone with a degree in Nutrition and now they want to teach History? Are we really OK with someone only having 12 units in History and they are teaching our students and their background is in Nutrition? P. Marcoux: I assume people who are already in place before this were grandfathered in. CG: Yes. Also, for those not having a masers but instead having 30 units, the change was made to indicate that those units should be in a related discipline. It would avoid the same problem. Questions or concerns? You may want to consult with the faculty in your division and get back to me. C. Wells: What about Rhetoric? C. Gold: If it isn't in the disciplines list, you look at the classes they took. P. Marcoux: You need to state that information about the grandfather clause. C. Gold: The FSA's are on described briefly on page 57. A Faculty Service Area is different than a Min Qual, there is a lot of overlap but FSAs have everything to do with lay-offs rather than with hiring. We do need to update that list, it is on our to-do list. That is housed in the contract. You can read all the bubbles, review and send me questions so that I can answer them the next time. KDD: Way more work went into this than is obvious. Thank you to Chris and Policies and the collaborators for the MONUMENTAL undertaking.

### **Adjunct Faculty Awards – Stacey Allen**

S Allen: We are going to have Dr. Shankweiler come up and join us. Before we begin the award presentations, I'd like to thank those who took the time to nominate adjunct faculty for this recognition as well as our selection committee who spent considerable time and effort reviewing extensive nomination materials:

- Dr. Gloria Miranda, Dean of Behavioral & Social Sciences
- Rocio Diaz, RISE Center Counselor
- Bryant Odega, ASO Director of Academic Affairs
- Dustin Black, History Instructor and recipient of the 2016 Outstanding Adjunct Faculty Award

This award was established in 2010 by the Academic Senate to honor exceptional adjunct faculty members who demonstrate the highest level of commitment to the college's mission and to student learning and teaching.

Before we introduce the 2017 recipient of this award, I'd like to recognize four of our colleagues who the selection committee felt were worthy of recognition. They will receive an Achievement Award for Distinguished Teaching and Student Learning for their instructional excellence and innovation.

#### **Dr. Alan Chan**

Dr. Chan has been teaching jazz studies at El Camino for three years. He is currently the director of the Concert Jazz Band, leads the Jazz Applied Music Program, and teaches the Survey of Jazz class, in addition to coordinating the ECC Annual Jazz Festival. However, in nominating Dr. Chan for the Outstanding Adjunct Faculty Award, Director of Instrumental Music, Dane Teter, proclaimed that it is Alan's work outside of the classroom that merited his nomination. Rick Christophersen, Director of the Center for the Arts echoes this sentiment when he described Alan as "an adjunct who makes a serious, mindful, positive difference in the life of his students, the Fine Arts division, colleagues and friends at El Camino College."

## **Brett Marschall**

In just two short years, Brett Marschall has made his mark at El Camino, not only as an outstanding adjunct economics instructor, but also as an assistant softball coach to our championship softball team. In nominating Brett, Head Softball Coach, Jessica Rapoza characterizes him as “a phenomenal instructor who has helped build our softball program into one of the premiere programs in the state.” Brett came to El Camino with 20 years of experience in banking which he uses to “bring economic theories, models, and principles to life to help students learn more effectively.” Students appreciate his real life examples and the considerable amount of effort he puts forth in providing resources for them to achieve academic success. This semester, Brett took on the role of co-advisor to the Business Society Club. In writing a letter of support for Brett’s nomination, the president of the club declared that “committing to students is not a job for Mr. Marschall, it is a passion.”

## **Fariba Sadehi-Tabrizi**

Professor of Communication Studies, Rosemary Swade, first met Fariba when Fariba was a student in Dr. Swade’s communication studies classes. Early on, she recognized Fariba’s “dedication to learning” and “excellent work ethic.” Because of this she encouraged Fariba to change her major to communication studies. Which she did! She then went on to transfer to CSULB where she earned a Bachelors and Master’s Degree in Communication Studies. She has taught at ECC for 6 years and declares that “teaching is a ‘calling’ not a job” and Fariba has clearly found her “calling.” Her teaching philosophy is to successfully instruct our diverse group of students so they can accomplish their educational and professional goals.” Associate Dean, Walter Cox, describes Fariba as “an excellent instructor and extremely valued member of the Communication Studies Department and Fine Arts Division.”

## **Kyle Strohmaier**

When nominating physics instructor Kyle Strohmaier, Natural Sciences Dean, Amy Grant, identified him as “a truly outstanding adjunct faculty member” who has “received high praise from students and fellow faculty.” Since 2012, Kyle has taught a variety of Physics courses, both face-to-face, and online. His teaching philosophy is rooted in the belief that student success is achieved when students are active participants in class. Student surveys reflect their appreciation of real life examples and his ability to simplify challenging coursework. One student noted that he explains “even the hardest concepts in ways that anyone could understand, and he did so with humility and a lot of humor.” Kyle is not only committed to our students at El Camino, but to his fellow adjunct colleagues as well. He represented adjunct faculty as vice president of the union for three years. His colleague, Susana Prieto, characterized Kyle as an excellent teacher, noting the Physics Department is lucky to have him.

## **And now, I am pleased to announce this year’s Outstanding Adjunct Faculty Award recipient – Sarah Leinen!**

Nominated by her colleagues Suzanne Gates and Inna Newbury, Sarah Leinen has been commended for her steadfast commitment to our students and to the mission of El Camino College. As many of you know, Sarah has worn numerous hats since she arrived at El Camino in 2008. Not only is she an Academic Strategies Adjunct Instructor, Sarah has served as the Reading Success Center Coordinator, a Writing Center tutor, and is a co-advisor to the Gender & Sexuality Alliance Club. Inna proclaims that while Sarah served as its first coordinator, it was her “enthusiasm, energy, and marketing skills that brought recognition across the campus to the fledgling” Reading Success Center. Suzanne praises Sarah’s tireless efforts in streamlining the SLO process for the Humanities Division, noting: “Because of the many hours Sarah devoted to transforming our SLO assessment, Humanities faculty can focus on using SLO information to strengthen our teaching and course outlines.” What is most noteworthy about Sarah is her commitment to creating what she describes as a “community learning environment.” Students characterize her as “extraordinary,” “outstanding,” “committed,” and one who goes the “extra mile.” Sarah states that in her teaching she “strives to be a dynamic instructor who does not instruct her students to their academic goals, rather guides them, thereby allowing them to create their own learning opportunities.” One of the very appreciative students noted that “Ms. Leinen helped me understand that learning can be interesting, fun and beneficial with determination. She made the class fun and interactive while abiding by El Camino’s fundamental

principles. She is very supportive of students achieving their goals. She is amazing!” We think so too! Congratulations Sarah Leinen!

Leinen: Thank you, I really appreciate this and El Camino. I came here as a student, I was only here one semester before I went to UCI. This place brought me into adulthood. It showed me I can be weird and queer, and that people appreciated it. It was a welcoming community as a student. When I got my bachelors in 2008, do you remember the economy then? The Writing Center hired me, and I haven’t left. I appreciate El Camino and all the opportunities they give casual workers and the encouragement. Thank you!

(Each recipient of an Achievement Award received a certificate. Sarah Lainen received a leather portfolio and a cash prize of \$500. Look for the photos on the Academic Senate website early 2018.) KDD: Congratulations to all of our adjunct colleagues who were nominated by their colleagues and recognized by the Academic Senate for their commitment to teaching and student learning! Thank you to Professor Stacey Allen who invested a tremendous amount of time and energy to coordinate this effort. And to the selection committee and those who took the time to nominate a colleague.

### **Senate Photo**

KDD: What a coincidence, we have a photographer here. It is a great chance to take a photo. The last photo I found in the senate office was from when Susan Dever was President, so 2005-2006? If there are no objections, we are going to do our group photo and then adjourn.

### **G. INFORMATION ITEMS –DISCUSSION: None.**

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

AP 7160 Professional Development; AP 5500 Standards of Student Conduct

Multiple Measures Assessment and Placement

Guided Pathways

Legislative Updates

South Bay Promise Program

### **I. PUBLIC COMMENT**

### **J. ADJOURN**

The meeting adjourned at 1:40 pm

TG/ECC Fall 17