

Adjunct (1 Year)

- Josh Casper
- Karl Striepe

Behavioral & Social Sciences

- Stacey Allen
- John Baranski
- Kristie Daniel-DiGregorio
- Renee Galbavy
- Michael Wynne

Business

- Kurt Hull
- Phillip Lau
- Josh Troesh

Compton College

- Amber Gillis
- Jesse Mills

Counseling

- Seranda Bray
- Anna Brochet
- Rocio Diaz

Fine Arts

- Ali Ahmadpour
- Diana Crossman
- Joe Hardesty
- Russell McMillin
- Chris Wells

Health Sciences & Athletics

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

Humanities

- Sean Donnell
- Ashley Gallagher
- Pete Marcoux
- Anna Mavromati
- Christina Nagao

Industry & Technology

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

Library Learning Resources

- Analu Josephides
- Mary McMillan
- Claudia Striepe

Mathematical Sciences

- Dominic Fanelli
- Lars Kjeseth
- Le Gui
- Catherine Schult-Roman
- Oscar Villareal

Natural Sciences

- Darcie Descalzo
- Thanh-Thuy Bui
- Troy Moore
- Shanna Potter
- Ann Valle

President/Superintendent

- Dena Maloney

Academic Affairs & SCA

- Linda Clowers
- Ross Miyashiro
- Jean Shankweiler

Assoc. Students Org.

- Wiley Wilson

ECC Federation

- Carolee Vakil-Jessop

Curriculum Chair

- Janet Young

Institutional Research

- Joshua Rosales

Dean's Reps/Guests/Other Officers:

- Sean Min - ASO
-
-

Excused: A. Josephides

March 5, 2019

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 second Academic Senate meeting of the spring 2019 semester to order on March 5, 2019 at 12:30 p.m.

B. APPROVAL OF MINUTES

See pgs. 6-14 of the packet for minutes from the February 19th meeting. P. Marcoux motioned, C. Wells seconded, and there was unanimous approval of minutes.

KDD: This brings us to our welcome for our division personnel. Today we have Dr. Rory Natividad, who is our dean of Health Sciences and Athletics. Welcome to Rory. We always have new senators, so this is a great chance for folks to get to know you. R. Natividad: Hi, I am Rory Natividad, the dean of Health Sciences and Athletics. I have been the dean since 2010. Prior to that I was an Athletic Director, and I started out as a Classified Staff. In between, there was a little bit of a faculty stint in there. I have held 2 different roles. The uniqueness of my division is that I am the one Academic Dean that actually reports to both Academic Affairs and Student Services. I oversee the Health Center, the Special Resource Center, and Athletics, which all fall to the Student Services side. Then I have Rad Tech, Respiratory Care, Nursing, Sign Language and a bunch of other fun areas. Janet told me to tell you, so I'll put myself out there, that I used to be a really good karaoke singer. (Catcalls) I have retired from that. Most recently, I am learning to love to read Accreditation. KDD: Linda Clowers was also a karaoke singer, we need to get you guys together.

C. OFFICER REPORTS

a. President – Kristie Daniel-DiGregorio

A belated welcome to our Spring senators, welcome to all of you of course. We would like to highlight a couple of folks; Diana Crossman from Fine Arts, is returning from sabbatical. Thank you to Joseph Evans for filling in for her. Thanh-Thuy Bui has agreed to fill in for Sara Di Fiori this semester. Thanks to you and welcome back everyone.

Compton is having their first annual College Job Fair. It is coming up this Saturday from 10-3. They are going to be providing information not just about faculty positions, but classified and management positions. Mark your calendars.

A couple of updates. Mark your calendars if you haven't already, for our Town Hall on Thursday, April 18th from 1-2 in the East Dining Room. We want to have a really great showing here. It is a great chance for us to come together as a campus community. We want to hear what is happening so we don't have to wait for things to filter down. I know our senators are really plugged in. Help us get the word out so more people on campus know what is happening. More information will be upcoming, but this is a "heads up" to save the date.

Also, I try to keep you posted because I am the representative at the Council of Deans and the Board of Trustees. I have a couple of updates for you so that you know what is being discussed. Council of Deans spent some time at a recent meeting talking about how we can increase services in support for our evening students. That is a population that we would like to better serve, but also increase and reach more people in our community who can benefit from our curriculum that we have at the college. So more details to come.

The state-wide senate, their deadline for departments that want to propose a change to the disciplines list is September 30th. We use this most commonly for minimum qualifications. Remember that last semester Astronomy came through,

and we approved a change to their min quals? That was a change at the local level. What we were doing was changing from more specific requirements for our local min quals than the state had. The change was to revert back to the state's min quals. If departments want to make a change not just at the local level but at the state level, they need to go through that process we went through in the Fall. Then have that process completed so we can submit it to the state-wide senate. This is my way to getting word out to folks. If you are interested in that, the deadline at the state level is September 30th. So you really need to be starting this semester, in order to be ready for that September 30th deadline. We also went through this process with Communication Studies. It went through El Camino and was approved by El Camino, advanced to the state-wide senate, and then at that point it was not accepted. Those changes that we were proposing were not accepted. That is as far as it went. You can talk to Darcie or me, because Ed Polices is the first stop for those changes.

Some reminders, we talked about this a couple of times in the Fall. The Team Sites have been replaced by Canvas. If you know any colleagues that were using Team Sites, please remind them that Canvas is there and available for them.

The Lockdown Shelter-in-Place drill, you will be hearing more about this. Help us get the word out, it is next Thursday, March 14th. We will have 2 drills. This is all based on Senate input. Remember, the Chief asked us if we wanted to do this week 3 or week 5. In the Fall, we decided on every Spring, on week 5 from here on out. It falls on a Thursday, to help folks remember. We have the Shake-Out drill in the Fall on a Thursday and will have the Lockdown Drill in the Spring on a Thursday. This will happen from 9:40-9:50, a 10 minute drill in the morning. And a 10 minute drill for our evening students. As you know, the notes will go out and there are some links there to some great resources. The Campus Police have some links on their website. There is also a really great video. We showed this a few Springs ago for our PD Day. The Chief encourages us to use this video because it is informative, brief, but not alarming. It helps prepare people without traumatizing them. Then you can encourage your students to sign up Nixle. Information about that is on the Police website.

As I mentioned, I am the Senate representative to the Board of Trustees. Every now and then I like to remind you that there are some great resources on the agendas. You can learn more about our construction updates. At the February meeting we heard about these. I have included a link on the slides to the power point. Our Enrollment Management Plan. We certainly hear about Enrollment Management quite a bit in these meetings, but this is a great way to see a nice overview, enrollment trends, and upcoming strategies. Then there is a lot of excitement about a "Starbucks-Style" Café that we are going to be incorporating into the Bookstore. A nice gathering space, and you can see what they are envisioning for that space. That's it for my report.

b. VP Compton College – Amber Gillis

KDD: Hi Amber, welcome, it's so nice to see you and Jesse. Amber Gillis: I was out for a while because I had a baby. Hi everybody, we have so many things. I will be very brief. Actually today, we have the IEPI folks on campus. We were approved for a grant. This was in a response to our Quality Focus Essay. I know you guys are in the process of your QFE. We had some folks talking about helping us build our infrastructure, so there is a lot of work going on there. We are going to start this Friday on our Making Decisions document. El Camino has theirs about processes and basically who makes what decisions and shared governance. We are going to start from scratch, and we will be working every other Friday for the next 3 Fridays. Those are 2 major focuses right now. We also received a couple of grants, one of them is for our Promise Program. We received several million dollars, in an endowment from a family to provide education for a year for incoming freshmen. We are very excited about that. I could keep going on and on, but I wanted to share those 3 major things with you.

KDD: I should have included the celebration that is coming up on May 30th. A. Gillis: Yes, it is from 1-3 in the Gym over at Compton College. They promised they wouldn't sit and talk to us for 2 hours and instead will let us have fun.

c. Chair, Curriculum – Janet Young

KDD: Dr. Janet Young is next and her minutes are available on the website. She has some updates for you. J. Young: I have some AB 705 updates. English prerequisite revisions were approved on February 26th at our last CCC meeting. Our Math prerequisite revisions will be approved on March 12th. We will be in full compliance by Fall 2019 as mandated. This was made possible by the indefatigable and yeoman efforts of the AB 705 Committee, Math and English faculty, Deans, Associate Deans, our Vice President, Curriculum Office, Admissions, Articulation Officer, Counselors, and ITS. There are probably others in this room who worked on AB 705, probably a research office or two, and we are very happy about that. We are having a College Curriculum Committee meeting next Tuesday in this room at 2:30. P. Marcoux: There was a question about how the software transition was going. J. Shankweiler: I am a little disappointed in Curriculog, they are taking too long. It is a little bit our fault because we kept making changes and making changes with the catalog. But now they have had some personnel changes, and we are just not connecting, so I need to call over there. J. Young: I did call last week.

d. VP Educational Policies –Darcie McClelland

KDD: Darcie is next and her minutes are also available on the website. D. McClelland: Ed Policies have been working very hard for 3 weeks. We have had 3 meetings on AP 5520, student discipline. We hope to finish it at our next meeting which is next Tuesday. Hopefully, we will see it at the next senate meeting for our first reading. This is a really important AP because it deals with student discipline. It protects us as faculty and it protects our students. You are going to see it is really long, but I encourage people to go through it and read through it before the meeting. Come with any comments or suggestions because it is important to have this in place. We hope that nothing ever happens with students, but we also know that inevitably things do. So please be on the lookout for that. KDD: Thank you, Darcie.

e. VP Faculty Development – Stacey Allen (pgs. 15-16)

KDD: Stacey is up now and her minutes are in the packet on pages 15-16. They are also available on the senate website. S. Allen: Thank you, Kristie. The first announcement I have is tomorrow we are kicking off our Wellness Warrior Program for Spring. With Kimberly Jones, our Strength and Conditioning Coach. She is going to put together a series of “Talks” that will take place in this room the first and third Wednesday of the month. She is calling them *Lunch & Learn Wellness Wednesdays*. Our first talk tomorrow is *Old Brain vs. New Brain*. She guarantees we will learn the root cause of pain, stiffness, balance and vision problems and leave with simple drills to improve these conditions. Our next *Lunch & Learn* will be Wednesday, March 20 and our very own Yuko Kawasaki will be presenting on that day. I asked her if she might tell us very quickly what she will be talking about on March 20th. Y. Kawasaki: I will be addressing the very important issue of keeping your blood pressure under control. I will be going over things you can do dietary-wise and stress relief-wise. Everyone will leave having their blood pressure checked by one of our nursing students. S. Allen: I hope you can all check that out. Kim Jones is also going to be leading a set of sessions she is calling, very clever titles, *30 minute Thursdays, 30 minutes Rollout Recovery*. Those will take place in the Teaching and Learning Center (TLC) in the West Basement of the Library. We are working on logistics, with space and time. The first one is March 14th, then April 18th, May 9th and 23rd.

Then as Kristie mentioned, our minutes are in the packet. You can see on page 15, we did have our first *Informed & Inspired* last Thursday. It was very successful and Dr. Crystal Martin was our presenter. She talked about Universal Design for learning. She showed us a lot of great features in Canvas. It was really great. For our next meeting on March 28th, the FDC is partnering with senator Analu Josephides who is helping to coordinate this particular event. This will be getting to know our Native Hawaiian and Pacific Islander student populations. I will bring more information to our next meeting.

One last thing, if you look at page 16, there is one item there we are working on this semester. We actually started working on it last semester. We are hoping to make more progress this semester. The sample ADA syllabus statement that is sponsored by the Academic Senate. Right now we are working on the ADA statement, there is an academic integrity statement. So just review the document that is already in the packet. We are very busy in the FDC, you are welcome to join us. We meet next Tuesday at this time in the TLC.

f. VP Finance – Josh Troesh

KDD: The PBC minutes are on the website.

g. VP Academic Technology – Pete Marcoux

You can see the slide about the Technology Conference. We still have plenty of room. We have some great breakouts, it will be a great conference. If you are interested in attending, flex time is available. You need to sign up through Cornerstone.

A couple of other things. ITS has been working on giving Faculty and Students a Google account. So faculty and students now have a Google account associated with their El Camino email address. You will sign in through myaccounts.google.com. You use your same log in as El Camino. What is nice about it, is that it gives you unlimited storage in their Google drive. They also have something named Team Drives, where you can create folders and share with specific people. I find that Google is a little easier to use than Office 365 Teams, but I am biased towards that. Definitely check it out. The students were just uploaded this week. We have 135 users in our database, that is why it has been so slow. There was a question about our students once they leave our institution, what happens? P. Marcoux: Google has thought of this situation. They go from elementary school with Google accounts to middle school to high school. They can move their materials through, but the school has to check a box somewhere in the admin account. So they will be able to transfer everything from their El Camino Google to another account. You can move things into another personal account. The downside is if you have a personal account, and you want to move it into your Google for Education account, it is really difficult. Like I have been using this free Google account and I am trying to get all my stuff into this new El Camino Google account, and it is hard. A. Ahmadpour: What is the conference about? P. Marcoux: We don't have an overall unifying theme. We have a lot of breakouts on Office 365, Canvas, using Chromebooks in the classroom, 508 compliance, and OER. C. Wells: How do we log in again? P. Marcoux: The Gmail account is locked out for this account. Your El Camino Outlook account is the default. You can't use Gmail with this account. They are still going to use Windows for email. The unlimited is just for files, documents, videos. We are a Microsoft campus and we are going to stay a Microsoft campus. All new students, their email is in the cloud. Students who have been here a while, faculty, staff, admin, they are slowly migrating. I haven't heard a date when that is going to happen.

S. Allen: Pete just reminded me of something I forgot in my report. For the Wellness Warrior events, you can earn flex credit, so I encourage you to register in Cornerstone. It is a win-win situation!

P. Marcoux: And actually, she just reminded me of something. They might be renaming the Wi-Fi in between Spring and Summer to "Warrior Wi-Fi" instead of ECC wireless. A lot of students get frustrated by confusion with the ECC Guest or ECC Staff Wi-Fi options.

h. VP Instructional Effectiveness/ALC/SLO's Update – R. Serr

SLO assessments were due last Friday. I am waiting for a status report. As soon as I have that I will share it with you. It will be in the packet next time. If you haven't entered your assessment, please do. We keep getting better every semester.

A survey of faculty for accreditation and evaluating our SLO process is coming. We are looking for ideas and what is working good. That should be coming in the next couple of weeks.

D. SPECIAL COMMITTEE REPORTS

Dr. Jean Shankweiler - VP of Academic Affairs

I have three things I wanted to say. As a result of all our meetings for AB 705, we have figured out one thing. AB 705 kind of redefines Math competency, so we need to have a review of our AAs and define what we want Math competency to be, so it is consistent across the board. While we are looking at that, there are other areas that Lori Suekawa brought up. For example, the GE requirements are much different than what Title 5 requires, meaning more strenuous. I am working on a task force for that. It might change as we move from Math to GE in terms of who is on there. We have all those things to look at.

We are going to have a scheduling work group, an extension of the Enrollment Management Plan. We are looking at making our scheduling more efficient for students. This would include a variety of things. First, they need to be able to plan out for 2 years. As we implement new college software, that allows us to plan for 2 years. We have ECC Connect that has a degree planner. We can hopefully pull information from those degree planners into our scheduler so that we can figure out what courses students are going to need. The last part of that is looking at the blocks that we use, and what kind of grid do we use for scheduling? Is the grid for 3 units compatible with the grid for 4 units? I know the answer for that and we don't have a grid for 4 units or 5 units. Maybe we should develop one so that we have an organized grid for our students. So I am working on a task force for that. Kristie has already tapped a few people. I have volunteers, including Pete and Sara, and Dipte has volunteers from Counseling, and Admissions & Records. So we will be working on that for a while.

The last thing is accommodations for students. We are still having issues with that. The deans brought up that they are spending an exorbitant amount of time talking with parents and students in their offices. I want to have a quick handbook that we can say "here is what the law is, here is what we are allowed to talk about." Just a quick reference guide. I may be working on that with Lillian. She sent out for some stuff that is pretty clear but it is aimed at K-12. But we can pull out what is important for us. Those are my 3 tasks for these semester, I may ask you to join me.

Ross Miyashiro – VP of Student Services

KDD: We will hear from Ross later.

E. UNFINISHED BUSINESS

Evaluation Procedures Committee: Revised Faculty Evaluation Forms: 2nd Reading – KDD (pgs. 17-52)

KDD: This is our second, second reading. The information is in your packet on pages 17-52. We are going to vote, so we need a motion. L. Kjeseth motioned, P. Marcoux, seconded. On page 17, you have a table of contents. I don't want to overwhelm you with information, I just want to give you options. Our proposed simplified forms with markup and comments appear first and run to page 32. Starting on page 33, it is without the markup. If you want to go back and look at our current evaluation forms, see pages 44-52. The yellow handout is the job descriptions. The committee made sure we were going back to that as our guide. Any questions about the resources before we get into this and discuss? Remember, the purpose according to article 20, section 5, the purpose of this committee is to change the report forms

or make other appropriate changes with the approval of the Academic Senate. To clarify, we are not changing the procedures. We are looking at the report forms. The consultation process has been thorough and on-going. We have had 2 meetings with the Federation, we've had 2 meetings with the Council of Deans, the folks from IR and Planning came and advised us, and this is our third time looking at this in Senate. We wanted to give people plenty of time to review and consult. Our goal is to improve fairness and consistency. There is vague, subjective language in our current forms. The instructions are convoluted. I think a lot of times what we are evaluating is whether our evaluatee can make sense of the forms. And not whether they are an effective educator. We definitely need to shift our focus on what the evaluations are supposed to be evaluating. We also want to align the evaluations and reports with the job description. Our next step is to complete the consultation process with our 3rd reading. The next step will be to incorporate the revisions into online evaluation forms. I know the hard copy forms have already gone out in some of the divisions. The time frames have yet to be determined. Then keep in mind, our counselors, our librarians and our faculty coordinators, we have 2 or 3 on campus, and our online courses; these forms do not address those populations. We will get to that after we have some agreement on these forms. Then the other thing we wanted to do is, "How can we help evaluators, evaluates understand the process?" There will be some training that will be an outgrowth of this.

I am going to use the marked up copy. The first 2 charts on page 18, show you some of the proposed changes where we are streamlining and trying to get rid of duplication. We are not removing faculty as evaluators. This is a faculty/peer evaluation process, that is how it is designed. We are just trying to reduce the amount of redundancy. Page 19 is showing you the duplication. How can we make this more user friendly? On page 20, this is the form for evaluating. This is the form to evaluate tenured and temporary full time faculty. The people who use this form are other full time faculty and the Dean. The Dean may not answer all of these questions. The Dean may only answer starting at #10. It is at their discretion. See the change we added since the last meeting. The Federation had the very good suggestion to add a 4th check box. It says something like *Did not observe*. The suggestion is to change to language to *Unable to assess*. Then jump down to the bottom of the next page you will see what we are asking for is *Any unable to assess ratings must include comments to include the reason the evaluator was unable to assess this portion of the evaluation*. That is the change that has been made since our last senate meeting. It is the first change in all our readings. Fix the numbering, there was some wonky numbering. That is just typo stuff.

If you jump to page 24, this is a new form for part-time faculty. Everything else is the same, but we took out the questions related to flex credit because that is not relevant to our part timers. Look at question number 9, participates in the administration of SLO assessments by the published timeline. All our part timers are required to do is to participate in the administration. They do not need to assess, they do not need to report, they do not need to develop SLO's. We know that they are often doing that, that is where your narrative comes in. If you have someone who is exceeding what is required, I try to point that out in the evaluation. That is a way to recognize their efforts. This is aligned to what is in the contract. And we changed the numbering because it was wonky. This form is completed by a Dean, if they choose to complete a classroom observation. In many cases, a full time faculty member does this for our part time colleagues. I am on page 22. C. Wells: Assuming this passes, when will it go into effect? KDD: I was kind of vague about that. Some of the hard copy forms have already gone out. I am hoping to implement them and get them online this semester. Then start to use them in the Fall.

The next form at the top is appendix J-3, for probationary faculty. All of these headings are new, because if you are an evaluator, it is hard to figure out which form you should be using. For this form, remember it is a committee, the Dean and 1 or 2 full time faculty who are actually doing the evaluation. All these questions are accessible, viewed, discussed, among the committee members. So that is the faculty member as well as the Dean. I know that different divisions handle this differently. Previously, you were filling out a whole different form and then having to retrofit it into this form. So we eliminated that whole different form, that is part of the streamlining, now you don't have to complete a different evaluation for probationary colleague then figure out which answer that goes under. You will just use this tool.

We took out a step of the evaluation, the same questions, it just makes more sense. And there is the 4th tick box. Does that look better? Thank you Pete, that was a good suggestion.

J-4, our evaluation conference report. This looks like we made a lot of changes, but we were just eliminating those redundant forms. We are trying to use the same titles consistently. We should have been doing that all along. It looks like there are a lot of changes. We added the language that is highlighted in red. We are trying to clarify what is in the contract. We want to make sure we are following a process, because this goes in your file. This is a serious process. That form is completed by the Dean if it is probationary. If you are the sole evaluator as a full time faculty member, then you are the one who is doing the conference report.

Evaluation report. We have taken the preamble out, then we adjusted, streamlined and clarified. Any questions about the self-eval? We have also reorganized it. C. Striepe: The reports that reflect on SLO assessments; is this also for part-timers? KDD: SLO assessment reports should be discussed beyond the people who are actually doing the assessments. It is role of the departments to discuss and come up with improvements that are needed. J. Troesh: What is the mechanism for the part timers to get that information? If it fair for part timers? Most of them don't get any feedback. KDD: All the information is posted. J. Casper: They don't know how to access that. They don't hear that from their divisions. They need to reach out and ask questions. KDD: That is a training issue. That sounds like there is a gap in the information that we need to fill by providing more information. P. Marcoux: Remember, this is going to be electronic. We are getting away from paper. KDD: Question #1, previous report is available in the division office. We can add another one for that question. There is something about that. S. Bray: Is #5 a rephrasing? KDD: Yes, go back up to the preamble, #1. That question asks for literally 4 different pieces of information. See the strike through? Hopefully, it is more clear now.

A. Ahmadpour: I have a comment to make. Based on my experience, most of the questions are technical. I think we should add more weight to scholarly knowledge. There is only 1 question about knowledge. KDD: You are right, it is question number one. A. Ahmadpour: It is my observation that only the dean looks at technical issues. They should look at how effective a teacher is. KDD: Conferences are also addressed in professional development. If they regularly participate and only meet their flex obligation. Keep in mind that the contract doesn't specify, even if we only have 1 question about that, it doesn't mean that it doesn't carry a significant amount of weight. The contract doesn't say that you must have 4 out of 10 needs improvement to get an overall needs improvement. That is where your judgement comes in. We don't quantify these criteria. In our division, we try to use it as a professional growth opportunity.

We have one more form, Student Surveys. We have one for part timers that doesn't ask about office hours. W. Wilson: Does every division ask the same questions? KDD: Different divisions do add questions and it is up to their discretion to do so. P. Marcoux: We don't see those. C. Wells: Call for the question? KDD: All those in favor of the forms as presented with the changes suggested by senator Moore? All were in favor. (Troy Moore and Josh Casper abstained.) KDD: Thank you everybody. It does get better at every step. It reminds me of why we go through consultation.

F. NEW BUSINESS

No new business.

G. INFORMATION ITEMS –DISCUSSION

Quality Focus Essay Proposed Topics: Feedback – Jean Shankweiler (pg. 53)

KDD: We had an introduction last time, now we have feedback. And you have a handout at your table. You don't have to ignore the one in your packet, but it is outdated. Page 53 in the packet is from last time, but Jean has brought you an

updated version. It is still a draft, it is evolving. J. Shankweiler: This is a little revised since you saw it the last time. We had a meeting of the standard chairs. We talked about the QFE Topics that have already been introduced. There was some discussion about they might all fall under a larger topic of integrated planning. You can have more than 1 topic in your QFE. You can have 1 topic that has several parts. If we decided to adopt a larger integrated plan, then we would incorporate the discussion about how funding affects us. The organization of campus structures. The assessment of DE delivery methods might be a good topic to put into our QFE. That would be planning or integrated planning. That was the feedback we have gotten since the last time I came to Senate. I will take this revised version to PBC, ASO, then back to Cabinet and College Council. I am happy to hear anybody's thoughts on these topics if you have different ideas. Amber, how many ideas did you have in yours? A. Gillis: We had 2, and it is funny you say that. Our first was planning and our second was distance education. Even though there might be one topic, there are many parts to it. J. Shankweiler: We want to tie it to our funding. A. Gillis: On our campus, our problem was that people didn't understand how things were linked to the annual plan. KDD: Can people percolate on this? Then they can get back to our chairs. J. Shankweiler: Thank you.

International Students: Proposal to Reorganize Coordination & Expand Recruiting – Ross Miyashiro

First announcement, the college has decided to extend the South Bay Promise into a second year. The requirements to qualify for the second year is the student must complete 24 units and have a GPA of 2.0 at the end of Spring term.

The second announcement is that last night, the Clippers reduced the Lakers' odds of making the playoffs to less than 1%. KDD: You are a brave man, Ross Miyashiro!

There are two programs for international students. The first one is the International Student Program. Most people are familiar with. The second one is the Language Academy. A lot of students come to the US on a Visa, study the English language, and they are exempt from the language requirement test that is required to get into credit courses.

This is the breakdown. We have a little over 500 International Students. We have a relatively small program. Our neighbor down the street has about 3,500 students. That shows you the contrast. Here is a breakdown of where students come from. Mostly from Asian countries, a few from Russia and Brazil; this is typical. At the bottom you can see the success and retention rates. International students have higher success rates and better retention rates than our regular students or they get sent home to their countries. You have to make academic progress to remain on an F1 Visa. Same with our Athletes and same with the Veterans. Our Language Academy is a smaller program. You can see the amount of students who transfer. Later in the slides, it is 95 % chance that a student in a language program will transfer to our regular credit program. Our International Student Program served over 619 students in Fall 2017. The staffing takes 3 full-time classified employees, 3 part-time temporary non-classified employees, and 3 student workers. The language academy is supposed to be an intensive immersive language program to get students up to speed. Its staffing is smaller; one manager, one part-time temporary non-classified, 7 non-faculty instructors. It is supposed to give a very low ratio of instruction to get people up to speed so they can handle credit courses. We have monthly events and workshops to help our international students acclimate. We have an international student club. Human Development has developed a class just for International students on a F1 Visa. This program has been the same for years and years. One of the ways we get students is word of mouth and family friends. That is the same for International students. That is how we get our students locally. This is my third community college, everyone does the same things. Overseas recruitment is a critical part of attracting students. Trips are expensive and they are a lot of work. Agents who live in other countries, help us by developing relationships. Agents get a lot of students. All the colleges around us, get a lot of students because of agents. They contact students and facilitate the process. There are private counselors overseas who speak the language. We pay our agents \$40,000. To grow the program to 1,000 students at a time of international decline, we have found most states in the US are declining in International students. California is growing 3.8%. Guess which states are growing in International students? Texas is growing, 80% of red states have

decline in international students. 80% of blue states are increasing in international students. People want to live where they are welcomed. That is human nature. We pay agents \$500 per student. I propose that we increase it to \$1,500/student. Santa Monica spends about \$2,000/student. If an agent gets 5 or more students in that year, they get a bonus of \$2,500/student. We need to refocus our marketing strategies.

Our future strategies are going to change with our new Student Services building. Higher student engagement, more cultural events, closer relationship with the language program. Remember the \$40,000? Even if you spend \$80,000, you could grow to 6 ½ - 7 million dollars. It is a good investment for the college. To grow, we will need a Director of International Students. Then we need to add an F1 processor. We need a full time recruiter. Why are we doing this? In times of limited class space, meaning people can't get classes, it takes 4-6 International students to fund a class. We will be funding more classes for our domestic students through international fees. Second, in times of low enrollment when we are at a 70-80% fill rate, instead of having empty seats, we will be filling them with international students. International students derive \$4200/student. That is the equivalent FTES. We need to make El Camino a great experience for our students. We are not just an extension of high school. Cultural experiences will be much more diverse. Thank you for your attention.

Applauding Warrior PRIDE: ECC's New Employee Recognition & Acknowledgement Program – Jane Miyashiro & Dr. Marlow Lemons

J. Miyashiro: Thanks for staying. We are here to talk about the new Employee Recognition Program. I wanted to explain why we are even doing this. In order for the college to fulfill the college's mission and make progress toward our vision, El Camino has developed several strategic initiatives through the collaborative consultation process. One of the strategic initiatives that was discussed was the concept of collaboration. With the objective of developing, promoting and implementing an employee recognition program. This program is something that the community here decided was needed across the campus. Before we could design or implement, the first thing that needed to happen was to assess the landscape. We wanted to see how recognition works. We sent out a survey that talked about recognition. The survey results came in and it showed that a lot of people liked the old applause card. A lot of people liked the card, but they didn't like the process. They liked the idea of a simple nomination process. In terms of things that needed to improve, the cards lacked clarity on how to nominate a person. Not everyone knew where to find those cards. It was unclear who was eligible to receive an applause card, and what qualified a person to receive a card. Some supervisors would hold onto the cards, some would drop them off on a person's desk. Everyone did it differently. With that in mind, 30 individuals responded that wanted to be a part of the design team. I had full-time, part-time, a grounds keeper, staff, police, Administrators, all wanting to be a part. In redesigning this program, it needs to change to an online format using Formstack. The form is accessible 24/7. Individuals who are eligible to receive a card are basically anyone who is on the payroll. The employee and their supervisor are both e-notified immediately, no delays. The employee has the choice as to whether they would like to be listed in the Presidents newsletter. Some people like to have private recognition from their supervisor, others want it more publically done. You have a choice now by filling out a separate form if you are nominated how you want to be recognized. The rationale for recognizing employees is going to be tied to the colleges Mission Statement. Which is making a positive difference in people's lives and recognizing people who exhibit our core values. If you want to check it out, you can go to the El Camino home page, in the search bar type in applause. The first link you get is to this homepage. The home page tells you eligibility, and a link to the form as well. In terms of the online form, you can use the QR code. Use your cell phone, turn on the camera, scan it, and it looks like this. If you run into problems, contact HR and we will help you. You do have to put in the supervisors name for the person you are nominating. Why do we have to do that? People were self-nominating with the old form. I am not joking. Second and more importantly why we require a supervisors name is for our facilities people. A lot of them don't have access to computers or not very often. If their supervisor gets a copy, they can print the certificate and

present it. That goes for student workers as well. You can request to be anonymous to the person who is receiving your award. The supervisor gets to see who the nominators name is. Again, to eliminate the self-nomination problem.

In terms of Marketing, we have flyers that were developed. The President's Newsletter in March will have an announcement about the program. There will be periodic email notifications. There are links on the ECC homepage. They key to success for any program is the consultation process. M. Lemons: Several phases will take place. We are going to investigate what will work and what will not and how to make this better. We are going to work with Institutional Research. We are going to see how this program affects the campus climate. J. Miyashiro: We are going to survey the people who do receive an award. We want to find out from them how they felt receiving the award. Any questions or concerns? M. Lemons: Remember, anyone who receives a paycheck is eligible to be nominated for an award. Even student workers.

H. FUTURE AGENDA ITEMS

Ed Policies: AP 7160 Professional Development, AP 5520 Student Discipline Procedures,

BP 1200 District Mission and Strategic Plan

Strategic Plan

Campus Police: Cleary Reporting

Senate Constitution & Bylaws

AB 705

South Bay Public Safety Center

I. PUBLIC COMMENT

There was a student comment. Students want to recognize what goes on "behind the scenes," especially for recycling we want to highlight what facilities does. Our main goal is awareness. This coming Earth Day, we want to launch a recycling project in buildings on campus. Sponsored by ICC, bins will be decorated for paper. A lot ends up being unsalvageable because of contaminants such as oil and glue. If we can separate it from the start, then we can have a higher presort of sustainability as an institution. Please help spread the word.

J. ADJOURN

The meeting adjourned at 2:02 pm

TG/ECC Spring 2019