ACADEMIC SENATE MINUTES
November 1, 2016

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 fifth Academic Senate meeting of the fall 2016 semester to order on November 1, 2016, at 12:31 p.m. She apologized that the hard copies of the Senate packet were unavailable.

B. APPROVAL OF MINUTES
See pgs. 6-11 of packet for minutes from the October 20 meeting. There was unanimous approval of minutes.

C. OFFICER REPORTS

<u>**a.President – Kristie Daniel-DiGregorio (pgs. 12-18)**</u>

KDD welcomed Jackie Simms, Dean of the Mathematical Sciences Division. In 2002, Dean Sims started at ECC as an adjunct instructor in the math department and in 2004 she became a full-time instructor. She planned to serve as an Interim Associate Dean for a short period of time (1 year), but that position lead to her current role as dean. L. Widman asked if she had migrated to the dark side.

Fall Plenary for ASCCC is this Thursday - Saturday. In your packet there is a link for the resolutions that are being considered. KDD noted that she will be the representative and voting on behalf of ECC on these resolutions. KDD welcomed input on all of the resolutions, but there were a couple that we wanted to run past you. The two that seemed to get the most discussion at the Area C meeting were the proposal for a more flexible discipline for Emerging Career and Technical Education Fields. And also the modification of the CCCApply Standard Application. KDD asked C. Wells (CW) to give us a quick recap on these resolutions or anything else we should know about. CW: The Career and Technical Education (CTE) resolution seems to have a lot of concerns, because there is a group of people who think we are minimizing the academic integrity of those degrees. They want the ASCCC to explore establishing a discipline that doesn't require a Master's degree. That way the CTE Programs could be a little more nimble in particular related to the Strong Workforce Program. There is some political pressure to do this. KDD: is there is any feedback or comments concerning this resolution?

The other resolution is the CCCApply, and trying to accommodate our incoming non-credit students and recognizing that CCCApply is complex, complicated, and difficult to wade through. Our non-credit students may not be equipped for different reasons; no computer access, don't have the literacy skills, or they don't understand the difference between residency and immigration status. There was talk to alter the application, but B. Mulrooney said there are several questions on the application that are legally mandated. There is only so much we can do to revise CCCApply. This proposal is to have an alternate for non-credit students that would also be available in paper version. C. Wells: The way around this is to have someone help non-credit students with the application, not to change the application itself. KDD welcomes our input because this will be her first plenary.

Other ASCCC news: the Exemplary Program Award: Contextualized Teaching and Learning. Today is the deadline at 4 pm. The applications need to be emailed to KDD, and the selection committee will take a look at all submissions. We are working with Dr. Maloney to get her support to advance one of the

applications. There will be two programs statewide that will be rewarded with $4,000 for being recognized as exemplary programs.

KDD directed senators' attention to a handout about Canvas, and noted that we want to share what will be happening with the transition to a new learning management system (LMS). The Distance Education Department and Professional Development are hard at work behind the scenes to assist with this transition. A little background: We had a Task Force 2015-2016, chaired by C. Gold and P. Marcoux, to see if we should switch from Etudes to Canvas. This would be the platform for all online, hybrid, & face-to-face courses. There was extensive consultation, town-hall meetings, senate discussions, and surveys. ECC wanted to be a part of the state-wide exchange. That would support our goals to increase enrollment. There was a senate resolution to convert to Canvas, supported by other consultation groups on campus. The timeline to transition to Canvas: Pilot in Winter, 2017. By Spring, 2018, all courses must migrate to Canvas. There is some support and training opportunities our DE colleagues are pulling together to help with this transition. Please help us get the word out. Encourage people to get trained; the more proactive we are with training, the easier the transition will be. Canvas users are strongly encouraged to attend training. Are you already trained? Contact Distance Education for a waiver. There are four training options as of now…. (There will be more)
- Distance Education Institute 11.18, there are 3-hour morning or afternoon sessions provided by the developers of Canvas
- Canvas training for Etudes users the week of 11.14
- @ONE Canvas training online, self-paced, details to be provided later
- Canvas training: Spring 2017.

A letter went out to Winter and Spring online teachers to inform them about the training. KDD will talk to Howard Story about giving us info about the transition possibly at our next meeting. New online instructors must complete Canvas training and the Online Teaching Certificate, provided by the Professional Development Department.

A little information about our Faculty Position Identification Process which is Co-chaired by J. Shankweiler and KDD: First meeting today from 2 – 4:30, review 43 division requests (some are duplicates), brief presentations, distribute ballots. November 9, ballots are due to the Office of the VPAA. November 15, at 2:30 is the final meeting to review the priority list. From there it goes to Dr. Maloney, where she will determine the cutoff in terms of positions. J. Shankweiler noted that some of the hiring depends of retirements and the Faculty Obligations Number (FON) increased from 342 to 349.

William Garcia's office needs a one-time representative for a student disciplinary hearing for Monday, 11.21. Please consider helping out so the college can provide due process.

Thank you to Janice Pon-Ishikawa, for agreeing to serve as Senate rep to Associate Dean for Counseling Hiring Committee.

b. VP – Compton Education Center – Paul Flor

Professor Paul Flor was unable to attend the meeting but shared his report via email: The Compton Center is meeting this Friday for its final accreditation work session. The self-evaluation report is coming along. Most of the narratives have been edited. Some standards are done, others need only links to evidence to be embedded into the document.

c. Chair – Curriculum – Allison Carr

We had our regular meeting last Tuesday. Our minutes are no longer part of the AS packet. You can go to the Curricunet website to see these minutes.
Full Course Review Approvals:
DANC 171A, FTEC 80A, FTEC 80B, MEDT 1, PE 115ABC, PHOT 101

Consent Agenda Approvals:
ART 145, 153, 160, 253, BUS 60A, 60B, BUS 60C (Course Inactivation), EDEV 36, 140,
PHOT 102, 202, 203, 204, 223A, 223B, 254, 257, THEA 103, 104

d. VP – Educational Policies –Chris Gold

In our Ed Policies meeting we talked about copyright and intellectual property board policies and procedures. Hopefully, we will get them to you before the end of the semester for the first readings. Last time we talked about +/- grading. We had a discussion in the senate. P. Marcoux helped me draft a survey which we sent out. The results of the survey were NO! So about 60% wanted to stop talking about it. People gave some thoughtful feedback about why they did or did not want to continue the conversation. Some of the feedback and comments were noted in the packet. Any questions, see C. Gold.

e. VP – Faculty Development – Stacey Allen (pgs. 19-20)

S. Allen wants to know if there is room in the division offices mail rooms (for flyers, a calendar, or quick information) for Faculty Development. We want to promote Faculty Development on campus. Senators from Bus, I&T, Counseling, Fine Arts, and NS were asked to help identify space in their division mailrooms. Earlier in the semester, Dr. Maloney shared her vision of PRIDE (people, respect, integrity, diversity, excellence) for faculty, staff, and management. This is a leadership development program designed to help create visionary leaders to help bring the college into the future. Modeled after our core value statements. An email went out last week asking people to apply.

f. VP – Finance – Lance Widman (pgs. 21-22)

Nothing to report other than what is in the packet.

g. VP – Academic Technology – Pete Marcoux

P. Marcoux confirmed that M. Fields is a member of DEAC (distance education advisory committee) and that he would be willing to give occasional reports to the Senate. The Senate is eager to strengthen the lines of communication between DEAC and the Senate. We are looking for ideas for our Tech conference that we are having in the spring.

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

The results are in:
SLO's – 500/520 = 96% completed
PLO's – 20/25 = 80%   completed

R. Serr noted that there has been improved collaboration and adjunct faculty involvement. Recommendations from assessment actions are being included in Program Review. This adds to justification of recommendations for equipment, technology, facilities, staffing, etc. There is a lot of collaboration between full time and part timers.

D. SPECIAL COMMITTEE REPORTS

Dr. Jean Shankweiler: VP of Academic Affairs

KDD is so thorough, she took half of my information! Canvas pilot invitations went out and we are moving forward with that. I was at the CIO conference last week and received extra swag from the Canvas rep! We are working on the Strong Workforce Program plan, which needs to be submitted in January. It would address the $1.5 million available to strengthen CTE program completion and job placement. The faculty ID process started last week, we have a meeting today. If you have never been on one of those committees as a rep; we look at a lot of data, full-time verses part-time faculty ratios, fill-rates, student contact hours, etc. One dean and one faculty member represent each division and the committee and the results are tabulated and given to Dr. Maloney, who makes the final determination regarding hiring for the upcoming year. We vote and then in two weeks we have a recommendation. I would like to give kudos to Construction Tech for receiving a grant for a tiny house project. We got the OEI grant, and I want to thank M. Fields for spearheading that. The sabbatical leave committee is busy; committees are also underway to select the VP of Human Resources and the Dean of Humanities. The Starfish early alert system is being piloted, which strengthens communication between faculty and counselors to support student success.

Dr. Jeanie Nishime: VP of Student and Community Advancement

Jeanie is off campus at CSUDH.

E. UNFINISHED BUSINESS

BP/AP 55070
C. Gold: Ed Policies (pgs. 33 & 34). If you remember, we recommended to delete BP 5070. This is not required, it overlaps the calendar policy. We took the piece out that says we need at least 175 days of instruction, and moved it into the academic calendar. We need a motion to eliminate BP 5070 and to amend BP 4010. The motion passed, there were no questions or comments.

C. Gold: Now we are moving on to the AP, and we have seen this a lot. Last time we had a lot of questions or concerns dealing with this. Unfortunately, B. Mulrooney couldn't be here to answer questions, but I did talk to him, so hopefully, I can answer all the questions that came up at the last meeting. P. Marcoux asked if there were other BP's that dealt with this content. There are no other board policies that deal with the content. It is in the catalogue or the handbook. We thought it would be better in the policy as well. Second question was asked by C. Striepe, about whether we should have a statement that students are ultimately responsible for dropping themselves from classes. It is in the catalogue, but yes, we should also have a procedure. You will see in the edits the language from the catalogue has been put in the procedure. Third question was asked by C. Wells about TBA classes. No, TBA classes are positive attendance, so they fall under that category. A. Ahmadpour asked about the timeline for reinstating students and it is a complicated answer because of reporting for Financial Aid and deadlines. There are reporting requirements that limit the time frame.

Let's look at the revisions on page 37….the first page remained the same. This had language right out of the template about attendance accounting. On page 38, there are edits, there is language from the course catalogue that had been added in. We are already doing most of this, we are just taking language from the catalogue and putting it into the procedure. We are not changing anything, most of the changes are providing better descriptions. B. Mulrooney did look this over and he was fine with the changes. J. Nishime did have an editorial change. The language more clearly explains what students need to do to add a class. It isn't changing the process, it more clearly explains it. Any questions, then let's vote. KDD asked for those in favor….. This motion passed and Ed Policies is dancing!!

Educational Master Plan
KDD thanked A. Brochet, C. Striepe, and J. Troesh for their work during the summer and this fall with the Educational Master Plan (EMP). A. Brochet noted there are two new additions to initiative A. They were made in response to faculty input. I. Graff and J. Shankweiler noted that the EMP goals and objectives are outlined in broad terms to allow the college to adapt or adjust as needed. The implementation will occur through an implementation plan, initiatives that begin at the division level, and relevant initiatives will be brought to the Senate for input and/or approval. C. Wells: How long does this last? This is a 5-year plan that will officially be enacted in 2017-18. It will be annually reviewed. We want broad terminology so each initiative doesn't need to be listed. P. Marcoux: Does this affect the average faculty member? J. Shankweiler noted the Deans will work with the faculty members when initiatives come their way. The Academic Senate endorsed the EMP…..unanimously! KDD: CONGRATULATIONS TEAM!!!

F. NEW BUSINESS

El Camino College Technology Plan
KDD introduced Art Leible, who provided a summary of the 50 page ECC Technology Plan. The Senate packet contains all the slides. He answered questions, indicating the main goals. There is an intentional plan to connect the tech plan with the other plans, i.e., EMP, staffing plan, facilities plan, etc. In 2012, there were items that weren't too clear. We put in some components and goals and items. We need to provide consistent staffing. We need to enhance training for staff and faculty. We need to coordinate efforts between Media Services and ITS. Data security is important now. There are a number of 'Best Practices'. There is a PlanNet assessment that had components that needed to be included. EMP items were put directly into the objectives and goals. We want to support the LMS the college uses. We want to align with the EMP. We need to work with facilities to make sure we can do things with the infrastructure that we have. Funding and planning: Until now funding has been hit and miss. We want to make sure we know exactly what we can purchase and what we need. How do we keep classes going if something breaks? Security infrastructure needs to be kept current. If a certain virus hits, we need to watch security and be ready. Mobility, wireless and all things virtual. Dashboards for 750 access points. Project management and prioritization, we need to make decisions. We want to work on projects and execute these in order. You need to be able to measure what you are doing. Then we come up with action items. There were several questions and discussion items: Why does it take so long to log on? Why can't we get online faster? WiFi is supposed to be in place during spring. ITS needs to elevate training and be more consistent. There are things in the works. C. Striepe inquired about equipment replacement. There are still some who haven't picked up their laptops (from August). We will see if there is time for A. Leible to come back at a later date.

Lock-Down, Shelter in Place
KDD introduced ECC Police Chief Trevis. The Chief came to inform us about Active Shooter Awareness. We plan for earthquake drills, but we need to have another drill for active shooter. We are doing this 11.9.16 at 10:00 am and 7 pm through the Cicso system on the phones in offices and

classrooms. Go to page 9, there is a lock-down, shelter in place. We are going to practice only. Then we will put out a questionnaire we want suggestions, and feedback to better prepare us for this type of situation. This includes Compton as well at ECC. We know all the doors are different, so we just want all to lock down. Take whatever precautions you can. If you can lock your door, good; if you can't put something in the way. Start looking around and start preplanning. Use whatever is available, if you can turn off the lights, do so. This is our "Beta" test. This Shelter in Place will end at 10:15 am. Chief Trevis said NIXEL will put out information, hopefully people will see that this is a drill. If there is a REAL emergency during this exercise, go to a phone and call ECCPD, tell them. Chief Trevis wants criticism and feedback. There are three buildings that can be automatically locked from the Police Department. Hopefully, this will be over in 15 minutes. Email the Chief if you have any questions or concerns before 11.9.16. Faculty are encouraged to view and/or share with their students the following video: https://www.youtube.com/watch?v=9Z9zkU-FLQ&feature=youtu.be

The Campus Police will be working with the Special Resource Center to be certain that students with disabilities are accommodated during the drill. For faculty in non-classroom settings, it may be useful to alert students before the start of the drill.

G. INFORMATION ITEMS –DISCUSSION

Department Chairs
Professor D. Berney, Fine Arts, (pg. 54 of the packet) would like faculty to discuss the information in the packet with their colleagues. Data will be compiled from peer institutions during the winter break with a report back to the senate during the spring semester.

Online Educational Resources
Professor Mark Fields, Industry & Technology, noted that ECC received $19,000 in funding (grant) from the Chancellor's Office to support seven early adopters who will use free, online textbooks. Next week we find out what we can do with the money. There will be some campus-wide forums for the grant recipients to share the results of the pilot program and training opportunities. We can start using the OER textbooks during the next two semesters. College of the Canyons has a zero-textbook-cost degree in Sociology. M. Fields is also on the CCMS committee, when we start getting into Canvas, give any questions to him. We will be hearing more in the future about this.

H. FUTURE AGENDA ITEMS

Ed Policies: BP/AP 5010, AP 5011 Admissions and Concurrent Enrollment, BP/AP 3710 Securing of Copyright & BP/AP 3715 Intellectual Property.
Canvas implementation and support
Student Success Initiatives (SSSP, SEP, BSI, BSSOT, etc.)
FACCC: C. Halligan encouraged faculty to consult the FACCC website for information on the issues and candidates. FACCC interviews the candidates and vets them for their support of issues relating to the CCC's. Of particular interest in the upcoming election are district representatives and Props 51 & 55. C. Halligan serves in a leadership role in the FACCC and is an excellent resource for faculty wanting more information. He encouraged all faculty to VOTE!

I. PUBLIC COMMENT

J. ADJOURN
The meeting adjourned at 1:58 pm
TG/ECC Fall 16