

## ACADEMIC SENATE MINUTES

March 9, 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 second Academic Senate meeting of the spring 2017 semester to order on March 9, 2017 at 12:30 p.m.

### **B. APPROVAL OF MINUTES**

See pgs. 6-12 of packet for minutes from the February 21, 2017 meeting. There was unanimous approval of minutes. P. Marcoux motioned, A. Carr seconded

### **C. OFFICER REPORTS**

#### **a. President – Kristie Daniel-DiGregorio (pgs. 13-15)**

KDD noted that we have some who are double and triple booked for today, so we going to change the order of our agenda. AS is a collegial consultation committee, as such we follow the Brown Act, which means our meetings are open and can be recorded. We have a student journalist here, Victor R. Liptzin, representing the Union, and he would like to speak with a couple of you after the meeting today. Dr. Shankweiler and Dr. Nishime are heading to Compton for an accreditation team meeting, so I would like to change our order of business so we can accommodate them. P. Marcoux so moved, A. Carr seconded. KDD introduced Dr. Linda Clowers, Associate Dean of Academic Affairs. She has been in her current position for 1 year and 2 months. She was a full-time, tenured track faculty member for almost a decade. She has since moved into administration. For a while she also taught part-time, although she hasn't done any teaching for a while. Her experience was with the Los Angeles Community College district. She served as a curriculum dean and the Career and Technical Education dean. Currently working on learning assessment, program review, starfish, and dual enrollment.

Thank you to Traci Granger for the new attendance sheet that you'll be seeing at our next meeting. If your term is up as senator, you will be hearing from her. We will be asking for your help with elections so we can have senators in place before the upcoming year.

KDD introduced Dustin, (Adjunct Senator/Adjunct Associate Professor of History/ Adjunct Faculty Award Recipient) to come up and tell us about the applause program. Dustin Black noted he had a conversation on Staff Development Day about a YouTube video he had seen from a best-selling author talking about "How to be a top-notch colleague". It boils down to 3 habits.....Show up on time, do a great job and be a pleasure to work with. Deceptively simple! The author said you don't even have to have all 3 at one time. Each senator received a copy of the Applause card, which allows students, faculty, staff and visitors to recognize ECC staff and faculty for going above and beyond. Professor Black encouraged each of us to take a few minutes out of your day to acknowledge a worthy colleague by filling out an applause card. Even a small recognition or gesture can make your day.

The Program Evaluation Task Force convened in fall for Horticulture. BP/AP 4021 (Program Discontinuance) is serving as the guide for this process. They followed the procedure and policy. The Task Force is co-chaired by AS President and the VP for Academic Affairs. We are looking at enrollment over many years, resourcing, faculty and the job market. We are going to evaluate and determine whether we need to make a recommendation to discontinue a program. We will come to you soon with more information.

Each year at graduation, students are surveyed about their El Camino experience. One of the things they often mention are the faculty. President Maloney may have sent you a letter letting you know that a student mentioned you by name. Students also mention that it is important for faculty to actually be at graduation. We are putting an appeal out. Student Development has sent out letters to let you know that you have an opportunity to participate. Every 3<sup>rd</sup> year we are required to participate, but you can attend every year. Faculty are encouraged to participate in graduation, and stick around afterwards. We have a total of 915 faculty, and last year we only had 130 who participated.

We are meeting today, on a Thursday, so we can accommodate Compton's Faculty Council. They took our Tuesday meeting time because of the Accreditation team's visit. I attended their Faculty Council and it was a great experience. Their campus was so alive and there was so much happening. Music was playing, and banners were flying for their 90<sup>th</sup> anniversary. I would like to congratulate our colleagues at Compton and the work that they are doing. The Chancellor is going to be at their commencement, BRAVO!!

ASCCC spring plenary is coming up on April 20-22 in San Mateo. Thanks to Claudia Striepe for being willing to represent El Camino at that event. Remember, we have district-wide conference funding to help offset the costs if you attend an event. For more information about the ASCCC, go to their website.

We have a Faculty learning opportunity on Native Hawaiian and Pacific Islanders in Higher Education. It will be held on Friday, March 31<sup>st</sup>, from 9:30-12:30. Christine Nagao is the contact if you want more information. It is the same day as our Tech Conference. We will have flyers at our next meeting. Flex credit and lunch is available. D. Berney inquired about the food.....

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

No report as VP Paul Flor was meeting on the Compton Campus with the Accreditation team.

#### **c. Chair – Curriculum – Allison Carr**

Allison also had another meeting today. For more information on minutes and curriculum, please visit their website. C. Striepe noted that our curriculum advisor, Quajuana Chapman is leaving. It is a huge loss to the college. They are working on a replacement.

#### **d. VP – Educational Policies –Chris Gold (pg. 13-15)**

We are going to talk about most of the things we discussed in our last AS meeting. We are not addressing Advanced Placement, you can read the details about that in the minutes. We have passed that on to Curriculum.

#### **e. VP – Faculty Development – Stacey Allen (pgs. 16-17)**

The minutes are on a separate blue sheet this week. We shared the same icebreakers to begin our meeting with the Faculty Development Committee that we used here at AS. We wanted to share all the great results we got concerning student success and retention. We are thinking of having a newsletter so that we can share some of these ideas. The Faculty Book Club has their first meeting on March 24<sup>th</sup>. We kicked off *Informed and Inspired*; our first meeting was March 6<sup>th</sup>. Our next meeting is next week. If you missed the first meeting, we would still love to have you. You can learn more about the RISE Center; how we can help our students, especially our fostered youth, and students who are on Academic Probation. The second meeting of the month is just to let faculty talk to one another and share ideas. We welcome you and please bring your lunch. Lisa Mednick provided an update on Canvas. Claudia Striepe will be facilitating our next meeting. Dustin Black said to note the matrix that went out digitally, concerning who is eligible to teach canvas.

#### **f. VP – Finance – Josh Troesh (pgs. 16-18)**

I have two big things to share. A graph document on what our college's risks are financially. It came back and we are at low risk from a financial standpoint. Obviously, all that could change over time. Also, we went through and reviewed the budget development criteria. Student needs had been added as a consideration. The language the committee landed on was balance the need for fiscal stability with the educational goals of students. We now have the education of students being a part of our budget. We are still looking for an alternate for PBC, please let Josh know if you are interested.

#### **g. VP – Academic Technology – Pete Marcoux (pgs. 20 – 26)**

The Tech Conference is March 31<sup>st</sup>. I will be sending out a link for registration. I am having trouble getting keynote speakers. A google partner bailed on us. We have a former student who works for apple and we were going to have her come down, but she has a conflict. We will try to get here in the future. We will have workshops on open source

textbooks, Accessibility, technology in Equity, Canvas, and Google collaboration. We do serve lunch (D. Berney is interested).

At the College Technology Committee meeting we talked about a paperless campus. They are looking at software right now that allows us to collect signatures online. I just refinanced my house and did most of the paperwork online. If banks are letting us do it, why not at schools? Fillable forms is a little more complex. Think of all the forms we have on campus. Changing them to digital will be a process. We don't have any end dates for that yet. There is also a committee that is looking for software that allows us to schedule classrooms in a more efficient way. I don't know if any of you have an idea how your division schedules classrooms. In ours, it is pencil and paper. Think of the complexities. Some of the software we've looked at show that we could increase course offerings 20-40% if we are more efficient in using time and space. C. Wells asked if Starfish has that option in their software. P. Marcoux said they would look into it. We are trying to get the deans and administrative assistants to be on this committee. They are the ones who will be dealing with it.

Wi-Fi is still a process, hardware has been ordered. Hopefully, it will get started this semester, finish during summer. I have spoken to Art Lieble about possibly making this a google campus. Right now we are a windows campus. I think this semester we are going to be moving all the student email to the cloud. Right now, we are using our servers to handle all the student emails, which takes up a lot of space. By moving to the cloud, students can have/use terabytes of space available. Eventually, faculty and staff will also be moving. There are some legality (FERPA) issues with email and Google. There are reasons why ads pop up in the window when you are using Google. They are scanning and looking for key words and selling that to advertisers. Google is taking over the K-12 market. Google Chromebooks are the most popular device in K-12.

#### **h. VP – Instructional Effectiveness/Assessment of Learning Committee/SLO's Update – R. Serr**

We ran a status report a week before the SLO assessments we due...it was poor! I think faculty are like a lot of students and wait until the last minute to do their reports. By the time the deadline was here, our completion rates were much better. There are some that are still trickling in. I'm surprised TracDat didn't blow up. Next Thursday is the orientation for people doing their Program Review in 2017. The ALC Committee hasn't met yet, our first meeting is next Monday.

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

##### **Dr. Jean Shankweiler - VP of Academic Affairs**

No report; both VP's left to attend Compton's accreditation meeting.

##### **Dr. Jeanie Nishime - VP of Student and Community Advancement**

No report.

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

KDD gave a shout out Irene Graff to say *THANK YOU* for being committed to keeping the senate informed concerning the Comprehensive Master Plan. For also being open to feedback, some of which has been incorporated. She is going to inform us of where we are and what's next.

##### **Comprehensive Master Plan (second reading) – Irene Graff (pgs. 19-29)**

We are on the home stretch, and here is a quick review. The CMP consists of the Educational Master Plan as our foundation; the direction we are going as an institution; the supporting plans in terms of facilities; staffing and technology. You heard about the staffing plans at our last meeting. The technology plan was presented last fall. The EMP was also presented last fall. Thank you to everyone who served on the team. One of the next steps is that we are looking for board approval. We are proceeding to phase II. We would like to have more global goals. We would like to have a plan that can change according to emerging needs. Be on the lookout for that. We may come up with a template. We are going to

develop an implementation plan. Annual evaluation to see how the progress is developing. P. Marcoux motioned, C. Gold so moved to approve the CMP. All senators unanimously agreed to endorse the CMP. Irene thanked many who contributed to the process by high-fiving them as she left the room!

## **F. NEW BUSINESS**

### **BP/AP 4235 Credit by Exam, (first reading) – Chris Gold (pg. 30-37)**

This is our first reading. This is the time to ask big questions so we can work on it before the next reading. You can see the CCLC template. Title 5 is on page 37. There was information scattered around and we had to bring together the pieces. It looks more like our other policies. It is a new procedure. Topics discussed included the fact that credit by exam must be graded whereas the exams were low stakes because no grade was recorded and there was no notation on the transcript for students who failed the exam. Students will receive the course outline before taking the exam, if they fail they are unable to retake the exam, and the college may offer off-campus testing. It is required by Title 5. Any questions? C. Wells asked how many units students can complete by exam.....15. We want them to do their work here at ECC. How many courses are listed as credit by exam (P. Marcoux)? A lot, especially in I&T. C. Striepe asked how this could apply to online courses. There was much discussion concerning this topic. What if they fail? Does it go on their transcript? Email Chris if you have any more questions.

### **Statement of Support for all Students – Kristie Daniel-DiGregorio**

Many senators have expressed concern about how our students are being affected by the current political climate. We have issued statements of support. About 30 other colleges have issued statements of support. KDD asked the Board of Trustees to consider issuing a statement of support for all students. We have also heard from the Chancellors office. Dr. Maloney wants to collaborate with the senate for a statement to present to the board. The senate unanimously supported the idea of developing a statement and bringing it to the senate for board endorsement. P. Marcoux motioned, C. Striepe seconded.

ECC has had several initiatives to date which include: Statement of Support from AS and Dr. Maloney. Initiatives are currently underway through Dreamers Taskforce. Most statements echo the Board of Governor's resolution and the statement from the chancellor. March 21- first reading; April 4- second reading (consulting legal counsel & ASO); April 17 – presentation to the Board of Trustees.

## **G. INFORMATION ITEMS –DISCUSSION**

### **Recording in Classrooms – Chris Gold and Pete Marcoux (pgs. 38-42)**

C. Gold noted that this came out of our last meeting from what has been happening at Orange Coast College. The CCLC template focuses on copyright issues. It is fairly vague, we use that language in our student conduct procedures. We are worried about what they will do with these videos. Considerations include copyright, limiting or stifling discussion in the classroom, students' privacy, how materials will be used, and accommodations with students with disabilities. C. Gold gave us an example of something we wouldn't want videotaped.....she once gave a lecture with her zipper down! She offered some examples in the packet of syllabus statements faculty can incorporate into their materials. This is just protecting us. It depends on interpretation. P. Marcoux noted if we think this is important, we should open it up for discussion. We will take this under advisement for the next meeting. P. Marcoux noted this could be a good template depending on the tone of your syllabus. We want to see the direction the senate wants to go with this. This may not go through until 2018. CG: Is there a preference? PM: Maybe we need to talk to the SRC. D. Black likes the idea of letting the faculty decide which version they prefer. Senators supported the idea of the Ed Policies Committee reviewing AP 5500 (Student Code of Conduct) and syllabus statements and bringing them back to the senate for review.

### **Enrollment Management – Jean Shankweiler**

I would like to share with you the Enrollment Management Update I gave to the Board of Trustees. Enrollment Management is a big deal; we are trying to meet our enrollment goals so we don't lose our funding in the future. The EMP is made up of a number of strategies (3). The first are outreach strategies, (Robyn Dreizlers office). The second are

what we call access strategies: Getting kids in the classroom, making sure the courses are what they need, etc. The third are retention strategies. What are some of our **outreach** activity results from our first year of our EMP? We are super busy doing campus things: tours, college fairs, admissions workshops, testing and assessments on our campus and the high schools, outreach counselors. There have been a total of 337 events from 7/1/2016 - 2/13/17. There are 13 outreach counselors in high schools. We also have an initiative with the Centinella Valley high school district where all seniors at Lawndale, Leuzinger, and Hawthorne, apply to ECC. That way when the students decide at the end of July that they are coming to ECC, we already have their application. Even if they go somewhere else, it doesn't hurt for them to get used to filling out these types of forms. Robyn has been busy. And the counselors have a competition in place to see which school can enroll the most students. There are 8 **action** items in the strategies, I'm only talking about a few that we've focused on. In the EMP, we planned on adding 200 sections in winter to generate 800 FTES. We wound up with 224 sections, and they were almost all full! We earned 827 FTES. We hit our goal, and I was very pleased! Access and increasing our distance education offerings is another area we wanted to improve on in the EMP. Dr. Shankweiler showed us a chart that outlined the FTES we generated comparing last year to this year from only online courses. The online classes are the first things to fill, and they fill like hotcakes! Winter online was something new, we had never offered online before during a short semester. We need to continue with our expansion. As we transition over to Canvas, we are finding a few glitches, we are working on them. We need a program that integrates Canvas with Colleague. Until we get that done, it is slow. We are working on our distance education access strategies. Another strategy we are working on is dual enrollment. This is teaching classes on the high school campuses, AB 288. It provides a pathway for the students, it allow us to close the classes except for high school students, and collect the FTES. A lot of high schools will offer the classes on their campus, but they don't want to open it to the public, so they do it by contract. With contract, we don't get the FTES. We are working on dual enrollment, we did well in the fall (10 extra sessions). It is very labor intensive organizing this on high school campuses. We have an agreement with Centinella Valley for next fall. We are working with the Torrance, Inglewood and DiVinci schools as well. The 3<sup>rd</sup> enrollment management strategy is **retention**. Early Alert is one of the activities. They Beta tested in fall with 37 faculty. They are doing their 2<sup>nd</sup> Beta test right now. Linda Clowers and Dipte Patel are working on the early alert from Hobson Starfish. They are doing another pilot now, expanding their services, using cohorts of students. They are getting good results. We are planning full-implementation in fall. This is a program that allows you to contact students effectively and efficiently and connects with counselors, faculty and students all in one program. The second part of that Early Alert will be degree planner, where the students can check on their own progress towards a degree. There are 70 certificates now, actively being tested. We are working on process improvement. We hired a consultant last spring, she did a lot of work over the summer. She looked at marketing and outreach thru registering. We have 5 major recommendations. We need to collect data at strategic points, so we can see how students are progressing. We need to use more visuals and human touch to help them with their educational plans right in the beginning. Work with IT to develop better forms that students complete. Start with Ed Plans right from the beginning. Dr. Nishime is working with a process improvement team this semester on some of our recommendations. That is what we've been working on the past year. Campus engagement is what we've been working on. We are revamping the enrollment management committee, it will get guidelines for next year. We need people for the committee. We are talking about enrollment management everywhere we can. Enrollment reports are going out to faculty now. The report is easier to read. I welcome any ideas. Apportionment: 17,679 FTES, our base from the chancellor's office is 19,308. We need to borrow from summer. With stabilization we hope to fix that. Enrollment trends have been going down. We are trying to meet the base without burrowing. We are sort of in a re-calibration year. We want to meet our base without burrowing. Next, Dual Enrollment agreements require 2 board approvals (our district and the other district). The promise program is expanding. Currently we have Inglewood and Centinella, next year Torrance. Adult education is something we are working on. Adult re-entry is also an area we need to consider. Online courses where we haven't had them before is another area we need to work on.

### **Lockdown/Shelter-in-Place Drill – Chief Trevis (pgs. 43)**

We want to thank D. Berney, A. Gallagher, and KDD for being on the committee. Chief Trevis noted we are having another Lockdown/Shelter-in-Place Drill on May 3<sup>rd</sup> at 9:40am. The last one was 20 minutes in length. This one will last 10 minutes. I will send out another survey after for feedback. Each time we are trying to get better. All classrooms now have a phone. We will have another drill at 7:10pm. In the future, dates and times for drills will be communicated before the start of the semester, so faculty can plan accordingly. California Shakeout is set for October 19<sup>th</sup> at 10:19am. KDD noted that we need to be better prepared. D. Berney noted that all our classrooms and environments are varied, so everyone will have a different experience. Help us get the word out about Nixle, currently we only have 4,300 enrolled.

## **H. FUTURE AGENDA ITEMS**

Ed Policies: BP/AP 3710 Intellectual Property and Securing of Copyright; BP/AP 4230 Grading and Academic Symbols;  
BP 4115/AP4222 Remedial Coursework  
Student Success Initiatives (SSSP, SEP, BSI, BSSOT, MMA, etc.)  
Strong Workforce Program

## **I. PUBLIC COMMENT**

## **J. ADJOURN**

C. Halligan motioned to adjournThe meeting adjourned at 1:55 pm  
TG/ECC Spring 17

**Adjunct (1 Year)**

- Dustin Black
- Karl Striepe

**Behavioral & Social Sciences**

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

**Business**

- Kurt Hull
- Phillip Lau
- Nic McGrue
- Josh Troesh

**Counseling**

- Anna Brochet
- Yamonte Cooper
- Rene Lozano

**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
- Ashley Gallagher
- Pete Marcoux
- Christina Nagao
- Adrienne Sharp

**Industry & Technology**

- Ross Durand
- Mark Fields
- Lee MacPherson
- Jack Selph
- Charlene Brewer-Smith

**Library Learning Resources**

- Mary McMillan
- Noreth Men
- Claudia Striepe

**Mathematical Sciences**

- Megan Granich
- Matthew Mata
- Ben Mitchell
- Jasmine Ng
- Catherine Schult-Roman

**Natural Sciences**

- Mohamad Abbani
- Sara Di Fiori
- Troy Moore
- Ryan Turner
- Ann Valle

**President/Superintendent**

- Dena Maloney

**Academic Affairs & SCA**

- Linda Clowers
- Jeanie Nishime
- Jean Shankweiler

**Assoc. Students Org.**

- Patrick McDermott

**Compton Education Center**

- Paul Flor
- Chris Halligan

**Ex-Officio Positions**

- Chris Jeffries (ECCFT)

**Curriculum Chair**

- Allison Carr

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

- Carolyn Pineda
- Irene Graff

Excused: Y. Cooper, R. Lozano, Y. Kawasaki, C. McFaul, M. Mata, M. Abbani, S. Di Fiori, T. Moore, R. Turner