

ECC Academic Senate

Important note:

This file contains the presentation used at the Senate meeting. The president's informal notes have been added in **red**.

These notes have not been reviewed nor have they been approved by the Academic Senate; they were created to provide a prompt (but informal) report about the meeting.

For a comprehensive, official accounting of Senate meetings, please refer to Senate meeting minutes:

<http://www.elcamino.edu/academics/academicsenate/>.

Thank you!





ECC Academic Senate

FEBRUARY 19TH 2019

**PLEASE SIGN IN & PICK UP NAME CARD
GET YOUR RAFFLE TICKET!**

Agenda

- A. Call to Order
- B. Approval of Minutes -- **Pages 6-14 in Senate packet.**
- C. Officer Reports
- D. Special Committee Reports
- E. Unfinished Business
- F. New Business
- G. Information Items/Discussion
- H. Future Agenda Items
- I. Public Comment
- J. Adjourn

Welcome Division Personnel

Dr. Berkeley Price, Dean

Fine Arts Division

Dr. Price provided a creative and entertaining overview of his experience and expertise (see slides that follow). His many talents include playing clarinet, conducting, and teaching. He has had numerous travel opportunities as a clarinetist. He conducts the Harbor College band. Most of his immediate family members serve in higher ed in some capacity, including his mother, who taught music part-time at ECC. Don't miss the last slide in his presentation – he paid for his first clarinet as a “child star” for Kellogg's!

Dr. Berkeley A. Price

Clarinetist

Conductor

Music Educator

Administrator

Dean of Fine Arts

El Camino College



Notable Performances

➤ Duo and ensemble tours:

Europe: England, Scotland, Germany,
Austria, Greece, Ukraine

Asia: Japan, China

South Pacific: Australia, New Zealand

North America: USA, Canada

➤ Recent soloist:

National Symphony of Ukraine

China National Symphony

Antelope Valley Symphony Orchestra

Antelope Valley College Wind

Ensemble

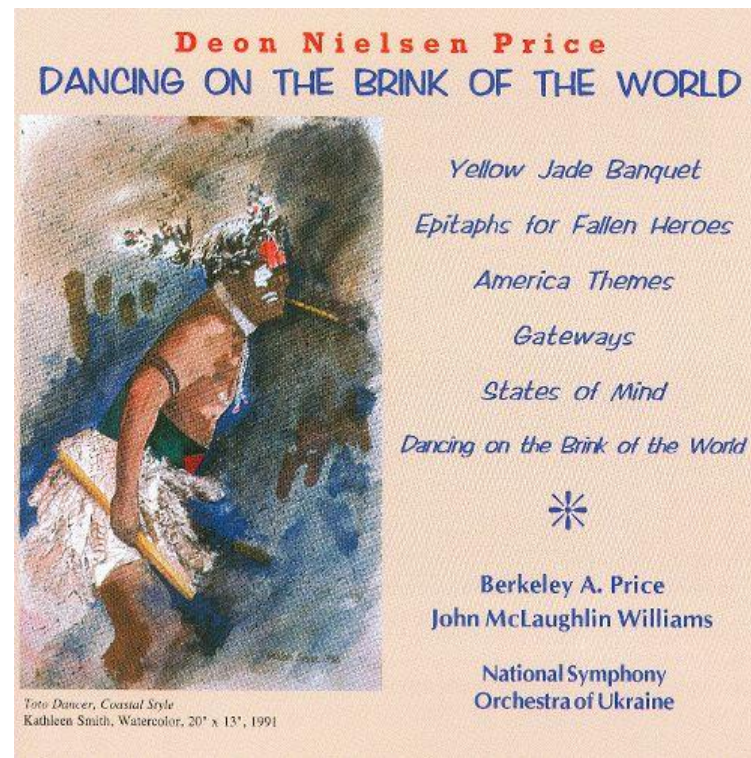
El Camino College Symphony

Orchestra



Selected Discography

- Music of Zenobia Powell Perry
- Dancing on the Brink of the World
Music of Deon Nielsen Price
- The Music of Beverly Grigsby
- Clariphonia: Music of the 20th Century
- The Dark Side of the Muse
Music of Deborah Kavasch
- Sunrays I and II
Music of Deon Nielsen Price



Music *Conductor*

- Music Director and Conductor
Peninsula Symphonic
Winds
- Sabbatical replacement Conductor
CSUN Wind Symphony
- Music Director and Conductor
Palos Verdes Regional
Orchestra
- Director of Bands
Antelope Valley College
- Conducting Fellow
Juilliard Conducting
Workshop
- Director, Jazz Band & Chamber
Ensemble
Windward School



Music Educator

- Professor of Music
Antelope Valley College
- Director of Instrumental Music
Windward School
- Assistant Professor
Woodwinds/Music Ed.
West Virginia Wesleyan
College
- Elementary Instrumental Music
Instructor Culver City
Unified School District
- Adjunct Instructor of Woodwinds
CSU,
Dominguez Hills



Courses Taught

- Music Theory and Musicianship
- Beginning Piano
- Music History and Appreciation
- Woodwinds Methods Classes
- Elementary and Secondary Music Methods
- Music for Elementary School Teachers
- Applied Clarinet, Saxophone, Bassoon,
Trumpet, and Percussion
- Applied Performance Classes
- Beginning and Concert Band
- Jazz Band
- Orchestra
- Choir
- Musical Theatre Productions



Administrative Positions

➤ Music Director

Palos Verdes Regional Orchestra
Peninsula Symphonic Winds

➤ Chair of Performing Arts

Antelope Valley College
Music – Dance –

Theatre

➤ Dean of Fine Arts

El Camino College

Music – Dance – Theatre

Art – Film/Video – Photography

Communication Studies

Center for the Arts

Art Gallery



**Here's something
new for breakfast...
Kellogg's Graham Crackos.**

**The taste of graham crackers
made especially for milk.**

You'll get a graham cracker and milk taste in every spoonful of new Graham Crackos.

They'll stay good and crunchy in your bowl too, because they're made for milk.

Graham Crackos are also fortified with 10 essential vitamins and minerals.

That makes them a delicious part of your family's breakfast.

Kellogg's
A very smart start.™

C. Officer Reports

a. President: Kristie Daniel-DiGregorio

Pages 15-16 in Senate packet.

Search for Full-Time, Tenure Track Career Counselor: Full-time faculty, please let me know if you'd like to serve on the search committee. This position has an important role to play in our efforts related to Guided Pathways, career transition initiatives, and onboarding.

Spring Lockdown/Shelter-in-Place Drill: Thursday, 3.14 (week 5) 9:40 am and 7:10 pm

C. Officer Reports

a. President: Kristie Daniel-DiGregorio

Pages 15-16 in Senate packet.

State Budget: Summary document provided in packet. For complete document analyzing the budget, visit: <http://tinyurl.com/y4t6sltc>

Proposal calls for:

- Expansion of the California College Promise to a second year.
- Expansion of the Cal Grant Program to include funding for student parents, and expanding the number of competitive Cal Grants
- \$246 million in new spending for CCCs, largely in the form of a cost-of-living adjustment (COLA) of 3.46%.
- Funding slightly over ½ of percent (0.55%) for enrollment growth
- Continued funding for 15 community college facilities projects, and the addition of 12 new projects for 2019-20.
- No funding for Instructional Equipment or Scheduled Maintenance
- A \$3 billion, one-time state contribution to CALSTRS.
- Maintain the Student Centered Funding Formula to the 70/20/10 split in 2019-20 then move to the 60/20/20 split in 2020-21. This is a departure from the original plan.

C. Officer Reports

- b. VP Compton College: Amber Gillis.** No report. Thank you to Jesse Mills for filling in for Amber today!
- c. Chair, Curriculum: Janet Young.** Unable to attend.

College Curriculum Committee minutes are available [here](#).

C. Officer Reports

d. VP Educational Policies: Darcie McClelland

Educational Policies Committee minutes available [here](#).

The first meeting of the Ed Policies Committee will be next Tuesday. The goal is to finish reviewing Student Discipline so it can come to Senate. Other ed policies coming this semester include remedial coursework and standards for scholarship. Darcie is working to develop a tracking system for ed policies as they make their way through the MANY steps of the consultation process.

C. Officer Reports

e. VP Faculty Development: Stacey Allen

Faculty Development Committee minutes available [here](#).

The slides that follow highlight some of the (many) projects Stacey worked on over the break. The Getting the Job workshop had a wonderful panel and was very well attended. Vice President Jane Miyashiro attended and added value to the program by answering questions. Seventeen colleagues were recognized at the 3rd annual Tenure Reception. Every year we have moved venues because the event continues to grow. Sheryl Kunisaki was instrumental in helping organize the event. The Faculty Book Club is getting started and is an opportunity to earn flex credit. Note that there's a new meeting time, which will hopefully accommodate more faculty schedules. Professional Development and Learning is providing funding for the books. Another flex opportunity is the Informed and Inspired workshop for February, which echoes the theme from Spring Professional Development Day. See details for the meetings of the Faculty Development Committee – there is an open invitation for faculty to attend.

Getting the Job: Part II

The Interview & Teaching Demonstration

Friday, February 1, 2019

Panelists:

- ▶ Jacqueline Sims, Dean of Mathematical Sciences
- ▶ Yuko Kawasaki, Nursing
- ▶ Julie Kim, Accounting
- ▶ Polly Parks, Biology
- ▶ Bruce Peppard, English

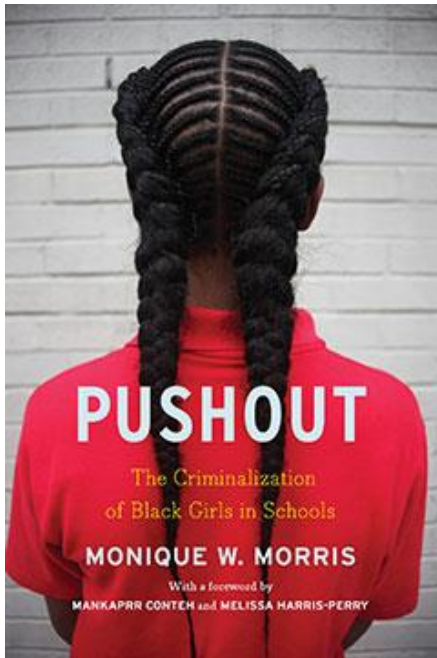


Third Annual Tenure Reception February 6, 2019



Faculty Book Club

Pushout: The Criminalization of Black Girls in Schools
By Monique W. Morris



First Meeting:

- ▶ Tuesday, February 26th
- ▶ 2:00-3:00
- ▶ TLC, Library West Basement
- ▶ Books will be provided
- ▶ Register on Cornerstone



El Camino College
Faculty Development Committee
Presents

INFORMED & INSPIRED

Lunchtime Faculty Development Series

MEETING INFORMATION:

Thursday, February 28, 2019 1:00pm – 2:00pm

Location: El Camino College – Library, West Basement, TLC

Earn 1 Flex Hour

REGISTER NOW

*Universal Design for Learning (UDL):
Accessibility and Online Resources You
can use NOW!*

Faculty Development Committee Meetings

- ▶ 2nd & 4th Tuesdays
- ▶ 1:00-1:50
- ▶ TLC, Library West Basement
- ▶ Next meeting is Tuesday, February 26th

C. Officer Reports

f. VP Finance & Special Projects: Josh Troesh

Planning and Budgeting Committee minutes available [here](#).

We are in “wait and see” mode with the state budget. It’s important to remember that the governor’s proposal is just that, a proposal. State legislators must approve a budget in order to get paid, but it doesn’t have to balance or be final. So, the budget will continue to evolve.

The impact of the changes to the funding formula won’t be clear until we see the numbers and, possibly not until a year after that once we implement the college budget. Our enrollment numbers are low, but our student outcomes are strong so the new formula may help us (and it may not).

C. Officer Reports

f. VP Finance & Special Projects: Josh Troesh

Planning and Budgeting Committee minutes available [here](#).

There may be unintended consequences of the new formula. For example, would the state reduce funding to colleges with strong enrollment (but lower outcomes) to increase funding to a college like ours where we are serving fewer students but have strong outcomes? The college is discussing strategies we should employ to be successful with the new funding formula.

If students are taking classes at two colleges, it's to our advantage to ensure those students are able to get most of their classes at ECC so we get "credit" for their outcomes.

Local degrees are not valued as highly in the new formula as transfer degrees. We need to also monitor how the new formula affects the learning environment, curriculum, and student success.

C. Officer Reports

g. VP Academic Technology: Pete Marcoux

See next slide for information about the excellent Tech Conference coming up March 29th. Register on Cornerstone. The keynote will be “Emerging Career Trends: The Fourth Industrial Revolution.” Topics include strategies for 508 compliance, Online Educational Resources, google for higher education, teaching hybrid, Microsoft Teams, and best practices in Chromebooks in the classroom. There IS such a thing as a free lunch – lunch is included!

On another note, faculty are concerned about the lack of consultation on requiring faculty to print their own rosters. We haven’t solved the problem, just shifted it to faculty. Pete will bring this up at this week’s College Technology Committee meeting.

Dr. Virginia Rapp has served as co-chair of the Academic Technology Committee in the past. Associate Dean (Math) Marlow Lemons will be stepping into that role.

You are invited to

ECC's Educational Technology Conference

Friday, March 29th 2019

Tentative Schedule:

8:00-8:30 Registration & Vendor Sponsored Coffee

8:30-9:30 Keynote Speaker: Corinne Hoisington

9:30-9:45 Break & Vendor Sponsored Coffee

9:45-10:45 Breakout Sessions #1

10:45-11:00 Break & Vendor Sponsored Coffee

11:00-12:00 Breakout Sessions #2

12:00 Lunch

12:30-1:30 Breakout Sessions #3

1:30-2:00 Vendor Raffle



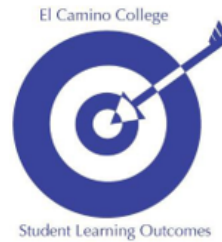
Register via Comerstone: At Welcome Page, click any date in the calendar. Locate class/event date via month view or agenda view (which may be easier) and click on desired event. Then click on Request ([Click here for video instructions on using Comerstone](#))

C. Officer Reports

h. VP Instructional Effectiveness: Russell Serr

If you are scheduled for Program Review this year, reports are due the first week of the fall semester. The goal is for 100% completion by the deadlines. See the next slide for information about an upcoming workshop to support all divisions in completing fall SLO assessments by March 1st.

Spring 2019 SLO Training Schedule:



Entering Fall 2018 Assessments: working workshop.

Wednesday, February 27, 2:30-3:30PM

All Fall 2018 reports should be entered into Nuventive (formerly TracDat) by
Friday, March 1!

All trainings will be in the Library West Basement (ECC Campus).

Go to Cornerstone to register

Any questions, please contact
Russell Serr (rserr@elcamino.edu) or
Kevin Degnan (kdegan@elcamino.edu)

Russell Serr,
Vice President
Instructional
Effectiveness
(pg. 17 in
packet)

D. Special Committee Reports

a. ECC VP of Academic Affairs: Jean Shankweiler

The Senate voted to change the order of business so Dr. Shankweiler could address two agenda items under “G. Information Items – Discussion” before leaving for College Council.

G. Information Items - Discussion

- a. **Quality Focus Essay Proposed Topics** **Senate Packet, pg. 58** Dr. Jean Shankweiler, VPAA

Suggestions for the Quality Focus Essay have emerged from the accreditation standards chairs. In the past, recommendations were noted with the standards and totaled as many as 52 recommendations. It is challenging and time-consuming to track progress on 52 recommendations. Instead, the college will choose 2 or 3 broader recommendations. The accreditation timeline appears in the packet on pages 18 & 19. Vice-Chancellor Momjian will visit our campus on April 18th. She will meet with the accreditation teams and attend our Town Hall.

G. Information Items - Discussion

- a. **Quality Focus Essay Proposed Topics** Senate Packet, pg. 58 Dr. Jean Shankweiler, VPAA

Page 58 of the packet has a list of four, proposed topics for the QFE. They include:

1. Assessment of Distance Education delivery methods.
2. Aligning Learning Outcomes assessments with Institutional set standards.
3. Funding formula impacts.
4. Organizing the campus positions/structure to meet the service needs of students when implementing the Guided Pathways framework.

G. Information Items - Discussion

- a. **Quality Focus Essay Proposed Topics** **Senate Packet, pg. 58** Dr. Jean Shankweiler, VPAA

Claudia Striepe, Russell Serr, and Josh Troesh are all co-chairs for accreditation so let them know if you have feedback on these proposed topics. The suggestion about campus positions is not referring to the faculty hiring prioritization process but on streamlining areas which are doing the same things. Tutoring, for example. The document on page 58 has links to other colleges' approaches to the QFE.

G. Information Items - Discussion

b. Auto-Awarding of Degrees Dr. Jean Shankweiler, VPAA

We have hired a new evaluator in Admissions and Records. We've gone back two years to identify students who completed the requirements for certificates and/or degrees but never applied. Some schools auto-award degrees. Even if the student plans to come back to ECC, they would need to declare a new major, so there is no down side for the student for us to automatically awarding them a degree. They may have transferred but didn't apply for the associate degree. There may be as many as 1,000 students who qualify and each would generate up to \$900. Approximately 350 are eligible for ADTs. The evaluator will confirm and we will notify the students; they would need to opt out. Relatedly, the college is working to update CID Codes. Students are eligible even if they have transferred and earned a four-year degree. We are not looking at students 10 years out; just 2 years out.

G. Information Items - Discussion

b. Auto-Awarding of Degrees Dr. Jean Shankweiler, VPAA

We look at new ADTs when they are approved and, if they don't conflict, we work to make them available at ECC. Some can't be offered because the requirements conflict with other, existing requirements. If we can establish data-sharing with the CSUs and UCs, we may be able to expand reverse transfers.

Canvas still does not have a working integration tool; integration is still being done by hand by Gema Perez (who has been working heroically for approximately a year as the college's "human integration tool" – KDD).

D. Special Committee Reports

a. **ECC VP of Student Services: Ross Miyashiro**

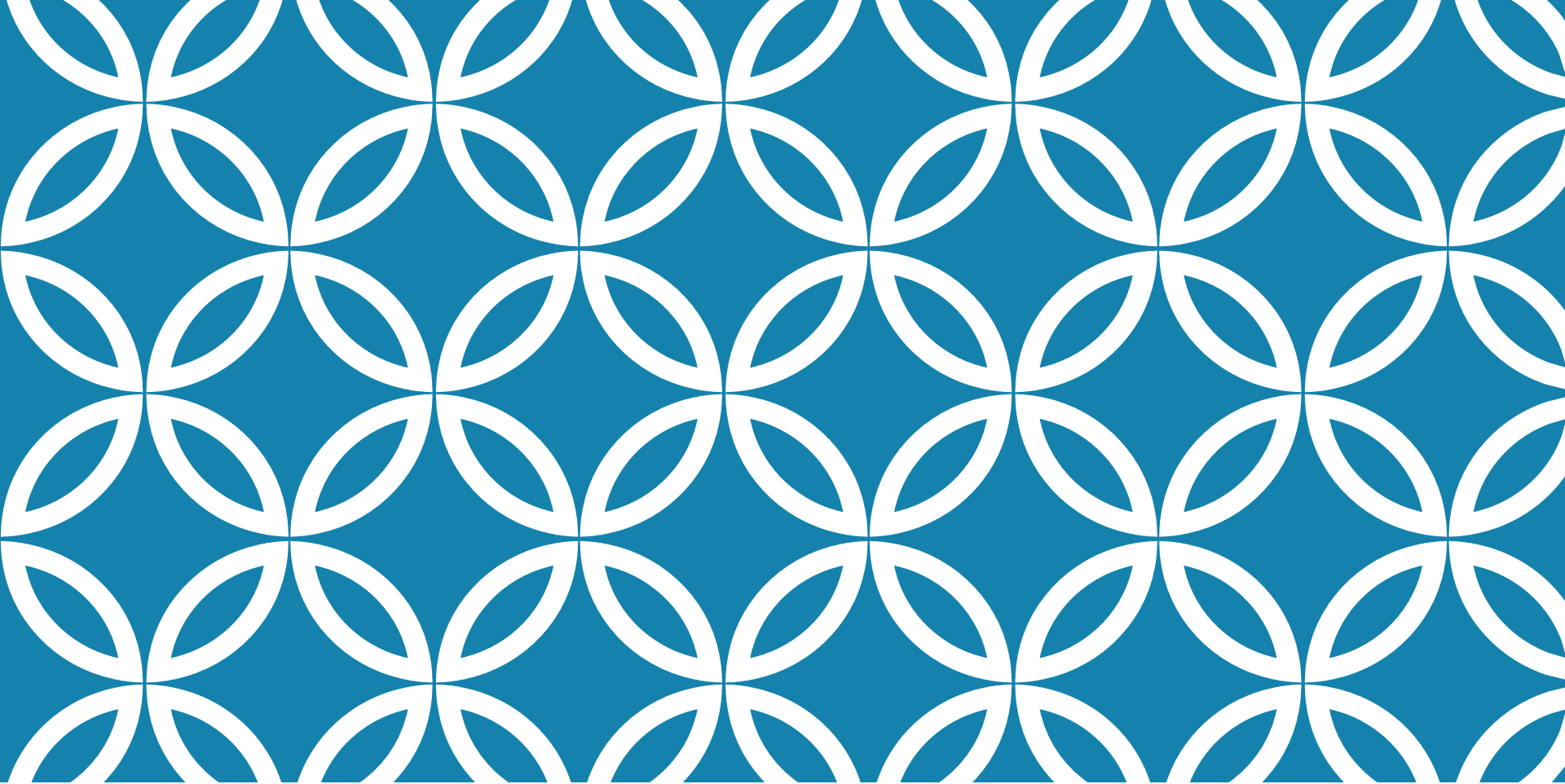
The college is considering reorganizing the international student program, to support our enrollment goals. We need a permanent director.

E. Unfinished Business

a. Evaluation Procedures Committee: Revised Faculty Evaluation Forms: 2nd Reading

K. Daniel-DiGregorio, President **Senate Packet, pgs. 20-57**

Senate reviewed the proposed changes which include streamlining existing forms for FT tenured and probationary faculty (to reduce redundancies) and developing new forms for adjunct faculty (to remove irrelevant topics such as office hours and flex credit). Vague, subjective, confusing language was revised, organization was improved to enhance clarity and user-friendliness. The Senate has had so much fun at the first two readings, we are going to have a third reading at our next meeting! 😊 Please review the forms and provide feedback to your senators so senators are ready to vote at the March 5th meeting. (Note: Because few changes were made to the February 19th packet, this is still a “current” draft.)



**EVALUATION PROCEDURES
COMMITTEE**

RESOURCES FOR TODAY'S DISCUSSION

In Senate packet:

- Table of Contents (pg. 20)
- Proposed Simplified Forms with Mark-Up and Comments (pgs. 21-35)
- Clean copy of revised forms. (Note: Formatting and typos will be addressed in final version.) (pgs. 36-48)
- Current evaluation forms (pgs. 49-57)

At your table:

- YELLOW handout: Position description instructor (from contract)

COMPOSITION & PURPOSE OF EVALUATION PROCEDURES COMMITTEE:

ARTICLE 20, SECTION 5

1. Evaluation Procedures Committee Composition:

1 each from

[District](#) (D. Breckheimer),

[Academic Senate](#) (K. Daniel-DiGregorio),

[Federation](#) (C. Jeffries).

Also from [Library](#) (G. Medina).

2. Purpose:

From time to time, this Committee may, with the approval of the Academic Senate Council, change the report forms or make other appropriate changes in the evaluation procedures consistent with the Article.

COMMITTEE GOALS:

1. Revise forms to improve fairness and consistency:
 - Remove vague, subjective, confusing language.
 - Clarify language and instructions to make more efficient and user-friendly.
 - Align evaluations/reports with job description.
2. Enhance meaningfulness of evaluations to support professional growth and learning.
3. Investigate technology can make process more user-friendly (forms, student surveys)
4. Consult with constituent groups (Federation, Institutional Research, deans).

SIMPLIFIED FORMS — REMOVED REDUNDANT FORMS

Current Probationary Process

1. Deans/Supervisors Form
2. Peer Evaluation by Peer (and Dean, when applicable)
3. Combined Peer/Dean. *Some but not all questions overlapped, numbering system not aligned. Contract requires only the Combined Peer/Dean.*
4. PLUS: Conference Report, Self-Evaluation, Student Surveys.

New Probationary Process

~~Deans/Supervisors Form~~
~~Peer Evaluation by Peer (and Dean, when applicable)~~

Replaced with:

1. **Evaluation Form: Full-Time Faculty by peer and dean.**
2. Combined Peer/Dean. *Content and numbering mirrors Evaluation Form: Full-Time Faculty.*
3. PLUS: Conference Report, Self-Evaluation, Student Surveys.

Comparison: Current vs. New Forms

All Questions	CURRENT Classroom Observation J.2.a. & J.2.b.	CURRENT Dean's Supervisor's Form J.1.a & J.1.b.	CURRENT Combined Peer/Dean Evaluation J.3.	NEW Faculty Evaluation FULL-TIME J.1.a. & J.1.b.	NEW Combined Peer/Dean Evaluation
1. Shows currency and depth of knowledge of subject.	Q10	NA	Q1	Q1	Q1
2. Demonstrates effective teaching methods to help students meet the learning objectives of the course.	Q2	NA	Q2	Q2	Q2
3. Makes effective use of materials for teaching.	Q3	NA	Q3	Q3	Q3
4. Instructor's interactions with students are courteous, respectful, and professional.	Q4	NA	Q4	Q4	Q4
5. Material taught in class is appropriate to the course outline of record.	Q5 & Q6	Q3	Q5	Q5	Q5
6. Provides course syllabi with information concerning course objectives, student learning outcomes, methods of evaluation and grading policies, and information requested by the division.	Q6	Q3	Q6 & Q7	Q6	Q6
7. If applicable to instructional obligations, observes safety standards and instructs students accordingly.	NA	Q7	NA	Q7	Q7
8. Cultivates a courteous, respectful, and professional environment with colleagues.	Q7	NA	Q8	Q8	Q8
9. Fulfills responsibilities for department/division work and activities.	Q8	NA	Q9	Q9*	Q9
10. Participates in the assessment of course SLOs and, when applicable, PLOs, by the published timeline.	Q9	Q8	NA	Q10*	Q10
11. Actively participates in college committee work and activities (e.g., Student Learning Outcomes, Academic Senate, Program Review, curriculum review, and/or development.)	Q1	Q1	NA	Q11*	Q11
12. Regularly participates in professional development and sets goals for improvement of knowledge and skills.	NA	Q2	NA	Q12* DEANS ONLY	Q12
13. Publishes and consistently fulfills weekly office hours.	NA	Q4	Q10	Q13* DEANS ONLY	Q13
14. Regularly adheres to scheduled class meeting times.	NA	Q5	NA	Q14 DEANS ONLY	Q14
15. Submits records and reports required by the district within the published deadlines (e.g., no show reports, census reports, attendance, grades, evaluation materials, flex reporting)	NA	Q6	Q11	Q15 DEANS ONLY	Q15

* Denotes is revised (SLOs) or omitted (flex credit, office hours, department/division/college responsibilities) from part-time evaluation forms.

REVISED FORMS — ADDED FORMS APPROPRIATE FOR PT FACULTY

Tenured Faculty Process

Peer Evaluation is replaced by Faculty Evaluation Form: Full-Time faculty, completed by peer and dean, when applicable. No change to process.

PLUS: Conference Report, Self-Evaluation, Student Surveys.

New Part-Time Faculty Process

NEW Faculty Evaluation: Part-Time Form, completed by peer and dean, when applicable.

No reference to office hours/flex credit, SLOs refers only to administration of assessments.

PLUS: Conference Report, Self-Evaluation, **NEW Student Surveys for Part-Time Faculty**.



FORMS REVIEW

NEXT STEPS:

- Complete consultation process early Spring 2019: Council of Deans (2 readings), Federation e-board, Senate (2 readings).
- Incorporate revised forms into new online evaluation forms for Spring 2019.
- Adapt or add forms to fit different constituents: Counselors, Librarians, online students.
- Develop recommendations for the ongoing training of evaluators and evaluatees.

F. New Business

a. Elect OER Representative to ASCCC

Kristie Daniel-DiGregorio

Mary McMillan was unanimously elected to represent the ECC senate at the statewide senate. Thanks, Mary, for your ongoing leadership!

G. Information Items - Discussion

c. Supporting Student Success: Counseling Resources

Senate Packet, pgs. 59-60, plus handout at your table

Seranda Bray, Anna Brochet, Rocio Diaz

Counseling has new scheduling software; students make an appointment anytime for an appointment the same day of the following week. The tool is mobile-friendly and sends text and email reminders. The first two weeks students are being seen drop-in; no appointment required. Given the high demand during this time, counselors ask that students limit questions these first two weeks to registration issues, registration holds, graduation petitions and quick questions. Please save ed planning appointments for week 3 or later.

G. Information Items - Discussion

c. Supporting Student Success: Counseling Resources

Senate Packet, pgs. 59-60, plus handout at your table

Seranda Bray, Anna Brochet, Rocio Diaz

Please remind your students that March 1st is the deadline for petitions to graduate. If students don't complete this process, they can't walk in June. The college now gets paid for each degree. Most importantly, students' earning power and career opportunities are greater with a degree than as a college student. For ADTs, students must see a counselor.

Counselors provided a schedule of drop-in office hours for majors. It was suggested that this information be posted to the web so students also have access to it. There is no appointment necessary for these office hours.

Thanks to our wonderful Counseling senators who do a fantastic job of keeping Senate – and our campus – informed of student success resources!

SENATE RAFFLE!

Thank you to all who wore their Ask Me buttons to the Senate meeting. Congrats to our raffle winners! Our students are the winners when we show them we want them to succeed and are here to help!

You can win if you're reading carefully and are the first to email kdaniel@elcamino.edu with the date for the upcoming Tech Conference. There's still time to register!



Agenda

H. Future Agenda Items:

- Ed Policies: AP 7160 Professional Development, AP 5520 Student Discipline Procedures, BP 1200 District Mission and Strategic Plan
- New Employee Recognition Program AB 705
- Course Cancellations
- Strategic Plan
- AB 705
- South Bay Public Safety Center

I. Public Comment

J. Adjourn