Academic Senate of El Camino College 2017-18

February 20, 2018

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254
Office location: Schauerman Library, Room 273

Officers & Executive Committee

President	**Kristie Daniel-DiGregorio**	VP Finance & Special Projects	**Josh Troesh**
VP Academic Technology	**Pete Marcoux**	VP Instructional Effectiveness	**Russell Serr**
VP Compton College	**Paul Flor**	Curriculum Chair	**Janet Young**
VP Educational Policies	**Darcie Descalzo**	Secretary	**Traci Granger**
VP Faculty Development	**Stacey Allen**	Parliamentarian	**Pete Marcoux**

Adjunct (One-year terms)

Josh Casper (BSS)	17/18
Karl Striepe (BSS)	17/18

Behavioral & Social Sciences

Stacey Allen	19/20
John Baranski	19/20
Kristie Daniel-DiGregorio	17/18
Renee Galbavy	17/18
Michael Wynne*	17/18

Business

Kurt Hull	18/19
Phillip Lau*	18/19
Josh Troesh	18/19

Compton College

Paul Flor	17/18
Chris Halligan	17/18

Counseling

Seranda Bray	17/18
Anna Brochet*	18/19
Rocio Diaz	19/20

Library Learning Resources

Analu Josephides	18/19
Mary McMillan	18/19
Claudia Striepe*	18/19

Fine Arts

Ali Ahmadpour	18/19
Daniel Berney	17/18
Diana Crossman	18/19
Russell McMillin	18/19
Chris Wells*	18/19

Health Sciences & Athletics/Nursing

Andy Alvillar*	19/20
Traci Granger	19/20
Yuko Kawasaki	18/19
Colleen McFaul	17/18
Russell Serr	17/18

Humanities

Rose Ann Cerofeci	18/19
Sean Donnell	18/19
Ashley Gallagher	18/19
Pete Marcoux*	18/19
Christina Nagao	18/19

Industry & Technology

Charlene Brewer-Smith	18/19
Ross Durand*/Bob Diaz	18/19
Dylan Meek	18/19
Renee Newell	18/19
Jack Selph	18/19

Mathematical Sciences

Dominic Fanelli	19/20
Lars Kjeseth	19/20
Matthew Mata*	17/18
Catherine Schult-Roman	18/19
Oscar Villareal	19/20

Natural Sciences

Darcie Descalzo	19/20
Sara Di Fiori*	18/19
Troy Moore	18/19
Shanna Potter	19/20
Anne Valle	18/19

Academic Affairs & Student Services

Jean Shankweiler
Ross Miyashiro
Linda Clowers

Associated Students Organization

Bryant Odega

President/ Superintendent

Dena Maloney

Division Personnel

Jackie Sims

Ex-officio positions

Chris Jeffries	ECCFT
Carolee Vakil-Jessop	ECCFT

Institutional Research

Irene Graff
Carolyn Pineda

Dates after names indicate the last academic year of the senator's three year term, for example 17/18 = 2017/2018.
*Denotes senator from the division who has served on Senate the longest (i.e., the "senior senator").

El Camino College Academic Senate Purpose, Meetings, and Committees

Purpose: To provide faculty the means for full participation in the formulation of policy on academic and professional matters relating to the college, including those in Title 5 (§53200-53206). The Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters in the following "10+1" areas in the senate purview (BP 2510). If a disagreement arises, the Board and the Senate must mutually agree to any changes or new policies.

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards and policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation process, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate."

The Academic Senate is committed to supporting the college's Mission and Strategic Plan, including Strategic Initiative C – COLLABORATION - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making. For more information consult ECC Academic Senate Handbook or Local Senates Handbook.

ECC ACADEMIC SENATE MEETINGS:
1st and 3rd Tuesdays, 12:30-2 p.m., Distance Education Conference Center (DE 166).
FALL 2017: September 5 & 19, October 3 & 17, November 7 & 21, December 5 & 12 (tentative).
SPRING 2018: February 20, March 6 & 20, April 3 & 17, May 1 & 15, June 5 (tentative).

COMPTON COLLEGE ACADEMIC SENATE COMMITTEE MEETINGS:
1st and 3rd Thursdays 1-2 p.m., Compton College Board Room.

SENATE COMMITTEES:
Academic Technology. Chairs: Pete Marcoux & Virginia Rapp. Meetings arranged as needed.
Assessment of Learning. Chairs: Russell Serr & Jenny Simon. Spring meetings: 3/12, 4/16, 5/14, 2:30-4, Communications 109.
Academic Program Review. Chairs: Russell Serr & Linda Clowers. Meets fall semester only.
College Curriculum. Chair: Janet Young. 2nd & 4th Tuesdays, 2:30-4:30, DE 166/Library 202.
Distance Education Advisory Committee. Chair: Asma Said. D.E. Liaison to the Senate: Renee Galbavy. 4th Thurs, 1-2, DE 166.
Educational Policies. Chair: Darcie Descalzo. 2nd & 4th Tuesdays, 1-2,
Faculty Development. Chair: Stacey Allen. 2nd & 4th Tuesdays, 1-2, West Library Basement.

CAMPUS COMMITTEES:
Accreditation. Chair: Jean Shankweiler & Ross Miyashiro. Senate Reps: Claudia Striepe, Kevin Degnan. Meetings as needed.
Board of Trustees. Chair: John Vargas. Senate Rep: K. Daniel-DiGregorio. 3rd Mondays (exceptions: 2/26, 3/26, 9/4), 4 pm, Alondra.
Calendar. Chair: Jean Shankweiler. Senate Reps: Stacey Allen, Vince Palacios. Meets annually or as needed.
College Council. Chair: Dena Maloney. Senate Rep: K. Daniel-DiGregorio. 1st & 3rd Mondays, 1:30-2:30, Library 202.
Council of Deans. Chair: Jean Shankweiler & Ross Miyashiro. Senate Rep: K. Daniel-DiGregorio, 2nd Thurs., 8:30-10:30, Alondra.
ECC Technology Committee. Chairs: Art Leible & Virginia Rapp. Senate Rep: Pete Marcoux. 3rd Tuesdays, 2-3, Library 202.
Enrollment Management. Chair: J. Shankweiler. Senate reps: Sara Di Fiori, Chris Jeffries, 2nd & 4th Thurs. 1-2, Com 109/LIB 202.
Facilities Steering Committee. Chair: Brian Fahnestock. Senate Rep: Claudia Striepe, 1st Monday, 2:30, Library 202.
Guided Pathways. Chairs: Cesar Jimenez/Chris Wells. Senate Reps: J. Suarez, J. Wolfgram 1st & 3rd Wed, 2-3 DE 166.
Planning & Budgeting (PBC). Chair: Rory Natividad. Senate reps: Josh Troesh & vacant, 1st & 3rd Thurs, 1-2, Library 202.
Process Improvement. Chair: Ross Miyashiro. Senate rep: K. Daniel-DiGregorio.
Student Success Advisory. Chair: Idania Reyes & Cesar Jimenez. Faculty reps: Cynthia Mosqueda, Janice Pon-Ishikawa, 2nd Thurs. 1-2, COM 109.

Senate & committee meetings are open to the public. Contact committee chairs or representatives directly to confirm details.

El Camino College Academic Senate 2017-2018 Goals

The Academic Senate's annual goals reflect a commitment to "[advancing] an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making" (ECC Strategic Initiative C).

1. **Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)**

   Measures:
   - Provide leadership for the college on issues related to Senate purview,
   - Arrange faculty representation on campus committees and periodic updates,
   - Recruit and elect executive and committee chairs according to Senate by-laws,
   - Ensure divisions have required number of senators and that elections are held accordingly,
   - Review and complete revision of Faculty Handbook,
   - In collaboration with the ECC Federation of Teachers, review and revise flex credit matrix and policies; bring to Senate for approval,
   - In collaboration with Academic Affairs and ECC Federation of Teachers, review and revise surveys and reporting forms for faculty evaluation; bring to Senate for approval,
   - Update Minimum Qualifications and develop a consistent, fair equivalency process,
   - Maintain communication and effective collaboration with ECC Federation of Teachers.

2. **Strengthen faculty involvement in the activities of the Academic Senate**

   Measures:
   - Arrange a Senate orientation at the start of the academic year,
   - Provide regular, ongoing communication with all faculty,
   - Encourage greater participation of senators in meetings and other activities of Senate,
   - Continue initiatives to recognize faculty who achieve tenure and seek opportunities to recognize adjunct colleagues with extended service to the college.

3. **Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.**

   Measures:
   - Support Compton Center's efforts to re-establish independent accreditation through regular Senate/Faculty Council communication and collaboration with faculty leaders,
   - Foster awareness of and encourage faculty involvement in the local implementation of statewide initiatives for student success, equity, enrollment, retention and completion,
   - Support Enrollment Management initiatives through ongoing communication and faculty involvement.

Approved 10.3.17

ECC (El Camino College) Acronyms

Acronym	Meaning
ACCJC	Accrediting Commission for Community and Junior Colleges
ALC	Assessment of Learning Committee
ADT	Associate Degree for Transfer
AP	Administrative Procedure
ASO	Associated Students Organization (ECC's student government)
ASCCC	Academic Senate for California Community Colleges
BP	Board Policy
BSI	Basic Skills Initiative
BOGFW	Board of Governor's Fee Waiver
BOT	Board of Trustees
CCC	College Curriculum Committee
CCCCO	California Community Colleges Chancellor's Office
CMS	Course Management System
COLA	Cost of Living Adjustment
CTE	Career Technical Education (formerly Vocational Education)
DE	Distance Education (instruction that is at least 51% online)
DEAC	Distance Education Advisory Committee
EPI	Educational Planning Initiative
FACCC	Faculty Association for California Community Colleges
FDC	Faculty Development Committee
FTEF/FTES	Full-Time Equivalent Faculty/Full-Time Equivalent Students
FYE	First Year Experience program
HTP	Honors Transfer Program
IE	Institutional Effectiveness (actions/measures of college improvement)
IEPI	Institutional Effectiveness Partnership Initiatives (state-mandated support for IE and host of the Framework of Indicators data portal)
ILOs	Institutional Learning Outcomes
IR/IRP	Institutional Research / Institutional Research & Planning
ITS	Information Technology Services
MMAP	Multiple Measures Assessment Project
OEI	Online Education Initiative
PLOs	Program Level Outcomes
PBC	Planning & Budgeting Committee
PR	Program Review (period program evaluation and plan)
PRP	Program Review & Planning (annual integrated planning system)
SAOs	Service Area Outcomes
SLOs	Student Learning Outcomes
SEP	Student Equity Program
SSSP	Student Success & Support Program
SWP	Strong Workforce Program
Title 5	California Code of Regulations (CCRs) section which details state law related to education. (Also known as "Ed Code")
Title V	Many "Title Vs" exist, but we typically mean a Federal grant program to support the improvement of Hispanic-Serving Institutions (HSI).
WSCH	Weekly Student Contact Hours

Agenda & Table of Contents: Tuesday February 20, 2018 in Distance Education Room 166

Page numbers refer to the Academic Senate meeting packet, which can be accessed by visiting: http://www.elcamino.edu/academics/academicsenate/agenda.asp. Hard copies of agendas are posted in the Communications Building.

Any individual with a disability who requires reasonable accommodation to participate in an Academic Senate meeting, may request assistance by contacting Kristie Daniel-DiGregorio, kdaniel@elcamino.edu, (310) 660-3593 x3254, 16007 Crenshaw Blvd., Torrance, CA 90506.

Per the Brown Act, all votes must be recorded by name. Only No's and Abstentions will be recorded by name in the minutes. If a senator was signed in to the meeting and did not vote No/Abstain, their vote will be assumed to be a Yes.

Adjunct (1 Year)
☒ Josh Casper
☒ Karl Striepe

Behavioral & Social Sciences
☒ Stacey Allen
☒ Kristie Daniel-DiGregorio
☒ Renee Galbavy
☒ Christina Gold
☒ Michael Wynne

Business
☒ Kurt Hull
☐ Phillip Lau
☐ Josh Troesh

Counseling
☒ Seranda Bray
☒ Anna Brochet
☒ Rocio Diaz

Fine Arts
☒ Ali Ahmadpour
☐ Daniel Berney
☐ Diana Crossman
☐ Russell McMillin
☒ Chris Wells

Health Sciences & Athletics
☐ Andrew Alvillar
☒ Traci Granger
☒ Yuko Kawasaki
☐ Colleen McFaul
☒ Russell Serr

Humanities
☒ Rose Ann Cerofeci
☐ Sean Donnell
☒ Pete Marcoux
☐ Kate McLaughlin
☒ Christina Nagao

Industry & Technology
☒ Bob Diaz
☒ Dylan Meek
☒ Renee Newell
☒ Jack Selph
☐ Charlene Brewer-Smith

Excused: S. Donnell, A. Josephides,
C. Schult-Roman, O. Villareal

Library Learning Resources
☐ Analu Josephides
☒ Mary McMillan
☒ Claudia Striepe
☒ Gary Medina

Mathematical Sciences
☒ Dominic Fanelli
☒ Lars Kjeseth
☒ Matthew Mata
☐ Catherine Schult-Roman
☐ Oscar Villareal

Natural Sciences
☐ Sara Di Fiori
☒ Troy Moore
☒ Shanna Potter
☐ Ryan Turner
☒ Ann Valle

President/Superintendent
☐ Dena Maloney

Academic Affairs & SCA
☐ Linda Clowers
☐ Ross Miyashiro
☒ Jean Shankweiler

Assoc. Students Org.
☐ Bryant Odega

Compton College
☐ Paul Flor
☐ Chris Halligan

ECC Federation
☐ Carolee Vakil-Jessop

Curriculum Chair
☒ Janet Young

Dean's Reps.; Guests/Other Officers:
☐ Carolyn Pineda
☐
☐

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 eighth and final Academic Senate meeting of the fall 2017 semester to order on December 12, 2017 at 12:31 p.m.

B. APPROVAL OF MINUTES
See pgs. 6-12 of the packet for minutes from the December 5, 2017 meeting. B. Diaz moved, C. Striepe seconded, and there was unanimous approval of minutes.

KDD: At a recent meeting we had the opportunity to say a farewell to Stephanie Rodriguez. Unfortunately, we are also saying a farewell to another dean on campus, Dr. Gloria Miranda who has been a long-term friend of the academic senate. As you know, it creates some disruption when you have senate leaders in your division. You have to find replacements and change contracts; that has not deterred her from consistently supporting leadership opportunities for her faculty. The photo on the slide of Dr. Miranda and Ricky Richardson is from Dr. Miranda's retirement party. On her first day on campus, 24 years ago, the first person she met who escorted her to her office, was Ricky Richardson. He took her to her division and showed her where she needed to be on campus. This photo brings it all "full circle." Dr. Miranda: I have been here over 24 years now. I transitioned from a teaching assignment that I fully enjoyed. I have always had the faculty aspect inside of me and it will always be there. I have worked and encouraged many of those sitting up in front. We were trying to promoting growth and development over the years. We have had some wonderful opportunities in our division, things that we are very proud of. In our early years, we did our International Grants and we took some of our faculty abroad. We had scholars from other countries come and share their expertise with us. Our teacher education program spearheaded some of the activities that we were lucky to see. We would like to return that program here on campus. We have had a number of cultural programs here on campus. Our campus has changed demographically, and our focus has been to service and to maintaining academic standards. It is vital to our division and our students' success. I will miss this place. On January 2nd, I won't have anywhere to go to work. I will miss everybody! KDD: Not half as much as we will miss you. Thank you, Dr. Miranda! (KDD presented Dr. Miranda with an academic senate pen and an orchid.) We will absolutely miss you!!

C. OFFICER REPORTS

a. President – Kristie Daniel-DiGregorio (pg. 13)

Thank you to the Union, for their strong, professional coverage of senate events this semester, including senate business and initiatives such as our "Ask Me" campaign. Yesterday, I had the privilege of being recognized in my senate role for that collaboration. I want to say "Thank You," to the Union leadership for the phenomenal way that they have gotten plugged in on campus and helped us all learn about our campus. You might have noticed that there are people who regularly come to our meetings who look a little too young to be senators. Those are often our Union folks.

On page 13 of your packet is demographic information about the senate, as of May of this year. We were asked by the Campaign for College Opportunity to provide this demographic information. At this point we are still volunteering this information. The assembly is making quick progress and we expect them soon to require colleges to respond. They want demographic information about all academic senates. We thought it was a good opportunity to provide this information, without being required to. We will send in the information on page 13, reflecting the senate. The ECC data is based on our 2016-19 EEO Plan from our website. There are a couple of areas where we see there is a difference between our population of full-time faculty at El Camino and our representation on the senate. Women are slightly under-represented, over-represented white non-Hispanic. It is good to keep this in mind and to take a look at the data. The executive board thought it would be courteous to let you know that we are providing this demographic information. There is no identifying information, and there are no names associated with this information. Human Resources was able to provide this for us.

b. VP – Compton Education Center – Paul Flor - unable to attend

c. Chair – Curriculum – Janet Young

The College Curriculum Committee has reviewed 150 courses and 40 programs this semester. In the spring, we are researching possibly upgrading CurricUNET, (Meta). We are looking forward to a productive spring semester. One of our big projects will be the Nursing curriculum. We have been meeting with them, and I feel very encouraged by that. Lastly, we are especially enjoying working with Dr. Shankweiler. She is very involved in the curriculum process, she reads the proposals (lot of laughter at this point). We are really enjoying her great leadership!!

d. VP – Educational Policies –Chris Gold

We are seeing the fruits of our Ed Policies labor today. As you know, I am stepping down as Ed Policies VP. I am very proud that Darcie Descalzo will be stepping up as our new VP of Ed Policies. Darcie is a new senator for Natural Sciences, but she is not new to Educational Policies. As a graduate student, she worked at the state level on Ed Policies and Educational Advocacy. Now she is coming down into the trenches with Ed Policies to work on the committee with us. I am very glad to have her and she and I will be working together. KDD: Thank you for saying YES, Darcie!!

e. VP – Faculty Development – Stacey Allen

I want to report that the Faculty Book Club enjoyed reading this semester's selection, "Street Life Poverty, Gangs and a PhD," By Dr. Victor Rios. One of the interesting takeaways that they experienced and they wanted me to share with you; that they noted the difficulty that people had who may have committed a crime, served their time or been incarcerated, to then find employment, especially in education. They noted the irony this seems to go counter to our state-wide mission of the colleges when we exclude people who may otherwise be qualified if they didn't have a criminal record. They thought that was an important piece to take away.

We have the second component of our Getting the Job series coming up in January on the 26th. Please encourage your adjunct faculty members from your department to attend. This workshop will focus on the interview and the teaching demonstration. Those of you who are full-time know that can be scary. The goal is to demystify the process. KDD: Ali noted that unless you are teaching Winter, you might not be here on January 26th. Do you find that there is strong attendance? S. Allen: Yes, we had strong attendance last year.

Mark your calendar for Spring Professional Development Day, Wednesday, February 7th. We will have a tenure reception at 12:15 the same day to celebrate the 24 faculty who joined the ranks of tenured faculty.

f. VP – Finance – Josh Troesh (pgs. 14-15)

Couldn't attend today, but the PBC minutes are included in your packets.

g. VP – Academic Technology – Pete Marcoux

I am yielding the floor to Professor Gold to talk about Canvas. (There was much laughter at this point, that Pete, our Parliamentarian let Chris have 2 minutes of his time). C. Gold: Canvas and Colleague aren't speaking to each other. They are speaking through Gema. Gema is still "that piece," we are still working on integration.   Remember when we had that log-on problem? We hope that is fixed by spring.   We hope by spring, every class will have a Canvas shell for you to use. The Gradebook is terrific, I encourage you to use it in your face-to-face classes. I will send out a mailing in the next week or so, as a quick-start guide to Canvas. Remember, be patient, because Gema is doing all this by hand. If you are interested in teaching on-line, there is an on-line teaching certification training course. One has been added that will begin in January. An email went out. There are 2 different classes, an introduction to Canvas class and an online teaching certification course. There are 2 classes, and we have talked about combining them in the future. Team sites are

still there, but we want people to migrate to Canvas and use that for consistency. If everything is in one place, that is easier for the students.

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

SLO/PLO assessments for fall are due by Friday, March 2nd.   That is the 3rd Friday of next semester, so I recommend that you get them done early. Then you aren't doing them at the last minute.

The final TracDat Program Review/Program Planning workshop is tomorrow from 3-4 in the library basement. If you have done Program Review and you aren't familiar how to put it in TracDat, that is the last workshop for the semester.

D. SPECIAL COMMITTEE REPORTS

Dr. Jean Shankweiler - VP of Academic Affairs

Don't tell me how easy Canvas is…I am taking the "Into to Canvas" class, I thought it would be a breeze. Let's just say I had to ask for help last night because I couldn't get my Module to publish (Pete noted that she wasn't doing a good job helping to recruit).

I have been working on Guided Pathways. The assessment is due December 23rd at the Chancellors Office. I am getting signatures, Kristie just signed it, and it is on the Board Agenda. We still don't have the work plan for the timeline. The Guided Pathways Summit is on January 18th. Faculty, staff, managers, students, everyone is invited. We are inviting the Board of Trustees. Dr. Maloney sent them an invitation. We are really excited. Representatives from the state-wide senate will be here to give their perspective. We have an executive advisory board coming to talk about some of the research behind Guided Pathways. Please register so we can get the appropriate sized room and food for January 18th.

Accreditation is always in the back of my mind. We are looking for team members. If one of the team chairs calls you, please respond favorably.

The Disciplines Task Force met this morning. We are talking about what the philosophy of discipline is. Then we are looking at the board policy; does that reflect what we want our philosophy to be? Actually, the Board Policy tends to focus on honesty rather than behavior. We may need to add to that, then we will move on to the procedures. We had a very productive meeting today.

Mary McMillan is working on OER. We appreciate all the work she is doing there. One of the things we are required to do is to notify students when OER is being used. She has some plans for flex day in spring semester.

Ross Miyashiro – VP of Student Services

Unable to attend today.

Distance Education Advisory Committee

KDD: Our parliamentarian reminded me that we have another item that should be under our Special Committee Reports. Remember last year, we approved changes to the constitution to formalize this committee, making it a subcommittee of the academic senate. I will let the chair of DEAC let us know about our liaison. C. Gold: Our DEAC liaison is Rene Galbavy. She did a great job for us last year, and she will continue.

E. UNFINISHED BUSINESS

El Camino College Local Minimum Qualifications: 2nd Reading – C. Gold (pgs. 16-26)

C. Gold: We need a motion, because we are going to start off looking at the min quals. This is the second reading, we are on page 27 of 53. There is one change before Pete makes a motion. On page 4, or 30 of 53, under Communications Studies, Chris Wells had pointed out that communications studies exceeds the state min quals, so a note has been added. J. Troesh moved, C. Wells seconded. C. Gold: Any questions? Dr. Shankweiler: When I was speaking with Barbara Perez yesterday, she said that within disciplinary studies you have to have a Masters in one area, and an associated area. That isn't listed here.   C. Gold: We used the language of the state min qual. We are on page 37 of 53. We added the 12 units of upper division or graduate work. The state uses constituent discipline. KDD: It could be any of those listed for your 12 units. Dr. Shankweiler: It needs to say it. Under Human Development it doesn't say anything about associated discipline. Do you see what I'm saying? It says master's degree in Education, Psychology, Counseling, Counseling Psychology, and Educational Psychology. KDD: Not just in the lead-in for interdisciplinary studies, you think it should also appear under the interdisciplinary studies departments. Maybe we just repeat that under Academic Strategies and repeat it under Human Development? Dr. Shankweiler: It is repeated under Academic Strategies, under extensive course work. C. Gold: I asked them to clarify that. Dr. Shankweiler: Even though it is a repeat, you don't state it. The way it is written, you don't have to have the extra 12 units in the second field. C. Gold: My reading of this is that Human Development was exceeding the state min quals. C. Wells: What makes it confusing, is that you have Academic Strategies and Human Development, so there are 2 separate things there. Can you teach in academic strategies with a human development degree? KDD: If the department decided it was a closely related field. C. Wells: They way this is formatted, they look like they overlap.   C. Gold: They are different interdisciplinary disciplines. What the attempt to do was to codify our interdisciplinary studies ones, so that the discipline faculty could agree what it is. That way, future changes would have to go through consultation. Above it, it says interdisciplinary studies includes, but are not limited to. It has a listing there. KDD: We need to put Academic Strategies and Human Development in the column. Just like the other disciplines. C. Gold: OK. If we put in a column, it solves the problem. A. Ahmadpour: Art History became a discipline for community colleges about 2 years ago. When I go down the list, it becomes 10 years. Do we want to be easier or do we want to be more open about our quality of education? We have a huge number of PhD's who are desperately looking for a job. I am against watering any of these things down. Santa Monica doesn't hire anyone without a PhD for Art History. I am for that, because we have people who are unemployed. KDD: That is a conversation for the department level, not the senate. A. Ahmadpour: We need to make it very clear, no room for interpretation, not open ended.   C. Gold: This is something your discipline faculty should get together and discuss this and bring it to the senate. Dr. Shankweiler: I would like to point out, that as the disciplines narrow down, or exceeds the state min quals, you also narrow the hiring pool. Then you wind up hiring no one. C. Wells: Small colleges have difficulty finding people if the min quals get too narrow. C. Striepe: For the Library Science, we would like for it to say, Masters in Library Science, or Information Science. C. Gold: You need to talk with discipline faculty and bring it to ed policies. P. Marcoux: I am looking at the state one, and it reads exactly like they just described it. It is Master's degree in Library Science, or Library and Information Science, or the equivalent. KDD: We took a vote, and all were in favor of a revised, much clearer, and more user-friendly minimum qualifications which will be posted to the website. C. Wells: Encourage all departments to take a look at these. R. Serr: On page 16, spelling is off. KDD: On page 42 of 53 there is a spelling error.

AP 7211 Faculty Services Areas, MQs & Equivalencies: 2nd Reading – C. Gold (pgs. 27-53)

C. Gold: This is the 2nd reading of this. There is one change on page 16, and on page 21 there is a mark-up, you can look at the bubbles. There is one change we need to cover before our motion. On page 17 of 53, under the criterion for equivalency. Second paragraph down, all courses being used for equivalency that are taken through Continuing Ed or Extension must be applicable to the approved degree listed in the discipline. What this means, is that more and more of these graduate level courses that are offered through extension, you can apply to a graduate degree at that institution. But then there are also these other courses that are offered that don't really apply to anything. We want to differentiate between these two kinds of courses that you can take at extension or continuing education. We wanted to add it in there because this did come up and someone had to go online and research and it took a long time. We want to put that burden of evidence on the applicant, it is easier for them. So we just want to add the sentence, "it is the responsibility of the applicant to supply relevant evidence." C. Wells: Why is it just continuing ed? Should all classes be treated the same? All courses that are used for equivalency? Why are we limiting it to "those courses?" P. Marcoux: Are extension schools accredited? C. Wells: For example, UCLA, USC, and UCI all have extension programs in the school. So they are part of an accredited institution. These may apply to a graduate certificate. C. Gold: I never heard of anything from the state requiring people to show that a graduate course taken in a discipline has to be applicable to a degree. This was calling out those courses to make sure they were rigorous. C. Wells: I don't understand the reason to distinguish between those courses. P. Marcoux: I think accredited should be in there. I just looked up UCLA extension, they advertise as being

accredited. We want to avoid the ones that aren't. C. Gold: At UCLA continuing ed, there are courses that aren't applicable to degrees, they may be fun, informative courses. I wouldn't' recommend we do that with all courses. It would create a lot of work for everybody. KDD: I'm wondering if it would narrow the pool dramatically in terms of who would be eligible for equivalency. C. Gold: I haven't seen it at the state-level, and no one else is doing it.   C. Wells: There are all sorts of things coming, not just continuing ed. There are courses in a box, a sort of do-it-yourself course. C. Gold: I think it would be a big burden on everyone. I haven't' seen it anywhere else. KDD: We don't have to have this. If we want to, we can always revise this at a later time. P. Marcoux: Candidates are responsible for making sure all courses being used for equivalency that were taken through continuing ed or extension are applicable to the approved degree listed in the discipline. Dr. Shankweiler: When you have a degree, the accreditation of the college assures that your course leads towards that degree when it's part of the program. Continuing the education may or may not, it is outside the program. If they are asking us to say this is equivalent to a Master's degree, but it's not in the program, I think it is perfectly reasonable for us to ask them to prove it. Not every extension or continuing ed course is degree applicable. C. Striepe and C. Jeffries had some questions regarding being reassigned. C. Gold: Pete suggested better language on page 17, regarding continuing education, and used fewer words in the process. C. Wells: Move to adopt as amended, S. Bray seconded, all were in agreement.

F. NEW BUSINESS

None

G. INFORMATION ITEMS –DISCUSSION

First Generation Conference – Seranda Bray & Stacey Allen

S. Bray: Hi, I am speaking on behalf of First Year Experience. We are starting a First-Generation Initiative at El Camino College. There will be a First Generation Institute on Friday, April 27th. We will be targeting faculty and staff here at ECC and we'll be inviting faculty from all over the state to look at ways we serve first generation students. One of the first items we are going to be tackling is to send out a survey to identify who on our campus is/was a first generation student. First generation definition is if neither of your parents got a bachelor's degree in the US. If that applies to you, then you would be considered a first generation college student. This survey is only three questions. Please open the survey and answer it. We want to identify who here on our campus is/was a first generation student. Eventually we want to create a website of sorts. The conference we are putting on in April is for everyone, not just first generation students. We all support first gen students. We have about 51% first gen students here at ECC. We have support from the President, VP's, Deans, and lots of people on campus. We are very excited about this with more info to come. We are still working on the details.

Resolution of Appreciation – Kristie Daniel-DiGregorio

If my colleagues will join me up here, please line yourselves up. As you know, our tradition is to send people off with some sentiments about what we appreciate about their contribution. This is like a Charlie Brown Christmas line-up….tallest to shortest. Chris Gold asked if we were going to sing and that brought on quite a bit of laughter.

Resolution of Appreciation for Chris Gold

- Christina Gold, Ph.D., VP Educational Policies
- Former:
    - President
    - VP, Faculty Development
    - Chair, Program Review
    - Chair, DEAC

- **Whereas**, Dr. Christina Gold has served with distinction in nearly every leadership role in the Academic Senate, including President, VP for Educational Policies, VP Faculty Development, Program Review Chair, Chair of the Distance Education Advisory Committee, and chair of countless task forces;

- **Whereas**, the college has benefitted tremendously from Dr. Gold's self-proclaimed status as a nerd whose enthusiasm for research provides context, data, and best practices to inform decision-making; few on our campus grasp and can clearly discuss complex processes and information like accreditation, legislation, Ed Code and Title 5 like Chris, "The Nerd," Gold;

- **Whereas**, Dr. Christina Gold deftly manages the often contradictory goals of progress and consultation, coordinating input from a mind-boggling array of student, faculty and staff stakeholders in order to update policies that are central to the functioning of the institution;

- **Whereas** Dr. Christina Gold's strengths include her extraordinary interpersonal skills, evidenced by the fact that she is highly respected for her helpful, collegial approach; her ability to broker decisions among disparate groups; her strengths developing effective solutions to seemingly intractable problems; her willingness to convey unpopular messages; and her gift for disagreeing without being disagreeable;

- **Whereas**, Dr. Christina Gold's leadership has made El Camino College a better place to work and learn illustrated by her role as key author for the college's "Making Decisions" document which was developed in response to significant concerns about the consultation process; her tenacity, her belief that the college could and must do better, and her enthusiasm for collaboration has resulted in a model approach to consultation and accolades from the ACCJC,

- **Whereas**, Dr. Christina Gold, recipient of the 2016 Distinguished Faculty Award, is first and foremost an educator and scholar who is known for her innovations in teaching, her investment in the learning and development of students and colleagues, her significant leadership roles in statewide senate and in a national organization in her discipline;

- **Resolved** that the El Camino College Academic Senate expresses deep gratitude for Dr. Christina Gold's tireless service and leadership on behalf of the students, staff and faculty of El Camino College, congratulates her on her selection as Dean of Behavioral and Social Sciences, looks forward to her unique potential to make the "dark side" of administration a little bit brighter, and reminds her that should she ever wish to return to the faculty ranks she would be welcomed with enthusiasm.

- *Unanimously Passed December 12th, 2017, El Camino College Academic Senate.*

In addition to the resolution, Dr. Gold received an El Camino College bell to commemorate the indelible legacy she leaves on the Academic Senate. It reads:

Christina Gold, Ph.D. In appreciation for excellence in leadership on behalf of the El Camino College Academic Senate 2009-2017

You will be missed, Chris!!

Chris Gold: Well, thank you so much! That was such a thoughtful resolution, it made me tear up. It has been a real pleasure working with the senate. I have enjoyed it so much and I have learned so much. I have met people from across campus, and I have learned about all the wonderful things that our faculty are doing. Especially on the Program Review Committee, it is pretty amazing all the things we are doing across campus. It has been a pleasure working with everybody!

MMAP & AB 705 – Lars Kjeseth & Scott Kushigemachi

KDD: Thank you to Lars and Scott, we are going to give Scott a regular seat at the senate. L. Kjeseth: Wow, we get to follow saying good bye to Chris. We saved the best for last, the discussion about AB 705. Our goal today is to simply give the highlights about AB 705. Then we will open to your questions, which we will handle to the best of our ability, but a lot is still unknown. Governor Jerry Brown signed AB 705 into law on October 13, 2017. It will take effect on January 1, 2018. We are happy to know that a timeline has been published. We need to be fully in line by fall 2019. In a nutshell, this is what AB 705 is asking us to do. Requiring Community Colleges to maximize the probability that a student who enters our school will complete transfer level coursework in Math and English within a one-year time frame. How are we going to do this? There are two kinds of responses. In the language of AB 705, it really encourages two kinds of changes. One is in Curriculum, and the second is in Assessment and Placement. We need to find ways of maximizing the probability that a student completes transfer level Math and English within a year using curriculum

solutions and we are also required to now take into account high school grades in our assessment and placement. AB 705 is not all that new. For many years, two things have already existed in Title 5 regulations and the Ed Code. There is the Ed Code, which modifies the actual law. Then what happens -- and so much is still really unknown -- it goes to the Board of Governors and the Chancellors Office and an implementation team, who will modify the Title 5 regulations, to give us some guidance. Right now we are in an in-between time. In Title 5 regulations already, we have our regulations for requisite courses. Right now, under Title 5, we really should only be requiring courses prior to a target course, if the student is highly unlikely to pass the course without the previous requisite course. That is already on the books. In many ways there has been a lot of battling back and forth because the two criteria for determining if the student is highly unlikely have been historically one, content review, and two, using statistics and evidence. The other thing that has been in title 5, is that we have been obligated to using multiple measures in our assessments and placement for many years. But we really haven't been doing that. AB 705, in a sense, is the state telling us they are serious. S. Kushigemachi: We have these two existing regulations that were already in Title 5 and this is what AB 705 does to strengthen those because they weren't being practiced. We must now ensure students are not placed into remedial courses that delay or deter their educational progress unless evidence suggests they are highly unlikely to succeed in the college level course. It puts the burden of proof on the schools to say that if you are putting a student in remediation, they need to have that course otherwise they are going to fail. So we always have to have more than one measure. AB 705 now requires that high school performance be one of those measures. We have been starting the process for some of these things. There are a couple of things in the works that are responding to this legislation. One is, that there is a lot of room for co-requisite courses. Instead of having a chronological sequence you do basic skills in developmental ed concurrently. English has just put a course through the CCC that will hopefully get this started in the fall. We have also had a Multiple Measures pilot for the past two years. Lars: So where are we in that Multiple Measures? The Chancellor's office was basically ahead of the legislation on Multiple Measures. At ECC we are progressing quite nicely. We have had a pilot this fall with Math Multiple Measures placement. We expect to bring to the senate some evidence from that first significant pilot. English is about a year behind on that. We expect to have the same level of data about a year later. Scott: To give you an idea of what a game-changer this is. Currently, about 35% of students for English place directly into a transfer level course. We anticipate that if you use high school GPA according to the recommendations, it would increase to about 70%. It would be more dramatic in Math. Currently, about 10% place directly to transfer Math; with Multiple Measures it is approximately 50%. This is called "co-horting." Some schools are doing co-mingling. That is not the approach that English is taking. P. Marcoux: How does this affect you? If you have 1A as a co-req or pre-req, you might see different students perhaps. You might see more students signing up for your classes. C. Wells: Does it address the time since their last math class? Lars: Hopefully, in spring we will see how things work out with the pilot. A. Ahmadpour: Will this cause more work for counseling? R. Diaz: Yes. Dr. Shankweiler: Ross is working on data-sharing with the high schools. S. Kushigemachi: The flip side is that current number of basic skills courses will have a big effect on students. We need to find a way to make this more user-friendly. Lars: The other option is to make the classes noncredit. We need to reexamine the credit we give instructors who teach noncredit. It won't work unless the instructors get the same load. We need a memorandum of understanding between the district and the union so these are rewarded the same load/compensation. We should be thinking about this and openly discuss it. Pete: It may be difficult for scheduling. We already have a problem in Humanities. KDD: As Scott said, this is a game-changer. Thanks to both of you for taking the time to give us an update. Lars: Questions are good. We have a lot going on.

H. FUTURE AGENDA ITEMS

Ed Policies: AP 7160 Professional Development; AP 5500 Standards of Student Conduct
Guided Pathways
Legislative Updates
South Bay Promise Program

I. PUBLIC COMMENT

J. ADJOURN
The meeting adjourned at 1:50 pm
TG/ECC Fall 17

COMMITMENT
INTEGRITY
LEADERSHIP

California Community Colleges

The Colleges Reviewed Are Not Adequately Monitoring Services for Technology Accessibility, and Districts and Colleges Should Formalize Procedures for Upgrading Technology

Background

Serving more than 2 million students in over one hundred community colleges organized into 72 community college districts, the State's system of community colleges is led by a Chancellor appointed by the Board of Governors (board) for the California Community Colleges. The board sets policy and provides guidance to its colleges which by law must be accredited institutions. The accrediting agency for the State's community colleges has standards that cover a variety of college activities including several related to acquiring and updating information technology (IT). Also, community colleges must comply with federal and state requirements relating to student accessibility to websites and instructional materials. Our audit focused on colleges' monitoring of compliance with accessibility requirements and their processes for upgrading and replacing IT equipment.

Our Key Recommendations

- The Chancellor's Office should establish or issue guidance for the following:

    » For colleges to monitor how quickly they respond to students' requests for instructional materials in alternate formats and to periodically monitor the accessibility of instructional materials.

    » For the districts and community colleges to establish written protocols for upgrading and maintaining IT equipment and to document input received when considering IT equipment requests.

- Community colleges should do the following:

    » Establish and monitor timelines in responding to requests for alternate media services from students with disabilities and periodically review their performance in completing the requests.

    » Set procedures to monitor and periodically review the accessibility of instructional materials to ensure students with disabilities have equal access to them.

- Community colleges and districts should develop procedures for consistently upgrading and replacing IT equipment and ensure that technology master plans are current and contain detailed steps for achieving goals.

Key Findings

- Although the Chancellor's Office developed guidelines for community colleges to both promptly provide instructional materials in alternate media when requested and to ensure instructional materials are accessible to persons with disabilities, the guidance does not address monitoring to verify such guidance is followed, and none of the three colleges we reviewed track how quickly they address requests for alternate media.

    » All three colleges could not demonstrate that they comply with monitoring standards relating to students' accessibility to instructional material.

    » One college records the dates the requests are made and when completed, but doesn't use the data to track the time it takes to complete the request. The two other colleges did not record enough information to know how long it took to respond to requests.

    » Though colleges offer training on the accessibility of instructional materials, instructors are not required to attend.

    » Two colleges have inadequate processes for monitoring to ensure their websites are accessible.

- The three community college districts we reviewed plan for and fund IT needs, but they do not have formalized processes to ensure consistency and continuity in the future.

    » The three districts rely upon institutional knowledge to guide the implementation process when replacing or upgrading IT.

    » While each college indicated it received and documented input from stakeholders when considering IT resource requests, none could consistently demonstrate that they did so.

Faculty Development Committee Meeting
Minutes for Tuesday, November 28, 2017
Teaching and Learning Center (TLC), Library West Basement, 1-1:50 pm

**Mission Statement**: _The El Camino College Faculty Development Committee provides opportunities and support to promote instructional excellence and innovation through faculty collaboration._

Name	Abbreviation	Division
Stacey Allen* (Present)	(SA)	Behavioral & Social Sciences
Alireza Ahmadpour (Absent)	(AA)	Fine Arts
Dustin Black (Excused)	(DB)	Behavioral & Social Sciences
Anna Brochet (Excused)	(AB)	Counseling
Briita Halonen (Present)	(BH)	Humanities
Analu Josephides (Present)	(AJ)	Library & Learning Resources
Sheryl Kunisaki (Present)	(SK)	Library & Learning Resources
David McPatchell (Present)	(DM)	Compton College
Sumino Otsuji (Present)	(SO)	Humanities
Margaret Steinberg (Present)	(MS)	Natural Sciences
Claudia Striepe (Present)	(CS)	Library & Learning Resources
Lisa Mednick Takami (Excused)	(LMT)	Professional Development
Evelyn Uyemura (Present)	(EU)	Humanities
Carolee Vakil-Jessop (Excused)	(CVJ)	Federation

  *Committee Chair

Fall 2017 Meetings: September 12 & 26, October 10 & ~~24~~, November 14 & 28, ~~December 12 (if needed)~~
Spring 2018 Meetings: February 27, March 13 & 27, April 24, May 8 & 22 (if needed)

1. Welcome – David McPatchell
The FDC welcomed its newest member, David McPatchell – Professor of Psychology, Compton College. We look forward to working with David and value his representation of our Compton colleagues!

2. Announcement – Senate will meet on 12.12.17
(SA) announced that the Senate will meet on Dec 12th, therefore this will be the last FDC meeting of the fall semester.

3. Informed and Inspired: Lunchtime Faculty Development Series
(SA) reported that the November Informed & Inspired series, "Getting to Know our Student Military Veterans," was very successful. Shaun Cook (adjunct chemistry instructor) and Tony Zapata (adjunct counselor) facilitated the meetings, which included a panel and roundtable discussions with student veterans. (SA) announced the I&I dates for the spring semester:

- March 1st & 15th
- April 5th & 19th
- May 3rd & 17th

The committee discussed possible themes for the spring sessions. (AJ) expressed an interest in participating in a session and recommended a theme focused on cultural identity and issues related to race. (DM) proposed the sessions could include food from different cultures. (SK) noted other events on campus such as the Native Hawaiians and Pacific Islanders in Higher Education this Friday (12/1/17) and the Student Empowerment Dialogue Series that include similar themes. The FDC discussed

partnering with the Student Development Office to have a shared theme each month and student involvement during the spring 2018 semester.

4. Outstanding Adjunct Faculty Award

(SA) announced that Sarah Leinen (Academic Strategies) will be honored at the next Senate meeting as the OAFA recipient. Alan Chan (Music), Brett Marschall (Economics), Fariba Sadeghi-Tabrizi (Communication Studies), and Kyle Strohmaier (Physics) will receive an Achievement Award for Distinguished Teaching. The OAFA Selection Committee was chaired by (SA) and consisted of Dustin Black (History), Rocio Diaz (Counseling), Gloria Miranda (Dean, BSS), and Bryant Odega (ASO).

5. Getting the Job Workshop (GTJ), Part 1: The Job Application Process

(SA) announced that Stephanie Rodriguez (Dean, I & T), Martha Lopez (HR), Analu Josephides (Librarian), Chris Jefferies (Counseling), and Shanna Potter (Chemistry) will serve on the GTJ panel scheduled for Friday, December 1st, 12:30-3:00, in MBA 319. As of today, 41 people have registered for the workshop.

6. Spring PD Day – Wednesday, February 7th

(SA) reported that she and (LMT) will meet with Dr. Shankweiler next week to discuss possible themes for Spring PD Day. The FDC watched a short video about Guided Pathways (GP) from the Chancellor's Office website as this has already been suggested as a possible topic to highlight. The FDC discussed including the video as part of the General Session program; however, (BH) noted that faculty would appreciate more concrete information about how GP would be implemented at ECC. (MS) noted the PD Day program should be inspirational. (BH) suggested we might want to focus on multiple measures placement considering it is likely to go into effect next fall. (DM) recommended that Compton faculty meet with the ECC divisions and noted that faculty benefited greatly from those meetings in previous years.

Meeting Adjourned at 1:56

SA/2.13.18

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: January 18, 2018

_____
MEMBERS PRESENT

☒ Amy Grant – Academic Affairs
☐ Ken Key - ECCFT
☒ David Mussaw - ECCE
☒ Rory K. Natividad – Chair (non-voting)
☒ Alex Ostrega – ASO Student Rep.
☐ Jose Anaya – Community Advancement

☒ Jeff Hinshaw–Administrative Services
☒ Jackie Sims -Management/Supervisors
☐ Dean Starkey – Campus Police
☒ Greg Toya – Student Services
☒ Josh Troesh – Academic Senate

Alternate Members:
Support: B. Fahnestock, A. Leible, J. Miyashiro, R. Miyashiro, J. Shankweiler
Other Attendees:
_____

The meeting was called to order at 1:04 p.m.

Approval of the December 7, 2017 Minutes
1. The minutes of December 7 minutes were presented to the committee for approval.
2. The minutes were approved as presented and will be posted on line.

Enrollment Update– J. Shankweiler (handouts)
1. The 2015/16 actuals show we reported 19,486 FTES. To achieve this figure the district borrowed 1,446 FTES from summer 2016. Even with borrowing from summer, the fully-funded growth of 19,539 was not reached. For the year 2016/17 the total FTES reported were 17,928 which was significantly less than the previous year. For 2016/17 nothing was borrowed from summer. We went into stabilization for that year and we were funded at the amount of FTES that was reported the prior year. For 2017/18 we are in restoration and are being paid for what we earn. The projected FTES figure for this is 19,215 for the year which means we are playing catch up at this point. More classes were added for the winter which assisted with 1,135 FTES. For spring 2018 we are going off projections which will be revised accordingly to reflect any schedule or enrollment changes. We are currently 100 off from our goal 7,978. It was noted the positive attendance FTES projections for fall 2017 and winter 2018 are incomplete due to outstanding rosters still being collected.
2. It was stated we are basically even with where we were last year. Our goal for spring 2018 is to be one percent higher than we were last spring. In Enrollment Management they are looking at trying to improve the processes we have when it comes to enrollment.
3. It was reported the fully funded cap for El Camino was 19,642.85.

Governor's Budget Update – B. Fahnestock (handout/presentation)
1. It was reported there is a large amount of revenue forthcoming in the Governor's budget for next year. Education is being funded in a huge way as compared to other areas of government. It was noted the Rainy-Day fund will be fully funded.
2. Two new items in the budget which is related to us is they are establishing a centralized on-line college and a new funding model. The funding model is still a work in progress at this time. The

governor's proposal is also for a larger cost of living adjustment (COLA) of 2.51%. This COLA has been the largest one in many years.

3. It was noted that $175 million would be needed to keep each district whole from one year to the next. This is why we need to borrow as much enrollment as we can because the enrollment this year will be our hold-harmless base for next year.

4. The new funding formula is titled "New Student-Focused Formula Apportionments." The make-up of the formula is as follows: 50% based on full-time equivalent student enrollment, 25% based on students receiving California College Promise Grants and Pell Grants, and 25% based on short and long-term student success metrics (degrees, certificates, awards, and ADTs).

5. A presentation was given on the economic outlook (Chris Thornberg). It was noted unemployment was low and that the number of available jobs were high but there are not a lot of people to take these jobs. It was stated there was nothing in the forecast that makes it appear we will be having a recession.

OPEB Summary – B. Fahnestock

1. An update was given on our last actuarial report and the status of our GASB/OPEB account. Money had been set aside in an irrevocable trust fund to pay for the retiree health benefits. Overtime enough money had been put into this trust fund making it fully funded. The interest of this fund and our annual contribution should be enough to cover any payments. It was stated the current cost for the insurance coverage is $900,000 a year. When the calculation was done last time, it was estimated we would grow this fund in the 5-6% range, but the fund only grew just under around 4%. The difference of this percentage is the problem. It was noted from this point on the college will be more aggressive in how this money is invested. It was reported we are currently underfunded by $2 million. Two years ago the account had a $1million surplus.

2. Money will now be put into the trust fund every year and we will have a more aggressive portfolio (more stocks, less bonds). A risk assessment was done two months ago and the result found was we are too conservative in our investments. It was also noted that health costs are astronomical and this is a real expensive benefit which could nearly double for us in 10 years. If anyone has any questions, they were encouraged to contact B. Fahnestock.

PBC Roles and Responsibilities – R. Natividad

1. R. Natividad stated he would send out the PBC Roles and Responsibilities to all the committee members on PBC. The committee members were asked to review the roles and responsibilities and be ready to discuss them at the next meeting in February.

Adjournment – R. Natividad

1. The meeting adjourned at 2:07 p.m. The next meeting will be held on **February 1, 2018** at 1:00 p.m. in Library 202.

RKN/lmo

Technology Committee Meeting
December 19, 2017
2:00 p.m.
LLR 202

Minutes

COMMITTEE (√ marks those present):

√	Art Leible, Chair		Virginia Rapp Co-Chair		Irene Graff Inst. Research		Tiffany Ushijima ASO Student Rep
	Robert Sutton SRC	√	Melissa Guess Financial Aid	√	Mari Baquir SSVC/Student Development		Pete Marcoux Acad. Senate
	Steve Waterhouse Admissions & Rec.	√	Brian Fahnestock Admin Services	√	Claudio Vilchis ITS/Network		Sal Valencia Tech Services/AV
√	Andrei Yermakov Compton Center		Patrick Ko Purchasing	√	Thurman Brown Tech Services		Idania Reyes Student Equity Programs
	Erick Mendoza Campus Police		Vladimir Vasquez ITS/Applications		Andrea Sala Foundation		Dipte Patel Counseling & Student Success
	Lisa Mednick Takami Prof. Development		Paul Yoder IT Security	√	Maria Smith Human Res.		Jane Miyashiro Human Res.
√	Gema Perez ECCE	√	Christina Gold	√	Carolyn Pineda Inst. Research		

"The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and proposes recommendations for College Technology. The committee develops, monitors and evaluates implementation of the College Information Technology Strategic Plan."

I.   Introductions

II.   Old Business

    a. Review and approve minutes – Minutes from the October 2017 Technology Committee has been approved.

    b. Current Projects Update

Enterprise Document Management Status (Leible) – We decided to go wth a best-of-breed component for our deployment rather than a full-scale RFP. We have two or three software components that we are looking at now.

One of which is TimeClockPlus which we will start off using with our part-time employees. We will eventually expand that to all employees for positive attendance and exception attendance.

We are also looking at an on-boarding software called Silk Road for Human Resources. This will help us to avoid the excess usage of paper and forms.

We are looking at a tool called FormStack which is an online forms engine that has workflow and e-signature capability. With this we can build out and create electronic forms. This will be used across the entire campus. These forms will have the ability to be stored and sent out electronically across campus.

Finally, we are moving forward with a tool called BenefitBridge. It is an online benefits package software provided by Keenan.

In the future we will look into replacing Singularity in Financial Aid, possibly using the DocuWare software that we are currently using for archiving. We are having more discussions on campus logic. We will set up a meeting in January to discuss how we will move forward with campus logic component in regards to the Compton Center.

Enrollment Management CRM Recruit (Leible) – The CRM Recruit is loaded and operational in test. We have the link into production. Since the service is a software it is only linkage back and forth. They have already commenced their training on the system.

Self-Services forms and views (Leible) - Self-service Basic and self-service Financial Aid are both loaded. Financial Aid, A&R and the Finance

offices have their meetings scheduled in January and February. They should rollout once they are set-up in test.

Canvas Colleague Integration ILP (Vilchis) – The vendor is having a problem with some of the data and creating the Wifi classes. We are waiting for a solution from the vendor.

Office 365 Student Email (Vilchis) – We have solved all of the licensing and permission issues. We are flipping the switch on January 8th to allow everyone access to the Office 365 products, including OneDrive and other tools they have available using your elcamino email account. We are continuing to do testing and are working with Marketing/Public Relations to notify the users when access is available.

Google for Education (Marcoux) – Pete Marcoux has moved this through the Academic Senate. We will table this until he returns.

III.   **New Business**

a. Annual Review Technical Goals (All) – A handout (available upon request) of the goals from 2017 was passed out to committee members. The committee reviewed the goals from last year and checked off completed items. We would like to establish the goals for next year during the January Technology Committee meeting.

    The first goal for 2017 was the Campus Wi-Fi Upgrades. Other than finalizing paperwork, that goal is complete. The Wi-Fi system is up and operational.

    ECC Staff and ECC Wireless is up and running as well. We have approximately 30 external access points across campus that are operational.

    The temporary guest pass that can be issued for an event or a group of people visiting on campus will be accessible. A ticket will need to be initiated at the Help Desk if you have an event. We ask that AV

Technicians add a line to their event form asking if they are requesting a password for their guest(s) to have Wi-Fi access.

The SQL Databases upgrades is in progress. This will rollover as a goal for 2018.

Master Scheduling Systems was not funded this year. This remains a goal.

Integrated forms engine & workflows/Enterprise Document Management System (paperless college, forms engine, electronic workflows) will take more than a year to complete. This will continue to be a goal for 2018.

Enhanced integrated Security infrastructure for all networks, systems, and data and costs/Disaster Recovery Plan & Business Continuity Plan will remain as goals.

b. Annual Committee Evaluation – A copy of the ECC Technology Committee Collegial Consultation Committee Annual Evaluation was presented to the committee for review. Institutional Research is asking that the Technology Committee go through the Evaluation form and make suggestions on items that needs to be added or changed. In Section B of the evaluation, the Committee Purpose was slightly changed to read:

"This committee's stated Purpose is: "The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and proposes recommendations for College technology. The committee develops, monitors, and evaluates implementation of the College Technology Plan."

The results of the survey will be tabulated and made available for the February 20, 2018 Technology Committee meeting.

c. Campus wide Survey tool – We are searching for a survey tool that is available to the entire campus that we can get the tools needed as a subscription or an application. Currently, different departments are using different tools which makes it hard to translate the results back and forth.

We will need a tool that is easy, secure and ADA compliant that we can consider and present to the ECC Cabinet.

IV. Meeting Adjourned

    a. Meeting adjourned at 2:34 p.m.

C (COLLABORATION) – "Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making."

Technology Committee Meeting
January 16, 2018
2:00 – 3:00pm, Distance Education Room

"The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and proposes recommendations for College technology. The committee develops, monitors and evaluates implementation of the College Information Technology Strategic Plan."

Art Leible Chair	Virginia Rapp Co-Chair	Gema Perez Classified Employees	Tiffany Ushijima ASO
Vladimir Vasquez Applications Development	Andrei Yermakov Compton Center	Ann M. Garten PR & Marketing	Irene Graff Research & Planning
Maricar Baquir Student Development	Melissa Guess Student Support Serv	Dipte Patel Counseling	Claudio Vilchis Network Services
Pete Marcoux Academic Senate	Maria Smith Human Resources	Robert Sutton Special Resource Ctr.	Paul Yoder Information Security
Steven Waterhouse A&R	Crystle Martin Library	Claudia Striepe Library	Brian Fahnestock Administrative Services
Patrick Ko Fiscal Services	Thurman Brown Technical Services	Lisa Mednick Prof. Development	Erick Mendoza Campus Police
Sal Valencia Audio Visual			

AGENDA:

      I.   Introductions
      II.   Old Business
         a. Review and approve minutes (OCT)
         b. Current Projects Update
            i.   Enterprise Document Management Status (Leible)
           ii.   Enrollment Management CRM Recruit (Leible)
          iii. Self-Services forms and views (Leible)
          iv. Canvas Colleague Integration ILP (Vilchis)
           v.   Office 365 Student Email (Vilchis)
          vi. Google for Education (Marcoux)
         vii. Annual Review Technical Goals (All)
        viii. Annual Committee Evaluation
         ix. Campus wide Survey tool (IR)
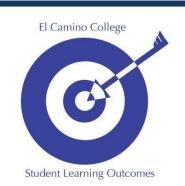
      III.   New Business

        i.   State Audit, Accessibility (Rob Sutton

C (COLLABORATION) – "Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making." The following are the IT goals were noted on agendas FY 2017:

1. SQL Databases upgrades (ITS)
2. Master Scheduling Systems (ALL)
3. Enterprise Document Management System (paperless college, forms engine, electronic workflows) Integrated forms engine & workflows (ALL)
4. Enhanced integrated Security infrastructure for all networks, systems, and data and costs (ITS)
5. Disaster Recovery Plan & Business Continuity Planning and implementation
6. Support Accreditation Self Study (All)
7. Classroom of the future define, demonstrate and deploy (Faculty)
8. Operational Data store/Nightly sequence Updates/Extracts/Processes (ITS)

List possible Survey tools
Survey Monkey
Zoomerang
Qaultrics
Survey Gizmo
Office 365 Survey
Snap Survey

Spring 2018 SLO Training Schedule:

Entering Fall 2017 Assessments: working workshop.

Thursday, March 1, 1:00-2:00p.m.

All Fall 2017 reports should be entered into TracDat by Friday, March 2nd!!

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

To register for a training log into: **http://elcamino.flexreporter.com**
Any questions, please contact
Russell Serr (rserr@elcamino.edu) or
Jenny Simon (jsimon@elcamino.edu)