



# Academic Senate of El Camino College 2016-17

April 4, 2017

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254

Office location: Schauerman Library, Room 273

## Officers & Executive Committee

President	<b>Kristie Daniel-DiGregorio</b>	VP Finance & Special Projects	<b>Josh Troesh</b>
VP Academic Technology	<b>Pete Marcoux</b>	VP Instructional Effectiveness	<b>Russell Serr</b>
VP Compton Center	<b>Paul Flor</b>	Curriculum Chair	<b>Allison Carr</b>
VP Educational Policies	<b>Chris Gold</b>	Secretary	<b>Traci Granger</b>
VP Faculty Development	<b>Stacey Allen</b>	Parliamentarian	<b>Pete Marcoux</b>

### Adjunct (One-year terms)

<b>Dustin Black (BSS)</b>	16/17
<b>Karl Striepe (BSS)</b>	16/17

### Fine Arts

<b>Ali Ahmadpour</b>	18/19
<b>Daniel Berney</b>	17/18
<b>Diana Crossman</b>	18/19
<b>Russell McMillin</b>	18/19

### Mathematical Sciences

<b>Megan Granich*</b>	16/17
<b>Matthew Mata</b>	17/18
<b>Jasmine Ng*</b>	16/17
<b>Benjamin Mitchell</b>	16/17
<b>Catherine Schult-Roman</b>	18/19

### Behavioral & Social Sciences

<b>Stacey Allen</b>	16/17
<b>Kristie Daniel-DiGregorio</b>	17/18
<b>Chris Gold</b>	16/17
<b>Renee Galbavy</b>	17/18
<b>Michael Wynne*</b>	17/18

### Health Sciences & Athletics/Nursing

<b>Andy Alvillar*</b>	16/17
<b>Traci Granger</b>	16/17
<b>Yuko Kawasaki</b>	18/19
<b>Colleen McFaul</b>	17/18
<b>Russell Serr</b>	17/18

### Natural Sciences

<b>Mohamad Abbani</b>	16/17
<b>Sara Di Fiori*</b>	18/19
<b>Troy Moore</b>	18/19
<b>Ryan Turner</b>	16/17
<b>Anne Valle</b>	18/19

### Business

<b>Kurt Hull</b>	18/19
<b>Phillip Lau*</b>	18/19
<b>Nic McGrue</b>	16/17
<b>Josh Troesh</b>	18/19

### Humanities

<b>Rose Ann Cerofeci</b>	18/19
<b>Ashley Gallagher</b>	18/19
<b>Pete Marcoux*</b>	18/19
<b>Christina Nagao</b>	18/19
<b>Adrienne Sharp</b>	18/19

### Academic Affairs & SCA

<b>Jean Shankweiler</b>
<b>Jeanie Nishime</b>
<b>Linda Clowers</b>

### Compton Educational Center

<b>Paul Flor</b>	16/17
<b>Chris Halligan</b>	16/17

### Associated Students Organization

**Patrick McDermott**

### President/ Superintendent

**Dena Maloney**

### Division Personnel

**Walter Cox**

### Ex-officio positions

**Chris Jeffries** ECCFT

**Carolee Vakil-Jessop** ECCFT

### Counseling

<b>Anna Brochet</b>	18/19
<b>Yamonte Cooper</b>	17/18
<b>Rene Lozano*</b>	16/17

### Industry & Technology

<b>Ross Durand</b>	18/19
<b>Mark Fields</b>	18/19
<b>Lee MacPherson*</b>	18/19
<b>Jack Selph</b>	18/19
<b>Charlene Brewer-Smith</b>	16/17

### Library Learning Resources

<b>Mary McMillan</b>	18/19
<b>Noreth Men</b>	18/19
<b>Claudia Striepe*</b>	18/19

### Institutional Research

**Irene Graff**

**Carolyn Pineda**

Dates after names indicate the last academic year of the senator's three year term, for example 16/17 = 2016/2017.

\*Denotes senator from the division who has served on Senate the longest (i.e., the "senior senator"). 1 of 31

# El Camino College Academic Senate Purpose, Meetings, and Committees

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**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:

1<sup>st</sup> and 3<sup>rd</sup> Tuesdays [\*unless otherwise noted], 12:30-2 p.m., Distance Education Conference Center (DE 166).

**FALL 2016:** September 6 & 20, October 4 & 18, November 1 & 15, December 6.

**SPRING 2017:** February 21, March 9\* & 21, April 4 & 18, May 2, 16, & 30 (tentative).

## CEC ACADEMIC SENATE MEETINGS:

Thursdays following ECC Senate meetings [\*unless otherwise noted], 1-2 p.m., Compton Center Board Room.

**FALL 2016:** September 8 & 22, October 6 & 22, November 3 & 17, December 1\* & 15\*.

**SPRING 2017:** February 2 & 16, March 7\* & 16, April 6 & 20, May 4.

## SENATE COMMITTEES:

**Academic Technology.** Chairs: Pete Marcoux & Virginia Rapp. Meetings arranged as needed.

**Assessment of Learning.** Chairs: Russell Serr & Jenny Simon. Fall: 2<sup>nd</sup> Mondays & 11/28, 2:30-4, Admin 131.

**Academic Program Review.** Chairs: Russell Serr & Linda Clowers. Thursdays (Fall only), 12:30-2, Admin 127.

**College Curriculum.** Chair: Allison Carr. 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays, 2:30-4:30, Admin 131.

**Educational Policies.** Chair: Chris Gold. 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays, 1-2, Social Sciences 123.

**Faculty Development.** Chair: Stacey Allen. 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays, 1-2, West Library Basement.

## CAMPUS COMMITTEES:

**Accreditation.** Chair: Jeanie Nishime. Senate Reps: Claudia Striepe, Kevin Degnan. Meetings as needed.

**Board of Trustees.** Chair: Kenneth Brown. Senate Rep: K. Daniel-DiGregorio. 3<sup>rd</sup> Mondays, 4 pm, East Dining Room/Alondra.

**Calendar.** Chair: Jeanie Nishime. Senate Reps: Vince Palacios, Vacant. Meets annually or as needed.

**College Council.** Chair: Dena Maloney. Senate Rep: K. Daniel-DiGregorio. 1<sup>st</sup> & 3<sup>rd</sup> Mondays, 1:30-2:30, Admin 131.

**College Technology Committee.** Chair: Art Leible. Senate Rep: Pete Marcoux. 3<sup>rd</sup> Tuesdays, 2-3, Library 202.

**Council of Deans.** Chair: Jean Shankweiler. Senate Rep: K. Daniel-DiGregorio, 2<sup>nd</sup> & 4<sup>th</sup> Thursdays, 8:30-10, Admin 131.

**Distance Education Advisory Committee (DEAC).** Chair: Howard Story. Meetings as needed.

**Enrollment Management.** Chairs: J. Shankweiler & J. Nishime. Senate reps: Sara Di Fiori & Chris Jeffries, 4<sup>th</sup> Thurs., 1-2, LIB 202.

**Facilities Steering Committee.** Chair: Dena Maloney. Senate Rep: Claudia Striepe, 9/20, 11/7, 3/6, 5/1, 2:30-4, Admin 131.

**Planning & Budgeting (PBC).** Chair: Rory Natividad. Senate reps: Josh Troesh and vacant, 1<sup>st</sup> & 3<sup>rd</sup> Thurs, 1-2, Library 202.

**Process Improvement.** Chair: Dena Maloney. Senate rep: K. Daniel-DiGregorio.

**Student Success Advisory.** Chair: Idania Reyes. Faculty reps: Cynthia Mosqueda & Janice Pon-Ishikawa, 2<sup>nd</sup> Thurs., 1-2, LIB 202.

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

# El Camino College Academic Senate 2016-2017 Goals

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*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:

- 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 begin revising Faculty Handbook,
- Maintain communication and effective collaboration with ECC Federation of Teachers.

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

Measures:

- Provide an orientation at the start of the academic year,
- Provide regular, ongoing communication with all faculty, encouraging greater involvement in the Senate and Senate Committees,
- Encourage greater participation of senators in meetings and other activities of Senate,
- Execute Senate Office relocation while maintaining a strong physical presence on campus,
- Establish initiatives to recognize faculty who achieve tenure.

## **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 Enrollment Management initiatives through ongoing communication and faculty involvement,
- 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.

## 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
CEC	Compton Educational Center (El Camino College Compton Center)
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

Many thanks to Irene Graff and the Institutional Research and Planning department for sharing their compilation of acronyms from the spring 2016 Planning Summit.



# Academic Senate of El Camino College 2016-17

April 4th, 2017

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Office location: Schauerman Library, Room 273

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Page numbers refer to the Academic Senate meeting packet, which can be accessed by visiting:

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

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](mailto: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.

## ACADEMIC SENATE MINUTES

March 21, 2017

Unless noted otherwise, all page numbers refer to the packet used during the meeting, not the current packet you are reading now.

### A. CALL TO ORDER

Senate President Kristie Daniel-DiGregorio called the third Academic Senate meeting of the spring 2017 semester to order on March 21, 2017 at 12:31 p.m.

### B. APPROVAL OF MINUTES

See pgs. 6-12 of packet for minutes from the March 9<sup>th</sup>, meeting. There was unanimous approval of minutes. C. Striepe motioned, N. Men seconded.

### C. OFFICER REPORTS

#### a. President – Kristie Daniel-DiGregorio (pgs. 13-17)

We would like to welcome some VIP's who are here today. We are starting with Dean Rory Natividad, from Health Sciences & Athletics. You can thank him for the cavities that we are working on as a result of the candy he brought today. Dean Natividad thanked everyone for the invite. He noted that HS&A houses Rad Tech, Respiratory Care, Nursing, Kinesiology and Athletics, the Student Health Center, Sign Language, Educational Development, and the Special Resource Center. We have a very diverse division; we are about 60% academic and 40% student services. I cross over both sides of the campus. I work with both Vice Presidents who are here today. I also chair the Planning and Budgeting Committee (PBC). I am the appointed chair by the President, and report directly to the President all the activities that PBC takes on. This is my 17<sup>th</sup> year here at ECC. I did leave for two years in the middle, and I went to Rio Hondo. Since joining ECC in 2000, I have worked at every different classification here at school. For the first five years, I was classified as a certified Athletic Trainer. I then moved over to the faculty side where I was a teacher and Athletic Director. I left and came back and became the Dean. I have thoroughly enjoyed all the positions. My division has a lot going on with athletics and construction. There is about \$125 million going on in construction; from the student service center to the gymnasium and pool that is being built.

KDD also welcomed Carolee Vakil-Jessop back to El Camino. Ms. Vakil-Jessop noted it is a pleasure to be here. I am your new Executive Director for the Federation of Teachers. I started last Monday and I am still getting my feet under me. I have been working as an adjunct faculty member for the past 3 ½ years at Moreno Valley College, teaching reading and critical thinking. Before that, I was here at ECC for over 20 years. I know a little of the history and I have served under 2 presidents; Dr. Maloney is my 3<sup>rd</sup>. I have a lot of institutional memories. I worked in the public information office under Maryann Keating and student development with Harold Tyler. They have both retired, they were wonderful people. I spent 8 years as vice president of the classified employees union. I have training with CFT and AFT with negotiations, grievances and managing the union. I look forward to working with all of you and getting to know you better. Any questions? KDD asked if there was anything good that happened at the Board Meeting last night. CVJ: Here is a quick report.....The BOT approved the contract. It is ratified by the members and approved by the board. They approved the salary increases as well. They approved the MOU for the part-time faculty re-hiring.

KDD: return to your packet, pages 13-17. College Council minutes are included from the February 21<sup>st</sup> meeting. They also include information about an upcoming faculty learning opportunity that you heard about at our last meeting. I am turning you over to Senator Christine Nagao. CN: This is taking place on Friday, March 31<sup>st</sup>, from 9:30 – 12:30 in DE 166. We will be serving coffee and pastries early in the day, and an island-themed lunch. This is sponsored by the Empowering Pacific Islander Community (EPIC); they are a community-based organization. They will have Pacific Islander students come and talk to us to tell us how to better serve them. I am going to pass flyers out, and yes, you can get flex credit for attending this event. Please pass this information on to colleagues and students. If you have any questions, please contact me.

KDD: Let's continue on page 15 in the packet. This is information and data on baccalaureate programs was developed by Cal State Fullerton. Provided by our former co-president, Chris Jeffries.

Congratulations to our careful readers of the senate notes. Chief Mac (Lee MacPherson), Chris Jeffries, and Rosie Miranda all received gift cards from Starbucks. Make sure you are reading the notes from the meetings carefully, there may be some incentives. I am not above bribery!

We have a task force that is looking at certificates. El Camino's granting of certificates dipped below our standard for the 2014-2015 year; fortunately we bounced back. This task force is looking at ways to raise awareness among faculty and students. We know that a lot of our students' goals are to transfer as their end target. We want them to leave here with as many credentials as they've earned. Please encourage your students to go see their counselors. They are the experts; they can look at the work students have done and identify some pleasant surprises. Maybe they are close to certificates or credentials or associate degrees that they weren't aware of. It would be nice for them to have these in their portfolios for them to fall back on if needed.

The ECC website is being redesigned. We had a representative working since last summer on a task force. The outside firm was approved at the BOT meeting last night. If you would like to have a look at some of their work, look at Saddleback College or CSULB. The new website will hopefully launch this summer.

Please RSVP by the 28<sup>th</sup> of this month, to let the Student Development department know if you are able to participate at graduation. Our numbers dipped a little last year, where we only had 130 participants out of 915 faculty participate. Even if it's not your turn, we encourage you to participate. We would like faculty to applaud our students on the way in and on their way out of the commencement ceremony.

Thank you again to Claudia Striepe for agreeing to represent us at Spring Plenary next month in northern California. The resolutions for that plenary are currently under discussion and being considered at our area meeting. Visit the ASCCC website for more information. Reach out to Claudia or me if you have input.

Officer elections are coming up. You need to be a member of the senate in order to run for office. We have some officers who are wrapping up their terms. I am hoping to twist their arm in convincing them to run for an additional term. Those positions that are open include Ed Policies, Faculty Development, Finance & Special Projects, and Academic Technology. The current reassign time is listed next to each position. Nominations are due before or at the next meeting. Talk to our current officers if you are interested. We will have elections at our meeting on 18<sup>th</sup> of April. P. Marcoux: You may need an election chair according to the bylaws. Contact KDD if you are interested in being the election chair.

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

VP Paul Flor was unable to attend the meeting.

#### **c. Chair – Curriculum – Allison Carr (pgs. 18-21)**

Your packet has a copy of the February 14<sup>th</sup> minutes. We are still working on the February 28<sup>th</sup> minutes and getting them approved. I'm not sure if you are aware, Quajuana Chapman has moved on to another institution; she was our Curriculum Advisor. There is a little bit of a gap because of her departure. Our next meeting is next Tuesday. Here is a list of the approved courses, on page 21 of the packet. Please see the CCC website for more information. KDD thanked the CCC for their heroic efforts in stepping up following Quajuana's departure.

Full course review approval: COSM 4, FTEC 110B, FTEC 110C, NURS 152

Consent agenda approvals: AJ 132, ANTH 2, ART 205A, CADD 28, CIS 19, COSM 2B, HIST 105, HIST 108, HIST 145

#### **d. VP – Educational Policies –Chris Gold (pgs. 22-23)**

At our last meeting we talked about recording in the classroom. We worked on editing and drafting a syllabus statement. We are going to send that on to Faculty Development Committee as well as the deans. We are going to keep that buddied up with the changes we talked about with AP 5500, the Standards of Student Conduct. We are going to do some updating in addition to adding a statement about not recording in the classroom, and the conditions under which students can do that.

#### **e. VP – Faculty Development – Stacey Allen (pgs. 24-25)**

We are a couple of weeks behind with the minutes, but I have a lot of announcements today.

We would like to recruit again for the Faculty Development Committee. We would love to have some counselors, business, math, and natural sciences faculty on our committee. Our next meeting is next Tuesday at 1:00. We are working on Fall Professional Development Day, it is never too early to start planning. Fall PD Day will be August 24<sup>th</sup>. To get us started, we visited Dr. Maloney's State of the College address this past fall flex day, 2016. She outlined some challenges for the college, so we are looking at these for ideas for a theme for PD day this year.

Our Informed and Inspired series is moving along. I hope you aren't tired of hearing me talk about this. We are trying to offer some incredible faculty development opportunities for us to get together, learn about the college and talk about these things. Claudia Striepe and Briita Halonen have coordinated our next workshop on April 6<sup>th</sup>. They will facilitate this with our presenter Dr. Victoria Kwon, who is a psychologist at our student health center. April 20<sup>th</sup> will be a round table. If you have ideas, please send them our way.

Faculty Book club is this Friday. The book has a very provocative title. For White Folks Who Teach in the Hood...and the Rest of Y'all Too: Reality Pedagogy and Urban Education. We hope you will join us for the first meeting. The Faculty Development Committee is grateful for the generous support from the Student Equity Program for purchasing the books.

This isn't a FD event, but today is the deadline to RSVP for Women's History Month. There will be a luncheon and we will be honoring six women for the Women's Wall of Fame. Tickets are \$20, and a portion of the proceeds will support the 1736 Family Crisis Center.

I received an email, so I said I would make an announcement about this. A presentation will take place on Tuesday, March 28<sup>th</sup>, at 5pm in the library 202. There will be a "joint effort" between the ECC Campus Police and the Library Learning Resources. It will be titled, El Camino, Cannabis, and the Law. It is open to students and faculty.

#### **f. VP – Finance – Josh Troesh (pgs. 26-29)**

KDD: Thanks to Rory Natividad for being so conscientious with always providing the PBC minutes so we can include them in the packet. Josh noted the biggest thing to report now is stabilization, which affects every aspect of this campus. Although there hasn't been a huge amount of movement, enrollment for both Winter and Spring (that we are currently in), has been very positive. We are leveling off with spring. It means winter FTES didn't negatively affect our spring enrollment. Overall we are not out of the woods, but at least we aren't growing any new trees.

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

I guess you saw my email about cancelling our tech conference. We faced a variety of challenges this year. Winter session put us back, some keynote speakers bowed out. Instructure planned to provide Canvas speakers but was unable to do so because of a new "Canvassador" program. The committee had issues with presenters and low registration. Rather than offering something poor, we pulled the plug. We will come back next meeting with more information.

The College Technology Committee is meeting after this. On our agenda is the master scheduling systems, becoming a paperless campus, integrated forms and work-flows. Security is a big thing, but we have hired a security specialist. I don't know if people are aware of this. You will notice some error messages or denials and there will be a learning curve. We will also be talking about disaster recovery plans. We will talk about possibly bringing Google to campus, in parallel to Microsoft. If we become a Google campus, there are Chrome add-ons that we can possibly use. There are a couple of faculty on campus who have reached out to me concerning this. We would still be a Microsoft campus, but if we become a Google campus, then we could have a Google account. The majority of students K-12 are using Google; it would behoove us to make it an easy transition.



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

At the ALC committee last week, we discussed ILO assessments for this year. It is Community and Personal Development. We have been collecting utilization data from all the student services on campus. We have been piloting a student survey to use. IR has some data on some surveys they used: SENSE (Survey of Entering Student Engagement) for first term students, and CCSSE (Community College Survey of Students Engagement), for all students. Those surveys give us disaggregated information for student services on campus, and their satisfaction with how those services are rendered. There is a lot of data, its ILO, and we hope to make some sense of it. And see if their services are showing results.

The SLO/PLO completion rates at the first deadline were 77%. Right at the deadline many were submitted, so we are getting our assessments done. We keep on evolving. 2016 Program Review is finishing up this week. If you are involved with 2017, you should start now, then you can get all the information. If you didn’t attend an orientation, you should contact R. Serr or Linda Clowers ASAP. If you are involved, please start now. In the past, those who waited until the last minute were the ones with all the difficulties.

## **D. SPECIAL COMMITTEE REPORTS**

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

I am immersed in hiring committees right now. A lot of you are probably involved right now at the department level, some are even making it to final interviews. We have the nursing later this week, we had one last week. The Dean of Humanities hiring is ongoing. I am leaving early today, because we are selecting candidates for the VP of Human Resources. Once we get those scheduled, I think Barbara Perez will breathe a big sigh of relief. The revisions to the Curriculum Advisor position have been approved. It is the end of March, purchasing requisitions are due. If you have Strong Workforce money, or block grant purchases, please get those in ASAP. They need to be approved by March 30. The next big initiative coming out of the Chancellors Office is Guided Pathways. I have put together a committee to consider how we can better provide students with pathways to completion, at all levels. They need to know how to get from beginning to end. Some of the things we will be looking at are; research reports, course pathways, and milestones. Some trucks just left.....that was my office. I am a nomad right now, hopefully I will get my emails. I will be in Communications 301. I will be above Dr. Nishime in 201.

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

My first announcement is that I moved last week, and I am in Communications 201. This will be our “temporary” location for the next 3 years. Next week IR will be moving along with Financial Aid in the lowest level of the Communications Building. The Admin 131 meeting space will be available in C109. Joann Higdon will be moving to the bookstore bldg. The VP’s will be working on their area plans. Hopefully your departments have been turning in their unit plans. The college learned on March 15<sup>th</sup> that the Accreditation Mid-Term Report deadline was moved to October; since the report was complete it was submitted. Last Friday, the Counseling Department had a wonderful collaborative on campus with about 90 counselors in attendance. I want to thank all the counselors for all their hard work. It is great to bring people onto campus, especially high school counselors. They can recommend that their students attend El Camino. William Garcia is leaving ECC to take a VP of Student Services position at Las Positas College, in the bay area. We will be filling that position on an interim basis for the summer, until we get that filled. We are moving ahead on Process Improvement. Last summer and fall we had a consultant come in and look at all our data, they spoofed our process with a “secret shopper.” During the heavy months of summer and through registration, they looked at our intake process for students. They came up with some very solid recommendations for us. How to improve our process, because many are unfriendly. Students don’t even talk to a human being until they get to a counselor. We need to answer our phones and have a human touch. We have been working on an action plan. The residency process had been simplified because of all the complaints I’ve heard. The assumption will be that those who fall into a questionable area will now be assumed to have residency unless they are suspected of fraud.

## **E. UNFINISHED BUSINESS**

### **BP/AP 4235 Credit by Exam – Second Reading – Chris Gold (pgs. 30-37)**

CG: This is our second reading, so if we are going to follow proper parliamentary procedure, we need a motion. We need a motion to approve, then we can talk about it, then we can vote. C. Wells so moved, P. Marcoux 2<sup>nd</sup>. We looked at this last time, so here it is for our second reading. This revised policy took a procedure out and created a new procedure, brought together information from a variety of places, and put it all into the procedure. The main change is that we are reporting grades now; that is required by Title 5. There is a question about recording D and F's. Chris Gold spoke with Bill Mulrooney, and he said we don't annotate these and Title 5 doesn't require it. Are there any other questions about Credit by Exam? C. Wells – How many take the tests? Some departments have very few applications a year (English). Others have many (Fire Tech, Foreign Language, and Math). Math does quite a few in the STEM series. Any other questions or concerns? KDD: We will take a vote on the motion. All were in favor, motion carries.

## **F. NEW BUSINESS**

### **BP/AP 3710 Intellectual Property and Securing of Copyright, First Reading – Chris Gold (pgs. 38-62)**

If you were here last semester, you saw this. It came to the senate last spring. We had concerns with overlapping intellectual property and securing of copyright. This guides us on who will receive rights on what kinds of work. Much of the language comes out of the contracts. The only language that we added is to include classified staff. It was approved by Luukia Smith. It protects our classified staff as well. We ran this by Josh and he gave his stamp of approval; it covers all aspects of intellectual property. Dr. Maloney is OK with combining the two policies and procedures into one; other campuses are also combining the two. And both are combined in our contract as well. C. Halligan asked about filming and the language and district support. If you use campus equipment, does the final product belong to campus? CG: Faculty retain all rights to produced work. Josh Troesh noted that there are gray areas. CW: might be a good idea to take it to the state-wide AS to see what they are doing. Issues surrounding the production of films or books during sabbatical were discussed. CG: noted that there were lots of discussion on these issues. Carolee Vakil-Jessop suggested that the Federation and the Senate work together on this issue so she and Chris Gold will confer. The Senate can approve the BP/AP and refer issues of concern to the Federation so they can be discussed in preparation for the next round of negotiations.

### **Resolution Supporting Excellent, Comprehensive Educational Programs for all Students**

KDD noted that about 35 districts have issued statements in support for their students. A draft resolution was provided to the Senate which has been developed in collaboration between Academic Senate and President/Superintendent Maloney.

The content of the resolution is as follows:

WHEREAS statements address:

1. Serve all students without regard to protected class
- 2-4. College mission, vision, values.
- 5-6. Existing federal and state protections for students and statements from CCCO, UC, CSU
7. Civility, tolerance for variety of viewpoints
- 8-9. Affirm student concerns and commitment to diversity

RESOLVED statements address:

1. Affirm commitment to diversity, equity, inclusion, value for students
2. Mission, financial aid available to Dreamers
3. Reiterate commitment to FERPA
4. Support CCCO recommendation that police not detain, question, arrest based on (suspected) immigration status.

Second reading April 4<sup>th</sup>. We would like to take this to the April 17<sup>th</sup> BOT meeting. Suggestions were made to combine for "whereas" statements and/or reduce their number. The Senate endorsed the principles of the resolution.

## **A Resolution of Appreciation for Quajuana Chapman**

Thank you to Allison Carr, Mark Lipe, Janet Young, and Portia Rushin Sorunke for their help developing the resolution.

- WHEREAS Quajuana Chapman served the faculty, staff, administration, and students of El Camino College with distinction, professionalism, and collegiality as Curriculum Advisor;
- WHEREAS, Quajuana Chapman's strong sense of commitment, integrity, and her reservoir of knowledge provided a trusted voice on all matters related to curriculum, thus enabling El Camino College to provide a quality education for all students;
- WHEREAS, Quajuana Chapman earned the respect and admiration of her colleagues for her organizational skills, her resourcefulness, her creative problem-solving, and her ability to navigate CurricUNET like no other;
- WHEREAS, Quajuana Chapman's in-depth knowledge of the PCAH and Title 5 has made her an invaluable resource for administrators and faculty alike;
- WHEREAS, Quajuana Chapman devoted countless hours digitizing paper archives and developed an automated record-keeping system which created efficiencies and enhanced access;
- WHEREAS, Quajuana Chapman generously shared her time and expertise to provide guidance to those establishing, approving and/or reviewing curriculum;
- WHEREAS, Quajuana Chapman has consistently gone above and beyond the call of duty to conscientiously and meticulously edit our College Catalog and Schedule of Classes;
- WHEREAS, Quajuana Chapman's commitment to service, her creative problem-solving, her unfailing good humor, and her impeccable taste in footwear has earned her the appreciation and admiration of her colleagues; therefore be it
- RESOLVED, that the Academic Senate of El Camino College gratefully wishes Quajuana Chapman all the best in her new endeavors at the California State University, knowing that she has made a positive difference in the lives of the faculty, staff, administrators and students at El Camino College.
- Passed and adopted on this 21<sup>st</sup> day of March, 2017 by the El Camino College Academic Senate.

C wells motioned, P. Marcoux 2<sup>nd</sup>, all were in favor, the motion carries.

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

### **Dreamers Task Force**

KDD: Thank you to Rene Lozano and Cynthia Mosqueda for all their tireless efforts to support students whose lives are being affected by policies of the new administration. Faculty are asked to be mindful of ways our students' lives are being impacted.

C. Mosqueda: We have had issues come up concerning high school counselors and helping to educate them about the students they are sending to ECC. Issues with graduation, etc. We had the opportunity to meet with counselors and discuss these issues. R. Lozano: another issue is taking students on trips and we need to go further with field trips, forms, etc. We are going to continue working with the Dreamers Task Force. We have a lot of residence issues with the way students fill out their forms. It is a complicated process. We are doing a lot of clean-up with these forms. CM: We are trying to connect them with on-campus resources as well as off-campus resources. Kent Wong is the Director of the UCLA Labor Center; he has done a lot of work with undocumented students. He is running a Dreamers Summit this summer at UCLA. You can attend as a faculty or refer your students.

### **Student Recording Rights**

Professor Kate McLaughlin enlightened us about student media and student reporters. The college is coming up with a policy about recording in the classroom. In CA, private interactions require that all parties give consent for recording to

occur. In the classroom, recording is prohibited without permission. There are two lines of authority there.... the person has a reasonable expectation that somebody won't be overhearing them, eavesdropping or listening in on that conversation. Second, does the person have a reasonable expectation that the information won't be disseminated? Student reporters always represent themselves....at public gatherings, they can record. We need to be careful and they are going to be doing their homework. That is where the student reporters are coming from. The Brown Act: for governmental meetings, if it is on public property, if the door is open. Any publicly advertised event on campus. Anyone at that meeting can take pictures and tweet from that meeting. Districts have a right to gather peacefully and march. There was a lot of discussion about the library, recording people making copies in the copy room. People taking pictures of the students checking out books from the reserve desk.

Discussion followed regarding what constitutes a "public" meeting, with criteria including public space, publicly advertised events, or events organized by public employees. Senators were referred to BP/AP 3900 Speech: Time, Place and Manner. Professor McLaughlin is an excellent resource on these issues so please contact her for more information.

## **H. FUTURE AGENDA ITEMS**

Ed Policies: BP/AP 3710 Intellectual Property and Securing of Copyright, BP/AP 4230 Grading and Academic Symbols, BP 4115/AP 4222 Remedial Coursework  
Student Success Initiatives (SSSP, SEP, BSI, BSSOT, MMA, etc.)  
Strong Workforce Program

## **I. PUBLIC COMMENT**

## **J. ADJOURN**

The meeting adjourned at 2:00 pm  
TG/ECC Spring 2017

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting – March 13, 2017

College Council Purpose Statement: To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Kristie Daniel-DiGregorio, Irene Graff, Chris Halligan, Jo Ann Higdon, Chris Jeffries, Dena Maloney, Jeanie Nishime, Susan Pickens, Jean Shankweiler, Luukia Smith, Erika Solorzano

Alternates/Guest: David McPatchell, Tiffany Ushijima, Carolee Vakil-Jessop

1. Minutes – February 21, 2017: Approved as presented.
2. The following A/P and B/P's were reviewed and approved by College Council and will go to the Board on April 17, 2017:
  - a. AP 2320 (Special and Emergency Meetings) – New – Legally Required
  - b. BP 3550 (Drug Free Environment and Prevention) – CCLC Updates
  - c. BP 3810 (Claims against District) – No Updates - Review Only
3. Dr. Nishime presented her revisions to the *Making Decisions at El Camino College*. It was noted that there will be further changes to the Planning and Budgeting Calendar. Once these changes are made the document will be brought back to College Council for a final review.
4. The revised College Council Orientation Packet was reviewed. The following changes were recommended:
  - a. Page #2, paragraph #2: Replace web link to College Council with the location of the College Council webpage.
  - b. Page #3, add information regarding “action” Board items.
  - c. Page #5, change heading on table from “Status” to “Representation.”
  - d. Page #5, change “Faculty Representative” to “ECCFT Representative.”
  - e. Page #5, change “Classified Representative” to “ECCE Representative.”

The revised orientation packet will have a final review at College Council on March 20, 2017.
5. A draft resolution in support of students will be reviewed at College Council on March 20, 2017. The draft resolution is currently going through a legal review.

6. Compton Center Accreditation Update – The Accrediting Commission for Community and Junior Colleges (ACCJC) External Evaluation Team conducted a four-day visit to the campus to review the evidence presented in the report, meet with employees, tour the campus, attend various campus meetings and participate in two open forums.

The exit meeting was held on March 9, 2017. The Team Chair Dr. Kindred Murillo commended the work of ECC Compton Center and El Camino College employees for the progress made to-date. The exit meeting was very emotional and the team gave CEC and ECC a standing ovation.

The team will finish its report and send to Dr. Maloney and Dr. Curry to correct any errors of fact. The Commission will meet June 6-8, 2017 to review the team report.

Upcoming College Council topics:

1. Review and revise College Council Orientation materials (last revision 2/23/16).
2. Review the Making Decisions Guide.
3. Continue the process of reviewing the list of legally required board policies and monitor the update of policies.



**PRESS RELEASE**

**March 29, 2017**

Contact: Paige Marlatt Dorr

Office: 916.327.5356

Cell: 916.601.8005

Office E-mail: [pdorr@cccco.edu](mailto:pdorr@cccco.edu)

Please note updated [Salary Surfer](#) link.

**New Salary Surfer Data Show Big Wage Gains for Students Who Earn Associate Degrees or Certificates at California Community Colleges**

*SACRAMENTO, Calif.* – It pays to complete your degree: earning a degree or certificate from a California community college continues to deliver a remarkable return on investment, according to updated analysis on [Salary Surfer](#) data. The online tool allows students and the public to view aggregated median earnings of those who complete a certificate or degree in a specific community college discipline and then enter the workforce.

Students who complete an associate degree more than double their annual pre-degree earnings after two years in the workforce and nearly triple their pre-degree earnings after five years in the workforce. About 48 percent of students who graduated with an associate degree earned \$56,000 or more annually five years after getting their degree. That is the median wage of someone with a bachelor's degree living in California, according to the U.S. Census Bureau.

Students who complete a certificate nearly double their pre-degree earnings after five years in the workforce. About 44 percent of students who graduated with a certificate earned \$56,000 or more annually five years after graduating.

The new Salary Surfer data are also available on the [Here to Career](#) mobile app. The app, created by the Foundation for California Community Colleges, in collaboration with the Chancellor's Office and Young Invincibles, provides access to information about California Community College education opportunities and awareness of careers that can increase earning potential. Here to Career uses personalized career pathway matching features to expose students to diverse career options available in their area. This information helps students make informed education and career decisions that lead to greater economic opportunities and professional success.

"This proves once again that earning a degree or certificate from a California community college can lead students to a well-paying career," California Community Colleges Chancellor [Eloy Ortiz Oakley](#) said. "While potential earnings should not be the only factor in choosing a future career path, completing a degree or certificate from one of our 113 colleges pays off, for students, families and the state of California."

-more-

## 2-2-2

*Note: Please see attached infographics for more detailed analysis, including the degrees and certificates with the highest median incomes.*

Salary Surfer displays median annual incomes for those who complete 179 of the most widely enrolled program areas and do not transfer to a four-year institution.

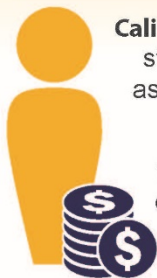
The data show the median earnings for community college graduates two years prior to earning the award, then two years and five years after earning either a certificate or degree. Salary Surfer also provides information on which of the system's colleges offer programs in a specific discipline.

Wage information comes from an agreement between the California Community Colleges Chancellor's Office and the California Employment Development Department. For privacy purposes, all results are aggregated across campuses statewide and over five years. Additionally, all wages displayed have been indexed to current year dollar figures.

*The California Community Colleges is the largest system of higher education in the nation composed of 72 districts and 113 colleges serving 2.1 million students per year. Community colleges supply workforce training, basic skills education and prepare students for transfer to four-year institutions. The Chancellor's Office provides leadership, advocacy and support under the direction of the Board of Governors of the California Community Colleges. For more information about the community colleges, please visit <http://californiacommunitycolleges.cccco.edu/>.*

###

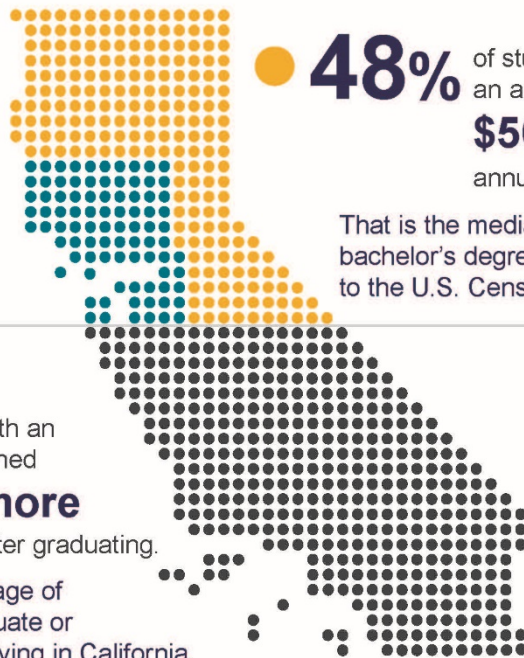




California Community Colleges students who complete an associate degree more than **DOUBLE** their annual pre-degree earnings after two years in the workforce...



...and nearly **TRIPLE** their pre-degree earnings after five years in the workforce.



**48%** of students who graduated with an associate degree earned **\$56,000 or more** annually five years after graduating.

That is the median wage of someone with a bachelor's degree living in California, according to the U.S. Census Bureau.

**29%** of those graduates with an associate degree earned **\$79,000 or more** annually five years after graduating. That is the median wage of someone with a graduate or professional degree living in California, according to the U.S. Census Bureau.

**\$\$\$** Median wages five years after associate degree award:

- VOCATIONAL DISCIPLINES**  
**\$67,560**
- NON-VOCATIONAL DISCIPLINES**  
**\$39,696**

Certificates with the **highest** median incomes five years after award include:



Physician Assistant

**\$112,127**



Electrical Systems and Power Transmission

**\$110,829**



Radiation Therapy Technician

**\$98,185**

Visit [SalarySurfer.cccco.edu](http://SalarySurfer.cccco.edu) or download the **Here to Career** app to learn more about careers that can increase your earning potential.



CALIFORNIA COMMUNITY COLLEGES, CHANCELLOR'S OFFICE  
1102 Q Street, Sacramento, CA 95811 | 916.445.8752 | [CaliforniaCommunityColleges.cccco.edu](http://CaliforniaCommunityColleges.cccco.edu)

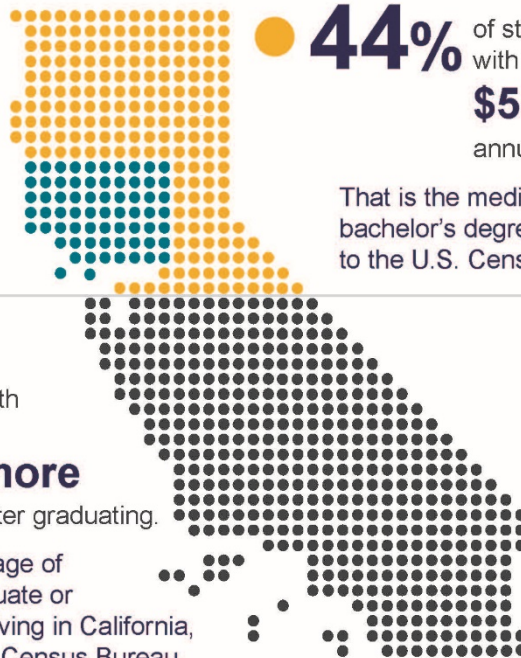


### California Community Colleges

students who complete a certificate nearly

**DOUBLE**

their pre-degree earnings after five years in the workforce.



**44%**

of students who graduated with a certificate earned **\$56,000 or more** annually five years after graduating.

That is the median wage of someone with a bachelor's degree living in California, according to the U.S. Census Bureau.

**24%**

of those graduates with a certificate earned **\$79,000 or more** annually five years after graduating.

That is the median wage of someone with a graduate or professional degree living in California, according to the U.S. Census Bureau.

Certificates with the **highest** median incomes five years after award include:



Electrical Systems and Power Transmission

**\$137,526**



Laser and Optical Technology

**\$104,773**



Physician Assistant

**\$103,228**

Visit [SalarySurfer.cccco.edu](http://SalarySurfer.cccco.edu) or download the **Here to Career** app to learn more about careers that can increase your earning potential.



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**EL CAMINO COLLEGE**  
**MINUTES OF THE COLLEGE CURRICULUM COMMITTEE**  
**February 28, 2017**

**CALL TO ORDER**

Meeting called to order at 2:31 p.m. by Chair Carr.

**Members:**

*Present:* M. Anderson, M. Chaban, R. Donegan, D. Eldanaf, E. French-Preston,  
L. Houske, K. Iino, J. Minei, S. Rodriguez, A. Sharp, C. Striepe

*Absent:* S. Bartiromo, J. Shankweiler

**Ex-Officio Members:**

*Present:* Q. Chapman, L. Clowers, L. Suekawa, J. Young

*Absent:* S. Navid, N. Ohia, A. Osanyinpeju, L. Young

**Guests:** M. Fields, L. Linka, D. Mussaw

**I. APPROVAL OF MINUTES**

The minutes from February 14<sup>th</sup> committee meeting will be emailed for approval.

**II. CURRICULUM REVIEW**

**A. Full Course Review**

**Industry and Technology Division**

Chair Carr called for a motion to approve the following course revisions. A. Sharp moved, E. French-Preston seconded, and the motion carried.

1. Administration of Justice 22 (AJ 21)
2. Administration of Justice 26 (AJ 26)
3. Administration of Justice 131 (AJ 131)
4. Fashion 20 (FASH 20)

**Health Sciences and Athletics Division**

Chari Carr called for a motion to approve the following course revisions. C. Striepe moved, K. Iino seconded, and the motion carried.

1. Physical Education 15abc (PE 15ABC)
2. Physical Education 254 (PE 254)

Chair Carr called for a motion to approve the following program revisions. E. French-Preston moved, A. Sharp seconded, and the motion carried.

1. Nursing A.S. Degree
2. Nursing A.S. Degree LVN Option

## **CURRICULUM REVIEW SUMMARY**

### **A. Full Review Proposals**

3. Administration of Justice 22 (AJ 21)
4. Administration of Justice 26 (AJ 26)
5. Administration of Justice 131 (AJ 131)
6. Fashion 20 (FASH 20)
7. Physical Education 15abc (PE 15ABC)
8. Physical Education 254 (PE 254)

### **B. Full Review Program Proposals**

3. Nursing A.S. Degree
4. Nursing A.S. Degree LVN Option

### **C. Consent Agenda Proposals**

The committee reviewed the following courses which are ready for final action:

1. Computer Aided Design/Drafting (CADD 7)
2. Child Development 129 (CDEV 129)
3. Child Development 130 (CDEV 130)
4. Child Development 131 (CDEV 131)
5. Child Development 152 (CDEV 152)
6. Child Development 154 (CDEV 154)
7. Computer Information Systems 40 (CIS 40)
8. Computer Information Systems 136 (CIS 136)
9. Construction Technology 100 (CTEC 100) – High School Articulation Agreement with Port of Los Angeles High School
10. Fashion 15 (FASH 15)
11. Fashion 23 (FASH 23)
12. Fire and Emergency Technology 150 (FTEC 150)

## Curriculum Discussion

### B. Consent Agenda

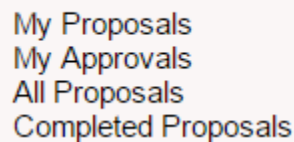
Chair Carr committee moved to approve consent agenda proposals. K. Iino moved, S. Rodriguez second, and the motion carried.

### III. CHAIR'S REPORT

Chair Carr reminded the committee that there are search functions in [CurricUNET](#).

- The best way to locate a proposal that has been submitted for approval is to use “All Proposals” and view proposal comments.

#### **TRACK**



My Proposals  
My Approvals  
All Proposals  
Completed Proposals

- **Red** indicates current level and corresponding comments.
- “My Approvals” function is used to take an action.
- Proposals move to the next step in the approval process by taking an action.

Chair Carr explained the Standard Technical Review (STR) subcommittee process and assigned faculty representatives.

### IV. VICE PRESIDENT'S REPORT

Vice President Academic Affairs – no report

### V. CURRICULUM ADVISOR REPORT

Q. Chapman announced that this is her last meeting with the committee. She has accepted a position at another institution.

### VI. ANNOUNCEMENTS

None

### VII. ADJOURNMENT

Chair Carr called a motion to adjourn the meeting. A. Sharp moved, L. Houske seconded, and the motion carried. The meeting adjourned at 3:55 p.m.

## ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE AGENDA

Tuesday, March 28, 2017 -- 1:00-1:50 SOCS 123

**Spring Meetings from 1-1:50 pm in SOCS 123:** Tues Feb.28; Tues Mar 14; Tues Mar 28; Tues April 25; Tues May 9; Tues May 23 (tentative)

### Members:

Chair: Christina Gold (BSS)

CEC: Vanessa Hayes

BSS: Karl Striepe

Deans Rep: Linda Ternes (Math)

Counseling: Lori Suekawa

LLR: Gary Medina

Federation: Chris Jeffries (& Counseling)

Natural Sciences: Darcie Descalzo

IT: Mark Fields

Academic Senate: Kristie Daniel-DiGregorio

In Attendance: C. Gold, K. Striepe, M. Fields, L. Ternes, G. Medina, D. Descalzo

### I) BP/AP 3504 Children and Visitors in the Classroom (Information Item)

- This is not a voting item for the Academic Senate but we are invited to provide feedback.
- The committee reviewed, discussed and approved recommended edits to BP/AP 3504. These are in the meeting packet and Chris G. will forward them to the Deans.
- We will also reviewed ASCCC recommendations re: minors on campus and will recommend to the VPAA and Deans that we adopt some of these at ECC:
  - Faculty be notified when there are minor(s) in a class through notations next to student(s) name(s) on the roster.
  - The district provide mandated reporter training so that faculty understand this responsibility when they have a minor in the class.
  - That the campus provide more detail to parents about what it means to have a minor enrolled in a college class. If this letter is developed, it would be helpful for faculty to have access to it as well so that we have a better understanding of our role in teaching children. We liked the Mira Costa letter to parents and especially the following bullets:
    - § Courses may have frank discussions about sensitive topics
    - § Audio-visual presentations may be graphic in their content
    - § Students may be exposed to vulgar language outside of the classroom
    - § Students may have access to pregnancy and HIV testing and condoms through the student Health Services.
    - § Instructors cannot inform anyone, including parents, of last minute class cancellations or early class releases. If classes are released early, instructors are not responsible for underage students while they wait for pick up.
    - § We liked Gary M's suggestion that we add a bullet point alerting parents to possible physical hazards on campus – for instance, they may be enrolled in a welding or automechanics class. Or, there may be construction on campus.

### II) Minimum Qualifications

- § Our committee is responsible for ensuring we stay up-to-date with our state minimum qualifications.

- § We reviewed the updates to the 2017 minimum qualifications handbook. There are only 4 changes. Two are for counselors working with disabled students. One is the creation of a new discipline, African American studies. The fourth is for the creation of a new discipline, Supply Chain Technology. Chris G. has forwarded these to the relevant Deans and faculty, asking that they make sure their current MQ complies with the change. If not, it needs to be updated.
- § Our last Minimum Qualifications list was approved by the Board in Nov. 2015. It does not include the MQ for Human Development. Also, it is not posted online. Barb Perez (Acting VP of Human Resources) will post it.
- § Appendix G of our faculty contract contains a listing of disciplines, faculty service areas, and competencies that is woefully out of date. Chris G. emailed Barb Perez and Carolee Vakil-Jessop (Federation) asking that they please work together to update the appendix with the current, Board approved list of MQs.
- § Also, we lack the related and legally required Administrative Procedure 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies. Chris will request that this be developed in consultation with Senate. The development of AP 7211 will be an opportunity to create a more consistent process for the development, revision, and publication of MQs. Mark Fields attended the ASCCC conference on equivalencies and MQs and noted that this is a priority. We also need to develop a consistent process for decision-making about equivalencies. It can be a legal liability if we deny equivalency but have no process that is consistently applied.

### **III) Educational Policies Committee Orientation**

- § Chris Gold conducted a brief orientation for new members.

#### **EPC Packet**

1. BP 3504 Children and Visitors in the Classroom (ECC – EPC 3/28/17)
2. AP 3504 Children and Visitors in the Classroom (ECC – EPC 3/28/17)
3. Academic Senate for California Community Colleges Recommendations Regarding Minors on Campus
4. ECC Concurrent Enrollment Application
5. Mira Costa Minors in the Classroom Materials
6. Antelope Valley College BP 3504
7. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies (CCLC)
8. Educational Policies Committee Description

**Faculty Development Committee Meeting**  
**Minutes for Tuesday, March 14, 2017**  
**Library 202 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.*

<b><u>Name</u></b>	<b><u>Abbreviation</u></b>	<b><u>Division</u></b>
Stacey Allen* (present)	(SA)	Behavioral & Social Sciences
Dustin Black (present)	(DB)	Behavioral & Social Sciences
Ross Durand (excused)	(RD)	Industry & Technology
Briita Halonen (present)	(BH)	Humanities
Sheryl Kunisaki (present)	(SK)	Library & Learning Resources
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
Andree Valdry (present)	(AV)	Learning Resources/Compton Center

\*Committee Chair

**Spring 2017 Meetings:** February 14, February 28, March 14 & 28, April 25, May 9 & 23, June 6 (if needed).

**AGENDA**

**1. Informed and Inspired: Lunchtime Faculty Development Series**

(SA) reported that the first session of Informed and Inspired took place on 3/2/17 and went very well. RISE Center Coordinator Julieta Ortiz presented “RISE & Shine: Learn about the RISE Center & resources available to our students.”

A roundtable discussion is scheduled for March 16<sup>th</sup>. An announcement was sent on Friday to the listservs promoting the event and (SA) requested that FDC members help spread the word.

Update from Claudia and Briita on April sessions (April 6<sup>th</sup>, 20<sup>th</sup>)

(CS) and (BH) have contacted Gary Greco, Director, Special Resource Center in hopes of recruiting someone to present on working with students with autism.

Update from Sumino and Sheryl on May sessions (May 4<sup>th</sup>, 18<sup>th</sup>)

(SK) and (SO) are developing sessions that will explore tutoring services on campus including the LRC, Reading Success Center, Math Study Center, and KEAS

(SK) noted that previous flex day sessions which included campus tours of student services generated quite a bit of positive feedback. A campus tour may be included in the May I & I sessions.

(SA) reported that Kristie Daniel-DiGregorio (KDD) is interested in collaborating with Cynthia Mosqueda and Jeff Jung to develop a presentation for faculty similar to a workshop recently held for students who identify as “Dreamers” called “Know your Rights.” KDD inquired if this might be suitable for an I&I series, and if not, would it be an event the FDC would be interested in supporting/promoting.



(SK) noted that it is good for faculty to be updated with the legal issues that affect undocumented students. Many faculty feel sad and helpless but want to provide support for our students. While (BH) noted the importance of the workshop, she expressed concern that the FDC has many commitments already scheduled this semester. (CS) recalled the resolution of support discussed at the most recent Senate meeting and suggested scheduling the workshop to coincide with the presentation of the resolution to the BOT. (DB) noted the importance of providing faculty with a list of resources/services that could be shared with students. (SA) recommended recording the workshop and making the video available on ECC website for faculty who are unable to attend.

## **2. Fall 2017 Professional Development Day**

A discussion ensued of possible themes for Fall 2017 PD Day. (SA) reported that the campus is scheduled to implement the Starfish Early Alert system in the fall and suggested that a theme centered on understanding our “iGeneration” students may tie in nicely with promoting this new system.

(EU) recommended a broader theme focused on “knowing our students” especially with so many diverse populations including returning students and veterans. Understanding younger (iGeneration) students could be one strand to explore. (BH) echoed support of this idea and recommended a student focused theme. (EU) reiterated that faculty are most interested in practical information that is useful in the classroom. She suggested looking at IRP data to better understand ECC student demographics. By consulting IRP data on the ECC website, (DB) verified that the majority of students at ECC are Latinas, sixty-seven percent are part-time students, and the largest age category is 20-24.

(BH) noted that given feedback from previous flex days, it is important to vet potential speakers carefully. (EU) noted it is especially important that an outside speaker understand the community college perspective.

(DB) reported that he completed a course facilitated by Cora Learning – Teaching Community College Men of Color <http://coralearning.org/team/tcmoc/>. Their focus on the underperformance of men of color in academia is a relevant theme to consider.

(CS) suggested that given the current political climate, a speaker focusing on women might be timely.

The discussion continued with special significance placed on better understanding our diverse student population(s) including returning veterans and Muslim students (holidays) as well as recognizing different clubs, the Union newspaper, student ambassadors, and student ASO leaders.

## **3. Tenure Reception (Spring PD Day 2018)**

A discussion followed of possible venues for the 2018 reception. (EU) and (SK) suggested the Marsee lobby noting the pleasant and spacious atmosphere. (SA) will follow up on this idea with Nancy Adler of the Marsee.

Meeting adjourned at 1:51 p.m.

**SA/3.27.17**

## NEW POLICY

**BP 3710**

### **Intellectual Property and Securing of Copyright**

The Superintendent/President or his/her designee shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by the District employees and students and secures copyrights and other intellectual property rights, in the name of the district, to all copyrightable works and other intellectual property developed by the district, and royalties or revenue from said intellectual property are to be for the benefit of the district securing said intellectual property right.

The Superintendent/President shall develop appropriate administrative procedures to implement the provisions of Education Code 72207, which authorizes the securing of copyright protection for works, including but not limited to registering copyrights on behalf of the District. The procedures developed by the Superintendent/President shall assure that the District may also use, sell, give or exchange copyrightable materials and may license materials prepared by the District in connection with its curricular and other services.

In the development of procedures, the Superintendent/President shall solicit the input of representatives of the college community in accordance with the District's policies regarding shared local decision making.

#### References:

Education Code Sections 72207 and 81459

17 U.S. Code Section 201

35 U.S. Code Section 101 et seq.

37 Code of Federal Relations 1.1 et seq.

Reviewed by Academic Senate – 1<sup>st</sup> reading 11/17/15; 2<sup>nd</sup> reading 3/1/16; 1<sup>st</sup> reading 3/2/17  
EPC – 10/25/16; 11/22/16

Reviewed by Deans Council – 1<sup>st</sup> review Feb. 2016; 2<sup>nd</sup> review March 2017

**Commented [GF1]:** BP/AP 3710 is new and legally required. A copyright committee under Alice Grigsby worked on it over a couple years and a draft was brought to EPC last fall 2015 by Don Brown. It went through consultation with Deans and at the Senate. Serious concerns were raised in the Senate about its overlap with intellectual property. The current revised draft combines the CCLC templates for 3710 Securing of Copyright and 3715 Intellectual Property. Several other CCCs have done the same. Much of the AP is language directly from the faculty contract, which combines copyright and intellectual property. The faculty contract language has been changed in the procedure to include classified employees and students. Luukia Smith was consulted and she approves any drafts and changes we develop. Josh Troesch, a Senator and lawyer with experience in the area, revised and gave his thumbs up to the current draft. Josh added language to the copyright policy and procedure that makes it inclusive of copyright and intellectual property. The Ed Policies Committee and Deans Council approve this current draft. Dena Maloney has approved combining BP/AP 3710 and BP/AP 3715 together.

**NEW PROCEDURE**

**AP 3710**

**Intellectual Property and Securing of Copyright**

The El Camino Community College District recognizes and encourages District employees and students to engage in the production of scholarly works, creative publications, and technology-based materials.

Property subject to copyright or other intellectual property protection, including but not limited to those in the forms of books, compositions, paintings and other works of comparable type, developed by employees or students shall be the property of the creator unless the property is prepared by means of a District grant, constituting substantial District support, an externally funded grant, or contract with the District.

The Superintendent/President or his/her designee shall be responsible for securing the copyright or other intellectual property right for any materials for which the District is entitled to ownership.

This intellectual property and securing of copyright procedure shall be interpreted consistent with other District policies, including, but not limited to, the District's policy on academic freedom and federal and state statutes and regulations. This procedure shall also be interpreted consistent with all collective bargaining agreements. In the event the provisions of these procedures and the provisions of any operative collective bargaining agreement conflict, the collective bargaining agreement shall take precedence.

- I. El Camino Community College District has defined substantial district support, works for hire, proprietary instructional material and intellectual property in Article 24 of the Faculty Contract. These definitions and stipulations will apply to all employee and student work at the ECC District.
  - a) A **Work** is any material which is eligible for copyright protection, including (but not limited to): books, articles, dramatic or musical compositions, poetry, instructional materials (e.g., scientific, logical, opinion or criticism), works of art or design, photographs or films, video or audio recordings, computer software, architectural and engineering drawings, and choreography. A Work may be recorded in any enduring medium (e.g., print, manuscript, electronic storage formats, optical, photosensitive film, etc.) or may exist in any tangible form (e.g., a sculpture, painting, structure or building).
  - b) An **Invention** is any idea or discovery which is eligible for patent protection, including (but not limited to) a device, process, design, model, strain or variety of any organism or composition of matter.

**Commented [GF1]:** BP/AP 3710 is new and legally required. A copyright committee under Alice Grigsby worked on it over a couple years and a draft was brought to EPC last fall 2015 by Don Brown. It went through consultation with Deans and at the Senate. Serious concerns were raised in the Senate about its overlap with intellectual property. The current revised draft combines the CCLC templates for 3710 Securing of Copyright and 3715 Intellectual Property. Several other CCCs have done the same. Much of the AP is language directly from the faculty contract, which combines copyright and intellectual property. The faculty contract language has been changed in the procedure to include classified employees and students. Luukia Smith was consulted and she approves any drafts and changes we develop. Josh Troesch, a Senator and lawyer with experience in the area, revised and gave his thumbs up to the current draft. Josh added language to the copyright policy and procedure that makes it inclusive of copyright and intellectual property. The Ed Policies Committee and Deans Council approve the current draft. Dena Maloney approves combining BP/AP 3710 with BP/AP 3715.

**Commented [CG2]:** The drafts from the copyright committee used the term "works." Josh recommends "property" instead because it is more inclusive and doesn't imply copyright only. "Works" is used in the legal profession to refer to intellectual property that is governed by copyright, but often doesn't include other intellectual property such as patents and trademarks. Property is broader and will allow a more broad interpretation of the policy in court, which protects the creator of the work.

**Commented [GF3]:** This statement is from the CCLC template for AP 3715 Intellectual Property. It ensures that this procedure will not conflict with the faculty contract, our academic freedom policy, or any other federal or state laws.

**Commented [CG4]:** Section I is from the faculty contract. "Faculty" has been changed to "employee and student."

- c) **Intellectual Property** is inclusive of any intangible property or other assets eligible for intellectual property protection under the law.
- d) **District Support** includes the use of district funds, personnel, facilities, equipment, materials, or technology.
- e) **Substantial District Support** is defined as support involving either (1) direct costs to the District in excess of \$2000 over and above any budget customarily provided for the employee's usual appointment or assignment; or (2) indirect costs to the District (including but not limited to salaries and wages) in excess of \$5000 for District employees providing secretarial, technical or creative services specifically for the project; or (3) the use of exceptionally expensive District equipment or facilities (e.g., professional recording and filming studio, professional television cameras and the like). A grant obtained through the initiative and efforts of an employee or student shall not be considered to have resulted from Substantial District Support so long as the employee's contributions exceed the District's contributions.
- f) **A Work for Hire or Invention for Hire** is one for which the employee is specifically compensated to create. Works or inventions for Hire include products resulting from grants where the employee's contributions were less than contributions from the District. Works or Inventions for Hire shall remain the property of the District for all purposes.
- g) **Proprietary Instructional Materials** are those materials an employee created to perform his assignment more effectively for the benefit of the students, including (but not limited to): syllabi, lectures, student exercises, illustrations, recordings, multimedia programs and tests. The employee may use Instructional Materials in a traditional classroom or in any form of Distance Education. These Proprietary Instructional materials may be created using the personal resources of the employee and/or resources provided by the district.
- h) Employees who develop **Intellectual Property** with District Support as defined above, including but not limited to electronically posted notes, lectures, audio or videotaped presentations, broadcasts, or multi-media or interactive software, shall retain all ownership rights to and control of such material, except that the District shall retain the right to use property created with Substantial District Support for its own purposes without payment of royalties or other considerations, and the employee shall provide appropriate access to District personnel for evaluation, program review and accreditation purposes .

II. In the absence of a specific contract or agreement:

- a) If there is a reasonable determination that a particular work or other intellectual property created by an employee may be sold or traded commercially, the

Commented [CG5]: Section II was authored by the copyright committee.

District and the employee may elect to draft and execute a contract specifying the terms of ownership of the work.

- b) If the receipt of grant funds restricts or specifies ownership of employee-created work, the District will abide by the requirements of the grant agreement.
- c) If the District and employee wish for any other reason to change or share ownership of a work or other intellectual property, they may jointly draft and execute a contract specifying terms of ownership.

The District will strive to actively protect all copyrighted materials or other intellectual property owned solely or partially by the District.

**References:**

Education Code Sections 72207 and 81459

17 United States Code 201

35 U.S. Code Section 101 et seq.

37 Code of Federal Relations 1.1 et seq.

Agreement Between El Camino Community College District and El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO.

Contact: Don Brown

Educational Policies Committee: passed fall 2015; 10/25/16; 11/22/16

Academic Senate – 1<sup>st</sup> reading 11/17/15; 2<sup>nd</sup> reading 3/1/16; 1<sup>st</sup> reading 3/21/17

Deans Council – 1<sup>st</sup> review Feb. 2016; 2<sup>nd</sup> review March 2017

**AGREEMENT BETWEEN EL CAMINO COMMUNITY COLLEGE DISTRICT and EL CAMINO COLLEGE FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL~CIO**

August 18, 2014 through December 31, 2016

**ARTICLE 24 - INSTRUCTIONAL TECHNOLOGY**

Section 1. Definitions

(a) Distance Education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

(b) A Work is any material which is eligible for copyright protection, including (but not limited to): books, articles, dramatic or musical compositions, poetry, instructional materials (e.g., scientific, logical, opinion or criticism), works of art or design, photographs or films, video or audio recordings, computer software, architectural and engineering drawings, choreography. A Work may be recorded in any enduring medium (e.g., print, manuscript, electronic storage formats, optical, photosensitive film, etc.) or may exist in any tangible form (e.g., a sculpture, painting, structure or building).

(c) An Invention is any idea or discovery which is eligible for patent protection, including (but not limited to) a device, process, design, model, strain or variety of any organism or composition of matter.

(d) District Support includes the use of district funds, personnel, facilities, equipment, materials, or technology. Substantial District Support is defined as support involving either (1) direct costs to the District in excess of \$2000 over and above any budget customarily provided for the Faculty Member's usual appointment or assignment, (2) indirect costs to the District (including but not limited to salaries and wages) in excess of \$5000 for District employees providing secretarial, technical or creative services specifically for the project, or (3) the use of exceptionally expensive District equipment or facilities (e.g., professional recording and filming studio, professional television cameras and the like). A grant obtained through the initiative and efforts of a Faculty member shall not be considered to have resulted from Substantial District Support so long as the Faculty Member's contributions exceed the District's contributions.

(e) A Work for Hire or Invention for Hire is one for which the Faculty Member is specifically compensated to create. Works or Inventions for Hire include products resulting from grants where the Faculty Member's contributions were less than contributions from the District.

(f) Proprietary Instructional Materials are those materials a Faculty Member creates to perform his assignment more effectively for the benefit of the students, including (but not limited to): syllabi, lectures, student exercises, illustrations, recordings, multimedia programs and tests. The Faculty member may use Instructional Materials in a traditional classroom or in any form of Distance Education. These Proprietary Instructional Materials may be created using the personal resources of the Faculty Member and/or resources provided by the District.

## Section 6 . Intellectual Property

Faculty who develop intellectual property with District support (as defined in Section 1(d) above, including but not limited to electronically posted notes, lectures, audio or videotaped presentations, broadcasts, or multi-media or inter-active software, shall retain all ownership rights to and control of such material, except that the District shall retain the right to use property created with Substantial District Support (as defined in Section 1(d) above) for its own purposes without payment of royalties or other consideration, and the Faculty Member shall provide appropriate access to District personnel for faculty evaluation, program review and accreditation purposes “Works or Inventions for Hire,” as defined in Section 1(e) above shall remain the property of the district for all purposes.