



# Academic Senate of El Camino College 2017-18

September 19, 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 College	<b>Paul Flor</b>	Curriculum Chair	<b>Janet Young</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)

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

### Fine Arts

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

### Mathematical Sciences

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

### Behavioral & Social Sciences

**Stacey Allen** 19/20  
**Kristie Daniel-DiGregorio** 17/18  
**Chris Gold** 19/20  
**Renee Galbavy** 17/18  
**Michael Wynne\*** 17/18

### Health Sciences & Athletics/Nursing

**Chris Wells\*** 18/19  
**Andy Al Villar\*** 19/20  
**Traci Granger** 19/20  
**Yuko Kawasaki** 18/19  
**Colleen McFaul** 17/18  
**Russell Serr** 17/18

### Natural Sciences

**Oscar Villareal** 19/20  
**Sara Di Fiori\*** 18/19  
**Troy Moore** 18/19  
**Shanna Potter** 19/20  
**Ryan Turner** 19/20  
**Anne Valle** 18/19

### Business

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

### Humanities

**Rose Ann Cerofeci** 18/19  
**A. Gallagher/S. Donnell** 18/19  
**Pete Marcoux\*** 18/19  
**Christina Nagao** 18/19  
**A. Sharp/K. McLaughlin** 18/19

### Academic Affairs & Student Services

**Jean Shankweiler**  
**Ross Miyashiro**  
**Linda Clowers**

### Compton College

**Paul Flor** 17/18  
**Chris Halligan** 17/18

### Associated Students Organization

**Bryant Odega**

### Counseling

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

### Industry & Technology

**Ross Durand\*** 18/19  
**Dylan Meek** 18/19  
**Renee Newell** 18/19  
**Jack Selph** 18/19

### President/ Superintendent

**Dena Maloney**

### Division Personnel

**Claudia Striepe**

### Ex-officio positions

**Chris Jeffries** ECCFT

### Library Learning Resources

**Analu Josephides** 18/19  
**Mary McMillan** 18/19  
**C. Striepe\*/G. Medina** 18/19

**Charlene Brewer-Smith** 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 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

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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, 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 FACULTY COUNCIL MEETINGS:**

1<sup>st</sup> and 3<sup>rd</sup> 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. Fall: 2<sup>nd</sup> Mondays & 11/27, 2:30-4, Communications 109.

**Academic Program Review.** Chairs: Russell Serr & Linda Clowers. Thursdays & 11/30 (Fall only), 12:30-2, Library 202.

**College Curriculum.** Chair: Janet Young. 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays, 2:30-4:30, DE 166/Library 202.

**Distance Education Advisory Committee.** Chair: Chris Gold. 4<sup>th</sup> Thursdays, 1-2, DE 166.

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

**Faculty Development.** Chair: Stacey Allen. 2<sup>nd</sup> & 4<sup>th</sup> 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: Kenneth Brown. Senate Rep: K. Daniel-DiGregorio. 3<sup>rd</sup> Mondays, 4 pm, East Dining Room/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. 1<sup>st</sup> & 3<sup>rd</sup> Mondays, 1:30-2:30, Library 202.

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

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

**Enrollment Management.** Chair: J. Shankweiler. Senate reps: Sara Di Fiori, Chris Jeffries, 2<sup>nd</sup> & 4<sup>th</sup> Thurs. 1-2, Com 109/LIB 202.

**Facilities Steering Committee.** Chair: Dena Maloney. Senate Rep: Claudia Striepe, 1<sup>st</sup> Monday, 2:30, Library 202.

**Guided Pathways.** Chairs: Cesar Jimenez/Chris Wells. Senate Reps: R. Galbavy, J. Suarez, J. Wolfgram 1<sup>st</sup> & 3<sup>rd</sup> Wed, 2-3 DE 166.

**Planning & Budgeting (PBC).** Chair: Rory Natividad. Senate reps: Josh Troesh & 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 & Cesar Jimenez. Faculty reps: Cynthia Mosqueda, Janice Pon-Ishikawa, 2<sup>nd</sup> Thurs. 1-2, COM 109.

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

## 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

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



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<b>C. Officer Reports</b> a. President – Kristie Daniel-DiGregorio b. VP Compton College – Paul Flor c. Chair, Curriculum – Janet Young d. VP Educational Policies – Chris Gold e. VP Faculty Development – Stacey Allen f. VP Finance – Josh Troesh g. VP Academic Technology – Pete Marcoux h. VP Instructional Effectiveness/ALC & SLOs Update – Russell Serr	19-21 22-27
<b>D. Special Committee Reports</b> a. ECC VP of Academic Affairs – Jean Shankweiler 1 b. ECC VP of Student Services – Ross Miyashiro	
<b>E. Unfinished Business:</b> a. None.	
<b>F. New Business:</b> a. Senate Goals: Review 2016-17 Progress, 1 <sup>st</sup> Reading of 2017-2018 goals – K. Daniel-DiGregorio	13
<b>G. Information Items – Discussion</b> a. Academic Senate for California Community Colleges – Renee Galbavy b. Spring Lockdown/Shelter-in-Place Drill – M. Trevis c. Technology Committee: Criteria for Document Management System RFP – Art Leible d. Dreamers Updates: DACA Presentation by Cynthia Mosqueda and Rene Lozano	14-16 17-18
<b>H. Future Agenda Items:</b> a. Ed Policies: AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; AP 7160 Professional Development. b. Spring Lockdown/Shelter-in-Place Drill – Chief Trevis c. SSSP/SE/BSI Integrated Plan Timeline	
<b>I. Public Comment</b>	
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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>. 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](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 ATTENDANCE

## 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
- Christina Nagao
- Kate McLaughlin

## Industry & Technology

- Ross Durand
- Dylan Meek
- Renee Newell
- Jack Selph
- Charlene Brewer-Smith

**Excused:** R. Durand

## Library Learning Resources

- Analu Josephides
- Mary McMillan
- C. Striepe/G. 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
- 
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## **ACADEMIC SENATE MINUTES**

September 5, 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 first Academic Senate meeting of the fall 2017 semester to order on September 5, 2017 at 12:31 p.m.

KDD looked to see who was wearing their ECC “Ask Me” button. If they were, they received a raffle ticket, possibly to win a pumpkin-spiced latte. KDD also thanked all who participated and supported the program. There are 860 buttons out there! Hopefully, our students will get the help and support that they need on campus.

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

See pgs. 5-17 of the packet for minutes from the May 30, 2017 meeting. P. Marcoux moved, S. Bray seconded, and there was unanimous approval of minutes.

KDD asked for a motion to suspend our usual order of business so we could jump down to “ITEM G”, which is our Information Items and Discussion. As a collegial consultation committee, we need to have an orientation once a year and it makes the most sense to start with our orientation instead of during the middle of our meeting. Do I have a motion to suspend our normal order of business? P. Marcoux moved, S. Di Fiori seconded. The motion passed.

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

#### **Collegial Consultation Committee Orientation: Academic Senate**

KDD: I would like to start with introductions, which is part of the orientation. Please take a few minutes to think about the number of years you have served on the Senate. Tell us your name, your department, and how long you have been serving the Senate. All senators conveyed this information to the group. P. Marcoux was the one standout, he has served for 15 years and he started serving when he was 12 years old! We do have 13 new members of the Senate and we have several colleagues who have served 10 or more years in the Senate.

New Senators include:

- Josh Casper, Behavioral and Social Sciences
- Seranda Bray & Rocio Diaz, Counseling
- Sean Donnell & Kate McLaughlin, Humanities
- Dylan Meek & Renee Newell, Industry & Technology
- Analu Josephides & Gary Medina, Library Learning Resources
- Dominic Fanelli, Lars Kjeseth, Oscar Villareal, Mathematical Sciences
- Shanna Potter, Natural Sciences

Thank you to our new senators and to all of those who helped recruit colleague to fill vacancies.

We could dedicate this whole meeting to an orientation, but we do have other business we need to attend to so we'll just hit some of the highlights. We want senators to have an understanding of the Senate and to know where to find answers if they have questions. You have in front of you a number of handouts. One

is our updated handbook. This is your copy and you can put your name on it. It is also posted on the Senate website for a quick reference. There are a couple of party favors: Smarties and I never miss an opportunity to promote Human Development Courses, so you have a Human Development pencil as well. Each of you on your table should have a meeting packet. You may need to share this. There are also clickers in front of you that look like calculators. Instead of talking you through all this info, we thought it would be more fun to have a clicker quiz and a scavenger hunt. A quick orientation to your Senate Handbook: the first page gives you an overview of the type of information that is in here. This includes how the senate is organized, what some of the justifications are for the senate, more details about subcommittees, how we differ from the Federation, and collegial consultation which is how we make decisions on campus. For the clicker quiz, we are going to use the first four pages of your Handbook. It is a paired quiz, so it isn't cheating to talk to the person next to you. There was a review on using clickers. Then the Clicker Quiz began.

Question #1: The Senate purview encompasses how many areas? The answer is on page 1 of the Handbook.

- A. 10
- B. 11
- C. 12

Most of the Senators got the correct answer, "B", 11.

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

= 10 + 1 Purview of the Academic Senate

Question #2: Why does ECC have an academic senate? In other words, which of the following organizations empowers the ECC academic senate? The answer is on page 2 of the Handbook.

- A. ECC Board of Trustees
- B. The state Chancellor's Office
- C. The state government

Most of the Senators got the correct answer, "C", the state government.

It all starts with state law, AB 1725 from 1988; which had a significant impact on the organization of community colleges. Our responsibility is in academic and professional matters. Any laws that have to do with education are then enshrined in the Education Code (Title 3). The Board of Governors spell out how it will be implemented in greater detail with the California Community Colleges. Title 5 says that the academic senate's primary function is to make recommendations with respect to academic and professional matters. You will see references to Title 5 when looking at policies.

Question #3: When the ECC senate votes on a policy that falls within its 10+1 purview, its word is the final word. The answer is on page 3 of the Handbook.

- A. True
- B. False

95% of the senators had the correct answer, “B”, False.

Governing boards must consult collegially with the Academic Senate on academic and professional matters through a process of “rely primarily” or “mutual agreement” with the Academic Senate. (Title 5). “The Board will *normally accept the recommendation* of the Academic Senate on academic and professional matters... If the district Governing Board of Trustees disagrees with the recommendation of the Academic Senate, representatives of the two bodies shall have the obligation to meet and reach *mutual agreement...*” (ECC Board Policy 2510).

Question #4: The senate and the union purviews are entirely separate and the two organizations must not intermingle. Page 3 has clues for you.

- A. True
- B. False

Some confusion here, but most got the correct answer, “B”, False.

We have separate but overlapping purviews. We are looking at academic and professional matters. The Federation is looking at working conditions. We are lucky on our campus that we have a close working relationship with the Federation. This is important in the areas where we overlap. There is overlap between sabbaticals, flex, obligations, faculty evaluations, SLO’s, tenure review. Chris Jeffries and Carolee Vakil-Jessop both serve and work closely with us. They work on the Ed Policies and Faculty Development Committees. We are very fortunate that we have strong collaboration.

Question #5: How long is the term for a senator on the ECC Academic Senate? Look on page 4.

- A. Three years
- B. Four years
- C. Lifetime

Yes, it is “A”, three years.

Hopefully, it doesn’t feel like a lifetime. For full-time faculty, there should be one senator for every 12 FTES. We have 44 FT senators from approximately 520 FTEF. For adjuncts, 2 senators represent 350 PT Faculty. That is why it is important to get back to your constituents and relay what is happening at Academic Senate.

That is it for the Clicker Orientation. What I would like to do is to get into a little more detail with a Scavenger Hunt. Work with a partner, and we have prizes! You are going to use two documents, the Packet and the Handbook. We want you to get familiar with how to find information that you are looking for. Put your names at the top of the sheet, and find as many answers as you can in the time provided.

Here were the questions that senators worked on in groups of 2:

1. Name a senior senator. (These are notated with \* on the front page of the packet.)
2. How many senate committees are there? (Seven, including a new one, the Distance Education Advisory Committee.)



3. What does IEPI stand for? (Institutional Effectiveness Partnership Initiative, found in the list of acronyms in the packet.)
4. What is the maximum number of senators a division can have? (12.)
5. What is the meeting attendance policy for senators? (Attend all meetings.)
6. Name the four practices of the Collegial Consultation Philosophy. (Collegial consultation, inclusiveness and communication, evidence and planning, and student success.)
7. How many Collegial Consultation Committees are there? (Six.)

All groups exchanged their sheets with another group to see how well they did. If you are a high performer, your name will go into the raffle. All answers were discussed and reviewed as a group. If you have a sheet that has all 7 correct, please send them forward for the raffle.

### **El Camino College District Budget: 2017-2018 – Josh Troesh (pgs. 18-21)**

I am the faculty representative for the senate on the Planning & Budgeting Committee. The PBC has two broad goals. Basically, six months out of the year we spend time doing budgets; and six months out of the year we spend working on the master plan. The overview of the budget is on page 19 of the packet. The key issues to highlight regarding the budget: 1) We are in the first year of stabilization and 2) \$15 million was transferred to a fund earmarked for future STRS/PERS obligations. The college is taking a proactive approach in preparing for the STRS/PERS liabilities. Despite projected shortfalls, there are many back stops in place to ensure retirement funding will be available. Funding for TA's and technicians is included in the budget; the college has indicated strong support for student services. Fund 16 (a new fund), is not "locked up" but it's clear from the establishment of the account that the intent is to use the funds for STRS/PERS shortfalls. This shows a commitment from the administration to make sure our pensions are funded. If you would like to see more details of the final budget, which is the size of our senate packet, it can be viewed online.

### **Academic Senate for California Community Colleges – Renee Galbavy**

This topic was tabled until the next meeting.

### **ASO Vice President, Academic Affairs – Bryant Odega**

Mr. Bryant Odega is a Political Science major, planning to attend law school and possibly run for office. He is very into politics and policy. He highlighted three ASO initiatives: Metro U-Pass, Warrior Pantry, Flow Water system. Students are eligible for the U-Pass bus transit pass if they are enrolled in 6 units and qualify for the BOG fee waiver. Passes are available in the bookstore and ASO funded 50% of the costs for the first 50 students to enroll, (it only took 3 days for them to sell out), an incentive they plan to continue in the spring semester. The second initiative is the Warrior Pantry; they expect a soft opening in October. Mr. Odega noted that the response has been positive but that food and financial donations are still needed. Senators applauded the ASO initiative to install Flow Water systems on campus. We currently have five at various locations around campus. It helps the environment and reduces our carbon footprint. The students also think it is a huge success. The ASO will be working on maintenance of the systems this year. Bryant will be attending more of our meetings, so he will keep us apprised as more details get worked out.

### **Canvas Update – Chris Gold, Interim Distance Education Coordinator (pgs. 25-26)**

The migration to Canvas is going well and feedback has been overwhelmingly positive. Almost 70% of the online classes are using it. Students are doing a great job and faculty seem to like it. If you are still

using Etudes, take the introduction to Canvas class. Next Spring will be the last term that we can offer classes on Etudes. We have a version of Datatel that only eight other campuses are using (we are cheap), so Datatel and Canvas will not communicate with one another. The integration tool is still not ready, so Gema Perez has been hard at work manually entering Datatel information. The fully online courses are the top priority. See the DE Updates newsletter, located in the packet, for more information about Canvas resources and training.

## **C. OFFICER REPORTS**

### **a. President – Kristie Daniel-DiGregorio**

Welcome to Debra Breckheimer, Interim Dean, Humanities. Faculty Position ID Process: 9/22 position requests due; 10/17 meeting to review requests. Fall Safety Drill: The Great Shakeout – Thursday, 10/19 at 10:19 a.m. more details to follow. Spring Safety Drill: Lockdown/Shelter-in-Place – At our next meeting the Chief will come in to discuss this with us.

We are going to have some updates about DACA at our next meeting. Cynthia Mosqueda and Rene Lozano will come into our next meeting with some updates. Please refer your students to our website, it is a great resource. <http://www.elcamino.edu/student-services/fao/ab540/>

There are also some travel restrictions, Assembly Bill 1887. <https://oag.ca.gov/ab1887>. It prohibits...[state-funded] travel to a state that, after June 26, 2015, has enacted laws that allow discrimination based on sexual orientation, gender identity, or gender expression. Affected states: Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, Texas

Thank you for all who are serving on search committees. There will be many more to come!

### **b. VP – Compton College – Paul Flor**

At our last meeting in May, we were still the Compton Center. At our Graduation Ceremony, hosted by Chancellor Oakley, he announced that we are now Compton College. Instructional buildings are under construction at Compton. We tried this summer for the first two weeks of the semester a valet service, to rave reviews. We are also trying it out this semester as well because of the parking shortage. Hopefully, it will reduce attrition because of frustration due to construction/parking. It is one of the initiatives that we meet our enrollment enrolment goals.

### **c. Chair – Curriculum – Janet Young**

KDD: We are happy to welcome back Professor Young. J. Young: I am happy to be back as the Curriculum Chair, I missed working with faculty. Our new “team” is in place because Quajuana left in March. Portia got a new position in nursing. I was Curriculum Chair six years ago, so basically I know enough to be dangerous. Cindy Escutia is our Administrative support. We have been working very hard over the summer. There is a backlog in Curricunet, but we are making progress. Our first meeting is Tuesday, 9/12. We will be doing a lot of training throughout the semester. That will be one of our new focuses. There is a change that came from the Chancellors office. They would like to streamline curriculum. Colleges have been given the ability to approve our own courses with the exception of non-credit courses and degrees and certificates. We don’t need to send them to the curriculum office anymore and have them sit there for weeks. The downside to this is that there is a big weight of responsibility on the Curriculum Committee. Pilot courses can be approved and the turnaround for new courses is approximately one year. A. Amadjapour: So basically, we can design any kind of course now? JY: If

the Dean and the faculty agree and it meets Title 5 regulations. S. Bray: What is the timeline? JY: About a year.

#### **d. VP – Educational Policies –Chris Gold**

We haven't met yet, but for the next couple of meetings we will be working on minimum quals. Faculty Service Areas and Equivalencies. That will be our focus for early Fall. We will also be looking at our Professional Development Procedure.

#### **e. VP – Faculty Development – Stacey Allen (pgs. 30-31)**

I have a couple of slides you may have already seen from the Fall PD Day. I would like to honor our newly tenured faculty. The FDC will be planning a tenure reception for the Spring. We will meet next week, on opposite Tuesdays. Over the summer we got started planning in collaboration with Classified Professional Development, Health Sciences, and Faculty Development: Wellness Wednesdays. The first one is tomorrow and every Wednesday. Walk and Roll Wednesdays. Roll out recovery with Kim Jones from 12 – 1:00, Student Activities Center. Walks led by HSA faculty 2:30-3:00, meet at the south end of Murdock Stadium.

Thursday we are bringing back Informed and Inspired, “A Day in the Life of an ECC Student”, a student panel @ 12-1:00 in the library, West Basement. There was an evaluation for the Fall PD Day, if you haven't completed it, please do so. We want your feedback.

At the last meeting in May, there were concerns raised by faculty regarding flex procedures and policies. KDD and I met with Dr. Shankweiler and Professional Development over the summer. We will come back at another meeting to report and we have invited Lisa Mednick Takami to come and share during one of our meetings.

#### **f. VP – Finance – Josh Troesh**

I am assuming everyone has heard enough from me. No report.

#### **g. VP – Academic Technology – Pete Marcoux**

Academic Technology doesn't meet during the summer, we only meet during the semesters. Wireless Wi-Fi project is slowly moving along. The Library will be the last building completed. All the buildings that won't be getting torn down in the near future, should have great Wi-Fi. You will also notice that outside they are going to have transmitters. The campus will be blanketed. As soon as the students know they have good Wi-Fi, they will be using their laptops. All the main buildings should have them. The library should be done this fall. We got a new vendor, which was much needed.

#### **h. VP – Instructional Effectiveness/ALC/SLO's Update – R. Serr (pgs. 32-35)**

Just a reminder that assessments are due the 15<sup>th</sup>. There are a couple of workshops coming up. Read through the handout in the packets and the success stories, the percentages are in there, over 90%. The Program Review committee will be very busy. We are on track!

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

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

Given the time constraints, all remaining agenda items are postponed until the next meeting.

**E. UNFINISHED BUSINESS**

None

**F. NEW BUSINESS**

Senate Goals: Review 2016-2017 Progress, 1<sup>st</sup> Reading of 2017-2018 goals

**H. FUTURE AGENDA ITEMS**

Ed Policies: AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; AP 7160 Professional Development.

Survey of Entering Student Engagement – Marci Myers

Technology Committee: Criteria for Document Management System RFP – Art Leible

Spring Lockdown/Shelter-in-Place Drill – Chief Trevis

SSSP/SE/BSI Integrated Plan Timeline

**I. PUBLIC COMMENT**

Scavenger Hunt Prizes! Great job to all teams who aced the scavenger hunt! Congrats to our raffle winners Kurt Hull & Yuko Kawasaki and to Mary McMillan and Gary Medina. Your prizes are in the campus mail (Pumpkin Spiced Latte here we come...!).

Ask Me Button Raffle! Thanks to everyone who is participating! Congrats to our raffle winners Christina Nagao and Chris Gold!

**J. ADJOURN**

The meeting adjourned at 1:58 pm

TG/ECC Fall 17

# El Camino College Academic Senate 2017-2018 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:

- 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 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.

## Highlights from the 2017 ASCCC Faculty Leadership Institute (June 15-17)

Note: To view each presentation, please click on the title and then open the file at the bottom of each page.

### [Senate Resources at Your Finger Tips: Using the local Senates Handbook and Navigating the ASCCC Website](#)

This was a great presentation on resources!

- The above link takes you to the presentation outline which covers many of the ASCCC resources, and includes scenarios for how those resources can be utilized. Some of the topics/links include the state budget, legislation and advocacy, curriculum, multiple measures, minimum qualifications and equivalencies, and local and statewide senate and governance.
- Here is a link to the “[Local Senates Handbook](#),” and here is a [PDF version](#). This is an amazing tool because it has web links to all the resources listed in the Handbook.
- Here is a link to ASCCC [Service at the State Level](#). The “Committee by Topic” document gives a good overview of each committee and the time commitment (does need to be updated but still gives a good general overview).

### [Collegiality in Action Part 1](#)

1) Community College Reform Act - AB 1725 (1988):

- What was the intent of AB 1725?
  - Enhance community college image
  - Increase support for more money
  - Move from K-12 to higher education
  - Develop more unified system
  - Institutional renewal
- What did AB 1725 do?
  - Funding system changed
  - Mission priorities set
  - Established faculty qualifications, tenure periods, evaluation processes
  - Funding for professional development
  - Diversity goals set
  - Delineated governance and decision-making
  - Set goal of 75% full-time faculty. *Note: Percentage of California Community Colleges (CCC) full-time to part-time faculty: CCC goal to have 75% of teaching faculty employed fulltime. Currently the number of full-time teaching faculty is approximately 56%.*

2) Title 5 of the Administrative code of California

- Title 5 - <http://www.ccccurriculum.net/compliance-2/title-5/>
- Guidelines for implementation of Section 53200-53204 of title 5 of the Administrative code of California - [The role of academic senates in the California community colleges](#)

### [Collegiality in Action Part 2](#)

1) Goal: Create and hold space for constructive dialogue and critical conversations that are characterized by collegiality and respect.

2) Uncomfortable conversation need to happen! How do we do this? Norms: *Listen actively and with empathy; share what you can; be truthful; be kind; be respectful and collegial; presume good intent; ask for and give help; ask for and give forgiveness; give and receive grace (We are all imperfect and that's okay).*

## **Follow-up to Collegiality in Action**

This presentation was more of an open dialogue about interacting with colleagues (faculty, staff, and administrators), and solving “turf” disputes. One interesting topic that arose from this conversation was the different strategies that colleges utilize for running their professional development (PD) departments. For example, one school had PD broken into two different departments- one run by staff (for staff), and one run by faculty (for faculty). Another school utilized a “Professional Development Committee,” which governed the PD activities and included both staff and faculty.

## **Build Your Lingo with Acronym Bingo**

Need I say more! Link to above page for downloadable acronyms galore file.

## **The Community College Budget**

1) The Budget Process: Inputs (Budget Development Workgroup, Consultation Council, Board of Governors)>Governor>Legislative>[Final Budget](#)

2) [2017-18 Budget Overview](#)

### On-going

- \$183.6m base increase
- 1% growth
- 1.56% COLA
- \$10m for OEI LMS
- \$25m for Completion Grants (\$2,000/year)
- \$20m for Full-time Student Success Grants (\$1,000/year)
- \$5m VRCs
- \$2.5m Umoja

### One-time

- \$150m for Guided Pathways
- \$20m for Innovation Awards
- \$8m for economic development grants
- \$7m for VRCs
- \$4.5m for mental health services
- \$2.5m for Title IX training
- \$2.5m for Hunger-Free grants
- \$1m for ASCCC for C-ID
- \$76.9m for deferred maintenance and instructional equipment

### Future Budgets

- Modest increases in Prop 98
- Continued focus on student success
  - Guided Pathways
  - Funding for outcomes
- Continued discretion

*Note: “Guided Pathways” and the “Innovation Grants” were repeatedly mentioned as potentially having a big impact on faculty. They were also mentioned in terms of how faculty participation in these areas could have an impact on their college.*

### **Policies, Processes, and Practices, Oh My!**

Presenters discussed “how well-written, faculty-driven policy and procedure ‘fences’ can help you and your senate assert its authority and collaborate effectively with other constituencies.” In addition, presenters discussed “processes and strategies for writing policies and procedures, what policies are legally mandated and recommended, and areas where your senate should be especially involved in creating strong policy to support student success and the faculty role in decision-making.”

*Note: This presentation could be interesting for the Academic Senate leadership in particular. The link includes the PPT, which is comprehensive and self-explanatory.*

### **ASCCC Norbert Bischof Faculty Freedom Fighter Award: Recipient former San Francisco City College Academic Senate President Lillian Marrujo-Duck**

Former San Francisco City College Academic Senate President Lillian Marrujo-Duck was the AS president who navigated SFCC through the 2013-2017 accreditation dispute. I just wanted to mention that during her acceptance speech, she recognized Compton Community College and had everyone in the room give Compton a big hand for their recent accreditation victories!

### **Research, Data, and Decision-making: What Every Senate Leader Should Know**

In this general session, the expert panel provided “information all senate leaders should know to engage their colleagues in effective discussions on data-driven decision-making. Data is being used in most, if not all, decisions that affect our colleges at both the local and state level. Senate leaders need to have a clear understanding of how data is used in decision-making at their local colleges as well as how it is used at the state level for programs, initiatives, accountability and goal setting.”

*Note: Below are some interesting California Community Colleges Chancellor's Office (CCCCO) research and data tool links that could be useful to faculty, staff, and administrators.*

- List of CCCCCO Data Tools and Sources:  
<http://doingwhatmatters.cccco.edu/portals/6/docs/Chancellor's%20Office%20Data%20Tools%20and%20Sources.pdf>
- Understanding CCCCCO Data Dashboards:  
<http://doingwhatmatters.cccco.edu/portals/6/docs/Understanding%20CCCCO%20Data%20Dashboards.pdf>
- Which Data Tool Should I Use?:  
<http://doingwhatmatters.cccco.edu/portals/6/docs/Which%20Data%20Tool%20Should%20I%20Use%20.pdf>
- What Types of Career and Technical Education (CTE) Data are Available?:  
<http://doingwhatmatters.cccco.edu/portals/6/docs/What%20Types%20of%20CTE%20Data%20Are%20Available%20infographic.pdf>

### **Area Meetings: Building a Community**

Next Area C meeting is at Moorpark College on October 14<sup>th</sup>, 2017.

### **Mock Plenary Session**

Very interesting mock plenary and voting session. Attendees were encouraged to participate in debating resolutions under consideration. Here is a link to the [ASCCC Resolutions Handbook](#).

### **2017 ASCCC Leadership Institute: Link to all Presentations**



## Problem Overview

The El Camino Community College District intends to contract with a solution provider to establish a centralized integrated Document and Records Management solution for use by staff and students. The system will first be implemented to support Student Services and Human Resources, and will include document/record management and workflow for departments including Financial Aid, Admissions, Residency, Records, Registration, Advisement, Veterans services, Testing, etc.. The College's initial focus will be the Financial Aid offices followed Human Resources and then by the Service Areas Offices. The College requires a scalable system, which will be expanded to take advantage of the solution for business functions outside of Enrollment Services such as Human Resources, Purchasing, Facilities and Security.

El Camino Community College District staff and students currently experience several business problems related to paper document submission and retention.

For students, the issues are: Inconvenience of downloading .pdf copies of required forms  
Inconvenience of physically delivering copies of documents  
Time delays in processing paper documents  
Concerns regarding the security of private identity information  
Time delays in locating multiple forms in multiple locations  
Inconvenience of dealing with and storing paper documents= Inability to view submitted documents

For college staff, the issues are: The cost of physical storage space to file and retain paper documents  
Inability to easily share and verify document access across multiple departments  
Wasted time in locating misplaced documents  
Inefficiencies in handling and filing paper documents  
Varying policies regarding document intake, retention and storage procedures  
Poor customer service resulting from inability to readily access documentation that a student has submitted  
Inability to access records from Singularity Document Management System. Inability for staff to send copies of submitted forms with notes to students

Implementation of a centralized integrated Document and Records Management solution should include features such as: Electronic forms support hard copy document input received over the counter via scanning devices, capture of electronic date stamp for submitted documents, electronic document capture via mail electronic forms and email. Sufficient placement of scanning devices in across all departments as needed. OCR capability for metadata capture of scanned documents  
Metadata capture from e-forms  
conversion of current Singularity Archives and/or Docuware. Data capture and integration capability with Ellucian Colleague ERP system. Integration with ECC's Identification Card System, Import of documents stored in college's legacy document management systems, workflows for business processes related to documents submitted, approval queues and processing, electronic notifications of document processing through workflows and approval queues.

Purpose and Scope El Camino Community College District is seeking proposals from solution providers to establish a centralized integrated Document and Records Content Management solution for use by students and staff, with scalability to additional college business operations. The system will also

migrate the data from a legacy Singularity, Laserfiche, and or Docuware Document Management system.

The College is seeking a solution to accommodate staff members in all Services area, with the scalability to add additional college departments. In addition, the system should provide for an online student access portal with student login credentials, allowing for online forms completion, submission, and data capture integrated with Ellucian Colleague ERP, as well as review access and print capability once forms are submitted. The system should accommodate the creation of unique forms across the Campus, in addition to the capture of other relevant documents submitted by students, either by hard copy or electronic submission. Desktop scanners and other required hardware to implement the solution are to be included in the cost of the RFP.

The college requires the ability to create student folders, with subfolder creation and security level access per department, with various levels of administrative access. Eforms should have an online signature capability where appropriate and allowed, and metadata recognition for search and retrieval across subfolders. Additionally, required documentation that is scanned into a student's folder should have Optical Character Recognition and metadata retention to add to search indices.

The ability to create a searchable data base of course articulation data from other institutions is necessary for credit transfer evaluation.

A retention schedule of documentation unique to each of the above departments is also required, and should allow for automatic purging on an annual basis.

Additionally the College will require conversion of archived documents residing on a Singularity, Laserfiche, or Docuware platform, and then to be migrated into the proposed document solution platform for search and retrieval purposes.

## ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE MINUTES

Tuesday, September 12, 2017 -- 1:00-1:50 Library Room 202

### Fall Meetings on 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays from 1-1:50 pm

Sept. 12 – Library Room 202

Sept. 26 – Library Room 154

Oct. 10 – Library Room 202

Oct. 24 – Library Room 202

Nov. 14 – DE Room / Library 166

Nov. 28 – DE Room / Library 166

Dec. 12 (tentative) – Library Room 202

### Members:

Darcie Descalzo (NS); Christina Gold (Chair, BSS); Vanessa Hayes (CEC - Absent); Chris Jeffries (ECCFT); Gary Medina (LLR); Karl Striepe (BSS); Lori Suekawa (CSS); Deans Rep: Linda Ternes (Math)

### Guests:

Thuy Bui (NS) and Jessica Padilla (NS)

### I) To Do List Review

- The committee reviewed the To Do List and noted that we will be waiting on Deans to bring forward revisions and new BPs/Aps. We will be patient since there is so much turn over in Deans and Directors right now, and we have plenty to keep us busy.
- We will be working on the following things:
  - AP 5520 Student Discipline Procedures
  - AP 7160 Professional Development – Chris G. will work with Kristie and Stacey (senate VP of Faculty Development) to develop a draft to bring to EPC. After we finish with it, we will send it on to the Faculty Development Committee, which is already reviewing the flex matrix.
  - AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies – a draft of this will come from the related task force
  - Advanced Placement – we limit it to 15 units. The UCs and CSUs have no limit. New regulations require us to accept AP for GE credit. It would be a good idea to have a place to codify our processes in re: AP credit. We need to find a place to house it. The Graduation procedure may be a good place. If we were able to codify the process, the evaluators would have more specific direction and wouldn't have to rely only on past practice. It help ensure consistency and fairness to make sure that AP processes are written down and approved. Lori and Chris J. will work on finding a place to house the AP processes and will bring a draft.

### II) Minimum Qualifications

- Two faculty members from Natural Sciences (Jessica Padilla and Thuy Bui) attended the meeting and have agreement amongst their faculty to add MD to their Biological Sciences minimum qualification. Some other CCC's like LACCD do this. They presented a chart showing the required course work. About half of their hires in Anatomy and Physiology are MDs and need to undergo the equivalency process. They would like to avoid all the paperwork since they are uniformly approved. They understand that non-US MDs will still need to be approved by one of the agencies we use to evaluate foreign degrees.
  - Proposed Revision to Biological Sciences minimum qualifications:

Master's in any biological science

OR

Bachelor's in any biological science AND Master's in biochemistry, biophysics, or marine science

OR

Bachelor's in any biological science AND Doctor of Medicine (MD)

OR

the equivalent.

- The EPC approved moving forward on the proposed revision to the Biological Sciences minimum qualification.
- Chris G. will talk with the VPAA to make sure she approves the change before bringing it to the senate.
- We reviewed and approved changes to the minimum qualifications that were triggered by the 2016 changes to the state min quals list. These include:
  - Deletion of Developmental Disabilities: Disabled Student Programs and Services. Julie Land is the contact on this and she has the approval of discipline faculty. They would like to remove this state min qual from our local list so that we only hire under the new Learning Disabilities Specialist discipline.
  - Addition of Learning Disabilities Specialist: Julie Land is the contact on this and she has the approval of discipline faculty. This is a new discipline in the state minimum qualifications list that we are adding to our local list.
  - Revision to Counseling: Disabled Students Programs and Services. Kate Beley and Christina Pajo were consulted and are in agreement. The third faculty member in the discipline was contacted but we didn't hear back from her. These are revisions to bring our local min qual into alignment with changes at the state level.
- The EPC approved moving forward on all three of these changes to our local minimum qualifications list. Those proposed changes will be brought to the Senate at the same time as the edits to the list that are being completed by the Min Quals/FSA Task Force.
- The Minimum Qualifications and Faculty Service Areas Task Force is working on editing the local minimum qualifications list ; posting the list online; updating FSAs; developing a draft of AP 7211; and reviewing equivalency forms.

### III) AP 5520 Student Discipline Procedures - Discussion

- EPC was directed by the senate to review the procedure to determine whether the consequences for cheating are stringent enough.
- The EPC spoke of a wider concern that consequences for student conduct violations in general are not stringent enough.
- There are nebulous procedures for implementing discipline – the rationales are vague and the consequences are not specific.
- The Maxient system was intended as a panacea for a variety of problems with reporting violations of the code of student conduct, however, faculty members and Deans sometimes feel left alone to deal with problems that they are not prepared or trained to handle, like PTSD, mental illness, and homelessness. We need more support and direction to handle these extreme problems that face our students.
- There is no follow-up when someone issues a Maxient report. We don't find out what happened with the student. This is especially important if someone has been threatened by a student. Faculty and Deans have to call to try to find out what happened and they can't always find out.
- We need to close the loop by informing faculty about the resolution of their Maxient report.
- Also, what should happen with mental health issues is not well defined.

- Linda will look for procedures on other campuses that may be stronger and more proscriptive than ours.
- We will continue this discussion next time.

### **EPC Packet**

1. To Do List
2. Local Minimum Qualifications changes resulting from 2016 changes to the state list.
3. AP 5520 Student Discipline Procedure (ECC, 12/14/15)
4. AP 5520 CCLC Template
5. Ed Code 66300, 72122, 76030

### **Handouts**

1. Revision to local min quals changes
2. Samples academic honest policies from other campuses

**Faculty Development Committee Meeting**  
**Minutes for Tuesday, September 12, 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.*

<b><u>Name</u></b>	<b><u>Abbreviation</u></b>	<b><u>Division</u></b>
Stacey Allen* (Present)	(SA)	Behavioral & Social Sciences
Dustin Black (Excused)	(DB)	Behavioral & Social Sciences
Anna Brochet (Present)	(AB)	Counseling
Briita Halonen (Excused)	(BH)	Humanities
Sheryl Kunisaki (Present)	(SK)	Library & Learning Resources
Sumino Otsuji (Present)	(SO)	Humanities
Margaret Steinberg (Excused)	(MS)	Natural Sciences
Claudia Striepe (Excused)	(CS)	Library & Learning Resources
Lisa Mednick Takami (Present)	(LMT)	Professional Development
Evelyn Uyemura (Present)	(EU)	Humanities
Carolee Vakil-Jessop (Excused)	(CVJ)	Federation
Andree Valdry (Excused)	(AV)	Learning Resources/Compton Center

\*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)

**AGENDA**

**1. Welcome back! J**

(SA) welcomed the committee to the start of the fall semester and reported that due to scheduling conflicts, Dustin Black, Ross Durand, and Andree Valdry are unable to serve on the FDC at this time. (DB) intends to return in the spring. (AV) has offered to look for a replacement. (LM) noted that importance of having someone from Compton serve on the FDC, especially during this time of transition. (SA) highlighted the need to recruit new members, especially from underrepresented divisions: Business, Fine Arts, Health Sciences & Athletics, Industry & Technology, and Math. An email will be sent to these divisions inviting faculty to join the FDC.

**2. Review 2016-17 Summary of Activities**

(SA) provided a summary of FDC activities completed last year and asked the committee to review. (LM) suggested including the Sexual Assault Awareness & Prevention Panel that took place last April.

**3. Fall Professional Development Day**

(SA) announced that the Professional Development & Learning Department is currently preparing evaluation survey results which will be reviewed by the FDC when they are available. (LM) reported an unusually high response rate this year, with 277 responses. Based on feedback from the FDC, the evaluation survey was sent to the listservs earlier this year (within a day or so of PD Day) along with several reminders. This proved to be very effective.

(EU) noted an adjunct instructor in her division reported feeling unwelcomed when he arrived to the general session, in part because there did not seem to be an official sign-in sheet for adjunct instructors. (LM) suggested we provide a blank sign-in sheet for each division to allow adjunct instructors to sign in on PD Day.

**4. Faculty Book Club (FBC)**

(SO) announced she will be coordinating the FBC with Sue Ellen Warren again this semester. With funding provided again by the Student Equity Program, the FBC will be reading *Street Life: Poverty, Gangs, and a PhD* by Dr. Victor Rios. (SO) reported the focus this semester will be on gaining a better understanding of Hispanic students. Dr. Rios earned a PhD from UC Berkeley; in his book, he shares stories of gang life and incarceration and his personal transformation. Meetings will take place: 9/29, 10/20, 12/1 from 12:30 to 2:00 in the TLC.

**5. Informed and Inspired (I&I): Lunchtime Faculty Development Series**

September series (9/7 & 9/21): A Day in the Life of an ECC Student

Coordinators: Sheryl Kunisaki & Sumino Otsuji

(SK) and (SO) reported the first session on 9/7 was outstanding! (SO) reported the student panelists were well-prepared and shared moving personal stories. She noted one student said "I would be dead if it wasn't for El Camino." (SK) similarly reported that one student declared "faculty just don't understand the power they have over us."

The committee discussed the importance of hearing specifically from our DACA students at this particular time and voted to revise this month's I&I format. In lieu of a roundtable discussion next week, we will host a panel of DACA students. (SA) noted the timing of this topic is especially relevant given that Rene Lozano and Cynthia Mosqueda have been invited to speak at next week's Senate meeting about issues pertaining to DACA students.

(EU) volunteered to coordinate the October series. She will invite faculty in her department, such as Allison Carr, to co-present on issues relevant to our ESL student population. She recommended conducting a roundtable discussion on 10/5 (which happens to be World Teachers Day!) and a panel of ESL students on 10/19.

(SA) and (BO) reported that they have been in communication with Shaun Cook to develop November's theme – Getting to know our Veteran Students. The sessions will take place on 11/2 & 11/16.

**6. Outstanding Adjunct Faculty Award (OFA)**

(SA) announced the call for OFA nominations will be sent later this week or early next week. Nominations will be due by October 13<sup>th</sup>.

**7. Getting the Job Workshop Series**

(SA) reported that dates have been set for Part 1: The Application – Friday, December 1<sup>st</sup> and Part 2: The Interview – Friday, January 26<sup>th</sup>. Unfortunately, the Alondra Room is already booked for these dates; therefore, alternative locations are being explored. (LM) noted that some rooms like the Alondra Room have already been booked two years in advance. (SA) has contacted HR for the faculty hiring timeline and will report back to the FDC when that information becomes available.

**8. Retiree Celebration**

(SA) announced that Dr. Maloney will be hosting an event to honor faculty retirees through 6/30/17 and staff and manager retirees through 12/31/17. (SO) volunteered to serve on the planning committee which will be chaired by Tuan Hua of Professional Development. (LM) noted the event is scheduled to take place on Tuesday, October 24<sup>th</sup> in the East Dining Room.

**9. Discuss “El Camino College Flex Credit” – Flex Approval Processes**

(SA) provided “El Camino College Flex Credit” for the committee to review. The document highlights concerns raised by faculty at the 5/30/17 Senate meeting concerning flex policies and procedures. In summer 2017, a team from Academic Affairs, Professional Development, and Academic Senate, met to discuss suggested improvements and to develop strategies, these are also included in the document.

(SA) recommended the formation of a subcommittee to review and revise the flex matrix and FAQs and to develop a faculty-based review process. (SA) will send an email inquiry to gauge FDC member interest in serving on the subcommittee.

(LM) noted that due to many limitations with PD Reporter, newer flex reporting systems will be reviewed this year. One feature that seems to be absent from all available systems is a digital signature feature. PD is currently working with ITS to develop something that could be implemented in the future. This would eliminate the need for paper sign-in sheets for large meetings such as Professional Development Day.

**Fall 2017 FDC Initiatives**

Wellness Warriors	August-December
Informed & Inspired	Sept 7 <sup>th</sup> & 21 <sup>st</sup> ; Oct 5 <sup>th</sup> & 19 <sup>th</sup> ; Nov 2 <sup>nd</sup> & 16 <sup>th</sup>
Faculty Book Club	Sept 29 <sup>th</sup> , Oct 20 <sup>th</sup> , Dec 1 <sup>st</sup>
Academic Rank Certificates	Distribute in September
Outstanding Adjunct Faculty Award	Nomination deadline October 13 <sup>th</sup> , selection committee convenes early November, awards and certificates presented at December 5 <sup>th</sup> Academic Senate meeting
Getting the Job Workshop Series Part 1: The Application	December 1st
Planning for Spring PD Day	November-December

Meeting adjourned at 1:49

## Faculty Development Committee Summary of Activities: 2016-2017

<u>Name</u>	<u>Division</u>
Stacey Allen (Chair)	Behavioral & Social Sciences
Dustin Black	Behavioral & Social Sciences
Anna Brochet	Counseling
Ross Durand	Industry & Technology
Briita Halonen	Humanities
Sheryl Kunisaki	Library & Learning Resources
Sumino Otsuji	Humanities
Margaret Steinberg	Natural Sciences
Claudia Striepe	Library & Learning Resources
Lisa Mednick Takami	Professional Development
Evelyn Uyemura	Humanities
Carolee Vakil-Jessop	Federation
Andree Valdry	Learning Resources/Compton Center

Fall 2016	Project
Aug 25	<b>Fall Professional Development Day:</b> Theme: "Strengthening Institutional Success: Technology, Safety, Equity, and Enrollment" Keynote Speaker: Dr. Dana Emerson "Shifting Perspective: Building an Ecology for Success"
Sept 20	<b>Academic Rank:</b> Certificates and letters were sent to 49 faculty who advanced in academic rank
Sept 22 Oct 20 Nov 17	<b>Fitness and Fun for Faculty/All</b> Coordinators: Stacey Allen and Joy Zhao Presenters: <ul style="list-style-type: none"> <li>• September: Kimberly Jones and Sue Ellen Warren</li> <li>• October: Traci Granger, Mary Lyons, Jan Schaffer</li> <li>• November: Kimberly Jones and Joy Zhao</li> </ul>
Sept 30 Oct 28 Nov 18	<b>Faculty Book Club:</b> <i>Whistling Vivaldi: How Stereotypes Affect Us and What We Can Do (Issues of Our Time)</i> by Claude M. Steele Coordinators: Sumino Otsuji and Sue Ellen Warren Funding provided by the Student Equity Program
Dec 2	<b>Getting the Job, Part 1: The Application</b> Facilitator: <ul style="list-style-type: none"> <li>• Stacey Allen, Academic Senate Vice President, Faculty Development</li> </ul> Panelists: <ul style="list-style-type: none"> <li>• Sheryl Kunisaki, Assistant Director, Library &amp; Learning Resources</li> <li>• Diaa Eldanaf, Mathematics</li> <li>• Melissa Fujiwara, Sociology</li> <li>• Briita Halonen, English</li> <li>• Martha Lopez, Human Resources</li> </ul>
Dec 6	<b>Outstanding Adjunct Faculty Award:</b> Selection Committee: <ul style="list-style-type: none"> <li>• Stacey Allen, Professor, Sociology</li> <li>• Syrah Navid, Health Sciences and Athletics Senator, ASO</li> <li>• Kim Nguyen, Instructor, Psychology</li> <li>• Dipte Patel, Dean, Counseling and Student Success</li> <li>• Evelyn Uyemura, Professor, English as a Second Language</li> </ul> Recipient: Dustin Black, History Recognized at Academic Senate Meeting – received certificate, leather embossed portfolio, and \$500



Spring 2017	Project
Jan 27	<p><b>Getting the Job, Part 2: The Interview</b> Facilitator:</p> <ul style="list-style-type: none"> <li>• Stacey Allen, Academic Senate Vice President, Faculty Development</li> </ul> <p>Panelists:</p> <ul style="list-style-type: none"> <li>• Elise Geraghty, Interim Dean of Humanities</li> <li>• Wanda Morris, Director of Nursing</li> <li>• Maribel Hernandez, Counseling</li> <li>• Christina Gold, History</li> <li>• Rebecca Donegan, Geography</li> <li>• Diaa Eldanaf, Mathematics</li> </ul>
Feb 8	<p><b>Spring Professional Development Day</b> Theme: "Building Bridges for Student Equity and Success"</p>
Feb 8	<p><b>(Inaugural) Tenure Reception: (new/ongoing FDC initiative)</b> 14 newly tenured faculty were honored with a reception in the Art Gallery. Hosted by FDC, President's Office, Academic Affairs, Student and Community Advancement, and Bookstore Honorees received a pen set and ECC pin.</p>
<p>Mar 2 Mar 16 April 6 April 20 May 4 May 18</p>	<p><b>Informed and Inspired: Lunchtime Faculty Development Series (new/ongoing FDC initiative)</b> The FDC launched a new professional development series intended to inform and inspire faculty. Meetings will take place on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month, with a different theme each month.</p> <p>March theme: <b>RISE &amp; Shine: Learn about the RISE Center &amp; resources available to our students</b></p> <ul style="list-style-type: none"> <li>• March 2<sup>nd</sup>: Presentation by Julieta Ortiz, RISE Center Coordinator</li> <li>• March 16<sup>th</sup>: Roundtable discussion</li> <li>• Coordinator: Stacey Allen</li> </ul> <p>April theme: <b>Autism Spectrum Disorder</b></p> <ul style="list-style-type: none"> <li>• April 6<sup>th</sup>: Presentation by Dr. Victoria Kwon, Student Health Center</li> <li>• April 20<sup>th</sup>: Roundtable discussion</li> <li>• Coordinators: Briita Halonen and Claudia Striepe</li> </ul> <p>May theme: <b>Getting to Know ECC Tutoring Services</b></p> <ul style="list-style-type: none"> <li>• May 4<sup>th</sup>: Walking tour of the Math Study Center, Writing Center, Reading Success Center, Learning Resources Center, and KEAS</li> <li>• May 18<sup>th</sup>: Panel presentation – presenters: Julius Duthoy, Barbara Budrovich, Vonetta Augustine, Monica Delgado</li> <li>• Coordinators: Sheryl Kunisaki and Sumino Otsuji</li> </ul>
<p>Mar 24 May 5 June 2</p>	<p><b>Faculty Book Club:</b> <i>For White Folks Who Teach in the Hood... and the Rest of Y'all Too: Reality Pedagogy and Urban Education</i> by Christopher Emdin Coordinators: Sumino Otsuji and Sue Ellen Warren Funding provided by the Student Equity Program</p>
June	<p><b>Great Teachers Seminar:</b> Funding was provided for Christina Nagao, Seranda Bray and Rocio Diaz to attend the seminar (Aug 2017). Attendees will present during Fall PD Day breakout session.</p>

## El Camino College Flex Credit

Resources and References:

- El Camino College Board Policy 2510
- Making Decisions at El Camino College 2015-2020
- Agreement Between El Camino Community College District and El Camino College Federation of Teachers
- Guidelines for the Implementation of the Flexible Calendar Program (California Community Colleges Chancellor's Office)

In spring 2017, faculty raised questions and expressed concerns regarding flex credit at meetings of the Faculty Development Committee and the Academic Senate. In summer 2017, a team from Academic Affairs, Professional Development, and Academic Senate, met to discuss suggested improvements and to develop strategies. The chart below summarizes key topics discussed and identifies next steps.

Faculty Concerns	Suggested Improvements	Progress and Next Steps
Faculty Consultation	Faculty Consultation	Faculty Consultation
Insufficient input regarding flex policies and procedures which falls under faculty purview and is addressed in contract.	Establish new, ongoing ways to ensure regular faculty input into process including policies, approval processes, and review of submissions.	The Faculty Development Committee of the Academic Senate will provide leadership for faculty input into policies and processes, working in collaboration with the Professional Development and Learning Department.
Flex Approval Processes	Flex Approval Processes	Flex Approval Processes
1. Changes to flex matrix and FAQs have been made without faculty input. 2. Change of culture in approach to flex: events now being denied were approved in past. Also: <ul style="list-style-type: none"> <li>o Faculty perceive a newly “adversarial” approach to flex credit in which completed activities are rejected on “technicalities” and faculty and dean expertise is discounted.</li> </ul> 3. Delay in feedback on submissions creates pressure if submission rejected.	1. FDC (or subcommittee) review and revise matrix and FAQs. Seek new opportunities to expand choices and flexibility for faculty. 2. Establish faculty-based review process for faculty who feel their submission has been rejected in error. 3. If deans are being asked to help monitor flex, their approval is sufficient. 4. Provide report to the FDC on flex submissions at end of fall and spring semesters (e.g., breakdown of events, progress toward flex obligation, rates for acceptance/rejection, etc.). 5. Send faculty more frequent reminders of progress toward flex obligation (e.g., in fall and spring). Speed approval process to facilitate faculty planning. 6. Survey faculty on flex submission/approval process (satisfaction, questions, suggestions).	1. During 2017-2018, FDC will review CCCC guidelines and review and revise matrix and FAQs. 2. FDC will develop a process to review requests that require additional consideration, with the goal to implement a pilot in spring 2018. 3. FDC will seek ways to incorporate deans' review of flex submissions and clarify this role in policies and processes. 4. Professional Development will report to FDC on flex submissions near end of fall and spring semesters. If appropriate, reports will be brought to Academic Senate. 5. Professional Development currently sends reminders. FDC will identify strategies to support the effectiveness of the reminders and, possibly, other ways the FDC can increase flex completion. 6. FDC to discuss proposal to survey faculty.

	<p><b>Supporting Documentation</b></p> <ol style="list-style-type: none"> <li>1. Submitting certificate/program requires additional step – a separate email.</li> <li>2. Not all webinars or conferences have documentation when materials are online or conference is free.</li> <li>3. Requirement for extensive descriptions for ongoing, established events is unnecessarily time-consuming.</li> </ol>	<p><b>Planning</b></p> <p>Faculty discussed Professional Development Plans, which are required by the California Community Colleges Chancellor's Office.</p> <ol style="list-style-type: none"> <li>1. It can be difficult to anticipate what opportunities will arise over the year; many of the best opportunities arise spontaneously.</li> <li>2. Plans may be perceived as punitive, resulting from delinquent submissions from a small minority of faculty.</li> </ol>		<p><b>Supporting Documentation</b></p> <p>Make reporting process more user-friendly:</p> <ol style="list-style-type: none"> <li>1. Allow faculty to upload documentation with reports.</li> <li>2. Allow flexibility in documentation accepted and provide alternative when no documentation is available (i.e., brief "report" or questionnaire).</li> <li>3. Allow abbreviated descriptions for ongoing, established events (e.g., statewide plenary).</li> </ol>	<p><b>Planning</b></p> <p>Year-long plans need to have built-in flexibility.</p> <ol style="list-style-type: none"> <li>1. Seek opportunities to make planning user-friendly (e.g., three-year plans or option to resubmit earlier plan if no changes are anticipated).</li> <li>2. Emphasize benefits of planning, e.g., by piloting with small group of faculty whose positive feedback can be used to introduce the initiative. Tie plans in with self-evaluation objectives.</li> </ol>	<p>PD developed Powtoons presentation on flex credit, presented at Fall 2017 PD Day and posted to website.</p>	<p><b>Supporting Documentation</b></p> <ol style="list-style-type: none"> <li>1. FDC and PD to investigate flex reporting systems. An initial list of desired specifications have been identified.</li> <li>2. FDC will consult on alternatives when documents are not available, for example screen shots, activity reports, etc.</li> <li>3. FDC will consider this feedback when reviewing and revising flex matrix and FAOs.</li> </ol>	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1 &amp; 2: FDC will consider these suggestions and collaborate with PD when discussing implementation of professional development plans.</li> </ol>
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