

# Important note:

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

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

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

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

Thank you!



ECC

Academic Senate

*March 9, 2017*

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Please sign in &  
pick up name card.

# Agenda

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- A. Call to Order
- B. Approval of Minutes

KDD noted that the meeting was being attended by a reporter from the Union, Victor R. Liptzin, and that the meeting may be recorded which is appropriate given that the Senate meetings are governed by The Brown Act.

## **INSERT G: Information Items – Discussion**

The order of business was modified so Dr. Shankweiler could share her Enrollment Management presentation before leaving for Compton's accrediting team exit meeting.

- C. Officer Reports
- D. Special Committee Reports
- E. Unfinished Business
- F. New Business
- G. ~~Information Items – Discussion~~
- H. Future Agenda Items
- I. Public Comment
- J. Adjourn

## F. New Business:

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- **Enrollment Management:** Jean Shankweiler
- Please see separate file with Dr. Shankweiler's enrollment management presentation, originally made to the ECC Board of Trustees.

# C. Officer Reports: President Kristie Daniel-DiGregorio

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- **Welcome:**
- **Dr. Linda Clowers, Associate Dean, Academic Affairs**
- Dr. Clowers shared that she served as a full-time, tenure-track faculty member for 10 years before becoming involved in administration. She served as dean of curriculum and of Career and Technical Education. She is ECC's Associate Dean for Academic Affairs working with program review, learning assessment, EPI, and Starfish. She was involved in the initial planning for dual enrollment.
- **Thanks to Traci Granger:**
- New meeting attendance sheet
- Coordinating senator elections: Some of our senators' terms are expiring this year and it's the senior senator's role to facilitate elections. Please respond promptly if Traci has contacted you to let you know it's time for your division to hold elections.
- **Employee Recognition Program: Applause cards**
- Dustin Black, Adjunct Senator & Adjunct Associate Professor of History. Professor Black shared advice he received about how to be a top-notch colleague: show up on time, do a great job, and be a pleasure to work with. Each senator received a copy of the Applause card, which allows students, faculty, staff and visitors to recognize ECC staff and faculty for going above and beyond. Professor Black encouraged each member of the senate to nominate a top-notch colleague to receive a certificate of appreciation from Dr. Maloney.

# C. Officer Reports: President Kristie Daniel-DiGregorio

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- **Program Evaluation Task Force: Horticulture** KDD reported that the task force has been meeting since Fall 2016.
- BP/AP 4021: Program Discontinuance is serving as the guide for the process.
- Co-chairs: VPAA, Senate President
- The task force is looking at enrollment, resourcing, faculty, job market, etc.
- **More information to come.**
- **Commencement: Faculty Participation** KDD noted how much faculty appreciate receiving letters from Dr. Maloney letting them know that students singled them out for recognition on graduation day. Student surveys on graduation day also indicate how much students appreciate seeing their professors at graduation.
- Total ECC Faculty: **915** (339 FT, 576 PT)
- Faculty at Spring 2016 Graduation: **130**.
- **KDD encouraged faculty to please consider participating, even if it's not your "turn," and stay for the Recessional Aisle of Honor.** Please complete the paperwork provided by Student Development to indicate that you plan to attend; the deadline is the end of this month.



# Compton Faculty Senate

## 3.7.17



KDD shared photos from her visit to the Compton Faculty Council on 3.7 and congratulated the team on their strong progress toward accreditation as an independent college. Also, as Her Majesty, President of the Academic Senate, she wants to know how she can get some cushy chairs for ECC meetings, like the ones Compton has. Accreditation Team Visit.

Building Infrastructure: Curriculum, Institutional Effectiveness, Strong Workforce Program.

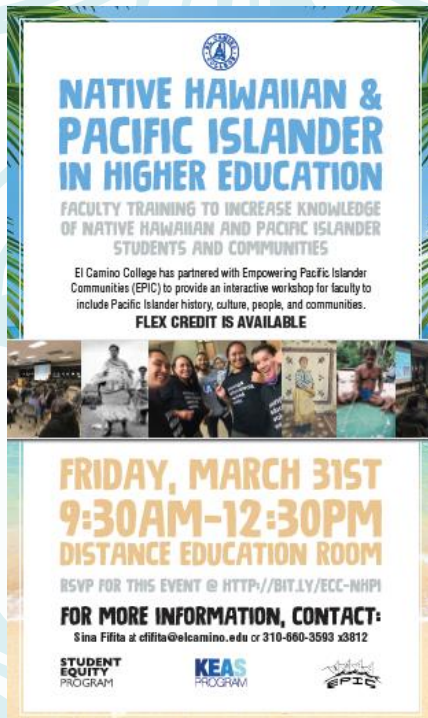
Molina Health Center Open.

Eloy Oakley Commencement Speaker.



# C. Officer Reports: President Kristie Daniel-DiGregorio

- **ASCCC Spring Plenary:** April 20-22 in San Mateo: Thank you to Claudia Striepe for representing ECC!
- More info on ASCCC events: [www.asccc.org](http://www.asccc.org).
- Apply through your division office for funding through the District-Wide Conference Committee.
- **Faculty Learning Opportunity: Native Hawaiian and Pacific Islanders in Higher Education**
- Friday, March 31<sup>st</sup> 9:30-12:30, DE 166
- Note: Same day as Senate's Technology Conference
- **See Senator Christina Nagao for more information.**



The flyer is titled "NATIVE HAWAIIAN & PACIFIC ISLANDER IN HIGHER EDUCATION" in large blue letters. Below the title, it says "FACULTY TRAINING TO INCREASE KNOWLEDGE OF NATIVE HAWAIIAN AND PACIFIC ISLANDER STUDENTS AND COMMUNITIES". A small paragraph mentions a partnership with Empowering Pacific Islander Communities (EPIC) for a workshop. It also states "FLEX CREDIT IS AVAILABLE". The bottom section of the flyer features a photo of a group of people and provides the date and time: "FRIDAY, MARCH 31ST 9:30AM-12:30PM" in orange and black text, followed by "DISTANCE EDUCATION ROOM". It includes an RSVP link "HTTP://BIT.LY/ECC-NHPI" and contact information for Sina Filita. Logos for the Student Equity Program, KEAS Program, and EPIC are at the bottom.

**NATIVE HAWAIIAN & PACIFIC ISLANDER IN HIGHER EDUCATION**  
FACULTY TRAINING TO INCREASE KNOWLEDGE OF NATIVE HAWAIIAN AND PACIFIC ISLANDER STUDENTS AND COMMUNITIES

El Camino College has partnered with Empowering Pacific Islander Communities (EPIC) to provide an interactive workshop for faculty to include Pacific Islander history, culture, people, and communities.

**FLEX CREDIT IS AVAILABLE**

**FRIDAY, MARCH 31ST**  
**9:30AM-12:30PM**  
**DISTANCE EDUCATION ROOM**

RSVP FOR THIS EVENT @ [HTTP://BIT.LY/ECC-NHPI](http://bit.ly/ecc-nhpi)

**FOR MORE INFORMATION, CONTACT:**  
Sina Filita at [cfilita@elcamino.edu](mailto:cfilita@elcamino.edu) or 310-860-3593 x3812

STUDENT EQUITY PROGRAM KEAS PROGRAM EPIC





## C. Officer Reports: VP Compton Ctr., Paul Flor

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- No report as VP Flor was meeting on the Compton campus with the ACCJC accreditation team.



## C. Officer Reports: Chair, Curriculum: Allison Carr

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- More information, including College Curriculum Committee minutes, can be found on the ECC website:
- <http://www.elcamino.edu/academics/ccc/>.



## C. Officer Reports: VP, Ed. Policies, Chris Gold

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- **Pages 13-15 in Senate packet.**
- The Ed Policies Committee discussed AP (Advanced Placement) credit and details are included in the minutes in the Senate packet.




## C. Officer Reports: VP Faculty Development, Stacey Allen

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- **See blue handout for FDC meeting minutes.**
- Stacey Allen reported that the FDC used the same icebreaker that was used at the first Senate meeting of the semester in order to gather more ideas for how to support student success and retention. The FDC suggested using the ideas in a newsletter, relating them to the Six Student Success Factors outlined in “Student Support Redefined.”
- Please refer to the minutes for information about Canvas training opportunities.

# Informed & Inspired: Lunchtime Faculty Development Series



El Camino College  
Faculty Development Committee  
Presents

## INFORMED & INSPIRED

**Lunchtime Faculty Development Series**  
Thursday, March 2, 2017 1:00pm – 2:00pm  
Location: El Camino College - SSVVC 207  
*Earn 1 Flex Hour*

**March 2: *Presentation by Julieta Ortiz, RISE Center Coordinator***  
RISE & Shine: Learn about the RISE Center & resources available to our students

- The purpose of this session is to inform faculty of the various programs available at the RISE Center. Currently, the RISE Center houses the Student Success Program, The Opportunity Project, Early Alert and Guardian Scholars (Foster Youth) Program. These programs offer interventions to assist students who are on probation, students who are near probation and also has a space for former foster youth to meet with program staff.

**March 16: *Follow-up Roundtable discussion***  
We encourage you to bring your lunch and become informed and inspired!

- March 16<sup>th</sup>
- April 6<sup>th</sup>, 20<sup>th</sup>
- May 4<sup>th</sup>, 18<sup>th</sup>

1:00 – 1:50

West Basement, Library

Each month, the Informed & Inspired series offers two workshops. The first provides information and the second a chance to discuss strategies for applying that learning to student learning and teaching. Please let your colleagues know about this exciting new series!

# C. Officer Reports:

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- VP, Finance & Special Projects, Josh Troesh
  - **Pages 16-18 in Senate packet.**
  - Josh Troesh noted that the PBC reviewed the financial health of the college and, currently, the college reports low financial risks. Budget development criteria were reviewed and student needs and education were incorporated into budget considerations.
- VP, Academic Technology, Pete Marcoux
  - Yes, Senator Berney, food WILL be served at the Tech Conference. A number of interesting topics will also be on the menu: open source texts, accessibility, equity, Canvas (not how-to but best practices from a high-end user, google collaboration tools. There is an effort underway for us to become a paperless campus. This semester, the college will purchase software to allow online signatures. As well, the college is investigating scheduling software to assist with classrooms as well as campus events. It's been estimated the college can increase course offerings 20-40% if we are more efficient in our scheduling. The WiFi project is underway – the hardware has been ordered and now legal considerations are being addressed. Pete Marcoux suggested considering the move to using google more widely on campus. There are some FERPA issues to consider. Student email is being shifted to being not just on the line but also in the cloud. (Reference: Vince Vaughn, *Internship*)
- VP, Instructional Effectiveness/ALC & SLOs Update Russell Serr (see following slide)



# Instructional Effectiveness

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- SLO/PLO assessments due March 3. There was initially some concern at the low response rates but Russ Serr was reminded that faculty, like students, often wait until the deadline to complete their work. Completion rates for assessments ended up being strong.
- ALC meets Monday March 13, 2:30PM
- Program Review Orientation March 16, 1:00-2:00PM. All faculty undertaking program review are highly encouraged to attend the orientation.



# D. Special Committee Reports

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- ECC VP of Academic Affairs – **Dr. Jean Shankweiler.**
- ECC VP of Student & Community Advancement – **Dr. Jeanie Nishime.**
- No reports as Dr. Shankweiler and Dr. Nishime were needed at the accreditation team exit meeting at Compton.

# E. Unfinished Business: Comprehensive Master Plan

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- Pages 19-29 in Senate packet.
- Irene Graff, Institutional Research & Planning
- KDD thanked Irene Graff for her ongoing commitment to authentic consultation, her openness to input, and her creative problem-solving. This was the second reading of the Comprehensive Master Plan, a link to which was provided in the packet. The packet included the Staffing Plan, which reflected changes suggested by members of the Academic Senate.
- ECC Comprehensive Master Plan 2017. Irene reminded senators that the CMP is composed of the following plans, each of which has been reviewed by the senate:
  - Educational Master Plan
  - Facilities Plan
  - Staffing Plan
  - Technology Plan

# E. Unfinished Business: Comprehensive Master Plan

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## Next Steps:

- Irene emphasized that the CMP is the beginning not the end of the planning process.
- Proceed to Phase II – integrated planning to the “program” level across the College
- Development of the Implementation Plan, including integration into the annual planning and resource allocation process
- Finalize an annual evaluation process for marking progress and ensuring a “living” plan that can change to respond to emerging needs.
- The senate unanimously endorsed the Comprehensive Master Plan, which will now be forwarded to the Board of Trustees.
- Irene thanked the many senators who contributed to the process, making a dramatic exit by running along the aisles, high-fiving her co-collaborators. The crowd went wild!

# F. New Business: BP/AP 4235 Credit by Exam

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- **Pages 30-37 in Senate packet**

- Chris Gold explained that policies are broad and procedures explain how the college will implement a policy. She noted that the best time to provide feedback on policies and procedures is at the first reading, thus allowing her to gather information and research answers to questions before bringing the policy/procedure back for a second reading. The procedure is new and the copy in the packet does an excellent job of tracing the development of the procedure through the consultation process. Topics discussed included the fact that credit by exam must be graded whereas the exams were low stakes because no grade was recorded and there was no notation on the transcript for students who failed the exam. Students will receive the course outline before taking the exam, if they fail they are unable to retake the exam, and the college may offer off-campus testing. Chris will investigate whether an F will appear on the student's transcript. Students may complete a maximum of 15 units by exam.

# F. New Business: Statement of Support for All Students

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- Many senators have expressed concerns about how our students are being effected by the current political climate. KDD asked the Board of Trustees to consider issuing a statement of support for all students, offering to assist in the process. Dr. Maloney invited the senate to collaborate with her on a statement to present to the board. The senate unanimously supported the idea of developing a statement and bringing it to the senate for endorsement.
- ECC Initiatives to date, related to our student at ECC includes:
  - Statements of Support from Academic Senate & Dr. Maloney
  - Initiatives underway through Dreamers Task Force
- Approximately 30 CCC boards have approved resolutions of support.
- Most statements echo Board of Governor’s resolution & statement from chancellor.
- Approximate Timeline for Senate Consultation:
  - 1<sup>st</sup> Reading: March 21<sup>st</sup>
  - 2<sup>nd</sup> Reading: April 4<sup>th</sup>
  - Also consulting: Legal Counsel, ASO, College Council.
  - Presentation to Board of Trustees: April 17<sup>th</sup>.



# F. New Business:

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- **Recording in Classrooms:** Chris Gold & Pete Marcoux
- **Pages 38-42 in Senate packet**
- Chris Gold and Pete Marcoux provided resources and information that have recently become relevant given the issues at Orange Coast College related to recording in the classroom. Considerations include copyright, limiting or stifling discussion the classroom, students' privacy, how the materials will be used, and accommodations for students with disabilities. Ed Code requires students to discuss this before recording in class. Chris offered some examples in the packet of syllabus statements faculty can incorporate into their materials. Senators supported the idea of the Ed Policies Committee reviewing AP 5500 (Student Code of Conduct) and syllabus statements and bringing them back to the senate for review.



# G. Information Items -- Discussion: Lockdown/Shelter-in-Place Drill

- **Page 43 in Senate packet**
- Emergency Response Drill Advisory Committee. Faculty representatives: Daniel Berney (Fine Arts), Ashley Gallagher (Humanities) and KDD.
- Suggestions:
  - Future semesters, notify faculty before start of semester
  - Schedule drills at start of class to minimize disruption
- **Please encourage more students to enroll in Nixle (flyer included in packet). Current enrollment: 4,300.**



# G. Information Items -- Discussion: Lockdown/Shelter-in-Place Drill

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- Page 43 in Senate packet
- Chief Michael Trevis
- The spring drill will be: Wednesday, May 3<sup>rd</sup> 9:40 am and 7:10 pm and will shortened to 10 minutes (compared to 20 minutes in the fall).
- More information will be forthcoming. In the future, dates and times for drills will be communicated before the start of the semester so faculty can plan accordingly.
- Improvements since last drill:
  - Phones in all classrooms; checked regularly by cadets.
  - Speakers added to blue poles – 2 installed, more coming.
  - Installation of new locks to begin next month/Lock-Bloks installed
- The Great Shakeout will occur October 19<sup>th</sup> at 10:19 a.m. More details to follow.

# Agenda

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- **H. Future Agenda Items**

- Ed Policies: BP/AP 3710 Intellectual Property and Securing of Copyright, BP/AP 4230 Grading and Academic Symbols, BP4115/AP4222 Remedial Coursework

- Student Success Initiatives (SSSP, SEP, BSI, BSSOT, etc.)

- Strong Workforce Program

- **I. Public Comment**

- **J. Adjourn**

- If you're reading this and fancy a free cup of coffee on KDD, be the first to email [kdaniel@elcamino.edu](mailto:kdaniel@elcamino.edu). And, magically, a Starbucks card will appear in your mailbox! 😊