ECC Academic Senate

Important note:

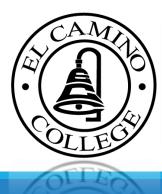
This file contains the presentation used at the Senate meeting. The president's informal notes have been added in **red**.

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

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

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

Thank you!





ECC Academic Senate

JUNE 4TH 2019 Please sign in & pick up name card

Agenda

A. Call to Order

- B. Approval of Minutes -- Pages 6-12 in Senate packet. Minutes were approved as presented in the packet.
- C. Officer Reports
- D. Special Committee Reports
- E.Unfinished Business
- **F.New Business**
- G.Information Items/Discussion
- H. Future Agenda Items
- I.Public Comment
- J.Adjourn

Welcome Division Personnel

Moses Wolfenstein, Ph.D.

Distance Education Coordinator

Dr. Wolfenstein joins our college from Wisconsin, but is a native Angelino. He brings ten years' experience in online education to his new role. His top priority is to fine-tune the Online Teaching Certification and Canvas training. The course will formally start on July 8th and conclude on August 17th. For more information visit Cornerstone or refer to 6.6.19 email from Moses to the faculty listserv.

Another high priority is to support instructors in getting their courses on the Online Course Exchange.

Dr. Wolfenstein is open to feedback and can be found in the basement of the library. Welcome, Moses!

a. President: K. Daniel-DiGregorio Pages 13-14 in Senate packet.

Cornerstone Flex Reporting System

A compilation of feedback received by the Senate eboard, in the previous Senate meeting, and in discussion in the Faculty Development Committee has been summarized in the packet as "challenges" and "proposed strategies." The Faculty Development Committee will continue to discuss ways to support faculty in the transition to this new system. Some guidelines and examples for submitting evidence will soon be provided to faculty (watch your email).

Challenges:

System Limitations

- Faculty Concerns
 - System not intuitive
 - Difficulties providing documentation
 - Confusion about where requests are in the process
 - More support needed

a. President: K. Daniel-DiGregorio

Cornerstone Flex Reporting System, continued:

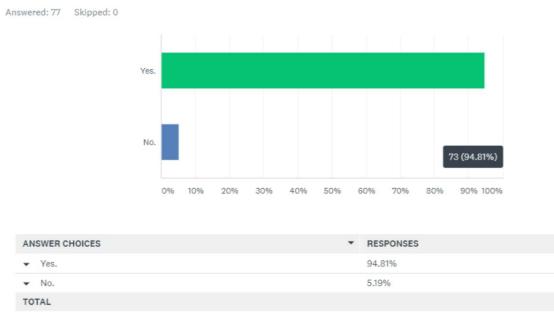
Suggestions and Strategies:

- New ECC Supports:
 - One-on-one support
 - Submission process streamlined ("signature" step removed)
 - Under construction: guidance and template for documentation

a. President: K. Daniel-DiGregorio

Constitutional Changes: RATIFIED

Do you approve the proposed amendments to the ECC Academic Senate Constitution?



Senate Constitution Article X, Section 1.4:

"Proposed amendments of the Constitution must be ratified by a majority vote of the faculty members voting."

•

73 4

77

a. President: K. Daniel-DiGregorio

Senator Elections

Adjunct Part-Time Senators for 2019-2020:

Jessica Heffner, Humanities

Karl Striepe, Political Science

Alternate: Tom Lovell, Humanities



Thank you to all of our candidates for being willing to serve the ECC Academic Senate!

a. President: K. Daniel-DiGregorio

Mark Your Calendar:

ECC ACADEMIC SENATE MEETINGS 2019-2020:

1st and 3rd Tuesdays, 12:30-2 p.m., Distance Education Conference Center (DE 166).

FALL 2019: September 3 & 17, October 1 & 15, November 5 & 19, December 3 & 10 (tentative).

SPRING 2020: February 18, March 3 & 17, April 7 & 21, May 5 & 19, June 2 & 9 (tentative).

Welcome **New** Senators

Jonathan Bryant (FA)

Darilyn Rowan (FA)

Jessica Heffner (HUM)

Brent Isaacs (HUM)

Elayne Kelley (HUM)

Shimonee Kadakia (NATS)

Welcome **Returning** Senators

ELECTED TO A NEW TERM

Ali Ahmadpour Charlene Brewer-Smith Anna Brochet Sean Donnell Ross Durand Kurt Hull Analu Josephides Yuko Kawasaki Philip Lau

Pete Marcoux Anna Mavromati Mary McMillan **Russell McMillin** Dylan Meek Renee Newell Jack Selph Claudia Striepe Karl Striepe Josh Troesh

Outgoing Senators: Thank You for Your Service!

- Thuy Bui
- Diana Crossman
- Sara Di Fiori (Reporter, Senior Senator)
- Ashley Gallagher
- Amber Gillis
- Jesse Mills
- Troy Moore (Reporter)
- Christina Nagao (Reporter)
- Catherine Schult-Roman (Reporter, Senior Senator)
- Chris Wells (Reporter, Senior Senator)
- Small gifts of appreciation were given to our outgoing senators; if you missed the meeting, watch your mailbox!

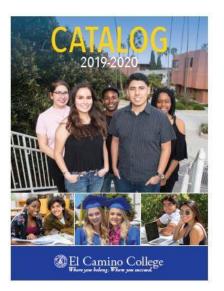
b. VP Compton College: Jesse Mills, on behalf of Amber Gillis

Compton continues to be quite busy getting ready for partnership to end on June 7th at 11:59 pm. The Comprehensive Master Plan has been approved. A first reading has been held for the Student Equity and Distance Education Plans. There were some interesting elections held last week; Compton has a new president-elect.

b. Chair, Curriculum: Janet Young

College Curriculum Committee minutes are available here.

Don't miss the terrific news and information in the following slides. Be sure to give the new online catalog a try – it is VERY easy to access and is user-friendly!



College Curriculum Committee

Online Catalog (Acalog) was launched on May 9th.

Two ways to access the Catalog:

- 1. <u>www.elcamino.edu</u> Scroll down to *Academics/Catalog*
- 2. http://catalog.elcamino.edu

Downloading an app is **not** required for the mobile version.

Refer questions or comments to Curriculum Advisor, Lavonné Plum <u>lplum@elcamino.edu</u>

Curriculog Update (Curriculum Management System)



- Completed 8 meetings with DigArc
- Customization is in progress and is going very well
- Reviewing all processes and forms to streamline the process
- Curriculog will be operational in fall
- Training will be conducted in summer/fall

CCC Course and Proposal Review Overview 2019-2020

20	New Courses	and and the
296	Course Revisions	Le
9	New Certificates/Programs	Let Your Results
10	Certificate/Program Revisions	The Talkin
194	DE Addenda (Expansion Project)	Pre Part
19	Inactivations	
1	Reactivation	

Other Noteworthy Accomplishments

- Revised our Bylaws
- Developed a new Distance Education Addendum with DEAC
- Four (4) of the five (5) CCC Reps whose terms were up this semester are staying on the Committee for another 3-year term!

Division	Representation	
Behavioral and Social Sciences	Cynthia Cervantes	
Business	Monica Chaban	
Fine Arts	Jon Minei	
Health Sciences and Athletics	Mark Lipe	
Humanities	Christopher Glover	
Industry and Technology	Michael Anderson	
Library and Learning Resources	Claudia Striepe	
Math	Diaa Eldanaf	
Natural Sciences	Vincent Lloyd (New) taking over for Rebecca Donegan	



Upcoming Events

Sending a team to the 4-Day Curriculum Institute in July

Janet Young, CCC Chair Walter Cox, Associate Dean of Fine Arts Jon Minei, CCC Rep for Fine Arts



Conducting Division Curriculum Committee (DCC) Training

Fall Flex Day



d. VP Educational Policies & President-Elect: Darcie McClelland

Educational Policies Committee minutes available here.

Thank you to the Ed Policies Committee and Senate for the hard work this year! We have completed the review, revision, and consultation process for 19 board policies and administrative procedures. These are an important part of our purpose as a Senate as the policies and procedures guide the work of the college. There will be more next year!

To follow up some questions from our last meeting about EW: Student illness IS eligible for Excused Withdrawals; the student just needs to have a doctor's note. The grade change policies apply to EW. Although EW does not affect progress or academic probation, it may affect federal financial aid. We will get more information as the policy is implemented, which is anticipated for fall 2019.

e. VP Faculty Development: Stacey Allen

Pages 15-18 in Senate packet.

Faculty Development Committee minutes available <u>here</u>.

The packet provides both the most recent FDC minutes and a recap of the many programs and initiatives coordinated by our innovative and hard-working FDC!

f. VP Finance & Special Projects: Sidney Porter for Josh Troesh

Planning and Budgeting Committee minutes available here.

Thank you to Professor Porter (Business) for stepping in for Josh Troesh while he's away on family leave. Professor Porter is representing the faculty on a search committee so had a conflict for today's meeting but will join later.

g. VP Academic Technology: Pete Marcoux

Faculty email is being moved to the cloud, hopefully by sometime this summer. Pete is serving as the guinea pig and reports that the email seems to be working well. Faculty will not notice many changes. He did have to delete the app on his phone and tablet and reinstall it. This will give us access to 50 gigabytes of storage. Some questions have come from faculty regarding the new approach to submitting grades and attendance documentation. We still need to work out some kinks; using Canvas for attendance creates a very large file.

h. VP Instructional Effectiveness: Russell Serr

Page 19 in Senate packet.



SLO/PLO Assessments are due in Nuventive September 13th

Program Reviews are due the first week of the fall semester.

D. Special Committee Reports

- a. ECC VP of Academic Affairs: Jean Shankweiler. Had a meeting conflict so will join the meeting later.
- b. ECC VP of Student Services: Ross Miyashiro. When faculty return in the fall, the new Student Services building will be open! The goal will be to ease students' transition to college.

a. Professional Development Plans: 2nd Reading

Stacey Allen, VP Faculty Development Senate Packet, pgs. 20-23

A question was raised about who will be reading the Professional Development Plans. The Chancellor's Guidelines require plans and note that these should be peer-reviewed. Since the matrix was developed by faculty and the plan consists of checking boxes on the matrix, the plans meet the criteria for peer-review. Senate is being asked to approve the plans; the Faculty Development Committee will continue to work on refining the process. The plans can be revised over the course of the year. They will be in Cornerstone; the first time faculty log in they will be asked to complete the plan. These will be useful for faculty who are scheduled for evaluation; they can project what they will be writing about in their self-evaluations. Unfortunately, flex credit is not like cell phone minutes – there is no way to "roll over" credit from one year to the next. This is a stipulation from the Chancellor's Office. Plans were approved unanimously by the Senate.

b. AP 7160 Professional Development

Darcie McClelland

Senate Packet, pgs. 24-29

- Proposed changes, with mark-up, pgs. 24-26
- Proposed changes, clean copy, pgs. 27-28
- CCLC template, pg. 29

Since the first reading of this revised AP, the Faculty Development Committee reviewed the changes. The FDC supports the changes, especially those to improve transparency in how professional development funding is allocated for our campus. The Senate unanimously approved the changes to AP 7160.

c. Student Equity Plan: 2nd Reading

Nayeli Oliva and Ross Miyashiro

Senate Packet, pgs. 30-56

Access the most up-to-date version of the plan here: http://www.elcamino.edu/administration/vpaa/sep/d ocs/student-equity-plan-executive-summary-053019v2.pdf

c. Student Equity Plan: 2nd Reading, continued.

The changes made to the plan since the Senate's first reading: EOPS and efforts to support LGBTQ+ students were added, since these support equity groups on our campus. It was suggested that there be more transparency regarding faculty who are receiving compensation to work with equity programs. All of this information appears on the Board of Trustees agendas. There will be greater efforts to involve more faculty and all divisions in equity efforts and more trainings will be offered. It was asked whether First Generation initiatives are included in the plan; these will instead be included in the Student Equity and Achievement Plan, as will Veterans services. The Student Equity Advisory Council receives equity funds. It was suggested that the word "Student" be added to the plan to differentiate it from the college EEO Plan. But the Chancellor's Office requires that the report be named as it is. The plan was unanimously approved by the Senate.

F. New Business

a. Recommended Syllabus Statements

Stacey Allen, VP Faculty Development

Senate Packet, pgs. 57-59

It was suggested that the information in the statements – faculty reporting responsibilities, resources for undocumented students, etc. – be included in the catalog. Some faculty include a separate statement about financial aid. The statement regarding student support services includes a link to resources such as financial aid and the Scholarship Office. The statements are only recommendations, they are not required. And they may be adapted or modified by faculty. A motion of affirmation passed unanimously in support of the syllabus statements. These are posted to the Senate website.

F. New Business

b. Guided Pathways Assessment: 1st Reading

Janice Pon-Ishikawa

Senate Packet, pgs. 60-82

GUIDED PATHWAYS: SCALE OF ADOPTION SELF-ASSESSMENT (SOAA)

JANICE PON-ISHIKAWA AND JENNY SIMON—GUIDED PATHWAYS CO-COORDINATORS

CYNTHIA MOSQUEDA, JOSHUA ROSALES, JEAN SHANKWEILER, CHRIS WELLS—GUIDED PATHWAYS STEERING COMMITTEE

INITIAL SOAA SUBMITTED APRIL 30TH. CERTIFIED VERSION WITHIN NOVA TO BE SUBMITTED BY SEPTEMBER 30TH.

Four Areas

- Mapping Pathways to Student End Goals
- Helping Students to Choose and Enter a Program Pathway
- Keeping Students on Path
- Ensuring that Students are Learning

MAPPING PATHWAYS TO STUDENT END GOALS

- Meta-majors: Meta-major card sorts Fall of 2018 and Spring of 2019 students, faculty and staff. Data collection completion- Spring 2019. Analyzed- Summer 2019. Presented campus-wide Fall flex 2019.
- Job Placement specialist was hired by the regional Strong Workforce Program.
- Human Development (HDEV) 105 and 115, career courses assist students with career guidance and to ultimately be prepared to enter the workforce.
- Student Equity and Achievement (SEA) community model with career being an integral part of each support community.
- Roadtrip Nation and Program Mapper pilots joined Spring 2019

HELPING STUDENTS TO CHOOSE AND ENTER A PROGRAM PATHWAY

- Career questions on self-assessment for incoming students
- Career information is a key component of Program Mapper
- HDEV career courses are being contextualized to degree programs.
- The Opportunity Project (TOP) will embed counselors in additional courses
- Increase links between HDEV courses with other academic departments.
- Increase usage of ECC Connect with all faculty
- Supplemental Instruction (SI) and Tutoring has been re-envisioned through SEA
- Dual enrollment partnerships are being refined for stronger partnerships.

KEEPING STUDENTS ON PATH

- Meta-majors announced at Fall Flex 2019
- Affinity and meta-major support communities to be developed and refined.
- Improve ECC connect degree planner and increase counselor usage for educational planning.
- Course-equivalency table to be worked on 2019-2020.
- Civitas College Scheduler was launched Spring 2018. Goal is to use to inform scheduling.

ENSURING THAT STUDENTS ARE LEARNING

- Associate Degrees for Transfer (AA/AS-T) continue to be developed
- Job and Career outcomes to be added to program reviews.
- Faculty Innovation Center- from SEA to continue professional development that encourages active learning strategies and equity.
- Meta-majors and support communities open possibilities for more experiential learning
- Job Speaker system to be launched in Fall 2019.
- HDEV courses require service learning.
- MESA coordinates internships.

AREAS THAT WERE NOT SYSTEMATIC

- Every program is well designed to guide and prepare students to enter employment and further education in fields of importance to the college's service area
- Detailed information is provided on the college's website on the employment and further education opportunities targeted by each program
- Advisors and students are alerted when students are at risk of falling off their program plans and have policies and supports in place to intervene in ways that help students get back on track.
- The college helps students document their learning for employers and universities through portfolios and other means beyond transcripts.

G. Information Items -Discussion

a. Budget Update

Jim Buysee, Interim VP Administrative Services



Tentative Budget 2019-20

Academic Senate June 4, 2019

Presented by Dr. Jim Buysse

Budget Issues:

- New Governor
- Unstable funding model
- Current year CCC revenue shortfall: \$228 million
- IT/AV replacement schedule

Budget Issues cont'd

- 137,053 additional gsf (SSB; Gym)
- OPEB actuarial study
- Compton separation
- STRS/PERS financial cliff (fiscal '22?)
- State revenue outlook (recession, stock market)

Assumptions:

- Assumes Governor's May Revise budget proposal
- SCFF: Base + COLA for 2018-19 & 2019-20
- 3.26 % COLA
- 10.93% Prop 98 Split
- \$3.0 billion buy down of CalSTRS employer contribution rates (ECC share to be determined)

Assumptions continued:

- .55% CCC growth, ECC stable
- \$40 million one-time funding: Schedule Maintenance, instructional equipment and water conservation projects (ECC share to be determined)
- Promise: Funding second year of fee waivers for firsttime, full-time students (ECC share to be determined)

- Current year CCC revenue shortfalls will be fully addressed
- FON Compliance
- Revenue and expenditures associated with Compton College will no longer be included in the ECC budget
- Tentative budget proposal was prepared in accordance with CBAs

FY 2108-19 Fund 11 Estimates & 2019-20 Tentative Budget

	2017-18	2018-19 Budget	2018-19 Projections	2019-20
Beginning Fund Balance	38,363,372	24,359,407	24,359,407	20,919,305
Revenues	127,888,529	134,379,947	133,436,501	141,877,147
Total Available Funds	166,251,902	158,739,354	157,795,909	162,796,452
Expenditures	141,892,494	135,732,258	136,876,604	142,026,055
Ending Fund Balance	24,359,407	23,007,096	20,919,305	20,770,397
Deficit / Surplus	(14,003,965)	(1,352,311)	(3,440,103)	(148,908)

Other Funds

- Fund 12 General Fund Restricted
 - Legally Restricted Programs and Grants
- Fund 16 STRS / PERS Future Liabilities
 - Set aside in 2017-18 to cover cost increases to employer portion of retirement costs
- Fund 41 Capital Outlay
 - Scheduled Maintenance Program and fees collected for Capital Outlay
- Fund 42 General Obligation Bonds
 - For Modernization and New Construction

Other Funds

- Fund 51 Bookstore
 - Enterprise Fund for Bookstore operations
- Fund 61 Workers Comp
 - Funded through payroll costs to Account for Insurance premiums
- Fund 62 Property & Liability
 - Funds transferred from General Fund to account for Insurance premiums
- Fund 63 Dental Self-Insurance
 - Funded through payroll deductions to pay claims and insurance premiums
- Fund 69 Post-Employment Benefits Irrevocable Trust
 - Principal set aside to fund retiree Health and Welfare benefits
- Fund 74 Student Financial Aid
 - Pass-Through Fund for State and Federal Student Aid

Next Steps...

- Assembly and Senate adopt budgets
- Conference Committee convenes
- Assembly and Senate pass budget proposal
- The Governor reviews and acts on the legislative budget proposal and signs the budget
- Trailer bills follow (technical and substantive)

ECC Budget Development

- P2 issued in late June
- Final 320s submitted mid-July
- Year-End Closing July-August

ECC Budget Development Cont'd.

- Advance Apportionment issued July-September
- State Budget Workshops July-August
- Final budget proposal prepared
- Budget Presented to Board of Trustees-September 3, 2019

Questions?

G. Information Items -Discussion

b. Recognition and Appreciation

Our final meeting was a chance to say thank you and express our appreciation for the many, dedicated leaders who help make the Academic Senate "effective and engaged." See the slides that follow for the Resolutions of Appreciation that were all passed unanimously.

Compton Leaders: Professor Amber Gillis (Academic Senate President) and Jesse Mills (Academic Senate Vice President)

Associated Student Organization Representative: Wiley Wilson

ECC Academic Senate Secretary: Professor Traci Granger

ECC Academic Senate President: Kristie Daniel-DiGregorio

It has truly been an honor and a privilege to serve as your president. It has been a joy to work with the smartest, hardest working, most dedicated and innovative leaders – both in the Senate and in our college administration - that I have ever known. I look forward to staying involved and, once my "nest" at home is empty, finding new ways to serve our college. Go Warriors! – KDD O

Professor Amber Gillis and Professor Jesse Mills for their Dedication on Behalf of Compton College

Whereas, Professors Amber Gillis and Jesse Mills have been called upon to serve simultaneously in leadership roles on the Compton and the El Camino Academic Senates; and

Whereas, Professors Gillis and Mills have led their College during a time of significant change and have been instrumental in facilitating that change; and

Whereas, Professors Gillis and Mills have worked tirelessly in their successful efforts to reestablish accreditation for Compton College and to build the infrastructure to ensure the College's future success; and

Whereas, Professors Gillis and Mills have been engaged in an endeavor for which there is no guidebook, yet have managed to create a model recognized throughout the state for its effectiveness; and

Whereas, Professors Gillis and Mills have created an enduring legacy for the Compton community by successfully buying a vowel (and changing a few letters) to transform Compton **Center** into Compton **College**; be it therefore

Resolved, Professors Amber Gillis and Jesse Mills are thanked and appreciated for their service to the El Camino College Academic Senate as well as their hard work, their collegiality, and their unfailing commitment to student success.

Professor Traci Granger for Her Dedication and Exemplary Service as Academic Senate Secretary

Whereas, Professor Traci Granger has devoted the past three years of professional service as Secretary of the Academic Senate; and

Whereas, Traci holds WORLD records in several swimming events and could literally swim circles around all of us; and

Whereas, Traci brings unfailing good humor to every situation, regardless of the challenges or difficulties they present; and

Whereas, Traci consistently gives 110% in every single thing she does which includes keeping copious minutes for the Senate and recording every single word that is spoken at every single meeting, including a laugh track, even though sometimes we wish that was not the case; and

Whereas, Traci skillfully manages Senate business which includes, but is not limited to, attendance, name cards, overseeing the Senate website, and supervising Senator elections; and

Whereas, Traci willingly pitches in to get the job done, whether it's gathering leftover packets, taking out the trash after meetings, or sitting on selection committees; and

Whereas, Traci's calm demeanor and penchant for rational thought serves us all well when, on occasion, meetings get passionate and varied opinions are sometimes expressed; be it therefore

Resolved, Professor Traci Granger is sincerely thanked for her collegiality, hard work, and dedication to the Senate and contributions to the College and is wished balance, a little down-time, and opportunities to pursue her passions and hobbies, and is hereby honored and celebrated on this day.

Dr. Kristie Daniel-DiGregorio for Her Dedication and Exemplary Service as Academic Senate President

Whereas, Kristie Daniel-DiGregorio has devoted the past six years of service on the Academic Senate Executive Board with three outstanding years as the Vice-President of Faculty Development followed by three stellar years as Senate president; and

Whereas, Kristie has devoted countless hours preparing meeting packets, agendas, and emails, often late into the night, and has organized and managed Senate meetings with precision, grace, diplomacy, poise, and patience, and gently moved us back on track when we got derailed; and

Whereas, Kristie has steadfastly championed and represented El Camino College at local and Statewide Academic Senate meetings and Plenary Sessions, and campus committees; and

Whereas, Kristie has devoted countless hours to encouraging, supporting, mentoring, and inspiring current and new faculty to participate in Senate activities and has been willing to honorably and openly assess the effectiveness of the Senate in order to improve its service to the College: and

Whereas, Kristie treats everyone with respect and dignity and finds the good in all of us and all of our ideas and demonstrates an endless supply of positive energy; and

Dr. Kristie Daniel-DiGregorio for Her Dedication and Exemplary Service as Academic Senate President

Whereas, Kristie has a charming accent that pops up occasionally when she pronounces words such as pro-cess, mum, and y'all; and

Whereas, Kristie possesses unparalleled tenacity, exhibited by her success in shepherding many documents, such as the Code of Ethics AP and Faculty Evaluations, through myriads of red tape and committees and has made positive changes to our processes that will be a lasting legacy for future presidents; and

Whereas, Kristie has demonstrated the unequaled skill of successfully balancing her Senate obligations with an uncompromising pursuit of the highest caliber pedagogy. She has demonstrated her commitment to innovations in teaching and learning by facilitating the development of quality courses and materials, provided tireless support and mentoring for faculty, encouraged creative opportunities for professional growth, and cultivated safe and effective learning environments for students and faculty alike; and

Resolved, Kristie Daniel-DiGregorio is whole-heartedly thanked for her Yeoman efforts and indefatigable service to the Senate and to the College, and although she will be greatly missed, is hereby recognized for the legacy she leaves behind. Kristie is wished continued professional success, balance in her life, and much deserved family time, and is hereby honored and celebrated.

End of Semester Raffle

Congrats to our raffle winners! ③ And THANK YOU to all of our hardworking senators. Please be sure to let your senators know you appreciate their commitment to serving the college!

Thank you to the Senate's faithful audience of readers. I've enjoyed hearing from you and, most of all, knowing that you are interested in and supportive of our college's Academic Senate. Of all the places I've worked in many states and even overseas, I've never worked anywhere there were so many people truly committed to their work and to being part of the "team." I'm honored to be part of your team. One last time: If you've made it this far and would like to send me an email, I have a gift card for the first five who respond to <u>kdaniel@elcamino.edu</u>. Have a wonderful summer – see you in fall! © -- KDD

Agenda

H. Future Agenda Items:

- Senate Orientation
- Guided Pathways Assessment: 2nd Reading

I. Public Comment

J. Adjourn