

# ECC Academic Senate

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## 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

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SEPTEMBER 18<sup>TH</sup> 2018

**PLEASE SIGN IN & PICK UP NAME CARD**

# Agenda

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- A. Call to Order
- B. Approval of Minutes -- **Pages 5-12 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

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David Gonzales

Dean, Industry & Technology



# C. Officer Reports

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## a. President: Kristie Daniel-DiGregorio

**Senate packet pages 13-18**

*Welcome Senator Anna Mavromati (HUM) and  
thank you to Rose Ann Cerofeci for her service!*

**Thank you for participating in the Ask Me Campaign!**

*Special thanks to Brian Hayden &*

*Julieta Aramburo, Outreach & School Relations*

*for their collaboration on this initiative!*



*A fun twist on “Ask Me” from our  
Registrar, Lillian Justice!*



# C. Officer Reports

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## a. President: Kristie Daniel-DiGregorio

Reminder: Fall 2018 is the final semester for the MyECC class Team Sites.

### Guided Pathways:

- Co-coordinators: Janice Pon-Ishikawa & Jenny Simon
- Recruiting leads for program mapping in each division (mapping will begin in Counseling division).
- Getting Started with Guided Pathways: Dispelling the Myths About Meta-Majors, Friday, 9.28 10-12 in MBA 219. Register on Flex Reporter.

Other Statewide Initiatives: Last spring, the ECC Senate discussed faculty concerns regarding a lack of consultation by the CCC Chancellor. Approximately 6 community colleges have passed votes of no confidence. The Chancellor has expressed a commitment to increased consultation and increased consultation on statewide initiatives is included among the goals for the statewide Senate (ASCCC), as noted in the ASCCC President's Newsletter shared on ECC's faculty listserv. The best way to join the conversation is to participate in ASCCC events (see next slide).



# C. Officer Reports

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

### **Academic Senate for California Community Colleges (ASCCC)**

*Network, discuss statewide issues, get involved.*

**Area C Meeting:** Saturday, October 13, 2018, 9am -3 pm @ Compton College. **FREE** registration:

<https://www.eventbrite.com/e/asccc-area-c-meeting-fall-2019-tickets-50102728610>

**Fall Plenary:** November 1-3, 2018. Irvine Marriott. Registration (apply for conference funding through your division):

<https://www.asccc.org/events/2018-11-01-150000-2018-11-03-210000/2018-fall-plenary-session>

*Congratulations to Darcie McClelland: Appointed by K. Daniel-DiGregorio to ASCCC Resolutions Committee! **Darcie will be attending Area C and Plenary meetings in her new role and welcomes input on the resolutions that the ASCCC will consider this semester.***

# The Packet

An extended orientation was provided at the previous meeting. In our continuing efforts to effectively onboard new senators - and enhance transparency of our processes -- the front matter for the packet was reviewed.

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**Page 1:** Agenda & Table of Contents. This information was moved to the front of the packet last year to make it easier for the campus to see what issues are on the upcoming agenda.

Action items (Unfinished and New Business) are especially important to review before our meeting.

**Page 2:** Senators & terms, executive board. Let K. Daniel-DiGregorio know if you have corrections. Senators are the voting members of the Senate. Ex officio members from the administration and ASO serve in an advisory role and are not voting members of the Academic Senate.

**Page 3:** Purpose, 10 + 1. Senate & Campus Committee meetings and representatives.

Meetings are open – confirm details with chair.

**Page 4:** ECC Acronyms

In all following packets, **page 5** will list our goals for the year.

# C. Officer Reports

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b. VP Compton College: Amber Gillis

c. Chair, Curriculum: Janet Young

Senate Packet, pg. 19

College Curriculum Committee minutes are available here:

<http://www.elcamino.edu/academics/ccs/minutes.aspx>

See slides that follow.

# College Curriculum Committee Update

## New Catalog and Curriculum Management System

**DigArg** (Digital Architecture) name of the Company

**Acalog** (Academic Catalog )

**Curriculog** – Curriculum Management System

**Catalog transition to Acalog** has been completed. Team Led by Lavonné Plum, Curriculum Advisor

- Moved from a PDF format to a **customizable**, student friendly, printable, catalog.
- Final Design Team Meeting: Tuesday, Sept. 18<sup>th</sup>
- Next step – Training for using and **customizing** the catalog.
- Published for the 2019-2020 Academic Year



# College Curriculum Committee Update

## Curriculum Transition to Curriculum has begun

**Step One:** Closed down CurricuNET to prepare for the transfer of Outlines/Degrees/Cert (Outlines are accessible as “read only.” No work has been lost.)

**Step Two:** Met with Deans/CCC reps/ Clerical Support during the summer. Developed an “Electronic Paper Process” for course review in Fall 2018

**Step Three:** Currently conducting course review to remain in compliance. New courses/degrees/certificates accepted via Extenuating Circumstances

**Step Four:** Curriculog development will begin in November (possibly sooner) with the goal of being operational in Spring 2019.



# AB 705 Compliance – CCC's Role

- Working with AB705 Teams on Campus to implement the regulations
- Reviewing and approve support courses for English/Math
- Revising course outlines to remove/revise prerequisites and reference to placement tests as appropriate.



# CCC Credit Course Certification

- Conduct formal training and submit the Certification Form to comply with Chancellor's Office requirements **so we may continue to approve credit courses.**
- Non-credit/degrees/certificates still must be approved by the Chancellor's Office. May change in the future.
- A question was asked about whether this affects the CSU GE articulation. The CSU articulation agreements are separate processes.



# Compton Update

- Compton is now reviewing and approving their own curriculum
- Courses that will not be offered at the Torrance campus should be inactivated and any effected degrees/certificates should be brought in at the same time (in Spring).

Congratulations!



# C. Officer Reports

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## d. VP Educational Policies: Darcie McClelland

Educational Policies Committee minutes available here:

<http://www.elcamino.edu/academics/academicsenate/Ed%20Policies.aspx>

The first meeting of the Ed Policies Committee focused on AP 4055 which addresses accommodations for students with disabilities. This does not address service animals. Questions about service animals should be directed to Gary Greco (SRC) or Jaynie Ishikawa (Staff and Student Diversity).

# C. Officer Reports

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## e. VP Faculty Development: Stacey Allen

Senate Packet, pg. 20-22

Faculty Development Committee minutes available here:

<http://www.elcamino.edu/academics/academicsenate/facdev.aspx>

The FDC covered a lot of ground in the first meeting, as reflected in the minutes in the packet. The theme from Professional Development Day is being carried over in the Faculty Book Club, which is reading the book written by our keynote speaker. Successful speakers from the PD Day breakout sessions are being invited to participate in Informed and Inspired (details are in the email sent to the listserv on 9.18.18.) Certificates recognizing faculty achieving a new rank are currently in production. The FDC is recruiting faculty for the “Getting the Job” workshop series – contact S. Allen if you’re interested. See slides that follow for more information about the FDC events and activities.

The Academic Senate is pleased to announce the

# Outstanding Adjunct Faculty Award

**\$500  
Award!**

We welcome nominations from students, staff, managers, and faculty.

To nominate one of our many outstanding adjunct faculty members at ECC, please [click here for the nomination packet](#). Follow the instructions for submitting a nomination letter to Stacey Allen, VP of Faculty Development, by

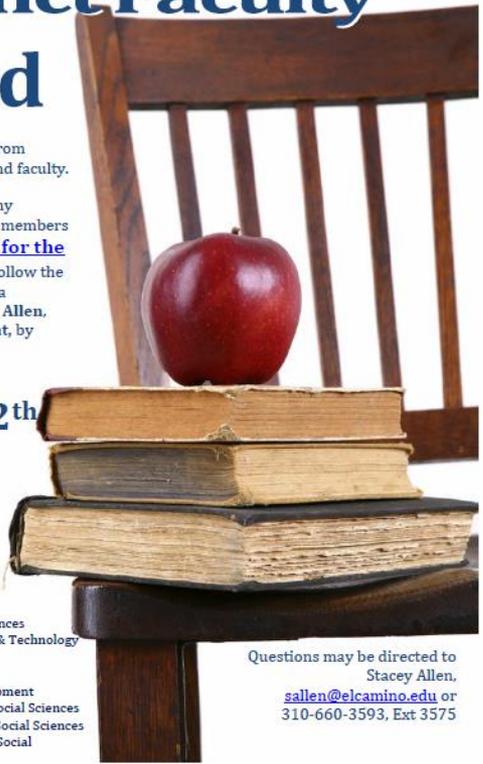
**Friday,  
October 12<sup>th</sup>**

The nominees will be notified and asked to submit further information to the selection committee.

#### Previous Recipients

- Lynn Fielding - Industry & Technology and Natural Sciences
- Josephine Moore - Industry & Technology
- Pam Huth - Fine Arts
- Maribel Hernandez - Counseling / Human Development
- Mediha Din - Behavioral & Social Sciences
- Kim Nguyen - Behavioral & Social Sciences
- Dustin Black - Behavioral & Social Sciences
- Sarah Leinen - Humanities

Questions may be directed to  
Stacey Allen,  
[sallen@elcamino.edu](mailto:sallen@elcamino.edu) or  
310-660-3593, Ext 3575



Nomination Deadline:  
**Friday, October 12<sup>th</sup>**

# Faculty Development Committee

## Fall 2018 Initiatives

Faculty Book Club	Sept 18 <sup>th</sup> , Oct 30 <sup>th</sup> , Nov 20 <sup>th</sup> , Dec 4 <sup>th</sup>
Informed & Inspired	Sept 27 <sup>th</sup> , Oct 25 <sup>th</sup> , Nov 29 <sup>th</sup>
Academic Rank Certificates	To be distributed in September
Getting the Job Workshop, Part 1	November 30 <sup>th</sup>
Outstanding Adjunct Faculty Award	December 4 <sup>th</sup>
Finalize Flex Matrix Revisions	
Planning for Spring PD Day & Tenure Reception	

# C. Officer Reports

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## f. VP Finance & Special Projects: Josh Troesh

Planning and Budgeting Committee minutes available here:

<http://www.elcamino.edu/administration/president/pbc/agendaminutes.aspx>

The most recent meeting of the PBC was very brief. Former Chair (and Dean, Health Sciences and Athletics) Rory Natividad has *passed the ball* to Brian Fahnstock, who is the new chair. (Get it? 😊) The budgeting process for this semester is officially complete, though we are still waiting for clarification from the state.

# C. Officer Reports

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## g. VP Academic Technology: Pete Marcoux

### Senate Packet, pg. 23-27

The College Technology Committee is in transition. The meetings used to focus on reporting out, which wasn't very useful. Now they focus on demonstrations of software we have purchased or are considering.

P. Marcoux has proposed to the CTC that we become a "bring-your-own-device" college. This is an equity issue: students with resources have access to technology 24/7 but those who don't must rely on the availability of the college's resources. We spend \$1.6 million/year maintaining computer equipment. R. Miyashiro asked that Student Services be involved in the discussions so costs can be built into financial aid estimates.

The college currently offers a computer "loan" program. With a receipt for a computer purchase, the cost is reimbursed and then deducted from paychecks over a two-year period.

Some community colleges have already implemented a "bring-your-own-device" policy. This would be useful for students using OERs and the costs aren't prohibitive; Chromebooks cost \$200. To equip a classroom with 36 Chromebooks, a printer and cart it costs \$12k. We pay \$1900/unit for Dell products.

# C. Officer Reports

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## g. VP Academic Technology: Pete Marcoux

Some areas will still need dedicated labs. And the college will need funding to provide tech support to students.

In the high schools, students are required to download campus-wide software to monitor and control access. Colleges do not use that approach. The college is just beginning this discussion so stay tuned for more information.

Student clubs are able to establish generic emails, e.g., ["Philosophy Club"@elcamino.edu](mailto:PhilosophyClub@elcamino.edu).

The Academic Technology Committee has three meetings set up. They are listed in the packet and locations will appear in our next packet. The committee is being revamped. We will be reviewing software purchases so it would be useful to have a representative from each division and even each department. Contact P. Marcoux with questions or if you're interested.

Plans are underway to bring back the spring technology conference.

# C. Officer Reports

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## h. VP Instructional Effectiveness: Russell Serr

There has been a LOT of activity as faculty submit their SLO assessments. We have an 84% completion rate, 435/620 SLOs. This is a strong start! Even more significant than the completion of the reports is the content of the reports; assessments are being used to improve teaching and support student learning.

Program Reviews are held every Thursday all semester. Twelve of the 16 Program Reviews were submitted on time.

The Assessment of Learning Committee is looking at the communication ILO this year.

# D. Special Committee Reports

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## a. ECC VP of Academic Affairs: Jean Shankweiler

Implementation of AB 705 is underway. A shout out to Senator Lars Kjeseth for his assistance working with the Assessment Center to develop processes for converting assessments to placement. We are all learning a lot about the back end technologies for processes like this!

The Integrated Plan is replacing SSSP, BSI, SEP. It's now called Student Equity and Achievement Program (SEAP). We receive \$6 million and this gives us a chance to look at what we've doing in all of these areas and determine whether we are meeting our goals.

With Distance Education, efforts are underway to implement the process approved by Senate to move DE training from Professional Development to Distance Education. The last regular course for the OTC (Online Teaching Certification) will be in October. The new course will be ready for February 2019, with beta testing starting this semester. As discussed in Senate in the spring semester, OTC and Canvas trainings will be combined and the process will be shorter overall. There's a waiver process for those who are already teaching or have completed training at other colleges. Crystle Martin, Director of the Library and Learning Resources, will be providing more information about how faculty can apply for waivers.

# D. Special Committee Reports

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## a. ECC VP of Academic Affairs: Jean Shankweiler

The Faculty Identification Process will be starting. Each division has a representative to the committee which is chaired by Dr. Shankweiler and K. Daniel-DiGregorio.

Applications for sabbatical leaves have been sent to the listserv. Faculty must have taught 7 years at ECC to be eligible.

There's more happening, but that's an overview of some of the things we're working on!

## b. ECC VP of Student Services: Ross Miyashiro

There is an event on September 25<sup>th</sup> to recognize faculty who have helped launch ECC Connect. Once a referral is made, the goal is for the response team to contact a student within 24 hours. The new building is not quite finished so it will open in February 2019. We will be moving in three phases. The ECC Response Center will be located there and the goal is to offer students one-stop services and to reduce time waiting in lines.

# E. Unfinished Business

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**Senate Goals** **Senate Packet, pg. 28-31**

## **2017-18: Review Progress**

- A. Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510).**
- B. Strengthen faculty involvement in the activities of the Academic Senate.**
- C. Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.**

Pages 28-30 of the packet outline last year's progress toward our goals in 2017-18. They are too numerous to mention (some senators noted they "felt tired just reading the list"! ). Thank you to our senators, our senate leaders and our many campus collaborators for all of your efforts to ensure that our Senate is **effective and engaged**.

# E. Unfinished Business

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## 2018-19 Senate Goals: 2<sup>nd</sup> Reading

Page 31 of the packet outlines the Senate goals for 2018-2019. They were unanimously approved as presented in the meeting packet.

There was brief discussion of the Senate's budget which funds dues to ASCCC, required delegates for ASCCC events like plenary, a limited supplies budget that funds the gifts for faculty achieving tenure and "thank you" pens for senators, and funds for summer stipends for e-board members. It was suggested that our local FACCC (Faculty Association of California Community Colleges) leaders be invited to a future meeting to discuss state and federal advocacy on issues such as funding.

The slides that follow provide an overview of the Senate goals for 2018-2019.

# E. Unfinished Business

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## 2018-19 Senate Goals: 2<sup>nd</sup> Reading

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

- In addition to leadership on Senate purview, representation, and collaboration with ECCFT:
- Faculty leadership for the **effective utilization of academic technology** at the college;
- Implementation of **flex credit matrix and policies**;
- Collegial consultation and implementation process for **revised faculty evaluation surveys and forms**;
- Resource for **minimum qualifications and the equivalency process**;

# E. Unfinished Business

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## 2018-19 Senate Goals: 2<sup>nd</sup> Reading

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

- Senate orientation;
- Regular, ongoing communication with all faculty;
- Participation of senators in meetings and other activities of Senate;
- Continue initiatives to recognize faculty who achieve tenure.

# E. Unfinished Business

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## 2018-19 Senate Goals: 2<sup>nd</sup> Reading

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

- Support Compton College's accreditation...by **updating the ECC Constitution**;
- Foster awareness of and encourage faculty involvement in statewide initiatives...including **AB 705 and Guided Pathways**;
- Support **Enrollment Management initiatives** through ongoing communication and faculty involvement.

# F. New Business

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## a. **AP 4236 Advanced Placement and International Baccalaureate Credit: 1<sup>st</sup> Reading**

Darcie McClelland, VP Education Policies **Senate Packet, pg. 32-34**

This is a new and legally required Administrative Procedure. It outlines how students get credit for AP or IB and what the cut-off scores are. Faculty in the discipline must approve the score that indicates satisfactory progress and these are listed in the college catalog. More clarification will be provided at the next meeting on the processes for determining the score cut-offs. Lori Suekawa, our Articulation Officer, will be a useful resource.

There was a suggestion that language related to official scores be more general. Previous practice was to require mailed scores, however students are now asked to log in and show their scores in Admissions. As processes like this can change over time, a general description in the AP will prevent having to frequently revise the AP.

These processes are different from credit for overseas coursework.

# F. New Business

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## b. Campus Safety

### Spring 2019 Lockdown Drill – Chief Michael Trevis

Spring 2018: March 15<sup>th</sup> (week 5). 10-minute drill @ 9:40 & 7:10

Rationale: Avoid Club Rush and first paper assignments (week 3)

Spring 2019: Thursday, 2.28 (week 3) OR **Thursday, 3.14 (week 5)**

The Senate unanimously supported continuing to hold the lockdown drill week 5 of the semester, in Spring 2019 and all future spring semesters.

There is no “convenient” time for a drill, but neither is there a convenient time for an active shooter. Questions were raised about how to manage evening games and shows on campus. If possible, game/show times can be adjusted. In spring, the practice was to allow games to continue but to lock all doors.

# F. New Business

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## b. Campus Safety

### Spring 2019 Lockdown Drill – Chief Michael Trevis

Resources:

6-Minute Video on “Run, Hide, Fight” Strategies: <https://dps.osu.edu/active-shooter>

ECC Campus Police website, including instructions for signing up for Nixle:

<http://www.elcamino.edu/about/depts/police/>

The Senate appreciates Chief Michael Trevis’ ongoing collaboration and consultation with our faculty leaders!

There was a question about offering a “social drill,” where the campus convenes to discuss issues and concerns. This occurred when the “Student Empowerment” forums were offered, following the presidential election and during discussions of the elimination of DACA. Interested individuals are encouraged to work through their department and other channels as events like these do not always fall under the Senate purview.

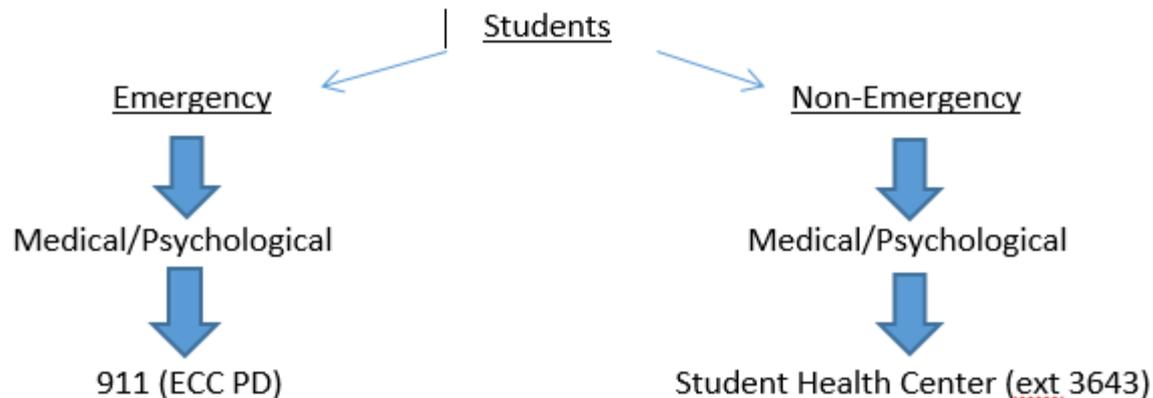
# F. New Business

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## b. Campus Safety

### Knowing When to Call 911 – Susan Nilles

Took all questions, thoughts and comments into consideration, and please, allow me to simplify:



(Psych Plan B: ACCESS Brochure 800-654-7771)

# F. New Business

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## b. Campus Safety

### Knowing When to Call 911 – Susan Nilles

As a faculty/staff member, you must call 911 whenever confronted with a medical emergency, as you are not a trained medical professional, and there are possibly lethal/liable consequences for failure to call 911.

ECC PD is immediately dispatched to the area the emergency is occurring (as 911 calls on campus are routed directly through the ECC Police Station) to help render assistance.

Once trained emergency medical personnel are on scene, they will do an assessment and recommend hospital transport, as appropriate. If a student refuses to go with, he/she should be asked to sign an “Against Medical Advice” form by the emergency medical personnel (*not the responsibility of faculty/staff*), BUT we are responsible for making sure an appropriate, responsible adult (typically mom or dad) is aware of situation and what steps were recommended by the emergency medical personnel. Please utilize ECC PD (already on scene with all emergencies) for assistance in locating a ride home, family members, etc.

# F. New Business

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## b. Campus Safety

### Knowing When to Call 911 – Susan Nilles

For all Faculty/Staff-related training and Worker's Compensation (Workplace Injuries), please contact:

Valerie Wagner, Office of Safety and Health Ext: 3156

If your employee has an accident on the job, there is NO option to REFUSE reporting the incident to the Office of Safety and Health (Worker's Compensation Department).

Community members can now text 911.

# F. New Business

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## b. Campus Safety

### Knowing When to Call 911 – Susan Nilles

The definition of Medical Emergency/When to Call 911:

<http://www.emergencycareforyou.org/emergency-101/when-to-call-911/#sm.0001993wnxmdwe441053x40ti0rp6>

Contact Information for our Student Health Center:

Susan Nilles, Student Health Center Coordinator

[snilles@elcamino.edu](mailto:snilles@elcamino.edu)

X6416 for non-emergency issues, x3463 for the Student Health Center front desk, 911 for emergencies.

# G. Information Items - Discussion

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## a. Institutional Research & Planning:

Measuring College Outcomes, Past & Future -- Carolyn Pineda

**Senate Packet, pg. 35-37**

Tabled to a future meeting, due to time constraints.

# G. Information Items - Discussion

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## **b. Federation Update: Chris Jeffries**

This semester, a number of “Contract Conversations” have been offered. There are three remaining for the semester. This is an opportunity to provide input regarding what you want included in the next round of negotiations.

The Federation has established email accounts for all faculty, separate from our district emails. Please reach out to the Federation if you have not yet activated your email.

The next four Fridays there will be webinars on topics such as faculty evaluations.

Thank you to all who are supporting “Sticking Together Tuesdays” by wearing red or their ECCFT t-shirts. With this initiative and Warrior Wednesday, faculty only have to think about what to wear three days/week! Go to Communications 108 if you don't yet have your t-shirt.

# G. Information Items - Discussion

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## b. Federation Update: Chris Jeffries

Training is available for division representatives and the Federation is hosting a book club this semester, focusing on free speech on campus. (The Senate's very own senator Josh Casper will be leading it!)

The Federation is looking for faculty to join the negotiations team. There is training available through the CFT. Discussions will start in the spring so there's plenty of time before the contract expires in December, 2019.

Member-to-member outreach is coming up soon. The Supreme Court's Janus decision has not hurt membership in the Federation; currently, 87% of the full-time faculty are members and nearly 60% of part-timers.

If you have not received a gift card this semester, be the first to email [kdaniel@elcamino.edu](mailto:kdaniel@elcamino.edu) with the completion rate for SLOs, then watch your mail! Thanks for reading!

# Agenda

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## H. Future Agenda Items:

- a. Ed Policies: AP 4055 Academic Accommodations for Students With a Disability, AP 7160 Professional Development
- b. Institutional Research and Planning: 2020 Strategic Planning, Governance Review Process, Climate Survey Results
- c. Human Resources: Reviewsnap

## I. Public Comment

## J. Adjourn