Academic Senate of El Camino College 2016-17

October 4th, 2016

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254
Office location: Schauerman Library, Room 273

Officers & Executive Committee

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

Adjunct (One-year terms)

Dustin Black (BSS)	16/17
Karl Striepe (BSS)	16/17

Behavioral & Social Sciences

Stacey Allen	16/17
Kristie Daniel-DiGregorio	17/18
Chris Gold	16/17
Lance Widman*	17/18
Michael Wynne	17/18

Business

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

Compton Educational Center

Paul Flor	16/17
Chris Halligan	16/17

Counseling

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

Library Learning Resources

Mary McMillan	18/19
Noreth Men	18/19
Claudia Striepe*	18/19

Fine Arts

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

Health Sciences & Athletics/Nursing

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

Humanities

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

Industry & Technology

Ross Durand	18/19
Mark Fields	18/19
Patty Gebert	18/19
Lee MacPherson*	18/19
Jack Selph	18/19
Charlene Brewer-Smith (alt)	16/17

Mathematical Sciences

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

Natural Sciences

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

Academic Affairs & SCA

Jean Shankweiler

Jeanie Nishime

Linda Clowers

Associated Students Organization

Patrick McDermott

President/ Superintendent

Dena Maloney

Division Personnel

Linda Ternes

Ex-officio positions

Chris Jeffries	ECCFT
Nina Velasquez	ECCFT

Institutional Research

Irene Graff

Carolyn Pineda

Dates after names indicate the last academic year of the senator's three year term, for example 16/17 = 2016/2017.
*Denotes senator from the division who has served on Senate the longest (i.e., the "senior senator").

El Camino College Academic Senate 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 the ECC Academic Senate Handbook or the Local Senates Handbook.

ECC ACADEMIC SENATE MEETINGS:
1st and 3rd Tuesdays [*unless otherwise noted], 12:30-2 p.m., Distance Education Conference Center (DE 166).
FALL 2016:   September 6 & 20, October 4 & 18, November 1 & 15, December 6.
SPRING 2017:   February 21, March 9* & 21, April 4 & 18, May 2, 16, & 30 (tentative).

CEC ACADEMIC SENATE MEETINGS:
Thursdays following ECC Senate meetings [*unless otherwise noted], 1-2 p.m., Compton Center Board Room.
FALL 2016:   September 8 & 22, October 6 & 22, November 3 & 17, December 1* & 15*.
SPRING 2017:   February 2 & 16, March 7* & 16, April 6 & 20, May 4.

SENATE COMMITTEES:
Academic Technology. Chairs: Pete Marcoux & Virginia Rapp. Meetings arranged as needed.
Assessment of Learning. Chairs: Russell Serr & Jenny Simon. Fall: 2nd Mondays & 11/28, 2:30-4, Admin 131.
Academic Program Review. Chairs: Russell Serr & Linda Clowers. Thursdays (Fall only), 12:30-2, Admin 127.
College Curriculum. Chair: Allison Carr. 2nd & 4th Tuesdays, 2:30-4:30, Admin 131.
Educational Policies. Chair: Chris Gold. 2nd & 4th Tuesdays, 1-2, Social Sciences 123.
Faculty Development. Chair: Stacey Allen. 2nd & 4th Tuesdays, 1-2, West Library Basement.

CAMPUS COMMITTEES:
Accreditation. Chair: Jeanie Nishime. Senate Reps: Claudia Striepe, Kevin Degnan. Meetings as needed.
Board of Trustees. Chair: Kenneth Brown. Senate Rep: K. Daniel-DiGregorio. 3rd Mondays, 4 pm, Board Room.
Calendar. Chair: Jeanie Nishime. Senate Reps: Vince Palacios, Vacant. Meets annually or as needed.
College Council. Chair: Dena Maloney. Senate Rep: K. Daniel-DiGregorio. 1st & 3rd Mondays, 1:30-2:30, Admin 131.
College Technology Committee. Chair: Art Leible. Senate Rep: Pete Marcoux. 3rd Tuesdays, 2-3, Library 202.
Council of Deans. Chair: Jean Shankweiler. Senate Rep: K. Daniel-DiGregorio, 2nd & 4th Thursdays, 8:30-10, Admin 131.
Distance Education Advisory Committee. TBA.
Enrollment Management. Chairs: Jean Shankweiler & Jeanie Nishime. Senate reps: Sara Di Fiori & Chris Jeffries, 4th Thursdays, 1-2, Library 202.
Facilities Steering Committee. Chair: Dena Maloney. Senate Rep: Claudia Striepe, 9/20, 11/7, 3/6, 5/1, 2:30-4, Admin 131.
Planning & Budgeting. Chair: Rory Natividad. Senate reps: Lance Widman & Josh Troesh, 1st & 3rd Thursdays, 1-2, Library 202.
Process Improvement. Chair: Dena Maloney. Senate rep: K. Daniel-DiGregorio.
Student Success Advisory. Chair: Idania Reyes. Faculty reps: Cynthia Mosqueda & Janice Pon-Ishikawa, 2nd Thursdays, 1-2, Library 202.

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

Academic Senate of El Camino College 2016-17

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254
Office location: Schauerman Library, Room 273

AGENDA & TABLE OF CONTENTS

Tuesday October 4th, 2016

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 you were signed in to the meeting and did not vote No/Abstain, your vote will be assumed to be a Yes.

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, (310) 660-3593 x3760, 16007 Crenshaw Blvd., Torrance, CA 90506.

El Camino College Academic Senate
2016-2017 Goals

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).

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

- Measures:
    - Arrange faculty representation on campus committees and periodic updates,
    - Recruit and elect executive and committee chairs according to Senate by-laws,
    - Ensure divisions have required number of senators and that elections are held accordingly,
    - Review and begin revising Faculty Handbook,
    - Maintain communication and effective collaboration with ECC Federation of Teachers.

- **Strengthen faculty involvement in the activities of the Academic Senate**

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

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

- Measures:
    - Support Enrollment Management initiatives through ongoing communication and faculty involvement,
    - Support Compton Center's efforts to re-establish independent accreditation through regular Senate/Faculty Council communication and collaboration with faculty leaders,
    - Foster awareness of and encourage faculty involvement in the local implementation of statewide initiatives for student success, equity, enrollment, retention and completion.

Approved by the Academic Senate 9.20.16

ACADEMIC SENATE ATTENDANCE
9.20.16

Adjunct (1 year)
Dustin Black   XX
Karl Streipe   XX

Behavioral & Social Sciences
Stacey Allen   XX
Kristie Daniel-DiGregorio XX
Christina Gold   XX
Lance Widman   XX
Michael Wynne XX

Business
Kurt Hull   XX
Phillip Lau   XX
Nic McGrue   XX
Josh Troesh   XX

Counseling
Anna Brochet   XX
Yamonte Cooper   XX
Rene Lozano   XX

Fine Arts
Ali Ahmadpour   XX
Daniel Berney   XX
Diana Crossman   XX
Russell McMillin   XX
Chris Wells   XX

Health Sciences & Athletics
Andrew Alvillar   XX
Traci Granger   XX
Yuko Kawasaki   XX
Colleen McFaul   XX
Russell Serr   XX

Humanities
Rose Ann Cerofeci   XX
Ashley Gallagher   XX
Pete Marcoux   XX
Christina Nagao   XX
Adrienne Sharp   XX

Industry & Technology
Ross Durand   EXC
Mark Fields   XX
Patty Gebert   XX
Lee MacPherson   XX
Jack Selph   XX
Ed Matykiewicz   XX
Charlene Smith (alt)   XX

Library Learning Resources
Mary McMillan   XX
Noreth Men   XX
Claudia Striepe   XX

Mathematical Sciences
Megan Granich   XX
Matthew Mata   EXC
Ben Mitchell   XX
Jasmine Ng
Catherine Schult-Roman   XX

Natural Sciences
Mohamad Abbani   XX
Sara Di Fiori   XX
Troy Moore   XX
Ryan Turner   XX
Anne Valle   XX

President/Superintendent
Dena Maloney   XX

Academic Affairs & SCA
Linda Clowers
Jeanie Nishime   XX
Jean Shankweiler   XX

Assoc. Students Org.
Patrick McDermott   XX

Compton Education Center
Paul Flor   XX
Chris Halligan   XX

Ex-Officio Positions
Chris Jeffries (ECCFT)
Nina Velasquez (ECCFT)

Curriculum Chair
Allison Carr   XX

Deans' Reps.; Guests/Other Officers:
Carolyn Pineda   XX
Chi Lam   XX

September 20, 2016

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

1. CALL TO ORDER Senate President Kristie Daniel-DiGregorio called the second Academic Senate meeting of the fall 2016 semester to order on September 20, 2016 at 12:34 p.m.

2. APPROVAL OF MINUTES
See pgs. 6-9 of packet for minutes from the September 6 meeting. There was unanimous approval of minutes.

3. OFFICER REPORTS

   A. <u>President – Kristie Daniel-DiGregorio (pgs. 10-15)</u>

   KDD thanked Greg Toya, Lizette Salazar and their colleagues for hosting Constitutional Day and the Financial Aid Fair. Taking a quote from the Constitutional materials distributed at the fair, she said that her new title should now be, "Her Highness President of the Academic Senate and Protector of the Liberties."

   She also thanked Library Learning Resources, Media Services, and the Copy Center for going above and beyond in helping make the AS meetings more successful.

   There is a tentative AS meeting scheduled for Tuesday, May 30, same time and place. We may have education policies to deal with before the end of the school year.

   New to campus are Lock Bloks (easy to lock your door quickly if need be). We watched a YouTube video that demonstrated how they work.

   Dr. Jean Shankweiler (DrS) was thanked for recognizing newly tenured faculty at the Fall Professional Development Day. DrS has provided funds for additional recognition such as an ECC memento or possibly a reception. More information will be coming soon.

   The Comprehensive Master Plan (CMP) 2017-2020 Timeline for Consultation includes the following:
Draft CMP published to the web 9.27.16
Open forum/Public presentation 9.29.16 Administration 131 @ 1pm
Academic Senate reviewing on 10.18 & 11.1 (hopefully approving it)
Education Master Plan Initiatives include: Curricular Innovations, Empowering for Equity, Funding Technology, Technology for Communication, Comprehensive Student Support, Lowering the Cost of Education, Evaluation of Student Processes, Building Community, Process Improvement.

   Seeds of Change Initiative: The College is trying to be more proactive with these programs: Student Equity Program (SEP)
Student Success Support Programs (SSSP) and
Basic Skills Intervention (BSI)

We will have more information soon about initiatives that look at opportunities for collaboration between SEP, SSSP, BSI.

Recent Achievements of the initiative include an August retreat modeled on a similar program at Compton and identification of areas of overlap and opportunities for synergy and collaboration.

We currently have ECC Representation at the following ASCCC Events:
Area C: October 15, 2016
Academic Academy October Institute: October 7 & 8, 2016
Curriculum Regional South: October 22, 2016
MQ and Equivalency Regional: Oct 29
Fall Plenary: Nov 3-5, 2016
Spring Plenary: April 20-22, 2017
Faculty Leadership Institute: June 15-17, 2017
Curriculum Institute: July 12-15 2017

Visit the website or talk with the executive board if you are interested in attending. (DrS) was thanked for providing increased funding for attendance at ASCCC events.

B. VP – Compton Education Center – Paul Flor

We are busy with accreditation. We had our 7th meeting last week. We are working on editing and verifying that everything is correct. The final draft and presentation will be in January. We will also be presenting on several board policies; including 2025 and 4260. We are going to work on our curriculum handbook as well. We are working on a variety of activities on campus and we have had interest in serving homeless and incarcerated students on campus. Still working on our 90th anniversary which is stirring up some renowned alumni interest. There is an assembly bill related to seniority ranking for adjunct faculty tied to SSSP money.

C. Chair – Curriculum – Allison Carr

We had our first meeting last week. Here is an overview of recently approved courses and programs:

Full course review- Approved 9/13/15: CADD 131, CIS 30, CIS 40, CIS 134, FTEC 100, FTEC 110A, FTEC 40B, PE 5ABC, SLAN 120, SLAN 131

Full review Program Proposals: Business – Retail Management Certificate of Achievement, and Real Estate Assistant Certificate of Achievement – Inactivation.

Consent Agenda Proposals: ATEC 35; BUS 27, 29; CSCI 40; and CTEC 121, 122, 131, 132, 141, 142; EDEV 8, 9 (Inactivations).

D. VP – Educational Policies –Chris Gold (pg. 16)

We have had one meeting and prioritized what we are going to be working on this year which includes the following:

Ed Policies – 2016/17 To Do List
3050 AP Institutional Code of Ethics
3710 BP/AP Securing of Copyright
3715 BP/AP Intellectual Property
4115 BP Limitation of Remedial Coursework
4230 BP Grading and Academic Symbols
4235 BP Credit by Exam
5010 BP Admissions and Concurrent Enrollment (and 5011 AP)
5070 AP Attendance
Minimum Qualifications

E. VP – Faculty Development – Stacey Allen (pgs. 17-20)

First meeting of the Faculty Development Committee was last week. Faculty book club is reviewing Whistling Vivaldi (How Stereotypes Affect Us) by Claude M. Steele. This is an important book for all of us to read. Funding came from SSSP. Meetings are 9/30, 10/28, and 11/18, from 12:30 – 2:00 pm in Library West Basement.

"Fitness and Fun for Faculty" is a new monthly series Joy Zhao started on campus as an outgrowth from her Fall Professional Development Day program. There will be different folks enlightening us at each meeting. Next meeting is Thursday, September 22, from 1 – 2 pm in Library West Basement.

There has been discussion on the FDC about newly tenured faculty and organizing a reception. Should there be a stand-alone reception? This is still being discussed. More information coming soon.

F. VP – Finance – Lance Widman (pgs. 21-24)

LW directed senators to the PBC minutes. He noted that the recommendation was to approve the budget with AS and Federation representatives voting no. Refer to item #10 of the 8/24 minutes for more information. The budget was sent to the president and approved by the board.

Referring to the 9/1 PBC Minutes, (LW) encouraged the Senate to carefully review Enrollment Management Updates. Enrollment management is a big deal. We are trying to meet cap for full funding.

G. VP – Academic Technology – Pete Marcoux

Our first meeting is at 2 pm today, so there will be more to report at the next meeting.

H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO's Update – Russell Serr

Assessment of Learning Committee (ALC) goals for 2016-2017 include: Continue with ILO assessments including Actions for Critical Thinking, planning and beginning of assessment of Community and Personal Development; TracDat template revisions (make them more user friendly); SLO/PLO best practices; and Writing Across the Curriculum project.

SLO/PLO Assessments

      Completion Status for Spring 2016
      Sustainability – Improved quality of reports, completion, and mastery of TracDat

Program Review: Created new Program Review Handbook with improved template and explanation of the importance and process. (Another faculty member is needed on the Program Review Committee). Program Review TracDat workshops for input immediately followed by Program Planning workshop. PR highlights to continue at Senate meetings – time permitting.

ALC met last week. Our goal is ILO assessments this semester. We are trying to update TracDat templates. SLO assessments are about 75%. PLO assessments are about 52%

Our TracDat workshops are doing their job, because no one shows up and our completion rates are improving.

4. SPECIAL COMMITTEE REPORTS

Dr. Jean Shankweiler (DrS) VP of Academic Affairs
Deans and faculty are working on the faculty ID process (positions to hire); needed by early November. Dr. Nishime and I need to work on an ethics policy that covers ALL employees on campus. We need to come up with members for the committee.

For the past two weeks we have been working on the contract to get Canvas in place. Winter pilots should be up and running in time.

I can provide regular updates on enrollment management efforts; also working on dual enrollment. It has increased in response to AB 288. We need to provide pathways for local high school students so they are in place soon.

We are at capacity for face-to-face offerings during the 8 am – 12 pm time slot. We are trying to increase numbers for our online/hybrid courses. WSHE-FTE goals looked at to maximize enrollments. Schedules need to be evaluated for offerings. We will have a few online classes in place for winter and summer sessions.

Our portal needs to be upgraded. It might be possible to put in a bridge directly to Canvas. Then, once you are logged into ECC, you will also be logged into Canvas. We won't have to log on twice.

Dr. Jeanie Nishime (DrN) VP of Student and Community Advancement
A Process Improvement Consultant is looking at the admissions process to see where/how we are losing students. They are spoofing the student experience to see what is happening during the process. DrN and her husband have both applied and registered for classes this fall and found it "difficult". (Mr. N has an advanced degree in technology). We are continuing to see where services need to be improved and identified. Students have complained to counselors, faculty, etc. We are trying to figure out how to make it easier for our students.

PlanNet report and new staffing in IT are improving. Common Assessment initiatives were to migrate fall, 2017. The State hasn't completed validation, so it is going to be pushed back to a later date. There will be multiple measures that tie into SSSP funding. Multiple measures Assessments (MMA) is being piloted and will be part of these efforts.

Starfish early alert. There are 10 faculty that will pilot the program. The college will be able to intervene with students before there are problems. We need to test it out before it is in place.

Counselors are piloting the Online Education Plans and we may be able to tie this into scheduling.

5. UNFINISHED BUSINESS

Proposed Senate Goals 2016-2017 (2nd reading) Strategic Initiative C (see page 4). The goals include the following:

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

All were in agreement on the 3 main goals for Academic Senate!

6. NEW BUSINESS

KDD and the AS VP's want to know what we should focus on for the 2016-17 year. We saw a list of topics addressed at last year's AS meetings, and we want to brainstorm topics for this year. What topics that fall in the 10 + 1 should we be covering? What is most relevant for this year? We split up into groups of four to brainstorm and hopefully come up with a few ideas from each group.

The data that was collected will be presented at the next meeting!

Chris Gold will discuss the Faculty Handbook at the next meeting, 10.4 (see samples below):

- Traditional hardcopy handbook – Pasadena City College: http://pasadena.edu/faculty-and-staff/docs/faculty-handbook.pdf
- Traditional hardcopy handbook – Saddleback: https://www.saddleback.edu/uploads/asenate/documents/FacultyHandbook1213updated.pdf
- Online handbook – University of Mary Washington: http://publications.umw.edu/facultyhandbook/
- Hybrid (pdf document with the narrative of traditional hardcopy handbook but it opens online with easy to use links) – Los Angeles Valley College: http://www.lavc.edu/facultyhandbook/Faculty-handbook-2014.pdf
- Hybrid – Austin Community College: https://drive.google.com/file/d/0B-EwSafm0XzVVjdFOE9lRC0xd1U/view

Dr. Dena Maloney (DrM) President/Superintendent

I appreciate this invitation. I want to express my appreciation for all of you who serve on the senate. There are a couple of things I want to discuss: A goal I have and the board has encouraged me to pursue is a leadership program. We need a leadership program for faculty, classified, the management, etc. It would be open to all employees. We contacted a few employees to help us out with the planning. The committee will bring some ideas to the table and we will move forward. The state will offer funding, we will submit an application to the Institutional Effective Partnership Initiative ($50,000). Hopefully, it will prepare our institution for the future.

DrM recapped the four themes she discussed at Fall Professional Development Day. In addition, she provided updates in a number of areas.

- Academic Affairs: the Canvas implementation is moving forward, talks are ongoing regarding a public safety regional center, how to transform basic skills, and career and college access pathways.
- Student and Community Advancement: The Comprehensive Master Plan will provide a roadmap for the next 5-10 years. We are more focused on engagement with the high schools, encouraging more students choosing community colleges to choose El Camino. We are examining the student experience from the outside in.
- Administrative Services: A significant contract for installing WiFi was approved by the board. Campus safety measures include the addition of 400 phones in classrooms, Lock Bloks, and WiFi. This is an issue statewide, evidenced by the fact that $50 million has been requested of the Board of Governors for safety. A number of construction projects are being completed or underway: the new stadium, the Administration Building, SSVC, and the gymnasium.
- The Compton Center is making steady progress. All criteria for FICMAT were met for the second year in a row. Accreditation is a separate process but that is also progressing with a site visit scheduled for March, 2017. They have launched their cosmetology program.
- Dr. Maloney took a number of questions about IEPI funding for Compton, funding to attend ASCCC events, the leadership program, food services for students and the impact of the leadership program on the community at large.
- DrM noted that WE ARE BUSY!

7. INFORMATION ITEMS –DISCUSSION

8. FUTURE AGENDA ITEMS

Federation Update
Ed Policies: AP 5070, BP/AP 5010, AP 5011 Admissions and Concurrent Enrollment
Online Educational Resources
Educational Master Plan (10/18 – 1st reading, 11/1 – 2nd reading).

9. PUBLIC COMMENT

10. ADJOURN
The meeting adjourned at 1:52 pm

Academic Senate President's Report:
Senate Meeting 10.4.16

National News

Veteran Students. The Department of Education has terminated the recognition of the Accrediting Council of Independent Colleges and Schools (ACICS) as a nationally accredited agency. Veterans Affairs estimates as many as 40,000 students on the GI Bill may be affected. Schools have 18 months to establish accreditation with another agency, otherwise students will need to find another institution to complete their education. For a listing of schools affected, visit: ***http://www.benefits.va.gov/gibill/docs/ACICS.xlsx***.

State News

- **Accrediting Commission for Community and Junior Colleges (ACCJC).** The accrediting agency for California Community Colleges announced that Dr. Barbara Beno will be retiring, effective June 30th, 2017. For more information see: http://www.accjc.org/wp-content/uploads/2016/09/ACCJC_President_Barbara_Beno_to_retire_September_21_20162.pdf.
- **The Foundation for California Community Colleges**, through its CollegeBuys program now offers mobile internet service for $19.99/month for ECC students, staff and faculty. For more information, visit www.collegebuys.org. Reach the CollegeBuys team directly by emailing: CollegeBuys@foundationccc.org.

Campus News

- **Campus Emergency Drills:**
  The California Shakeout will be Thursday 10/20 at 10:20 a.m. Information has been posted on campus buildings (posters) to faculty and staff (see 9.28 email from Valerie Wagner). Division offices have more information. Please share with your students and colleagues.
- An Emergency Preparedness Drill will be held on Wednesday 11/9 at 10 a.m. and again at 7 p.m. to help prepare the campus for an active shooter situations. Similar to the earthquake drill, it will focus on lockdown and sheltering in place. There will be no evacuation. The campus will be notified through the Cisco phone system. Areas without phones will be notified by campus safety personnel. Reminders and instructions will be distributed after the California Shakeout is concluded. These will advise employees to lock their doors if they can do so safely from inside. If not or if the door swings outward, they should move furniture to block entry. Approximately 6-7 buildings will be locked down (e.g., those that have swipe card access). Campus safety personnel will communicate through loud speaker and in person with people who are milling on campus at the start of the drill. After approximately 10 minutes the all-clear will be issued. There will be a similar drill at the Compton Center; Lt. Box is coordinating with Chief Trevis. There are two conference home games on 11/9 so H.S.A will coordinate with Campus Police so attendees are notified. To prepare for the drill, employees can review the video shared at Spring 2015 Professional Development Day: https://www.youtube.com/watch?v=9Z9zkU--FLQ&feature=youtu.be. In addition, campus safety personnel are available to make classroom presentations.
- **The ECC Foundation** is funded 75% through donations and fees, with the remainder being funded by the college. Stewardship feeds and administrative fees help provide ongoing support for the Foundation's efforts. Going forward, a 5% administrative fee will be assessed on all donations except for unrestricted donations. Previously, this fee was only assessed on donations of $5,000 or more.
- **Annual Program Review and Plan Training** is being offered. Log on to Flex Reporter (on the Professional Development website) for more information.
- **Incident Reporting and Referral Form**. Greg Toya, Director of Student Development/Student Conduct Officer will provide more information at this meeting. Many thanks to Renee Galbavy, Ph.D., Professor of Psychology and member of the AIMS team for the following information: El Camino has a new online "Incident Reporting and Referral Form," in case you need to report any behavior/conduct problems including:

- o **Violation of Student Conduct:** *El Camino College's student conduct process, in accordance with ECC Board Policy 5500 and Administrative Procedure 5520, requires a written report to the Director of Student Development. This form is provided for students, faculty, staff or other appropriate individuals to report incidents where a student is alleged to have committed violations of the El Camino College Standards of Student Conduct.*
- o **AIMS Team Referral:** *The Assessment, Intervention and Management for Safety Team (AIMS) requests that this form be used when a student exhibits behaviors that are of concern such as the use of threatening language or gestures, physical aggression, destruction of property, or indicative of serious emotional instability. Many behavioral issues overlap with violations of student conduct.*
- o **Title IX Referral:** *Report any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, sexual exploitation or stalking.*
- o **Title V Referral:** *Report any unlawful discrimination or harassment, including, but not limited to, unfair or differential treatment based on race, gender, sexual orientation, national origin, religion, disability, or age.*
    - o The form can also be found and the following locations:
- o Under "I" (Incident Reporting and Referral Form) in the A-Z search index: http://www.elcamino.edu/siteindex/index.asp#I
- o Assessment, Intervention and Management for Safety Team (AIMS) page: http://www.elcamino.edu/administration/vpas/aims/
- o Faculty and Staff Quick Links page: http://www.elcamino.edu/administration/facstaff/facstaff.asp.

KDD/9.29.16

ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE

MINUTES
Tuesday, March 8
1:00-1:50 SOCS 123

Fall Meetings from 1-1:50 pm in SOCS 123: Tues Sept 13; Thurs Sept 29; Tues Oct 11; Tues Oct 25; Tues Nov 8; Tues Nov 22; Tues Dec 13 (tentative)

Members Present: Christina Gold (Chair), Mark Fields, Vanessa Haynes, Chris Jeffries, Karl Striepe, Lori Suekawa and Linda Ternes.

I) Review To Do List
- The committee reviewed the list of policies and procedures that are scheduled to be worked on this semester. There will likely be updates and changes to the list as the semester progresses. They are in different stages of consultation. A couple are already in the Senate and we are waiting on drafts from committees on others.
- On our list are: 3040 AP Institutional Code of Ethics; 3710 BP/AP Securing of Copyright; 3715 BP/AP Intellectual Property; 4115 BP Limitation of Remedial Coursework; 4230 BP Grading and Academic Records Symbols; 4235 BP Credit by Exam; BP 5010/AP 5011 Admissions and Concurrent Enrollment; 5070 AP Attendance.
- The committee oversees changes to minimum qualifications to ensure our departments are up-to-date. The Senate did this last year. Chris Wells is bringing a change to the Communication Studies minimum qualifications to the statewide Senate this year. Our Senate proposed the change.

II) AP 3050 Institutional Code of Ethics
- Our campus needs to develop an ethics policy in order to meet accreditation standard III A 13.
- A committee with cross-campus representation will be formed to develop a code of ethics. It will be brought to EPC and the Senate for consultation.
- We reviewed samples from other campuses. Santa Monica College has an ethics committee that maintains a website with a variety of policies and guidelines posted to support the campus community in making ethical decisions. Other campuses have developed AP 3050 Institutional Code of Ethics. There is no CCLC template for AP 3050.

III) Faculty Handbook
- Chris Gold is spearheading the revision of our faculty handbook.
- For initial guidance on the general form and development of the handbook she is consulting the EPC, the Faculty Development Committee, and the Senate.
- The committee reviewed the last handbook from 1987.
- In 2010 the Faculty Development Committee worked with Professional Development to create a list of links to useful resources for faculty. Those are posted on the Professional Development site but they lack the narrative of the handbook.

- The 2014-2016 faculty contract article 4, section 8 stipulates that "A committee jointly comprised of Federation, Academic Senate and District representatives will be established and determine the content of the faculty handbook. This will be finalized within six (6) months following ratification of this Agreement. This handbook will be maintained on-line by the Human Resources office."
- Following the contract guidelines, Chris G. will form a steering committee with Senate, Federation and Human Resources members. Chris G. will consult with Chris J. for the Federation representative and Linda Beam for the Human Resources representative.
- The committee viewed and discussed sample handbooks from other campuses. They viewed pdfs of traditional hardcopy handbooks; an online handbook of links; and a hybrid handbook that is printable but is an online pdf with easy to use links.
- The committee overall preferred the hybrid version, but with the recommendation that it definitely be available in a printable version and that important information appear in the text and not just as linked.

Minutes: by Christina Gold

Faculty Development Committee Meeting
Minutes for Tuesday, September 27, 2016
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.*

Name	Abbreviation	Division
Stacey Allen* (present)	(SA)	Behavioral & Social Sciences
Dustin Black (excused)	(DB)	Behavioral & Social Sciences
Ross Durand (excused)	(RD)	Industry & Technology
Diaa Eldanaf (absent)	(DE)	Mathematics
Briita Halonen (excused)	(BH)	Humanities
Sheryl Kunisaki (present)	(SK)	Learning Resources
Sumino Otsuji (present)	(SO)	Humanities
Margaret Steinberg (present)	(MS)	Natural Sciences
Claudia Striepe (excused)	(CS)	Library & Learning Resources
Lisa Mednick Takami (excused)	(LMT)	Professional Development
Evelyn Uyemura (present)	(EU)	Humanities
Andree Valdry (present)	(AV)	Learning Resources/Compton Center

*Committee Chair

Fall 2016 Meetings: September 13 & 27, October 11 & 25, November 8 & 22, December 13 (if needed).
Spring 2017 Meetings: February 14 & 28, March 14 & 28, April 25, May 9 & 23, June 6 (if needed).

AGENDA
1. Fitness and Fun for Faculty
(SA) reported that the first meeting on Thursday, September 22nd went very well. There were 12 attendees in addition to Stacey Allen and Joy Zhao. Sue Ellen Warren gave a brief presentation on nutrition, while Kimberly Jones instructed the group on simple core exercises to prevent lower back pain. The next meeting is scheduled for October 20th, from 1:00-1:50 in the TLC.

2. Outstanding Adjunct Faculty Award
(SA) reminded the committee that nomination submissions are due by October 14th. Last year's recipient, Kim Nguyen has agreed to serve on the selection committee as has (EU). (SA) has contacted Gregory Toya for recommendation of ASO student representative. The committee discussed possible deans who might like to serve on the committee which is tentatively scheduled to meet on Friday, November 4th at 10:00am, location TBD.

3. Getting the Job Workshop Series
The FDC discussed possible dates to hold Part 1: The Application. (SO) recommended December 2nd to increase the likelihood that hiring announcements will have been made public and the workshops will not conflict with final exams.

The committee discussed potential panelists. (EU) suggested including newly hired faculty who were interviewed by Dr. Maloney during the spring 2016 semester. Members agreed that the panel should also include faculty who have served on hiring committees. (SK) volunteered to serve as a panelist.

Potential dates were discussed for Part 2: The Interview. Members discussed the benefits of holding the workshops on Spring Professional Development Day.

4. Tenure Recognition
(SA) announced that 12 faculty received tenure this year. Funding is available to purchase mementos to honor newly tenured faculty. (SA) suggested a pen with the ECC logo; (MS) suggested a gift card. (SO) will inquire at the bookstore for a suitable gift.

(SA) announced that Dr. Maloney has set aside funding for a reception to honor newly tenured faculty. The committee discussed potential dates and suggested a reception on the second floor balcony of the Marsee on Spring Professional Development Day.

FDC members suggested that honorees give a brief 2 minute speech about their first four years at ECC and/or how they have impacted the college.

5. ASCCC Professional Development College Online Courses
Members reviewed the Professional Development & Categories List and suggested that ASCCC Professional Development College online courses be added to Category 3 of the flex matrix. (AV) recently completed Curriculum 101 and indicated that it was rather time consuming but suggested 4 hours of flex credit should be earned per course. (SA) will research the amount of time estimated for course completion to determine the number of flex hours to be awarded.

6. Promoting flex information/activities in division mailrooms
(SA) inquired about space available in division mailrooms to promote flex activities and suggested the use of bulletin boards to raise awareness of activities and to provide pertinent information concerning the importance of earning flex credit. (SO) suggested a monthly calendar to promote ongoing events and activities and volunteered to investigate the possibility of freeing space in the Humanities mailroom for promoting flex activities.

7. Student Retention and the Enrollment Management Plan
At the request of Dr. Shankweiler, FDC members discussed strategies for retaining students during the first two weeks of the semester.
- On the first day of the semester (MS) has students interview one another and discuss their goals for the semester. This helps to establish relationships and communication and keeps students invested in the class. She also forms study groups led by students who perform well on the first exam.
- (EU) assigns assignments on the first day and has students write an essay in class on the second day of the semester.
- (SO) stressed the importance of learning students' names. She uses a free texting program (remind.com) which she uses to send text messages to students, including an introductory text on the first day of class. In addition, she contacts students who miss two consecutive days in a row to inquire about their well-being.
- (SA) assigns an inspirational article on the first day to be read before day two. Students complete an assignment in class on the second day where they must identify the main points of the article, set goals for the semester and outline steps for completing their goals.

Fall 2016 FDC Initiatives

Faculty Book Club	9/30, 10/28, 11/18
Academic Rank Certificates	Distribute in September
Outstanding Adjunct Faculty Award	Nomination deadline October 14th Committee convenes early November Awards and certificates presented at December Academic Senate meeting
Getting the Job Workshop Series Part 1: The Application	November-December
Planning for Spring PD Day	November-December

Other:
- Tenure Reception/Gift
- Fall PD Day Follow-Up Workshops/Mini-conference
- Assist Chris Gold with Faculty Handbook update

Meeting adjourned at 1:52
SA/9.28.16

El Camino College Faculty Achieving New Academic Rank
2016-2017

First	Last	Department	Rank
Raymund	Adoc	Respiratory Care	Adjunct Assistant Professor
Amy	Allen	Dance	Adjunct Assistant Professor
Maria	Barrio de Mendoza	Spanish	Adjunct Assistant Professor
Robert	Bauman	Mathematics	Adjunct Assistant Professor
Stephanie	Bennett	Counseling	Associate Professor
Dustin	Black	History	Adjunct Assistant Professor
Andrea	Bronte	Art	Adjunct Assistant Professor
Guillermina	Colunga	Radiologic Technology	Professor
Marilyn	Cortez	Mathematics	Adjunct Assistant Professor
Catherine	Daniels	English	Adjunct Assistant Professor
Juan	Diaz	Physical Education	Adjunct Assistant Professor
Robert	Diaz	Electronics and Computer Hardware Technology	Assistant Professor
Changming	Dong	Oceanography	Adjunct Assistant Professor
Peter	Doucette	Chemistry	Professor
Arshad	Fazalbhoy	Radiologic Technology	Adjunct Assistant Professor
Tiffany	Gebhard	English	Adjunct Assistant Professor
Elizabeth	Hazell	Physical Education	Adjunct Assistant Professor
Kurt	Hull	Accounting	Professor
Nida	Husain	English	Adjunct Assistant Professor
Kelsey	Iino	Counseling	Professor
Kelly	Janke	Communication Studies	Adjunct Assistant Professor
Jill	Jensen	Dance	Adjunct Assistant Professor
Angela	Jordan	Dance	Adjunct Assistant Professor
Peggy	Kidwell-Udin	Nursing	Professor
Sylwia	Kulczak	English	Adjunct Assistant Professor
Michael	Lee	Mathematics	Adjunct Assistant Professor
Valentino	Lopez	Radiologic Technology	Adjunct Assistant Professor
Julia	Matthews	Communication Studies	Adjunct Assistant Professor
Francisca	Mejia-Lopez	Spanish	Adjunct Assistant Professor
Stephanie	Merz	English	Professor
Douglas	Mizukami	Respiratory Care	Adjunct Assistant Professor
Vince	Palacios	Art	Professor
Jennifer	Peters	Journalism	Adjunct Assistant Professor
Claudia	Prada	Spanish	Adjunct Assistant Professor
Cynthia	Quintero	Spanish	Adjunct Assistant Professor
Silvia	Ribelles de la Vega	Spanish	Adjunct Assistant Professor
Danielle	Roman	Physical Education/Kinesiology	Assistant Professor

Kathleen	Rosales	Nursing	Professor
Fariba	Sadeghi-Tabrizi	Communication Studies	Adjunct Assistant Professor
Catherine	Schaeffer	English	Adjunct Assistant Professor
Arkadiy	Sheynshteyn	Mathematics	Professor
Karen	Thayer	Art	Adjunct Assistant Professor
David	Turner	Art	Adjunct Assistant Professor
Jorge	Ulloa	Computer Aided Design/Drafting	Adjunct Assistant Professor
Robert	Uphoff	Physical Education	Associate Professor
Anne	Valle	Anatomy, Biology, Physiology	Professor
Daniel	Walker	History	Professor
Juliann	Wolfgram	Art	Adjunct Assistant Professor
Suzanne	Wong	Music	Adjunct Assistant Professor

Technology Committee Meeting
September 20, 2016
2:00 – 3:00pm
LLR 202 Room

"The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and proposes recommendations for College technology. The committee develops, monitors and evaluates implementation of the College Information Technology Strategic Plan."

AGENDA:

    I.   Old Business

        a. Review and approve minutes (Meeting not recorded)
        b. Current Projects Update
        c. Subcommittee – Lifecycle and classroom standards for 16/17
        d. Subcommittee – Technology Projects management
        e. Subcommittee – Technology Master Plan

    II.   New Business
        a. ECC Technology Master Plan

C (COLLABORATION) – "Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making."

Technology Committee Meeting
August 16, 2016
2:00 p.m.
LLR 202

Minutes

COMMITTEE (X marks those present):

√	Art Leible, Chair	√	Virginia Rapp Co-Chair	√	Dave Murphy Business Div.	√	Irene Graff Inst. Research
√	Robert Sutton SRC		Melissa Guess Financial Aid		Greg Toya SSVC	√	Howard Story Lib/Distance Ed.
	Steve Waterhouse Admissions & Rec.	√	Thomas Brown Facilities	√	Claudio Vilchis ITS/Network		Luis Mancia ECCE
	Andrei Yermakov Compton Center		Bill Mulrooney Admissions&Rec		Noreth Men Library	√	Idania Reyes Grad. Initiative
	Erick Mendoza Campus Police	√	Will Warren ITS/Applications		Andrea Sala Foundation	√	Dipte Patel SRC
√	Lisa Mednick Prof. Development	√	Rebecca Russell Library	√	Maria Smith Human Res.		Ann Garten Public Info.
√	Pete Marcoux Humanities	√	Thurman Brown Tech Services	√	Paul Yoder IT Security		

 "The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and proposes recommendations for College

technology. The committee develops, monitors and evaluates implementation of the College Information Technology Strategic Plan."

I.　　Old Business

    a. The minutes from the May 17, 2016 Technology Committee meeting are approved.

II.　　Current Projects Update

    a. We are continuing our classroom phone install. We have 200 phones installed. We are awaiting the delivery of the second set of approximately 200 phones. We are working on the install of cabling and data jacks.

    b. We are also awaiting contract final approval from AT&T to move the MPOE (Main Point of Entry) from the Administration building to the Data Center in the ITEC building. The Administration building is scheduled to come down in 6 months.

    c. Event Ticket Software – We made headway with our authentication piece, Shibboleth, an open source software which the Tech Center and the Chancellor's Office uses for all of the common applications. We expect implementation of the software in the next couple of weeks.

    d. Maxient Software – Maxient Software is our student conduct software for Student Services. We had a kickoff meeting on yesterday. We are looking to establish some of our milestone dates.

    e. Ricoh – We are starting our hard copy archive program with Ricoh. We will be archiving HR, Admissions & Records and contract documents as a priority. We do not have firm dates for this project. All of the scanning will be done off-site. The vendor has taken a couple of boxes from HR and delivered them back. HR requested another field. Ricoh has taken two more boxes. Once they are approved by HR, they will move forward in archiving the documents for all areas. An RFP will go out for the new system either current or new scanning systems that will scan and convert the digital files. Each Division will be responsible for setting up their own indexing and tagging requirements.

    f. Colleague – This weekend we will do some patching on our Colleague system. We have some critical security patches that need to be implemented. We will have some system downtime on Sunday, as much as 6 hours. It is required maintenance for Microsoft products.

    g. CI Track – We have two stations installed for student attendance, the KEAS Lab and the Math Lab. Both are scheduled for training to fully

utilize it in terms of timeouts and how they want students use them based on the conditions appropriate for that lab. We have a request from Compton to do a pilot for their Cosmetology lab. We will lend them a card reader for students to swipe in and out. We continue to work on developing and adapting the product for term and program based needs. We will also have the Technology Committee look into a product called Project Glue. The intent is to get all of these products to talk together so that all of the MIS data will be easily found. We also have a homegrown Timekeeping tracking system that we have an RFP in development to replace.

h. SQL Migration – We are caught up with the programs that are due today. We have a lot of custom programs and queries that we have found are better done on SQL programming. We have a User Support Technician point-of-contact, Aaron Sargent, who is familiar with the reports from asset management to extracts. He will be able to assist with the specifications of the reports you need. You will call the Help Desk to put in a ticket with the request for reports that are either no longer there or reports that are in need of developing.

III. Subcommittees

b. Subcommittee – Lifecycle and classroom standards for 16/17 – We had a meeting on yesterday. What we've found is not all vendors do all products the best. What we are trying to find is best in breed onto the campus. We are trying to move away from one vendor for all products. We've had HP come in and looked at their products, warranties, service and support. HP has the same programs as our current vendor, Dell, however and in addition, we buy HP printers. With that we can leverage HP for those printers. We do see them as a value in the future. It will most likely improve our serviced to the end users. We will continue to look at products that are comparable to what is the best product to standardize the needs of our users. We will submit specifications and recommendations at the next Technology Committee meeting.

c. Subcommittee – Technology Projects Management – Because this committee is mainly made up of faculty members, their first meeting is not scheduled until September.

d. Subcommittee – Technology Master Plan – Irene Graff thanked everyone who responded to the Environmental Scan (The Tech Trends). She discussed the critical issues in order of priority. A report was given to the committee members present. Both the Educational Master Plan and the draft of the Technology Master Plan will be sent out to each member electronically today. A recording of the meeting

was also made and will be made available for those who make formal requests with Beverly Rouse in the ITS Division Office. It was asked of the committee to pleas review the draft of the Technology Master Plan alongside the Educational Master Plan as they do work together. Editing and feedback on the document is encouraged by Friday so that it can be presented to the VP's for review on next Monday for their final feedback. We plan to discuss action items that are measurable at the next meeting.

IV.   New Business

    a. There is no New Business to discuss today.

V.   Meeting Adjourned

    a. The meeting was adjourned at 2:48 p.m.

C (COLLABORATION) – "Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making."

Compilation of Brainstorming Activity @ 9.20.16 Meeting of Academic Senate

1. What topics are most important for the Senate to address this year? Specific suggestions are most helpful.

For example: Strategies for increasing enrollment, understanding requirements and resources for 508 compliance (technology accessibility), information about student success initiatives (South Bay Promise, Institutional Effectiveness Partnership Initiative, SSSP, SEP, etc.), noncredit classes.

Student Support:
- Safety and accommodations for international students. Spread awareness of dorm system? Develop infrastructure for making international students aware of safer neighborhoods. (8)
- Captioning – dates, etc. Expediting closed captioning. Should be advertised and informed as to process. (4)
- New Student Orientation – realities vs. intent. Need a better online program. Link to NSWD. (2)

Faculty Support and Training:
- Space and encouragement for faculty to meet and interact. (7)
- Reasonable facilities for healthy body and mind – fitness, healthy cafeteria, meditation. (8)
- Cultural sensitivity training – highlights race, trigger warnings. (2)
- Send senators to Plenary. (3)

Courses and Programs:
- Benchmark certificates to motivate vocational/technical majors for competitiveness in field. (1)
- Protocol/process/procedure template for developing degrees and certificates. Strategy for how/why campus develops certificates. (6)
- New discussion of new programs/program discontinuance, i.e., Horticulture – programs not course. (3)
- Hybrid – promote awareness for students. (5)

Dual/Concurrent Enrollment:
- Offering course to high schoolers. Some are appropriate – should be brought to Senate. (3)
- Dual enrollment/concurrent enrollment. (5)

Additional Topics:
- Environmental initiatives – electric car parking spaces, recycling availability. (8)
- Educate students to be better informed on current issues: politics, current events in society. (9)
- Program reviews link to accreditation of college. Involvement of part-timers. (1)
- Multiple measures and common assessment initiative. (5)
- Recycling program? Status update. (2)
- Where does the funding go (for large projects)? (7)
- Updates on past initiatives that were NB at the time, e.g., BA. (2)
- Larger role for consultation committee reports? (3)
- Why do local high school students choose Santa Monica over ECC? (3)
- Tell us about future of Measure 8. (7)

2. What information do you find most <u>helpful</u>, <u>useful</u> for your teaching/students, and <u>relevant</u> to your department/division from the meeting reports (president, VP, administration)? For example, campus-wide initiatives and decisions, upcoming events or deadlines, progress on issues related to 10 + 1.

- Deadlines for budget/program recs/other imperative functions. (8)
- A little bit of hand-holding with terms, abbreviations, acronyms. (8)
- Summary of state news. (7)
- Current technology, i.e., Canvas, WiFi (7)
- Policies from administration (7)
- Enrollment process assistance (7)
- Budget news, campus-wide grant news (7)
- Enrollment management/registration updates. (1)
- Troubleshooting updates (solutions to common problems to report to divisions). (1)
- How do they fit into big picture? Focus on what will be voted on and solicit input on future votes not on what happened. (6)
- Develop more accurate assessments process. No coaching on how to take exams or other "strategies" for getting students in the higher level classes. (6)
- Reports from financial aid, William Garcia's presentation. Admissions.
- "Meet the Dean" – have the dean at the meeting introduce themselves and say a few words.
- Short explanations of the grants – Student Success and Support Programs (SSSP), Student Equity Program (SEP), Basic Skills Initiative (BSI).
- Limit reports about programs from program review to if time allows.
- We know less is more.
- Cheat sheet from AS for department meetings. (2)
- Put voting of NB items first like "Unfinished Business," etc. (2)
- More new member tutorials. (2)
- Committee reports AFTER business. Allows more time for discussion of business. (3)
- Not much. (3)
- Master plans. SSSP, enrollment, campus safety. (3)
- Wish, plenary. Send senators. Excellent. (3)
- Information good for faculty. Not so much students. (4)

3. What other suggestions do you have for making Senate meetings ENGAGING and EFFECTIVE?

- More guests reporting on special programs and services campus-wide. (7)
- Meeting with others in different areas/departments. (1)
- More info to divisions from AS and feedback to AS (newsletter). (4)
- Newsletter to faculty re: AS (bullets). (4)

Key:
(1) K. Striepe, P. Gebert, A. Brochet, C. Smith
(2) R. Cerofeci, K. Hull, C. Nagao, N. Men, A. Gallagher, M. McMillan, C. Striepe
(3) C. McFaul & Co.
(4) D. Berney, R. Serr, R. McMillan, R. Galbavy
(5) Exec Board
(6) D. Black, & Co.?
(7) J. Selph, E. Matykiewicz, S. di Fiori
(8) T. Moore, A. Alvillar, Y. Cooper, A. Sharp, A. Valle
(9) M. Fields, A. Ahmadpour, R. Turner, C. Lew, C. Pineda

KDD/9.29.16

FACULTY HANDBOOK

Background: The last faculty handbook was written in 1987. It has not been updated since. In spring 2010, the Faculty Development Committee created an online list of links to useful resources for faculty, but we still need a faculty handbook. As per our faculty contract, we need to create the handbook in conjunction with the union and the Human Resources department. Article 4, section 8 of our 2014-2016 faculty contract explains that "A committee jointly comprised of Federation, Academic Senate and District representatives will be established and determine the content of the faculty handbook. This will be finalized within six (6) months following ratification of this Agreement. This handbook will be maintained on-line by the Human Resources Office."

The Senate, under Chris Gold's coordination, will spearhead the development of the handbook, working together with the Federation and Human Development. The Educational Policy Committee and the Faculty Development Committee will also provide guidance and feedback.

In this planning stage of the handbook development, it would be helpful to have Senate input on the format of the handbook.
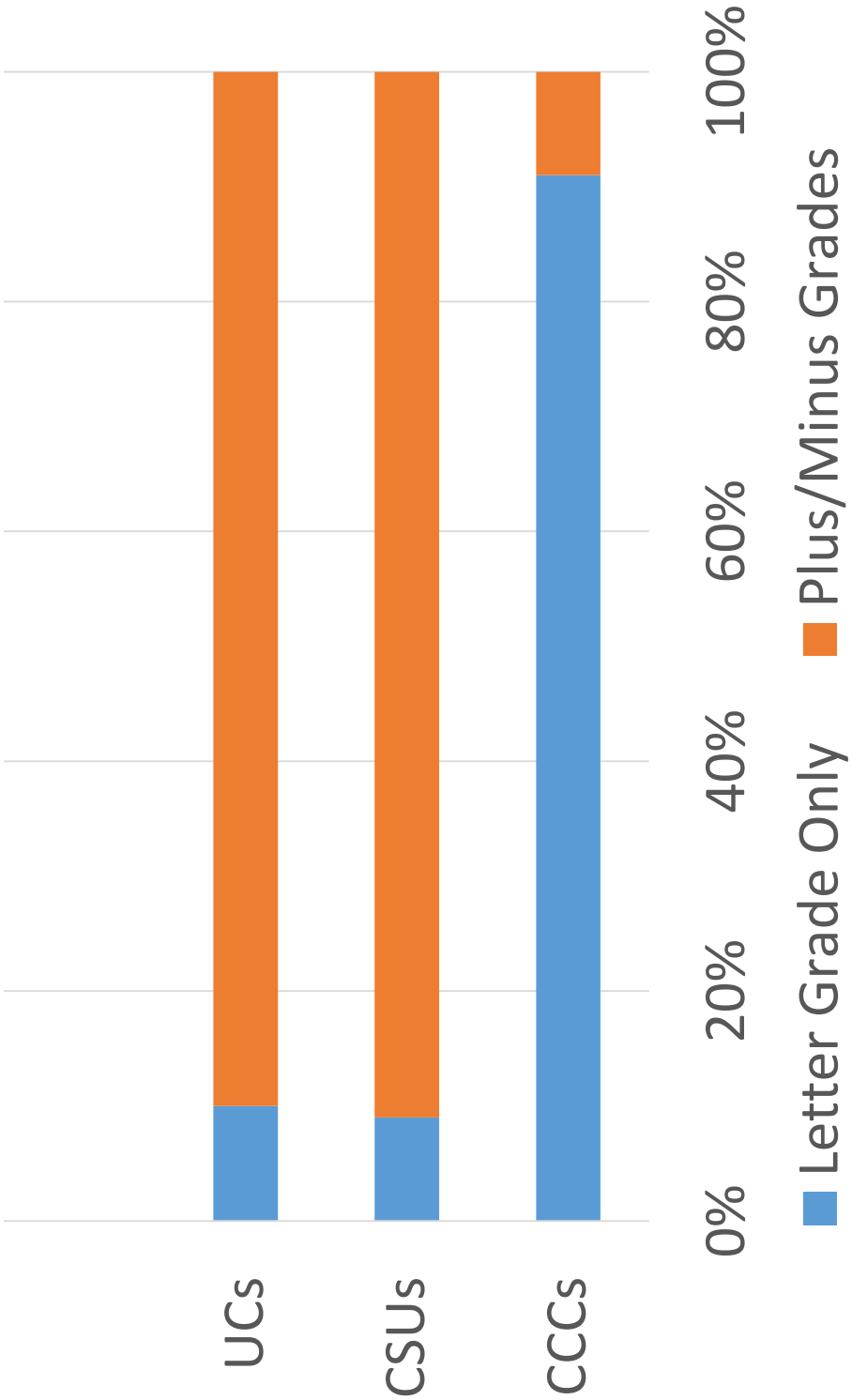
Should the handbook be hardcopy or online with links. Or, should we consider developing a pdf that opens online with links and can be printed out?

- Which format would be most useful to faculty?
- Which format would be most used by faculty?
- Which format would be most up-to-date?
- Which format who be most labor intensive to keep up-to-date?

In thinking about the format for our handbook, here are some samples to review.

1. Traditional hardcopy handbook – Pasadena City College: http://pasadena.edu/faculty-and-staff/docs/faculty-handbook.pdf
2. Traditional hardcopy handbook – Saddleback: https://www.saddleback.edu/uploads/asenate/documents/FacultyHandbook1213updated.pdf
3. Online handbook – University of Mary Washington: http://publications.umw.edu/facultyhandbook/
4. Hybrid (pdf document with the narrative of traditional hardcopy handbook but it opens online with easy to use links) – Los Angeles Valley College: http://www.lavc.edu/facultyhandbook/Faculty-handbook-2014.pdf
5. Hybrid – Austin Community College: https://drive.google.com/file/d/0B-EwSafm0XzVVjdFOE9lRC0xd1U/view

Letter and Plus/Minus Grading in 2012

Legend: ■ Letter Grade Only   ■ Plus/Minus Grades

Categories: UCs, CSUs, CCCs

X-axis: 0%, 20%, 40%, 60%, 80%, 100%

From supporting documents used in the 2012 SBCC discussion of whether or not to switch to plus/minus grading. SBCC now uses plus/minus grading.

For more information visit:
https://drive.google.com/file/d/0B7e8tiX6R0foQRlU01vMWJaSGc/view

Adopt Plus-Minus Grading	Do Not Adopt Plus/Minus Grading
• **Provides a fairer system of measurement.** Ten points is too large of a range for grades. There is a significant difference between a student who has an 80 and an 89, for example. Plus-minus grades more accurately and fairly document student achievement.	• **Impacts "A" students disproportionately, possibly affecting transfer to top universities.** Because there is no A+ grade, formerly "straight A" students will have downward pressure on their GPAs. With transfer admissions becoming so competitive, even $1/10^{th}$ of one percentage point could determine entry to a top-ranked school.
• **Motivates students to work harder.** Even when improving an entire letter grade is unlikely, students will keep trying as much as they can to earn the next highest grade possible. More precise grading will encourage students to keep working hard throughout the semester.	• **Increases stress on already pressured students.** Grade conscious students feel significant pressure to perform well at college. When the percentage points are separated into even more categories, the pressure to earn extra points will escalate.
• **Is consistent with the majority of UCs and CSUs.** Ninety-one percents of CSUs and ninety percent of UCs have already adopted plus-minus grading.	• **Is not consistent with the majority of California Community Colleges.** Ninety-one percent of CCCs use letter grades. We should try to be consistent with our institutional peers, rather than following other systems. Also, our transferring students will be competing against transfers from other CCCs. If our grading standards are different, they may be at a disadvantage.
• **Has minimal impact on student GPA.** Studies show that overall impact on GPA is negligible. (See Appendix A and B.)	• **Creates more grading conflicts between students and teachers.** Students already argue about grades. With many more grading standards to choose from, disputes will increase. Further, students may be unhappy with the instructor's choice either to adopt or not adopt plus/minus grading, creating additional conflicts.
have the option to do so even if the plus-minus grading option is adopted by the Senate.	