

ECC
Academic
Senate
May 15, 2018



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 Welcome!

May 15, 2018

**Please sign in &
pick up a name card**



Agenda

- A. Call to Order
- B. Approval of Minutes – **Senate packet, pages 6-16.**
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



- Dr. Dipte Patel, Dean of Counseling
- Dr. Patel's first day at ECC was 9/11 and she was impressed by the way the campus community responded to this tragic event. She thinks this influenced her decision to continue to serve at ECC.
- She started as a disability specialist where she was instrumental in obtaining a grant that helped ECC faculty incorporate service learning into their teaching. In 2006, she became director of the Special Resource Center and became Dean of Counseling three years ago.
- Dr. Patel surveyed the Senate to determine if senators know how many counselors we have on campus. Only one person guessed right – Lars Kjeseth (figures a Math professor would get it!). Many seemed surprised we don't have more than the 36 FT and 64 PT counselors on staff. The goal in Counseling is to focus on outreach, rather than having a passive model for student support. ECC Connect can help with this.
- ECC students can access counselors not only in general counseling but also in FYE, Career and Transfer, Student Success, TOP, RISE, Outreach, Health Sciences and Athletics, and Industry and Technology.
- Please help get word out that we have approximately 135 new postings for jobs on the ECC portal every month. Students and alumni can access these listings.
- Counseling has a strong collaboration with Historically Black Colleges and Universities.
- Dr. Patel chairs the Dreamer's Task Force. ECC can be proud of how we're supporting our undocumented students. Many colleges aren't aware of additional funding but, because of the strong collaboration between Financial Aid and Counseling, ECC distributed an additional \$329,000 to undocumented students this year!
- Thank you Dr. Patel for joining us! And enjoy the U2 concert tonight! (KDD is planning to, also! 😊)

E. Unfinished Business

- The Senate voted to change the order of business to accommodate a number of urgent business items.
- **Senate packet, pages 22-25**
- **AP 4235 Credit by Exam: 2nd Reading**
- VP, Educational Policies, Darcie McClelland
- Minor edits were made to AP 4235. Dr. Janet Young shared a revised tool (packet, page 19) to support faculty in clarifying whether they want their courses to be offered as credit by exam. This form is on the CCC website and, after approval by the DCC, should be sent to the Curriculum Advisor, Lavonne Plum.
- The new software for the ECC catalog will reduce the lag from when courses are approved and when they appear in the catalog.
- AP 4235 passed unanimously and will now go to the Council of Deans.
- **Senate packet, page 26**
- **AP 4236 Military Credit: 2nd Reading**
- VP, Educational Policies, Darcie McClelland
- AP 4236 passed unanimously. The only change was to the numbering so that an AP for Advanced Placement can be created.

E. Unfinished Business

- **Senate packet, pages 27-31**
- **Program Evaluation Task Force: Horticulture 2nd Reading**
- Program Evaluation Task Force Members (per AP 4021):
 - Co-Chairs:
 - Kristie Daniel-DiGregorio (Academic Senate)
 - Jean Shankweiler (Academic Affairs)
 - Irene Graff (Institutional Research and Planning)
 - Gloria Miranda (Dean, Behavioral and Social Sciences)
 - Virginia Rapp (Dean, Business)
 - Rob Shibao (Natural Sciences)
 - Josh Troesh (Business).

E. Unfinished Business

- **Senate packet, pages 27-31**
- **Program Evaluation Task Force: Horticulture 2nd Reading**
- Data on ECC Horticulture Program:
- Success and retention rates have been below college average.
- Enrollments peaked at 131 in Fall 2010; decreased to 79 in Fall 2015.
- 2006-2016: Fill rates averaged 70% and 68%, with low of 49%.
- 2005-2016: 21 degrees and 30 certificates awarded.
- Local Horticulture Programs:
- Variety of specializations and dedicated space on campuses.
- Labor Market:
- Most horticulture jobs require HS diploma; landscape architect requires BA.
- Jobs projected to increase 2.9%/.9% in CA/LA, below national projection of 5.3%

E. Unfinished Business

- **Senate packet, pages 27-31**
- **Program Evaluation Task Force: Horticulture 2nd Reading**
- Teach Out Plan Fall 2018 – Spring 2021
- According to IR, 184 students have taken Horticulture courses since Fall 2017. Dr. Amy Grant provided the list of local programs (see next slide) and will share this information with all Horticulture students, including incoming students. The goal is for students to be well-informed about the discontinuance of the program. It's better for the college to inform students and discontinue the program than to "string them along" with a program that's continuing to face challenges in staffing and enrollments. The last time the college discontinued a program was Culinary Arts, 20 years ago. At that time, there was no procedure for discontinuance. This is the first time the college is utilizing the process outlined in AP 4021. The Senate unanimously endorsed the recommendation of the Program Evaluation Task Force to discontinue ECC's Horticulture program.

E. Unfinished Business

- **Senate packet, pages 27-31**
- **Program Evaluation Task Force: Horticulture 2nd Reading**

Horticulture Programs

Long Beach City College (16 miles from ECC)
AS Horticulture; Certificate of Achievement in Horticulture
<https://www.lbcc.edu/program-horticulture>
15 horticulture classes are available, plus floral design

UCLA Extension (17 miles from ECC)
Horticulture Certificate; Gardening and Plants for the Landscape Specializations
<http://horticulture.uclaextension.edu/>
8 horticulture classes are available

Orange Coast College (32 miles from ECC)
AS degree and 5 certificates available
http://www.orangecoastcollege.edu/academics/divisions/math_science/horticulture/Pages/default.aspx
28 different horticulture classes are offered

Mt. SAC College (39 miles from ECC)
4 AS degrees and 13 certificates available in Horticulture
<http://www.mtsac.edu/horticulture/degrees-certificates.html>
30 different horticulture classes are offered

Saddleback College (50 miles from ECC)
AS Horticulture; Certificate in Horticulture and Landscape Design
<https://www.saddleback.edu/atas/horticulture>
27 different horticulture classes are offered

F. New Business

- **Senate packet, page 32**
- **Training and Certification for Canvas: 1st Reading**
- Distance Education Liaison, Renee Galbavy
- DEAC is working to move the Canvas and Online Teaching Certification from Professional Development to Distance Education (see slides that follow). DEAC will determine what training faculty need to teach online. Right now, the certification process is a little bit confusing. (Laughter at Dr. Galbavy's understatement! See link next page for current certification process.) The goal is to have the information on the DE site and for it to be methodical.
- The first level of training would be Canvas. Just Canvas. This could be taken by online or F2F instructors.
- The second level is the Online Teaching Course (OTC). This would be offered entirely online. DEAC is still determining how the training will happen. At this point, DEAC is requesting Senate approval for the model. The OTC is required to teach online. The goal is for the training to integrate Canvas and online pedagogy. Experienced DE faculty can apply for an online teaching waiver.
- Pete Marcoux noted that, starting summer, all classes will have a Canvas shell. The integration tool is working! Art Leible has indicated that, at some point, grades and attendance records will be submitted through Canvas.
- Senators asked if Canvas would be appropriate for teams (of students or faculty) to share files. Pete said that Office 365 Teams were a better fit. We will see these being used more and more for committee work on campus.
- Again, the question was raised about when and how faculty will have access to training on these tools, since many benefit from face-to-face training when learning a new tool.

TRAINING AND CERTIFICATION MODEL FOR CANVAS AT EL CAMINO COLLEGE

Training	Description	Upcoming trainings
<p>Canvas Trainings</p> <p>(Optional training courses which do not count towards online teaching certification)</p>	<ol style="list-style-type: none"> 1. Canvas Basics (meets in-person): This optional training will cover the basics needed for navigating the Canvas Learning Management System (LMS) to support on-campus (f2f) classes. The training includes the Canvas interface, dashboard, navigation bars, setting up an avatar, syllabi, creating assignments, uploading files, and utilizing student view. (2-4 hours training; 2-4 Flex hours) 2. Introduction to Canvas (entirely online): This optional training course expands on the Canvas Basics content, and is designed to provide a more comprehensive Introduction to the Canvas LMS. (1-3 weeks self-paced training; 9 Flex hours) 	<ol style="list-style-type: none"> 1. ECC (link and dates) 2. @One (link and dates)

TRAINING AND CERTIFICATION MODEL FOR CANVAS AND ONLINE INSTRUCTION AT EL CAMINO COLLEGE

Training	Description	Upcoming trainings
<p>Online Training Course</p> <p>(Required Certification course for teaching hybrid and fully online courses)</p>	<p>This entirely online course is built upon the standards of the California Community College Distance Education policies and procedures, and is a requirement for teaching online at ECC (unless qualified for the Online Training Waiver). In alignment with the Online Education Initiative Course Design Rubric, this course will instruct faculty on using the Canvas learning management system to design an effective online class for maximizing student success and retention. It will focus on teaching strategies and practices that will meet federal and state regulations as well as accreditation requirements. (8 week training; 15 Flex hours)</p>	<p>1. ECC (link and dates) 2. @One (link and dates)</p>

ONLINE TRAINING WAIVER (APPLICATION AND QUALIFICATIONS)

<p>Online Training Waiver</p>	<p>Waiver application for those instructors who have designed and taught online courses at other institutions and want to teach online at ECC. (Waiver qualification criteria included here or link to qualification criteria)</p>	<p>Link to the Online Training Waiver</p>
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F. New Business

- **Senate packet, pages 33-35**
- **AP 7160 Professional Development: 1st Reading**
- VP, Educational Policies, Darcie McClelland
- The mark-up on this AP suggests there were a lot of changes but much of this is just moving material to another section so it mirrors the CCLC template or to improve clarity.
- It was important to update our AP because the CCLC template has changed since this was last reviewed. Ed Code changes were made in 2015 and our AP was last reviewed in 2014.
- A number of stakeholders have been consulted, including the Federation, the classified union, the Faculty Development Committee, the Ed Policies Committee, Campus Police, Council of Deans, Professional Development and Human Resources.
- The Professional Development Advisory Committee is new.
- We will have a second reading next meeting.

F. New Business

- Senate packet, pages 36-38
- See also: “Clean” handout at your table
- IEPI Institutional Innovation and Effectiveness Plan: 1st and 2nd Reading
- Robin Dreizler, Dean of Enrollment Services

Institutional Effectiveness Partnership Initiative (IEPI) Partnership Resource Team

- College requested IEPI resources to address Area of Focus: **Strategic Enrollment Management**
- Robin Dreizler, Project Director
 - Student Outreach and Recruitment
 - Marketing
 - On-Boarding Processes
 - Retention of Students
 - Use of Technology
- 3 Campus Visits by Partnership Resource Teams (PRTs).
- Invitees include: Academic Senate, Federation, Student Government, relevant campus committees, etc.
- Outcomes to include: Innovation and Effectiveness Plan, outlining how to spend \$200k. For more information about process and resources:
 - <http://iepi.cccco.edu/faq>
- Senators who've served on IEPI teams: Chris Wells, Chris Gold, Lars Kjeseth.

F. New Business

- Senate packet, pages 36-38
- See also: “Clean” handout at your table
- IEPI Institutional Innovation and Effectiveness Plan: 1st and 2nd Reading
- Robin Dreizler, Dean of Enrollment Services
- The goal for this plan is to keep our students here and enhance their ability to get their classes. (Robin, you revolutionary, you!) Schedule-building is a central feature of the plan. We have historically used previous schedules to develop current ones. We believe a proactive approach will better meet the needs of our students.
- The projects in this plan include building the class schedule more efficiently, to get more students to come to ECC (tapping into Naviant), and building transfer equivalency tables so we can implement degree audits. It will take at least a year to set this up and the funding we receive may not cover all of the costs.
- This plan is a draft. We will submit it to the lead for the consulting team, Bill Scroggins, President of Mt. SAC and former ECC Chemistry professor.
- It’s important to note that the plan is created by ECC; IEPI only provided a “menu” of options. This is not being imposed on the college.
- These improvements are part of an ongoing process. Much of the budget is for one-time purchases and release time for set-up. This links well with Guided Pathways and AB 705, so these are not isolated efforts.

C. Officer
Reports:
President,
Kristie
Daniel-
DiGregorio

- **Senate packet, pages 17-18**
- Important Dates:
- Summer Registration starts **TODAY**
- Fall Registration starts **May 29th**
- See packet for info to support student success *and* enrollment goals.
- ***Thank you to Seranda Bray!***
- Thanks to Seranda for pulling together the information in the packet, which was also sent by KDD to the faculty listserv. Please help us get word out to our students.
- The RISE Center will have expanded hours to help students with registration.
- Students can visit major-specific drop-in hours (schedule is in packet and on listserv) or go online starting Thursdays at 1 pm to make an appointment with a counselor.
- General counseling also offers drop-in and, remember, students in special programs like FYE can go directly to their program for advice and support.
- Counselors are in the library (Learning Resource Center) Wednesdays 10-2 and also in the ITEC building.
- Virtual counseling is also being offered now. With a Chrome browser, students can see their counselor and the counselor's screen. These are useful for our evening or distance education students.

C. Officer
Reports:
President,
Kristie
Daniel-
DiGregorio

- **Senate packet, pages 17-18**
- Senators suggested that we clearly publish the start date for registration. May 29th starts priority registration. Registration then goes by level, with 75 students in each time slot. If students have a Level 2 hold, they cannot register and need to visit the RISE Center.
- Librarians noted they often get questions about registration and would appreciate relevant information being forwarded to them.
- Senators asked why the drop for non-payment deadline was less than a full pay cycle after the registration date. Students often get paid on Friday, but the deadline is on a Thursday. They also suggested that students be notified if they are moved from the waitlist into a class, rather than having to check their email daily.
- Thanks to Robin Dreizler for offering to take these questions to the production team! (KDD's strong eye contact was an added incentive! 😊)

C. Officer
Reports:
President,
Kristie
Daniel-
DiGregorio

- **Senate packet, pages 17-18**
- Important Dates:
- June 5th Senate meeting is **confirmed.**
- ***Thank You Senior Senators:***
 - Michael Wynne (BSS)
 - Phillip Lau (BUS)
 - Anna Brochet (COUNS)
 - Claudia Striepe (LLR)
 - Chris Wells (FA)
 - Andy Alvillar (HSA)
 - Pete Marcoux (HUM)
 - Ross Durand (I&T)
 - Matthew Mata (Math)
 - Sara Di Fiori (NATS)



C. Officer
Reports:
President,
Kristie
Daniel-
DiGregorio

- **Senate packet, pages 17-18**
- Thank You Senate Reporters:
 - John Baranski (BSS)
 - Phillip Lau (BUS)
 - Anna Brochet (COUNS)
 - Claudia Striepe (LLR)
 - Chris Wells (FA)
 - Andy Alvillar (HSA)
 - Rose Ann Cerofeci & Christina Nagao (HUM)
 - Charlene Brewer-Smith & Dylan Meek (I&T)
 - Matthew Mata (Math)
 - Sara Di Fiori (NATS)
- **Reminder:** *Starting July, we move to 12 pay periods for full-time faculty.*

C. Officer
Reports:
President,
Kristie
Daniel-
DiGregorio

- <http://www.elcamino.edu/academics/finearts/artgallery/current-exhibition.aspx>
- **Support Our Students!**
- Student Show 2018
- May 14-31
- Open House Friday May 18
- 5-8 pm @ the Art Gallery
- *Thank you* to
- Senator Russell McMillin
- for being a catalyst for
- student learning!



Zane Dowd; *Overwhelmed By Its Conundrum*;
Ceramic; 21" x 11" x 14"

C. Officer
Reports:
President,
Kristie
Daniel-
DiGregorio

- Congratulations ASO VP Bryant Odega!



C. Officer Reports

- VP, Compton College: Paul Flor
- **Senate packet, page 19.**
- Chair, Curriculum Committee: Janet Young
 - College Curriculum Committee minutes & other useful information:
 - <http://www.elcamino.edu/academics/ccc/>.
- The CCC is working very hard and is engaged. We have two more meetings. Dr. Young promised a “snazzy” report next meeting on all they have accomplished this year.
- **Senate packet, page 20.**
- VP, Educational Policies: Darcie McClelland
- As you can tell from all the ed policies coming your way, the Ed Policies Committee is also working really hard this year. We are still looking for representatives from HSA, BUS, HUM, FA.
- VP, Faculty Development: Stacey Allen
- This Thursday is our last Informed and Inspired of the year. If you are short on flex credit this is a great way to finish up for the year! May 15th was the deadline for entering proposals if you plan to attend upcoming events. The call for proposals went out last week for Fall Professional Development Day. We are very enthusiastic about our theme, “Culturally Responsive Teaching.”

C. Officer Reports

- VP, Finance and Special Projects: Josh Troesh
 - Planning & Budgeting Committee Minutes: <http://www.elcamino.edu/administration/president/pbc/agendaminutes.aspx>
- At our last PBC meeting we discussed the funding formula again. The consensus about the funding scenarios is that the folks creating them are doing so without facts or information. There's no actual data about what the numbers will look like under the new formula. At best, they are unreliable. At worst, they push a certain agenda.
- VP, Academic Technology: Pete Marcoux
- The College Technology Committee meets today. We will see demos for new software. We will provide a link for the variety of APs being reviewed by CTC, which will be for information. The ATC is also meeting to discuss purpose and goals.
- On another note, Professor Adrienne Sharp, former Senator, has recently published her fifth(!) book, *The Magnificent Esme Wells*, described as "a deeply felt and historically detailed novel of family, loss, and love, told by an irrepressible young girl—the daughter of a two-bit gangster and a movie showgirl—growing up in golden-age Hollywood and Las Vegas in its early days." Pete is reading it now and sees movie rights in Professor Sharp's future! It's a great read! Congrats Adrienne!
- <https://www.amazon.com/Magnificent-Esme-Wells-Novel/dp/0062684833>

C. Officer Reports

- VP, Instructional Effectiveness, Russell Serr
- Program Reviews are due when we start in fall. If you are behind, Russell can help. SLO assessments are due now. Consider attending the workshop advertised in the packet – bring your data and when you leave you'll be finished! Thank you, Russell, for all of your efforts to support faculty in getting to the finish line with their program reviews and assessments!

D. Special Committee Reports

- ECCVP, Academic Affairs: Jean Shankweiler
- Jean is hiring faculty – 22 this year!
- She is still looking for a coordinator for Guided Pathways. The position is funded at 100% but can be reduced if colleagues wanted to share the position or an instructor was reluctant to leave the classroom. This is a short-term position, 2-3 years.
- Campus leaders attended a workshop on accommodations for students with disabilities. There have been some concerns about faculty not wanting to accommodate students with disabilities. On June 2nd, a workshop will be offered and additional training will be offered at Fall Professional Development Day. Faculty are strongly encouraged to attend. Students must request and be approved for accommodations. We've had four complaints this semester about students not being accommodated so we need to improve in this area.
- Pete noted that the brief implicit bias videos required for search committees were effective. Jean reported these will be required for onboarding.
- ECCVP, Student Services: Ross Miyashiro
- No report; Ross had a conflict and needed to leave the meeting early.
- Distance Education Advisory Committee: Report forthcoming under "New Business."

G. Info Items: Discussion

None.

H. Future Agenda Items

- AP 5500 Standards of Student Conduct.
- Noncredit Courses
- Zero Cost and Low Cost Textbooks

I. Public Comment

- Industry and Technology will be offering the community a fashion and hair show on May 29th in the East Dining Room at 7 pm. Please consider encouraging your students to attend.
- Myriad, our student-produced literary magazine, will have a reading and unveiling of this year's edition on May 31st 1-2 pm. The work of 54 students is featured; there were 250 submissions.
- Send an email with the name of the Senior Senator for BSS (Behavioral and Social Sciences) and you'll receive a gift card in the mail! Thanks for reading!
😊

J. Adjourn