

Adjunct (1 Year) vacant vacant**Behavioral & Social Sciences** Ali Ahmadpour Stacey Allen Kristie Daniel Di-Gregorio Renee Galbavy Michael Wynne**Business** Kurt Hull Phillip Lau Joshua Escalante Troesh**Counseling** Anna Brochet Rocio Diaz Seranda (Bray) Sylvers**Fine Arts** Jonathan Bryant Joe Hardesty Russell McMillin vacant Darilyn Rowan**Health Sciences & Athletics** Andrew Alvillar Ryan Anthony Yuko Kawasaki Tiffanie Lau Colleen McFaul**Humanities** Kevin Degnan Brent Isaacs Elayne Kelley Pete Marcoux Anna Mavromati**Industry & Technology** Charlene Brewer-Smith Ross Durand Dylan Meek Renee Newell Jack Selph**Library and Learning Resources** Analu Kameeiamoku Josephides Mary McMillan Claudia Striepe**Mathematical Sciences** vacant vacant vacant Le Gui Ronald Martinez**Natural Sciences** Mia Dobbs Shimonee Kadakia Darcie McClelland Shanna Potter Jwan Amin**Associated Students Organization** Sarah Jean Marble Pretty Abraham**Curriculum Chair** Janet Young**Academic Affairs** Jean Shankweiler**Student Services** Ross Miyashiro**President/Superintendent** Dena Maloney**ECC Federation** Kelsey Iino**Institutional Research** Joshua Rosales**Dean's Reps/Guests/Other Officers:** Julieta Aramburo, OASR Loic Audusseau, ITS Nzita D Bell, ITS Brigette Carballo, Financial Aid Lyn Clemons, SRC Roy Dietz, FPS Diaa Eldanaf, Mathematical Sciences Melissa Fujiwara, BSS Arturo Hernandez, MESA.STEM,Mathematical Sciences Christopher Hurd, Counseling Walter Jay Jr., ECC Union Camila Jenkin, LLR Lillian Justice, Registrar Kathryn Marsh, Mathematical Sciences Coleen Maldonado, K-14 Career Education Pathways Jeff Miera, Athletics Rosie Miranda, Counseling

- Nayeli Oliva
- Sanda Oswald, Natural Sciences
- Ruby Padilla, Counseling
- Veronica Palafox, OASR
- Jenny Phelps, Fine Arts
- Sergio Pineda, Counseling
- Jessica Pino, EOPS/CARE, CalWORKs
- Karen Preciado, WWC
- Idania Reyes
- Kamisha Sullivan, Humanities
- Moses Wolfenstein, LLR
- Gerson Valle, Mathematical Sciences
- Vladimir Vasquez
- Jose Villalobos, Mathematical Sciences
- Yumi Youn, Cosmetology

Excused:

ACADEMIC SENATE MINUTES

September 1, 2020

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

A. CALL TO ORDER

Senate President Darcie McClelland called the first Academic Senate meeting of the fall 2020 semester to order on Tuesday, September 1st at 12:31 p.m.

D. McClelland:

A couple of reminders to help us keep meeting running smoothly:

- When you join the meeting, please type your name and division in the chat box so we can take note of attendance for the minutes.
- If you would like to ask a question or make a comment, please use the raise hand feature and wait until acknowledged, do not just blurt out your question/comment or interrupt another individual.
- State your name before you make a comment or ask a question so that we can acknowledge you in the minutes.
- Please ask one question or make one comment at a time. Then pause and wait for others to participate before making additional comments or asking additional questions.
- Keep discussion focused on the current agenda item.
- Mute your microphone when you are not speaking.
 - We want this to feel like a safe space
- Turn the camera off if you are multitasking during the meeting so others are not distracted.

Dean's Rep for today: Gerson Valle

- New interim Associate Dean for Mathematical Sciences

Welcome back everyone!

Seeking Senate reps: if interested in Adjunct Senate position, please contact Darcie and Rocio. Also looking for Senators in Fine Arts, Health Sciences & Athletics, and Mathematical Sciences. Please let your senior senator and your dean know if you are interested.

B. APPROVAL OF MINUTES (p. 6-17)

D. McClelland: See pgs. 6-17 of the packet for minutes from June 9th meeting. A. Ahmadpour motioned, P. Marcoux seconded.

24 yes, 0 no, 0 abstentions. Minutes were approved as presented.

C. OFFICER REPORTS

a. President – Darcie McClelland

D. McClelland:

- Currently taking nominations for 2020-2021 PT Senators, if interested speak with Darcie or Rocio
- EOPS is taking applications, please share information with your students
- Now Available: ASCCC Model Hiring Principles and Practices Course
 - <https://ccconlineed.instructure.com/courses/5733/modules>

- Are you interested in representing the faculty voice in academic and professional matters statewide? Consider applying to participate on one of ASCCC's committees, workgroups, or task-forces.
 - The application can be found here: <https://www.asccc.org/content/faculty-application-statewide-service>.

Community Norms for Senate: Borrowed these from ASCCC. Take a look, will post these on Senate website.

1. Commit to being our authentic selves
 - a. Be honest – speak truth as you see it (words and actions match) and allow others to speak their truth.
 - b. Do not gossip (e.g., if the person heard what you said would it be hurtful) § Rather than gossip, engage individuals directly § Hold others accountability (e.g., stop hurtful behavior by not engaging)
 - c. Find a trusted ally who can be a sounding board
 - d. Don't make assumptions (Be mindful of possible assumptions and check them out)
 - e. Check ourselves (understand the time to speak and time to listen)
 - f. It's okay to stop, rewind, and change your mind
2. Check ourselves and share the air (allow time to speak)
 - a. Honor experience, knowledge, and diverse perspective
 - b. Recognize attachment – bring options and interests, not decisions or positions
 - c. Develop respect and an ability to listen and consider outlying opinions or ideas
 - d. Don't cut others off with "knee-jerk" responses (micro messages)
 - e. Recognize that we are more than one opinion or position (e.g., don't label each other)
3. Assume good intentions, forgive often, and be present
 - a. Recognize and reflect on our assumptions
 - b. Respect, trust (no yelling, no lying, no whispering, no passive aggressive behaviors)
 - c. Critique, with respect and humility, not criticisms
 - d. Establish clarity between what must stay here and what can be expressed outside
 - e. Respect the confidentially – when necessary – what is said in confidence, stays in confidence.
4. Acknowledge and celebrate the work of all of the Executive Committee members and Staff
 - a. Remember to praise publicly and provide constructive criticism and other critique privately.

Anonymous Feedback link: <https://forms.gle/pYTDSLg31B3SqcdH9>

- Please be respectful in your feedback, we are all trying our best.

b. Chair, Curriculum – Janet Young

J. Young:

Chancellor's Office Requiring Official Approval of DE Addenda

Approval campus-wide is nearly complete (less than 50 remaining)

Deadline is Dec. 10th (no problem!)

The CCC met in summer and approved the addition of this verbiage to the DE Addendum

Emergency Approval Only: This course is approved for online and/or hybrid delivery in the event of an emergency declared by the Governor or Chancellor's Office.

Some departments are choosing this option. It means that once the emergency is declared "over", the course may NOT be taught as a hybrid or online.

Curriculog is Operational

- Held an overview on Flex Day (67 attendees)
- Training has begun with CCC members, then DCC members, and then faculty at large
- If faculty began proposals via paper they may choose submit as such
- Work with your curriculum point person (CCC Rep or Clerical) for proposals due this semester
- Visit the CCC website for meeting dates, submission deadlines, agendas, minutes, training guides, etc...

Question from G. Valle: Emergency status continuing into Spring? Any word from governor or Chancellor into Spring? JY: I think that's a Jean question. I know we are online for Fall and Winter. J. Shankweiler: Governor put on new guidelines last week, we are in lowest tier. I haven't heard anyone say we're getting out of it anytime soon. We don't know.

c. VP Educational Policies – Darcie McClelland

D. McClelland:

- First meeting September 8
- Will be looking at AP 4235, Credit for Prior Learning
- Will be looking for new Committee Chair/VP of Educational Policies. If you are interested, please email Darcie. Must be a current senator or a faculty member in a division with a vacancy. This position come with release time.
 - Meets 2nd and 4th Tuesdays from 1-2pm

d. VP Faculty Development – Stacey Allen

S. Allen:

- Meets 2nd and 4th Tuesday at 1:00pm; first meeting is Tuesday, September 8th
- Divisions without representation on the FDC:
 - Business
 - Fine Arts
 - Health Sciences
 - Industry & Technology
 - Mathematical Sciences
- Professional Development and Learning is now part of Library and Learning Resources division, no longer part of Human Resources. Lisa Mednick no longer at the college, will now be under Crystle Martin's area
- The FDC will be updating and revising the Flex FAQs this semester.
- Please see Flex FAQs on pages 23-24 in today's packet.
- If you have any recommendations for the FAQ revisions, please email them to Stacey Allen at sallen@elcamino.edu.
- Faculty Book Club hosted by Analu and Claudia
 - Curated a series of articles
 - First meeting is tomorrow at 11am
 - Send email to Analu and Claudia if interested
- Next week will be Melissa Fujiwara's second webinar in 3-part series. Can attend if missed first one
 - Register in Cornerstone if interested
- Professional Development and Learning sent survey – please reply by Friday
- Last but not least, congratulate faculty who achieved tenure
 - Wanted to point out some senators on the list: Dylan Meek, Analu Josephides, Seranda Bray, Rocio Diaz, and Darcie McClelland

e. VP Finance – Josh Troesh

J. Troesh:

- State is cutting budgets and deferring payments
- Cash flow is the bigger concern
- Potential impacts on faculty
 - Doing everything to avoid layoffs
 - Increase in maximum class size in order to increase efficiency
 - Reduction in adjunct costs
 - Temporary freeze on step increases
 - Potential for furloughs

f. VP Academic Technology – Pete Marcoux

P. Marcoux:

- Academic Technology Committee meetings set for the semester: meet 3rd Thursdays of month: 9/17, 10/15, 11/19
- Need reps
 - Will get list of divisions for next meeting
- New CTO-Loic Audusseau
- Canvascon- 10/15
 - Having virtual conference, free to register
 - Recommended

DM: Loic will be here in our next meeting.

g. VP Instructional Effectiveness/ALC & SLOs Update – Kevin Degnan

K. Degnan:

- SLO & PLO completion reports for Fall 2019 and Spring 2020 are now viewable at live links: [SLO Report](#) [PLO Report](#).
 - Can look up by discipline or department
- We are still updating timelines for 2020-2024 and revising Spring 2020 timelines to account for pandemic adjustments.
- SLO results for Spring 2020 and the 3 Week Report are due in Nuventive by 11 September.
- A workshop on how to enter SLO & PLO results will be held on 10 September via Zoom. Stay tuned for Cornerstone details.
- PLO results from Spring 2020 are due in Nuventive by 25 September.
- We are moving ahead with the scheduled slate of assessments for Fall 2020
 - Let your facilitator know if any changes, they will let me know, and we will make adjustments

D. SPECIAL COMMITTEE REPORTS

a. ECC VP of Academic Affairs – Jean Shankweiler

J. Shankweiler:

- Credit for prior learning: really dictated by CCCCCO, outgrowth of VFS to expand opportunities for our students
 - Includes CBE, portfolios
 - A new policy is needed. Deadline by 12/31
- Faculty Development: Lisa Mednick left college, got another job. We don't have a replacement, but if you are interested in admin and reporting tasks, let me know. We may have some opportunities there
- Budget that Josh touched on: one thing that is moving forward is that certain buildings are going to be closed
 - You can't get in. Humanities, Social Sciences, etc. – if your Dean told you you need to move out, you need to get it all out. Power, electricity, will be out and building might be padlocked.
- Thank you to Janet and Lavona for their work on Curriculum
- Enrollment is pretty bad. Latest report we are 1200 FTES down. That is a lot of money to make up.
 - Lots of reasons that may be possible. Our messaging wasn't good for Fall, we were in middle of scheduling Fall when pandemic hit. Glitches in registration in the way classes were scheduled.

S. Bray: On behalf of some counselors in our department, we have been seeing students getting dropped for not doing a particular assignment. Could be systematic racism towards certain students. What students are being dropped? Who is going to be disproportionately impacted by these drops? I'm sure you are aware of this happening. I have been advocating for students and I go straight to deans, but not all students will have advocate.

JS: Remedy for this is reinstatement. Students shouldn't be dropped. If they even sent an email

D. McClelland: I have dropped students who haven't logged in at all

A. Brochet: Counselors do get a lot of the stories on the back end, so I want to share. I have had couple of students who weren't aware they needed to log into Canvas. A couple of faculty have talked about this on the listserve—e.g. a lot of students in EOPS don't get their books until September. Processing of bookstore and book vouchers for EOPS is delayed—if there could be some flexibility and understanding. Some of our first gen students don't know that they need to log into Canvas. Needs to be a lot more clear when they register. Laptop loans are still being distributed, so many students are still working from their phone. We have so many resources for students, but we have some much time in processing and bureaucracy so students are off to a slow start.

K. Daniel Di-Gregorio: Are there ways to replicate the textbook depo? Typically, that's what we can do. Use book on reserve in library? Making e-books available. We need a back up plan for students who are waiting for textbook voucher from the bookstore.

C. Striepe: Gary is working with our Systems Librarian Ryan to try to reactivate some sort of reserves electronically, but takes time to do that. Doesn't seem to be an overnight fix, but we are looking at that issue and sensitive to it.

M. McMillan: Part of what they are working on is more when we are back in person. Part of challenge is that textbook publishers don't provide libraries to licenses via e-book. The problem are the commercial textbooks, that content not available in e formats. Much bigger battle. Some of it has to do with staffing, copyright, and what's allowed to be digitized. Takes time to get all of it in place.

DM: As Senate reps, what I'm hearing that we need to be doing is that we need to let colleagues know that we need to be flexible. If student communicates to faculty member that they haven't been able to get their books, maybe scan pages, provide alternative option, or extend deadline. Please communicate that we need to have grace with our students with deadlines these first couple of weeks.

S. Marble: Wanted to give a pivot off of Seranda's point. From student perspective, when access Canvas on your phone, I've noticed a few things that don't sync up on what is on my dashboard. When I access by Canvas calendar, no matter how much I refresh, events and assignments don't show up on my phone that show up on my laptop. Students who are using their phone are really driven, but to run into these bugs and not be aware of it, can miss assignments and opportunities.

DM: Please send out an email to students, not Canvas message. Perhaps send out a survey to ask who has a device. Please let people know that we need to be flexible. We are hearing from a lot of people that this is a problem.

A. Josephides: If faculty send their students to library home page, they will find a link called Ask a Librarian. They will find a knowledge base or FAQs. One of FAQs reflects pathways to textbooks—leads students to copy of textbook, either free or for a fee. We are flooded with textbook inquiries. I created an FAQ that allows pathways to where students who could find textbook, there is a blurb that says whether it's free or not.

Comment from D. Rowan: Every faculty member I speak with is working tirelessly to make our circumstances work for our students. Grace for the faculty and staff as well as for our students. I think it is very important not to attribute any punitive motive to any faculty member or staff member. This is very challenging for everyone. Respect and dignity for everyone. Everyone is doing the best they can do right now. Respectfully submitted.

S. Bray: Can we just say no drops? JS: State could say that's fraud because we are getting paid for them. Student could come back and say I never attended this class. If student wants to participate, all they need to do is send an email and say I want to be in class. Should only be dropped if they are not participating. If they are in a chat room, or send an email, shouldn't be dropped. DM: If we don't drop students, can't add students off the waitlist. I get it's not a perfect system, but has to be happy medium. If student doesn't communicate for three weeks of semester, are they going to be successful in class? Dr. Shankweiler and I will work on message to faculty soon. Totally agree with comments in the chat that respect has to go both ways. Do our best to serve our students. Be flexible with our students, with our colleagues.

b. ECC VP of Student Services – Ross Miyashiro

R. Miyashiro:

- Two quick things, both on ECC website:
 - Virtual student support expo on Monday, September 14th will have over 20 support programs there. Students will be able to find support they need. We hope classroom faculty can advertise in classes
 - Laptop loan program – thank you to library staff for processing over 1,000 laptops to make sure they are inventoried. Survey that students fill out. May take a few days, because check for EFC and unmet need—those students are given preference for computer loans. If you have a student who doesn't have technology, please steer towards ECC webpage.

J. Troesh: Laptops being loaned out were all Chromebooks, which is perfect for most students but cannot run things like Access and other specified programs. Wanted to make sure we get students who need laptops that can run programs in order to be successful. Chromebooks are wonderful but can't do everything that students need. RM: Laptops being loaned in the Fall are Dells, speed is relatively high and is Windows OS.

Question from V. Palafox: Why are they required to submit a financial aid application? Most students have a very different financial situation than when they filled taxes for the FA application.

DM: To determine students who need them the most. RM: Also need to coordinate between three programs so students don't get multiple laptops. Want to first service students who have no access to technology.

RM: As Edith mentioned in chat, laptop loan request includes hotspot request.

P. Marcoux: Question about distribution timeline? RM: If student has 0 EFC and high unmet need, they will have first priority and will be distributed first. We are holding on to a certain number of laptops for students with special needs.

c. Online and Digital Education Committee-Mary McMillan

M. McMillan:

- Online and Distance Ed Committee met on PD day.
- We are going to be discussing AP before our next meeting before moving to ed policies
- One thing I did want to report – good news in LLR is that we have hired an instructional designer, Mr. Ryan Martinez, has been required for a while now, important role now more than ever.

E. UNFINISHED BUSINESS:

D. McClelland: VP of Equity and Diversity

Cannot approve a new position for someone we can't pay

F. NEW BUSINESS:

a. P/NP Grading Option Extension – D. McClelland

- NOW THEREFORE BE IT RESOLVED that the Academic Senate of El Camino College recommends that the Board of Trustees suspend AP 4230, Grading and Academic Record Symbols, for the duration of the Covid-19 emergency period in the state of California academic terms to extend a student's ability to take courses with Pass/No Pass grading such that:
 - (a) the students be allowed to take any and all elective and General Education courses P/NP,
 - (b) the deadline for declaring the intention to take a course P/NP be extended to May 15, 2020,
 - (c) students earning a C or better under the course grading scheme should be marked as passing,
 - (d) the option of requesting P/NP is available to all students, regardless of GPA,
 - (e) once a student elects to take a course P/NP and passes, the student may not repeat the course at ECC for a letter grade at a later time

Please email questions before September 15th.

Going to move Senate goals to next week. Please see Senate goals in packet, provide feedback, and will take a look at those on September 15th.

Facemask Syllabus Statement

- Does not mean college is coming back anytime soon
- Have some programs that will be on campus in the Fall-important to have resources for those faculty
- Was forwarded by COVID taskforce:

Studies demonstrate that wearing face masks, along with other non-pharmaceutical preventive interventions such as frequent hand washing and physical distancing, can slow the spread of the coronavirus (SARS-CoV-2) that causes COVID-19. With the return to face to face class meetings, our goal is to protect the health and safety of our entire campus community including students, employees, and campus neighbors. In an effort to minimize any potential spread of COVID-19 on campus, students, employees, and visitors of El Camino College will be required to wear a face mask while on campus. Students who object to wearing a face mask while in class for non-medical reasons (please provide

documentation) will be asked to excuse themselves from participating in that class meeting and will be considered absent. Please remember, if students are absent for 10% of class meetings, they can be dropped from that class (see online 2020/2021 ECC College Catalog under Registration for Classes, Attendance during Semester section.

S. Potter: I suggest adding proper wearing of the face mask.

DM: Please email me with specific language, e.g., facemask should cover nose and mask

C. Brewer-Smith: Should we include face shields? C. McFaul: Students have not been opposed to face masks. We give option for face shield, but don't require. Face mask is more for active COVID cases.

DM: Will bring back on the 15th.

G. INFORMATION ITEMS – DISCUSSION

Online Tutoring and CANVAS Assist - S. Kunisaki

- Tutoring Hub – Canvas – a collaborative approach
 - K. Marsh thought of having The Tutoring Hub – an icon on global navigation menu. If you click on that, students will have access to different tutoring programs at ECC
 - After click on that icon, will see page with tutoring schedules.
 - Also, on LLR page, put all drop in tutoring resources on one page. Hopefully students will find more easy to access and not all over ECC webpage.
 - Canvas Assistants
 - Can be found on Learning Resources Page. Chat box where they can put their name and email address
 - Also on the DE page- same chat stream
 - Have made some short videos made by Canvas Assistants, all less than 3 minutes
- S. Marble: Is there a more direct link? SK: Right not just on the LLR page.
- D. McClelland: Will add these slides to Senate website. Kathryn Marsh will create flyer. Will make sure these are also on main page.

S. Allen: Interest in putting together a webinar about CANVAS assistant and tutoring hub? Let us know and we will do it.

Accreditation Update – J. Shankweiler

- Accreditation countdown. Very excited about our virtual visit. To help prepare the college for the visit, we have this accreditation guide. This is just a draft, taking feedback
 - When team comes, usually has questions for committees. Always good to have idea of what is in accreditation document, so we have these quick notes
 - One of the questions they ask is how familiar you are with mission, vision and values
 - Also has a summary of educational master plan and what it covers
 - Quick description of accreditation process
 - Information about the site visit
 - Exit interview. Remember commission still has final say
 - What to expect during the site visit. If you don't get asked, don't get offended, means we are doing a good job!
 - Because it is virtual, have some virtual visit protocol

- Site Visit timeline
- Summary of evaluation of report which includes four standards
- Also includes important resources: Making Decisions, Strategic Plan, Master Plan

Federation Update – K. Iino

- We represent all FT and PT faculty
- We came to an agreement with district on negotiations
- Got enough people to vote for electronic voting to ratify the contract
- If you have questions, you can email me – eccfederation@gmail.com
- If you are not a member and would like to be, link is on our website: <https://aft1388.org/>
- Hopefully Union and AS will continue to build relationship and do great work this year

H. FUTURE AGENDA ITEMS:

- a) 2019-2020 Senate Evaluation Survey Results
- b) Discussion about how to better assist SRC students in online environment
- c) BP/AP 4235, Credit for Prior Learning
- d) AP 4231, Prerequisites

I. PUBLIC COMMENT

J. ADJOURN

Motion to adjourn by A. Josephides, seconded by C. Brewer-Smith.

The meeting adjourned at 2:07 pm

RD/ECC Fall 2020