



Academic
Senate
Meeting
2-16-21

El Camino College

Quick Reminder

- Comments/questions not directly related to current agenda item will not be acknowledged until public comment. Additionally, comments/questions on agenda items should contribute to the discussion in a meaningful way. Public comments will be limited to 1 three-minute comment per person per meeting.
- If you type something in the chat that you would like read aloud, please begin the comment with ***. If your comment does not begin with ***, we will assume it's just for others to read silently and will not acknowledge it publicly.

Approval of 12/1 minutes

New Business



Guidelines for Camera Use and Recording in Online Synchronous Classes- Moses Wolfenstein

Information Items



Institutional Planning at ECC- Viviana Unda

Officer Reports



Academic Senate Needs Your Help!

- We are seeking reps for the following committees:
 - Enrollment Management
 - Student Climate Survey Committee
 - A 2nd alternate for PBC (ideally, someone with knowledge of/experience with budgets)
- If you are interested in either of the first two contact Darcie (dmcclelland@elcamino.edu) and if you are interested in PBC contact Josh (jtroesh@elcamino.edu)

Thank you to our senate equity reps on 2020-2021 faculty and admin hiring committees!

- Shane Ochoa
- Analu Josephides
- Yun Chu
- Joe Hardesty
- Mia Dobbs

Can't get enough Academic Senate in your life???

- Consider running for one of the following VP positions that will be up for election this spring
 - Academic Technology
 - Ed Policies
 - Faculty Development
 - Finance and Special Projects
 - Secretary/Webmaster
- If interested, please contact the current VP for more information about job responsibilities, compensation, etc.

- If you ordered packets from the copy center for students to pick up the pick up times are Wednesday, Feb 17 from 10am-4pm and 5:30pm – 7:30pm. Also, Friday, Feb 19 from 10am – 4pm. The pick up will be in Lot B off Manhattan Beach Blvd. It is strongly preferred that students drive up but there will be a booth for walk up if this isn't possible.

Guided Pathways United for Student Success Forum: What does institutional success with equity work look like?

- March 25th 12-2pm
- Among other things, we will be introducing an exciting new collaboration between Senate, GP, and Academic Affairs: The Equity Minded Learning Academy for Faculty

Curriculum

Curriculog is operational. Talk to your Division Clerical Support or CCC Rep to set up trainings

Behavioral and Social Sciences
Business
Fine Arts
Health Sciences and Athletics
Humanities
Industry and Technology
Library and Learning Resources
Math
Natural Sciences

Beverly Knapp/ Cynthia Cervantes
Laurie Linka /Monica Chaban
Debbie Kyte/Jon Minei
Julie Meredith/Mark Lipe
Chelsea Henson/Chris Glover
Robin Elton/Mike Anderson
Claudia Striepe
Edwin Ambrosio
Mitchell Kekauoha / Zeke Murdock

Educational Policies

Equity, Diversity, & Inclusion

Mission Statement: The El Camino College Equity, Diversity, & Inclusion Standing Committee provides guidance to the Academic Senate on matters related to equity, diversity, and inclusion under the 10+1. Under this purview, this committee will create and implement concrete plans that will increase equity in teaching, learning, and serving our students as well as in relationships among colleagues.

EDI Tentative Goals Spring 2021

1. Develop a mission and vision statement for the EDI standing committee.
2. Develop EDI website for transparency to post agenda, minutes, and other related committee work.
3. Create a working document that lists all EDI programs, services, and other related resources.
4. Post-working document that lists all EDI programs, services, and other related resources including links to these programs (e.g. SEA, myPATH, SITE).
5. VP of Equity, Diversity, and Inclusion of the Academic Senate with the EDI standing committee will develop procedures and protocol to review external equity professional development flex credit submissions that need further consultation for approval.
6. Develop a job description for the VP of Equity, Diversity, and Inclusion by Spring 2021 and bring it before an academic senate meeting.
7. Develop a 2021-2022 EDI annual plan and set goals for the 21-22.
8. Begin to Identify areas within the El Community College Academic Senate 10+1 that suggest, support, and incorporate systemic racism and make recommendations on how systemic racism can be eliminated, and then report these findings to the Academic Senate by the end of spring 2021.9. The Equity, Diversity, & Inclusion Committee will contribute to the college's efforts in creating and sustaining equity, diversity, and inclusion in our classrooms and among colleagues through a process of collegial and collaborative consultation that focuses on how we can make El Camino College an institution where all members feel included, integrated, represented, and important. The EDI standing committee will organize one student focus group to discuss, identify, and report out types of micro-aggressions they experience in the classroom or other service areas at ECC.

Faculty Development

- Please remember to complete the Spring Professional Development Evaluation Survey
- Upcoming equity-focused professional development opportunities:
 - February 25th – Informed & Inspired
 - March 3rd, 9:00-11:00, "They Said What?!." Racial Microaggressions on College Campuses, *Featuring Student Voices* facilitated by Melissa Fujiwara
 - SITE Faculty Book Club, 1st meeting: 11:00-12:00 on Friday, February 26th. Spring book - *Everyday Antiracism: Getting Real About Race in School*, edited by: Mica Pollock
 - SITE - Text Talks
 - SITE - Virtual Hallway Podcasts

Finance

Academic Technology

- [Academic Technology Committee](#)
 - Academic Technology Conference March 25 & 26.
- [College Technology Committee](#)
 - Meet today @ 2
 - Faculty Laptops

Instructional Effectiveness

- **Thank you to everyone on the Academic Program Review Committee and all faculty who participated in Program Review in the last few years** – it was good to see your hard work and good collaborations recognized by the ACCJC!
- **Thank you also to all folks participating in SLO and PLO assessments over the past year!** Getting and acting on that data is an excellent way to find where and how our students most need help, especially now.
- Fall 2020 SLO reports are due 5 March.
- Fall 2020 PLO reports are due 19 March.
 - Congrats to BSS for already getting all Fall 2020 PLO reports entered!

Special Committees



Academic Affairs

- Welcome Back
- Accreditation Report
- Spring enrollment
- Scheduling – summer/fall
- Faculty/manager hiring
- Distinguished faculty awards

Student Services

- Federal Work Study Training Program
- Social Justice Center Proposal
- Police Forum – March 10th 3:30 p.m. to 5:00 p.m.

Distance Education

Academic Integrity

- In response to concerns from faculty about increased cheating in the remote environment, the senate has taken a more active role in the College Academic Integrity Committee.
 - Several faculty added to committee (the committee is now pretty large and closed at this time, we'll let you know if/when we need new volunteers)
 - Moses Wolfenstein has agreed to be the faculty co-chair along with the administrative co-chair Greg Toya
 - Two senate e-board reps on the committee (Pete and Kevin)
 - First spring meeting is March 1st
 - Hope to have some tools out to faculty by mid-semester
 - In the meantime, check out this great resource developed by Librarian Camila Jenkin: <https://lor.instructure.com/resources/5214e699c07642b4b6d502f1d823f19b?shared>

Public Comment

Guidance for Camera Use and Recording in Online Classes at El Camino College

(Based on the California Community Colleges Office of General Council
Legal Opinion: 2020-12: Online Class Cameras-On Requirements)

CCC Office of General Council Legal Opinion: 2020-12: Online Class Cameras-On Requirements

“While there is no express prohibition against faculty requiring students to attend live online synchronous classes with their cameras on, an indiscriminate cameras-on requirement risks violation of student privacy rights under the California Constitution, and potentially implicates other federal and state privacy and civil rights laws.”

Guidelines

Based on the guidance provided by the CCC Chancellor's Office, Office of General Council, the following are recommended for synchronous class meetings:

- Cameras are presumptively optional for live synchronous online classes.
- Audio can be required to the extent necessary, but students should be encouraged or required to mute audio when they are not speaking.
- If both audio and visual student participation is essential:
 - Faculty can require cameras to be on, but only to the extent necessary to meet learning outcomes, and with adequate notice to students;
 - Clearly identify the essential nature of video for instruction and consider a student's privacy or technical objections and create a confidential "opt-out" mechanism that allows a student to decline video participation;
 - Consider an alternative to video participation such as audio participation;
 - Encourage students to set a profile picture in the video conferencing environment;
 - Encourage the use of electronic video backgrounds; and
 - Allow students flexibility to turn off the cameras unless needed.
- Encourage the use of the video conferencing chat feature for attendance and discussion.

Guidelines

Additional information about photos, video, audio recording under FERPA can be found in the US Department of Education [FAQs on Photos and Videos under FERPA](#).

While this document refers to Zoom, the guidance can be applied to any synchronous video platform, such as Microsoft Teams or WebEx.

If you have questions about how FERPA relates to your specific situation at El Camino College, you can reach out to Dr. Moses Wolfenstein, Distance Education Faculty Coordinator or Lillian Justice, Registrar.

The below FAQs are adapted from [Guidance for Recording Class Sessions with TechConnect \(Confer\) Zoom](#) by Michelle Pacansky-Brock and CVC-OEI, licensed under [Creative Commons Attribution 4.0](#), and from [Guidance for Synchronous Classes at College of the Canyons](#).

FAQ

I don't record classes when I teach on-campus. Do I need to record Zoom sessions?

No, you are not required to record Zoom class sessions unless it is a required accommodation for one or more students. However, a recording and/or alternate mode of access to all information such as a transcript, slides with notes, etc. is strongly recommended for all distance education formats, especially during emergency remote instructional conditions when all or nearly all students are learning through a distance education modality.

Are video or audio recordings of lectures protected student records?

If a recording includes only the instructor, it is not a student record and FERPA does not limit its use. If the recording includes video/audio of students including asking questions, making presentations or leading a class, and it is possible to identify the student, then the portions containing recordings of the student do constitute protected educational records. Educational records can only be used as permitted by FERPA or in a manner allowed by a written consent from the student.

FAQ

What recording settings should I select in Zoom to best ensure students are not recorded in the archive?

Before you schedule your meetings:

- Go to Zoom.us and log into your Zoom account.
- Click on My Account (upper right)
- In the left column, select Settings
- Select the Recording tab and choose the following settings:
- Disable Local Recording. For most instructors, recordings should be kept in the cloud and not downloaded to a local computer.
- If you wish to have a video of the speaker recorded during screensharing, enable Record active speaker with shared screen
- Disable Record gallery view with shared screen
- Disable Display participants' names in the recording
- Enable Multiple audio notifications of recorded meeting, which plays an automated message whenever a recording is started, or a participant enters a session that is already being recorded.

When your meeting starts, keep your Zoom view set to Speaker View (as opposed to Gallery View). This ensures that only the person who is speaking appears on the screen, as opposed to recording a grid view of all attendees with webcams enabled.

FAQ

How can I set Zoom settings so that students turn on their videos only when they choose to do so?

When you schedule your meeting, you are advised to set Participant Video to Off to allow students to opt into sharing their video.

Can I publicly share a screen capture of a Zoom session or recording that shows one or more identifiable students?

You should share a screen capture or recording of a student only with that student's consent in order to comply with FERPA. Students should not record you without your permission. Likewise, we encourage you to model informed consent with your students by asking them if and when you can record. In short, we discourage you from making or sharing screenshots of students.

FAQ

Should I require students to turn on their video during a live Zoom session?

No. This is problematic for several reasons.

- Students might not have a webcam and owning a webcam was not a condition for them to register for your course.
- Students might not want to show where they are located. If a student is couch surfing or homeless, and you force them to reveal this to class, this might negatively impact their motivation and the way the rest of the class perceives them. (A [2019 survey of California Community College](#) students found that 60% were housing insecure in the previous year, and 19% were homeless in the previous year. And this was before the pandemic!)
- Students might be living with minors or others who are not able to provide informed consent to being viewed or recorded by others.
- Students might have a disability that they do not wish to display. In fact, they might have chosen a distance education class so that they would not be subject to stares and whispers of other students.
- Students might have experienced adverse childhood experiences, and being forced to stare at themselves in a camera can be a triggering experience. (The Centers for Disease Control estimate that [60% of US adults had an adverse childhood experience](#).)

FAQ

Can students publicly share class recordings or screen captures of a Zoom session or recording that show one or more identifiable students?

No. Instructors should tell students that they should not share the link to any class sessions, or take screen captures of Zoom sessions. Students that violate this request may be subject to the student code of conduct for disrupting class, especially if you include this in your syllabus. It's more likely that students will respect your instructions in this regard if you model informed consent before recording them or forcing them to turn on their cameras.

Can I show recordings from last year's class to the current class?

Under FERPA, this situation should be treated as if the recordings were being shown to a third-party audience, which requires FERPA compliance through use of consents from identifiable students or by editing out those students from the video.

FAQ

If I want to allow access to a video (that shows students participating) to others outside of the class, is this permitted?

Possibly. There are a couple of ways to use recordings that show students participating.

1. The instructor may obtain individualized written FERPA consents from the students shown in the recording. This type of consent can be obtained on a case-by-case basis or from all the students at the outset of a class. ([See ODE Website for an example](#))
2. Recordings can be edited to remove portions of the video that show students who have not consented to the use of their voice and/or image (simply blurring a student's image and removing their name is not sufficient, as the student may still be identified).

FAQ

What is the way to comply with FERPA if I am video recording my class sessions, students will be asking questions/doing presentations, and I wish to share the recording with a future class?

Overall, plan your live Zoom session as carefully as you plan your face-to-face classes.

- Record only the parts of your session that show you. Plan to hold specific Q&A periods during the session and when you get to one, click Pause recording.
- When you are ready to present again, Resume recording.
- Don't refer to students by name (de-identifying the students removes the need for a specific consent from each student depicted). If a student happens to appear on camera, their identity can be edited out or written consent can be obtained.
- Videos of students giving presentations and student-generated video projects are covered by FERPA and copyright (students own the copyright of their work, just as any other author/creator). Therefore, written permission to use these digital works must be obtained by the student.

FAQ

What if my course activities require student demonstrations or recordings?

The course outline of record for some courses requires students to perform certain activities or demonstrate skills in order to meet course objectives. In these cases, instructors should strive to disclose to students what will be required before the start of class. This might occur via the instructor orientation letter, printed comments in the schedule of classes, and/or a department or instructor website.

FAQ

How do I accommodate students with disabilities who need to view a recording of class with captions?

As suggested above, plan your class session so that you are recording only the parts of class that show you or your instructional material.

Also, note that not all live class sessions, e.g., via TechConnect Zoom, need to be captioned. The state Chancellor's Office clarified responsibilities for meeting the needs of students with disabilities in [Memorandum ES 20-16](#). Live class sessions need to be captioned when a student is present who has an Academic Accommodation Plan developed with SRC that identifies captions as an accommodation.

Even if there's no student with disabilities, all pre-recorded videos do need to be captioned, in order to make them accessible to all students (aka Section 508 compliance).

For questions about accommodations, contact the [Special Recourse Center \(SRC\)](#).