

Adjunct (1 Year)

- Jessica Heffner
- Karl Striepe
- Alt: Tom Lovell

Behavioral & Social Sciences

- Stacey Allen
- John Baranski
- Kristie Daniel-DiGregorio
- Renee Galbavy
- Michael Wynne

Business

- Kurt Hull
- Phillip Lau
- Josh Troesh

Counseling

- Seranda Bray
- Anna Brochet
- Rocio Diaz

Library Learning Resources

- Analu Josephides
- Mary McMillan
- Claudia Striepe

Fine Arts

- Ali Ahmadpour
- Jonathan Bryant
- Joe Hardesty
- Russell McMillin
- Darilyn Rowan

Health Sciences & Athletics

- Andrew Alvillar
- Traci Granger
- Yuko Kawasaki
- Colleen McFaul

Humanities

- Kevin Degan
- Sean Donnell
- Brent Isaacs
- Elayne Kelley
- Pete Marcoux
- Anna Mavromati

Industry & Technology

- Charlene Brewer-Smith
- Ross Durand
- Dylan Meek
- Renee Newell
- Jack Selph

Mathematical Sciences

- Dominic Fanelli
- Lars Kjeseth
- Le Gui
- Ronald Martinez
- Oscar Villareal

Natural Sciences

- Shimonee Kadakia
- Darcie McClelland
- Sanda Oswald
- Shanna Potter
- Anne Valle

Academic Affairs & SCA

- Linda Clowers
- Ross Miyashiro
- Jean Shankweiler

Associated Students Organization

- Jennifer Lopez

President/Superintendent

- Dena Maloney

ECC Federation

- Carolee Vakil-Jessop

Curriculum Chair

- Janet Young

Institutional Research

- Joshua Rosales

Dean's Reps/Guests/Other Officers:

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Excused: C. McFaul, S. Potter, J. Heffner

ACADEMIC SENATE MINUTES

September 3, 2019

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 2019 semester to order on September 3, 2019 at 12:33 p.m.

B. APPROVAL OF MINUTES

DM: Welcome Deans Rep today, Jackie Sims from Mathematical Sciences. J. Sims: Good afternoon everybody! I am Jackie Sims, dean of Mathematical Sciences, I have been dean for 5 years. I was faculty here for 10 years before I became dean. Darcie is going to do a great job and I want to recognize my senators Lars, Dominic, Le, Oscar, and Ronald our newest senator. My favorite color is purple and I love the Academic Senate and I love El Camino College! (applause)

See pgs. 6-15 of the packet for minutes from the June 4th meeting. L. Kjeseth motioned, B. Isaacs seconded, minutes were approved as presented.

C. OFFICER REPORTS

a. President – Darcie McClelland

I want to start by making one announcement: Student Health Services will be hosting a Behavioral Management workshop on October 25th from 8:30-5:00pm in East Dining Room. More info to come on our September 17th meeting. Flyers available. There will be several sessions: disruptive behaviors in the classroom, lunch for first 50 people to register, interactive Q&A session. If you are interested, please register on Cornerstone by October 18th.

Welcome everybody to Senate for 2019-2020. My name is Darcie McClelland, new in this President role, excited to be here and serve as President. Ask for a little bit of patience as we get started, bouncing back with technology today. Happy to accommodate agenda items, but please don't wait until packet comes out. Per Brown Act, needs to be posted 72 hours in advance. If want to be on agenda, please try to tell me a week before. If it's a longer presentation, the sooner the better.

News and notes from Statewide Senate: There is an Academic Academy coming up on September 12th. If you are interested, need to register by September 6th. Link is included for more information. Also, the Statewide Senate is looking for representatives to be on their statewide committee. If you are interested in being on statewide committee, it is a great opportunity to get involved at state level. Link is included.

There is a Board of Trustees meeting tonight, link to agenda is in my report. They will be reviewing budget for this year at tonight's meeting.

One more announcement: congratulate Russell Serr, who was appointed as Interim Dean of Health Science and Athletics (applause). He stepped out of his role as VP of Instructional Effectiveness. New VP of Instructional Effectiveness: welcome Kevin Degnan (applause). He has graciously accepted our offer to be our Senate VP.

b. Chair, Curriculum – Janet Young

Janet Young is home sick and is not here today.

c. VP Educational Policies – Darcie McClelland

None

d. VP Faculty Development – Stacey Allen

SA: First meeting for faculty development committee is next Tuesday, September 3rd. Always looking for new people to come and join us. Informed and Inspired takes place last Thursday of the month.

One other announcement: encourage to complete PD survey. Today is the last day and we really welcome your feedback so we can plan PD days that meet your needs.

e. VP Finance – Josh Troesh

JT: Basically through the budgeting season, it was a lot less problematic. Dr. Maloney talked about during flex day—the state has widely figured out that they don't have as much figured out than they thought they originally had figured out. Longer transitional period for us, which will be helpful.

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

KD: Major things are the deadlines for entering assessment for SLOs and PLOs for Spring and Summer 2019. The SLO assessment is due by September 13th (Friday the 13th). PLO assessments are due by September 27th. In order to support this, will be hosting trainings for faculty. Have done quite a lot, but if you want a refresher, there will be a workshop tomorrow from 2:30-3:30pm and next Thursday 9/12 from 12-1pm both in Library West Basement, working on getting everything in Cornerstone.

For program review, ready for close of 2019. Prepping for November training and next 4-year cycle beginning this year. Next meeting is this Thursday.

D. SPECIAL COMMITTEE REPORTS

a. Dr. Jean Shankweiler - VP of Academic Affairs

Thank you to Stacey Allen and her committee and Lisa Mednick for great Flex Day that we had. Very well-received presentation for Flex Day. Another thing that happened on Flex Day was meta major announcement, Jenny is here to give update on that.

Our assessment work plan is due in March now.

Two things I've been working on: Second Enrollment Management Plan, needs to go to consultation – doing updates. Also preparing plan for next three years, should see that pretty soon.

Last but not least, have already gone through revising the Faculty ID prioritization documents. Work with Office of Staff & Student Diversity so we can look at demographic data to see how we are doing in EEO plan. The deans are working on the data right now, your deans may have asked you for some narrative that goes in descriptive part. We have a timeline that goes through October, some of you may have been selected to be on that committee. One thing to be aware of is last year-Faculty Obligation Number (number based on our enrollment). We hired 17 new people. We were obligated to

hire up to 357 faculty. Now we have 336 faculty (a lot less than we were obligated to), we will not be hiring in double digits this year. Won't be big hiring like we've had in the past. If you're on the faculty prioritization team, make sure you have strong justification.

b. Ross Miyashiro – VP of Student Services

We finally moved into our new Student Services Building. With that change, comes a new philosophy. We opened the new Warrior Welcome Center is a place for students to do all onboarding services (the second pillar of GP). We have a computer lab and an orientation room, students will be able to get help with application, filling out FAFSA/financial aid application. Beyond that, we are going to have workshops. Will also be used as one-stop shop for evening students. We are putting emphasis on supporting evening students this year. From 5-7pm, students come to Warrior Welcome Center for all services (admissions, financial aid, counseling, etc).

Also, opening up the Village from 5-7 Monday through Thursday. A place to study, computers in there, will be free printing.

We are buying more furniture just so students can relax and kick back. But the most important thing that were getting in that we have never had before is cell phone trees: there will be 8 modules so students can charge their laptops and cell phones and do homework.

c. Distance Education Advisory Committee – Mary McMillan

MM: Rene is taking a short hiatus. We did meet last week. It was an introductory meeting. We will be discussing the need to establish a local peer online course review process. This is particularly important to get courses accepted into OEI. Right now have process to review through OEI, but we want our own local process.

We will also be discussing online attendance policy. We will be tying in campus wide attendance policy.

E. UNFINISHED BUSINESS

None

F. NEW BUSINESS

Guided Pathways Update – Jenny Simon

JS: Hi everybody. I was standing up in front of all of you on Flex Day. We gave you a lot of information that day. Meta majors should ring a bell for you. Came up with 7 meta majors and should have gotten this flyer in your mailbox. A lot of people have been asking if they can change into another meta major—we are looking at that and there will be some changes and the GP committee meets today and we will be discussing the process for appealing the placement in meta major structure. After we have established our process, will send something out to campus on what to do if your dept is not satisfied with your placement. From there, we are working on establishing our website (Program Pathways Mapper from Bakersfield College, which they developed along with a consulting firm). We are finishing all those program maps that were started last semester. We have drafts of most program maps and we are working on them going online. We are working on Program Pathways Mapper so they can publish program maps online.

Another exciting thing along with meta majors is success teams. Today was our first success team pilot meeting. As we went over on Flex Day, a success team is made up of faculty, counselors, staff, admin, and data coaches (a new role—someone who facilitates the data collection and is a liaison between committee and IR. Helps pull data and pinpoint where students are not succeeding). The meta major we are starting with is AJ, Business, Paralegal, Real Estate (grey).

There might be some changes, but we are starting with that one. We are starting there because they have completed all their program maps. We will be looking at data, coming up with strategies and interventions to help students in those pathways. Questions?

R. McMillan: why aren't we doing groupings by division? For Communications, there is some concern that they might end up getting moved, that the division may be changed in the future.

JS: Part of our process was to include student voices, we had card sorting—some with only faculty and some only students. 75% student participation, so our rationale is for it to make sense to students. We want students to be able to find a major. With the divisions, that is still a question.

RM: Creates extra challenges with deans. For me personally, would be fine to be part of Industrial Arts.

JS: I can send Darcie the data we used. There is data to show how strong. If you see something else, this is part of appeals process.

RM: I like that you are trying to make it an intuitive process for students. Concerned that if the emphasis is what people assume rather than what they know, don't think that is the best way.

JS: That is what the appeals process is for. There can be movement of majors.

D. McClelland: One thing that is very important that Jenny said is 75% of people who came to give input is students. Make sure that faculty go to these meetings and give input.

JS: We will send that email about the appeals process.

P. Marcoux: every campus doing their own thing, every campus is doing something different. JS: the way CA is approaching it is for every campus to be able to do their own thing. What Florida did, everyone had same meta majors.

PM: and everyone grumbled about that.

2020-2023 Strategic Plan – Viviana Unda

Viviana: I am quite new, I am Viviana Unda, Director of Institutional Planning. I am the new Irene Graff. I am here to give a state of how strategic planning is going and how we are moving forward. You have in your agenda packet, a thick document that I am not going through page by page. I encourage you to go through it between now and the next meeting so you can provide any input and feedback. I want to explain how we are organized and the importance of the process. You have probably heard about the Comprehensive Master Plan and Strategic Plan. Strategic plan is how college is moving forward in the next few years. It's going to be a part of annual planning and program review. What you have here is a 2017-2022 Comprehensive Master Plan. That 2017-22 is still in the process, very big plan taking place right now. That plan has inside of it a Strategic Plan 2015-2020. Comprehensive plan is direction driving and strategic plan is operational of Comprehensive plan. Board policy 1200 you can see there are strategic initiatives and objectives.

Now, what I am presenting is the 2020-2023 Strategic Plan. What we have done in June 2019, recently, is separated BP from Strategic Plan. Strategic plan is separate document and BP will have only mission, vision, and values of the college. What President Maloney is trying to do is to organize our planning in 10 year and 5 year cycles.

This is what we are trying to do: removed strategic plan from BP 1200 to create a stand-alone document (in agenda), we are moving to a 10-year cycle on the Comprehensive Master Plan. Moving toward a 5 year Strategic Plan to operationalize the Comprehensive Master Plan. What you are going to find in document is 6 strategic initiatives, each of which have objectives. We need to go through consultation and need approval from Academic Senate. There were

strategic planning meetings with stakeholders throughout campus. This is most updated version, encourage you to look at it. Is this representative of what college should do in next 3 years?

D. McClelland: This will come back next time for a second reading. Can read over it and come back with questions.

A. Ahmadpour: One quick question to understand this process. Who is initiator? How much comes from your office and what comes from President, and what is our role?

VU: Leader of strategic planning is President of college. Yes, you can contribute to this. If there is anything you want to add within each initiative (e.g., provide a different definition for student learning or student success and support, can suggest changes in definition and within each objective). Can suggest a change in objective, or another objective. This should be pretty polished version because has been worked on throughout a year. Pretty much going through everybody so that everyone is on board. Important to have people on board. If people are not on board and this doesn't speak to you, then everyone is doing something different. Needs to reach with all stakeholders in college.

R. Galbavy: There are a lot of objectives here—do you have a systematic process in place to evaluate these objectives?

VU: Will be consulting document with different bodies. Throughout that time, will have performance indicators for each objective. Will be developed by my office and will go through strategic planning committee.

c. AP 4227, Repeatable Courses, 1st Reading – Darcie McClelland

D. McClelland: Table for next meeting on September 17th. Not an urgent AP.

d. Senate Goals: Review 2018-19 Progress, 1st Reading of 2019-2020 goals – Executive Board

D. McClelland: In interest of time, not going to read through packet. Thank you everyone who was a part of Senate last year for their work. We'll move to second to last page: our 2019-2020 goals. Welcome any feedback, anything you want changed. We will approve next meeting and those will be our goals. Didn't make a lot of changes from last year: Ensure full faculty involvement in decision-making related to academic and professional matters. Questions on part A?

A. Ahmadpour commented on getting more creative to make faculty more involved.

DM: It's a tough problem. Ideally all our faculty would be involved. We are working to get the word out and trying to facilitate that. I hear your concern and I agree that we need to get word out. Good segway to letter B: Strengthen faculty involvement in the activities of the Academic Senate. Starting next time, have note cards in case you want to give anonymous comment or question. Will address them by the next meeting. That will encourage more voices to speak up.

AA suggested making every single senator to exchange every two years.

DM: We don't have a mechanism to force people to be on Senate, but we can try to encourage more people to join Senate.

A. Josephides: have we hosted Senate at Flex Day? DM: Something I plan to do something for Spring Flex Day. S. Allen: Great idea! Would you like to be on the panel? (laughter) AJ: I will be able to help you.

DM: Next goal: Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals. P. Marcoux: Make number 3 number 1 or make it letter "D". Since we are going through accreditation, I think it would be good. It's buried as number 3, maybe talk to Jean about it. Kristie, what do you think? K. Daniel-DiGregorio: I would probably separate it into D. DM: Any other Qs? J. Sims: Chancellor's Office is committed to more faculty diversity hiring, that could be added. DM: okay.

M. McMillan: are there any efforts to support OER? DM: yeah. Anything else? Those are all great suggestions. If you think of any other feedback, please feel free email me.

G. INFORMATION ITEMS –DISCUSSION

Senate Orientation

D. McClelland: you will need your handbook. I wanted to start a little icebreaker. Introduce yourself to those around you. Take just a couple of minutes to get to know someone new.

[icebreaker]

DM: If you reference your handbook—if you have any Qs about how AS is organized, please do consult your handbook. It is organized starting with purpose and purview. Second section are subcommittees and agreement with Federation, then third section is really an overview of collegial consultation and how that happens, and what are role it. To familiarize yourself with the handbook, made a little quiz. Make groups of 2-4 and we will answer as many questions as you can. So question 1—which of the following is not included in the 10+1 purview of the academic senate? Go ahead and look that up and I'll take answer in a minute. The correct answer is E! We see 10+1 purview, 11 is a catch all for everything that doesn't fit neatly into other categories. Questions?

Question 2. Where is the 10+1 purview of the academic senate directly spelled out? (Handbook, page 2) Go ahead and look that up and discuss with someone around you (*jeopardy music*) C: Spelled out in Title 5. The way that ed code works: there will be new state laws that pass (AB or SB and then a number), then it goes to ed code, and then it goes to Title 5. Title 5 is where our purview comes in. This was coded into Title 3, and then directly our purview is spelled out in Title 5. Rules to implement ed code which are written by BOT. Questions?

Our purview: governing boards must consult collegially with the AS on academic and professional matters through a process of “rely primarily” or “mutual agreement: with the Academic Senate. This body has purview on academic and professional matters.

A. Ahmadpour asked about the procedure if there is any opposition to Board of Trustees.

DM: If a new policy or procedure and we cannot agree, then existing procedure will take precedence until something new can be agreed on. They cannot force an academic or professional matter on us.

P. Marcoux: you can do it legally, but there is no mechanism in place.

DM: Okay, so question 3. There is some areas where the purview of the Academic Senate and the faculty union (ECCFT) overlap and the two entities work in tandem. True or False? (Handbook, page 3) Answer is True.

A. Josephides asked about MOU between Senate and Federation. DM: The Senate and Federation each have areas of purview which do not overlap. Federation purview: workload, working hours, salary, benefits. There is some overlap, some which we spent time working together last year: faculty evaluations, sabbaticals, flex obligations, and tenure.

AA: What about employment? Because usually need member when hiring.

DM: Working conditions are under their purview, but hiring is not.

KDG: There should always be faculty, but doesn't specify others. DM: Only one spelled out is EEO. Okay, moving on. Full-time senators are elected for a term of what length? Three, that is correct! For election of senators for FT faculty, one

senator for every 12 FT equivalent faculty. Right now we have 48 representing. Full time senators are 3 years and part time senators is 1 year.

AA recommended to advertise more vigorously for part-timers.

DM: We can definitely do that. Some expectations of Senators: attend regularly scheduled meetings, if you cannot attend, send me an email. If you are excessively absent, then your Division can remove you. Please review packet and consult with constituents, or invite them to meeting. Make comments, ask questions. We run meeting based on Robert's Rules of order (at end of handbook). At end of meeting, please share with your constituents. If you would like to have a bigger role in Senate, please consider joining a Senate subcommittee. We have several subcommittees, each of our VPs chairs a different subcommittee. If you are interested let me know and I will find you a place.

AA: as a way to get everyone involved, what is possibility of voting every other time? So that we know that when we come here, we are going to vote so we can review documents. DM: would be very difficult because some items are time sensitive. If someone brings me something and says we need it passed this month, we need to put in on agenda asap. 90% of items I get are time sensitive, but I can do my best to standardize.

Question 5: BP and Administrative Procedures that fall into the Senate purview may occur in which of the following series? (Handbook, page 40) The answer is any of the above. The majority will be in 4000 series but we have seen Aps and BPs in any of these. Generally speaking, the consultation process originate in ed policies committee. Will get a draft from whoever wrote it (sometimes from faculty, deans, team of people) and work with Dr. Shankweiler's office to do some fine tuning and that it makes sense, reads well. Then, comes to AS where we do 2 readings with a vote. Sometimes we have suggestions for improvement. Then, go to Council of Deans for approval. If they make substantive changes, it comes back here. If not, moves along. If board policy, board of trustees gets a vote. If AP, just an information item.

Last question for the day: Making Decisions at ECC: All of the above, yes!

H. FUTURE AGENDA ITEMS

Enrollment Management Report Update

- a. AP 5070, Attendance
- b. AB 705 Guided and Self Placement Process
- c. Campus Construction Update

I. PUBLIC COMMENT

A. Brochet: EOPS is celebrating 50 years tomorrow. We will be celebrating on Library Lawn tomorrow from 12:00-2:00. Join us for fun and send your students as well.

P. Marcoux: On Thursday, offering help with Google products. To register, go through Cornerstone. Open lab setting. Last lab we did was new gradebook. Open to all faculty.

R. Diaz: Student Support Expo taking place on Tuesday, September 10th from 11:30-2:00pm in East Dining Room. Please share with your students!

J. ADJOURN

The meeting adjourned at 2:00 pm

RD/ECC Fall 2019