

## ACADEMIC SENATE MINUTES

October 21, 2014

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 Co-Presidents Jeffries and Striepe called the Academic Senate meeting to order on October 21, 2014 at 12:39 p.m.

### **2. APPROVAL OF MINUTES**

See pgs. 6-11 of packet for minutes of the October 7 meeting. There were minor grammatical changes to the minutes supplied by Co-President Chris Jeffries.

### **3. OFFICER REPORTS**

#### **A. Co-Presidents – Chris Jeffries (CJ) and Claudia Striepe (CS) (pgs. 13 - 21)**

CS: We are highlighting the “Did You Know?” series for a refresher on what the Academic Senate does. Thanks to the entire campus for accreditation and the Great California Shakeout.

CJ: Retroactive checks for Step 16 and above will come in November. We’ll keep you posted (see pg. 13). One thousand dollar stipends will come this week. College council (see minutes in packet) is updating policies. The Council of Deans’ notes (pg. 17) include the new faculty evaluation forms, which have some changes regarding SLO and SAO reflections. Non-instructional faculty will evaluate SAO’s too. Ken Key from our union is available for clarification, as are the co presidents. In the Student Success Advisory Committee notes (pg. 20), note that the plan was submitted to the Chancellor with all signatures. Now we will implement plans. An additional 1.3 million makes a total of 2.27 million to spend. Early Alert, and datatel offers will be looked at Tuesday. We’ll have focus groups with students on the portal. Online orientation is available for students too.

CS: Chief Trevis spoke at last night’s Board Meeting. We can officially announce Dr. Arce’s retirement. We have time to throw a farewell party. Margaret Quinones spoke about PUENTE analysis and evaluation. She claimed no PUENTE leadership has yet been consulted. Dr. Fallo said the analysis will be based on data. Dr. Quinones asked for a review of the financial aid appeals process, and feels that it’s punitive to PUENTE students. Dr. Anaya of community development spoke about small programs, including a small business development center, partnerships with Space X, etc. The Cal Network for manufacturing innovation tries to keep manufacturing in California.

K. McLaughlin: At A Journalism of Community Colleges Journalism Event event, ECC had seven students and they did well on three platforms, and got general excellence on a range of standards. Jessica Martinez (present) won a lot of awards. We are proud of her.

CS: Compton’s debate team took second place recently at a competition. “Did you know?” series: senate presidents don’t vote, but just present items. Also board policies are arranged in series. The 4000 series (academic affairs) is what we mostly address, but sometimes touch on others if they fall into 10+1 purview.

#### **B. VP – Compton Education Center – Paul Flor**

E. Pratt: P. Flor (Compton) was going to talk about a proposed high school on campus with about 120 students from CUSD doing early college. CUD presented at the last Compton senate meeting. The senate is in full support of this idea. CS: Paul Flor will report on the accreditation team visit too, at our next senate meeting.

#### **C. Chair – Curriculum – Mark Lipe (pgs. 22 - 31)**

M. Lipe: the CCC minutes are available from the September 23 meeting. Quajuana Chapman, our curriculum advisor is here today. Alison Carr from humanities is interested in becoming the new chair next fall. We voted on the 14th. Q. Chapman: It's unanimous. We have a chair. M. Lipe: CCC typically votes in a new chair elect by the 13th week of spring term. We're excited to have Allison step up. Two years ago she attended the curriculum institute in San Francisco.

#### **D. VP – Educational Policies – Chris Jeffries**

We met last week and discussed BP AP5500 (student conduct). There have been changes from policy to procedure including sexual misconduct. We also looked at AP5520 (due process). We're looking at all of them together. The meeting will be next week. We hope to get it to you by the beginning of spring semester.

#### **E. VP – Faculty Development – Kristie Daniel –DiGregorio (pgs. 32 -36)**

K. Daniel-DiGregorio: We are busy promoting excellence and innovation, and discussing strategies for promoting excellence in book club. Adjunct nominations have been alerted. Our selection will be announced before the Dec. 4 Senate meeting. We're following up on flex day. Faculty are reminded of goals. Please reflect before Nov. 24 for 'Great Ideas'. We want to share more 'Great Ideas'. In December we'll host the "Getting the Job" workshop, with interviews in spring, and transitions from part-time to full time, these themes, etc. FDC (classroom strategies) will be considered toward the end of semester. Lots of things are happening.

#### **F. VP – Finance – Lance Widman (pgs. 37 - 39)**

PBC Minutes from 10/7 are on pg. 37-39: Accreditation Team Visit: This is a very thorough discussion of the linkage between planning and budgeting, stressing the "bottom/up" review process starting with the Divisions, to the VPs for prioritization, then to the PBC for review, and finally a recommendation to the President. The team visit shows how it works. I'm proud of this process. Arvif Spore, now at Citrus Community College, was instrumental in putting this together. Now Irene Graff is carrying this flag. She's done a superb job carrying the effort forward as part of shared governance.

#### **G. VP – Academic Technology – Pete Marcoux (pgs. 40 -41)**

CS. Pete Marcoux wanted to advertise the next meeting and agenda. All are welcome to attend the meeting you may want to come to talk about laptops. Pete invited a speaker to our next meeting from 20 Million Minds.

#### **H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO's Update – Karen Whitney (pgs. 42 - 45)**

On pages 42 and 43 you have the approved minutes from the ALC meeting. We've been talking about outreach for adjunct faculty to clarify the process for them. It can be difficult to communicate to them because they are not here full time. We'll include a packet proposing different elements of assessment process to them. More information will be forthcoming. Here is a sampling of assessment of SLO's. I get a lot of comments about small classes, or multi-section assessments. Irene put together a team to discuss how to sample different sized assessment samples (see handout). Please note the difference between census and sample. Minimum sample size is 10 students or ten % of population, whichever is greater. Here are websites that can do random sampling for you. I think it will be very helpful to point faculty in this direction.

#### **4. SPECIAL COMMITTEE REPORTS**

##### **A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Francisco Arce and Jeanie Nishime**

Dr. Arce: Dr. Nishime is leaving for a two-week vacation after a successful accreditation visit. I'm passing out campus safety announcements about what to do during a crises situation. It's a small step. We're having to improve campus safety across the board just to raise awareness to a dangerous situation as a result of threatening students. There has been a lot of discussion regarding how the police might improve their response, how administrators might improve response time, and how staff members should react in emergencies. There is need for much more training and awareness. In an emergency, call 911 from a cell phone or landline, or call the 3100 number from cell phones. Either way campus police will know immediately. There are emergency phones on blue towers. The Nixel emergency alert system is detailed on the handout, with instructions to load it on cell phones. Follow directions exactly or you'll get all of Torrance. There's a lot more discussion we need to have. J. Schaeffer: were The AIMS team is meeting tomorrow. Dr. Arce. A meeting with the senate in the future would be valuable. We need to become more aware and have a plan. J. Ng: Why should we dial the longer number on cell phones? J. Troesh. It's faster to go to 911. Dr. Arce: The police department is very quick. We're raising the bar on discussion, information dissemination and technology, what kind should we use, a telephone a centralized PA system, etc. That's the discussion in general. I'm happy to try to answer questions.

K. McLaughlin: On October 16, at 9:00 we noticed a suspicious character asleep in the humanities building. He came in to the newsroom. The students didn't know him. Stephanie called the police and I followed him around the building. He was disheveled. He looked like a zombie and stood around for 5 or 7 minutes. I took pictures. There are cellular black holes on campus. The guy walked into the library. He walked around looking at bags and laptops. I photographed him. He was typing on a student laptop. I felt comfortable, but the police didn't show up as of 9:35. They still didn't come up. Dr. Arce: bring it to attention of chief. K. McLaughlin: I plan too. Dr. Arce: I wouldn't have followed him. I would have called 911. I would not put myself in danger. S. Frith: 3100 should get a response. I told the dispatcher of concern. I would think that would be enough. Should I follow up? Dr. Arce: I'm talking about myself. I do a danger assessment. I call 911. We should call the chief. K. McLaughlin: We should call 911, not campus police. Dr. Arce: Do what's expedient. C. Wells. Is this a regional system? Or individual only? Dr. Arce: We're obtaining information on how other colleges contain crises. We use their information regarding training staff. The colleges have been trying as there is urgency with national incidences to move faster. This recent incident has triggered a higher response method. We have a need to improve. C. Wells: We have to reinvent something. A. Ahmadpour: We've asked for a telephone connected to police departments. It's not difficult to prevent issues. The campus is not sensitive to teachers; our problems are ignored until the problem is severe. We discussed it in the Union meeting yesterday. We wish to bring it to the general assembly. The lack of precise procedure should be revisited (and educating

the campus before events). I heard this guy was a veteran, and disturbed, with a history. I don't promote militarizing campuses instead of prevention. The presence of police is too strong, as is strong surveillance. CJ: Police come to the student services center really quickly. Was there evidence of ammunition? Guns? The capacity to carry out threats? Dr. Arce: I can't discuss this. I want to get back to Ali. These are good suggestions. We have a student discipline policy that is elaborate. It discusses many situations. Students have due process rights. We have to follow them unless you deem that the behavior is an emergency. A dean from the sister campus had an incident. A student kicked a dean. We should not typecast veterans. I taught after the Vietnam War. Most were excellent students. We have a veteran's center in Bill Mulrooney's department. They have counseling available. We have to assess danger. For example, I met with my staff, and asked them, "What will do in an emergency? How will you notify each other?" They have a code word. We have to develop ways to inform each other and act quickly. This is an open campus. We can't control who walks on or comes to class. Be vigilant, aware, sensitive, and don't deal with a psychotic episode yourself. A. Ahmadpour: I didn't mean to typecast veterans, but there are cases. In another incident, two people were coming selling books. I reported this to the police. Who are they? CJ: This is important but we must move on. The AIMS team is coming. Dr. Arce: When a process breaks down, we need to know about it. CS: Will everyone get a handout? Dr. Arce: We'll put it on the back of the next alert. We have a weblink to the American Psychological Association. It's informative. CJ: J. Schaeffer's brown bags are good place for this discussion. S. Herschenhorn (ESL): I understand that we can't know if Lemus had his residence visited. Did he own weapons? Dr. Arce: I'm not in a position to answer this. S. Herschenhorn: There were different photos that came out: one of a young man, and then an older one in the Daily Breeze. Has anyone been interviewed? S. Herschenhorn: How many cadets do we have? I've seen police cars. How many officers do we have? Has their role changed? Dr. Arce: I'm not in a position to discuss it. S. Herschenhorn: I have more comments. I went to the shooters training. I learned to block the door. I practiced with students. CJ: We've had a video with recommendations. We could put it on the website. T. Muckey: Next time maybe we can get a follow up? Dr. Arce: I'll ask the chief. S. Frith: Much of this is in The Union You can follow them on twitter. Jessica live tweeted from the hearing. She had that information before the Daily Breeze. See [eccunion.com](http://eccunion.com), or follow the twitter feed.

## 5. UNFINISHED BUSINESS

- A. AP/BP 4040 – Library Services – Alice Grigsby This AP/BP describes and updates library policies and processes. This contains the strike-out version of the policy, and the procedure is new. This is the second reading (pgs. 46 - 48 ).**

CJ: The policy is shown in a format showing strike-outs. The procedures are all new. CS: We have a suggestion form Pete Marcoux showing procedure to amend (read blue text.) CJ: The added policy is in bold and complies with The Reader Privacy Act, to maintain library services. C. Wells: What is the Reader Privacy Act? A, Grigsby: It's a law recommended by the Ed Policy Committee. It's a California Law. C. Wells: Can we get a reference? A. Grigsby: Yes. CJ: Any questions on policy? Procedure? Any comments, anyone? This is a second reading. CJ: Asked for a motion. C. Wells: So moved as amended. M. Ichinaga seconded. There were no abstentions or nays. Please see Oct. 21 attendance roster for ayes.

## 6. NEW BUSINESS

- A. BP/AP 4050 – Articulation – Chris Jeffries. This BP/AP describes and updates the articulation process. This is the first reading (pgs. 49 -51).**

CJ: This is a first reading, articulation. Lori Suekawa is on the Ed Policies Committee. It's gone to Dean's

council. The BP is on pg. 49. You can see additions there. The Deans wanted alignment with wording. The last paragraph shows new inclusions, out of state agreements, etc., especially those with historically black universities. Those are the main changes. C. Wells: Are these aligned with CID? CJ: It's part of statewide area, paragraph 1 in procedures. Any comments? Suggestions?

**B. College Consultation Groups - Jeffries and Striepe. As recommended in *Making Decisions at El Camino College*, all collegial consultation committees should conduct orientations, planning, and review on an annual basis. This document notes guidelines intended to assist in this process. This is informational only (pgs. 52-53).**

CJ: This came from college council, from the "Making Decisions" document. This reminds the consultation committees of their roles: providing orientations, purpose, statement, goals, effectiveness, etc. Consultation committees were listed for the benefit of Senate (see pg. 52 in packet.) This is information only, no vote necessary.

**C. AP 3050 - Institutional Code of Ethics – Chris Jeffries. This procedure is new and is being reviewed for information only. This is part of the consultation process and no vote is required (pgs. 54-57).**

CJ: Another information item, AP3040 (pg. 54,) The Institutional Code of Ethics from College Council. The faculty board and staff thrive toward integrity and respect for others. If you have comments, College Council meets once a week. We'll bring it back for you. L. Widman: I don't see any teeth in here. I basically says, "Education is Good." It's like the boy scout code. Where does this go if someone violates it? C. Wells: The union should look at this too. L. Widman: Without any teeth it's a feel good statement. Dr. Arce. We follow due process under labor agreements. Were there an act of violation of district policy or federal law, we would follow up on that. We have instruments for implementing it. M. Lipe: I'm new to senate. What's the difference between an administrative procedure and a board policy? CJ: A board policy has an administrative procedure that goes with it. But administrative procedures are operational and don't have to be approved by board of trustees. Maybe this is a feel good procedure. Dr. Arce: It's probably required by the CCLC. CJ: It's in purview of 10 + 1, even if we don't vote on it. C. Wells. Area C is having a meeting. Do we have a representative? CJ. I'm going to the plenary. C. Wells will attend with C. Jeffries. CJ: October 29 is deadline is for signing up. We are sorry we overlooked it.

## **7. INFORMATION ITEMS –DISCUSSION**

### **A. Research conducted at El Camino College – Irene Graff (pg. 58).**

I. Graff: thank you Lance for your earlier comments. This was a huge team effort. In your packet you'll see a notice to go out to all employees regarding external research. Unaffiliated research, i.e. doctoral studies must comply with federal law. What about independent study? If it is not going to be published, it's outside the scope of the review board. Please follow the spirit to avoid harm and bias. Regarding volunteer sponsors, honor the protection of human subjects. A growing number of people want to follow community colleges. The PI's (primary investigators) need assistance on campus. IRP can't handle all of them. Who would serve as a volunteer sponsor? There is potential for flex credit for sponsorship. What should sponsorship look like? Teresa Palos and I facilitate contact with research subjects, or assisting with campus processes, relating unexpected events or questions to IRP. Sponsorship will not require your monitoring or supervision of research, only advisement on research protocol. You will not need a doctorate conferred to advise a doctoral candidate. M. Ichinaga: Will they be vetted? I. Graff: We want them to have a sponsor before they have approval. M. Ichinaga: Regarding potential liaisons with students. What are the ethics of this? Will students be asked if they want to volunteer? Will they be paid? I. Graff:

The faculty can always refuse.

## **8. FUTURE AGENDA ITEMS**

**A. A representative from 20 Million Minds will be presenting at the Nov 4th Academic Senate meeting.**

**B. Articulation and CIDs – Lori Suekawa**

**C. Active Enrollment Reports – Espe Nieto**

## **9. PUBLIC COMMENT**

### **10. ADJOURN**

The meeting adjourned at 1: 59  
SD/ECCFall14