

## ESL Department Meeting on May 26, 2020 – Held Online Via Zoom

### In Attendance:

Atoofi, Saeid

Kline, Matt

Simon, Jenny

Carr, Allison

Kushigemachi, Scott

Uyemura, Evelyn

Dellapasqua, Laila

Loya, Rebecca

Geraghty, Elise

Mochidome, Debbie

### Positive Attendance Survey

- Scott thanked everyone for completing the Positive Attendance Survey. Those who reported that their classes are being held asynchronously need to nothing further. Those who reported that their classes are being held synchronously will receive information on how to submit positive attendance information.

### Chelsea Curriculum Update

- Chelsea is gathering information on the units and hours of ESL classes being offered through other ESL programs in the area. This information will be used in future discussions on how our ESL program can, if possible, be adjusted to meet the Chancellor's requirements.

### Bookstore

- The Bookstore will be sending out information regarding selling back books, returning rental books, using Redshelf digital textbooks, etc.
- Rebecca received the email and noted that her ESL 53B summer textbook *Writers at Work with Readings* will be offered electronically through Redshelf at a discounted price.

### Non-Credit Updates

#### Non-Credit Summer Offerings

- Matt reported that interest in non-credit classes has increased. He believes that this may be from the recent advertisement ad that was sent out to the community recently, or that local ESL students may find the online class format attractive as there are not set times.

This summer, there will be an ESL for Childcare and an ESL for Computers class offered.

### **ESL for Healthcare**

- In the fall, an ESL for Healthcare will be offered.

### **Non-Credit ESL Hiring**

- The Division will be hiring for the Non-Credit ESL instructional pool since the Non-Credit classes appear to be gaining momentum.

### **Non-Credit and Pathways**

- Jenny noted that non-credit classes can't be included in Pathways Program Mapper.

### **SLO Update**

- Reminder: No ESL SLOs assessed this semester.
- It was confirmed that the five SLOs for ESL 52B will continue to be assessed in two parts: SLOs 1 – 4 one semester, and SLO 5 the next semester. The reason for this is that the first four SLOs can be assessed by multiple-choice-type tests, but SLO 5 is a written assessment. .

### **Remote Placement Testing**

- Jelena has been assessing and placing overseas students. They sign up using the program *Formstack*. They have been successful with this; however, the process is time-consuming and there have been occasional technical issues.
- Saeid asked about assessment for non-credit students. Scott said that for now, students are self-placing or being advised by Jelena.

### **Unicheck**

- *Turnitin* will soon be replaced by *Unicheck*, a cheaper alternative. Kevin Degnan has found the new program to be more affordable and able to produce the same outcome as *Turnitin*. There will hopefully be a six-month overlapping period to transition between the two, at the least.

### **Updates to Welcome Packet**

- Scott explained that the welcome packets for summer and fall will contain new information pertaining to the Covid situation. Most instructors who are teaching asynchronously will maintain attendance by checking certain required interactions on Canvas, such as completing assignments in time, watching a video by a certain date, etc. In addition, there will be a link to students support services. The new policies can be found at the end of the minutes.

### **Pathways Summer Project**

- Jenny announced that there will be an upcoming opportunity for faculty to participate in summer project. The project would include working on ideal modules and sharing best practices for creating modules in Canvas. A stipend will be available.

### **Projected Growth**

- Elise asked about the overall enrollment situation and whether or not the rise in enrollment will allow for programs to add additional sections. Scott replied that the Division has not heard anything on expanding programs nor has it been given permission to add additional sections for Fall.

### **SPOCK**

- A few faculty members who are taking SPOCK commented that it is time-consuming and the required assignments are checked extremely carefully. There was also feedback on the assigned readings and on whether what faculty have produced already in Canvas could already satisfy what is being covered in SPOCK.

### **Pass/No-Pass Grading**

- Saeid asked about the pass/no-pass option that students were given this semester. Elise said that if students didn't request their grade be changed to pass/no-pass by May 15<sup>th</sup>, it is too late. Scott said that instructors won't be able to see this grade preference until grades are submitted at the end of the semester.

### **Working on Campus**

- Elise asked if the Division's office staff has been able to return to the office or if they are still working remotely. She also asked if faculty could go to their offices on occasion to pick up things. Scott said that the office staff has and will continue to work from home. Visiting campus is not allowed unless the ECC Police and the Dean is informed.

# College and Division Policies

## Attendance Policy Guidelines

For instructors teaching online, your attendance policy (and correlating grading practices) should align with Administrative Procedure 5070, which is currently undergoing consultation and approval with the following language:

- **No show reports:** *For distance education classes, students who do not engage in the first required interaction of the academic term by the instructor's deadline or within the first 5 days of the term if no other deadline is provided may be dropped from the roster and their places given to waiting list students. A required interaction in a distance education course is any non-optional activity (e.g. discussion forum post, assignment submission, quiz, etc.) administered through the Learning Management System (LMS). If illness or emergency prevents a student from attending the first class session or completing the first required interaction, the student must contact the instructor.*
- **Withdrawal by instructor:** *Likewise for distance education classes, instructors may withdraw students who do not continue to complete required regular substantive interactions by the assigned due dates specified in the syllabus. Substantive interactions include (but are not limited to) submission of an academic assignment, submission of an exam, participation in tutorials or computer-assisted instruction, and discussion forum or study group participation. Students cannot be dropped for lack of consecutive log-ins alone. Instructors must clearly state their attendance and withdrawal policies in the syllabus (which must be visibly posted on the course site), and instructors must document the student's work up until the point of withdrawing the student.*

Instructors have latitude, but they have to identify the required interactions in their syllabus. We also recommend specifying a specific number of required interactions that a student may miss before being dropped. You may instead use exceeding 10% of required interactions as grounds for withdrawal (mirroring the face-to-face policy). However, this would need to be explained very clearly so that it does not create confusion or grounds for appeal when a student makes this calculation. If your class includes required synchronous videoconferencing (in Zoom, etc.), those sessions can be included among the required interactions. Please see the COVID-19 statement in the Syllabus Template for related additional suggestions.

## Academic Dishonesty/Plagiarism Policy Statement

Please note that the process for using Turnitin.com has changed in recent semesters. The Professional Development and Learning website explains the process here: <http://www.elcamino.edu/about/depts/prodev/resources/ft/5technology.aspx#f>

For your reference, Administrative Procedure 5500 describes Academic Dishonesty: <http://www.elcamino.edu/administration/board/boarddocs/AP%205500%20Standards%20of%20Student%20Conduct.pdf>

Procedure 5520 dictates appropriate consequences for Academic Dishonesty:  
<http://www.elcamino.edu/administration/board/boarddocs/AP%205520%20Student%20Discipline%20%20Due%20Process%20Procedures.pdf>

Please ensure your policy is consistent with these procedures. There are some important limitations to the consequences for Academic Dishonesty/Plagiarism:

- An F *may be assigned to actual academic work only* (not to attendance or behavior), and only the plagiarized/dishonest work may receive the F (or no credit).
- A student cannot be given a fail for the course because of academic dishonesty unless a failing grade on the assignment in question has the mathematical consequence of a fail in the course.

### **Standards of Conduct Policy**

The ECC Standards of Student Conduct (Board Policy 5500) can be read here:  
<http://www.elcamino.edu/administration/board/2019-policies/BP%205500%20Standards%20of%20Student%20Conduct.pdf>

You might include this link on your syllabus so that students have direct access. Please note that academic dishonesty is on the list but has its own set of consequences. You should not tolerate any disruptive or disrespectful behavior, but you also must follow the procedures for the consequences attached to such behaviors. Those procedures are described here:

<http://www.elcamino.edu/administration/board/boarddocs/AP%205520%20Student%20Discipline%20%20Due%20Process%20Procedures.pdf>

There are some important limitations to the consequences for violation of the Standards of Student Conduct:

- In general, instructors should not impose academic penalties as a response to disciplinary issues. In other words, an instructor should not penalize a student for breaking classroom or college rules by reducing an exam grade or the course grade. The college has a separate process for dealing with student misconduct. The course grade instructors issue should be a reflection of academic performance and scholastic achievement, primarily.

An instructor may suspend a student for the day of a disciplinary incident and one additional day, as long as this is communicated to the student in person (on the spot) or through a letter. The incident must also be reported in Maxient (see below) immediately. Please ask if you have any questions.

### **Maxient**

The Maxient incident reporting form is available here:  
[https://cm.maxient.com/reportingform.php?ElCaminoCollege&layout\\_id=5](https://cm.maxient.com/reportingform.php?ElCaminoCollege&layout_id=5)

This is the form used for the purposes listed below. Please copy the Division Office, and please do not hesitate to ask us if you are not sure whether to report something. Be as detailed as possible in your report.

- **Violation of Student Conduct:** El Camino College's student conduct process, in accordance with ECC Board Policy 5500 and Administrative Procedure 5520, requires a written report to the Director of Student Development. This form is provided for students, faculty, staff or other appropriate individuals to report incidents where a student is alleged to have committed violations of the El Camino College Standards of Student Conduct.
- **AIMS Team Referral:** The Assessment, Intervention and Management for Safety Team (AIMS) requests that this form be used when a student exhibits behaviors that are of concern such as the use of threatening language or gestures, physical aggression, destruction of property, or indicative of serious emotional instability. Many behavioral issues overlap with violations of student conduct.
- **Title IX Referral:** Report any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, sexual exploitation or stalking.
- **Title V Referral:** Report any unlawful discrimination or harassment, including, but not limited to, unfair or differential treatment based on race, gender, sexual orientation, national origin, religion, disability, or age.

## **Mandatory Reporting**

Current syllabus templates describe the mandatory reporting related to Child Abuse / Gender-Based or Sexual Misconduct:

- "You should know that if you reveal child abuse, child neglect, or gender-based or sexual misconduct (including harassment, sexual assault, stalking, or intimate partner violence) to any instructor, we are required by law to report the problem to the Office of Staff and Student Diversity. However, psychologists are not required to report your incident. To speak confidentially with a psychologist, contact the Student Health Center for an appointment: 310.660.3643. For more information, visit <http://www.elcamino.edu/about/depts/diversity/misconduct.aspx>."

## **Breaks**

If your course meets for 2-2.5 hours, please provide your students (and yourself!) a 10-minute break. If it meets for more than 3 hours, you should have 2 10-minute breaks! More than 4 hours? That equals 3 10-minute breaks! (Obviously you can divvy up the time as you please.)

## **Classrooms / Labs**

The vast majority of faculty are already very considerate about these things, but as a courtesy to the Division Office staff, who often have to follow-up, please double-check that you:

- Lock your classrooms when you leave.
- Log off of the instructor computers when class is done and turn off projectors.
- Ask students to log off of lab computers.
- Turn off instructor and student computers if it's the end of the week.

## **Special Resource Center (SRC)**

There is a good chance you will have students in your class who are registered with the SRC. It is important that you make the accommodations described in their SRC paperwork. If you have questions, you can begin by consulting with the SRC student guidebook, available below. You can also contact your dean or associate dean, or reach out to the SRC directly.

<http://www.elcamino.edu/academics/src/docs/ecc-src-handbook.pdf>