



ACADEMIC SENATE MEETING 9-3-2024

REMINDERS

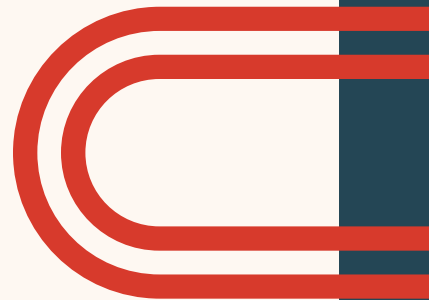
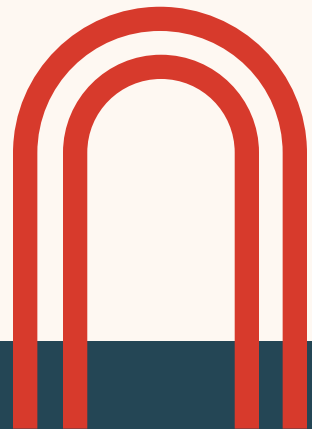
- Comments and questions not directly related to current agenda item will not be acknowledged until public comment. Additionally, comments and questions on agenda items should contribute to the discussion in a meaningful way. Public comments will be limited to one 3-minute comment per person per meeting.
- The Academic Senate fully respects the time of all our senators and other meeting participants. With this in mind, and because of the many items within senate purview that must be addressed each semester, we ask that discussions in senate meetings, even during the public comment period, be limited to topics within or related to the 10+1 purview of the Academic Senate. If your comment is completely unrelated to senate purview (e.g., topics such as salaries/wages, and benefits), you will be kindly asked to hold your comment and advised as to a more appropriate venue to have the conversation.



FROM: 6-4-24

[BoardDocs](#)

APPROVAL OF MINUTES

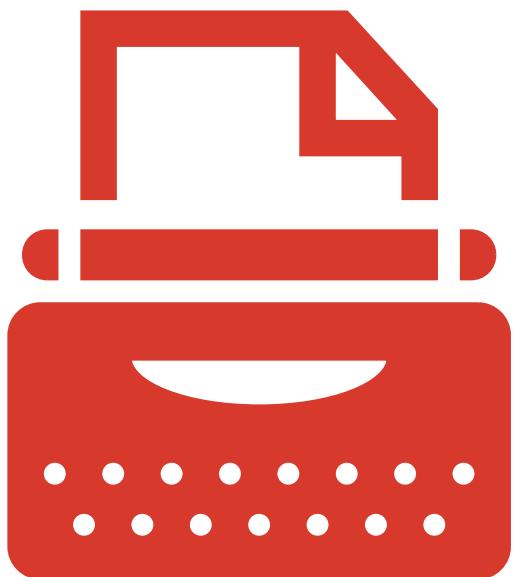


WELCOME DEAN'S REPRESENTATIVE

KRISTINA MARTINEZ

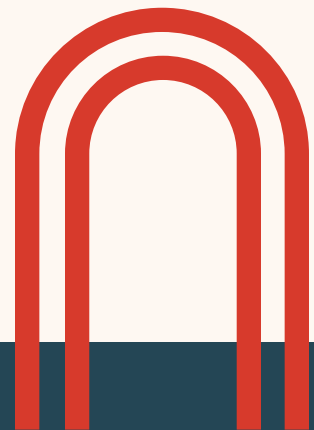
ASSOCIATE DEAN
COUNSELING & STUDENT SUCCESS



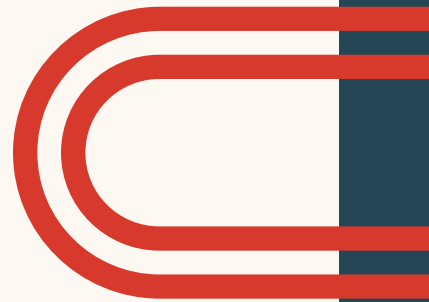


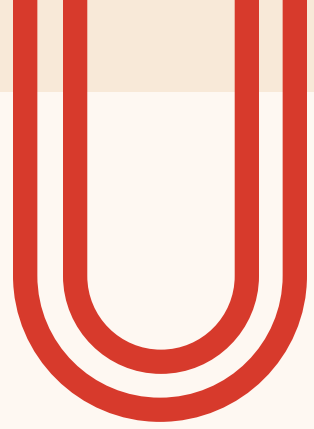
WELCOME UNION STUDENT REPORTER

Jaylen Morgan
Pronouns: he/him
My major is journalism



UNFINISHED BUSINESS





ACCJC

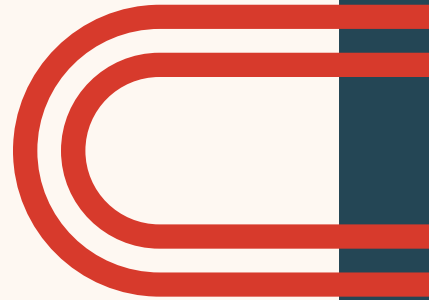
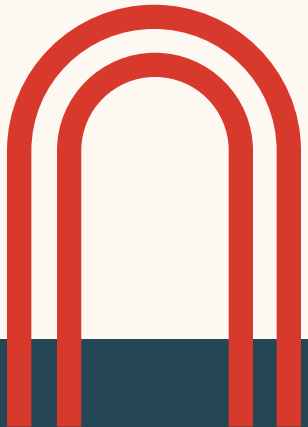
PRESENTER: VP LOPEZ

- [Midterm Report](#)





NEW BUSINESS



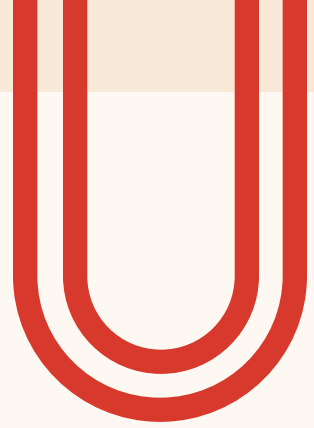


AI SYLLABUS STATEMENT

PRESENTER: ANNA BROCHET

- [First Read](#)



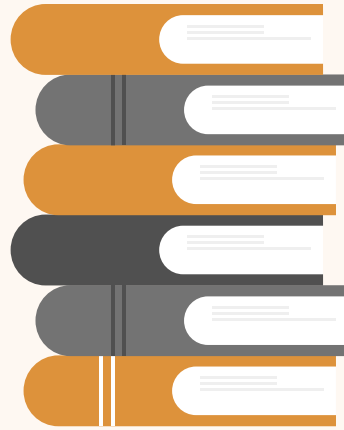


CURRICULUM BYLAWS

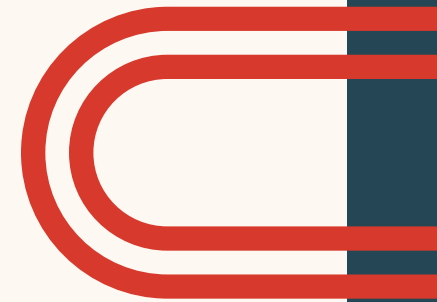
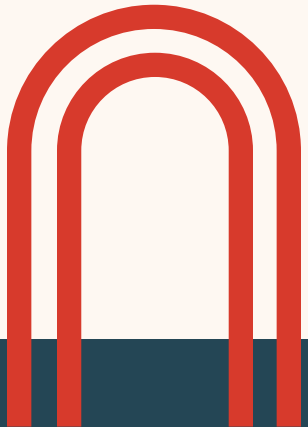
PRESENTER: EDWIN AMBROSIO

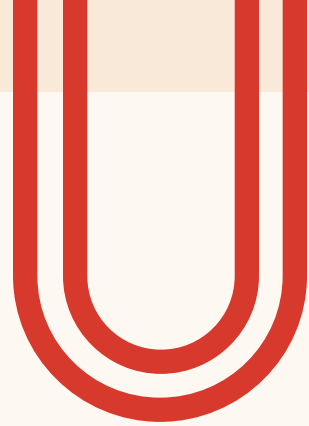
- [CCC Bylaws](#)





INFORMATION ITEMS





BEST PRACTICES: VIDEO CONFERENCING AND GENERATIVE AI ADD-INS

PRESENTER: STEPHANIE BURNHAM

- [Best Practices](#)



THE ACADEMIC TECHNOLOGY COMMITTEE

Best Practices for Video Conferencing And Generative AI Add-Ins

The following is to provide information about generative AI add-ins for video conferencing. Given the fast-paced advancements of generative AI assistants and large-language models, it's crucial to stay informed about the latest developments.



What are
generative AI
add-ins?

Generative AI add-ins are third-party applications that can be integrated into a user's email, calendar, Teams Sites, and Zoom account (examples include: Fireflies.ai, Sembly AI, etc.).

- **Integration:** They can automatically join meetings (even if the user is not present), record and transcribe the ongoing discussions, then save it to a separate cloud-based server.
- **Functionality:** These add-ins often fail to notify participants that the meeting is being recorded and do not allow control over how the information is stored.



Why is this a
concern?

- **FERPA:** These add-ins may not only harvest data by recording these conversations, but they may violate FERPA by capturing students' information when they are participants or when faculty share information about students during meetings.
- **Confidentiality:** AI assistants may pick up other sensitive information, which could compromise confidentiality.



Best
Practices

- **Settings:** When using these add-ins, review your settings carefully and be aware of the permissions you allow for your work-related accounts.
- **Use:** Participants wanting to use any of these add-ins (other than those approved for accommodations) need to get prior consent from participants whenever a meeting is being recorded.
- **Security:** When hosting a meeting with confidential or sensitive topics, it is best to enable the password feature and set up a waiting room to screen participants. If an unknown participant (particularly one with an identifier such as 'ai' in their name) joins the meeting, the host should ask them to identify themselves and remove them if they don't.

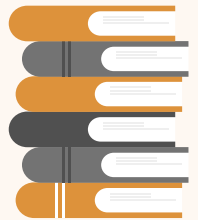
If you have any questions, feel free to reach out to ITS:
helpdesk@elcamino.edu.



CALENDAR UPDATE

PRESENTER: ANNA BROCHET

- [Calendar 2025-2026](#)
- Calendar 2026-2027
- Calendar 2027-2028





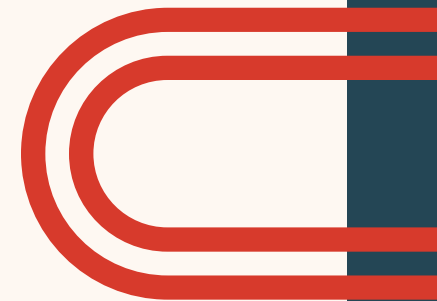
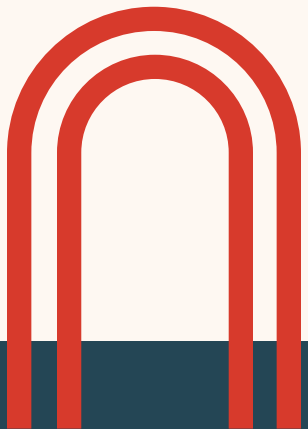
BUDGET UPDATE

PRESENTER: JOSHTROESH





OFFICER ANNOUNCEMENTS



CURRICULUM ANNOUNCEMENTS



EDWIN AMBROSIO

Please see the packet for the full report.

DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY ANNOUNCEMENTS



ERICA BRENES

Please see the packet for the full report.

EDUCATIONAL POLICIES ANNOUNCEMENTS



DARCIE MCCLELLAND

Please see the packet for the full report.

FACULTY DEVELOPMENT



ANNA BROCHET
AND
CAMILA JENKIN

Please see the packet for the full report.

FINANCE ANNOUNCEMENTS



JOSH TROESH

Please see the packet for the full report.

ACADEMIC TECHNOLOGY ANNOUNCEMENTS



STEPHANIE BURNHAM

We are always looking for committee members!

The ATC:

- focuses attention on how technology affects teaching and learning;
- researches and recommends emerging technologies, processes, and tools to be integrated into educational practices;
- provides a forum for faculty, staff, and students to communicate their academic technology needs, give feedback on current technologies, and communicate those needs to the campus community.

We also plan the Educational Technology Conference, this year in conjunction with the FDC for Spring PD Day!

- Meetings are held the **third Friday of the month** via **Zoom** from **9:00 am-10.00 am**.

If you are interested in joining us, email the co-chairs:

Stephanie Burnham: sburnham@elcamino.edu

Dr. Marlow lemons: mlemons@elcamino.edu

Please see the packet for the full report.

INSTITUTIONAL EFFECTIVENESS ANNOUNCEMENTS



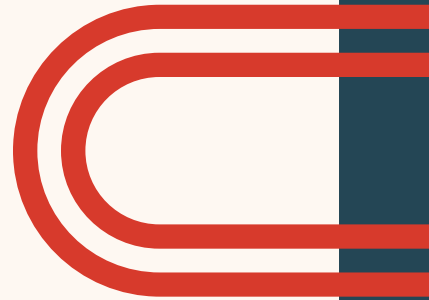
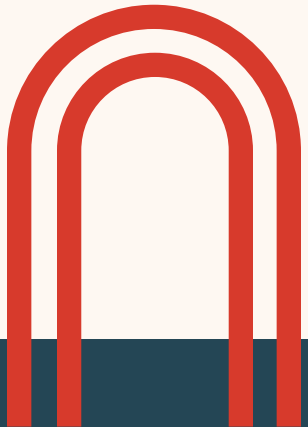
KEVIN DEGNAN

- SLO results and analysis from Spring 2024 are due to be entered into Nuventive by Friday, 13 September.
- **Workshops** on how to enter results and analysis AND on how to set up Canvas Outcomes are going to be **offered on 12 and 26 September at 1:15pm via Zoom.**
 - Sign up in Cornerstone for equity FLEX!
- We are encouraging ALL courses to use Canvas Outcomes to collect SLO data for Fall 2024 and forward. We are moving toward adopting this data collection method across all areas of campus.

Please see the packet for the full report.



SPECIAL COMMITTEES



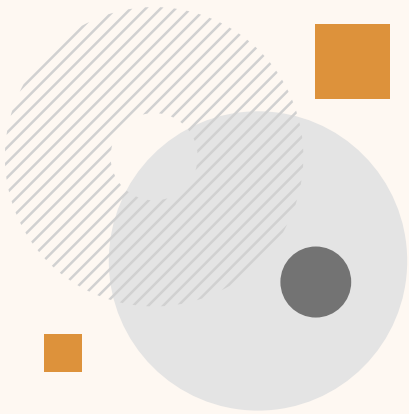
ACADEMIC AFFAIRS



CARLOS LOPEZ
VP OF ACADEMIC AFFAIRS

Please see the packet for the full report.

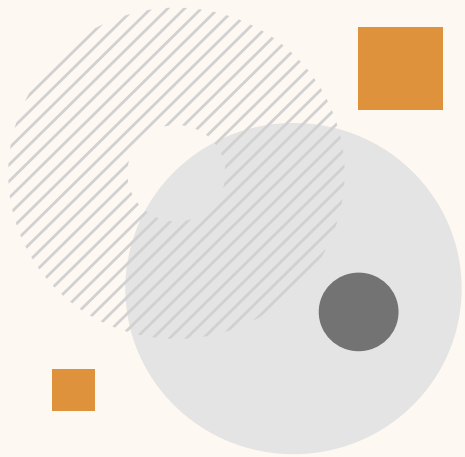
STUDENT SERVICES



JEFFREY STEPHENSON
VP OF STUDENT SERVICES

Please see the packet for the full report.

GUIDED PATHWAYS



POLLY PARKS
AND
CHRIS PAGE

Please see the packet for the full report.

REMINDERS

- Public comments will be limited to one 3-minute comment per person per meeting.
- Public comment limited to topics within/related to the 10+1 purview of the Academic Senate.



PUBLIC
COMMENTS