



Academic Senate of El Camino College 2022-2023

June 6, 2023

16007 Crenshaw Blvd., Torrance, CA 90506, (310) 532-3670 x3254

Office location: Schauerman Library, Room 273

Agenda & Table of Contents: Tuesday, June 6, 2023 Distance Education 166 and via Zoom (Please see page 2 of the packet for additional teleconference locations)

Agenda Item	Page Numbers
A. Call to Order/ Introductions (3 minutes)	
B. Approval of Minutes (2 minutes)	6-11
C. Unfinished Business: a. Academic Senate Constitutional Changes- Darcie McClelland (15 minutes)	12-26
D. New Business: a. none	
E. Information Items – Discussion a. Special Recognition- Academic Senate Executive Board (20 minutes, will take place at 1:30pm) b. CampusM Student Engagement Tool- Crystle Martin (10 minutes) c. Academic Senate Committee End of Year Report Out- Academic Senate Executive Board (20 minutes)	27-37 38-50
F. Reports a. Academic Senate President’s Report (Packet only, will not be read) – Darcie McClelland b. VP Reports (Packet only, will not be read)- Senate Executive Board c. Academic Affairs Report- Carlos Lopez d. Student Services Report- Robin Dreizler	51-55 56-67
G. Future Agenda Items a. Participatory Governance Manual b. Academic Senate Evaluation Survey Report	
H. Public Comment (5 minutes)	
I. Adjournment	

Page numbers refer to the Academic Senate meeting packet, which can be accessed by visiting:

<http://www.elcamino.edu/academics/academicssenate/agenda.asp>. Hard copies of agendas are posted outside the Library.

Any individual with a disability who requires reasonable accommodation to participate in an Academic Senate meeting, may request assistance by contacting Darcie McClelland, dmcclelland@elcamino.edu (310) 660-3593 x3254, 16007 Crenshaw Blvd., Torrance, CA 90506.

Per the Brown Act, all votes must be recorded by name. Only No’s and Abstentions will be recorded by name in the minutes. If a senator was signed in to the meeting and did not vote No/Abstain, their vote will be assumed to be a Yes.

June 6, 2023



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Office location: Schauerman Library, Room 273

Zoom information for Academic Senate Meeting 6/6/2023

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/96066759172>

Or iPhone one-tap (US Toll): +16699006833,96066759172# or +12532158782,96066759172#

Or Telephone Dial: +1 669 900 6833 (US Toll)

Meeting ID: 960 6675 9172

We ask that everyone please keep in mind the following points of virtual meeting etiquette:

- If you would like to ask a question or make a comment, please use the raise hand feature and wait until acknowledged, do not just blurt out your question/comment or interrupt another individual.
- Please ask one question or make one comment at a time. Then pause and wait for others to participate before making additional comments or asking additional questions. Each speaker will be limited to 2 minutes of time for comments/questions on a given agenda item.
- Keep discussion focused on the current agenda item.
- Mute your microphone when you are not speaking.
- Turn the camera off if you are multitasking during the meeting so others are not distracted.

If you think of comments or questions ahead of time that you would like read and addressed during the meeting, please email them to dmcclelland@elcamino.edu by noon on Tuesday, June 6. In the subject line, please put Academic Senate Meeting 6/6 comment/question so that I can easily find it.

Comments and questions can also be typed into the chat during the meeting.

Teleconference locations for Academic Senate Meeting 6/6/2023

647 Camino De Los Mares San Clemente CA

Digital Humanities Center, San Diego State University Library, 5500 Campanile Dr, San Diego, CA 92182

5428 Vinmar Ave, Alta Loma, CA 91701

2537 Wallace Ave. Fullerton CA 92831-4429 USA

ArtB 340D, 16007 Crenshaw Blvd, Torrance CA 90506

14170 Limonite Ave Eastvale, CA 92880

1121 S. Highland Ave. Los Angeles, CA 90019

6644 Eddinghill Drive, Rancho Palos Verdes, CA 90275

1044 W. 227th St., Torrance, CA 90502

1904 Artesia Blvd, Redondo Beach CA 90278

149 S Clarence St, Los Angeles, CA 9003

4138 Delphi Cir, Huntington Beach, CA 92649

18417 Dalton Ave., Gardena, CA 90248

11670 Chesterton St., Norwalk, CA 90650

16007 Crenshaw Blvd., Torrance, CA 90506

- ArtB 340D
- ArtB 344D
- Natural Sciences 111
- Natural sciences 119
- Natural Sciences 219
- Art 125
- Construction Technology 504
- Chem 122



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June 6, 2023

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Officers & Executive Committee

President	Darcie McClelland	VP Finance & Special Projects	Josh Troesh
VP Academic Technology	Stephanie Burnham	VP Instructional Effectiveness	Kevin Degnan
VP Ed. Policies/Pres-Elect	Camila Jenkin	Curriculum Chair	Edwin Ambrosio
VP Faculty Development	Anna Brochet	Secretary	Maria Garcia
VP Equity, Diversity, and Inclusion	Erica Brenes	Sargent at Arms	TBA

Part-Time (One-year terms)

Ismael de la O

Annette Owens

Behavioral & Social Sciences

Stacey Allen 22/23

Yun Chu 23/24

Kristie Daniel-DiGregorio* 22/23

Orion Teal 23/24

Hong Herrera Thomas 23/24

Business

Kurt Hull 24/25

Philip Lau*^R 24/25

Josh Troesh 24/25

Fine Arts

Larry Leach 24/25

Vince Palacios 23/24

Russell McMillin*^R 24/25

Kevin Blickfeldt 24/25

Diana Crossman 24/25

Health Sciences & Athletics/Nursing

Andrew Alguliar 23/24

Dina Mauger 22/23

Shiney Johnson 22/23

Tom Hazell 23/24

Eric Villa 23/24

Humanities

Sean Donnell 24/25

Brent Isaacs 24/25

Erica Brenes 24/25

Stephanie Burnham 23/24

Kevin Degnan 24/25

Counseling

Maria Garcia* 23/24

Amy Herrschaft 24/25

Ana Fernandez 22/23

Library Learning Resources

Tiffanie Lau 24/25

Gary Medina* 23/24

Camila Jenkin 23/24

Industry & Technology

Charlene Brewer-Smith^R 24/25

Ross Durand* 24/25

Dylan Meek^R 24/25

Marc Yerber 24/25

Jack Selph 24/25

Mathematical Sciences

Susana Acuna-Acosta 22/23

Diaa Eldanaf 22/23

Arturo Martinez 24/25

Greg Fry 23/24

Lars Kjeseth 24/25

Natural Sciences

Troy Moore 24/25

Darcie McClelland* 22/23

Mia Dobbs 23/24

Sanda Oswald 24/25

Jwan Amin^R 22/23

Academic Affairs & Student Services

Carlos Lopez

Robin Dreizler

Associated Students Organization

Luisa Paredes

President/ Superintendent

Brenda Thames

Ex-officio positions

Edwin Ambrosio CCC Chair
Anna Brochet VP FD
Kelsey Iino ECCFT

Institutional Research

Josh Rosales

Dates after names indicate the last academic year of the senator's three-year term, for example 22/23 = 2022/2023.

*Denotes longest-serving division senator (i.e., the "senior senator"). ^R Denotes division senator who reports to division on Senate meetings.

El Camino College Academic Senate Purpose, Meetings, and Committees

Purpose: To provide faculty the means for full participation in the formulation of policy on academic and professional matters relating to the college, including those in Title 5 (§53200-53206). The Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters in the following “10+1” areas in the senate purview (BP 2510). If a disagreement arises, the Board and the Senate must mutually agree to any changes or new policies.

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards and policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation process, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.”

The Academic Senate is committed to supporting the college’s Mission and Strategic Plan, including Strategic Initiative C – [COLLABORATION](#) - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making. For more information consult [ECC Academic Senate Handbook](#) or [Local Senates Handbook](#).

ECC ACADEMIC SENATE MEETINGS:

1st and 3rd Tuesdays, 1-2:30 p.m., Distance Education Conference Center (DE 166).

SPRING 2023: February 21, March 7 & 21, April 4 & 18, May 2 & 16, June 6.

SENATE COMMITTEES:

Academic Technology. Chairs: Stephanie Burnham & Marlow Lemons. 2nd Thursday, more details TBA.

Assessment of Learning. Chairs: Kevin Degnan & Catherine Shultz-Roman. Dates TBA, 2:30-4 pm, Communications 109.

Academic Program Review. Chairs: Kevin Degnan & Irena Zugic. Thursdays, 12:30-2pm, Library 202 or Communications 109.

College Curriculum. Chair: Edwin Ambrosio. 2nd & 4th Tuesdays, 2:30-4:30, DE 166.

Online and Digital Education. Chair: Moses Wolfenstein. D.E. Liaison: TBA. 4th Thurs, 1:30-2:30, Lib 202.

Educational Policies. Chair: Camila Jenkin. 2nd & 4th Tuesdays, 1-2, Natural Sciences 127.

Faculty Development. Chair: Anna Brochet. 2nd & 4th Tuesdays, 1-2, West Library Basement.

Equity, Diversity, and Inclusion. Chair: Erica Brenes. 1st and 3rd Wednesdays, 2-3pm, TBA.

CAMPUS COMMITTEES:

Accreditation. Chair: Carlos Lopez. Faculty Co-Chair: TBA. Standards Co-Chairs: TBA

Board of Trustees. Chair: Kenneth Brown. Senate Rep: Darcie McClelland. 3rd Mondays, 4 pm, Boardroom.

Calendar. Chair: Robin Dreizler. Senate Reps: Anna Brochet and TBA. Meets annually or as needed.

College Council. Chair: Brenda Thames. Senate Reps: Darcie McClelland, Kelsey Iino, and Charlene Brewer-Smith. 1st Friday & 3rd Monday, 1:00-3:00, Zoom.

Council of Deans. Chairs: Carlos Lopez & Robin Dreizler. Senate Rep: Darcie McClelland, 1st Thurs., 9:15-10:30, Zoom.

ECC Technology Committee. Chairs: Crystle Martin & Marlow Lemons. Senate Rep: S. Burnham. 3rd Tuesdays, 2-3, Library 202.

Enrollment Management. Chairs: Carlos Lopez and D. McClelland. 1st Thursday, 11:5-2:15, Zoom.

Facilities Steering Committee. Chair: Jorge Gutierrez. Senate Reps: Tom Hazell and Ross Durand, Oct. 3 and Dec 5, Zoom.

Guided Pathways Steering Committee: Chair: J. Simon Senate Rep: D. McClelland. 1st Tues, 2:30- 3:30 DE 166.

Planning & Budgeting (PBC). Chairs: Robert Suppelsa and Viviana Unda. Senate reps: Josh Troesh & Darcie McClelland, 3rd Thurs, 1- 2, Zoom.

Senate & committee meetings are open to the public. Contact committee chairs or representatives directly to confirm details.

ECC (El Camino College) Acronyms

Acronym	Meaning
ACCJC	Accrediting Commission for Community and Junior Colleges
ALC	Assessment of Learning Committee
ADT	Associate Degree for Transfer
AP	Administrative Procedure
ASO	Associated Students Organization (ECC's student government)
ASCCC	Academic Senate for California Community Colleges
BP	Board Policy
BSI	Basic Skills Initiative
BOGFW	Board of Governor's Fee Waiver
BOT	Board of Trustees
CCC	College Curriculum Committee
CCCCO	California Community Colleges Chancellor's Office
CMS	Course Management System
COLA	Cost of Living Adjustment
CTE	Career Technical Education (formerly Vocational Education)
DE	Distance Education (instruction that is at least 51% online)
DEAC	Distance Education Advisory Committee
EPI	Educational Planning Initiative
FACCC	Faculty Association for California Community Colleges
FDC	Faculty Development Committee
FTEF/FTES	Full-Time Equivalent Faculty/Full-Time Equivalent Students
FYE	First Year Experience program
GP	Guided Pathways
HTP	Honors Transfer Program
IE	Institutional Effectiveness (actions/measures of college improvement)
IEPI	Institutional Effectiveness Partnership Initiatives (state-mandated support for IE and host of the Framework of Indicators data portal)
ILOs	Institutional Learning Outcomes
IR/IRP	Institutional Research / Institutional Research & Planning
ITS	Information Technology Services
MMAP	Multiple Measures Assessment Project
OEI	Online Education Initiative
PLOs	Program Level Outcomes
PBC	Planning & Budgeting Committee
PR	Program Review (period program evaluation and plan)
PRP	Program Review & Planning (annual integrated planning system)
SAOs	Service Area Outcomes
SLOs	Student Learning Outcomes
SEA	Student Equity and Achievement
SSSP	Student Success & Support Program
SWP	Strong Workforce Program
Title 5	California Code of Regulations (CCRs) section which details state law related to education. (Also known as "Ed Code")
Title V	Many "Title Vs" exist, but we typically mean a Federal grant program to support the improvement of Hispanic-Serving Institutions (HSI).
WSCH	Weekly Student Contact Hours

Many thanks to Viviana Unda and the Institutional Research and Planning department for sharing their compilation of acronyms.

Adjunct (1 Year)

Unexcused: Ismael De La O

☒ Annette Owens

Behavioral Social Sciences

☒ Stacey Allen

☒ Yun Chu

☒ Kristie Daniel Di-Gregorio

☒ Hong Herrera-Thomas

Excused: Orion Teal

Business

☒ Kurt Hull

☒ Phillip Lau

☒ Josh Troesh

Counseling

☒ Anna Brochet

☒ Ana Fernandez

☒ Maria A. Garcia

☒ Amy Herrschaft

Fine Arts

☒ Kevin Blickfeldt

Unexcused: Diana Crossman

☒ Larry Leach

Excused: Russell McMillin

☒ Vince Palacios

Health Sciences & Athletics

Unexcused: Andrew Alvillar

Unexcused: Tom Hazell

☒ Shiny Johnson

☒ Dina Mauger

☒ Eric Villa

Humanities

☒ Stephanie Burnham

☒ Sean Donnell

☒ Brent Isaacs

☒ Kevin Degnan

☒ Erica Brenes

ITEC

☒ Charlene Brewer-Smith

☒ Ross Durand

Unexcused: Dylan Meek

☒ Jack Selph

☒ Mark Yeber

Library

☒ Camila Jenkin

☒ Tiffanie Lau

☒ Gary Medina

Mathematics

☒ Susana Acosta-Acuna

☒ Diaa Eldanaf

☒ Lars Kjeseth

☒ Greg Fry

☒ Arturo Martinez

Natural Sciences

☒ Jwan Wageman

☒ Mia Dobbs

☒ Sanda Oswald

☒ Darcie McClelland

☒ Troy Moore

ASO

☒ Luisa Paredes

Curriculum Chair

☒ Edwin Ambrosio

Academic Affairs

Carlos Lopez

Student Services

☒ Robin Dreizler

President/Superintendent

Brenda Thames

ECC Federation

Kelsey Iino

Institutional Research

Josh Rosales

Dean's Reps/Guests/Other Officers:

Ali Ahmadpour

April Bernabeo

Cynthia Cervantes

Dipte Patel

Erika Solorzano

Irena Zugic

Janet Young

Jeff Baumunk

Michael Wynne

Polly Parks

ACADEMIC SENATE MINUTES May 16, 2023

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/ Introductions (3 minutes)

- 1:05pm

B. Approval of Minutes (2 minutes) 6-12

- Motion to approve K.Degnan, seconded by A. Owens
- No questions/comments
- 27 yes, 0 no, 0 abstentions

C. Unfinished Business:

a. Counseling Faculty Evaluation Form Revisions- Dipte Patel and Counseling Senators (5 minutes)

- Motion to approve C. Brewer-Smith, seconded by L. Kjeseth
- Confirmed with federation and proper processes were followed to make revisions
- 31 yes, 0 no, 0 abstentions

b. BP/AP 4045, Instructional Materials- Camila Jenkin (5 minutes)

- Motion to approve by K. Daniel Di-Gregorio, seconded by S. Donnell
- Questions/Concerns:
 - Who supervises materials/lesson plans?
 - Course outlines of records are approved by college curriculum committee
 - Recommendation should be within division/department
 - Evaluation information was struck and replaced with “consistent” with the course outline of record
- Voting together BP/AP 405 together
- 30 yes, 0 no, 2 abstentions

c. Letter to CIP re: Child Development Center- Darcie McClelland (5 minutes)

- Motion to approve K. Degnan, seconded C. Brewer-Smith
- Feedback on letter:
 - Some suggestions wanted to clearly state that we wanted toe CDEV center be open
 - Statement left broad as is it not senate purview to tell administration how to operationalize college
 - Sited incidents where processed weren’t followed and discussed how problems can be created when purview is not respected
 - Comments:
 - Studies and solutions should be considered
 - If task force is created it is strongly recommended CDEV faculty be included as it would benefit their department

- Data is being gathered per ECC President and is in favor of creating a task force. At the moment it may not be feasible to have a center up and running but it could be a future plan.
- Lack of CDEV center/child care is an equity issue and may have an impact on enrollment
- ASO statement:
 - Support letter and willing see revisions that come after
- Cynthia Cervantes publicly thanked and AS Senate and requested changes/edits made to document during meeting
- K. Degnan motioned changes, S. Donnell seconded
 - Several changes made to consider ASO, AS Senate, faculty and CDEV faculty recommendations
 - 27, 0 Nos, 4 Abstentions
- Motion to table M. Yeber, seconded by C. Brewer-Smith
 - 2 Yes, 26 no, 0 abstentions
 - Motion failed
- CDEV student club member shared many students do not take classes on campus or join extracurricular events due to the lack of child care.
- 27 abstentions, 0 no, 2 abstentions

d. Academic Senate Constitutional Changes- Darcie McClelland (15 minutes)

- Tabled
- No objections

D. New Business:

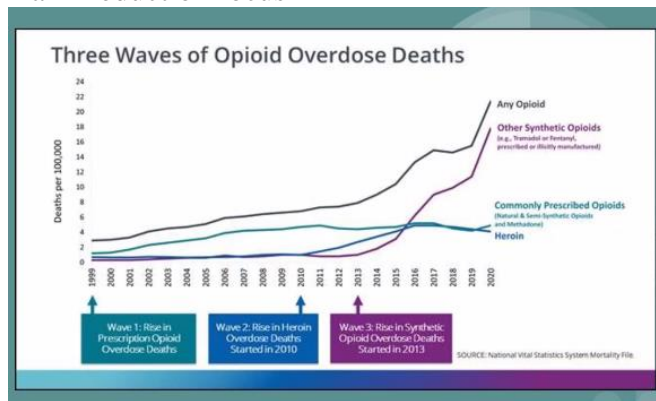
a. none

E. Information Items –Discussion

a. Student Health Services Update- Susan Nilles (15 minutes)

- Reviewed services and eligibility
- Fees raised to \$26 semester and \$22 summer per chancellor's office
- Student Health Center will connect directly with programs and offering services
- Clinical visit has dropped due to covid (this is consistent with nationwide trends)
- Reviewed usage by gender, race/ethnicity, and reasons for visit
- Course completion rates and usage of student health services. Will work with IR to disaggregate data by race/ethnicity/gender
- Reviewed usage by special programs
- Reviewed Timelycare usage
 - Students get 12 free visits a year
 - 100-120 visits per month through this modality
 - This is a good alternative for students who are on a waitlist and needs to see someone asap

- Waitlist can be as long as 40 days to see a psychologist in person (this is if the student has many restrictions on their schedule and/or if they want to see a specific psychologists)
- Reviewed aggregated data mental health concerns addressed through Timelycare
- Currently ongoing funds allocated by the state and lumpsum is given to student health center
- Reviewed survey for Healthy Minds
 - Students have a chance to earn \$250 amazon gift card
- Reviewed Togetherall peer to peer support
 - They will train peers
 - Monitored for 5150 events
- Fentanyl overdose information
 - Harm reduction focus



- Center for Well-Being and Student Health Center buildings reviewed
- b. FDC Announcements- Anna Brochet (3 minutes)

Faculty Development Announcements

- **Save the Date for Fall PD Day!**
Thursday Aug 24, 2023
 - Call out for PD Power up Month Virtual Sessions (8/7-8/23) and Conversations with Colleagues Table Topics (**DEADLINE EXTENDED!**) due **Monday, May 22th**
- **College Book Club, Fridays 11am-12pm:**
 - May 19

F. Reports

- Academic Senate President's Report (Packet only, will not be read) – Darcie McClelland
- VP Reports (Packet only, will not be read)- Senate Executive Board

- EDI website is up: <https://www.elcamino.edu/academic-senate/equity-diversity-inclusion-standing-committee/index.aspx>

c. Academic Affairs Report- Carlos Lopez

d. Student Services Report- Robin Dreizler

G. Future Agenda Items

H. Public Comment (5 minutes)

- Discussion about comments about child development center letter/closing child development
- Email sent out by Scott Kushigamachi impact group
 - Create inventory of EDI efforts on campus

I. Adjournment

- 2:30pm

Constitution of the El Camino College Academic Senate

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El Camino College Academic Senate Constitution

PREAMBLE In order to have a formal and effective procedure for participating in the formation and implementation of district policies on academic and professional matters, we, the faculty of the El Camino Community College District, do hereby establish a representative organization, known as the Academic Senate of El Camino College. The Academic Senate shall be fully empowered to act as the representative and executive arm of the faculty, acting for all the members of the faculty on an elected basis.

ARTICLE I Name and Definitions

Section 1. Name

1.1 The name of this organization shall be the Academic Senate of El Camino College, hereinafter referred to as the Senate.

Section 2. Definitions

2.1 The term “days,” when used in this constitution, shall mean weekdays when classes are in session at the college.

2.2 The term “faculty” shall mean all personnel defined in the El Camino College Federation of Teachers Agreement.

2.3 The term “part-time faculty” shall mean faculty members employed by the District as an instructor for 67% or less of a full-time teaching load.

2.4 The term “senator” shall mean any member of the faculty elected to the Senate.

2.5 The term “division senator” is the individual who is elected by the full-time faculty of a division or unit to represent such unit.

2.6 The term “senior senator” shall mean the division senator with the longest continuous service on the Senate.

2.7 The term “FTEF” shall mean Full-Time Equivalent Faculty.

2.8 The term “ex-officio member” shall mean a non-voting member of the Senate who may be invited by the Senate president to serve as a resource person, advisor, and/or communication link with other campus decision-making bodies.

ARTICLE II Purposes

Section 1. Purpose

- 1.1 To provide an organization through which the faculty will have the means for full participation in the formulation of policy on academic and professional matters relating to the college including those in Title 5, Subchapter 2, Sections 53200-53206. *California Code of Regulations*. Specifically, as provided for in Board Policy 2510, and listed below, the “Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters of:
1. Curriculum, including establishing prerequisites and placing courses within disciplines,
 2. Degree and certificate requirements,
 3. Grading policies,
 4. Educational program development,
 5. Standards and policies regarding student preparation and success,
 6. District and college governance structures, as related to faculty roles,
 7. Faculty roles and involvement in accreditation process, including self-study and annual reports,
 8. Policies for faculty professional development activities,
 9. Processes for program review,
 10. Processes for institutional planning and budget development, and
 11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.”
- 1.2 To facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.

ARTICLE III Senate Membership

Section 1. Senators

- 1.1 The senators shall be elected from the faculty in each division.
- 1.2 The composition of the Senate shall be one senator for each twelve Full-Time Equivalent Faculty (FTEF) members per division to be elected by full-time faculty. Each division shall have at least two senators. Part-time faculty shall have two members-at-large and up to two alternates on the Senate, to be elected by the part-time faculty of that campus/center.

- 1.3 Divisions having FTEF shall be entitled to senate members on the following basis: 1 through 24 - two (2) members
25 through 36 - three (3) members
37 through 48 - four (4) members
49 or more - five (5) members

- 1.4 The computation of the number of faculty members in each division in any given year shall be based on the total FTEF for each division as determined by averaging division FTEF data from the most recent spring and fall semesters.

Eligibility of Senators

- 1.5

1.5.1 Voting members of the Senate shall be the elected senators.

1.5.2 The tenure of office for a senator shall cease when the senator no longer is a faculty member at El Camino College, or has been recalled or removed (see Bylaws Article III, Sections 4-5). In the event that a division decreases in size, each senator serves out the remainder of his or her term. No further division elections will be held until the number of division senators is in line with the current division FTEF figures.

Election of Full-Time Senators – See Bylaws Article III, Section 1.

- 1.6

Election of Part-Time Senators – See Bylaws Article III, Section 2

- 1.7

Full-Time Senator – Term of Office

- 1.8

1.8.1 Full-time senators shall be elected for a term of three years. Also, see Bylaws Article III.

1.8.2 The division represented may exercise recall of a full-time senator at any time. See Bylaws Article III.

1.8.3 If a full-time senator cannot or does not choose to complete the term of office, the Senate president may, after consultation with the remaining senators from that division, appoint a replacement or hold a special election under the procedures of Article III, Section 1 of the Bylaws.

1.8.4 The appointment shall be made within one month of the vacancy, or a special election shall be held as soon as possible after notification of the vacancy, and the term of office for the replacement shall be for the remainder of the vacating senator's term of office.

1.8.5 A senator on official leave for a period exceeding two months shall be replaced in accordance with the provisions of Section 1.8.3. The replacement shall serve for the duration of the leave or until the expiration of the term of office, whichever occurs first.

Part-Time Senator – Term of Office

1.9

1.9.1 The term of office for part-time senators shall be ~~one year~~ **three years** unless the senator no longer meets the requirements of Article III, Section 1.5.

1.9.2 If a part-time senator is unable to complete the term of office, the Senate president shall appoint a replacement for the remainder of the ~~term~~ **academic year and an election for a replacement to serve the remainder of the term shall be held at the beginning of the next academic year.**

1.10 A senator is expected to attend all regularly scheduled senate meetings. A senator may be removed for excessive absences. See Bylaws Article III, Section 4.

Section 2 Ex-Officio Senate Members

2.1 Designation of Ex-Officio Members of the Senate

2.1.1 One member of the El Camino College Board of Trustees, to be designated by the Board, shall be an ex-officio member of the Senate.

2.1.2 The college president, Vice President of Academic Affairs, and Vice President for Student Services (or designees) shall be ex-officio members of the Senate.

2.1.3 The ECCFT president (or designee) shall be an ex-officio member of the Senate.

2.1.4 The chair of the Curriculum Committee shall be an ex-officio member of the Senate if not otherwise a member of the Senate

2.1.5 The chair of the Assessment of Learning Committee shall be an ex-officio member of the senate if not otherwise a member of the Senate.

2.1.6 Members of the Executive Board/Senate Officers who are not re-elected to new senator terms by their division shall be ex-officio members of the senate until the end of their term as an officer or until re-elected by their division.

2.1.7 The president of the Associated Student Organization, or designee,

shall be an ex-officio member of the Senate.

ARTICLE IV Officers

Section 1 Officers. The Senate shall elect from among its members:

1.1 President;

1.2 President Elect, who may also hold another senate office, until beginning his or her term as president;

1.3 Vice Presidents: Vice President of Educational Policies, Vice President of Equity, Diversity, and Inclusion, Vice President of Finance and Special Projects, Vice President of Faculty Development, and Vice President of Academic Technology;

1.4 Vice President of Logistics and Communications;

1.5 Distance Education Liaison; Noncredit Liaison;

1.6 Other Officers: The president may appoint people to serve in positions such as legislative liaison, parliamentarian/sergeant-at-arms, and others as deemed necessary;

1.7 Senate Executive Board. The elected President, Vice Presidents, and the Curriculum Chair and Assessment of Learning Committee Chair (see 2.1.6) shall be members of the Senate Executive Board.

Election of Officers – See Bylaws Article IV.

Section 2.

Terms of Office

Section 3.

3.1 The term of a senate officer shall be for two years or until a successor is elected, except the office of president-elect, which shall be for a term of one year, or until serving as president. In addition, co-officers may be nominated and elected at the discretion of the Senate and may serve either jointly for 2 years or in staggered terms.

3.2 An officer may be removed from office if there is a violation of the standards of Article XI, Section 2, and a motion to impeach is passed by a two-thirds majority of the Senate.

If an officer, other than the president, cannot or does not complete the

3.3 term of office, the Senate president may appoint a replacement for the remainder of the term.

3.4 If the president cannot or does not complete the term of office, the president-elect shall serve as president. If there is no president-elect, the Senate Executive Committee shall elect from its members a replacement for the remainder of the term.

Section 4. Duties of Officers and Other. It shall be the duty of each officer to uphold the academic and professional matters as delineated in Title 5 of *The California Code of Regulations*.

4.1 Senate President: The president shall chair the Executive Committee; represent the Senate to the administration, the Board of Trustees, and the Academic Senate for the California Community Colleges (ASCCC); ensure full representation of faculty on Senate, Executive Committee, and campus committees; in consultation with Executive Committee, set agendas and prepare and post meeting materials in accordance with the Brown Act; preside over meetings of the Senate as outlined in *Robert's Rules of Order*; oversee the Senate's responsibilities as a collegial consultation committee as outlined in Making Decisions at El Camino College; and appoint a legislative liaison, newsletter editor, parliamentarian, and sergeant-at-arms, as deemed necessary.

4.2 President-Elect: The president-elect shall become familiar with the duties of the Senate president; learn pertinent parliamentary procedure; become familiar with the El Camino College governance structures; and learn the functions of the ASCCC. The President-Elect is encouraged to attend College Council, relevant ASCCC meetings (such as Area C meetings, plenary sessions, and Faculty Leadership Institute), and the El Camino College Academic Senate Executive Committee meetings.

4.3 Vice Presidents: The vice presidents shall preside over meetings of their respective standing committees, as outlined in *Robert's Rules*, report to the Senate, interface with the college administration in the appropriate areas, and bring proposals to the Senate for approval by the body.

4.3.1 Vice President of Educational Policies, in coordination with the Vice President of Academic Affairs and the division deans, shall investigate, monitor, and propose matters concerning educational policies, such as degree and certificate requirements, grading policies and standards, policies regarding student preparation and success, and minimum qualifications. Chair Educational Policies Committee.

4.3.2 Vice President of Equity, Diversity, and Inclusion, shall represent the Academic Senate and lead faculty on issues related to EDI, collaborate with the Vice President of Faculty Development to develop professional development related to EDI, review external anti-racist equity related professional development submitted by faculty for Flex credit, develop EDI goals that advance the academic community and help to close equity gaps in faculty hiring and support student learning, cultivate relationships across the ECC community by consulting and collaborating with affinity groups and other stakeholders to engage in EDI work, represent the senate on the SEA advisory committee, and chair the EDI committee.

4.3.3 Vice President of Finance and Special Projects shall be the Senate's voting member of the Planning and Budgeting Committee (PBC); report on the proposed actions of the PBC; represent the Senate position to the PBC; monitor and propose processes for institutional planning and budget development; and handle special projects as assigned by the Senate president.

4.3.4 Vice President of Faculty Development, in coordination with the Vice President of Academic Affairs and the Professional Development and Learning Department, shall investigate, monitor and propose policies and programs for faculty professional development, and present proposals for use of faculty development funds to the Senate. Chair Faculty Development Committee.

4.3.5 Vice President of Academic Technology shall be the Senate's voting member in the College Technology Committee (CTC) and the Academic Technology Committee (ATC); report on the actions of the CTC and the ATC; represent the senate position; monitor and propose action for academic technology; update senate orientation course as needed; and handle special projects as assigned by the senate president. Co-chair Academic Technology Committee.

4.3.6 Vice President of Logistics and Communication: Keep a record (minutes) of all proceedings of the Senate; keep a record of the membership of the Senate and all committees of the Senate; maintain the attendance records of senators; transmit the meeting minutes to the president for publication; communicate with college administration the results of resolutions and other Senate matters; see that the Senate website is updated; coordinate with new senators to ensure they complete senate orientation course; coordinate with senate meeting non-presenter guests to confirm attendance and obtain any necessary information.

4.4

Academic Senate Liaisons: The Liaisons shall be the official voting Academic Senate representatives to their committee(s) and shall

regularly report back to the senate about the activities of their committee(s).

- 4.4.1 Distance Education Liaison: Monitor and report on the actions, represent the Senate on and be the Senate's voting member for the Online and Digital Education Committee.
- 4.4.2 Noncredit Liaison: Monitor and report on the actions, represent the senate on, and be the Senate's voting member of the Noncredit Committee.
- 4.4.3 Legislative Liaison: Monitor legislative issues and advise president, officers, committees, and members on matters of legislation relevant to the Senate purview.

Parliamentarian/ Sergeant-at-Arms: Advise the president, officers, committees and members on matters of parliamentary procedure. Assist in preserving order as the president may direct.

ARTICLE V Meetings

- Section 1. Regular Meetings. The Senate shall hold regular meetings throughout the academic year.
- Section 2. Additional Meetings. With the consent of the Senate, the Senate president may call additional meetings.
- Section 3 Faculty Meetings. Meetings of the faculty may be called by either a majority vote of the Senate or by a petition signed by one-fourth of the faculty. The Senate president shall notify the faculty at least five days in advance of a faculty meeting.
- Section 4 Executive Session
 - 4.1 In personnel matters, the Senate shall have the right to hold executive sessions at which only senators shall be present in accordance with the Brown Act.
 - 4.2 Executive sessions may be called by the Senate president or by a majority vote of the Senate.
 - 4.3 Any decision made by executive session of the Senate must be ratified in the next announced open session of the Senate before it becomes effective.

ARTICLE VI Executive Board

Section 1. Voting Members: president, vice-presidents, Curriculum Committee chair, Assessment of Learning Committee chair, and secretary/webmaster.

Section 2. Ex-Officio Members (invited at will): past president, president-elect, distance education liaison, non-credit liaison, legislative liaison, , parliamentarian/sergeant-at-arms, and others, as appointed.

Powers: The Executive Board may make agreements with the District on non-policy issues provided these agreements are approved by a majority of the Executive Committee. Agreements on policy issues (as listed in Article II, Section 1) require a majority vote of the Senate. As per Robert’s Rules of Order The Executive Committee may represent the senate on policy issues during non-contract times when the senate does not meet or in emergency situations. Decisions made by the Executive Committee during these times shall be ratified by a vote of the full senate at the next senate meeting.

ARTICLE VII Committees

Section 1. Committees

1.1 Standing Committees: The following committees are deemed to be long-term in nature and dealing with substantive issues. (See Article IV Section 1.3)

- a) College Curriculum
- b) Educational Policies
- c) Equity, Diversity, and Inclusion
- d) Faculty Development
- e) Academic Technology Committee
- f) Online and Digital Education Committee
- g) Noncredit Committee

1.2 Special Committees: Short-term in nature and dealing with topical issues. Members are appointed and charge is determined by Senate president.

1.3 Election Committee: This committee conducts elections of Senate officers in compliance with the Constitution and Bylaws. The president shall appoint the chair. No member of the Election Committee may be a candidate for an elected office.

1.4 Campus-wide Committees: The Senate president shall appoint, with the approval of the college president, delegates to represent the Academic

Senate on various campus-wide committees. Each representative shall report back to the Senate. Typical committees may include:

- a) Calendar Committee
- b) Accreditation Committee
- c) Facilities Steering Committee.

ARTICLE VIII College Curriculum Committee

Sections 1.3, 2.1, 2.4, 2.5, 5.2.2 (b), 5.2.3 and any Senate Bylaw referring to the same sections are subject to mutual agreement between the Senate and the Board of Trustees or its designee.

Section 1. College Curriculum Committee

1.1 Operating Policy: The CCC will operate under its Bylaws, relevant Board policies, and this Constitution and its Bylaws.

1.2 CCC Operational Procedures: All operational procedures not addressed in this Constitution are to be specified in the CCC Bylaws. Operational procedures do not include curriculum procedures addressed in Sections 5.2 of this Article.

1.3 Approval of CCC Bylaws: CCC Bylaws are subject to approval by the Academic Senate, according to standards of Article XI, Section 2.

Section 2. Chair of College Curriculum Committee

2.1 Chair: The CCC shall elect the Chair of the CCC from its membership, subject to approval by the Senate, according to Article XI, Section 2.

2.2 Chair as Member of the Senate: In the event the Chair of the CCC is not a member of the Senate, the Chair of the CCC shall be an ex-officio member of the Senate.

2.3 Term of Office: Term of office for the Chair of the CCC shall be two (2) years.

2.4 Duties of Chair: The Chair of the CCC shall preside at all meetings of the CCC and attend all meetings of the Senate to report all actions of the CCC, as well as perform all the duties specified in the Bylaws of the CCC.

2.5 Removal of the Chair: Following a simple majority vote of the CCC membership, the Senate may remove the CCC Chair following the same process for removing Senate officers. See Article IV, Section 3.2.

Section 3. CCC Representatives

3.1 Membership

3.1.1 Faculty – The faculty shall elect the representatives to the CCC. The senior senator or designee in consultation with the appropriate dean or director shall initiate an election process for division representation in accordance with the CCC Bylaws.

3.1.2 Other Voting Members – The Vice-President of Academic Affairs or a designee shall be a member of the CCC. The Council of Academic Deans and Directors may select representation to the CCC in accordance with CCC Bylaws.

3.1.3 Ex-Officio Members – The CCC may designate others as ex-officio members.

3.2 Term of Office: The term of office for CCC representatives shall be set in the CCC Bylaws.

Section 4. Responsibility of the College Curriculum Committee

4.1 Curriculum Review: The CCC shall review all curriculum proposals to assure compliance with all Board policy requirements and Title 5 regulations. Approved proposals shall be sent to the college president via the Vice President of Academic Affairs for submission to the Board as specified in Board Policy 6123. Aspects of curriculum falling under the authority of the CCC include the establishment and revision of course outlines of record, conditions of enrollment, programs, degree and certificate requirements, CSU or UC transfer and articulation agreements; the inactivation of courses, certificates and programs; and other areas of curriculum as mutually agreed upon by the Senate and the Board or its designee. Other areas of CCC responsibility include scheduling the periodic review of both courses and conditions of enrollment. These areas of responsibility will be subject to the oversight provisions of Section 5 of this Article.

4.2 Review Procedures: The CCC shall develop curriculum review procedures, subject to the oversight provisions of Section 5 of this article.

Section 5. Curriculum Responsibility and Authority of the Senate

5.1 Oversight Responsibilities: As per Title 5 and Board Policy 2510, the Senate has primary responsibility for reviewing and recommending to the Board curriculum policies and procedures.

5.2 Review of Curriculum Procedures:

- 5.2.1 Any curriculum procedure is subject to immediate review upon the filing of a written request by a member of the student body, faculty, administration, staff or the community.
- 5.2.2 Review requests shall, at a minimum:
 - a) Describe the procedure(s) to be reviewed and any associated form(s), and
 - b) Provide written documentation that the procedure violates one of the standards of Article XI, Section 2 or infringes on other areas, as defined in the Senate Bylaws and agreed to by the Board or its designee.
- 5.2.3 A Senate committee together with the Vice President of Academic Affairs or designee and the Chair of the CCC or designee shall determine, in a timely manner, whether the review request is valid under Section 5.2.2, and
 - a) If found invalid, the request shall be denied in writing, or
 - b) If found valid, the committee shall consult with the CCC, the filer and other appropriate parties in order to eliminate the objection documented under Section 5.2.2. (b) and, if that is not possible, the procedure shall be rescinded.
- 5.3 Review of Curriculum Decisions: Any curriculum decision of the CCC may be referred to the Senate for review, in accordance with the procedures in the CCC Bylaws. Following a review, the Senate may make recommendations to the CCC. However, only the CCC can approve curriculum proposals for recommendation to the Board.

ARTICLE IX Bylaws and Rules of Order

Section 1. Bylaws and Rules of Order

- 1.1 The Senate may adopt bylaws not inconsistent with this Constitution, provide for committees, and establish its own rules of procedure.
- 1.2 Bylaws drawn up by the Senate shall be approved by majority vote of the Senate.

Section 2. Rules of Order

- 2.1 Unless provided in this Constitution, in the bylaws, or standing rules, the rules contained in the current edition of *Robert's Rules of Order* shall govern the proceedings and the conduct of meetings of the Senate and its committees.

ARTICLE X Amendments to the Constitution

Section 1. Amendments of the Constitution

1.1 Amendments to the Constitution may be proposed by:

- a) A motion approved by a majority vote of the Senate, or
- b) A petition signed by one-quarter of the faculty

The motion or petition must be presented in writing to the Senate president accompanied by a statement of the purpose and effect of the proposed amendment.

1.2 Upon receipt of a valid proposal for amendment, the Senate president shall submit the proposal to the Senate for a first reading. At the meeting following the first reading, there shall be a discussion, debate and vote on the proposed amendment.

1.3 If the Senate approves the proposal for amendment, it is put to a ratification vote by the faculty. The Election Committee chair shall conduct the vote by mail or other secure means including internet, phone, or other technology.

1.4 Proposed amendments of the Constitution must be ratified by a majority vote of the faculty members voting. The amendment shall become effective immediately upon ratification.

Section 2. Editorial Changes. Non-substantive, editorial changes in the Constitution may be made by a majority vote of the Senate.

ARTICLE XI Professional Standards and Ethics

Section 1. Professional Standards and Ethics

1.1 The Academic Senate may consider matters of professional standards and ethics as may apply to academic institutional concerns. The Senate may also consider such other matters that concern the academic well-being and management of the institution.

1.2 The Senate may, upon its findings, pass:

- a) Resolutions of Commendation
- b) Resolutions of Confidence
- c) Resolutions of No Confidence, or
- d) Resolutions of Censure, as well as other measures as it may deem appropriate and lawful.

Section 2. Standards of Operation and Conduct of the Senate, its Committees and its Officers

The operation and conduct of the Senate, its committees and its officers may

not

- a) Violate state law, or
- b) Violate ECC Board of Trustees policies, or
- c) Violate ECCFT agreement, or
- d) Subject the district to serious legal or fiscal liability, or
- e) Overzealously interpret state regulations and/or ECC Board of Trustees policies, or
- f) Violate any provision of this Constitution or its Bylaws.

**ARTICLE Delegate to Academic Senate for California Community Colleges
XII**

Delegate

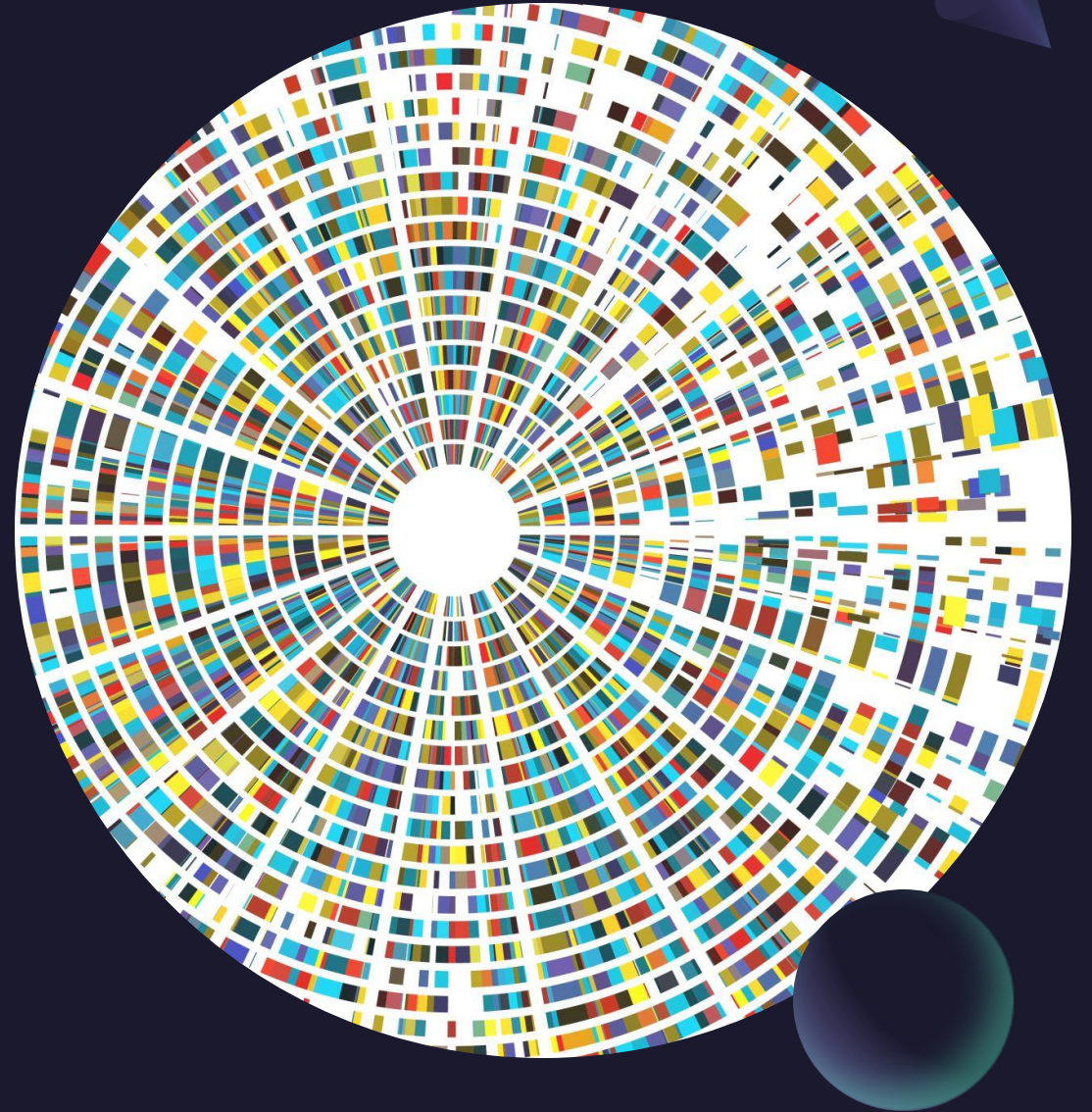
- 1.1 The delegate enjoys full voting rights at both regular and special general sessions of the Academic Senate for California Community Colleges.
- 1.2 The delegate shall be the president of the Senate. If the president is unable to attend, he or she may appoint a Senate member to represent El Camino College at the state level.

Amendments and Revisions

Revised	June 1982
Revised	June 1988
Revised	April 1989
Revised	March 16, 1990
Revised	December 1992
Revised	March 22, 1993
Revised	August 29, 1998
Ratified	May 1, 2000
Ratified	July 1, 2002
Ratified	Nov. 4, 2011
Ratified	June 9, 2017
Ratified	June 3, 2019
Ratified	June 11, 2021

CampusM

A Campus Engagement Platform to better
connect our campus



Why do we need Campus Engagement Platform?

Dispersed information and
communication

Difficult for students and
employees to access need
information

No cohesive method for
messaging different groups

Guided Pathways Needs

- Easier communication to meta-majors
- Creating sense of meta-majors as a home for students, through targeted promotion
- Solve problems of club, student event, information sharing that GP has been working on



What can it do for us?

- Create dashboards based on role
- Gather needed links and information for each role on campus
- Message to specific roles or in specific cohorts in Colleague
- Quick Polls – For information collection, ASO elections
- ASO and Clubs can create and maintain pages themselves and message their club members
- Different groups can be given specific creation permissions for easy maintenance and creation
- Event Check in
- Push notifications
- Targeted reminders
- Digital ID Solution
- Consolidated Calendar for students
- Task lists
- Integration of resources across campus



Integrations

- Colleague
- Canvas
- Student Print System
- 25Live Room Reservation System
- Student Room Reservation and Virtual Chat Program
- Microsoft Office 365
- ECC Connect
- 40 out of the box integrations & API abilities to connect other systems



Those
Supportive So
Far

ASSOCIATED STUDENT ORGANIZATION

INTER-CLUB COUNCIL

STUDENT HEALTH SERVICES

GUIDED PATHWAYS

BLACK STUDENT SUCCESS CENTER

ACADEMIC SUPPORT AND THE LIBRARY

TECHNOLOGY COMMITTEE

Pricing

COST FOR CAMPUS M

	Year 1	Year 2	Year 3
Annual	38,000	39,900	41,895
Implementation	35,000		
Total	73,000	39,900	41,895

WILL REPLACE COSTS FOR:

	Touchnet - Onecard	Engage
Annual	53,185	30,000
Total		83,185

Funding available through the LLR budget. Ready for June board, can have at least pilot implementation by Fall. Will be taken care of by User Support Technician – Guided Pathways and ODE staff.



WCAG

ADA Compliance

Ex Libris campusM has been certified by the Digital Accessibility Center for its compliance with the WCAG 2.1 AA. Each Accreditation undergoes a manual expert review, followed by user testing with actual devices. campusM was also tested by a team of experienced web analysts, all of whom have a disability. User testing has been conducted including individuals who are blind, have low vision, are dyslexic, color blind, mobility impaired, have a learning difficulty, and deafness. All this testing is carried out in line with WCAG 2.1, MWBP, and relevant platform specific guidelines, and conforms in line with BS8878: 2010 Web Accessibility Code of Practice.

WCAG 2.2 will roll out in May 2023



VPATs

[Accessibility](#)

[VPAT iOS](#)

[VPAT Android](#)

[VPAT Web](#)

[Trust Center](#)

- The Trust Center lays out all our Security, Privacy, Compliance and Availability for the campusM platform.



Video Promo

- https://www.youtube.com/watch?v=GmsOsk5u_pw



CampusM Description

Ex Libris campusM, an enterprise integration platform, with a two-in-one responsive web portal and native(IOS/Android) mobile app, fully supports a full-service, consolidated ‘digital entrance’ on campus via our one-stop-shop platform. With campusM Web App/portal and mobile solution, campusM surfaces critical student information all from centralized or de-centralized locations – this includes but is not limited to academic, administrative, and social activities on campus, including Canvas Dashboard, course schedules, grades, events, campus maps, library services, and much more, to provide an intuitive, all-encompassing deeply personalized College experience. It creates opportunities for students to join messaging groups for clubs, meta-majors, and Centers.

All this information is delivered on a personalized dashboard for each user. Based on open standards and easily integrated with your institutional systems, campusM will enable El Camino Community College to provide these targeted services through a consistent, centralized communications approach, to students and other campus constituents from recruitment through to retirement.

Report on Academic Program Review and the Assessment of Learning Committee 2022-2023

Program Review and the Assessment of Learning Committee have made strides in becoming more effective this year. The Academic Program Review is on track and meeting with programs on a regular cycle with a stable, workable template and feedback process. The Assessment of Learning Committee has helped the college get back on track with our assessment timeline and load while also making the assessment process easier while yielding richer data that will help us see how different student groups are doing at the course SLO level. That development will support a more streamlined system for collecting SLO data and fulfill accreditation requirements we were told to meet in our last accreditation visit in 2020.

In Spring 2023, the Academic Program Review Committee met with ten programs to offer feedback on the drafts of their documents. All are expected to submit revised, final documents by the 9 June, the end of the semester. There were four other programs that were meant to meet with the committee, but alternate arrangements had to be made to accommodate their needs and they will be submitting their documents and meeting with the committee in Fall 2023.

The revised and edited Academic Program review template is working well for our programs and has facilitated deeper discussion about the strengths and needs of our programs based on key data while being briefer and more to the point. While the average length of a Program Review document in the previous template was around 140 pages, the average length with the current template is around 35 pages. There is a significant reduction in length, but the quality of our colleagues' Program Review analysis and recommendations has not diminished. It is for the good of all parties involved to have this work more streamlined and less onerous.

The Academic Program Review Committee has continued to meet remotely as this mode offers significant advantages over our old in person meetings, particularly in creating records of feedback given to programs meeting with the committee. When we were meeting in person, we would need one committee member dedicated to taking notes of all the feedback offered in the session, which would prevent them from really participating and offering feedback. Programs meeting with the committee would also still need to take their own notes, often distracting them from hearing further feedback. Committee members each had their own hard copy of the document and would only be able to offer verbal feedback in the session. Meeting via Zoom has enabled us to record the meeting session and post them to a YouTube channel so the programs can revisit any moment of the session at any time. Further, we have switched to having all committee members comment on a single document in Teams. After the feedback session, programs are emailed a link to the video recording of their session as well as a downloaded copy of their document from Teams with all committee members' feedback on it. This has enabled all committee members to participate fully in each meeting and to have a clearer, more coherent method of preserving that feedback for programs completing Program Review.

The Assessment of Learning Committee has been meeting throughout the year, as usual, on the first Monday of each month. Our overall completion rate for SLOs this year was 81% for Fall 2022 and I expect the rate for Spring 2023 to be about the same. We continue to get as close to 100% completion as possible and are making strides in correcting the assessment timeline for courses that are not offered and in communicating to all faculty which SLOs are due to be

assessed when. We have yet to complete the full assessment of our new ILO 1, Clarify The Path, but are making strides to have that completed by Fall 2023. A survey has been distributed, but will need to be re-distributed to get a larger sample size. We will also be auditing the web traffic of college web pages associated with clarifying academic paths at El Camino. We are also now working more closely with Institutional Research and Planning to complete the assessment of ILO 1. PLO completion rates continue to hover at around 30-35%, which is unfortunate, but considering the changes made to the Academic Program Review template, it is clear that academic programs are consistently reviewing their aggregated SLO data in each Program Review cycle. In light of that, we are considering abandoning the assessment of PLOs independently as the process is duplicated in Program Review.

Perhaps the most exciting development in SLOs is the proliferation of collecting SLO data via Canvas Outcomes, which is now then being piped over to Nuventive along with student demographic data attached to their student ID numbers. This enables us to then have clear, easy to read and use visualizations of disaggregated data. We can now see, at the SLO level, how students in different age, gender, and race/ethnicity groups are faring in the assessment of each SLO. We can also disaggregate for units completed and participation in a student cohort group like FYE or Puente. While it has always been technically possible to do this, the process required to do so has been impractical and labor intensive. With the help of the Distance Education department, we now have a very easy, user-friendly way to collect this data and get it disaggregated.

We are now able to easily reveal hidden equity/achievement gaps that were present all along. While a course's overall success rate may be in the acceptable range, seeing the disaggregated data now shows us where there may be equity/achievement gaps so we can better understand what's going on in our students' skills and content knowledge areas.

The process does require faculty to do a bit of work in setting up Outcomes in their Canvas shells, but this process is generally easier than our previous patchwork of data collection methods. Further, it eliminates the need for any Division administrative workers and/or SLO Facilitators to collect the data and distribute it to course leads. I have led multiple workshops this year to train faculty on how to set up Canvas Outcomes in their Canvas shells and how to access and use the data dashboards in Nuventive. Feedback from faculty has generally been positive, stating that the process is better than what we have had previously. We have focused mainly on getting Outcomes set up in high enrolled/high impact courses, but some faculty have asked that we use Canvas Outcomes for all SLO assessments for all courses. We plan to work with Distance Education to make this a possibility in the coming year.

In the end, this also fulfills an accreditation requirement to have, analyze, and act on disaggregated data at the SLO level. In 2020, we were told by the ACCJC visiting site team that we needed to do this and that our previous method of only looking at disaggregated data when assessing ILOs was insufficient. The process that we have now will more than adequately meet that standard and make the SLO process more efficient and effective as well.

Academic Technology Committee

Summary of Activities: 2022-2023

Co-Chairs: Stephanie Burnham, Marlow Lemons

Committee Members:

Marlow Lemons	Oscar Villareal
Elana Azose	Moses Wolfenstein
Andrea Micallef	Mark Malonzo
Ryan Carey	Michael Wynne
Johnathan Bryant	Kristine Numrich
Stephanie Burnham	Richard Perkins
Loic Audusseau	William Carter
Carolyn Pineda	Nancy Freeman
Janice Pon-Ishikawa	Ryan Gan
Tiffanie Lau	Claudio Vilchis

Objective and Scope

As a subcommittee of the Academic Senate, the Academic Technology Committee (ATC) brings diverse and informed voices together to ensure the adoption of academic technologies fairly and equitably. The ATC brings awareness of the latest technologies, innovative instructional practices, and teaching strategies using technology in both physical and virtual classrooms. Specifically, the ATC creates opportunities for faculty, staff, and students to engage with and learn about emerging technologies.

Purpose

The ATC focuses attention on how technology affects teaching and learning. The committee researches and recommends emerging technologies, processes, and tools to be integrated into educational practices. The ATC also 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.

2022/2023 Academic Plan:

- Assist faculty and staff in any technology funding proposals or ideas;
- Work with ODE on the implementation of the HyFlex modality on campus;
- Research and evaluate *Class* (a Zoom overlay) application and other possible teaching technologies; and
- Plan and execute the annual Educational Technology Conference for Friday March 24, 2023.

Fall 2022 Activities

Planning of the Educational Technology Conference

- Theme was finalized: Hy-Flex Instruction in a Post-Pandemic Learning Environment
- Room Reservation- Due to construction, the original locations had to be cancelled. New location for the Ed Tech conference will now be in the library, possibly the basement of the 2nd floor, but the main part will be in DE 166.
- Guest Speaker – The speaker is coming from the University of Tennessee, Knoxville, Dr. Enilda Romero Hall. She is an associate professor at the University of Tennessee. She specializes in high flex instruction, and how to build a high flex classroom. She has published many papers on high flex instruction and peer review journals. She will also do a breakout session that goes deeper into high flex instruction.
- Conference Funding- There will be 3 different sources of funding. Dr. Lemons included \$8,000.00 in the annual plans to have a budget for the conference moving forward.
- Call for Presenters – Dr. Lemons will continue every 2-3 weeks to try and get more people to present. Dr. Lemons encouraged the committee members to present and participate in the breakout sessions.
-

Class Application

- Discussion points:
 - Total amount for Class – no price at the moment
 - Class is more sophisticated than zoom
 - Class will require training
 - Online tutoring, one on one and in group
 - Class would be great for workshops
 - At the moment the Chancellor's office will not cover the cost
- Janice Pon-Ishikawa motioned to approve recommending Class for review to Campus Technology, second by Ryan Gan, all in favor for recommending Class for review.

Rewrite the Committee's Purpose and Focus

- Input was gathered from historical documents on the history of the ATC (courtesy of former Chairperson, Pete Marcoux), and The College Technology Committee members.
- Collectively, the ATC committee members drafted and edited the following:
- **Objective and Scope**
As a subcommittee of the Academic Senate, the Academic Technology Committee (ATC) brings diverse and informed voices together to ensure the adoption of academic technologies fairly and equitably. The ATC brings awareness of the latest technologies, innovative instructional practices, and teaching strategies using technology in both physical and virtual classrooms. Specifically, the ATC creates opportunities for faculty, staff, and students to engage with and learn about emerging technologies.
- **Purpose**
The ATC focuses attention on how technology affects teaching and learning. The committee researches and recommends emerging technologies, processes, and tools to be integrated into educational practices. The ATC also 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

HyFlex

- The Ed Tech Conference planning included more research and presentations on HyFlex instruction.
- The ATC reached out to the current faculty teaching HyFlex offering support and requesting feedback.

Spring 2023 Activities

Execution of the Educational Technology Conference

- Theme: Hy-Flex Instruction in a Post-Pandemic Learning Environment
- A little over 45 faculty and staff members attended
- Keynote Presentation: “(Re)Imagining Learning Modalities: Hybrid Flexible Instruction, Friend or Foe” Speaker: Dr. Enilda Romero-Hall
- Breakout sessions were similarly well attended. The topics included: Connecting with Students: Increasing Student Engagement with Pronto; Connecting with Students: Interaction in the Online Course—An El Camino Local POCR Primer; Connecting with Students in a Gateway Mathematics Course Using TikTok; Connecting with Students with Disabilities: The SRC Portal; Connecting Hyflex Technology to Pedagogy; New Library Technologies to Facilitate Research; Using Prairie Learn as a Statistics Course Assessment Tool for Students.
- Feedback was overall positive and constructive. Many found the overview of HyFlex informative. Some highlights:
 - “As a staff member I found the speaker informative. The information gave me a better understanding of how HyFlex works and all of the pros and cons of teaching and learning under this modality.”
 - “Very useful information and very helpful on creating an interactive online teaching”

Resolution for Faculty in high-tech fields involvement in technology selection

- The ATC, as a subcommittee of the Academic Senate, and in conjunction with the College Technology Committee, proposed a Senate resolution for faculty in high-tech fields. This was in response to faculty in certain disciplines not getting their technology needs met in a satisfactory manner. The following resolution was drafted and passed:

WHEREAS, it is recognized that this is Senate Purview affecting policies regarding student preparation and success;

WHEREAS, It is recognized that most disciplines and labs on campus can use the standard technology (PCs or Macs) selected by ITS, however, certain disciplines fall outside of these standards;

WHEREAS, Faculty who teach in disciplines with specialized computer lab technology demands, requiring more than standard PCs or Macs, have expertise in the needs of technology for their instructional needs;

WHEREAS, The disciplines currently considered to be affected are listed publicly on the Academic Senate website;

WHEREAS, Faculty in these disciplines also need more than the standard PC or Mac to prepare and teach their courses effectively;

RESOLVED, Faculty in these disciplines must be consulted when labs are requested, scheduled for an upgrade, or in need of an off-cycle upgrade due to technology being unable to support current software to allow for quality instruction;

RESOLVED, The college must provide appropriate technology for those labs, without faculty needing to purchase the equipment on grants, or to find other sources of funding on their own;

RESOLVED, Full-time Faculty in these disciplines must be given a computer that meets the requirements of their discipline;

RESOLVED, As new high-tech disciplines emerge they can petition the Academic Technology Committee (who will work in conjunction with The College Technology Committee) to be added to the list of disciplines that must be consulted.

Future Planning

- Educational Technology Conference 2024 (March 29, 2024)
- Assist faculty and staff in any technology funding proposals or ideas
- List of software available to students—updated and easier to find on our website.
- At the end of the Spring Semester, the ATC proposed a Flowchart project to present to the Faculty and Administration. Work on that will begin in Fall.
 - The Flowchart would outline the current process for requesting technology.
 - Ideas for applications to create the Flowchart: Vision (Microsoft Office 365).
 - ETA: Fall 2023

College Curriculum Committee (CCC)

End of Year Summary 2022 – 2023

Mission Statement: The mission of the College Curriculum Committee is to review and develop the College’s curriculum in order to ensure that all curriculum meets local and state standards, fulfills the mission of the College, and supports student success.

Voting Members			
Michael Anderson	Diaa Eldanaf (F) Gordon Song (Sp)	Carlos Lopez	Zeke Murdock
Walter Cox	Matthew Kline	Mary McMillan	Ruby Padilla
Kristie Daniel-DiGregorio	Mark Lipe	Jon Minei	Sidney Porter
Ex Officio Members			
Lillian Justice	Lori Suekawa	LaShanta Young	
Lissette Marquez	Moses Wolfenstein	Rebecca Gloyer (ASO)	
Curriculum Office Support Staff: Cynthia Escutia			

Proposals Reviewed 2022-2023			
Type	Fall 2022	Spring 2023	Totals
Course Review	158	110	268
New Course	15	35	50
New Program	5	5	10
Program Revision	5	8	13
DE Addenda	0	20	20
Reactivation	0	1	1
Inactivation	19	2	21
Program Inactivation	0	3	3
Articulation Agreement	0	0	0
Totals	202	184	386

Additional Fall 2022 Activities

- Presentations
 - L. Suekawa, “Assist Next Generation”
- Activities and Trainings
 - Reviewed curriculum goals
 - Annual Certification Training and submission of verification to the Chancellor’s Office
 - Updated CCC website and Curriculog user guides
 - Reviewed coordination of curriculum with SLOs and Brown Act
 - Presented recommendation on reviewing curriculum for cultural competency
 - Reviewed updated language for Conditions of Enrollment related to courses affected by AB 705

College Curriculum Committee (CCC)

End of Year Summary 2022 – 2023

- Received full approval for baccalaureate program in Respiratory Care
- Approved changes in numbering of Noncredit courses
- Approved new courses need for baccalaureate program in Respiratory Care

Additional Spring 2023 Activities

- Activities and Trainings
 - Approved degree and DE addenda for baccalaureate program in Respiratory Care
 - Approved verbiage for addition of HyFlex to DE addendum
 - 2023-24 catalog published

Educational Policies End of Year Report

Fall 2022 – Spring 2023

VP Educational Policies: Camila Jenkin

Members:

Charlene Brewer-Smith (IT)

Kristie Daniel-DiGregorio (BSS)

Darcie McClelland (NS)

Chris Jeffries (ECCFT)

Lori Suekawa (CSS)

Stephanie Merz (Hum)

Camila Jenkin (LLR)

Deans Rep: Amy Grant (NS)

New members:

Robert Uphoff (HSA)

Pilar Orellana (MBA)

Keiana Daniel (SS)

Role

In coordination with the Vice President of Academic Affairs and the division deans, shall investigate, monitor, and propose matters concerning educational policies, such as degree and certificate requirements, grading policies and standards, policies regarding student preparation and success, and minimum qualifications.

Fall 2022

AP 5070 Attendance

BP/AP 4055 / 5140 Academic Accommodations for Students with Disabilities

4021 Program Discontinuance

Spring 2023

AP 4050 Articulation

AP 7150 Evaluation

BP/AP 4045 Textbooks and Instructional Materials

AP 4105 Distance Education

7160 Professional Development

Goals for Fall 2023 – Spring 2024

1. Continue work on 4105, which is an extensive document.
2. Use policy review schedule to continue Educational Policies work.

Equity, Diversity, and Inclusion Committee Summary of Activities: 2022-2023

Facilitators: Analu Cruze-Josephides (Fall 2022); Erica Brenes (Spring 2023)

Notetaker: Linda Cooks

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.

Abbreviated Summary of Major Accomplishments for the 2022/23 Academic Year:

- Create a procedure for nominating campus EDI champions,
- Review and revise the current website so that it is a hub for EDI resources:
 - Include Linguistic Justice and Land Acknowledgement resources,
 - Highlight easy-to-access links that aid inclusive teaching.
- Support the organizing of campus wide linguistic justice education (e.g. campus book club, informed and inspired, and Canvas courses).
- Consult with the Faculty Development Committee about ongoing equity education opportunities (ie EMTI and NFLA).
- Consult with the Faculty Development Committee about how to support communities of practice in the 2023/2024 school year.
- Consult with the Student Health Center about increasing access to student populations that are underutilizing mental health services.
- Plan the 2023 Equity Conference.

Goals for 2023/2024 Academic Year:

- Host the 2023 Equity Conference,
- Offer mental health support and community for staff and faculty engaged in DEI efforts and who may be experiencing activist burnout,
- Explore more collaboration opportunities between the Student Health Center and EDI Standing Committee
- Explore more collaboration opportunities between the Special Resource Center and EDI Standing Committee
- Offer faculty and staff education on important EDI topics such as:
 - Faculty empowerment,
 - Radical colleaguening,
 - Invisible disabilities and disability justice.

Faculty Development Committee

Summary of Activities: 2022-2023

Committee Members:

Stacey Allen	Amy Herrschaft	Arturo Martinez (Fall only)
Taryn Bailey	Amy Himsel	David Moyer
Erica Brenes	Analu Josephides (Fall only)	Jackie Nolasco
Anna Brochet	Lars Kjeseth (Spring only)	Polly Parks
Linda Cooks	Crystle Martin	Evelyn Uyemura

Mission Statement: *The El Camino College Faculty Development Committee provides opportunities and support to promote instructional excellence and innovation through faculty collaboration.*

Fall 2022 Activities
<p>Fall Professional Development Day Theme: <i>Transformative Spaces: Recontextualizing Our Past to Reshape Our Future</i> Keynote Speakers:</p> <ul style="list-style-type: none"> • Desiree Renee Martinez, MA, RPA (Land Acknowledgement) • Jeremiah J. Sims, Ph.D. and Rachel Sims, M.A. <p>18 in-person workshop topics offered over two afternoon breakout sessions.</p>
<p>PD Power-up Month Coordinated 8 virtual sessions during PD Power-up Month, August 15-24.</p>
<p>Spring 2023 PD Day Planning Began planning Spring 2023 PD Day in September. FDC discussed need for connection and interaction with colleagues and suggested round table discussions for PD day. Suggested highlighting FIRST program as they were partnering with us for our Book Club.</p>
<p>Informed and Inspired: Lunchtime Faculty Development Series Partnered with Jeremiah J. Sims to offer a three-part series entitled <i>Pedagogy Matters: from Critical, to Liberatory, to Radically Humanizing Pedagogy</i>. Each session included an hour presentation followed by a 45-minute reflection time. Dates: October 13, November 17, December 1 (rescheduled to spring)</p>
<p>College Book Club Partnered with Ricky Gonzalez and Vilma Fuentes of the F.I.R.S.T. (Formerly Incarcerated Reentry Students Thriving) program. In lieu of a book, the College Book Club read a series of scholarly articles on how to support formerly incarcerated students. Coordinator: Linda Cooks, Faculty Librarian Dates: October 14, November 4, December 9</p>
<p>Getting the Job, Part 1: The Application Workshop covered tips for writing a CV and cover letter and how to navigate iGreentree Facilitators: Anna Brochet and Amy Himsel Panelists:</p> <ul style="list-style-type: none"> • Mark Rogers, Human Resources • Chris Gold, Dean, Behavioral & Social Sciences • Angela Tuan, Counselor • Shane Ochoa, Associate Professor, English • Arturo Martinez, Professor, Math
<p>Changes to Meeting Frequency and Committee Work Modality Return to in-person meetings, frequency reduced to once a month. Work in between meetings via task groups and utilization of Teams</p>
<p>Revised Syllabus Statements</p> <ul style="list-style-type: none"> • Worked with Susan Nilles and Jaynie Ishikawa to edit Title IX/Mandated Reporting syllabus statement • Moses Wolfenstein and Greg Toya edited Academic Integrity syllabus statement for FDC approval

Spring 2023 Activities

Spring Professional Development Day

General Session presentations:

- Active Shooter Training
- Re-centering Exercise
- FIRST program video
- President's Address
- IMPACT training highlights

Implemented Coffee and Conversation with Colleagues roundtable discussion in lieu of afternoon breakout sessions.

PD Power-up Month

Coordinated 11 virtual sessions during PD Power-up Month, January 31-February 7.

Revise FT/PT Faculty Award Rubric

VPAA is now coordinating both full-time and part-time faculty awards. FDC drafted a rubric for awards and selection criteria and provided overall recommendations for the award process.

Fall 2023 PD Day Planning

Began planning Fall 2023 PD Day in March. In order to avoid inconsistency with representation and participation, changes were made to the PD day planning process. Tri-chair model with planning beginning with the FDC and then taken to the PDAC. FDC discussed reimagining PD day to allow for and prioritize connection and interaction.

Getting the Job, Part 2: The Interview

Panel shared tips on the faculty interview process and teaching demonstration, followed by small group mock interview sessions

Facilitator: Anna Brochet

Panelists:

- Marlow Lemons, Dean, Mathematical Sciences
- Janice Jefferis, Child Development
- Arnold Martin, Digital Art
- Shane Ochoa, English
- Angela Tuan, Counseling

Informed and Inspired: Lunchtime Faculty Development Series

- March: *Pedagogy Matters: from Critical, to Liberatory, to Radically Humanizing Pedagogy Part 3*, presented by Jeremiah J. Sims.
- April: *Classroom Climate Change: Leveling-up the Student Experience Post Pandemic* presented by Linda Cooks. Panelists: Vilma Fuentes, Helen Kang, and Brian Mims.
- May: *Linguistic Justice*, presented by Erica Brenes and Chris Page.

College Book Club

In lieu of a book, the College Book Club read a series of scholarly articles on the topic of Linguistic Justice.

Coordinator: Linda Cooks, Faculty Librarian

Dates: March 24, April 28, May 19

Faculty Professional Development Needs Assessment

Collaborated with IRP to update and implement Faculty PD Needs Assessment (Administered April/May)

Assessment indicates greatest interest in fostering collegiality among faculty, staff, and leadership. Other areas of interest for professional development and learning included: addressing student wellness and basic needs; cohesive anti-racist/equity-minded policy and practice; and optimizing student programmatic success in a guided pathways college. In addition, technology trainings related to AI and Hybrid/Hyflex teaching and learning.

Attendance

Present Proxy

	Chair (College President)	Brenda Thames	X	
	<u>Voting Membership</u>			
1	Student 1	Luisa Paredes	X	
2	Student 2	Matt Schulz	X	
3	Executive Cabinet Representative	Carlos Lopez	X	
4	Council of Deans-Student Services	Dipte Patel	X	
5	Council of Deans-Academic Affairs	Gerson Valle	X	
6	Classified- Admin Services	Sal Valencia	X	
7	Classified-Academic Affairs	Julie Meredith	X	
8	Classified-Student Services	Breeanna Bond	X	
9	Prof. Dev. Advisory Committee	Monica Delgado	X	
10	Student Success Committee			
11	Facilities Steering Committee	Bob Suppelsa	X	
12	Planning & Budget Committee	Julie Bourlier	X	
13	Technology Committee	Loic Audusseau	X	
14	Academic Senate	Darcie McClelland	X	
15	Instructional Faculty	Charlene Brewer-Smith	X	
16	Non-Instructional Faculty	Kelsey Iino	X	
	<u>Non-Voting Membership</u>			
1	ECCE	Brian Hayden	X	
2	Federation	John Baranski	X	
3	POA	Erika Solorzano		
4	Dir., Student Development	Ricky Gonzalez		
5	Dean, Library & Learning Resources	Crystle Martin	X	
6	Dean, Community Advancement	Jose Anaya	X	
7	Athletic Director	Jeff Miera		
8	Exec. Dir., Foundation	Andrea Sala	X	
9	Risk Management/Campus Safety	Leo Barrera	X	
10	Dir., Financial Aid	Chau Dao		
11	Accreditation Liaison	Carlos Lopez	X	

12	Student - Social Justice Center	Marifer Magana		
13	Student - Black Student Success Center	Roshumba Mason		
15	Marketing & Communications	Ann O'Brien	X	
16	VP Human Resources	Jane Miyashiro	X	
17	VP Student Services	Robin Dreizler	X	
18	VP Administrative Services	Bob Suppelsa	X	
19	VP Academic Affairs	Carlos Lopez	X	
20	Adjunct Faculty	Annette Owens	X	
21	Institutional Research & Planning	Viviana Unda	X	

1. El Camino Community College District College Council

1.1 2022-23 College Council Membership

1.2 Governance Structure & Handbook

1.3 2021-22 College Council Goals

2. Opening Items

2.1 Welcome

2.2 Approval of Minutes

It was moved by Kelsey Iino, seconded by Loic Audusseau, that College Council approve the minutes from the March 20, 2023 meeting. Voting members voted yes. Motion approved.

3. Policies and Procedures Review

3.1 Board Policy 1500 Display of Federal & State Flag - SECOND READING

It was moved by Darcie McClelland, seconded by Kelsey Iino, that College Council approve Board Policy 1500-Display of Federal & State Flag. Voting members voted yes with one abstention. Motion approved.

3.2 Board Policy 1600 Inclusion of People with Disabilities - SECOND READING

It was moved by Julie Meredith, seconded by Kelsey Iino, that College Council approve Board Policy 1600 Inclusion of People with Disabilities. Voting members voted yes. Motion approved.

3.3 Board Policy and Administrative Procedure 3710 Securing of Copyright - SECOND READING

It was moved by Darcie McClelland, seconded by Kelsey Iino, that College Council approve Board Policy and 3710 Securing of Copyright. Voting members voted yes. Motion approved.

It was moved by Darcie McClelland, seconded by Kelsey Iino, that College Council approve Administrative Procedure 3710 Securing of Copyright. Voting members voted yes. Motion approved.

3.4 Board Policy and Administrative Procedure 3715 Intellectual Property - SECOND READING

It was moved by Darcie McClelland, seconded by Kelsey Iino, that College Council approve Board Policy 3715 Intellectual Property. Voting members voted yes. Motion approved.

It was moved by Darcie McClelland, seconded by Kelsey Iino, that College Council approve Administrative Procedure 3715 Intellectual Property. Voting members voted yes. Motion approved.

3.5 Board Policy and Administrative Procedure 4050 Articulation - SECOND READING

It was moved by Darcie McClelland, seconded by Kelsey Iino, that College Council approve Board Policy 4050 Articulation. Voting members voted yes. Motion approved.

It was moved by Darcie McClelland, seconded by Kelsey Iino, that College Council approve Administrative Procedure 4050 Articulation contingent on adding the dates of review from Ed Policy and Academic Senate. Voting members voted yes. Motion approved.

It is noted, published 10+1 policies and procedures will include the approval dates from Ed Policy and Academic Senate.

3.6 Board Policy and Administrative Procedure ~~4055~~5140 Academic Accommodations for Students with Disabilities- SECOND READING

It is noted, Board Policy and Administrative Procedure 4055 Academic Accommodations for Students with Disabilities, will be renumbered to 5140 in alignment with the Community College League of California's (CCLC) recommendation and will be presented to the Board as 5140 Academic Accommodations for Students with Disabilities.

It was moved by Darcie McClelland, seconded by Kelsey Iino, that College Council approve Board Policy 5140 Academic Accommodations for Students with Disabilities. Voting members voted yes. Motion approved.

It was moved by Darcie McClelland, seconded by Kelsey Iino, that College Council approve Administrative Procedure 5140 Academic Accommodations for Students with Disabilities. Voting members voted yes. Motion approved.

Review dates of 10+1 policies and procedures will appear consistently in the following order: Ed Policy, Academic Senate and College Council.

3.7 Administrative Procedure 5013 Students in the Military - SECOND READING

It was moved by Darcie McClelland, seconded by Kelsey Iino, that College Council approve Administrative Procedure 5013 Students in the Military. Voting members voted yes. Motion approved.

3.8 Board Policy 7160 Professional Development - SECOND READING

It is noted the browser tab should reflect Board Policy 7160 Professional Development is a new policy. This correction will be made when presented to the Board.

It was moved by Darcie McClelland, seconded by Kelsey Iino, that College Council approve Board Policy 7160 Professional Development. Voting members voted yes. Motion approved.

3.9 Board Policy and Administrative Procedure 5120 Transfer Center - SECOND READING

It was moved by Darcie McClelland, seconded by Kelsey Iino, that College Council approve Board Policy 5120 Transfer Center.

It was moved by Kelsey Iino, seconded by Julie Meredith, that College Council approve Board Policy 5120 Transfer Center with the friendly grammatical edit. Voting members voted yes. Motion approved.

3.10 Board Policy and Administrative Procedure 7600 Campus Police Department - SECOND READING

It was moved by Dipte Patel, seconded by Darcie McClelland, that College Council approve Board Policy 7600 Campus Police Department, contingent on making the distinction this is a new policy. Voting members voted yes. Motion approved.

It is confirmed Board Policy 7600 Campus Police Department, is not new and revised to reflect changes to the CCLC template. During the review process for the policy, College Council determined, as best practice, to create Administrative Procedure 7600 Campus Police Department. The administrative procedure is new.

It is further noted; the proposed revised Board policy does not annotate the changes made to the current policy.

The chair rescinded the approval with the directive, Board Policy 7600 Campus Police Department, be sent back through consultation with the appropriate annotations of the substantive changes.

Administrative Procedure 7600 Campus Police Department, was tabled to be brought back to College Council for consultation with the annotated policy.

A tutorial for those submitting draft or revised policies and procedures will be conducted to ensure this situation does not happen again. A guide for submitting policies and procedures was created previously. This guide will be reviewed and, if appropriate, distributed to area Vice Presidents to distribute to personnel drafting and revising policies and procedures for consultation review and College Council approval.

3.11 Policy Review Schedule - Standing Agenda Item - INFORMATION

4. Agenda Items

4.1 04 17 23 Board Agenda Review

College Council reviewed the April 17, 2023 Board of Trustees Regular Meeting. Questions and clarifications were provided by the President/CEO and area Vice Presidents.

- Agenda item 7.30-Classified Personnel action will be pulled from the Consent calendar, to be voted on separately, reflecting the amendment to the attachment.
- Academic Senate requested Mr. Erin Whalen, Director of DaVinci RISE High School, be invited to present an overview of RISE High School to Senate. This request is noted and will be made.

4.2 Veterans' Center Circle Project

Ms. Kristina Martinez, Interim Dean of Student Support Services, provided an overview of the proposed *Veterans Circle Project*. The project has been approved by the Facilities Steering committee and will be funded by the Veterans center.

After robust conversation, Darcie McClelland moved to send the proposal back to the Facilities Steering Committee, to consider the feedback provided by Council and submit a revised recommendation. Matt Schulz seconded.

After further conversation, Darcie made a friendly amendment to her motion, to approve the Veterans Circle project with the exception of the proposed location and language for the memorial plaque. Kelsey Iino seconded.

Darcie clarified her friendly amendment, to assign the Facilities Steering Committee to determine the location of the plaque and Marketing & Communications, along with the Veterans Center and today's input from College Council, to determine the language for the inscription of the plaque. Julie Meredith seconded.

College Council approved the Veterans Circle project, with the exception of the location and language on the plaque. There were 2 abstentions.

Written notification on the decision-making authority will be sent to the Facilities Steering Committee and Marketing & Communications with a copy to Student Services.

A standardized process for the installation of memorial plaques, by College Council, is recommended by the chair. It is noted, the installation of memorial plaques is not the purview of the individual programs.

4.3 DEIA Statement - THIRD READING AND APPROVAL

The DEIA statement was presented to College Council for a third reading. It was confirmed College Council is the body accountable for the actions identified in the statement.

It was moved by Darcie McClelland, seconded by Julie Meredith, that College Council approve the DEIA statement as it appears in today's meeting.

College Council will release the DEIA statement to the campus community from the Tri-Chairs on behalf of College Council. The statement will be included as an information item for the Board of Trustees and will be posted on the College website

4.4 Proposed College Council Statement Against Discrimination - First Reading

The proposed Statement Against Discrimination was presented to College Council for a first reading. There was discussion on whether this should be a resolution or statement.

Confirmation on whether the Superintendent/President issued previous statements on behalf of College Council was requested.

The President/CEO, as the chair of College Council, determined she will work with the author to reach consensus on a statement on crimes of hate against our Jewish community members. The statement will be released by the President's office. College Council is directed to develop a process which will entertain these types of requests.

It is recommended Council review the minutes from the December 5, 2022 meeting and repeal their decision to review and approve submitted statements against hate and discrimination.

4.5 PBC Recommendations on 2023-24 Budget Requests

It is confirmed by Bob Suppelsa, co-chair of PBC, that the recommendation from PBC is for College Council to approve the recommended list of budget requests and move them forward to Executive Cabinet for prioritization and final decision, based on the recommendations developed and approved by PBC.

Loic Audusseau moved to approve the recommendation from PBC to provide the list of budget requests to Executive Cabinet. Carlos Lopez seconded.

College Council voted to approve the recommendation from PBC to pass the entire list of budget requests to Executive Cabinet along with the list of recommendations for prioritizing, collecting additional information and addressing other questions. There was one abstention.

4.6 Governance Process for "Great Ideas" – *Differed to the next meeting.*

4.7 Comprehensive Integrated Plan (CIP) – *Differed to the next meeting.*

4.8 Participatory Governance Planning Decision-Making Handbook - First Reading – *Differed to the next meeting.*

5. General Information / Standing Agenda Items

5.1 Updates from Consultation Committees

Campus & Workplace Safety & Security Consultation Committee - L. Barrera - *Differed to the next meeting.*

6. Adjournment

Meeting adjourned at 3:17pm

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
May 9, 2023

CALL TO ORDER

Meeting called to order at 2:35 p.m. by Chair Pro Tem Z. Murdock

Recorder: C. Escutia

Members:

Present: M. Anderson, W. Cox, K. Daniel-DiGregorio, M. Kline, M. Lipe, C. Lopez, M. McMillan, J. Minei, Z. Murdock, R. Padilla, S. Porter, G. Song

Ex-Officio Members:

Present: E. Ambrosio, R. Gloyer, L. Justice, L. Suekawa, M. Wolfenstein

Excused: L. Marquez

Absent: L. Young

1. APPROVAL OF MINUTES

The minutes of April 25, 2023 were approved via email by the CCC on May 2, 2023.

2. CHAIR'S REPORT: College Curriculum Committee Chair – E. Ambrosio

Chair Ambrosio thanked the CCC for their diligence to complete the reviews on time and Z. Murdock for stepping in as Chair Pro Tem.

A discussion ensued regarding the process for when changes are suggested to courses in Curriculog. Chair Ambrosio indicated that he makes minor changes, and any substantial changes are sent back to the DCC.

A discussion ensued concerning noncredit courses and the review process. It was suggested that a Noncredit Guide be created to assist when reviewing noncredit courses.

3. CURRICULUM REVIEW

A. Full Course Review

The committee approved the following courses, which are ready for final action:

1. Architecture 119 (ARCH 119)
2. Art 244A (ART 244A)
3. Automotive Technology 21 (ATEC 21)
4. Dance 183ab (DANC 183ab)
5. Engineering 15 (ENGR 15)
6. Environmental Technology 201 [101] (ET 201 [101])
7. Environmental Technology 202 [102] (ET 202 [102])
8. Environmental Technology 203 (ET 203)
9. Mathematics 116 (MATH 116)
10. Pathways to Academic Success 500 (PASS 500)
11. Pathways to Academic Success 501 (PASS 501)

12. Pathways to Academic Success 502 (PASS 502)
13. Pathways to Academic Success 503 (PASS 503)
14. Pathways to Academic Success 504 (PASS 504)
15. Pathways to Academic Success 530 (PASS 530)
16. Pathways to Academic Success 532 (PASS 532)

B. Full Program Review

The committee approved the following programs, which are ready for final action:

1. Automotive Technology: Automotive Engine Rebuilding/Repair Technician [Automotive Engine Repair] Certificate of Accomplishment
2. Sign Language/Interpreter Training A.A. Degree
3. Sign Language/Interpreter Training Certificate of Achievement

C. Consent Agenda Proposals

The committee approved the following courses, which are ready for final action:

1. Automotive Technology 1 (ATEC 1)
2. Computer Aided Design/Drafting 5 (CADD 5)
3. Computer Aided Design/Drafting 7 (CADD 7)
4. Computer Aided Design/Drafting 31 (CADD 31)
5. Computer Aided Design/Drafting 32 (CADD 32)
6. Computer Aided Design/Drafting 33 (CADD 33)
7. Cosmetology 2A (COSM 2A)
8. Cosmetology 3 (COSM 3)
9. Cosmetology 4 (COSM 4)
10. Computer Science 1H (CSCI 1H)
11. Computer Science 17 (CSCI 17)
12. Electronics and Computer Hardware Technology 130 (ECHT 130)
13. Electronics and Computer Hardware Technology 140 (ECHT 140)
14. Electronics and Computer Hardware Technology 142 (ECHT 142)
15. Electronics and Computer Hardware Technology 144 (ECHT 144)
16. Electronics and Computer Hardware Technology 146 (ECHT 146)
17. Electronics and Computer Hardware Technology 148 (ECHT 148)
18. Electronics and Computer Hardware Technology 191 (ECHT 191)
19. Engineering Technology 15 (ETEC 15)
20. Engineering Technology 15A (ETEC 15A)
21. Engineering Technology 15B (ETEC 15B)
22. Engineering Technology 16 (ETEC 16)
23. Engineering Technology 16A (ETEC 16A)
24. Engineering Technology 16B (ETEC 16B)
25. Fashion 5 (FASH 5)
26. Fashion 17 (FASH 17)
27. Fashion 48 (FASH 48)
28. Machine Tool Technology 10B (MTT 10B)
29. Theatre 114 (THEA 114)
30. Theatre 188 (THEA 188)
31. Theatre 189 (THEA 189)
32. Theatre 197abcd (THEA 197abcd)

CURRICULUM DISCUSSION

A. Full Course Review

Fine Arts Division

ART 244A Intermediate 3D Modeling & Animation was presented as a new course proposal.

DANC 183ab Dance Workshop Ensemble was presented for course review.

It was moved by J. Minei, seconded by M. Kline, that the committee approve the course proposals. The motion carried.

It was moved by J. Minei, seconded by M. Kline, that the committee approve the course delivery methods. The motion carried.

It was moved by J. Minei, seconded by M. Kline, that the committee approve the conditions of enrollment. The motion carried.

Industry & Technology Division

The following courses were presented for course review:

ARCH 119 Computer Aided Architectural Drafting [CAD Drawing and Modeling]

ATEC 21 Introduction to Engine Performance

ET 201 [101] Theory and Relevancy of Global Environmental Awareness [Theory of Environmental Stewardship]

ET 202 [102] Sustainable Energy and Renewable Building Sciences and Technologies [Global Sustainability & Integration]

ET 203 Environmental Technology Materials and Methodologies [Sustainable Materials and Methods]

It was moved by M. Anderson, seconded by S. Porter, that the committee approve the course proposals. The motion carried.

It was moved by M. Anderson, seconded by S. Porter, that the committee approve the course delivery methods. The motion carried.

It was moved by M. Anderson, seconded by S. Porter, that the committee approve the conditions of enrollment. The motion carried.

Library & Learning Resources Division

The following courses were presented as new course proposals:

PASS 500 Supervised Tutoring

PASS 501 Language Arts

PASS 502 Mathematics

PASS 503 Science
PASS 504 Social Studies
PASS 530 Research Skills
PASS 532 Academic Integrity at ECC

It was moved by M. Kline, seconded by M. McMillan, that the committee approve the course proposals. The motion carried.

It was moved by M. Kline, seconded by M. McMillan, that the committee approve the course delivery methods. The motion carried.

It was moved by M. Kline, seconded by M. McMillan, that the committee approve the conditions of enrollment. The motion carried.

Mathematical Sciences Division

ENGR 15 Engineering Graphics was presented as a new course proposal.

MATH 116 Geometry and Measurement for Prospective Elementary School Teachers was presented for course review.

It was moved by S. Porter, seconded by M. Lipe, that the committee approve the course proposals. The motion carried.

It was moved by S. Porter, seconded by M. Lipe, that the committee approve the course delivery methods. The motion carried.

It was moved by S. Porter, seconded by M. Lipe, that the committee approve the conditions of enrollment. The motion carried.

B. Full Program Review

Industry & Technology Division

The Automotive Engine Rebuilding/Repair Technician [Automotive Engine Repair] Certificate of Accomplishment was presented for program revision.

It was moved by M. Anderson, seconded by M. McMillan, that the committee approve the program proposal. The motion carried.

Library & Learning Resources Division

The Sign Language/Interpreter Training A.A. Degree and Sign Language/Interpreter Training Certificate of Achievement were presented for program revision.

It was moved by M. McMillan, seconded by S. Porter, that the committee approve the program proposals. The motion carried.

C. Consent Agenda Proposals

It was moved by M. Anderson, seconded by M. Kline, that the committee approve the consent agenda proposals. The motion carried.

It was moved by M. Anderson, seconded by M. Kline, that the committee approve the consent agenda course delivery methods. The motion carried.

It was moved by M. Anderson, seconded by M. Kline, that the committee approve the consent agenda conditions of enrollment. The motion carried.

4. CURRICULUM SPECIALIST'S REPORT: Curriculum Specialist – L. Marquez
No report.

5. VICE PRESIDENT'S REPORT: Vice President of Academic Affairs – C. Lopez
No report.

6. ANNOUNCEMENTS

- Next CCC Meeting: May 23, 2023 – 2:30-4:30 p.m., DE 166/Zoom

7. ADJOURNMENT

Chair Pro Tem Murdock called for a motion to adjourn the meeting. J. Minei moved to adjourn. Meeting was adjourned at 3:04 p.m.

Approved Curriculum Changes Proposed for 2023-2024

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Program Revision	LLR	Sign Language/Interpreter Training A.A. Degree	Program revision; Changes to course requirements; units	5/9/2023
Program Revision	LLR	Sign Language/Interpreter Training Certificate of Achievement	Program revision; Changes to catalog program description; course requirements; units	5/9/2023

Approved Curriculum Changes Proposed for 2024-2025

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	FINE	DANC 183ab Dance Workshop Ensemble	Course review; Changes to lecture/lab hours; major topics; outside study hours; primary methods of evaluation; texts/materials; units; work outside class	5/9/2023
Course Review	FINE	THEA 114 Fundamentals of Acting	Course review; No changes	5/9/2023
Course Review	FINE	THEA 188 Fundamentals of Stage Makeup	Course review; No changes	5/9/2023
Course Review	FINE	THEA 189 Costuming for the Stage	Course review; No changes	5/9/2023
Course Review	FINE	THEA 197abcd Technical Theatre Production	Course review; No changes	5/9/2023
Course Review	ITEC	ARCH 119 Computer Aided Architectural Drafting [CAD Drawing and Modeling]	Course review; Changes to catalog description; conditions of enrollment; descriptive title; major topics; primary methods of evaluation; texts/materials	5/9/2023
Course Review	ITEC	ATEC 1 Introduction to Automotive Service	Course review; Changes to major topics; texts/materials	5/9/2023
Course Review	ITEC	ATEC 21 Introduction to Engine Performance	Course review; Changes to conditions of enrollment; primary methods of evaluation; texts/materials	5/9/2023
Course Review	ITEC	CADD 5 Introduction to Mechanical Drafting	Course review; Change to texts/materials	5/9/2023
Course Review	ITEC	CADD 7 Solid Modeling, Assemblies and Two Dimensional (2D) Drawings	Course review; Changes to instructional methods; texts/materials	5/9/2023
Course Review	ITEC	CADD 31 Orientation to CATIA	Course review; Changes to primary methods of evaluation; texts/materials	5/9/2023
Course Review	ITEC	CADD 32 Product Modeling with CATIA	Course review; Changes to major topics; texts/materials	5/9/2023

Course Review	ITEC	CADD 33 Analyses and Simulations with CATIA	Course review; Changes to catalog description; course objectives; primary methods of evaluation; texts/materials	5/9/2023
Course Review	ITEC	COSM 2A Intermediate Cosmetology	Course review; Changes to course objectives; major topics; texts/materials	5/9/2023
Course Review	ITEC	COSM 3 Advanced Cosmetology Applications	Course review; Changes to major topics; work outside class; texts/materials	5/9/2023
Course Review	ITEC	COSM 4 Cosmetology Practicum	Course review; Changes to major topics; texts/materials	5/9/2023
Course Review	ITEC	ECHT 130 Digital Systems and Computer Logic I	Course review; Changes to major topics; texts/materials	5/9/2023
Course Review	ITEC	ECHT 140 Introduction to Computer Hardware Systems I	Course review; Changes to major topics; texts/materials	5/9/2023
Course Review	ITEC	ECHT 142 CompTIA Server+ Computer Hardware Systems II	Course review; Changes to major topics; texts/materials	5/9/2023
Course Review	ITEC	ECHT 144 CompTIA A+ Computer Hardware Systems	Course review; Changes to instructional methods; major topics; primary methods of evaluation; texts/materials	5/9/2023
Course Review	ITEC	ECHT 146 CompTIA Network+ Computer Hardware Systems	Course review; Changes to instructional methods; major topics; primary methods of evaluation; texts/materials	5/9/2023
Course Review	ITEC	ECHT 148 CompTIA Security+ Computer Hardware Systems	Course review; Changes to instructional methods; primary methods of evaluation; texts/materials	5/9/2023
Course Review	ITEC	ECHT 191 Introduction to Microprocessors and Interfacing	Course review; Changes to major topics; primary methods of evaluation; texts/materials	5/9/2023

Course Review	ITEC	ET 201 [101] Theory and Relevancy of Global Environmental Awareness [Theory of Environmental Stewardship]	Course review; Changes to catalog description; conditions of enrollment; course number; descriptive title; texts/materials	5/9/2023
Course Review	ITEC	ET 202 [102] Sustainable Energy and Renewable Building Sciences and Technologies [Global Sustainability & Integration]	Course review; Changes to catalog description; conditions of enrollment; course number; descriptive title; texts/materials	5/9/2023
Course Review	ITEC	ET 203 Environmental Technology Materials and Methodologies [Sustainable Materials and Methods]	Course review; Changes to catalog description; conditions of enrollment; descriptive title; texts/materials	5/9/2023
Course Review	ITEC	ETEC 15 Aerospace Engineering	Course review; Changes to course objectives; primary methods of evaluation; texts/materials	5/9/2023
Course Review	ITEC	ETEC 15A Aerospace Engineering I	Course review; Changes to primary methods of evaluation; texts/materials	5/9/2023
Course Review	ITEC	ETEC 15B Aerospace Engineering II	Course review; Changes to course objectives; primary methods of evaluation; texts/materials	5/9/2023
Course Review	ITEC	ETEC 16 Computer Integrated Manufacturing	Course review; Change to texts/materials	5/9/2023
Course Review	ITEC	ETEC 16A Computer Integrated Manufacturing I	Course review; Change to texts/materials	5/9/2023
Course Review	ITEC	ETEC 16B Computer Integrated Manufacturing II	Course review; Changes to primary methods of evaluation; texts/materials	5/9/2023
Course Review	ITEC	FASH 17 Decorative Textiles	Course review; Changes to major topics; primary methods of evaluation; texts/materials	5/9/2023
Course Review	ITEC	FASH 48 Fashion Styling	Course review; Changes to major topics; primary methods of evaluation; texts/materials	5/9/2023

Course Review	ITEC	MTT 10B Computer Numerical Control Programming	Course review; Changes to course objectives; instructional methods; major topics; primary methods of evaluation; texts/materials; work outside class	5/9/2023
Course Review	MATH	CSCI 17 Computer Programming in MATLAB	Course review; Changes to course objectives; major topics; texts/materials	5/9/2023
Course Review	MATH	MATH 116 Geometry and Measurement for Prospective Elementary School Teachers	Course review; Changes to conditions of enrollment; texts/materials	5/9/2023
DE Addendum	ITEC	FASH 5 Intermediate Computer Fashion Illustration	DE addendum; Added new DE version (online/hybrid)	5/9/2023
DE Addendum	MATH	CSCI 1H Honors Problem Solving and Program Design Using C++	DE addendum; Added new DE version (online/hybrid)	5/9/2023
New Course	FINE	ART 244A Intermediate 3D Modeling & Animation	New course	5/9/2023
New Course	LLR	PASS 500 Supervised Tutoring	New course	5/9/2023
New Course	LLR	PASS 501 Language Arts	New course; Added new DE version (online/hybrid)	5/9/2023
New Course	LLR	PASS 502 Mathematics	New course; Added new DE version (online/hybrid)	5/9/2023
New Course	LLR	PASS 503 Science	New course; Added new DE version (online/hybrid)	5/9/2023
New Course	LLR	PASS 504 Social Studies	New course; Added new DE version (online/hybrid)	5/9/2023
New Course	LLR	PASS 530 Research Skills	New course; Added new DE version (online)	5/9/2023
New Course	LLR	PASS 532 Academic Integrity at ECC	New course	5/9/2023
New Course	MATH	ENGR 15 Engineering Graphics	New course; Added new DE version (online/hybrid)	5/9/2023
Program Revision	ITEC	Automotive Technology: Automotive Engine Rebuilding/Repair Technician [Automotive Engine Repair] Certificate of Accomplishment	Program revision; Changes to course requirements; program title; units	5/9/2023

Faculty Development Committee Meeting

Minutes for Tuesday, May 23, 2023

Location: Library 202, 1:15-2:15 pm

	Name		Division	Present
1	Stacey Allen	SA	Behavioral & Social Sciences	X
2	Taryn Bailey	TB	Academic Affairs	X
3	Erica Brenes	EB	Humanities	
4	Anna Brochet*	AB	Counseling	X
5	Linda Cooks	LC	Library & Learning Resources	X
6	Amy Herrschaft	AH	Counseling	
7	Amy Himsel	AJH	Behavioral & Social Sciences	X
8	Lars Kjeseth	LK	Mathematical Sciences	X
9	Crystle Martin	CM	Library & Learning Resources	X
10	David Moyer	DM	Fine Arts	X
11	Jackie Nolasco	JN	Library & Learning Resources	X
12	Polly Parks	PP	Natural Sciences	X
13	Evelyn Uyemura	EU	Humanities	

*Committee Chair

Mission Statement: *The El Camino College Faculty Development Committee provides opportunities and support to promote instructional excellence and innovation through faculty collaboration.*

Fall 2022 Meetings: September 13 & 27, October 11, November 8

Spring 2023 Meetings: February 14, March 14, April 25, May 23

AGENDA

1. Needs Assessment Results-Carolyn Pineda

Carolyn Pineda from IRP provided a summary of the results from the Faculty Needs Assessment Survey. There were 157 respondents total, with 50% of respondents as FT and 50% as PT faculty. Assessment indicated greatest interest in fostering collegiality among faculty, staff, and leadership. Other areas of interest for professional development and learning included: addressing student wellness and basic needs; cohesive anti-racist/equity-minded policy and practice; and optimizing student programmatic success in a guided pathways college. In addition, technology trainings related to AI and Hybrid/Hyflex teaching and learning.

2. Fall PD Day planning updates- Anna Brochet

Sensing the current climate and to address employee burnout, PD day planning Tri-chairs are trying to incorporate mental health and healing into the programming for fall PD day. We are looking into a potential keynote speaker who specializes in community healing and justice: Ruben Canedo. He was the keynote at the statewide EOPS conference this past fall and the keynote for SMC's professional development day in March. In addition, we are working on a wellness fair to host various self-care activities. The vision for the day is an overall uplifting day that prioritizes connection, well-being, and restoration. The tri-chairs hope it will be engaging and have a variety

of activities that might resonate with lots of different people. This reimagined PD day aligns with the feedback from the Faculty Needs Assessment that shows there is a great interest in fostering collegiality, faculty well-being and mixing between departments. To make time and space for these activities, we will forgo division meetings this fall. CM shared that the VPAA has already discussed this change with division deans. AB is working on drafting a letter for faculty to let them know of the change this fall PD day.

3. I&I and Book Club: THANK YOU Linda Cooks and Erica Brenes!!

a. I&I/book club ideas for fall?

Based on the feedback from the Needs Assessment, discussed focusing fall I&I sessions on Artificial Intelligence. AB will reach out to Moses Wolfenstein and Ryan Martinez to collaborate. Please let AB know if there are other good potential facilitators for this topic.

4. Announcements and Reminders:

a. Save the dates for next year's FDC meetings:

Fall 2023 Meetings: September 12, October 10, November 14
Spring 2024 Meetings: February 13, March 12, April 25, May 23