May 2, 2023

Academic Senate of El Camino College 2022-2023

16007 Crenshaw Blvd., Torrance, CA 90506, (310) 532-3670 x3254
Office location: Schauerman Library, Room 273

Agenda & Table of Contents: Tuesday, May 2, 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)	6-13
C. Unfinished Business: a. Executive Board Elections (3 minutes) b. Resolution in Support of Faculty Input on Technology Needs- Stephanie Burnham (7 minutes)	14
D. New Business: a. Counseling Faculty Evaluation Form Revisions- Dipte Patel and Counseling Senators (10 minutes) b. BP/AP 4045, Instructional Materials- Camila Jenkin (10 minutes) c. Letter to CIP re: Child Development Center- Darcie McClelland (10 minutes) d. Academic Senate Constitutional Changes- Darcie McClelland (10 minutes)	15-24 25-28 29 30-44
E. Information Items – Discussion a. FDC Announcements- Anna Brochet (5 minutes)	
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	45-54
G. Future Agenda Items	
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/academicsenate/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.

May 2, 2023

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Zoom information for Academic Senate Meeting 5/2/2023

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, May 2. In the subject line, please put Academic Senate Meeting 5/2 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 5/2/2023

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

May 2, 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

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

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

Industry & Technology

Charlene Brewer-Smith[R]	24/25
Ross Durand*	24/25
Dylan Meek[R]	24/25
Bruce Tran	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 withindisciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards and policies regarding student preparation andsuccess
6. District and college governance structures, as related tofacultyroles
7. Faculty roles and involvement in accreditation process, including self-study and annualreports
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, 1-230 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, 1230-2pm, 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., 915-10:30, 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, 115-215, 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
☒ 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
☒ Russell McMillin
☒Vince Palacios

Health Sciences & Athletics
Unexcused: Andrew Alvillar
Unexcused: Tom Hazell
☒ Shiney Johnson
☒ Dina Mauger
☒Eric Villa

Humanities
☒ Stephanie Burnham
☒Sean Donnell
☒ Brent Isaacs
☒ Kevin Degnan
☒ Erica Brenes

ITEC
☒ Charlene Brewer-Smith
☒ Ross Durand
☒Dylan Meek
☒ Jack Selph
☒ Bruce Tran

Library
☒ Camila Jenkin
☒ Tiffanie Lau
☒ Gary Medina

Mathematics
☒ Susana Acosta-Acuna
Excused: Diaa Eldanaf
☒ Lars Kjeseth
☒ Greg Fry
☒ Arturo Martinez

Natural Sciences
☒ Jwan Wageman
Unexcused: 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:
☒Dr. Jeny Joy
☒Dr. Russell Serr
☒Erika Solorzano
☒E. Yates
☒G. Castro
☒Gerson Valle
☒Jackie Nolasco
☒Jenny Simon
☒Lavonne Plum
☒Linda Cooks
☒Maria Cortez
☒Michael Wynne
☒Michelle Arthur
☒Stephen Peluso
☒Viviana Unda

ACADEMIC SENATE MINUTES April 18, 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, p. 6-11)

- Motion to approve C. Brewer-Smith, seconded by E. Brenes
- No comments
- 29 yes, 0 no, 0 abstentions

C. Unfinished Business:

a. 2022-2025 ECC Strategic Enrollment Management Plan- Carlos Lopez (10 minutes, p. 12-56)

- Motion to approve L. Kjeseth, seconded by K. Daniel Di-Gregorio
- Changes incorporated into new draft came from feedback in senate
- Comments/Concerns: none
- 33 yes, 0 no, 0 abstentions
- Approved

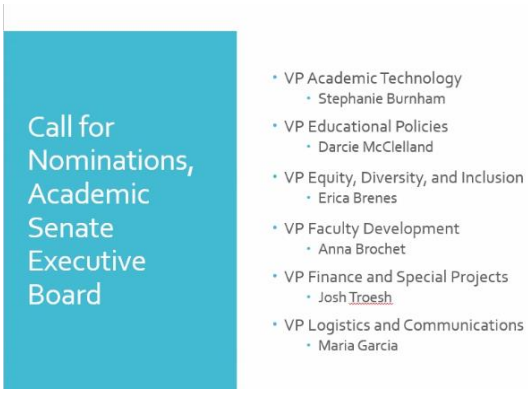
b. 2022-2026 ECC Guided Pathways Workplan- Jenny Simon and Polly Parks (10 minutes, p. 57-82)

- Motion to approve C. Brewer-Smith, seconded by S. Donnell
- Comments/Concerns:
    - Was feedback noted in minutes incorporated?
        - Yes
    - Senate president worked with Crystle Martin to edit and include senate feedback
    - Concerns about phrasing "Presently there is significant territorialism" and consider deleting sentence. Sentence deleted
    - 33 yes, 0 no, 0 abstention
    - Approved

D. New Business:

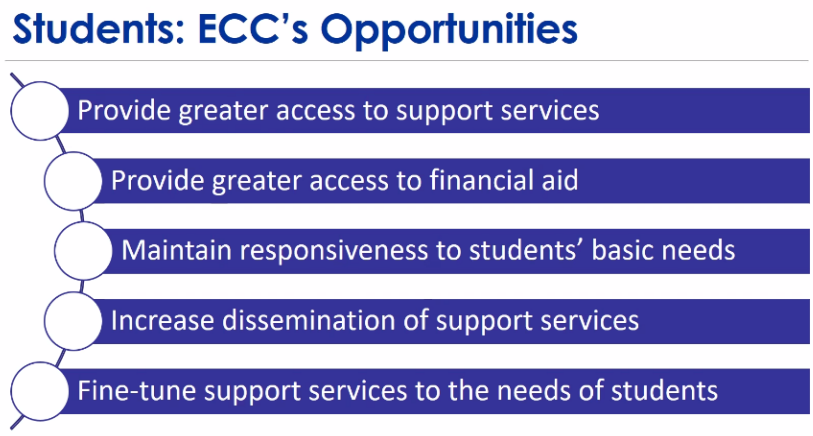
a. Final call for nominations, Academic Senate Executive Board Open Positions (3 minutes)

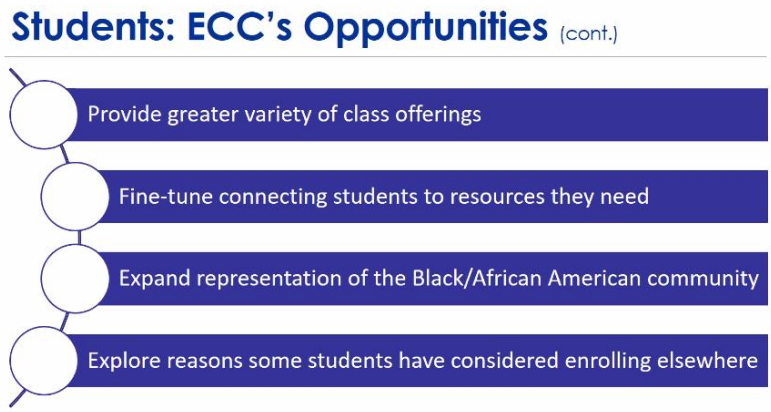
- No additional nominations
- AS President asked "Since there are single candidates for board are there any objections to voting by acclamation at next meetings?"
    - None. Will vote by acclamation at next senate meetings.



E. Information Items –Discussion

a. Comprehensive Integrated Planning Update- Viviana Unda (20 minutes, p. 83-128)

- Presentation delayed to include College Council feedback
- Reviewed timeline and discussed input from stakeholders and emerging common topics
- Discussed CIP survey instrument and question(s) excluded due to potential flaw in design
- 730 out of 18.124 students responded to survey (see packet for CIP student demographic survey)
- 92 students participated in student listening session
- 

- 

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- External Stakeholders ECC Strengths

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- Common topics from students AND external stakeholders

Draft of Emerging Common Topics

1. Course offerings & equipping the community with career development opportunities
2. Access
3. Connection & sense of belonging
4. Internal processes & employee engagement
5. Outreach, partnerships & public perception

-
- Question about comment "from an employer perspective, students leaving ECC are not always prepared for workforce."

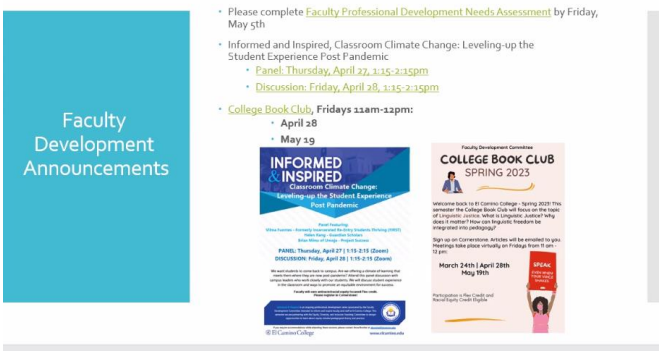
Topic 1: Course Offerings & Equipping the Community with Career Development Opportunities

SWOT	Summary Headings	Examples of Insights/Quotes
Strengths	Quality education	• ECC has very qualified instructors who also work at top 4-year colleges, but offer smaller classes (more personal) at ECC. • Faculty are experienced in their industry and bring certifications and academic rigor to the programs.
Challenges (external)	Alignment of student skillset & workforce needs	• From an employer perspective, students leaving ECC are not always prepared for the workforce. ECC needs to do a better job bridging the skills taught versus what skills are needed. • In the CIP student survey, "Support finding an internship or job" is one area where students said they are the least satisfied
Opportunities	• Types of courses for a diverse community • Courses offered to address community needs • Partnerships with employers • Increase the flexibility of course offerings	• More certificate programs – faster rate of training to start working in nearby industries. • Have short term online and in-person courses for the soft skills/basic skills. • Build collaboration opportunities into the curriculum, where students can practice real world industry skills in the classroom. • When asked what El Camino college needs to start doing, a top theme that emerged was "offering more courses at different times"

-
    - Can employers be questioned about what skillsets are missing and bring to senate so faculty can consider in curriculum
    - Which employers were represented here? What industry was represented?
        - Viviana can prepare document/report for senate so programs can be informed
        - This can also be discussed within program review committee
- Currently data being analyzed to develop themes and foundational statements to support creation of goals/strategic planning.
- Next summit 5/12 9am-3pm
- Questions/comments
    - Who can attend 5/12 summit?
        - Anyone can attend. 1st summit didn't have enough faculty representation
    - Can zoom option be available? Some folks don't' have childcare available.
        - Viviana will take back to group to consider zoom option
    - Some themes seen here were request for more classes at Inglewood center and return to basic skills. What part of these belongs to adult schools vs el camino college?

- Bring back child development. Students who are parents are underrepresented. The college needs to serve this population.
    - Onsite daycare for students can benefit child development program and our students
    - LBCC has invited Boys and Girls Club partnership
        - Edith Gutierrez and Kristen Gutierrez (EOPS/CARE/CalWORKS) have been discussing this too
        - Golden West has partnership too
    - Although childcare is not senate purview . However, we can show up as faculty and advocate to reopen center
        - Rebuttle: Child Development Program requires students to do observations so the topic of opening up a child development center is appropriate to discuss
    - Senate to consider resolution discussion at next senate meeting
        - Include ASO
        - Senators volunteered to write resolution: Anna B. Maria G. Erica B. and others
    - Early childhood education is a different age group than Boys & Girls Club afterschool programs but both ideas should be pushed forward
        - Golden West and LBCC partnership starts working with children as young as 6 weeks.

b. FDC Announcements- Anna Brochet (5 minutes)

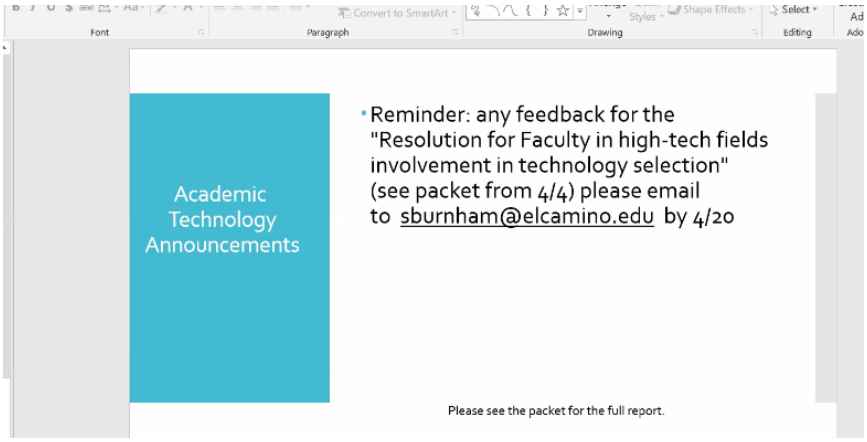


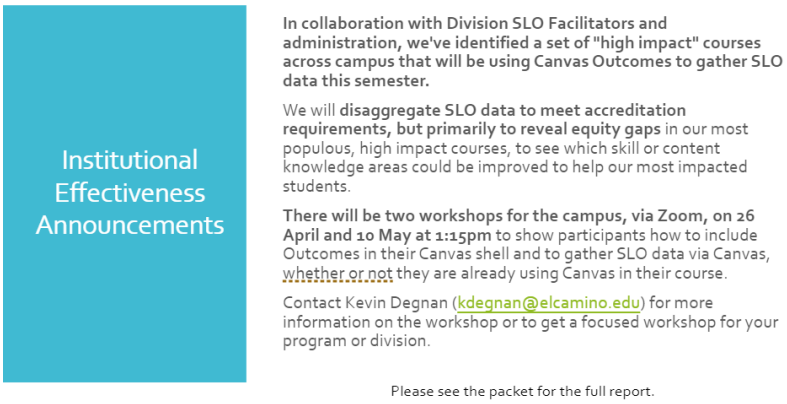
F. Reports

a. Academic Senate President's Report (packet only, will not be read, p. 129-158) – Darcie McClelland

- ASCCC resolutions. Review resolutions and send Darcie feedback by Friday, April 21st at dmcclelland@elcamino.edu
- There is a resolution to make senate meetings on zoom

b. VP Reports (Packet only, will not be read, p. 159-162)- Senate Executive Board





- Can session be recorded or added to Canvas?
    - Yes, training materials on SLO website
    - Will email out on request
    - Can register on Cornerstone

c. Academic Affairs Report- Carlos Lopez

d. Student Services Report- Robin Dreizler

G. Future Agenda Items

H. Public Comment (5 minutes)

- Math Academy changing to workshops this summer
- Thank you to all folks writing reports and providing input

I. Adjournment

- **2:14pm**

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

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

RESOLVED, ~~Full-time~~ Faculty in these disciplines must be consulted ~~by ITS~~ when labs are ~~created~~ 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 ~~ITS~~ must provide appropriate technology for those labs, without ~~requiring the faculty to purchase~~ 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 to be added to the list of disciplines that must be consulted.

Commented [BS1]: All faculty should have input.

Commented [BS2]: List: Architecture, Computer Science, Computer Information Science, Data Science, Digital Arts, and Games and Playable Media, **Journalism, CADD, and Fashion**

Commented [BS3]: All faculty should have input.

Commented [BS4]: Omit? ITS doesn't create or upgrade labs without the approval of the Division Dean/Director.

Commented [BS5]: If a department/division needs a lab, there may be something already available (and thus may not need to be 'created').

Commented [BS6]: Changed to acknowledge feedback: who determines when they are in need of an off-cycle upgrade'?

Commented [BS7]: Outside feedback: Who is expected to establish these requirements? Are we having separate requirements for each discipline? I would strongly recommend that we do not adopt or facilitate a model in which we end up with 10 different computer standards/configurations.

Commented [BS8]: Outside feedback: Don't you think you would be better off petitioning the Technology Committee instead (which is a standing committee contrary to ATC)?

Commented [BS9R8]: The ATC feels it should be them since there are more faculty voices on that committee. However…

Commented [MC10R8]: It feels like maybe Tech committee is better. it meets year round, it does have faculty reps, and it has tech expertise to know if what is being presented does indeed require higher level technology

Commented [BS11R8]: To add: since the college tech has moved to a tri-chair model, there will be some faculty representation

Counselor Evaluation Forms

Consultation:
Academic Senate:
Federation:

Overview of Evaluation Forms

Form Number	Form Name		Probationary Full-Time	Tenured	Temporary Full-Time	Part-Time
J.1.a. J.1.a.i.	Evaluation Form: Full-Time Faculty Evaluation Form: Full-Time Counseling Faculty			D, FT	D, FT	
J.1.b. J.1.b.i.	Evaluation Form: Part-Time Faculty Evaluation Form: Part-Time Counseling Faculty (new form)					FT, DWA
J.2 J.2.a.	Combined Peer/Dean Evaluation Report for Probationary Instructor Combined Peer/Dean Evaluation Report for Probationary Counselor		D & FTT*			
J.3 J.3.a	Evaluation Conference Report for Faculty Evaluation Conference Report for Counseling Faculty		D	FT or DWA	FT or DWA	FT or DWA
J.4 J.4.a	Self-Evaluation Report Self-Evaluation Report - Counselor		E	E	E	E
J.5.a.	Student Survey of Instructor Effectiveness: Full-Time Faculty		S	S	S	
J.5.b.	Student Survey of Instructor Effectiveness: Part-Time Faculty					S
J.5.c.	Student Survey of Counselor Effectiveness (MOU – 2/24/2022)		S	S	S	S

* One FTT must be from hiring committee

Evaluators Key:
D = Dean, Associate Dean, or Director
DWA = Dean, when applicable
FT = Full-time, tenured or probationary
FTT = Full-time, tenured
E = Evaluatee
S = Students

Appendix J.1.a.i.

EL CAMINO COLLEGE

Full-Time Counseling Faculty Evaluation

❒ Tenured ❒ Temporary Full-Time

~~COUNSELOR OBSERVATION REPORT~~

EVALUATEE: __ _____ SEMESTER: ___ _____

EVALUATOR: _____ DATE(S) OBSERVED: _____

OBSERVATIONS: IN OFFICE _____ IN CLASSROOM: _____ GROUP PRESENTATION: _____

Counselors	Satisfactory	*Needs Improve-ment	*Unsatisfactory	Unable to Assess
1. Shows currency & depth of knowledge of academic majors for counselees in their subject areas. Comments:				
2. Provides opportunities for counselees to express concerns, listens well, is accessible to students, provides reinforcing feedback to students. Comments:				
3. Helps students define problems, and is able to support counselees in seeking solutions to their problems. Comments:				
4. Researches questions brought by counselees, provides pertinent information, directs counselees to appropriate resources when advisable. Comments:				
5. Assists counselees in assessing, exploring and realizing their career and/or educational potential. • Comments:				
6. Shows sensitivity to the unique individual differences of counselees within the context of gender, status, cultural diversity, age, disability and other relevant characteristics. • Comments:				
7. Demonstrates current knowledge of district policies & procedures, ~~district curricula~~courses & programs benefiting counselees. Comments:				
~~Communicates well with staff and faculty.~~ ~~Comments:~~				
8. Makes effective use of counseling materials and technology. Comments:				
9. Interfaces with ~~faculty~~ colleagues to stay abreast of changes, policies and procedures affecting students. ~~counselees in their divisions.~~				

Comments:				
~~Assists counselees in assessing and developing their potential. Comments:~~				
10. Cultivates a courteous, respectful, and professional environment among colleagues. Comments:				
~~Shows sensitivity to the unique individual differences of counselees within the context of gender, status, cultural diversity, age, disability and other relevant characteristics. Comments:~~				
~~Effectively participates in the service area outcomes process.~~ 11. Participates collegially in department/division/college committee work and activities Comments:				

The following questions will appear only on dean's version of the faculty evaluation form:

	Satis-factory	*Needs Improve-ment	*Unsatisfactory	Unable to Assess
12. Regularly participates in professional development and sets goals for improvement of knowledge and skills. Comments:				
13. Schedules and regularly adheres to weekly student contact time. Comments:				
14. Submits records and responds to requests within a reasonable timeline as required by the division or district within the published deadlines (e.g., semester schedules, timesheets, evaluation materials, flex reporting) Comments:				

Overall Rating: _____ Satisfactory _____ Needs Improvement _____ Unsatisfactory

~~To Evaluator: Make 2 copies of this completed report and provide one to the evaluatee and one to the Dean. If you desire a conference, Check here: ____~~
~~To Evaluatee: If you desire a conference to discuss your self-evaluation, your student evaluations or this evaluation, Check here: _____~~
~~To Dean: If a conference is necessary per the Agreement or if you request a conference, Check here: _____~~
Note: Deans and peers will complete separate forms so dean OR peer will sign form, not both.

_____
Dean's Signature Date

_____ _____
Peer Evaluator's Signature Date

* Any “needs improvement” or “unsatisfactory” rating must include comments to identify specific problems and recommendations (attach additional sheet if necessary).

** Any “Unable to assess” ratings must include comments to explain the reasons the evaluator was unable to assess this portion of the evaluation.

~~Rev: 07/14~~

APPENDIX J.1.b.i.
EL CAMINO COLLEGE
Part-Time Counseling Faculty Evaluation

NOTE: THIS IS A NEW FORM

EVALUATEE: __ _____ SEMESTER: ___ _____

EVALUATOR: ___ _____ DATE(S) OBSERVED: _____

OBSERVATIONS: IN OFFICE _____ IN CLASSROOM: _____ GROUP PRESENTATION: _____

Counselors	Satisfactory	*Needs Improvement	*Unsatis-factory	Unable to Assess
1. Shows currency & depth of knowledge of academic majors for counselees in their subject areas. Comments:				
2. Provides opportunities for counselees to express concerns, listens well, is accessible to students, provides reinforcing feedback to students. Comments:				
3. Helps students define problems and is able to support counselees in seeking solutions to their problems. Comments:				
4. Researches questions brought by counselees, provides pertinent information, directs counselees to appropriate resources when advisable. Comments:				
5. Assists counselees in assessing, exploring and realizing their career and/or educational potential. Comments:				
6. Shows sensitivity to the unique individual differences of counselees within the context of gender, status, cultural diversity, age, disability and other relevant characteristics. Comments:				
7. Demonstrates current knowledge of district policies & procedures, courses & programs benefiting counselees. Comments:				
8. Makes effective use of counseling materials and technology. Comments:				
9. Interfaces with colleagues to stay abreast of changes, policies and procedures affecting students. Comments:				
10. Cultivates a courteous, respectful, and professional environment among colleagues. Comments:				
11. Submits records and responds to requests within a reasonable timeline as required by the division or district				

within the published deadlines (e.g., semester schedules, timesheets, evaluation materials) Comments:				

* Any “needs improvement” or “unsatisfactory” rating must include comments to identify specific problems and recommendations (attach additional sheet if necessary).
** Any “Unable to assess” ratings must include comments to explain the reasons the evaluator was unable to assess this portion of the evaluation.

APPENDIX J.2.a

EL CAMINO COLLEGE

COMBINED PEER/DEAN EVALUATION REPORT FOR PROBATIONARY COUNSELOR

❒ **Probationary Indicate which semester: 1st 2nd 3rd 4th 5th 6th 7th**

EVALUATEE: _____SEMESTER: ___ _____

EVALUATORS: _____

DATE(S) OBSERVED: _____

OBSERVATIONS: IN OFFICE _____ IN CLASSROOM: _____ GROUP PRESENTATION: _____

Counselors	Satis-factory	*Needs Improve-ment	*Unsatis - factory	Unable to assess
1. Shows currency & depth of knowledge of academic majors for counselees in their subject areas. Comments:				
2. Provides opportunities for counselees to express concerns, listens well, is accessible to students, provides reinforcing feedback to students. Comments:				
3. Helps students define problems~~,~~ and is able to support counselees in seeking solutions to their problems. Comments:				
4. Researches questions brought by counselees, provides pertinent information, directs counselees to appropriate resources when advisable. Comments:				
5. Assists counselees in assessing, exploring and realizing their career and/or educational potential. Comments:				
6. Shows sensitivity to the unique individual differences of counselees within the context of gender, status, cultural diversity, age, disability and other relevant characteristics. Comments:				
~~5.~~7. Demonstrates current knowledge of district policies & procedures, ~~district curricula~~ courses & programs benefiting counselees. Comments:				
~~Communicates well with staff and faculty.~~ ~~Comments:~~				
8. Makes effective use of counseling materials and technology. Comments:				
~~6.~~9. Interfaces with ~~faculty~~colleagues to stay abreast of changes, policies and procedures affecting students. ~~counselees in their divisions.~~ Comments:				
~~Assists counselees in assessing and developing their potential.~~				

~~Comments:~~				
~~Shows sensitivity to the unique individual differences of counselees within the context of gender, status, cultural diversity, age, disability and other relevant characteristics.~~ ~~Comments:~~				
~~Effectively participates in the service area outcomes process.~~ ~~Comments:~~				
10. Cultivates a courteous, respectful, and professional environment among ~~students,~~ colleagues~~. and staff members.~~ Comments:				
11.Participates collegially in Department/Division/college committee work and activities. Comments:				
12.Regularly participates in professional development and sets goals for improvement of knowledge and skills. Comments:				
13. Schedules and regularly ~~A~~adheres to ~~approved schedule and~~ weekly student contact time. Comments:				
14. Submits records and responds to requests within a reasonable timeline as required by the division or district within the published deadlines (e.g., semester schedules, timesheets, evaluation materials, flex reporting) Comments:				

Overall Rating: ___ Satisfactory _____ Needs Improvement _____ Unsatisfactory

_____ _____

Dean's Signature Date Peer Evaluator's Signature(s) Date

_____ _____

~~Peer Evaluator's~~Evaluatee's Signature(s)Date Peer Evaluator's Signature(s) Date

~~** This is a representation of content/criteria expected to be addressed in an evaluation report; however, criteria can be addressed in a narrative format as an attachment.~~

* Any "needs improvement" or "unsatisfactory" rating must include comments to identify specific problems and recommendations (attach additional sheet if necessary).

** Any "Unable to assess" ratings must include comments to explain the reasons the evaluator was unable to assess this portion of the evaluation.

APPENDIX J.3.a

Evaluation Conference Report For Counseling Faculty
DIVISION OF _____
❒ Tenured ❒ Probationary: Indicate which semester: 1st 2nd 3rd 4th 5th 6th 7th
❒ Temporary Full-Time ❒ Part-Time

_____has been evaluated in accordance with Article 20 of the Agreement between El Camino Community College District and the El Camino College Federation of Teachers and is considered to have an overall rating of:

_____satisfactory
_____in need of improvement
_____unsatisfactory

An evaluation conference is a face-to-face meeting of the evaluator(s) and the evaluatee. The Evaluation Conference Report will be completed by the evaluator and provide a summary of the discussion during the evaluation conference. Evaluation conference topics must include:

1. FACULTY EVALUATION FULL-TIME/PART-TIME, when applicable. (Form J.1.a.i. or J.1.b.i.)
2. COMBINED PEER/DEAN EVALUATION REPORT FOR PROBATIONARY ~~INSTRUCTOR~~COUNSELOR, when applicable. (Form J.2.a)
3. SELF EVALUATION REPORT. (Form J.4.a)
4. RESULTS OF STUDENT SURVEY OF ~~INSTRUCTOR~~ COUNSELOR EFFECTIVENESS (Form ~~J.5.a/J.5.b.~~ J.5.c.)

Panel Member(s):(Please print.)	Signature(s):	Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have reviewed the above **CONFERENCE REPORT FOR FACULTY.** My signature does not necessarily indicate my agreement with the evaluation. I understand that I may submit a written statement within a calendar week to be attached and forwarded with this report.

Signature of Evaluatee_____Date:_____

Evaluator(s) please provide signed copies to the following:

1 - Evaluatee 2 - Dean 3 - Human Resources

APPENDIX J.4.a

Self-Evaluation Report ~ Counselor
~~(Report is due 1 week prior to Evaluation Conference)~~

NAME:_____ DATE:_____

The self-evaluation report is designed to provide an opportunity for counselors ~~instructors~~ to reflect on their performance, relative to the job description (Appendix A). When submitting the Self-Evaluation Report, you may include ~~include copies of~~ any workshop/presentation materials or any forms or documents that you have created to help improve your effectiveness when working with students. ~~course syllabi which include classroom policies, grading procedures, and course content timeline.~~ Respond to each of the following:

1. Explain how objectives for the improvement of counseling ~~instruction~~ and student success ~~measures learning outcomes~~ from the last report were addressed. (Previous report is available in the division office).

2.Discuss objectives for the continued improvement of ~~instruction~~counseling and student success ~~measures~~.

3~~. Reflect on the Student Learning Outcomes assessment results as they relate to your teaching. (Assessment results are available in the division office.)~~ Reflect on your counseling as it relates to institutional improvement efforts such as Service Area Outcomes and~~,~~ student equity efforts, ~~Student Success Metrics or outcomes~~.

4. Analyze and discuss the results of your student surveys.

~~5~~. ~~Examine ways in which you encourage student success and course completion of educational goals~~.

~~5~~6. Describe professional growth activities, including any professional development~~flex~~ activities, conferences, and workshops attended/presented,

6~~7~~. Discuss the committee(s) ~~on~~ which you are serving on or have served since the last evaluation and any other committees you may be interested in serving on in the ~~near~~ future.

Book	Board Policies
Section	CHAPTER 4: ACADEMIC AFFAIRS
Title	Textbooks And Instructional Materials
Code	BP-4045
Status	Active
Adopted	March 14, 1966
Last Revised	June 15, 2015
Prior Revised Dates	4/20/80, 4/19/99, 5/19/08, 4/25/23

Board Policy 4045 Textbooks and Instructional Materials

The responsibility for the selection of textbooks rests with the faculty teaching the subject.

For the purpose of this policy, the term textbook includes required or recommended learning materials, including books, laboratory manuals, workbooks, student supplements, or other printed, multimedia, ~~electronic~~ digital material, or ~~open-source~~ other publicly accessible online media ~~material~~.

The official course outline of record sets forth the goals and objectives of each individual course of study. All textbooks and other materials utilized in the learning process shall be ~~compatible~~ consistent with and evaluated according to the course outline of record.

Textbooks and associated materials (e.g. online labs) should reflect professional standards in content and design as well as reasonable cost to students. In accordance with El Camino Community College District Board Policy 1600: Full Inclusion of People with Disabilities, instructors are encouraged to select and utilize instructional materials that are available in alternate format or whose copyright permission is easily obtainable. Digital materials must meet required standards for Americans with Disabilities Act compliance.

If electronic instructional materials are available to a student through a license or access fee, those materials must have continuing value to the student after the class ends.

Continuing value can be obtained if the student has electronic access to the materials for at least two years after the end of the class; if the materials are printable; or if the materials can be saved by the student. Students shall not be required to pay for electronic materials used to administer the course, such as a course management system.

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In order to minimize cost to students, the standard period of adoption for textbooks will be two academic years. Special consideration for earlier change may be given under extenuating circumstances.

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Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate.

Reference:
Title 5, section 59400, 59402, 59404
Education Code 78900 et. Seq.

Renumbered: 5/16/05, Previous Board Policy Number: 6133

Book	Administrative Policies
Section	CHAPTER 4: ACADEMIC AFFAIRS
Title	Textbooks And Instructional Materials
Code	AP-4045
Status	New Policy
Adopted	
Last Revised	
Prior Revised Dates	

Administrative Policy 4045 Textbooks and Instructional Materials

Definitions

Digital publisher materials – any course materials, online labs, test banks, home banks, video sets, etc. that students are required to purchase for the course. This does not include software that is taught in a class, for example, Productivity Tools, 3D Modeling and Animation Software, etc.

Open Educational Resources (OER) - teaching, learning, and research materials that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others.

Procedures

Selection of Textbooks and Materials: All faculty have the right to select the materials that they feel are appropriate for their course sections, unless the faculty of the department come together to create a process by which textbooks are approved for use in multiple sections of a class.

Digital Publisher Materials/Open Educational Resources and Accessibility: In order to meet District obligations for accessibility, faculty who select digital publisher materials and/or open educational resources are required to determine if those materials meet accessibility standards before the start of the term in which they will require students to use those materials/resources. Since faculty are not required to have the expertise to guarantee that digital publisher materials or other resources meet accessibility requirements as a condition of employment, the following process shall be used:

1. Upon initial selection or major modification by the publisher, faculty must submit their digital publisher materials/OER through the established form, which will send notification to their Division as well as the Online and Digital Education (ODE) Department.

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2. Digital publisher materials will be reviewed in a timely manner by ODE with the assistance of the Special Resource Center when warranted. Timely review of digital publisher materials depends upon expedient cooperation from the publisher.
3. ODE will notify the faculty and the Division when the resource is determined to meet accessibility requirements.
4. A list of digital publisher materials/OERs that have been reviewed for accessibility will be maintained on the ODE website. If an approved resource is already on the list, faculty do not need to resubmit it through the process.
5. Determination of accessibility must be received before using the digital publisher materials/OER in the course.

Digital Publisher Materials and Student Access: If electronic instructional materials are available to a student through a license or access fee, those materials must have continued value to the student after the class ends. As defined in BP 4045, continued value is two years of access after the end of the course, or the ability to download, print, or otherwise retain a copy of the materials.

Adoption of Digital Publisher Materials: To ensure accessibility and continued access, digital publisher materials must be deemed as accessible by ODE and the Special Resource Center.

Reporting of Textbooks: All faculty shall report course materials through the designated process even if they do not use a textbook or do not need the bookstore to purchase any materials in order to meet the Chancellor's Office requirement for reporting of instructional material cost data.

Support for Faculty Transitioning Classes to Zero-Textbook Cost or Low-Textbook Cost: Support through the Library & Learning Resources Division will be provided for Faculty interested in transitioning their courses from a standard textbook cost class to a low-textbook cost or zero-textbook cost course.

Resources

Board Policy 1600: Full Inclusion of People with Disabilities
Title 5, section 59400, 59402, 59404
Education Code 78900 et. Seq.
Americans with Disabilities Act of 1990
Rehabilitation Act of 1973

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Dear CIP Steering Committee,

We, the Academic Senate of El Camino College, are writing to request that you prioritize the provision of low- and/or no-cost childcare for El Camino College students in the next Comprehensive Integrated Plan. Our college mission statement asserts that "El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities" yet our college has failed to provide equitable, excellent services to student parents since the closure of the child development center in 2014. When stakeholders were surveyed about the strengths, opportunities, and challenges one of the emerging feedback themes was the need for a childcare option for ECC students. As one stakeholder pointed out, this is a clear equity issue: "It is hard for single parents to attend school; how can people get an education if they can't afford childcare? El Camino needs to bring back the Child Development Center (CDC)." While the college does not collect adequate data on student parents to accurately assess the need for the CDC or the negative impact on enrollment due to lack of adequate childcare options, since 2019 9,495 ECC applicants have answered childcare on the optional CCC Apply question about programs and services they are interested in, childcare is one of the leading reasons students give for stop-out or drop-out, and many faculty have expressed that one of students' top roadblocks to success is the lack of childcare.

In addition to supporting equity goals by meeting a basic need for student parents, the CDC also supported the learning and success of students in the Early Childhood Education program (a program in which 87.5% of students identify as students of color) by providing an easily accessible lab/internship facility. Closing the center forced students to travel to off-campus locations to fulfill class assignments, increasing the total cost of education and time spent traveling to school. Like many hardships, this was disproportionately impactful on ECC's neediest students. Reopening the CDC or providing another nearby facility for ECE students to utilize for observation and internship hours would support the college mission by improving the quality of the ECE program and providing additional opportunities to students in the program, the majority of whom are part of identified equity populations.

We acknowledge the concern that most CDCs are not self-supporting and thus require funding from the District budget. However, it is our belief that providing childcare will drive enrollment growth and increase the quality and reputation of the ECE program. Additionally, provision of no- or low-cost childcare supports the equity goals of the college by providing for the basic needs of parents so that they have access to the quality education ECC provides. Thus, we are asking the CIP to prioritize the creation of a task force with administrative, faculty, classified, and student representatives to explore options for providing affordable childcare for ECC students and develop a recommendation for an implementation plan. This task force shall commence their work and report their findings to College Council and the Board of Trustees by spring 2024.

Thank you in advance for consideration of this request.

Sincerely,

Signatures

Constitution of the El Camino College Academic Senate

TABLE OF CONTENTS

PREAMBLE

ARTICLE I **Name and Definitions**
Section 1. Name
Section 2. Definitions

ARTICLE II **Purposes**
Section 1. Purposes

ARTICLE III **Senate Membership**
Section 1. Senators
Section 2. Ex-Officio Senate Members

ARTICLE IV **Officers**
Section 1. Officers
Section 2. Election of Officers
Section 3. Terms of Officers
Section 4. Duties of Officers and Others

ARTICLE V **Meetings**
Section 1. Regular Meetings
Section 2. Additional Meetings
Section 3. Faculty Meetings
Section 4. Executive Session

ARTICLE VI **Executive Committee**
Section 1. Voting Members
Section 2. Powers

ARTICLE VII **Committees**
Section 1. Committees

ARTICLE VIII **College Curriculum Committee**
Section 1. College Curriculum Committee
Section 2. Chair of College Curriculum Committee
Section 3. CCC Representatives
Section 4. Responsibility of the College Curriculum Committee
Section 5. Curriculum Responsibility and Authority of the Senate

ARTICLE IX **Bylaws and Rules of Order**
Section 1. Bylaws and Rules of Order
Section 2. Rules of Order

ARTICLE X **Amendments to the Constitution**
Section 1. Amendments to the Constitution
Section 2. Editorial Changes

ARTICLE XI **Professional Standards and Ethics**
Section 1. Professional Standards and Ethics
Section 2. Standards of Operation and Conduct of the Senate, its Committees and its Officers

ARTICLE XII **Delegate to Academic Senate for California Community Colleges**
Section 1. Delegate

Amendments and Revisions

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.

1.5 Eligibility of Senators

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.

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

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

1.8 Full-Time Senator – Term of Office

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.

1.9 Part-Time Senator – Term of Office

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.

Section 2. Election of Officers – See Bylaws Article IV.

Section 3. Terms of Office

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 XII Delegate to Academic Senate for California Community Colleges

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

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE (CCC)
March 28, 2022

CALL TO ORDER
Meeting called to order at 2:33 p.m. by Chair Ambrosio.

Recorder: C. Escutia

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

Ex-Officio Members:
Present: R. Gloyer, L. Justice, L. Marquez, M. Wolfenstein
Absent: L. Suekawa, L. Young

Guests: L. Linka

1. APPROVAL OF MINUTES

The minutes of March 14, 2023 were approved via email by the CCC on March 20, 2023.

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

Chair Ambrosio thanked the CCC for approving the minutes of March 14 via email, S. Porter for serving as the Standard Review representative for today's meeting, and M. McMillan for agreeing to serve as the Standard Review representative for the next meeting.

Language regarding emergency approval in the DE addendum is currently being drafted and will be reviewed at the next CCC meeting on April 25.

3. CURRICULUM REVIEW

A. Full Course Review

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

1. Architecture 107 (ARCH 107)
2. Architecture 108 (ARCH 108)
3. Business 163 (BUS 163)
4. Business 563 (BUS 563)
5. Computer Science 30 (CSCI 30)
6. Nursing 230 (NURS 230)
7. Nursing 238 (NURS 238)
8. Real Estate 501 (RE 501)
9. Real Estate 502 (RE 502)

B. Full Program Review

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

1. Physical Education: Kinesiology AA-T Degree

C. Consent Agenda Proposals

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

1. Construction Technology 122 (CTEC 122)
2. Construction Technology 131 (CTEC 131)
3. Construction Technology 132 (CTEC 132)
4. Construction Technology 172 (CTEC 172)
5. Construction Technology 200 (CTEC 200)
6. Construction Technology 201 (CTEC 201)
7. Construction Technology 202 (CTEC 202)
8. Construction Technology 203 (CTEC 203)
9. Construction Technology 210 (CTEC 210)
10. Construction Technology 211 (CTEC 211)
11. Construction Technology 212 (CTEC 212)
12. Construction Technology 213 (CTEC 213)
13. Construction Technology 220 (CTEC 220)
14. Construction Technology 221 (CTEC 221)
15. Construction Technology 231 (CTEC 231)
16. Dance 221 (DANC 221)
17. Journalism 1 (JOUR 1)
18. Journalism 14abcd (JOUR 14abcd)
19. Noncredit English as a Second Language 100 [500] (NESL 100 [500])

CURRICULUM DISCUSSION

A. Full Course Review

<u>Business Division</u>

The following courses were presented as new course proposals:

BUS 163 IRS Volunteer Income Tax Assistance Program (VITA)
BUS 563 IRS Volunteer Income Tax Assistance Program (VITA)
RE 501 Real Estate License Exam Preparation Review Course 1
RE 502 Real Estate Advanced License Exam Preparation Review Course 2

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

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

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

Health Sciences & Athletics Division

The following courses were presented for course review:

NURS 230 Mental Health Nursing
NURS 238 Nursing Skills Practicum II

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

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

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

Industry & Technology Division

The following courses were presented for course review:

ARCH 107 World Architecture: Pre-History to Middle Ages [World Architecture: Pre-History to 1500]

ARCH 108 World Architecture: Gothic to Early Modern [World Architecture: 1500 - Present]

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

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

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

Mathematical Sciences Division

CSCI 30 Advanced Programming in C++ was presented for course review.

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

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

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

B. Full Program Review

<u>Health Sciences & Athletics Division</u>

The Kinesiology AA-T degree was presented for program revision.

It was moved by W. Cox, seconded by S. Porter, that the committee approve the program proposal. M. Kline abstained. The motion carried.

C. Consent Agenda Proposals

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

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

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

4. CURRICULUM CHAIR PRO TEM:

Chair Ambrosio announced that Z. Murdock will serve as the curriculum chair pro tem while he is on leave, beginning in May through the fall semester. Beginning in fall, an interim CCC representative from Natural Sciences will be appointed.

5. CURRICULUM SPECIALIST'S REPORT: Curriculum Specialist – L. Marquez

No report.

6. VICE PRESIDENT'S REPORT: Vice President of Academic Affairs – C. Lopez

No report.

7. ANNOUNCEMENTS

- The Curriculog Café will be open after the meeting today.
- Next CCC Meeting: April 25, 2023 – 2:30-4:30 p.m., DE 166/Zoom

8. ADJOURNMENT

Chair Ambrosio called for a motion to adjourn the meeting. J. Minei moved to adjourn, M. Kline seconded, and the motion carried. Meeting was adjourned at 2:43 p.m.

Approved Curriculum Changes Proposed for 2023-2024

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	HEAL	NURS 230 Mental Health Nursing	Course review; Changes to conditions of enrollment; course objectives; text/materials	3/28/2023
Course Review	HEAL	NURS 238 Nursing Skills Practicum II	Course review; Changes to conditions of enrollment; course objectives; text/materials; work outside class	3/28/2023
Program Revision	HEAL	Physical Education: Kinesiology AA-T Degree	Program revision; Changes to course requirements; units	3/28/2023

Approved Curriculum Changes Proposed for 2024-2025

Modification Type	Division	Course/Program Information	Rationale/Action	Curriculum Committee Approval Date
Course Review	FINE	DANC 221 Dancing Variations	Course review; Change to major topics	3/28/2023
Course Review	HUMA	JOUR 1 News Writing and Reporting	Course review; Changes to conditions of enrollment; course objectives; major topics; text/materials	3/28/2023
Course Review	HUMA	JOUR 14abcd Digital Media Storytelling	Course review; Change to text/materials	3/28/2023
Course Review	HUMA	NESL 100 [500] Supervised Tutoring: English Support Center	Course review; Change to course number	3/28/2023
Course Review	ITEC	ARCH 107 World Architecture: Pre-History to Middle Ages [World Architecture: Pre-History to 1500]	Course review; Changes to catalog description; conditions of enrollment; course objectives; descriptive title; instructional methods; major topics; primary methods of evaluation; text/materials; work outside class	3/28/2023

Course Review	ITEC	ARCH 108 World Architecture: Gothic to Early Modern [World Architecture: 1500 - Present]	Course review; Changes to catalog description; conditions of enrollment; course objectives; descriptive title; instructional methods; major topics; primary methods of evaluation; text/materials; work outside class	3/28/2023
Course Review	ITEC	CTEC 122 Rough Framing	Course review; Changes to major topics; text/materials	3/28/2023
Course Review	ITEC	CTEC 131 Roof Framing	Course review; Changes to major topics; text/materials	3/28/2023
Course Review	ITEC	CTEC 132 Stair Framing	Course review; Changes to major topics; text/materials	3/28/2023
Course Review	ITEC	CTEC 172 Residential Electric Wiring	Course review; Changes to major topics; text/materials	3/28/2023
Course Review	ITEC	CTEC 200 General Cabinet Making	Course review; Changes to major topics; text/materials	3/28/2023
Course Review	ITEC	CTEC 201 Upper Residential Cabinets	Course review; Changes to major topics; primary methods of evaluation; text/materials	3/28/2023
Course Review	ITEC	CTEC 202 Base Residential Cabinets	Course review; Changes to major topics; text/materials	3/28/2023
Course Review	ITEC	CTEC 203 Dedicated Use Cabinets	Course review; Changes to major topics; text/materials	3/28/2023
Course Review	ITEC	CTEC 210 Furniture Making Laboratory - Interpreting Commercial Plans	Course review; Changes to major topics; text/materials	3/28/2023
Course Review	ITEC	CTEC 211 Furniture Making Laboratory – Plan Modifications	Course review; Changes to major topics; text/materials	3/28/2023
Course Review	ITEC	CTEC 212 Furniture Making Laboratory – Developing Original Plans	Course review; Changes to major topics; text/materials	3/28/2023

Course Review	ITEC	CTEC 213 Furniture Making Laboratory – Building Without Plans	Course review; Changes to instructional methods; major topics; primary methods of evaluation; text/materials	3/28/2023
Course Review	ITEC	CTEC 220 Hinging Systems and Doors	Course review; Changes to major topics; text/materials	3/28/2023
Course Review	ITEC	CTEC 221 Drawer Systems	Course review; Changes to major topics; text/materials	3/28/2023
Course Review	ITEC	CTEC 231 Intermediate Cabinet Making Lab	Course review; Change to primary methods of evaluation	3/28/2023
Course Review	MATH	CSCI 30 Advanced Programming in C++	Course review; Changes to catalog description; course objectives; major topics; text/materials	3/28/2023
New Course	BUSI	BUS 163 IRS Volunteer Income Tax Assistance Program (VITA)	New course; Added new DE version (online/hybrid)	3/28/2023
New Course	BUSI	BUS 563 IRS Volunteer Income Tax Assistance Program (VITA)	New course; Added new DE version (online/hybrid)	3/28/2023
New Course	BUSI	RE 501 Real Estate License Exam Preparation Review Course 1	New course; Added new DE version (online/hybrid)	3/28/2023
New Course	BUSI	RE 502 Real Estate Advanced License Exam Preparation Review Course 2	New course; Added new DE version (online/hybrid)	3/28/2023

Faculty Development Committee Meeting

Minutes for Tuesday, April 25, 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	X
4	Anna Brochet*	AB	Counseling	X
5	Linda Cooks	LC	Library & Learning Resources	X
6	Amy Herrschaft	AH	Counseling	X
7	Amy Himsel	AJH	Behavioral & Social Sciences	E
8	Lars Kjeseth	LK	Mathematical Sciences	X
9	Crystle Martin	CM	Library & Learning Resources	X
10	David Moyer	DM	Fine Arts	E
11	Jackie Nolasco	JN	Library & Learning Resources	X
12	Polly Parks	PP	Natural Sciences	X
13	Evelyn Uyemura	EU	Humanities	E

*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. **Spring 2023 Book Club: Linguistic Justice—Linda Cooks**
    a. Last Book Club meeting on March 24th went really well, robust conversation that beyond folks in the English department. Reading was really good. Someone mentioned that this should be an Institution Learning Outcome.
    b. Next sessions: April 28th and May 19th ; 11:00 am - 12:00 pm
2. **Fall PD Day planning updates- Anna Brochet**
    a. Since we last met a few weeks ago to discuss PD Day planning, the ideas and sentiments that were discussed in that meeting were brought to the PDAC and then discussed with the PD Day Planning Tri-Chairs and we developed the following rough agenda for the day. We made sure to keep aspects of traditional PD days that this body felt was important but changed the format in hopes of a more engaging experience for the campus. The schedule is different than past PD days however it still starts at 9 am and ends at 4pm and provides 6 hours of required PD for faculty. General Session has been renamed Campus Gathering and shortened quite a bit. We have provided time during the day to visit new and renewed student support programs and spaces during the ECC Campus Open House. We can provide a self-guided map and provide folks with a passport to get stamped at various

locations and at the end, they can turn it in for swag. Doing Lunch again at North Gym, since it was successful last time. Then Conversation with Colleagues with groups having an opportunities to possibly launching into communities of practice. Finally, ending the day with a Division Workshop; a more engaged activity for the divisions to go over disaggregated data with Guided Pathways leads helping deans to facilitate this activity. We discussed whether looking at individual data might be too big of a jump for now to do, perhaps this fall we review disaggregated data at the SLO level and review SLO process and next PD day, perhaps look at individual data. However perhaps we can let divisions can choose whether to review SLO or individual data since some divisions are already in constant discussions about SLOs. Some divisions might want to look at PLOs. Since each division may be at different places in their review/reflection of disaggregated data, perhaps they should have flexibility to do different things based on their needs during this time on PD day. The tri-chairs can discuss with the leads of this activity in each division to see what makes most sense to them during this time on PD day. VPAA will work with Deans to ensure they are comfortable with division workshop time. TB: Not all classified staff know they are invited to PD day, wants to confirm the time campus is closed. CM: Will make sure VPAS will relay message to their area that they are invited to PD day. Campus is closed during scheduled activities which is 6 hours on PD days.

Rough agenda:

- **9:00am – 9:45am:** Campus Gathering (formerly known as General Session)
    - President's Welcome
    - Recognition: New employees, Service awards
- **10:00- 12:00 College Open House**
    - Self-guided with a map of new/renewed student support programs and spaces
        - Will have giveaways, idea of having a passport to exchange for shirt/goodies
    - Signage and tables set up around campus for help
    - Accommodations: golf carts will need to be available
- **11:30-1pm: Lunch (North Gym)**
- **1:00-2:15: Conversation with colleagues (Library)**
    - Possibility of launching into communities of practice
- **2:30-4 Division Workshop**
    - Disaggregated Data review and reflection
        - Meta major success team leads support Dean with facilitation
    - Ensure faculty leave positive and hopeful, with practical takeaways

3. **I&I updates:**
    a. March 16; Pedagogy Matters Part 3, 26 people attended

b. April 27 (Panel) & 28 (Discussion); 1:15-2:15: Classroom Climate Change: Leveling-up the Student Experience Post Pandemic
    i. 15 ppl registered so far for panel, 6 ppl registered so far for discussion
c. May 11th; 1:15-2:45: Linguistic Justice

4. Announcements and Reminders:

a. Next meeting May 23rd
b. Needs Assessment currently being administered, closes May 5th. Results will be reviewed at next FDC meeting.

5. Future items:

a. Proposed addition to the Flex Matrix: "Completing higher ed courses related to one's teaching discipline or teaching methodology"
b. Review/revise Syllabus statements with an equity lens?
    i. https://cue-equitytools.usc.edu/
    ii. https://docs.google.com/presentation/d/1mNiUCYDCniIFfiqgZfdWZ9Cc5aPyLDpPvZgwVfnJ72o/edit?usp=sharing