



Academic Senate of El Camino College 2021-2022

September 21, 2021

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

Office location: Schauerman Library, Room 273

Agenda & Table of Contents: Tuesday, September 21, 2021 via Zoom

Agenda Item	Page Numbers
A. Call to Order	
B. Approval of Minutes	6-11
C. Unfinished Business: a. 2021-2022 Goals 2 nd reading and vote- Executive Board	12-13
D. New Business: none	
E. Information Items – Discussion a. Space Utilization Presentation- Alma Strategies b. OERI Update- Mary McMillan c. Federation Update- Fed Executive Board	14-62 63-78
F. Officer Reports a. President – Darcie McClelland b. Chair, Curriculum – Janet Young c. VP Educational Policies – Camila Jenkin d. VP Equity, Diversity, and Inclusion- Analu Josephides e. VP Faculty Development – Stacey Allen f. VP Finance – Josh Troesh g. VP Academic Technology – Stephanie Burnham h. VP Instructional Effectiveness/ALC & SLOs Update – Kevin Degnan	79-83 84-85
G. Special Committee Reports a. ECC VP of Academic Affairs – Jackie Sims b. ECC VP of Student Services – Ross Miyashiro c. Online and Digital Education Committee- Mary McMillan	
H. Future Agenda Items: a. Strata presentation on space utilization b. Program Review calendar c. OERI updates	
I. Public Comment	
J. Adjourn	

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.



September 21, 2021

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Zoom information for Academic Senate Meeting 9/21/2021

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:

- When you join the meeting, please type your name and division in the chat box so we can take note of attendance for the minutes.
- 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.
- State your name before you make a comment or ask a question so that we can acknowledge you in the minutes.
- 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.
- 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, September 21. In the subject line, please put Academic Senate Meeting 9/21 comment/question so that I can easily find it. Comments and questions can also be typed into the chat window during the meeting.



Academic Senate of El Camino College 2020-2021

September 21, 2021

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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	Janet Young
VP Faculty Development	Stacey Allen	Secretary	Maria Garcia
VP Equity, Diversity, and Inclusion	Analu Josephides	Parliamentarian	TBA

Part-Time (One-year terms)

Sanda Oswald

Selene Torres

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 21/22

Philip Lau*^R 21/22

Josh Troesh 21/22

Counseling

Maria Garcia 23/24

Anna Brochet*^R 21/22

Rocio Diaz 22/23

Library Learning Resources

Analu Josephides* 21/22

Gary Medina 23/24

Camila Jenkin 23/24

Fine Arts

Jonathan Bryant 21/22

Joseph Hardesty 23/24

Russell McMillin*^R 21/22

Joanna Nacheff 21/22

Darilyn Rowan 21/22

Health Sciences & Athletics/Nursing

Andrew Alguliar 20/21

Dina Mauger 22/23

Shiney Johnson 22/23

Tom Hazell 23/24

Eric Villa 23/24

Humanities

Sean Donnell 21/22

Brent Isaacs 21/22

Elayne Kelley 21/22

Stephanie Burnham 21/22

Anna Mavromati 21/22

Industry & Technology

Charlene Brewer-Smith^R 21/22

Ross Durand* 21/22

Dylan Meek^R 21/22

Renee Newell 21/22

Jack Selph 21/22

Mathematical Sciences

Susana Acuna-Acosta 22/23

Diaa Eldanaf 22/23

Robert Eleuteri 21/22

Greg Fry 23/24

Ronald Martinez 21/22

Natural Sciences

Shimonee Kadakia 21/22

Darcie McClelland 22/23

Mia Dobbs 21/22

Shanna Potter*^R 22/23

Jwan Amin 22/23

Academic Affairs & Student Services

Jackie Sims

Ross Miyashiro

Associated Students Organization

Anisah Moutra

President/ Superintendent

Brenda Thames

Ex-officio positions

Janet Young CCC Chair
Kevin Degnan ALC Chair
Kelsey Iino ECCFT

Institutional Research

Josh Rosales

Dates after names indicate the last academic year of the senator's three-year term, for example 21/22 = 2021/2022.

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

El Camino College Academic Senate Purpose, Meetings, and Committees

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

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

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

ECC ACADEMIC SENATE MEETINGS:

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

FALL 2021: September 7 & 21, October 5 & 19, November 2 & 16, December 7.

SPRING 2022: February 15, March 1 & 15, April 5 & 19, May 3 & 17, June 7.

SENATE COMMITTEES:

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

Assessment of Learning. Chairs: Kevin Degnan & Catherine Shultz-Roman. 9/9, 10/14, 11/18, 11/25 (tentative), 2:30-4 pm, Communications 109.

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

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

Distance Education Advisory Committee. Chair: Moses Wolfenstein. D.E. Liaison: Mary McMillan. 4th Thurs, 1:30-2:30, Lib 202.

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

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

CAMPUS COMMITTEES:

Accreditation. Chair: Jackie Sims. Faculty Co-Chair: TBA. Standards Co-Chairs: R. Serr, C. Herzig, J. Troesh, M. Kline.

Board of Trustees. Chair: Nilo Michelin. Senate Rep: Darcie McClelland. 3rd Mondays, 4 pm, Alondra.

Calendar. Chair: Ross Miyashiro. Senate Reps: Stacey Allen, Ali Ahmadpour. Meets annually or as needed.

College Council. Chair: Brenda Thames. Senate Rep: Darcie McClelland. 1st & 3rd Mondays, 1:30-2:30, Library 202.

Council of Deans. Chairs: Jackie Sims & Ross Miyashiro. Senate Rep: Darcie McClelland, 2nd Thurs., 8:30-10:30, Alondra.

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

Enrollment Management. Chair: Jackie Sims. Senate reps: TBA, 2nd & 4th Thurs. 1-2, Com 109/LIB 202.

Facilities Steering Committee. Chair: Jorge Gutierrez. Senate Rep: TBA, 1st Monday, 2:30, Library 202.

Guided Pathways. Steering Committee: C. Mosqueda, J. Pon-Ishikawa, J. Rosales, J. Sims, J. Simon, C. Wells. 1st Tues, 2:30-3:30 DE 166.

Planning & Budgeting (PBC). Chairs: Ann Tomlinson and Viviana Unda. Senate reps: Josh Troesh & Darcie McClelland, 1st & 3rd Thurs, 1- 2, LIB 202.

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
SEP	Student Equity Program
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)

2 vacancies

Behavioral Social Sciences

Hong Herrera Thomas

Stacy Allen

Kristie Daniel Di-
Gegorio

Yun Chu

Orion Teal

Business

Kurt Hull

Phillip Lau

Josh Troesh

Counseling

Anna Brochet

Rocio Diaz

Maria A. Garcia

Fine Arts

Jonathan Bryant

Joe Hardesty

Russell McMillin

Joanna Nacheff

Darilyn Rowan

Health Sciences & Athletics

Andrew Alvillar

Shiney Johnson

Dina Mauger

Excused:

Tom Hazell

Eric Villa

Humanities

Stephanie Burnham

Kevin Degnan

Sean Donnell

Brent Isaacs

Elayne Kelley

Anna Mavromati

ITEC

Charlene Brewer-Smith

Ross Durand

Dylan Meek

Renee Newell

Jack Selph

Library

Analu Josephides

Gary Medina

Camila Jenkin

Mathematics

Susana Acosta-Acuna

Diaa Eldanaf

Robert Eleuteri

Greg Fry

Ronald Martinez

Natural Sciences

Jwan Amin

Mia Dobbs

Shimonee Kadakia

Darcie McClelland

Excused:

Shanna Potter

ASO

Anisha Moutra

Curriculum Chair

Janet Young

Academic Affairs

Jackie Sims

Student Services

Ross Miyashiro

President/Superintendent

Brenda Thames

ECC Federation

Kelsey Iino

Institutional Research

Josh Rosales

Dean's**Reps/Guests/Other Officers:**

Edgar Romo, IR

Viviana Unda, IR

Roland Zapata,

Counseling

Andrea Sala

Ann O'Brien, Marketing

April Bernabeo

Arturo Hernandez,

MESA

Brenda Threatt, Veterans

Christopher Glover

Christopher Hurd,

Counseling

Coleen Maldonado

Connie Nguyen,

Outreach

Daniela Beltran

Dr. Mark C. Fields

Dr. Marlow Lemons,

Mathematics

Dr. Russell Serr

Edward Matykiewicz

Irena Zugic

Jeff Baumunk

Karen Preciado,

Outreach

Keiana Daniel, Guardian

Scholars

☒Linda Cooks
☒Mark Crossman
☒Meg Granich
☒Moses Wolfenstein
☒Nancilyn Burruss
☒Patricia Amezcua
☒R. Chris Wells
☒Rosie Miranda,
Counseling
☒Ruby Padilla,
Counseling
☒Sharilyn Thomas,
CalWORKs
☒Summer Kennedy

ACADEMIC SENATE MINUTES
Tuesday, September 7, 2021

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

Senate President Darcie McClelland called the first Academic Senate meeting of the fall 2021 semester to order on Tuesday, September 7th at 1:03pm.

B. Approval of Minutes 6-13

D. McClelland: See pgs. 6-13 of the packet for minutes from June 1, 2021 meeting. Motioned by D. Sean, seconded by A. Ahmadpour. Approved. 35 Yes, 0 No, 0 abstention

C. Unfinished Business:

None

D. New Business:

a. 2020-2021 Senate Evaluation Survey-Viviana Unda and Darcie McClelland (14-24)

- Discussed survey administered at end of last year (52% response rate)
- Survey was created with 6 collegial consultation committees
- Areas assessed: 1. Purpose, Goals & Tasks 2. Committee's Functioning 3. Decision Making Effectiveness & Communications
- Overall results responses were favorable in all three areas assessed

b. 2021-2022 Goals 1st Reading- Executive Board

- First reading of Academic Senate e-board draft goals
- Provide feedback by 9/17 or at next scheduled meeting
- Second reading scheduled 9/21
- No feedback provided for first reading of goals

c. Resolution urging Board of Trustees to adopt Covid-19 Vaccine Mandate for ECC Employees and Students-Executive Board

- D. McClelland shared resolution document which included new revisions not shared in original Academic Senate meeting packet
 - Updated feedback reviewed: urgency communicated to BOT, struck out 2nd WHEREAS, changed language from 12 year or older to eligible for vaccine language and urge BOT to require visitors to also have vaccine proof. Something to consider sports/student athletes. See Resolution for updates.
 - Comments

- Various departments expressed approval from department and provided feedback
 - How will students be dealt with if they refuse to take vaccine
 - HIPPA Concerns
 - How will vaccine mandate affect enrollment
 - Mask protocol
 - How are deadline dates decided?
- Senate will continue to work on collegial consultation regarding return to work process
- D. McClelland requested motion to pass emergency Academic Senate Covid19 Resolution. Motioned by A. Josephides, seconded by S. Donald
- Final vote: 32 Yes, 2 No, 3 Abstentions

d. Call for Nominations, Part Time Senators- Darcie McClelland

- Accepting nominations for 2 new part-time faculty senators and 1 alternate
- D. McClelland will email announcement
- Must have assignment for fall to be eligible to run

E. Information Items – Discussion

a. Anti-Racist Equity PD MOU- Stacey Allen 31-32

- MOU found at end of senate packet
- Full-time faculty: 4 hours of 24 flex time must be senate approved racial equity focused professional development.
- Notation in Cornerstone of approved senate activities.
- If you participate in an activity that you feel covers racial equity you may submit through external training. It will be routed to Dean for approval. If needed, it may be sent to committee for approval
- Part-time faculty: 2 hours of paid for Senate approved racial equity activities

F. Officer Reports

a. President – Darcie McClelland

- Task force for P/NP post covid19 will be formed to include representation from various areas (Senate, Academic Affairs, Counseling, Instructional Faculty, Registrar, Dean, etc.)
- P/NP is still an option for students through Fall 2021
- Need 2 senators to serve. Please contact Darcie if interested.
- Will contact divisions if new senators are needed
- If Senators term is up, your division must have elections. If you would like to run again, you must win election

b. Chair, Curriculum – Janet Young

- New curriculum interface launched over summer

- Training was provided during flex. If you could not attend, you can find user guides here: www.elcamino.edu/academics/ccs
- Contact Janet if you want training as a group for department
- Curriculum Recorded trainings available too. Will post on website.

c. VP Educational Policies – Camila Jenkin

- No report

d. VP Equity, Diversity, and Inclusion- Analu Josephides

- Will share fall/spring plans at next meeting. Needs to meet with committee.
- 9/13 2-3pm meeting if interested in attending. Contact for zoom link.

e. VP Faculty Development – Stacey Allen

- FDC meeting next week
- Encouraged to join faculty book club: Social Justice Issues and Racism in the College Classroom: Perspectives from Different Voices
 - Register on Cornerstone for meetings
- Please complete fall PD day survey

f. VP Finance – Josh Troesh

- 5% COLA is a negotiated item. However, not finalized. Will follow up with more information. Can follow up with AFT for information.

g. VP Academic Technology – Stephanie Burnham

- No report

h. VP Instructional Effectiveness/ALC & SLOs Update – Kevin Degnan

- SLO assessment/results due 9/17, PLO assessments/results due 10/1
- Con

G. Special Committee Reports

a. ECC VP of Academic Affairs – Jackie Sims

- No report

b. ECC VP of Student Services – Ross Miyashiro

- No report

c. Online and Digital Education Committee- Mary McMillan

- No report

H. Future Agenda Items:

a. Strata presentation on space utilization

b. Program Review calendar

c. OERI updates

I. Public Comment

- No public comment

J. Adjourn

D. McClelland adjourned meeting at 2:31pm. Motioned by S. Donald. Seconded by S. Allen

El Camino College Academic Senate 2021-2022 Goals

The Academic Senate's annual goals reflect a commitment to "[advancing] an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making" (ECC Strategic Initiative C).

1. Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)

Measures:

1. Provide leadership for the college on issues related to Senate purview;
2. Work with new campus leaders to establish strong lines of communication and build relationships
3. Arrange faculty representation on local and statewide senates and on campus committees;
4. Review BPs/APs within Senate purview to ensure that all are up-to-date;
5. Provide faculty leadership for the effective utilization of academic technology at the college;
6. Revise Faculty FLEX FAQs to be more responsive to faculty questions/needs;
7. Take leadership role in examining NFLA and revising content to meet new faculty needs. Add equity/diversity focus;
8. Facilitate communication between faculty and the Covid Task Force. Take leadership role in facilitating transition back to in-person instruction.
9. Work with ECC Federation of Teachers to create a permanent liaison position to facilitate communication and effective collaboration.

2. Strengthen faculty involvement in the activities of the Academic Senate

Measures:

1. Provide regular, ongoing communication with all faculty;
2. Transition back to on-campus meetings while maintaining a zoom option to facilitate greater participation.
3. Inspire greater participation of senators in activities of Senate, including Senate e-board, subcommittees and task forces;
4. Encourage greater community within Senate body. Discuss community norms and facilitate a safe space where all senators feel welcome and comfortable expressing their viewpoints;
5. Continue initiatives to recognize faculty who achieve tenure.

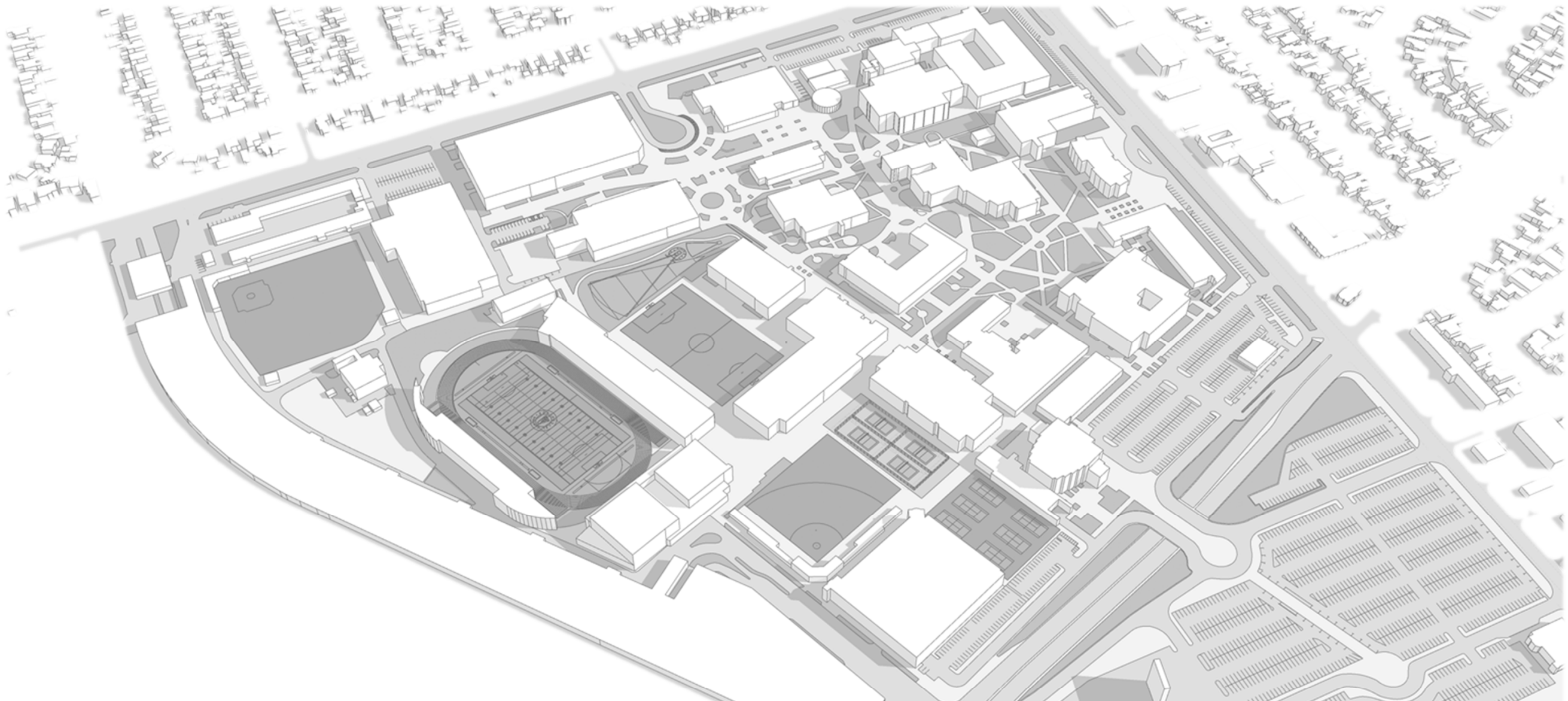
3. Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.

Measures:

1. Support the work of the noncredit task force in expanding the noncredit program.
2. Facilitate sharing of best practices in remote student instruction.
3. Collaborate with other campus leaders to determine how to best use P/NP option to promote student success.
4. Participate in and provide constructive feedback on the implementation of Guided Pathways initiatives. Support efforts to keep students on the path to success through utilization of tools such as ECC Connect.
5. Work with the Distance Education Advisory Committee and Federation to develop recommendations on appropriate online load for faculty.

4. Collaborate with other campus constituents in leading efforts to become a truly Anti-Racist institution.

1. Partner with Guided Pathways to train the campus community and institutionalize the use of the IMPACT grid as a tool for equity minded decision making.
2. Launch the Equity Minded Teaching Institute.
3. Educate faculty about the new equity professional development requirement and how the Academic Senate hopes this will improve campus culture for all ECC students and employees.
4. Support and showcase the work of the Equity, Diversity, and Inclusion Committee.
5. Collaborate with Guided Pathways to break down silos and unite the campus concerning student success and equity efforts.
6. Create a program to formally recognize faculty who have completed extensive equity training/work.
7. Collaborate with other campus leaders to revise hiring practices in order to prioritize the hiring of diverse faculty.



EL CAMINO COLLEGE

FACILITIES MASTER PLAN UPDATE | ACADEMIC SENATE | 09.21.2021



AGENDA

1. SETTING THE STAGE WITH DATA
2. LINKING FACILITIES, INSTRUCTION, STUDENT SERVICES, TECHNOLOGY
3. MASTER PLANNING BEST PRACTICES
4. SWOT ANALYSIS
5. GUIDING PRINCIPLES AND OBJECTIVES
6. CAMPUS SURVEY
7. NEXT STEPS

FACILITIES MASTER PLAN UPDATE | 09.21.2021

AGENDA



ALMA 2019/2020 Studies v/s Facilities Plan 2017

ENROLLMENT

YEAR	ENROLLMENT ¹	FTES ²
2010	24,775	8,258
2015	24,000	8,000
2019	24,275	8,092
2020	20,494	6,831
2025	27,273 *FP 2017 Projection	9,091 *FP 2017 Projection
2029		

Enrollment:

1. Unduplicated Headcount
2. Full Time Equivalent Students

Fall 2020: Distance education offers challenges and opportunities. There are a lot of unscheduled classroom and laboratory spaces that could be repurposed.



ALMA 2019 Studies v/s Facilities Plan 2017

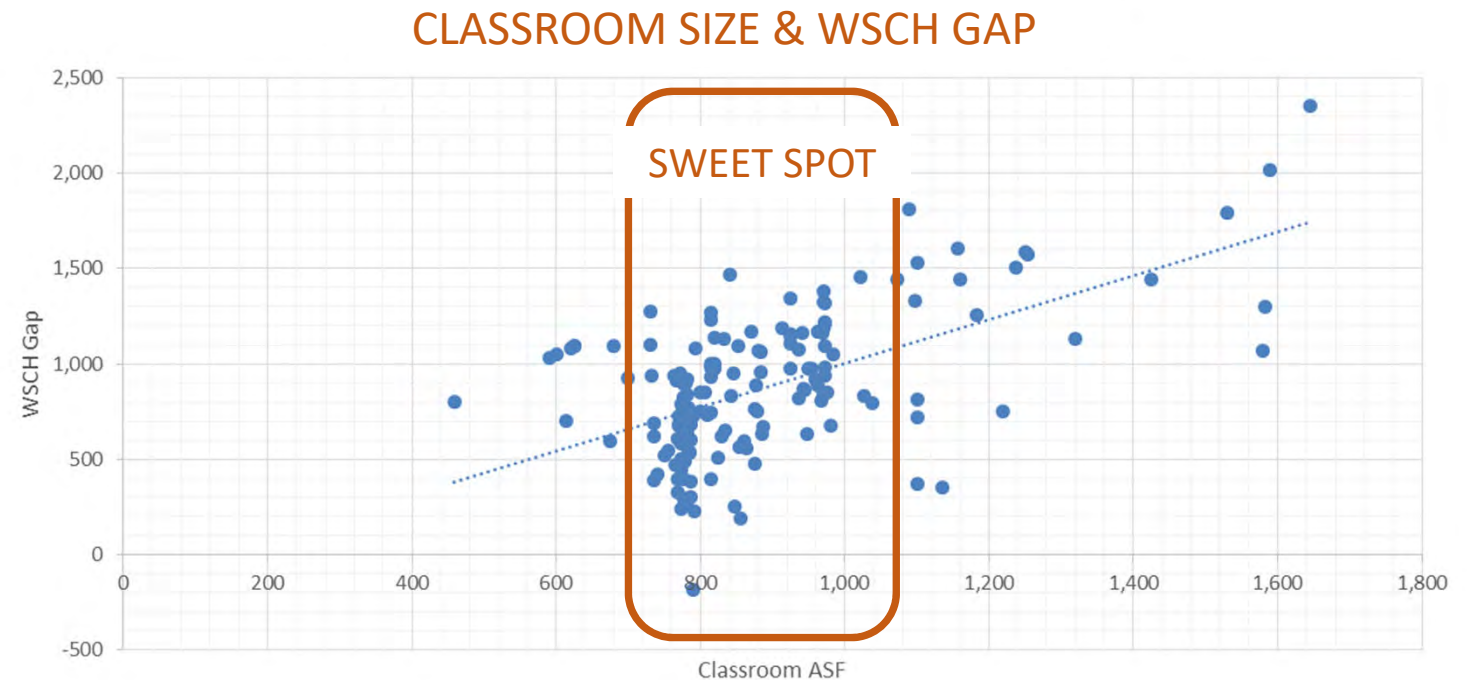
SPACE UTILIZATION

SPACE	CAPACITY/ LOAD FALL 2015	CAPACITY/ LOAD FALL 2019	OBSERVATION
LECTURE	159%	200%	OVERBUILT
LABORATORY	131%	117%	OVERBUILT
OFFICE	148%	167%	OVERBUILT
LIBRARY	102%	76%	UNDEVELOPED CAPACITY
AV/ TV/ RADIO	53%	18%	UNDEVELOPED CAPACITY

*STATE STANDARD UTILIZATION:
 100% = Monday – Friday
 7:00AM – 10:00PM

CLASSROOM SIZE & WEEKLY STUDENT CONTACT HOURS (WSCH)

- Using Fall 2019 scheduling data, ALMA measured the performance of 280 classrooms and labs against the State's efficiency standards.
- Nearly all classrooms did not generate enough Weekly Student Contact Hours (WSCH) to meet the State standard.
- Class labs were much more efficient but had more spaces with no scheduled instruction.



Larger Classrooms Lead to Larger Shortfalls

AREA CALCULATION – UNSCHEDULED ROOMS

- Over 25,000 ASF of Classroom and Lab space sat empty in 2019
- This represents more than the area encompassed by Social Sciences, Music or Chemistry Buildings

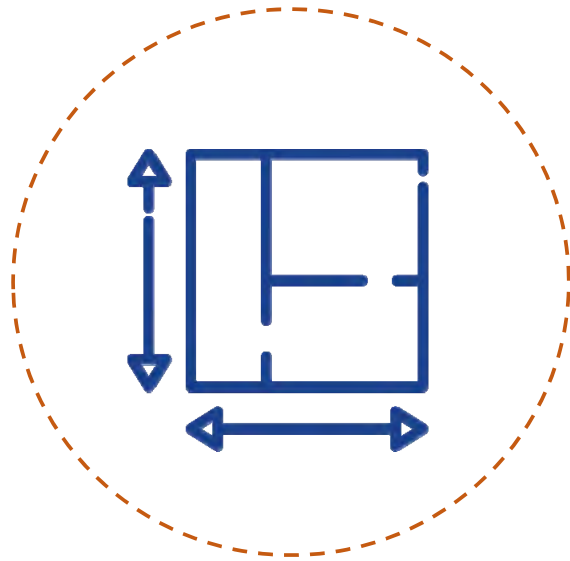
Class Labs with No Scheduled Instruction					
Room #	ASF	WSCH Capacity	WSCH Generated	Capacity Load	WSCH Gap (or Surplus)
I TECH-14	275	71	0	N/A	71
I TECH-15	660	171	0	N/A	171
CAT-176	1,500	175	0	N/A	175
I TECH-4	580	181	0	N/A	181
PHY-105C	474	184	0	N/A	184
I TECH-3	655	204	0	N/A	204
CHEM-151	600	233	0	N/A	233
CAT-175	2,200	257	0	N/A	257
ART-218	663	258	0	N/A	258
I TECH-22	857	267	0	N/A	267
MBA-408	600	280	0	N/A	280
MBA-406	610	285	0	N/A	285
MUS-2	818	318	0	N/A	318
I TECH-21	1,050	327	0	N/A	327
I TECH-144	900	421	0	N/A	421
HUM-203	967	645	0	N/A	645
HUM-101	970	647	0	N/A	647
HUM-313	974	649	0	N/A	649
MBA-108	962	752	0	N/A	752
HUM-114	1,573	1,049	0	N/A	1,049
HUM-122	2,795	1,863	0	N/A	1,863
TOTAL	20,683	9,238	0	0	9,238

Classrooms with No Scheduled Instruction					
Room #	ASF	WSCH Capacity	WSCH Generated	Capacity Load	WSCH Gap (or Surplus)
PHY-116	459	802	0	N/A	802
NAT-8B	590	1,031	0	N/A	1,031
NAT-8A	600	1,049	0	N/A	1,049
NAT-8C	620	1,084	0	N/A	1,084
PHY-113	625	1,093	0	N/A	1,093
PHY-114	626	1,094	0	N/A	1,094
NAT-4	730	1,276	0	N/A	1,276
I TECH-203	840	1,469	0	N/A	1,469
TOTAL	5,090	8,899	0	0	8,899

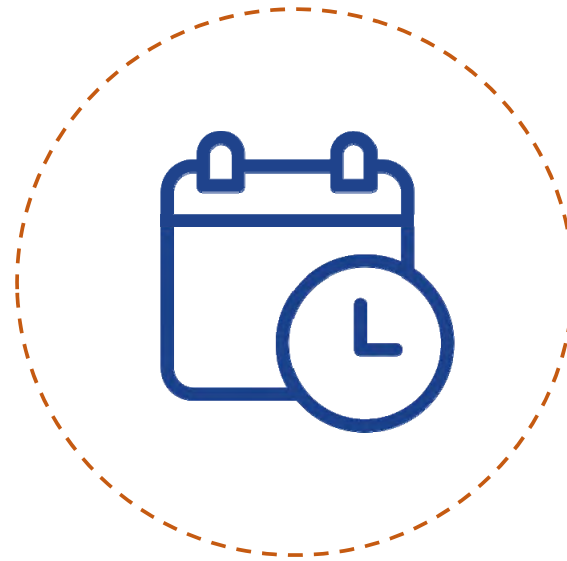
*Weekly Student Contact Hours (WSCH):
Basis for State funding



IMPACT ON CAMPUS



LOW-USAGE SPACES
impede the ability of the
College to access State
capital outlay funding



MINIMALLY SCHEDULED SPACES
reduce the ability for the
campus to fully utilize campus
resources



EMPTY ROOMS
are net expenses to the
College's total cost of
ownership

WORK TO DATE

1. Campus Tours (exterior spaces only)
2. Orientation Meetings:
 - Board of Trustees
 - Citizen's Oversight Committee (Jorge)
 - President's Cabinet
 - Council of Deans
 - Planning and Budget
 - Facilities Steering Committee
 - Campus Technology Plan Workgroup
 - Technology Committee
3. Updated Baseline Drawings
4. Conducted Facilities Department Survey
5. Campus SWOT Analysis



AGENDA

1. SETTING THE STAGE WITH DATA
2. LINKING FACILITIES, INSTRUCTION, STUDENT SERVICES, TECHNOLOGY
3. MASTER PLANNING BEST PRACTICES
4. SWOT ANALYSIS
5. GUIDING PRINCIPLES AND OBJECTIVES
6. CAMPUS SURVEY
7. NEXT STEPS

FACILITIES MASTER PLAN UPDATE | 09.21.2021

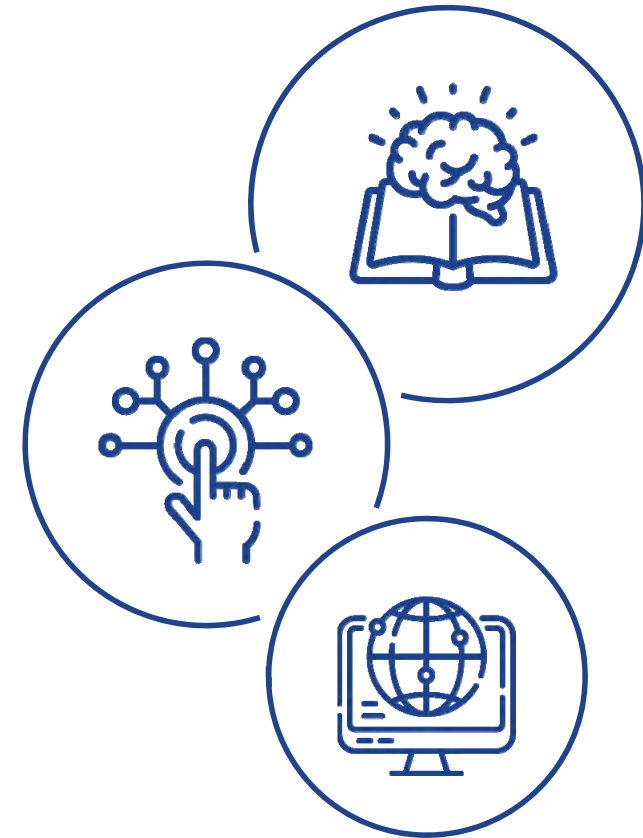
AGENDA



LINKING FACILITIES, INSTRUCTION, STUDENT SERVICES, TECHNOLOGY

TRENDS AND BEST PRACTICES

1. Bridging the Digital Equity Gap
2. Active Learning Methodology
3. Anytime, Anywhere Access
4. New Ways of Bringing Students Back
5. Faculty and Staff Digital Development



BRIDGING THE DIGITAL EQUITY GAP: UBIQUITIOUS WIFI?

TYPICAL NEEDS:

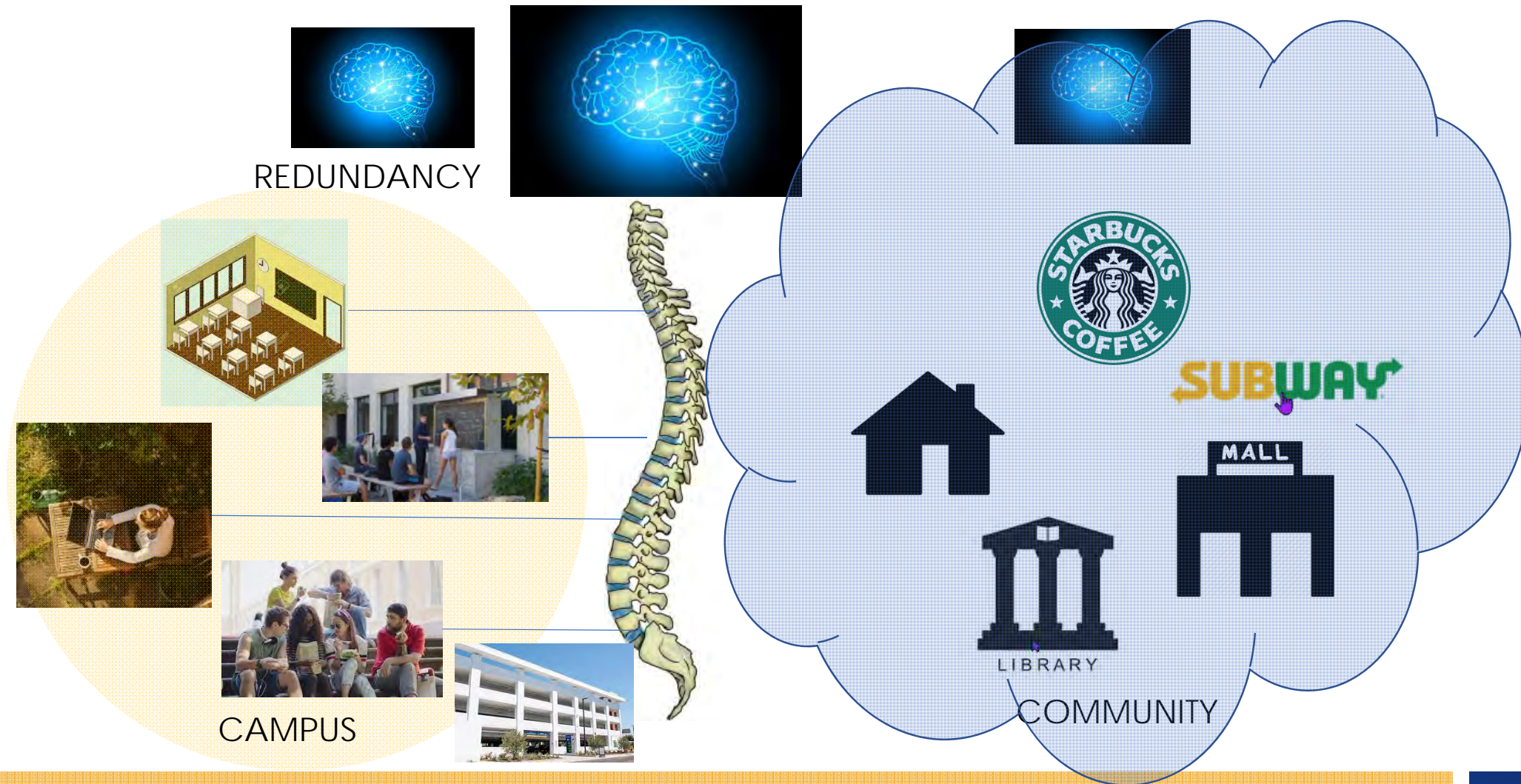
- Fast and reliable wireless experience
- Simple and secure model for managing owned IoT devices
- Flexible and automated model for adding wireless access
- Added coverage in widespread areas outside of the classroom

OUTCOMES:

- Delivers on high expectations to supply exceptional academic and off-hours experiences
- Eliminates extensive IT planning and deployment guesswork
- Reduces IT support turnarounds from months to hours
- Wireless is now rated the top IT delivered technology service by students (for customer support, quality of institution-provided equipment and applications and no impact to student's data plans - Chapman University)



BRIDGING THE DIGITAL EQUITY GAP AND REBUILDING ENROLLMENT?



LINKING FACILITIES, INSTRUCTION, STUDENT SERVICES, TECHNOLOGY
FACILITIES MASTER PLAN UPDATE | 09.21.2021



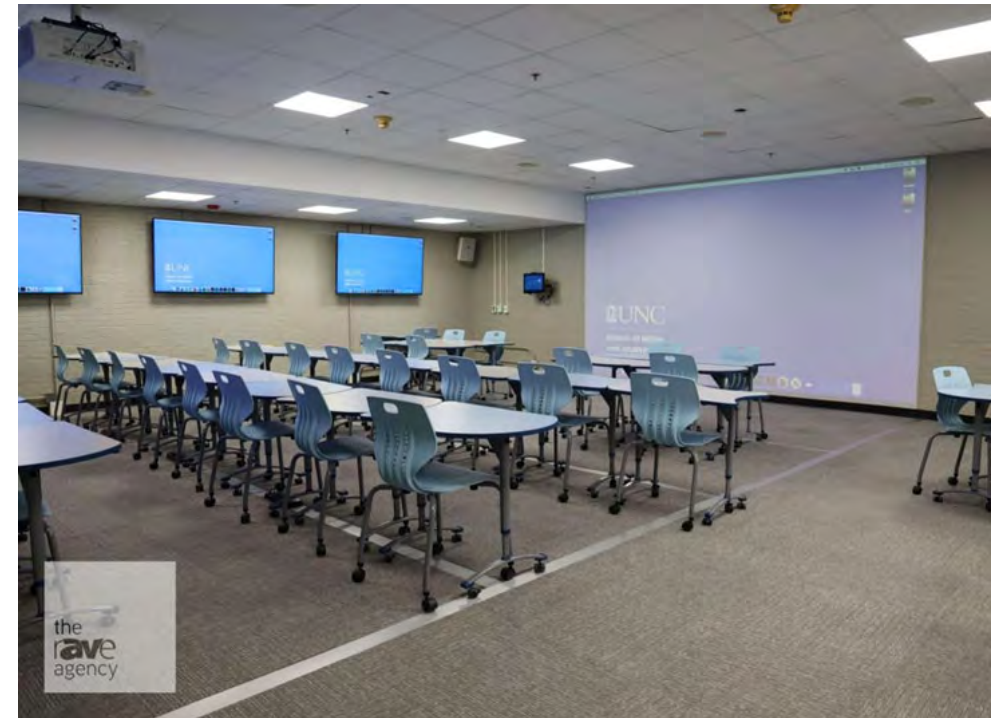
ACTIVE LEARNING METHODOLOGY

TYPICAL NEEDS:

- Classroom AV with high resolution Projects or Displays
- Sound reinforcement
- ADA Compliant Assisted Listening Systems
- AV-Equipped Podiums — Flexible Presentation Options
- Reliable Lecture Streaming/Recording
- Group huddle and collaboration spaces

OUTCOMES:

- Instructors like the fast switching between sources and the user-friendly touch panels.
- Students are more engaged, learn more easily, and retain more when lessons are presented in rich and immersive multimedia formats.
- The installation successfully delivers real-time video at high resolution
- IT staff remotely operate and provide assistance, saving time and resources



ACTIVE LEARNING METHODOLOGY: REPURPOSING CASE STUDY

SOUTHWEST COLLEGE: S.O.C.T.E. REPURPOSING

- Nursing in deteriorating modular building space
- Department “promised” new Nursing building
- College Capacity Load Ratios very high
- School of Career Technical Education space underutilized
- Re-purposed SOCTE into Nursing Ed showcase
- Benefits:
 - \$15 Million New Building Project becomes...
 - \$2.5 Million Repurposing Project
 - Saved Time, Money and Future funding eligibility
 - \$1.5 Million IT, smart manikins, augmented reality gear
 - Movable desks, laptops + securable charging cabinets can flip classrooms and computer labs
 - Model for all other LACCD Nursing/Allied Health Projects



ANYTIME, ANYWHERE ACCESS

TYPICAL NEEDS:

- Student need to access course and applications outside of classroom
- Shared departmental computer labs
- Limited IT Resources

OUTCOMES:

- Enables hybrid learning environment with access to software remotely
- Efficient space utilization
- Reduced ongoing operating costs
- Reduced cybersecurity breaches



Traditional Desktop Computing	Virtual Desktop Infrastructure
\$66K/year	\$38K/year*

LACCD: Estimated Yearly Operating Costs
(4 Labs, 160 computers total)

* With robust IT backbone

NEW WAYS OF BRINGING STUDENTS BACK



What is esports?

Electronic Sports / eSports / esports is a form of sport competition using video games - competitive gaming - mostly in a team environment although there are some single person player games as well.

Competitors from different leagues or teams face off in the same games that are popular with at-home gamers: Fortnite, League of Legends, Counter-Strike, Call of Duty, Overwatch and Madden NFL, to name a few. Check out [CNN's article "What is eSports?"](#) for more info, and this [article from The Sport Digest](#) about the spelling debate.

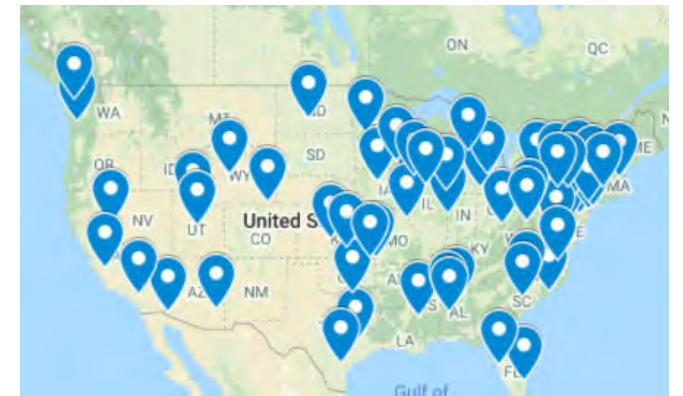
By organizing an Esports Club for Coastline students, we're bringing together passionate (or newly interested) gamers to have fun and enhance our school community.

<https://www.coastline.edu/student-life/clubs-and-organizations/esports/index.php>



NJCAA™

National Junior College Athletic Association Esports



FACULTY AND STAFF DIGITAL DEVELOPMENT

SAN DIEGO MESA COLLEGE LEARNING OPPORTUNITIES FOR TRANSFORMATION (LOFT)

1. The campus hub for professional development activities
2. Specifically designated for employee training and development on a daily basis
3. Includes small and large group training spaces, soft-seating, collaborative workstations, computer stations and quiet rooms
4. The furniture designed to be flexible and transformative

Training/Meeting Room – 18 Person Capacity

Presentation Room (LRC-435) – 50 Person Capacity

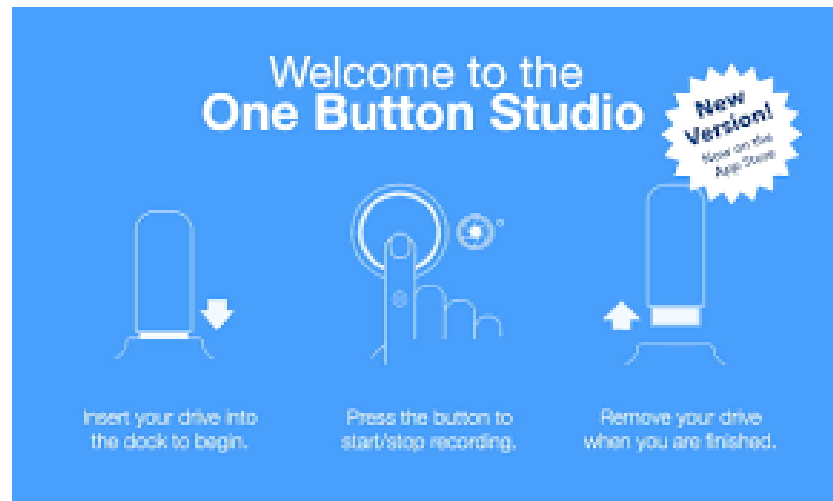
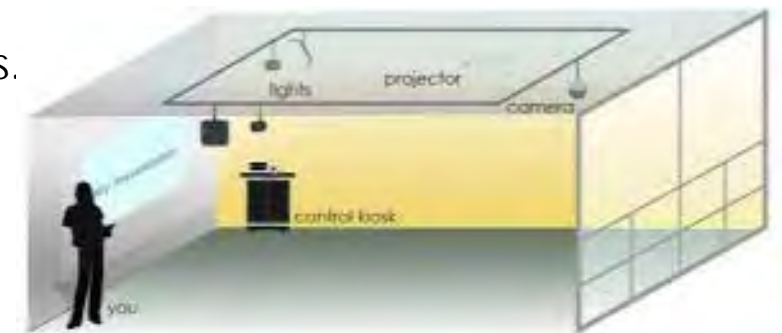
Special Events – 100 Person Capacity



FACULTY, STAFF AND STUDENT DIGITAL CONTENT DEVELOPMENT

UNIVERSITY OF CALIFORNIA SAN DIEGO (AND OTHERS) STUDIO U (AKA ONE BUTTON STUDIO)

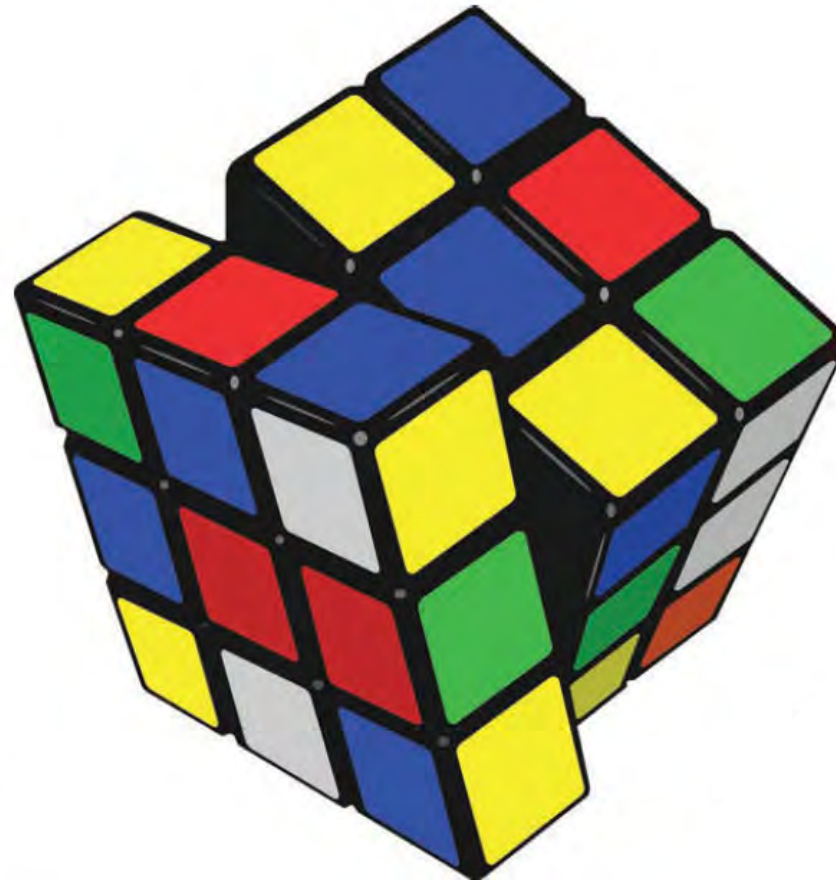
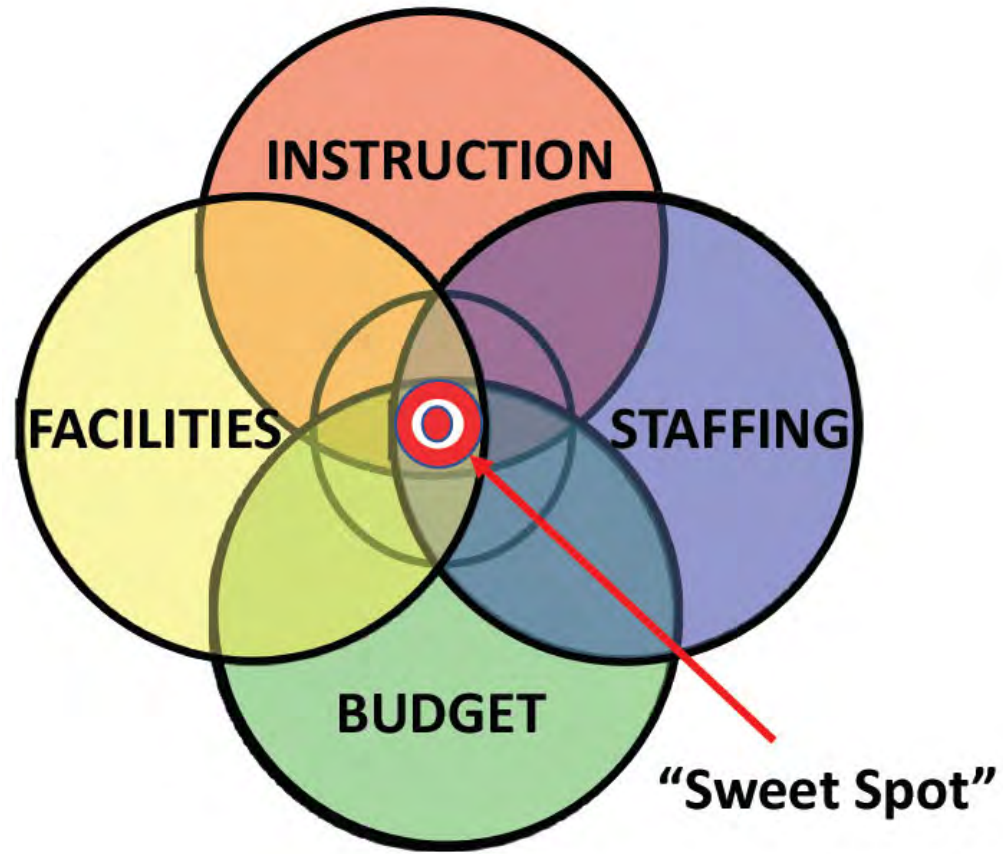
A free-to-use resource for the campus to support the creation of video content for instruction and academic programs serving on-campus audiences. With simple push-button controls, you'll be able to record green screen, learning glass, screen annotation or other kinds of videos. Once finished you will walk away with a USB thumb drive containing a completed video you made all by yourself.



LINKING FACILITIES, INSTRUCTION, STUDENT SERVICES, TECHNOLOGY SUSTAINABLY



LINKING FACILITIES, INSTRUCTION, STUDENT SERVICES, TECHNOLOGY SUSTAINABLY



NO MARGIN – NO MISSION

A VISION WITHOUT RESOURCES IS A MIRAGE



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7. NEXT STEPS

FACILITIES MASTER PLAN UPDATE | 08.21.2021

AGENDA



SUPPORTING STUDENTS OUTSIDE OF THE CLASSROOM



SHADE



PLUG-IN



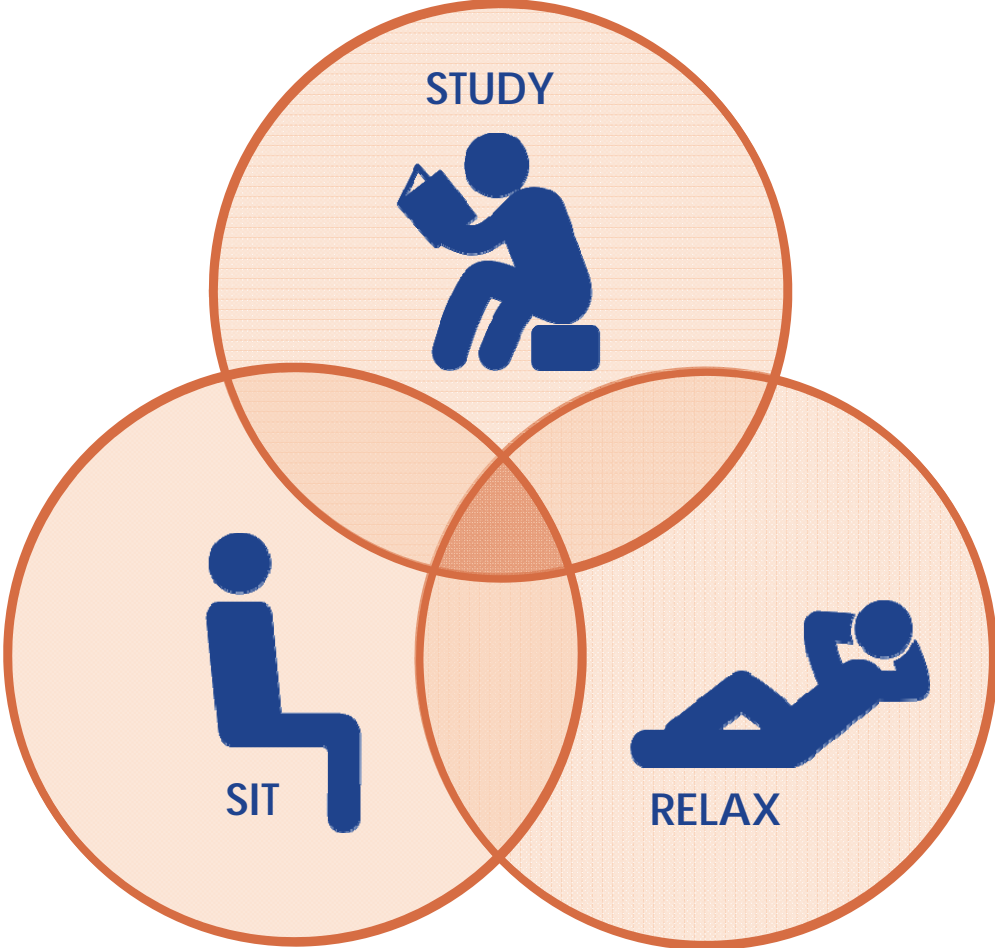
FOOD



COMFORTABLE TEMPERATURE



WIFI CONNECTIVITY



PLANNING BEST PRACTICES

MULTI-PURPOSE OUTDOOR SPACES



PLANNING BEST PRACTICES

PROGRAMMABLE OUTDOOR SPACES



PLANNING BEST PRACTICES

LARGE PROMENADES + FOOD + SHADE



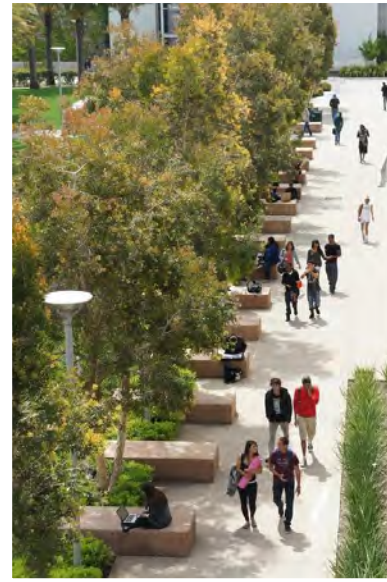
PLANNING BEST PRACTICES

SIT / STUDY / RELAX



PLANNING BEST PRACTICES

WAYFINDING



PLANNING BEST PRACTICES

MULTI-MODAL ACCESS



AGENDA

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S

STRENGTHS

W

WEAKNESSES

O

OPPORTUNITIES

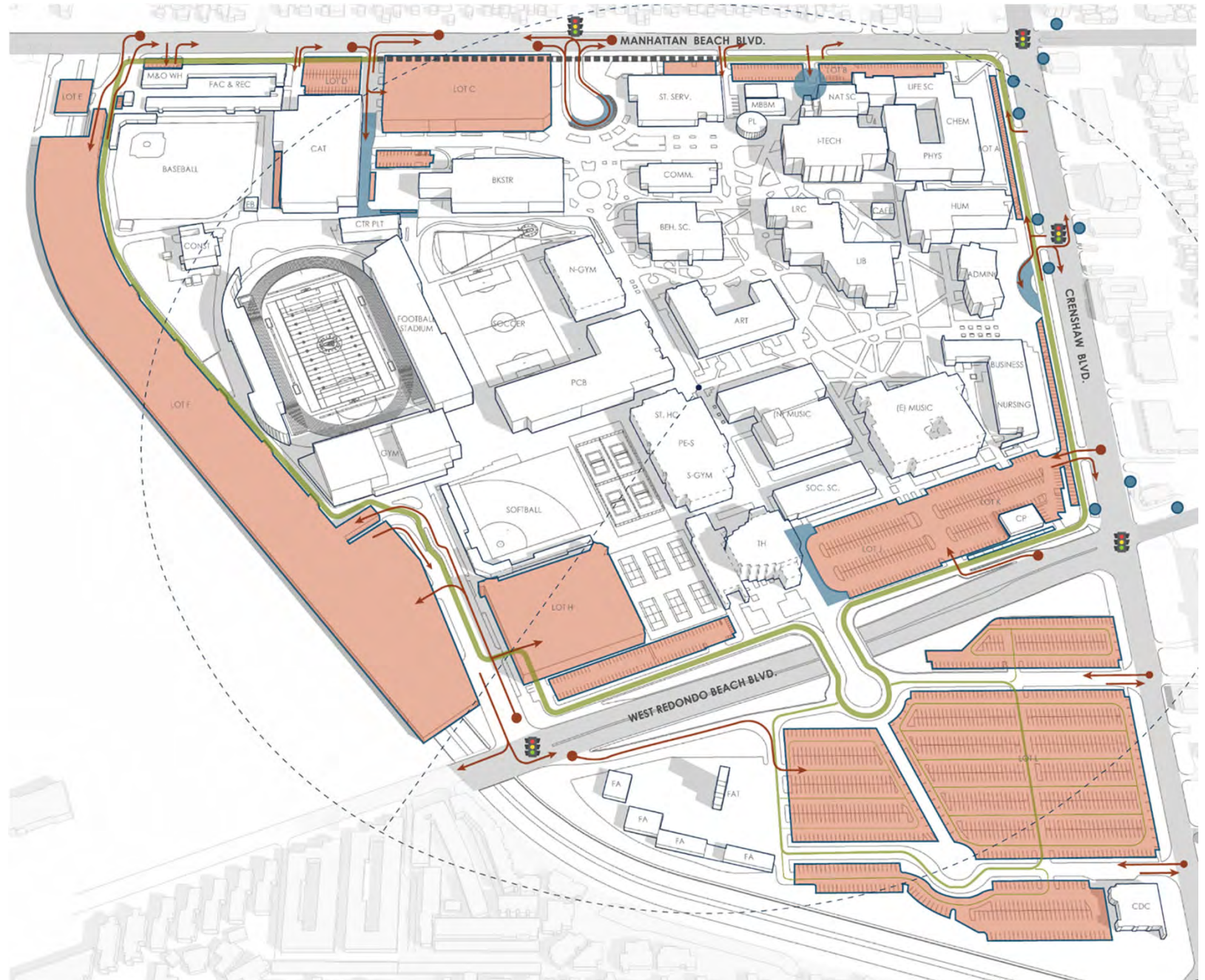
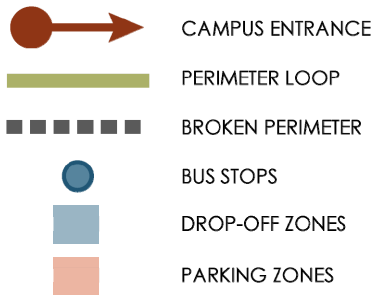
T

THREATS



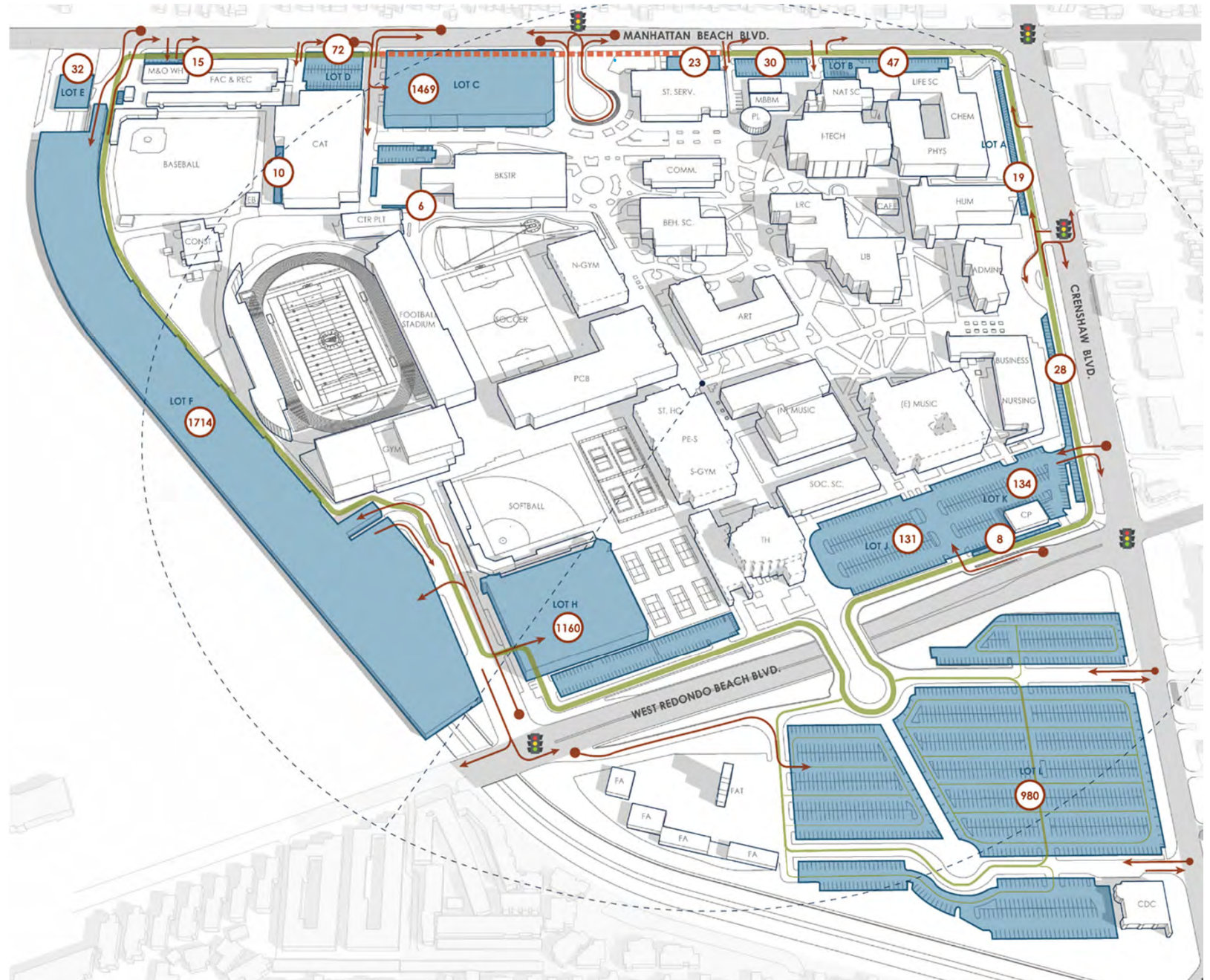
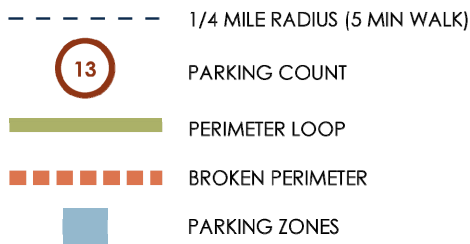
VEHICULAR ACCESS AND CIRCULATION

- Multiple Entry Points (good / bad / ugly)
- Limited visual presence from Street / Limited Campus Entry Signage
- No strong sense of arrival
- Partial Loop Road
- Distributed Drop offs
- Transit Access (Crenshaw Blvd)



PARKING ANALYSIS

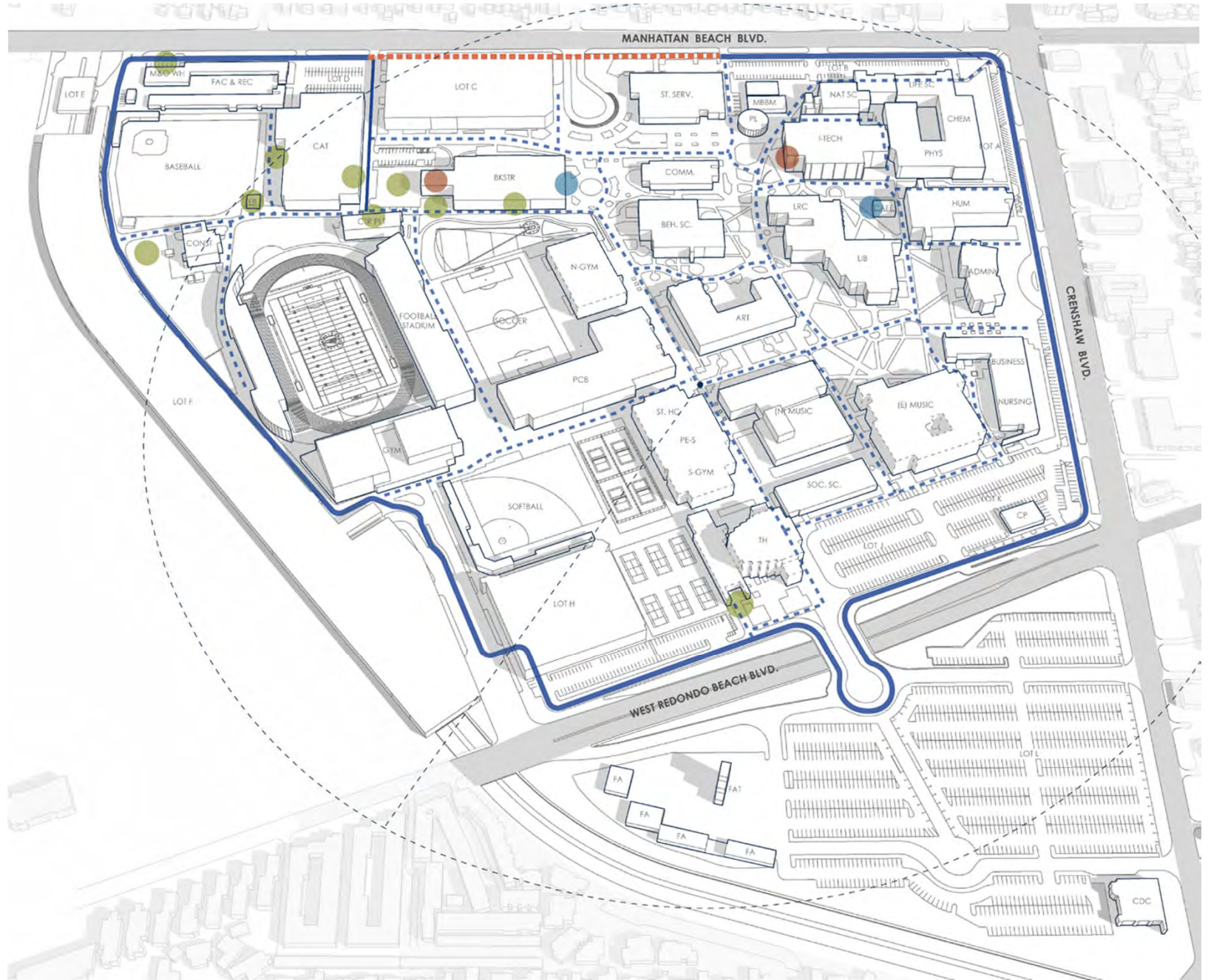
- Distributed Parking
- Limited Internalized Parking
- Approximately 5,900 Parking Stalls Today
 - Fall 2019 FTES: 18,234*
 - 3.1students : 1 parking stall = GOOD!
- Most stalls / Access to parking lots are within a 5 Minute Walk to the campus core
- Significant use of ON-Street parking @ Manhattan Beach Blvd.



SERVICE CIRCULATION

- Loop Road serves majority of Campus
- Potential pedestrian conflicts through the center of campus
 - Trash Collection
 - Food Service
 - Supplies
 - ?

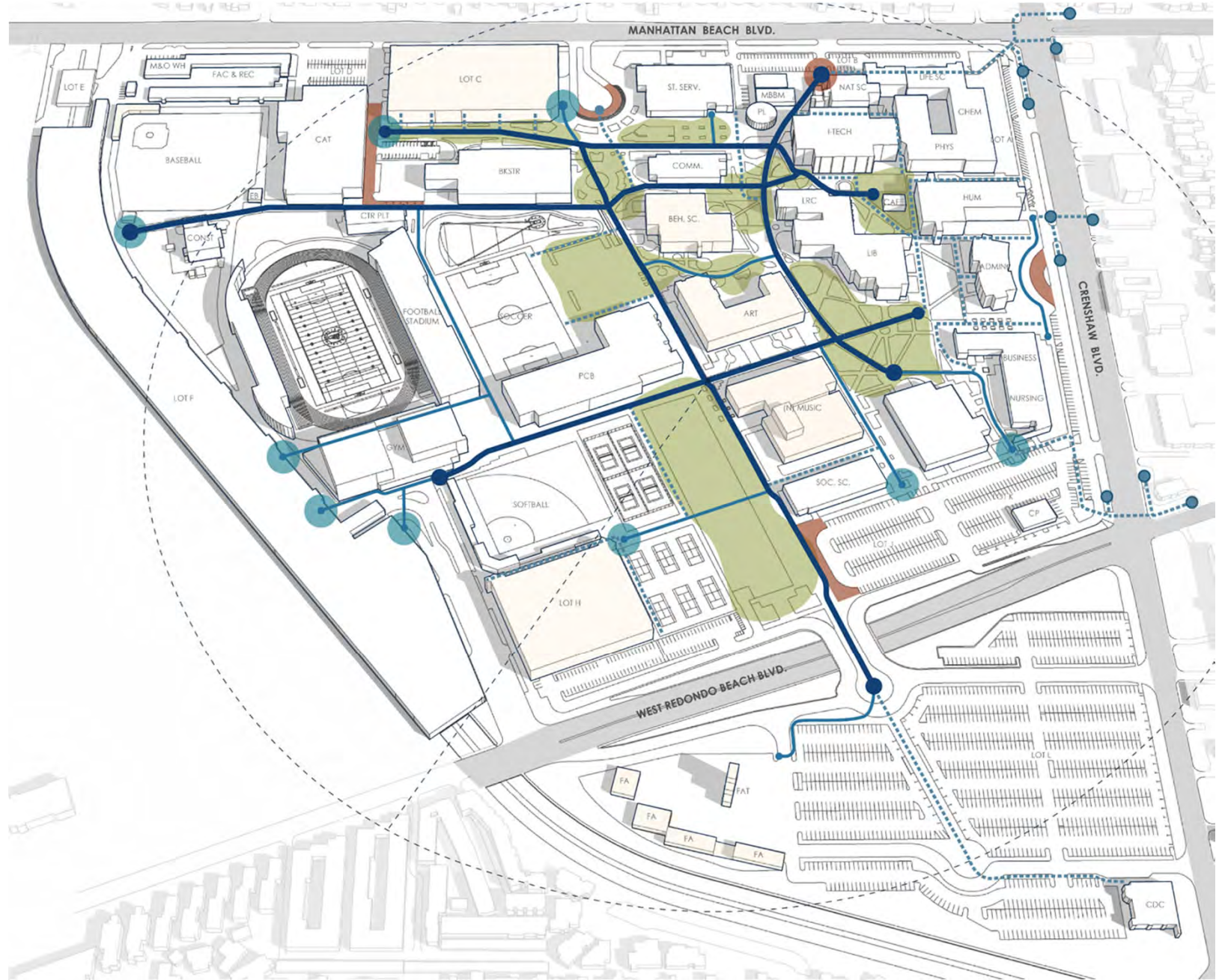
- SERVICE AREAS
- IT SERVERS
- FOOD SERVICE
- ▬ PRIMARY SERVICE LOOP
- - - SECONDARY SERVICE LOOP
- ▬ BROKEN SERVICE LOOP



OPEN SPACE

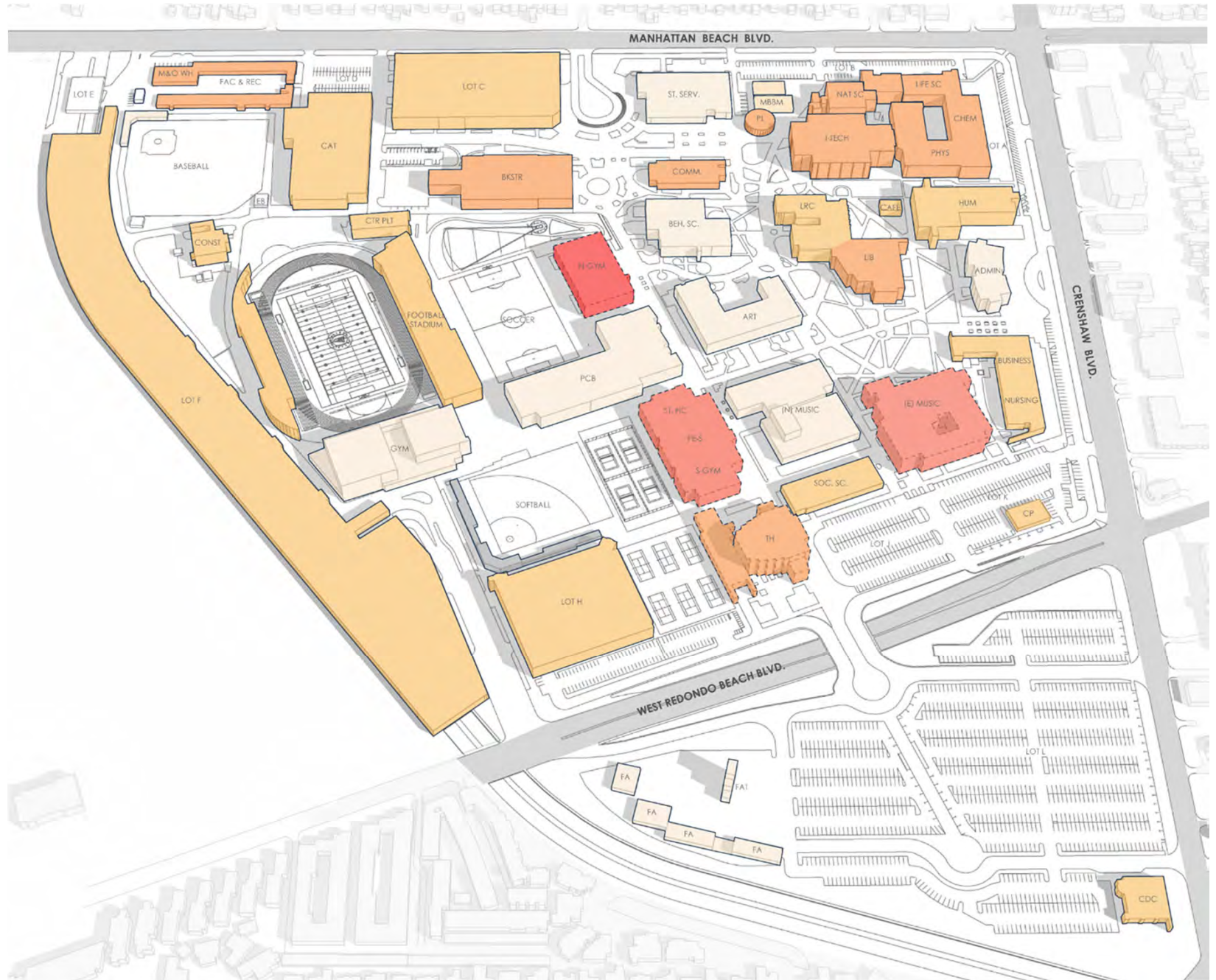
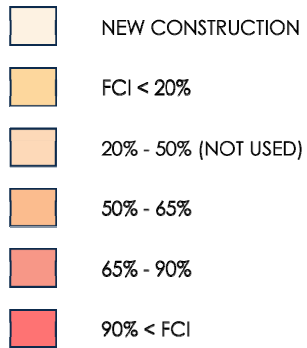
- Established Trees / Park like setting (south quad)
- Enhance existing outdoor student spaces conducive to gather / study / relax (with amenities)
- Limited program specific outdoor space?
- Where is the heart of campus / collegial space?

- GREEN SPACES ALONG MAIN PEDESTRIAN SPINE
- BUS STOPS
- DROP-OFF ZONES
- PARKING LOT ENTRYWAYS
- ▬ PRIMARY PEDESTRIAN CIRCULATION
- ▬ SECONDARY PEDESTRIAN CIRCULATION
- ▬ TERTIARY PEDESTRIAN CIRCULATION
- - - 1/4 MILE RADIUS (5 MIN WALK)



FCI DATA

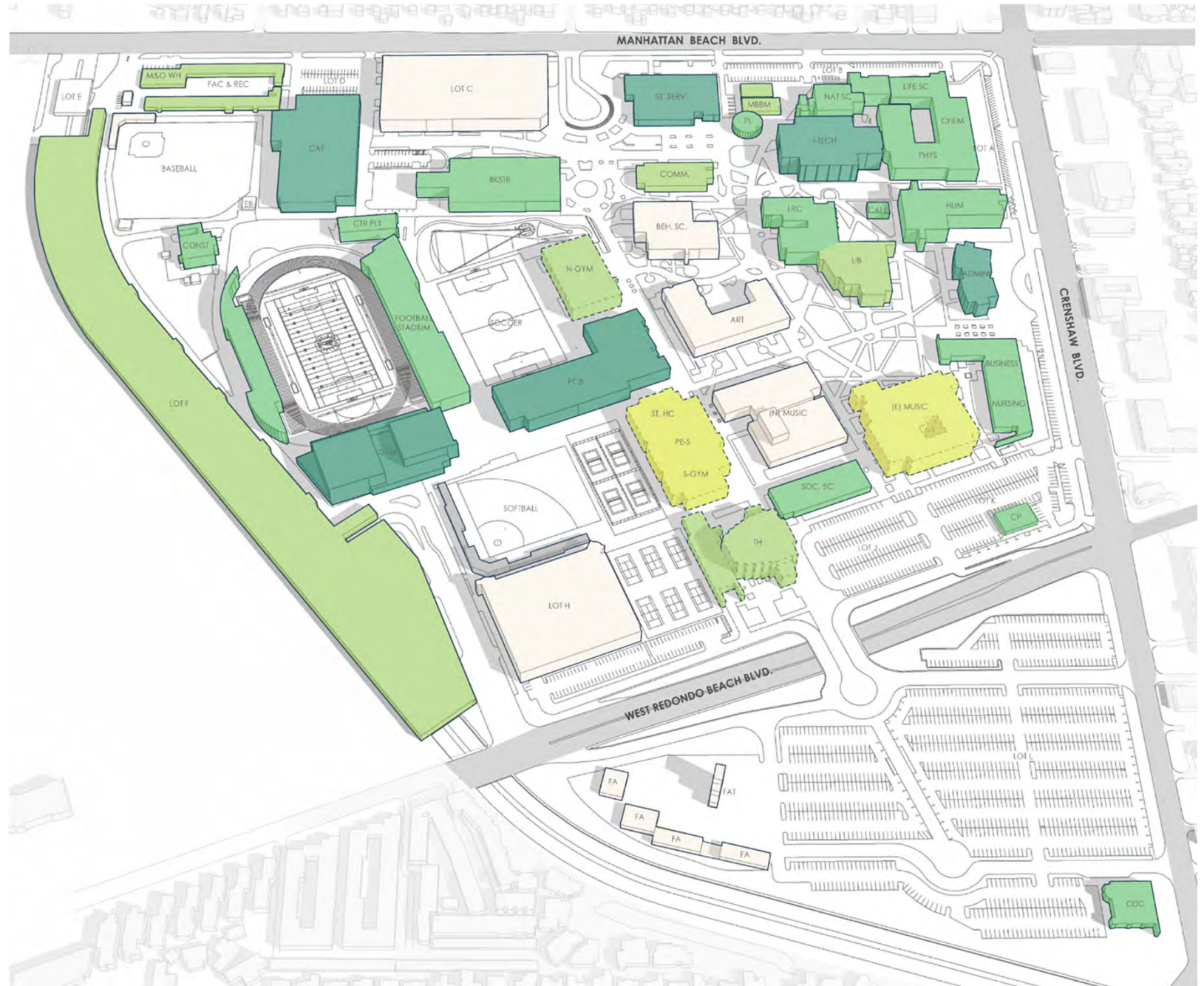
- Majority of buildings are less than 50% FCI
- Current Planned Demolition for >65%
- Core Facilities 50-65%
 - Sciences
 - Library
 - Bookstore
 - Communications Building
 - M&O
 - Marsee Theater



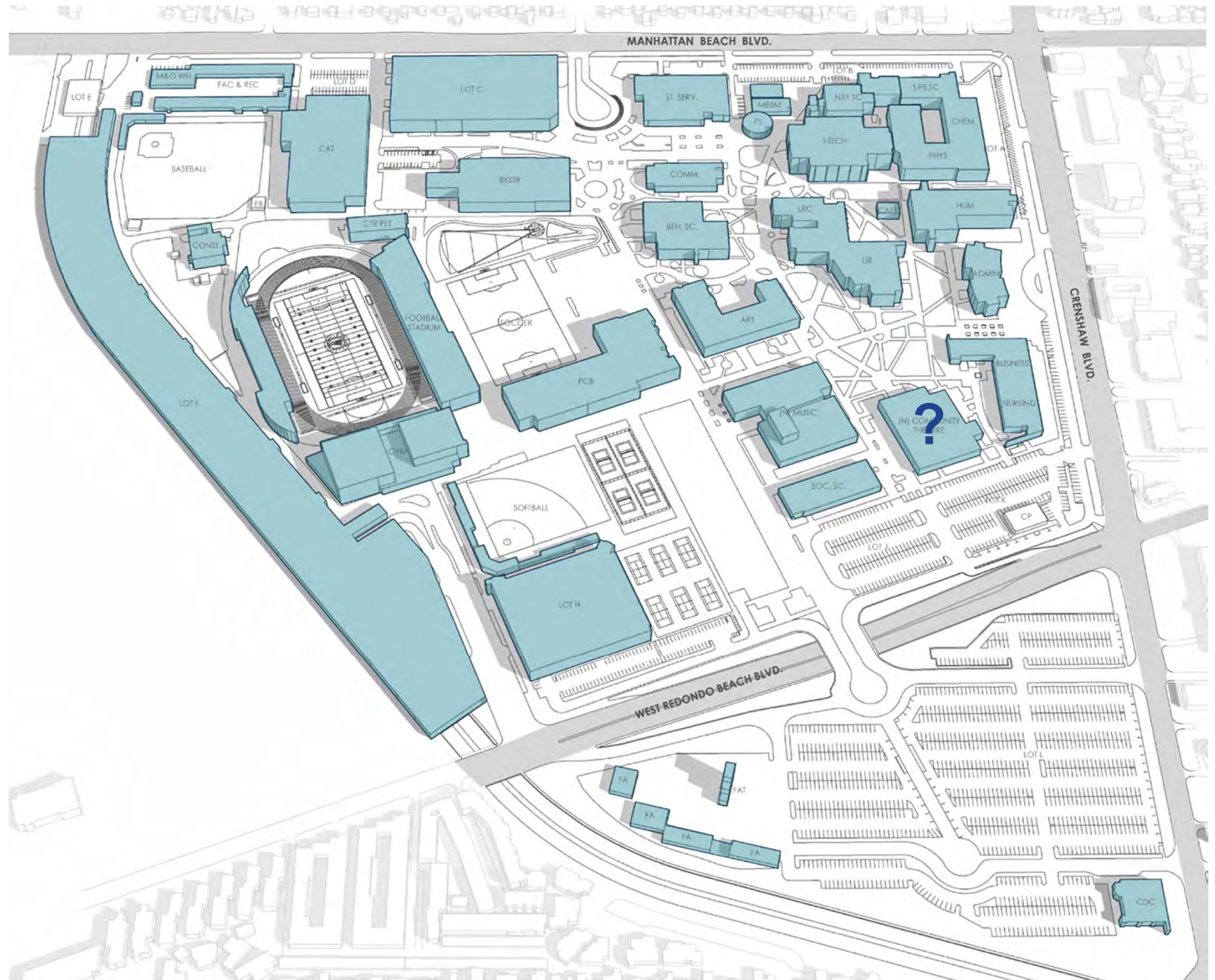
FACILITIES ASSESSMENT

- Strong consistent collegial architectural character
- Consistent El Camino Brand

-  NEW CONSTRUCTION
-  1 - GOOD CONDITION
-  2 - MINIMUM IMPROVEMENTS
-  3 - MODERATE IMPROVEMENT
-  4 - HEAVY IMPROVEMENTS
-  5 - MAJOR DEFICIENCIES (NOT USED)














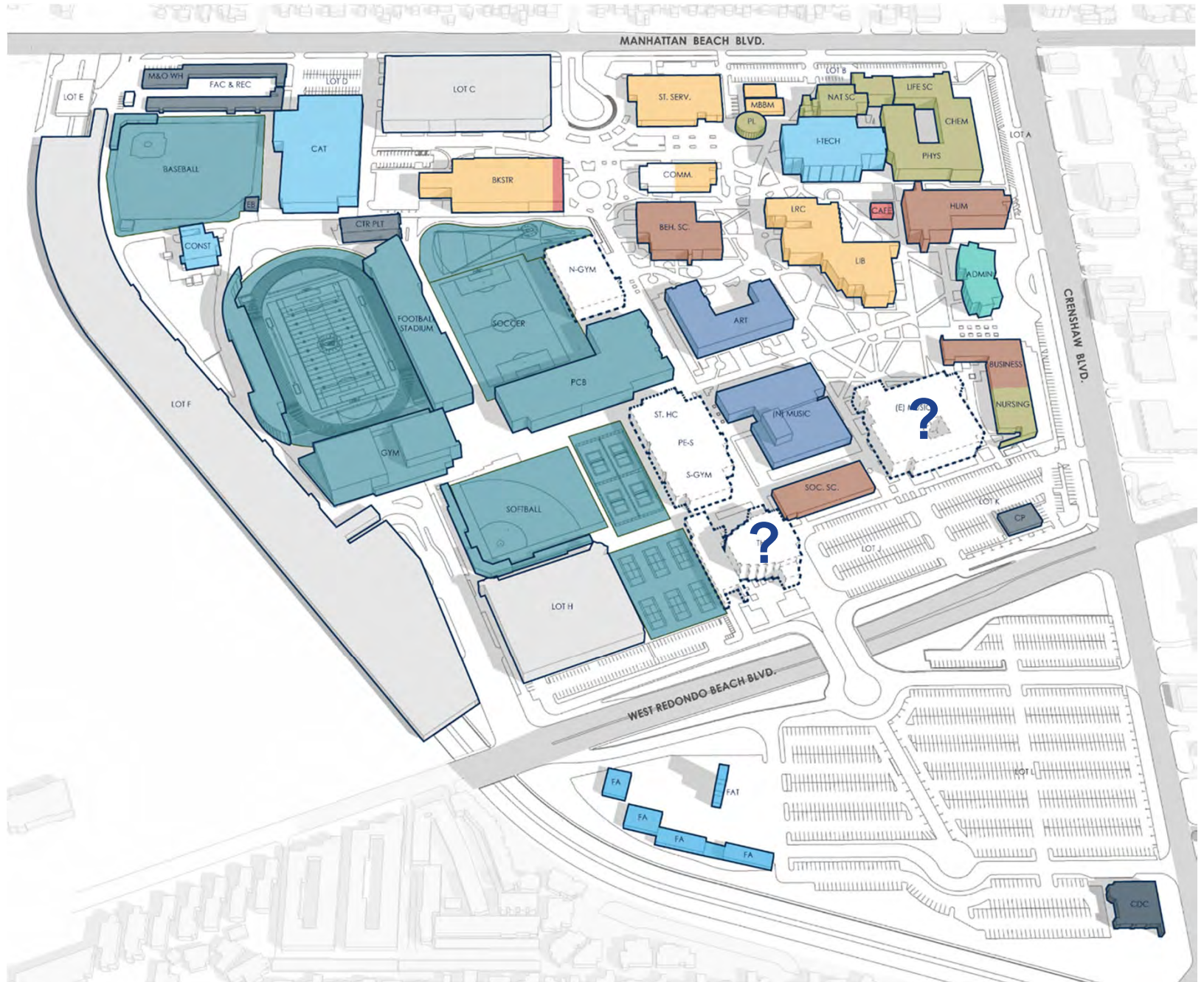
CONFIRMING THE CURRENT MASTER PLAN



ZONING

- Relatively defined zoning
- Limited Food Service

	ADMIN
	FOOD
	SERVICES
	PARKING
	VISUAL & FINE ART
	BEHAVIORAL, SOCIAL SC, BUSINESS, HUMANITIES
	STEM
	STUDENT SERVICES
	APPLIED TECH
	ATHLETICS
	FUTURE DEMOLITION



AGENDA

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7. NEXT STEPS



CONFIRMING THE PRIORITIES

PRIORITIES - FROM FACILITIES PLAN 2017

- Maximize functional space
 - Renovate facilities
 - Address program needs
- Eliminate non-functional space
 - Remove temporary buildings
 - Replace aging facilities
- Simplify implementation
 - Limit number of moves
 - Minimize need for swing space
- Improve efficiency/ utilization of facilities
 - Consolidate related programs
 - Create flexible, interdisciplinary space
- Right-size the campus to address program needs
 - Align the projects space inventory with state guidelines
 - Position ECC to maximize funding (state & local)

NEW / ADDITIONAL PRIORITIES?

- Support student access, learning, & teaching
- Balance and support socialization and formal learning
- Maintain student safety
- Foster environmental responsibility



AGENDA

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7. NEXT STEPS

FACILITIES MASTER PLAN UPDATE | 09.21.2021

AGENDA



CAMPUS SURVEY

PARKING

Please respond to the following questions based on current Campus Parking conditions

1	The total number of on campus parking stalls is adequate.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
2	Parking is well / adequately distributed.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
3	The distance from parking to campus facilities is convenient.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
4	Vehicular circulation within parking lots is clear and safe.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	The existing parking areas are generally well lit, safe and secure.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
6	The existing parking areas are adequately landscaped.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
7	Existing passenger loading and drop-off zones are convenient and adequately distributed.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree



AGENDA

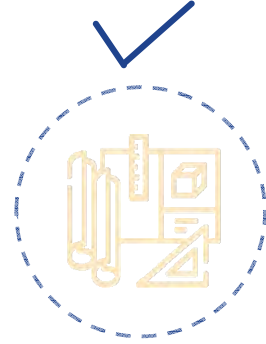
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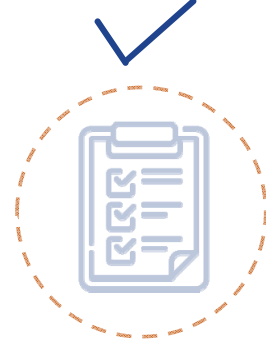
NEXT STEPS



Tour Campus with
Facilities
Representative(s)



Assemble Drawing
Documents to Create
Baseline Drawings



Develop
Surveys



Identify facilities
needs and
opportunities



Initiate stakeholder
group
engagement



Continue to
analyze existing
data



Looking for linkages:
Instruction – Technology -
Facilities



Synthesize
findings for
review

NEXT STEPS

1. CAPACITY AND EDUCATIONAL INTENT + FACILITIES

- A. Campus redevelopment opportunities
- B. More “just-right” classrooms and laboratories
- C. Sit-study-relax areas to keep students on campus



Identify facilities
needs and
opportunities



Initiate stakeholder
group
engagement



Continue to
analyze existing
data



Looking for linkages:
Instruction – Technology -
Facilities



Synthesize
findings for
review

SCHEDULE

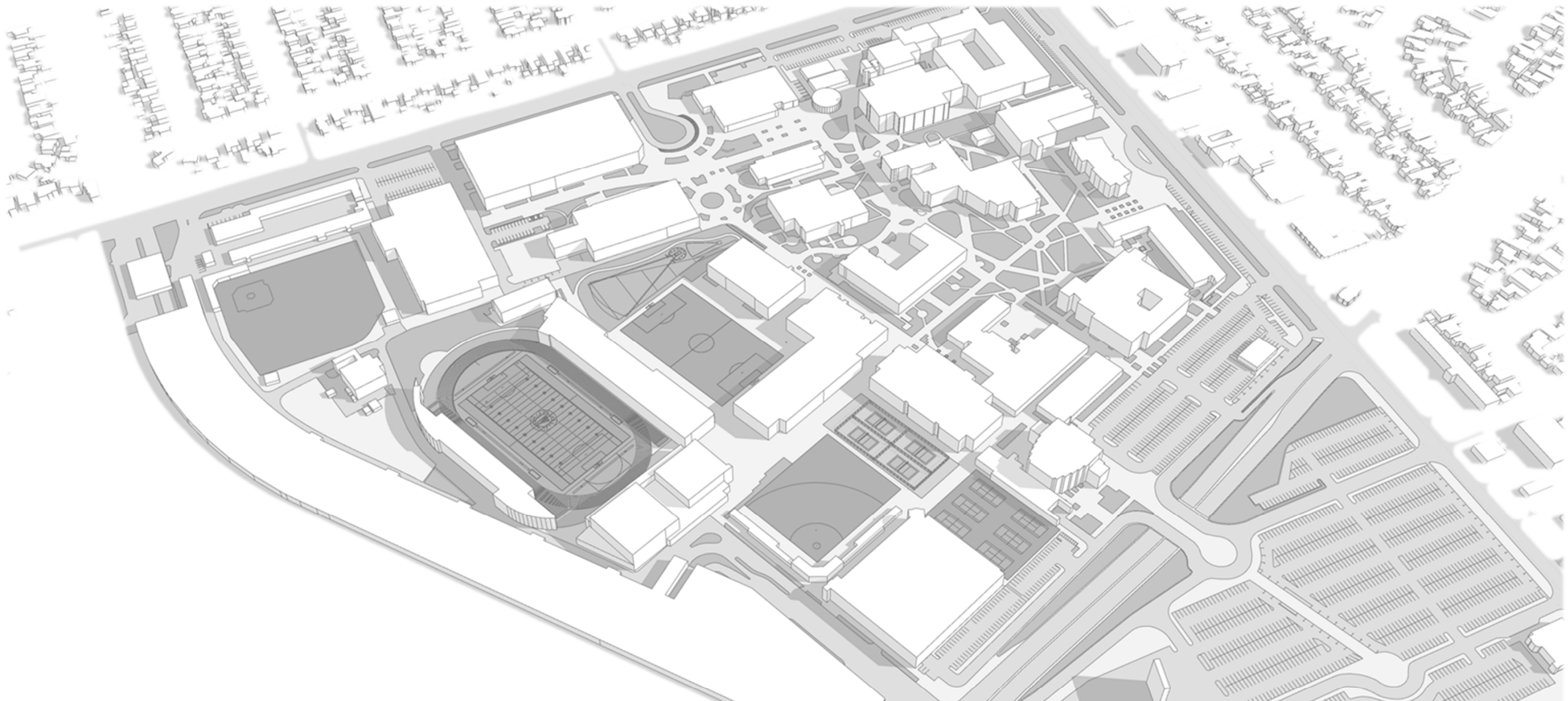
		2021																								2022														
		JUN				JUL				AUG				SEP				OCT				NOV				DEC		JAN				FEB								
WEEK START: MONDAY		28		5	12	19	26	2	9	16	23	30		6	13	20	27		4	11	18	25	1	8	15	22	29		6	13	20	27	3	10	17	24				
		INITIATION:				EVALUATION:				ISSUES & OPTIONS:				DEVELOPMENT:				REPORT:				APPROVAL:																		
		1) Establish Schedule 2) Notify FMPU participants 3) Mine FUSION data 4) Information request				1. Develop campus map base 2. Review/analyze existing data 3. Trends/Practices Research 4. Engage stakeholders				1. ASF needs for 10 year horizon 2. Campus ReDevelopment Studies 2. Facility Replacement Studies 3. Facility Repurposing Studies 4. Synthesis				1. Cost benefit analysis 2. ROM cost estimates 3. Potential partnerships 4. Infrastructure needs 5. Synthesis				1. First Draft Report 2. Review with Working Group 3. Present to College/Community Stakeholders 4. Second Draft Report 5. Final Report				1. Working Group 2. Participatory Governance Groups 3. President/Cabinet																		
EL CAMINO COLLEGE DISTRICT				X	Independence Day						X	Labor Day																X	Thanksgiving				X	Winter Break						
COMMITTEE/GROUP																																								
TODAY			6/28				7/28				8/25				9/22							10/27								12/1							12/22			
Facilities Master Plan Update																																								
President's Cabinet							8/3															10/5			11/2				12/1								12/7		1/4	
Academic Senate															9/21										11/2				12/7											
College Council															9/20										11/1				12/6											
Council of Deans							8/5							9/16											11/4				12/16											
Facilities Steering Committee									8/9													10/4							12/8											
Technology Committee											8/17				9/21								10/19					11/16												
Campus Technology Plan Workgroup							7/29																																	
Planning and Budget (Zoom)									8/12														10/21				11/18													
Associated Students Organization																																								
Academic Divisions																																								
- Behavioral & Social Sciences																						10/7			11/3			12/2												
- Business																																								
- Fine Arts																																								
- Health Sciences and Athletics																																								
- Humanities														9/9								10/7																		
- Industry and Technology															9/23											10/21		11/18												
- Library and Learning Resources														9/15												10/20		11/17												
- Mathematical Sciences																						10/7					11/11													
- Natural Sciences																																								
Surveys																																								
Focus Groups																																								
Town Halls																																								
Citizen's Oversight Committee (In Board of Trustees)							7/21																																	TBD

SURVEY FOCUS GROUPS

PROCESS | TIMELINE | MEETINGS
FACILITIES MASTER PLAN UPDATE | 09.21.2021




ALMA + HPII
strategies + architecture



EL CAMINO COLLEGE

FACILITIES MASTER PLAN UPDATE | ACADEMIC SENATE | 09.21.2021





ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES

OER and ZTC in the California Community Colleges – An Update

Mary McMillan, Digital Resources Librarian & ASCCC OERI Liaison
Academic Senate Report
September 21, 2021

ASCCC OERI's Goal?

Increase the use of open educational resources in lieu of commercial texts by all reasonable means available.

- Increasing awareness
- Increasing the availability of high-quality OER
- Making the adoption of OER easier
- Support campus liaisons in statewide OER/ZTC initiatives

Why is OER more important than ever?

Monumental news from California: Gov
@GavinNewsom approves unprecedented \$115 million
investment in Zero Textbook Cost degrees and #OER
at @CalCommColleges. #ZTC4CA

"I am committed... in
addressing.. the racket
that is textbooks in this
country. Usurious costs
associated with textbooks
and so we will do more
this year... because we in
California have an
obligation to disrupt that
entire system nationwide."



Source: [Rich Pedroncelli/Associated Press](#)

– Governor Newsom

Now is the time to get it right!

- System-wide, systemic change – not new inequities
- Sustainable
- More than zero textbook course sections – better resources, better pedagogy
- What does the bill/law say?
- How do we make this happen?

SEC. 60.

Section 78052 of the Education Code is amended to read:

- (a) It is the intent of the Legislature that community college districts develop and implement:
 - zero-textbook-cost degrees and
 - develop OER for courses to reduce the overall cost of education for students and decrease the time it takes students to complete degree programs.

Sounds good, but...

- Degrees don't have specific costs associated with them – specific course sections do.
- A "degree" is not a single entity, it is composed of course sections and the costs of those sections is determined by the individual faculty teaching those sections.
- All that can be guaranteed is a ZTC option.

Grants of up to \$200K

- ... the CCCCCO shall distribute grants of up to \$200,000 to a CC district for each degree developed and implemented.. that contributes to the overall elimination, or significant lowering, of textbook costs for students and aligns with the conditions for receipt of funds specified in subdivision (d).
- Noteworthy elements
 - Grants to districts.
 - Focus on degrees hides the amount of work involved – how many courses in the degree currently have a ZTC option and how many do not?

The CCCCO shall ensure that...

...a grant does not result in the development or implementation of

- duplicate degrees for a subject matter to avoid duplication of effort and
- ensure the development and implementation of the greatest number of degrees for the benefit of the greatest number of students.

What? How?

Sustainable? Non-duplicative?

- Develop degrees with consideration for sustainability after grant funding is exhausted, including how content is updated (yes!) and presented.
- Develop and implement a degree that other community college districts can use or adapt.
- The chancellor's office may distribute the grants in phases, including a planning phase and an implementation phase.

Phase 1 Funds by January 2022...

- In order to distribute funds in January, the “how” of this initial disbursement must be established prior to the November Board of Governor’s meeting.
- The timeline makes it such that a competitive process can not happen.
- In other words, what is being funded must be delineated – as opposed to colleges submitting proposals.

What is being recommended? Impact for ECC?

Schedule Sleuthing

- Theoretically, all ZTC sections should be marked.
 - CCCs required, in law, to mark “no cost” sections (CA SB1359)
- Theoretically, all course schedules should provide textbook information for all course schedules (US HEOC)
- Review of all 115 schedules for ZTC conducted
 - Intro Psych
 - Public Speaking
 - English composition

Phase 1 Recommendation – Colleges are ZTC Ready

- Colleges could be required to **demonstrate compliance** with existing requirements, regulations, and laws relating to textbooks and materials fees.



- **CA SB1359** - **39 college are not** clearly marking ZTC sections in online schedule (*incl. ECC*)
- **US HEOA** - At least 36 provide no Textbook Cost Information in schedule



- **US HEOA** - **11 "appear to have"** Textbook Cost Information, but it's lacking (*incl. ECC*)
- Adopt local policies and practices that advance ZTC and textbook affordability more generally.

Recommended CCCCO Support for College Readiness

- Provide technical support to colleges to accomplish the Phase 1 college-level activities
- Develop a ZTC section-level MIS data element that colleges must implement to access ZTC funds. (ensuring accountability)
 - At present, we do not have a clear picture of local ZTC efforts across the system.

So, after establishing compliance...

Phase 2 Recommendation – OER/ZTC Resource Development

- Determine what OER is truly needed
- Identify courses that can't use OER and explore other ways to reduce the associated costs
- Fund OER/ZTC development with meeting statewide needs as a priority
- Ideally, provide centralized support for OER/ZTC development
 - Accessibility, Copyright/Licensing, Copyediting, Subscriptions/Purchases

Unanswered questions - implementation

- How will the CCCCO “..ensure that a grant does not result in the development or implementation of duplicate degrees for a subject matter to avoid duplication of effort and ensure the development and implementation of the greatest number of degrees for the benefit of the greatest number of students”?
- How will the CCCCO reconcile the legislation’s reliance on degrees as the unit of measurement when it is resources for courses that must be identified, developed, and adopted?

More Information

- [ASCCC OERI Website](http://asccc-oeri.org) (asccc-oeri.org)
 - Resources by Discipline, C-ID, TMC, CSUGE
 - OER-Related Resolutions
 - Webinars and Events
- [ASCCC OERI E-Mail](mailto:oeri@asccc.org) (oeri@asccc.org)
- [ECC Faculty Guide on OER/ZTC](http://libguides.elcamino.edu/oer)
(libguides.elcamino.edu/oer)



El Camino College

College Council Minutes
Tuesday, September 7 2021
1:30 – 2:30 p.m. Via Zoom

Attendance

Breeanna Bond, Edith Gutierrez, Kelsey Iino, Dalyan Johnston, Rose Mahowald, Brenda Thames

Absent

Kenny Galan, Darcie McClelland

Support/Presenters

Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Ann Tomlinson, Jacquelin Sims, Jessica Padilla

Minutes

1. Welcome/ Approval of the Minutes

Dr. Thames opened the remote meeting and welcomed participants.

After review, College Council moved to approve the August 16, 2021 meeting minutes with the correction of minor grammatical and spelling errors.

2. Board Agenda Review

The [agenda for the September 7, 2021 Board of Trustees meeting](#) was distributed to College Council members for review prior to the meeting.

Discussion on the Resolution on Required Evidence of COVID-19 Vaccination for All Students and Employees:

- The roll out and implementation of the Resolution will come from the COVID-19 Task Force.
- Confirmation was provided that the Resolution is an Action item and will be voted on this evening.
- Jane Miyashiro confirmed the Board and the District have the right to set policy. The **effects** of the policy would be negotiated with the bargaining units. Negotiations can take place after the policy is in place.

Confirmation is provided that the budget can be modified in the event Article 10 of the ECCFT contract is reopened.

There were no further questions or comments on the Board agenda.

A review of the [procedures for addressing the Board of Trustees to provide public comment](#) was conducted. There were no comments or questions on the procedures reviewed.

3. Governance Committees on BoardDocs

Dr. Thames suggested moving all the governance committees/councils to the BoardDocs platform. This would allow more efficient and standardized format in posting agendas, posting minutes and providing access to committee members and constituents.

There were no objections to this suggestion. This may be an appropriate goal for College Council this year.

4. College-wide Annual Goals Review

Viviana Unda provided a [presentation on the College-wide Annual 2022-23 goals](#) in context of the annual planning and budgeting process. A high-level review of the process, including the reiteration of the College-wide Annual goals and how they are informed by the Chancellor's Vision for Success, was provided. The presentation also included a summary of how cascading goals contribute to the achievement of multi-year goals.

Clarification/definition of non-traditional student was provided: A student outside of those coming directly from high school, between the ages of 19-25 years old. This would include adult students or students who are looking to upskill or reskill relating to career education efforts.

Non-traditional students would have a different definition when looked at from an equity lens. Parenting students or students receiving public assistance would be considered a non-traditional student. Developing a common language is important.

The goals and definitions for review were intended to be very broad to allow all the possible definitions from each specific area. Each vice president would be able to contextualize the goals/definitions within each of their areas. We are trusting our leaders will give specific definitions and/or specific vision of these annual wide goals.

Concern is expressed that the push to bring everyone back to campus and limit online course offerings in spring is going to create equity gaps because students are not ready to transition to in person learning. Several sources of data confirm we have to provide an array and variety of course offerings. Fall and winter enrollment numbers and schedules are being observed to help build the spring schedule. Preliminary numbers indicate on campus courses have better fill rates than online courses. A balance of online courses and in person classes is the goal. 75% face to face and hybrid (50% online/50% in person) is the current directive for deans with 25% of courses online. During registration, if there is a demand for online courses, the deans will adjust to meet the demand.

Student success rates will also be used to determine the class schedule.

Students are currently being surveyed on learning preferences and performance outcomes. Preliminary data shows students may prefer online courses but admittedly perform better in face to face classes. A request to further breakdown the survey by department is suggested. This survey is open until October 1st. After the survey closes, focus groups can be organized to obtain further input and drill down on details for different departments.

It was also remarked the emphasis on tying department level planning and goal setting to the goals of the college as a whole, requires a culture change. This change needs to be communicated out. These processes are completely new for Academic Affairs and Student Services. These processes were piloted last year with Administrative Services, Human Resources and the President's office areas. Planning and training for the transition is very intentional and repetitive. People need to understand the rationale behind the processes. Feedback is encouraged.

The goal at the end of the year, is to have College Council in a position to give Executive Cabinet a framework on college goals. Dr. Thames indicated part of College Council's role is to inform Executive cabinet and make recommendations to the President on the College's goals. We are not at that level yet.

5. Online DE Tech Spring Survey results

Viviana Unda presented a [summary on the results of the Online DE Tech Spring Survey](#). A [full report on the Online DE Tech Survey](#) was distributed to College Council members prior to the meeting. This survey was administered to students last spring and covered Distance Education and technology in general. The presentation included the timeline and distribution of the survey and demographics of the respondents. The topics included Course Preference, Technology Access, Learning Management, Instructor Communication, Student to Student Engagement, Learning Spaces and online Student Support Services. Recommendations were made at the conclusion of the presentation. Crystle Martin provided astute pedagogical insights to the results of the survey.

DE certified faculty have increased. There are 300-400 faculty members whom are DE certified. This may attribute to the survey results.

The suggestion to have faculty post the survey in their course announcements to increase participation in the survey was made. A three percent participation rate is not large enough to adequately represent the student population.

A recommendation is made to focus on connecting students to available services and resources early on. Institutionalizing strategic support for students is suggested. CCCApply is an example of an effort being implemented to connect students to resources as they first enter the college. A customized landing card is provided to students, upon applying, with services and programs for which they qualify. This is coming soon.

6. Goal Setting 2021-22

Tabled to next meeting

7. Adjournment

Closing Remarks:

The next meeting will be an extended meeting to discuss College Council goals. If there are suggestions for College Council goals for this year please forward them or bring them to the next meeting.

Academic Affairs is open to helping College Council members communicate to their constituencies effectively. Please have people needing more information, reach out to Vice President Jackie Sims

Meeting Adjourned.

2020 - 21 College Council Goals

1. Provide orientation to all new and returning members of College Council on the Council's purpose, goals, and expectations of its members. Annually evaluate the College Council's effectiveness.
2. Complete/continue the development and regular updates to, legally advised and legally required policies and procedures, placing priority on legally required policies and procedures.
3. Support the Accreditation Peer Review Team visit and the reaffirmation of accreditation of El Camino College.
4. Be informed of the work of the President's Advisory Committee on Race and Equity and engage in discussions on strengthening campus climate, reduction of student equity gaps using standardized disaggregated data methodologies and enhanced inclusion and diversity at El Camino College. Explore opportunities for inclusionary spaces for cross-campus dialogue.
5. Receive regular updates from the COVID-19 Task Force and facilitate campus communications that inform College Council constituents on actions taken in response to the COVID-19 pandemic.
6. Ensure College Council is informed of and discusses college initiatives, including but not limited to:
 - Guided Pathways and Equity Outcomes
 - Associated Student Organizations initiatives
 - Technology modernization
 - Impact of facilities on the student experience
 - Sustainability plan progress
 - Enrollment operations and enrollment management
 - Strategic Plan implementation and monitoring
 - Facilities Master Plan developments
 - Impact of fiscal developments on the campus

7. Strengthen campus communications by creating a communications plan designed to inform the stakeholders on major developments that affect the campus.

Future Meeting Dates: 1:30 p.m. - Via Zoom B. Thames Reminder only

Fall/Winter 2021 College Council Meetings

Monday, September 20, 2021

Monday, October 4, 2021

Monday, October 18, 2021 (Board Day)

Monday, November 1, 2021

Monday, November 15, 2021 (Board Day)

Monday, December 6, 2021

Monday, December 20, 2021 (Board Day)

Faculty Development Committee Meeting

Minutes for Tuesday, September 14, 2021

Via Zoom: <https://elcamino-edu.zoom.us/j/96406869362> 1:15-2:15 pm

Present	Name		Division
X	Stacey Allen*	SA	Behavioral & Social Sciences
	Taryn Bailey	TB	Guided Pathways
X	Erica Brenes	EB	Humanities
X	Anna Brochet	AB	Counseling
X	Rose Ann Cerofeci	RC	Humanities
X	Linda Cooks	LC	Library & Learning Resources
X	Amy Herrschaft	AH	Counseling
X	Amy Himsel	AJH	Behavioral & Social Sciences
X	Lars Kjeseth	LK	Mathematical Sciences
X	Rhea Lewitzki	RL	Humanities
X	Crystle Martin	CM	Library & Learning Resources
X	Arturo Martinez	AM	Mathematical Sciences
X	David Moyer	DM	Fine Arts
X	Polly Parks	PP	Natural Sciences
	Margaret Steinberg	MS	Natural Sciences
	Jason Suárez	JS	Behavioral & Social Sciences
X	Evelyn Uyemura	EU	Humanities

*Committee Chair

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

Fall 2021 Meetings: September 14 & 28, October 12 & 26, November 9 & 23

Spring 2022 Meetings: February 22, March 8 & 22, April 26, May 10 & 24

Welcome/Introductions

After brief introductions, the committee enthusiastically welcomed our newest member, Erica Brenes.

Faculty Book Club (FBC)

LC will serve as FBC facilitator this semester. She announced the club will read *Social Justice Issues and Racism in the College Classroom: Perspectives from Different Voices*, edited by Patricia G. Boyer and Dannielle Joy Davis. Faculty have unlimited access to the Ebook via the Schauerman Library. Meetings will take place via Zoom on the 2nd Friday of the month at 11:00.

New Faculty Learning Academy/Part -Time Faculty Learning Academy

EB reported that she and Outreach Services Librarian Camila Jenkin have redesigned the New Faculty Learning Academy. Modeled after the flipped classroom approach, they designed self-paced Canvas modules for independent learning and will dedicate virtual sessions to sharing teaching techniques and community building. Participants are reading *Culturally Responsive Teaching and the Brain* by Zaretta Hammond. In addition, EB and Camila have developed a new Part-Time Faculty Learning Academy to provide much needed support to part-time faculty. Both academies will provide cross-curricular mentorship and the opportunity to build community and learn from guest speakers. Inspiring faculty speakers have included Anna Brochet (Counseling), Art Martinez (Mathematics) and Anna Mavromati (English).

Informed & Inspired (I&I)

PP is spearheading I&I this year as a follow-up series to her PD Power Up Month breakout session, *Pardon the Interruption: Using Words and Actions to Elevate the Student Experience on Campus*. The FDC will partner with the EDI committee to design sessions in tandem with the Schauerman Library - Reference Services Equity Series. Meetings will take place on Thursdays, 1:15-2:15, centered on the following themes:

- September 30: Latin American Heritage Month
- October 28: LGBTQIA+ History Month
- November 18: Native American and Indigenous Heritage Month

Conversations with Colleagues: How are we changing?

In response to a 2021-22 Senate goal to evaluate lessons learned during the transition to remote instruction, the FDC will partner with SITE to host a new professional development series modelled after the Fall PD Day Virtual Pancake Breakfast. Centered on a different topic each month, faculty will have an opportunity to gather virtually and share experiences, questions, and lessons learned during the pandemic. *Conversations with Colleagues: How are we changing in the face of the pandemic?* will take place via Zoom on Wednesday, September 29th, 12:30-1:30. SA and LK will collaborate with PD to market and host the session.

Outstanding Adjunct Faculty Award (OFA)

SA announced the OFA nomination announcement will be sent to the listservs on Friday, September 17th. The nomination deadline will be Friday, October 8th. Members were encouraged to nominate worthy candidates.

Getting the Job Workshops (GTJ)

SA announced that GTJ workshops will take place on the following dates:

- Part 1: Friday, December 3rd
- Part 2: Friday, January 28th

Flex

SA discussed various changes related to Flex for 2021-22 noted in several recent MOUs, including:

- MOU – Modification of Fall 2021 PD Day: Reduced mandatory hours for full-time faculty from 6 to 4, resulting in 17 hours of discretionary flex.
- MOU – Required Anti-Racist Equity PD Training: Full-time faculty required to complete 4 hours of racial equity PD each year as part of their 24 hour obligation; part-time faculty are required to complete 2 (paid) hours of racial equity PD each semester.
- MOU – Flex Credit Revised Submission Date: Deadline to submit flex activities in Cornerstone revised from May 15 to June 1.

Members were invited to participate on a subcommittee to complete revision of the Flex FAQs. EB and EU volunteered.

Spring PD Day

SA announced that the Call for Participation will be sent to the listservs on Monday, September 20th. Members are encouraged to participate on the planning committee.

Adjourned 2:17

SA/9.14.21