

Adjunct (1 Year)

- Karl Striepe
- Alt: Mayra Ochoa

Behavioral & Social Sciences

- Stacey Allen
- John Baranski
- Kristie Daniel-DiGregorio
- Renee Galbavy
- Michael Wynne

Business

- Kurt Hull
- Phillip Lau
- Josh Troesh

Counseling

- Seranda Bray
- Anna Brochet
- Rocio Diaz

Library Learning Resources

- Analu Josephides
- Mary McMillan
- Claudia Striepe

Fine Arts

- Ali Ahmadpour
- Jonathan Bryant
- Joe Hardesty
- Russell McMillin
- Darilyn Rowan

Health Sciences & Athletics

- Andrew Alvillar
- Traci Granger
- Yuko Kawasaki
- Colleen McFaul

Humanities

- Kevin Degnan
- Sean Donnell
- Brent Isaacs
- Elayne Kelley
- Pete Marcoux
- Anna Mavromati

Industry & Technology

- Charlene Brewer-Smith
- Ross Durand
- Dylan Meek
- Renee Newell
- Jack Selph

Mathematical Sciences

- Dominic Fanelli
- Lars Kjeseth
- Le Gui
- Ronald Martinez
- Oscar Villareal

Natural Sciences

- Shimonee Kadakia
- Darcie McClelland
- Sanda Oswald
- Shanna Potter
- Anne Valle

Academic Affairs

- Linda Clowers
- Jean Shankweiler

Student Services

- Ross Miyashiro

Associated Students Organization

- Jennifer Lopez

President/Superintendent

- Dena Maloney

ECC Federation

- Carolee Vakil-Jessop

Curriculum Chair

- Janet Young

Institutional Research

- Joshua Rosales

Dean's Reps/Guests/Other Officers:

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Excused: Jonathan Bryant, Traci Granger,
Colleen McFaul, Renee Newell, Traci
Granger

ACADEMIC SENATE MINUTES

October 1, 2019

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 third Academic Senate meeting of the fall 2019 semester to order on October 1, 2019 at 12:32 p.m.

B. APPROVAL OF MINUTES (p. 5-12)

D. McClelland: Welcome Dean's Rep for the afternoon, Russell Serr from Health Sciences and Athletics.

R. Serr: I've been here for 22 years, have taught adaptive education. Involved with SLO coordinator and program review co-chair. These roles give you a good handle in what happens in Academic Affairs, so it was a really good experience. Being in Academic Senate really helped learn about other processes, really enjoyed my time. This all gave me a good background for being Dean. I love students and miss my students, but I really do like working with faculty. Really exciting things happening in Health Sciences and Athletics. There will be a new gym complex open really soon. Fitness Center will be open for faculty, there will be faculty hours. Look forward to seeing everyone in the new Fitness Center, will hopefully be open Fall of next year.

DM: See pgs. 5-12 of the packet for minutes from the September 17th meeting. Motion to approve with update to Faculty Development Plans, due October 25th. B. Isaacs motioned, J. Hardesty seconded, minutes were approved with change.

C. OFFICER REPORTS

a. President – Darcie McClelland

Will hold until end of officer reports.

b. Chair, Curriculum – Janet Young

J. Young: We conducted training required by Chancellor's Office to become certified to approve courses and degrees. We approved two Noncredit courses and 1 NC certificate, 2 Reactivations, 31 course reviews, 2 Degree revisions, 37 DE addenda, and a partridge in a pear tree [laughter], and will be going to be reviewing Board Policy and Administrative Procedure 4020 at the October 8th meeting and report back to Academic Senate.

c. VP Educational Policies – Darcie McClelland

D. McClelland: Thank you to Library Learning Resources and Humanities for finding committee reps for ed policies committees. Still need reps from Business, Fine Arts, Health Sciences and Athletics, and Math. If you are in one of these divisions, please work with your deans and help me find a representative. Ed policies is really important, we go through all procedures and policies that govern how we do things on campus.

Meets every other Tuesday (2nd and 4th Tuesday) from 1-2pm.

d. VP Faculty Development – Stacey Allen

S. Allen: Thank Analu Josephides for arranging our last Informed & Inspired, also Counselor Robert Williams, and Cesar Jimenez, who is now over at Compton and was our former Associate Dean of Counseling. Encourage students to apply to Men of Color conference. Our next Informed & Inspired will be on Halloween, stay tuned for information as we put it together.

Encourage you to come to our first Wellness Warriors event this Thursday, October 3rd, on desk exercises.

You should have received an email over the weekend from Dr. Shankweiler regarding faculty PD plans, due on October 25th. Please complete them and encourage your colleagues to do the same as well. If you have any technical challenges having to do with Cornerstone, contact PD. If you have questions about flex or plans in general, contact me. One challenge that has come up, another Cornerstone issue, uploaded documents cannot be over 1 MB. Filling out the form can make it over 1 MB. What PD is encouraging is to copy/paste into a new document, and back to the form, and that should resolve this issue.

Suggestion to increase maximum on Cornerstone in general. S. Allen will forward along this feedback.

e. VP Finance – Josh Troesh

Our last meeting was next stop on roadshow of things that has already come through Senate.

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

The SLO assessment status report summary was presented. We are getting closer and closer to 100% completion on SLO reports. Even this morning got some emails so we may be even closer.

PLO deadline was this last Friday. PLO assessment status report summary was presented. PLO reports are much more substantial reports, expect more to come in this week.

ALC is meeting next week.

D. SPECIAL COMMITTEE REPORTS

a. Dr. Jean Shankweiler - VP of Academic Affairs

J. Shankweiler: I want to thank Kevin and ALC for hard work on SLOs and your hard work as well. Some people are under impression that ACCJC has backed off of SLOs and that is not necessarily the case. In talking to deans at another college, and they got accredited but were put on one-year review, meaning they had to do another evaluation one year later because their numbers for assessments were too low. So it is still important to complete our assessments.

Accreditation Forums: every Friday this semester, we are meeting with Steering Committee (co chairs from all of the standards) from accrediting team. We are reading standard by standard to make sure we are following what the guide says and that we have it well written and understandable. The forums are opportunities for public comment. One thing that we have now for accreditation is an email address. We will post drafts on website and provide comments by email. Another way is public forums, where part of team will be available, we will do 5 times. It is an overwhelming document if you try to look at all at once, so we will do it by standard. Standard 1: 11/6, 2: 11/13, 3: 11/20, 4: 12/4 (Wednesday afternoons). That way we can collect feedback from campus, work over the Winter and have an overall forum for the whole document in March before it starts going through the consultation process. The accreditation visit is September 28-Oct 1, 2020 so a year from now.

Guided Pathways and metamajors are moving forward. On flex day we unveiled metamajors as a result of research and card sorting. Some people had questions about where they should be placed. Appeals process happening this afternoon.

About 30 people across campus will listen to appeal and then meta majors will be finalized. Then we can start moving forward with program mapper. Part of this is looking at departments and where they are placed in metamajors. Need to make decision on whether we want to move departments, and there are several things that need to be taken into account. One, can they physically move well. For example, Cosmetology hard due to lab. But might be easier to move smaller departments. But also, want to take into account what it would do to divisions overall. Would it make one division massively huge if many students want to go to Behavioral and Social Sciences, and that wouldn't be fair either. So there are lots of considerations that need to be taken into account. This is one of the committees that Darcie will ask for a rep for, Division Alignment Committee.

Along with that, some things in the alignment in VP areas that don't make sense. For instance, I think most people would say that Special Resource Center is a student support service but is under Academic Affairs, but it does have some classes. And what about the Student Health Center? And Athletics reports to two vice presidents which is kind of difficult for them. So, will be looking at other kinds of alignment while we look at departments. If you are interested, please volunteer for Division Alignment Committee.

Faculty Evaluations are moving online. At least a year ago, there was a committee that started working on evaluation forms. They brought these several times to various committees. Couple of evaluation forms are already online, so thinking of moving faculty evaluations to an online process. Over the summer, HR working with various people on campus to make sure we got process right, got forms lined up, and to train staff at division offices. We were going to start with two divisions to do student surveys online. So several things happened in last couple of weeks. We had IR and ITS and Distance Ed all working on how to do Qualtrics survey on getting student evals online, and people who work with online classes figured out they can do it on Canvas, had been doing it through campus for online classes. We no longer have personnel who takes care of Scantrons, and machine is old and very slow, so it takes a long time. So we are moving faster than previously agreed upon to move student surveys online. Have written all considerations, but basically process will be the same. Someone will come to class and say it's time to complete evaluations, students will take their phones out, if they don't have one, will borrow tablets. If a faculty member doesn't normally use Canvas, have instructions on how to log into Canvas. We want to keep the integrity. If you are in Canvas, can't open or modify this module if you are the faculty for that class. I know there is going to be hiccups, but I'm worried that if we do paper, they won't be done at all because we don't have the personnel to handle that.

Counselors and librarians will still have paper surveys because don't have classes.

R. Galvaby: I've talked to a lot of faculty about this and there is a big concern about moving so quickly and a lot of concerns.

JS: But it's not happening quickly because the goal was to do it last Spring and the only reason it didn't happen last Spring was because we didn't have the evaluation forms done.

RG: But in terms of things like equity issues for students who don't have computer available. We have WIFI issues all the time so there is potential of it not working, or problems associated with response rate. There are multiple issues related to this that weren't properly discussed in an open setting and we are moving rapidly without any dialogue or discussion, or problems associated with it. Not just speaking for myself but for a lot of people I know have voices out there and concerned about how rapidly it's taking place without consultation. Union members have expressed concern about problems associated with it going online and not enough time to work any of these things out.

JS: I'm more concerned about not getting it done at all if we go back to paper because of number of support techs. We know it works because they do it online already. By having process that we have on paper, having someone come in to lead the process just like we did before, that will work. A lot of people do have cell phones and we will bring laptops so everyone will have access.

RG: 100 sections of evaluations, how will that work with tablets?

JS: Don't need to take a whole set of tablets because most people have cell phones.

RG: Will need to have someone in there helping them on cell phones, I just foresee a lot of potential problems. I've talked to a lot of people and there are a lot of union concerns.

JS: They haven't contacted me so I don't know what their concerns are. But we are following the evaluation process as far as union goes.

P. Marcoux: Gema is willing to work with the students so we can refer students to Helpdesk, support will be provided. It will be rocky to start with. If student evaluations are different than other student evaluations this year, I think we can make a good case that it has to do with new system.

A. Ahmadpour: We are so behind with technology, now we are adding this to our plates. Not enough human resources. I think it will create a lot of problems.

JS: I think Reviewsnap is way more complicated than student evaluations.

D. Meek: Does every class have a Canvas shell? JS: Yes, every class has one whether the instructor is using it or not. DM: I teach Welding so we're not using that. We would need to go into Canvas shell for that section and evaluation is in there.

JS: You will not have to, whoever is coming into your classroom. Gema can open this in 9th week when evaluation occurs. People coming in to administer evaluation will have directions. DM: If we are not using Canvas, will need to prep students.

J. Hardesty: How long does it stay open? JS: A whole week. So if they are absent, they can get it done.

K. Daniel DiGregorio: Concern about response rate. I use polling in my class and never get 100% response rate. If we don't do it in the classroom, concerned about response rate. JS: Crystal Martin has offered loan laptop. KDD: Do we have paper backup? JS: We can, but would like us to try paperless. There is a plus side to this. By doing it online. It's like 2 buttons that Gemas has to push to collect surveys, and we don't have to type comments. KDD: But concerned about consultation process. AA: did we do a pilot program? JS: we were. There is not personnel to run paper surveys. KDD: maybe hire a temp. JS: can ask if we can hire a temp.

S. Potter: perhaps a beta test. Can't imagine passing out tablets and getting online and whether this is going to take 10 minutes. JS: I feel like we are underestimating our students.

K. Hall: Can these evaluations be tied through Canvas login? Can you make the survey a requirement to log in? JS: You don't want to make this pop up. PM: It will create a module in your Canvas shell, under announcement.

AA: Provided example of online assignment. Taking a lot of extra time to teach students tech side, and only 50% of students turned in assignment. This is the reality of our students.

A. Josephides: As we transition into new pathway of student service, it is exciting. Respectfully, look forward to seeing the assessment of what went well, what didn't go well, as we move forward. JS: What if we allow people to opt out of online surveys so we can still get some of them done on Canvas?

DM: The faculty can opt out. JS: Yes.

R. Galvaby: This sounds like a pilot. Part of the concern is not necessarily going online, it's the process of doing this in a methodical manner. I think that's a good solution. JS: It's easy to dismiss scantrons.

KDD: If it would be useful for people who opt out. Maybe provide some compensation for faculty who do it online, such as a later due date.

M. McMillan: Also include additional workload put on divisions.

JS: The last thing. Started having open office hours in the Summer. Have tried various hours throughout the day. Has been suggested to do skip level interviews. Instead of communicating with dean about how things are going, talk to someone else to open lines of communication. It's just for me to be able to understand how divisions work and some issues that come and go.

DM: Ask for motion to amend agenda to have construction update go next because we are running behind. P. Marcoux moved, S. Bray seconded.

G. Information Items – Discussion

b. Construction Update: Jorge Gutierrez, Executive Director, Facilities Planning & Services; Ann O' Brien, Executive Director, Marketing & Communications

A. O'Brien: We are spreading information about demolition project that will happen in the middle of campus.

J. Gutierrez: Please reference copy of map. Demolition project that will start December 2019 and end June 2020. ON the north side of the fencing, will be parallel to Coms building. Western portion will be in front of North Gym. South Side will be in front of Art building. East will run parallel to Library.

Access for construction vehicles will be off Manhattan Beach Blvd, will be security personnel directing construction trucks. In respect to safety, there will be a wood canopy for safety and protection.

During demolition, there has been questions about environmental issues. When master plan was completed, there was an environmental impact report, which included dust control, noise reductions. Right now we are out to bid and we have included this and contractor is obligated to follow. There is asbestos in Student Activities and Student Services building. We will have air monitoring devices, contractors will not be allowed until all asbestos has been removed.

Construction will begin August 2020 and completed August 2022. This is a huge paradigm shift on this campus and a lot of sacrifices made as a result of construction. Next slides show rendering of new BSS and Arts complex, will be completed 2022. Will include large quad areas for outdoor learning, want to thank faculty for their input in the design. They will also be involved with the interior design.

A. O' Brien: Taking a lot of communications channels to make sure they are aware of issues that could arise as a result of the construction. Using accessibility specialist to help. Many of mobility specialists that work with our students with special needs, they use our website, so students will know ahead of coming to campus what areas are being impacted.

Working with Counseling so that ed plans are planned around courses taking part in a section of campus.

K. Daniel DiGregorio: One of things noticed was that Student Services Center is going to be isolated even more geographically. Make sure we advertise these services on the other side of campus. We have done so much to provide these networks to students that we want to encourage students that it is worth the walk. AOB: Yes, we may even have to do this in Lot L. Signage is very important and this is a good point.

S. Bray: Will there be comms to students when they are scheduling classes? AOB: Yes, will make a note of this messaging. SB: Another rec is to offer a recommendation about how long it takes for students to get from Point A to Point B.

A. Ahmadpour: What is possibility to do demolition in night time? Answer: Ordinances from county that prohibit night construction from 8pm-4am.

C. Streipe: Another recommendation is to have police patrolling or temporary lights.

A. Josephides: thank you both for the consultation process and transparency, and having forum to allow our voices to speak on this matter.

O. Villareal: Will we have access to maps? AOB: Yes, they will be online.

f. VP Academic Technology – Pete Marcoux

P. Marcoux: There were some rumors about WIFI being unsecure, but those is not true. Just to reiterate, *Warriors* is for students and non-El Camino devices. *Warriors-local* is for El Camino devices (faculty laptops, Chromebooks).

WebEx- we have free access. If you would like to have access, contact the help desk to set up an account.

Email to cloud – if you are interested in moving email to cloud as part of pilot study, email Helpdesk (helpdesk@elcamino.edu). Issues: people can see your calendar. People who aren't on cloud, can't see your calendar. Once it is moved, can't be undone.

Classroom projectors update: have 20 year lifespan. There are no moving parts, they are laser and pretty much disposable. Once they die, nothing to replace. They are the same cost as old projectors that you have to replace bulbs. These are easier and brighter, even with shades up. Divisions with extra money have replaced using their own funds. ITS is looking for more funding sources so we are struggling to replace. They know there is a need, trying to come up with funding to replace. Projectors will be wireless and can provide passcodes to students, and up to 6-8 students can share screens. Cost is \$1800.

A. Ahmandpour: are there email limits on cloud? PM: 50 GB. Everything: MS Word, OneDrive.

S. Bray: If we go to cloud, will it bring over folders? PM: Question for ITS.

C. Streipe: What are cons of signing up for this move? What do we have to do? PM: I notice no difference. If I go through Outlook app, I log into a different page but automatically redirects.

a. President – Darcie McClelland

Several opportunities to get involved on campus:

- Calendar Committee
 - Meets this week and will probably meet one other time
 - Ali Ahmadpour volunteered to serve
- Divisional Alignment Task Force
 - How are divisions currently aligned and are there departments that should move as a result of metamajors/Guided Pathways.
 - Meetings will depend on committee member's schedules
- Grade Appeal Committees (2)

We are looking at redoing Making Decisions document. There are two Senate reps, me and Pete Marcoux, on Making Decisions taskforce.

b. Ross Miyashiro – VP of Student Services

No report this week.

c. Distance Education Advisory Committee – Mary McMillan

M. McMillan: We met last week. Bulk of time was spent on looking at additions being proposed for AP 5070. Not going to spend too much time on it because it will be coming through this body. But essentially, putting additional language relating to no show reports and withdrawal by instructor. A lot of discussion about what constitutes significant interaction, there is a lot of debate about that, you will see this come through.

P. Marcoux: more complex than you think. MM: Has been ongoing conversation.

MM: Panopto pilot-another new platform for video creation distribution. Looking to partner with someone on how it works to see if it is a service that would be useful for us.

PM: Has a close captioning rate of 90-95 % accuracy, which is big selling point. MM: we haven't seen it.

D. McClelland: motion was approved to move AB 705 presentation next.

a. AB 705 Guided and Self Placement Process Update- Scott Kushigemachi

S. Kushigemachi: Most students when they get placed into Math/English take survey. For students who are not eligible for survey, this is what this presentation is on. For students who aren't able to go through regular Math/English placement process.

Currently, handled by Deans and Assoc Deans. For students who don't have 3 years of high school. Here is the process for English (not ESL):

- Students with a HS diploma equivalent are automatically placed into Freshman Comp with a required co-requisite or just Freshman comp.
- Students educated in a foreign country with an English-speaking HS system are placed using the default placement rules after an analysis of how their GPA would translate into a 4-point scale. Very complicated because scales are very different and have to do research.
- Native English speakers educated in a non-English speaking system are informed of the default placement options and asked to select the most appropriate placement.
 - This hasn't happened yet, but needed when students clearly don't need ESL
- Native English speakers who are not in any of the scenarios above are automatically placed into Freshman Composition with a required co-requisite

Math

- Students who are in the 11th grade or above and who have completed at least two years of HS are placed into Math courses according to the default placement rules
- All other students without 3+ years in a US high school:
 - Initially receive the lowest college-level GE Math placement and the lowest college level BSTEM Math placement
 - Can appeal for a higher placement based on successful HS coursework that aligns with the default placement rules

S. Bray: Should we just refer students to Math and English divisions for exceptions? SK: yes.

E. UNFINISHED BUSINESS

None.

F. NEW BUSINESS

a. 4227, Repeatable Courses, 1st Reading-Darcie McClelland

D. McClelland: New procedure for us that is legally required. Courses labeled in catalog as abc or abcd, where students can take multiple times.

Per Title X, cannot allow student to take more than 4 times.

A. Ahmadpour: does this include attempts, or for completions? J. Shankweiler: Attempts count.

J. Hardesty: Looking at page 22. What qualifies as an activity course? I'm asking from a visual arts perspective, e.g., drawing is an activity course. How is it defined? Right now we have students who would like to repeat a painting class. JS: Our courses are lab or lecture at this point. JH: Could this be changed or updated? We have students who would like to take a class more than once. JS: This is where our technology is limited, we don't have a way to enter course in DAatel as activity course. I think we need to define what an activity course is. Would take some planning. JH: How would any course be repeatable? JS: Probably from the template.

R. Miyashiro: One of ways that people are doing it is for example, if there is beginning, intermediate, or advanced piano, have to go through curriculum committee to rename course. We talked about ways to circumvent repeatability.

A. Brochet: Question about number 4. Want to clarify-I'm thinking about class like FTEC 144 that needs to be passed with B or higher. Have had students who earned a C and are allowed to repeat. Does that mean that units will be credited twice, in this case 12 units? Or does that mean that completed units will only be for 1 course? This matters for degree applicability and whether they have 60 units.

RM: This is a technical aspect, usually only applies to Fire Tech, AJ. Each course counts.

AB: So they would be able to earn both units? RM: Yes.

R. Diaz: Clarified and confirmed 12 units in Anna's scenario count toward degree applicability.

A. Ahmadpour: Does the 4 time maximum apply?

RM: You can take it if it's legally mandated.

AA: If someone is teaching art, can they retake to repeat? RM: No, because not mandated.

RM: Under Title X, can substitute a different class and student will be able to graduate.

b. AP 4102, Career Education Programs, 1st Reading- Darcie McClelland

D. McClelland: Save for next time.

G. Information Items - Discussion

H. FUTURE AGENDA ITEMS

- a. AP 5070, Attendance
- b. BP/AP 4020, Program, Curriculum, and Course Development
- c. Student Equity Plan

I. PUBLIC COMMENT

None.

J. ADJOURN

The meeting adjourned at 1:56 pm
RD/ECC Fall 2019