

ECC Academic Senate

Important note:

This file contains the presentation used at the Senate meeting. The president's informal notes have been added in **red**.

These notes have not been reviewed nor have they been approved by the Academic Senate; they were created to provide a prompt (but informal) report about the meeting.

For a comprehensive, official accounting of Senate meetings, please refer to Senate meeting minutes:

<http://www.elcamino.edu/academics/academicsenate/>.

Thank you!





ECC Academic Senate

DECEMBER 11TH 2018

PLEASE SIGN IN & PICK UP NAME CARD

Agenda

- A. Call to Order
- B. Approval of Minutes -- **Pages 6-14 in Senate packet.** Minutes were approved as presented in the meeting packet.
- C. Officer Reports
- D. Special Committee Reports
- E. Unfinished Business
- F. New Business
- G. Information Items/Discussion
- H. Future Agenda Items
- I. Public Comment
- J. Adjourn

Welcome Division Personnel

Dr. Virginia Rapp, Dean, Business Division

With the retirement of Dr. Gloria Miranda in 2017, Dr. Rapp became the most senior dean on our campus. (She's still trying to discover what perks come with that role!) She's been at ECC for 19 years. She graduated from ECC, went to college and law school, returned as a part-time instructor, and then became dean. The Business Division includes a number of disciplines, including Computer Information Science. Dr. Rapp co-chairs the Academic Technology Committee with Senate VP Pete Marcoux and she co-chairs the College Technology Committee with Art Leible. Business is developing an Amazon Web Services cloud program, which will be offered starting Fall 2019. Another new program in Business is cybersecurity. The AS-T in Business has the highest number of graduates, though other programs are catching up. Senators pointed out that the Business transfer degree is efficient, requiring fewer units than other degrees. Also, Dr. Rapp served for many years as the dean's representative on the Curriculum Committee where her leadership was appreciated. Dr. Rapp commended our very own Dr. Janet Young whose reward/punishment (depending on your perspective) for doing such a great job as Curriculum Chair was to be invited back for another term!

C. Officer Reports

a. **President: Kristie Daniel-DiGregorio**

Director of Institutional Research and Planning: Full-time faculty, please let me know if you'd like to serve on the search committee.

End-of-Semester Raffle: Stay tuned – more to come! Prizes will include:

- **Amazon**
- **Starbucks (of course)**
- **Barnes & Noble**
- **Chocolate!**



World champion master swimmer and ECC professor Traci Granger is back in the pool once again, training for upcoming competitions and additional victories to add to the champion's list of many awards. This past summer, Granger broke the 50-meter butterfly world record (along with the national and Pan Am records) for her age group at the Pan American Masters Championships in Orlando, Florida. She bested a six-year-old record by a full second, swimming the long course event in 31.27 seconds. She also took first place in all her other butterfly events. Rowdy Gaines, three-time Olympic gold medalist and NBC swimming commentator, was so impressed by Granger's performance that he stepped out of the announcer's booth to the pool deck to congratulate her personally. Congrats to professor Granger!

The Senate applauded our Secretary, Professor Traci Granger, for breaking the world record in swimming. If there was a world competition for Senate secretaries, we know she'd win that too!

C. Officer Reports

- b. **VP Compton College: Amber Gillis** – unable to attend.
- c. **Chair, Curriculum: Janet Young** – because KDD goofed up the slides, Curriculum report was made during discussion of the new catalog. Thanks for your patience, Janet! 😊

College Curriculum Committee minutes are available [here](#).

C. Officer Reports

- d. **VP Educational Policies: Darcie McClelland** – No report; see **Unfinished Business**.

Educational Policies Committee minutes available [here](#).

- e. **VP Faculty Development: Stacey Allen**

FDC minutes are in the packet. Work continues on the Spring Professional Development Day program which will be on **Wednesday**, February 6th. The 3rd Annual Tenure Reception will be held the same day and 17 colleagues will be recognized for achieving tenure! In spring, Cornerstone, the new professional development reporting software, will be up and running. So we will no longer be using Professional Development Reporter starting in spring.

Senate Packet, pgs. 15-16

Faculty Development Committee minutes available [here](#).

C. Officer Reports

f. VP Finance & Special Projects: Josh Troesh

Nothing has happened with PBC in the seven days since our last Senate meeting. So, no report! 😊

Planning and Budgeting Committee minutes available [here](#).

g. VP Academic Technology: Pete Marcoux

Mary McMillan has offered to pay for lunch for the Technology Conference so there will be three breakout sessions. Thank you to Mary and the OER team! Thurman Brown is someone you need to know on our campus. He is in the role Don Treat served in. He will be coming to the meeting a bit later.

h. VP Instructional Effectiveness: Russell Serr

Faculty are strongly encouraged to complete their assessments before leaving for the holiday. (Just think of it as one more opportunity to get on Santa's "Nice" list! – KDD) As always, Russell emphasized that he's happy to help if faculty have questions or need assistance.

D. Special Committee Reports

a. ECC VP of Academic Affairs: Jean Shankweiler

Implementation of AB 705 changes is underway. Our wonderful team (which includes Senator Lars Kjeseth) helped save the day when students were unable to register for English 1AS. The Guided Pathways Summit will be January 25th – faculty can receive special assignment or flex credit. There will be a program mapping workshop. ECC is moving along really well in this area. The Holiday Party is tomorrow and includes a wreath-making contest. There are more low-enrolled classes for winter than we typically have.

b. ECC VP of Student Services: Ross Miyashiro

The Holiday Winter Party will be tomorrow 11:30-2. We added a second party at night, 9-10 p.m. Ross will provide entertainment. Some faculty serve on the Institutional Review Board. A statewide initiative was awarded \$2 million to survey veterans. They surveyed ECC veterans before getting approval from the IRB. Ross is following up with the Chancellor's Office.

E. Unfinished Business

- a. **BP/AP 5500 Standards of Student Conduct: 2nd Reading**
Darcie McClelland, VP Educational Policies **Senate Packet, pgs. 17-27**

These are not the student discipline BP/AP – those will come to Senate in spring. BP/AP 5500 came to Senate in 2017 when it was revised to address recording in the classroom. Then it was revised by a Student Discipline Task Force. The AP refers to cannabis; some of our students utilize medical marijuana. As long as they do not smoke the cannabis, they are not in violation of this procedure. BP/AP 5500 passed unanimously.

SENATE END-OF-SEMESTER RAFFLE!

Congratulations to our winners:

Charlene Brewer-Smith

Joe Hardesty

Claudia Striepe

Chris Wells

Lars Kjeseth

Stacey Allen

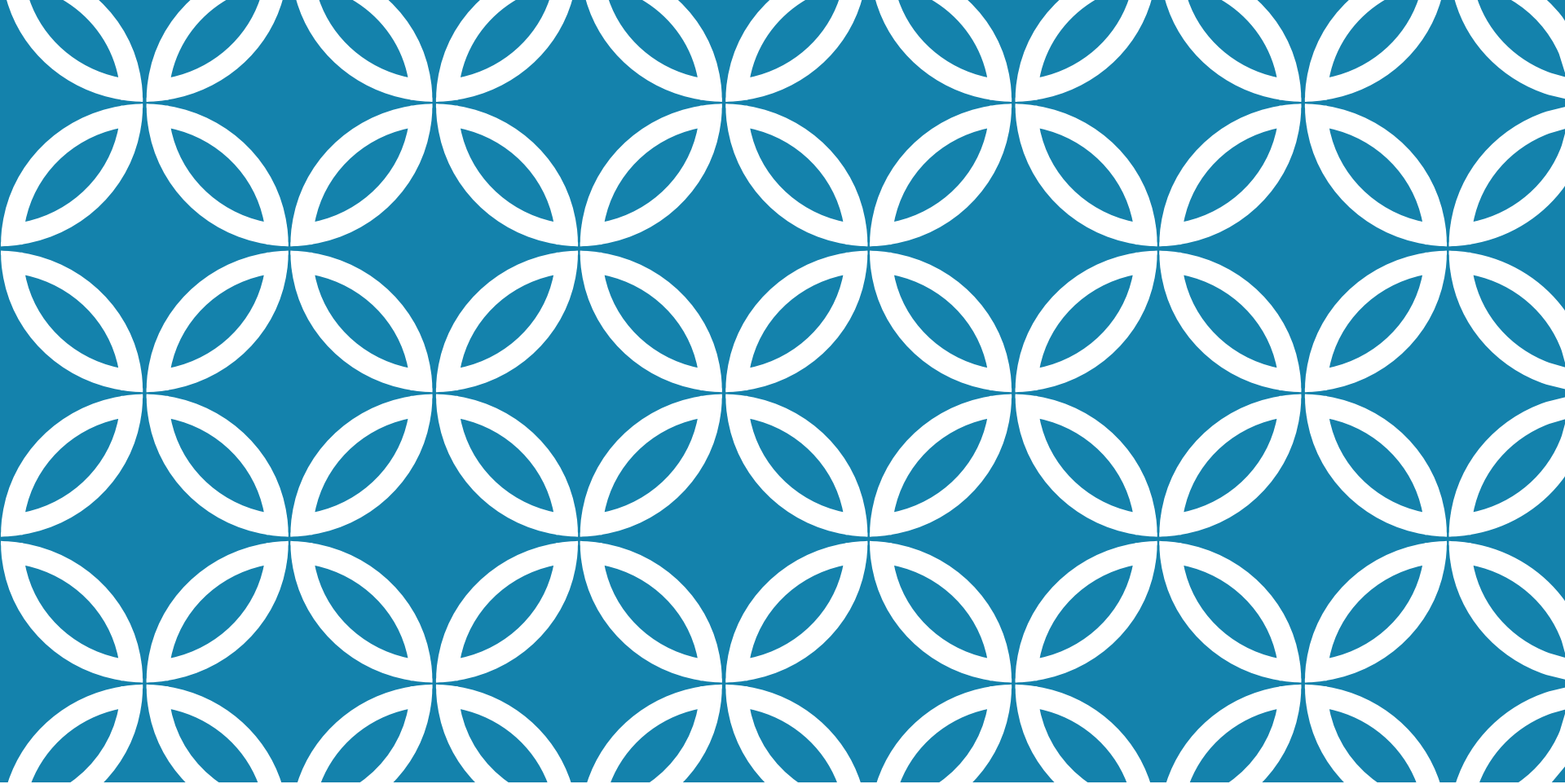
Wiley Wilson

F. New Business

a. Evaluation Procedures Committee: Revised Faculty Evaluation Forms: 1st Reading

Kristie Daniel-DiGregorio

Senate Packet, pgs. 28-62



**EVALUATION
PROCEDURES
COMMITTEE**



RESOURCES FOR OUR DISCUSSION

In Senate packet:

- Mark-up and comments. (pages 28–49)
- Clean copy of revised forms. (pages 50–62)
- Note: Formatting and typos will be addressed in final version.

At your table:

- Original forms from the contract.

A. COMPOSITION & PURPOSE:

ARTICLE 20, SECTION 5

1. Evaluation Procedures Committee Composition:

1 each from

[District](#) (D. Breckheimer),

[Academic Senate](#) (K. Daniel-DiGregorio),

[Federation](#) (C. Jeffries).

Also from [Library](#) (G. Medina).

2. Purpose:

From time to time, this Committee may, with the approval of the Academic Senate Council, change the report forms or make other appropriate changes in the evaluation procedures consistent with the Article.

B. COMMITTEE GOALS:

1. Revise forms to improve fairness and consistency:
 - Remove vague, subjective, confusing language.
 - Clarify language and instructions.
 - Align evaluations/reports with job description.
2. Enhance meaningfulness of evaluations to support professional growth and learning.
3. Investigate technology can make process more user-friendly (forms, student surveys)
4. Consult with constituent groups (Federation, deans, etc.).

C. PROGRESS

1. Reduced potential for subjective or irrelevant judgements.
 - Example: New forms developed for part-time faculty, eliminating questions about flex credit and office hours.
2. Improved efficiency.
 - Example: Proposed, streamlined approach reduces “red tape” and, therefore, time commitment required.
3. Enhanced clarity and usability.
 - Example: Clarified self-evaluation and conference report to make more user-friendly.

D. NEXT STEPS:

- Complete consultation process early Spring 2019: Council of Deans (2 readings), Federation e-board, Senate (2 readings).
- Incorporate revised forms into new online evaluation forms for Spring 2019.
- Adapt or add forms to fit different constituents: Counselors, Librarians, online students.
- Develop recommendations for the ongoing training of evaluators and evaluatees.

SIMPLIFIED FORMS

Current Probationary Forms

1. Deans/Supervisors Form
2. Peer Evaluation by Peer and Dean, when applicable
3. Combined Peer/Dean. *Some but not all questions overlapped, numbering system not aligned. Contract requires only the Combined Peer/Dean.*
4. PLUS: Conference Report, Self-Evaluation, Student Surveys.

New Probationary Forms

1. Evaluation Form: Full-Time Faculty by peer and dean.
2. Combined Peer/Dean. *Content and numbering mirrors Evaluation Form: Full-Time Faculty.*
3. PLUS: Conference Report, Self-Evaluation, Student Surveys.

REVISED FORMS

Tenured Faculty Forms

Peer Evaluation is replaced by Faculty Evaluation Form: Full-Time faculty, completed by peer and dean, when applicable. No change to process.

PLUS: Conference Report, Self-Evaluation, Student Surveys.

New Part-Time Faculty Forms

NEW Faculty Evaluation: Part-Time Form, completed by peer and dean, when applicable.

No reference to office hours/flex credit, SLOs refers only to administration of assessments.

PLUS: Conference Report, Self-Evaluation, **NEW Student Surveys for Part-Time Faculty**.

FORMS REVIEW

See charts pages 28 & 29 of the packet for an overview of how the streamlined forms will simplify and clarify the evaluation process.

Evaluation Forms: Full-Time Faculty include questions for the deans; only the deans will view and answer these questions. Faculty evaluators and evaluatees would benefit from training on privacy and other evaluation-related issues.

Peer evaluators who want to share what they learned from observing the evaluatee are encouraged to share these compliments in their comments on the Evaluation Conference Report.

Faculty evaluators are not asked to comment on whether colleagues are showing up for class and office hours, however, faculty are encouraged to let their dean know if they observe issues (e.g., colleagues who are often not available during scheduled office hours.)

If the college wants to add “Excellent” to the possible ratings, this is a negotiated issue and not relevant to the Senate’s discussion of forms.

Please see meeting minutes – when they are available in February – for full details of discussion of the evaluation forms.

FORMS REVIEW

We will return to this in Spring 2019.
Please review the forms and invite
feedback from constituents.

Thank you!

G. Information Items - Discussion

a. Information Technology Services Updates

Thurman Brown, ITS Thurman oversees the Help Desk. Faculty are encouraged to consult him before purchasing technology to better understand the process. Next year, there will be changes to the assignments for technicians. The goal is to improve service to the campus and strengthen cross-training. At Spring Professional Development Day the technicians will visit the division meetings to introduce themselves. If faculty need quotes for Program Review, Thurman can help. College laptops can be taken to ITS for updates. Several senators spoke up to say how much they appreciate Thurman and his team.

b. **Demonstration of New Catalog.** See slides that follow for important information from our Curriculum Chair, Dr. Janet Young, about which certificates do and do not count toward the Student Centered Funding Formula. (Spoiler: only those requiring 16 units or more.) Dr. Young also provided a tour of the new catalog which is user-friendly and offers wonderful new functionality!



COLLEGE CURRICULUM COMMITTEE

December 11, 2018

Student Success Allocation—Measures	All Students	Pell Grant	Promise Grant
	Points	Premium Points	Premium Points
Associate degrees for transfer granted (ADTs)	4	6	4
Associate degrees granted (Not ADTs – Local Degrees)	3	4.5	3
Baccalaureate degree granted	3	4.5	3
Credit certificates (16 units or more) granted	2	3	2
Completion of transfer-level mathematics and English courses within first academic year of enrollment	2	3	2
Successful transfer to four-year university	1.5	2.25	1.5
Completion of nine or more CTE units	1	1.5	1
Attainment of regional living wage	1	1.5	1

Certificates and Student Centered Funding Formula

16 semester/24quarter or more	Must be submitted to CCCCCO for chaptering, counts in SCFF	Certificate of Achievement
8 semester/12 quarter to less than 16 semester/24 quarter	May be submitted to CCCCCO for chaptering, DOES NOT count in SCFF	Certificate of Achievement if and only if submitted to CCCCCO for chaptering
Less than 8 semester/12 quarter	May not be submitted to CCCCCO for chaptering, DOES NOT count in SCFF	Skills Certificate, Certificate of Accomplishment, or other locally-named certificate
0 – Noncredit	Must be submitted to CCCCCO for chaptering, DOES NOT count in SCFF	Certificate of Completion or Certificate of Competency

The Role of the CCC: Guardians of the Curriculum Process

As a College, it is important that we develop degrees and certificates that are in the best interest of our students, that meet all Title 5 regulations and local standards, support the mission of the College, and not just chase points.



Catalog and Curriculum Management System Software

Acalog (Academic Catalog) Project Status

- Current catalog transfer complete
- Training of essential users to commence in the next two weeks
- Catalog to go live in spring to use along with current print catalog
- Full implementation of Acalog scheduled for 2019–2020



Catalog and Curriculum Management System Software

Curriculog (Curriculum Management System) Project Status

- Revisions to forms and discussion of process improvements discussed with the CCC
- Development to begin in late December
- Beta Testing and Training in Spring
- Full Implementation of Curriculog Fall 2019

G. Information Items - Discussion

c. Guides Pathways Updates

Janice Pon-Ishikawa & Jenny Simon

Thank you to Janice and Jenny for coming to Senate! Time was limited so they abbreviated their presentation. See slides that follow for the full presentation; Senate will invite them to return again in spring.

Janice and Jenny are our Guided Pathways Coordinators. They have been working diligently on program mapping, which is being guided by faculty and students. These outline what the courses are, semester by semester, that students need in order to reach their goals. They include recommended general education courses, elective areas, and a list of classes. By the end of the semester the team will have completed 50+ program map drafts. Division leads have been heavily involved.

G. Information Items - Discussion

c. Guides Pathways Updates

Janice Pon-Ishikawa & Jenny Simon

The mapping will continue in spring. Also next semester, we will begin working on Metamajors. These are clusters of degrees and certificates that are similar and/or lead to similar careers. These will not replace the current academic divisions. We don't want students to waste time taking excess classes. We will use three different types of information: program maps, majors sorting and looking at other schools. By Fall Professional Development Day, we will have a few versions of Metamajors and faculty will be asked to vote. The next big Guided Pathways event is January 25th. Faculty can receive flex credit or a stipend. The event is 9:30-3. We will continue the conversation regarding maps and Metamajors. We will also have student focus groups in spring.



Janice Pon-Ishikawa and Jenny Simon— Guided Pathways Co-Coordinator

Cesar Jimenez, , Cynthia Mosqueda, Jean Shankweiler, Chris Wells—
Guided Pathways Steering Committee

Why GPS at ECC? Updated Numbers.



Students who complete degree/certificate in 150% of normal time (2017-18).



25%

Students who Complete 30 units in one year (2017-18).



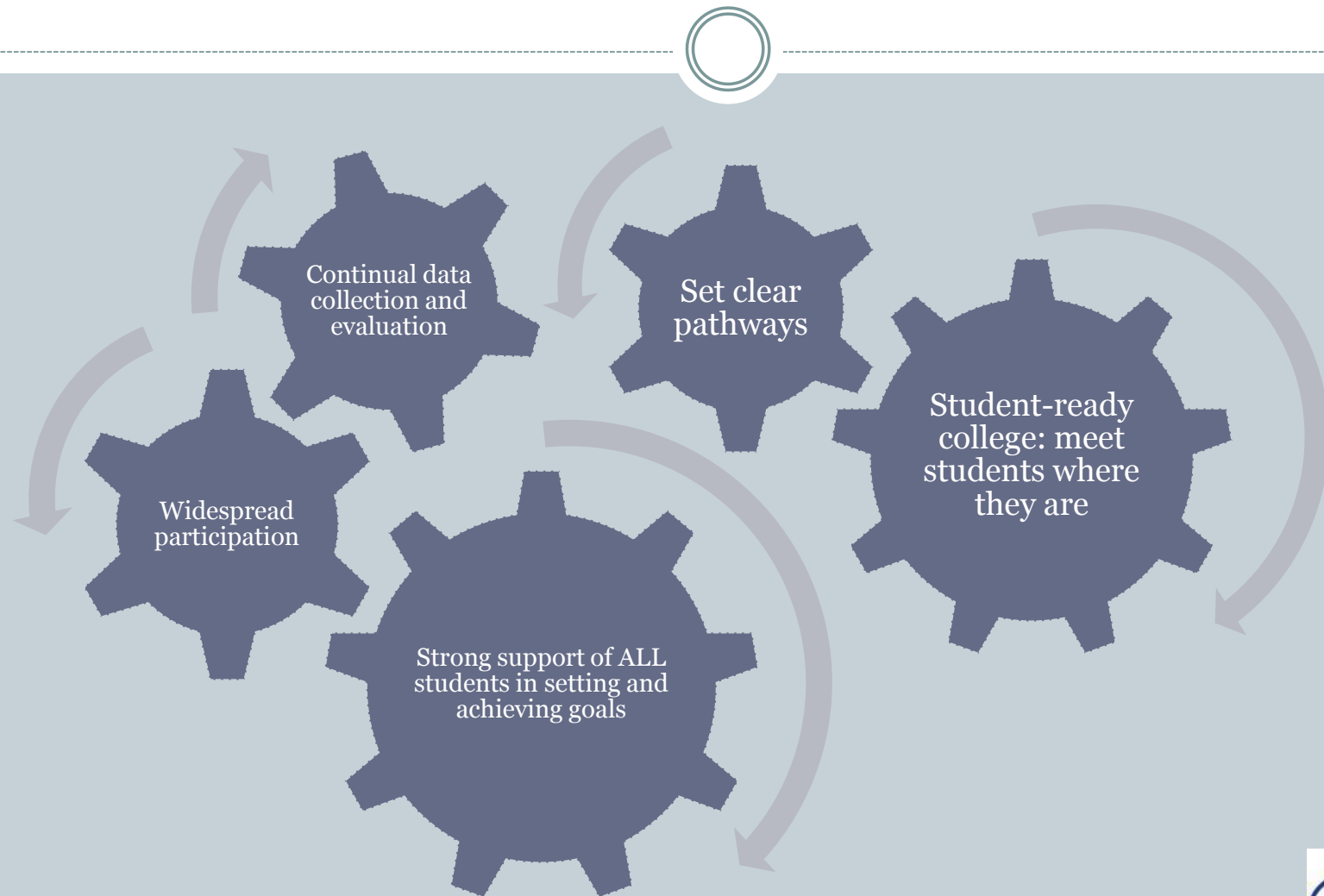
7.4%

33%

Students who register for 12+ Units (Fall 2017).



Guided Pathways=Transformational Change



Current Activities



- ❖ Training!
 - ❖ Academic Senate “Academic Academy” in Sept. (Coordinators)
 - ❖ Strengthening Student Success, Oct. (Coordinators)
 - ❖ Kick-off event (in conjunction with Career Ladders Project): “Getting Started with Guided Pathways: Dispelling the Myths About Meta-Majors”, Sept. 28
 - ❖ Well-attended: about 85 people in total, including 12 students (ambassadors), and 17 remotely



Current Activities (cont.)



- ❖ Division leads have been recruited to lead work groups
 - ❖ Work groups are comprised of division faculty, counseling faculty, classified staff, students, faculty outside division
 - ❖ Main task: To create program maps and use to inform discussion of meta-majors.
 - ❖ Mapping Sessions were held in early November until last week, draft maps completed: BSS: 8, Business: 8, Fine Arts: 4, HSA: 2, Humanites: 8, I&T: 19, Math: 2-3, Natural Sciences: 6



Current Activities (cont.)



- ❖ Establishing and revising guiding principles to inform all decisions
 - ❖ Examples for meta-majors: clear to students; easy to transfer to specific majors within a meta-major
 - ❖ Examples for program maps: similar majors have a similar first semester; includes recommendations for general ed. courses
 - ❖ Examples for general process: widespread input from all constituencies; student-centered, equity-minded decision-making



Current Activities (cont.)



- ❖ Student focus groups to get student voice in the process
- ❖ Career Ladders Project (focus on learning communities)
- ❖ Guided Pathways Summit 2.0
 - ❖ January 25th 2019 9:30am-3:00pm, East Dining. Stipend available with sign up.
- ❖ Promote use of ECC Connect
 - ❖ Will become online platform for many Guided Pathways reforms
- ❖ Train campus for implementation in year three.
- ❖ Develop evaluation methods/metrics.



Wrap Up



Questions?



SENATE END-OF-SEMESTER RAFFLE!

Congratulations again to our winners! The raffle was designed to celebrate the tremendous hard work and progress made by the Senate this semester. Faculty, your senators have worked VERY hard this semester, representing you on a number of important issues. Be sure to let your senators know you appreciate their time, energy, and diligence.

(Note: Raffle prizes were donated. No college funds were used. And speaking of donated prizes...would you like to celebrate the end of the semester with a cup of coffee? If so, be one of the first to email kdaniel@elcamino.edu noting the date for the Guided Pathways Summit being offered in 2019. Have a great holiday – see you in February!)

Agenda

H. Future Agenda Items:

- a. Ed Policies: AP 7160 Professional Development, AP 5520 Student Discipline Procedures
- b. AB 705
- c. South Bay Public Safety Center

I. Public Comment

J. Adjourn