Academic Senate of El Camino College 2018-19

September 4, 2018

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

Agenda & Table of Contents: Tuesday September 4, 2018 in Distance Education Room 166

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 in the Communications Building.

Any individual with a disability who requires reasonable accommodation to participate in an Academic Senate meeting, may request assistance by contacting Kristie Daniel-DiGregorio, kdaniel@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.

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Officers & Executive Committee

President	**Kristie Daniel-DiGregorio**	VP Finance & Special Projects	**Josh Troesh**
VP Academic Technology	**Pete Marcoux**	VP Instructional Effectiveness	**Russell Serr**
VP Compton College	**Amber Gillis**	Curriculum Chair	**Janet Young**
VP Educational Policies	**Darcie McClelland**	Secretary	**Traci Granger**
VP Faculty Development	**Stacey Allen**	Parliamentarian	**Pete Marcoux**

Adjunct (One-year terms)

Josh Casper (BSS) [R]	18/19
Karl Striepe (BSS)	18/19

Behavioral & Social Sciences

Stacey Allen	19/20
John Baranski[R]	19/20
Kristie Daniel-DiGregorio	20/21
Renee Galbavy	20/21
Michael Wynne*	20/21

Business

Kurt Hull	18/19
Phillip Lau*[R]	18/19
Josh Troesh	18/19

Compton College

Amber Gillis	18/19
Jesse Mills [R]	18/19

Counseling

Seranda Bray	20/21
Anna Brochet*[R]	18/19
Rocio Diaz	19/20

Library Learning Resources

Analu Josephides	18/19
Mary McMillan	18/19
Claudia Striepe*[R]	18/19

Fine Arts

Ali Ahmadpour	18/19
D. Crossman/Joseph Evans	18/19
Joe Hardesty	20/21
Russell McMillin	18/19
Chris Wells*[R]	18/19

Health Sciences & Athletics/Nursing

Andy Alvillar*[R]	19/20
Traci Granger	19/20
Yuko Kawasaki	18/19
Colleen McFaul	20/21
Russell Serr	20/21

Humanities

Rose Ann Cerofeci[R]	18/19
Sean Donnell	18/19
Ashley Gallagher	18/19
Pete Marcoux*	18/19
Christina Nagao[R]	18/19

Industry & Technology

Charlene Brewer-Smith[R]	18/19
Ross Durand*	18/19
Dylan Meek[R]	18/19
Renee Newell	18/19
Jack Selph	18/19

Mathematical Sciences

Dominic Fanelli	19/20
Lars Kjeseth	19/20
Le Gui	20/21
Catherine Schult-Roman*[R]	18/19
Oscar Villareal	19/20

Natural Sciences

Sara Di Fiori*[R]	18/19
Darcie McClelland	19/20
Troy Moore	18/19
Shanna Potter	19/20
Anne Valle	18/19

Academic Affairs & Student Services

Jean Shankweiler	
Ross Miyashiro	
Linda Clowers	

Associated Students Organization

Wiley Wilson	

President/ Superintendent

Dena Maloney	

Division Personnel

Linda Clowers	

Ex-officio positions

Chris Jeffries	ECCFT
Carolee Vakil-Jessop	ECCFT

Institutional Research

Irene Graff	
Carolyn Pineda	

Dates after names indicate the last academic year of the senator's three year term, for example 18/19 = 2018/2019.
*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, 12:30-2 p.m., Distance Education Conference Center (DE 166).
FALL 2018: September 4 & 18, October 2 & 16, November 6 & 20, December 4 & 11 (tentative).
SPRING 2019: February 19, March 5 & 19, April 2 & 16, May 7 & 21, June 4 (tentative).

COMPTON COLLEGE ACADEMIC SENATE COMMITTEE MEETINGS:
President: Amber Gillis. 1st and 3rd Thursdays, plus May 30th, 1-2:30 p.m., Compton College Board Room.

SENATE COMMITTEES:
Academic Technology. Chairs: Pete Marcoux & Virginia Rapp. Meetings arranged as needed.
Assessment of Learning. Chairs: Russell Serr & Kevin Degnan. Fall meetings: 9/10, 10/8, 11/19, 2:30-4, Communications 109.
Academic Program Review. Chairs: Russell Serr & Linda Clowers. Meets fall semester only.
College Curriculum. Chair: Janet Young. 2nd & 4th Tuesdays, 2:30-4:30, DE 166.
Distance Education Advisory Committee. Chair: Dustin Black. D.E. Liaison: Renee Galbavy. 4th Thurs, 1-2, DE 166.
Educational Policies. Chair: Darcie McClelland. 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: Jean Shankweiler & Ross Miyashiro. Senate Reps: Claudia Striepe, Kevin Degnan. Meetings as needed.
Board of Trustees. Chair: John Vargas. Senate Rep: K. Daniel-DiGregorio. 3rd Mondays (exception: 9/4), 4 pm, Alondra.
Calendar. Chair: Jean Shankweiler. Senate Reps: Stacey Allen, Vince Palacios. Meets annually or as needed.
College Council. Chair: Dena Maloney. Senate Rep: K. Daniel-DiGregorio. 1st & 3rd Mondays, 1:30-2:30, Library 202.
Council of Deans. Chair: Jean Shankweiler & Ross Miyashiro. Senate Rep: K. Daniel-DiGregorio, 2nd Thurs., 8:30-10:30, Alondra.
ECC Technology Committee. Chairs: Art Leible & Virginia Rapp. Senate Rep: Pete Marcoux. 3rd Tuesdays, 2-3, Library 202.
Enrollment Management. Chair: J. Shankweiler. Senate reps: Sara Di Fiori, Chris Jeffries, 2nd & 4th Thurs. 1-2, Com 109/LIB 202.
Facilities Steering Committee. Chair: Brian Fahnestock. Senate Rep: Claudia Striepe, 1st Monday, 2:30, Library 202.
Guided Pathways. Chairs: C. Jimenez, C. Mosqueda, C. Wells. Senate Reps: J. Suarez, J. Wolfgram 1st & 3rd Wed, 2-3 DE 166.
Integrated Plan Implementation. Chair: J. Shankweiler. Senate Rep: Lars Kjeseth. Details TBA.
Planning & Budgeting (PBC). Chair: Brian Fahnestock. Senate reps: Josh Troesh & Sidney Porter, 1st & 3rd Thurs, 1-2, LIB 202.
Process Improvement. Chair: Ross Miyashiro. Senate rep: K. Daniel-DiGregorio.

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 Irene Graff and the Institutional Research and Planning department for sharing their compilation of acronyms.

Adjunct (1 Year)
☐ Josh Casper
☒ Karl Striepe

Behavioral & Social Sciences
☒ Stacey Allen
☒ John Baranski
☒ Kristie Daniel-DiGregorio
☒ Renee Galbavy
☒ Michael Wynne

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☐ Kurt Hull
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☐ Renee Newell
☒ Jack Selph

Library Learning Resources
☒ Analu Josephides
☒ Mary McMillan
☒ Claudia Striepe

Mathematical Sciences
☒ Dominic Fanelli
☒ Lars Kjeseth
☐ Matthew Mata
☐ Catherine Schult-Roman
☒ Oscar Villareal

Natural Sciences
☒ Darcie Descalzo
☐ Sara Di Fiori
☐ Troy Moore
☒ Shanna Potter
☒ Ann Valle

President/Superintendent
☐ Dena Maloney

Academic Affairs & SCA
☐ Linda Clowers
☒ Ross Miyashiro
☒ Jean Shankweiler

Assoc. Students Org.
☒ Bryant Odega

Compton College
☐ Paul Flor
☒ Chris Halligan

ECC Federation
☒ Carolee Vakil-Jessop

Curriculum Chair
☒ Janet Young

Dean's Reps.; Guests/Other Officers:
☐
☐
☐

Excused: J. Casper, C. McFaul, M. Mata, T. Moore

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 Kristie Daniel-DiGregorio called the eighth Academic Senate meeting of the spring 2018 semester to order on June 5, 2018 at 12:32 p.m.

B. APPROVAL OF MINUTES
See pgs. 6-15 of the packet for minutes from the May 15, 2018 meeting. P. Marcoux moved, S. Bray seconded, and there was unanimous approval of minutes.

KDD: At this point of the meeting, as you know, we welcome our division personal. If you have looked at our agenda, you know that it is Robin Dreizler, our new Dean of Enrollment Services. (There were cheers at this point).   This is his chance to come and introduce himself, in case there happens to be anybody on this campus who doesn't know Robin. R. Dreizler: I thought I had 2 minutes, I don't know how I am going to do this. My longest presentation as Director of Outreach years ago, was 2 ½ hours. I only know this because I asked if they could videotape my presentation and they said "sure, but we are going to stop you half way through to switch tapes." There are a few of you that I don't know yet but I'm sure I will. I've been here since 1996 officially. I came here when my wife and I were getting ready to have our 3rd child. I was going to try to get out of the house for a few months while she was at home. Twenty-one years later, I'm still here. I was an hourly employee at the time just doing some outreach. Then an opportunity opened up to become the Coordinator of Outreach and School Relations. I went from there to Director of Outreach and School Relations. Let's just say that I have seen a lot over the years. This opportunity as dean presented itself as well, and I took advantage of it and I am happy to be here.

One thing I want to make clear is that a lot of people are coming to me like they used to go to Bill Mulrooney, as Director of Admissions. I want to make sure that it's clear that most Admissions issues are now going to our Registrar who is Lillian Justice. I don't mind facilitating any discussion if there is a problem, but the restructuring now has changed things. Instead of a Director and an Assistant Director of Admissions, we have a Dean of Enrollment Services overseeing Outreach, Financial Aid, International Students, Admissions, and Assessment & Testing. Basically, I have all those programs that "onboard" students. Most, if not all Admissions issues should go to Lillian Justice our Registrar. Feel free to reach out to me if need be.   I did attend here for those of you who don't know, back in the late 70's. I was a little punk running around Murdock Stadium. I was here in the 60's and 70's. I worked here part time in the 80's. I have been around for about 6 decades. My Mom tells a story that she was taking a class before I was born, so I was technically here long before 1959. (Lots of laughter)

Let me talk about restructuring. I am the Dean of Enrollment Services and the Dean of Student Support Services is Idania Reyes. There is still information out there in the catalog and on the website that directs students and others to the Director of Enrollment Services. It was at a time when William Garcia and others were the Dean of Enrollment Services. There are still a few places out there where students will come to the Dean of Enrollment Services and I will pass them on to the Dean of Student Support Services. For example, grievances are still with the Dean of Student Support Services, Idania Reyes. We will try to clean those up as we see them. Idania basically is in charge of those programs that provide student support and retention issues like Student Equity, KEAS, EOPS, CARE, CalWORKS, Veterans. There is a pretty good delineation and organizational chart on Vice President Ross Miyashiro's Student Services web page, as far as where some of the restructuring took place and where some of these programs are now. J. Shankweiler: What services do you have? R. Dreizler: Well, I mentioned Admissions & Records, International Students, Financial Aid, Outreach & School Relations, and the Assessment Center. There are a lot of changes happening right now in all of those areas. On a personal note, I have 4 daughters. Three who have or will be attending El Camino. One decided to go straight to Berkeley and then off to med school - we won't hold that against her. I have my 4th who will be attending in the fall. She is very interested in the Paramedic program. KDD: Thanks Robin, you are definitely clocking in under 2 ½ hours. P. Marcoux: We should definitely show the organizational charts at some meeting. KDD: Great idea, we can do it in our Special Committee Reports. Jean and Ross can talk us through it.

C. OFFICER REPORTS

a. President – Kristie Daniel-DiGregorio (pgs. 16-22)

Please help us remind the adjunct faculty to vote for our adjunct senator. You will see some familiar names on there. The deadline has been extended to Monday at 4:00 for the voting. Apologies for sending out 2 different ballots. It turns out there is a limit to the number of projects that I can juggle simultaneously. One of the candidates was unfortunately omitted. So this is the new, corrected ballot. I think 19 had already voted on the old ballot. That is not too many. Please help us get the word out so we can encourage strong responses. Thanks to Karl Striepe and Josh Casper for their service.

A note about our upcoming meetings. We are set for fall and spring, you will see these when I send them out on the notes. I will also send out another reminder during the summer.

You have in your packet, on pages 16 & 17, the President's Report. That is my way of sharing and passing along some information. There is lots going on around campus and we don't have time to present it at every meeting. Among the news is that Debra Breckheimer is shifting from our Interim Dean to our Dean of Humanities. Congratulations to her! She is working with us on the task force which is revising the evaluation forms. It has been great to work with her. Thanks to those who served on the search committee for Dean of Humanities.

Great news, we have a food service vendor, Pacific Dining Food Services. Thank you to Analu Josephides and Randall Firestone for serving on the selection committee. This was approved by the Board at last week's meeting. The goal is to have good food options, according to Brian Fahnestock. Also we'll have flexibility; Pacific has the right for first consideration for catering, but they don't have an exclusive contract for catering. That will give us a little bit more flexibility and hopefully some competitiveness that will work in our favor. They are also open to managing food trucks. There are lots of exciting things happening since we talked about this earlier in the semester. I wanted to give you the news and to let you know they will start July 1, coming in next week to begin the transition.

Some other news. Textbook publishers are offering some unique models; subscriptions, rentals only. The bookstore wants us to review those options carefully before we make a choice. We will be hearing about some alternatives later, the OEI Resources. Stay tuned for that.

ECC Connect is looking for faculty to mentor colleagues in how to use this program. We want to expand its use on our campus in the fall. Let Ross Miyashiro's team know if you would like to volunteer. That includes Dipte Patel and Linda Clowers.

We want to recognize Bryant Odega, from ASO. We have a little something to say "congratulations" and "thank you for your service." This is for your collaborative approach and your ability to keep us in the loop of what is going on with the ASO. We really appreciate you and this is just a little gift for you. It is for a non-alcoholic beverage of your choice. Make sure that gets in the minutes! There is a keychain in there, and we hope that El Camino has been the "KEY" to your success. We will see you on Friday, at graduation!

b. VP – Compton Education Center – Paul Flor

KDD: Chris Halligan for Paul Flor. C. Halligan: Very quickly, I wanted to make sure I was here because I knew you guys wouldn't rest easy until you got your final report from Compton before summer. We are on target for what we are doing with the transition. We have submitted our sub-change document actually ahead of schedule. This is the Institutional Self-Evaluation, the actionable items. We have been working very hard on this and we finally got it done. This means we will be taking the next step to re-accreditation. Regarding AB705, Guided Pathways, we have been on top of this. One of our colleagues, Dr. Dalia Juarez, has taken the bull by the horns with some other folks from Math and Science. I'm not too sure about other areas, but English and Math and Science is the bulk of our FTES. It was important that we could demonstrate that we had models for co-requisites. We have created these models as committees and made some decisions on different choices that students will have for courses. Of course you all know that this has to be

implemented by Spring 2019.   Dalia made us a wonderful slideshow of all the reasons why co-requisites in AB705 are really fundamental. I have a copy that I can send to you as well in case you want to take a look at it.
Outside of Compton, I wanted to personally congratulate Ms. Rocio Diaz who has been elected to the FACCC Board. (There were cheers at this point). I was also re-elected! I can't wait to work with you, Rocio!! Last but not least, I want to introduce you to my replacement starting next year, Dr. Jesse Mills. He is one of our superstars who came rising up from USC, PhD in Poli Sci, and knows his stuff. I think you guys will have a wonderful working relationship. KDD: We can't possibly replace you, Chris Halligan. But welcome Jesse. Jesse told me that he missed the meeting where elections occurred. And that is how he got to be elected Vice President!! Do not miss a meeting!!

c. Chair – Curriculum – Janet Young

Yes, we have been very busy this past semester. Approved 256 proposals, including 6-year and 2-year reviewing of courses, new degree certificates, revisions and non-credit courses. We conducted CCC trainings, and secured Board approval for the new catalog and the Curriculum Management System. Thank you Dr. Shankweiler! We updated the CCC website and we will continue to do so. Today, after this meeting, you are all welcome to stay for the final CCC meeting. We will be voting on the new Nursing Curriculum that had 4 revisions and 13 new courses. I will be attending the Curriculum Institute this summer as our Curriculum Advisor, as well as Walter Cox, the Associate Dean of Fine Arts. They will be announcing the results of the CCC chair elections today. I want to give a shout out to someone in here. The reason we are able to do so much work, 256 proposals, is because many years ago, Lars designed this process called standard review and full review. We realize that there are courses coming through that have very minor changes and 23 people don't need to look at all of those. If something has minor changes, it gets a standard review committee. If it is a full review, the whole committee sees it to look at everything. It has really streamlined the process for us. Thank you Lars, it was a very good idea! KDD: Thank you Lars! Y. Kawasaki: We want to thank Janet from the nursing department for all the extra time that she helped us with our curriculum. We could not have gotten through it without her helping us re-do, re-hash, chop-up and glue back together our courses. Thank you so much for all the extra time you spent with us!!

d. VP – Educational Policies – Darcie McClelland

No report

e. VP – Faculty Development – Stacey Allen (pgs. 23-26)

Good afternoon. Our minutes from the last meeting are on pages 23 & 24. The Flex Matrix revisions continue and we will be doing some fine-tuning during the summer. We hope to have those in place for the fall. On page 24, our Faculty Book Club will have new leadership in the fall. We have three new co-facilitators; Polly Park, Caesar Jimenez, and Erica Brennis. They have already selected the book, "Teaching Men of Color in the Community College. On pages 25 & 26, there should be a summary of the activities for the Faculty Development Committee for 2017-2018. We have been very busy. I think it is important that I have listed all the folks who have participated in our workshops and our selection committees because they have worked so hard to bring these opportunities to our faculty.

On page 26, for the Great Teachers Seminar, we are sending 2 faculty to Monterey in August. We will be sending Jessica Padilla and Philip Lance. I'm sure it will be an excellent experience for them.

The last announcement, I am very excited to tell you about is similar to the pilot program that the Chancellors Office implemented in Canvas. We have a new program with Cornerstone. They were looking for 8-10 colleges to be a part of a pilot program. We have submitted our letter of intent. Cornerstone will replace Professional Development Reporter, our current flex reporting software. We are hoping to have this in place by the fall. We are really excited. I think with the simultaneous implementation of our Flex Matrix and our new reporting software, we will have a fresh new approach to Professional Development in the fall. Some advantages for faculty with the new software, it will be much more robust than our current system. We have been looking at several different systems over the last year and a half. Cornerstone had a lot of bells and whistles that we liked, but it was really expensive. But being a part of the pilot it will be free. Registering for an event, tracking anything that you have already completed or already registered for will be really simple. If you are a facilitator, you will be able to look ahead to see who is registered for your event. You can send them an email to remind them or let them know to bring something to the event. You will be able to upload documentation, something

our current system is lacking. Hopefully, it will be in place by fall. I think you will be pleased with it. KDD: Thank you for your time and energy thinking about the faculty needs. It is very time-consuming to test all these programs.

f. VP – Finance – Josh Troesh (pgs. 27-29)

We are two days early because Thursday we are going to be looking at the budget and actually revising what the numbers look like. Not a lot to report until we actually see what the budget looks like on Thursday. I won't be reporting to you because it is summer. Feel free to ask. This is an ongoing process during the summer, sometime during the middle it will be finalized. KDD: We can keep track by visiting the PBC website. Josh: Yes, the minutes are always posted.

g. VP – Academic Technology – Pete Marcoux (pgs. 30-31)

We will be piggybacking on that, same with the network use policies that are being sent around to various areas. Kristie will be sending out an email with links to the new network use policies. If you have been surfing the web lately, webpages are asking to check a box because they have changed their terms of use. One reason is the EU has changed the way they allow companies to use cookies, so that is why we are constantly checking boxes. Another one is network use policy. When you sign in to your computer for the first time after it has been shut down and it asks you to OK a box of text that you never read, that language will change. You won't notice it because you never read it. There are 7 or 8 new policies or procedures. If you do want to look at them, if you need a sleep aid, this will be the first reading. We will endorse them in our first meeting in the fall. By the way, Etudes is going away. All of the courses for summer have been given a Canvas account. One thing you should know, students can see whatever you have in that Canvas account. If you were like me and only half-baked with what you're putting together, you should know that the course is public. Students were able to see that so I quickly unpublished it. If you have published it, the students can see it. By fall we should be full-go! Every course will have a Canvas shell whether you use it or not. Baby steps is what I say. Eventually, ITS foresees us using Canvas for grades.

h. VP – Instructional Effectiveness/ALC/SLO's Update – R. Serr

KDD: Russell thought he might miss the meeting today, so just a couple of announcements: SLO/PLO assessments for spring should be completed ASAP. The deadline is as soon as we come back on Friday, September 14. There will be a workshop on Tuesday, September 4th.

2018 Program Reviews are due early in the fall. If you need help, reach out to Russ.

KDD: Before we wrap up our Officer Reports, we want to say thank you to all our senators for reading your packets, making time to come to the meetings and being so engaged over the course of the academic year. You have a snack in front of you. You also have a thank you from VP Jean Shankweiler. She has provided lapel pins. The ECC Senate has provided ECC writing pens. Thank you for your service this year. You can use these to sign your autographs!

D. SPECIAL COMMITTEE REPORTS

Dr. Jean Shankweiler - VP of Academic Affairs

I can do my report quickly. I want to thank everybody. Yuko mentioned Janet helped nursing with ALL THEIR CURRICULUM! I don't know if you realize, the BRN required them to re-do all their curriculum. It wasn't just a few courses. It was a huge process and I want to recognize all the work that went into that.

We are in the process of interviewing candidates for the Guided Pathways Faculty Coordinator. We had a lot of applicants. With the selection of the Guided Pathways Coordinator, we will restructure the committee a little bit. We will likely be looking for faculty liaisons or ambassadors, whatever you want to call them.

Mary McMillan is finishing up the OER grant application that we currently have and we are submitting for a new one. We want to spread the word about the online resources that are available and how to take advantage of them. She is also looking for liaisons or ambassadors from the divisions. If that is something you are interested in, she will be interested in

your input. One of the reports that we have to send to the Chancellors Office is how much money we saved students. More than $84,000 was saved by our students.

Right now my life has been faculty hiring and awards ceremonies. We are almost finished hiring the 22 faculty that have been approved. We had some that the committees couldn't find a candidate they were happy with. We had some that were pushed back because people declined. So we are doing some over again. We are coming to the conclusion of the hiring process.

It is wonderful to go to awards ceremonies and see our students recognized. I see Bryant all the time standing up receiving awards. I want to see all of you at graduation whether it is your year or not. It is always a wonderful event. Rob Brobst said we need good weather and he put in a work order. KDD: Thank you for the pins, Jean.

Ross Miyashiro – VP of Student Services

I have four quick things. The first is that we have implemented a new product called Naviance. It puts El Camino on the map with software when students are doing career searching. If they say they want to be a Chemist, our info will pop up then they can send us information so we can start interacting with the student. It allows us to spread our wings in terms of where we reach students. LA Unified and most of our South Bay high schools are on Naviance.

Second, we have implemented a software called College Scheduler that we are calling "Schedule Builder". As of today, and it has only been implemented since late May, we have had 2,267 unique students use it. We have had 14,000 log-ons. Since June 1st 649 students have found it without any marketing. We are about to do a big marketing campaign. This will allow us to help students find their perfect schedule. It will find every combination of class that will fit into their schedule.

Number three, Student Services will be going through a year-long customer service training. We are putting together two specific programs. The first one we kicked off last Friday. It is out of the book called *The Four Agreements*. Late October or early November, we will be starting *Be Our Guest* which is Disney Training on Guestology. Hopefully, with the opening of the new building, we will be changing the way we help students to have a more Disneyesque service.

The last, South Bay Promise, we sent out over 400 acceptance letters. The biggest thing that I want to mention is that on average, 52% of our students applied for financial aid. Because we required South Bay Promise students to apply for financial aid, 68% of those students received financial aid. That tells me we probably have a lot of students this year who should be getting financial aid and aren't because they are self-selecting out. Next year, we will be working with the financial aid office to figure out part of our onboarding promise to advocate our students applying for financial aid and getting more of our students financial support. KDD: Thank you Ross!

KDD: Jean and Ross, we are really grateful to you both. You keep us in the loop and this is a great way to find out about some of the things happening on campus. We appreciate your time attending the Academic Senate meetings!

Renee Galbavy – Distance Education Advisory Committee (pgs. 32-37)

This is forthcoming under our Unfinished Business.

R. Galbavy: Two quick things. We have officially joined the OEI Consortium. Crystle Martin (Director of Library & Learning Resources) is our point person. So if you have any questions, please get in touch with her. I will talk more about this in the fall.

I wanted to remind you if you still have information on Etudes, as Pete mentioned earlier, get it off. After we move fully to Canvas, it will be difficult to gain access to it.

E. UNFINISHED BUSINESS

Training and Certification for Canvas: 2nd Reading – Renee Galbavy (pg. 38)

KDD: We need a motion to approve our training & certification model for Canvas.   P. Marcoux moved, S. Donnell seconded.   R. Galbavy: I went over this last time. I did add that there is optional training that is designed to support face-to-face. Everything else is the same.   If we move forward on this, we will have new training protocol. We will have a new website that has the training systematically listed, including guidelines for how to monitor tardies & absences in an online class. We will have a lot of additional information programmed into the certificate sites. There will be Canvas trainings and optional trainings. We will have one additional area for the online training waiver. There will be a lot of other info found for distance education on this site. KDD: Any questions for Renee? C. Nagao: For face-to-face classes will there be an opportunity for instructors to ask more open ended questions? Like open office hours? R. Galbavy: We are going to have two options. One will be quick & dirty to ask specific questions. In this other, you can go in at your leisure and take your time. A. Said: Remember, you can come and get the support face-to-face.   Gema is ready and I am ready to assist. R. Galbavy: You can make an appointment or you can take additional training. KDD: Ready to call for the question? All those in favor of the proposed training and certification model for Canvas at El Camino College? All were in support, the motion carries. Thank you, Renee for all your hard work. Thank you Asma! Thank you, DEAC!

AP 7160 Professional Development: 2nd Reading – Darcie McClelland (pgs. 39-41)

KDD: Our second item of Unfinished Business is AP 7160, Professional Development. We had a look at this last meeting. We need a motion to approve. P. Marcoux moved, L. Kjeseth seconded. Now we can discuss so I will turn it over to Darcie. D. McClelland: I am not going to read through this again, because we read through it last time. The big change is the rearrangement of the content. We established an umbrella committee, the Professional Development Advisory Committee. They will be collaborating with constituent groups and sharing resources. We also added some language, to make things very clear. Are there any questions or comments? KDD: The committee is very inclusive. D. McClelland: We tried to include everyone we could think of on campus. KDD: This has already been through the Council of Deans. J. Shankweiler: I wanted to point out that Lisa had some conversation with the Chancellors Office. We are required to have some overall committee. It doesn't necessarily have to have this structure, but there is a requirement.   KDD: We haven't nailed this down, and we can certainly do this later. This is the idea that the group would meet once or twice a semester. The work of the professional development that is happening on campus is still going to happen in the existing committees. This is just a way for us to make sure the left hand knows what the right hand is doing. This is just a way to create some synergies. If we are all talking about the same kinds of topics, how can we collaborate in a way to make the best use of our resources for example? Thank you for clarifying that. Any other questions? All in favor? Motion carries, we will take this on to College Council.

F. NEW BUSINESS

Resolutions of Commendation for Compton Colleagues

KDD: Now we come to resolutions of commendations for our Compton Colleagues. Janet Young and I have had the opportunity to work most closely with the things that are going on over at Compton. I have asked her to come and join me. Chris is here, but we will also be recognizing Paul in absentia. This is a Resolution of Appreciation for Professor Paul Flor and Professor Chris Halligan for their dedication on behalf of Compton College.

Whereas, Professors Paul Flor and Chris Halligan have been called upon to serve simultaneously in leadership roles on the Compton and the El Camino Academic Senates; and

Whereas, Professors Flor and Halligan have led their college during a time of significant change and have been instrumental in facilitating that change; and

Whereas, Professors Flor and Halligan have worked tirelessly in their successful efforts to reestablish accreditation for Compton College and to build the infrastructure to ensure the college's future success; and

Whereas, Professors Flor and Halligan have been engaged in an endeavor for which there is no guide book, yet have managed to create a model recognized throughout the state for its effectiveness; and

Whereas, Professors Flor and Halligan have created an enduring legacy for the Compton community by successfully buying a vowel (and changing a few letters) to transform Compton **Center** into Compton **College**; be it therefore

Resolved, Professors Paul Flor and Chris Halligan are thanked and appreciated for their service to the El Camino College Academic Senate as well as their hard work, their collegiality, and their unfailing commitment to student success.

Unanimously passed June 5, 2018, El Camino College Academic Senate

C. Halligan: Paul had to go to a DEAC meetings today. I want to thank Claudia for all of her help. I will never forget her working with us on Area 4 showing up every Friday right on time. She gave us all her feedback and she was President of the Senate at that time. Thank you to Claudia. (Much applause) KDD: Here is a keychain, we hope that El Camino has been part of the KEY to your success! You guys have been doing the heavy lifting! Thank you Chris!

G. INFORMATION ITEMS –DISCUSSION

IEPI Institutional Innovation and Effectiveness Plan Update (pgs. 42-44)

KDD: We are going to hear from Robin Dreizler again, our Dean of Enrollment Services, in the newly re-organized Student Services area. He is going to give us a bit of an update and close the loop on the IEPI IIEP that we pushed through at the last meeting. R. Dreizler: What was given your blessing last time was submitted. We got our comments back from the visiting team as well as Dr. Matthew Lee, who is the Project Director with IEPI and Bill Scroggins, Superintendent of Mt. SAC. I am going to read a quote, "It was enthusiastically decided that the plan reflects the observations and assessments made during the initial visit." They were very pleased with the initial request for resources that was submitted. Dr. Lee had made some suggestions which are mostly in substance, clarity, consistency and structure. There is nothing new in the plan as it currently stands. Basically, what they were looking for were tying the objectives with action steps and measurable progress and aligning them primarily with a numbering system. They wanted to make sure it was clear for anyone looking at this from the outside. Don't be overwhelmed by the number of comments and edits. Almost all of those were just recommendations for numbering structure. As I put it to the president, it was almost exclusively cosmetic. There was nothing significant to change, add, or omit. It is basically the same document that you saw the last time I was here. I guess our next step is blessings again. KDD: This is just informational, right? When do we get the money? R. Dreizler: Ross, when do we usually get the money? Ross: I think they will deliver it behind the 7 11 at 10:00 pm. Robin: Thank you again for your support!

AB 798 Online Education Resources (OER) Initiatives at ECC (pgs. 45-48)

KDD: You have a handout at your table because it didn't turn out so great in the packets. The Copy Center totally has our back! They ran a separate handout when they saw that the packet wasn't reproducing properly. A great shout out to the Copy Center team!! I am turning things over to Mary McMillan from Library Learning Resources, who is going to tell us about AB 798. M. McMillan: This should really be a legal size paper, so I know it is hard to read. Feel free to reach out if you would like for me to send you a digital copy. Like Robin, I wanted to close the loop with our grant. I have sent out emails and you have heard Chris Wells talking about AB 798, the Textbook Affordability Grant. This is a grant that the college was awarded; we were 1 out of only 26 Community Colleges who were awarded the grant. The grant was $19,000, with the commitment to have 19 courses go fully OER, or at a minimum reduce the cost of the classes' course materials to the students by 35%. Don't confuse OER with OEI, they are two different things. OEI is encouraging the use of OER, but they are not the same thing. When we talk about Open Education Resources, they are not just talking about things that are on the internet. These are materials that have been given an open access license, a creative commons license. This is for you to use them, share them, and modify them as you wish. KDD: I have a questions. If I order a book online or from the bookstore, and then encourage my students to rent a textbook which then reduces the cost, is that included here? M. McMillan: That is a good question, I will have to ask the Chancellors Office representative about that. For an example, if you are able to use an OER textbook and if your students still have to buy calculators or theatre tickets, those are part of their course materials cost. You may never be able to fully reduce the costs. We have just discovered that we can reduce as part of the grant. Some of this we have been learning as we are going through the grant. We have been having monthly meetings with the Chancellor's Office and all the other participants of the grant. This is round one of our grant. When Mark Fields originally submitted the plan, he had reached out to the faculty at the Senate. We wanted to encourage the use of OERs. This was required to apply for the grant, but we committed to do 19 course sections. Our projected cost savings for those was $82,000. For the report that we just submitted, that you are looking at here, this is what we turn in to the Chancellors Office. Looking at the actual enrollment numbers for each of those courses, we had 25 course sections that we reported on that were unique. We were 57% higher than what we had committed to, so that is awesome! I will tell you that is not all the courses on this campus. I have slowly discovered bit by bit when I am in the elevator with someone, they are using OER. So this is what we've reported to the Chancellor's Office. So our total

savings, almost $130,000. This will help us as we apply for round 2; it will show that we made it and exceeded it. The OER Ambassadors, I'm not sure of their official title, these four faculty are the ones who saved almost $130,000. C. Brewer-Smith: Will this affect the bookstore in the long run? Will we have a bookstore? M. McMillan: I think the bookstore is aware that these discussions are happening on every campus across the country. They are not alone in this conversation. Part of this grant that we are really supposed to be implementing as well and that we are going to be pushing forward for the next round, we are also supposed to be offering students a low-cost printing alternative if they do not want it in a digital format. In the library, we know a lot of them want a physical thing, especially when they want to highlight it. We will be reaching out to the bookstore, because on some campuses this is being done through their copy centers. Some is being done through the bookstores. It is a way to offer on-demand potential print service for these OERs. We are also hoping the bookstore will change the info that is listed telling students what materials they need for class. Then they can put a link that will link the students to the OER. There are certain ways we hope the bookstore will get involved and we will be reaching out. So yes, this is a concern for bookstores and publishers. C. Brewer-Smith: How about in Industry & Technology where you need kits and things that go with your course? M. McMillan: There is never going to be 100% of every class on campus completely "0"cost. It is not realistic and some subjects they don't have OERs for. But that may change.   R. Miyashiro: The Schedule Builder software has a separate tab for OER classes. If you press a tab it will list all OER classes. M. McMillan: Thank you, Ross! Related to this, is the SB 1359 requirement. If your course is $0 material cost, we are required by law to designate it in our online course schedule. You can search for courses by cost of materials. KDD: We are also going to identify low-cost, when we determine what that is. M. McMillan: That is not a requirement by law, but what a lot of colleges are doing and what we have decided to do here, is to also designate courses that are "low cost". The threshold of the number people are using tends to be about $40-50. That will help classes that can't go fully to "0", but it will help. They can still market themselves as "low cost". We are now applying for round two. The application is going out at the end of this month. We have people looking at it right now. In addition to cost savings, we have to do a whole document about how across campus we are dealing with technology, how we are going to support students using OER, how the various different departments will be involved. We are working on that now. The minimum for round two is that we need a minimum of double what we did round one (19 sections). We already have 39 new course sections that have committed to me that are going OER. It is not just in 1-2 divisions, we have spread across divisions. We are projecting that we will save about $218,000. That is just for one year, but the grant goes across two years, so we could be saving a lot more.   In round one, we got professional development funding. Offers went out, faculty took advantage of it, and those faculty are the ones doing the 39 additional sections. Professional Development has helped! It encouraged people and gave them opportunities to learn.   We have many more round two adopters. You will see a line at the bottom. One of the challenges we are having is capturing who is using OER. P. Marcoux: Do they have to be 100% OER? M. McMillan: No, you have to be OER or reduce by 35%. When they say OER, it can't just be a bunch of links to websites, that won't be accepted. It has to be a stable text with a stable link that will be there for a while. This is an equity issue, an enrollment and retention issue, it is a reducing costs for student's issue. This is a high need on campus. Hopefully, we'll get the funding for an additional $19,000 which is the max they will give us. If we do, you will be seeing even more opportunities for more people to be involved. We will find out in September if we are awarded. There was a question if this applied to the Math dept. M. McMillan: It does apply to the Math department. I will tell you why: College of the Canyons has all their Algebra classes completely OER. It can apply to you. If calculators are a requirement, then it might be "low cost".   The big challenge with the Math books are the homework banks.   That is being addressed. They did a big webinar about Math issues recently. In 2-3 years that won't even be an issue anymore. C. Wells: I want to mention something; when I went OER, the equity gaps improved dramatically. M. McMillan: Everyone should be proud of themselves, we have done a lot better than we thought we would do. I know more people are using OER on campus that we aren't aware of. The college should be really proud of the work and the direction that we are going. S. Bray: I want to commend your work. As a counselor, we hear from a lot of students that drop courses because they can't afford the textbooks. It can make a huge difference for a student who might be working a part time job just to get their books by the time the semester starts. M. McMillan: At conferences, we have heard from student panels. They are making decisions on which classes to take, how many classes to take, and a lot is based on the cost of materials. It is an opportunity for us. Technology is allowing us new publishing models that are giving us these new opportunities. R. Miyashiro: I did research for another Promise Program about free textbooks. Research found that in the last five years, this is the highest percentage of Community College students trying to take classes without buying textbooks. They also found when they surveyed students in the CCC system, 59% of students responded that textbooks were the #1 cost of going to college. M. McMillan: If anyone has questions, please reach out to me. We have a website that has been created. There is all kinds of content. Every time I hear of a new book that is being used, there is a link to it under your subject area. I have had a number of faculty reach out to me to try and find some stuff. Feel free to go and explore that. What is awesome about this grant is that everyone who submits their final report, we have to also provide links to the materials that those course sections are using. Those are all going to be placed within

Cool4ed.org to create an archive. I have been trying to collect what different colleges are using for course sections that are the same as we are using here. Then if people say, "Well, there isn't any OER for this course". I can say, "Look at these five colleges, they are using these five OERs". Then you can look and see if it is something that works for you and your needs. KDD: Thank you Mary for all the work you're doing.

Statewide Updates

KDD: As we wrap up for the semester, we want to keep you in the loop with some statewide initiatives. Many of these we have been hearing about this semester. A lot of these are coming from the Chancellor's Office. The Fully Online College, AB 705 (English and Math Placement), also the Performance-Based Funding Formula. Some of the faculty perspectives on some of these initiatives are being discussed at the senates and on the senate listserv. Faculty support the philosophy behind these initiatives. In terms of the consultation regarding the design and the implementation of these initiatives, these are some concerns. At the statewide senate spring plenary, there was a resolution that focused specifically on AB 705, saying there needed to be more consultation on how this would be implemented. Some senates have taken this a step further and passed votes of no confidence in the Chancellor. The CFT have encouraged their locals to pass a vote of no confidence. This is something your executive board has talked about a couple of times. We have done this virtually and at our summit last week. Just as the local federations look to the local CFT for guidance; we look to the statewide senate. The statewide senate is not currently encouraging senates to take a vote of no-confidence. Current efforts are not necessarily coordinated or consistent. There are four different colleges that are taking different approaches. Some have taken a vote of no-confidence, some wrote a letter, a motion, a letter to the BOG. One of our concerns is that it is not effective unless it is coordinated at the statewide level so we are speaking with one voice. One of the pressing issues is that a lot of these issues are fluid. We continue to hear from Josh that the performance-based funding is still in flux. The eboard thinks the most appropriate approach for us is to take a "wait and see approach" to see how things evolve over the summer. We wanted to bring this to you so you know what is happening. Are there any questions or comments? C. Wells: Can you please let us know if there are changes during the summer? We need to keep aware of this. There are always summer surprises. KDD: Sure. P. Marcoux: Does the body understand the issues? L. Kjeseth: I have to say that my perspective has been 18 years of relative disappointment with our statewide academic senate when it comes to equity issues. They have been slow as molasses as far as reform in Math and English basic skills. They have a practice of making sure certain people don't get to the table. I was shocked when I went to a plenary session, and we were trying to establish a caucus for those who wanted to simply look at pathways to statistics. And the academic senate, which has a long history of caucuses, was so afraid of this, they were going to throw out their entire caucus system rather than allow a caucus to form on that topic. I want people to know that the statewide academic senate, in my opinion, this is just Lars speaking, it does not necessarily represent a cross section of academics at community colleges. There are a lot of things that I consider the "old boys" system. I think we need to take it with a grain of salt. I am entirely in support of AB 705, it has been a long time coming. I would not be looking to the state academic senate for leadership. KDD: There are newly elected officers in statewide senate, so this is a chance to start over. S. Donnell: We voted on this at the CFT convention in March and the primary reason for the vote of no confidence was the performance-based funding formula seemed like there were too many inequities in it. Too much uncertainty. We wanted to send a quick and forceful message that the Governor needed to change this. C. Wells: My concern is that the legislature seems very responsive to making changes in law that could be solved by consultation or other things. But we'll see. If we implement AB 705 effectively, it will protect us from future legislation. C. Vakil-Jessop: The CFT wants to wait until fall when the budget is in place. P. Marcoux: We'll be hearing more about this. C. Vakil-Jessop: You will be hearing a lot more about this and from us in general. KDD: Thank you everybody!

H. FUTURE AGENDA ITEMS

Senate Orientation
Senate Goals, 2018-2019

I. PUBLIC COMMENT

C. Halligan: Amber Gillis is the new senate President, Jesse will be here for senate on Tuesdays. KDD: Bryant, would you like to introduce your successor? B. Odega: Thank you all for including me in all the discussions. I am a political science major. I have my successor, Wiley Wilson. Currently, he is the vice-president of the black student union. He also works to establish grants and scholarships for students transferring to Historically Black Colleges and Universities (HBCU's). W. Wilson: I have been taking a lot of notes, because I am trying to learn a lot about my new position. One

of our goals for next year is do more for the students. Side goals, I am the VP of the Black Student Union. We are working on an initiative to help get students into HBCU's. We are trying to do more with other black student unions in other community colleges. We have about seven other community colleges on board with the initiative, but our main goal is twelve. Please help us with that initiative!

KDD: With that, we are adjourned. Have a great summer and thank you!

J. ADJOURN
The meeting adjourned at 1:55 pm
TG/ECC Spring 18

Academic Senate of El Camino College 2018-19

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

President's Report
September 4, 2018

There's a lot happening on our campus and with the Senate this semester. Given the number of important business that comes before the Senate, there isn't always time to share news and updates in our meetings. Please see below for information which may be of interest.

Statewide News and Resources:

News from the Chancellor: For monthly updates from the Chancellor's Office (CCCCO) on a variety of statewide initiatives and training opportunities, visit: http://extranet.cccco.edu/Divisions/AcademicAffairs.aspx and look for "First Friday Updates" under News and Notes.

AB705: Changes in Placement and in English/Math Preparation. Community colleges are now required to "maximize the probability that a student will enter and complete transfer-level coursework in English and math within one year." In placing students, colleges must use one or more of the following: high school course work, grades and GPA. Full implementation must be in place by fall 2019. A new AB705 resource on the Chancellor's Office website is quite helpful: https://assessment.cccco.edu/ab-705-implementation/. It includes high-level overviews and FAQs, in-depth background, and everything in between.

Professional Development: Upcoming workshops on "Building Diversity (Part I): Using Data for Hiring" are available through the CCCO and IEPI. Funding is available through ECC's Office of Staff and Student Diversity. For information about the workshops, visit: http://iepi.cccco.edu/professional-development. For information about funding, contact Jaynie Ishikawa (jcishikawa@elcamino.edu).

Campus News:
- The position identification process for full-time faculty hiring for 2019-2020 begins soon. Your dean may invite you to provide information for position proposals for your department.
- There are a number of new software programs being implemented on campus to improve our processes. See "2018 Board Planning Workshop" handout (following this President's Report) for more information.

Board of Trustees:
- Meeting agendas can be found at
    - https://www.boarddocs.com/ca/ecccd/Board.nsf/vpublic?open

- The next meeting will be September 4th in the Alondra Room. A budget workshop will be provided at 3 pm. The board moves into closed session at 4 pm and open session begins at 5 pm.
- An update on AB 705 was provided at the August Board of Trustees meeting by Dean Jackie Sims and Dean Debra Breckheimer. Learn more about the implementation of the new placement processes by viewing the presentation: https://www.boarddocs.com/ca/ecccd/Board.nsf/files/B3FQHD62F128/$file/AB%20705.pdf.
- At the August meeting, a new position of Director of Event Operations was approved by the board of trustees (administrator, salary level 8). The Director will report to the VP, Administrative Services, will be the first point of contact for facilitating and executing events, and will seek ways to increase and maximize district event revenues.

Congratulations:
- Newly appointed leaders in the Humanities Division: Dean Debra Breckheimer and Associate Dean Scott Kushigemachi.
- Irene Graff on her October 15th retirement after 13 years of dedicated service to the college, her colleagues, and our students.

Thank you:
- To faculty who agree to serve on campus committees.
  - Kevin Degnan, Brett Isaacs, and Bruce Peppard (all from Humanities) for offering to serve on a Grade Appeals Panel.
  - David Shever (BSS) and Ed Matykiewicz (I & T) for serving on Dual Enrollment Advisory Committee.
  - Andrew Alvillar for serving on the search committee for Director of Event Operations (new position).

9.4.18

2018 Board Planning Workshop
Follow Up Information – Technology Implementations

Student Facing/Focused

- **Wireless system** completed and operational campus wide.
- **Switching system** upgrade (75% completed) to support wireless access for students and VOIP phones in classrooms for security.
- **Firewall/AMP/Umbrella** upgraded internet firewall from 1 GB to 10GB and added multilayer data security tools for end-point protection (computer, laptops, even iPads).
- **Integrated Learning Protocol** to connect Canvas to Colleague more seamlessly (Beta testing).
- **Civitas Course Scheduler** to assist students in developing schedules that meet their availability to attend classes
- **Campus Logic** - an online tool to streamline/reduce paper for Financial Aid applications
- **Colleague Self Service tools** - Admissions & Records, Financial Aid, and Fiscal Services can now build out numerous forms/views for students to help themselves, submit requests and check their own account and information.
- **Colleague CRM Recruit** engagement and perspective student tool to improve not just recruiting, but simplifying enrollment and moving through to registration.
- **JobSpeaker Guided Pathways and Strong Workforce** database to quickly match student skills to local prospective employers.
- **Cranium Café**, to replace SARS, providing easier appointment scheduling between students and counselors, advisors, and tutors.
- **Qualtrics** – online survey tool, also available to ASO and student organizations. It is a more secure tool than Survey Monkey.
- **Portal Upgrade** – cleaner access and more capacity (simultaneous logons).

Other upgrades/improvements

- **Keenan Benefit Bridge** – online benefits tool for staff to enroll in benefits plans and to access medical benefit information.
- **SilkRoad** – online employee onboarding tool, reduces paperwork and time to onboard new employees, creates more immediate and positive connection with the college
- **Formstack** – online forms engine to reduce/replace numerous paper forms, includes automated workflow for online approval of personnel actions such as hiring and special assignments.
- **Time Clock Plus**, replace legacy Time Keeper system with current technology for time keeping of all employees, add vacation, sick leave, OT requests automatically, prepares ECC for better integration once LACOE's CGI system is online, to eliminate manual payroll entries.
- **ReviewSnap** – online annual professional evaluations of all staff, automates tracking of when reviews are due; reduces delinquent performance appraisals.
- **DigiArc Curriculum and Catalog** online curriculum build and approval software with auto-catalogue building capability. Replaces Curricunet (no longer supported) and MS WORD processing of college catalog.
- **Simpler System** – financial dashboard tool

Faculty Position ID
Timeline
2018-19

In order to prioritize our recommendations prior to the end of the fall semester, listed below is the timeline:

1. August 27-September 21: Deans/faculty work on position requests (4 weeks).

2. Friday, September 21 by 4:00 p.m.: Deans forward an electronic copy of position requests to David Mussaw (dmussaw@elcamino.edu) for data verification.

3. Friday, October 5 by 4:00 p.m.: 30 copies of position request and supporting documentation due to the Office of the VP/AA (2 weeks).

4. Tuesday, October 9, 8:00 a.m.: Copies of division requests and ground rules available for pick up in the Office of the VP/AA.

5. Tuesday, October 16, 2:00-4:30 p.m.: Meeting to review division requests, listen to brief presentations, ask questions, distribute ballots. Location: Alondra Room (1 week).

6. Tuesday, October 23 by 1:00 p.m.: Deans and faculty representatives forward their ballots to the Office of the VP/AA (10 days).

7. Thursday, November 1, 2:30 p.m.: Final meeting to review priority list.
    Location: COMM 109

California Community Colleges | **IEPI** INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE

Building Diversity (Part I)–Using Data for Hiring

IEPI, in collaboration with the Chancellor's Office Legal division, will be presenting a Fall 2018 workshop segment, part 1 of a series of Equal Employment Opportunity (EEO) workshop segments. This segment will focus on data collection and analysis in support of a college's or district's EEO program.

Why Diversity Matters

- Identify equity gaps in faculty hiring

- Enrich instruction through faculty diversity

- Build student success

Who Should Attend?

Colleges are encouraged to send a cross-functional team composed of:

- Human Resources Managers
- Researchers
- EEO Committee Members
- Hiring Managers
- Administrators
- Department Chairs

Upcoming Workshops Fall 2018

Click the dates below to register for these one-day workshops.

September 5 - Fresno
September 11 - Riverside
September 19 - Irvine
September 24 - Sacramento
September 28 - San Jose

Program Costs: Registration fees are $75 per person. Colleges will be responsible for attendees' travel costs. Use of EEO funds is allowable and recommended to offset the cost of attendance.

El Camino College

College Council Minutes
Monday, July 16, 2018
1:30 – 2:30 p.m. Library 202

Members Present:
Sean Donnell, Rose Mahowald, Debbie Turano, Irene Graff, Dena Maloney, David McPatchell, Ann O'Brien, Virginia Rapp, Brian Fahnestock, Jane Miyashiro, Ross Miyashiro, Bishop

Absent: Chris Halligan, Erika Solorzano, Chinua Taylor-Pearce, Kristie Daniel-DiGregorio, Chris Jeffries

Agenda:

1. Approval of Minutes   Dena Maloney

    Minutes from the June 18, 2018 College Council meeting are approved.

2. Board Agenda Review   Dena Maloney

    PRESENTATIONS:

    Compton College Transition Presentation - Dr. Curry will provide the presentation at the Board meeting. Dr. Maloney gave an overview of the presentation to College Council on behalf of Dr. Curry.

    Slide 2: Monthly transition meetings started about a year ago. The committees have representation from both Compton College and El Camino College. Committees that have been established include Financial Aid, IT, Admission and Records, Academic Affairs, Student Services, Nursing (Nursing will require its own accreditation), Business Services, Police Services and Communications.

    Slide 3: Compton District Recovery Plan/Funding Request was granted last year for $11.3M. Some of the activities that are being done are being funded through this plan. The Fund Proposal does not include funding for the reestablishment of the Personnel commission. That will be re-established at a future date. It does provide for increasing IT staffing, an ERP System, rebranding of the college, IT equipment and maintenance/service contracts and the re-creation of a new Compton College police department. The old police department cannot be re-established. A **new** police department with POST (Police Officers Standards and Training) certification has to be created. The new police department will be under the most current POST standards.

    Slide 4: Dr. Curry worked with the Chancellor's office on the allocation process that provides an FTES protection time period. Typically, there tends to be a decline in FTES due to any transitions. The Hold Harmless period of five years will serve to preserve Compton College's funding during the transition. The major accomplishments over the past six months include the Board approval of the IT department staff and chief of police job descriptions, LACOE assistance in establishing a sub-fund for a recovery budget and the purchase and implementation of Ellucian Banner.

Slide 5: Details on the implementation of Ellucian Banner. This gives one the sense of the detailed level of planning that is associated with the implementation.

Slide 6: CCCD has transitioned to '@compton.edu' email address for administrators and staff. A transition webpage has been established with a countdown to the transition date, information on accreditation and agenda and minutes for the Transition meetings. People Soft from LACOE has been implemented for financial functions. The Transition Planning document has been updated and items cited are being implemented.

Slide 7: Immediate next steps are identified.

Side note: The countdown clock is set for June 7, 2019 at 11:59pm. The reason being that students are still in class on June 7 at El Camino. June 7 also has important historical significance over the years at Compton - Accreditation was awarded to Compton on June 7, 2017, the first commencement as Compton College was June 7, 2018. Very exciting times!

The second presentation is on the California Uniform Public Construction Cost Accounting Act (CUPCCAA), an alternative bidding procedure presented by Brian Fahnestock.

The college typically buys three items - goods and services, professional services, and construction projects. For goods and regular services, the bid limit is $90,000. We are not required to go through the competitive bid process. For professional services (lawyers, doctors, etc.) there is no bid limit.   For construction projects, the bid limit is $15,000. In the construction world, it is very easy to get to the $15,000 threshold. Any amount over $15,000 requires going through the competitive bidding process, which is expensive and time consuming. Some vendors chose not to bid because the process takes many steps and a lot of time. Those that do engage in the process tend to be larger companies and charge more. The real benefit of CUPCCAA is that it changes the bid limits.

- Projects Less than $45,000; contract without bidding/proposal process
- Projects Between $45,000 and $175,000; informal bidding procedures from a pre-vetted set of vendors
- Projects Greater than $175,000; Use typical formal bidding procedures

We would be more efficient with our work, get things repaired faster and spend time doing projects and not bidding. This act has been around for 30-40 years and many community colleges, cities and counties have adopted it.

The problems we are trying to solve involve minor maintenance or construction projects that exceeds $15,000. For example, the Children's Center needed three rooftop heat pumps. It cost about $25,000. We advertised it for a month to get detailed specifications and the vendor awarded the bid took six weeks to get the pumps. For almost three months the Children's' Center did not have any heat. Under CUPCCAA, being in Los Angeles, a large market, we could have had someone replace it in a day rather than 8 weeks.

CONSENT AGENDA.

AA - Virginia Rapp and Dr. Maloney reviewed the Consent items for Academic Affairs. There is nothing out of the ordinary.

- 2 Amendments to CCAP agreements between ECC and Centinela Valley Union High School District and Inglewood Unified School Districts for summer school classes.
- A partnership with West Coast University to provide public health nursing services at the El Camino Student Health Center utilizing West Coast University upper division nursing students.
- Second reading and adoption of Board Policy 4226 - Multiple & Overlapping Enrollments.
- Proposed curriculum changes for 2019-20

SS- Ross Miyashiro provided a brief overview of the Consent items for Student Service. The Student Services Consent agenda items are straightforward. It does include the recommendation that the Board accept the results of the 2018 Scorecard that was presented by Irene Graff at the June 18, 2018 College Council meeting and Board or Trustees meeting.

AS- Brian Fahnestock noted the Administrative Services Consent items were self-explanatory.

Measure E - Brian Fahnestock highlighted the following:

- The Change order for the Administrative building is a deducted change order. We have $70,000 left in that project so we are deducting it from the vendor's contract and later closed the contract.
- Change order from AMG is for electrical work that we requested.
- Change order to accommodate and meet current operation requirements and request minor revisions to DSA approved documents for the Administration Building.
- Extension for the DLR group contract for the Student Services building.
- The Debt Issuance policy is important because we are going to sell the next series of Bonds. Brian and Dr. Maloney travelled to San Francisco to meet Moody's and Standard and Poors last Tuesday. When you sell Bonds, you have to meet with the ratings agencies so they can establish a credit rating on the College and the Bonds. One of the new requirements to issue Bonds is that you have a Debt Issuance policy. Getting this policy approved is important because in August we are going to sell those Bonds.

HR

Jane highlighted the following consent agenda items. The rest of the items are standard.

- James Marteney contract. James Marteney is a consultant that we've hired in the past for the online teaching certification. This is a scaled back contract. He will only teach two courses rather than four. The new Distance Ed coordinators will provide a combination course in addition to Marteney's course.
- Joe Darrin is a consultant that we will contract for the next phase, a deeper dive, of *Strengthsfinders* for our management-training workshop.
- Center for Organizational Responsibility and Advancement will provide two extraordinary and profound presenters. Dr. Luke Wood and Dr. Frank Harris. They will provide workshops and keynote speaking for Professional Development day.

- Updated job description for Publications Supervisor. This job description hasn't been revised for 10 years and needed updating given new technology.

Dr. Maloney gave a quick overview of the P/B Consent items. Many of these are routine agreements for training through the Community Advancement division. There are also a couple of contracts for marketing and public relations, the President's travel for the coming year and Board policies for second reading and approval.

ACTION ITEMS

Academic Affairs

- There is a large agreement with LA County and the paramedic-training program. We collaborate with the County to offer this program. We split the revenues because their personnel do most of the training. We get 40% of the FTES and they get 60%. We will have to speak to them about the new funding formula and how that will work in the future.

Administrative Services

- We have a 5 year construction program plan. This plan is developed every year and submitted to the Chancellor's Office. The projects that will be under construction or in development during the next five years are available to review.
- We have the final project proposal for the Music center replacement. This project is going to be estimated at $43M and it qualifies and scores very well for state fund matching to our local Bond. We are submitting a final project proposal in hopes that we will get on the list to be funded at $20M or so. We will know the results sometime next year.
- Next is the Resolution to issue the Bonds with appropriate attachments. We are asking the Board to pass the resolution. It is a required part of the process in order for us to issue $50M worth of Bonds in August.
- There is a change order for Tilden Coil for the Pool and Classroom Building project that will be funded out of fund 41 rather than Measure E. The sand that was initially installed for the volleyball courts was creating dust and not ideal for the players. More research indicated that the sand needed to be reevaluated and replaced. This was done at the cost of $225,000 coming out of the Capital Outlay fund 41. Some of the old sand was sold back and some will be used for the Pool building. 12 inches of sand was removed and a much better quality of sand was installed.
- Finally, there is the proposed service contract with Compass Energy Solutions. This is something we brought forward last month to evaluate the opportunities for energy management, saving solutions and work with the company to identify those.

Measure E

- An outdoor parking structure to park and charge electric carts was added to the East side of the Student Services building at the cost of $330,000.
- AMG Lot E & Lot F are submitting a Notice of Completion for the job.
- Administrative building demolition is completed.

President/Board

- There is the ETP contract with Custom Corporate Communications to utilize our contract to provide training.
- Lease agreement for new copiers and equipment in the copy center through an existing arrangement with Xerox.

INFORMATION ITEMS

- FTES Goals to Actual Report, which reflects our analysis of the new funding formula. It is determined that it would be in our best interest to borrow the maximum FTES from summer this year to leverage the "hold harmless" for the next three years.
- Notice of a hearing for the Police officers negotiations from the District's side for next month
- Finally, the AB288 -Dual Enrollment agreement updates and some Board policies.

That concludes the Board Agenda review if there are no further questions.

3. Policy Review   All
   We have four APs ready for review. APs 4237 and 4235 went through Academic Senate and Dean's Council. AP 2100 is new. AP 6750 is an update of what was previously presented to College Council.
   a. AP 6750 - Parking (AS)
   b. AP 2110 - Vacancies on the Board (P/B)
   c. AP 4237 - Credit for Military Service (AA)
   d. AP 4235 - Credit By Examination (AA)

   After meaningful discussion, questions, clarification and edits, College Council decided that it was appropriate for APs to go before the Board of Trustees, August 20, 2018

4. Strategic Initiative C report   Irene Graff   (attachment)

   One of our goals last year for College Council was to get a progress report on Strategic Initiative C. This living document is an attempt to provide that information. Your feedback is appreciated. After three years, these results serve as a mid-term report for our progress. Communication and collaboration on campus are the objectives. We added 5 objectives four years ago.

   - Development of an employee recognition plan.   This is still in the works and spearheaded by VP, Jane Miyashiro. A list of events is listed on page 2 with a correction - New Tenured Faculty is in the Spring. Faculty **introductions** are in the fall.
   - Conduct an annual review of making decisions and all of the best practices noted there – 5 out of 6 committees participated. The Calendar committee meets so rarely and has such a narrow focus that it does not really make sense that they go through that whole process. A Comprehensive Governance review is slated for this fall.
   - Strengthened collaboration campus wide – Any example that the Council members would like to share are welcomed and encouraged. Please bring them forward. (i.e. Branding/Bridging Study Task Force, Warrior Pantry, Flow Water, Metro Pass). We would like the list to be as comprehensive as possible. The current list of examples is on page 3.

- Improve publication of broad input. Good progress has been made in this area. We developed a comprehensive Master Plan where we acknowledge all the participants in the entire process. This was a major endeavor. We have the Planning Summit where we produce a report every year. This means information is being disseminated - Town Hall meetings, Open forums such as Brian's ADA open forum, food service selection etc.
- This initiative was added to the purpose statement of each collegial consultation meeting. It is on their website or on the agenda at every meeting for all six collegial consultation committees.

5. College Council Evaluation report. Nine responses were received. This is typical. Irene provided an overview of the results. (The Evaluation is attached)
   - A few observations:
     - Question 2 Item E – dispensing campus-wide decisions to constituents still needs improvement. A systemization process should be developed.
     - Question 2 Item F - An orientation is available as a handout and on the College Council website but perhaps, when we have a new member, we can be more proactive and host a quick in-meeting orientation.
     - Question 6 – Meeting goals – We did very well. Goal #4 was the only goal that had ambivalent responses. Perhaps more engaged discussions on an equity–minded culture needs to be flagged for dedicated discussion in the future.
   - During the Governance review plan, items from the self-evaluation that will be addressed are
     - Strengthening the process of fulfilling the committee's purpose statement and actualizing the Strategic Initiative C.
     - Providing a broader base of communication, marketing and advertising.

Questions: Is the student population at large aware of College Council or other collegial consultation committees? It seems like it is only known by ASO officers.

This is a good question. The answer may be, who has that responsibility? It might be through ASO communications to disseminate major things being discussed in committee. College Council relies on the student representatives to share the information with their constituents. Every member of College Council represents a stakeholder group at the college. Maybe there is more that can be done. This is an important committee. It is really focused on college-wide initiatives and gives an opportunity to provide input on things that matter. We should look at that next year – especially when we do our Governance review. We are starting a bigger project in looking at how well does our governance work for the college. Students are an important stakeholder group in that. We could probably form some questions on the survey that deals with that.

Adjournment   All

Fall 2018 SLO Training Schedule:

El Camino College

Student Learning Outcomes

Entering Spring 2018 Assessments: working workshop.

Thursday, September 6, 1:00-2:00PM

All Spring 2018 reports should be entered into Nuventive (formerly TracDat) by

Friday, September 14!

All trainings will be in the Library West Basement (ECC Campus).

To register for a training log into: http://elcamino.flexreporter.com
Any questions, please contact
Russell Serr (rserr@elcamino.edu) or
Kevin Degnan (kdegnan@elcamino.edu)

Rationale Behind Overhauling ECC Computer and Network Use Policies

As part of its annual student aid compliance audits, the U.S. Department of Education has begun requiring colleges to produce evidence of compliance with the Federal Information Security Modernization Act of 2014, also known as the Gramm-Leach-Bliley Act, or GLBA. GLBA is a consumer protection reform that controls how financial institutions handle the private information of individuals.

The law requires colleges to protect student financial aid records and information by following recommendations set out in NIST 800-171, a publication of the National Institute of Standards and Technology. The document specifies how institutions should set up their information systems and policies in order to ensure the long-term security of financial data.

The current ECC Board and Administrative Policies are not only outdated (with regards to addressing newer technologies like social media, etc.), they are also out of compliance with the GLBA (FISMA), NIST 800-171, and new GDPR data security policies (which we also have to comply with due to the International Students currently attending ECC).

The crux of the GLBA (FISMA) and NIST 800-171 info security guidelines are as follows:

GLBA (FISMA) –

- Develop, implement, and maintain a written information security program;

- Designate the employee(s) responsible for coordinating the information security program;

- Identify and assess risks to customer information;

- Design and implement an information safeguards program;

- Select appropriate service providers that are capable of maintaining appropriate safeguards; and

- Periodically evaluate and update their security program.

NIST 800-171 –

- Limit information system access to authorized users (Access Control Requirements);

- Ensure that system users are properly trained (Awareness and Training Requirements);

- Create information system audit records (Audit and Accountability Requirements);

- Establish baseline configurations and inventories of systems (Configuration Management Requirements);

- Identify and authenticate users appropriately (Identification and Authentication Requirements);

- Establish incident-handling capability (Incident Response Requirements);

- Perform appropriate maintenance on information systems (Maintenance Requirements);

- Protect media, both paper and digital, containing sensitive information (Media Protection Requirements);

- Screen individuals prior to authorizing access (Personnel Security Requirements);

- Limit physical access to systems (Physical Protection Requirements);

- Conduct risk assessments (Risk Assessment Requirements);

- Assess security controls periodically and implement action plans (Security Assessment Requirements);

- Monitor, control, and protect organizational communications (System and Communications Protection Requirements); and

- Identify, report, and correct information flaws in a timely manner (System and Information Integrity Requirement).