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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.



Academic Senate of El Camino College 2018-19

September 18, 2018

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

Office location: Schauerman Library, Room 273

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

Fine Arts

Ali Ahmadpour 18/19
D. Crossman/Joseph Evans 18/19
Joe Hardesty 20/21
Russell McMillin 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

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

Health Sciences & Athletics/Nursing

Andy Al Villar^{*R} 19/20
Traci Granger 19/20
Yuko Kawasaki 18/19
Colleen McFaul 20/21
Russell Serr 20/21

Natural Sciences

Sara Di Fiori^{*R} 18/19
Darcie McClelland 19/20
Troy Moore 18/19
Shanna Potter 19/20
Anne Valle 18/19

Business

Kurt Hull 18/19
Phillip Lau^{*R} 18/19
Josh Troesh 18/19

Humanities

Sean Donnell 18/19
Ashley Gallagher 18/19
Pete Marcoux^{*} 18/19
Anna Mavromati 18/19
Christina Nagao^R 18/19

Academic Affairs & Student Services

Jean Shankweiler
Ross Miyashiro
Linda Clowers

Compton College

Amber Gillis 18/19
Jesse Mills^R 18/19

Associated Students Organization

Wiley Wilson

Counseling

Seranda Bray 20/21
Anna Brochet^{*R} 18/19
Rocio Diaz 19/20

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

President/ Superintendent

Dena Maloney

Division Personnel

David Gonzales

Ex-officio positions

Chris Jeffries ECCFT

Carolee Vakil-Jessop ECCFT

Library Learning Resources

Analu Josephides 18/19
Mary McMillan 18/19
Claudia Striepe^{*R} 18/19

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 separate 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. Fall meetings: 9/27, 10/25, 11/29. Times and location TBA.

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. Faculty Co-Chair: C. Striepe. Standards Co-Chairs: R. Serr, C. Herzig, J. Troesh, M. Kline.

Board of Trustees. Chair: John Vargas. Senate Rep: K. Daniel-DiGregorio. 3rd Mondays, 4 pm, Alondra.

Calendar. Chair: Ross Miyashiro. 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. Steering Committee: C. Jimenez, C. Mosqueda, J. Pon-Ishikawa, J. Simon, C. Wells. 1st & 3rd Wed, 2-3 DE 166.

Integrated Plan Implementation. Chair: J. Shankweiler/R. Miyashiro. Senate Reps: J. Annick, L. Kjeseth, A. O’Campo.

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.

ACADEMIC SENATE ATTENDANCE

Adjunct (1 Year)

- Josh Casper
- Karl Striepe

Behavioral & Social Sciences

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

Business

- Kurt Hull
- Phillip Lau
- Josh Troesh

Compton College

- Amber Gillis
- Jesse Mills

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- Seranda Bray
- Anna Brochet
- Rocio Diaz

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- Joseph Evans
- Joe Hardesty
- Russell McMillin
- Chris Wells

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- Traci Granger
- Yuko Kawasaki
- Colleen McFaul
- Russell Serr

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- Ashley Gallagher
- Pete Marcoux
- Anna Mavromati
- Christina Nagao

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

Library Learning Resources

- Analou Josephides
- Mary McMillan
- Claudia Striepe

Mathematical Sciences

- Dominic Fanelli
- Lars Kjeseth
- Le Gui
- 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.

- Wiley Wilson

ECC Federation

- Carolee Vakil-Jessop

Curriculum Chair

- Janet Young

Institutional Research

- Carolyn Pineda

Dean's Reps/Guests/Other Officers:

-
-
-

Excused: J. Young, R. McMillin

ACADEMIC SENATE MINUTES

September 4, 2018

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 first Academic Senate meeting of the fall 2018 semester to order on September 4, 2018 at 12:30 p.m.

KDD: As we call to order, this is a great opportunity to welcome our division personnel. Our representative for today's meeting is Linda Clowers, Associate Dean of Academic Affairs. She is going to introduce herself and tell us a little bit about herself. L. Clowers: As I am looking around, most of you do know me and I will try not to bore you. I will try to keep this short and then share something about me that few of you know about. I am Linda Clowers, the Associate Dean of Academic Affairs. In that capacity I largely focus on our learning assessments; our SLO's, PLO's, and ILO's, working closely with Russell Serr. Also on Program Review, having another opportunity to work with Russell. Those are most of the places where you would interact with me. I am also involved with the ECC Connect.

As far as my background, I have been here just shy of 3 years. Prior to that, my experience in community colleges was at West LA as a Curriculum Dean. I also did a brief stint as a CTE Dean while they looked for a full time person. Interesting stuff about me: I like to do the karaoke circuit (laughter at this point). I do admit that shamelessly. I do have signature tunes if you are interested and want to know what they are. KDD: We heard at flex day that Lars likes to sing, maybe you could do a duet. (More laughter) L. Kjeseth: I only know one line. L. Clowers: That is probably one of the more interesting things about me. My first favorite boy band was Menudo. Starting with the 1984 version, all the way through. R. Miyashiro: What is your go-to song? L. Clowers: You have to invite me out for karaoke if you want to know. I do have a couple of them. "I will survive" and I like to do "Proud Mary," complete with the dance moves. I will answer one question you may have about me. KDD: Where did you go to school? L. Clowers: Undergraduate, sorry all of you out there, "GO BRUINS!" (Catcalls and laughter) I also got my Masters and Doctoral degree at UC Santa Barbara in Counseling Psychology. I have done some practicum experience in each of those areas. Don't worry, I'm not trying to diagnose you when I talk to you. I look forward to working with you all. KDD: Thank you Linda and welcome.

B. APPROVAL OF MINUTES

KDD: You have lots of materials at your table. Look at the meeting packet and that one has the agenda on the front. This is our opportunity to gather your feedback or corrections about the minutes. See pages 5-15 of the packet for minutes from the June 5th meeting. I am looking for a motion to approve these. P. Marcoux moved, S. Bray seconded, all approved of the minutes as presented.

C. OFFICER REPORTS

a. President – Kristie Daniel-DiGregorio (pgs. 16-26)

Now I am looking for another motion to change the order and skip to items "F & G." Then we will resume with our regular agenda. L. Kjeseth moved, C. Striepe seconded. All were in favor.

F. NEW BUSINESS

Senate Goals: Review 2017-18 Progress, 1st Reading of 2018-19 Goals – Executive Board

KDD: The new business includes senate goals. You have a handout for this separate from the meeting packet. I would like to hit a few highlights from last year. What we have for our goals is three overarching goals. The first is for us to fulfil our purview, our 10+1, which we are going to talk more about later. You can see from the progress report that there is strong evidence that we had a really productive year last year. Please chime in if you think of something that we have overlooked on the progress report. This will be included in the packet for the next meeting.

Primary for the senate is really providing leadership in our purview. The senate serves the college well in our efforts to keep the ed policies moving along, thanks to Darcie and the Ed Policies Committee and all of you. Our progress this year

included initiatives like the faculty-led effort to develop and revise the online training certification and waiver process. That went through DEAC, thanks to Renee Galbavy our DE Liaison. Also we had a look at the Horticulture Program and approved the discontinuance of that program by spring 2021.

Items 2-4 are really about our representation and how important it is to have faculty at the table for decision-making on our campus. This is an ongoing process, so if you are asked to serve, please do consider serving. Or help us find someone who is able to represent and serve.

The faculty handbook is among our goals, it is in progress. It deals with dynamic information that is quite broad. What we would like to do this year is take it back to the FDC and get their input in how to best develop a tool that won't be outdated as soon as it is printed or posted. More details to come.

Thanks to the Faculty Development Committee, we have our streamlined, user-friendly flex matrix. As Stacey put it, we are taking a "fresh, new approach to flex on our campus." This was approved last year and you will hear more about it this year. We will be rolling that out along with a new software program.

A task force worked on the faculty evaluation forms last year. We do have the forms ready for consultation. You will see those starting this semester. The consultation begins with the Council of Deans at their September meeting.

We should be really proud of the progress we made on minimum qualifications and AP 7211. We made a lot of progress there and we certainly didn't do it alone. We worked in concert with the Federation, Human Resources, and Jean and her team. We tried to codify these very important documents related to min quals and equivalencies. You will also hear more about that when we look at goals for this year.

Finally under our first goal is our ongoing presentations. This is a chance for us to have ongoing presentations from and collaboration with the Federation. We are very fortunate to have a good, strong partnership with our colleagues there.

Our second goal relates to strengthening faculty involvement in the activities of the academic senate. The senate orientation is our topic for today and we will get to that in a while. We hear from our senators, especially new ones, how much they appreciate being "plugged in" through the senate and learning about what is happening on our campus and state and how they can contribute. Faculty outside the senate thank us for getting information out to them. Thank you to those of you who are our reporters for your division.

The FDC continues to be a vehicle connecting with faculty across campus. They have more than 60 events that they either sponsor or co-sponsor each year. Bravo to that team!

The third measure under goal B is looking at ways to engage senators in the work of the senate. It was interesting to go back and see that we had increased from 3 attendees at 2 state-wide events to 5 attendees at 4 events last year. We are trying to pull more people in and give them the opportunity to attend state-wide plenaries and institutes.

Thanks to Stacey working with Jean and Dr. Maloney's office on our tenure reception. That was a great success again this year. The other piece of that goal was that we recognize people who made it onto the rehire list. This is a new initiative as you know and it is in response to state laws. One of the things we are learning is that there are privacy issues associated with this and that this is more sensitive than the list of faculty who achieve tenure. For that reason, we have decided not to publish the rehire list.

The third goal is to support our institutional effectiveness goal to be sure that our students are obtaining educational success and achieving their academic goals. Supporting Compton is a huge part of that. Certainly our Compton colleagues are doing the heavy lifting as they work to complete the accreditation process. We want to do whatever we can to support them. We want to stay in regular contact, help them as they meet the ACCJC requirements and give them a chance to provide updates about what is happening at Compton.

Measure two is focused on raising awareness and involvement in state-wide initiatives. There are a number of opportunities for people to be involved and informed.

Our third measure is to support enrollment management initiatives. Thank you to all of you who are participating this semester in the “Ask Me” button campaign. 1,000 buttons were distributed last year, another 600 this year. We are getting close to saturating our campus. We also want to shout out to our counseling colleagues and senators for their collaboration. Counselors provided information that the senate distributed to all faculty, helping students monitor the registration deadlines and asking faculty to help become an important channel for information. Those announcements in class can make a huge difference in our students continuing their education.

I know I have left off certificates, where people achieve a higher rank. We will figure out where that fits. We also need to revise our constitution, but that is for our goals this year. Have I left off anything from our progress from last year? If you think of something, please pass it on to me. I will be passing this on to the Board of Trustees tonight.

Let’s shift to the last page of that handout. These are proposed goals for 2018-2019. This is our first reading and this is your chance to ask questions. Mull these over and get feedback to me before the next meeting. We welcome your input and ideas. Our purview really doesn’t change, but the measures and the specific actions we take each year may adjust. The first is to ensure full faculty involvement in decision-making related to academic and professional matters. We will be continuing to provide leadership for the effective utilization of academic technology. You have heard Pete talk about how the ATC is really looking at their mission, we will be hearing more from him this semester. The implementation of the flex matrix and policies. We will also go through the consultation process for our revised faculty evaluation surveys and forms. Our goal is to go through consultation this semester and hopefully implement them in the spring. We want to develop a website where people can easily find information about minimum qualifications and equivalencies. We have done the hard work codifying that information and now we are working to make sure it is accessible.

Under B, strengthen faculty involvement in the activities of the Academic Senate. Orientation is a piece of that. Regular ongoing communication with all faculty. We encourage you to find ways to participate in activities of the senate. And continue our tenure recognition.

Under goal C, support the college’s institutional effectiveness goal that more students attain educational success and their academic goals. This is where updating the constitution comes in. We will have to take a look at our constitution to make sure those changes are in place to support our Compton colleagues. You heard at Professional Development Day that June 7th at 11:59 is the bewitching hour. We need to work on that this semester so it is in place in plenty of time. We are going to continue to foster awareness and encourage your involvement in statewide initiatives. Two will be central for us this semester; AB 705, and Guided Pathways. And continue to support our enrollment management initiatives. Any questions, comments or feedback on those proposed goals? You will see them again at the next meeting.

Pete had a suggestion under B number 5. To encourage senators to participate on the e-board. KDD: I don’t know which elections are up this year but we can check on that. P. Marcoux: It is just to show what each of the Vice President’s do. KDD: Are you envisioning something like shadowing? P. Marcoux: A good training phase is working on a committee. Great feedback, is there anything else? We will come back to this next time.

G. INFORMATION ITEMS –DISCUSSION

Collegial Consultation Committee Orientation: Academic Senate – Executive Board

KDD: Part of our charge is to have an orientation each fall. We have a couple of different components. Part of orienting ourselves to the new school year is making sure we know who’s in the room. We have new senators and this is a great chance to get to know some of your colleagues. Let’s start with introductions. All e-board members and senators introduced themselves, told us which department they are in, and how long they have served on the senate. There was some confusion from some of the senators as to how long they had served on the senate, (and a lot of laughter). KDD: Thanks to everyone who helped recruit our new senators. We rely on our senior senators for leadership. Thank you to our senators who agreed to another term.

KDD: You all have items at your table. The meeting packet, your membership card for the ASCCC, your “Ask Me” button raffle ticket and your handbooks. Get your handbook out and get your pencil. We are going to have a paired activity and some friendly competition for our orientation. Let’s have a quick look at the Table of Contents. It gives you an overview of the kind of information you are going to find in here. Please hang onto these because we are going to be

revising the constitution and some by-laws this year. Get a partner with someone close by. Use your handbook and take a couple of minutes to answer these questions about our senate, consultation, and campus.

KDD: Take a few minutes to look for your answers and make sure you and your partner are in agreement. (Senators were given several minutes to answer 7 questions). Using cell phones, one senator from each group was to log into Kahoot.it. Winning teams are not only accurate, but speedy; you get points for accuracy and speed. You have 20 seconds per each question. Watch the screen for your question, using your phone, and select your answer.

1. The senate purview encompasses how many areas? The correct answer is 11 (10 + 1)
2. Why does ECC have an Academic Senate? Which of the following empowers the ECC Senate? California State Government.
3. ECC's **Senate** and **faculty union** purviews are entirely separate and the two organizations work independently. False.
4. Each division has one senator per how many Full-Time Faculty Equivalents? 12
5. Most, but not all of BP's and AP's that fall into the Senate purview are in which series? 4000's: Academic Affairs
6. According to the document, Making Decisions at ECC, ECC's approach to the collegial consultation process emphasizes inclusiveness and communication. As a result, participants are expected to demonstrate which of the following? All of the above
7. Which of the following is NOT mentioned in ECC's Mission Statement? Educational technologies

KDD: Winners and second place finishers won a GRAND PRIZE! Winners of the "Ask Me" buttons raffle: Joe Hardesty, Sara Di Fiori, Carolyn Pineda, and Jean Shankweiler. Congratulations to all!

At the next meeting I will give you more of an orientation for our meeting packets, especially for those of you who are new. I'm turning things over to Carolyn Pineda.

Survey of Entering Student Engagement – Carolyn Pineda

C. Pineda: Thank you and good afternoon everyone. I'm not going to take too much of your time. I wanted to give the senate a heads up. This semester we are administering a Survey of Entering Student Engagement. It is a national survey that comes out of the University of Texas at Austin. We have been administering this survey every two years since Fall 2014. We are administering it again Fall 2018. It focuses on first-time students. In order to get first time students, we send UT a roster of developmental English and Math classes and transfer-level English and Math classes. They pull a sample for us. They sent us back a sample of 82 sections that will get the survey. Thirty-seven Math courses, and 45 English sections were selected. Professors who were selected were sent invitations a couple of weeks ago. We administer the surveys the 4th and 5th week of the semester. We send someone out from our office and administer the surveys. Thanks to Outreach and School Relations, a student ambassador will also be sent to help administer. We have seen an improvement in the past two years in the engagement benchmarks, and we would like to see that continue. It will be interesting now in fall of 2018 because there are questions about developmental placement and AB 705. Does anyone have any questions? KDD: This is a first go since we implemented the "Ask Me" button campaign. C. Pineda: Yes, this will be the first time we have surveyed since we implemented that program. That is why we have been doing this the last couple of years especially with our enhanced efforts for first time students through outreach and counseling. We have been trying so hard to engage our students, and that is why we have been surveying them on a regular basis. W. Wilson: Does this check the interest of students in class or their engagement in the college? C. Pineda: Both, this checks student's engagement in the classroom and their interest in school. We ask a variety of questions about counseling, education plans, financial aid, and educational achievements. There has been so much outreach, this helps to gauge if the efforts are working. We have seen an increase in student engagement overall between Fall 16 and Fall 18. We want to see if we are on the right track. S. Bray: Is the sample randomized? C. Pineda: Yes, and University of Texas takes a random sample.

C. OFFICER REPORTS

a. President – Kristie Daniel-DiGregorio (pgs. 16-26)

KDD: This brings us back to officer reports, continuing on to pages of 16-26. I've included some materials including the President's Report. Lots of things happen between senate meetings and we don't always have time to talk about it. That President's Report is to keep you abreast of news updates and resources. Page 18, we are implementing a number of software programs on campus and this list was shared with the Board of Trustees this summer. These are names of programs you are going to continue to hear about. The faculty position identification timeline has been established for this year. As you know, the senate and Dr. Shankweiler co-chair the committee that prioritizes the faculty positions. If your dean asks for help with this or if your department is asking for a new position, you may be invited to provide your input. The committee convenes and each division makes their pitch for their proposals, then the committee votes. It is a very democratic and transparent process for these faculty positions. It is how we determine how we rank and prioritize those faculty positions that we want to recommend to the Superintendent/President for advertising. We just want you to know about this timeline. A. Ahmadpour: What exactly determines your and Jeans vote? KDD: That's a great question. We just facilitate the committee, we do not vote. It is really up to the committee to vote. Each division has two representatives. The dean and one other representative. The divisions are equally represented in the voting. There is a lot of data and variables that are factored into the rankings. The data includes enrollment trends, whether the position is a replacement position and how long that position has been vacant, if the program is growing, among others. I think people are pretty fair, they don't just vote for their own proposals.

I am your representative for College Council and I have included the minutes in your packet. There are some key topics you are going to be hearing about this year. Our statewide initiatives AB 705 and Guided Pathways. ECC is going to be going through a Governance Review Process. We are going to be looking at the Making Decisions Document, we are going to see what is working and what we need to adjust. Then for our own accreditation, we are going to be determining what our Quality Focus Essay Topics are. These are the areas where we as an institution want to improve. Claudia, do you want to add? C. Striepe: No, we are going to be focusing on the Quality Focus Essay topic this semester. Then we will concentrate on writing so we can start editing. We will have a visitation in April from the Chancellors ACCJC rep. We will focus on writing this semester. KDD: Thank you for your leadership co-chairing our accreditation efforts, Claudia.

b. VP Compton College – Amber Gillis

Hi, I am Amber Gillis, I am the new Academic Senate President at Compton. I have been our accreditation faculty chair for a couple of years. We are going to be working on our mid-term report pretty soon. Our substantive change proposal was accepted and approved. We got the word last week and we will continue with the transition effort. We have been focused for the last couple of week on curriculum. Because we have been sharing curriculum with ECC for many years now, we had to decide if we were going to bring over classes that we were teaching with the partnership, or if we were going to redevelop our own curriculum. That would have to go through the articulation process. Everyone agreed that that would be pretty nightmarish. Currently, we are considering 733 courses that we are bringing over. We are bringing over 43 programs. We are much smaller than you guys. We have been having some debate on our campus which classes we would like to teach versus which classes we are able to offer and teach. Our enrollment is pretty low right now. We want to preserve some programs. There is a changing demographic for our college, and there are changing needs. That could include layoffs for faculty. We have to make sure for senate that we are bringing over courses that are complete programs. So we can ensure that programs survive and faculty are protected. There is overlap between senate and the union and that is our major focus right now. Right now there are probably 16 or 20 Board Policies and Administrative Procedures on my desk right now. We have to reinvent the wheel so to speak. We have many more BP's and AP's that we have to resurrect. Chris Gold is amazing and she has helped us a lot adopting and readopting. It has been intense. We are seeing some shifts toward CTE. A lot of welding and automotive, those areas seem to be growing. There is a big debate that has been going on for the last year or two. We want to do right for students but we also want to support faculty. That is my major update. KDD: Thank you, you are doing a great job at Compton.

c. Chair, Curriculum – Janet Young

Unable to attend.

d. VP Educational Policies –Darcie McClelland

D. McClelland: I worked over the summer closely with Jean Shankweiler trying to get organized with our BP's and AP's that need to get through before accreditation. We have a comprehensive list, so we are going to be looking at policies. KDD and I worked with several members of the administration. We are going to be looking at 7160 again very soon because we have more suggestions. That is Professional Development. The changes we made will streamline things.

e. VP Faculty Development – Stacey Allen

S. Allen: The FDC will be having our first meeting next Tuesday at 1:00 in the Library West Basement. I invite you to get involved. We revised the flex matrix last year. For a variety of reasons, we decided to hold off on implementing the matrix until spring. Then we will roll out Cornerstone, our new Flex Reporting software. It will be a smoother transition to make all those changes at once. One more reminder about the Faculty Book Club. They will be reading *Teaching Men of Color*. Unfortunately, they have chosen to meet on Tuesdays, and all four of those dates we will be meeting, so you aren't invited. I hope you share the information with your colleagues. An email will be going out in the next few days.

f. VP Finance – Josh Troesh

J. Troesh: Obviously the budget has been the big thing over the summer and that is our normal cycle. Our new VP of Finance here at the college is a much more open book and willing to share information publically than the previous administrators in the past. I'm saying that as nicely as possible. If anyone does decide to read the budget, there are some seemingly significant changes in the budget that are making things more transparent. There is a change in the funding formula. Every month we still have a big questions mark. We are borrowing enrollments from summer. We are trying to maximize our funding. As VP Fahnestock has noted that if we have figured this out, every community college has also figured this out. If every community college does what we are doing -- and there is no reason not to -- there is actually not enough money in the state. So we don't know exactly how the state is going to respond. They are sort of guessing at it. Basically, what we have currently been doing is putting a budget together based on no changes whatsoever. Not based on best case scenario. We will just learn as we go. We are not even sure the state knows what is going to happen."

KDD: Today before the BOT meeting, there is a "Budget Workshop." If you want to know more about the budget, I encourage you to attend. Then we will hear more from later in the year from Josh and Brian Fahnestock. C. Wells: Have we done any scenarios with the funding formula to give us ideas? J. Troesch: Broadly speaking, one of the good things is that although our enrollment is shrinking, our certificates and other things are going up. As far as how it is going to impact us, there have been lots of bodies statewide that have put out projections as to how it will impact all sorts of different schools. None of them agree, not just on the numbers. They can't agree who the winners and losers are. It is everyone guessing on their personal view. There won't be any solid numbers until we actually see something from the state. It may change how we view things. KDD: Brian is generally optimistic that it will be the same or better. Thank you, Josh, for your leadership there!

g. VP Academic Technology – Pete Marcoux

P. Marcoux: Yes, you have noticed network issues this week. Just to give you a little background, our student information system, Datatel, Colleague, that company merged with another company. They created Ellucian, which is a new company. I think the new program we have now is Banner. We have been using MacGyver techniques to update our software; paperclips, duct tape, and that kind of stuff. Now we are paying for those sins. We hired a CTO, (Chief Technology Officer), who used to work for Ellucian. So he has come in and now and made some really big changes. Think of it like a central nervous system for the college. It is integrated into everything throughout the school. It is very complex and they are making some big changes. That is why some things are working and some things are not. Please have some patience, they will work it out.

The Academic Technology Committee is getting a revamp. The money is going away; we got a lot of money for our partnership with Compton, over \$4 million. Pretty much in the past, if you asked for technology, software, or computers, you got it. That is going to change drastically. If your department or division uses a lot of technology, you definitely want to have some reps on the committee. This committee will determine how money is spent. This is changing and this committee is becoming very important. We are going to be meeting on three Thursdays and I don't have the dates. I will let everyone know.

We are going to be voting on the technology board policies. It is stuff that has to be done for accreditation.

h. VP Instructional Effectiveness/ALC/SLO's Update – R. Serr (pg. 27)

R. Serr: I am going to backtrack to fall 2017; we had some divisions that had 100% completion for SLO & PLO assessments: BSS, I&T, and Math. That is what we are striving for campus-wide. We are getting better semester by semester. Assessments from spring are due by Friday, September 14th. Thursday there is a workshop so bring your data and you'll be finished when you leave. Program Review drafts are due by this Friday. If you have a Program Review, your first draft is due Friday. It's not your final draft, it's your first. We have 15 Program Reviews to review and we have 14 weeks to do them. We are really busy, so please try to get your Program Review in on time.

KDD: We are skipping our Special Committee Reports.

E. UNFINISHED BUSINESS

Technology Use BP/AP's – 2nd Reading for Information – Pete Marcoux (pgs. 28-29)

P. Marcoux: On page 28 & 29, there is the rationale behind why we are making these changes. A lot of the reasons are industry-wide and government-wide. We don't have a ton of say in these. Art wanted to make sure that the faculty saw them, and he is our Chief Technology Officer. Kristie sent you a link in a zip file; there are about 10 of these policies. If you do have any suggestions, please let us know. This is going through all the other committees. This is the second reading. KDD: I need a motion to approve these for information. S. Donnell moved, S. Bray seconded. P. Marcoux: You know, we have a Security Officer, Paul Yoder. You might see emails from him. I have found him very helpful and interesting about some of our threats. He is "Mr. Doom & Gloom," the world is going to end. C. Wells: Obviously, there is a threat. Colleges have been hacked. P. Marcoux: Colleges have been attacked and they have paid ransom money. The big thing about these is FERPA and what you are doing with student information? Where are you storing that information? You have to think about that. Especially if you have three items of identification for a student, for example, name, student ID, and an email address. That is a red flag. That is what faculty have to be careful. KDD: We need some training on the implications on this. All in favor of endorsing these? All were in agreement!

H. FUTURE AGENDA ITEMS

ECCFT Update

Ed Policies: AP 4055 Academic Accommodations for Students with a Disability, AP 7160 Professional Development
Institutional Research and Planning: 2020 Strategic Planning, Governance Review Process, Climate Survey Results

Human Resources: Reviewsnap

Campus Police: Spring 2019 Active Shooter Drill

I. PUBLIC COMMENT

R. Diaz: We encourage you to tell your students about the TOP Expo in the East Dining Room.

KDD: Thank you and see you in a couple of weeks!

J. ADJOURN

The meeting adjourned at 2:00 pm

TG/ECC Fall 2018



El Camino College

College Council Minutes

Monday, August 20, 2018

1:30 – 2:30 p.m. Library 202

Members Present: Kristie Daniel-DiGregorio, Rose Mahowald, Dena Maloney, David McPatchell, Brian Fahnestock, Irene Graff, Chris Jeffries, Jane Miyashiro, Ross Miyashiro, Jean Shankweiler, Marc Stevens, Office of Communications & Marketing, Debbie Turano, Acting Student Representative/Marilyn Valdez

Members Absent: Amber Gillis, Jesse Mills, Erika Solorzano, Ann O’Brien, Chinua Taylor-Pearce

- 1. Welcome/Approval of Minutes Dena Maloney

Minutes of the July 16, 2018 meeting are approved

- 2. Board Review Dena Maloney

Dr. Maloney confirmed that Council members had the chance to review the Board agenda for August 20, 2018. She provided an opportunity for any questions or comments about the Board agenda.

<https://www.boarddocs.com/ca/ecccd/Board.nsf/Public>

Clarification for Consent item 7.7 was requested. Dr. Maloney explained that California Community Colleges use TOP codes for our programs' titles and descriptions. These TOP codes need to accurately match CIP codes from the Department of Education. It is problematic if the codes are not aligned. El Camino would not receive any credit for our degrees and certificates. The contracted individual is from the Center of Excellence and very knowledgeable. Contracting this individual is more efficient than having an ECC staff member investigating the codes.

Confirmation of the cost for the Sign Language Company contract (Consent item 7.10) was also requested. The cost was confirmed. There is a large demand of sign language interpretation on campus. This contract will help bridge the gap between our part-time interpreters and the growing demand.

There were no other questions or comments.

Dr. Maloney continued with the overview of the Agenda.

The Presentation is on AB 705. Debra Breckheimer and Jackie Sims will give the presentation at the Board meeting.

The items on the Consent Calendar are routine and straightforward. There is one correction on item 7.23 - Notice of Public Hearing - 2018-2019 Budget, on September 4. The agenda item indicates the Public Hearing will take place during the Budget Workshop at 3:00pm. The hearing will actually take place during the Regular Board meeting. Closed Session begins at 4:00pm and Open Session begins at 5:00pm. The Budget Workshop is an open meeting of the Board and everyone is invited to attend.

There are two contracts with the county to be approved in the Action Agenda. Also in the Action agenda is the furniture order for the Student Services building, the apprenticeship grant from the Chancellor's office and an agreement with the SBWIB.

The Board of Trustees evaluation is in the Future Action Items/General Information section.

Finally, there is an Administrative procedure presented as an information item.

3. Collegial Consultation Chair Report & Update on SI-C for 2019-20 Strategic Plan Irene Graff
(Attachments)

Irene reiterated that the six Collegial Consultation committees are guided by *The Making Decisions Document*. The Document includes four best practices, among many other things, in terms of representation. The practices are:

- To provide an orientation to new committee members
- To review the committees' purpose annually and set goals
- Conduct a self-evaluation
- Review *Making Decisions*

It will be different moving forward because we are set to perform the Comprehensive Governance Process review this fall. The above processes will fold into the review. This is an annual review.

Table 1 in the handout illustrates how well we are doing. College Council and Academic Senate are doing exceptionally well. PBC has previously been very consistent in achieving best practices. There was a transition in leadership and the reporting fell through the cracks. Another thought may be that some committees work on their goals for a year and report out the following year in the Fall.

All six collegial consultation are visible on the ECC website and utilize the same template. This makes accessing the information for all the committees very easy.

Page two of the handout contain links to the evidence of the report. A correction for the Calendar Committee will need to be made. Dr. Shankweiler indicated that the Calendar committee did meet in 2017-18. Reporting on the Strategic Initiative C is also found on page two.

The Strategic Initiative C Evaluation was updated with the feedback from the report that was presented at the last meeting. Number three on page 3 contains the feedback from students on the activities that students participated in collaboration with administrators. Page 3 is a living document that will be updated as needed. It is suggested that the Dreamers Task Force be added. It is a collaboration of faculty and students.

Please email Irene if you have any other suggestions or comments.

4. New College Council Procedures

Dena Maloney

A student last month mentioned that the student body at large might not know what this committee does or how important it is. What can we do to build more awareness? Each of you represent a constituent group and share your information. Dr. Maloney suggested that we send an email to the campus community when we post our agenda on the website and provide a hyperlink. We can do the same when we post the approved minutes. This will improve visibility and awareness. We all realize we receive numerous emails and people may not pay much attention. Nevertheless, it is another way of making the campus aware of our activities and purpose. College Council is an open meeting and if people are interested, they can chose to participate. It is suggested that only one email be sent out that will include the current agenda and the minutes from the previous meeting. The approved minutes will be from two meetings past. Council agrees that this is a great idea. It is suggested that language encourages the community to look at the agenda to identify their representative. Another good idea!

5. AP 2431 Superintendent/President Selection Process

Dena Maloney

AP 2341 - Superintendent/President Selection. A lot of work was done on AP 2431. We spent meaningful discussions of who can participate in the first level interview, how these individuals are selected and who do they represent. It was great work and very thorough. However, Dr. Maloney feels we are missing input from one key stakeholder group - the Board of Trustees.

She spoke to the Board about this AP during the Board Planning Workshop. On the Board's Self-evaluation, one Board member indicated "Unsatisfactory"; we did not accomplish the goal of creating an AP for the selection of a Superintendent/President. There were many years where the Board did not have to go through this process. Many colleges hire CEOs every five years or so. Institutional selection practices are already in place at those colleges. ECC did not have that. For some Board members, it was the first time they went through this process. It is very important to the Board that they have the opportunity to provide input to the process in the event a new Superintendent/President needs to be selected. Dr. Maloney has requested two Board members (any more than two members constitutes a meeting of the Board) to volunteer to review what Council has developed and provide any input they would like to the process. The AP will be brought back to College Council for consultation. Typically, the Board does not weigh in on Procedures. In this case, they are the key stakeholder group. The CEO is the only person they hire.

AP 2341 has not been submitted to the Board as an information item. It has been worked on extensively in College Council but has not been placed on the agenda.

6. 2018-19 Adopted Budget Overview

Brian Fahnestock

Brian Fahnestock went over the Adopted budget.

<http://www.elcamino.edu/administration/president/psc/>

The overview began with the disclaimer that the Adopted budget is still being fine-tuned. It is the same format as before. The numbers are close but a new letter still needs to be written. The budget assumptions have changes from the tentative budget.

Originally, the tentative budget included last year's funded amount plus COLA. The new funding formula gives us a little bit more money. We borrowed ~1300 FTES at the end of the year. That amount

has not been added to the budget. We are uncertain how much funding we will actually get from the higher FTES. It amounts to \$4M extra if we get the entire distribution. Realistically, we will not receive all the funding. The amount that is actually received will be the amount we receive for the next three years. Dr. Maloney reiterated the Hold Harmless parameters.

In the Tentative budget, there was a \$2M deficit. The Adopted budget was built assuming we would NOT receive the extra funding from borrowing summer FTES. The budget is based on what we actually earned and what we believe we will receive this year and COLA. The budget also includes the special allocation for the Compton partnership which will end at the completion of the partnership in June 2019. The other funds are pretty much unchanged from the Tentative budget.

Page 20 and 21 are the important pages - Changes from Estimated Actuals to Unaudited Actual. This illustrates the difference between the tentative budget and the final budget. There are many changes.

A budget website is currently in the testing phase. You will eventually be able to access the budget details and create spreadsheets for your Division.

There is a very short period of time between the Board meeting tonight and the next Board meeting on September 4. Items will be due soon. There will be a Budget Workshop on September 4 at 3:00pm. A Hearing will take place during the Regular Board meeting and the Board will vote on the budget.

The next College Council meeting is Tuesday September 4. The things we need to accomplish that day is:

1. Board Review
2. I will orient new College Council members offline and not use meeting time for that.
3. Brief discussion on the 2018-19 Budget prior to the Budget Workshop that day.
4. Establishing the 2018-19 College Council goals is important, as well as the presentation of the Climate Survey that was completed last year. Irene has a whole plan for rolling out the Climate Survey information. College Council will be one of the first groups to get a briefing on the results.

A handout with the goals to consider for next year was distributed. There are too many goals on the lists but these are items that have been on our radar and things we want to consider. We will have to narrow it down. Dr. Maloney reviewed the topics. (Attached)

The Policy Days review process will continue in Fall 2018. Dr. Maloney would like the policies and procedures to be more accessible, searchable, easier to find. The current format on the ECC Website is clunky and not searchable. A demonstration of the policies posted on BoardDocs was shown to College Council. The search function and organization of the policies mirrors that of the CCCLC templates on BoardDocs. This is something College Council should consider.

There are many topics presented and it is not possible to do everything but it is a good start to "prime the pump" to what our goals should be. Our goals should inform the agendas we set each month. We should be talking about, discussing and reviewing progress made on our goals. Additional ideas are welcome. Any new ideas can be emailed to Dr. Maloney.

A question regarding utilizing task forces as part of this group or a subset group to cover the proposed topics in tandem was asked. Dr. Maloney clarified that College Council itself may not doing the all the work on the topics listed. We would be receiving reports, presentations, tracking, reporting back to our constituencies and at the appropriate time endorsing or moving forward recommendations. The reviewing of the Policies is a good example of breaking into group to complete a seemingly impossible task.

Regarding Policy review, a couple of members of Council indicated that the process of how a policy/procedure is brought to College Council varies from each VPs division and perhaps a map of the process would be helpful - a Policy Development Map. That fits in with the Governance Review as well. A tracking process would also would be useful.

Should we have a goal for Accreditation? Do we want to review the document? In terms of some of the suggested topics, should that be informing what we select for the Quality Focused Essay? Selecting the QFE topic is on the accreditation timeline for fall 2018.

Are any of the suggested topics so mundane or not a priority and can be eliminated? Yes, the first one. It is suggested to wait two years and perform a combination evaluation. Another suggestion is to group discussion together - EEO, Guided Pathways, etc. That is currently College Council goal #6.

Concerning bullet point #2, the word choice "Lead" implies that College Council is developing the Governance process. A better word choice might be "oversee" or "evaluate" the work of creating the Governance Evaluation. After discussion, both Irene Graff and Dr. Maloney feel that College Council is the Lead on this important effort.

Should College Council own the Climate Survey? Is there a Climate Survey Working Group that created the survey? Maybe this can work in tandem with the Strategic Plan.

We agreed to continue to think about this and bring it back the next time at the next meeting.

7. Adjournment

All

Future Meeting Dates: 1:30 p.m. in Lib. 202

D. Maloney

Reminder only

- a. Tuesday, Sep 4, 2018 (Board Day), 2018-19 Budget, Establish 2018-19 College Council Goals
- b. Monday, Sep 17, 2018
- c. Monday, October 1, 2018
- d. Monday, October 15 (Board Day)

2017/18 College Council Goals

- 1) Conduct an annual evaluation of college-wide progress on Strategic Initiative C.
- 2) Implement the timeline for the development and completion of legally required policies.
- 3) Participate in regular updates regarding El Camino College and Compton College transition planning.
- 4) Provide input and engage in discussion regarding the development of an equity-minded culture at El Camino College.
- 5) Review and share data received as part of the community and college perceptions study, which will inform the development of the next Strategic Plan.
- 6) Review and endorse college-wide plans such as the Guided Pathways Plan, the Integration Plan for BSI/SSSP/SEP, Enrollment Management Plan, and other plans.



Inter-Office Memorandum Curriculum Office

Date: July 24, 2018
To: Division Deans, Associate Deans, and Curriculum Committee Members
From: Curriculum Office – Lavonné Plum and Janet Young
Subject: **Curriculum Submission Changes for Fall 2018**

As you know, the College is transitioning to new Catalog (**Acalog**) and Curriculum (**Curriculog**) software developed by DigArc. In addition, Compton College is preparing to operate as an independent College in summer of 2019, and therefore, needs to design a process for independently developing and approving curriculum. In order to complete these two important tasks and to ensure that the new system is set up accurately, it is necessary to strictly limit the amount of curriculum reviewed in fall 2018. Therefore, the following procedures will be in place.

- 1. No new courses, degrees, or certificates** will be accepted for fall 2018 unless there is an outside agency requiring the changes. In these cases, the Division will be required to request an extenuating circumstance waiver. The dean must submit a memo to the Curriculum Advisor, Lavonné Plum, and include formal documentation from the outside agency that is compelling the development of a new course, degree, or certificate or the revision to existing curriculum.
- 2. Course review** will continue as scheduled so that we may remain in compliance with Title 5 regulations and ACCJC requirements. Only courses listed on the review cycle will be reviewed.
- 3. Moving to a “paper” process for fall 2018.** In order to ensure the integrity of the data being transferred to DigArc, we must stabilize the data in CurricUNET and transfer it over to the new system. Divisions will request the courses to be reviewed from the Curriculum Office and the courses and the required forms will be sent as an electronic packet. Full details related to the paper process will be disseminated soon.
- 4. CurricUNET will be changed to “Read Only” status on August 10th at 4:00pm.** In order to facilitate the process described above, courses, degrees, and certificates will become “read only.” Again, the Curriculum Office will work directly with the Divisions to facilitate the “paper” forms and the process.
- 5. New curriculum may be delayed one semester.** The move to an online catalog has begun. Since the catalog is no longer a manual process, we expect that we will be able to accept new courses, degrees, and certificates in early spring and have them approved and published in an online addendum in time to be offered in fall. At most, curriculum could be delayed one semester.

We will do our best to work with Divisions to make this transition work as smoothly as possible as we update and modernize our system.

Faculty Development Committee Meeting

Minutes for Tuesday, September 11, 2018

Teaching and Learning Center (TLC), Library West Basement, 1-1:50 pm

Present	Name		Division
X	Stacey Allen*	(SA)	Behavioral & Social Sciences
X	Alireza Ahmadpour	(AA)	Fine Arts
X	Dustin Black	(DB)	Behavioral & Social Sciences
	Briita Halonen	(BH)	Humanities
X	Amy Herrschaft	(AH)	Counseling
X	Analu Josephides	(AJ)	Library & Learning Resources
	Sheryl Kunisaki	(SK)	Library & Learning Resources
X	David McPatchell	(DM)	Compton College
X	Polly Parks	(PP)	Natural Sciences
X	Margaret Steinberg	(MS)	Natural Sciences
X	Claudia Striepe	(CS)	Library & Learning Resources
	Lisa Mednick Takami	(LMT)	Professional Development
	Evelyn Uyemura	(EU)	Humanities

*Committee Chair

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

Fall 2018 Meetings: September 11 & 25, October 9 & 23, November 13 & 27

Spring 2019 Meetings: February 26, March 12 & 26, April 23, May 14 & 28, June 11

Welcome and Introductions

SA reported that Briita Halonen is on leave this semester and will return to the FDC in the spring; due to other commitments, Anna Brochet, Sumino Otsuji, and Carolee Vakil-Jessop are unable to serve on the FDC at this time. The committee enthusiastically welcomed our newest member, Amy Herrschaft.

SA noted that because the Academic Senate will meet on December 11th, November 27th would be the last FDC meeting of the fall semester.

Review of FDC 2017-18 Summary of Activities and Discussion of 2018-19 Initiatives

The committee was provided with a document summarizing the 2017-18 FDC activities. SA thanked committee members who participated in the many FDC initiatives.

The committee discussed fall FDC initiatives including the Faculty Book Club, Informed & Inspired, and Getting the Job workshops.

Faculty Book Club (FB): PP reported that the club will read *Teaching Men of Color in the Community College*, noting that Dr. Frank Harris, our Fall Professional Development (PD) Day keynote speaker, is one of the co-authors. An email was sent to the listservs encouraging faculty to join the FBC – many have already expressed an interest. Professional Development

& Learning has purchased 20 books which will be available to the first 20 who register. The book is available on amazon.com for others who wish to join. The FBC will meet from 1:00 to 2:00 in the West Library Basement on September 18th, October 30th, November 20th, and December 4th. In the past, the FBC met on Fridays; however, at the recommendation of several faculty, the facilitators have chosen to move the meetings to the College Hour on Tuesdays. The FBC will be co-facilitated this semester by Polly Parks, Cesar Jimenez, and Erica Brenes. CS noted that the Library should consider purchasing the book.

Informed & Inspired (I & I): The committee decided to schedule I & I sessions on the last Thursday of the month to include September 27th, October 25th, and November 29th and to carry over the theme from Fall PD Day – Culturally Responsive Teaching and Learning. The FDC will review PD Day evaluation results of breakout sessions to identify potential I & I presenters. AJ recommended we consider inviting Elice Hennessee, Stephanie Nguyen, and Maria Apablaza. He found their presentation, “Learning across the Curriculum: Diverse & Inclusive Cross Curricular Content & Student Engagement” to be especially dynamic. SA will follow up.

MS suggested that we record breakout sessions on PD Day and make them available on the ECC website. AH noted this would be a good idea for I & I sessions as well. Perhaps we could create our own version of TED Talks.

Getting the Job Workshops (GTJ): The committee agreed to schedule GTJ, Part 1 on Friday, November 30th and Part 2 on Friday, February 1st. AJ reported that two librarians (Camila Jenkin & Ryan Gan) who attended GTJ last February, were recently hired at ECC for full-time positions! AH also noted that she attended a GTJ workshop before she was hired as a full-time counselor at ECC. SA noted it would good to use testimonials for marketing purposes from faculty who have attended the workshops and were hired for full-time positions. AJ will reach out to C. Jenkin and R. Gan for testimonials.

SA reported that recruitment for GTJ panelists will be underway soon. PP volunteered to serve as a panelist for Part 2. AJ also expressed an interest in serving.

Spring Professional Development (PD) Day (February 6th) Theme/Speaker

The committee discussed plans for Spring PD Day, including the inclusion of Attorney Laura Schulkind to present on 504 compliance. The theme for Spring PD Day will likely center on serving students with disabilities. PP attended Ms. Schulkind’s training last semester which she found useful, but noted there was little time for attendees to ask questions. CS noted a PD Day breakout session might provide a better opportunity for such interaction. AB recommended collaborating with folks from the Special Resource Center (SRC); SA will reach out to the SRC to collaborate on further planning, including how to best involve students in the general session presentation and to inform faculty of the many services provided to our students in the SRC. MS suggested a survey be sent to faculty in advance of Spring PD Day to inquire about questions they may have concerning legal requirements related to serving students with disabilities. These could be forwarded to Ms. Schulkind to better inform her presentation.

CS requested, on behalf of the Assessment of Learning Committee (ALC), that time be devoted during Spring PD Day for a general overview of SLOs at ECC, how they have evolved and current requirements – especially pertaining to the number of SLOs per course and outdated alignment grids. This is particularly important as the college prepares to assess ILO 2 – Communication. Many SLOs across the campus are aligned with ILO 2; concerns have been raised about the accuracy of this alignment. The ALC, co-chaired by Russell Serr and Kevin Degnan, recommend faculty review and update their SLOs and alignment grids during department/division meetings on Spring PD Day. The FDC will liaise with the ALC should the request be approved.

Updates/Discussions

Cornerstone & Flex Matrix Revisions: SA reported that Cornerstone implementation is underway and should be available for use in spring. In the meantime, faculty will continue to use PD Reporter to track flex activities. The revised flex matrix will go into effect when Cornerstone implementation is complete. SA recommended the FDC consider titles we may use to brand Cornerstone. Titles discussed included: PD@ECC, MyECC PD, and PD Reporter. The committee will continue to explore titles at the next meeting.

Flex End-of-Year Deadline: PP reported that faculty in her division had inquired about the deadlines to complete flex activities. Flex activities are to be entered in PD Reporter by May 15th, but faculty have until June 30th to complete them.

Faculty Book Club Recommendation: AA recommended *Paying the Price: College Costs, Financial Aid, and the Betrayal of the American Dream* by Sara Goldrick Rab for future FBC consideration. AB noted Goldrick Rab is a well-known scholar and advocate for students experiencing income, food, and housing insecurities.

Adjourned 1:50

Fall 2018 FDC Initiatives

Faculty Book Club	Sept 18 th , Oct 30 th , Nov 20 th , Dec 4 th
Informed & Inspired	Sept 27 th , Oct 25 th , Nov 29 th
Academic Rank Certificates	Distribute in September
Outstanding Adjunct Faculty Award	Nomination deadline October 12 th , selection committee convenes early November, awards and certificates presented at December 4 th Academic Senate meeting
Getting the Job Workshop Series	Part 1 – The Application: Friday, November 30 th Part 2 – The Interview: Friday, February 1 st
Planning for Spring PD Day & Tenure Reception	November-December

SA/9.13.18



Technology Committee Meeting
August 21, 2018
2:00 p.m.
Distance Education

Minutes

COMMITTEE (√ marks those present):

√	Art Leible, Chair	√	Virginia Rapp Co-Chair		Irene Graff Inst. Research		Tiffany Ushijima ASO Student Rep
√	Robert Sutton SRC		Melissa Guess Financial Aid		Mari Baquir SSVC/Student Development		Pete Marcoux Acad. Senate
	Steve Waterhouse Admissions & Rec.		Brian Fahnestock Admin Services		Claudio Vilchis ITS/Network		Sal Valencia Tech Services/AV
	Andrei Yermakov Compton Center	√	Dena Maloney ECC President	√	Thurman Brown Tech Services		Idania Reyes Student Equity Programs
	Erick Mendoza Campus Police		Vladimir Vasquez ITS/Applications		Andrea Sala Foundation	√	Dipte Patel Counseling & Student Success
	Lisa Mednick Takami Prof. Development	√	Paul Yoder IT Security	√	Maria Smith Human Res.	√	Jane Miyashiro Human Res.
√	Gema Perez ECCE	√	Ann O'Brien Marketing & Communications		Carolyn Pineda Inst. Research		Crystle Martin Library/LRC
√	Jorge Gutierrez Facilities						

“The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and proposes recommendations for College Technology. The committee develops, monitors and evaluates implementation of the College Information Technology Strategic Plan.”

I. Introductions

The Technology Committee would like to welcome El Camino Community College District President/Superintendent, Dena Maloney.

II. New Business

- a. IEPI Plan, President/Superintendent Dena Maloney – In 2017-18, the College requested support from the Institutional Effectiveness Partnership Initiative (IEPI) through the state Chancellor’s Office. We sought support for improving our Strategic Enrollment Management process. The IEPI

process resulted in a plan that included a number of strategic objectives, several which relate to technology:

Enrollment Management: Technology Capacity, Standards and Planning

1. Re-focus the Technology Committee on developing broad, strategic direction of technology throughout the college.
2. Integrate and align the Academic Technology Committee work with the work of the Technology Committee.
3. Establish long-range resource plan for technology at El Camino College.
4. Assure that all software packages support the strategic direction of the college, and interoperability is considered.
5. Complete the implementation of Colleague per the 2017/18 Ellucian assessment.
6. Research and evaluate the concept of “business or functional analysts” embedded in various areas of the college.

Next Steps:

President Maloney suggests that the Committee establish 2018-19 goals around these themes, build agendas to support discussion of these themes, and focus its recommendations on these themes.

The Committee goals should be time-bound, measurable and specific to the work of the Committee.

The area of most of interest are:

- Campus-wide technology planning
- Long-term resource planning for technology
- Evaluation of recommendations for technology solutions.

b. Current Committee Goals (2017 Technology Plan)/President Maloney/Art Leible: Technology Plan Goals & Action Items related to Areas of Strategic Focus of the Educational Master Plan:

1. Teaching and Learning – To support Professional Development, innovation, methods that work and student learning and development.
2. Access, Progress & Completion – To support student access and equitable and timely progress and completion.
3. Enrollment Management – To stabilize enrollments and ensure adequate growth.
4. Institutional Process Improvement – To ensure efficiency and effectiveness of all internal college and student enrollment processes, and reduce roadblocks.

The Technology Master Plan has 19 goals. Noted in the Technology Master Plan (page 17) “The ECC Technology Committee, a collegial consultation committee of El Camino College, will oversee Technology Master Plan implementation and evaluation for the life of the plan.”

President Maloney reviewed the Technology Committee agendas and minutes from the last 2 years. A great deal of discussion has taken place in the committee and she commends the committee for the work they have accomplished.

- c. ReviewSnap 360, Vice President Jane Miyashiro – ReviewSnap serves as a management solution that collects feedback from an employee’s peers, managers and direct reports in an effort to evaluate performance. El Camino is currently transitioning to this online evaluation tool. Today we focused on the review process, specifically for Administrators, Managers and Supervisors. The accreditation process requires that a college have a review process that is done on a consistent basis, easily audited and can prove that we are performing evaluations on a regular basis. More information is available on ReviewSnap 360 in the Human Resources Department.

In the case of classified employees, the contract reads that if you give an employee a “needs improvement” or “unsatisfactory” review, the manager must put together a “performance improvement” plan. This plan is to help guide the employee towards getting back on track. We are working on developing a section of the review where you can put the performance improvement plan.

Human Resources is offering hands-on training in groups. They will also have webcast training or drop-in for those who are unable to attend the live training sessions.

Open Enrollment is September 10 – October 5, 2018. The Health Fair is September 20, 2018 from 9:00 a.m. – 12:00 noon in the Student Activity Center. When we go into Open Enrollment, we will launch Benefit Bridge. With this online application, you will see what your current benefits and rates are and the options that you have to select from with cross comparisons. Everyone is required to login to Benefit Bridge during Open Enrollment, even if you are not making any changes to your existing plan.

- d. Bring Your Own Device/+Equity on behalf of Pete Marcoux - We must accept the equity part of the Bring Your Own Device proposal because this may be problematic in certain classes and labs on campus. Software such as AutoCad and classes as Business, Journalism and Music that cannot perform on ChromeBooks and costs tens of thousands of dollars.

They must run on either a Mac or a PC. Therefore, utilizing ChromeBooks does not prepare students for the current industry. With ChromeBooks, we assume that students have wireless capabilities at home when that may not be the case. A suggestion was given that El Camino contracts with the vendor to allow students to purchase computers at a subsidized rate.

If we continue with a 5-year lifecycle refreshment rate for all computers, minus any audiovisual equipment, for staff, faculty, classrooms and labs, we are estimating a cost of 1.6 million dollars per year.

Technology committee members asked to take this subject to their constituents for input and feedback. The committee will have ongoing discussions on this topic.

- e. Generic emails for student organizations, Maricar Baquir – El Camino is in need of generic emails for our student organizations. She suggests each club or organization has one generic Qualtrics email with the faculty advisor overseeing the traffic on that email address (i.e. aso@elcamino.edu). The recommendation is that we list the president and Greg Toya as the owners of the email account. We will place more consideration on the technical portions of this request so that it is manageable and we can support the student activities on campus.

III. Current Projects Updates – Tabled until next month.

IV. Old Business

- a. Review and approve minutes (June) – Minutes approved.
- b. Meeting adjourned at 3:06 p.m.

C (COLLABORATION) – “Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.”

El Camino College Academic Senate 2017-2018 Goals: Progress Report

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

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

Measures & Progress:

1. Provide leadership for the college on issues related to Senate purview,
 - a. *Senate supports college's goal to establish and regularly update all legally required policies/procedures through Educational Policies Committee and Senate consultation on numerous educational policies.*
 - b. *Senate consulted on college planning documents and instruments (e.g., Guided Pathways Self-Assessment and Work Plan, IEP, Student Withdrawal Survey, etc.)*
 - c. *Senate reviewed and approved new Online Training Certification and Waiver, which was developed by the Distance Education Advisory Committee. Streamlined, user-friendly processes shift oversight and implementation of training from Professional Development and Learning Department to Distance Education.*
 - d. *Senate reviewed and approved recommendation of Program Evaluation Task Force to discontinue Horticulture program by Spring 2021.*
2. Arrange faculty representation on campus committees and periodic updates,
 - a. *Senate represented on hiring, collegial consultation, and campus committees.*
3. Recruit and elect executive and committee chairs according to Senate by-laws,
 - a. *One new officer started in 17-18; elections were held for three officers to begin terms in fall 2018.*
4. Ensure divisions have required number of senators and that elections are held accordingly,
 - a. *Thirteen new senators started in fall. Elections were held for ten senator positions, to begin fall 2018.*
5. Review and complete revision of Faculty Handbook,
 - a. *In progress. FDC will consider developing "Quick Start" guide in 2018-2019.*
6. In collaboration with the ECC Federation of Teachers, review and revise flex credit matrix and policies; bring to Senate for approval,
 - a. *FDC Flex Subcommittee thoroughly reviewed state guidelines and best practices to develop streamlined, user-friendly flex matrix, which was approved by Senate and will be implemented Spring 2019 in tandem with implementation of new reporting software.*
7. In collaboration with Academic Affairs and ECC Federation of Teachers, review and revise surveys and reporting forms for faculty evaluation; bring to Senate for approval,
 - a. *Evaluation Procedures Task Force reviewed and revised surveys and reporting forms, in consultation with Institutional Research & Planning, Human Resources, and ITS. Collegial consultation process begins September 2018.*
8. Update Minimum Qualifications and develop a consistent, fair equivalency process,
 - a. *Following a yearlong, collaborative effort among Senate, ECCFT, VPAA, and Human Resources, Minimum Qualifications and AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies were developed, completed collegial consultation process, and were approved at June 18, 2018 meeting of Board of Trustees.*

- b. *In collaboration with ECCFT, HR, and Deans, Senate provided workshop on MQs, FSAs and Equivalencies at Fall 2017 Professional Development Day.*
- 9. Maintain communication and effective collaboration with ECC Federation of Teachers.
 - a. *Presentations at Senate by ECCFT president and executive director each semester.*
 - b. *Senate and ECCFT collaborate on Evaluation Procedures Task Force.*
 - c. *ECCFT president is member of Ed Policies; ECCFT executive director participates in Senate, Ed Policies and Faculty Development Committees.*
 - d. *Presidents of Senate and Federation collaborate regularly (e.g., through College Council, BOT, on committee appointments).*

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

Measures & Progress:

1. Arrange a Senate orientation at the start of the academic year,
 - a. *Senate Handbook updated, distributed to all senators, and posted to Senate website.*
 - b. *Orientation provided at first meeting and "ECC Acronyms" list is included in all packets.*
 - c. *Ongoing "orientation" provided through deans' introductions at Senate meetings and informational presentations.*
2. Provide regular, ongoing communication with all faculty,
 - a. *Revised meeting packets to be more user-friendly. Packets and meeting notes are distributed to all faculty and posted on Senate website.*
 - b. *Added new reporter positions for each division, senator who provides leadership in communicating Senate activities to division faculty.*
 - c. *ECC faculty encouraged to participate in statewide events such as ASCCC plenary and institutes which are advertised on the faculty listserv, discussed in Senate meetings, and included in Senate packets.*
 - d. *Faculty Development Committee coordinates 20 programs and co-coordinates more than 40 programs each year. Expanded faculty learning opportunities offered through new initiatives (e.g., "Wellness Wednesdays" and collaboration with Student Equity Advisory Council on "Informed and Inspired" workshop series).*
 - e. *At campus-wide Professional Development Day, Senate officers are among presenters in general session and breakout workshops.*
 - f. *Minutes for Senate subcommittees (FDC, EPC) added to Senate website. All Academic Senate meetings added to campus-wide calendar on ECC website.*
3. Encourage greater participation of senators in meetings and other activities of Senate,
 - a. *Number of faculty Senate sent to statewide institutes/plenary increased from three attendees at two events to five attendees at four events. Variety of attendees has also increased: seven different individuals have been sent to statewide senate institutes or plenaries in last two years.*
 - b. *Senators provided leadership for review and discussion of college plans (e.g., IEPI IIEP, Guided Pathways) and grant applications (Zero cost textbooks).*
 - c. *Senators asked to provide updates at division and department meetings; ECC deans have agreed to include Academic Senate as a standing agenda item and to identify senators on division mailboxes to increase awareness of division's representatives to Senate.*
 - d. *Order of business frequently shifted to conclude with officer reports in order to facilitate more time for discussion.*
4. Continue initiatives to recognize faculty who achieve tenure and seek opportunities to recognize adjunct colleagues with extended service to the college

- a. *In collaboration with ECC President and VPAA, continued annual tenure reception at Spring Professional Development Day. Each honoree received a gift, provided by Academic Senate and VPAA.*
 - b. *Faculty achieving new rank were recognized with certificates and letter of congratulations from Senate President and Vice President for Faculty Development.*
 - c. *To protect the privacy of our colleagues, Senate has decided not to share names of faculty on rehire list.*
- C. Support the college’s institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.**

Measures & Progress:

1. Support Compton College’s efforts to re-establish independent accreditation through regular communication and collaboration with faculty leaders,
 - a. *Senate reviewed and provided feedback on Quality Focus Essay and Substantive Change Proposal.*
 - b. *Faculty Council president serves on ECC executive board, ECC Curriculum Chair working closely with Compton College to support establishment of independent curriculum processes.*
 - c. *Compton Vice President reported at each Senate meeting.*
2. Foster awareness of and encourage faculty involvement in the local implementation of statewide initiatives for student success, equity, enrollment, retention and completion,
 - a. *Informed & Inspired workshop series supported statewide initiatives with topics focused undocumented, ESL, veteran, Muslim, Latino/a/x students and women of color.*
 - b. *FDC established new collaboration with Student Equity Advisory Council to provide student-centered faculty learning opportunities.*
 - c. *Ongoing collaboration with Student Success Advisory Committee and Dreamers Task Force through senate representatives and discussions at senate meetings.*
 - d. *Meeting updates provided on statewide initiatives and how they are being implemented at ECC, including Multiple Measures Assessment and Placement, AB 705 and Basic Skills Initiative, and Guided Pathways.*
3. Support Enrollment Management initiatives through ongoing communication and faculty involvement.
 - a. *In collaboration with Outreach and School Relations, Senate revived “Ask Me” button campaign. Approximately 1,000 buttons were distributed and worn by faculty, staff and student leaders during first two weeks of fall and spring semesters. In spring, posters were developed to inform students of the campaign and encourage them to seek assistance.*
 - b. *FDC collaborating with VPAA on interventions to support success and retention.*
 - c. *Senate consulted on enrollment management plans and on dual enrollment efforts; regular updates were provided to the senate.*
 - d. *In collaboration with Counseling, Senate provided student registration resources to faculty and requested that they encourage them to continue their education by registering for the upcoming semester.*

Goals approved by Academic Senate 10.3.17. Progress report presented to Senate 9.4.18.

El Camino College Academic Senate 2018-2019 Goals

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

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

Measures:

1. Provide leadership for the college on issues related to Senate purview;
2. Arrange faculty representation on local and statewide senates and on campus committees;
3. Provide faculty leadership for the effective utilization of academic technology at the college;
4. In collaboration with the ECC Federation of Teachers, facilitate implementation of flex credit matrix and policies;
5. In collaboration with Academic Affairs and ECC Federation of Teachers, facilitate the collegial consultation and implementation process for revised faculty evaluation surveys and forms;
6. Develop a user-friendly and informative resource for minimum qualifications and the equivalency process;
7. Maintain communication and effective collaboration with ECC Federation of Teachers.

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

Measures:

1. Arrange a Senate orientation at the start of the academic year;
2. Provide regular, ongoing communication with all faculty;
3. Encourage greater participation of senators in meetings and other activities of Senate, including Senate e-board, subcommittees and task forces;
4. Continue initiatives to recognize faculty who achieve tenure.

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

Measures:

1. Support Compton College's independent accreditation through regular Senate communication, collaboration with faculty leaders, and by updating the ECC Constitution;
2. Foster awareness of and encourage faculty involvement in the local implementation of statewide initiatives for student success, equity, enrollment, retention and completion, including AB 705 and Guided Pathways;
3. Support Enrollment Management initiatives through ongoing communication and faculty involvement, including sharing of resources to support student success.

Updated 9.10.18

Administrative Procedure 4236 International Baccalaureate Credit

Advanced Placement and

Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three or International Baccalaureate Higher Learning (IB HL) examination with a minimum score of four or five depending on in a subject matter will be awarded credit in a general education area with a subject matter similar to that of the AP or IB examination.

Faculty in the appropriate discipline must approve AP and IB examination scores deemed to constitute satisfactory performance, in lieu of courses offered by the college for which unit credit will be granted, and Faculty in the appropriate discipline must also approve requirements that may be met by such examinations in accordance with policies and procedures approved by the College Curriculum Committee established.

For any AP or IB examination that the El Camino Community College District (ECCCD) does not offer a course similar in content, the ECCCD will award credit in the General Education area shown on the California Community College General Education AP or IB List. If there is no General Education area that fits the AP or IB Examination, the ECCCD may award elective credit.

In order to receive credit for AP or IB exams, the following conditions must be met:

- a. The AP or IB exam must be approved by the College Curriculum Committee and published in the college catalog.
- b. An official AP Score Report sent directly from the College Board or official IB transcript must be submitted to the Admissions and Records Office.
- c. Once records are verified and eligibility determined, the student's transcript shall be annotated to reflect that course credit was earned by examination. No grade will be given.
- d. AP or IB exam results may be used to determine a student's eligibility in select courses for placement purposes.
- e. Credit awarded through AP or IB exams may be used to satisfy ECC degree, area of emphasis, IGETC, or CSU-GE breadth requirements, as approved by the Curriculum Committee.
- f. An acceptable AP or IB score for IGETC or CSU GE equates to what is listed in the college catalog for certification purposes.
- g. Course credit will not be granted where it duplicates previous college coursework.
- h. AP or IB credit will not apply toward financial aid eligibility nor can it be used to satisfy the 12-unit residency requirement for graduation.
- i. No fees will be charged for the processing and posting of AP or IB credit.

~~In order to receive credit for IB exams, the following conditions must be met:~~

- ~~a. Students may receive credit for IB exams as approved by the Curriculum Committee and published in the college catalog.~~
- ~~b. In order to receive IB credit, an official IB transcript sent directly from the International Baccalaureate Organization must be submitted to the Admissions and Records Office.~~
- ~~c. Once records are verified and eligibility determined, the student's transcript shall be annotated to reflect that course credit was earned by examination. No grade will be given.~~

- ~~d. IB exam results may be used to determine a student's eligibility in select courses for placement purposes.~~
- ~~e. Credit awarded through IB examination may be used to satisfy ECC degree, area of emphasis, IGETC, or CSU-GE breadth requirements, as approved by the Curriculum Committee.~~
- ~~f. An acceptable IB score for IGETC or CSU-GE equates to what is listed in the college catalog for certification purposes.~~
- ~~g. Course credit will not be granted where it duplicates previous college coursework.~~
- ~~h. IB credit will not apply toward financial aid eligibility nor can it be used to satisfy the 12-unit residency requirement for graduation.~~
- ~~i. No fees will be charged for the processing and posting of IB credit.~~

Students who have both a qualifying AP test score (3 or above) and a qualifying IB certificate exam score (4 or 5 or above) in the same examination area, or who have completed a college level course for credit, will only have the first completion counted for credit.

ECCLD shall post its Advanced Placement and International Baccalaureate Credit procedures on [the El Camino College Website](#)~~its Internet Web site.~~

References: Education Code Section 79500, Title 5 55052

POLICY & PROCEDURE SERVICE

AP 4236 Advanced Placement Credit

Reference:

Education Code Section 79500

NOTE: *This procedure is legally required.*

Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three in a subject matter will be awarded credit in a general education area with a subject matter similar to that of the AP examination.

NOTE: *Insert locally developed course-to-course awarding of AP credit made by the appropriate discipline faculty.*

For any AP examination that the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the District may award elective credit.

The District shall post its Advanced Placement Credit procedure on its Internet Web site.

New 10/17

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their entity. The information contained within is a sample only and is not designed to address each District's specific and unique issues, internal rules or practices, or governing documents that might be in place at each entity. Districts should always consult with local District legal counsel prior to implementation.*

El Camino College

Institutional Research and Planning: 2018-19 Survey Overview



Overview

Institutional Research and Planning at El Camino College will be conducting and reporting on several surveys throughout the 2018-19 academic year. The following table provides a quick overview of each survey, the topics/purpose, target populations, and timelines (i.e., consultation, administration, and reporting).

Table 1. Survey Overviews

Survey	Purpose or topics	Population(s)	Consultation Timeline	Administration Timeline	Reporting Timeline
Campus Climate	College Mission, Campus Environment, Campus Life & Activities, Diversity & Inclusion, Student Services & Resources, Overall Experience	Students Employees	Fall 2017- Spring 2019	Spring 2018	Final Report: October 2018
Distance Education	Distance Education Study, Housing/Food Insecurity, & Student Success	Distance Education Students	Spring-Fall 2018 (in progress)	October- November, 2018	Final Report: March, 2019
SENSE	Entering Student Engagement (w/ faculty, other students, services, college)	Entering students	Spring 2018- Fall 2019	September 2018	Final Report: early Fall 2019
Technology	Technology use & needs; to inform educational practice and delivery of College services	Students (Employees)	Fall 2018- Spring 2019		Final Report: Aug-Sept, 2019
Withdrawal	Enrollment Management & Student Success	Students who withdraw from a course after census	Spring 2018 (complete)	Fall 2018 (after census) Spring 2019 (after census)	Fall Report: Dec., 2018 Spring Report: June, 2018

The College has a preset long-range survey plan to support cyclical administrative actions. Please consult with Institutional Research & Planning when considering a survey of students or employees that targets the entire population or a large scope of campus. Before distribution, a campuswide survey must be pre-approved by the President’s Cabinet or IRP, and fit with the mission and strategic goals of the College. Program evaluations are best scheduled the semester or year before Program Review.

Council of Deans

Unit Plan Refresher 2018-19

Important Dates

- College Plan 2018-19 Finalized (October 2018)
- **EVALUATE, UPDATE & ARCHIVE** your 2017-18 Unit Plans (October 2018-January 2019)
- Program Plans for 2019-20 Due (November 1, 2018)
- Work on Unit Plans (Nov. 1, 2018-Feb. 28, 2019)
- Unit Plans for 2019-20 Due (March 1, 2019)

Actions Needed

- **Previous year** (2017-18) – **Update, Evaluate and Archive**, then OK to DELETE recommendations
- **Current year** (2018-19) – Update, leave active—Evaluate after close of year
- **Future year** (2019-20) – Make copies of continuing recs, rename and edit, as needed.

Reminders

- Ad Hoc Reports – use for current plan submission and for prioritizing
- Standard Reports – use for your annual **ARCHIVE** after close of year

CHECKLIST: UPDATING & ARCHIVING OLD RECOMMENDATIONS

Summer/Fall (July - Fall): UPDATE, EVALUATE and ARCHIVE Old Recommendations

Prior to entering new recommendations for the new fiscal year, please update and archive old recommendations at the close of the implementation year by doing the following:

- 1. Recommendation Status (for both 2017-18 and 2018-19 Recommendations):** Update the final status of each recommendation
- 2. Input/Last Revised Date (for both 2017-18 and 2018-19 Recommendations)**
- 3. Completion Date (for 2017-18 Recommendations ONLY)**
- 4. Change Funding Status**
- 5. Annual Evaluation Date (for 2017-18 Recommendations ONLY):** Add the date that the recommendation is evaluated
- 6. Annual Evaluation (for 2017-18 Recommendations ONLY):** Evaluate the impact of the recommendation being funded. Evaluation should answer the following questions:
 - Was it funded?
 - Was it implemented (partially or fully)?
 - What were you able to do as a result of the funding or implementation?
 - What outcomes can you measure as a result of implementation? Were the Expected Outcomes achieved?
 - What should be done differently to ensure institutional effectiveness (*optional*)?
- 7. Archive Old Recommendations (for 2017-18 Recommendations ONLY)**
- 8. Delete Old Recommendations (for 2017-18 Recommendations ONLY) (*Optional*)**

2017-18 Recommendations: Closing the Loop

Now that 2017-18 has drawn to a close, it's time to look back and report on how things went for all funded or approved items. The last stage of the annual planning process is to **Update, Evaluate and Archive your completed plan**. This ensures that we “close the loop,” assess the impact of funded items on institutional improvement, and properly store the closing year’s plan.

UPDATE your recommendations and **ADD** your evaluations. The fields that you will need to edit to close the loop for 2017-2018 recommendations are in the table below:

Field	Detail
Recommendation Status	Please select from the drop-down menu (Abandoned, Completed, In Progress/Funded, Not Started, Partially Completed; please see details of each category on page 11)
Input/Last Revised Date	Input revised date any time a status field is updated (Recommendation Status or Funding Status)
Funding Status	If you haven't already, please select from the drop-down menu (N/A—no additional funds needed, On Hold, Proposed, Forwarded to College Plan, Forwarded to Unit Plan, Forwarded to Area Plan, Not Funded, Partially Funded, Funded).
Annual Evaluation	<p>Please evaluate the impact of the recommendation being funded. Evaluation should answer the following questions:</p> <ul style="list-style-type: none"> • Was it funded? • Was it implemented (partially or fully)? • What were you able to do as a result of the funding or implementation? Be specific (e.g., month position was filled; when and where software was installed; action taken) • What outcomes can you measure as a result of implementation? Were the Expected Outcomes achieved? (e.g., additional sections added; maintained size of program to meet demand; able to provide sufficient stock of equipment/supplies for classrooms; able to increase services to students by providing a series of professional YouTube videos) • What should be done differently to ensure institutional effectiveness (optional)? (e.g., The software overpowered the Wi-Fi resources of the classroom—need to enhance Wi-Fi for it to work properly or try a different product; few students are accessing the YouTubes so far—may need more advertising)
Evaluation Date	Enter the date the annual evaluation was entered

2018-2019 Recommendations: Updating Funding Status

Once you find out whether or not your 2018-2019 recommendations have been funded, you will need to edit them to reflect the change in funding status.

Field	Detail
Recommendation Status	Please select from the drop-down menu (Abandoned, Completed, In Progress/Funded, Not Started, Partially Completed; please see details of each category on p. 6)
Input/Last Revised Date	Input revised date any time a status field is updated (Recommendation Status or Funding Status)
Funding Status	Please select from the drop-down menu (N/A (no additional funds needed), On Hold, Proposed, Forwarded to College Plan, Forwarded to Unit Plan, Forwarded to Area Plan, Not Funded, Partially Funded, Funded).

Visit the new [Program Review & Planning \(PRP\) page](#) for more information.