

ACADEMIC SENATE MINUTES

October 4, 2016

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 third Academic Senate meeting of the fall 2016 semester to order on October 4, 2016 at 12:32 p.m. It was noted that we would proceed slightly out-of-order, so that Greg Toya could present his information.

G. INFORMATION ITEMS –DISCUSSION

Greg Toya(GT) – Director of Student Development/Student Conduct Officer

KDD thanked Greg Toya for coming to AS and presenting the new Incident Report and Referral Form (IRRF). GT provided us an overview of the Student Development Office functions. The SDO office supports everything on campus that deal with students, such as; Student Government, Inter-Club Council, Student Clubs, Student Conduct, Student Complaints, recruiting students for employment, etc. He encouraged us (and our students) to go out and purchase the \$10 ASB sticker because it helps to support co-curricular activities of the college, such as; student government, clubs, newspaper, debate team, athletics, etc. GT then walked us through the new online form. Maxient is the software system that manages student conduct. There will be more discussion and in-depth training on student conduct possibly during Spring Professional Development Day. There are multiple links on the ECC website to get to this form, pages 12- 13 of the packet has some of this information. If you don't know how to fill out the form, or what to fill in, they will help you. Some of the locations where you can find the forms.....

Incident Report and Referral Form

https://cm.maxient.com/reportingform.php?ElCaminoCollege&layout_id=5

Under “I” (Incident Reporting and Referral Form) in the A-Z search

<http://www.elcamino.edu/siteindex/index.asp#I>

Assessment, Intervention and Management for Safety Team (AIMS)

<http://www.elcamino.edu/administration/vpas/aims/>

Faculty and Staff Quick Links page: (on the right)

<http://www.elcamino.edu/administration/facstaff/facstaff.asp>

SDO

<http://www.elcamino.edu/student-services/activities/sdo.asp>

Links to the IRRF can be found in the following locations on the Compton Center website: El Camino College Compton Center, Student Life, Student Services, Title IX, Office of Staff & Student Diversity, Notice of Non-Discrimination, Sexual & Gender-Based Misconduct, Unlawful Discrimination, How to Report or Make a Complaint or Unlawful Discrimination.

To fill out these forms, you need a description of the incident. Document the person's behavior, be very specific, include quotes, detailed behavior and action. There will be some sample Incident Reports developed to further guide faculty.

Faculty action: Faculty have a number of options when submitting an IRRF, which are outlined on the IRRF: warning, 1-2 day suspension, Campus Police, submit IRRF and copy division office.

Division Office action – Faculty can copy their division on the report. As appropriate, information will be referred to SDO, AIMS, Title IX, Campus Police, etc. College sanctions and legal ramifications may be appropriate.

In public spaces, such as the library, staff can take photos to include in a report. It's not clear whether classrooms are public spaces. If reporting academic integrity violations, it's useful to attach copies of students' work. There will be more clarification forthcoming on how to manage privacy issues when submitting a report. The Forms A, B, & C were replaced with an online form in recent years. The new IRRF now replaces that form. Accident reports are distinct from the IRRF. Sexual assault incidents would be reported to Jaynie Ishikawa.

Come see Greg or call x3500 if you have any questions.

B. APPROVAL OF MINUTES

See pgs. 6-11 of packet for minutes from the September 20 meeting. There was approval of minutes. It was suggested that more details be provided during the discussion items.

C. OFFICER REPORTS

President – Kristie Daniel-DiGregorio (pgs. 12-13)

KDD reminded everyone to sign in on the attendance sheet & pick up their nametag. She then introduced Linda Ternes, Associate Dean of Mathematics, who has been at ECC since 2016. She previously taught and worked with C-ID (course identification system). She has great curriculum experience, and loves the faculty in her division. Charlene Brewer-Smith from Cosmetology, was also introduced. Charlene informed us that last year the Cosmetology Program had about 20 students graduate, 15 have already gotten their licenses. She has been teaching about 13 years, and will fill in as an alternate for Patty Gebert when she can't make it to AS. KDD told them that they can arm wrestle for voting rights.

KDD informed us that the AS has a seat at the table for many forums and groups on campus. The President's Report, in the Senate packet, offers updates and information about what's happening on campus. She will offer some highlights from the report at the Senate meetings.

There are campus-wide Safety Drills happening soon:

Earthquake Drill: 10.20.16 at 10:20 a.m.

New this semester: Emergency Preparedness Drill: 11.9.16 at 10 a.m. & 7 p.m.

Many faculty and staff have been advocating for an emergency drill to help prepare for an event such as an active shooter. Chief Trevis has worked tirelessly to implement the drill and senators were encouraged to offer their support by helping get the word out. Like the earthquake drill, the emergency preparedness drill will include Shelter-in-place. But it will differ from the earthquake drill in the following ways:

Lockdown: lock doors from inside; otherwise create obstacles to block intruder's path into classroom/office. NO evacuation!

Chief Trevis will present on 11.1.16 at the AS meeting.

Senators requested that the date for all drills be advertised before the start of the semester so faculty can schedule classes, assignments and exams accordingly.

Comprehensive Master Plan (CMP) 2017-2020 Timeline for Consultation

President's Newsletter announcement will be out soon. There will be a direct email to all employees. Second forum – faculty are encouraged to attend, food will be provided.

Academic Senate Consultation: Thanks to Anna Brochet, Claudia Striepe, Josh Troesh, and Irene Graff, for your work over the summer. We will review the Educational Master Plan at meetings on 10.18 & 11.1

More information is needed from our brainstorming session from the last meeting. It was suggested to include discussion on legislative issues. Below are some great resources. Chris Halligan (Compton), is active and may be invited to share some of his expertise with us.

ASCCC – Academic Senate for California Community Colleges – Information on ASCCC Positions <http://www.asccc.org/legislative-updates>

FACCC – Faculty Association of California Community Colleges – Follows current legislation, tool for contacting legislation.

CCLC – Community College League of California: monthly newsletter, legislative tracking, Budget & Policy Center, legislature directory
<http://www.ccleague.org/i4a/pages/index.cfm?pageid=3284>

Watch the faculty listserv for information about nominating your program for recognition by the ASCCC. The theme for the exemplary program award: contextualized teaching and learning. ECC Deadline: November 1st, 2016 emailed to kdaniel@elcamino.edu. Past recipients have been: Early Childhood-Math Learning Community, General Bio Hybrid Course, Accelerated Math and English Pathways, Mechanized Agriculture Program. Consider applying for this award, it is a great way to distinguish ECC. We encourage nominations!!

VP – Compton Education Center – Paul Flor

I have 3 items worthy of sharing...

1. The special trustee has recommended that the Compton Center revert back to local control. It is hoped that the interim chancellor will make a decision by the end of the year or in January.
2. The Center applied to the IEPI (Institutional Effectiveness Partnership Initiative) for \$50,000 in funding to establish a Leadership Academy.
3. The Center is completing the second reading of three board policies related to curriculum.

Chair, Curriculum – Allison Carr

Allison was ill and couldn't attend the AS meeting. Results from the 9/27 CCC meeting are noted here. Refer to the CCC minutes online for more information.

Full Course Review Approvals – BUS 11, ENGL 78

Consent Agenda Approvals – ATEC 11, CHEM 20, CIS 29, CSCI 30, CTEC 172, EDEV 29, ENGL 98, FTEC 2, 9, MATH 33, 43, PE 220, 257, 290, POLI 1, SUPV 27

More information, including College Curriculum Committee minutes, can be found on the ECC website:
<http://www.elcamino.edu/academics/ccc/>

VP – Educational Policies –Chris Gold (pgs. 14-15)

This semester our work has a different pace. Rather than several smaller policies, the committee has been focused on a few large policies and procedures. Expect to see policies/procedures related to attendance, copyright (which was discussed in the spring), and intellectual property at future meetings.

VP – Faculty Development – Stacey Allen (pgs. 16-19)

We had a meeting on September 27. Attendance was strong at Fitness and Fun for Faculty. The next event is 10/20 with each workshop focused on physical activity, cognitive fitness, nutrition and humor.

There are only 10 days left to nominate faculty for the Outstanding Adjunct Faculty Award. Please consider nominating a colleague. All it takes is a letter of nomination!

There were a number of topic ideas that emerged from the Senate brainstorm last meeting. These will be discussed by Faculty Development Committee (FDC) for future Professional Development Day events.

Congratulations to all faculty who achieved new rank in fall, 2016. The academic rank system appears in the catalog. Faculty who achieved a new rank are included in the packet on pages 19 & 20.

VP – Finance – Lance Widman (pgs. 21-24)

No minutes to report. Professor Lance Widman and Professor Josh Troesh represent the Senate at the PBC (Planning and Budgeting Committee). After 45 years in the classroom and nearly 30 on PBC, Professor Widman is retiring. So, the Senate will need a new rep to serve with Josh. The PBC is an important committee and makes decisions that affect all of us. LW said they are involved with program review, what goes into budget, general planning, it is a wide ranging committee that is time-consuming. Senators are encouraged to consider serving. See Lance for more information.

VP – Academic Technology – Pete Marcoux

We had a Technology Committee Meeting 9/20, agenda is in the packet. We've been working on the Tech Master Plan. They hope to have WIFI working by the start of spring 2017. Tech conference coming up in spring...any ideas? Phone installation, 200 phones installed, they are working on installing cable and data jacks. Waiting for approval from AT&T to move the main point of entry

VP – Instructional Effectiveness/ Assessment of Learning Committee/SLO's Update – Russell Serr

Next meeting I'll have a lot to speak about.

D. SPECIAL COMMITTEE REPORTS

Dr. Jean Shankweiler (DrS) VP of Academic Affairs

DrS is out of town at CC of San Francisco.

Dr. Jeanie Nishime (DrN) VP of Student and Community Advancement

Dr. Shankweiler is on an accreditation visit, her first. Dr. Nishime will be on a visit next week – to City College of San Francisco. The visit will determine whether the college is able to retain their accreditation. Dr. Nishime noted that the intent of accreditation is to improve colleges.

The ECC college-wide accreditation committee will soon begin working toward the mid-term report, due next fall. We have to work on areas that need improvement. Graduation degree data is misleading because they only track full-time students. Colleges are required to address outcomes data, including full-time students' ability to complete within 150% of the time (e.g., three years for an associate's degree). If

these rates fall below 15%, there's cause for concern. ECC rates are approximately 26%; Compton Center is at approximately 13%.

E. UNFINISHED BUSINESS

KDD thanked the Senators for their energy, insights and contributions to the brainstorming session last meeting. The brainstorming summary is in the Senate packet pages 25 & 26. Some proposed next steps were incorporated into the current meeting – more to follow. Suggested next steps include:

Meetings:

- Shift agenda – business before VP reports
- Offer more opportunities to interact
- Provide more tutorials, explain terms, and limit use of acronyms
- Put reports in context of “big picture”
- When possible, seek input before representing Senate at meetings
- Legislative updates
- Have deans introduce themselves briefly

Topics/Guest Speakers @ Senate:

- International Students
- Captioning
- Program discontinuance
- Dual enrollment
- Enrollment management, including process improvement
- Online resources: hybrid classes, Canvas, WiFi
- Student Success Initiatives: SSSP, SEP, BSI, MMA/Common Assessment, Financial Aid

Topics for Future Workshops: Some topics require more time than can be allotted in a Senate meeting. Thus, the Faculty Development Committee will discuss incorporating them into future PD Day programs.

- Cultural sensitivity training
- Budget: Presentation/workshop on where money goes
- Grants
- Resources/training on developing certificates and degrees

Strategies for Getting the Word Out:

Exec: There are a number of ways the executive board works toward this goal, including: maintaining the AS website, distributing packets, minutes, PowerPoints to campus

Senators: As representatives of academic divisions, senators are relied upon to share information from the meetings. Some suggestions: Seek input and report at department & division meetings, post packet hard copies in mailroom, forward relevant information to colleagues – individually, through department/division-wide email.

Compilation of Senate meetings and topics pgs. 25-26. We need to flip-flop some topics so important topics can be discussed first instead of at the end of meetings. We will look for opportunities to work on meetings. We saw themes on topics and guest speakers, captioning, dual enrollment, DrN will keep us informed on process improvement, student success initiatives and what is happening on campus. Some topics were broader and we needed more time to discuss these items. We want everyone to know what AS is doing. Help us get the work out in your division. KDD thanked everyone for participating.

F. NEW BUSINESS

Chris Gold is working on the Faculty Handbook and she needs feedback. It should be updated within 6 months of the approval of a contract so we are a little behind schedule! Much of what is in the handbook has not changed. A notable exception: service awards for men were pewter tankards, pewter bud vases for women. Also, there was a faculty center – an idea that is often mentioned by faculty – where faculty could gather informally. Chris is forming a steering committee – she will provide much of the legwork but needs the advice of experienced and new faculty. Several examples were displayed and senators were invited to give feedback. A few faculty prefer an online version. Part-time faculty don't get laptops so that could be a problem. Counselors want a printed version (ED Policies). A PDF could do the job. Maybe the Division offices could have a printed copy.

Format: online, hardcopy with links, hybrid

Questions to consider: Which format would be most useful, most used by faculty, most up-to-date, most labor intensive to keep up-to-date?

- Traditional hardcopy handbook – Pasadena City College: <http://pasadena.edu/faculty-and-staff/docs/faculty-handbook.pdf>
- Traditional hardcopy handbook – Saddleback: <https://www.saddleback.edu/uploads/asenate/documents/FacultyHandbook1213updated.pdf>
- Online handbook – University of Mary Washington: <http://publications.umw.edu/facultyhandbook/>
- Hybrid (pdf document with the narrative of traditional hardcopy handbook but it opens online with easy to use links) – Los Angeles Valley College: <http://www.lavc.edu/facultyhandbook/Faculty-handbook-2014.pdf>
- Hybrid – Austin Community College: <https://drive.google.com/file/d/0B-EwSafm0XzVVjdFOE9IRC0xd1U/view>

G. INFORMATION ITEMS - DISCUSSION

Plus/Minus grading was postponed until the next AS meeting.

Chris Jeffries, President, El Camino College Federation of Teachers (ECCFT) – Former AS President
A number of articles have been picked to discuss during negotiations, including Articles 3, 6, 8, 10, 11, 20, & 25. Legislation providing seniority for part-time faculty was recently passed so will need to be negotiated. For salaries, the Federation is looking at comparables for area schools. Negotiations begin 10/14 and need to be concluded by December. The Proof newsletter was emailed; hard copies will be delivered soon. To prevent a flood of email traffic on the listserv, the Federation will use a forum like Facebook to keep in touch with faculty. There will be a general meeting in a few weeks. The executive board includes Susanna Prieto, Kyle Strohmaier, Gene Armao, Evelyn Uyemura, and Kelsey Iino. There is still a need to fill some division rep positions. Chris noted that the negotiating team is able to share information about topics being discussed in the negotiations.

H. FUTURE AGENDA ITEMS

Ed Policies: AP 5070, BP/AP 5010, AP 5011 Admissions and Concurrent Enrollment

Online Educational Resources

Educational Master Plan – 10.18.16 – 1st reading, 11.1.16 – 2nd reading

I. PUBLIC COMMENT

Lance Widman encouraged faculty to attend a panel from the League of Women Voters organized by the Political Science department for 10.25.16. The League provides non-partisan information about the issues in the upcoming election. They will provide pros and cons on many of the issues. And NO, they won't be talking about the porn stars wearing condoms.

D. Berney suggested that a task force be established to consider department chairs.

J. ADJOURN

The meeting adjourned at 1:53 pm
TG/ECC Fall 16