

## ACADEMIC SENATE MINUTES

March 21, 2017

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 spring 2017 semester to order on March 21, 2017 at 12:31 p.m.

### **B. APPROVAL OF MINUTES**

See pgs. 6-12 of packet for minutes from the March 9<sup>th</sup>, meeting. There was unanimous approval of minutes. C. Striepe motioned, N. Men seconded.

### **C. OFFICER REPORTS**

#### **a. President – Kristie Daniel-DiGregorio (pgs. 13-17)**

We would like to welcome some VIP's who are here today. We are starting with Dean Rory Natividad, from Health Sciences & Athletics. You can thank him for the cavities that we are working on as a result of the candy he brought today. Dean Natividad thanked everyone for the invite. He noted that HS&A houses Rad Tech, Respiratory Care, Nursing, Kinesiology and Athletics, the Student Health Center, Sign Language, Educational Development, and the Special Resource Center. We have a very diverse division; we are about 60% academic and 40% student services. I cross over both sides of the campus. I work with both Vice Presidents who are here today. I also chair the Planning and Budgeting Committee (PBC). I am the appointed chair by the President, and report directly to the President all the activities that PBC takes on. This is my 17<sup>th</sup> year here at ECC. I did leave for two years in the middle, and I went to Rio Hondo. Since joining ECC in 2000, I have worked at every different classification here at school. For the first five years, I was classified as a certified Athletic Trainer. I then moved over to the faculty side where I was a teacher and Athletic Director. I left and came back and became the Dean. I have thoroughly enjoyed all the positions. My division has a lot going on with athletics and construction. There is about \$125 million going on in construction; from the student service center to the gymnasium and pool that is being built.

KDD also welcomed Carolee Vakil-Jessop back to El Camino. Ms. Vakil-Jessop noted it is a pleasure to be here. I am your new Executive Director for the Federation of Teachers. I started last Monday and I am still getting my feet under me. I have been working as an adjunct faculty member for the past 3 ½ years at Moreno Valley College, teaching reading and critical thinking. Before that, I was here at ECC for over 20 years. I know a little of the history and I have served under 2 presidents; Dr. Maloney is my 3<sup>rd</sup>. I have a lot of institutional memories. I worked in the public information office under Maryann Keating and student development with Harold Tyler. They have both retired, they were wonderful people. I spent 8 years as vice president of the classified employees union. I have training with CFT and AFT with negotiations, grievances and managing the union. I look forward to working with all of you and getting to know you better. Any questions? KDD asked if there was anything good that happened at the Board Meeting last night. CVJ: Here is a quick report.....The BOT approved the contract. It is ratified by the members and approved by the board. They approved the salary increases as well. They approved the MOU for the part-time faculty re-hiring.

KDD: return to your packet, pages 13-17. College Council minutes are included from the February 21<sup>st</sup> meeting. They also include information about an upcoming faculty learning opportunity that you heard about at our last meeting. I am turning you over to Senator Christine Nagao. CN: This is taking place on Friday, March 31<sup>st</sup>, from 9:30 – 12:30 in DE 166. We will be serving coffee and pastries early in the day, and an island-themed lunch. This is sponsored by the Empowering Pacific Islander Community (EPIC); they are a community-based organization. They will have Pacific Islander students come and talk to us to tell us how to better serve them. I am going to pass flyers out, and yes, you can get flex credit for attending this event. Please pass this information on to colleagues and students. If you have any questions, please contact me.

KDD: Let's continue on page 15 in the packet. This is information and data on baccalaureate programs was developed by Cal State Fullerton. Provided by our former co-president, Chris Jeffries.

Congratulations to our careful readers of the senate notes. Chief Mac (Lee MacPherson), Chris Jeffries, and Rosie Miranda all received gift cards from Starbucks. Make sure you are reading the notes from the meetings carefully, there may be some incentives. I am not above bribery!

We have a task force that is looking at certificates. El Camino's granting of certificates dipped below our standard for the 2014-2015 year; fortunately we bounced back. This task force is looking at ways to raise awareness among faculty and students. We know that a lot of our students' goals are to transfer as their end target. We want them to leave here with as many credentials as they've earned. Please encourage your students to go see their counselors. They are the experts; they can look at the work students have done and identify some pleasant surprises. Maybe they are close to certificates or credentials or associate degrees that they weren't aware of. It would be nice for them to have these in their portfolios for them to fall back on if needed.

The ECC website is being redesigned. We had a representative working since last summer on a task force. The outside firm was approved at the BOT meeting last night. If you would like to have a look at some of their work, look at Saddleback College or CSULB. The new website will hopefully launch this summer.

Please RSVP by the 28<sup>th</sup> of this month, to let the Student Development department know if you are able to participate at graduation. Our numbers dipped a little last year, where we only had 130 participants out of 915 faculty participate. Even if it's not your turn, we encourage you to participate. We would like faculty to applaud our students on the way in and on their way out of the commencement ceremony.

Thank you again to Claudia Striepe for agreeing to represent us at Spring Plenary next month in northern California. The resolutions for that plenary are currently under discussion and being considered at our area meeting. Visit the ASCCC website for more information. Reach out to Claudia or me if you have input.

Officer elections are coming up. You need to be a member of the senate in order to run for office. We have some officers who are wrapping up their terms. I am hoping to twist their arm in convincing them to run for an additional term. Those positions that are open include Ed Policies, Faculty Development, Finance & Special Projects, and Academic Technology. The current reassign time is listed next to each position. Nominations are due before or at the next meeting. Talk to our current officers if you are interested. We will have elections at our meeting on 18<sup>th</sup> of April. P. Marcoux: You may need an election chair according to the bylaws. Contact KDD if you are interested in being the election chair.

#### **b. VP – Compton Education Center – Paul Flor**

VP Paul Flor was unable to attend the meeting.

#### **c. Chair – Curriculum – Allison Carr (pgs. 18-21)**

Your packet has a copy of the February 14<sup>th</sup> minutes. We are still working on the February 28<sup>th</sup> minutes and getting them approved. I'm not sure if you are aware, Quajuana Chapman has moved on to another institution; she was our Curriculum Advisor. There is a little bit of a gap because of her departure. Our next meeting is next Tuesday. Here is a list of the approved courses, on page 21 of the packet. Please see the CCC website for more information. KDD thanked the CCC for their heroic efforts in stepping up following Quajuana's departure.

Full course review approval: COSM 4, FTEC 110B, FTEC 110C, NURS 152

Consent agenda approvals: AJ 132, ANTH 2, ART 205A, CADD 28, CIS 19, COSM 2B, HIST 105, HIST 108, HIST 145

#### **d. VP – Educational Policies –Chris Gold (pgs. 22-23)**

At our last meeting we talked about recording in the classroom. We worked on editing and drafting a syllabus statement. We are going to send that on to Faculty Development Committee as well as the deans. We are going to keep that buddied up with the changes we talked about with AP 5500, the Standards of Student Conduct. We are going to do some updating in addition to adding a statement about not recording in the classroom, and the conditions under which students can do that.

**e. VP – Faculty Development – Stacey Allen (pgs. 24-25)**

We are a couple of weeks behind with the minutes, but I have a lot of announcements today.

We would like to recruit again for the Faculty Development Committee. We would love to have some counselors, business, math, and natural sciences faculty on our committee. Our next meeting is next Tuesday at 1:00. We are working on Fall Professional Development Day, it is never too early to start planning. Fall PD Day will be August 24<sup>th</sup>. To get us started, we visited Dr. Maloney's State of the College address this past fall flex day, 2016. She outlined some challenges for the college, so we are looking at these for ideas for a theme for PD day this year.

Our Informed and Inspired series is moving along. I hope you aren't tired of hearing me talk about this. We are trying to offer some incredible faculty development opportunities for us to get together, learn about the college and talk about these things. Claudia Striepe and Briita Halonen have coordinated our next workshop on April 6<sup>th</sup>. They will facilitate this with our presenter Dr. Victoria Kwon, who is a psychologist at our student health center. April 20<sup>th</sup> will be a round table. If you have ideas, please send them our way.

Faculty Book club is this Friday. The book has a very provocative title. For White Folks Who Teach in the Hood...and the Rest of Y'all Too: Reality Pedagogy and Urban Education. We hope you will join us for the first meeting. The Faculty Development Committee is grateful for the generous support from the Student Equity Program for purchasing the books.

This isn't a FD event, but today is the deadline to RSVP for Women's History Month. There will be a luncheon and we will be honoring six women for the Women's Wall of Fame. Tickets are \$20, and a portion of the proceeds will support the 1736 Family Crisis Center.

I received an email, so I said I would make an announcement about this. A presentation will take place on Tuesday, March 28<sup>th</sup>, at 5pm in the library 202. There will be a "joint effort" between the ECC Campus Police and the Library Learning Resources. It will be titled, El Camino, Cannabis, and the Law. It is open to students and faculty.

**f. VP – Finance – Josh Troesh (pgs. 26-29)**

KDD: Thanks to Rory Natividad for being so conscientious with always providing the PBC minutes so we can include them in the packet. Josh noted the biggest thing to report now is stabilization, which affects every aspect of this campus. Although there hasn't been a huge amount of movement, enrollment for both Winter and Spring (that we are currently in), has been very positive. We are leveling off with spring. It means winter FTES didn't negatively affect our spring enrollment. Overall we are not out of the woods, but at least we aren't growing any new trees.

**g. VP – Academic Technology – Pete Marcoux (pgs. 20 – 26)**

I guess you saw my email about cancelling our tech conference. We faced a variety of challenges this year. Winter session put us back, some keynote speakers bowed out. Instructure planned to provide Canvas speakers but was unable to do so because of a new "Canvassador" program. The committee had issues with presenters and low registration. Rather than offering something poor, we pulled the plug. We will come back next meeting with more information.

The College Technology Committee is meeting after this. On our agenda is the master scheduling systems, becoming a paperless campus, integrated forms and work-flows. Security is a big thing, but we have hired a security specialist. I don't know if people are aware of this. You will notice some error messages or denials and there will be a learning curve. We will also be talking about disaster recovery plans. We will talk about possibly bringing Google to campus, in parallel to Microsoft. If we become a Google campus, there are Chrome add-ons that we can possibly use. There are a couple of faculty on campus who have reached out to me concerning this. We would still be a Microsoft campus, but if we become a Google campus, then we could have a Google account. The majority of students K-12 are using Google; it would behoove us to make it an easy transition.

## **h. VP – Instructional Effectiveness/Assessment of Learning Committee/SLO’s Update – R. Serr**

At the ALC committee last week, we discussed ILO assessments for this year. It is Community and Personal Development. We have been collecting utilization data from all the student services on campus. We have been piloting a student survey to use. IR has some data on some surveys they used: SENSE (Survey of Entering Student Engagement) for first term students, and CCSSE (Community College Survey of Students Engagement), for all students. Those surveys give us disaggregated information for student services on campus, and their satisfaction with how those services are rendered. There is a lot of data, its ILO, and we hope to make some sense of it. And see if their services are showing results.

The SLO/PLO completion rates at the first deadline were 77%. Right at the deadline many were submitted, so we are getting our assessments done. We keep on evolving. 2016 Program Review is finishing up this week. If you are involved with 2017, you should start now, then you can get all the information. If you didn’t attend an orientation, you should contact R. Serr or Linda Clowers ASAP. If you are involved, please start now. In the past, those who waited until the last minute were the ones with all the difficulties.

## **D. SPECIAL COMMITTEE REPORTS**

### **Dr. Jean Shankweiler - VP of Academic Affairs**

I am immersed in hiring committees right now. A lot of you are probably involved right now at the department level, some are even making it to final interviews. We have the nursing later this week, we had one last week. The Dean of Humanities hiring is ongoing. I am leaving early today, because we are selecting candidates for the VP of Human Resources. Once we get those scheduled, I think Barbara Perez will breathe a big sigh of relief. The revisions to the Curriculum Advisor position have been approved. It is the end of March, purchasing requisitions are due. If you have Strong Workforce money, or block grant purchases, please get those in ASAP. They need to be approved by March 30. The next big initiative coming out of the Chancellors Office is Guided Pathways. I have put together a committee to consider how we can better provide students with pathways to completion, at all levels. They need to know how to get from beginning to end. Some of the things we will be looking at are; research reports, course pathways, and milestones. Some trucks just left.....that was my office. I am a nomad right now, hopefully I will get my emails. I will be in Communications 301. I will be above Dr. Nishime in 201.

### **Dr. Jeanie Nishime - VP of Student and Community Advancement**

My first announcement is that I moved last week, and I am in Communications 201. This will be our “temporary” location for the next 3 years. Next week IR will be moving along with Financial Aid in the lowest level of the Communications Building. The Admin 131 meeting space will be available in C109. Joann Higdon will be moving to the bookstore bldg. The VP’s will be working on their area plans. Hopefully your departments have been turning in their unit plans. The college learned on March 15<sup>th</sup> that the Accreditation Mid-Term Report deadline was moved to October; since the report was complete it was submitted. Last Friday, the Counseling Department had a wonderful collaborative on campus with about 90 counselors in attendance. I want to thank all the counselors for all their hard work. It is great to bring people onto campus, especially high school counselors. They can recommend that their students attend El Camino. William Garcia is leaving ECC to take a VP of Student Services position at Las Positas College, in the bay area. We will be filling that position on an interim basis for the summer, until we get that filled. We are moving ahead on Process Improvement. Last summer and fall we had a consultant come in and look at all our data, they spoofed our process with a “secret shopper.” During the heavy months of summer and through registration, they looked at our intake process for students. They came up with some very solid recommendations for us. How to improve our process, because many are unfriendly. Students don’t even talk to a human being until they get to a counselor. We need to answer our phones and have a human touch. We have been working on an action plan. The residency process had been simplified because of all the complaints I’ve heard. The assumption will be that those who fall into a questionable area will now be assumed to have residency unless they are suspected of fraud.

## **E. UNFINISHED BUSINESS**

### **BP/AP 4235 Credit by Exam – Second Reading – Chris Gold (pgs. 30-37)**

CG: This is our second reading, so if we are going to follow proper parliamentary procedure, we need a motion. We need a motion to approve, then we can talk about it, then we can vote. C. Wells so moved, P. Marcoux 2<sup>nd</sup>. We looked at this last time, so here it is for our second reading. This revised policy took a procedure out and created a new procedure, brought together information from a variety of places, and put it all into the procedure. The main change is that we are reporting grades now; that is required by Title 5. There is a question about recording D and F's. Chris Gold spoke with Bill Mulrooney, and he said we don't annotate these and Title 5 doesn't require it. Are there any other questions about Credit by Exam? C. Wells – How many take the tests? Some departments have very few applications a year (English). Others have many (Fire Tech, Foreign Language, and Math). Math does quite a few in the STEM series. Any other questions or concerns? KDD: We will take a vote on the motion. All were in favor, motion carries.

## **F. NEW BUSINESS**

### **BP/AP 3710 Intellectual Property and Securing of Copyright, First Reading – Chris Gold (pgs. 38-62)**

If you were here last semester, you saw this. It came to the senate last spring. We had concerns with overlapping intellectual property and securing of copyright. This guides us on who will receive rights on what kinds of work. Much of the language comes out of the contracts. The only language that we added is to include classified staff. It was approved by Luukia Smith. It protects our classified staff as well. We ran this by Josh and he gave his stamp of approval; it covers all aspects of intellectual property. Dr. Maloney is OK with combining the two policies and procedures into one; other campuses are also combining the two. And both are combined in our contract as well. C. Halligan asked about filming and the language and district support. If you use campus equipment, does the final product belong to campus? CG: Faculty retain all rights to produced work. Josh Troesh noted that there are gray areas. CW: might be a good idea to take it to the state-wide AS to see what they are doing. Issues surrounding the production of films or books during sabbatical were discussed. CG: noted that there were lots of discussion on these issues. Carolee Vakil-Jessop suggested that the Federation and the Senate work together on this issue so she and Chris Gold will confer. The Senate can approve the BP/AP and refer issues of concern to the Federation so they can be discussed in preparation for the next round of negotiations.

### **Resolution Supporting Excellent, Comprehensive Educational Programs for all Students**

KDD noted that about 35 districts have issued statements in support for their students. A draft resolution was provided to the Senate which has been developed in collaboration between Academic Senate and President/Superintendent Maloney.

The content of the resolution is as follows:

WHEREAS statements address:

1. Serve all students without regard to protected class
- 2-4. College mission, vision, values.
- 5-6. Existing federal and state protections for students and statements from CCCO, UC, CSU
7. Civility, tolerance for variety of viewpoints
- 8-9. Affirm student concerns and commitment to diversity

RESOLVED statements address:

1. Affirm commitment to diversity, equity, inclusion, value for students
2. Mission, financial aid available to Dreamers
3. Reiterate commitment to FERPA
4. Support CCCO recommendation that police not detain, question, arrest based on (suspected) immigration status.

Second reading April 4<sup>th</sup>. We would like to take this to the April 17<sup>th</sup> BOT meeting. Suggestions were made to combine for "whereas" statements and/or reduce their number. The Senate endorsed the principles of the resolution.

## **A Resolution of Appreciation for Quajuana Chapman**

Thank you to Allison Carr, Mark Lipe, Janet Young, and Portia Rushin Sorunke for their help developing the resolution.

- WHEREAS Quajuana Chapman served the faculty, staff, administration, and students of El Camino College with distinction, professionalism, and collegiality as Curriculum Advisor;
- WHEREAS, Quajuana Chapman’s strong sense of commitment, integrity, and her reservoir of knowledge provided a trusted voice on all matters related to curriculum, thus enabling El Camino College to provide a quality education for all students;
- WHEREAS, Quajuana Chapman earned the respect and admiration of her colleagues for her organizational skills, her resourcefulness, her creative problem-solving, and her ability to navigate CurricUNET like no other;
- WHEREAS, Quajuana Chapman’s in-depth knowledge of the PCAH and Title 5 has made her an invaluable resource for administrators and faculty alike;
- WHEREAS, Quajuana Chapman devoted countless hours digitizing paper archives and developed an automated record-keeping system which created efficiencies and enhanced access;
- WHEREAS, Quajuana Chapman generously shared her time and expertise to provide guidance to those establishing, approving and/or reviewing curriculum;
- WHEREAS, Quajuana Chapman has consistently gone above and beyond the call of duty to conscientiously and meticulously edit our College Catalog and Schedule of Classes;
- WHEREAS, Quajuana Chapman’s commitment to service, her creative problem-solving, her unfailing good humor, and her impeccable taste in footwear has earned her the appreciation and admiration of her colleagues; therefore be it
- RESOLVED, that the Academic Senate of El Camino College gratefully wishes Quajuana Chapman all the best in her new endeavors at the California State University, knowing that she has made a positive difference in the lives of the faculty, staff, administrators and students at El Camino College.
- Passed and adopted on this 21<sup>st</sup> day of March, 2017 by the El Camino College Academic Senate.

C wells motioned, P. Marcoux 2<sup>nd</sup>, all were in favor, the motion carries.

## **G. INFORMATION ITEMS –DISCUSSION**

### **Dreamers Task Force**

KDD: Thank you to Rene Lozano and Cynthia Mosqueda for all their tireless efforts to support students whose lives are being affected by policies of the new administration. Faculty are asked to be mindful of ways our students’ lives are being impacted.

C. Mosqueda: We have had issues come up concerning high school counselors and helping to educate them about the students they are sending to ECC. Issues with graduation, etc. We had the opportunity to meet with counselors and discuss these issues. R. Lozano: another issue is taking students on trips and we need to go further with field trips, forms, etc. We are going to continue working with the Dreamers Task Force. We have a lot of residence issues with the way students fill out their forms. It is a complicated process. We are doing a lot of clean-up with these forms. CM: We are trying to connect them with on-campus resources as well as off-campus resources. Kent Wong is the Director of the UCLA Labor Center; he has done a lot of work with undocumented students. He is running a Dreamers Summit this summer at UCLA. You can attend as a faculty or refer your students.

### **Student Recording Rights**

Professor Kate McLaughlin enlightened us about student media and student reporters. The college is coming up with a policy about recording in the classroom. In CA, private interactions require that all parties give consent for recording to

occur. In the classroom, recording is prohibited without permission. There are two lines of authority there.... the person has a reasonable expectation that somebody won't be overhearing them, eavesdropping or listening in on that conversation. Second, does the person have a reasonable expectation that the information won't be disseminated? Student reporters always represent themselves....at public gatherings, they can record. We need to be careful and they are going to be doing their homework. That is where the student reporters are coming from. The Brown Act: for governmental meetings, if it is on public property, if the door is open. Any publicly advertised event on campus. Anyone at that meeting can take pictures and tweet from that meeting. Districts have a right to gather peacefully and march. There was a lot of discussion about the library, recording people making copies in the copy room. People taking pictures of the students checking out books from the reserve desk.

Discussion followed regarding what constitutes a "public" meeting, with criteria including public space, publicly advertised events, or events organized by public employees. Senators were referred to BP/AP 3900 Speech: Time, Place and Manner. Professor McLaughlin is an excellent resource on these issues so please contact her for more information.

## **H. FUTURE AGENDA ITEMS**

Ed Policies: BP/AP 3710 Intellectual Property and Securing of Copyright, BP/AP 4230 Grading and Academic Symbols, BP 4115/AP 4222 Remedial Coursework  
Student Success Initiatives (SSSP, SEP, BSI, BSSOT, MMA, etc.)  
Strong Workforce Program

## **I. PUBLIC COMMENT**

## **J. ADJOURN**

The meeting adjourned at 2:00 pm  
TG/ECC Spring 2017

**Adjunct (1 Year)**

- Dustin Black
- Karl Striepe

**Behavioral & Social Sciences**

- Stacey Allen
- Kristie Daniel-DiGregorio
- Renee Galbavy
- Christina Gold
- Michael Wynne

**Business**

- Kurt Hull
- Phillip Lau
- Nic McGrue
- Josh Troesh

**Counseling**

- Anna Brochet
- Yamonte Cooper
- Rene Lozano

**Fine Arts**

- Ali Ahmadpour
- Daniel Berney
- Diana Crossman
- Russell McMillin
- Chris Wells

**Health Sciences & Athletics**

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

**Humanities**

- Rose Ann Cerofeci
- Ashley Gallagher
- Pete Marcoux
- Christina Nagao
- Adrienne Sharp

**Industry & Technology**

- Ross Durand
- Mark Fields
- Lee MacPherson
- Jack Selph
- Charlene Brewer-Smith

**Library Learning Resources**

- Mary McMillan
- Noreth Men
- Claudia Striepe

**Mathematical Sciences**

- Megan Granich
- Matthew Mata
- Ben Mitchell
- Jasmine Ng
- Catherine Schult-Roman

**Natural Sciences**

- Mohamad Abbani
- Sara Di Fiori
- Troy Moore
- Ryan Turner
- Ann Valle

**President/Superintendent**

- Dena Maloney

**Academic Affairs & SCA**

- Linda Clowers
- Jeanie Nishime
- Jean Shankweiler

**Assoc. Students Org.**

- Patrick McDermott

**Compton Education Center**

- Paul Flor
- Chris Halligan

**ECC Federation**

- Carolee Vakil-Jessop

**Curriculum Chair**

- Allison Carr

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

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Excused: K. Striepe, Y. Cooper, D. Berney