

ACADEMIC SENATE MINUTES

September 20, 2016

Unless noted otherwise, all page numbers refer to the packet used during the meeting, not the current packet you are reading now.

1. CALL TO ORDER Senate President Kristie Daniel-DiGregorio called the second Academic Senate meeting of the fall 2016 semester to order on September 20, 2016 at 12:34 p.m.

2. APPROVAL OF MINUTES

See pgs. 6-9 of packet for minutes from the September 6 meeting. There was unanimous approval of minutes.

3. OFFICER REPORTS

A. President – Kristie Daniel-DiGregorio (pgs. 10-15)

KDD thanked Greg Toya, Lizette Salazar and their colleagues for hosting Constitutional Day and the Financial Aid Fair. Taking a quote from the Constitutional materials distributed at the fair, she said that her new title should now be, “Her Highness President of the Academic Senate and Protector of the Liberties.”

She also thanked Library Learning Resources, Media Services, and the Copy Center for going above and beyond in helping make the AS meetings more successful.

There is a tentative AS meeting scheduled for Tuesday, May 30, same time and place. We may have education policies to deal with before the end of the school year.

New to campus are Lock Bloks (easy to lock your door quickly if need be). We watched a YouTube video that demonstrated how they work.

Dr. Jean Shankweiler (DrS) was thanked for recognizing newly tenured faculty at the Fall Professional Development Day. DrS has provided funds for additional recognition such as an ECC memento or possibly a reception. More information will be coming soon.

The Comprehensive Master Plan (CMP) 2017-2020 Timeline for Consultation includes the following:

Draft CMP published to the web 9.27.16

Open forum/Public presentation 9.29.16 Administration 131 @ 1pm

Academic Senate reviewing on 10.18 & 11.1 (hopefully approving it)

Education Master Plan Initiatives include: Curricular Innovations, Empowering for Equity, Funding Technology, Technology for Communication, Comprehensive Student Support, Lowering the Cost of Education, Evaluation of Student Processes, Building Community, Process Improvement.

Seeds of Change Initiative: The College is trying to be more proactive with these programs: Student Equity Program (SEP)

Student Success Support Programs (SSSP) and

Basic Skills Intervention (BSI)

We will have more information soon about initiatives that look at opportunities for collaboration between SEP, SSSP, BSI.

Recent Achievements of the initiative include an August retreat modeled on a similar program at Compton and identification of areas of overlap and opportunities for synergy and collaboration.

We currently have ECC Representation at the following ASCCC Events:

Area C: October 15, 2016

Academic Academy October Institute: October 7 & 8, 2016

Curriculum Regional South: October 22, 2016

MQ and Equivalency Regional: Oct 29

Fall Plenary: Nov 3-5, 2016

Spring Plenary: April 20-22, 2017

Faculty Leadership Institute: June 15-17, 2017

Curriculum Institute: July 12-15 2017

Visit the website or talk with the executive board if you are interested in attending. (DrS) was thanked for providing increased funding for attendance at ASCCC events.

B. VP – Compton Education Center – Paul Flor

We are busy with accreditation. We had our 7th meeting last week. We are working on editing and verifying that everything is correct. The final draft and presentation will be in January. We will also be presenting on several board policies; including 2025 and 4260. We are going to work on our curriculum handbook as well. We are working on a variety of activities on campus and we have had interest in serving homeless and incarcerated students on campus. Still working on our 90th anniversary which is stirring up some renowned alumni interest. There is an assembly bill related to seniority ranking for adjunct faculty tied to SSSP money.

C. Chair – Curriculum – Allison Carr

We had our first meeting last week. Here is an overview of recently approved courses and programs:

Full course review- Approved 9/13/15: CADD 131, CIS 30, CIS 40, CIS 134, FTEC 100, FTEC 110A, FTEC 40B, PE 5ABC, SLAN 120, SLAN 131

Full review Program Proposals: Business – Retail Management Certificate of Achievement, and Real Estate Assistant Certificate of Achievement – Inactivation.

Consent Agenda Proposals: ATEC 35; BUS 27, 29; CSCI 40; and CTEC 121, 122, 131, 132, 141, 142; EDEV 8, 9 (Inactivations).

D. VP – Educational Policies –Chris Gold (pg. 16)

We have had one meeting and prioritized what we are going to be working on this year which includes the following:

Ed Policies – 2016/17 To Do List

3050 AP Institutional Code of Ethics

3710 BP/AP Securing of Copyright

3715 BP/AP Intellectual Property

4115 BP Limitation of Remedial Coursework

4230 BP Grading and Academic Symbols

4235 BP Credit by Exam

5010 BP Admissions and Concurrent Enrollment (and 5011 AP)

5070 AP Attendance

Minimum Qualifications

E. VP – Faculty Development – Stacey Allen (pgs. 17-20)

First meeting of the Faculty Development Committee was last week. Faculty book club is reviewing Whistling Vivaldi (How Stereotypes Affect Us) by Claude M. Steele. This is an important book for all of us to read. Funding came from SSSP. Meetings are 9/30, 10/28, and 11/18, from 12:30 – 2:00 pm in Library West Basement.

“Fitness and Fun for Faculty” is a new monthly series Joy Zhao started on campus as an outgrowth from her Fall Professional Development Day program. There will be different folks enlightening us at each meeting. Next meeting is Thursday, September 22, from 1 – 2 pm in Library West Basement.

There has been discussion on the FDC about newly tenured faculty and organizing a reception. Should there be a stand-alone reception? This is still being discussed. More information coming soon.

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

LW directed senators to the PBC minutes. He noted that the recommendation was to approve the budget with AS and Federation representatives voting no. Refer to item #10 of the 8/24 minutes for more information. The budget was sent to the president and approved by the board.

Referring to the 9/1 PBC Minutes, (LW) encouraged the Senate to carefully review Enrollment Management Updates. Enrollment management is a big deal. We are trying to meet cap for full funding.

G. VP – Academic Technology – Pete Marcoux

Our first meeting is at 2 pm today, so there will be more to report at the next meeting.

H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO’s Update – Russell Serr

Assessment of Learning Committee (ALC) goals for 2016-2017 include: Continue with ILO assessments including Actions for Critical Thinking, planning and beginning of assessment of Community and Personal Development; TracDat template revisions (make them more user friendly); SLO/PLO best practices; and Writing Across the Curriculum project.

SLO/PLO Assessments

Completion Status for Spring 2016

Sustainability – Improved quality of reports, completion, and mastery of TracDat

Program Review: Created new Program Review Handbook with improved template and explanation of the importance and process. (Another faculty member is needed on the Program Review Committee). Program Review TracDat workshops for input immediately followed by Program Planning workshop. PR highlights to continue at Senate meetings – time permitting.

ALC met last week. Our goal is ILO assessments this semester. We are trying to update TracDat templates. SLO assessments are about 75%. PLO assessments are about 52%

Our TracDat workshops are doing their job, because no one shows up and our completion rates are improving.

4. SPECIAL COMMITTEE REPORTS

Dr. Jean Shankweiler (DrS) VP of Academic Affairs

Deans and faculty are working on the faculty ID process (positions to hire); needed by early November. Dr. Nishime and I need to work on an ethics policy that covers ALL employees on campus. We need to come up with members for the committee.

For the past two weeks we have been working on the contract to get Canvas in place. Winter pilots should be up and running in time.

I can provide regular updates on enrollment management efforts; also working on dual enrollment. It has increased in response to AB 288. We need to provide pathways for local high school students so they are in place soon.

We are at capacity for face-to-face offerings during the 8 am – 12 pm time slot. We are trying to increase numbers for our online/hybrid courses. WSHE-FTE goals looked at to maximize enrollments. Schedules need to be evaluated for offerings. We will have a few online classes in place for winter and summer sessions.

Our portal needs to be upgraded. It might be possible to put in a bridge directly to Canvas. Then, once you are logged into ECC, you will also be logged into Canvas. We won't have to log on twice.

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

A Process Improvement Consultant is looking at the admissions process to see where/how we are losing students. They are spoofing the student experience to see what is happening during the process. DrN and her husband have both applied and registered for classes this fall and found it “difficult”. (Mr. N has an advanced degree in technology). We are continuing to see where services need to be improved and identified. Students have complained to counselors, faculty, etc. We are trying to figure out how to make it easier for our students.

PlanNet report and new staffing in IT are improving. Common Assessment initiatives were to migrate fall, 2017. The State hasn't completed validation, so it is going to be pushed back to a later date. There will be multiple measures that tie into SSSP funding. Multiple measures Assessments (MMA) is being piloted and will be part of these efforts.

Starfish early alert. There are 10 faculty that will pilot the program. The college will be able to intervene with students before there are problems. We need to test it out before it is in place.

Counselors are piloting the Online Education Plans and we may be able to tie this into scheduling.

5. UNFINISHED BUSINESS

Proposed Senate Goals 2016-2017 (2nd reading) Strategic Initiative C (see page 4). The goals include the following:

- Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)
- Strengthen faculty involvement in the activities of the Academic Senate
- Support the College's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goal.

All were in agreement on the 3 main goals for Academic Senate!

6. NEW BUSINESS

KDD and the AS VP's want to know what we should focus on for the 2016-17 year. We saw a list of topics addressed at last year's AS meetings, and we want to brainstorm topics for this year. What topics that fall in the 10 + 1 should we be covering? What is most relevant for this year? We split up into groups of four to brainstorm and hopefully come up with a few ideas from each group.

The data that was collected will be presented at the next meeting!

Chris Gold will discuss the Faculty Handbook at the next meeting, 10.4 (see samples below):

- 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>

Dr. Dena Maloney (DrM) President/Superintendent

I appreciate this invitation. I want to express my appreciation for all of you who serve on the senate. There are a couple of things I want to discuss: A goal I have and the board has encouraged me to pursue is a leadership program. We need a leadership program for faculty, classified, the management, etc. It would be open to all employees. We contacted a few employees to help us out with the planning. The committee will bring some ideas to the table and we will move forward. The state will offer funding, we will submit an application to the Institutional Effective Partnership Initiative (\$50,000). Hopefully, it will prepare our institution for the future.

DrM recapped the four themes she discussed at Fall Professional Development Day. In addition, she provided updates in a number of areas.

- Academic Affairs: the Canvas implementation is moving forward, talks are ongoing regarding a public safety regional center, how to transform basic skills, and career and college access pathways.
- Student and Community Advancement: The Comprehensive Master Plan will provide a roadmap for the next 5-10 years. We are more focused on engagement with the high schools, encouraging more students choosing community colleges to choose El Camino. We are examining the student experience from the outside in.
- Administrative Services: A significant contract for installing WiFi was approved by the board. Campus safety measures include the addition of 400 phones in classrooms, Lock Bloks, and WiFi. This is an issue statewide, evidenced by the fact that \$50 million has been requested of the Board of Governors for safety. A number of construction projects are being completed or underway: the new stadium, the Administration Building, SSVC, and the gymnasium.
- The Compton Center is making steady progress. All criteria for FICMAT were met for the second year in a row. Accreditation is a separate process but that is also progressing with a site visit scheduled for March, 2017. They have launched their cosmetology program.
- Dr. Maloney took a number of questions about IEPI funding for Compton, funding to attend ASCCC events, the leadership program, food services for students and the impact of the leadership program on the community at large.
- DrM noted that WE ARE BUSY!

7. INFORMATION ITEMS –DISCUSSION

8. FUTURE AGENDA ITEMS

Federation Update

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

Online Educational Resources

Educational Master Plan (10/18 – 1st reading, 11/1 – 2nd reading).

9. PUBLIC COMMENT

10. ADJOURN

The meeting adjourned at 1:52 pm

TG/ECC Fall 16.