

# ECC Academic Senate

---

## Important note:

This file contains the presentation used at the Senate meeting. The president's informal notes have been added in **red**.

These notes have not been reviewed nor have they been approved by the Academic Senate; they were created to provide a prompt (but informal) report about the meeting.

For a comprehensive, official accounting of Senate meetings, please refer to Senate meeting minutes:

<http://www.elcamino.edu/academics/academicsenate/>.

Thank you!





# ECC Academic Senate

---

MAY 21ST 2019

**PLEASE SIGN IN & PICK UP NAME CARD**

# Agenda

---

- A. Call to Order
- B. Approval of Minutes -- Pages 6-12 in Senate packet. Minutes were approved as presented in the packet.
- C. Officer Reports
- D. Special Committee Reports
- E. Unfinished Business
- F. New Business
- G. Information Items/Discussion
- H. Future Agenda Items
- I. Public Comment
- J. Adjourn

# Welcome Division Personnel

---

Jackie Sims, Dean

Mathematical Sciences

Dean Sims has been in her role for 5 years. She served on the math faculty for 12 years and interim Associate Dean for one year before becoming dean. She enjoyed being in the classroom and misses it but enjoys her work as dean. She thanked the math senators for their service to the Academic Senate.

Dean Sims has many talents, among them singing and telling great math jokes. When pressed, she shared a joke:

Question: What shape is the hardest to escape?

Answer: A **trapezoid!** 😊

# C. Officer Reports

---

## a. **President: K. Daniel-DiGregorio**

### **CONFIRMED: June 4<sup>th</sup> Academic Senate Meeting**

#### **Senator Elections**

**Senior Senators:** Thank you for your help with senator elections. Still need to confirm with: Business, Library Learning Resources, and Natural Sciences

**Adjunct Faculty:** Please review candidates' statements and vote by THIS Friday, May 24<sup>th</sup>. Thank you!

**CONGRATS:** Adjunct Senator Josh Casper, hired for a full-time position in ECC's Political Science department.

# C. Officer Reports

---

## **b. VP Compton College: Amber Gillis**

Jesse Mills, Compton Academic Senate VP, reported for Compton College. The Compton Academic Senate is preparing for a first reading on their Comprehensive Master Plan, entitled “Compton 2024.” The Student Equity Plan is also being reviewed and will complete the approval process before the end of the semester.

# C. Officer Reports

---

**b. VP Compton College: Amber Gillis**

**c. Chair, Curriculum: Janet Young**

College Curriculum Committee minutes are available [here](#).

Dr. Young yielded her time to herself at our next meeting...which may require Senate to find a parallel dimension. If Spiderman can do it, Senate can!



# C. Officer Reports

---

## d. VP Educational Policies & President-Elect: Darcie McClelland

Educational Policies Committee minutes available [here](#).

The Educational Policies Committee caught up on the backlog of ed policies so didn't have a meeting last week. Thank you to the members of the EPC for their hard work this semester. Work has begun for fall, so the committee will meet next week.



# C. Officer Reports

---

## e. VP Faculty Development: Stacey Allen

**Pages 15-16 in Senate packet.** FDC minutes available [here](#).

The FDC meets next week to review the Professional Development needs assessment; let me know if you have suggestions. Institutional Research and Planning is assisting. This semester has been the most successful yet for our wellness workshops. The FDC will survey faculty for ideas for next year's topics. The final event is 5.23. Informed & Inspired has a final even on 5.30. Please consider submitting a proposal for Fall PD Day; let me know if you have suggestions for themes or speakers. Finally, Great Teacher's Seminar applications are due this Wednesday. See slides that follow for all the details!

# Wellness Warriors ~ Spring 2019

**Thirty Minute Thursdays: 30 Minute Roll Out and Recovery**  
Presented by Kim Jones, ECC Strength & Conditioning Coach  
May 23<sup>rd</sup> 1:15-1:45



**LOCATION: TLC (Library West Basement)**

**Register on Cornerstone and earn flex credit! 😊**



El Camino College  
Faculty Development Committee  
Presents

# INFORMED & INSPIRED

Lunchtime Faculty Development Series

*May is Foster Youth Awareness Month!*

## **MEETING INFORMATION:**

Thursday, May 30, 2019 1:00pm – 2:00pm

Location: Library West Basement (TLC)

*Earn 1 Flex Hour*

---

**[REGISTER NOW](#)**

---

*Fostering Knowledge and  
Networks for ECC's Foster  
Youth Students*



## **Call for Proposals**

### **Afternoon Breakout Sessions**

Fall Professional Development (Flex) Day

Thursday, August 22, 2019

**We encourage you to submit a proposal for a  
55-minute breakout session on  
Fall Professional Development Day.**



Faculty Development Committee  
Professional Development & Learning  
Presents



July 21-25, 2019

Asilomar Conference Grounds – Monterey County

**Application Deadline: Wednesday, May 22, 2019**

# C. Officer Reports

---

**f. VP Finance & Special Projects: Sidney Porter for Josh Troesh.** Thanks to Sidney for stepping in while Josh is away on family leave. Sidney will provide budget updates at our next meeting, on June 4<sup>th</sup>.

Planning and Budgeting Committee minutes available [here](#).

**g. VP Academic Technology: Pete Marcoux**

The campus is beginning to talk about workflow and processes as they relate to our student information system (aka Colleague, Ellucian, Datahell). This is like doing a spinal cord transplant. We need to look at how students apply and register, our workflows, how we assign classes and request textbooks. If you are interested in this topic, please let me know as we will likely be forming committees and subcommittees. We will ultimately have to hire a consultant to go through this process. It's not certain we will go with a new provider. Ellucian is making changes and going to the cloud so we may go with a modified version of Ellucian. Compton has chosen Banner for their system. We will certainly want to make sure counselors are part of the conversation. There is a College Technology Committee meeting today. On another note, please come support our students for the Myriad reading, Tuesday, May 28<sup>th</sup> 1-2 in DE 166. They will be sharing short stories, poetry, and art.

# Russell Serr, VP Instructional Effectiveness

---

**Page 17 in Senate packet.**

Find Current Course SLOs: Nuventive Improve (formally TracDat)

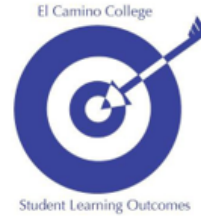
Spring 2019 Assessments due September 13<sup>th</sup> 2019

Program Review drafts due September 3<sup>rd</sup> 2019

## Faculty Survey Results:

- You asked for: more workshops.
- You got it! Two workshops at beginning of each semester and 2 at the end of each semester.
- You asked for more instructions on how to enter reports.
- You got it! Nuventive templates revised and added step-by-step instructions for entering reports. See division facilitators for templates, which will also be available on the website soon!

# Spring 2019 SLO Training Schedule:



## **Entering Spring 2019 Assessments: working workshops.**

Wednesday, May 29, 2:30-3:30PM

Thursday, May-30, 1:00-2:00PM

All Spring 2019 reports should be entered into Nuventive (formerly TracDat) by  
Friday, September 13!

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

## **Go to Cornerstone to register**

Any questions, please contact  
Russell Serr ([rserr@elcamino.edu](mailto:rserr@elcamino.edu)) or  
Kevin Degnan ([kdegan@elcamino.edu](mailto:kdegan@elcamino.edu))

# Mark Your Calendars!

---



# D. Special Committee Reports

---

## a. ECC VP of Academic Affairs: Jean Shankweiler

Not to be outdone by Dean Sims, Dr. Shankweiler shared a joke in which a chemist determined that biologists and physicists are water soluble. To hear the whole joke, you'll have to ask Dr. Shankweiler! 😊

We know that faculty have been encountering challenges with Cornerstone. Faculty are asked to do their best to complete the process, reaching out to Professional Development for help. As with all new systems, there have been some hiccups and that will be taken into account if faculty are late meeting deadlines.

The AA Task Force has been looking at math competencies. The math department is being consulted. The task force will also consider additional topics.

The Faculty Prioritization Task Force is considering what data to look at when we are hiring. We will be looking at equity data and aligning with the Chancellor's Vision for Success.

# D. Special Committee Reports

---

## a. ECC VP of Academic Affairs: Jean Shankweiler

The Educational Master Plan is getting close to a complete first draft. This should be done by June so consultation can begin in fall.

This semester, we've been discussing auto-awarding of degrees, but that initiative has been put on hold. The goal was to be sure our students are getting all of the credentials they earn. The financial incentive – with the new Student-Centered Funding Formula – no longer exists there aren't enough funds to pay for student outcomes. But there are financial aid considerations: we are not supposed to provide financial aid for students to take courses outside of their declared program of study. If we do, we may be asked to pay back the financial aid funds. So, we may need to consider auto-awarding degrees again in the future.

AP 5520 Student Discipline, a procedure that Ed Policies and Senate spent a lot of time reviewing, was on last night's Board of Trustees agenda so will be posted soon.

KDD added that, after AP 5520 left Senate, College Council made some additions in response to faculty input. These expanded the points at which faculty would receive information about a case. Also, long-term suspensions will be added to a student's transcript.

# D. Special Committee Reports

---

**a. ECC VP of Student Services: Ross Miyashiro.**

**Report to follow with presentation of Student Equity Plan.**

# E. Unfinished Business

---

## a. Academic Senate Constitution & By-Laws: 1<sup>st</sup> Reading

Kristie Daniel-DiGregorio, President

**Senate Packet, pgs. 18-37**

Changes, as presented in the packet, were approved. A. Ahmadpour abstained. One additional change was added to clarify speaking limits. The approved language reads: *The Academic Senate President may determine that speakers may be allowed a maximum of three minutes per topic.* Changes to the Constitution must be ratified by the faculty; electronic ballots will be forthcoming on the faculty listserv.

# E. Unfinished Business

---

## b. AP 4230 Grading and Academic Record Symbols: 2nd Reading

Darcie McClelland, VP Educational Policies & President-Elect

### Senate Packet, pgs. 38-44

- Proposed changes, pgs. 38-42
- CCLC Template, pgs. 43-44

The AP was thoroughly discussed, with questions arising about how the new EW will be implemented. We will follow up with the Registrar to get clarification on how EW will affect students' financial aid and whether student illness is an acceptable reason for a student to earn an EW. AP passed as presented in the packet with R. Diaz, A. Brochet, R. McMillan, and A. Ahmadpour abstaining.

# E. Unfinished Business

---

## c. AP 4240 Academic Renewal: 2nd Reading

Darcie McClelland, VP Educational Policies & President-Elect

### Senate Packet, pgs. 45-46

- Proposed changes, pg. 45
- CCLC template, pg. 46

AP passed as presented in the meeting packet.

# F. New Business

---

## a. Recommended Syllabus Statements: 1<sup>st</sup> Reading

Stacey Allen, VP Faculty Development

**Senate Packet, pgs. 47-49**

Due to time constraints, this topic had to be deferred to the next meeting. Senators were asked to review the proposed statements, invite input from constituents, and be prepared to vote on a Motion of Affirmation (one reading only) on the recommended statements at our final Senate meeting.

# F. New Business

---

## b. Professional Development Plans: 1<sup>st</sup> Reading

Stacey Allen, VP Faculty Development **Senate Packet, pgs. 50-53**

These plans are required by the Chancellor's Office. See CCCO Guidelines (pg. 21), posted to the Professional Development website: [http://extranet.cccco.edu/Portals/1/AA/FlexCalendar/Flex\\_Calendar\\_Guidelines\\_04-07.docx.pdf](http://extranet.cccco.edu/Portals/1/AA/FlexCalendar/Flex_Calendar_Guidelines_04-07.docx.pdf)

Starting July 1<sup>st</sup>, the first time faculty log into Cornerstone, they will be asked to complete a plan. This is a useful way to plan professional learning for the year and the plan is flexible; it's not a contract but a plan. It's not yet clear who will be able to see these plans once submitted but the CCCO Guidelines underscore that approval of plans falls within faculty purview. Senators asked for a list of mandated trainings before the start of the school year so faculty can plan accordingly. This list is being developed. Some trainings may need to be repeated, even if faculty have completed them in previous years. We will have a second reading and a vote at our next meeting.



# F. New Business

---

## c. AP 7160 Professional Development: 1<sup>st</sup> Reading

Darcie McClelland

### Senate Packet, pgs. 54-57

- Proposed changes, pgs. 54-56
- CCLC template, pg. 57

Changes to this AP are the outcome of extensive consultation with Human Resources, Professional Development, Academic Affairs, the Faculty Development Committee and the Ed Policies Committee. Revisions are being made to ensure that faculty are leading their own faculty development efforts. There are also some updates to align with CCCO, CCLC templates, and Ed Code. This will come back for a second reading and a vote at our next meeting. A clean and a marked up copy will be provided.

# F. New Business

---

## d. Student Equity Plan: 1<sup>st</sup> Reading

Nayeli Oliva and Ross Miyashiro

**Senate Packet, pgs. 58-81**

Ms. Oliva was congratulated on her new role as Director for Student Equity. New initiatives such as MANA and the Student Leadership Institute appear in this plan, which were not included in previous plans. EOPS is not in the plan but will be added.



# Student Equity Plan 2019-22

---

TO VIEW ONLINE:

[HTTP://WWW.ELCAMINO.EDU/ADMINISTRATION/VPAA/SEP/DOCS/STUDENT-EQUITY-PLAN-EXECUTIVE-SUMMARY-DRAFT.PDF](http://www.elcamino.edu/administration/vpaa/sep/docs/student-equity-plan-executive-summary-draft.pdf)

# Background

---

- A Student Equity Plan (SEP) needs to be completed as a condition of Student Equity and Achievement (SEA) funding.
- The SEP uses Chancellor's Office-based research to identify students who are disproportionately impacted (DI) in the following areas:
  1. Successful Enrollment (Applicant Yield Rate)
  2. Retention (Fall to Spring)
  3. Completion of transfer-level math and English in first year
  4. Earned a certificate or associate degree
  5. Transfer to a four-year institution
- Colleges are required to set three-year goals for all students and for each student group shown to have DI.

# Proposed Overall and DI Student Goals

---

# GOAL 1: Successful Enrollment (Applicant Yield Rate)



**Definition:** The proportion of applicants who enrolled at El Camino College during the academic year.

**Overall student goal:**

<b>Baseline Rate (2017-18)</b>	<b>2021-22 Goal</b>	<b>Goal Setting Methodology</b>
41%	43%	Standard Deviation (SD) x2 + Baseline Rate

**Close Equity Gaps for Disproportionately Impacted Student Groups  
(disaggregated by gender):**

Disabled

Black or African American

Hispanic or Latino

Native Hawaiian or other Pacific Islander

Foster Youth

LGBT

Veteran

# GOAL 2: Retention (a.k.a. persistence)



**Definition:** The proportion of students retained from fall to spring, excluding students who completed an award or transferred.

**Overall student goal:**

<b>Baseline Rate (2017-18)</b>	<b>2021-22 Goal</b>	<b>Goal Setting Methodology</b>
70%	72%	Standard Deviation (SD) x2 + Baseline Rate

**Close Equity Gaps for Disproportionately Impacted Student Groups  
(disaggregated by gender):**

Black or African American  
Foster Youth  
Veteran

# GOAL 3: Transfer math and English (Completion within first year)



**Definition:** The proportion of students who completed both transfer-level math and English in their first year.

**Overall student goal:**

<b>Baseline Rate (2017-18)</b>	<b>2021-22 Goal</b>	<b>Goal Setting Methodology</b>
12%	14%	Standard Deviation (SD) x2 + Baseline Rate

**Close Equity Gaps for Disproportionately Impacted Student Groups  
(disaggregated by gender):**

Disabled  
American Indian or Alaska Native  
Black or African American

Hispanic or Latino  
Foster Youth  
Veteran



# GOAL 4: Degree or Certificate



**Definition:** The unduplicated count of students who earned a Chancellor's Office approved certificate or associate degree.

**Overall student goal:**

<b>Baseline Rate (2017-18)</b>	<b>2021-22 Goal</b>	<b>Goal Setting Rational</b>
2,409	2,696	20% increase from 2016-17 (Aligned with Vision for Success Goal)

**Close Equity Gaps for Disproportionately Impacted Student Groups  
(disaggregated by gender):**

- American Indian or Alaska Native
- Black or African American
- Native Hawaiian or other Pacific Islander
- LGBT

# GOAL 5: Transfer



**Definition:** The number of students, with 12 or more completed units, who transferred to any postsecondary institution.

**Overall student goal:**

<b>Baseline Rate (2016-17)</b>	<b>2021-22 Goal</b>	<b>Goal Setting Rationale</b>
2,483	3,352	35% increase from baseline (Aligned with Vision for Success Goal*)

*\*Vision for Success Goal only includes CSU and UC Transfers*

**Close Equity Gaps for Disproportionately Impacted Student Groups  
(disaggregated by gender):**

Disabled  
American Indian or Alaska Native  
Hispanic or Latino

Foster Youth  
LGBT

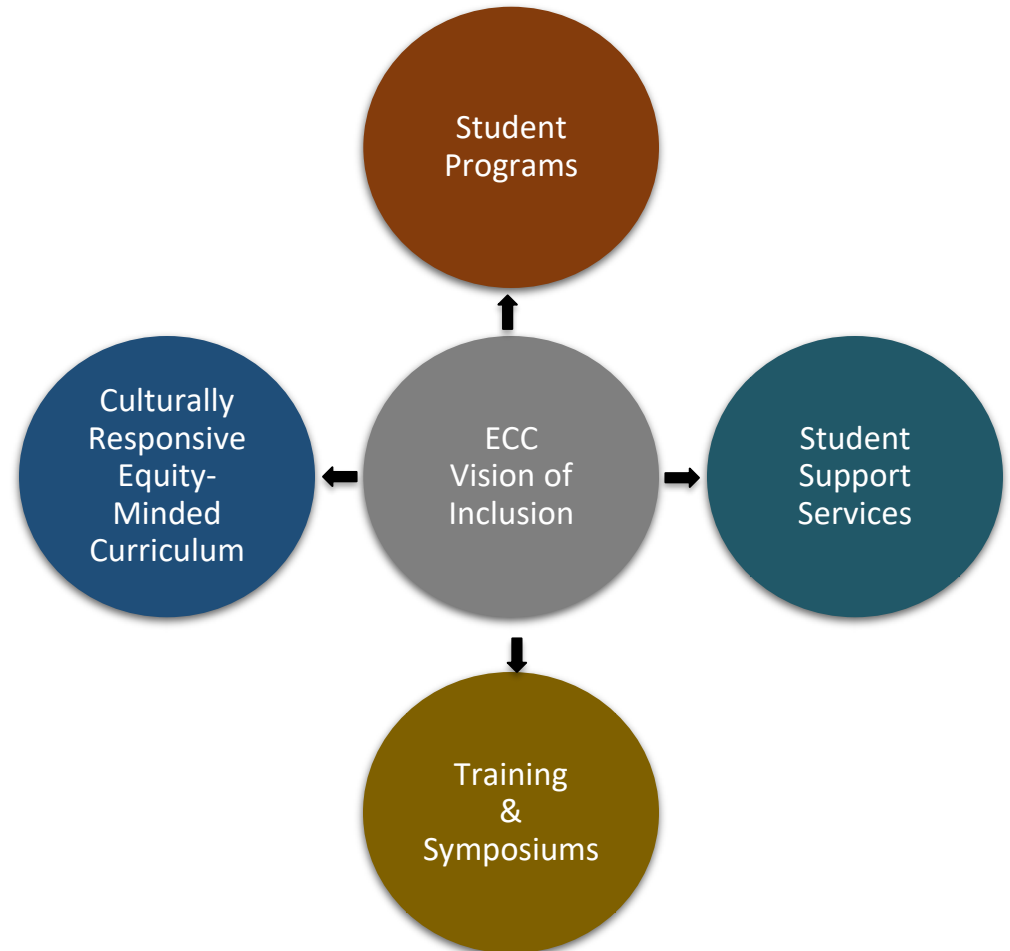
# How do we achieve these goals?

## ECC Equity Plan Overview

---

To build on the progress made through previous plan implementation.

To ensure that past implementations along with future ones align with the Vision for Success and Guided Pathways.



# Next Steps

---

- Presentation Schedule:
  - Cabinet – June 3<sup>rd</sup>
  - Academic Senate – May 21 & June 4
  - Board of Trustees – June 17
- By June 30:
  - Student Equity Plan (SEP) must be submitted to the CCCCCO, via an online reporting system (NOVA)
  - SEP must be approved by: President, CBO, CIO, CSSO, and Academic Senate President

---

**THANK YOU**

# G. Information Items - Discussion

---

## **b. New Flex Reporting System: Cornerstone**

Kristie Daniel-DiGregorio and Stacey Allen

The next three slides provide an overview of the Cornerstone implementation and a summary of some of the feedback that faculty have provided to Senate leaders. Comments from senators during the discussion follow the overview/summary.

# Cornerstone

---

## LIMITATIONS

### Cornerstone System:

System not originally designed for flex reporting.

System must serve needs of all 115 community colleges.

System is in early stages of development.

### Flex Reporting:

Old system did not allow uploading documents.

## ECC SUPPORTS OFFERED

15 instructional videos on YouTube:

<https://tinyurl.com/yy8g7bak>

Quick Start Guide: See 5.17 email from Elana Azose

FAQs:

<http://www.elcamino.edu/about/depts/prodev/Cornerstone.aspx>

Trainings, including Open Labs 5.22 and 5.30.

# Cornerstone

---

## FACULTY CONCERNS

System is not intuitive; is not always user-friendly:

- Processes require many steps. (e.g., checking your flex hours)
- New steps have been added to the process for faculty: mark complete and sign.
- Labels/tabs and buttons can be confusing or difficult to access.
- Time-consuming to create documentation; existing documentation like certificates is too large to upload.
- Time-consuming for event organizers to take attendance.

## SUGGESTIONS

Make Cornerstone more user-friendly:

- Streamline processes – fewer clicks.
- Tailor tabs and labels to ECC terminology.
- Ease navigation.



# Cornerstone

---

## FACULTY CONCERNS

Lack of clarity for where requests are in the process, status of flex credit.

Provide more support for faculty who may use system just 1-2x/year so may not get used to idiosyncrasies of system.

Assistance is in various locations on PD website.

## SUGGESTIONS

More communication with faculty about their status – specifically how many hours needed, where submissions are in the process, whether action is needed.

Provide more support, especially at high-usage times: Drop-in Hours, working sessions, access to one-one-one assistance, “help desk.”

Revise PD website to support navigation: all CS resources in one place, larger log-in button.

# Cornerstone

---

Comments and feedback from Senators often echoed those summarized in previous slides.

Cornerstone needs to be tailored to meet ECC needs. Specifically, revise the landing page so it has only information that is relevant to ECC. Suggestion: Other colleges' landing pages have only the essential information, clearly organized. Review models from other schools.

Many faculty have struggled with the requirement to upload documentation. In some cases, documentation is requested when there is none or it is not relevant for the activity (e.g., advising student groups). Suggestions: Provide templates, examples and instructions for simplified ways to provide documentation. Include explanation for why/when documentation is required.

# Cornerstone

---

Example: A faculty member visited museums as part of their flex activities. There was no program or event so they uploaded screen shots from museum websites but was told that was not acceptable. This raised the question of when a faculty member's word is good enough.

Another faculty member's solution was to provide credit card statements, but this seems unnecessarily intrusive. Suggestions: Provide templates or examples of what types of evidence are sufficient.

Make Cornerstone more user-friendly. Faculty weren't clear on how to edit a submission. Or to earn credit as both an attendee and a presenter at a conference (e.g., the Technology Conference). Suggestion: Address these topics in Quick Start Guides or FAQs.

# Cornerstone

---

Faculty asked for more and clearer notifications if they still need to complete steps for a submission. This was supposed to be a feature of Cornerstone but it is not working properly. Suggestion: Continue advocating with Cornerstone to activate this feature.

Thanks to our Professional Development colleagues for attending the Senate meeting and for their efforts to provide supports such as trainings, advocacy with Cornerstone, Quick Start Guides, and videos! Thanks also to senators for your feedback. If you have other feedback or suggestions, please feel free to contact [kdaniel@elcamino.edu](mailto:kdaniel@elcamino.edu) or [sallen@elcamino.edu](mailto:sallen@elcamino.edu).

If you haven't earned a gift card this semester, be one of the first to email [kdaniel@elcamino.edu](mailto:kdaniel@elcamino.edu) with the deadline for Program Reviews drafts. 😊 Thanks for reading!

# Agenda

---

## H. Future Agenda Items:

- Guided Pathways Timeline of Activities
- Tentative Budget Update

## I. Public Comment

## J. Adjourn