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 16, 2017

Please sign in & pick up name card.

Please Mark Your Calendar:

- We have **one** more Senate meetings this semester:
- **Tuesday May 30th**

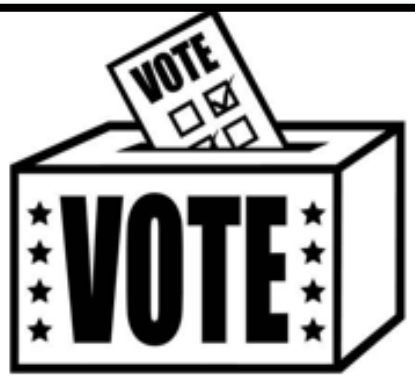
We have important business to consider and will need strong attendance from our senators. Thank you!

Please help spread the word…

Adjunct Faculty ONLY

Accepting Nominees for Adjunct Senator

Deadline: Monday, May 22nd @ 5 p.m.



Email kdaniel@elcamino.edu a 100-word statement of introduction.

Agenda

A. Call to Order

B. Approval of Minutes -- **Pages 6-15 in Senate packet.**

C. Officer Reports

D. Special Committee Reports

E. Unfinished Business

F. New Business

G. Future Agenda Items

H. Public Comment

I. Adjourn

Welcome:
Elise Geraghty,
Interim Dean, Humanities

In 2007, Dean Geraghty was hired as a full-time English instructor. Four years later, Dean Tom Lew invited her to serve as Associate Dean. She was recently appointed Interim Dean. She does a little bit of everything in her role and is excited about returning to the classroom in 2018. She's been honored to have the opportunity to serve as dean; it's been a stimulating and challenging experience. She's happy to talk with anyone who may be interested in serving in a leadership role for the college.

C. Officer Reports: President Kristie Daniel-DiGregorio

BOT Resolution of Support for All Students: goes to board for 2nd reading *Monday, May 22nd, 5 pm in East Dining Room*. *Please consider coming to show your support*.

KDD may be asked to represent the faculty perspective when the resolution is considered. She developed the list below to reflect discussions at previous meetings and conversations with concerned faculty. Senators in attendance confirmed that the list accurately reflects the reasons faculty support the resolution.

Why does Senate support this resolution?

Offers "powerful message" of support for our students and our community at a time when our students are expressing concern for their futures.

Echoes statements by CCCO, BOG, CSUs, UCs and approximately 35 other districts.

Aligns with our mission to "promote student learning and success in collaboration with our diverse communities."

Reaffirms commitment to current practices related to financial aid for undocumented students, privacy, and policing.

C. Officer Reports: President Kristie Daniel-DiGregorio

Pages 16-25 in Senate packet contain the following updates about initiatives on campus that are relevant to the faculty:

1. **College Council Minutes:** Reviewing a number of BP/APs, including several related to HR. See KDD for more info; visit website for agendas and minutes:
2. **Facilities Steering Committee Meeting Notes:** Thank you to Claudia Striepe for serving as our Senate representative. Future planning will include permanent home for Senate.
3. **EEO Survey FAQs:** Surveys distributed May 22nd. Please take 15-20 minutes to reply so your voice can be considered for future planning!
4. **Letter from Chancellor Eloy Oakley:** Oakley expresses concern about CCC completion rates and recommends innovations (including several being implemented at ECC, like College Promise).
5. **Code Alignment Project**: Review of TOP, CIP, COS and SAM codes for CTE and program awards. Goal: to enhance degree audit programs and accuracy for reporting. This is a faculty-led initiative so watch for requests for volunteers.

C. Officer Reports: VP Compton Ctr., Paul Flor

- VP Flor was unable to attend, due to an Accreditation 101 workshop, but sent a report with Chris Halligan which has been added to the notes for information:
- The Center is busy with the Institutional Self-Evaluation Report (ISER) in anticipation of a positive response from the ACCJC.
- Recovery Funding Legislation, which is contingent upon a positive FCMAT audit, will be closer to $11 million (rather than $16 million as previously reported).
- The Center has an approved Curriculum Handbook.
- Gene Farrell, the new special trustee, is a graduate of Compton and most recently served as Interim Chancellor for Coast Community College.

C. Officer Reports: Chair, Curriculum: Allison Carr

- More information, including College Curriculum Committee minutes, can be found on the ECC website:
- http://www.elcamino.edu/academics/ccc/.
- Chair Carr's relief was palpable as she reported that the college will soon hire a Curriculum Advisor. She distributed a handout with proposed changes to Title 5 related to Standards and Criteria for Courses, Credit Course Approval, Approval of Credit Programs, and Conditions for Claiming Attendance. The proposed changes are positive, with the CCCO giving back some local control for curriculum approval. The long-term goal is to streamline the process, while still maintaining standards. (In other words, we don't get to go "hog wild." – Chair Carr) The VPAA, the College Curriculum Committee Chair, and the Curriculum Advisor have to sign a document saying the curriculum met all standards. We are fortunate that we have a very solid curriculum process at ECC. Some concerns have been expressed at the state level that the changes did not go through the consultation process, but we understand that consultation is underway now.

College Curriculum Meeting 5/9/17

Full Course Review Approvals

- ESL 09A
- ESL 09B
- ESL 10
- NURS 145
- NURS 150B
- PE 277
- PSYC 19
- PSY 25

Consent Agenda Approvals

- CDEV 126
- CIS 26
- ITAL 1,2, 24
- JOUR 6, 7AB

Academic Program Approvals

Political Science A.A. Degree

Political Science AA-T Degree

ESL for Childhood Educators Certificate of Competency

ESL for Healthcare Certificate of Competency

ESL for Healthcare II Certificate of Competency

ESL for Math Certificate of Competency

C. Officer Reports: VP, Ed. Policies, Chris Gold

Pages 26-27 in Senate packet.

The minutes from the most recent meeting look a lot like the previous minutes because the EPC again talked about minimum qualifications (MQs), Faculty Service Areas (FSAs) and equivalencies. Because of the complexity of these issues, the team decided to form a task force representing Senate, the Federation, HR, and the Council of Deans. The purpose is to develop AP 7211, which we are legally required to have, and to codify what we are doing. The team will confirm that the MQs are up-to-date and that they are posted online. We need to update the FSAs, working with the disciplines. We need to make sure we are applying equivalencies consistently. We might consider providing a flex credit event for faculty on FSAs, providing information about when and how they might apply for additional FSAs. We want to be sure our processes are clear and effective.

C. Officer Reports: VP Faculty Development, Stacey Allen

- **Pages 28-30 in Senate packet.**
- VP Allen welcomed the newest member of the FDC, Senator Anna Brochet. There is a strong collaborative spirit on the FDC which makes the meetings enjoyable. See VP Allen if you're interested in joining.

Faculty Development
Informed and Inspired

El Camino College
Faculty Development Committee
Presents
INFORMED & INSPIRED
Lunchtime Faculty Development Series

Getting to Know ECC Tutoring Services

- May 18th – Panel Presentation
  - Math Study Center – Julius Duthoy
  - Writing Center – Barbara Budrovich
  - Reading Success Center - Vonetta Augustine
  - Learning Resources Center - Sheryl Kunisaki

- 1:00-2:00 in West Basement, Library
- The photo is from the first part of the series on

Getting to Know ECC Tutoring Services. You don't have to have attended the first workshop to attend this week's follow-up.

PRIDE

People • Respect • Integrity • Diversity • Excellence

There are some familiar faces in the photo -- several members of the Senate are involved in the first PRIDE cohort. It's been a great experience for VP Allen to be on the design team. Friday, 5.19 is the last day of the first cohort and the deadline for applying for the next cohort. Faculty, staff and managers are eligible, including those in the beginning, late or middle part of their careers. The program gives employees a chance to be part of the exciting changes occurring on our campus and to "lead from where they are" as Dr. Maloney suggests.

Application deadline: May 19th

C. Officer Reports:

- VP, Finance & Special Projects, Josh Troesh
- **Pages 31-32 in Senate packet.**
- VP Troesh shared that the PRIDE program has been really interesting, providing a chance to learn a lot about our campus. The last PBC meeting was cancelled. We are still looking for an alternate and this doesn't have to be someone already on the Senate.
- VP Academic Technology, Pete Marcoux
- The College Technology Committee meets right after the Senate and topics will include WiFi, master scheduling, becoming a paperless campus, the G Suite, and mobile pay so students can pay fees on their phones.
- VP, IE/ALC & SLOs Update, Russell Serr (see slides that follow)
- **Pages 33-36 in Senate packet.**

Assessment of Learning Committee

- Continue to collect data for ILO #3 - Community and Personal Development
- Planning for ILO #4 – Information Literacy (similar methodology to 2013 allows us to compare results over time)
- April 17 minutes in packet

2017 Program Review

- Last day to submit data/survey request to Institutional research is June 16

SLO/PLO Fall 2016 Assessment status

- SLO = 447/468 (95%)
- PLO = 29/39 (74%)
- Spring Assessments – Can enter now!
- "Entering Reports" workshops (flyer in packet)
  - Wednesday, May 31st, 2:00-3:00PM
  - Thursday, June 1st, 1:00-2:00PM

D. Special Committee Reports

- ECC VP of Academic Affairs – **Dr. Jean Shankweiler**
- The statewide Academic Senate has been very involved developing the proposed curriculum changes to Title 5; a member of the ASCCC executive board drafted the document. The ECC Guided Pathways committee met for the first time and Jean will attend a training at Bakersfield on Friday to learn more. Our focus will be on the planning process. The Strong Workforce Program is providing $1.5 million from the state. Dr. Rapp is following up with those who made equipment requests so they can be ready to submit orders as soon as the new fiscal year begins July 1. The goal is to hire a Director of CTE who will coordinate the Perkins and the SWP funding. Dr. Rapp has, essentially, been doing this along with her "day job" as dean of Business. The college is working with representatives from area police forces and the academy to establish a Regional Safety Center to meet the safety training needs in the South Bay. This would mean greater convenience for the safety professionals and increased FTES for ECC. We are doing lots of hiring. The VP of HR will be on the board agenda. The goal for SERP submissions was 50 and that was exceeded. It's expected there will be sufficient savings and that the program will proceed to the BOT for approval. Area managers are developing timelines for hiring, starting with managers. Art Leible is working really hard to make progress in IT on our campus. We will be upgrading the MyECC portal. We'll need to shut down for two hours June 12th, starting at 10 pm. Jean extracted a promise from Art that the system would work when it comes back up. It should be minimally inconvenient because it's after the end of the semester but before the deadline for entering grades. Please help us get word to students that they won't be able to register during that time.
- ECC VP of Student & Community Advancement – **Dr. Jeanie Nishime** is unable to attend today's meeting, due to a scheduling conflict.

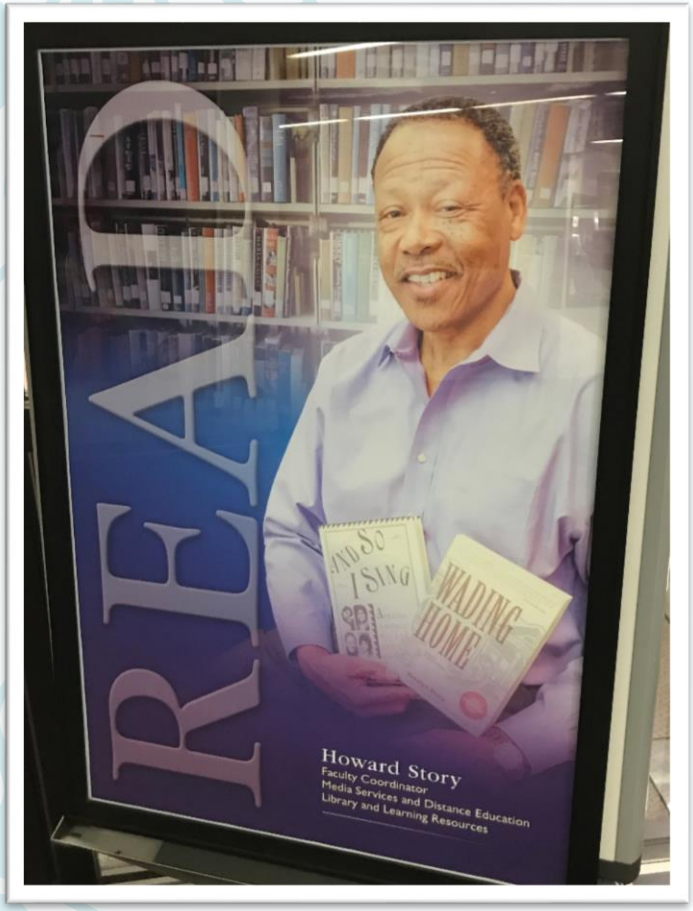
E. Unfinished Business
AP 5500 Standards of Student Conduct : 2nd Reading

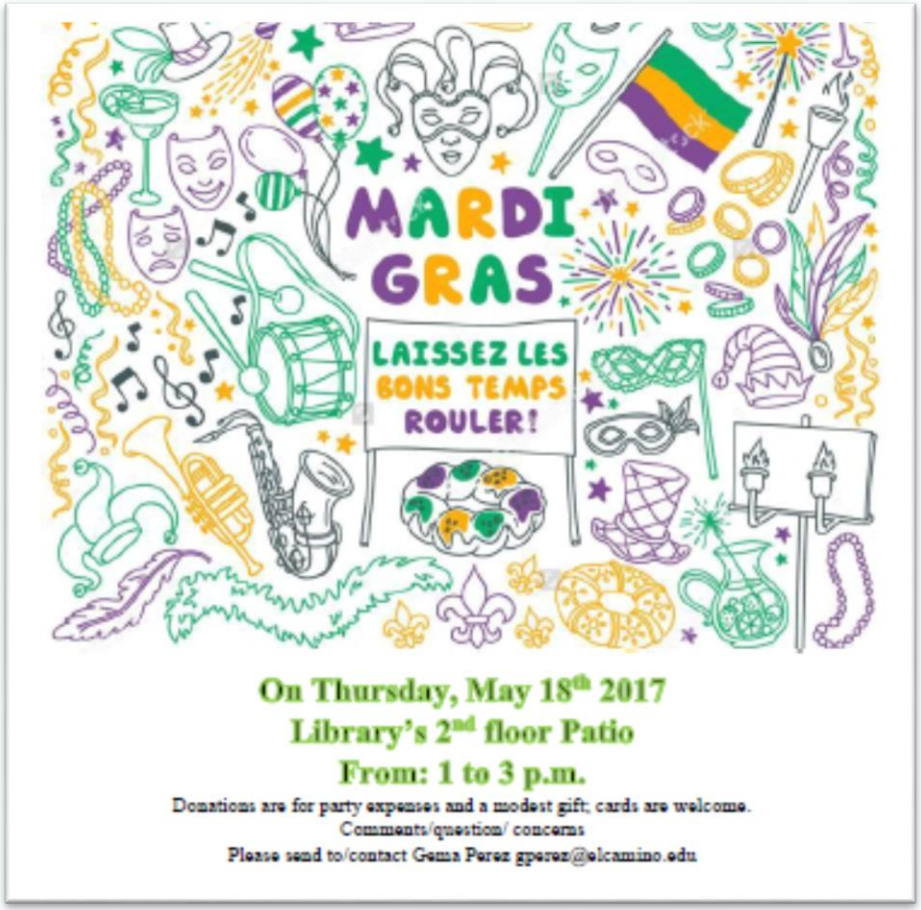
- **Pages 37-44 in Senate packet.**
- Academic Senate VP Ed Policies -- **Chris Gold**
- Chris addressed the four questions that came up at our first reading:
- 1. Fairness. By law, students with disabilities must be accommodated. A list of "Do's and Don't's" from the American Psychological Association have been provided in the packet. Accommodated students cannot share recordings and it is up to the instructor's discretion whether other students will be allowed to record.
- 2. Enforcement. Students who violate the procedures, can be addressed through the reporting process outlined in AP 5520. As a result of discussions about AP 5500, faculty have raised some concerns about whether AP 5520 sufficiently addresses repeat offenders and whether the reporting system is functioning effectively. This will be a topic of discussion in the fall and the Senate may consider reviewing AP 5520.
- 3. Recording in the Library: More libraries are recording. This is considered a public space and is not generally viewed as a classroom. If your students are meeting as a class in the library, that would be different.
- 4. Faculty recording students: This AP addressed what students can do. We may want to develop a statement regarding faculty recording.
- Changes passed unanimously.

E. Unfinished Business Sample Syllabus Statement: 2nd Reading

- **Page 42 in Senate packet.**
- Academic Senate VP Ed Policies -- **Chris Gold**
- A slight change has been made to the proposed statement and is reflected in the version appearing in the packet. A notation will be added to indicate that this is a recommended statement, not a required one. The recommended statement was unanimously endorsed by the Senate. Thanks to an excellent suggestion from Sara Di Fiori, this and other recommended syllabus statements will be posted on the Academic Senate website. It was noted that students' use of devices in the classroom will increase as WiFi coverage expands.

F. New Business: Resolution of Commendation for Howard Story





Academic Senate Resolution of Appreciation: Howard Story

- Chris Gold presented Mr. Howard Story with the following resolution, which was passed unanimously by the body in appreciation of Mr. Story's dedicated service:
- **Whereas**, for the past thirty years El Camino College and our surrounding community has benefitted enormously from Howard Story's work as a faculty member, media coordinator, and distance education coordinator; and
- **Whereas**, Mr. Story has excelled as a media coordinator, calmly and patiently helping often perplexed and befuddled faculty members; and
- **Whereas,** Mr. Story knowledgeably and skillfully helped the college navigate the profound technological changes in education, moving us from film projectors and record players to SMART boards, data projectors, and Canvas; and
- **Whereas,** As distance education coordinator, Mr. Story led the effort to create a growing distance program that provides excellent training to ECC faculty and high quality classes to ECC students; and
- **Whereas,** Mr. Story has served as a mentor in the ECC Project Success program for many years; and

Academic Senate Resolution of Appreciation: Howard Story

- **Whereas**, Mr. Story has been an active participant on many campus committees, and provided strong leadership as Chair of the Distance Education Advisory Committee; and
- **Whereas,** Mr. Story served for many years as a board member for the Directors of Educational Technology in California Higher Education and is a regular speaker at statewide conferences and workshops; and
- **Whereas,** Mr. Story is a tireless volunteer in the community – mentoring young men in the community and frying hundreds of pounds of fish for Church fundraisers; and
- **Whereas,** Mr Story's inherent optimism, charm, and good cheer has brightened our campus and led him to show us opportunities, where formerly we saw obstacles;
- **Resolved**, that the ECC Academic Senate expresses its deepest appreciation to Howard Story for his outstanding contributions to the El Camino College community.

F. New Business: Distance Education Plan

- **Pages 45-84 in Senate packet.**
- Renee Galbavy, BSS Senator & member of DEAC
- Professor Galbavy was applauded for the strong leadership she has provided since stepping into Lance Widman's big shoes as senator from BSS. She was thanked for her willingness to serve as the "messenger" for DEAC's Distance Ed Plan. Senators were reminded that the Senate is a friendly place so we don't shoot OR shackle our messengers! The report follows. (Great work, Renee!!).

Distance Education Plan

2017-2022

Distance Education Plan – Five Initiatives (pp. 14-17)

1) Enrollment growth
2) Expand online opportunities
3) High quality instructional program
4) Improved online course experience for all students
5) Comprehensive academic and support services

Enrollment Growth

- Strategically increase the number of courses/sections/programs offered online (the goal is 10%; currently approximately 5-6% of our courses are DE which is low compared to other peer institutions)
- Promote online programs and courses through dedicated marketing efforts
- Explore partnerships with high schools to ensure course offerings meet needs and interests in response to growing interest in concurrent online enrollment
- Evaluate existing online course performance data
- Include DE in Enrollment Management committee collaboration on online enrollment growth and improvement
- Consult with Divisions to explore and strategically plan expansion of online offerings to additional courses

Expand Online Opportunities

- Explore reorganization and staffing needs to support expansion of DE (all recommended hiring will need to go through the planning and budgeting process)
- Expand geographical area for DE course offerings (this includes hybrid courses)
- Expand the number of certificates, degrees, or transfer pathways that can be completed online
- Develop a system for monitoring which degrees/certificates can be obtained completely online
- Provide clear and complete information to students about degrees and certificates offered online
- Leverage existing resources by exploring community partnerships and resource sharing

High Quality Instructional Program

- Hire an Instructional Designer (ID)
- Formalize DEAC's governance to be a subcommittee of Academic Senate
- Further develop and hone processes to monitor and ensure that online courses adhere to high standards of quality
- Adopt the OEI Course Design Rubric
- Explore ways to integrate DE support services with faculty development
- Increase offerings of educational technology-related Professional Development opportunities available in an online modality
- Provide:
  - a data dashboard so that DE faculty and DE stakeholders can more effectively utilize data for the improvement of student learning and student achievement
  - opportunities for administrators to understand foundational information and best practices related to online courses delivery and instruction
- Review:
  - current professional development options to ensure that current and future online faculty are well supported
  - ways to integrate DE support services with faculty development to create wrap-around support services for inspiring more robust innovative teaching and learning spaces
  - the institutional practice for assigning faculty to teach an online course
  - specific personnel evaluation criteria for online courses
  - current and future DE courses to ensure that standards, expectations and learning objectives are met

Improved Online Course Experience For All Students

- Complete the migration from Etudes to Canvas LMS
- Build sufficient technological infrastructure to support online students
- Hire an Accessibility/Universal Design Specialist
- Hire a multimedia producer
- Provide a network infrastructure that ensures reliable access for technologies at all locations on campus
- Bolster and appropriately size the campus Wi-Fi network to allow for near-future demand levels
- Integrate a uniform portal access across all platforms and locations on and off campus

Comprehensive Academic and Support Services

- Allocate resources to research, plan, organize, implement, and evaluate online Student Support Services
- Implement counseling software (such as Cranium Café)
- Provide students with a comprehensive student services webpage
- Increase engagement and accessibility to student support services by creating informational videos
- Provide students with remote access to librarian research support and information literacy instructional opportunities
- Adopt Online Educational Initiative (OEI) services that align with the College's goals in order to minimize costs and support online program improvement
- Open more computer lab space to accommodate students in online, hybrid and face-to face sections
- Review the College website/social media in terms of accessibility, readability, navigability, and currency (more support is needed for faculty to make courses 508 compliant – increased staffing is especially important in this area)

Distance Education Plan: Acknowledgements

- **Workgroup:**
  - Howard Story: Distance Education Faculty Coordinator
  - Gema Perez: Instructional Media Coordinator: Distance Education
  - Irene Graff: Office of Institutional Research
  - Mark Fields: Academic Senate Representative

- **Reviewers:**
  - Members of the Distance Education Advisory Committee (DEAC)

F. New Business
Proposed Revisions to Senate Constitution: 1st Reading

- **Pages 85-99 in Senate packet.**
- Kristie Daniel-DiGregorio
- **Rationale:**
- 11.15.17 Senate meeting: At suggestion of Howard Story, motion passed to investigate making DEAC a subcommittee of Senate.
- Reflects long-term practice. Consulted: DEAC, Director Library Learning Resources, Media Services Faculty Coordinator and VPAA.
- Change President to: Her Highness, President of the Academic Senate and Protector of Their Liberties. (Just kidding. Sort of. Not really. OK, yes I am. But if you are the first to send me an email addressing me as thus, I'll buy you a hot beverage! ☺)
- **Timeline:**
- Two readings in Senate: 5.16 and 5.30.
- Present to all faculty before June 9th; it's ratified if majority of those voting approve.
- See notations on Constitution included in the packet for specifics of the changes involved. This will come for a second reading and a vote at our next meeting.

F. New Business
Proposal: Canvas Access for Face-to-Face Instruction

- **Page 100 in Senate packet.**
- Academic Senate VP Academic Technology – Pete Marcoux Academic Senate VP Ed Policies & member of DEAC -- **Chris Gold**
- A proposal was presented to provide Canvas access for all face-to-face classes, without a training requirement. The current Canvas Certification matrix was shared and a lively discussion ensued with senators noting:
- The matrix is confusing: even faculty who teach DE have had difficulty figuring out where they fit on the matrix.
- It is complicated: there are many pathways to certification.
- The certification process, while based on the Etudes process, has not been through consultation and state law requires that faculty are primarily responsible for policies for faculty professional development activities.

F. New Business
Proposal: Canvas Access for Face-to-Face Instruction

- **Page 100 in Senate packet.**
- Academic Senate VP Academic Technology – Pete Marcoux Academic Senate VP Ed Policies & member of DEAC -- **Chris Gold**
- The training is creating a barrier to faculty utilizing Canvas.
- There is a need to make Canvas accessible while considering that the college has limited staff to provide technical assistance.
- One advantage of Canvas is that they have their own support.
- The contract speaks to issues related to decision-making on learning management systems.
- There are accreditation implications – several years ago, findings focused on a lack of consistency in DE courses, indicating that the college needed to revamp training.
- The proposal will come back for a second reading at our next meeting.

G. Information Items -- Discussion:

Student Success Scorecard & IEPI

Marci Myers, Institutional Research & Planning

Thanks to Marci for doing a great job filling in for Irene Graff who is on a well-deserved holiday!

- ***Student Success Scorecard*** is the legislatively-mandated accountability report for California Community Colleges.
- Institutional Effectiveness Partnership Initiative (IEPI) ***Framework of Indicators*** is a mandated Chancellor's Office framework of college & district indicators.
- Both projects measure student achievement and partially align with the College's IE Outcomes (presented at the 5/2 Senate meeting).

Highlights – Student Success Scorecard

- Percentage of First-Generation students is not yet reliable (too few students have yet answer the questions on parental ed in application)
  - 2014 CCSSE found that 35% of students were first-generation
- Two new measures added:
  - ***Transfer Level Achievement*** (% of first-time, completion-oriented students who completed a transfer-level course in math or English in Year 1 or Year 2).
  - ***Skills Builder*** (Median change in earnings for "Leavers" who completed higher-level CTE coursework)
- Each measure is disaggregated by gender, age, and ethnic group

IEPI Framework Indicators & Goals

- ***College*** indicators did not change
- ***District*** indicators now must include OPEB funding
- Each year, new one-year & six-year ***Goals*** must be set
- No appreciable change to last year's goals that were reviewed by Academic Senate:
  - Higher goals set where goals were achieved
  - Plateau goals set for goals *not* achieved
- There are no consequences for *not* achieving goals; discussion and strategy are encouraged to address lack of progress.

Agenda, Continued

- **H. Future Agenda Items**
  - Ed Policies:, BP4115/AP4222 Remedial Coursework
  - Student Success Initiatives (SSSP, SEP, BSI, BSSOT, etc.)
  - Program Viability Task Force: Horticulture
- **I. Public Comment**
- Senators raised questions about faculty development policies and how an event is determined to be worthy of flex credit. Concerns were expressed that there have been changes to the approval process and that not all are necessary. Some proposals, if not pre-approved, are being denied even if the event was completed. Senators reported frustration on the part of their colleagues. It was reiterated that policies for faculty professional development activities are, by law, within faculty purview. This was addressed at a recent meeting of the FDC. Senators suggested an opportunity for the Senate to learn more about current processes and to be consulted.
- **J. Adjourn**