

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

SEPTEMBER 4TH 2018

COMPLETE "ASK ME" RAFFLE TICKET

Agenda

A. Call to Order – *Welcome Associate Dean Linda Clowers!*

Each meeting, a different representative from the deans and directors joins the Academic Senate. This presents an opportunity for senators to learn more about our campus leaders, so we invite our representatives to introduce themselves. Here's what we learned about Associate Dean Clowers: Her work includes coordinating learning assessments and program review for the college. She appreciates the opportunity to work with Russell Serr (VP, Instructional Effectiveness), describing him as a "godsend!" (We all know that to be true!) ECC Connect is also part of her portfolio. Before coming to ECC, Dr. Clowers served as Curriculum Dean and CTE Dean at West LA. On a personal note, she likes to do the karaoke circuit with her top picks being "I will survive" and "Proud Mary"! She's a Bruin (undergrad) and her masters and doctorate in counseling psychology are from UCSB. Thank you for joining us Associate Dean Clowers!

Agenda

- A. Call to Order – *Welcome Associate Dean Linda Clowers!*
- B. Approval of Minutes -- **Pages 5-15 in Senate packet.** Minutes were approved as presented in the packet. The order of business was shifted to begin with New Business.
- 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



F. New Business

Senate Goals: Review 2017-18 Progress A handout was provided and will be included in the next meeting packet. Key highlights were shared in the slides that follow and provide strong evidence that the Senate had another productive year!

A. Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)

1. Leadership for the college in Senate purview,
 - *Educational Policies Committee and Senate consultation on numerous **educational policies**.*
 - *Consulted on college planning documents and instruments*
 - *Reviewed and approved new **Online Training Certification and Waiver**,*
 - *Reviewed and approved recommendation of Program Evaluation Task Force to discontinue **Horticulture program** by Spring 2021.*

F. New Business

Senate Goals: Review 2017-18 Progress

A. Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)

2. *Continued to arrange faculty representation on campus committees and periodic updates.*
3. *Elections: One new officer started in 17-18; elections were held for three officers to begin terms in fall 2018.*
4. *Representation: Thirteen new senators started in fall. Elections were held for ten senator positions, to begin fall 2018.*
5. *Review and revision of **Faculty Handbook** in progress.*

F. New Business

Senate Goals: Review 2017-18 Progress

- A. Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)
 - 6. *Streamlined, user-friendly flex matrix* approved by Senate and will be implemented Spring 2019 in tandem with implementation of new reporting software.
 - 7. Collegial consultation process for revised **faculty evaluation forms** begins September 2018.
 - 8. **Minimum Qualifications and AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies** were approved at June 18, 2018 meeting of Board of Trustees.

F. New Business

Senate Goals: Review 2017-18 Progress

A. Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)

9. Presentations by ECCFT at Senate each semester; regular collaboration on Senate subcommittees and college committees.

B. Strengthen faculty involvement in the activities of the Academic Senate

1. Senate orientation: orientation, updated handbook distributed and posted to website. ECC Acronyms in packet, deans' introductions and informational presentations.

F. New Business

Senate Goals: Review 2017-18 Progress

B. Strengthen faculty involvement in the activities of the Academic Senate

2. Regular, ongoing communication with all faculty: *revised packets, packets and meeting notes posted to listserv and website. **New reporter position** for each division. Communication to all faculty re: statewide events.*

+60 Faculty Development Committee events/year. *Officers present in general session and breakouts. Faculty representatives recruited to committees and panels.*

Minutes for Senate subcommittees (FDC, EPC) added to Senate website. Senate meetings added to ECC Calendar of Events.

F. New Business

Senate Goals: Review 2017-18 Progress

B. Strengthen faculty involvement in the activities of the Academic Senate

3. Greater participation of senators in meetings and other activities of Senate,
 - *Faculty sent to statewide institutes/plenary **increased from 3 attendees @ 2 events to 5 attendees @ 4 events.** (7 individuals)*
 - *Senator leadership for review and discussion of college plans & grant applications.*
 - *Senators provide updates at division/dept. meetings; ECC deans include Academic Senate as a standing agenda item and identify senators on division mailboxes.*
 - *Order of business frequently shifted to conclude with officer reports.*

F. New Business

Senate Goals: Review 2017-18 Progress

B. Strengthen faculty involvement in the activities of the Academic Senate

4. **Tenure/Rehire Recognition:** *Continued annual tenure reception at Spring Professional Development Day. To protect the privacy of our colleagues, Senate has decided not to share names of faculty on rehire list.*

C. Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.

1. **Support Compton College's accreditation:** *Senate review of ACCJC documents, CC president member of ECC e-board, collaboration with ECC Curriculum chair, reports at ECC senate.*

F. New Business

Senate Goals: Review 2017-18 Progress

C. Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.

2. Awareness and involvement in statewide initiatives:

- *Informed & Inspired workshop series.*
- *FDC established new collaboration with Student Equity Advisory Council.*
- *Ongoing collaboration with Student Success Advisory Committee and Dreamers Task Force.*
- *Meeting updates, e.g., MMAP, AB 705 and BSI, GP.*

F. New Business

Senate Goals: Review 2017-18 Progress

C. Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.

3. Support Enrollment Management initiatives:
 - *Approximately **1,000 "Ask Me" buttons distributed**, student advertising campaign added in Spring 18.*
 - *FDC collaborating with VPAA on interventions to support success and retention.*
 - *Senate consulted on enrollment management plans and on dual enrollment efforts.*
 - *With Counseling, **provided student registration resources to faculty**; asked they encourage students to register.*

F. New Business

2018-19 Senate Goals: 1st Reading A handout was provided and will be included in the next meeting packet. This was the first reading of the Senate's goals for the upcoming academic year.

A. Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)

- In addition to leadership on Senate purview, representation (**including liaisons to statewide senate**), and collaboration with ECCFT:
- Faculty leadership for the **effective utilization of academic technology** at the college;
- Implementation of **flex credit matrix and policies**;
- Collegial consultation and implementation process for **revised faculty evaluation surveys and forms**;
- Resource for **minimum qualifications and the equivalency process**;

F. New Business

2018-19 Senate Goals: 1st Reading

B. Strengthen faculty involvement in the activities of the Academic Senate

- Senate orientation;
- Regular, ongoing communication with all faculty, **including sharing resources to support student success**;
- Participation of senators in meetings and other activities of Senate, **including Senate subcommittees and task forces**;
- Continue initiatives to recognize faculty who achieve tenure.

F. New Business

2018-19 Senate Goals: 1st Reading

C. Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.

- Support Compton College's accreditation...by **updating the ECC Constitution**;
- Foster awareness of and encourage faculty involvement in statewide initiatives...including **AB 705 and Guided Pathways**;
- Support **Enrollment Management initiatives** through ongoing communication and faculty involvement.

G. Information Items - Discussion

a. Collegial Consultation Committee Orientation: Academic Senate

Introductions:

Name

Department

Number of years you've served in the Senate.

Welcome back to our new, continuing, and veteran senators! The following faculty have served 10 or more years on Senate: Pete Marcoux (17), Ali Ahmadpour (13), Chris Wells (too many years to count), Philip Lau (10), Michael Wynne (16), Sara Di Fiori (10), Anne Valle (10).

Welcome New Senators!

Le Gui, Mathematical Sciences

Joseph Evans, Fine Arts

Amber Gillis, Compton

Joe Hardesty, Fine Arts

Jesse Mills, Compton

Thanks to all who helped recruit new senators: Diana Crossman, Daniel Berney, Traci Granger, Russell McMillin, Chris Wells.

Thanks to senators who agreed to another term: Seranda Bray, Josh Casper, Renee Galbavy, Karl Striepe, Michael Wynne.

Handouts

Meeting packet to share (**white**)

ASCCC Membership Card (**red**)

“Ask Me” Button Raffle Ticket (**green**)

For our orientation:

Fall 2018 Academic Senate Handbook

Human Development Pencil: “Excellence. It’s a Choice.”



ECC Academic Senate Handbook (table of contents)

SENATE ORGANIZATION

ECC Senate Constitution & By-laws

Compton College By-laws

Curriculum Committee By-laws

SENATE SUBCOMMITTEES, FEDERATION, AND PROCESSES

Subcommittees: Educational Policies, Program Review, Faculty Development

COLLEGIAL CONSULTATION

Making Decisions at El Camino College 2015-2020

Academic Senate Orientation

Paired Activity

Instructions:

- Working with **ONE** partner, answer as many questions as you can in the time allowed.
- Page numbers in your ECC Academic Senate Handbook have been provided. **(Note: Some pages were previously numbered; use the handbook numbers, e.g., 3 of 80.)**
- Circle the correct answer.

Senate Orientation Kahoot!

Learn  Have Fun  WIN 

To participate:

1. One phone per pair.
2. Confirm you're logged onto the ECC WiFi. (You may need to use your data if ECC WiFi is down.)
3. Open your browser (e.g., Safari, Chrome) to kahoot.it.
4. Enter the Game Pin number provided.
5. Choose a nickname.
6. Note: Points are awarded for accuracy **AND speed**.

*Normal data fees apply, however there is **NO additional fee for the quiz.***

Question 1:

The Senate purview encompasses how many areas? (Handbook, page, 1)

9 **10** **11** **12**

Academic & Professional Matters

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

= 10 + 1 Purview of the Academic Senate

Question 2:

Which of the following empowers the ECC Academic Senate? (Handbook, page 2)

ECC Superintendent/President

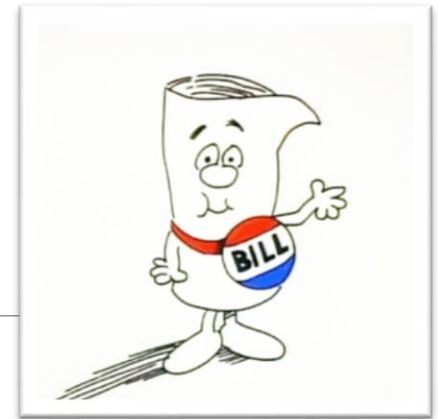
ECC Board of Trustees

Chancellor for California Community Colleges

California State Government

Academic Senate Authority

Handbook, pg. 2



State Law:

(AB 1725, 1988)
*Community College
Reform Act.*

Education Code:

Title 3 Postsecondary
Education

Title 5:

Rules to implement
Ed Code by Board of
Governors

The Academic Senate is “an organization whose primary function is to make recommendations with respect to **academic and professional matters.**” 53200 Title 5

Collegial Consultation

Handbook, pages 1-3

Governing boards must **consult collegially** with the Academic Senate on academic and professional matters through a process of “**rely primarily**” or “**mutual agreement**” with the Academic Senate. (Title 5)

“The Board will ***normally accept the recommendation*** of the Academic Senate on academic and professional matters... If the district Governing Board of Trustees disagrees with the recommendation of the Academic Senate, representatives of the two bodies shall have the obligation to meet and reach ***mutual agreement***...” (ECC Board Policy 2510).

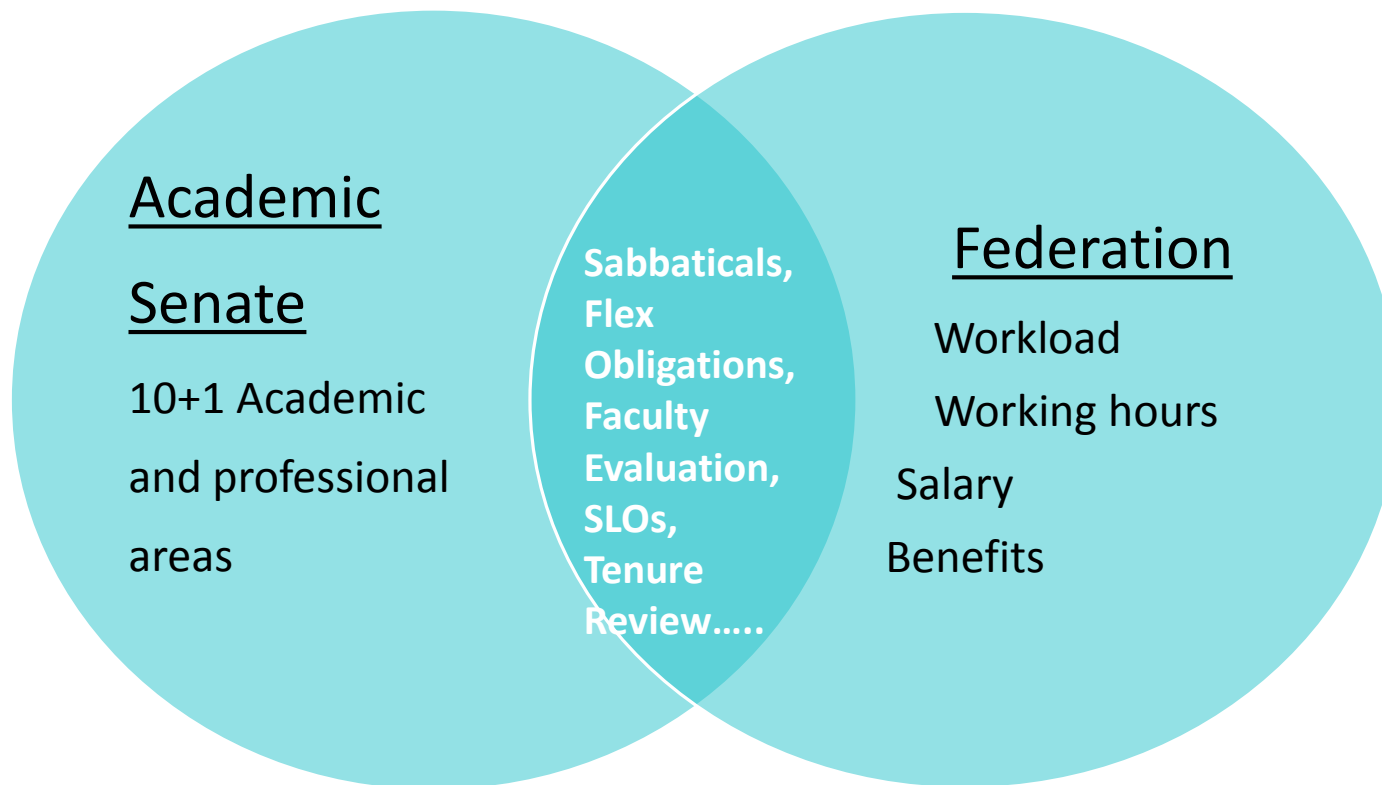
Question 3:

*ECC's Senate and faculty union (ECCFT) purviews are entirely separate and the two organizations work independently.
(Handbook, page 3)*

True

False

Separate and Overlapping Purviews of Academic Senate & Federation



EL CAMINO COLLEGE
COUNCIL OF THE ACADEMIC SENATE & FEDERATION OF TEACHERS

An agreement between the El Camino College
Federation of Teachers and Academic Senate
respecting the implementation of AB 1725
shared governance mandates

1. The Federation of Teachers is the exclusive bargaining agent for certificated faculty members.
2. The Academic Senate is chartered to provide the faculty with a formal and effective procedure for participating in the formation of District policies on academic and professional matters.
3. Title 5, California Code of Regulations, Section 53200, et seq., indicates a minimum of ten (10) specific areas of academic and professional matters in which the Academic Senate shall consult collegially with the Board of Trustees or their designee. The primary function of the Academic Senate is to participate in the development of policies regarding these specific areas and/or other areas that have been mutually agreed upon.
4. Many of the academic and professional matters identified in Title 5 are also within the jurisdiction of the current collective bargaining Agreement between the Federation and the District.
5. In those areas of academic and professional matters which appear to be both within the jurisdiction of the Academic Senate as per Title 5 and within the jurisdiction of the Federation as per the contract, both organizations agree to consult with one another prior to submitting any proposals.
6. Title 5 provides that nothing contained therein shall be construed to detract from any negotiated agreement between collective bargaining representatives and District Governing Board.
7. It is the stated intent of Title 5, Section 53204, that all parties will respect agreements between the Academic Senate and the Federation as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to the Academic Senate pursuant to Title 5.
8. The Academic Senate of El Camino College and The Federation of Teachers desire to enter this Agreement in order to avoid future misunderstandings and to clarify their respective roles relating to the implementation of AB 1725 Shared Governance mandates contained in Title 5.

The Federation of Teachers and the Academic Senate of El Camino College agree to the following:

- A. The Federation agrees that the President of the Academic Senate or designee shall serve as a member-at-large on the Federation's Contract Writing Committee. Whoever serves must be a member in good standing of the Federation. A copy of the final negotiating package adopted by the Federation's Executive Committee shall be provided to the President of the Academic Senate.
- B. The Presidents of the Academic Senate and the Federation shall consult collaboratively prior to making appointments to campus wide committees, whether those appointments are within the exclusive jurisdiction of either organization or shared by both.
- C. The Executive Committees of the Senate and Federation shall meet jointly at least once each semester to discuss matters of mutual interest and concern.
- D. It is the intent of the parties that changes to this Agreement shall be arrived at through a process of collaborative discussions. Modifications shall be subject to the approval of the Academic Senate Council and the Federation's Executive Committee.

President,
Academic Senate

President,
Federation of Teachers

Question 4:

*Each division has one senator per how many Full-Time Faculty Equivalents (FTEFs)?
(Handbook, page 8)*

10 **11** **12** **13**

Senators

Constitution, Article III, Section I.
(Handbook, pgs 7-9)

Full-Time Faculty:

- One senator for every 12 Full-Time Equivalent Faculty (FTEF) -- minimum of two per division.
- 47 FT senators represent approximately 600 FTEF.

Adjunct Faculty:

- Two adjunct senators represent PT faculty.

Senators' Terms: Three-years.

Senators

Constitution, Article III, Section I.
(Handbook, pgs 7-9)

Attendance: Senators are expected to attend all regularly scheduled senate meetings. A senator may be removed for excessive absences. Article III, Section 1.10.

Participation:

Before: Review packet, consult with constituents.

During: Welcome comments, input and feedback. Roberts Rules of Order (handbook, pgs. 49-51).

After: Share information and consult with constituents (e.g., share at division/dept meetings, post meeting packet in mailroom, email division faculty).

Consider joining a Senate subcommittee.

Question 5:

Most, but not all of Board Policies and Administrative Procedures that fall into the Senate purview are in which series? (Handbook, page 40)

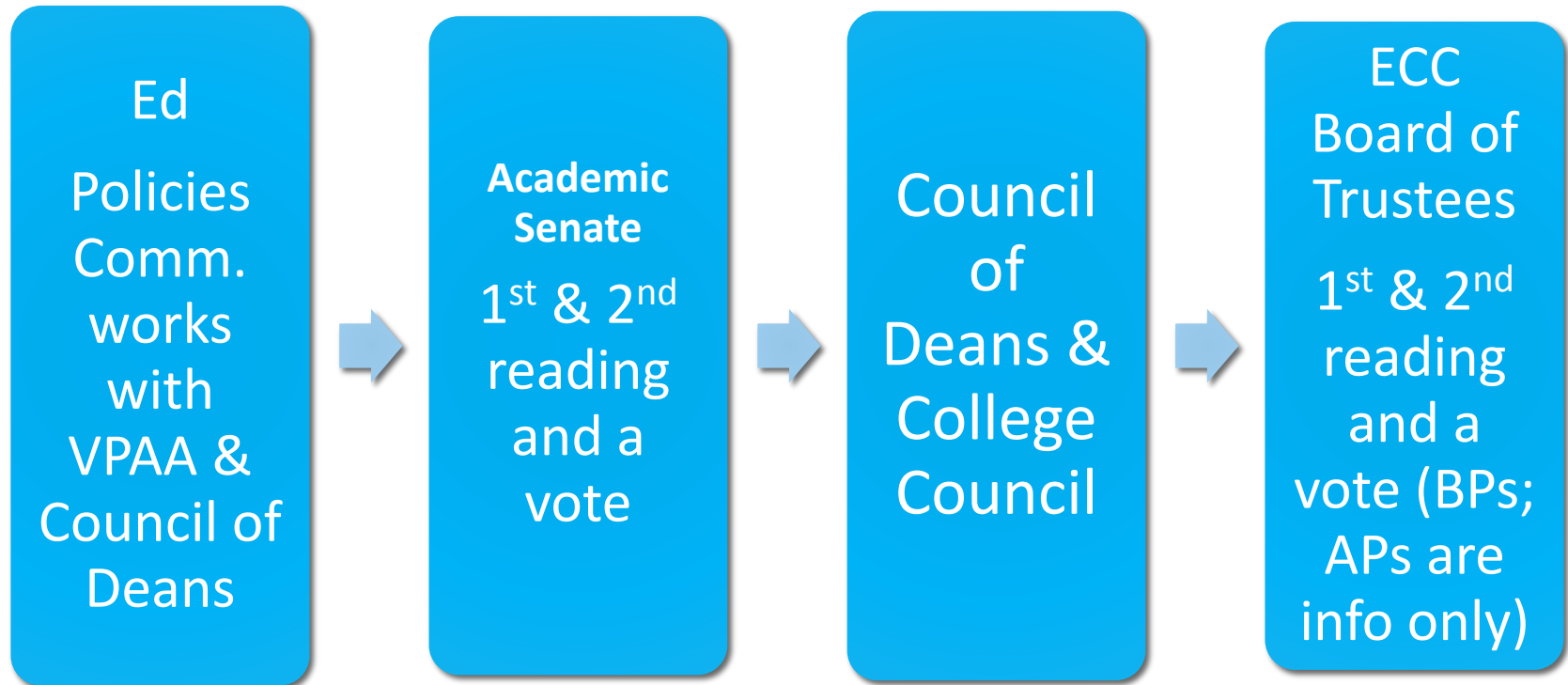
1000s: The District

3000s: General Institution

4000s: Academic Affairs

5000s: Student Services

“Typical” Consultation: Board Policies (BPs) & Administrative Procedures (APs)



Question 6:

Making Decisions at El Camino College: ECC's participants are expected to demonstrate which of the following?

Keep an open mind

Respect differing opinions

Support the final outcome

All of the above.

Making Decisions at El Camino College

The four practices of the Collegial Consultation Philosophy:

Collegial Consultation

Inclusiveness and Communication

Evidence and Planning

Student Success

Making Decisions at El Camino College

p. 57: “Inclusiveness and Communication: With participation comes the responsibility to **keep an open mind, respect differing opinions, strive for consensus, and support the final outcome.**”

Question 7:

Which of the following is NOT mentioned in ECC's Mission Statement? (Handbook, page 67)

Positive difference

Excellent comprehensive educational programs

Educational technologies

Promote student learning and success

ECC Mission Statement

El Camino College makes a **positive difference** in people's lives. We provide **excellent comprehensive educational programs** and services that **promote student learning and success** in collaboration with our diverse communities.

Awards Ceremony

The Kahoot! logo is displayed in a white rectangular box with a thin black border, tilted at an angle. The word "Kahoot!" is written in a bold, blue, sans-serif font.

Congratulations to our winning Kahoot! teams:

Si, Se Puede (Rocio Diaz & Sean Donnell) &

Senate Sisters (Mary McMillan and Christina Nagao)

Ask Me Button Raffle:

Thank you to everyone who is wearing their “Ask Me” buttons!
Raffle winners were Sara Di Fiori, Joe Hardesty, and Jean Shankweiler.

Very expensive prizes were distributed during the awards ceremony! 😊

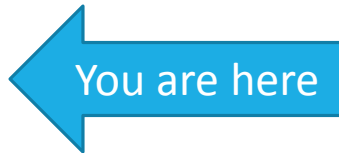
G. Information Items - Discussion

b. Survey of Entering Student Engagement (SENSE): Carolyn Pineda

Since Fall 2014, ECC has administered the SENSE survey every two years. Designed by the Center for Community College Student Engagement at UT Austin, the survey is designed for first-time students. A random sample of eighty-two sections of English and Math classes have been selected. If you were invited to participate please consider helping out. Thanks to Outreach and School Relations, student ambassadors will be helping with the administration which will occur weeks 4 and 5. The survey provides very useful feedback about students' engagement in and outside the classroom which informs our practice as a college.

Agenda

- A. Call to Order
- B. Approval of Minutes
- 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



C. Officer Reports

a. President: Kristie Daniel-DiGregorio

Senate packet pages 16-26

See President's Report (pgs. 16-17) for news, updates and resources.

Listing of Technology Implementations (pg. 18)

Faculty Position Identification Timeline (pg. 19). KDD and J. Shankweiler are non-voting chairs of the committee. Each division has two voting representatives. Division Councils rank the proposals before they are brought to the committee for consideration. A number of factors may affect whether a proposal is approved: whether the position is growth or replacement, enrollments, department staffing, college priorities, etc.

Training: Using Data for Hiring (pg. 20)

College Council Minutes (pgs. 21-26). KDD is your representative to the College Council so please let her know if you have questions or want to offer input on issues coming before the Council.

C. Officer Reports

a. President: Kristie Daniel-DiGregorio

Senate packet pages 16-26

Key topics and issues for ECC during 2018-2019:

Statewide Initiatives: AB 705 & Guided Pathways

ECC Governance: Governance Review. **The college will be reviewing our governance process, which is addressed in the “Making Decisions” document covered in today’s orientation. More information to follow.**

Accreditation: Self-Study and Quality Focus Essay Topics. **Developing a complete draft of the self-study and identifying the QFE topics through a consultative process are priorities for year.**

C. Officer Reports

b. VP Compton College: Amber Gillis

- c. Compton College continues to make strong progress toward becoming an independent college under the authority of the Compton Community District Board of Trustees. The Substantive Change Proposal was approved and the Transition Planning Committee continues their work. Curriculum is a significant focus as the College determines which ECC courses to bring over and which to redevelop for Compton. Approximately 733 courses and 43 programs will be brought over. Efforts are underway to preserve programs. Right-sizing programs is very difficult because it can require lay-offs for tenured faculty. The goal is to bring over courses that are components of complete programs. A number of BP/APs are being developed. There is an effort to balance growing interests in CTE (welding, automotive technology) with providing a “Renaissance” education.

C. Officer Reports

- b. **Chair, Curriculum: Janet Young.** Unable to attend; working to meet a curriculum deadline. Full report to follow at next meeting.
- c. **VP Educational Policies: Darcie McClelland.** Darcie met with Dr. Shankweiler over summer to establish priorities and develop strategies for ensuring we have BP/APs in place for accreditation. There were some more suggestions for AP 7160 so this will be among the BP/APs coming to the Senate.

Educational Policies Committee minutes available here:

<http://www.elcamino.edu/academics/academicsenate/Ed%20Policies.aspx>

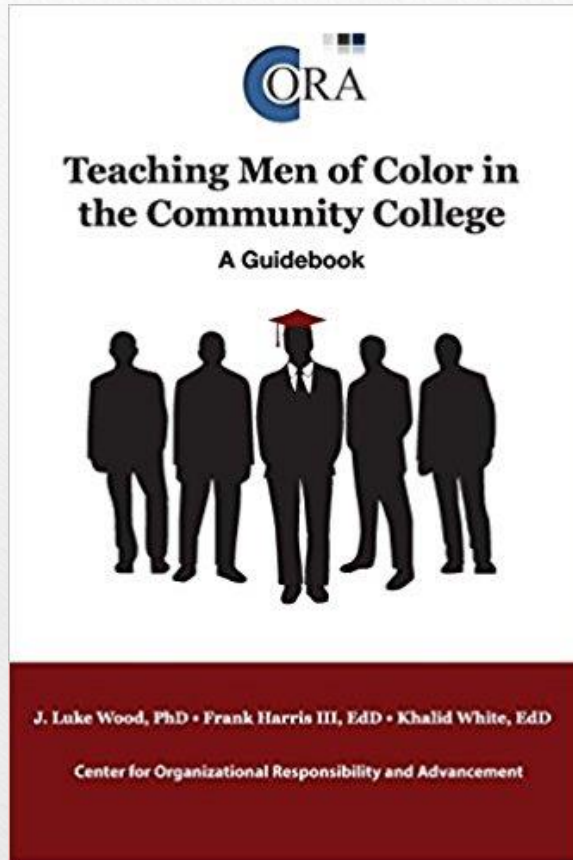
C. Officer Reports

- e. **VP Faculty Development: Stacey Allen.** The FDC has their first meeting Tuesday, 9.11 1-2 pm in the Library West Basement. We revised the flex matrix last year. We will hold off implementation until spring semester to correspond with the roll-out of the new flex software. See the next slide for information about this semester's Faculty Book Club. The club will be focusing on work by our Professional Development Day keynote speaker, Dr. Frank Harris.

Faculty Development Committee minutes available here:

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

Faculty Book Club



Meetings:

1:00-2:00

Library West Basement

- September 18th
- October 30th
- November 20th
- December 4th

C. Officer Reports

f. VP Finance & Special Projects: Josh Troesh

A lot of work was done on the budget over the summer. If you've run out of Ambien, the budget book may be able to help you fall asleep! There has been a concerted effort to make the budget more transparent. There are still unanswered questions as we shift to the new funding formula. We are borrowing FTES from summer to maximize our funding during the hold harmless period for the new funding formula. It's very likely other colleges are using a similar strategy so it's not clear how the state will respond and how much funding we will receive. There is still a lot of uncertainty related to the new funding formula. There is a complex points system applied to each student outcome. The emphasis on outcomes will change how we look at a lot of things. More details to come.

C. Officer Reports

g. VP Academic Technology: Pete Marcoux

The college has been experiencing some network issues. For many years, we have been using MacGyver techniques and we are now paying for past sins! We hired a CTO who used to work for the company that hosts Ellucian, the “central nervous system” for our college. We are making a number of big, complex improvements. The Academic Technology Committee is reviewing its mission. Meetings this fall will be 9/27, 10/25, and 11/29. More details to come.

C. Officer Reports

h. VP Instructional Effectiveness: Russell Serr

Senate Packet, pg. 27

In Fall 2017, we had 100% completion of SLOs and PLOs for BSS, Industry and Technology, and Math. Business had a 100% completion rate for SLOs and Fine Arts for PLOs. We are striving for 100% completion campus-wide.

2018 Program Review drafts are due Friday, 9-7-18

We have 15 program reviews this semester and 14 weeks so it's very important that program reviews are submitted on time.

Spring 2018 SLO assessments are due Friday, 9-14-18

“Entering Assessment Reports” workshop Thursday, 9-6-18 1:00-2:00PM

These workshops give you a chance to bring your data and leave with your assessments completed.

Agenda

D. Special Committee Reports: **No reports.**

ECC VP of Academic Affairs: Jean Shankweiler

ECC VP of Student Services: Ross Miyashiro

E. Unfinished Business:

Technology Use BP/APs: 2nd Reading for Information – Pete Marcoux

Art Leible, our Chief Technology Officer, has asked Senate to review for information revised BP/APs related to technology. Colleges have been attacked using ransomware so it's important for us to take a proactive approach. We need to think carefully about what we are doing with student information, where we are storing it. Especially if we have three pieces of information about a student. Faculty are encouraged to use Microsoft One Drive for work purposes and to keep their "puppy pictures" separate. BP/APs were approved for information by the Senate.

Agenda

H. Future Agenda Items:

- ECCFT Update
- Ed Policies: AP 4055 Academic Accommodations for Students With a Disability, AP 7160 Professional Development
- Institutional Research and Planning: 2020 Strategic Planning, Governance Review Process, Climate Survey Results
- Human Resources: Reviewsnap
- Campus Police: Spring 2019 Active Shooter Drill

I. Public Comment: **Please help get word out about the TOP Expo scheduled for Tuesday, 9.11. Encourage your students to attend.**

J. Adjourn. Thank you for reading! Be the first person to email kdaniel@elcamino.edu to receive a gift card for a treat at your local coffee shop.