**ACADEMIC SENATE MINUTES**

February 16, 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 Co-Presidents Jeffries (CJ) and Striepe (CS) called the first Academic Senate meeting of the Spring 2016 semester to order on February 16, 2016 at 12:35 p.m.

CS: We welcome President Maloney.

President Maloney: Thank you all for inviting me to Senate. I enjoy working with Academic Senates because of your role in 10+ 1, and your role in advising the Board with academic and professional matters. We’ll have a great partnership. I’m proud to be at ECC. There is always a new accolade for our positive impact on students. Were in the Top 25 colleges across the nation for promoting STEM to Hispanic students, and we are eligible for the Aspen award. The Aspen award looks at outcomes for students and their ability to participate in the economy when they leave us. Kudos to all of you. I’m excited to be a part of that. I came to get a sense of your work and concerns.

**2. APPROVAL OF MINUTES**

See pgs. 6-11 of packet for the minutes from the February 2 meeting. Minutes approved as amended.

**3. OFFICER REPORTS**

**A. Co-Presidents – Chris Jeffries (CJ) and Claudia Striepe (CS) (pgs. 12-15)**

CJ: All minutes are now available online under guest administration and collegial consultation committees. C. Wells: Does that include division council? Dr. Nishime: Division council meetings fall under advisory status. They advise the dean and the dean advises administration. C. Wells: Do they have minutes? Dr. Nishime: We’re figuring out where to post them. It’s a remnant of the portal.

CS: We’ve provided a link to the most recent rostrum. There are several articles of importance, including the curriculum process, and a survey on data on disenfranchised students. Check out the article before answering the survey. CJ: Dr. Nishime mentioned a letter (p. 13) reconfirming accreditation. On p. 15, see the multiple measures assessment. CS: Congratulations to CJ, the 2016 recipient of the CCCAA award. Well done, Chris!

CS: Volunteer faculty are needed for a student discipline hearing. Please respond ASAP to Jaynie or me or Chris. We need bodies on the panel. CJ: This is an important one, on the 25th of February.

CS: Distinguished faculty award nominations are due. Many senators are past due for replacement should they wish to step down, or if they are reaching the end of their term. Senior senators please arrange an election for replacements. At Council of Deans, Art Lieble reported that laptops are coming at the end of the month, with appointments for turning in old ones and getting training on the new ones. Help desk hours are extended. Dr. Nishime made a protocol for power outages. Linda Beam said that contracts are expired and negotiations are beginning. Dr. Shankweiler is finalizing guidelines for special assignments. Irene Graff pointed out problems with Trackdat so please report glitches. Dr. Nishime wants to know who is interested in the California College Textbook Affordability Initiative. We need a person to write a proposal. There should be a team of threee persons per campus. Talk to your constituents and we can take an informal vote at the next meeting. CJ: The conference is March 2nd. A. Valle: They came to natural sciences, but the book was too big to incorporate. I’d have to start from scratch with their book with my lectures. They have free online websites. My current book has so many resources from the publisher. One instructor per book with reassign time could create the lectures. P. Marcoux: 20 Million Minds are under the Gates foundation, but they have the same goal. C. Wells: I use a free open source book. Is the grant just for this organization? Dr. Nishime: Someone should go to the conference. Mark fields: I’ll go. Dr. Nishime: Bobby Becka will help write the grant.

**B. VP – Compton Education Center – Paul Flor**

Sorry I missed the last meeting. Faculty at the center are meeting on Fridays to address the second phase of drafts for accreditation. We are also having accreditation steering committee meetings, and planning for two visits with IEPI too spotlight issues in our narratives. We’re looking at SLO’s, but we are struggling there. C. Wells: Have we done IEPI? There is $150,000 grant if we do it. CJ: We haven’t. President Maloney: If the solution requires money, then you get the monies, but solutions that don’t require money, don’t get money. C. Wells: We have some potential issues. Dr. Nishime: We discussed it when Compton applied. We were already under scrutiny and we elected not to do it. P. Marcoux: Are we eligible? C. Wells: Yes.

**C. Chair – Curriculum – Allison Carr (pgs. 16-21)**

At our last meeting, on December 1, twenty-six courses went through full course review, and twenty-four were approved. One course was tabled and one needed clarification. Eight representatives will end their term, and can self select to continue representation. Q. Chapman: We wanted to talk about the curriculum process with ECC. There are lots of moving parts. It first goes through faculty, then to Division Committee then to the Curriculum Committee. We have a timeline posted on the website. We wanted to make it clear that new curriculum (new courses) go through a consultation phase of review, formalized in curricunet. New proposals are submitted first to me and Allison for feedback and then to the Vice- President, and then to a whole group of us. You get a message when that is completed. A. Carr: We want the course to be prepared first so it moves through the process smoothly. Q. Chapman: See the timeline of phases here (see slide.) All committee members review. Some reports are available. You can go on the site and see links on the homepage. Once it’s approved, (see chart on second page of packet, separate handout) it appears in CCC minutes as an approved action. Then minutes are emailed to the committee for review and approval. Then it goes to the Board agenda, and the Vice President of Academic Affairs. We try to ask all the right questions. The Vice President represents us at Board meetings. The Board approves per Chancellor’s rules, regarding non-substantial vs. substantial changes (such as units.) We won’t get into programs today. All that information must be coordinated. Students can’t register until it’s in the catalogue. A. Carr: If you’re proposing new courses, it’s best to start in the beginning of a semester. Finalization of the Fall schedule must be completed by the end of February. Q. Chapman: There is more involved than local approval. The Chancellor’s Office has 117 colleges, and it takes a while for them to get to us. A. Carr: Meet with us the previous spring. CJ: We only have time for a few questions now, so please attend the curriculum meeting for details. P. Flor: Once you take the process through, where does articulation start? A. Carr: Lori Suekawa addresses that (C-ID). A. Carr. Those issues are ironed out before it goes to the Chancellor’s Office. Q. Chapman: I can send that information. M. Winfree: Do you have a set time and place? A. Carr: 2:30 – 4:30 in Administration room 131, second and fourth Tuesday of every month. M. Winfree: That’s your schedule? A. Carr: That’s campus wide. But division committees handle it differently. Contact your rep for meeting times.

**D. VP – Educational Policies –Chris Gold**

See notes under *Unfinisished Business*

**E. VP – Faculty Development – Kristie Daniel –DiGregorio (KDD) (pgs. 22-23)**

KDD: For the past two years campus safety has been a big conversation on the ECC campus. At FDC this semester we talked strategies and ideas for effective response. Anne Garten and Chief Trevis and Attorney M. Travis have visited the senate, but faculty need a proactive, campus-wide, and coordinated effort towards improving communication, classroom security, and training. There is a desire for communication in every classroom. Some buildings have no cell signal or campus phone. NIXEL has an occasional delay. Building captains on different floors are not always accessible. In different buildings faculty can’t secure classrooms from inside the rooms. The training videos are not all relevant. Maybe we should start at the division level. FDC wants this to come to senate, due to the anxiety some faculty are feeling. CJ: This is good timing with the president here to learn our concerns.

**F. VP – Finance – Lance Widman (pgs. 24-26)**

We had a good facilities update. When they demolish administration, why rebuild it? They can have trailers like the rest of us. Jean Shankweiler went into detail on enrollment management (p. 10.) And Irene Graff is still working with all of us to foster understanding.

C. Wells: Do high school students apply to the college if we offer a class with eligibility? High School enrollment is declining too. We have an aggressive program with Robin.

**G. VP – Academic Technology – Pete Marcoux (pgs. 27)**

See slides for notes. Chris and I talked about the LMS committee. We’ll make a recommendation to the senate, and make a timeline, and host info sessions on canvas. We don’t have a set meeting, however, go to the campus technology conference one week from Friday to see the Canvas presentation (p. 27 in packet). Flex credit is available, and lunch and coffee, in the east dining room.

**H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO’s Update – Russell Serr (pgs. 28)**

Here’s a snapshot of our program review. We submit every four years. CTE reviews every four years. The process starts now. The committee review templates and handbooks to improve the process. We are having workshops for preparing review. It is an opportunity to show off what you are doing and your goals. The program review includes IR datasets, and recommendations. SLO and PLO assessments justify recommendations. Then its submitted to the committee, the committee makes recommendations, and then it’s revised and submitted. The assessment of leaning committee represents each division, IR and the library. It sets recommendations for the assessment process, and conducts ILO assessment. It’s currently in the planning phase. The next ILO is critical thinking.

L. Widman: As the PBC representative on senate, if you have a request for an item that needs funding, and if that item is not in program review, it won’t happen. This is an extremely important document.

**4. SPECIAL COMMITTEE REPORTS**

**A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Jean Shankweiler and Jeanie Nishime**

Dr. Nishime: One announcement: The graduation petition deadline was extended to February. 19. We have so many ADT and other graduations submissions and transfer degree applications, we needed to give evaluators more time, and counselors too – a good problem to have! Anne Garten will get the word out to students, but let students know when you see them.

**5.UNFINISHED BUSINESS (p 29 – 37)**

**A. A/P 5530 – Student Rights and Grievances – Chris Gold This a second reading. There is no corresponding board policy. At the first reading in October 2015, the senate body requested consultation with the union. This is a revised version that reflects consultation with the union and with William Garcia, Dean of Student Support Services.**

Lets walk through it and look at changes (p. 29.) This is a procedure with no BP that is based on the CCLC template. We thank William Garcia for his patience and his help. He’s here to answer questions. We’ve had a couple readings, one in October where your concerns included faculty notification of grievances and the cutting out of the appeals process, and also a suggestion to confer with the union. The union wanted faculty to know early in the process if a student was grieving against them, and get copies of paperwork and representation, and a union representative, and they wanted a timeline. Sexual harassment and grade changes fall under different procedures. Let’s get on the same page before we send it to Deans Council. On page 34, there is a typo. Employees will be notified seven days in advance, not five. And on pg. 37, there is a deleted title for number three, which should read ‘Dean of Student Support Services.’ (M. Ichinaga also offered grammatical corrections, and C. Gold supplied a slide with a flow chart box diagram included in the slides from the February 16 meeting, with timeline included.) Notification of faculty was the biggest concern and is reflected here as step one. Dr. Nishime: An appeal to the VP doesn’t have to be heard by the VP. I can look at evidence for substantiation. I don’t have to hear the appeal. P. Marcoux: If the accused is another student, it's a different process. R. Cerofeci: It’s just the student who sets up the meeting? W. Garcia: If a student came to my office to file a grievance, we go back to see if the alleged did not confirm to procedure. Did they get a chance to advocate for themselves? It’s not always a comfortable situation. Sometimes a third party is present, sometimes they just want to be heard. T. Muckey: The first process is filling out a form. W. Garcia: That’s student discipline which applies to a different BP5500, referenced on p. 29. C. Wells: Can staff appeal if they don’t like the decision? Both sides should be able to appeal. W. Garcia: It depends on the nature of the grievance. C. Wells: It seems like both sides should be able to appeal. W. Garcia: The employee has other rights that the student does not. They already have other recourses. C. Wells: I agree, but student should have the right to appeal. C. Gold: But nothing can happen to staff member based on this decision. The results of the process can’t follow you. C. Wells: But the hierarchy structure doesn’t include faculty. CJ: We have to revisit this in the interest of time. W. Garcia: This covers incidents such as teachers not allowing a student to add because the class is full, and a lot of financial aid complaints, bad customer service, etc. CJ: Bring back your questions for a final reading.

**B. BP/AP 3710 – Use of Copyrighted Materials and BP/AP 3750 - Securing of Copyright – Chris Gold Both of these policies and procedures are being reviewed by Dean’s Council and will be brought back for a 2nd reading by the Senate in the spring. Chris G. will follow up with Academic Affairs.**

**6. NEW BUSINESS (pgs. 38 – 50)**

**A. BP/AP 4250 Probation, Dismissal, and Readmission – C. Gold**

C. Gold: This is a first reading. C. Gold: 4250 is here and the CCLC templates. Changes are underlined (p. 49.)

**7. INFORMATION ITEMS –DISCUSSION**

**A. Nancy Currey – Study Abroad in Italy**

N. Currey: I teach ESL here. I’m co-leading study abroad program this summer. I’m doing a plug because we need more students. It’s one month in Italy. Please let students know. CJ: Study Abroad was in hiatus for a few years. P. Marcoux: Scholarships and FAFSA applies.

**B. Colin Preston – Accommodations for students involved in extra-curricular activities**

C. Preston: I’m the new Athletic Director, and I’m here to increase communication so we can better serve student athletes. Look through draft of this policy, covering only in-season sports, and post-season competitions. Coaches must schedule with academics in mind. Conference competitions are scheduled on same dates so students know which classes to enroll in. El Nino could affect rainouts, and faculty should be notified. We want to prepare students for the rest of their lives. Events falling near finals are stressful on all sides. We’re hoping all teams do well. Student athletes will submit potential post season dates. We will send an additional letter. This is a draft. This isn’t just a student athletes issue. P. Marcoux: Put it in triplicate.

**8. FUTURE AGENDA ITEMS**

**A. Bill Mulrooney – discussion regarding census, no-show and attendance reports; possibly looking at +/- grades**

**B. Linda Gallucci – update on Hobson’s Early Alert (Starfish)**

**9. PUBLIC COMMENT**

**10. ADJOURN**

The meeting adjourned at 2:03.pm

SD/ECC Spring16