

Adjunct (1 Year)

- Dustin Black
- Karl Striepe

Behavioral & Social Sciences

- Stacey Allen
- Kristie Daniel-DiGregorio
- Renee Galbavy
- Christina Gold
- Michael Wynne

Business

- Kurt Hull
- Phillip Lau
- Nic McGrue
- Josh Troesh

Counseling

- Anna Brochet
- Yamonte Cooper
- Rene Lozano

Fine Arts

- Ali Ahmadpour
- Daniel Berney
- Diana Crossman
- Russell McMillin
- Chris Wells

Health Sciences & Athletics

- Andrew Alvillar
- Traci Granger
- Yuko Kawasaki
- Colleen McFaul
- Russell Serr

Humanities

- Rose Ann Cerofeci
- Ashley Gallagher
- Pete Marcoux
- Christina Nagao
- Adrienne Sharp

Industry & Technology

- Ross Durand
- Mark Fields
- Lee MacPherson
- Jack Selph
- Charlene Brewer-Smith

Library Learning Resources

- Mary McMillan
- Noreth Men
- Claudia Striepe

Mathematical Sciences

- Megan Granich
- Matthew Mata
- Ben Mitchell
- Jasmine Ng
- Catherine Schult-Roman

Natural Sciences

- Mohamad Abbani
- Sara Di Fiori
- Troy Moore
- Ryan Turner
- Ann Valle

President/Superintendent

- Dena Maloney

Academic Affairs & SCA

- Linda Clowers
- Jeanie Nishime
- Jean Shankweiler

Assoc. Students Org.

- Patrick McDermott

Compton Education Center

- Paul Flor
- Chris Halligan

ECC Federation

- Carolee Vakil-Jessop

Curriculum Chair

- Allison Carr

Dean's Reps.; Guests/Other Officers:

- Carolyn Pineda
- Josh Casper
-

Excused: M. Granich, M. Mata, B. C. McFaul, N. Men, A. Sharp, N. Men, B. Mitchell, J. Ng, C. Schult-Roman

ACADEMIC SENATE MINUTES

May 30, 2017

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

A. CALL TO ORDER

Senate President Kristie Daniel-DiGregorio called the eighth and final Academic Senate meeting of the spring 2017 semester to order on May 30, 2017 at 12:30 p.m.

B. APPROVAL OF MINUTES

See pgs. 6-17 of packet for minutes from the May 16 meeting. P. Marcoux motioned, Chief Mac seconded. There was unanimous approval of minutes.

C. OFFICER REPORTS

a. President – Kristie Daniel-DiGregorio (pgs. 18-19)

Today at 5:00 pm is the last chance to vote for adjunct senators. Only adjuncts can vote and it was sent out by email.

You have a copy of the College Council minutes on pages 18-19.

I am very pleased to report at last Monday's Board of Trustees meeting, **The Resolution of Support for All Students** passed unanimously. All trustees in attendance voted in support; Trustee Numark was absent. This was an outgrowth of a recommendation I made at a February BOT meeting based on what I heard from you and other faculty. It was out of concern for our students because of the changing political climate and our student's anxieties. Dr. Maloney very quickly stepped in and suggested that the Academic Senate and her office collaborate on the resolution. She was very hands-on in helping us navigate the consultation process, rolling her sleeves up and wading through legal terminology. She lined up a presentation for the April Board of Trustees meeting on the Dreamers Task Force so that the BOT could hear not only about the resolution, but also about other things we were doing on campus to respond to students' concerns. We are grateful for Dr. Maloney's strong leadership. This is a big step for us as a college. This will be posted to the CCLC website, and I will also send out a notice on the listserv letting everyone know that it was approved. I will also let folks know about the other Dreamers Task Force initiatives that are happening, things that have happened, and things that are coming up. That way, we can get involved as we are interested. Thanks to all of you, for your support of the resolution. FYI, only some modest changes were made since you saw the resolution here at our meetings. The mission statement for the Campus Police was added; that was a recommendation from Trustee Vargas. For the non-discrimination statement, we used the one from The Board of Governors. Essentially, it is very similar to what you saw here at the senate. Other things that were approved at the BOT meeting:

- New Position: Director, Career and Technical Education (CTE), reporting to Dr. Rapp (Business)
- Interim Dean, Humanities: Debra Breckheimer
- Interim Dean, Student & Community Advancement: Idania Reyes (William Garcia's position)
- Supplemental Employee Retirement Plan

Congratulations to Retiring Colleagues (24 in total): Ellen Antoine, BSS (1987); Sue Dowden, BSS (1994); Elizabeth Shadish, BSS (1991); Patricia Vacca, BUS (1985); Margaret Quinones-Perez, COUNS (1986); Ken Gaines, COUNS (1986); Harrison Storms, FA (1985); Bill Hoanzl, HSA (1979); Peggy Kidwell-Udin, HSA (1987); Sandra Bartiromo, HSA (1975); Kate Holmes, HSA (2005); Sue Bachmann, HUM (1988); Barbara Jaffe, HUM (1991); Bill James, HUM (1980); Rosemarie Kistler, HUM (1989); Janet Madden, HUM (1986); Joy Zhao, HUM (1996); Lee Macpherson, I&T (2000); Don Brown, LLR (1992); Noreth Men, LLR (2007); Howard Story, LLR (1983); Aban Seyedin, Math (1986); Susana Prieto, NATS (1990); Simon Trench, NATS (1992). Thank you all for your service to the Senate!

Sandra Bartiromo has the distinction of the longest service, 42 years! Trustee Brown noted that we are losing a lot of institutional memory. All will be missed. Retiring Senators were presented with See's Candy as a thank you. As in, "We hope to SEE you around after you retire!" KDD gave a special thanks to Senators Noreth Men and Lee Macpherson. Noreth couldn't make it today, but Chief Mac said thank you to all. His odyssey at ECC started in 1967, when he enrolled as a student. Life had other plans for him, and it wasn't until 1990 that he came back and finished his degree. In 2000, he was talked into coming to teach "one class." That turned into a full-time position, when the person who recruited him left. No one bothered to tell him that along with his position, came the Academic Senate. He found that out at his first Division Council meeting. They said "Hi and how are you? We hope you aren't busy next Tuesday, you have an Academic Senate meeting." It has been a pleasure to be associated with the Academic Senate. It has been enriching to see how this organization has grown with the times. When I first started, I sat in the back, listened to all the acronyms that no one understood. Afterwards, I would go back to my office, get online and look everything up, so I was self-educated. Now, with the AS Handbook, it will be an easier path for whoever replaces me. I have learned a lot about the campus and college and enjoyed my time with all of you. Thank you.

Outgoing Senators: Mohamad Abbani, Dustin Black, Mark Fields, Rene Lozano, Chief Lee MacPherson, Nic McGrue, Noreth Men. **ASO:** Patrick McDermott.

"Re-enlisting" Senators; Karl Striepe (candidate for Adjunct Senator); Andy Alvillar; Traci Granger; Ryan Turner; Charlene Brewer-Smith – *new FULL-TIME Cosmetology faculty!*

Retiring Senators; Noreth Men (LLR); Chief Lee MacPherson (I&T).

New Position: Mark Fields (I&T): Associate Dean, Career Education & Categorical Programs, Mt. San Jacinto College, Menifee Campus. Portfolio: Strong Workforce Initiative, Perkins Grants, and five programs.

KDD: Congratulations Mark, on your new position and thank you for your many years of service to the Senate, on the Ed Policies Committee, and as CTE Liaison to the statewide Senate, among others. M. Fields: Thank all of you for the wonderful experience I have had here at El Camino. I encourage all my colleagues to come and do a term here.

Thank you to ALL 2016-2017 senators for your service to the college, students, and the Academic Senate! You will be receiving an El Camino Academic Senate writing pen, they will be arriving soon. Check your mailboxes, hopefully, they will arrive before the end of next week. They are just a small thank you for your service. We appreciate all the hard work.

Other Campus News: Drills schedule for Future Semesters: As you plan in your syllabus for upcoming semesters: Fall semester - Great Shakeout; spring semester – Lockdown/Shelter-in-Place. Upcoming VP Searches/Administrative Services; these are going to be underway soon. VP Student Services – Thank you to Anna Brochet for being our Academic Senate rep. Thank you to ALL faculty who have served on search committees this semester! We appreciate it!

Dual Enrollment Updates: A couple of meetings ago, we had Michele Arthur and Linda Clowers come in and talk about our Dual Enrollment Initiatives. There were a number of questions and concerns that faculty voiced. At a recent Deans Council meeting, I heard a number of ways how they are dealing with those concerns. There is a DE Faculty Orientation, tentatively set for Monday, 8/21, 3 – 5 pm. We have revised and expanded the application and information for the students/parents online. This is a great opportunity to help students and parents understand Dual Enrollment. Orientation materials and resources are being developed for faculty. Chris has been working on the handbook in collaboration with Michelle Arthur.

Council of Deans: They have been looking at the requirements for educational administrators. They are considering reducing the number of years of teaching experience required from the current three-year requirement. We are having a hard time hiring because we require more years of teaching experience than other colleges. There has been discussion about reducing it to two or even one. The other related topic is the Retreat Rights that we are coming back to in the fall. Ed Policies is reviewing 7250.

Articulation agreement: Council of Deans is considering reducing the 12-unit requirement to earn credit by exam. Currently, you have to complete 12 units at El Camino with a 2.0 GPA. We may make it more flexible for the future.

Please contact KDD if you have questions or feedback on these issues kdaniel@elcamino.edu

ECC Academic Senate Meetings 2017-2018

1st and 3rd Tuesdays, 12:30 – 2 pm, Distance Education Conference Center (DE 166)

Fall 2017- September 5, 19, October 3, 17, November 7, 21, December 5, 12 (tentative).

Spring 2018 – February 20, March 6, 20, April 3, 17, May 1, 15, June 5 (tentative).

b. VP – Compton Education Center – Paul Flor

Unable to attend the meeting.

c. Chair – Curriculum – Allison Carr (pgs. 20-35)

Interviews are underway for the Curriculum Advisor. The goal is to have the new person in place by July. More information, including College Curriculum Committee minutes, can be found on the ECC website:

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

Full Course Review Proposals

AJ 170

ARCH 119

ART 106

CIS 122

FTEC 113B

MATH 115, 116

MATH 116

WELD 1A, 20

Consent Agenda Proposals

ARCH 119
ART 133,146
ART 205B
ATEC 42
CIS 136
ECHT 140, 142,144, 146, 148
EDEV 33
ETEC 15A, 15B
FASH 26B, 44
LAW 11, 12
MTT 10J
PARA 1

New Certificates

ACR: Energy Efficiency Certificate of Achievement
ACR: Energy Management and System Controls Certificate of Achievement
ET: Electrical and Electronics Engineering Certificate of Accomplishment
ET: Mechanical Engineering Design Technician Certificate of Accomplishment

Program Revisions

AJ: Homeland Security and Emergency Management
ART: Visual Communications Certificate of Achievement
BUS: Marketing A.S. Degree
BUS: Office Administration: Management Option A.S. Degree
CIS: Computer Systems Applications Certificate of Achievement
COSM: Cosmetology A.A. Degree
COSM: Cosmetology Level II Certificate of Achievement
FTECH: Fire Academy Certificate of Achievement

d. VP – Educational Policies –Chris Gold (pg. 36-37)

Here is a list of what we accomplished this year, it should look familiar to you. Last Tuesday, we had the first meeting for the Min Quals/Faculty Service Area Task Force. We got together, the committee has a dean's representative, people from the Federation, and Senate representation. We will work at putting together on a flex activity for Fall Professional Development Day. That will help teach you about Min Quals and Faculty Service Areas (FSA's). We are planning on ways to work with this from faculty to update the FSA's. Special thanks to Mark for being on our committee, we will miss him. We are a small committee, and we count on all of our members. If anyone is interested in joining us, please contact me. KDD: It is a great committee and it is nice to find out what is going on around campus. It is good to understand policies and procedures.

e. VP – Faculty Development – Stacey Allen (pgs. 38-39)

That is a great idea to list what you've accomplished. I am going to do this, it feels good. I should have done that for the packet. Our minutes are on page 38-39. I am meeting with Jean tomorrow morning to talk about Fall Professional Development Day. The call for proposals went out last week, they are due by Friday of this week. Please consider submitting a proposal for a breakout session. Our last meeting of the FDC is next Tuesday.

f. VP – Finance – Josh Troesh (pg. 40)

We are starting the budget process for the upcoming year. Yes, it does start early. The budgets are available on the web, if anyone has questions or comments, I can bring it to the PBC. It will go through a multi-month process. For the college, enrollment continues to be a big issue. It has been a consistent theme that we are not alone in the stabilization process. Half the community colleges in the state are in stabilization. This will be a challenge, not only for us, but for the entire state.

g. VP – Academic Technology – Pete Marcoux (pgs. 20 – 26)

We didn't have our meeting, there was a technology emergency. The good news is that Wi-Fi is rolling in. MBA and Humanities Buildings has it, and it's very fast, which is nice. Canvas is really cool; I urge all of you to check it out. C. Nagao: For faculty in Humanities and MBA, we use ECC Staff to access the Wi-Fi? P. Marcoux: Yes, and you only have to log in once, and you are good. C. Wells: The Chancellor talked about some state-wide software for scheduling and those types of things. Have you heard anything about that? P. Marcoux: No, but I am on a committee that is looking into that. Y. Kawasaki: Why do we all need training for Canvas if we have already been using Etudes? P. Marcoux: We are going to be talking about that. We have a recommendation that the Senate is going to be voting on today for Face-to-Face classes.

h. VP – IE/ALC/SLO's Update – R. Serr

Not a whole lot to report this time. I want to encourage faculty to get your assessments in early. Before summer would be great. September 15th is the deadline. There are workshops tomorrow from 2-3; and Thursday from 1-2 in the Library basement. Bring your data, and by the time you leave, it will be done!

D. SPECIAL COMMITTEE REPORTS

Dr. Jeanie Nishime - VP of Student and Community Advancement

It's the end of the year, there are lots of things happening to celebrate our student's success. I would like to highlight a few: The Puente annual year-end celebration is tonight; Project Success was last week; MESA/STEM tomorrow; Honors Transfer is Thursday; South Bay Promise reception is June 14th; Friday are the Science awards; Transfer reception is June 13th. The EOPS/CARE banquet. It's a great time for celebration. One of the things that was really moving at the EOPS/CARE/CalWORKS banquet was the students nominated their most influential teacher, Erica Brenes, one of the English Puente teachers. She gave a very moving speech. I want to thank all the faculty who influence and impact our students' lives. The students are really appreciative.

Dr. Jean Shankweiler - VP of Academic Affairs

I went to a Guided Pathways workshop in Bakersfield last week, and Chris Wells went with me. We learned a lot about how some of the schools that are part of the nationwide program are implementing Guided Pathways on their campuses. There were a number of different panels that talked about their experiences. Eloy Oakley talked about changes that are coming through. He said don't buy any new software yet, because they are going to look at regional opportunities. Knowing how our region works, that could be quite a while. He also talked about funding formulas, (VP Joanna Higdon heard the same thing). They are moving away from students in the seats to a growing emphasis on outcomes. We are already seeing that with SSSP and Strong Workforce. We are going to be funded on certificates and transfers that occur and degrees. We got tips on using data and developing our team. Registration has started, so of course, enrollment is on my mind. We are looking at summer enrollment. We are at about 1200 FTES for summer, but

our goal is roughly 2000, depending on what paper you look at. Enrollment management plan says 1968. The ones that go out daily say 2100. We need to be around 2000 in order to meet our goals, so we don't lose funding next year. Remember, summer math, we aren't going to borrow. That's why we are in stabilization. It all goes towards next year, so we can make our enrollment goals. The high schools are doing their schedules for next year, because Michelle has been bombarded with requests. In addition to all the other things she is working on, she is working on a process for schools to make requests that are in line with our scheduling, rather than the high schools' scheduling. They should have made their requests for fall back in January; they would be making their requests for spring now. So in the next year, we are going to get that lined up so it's not so hard on the deans and their administrative staffs. Back to curriculum, as Allison pointed out, we are interviewing next week and we have a number of good candidates. I am very hopeful we'll have a name on the June Board to start in July and go to the Curriculum institute. Today, I am going to Compton to hire their Curriculum Analyst. This is a really big deal to them, this is their first step to their own curriculum. We are excited about that. Other than that, we are going to a lot of parties.

E. UNFINISHED BUSINESS

Proposed Revisions to Senate Constitution (pgs. 41-55)

KDD: The reason for this meeting is that we needed time to review the constitution and time to have two readings. The main impetus for the change in the constitution is that we wanted to bring The Distance Education Advisory Committee (DEAC) in, as a subcommittee to the AS. I wanted to make sure you knew this wasn't a hostile take-over. (A few chuckles at this comment.) At the November 15, 2017 meeting of AS, Howard Story suggested a motion to investigate making DEAC a subcommittee of the Senate. It reflects a long-term practice. DEAC, Director of Library Learning Resources, Media Services Faculty Coordinator, and VPAA were consulted. We will have a second reading today. Today or tomorrow, I will send out a Survey Monkey ballot that goes to faculty on 6/1; deadline to reply 6/9. The changes are ratified if the majority of those voting approve. I will ask you to vote once today and again when the survey goes out for ratification. I need a motion to approve our changes: M. Fields motioned, C. Wells seconded.

Here are the changes we quickly reviewed, and there aren't many since the last time: Page 43: 1.1 Library Learning Resources (feedback from the last meeting). Page 44: 1:2 Adds alternates for Adjunct Senators. There was a question at the last meeting. We will get into more detail in the fall about voting. Page 45: 2.1.2 VP Student Services becomes ex officio member. (Title is changing). Page 46: 1.5 Distance Education Liaison – We haven't gotten to DEAC yet. We need someone who is currently a Senator to be the go-between senate and DEAC. 1.7: Previously VP Legislative Action. Recommendation: Change to "Legislative Liaison"; currently, all VP's are on e-board and this position is ex officio member of board. No other ex officio member is VP, so confusing to have two levels of VP's. This keeps it a little cleaner. I will get to the job description. There was general agreement with this suggestion and C. Wells, who has served in the position, confirmed that the proposed new title more accurately describes the job. Page 47-48: Duties of Officers - This is just to expand descriptions of officer's duties. Page 49: Distance Education Liaison and "Legislative Liaison." For Legislative Liaison, need to add description: Monitor legislative issues; advise president, officers, committees, and members on matters of legislation, relevant to the Senate purview. Page 50: Add Legislative Liaison. DEAC add official subcommittee to AS. Any other questions or input? All were in favor. Please vote one more time by responding to the upcoming email so we can get this ratified. Thank you to everyone for input and your patience. And the extra meeting to get this wrapped up. Thank you to Howard and Rebecca Russell for bringing this to us.

Upcoming DEAC Initiatives: KDD: They are going to be reviewing models for committee structure and functioning and present a proposal to DEAC and Senate. They will articulate in a little more detail what structure the committee would be. They will then recruit additional representatives to DEAC; faculty from all divisions, academic dean, ITS, etc. They will collaborate with relevant campus departments on faculty training. Then a recommendation is that they elect an Interim Chair/Co-chairs. It will depend on what is happening with the interim DE Coordinator. For long-term, the DE

Coordinator (Howard's replacement), will chair DEAC. These are the next steps. Thank you to Rene Galbavy for bringing the DE Plan to the Senate.

Proposal: Canvas Access for Face-to-Face Instruction: 2nd Reading – P. Marcoux & C. Gold (pg. 56)

C. Gold: We talked about this the last time. Pete and I are bringing forth a recommendation that faculty be able to use Canvas in their face-to-face classes without required training, once the integration tool is in place. This wouldn't apply to those teaching hybrid classes or online classes. This is just for people who are supplementing their face-to-face class with Canvas. We talked about it at DEAC. All the faculty in DEAC supported it. The main concerns weren't a surprise at all. They came from the DE staff who worry they will be overwhelmed with tech support questions. I understand that concern. In the DE plan there is a plan to hire more DE staff that could take off some of the burden. Canvas has 24/7 hour tech support. I called last Sunday, and right away they were online helping. R. Galbavy: Canvas has multiple levels of help. Does our school purchase the most comprehensive package? C. Gold: I do think we have the 24/7 help. KDD: I talked to Howard, and there is room to increase our Canvas support. P. Marcoux: If you are in Canvas, it does say if you have a question between 9 and 4:30, contact Gema. KDD: That is a lot of phone calls for Gema. That would be a one woman support desk. C. Gold: As far as I understand, we can call Canvas at any time. M. Abbani: Let's make it a requirement that if you call more than 3 times you have to take a course. C. Gold: We all have our own ways we get support. Canvas has lots of support. C. Wells: If you have never used Canvas, is there a place to go to be introduced? P. Marcoux: There is a 1200 page guide, it is very searchable. Instructure has a YouTube channel and introductory videos for someone who has never used it. Other schools have videos as well. R. Turner: The New Faculty Learning Academy could include a brief introduction for how to access Canvas. C. Gold: The idea is for our faculty to be using it widely. Our students all know how to use this. They have sites for all their classes at the K-12 level. They all come here knowing how to use this. P. Marcoux: We aren't anticipating problems. We rolled out the *My ECC gradebook* and *Team Sites*, without requirements, and there wasn't an overwhelming issue. Dr. Shankweiler: I want to put the requirement in perspective. It was there when we signed onto Etudes. People using Learning Management Systems 15-20 years ago, weren't so common. People needed training, plus Etudes required it. As we've transitioned to Canvas, it wasn't like someone said you still need training, we just rolled over the process. Now people are much faster with learning these systems. Canvas is pretty easy from what I understand. KDD: Do we have a motion to approve the recommendation? R. Galbavy moved, C. Striepe: seconded, the recommendation passed with one, (D. Berney) abstention.

F. NEW BUSINESS

Flex Credit: Discussion – Kristie Daniel-DiGregorio & Dr. Shankweiler (pgs. 57-66)

KDD: You may be wondering why the Senate is talking flex credit. If you are new to the Senate, or new to Community Colleges, this is something that is coordinated by the Professional Development Department. It is overseen by Human Resources. So why is the Senate talking about this? You have some materials in your packet on pages 57-59. This explains the policy related to faculty professional development, the senate purview and there are also contractual issues.

It is Board Policy 2510

...The Board will **normally accept the recommendations of Academic Senate** on academic and professional matters as defined by Sub-Chapter 2, Section 53200, et. seq., California Administrative Code, Title 5, and as listed below...

8. Policies for faculty professional development activities....

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** by written resolution, regulation, or policy of the Governing Board....

In Senate Handbook:

The Making Decisions Document outlines...*If the College and the Senate cannot agree, things remain status quo and no changes can be made.*

We need to reach mutual agreement in order to make decisions related to policies for faculty professional development activities. There are only changes made without Senate agreement if there is extreme hardships, demonstrated conditions of substantial fiscal hardship or exposure to legal liability. Board Policy 2510 underlines that this is part of faculty purview as is our faculty contract. Our flex obligation is 24 hours; that is 4, 6 hour days. 9 of those hours are committed to our mandatory Professional Development Days. The balance is 15, for which faculty have the discretion to select the activities that they want to fulfill those remaining hours. On Pages 60-61 in your packet, Administrative Procedure 7160, related to Professional Development. This indicates that Professional Development Planning is made with input from the collegial consultation groups, which of course include the AS. The AS will be consulted in the planning of faculty professional development activities. It would be useful to highlight or reference the resources that we use to guide faculty and Professional Development Department on what constitutes eligible on pages 63-64. The categories are set by the Chancellors Office. The specific activities within each of those categories is something that goes through the consultation process. I noticed this has been updated recently this year, on February 2. Stacey, did this go through the Faculty Development Committee? S. Allen: Not for the February 2nd changes. P. Marcoux: I'm the one who asked Kristie if we could talk about this. I hear a lot of grumbling in my division about faculty being turned down for flex credit. I wanted to know what to process was. I was hopeful that the director or coordinator of Professional Development would have been here today. KDD: She had a conflict, she wasn't able to join us today. I do want to get to the questions or concerns. You have another resource in your packet has frequently asked questions related to flex. Sorry to put you on the spot Stacey, I noticed this was also updated this year. Did this go through the Faculty Dev Committee? S. Allen: No. KDD: These are all on the Professional Development website. I am going to invite Jean to come up and facilitate a discussion about concerns and questions that have come up with a focus on being candid and maintaining professionalism. I want to get a comprehensive description of what people's suggestions are. Please focus on the content rather than speakers. First, we want to hear about some questions and concerns and understand. Then our purpose is really, how can we make this work more effectively with the Professional Development Department and Faculty? Some of the comments/discussion noted by faculty: Faculty log into flex and put in the conference they attended, I earned this many units. It never goes through until someone responds saying they can't give me flex credit because we need a certificate. Why can't we attach that document? Dr. Shankweiler: A conference wouldn't have a certificate. Faculty: What about a Continuing Education Program? I end up getting flex credit because I eventually find the email where someone clues me in and says, "Don't forget, you still need your certificate." There needs to be a place to attach documents, certificates, or registration forms that are required. Why can't we email it to them? Why can't we attach certificates when we are trying to get flex credit? It would be easier for us and well as the Professional Development Department if we could attach a document. Dr. Shankweiler: That could be a limitation of the program itself. Faculty: The program isn't user friendly. Sometimes there isn't paperwork to submit, everything is online. KDD: Maybe we need to be clearer about what the steps are or ways to make it easier. Faculty: Related to that, maybe we should be able to attach the brochure or the web page you need for a conference request. Many times now, there are no brochures, everything is done online. I haven't experienced this personally, I have heard that faculty members went to a conference, the PD Dept. requested that they submit a certificate of completion, even though most conferences don't offer a certificate of completion. If you pay for a conference, there is some sort of evidence you can show for proof. There seems to be some disjuncture about what the PD is asking for in terms of documentation and what actually is offered. I have heard it has also been requested for conferences too. There needs to be evidence to turn in. I spoke with my Dean, because I knew this topic was coming up, to find out issues she had run into. There were faculty members who had attended many hours of Webinars and they were disapproved by Prof Dev, even though the Dean had verified that she thought it should be approved. So one faculty member at the last minute had to scramble

around to find 15 more hours of something or other to fill in. This was a worst-case scenario. It seemed representative of the feeling that the Deans are not being given the respect due to their judgement, rather than a staff person is making pedagogical, academic decisions. Suggestions were that the Faculty Development Committee should be able to give the approval or make the decision, rather than a single person from Staff Dev. KDD: Given that this is faculty purview, this makes sense. Faculty: More respect should be paid to the deans' prerogative. There are many things that say "Dean's approval" is needed, but apparently the deans are being shot down and told that they are wrong because something is not up to standards. It has become adversarial between the deans and the coordinator for Prof Dev. In some divisions, the dean OK'd a conference, faculty attended, then the PD Office denied their paperwork, after they had already attended. That puts the deans and the faculty members in an awkward position. It certainly should come back to the Faculty Development Committee, which is a subcommittee of the Senate, rather than an Administrator or staff member. KDD: We had a subcommittee of the FDC that worked at some of these issues where they kind of "waded through the weeds." Faculty Development needs to be making the judgement instead of the Prof Dev Office. Faculty: Is there a reason we max out at 6 hours? KDD: The Chancellors Office defines a day as 6 hours so that's why the max hours per day is 6. There is a document from the Chancellors Office, it is on the website, and it shows how flex should be implemented. The key component is that faculty should be the ones deciding. Dr. Shankweiler: We need to remember that we have to submit evidence to the Chancellors Office at the end of the year about professional development activities. It states that we are in compliance with all the requirements of the Chancellors Office. If we were ever audited, and there was no paperwork to back it up, we would get in trouble. We have to provide as much evidence that people are participating in activities that meet requirements that we can. We need some sort of certification that shows people are participating in professional development activities. Faculty: There were suggestions about submitting the registration form as evidence for attendance. We need to streamline the submission process for the paperwork. Maybe screenshots. There were also questions about the part-timers and flex activities. There have been discussions about if this is a requirement. The issue is paying part-timers for their time as well. Can we approach this subject and is it a priority? Is this a grey area? There is something in the contract about 4 hours; not just flex. It could be meetings, SLO's, meet with students, annual planning. CVJessop: If you require part-timers to participate in flex, the school should pay them for those hours. The college hasn't required it, because they haven't wanted to pay for it. It has been an issue where the college has looked the other way. KDD: One recommendation that we may come back to, that is required by the Chancellors Office, is that faculty need to submit a plan for their professional development for the upcoming year. We want faculty to project over the course of the upcoming year and take a proactive approach. Project in the fall what they might be interested in for the year; which will put us in compliance. Faculty: In FDC, we had a question about where this individual plan idea was coming from. Is it state mandated or administration mandated? KDD: It is state mandated, and we looked at models a few years ago. But details are broad in how we fulfill them. There is a wide-range of models; some say you are going to get your pay docked; we didn't like those. Faculty: Are people not doing flex because they don't have a plan? I don't see this happening. Are we trying to stop a problem that doesn't exist? I always have more flex than I get credit for. Why would I have to fill out a plan? Dr. Shankweiler: If it's required, because we are using the flex calendar, that's one thing. A lot of people wait until the 11th hour, and try to get their hours in at the last minute. Faculty need to think about it in September. Some faculty don't do their reporting ahead of time. Faculty: Maybe faculty don't understand the concept, I think that's the minority. Maybe PD needs to do a self-study. Dr. Shankweiler: I will look it up on the Chancellors' Office website. Faculty: I think this is exacerbated by the problem of the disapproval coming so late after you have done the event. If they didn't approve it beforehand, you could alter your plans and do something else. Dr. Shankweiler: I heard that most people don't put in their requests ahead of time. Faculty: The Professional Development Reporter is not easy to use. Dr. Shankweiler: It also says that you must consult with your dean in advance of the activity date. When you have people that follow the rules, and the rules say you must, then you must. If we soften the language and say you should, then there is more wiggle room. Faculty: Are we required to have a plan every year? Can it be a longer term thing? Maybe an annual 3 year thing? Dr. Shankweiler: I would have to look at the language. KDD: When you go to the PD reporter, if you have a conference you

go to every year, you should be able to pull up that same description and just hit submit. Maybe we need that functionality with the plans. Faculty: Do you think faculty were getting denied for things that they had been approved for in the past and then they weren't? I think so. Things have been approved in a couple of places; the Dean and the Distance Ed person. Then at that point PD said it wasn't pedagogically sound. Dr. Shankweiler: I do know that some things have been declined. It could be how you word the justification. How, for an example, going to an art museum will help your teach. You may have to put a little work into it. KDD: I think it might be a training issue. PD could take a more proactive approach, and make sure there is lots and lots of training, so people can do their best to get it approved. Faculty: The issue is that faculty should have the final say with that committee. Because the contract says so, all these documents we have in here. We have this staff person, who works in Human Resources, making these decisions that are related to the classroom. Honestly, I think it is a change of culture. You have a different PD person. Our department used to attend events that PD approved, and now, for the past 2 years, it isn't approved. We aren't going about it, or submitting things any differently than we did before. It's just not now being approved. We have had to rearrange and rethink how we are proposing. We would bring programs, or ticket stubs, we would submit all that stuff, it would be approved, and now it's not. We are not doing anything different. Maybe the program (PD reporter) needs to be updated with some drop-down menus with selections. Dr. Shankweiler: We don't own the program, we bought it. We were trying to hire the person who built it to improve it. That fell through. Faculty: I have never had any of my stuff rejected, which is nice, but I am worried about the plan. It would be hard to stick to it. My best flex activities are spontaneous. Sometimes we don't know about things until right before. Will there be wiggle room? KDD: Yes, and thank you for reminding us. Faculty: If you look on page 65 of the packet, under question #3, where it lists what kind of activities are permitted under PD, it's very broad. It is a very soft description. "Activities should increase knowledge in the discipline; which should directly enhance teaching skills. Activities should improve working relationships with students and staff in and out of the classroom. Activities should enhance an individual's physical and mental ability to perform his or her job." That is a very broad description, and yet the guidelines that are being posed seem a lot tighter than the description which is coming from ECC Pro Dev Office. I think there is a lack of continuity between this very general and open-ended description of what could be approved. A lot of these things would totally fit into that description. Things are being turned down for technicalities. Faculty needs the final say. There seems to be a disconnect between the PD office and the list of what works for Prof Dev. Dr. Shankweiler: The categories are from the Chancellors Office. The bullet points underneath seem to be cut off in the effort to be concise. Faculty: It needs to go through the Senate and Faculty Development. It seems like there is a disconnect in the communication in what is expected and what we are doing. Can someone from the PD Office come here so we can have this discussion? KDD: That is our plan for the Fall. Faculty: It is concerning that these revisions didn't go through the FDC. Abbreviated descriptions for ongoing, established events (e.g., statewide plenary) should be acceptable. KDD: We do need to move on. Thank you everyone for your input and feedback. We really appreciate it.

SSSP/SE/BSI Integrated Plan Timeline (pgs. 67-69)

Scott Kushigemashi directed senators to information in the packet about student success initiatives. We wanted to give you a heads up. We are required to submit an integrated plan. A two-year plan. This will come to the Senate in October. We need to develop goals we are looking at to anchor that plan. It should overlap with 2 of the plans.

Resolution of Appreciation for Allison Carr, Curriculum Chair – Janet Young

Janet Young presented the Resolution for Allison Carr, Curriculum Chair, 2015-17

- Whereas, Allison Carr has skillfully served on the Division Curriculum Committee, the College Curriculum Committee (CCC) and has served as the Chair of the College Curriculum Committee; and
- Whereas, Allison has carried out the herculean task of leading us through the Spring 2017 semester without a formal Curriculum Advisor or Administrative Assistant while demonstrating skill and grace; and

- Whereas, Allison has become the self-taught campus expert in CurricUNET and has managed to effectively move curriculum through the confusing labyrinth of the approval process; and
- Whereas, despite the fact that Allison is a highly educated and sophisticated professor of English, she can still relate to common folks and has been known to quote such classics as Animal House and Spiderman in College Curriculum Committee meetings;
- Whereas, Allison has made herself available to faculty and often met with colleagues in their offices to help them with the curriculum development and review process; and
- Whereas, Allison skillfully reviewed proposals, and in doing so, accepted the things she could not change (and made sure they were presented to the CCC for review), had the courage to authorize minor changes (e.g., typographical errors), and had the wisdom to know the difference;
- Resolved, that the Academic Senate acknowledges and thanks Allison Carr for her hard work, commitment to excellence in the curriculum process, and dedication to students, faculty, staff, and deans during her tenure as CCC Chair.

Allison Carr: Wow, thank you so much, I am totally shocked. It has been a privilege to serve. I have enjoyed getting to know even more people on campus. Thank you!

Resolution of Appreciation for Jeanie Nishime - Kristie Daniel DiGregorio

- Vice President, Student and Community Advancement, 2007-2017
- Whereas, Dr. Jeanie Nishime has faithfully fulfilled the college's mission by making a positive difference in the lives of students, faculty, colleagues and members of the community as she has overseen a varied and complex portfolio of programs and services, consistently stepping in with leadership and attention to detail when the college most needed it; and
- Whereas, Dr. Nishime has been an unwavering advocate for student success and learning, infusing her practice with a commitment to offering excellent, comprehensive educational programs and services; and
- Whereas, Dr. Nishime's steady, collaborative leadership for *Making Decisions at El Camino College* has fostered a renewed commitment to consultation, trust and mutual respect on our campus; and
- Whereas, Dr. Nishime's oversight of Student Success Act initiatives such as the Student Success and Support Program, Student Equity, and the Basic Skills Initiative has led to innovation at our college and positive change for our students; and
- Whereas, Dr. Nishime has broken all the rules for the construction of silos and territoriality by consistently reaching across the aisle to collaborate with faculty and fellow administrators in academic affairs; and
- Whereas, Dr. Nishime is a published author and has been extensively involved in professional organizations, receiving, in honor of her involvement, the ACCCA (Association of California Community College Administrators) Volunteer of the Year Award in 2009.
- Whereas, Dr. Nishime has contributed to the College community's calorie intake as a baker of wonderful treats, has supported employee bonding and skill-building through participation in the campus Wool Gatherers stitching group, and displays such an impressive variety of creative talents that she could dedicate her retirement to competing with Martha Stewart, Inc.; be it therefore
- Resolved that the Academic Senate expresses deep appreciation for Dr. Jeanie Nishime's ten years of service to the students, staff, and faculty of El Camino College and wishes her a fulfilling, satisfying retirement with just the right balance of adventure, learning, and personal renewal.

KDD: I think we tracked down one of the last remaining bells in the state of California. The man who makes these is no longer making them. She is "bell worthy!" Dr. Nishime: I got to know many of you through the years. I am definitely looking forward to retirement. I do have many interests. I will enjoy some creative arts in the future. Thank you so much. KDD: Have a great summer and see you in the fall!

G. INFORMATION ITEMS –DISCUSSION

H. FUTURE AGENDA ITEMS

Ed Policies: BP4115/AP4222 Remedial Coursework
Student Success Initiatives (SSSP, SEP, BSI, BSSOT, MMA, etc.)
Program Viability Task Force: Horticulture

I. PUBLIC COMMENT

J. ADJOURN

The meeting adjourned at 1:52 pm

TG/ECC Spring 2017