**ACADEMIC SENATE MINUTES**

Oct. 6, 2015

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 and Striepe called the Academic Senate meeting to order on October 6, 2015 at 12:37 p.m. C. Striepe began the meeting by calling for a moment of silence for Umpqua victims.

**2. APPROVAL OF MINUTES**

See pgs. 6-11of packet for minutes of the September 15 meeting. Minutes accepted with corrections.

**3. OFFICER REPORTS**

**A. Co-Presidents – Chris Jeffries (CJ) and Claudia Striepe (CS) (pgs. 12 - 16)**

CS: The Board of Trustees had closed sessions. The council of deans meets Thursday.

CJ: College Council closed for forums. On September 21 they proposed goals for 2015 and 2016, and began and inventory of policies and procedures. 119 have been updated thus far. The goal is to have them reviewed within a ten year period. CS: A self survey is required for all consultation groups. Senators, please complete it in the next ten days. CS: Regarding faculty positions, the panel wants more time. We’ll meet Thursday at 2:00. C. Wells: How many are likely? CJ: Nine are required.

CJ: The Calendar Committee met to approve the 2016/17 and the 2017/18 calendars to include winter session. The session will be held January 5 – February 7. It’s not a six-week session because it pushes spring back into June, and summer starts too late. The calendar has five weekends and two Monday holidays for both spring semesters. Some holidays can’t move. Veterans day will still be held on Veteran’s Day.

CS: For this week’s ‘Did you know?’ installment, we’re sharing the Senate constitution and bylaws. (See slides.)

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

P. Flor: I have three things to share. (1) In recognition of the Umpqua shooting, at our last senate meeting we had a presentation from our lieutenant on campus. (2) On November 5 we’ll hold our first meeting for our institutional effectiveness partnership. We were accepted, and we will work with a team to help us with accreditation activities. (3) On. Oct. 17, we’re hosting a campus beautification event, we’re asking for volunteers. Were picking up trash from 8:00 – 1:00. Both our campuses should maybe inform the community regarding water conservation. T. Muckey. Consider the ‘Campus as Living Lab’ community bringing us together, and enhancing curriculum.

**C. Chair – Curriculum – Allison Carr (pgs. 17 - 21)**

At Curriculum we’re discussing the calculation of credits and course hours, and official policy from the Chancellor’s Office. Good news. It’s no different from ECC’s current practice. I can share a detailed copy. As of Oct. 5 the, Chancellor’s Office is using the new formula for any classes in the new lineup. We can catch updates as they come through curriculum. Quajuana will share new procedures. We are increasingly under the control of the Chancellor’s Office, not for local issues, but because of CID. P. Marcoux: There’ve been statewide emails about faculty load equaling student units. Can you explain? A. Carr: I can give you the formula. For 30 years they never touched it. C. Wells: it's a contract issue. Pete. The Chancellor’s Office kicked down a college because load (faculty) didn’t match student units. C. Wells: It's a huge contract issue as well. A. Carr: The Chancellor’s Office sent an email. The CTE curriculum approval process is reviewed for timeline and local surveying. The chairs must look at the processes. Every campus is different. If you’d like to be part of a discipline input group, mostly for CTE and health occupations, one will be held Oct. 30 in Anaheim. Q. Chapman: We get courses kicked back because not all meet standard formulation. We have to explain our calculations. P. Marcoux: It sounded like a new thing. Q. Chapman: It’s happening for us too for some classes.

**D. VP – Educational Policies – Chris Gold (pgs. 22-23)**

Three policies and procedures came from the library. Don Brown helped us with the changes. A copyright committee formed years ago, but it's a tough conversation because laws keep changing, possibly requiring a two- page fair use form for every copy. They are doing revisions.

**E. VP – Faculty Development – Kristie Daniel –DiGregorio (pgs. 24-30)**

Please nominate a deserving adjunct colleague for our award. We are looking for ‘Getting The Job’ and PD Day presenters. We talked about PD as part of 10+1. SLO’s are part of our job and now brown bags to talk about SLO’s are flex optional. So is Grad level coursework, and scholarly publication that is not compensated. Dr. Shankweiler discussed student equity and PD (professional development). We have a lot of supports, reviewing syllabi, etc., that are reflective of best practices.

**F. VP – Finance – Lance Widman (pgs. 31-32)**

PP. 31-32, 9/17 PBC Minutes: Please read carefully the important discussion regarding monies to be used to augment supply budgets since this impacts all of us.

p. 8, 9/15 AS Minutes: Please pay attention to the fact that Emily Rader, AS PBC Alternate is retiring at the end of the Spring Semester. I may also at that time or shortly thereafter. A strong and forceful AS voice is needed on the PBC, but developing a comfort level with process and substance takes time. It does involve a significant commitment or your valuable time, energy and talents, but it is OUR interests that you are to represent. The AS is an extremely important constituent voice in that process. Please contact me if you are curious, interested or have questions.

**G. VP – Academic Technology – Pete Marcoux**

Laptops are coming, either a Dell 7000 or Dell Tablet. The Dell 7000 has an 11-inch screen and docking station for your desk. A timeline is coming soon with choices. PD will offer hands on models. There will be a deadline to place an order. Faculty web pages must be moved from OE educate to OE campus. There’s a big difference and there will be training. C. Gold: The union can convene technology work groups. There could be extra tech support. P. Marcoux: We’re having the college technology conference in Spring 2016. The email quota is a hot issue. Claudia sent an email out to recommend hiring a chief technology office. PlanNet allocated 3 million dollars. CJ: Chris Gold is on the Statewide OEI committee. Address your questions to Chris.

**H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO’s Update – Russell Serr (pgs. 33-34)**

R. Serr: We have a game plan for the ILO for next spring. The assessment completion rate for spring came. There is new software in Trackdat. Our PLO assessments (see slides) are substantially higher in completions. Faculty can come to trainings and bring data so we can submit data together. Karen Whitney recapped program reviews in spring. These are from spring semester (see slides). Repeatability led to curriculum changes. New facilities and software have improved the quality of several programs.

**4. SPECIAL COMMITTEE REPORTS**

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

J. Shankweiler. Look at CANVAS so people can discuss. Regarding the student equity plan, in December we aim to identify students disproportionally affected, and to bring up the lowest performing groups on campus. We need proposals by Oct. 14. It’s not much time but Idania Reyes or I can work with your proposal. The faculty ID process is in full force. We hope for six new faculty hired for carryovers. Those are ongoing. I will meet with HR to find our what the number will be. It depends on retirement too. We’ll meet on Thursday. The last thing is the IR Sense survey. It’s like a student satisfactions survey, to evaluate the student experience. We didn’t too very well compared with the national cohort. Maybe senate could also look at this.

D. Patel: I’m sitting in for Dr. Nishime: I’ll add that the SSSP plan is due the end of this month, and 100 million dollars are added to it. We’ll find out what that means for Torrance in the next two weeks. The Chancellor’s office is specific to core services, not just student success, but at risk students specifically. Triple S-P has limits. We’re opening a RISE center to serve probation, pre-probation, and dismissals.. The early alert is in implementation.

**5.UNFINISHED BUSINESS**

**A. Election of Officers and Senators – Claudia Striepe (35 – 36)**

CS. This semester we need to elect the next president(s). These slides lay out the process. We need a senator to act as the election committee chair. Do we have a volunteer? They won’t be working alone. Pete: It’s not that bad a job. (Pete “volunteered” to chair.)

**B. A/P 5520 – Student Discipline Procedures – C. Gold (pgs. 37 – 63)**

This is the 2nd reading of the procedure and will be voted on. The changes reflect changes in state law, and title names. Under college district (first page) you’ll find how this applies to Compton Center, and on p. 1 and 10, the role of the attorney for students was clarified. We’re lucky to have Dr. Toya here too. Dr. Toya: Please bring me questions and feedback. This is a second reading. C. Well: So moved. P. Marcoux: Seconded. CS: Why are we putting in Compton? Will we need to revise it in 5 years? J. Troesh: Can’t we word it “all campuses”? P. Flor: All instructional sites? C. Wells: Does that include high schools? C. Wells: We teach all over. Dr. Toya: Students who enroll are our students. Dr. Toya: I can’t speak for the high school, but if they’re enrolled in our college then they are accountable to our code of conduct. C. Wells: I amend to move to reflect that change. P. Marcoux: Seconded. C. Gold: Any questions or feedback? K.Daniel –DiGregorio: And the part we removed, what’s happening with those? Dr. Toya; This form is not part of the AP, but the report is on the website, eventually we’ll be fully electronic. R. Cerofeci: Is there anything to give to the student if it’s electronic? Dr. Toya; Yes, you can submit it to students. C. Gold: Print out a hardcopy for students. Dr. Toya: Forms A,B, and C are still in circulation. Please get us information. C. Wells. On page five, this seems like a civil matter (probation and restitution.) How is it determined? Dr. Toya: I’ve used it before. When a student is found responsible for damaging school property, there could be sanctions if it’s expensive to the institution. C. Wells: How are you determining the dollar amount? Dr. Toya: Facilities, etc., would help determine cost. R. Natividad: We do this with equipment and uniforms every year. We put a hold on student records, etc. until they visit the cashier.

CJ called for a vote to approve AP5520 with changes. No opposed votes or abstentions. Unanimous approval. See attendance for voters.

**C. B/P&A/P 3540 Sexual Misconduct – C. Gold (pgs. 64 – 69)**

C. Wells moved to discuss the board policy. P. Marcoux: Has the union seen it? Then yes, I second it. CJ: Any discussion? R. McMillan: The last meeting’s discussion included required reporting from faculty, and the counselor’s role as prosecutor, etc. It’s not part of the BP. C. Gold: It’s in procedures. But in the policy is a briefer statement; it’s spelled out in procedures. N. McGrue: What is the definition of gender based misconduct? C. Gold: p. 66 in procedure. J. Troesh: California law defines Rape. The wording should be changed for clarity. These terms all have legal definitions. The others are requirements. C. Wells: They are all defined by law. I think we should clarify. It’s legal. C. Wells: I move suggesting we table this and send it back to committee. CJ: For legal reasons she wanted to get this to the board. Can we come to a resolution of this? C. Wells: The intent is fine; this is typographical. C. Gold: The template moved the clause. It would be ok to vote on it. C. Wells: Motion to amend. P.Marcoux: Seconded. P. Lau: What are the consequences of not reporting? CJ: There are disciplinary consequences, like with not reporting child abuse. Maybe a personnel mark on record. R. Natividad: You could lose federal funding under the Clery Act, perhaps sanctions to the institution. J. Schaefer. Concerns about reporting need not jeopardize the relationship with the student. J. Schaeffer: I’d be happy to share on this. R. McMillan: What about flex day? CJ: Jaynie Ishikawa had a breakout at flex. C. Wells. A mandate shouldn't be optional. K. Daniel –DiGregorio: Jaynie is working on mandatory training, and we plan to tailor the planning to different departments. CJ: I’m closing discussion and calling a vote.

Opposed: R. McMillan and P. Lau.

No abstentions.

Please see roll for votes.

C. Wells moved to review the procedure: P. Marcoux: Second. C. Wells: Amend motion to make sure language in motion is parallel to procedure. CJ. All in favor?

Opposed: R. McMillan and P. Lau.

Abstentions: C. Halligan.

**6. NEW BUSINESS**

**A. A/P 4040 – Library Services – Chris Gold (pgs. 70 – 72)**

C. Gold: This revision updates the AP to reflect current practice by deleting the Library Advisory Committee, which the librarians feel is a duplication of the already long existing library liaison service where most library/faculty collaboration occurs. Attendance at the LAC is low and lacks participation from all divisions.

CJ: Tabled in interest of time.

**7. INFORMATION ITEMS –DISCUSSION**

**A. ECC Scholarships – Andrea Salas**

A. Salas: I’m the new Katie Gleason. I’ve been here for eight months. We want to share information on scholarships. Encourage students to go online and apply. We have the money and we want to give it out. Faculty is the closest link to students. Encourage them to apply. If they have problems, have the student contact me or the scholarship office or foundation office. This is Susan Warshaw assisting me today. By the way, I had two daughters that went here. They both have graduated and are employed. We want to talk about our dorms. The foundation has a dormitory project, thirty-eight units on Cabrillo Ave. in Torrance. It's a short bus ride. It’s for international students, but they don’t want to take the bus. It’s now open to all students. We’d like to keep them filled. P. Marcoux: Any requirements? A. Salas: Nope, even CSUDH students can enroll. J. Troesh. A Company out of Wisconsin provides this kind of housing, collegiate housing incorporated. R. McMillan: The international students, with some mentoring, could take a bus. A. Salas: That’s a good idea. C. Halligan: Are these scholarships open to Compton Center? A. Salas: Yes.

**B. AIMS Team – Chief Trevis and Janet Schaeffer**

Chief Trevis: We have a behavioral intervention team on campus (AIMS), an advisory group. We make recommendations. Dr. Schaeffer has spoken to faculty about these issues. We try to get ahead of issues before they get out of hand. We have lawyers for advice and someone from the county, from mental health. If you have students that concern you for strange behavior, suicide threats, depression, etc. Call campus police. Fill out the form. We follow up around campus. Some behavior is disciplinary. We arrange mental health evaluations. We are data driven, so help us by completing forms, but call if you need too. Dr. Schaeffer: Call me too. In light of recent events, we ask you to report. Error on the side of caution. R. McMillan: I’ve called the police, and your people are amazing. And they are well trained.

**8. FUTURE AGENDA ITEMS**

**A. Mary Beth Barrios – presentation on SSSP plan**

**B. Sabra Sabio and Bernadette Flameno – presentation on Ed Planning Initiative (EPI)**

**9. PUBLIC COMMENT**

**10. ADJOURN**

The meeting adjourned at 2:05 p.m.

SD/ECCFall15