

**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/academic\\_senate/](http://www.elcamino.edu/academics/academic_senate/).

Thank you!



ECC

Academic Senate

October 17, 2017

# ECC Academic Senate

## Welcome!

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October 17, 2017

*Happy Birthday Julia DiGregorio, Carolee Vakil-Jessop, George Serpa, & Ziggy Marley*

**Please sign in &  
pick up a name card**



# Agenda

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## A. Call to Order:

- ***Welcome Division Personnel:***
- Elise Geraghty, Associate Dean, Humanities
- Associate Dean Geraghty was welcomed to the meeting as the Division Personnel representative. She was supposed to be on vacation but made a special trip to campus so she could attend the meeting. (Thank you, Elise, for your dedication!)
- She started at ECC as a full-time instructor and served as associate dean for six years. When Tom Lew retired, she served as Interim Dean. Her goal is to return to the classroom full-time so she is again serving as Associate Dean, working with Debra Breckheimer, Interim Dean.

# Agenda

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- A. Call to Order
- B. Approval of Minutes – **Senate packet, pages 6-13. Minutes were approved.**
- 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

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Senate packet, page 14

## a. President: Kristie Daniel-DiGregorio

- **Search Committees:** Thank you to Margaret Miranda (Counseling): Registrar Search Committee.
- **Congratulations:** Robin Dreizler, Dean Enrollment Services & Maria Lopez-Smith, Director of Human Resources. Retirements: Cindy Constantino (40 years) and Ann Garten (10 years).
- **New ECC Website Goes Live:** This Thursday, 10.19.17
- **Faculty Position Identification Committee:**
  - Proposal presentations are today; each division has two reps (dean, +1).
  - Ballots are open and due 10.20.
  - Meeting to review prioritization list: 11.2.
- Superintendent/President makes final decision, based on institutional priorities, Faculty Obligation Number (FON) and funding. (Note: College is in second year of stabilization.)

# C. Officer Reports

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Senate packet, page 14

## a. President: Kristie Daniel-DiGregorio

- **Enrollment Management Efforts:** Subcommittee of Council of Deans is looking at duplicate registration. New report identifies students registered in more than one section of a course (or multiple levels of prerequisites). Deans and instructors will work together to drop students before start of semester. In larger divisions (Humanities, Math) there may be as many as 75-80 students double-enrolled. It's unknown whether these are swirling students. The state may move to a common student ID, which would allow schools to better track students taking classes at multiple colleges (aka, swirling).
- **Accreditation Co-chairs:** Watch for invitation to submit letter of interest. Please consider:
  - Accreditation is fundamental to our existence as a college.
  - Serving is chance to develop leadership skills, collaborate with colleagues from across campus, learn more about the college.

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# DARING TO DREAM

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**A panel discussion on Dream Centers and the Support Services they offer DACA/AB- 540 students from the UC, CSU, and Private Universities.**

**Tuesday, October 24th**

4-5:30 P.M.

East Dining Room (above college bookstore) \*Please click to RSVP

If you have questions please contact us at: (310) 660-6936

**Sponsored by the Division of Counseling and Student Success**

Please  
encourage  
your  
undocumented  
& DACA  
students to  
attend!

## C. Officer Reports

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**b. Vice President, Compton College: Paul Flor.**

Unable to attend – no report.



## c. Chair, Curriculum: Janet Young

- **College Curriculum Committee**
- -Reviewed and approved 15 proposals (35 scheduled for next meeting.)  
-Held Training on Articulation (Lori Suekawa, Articulation Officer)
- -Revised the CCC Website [www.elcamino.edu](http://www.elcamino.edu). **Dr. Young demonstrated how easy it is to reach the Curriculum website from the ECC home page. The site has been streamlined to make it more user-friendly. It includes a link to User Guides and to CurricUNET, which can be accessed by anyone.**
- -Putting the *you* in Curric-*you*-lum = more face-to-face meetings with faculty/deans/admins.
- **Dr. Young and her committee were thanked for their hard work; KDD shared with the Board of Trustees that 393 approved courses were recently moved through the process.**

## C. Officer Reports

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Senate packet, pages 15-22

d. **VP Educational Policies: Chris Gold.** Report deferred to discussion of student discipline procedures.

Senate packet, pages 23-25

e. **VP Faculty Development, Stacey Allen.** See slides that follow.

# WELLNESS WARRIORS – WELLNESS PROGRAM

## WALK & ROLL WEDNESDAYS

ROLL OUT  
RECOVERY LED  
BY KIMBERLY  
JONES

12:00-1:00

STUDENT  
ACTIVITIES  
CENTER, EAST  
LOUNGE



### WARRIOR ROLL OUT



**STRETCH:** Lengthen the muscles to facilitate more efficient stretching.



**DETOX:** Shortened muscles decrease blood flow. Rolling increases flushing of waste products (pro-inflammatory and pain-causing substances).



**JOINTS:** Proper posture/alignment puts the body in a better position to handle and minimize stress placed on the joints.



**SORENESS:** Rolling out decreases pain and soreness and supplies oxygen and energy to muscle tissues.



**HEALING:** Rolling out is a great way to heal from many conditions; (headaches, neck, jaw, knee & low back pain, carpal tunnel syndrome, arthritis & tendinitis etc.)

WALK LED BY MEMBERS OF  
HEALTH SCIENCES & ATHLETICS

2:30-3:00

MEET AT SOUTHEAST END OF  
MURDOCK STADIUM



# INFORMED & INSPIRED



El Camino College  
Faculty Development Committee  
Presents

## INFORMED & INSPIRED

Lunchtime Faculty Development Series

**MEETING INFORMATION:**  
Thursday, October 5, 2017      1:00pm – 2:00pm  
Location: El Camino College – Library, West Basement, TLC  
*Earn 1 Flex Hour*

**REGISTER NOW**

*What ESL Students Wish  
Their Instructors Understood*

Do you struggle to know how to deal with students whose mastery of English is still a work in progress?  
Do you wish you knew what to expect from them and how to help them?

This Informed and Inspired series will **Inform** you about the process of acquiring English as a second language and **Inspire** you to provide the support students need.

October 5th: Presentation by ESL professors Evelyn Uyemura and Allison Carr

October 19th: ESL Student Panel  
*Funded by the Student Equity Program*

**We encourage you to bring your lunch and become informed and inspired!**

Informed & Inspired is a new professional development series by the Faculty Development Committee intended to inform and inspire faculty at El Camino College. Meetings will take place on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month, with a different theme each month.

## What ESL Students Wish Their Instructors Understood

- ▶ October 19<sup>th</sup> – ESL student panel facilitated by Evelyn Uyemura & Allison Carr



EL CAMINO COLLEGE

# Supporting Dreamers

## SPEAKER JEFF JUNG

Immigration Lawyer  
El Camino English Faculty Member

Tuesday, October 31st, 2017  
1:00p.m.-2:30p.m.  
Social Sciences 119



**Join us for a meaningful  
conversation about DACA,  
Immigrant Rights, &  
How to be an Ally on campus!**

**FOR MORE  
INFORMATION  
CALL (310)  
660-6936.  
RSVP IS NOT  
REQUIRED**

The El Camino Community College District is committed to providing equal opportunity in which no person is subjected to discrimination on the basis of national origin, religion, age, sex (including sexual harassment), race, color, gender, physical or mental disability, or retaliation.

# C. Officer Reports

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Senate packet, pages 26-27

**f. VP Finance & Special Projects: Josh Troesh.**

Compton has a very ambitious schedule for establishing independent accreditation. Plans are underway at ECC to provide a safety net to support Compton through this process (i.e., if Compton encounters technology issues during registration).

**g. VP Academic Technology: Pete Marcoux**

Pete will discuss Google for Education under New Business.

**h. VP Instructional Effectiveness: Russell Serr**

Assessments are coming in early and SLO/PLO assessments are nearly at 100%! Departments scheduled for Program Review in Fall 2018 are being encouraged to get an early start.

# D. Special Committee Reports:

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Senate packet, pages 28-29

## a. ECC VP of Academic Affairs – Jean Shankweiler

An electronic copy of the Guided Pathways Self-Assessment Tool will be sent to all senators; hard copies are available in Dr. Shankweiler's office, COM 301.

Chris Wells, one of the GP co-chairs, noted that the committee is making good progress on the self-assessment but could use help including specifics. Please review the document and make suggestions for the sections relevant to your area. This self-assessment is one of the requirements for ECC to receive GP funding. A summit is being planned for January 18<sup>th</sup>. AB 705 has been signed by the governor and our leaders in Multiple Measures and in Basic Skills will come discuss issues related to this bill with the senate. The college already has a number of initiatives underway that are relevant to the Guided Pathways framework.

## D. Special Committee Reports:

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### b. ECC VP of Student Services – Ross Miyashiro

VP Miyashiro is working on Guided Pathways. There are a number of functions coming up in Student Services, including the Daring to Dream event noted earlier. The purpose of this event is to keep students' stress levels down. The current political climate creates tremendous anxiety for our students and we want to remind them that, in California, we represent and support all students. There are a number of new initiatives underway. Student Services is eager to welcome Robin Dreizler as the new Dean, Enrollment Services. In January, there will be a flood of new initiatives; work groups are planning.



# E. Unfinished Business

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Senate packet, page 30.

a. **Second Reading: SSSP/SE/BSI Integrated Plan**

**-- Cesar Jimenez and Scott Kushigemachi.**

The plan has been shared with ASO, PBC and other shared governance groups. This is a two-year plan; there was recognition at the state level that colleges may be experiencing planning fatigue.

We are now being invited to have a more long-term view. New ideas are welcome, even if they don't fit into the current plan. They can be considered for future plans. The plan was endorsed by the Senate.

# SSSP/SE/BSI Integrated Plan

Access the full plan here:

<http://www.elcamino.edu/studentservices/co/integrated-plan.asp>



**CESAR JIMENEZ**

**ASSOCIATE DEAN OF COUNSELING AND STUDENT SUCCESS**

**SCOTT KUSHIGEMACHI**

**ASSISTANT PROFESSOR OF ENGLISH**

**HUMANITIES BASIC SKILLS COORDINATOR**

## E. Unfinished Business

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Senate packet, pages 31-38.

**b. Second Reading: Online Education Initiative Course Exchange Pilot.**

**-- Chris Gold, Interim Distance Education Coordinator**

As part of the OEI Course Exchange Pilot, El Camino would be able to offer online courses to other students and our students would be able to take courses from other colleges. The college would get a lot of support from statewide resources and a financial aid consortium agreement is in place. Ross Miyashiro is on the FLOW statewide committee which is writing a proposal for the 115<sup>th</sup> college which would be fully online.

In order to take a course in the exchange, ECC students would need to be enrolled in at least one face-to-face course and the maximum exchange courses they can take is two. Students have to enroll at ECC first and then can go into the exchange. The OEI is still working out many of the issues and if ECC is in the consortium, we can influence how things are done. C. Gold has been involved since the early stages and has advocated strongly for local control.

Distance Education on our campus is overseen by the Library Learning Resources director. It was suggested that we have a division with a dean to supervise online offerings but that is not very common on college campuses. Each division is represented on the Distance Education Advisory Committee which became a subcommittee of the Senate in the spring.

Coastline has the most courses in the exchange – they have four. The courses must meet teaching and campus requirements. Only six colleges are currently active in the exchange. Enrollment caps are still being decided by schools. Canvas has been adopted by 111 colleges.

Potential down sides to joining the exchange:

It's an open market so if we only offer F2F classes and its in the exchange, students may choose to take a class in the exchange.

We will need to get our courses into the exchange and we'll have to offer good courses. Coastline and College of the Canyons were suggested as model colleges.

One of the criteria for the exchange is geographic diversity. Since there are already participants from Southern California, we may not be accepted. There is no limit to the courses we can offer.

From a curriculum point of view, if we want to make changes to courses, any changes have to be approved by CSUs and UCs. It limits our ability to have flexibility in the curriculum. Is this adding another layer where we give up local control? The exchange is using CID descriptors; this gives CID another reason to exist.

What about rigor? There is a rigorous review process and courses must be peer reviewed.

Our residency requirements would still stand; typically this is that 50% of the major must be completed at ECC. In some departments, it's 12 units.

Distance Ed will continue to be a greater part of the curriculum. It's better for us to take initiative rather than waiting for this to come down to us from the state.

We will bring this back for a second reading at our next meeting. Please forward questions to Chris Gold ahead of the meeting so she can research answers.

Thank you!

# Consortium Application Endorsement

The Distance Education Advisory Committee (a subcommittee of the Academic Senate) joins the Director of Financial Aid, the Chief Technology Officer, and the Vice President of Academic Affairs in encouraging El Camino College to apply to participate in the Online Education Initiative Consortium of Colleges.

Unanimously approved: 9/28/17

The Academic Senate joins the Distance Education Advisory Committee, the Director of Financial Aid, the Chief Technology Officer, and the Vice President of Academic Affairs in encouraging El Camino College to apply to participate in the Online Education Initiative Consortium of Colleges.

## F. New Business:

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Senate packet, pages 39-40.

**a. Recommendation to Enroll in Google for Education:  
1<sup>st</sup> Reading**

**-- Pete Marcoux, VP, Academic Technology,**

Endorsing this recommendation would give the college more access to google tools, it will make Chrome books easier to display and ITS is on board. This will have a second reading at our next meeting.

Our email is migrating to Office 365.

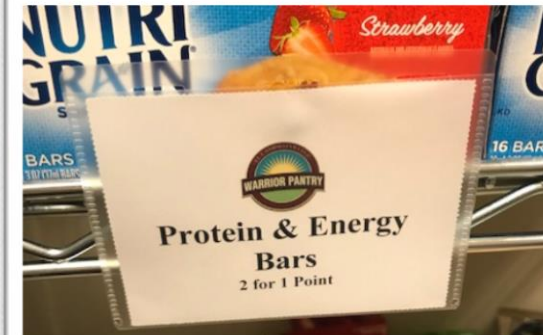


## G. Information Items - Discussion

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### a. **Associated Students Organization – Bryant Odega, Vice President for Academic Affairs**

VP Odega saw a lot of familiar faces at the ribbon cutting for the Warrior Pantry – thank you to everyone from the Senate and other areas who attended. The pantry will open this Thursday and be available to students every Thursday 9 am – 12 pm. Students just need their student ID and they will be able to select items totaling 8 “points” in value. (See next slide for examples.) Students can also access toiletries. This will be staffed by student volunteers and it’s located in Physics 116. Drop-off points are in the library, Student Development, BSS, and other locations. VP Miyashiro noted that the Foundation makes it very easy to donate – you can set up automatic withdrawals. Faculty suggested the pantry consider offering evening hours. The ASO is considering a resolution in support of DACA students and appreciates the Senate and the college issuing resolutions of support for students.



Warrior Pantry Ribbon Cutting: October 16<sup>th</sup>, 2017

## G. Information Items - Discussion

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Senate packet, pages 20-22.

### **b. Student Discipline Procedures: Report from Ed Policies Committee – Chris Gold, VP, Ed Policies**

KDD: Questions and concerns have been bubbling up in a variety of areas across our campus. These issues are central to our mission as a college: academic integrity, environments conducive to working and learning, and physical/emotional safety. Thank you to our collaborators in SDO, AIMS and our VPs. We appreciate Dr. Shankweiler's advocacy for faculty concerns and VP R. Miyashiro's immediate grasp of the issues and expertise.

## G. Information Items - Discussion

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Senate packet, pages 20-22.

### **b. Student Discipline Procedures: Report from Ed Policies Committee – Chris Gold, VP, Ed Policies**

CG: This issue arose through academic dishonesty in the spring. It quickly became evident faculty wanted to talk about other issues related to discipline.

Troy Moore provided background on the incidents that started the discussion in the senate regarding discipline: Troy teaches Organic Chemistry and had a student cheat three times in one semester. The second semester, this student cheated twice more for a total of five incidents, all of which were recorded using the Incident Reporting Form. The student retook the class in the summer and passed the class. The only penalty the student experienced was to fail a single assignment.

- C. Gold: The Ed Policies Committee has discussed changing the procedures so they spell out specific penalties, e.g., after the first cheating incident “x” happens; after the second “y” happens. In addition to cheating, the committee heard from faculty about classroom behavior issues, including students who were verbally abusive to faculty.
- We learned from the AIMS team that there’s a lot going on behind the scenes but reporters don’t hear back about the status of their report. And the penalties aren’t sufficiently severe for the incident. For example, faculty may be threatened by a student and then that student is back on campus and in their classroom. This creates a lot of anxiety for faculty.
- One idea was to have Institutional Research look through the reports and provide an overview of what the issues are and how they are being addressed. Another was to better communicate expectations to students, e.g., including an honesty pledge on tests and online assignments.

- Questions arose about how to manage electronics and cheating. VP R. Miyashiro noted that faculty can not take phones but they could tag phones. Faculty must also consider watches now.
- Faculty submit IRFs and then don't hear back on the progress. We want faculty to hear back. It's important to think not only about the student who initiated the incident but also about the impact of the incident on faculty and other students in the classroom or library when it occurred. How were they affected? How might those members of the ECC community have been traumatized by the event? Behavioral issues are often very personally directed at faculty.
- We need to revise the policy and procedures. There's no mention of AIMS. There needs to be consistency in how incidents are handled and consequences for violating the Standards of Student Conduct. It's important that student offenders are tagged so that if there are additional incidents, previous incidents are taken into consideration. Faculty are unable to see who has been tagged – only those with access to the disciplinary process have access to this information.

- There is a need to shorten timelines – some are too long.
- Deans feel unequipped to deal with issues they are being asked to handle.
- It's important to remember that training doesn't reach everyone; PD Day reaches FT faculty but most faculty on our campus are part-time. One idea was to provide a laminated card in classrooms as a reference for faculty.
- The AIMS team met recently and discussed some of these same issues. It's important for reporters to know the outcome of an incident. Deans and faculty report not feeling equipped to deal with some of the behavioral issues that are being delegated to them. It's not clear what healthcare professionals should do when a student is unwell and doesn't belong in a classroom environment.
- One consideration is whether students are benefitting from their involvement at the college. Humanities deals with discipline issues on a weekly basis. This needs to be discussed in the Council of Deans.
- VP R. Miyashiro noted that incidents need to be filed so they can be addressed and that we may need training on how to file an incident. Some students may lose the opportunity to study at ECC.
- Deans would appreciate having a hard copy of an incident report that can be handed to a student following an incident. It can be very effective to show – and ask a student to sign – a report regarding their behavior. It can help de-escalate situations.

- For some incidents, campus police should be called as they are trained to de-escalate hostile situations. Reporters can call campus police first, then file an IRF.
- Often, issues are behavioral and not criminal. It's regarding the use of language in class.
- VP R. Miyashiro noted that faculty are masters of their domain in the classroom. Expectations all need to be laid out in the syllabus. Not everyone manages their class the same. Some are quite lenient regarding attendance, others lock the door if students are one minute late.
- It was noted that we don't want to create a humiliating environment for our students. We want to find ways to carefully resolve conflicts.
- The Ed Policies Committee will be referring the compilation of issues and concerns to a Student Discipline Procedures Task Force that is being formed on campus. It will have representation from faculty, deans, classified, and managers.



## G. Information Items - Discussion

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Senate packet, pages 41-42.

**c. Survey of Entering Student Engagement (SENSE)  
Presentation – Marci Myers, Institutional Research**

This topic was tabled until the next meeting. (Thank you to Marci for your flexibility and understanding!) Reply to the email that accompanied this PowerPoint to show you've read the notes. A gift card for cup of your favorite (non-alcoholic) beverage will appear in your mailbox!

# Agenda

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## H. Future Agenda Items:

- Ed Policies: AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; AP 7160 Professional Development; AP 5500 Standards of Student Conduct.
- Center for Urban Education Institute: Strategies for Equity-Minded Hiring Practices
- ECC Website Redesign

## I. Public Comment

## J. Adjourn