

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/.

Thank you!



ECC
Academic Senate
October 3, 2017

ECC Academic Senate

Welcome!

October 3, 2017

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



Agenda

A. Call to Order:

- *Welcome Division Personnel:*
- Dr. Virginia Rapp, Dean of Business
- Dr. Rapp tells her students that she's right back where she started: she is an alumna of ECC! She taught as an adjunct at ECC, full-time faculty at Fullerton, and was a practicing tax attorney. In addition to her duties as dean, she coordinates a number of initiatives on campus, including Perkins, CTEA, Strong Workforce Program, and regional projects related to entrepreneurial mindset and cyber security. She also serves as Acting VPAA when Dr. Shankweiler is away from campus. Dr. Shankweiler added that Dr. Rapp's regional work is very time-consuming – as many as 19 colleges are collaborating.

Agenda

- A. Call to Order
- B. Approval of Minutes – **Senate packet, pages 5-14**

Minutes were approved with minor changes. The order of business was suspended to move **Officer Reports** to the end of the meeting.

- A. Officer Reports
- B. **Special Committee Reports**
- C. Unfinished Business
- D. New Business
- E. Information Items/Discussion
- F. Future Agenda Items
- G. Public Comment
- H. Adjourn

D. Special Committee Reports:

ECC VP of Academic Affairs (*but NOT Acting Superintendent/President*):

Jean Shankweiler

As a digital fellow, Jean is learning about digital adaptable courseware. She's collaborating with some ECC chemistry professors.

Work on Guided Pathways is underway. To receive funding, the college must attend workshops, prepare a timeline, and complete a 32-page assessment. Funding will be spread over five years.

Recruiting is underway for a faculty chair for the accreditation process. The team visits fall 2020...which seems like a long time from now but will be here before we know it. When Dr. Shankweiler was co-chair she found that the team needed the full two years. The team will attend the ASCCC Accreditation Institute in February.



ECC VP NAMED TO NATIONAL DIGITAL FELLOWS PROGRAM

El Camino College Vice President, Academic Affairs Jean Shankweiler was recently selected to participate in the Association of Chief Academic Officers Digital Fellows Program.

[Read More](#)

D. Special Committee Reports:

Jean Shankweiler, continued...

We have several small task forces underway: revising the faculty evaluation forms, working on language on the part-time rehiring rights, reviewing the policy on salary advancement coursework, and we're looking for volunteers to help plan the holiday party. Library Learning Resources faculty volunteered to join the Dual Enrollment Committee.



ECC VP NAMED TO NATIONAL DIGITAL FELLOWS PROGRAM

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[Read More](#)

D. Special Committee Reports:

ECC VP of Student Services: Ross Miyashiro

The Student Services area is working on programming the new Student Services Center so it's more intuitive for students and supports effective onboarding. The goal is to make it as easy as possible to attend ECC. Student Services is starting a new initiative, changing the mindset from within the division.



E. Unfinished Business:

- **Senate packet, page 36.**

a. **Senate Goals: 2nd Reading of 2017-2018 Goals.**

If these look familiar...it's because the executive board felt that last year's goals were broad enough to encompass our work for this year. Several additions have been made and were included at the first reading. For the second reading, here's what's new:

- **Goal 1:**
- **In collaboration with the ECC Federation of Teachers, review and revise flex credit matrix and policies; bring to Senate for approval,**
- **The goals were approved unanimously by the body.**

E. Unfinished Business

b. Spring Lockdown Drill – Chief Michael Trevis

Drill will take approximately *10 minutes* and begin at 9:40 am and 7:10 pm.

- Option A: Thursday, March 1st (week three)
- Option B: Thursday, March 15th (week five)
- *Note: The Great Shakeout is Thursday, 10.19 at 10:19 a.m.*

E. Unfinished Business

b. Spring Lockdown Drill – Chief Michael Trevis

Senators discussed pros and cons of the two options. Some prefer the 5th week because papers are being assigned week three. Club Rush occurs week 3, but Chris Dela Cruz has indicated the Student Development team can accommodate the drill if needed. It was suggested that there could be an advantage to scheduling the drill at an inconvenient time as emergencies are rarely convenient. A straw poll was taken and was nearly even: 12 for week 3, 13 for week 5. Chief will take the feedback to the VPs. He will ask for feedback after the drill and will investigate arranging more in-depth trainings by building. The Senate thanked Chief for his ongoing efforts to provide opportunities to enhance our level of emergency preparedness.

Spring Lockdown Drill, continued

- Please help our campus prepare:
- Ask students to sign up for Nixle:
 - Instructions are on Campus Police website:
<http://www.elcamino.edu/police/>
- Show & discuss video on “Run, Hide, Fight.”
 - <https://www.youtube.com/watch?v=9Z9zkU--FLQ&feature=youtu.be>

F. New Business:

Senate packet, page 37.

- a. **SSSP/SE/BSI Integrated Plan: Cesar Jimenez and Scott Kushigemachi.**

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

Chancellor's Office

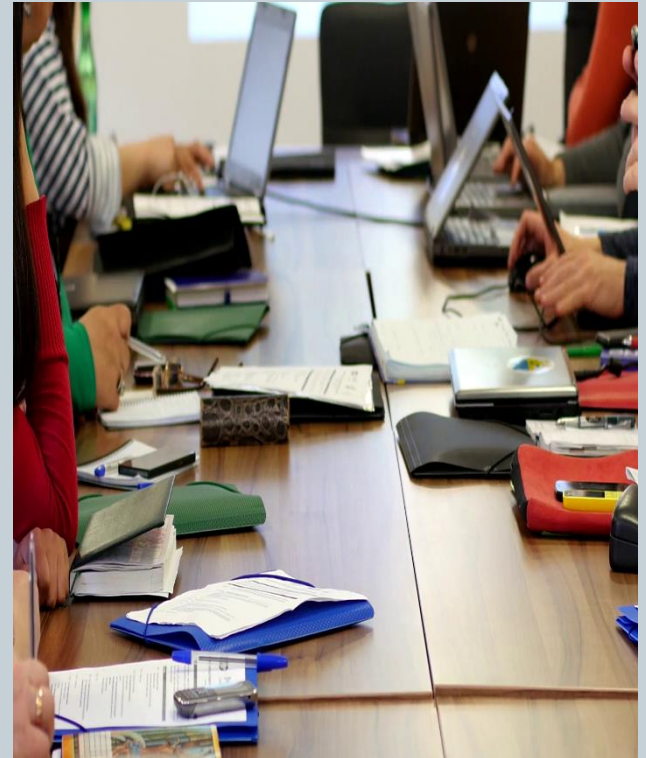


- For 2017-2018, the **Chancellor's Office** provided a new template and budget form for California Community Colleges to submit an integrated plan and budget for Student Success and Support Program (SSSP), Student Equity (SE), and Basic Skills Initiative (BSI).
- The integrated planning process was grounded in existing data, previous plans, additional statewide data, and data collected at the college. The integrated plan requires the college to submit **five integrated goals**.

Drafting Process



- SSSP/SE/BSI team consulted with **Institutional Research & Planning (IRP)** and the **Student Success Advisory Committee (SSAC)** in Spring 2017 to draft integrated goals.
- The team met every Monday during Summer 2017 to refine and write the **integrated plan**.



Integrated Goals



- 1. Developmental through Transfer-Level Math and English:**
 - Increase transfer-level achievement rates in math and English for students who test below college level, while decreasing the time to complete a transfer-level course.
- 2. On-boarding New Students:**
 - Increase the number of first-time students completing core services and completing a comprehensive education plan, and increase the three-term persistence rate.
- 3. Student Support Services:**
 - Substantially increase the number of students who utilize support services that are known through research to increase student engagement and success.
- 4. Academic Support Services:**
 - Provide personalized and integrated academic support services to increase course completion rates of students in targeted courses and programs.
- 5. Change Management:**
 - Transform the college culture in terms of intentional engagement, collaboration and implementation of practices, procedures, and policies that promote equity-minded student progress and completion.

SSSP/SE/BSI Consultation Timeline



- Academic Senate (10/3 and 10/17)
- Student Success Advisory Committee (SSAC) (10/5)
- Associated Student Organization (ASO) (10/12 and 10/26)
- College Council (10/16)
- Council of Deans (10/26)
- Board of Trustees (10/16 and 11/20)
- **Submit to Chancellor's Office by 12/15**

Wrap-up



- Questions?
- What's next?
 - Review the full integrated plan (electronic copy)
 - E-mail Scott or Cesar with any questions or feedback
 - ✦ skushigemachi@elcamino.edu
 - ✦ cjimenez@elcamino.edu
 - Second reading at the next Academic Senate meeting

Q & A



- A number of college plans and initiatives were considered in creating the integrated plan, including our process improvement efforts, the Educational Master Plan, and others. All goals in the plan overlap with all three programs even though the requirement was that at least one goal overlapped.
- The objective of the plan is not to create new initiatives but to help existing ideas come to fruition. Of course the team is still open to ideas (approach the SSSP, SE, or BSI leaders directly).
- This is a two-year plan – colleges were experiencing “plan fatigue” with the requirement for annual plans.
- The Library Learning Team is coordinating efforts that have relevance, including the Online Educational Resources initiative.
- The three programs (SSSP, SE, BSI) all still receive separate allocations, though the funding may come in a lump sum at some point.
- Goals 3 & 4 address student support. These services are underutilized by distance education students. The college needs to think about strategies for engaging these students more effectively, especially since there are equity issues that are relevant here.
- There are a number of mechanisms in place to assess the success of these programs.

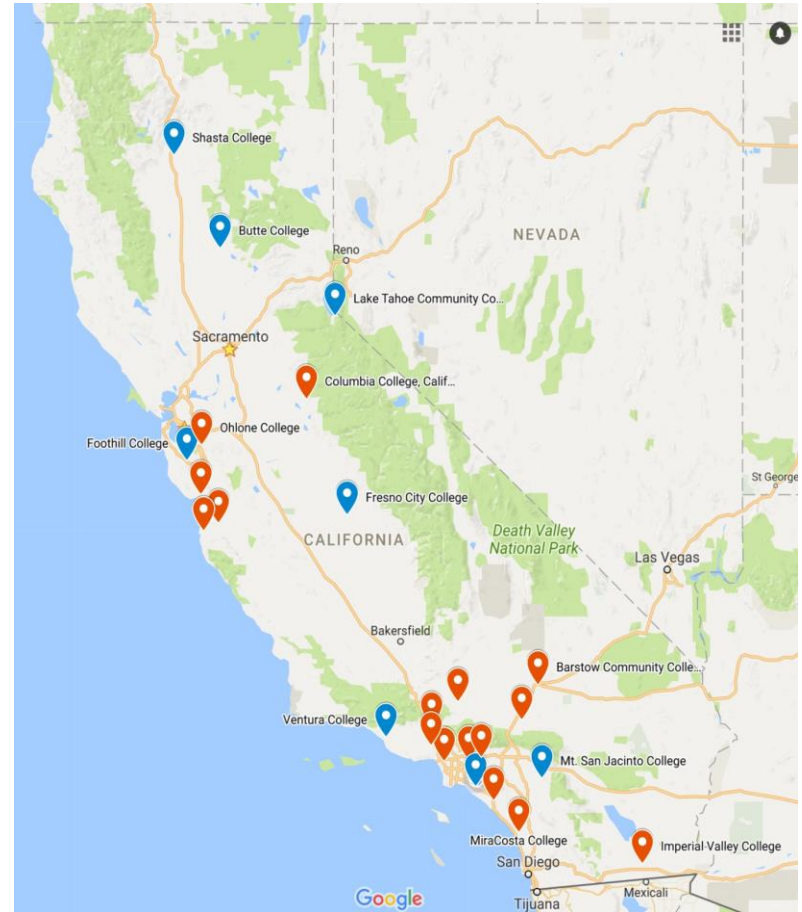
F. New Business:

Senate packet, page 37.

**b. Online Education Initiative Course Exchange
Pilot: Chris Gold, Interim Distance Education
Coordinator**

OEI Consortium

- 24 consortium colleges
- Spring/Fall 2017 – 6 colleges went live on the course exchange
- Fall 2017 about 30 courses (some with multiple sections)
- Additional Pilot Colleges will join Course Exchange to register for Spring 2018 (4-8 colleges)
- Remaining Eligible Pilot College will join Course Exchange for Fall 2018 Registration
- New colleges will begin implementation process in Fall 2017 with a goal of Spring 2018 or Fall 2018 registration.



Consortium Colleges

- Agree to offer courses on the exchange
- Send two people to consortium meetings (updates, feedback, suggestions)
- Students have access to the exchange
- Tech support
- Support to faculty as they create exchange ready courses
- Access to free resources (NetTutor, Proctorio, Cranium Café, Canvas, Smarter Measure – can stay with TurnItIn)

Advantages of Course Exchange



COLLEGES - Flexibility and tool for Enrollment Management



STUDENTS - Find and complete the classes they need to complete their degree and reach their transfer goals



FACULTY - Supports quality online classes through resources, accessibility support and professional development



CALIFORNIA COMMUNITY COLLEGES
ONLINE EDUCATION
INITIATIVE

Expanding Consortium

- Colleges interested in joining the Consortium email Kate Jordahl, kjordahl@ccconlineed.org
- College will receive information packet/workbook
 - Building an Implementation Team (essential!)
 - Best Practices for Course Exchange Deployment
 - Consortium Agreement (currently in review)
 - Federal Financial Aid Agreement



CALIFORNIA COMMUNITY COLLEGES
ONLINE EDUCATION
INITIATIVE

Expansion Priorities

- Implemented Canvas
- Accreditation status
- Technology ready, including Single Sign On for students
- Courses that are exchange ready or preparing courses to be exchange ready
- Have support and interest of faculty and administration including Instruction, Financial Aid, Distance Ed and IT

[Also, geographic diversity; A&R is on board; whether a college is in a district in which another college is already in the consortium; a DE Plan in place; a full-time DE Coordinator; use OEI support services; OEI Rubric adopted and courses aligned; progress in student equity]



CALIFORNIA COMMUNITY COLLEGES
ONLINE EDUCATION
INITIATIVE

New Consortium Colleges

- Sign the consortium agreement.
- Create an implementation team.
- Sign a financial aid agreement.
- Receive a “Go Live Checklist” showing what needs to be done step-by-step for financial aid, enrollment management, communications, SIS, Colleague, etc. Includes suggested dates and times for completion.
- 16-20 week implementation plan

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 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.

Q & A: Classes for the OEI Consortium of Colleges are pre-articulated. There's an emphasis on strong local decision-making. Students who take a course at another college would need to get a transcript from that institution.

G. Information Items - Discussion

VP Miyashiro, a UCLA alumna, served for 15 years at USC, proudly supporting her Bruins from Trojan territory! She served in HR, engineering, information services, the library, and in development. She served as VP of HR and development at OTIS College of Art and Design. She's always had her eye on ECC, wanting to join our community. Her goals include strengthening the community environment with a focus on integrity, respect, and support for each other and our students. This includes labor management, onboarding new hires and making our job announcements more equity-minded. There is room to improve how welcoming the college is to the outside community; current messaging relies heavily on negative consequences (e.g., "If you don't do this you won't be called.") She was surprised to find an institution of ECC's caliber is still using four-ply forms, outdated timekeeping systems and that signatures still need to be walked through the process. She received an enthusiastic response from the senate when she noted the application software needed updating. (Senator Marcoux was so excited by this news that this observer feared he might swoon.)

Jane Miyashiro
VP Human Resources



G. Information Items - Discussion

Brian Fahnestock,
VP Administrative Services



VP Fahnestock served in a number of roles before joining ECC: he held interim roles in North Orange and Ventura, helped start a software company, served at Santa Barbara Community College, county government, was a naval officer for 10 years, and was most recently a VP at San Francisco State. He oversees Facilities, the ongoing construction, Accounting, Risk Management, Campus Police, and ITS. His goal is to work well with everyone and make sure faculty are successful.

G. Information Items - Discussion

b. ECC Foundation: Student Scholarships – Andrea Sala & Nancy Tonner

Fall is scholarship season. The applications are currently open and close on December 17th. Faculty evaluations aren't due until January 10th. There is no longer a requirement for a letter of recommendation from faculty. The Scholarship Office recognizes that the end of the semester is a very busy time for faculty and letter-writing can be very time-consuming. The evaluations will have five questions with drop-down boxes with an optional space for comments. Last year, 213 students were dropped from the process because they didn't have a letter of recommendation. Based on Senate feedback, the Scholarship team will investigate adding space for students to indicate which class and semester they had an instructor and ensuring that there is no word limit in the comments section. Faculty will still receive an email which will allow them to decline evaluating a student. Please respond even it's to decline so the student can find another evaluator. VP Ross Miyashiro noted that faculty cannot disclose grades unless students have provided a written release. It may be an option to include a release on the student application. Evaluators must be from ECC, not high school. As questions came up about FERPA it was clear that faculty would benefit from training on how FERPA affects their practices and how comply with FERPA. VP Ross Miyashiro offered to support those training efforts. The Senate will follow up.

Agenda

- A. Call to Order
- B. Approval of Minutes
- C. **Officer Reports**
- D. Special Committee Reports
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- I. Public Comment
- J. Adjourn



You are here

C. Officer Reports

a. **President: Kristie Daniel-DiGregorio**

- **Search Committees:** Thank you to Larry Leach (Communication Studies) for serving on committee for Director, Public Information and Government Relations and to Kurt Hull (Accounting) for serving on the Business Manager search committee. **Since the meeting, Margaret Miranda (Counseling) volunteered to serve on the Registrar search committee. Thank you to all of our faculty leaders for your service!**

C. Officer Reports

a. **President: Kristie Daniel-DiGregorio**

- **College Council:** Minutes can be found at:
- <http://www.elcamino.edu/administration/campus-committees/college-council/minutes.asp>
- Recent topics include: review of non-discrimination statement, self-evaluation and goals, SENSE data (coming to 10.17 Senate meeting), legally mandated policies and procedures, and planning processes.
- **Senate Self-Evaluation:** Coming soon!
- **Dreamer Efforts:** Deadline to renew DACA (eligible students): 10.5.17
Visit <http://www.elcamino.edu/student-services/fao/ab540/> for more info.

Student Success Initiatives



GET HELP WITH YOUR GRADUATION PETITION!!!

El Camino College Counselors will be available to assist students with filing a graduation petition for Fall 2017.

The deadline to submit a graduation petition is **October 19th, 2017**

Counselors will assist you with:

- Graduation check for Associate of Arts/Associate of Science Degrees/AA-T/AS-T
- Assistance in filling out the ECC graduation petition form

No Appointment Necessary – First Come, First Served

Drop-In Dates/Times for 10/2 – 10/5

Sign-in to see the counselor at the Front Counter

Monday, October 2nd:

9:00am – 11:00am and 3:00pm – 5:00pm

Tuesday, October 3rd:

9:00am – 11:00am and 2:00pm – 4:00pm

Wednesday, October 4th:

4:00pm – 6:00pm

Thursday, October 5th:

10:00am – 12:00pm

Must Bring All Your Unofficial Transcripts

- **This week:** Financial Aid Frenzy Week. Visit <http://www.elcamino.edu/studentservices/fao/> for more information.
- **Next week:** Financial Aid & Student Resource Fair. 10.10.17, 10-2, Library Lawn
- **Student Empowerment Dialogue Series: Men of Color: Uplift & Empower,** 11.14, 1-2 in the Alondra Room.

C. Officer Reports

b. Vice President, Compton College: Chris Halligan, for Paul Flor Quality Focus Essay

Professor Halligan noted that the QFE addresses areas where the college needs to concentrate its work. Our Compton colleagues welcome your feedback. They are focusing on integrated planning, a DE plan, hiring a faculty coordinator and developing a handbook, and a mentoring program. Electronic copies are available from Paul Flor (pflor@elcamino.edu) or Chris Halligan (challigan@elcamino.edu). All senators will be provided with an electronic copy and are encouraged to provide input.

c. Chair, Curriculum: Janet Young

- **College Curriculum Committee**
- ~Cleared 393 courses that were stuck at “approved” status.
 - ~Attended a presentation on the CurricUNET upgrade “Meta”
 - ~Held our 2nd meeting of the semester
 - ~Approved 16 proposals
- ~Conducted 2nd Training Session - The Course Outline of Record and New Course Proposals
 - ~CCC Website www.elcamino.edu

C. Officer Reports

d. VP Educational Policies: Chris Gold

The MQs Task Force is plugging along. The Ed Policies Committee is also in discussions with the AIMS team, the Student Development Office, and the Library Learning Resources team regarding faculty concerns related to disciplinary issues. The Senate appreciates the opportunity to collaborate with our colleagues in support of a positive campus climate for students and faculty.

Senate packet, pages 15-16

e. VP Faculty Development, Stacey Allen

Wellness Warriors – Wellness Program

Walk & Roll Wednesdays

- Roll Out Recovery led by Kimberly Jones
- 12:00-1:00
- Student Activities Center, East Lounge



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 1st and 3rd Thursday of each month, with a different theme each month.

What ESL Students Wish Their Instructors Understood

- October 5th – presentation by Evelyn Uyemura & Allison Carr
- October 19th – ESL student panel

Stay tuned for more details about an upcoming faculty event on 10.31.17, focused on DACA. Thank you to Jeff Jung for being willing to present!

The Academic Senate is pleased to announce the

Outstanding Adjunct Faculty Award

**\$500
Award!**

We welcome nominations from students, staff, managers, and faculty.

To nominate one of our many outstanding adjunct faculty members at ECC, please [click here for the nomination packet](#). Follow the instructions for submitting a nomination letter to **Stacey Allen**, VP of Faculty Development, by

**Friday
October 13**

The nominees will be notified and asked to submit further information to the selection committee.

Previous Recipients

- Lynn Fielding - Industry & Technology and Natural Sciences
- Josephine Moore - Industry & Technology
- Pam Huth - Fine Arts
- Maribel Hernandez - Counseling / Human Development
- Mediha Din - Behavioral & Social Sciences
- Kim Nguyen - Behavioral & Social Sciences
- Dustin Black - Behavioral & Social Sciences

Questions may be directed to
Stacey Allen,
sallen@elcamino.edu or
310-660-3593, Ext 3575



C. Officer Reports

Senate packet, pages 17-21

f. VP Finance & Special Projects: Josh Troesh

We are still under our enrollment management goals but we're awaiting final numbers for the semester. We're hopeful that 2nd 8-week classes will help us make goal.

g. VP Academic Technology: Pete Marcoux

The College Technology Committee met after the last Senate meeting. The Digital Security Specialist outlined a number of very sobering concerns. The ATC meets this week and will look at Google for Education for our campus. Also, Google Chrome Books and cart and charging station can be purchased for \$11,000.

Senate packet, pages 22-35

h. VP Instructional Effectiveness: Russell Serr

ASSESSMENT OF LEARNING COMMITTEE

- FINISHING REPORT ON ILO #3 – COMMUNITY AND PERSONAL DEVELOPMENT
- MAJOR FINDINGS – STUDENTS ARE VERY SATISFIED WITH STUDENT SERVICES ON CAMPUS
- SERVICES SEEM TO BE UNDERUTILIZED
- ACTIONS INCLUDE:
 - SPLITTING ILO INTO 2 PARTS OR STREAMLINING
 - WHY ARE SERVICES UNDERUTILIZED – CULTURE, MARKETING, OTHER
- ILO #4 – INFORMATION LITERACY – SPRING 2017

SLO/PLO ASSESSMENT STATUS

9-18-2017

SLO = 404/524 - 77% (BEHAVIORAL AND SOCIAL SCIENCES 96%, NATURAL SCIENCES 94%)

PLO = 16/29 - 55% (INDUSTRY AND TECHNOLOGY 100%)

CURRENT = SLO 91%; PLO 68%

STILL READING? REPLY TO KDANIEL@ELCAMINO.EDU AND YOU'LL RECEIVE A GIFT CARD FOR A COFFEE OR TEA! ☺

The background of the slide is a light blue gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

PROGRAM REVIEW

EARLY 2018 ORIENTATION - TUESDAY 11-14-17, 1:00PM-2:00PM

STILL READING? REPLY TO KDANIEL@ELCAMINO.EDU AND YOU'LL RECEIVE A GIFT CARD FOR A COFFEE OR TEA!

Agenda

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.
- Survey of Entering Student Engagement (SENSE) Data: Marci Myers, Institutional Research.

I. Public Comment

J. Adjourn