

ECC
Academic
Senate
March 20, 2018



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/academicSenate/>.
- Thank you!

ECC Academic Senate Welcome!

March 20, 2018

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



Agenda

A. Call to Order

B. Approval of Minutes – **Senate packet, pages 6-14.**

Minutes were approved as presented in the packet.
Secretary Traci Granger was thanked for always doing such a thorough job with the minutes!

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

Welcome Division Personnel

- Dr. Amy Grant
- Dean, Natural Sciences
- Dr. Grant was on the Chemistry faculty for 16 years and has served as Dean of Natural Sciences for three years. KDD commended her for her terrific radio voice she uses to report on PBC at the Council of Deans meetings. Thanks for joining the Senate today, Dean Grant!

C. Officer Reports

- VP, Compton College: Paul Flor. **No report.**
- Chair, Curriculum Committee: Janet Young
 - College Curriculum Committee minutes & other useful information:
 - <http://www.elcamino.edu/academics/cccl/>.
- **College Curriculum Committee**
- Reviewed 16 proposals at our 2nd meeting
- Researched Curriculum and Catalog Management software (past 6 months)
- -CourseLeaf
-CurricUNET Meta
-DigArc
- Preferred system is DigArc. **This program integrates with curriculum and the catalog. In the sales pitch, it was explained that DigArc would extract the data from CurricUNET. The college would send them the catalog and they would set up the system. The initialization fees are high. We have to pay twice: once for catalog and another for curriculum. But we will save money in work hours. The system does allow for hyperlinks and searching.**
- Scheduled to make a 2nd presentation to the campus in the beginning of April.
- Details to follow

C. Officer Reports

- VP, Educational Policies: Darcie Descalzo McClelland
- The Ed Policies Committee is working through the questions from the last Senate meeting. For BP/AP 4226, the committee is considering the idea of including exceptions. For BP 3050 Code of Ethics, we will bring that back with a corresponding AP. At the next EPC meeting, we will review AP 7211. This went through the Senate previously, but there were changes by College Council so it's come back to the Senate.
- VP, Faculty Development: Stacey Allen
- The most recent Informed & Inspired workshop focused on Muslims in America. The Faculty Development Committee is working in collaboration with the Student Equity Council. For the next topic, Women of Color, the Student Empowerment event will be Tuesday, 4.3 and the Informed and Inspired will be Tuesday, 4.19.

C. Officer Reports

- VP, Finance and Special Projects: Josh Troesh
 - Planning & Budgeting Committee Minutes: <http://www.elcamino.edu/administration/president/pbc/agendaminutes.aspx>
- President Maloney and VP Brian Fahnstock presented the new CCC funding formula to PBC and there are still many uncertainties. Gov. Brown and the Chancellor's Office have different proposals. VP Fahnstock will come provide the Senate with a high-level presentation. Senate can consider how/if this will impact grading, curriculum and how we would respond. As more details emerge, confusion grows. (Yes, you read that right.)

C. Officer Reports

- VP, Academic Technology: Pete Marcoux
- The College Technology Committee meets today. The Academic Technology Committee is reflecting on its role. At this point much of the business is reporting out which can be done through email. The accreditation process can help as the ATC considers its role on our campus.
- In an example of drawing the longbow, VP Marcoux suggested that classroom clocks were “academic technology.” He asked if they would be fixed in the near future and noted that they do affect the classroom (i.e., it’s difficult to prohibit phones in the classroom if the instructor routinely needs to check her/his phone for the accurate time). This is a facilities issue and VP Shankweiler will add it to the agenda the next time facilities representatives visit the Council of Deans.

C. Officer
Reports:
VP
Instructional
Effectiveness

ALC/SLO
Update
Russell Serr

Senate packet, pages 19-29

Assessment of Learning:

SLO/PLO assessment completion status as of
March 12th, 2018:

- SLO = $365/452 = 81\%$
- PLO = $18/36 = 50\%$

If you haven't submitted your assessments, please submit them **yesterday**. ALC minutes are in the packet.

Senate packet, page 30

Accreditation:

C. Officer
Reports:
VP
Instructional
Effectiveness

ALC/SLO
Update
Russell Serr

Senate packet, page 30

Accreditation: Claudia Striepe (Accreditation Co-Chair) and VP Shankweiler provided an overview of the timeline and the committee composition which are highlighted on the following slides.

The timeline has been established and we are making strong progress. There may be changes in membership on the committees as we progress so please consider serving if you are invited.

The teams have started to meet. We are using Office 365 as the shared drive.

Jean has recently returned from an team visit. We are doing well and on schedule but need to remember that the visiting team will thoroughly review all aspects of our institution so we need to be ready for that scrutiny.

The Steering Committee consists of the co-chairs of each sub-standard committee, at least one faculty member and one manager. They built their teams in the fall.

C. Officer
Reports:
VP
Instructional
Effectiveness

ALC/SLO
Update
Russell Serr

Senate packet, page 30

Training has been completed on the document management system.

Fourteen representatives from ECC attended the ASCCC/ACCJC Accreditation Institute.

Irene Graff built the template. Claudia has been appointed "Nag Master" and is charged with getting the evidence uploaded.

Jean recently visited Feather River College as part of an accreditation team. They have 600 students, most of whom are athletes or in equine management. They also earn 600 FTES from correspondence courses with the prisons and they are able to provide regular and effective contact between students and their instructors.

Accreditation team members go in and dig down and look at every sub-standard. So, again, we will need to be very prepared. The template addresses this so it will help make sure we are thorough.

ACCJC contact people were penitent. They are working closely with ASCCC. They are asking for shorter reports.

ACCREDITATION TIMELINE

DATE	ITEM
Fall 2017	Select co-chairs and steering committee, identify and select document management system
February 2018	Steering team start training, implement and train on document management system
March – August 2018	Collect Data/Evidence
September – February 2019	Write Draft 1 Select QFE Topic
February 2019	Write QFE
Summer 2019	Finish QFE & Draft 2
November 2019	Start Consultation & Forums
March 2020	Final Draft and Consultation Complete
May 2020	Board Approval
May – August 2020	Finish Copy
August 2020	Mail Documents
October 2020	Team Visit

Accreditation Steering Committee

ALO: Jean Shankweiler

Accreditation Co-Chairs: Rory Natividad, Claudia Striepe

Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity

Co-Chairs: Irene Graff, Russell Serr

VP Liaison: Jane Miyashiro

Committee: Kevin Degnan (F), Melissa Fujiwara (F), Lissette Marquez (C), Gina Park (C), Karen Whitney (F), Janet Young (F), Gary Greco (M), Berkeley Price (M), Chris Jeffries (F), Stacey Allen (F), Traci Granger (F), Cesar Jimenez (M), Ana Milosevic (F)

A. Mission

B. Assuring Quality and Institutional Effectiveness

C. Institutional Integrity

Standard II: Student Learning Programs

Co-Chairs: Dipte Patel, Chuck Herzig, Linda Clowers

VP Liaison: Ross Miyashiro

Committee: Matt Cheung (F), Amy Grant (M), Crystle Martin (M), Marci Myers (C), Mary McMillan (F)

A. Instructional Programs

B. Library and Learning Support Services

C. Student Support Services

Standard III: Resources

Co-Chairs: Art Leible, Josh Troesh

VP Liaison: Brian Fahnestock

Committee: Pete Marcoux (F), John Mufich (F), Claudio Vilchis (C), Vladimir Vasquez (M)

A. Human Resources

B. Physical Resources

C. Technology Resources

D. Financial Resources

Standard IV: Leadership and Governance

Co-Chairs: Virginia Rapp, Matt Kline

VP Liaison: Jean Shankweiler

Committee Members: Randal Davis (M), Chris Gold (M), Julieta Ortiz Aramburi (C), Gema Perez (C), Linda Ternes (M), Luukia Smith (C), Scott Kushigemachi (F), Rebecca Loya (F), Lucy Nelson (C)

A. Decision-Making Roles and Processes

B. Chief Executive Officer

C. Governing Board

D. Multi-College Districts or Systems

C. Officer
Reports:
President,
Kristie
Daniel-
DiGregorio

Senate packet, pages 15-16

President's Report:

- There's a lot happening on our campus and with the Senate this semester. There isn't always time to share news and updates in our meetings, so see the President's Report in the packet, pages 15-16.
- Other news and updates:
- Visit www.asccc.org for statewide senate events:
- Equity and Diversity Action Committee Regionals: April 6th (Woodland College) and April 7th (Southwestern College)
- Guided Pathways Regionals: May 11th (North) and May 12th (South)
- Curriculum Regionals focused on AB 705: May 18th (San Jose City College) and May 19th (South)
- Career and Noncredit Education Institute at the Westin South Coast Plaza on May 3rd – 5th.

C. Officer Reports: President, Kristie Daniel- DiGregorio

Senate packet, pages 15-16

President's Report:

Food Service Vendors:

- Senate comments forwarded to VP Brian Fahnestock who agrees with the concerns.
- April 3rd Senate meeting: VP Fahnestock will provide an update and gather input.

Evaluation Procedures Task Force:

- Continues to make progress revising evaluation forms so they are more user-friendly and aligned with job descriptions.
- Members: Kristie Daniel-DiGregorio (Senate President), Debra Breckheimer (Interim Dean, Humanities), Chris Jeffries (Federation President), Carolee Vakil-Jessop (Federation Executive Director), Gary Medina (Librarian).
- Revisions will go through consultation, including coming to Academic Senate.

Senior Senators:

- Please nominate a "reporter" for your division. Thanks to BSS and to John Baranski for serving. **Look for "R" notation on Senate roster, page 2 of packet.**

C. Officer Reports: President, Kristie Daniel- DiGregorio

- KDD noted her appreciation for the Senate – both as a body and each senator individually. The discussion at the previous meeting illustrates why: a variety of perspectives strengthens our work.
- Without singling anyone out – we all contribute to the tone of the Senate – she took a few minutes to comment not on the content of the discussion at the last meeting, but on the tone.
- When issues come to Senate, there is often a lot of work and effort that has gone into serving the college. That’s not sufficient to endorse or approve a proposal. But, hopefully, it is sufficient to be sure our colleagues believe we are treating them in a way that respects the time and energy they are investing in serving the college.
- The concept of what constitutes respect is very subjective. What’s not subjective is that conversations are more productive when we can stay focused on the task and on moving us forward. We can look to our Senate handbook for guidance on the role of effective communication achieving our purpose. For example:
- **ECC Academic Senate Handbook**
- The purpose of the Academic Senate is to provide an organization through which the faculty will have the means for **full participation** in the formulation of policy on **academic and professional matters** relating to the college.

C. Officer
Reports:
President,
Kristie
Daniel-
DiGregorio

- **Strategic Initiative C: Collaboration**
- Advance an **effective process of collaboration** and collegial consultation conducted with integrity and **respect** to inform and strengthen decision-making.
- **Senate Constitution**
- Senate purpose is: To **facilitate communication** among faculty, administration, employee organizations, bargaining agents and the ECC BOT.
- **Making Decisions**
- All committee members will be given the opportunity to speak and to express their constituent's point of view **without insult or reprisal**. We approach the issues **with an open mind** united by our ultimate prioritization of the El Camino College mission for the benefit of students and their success.
- Inlusiveness and Communication: With participation comes the responsibility to **keep an open mind, respect differing opinions, strive for consensus, and support the final outcome**.

C. Officer
Reports:
President,
Kristie
Daniel-
DiGregorio

- KDD offered some food for thought, some questions we can ask ourselves as we participate in the work of the Senate:
- Am I allowing for the fact that others may not agree with me?
- Am I not only identifying the problems but also offering to be part of the solution?
- Is what I'm about to say going to further our conversation and progress? Or might it silence or short-circuit the discussion?
- Every leader has their own sense of priorities. KDD thanked the Senate for entrusting her with a leadership role. As a leader, she aims to ensure that the Senate continues to be a strong, vibrant, positive force on our campus. She thanked each of the senators for their role in supporting this goal.

D. Special
Committee
Reports:
Congrats to
"Gramma
Jean"!

PROMOTED TO
GRANDMA

★ EST. 2018 ★

Sophie
Grey



D. Special
Committee
Reports:
Congrats to
“Gramma
Jean”!

The VPs are going to start holding Town Hall Meetings. This will be a chance for the administration to present to the whole campus. The first will be in mid-April, preferably during the College Hour but not during Senate. Each VP will take 15 minutes to talk about what they are working on. This is a great opportunity for the campus to stay informed.

We are underway in the Annual Planning process. The deans usually vote and help prioritize. Jean will provide criteria to help with this. All VPs from last year are gone, so we are still working on finishing up from last year.

We’ve purchased a program called Formstack. It is being tested with special assignments. It generates a board item and approval tree. This can be used across campus and we will no longer have to walk forms from office to office.

D. Special
Committee
Reports:
Congrats to
“Gramma
Jean”!

PROMOTED TO
GRANDMA
★ EST. 2018 ★

We are working on the Code Alignment project. When we create a course we get a code from the CCCO. Programs need codes. If program and TOP codes don't match, we don't get credit for students completing. LaVonne is working division by division. Faculty can't do this themselves.

Regarding training, if you're on a selection committee, you'll be asked to complete a module on implicit bias. We're working on training on ADA compliance for everyone. Some of our students aren't getting the accommodation they need and are entitled to by law. There have been complaints to the Office of Civil Rights.

We are working on AB 705 changes. Lars Kjeseth provided a clear, succinct definition of what this means: the college has the obligation to maximize the probability that a student will finish college-level English and Math in their first year. This is leading to some significant changes and not just in English and Math. These students are in all of our classes.

D. Special Committee Reports

- ECC VP, Student Services: Ross Miyashiro
- Unable to attend.
- Distance Education Advisory Committee: Renee Galbavy, BSS Senator and Distance Education Liaison for the Academic Senate
- Dr. Galbavy provided an update on DEAC. The following slide shows the total Canvas sections. We are officially finished with Etudes this summer. The integration tool will hopefully be in place by the end of the semester...but we've heard this before, unfortunately!
- DEAC is looking at Canvas training and identifying several systematic modes for how this will take place. We will bring this to the Senate in the next couple of months.
- Our application for the OEI Consortium was submitted. We will hear in mid-April. When we join, we will get free access to Ally. There is information about this software in your packet, pages 33 & 34. We had a demonstration at the last meeting. It integrates with Canvas. When we join the Consortium, we will figure out which classes are added.
- The Senate thanked Dr. Galbavy for serving as the DE Liaison for the Academic Senate!

Distance Education Advisory Committee (DEAC)



Distance Education Advisory Committee (DEAC) Meeting (02/22/18)

Senate packet, pages 31-34

➤ Spring 2018 Canvas Updates

- Total sections utilizing Canvas: 696
 - Online/Hybrid = 171
 - F2F = 398
 - Compton = 127
- Canvas Integration Tool
- Canvas Training
- Ally: Canvas Accessibility Tool

➤ Joining the Online Education Initiative Consortium (OEI Course Exchange)

E. Unfinished Business

- **Senate packet, pages 35-60**
- Guided Pathways Work Plan: 2nd Reading
- Jean Shankweiler
- Jean reviewed the requirements for obtaining the GP monies: attend training, complete a self-assessment, and develop a work plan for the next 18 months.
- There are 14 elements in the self-assessment, for example, cross-functional inquiry. We need to talk about what we will do. Some we may not do at this time. We need to say what we are already doing. Jean provided an overview of the slides that follow. The full report is in the Senate packet, pages 35-60, as noted above.
- We are planning to hire two faculty coordinators (reassign time), 50% each. One would be a counselor and the other classroom faculty.
- Even though the work plan mentions meta-majors, we are not committing to implementing these. We may choose to use program mappings. The revised report will note this.

E. Unfinished Business

- **Senate packet, pages 35-60**
- Guided Pathways Work Plan: 2nd Reading
- Jean Shankweiler
- From the Senate, the following faculty are involved in GP: Lars Kjeseth, Janet Young, Chris Wells, Anna Brochet.
- It was asked how many faculty will be involved in GP. The more faculty are involved, the better. Stipends will be provided for those who serve as facilitators.
- The Appointment Scheduler, listed in the budget for GP, is different from College Scheduler which was approved at the February Board of Trustees. (See President's Report in Senate packet.)
- The Senate unanimously endorsed the GP Work Plan.

Inquiry: Engaging campus stakeholders in actionable research and with local data; creating consensus about main issues and broad solutions

Key Elements of Self-Assessment (1-3)	Current Scale of Adoption	Outline plan for <u>each</u> self-assessment element that will be addressed in this time period.	What existing efforts or initiatives (if any) will be aligned and integrated to make progress on this element? If no, existing efforts will be leveraged, please select "Not applicable" from the dropdown menu.	Outcomes: Indicate what success will look like as a result of these efforts.	Anticipated Change in Scale of Adoption During Timeframe
<p>1. Cross Functional Inquiry - College constituents (including staff, faculty across disciplines and counselors, administrators, and students) examine research and local data on student success and discuss overarching strategies to improve student success.</p> <p>College engages in broad, deep and inclusive discussion and inquiry about the Guided Pathways approach, framework and evidence.</p>	<p>Early Adoption</p>	<p><u>Spring 2018</u> Develop small teams to visit divisions, explain GP and solicit input.</p> <p>Determine appropriate focus areas for development by the workgroups (curriculum, meta-majors, milestones, professional development, career exploration, multiple measures, onboarding, etc)</p> <p><u>Fall 2018</u> The cross-functional work groups will work on focus areas and develop recommendations to share with campus</p> <p><u>Spring 2018</u> The workgroups will develop timelines for implementation of the agreed upon</p>	<p>The focus areas for the design teams will overlap with some current efforts. Most notably, the math and English faculty members already have a Multiple Measures committee (MMA) that has been working to streamline the math and English pathways to transfer level.</p> <p>In addition, last year the college hired a firm to review our intake processes. This has resulted in a Process Improvement team which will play a major role in clarifying the path and assisting students to enter the path.</p>	<p><u>Spring 2018</u> Workgroups will be developed for each focus area that includes faculty, counselors, librarians, staff manager and students</p> <p><u>2018-19</u> Work groups will review the KPI, develop appropriate milestones and work plans (strategies) for each focus area</p>	<p>Scaling in Progress</p>

Please complete the following GANTT chart to indicate the timeframe during which you would anticipate incorporating each of the 14 key elements included in the CCC GP Self-Assessment into your plan. Use the PAINT function by selecting the appropriate cells and then click on the Paint dropdown menu to select a color to fill in the cells. Please use blue for Inquiry, green for Design, and orange for Implementation elements.

Key Elements	Spring 2018-Summer 2019	Fall 2019-Summer 2020	Fall 2020-Summer 2021	Fall 2021-Summer 2022
EXAMPLE 1. Cross-functional inquiry				
EXAMPLE 5. Intersegmental alignment				
EXAMPLE 14. Applied learning opportunities				
Inquiry (1-3)				
1. Cross-functional inquiry				
2. Shared metrics				
3. Integrated planning				
Design (4-8)				
4. Inclusive decision-making				
5. Intersegmental alignment				
6. Guided major and career exploration opportunities				
7. Improved basic skills				
8. Clear program requirements				
Implementation (9-14)				
9. Proactive and integrated student supports				
10. Integrated technology infrastructure				
11. Strategic professional development				
12. Aligned learning outcomes				
13. Assessing and documenting learning opportunities				
14. Applied learning opportunities				

Guided Pathways Work Plan



Inquiry (1-3)	Implementation (9-14)
1. Cross-functional inquiry	9. Proactive and integrated student supports
2. Shared metrics	10. Integrated technology infrastructure
3. Integrated planning	11. Strategic professional development
Design (4-8)	12. Aligned learning outcomes
4. Inclusive decision-making	13. Assessing and documenting learning opportunities
5. Intersegmental alignment	14. Applied learning opportunities
6. Guided major and career exploration opportunities	
7. Improved basic skills	
8. Clear program requirements	



CCC GP Guided Pathways Allocations

Sample Categories	Anticipated %	Anticipated amount (auto populate based on % noted)	Actual %	Actual amount
Personnel or Release Time				
Faculty Coordinator(2 @ 50%)	20			
Faculty Special Assignments	15			
Student assignments	3			
Professional Development				
conferences and travel	4			
EAB	10			
Workshop development	4			
Software				
Curriculum and catalog	35			
Degree Audit and Planner				
Appointment Scheduler				
Ally				
Other				
Supplies and equipment	9			
TOTAL	100%			

Implementation Timeline

	Spring 2018	Fall 2018	Spring 2019
1.	Focus teams visit departments	Questionnaire on goals	
2.	Share data with departments	Incorporate GP framework into Strategic Planning Efforts	
3.	--	--	SSSP/SEP/BSI/GP/SWP integration
4.	Faculty lead roles defined	Faculty Assignments as coordinator and facilitators begin	
5.	K-12 Data-sharing	Implement faculty teams to align curriculum	
6.		Begin meta-major/program-mapping and career exploration to link with major selections	

F. New Business

- None.

G. Info Items: Discussion

- **Active Shooter Drill on March 15th.**
- **Campus Police were unable to join our meeting. Please watch for a survey asking for your input about our most recent drill. Thank you!**
- **Resources:**
- 6-Minute Video on “Run, Hide, Fight” Strategies
- <https://dps.osu.edu/active-shooter>
- ECC Campus Police website:
- <http://www.elcamino.edu/about/depts/police/>
- Encourage students to sign up for Nixle: text ECCPD to 888.777.

G. Info Items: Discussion

- **Payroll Deductions:**
- Jane Miyashiro, VP Human Resources
- Maria Smith, Director of Human Resources
- Recent retirements highlighted the fact that, for retirement calculation purposes, when faculty are not paid during winter/summer, this is viewed as a gap in continuous service. HR was able to manually override this issue to address it in the short term. To rectify it long-term, faculty salaries will be divided into 12 payments instead of 10, starting July of this year.
- Faculty may want to adjust their 403B contributions so they don't exceed the maximum since there will now be two additional paychecks each year.
- One advantage is that if we change the timing of our academic calendar, we won't also have to change the timing for payroll.
- Faculty who teach summer and winter will receive two paychecks during summer/winter: one for their 12-month assignment and a second one for summer/winter.

G. Info Items: Discussion

- **Payroll Deductions:**
- Jane Miyashiro, VP Human Resources
- Maria Smith, Director of Human Resources
- Only FT faculty will be affected by this change.
- Questions included:
- In the past we haven't been able to be paid in a month we aren't working. Has that issue been resolved?
- In the past, withholdings have been adjusted when faculty pay increased with summer/winter assignments. For example, if a winter paycheck was annualized, it would appear that the instructor made \$400k/year. This is a question for Payroll and the HR team will get back to us.
- Note: There will be more information forthcoming on email. In addition, it was suggested that Human Resources provide a training for all faculty.

G. Info Items: Discussion

- **Payroll Deductions:**
- Jane Miyashiro, VP Human Resources
- Maria Smith, Director of Human Resources
- The second issue VP Miyashiro addressed was the new online form for unit replacement. She will send an email blast about this. The form was designed to make the process more user-friendly for faculty and for HR when faculty submit requests for salary increases, as a result of completing coursework. Jane suggests that faculty submit a course proposal before taking a course.

H. Future Agenda Items

- Ed Policies: AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies, BP/AP 4226 Multiple and Overlapping Enrollments; AP 7160 Professional Development; AP 5500 Standards of Student Conduct.
- Noncredit Courses
- South Bay Promise Program
- Planning and Budgeting
- Zero Cost and Low Cost Textbooks

I. Public Comment

- Ali Ahmadpour reported on the Student Walkout on Wednesday, March 14th. In a student-led effort, approximately 300 people peacefully marched the ECC campus for 17 minutes to honor the victims of the Parkland, FL shooting. The students were very enthusiastic, interviewing each other, asking questions. He feels his class is more bonded as a result of the experience. Deans and other faculty also joined the effort. Ali was thanked for his leadership on behalf of our students!
- If you haven't won this semester, be one of the first three to email the Senate president and tell her how many paychecks full-time faculty will receive each year, starting July. Augment your March paycheck with a gift card for a coffee or tea! 😊

J. Adjour