

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

September 19, 2017

ECC Academic Senate

Welcome!

September 19th, 2017

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



Agenda

A. Call to Order:

Welcome new senators:

- Analu Josephides, Library Learning Resources
- Bob Diaz & Renee Newell, Industry & Technology
- *Welcome Division Personnel:*
- Claudia Striepe, Interim Director, Library Learning Resources
- *Welcome new administrators:*
- Ross Miyashiro, VP Student Services

Agenda

- A. Call to Order
- B. Approval of Minutes -- **Senate packet, pages 5-12.** Minutes were approved as they appear in the packet. The order of business was suspended to start with New Business and Information Items before returning to Officer Reports.
- 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

F. New Business

Senate Goals: 2016-17 Progress *Abridged*

See handout.

Senators were directed to a handout outlining progress made toward last year's goals which is on pages 36-39 in the packet from the last meeting:

<http://www.elcamino.edu/academics/academicsenate/Academic%20Senate%20Packet%209.5.17.pdf>

With the start of the new school year, the senate reviews past progress and establishes new goals. KDD briefly highlighted the three overarching goals and some achievements.

F. New Business

Senate Goals: 2016-17 Progress *Abridged*

See handout.

1. Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)

- **Measures:**
- Faculty representation on campus committees.
- Recruit and elect executive and committee chairs.
- Ensure divisions have required number of senators.
- Review and begin revising Faculty Handbook.
- Effective collaboration with ECC Federation of Teachers (ECCFT).
- Much of the work of the Senate is making sure faculty are at the table when decisions are made. As discussed at the previous meeting, this is required by law and outlined in Board Policy 2510 and in our Making Decisions document. We are fortunate to have administrative leaders who collaborate not just because it's required but because they value collaboration. We appreciate their financial support – two years in a row there has been an increase in reassign time for Senate officers. We also have exceptionally strong collaboration with the Federation. The Executive Director attends Senate and she and the president are active in Senate subcommittees.

Senate Goals: 2016-17 Progress

Abridged

See handout.

2. Strengthen faculty involvement in the activities of the Academic Senate

- **Measures:**

- Provide an orientation at the start of the academic year.
- Provide regular, ongoing communication with all faculty.
- Encourage greater participation of senators in meetings and other activities.
- Execute Senate Office relocation while maintaining a strong physical presence on campus.
- Establish initiatives to recognize faculty who achieve tenure.
- Last year, the Senate provided an expanded orientation and expanded communication campus-wide. Faculty have stepped up into leadership on our campus and statewide – congrats again to the Educational Development department on their recognition by the Board of Governors. Thanks to the Faculty Development Committee, for developing our first, annual Tenure Reception last year which was a great way to recognize this important milestone in the life of the college.

Senate Goals: 2016-17 Progress

Abridged

See handout.

3. Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.

- **Measures:**
- Support Enrollment Management initiatives.
- Support Compton Center's efforts to re-establish independent accreditation.
- Foster awareness of and encourage faculty involvement in the local implementation of statewide initiatives for student success, equity, enrollment, retention and completion.
- The Senate supports our campus student success initiatives in a number of ways, through our involvement in enrollment management efforts, but supporting the Compton accreditation process, and by integrating statewide initiatives into programming (such as the Informed and Inspired workshop series), by participating in collaborative efforts and by bringing the topics to the Senate for discussion and input. Thank you to everyone who represents the Senate in leadership roles.

Senate Goals: 2016-17 Progress

Abridged

See handout.

Additional Outcomes:

- **Advocacy for Students:** Dreamers initiatives.
- **Campus Safety:** Campus-wide safety drills.
- **Collaboration & Collegial Consultation:** ed policies, assessment, program review.
- **Constitution:** Addition of DEAC as subcommittee.
- **Statewide Senate:** Participation in ASCCC initiatives.
- **Distance Education & Academic Technology:** DE Plan, Canvas.
- **Professional Development Leadership:** FDC to review policies and practices.
- **Recording in the Classroom:** Student Code of Conduct and syllabus statement.
- The Senate was involved in a number of additional initiatives listed here. We strive to be team players on issues important to the college. Thank you to everyone who contributed to our achievements in large and small ways. Your hard work benefits our students and the college!

Senate Goals 2017-1018

1st Reading

- **Senate packet, page 13.**
- If these look familiar...the Exec felt that many of our goals from last year were broad enough that we could continue our work in those areas again this year.
- Here's what's new:
- **Goal 1:**
- Provide leadership for the college on issues related to Senate purview.
- Review and Revise surveys and reporting forms for evaluation.
- Update Minimum Qualifications and develop consistent, fair equivalency process
- **Goal 2:**
- Seek opportunities to recognize adjunct colleagues with extended service to the college.
- Please review the goals and bring your comments back to our next meeting when we will have our second reading and a vote.

G. Information Items - Discussion

Senate Packet, pages 14-16

a. **Academic Senate for California Community Colleges** – Renee Galbavy

Renee provided an excellent summary of what she learned at this summer's Faculty Leadership Institute, complete with online links to more information. It includes a concise overview of the statewide senate, acronyms, information on the CCC budget and links to data that can be very useful for faculty and administrators in order to provide support for issues you're writing about.

Thanks to...

...Professor Galbavy for spending some of her summer with the ASCCC

...Dr. Shankweiler for providing funding.

G. Information Items - Discussion

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
- Option B: Thursday, March 15th
- *Note: The Great Shakeout is Thursday, 10.19 at 10:19 a.m.*
- Recent progress on campus safety includes the addition of more locks, able to be secured from inside the classroom, and more speakers on the blue poles posted on campus. Senators were asked to take the two options for the spring drill back to their divisions and to be prepared for a vote next meeting. Chief is available to come talk to department or division meetings if your faculty want to provide direct input.

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>
- Chief noted that the college is in the process of creating our own video at ECC. In the meantime, the Ohio State University video is one he recommends (see link above).

G. Information Items - Discussion

Senate packet, pages 17-18.

c. **Criteria for Document Management System RFP** – Dr. Art Leible, Chief Technology Officer

The college has a goal to move all paperwork online so will soon issue an RFP, an overview of which appears in the packet. This will go through the consultation process and hopefully be issued by the end of October. We have a lot of redundancies (e.g., four different types of time sheets) and there's a lot of room to improve our efficiency. We are working on self-service for students so they can update their own information. The next step will be for this to be mobile. A key component of this is document management and there will be a long implementation process because of the volume and complexity of our processes.

G. Information Items - Discussion

Senate packet, pages 17-18.

c. **Criteria for Document Management System RFP** – Dr. Art Leible, Chief Technology Officer

User training is typically part of an implementation like this. Art indicated that safety exams used in Industry and Technology could be incorporated into the new system. Melissa Guess (Director, Financial Aid) will be chairing the selection committee. Privacy issues will be considered and there will be back-up paper copies. Our college is behind the curve in this area – it's important for us to catch up. The Hobson's degree planner is currently being developed which allows students to track their educational plans.

G. Information Items – Discussion



c. **Dreamers Updates** – Dr. Cynthia Mosqueda, Coordinator First Year Experience

<http://www.elcamino.edu/student-services/fao/ab540/>

Please share this information with your students: ECC students are affected a number of ways by the elimination of DACA (e.g., students must have a Social Security Number to be a licensed nurse). DACA isn't taking new applications but eligible students can apply to extend their permit but must do so by October 5th. The application is expensive (\$495) but there are scholarships - visit this link: <http://lc4daca.org/>. The ECC website above provides a wealth of resources and information for students, including a link to join the 2000 students already receiving news and updates: https://docs.google.com/forms/d/e/1FAIpQLSfCFwlf-vEmWmNHB0Nu_uMGRcXz0Sf9Fs79R30vU5eVfroiA/viewform

G. Information Items – Discussion



- c. **Dreamers Updates** – Dr. Cynthia Mosqueda, Coordinator First Year Experience <http://www.elcamino.edu/studentservices/fao/ab540/>

The AHEAD Club is being revived on campus, which provides support for undocumented students. The college is working to bring representatives from the Dream Centers at CSUs and UCs to campus so students see that they will continue to be supported after they transfer. A resource guide will soon be posted to the above website which includes local scholarships for undocumented students. Stay tuned for more information about an event for faculty; Jeff Jung, Professor of English and an immigration attorney, will be participating. Ali Ahmadpour is coordinating with other colleges to build grass roots support for undocumented students. ECC's efforts has been a model for other schools, which have reached out to Dr. Mosqueda for guidance and advice. A number of events have been offered and attendance ranges from 85-120 students, so these events are clearly meeting a demand. Dr. Shankweiler noted that our college will be most effective if we coordinate our efforts – please contact Dr. Mosqueda or Dipte Patel, Dean of Counseling who is chairing the Dreamers Task Force. Professor Allen noted that this week's Informed and Inspired event will feature a panel of DACA students.

Agenda

- A. Call to Order
- B. Approval of Minutes
- 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



You are here

C. Officer Reports

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

- **Faculty Position ID Process:** Senate approved hiring outside of the process for a Veteran's counselor. Urgent need to fill position before the end of the year:
 - To provide continuity on recent initiatives
 - So this population is served effectively
 - Before we lose key holders of institutional memory in Veteran's Center and Admissions.
- **Faculty Evaluation Subcommittee** formed to review faculty evaluation surveys and reports (academic dean, ECCFT, Senate). Recommend changes will come to Senate in spring 2018.
- **Search Committees:** Thank you to Pete Marcoux for serving on committee for Dean, Student Services.

C. Officer Reports

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

- **Accreditation:** Goal to have faculty co-chairs in place by end of fall semester; send to training in spring 2018.
- **Student Success:** Encourage students to attend Transfer Day Fair (9.26.17 10-1) and see a counselor for an ed plan *before* the registration rush sets in!
- **ECC Foundation Scholarships:** “Letter of recommendation” being replaced with evaluation with drop-down boxes and optional comments – more user-friendly for students and faculty! Encourage your students to apply.
- **Recycling Bins:** Coming to a campus building near you!

Please consider attending:

The Office of Staff & Student Diversity presents:

Overcoming Implicit Bias in the Workplace and in our Hiring Process

Open to ALL EMPLOYEES!

When: Friday, 9/29/17

Where: East Dining Room

Session 1: 9am-12:30pm **OR**

Session 2: 1pm-4:30pm

Food and drink will be provided!

Flex Credit Eligible.

RSVP by 9/22 to Professional

Development at:

<http://elcamino.flexreporter.com>

The education benefits of having a diverse staff and faculty are evident, as studies show that institutions with a diverse workforce have **closed** student achievement gaps by 20 to 50 percent.

Facilitated by experts Drs. Jacqueline Reza and Veronica Neal, this **3 ½ hour** workshop will guide you through the 10 most common unexamined biases that impact our workplace and hiring committees **AND** help you develop a tool kit you can **immediately** apply when bias is in action.



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

C. Officer Reports

b. Vice President, Compton COLLEGE: Paul Flor

The transition team met and there is plenty to do to achieve full accreditation for Compton College. On September 30th, the college will celebrate its 90th anniversary. There will be lunch trucks, a car show, and bands. The day before, on September 29th, the first draft of the quality focus essay is due. Among the issues to address are distance education and the creation of a distance education handbook.

c. Chair, Curriculum: Janet Young

- **College Curriculum Committee (CCC)**

Conducted required Certification Training at Sept. 12th meeting

- Certification form will be submitted to the Chancellor's Office this month. (ECC will be certified to approve new, credit courses.)
- Revised CCC Website and CurricUNET www.elcamino.edu for easier navigation.
- Discovered a backlog in CurricUNET which is being systematically resolved.
Including mini-trainings at each CCC meeting. (Including one Professor Young has entitled, "Dude, where's my course?")
Offering campus-wide trainings in October.
- Stellar group of faculty and ex-officio members representing the College.

C. Officer Reports



New

Senate website: <http://www.elcamino.edu/academics/academicssenate/Ed%20Policies.asp>

Senate packet, pages 19-21

d. VP Educational Policies: Chris Gold

The minutes show that we have been reviewing specific changes to local minimum qualifications. Ones in educational development are most complicated but department faculty agree the changes should be made. The Ed Policies Committee is looking at discipline issues. The committee was asked by the Senate to review these in light of recent incidents of repeated cheating by the same student. There was a concern that the consequences were not sufficient, given the seriousness of the behavior. Other more serious student behaviors were also discussed. Faculty can feel challenged to deal with these behaviors. There is some confusion about reporting and the differences between AIMS and student discipline reports. The other concern is that, once a report is filed, the loop isn't closed. Faculty don't hear back. This can create anxiety when you've felt threatened by a student's behavior.

C. Officer Reports



New

Senate website:

<http://www.elcamino.edu/academics/academicsenate/facdev.asp>

Senate packet, pages 22-27

e. **VP Faculty Development, Stacey Allen**

The FDC is recruiting new members, and this ties in with our goals for the Senate to strengthen faculty involvement. The committee doesn't yet have representation from Business, Health Sciences and Athletics, Math, Industry and Technology, or Fine Arts. The packet includes an overview of the many accomplishments of the FDC last year, including establishment of the new, annual tenure reception. The final two pages of the packet summarizes the concerns about flex credit policies and procedures that were raised in the Senate in the spring. Over the summer, Dr. Shankweiler, Stacey Allen, KDD, and Lisa Mednick Takami met to discuss these concerns and suggested next steps. The final column outlines progress and next steps, including a review by the FDC of the FAQs and matrix for flex credit. Stay tuned for more information. And email KDD (kdaniel@elcamino.edu) if you are reading this - the first to respond will get a gift card. It's Pumpkin Spiced Latte time!

Wellness Warriors – Wellness Program

Walk & Roll Wednesdays

Roll Out Recovery led by Kimberly Jones

12:00-1:00

Student Activities Center, East Lounge

Walk led by members of Health Sciences & Athletics

2:30-3:00

Meet at southeast end of Murdock Stadium



El Camino College
Faculty Development Committee
Presents

INFORMED & INSPIRED

Lunchtime Faculty Development Series

Informed & Inspired: Student Panel

“A Day in the Life of an ECC DACA Student”

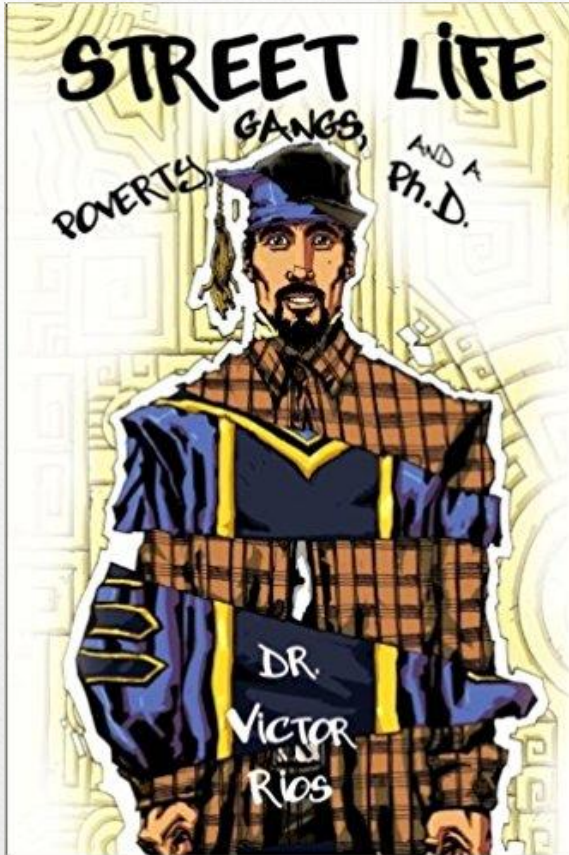
Professor Allen noted how very compelling our students’ stories are and encouraged faculty to consider attending

Thursday, September 21st

1:00-1:50

Library, West Basement

Faculty Book Club



Street Life: Poverty, Gangs, and a Ph.D.

by Victor Rios

Meeting dates:

- September 29
- October 20
- December 1

12:30 – 2:00 p.m.

Library, West Basement

Street Life provides tools for discussing complicated social issues like abuse, youth violence, delinquency, fatalism, opportunity, stratification, poverty, resilience, college, positive role models, healthy choices, and personal transformation.

C. Officer Reports

f. VP Finance & Special Projects: Josh Troesh

Mr. Brian Fahnestock is our new VP for Administrative Services and he is going to be a very positive addition not only for his financial expertise but because he also appreciates that our core mission is to educate students (FTES are just a byproduct). There is a financial component to the partnership with Compton and efforts are being made to minimize the negative impact.

g. VP Academic Technology: Pete Marcoux

The Academic Technology Committee meeting follows this one and we'll receive an update on the WiFi, among other topics. The Canvas integration is still underway. Discussions are ongoing to bring in Google for Education to complement the Microsoft suite. Professor Marcoux has asked that One Drive be added to campus computers, which functions like Drop Box but has more storage (1 terabyte). It provides a way for faculty to share documents. It functions very similar to Drop Box.

C. Officer Reports

h. VP Instructional Effectiveness: Russell Serr

We are finishing ILOs from last year and starting the one for information literacy. This won't involve as many faculty as previous ILOs. SLOs are 77% complete and PLOs 55%. Our goal is 100% so please submit your reports. The Program Review Committee is reviewing PRs every week this semester. Professor Serr will send out information soon for next year's program reviews so teams can get an early start.

Agenda

D. Special Committee Reports:

ECC VP of Academic Affairs & Acting Superintendent/President: Jean Shankweiler

Dr. Shankweiler is working on Guided Pathways, Accreditation, Curriculum, and hiring. Oh, yeah, and standing in for Dr. Maloney as acting Superintendent/President! (Jean will be the most enthusiastic member of her Welcome Back committee!)

ECC VP of Student Services: Ross Miyashiro

VP Miyashiro was welcomed by the Senate. His vision is to make attending ECC user-friendly for our students and to support student learning. Student Services will be focused on helping students apply for financial aid, and provide wrap-around counseling. He is at the mid-point of his career: he has served 16 years in the CSUs and 16 years in CCCs. He is joining us from Coastline College which has a strong online presence and is part of the Online Educational Initiative.

E. Unfinished Business: None

Agenda

H. Future Agenda Items:

- Ed Policies: AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; AP 7160 Professional Development.
- SSSP/SE/BSI Integrated Plan Timeline

I. Public Comment

Carolee Vakil-Jessop, Executive Director of the ECCFT announced two general membership meetings, both in the Alondra Room: Tuesday, 9.26 1-2 & Wednesday, 9.27 5-6. Free food! There is a core of dedicated leaders working with the Federation but there's a need for more help. Did we mention, free food?

I. Adjourn