

**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  
December 5, 2017

# ECC Academic Senate

## Welcome!

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December 5, 2017

Please sign in &  
pick up a name card



# Agenda

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- A. Call to Order
- B. Approval of Minutes – **Senate packet, pages 6-12.**
- 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

# *Welcome Division Personnel: Berkeley Price, Dean of Fine Arts*

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Dean Price came to ECC from Antelope Valley College, where he was on the Academic Senate for 5 years. His term included the years when we were in recession so the mood in the room wasn't as happy as it is at the ECC Senate!

He has deep roots at ECC. His mother was an adjunct instructor so, as a child, Dean Price performed in ECC productions!

He oversees a very complex division. For example, today he was addressing a gas leak. He's a clarinetist and a conductor with many years' experience in the classroom, starting at the K-12 level. As a result, he "sees things from a teacher's perspective." He and his wife are thrilled to be by the beach. They are notably less thrilled about housing costs in the South Bay. Dean Price is clearly pleased to have joined the ECC community.



# C. Officer Reports

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Senate packet, pages 13-16

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

- **Enrollment Management Discussion Follow-Up:**
- **THANK YOU** to Senators Seranda Bray, Anna Brochet, & Rocio Diaz! KDD thanked these senators for their quick work implementing ideas that emerged from the previous Senate meeting. Special thanks to Seranda for sheep-dogging this project so we could get information to the faculty before the end of the semester! Seranda emphasized that it will take faculty just a few minutes to make an announcement in class so students know that their registration appointments are available and that registration has begun. Counselors have noticed that many students they see are not aware that their registration appointments are available. These efforts are important not only because our enrollment has significant funding implications but also because it supports students in reaching their educational goals. Thank you in advance for helping get word out! See next slide for more specifics.

# C. Officer Reports

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Senate packet, pages 13-16

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

- **Enrollment Management Discussion Follow-Up:**
- Please **POST** and share with students & faculty:
- Page 14: Dates, deadlines, and resources for registration.
- Page 15: How to make a counseling appointment.
- Page 16: RISE Center Registration Lab

# C. Officer Reports

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Senate packet, pages 13-16

## a. President: Kristie Daniel-DiGregorio

- **Enrollment Management: College Marketing Efforts**
- **Text reminders:** ECC doesn't currently have this capability; college will investigate costs for outside vendor (used for College Night).
- **Ads** in movie theatres, on radio, user-behavior ads on apps, social media apps.
- **Learning communities:** students encouraged to consider adding a class.
- **Student listserv** reminders (this list uses preferred email, not just ECC email)

# C. Officer Reports

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Senate packet, pages 13-16

## a. President: Kristie Daniel-DiGregorio

- **Strategic Planning Committee:** Lot of enthusiasm about the “Bridging Study.” Vendor has been chosen for internal/external scan; results will be presented at April Planning Summit.
- **Climate Survey:** Last completed in 2013. Instrument is in development for spring 2018. Dr. Maloney has suggested survey is implemented more often than every five years (e.g., every two years). Board of Trustees is very interested in seeing trends over time.
- **Faculty Position ID:** Letter in packet documents what we explained last meeting about how the prioritization list was used to guide decision-making.
- **Senate Evaluation:** Senators, please take a few minutes to reply.



## Please Mark Your Calendar:

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- We have one more Senate meeting:
- **Tues. December 12<sup>th</sup> -- Next Tuesday**

*We have important business to consider and will need strong attendance from our senators. Thank you!*



## C. Officer Reports

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

VP Flor had a scheduling conflict; no report.

**c. Chair, Curriculum Committee: Janet Young:** Dr. Young reported that the College Curriculum Committee has reviewed 159 courses and 40 certificates – all while CurricUNET was broken! No wonder Dr. Young is Dr. Shankweiler's hero! Dr. Young deflected the praise to her committee which she said has completed a herculean task!

**d. VP Educational Policies: Chris Gold:** Dr. Gold noted that the work of the Ed Policies Committee would be discussed in the New Business section.

# C. Officer Reports

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**Senate packet, pages 17-19**

**VP Faculty Development, Stacey Allen:** Professor Allen reported that the Informed and Inspired series wrapped up with workshops addressing the needs of our Veteran students. Thanks to Anna Brochet for helping coordinate that series! The Outstanding Adjunct Faculty Award will be presented later in the meeting.

On page 19 of the packet is a copy of a very preliminary draft of the revised flex credit matrix. As a result of concerns brought to the Senate in the spring semester, the Faculty Development Committee was asked to form a subcommittee to look at the flex processes and procedures. That group has been working since September and has dramatically revamped the document to make it more user-friendly. The categories have been reduced from 9 to 4 and are now tied into the ECC Strategic Initiatives. The subcommittee will also be working to develop an appeals process which will address questions and concerns when applications for flex credit are denied. A working group is reviewing AP 7160 Professional Development to address concerns about faculty purview related to professional development.

## C. Officer Reports

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Senate packet, pages 20-21

**f. VP Finance & Special Projects: Josh Troesh:** PBC had a light agenda because the committee was reviewing their evaluation.

**g. VP Academic Technology: Pete Marcoux:** No report; the College Technology Committee did not meet.

**h. VP Instructional Effectiveness: Russell Serr:** Faculty should be entering their fall assessments into TracDat. Final revisions for Fall 2017 Program Review documents should be submitted soon. Those scheduled for Program Review in 2018 should be starting their work.

# D. Special Committee Reports:

Senate packet, pages 22-24

**ECC VP of Academic Affairs – Jean Shankweiler:** The Guided Pathways Summit is open to all faculty, staff and students. Registration is currently open on Flex Reporter. The self-assessment goes to the Board of Trustees in December. We are waiting for additional guidance from the chancellor's office and the funding comes through in April.

Accreditation team leaders have been selected and are listed in the packet. Thanks to Irene Graff, Josh Troesh, and Russel Serr for co-chairing standards and a special thank you to Claudia Striepe for her willingness to co-chair the entire process.

**SAVE THE DATE**  
*Guided Pathways*

Four Pillars of Pathways  
CLARITY  
THINK  
SUPPORT  
LEARNING

January 18, 2018 from 9 am - 3 pm  
East Dining Room

Join us as we hear from the  
Education Advisory Board  
&  
the Academic Senate from  
California Community Colleges

\*Flex credit or special assignment available. Please  
contact the Professional Development Office at x3869.

THE EL CAMINO COMMUNITY COLLEGE DISTRICT IS COMMITTED TO PROVIDING EQUAL OPPORTUNITY IN WHICH  
NO PERSON IS SUBJECT TO DISCRIMINATION ON THE BASIS OF NATIONAL ORIGIN, RELIGION, AGE, SEX  
(INCLUDING SEXUAL HARASSMENT), RACE, COLOR, GENDER, PHYSICAL OR MENTAL DISABILITY, OR RETALIATION.

# D. Special Committee Reports:

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Senate packet, pages 22-24

**ECC VP of Academic Affairs – Jean Shankweiler:** Hiring has been underway so we will have a number of new administrators starting on January 2<sup>nd</sup>. These include: New deans for BSS and I&T, a director for Library Learning Resources, Director of Public Safety (for instruction, not for Campus Police), and Director of Career Technical Education.

We are working on enrollments for winter and spring. 120 additional sections have been added for winter, above and beyond what was offered last winter. We can add sections for courses with full wait lists but students aren't necessarily interested in the timing for added courses.

Room scheduling software is on our very long wish list for technology. Cabinet needs to review the list and prioritize. Some new systems will be integrated but it's not imperative that all are (e.g., Timekeeper and CurricUNET).

## D. Special Committee Reports:

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Senate packet, pages 22-24

**ECC VP of Academic Affairs – Jean Shankweiler:** Dr. Shankweiler was asked whether College Night was helping with enrollment. We will need to track attendees in order to know. When asked what faculty can do to help, Dr. Shankweiler asked that they tell students about deadlines and that they familiarize themselves with resources so they can effectively refer students. Also, help students figure out how to get a counseling appointment – it can be challenging. Faculty were encouraged to reach out to their division reps or to the division office to arrange counselor visits to their classrooms. KDD will request a listing of counselors assigned to each division so faculty can reach out to their particular counselor.

## D. Special Committee Reports:

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**ECC VP of Student Services – Ross Miyashiro:** A student recruiting module will be in place in spring 2018. This will track students from their first expression of interest.

Starfish and early alert systems are in production. In fall 2018, a response team will be in place which will respond to faculty referrals and report back to faculty on progress assisting students. The goal is to keep students enrolled, making sure they succeed.

With South Bay Promise, the goal is to make sure we can scale up from the current number of participants. The target is 500 students in fall 2018, but depending on how many qualify for the Board of Governor's Fee Waiver, that number may be increased to 850.



## E. Unfinished Business:

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**None.**

## F. New Business:

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**Senate packet, pages 25-51**

**a. El Camino College Local Minimum Qualifications: 1<sup>st</sup> Reading – Chris Gold**

This is the list we refer to when hiring new faculty. Current faculty can also apply to teach in another discipline. This list has been difficult to locate; it's like one of the college's best-kept secrets. The goal is to post it online, making sure it's not only available but also used consistently. Our list must meet the state minimums but we can also exceed the state list. The review process started in Ed Policies in spring semester but it quickly became clear we needed a separate task force. VPs from Academic Affairs and Human Resources, as well as union reps participated. The list has been reorganized so it's easier to read. Any discipline changes have gone through the relevant department. We will add a note to indicate that our MQs for Communication Studies is higher than the state MQs. Deans will view this concurrently as the Senate reviews it, in the interest of time. Please take time to look it over carefully and send any questions or comments to Chris before our next meeting so she can research answers and bring them back for our second reading.

## F. New Business:

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Senate packet, pages 52-69

**AP 7211 Faculty Service Areas, Minimum Qualifications & Equivalencies: 1<sup>st</sup> Reading – Chris Gold:** Applicants may have equivalent preparation that equals the MQs. This procedure addresses those situations. The original version of this is in the packet. The Ed Policies Committee started with the existing process and merged it with the CCLC template. We are legally required to have this so it's good that this was a priority for this semester. The marked-up copy shows what was changed and what's the same. We used a lot of language from the template.

## F. New Business:

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Senate packet, pages 52-69

**AP 7211 Faculty Service Areas, Minimum Qualifications & Equivalencies: 1<sup>st</sup> Reading – Chris Gold:** The Ed Policies Task Force (which had representatives from Academic Affairs, Human Resources, and the union) felt it was important to raise the minimum number of graduate units required to 18 from 12. If someone has a bachelors and masters in English and decides to make a career change to teach math, the task force felt it was important that they have more than 12 units before teaching a college class. Also, for those not having a masters but instead having 30 units, the change was made to indicate that those units should be in a related discipline.

## F. New Business:

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Senate packet, pages 52-69

**AP 7211 Faculty Service Areas, Minimum Qualifications & Equivalencies:  
1<sup>st</sup> Reading – Chris Gold:**

It was asked whether those granted equivalency before the establishment of this procedure would be grandfathered in. The answer is yes. It was suggested that this be noted in the procedure.

FSAs have more to do with lay-offs than hiring. All of those are housed in the contract.

Chris was thanked for the *extraordinary* amount of work she did to lead the review and revision of the MQs and the equivalency procedure. The meeting packet makes it evident that, like our Curriculum updates this semester, this was another herculean task. And there was even more work that occurred behind the scenes during spring, summer and this semester.

F. New Business: VP Stacey Allen  
*Outstanding Adjunct Faculty Award*

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*Achievement Award for Distinguished Teaching*

- Alan Chan
- Brett Marschall
- Fariba Sadeghi-Tabrizi
- Kyle Strohmaier

# F. New Business:

Please join the

**El Camino College Academic Senate**

for the presentation of the

**2017 Outstanding Adjunct Faculty Award**

to

*Sarah Leinen, Academic Strategies*

*Humanities Division*

in recognition of her instructional excellence, a commitment to student learning,  
and dedication to the El Camino College Mission.

## F. New Business: VP Stacey Allen

# *Outstanding Adjunct Faculty Award*

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Each recipient of an Achievement Award received a certificate. Sarah Leinen received a leather portfolio and a cash prize of \$500. Look for the photos on the Academic Senate website sometime after the start of the year.

Congratulations to all of our adjunct colleagues who were nominated by their colleagues and recognized by the Academic Senate for their commitment to teaching and student learning! Please read the meeting minutes to see the bios for these outstanding, dedicated colleagues.

A hearty thank you to Professor Stacey Allen who invested a tremendous amount of time and energy to coordinate this effort. And to the selection committee and those who took time to nominate a colleague. Still reading? Be the first to email the Senate president and receive a gift card!



## F. New Business:

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### d. Senate photo.

Watch your email and the Senate website for an updated photo of the ECC Academic Senate. The most recent photo in the Senate archives was from 2005-2006 – clearly it was time for a new photo!

## G. Information Items - Discussion

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None.

# Agenda

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## H. Future Agenda Items:

- Ed Policies: AP 7160 Professional Development; AP 5500 Standards of Student Conduct.
- Multiple Measures Assessment and Placement
- Guided Pathways
- Legislative Updates
- South Bay Promise Program

## I. Public Comment

## J. Adjourn