

Adjunct

- Chinedu (Ed) Muo
- Jack Spencer

Behavioral & Social Sciences

- Ali Ahmadpour
- Stacey Allen
- Kristie Daniel Di-Gregorio
- Renee Galbavy
- Michael Wynne

Business

- Kurt Hull
- Phillip Lau
- Joshua Escalante Troesh

Counseling

- Anna Brochet
- Rocio Diaz
- Seranda Sylvers

Fine Arts

- Jonathan Bryant
- Joe Hardesty
- Russell McMillin
- Joanna Nachef
- Darilyn Rowan

Health Sciences & Athletics

- Andrew Alvillar
- Ryan Anthony
- Nate Fernley
- Tiffanie Lau
- Colleen McFaul

Humanities

- Kevin Degnan
- Sean Donnell
- Brent Isaacs
- Elayne Kelley
- Pete Marcoux

Industry & Technology

- Charlene Brewer-Smith
- Ross Durand
- Dylan Meek
- Renee Newell
- Jack Selph

Library and Learning Resources

- Analu Kameeiamoku Josephides
- Mary McMillan
- Claudia Striepe

Mathematical Sciences

- Susana Acosta-Acuna
- Diaa Eldanaf
- Robert Eleuteri
- Le Gui
- Ronald Martinez

Natural Sciences

- Mia Dobbs
- Shimonee Kadakia
- Darcie McClelland
- Shanna Potter
- Jwan Amin

Associated Students Organization

- Dalyan Johnston
- Pretty Abraham

Curriculum Chair

- Janet Young

Academic Affairs

- Jean Shankweiler

Student Services

- Ross Miyashiro

President/Superintendent

- Dena Maloney

ECC Federation

- Kelsey Iino

Institutional Research

- Joshua Rosales

Dean's Reps/Guests/Other Officers:

- Taryn Bailey
- April Bernabeo
- David Brown
- Stephanie Burnham
- Nancilyn Burruss
- Keiana Daniel
- Bridget Delahunt
- Greg Fry
- Traci Granger, HSA

- Edith Gutierrez
- Stephanie Hall
- Christopher Hurd, Counseling
- Scott Kushigemachi, Humanities
- Perpetua Okoh
- Grace Perez
- Rossella Pescatori
- Jesus Rubio
- Linabel Sajo

- Russell Serr, HSA
- Sara Tabrizi
- Viviana Unda, IRP
- Celso Uribe
- Gerson Valle, Mathematics
- Moses Wolfenstein

ACADEMIC SENATE MINUTES

February 16, 2021

Unless noted otherwise, all page numbers refer to the packet used during the meeting, not the current packet you are reading now.

A. CALL TO ORDER

Senate President Darcie McClelland called the first Academic Senate meeting of the Spring 2021 semester to order on Tuesday, February 16th at 12:32pm.

D. McClelland:

Quick Reminder:

- Comments/questions not directly related to current agenda item will not be acknowledged until public comment. Additionally, comments/questions on agenda items should contribute to the discussion in a meaningful way. Public comments will be limited to 1 three-minute comment per person per meeting.
- If you type something in the chat that you would like read aloud, please begin the comment with ***. If your comment does not begin with ***, we will assume it's just for others to read silently and will not acknowledge it publicly.
- Since today is our first meeting of semester, left extra time for Public Comment, we want to hear about the things you want our Senate to talk about
- Welcome everyone to Spring!

B. APPROVAL OF MINUTES (p. 6-15)

D. McClelland: See pgs. 6-15 of the packet for minutes from December 1st meeting. Motioned by A. Ahmadpour, seconded by K. Degnan.

- Change date
- 42 yes, 0 nos, 1 abstained (B. Isaacs). APPROVED.

C. UNFINISHED BUSINESS

None

D. NEW BUSINESS

- a. Guidelines for Camera Use and Recording in Online Synchronous Classes, 1st Reading – Moses Wolfenstein
 - Approve for official policy going forward
 - Guidelines provided by the CCC Chancellor's Office, Office of General Council, the following are recommended for synchronous class meetings:
 - Cameras are presumptively optional
 - For any questions, please reach out to Moses
 - G. Valle: How does the policy apply to proctored exams?

- GV: There is a new tool that has been added where you can proctor exam with lock down browser. Separate conversation
- P. Marcoux: Can we require students to turn on cameras to take attendance?
 - MW: It would strike me if you are doing that in live online course, need to consider confidential alternatives. If you have student who has an issue with camera, need to be prepared to meet that need
- Review of FAQs (see slides)
 - We don't have a policy of Zoom settings here at ECC
 - Strongly recommend to review why it cannot be required to turn on their video during a live Zoom session, including homelessness
 - Can prohibit students from publicly sharing recordings or screen captures of a Zoom session showing student participating
 - Accommodations for students with disabilities: all pre-recorded videos do need to be captioned
- A. Ahmadpour: Is it possible to challenge this perception on the ground of effectiveness?
 - Student right to privacy comes from legal ruling. Concern of having students turn on their cameras will increase instructional effectiveness but don't have data that shows that aside from anecdotal
 - AA: can go around this, require students to use a profile picture or virtual background? Can we be creative and go around this decision? MW: We can't because students don't have equal access to technology. AA: I am for student privacy but I think the state is again invading our freedom in so many ways to do what we are supposed to do as teachers. I advocate against this, it will create an environment for students to do whatever they want. If I am responsible for retention and success, need to have an opportunity to achieve that. DM: have to think about equity issues-some students may face trauma from showing their camera, where they live. Students have to be adults and do coursework whether they show their face or not. At the end of the day, the responsibility for success lies on the student. There are arguments on both sides.
 - DM: We will bring this back for a second reading for our next meeting
- MW: One thing we are lacking is student perception on this question.
 - P. Marcoux: maybe send it to ASO

E. INFORMATION ITEMS – DISCUSSION

a. Institutional Planning at ECC- Viviana Unda

- Purpose of document: provide an overview of the plans and planning processes that take place within the institution; introduce and orient readers to additional resources available online at ECC's Institutional Research and Planning website
- There is a section that defines planning, integrated planning, and why we do planning. To be more effective, build consensus toward same vision
- ECC Planning Model – number one-starting with big picture comprehensive planning, number two-strategic planning every 5 years. Number three-basically our

annual planning, this probably what you're most familiar with (program reviews, reports). Number four- monitor and evaluate strategic plan mid-cycle, adjust. Five- adapt based on number four.

- Types of Planning at ECC
 - Comprehensive planning
 - Strategic planning
 - Focused planning – these could vary
 - Equal Employment Opportunity (EEO) plan
 - Enrollment management plan
 - Student equity plan
 - Distance equity plan
 - Program Review
 - Academic program review – related to faculty
 - Student services program review
 - Administrative program review – starting to do planning with them in more articulated way, before was kind of scattered
 - Outcomes Assessment (SLOs, PLOs, ILOs)
 - Steps involved in program review processes - Invite to read these
 - Training
 - Evaluation and planning
 - Approval
 - Dissemination
 - Annual Priority
 - College-wide priority established as a focus area for any given year
 - 2021-22: Black or African American students – group that appears in most of our indicators as DI.
 - Rationale behind annual priority is to maximize resources
 - Could change or stay the same for next year
 - Annual Planning & Budgeting
 - Evaluation and planning
 - Budget development, prioritization and approval
 - Approved budgets and implications for annual plans
 - Planning and Budgeting calendar – shows what happens on planning side and budget side to make joint review
 - Alignment between planning processes – everyone does annual plans. Executive cabinet makes final decision about annual planning process.
- Monitoring Achievement of ECC Plans
 - Lagging indicators – not that action oriented, don't say a lot or give a lot of information. We look at them for reporting, but not the day to day work
 - Leading indicators – tracks progress of our students. Track them when they are still here. The lagging they are gone. We have a window to strategize.
 - Nuventive: planning, monitoring, and reporting platform
- Committees for Planning at ECC
 - Comprehensive and strategic planning task forces

- PBC
- Academic Program Review committee
- Student services program review committee
- Administrative services program review committee
- Questions?
 - A. Ahmadpour: how much of this planning comes from below/from students or teachers? VU: Annual planning occurs every year and should be core of all planning. Academic affairs is one of biggest areas in college, then Admin services. The program review on academic side is much more developed, annual planning has been thought of as requesting money every year. What we are trying to do now is create a thought process to understand that planning is not just asking for resources. Let us set some goals and what kinds of actions and objectives are we going to take to achieve those goals, and assess the following year. I hope that we can do more in annual planning process from academic side and we are working toward that.

D. McClelland: Before we move on to officer reports, we will introduce deans rep for today

R. Diaz: Sorry we don't have a slide for you today, Scott, but please welcome today's deans rep, Scott Kushigemachi from Humanities

S. Kushigemachi: Hi everyone, good to see everyone again. I've been at El Camino since around 2007 as a part-time faculty member. In 2010, I was hired full-time and I've been Associate Dean of Humanities for about three years. Always happy to visit Senate.

DM: Thanks for being here today.

F. OFFICER REPORTS

a. President, Darcie McClelland

- Academic Senate needs your help!
 - We are seeking reps for the following committees:
 - a. Enrollment management
 - b. Student climate survey committee
 - c. A 2nd alternate for PBC – pretty urgent, if you are interested please reach out soon
 - If you are interested in either of the first two contact Darcie and if you are interested in PBC contact Josh
- Thank you to our senate equity reps on 2020-2021 faculty and admin hiring committees!
 - Shane Ochoa
 - Analu Josephides
 - Yun Chu
 - Joe Hardesty
 - Mia Dobbs
- Can't get enough Academic Senate in your life?

- Consider running for one of the following VP positions that will be up for election this spring
 - a. Academic Technology
 - b. Ed Policies
 - c. Faculty Development
 - d. Finance and Special Projects
 - e. Secretary/Webmaster
 - If interested, please contact the current VP for more information about job responsibilities, compensation, etc. Recommended to let them know ahead of time
 - If you ordered packets from the copy center for students to pick up the pick up times are 2/17 10am-4pm and 5:30-7:30pm. Also 2/19 from 10am-4pm. The pick up will be in Lot B off MBB. It is strongly preferred that students drive up but there will be a booth for walk up if this isn't possible
 - If you completed Distance Education training, stipend checks are coming
 - Big thanks and shout out to Stacey and her FDC team for a wonderful PD day. Most positive feedback I've heard.
 - Guided Pathways United for Student Success Forum: What does institutional success with equity look like? March 25th from 12-2pm. Among other things, we will be introducing an exciting new collaboration between Senate, GP, and Academic Affairs: the equity-minded learning academy for faculty – more details at the event
- b. Curriculum – Janet Young
- J. Young: Curriculog is operational. Talk to your Division Clerical Support or CCC Rep to set up trainings. These are you go-to people. All curriculum is launched by clerical support. Your CCC rep is a great resource as you are going through the process. The way we do the trainings are in small groups with people from same division/department.
- c. VP Educational Policies – C. Striepe
- C. Striepe: One of big goals is to find a successor
 - One quick informational statement: our VP committee will start meeting next week. In the meantime, have inactivated __ and __ as they have both been integrated into Credit for Prior Learning – was approved by BOT. That bit of business is concluded.
- d. VP Equity, Diversity, & Inclusion- A. Josephides
- D. McClelland: Analu had an emergency and asked me to give his report today.
 - The Equity, Diversity and Inclusion Committee had their first meeting on December 9th and so they are just mobilizing and getting started. They developed a mission statement:
The El Camino College Equity, Diversity, and Inclusion Standing Committee provides guidance to the AS on matters related to equity, diversity, and inclusion under the 10+1. Under this purview, this committee will create and

implement concrete plans that will increase equity in teaching, learning, and serving our students as well as in relationships among colleagues.

- One of their first projects is partnering with FDC to host the Informed and Inspired series, Stacey will share more about that.
- Also on slide are their goals for the Spring.
- One really important that they are going to be working on this Spring is a cataloguing of equity events that are happening on campus, as we launch 25 live—our new calendaring system—we will be able to put events all in one place. When you don't have to book a room, we find that there are concurrent amazing equity events and not fun to choose between them.
- As we are able to do this, bring these groups together and collaborate

e. VP Faculty Development- Stacey Allen

- S. Allen: Please remember to complete the Spring PD evaluation survey
- Help revamp faculty resources of PD website – if interested in workgroup, let me know
- Ways to earn some flex or interested in upcoming equity-focused PD opportunities:
 - February 25th – Informed & Inspired
 - March 3rd, 9-11am, “They Said What?!” Racial microaggressions on college campuses, *Featuring Student Voices* facilitated by Melissa Fujiwara
 - SITE Faculty Book Club, 1st meeting: 11-12 on Friday, February 26th. Spring book – *Everyday Antiracism: Getting Real about Race in School*, edited by: Mica Pollock
 - SITE- Text Talks. Weekly opportunities to gather with colleagues
 - SITE – Virtual Hallway Podcasts. All sorts of episodes that are practical, have one on Zoom OH, discussions in CANVAS- watch email for more info

f. VP Finance- Josh Troesh

- J. Troesh: Looking for another alternate, please do reach out. Next meeting on the 25th.

g. VP Academic Technology- Pete Marcoux

- P. Marcoux:
 - Academic Tech Committee
 - Academic Tech conference March 25th (unconference-talking about various issues) and 26th (typical conference with keynote)
 - College Tech Committee
 - Meet today @ 2
 - Faculty laptops is on agenda

h. VP Instructional Effectiveness/ALC & SLOs Update- Kevin Degnan

- K. Degnan:
 - Thank you to everyone on the Academic Program Review Committee and all faculty who participated in Program Review in the last few years—it was good to see your hard work and good collaborations recognized by the ACCJC!

- Thank you also to all folks participating in SLO and PLO assessments over the past year! Getting and acting on that data is an excellent way to find where and how our students most need help, especially now
- Fall 2020 SLO reports are due 5 March
- Fall 2020 PLO reports are due 19 March
 - Congrats to BSS for already getting all Fall 2020 PLO reports entered!

G. SPECIAL COMMITTEE REPORTS

a. ECC VP of Academic Affairs – Jean Shankweiler

- Welcome back!
- Accreditation report came back mid-January. Thank you to everyone who helped out, appreciate all their hard work. Very impressed with PD. Areas for improvement for mid-term report:
 - Board policies – better cycle for review. Academic affairs is the best, we keep up really well. Other areas aren't as vigilant.
 - Distance education – regular and substantive interaction. Have to report in 3 years
 - Disaggregating our data in program review and assessment: we disaggregate data sometimes. Have to make sure to disaggregate and then use it
- Spring enrollment is abysmal. Some of you have been impacted by courses
 - Positive attendance not being reported
 - 1100 FTES down
 - In line with national average
- Scheduling – summer/fall
 - Winter enrollment was wonderful
 - Want to build on these strengths for summer enrollment
 - Fall is trickier. Hopeful that with vaccines will have some in-person classes. Want to be able to start bringing back some classes where possible. Using Zoom rooms- will take some equipment.
 - Fall schedule is in production, want students to have an idea of what they are getting into
 - Faculty/manager hiring is ongoing. Committees are formed, have been approved by HR
 - Distinguished faculty awards

b. ECC VP of Student Services – Ross Miyashiro

- Federal work study training program – have about 2,000 who qualify for WS, only hundreds apply for it. We have 120 who applied and didn't find a position.
 - Program will cover equity, inclusion, online etiquette, email etiquette, customer service, academic majors. This way if we are interested in hiring will know they have baseline training
- Social Justice Center Proposal: Will be inclusive large center that houses processes and goals of social justice. Proposal will come out in a week

- Police forum being scheduled for 3/10 from 3:30-5:00pm. Will be a 3 part forum with the last part being an open discussion

c. Online and Digital Education Committee- Mary McMillan

- M. McMillan: We meet tomorrow and part of agenda is setting agenda for term
 - E.g., Policy on cameras in Zoom classroom

D. McClelland: Academic Integrity

- In response to concerns from faculty about increased cheating in the remote environment, the senate has taken a more active role in the College Academic Integrity Committee

H. FUTURE AGENDA ITEMS

- a. AP 4105, Distance Education
- b. AP 4231, Prerequisites

I. PUBLIC COMMENT

- R. Diaz: I've met with a couple of students, and this impact students more in intersessions of winter and summer. I've worked with students in the process of getting an add code and are on the waitlist. And while they are on the waitlist, they don't have access to the materials on Canvas. What are some recommendations from the faculty or from ODE that can help with that process because students are missing out while they are on the waitlist but don't have access to the material
- D. McClelland: That's a tough one because normally they show up in your classroom and we as faculty can't add people to Canvas.
- M. Wolfenstein: it is occasionally possible to add a WL student when they are going to be added. But we really can't add them because the way they get added is by Colleague pushing them in. It actually messes things up if you put them in the course and then Colleague adds them to the course. We want the long-term solution to this, we want to be able essentially for students to audit a course before it's open. But that's going to be a pretty big overhaul and it's definitely going to require a lot of Colleague update for that to happen first
- P. Marcoux: I think this is a great question issue, I think it might be a good for a breakout during our tech conference because this issue is not going to go away post COVID, it is actually going to be really relevant because we have uploaded so much material into our Canvas courses that we're going to be relying on a lot more, so I would love to have a roundtable to see how faculty are dealing with these kinds of issues. If someone is interested in leading please contact Moses or me
- E. Muo: My name is Ed and I am a new adjunct senator. What I am doing for my Anatomy 32 classes that I have over 10 people waitlisted, I don't have anything due until I add all WL students. The last day that I add WL student is next Monday, so moved all required quizzes until after. So essentially would get into the classroom they would be able to access all materials. I've also sent powerpoints and email correspondence to all students, including WL students. I put the Zoom code and don't have a password yet for the actual zoom class. Nothing is due and no materials required until after add deadline

- DM: That's awesome, thank you for those suggestions. I think we could talk about how we might be able to do this better in the shorter session because there's a big difference between a 16 week course and a 5 week course
- A. Ahmadpour: What is the possibility of removing the code for adding a class which is still open? Will make it much easier for students to add the class. DM: The student is automatically added from WL without an add code. After a certain date—I can ask Lillian—but has to do with when we do drop with nonpayment and things like that, and then they want it to be at the faculty member's discretion after that. Sometimes your WL students have made other arrangement and don't want the class anymore. I think one thing that all of us as teaching faculty can be doing is the day before the semester starts, or the day the semester starts, email our WL students and give them access to materials
- D. Eldanaf: Does student pick up laptop/tech after submitting form, or are they assigned a day/time? DM: I believe they have to wait for a reply, but contact Crystal Martin she'll know for sure

J. ADJOURN

Motioned to adjourn by A. Ahmadpour, seconded by J. Nachef. Meeting adjourned at 2:08pm.