

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 Nacheff
- 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

Curriculum Chair

- Janet Young

Academic Affairs

- Jean Shankweiler

Student Services

- Ross Miyashiro

President/Superintendent

- Dena Maloney

ECC Federation

- Kelsey Iino
- Jessica Padilla

Institutional Research

- Joshua Rosales

Dean's Reps/Guests/Other Officers:

- Faith Adams
- Sharona Atkins
- Loic Audusseau
- Jeff Baumunk
- David Brown
- Stephanie Burnham
- Kim Cameron
- Jennifer Cantu
- Linda Cooks

Greg Fry
 Meg Granich
 Edith Gutierrez
 Christopher Hurd, SEA
 Shiny Johnson
 Lillian Justice
 Coleen Maldonado
 Gary Medina
 Marci (Myers) Mojica
 Veronica Palafox
 Janice Pon-Ishikawa
 Karen Preciado
 Abigail Puentes
 Idania Reyes

Linabel Sajo
 Russell Serr
 Greg Toya
 Mayra Thrush
 Viviana Unda
 R. Chris Wells
 Moses Wolfenstein, LLR – ODE
 Erika Yates
 Tony Roland Zapata

Excused: L. Gui, J. Hardesty

ACADEMIC SENATE MINUTES

May 4, 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 sixth Academic Senate meeting of the Spring 2021 semester to order on Tuesday, May 4th at 12:31pm.

B. APPROVAL OF MINUTES (p. 6-14)

D. McClelland: See pgs. 6-14 of the packet for minutes from April 20th meeting. Motioned by S. Donnell, seconded by C. Brewer-Smith.

- Comments or questions? None.
- Reminder that if you are here and do not vote no or abstain, we will assume your vote is a yes.
- 41 yes, 0 nos, 0 abstentions. APPROVED.

Quick Reminder:

- We will hold everyone to time and 10+1 purview-getting close to end of the year and have a lot to cover.

R. Diaz: Today's student rep is Jennifer Cantu.

J. Cantu: I have been here since 2019, started college then because of several tragedies. I'm proud to be working on my Associate's Degree. A lot of staff have been supportive of me as I've gone through different issues at home. All of my professors and counselors are helping me finish my classwork and next steps.

I. Reyes: We are in program review mode. Most of Student services areas are creating a committee on SAOs. We are hoping to have comprehensive committee on that and have some faculty members from Academic Affairs. Our committee work will incorporate changes from Nuventive. Student services side can be a bit of a mismatch, so we will be working on that. All of our programs have been actively working with students not just one-on-one, but some programs have programming around town hall meetings, things that collectively talk about stress management; health center has doubled their workshop to work on mental health issues, had about 75 students attend smoking cessation. One of the things I found interesting to mention is idea that counseling in EOPS and other areas are doing group work with not just ed planning but connecting students to basic needs. Webpage, orientations occurring every single day. So much from our area, we have monthly newsletter that goes out to each area, we have programs doing great work, ASO active this year to have numerous workshops for students.

R. Diaz: Thank you for all that great work and supporting students holistically.

C. UNFINISHED BUSINESS

- a. Call for nominations, Academic Senate Executive Board Positions- Kevin Degnan and Darcie McClelland
- VP Academic Technology, VP Ed Policies, VP Faculty Development, VP Finance and Special Projects, Secretary/Webmaster
 - Need a nominee for Secretary – 20% reassignment – get paid for work
 - Talk to Rocio if questions about what job entails and let Darcie know if you would like to nominate yourself or someone else

D. NEW BUSINESS

- a. Senate Constitution Amendments 1st Reading-Senate Executive Board
- D. McClelland: 3 major things that we were trying to do:
 - Codify new positions – VP of EDI and NC liaison
 - Address what happens when we have someone on Exec Board who is not re-elected for term in their division
 - VP of Instructional Effectiveness- much like Curriculum Chair position, requires a lot of specialized knowledge. This person chairs Assessment of Learning committee. Large part of accreditation.
 - Library Learning Resources a division – semantics change
 - As eboard, recommending to change VP of instructional effectiveness similar to Curriculum Chair. Recommending that chair of the Assessment of Learning Committee shall be an ex-officio member of the senate if not otherwise a member of the senate – report but will not vote
 - Review of changes- Refer to changes in blue in senate packet.
 - Shortened language of VP EDI position
 - Updated VP Acad Tech and Secretary positions to reflect updated responsibilities
 - Ex-officio members don't typically attend board meetings, don't expect them to so indicated 'invited at will' – because liaisons are not paid senate re-assign time
 - This is a first reading, will bring back for second reading on the 18th. If it is approved, will need vote from full faculty
 - C. Smith: Regarding camera policy, we voted on it. Request for clarification.
 - DM: Let your colleagues know this will come for a vote from them, please frame for your colleague and review context so they know what they are voting about
- b. ASO Syllabus Statement, 1st Reading-Dalyan Johnston and Faith Adams
- First reading, so will not be voting today
 - D. Johnston: I am the director of AA for ASO and I am here with Faith who is the student trustee. Putting in short statement will help increase student and faculty engagement. In statement, emphasize student office hours. We are here to ask for your feedback.
 - The Associated Students Organization (ASO) advocates on behalf of the student body and is committed to improving the quality of education and increasing student engagement on campus.

- F. Adams: We brought it to FDC committee, and received edits and changes through there.
- K. Daniel-DiGregorio: Just to confirm, the syllabus statements are all recommended, rather than required. FA: Yes, recommended, we encourage faculty to include.
- A. Ahmadpour: If someone is elected to ASO and they happen to be right-wing and I put statement in my syllabus. It has happened in the past. DJ: We can't answer for future, but advocating for equity and inclusion. FA: ASO right now creating strong reputation for itself and correcting mistakes from past. I think this statement should stay and we are creating more checks and balances if we have people in our organization who are not doing right by our students. DM: ASO official representation of our students, just like Academic Senate is for faculty. This is optional statement, don't have to use it. We have had faculty inquire about syllabus statement about what ASO does so it gives faculty that option. We have a lot of great syllabus statements and they are all optional
- J. Escalante Troesh: Statement could become outdated, something to consider as you work through it and amend it
- I. Reyes: That's a valid comment. Students had general examples. Important to acknowledge that students have this statement-we don't know if they've done an orientation, etc. Gives them a tidbit of what we cover. For foreseeable future, something the institution will continue to do. Important to have things like Warrior Food Pantry because some students don't know what their sticker pays for.
- CBS: The thing that needs to stay is Warrior Food Pantry, and maybe ASO can add things like counseling, health center, things like that. Metro U Pass may change, but staples at ECC would be good to use as examples.
- FA: I don't think health services are funded through ASO so it would have to be a different syllabus statement for it. IR: Warrior Pantry and UPass subsidized by ASO sticker. We are thinking about what ASO does for students versus a list of resources
- A. Josephides: Wanted to mention Kevin's comment in chat-What about support initiatives to address students' needs, such as those for transportation or food?
- DM: Please email me or student presenters if you have additional suggestions. Will come back for second vote.

c. BP/AP 4100, Graduation Requirements for Degrees and Certificate 1st Reading-Claudia Striepe

- C. Striepe: The 16 is to reflect change in ed code
- AP very minor – bringing up the 16 again and 12 degree applicable semester units
- D. McClelland: We actually approved last year and got stuck in Council of Deans due to COVID. Because it's been a year, we have to approve it again
- A. Brochet: Under 1C, struck out—does this mean student only needs to have 12 units in residence and does not specifically have to be for their GE requirements or major? CS: Yes. AB: So any 12 units will do? CS: Yes.
- L. Justice: Does this mean they can have 12 units of PE? DM: Yes, we wanted to open it up to help hundreds of students. Only handful of students that would fall under that example. LJ: But when we counsel students, counsel to do it ethically.

- d. BP 4100.1, Catalog Rights 1st Reading-Claudia Striepe
- C. Striepe: Minimal changes, last amended in 2008 so time for review
 - A. Brochet: At the end of last sentence-could we add "EW" to reflect new grading notation? D. McClelland: We can add EW to officially recognize it.
- e. BP/AP 4040, Library and Learning Support Services 1st Reading-Claudia Striepe
- C. Striepe: This was a rather longer BP, much shortened now. Shows some input from ed policies and library faculty. We will add ending statement in red.
 - AP: Numbering amended and a few areas added to update terminology and keep up with equity minded language and content
- f. BP/AP 4070, Course Auditing and Audit Fees 1st Reading- Claudia Striepe
- C. Striepe: BP-Minor changes such as changing class to course, fee added. From 2008 so needed to be reviewed
 - S. Donnell: Is that \$15 per unit to audit? CS: Yes so for 3-unit course it's \$15 x 3 = \$45
 - A. Ahmadpour: Does \$15 audit fee also apply for international students? LJ: Yes, legally mandated.
 - CS: Didn't have AP before, so this is something new. Updated title of office of Admissions and Records
 - LJ: Technically no deadline for audit, once they pay for an audit, they paid for an audit. Usually international students don't take Credit by Exam because it doesn't count toward enrollment and they need 12 units
 - AA: Can students change their mind about auditing the class and switch to credit? LJ: No, can't go back and forth. That's why audits don't get processed until after add period to give opportunity to folks who are enrolled.
 - R. Miyashiro: Don't believe student can audit a class and next semester enroll in it. DM: Yes, they can. That's why it's important for faculty to have broad discretion over that. May not want your auditing students to see your exam because they may come back and take your class for credit
 - Can student do the reverse of drop the course and then enroll for audit? LJ: No they may not.
- g. DM: Please email feedback on all of these to Claudia, will come back next meeting.
- h. Revised Program Review Templates and Timeline 1st Reading-Kevin Degnan and Viviana Unda
- K. Degnan: Document should be in your senate packet. In practice, we are looking at two separate documents but they are very closely aligned. We thought it would be helpful to present in this side by side format.
 - What we are looking at is a revised version of program review template and annual planning template. Viviana has been working on this with myself for past few months and have taken to program review committee. We will be reading this at our next meeting as well.

- Global changes: we got feedback that we wanted to try to simplify program review template and infuse more equity minded questions throughout program review template.
- Program overview questions in Section I. Under Program Assessment, looking at program contribution to student success and equity.
- Section II – worth looking at more closely. Examine the program curriculum using an equity lens.
- Description of vision and future planning – in that, based on the assessment reported in the previous section, develop program goals to be completed during the next four years in relation to; tried to align with guided pathways and four pillars
- Program resources – this is the area where folks would be making their ask about staffing, facilities and equipment, tech/software, and contracts/services.
 - Consider these factors and list in order of priority
- V. Unda: If you go to planning piece, just wanted to highlight that besides program review having to develop goals they would have also to say what would be the projects they are working on to complete those goals; and also how would program work. We really wanted to infuse the equity lens and make sure it was focused on student and student experience and bring in data that would illuminate that
- KD: One thing from existing program review template is the student survey. That is blanket requirement for all programs, which has been cut, so there wouldn't be a universal requirement for student survey. IRP would still support if there were targeted surveys that need to be made at request of a particular program. To keep student voice in program review, we are considering student member to academic program review committee.
- J. Escalante Troesh: For the section on improving equity gaps of SLOs - unless I misunderstood something - I have concerns about how the data for that would be gathered. In our division there is no mechanism for identifying the race or other factors to gather the data on what the equity gaps even are for SLOs. Further, it would put faculty in a position of having to guess at the race, sexual orientation, and other factors of students because we don't really have that about our students (and shouldn't).
 - KD: There are a couple of things I can speak to that. In terms of SLO assessment process, I am fully aware that we always use aggregated data that is not connected to student IDs. However, a project that I have been working on is to use Canvas icons to gather SLO data. That would enable us to disaggregate by various groups such as ethnicity. We will start to do so in the Fall for capstone classes like Math 150, Engl 1A. That will be a possibility to track that. We were called out in our most recent accreditation report for not having that disaggregation in our SLOs. That is a requirement for accreditation. I don't want anyone in a position to make guess about their students, but through program review process, have a lot of ways to disaggregate on a variety of other factors
 - JET: I'm not against it, I just want to make sure we have a mechanism for doing this without placing a burden on faculty

- VU: We figured out that all the data that is mentioned in updated templates is available or will be available when we are implementing these templates when we get approval. What I can assure is that faculty will not be asked for data that is not available. If there is some adaptation that we need to do because we are not able to get where we want to get, we will communicate that. Where we are now, we are able to get these pieces of data
- A. Ahmadpour: One thing that is missing here is follow-up, e.g. when we ask for resources. Who is responsible for that and who can we follow up with on requests made on program review? If we are being asked about success or failure of what's in program review, if they don't do their responsibility, who do we follow up with on that? What agent supervises this? KD: This is much bigger and complicated question that we can answer here. Program review is one piece of much bigger process. One thing that I do know is that folks are trying to work on making process more transparent and public. One of shortfalls of process is that some folks working on program review, but not part of fulfillment of request. Main point of contact for folks in any division would probably be their division dean.
 - VU: I have more updated information about that. At budget meeting which I co-chair, put together a format to communicate all the budget requests that will be approved every year. That will be accompanied by a memo from superintendent president. It will be accessible to all community. Program review is every four years, that's why we are aligning these templates, because requests in program review should be what you're looking for every year. At the end of four years, can see if resources were fulfilled in those four years. We are working on improvements and we are on a path to share that information with community.
- DM: Thank you to Kevin, Vivana, and her office. A process that's taken a year and a half. We will keep working to improve, but this is step in right direction.
- VU: Very important to have buy-in from Senate because you are the ones who are doing this and this is what moves college forward. I hope that by having buy-in from senate can spread to all program reviewers and use our resources the best we can to support our students.
- DM: Up to each and every one of us has to practice what we preach and hold our colleagues accountable to be doing this. Important to share this with division colleagues and share feedback with Kevin.

E. INFORMATION ITEMS – DISCUSSION

None

F. OFFICER REPORTS

a. President, Darcie McClelland

- D. McClelland: Please submit feedback on candidates for President/Superintendent by Thursday 5/6
- If you missed forums, links available in senate slides. Can count towards flex.

- This is your chance to be heard. Want BOT to get at least 100 submissions from us. Let them hear loud and clear so they know will of the faculty.
- Looking for a volunteer to serve on the search committee for ECC's new Director of Athletics. Need someone by end of week. If interested, please email Darcie dmcclelland@elcamino.edu
- Thank you to NS Senator and Senate NC liaison Shanna Potter for serving as senate rep on hiring committee for ECC's new Director of NC programs

b. Chair, Curriculum – Janet Young

None

c. VP Educational Policies – C. Striepe

None

d. VP Equity, Diversity, & Inclusion- A. Josephides

- A. Josephides: I just received access to upload content to website, will start to do so

e. VP Faculty Development- Stacey Allen

- Wednesday, 5/12 12-1pm: back by popular demand, Dr. Solórzano
- Friday, 5/21 Responding to Students in Crisis: It takes a village, Part II
 - If interested, register in Cornerstone
- Minutes from FDC are in packet

f. VP Finance- Josh Troesh

- J. Troesh: Enrollment continues to suffer across the state. We are working on a better method to communicate budget

g. VP Academic Technology- Pete Marcoux

- P. Marcoux: Update on computer labs and classrooms-still a work in progress. Two tech officers working with deans and doing inventory. Will get back to you with more info.

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

None

G. SPECIAL COMMITTEE REPORTS

a. ECC VP of Academic Affairs – Jean Shankweiler

- Return to Campus plans updates -are being made with all AA area.
- We meet tomorrow to select candidates for Associate Dean of AA
- AB 705 ESL Plan – due July 1
- Celebrations
 - i. Distinguished Faculty and Staff – 5/5 @1pm – featuring Claudia Striepe!
 - ii. Presidential and Academic Achievement – May 26th @5pm
 - iii. Faculty Retirees – June 11 @11am

iv. Classified Retirees (tbd)

b. ECC VP of Student Services – Ross Miyashiro

None

c. Online and Digital Education Committee- Mary McMillan

- Drafting DE related guidelines
 - i. Zoom recording/class video deletion
 - ii. Assignment deadlines – looking at providing guidelines where students may get confused, e.g. assignment due at midnight
 - iii. Maintaining DE certification
- Online courses taught per semester – question that came forward as more faculty who are teaching online would like to continue teaching online. Of course, some of it will be contract/union question. Looking at how this is being handled at other campuses
- OLTC/SPOCK
- Local Peer Online Course review (POCR)

H. FUTURE AGENDA ITEMS

- a. ESL Plan
- b. Officer Elections
- c. Special Recognition/Appreciation

I. PUBLIC COMMENT

- a. R. Miyashiro: Congrats to De Von Scott for being distinguished classified of the year!
- b. K. Iino: the Federation is having a faculty union general membership meeting this Friday at 2:30pm, please check for the email subject "important events this week" from federation@elcamino.edu
- c. A. Ahmadpour: Do you know what percentage of students participate in ASO elections? DM: Greg Toya would be best person to ask. AA: He will get back to me.

J. ADJOURN

Meeting adjourned at 2:04pm.