

Adjunct

- Jack Spencer
- Kamisha Sullivan

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 (Bray) Sylvers

Fine Arts

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

Health Sciences & Athletics

- Andrew Alvillar
- Ryan Anthony
- Yuko Kawasaki
- Tiffanie Lau
- Colleen McFaul

Humanities

- Stephanie Burnham
- Kevin Degan
- Elayne Kelley
- Pete Marcoux
- Anna Mavromati

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

- Sarah Jean Marble
- 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:

- Julieta Aramburo, OASR
- Loic Audusseau, ITS
- Nzita Bell
- Debra Breckheimer, Humanities
- Nancilyn Burruss, BSS
- Kim Cameron
- Brigette Carballo, Financial Aid
- Lyn Clemons
- Bridget Delahunt, AS Event Ops
- Adrian Delgado
- Camden Foster
- Traci Granger, HSA
- Edith Gutierrez
- Arturo Hernandez
- Christopher Hurd, SEA
- Camila Jenkin, LLR
- Lillian Justice, Registrar
- Matt Kline
- Tiffanie Lau

- Regina Lee
- Coleen Maldonado
- Edward Matykiewicz
- Stephanie Merz, Humanities
- Jeff Miera
- Andrew Nasatir
- Shane Ochoa, Humanities
- Nayeli Oliva, SEA
- Veronica Palafox, OASR
- Karen Preciado, WWC
- Idania Reyes
- Kamisha Sullivan, Humanities
- Sharilyn Thomas, CalWORKS
- Viviana Unda, IRP
- Gerson Valle, Mathematical Sciences
- Moses Wolfenstein
- Tony Roland Zapata, Counseling

Excused:

ACADEMIC SENATE MINUTES

September 15, 2020

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 second Academic Senate meeting of the fall 2020 semester to order on Tuesday, September 15th at 12:33 p.m.

B. APPROVAL OF MINUTES (p. 6-16)

D. McClelland: See pgs. 6-16 of the packet for minutes from September 1st meeting. P. Marcoux motioned, K. Degnan seconded.

25 yes, 0 no, 0 abstentions. Minutes were approved as presented.

Welcome New Senators: Susana Acosta, Mathematical Sciences; Robert Eleuteri, Mathematical Sciences; Jack Spencer, Adjunct Representative from Fine Arts Division; Kamisha Sullivan, Adjunct Representative from Humanities Division.

R Diaz: Apologies for the new Senate reps I missed, we will introduce you next week!

D. McClelland: Welcome Deans Rep for today, Debra Breckheimer from Humanities.

D. Breckheimer: One of my pandemic activities is hiking. For those you who don't know, under Humanities division is English, ESL, foreign languages, and journalism. I probably wrote far more than they ever wanted, but I wanted to share all the great things the division is doing in terms of equity. Our different departments use one another to grow and move the needle. We are taking it seriously. I also just want to take opportunity for bragging rights. The entire division works very hard in area of equity and social justice. Our SITE team is something that I hope you all across campus get involved with. We have award winning Journalism department that could use the campus' help for students to get involved with, now more than ever. It's platform for disproportionately impacted students to have a voice and they do and they often wind up with scholarships and internships and amazing transfers. Thank you.

DM: We've got one more new introduction for the day, we have a new Chief Technology Officer on our campus. We are excited to having him with us on our campus and excited to have him here in our Senate meeting to introduce himself today.

L. Audusseau: Good afternoon everyone, thanks for having me. I've been with El Camino for two months now as Chief Technology Officer. My job is to oversee all IT operations and strategic initiatives as they relate to technology for the college and I come to you from the City University of New York, Bronx Community College. One thing I'm really looking forward to do in my role as chief technology officer beside advancing technology and providing you with the tools to be successful, is really to build relationships across the institution. Partnership that foster inclusive collaboration communication, accountability, are all values that are really important to me. So we can enhance the way we all use technology to support what really matters at the end of the day, which is student success and graduation, instructional delivery, research. I'm really glad to be a part of this group. My favorite pandemic activity is to spend as much time as I can with my two young boys in the outdoors. Just moved in from New York City where they were born. I'm delighted to be here and I'm looking forward to working with you all.

J. Nacheff: I am a Fine Arts rep, I am the director of Chorale activities, I have been at El Camino for 31 years altogether. Glad to be here.

C. OFFICER REPORTS

a. President – Darcie McClelland

D. McClelland:

- Interested in getting involved in voter registration efforts? Join the AB 963 Committee! Email Darcie dmccllland@elcamino.edu if interested.
- Please encourage colleagues to read the Friday emails from Dr. Shankweiler and I.
 - New coming this week: counselors corner, including student narratives.
 - Focus on being equity minded and working with our students as much as we possibly can
- Stacey and I are working on a monthly space for informal conversations around equity/race relations. If you are interesting in helping facilitate this space, please email Darcie dmccllland@elcamino.edu.
 - Working with Jaynie to work on facilitation of this and have this be a teachable moment

A. Ahmadpour: on topic of race and social justice, we are planning on getting together a group/progressive planning association and want to get students involved. I follow so many universities and campuses where they really created a very live honest, direct conversation. Any activity I can support as long as do not water down this issue. We have to create a platform where students can talk, in particular, people of color. We don't have to again do business as usual things come from up and it goes down. It's supposed to come from below. All this reaction all this rage is against absence of democracy and absence of genuine, honest conversation on issue of race and equality.

DM: Thank you, we are going to try to facilitate for something through Senate as well but I think it's great that we have as many efforts going.

P. Marcoux: The first batch of MIFIs are in, the library is cataloging them, and hopefully we'll get them in student hands shortly.

b. Chair, Curriculum – Janet Young

J. Young:

- **Curriculum is Operational**
 - Trainings have begun
 - Course have been input based on the Division Plans
 - Program is stable and intuitive
 - Streamlines the review and approval process
 - Easy to track the status of a proposal
 - 51% approval required at the Department Level (% had to be college-wide)
 - (Departments are determining if they wish to include part-time faculty or not)
- **Biggest Change**
 - Clerical Support for each Division initiates all proposals in the system. Curriculum is still faculty purview. This is organizational strategy
 - In the previous system, anyone could initiate a proposal, courses got stuck, faculty got frustrated
- **Annual Certification Training**
 - Tuesday, September 22nd CCC Meeting 2:30–4:30 (Everyone is welcome)
 - Allows us to approve courses, degrees, and certificates (except for ADTs) and send them to the Chancellor's Office for "chaptering."

- **Chancellor's Office is Conducting Random Audits**

If our courses/degrees/certificates are found to be out of compliance, this "privilege" can be rescinded.

c. VP Educational Policies – Darcie McClelland

D. McClelland: Ed policies is seeking a new chair starting in Spring 2021. This person would serve as the Senate VP of Ed Policies and the position comes with reassigned time. Person must be a member of the Senate. If interested please email Darcie dmcclelland@elcamino.edu

d. VP Faculty Development – Stacey Allen

S. Allen:

- Welcome newest FDC member – Yuko Kawasaki!
- Scholar Strike – Sept 8th & 9th
- Informed & Inspired – next Thursday, September 24th @ 1:00 via Zoom. Look for more details in your email inbox soon!
- Faculty Book Club – Next meeting is Wednesday, September 30th -Crossing Borders Between Language and Racism. Contact Analu and Claudia for more information.
- Faculty Professional Development Plans - coming to your email inbox soon!

e. VP Finance – Josh Troesh

J. Troesh:

- Next meeting is on Thursday

f. VP Academic Technology – Pete Marcoux

P. Marcoux:

- Academic Technology Committee
 - Meets Thursday at 1
- Educational Technology Conference
 - 2020 Conference reflections
 - 2021 recommendations and planning
- Tech Survey
- College Technology Committee
 - Meets today at 2
 - Strategic Plan Implementation and Monitoring Presentation
 - Update Technology Committee Goals (FY20/21)
 - Gorilla Software
 - Lecture Streaming Marlow Lemons
- CanvasCon Online Free Conference: October 15th

g. VP Instructional Effectiveness/ALC & SLOs Update – Kevin Degnan

K. Degnan:

- Most 3 Week Reports have been submitted. Adjustments to timeline for this semester and Spring 2020 are being made now.
- SLO results from Spring 2020 were due to be entered 11 September.
- PLO results from Spring 2020 are due to be entered 25 September.
- Looking forward to the ACCJC visit 28 September-1 October.
 - Reviewing [Accreditation](#) link on www.elcamino.edu main page, QFE and Self Evaluation are excellent documents to review.

D. SPECIAL COMMITTEE REPORTS

a. ECC VP of Academic Affairs – Jean Shankweiler

J. Shankweiler:

- Accreditation Visit: September 28 – October 1
 - This week will start getting requests on which committees visiting teams want to meet with, sometimes that includes Academic Senate. Seldom during meeting, would be special meeting
 - Teams would be verifying info in accreditation document
- Guided Pathways: Scale of Adoption Assessment
 - Due March 1st
 - Last two meetings will have GP team come in
- Spring 2021 online announcement
 - Mostly online, essential courses face to face
 - Hopefully even maybe in Spring will be able to have some classes face to face if conditions change and if campus is ready
- Shout out to Library and Learning Resources division who are doing a great job getting out laptops and MIFI devices

A. Ahmadpour: what students are getting these devices? D. McClelland: They need to fill out the request form for the request form and MIFIs. AA: Faculty send it to them, did students also receive? DM: Also went out to student listserve.

b. ECC VP of Student Services – Ross Miyashiro

R. Miyashiro:

- Reminder that several buildings will be closed starting September 15th: PE South, PE North, Music Building, Humanities Building. Once we sweep buildings and lock them up, cannot enter
- Would like to work with Darcie to get on next meeting or meeting after—we have created guidelines about enforcing student health and safety in the classroom
- CCCCCO webinar tomorrow (every Wednesday) will feature ECC and efforts to use data to change the way Financial Aid is distributed. Presentation is way we went beyond promise grant and pell, and helped students with housing and other emergency services

N. Burruss: will there be drive up services for flu shots? I. Reyes: Student health services is now under student support services division. Will be conducting flu shots, should encourage students to use tele medicine portal as well as tele mental health. Will be doing flu shot drive bys. Look at website, have over 22 workshops offered this semester on student mental health, can get a great amount of info on website. R. Miyashiro: by code restrictions, can only service students

c. Online and Digital Education Committee-Mary McMillan

M. McMillan:

- New committee members
- Talked about online education initiative, specifically some concerns regarding cross enrollment and prioritizing local enrollments while we are online
 - One of the things OEI used as a pitch to campuses, before enrolling at a class at another campus, would first be ensured that our own classes would be full before going to course exchange to take at another campus. Moses is going to inquire about this with OEI about how this is being handled
- Been working on revisions to AP 4105 related to distance education. Want to make sure recommendations are meeting everyone's needs and concerns.

E. UNFINISHED BUSINESS

a. Resolution to Extend P/NP Grading Option for Remainder of Covid Emergency State 2nd Reading and Vote – Darcie McClelland

D. McClelland:

- Motioned by S. Bray, seconded by A. Josephides
- Questions/comments/changes?
- A. Ahmadpour: Is it possible that if students get an A, to change the grade from P/NP to a grade? DM: No, we can't do that. They can't go back afterwards and do it. The deadline for declaring this is October 2nd for the first 8 weeks and for 16 week classes, and October 30th for second 8-week classes. Lillian was actually nice enough to extend that for students because we're voting on this today and the 30% mark would be this week. We can't extend it beyond that.
- AA: Are we informing students about what this might mean? DM: We encourage students to speak with a counselor about what it might mean for GPAs, future, etc. We are message to students about this
- P. Marcoux: do we have any numbers about how many students took this option in the Spring? L. Justice: for Spring 2020, we were more liberal with P/NP. We worked with students because the law allowed us to do so. That number fluctuates a little bit, but I can get those numbers for you. There are things we will work on. For Summer, maybe 15-20 requests. Fall will be more than the summer. With us doing this ahead of time, and giving students announcement and info they need, they become more informed decisions. In spring was a free for all in a sense because it was new for a lot of students here at ECC. In the future, we can start with the advertising the form will be up in the winter, and they will know the deadlines will be on the 30% mark.
- T. Lau: Do you want to state "within first 5 days of the semester" or by the Friday of Week 4? to keep it general for future Covid terms? DM: It changes semester to semester. We extended it this semester. In the spring, because students will know before it starts, students will know we're going back to 30%.
- K. Daniel DiGregorio: If this passes, we are going to implement, or go through other consultation? DM: It will go to the board. KDD: Important to put in resolution that they need to talk to counselor AND professor. Based on attendance policies, may have student who signed up for PNP and just trying to get that 70% and may be missing assignments. As a result, they may get dropped and then they don't get to finish the semester. My suggestion would be to include in the resolve that they speak to their professor and counselor.
- S. Bray: I know the deadline has already been extended, and we're halfway through September. Is this the furthest it can be extended? Could it be aligned with W deadline? LJ: If we wait to 75% deadline, it is complete nightmare. We do not have capacity to do what we did for Spring 2020. Each of these classes need to be done

manually. Has to be changed at section level. It's a daunting task. Do we need to wait for board to approve this?
RM: APs are informational, BPs need to be approved by board. DM: Will go into effect today

- A. Ahmadpour: What is the negative of prolonging the due date? Can it be extended to let's say the 10th week?
DM: Because Admissions has to manually go in and change every single one of these. We can't extend beyond this date because do not have the staff to go in and make the changes that our students need for this to reflect accurately by the end of the semester. LJ: It's not that I's just the staff, everyone does not have access to section changing because of what it is. Again this is about giving the students the information and having them make an informed decision. We want to make sure we do this ahead of time so we're not doing the changing of grades.
- DM: We want to be as equitable to our students as possible, but we also need to work within what is possible. So it sounds like this is about as late as we can go.
- R. Diaz: How are going to be notifying students since deadline is so quickly approaching? And will the powerpoint that was created be updated? Could we start the conversation about this becoming a permanent option for students?
- DM: We could start a conversation about this becoming a permanent option. This will solve it for the foreseeable future, for this school year. It will be a larger discussion and I'd want to solicit input from their departments before going to a permanent change. For the powerpoint, Ross will update, and we will work on getting an email out to students, and get message on the website

VOTE: 28 yes, 0 abstain, 0 nos.

b. Proposed Syllabus Statement Regarding Masks 2nd Reading and Vote – Darcie McClelland

D. McClelland: motioned by A. Ahmadpour, seconded by P. Marcoux

- Added sentence on how mask should be worn
- This is just a guiding statement, shy away from being too specific, can add more on your own syllabus
- A. Ahmadpour: Add guidance from International Health Organization, add in a module or folder
- Discussion around face mask versus face covering. Given CDC language and recommendation, will include use of a face mask
- Warrior pantry is offering surgical face mask if students don't have one. The COVID taskforce discussed that faculty will be provided with some number of face masks

c. 2020-21 Senate Goals 2nd Reading and Vote

D. McClelland:

- If we run out of time, will bring back for 3rd reading
- K. Daniel-DiGregorio: Under area C5, seems there are some aspects that are not entirely under our control. Example, expansion of noncredit programs. It's up to department. We can be part of conversation and support efforts. Also not up to us to achieve enrollment management targets.
 - Is it the support we are looking for? As it's stated, it is setting us up a little bit
- Discussion about C5
 - KDD: This is new enough where we need more information before voting on this. If we need to advocate for an increase, need more information
 - J. Young: I think that this is important because we have a lot of faculty members who are proposing noncredit courses and through the years, I've really learned the value of noncredit and how it is a stepping stone. But we don't have an infrastructure for noncredit. We don't have a program. Mt SAC has amazing program, have whole separate division for it. Dr. Shankweiler might want to speak to this, Scott

in Humanities is kind of in charge of it. Need infrastructure to build program to move forward in substantial, meaningful way

- DM: Ideas was that Senate was going to back effort to increase NC efforts on campus. We are trying to ramp this up, we have many faculty active in task force. If you don't agree with this goal, you don't have to vote for it. But this goal was brought to me by individuals who are in favor of this
- J. Shankweiler: Supporting NC plan being developed by taskforce
- A. Josephides: Under C2, I was wondering why does it have to be only through a certification program? So many faculty working hard on equity that are not part of certification programs. DM: We are looking for new way to recognize those faculty and staff, doesn't have to be through a certificated program. Update wording.
- A. Ahmadpour: Acknowledge anyone who does anything vital in this area. DM: Senate wanted to find formal way to acknowledge equity training
- Will bring back to vote next time, there are quite a few people who had to leave and would like to have everybody look at it and vote on it

F. NEW BUSINESS:

None

G. INFORMATION ITEMS – DISCUSSION

a. 2019-2020 Senate Evaluation Survey Results- Viviana Unda

V. Unda:

- Survey administered at the end of last year
- Have updated Making Decisions Guide – use this report to set our goals for next year
- Assessment Areas are 3:
 - 1. Purpose, Goals & Tasks
 - 2. Committee's Functioning
 - 3. Decision-Making Effectiveness & Communication
 - 4. Suggested Goals/Initiatives/Issues to be address

Purpose, Goals & Tasks: Findings

- Full report in packet
- Academic Senate 2019-20 goals:
 1. Ensure full faculty involvement in decision-making related to academic and professional matters
 2. Strengthen faculty involvement in the activities of the Academic Senate
 3. Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals
 4. Support Accreditation process through regular consultation and collaboration
- The majority of respondents were aware of the purpose of the AS and clearly understood the committee's responsibilities
- Goals 1, 2, and 3 were completed or mostly completed according to most respondents. Goal 4 was completed or mostly completed
- Most respondents reviewed the Making Decisions at ECC document during a committee meeting
- 70% of respondents participated in the committee's setting of goals
- 67% of respondents reviewed the progress of the committee's annual goals, a little lower than what I would expect

Improvements Mentioned by Respondents & IRP Recommendations

- Respondents
 - Review ECC's focus (*transfer* college versus *community* college)
 - Evaluate the possibility of creating a VP for Equity position
 - Evaluate the possibility of bringing diversity to the e-board
- IRP
 - Secure attendance at the Academic Senate's goal-setting session and at meetings where the committee reviews progress of annual goals, so that the grand majority of members participate in these activities

Committee's Functioning: Findings

- All respondents received meeting minutes and materials sufficiently in advance to review
- The majority of respondents had opportunities to provide input for the committee and felt comfortable contributing ideas during meetings
- 58% of respondents received orientation when beginning to serve in the committee
- Respondents' perception about the frequency of use of this survey's results showed variation

Selected Improvements Mentioned by Respondents & IRP Recommendations

- Respondents
 - Set norms at the beginning of the year so participants feel comfortable speaking up. Here there was a little bit of mention that there are people who are always speaking and we need to create some space for those that speak less
 - Offer orientation for new/newer senators so they fully understand/contribute to topics, and this is something that happens across collegial consultation committees. There is space for improvements for developing orientations at the beginning of the term when new senators are starting
 - Ensure more faculty representatives attend meetings and gather feedback from constituencies
 - Ensure anticipated reading of AS packet to avoid unnecessary opinions/questions
 - Develop shorter agendas to make space to discuss policies
 - Create more space for all senators and guests so they can participate more actively in meetings
 - Revisit regularly AS goals
- IRP
 - Ensure new AS members receive orientation at the beginning of their term
 - Regularly use the results of this survey as input for the committee's work

Decision-Making Effectiveness & Communication: Findings

- The majority of respondents clearly understood how decisions are made in the committee, and were provided with the info they needed to make decisions in the committee
- Most respondents:
 - Were aware of how AS communicated its decisions to other committees
 - Communicated the committee's decisions to the constituents they represent
 - Agreed the AS evaluates its work practices and how decisions are communicated
- Respondents' perception about evaluating how decisions are made in the committee showed some variation

Selected Improvements Mentioned by Respondents & IRP Recommendations

- Respondents did not mention improvements in this area
- IRP: Devote time to clarify how the committee evaluates how decisions are made

Some Suggested Goals/Initiatives/Issues to be Addressed by AS in 2020-21

- Raise institutional awareness and create space for having difficult conversations around equity, racial inequity, discrimination, violence, and social justice, and continue efforts to make progress around these topics
- Work closely with the PD and Learning Office to develop more ongoing PD opportunities regarding anti-racism, implicit bias, and equity, especially related to teaching and learning
- Work towards developing a hiring process that includes a diverse array of candidates, so that hired faculty represent the student body
- Develop clear goals, a clear plan, parameters, and steps around GP

Suggested Additional Info AS should review

- Grand majority of survey respondents asserted that AS was keeping them adequately informed
- Few suggestions:
 - Strengthen faculty commitment to read meeting packets/share feedback with their Senators to ensure comments are well-informed and representative of the wider faculty body
 - Strengthen division Senators' capacity to regularly gather feedback from their peers and to come prepared for meeting discussions
 - Create a space to provide more regular feedback throughout the year
 - Receive via email meetings minutes to help relay all the information covered to academic departments
- I did not include any of the accomplishments of the AS. So those are for you to read and look in the full report

b. 2020-2021 Senate Orientation- Senate Executive Board

D. McClelland:

- Will reach out to new senators for orientation, returning senators can attend

H. FUTURE AGENDA ITEMS:

- a) Discussion about how to better assist SRC students in online environment
- b) BP/AP 4235, Credit for Prior Learning
- c) AP 4231, Prerequisites

I. PUBLIC COMMENT

J. ADJOURN

Motion to adjourn by A. Josphides, seconded by K. Degnan.

The meeting adjourned at 2:07 pm

RD/ECC Fall 2020