Academic Senate Meeting 3-16-21

El Camino College

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.

- The Academic Senate fully respects the time of all our senators and other meeting participants. With this in mind and because of the many items within senate purview that must be addressed each semester, we ask that discussions in senate meetings, even during the public comment period, be limited to topics within/related to the 10+1 purview of the Academic Senate. If your comment is completely unrelated to senate purview (i.e. topics such as salaries/wages, and benefits), you will be kindly asked to hold your comment and advised as to a more appropriate venue to have the conversation.

- 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.

Welcome Stephenie!

Major: Nursing, first year
Special programs: BSS/SEA, EOPS

In what ways can instructors, counselors, and/or librarians support you in a remote environment?

Stephenie Hughes
She/Her/Hers

Welcome Deans Representative!

Robin Dreizler
He/Him/His
Dean
Enrollment Services

In what ways is Enrollment Services connecting with students to support them in a remote environment?

Enrollment Services Programs and Remote/Online Services

Many areas are using:
Jabber calls allowing users to make and receive office phone calls on their computers
➢ Artificial intelligence/Ocelot chatbot when visitors arrive at the following pages: A&R, ISP, Outreach, Financial Aid
➢ Virtual information desks/drop-in zoom rooms

- **Admissions & Records** – www.elcamino.edu/admissions/
  - o 18 forms online – many were not available pre-Covid
  - o Chat with an evaluator

- **Financial Aid** – www.elcamino.edu/student/studentservices/financialaid/
  - o Advisors appointments through Cranium Café
  - o Hundreds of helpful videos via Financial Aid TV

Welcome Deans Representative!

In what ways is Enrollment Services connecting with students to support them in a remote environment? Continued...

- **International Student Program** – www.elcamino.edu/academics/is/
  - o Live Chat
  - o Social activities for ISP students; weekly town hall, game nights, karaoke nights
  - o Drop in counseling
  - o Staff attending virtual college fairs in other parts of the world

- **Outreach and School Relations** – www.elcamino.edu/admissions/outreach
  - o Info Sessions, Educational Planning, Orientations, Financial Aid collaboration workshops
  - o College Night (movie night last fall at the Roadium - Black Panther)
  - o **Warrior Smart Start – new students to connect with campus programs and resources – Saturday, March 27 9 a.m. start
  - o ECC Days – where students in one visit can complete orientation, assessment, and meet with a counselor to complete and ed plan
    - ▪ Dual Enrollment – zoom drop-in help every TWTh 4 to 5 p.m.
    - ▪ Orientations and Info sessions for high school students interested in dual enrollment

Welcome Deans Representative!

In what ways is Enrollment Services connecting with students to support them in a remote environment? Continued...

- **Warrior Welcome Center** – www.elcamino.edu/student/studentservices/welcomecenter/
  - o Drop in enrollment support
  - o Registration fests, virtual orientations, peer tech support
  - o Placement for English, math, ESL, Chemistry
  - o Evening service hours 5 p.m. to 7 p.m. Monday through Thursday

Unfinished Business

BP/AP 4260, Prerequisites and Corequisites

BP/AP 3200, Accreditation

BP/AP 4300, Field Trips and Excursions

Information Items

Faculty Technology Refresh

Strategic Planning Calendar

Supporting Guided Pathways Major Verification

Officer Reports

Update on the Presidential Search

- 39 applications received
- 33 met min quals and were forwarded to search committee for consideration
- 11 candidates +3 alternates selected for interview
- Interviews and selection of finalists will take place the week of March 29-April 2

Some demographic characteristics of the interview pool:

- 73% self-identified as people of color
- 64% women
- 55% women of color

Academic Senate Needs Your Help!

- We are seeking a senate rep to sit on the hiring committee for our new Clinical Psychologist
    - This is a faculty position
    - Ideally, the AS rep will be knowledgeable about how to minimize the effect of implicit bias in the search process and committed to approaching the search with an equity lens.
    - Please contact Darcie if you are interested in serving.
- We are also seeking reps for the following committees:
    - Enrollment Management
    - Student Climate Survey Committee
    - A 2nd alternate for PBC (ideally, someone with knowledge of/experience with budgets)
    - If you are interested in the first two contact Darcie (dmcclelland@elcamino.edu) and if you are interested in PBC contact Josh (jtroesh@elcamino.edu)

Academic Senate will be co-sponsoring the spring United for Student Success Forum with Guided Pathways

- Thursday, March 25th 12-2pm

- Please register on Cornerstone to attend.

- Will be examining program review templates/processes to determine how we may revise them to be more equitable

- Will be introducing an exciting new collaboration between Senate, GP, and Academic Affairs: The Equity Minded Learning Academy for Faculty

We will be having a Presentation by ASO President Giancarlo Fernandez on new Social Justice Center at 4/6 Senate meeting! Please invite any colleagues interested in hearing about this exciting new project to attend!

Curriculum

Curriculog Trainings (1 Hour Flex Credit)

Presenter: Janet Young, College Curriculum Committee Chair

- Interested in learning about Curriculog – our new course management system?
- Have courses due for review this semester?
- Want to find out how to revise and/or review courses?
- Come to one of these trainings for a demonstration of Curriculog.

Trainings - Sign up in Cornerstone	
Wednesday, March 17th	10:00, 1:00, 5:00
Friday, March 19th	9:00, 11:00, 1:00, 3:00
Monday, March 22nd	9:00, 11:00, 1:00, 4:00

Educational Policies

- **BP/AP 4260 Prerequisites and Corequisites,**
- **BP/AP 4300 Field Trips and Excursions**
- **BP/AP 3200 Accreditation**

Up for second readings and vote at Senate today

Coming soon:

- **BP/AP 4040 Library Services**
- **AP 4230, Grading and Academic Record Symbols**

Equity, Diversity, & Inclusion

- Draft Job Description on Role of Vice President of Equity, Diversity, & Inclusion was drafted. A copy will go to the E-Board of the Academic Senate and reviewed by the Academic Senate President who will decide what future meeting will the Senate be able to review.
- A working EDI statement was drafted and is as follows, "We recognize the Native American Peoples on whose lands the campus community resides. The EDI **vision** is to empower our campus community to rise up and dismantle systemic racism in our institution, academics, and within our El Camino College community, to engage the voices of our students by promoting equity and diversity with compassion and empathy for all. We are committed to supporting equitable rights for all our minoritized student and employee communities including peoples with disabilities, undocumented individuals, LGBTQIA+, Black and African American, Latino and Latina, Native American, Native Hawaiian, Pacific Islander, and Indigenous Peoples. The EDI supports the Black Lives Matter resolution passed by the ECC Academic Senate." This is statement is a work in progress and we seek any input and recommendations for edits.

Equity, Diversity, & Inclusion Continued

- The EDI has partnered with the FDC Informed & Inspired. We kicked of this semester with Guided Pathways speaking to how they are transforming culture here at ECC. This Thursday we will hear from Viviana who will talk about how IR&P is transforming culture here at ECC. Stacey Allen will provide more details on this semesters I&I partnership and upcoming sessions. You don't want to miss being Informed & Inspired!
- Still working with webmaster to get a webpage for the EDI. Once this is done Analu will upload all agenda's, minutes, and other EDI Standing Committee documents.
- Current on-going goals the EDI is working on is (1) land acknowledgement toolkit, (2) A consultation letter went out today to various individuals identifying equity programs, resources, and a list of individuals leading equity in their respective divisions and service points; (3) the immediate goal to create the EDI mission and vision statement is completed, (4) the goal to have a job description is on-going and in the hands of the Academic Senate President, (5) two task force was set up (1) land acknowledgement and (2) student engagement. If anyone is interested in either or want to learn more please email him at ajosephides@elcamino.edu.

Faculty Development

Faculty Professional Development Needs Assessment

Areas of greatest need:

- Technology training (i.e., interactive video tools, Google products, and OER)

- **Responding to students in crisis**

- Equity-minded teaching strategies in the virtual classroom

- Canvas: how to encourage more student engagement, enhance meaningful contact with students, and maintain academic integrity

Finance

- New US administration and new laws do not immediately create budget change
  - State > Chancellor's Office > School > Union
- We are still impacted by enrollment

Academic Technology

- [Academic Technology Committee](#)
- 2021 Academic Tech Conference
- March 25 & 26th
- Register on Cornerstone for flex credit
- [College Technology Committee](#)

Instructional Effectiveness

Fall 2020 SLO Completion Rates Are Increasing

- Well done, Humanities, Math, & Natural Sciences! Keep going!
- 3-Week adjustments needed still for some divisions.

Division	SLOs Scheduled	SLOs Assessed	SLO % Assessed
Division - Behavioral & Social Sciences (BSS)	43	29	67.4%
Division - Business (BUS)	71	49	69.0%
Division - Fine Arts (FA)	149	31	20.8%
Division - Health Sciences & Athletics (HSA)	71	45	63.4%
Division - Humanities (HUM)	81	77	95.1%
Division - Industry & Technology (IND)	56	27	48.2%
Division - Mathematical Sciences (MATH)	16	16	100.0%
Division - Natural Sciences (NSC)	13	11	84.6%
Total	**500**	**285**	**57.0%**

Instructional Effectiveness

- **PLO Reports** are due 19 March, even if there were assessments missing from Spring or Fall 2020. Use the data from the prior 3 years.

- **Canvas Pilot** – we will be running a small pilot of courses using Canvas Outcomes to collect data, which will enable disaggregation and ultimately integrate Canvas and Nuventive as SLO data collection, reporting, and analysis platforms.

- **SLOs and Equity**
  - What to do with big equity information is often a mystery. SLO data can give us something constructive to focus on that is already within our knowledge base.

Special Committees

Academic Affairs

- Hiring: CIS and Astronomy complete; AJ and Nursing to come; Associate Dean of Math and Associate Dean of Academic Affairs in progress

- Distinguished Faculty Nominations

- Retirement Celebration

- Commencement email from FULL MEASURE

Student Services

- Food Event Sponsored by L.A. Food Bank gave away 80 pounds of food to 2,016 households each

- Campus Safety Forum March 24th from 3:30 p.m. to 5:00 p.m. Moderated by Charlene Brewer-Smith

- Social Justice Center is moving forward into the Communications Building

Online & Digital Education

- New Local Peer Online Course Review (POCR) Co-Lead: Rhea Lewitzki

- Consistency in Deadlines for Students: ODEAC will be developing best practices to share

- Online Teaching Certification: Recommendations to be drafted regarding potential expectations for maintaining certification over time (*e.g. professional development needs*)

- Online Courses Taught per Semester: Recommendations to be drafted regarding current limits for full-time faculty

Academic Integrity

COMPUTER REPLACEMENT PLAN UPDATE

LOÏC AUDUSSEAU – CHIEF TECHNOLOGY OFFICER – CTO@ELCAMINO.EDU

OBJECTIVES

- Give you a high-level/executive overview of the state of our computer equipment.

- Present the work that has been conducted over the past 2 years.

- Make some recommendations to achieve predictable, appropriate replacement cycles for computer equipment and provide Students, Faculty and Staff with up-to-date equipment through a model that is financially sustainable .

- Present a concrete action plan (with deliverables, estimated costs and target dates) for the upgrade/replacement of computer equipment at El Camino.

BACKGROUND

- For years, the District has been unable to achieve predictable, appropriate replacement cycles for computer equipment due to budget constraints and disparate funding sources.

- In early 2020, our Interim CTO and Technology Consultant (Dave Furhmann) was asked to assess the state of our computer equipment, build up an inventory, develop a computer replacement plan and execute it.

- Most computers were beyond useful life and were no longer capable of serving their intended function. The District was fast approaching a crisis in obsolescence of its technology equipment.

- El Camino was extremely device heavy compared to other Districts of a similar size.

- No central IT asset management system, computer inventory information was either not available, outdated or spread across multiple data sources.

- Most of these findings are reflected and documented in the 1/28/20 Technology Committee meeting minutes.

BACKGROUND

- October 2020 – Asked Technical Services to conduct a full computer inventory

- Computer Lab Desktops, Faculty & Staff Office Desktops, Classroom desktops, Faculty & Staff Laptops

- The process is still on-going, but we were able to finalize some numbers for Computer Lab Desktops as well as Faculty & Staff Laptops.

- Rather than waiting to have the full inventory completed, we agreed that we had enough data at this point to kick-off our computer replacement effort.

COMPUTER LABS

74% OF OUR DESKTOP INVENTORY IS OUTDATED

OUR DESKTOP TO STUDENT RATIO IS 1 TO 10

MIN. OF $1.4M TO UPDATE OUR LAB DESKTOP INVENTORY

ON A 4-YEAR LIFECYCLE, IT WOULD COST ECC A MIN. OF $451K PER YEAR TO MAINTAIN AN INVENTORY OF 1,900 DESKTOPS ($950 PER UNIT)

Department	Number of Labs	Number of Computers	EOL Status
Business	11	467	ALL EOL
Humanities	7	285	ALL EOL
Fine Arts	5	91	N/A
BSS	N/A	N/A	N/A
HSA	N/A	N/A	N/A
ITEC	12	270	EOL 2022
Math	5	144	ALL EOL
Natural Sciences	5	100	ALL EOL
LRC	11	320	280 EOL
Student Services	9	207	115 EOL
TOTAL	**65**	**1884**	**1391 EOL**

Department	Number of Laptops	End Of Life (EOL) Status
Business	26	EOL 19
Humanities	77	EOL 71
Fine Arts	39	EOL 36
BSS	43	EOL 39
HSA	45	EOL 39
ITEC	37	EOL 30
Math	62	EOL 55
Natural Sciences	41	EOL 33
Other (Staff)	57	EOL 25
TOTAL	**427**	**347**

FACULTY & STAFF LAPTOPS

81% OF OUR LAPTOP INVENTORY IS OUTDATED

347 LAPTOPS > 4YRS
20 LAPTOPS > 3YRS
60 LAPTOPS > 2YRS

MIN. OF $380K TO UPDATE OUR LAPTOP INVENTORY

GENERAL FINDINGS & RECOMMENDATIONS

- We are extremely device heavy based on our current enrollment (approx. 6,000 devices). Fullerton is a college most comparable to El Camino and they house only 3,500 devices.

- At least 78% of all our computer assets have already reached their End of Life (EOL).

- Instead of being decommissioned, outdated computers are re-purposed, re-distributed or cannibalized.

- Our Desktop to Student Ratio (DSR) for lab computers is too high (1 to 10).

- Most of our computer assets come with a 5-year warranty which increases the purchasing cost per unit significantly.

- Many full-time Faculty and Staff members have been issued two (2) devices (1 laptop, 1 office desktop).

- Our current model is not viable financially.

GENERAL FINDINGS & RECOMMENDATIONS

- Replacement of College computers on a five (5) year lifecycle (based on available financial resources).

- Decommission computers that have reached EOL. The purpose of replacing equipment is to modernize the entire "fleet," not to add more equipment. Keeping outdated equipment creates an even larger sustainability problem and increases the overall replacement costs to the District.

- All new computer equipment should be purchased with a 3-year vendor warranty (versus 5-year).

- Reduce Desktop to Student Ratio (DSR) for lab computers by consolidating labs. Objective -50% by the end of FY21-22.

- Eliminate all individual office desktop computers in favor of docking stations by the end of FY21-22 and make laptops the primary (and only) device for all full-time faculty and staff members.

COSTS COMPARISON (SIMULATION)

Old Model	Proposed model
4-year lifecycle 1,900 computer lab desktops ($950 per unit) 500 Faculty & Staff laptops ($1,100 per unit) 2,000 Individual Desktops ($950 per unit) $4,255,000 inventory value	5-year lifecycle 950 computer lab desktops ($950 per unit) 1,000 Faculty & Staff laptops ($1,100 per unit) 500 Multi-User Desktops ($950 per unit) 1,000 Docking Stations ($190 per unit) $ 2,667,500 inventory value (-$1,587,500)
Yearly Replacement Cost: $1,063.750	Yearly Replacement Cost: $533,500 (-$530,250)
Total Cost over 5 Years: $5,318,750	Total Cost over 5 Years: $2,667,500 (-$2,651,250)

WHY WE BELIEVE THIS IS DOABLE?

- We have a student laptop loaner program in place.

- All full-time faculty and staff members have been provided with (or are eligible for) a District laptop.

- We have no choice. We can't sustain a $1M per year replacement model.

- This model will assure that appropriate computing resources are available to students in computing facilities and classrooms, to support the mission of the College.

- This model will ensure that all full-time faculty and staff members have access to a computer that has sufficient capacity to support the basic computing needs in fulfillment of their work responsibilities.

ACTION PLAN & NEXT STEPS

Phase 1 – Spring 21	Phase 2 – Spring 21	Phase 3 – Summer 21	Phase 4 – Fall 21
Upgrade/Replace Full Time Faculty & Staff Laptops that have reached EOL.	Consult with Academic Affairs & Student Services to consolidate computer labs	Upgrade/Replace computer labs Desktops	Decommission outdated Faculty & Staff Individual Desktops
Procure & Distribute 400 laptops	Formalize and vet plan to decrease lab desktops by 50% by end of FY21-22	Procure & Deploy 700 desktops	Procure & Deploy 1000 Docking Stations Procure & Distribute 200 laptops
$420,000*	N.A.	$750,000*	$300,000*
Start Date: ASAP End Date: 06/30/2021	Start Date: ASAP End Date: 06/30/2021	Start Date: 07/01/2021 End Date: 8/28/2021	Start Date: 9/1/2021 End Date: 12/31/2021

Based on available financial resources

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DOCKING STATION

Top Benefits

- Portability between home and office: True Mobility
- More screen space
- Only one device to manage
- Turns office cubicles into multi-user working spaces
- Makes employee relocation easier

QUESTIONS / COMMENTS

El Camino College