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Page numbers refer to the Academic Senate meeting packet, which can be accessed by visiting:

<http://www.elcamino.edu/academics/academicsenate/agenda.asp>. Hard copies of agendas are posted outside the Library.

Any individual with a disability who requires reasonable accommodation to participate in an Academic Senate meeting, may request assistance by contacting Darcie McClelland, dmcclelland@elcamino.edu (310) 660-3593 x3254, 16007 Crenshaw Blvd., Torrance, CA 90506.

Per the Brown Act, all votes must be recorded by name. Only No's and Abstentions will be recorded by name in the minutes. If a senator was signed in to the meeting and did not vote No/Abstain, their vote will be assumed to be a Yes.



Academic Senate of El Camino College 2019-2020

March 3, 2020

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254

Office location: Schauerman Library, Room 273

Officers & Executive Committee

President	Darcie McClelland	VP Finance & Special Projects	Josh Troesh
VP Academic Technology	Pete Marcoux	VP Instructional Effectiveness	Kevin Degnan
VP Ed. Policies/Pres-Elect	Darcie McClelland	Curriculum Chair	Janet Young
VP Faculty Development	Stacey Allen	Secretary	Rocio Diaz
		Parliamentarian	Pete Marcoux

Part-Time (One-year terms)

Mayra Ochoa (LLR)	19/20
Karl Striepe (BSS)^R	19/20

Fine Arts

Ali Ahmadpour	21/22
Jonathan Bryant	21/22
Joe Hardesty	20/21
Russell McMillin^{*R}	21/22

Mathematical Sciences

Dominic Fanelli	19/20
Lars Kjeseth^{*R}	19/20
Le Gui	20/21
Ronald Martinez	21/22
Oscar Villareal	19/20

Behavioral & Social Sciences

Stacey Allen	19/20
John Baranski^R	19/20
Hong Herrera-Thomas	20/21
Renee Galbavy	20/21
Michael Wynne[*]	20/21

Health Sciences & Athletics/Nursing

Andy Al Villar^{*R}	19/20
Traci Granger	19/20
Yuko Kawasaki	21/22
Colleen McFaul	20/21
Tiffany Lau	20/21

Natural Sciences

Shimonee Kadakia	21/22
Darcie McClelland	19/20
Mia Dobbs	21/22
Shanna Potter	19/20
Anne Valle^{*R}	21/22

Business

Kurt Hull	21/22
Philip Lau^{*R}	21/22
Josh Troesh	21/22

Humanities

Sean Donnell	21/22
Brent Isaacs	21/22
Elayne Kelley	21/22
Pete Marcoux[*]	21/22
Anna Mavromati	21/22

Academic Affairs & Student Services

Jean Shankweiler
Ross Miyashiro
<u>Associated Students Organization</u>

Counseling

Seranda Bray	20/21
Anna Brochet^{*R}	21/22
Rocio Diaz	19/20

President/ Superintendent

Dena Maloney

Industry & Technology

Charlene Brewer-Smith^R	21/22
Ross Durand[*]	21/22
Dylan Meek^R	21/22
Renee Newell	21/22
Jack Selph	21/22

Ex-officio positions

Kelsey Iino	ECCFT
Carolee Vakil-Jessop	ECCFT

Library Learning Resources

Analu Josephides	21/22
Mary McMillan	21/22
Claudia Striepe^{*R}	21/22

Institutional Research

Josh Rosales

Dates after names indicate the last academic year of the senator's three-year term, for example 19/20 = 2019/2020.

^{*}Denotes longest-serving division senator (i.e., the "senior senator"). ^RDenotes division senator who reports to division on Senate meetings.

El Camino College Academic Senate Purpose, Meetings, and Committees

Purpose: To provide faculty the means for full participation in the formulation of policy on academic and professional matters relating to the college, including those in Title 5 (§53200-53206). The Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters in the following “10+1” areas in the senate purview (BP 2510). If a disagreement arises, the Board and the Senate must mutually agree to any changes or new policies.

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards and policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation process, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.”

The Academic Senate is committed to supporting the college’s Mission and Strategic Plan, including Strategic Initiative C – COLLABORATION - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making. For more information consult [ECC Academic Senate Handbook](#) or [Local Senates Handbook](#).

ECC ACADEMIC SENATE MEETINGS:

1st and 3rd Tuesdays, 12:30-2 p.m., Distance Education Conference Center (DE 166).

FALL 2019: September 3 & 17, October 1 & 15, November 5 & 19, December 3 & 10 (tentative).

SPRING 2020: February 18, March 3 & 17, April 7 & 21, May 5 & 19, June 2 & 9 (tentative).

SENATE COMMITTEES:

Academic Technology. Chairs: P. Marcoux & M. Lemons. 2nd Thursday, more details TBA.

Assessment of Learning. Chairs: Kevin Degnan & TBA. 9/9, 10/14, 11/18, 11/25 (tentative), 2:30-4 pm, Communications 109.

Academic Program Review. Chairs: Kevin Degnan & Linda Clowers. Thursdays, 1230-2pm, Library 202 or Communications 109.

College Curriculum. Chair: Janet Young. 2nd & 4th Tuesdays, 2:30-4:30, DE 166.

Distance Education Advisory Committee. Chair: Moses Wolfenstein. D.E. Liaison: Mary McMillan. 4th Thurs, 1:30-2:30, Lib 202.

Educational Policies. Chair: Darcie McClelland. 2nd & 4th Tuesdays, 1-2, Natural Sciences 127.

Faculty Development. Chair: Stacey Allen. 2nd & 4th Tuesdays, 1-2, West Library Basement.

CAMPUS COMMITTEES:

Accreditation. Chair: Jean Shankweiler. Faculty Co-Chair: C. Striepe. Standards Co-Chairs: R. Serr, C. Herzig, J. Troesh, M. Kline.

Board of Trustees. Chair: Cliff Numark. Senate Rep: Darcie McClelland. 3rd Mondays, 4 pm, Alondra.

Calendar. Chair: Ross Miyashiro. Senate Reps: Stacey Allen, Ali Ahmadpour. Meets annually or as needed.

College Council. Chair: Dena Maloney. Senate Rep: Darcie McClelland. 1st & 3rd Mondays, 1:30-2:30, Library 202.

Council of Deans. Chairs: Jean Shankweiler & Ross Miyashiro. Senate Rep: Darcie McClelland, 2nd Thurs., 8:30-10:30, Alondra.

ECC Technology Committee. Chairs: Art Leible & Marlow Lemons. Senate Rep: Pete Marcoux. 3rd Tuesdays, 2-3, Library 202.

Enrollment Management. Chair: J. Shankweiler. Senate reps: Sara Di Fiori, Chris Jeffries, 2nd & 4th Thurs. 1-2, Com 109/LIB 202.

Facilities Steering Committee. Chair: Iris Ingram. Senate Rep: Claudia Striepe, 1st Monday, 2:30, Library 202.

Guided Pathways. Steering Committee: C. Mosqueda, J. Pon-Ishikawa, J. Rosales, J. Shankweiler, J. Simon, C. Wells. 1st Tues, 2:30-3:30 DE 166.

Integrated Plan Implementation. Chair: J. Shankweiler/R. Miyashiro. Senate Reps: J. Annick, L. Kjeseth, A. O’Campo.

Planning & Budgeting (PBC). Chairs: Iris Ingram and Viviana Unda. Senate reps: Josh Troesh & Sidney Porter, 1st & 3rd Thurs, 1-2, LIB 202.

Process Improvement. Chair: Ross Miyashiro. Senate rep: D. McClelland.

Senate & committee meetings are open to the public. Contact committee chairs or representatives directly to confirm details.

ECC (El Camino College) Acronyms

Acronym	Meaning
ACCJC	Accrediting Commission for Community and Junior Colleges
ALC	Assessment of Learning Committee
ADT	Associate Degree for Transfer
AP	Administrative Procedure
ASO	Associated Students Organization (ECC's student government)
ASCCC	Academic Senate for California Community Colleges
BP	Board Policy
BSI	Basic Skills Initiative
BOGFW	Board of Governor's Fee Waiver
BOT	Board of Trustees
CCC	College Curriculum Committee
CCCCO	California Community Colleges Chancellor's Office
CMS	Course Management System
COLA	Cost of Living Adjustment
CTE	Career Technical Education (formerly Vocational Education)
DE	Distance Education (instruction that is at least 51% online)
DEAC	Distance Education Advisory Committee
EPI	Educational Planning Initiative
FACCC	Faculty Association for California Community Colleges
FDC	Faculty Development Committee
FTEF/FTES	Full-Time Equivalent Faculty/Full-Time Equivalent Students
FYE	First Year Experience program
GP	Guided Pathways
HTP	Honors Transfer Program
IE	Institutional Effectiveness (actions/measures of college improvement)
IEPI	Institutional Effectiveness Partnership Initiatives (state-mandated support for IE and host of the Framework of Indicators data portal)
ILOs	Institutional Learning Outcomes
IR/IRP	Institutional Research / Institutional Research & Planning
ITS	Information Technology Services
MMAP	Multiple Measures Assessment Project
OEI	Online Education Initiative
PLOs	Program Level Outcomes
PBC	Planning & Budgeting Committee
PR	Program Review (period program evaluation and plan)
PRP	Program Review & Planning (annual integrated planning system)
SAOs	Service Area Outcomes
SLOs	Student Learning Outcomes
SEP	Student Equity Program
SSSP	Student Success & Support Program
SWP	Strong Workforce Program
Title 5	California Code of Regulations (CCRs) section which details state law related to education. (Also known as "Ed Code")
Title V	Many "Title Vs" exist, but we typically mean a Federal grant program to support the improvement of Hispanic-Serving Institutions (HSI).
WSCH	Weekly Student Contact Hours

Many thanks to Viviana Unda and the Institutional Research and Planning department for sharing their compilation of acronyms.

Adjunct (1 Year)

- Karl Striepe
 Alt: Mayra Ochoa

Behavioral & Social Sciences

- Stacey Allen
 John Baranski
 Kristie Daniel-DiGregorio
 Renee Galbavy
 Michael Wynne

Business

- Kurt Hull
 Phillip Lau
 Josh Troesh

Counseling

- Seranda Bray
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Library Learning Resources

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 Russell McMillin
 Darilyn Rowan

Health Sciences & Athletics

- Andrew Alvillar
 Traci Granger
 Yuko Kawasaki
 Tiffanie Lau
 Colleen McFaul

Humanities

- Kevin Degan
 Sean Donnell
 Brent Isaacs
 Elayne Kelley
 Pete Marcoux
 Anna Mavromati

Industry & Technology

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

Mathematical Sciences

- Dominic Fanelli
 Lars Kjeseth
 Le Gui
 Ronald Martinez
 Oscar Villareal

Natural Sciences

- Mia Dobbs
 Shimonee Kadakia
 Darcie McClelland
 Sanda Oswald
 Shanna Potter
 Anne Valle

Academic Affairs

- Jean Shankweiler

Student Services

- Ross Miyashiro

Associated Students Organization

- Jennifer Lopez

President/Superintendent

- Dena Maloney

ECC Federation

- Carolee Vakil-Jessop

Curriculum Chair

- Janet Young

Institutional Research

- Joshua Rosales

Dean's Reps/Guests/Other Officers:

- Amy Grant

Excused: none.

ACADEMIC SENATE MINUTES

February 18, 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 first Academic Senate meeting of the spring 2020 semester to order on February 18 at 1:04 p.m.

B. APPROVAL OF MINUTES (p. 5-14)

DM: See pgs. 5-13 of the packet for minutes from the December 10th meeting. S. Bray motioned, P. Marcoux seconded. Minutes were approved as presented.

Dean's Representative

D. McClelland: Welcome our Deans Rep for today, Amy Grant from Natural Sciences.

A. Grant: Hi everyone, I'm glad to be here, have a great meeting!

DM: Thank you for being here today. We are going to move reports to the end to make sure we get to our two agenda items for today. We'll start with Dr. Shankweiler.

D. SPECIAL COMMITTEE REPORTS

a. ECC VP of Academic Affairs – Jean Shankweiler

JS: Accreditation is coming up fast! Claudia has been working hard on getting documents done along with Chris Gold.

- We pretty much have our documents; will be posted soon for forum on March 5th. Please take a look once they get posted. Appreciate any input and feedback, and then will start consultation process, it will be back to Senate
- GP had their Summit for their success teams. It was very successful. A lot of you were there. We have a good start and some recs from regional GP person to help us move this along. Good start to the semester. Thank you.

E. UNFINISHED BUSINESS:

a. Faculty Diversification Resolution 2nd Reading and vote-Darcie McClelland

DM: Will be voting on this. Motioned by P. Marcoux, seconded by A. Josephides. You may remember that we discussed this on December 10th

- Major content change that was suggested, in first resolved: **Resolved** that the Academic Senate of ECC partner with the office of Human Resources to analyze data about **racial and ethnic** diversity in individual hiring pools, identify areas where more diverse pools are needed, and explore and implement strategies to improve diversity of these pools
 - Any other changes?
- All those in favor of approving this resolution as written. APPROVED unanimously.
- We will take it to College Council in March and President will send to Board of Trustees for board to approve.

F. NEW BUSINESS

a. Learning Materials Cost Designation Resolution – Mary McMillan

MM: Bringing this forward because of OER advisory committee.

- OER advisory committee started last semester.
 - Would love to have a rep for this committee from Health Sciences & Athletics, Natural Sciences, and Industry and Tech. If you are here, go back to your colleagues and ask them to join our group. Would like to have voices from each division at the college since this work touches each division
- One of our goals is to look at the possibility of adding a low cost designation in Schedule Builder. Have been getting this request from number of faculty on campus.
 - I've been saying 'hold on, let's do legal requirement first', which is zero textbook cost designation in
 - Crystal Martin has taken over some of that work with the Deans so that our group can focus on OER piece
 - We want OER advisory committee to provide recommendations
 - What have we been doing is looking at other community colleges. We have had several meetings and debates on this topic. Our reps went back to speak to colleagues and divisions to get your thoughts.
 - What is considered low cost in one division could mean something different in another division. But we want a process that is simple for students when they are looking for classes
 - Example of why this is helpful came up a couple of weeks ago: an English instructor doesn't have textbook, but has a number of articles on Canvas that are required to be printed and bring them to class. The fact that printing is REQUIRED, which means that there will be a charge for those who don't have their own printers, means it is not a zero textbook cost class. I just got confirmation from that today from the Chancellor's Office, but they could be a low cost class.
 - What we have done is put together some language for ECC. What we are recommending:
 - \$40 or less – this was highly debated. There were some in committee who thought we should be pushing for zero. We discussed as high as \$50. What we settled to recommend is \$40-used the most across the state. We are trying to be consistent with our students in case they go elsewhere.
 - Pre-tax. Easiest for students to simply do \$40 pre tax.
 - You see a little bit of ZTC background in packet because I wanted to give you some background in seeing the differences between the two
 - The other thing I wanted to note: the pretax cost is based on cost from campus bookstore price (not Amazon sellers, etc). This is because if you are a student on financial aid, you are typically required to purchase materials from the campus bookstore.
 - Blue books, calculators, pencils, all general supplies, don't count in the cost. We are only talking about textbook, homework help, code banks, learning curricular materials.
 - P. Marcoux: What about software? E.g., if I am using a grammar program that costs \$15.
 - MM: then it is not zero textbook cost.
 - Question about whether \$40 is per textbook or all textbooks.
 - MM: \$40 and under for whole, entire class. Not per textbook.
 - C. McFaul: We have students who buy a book their first semester, but use it again for next course in a sequence.

- MM: good question, please see last bullet. This is a common question. This came up from Chemistry, I believe.

If a text is used across multiple courses in a sequence DO NOT base your calculation on the cost divided by those courses. For example, a text that costs \$120 that is required for 3 sequenced courses DOES NOT meet the \$40 or under label requirement.

-Not all students take all courses in a series.

-Students may take courses over time and may have to pay for edition changes.

-Students must pay the \$120 and cannot budget for even 3 payments.

- It doesn't count for reasons stated.
 - We are looking at it for that semester, not across the sequence
 - CM: In Fall semester they are going to pay \$1,000 in books. In Spring, they will have no cost.
 - MM: This is where it becomes a little difficult. I'll be honest, why I was hesitant to do low-cost. There are so many variables, we are still struggling to get ZTC. I was getting a lot of push from faculty to bring this over. I did reach out to Chancellor's Office and other campuses and this is the text that they sent me. It's hard to tell a student: for example, cosmetology their first class is \$800 something but next one isn't, then we can't mark it ZTC in a sequence.
 - J. Young: It seems that in nursing, Cosmetology, and other areas, the program is set, they don't really have a choice
 - MM: These are good questions, this is the first reading so I'm going to bring this back. This is I would love a rep from HS&A, Natural Sciences, and ITEC. You know particular things that I don't know.
 - S. Bray: From a student perspective, if a student sees \$1,000 up front, then I know it is not low cost.
 - MM: Yeah, that's how we were viewing it, from a student perspective. This is all in Schedule Builder, it's hard to have a lot of these disclaimers
- A. Brochet: These designations help students make decisions, but for particular programs where they have no choice, it doesn't matter if designated low cost. One more question: if faculty requires a specific calculator, they can still say they are low cost?
 - MM: If it is considered a standard supply for the class, not a learning material. This has been a debate. Some campuses, e.g. PCC, they have decided we are not going this direction for all of these reasons. We are not required to do low cost, we are only required to do ZTC. But I was getting a lot of feedback across campus to discuss this with advisory committee. Maybe in the end, this campus decides that this is something we don't want to do.
 - AB: If book is low cost or ZTC, but faculty requires calculator versus another faculty that might require a book but doesn't require calculator
 - MM: Are there other departments with an example that you might be aware of?
 - JY: In some course outline of record under other required materials
 - Examples: a camera, goggles, special boots for ITEC courses
 - MM: You guys are seeing how convoluted this is
 - SB: Could there be a note under the class so they know what materials are required?
 - MM: Wouldn't that be wonderful
 - J. Shankweiler: policy that these notations should go in schedule of classes (e.g. Cosmetology, Welding)
 - AV: Question about providing copies. Is there a limit on number of copies? For example, we have a lab manual that students purchase from bookstore-can we request copy center to make copies of labs on a week by week basis?

- AJ: Our library orientation class makes up to 5,000 copies of handouts for our students.
- AV: can school absorb that cost that normally students pay?
- JS: Right now Copy Center has no limit, but it is not free.
- S. Allen: The minutes should say we are very grateful.
- S. Donnell: I just want to make sure I am reading this right. If I have textbooks that are very expensive, but they are optional?
 - MM: If they are optional, then it is irrelevant. We are only talking about what students are required. We have faculty on this campus that are listed at ZTC because their book is optional, they don't require it
- J. Baranski: what is the range for low cost designation?
 - MM: The lowest we saw was \$25; highest was \$50. This is an ongoing debate. Conversation going on right now where a couple of campuses are doing it by number of unit (for example \$15 per unit), but it becomes a management challenge. We are two years behind on this ZTC stuff.
- CM: We have copies on reserve in the library that students can use. Does that count as ZTC?
 - MM: Only zero cost if you don't require a textbook. We don't have 30 something copies on reserve at the library that can be used at the same time or take home. If it's a library e-book and an e-book that has simultaneous access to the whole campus (those are the ones we try to get) and all students have access that way, then that would count because they all have access at all times.
- PM: Just to clarify, this isn't a policy
 - MM: I talked to Kristie and Darcie—these are recommendations.
 - PM: Who will ultimately police this?
 - MM: The divisions. We don't have a person whose job this is.
 - A. Josephides: Make a recommendation when it comes to second reading, to be mindful that it is not a resolution. In proposal, perhaps we can start wording it as a recommendation
 - PM: For Deans, put the audience there because they are the ones making the decisions.
 - MM: We've been piloting a few different ways to see what works. There was a form to report ZTC, I get it all, IT makes a list and they switch it on online scheduler. What I found was that people were coming to me instead of their deans, and vice versa so our list never matched.
- P. Lau: To clarify, there is low-cost, zero-cost designations in schedule builder?
 - MM: Right now if students are in online schedule builder—it is not working in web advisor. When they go on, on homepage, there is a tab that says low cost, ZTC. They can click on that tab and start searching for a class. When they are searching, they can see which sections are zero cost.
 - PL: The reason I'm asking is because for a music class, you don't need a guitar. You can just play when you are in class I guess. But don't you need one to practice on?
 - MM: You tell me, it's your class. No one is forcing you to go ZTC. The state is now requiring that if your class is ZTC, they want you to let students know. The majority of classes on campus right now are not zero textbook cost. The state is funding faculty across state to start creating OER where there are known gaps. I think someone from ECC applied.
 - PM: The purpose is to use capitalism. Students are going to choose ZTC before they choose others so that is going to influence you to say 'maybe I'm not going to use that'
 - PL: How misleading is that, you may not need anything but you might not do well
 - PM: Professor will make decision to assign a textbook, or assign an open educational resource. Using students to motivate the professors instead of telling professors not to use \$200 textbook.
 - MM: Student can see "I can go take a class at Compton College and not buy a textbook"
 - PL: I can show up and nothing is required, so I can choose not to buy it
 - 69% of our students don't buy the textbook anyway. They try to get by without them

- Question about when OER advisory committee meets.
 - MM: First Wednesday of every month.
- MM: I totally hear what you're saying.
- D. McClelland: Clearly this is a large topic of discussion, a lot of opinions, it's very convoluted. Please go back to your divisions and talk to people. Give us examples on weird scenarios. Get people's opinions. We will be bring this back as a second reading and vote as a Senate to support or not support low cost designation. Let's go out and talk to our colleagues and ask what greater body of campus thinks about low cost designations. If they like it, what are some specific parameters.
- MM: and please email me your questions so I can take forward to committee, ASCCC, and Chancellor's Office. But I don't know what all the questions are.
- PM: Only choice we have is low cost, not zero cost designation, that is state law.
- DM: Choice here is low cost.

C. OFFICER REPORTS

f. VP Academic Technology – Pete Marcoux

- PM: We have Academic Technology conference on Friday, March 13th from 8:30-2pm
 - We have a keynote speaker, someone from Canvas will be doing a live feed. We will be announcing workshops soon
 - Register on Cornerstone. Lunch is provided. What neat about this year's conference, we are inviting students. Workshop at every time frame will have something that is student friendly
 - Next meeting is February 27
- College Tech committee
 - Looking at Datatel – there are issues with it. They are looking to see if it is sustainable, whether we should stick with it. Do better training on using it.
 - Did a big survey over the break—teaching faculty don't deal with Colleague as much, counseling faculty use it quite a bit
- There are 6,000 devices on campus. We are coming to a point that it is not sustainable
 - We have 2x more devices than comparable schools. We are building new buildings and putting in computer labs without a plan to fix and replace these devices, and there is no money
 - Our partnership with Compton gave us some funds that paid for these upgrades
 - This includes faculty laptops
 - We will be talking about that this semester about how to best use tech funds
- Crystal Martin is new co-chair
- C. Streipe: What is going on with campus email?
 - Campus email: Switching everyone by October. Hopefully they will move that ahead of time, I am pushing for this semester
 - They have moved some people over, there is beta testing
 - A. Brochet: Do folders move? PM: Yes. Only hiccup I had was on mobile device, I had to log off and log back in

a. President – Darcie McClelland

- A couple of announcements: Active shooter drill on Thursday March 19th - there will be a morning and evening one. Fifth Thursday which is what we agreed upon.
- If you have agenda items for spring, now is the time to let me know even if you don't have materials.

- One of the things we piloted in the Fall and people enjoyed were highlighting programs on campus to celebrate: celebrating programs on campus that are pretty cool (e.g., mentorship programs, programs for students). If you have programs in your department, let me know and I will put it on the agenda. I have a couple of ideas that I will get into contact with people about.
- Thank you to everyone who is serving as senate and diversity rep in hiring committee: We have reps on 7 of 8 hiring committees. 2 Dean and 1 Associate Dean committees, and investigator for Title 9.
- Will have longer report for you next time.
- Shout out to Stacey and PD team: PD day was awesome on Thursday.

b. Chair, Curriculum – Janet Young

- Curriculug is operational!!
- CCC Training Tuesday, February 25th 2:30-4:00 (Everyone is welcome)
- Training for DCC/Deans/Clerical Support –set up soon
- Course input into Curriculog has begun so courses are ready to be imported for course review
- Minimal clicking around – you just fill out the form
- Program is customizable so we can tweak it as needed.
- Acalog (Catalog) and Curriculog (Curriculum) interface with one another
- Curriculog Transition for Spring: course review has started with paper process.
 - February 25th, March 10th, and March 24th Meetings
- Course review via Curriculog will begin April 28th meeting and beyond
- Degrees and certificates will still be approved via paper process
 - Paper review for Spring semester
- Training will be in this room on May 1st

c. VP Educational Policies – Darcie McClelland

No ed policies updates

d. VP Faculty Development – Stacey Allen

- We were busy over winter planning PD Day—please fill out survey sent out by Professional Development, we want your feedback
- Getting the Job workshop: We had a rock star panel. Thank you Senator Seranda for serving on the panel! 31 adjunct faculty in room and received a lot of great information. It's such a great event. If I ever come hounding you, please do it. It is a very rewarding experience to share our side of it.
- 4th annual tenure reception, we have 4 senators who received tenure. Congratulations:
 - John Baranski
 - Hong Herrera Thomas
 - Shimonee Kadakia
 - Dominic Fanelli
- Next meeting is next Tuesday, join us
- A. Josephides: I want to add that four of our adjunct faculty that attended your past sessions are now full-time librarians with Cal State and UC system as well as our institution. I know they have mentioned that this session played an integral part of getting to where they are now.

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

- Not much to report.
- PLO and SLO are coming up due.
 - SLO are due via Nuventive due March 6th
 - PLO reports due 2 weeks later on the 20th
 - If you have any changes that you would like to make in your timeline for assessment, let your facilitator know or email me

DM: Thank you everyone for showing up today, I know it's a very busy day, it really means a lot to us.

H. FUTURE AGENDA ITEMS:

- a. Accreditation Self Report
- b. SEA Plan
- c. AP 4300, Field Trips and Excursions

I. PUBLIC COMMENT

None.

J. ADJOURN

The meeting adjourned at 1:50 pm

RD/ECC Spring 2020

The Academic Senate Needs Your Help!!!

We are currently recruiting faculty for the following committees/task forces:

AIMS Team: One full-time faculty member who is willing to serve on the AIMS team. They meet the 2nd and 4th Wednesday of the month from 3:00-4:30pm. Ideally, we are looking for someone who will be willing to serve long term (multiple years) to be part of a team of administrators, faculty, and classified staff who are working together to help our students who are experiencing difficult times.

Safety Committee: One faculty member, preferably someone who teaches at night, to serve on the safety committee. They meet the 2nd Wednesday of the month from 8:30-9:30am. This committee makes recommendations to the President about what can/should be done to improve safety and help students, faculty, and staff feel safe on campus.

Associate Degree Task Force: One faculty member from each division (we have representatives from Math and Humanities already) to serve on the task force. This task force will meet as needed to make recommendations to Senate and Council of Deans regarding various aspects of the Associate's Degree such as the 12 unit residency requirement, math competency, ADTs and IGETC, and AP 4100, Graduation Requirements. The first meeting will be Thursday, March 26, from 1-2pm and the task force will schedule further meetings on that day.

Noncredit Workgroup: Several faculty members from various disciplines who are interested in shaping noncredit curriculum on our campus. This workgroup will be co-chaired by Shanna Potter from Chemistry and a Dean (Dr. Shankweiler is presently reaching out to confirm) and will make recommendations to the Senate and Administrators on a noncredit program at ECC. Meeting dates/times are TBA.



El Camino College

College Council Minutes
Monday, February 3, 2019
1:30 – 2:30 p.m. Library 202

Attendance

Kelsey Iino, Rose Mahowald, Dena Maloney

Absent

Edith Gutierrez, Darcie McClelland, Kenny Galan, Urwa Kainat,

Support/Alternates

Robin Dreizler, Iris Ingram, Jane Miyashiro, Ann O'Brien, Jean Shankweiler
Lindsey Lee – Student Representative, Debbie Turano - ECCE Representative

Presenters/Guests

Jorge Gutierrez

Minutes

1. Welcome/Approval of Minutes

Dr. Maloney welcomed members of College Council and opened the meeting.

After review, the minutes from the December 21, 2019 meeting were approved.

2. Guided Pathways Assessment Second Reading and Adoption

Jean Shankweiler provided an update on the progress of the [Guided Pathways assessment](#). Changes have been made since the first version brought to College Council on January 21, 2020. It is a bit longer with more details. The next big push is to get our Success teams in place and getting Program Mapper implemented. Student Success stories and Student Engagement questions are new to this year's assessment. This version is currently going through collegial consultation and will go to the Board on February 18, 2020. It is due in the Chancellor's Office by March 1, 2020.

The formation of Success teams has proven to be a huge undertaking. February 12, 2020 is the Guided Pathways Summit. The campus community, including students, is invited to work on the formation of Success teams. The Guided Pathways coordinator from the Chancellor's office that is assigned to our region will share how other schools have implemented Program Mapper and Success teams. A workbook organizing the tasks for the next semester for the Success teams will be distributed. Continued work and clarity on the Success teams is in progress.

College Council accepted the second reading and adoption of the Guided Pathways Assessment report.

3. AP 5203 Lactation Accommodation

Jane Miyashiro provided background on SB 142, Employee Lactation Accommodation, that passed on January 1, 2020. Part of the bill requires an AP specifically on lactation accommodation. CCLC has a template on AP 5203

Lactation Accommodation. Our [proposed AP 5203](#) is based on this legally vetted template and includes both students and employees.

We currently have lactation accommodations located on campus. Facilities is putting their locations on the interactive campus map available on our website. Locations are proposed in the new Behavioral and Social Science building and the Art Complex. Currently there are lactation accommodations in the Student Services building. Space in the Administrative building is being identified. The rooms will be private with one-way locks, equipped with a chair, table and electrical outlet. Shelves and sofas are also being considered. Sinks will be in close proximity.

Similar to the initiative for gender-neutral restrooms, accommodations for specific facilities will be part of future design plans and attempts to find space that meet the requirements in existing buildings will be made.

Is AP 5203 required to go to Academic Senate because of language in the last paragraph? Darcie will look into it. AP 5203 will be presented to the Facilities Steering committee today.

4. Governor's Budget Proposal

Iris Ingram provided current information on the annual Governor's budget. Community Colleges will continue to be limited to their current allocations plus 2.29% COLA with an anticipated .5% growth. Budget proposals still have to go through Senate and Assembly Budget Committee processes as well as presented to other committees for review and input. The budget is far from being finalized. We will know more in mid-May when the May Revise is issued.

There is a lot of one-time funding provided for specific programs that may be considered "priorities" for the Governor. One-time money is not a sustainable source of revenue.

Schedule Maintenance is receiving annual one-time allocations. This year's allocation amounts to about \$123,000 per community college campus. ECC splits this allocation between ITS and Facilities which does not amount to much funding. The state has not kept up with schedule maintenance system wide.

The budget did not address the system wide issue of PERS/STRS. The Legislative Analyst Office has suggested that the one-time allocations for small initiatives be better used for PERS/STRS Relief.

SCFF remains in place. No changes are expected to be made in 2020-21. First Generation students may be a component for funding under the SCFF but the metrics for identifying and verifying First Gen students still has to be established. Hold Harmless has been extended until fiscal year 2022-23. However, funding continues to change and is unpredictable. This year's allocations have not yet been determined.

Staffing changes have been made in the Chancellor's Office. In an effort to prepare the new Vice Chancellor, The Chancellor's Office hired Jim Austin to go out to the districts and really listen to the concerns regarding the SCFF. The first year of SCFF was very unstable. There is not enough money to fund the formula.

ECC attended the Annual Legislative Conference and advocated for fully funding the SCFF, more funding for deferred maintenance and instructional equipment and PERS/STRS reform for the fiscal stability of our colleges.

Our Music building construction project is included on the list for funding under Prop 51. We expect and hope the state will fund about \$20M toward the project. We also advocated to keep this project on the list of projects included in the 2020-21 budget.

PBC will be provided a draft of the processes and timeline for next year's budget. The draft will include templates that will connect planning processes from Institutional Research and Planning with the Program plans and budget requests. Meetings are schedule with IR&P to develop a seamless process. The initial budget requests should roll out late February/early March. Instructional workshops and training for the new process are being mapped out. Over the past few years, Position Control has been strengthened.

5. Facilities Update

Jorge Gutierrez provided status updates on the [ECC Construction projects](#), including anticipated completion dates.

Reminder: The Grand Opening for the Gymnasium is on Friday, February 21, 2020 with fun activities with prizes.

Not included on the status update from Jorge Gutierrez:

- The plans for the proposed Manhattan Beach traffic signal at the exit of Lot F are at L.A. County Traffic Department for review and approval.
- Solar power is being considered campus wide. A feasibility report is being prepared with cost factors and location suggestions.
- Interviews with architects for the Music Building are scheduled for the spring. This is in anticipation of getting state approved funding for the project.
- Recently, the property outlining the campus, on Crenshaw Blvd, has been very well maintained by the County. It looks much better. Similar efforts are planned for Manhattan Beach Blvd.
- Property around the ramp leading to the south parking lot, (around the El Camino signage) has dilapidated old metal posts with wires littered throughout. This property belongs to the City of Torrance. We are in contact with the appropriate office to advocate the same efforts taken by the County.
- New and improved electronic monument signs are being considered to replace the existing signs on Manhattan Beach Blvd and Crenshaw Blvd.

6. Adjournment

Parting comments:

Coronavirus outbreak - There was a hoax of a case on campus. An official communication will go out to the campus community about the impact of the outbreak locally. The AFT notified their members on protocols to follow with regards to disseminating information to mitigate fear or paranoia. Practical common sense protocols – washing hands frequently, stay at home if sick, etc., will be part of any communications to the campus. Marketing and Communications is using messaging and protocols from the LA County Public Health Department and CDC. LA County Public Health Department has existing protocols for disseminating information on any communicable diseases. It is fairly routine. We also get precautionary notifications from the agency.

The other concern is the xenophobia and anti-Asian backlash that can possibly stem from this. We are a diverse campus and are aware and proactive on this issue.

Lindsey Ludwig is taking steps to ensure that our international students are not dropped from their classes due to travel bans or other related issues. She is checking with field representatives and other International Student programs. This is an opportunity for us to work across division lines to respond effectively.

Meeting adjourned

2019 - 20 College Council Goals

1. Provide orientation to all new and returning members of College Council on the Council's purpose, goals, and expectations of its members. Annually evaluate the College Council's effectiveness.
2. Lead the design of a 2020-25 Making Decisions at El Camino College document, which reflects the institution's commitment to collegial consultation and the purpose and responsibilities of each collegial consultation committee, its relationship to other committees, and the process for moving recommendations to the Board of Trustees through the Superintendent/President.
3. Complete/continue the development of legally required policies and procedures.
4. Consult collegially on the Institutional Self Evaluation Report. Attend assigned campus forums and provide feedback to the College Council.
5. Consult collegially on the organizational structure needed to support guided pathways at El Camino College.
6. Ensure that the College Council is informed of college initiatives including but not limited to:
 - Associated Student Organizations initiatives
 - Technology modernization
 - Impacts of facilities on the student experience
 - Sustainability plan progress
 - Climate Survey plan progress
 - 2020-23 Strategic Plan and new institutional planning model

Future Meeting Dates: 1:30 p.m. Library 202 D. Maloney Reminder only

Winter/Spring Council Meetings

- Tuesday, February 18, 2020 (Board Day)
- Monday, March 2, 2020
- Wednesday, March 11, 2020 Policy Review Day
- Monday, March 23, 2020 (Board Day)
- Monday, April 6, 2020
- Monday, April 20, 2020 (Board Day)
- Monday, May 4, 2020
- Monday, May 18, 2020 (Board Day)
- Monday, June 1, 2020

Summer/Fall College Council Meetings

- Monday, June 15, 2020 (Board Day)
- Monday July 13, 2020 (Board Day)
- Monday, August 17, 2020 (Board Day)
- Tuesday, September 8, 2020 (Board Day)
- Monday, September 21, 2020
- Monday, October 5, 2020
- Monday, October 19, 2020 (Board Day)
- Monday, November 2, 2020
- Monday, November 16, 2020 (Board Day)
- Monday, December 7, 2020
- Monday, December 21, 2020 (Board Day)

Faculty Development Committee Meeting

Minutes for Tuesday, February 25, 2020

Teaching and Learning Center (TLC), Library West Basement, 1-1:50 pm

Present	Name		Division
X	Stacey Allen*	SA	Behavioral & Social Sciences
	Alireza Ahmadpour	AA	Fine Arts
X	Amy Herrschaft	AH	Counseling
	Amy Himsel	AJH	Behavioral & Social Sciences
X	Analu Josephides	AJ	Library & Learning Resources
X	Sheryl Kunisaki	SK	Library & Learning Resources
	Arturo Martinez	AM	Mathematical Sciences
	David McPatchell	DM	Compton College
X	Polly Parks	PP	Natural Sciences
X	Margaret Steinberg	MS	Natural Sciences
X	Claudia Striepe	CS	Library & Learning Resources
X	Lisa Mednick Takami	LMT	Professional Development
X	Evelyn Uyemura	EU	Humanities

*Committee Chair

Mission Statement: *The El Camino College Faculty Development Committee provides opportunities and support to promote instructional excellence and innovation through faculty collaboration.*

Fall 2019 Meetings: September 10 & 24, October 8 & 22, November 12 & 26

Spring 2020 Meetings: February 25, March 10 & 24, April 28, May 12 & 26

Updates/Announcements:

FDC Membership: SA welcomed the committee back after a well-deserved winter break and announced that two new faculty members have expressed an interest in joining the FDC, Amy Himsel (Psychology) and Arturo Martinez (Mathematics). Unfortunately, neither of them were able to attend today's meeting.

Spring Professional Development Day 2020 – February 13, 2020: Members reported that colleagues appreciated the PD Day theme, Harnessing the Pillars of Wellness for Personal & Student Success and the focus on faculty and staff wellbeing. AJ reported that fellow librarian Gary Medina expressed a desire to have wellness themed professional development opportunities throughout the semester. Many noted that colleagues enjoyed hearing and learning from other faculty and appreciate learning about the various areas of expertise represented on our campus. SK noted the workshops encouraged her to think differently about health and to embrace aging. SA reminded the committee to complete the evaluation survey by Friday, February 28th.

Tenure Reception: SA reported that 18 newly tenured faculty were honored at the Fourth Annual Tenure Reception on February 13, 2020. Honorees received a pen and cardholder gift set, ECC lapel pin, and a certificate. Wendy Lozano provided the beautiful table decorations. SA thanked Sheryl Kunisaki for her tireless efforts to arrange food, media, and facilities requests. The reception was hosted by the President's Office, VPAA, and Academic Senate.

Getting the Job (GTJ), Part I: The Job Application, December 6, 2019: SA reported that Pamela Jones (Human Resources), Amy Grant (Dean, Natural Sciences), Susana Acuna Acosta (Mathematical Sciences), Renee Galbavy (Psychology), and Salvador Navarro (Counseling) served on the panel. Attendance was somewhat low with only 15 participants, but this offered a more intimate environment with robust dialogue. The CV review session following the panel presentation provided an excellent opportunity for

participants to receive valuable feedback on ways to improve and enhance their CV as they prepare to apply for full-time teaching positions.

Getting the Job (GTJ), Part II: The Interview, January 31, 2020: GTJ, Part II was well-attended with over 30 participants. Panelists for the workshop included: Scott Kushigemachi (Associate Dean of Humanities), Seranda Bray (Counseling), Joshua Casper (Political Science), Shaun Cook (Chemistry), and Michelle Moen (Child Development). A mock interview session followed the panel presentation which gave participants the opportunity to practice answering questions that are typically asked during a full-time teaching position interview.

Faculty Symposium – SA reported that she received an email from Berkley Price, Dean of Fine Arts, seeking faculty participation in planning the inaugural Faculty Symposium tentatively scheduled for 3:00-5:00 on May 7, 2020 in the DE Center. The symposium will be an opportunity for faculty and staff to share research projects and sabbatical reports. Presenters will receive flex credit and a certificate. Refreshments will be provided by the VPAA. AJ graciously volunteered to join the planning committee which also includes Katie Sundara (Associate Dean, I & T) and Rick Christophersen (Director, CFA). EU suggested inviting recent sabbatical recipients to participate on the planning committee. The FDC noted that starting the event at 4:00 and/or ending at 6:00 would likely draw a larger crowd to accommodate teaching and work schedules. The committee agreed that students should be encouraged to attend and would benefit greatly by the exposure to faculty research.

Spring FDC Initiatives:

Faculty Book Club (FBC): AJ and CS will co-facilitate the FBC this semester with a new format. In lieu of a book, the club will read a series of scholarly articles related to the theme, Crossing Borders in Higher Education. AJ reported they have been working with their SITE team partners, Crystle Martin and Christina Nagao, to develop an indigenous literacy information framework with a focus on Native Hawaiian, Samoan, and Tongan cultures. In addition, they have partnered with MANA and hosted focus groups. Because AJ reported that enrollment has been low on Cornerstone for the four sessions, the committee discussed ways to enhance promotional materials. In addition, the committee discussed options for delivering and/or housing the scholarly articles to be read at each session.

Informed & Inspired (I&I): SA reported that the Student Equity Advisory Council is interested in partnering with the FDC this semester to host I&I sessions that will complement the Student Empowerment Dialogue Series. Topics have yet to be confirmed, but I&I sessions will take place at 1:00 on March, 26th, April 30th, and May 28th. The committee discussed the success of the previous partnership and the value of student panels for faculty and staff to better understand the students we serves. CS noted the importance of being able to link students to appropriate services and provide practical assistance which is enhanced by a greater understanding of student experiences.

Flex FAQ Revisions: SA recommended the formation of a subcommittee to revise the Flex FAQ document. She requested members to contact her if they are interested in serving on the subcommittee.

Adjourned 1:55

SA/2.27.20

Hello Senators,

The Accreditation Chairs have asked that you please review the Accreditation Institutional Self Report at <https://www.elcamino.edu/accreditation/> and be prepared to discuss it at our senate meeting on March 3, 2020.

Thank you,

Darcie McClelland

ADMINISTRATIVE PROCEDURE 4300

FIELD TRIPS AND EXCURSIONS

This document will serve to assist District employees and students in conducting and completing Field Trips, Excursions, and Alternate Site Activities. This document will be maintained in the Business Services office and campus-wide divisions and departments.

Definitions

A. *Field Trip* shall be defined as an instructional trip which provides for registered students to attend a designated program of instruction away from the El Camino College campus for a specified period of time and for which the instructor arranges transportation.

~~B. An *Excursion* shall be defined as an extra or co-curricular, social, educational, cultural, club, athletic, or musical activity.~~

~~BC. An *Alternate Class Site(s)* Meeting shall be defined as one in which the regularly scheduled class location is changed and for which students arrange their own transportation.~~

~~A field trip within the boundaries of the District or within a fifty (50) mile radius of the campus may be designated as a class held at an alternate site off campus, if the period of instruction is to run for seven (7) or fewer hours.~~

~~An *Excursion* shall be defined as an instructionally related social, educational, cultural, athletic, or musical activity.~~

D. Student Organizations include Associated Students Organizations, Inter-Club Council, and student clubs registered through the Student Development Office.

General Principles

A. The District may either provide transportation by use of District equipment or contracted with a -transportation carrier to the sites of approved field trips/excursions. When District equipment is used the governing board shall secure liability insurance as appropriate. When a contracted transportation carrier is used, the vendor is required to show Certificate of Insurance coverage pursuant to the District's required insurance limits, including, but not limited to, Comprehensive General Liability, Automobile Liability and Workers' Compensation coverage.

B. Every effort shall be made to allow students with disabilities to participate in field trips and alternate class site meetings. In the event that a student with a disability is unable to participate, an alternate activity shall be provided. A student with a documented disability who will be requiring accommodations on a field trip, excursion, or alternate site activity must notify the instructor that they will be requesting accommodations at least ten (10)

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working days before the event is scheduled.

C. Undocumented students and students who would have financial issues related to participating will also have an opportunity to complete an alternate assignment.

D. The following activities must be coordinated with, and approved by ~~the Area of Student Services and Community Advancement~~ Athletic activities, off-campus activities involving student organizations, clubs, etc., participation in recreational events/sports activities and events, Dances, Picnics, Approved and calendared non-District sponsored activities.

Commented [MD1]: Revise if athletics moves under Jean.

Procedures for Field Trips and Excursions

A. Planning and Approval Procedures for Field Trips

1. Notice of required field trips and estimated time and cost ~~should~~ must be provided in advance on the instructor's syllabus. The instructor must submit properly completed forms to his/her division dean at least four (4) weeks prior to the date of the event.
2. All field trips in excess of 5020 miles must be approved by the Vice President of Academic Affairs or designee. Immediately after field trips have been approved by the Vice President the dean shall be informed.
3. No ~~class or~~ group may be authorized to take a field trip under this policy if any student ~~who is a member of such an identifiable group~~ would be excluded from participation in the field trip because of ~~inclusion in a protected class~~ lack of funds or disability. All students shall be given an equal opportunity to participate.
4. All field trips ~~must shall~~ be supervised by a ~~classified, certificated, or management~~ employee of the District.
~~If the field trip is canceled, immediate notification shall be given to the responsible dean.~~
5. Only regularly-enrolled members of the class may participate in the field trip.
6. ~~Reconnaissance:~~ If instructor reconnaissance is deemed necessary in preparation for the field trip, approval ~~for and~~ District transportation ~~may shall~~ be obtained from the responsible dean.
7. Immediately prior to departure, an accurate roster of all participants shall be left with the Campus Police ~~Office~~.

Commented [MD2]: Ask about this at CoD

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checks of students during field trips/excursions to ensure as may be deemed necessary for the safe return of all students and other personnel.

2. All students participating in field trips/excursions shall be subject to the supervision and discipline of the employee designated as the responsible representative (~~See Board Policy 5138~~).
3. ~~It shall be the duty of~~ The employee designated as the responsible representative of the District shall notify all selected students of the starting time and location of the trip, and under the jurisdiction of ~~his/her~~ the appropriate Dean/Director, to complete any other arrangements necessary for the purpose and safety of the trip.
4. ~~The District shall, at the discretion of the Superintendent/President, transport students, instructors, supervisors, or other personnel by the use of one of the following means: district equipment or contracted to provide transportation, or arrange transportations by the use of other equipment.~~
5. ~~In order to reduce their liability,~~ designated District employees, must exercise "ordinary care and skill" ~~Ordinary care and skill mean that District authorities must ascertain by ensuring compliance with~~ the following requirements:
 - a. All persons who drive District or contracted rental vehicles must receive the District's Safe Driver training prior to departure and pass certification requirements to operate a ~~district vehicle~~ 12-passenger car or van.
 - b. Drivers will rotate every three hours and will observe posted speed limits, and no cell phone use shall take place by drivers at any time while operating the vehicle.
 - c. All drivers of personal vehicles transporting participants must have completed the District's Safe Driver training.
 - d. Drivers shall not be physically ill, under disabling medication, or otherwise physically or emotionally unfit to safely drive the vehicle at the time of the proposed driving.
 - e. The District-owned vehicles in question have been inspected by designated District employees and such employees are reasonably satisfied that the vehicles are safe, having established a reasonable inspection system and by requiring meticulous adherence to that system.
 - f. Contracted vehicles must be inspected by the designated responsible employee for safety, including all lighting systems, license plate,

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FIELD TRIPS AND EXCURSIONS

registration, brakes, and spare tires. Verification of the registration and appropriate license plates must also be conducted.

- g. Each District vehicle must carry a current copy of the District's insurance certificate and procedures for necessary actions in the event of an accident. In addition, prior to departure each driver is responsible for securing (and inspecting the contents of) a first aid kit for each vehicle. (See Section V.B and V.D of this Procedure)

Procedures for Alternate Class Sites

A. Planning and Approval Procedures

1. It is ~~recommended~~ **required** that the instructor notify ~~his/her~~ **the appropriate** division dean at least one (1) or more weeks prior to the date of the event.
2. All alternate class sites ~~shall~~ **must** be supervised by an academic employee of the District.
3. If the alternate class site is canceled, immediate notification **must** ~~shall~~ be given to the responsible dean and the students.
4. Only regularly-enrolled members of the class and auditors may participate in the alternate class site.
5. Students **must** be notified of the alternate class site at least two (2) meetings in advance and shall be convened and dismissed at the alternate class site.

B. Transportation

1. Students shall **arrange their own** travel to the alternate class site ~~in the same manner in which they travel to attend the regularly assigned class.~~
2. The instructor shall NOT arrange private transportation for students either to or from the alternate class site.
3. When available, district vehicles can be used to transport students to an alternate class site. The request should be four (4) weeks in advance for approval by the division dean or director.

C. Regulations

1. All students participating at the alternate class site shall be subject to the supervision and discipline of the certificated employee designated as the responsible representative. (See

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FIELD TRIPS AND EXCURSIONS

Board Policy ~~5138~~5500 and Administrative Procedure 5500 and 5520).

2. ~~It shall be the duty of~~ The academic employee designated as the responsible representative of the District ~~to~~ must notify all selected students of the starting time, location, and duration of the alternate class site meeting. Under the jurisdiction of the appropriate ~~his/her~~ dean, this individual must also complete any other arrangements necessary for the purpose and safety of the meeting.
3. Designated District employees, in order to reduce their liability, must exercise "ordinary care and skill" when conducting a class at an alternate class site.

Insurance and Liabilities for Field Trips, Excursions and Alternate Class Sites

- A. The Director of ~~Purchasing and Risk Management~~ ~~Business Services~~ shall ensure that the District has sufficient insurance to protect the District and its employees from liability in the performance of their approved, legitimate duties under these procedures.
- B. The District will provide vehicle insurance information, roadside assistance information, and other appropriate documentation as needed to the district employee in charge of supervision.
- C. The District shall provide or make available ~~medical/hospital~~ service, or accident insurance for students participating in field trips, excursions and alternate class site meetings.
- D. When district equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in a foreign country.
- E. ~~All persons participating in making a~~ participants in voluntary field trips, or excursions, and alternate class site meetings are deemed to have waived all liability claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.
 1. All participants and the parents/guardians of minor student participants must sign a statement advising them of this waiver.
 2. A Field Trip/Excursion ~~Waiver Form~~ Waiver, Release and Indemnity Agreement (hereafter referred to as "Waiver Form") must be filled out and signed by each participant prior to the departure of each field trip/excursion.
 3. The waiver form shall be submitted to the appropriate office prior to departure.
- F. An employee of the District shall be present for the entire duration of the field trip, excursion or alternate class site meeting. ~~He/She~~ and will have the same liability coverage as for on-campus activities.

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Emergencies and Inappropriate Activities for Field Trips, Excursions and Alternate Class Sites

A. Misconduct

1. Prior to the field trip, excursion or alternate class site meeting the instructor/employee shall inform students that misconduct could result in suspension from the trip, additional discipline, and/or that participants may be sent home during a trip if their conduct is deemed detrimental to the purpose and safety of the group. The student is responsible for the cost of transportation home.
2. The instructor may supplement the standards of conduct identified in Board Policy 5138 with additional regulations, which must be explained prior to the event.
3. The instructor shall exercise the same amount of care that a "reasonable person" would exercise in any incidents involving student misconduct or questionable legal activities.
4. Should a ~~problem or concern~~ **misconduct** arise during the field trip, excursion or alternate class site meeting, the instructor shall notify his/her dean and Office of Student Development/Life immediately upon the return to campus and initiate the appropriate course of action.

Commented [MD4]: Liability on way home?

B. Accidents involving a Student, District Employee, or Vehicle

1. The instructor/employee shall obtain prompt emergency treatment for any injured individuals.
2. If the injury needs immediate care, the instructor/employee shall call 911 and have the individual transported to the paramedic-designated hospital. If the instructor/employee has any doubts, he/she is to follow the most conservative path -- call for help and send the individual to the hospital as soon as possible.
3. The District provides accident coverage for all students. This insurance is secondary to the individual's own medical coverage. In an emergency, this insurance may be used to get the student treated in any hospital. In a non-emergency situation, care must be taken to refer the student to the appropriate medical facility. All first aid kits should contain the District's medical insurance form.
4. If a vehicle is involved in an accident, the passengers and injured should be removed to a point of safety. The nearest law enforcement agency should be contacted. Employee(s) and students should not leave the scene of the accident until the accident is reported to the law enforcement officials and the disposition of passengers and vehicle has been arranged.

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5. In the event of a mechanical breakdown or other road emergency~~ies~~, the employee should contact Campus Police to determine the best means to get the vehicle back to campus.
6. The appropriate accident report form shall be completed and filed immediately upon return.

C. Illness

1. Each participant shall be cautioned **in advance** that health care is his/her personal responsibility. ~~(Students should be warned about this in advance.)~~
2. A student who appears to be ill prior to the trip or who becomes ill may be sent home upon the decision of the employee. The student may be responsible for the cost of transportation home in such an instance.

D. First Aid Kits:

1. A first aid kit **containing the District's medical insurance form(s)** shall be in the possession of the instructor/~~employee~~ for all field trips, **excursions and alternate class sites**.

Fees, Costs and Reimbursement for Field Trips/Excursions and Alternate Class Sites

1. All fees or related costs required of participants in field trips shall be clearly listed in advance of enrollment in the course. The refund policy shall conform to the District's general refund policies.
2. District representatives shall be reimbursed for authorized and/or emergency expenses.

Reference:
Title 5, Section 55220

Approved: 3/16/09
Revision: 10/9/19
Ed Policies 2/25/20

POLICY & PROCEDURE SERVICE

AP 4300 Field Trips and Excursions

References:

Government Code Section 11139.8;

Title 5 Section 55220

NOTE: *The following procedure is **legally advised**. Local practice may be inserted, which should address the following concepts.*

NOTE: *Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request for state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions. The California Community Colleges Chancellor's Office has indicated it will not approve requests from local community college districts to travel to a restricted state. The California Community Colleges Chancellor's Office has also opined that Government Code Section 11139.8 does not apply to local community college districts. However, California law has recognized local community college districts as state agencies for certain purposes, among those is the community college funding mechanism. Thus, districts should consult with legal counsel in implementing Government Code Section 11139.8.*

The District may conduct field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students.

The District shall engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District.

The District shall, at the discretion of the [**designated position**], transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

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POLICY & PROCEDURE SERVICE

The District may pay expenses of instructors, chaperones and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the [**designate position**]. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source.

No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

Revised 8/06, 8/07, 10/17

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