



ACADEMIC SENATE MINUTES

Thursday, February 21st, 2019 12:30 p.m. Board Room

ATTENDANCE

Senators

Visitors

Jerome Evans
Roza Ekimyan
Paul Flor
Amber Gillis
Brent Kooiman
Kent Schwitkis
Pamela Richardson
Malinni Roeun
Rajinder Sidhu
Holly Schumacher
Shirley Thomas
Andree Valdry
Nikki Williams
Stephanie Atkinson-Alston

Aurora Cortez- Perez
Evan Sorka
Axa Maradiaga
Aaron Dowell
Kendahl Radcliffe
Susan Johnson
Citlali Gonzales
Jasmine Phillips
Valerie Woodward
David McPatchell
Judy Crozier
Liza Rios

I. CALL TO ORDER – Amber Gillis 12:46 p.m.

II. APPROVAL OF AGENDA – Schwitkis/Evans- Approved

III. APPROVAL OF MINUTES – Mills/Schwitkis - Approved with correction- Hoa Pham was not present.

IV. REPORTS

President's Report- Amber Gillis reporting.

- Making Decisions Document- We will begin working on this during the semester. We are moving forward with that and we already have a table of contents that will be released in the next week or so. We are looking for volunteers to be on the team to help write. Classified, students and managers will also be asked to participate. We have an obligation in academic senate to be part of the creation of the process. Please consider being part of the team. I will probably be partly spearheading much of the narrative and I will be asking and leaning all of your for help.
- Consultative Council- There have been a lot of questions regarding Flex and Flex credit about who is recording this and how this is being tracked. Who is in charge of all of that information, how do we log those hours and how can we be sure that they are being tracked? Senate and Academic Affairs will be hashing out the details and will release it campus wide. It was implied that we have our own version of what El Camino has but I have not seen it. Until I see this in writing, I am not letting it go. R. Ekimyan- I would like to post some workshops for curriculum for faculty to attend and I have no idea where to go. J. Mills just spoke to Barb and he was told

to go through Academic Affairs. H. Schumacher- If we are going to have something like Flex Reporter, who is going to be in charge of this? Could this be the Professional Development Committee chair? This is one of the items that we are negotiating in the contract. A. Gillis- It should be a faculty representative and Academic Affairs representative to chair the committee. H. Schumacher- Our contract currently states academic affairs. We need a process in place. H. Pham- Can you check on what qualifies as flex hours? El Camino has a list of what qualifies and I just want to make sure that this is in place.

- A. Gillis- I want to acknowledge the new Dr. Paul Flor. Congratulations on your accomplishment.

Vice President- Jesse Mills reporting.

- One of the most important committees on campus, the Institutional Effectiveness Committee, is missing several members. If anyone is interested in joining please reach out to us. A. Gillis-Lauren Sosenko is now a member of the committee.
- College Council- El Camino spent most of the time talking about the funding formula because they do not have as many students on financial aid as we do. This may actually work out better for us. Their enrollment is down and they are concerned. They are having major delays on construction. One of their builders is almost bankrupt so they are having issues as well.

Board Representative – Jerome Evans reporting

- Black History Month Flyer- Highlighted the final events taking place. Needs a few volunteers to man the tables at the book fair. If there is anyone who would like to work with him please let him know. He has his brown envelope and you can donate for the book fair.

Curriculum: Roza Ekimyan reporting.

- We are starting our first semester of reviewing our CORs. We can now update our CORs. I will be holding trainings on Wednesdays from 2:30-3:30. The first one is next Wednesday the 27th in SSC 108. They are not held on every Wednesday. This is only for people who are going to be doing COR review this semester.

Academic Affairs- Stephanie Atkinson- Alston reporting.

- For Guided Pathways we are starting the semester out with that. There is a Program Mapper workshop tomorrow, Friday, February 22, 2019. GE and IGETC classes are done and in the system. Everyone is invited to the meeting tomorrow. We will be building the maps. Faculty, staff, students are all invited.
- PD Reporter for Compton is up. If you go to the homepage and click on Faculty and Staff, it is under the Professional Development button. It is the same as before. You are welcome to still do flex at El Camino, you just need to make sure that you submit your hours to Academic Affairs so they can be properly credited. Nelson is our Academic Affairs Analyst and is responsible for Flex Reporter. Probably late March and early April we will be building our information out for Cornerstone which is our new reporting system. Everyone in my office is really busy since they are a small crew. They are all new, but they are jumping in with both feet. We wanted to launch on the 15th, but there were some glitches but it is up and running now. A. Gillis- Will you announce this to the faculty or would you like Senate to announce it? S. Atkinson-Alston- I will do this. There is another link that provides the directions for using Flex Reporter. A. Gillis- What qualifies for flex hours? S. Atkinson-Alston- We are in the process of doing that. What is important is that we get the academic calendar approved because it goes hand in hand with flex credit. H. Pham- ECC has a list and I wonder if we can also use these. S. Atkinson-Alston- That should go to your professional development committee so that they can decide. Remember that activities have to go to your dean for approval.

- Curriculum- All certificates of achievement were approved by the Chancellor's Office so we have our own control numbers. There was a glitch with the degrees, but we are plugging along. We are working on the catalog. A. Gillis- When is our next due date for the catalog? We are working on that right now. We are doing all of these things at the same time to make sure that students can apply for financial aid. McPatchell- We have not seen a summer or fall schedule. Where is that? S. Atkinson-Alston- We are currently doing it; there was a hold up with Banner. The summer schedule is done and then we will build the fall schedule. Your chairs have the summer schedule so you should see it soon. A. Gillis- There is a number out there that we have 1500 students who have transferred over their information. What can we do as faculty? S. Atkinson-Alston- It is a lot easier to do now than to do later. A. Gillis- We should be proactive by asking our students to put in the paperwork. R. Ekimyan- Please send the link our way so that I can send it to my student. A. Gillis- I will send that out to everyone.
- One of the most important things to do is check your rosters to make sure that they are updated and as current as possible. There were many students, especially the high school students, who were not on the roster and did not officially enroll in the class. This makes a big mess for them so you need to make sure that you keep your rosters accurate.
- Does anyone have outstanding grades from the winter term? I will find out.

Distance Education- Jasmine Philips reporting.

- Distance Education has been very busy. We were able to get a free training opportunity: Digital Literacy Day- Thursday, February 28, 2019 offering one hour workshops all day from 9-5 in VT 209 and flex credit is offered. You do not need to come the entire day.
- Other training opportunities are workshops taught by N. Williams, K. Schwitkis, and S. Johnson. covering topics such as: OEI rubric, Accessibility, and Open Lab with special topics. We have trainings already set up and we would like to get more sign ups.
- Peer Review Course Review Process- During the winter session, 8 of us were trained as peer online course reviewers. This first year we have about 50 faculty that will be reviewed. If you get an email that says you have been paired with a faculty, this is what it is.
- Compton College will have its own Canvas and we have an implementation plan. We are on calls with CVC-OEI and we are on calls with Canvas. We have signed our contracts with Canvas, right now it is 0 cost to us. We are getting everyone ready to go. We need to hire a Canvas Administrator to do everything that we need. This is a position like Gema's at El Camino. This is a classified position. We do not have someone to load course shells, add students, etc. If we can get your support on this, we may be able to push to get this position soon. The IEPI grant proposal was approved. A team is being put together. We will be interviewing a few people on campus and putting together a team to see what the needs are for distance education. We will be putting together a suggestion list about what we should do to support the Distance Education Department. Some of the recommendations: hire a Canvas Administrator and get more release time to help run Distance Education so that we can provide a better online learning experience for our students.

V. ACTION ITEMS-UNFINISHED BUSINESS

- DE Handbook- A. Gillis- Are there any questions, comments or any feedback. We would like to endorse it as an Academic Senate so that it can be published. Motion to approve the Compton College Distance Education Handbook: Schwitkis/ Roeun. Vote taken- motion passes.

VI. NEW BUSINESS

- Shared Governance- There are invitations that will come out to participate in putting together this document. This will be spread over large constituent groups. The commitment is to spend every other Friday working on this. The work sessions will be lengthy, about 4 hours each session. We will be finishing this up towards the end of the transition so we have a tentative working document. P. Flor – will this get professional development credit? A. Gillis- Of course.

- Faculty Roles in Committee Work- A. Gillis had a presentation discussing campus committees. This came about in response to some of our accreditation needs when we were looking for evidence. This is in preparation for our next visit and to create an ongoing structure. There are 96 full time faculty members and about 35 committees on campus. There is no master list of committees. This may be a good opportunity to take a look at all of the groups on campus. I've started to work with K. Curry to see who is on what committee, link them to accreditation standards, as well as come up with a campus wide agenda template. For every committee or group on campus we would like to see agendas like the one that we are using here and tracking the minutes. What is our job on committees? J. Crozier- is there a process for creating a committee. So that something that is not official like Tartar Support can become a committee. A. Gillis- We will talk about this. This came about because of many questions that faculty, classified, and students were asking me. There are a few faculty who serve on many committees and this can get exhausting. What are the requirements for attendance and are faculty fulfilling their professional obligation? R. Ekimyan- How many committees are we supposed to be in as a faculty member. What does our contract tell us? A. Gillis- We are you required to be on one committee. We are obligated to work 33.75 hours weekly and there is work that we are contractually obligated to do. I try not to ask the same people to sit on committees, but some people are dependable. J. Phillips- I was told that even if I chair a committee I need to be on another. A. Gillis- I don't think that is anywhere on there. H. Schumacher- Hiring committees are not required. Evaluation committees are required in your area. One campus committee is required. A. Gillis- A faculty brought up the idea that if you are not a voting member then you are not a real member of the committee- this is not true. This was confirmed with K. Curry. When you are up for evaluation, it is the responsibility of the chair to fill out the committee form evaluating attendance and participation. H. Pham- What I told faculty in general is that they do not need to be a voting member but they need to be a consistently attending member. If we do this for the whole campus then everyone will be clear. A. Gillis- There is plenty of room for all faculty to be on a committee. When faculty sit on committees, what are they doing with the information? Are they sharing out with their divisions? We use different terminology on campus for groups interchangeably but we want to make sure that we distinguish between these. We currently have: institutional standing committees, committees, ad hoc committees, advisory committees, taskforces and workgroups. Institutional standing committees are permanent and are decided by the college. These are critical to the function of the campus. The way our committees are structured is that we usually have a faculty, manager, and classified to co-chair these committees to that there is representation from all constituents on campus. Most of our work takes place in committees. A. Gillis defined taskforce and workgroups and distinguished between them. J. Crozier- For evaluation purposes, does it qualify if you are on a taskforce or workgroup? I was told that they do not count. A. Gillis- That is what we will be talking about here. I will be emailing this presentation out to everyone. We have about 20 ad hoc, advisory, and Senate sub committees. I went to HR and asked for a master list and there was no such document including committees and membership. I am matching each of these committees with an accreditation standard. This has taken me over 6 months because it is a massive task. I will send out a questionnaire to the entire campus and will ask everyone to submit who you are and which committees you serve on. This is not punitive, it is to help you find a committee you would like to be on if you are not currently serving on one. If you are on multiple committees then maybe we can reduce this number down to the ones you are really interested in. R. Sidhu- Division I has a list with this specific information. H. Pham there is a committee and it is made up of only one division. Can we have guidelines along that line to prevent a committee from being made up of only one set of division faculty? P. Flor- You have the Curriculum chair and DE chair who are not voting members

of senate but they should be recognized as members of Senate for evaluation purposes. A. Gillis- showed the form she will be sending out to faculty. J. Philips- How do the reps get selected? A. Gillis- It depends on the position. Typically we ask for volunteers. If you are getting release time for something then this cannot count as your committee- You need to be on an additional committee.

- There are 2 committees that I would like to start through senate. OER: I am looking for 5 faculty members. This chair will be an OER liaison to ASCCC to disseminate information. J. Phillips- Is it possible for this person to also report out to DEAC? A. Gillis- Yes, absolutely.
- Educational Policies Sub-Committee: I will be chairing it. It is our job as senate to tell administration which policies we want to be looking at. So the policies should begin with us. I would like to have a working group that actually does the research and writes before it comes to senate.

VII. Information- Discussion Items

- J. Crozier- Faculty Development is looking for two members.
- Academic Senate Plenary- in San Francisco. A. Gillis is asking because she cannot go so we need a delegate to vote for us.
- Transition Celebration from 1-3pm on May 30th in Compton College Gym. Please mark your calendars to attend.
- N. Williams- Are we having a meeting on commencement day. A. Gillis- This is a place holder in case we need to have an emergency meeting.

VIII. Events/Meetings

- Job Fair on campus that was announced- it is going to be competitive. March 9th.

MOTION TO ADJOURN – Approved – 1:57 p.m.