



**ALL FACULTY MEETING AGENDA**  
JANUARY 11, 2018  
12:30 TO 2:15, E121, UBC DINING ROOM

**CALL TO ORDER**

**WELCOME & INTRODUCTIONS (LUIS MARTINEZ)**

Dr. David Sam

ECCP3 Tony Shuls &/or Marilyn Westerhoff

**Welcome to New Faculty Members:**

**Full Time:** Todd Ramljak, CRJ, Jennifer Long & Sara Urban, NSG

**UAF2:** Christopher Clark, Daniel Hernandez, Dale Johnson, Jeffrey LaRocque, Delaine Mallie, Bruce McLane, Laura Meyer, Kendra Phipps, Jeanette Pinion, Peter Ramirez, Brian Thompson

**OFFICERS REPORTS**

SECRETARY'S REPORT: KIMBERLY TARVER- APPROVAL OF AUGUST 17, 2017 MEETING MINUTES

TREASURER'S REPORT: STEVE "WOODY" WOOD

Wine Pull at End of Semester Gathering netted \$500; contributed to establish scholarship to honor Dr. William Pelz. Donations may be made directly to the ECC Foundation.

PRESIDENT'S REPORT: LUIS MARTINEZ

1<sup>st</sup> Vice President: Patrick Gordon

2<sup>nd</sup> Vice President: Diane Flahaven

3<sup>rd</sup> Vice President: Diane Flahaven- interim until filled

**COMMITTEE REPORTS – WRITTEN SUBMISSIONS FROM THE FOLLOWING COMMITTEES ARE FOUND FOLLOWING THE END OF THE AGENDA**

Administrative Procedure Review Team (Kimberly Tarver)

Committee on Political Education (COPE)

Curriculum Committee (Leticia Starkov)

Grievance Committee (Howard Russo & Ellie Swanson)

Membership (Mary Elfring)

Multicultural and Global Initiatives Committee/MAGIC (Clark Hallpike & Susan Timm)

Negotiations (Patrick Gordon)

Sick Bank (Ryan Kerr)

Student Learning, Assessment & Advisory Committee/SLAAC (Janet Whitsitt)

**Old Business**

**New Business**

**Division Issues & Notices**

- **Notice- CEOP & CVPP Safety/Security/Training:** “SafeColleges” modules meet CEOP & CVPP Safety/Security/Training requirements described in Section 4.30 of your faculty contract. You must complete 2 hours per academic year. Contact Sandi Brown for details. The Cybersecurity Training is optional. Contact William Forg for details.

## Adjournment

### 2017-2018 SENATE MEETING SCHEDULE

**Location: C-120**

**Time: 3:00-4:30 p.m.**

**Spring 2018 Dates:** 1/17, 1/31, 2/14, 2/28, 3/14, 4/4, 4/18, 5/2, 5/16

## COMMITTEE REPORTS

### Administrative Procedure Review Team (APRT) (Kimberly Tarver, Faculty Rep & Vice Chair)

Team Members: Greg Robinson, Chair; Charron Banaszak, Administrative Support; Administrative Representatives- Michael Chahino, Irina Delgenio, Marcy Thompson, and Robin Cook; Dean Representatives- Libby Roeger & Marc Battista.

Cross functional review team faculty members approved by ECCFA: Katrina Chan-Larsen, Dawn Munson, Ruby Sanny, Keith Lewis, Pat O'Brien, and Marc Hucek.

The APRT reviews existing and proposed administrative procedures affecting students and faculty and are under the purview of TLSD. Reviews are performed every 2 years and are initiated by an administrator. The review is performed by a diverse team that includes administrators, staff and faculty members (approved by ECCFA).

The APRT meets monthly for 1<sup>st</sup> and 2<sup>nd</sup> reads with opportunities for amendment. Following 1<sup>st</sup> read, it is sent to the Dean's Meeting. Following 2<sup>nd</sup> read approval, it is forwarded to the Cabinet for final approval.

Note: It is very important that your faculty representatives review existing and proposed administrative procedures. Many of them directly impact teaching and include procedures relating to student grades, grade appeal, complaint procedures, academic integrity, minimum requirements for appointment to faculty, minimum competencies & placement testing, extra and co-curricular mandatory attendance, and behavioral intervention team, to name a few. During my tenure, we have reviewed 32 different procedures. I invite members of the faculty to share any concerns or suggestions regarding TLSD procedures with cross functional review team members or me. We will do our best to represent faculty with consideration of state or federal legislation, educational needs and goals of academic disciplines and programs, students, and the community.

### Committee on Political Education (COPE)

- Following the COPE Contribution Drive at the January 2017 meeting, the number of members contributing to COPE via payroll deduction increased from 42 members to 83 members. Additionally, cash contributions were collected in the amount of \$360.00
- ECCFA COPE sent a letter to Elmhurst College President Troy VanAken in support of Adjunct Faculty organizing efforts.
- ECCFA COPE participated in IFT survey regarding endorsement of gubernatorial primary candidates. ECCFA COPE did not support endorsement.
- ECCFA COPE will support “Get Out the Vote” efforts for local and state elections this cycle and will make every effort to identify candidate positions on issues impacting higher education, students, the college, and labor unions. Members are invited to participate in IFT Regional PAC meetings and events for the purpose of getting information and ensuring issues faced by Higher Ed & Community Colleges are being communicated. Stay tuned

for details! Members are requested to share information with ECCFA senators and officers regarding their knowledge of such issues and candidate positions for inclusion in member education efforts.

- ECCFA COPE is preparing for ECC BOT of trustee elections in April of 2019. At this time, members are asked to assist with identification of potential candidates for trustee. A planning meeting is scheduled for June, 2018.
- We need you to:
  - 1) Provide your personal email to receive important COPE updates.
  - 2) Donate to COPE. Sign up for payroll contributions to ECCFA COPE or make one-time annual contribution.
  - 3) Confirm you are registered to vote, or register to vote.
  - 4) Get informed! [www.ift-aft.org/legislative/key-issues](http://www.ift-aft.org/legislative/key-issues) and [www.aft.org](http://www.aft.org)
  - 5) Participate in local service groups, organizations, and political action committees to talk about issues and get informed. Share what you learn!
  - 6) Volunteer! ECCFA COPE will facilitate opportunities to phone bank, distribute petitions, canvass neighborhoods, host or attend events, talk to family & friends.

*Remember, we have the advantage! We are STRONGER TOGETHER! Our collective strength ensures fair compensation, benefits and working conditions for ECC Faculty.*

### **Curriculum Committee (Leticia Starkov)**

The following list is a summary of the curriculum changes that were approved by the Curriculum Committee in the Fall 2017. There are still vacancies in the committee: One seat in CABS and two seats in SBCT.

#### 2017 Fall Semester Curriculum Committee Summary

- 19 New Courses
- 81 Course Revisions (Major)
- 47 Withdrawn Courses
- 28 Informational Only Changes to Courses (Minor)
- 2 New Programs
- 18 Program Revisions
- 5 Withdrawn Programs

### **Grievance Committee Report (Howard Russo & Ellie Swanson)**

Members: Howard Russo—LVPA (co-chair), Ellie Swanson—LRIE/ESL/ABE (co-chair), Kris Campbell—MSE, Jessica Carpenter—CABS, George Rosa—SBCT, Mary Arndt—HP, Pat Brutchin—UA

Much of the work of the committee this year has revolved around changes in the load assignment language in the new contract. We anticipate that will settle once all are more familiar with the language. But confusion about load assignment has long been an issue and will, no doubt, continue to require enforcement of the recognition of seniority order.

Special pay request issues continue to be a time consuming matter, particularly in some divisions. The committee asks faculty to be diligent about following up on submission of pay requests and to contact the Grievance Committee if payment is not forthcoming within a reasonable period of time.

We encourage all faculty to become familiar with the contract. We can all better advocate for ourselves when we know what the provisions of our contract are.

Thank you to the faculty for your support. Our entire purpose is to support the contract for all of us.

Respectfully submitted,  
Howard Russo, Ellie Swanson  
Grievance Committee co-chairs

**MEMBERSHIP REPORT 1.11.18 (MARY ELFRING)**

<b>Full Membership:</b> 493	<b>Full Time:</b> 128	<b>UAF 2:</b> 225	<b>UAF 1:</b> 96	<b>Inactive:</b> 44
<b>Signed members:</b> 429	<b>Signed FT:</b> 126	<b>Signed:</b> 205	<b>Signed:</b> 70	<b>Signed:</b> 26
<b>Unsigned members:</b> 61		<b>Unsigned:</b> 20	<b>Unsigned:</b> 25	<b>Unsigned:</b> 18
<b>Declared fair share:</b> 3	<b>Declared Fair Share:</b> 2	<b>Declared Fair Share:</b> 0	<b>Declared Fair Share:</b> 1	

- **87%** of our membership is signed.
- **11** UAI faculty moved to UAII status for the Spring 2018 semester.
- We are currently asking all members to sign the new membership form provided by AFT. In the interest of uniformity and clarity, AFT is requesting all Faculty Associations to use this form when signing new members. 286 of our members have signed the new form. See Mary Elfring if you aren't sure whether or not you have signed the new form.
- Please consider signing AFT's *Accidental and Death and Dismemberment* Form. From the AFT website: "The AFT has arranged for all active, working members in good standing to have a \$5,000 accidental death and dismemberment (AD&D) insurance policy from The Union Labor Life Insurance Company. **YOUR DUES PROVIDE AN ADDITIONAL \$5,000 making the total benefit \$10,000!!!** The AD&D benefit is included in your AFT local union membership, so you're already covered, but you **MUST** sign the card. Whether an accident resulting in a covered injury or loss of life happens at work or away, this AD&D insurance coverage pays you or your beneficiary a cash benefit within 90 days. As one of the valuable benefits of AFT membership, the AFT has paid for this coverage for ALL eligible members of the AFT." It's a win, win, folks! Please see Kris Campbell, Kim Tarver, or Mary Elfring if you choose to sign the form. More info here.

Report submitted by  
Mary Elfring  
ECCFA Membership Chair

**Multicultural and Global Initiatives Committee (MAGIC) Report to ECCFA (Susan Timm & Clark Hallpike)**

***Committee Overview***

The purpose of MAGIC is to prepare individuals to succeed in a diverse society by providing and supporting multicultural learning experiences at Elgin Community College and within District 509 with the ultimate goal of creating an inclusive environment at the College. Members of MAGIC include 40 individuals from all facets of ECC: 22 part-time and full-time faculty, 4 students, 10 staff and administrators, and 4 community members. Student membership especially fluctuates between semesters.

**Faculty Opportunities.** MAGIC encourages all faculty to join this active committee to help plan, coordinate, and publicize meaningful events.

Thank you for continuing to support our work by bringing your classes when possible and encouraging your students to attend each event. Two notices of upcoming events were sent out during break.

### ***Program Planning***

MAGIC held a planning meeting on Thursday, August 24 during which we developed a cohesive series for 2017-18 of out-of-class, campus-wide learning conversations for students, faculty, staff, administrators, and the community. *Targets of Hate* addresses contemporary events related to multicultural and global topics, especially those relevant to our community. Because hate is so complex, MAGIC decided that a series of presentations and forums would be best. By providing historical and contextual perspectives, the aim is to provoke deep thought on various subjects within the college and the community at large. Through dialogue, we are able to better understand each other and reduce the likelihood of hate.

**Fall 2017.** MAGIC sponsored or co-sponsored 7 different programs with attendance from students, faculty, staff, administrators, and community members. An estimate of attendance to date is over 500 individuals in total. The Film Festival is harder to quantify than the events that we held on campus:

- A. Targets of Hate Series – Part 1: *Confederate Flag and Monuments* – Wed, Sept 13, 2017
- B. Targets of Hate Series – Part 2: *Hate Speech and Freedom of Speech* – Wed, Nov. 8, 2017
- C. Target Violence Prevention Program Training Planning – Working with Junaid Afeef, J.D., Director of Targeted Violence Prevention Program, Illinois Criminal Justice Information Authority to plan training for preventing violence inspired by ideologies – Various dates – Meetings held on campus

**Spring 2018.** On Monday, November 20 MAGIC members met to plan the programming for the Spring semester. Following is what we have planned to date:

- A. Targets of Hate Series – Part 3: 13<sup>th</sup> Amendment & the School to Prison Pipeline – movie and discussion as part of Black History Month celebration – Tues, Feb 13 at 6:30 p.m. - Bldg E Dining Room
- B. Brown Bag Discussion: Cultural Competence on Campus – Wed, Feb 28 at 12:15-1:15 p.m. - B180 (Community Room)
- C. Targets of Hate Series – Part 4: Exact title TBD – Tentative title: #TimesUp: Moving Beyond #MeToo - dealing with sexual harassment as part of Women’s History Month celebration – during March exact day, time, & location TBD – Currently working with WHM Committee
- D. Targets of Hate Series – Part 5: Exact title TBD – Targeted groups and people – during April exact day, time, & location TBD – April is Celebrate Diversity month.

### ***Additional Programs***

On Thursday, October 26, MAGIC co-sponsored *Current Threats to Civil Liberties in America* presented by Edwin C Yohnka, **Director of Communications and Public Policy that was held on campus and co-sponsored along with ECC’s Political Science Department and Student Life Office along with the League of Women Voters of the Elgin Area.**

As a result of the training planning for preventing violence inspired by ideologies in conjunction with Junaid Afeef, J.D., Director of Targeted Violence Prevention Program, Illinois Criminal Justice Information Authority, MAGIC will be hosting various focus groups on campus dealing with Bystander-Gatekeeper Training. In addition, MAGIC presented the original proposal to SSI for *Cultural Competence in Hiring* training, which has now been adopted by the College as mandatory for anyone serving on a hiring committee. On Friday, November 17, MAGIC helped SSI to bring another training on cultural competency to campus: *Professional Development in Cultural Competence: Issues and Strategies for Faculty, Administrators and Staff*. This event was well attended.

### ***Program Assessments***

For each program, MAGIC completed Post-Event evaluations with available members in which the overall assessment of the event was recorded. In addition, some faculty who attend the events with their classes had their students write summaries and reactions to the program.

A hard copy evaluation form was passed out after the first program conducted in Fall 2017. The hard copy assessments proved to be tedious because of the large number in attendance. Inputting data and compiling results were extremely time consuming. The data provided didn’t warrant the efforts. Therefore, Lisa Wiehle put a survey online to solicit feedback. The initial response was low. However, we sent links to faculty who brought their classes to the event. Then, we received more responses to the survey. We need to continue working on efficient ways to get more feedback from participants.

This first half of the academic year, the topics were extremely popular and had a large attendance. The first event in the series was at capacity in the Spartan Auditorium. The second was standing room only with individuals turned away at the doors. Consequently, we have determined MAGIC needs to have an overflow room available with video, such as what was set up previously for graduations.

Great publicity was orchestrated by Toya Webb and her group in Marketing and Communications, ECC's retirees group, and through Gail Borden Library, which was good for increasing attendance especially from community members. Many events were commented on in various media. We had articles published in local newspapers including *Courier News - Chicago Tribune* and ECC's *The Observer*.

### **Negotiations Committee Report (Patrick Gordon)**

A Memorandum of Understanding has been finalized to address the English dual credit pilot program.

Discussions are ongoing regarding potential revisions to the Supplemental Assignment Chart (formerly known as the "Extra-contractual chart").

### **Sick Bank Committee (Ryan Kerr)**

ECCFA Members of Committee: Liz McNulty (LRIE/ESL/ABE), Heidi Eaton (SBCT), Ryan Kerr (CABS), David Martin (HP), Nicole Scherger (MSE), \*Bill Pelz (LVPA) (SEE BELOW), Virginia McHugh-Kurtz (UA2), Kristina Stavroplos (UA1)

#### Committee Activities:

In the fall, we collected 95 donated sick days, down from 112 just the prior year. We are not sure why the number dropped so much. The committee would love to hear insight from individual members if there was a particular reason they did not donate this year after having donated in the past (beyond personal things like simply not having enough days to donate).

#### Activities to Be Addressed:

With the recent passing of our sorely missed colleague Bill Pelz, the sick bank committee is left without a representative from LVPA. That division should elect a new person for the position. The term will end in 2019. Any questions about service on the committee can be directed to me or any other member on the committee.

Proposals/Recommendations/Motions to be Presented: None.

Submitted By: Ryan Kerr

### **Student Learning Assessment and Advisory Committee (SLAAC) Report (Janet Whitsitt)**

This semester, SLAAC is again asking for volunteers to assess "real" student work for either the Critical Thinking, Quantitative Literacy, or Global and Multicultural Literacy General Education Outcomes. This involves evaluating one "already planned or used" student assignment in one section of a course using one of the GE rubrics. A Survey Monkey has been set up to ease submission of data to the assessment office. Data is only analyzed in totality, not per individual course or class section, unless faculty members request assessment office to provide them with their own specific data. We would like to reinforce that this is voluntary, but hope to add breadth to our data with faculty volunteering across multiple divisions in the college. We are also presently working on creating rubrics for the Scientific Literacy and Communications general education outcomes and researching re-writing the Information & Technology Literacy outcome.

Our committee is still in need of members from specific divisions: 1 from CABS, 2 from SBCT, and one from MSE.

Janet Whitsitt, SLAAC Chair