

El Camino College Faculty Resource List (9/7/2020) by AFT 1388

AFT 1388 (aka, The Federation or our union) <https://aft1388.org>

MyECC (rosters, grade submissions, class emails, etc.) <https://www.elcamino.edu/myecc>
Faculty Senate <https://www.elcamino.edu/academics/academicsenate>

Academic Calendar <https://www.elcamino.edu/academics/calendar.aspx>
Faculty resources <https://www.elcamino.edu/about/depts/prodev/resources/ft/index.aspx>

ECC COVID updates <https://www.elcamino.edu/notices/coronavirus>

Syllabus guidelines and policy statements
<https://www.elcamino.edu/about/depts/prodev/resources/ft/3syllabus.aspx>

ECC Canvas Login and Support

Canvas <https://elcamino.instructure.com/login/saml>
Canvas Support: 844.592.2208

Moses Wolfenstein, PhD

Distance Education Faculty Coordinator
mwolfenstein@elcamino.edu
310.660.3593 x6712

Gema Perez

Learning Management Systems Specialist
gperez@elcamino.edu
310.660.3593 x7453

El Camino College WiFi/email/Canvas/MYECC faculty support

310.660.6571, helpdesk@elcamino.edu or
<https://www.elcamino.edu/about/depts/its/techservices/helpdesk.aspx>

Computer Software

El Camino College provides faculty with Microsoft Office for up to 5 of your devices (computer, tablet, phone) and can be downloaded through your MYECC account. See instructions here
<https://www.elcamino.edu/about/depts/its/techservices/microsoft-office-365/index.aspx>

Discounted (sometimes) computer software and hardware

<https://foundationccc.org/CollegeBuys>

Curriculum and SLOs/PLOs

Nuventive <https://elcamino.tracdat.com/tracdat>
Curriculog <https://elcamino.curriculog.com>

Things faculty are required to report and when.

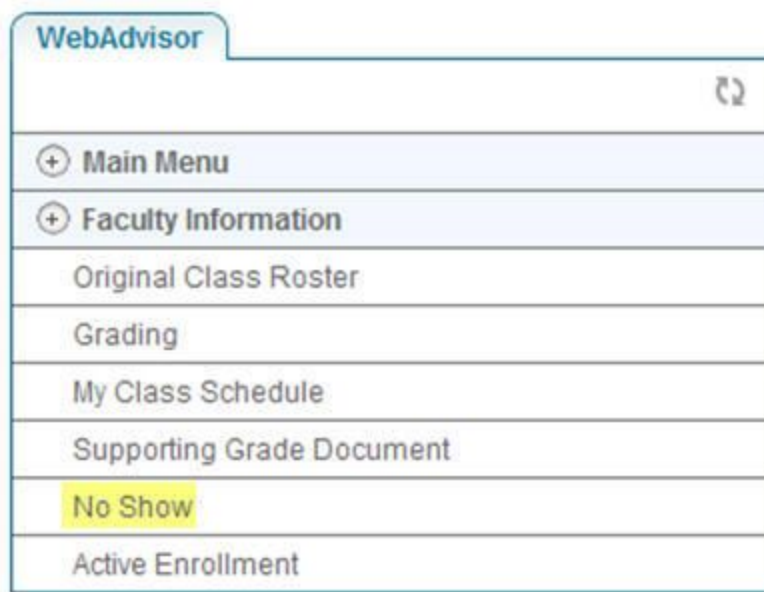
Attendance Reports and Course Clearance

Beginning of semester:

No Show Drop (Report typically due by the end of Friday of the second week)

Log on to the

1. MyECC portal using the same login ID and password as you use for ECC email.
2. Click the **Faculty Information** link in the WebAdvisor tab
3. Click the **No Show** link



4. Select the term and click the submit button
5. Select the section and click the Submit button.
6. When the screen appears, click the check box next to each student you wish to drop. When all students are checked click the Submit button.

You may only process the roster **once**.

***** If you accidentally Drop a student submit a Reinstatement Form to De Von (dscott@elcamino.edu) in the Admissions office. *****

Active Enrollment (Report typically due by the Tuesday of the third week)

Using the links above, select and submit actively enrolled students by the deadline.

Grades/Add Codes/Drop Errors

De Von Lamar Scott

Student Services Specialist, Final Grades /Liaison to the Faculty for Admissions & Records

Dscott@elcamino.edu

310.660.3593 ext. 6161

End of Semester Reporting:

Supplemental Grades and Attendance (Typically due one week after classes end)

Send to: rosters@elcamino.edu

In the subject line, please list instructor last name, term, and course.

Attachment documentation must include student's name, ECC student ID number, Supporting Grades (grade sheet), and a final letter grade. PDFs based on Microsoft Word and Excel files are preferred. Send them from your ECC email account.

Reporting system and form for Student Discipline (including academic dishonesty)/Mental Health Referrals/Title IX

Here is the link to Maxient, El Camino's Incident Report and Referral Form.

Use this form to report and/or refer students or employees for AIMS Team Referrals, employee complaints, sexual or gender-based complaints (Title IX), student conduct violations, student grievances, or unlawful discrimination complaints (Title V) (see definitions below). Select where you would like the report routed by clicking the appropriate option(s). Use Google Chrome or Mozilla Firefox when completing this form. For assistance, contact the El Camino College (ECC) Student Development Office at sdo@elcamino.edu or call 310-660-3593 ext. 3500.

https://cm.maxient.com/reportingform.php?ElCaminoCollege&layout_id=5

Remember, using the form does not automatically result in discipline or ECC action and there is a recommendation section to guide the Title IX office response.

Office of Title IX, Diversity, and Inclusion

<https://www.elcamino.edu/about/depts/diversity/index.aspx>

Please note that as faculty, you are a mandatory Title IX reporter. Visit the link above to find out more about this responsibility.

Jaynie Ishikawa

Director, Title IX, Diversity, and Inclusion

Phone: 310.660.3813

Email: titleixcoordinator@elcamino.edu

Student Resource List or Where to send students who need assistance

Academic Counseling Appointments

<https://www.elcamino.edu/student/student-services/counseling/appointments.aspx>

Basic Needs resource list

<https://docs.google.com/document/d/1In50XLvKilHALVNI09SO6K6M1A59hUINH9p6J6wouKg/edit>

Warrior Emergency Grant https://elcamino.formstack.com/forms/warrior_emergency_fund

Warrior Food Pantry <https://www.elcamino.edu/student/student-services/warriorpantry>

CalWORKS <https://www.elcamino.edu/student/student-services/calworks/index.aspx>

EOPS <https://www.elcamino.edu/student/student-services/eops/index.aspx>

Guardian Scholars (Former Foster Youths)

<https://www.elcamino.edu/student/student-services/guardianscholars/index.aspx>

Hotspot https://elcamino.formstack.com/forms/mifi_device_request

Laptop Loan <https://www.elcamino.edu/notices/coronavirus/laptop-loan-program.aspx>

AB540 and Dreamer Grant and Assistance

<https://www.elcamino.edu/student/student-services/financialaid/ab540/Docs/DREAMER%20GRANT%20Final%20fillable.pdf>

Free Legal Help on Immigration Questions: El Camino College with [CHIRLA](#) is providing no-cost legal services to students, staff and faculty. Book an appointment here

<https://app.acuityscheduling.com/schedule.php?owner=18985845&appointmentType=13004239>

International Students <https://www.elcamino.edu/academics/is/index.aspx>

Veterans <https://www.elcamino.edu/student/student-services/veterans>

Student Resource Center <https://www.elcamino.edu/student/student-services/src/index.aspx>

Transfer Center <https://www.elcamino.edu/student/student-services/transfercenter>

Financial Aid Office <https://www.elcamino.edu/student/student-services/financialaid>

Canvas Help https://www.elcamino.edu/library/distance-ed/Canvas_Students.aspx

Student Health Center <https://www.elcamino.edu/student/student-services/health>