

OFFICERS & EXECUTIVE COMMITTEE

President	Pete Marcoux	VP Faculty Development	David Vakil
Compton Educational Center	Saul Panski	VP Finance and Special Projects	Lance Widman
VP Curriculum Chair	Janet Young	VP Legislative Action	Chris Wells
VP Educational Policies	Evelyn Uyemura	Secretary	Claudia Striepe

SenatorsAdjunct

Carolyn Almos		Theatre
Gary Robertson		Speech
<u>Behavior & Social Sciences</u>		
Maria Brown	3756	BSS
Emily Rader	3757	BSS
Lance Widman	8/09 3746	Pol. Sci.
Michael Wynne	7/08 3562	Psychology
Janet Young	3613	

Business

Sheperd Jacobson	3206	Business
Jacque Thompson	6/07 3206	CIS
<u>Compton Educational Center</u>		
Saul Panski	2560	History
Estina Pratt	2535	LRC
Arthur Flemming	2563	Philosophy
August Hoffman	2434	
Darwin Smith	2562	

Counseling

Kate Beley	6/07 3251	Counselor
Ken Gaines	6/08 3690	Counselor
Lisa Raufman	6/08 3435	Counselor

Fine Arts

Ali Ahmadpour	6/09 3539	Art
Jason Davidson	6/09 3725	Speech
Chris Wells	6/09 3723	Speech
Mark Crossman	3728	Speech

Health Science & Athletics

Tory Orton (sharing)	6/07	32863	
Kim Bailly (sharing)			Nursing
<u>Hum.</u>			
Lyman Hong	6/07	6046	English
Peter Marcoux	6/08	6046	English
Evelyn Uyemura	6/08	3172	ESL
<u>Industry & Technology</u>			
Ed Hofmann	6/07	3292	Machine
Douglas Marston		3621	Electronics
George Rodriguez	6/07	3308	Welding
<u>LRC</u>			
Susie Dever	6/09	3514	LRC
Claudia Striepe	6/08	6006	Library
<u>Mathematical Sciences</u>			
Massoud Ghyam	6/08	3900	Math
Judy Kasabian	6/08	3310	Math
Greg Scott	6/09		Math
Susan Tummers	6/08	3226	Math
Marc Glucksman	6/10	3216	Math
<u>Natural Sciences</u>			
Chas Cowell	6/06	6152	Chemistry
Kamran Golestaneh	6/09	3243	Chemistry
Teresa Palos	6/08	3354	Biology
David Vakil	6/08	3134	Astron & Physics

Accreditation	Susie Dever & Arvid Spor
Academic Affairs	Quajuana Miller
Admissions & Records	Bill Mulrooney
Associated Students Org.	Vivian Amezcua, Vincent Armstrong
Board of Trustee, Area 1	Dr. Nathaniel Jackson, Secretary
Board of Trustee, Area 2	Mrs. Mary E. Combs, Vice President
Board of Trustee, Area 3	Mr. William J. Beverly, President
Board of Trustee, Area 4	Dr. Ray Gen
Board of Trustee, Area 5	Miss Maureen O'Donnell
Board of Trustee, Student	Ms. Roxanna Seyedin
Campus Police	
Dean, BH&S	Dr. Gloria Miranda
Dean, Business	Dr. Virginia Rapp
Dean, Counseling	Dr. Regina Smith
Dean, Fine Arts	Dr. Jim Schwartz
Dean, HS&A	Dr. Irwin Drew

Dean, Humanities	Mr. Tom Lew
Dean, I&T	Dr. Stephanie Rodriguez
Dean, LRC	Ms. Alice Grigsby
Dean, Math	Dr. Don Goldberg
Dean, Natural Sciences	Dr. Jean Shankweiler
Federation Office	Sean Donnell & Nina Velasquez
Health Center	Debbie Conover
Human Resources	Barbara Perez
President/Superintendent	Dr. Thomas Fallo
Public Information	Ann Garten
SLO Coordinators	Lars Kjeseth & Jenny Simon
The Union	Editor
VP Academic Affairs	Dr. Francisco Arce
VP Administrative Services	Dr. Jeff Marsee
VP Student Services	Dr. Jeanie Nishime
	Ken Keyes

SENATE'S PURPOSE (from the Senate Constitution)

1. To provide an organization through which the faculty will have the means for full participation in the formulation of policy on academic and professional matters relating to the college including those in Title 5, Subchapter 2, Sections 53200-53206. *California Code of Regulations*. Specifically, as provided for in Board Policy 2510, and listed below, the “Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters of:
 - (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.”
2. To facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.

Education Code §87360 (b) requires that

Hiring criteria, policies and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board, and the academic senate, and approved by the governing board.¹

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Academic Senate Meeting Schedule – 2007-08

12:30pm-2pm, Alondra Room

Fall

- September 4
- September 18
- October 2,
- October 16
- November 6,
- November 20
- December 4

Spring

- February 19
- March 4
- March 18
- April 1
- April 15
- May 6
- May 20
- June 3

CEC Faculty Council Meeting Schedule 2007-2008

2:00-3:00, CEC Board Room

Fall

- Sept 6
- September 20
- October 4
- October 18
- November 15
- December 6
-
-

Spring

- February 21, 2008
- March 6, 2008
- March 20, 2008
- April 3, 2008
- April 17, 2008
- May 8, 2008
- May 21, 2008
- June 5, 2008

Committees

Senate

<u>NAME</u>	<u>CHAIR</u>	<u>DAY</u>	<u>TIME</u>	<u>ROOM</u>
<u>ACADEMIC TECHNOLOGY</u>	Jim Noyes, Virginia Rapp			
<u>COMPTON FACULTY COUNCIL</u>	Saul Panski	Thursdays	2:00-3:00	CEC Board
<u>CURRICULUM</u>	Janet Young	2 nd & 4 th Tues.		
<u>EDUCATION POLICIES</u>	Evelyn Uyemura	1 st & 3 rd Thur	12:45-1:45	MBBM 131
<u>LEGISLATIVE ACTION</u>	Chris Wells	1 st Thursday	12:45 – 1:30	

Campus

<u>ACCREDITATION</u>	Arvid Spor, Susie Dever			
<u>BOARD OF TRUSTEES</u>	William Beverly	Mondays	4:30	Board
<u>CALENDAR</u>	Jeanie Nishime, Francisco Arce			
<u>CAMPUS TECHNOLOGY</u>	John Wagstaff	Wednesdays		
<u>COLLEGE COUNCIL</u>	Tom Fallo	Mondays	1:00-2:00	Adm. 127
<u>DEAN'S COUNCIL</u>	Francisco Arce	Thursdays		
<u>ENROLLMENT MANAGEMENT</u>				
<u>FACULTY DEVELOPMENT</u>	Dave Vakil	2 nd & 4 th Tues	12:45 – 2:00	ADM 127
<u>PLANNING & BUDGETING</u>	Arvid Spor, ???	1 st & 3 rd Thur	1:00 – 2:30	Alondra
<u>SLOs</u>	Jenny Simon, Lars Kjeseth			

ACADEMIC SENATE MINUTES

October 16th, 2007

Attendance (X indicates present, exc indicates excused, pre-arranged absence)

Behavioral & Social Sciences		Humanities	
<u>Brown, Maria</u>		<u>Hong, Lyman</u>	X
<u>Rader, Emily</u>	X	<u>Kate McLaughlin</u>	X
<u>Widman, Lance</u>	X	<u>Marcoux, Pete</u>	X
<u>Wynne, Michael</u>	X	<u>Uyemura, Evelyn</u>	X
Business		Industry & Technology	
<u>Halamka, Dagmar</u>		<u>Gebert, Pat</u>	X
<u>Miller, Tim</u>		<u>Hofmann, Ed</u>	X
<u>Thompson, Jacquie</u>		<u>MacPherson, Lee</u>	
<u>Shepard Jacobson</u>	X	<u>Marston, Doug</u>	X
		<u>Rodriguez, George</u>	
Counseling		Learning Resources Unit	
<u>Beley, Kate</u>	X	<u>Dever, Susan</u>	X
<u>Gaines, Ken</u>	X	<u>Striepe, Claudia</u>	X
<u>Raufman, Lisa</u>	X		
Fine Arts		Mathematical Sciences	
<u>Ahmadpour, Ali</u>	X	<u>Ghyam, Massoud</u>	
<u>Davidson, Jason</u>	exc	<u>Scott, Greg</u>	
<u>Georges, William</u>		<u>Tummers, Susan</u>	X
<u>Wells, Chris</u>	X	<u>Marc Glucksman</u>	X
<u>Crossman, Mark</u>			
Health Sciences & Athletics		Natural Sciences	
<u>Van Lue, Nick / Hazell, Tom</u>		<u>Cowell, Chas</u>	
<u>Orton, Tory/Victoria (sharing)</u>	X	<u>Golestaneh, Kamran</u>	X
<u>Sinopoli, Louis / Makaru, Roy</u>		<u>Palos, Teresa</u>	X
<u>Stanbury, Corey</u>	X	<u>Vakil, David</u>	exc
<u>Kim Baily (sharing)</u>			
		Adjunct Faculty	
		<u>Almos, Carolyn</u>	X
		<u>Robertson, Gary</u>	X
		ECC CEC Members	
		<u>Fleming, Art</u>	X
		<u>Hoffman, August</u>	
		<u>Panski, Saul</u>	exc
		<u>Pratt, Estina</u>	
		<u>Smith, Darwin</u>	

Ex Officio Attendees: Janet Young, Francisco Arce, Jeanie Nishime

Guests and/Other Officers: Ken Key, Julie Bourlier (Bookstore Director), Vincent Armstrong, Dan Goldberg (Dean's Representative), Jenny Simon, Quajuana Chapman

Unless noted otherwise, all page numbers refer to the packet used during the meeting, not the current packet you are reading now.

The fourth Academic Senate meeting of the Fall 2007 semester was called to order at 12:35pm.

Minutes

Approval of last Minutes:

A motion was passed to approve the minutes of the Academic Senate meeting of October 2nd, 2007.

President's report – Pete Marcoux (henceforth PM)

PM welcomed new part- time senators Annette Owens(Industry & Technology) and Kate McLaughlin(Humanities/Journalism), and the new Bookstore Director, Julie Bourlier.

PM congratulated Joe Georges who has received a Technology Focus Award from the Chancellor's Office for his work with the Online Teaching Conference.

PM reported on the Board of Trustees Meeting of the 15th October. President Fallo announced that he would be seeking a new VP Human Resources position. BP2510 was discussed. Master Plan B was adopted.

PM announced that, in the interests of allowing more time for discussion of issues during Academic Senate meetings, Special Committees would henceforth only be required to report once a month.

Associated Student Organization report – Vince Armstrong (VA)

Nothing to report.

Compton Education Center report – Saul Panski (SP)

PM noted that SP was absent due to illness and shared the following:

First round meetings with the FCMAT people have begun. ECC CEC are working on a LVN program to be offered in Fall 2008.

Curriculum Committee report – Janet Young (JY)

The Curriculum Committee met and approved proposals from Humanities, Natural Sciences and Behavioral & Social Sciences. The Committee approved its first Stand Alone course (Psychology 22/PE275). 31 certificates were renamed Certificates of Achievement. The Certificates of Competence were inactivated. There are still about 55 Certificates awaiting renaming. Many will need to be revised and submitted to the System Office for Approval in order to appear on student transcripts.

There is some urgency here as the Certificates should be renamed in time for inclusion into the new Catalog.

JY gave some additional information about Certificates:

- A certificate comprised of 18 units or more, **MUST** be submitted to the System Office for approval. It will be named a **Certificate of Achievement** and will appear on student transcripts.
- A certificate comprised of 12 -17 units **CAN** also be named a **Certificate of Achievement** if it is submitted to the System Office for approval. It will appear on the student transcripts.
- A certificate comprised of 17 units or less, which is not submitted to the System Office for approval, is named a **Certificate of Accomplishment** and **will not appear on the student transcripts.**

Educational Policies Report – Evelyn Uyemura (EU)

EU reported on BP 4045 (Textbook Policy) [pgs 20-24 of packet] This policy make take a little longer than at first anticipated. The original policy kept a textbook for one year. The current revision being worked on calls for adopting a textbook for two years. Now there is a request from the Bookstore to keep textbooks for three years. More investigation is needed. PM reported that Saul Panski (ECC CEC) had brought up a legal point about emoluments regarding textbooks, and Saul also had a question regarding instructors requiring their own works as textbooks, and the sale of other class materials.

The Probation and Dismissal Policy needs more discussion and reflection as per a request from the Counselors. EU would like the Counselors to look at some grey areas.

Policy 2510 was presented to the Board last night. EU opined that the Board was not really happy with the Educational Policies Committee or the Academic Senate.

Mr. Ahmadpour broke in to complain about the relevance of hearing these Committee reports at every meeting. He was concerned that there was too little time left over for Senate discussion of real issues. PM noted that the Constitution demand that these Committee reports be heard, and that Mr. Ahnadpour had arrived too late to hear his opening remarks about restricting the reports to once a month in the future as PM agreed with Mr. Ahmadpour about the time constraints. Mr. Marston, as a point of order, said that the Academic Senate had to follow Robert's Rules of Order when doing business.

Faculty Development Committee report– David Vakil (DV)

[Pg 37-38 of packet]

DV is ill, so PM reported on his behalf. The Faculty Development Committee is working on the following:

- Surveying deans re: part-time faculty development needs. Results coming in.
- Teaching Book of the Semester club
- Ask the Veteran Panel – using experienced, and award- winning teachers.
- Employee social mixers – like the hike/picnic planned for this weekend.
- Increasing public recognition of employees (Can Do, Applause)

The committee meets in Admin 127 on the 2nd and 4th Tuesdays of the month.

Finance and Special Projects/ PBC (Planning and Budgeting Committee) – Lance Widman (LW)

[pgs 28-30 of packet] The Sept 20th meeting of the PBC was spent discussing the \$3 million dollar State augmentation, that has now been renamed the Special projects Fund. The PBC is insisting that indicators be developed to measure the success of any projects funded.

The Enrollment Management Plan went through and the PBC recommended that an amount not to exceed \$120,000 be spent next year.

[pg 31 of packet] shows the agenda for the PBC meeting of the 14th October, and LW reported that a good discussion occurred on base funding. LW will present a full report at the next Academic Senate meeting.

[pgs 32-33 of packet] shows the future PBC calendar. All items are to be moved up a month for PBC discussion.

Council of Deans Meetings report – Lance Widman (LW)

LW reported on the Council of Deans meeting. They discussed the Enrollment Management Plan. Rosters had also come under discussion and by Spring 2008 rosters will be available online and in hard copy, and only online from Winter 2008.

Letters to continuing students will go out in the first week in November for Winter/Spring registration.

The October 4th Dean's Council meeting agenda announced Academic Senate discussions/decisions regarding BP/AP 4231 (Grade Change), completed, and BP/AP 4045 (Textbooks).

Legislative Action report – Chris Wells (CW)

Nothing to report.

Calendar Committee – Lyman Hong (LH) and Emily Rader (ER)

LH reported that the committee had discussed adopting a multi-semester calendar for 2009-10 and 2010-11. The Committee decided that the proposed changes to the Winter session required more data.

ER noted that the committee discussion had flowed around the academic year calendar with a desire to think creatively and come up with a variety of ideas for scheduling courses. Dr. Nishime had chaired the meeting. Dr. Nishime noted that the college did not have to lock in a calendar for years at a time, but could approve trial calendars one year at a time. It was reported that Bill Mulrooney had suggested via e-mail that the college create a 3 week Winter session for Distance Education classes only, plus regular 16 week courses, and a different configuration for Summer that would leave a 2 week gap at the end of Summer to be used for special class orientations for new and probationary students. Mr. Ahmadpour asked whether there were any forums to discuss these proposals? Mr. Widma said that the Committee meetings were open for all to attend and make comments, and ER said that she had invited general comment via e-mail. Mrs. Uyemura noted that the idea of the 2 week end-of-summer gap seemed like a good idea and suggested the Senate invite Mr. Mulrooney to a meeting to present the idea more fully. Dr. Nishime said that it was important to develop questions to be asked of all constituents, including the students, before any decisions are made.

Accreditation – Arvid Spor (AS) & Susan Dever (SD)

SD noted that the co-chairs were still collecting and working with the chairs on the drafts.

Student Learning Outcomes – Jenny Simon (JS)

JS reported that 12 people had attended the Strengthening Student Success Conference in San Jose October 3 – 5th – a statewide conference on Student Learning Outcomes and Assessment. JS thanked Dr. Arce for his financial support. We were one of very few colleges to send such a large contingent. This helps us build a critical mass of people to be trainers at the college. JS reminded the Senate about the Assessment of Student Learning Week, scheduled for the week of the 22 October. She invited all to attend the Fairs, which will allow faculty to develop and assess SLO's, or get help in these areas. The SLO Team members and the coordinators will be there to help and advise. Snacks will also be available. The week will end with a mini conference. There will be a guest speaker on Authentic Assessment. JS then distributed a handout on the Guiding Principles for Student Learning Outcomes. This is a draft document and JS was bringing it to the Senate for a first reading and to invite comment. The purpose of the Principals were to garner support, buy-in, and participation, the principals also articulate the purpose of doing SLO's, which is to improve class practice and programs, and aid in making curricular, equipment, and budget decisions based on results and research. Discussion followed. Ms. Rader said that Principal 4 seemed vague, Mr Widman suggested inserting the word "faculty" into Principal 6. Mr. Golestaneh wondered where in the process we shared the results with students. JS said she would take these suggestions and comments back to the Committee.

Technology Report – Michael Wynne

[pg 45 of packet] MW reported that the committee had decided that the role of the Academic Technology Committee needed restructuring. MW asked for input and information that would help with the next scheduled Committee meeting on October 25th. For instance

■ Online Rosters:

What was your experience?

Thinking about the future:

What went right and what went wrong?

Recommendations for doing it better next time.

What can we do to help faculty access rosters?

What should faculty know?

How can we make sure all faculty know?

■ Software:

What are your division's academic software needs?

What has your experience been obtaining the software your division needs?

■ Transition from Blackboard to Etudes:

Status report.

How are things going?

■ Clickers:

What can we do to help faculty begin using clickers?

How can we promote the exchange of information and "best practices"?

Please send any feedback to MW. Tory Orton asked about access to Nursing Rosters. Dr. Arce said that the Director had access. Ms. Orton said the Director had given her the job. Dr. Arce advised her to get the password from the director, but was worried about protocol as these passwords were only given to certain levels of authority. Claudia Striepe asked about a master list of when computers would be replaced. It appears that there are different levels – classroom computers and student use computers. Also because funding comes from so many places, there may not be such a list. Mrs. Striepe was advised to contact John Wagstaff. Emily Rader said she had missed the "Clickers" workshop, and where could she get information on this technology? She was advised to contact Dave Vakil and the Staff Development Office. Other questions included: Is there a list of software that the campus buys? It was suggested that some Divisions have Technology Committees and to ask there, and forward suggestions through these Committees. Mr. Ahmadpour asked what software ERes needed as he had received questions from his students. It was remarked that the campus needed a student Help Desk for these sorts of questions. Susie Dever asked that, if buying or recommending software, we remember the Open Access labs like the LMTC and buy a license for the LMTC or get a site license for the whole campus.

Sabbatical Leave – Emily Rader

This may properly be a Union issue, but the purpose of the Academic Senate is to facilitate communication, so the issue may be discussed here.

The question is: Do faculty want to propose any changes in the contract language for Sabbatical Leaves?

It was noted that Article 13 in our contract defines all aspects of the Sabbatical Leaves.

ER also informed us that our contract arrangement for many years has been as follows:

--Up to 2% of full-time faculty may be granted one semester, full-pay (traditional) SLs per academic year.

--Another 2% may be granted one semester, half-pay SLs per year.

--Faculty must have at least 6 years of service to apply.

--If more than 2% apply, faculty will be chosen based on seniority.

--If 2 or more half-pay leaves go unused in any year, 1 full-pay leave will be added to the available ones.

The reality is

--More than 2% of full-time faculty apply for full-pay SLs, and very few (sometimes none) apply for the half-pay ones.

--Each year there are typically 7 traditional SLs available.

--This creates a backlog of faculty wishing to have a traditional SL. Usually, faculty must have 11 or 12 years seniority to receive a sabbatical.

Do faculty want the Union to suggest any changes in the contract language? Some considerations:

--Our arrangement has some aspects that are better than other schools, and some that are the same or worse.

--Better:

--Not all CCs have full-pay SLs.

--Our SLs are mandated by the contract, so the process is stable from year to year.

--Even though half-pay sabbaticals mostly go unused, we do gain one full-pay sabbatical each year.

--The same or worse:

--Some schools have more full-pay SLs available each year.

--Some schools have three-quarter pay SLs, and no full- or half-pay ones. Often, there are more of these available than at ECC.

--Some CCs consider the merit of the proposals, along with seniority.

Do the Faculty want:

Additional Categories for Sabbatical Leaves?

Independent research for faculty in any field, with the planned result being publication and/or new teaching materials

Leave for faculty who are invited to participate in the work of an agency or organization on some aspect of education.

Other ideas?

There was no time for discussion. ER was asked to bring it back at another meeting. ER agreed to do so, noting that the issue was being brought to the Contract Committee and to email her with any concerns and comments. erader@elcamino.edu

Unfinished Business

Certificates of Achievement

A Certificate of Achievement is awarded to students who complete the prescribed program with a 2.0 grade point average.

A Certificate of Achievement with Honors is awarded to students who complete the prescribed program with a 3.0 grade point average.

A Certificate of Achievement with High Honors (or Distinction?) is awarded to students who complete the prescribed program with a 3.5 grade point average or above.

Certificates of Accomplishment

A Certificate of Accomplishment is awarded to students who complete the prescribed program with a 2.0 grade point average. We need to discuss the criteria soon, as these descriptions need to be in the 2008 catalog.

Reminder:

- 17 units or less
- Not approved by the System Office
- Does not appear on student transcripts

Board Policy 2510

[pgs 10- 12 of packet]

The Board of Trustees will vote on the version of BP2510 that President Fallo gave them at the November meeting. The Policy came up for lengthy discussion at the meeting of the 15th October. PM informed the Board that President Fallo's version had not gone through the proper channels. The President of the Board opined that as the Policy did not directly impact faculty perhaps it did not need to go through the Academic Senate. Evelyn Uyemura spoke to the Board about the process and the language. Chris Wells recommended to the Board that while they were looking at the Policy they might as well bring the Faculty section into compliance as well. Someone on the Board spoke about the trust factor. PM reported that Dr. Fallo seemed receptive to getting the Faculty language aligned. It was suggested that we make a formal recommendation to cut and paste the relevant language from Title V into the faculty section of the policy. As it is a recommendation, the Board would have to respond in writing if

they rejected the recommendation. Someone asked where exactly the Senate was on this? PM said that he felt the Senate was out of the loop. Mr Wells said he thought we should nevertheless still come up with a resolution or recommendation to include the language of the law in the statement. HThe Legislative Committee (CW) and the Educational Policies Committee (EU) agreed to get together and work on this. Mr. Ahmadpour asked why we were bothering with formal recommendations when Dr. Fallo seemed amenable to changing the language as indicated by PM. It was felt that it was better to keep things on a formal basis so as to have a record of events.

The Senate will recommend that the student section be included in the Policy, and the language involving faculty be made consistent with Title V. PM asked for this resolution/recommendation by Monday. Mr Armstrong asked whether this would postpone or delay the vote on the student section. He was assured that this should not effect the voting on the student portion.

Text Book Policy 4045

[pg 20 of packet]

Julie Bourlier, the new Director of the Bookstore, was introduced. She shared her opinions on the proposed policy amendment. Ms. Bourlier said that there was typically a 3 year cycle with textbooks (with exceptions), so it would make more sense to go for a 3 year adoption of textbooks, thus saving the students even more money. Typically the Bookstore looked at a 25 – 40% markup on new books. Dr. Goldberg asked about emoluments (like lunches) offered to faculty by publishers seeking to convince teachers to adopt new texts. Discussion will continue.

Agenda Items for Next Meeting

Next meeting will contain discussion on Sabbatical Leave.

More discussion on BP 2510

Materials for students in class: Photocopying vs posting materials online.

PM reminded the Senate that the next meeting will be held in the 5th week in October – there will be a 2 week break between meetings.

Please continue forward changes and corrections to the roster/ mailing lists to Claudia at cstriepe@elcamino.edu

The meeting was adjourned at 2:05 pm.



EL CAMINO COLLEGE
Office of the Vice President – Academic Affairs

October 26, 2007

Dear Pete,

I am writing in response to the Senate Resolution Regarding Construction of Counselors' Offices in the New Student Services Building. While it is practical to involve the users in facilities design, facilities does not fall into the 10 plus 1 areas of consultation. Regardless, decisions about facilities are not made in isolation and contrarily, there is a great deal of participation in facilities planning and design. The Student Services Building cost increases necessitated value engineering the design. As you are aware the projected cost escalated from \$32 to more than \$52 million dollars affecting other bond projects feasibility. Other aspects of the building were downsized as well as the counselor private offices.

The counselors' concerns regarding privacy and confidentiality were taken into consideration and a showroom tour was conducted on June 14, 2007 to learn about alternatives to private offices. A total of four showrooms were visited by approximately 10 counselors and managers to learn about possible office configurations using modular walls. In addition, a sound-masking system call "Confidante" was demonstrated. According to the showroom vendors, the carpeting and ceiling structure as well as the construction of the panels will determine the amount of sound dampening within an open office configuration. Literature and research studies were provided by Steelcase to support the notion of privacy of speech within an open office environment. Steelcase is also willing to set up a modular office with Confidante within the Student Services Building so that counselors can test out the sound-dampening possibilities of the system.

No further action has been taken to bring in the modular test office since the Student Services Building project will be delayed for about four to five years.

Regards

Francisco M. Arce

c: Thomas M. Fallo
Jeanie Nishime



EL CAMINO COLLEGE
Office of the Vice President – Academic Affairs

October 23, 2007

Dear Pete,

Since receiving the Senate Resolution for Standardized Technology in the Classrooms I forwarded it to John Wagstaff for consideration and discussion in the Technology Committee. Currently, there are:

- 67 classrooms at Level 1 - Video Projection only with hook-up for computer,
- 22 classrooms at Level 2 - Projector w/ Computer and VCR or DVD player - w/ speakers,
- 74 classrooms at Level 3 - Full Smart control console w/ complete AV package.

The college has over 320 classrooms for lecture, laboratory and activities and while having a standard across the board may seem logical, it may not be practical as classroom use is largely determined by the type of instruction held in it. The Technology Committee with involvement from the Academic Divisions should recommend the most economically feasible Technology Plan for deploying classroom technology according to instructional need.

With regard to the Compton Center, ECC and the Compton District are in the first stage of development of the Compton Education Center Master Plan. The Master Plan once completed will determine the instructional facilities needs and basis for the Facilities Plan. Included in the planning will be the installation of instructional technology systems.

Regards

Francisco M. Arce
Vice President of Academic Affairs

c: Tomas M. Fallo, President
John Wagstaff, Director of Information Technology
Jeffrey Marsee, Vice President

FINAL

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting October 8 2007

Present: Ms. Amezcua, Dr. Dever, Mr. Donnell, Dr. Fallo, Mr. Marcoux, Dr. Marsee, Mr. Middleton, Dr. Miranda, Dr. Nishime, Ms. Pickens, Ms. Smith, Mr. Robertson, and Dr. Spor.

1. Dr. Nishime – Board Policy 4045 – Textbooks, and Board Policy 4231 – Grade Change were passed by the Academic Senate. BP4231 will go to the Senate for a second reading, and will be taken to the Board at the November meeting.
2. Ms. Amezcua – the students are planning a carnival for October 25th. They are also planning a cabaret for November or December.
3. Mr. Donnell – ECCFT has been working on finalizing language for negotiations. Two areas of concern for faculty have come up. 1) The Calendar committee is in discussion about what the effects of a winter session are on the spring session. This discussion pertains to the 2009-10 school year – and no decisions have been made at this time. Part of the discussion also includes offering two back to back 6-week summer sessions. 2) The Copy Center – it was noted that 24 hour copy service has never been offered the first few weeks of the semester. Dr. Rapp will be working as liaison to copy center to get the perspective from copy center and faculty as to what works and what could be changed. There is a possibility of staggering copy center staff schedules to have staff available until 6:30 p.m.
4. Mr. Marcoux – The Academic Senate is reviewing changes to Curriculum Committee By-Laws. The Supplemental Board Information generated a positive response and faculty enjoyed reading the material.
5. Mr. Robertson – A couple of suggestions will be going to the Parking Committee due to the construction of the new parking structure. The skateboarding problem seems to be improving. Skateboarders are given a first time warning – and their names are recorded. They will be cited after that.
6. Mr. Middleton – Training will be conducted for Equal Employment Representatives (EER) on November 8th and November 14th. Currently new representatives are being recruited. New sexual harassment training will be offered soon and will include Compton Center employees.
7. The Board agenda for October will include the Facilities Steering Committee recommendation on Option B.

Agenda for the October 15, 2007 Meeting:

1. Minutes of October 8, 2007
2. Board Agenda
3. 2007-2008 Goals
4. Discuss College Council Membership Composition

FINAL

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting October 15, 2007

Present: Ms. Bachmann, Dr. Dever, Mr. Donnell, Dr. Fallo, Mr. Marcoux, Dr. Marsee, Mr. Middleton, Dr. Miranda, Dr. Nishime, Ms. Pickens, Ms. Smith, and Mr. Robertson.

1. Board Agenda

- a. The Committee of the Whole – will discuss three items: 1) Board Correspondence and Reading Materials – electronic transmission and the possibility of paperless Board meetings; 2) Accreditation of Self-Study of Board members; and 3) Board Evaluation and Goals for 2007-2008.
- b. Establish General Fund – Unrestricted – Fund 14 is established to be used to account for El Camino College expenses related to the operation of the Compton Educational Center – this is the \$1 million dollar amount received from Chancellor’s Office. Fund 15 – is established to be used to account for contract - special request funding for specific programs and projects – this is the \$3 million dollar amount received from the Chancellor’s Office. Both of these amounts are received through the General Apportionment allocation. Dr. Marsee will provide a back up sheet to show which project goes into which object code.
- c. 2007 Facilities Master Plan Update – The Board will approve the updated Facilities Master Plan that includes Option B changes. The Summary of Project Budgets financial information will be corrected. Dr. Simon can meet with Dr. Marsee to provide further clarification about the Facilities Master Plan or Measure E information.
- d. Board Policy 2510 – Participation in Local Decision Making – it is noted that there is disagreement in presenting this policy to the Board of Trustees because it may break current policy. There was a suggestion to list when to “rely primarily” and when to “mutually agree” next to each of the 11 items listed under the Academic Senate section of policy.

Agenda for the October 22, 2007 Meeting:

1. Minutes of October 15, 2007
2. 2007-2008 Goals
3. Discuss College Council Membership Composition
4. Board Policy 4100.1 – Catalog Rights

FINAL

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting October 22, 2007

Present: Dr. Arce, Ms. Amezcua, Dr. Dever, Mr. Donnell, Dr. Fallo, Mr. Marcoux, Dr. Marsee, Ms. Pickens, Ms. Smith, Dr. Spor, and Mr. Robertson.

1. Board Policy 4100.1 – Catalog Rights – This will be discussed next week.
2. 2007-2008 College Council Goals
 - a. Define Collegial Consultation and Shared Governance and communicate to campus community. College Council will review BP 2510 – Participation in Local Decision Making. Following are some of the comments made by committee members.
 1. Defining these terms may not be the issue – the issue may be choosing a term.
 2. “Shared governance” is not used in legislation - “participatory decision making,” is used.
 3. AB 1725 applies shared governance – although the words do not appear next to each other. Faculty would like more participation in the decision making process; yet do not have a process recommendation.
 4. The procedure needs to be defined more.
 5. Past and present ECCFT President’s feel faculty are not getting enough collegial consultation and will bring examples to the Council.
 6. With “mutually agree” there is a possibility of a stalemate.
3. Board of Trustees Goals – President Fallo is sending Board members a listing of their past goals and also Board goals from other college districts.
4. Administrative Procedure – 4231 – Grade Change – This policy will go to the Board in November

Agenda for the October 29, 2007 Meeting:

1. Minutes of October 22, 2007
2. 2007-2008 Goals
3. Discuss College Council Membership Composition
4. Board Policy 4100.1 – Catalog Rights
5. Administrative Procedure 4231 – Grade Change

DRAFT

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting October 29, 2007

Present: Dr. Arce, Mr. Donnell, Dr. Fallo, Mr. Marcoux, Mr. Middleton, Dr. Nishime, Ms. Pickens, and Mr. Robertson.

1. Board Policy 4100.1 – Catalog Rights – We are still waiting for the final draft from the Educational Policies Committee.
2. Board Policy/Administrative Procedure – 4231 – Grade Change – This policy is ready to go to the Board in November.

Agenda for the November 5, 2007 Meeting:

1. Minutes of October 29, 2007
2. Team Reports
3. 2007-2008 Goals
4. Discuss College Council Membership Composition
5. Board Policy 4100.1 – Catalog Rights

President's Update **By Mark Wade Lieu**

October 2007

The Update is intended to inform local senates of significant issues. Comments may be sent to the Academic Senate at info@asccc.org. Please copy and distribute this Update to all faculty! Share it with full- and part-time faculty, as well as with your administration and board.

Fall Plenary Session

Change permeates this year's Fall Plenary Session both in form and content. I look forward to seeing you in Anaheim to engage in our theme of using the changes that face us as opportunities for transformation. You have already received our preliminary program in the mail (in its translucent envelope), so you have a good idea of the program in store for you. For veteran Session attendees, I want to take one last opportunity to point out some of the schedule changes that have been effected in the hopes that we can provide more time for the writing and discussion of resolutions prior to the voting on Saturday. The Session kicks off on Thursday not with a general presentation but with breakouts starting at 8:30 a.m. This change accommodates 90 minutes for resolution writing compared to the 60 minutes we've had in the past. On Friday, the day begins with the Area Meetings, traditionally scheduled for the afternoon. The change allows for longer Area Meetings and more collegial discussion of the resolutions. This also allows the whole day for the careful crafting of amendments. You can find more information about the Plenary Session schedule and resolutions for discussion on the Senate website at <http://www.asccc.org>. Please share the resolutions with your faculty.

Basic Skills Initiative

Academic Senate leadership and collaboration with Chief Instructional and Student Service Officers have resulted in commitment, excitement, and enthusiasm in the potentially transformative nature of the Basic Skills Initiative. I hope that you were able to participate in one of the twenty regional training workshops that were offered over the last five months, and I have no doubt that you are engaged on your campuses in the use of the self-assessment tool and in the development of your action plan. The good news is that the Governor approved the 2008-2009 budget with the line item for the Basic Skills Initiative intact. That means that additional funds will be going out to the colleges next year to enable them to move forward with their action plans, particularly activities that require additional dollars. The Academic Senate is in the process of planning for additional professional development activities for next year that will help colleges continue the good work that has already begun. More information about the Initiative is available at www.cccbsi.org.

Community College Initiative

The Community College Initiative has qualified for the February Primary Election as Proposition 92. The Initiative has the potential to significantly change our funding structure and the organization of the Chancellor's Office, and sponsors of the Initiative

are working hard on a media campaign to convey the importance of Proposition 92 to educational opportunity for all Californians. We will have a general session on Proposition 92 at the Fall Plenary Session where you can get answers to your questions about the Initiative and learn more about how you can support the initiative. More information about Proposition 92 is available at www.faccc.org/CCI.htm.

2008 Presidential Primary Election

For Californians, the 2008 Presidential Election cycle begins with the Primary Election in early February. In addition to deciding the party candidates for President, voters will be asked to decide on propositions such as Proposition 92 mentioned above. The "Easy Voter Guide" is a nonpartisan guide to the propositions on the ballot and is an excellent resource to share with your students. You can order hard copies to be sent to your college at no cost or download the guide at www.easyvoter.org. The guide will be available in English, Spanish, Korean, Chinese and Vietnamese. The Easy Voter Guide Project is a collaboration of the California State Library, the California Secretary of State's Office and the League of Women Voters of California Education Fund with additional support from The James Irvine Foundation.

Board of Governors' Motion on Assessment

The Consultation Council Task Force on Assessment has completed its report in response to the Board of Governors' motion calling for common, uniform, mandatory assessment for placement. The Consultation Council is reviewing the report this month, and the Board is doing a first reading of the report in November. The recommendations from the report are up for approval as a resolution to the Fall Plenary Session. The entire report is available on the Chancellor's Office website (www.cccco.edu) under the Consultation Council October meeting agenda or under the Board of Governors' November meeting agenda.

Statewide Career Pathways

The Statewide Career Pathways: Creating School to College Articulation project has only been operating for a year, but it has already been so effective that legislators are taking note. The project has as its basis a simple concept – get career and technical education (CTE) faculty and administrators from both the high schools and the community colleges together to iron out curricular differences and forge articulation agreements that will smooth the path for CTE students transitioning from high school to college. At its last meeting, the participants crafted over 130 articulation agreements using templates developed during the first year of the project. Because of the successful collaboration demonstrated by the project, the Legislature has stipulated in CTE legislation that recipients of state CTE funds must work with the Statewide Career Pathways project. More information on the project can be found at www.statewidepathways.org.

**MINUTES
OF THE
EL CAMINO COLLEGE ACADEMIC SENATE
COMPTON CENTER FACULTY COUNCIL**

**HELD IN THE BOARD ROOM
October 4, 2007**

MEMBERS PRESENT: **13 members present:**
Saul Panski, Dr. August Hoffman, Estina Pratt,
Manzoor Ahmad, Pamela West, Darwin
Smith, Christopher Halligan, Michael Odanaka, Shirley
Thomas, Thomas Norton, Dr. Art Flemming, Shemiran
Lazar, Marjeritta Philips,

MEMBERS ABSENT: **2 members absent:**
Walter Bently, Tom Rydalch, ,

**ADMINISTRATORS
PRESENT:** **2 administrators present:**
Mark Hovatter, Fred Sturner

VISITORS PRESENT: **8 visitors present:**
Rodney Murray, Axa Maradiaga, Chelvi Subramaniam,
Jose Bernaudo, Mike Khalilzadeh, Diane Collins, Pieter
Van Niel, Mandeda Uch, Fredwill Hernandez
26 IN ATTENDANCE

Total Present: 25

I. CALL TO ORDER

The meeting was called to order by Saul Panski at 2:00 p.m.

II. APPROVAL OF AGENDA

The Chairperson asked for any amendments to the agenda. There were none. Estina Pratt/ August Hoffman (moved/seconded) to approve the agenda of October 4, 2007. Passed.

III. APPROVAL OF MINUTES

Mr. Panski thanked Estina for doing the minutes early, as they are now on the Web so fewer copies have to be made. Art Flemming/August Hoffman. (moved/seconded) to approve the minutes of

September 20, 07. Passed.

Colleagues:

I would like e-mail ratification of support for the Education Summit: Challenges Facing Our Students, being planned on our campus by Dr. August Hoffman on Thursday, November 15, 2007. The purpose of this gathering will be to address our students and convey to them the importance of education for underrepresented students. Already confirmed as speakers at this event are the Reverend Cecil "Chip" Murray and Ms. Elizabeth Badger.

The event is scheduled from 11:00 a.m. to 1:00 p.m. in the Garden Area and Dr. Hoffman will be providing a barbeque for those attending.

What I am asking for at this point is formal Council support for this event. We will then follow up with an email to faculty encouraging them to attend and asking them to encourage their students to attend as well.

I will also contact Ann Garten, PIO at El Camino ,and Dr. Miranda, Dean of Social Sciences at ECC, to ask that the event be publicized.

Dr. Hoffman, you may be aware, recently participated in a Minority Outreach Summit at CSUN with the distinguished speakers who have agreed to come to our campus for this event.

Please let me know if you agree with having the Council serve as an official sponsor for this event.

IV. REPORTS

ECC Academic Senate

Susie Dever from ECC was not at the meeting. She was at a student success conference.

Saul reported on the ECC Tuesday Senate Meeting. He announced that when they have an item on the first reading, he will try and bring it here for discussion and input so that when it goes for the 2nd reading if it needs to be revised, that will be done by that time. At the last meeting three things happened. One was the adoption of a suggested GPA for all certificate programs and he and Art did not vote the same way. Saul Panski voted to retain the 2.00 GPA for certificate programs, as that was what we had before. Nothing will change for our students except the names. They may start reviewing many certificates soon, he added, and, that is why it would be a good thing to have Division Chair reps. attend the division curriculum committee meetings at ECC. Some divisions will be more impacted than others (e.g., Industry and Technology) The 2nd item was adoption of a grade change policy. The documents were on the table for distribution. We will not discuss this as this is a moot issue. The 3rd thing was a policy on textbooks for the first reading. Students are very concerned about the very high prices of textbooks, and the fact that they change so often. If there are any problems with this faculty need to let one of the Center's representatives to the ECC Senate know before the 2nd reading. The issue of copyright came up. Textbook use and adoption was discussed. Textbook uniformity was mentioned.

The other item Mr. Panski reported on was SLOs. A meeting took place last Thursday, on SLOs, and our Division Chairs represented Compton very very well. They are planning an Assessment Summit on 10/23/07 and want us to be involved. A discussion followed.

V. Discussion Items

1. Response to the Little Theater Resolution of 9/6/07

Saul shared an e-mail he received from the Provost last night, as he had informed her that the Council was still waiting for a formal response to its earlier resolution. The E-Board was supposed to have met with Mr. Sturner yesterday to discuss the response and be prepared for his formal response today but he was unable to meet with the group. The Provost indicated that she planned to follow the shared governance process and have all proposals reviewed by the SGC prior to coming to her for decisions.

Mike Odanaka commented that it seems as if the Provost was picking and choosing what she wants to go through the governance groups. Marjeritta Philips asked if there was any consideration being given to projects that had already been identified. Fred Sturner said he would address that issue after Pieter Van Niel addresses the Council. Saul thanked Fred for being gracious as Pieter was short-changed the last time.

Pieter expressed his deep love for the college and spoke about his plans and vision not just for the theater program but for the institution as well. He said he has committed himself to the institution for the last 36 years to issues he feels are of great importance. He read statements from his program's educational program plans and SLOs. He stressed that the cost of the project is reachable compared to other projects that are using up the bond funds. This project has the potential to bring in millions of dollars to the institution. Pieter showed the Council what the theater would look like.

Fred Sturner responded by referring to planning and building on that. We have an infrastructure that has grown from 200,000 sq. ft. to 400,000 sq. ft. with no substantial upgrade to the infrastructure. We are on the verge of disaster. A presentation for funding to the State has been made, and they are approving \$30 million without a contribution from us. This would be coming on line in 2010. Mr. Panski asked where this would come from. Mr. Sturner replied that this would come from the state bond initiative if it passed. Every college needs to support this as we have a stake in this. Fred Sturner wants to have a qualitative check list for all of the projects. This would be agreeing to a process of evaluating all projects so that they are about who we are and what we want to do with our students, adhering to core values and what our goals are and taking out some of the emotionalism. This would make for an organized process of moving projects forward. He would inform the Budget and Planning Comm. that there are some projects that extremely vital, such as having HVAC in the MIS, Math Science and Voc Tech buildings. He noted that if those things go down, we go down with them. He said to his knowledge there are no plans to demolish any buildings at this time. Currently they are looking to take buildings off-line. This means off inventory. In terms of the Educational Master Plan that we currently have, compared to how that was used in strategic planning, our actual numbers are upside down. How do we downsize so that we do not compromise the mission is the task at hand. A discussion followed about how much of the bond money is left. Mr. Panski asked about Fred Sturner's presentation to the cabinet yesterday. Fred responded that he only presented financial plans. Saul Panski suggested that Fred needs to lay out to the Planning and Budget Committee what he is thinking and that the Little Theatre Renovation Project should be included in the mix .

Saul added that there are also decisions being considered about moving offices and programs around in the existing plant that do not have anything to do with the financial plan that Mr. Sturner is talking about, and he was concerned that

decisions will be made in a vacuum. He wants Fred Sturner to provide a plan of all these proposals and all the moves that are afoot and asked that he forward this information to the Budget and Planning Committee.

Pieter reiterated that the plans for the Little Theatre were done according to standards and that the process was followed. He also mentioned that he hopes that when the Facilities Committee convenes he will be on it not just to represent the theater but because he has specific expertise and specific commitment to this whole institution. He also acknowledged Master Tim Stewart as a sixth degree karate master, and praised his contributions to the theatre department .

Saul stressed that the Council is the only place on campus where issues are discussed freely, as every thing else is being discussed behind closed doors. He also is grateful and pleased to see the outpouring of faculty coming to the meetings, as this is a big sign of commitment that our faculty wants the campus to return to its former strengths. He concluded by stating that at the next meeting, on the 18th, Dean Curry would discuss a proposal on auxiliary organization, and Mr. Hovatter will introduce to us some of his ambitious plans to upgrade the Maintenance and Operations area. He urged faculty to attend the meeting.

VI. ADJOURNMENT

Thomas Norton/Estina Pratt (moved/seconded) to adjourn the meeting.
The meeting was adjourned at 2:10p.m.

Faithfully Submitted by Estina Pratt

FACULTY DEVELOPMENT COMMITTEE

October 23, 2007

Attendees: David Vakil, Donna Manno, Moon Ichinaga, Mercedes Thompson, Kamran Golestaneh

Minutes for meeting on October 9, 2007 were approved.

Handouts:

1. Staff Development Office's survey of deans regarding Part-time faculty professional development

Follow-up on previous action items not completed

Item	Person responsible	Updated Status
1. Develop skeleton survey to distribute to deans to assess generic needs of part-time instructors (technology, pedagogy, etc.)	Donna Manno	Done. Discussed.
2. Obtain digital footage of Dwayne Hayden's videotape of Friday's "Creating a Classroom Climate to Support Student Learning." Put on a chapter-segmented DVD and on internet.	Kamran Golestaneh and Inna Newbury	In progress – technical problems
3. Post minutes of this committee (past and future) to the portal	David Vakil	Done
4. Begin developing "Teaching book of the semester" club.	David Vakil	In Progress
5. Begin working on "Ask the Veteran Teacher" panels.	Mercedes Thompson & Ruth Banda-Ralph.	In Progress
6. Begin working on all-employee mixers.	ECC's VPs	In Progress
7. Increase awards for good work. Publicize Applause cards.	Donna Manno & VPs	In Progress

D iscussion items

1. Teaching Book club:
 - a. Email was sent to all faculty announcing this program. Several positive responses and indications that there will be enough participants to make the program viable.
 - b. The timeline for this potential series will depend on the book chosen. Perhaps last Fridays of the month, if there is enough material to last 4 meetings.
 - c. The committee agreed to explore *McKeachie's Teaching Tips* as a first choice to see how the book could be used for discussion. The library has a copy or two of this and Ken Bain's *What the Best College Teachers Do* in the Faculty/Staff collection, near the Staff Development Office.
 - d. Staff Development office agreed to purchase copies of the book for all participants who commit to attending the club and show up for a specified number of discussion groups. Other people who would be unwilling to commit would be welcome and would also receive flex credit.
 - e. David Vakil will follow up with Claudia Striepe about co-facilitating.
 - f. After each discussion, an email would be sent to the faculty to summarize the discussion and the items that participants found valuable.
2. Ask the Veteran panel discussions:
 - a. Potential date for this event: February 22 (early in the semester).
 - b. Potential agenda: the first panel of veterans presents about themselves and their teaching for 45 minutes, followed by 1.5 hours of questions and answers, 1 hour lunch. Then the second panel of "veterans" repeats. Mercedes proposed a specific timeline which the committee liked.
3. Employee recognition:
 - a. Create a "virtual wall of fame" webpage where lists of accolades is published, including Can Do awardees, Applause card recipients, other items from the ECC Online Newsletter. Have a link available from the main ECC page.

- b. The committee was receptive to creating a Distinguished Part-Time Faculty award. David Vakil will follow up with Donna Manno to see what other institutions do, and will bring those results to the committee.
 - c. The committee was unwilling to pursue a second new Distinguished award for administrators until after pursuing the Part-Time Faculty award.
4. Part-time Faculty Development
- a. The survey results that Donna Manno sent to the deans were distributed. Five divisions responded, and indicated that approximately 1/3rd of their faculty would be willing to participate in mentoring and/or professional development. Most deans thought their part-time faculty would benefit from such opportunities.
 - b. David Vakil will follow up with the deans to see if we can get more survey results.
 - c. The committee will review the surveys in more detail and discuss at the next meeting.
5. New items
- a. Potentially create a “faculty facebook.”
 - b. Part-time faculty email lists. Should part-time faculty be automatically given an ECC email address, like students? Should their email addresses be automatically added to the faculty listserv? Future discussion item.
 - c.

Future (near-term) agenda items – [next] = for next meeting. Others for future meeting

1. [next] Results from survey about PT faculty development, continued.
2. [next] Creating a Distinguished Part-Time Faculty Award
3. [next] Teacher mentoring and training.
4. Creating a “Dear Abby” teaching advice column, perhaps on the listserv [Kristie Daniel-DiGregorio]
5. Potential item: Examining Research data on about success, retention, SLOs?
6. Developing faculty development liaisons for each academic division and/or department.
7. Revisit “Teaching tips” coordinated by Arvid Spor, Stephanie Rodriguez, and Lisa Raufman in the past.
8. Consider developing a brochure that outlines the upcoming teaching-improvement programs (e.g. On Course, TEP, Faculty Development).
9. Resurrecting a faculty eating area.
10. Reunion of past attendees of ECC’s attendees to the Great Teachers Seminars.

Longer-term agenda items:

1. Center for Teaching & Learning.
2. Crisis Management & Emergency Preparedness – Faculty Development will follow up when campuswide effort, coordinated through the Office of Safety & Health (Rocky Bonura) has made more progress. The goal is to have faculty (including counselors and librarians) know how to handle in-class emergencies, such as responding to situations similar to the tragedy at Virginia Tech.

From: Ely, Janice
Sent: Friday, October 19, 2007 3:37 PM
To: Widman, Lance
Subject: RE: PBC

Okay, Lance, i adjusted my email below and you can use that, and if you want to include the calculations, i have listed them below. If anyone has questions, i would be glad to sit with them and explain it and answer any questions.
janice

Here is how we receive our apportionment from the State:

El Camino College receives a "foundation" or "base" amount of \$ 4 million for having FTES between 10,000 and 20,000.
AND we receive an additional \$4 million due to the Compton partnership agreement. Total \$8,000,000.

We also receive funds for each credit FTES we reported in the previous year: \$4367 for each FTES we reported for 2006-07. $19,305 \text{ FTES} \times \$4367 = \$84,305,935$

These amounts \$8,000,000 and \$84,305,935 are added together: \$92,305,935
This amount is then multiplied by the COLA factor for 2007-08 which is 4.53%
This gives El Camino a final available apportionment amount of \$96,487,394.

This amount is reduced by any local property taxes received and enrollment fees charged to students during 2007-08. (approximately \$26 million)
The balance is the amount the State sends to us in approximately 12 equal installments during the year. (approximately \$70 million)



PLANNING & BUDGETING COMMITTEE

November 1, 2007

1:00 – 2:30pm

Location: Alondra Room

Facilitator: Arvid Spor

Note Taker: Lucy Nelson

STATEMENT OF PURPOSE

The Planning and Budgeting Committee serves as the steering committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the institutional priorities set forth in the Educational Master Plan and other plans adopted by the college. The PBC makes recommendations to the President on all planning and budgeting issues and reports all committee activities to the campus community.

Members

- | | |
|--|---|
| <input type="checkbox"/> Arvid Spor, Chair (non-voting) | <input type="checkbox"/> Cheryl Shenefield, Administrative Services |
| <input type="checkbox"/> Miriam Alario, ECCE | <input type="checkbox"/> Susan Taylor, ECCFT |
| <input type="checkbox"/> Christina Jack - ASO | <input type="checkbox"/> Harold Tyler, Management/Supervisors |
| <input type="checkbox"/> Thomas Jackson, Academic Affairs | <input type="checkbox"/> Lance Widman, Academic Senate |
| <input type="checkbox"/> Dawn Reid, Student & Community Adv. | |

Attendees

- | | | |
|--|--|---|
| <input type="checkbox"/> Luis Mancia – Alt., ECCE | <input type="checkbox"/> John Means – Alt., SCA | <input type="checkbox"/> Janice Ely – Support |
| <input type="checkbox"/> Ken Key – Alt., ECCFT | <input type="checkbox"/> Bo Morton – Alt., Mgmt/Sup. | <input type="checkbox"/> Jeff Marsee – Support |
| <input type="checkbox"/> Teresa Palos – Alt., Acad. Senate | <input type="checkbox"/> _____ - Alt ASO | <input type="checkbox"/> Jeanie Nishime – Support |
| <input type="checkbox"/> Tom Lew – Alt., Ac. Affairs | <input type="checkbox"/> Francisco Arce – Support | <input type="checkbox"/> John Wagstaff – Support |
| <input type="checkbox"/> Rocky Bonura – Alt., Adm. Serv. | <input type="checkbox"/> Peter Marcoux – Support | |

AGENDA

1. Approval of Minutes for October 18, 2007 ----- All PBC participants ----- 1:00 p.m.
2. ARCC Indicators ----- Irene Graff ----- 1:20 p.m.
3. Budget Development Calendar ----- All PBC participants ----- 1:50 p.m.
4. Adjournment -----2:30 p.m.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: October 18, 2007

MEMBERS PRESENT:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Alario, Miriam – ECCE | <input checked="" type="checkbox"/> Spor, Arvid – Chair |
| <input type="checkbox"/> Jack, Christina – ASO | <input checked="" type="checkbox"/> Taylor, Susan – ECCFT |
| <input checked="" type="checkbox"/> Jackson, Tom – Academic Affairs | <input checked="" type="checkbox"/> Tyler, Harold – Management/Supervisors |
| <input type="checkbox"/> Reid, Dawn – Student & Community Adv. | <input checked="" type="checkbox"/> Widman, Lance – Academic Senate |
| <input type="checkbox"/> Shenefield, Cheryl – Administrative Svcs. | |

OTHERS ATTENDING: Francisco Arce, Janice Ely, Ken Key, Jeff Marsee, Luis Mancia

Handouts: Planning & Budget Development Calendar

The meeting was called to order at 1:08 p.m.

Approval of Minutes

1. Corrections/Additions
 - a. Page 2, “Base Revenue” #7: suggestion made to add sentence: “The 2007-08 goal is 18,750 FTES (3% growth over actual).”
 - How can actual goal be less than what was reported in 2006-07? Earned 18,200 FTES in 2006-07 - borrowed from 1,100 FTES from summer 2007 to report 19,300 FTES for 2006-07. Enrollment plan is 3% growth this year and next. Will expect adjustment in February.
 - b. Page 2, “Base Revenue” #8: change “\$2 million” to “around \$2 million to \$4 million.” How much ECC receives depends on final property taxes.
 - c. Page 2, “Base Revenue” #10: Grammatical correction: ‘Does’ to “Do changes in real estate...”
2. There are 700 FTES from summer 2007 to bring forward. If there was zero growth and the 700 FTES was brought forward and 100% FTES was borrowed from summer 2008, it is projected that about 18,750 FTES is the highest FTES that can be earned this year. To reach 19,300 FTES in 2008-09, we need one more year of 3% growth.
3. Do midterm classes help FTES? Need better cross section of general education courses – goal is to improve offerings next fall. Second 8-week fall semester schedule is advertised and posted throughout campus.
4. The minutes were approved as corrected.

Budget Development Calendar

1. Request to move dates forward:
 - a. Change ‘September – January’ to ‘October – December’
 - b. Keep ‘January – February’
 - c. Change April to ‘March – April’
2. Need clarification on ‘highest priority action plans.’ Action plans are developed at division/department levels and entered into planning software. To determine highest priority: 1) Dean assessment at division level; 2) VP assessment; and 3) Priorities are brought forward to PBC by the area vice president for discussion and endorsement to the President.
3. Prioritized program review recommendations will be placed on planning software.
4. When are dollar amounts mentioned during this process? Around April-May timeframe. Budget & Planning timeline would allow groundwork to be done and to determine priorities before the

preliminary and tentative budget. Set aside budget numbers now and determine priorities - planning is for the next fiscal year.

5. Briefly discussed use of ARCC indicators as criterion to determine budget priorities. Are these the only measures to be used? Need further review and discussion – add to next meeting agenda.
6. Last year developed ‘theme’ – success and retention were adopted. PBC voted on indicators a year ago.
7. Budget Development Criteria is listed on page 29 of the budget book.
8. Is there a way to add to the calendar the timeframe when divisions should have their priority requests ready? Yes.
9. PBC is in the October-December timeframe of working on planning priorities. Need timeframe, indicators, measures to focus on to start working on plans.
10. Change “establish” on October-December #1, to “review and revise”.
11. Take out “budget” in October-December #2 – change to “Determine Highest Priority Action Plans.”
12. Move #1 and #2 from January –February box to October-December box.
13. The first estimate of the anticipated revenue state appropriation for the coming year when the state budget in its non-final format is presented is in January. Fall planning process built in as budget assumption should be completed with a January deadline. Action plans recommended to be funded are identified by January.
14. Can #2 in October-December switch with #2 in January-February? Don’t have the information from the divisions yet.
15. Final budget assumptions on pages 68-71 of the budget book. Estimates of expenditures come well before January. Assumptions from action plan developed last fall.
16. Designing planning & budget development calendar not only for next year but for coming years.
17. Keep January-February #3 the same.
18. Change ‘April’ to ‘March-April’ timeframe and add “assessment of outcomes of \$3 million.”
19. April-May #1 –change to ‘all budget information is formatted to reflect status of tentative budget.’ Data entry of information from non-full time salary worksheets sent to divisions in January-February.
20. Preliminary budget is out around mid-January, tentative budget is out in April-May. Is it possible to keep the same budget format? Difficult to refer back to prior version.
21. Last year kept three-level format for the May tentative budget then switched to final format by object code. Bring the one-two-three format to PBC in April and then present the tentative in the final budget format. Format clearly states assumptions and changes.
22. For some, it was difficult to compare changes to preliminary, tentative and final budgets when different formats were used. Use of footnotes helped. For tracking changes a consistent format is critical. But the object code format does not serve as well for budget development, establishing strategy and arranging funds. The three-tier budget development process serves to address issues in the development process.
23. Recommend to continue development process in the budget three-tier format but to present at tentative first budget reading in the object code format.
24. Three-tier format includes: 1) institutional-instructional, 2) mandatory (institution-wide) and 3) discretionary (departmental).
25. Discussion about PBC involvement, recommendations and contributions in planning and budgeting decisions followed.

Agenda Development

1. ARCC indicator review

The meeting adjourned at 2:31pm.

Note taker: Lucy Nelson

**EL CAMINO COLLEGE
Calendar Committee
Minutes
October 9, 2007**

Members Present

Tom Brown, Carolee Casper, Quajuana Chapman, Kelly Clark, Jeffrey Cohen
Irv Drew, Lyman Hong, Bill Mulrooney, Jeanie Nishime, Barbara Perez
Emily Rader, Harold Tyler, Toni Wasserberger

The meeting convened at 1:05pm in the East Dining Room.

Introductions were made by those in attendance.

Approval of Minutes – August 23, 2007

The minutes were approved with the following clarifications:

Page 1 – Summer 2008 Calendar. The minutes will reflect that 48% refers to total enrollment.

Page 3 – fourth paragraph – critical start dates should state this is referring to the summer school term. The term begins on June 9 and ends on August 14.

Approval of Minutes – September 11, 2007

The minutes were approved with the following comments:

Jeanie Nishime stated the Calendar Committee did have concerns regarding the accuracy of enrollment data for summers 2004, 2005, and 2006.

Page 1 – Definition of categories, add: Former student is a returning student enrolled at El Camino College in a prior term with a break in enrollment.

Discussion – Calendar 2008-2009

The Calendar committee received the following comments regarding the 2008-2009 School Calendar:

- Faculty asked whether the two Monday holidays (Washington's Day and Memorial Day) could be changed to one on Friday and one on Monday. It was explained that there are no options for changing these days to another day of the week according to Education Code Section 79020. Other holidays that are flexible on the calendar are Lincoln's Day and Veterans Day.
- Classified Staff accepted the Calendar Committee's recommendation.

Following further discussion, the Calendar Committee recommended that the 2008-2009 Calendar be forwarded to the President and College Council, with final approval at the November Board meeting.

School Calendars 2009/2010, 2010/2011, and 2011/2012

The Calendar Committee considered the following issues regarding the calendars:

- What currently exists with five-week Winter Session, two six-weeks summer session and an overlapping eight-week summer session.
- The issue of whether summer should be five or six weeks should be discussed in more detail
- There are concerns as to whether student learning takes place in five weeks.
- The success rate for Compton's eight weeks and second five-week session is considerably lower than the first five weeks. Whereas El Camino's was higher in the second six weeks than in the eight week session.
- Why do we need a six-week session that starts earlier?
- University students are not at a disadvantage if our summer session starts later.
- We do not lose university students by starting later
- Need to look at the time when we linked fall to summer registration to compare returning students to prior year's registration. The process was started after 2005.
- Students now register the first week in June.
- The process changed from mid-July to mid-May registration. Summer/fall was mid-May and summer was late May or early June. This has now been moved to mid-May. New students registering in 2005, registered in early June. Summer was first-come, first served. First for continuing students, followed by new and then returning students, and K-12. After the process was linked, students now get registration dates. Did this change in the registration change the clientele for the summer?
- Phone banking is now used to capture those students who may hesitate to register.
- Meeting the pre-requisite is an issue for students who register prior to completing the class. If the student is currently enrolled, he/she can enroll in the next level of the class. The down side of this is if the student failed the summer class, you cannot tell them they are out of the class. Once the semester has begun, you cannot remove them from the system.
- Who is checking to make sure all pre-requisites are met?
- The system can be programmed to do the checking. Jeffrey Cohen will discuss the process for Math classes with Don Goldberg.

Irene Graff, Director of Research, will be invited to attend the meeting scheduled October 30, 2007 to discuss the following questions and the development of a student survey:

- What is the feasibility of a five-week summer and five-week winter session?
- More complete and accurate data for success and retention rate for summer.
- Some grades have not been reported.
- There is no comparison between El Camino's and Compton's success rates. What about the population rate?

- How many students attend summer sessions from CSU and UC systems at El Camino? Is there a difference between the six-week and five-week session?
- What about the no-show rate?

Student survey questions will include the following:

- Why are students by-passing El Camino to enroll at a neighboring college such as Santa Monica?
- Many of our students work. Does this impact their taking the necessary classes?
- Our philosophy has been to offer general education courses during the Winter Break. How many students take winter course at El Camino College versus another college?
- Would students prefer two back-to-back eight-week sessions?
- Would students prefer two back-to-back summer session as opposed to a Winter Session?

Other concerns which may or may not be a part of the survey:

- What about cost-efficiency rates for all terms
- Need to identify population
- How does the new calendar suit the College's mission?
- For students who do not enroll or complete spring, is there a hint that the six-weeks break between winter and spring was the cause?

A list of questions submitted by David Vakil was read to the committee. These questions will be discussed in further detail at a later committee meeting.

Alternate Calendar

The Calendar Committee reviewed an Alternate Calendar prepared by Bill Mulrooney. The following are some of the key components of the Alternate Calendar:

- The Alternate Calendar remains at 16 weeks in length.
- The winter session is eliminated and is replaced by another Winter Session that is geared towards Distance Education.
- The present offering of short-term classes is folded into the spring session.
- As soon as the fall semester is ended, another session would begin, overlapping the holiday season with business education classes.
- There are no hands-on instructions.

Possible issues that will not work in favor of the proposal:

- There is no downtime for campus maintenance.
- Any calendar developed will need to consider facility needs.
- Since the Winter Sessions and Summer Sessions are much smaller, Facilities would prefer that the smaller sessions are grouped in a single building to facilitate maintenance.

Calendar Committee members were asked to review the proposed three-year calendar with constituent groups. Discussion will continue regarding a possible three-year calendar at the next scheduled meeting on October 30, 2007.

Adjournment

The meeting adjourned at 2:30pm.

Next Scheduled meeting

October 30, 2007, 1 p.m.

Agenda Development

Student Survey – Irene Graff

Continue discussion of a three-year calendar

Review any questions from the last meeting

EL CAMINO COLLEGE EL CAMINO COLLEGE CALENDAR COMMITTEE AGENDA

	<u>Present</u>	<u>Members</u>	<u>Absent</u>
Date: October 30, 2007	_____	F. Arce	_____
	_____	A. Ashcraft	_____
	_____	T. Brown	_____
Time: 1:00pm – 2:00pm	_____	C. Casper	_____
	_____	Q. Chapman	_____
	_____	K. Clark	_____
Location: Stadium Room	_____	J. Cohen	_____
	_____	J. Curtis	_____
Chair: Jeanie Nishime	_____	I. Drew	_____
	_____	L. Hong	_____
	_____	P. Marcoux	_____
Recorder: Mattie Eskridge	_____	B. Mulrooney	_____
	_____	J. Nishime	_____
	_____	D. Paily	_____
	_____	B. Perez	_____
	_____	E. Rader	_____
	_____	H. Tyler	_____
	_____	T. Wasserberger	_____

Description	How	Who	Time
Discussion Item:			
a. Approval of Minutes – October 9, 2007	Discussion	Committee	1:00 pm
b. Research Report – Student Registration	Discussion	Irene Graff	
c. Continue discussion of a three-year calendar	Discussion	Committee	
d. Review any questions from the last meeting		Committee	
Agenda Development for future meeting	Discussion	Committee	
Next Scheduled Meeting Date	Discussion	Committee	
Adjournment			

Academic Technology Committee Meeting Minutes

27 September 2007

Library 202, 12:00 p.m. – 1:30 p.m.

Draft

In attendance: Jim Noyes, Virginia Rapp, Ralph Taylor, Pete Marcoux, Don Treat, Francis Baylen, Dwayne Hayden, Alice Grigsby, Howard Story, John Guggirello, John Wagstaff, Michael Wynn, Donna Manno, Susie Dever, and Lynn Clemons.

The minutes of the 25 April 2007 meeting of the Academic Technology Committee (ATC) were approved.

Clickers:

David Vakil was unable to attend the meeting, and will come to discuss “clickers” in a future meeting.

Colleague Release 18:

John Wagstaff, director of Information Technology Services (ITS), reported that Colleague 18 would be active by 2 p.m. in the afternoon (27 September 2007). He was very pleased with the implementation, and commended the efforts of the programmers and Satish Singhal on the project. Pete Marcoux, Academic Senate President, said that several faculty members had questioned him about the decision to implement the change during the fall semester. John Wagstaff explained that the switch had to be done soon, because Datatell will not be supporting release 17 at the end of the year. Using past semesters as a guide, he and others identified the time during the semester when the switch would cause the least inconvenience. He noted that we do not want the system going down between semesters, because we are now actively registering students in these periods.

Technology Projects:

John Wagstaff updated the committee on the status of other technology projects, and noted that he is giving monthly updates on the technology projects to President Fallo.

1. *Automated degree planning and auditing, and “e-advising”* will be coming to El Camino College. Benefits include streamlining the process for students trying to find courses online, and greatly improving deans’ ability to identify the classes that students will need in the future.
2. *Document imaging* will facilitate access to information across the campus (e.g., Counselors can spend more time advising students, and less time trying to track down their information).
3. *Upgraded infrastructure switches* will provide many benefits, including reducing the need to have employees physically rewire areas of the campus. In particular, it will allow VOIP (Voice Over Internet Protocol) to replace the existing phone system, cutting

telephone costs and allowing us to place phones in all classrooms (which provide benefits like being able to quickly distribute information via these phones and email if there is an emergency on campus).

4. *Academic computer labs* need to be upgraded. Last year's survey of the labs will be used to guide the process.
5. Using technology to improve *campus security* has not moved beyond the planning stages, and will be the last project to be addressed. Possible improvements include cameras around campus and badges for employees that can be used to track their movements on campus. It was noted that these measures are intrusive, but that they also may provide important benefits (e.g., the ability to locate someone quickly and provide help if they are incapacitated).

Structure and Role of the Academic Technology Committee (ATC):

The committee discussed its role in technology planning on campus in light of the formation of an Administrative Technology Committee that will report to the College Technology Committee. As committee members of the ATC understand it, the ATC reports to both the Academic Senate and the College Technology Committee (CTC). The CTC reports to the Planning and Budget Committee which in turn reports to the Cabinet.

Different areas on campus (e.g., Math, English, Art, CIS, student resource center) have very different technology needs. The ATC acts as a voice for these diverse faculty needs which might not be represented adequately by only a few faculty members on the CTC.

Podcasting and Compton Center Technology:

Howard Story (title) relayed a question from a Compton Center faculty member who wanted to get involved with podcasting. The committee discussed some issues involved with podcasting, and decided to come back to the issue in a later meeting.

John Wagstaff reported that technology at the Compton Center is failing, because it has not been properly maintained, and that it may take a couple of years to restore it.

Microsoft Vista and Office 2007:

Microsoft's (MS) new operating system Vista and office software Office 2007 present several challenges to El Camino College. Faculty already have students submitting files in the new file format (*.docx), and need to download a converter to view them using ECC computers. There will be a drop in productivity associated with learning how to use the new software after ECC upgrades, and we will have to buy new software for many divisions, since some older software may not run on Vista. The greatest challenge will be upgrading all of the computers on the campus (this is necessary because they are not powerful enough to run the new software). MS is attempting to force its consumers to upgrade to Vista (e.g., not allowing Dell to sell computers with Windows XP). This will hamper our efforts to automatically replace El Camino College's

computers every 5 years. Sooner or later (2011, maybe 2013 at the latest), we will be forced to upgrade our computers and software when MS stops supporting MS XP. El Camino College is not the only college facing this problem, and there is some hope that the state of California may step in and help ease the transition.

Online Rosters:

Implementation of online rosters was rushed into widespread use at the beginning of the fall 2007 semester. Committee members requested more time to survey their colleague's experiences with the new system. One committee member noted that the "drop down menu" for identifying the file type to be downloaded (e.g., MS Excel, pdf) was not intuitive, and another member noted that there were problems with the first day and active enrollment reports "timing out." It was suggested that faculty need to compile their data before they sit down to enter the information. Such advice needs to be distributed before the winter semester.

The ATC noted that two groups, new faculty (especially part-time faculty) and long-time faculty who dislike computers and/or do not want to learn anything new, will probably resist online rosters the most, and the committee discussed ways reach both groups. Donna Manno, staff development coordinator, suggested creating an information sheet on technology for new faculty, especially part-timers (how to get an ECC email and password, how to use online rosters, using the help function in the Portal, who to contact for help, etc.). The ATC will take up this task in future meetings. Division staff are particularly concerned about faculty who resist printing out their own online rosters and insist that the division staff do it for them at the beginning of the semester (a time when they are very busy). A committee member suggested that the innovation center be staffed at the beginning of the semester to assist faculty members who are having difficulty printing their rosters. Divisions could send these faculty members to the innovation center, and the innovation center staff could teach them how to print their rosters one-on-one.

Software:

The ATC did not have adequate time to discuss the efficiency of the new software purchase and distribution system, and this topic will be continued at the next meeting. Some problems still need to be worked out, since some divisions were notified by software providers that their software licenses were about to expire. ITS is now automatically renewing software and maintenance contracts, and ITS representative Don Treat noted that it would be easier if all they all came due at roughly the same time and mid-way through the financial year. There was general agreement that the software list should be distributed regularly to the divisions, so that division representatives can double-check the information on the list and help ITS catch errors.

Next Meeting:

The next ATC meeting will be held on 25 October 2007.

Submitted by Jim Noyes

Academic Technology Committee
25 October 2007
Noon - 1:30 pm???

Agenda

- 1) Approve the minutes of the 27 September 2007 meeting of the ATC
- 2) Clickers:
 - David Vakil will report on the use and distribution of “clickers” at ECC now that ECC has settled on a system to support, and has questions for the committee.
 - What can we do to help faculty begin using clickers?
How can we promote the exchange of information and “best practices?”
- 3) Structure and Role of the Academic Technology Committee:
 - Statement of our understanding of our role: Is it clear? Are there any remaining issues?
- 4) Online Rosters:
 - What was your experience?
 - Thinking about the Future:
what went right & wrong: recommendations for doing it better next semester
 - What can we do to help faculty access their rosters?
(What do faculty have to know? How can we make sure all faculty know it?)
- 5) Software:
 - What are your division’s academic software needs?
 - What has your experience been obtaining your software?
- 6) Transition from Blackboard to Etudes:
 - Status Report: How are things going?
- 7) Information for New Faculty (especially part-timers)
 - What do they need to know about technology at ECC?
 - Drafting an information sheet
- 8) Podcasting: What do our faculty want to be able to do?
- 9) Consolidating / Fewer Academic Computer Labs – pro’s and con’s

Whereas: The Academic Senate supports the desire of El Camino College to comply not only with the spirit of the law but also with the letter of the law.

Whereas: The Academic Senate upholds the value that El Camino College places on students and their input.

Whereas: The Academic Senate supports the importance that El Camino College places on communication and the collegial consultation process.

Whereas: “District and College governance structures as related to faculty roles” is one of the items designated as an academic and professional matter on which the Academic Senate should be consulted.

Whereas: The Academic Senate believes that the updating of Board Policy 2510 should be treated as a whole so that the entire Board Policy is in compliance with Title Five.

Therefore: The Academic Senate fully supports the recommendation of the President that the Board of Trustees amend Board Policy 2510 Student Section as follows:

~~Students (Title 5, Section 51023.7)~~

~~The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.~~

Students (Title 5, Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

The Board of Trustees shall recognize the Associated Student organization as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of the College and to the Board of Trustees with regard to District policies and procedures that have or will have a significant effect on students. The District policies and procedures that have or will have a “significant effect on students” include the following:

1. Grading policies
2. Codes of student conduct;
3. Academic disciplinary policies;
4. Curriculum development;
5. Courses or programs which should be initiated or discontinued;
6. Processes for institutional planning and budget development;

7. Standards and policies regarding student preparation and success;
8. Student services planning and development;
9. Student fees within the authority of the district to adopt; and
10. Any other District and College policy, procedure, or related matter that the Board of Trustees determines will have a significant effect on students.

Therefore: The Academic Senate urges that the Board of Trustees amend Board Policy 2510 Academic Senate Section to read as follows:

Academic Senate(s) Title 5, Sections 53200-53206.)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

The Board will ~~normally accept the recommendations~~ rely primarily upon the advice and judgment of the Academic Senate on academic and professional matters as defined by Sub-Chapter 2, Section 53200, et seq., California Administrative Code, Title V, and as listed below:

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 Board of Trustees designates the Vice President-Academic Affairs as the liaison to the Academic Senate for the items listed above.

~~If the District Governing Board of Trustees disagrees with the recommendation of the Academic Senate, representatives of the two bodies~~

If, due to exceptional circumstances and for compelling reasons, a recommendation of the Academic Senate is not accepted, the governing board or its designee, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate, and a representative of the Board and of the Senate shall have the obligation to meet and reach mutual agreement by written resolution, regulation, or policy of the

governing board. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

Title 5 Sec. 51023.7

Title 5 Sec. 53200

Title 5 Sec. 53203

M1-1 Hiring Procedures/Tenure TrackRev. 08/05
APPENDIX M-1

TENURE-TRACK FACULTY HIRING PROCEDURES

NOTE: The Superintendent/President is responsible for the implementation of the hiring procedures as jointly agreed upon by the Academic Senate and the Board of Trustees in accordance with the Education Code, Section 87360, in AB 1725.

1. Definition of Terms

- A. "VP" is Vice President.
- B. "Position(s)" refers to both new and replacement position(s).
- C. "ASC" is Academic Senate Council
- D. "AAO" is Affirmative Action Officer.
- E. "AAR" is Affirmative Action Representative.

2. Position Identification Process

A. The appropriate VP will initiate the position identification process in a timely basis.

B. Division Approval

1. Positions to be requested are identified jointly by the division Dean and full-time faculty.

a. Input will be requested from each division by the appropriate VP before proposals for new or replacement positions are submitted by the Deans to the appropriate VP. This input should come from existing, division advisory committees or a committee consisting of the Dean and all interested faculty in the division.

b. All pertinent data shall be reviewed by the division advisory committee and made available to any faculty member requesting it.

C. Campus-Wide Approval

1. A joint Academic Senate/administration committee will be convened by the appropriate VP for final identification of positions recommended for announcement.

The composition of this committee will be at least 50% appointed by the ASC.

2. New and anticipated replacement positions identified for the following fall are to be approved before the winter recess.

D. Unanticipated positions will be filled only on a temporary basis not to exceed 1 year.