



# Academic Senate of El Camino College 2010-2011

March 1, 2011

AC152, 16007 Crenshaw Boulevard  
Torrance, CA 90506-0001 (310) 532-3670 x3254  
www.elcamino.edu/academics/academicssenate/

## Officers & Executive Committee

President	<b>Christina Gold</b>	Co-VPs Faculty Development	<b>Briita Halonen &amp; Cristina Pajo</b>
VP Compton Educ'l Center	<b>Saul Panski</b>	VP Finance and Special Projects	<b>Lance Widman</b>
Curriculum Chair	<b>Lars Kjeseth</b>	VP Legislative Action	<b>Chris Wells</b>
VP Educational Policies	<b>Chris Jeffries</b>	Secretary	<b>Claudia Striepe</b>

## Senate Mailing List

<u>Adjunct</u>	(1 yr term)	<u>Health Sci &amp; Athletics/Nursing</u>	<u>Natural Sciences</u>
<b>Sue Ellen Warren</b>	11	<b>Tom Hazell*</b>	10
<b>Leah Pate</b>	11	<b>Tom Hicks</b>	10
		<b>Mina Colunga</b>	12/13
<u>Behavior &amp; Social Sciences</u>		<b>Pat McGinley</b>	12/13
<b>Randy Firestone</b>	11/12	<b>Kathleen Rosales</b>	11/12
<b>Christina Gold</b>	10/11		
<b>Michelle Moen</b>	11/12		
<b>Lance Widman*</b>	10/11	<u>Humanities</u>	
<b>Michael Wynne</b>	11/12	<b>Brent Isaacs</b>	11/12
		<b>Peter Marcoux</b>	11/12
<u>Business</u>		<b>Kate McLaughlin</b>	11/12
<b>Phillip Lau</b>	11/12	<b>Briita Halonen</b>	11/12
<b>Jay Siddiqui*</b>	11/12	<b>Jenny Simon</b>	11/12
<b>Kurt Hull</b>	12/13		
		<u>Industry &amp; Technology</u>	
<u>Compton Educational Center</u>	(1 yr term)	<b>Patty Gebert</b>	12/13
<b>Jerome Evans</b>	10/11	<b>Harold Hofmann</b>	12/13
<b>Chris Halligan</b>	10/11	<b>Lee Macpherson</b>	12/13
<b>Tom Norton</b>	10/11	<b>Douglas Marston*</b>	12/13
<b>Saul Panski</b>	10/11	<b>Merriel Winfree</b>	12/13
<b>Estina Pratt</b>	10/11		
<b>Darwin Smith</b>	10/11	<u>Learning Resource Unit</u>	
<u>Counseling</u>		<b>Moon Ichinaga</b>	10/11
<b>Cristina Pajo</b>	11/12	<b>Claudia Striepe*</b>	10/11
<b>Brenda Jackson*</b>	10/11		
<b>Chris Jeffries</b>	10/11	<u>Mathematical Sciences</u>	
		<b>Michael Bateman</b>	12/13
<u>Fine Arts</u>		<b>Hamza Hamza</b>	13/14
<b>Ali Ahmadpour</b>	11/12	<b>Greg Fry</b>	10/11
<b>Randall Bloomberg</b>	11/12	<b>Susan Taylor</b>	11/12
<b>Mark Crossman</b>	11/12	<b>Paul Yun*</b>	10/11
<b>Patrick Schulz</b>	11/12		
<b>Chris Wells*</b>	11/12		
			<u>President/Superintendent</u>
			<b>Thomas Fallo</b>
			<u>The Union</u>
			<b>Editor</b>
			<u>Division Personnel</u>
			<b>Jean Shankweiler</b>
			<b>Don Goldberg</b>
			<b>Tom Lew</b>
			<u>Counseling</u>
			<b>Ken Key</b>
			<u>Ex-officio positions</u>
			ECCFT President
			<b>Elizabeth Shadish</b>
			<b>Nina Velasquez</b>
			Curriculum Chair
			<b>Lars Kjeseth</b>
			<u>Institutional Research</u>
			<b>Irene Graff</b>
			<b>Carolyn Pineda</b>

Dates after names indicate the last academic year of the senator's three year term, except for Compton senators who serve one-year terms. For example 11/12 = 2011-2012.

\*denotes senator from the division who has served on Senate the longest (i.e. the "senior senator")



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## SENATE'S PURPOSE (from the Senate Constitution)

- A. 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."
- B. To facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.

## ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays, usually)

### FALL 2010

September 7	DE Conference Room
September 21	DE Conference Room
October 5	Alondra Room
October 19	Alondra Room
November 2	DE Conference Room
November 16	Alondra Room
December 7	Alondra Room

### SPRING 2011

March 1	Alondra Room
March 15	Alondra Room
April 5	Alondra Room
April 19	Compton Board Room
May 3	Alondra Room
May 17	Alondra Room
June 7	Alondra Room

## CEC ACADEMIC SENATE MEETING DATES AND LOCATIONS (Thursday after ECC Senate, usually)

### FALL 2010

September 9	Board Room
September 23	Board Room
October 7	Board Room
October 21	Board Room
November 4	Board Room
November 18	Board Room
December 9	Board Room

### SPRING 2011

March 3	Board Room
March 17	Board Room
April 7	Board Room
April 21	Board Room
May 5	Board Room
May 19	Board Room
June 2	Board Room



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## AGENDA & TABLE OF CONTENTS

		Pages
<b>A. CALL TO ORDER (12:30)</b>		
<b>B. APPROVAL OF MINUTES</b>		<b>5-10</b>
<b>C. OFFICER REPORTS</b>	<b>A. President</b> <b>B. VP – Compton Center</b> <b>C. Chair – Curriculum</b> <b>D. VP – Educational Policies</b> <b>E. Co-VPs – Faculty Development</b> <b>F. VP – Finance</b> <b>G. VP – Legislative Action</b>	<b>11-21;</b> <b>60-61</b>    <b>22-24</b> <b>25-26</b> <b>27-32</b>
<b>G. SPECIAL COMMITTEE REPORTS</b>	<b>A. SLOs</b> <b>B. Program Review / Planning and Budgeting</b> <b>C. AA Degree for Transfer</b> <b>D. Technology Committee</b> <b>E. Council of Deans</b>	<b>33-36</b> <b>37-42</b> <b>43-46</b> <b>47-56</b> <b>57-59</b>
<b>H. UNFINISHED BUSINESS</b>		
<b>I. NEW BUSINESS</b>	<b>A. Officer Nominations</b>	
<b>J. INFORMATION ITEMS – DISCUSSION</b>	<b>A. College Curriculum Committee By-Laws</b>	
<b>K. FUTURE AGENDA ITEMS</b>		
<b>L. PUBLIC COMMENT</b>		
<b>M. ADJOURN – 1:50</b>		



## **Committees**

<u>NAME</u>	<u>CHAIR</u>	<u>DAY</u>	<u>TIME</u>	<u>ROOM</u>
<b><u>Senate</u></b>				
<b>ASSESSMENT OF LEARNING (SLOs)</b>	Jenny Simon	2 <sup>nd</sup> & 4 <sup>th</sup> Mon.	2:30-4:00	Library 202
<b>COMPTON ACADEMIC SENATE</b>	Saul Panski	Thursdays	1:00-2:00	CEC Board
<b>COMPTON FACULTY COUNCIL</b>	Saul Panski	Thursdays	2:00-3:00	CEC Board
<b>CURRICULUM</b>	Lars Kjeseth		2:30-4:30	Board Room
<b>EDUCATION POLICIES</b>	Chris Jeffries	2 <sup>nd</sup> & 4 <sup>th</sup> Tues.	12:30-2:00	SSC 106
<b>PLANNING &amp; BUDGETING</b>	Arvid Spor	1 <sup>st</sup> & 3 <sup>rd</sup> Thurs.	1:00 – 2:30	Library 202
<b>FACULTY DEVELOPMENT</b>	Briita Halonen Cristina Pajo	2 <sup>nd</sup> & 4 <sup>th</sup> Tues	1:00 – 1:50	West Lib. Basement
<b>CALENDAR</b>	Jeanie Nishime	Sep 30	3pm	Board Room
<b>ACADEMIC TECHNOLOGY</b>	Jim Noyes, Virginia Rapp	Sep 24 Nov 12	12:30 – 2:00 pm	Library 202
<b><u>Campus</u></b>				
<b>ACCREDITATION</b>	Jeanie Nishime, Arvid Spor, Evelyn Uyemura			
<b>BOARD OF TRUSTEES</b>	Ray Gen	3 <sup>rd</sup> Mon	4:00	Board Room
<b>COLLEGE COUNCIL</b>	Tom Fallo	Mondays	1:00-2:00	Adm. 127
<b>DEAN’S COUNCIL</b>	Francisco Arce	Thursdays	9:00-10:30	Library 202
<b>CAMPUS TECHNOLOGY</b>	.			
<b>ENROLLMENT MANAGEMENT</b>	Arvid Spor	1 <sup>st</sup> & 3 <sup>rd</sup> Thurs	9-10:00 am	Library 202

ACADEMIC SENATE ATTENDANCE & MINUTES  
7<sup>th</sup> December 2010

**Adjunct Faculty**

<u>Warren, Sue Ellen</u>	<u>X</u>
<u>Lean Pate</u>	<u>X</u>

**Behavioral & Social Sciences**

<u>Firestone, Randy</u>	<u>X</u>
<u>Gold, Christina</u>	<u>X</u>
<u>Moen, Michelle</u>	<u>X</u>
<u>Widman, Lance</u>	<u>X</u>
<u>Wynne, Michael</u>	<u>X</u>

**Business**

<u>Siddiqui, Junaid</u>	<u>EXC</u>
<u>Lau, Philip S</u>	
<u>Hull, Kurt</u>	

**Counseling**

<u>Jackson, Brenda</u>	<u>EXC</u>
<u>Jeffries, Chris</u>	<u>X</u>
<u>Pajo, Christina</u>	<u>X</u>

**Fine Arts**

<u>Ahmadpour, Ali</u>	<u>X</u>
<u>Bloomberg, Randall</u>	<u>X</u>
<u>Crossman, Mark</u>	
<u>Schultz, Patrick</u>	<u>X</u>
<u>Wells, Chris</u>	<u>X</u>

**Health Sciences & Athletics**

<u>Hazell, Tom</u>	
<u>McGinley, Pat</u>	<u>X</u>
<u>Rosales, Kathleen</u>	
<u>Colunga, Mina</u>	<u>X</u>
<u>Hicks, Tom</u>	<u>X</u>

**Humanities**

<u>Isaacs, Brent</u>	<u>X</u>
<u>Marcoux, Pete</u>	<u>EXC</u>
<u>McLaughlin, Kate</u>	<u>EXC</u>
<u>Halonen, Briita</u>	<u>X</u>
<u>Simon, Jenny</u>	<u>X</u>

**Industry & Technology**

<u>Gebert, Pat</u>	<u>X</u>
<u>Hofmann, Ed</u>	<u>X</u>
<u>MacPherson, Lee</u>	<u>X</u>

Winfree, Merriel

Marston, Doug

**Learning Resources Unit**

<u>Striepe, Claudia</u>	<u>X</u>
<u>Ichinaga, Moon</u>	<u>X</u>

**Mathematical Sciences**

<u>Bateman, Michael</u>	<u>EXC</u>
<u>Boerger, John</u>	
<u>Fry, Greg</u>	
<u>Taylor, Susan</u>	<u>X</u>
<u>Yun, Paul</u>	<u>X</u>

**Natural Sciences**

<u>Doucette, Pete</u>	<u>X</u>
<u>Herzig, Chuck</u>	<u>X</u>
<u>Jimenez, Miguel</u>	
<u>Palos Teresa</u>	<u>EXC</u>
<u>vacant</u>	

**Academic Affairs & SCA**

<u>Chapman, Quajuana</u>	<u>X</u>
<u>Arce, Francisco</u>	<u>X</u>
<u>Nishime, Jeanie</u>	<u>X</u>
<u>Lee, Claudia</u>	<u>X</u>

**ECC CEC Members**

<u>Evans, Jerome</u>	
<u>Norton, Tom</u>	
<u>Panski, Saul</u>	<u>X</u>
<u>Pratt, Estina</u>	
<u>Halligan, Chris</u>	

**Assoc. Students Org.**

<u>Budri, Lala</u>	<u>X</u>
<u>Lopez, Jessica</u>	

**Ex- Officio Positions**

<u>Shadish, Elizabeth</u>	<u>X</u>
<u>Kjeseth, Lars</u>	<u>X</u>

**Guests, Dean's Rep, Visitors:**

David Vakil

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

The seventh Academic Senate meeting of the Fall 2010 semester was called to order by Academic Senate President Gold at 12:35pm in the Alondra Room.

Approval of last Minutes:

The minutes [pp.5 - 11 of packet] from the November 16<sup>th</sup> Academic Senate meeting were reviewed. Ms Taylor and Dr. Arce requested clarifications to their comments be made. The minutes were approved as amended.

**REPORTS OF OFFICERS**

**President's report – Christina Gold** (henceforth CG)

CG welcomed two new adjunct senators to the Academic Senate, Sue Ellen Warren and Leah Pate, who will serve for one year.

CG also thanked the Senators for all the help shown her this semester.

The applicants for the ECC Board Trustee position have been narrowed down to three applicants (Ken Brown, Marcie Wade and Mary Bueno) and interviews and selection will be conducted as part of business during the next Board meeting of 12/13/10. This is an open meeting, so all can attend, and the meeting will be conducted in the East Dining Room.

The Hiring Prioritization Committee met last week, and the ballots have been handed in. The position rankings will be announced today after the AS meeting.

The Facilities Steering Committee met yesterday and discussed the building plans for the campus. CG noted that there are different classroom models on offer that faculty should be aware of and involved with. The team will be asking for faculty input before final decisions are made.

The Accreditation team sub-committee visited last week. They were looking to see whether ECC is following through on their recommendations. In general, they seemed satisfied on this score; although it seems concerns still exist about the Program Review and Competency Assessment processes. The sub-committee is expected to send another report in January.

College Council met, and the minutes can be found on pp. 12-13 of packet. Discussion focused largely on Board matters.

CurricUNET Training (SLO Module) has begun, and a list of session dates can be found on p. 14 of the packet. CG urged as many as possible to attend.

CG encouraged the senators to read up on the Budget & Statewide Developments, as detailed on pp. 15-24 of the packet. These documents look at the Budget outlook and possible impacts.

CG noted the inclusion of a flyer on 2020 Vision: Student Success, in the packet on pp. 25-26. This was recently released by the CCLC.

CG also noted the related State Senate Resolutions stating that they were not fully consulted regarding the recommendations mentioned in the 2020Vision flyer. – The resolutions can be found on pp. 27-29 of the packet. The State Senate Resolutions are calling for faculty participation in the state and local level in definitions and discussions of student success, as noted on pp. 30-32 of the packet.

The ECC Strategic Initiatives for 2011-2014 can be found on p. 33 of the packet. CG pointed out #B “Strengthen quality educational and support services to promote student success” as being especially pertinent in light of the earlier points above. Mr. Widman reminded the senators that these initiatives had come from the Planning Summit and should be used in Division Plan Builds. CG noted that the Academic Senate is now a unit under Academic Affairs which meant that the AS could have its own Plan Build area.

**VP Compton Center - Saul Panski (SP)**

[See Packet pp. 34-37]

SP reported on the recent appointment of a new Special Trustee for the Compton District, Dr. Genethia Hudley- Hayes, to replace Dr. Peter Landsberger who had served in the position for over 4

years. SP reported that Dr. Landsberger's departure had come as something of a surprise, and that Dr. Hudley-Hayes had not yet convened a meeting with the Compton faculty.

Compton has also appointed a new Chief Business Officer, originally from the LA County Office of Education.

Compton was also recently visited by the Accreditation Team sub-committee, who seemed pleased by what they saw. The CEC is also looking ahead to reaccreditation, and the steering committee has had two meetings so far. SP emphasized that Compton is still at the very beginning of this reaccreditation process. The committee is working to determine by February whether the CEC will be ready to meet the accreditation eligibility criteria and begin the process of applying for reaccreditation. Compton will also see what the sub-committee report has to say.

SP reported that Compton is holding its faculty hiring prioritization 2011-2012 committee meeting on Thursday, which will follow the same procedures as at ECC. SP thanked CG for agreeing to serve on the committee, and noted that it was a good sign that Compton is hiring.

### **Curriculum Committee – Lars Kjeseth (LK)**

LK reported that there is still no successor for the Curriculum Chair. He noted that all avenues have been explored and said the Curriculum Committee may need to turn the matter over to the Academic Senate as the Curriculum Committee is a standing committee of the Senate. LK noted some obstacles as being the big time- commitment required, the sense of a lack of knowledge, and the fact that ECC has not grown any "experts" in this area.

### **VP Educational Policies Committee – Chris Jeffries (CJ)**

See packet pp. 38- 39 for minutes of the Committee meetings of 10/12/10 and 11/9/10. CJ noted that she had no report, but the Committee would be bringing up a matter later in the meeting.

### **VP Faculty Development – Cristina Pajo (CP) (Co- VP) and Briita Halonen (BH) (Co-VP)**

See packet pp. 40-41 for the last Fac. Dev. Meeting minutes. BH said that a spelling error had been noted and would be corrected from Bigford to Bickford.

BH noted that the Committee would be hosting the workshop "Getting the Job: Faculty Job Application and Interviews". So far there were 40 registrants.

BH said that CP would later be announcing the winner of the Outstanding Adjunct Faculty Award.

### **VP Finance and Special Projects – Lance Widman (LW)**

See the packet, pp. 42-43 for the minutes of the PBC meeting of 11/4/10.

LW specifically noted item "Budget Update" #6, that the 2010-11 budget provides approximately \$3.4 million for one-time funding of equipment, supplies and furniture requests.

The Planning Process and Calendar section reviewed various elements of the planning process and timelines to be met. LW repeated the move from budget to planning and said that there was a sense of urgency at the Division level to get the information before Winter as the Division plans will be used for budget discussions.

Ms. Taylor noted that the college has seen cuts and again asked if ECC has been making cuts consistent with the Chancellor's recommendation to focus on retaining basic skills, occupational education, and certificate- required courses - and if not, how had the cuts been decided upon?

Dr. Arce said that cuts so far had been based on enrollment figures and course patterns. Cuts had been carefully made to support the curriculum and keeping the integrity of the programs in mind. Math Basic Skills courses had been reduced as the success rates had been very low, this applied to ESL as well, but the college is trying to fulfill student needs.

Ms. Taylor said she still had concerns, and asked if the cuts were then being made on the basis of enrollment and success rates. Dr. Arce said not necessarily – for instance in the case of Phy Ed classes. The State Chancellor had recommended that colleges look at their curriculum and make their own

decisions. Dr. Arce repeated that we are being careful with cuts, noting that 800 courses had been cut, and some had been added back for the Spring semester, and that there was no simple answer.

Ms. Taylor asked what the criteria were for making these decisions. Dr. Arce noted that they are based on the State Chancellor's recommendations, and that the college tries to first target stand-alone courses that are not affiliated with a program or transfer requirement. Ms. Chapman noted that 200 courses had been deactivated that had not been offered in three years. Mr. Kjeseth said that ECC had kept avocational classes low so ECC did not have much to cut in this area compared to other colleges so we have had to make tough choices in other areas. LK noted in asked to Ms. Taylor's question that the criteria are many and varied, but it would be a fair question to ask of particular Deans.

#### **VP Legal – Chris Wells (CW)**

CW said he had done some background investigation into Title IV (mentioned at the last meeting) and had found it was based on the 1964 Higher Education Act, specifically the evaluation of federal funds used in higher education.

### **REPORTS OF SPECIAL COMMITTEES**

#### **Academic Technology Committee – Michael Wynne (MW)**

MW distributed a handout, noting that he felt it important to bring the following before the Senate:

- ECC does not have enough staff to maintain the technology that we have.

MW said that all Divisions should plan for maintenance and put it in their Department and Division Plan Build so that it would get to the PBC. MW noted that the campus is planning more smart classrooms.

- Better procedures are needed for purchasing new technology.

MW said it was importance to contact Don Treat before putting in purchasing orders to see if a better deal might not be available elsewhere. Also one should add and put in for 4 years of maintenance with the purchase, and again, include it in Plan Build. Mr. Wells asked if there was no campus wide plans. Mr. Wynne noted that times have changed and that Academic Technology was no longer in charge of seeing what is needed. Mr. Wells said that this brought up the question of ownership of computers and use by other faculty outside of the Division. MW said this is an ongoing problem as there is no uniformity to the smart classroom computers.

### **OFFICER NOMINATIONS**

CG announced that the following Senate positions would be coming up for nomination soon, and that she would get position descriptions for perusal:

VP, Educational Policies

VP, Faculty Development

VP, Finance and Special Projects

VP, Legislative Action

This item will be delayed until the Spring semester.

### **UNFINISHED BUSINESS**

#### **Academic Calendar Procedures AP4010 – Chris Jeffries (CJ)**

See packet pg. 44. CJ noted that the Academic Calendar policy had been approved in 2002, and what was missing was accompanying procedures. A framework has been proposed to use as a starting point. Any suggestions/comments can be sent to the taskforce that will be formed to continue the work. CJ asked if there were any volunteers to lead the taskforce. Mr. Ahmadapour volunteered. Recruitment for the taskforce will continue through the Winter.

### **NEW BUSINESS**

#### **Academic program Viability, Intervention and Discontinuance BP & AP 4021 – Chris Jeffries (CJ)**



See packet pp. 45 – 56. CJ noted that this was the first reading of these items, and that the experts who had crafted the original drafts were present today; namely Mssrs. Vakil, Wells, Kjeseth, Panski and Dr. Jaffe. The intent had been to keep the language and tone positive. CJ asked if there were any questions. Mr. Kjeseth noted that there was a lot to digest and if questions occurred to the senators they were welcome to email any of the above named. Mr. Kjeseth stressed that the intent is NOT to stop a program from being discontinued, so it is important to read the document carefully and understand the content. Ms. McGinley remarked that there seemed to be no mention of a timeline and recommended that this be added. Mr. Vakil noted that this had been purposely left out as different programs would require different timelines and they did not want to impose any rigidity to the process. Ms. McGinley thought it would be appropriate to make mention of a timeline with program intervention. Mr. Kjeseth said that some mention of this is made on the top of pg. 4 of the document, but agreed that the Committee could work on making this clearer. Dr. Nishime asked who would initiate the discussion if any of these steps were thought necessary. CJ said this was covered in the first paragraph of Section II. Dr. Nishime asked whether the process was not linked to program Review, and Mr. Vakil and CJ noted that this was a separate process from program Review. Dr. Nishime wondered whether the processes should be linked. Mr. Vakil said that program Review was one place to note issues, but there could be reasons not to mention certain issues in a Program Review as the Review could be used in a variety of ways. Mr. Panski noted that in the section dealing with subgroups (III A2) a VP from the Compton Center should be added as it would be a matter of concern if it were not clear that the CEC had some involvement, and asked that the group find a way of dealing with that issue. Mr. Kjeseth said they would take all comments and try and place them in the document. Dr. Arce noted that he did not see how program discontinuance could be separated from Program Review, but he also felt it important not to stigmatize Program Review. CJ said she agreed. The feeling was not to make people defensive about Program Review and therefore they wanted these issues to be able to be initiated from multiple venues, but CJ was agreeable to working on the language of the first sentence in Section II to make things clearer. CJ said to email her and that she would be here all winter. Mr. Vakil also noted that this would be discussed on Thursday at the Deans' Council Meeting.

## **INFORMATIONAL ITEMS**

### **Associate Degree for Transfer SB 1440**

See pp 52- 85 of packet. There has been lots of recent discussion on this issue, including a quantity of resolutions calling for a streamlining of the degree and transfer process to get more students through the system. Some models are described on pg. 53 of packet. All of these options and suggestions are still under discussion and development. Pg 72 of the packet shows a picture of where we stand as regards our local degrees and certificates.

During Spring 2011 recommendations from the A.A. Degree Taskforce will be presented to Senate. Dr. Arce noted that we will be under pressure to develop a transfer degree, and we are working to make progress in this area since implementation is due in 2011. Ms. Warren asked about the involvement of other institutions like the UC's and for-profit and private enterprises. CJ noted that we do have articulation agreements with some of these bodies. Mr. Wells noted that this had also been a topic of discussion at the plenary session and many are enthusiastic about the ideas. Mr. Kjeseth noted that the issue is complex, but at ECC we would need to work on providing transfer degrees in various majors.

### **Smoking – Chris Gold (CG)**

CG noted that the issue of smoking on campus had been raised at College Council, and the results of a 2006 student opinion survey that included questions on smoking are on pg. 86 of the packet. Senators had also recently been asked to take a brief online survey on the issues. Approx. half of the Senators responded. Current policy restricts smoking to a distance of 20ft. or greater outside away from building doors and windows. Comparing the results of the two surveys showed students more in favor of additional restrictions on smoking, for instance limiting smoking to designated areas, or even a total ban n

campus. It was noted that enforcement of any restrictions might prove problematic. Dr. Arce noted that Mr. Gann has an “ashtray plan”, but he had no details.

**Outstanding Adjunct Faculty Award – Cristina Pajo (CP)**

CP presented the first Outstanding Adjunct Faculty Award to Lynn Fielding, who has taught at ECC for 18 years in the Natural Sciences and Industry and Technology Divisions. The award consisted of a plaque and exclusive use of a parking space for one year.

Dr. Arce presented Mr. Vakil with a gavel in recognition of his leadership as past President of the Academic Senate.

President Gold gave mugs to the Senate Officers, and pens and senate pins to individual Senators in recognition of their contributions.

**PUBLIC COMMENT**

None

**ADJOURN**

The meeting adjourned at 1:50pm.

Cs & MI/ecc2010



**ACCREDITING  
COMMISSION  
for COMMUNITY and  
JUNIOR COLLEGES**

10 COMMERCIAL BOULEVARD  
SUITE 204  
NOVATO, CA 94949  
TELEPHONE: (415) 506-0234  
FAX: (415) 506-0238  
E-MAIL: [accjc@accjc.org](mailto:accjc@accjc.org)  
[www.accjc.org](http://www.accjc.org)

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January 31, 2011

RECEIVED

FEB - 8 2011

Dr. Thomas M. Fallo  
Superintendent/President  
El Camino College  
16007 Crenshaw Boulevard  
Torrance, CA 90506

Dear President Fallo:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 11-13, 2011, reviewed the Follow-Up Report submitted by El Camino College and the report of the evaluation team which visited Monday, November 22, 2010. The Commission notes that the College has resolved Recommendations 1, 2, 5 and 6, and Commission Concerns 1 and 2, as identified in the Commission's action letter of January 29, 2010.

The Follow-Up Report will become part of the accreditation history of the College and should be used in preparing for the next comprehensive evaluation. I have previously sent you a copy of the Evaluation Team Report. Additional copies may now be duplicated. The Commission requires that you give the report and this letter appropriate dissemination to your college staff and to those who were signatories of your college report. This group should include the campus leadership and the Board of Trustees. The Commission also requires that all reports be made available to students and the public. Placing copies in the college library can accomplish this. Should you want an electronic copy of the report, please contact Commission staff.

All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. El Camino College should submit the Midterm Report by **October 15, 2011**.

**Commission Reminder:** The Commission expects that institutions meet standards that require the identification and assessment of student learning outcomes, and the use of assessment data to plan and implement improvements to educational quality, by fall 2012. The Commission reminds El Camino College that it must be prepared to demonstrate that it meets these standards by fall 2012 (Standards I.B.1, II.A.2.e, II.A.2.f, II.B.4, and II.C.2).

cc: VP's

Dr. Thomas M. Fallo  
El Camino College  
January 31, 2011  
Page Two

On behalf of the Commission, I wish to express continuing interest in the institution's educational quality and students' success. Professional self-regulation is the most effective means of assuring institutional integrity, effectiveness, and quality.

Sincerely,



Barbara A. Beno, Ph.D.  
President

BAB/tl

cc: Dr. Jeanie Nishime, Accreditation Liaison Officer  
Board President, El Camino Community College District  
Dr. William Scroggins, Team Chair

**Accrediting Commission for Community and Junior Colleges**  
Western Association of Schools and Colleges

***PREPARATION OF A MIDTERM REPORT***

A **Midterm Report** is due in the third year following the evaluation team visit. An institution is expected to address and resolve all recommendations provided by a comprehensive evaluation team within six years or by the time of the next comprehensive visit. An institution is also expected to follow up on all of its own plans for improvement as identified in the Self Study Report within the same six-year period. In the Midterm Report, the institution is required to inform the Commission of its progress toward resolution of these matters. The institution is expected to provide narrative information and analysis regarding:

- ◆ each of the recommendations of the evaluation team
- ◆ the areas identified in the planning agenda of its self study
- ◆ updates on substantive change approvals or pending proposals

The report will be reviewed by the Commission at its next regularly scheduled meeting, and the institution will be notified as to what action, if any, it must take next.

**Midterm Report Format**

The following format for the report should be used:

1. Cover Sheet  
Include the date of submission, the name and address of the institution, and a notation that this is a Midterm Report.
2. Table of Contents
3. Statement on Report Preparation  
The statement, signed by the Chief Executive Officer of the institution, describes the process of report preparation and identifies those who were involved in its preparation, review, and approval.
4. Response to Team Recommendations and the Commission Action Letter  
The report should describe the progress made on each recommendation, analyze the results achieved to date, provide evidence of the results, and indicate what additional plans the institution has developed.
5. Response to Self-identified Issues  
In the Planning Agenda section of the self study, the institution reported on areas needing improvement. The institution should provide a brief description of the progress made on these self-identified issues specifying timelines to completion and responsible parties.
6. Update on Substantive Change Proposals in progress, pending, or planned
7. The Midterm Report must be reviewed by the Governing Board prior to its submission



## Join us on April 17 for a Once-in-a-Lifetime Event

On Sunday, April 17, 2011, history will be made as nearly 2 million people join hands in one continuous line up and down California, all in support of California Community Colleges and their nearly 3 million students.

Hands Across California will raise awareness of California Community Colleges like never before by being the largest-ever event held by any system of higher education. But more importantly, it will increase financial support for California's Community College students—a truly worthy cause. Due to the ever-increasing cost of an education, California Community College students are facing a crisis of affordability, with many being forced to abandon their education each and every day because of financial hardships. Nearly 90 percent of full-time students are in need of financial aid, and almost half of all students have no resources to pay for college.

This is why Hands Across California is so important. Funds raised through the event will directly support the California Community Colleges Scholarship Endowment, a permanent fund that provides annual scholarships to thousands of students with the greatest need. And thanks to the generosity of The Bernard Osher Foundation, every dollar raised for the Endowment through Hands Across California will be matched by 50 percent, significantly increasing the impact of every donation. However, this opportunity doesn't last forever. We as a system have only until June 2011 to benefit from the Osher Foundation's generous matching opportunity, which is why the timing of Hands Across California is so critical.

Help us tell the world why California Community Colleges are so vital to the future, all while raising money toward scholarships that will support generations upon generations of students.

## Get Involved!

Getting involved in this exciting event is simple:

- **Lend your support** to make this unparalleled and unique event a reality and bring new awareness of the needs of California Community College students. A sponsorship of this event will result in untold media coverage and public awareness of the need to enhance support to California Community Colleges, the training ground of tomorrow's workforce.
- **Make a commitment to stand with us** on April, 17, 2011, by registering online at [www.HandsAcrossCalifornia.org](http://www.HandsAcrossCalifornia.org).
- **Encourage others** to participate and donate to this important cause.

For more details, visit [www.HandsAcrossCalifornia.org](http://www.HandsAcrossCalifornia.org), or find us on Facebook or Twitter (@HandsAcrossCA).

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting December 13, 2010

Present: Francisco Arce, Thomas Fallo, Ann Garten, Christina Gold, Irene Graff, Jessica Lopez, David Mc Patchell, Jeanie Nishime, Susan Pickens, Elizabeth Shadish, Luukia Smith, Lynn Solomita, and Arvid Spor.

1. Board Agenda
  - a. There will be a presentation of the cross country teams and the state champion in the male division.
  - b. Item VI - the Board will select the new trustee. There must be three affirmative votes.
  - c. Page 59, title for item B should read "2010-2011." Correction will be made during Board meeting.
  - d. Page 54, item 2 – retirement effective date should read "December 30, 2010." Correction will be made during the Board meeting.
  - e. Page 54, item 5 – name should read "Kristi." Correction will be made during the Board meeting.
  - f. Page 20, item C – we may cancel one of these if we don't get enough students. The target is 30-35 students for each section.
2. Faculty – we are going to announce 20 faculty hires for this year. We are filling nine classified positions at the beginning of the year. Every announcement will have "subject to funding" on it.
3. College Council will not meet next week.

Agenda for the January 18, 2011 Meeting:

1. Minutes of December 13, 2010
2. Board of Trustees Agenda
3. Team Reports
4. Designated Smoking Areas on Campus
5. BP 2350 – Speakers
6. BP & AP 5055 – Enrollment Priorities
7. BP & AP 4055 – Academic Accommodations for Students with Disabilities
8. College Council minutes
9. Develop objectives for College Council Goals 2010-2011

College Council Goals 2010-2011

1. Continue to improve internal college communications.
2. Increase the amount of recognition for work well done.
3. Continue to incorporate evidence-based decision making when evidence is available.
4. Communicate accreditation eligibility issues facing the College throughout the year.

5. Support, review, and discuss results of a Student Campus Climate survey.
6. Define and discuss the issue of employee morale and student satisfaction at both locations. Support initiatives to improve employee morale and student satisfaction as defined by campus discussions.
7. Complete 10 + 1 policies and accompanying procedures.
8. Continue to build a sense of community.



**ECC BOARD OF TRUSTEES – FEBRUARY 22, 2011**

(Excerpts from Agenda, p. 64)

**A. INTERFUND TRANSFER (RESOLUTION) AND PAYMENT AUTHORIZATION**

It is recommended that the Board of Trustees approve a resolution for the following Interfund transfer for FY 2010-11.

**INTERFUND TRANSFER**

From: General Fund-Unrestricted (11) Reserve for Contingency  
To: Property & Liability Fund (62) Other Operating Expenses  
Amount: \$833,333.33

The Board also authorizes the use of these funds for payment to our insurance joint powers authority (SWACC) for the settlement of a liability claim.

**B. DESIGNATION OF IRREVOCABLE RESERVE FUND FOR POST EMPLOYMENT BENEFITS (RESOLUTION)**

It is recommended that the Board of Trustees approve a resolution to designate Fund 17 as an Irrevocable Fund

**CHANGE OF TITLE OF FUND**

From: Special Reserve - Retiree Health Premiums  
To: Irrevocable Reserve - Post Employment Benefits

The Board further authorizes the Superintendent/President or his designee to take future actions required for the operation of this fund, including: development of a formal Trust document, establishment of investment policies and investment advisor, designation of trust administrator, contract for an updated actuarial study and all other applicable actions related to the development and implementation of this fund. The balance in this irrevocable fund (as of June 30, 2011) is projected to be \$12.2 million: \$8.3 million projected from the existing Fund 17 and \$3.9 million projected from the Southern California Community College District (SCCCD) joint powers authority which currently holds a portion of these funds for investment.



# BUDGET ADVOCACY ACTION CENTER

Community College League of California

## Statewide Budget Impact

*Updated: scenario 3 is now the Legislative Analyst's recommended cut level for a no-tax scenario.*

### STATEWIDE

#### Assuming June Tax Package is Approved

Source	Amount
State General Fund:	-\$400,000,000
Increased Student Fees (\$36/unit):	\$110,000,000
Net Reduction:	-\$290,000,000
Lost Headcount Students:	<ul style="list-style-type: none"> <li>Statewide: 150,000 (63,000 FTES)</li> </ul>

---

#### If June Tax Package Fails and Prop. 98 is Funded at Minimum

Source	Amount
State General Fund:	-\$620,000,000
Increased Student Fees (\$36/unit):	\$110,000,000
Net Reduction:	-\$510,000,000
Lost Headcount Students:	<ul style="list-style-type: none"> <li>Statewide: 264,000 (111,000 FTES)</li> </ul>

---

#### If June Tax Package Fails and Prop. 98 is Suspended (LAO Options)

Source	Amount
State General Fund:	-\$1,085,000,000
Increased Student Fees (\$66/unit):	\$280,000,000
Net Reduction:	-\$805,000,000
Lost Headcount Students:	<ul style="list-style-type: none"> <li>Statewide: 417,000 (176,000 FTES)</li> </ul>

From [www.ccleague.net/district-budget-impact/](http://www.ccleague.net/district-budget-impact/) (downloaded on 2/23/11)



# BUDGET ADVOCACY ACTION CENTER

Community College League of California

## District Budget Impact

*Updated: scenario 3 is now the Legislative Analyst's recommended cut level for a no-tax scenario.*

### EL CAMINO

#### Assuming June Tax Package is Approved

Source	Amount
State General Fund:	-\$6,986,000
Increased Student Fees (\$36/unit):	<u>\$1,921,000</u>
Net Reduction:	-\$5,065,000

---

#### If June Tax Package Fails and Prop. 98 is Funded at Minimum

Source	Amount
State General Fund:	-\$10,829,000
Increased Student Fees (\$36/unit):	<u>\$1,921,000</u>
Net Reduction:	-\$8,908,000

---

#### If June Tax Package Fails and Prop. 98 is Suspended (LAO Options)

Source	Amount
State General Fund:	-\$18,951,000
Increased Student Fees (\$66/unit):	<u>\$4,890,000</u>
Net Reduction:	-\$14,060,000

From [www.ccleague.net/district-budget-impact/](http://www.ccleague.net/district-budget-impact/) (downloaded on 2/23/11)



# BUDGET ADVOCACY ACTION CENTER

Community College League of California

## District Budget Impact

*Updated: scenario 3 is now the Legislative Analyst's recommended cut level for a no-tax scenario.*

### Compton

#### Assuming June Tax Package is Approved

Source	Amount
State General Fund:	-\$2,378,000
Increased Student Fees (\$36/unit):	<u>\$654,000</u>
Net Reduction:	-\$1,724,000

---

#### If June Tax Package Fails and Prop. 98 is Funded at Minimum

Source	Amount
State General Fund:	-\$3,686,000
Increased Student Fees (\$36/unit):	<u>\$654,000</u>
Net Reduction:	-\$3,032,000

---

#### If June Tax Package Fails and Prop. 98 is Suspended (LAO Options)

Source	Amount
State General Fund:	-\$6,450,000
Increased Student Fees (\$66/unit):	<u>\$1,664,000</u>
Net Reduction:	-\$4,785,000

***Los Angeles Times, "California GOP Group Takes Hard-Line Stance Against Tax Hikes,"***  
**2/24/11**

More than two-thirds of the Republicans in the Legislature took a hard-line stance Wednesday against Gov. Jerry Brown's budget plan, forming a new group and pledging to block the governor's efforts to let voters extend tax hikes.

The unusual effort highlighted the deep partisan divisions in the statehouse as Brown and lawmakers race to pass a state spending plan. So far, 22 of the 27 GOP Assembly members and eight of the 15 GOP state senators have signed on to the new "taxpayers caucus."

At a news conference on the Capitol steps, Assemblyman Donald Wagner (R-Irvine), a co-chairman of the caucus, said the message to Brown was clear: "You're not getting Republicans to go for tax increases."

Brown has proposed deep cuts in state services and wants to ask voters to agree to extend for five years billions of dollars in sales, income and car taxes. The governor needs at least four GOP votes, two in the Assembly and two in the state Senate, to place a tax measure on the ballot.

Conservatives are already branding the group's nonmembers as potential GOP traitors. The two chairmen of the caucus, Sen. Tony Strickland (R-Moorpark) and Wagner, went on the popular John and Ken radio show Wednesday as the conservative KFI-AM (640) duo posted phone numbers and photos of the non-signers and rallied listeners.

"You're going to see very intensified grassroots efforts" turning up the heat on nonmembers, said Jon Fleischman, an influential GOP blogger who attended Wednesday's news conference.

Most GOP legislators already have signed a pledge never to raise taxes. The signers of the new caucus' principles agreed, in addition, to oppose putting any tax increases on the ballot unless voters are presented with an equal-size tax cut. Brown has derided that idea as "flimflam" that would only worsen the deficit.

"We're hopeful there will be some leaders who are more reasonable," said Brown's press secretary, Gil Duran.

Indeed, the list of caucus members provides Brown and legislative Democrats a road map to identify the handful of Republicans who may be willing to negotiate.

"It's certainly informative," said Assemblyman Bob Blumenfield (D-Woodland Hills), who chairs the joint budget committee that began meeting Wednesday.



**El Camino College**  
**Academic Senate**  
**February 23, 2011**

**TO:** Academic Senators  
**FROM:** Chris Jeffries, VP - Educational Policies  
**SUBJECT:** Educational Policies

I hope everyone is off to a great semester and the craziness of adds and drops has died down and we are all ready for a fun and successful semester.

I am writing for two reasons. One is to remind everyone of the meetings of the Educational Policies Committee and the other is to solicit eager volunteers to run for Vice President of Educational Policies. This is the last semester of my two year tenure as the position of VP of Ed Policies. I am choosing not to rerun for the position mostly because I am taking a much needed and earned sabbatical in Spring 2012 after 19 years of service to our college.

Chris Gold thought it would be a good idea to explain exactly what is entailed in the position of VP of Ed Policies. I thought the easiest way was to take the definition straight from our Academic Senate constitution which is the "Vice President of Educational Policies, in coordination with the Vice President of Academic Affairs and the division deans, shall investigate, monitor and propose matters concerning educational policies, such as degree and certificate requirements, grading policies, standards and policies regarding student preparation and success, and the processes for program review and accreditation." One example of a policy and procedure that was passed during my tenure was BP and AP 4100 Graduation Requirements for Degrees and Certificates which basically outlined how a student earns a degree or certificate at El Camino College.

I am also attaching the list from the Community College League of California of the suggested policies and procedures that a college should consider under the heading of "Academic Affairs." These are just suggested outlines and do not in any way dictate what we can or cannot do on our own college campus. I like to qualify the role of the Ed Policies committee as a function of why we are all here on a community college campus; to help educate and serve our students so they can be successful members of society. If you are here to help students, then this committee is for you.

Please take a look at the list of committee meetings for the Spring 2011 semester and consider joining us for some or all to find out all about the nuances of Ed Policies and get involved in a committee that is really about our students! Feel free to bring your lunches too!

**Meetings are the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of every month from 1-2pm in the Counseling Division Office in the Student Services Center room 206. The meeting dates are as follows: March 8, March 22, April 26, May 10, and May 24. There will be no meeting on April 12<sup>th</sup> due to spring break.**

Please don't hesitate to email me at [cjeffries@elcamino.edu](mailto:cjeffries@elcamino.edu) or call my extension at 3531 if you should have any questions regarding the duties as chair of this very important committee of the Academic Senate.

## Board Policies and Academic Procedures

(BP = Board Policies)

### **Chapter 4: Academic Affairs**

BP 4010	Academic Calendar	
BP 4020	Program, Curriculum, and Course Development	<i>Revised 8/04, 2/07, 8/07</i>
BP 4025	Philosophy and Criteria for Associate Degree and General Education	<i>Revised 2/08</i>
BP 4030	Academic Freedom	
BP 4040	Library Services	
BP 4050	Articulation	<i>Revised 2/07</i>
BP 4060	Delineation of Functions Agreements	<i>Revised 2/07</i>
BP 4070	Auditing and Auditing Fees	
BP 4100	Graduation Requirements for Degrees and Certificates	<i>Revised 8/07, 2/08</i>
BP 4106	Nursing Programs	<i>New 2/08, Revised 4/09</i>
BP 4110	Honorary Degrees	
BP 4220	Standards of Scholarship	<i>Revised 9/05, 2/08</i>
BP 4225	Course Repetition	<i>Revised 8/06, 8/07, 4/09</i>
BP 4226	Multiple and Overlapping Enrollments	<i>New 8/07</i>
BP 4230	Grading and Academic Record Symbols	<i>Revised 9/01, 8/07</i>
BP 4231	Grade Changes	<i>New 2/08</i>
BP 4235	Credit by Examination	<i>Revised 2/08</i>
BP 4240	Academic Renewal	<i>Revised 2/08</i>
BP 4250	Probation, Disqualification, and Readmission	<i>Revised 8/07</i>

(AP = Academic Procedures)

### **Chapter 4: Academic Affairs**

AP 4010	Academic Calendar	
AP 4020	Program and Curriculum Development	
AP 4021	Program Discontinuance	<i>New 8/04</i>
AP 4022	Course Approval	<i>New 8/07</i>
AP 4025	Philosophy and Criteria for the Associate Degree & General Education	<i>Revised 2/08</i>
AP 4026	Philosophy and Criteria for International Education	<i>New 2/03</i>
AP 4030	Academic Freedom	
AP 4040	Library and other Instructional Support Services	
AP 4050	Articulation	<i>Revised 2/07</i>
AP 4060	Delineation of Functions Agreements	
AP 4070	Auditing and Auditing Fees	
AP 4100	Graduation Requirements for Degrees and Certificates	<i>Revised 8/06, 8/07, 2/08</i>
AP 4101	Independent Study	<i>Revised 9/05, 2/08</i>
AP 4102	Occupational/Vocational Technical Programs	
AP 4103	Work Experience	
AP 4104	Contract Education	
AP 4105	Distance Education	<i>Revised 8/07, 2/08</i>

AP 4106	Nursing Programs	<i>New 2/08, Revised 4/09</i>
AP 4110	Honorary Degrees	
AP 4220	Standards of Scholarship - Delegation	
AP 4222	Remedial Coursework	<i>Revised 9/05, 2/08</i>
AP 4225	Course Repetition	<i>Revised 9/01, 8/02, 8/03, 8/06, 8/07, 2/08, 4/09</i>
AP 4226	Multiple and Overlapping Enrollment	<i>New 8/07</i>
AP 4227	Repeatable Courses	<i>New 2/08; Revised 9/08, 4/09</i>
AP 4228	Course Repetition - Significant Lapse of Time	<i>New 9/08</i>
AP 4229	Course Repetition - Variable Units	<i>New 9/08</i>
AP 4230	Grading and Academic Record Symbols	<i>Revised 9/01, 8/07</i>
AP 4231	Grade Changes	<i>Revised 8/06, 8/07, 2/08</i>
AP 4232	Pass/No Pass	<i>Revised 8/07, 2/08</i>
AP 4235	Credit by Examination	<i>Revised 2/08</i>
AP 4240	Academic Renewal	<i>Revised 8/06, 2/08, 9/08, 4/09</i>
AP 4250	Probation	<i>Revised 8/06, 8/07</i>
AP 4255	Disqualification and Dismissal	<i>Revised 8/06, 2/08</i>
AP 4260	Prerequisites and Co-requisites	<i>Revised 8/07</i>
AP 4300	Field Trips and Excursions	<i>Revised 8/06, 8/07</i>
AP 4400	Community Services Programs	<i>Revised 8/07</i>
AP 4500	News Media	
AP 4610	Instructional Service Agreements	<i>New 2/05, 8/06, 2/08</i>



# Faculty Development Committee Meeting

## MINUTES

Tuesday, February 22, 2011

### Committee Members:

Fazal Aasi -- P	Compton Center	Donna Manno -- P	Staff Development
Rose Cerofeci -- A	Humanities	Cristina Pajo (Co-Chair) --P	Counseling
Kristie Daniel-DiGregorio --P	BSS	Margaret Steinberg -- A	Natural Sciences
Briita Halonen (Co-Chair)--P	Humanities	Mercedes Thompson -- A	Humanities
Linda Ho -- A (sabbatical)	Math	Sue Warren -- P	Adjunct Rep
Moon Ichinaga -- P	Learning Resources	Rachel Williams -- A	Humanities

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

### Spring 2011 Meetings (in West Library Basement)

February 22, March 22, April 26 & May 24

### AGENDA

- I) Debriefing about “Getting the Job Workshop”- Application Part I
  - a. 30 faculty attended on Dec. 10, 2010
  - b. The value of the workshop was rated a 4.9 out of 5, so it was very well-received.
  - c. Comments included:
    - i. “I appreciated all of the insights shared by the panelists”
    - ii. “Helped me to see the perspective of the hiring committee”
    - iii. “very informative” and “wonderful”
    - iv. “Thank you for all of the opportunities you offer us.”
    - v. One attendee suggested “panelists from more diverse departments”
  
- II) “Getting the Job Workshop”- Interview Part II
  - a. Will be scheduled for Friday, March 18<sup>th</sup> from 12:30 – 1:30 in the W. Lib. Basement again
  - b. Panelists:
    - i. Ideally, we would like one dean, two members of previous hiring committees and two recent hires, all from different divisions.
      1. BH will contact Stephanie Rodriguez (Dean of Industry & Tech) as a first choice and Tom Lew (Dean of Humanities) as a second choice.
      2. BH will email deans of all departments asking them to recommend faculty that have been on previous hiring committees and recent hires.
  - c. Suggested announcements:
    - i. Explain the legal ground-rules for interview questions
    - ii. Give a disclaimer that other schools may have different processes or policies

- III) Book Club Update
  - a. We are resuscitating the faculty book club this spring!
  - b. Allison Carr (from Humanities) is the facilitator.
  - c. The book this semester is *The Courage to Teach: Exploring the Inner Landscape of a Teacher's Life* by Parker Palmer (and Donna has ordered copies already).
  - d. Seven faculty members have signed up, but there is still room if others would like to join.
  
- IV) Webinar Update ([www.innovativeeducators.org](http://www.innovativeeducators.org))
  - a. Fewer than ten participants so far, but they've all had positive feedback for the webinars.
  - b. We are anticipating a rush once flex-fulfillment updates are sent out in a month or so.
  - c. The next webinar scheduled is "Managing Disruptive Behavior;" DM to email faculty.
  
- V) Debriefing about Flex Day
  - a. Due to a delay with Survey Monkey, we have not yet administered a survey, but anecdotal evidence suggests that the ECC faculty presentations were well-received both due to the preparedness of the presenters and because they truly understand our campus, students, and mission.
  - b. Because of the delay, we will likely include flex-day survey questions in the Needs Assessment survey later this spring (hopefully early April).
    - i. Tentative questions include:
      - 1. Our SLO for the session was to create an awareness of programs on campus that contribute to student and faculty engagement. Do you feel this SLO was achieved?
      - 2. Did you like the format for the general session (faculty presenters)?
      - 3. Overall rating for the information presented?
      - 4. Should the format be continued for future spring flex days?
      - 5. Did you attend an afternoon workshop?
  
- VI) On-Course Conference (April 1- 2, 2011)
  - a. To receive funds to attend, faculty must have participated in FIPP (which approximately 150 ECC and Compton Center faculty have done!)
  - b. DM will review respondents who expressed interest. If interest outweighs funds, there will be a lottery to see who will receive funds.
  
- VII) Agenda items for the next meeting
  - a. Update on Getting the Job: Interviews (part II)
  - b. Great Teachers Seminar recruiting
  - c. Fall Flex Day plans
  - d. Mentor program
    - i. Timeline
    - ii. Spring recruitment of mentors for incoming fall hire class

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**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: January 20, 2011**

---

**MEMBERS PRESENT**

- |  |   |
|--|---|
| <input type="checkbox"/> Enomoto, Ryuichiro (Rio) – ASO                | <input checked="" type="checkbox"/> Reid, Dawn – Student & Community Adv.     |
| <input checked="" type="checkbox"/> Ott, Jonathan – Campus Police      | <input checked="" type="checkbox"/> Shenefield, Cheryl – Administrative Svcs. |
| <input checked="" type="checkbox"/> Natividad, Rory – Mgmt/Supervisors | <input checked="" type="checkbox"/> Spor, Arvid – Chair (non-voting)          |
| <input checked="" type="checkbox"/> Patel, Dipte – Academic Affairs    | <input checked="" type="checkbox"/> Turner, Gary – ECCE                       |
| <input checked="" type="checkbox"/> Quinones-Perez, Margaret – ECCFT   | <input checked="" type="checkbox"/> Widman, Lance – Academic Senate           |

**OTHERS ATTENDING:** Sharon Asher, Janice Ely, Katie Gleason, Irene Graff, Alice Grigsby, Jo Ann Higdon, Lynn Lindberg, Jeanie Nishime, Emily Rader

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**Handouts:** Budget Advocacy Action Center; Fund 11 Fiscal Overview; PERS Choice Conversion Annual Cost Savings Estimates

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The meeting was called to order at 1:05 p.m.

**Approval of January 6, 2011 Minutes**

The minutes were approved with no changes.

**Budget Update**

*Budget Advocacy Action Center (CCLC)*

1. The good news: no mid-year cuts.
2. Three scenarios presented – agree with the State General Fund amounts in all three scenarios; the other amounts on this document are not verified and should not be shared.
  - a. *Assuming June Tax Package is Approved* – State General Fund amount of \$6.767 million. This projection includes increasing student fees by \$10 per unit. Increase most likely will not be given to colleges, although League is presuming it will in each scenario. Impact to ECC would be \$6.747 million cut if statewide deficit holds between \$25 and \$28 billion, and if vote to extend tax package passes.
  - b. *If June Tax Package Fails and Prop. 98 is Funded at Minimum* – impact to ECC would be \$10.457 million cut.
  - c. *If June Tax Package Fails and Prop. 98 is Suspended* – impact to ECC would be \$15.180 million cut.
3. Why does the increased student fee amount remain static for each scenario? Amounts in this document are questionable with the exception of State General Fund amounts.

*Fiscal Overview for 2011-12 – Fund 11*

1. ECC's estimated November 2010 figures were discussed at the December 2<sup>nd</sup> PBC meeting. January 2011 figures (calculated before the League's document was released) estimate the community college portion of state shortfall to be \$400 million and ECC's portion \$6.68 million (comparable to League's estimate of \$6.747 million). Do not know why the estimated community college portion of state shortfall increased from \$230 million to \$400 million.
2. Compton Center shortfall increased from over \$1 million to \$2 million.

3. Current estimated FTES is 19,150 with goal of 19,400. ECC's net shortfall is now projected at \$3.01 million.
4. Proposed brainstorming for the remainder of this meeting for ideas to address the \$3 million shortfall. Anticipate problem to continue for next five years. Asked members to discuss with their constituents and email ideas to A. Spor to discuss at the next PBC meeting. Fiscal Services can prepare ahead of time and match ideas with dollar amounts. Ideas suggested:
  - a. Review overtime costs – special assignments (fund 11).
  - b. Do not touch salaries.
  - c. Keep reserves at \$16 million (14.5%) and use anything over this amount.
  - d. Interfund transfers (page 58 in budget book) – i.e. Dental Fund (one time).
  - e. Use \$1.5 million of \$3 million from 2011-12 Fund 15 Compton partnership (one-time).
  - f. Review large expenditures (i.e. 5100 Contract for Personal Services, PSAs; 5800 other services, postage and advertising; 4400 other instructional supplies; 5500 Utilities and housekeeping services).
  - g. Cost of not filling vacant positions.
  - h. Income Generating Ideas
    - i. Increase F-1 Visa Students
    - ii. Hosting cell towers
5. One member requested to know:
  - a. Costs for new hires budgeted for 2010-11 – management, faculty and classified
  - b. Current GASB balance - \$10,635,000 shown on page 67 in budget book (does not include \$1.4 million from Fund 15). Approximate balance is \$12 million; liability \$18.8 million.
  - c. Current estimate (best guess) of the length of the Compton partnership contract – would have to ask President Fallo.
  - d. Current reserves – now at \$16.449 million (14.57%). Cash flow problems could affect what was considered a sufficient amount of reserves.
6. Is the \$580,000 one time funding for equipment from Fund 11 part of the \$1.278 million from funds 11 and 15 for equipment, supplies and furniture? \$1.278 million is from 2010-11 budget. Proposing not spending \$580,000 one-time fund 11 expenditures from 2011-12 budget (pending PBC recommendation).
7. \$3 million Fund 15 allocation (partnership with Compton) listed on page 76 in 2010-11 budget book. \$1.15 million of fund 15 budgeted for categorical programs and \$1.4 million for GASB (\$900,000 + carryover). Fund 15 total for 2010-11 was \$4.3 million (\$3 million + unexpended carryover). Any carryover projected from this fund? Most funding spent or encumbered. Will check status of *Contingencies* allocation. Allocations to categorical programs and student retention projects are tied to staffing – opinion voiced these should not be touched.
8. Will the Faculty Obligation Number (FON) be reduced? Not yet known. Advertised open positions are subject to funding. ECC will meet FON with the proposed new hires. 50% law states that at least 50% of unrestricted general fund must be spent on direct classroom instruction – currently at 53%. Faculty Obligation Number (FON) refers to the number of full-time tenured track positions required by the state to show progress toward the 75% law.
9. Question was brought up about items to include in program plans – from wish lists wants vs. realistic, budget-oriented needs. How programs are advised on what to include on their program plans should be reviewed. Needs crucial to the program should be written into program reviews; prioritized; and placed in the program plan. Still had questions about how the equipment/supplies/furniture requests for 2010-11 were selected and approved for funding. Suggestion was made to review the December 2, 2010 PBC minutes, which recaps what was explained and discussed. Is planning process working? An evaluation of the planning process is being developed.
10. Employee health benefits – pages 5 and 6 in budget book. Large expense comes from retirement contributions and health and welfare (medical). Health Insurance Committee is currently

reviewing health care choices and costs. All recommendations are negotiable. PBC is not involved in health insurance decisions. Information presented about estimated savings to convert to PERS Choice from PERS Care is just an overview to let PBC know what's being discussed and reviewed by the Health Insurance Committee who makes recommendations to the President. Member voiced opinion that this information is not necessary for PBC to review.

11. Page 6 in budget book - Legal, Elections and Audit Expense (account 5700) – what is anticipated expense for election of new board members? Around \$400,000. Will revisit the *Multi-Year Grid* which took into account extra funds to be budgeted for election cycle and planning for PERS and STRS increases. The grid addresses the revenue side of the deficit problem.

The next meeting is scheduled on February 3, 2011.

The meeting ended at 2:30 p.m.

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**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: February 3, 2011**

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**MEMBERS PRESENT**

- |  |   |
|--|---|
| <input type="checkbox"/> Enomoto, Ryuichiro (Rio) – ASO                | <input type="checkbox"/> Reid, Dawn – Student & Community Adv.                |
| <input checked="" type="checkbox"/> Ott, Jonathan – Campus Police      | <input checked="" type="checkbox"/> Shenefield, Cheryl – Administrative Svcs. |
| <input checked="" type="checkbox"/> Natividad, Rory – Mgmt/Supervisors | <input checked="" type="checkbox"/> Spor, Arvid – Chair (non-voting)          |
| <input checked="" type="checkbox"/> Patel, Dipte – Academic Affairs    | <input checked="" type="checkbox"/> Turner, Gary – ECCE                       |
| <input checked="" type="checkbox"/> Quinones-Perez, Margaret – ECCFT   | <input type="checkbox"/> Widman, Lance – Academic Senate                      |

**OTHERS ATTENDING:** Francisco Arce, Rebecca Asher, Janice Ely, Alice Grigsby, Jo Ann Higdon, Ken Key, Luis Mancia, Jeanie Nishime, Emily Rader

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**Handouts:** League’s Budget Impact Estimate; Fund 11 Annual Budget Report ending 6/30/2011; College Planning Process Employee Feedback Survey

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The meeting was called to order at 1:00 p.m.

**Approval of January 20, 2011 Minutes**

*Updates:*

1. Page 2, #5a - estimated costs for new hires budgeted for 2010-11: management (\$625,000) and faculty (\$1,800,000). Costs to hire classified staff not yet known.
2. Page 2, #5c – best guess for length of time remaining for partnership with Compton is five years. Suggestion was made to read “The Road to Accreditation” on the Compton Center web page.
3. Page 3, #11 – no updates on percentages for PERS and STRS.
4. The minutes were approved with no changes.

**Budget Update**

1. League’s Budget Impact Estimate – updated on 1/27/11. Options were discussed at the last meeting. Option 1 was increased to \$7 million (from \$6.7 million), Option 2 increased to \$10.8 million (from \$10.4 million) and Option 3 increased to \$15.8 million (from \$15.2 million). A reporter from the Sacramento Bee estimated that there was about a 20% chance the tax package extension would make it to the June ballot and be approved by voters. Money from student fee increase goes to the State, not to the colleges.

**Potential Cuts & Sources of Revenue**

Ideas are for discussion, not implementation. PBC should discuss ideas with their constituents.

1. Ideas suggested at the last meeting:
  - a. Keep reserves at \$16 million (14.5%) and use anything over this amount.
  - b. Use savings from not filling vacant positions.
  - c. Review overtime-fund 11 special assignments costs.
    - i. Faculty Fund 11 Hourly/Overload Report – salaries for the combined summer (\$2 million) and winter (\$700,000) sessions for past two years is \$2.7 million (hourly and overload – classroom teaching). If winter session were cut, other areas on campus would be impacted as well. Important to clarify amount of FTES generated (2250 x \$4500 or approximately \$10 million).

- d. Review PSA contracts (5800 account).
  - e. Use \$1.5 million from Fund 15.
  - f. Interfund transfers.
  - g. Generating income (increase F-1 Visa students and hosting cell towers).
2. New ideas:
    - a. Review costs of printing school newspaper. \$26,000 was allocated last year and \$25,500 was spent.
    - b. Review utilities costs; develop conservation campaign to reduce heat and air conditioning costs (include student involvement). By end of summer, buildings will be connected to the Central Plant which will generate savings (not including new construction). Will report amount saved to PBC. Potential savings if winter session classes were consolidated to one or two buildings; may not work during summer because of longer sessions. Labs are another challenge to consider. Water is recycled on campus.
    - c. 4/40 schedule for employees.
  3. Suggestion was made to look at larger cost items. Discussion took place on the importance of cutting both large and small costs. Budget would barely cover payroll and benefits if cut by \$15 million.
  4. Fund 11 5000 Series Annual Budget Report – instructions on how to read report to review fund 11 expenditures for this fiscal year (as discussed at the last meeting). Example: budget for object code 55130 – Contract Services is \$1.4 million, \$560,990 spent, \$750,781 available, and 52.75% left. Last column (% Available) shows amount left in budget. A high percentage left could mean spending may occur at the end of the fiscal year.
    - a. Several accounts show monies have not been spent. Fiscal Services reviews and sends monthly reports to divisions when it appears they may exceed budget before the end of the year, not when they see nothing is being spent. Each year, divisions justify budget needs to their VPs.
    - b. 5000 series report includes operating expenses and services (i.e. utilities, postage advertising, copiers, transportation, conferences, etc.), not supplies, equipment, salaries or benefits. No details on how divisions plan to spend their budget. Up to managers to review their budgets monthly.
    - c. Some contracts do not become due until April/May (i.e. Library); many activities are scheduled April/May/June. Suggestion was made to review last year’s ending budget to see what was left.
    - d. May have savings in natural gas (page 6) with 70% left in budget halfway through the year, although not over cold months yet. Substantial savings when Central Plant went online.
    - e. Request was made for 5000 series report for fund 15. Request was made for last year’s fund 11 5000 series report. Request was made for hard copy of cost estimates for management, faculty and classified new hires.
  5. Increasing number of foreign students to generate income raises issue of displacing resident students and number of courses offered. International students are required to take 12 units (\$211 per unit). If college is at cap, then income from international students could be used to add more classes. \$4 million budgeted in the general fund for income generated from foreign students. International students do not generate FTES. Foreign students pay for classes based on units; but apportionment is based on contact hours; foreign students pay about 75% of what State pays for the same courses. Are there enough extra sections offered to absorb the number of foreign students so that local students are not impacted? Monies generated by student fees go directly to the State. Discussion took place about using Contract Education or an independent company to recruit and manage operations of international students. Less than 800 students are enrolled in the international student program. Not sure of the number of non-resident (out-of-state) students.

Revenue budgeted from non-resident (\$630,000) and non-resident foreign (\$4 million) student tuition listed on page 4 of budget book.

6. Hosting cell towers have generated \$20,000-\$25,000 per year for some districts.
7. Almost all of Student Services communicate to students through email. Actual cost to print and mail spring schedules was \$90,000 or over \$200,000 for the year. Schedule mailings do have marketing value for the College. For students to receive hard copy of schedule is almost pointless because online schedule is posted much earlier and students sometimes receive them after they have registered. Discussion took place on the pros and cons of spending money on advertising. Fine Arts and Human Resources also have advertising budgets. Suggestion was made to focus on target group and consider larger use of social network. ECC has established presence on Facebook, You Tube, and Twitter for the last three to four years.
8. 4/40 schedule - what is the energy savings on Friday, Saturday, and Sunday? Certain buildings are shut down over the weekend and campus can do better job of consolidating weekend activities. Interior lighting generates large portion of utilities costs – new renovations utilize motion lights in hallways.
9. Almost 85% of budget is used for personnel. Difficult to leave salaries untouched if \$15 million were cut from College's \$100 million budget.
10. One way to roll out savings is to make cuts across the board, but looking for new strategies and ideas. Hard for PBC members to provide input when unaware of departments' needs. Ideas will be used to generate closer look at potential cost saving items.
11. "Golden Handshake" option discussed. Savings challenges: 1) seeing more new hires with higher level degrees, and 2) new hires are brought in at higher levels compared to other institutions.
12. Suggestion was made to cut expense for one year or alternate payments each year (i.e. GASB), but was informed this idea would create accounting problems. Shouldn't the accounting system support the College achieve financial goals rather than dictate what can or cannot be done? Can the financial system be more flexible (i.e. alternate payment amounts to GASB)? GASB payments come from fund 15 so if reduced to \$900,000 this year, the other \$500,000 would help reduce shortfall. Maybe one-time cuts may work with the dental fund. Should be looking at one-time fixes that don't have obvious impacts in the future.
13. Suggestion was made to review expenditures in April.

### **Draft Planning Process Survey**

1. R. Natividad, G. Turner, I. Graff, and A. Spor developed 25-question draft survey for PBC to review. Survey will be sent to all employees on both campuses by the end of February or first week in March. Would like PBC comments/feedback by email or phone call to A. Spor.
2. Corrections/suggestions:
  - a. Question #2 – change (2009-10) to (2010-11).
  - b. Question #5 – add option "not involved." Replace "acknowledged participation" with "participated."
  - c. Question #11 – add Compton Center.
  - d. Question #16 – change "President" to "President or CEO". Delete "College" (Compton is not a college).
  - e. Suggestion was made to add satisfaction of involvement question.
  - f. Suggestion was made to make a separate survey for Compton.
3. Will continue survey discussion at the next meeting.

The next meeting is scheduled on February 17, 2011.

The meeting adjourned at 2:35 p.m.





# The SLO Progressive

**Highlights:**

- 99% of courses with SLOs
- 32% of courses assessed
- 85% of programs assessed with more reports on the way
- CurricUNET SLO Module: Trainings have begun
- First core competency assessment in “Communication and Comprehension”—completed

**Inside this issue:**

<i>New Developments in Fall 2010</i>	1
<i>ECC's First Core Competency Assessment: "Communication and Comprehension"</i>	1
<i>Congratulations to the following programs for meeting all SLO related deadlines!!</i>	2
<i>Fall 2010 Highlights: Academic Divisions</i>	3
<i>SLOs by the numbers</i>	4

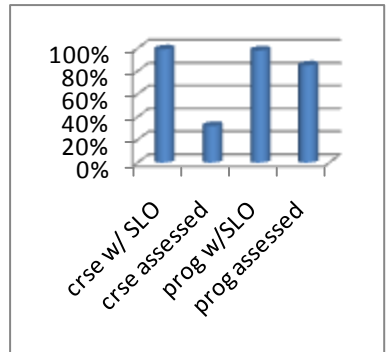
## New Developments in Fall 2010 By Jenny Simon, SLO Assessment Coordinator

The Fall 2010 semester has been a semester of many new developments in the college’s journey in building a sustainable outcomes assessment program.

One of the most important new developments is the completion of the **first core competency assessment**. This means that the college has for the first time achieved completed assessments at all three levels: the course level, the program level, and the institutional level. The first core competency to be assessed was the **Communication and Comprehension** core

competency and involved a survey given to a cross-section of courses with a communication focus. (Please see the related article below for more details.)

Another important development this semester is the college’s move to an online system for SLOs and assessments. The college has purchased **CurricUNET** and the SLO module is nearing completion. Trainings have begun on the new module with more planned for Winter and Spring. The move to CurricUNET for SLOs and assessments will simplify all phases of the



assessment cycle: from writing SLO statements to aligning SLOs with core competencies, to submitting data and data analysis. In addition to the easier process within the SLO module itself, CurricUNET is a relational database, so it links to the curriculum module (already up and running) as well as the

### ECC's First Core Competency Assessment: "Communication and Comprehension"

ECC has now completed its first core competency assessment for its “Communication and Comprehension” competency. The assessment took place last

spring and included a short student survey in which students rated their own competence in six communication related areas, including writing a paper, giving a pres-

entation, and communicating an idea to diverse audiences. The second part of the assessment involved faculty rating the same students in their *(cont. on pg. 3)*.

## New Developments in Fall 2010 (cont.)

program review module (to come in the next year).

Fall 2010 is the second semester of having **SLO facilitators** in many of our divisions. The facilitators are: Kelly Holt (Health Sciences and Athletics);

Kaysa Laureano-Ribas (Mathematics); Ray Lewis (Industry and Tech); Jim Noyes (Natural Sciences); Juli Soden

(Behavioral and Social Sciences); Karen Whitney (Fine Arts); Merriel Winfree (Industry and Tech).

Thanks to the incredible work of

our facilitators, we have made significant strides in SLO plans submitted and assessed, and faculty are better informed about the developments in the college's SLO and assessment program.

*This means that all programs must assess all SLOs at the course and program levels every four years.*

The college is currently moving towards a **four-year cycle** in both the assessment of SLOs as well as program review for most programs.

This means that all programs must assess all SLOs at the course and program levels every four years. In the spring semester, pro-

grams will plan out their four year cycle using a timeline form developed by the Assessment of Learning Committee. The facilitators in each division will be coordinating this process.

Finally, 55 academic and student services programs were recognized for their timely fulfillment of all SLO-related deadlines. This includes 100% of all programs in Humanities, the Learning Resources Unit, Mathematical Sciences, Natural Sciences and Student Services and Community Advancement. Please see below for a list of these programs. Congratulations!

## Congratulations to the following programs for meeting all SLO-related deadlines!!

At the meeting of the Deans' Council on December 9, 2010, the following programs received certificates recognizing their hard work and dedication to SLOs and improving student learning. The area deans accepted the certificates on behalf of the programs. The certificates will be posted in division mailrooms.

### **Academic Programs:**

#### **Behavioral and Social Sciences:**

Anthropology  
Child Development  
Teacher Education  
History  
Human Development  
Philosophy  
Political Science  
Sociology

#### **Business Division:**

Computer Information Systems  
Real Estate

#### **Fine Arts:**

Art  
Dance  
Music

#### **Health Sciences and Athletics:**

Adapted Physical Education  
Special Resources  
Nursing  
Radiologic Technology  
Sign Language Interpreter

#### **Humanities:**

Academic Strategies  
English—Reading  
English  
English as a Second Language  
Foreign Language  
Journalism

#### **Industry & Tech Division:**

Air Cond. & Refrigeration  
CADD  
Construction Technology  
Cosmetology  
Welding

#### **Learning Resources Unit**

#### **Mathematics Division:**

Computer Science  
Mathematics:

- developmental
- for GE / non-science students
- for majors
- for prospective teachers

#### **Natural Sciences Division:**

Life Sciences  
Astronomy  
Chemistry  
Earth Sciences  
Environmental Horticulture  
Physics

#### **Student Services**

Admissions and Records  
CalWORKS  
Career Center  
Community Education  
Counseling  
EOPS/CARE  
Financial Aid  
First Year Experience  
Foster Care YESS  
Inglewood Center  
Matriculation and Orientation  
Outreach and School Relations  
Student Development  
Student Enhancement Program  
Supplemental Instruction  
Testing  
Transfer Center

***Congratulations everyone!!***

***Thank you for your hard work!***

## Fall 2010 Highlights: By Division

During the Fall Semester, the **Fine Arts Division** has finalized the wording of each department's program level SLOs for their inclusion in the next college catalogue and/or website. Departments have also made goals to increase the number of assessments over the current academic year.

The **Health Sciences and Athletics** faculty began the fall 2010 semester with an excitement to break new ground on assessing student learning. The Allied Health, Nursing and Special Resource Center faculty continued with course level SLO development and assessments. The Athletics Programs reorganized into five smaller programs, Athletics, Athletic Theory, Adaptive, Fitness/Wellness and Recreation. The newly reorganized programs developed a program level SLO and four of the five have already assessed it, the reflection reports are currently in progress.

The division was also able to reach 100% of courses having at least one SLO.

All programs in the **Humanities Division** have met all SLO deadlines thus far. The division plans to hit the ground running and complete more course-level assessments in Spring 2011.

The **Behavioral and Social Sciences Division** has met all of its deadlines and continues to fine-tune its assessment processes.

Progress made in the **Mathematical Sciences Division** this semester is due to the amount of faculty collaboration in SLOs. Math faculty this semester have made the SLO/Assessment process an opportunity to work together and help each other in any way possible.

The **Natural Sciences Division** focused its efforts this semester on adding SLOs to its

courses and programs in order to make "complete sets." This division is exemplary in its fulfillment of all SLO-related deadlines and its continued efforts to meaningfully assess its SLOs.

The **Industry and Tech Division** has been diligent in its efforts to complete assessments to meet deadlines. As the division with the most courses, 97% of its 241 courses now have SLOs, up from 88% last semester.

The **Business Division** has made great progress in fine-tuning and finalizing its SLOs and moving on the assessment phase.

The programs in the **Student Services** division are currently planning their assessments for the next cycle..

### ECC's First Core Competency Assessment: "Communication and Comprehension" (cont.)

overall communication skills. Thirdly, student grades in communication-related courses were averaged. Student's rating of themselves was 4.2 on a five-point scale. Faculty rating of the same students was 3.52 on average. Students' average grades in communication courses were between a B and B-. Students' rating of their own communication skills seemed somewhat consistent with their average course grades.

However, faculty ratings of the same students showed some inconsistency between the rating assigned to the student and the same students' grades in communication courses. The difference in these averages points to the fact that faculty need to be more clear about the standards they are applying to judge student work. Students need more exposure to examples of work of varying quality, especially high quality work. In addition, it would be useful for

faculty of different disciplines to come together to develop a common understanding of what qualifies as "good" student work.

The next core competency to be assessed will be the "Critical, Creative, and Analytical Thinking" competency. The assessment will include a faculty and student surveys and be administered much the same way as the "Communication and Comprehension" assessment.

Thanks to all who participated!!

## EL CAMINO COLLEGE

16007 Crenshaw Blvd.  
Torrance, CA 90506

Phone: 310-660-3593  
E-mail: slo@elcamino.edu

## Upcoming Deadlines to Keep in Mind

### *Ongoing*

Starting in Fall 2011, all course- and program-level SLOs need to be assessed **every four years**, in alignment with the program review cycle.

This means that approximately 25% of all course SLOs should be assessed annually, in addition to program-level SLOs. Please submit assessment reports on CurricUNET by the **third week of the semester following assessment**.

### *Feb. 2011*

Program-Level SLOs are published on all division and/or department websites and prepared for inclusion in El Camino Course Catalog

### *Fri., April. 8, 2011*

All courses and programs have complete sets of SLO Assessment Plans that are aligned with the core competencies.

### *Fri., May 24, 2011*

4-year SLO Assessment cycle planning grids are due.

*Be sure to visit ECC's SLO Website at*

*[www.elcamino.edu/academics/slo](http://www.elcamino.edu/academics/slo)*

*to download forms, find out about deadlines, and find some useful resources to help you in your work.*

## SLOs by the Numbers

<i>Division</i>	<i>Number of Courses with an SLO (% of Total Number of Courses)</i>	<i>Programs with an SLO (% of Total Number of Programs)</i>	<i>Courses Assessed (% of Total Number of Courses)</i>	<i>Programs Assessed (% of Total Number of Programs)</i>
Behavioral and Social Sciences	128 (100% of 128 courses)	9 (100% of 9 programs)	42 (33% of 128 courses)	9 (100% of 9 programs)
Business	86 (90% of 96)	7 (100% of 7)	12 (13% of 96)	2 (29% of 7)
Fine Arts	224 (100% of 224)	9 (100% of 9)	53 (24% of 224 courses)	8 (89% of 9)
Health Sciences and Athletics	190 (100% of 190)	10 (100% of 10)	78 (41% of 190)	10 (100% of 10)
Humanities	135 (100% of 135)	6 (100% of 6)	32 (24% of 135)	6 (100% of 6)
Industry and Tech	236 (98% of 241)	13 (87% of 15)	69 (29% of 241)	9 (60% of 15)
Library and Learning Resources	---	1 (100% of 1)	---	1 (100% of 1)
Mathematics	37 (100% of 37)	6 (100% of 6)	33 (89% of 37)	6 (100% of 6)
Natural Sciences	81 (100% of 81)	6 (100% of 6)	41 (51% of 81)	6 (100% of 6)
Student and Community Advancement	---	19 (100% of 19)	---	19 (100% of 19)
<b>TOTAL</b>	<b>1117 (99% of 1132 courses)</b>	<b>86 (98% of 88 programs)</b>	<b>360 (32% of 1132 courses)</b>	<b>76 (86% of 88 programs)</b>

## Program Review

**Program Review (PR) is conducted every four years. It is a self-study process to:**

1. recognize and acknowledge program/department performance
2. assist in program/department improvement through self-reflection
3. enhance student success by offering recommendations to improve their performance in program and student learning outcomes
4. provide program members the opportunity to discuss and evaluate the strengths and weaknesses of their programs/departments

### Program Review Process and Timeline

February	<p>Program Review Orientation (Mandatory)</p> <ul style="list-style-type: none"> <li>• All programs scheduled for review must have at least one program employee present</li> <li>• Institutional Research provides each program with data about the program</li> </ul>
March	<p>Data Workshop (Optional)</p> <ul style="list-style-type: none"> <li>• Institutional Research provides training on data analysis</li> </ul>
May	1 <sup>st</sup> draft of program review due to program faculty and division dean for review
June (before semester ends)	1 <sup>st</sup> draft of program review due to Academic Affairs and Senate
August	1 <sup>st</sup> draft of PR returned to author(s) and dean with feedback
October	2 <sup>nd</sup> draft due to Academic Affairs
October – December	<p>Individual discussions with Academic Program Review Committee (APRC). Attendance is mandatory.</p> <ul style="list-style-type: none"> <li>• Author(s) and dean are present to discuss key components of program review with the APRC</li> <li>• Feedback from APRC is given; revisions may be needed</li> </ul>
November - December	<ul style="list-style-type: none"> <li>• Faculty/dean ensure PR prioritized recommendations placed into the college's planning software (Plan Builder).</li> <li>• Final versions of PR document, incorporating feedback from APRC, are posted online.</li> </ul>

## PROGRAM REVIEW TEMPLATE

### 1. Overview of the Program/Department

- a) Provide a brief description of the program/department, including the program's mission statement
- b) Describe the degrees/certificates offered (where applicable)
- c) Discuss the status of recommendations from the prior Program Review

### 2. Analysis of Institutional Research Data (include IR data charts)

- a) Provide and analyze the following statistics/data:
  1. Course grade distribution; success and retention rates
  2. Enrollment statistics with section and seat counts and fill rates
  3. Scheduling of courses (day vs. night, days offered, and sequence)
  4. Improvement rates (when applicable)
  5. Additional data compiled by faculty
- b) **List related recommendations (when applicable)**

### 3. Curriculum

- a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.
- b) Explain any course additions to current course offerings
- c) Explain any course deletions from current course offerings
- d) Have all courses that are required for your program's degrees and certificates been offered during the last two years? If not, has the program established a course offering cycle?
- e) Discuss any concerns regarding department/program's courses and their articulation
- f) Discuss the degrees, certificates, and licensure exams (where applicable). If few students receive degrees or certificates or if few students pass the licensure exam, should the program's criteria or courses be re-examined?
- g) **List related recommendations (when applicable)**

### 4. Student Learning Outcomes (SLOs)

- a) List each course and program level SLO in the discipline
- b) Provide a timeline for the four-year cycle for course and program level SLO assessments
- c) Describe the assessment results and explain the recommended/implemented changes resulting from course and program level SLO assessment. Analyze the changes that were implemented.
- d) Based on the Accrediting Commission for Community and Junior Colleges' (ACCJC) Rubric for Student Learning Outcomes, determine and discuss the program's level of SLO/assessment implementation: Awareness; Development; Proficiency; or Sustainable Continuous Quality Improvement?
- e) **List related recommendations (when applicable)**

### 5. Facilities, Equipment, and Technology

- a) Describe and assess the adequacy and currency of the facilities, equipment, and technology used by the program/department
- b) Explain the immediate (1-2 years) needs related to facilities, equipment, and technology
- c) Explain the long-range (2-4 years) needs in these areas
- d) **List related recommendations (when applicable)**

6. **Staffing**

- a) Describe current staffing (include all employees)
- b) Explain and justify the program/department's immediate and long-range staffing needs
- c) **List related recommendations (when applicable)**

7. **Direction and Vision**

- a) Are there any changes within the academic field/industry that will impact the program in the next four years?
- b) Explain the direction and vision of the program and how you plan to achieve it
- c) How does the program fulfill the college's mission and align with the strategic initiatives?

8. **Prioritized Recommendations**

- a) Provide a single, prioritized list of recommendations and needs for your program/department, including *cost estimates* for salaries, expenditures and/or purchasing needs.

\*Finally, make sure that your program/department's prioritized recommendations have been or will be submitted into Plan Builder, the college's planning software.

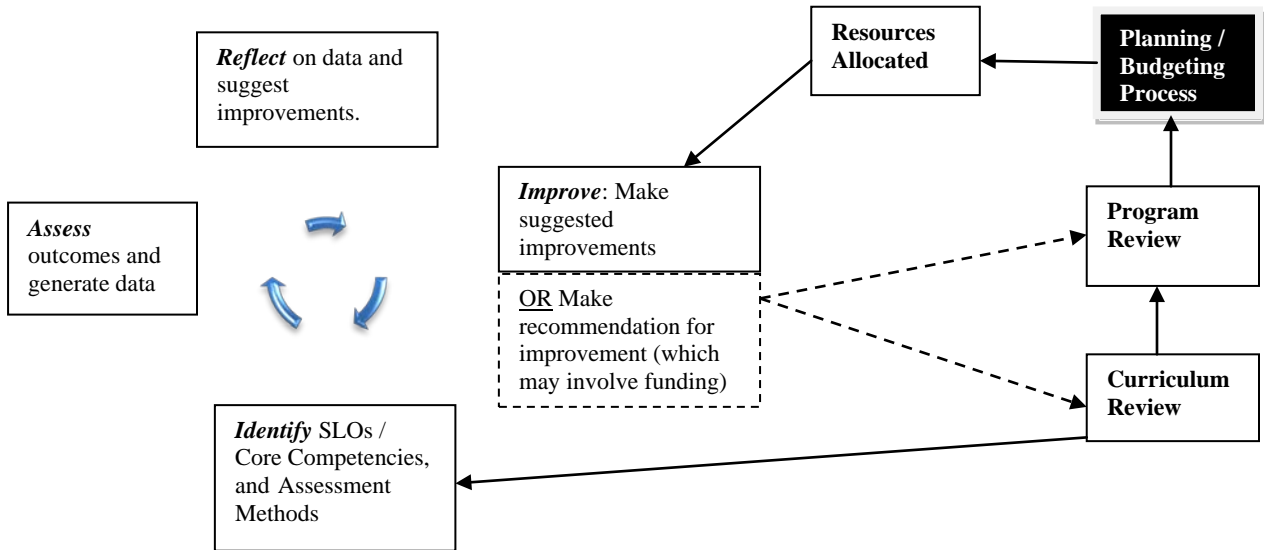
<b>Academic Affairs Program Review Four-Year Cycle</b>			Vocational programs need 2 year cycles; other programs need 4 year cycles			
<b>Department/Program</b>		<b>CTE</b>	<b>Year PR due</b>			<b>Division</b>
1	Air Conditioning and Refrigeration	Y	2010	-	2011	Industry and Technology
2	Art Gallery*		2010	-	2011	Fine Arts
3	Center for the Arts*		2010	-	2011	Fine Arts
4	Construction Technology	Y	2010	-	2011	Industry and Technology
5	English - Reading		2010	-	2011	Humanities
6	Machine Tool Technology	Y	2010	-	2011	Industry and Technology
7	Manufacturing Technology	Y	2010	-	2011	Industry and Technology
8	Mathematics (for GE and non-science students)		2010	-	2011	Mathematical Sciences
9	Mathematics (for prospective elementary teachers)		2010	-	2011	Mathematical Sciences
10	Music		2010	-	2011	Fine Arts
11	Real Estate	Y	2010	-	2011	Business
12	Administration of Justice	Y	2011			Industry and Technology
13	Architecture	Y	2011			Industry and Technology
14	Auto Collision Repair/Painting	Y	2011			Industry and Technology
15	Childhood Education		2011			Behavioral and Social Science
16	Computer Information Systems	Y	2011			Business
17	Electronics & Computer Hardware Technology	Y	2011			Industry and Technology
18	Film/Video		2011	-	2012	Fine Arts
19	Fire and Emergency Technology	Y	2011			Industry and Technology
20	History/Ethnic Studies		2011			Behavioral and Social Science
21	Life Sciences		2011	-	2012	Natural Sciences
22	Mathematics (for engineering, science & math students)		2011	-	2012	Mathematical Sciences
23	Philosophy		2011			Behavioral and Social Science
24	Anthropology		2012			Behavioral and Social Science
25	Art		2012			Fine Arts
26	Business	Y	2012			Business
27	CADD	Y	2012			Industry and Technology
28	Cosmetology	Y	2012			Industry and Technology
29	English		2012			Humanities
30	Environmental Horticulture	Y	2012			Natural Sciences
31	Kinesiology Theory		2012			Health Sciences and Athletics
32	Kinesiology Wellness Fitness		2012			Health Sciences and Athletics
33	Kinesiology Recreation		2012			Health Sciences and Athletics
34	Learning Resources Unit		2012			Library/Learning Resources Unit
35	Mathematics - Developmental		2012			Mathematical Sciences
36	Photography	Y	2012			Fine Arts
37	Physical Education – Athletics Program		2012			Health Sciences and Athletics
38	Political Science		2012			Behavioral and Social Science
39	Sign Language/Interpreter Training	Y	2012			Health Sciences and Athletics
40	Sociology		2012			Behavioral and Social Science
41	Welding	Y	2012			Industry and Technology
42	Academic Strategies		2013			Humanities
43	Astronomy		2013			Natural Sciences
44	Automotive Technology	Y	2013			Industry and Technology
45	Chemistry		2013			Natural Sciences
46	Communication Studies		2013			Fine Arts
47	Computer Science	Y	2013			Mathematical Sciences
48	Dance		2013			Fine Arts
49	Earth Sciences (Geology, Geography, Oceanography)		2013			Natural Sciences
50	Economics		2013			Behavioral and Social Science



<b>Academic Affairs Program Review Four-Year Cycle</b>		Vocational programs need 2 year cycles; other programs need 4 year cycles			
<b>Department/Program</b>		<b>CTE</b>	<b>Year PR due</b>		<b>Division</b>
51	Engineering Technology	Y	2013		Industry and Technology
52	English as a Second Language		2013		Humanities
53	Fashion	Y	2013		Industry and Technology
54	Foreign Language		2013		Humanities
55	Health Center		2013		Health Sciences and Athletics
56	Human Development		2013		Behavioral and Social Science
57	Journalism	Y	2013		Humanities
58	Physics		2013		Natural Sciences
59	Pre-Engineering		2013		Mathematical Sciences
60	Psychology		2013		Behavioral and Social Science
61	SRC/ Adaptive Physical Education (APE)		2013		Health Sciences and Athletics
62	Theatre		2013		Fine Arts
63	Distance Education		annual		Library/Learning Resources Unit
64	Honors Transfer Program		annual		Natural Sciences
65	MESA and ASEM		annual		Mathematical Sciences
66	Nursing	Y	annual		Health Sciences and Athletics
67	Paralegal Studies		annual		Business
68	Radiological Technology	Y	annual		Health Sciences and Athletics
69	Respiratory Care	Y	annual		Health Sciences and Athletics
70	Study Abroad Program		annual		Behavioral and Social Science
Last Updated: 02-24-2011					
<b>Starting 2012, programs will begin their reviews in spring and complete them by fall of the same year to align with college's planning and budgeting cycle.</b>					
*Student Services Template					

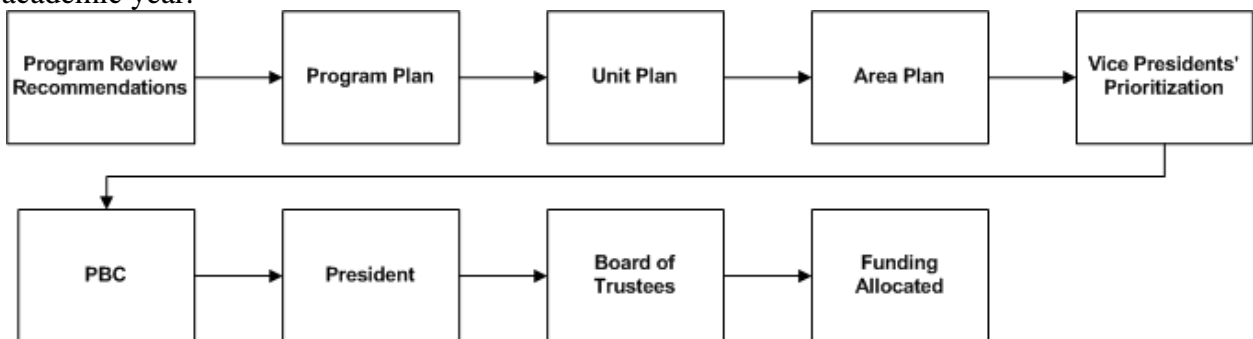
## Excerpted from 2010-2011 El Camino College Planning Model

### The Process for Course- and Program-Level SLOs and Core Competencies:



### ANNUAL PLANNING (Plan Builder)

Plan Builder is the name of the software used by the college for most planning purposes. The software is used to create plans and track progress made toward *goals* and *objectives* within the plans. Plans are either short-term (less than one year) or long-term (two to five years), some require funding while others are cost neutral, and all are reviewed and updated at least twice each academic year.





**President**  
*Jane Patton*  
*Mission College*

January 26, 2011

**Vice President**  
*Michelle Pilati*  
*Rio Hondo College*

**Attention:** Local Senate Presidents, AOs, CIOs, CSSOs, and Curriculum Committees

**Secretary**  
*Wheeler North*  
*San Diego Miramar College*

**Subject:** Launching of First TMC Associate Degrees for Transfer (per SB 1440)

**Treasurer**  
*Beth Smith*  
*Grossmont College*

As you are aware, implementation of SB 1440 (Padilla, 2010), which is now California Education Code §§66745-66749, is being coordinated through the Academic Senate in collaboration with the Chancellor’s Offices of the California Community Colleges (CCC) and California State University (CSU) and the CSU Academic Senate. We know that you have been patiently awaiting direction from the Chancellor’s Office and Academic Senate. We thank you for your patience and are now pleased to provide you with information you will need to comply with the requirements for the new associate degrees for transfer.

**Area A Representative**  
*Julie Bruno*  
*Sierra College*

**Area B Representative**  
*Jon Drinnon*  
*Merritt College*

**Area C Representative**  
*Lesley Kawaguchi*  
*Santa Monica College*

**Area D Representative**  
*Richard Mahon*  
*Riverside City College*

Attached to this message is a **calendar**, which contains essential information about upcoming events. We have just posted this [calendar](#) and an array of other important documents to explain the processes for local implementation of new associate degrees for transfer. Please go to either [www.c-id.net/1440.html](http://www.c-id.net/1440.html) or to [www.cccco.edu/1440](http://www.cccco.edu/1440) and click on 1440 documents on the right. These documents will all be thoroughly explained in the **webinars** listed on the calendar.

**North Representative**  
*Dolores Davison*  
*Foothill College*

**North Representative**  
*Dan Crump*  
*American River College*

**South Representative**  
*Stephanie Dumont*  
*Golden West College*

**South Representative**  
*David Morse*  
*Long Beach City College*

**Representative at Large**  
*Kevin Bontenbal*  
*Cuesta College*

**Representative at Large**  
*Dianna Chiabotti*  
*Napa Valley College*

The first finalized Transfer Model Curricula (TMC) are now available for your consideration. **Psychology, Communication Studies and Sociology** faculty from the CCCs and CSUs drafted and vetted these TMC, and they are ready to be the first degrees developed locally. Following closely behind these majors are others in various stages of development. We will send those to you as soon as they are finalized. Please ask your faculty to visit <http://www.c-id.net/listserv.html> and sign up for their discipline listservs to ensure they receive information to participate in the development and vetting of degrees in their field. Group 2 TMC are Administration of Justice/Criminal Justice, Kinesiology/Physical Education and Mathematics. Please encourage faculty in those disciplines to go to <http://www.c-id.net/degreereview.html> to review the draft TMC.

**Julie Adams, CAE**  
*Executive Director*

Training Material

Training materials have been developed to inform you about the various tasks that need to be accomplished as you develop new degrees aligned with the TMC, as well as the documents necessary to complete the tasks, and the duties for individuals and groups at the college with specific responsibilities for compliance. Training will be available for you and other appropriate personnel

via webinars and regional meetings beginning January 31, 2011 and continuing through the spring. We urge you to participate in the webinars before beginning any tasks or attempting to comply with the new law. Attached to this memo you'll find dialing information and dates for the webinars. The Chancellor's Office has worked diligently with the Academic Senate to ensure that the new degrees are created with integrity while meeting all requirements of the law. The required approval processes will be explained with guidance from both the Chancellor's Office and the Academic Senate. Please see the attached calendar for details.

#### Name of the Degrees

The degrees are called, per the SB 1440 legislation, “**An associate (in arts or science) in x (major) for Transfer**” and the short designations that will be used are “**AA-T**” and “**AS-T**.” In 2008, the Academic Senate recommended (resolution 9.03 F08) and the Board of Governors subsequently approved in July 2009 a change in degree names as follows: **Associate in Science** is for degrees in the **STEM** (Science, Technology, Engineering, and Mathematics) disciplines and most **career technical education (CTE)** programs and the **Associate in Arts** is for all others. (Certain CTE programs e.g., graphic arts might be in arts, and is locally determined.) While this recommendation was NOT put into Title 5, because the Department of Finance believed it would be an unfunded mandate, we are recommending that these new degrees reflect this change. It will lead to more clarity and uniformity in communicating to students, universities, the workplace and the public.

#### Some Things to do Immediately:

- Read and share the attached **calendar**. Notice that it provides dates for upcoming TMC development, for the in-person Discipline Input Group meetings (DIGs) which we hope many of you will attend, (see [C-ID DIG meetings](#) for details), the targeted training sessions for various groups, and regional in-person meetings. Since C-ID is the structure for convening in-person meetings and online review of TMC, please visit the [C-ID](#) site often.
- Distribute the first three **TMC** to the faculty in those departments for their discussion. You will see that there are expected core or required courses as well as local options. The options can be narrowed by your faculty to be requirements for the students or you may give students some options (e.g., to choose either course a or b). We assume your processes are such that you will work in conjunction with your curriculum committee and articulation officer. If the faculty in the department develop a degree that aligns with the TMC, there will be a number of benefits: you will get faster approval from the Chancellor's Office with fewer requirements for transfer documentation; you will know that the content of the degree has had vetting by discipline faculty at both segments, students will have clearer pathways across the state and CSU faculty will be confident in having some level of curricular consistency.
- Be sure that the senate or curriculum committee approves these degrees with NO local graduation requirements, which are forbidden (in these degrees only).
- Your senate and curriculum committees will want to work closely with your office of instruction to ensure effective coordination. For example, senate and curriculum leaders may want to meet with your dean or vice president of instruction to work out a calendar and timeline that meets local process and approval requirements. Local senate/curriculum and/or Board policies may need to be modified to allow for approval of the new degrees in an expedited matter. Get this on your senate's

January 26, 2011  
Page Three

agenda immediately, if appropriate. Ask your Board for flexibility in its approval timeline to accommodate late development or approval of these degrees. Some Boards have decided to simply delegate authority to the administrators to approve these degrees.

If colleges concentrate on these three degrees first, and establish local processes to approve them, then developing additional degrees this spring and next year should be simpler. You can see on the calendar that using the TMC method, colleges will have sufficient degrees in place for the fall and can continue to add in more degrees as TMC are developed.

#### Documents Now Posted

##### C-ID Website

This cover letter  
Calendar (there will be updated versions as events are added)  
TMC overview  
The first three TMC: Psychology, Sociology and Communication Studies

##### Chancellor's Office

Instructions for AA-T and AS-T (from Chancellor's Office)

We know you will have questions along the way, and the upcoming **webinars, the C-ID website and appropriate listservs** are the primary methods we will use to reach out to colleges. However, we will use other methods and venues to assist you and we can provide additional training sessions as needed. The volume of individual questions to the Chancellor's Office and the Academic Senate might get difficult to manage, and we will do all we can to be responsive! Please send questions to [sb1440questions@cccoco.edu](mailto:sb1440questions@cccoco.edu) rather than to individuals.

From all discussions at the state level with the community colleges and with CSU, there is a great deal of enthusiasm for the TMC method. We realize colleges had to wait for the systems to be established at the state level, and we appreciate your patience! We hope these plans will result in the benefits for all parties that are envisioned. Good luck!



Jane Patton, Ed. D.  
President

Enclosures (2): TMC Calendar and Webinar Information

## Calendar – Group 1 and 2 TMC Timeline and Training (1/24/11)

**KEY:**

- “Group 1 TMC” = Communication Studies, Psychology, and Sociology
- “Group 2 TMC” = Administration of Justice/CJ, Kinesiology/PE, Math
- TMC = Transfer Model Curriculum
- CO = Chancellor’s Office

Date	Task
12/1	Complete vetting for Group 1 TMC
12/14 – 12/20	Initial review of feedback on Group 1 TMC
1/24	Communication to Curriculum Committees, CIOs, and Senate Presidents on Group 1 TMCs and scheduled training opportunities
1/24	Group 2 TMCs available for review by field
1/31	Local colleges receive instructions for developing and submitting degrees aligned with Group 1 TMC.
<b>1/31 (12 pm -2 pm)</b>	<b>AA-T and AS-T Training - Curriculum – Webinar</b>
<b>2/1 (3 pm – 5 pm)</b>	<b>AA-T and AS-T Training - Curriculum – Webinar</b>
<b>2/4 (9 am – 11 am)</b>	<b>AA-T and AS-T Training - Curriculum – Webinar</b>
2/7 – 14	Webinars for all AOs – To be determined
<b>2/10 (2 pm – 4 pm)</b>	<b>Chancellor’s Office training on credit program forms in the Curriculum Inventory – Webinar</b>
<b>2/14 (12 pm – 2 pm)</b>	<b>AA-T and AS-T Training - Curriculum – Webinar</b>
2/14	CO will begin to approve AA-T degrees based on Group 1 TMC
<b>2/15 (3 pm – 5 pm)</b>	<b>AA-T and AS-T Training - Curriculum - Webinar</b>
<b>2/18 (9 am – 11 am)</b>	<b>AA-T and AS-T Training - Curriculum - Webinar</b>
2/25	Spring C-ID DIG meeting North – See c-id.net for more information
2/28	Group 2 TMC vetting completed
March - TBD	Training for colleges by the CO on the degree approval processes - Webinar
3/11	Spring C-ID DIG meeting South– See c-id.net for more information
3/14	Group 2 final TMC available to colleges
3/14 – 25	Webinar for counselors – To be determined
3/14 – 25	Regional training available for curriculum committees – To be determined
3/28	CO will begin to approve degrees in AA-T/AS-T in Group 2 TMC



**Technology Committee Meeting  
 Wednesday December 15, 2010  
 2:00pm – 3:00pm  
 ITS Conference Room**

**Agenda**

**PRESENT:**

✓ Don Treat	Donna Manno	Satish Warriar	Bill Mulrooney
Jim Noyes	Faculty (Vacant)	✓ Dipte Patel	Noreth Men
Virginia Rapp	✓ Donna Post	Tyler Robins	Claudio Vilchis
✓ Jean Shankweiler	Carolee Vakil-Jessop	Momi Elliot	Howard Story
✓ Dave Murphy		Linda Detwiler	✓ Peter Marcoux
✓ John Wagstaff			

**1. Call to Order**

**2. Approval of Minutes**

**3. Faculty Laptops**

**4. Technology Purchasing Presentation and discussion**

The chair distributed a list of technology related equipment requests submitted by the division through the VPs. Howard story will handle the items highlighted in red. The administration is establishing several budgets under which the spending will occur. These budgets include bond funds, ECC partner state funding, the general fund, the instructional equipment fund, foundation money, and the CTE fund. ITS will be working with the deans to establish the priority of deployment in their areas. The chair reviewed the assignment of technology priorities, which has been in place for many years. (Appendix A.) In addition, some of the requests are time sensitive in the sense of having specific windows of opportunity. Time sensitive projects may be scheduled first even though they might have a lower priority. All the purchasing, except for that covered with bond funds, must be completed by April 1, 2011.

Donna Post asked if, in situations where several different computer modules where going into the same department, would it be possible for the techs to get additional units for testing and imaging. The answer was yes.

**5. Technology Plan Update Discussion All**

The committee review the Technology Plan Activities in order to determine what should be undertaken during the 2011-2012 period. The committee made the following recommendations:

### Smart Classroom Technology

1. Incorporate “smart classroom” technology in all instructional locations (Provide reliable, accessible “smart classroom” technology) **#4 (7-16-08) Utelogy contract will go to the January Board for Approval.**
2. Provide-Hire adequate-more technical support staff and funding to assure faculty that the smart classrooms are accessible and that the technology can be relied upon. **(Utelogy)**
3. Standardize the layout and configuration of smart classrooms control systems so faculty can function easily in any room. **(Utelogy)**
4. Provide telephone service from the classroom **(Utelogy)**

### Ensure Student Access and Success

5. Increase online student services **#8 (7-16-08)(From Academic)**
  - a. Degree Audit
  - b. My eAdvising
  - c. My Ed Plan
7. Maximize the utilization of the academic computer labs.
  - a. Gather evidence of technology use across labs ... (tracking tool -) link to academic area. **#17 (8-6-08)**
  - b. Migrate all academic labs to elcamino.edu and active directory **(JFW 11-13-08)**
  - c. Deploy (positive attendance) student tracking software **#26 (8-20-08)** This software will be deployed in the LMTC upgrade.
9. Investigate online scheduling software that allows students to reserve time in the academic computer labs **(IIIC.1.d (10.))**.

### Improve Campus Security

2. Draft a network security policy that includes descriptions of high priority systems to protect forensics procedures to be followed when a security breach occurs, and steps to be taken if the breach is internal to the institution.
3. Create enforceable security policies that stipulate complex passwords, prohibits sharing passwords, and requires password changes at regular intervals. **#23 (8-20-08)** (Launch the Security Subcommittee.)

### Security and Disaster Recovery

2. Develop a security plan with corresponding policies and procedures. **(Launch the Security Subcommittee.)**

### Improve Communication

5. Link student ID Card information to Colleague (student pictures on class rosters). **#21 (8-20-08) (From Administration)**
6. Encourage administrative and academic units to work with ITS to develop portal space for communication and collaboration. **(Needs to be nurtured)**



## **Staffing**

1. Improve staffing levels to deliver sufficient support services and resources to meet the needs of El Camino College students, faculty, and staff. **(Goal 2 PlanBuilder 2009-2010) This item needs to be more specific and quantifiable**
2. Encourage the availability and adequacy of technical support and training, e.g. maintain a realistic balance between amount of technology on campus and the number of technical staff. **#16 (8-6-08)**

Appendix B contains all the Technology Plan Activities.

In the process of review projects and activities for the upcoming year, the committee made the following recommendations:

1. Consider purchasing security cables for the faculty laptops.
2. Investigate casual room scheduling software
3. License McAfee anti-virus software for home use.
4. Deal with the issues of no Portal "Go Home" in Reports.

## **6. Other**

## **7. Future Issues**

### **a. Campus-wide Wireless Services**

## Appendix A

### Priority for Technology Deployment

#### **Students** (classrooms, student labs including the library.

Priority 1 Technology going into classrooms to replace equipment that is down.(one installation per room).

Priority 4 Technology going into classrooms that are functional but marginal.

Priority 2 Technology going into student computer labs that are down.

Priority 5 Technology going into student computer labs that are functional but marginal.

Priority 7 New academic technology

#### **Faculty** (their stuff has already been replaced).

#### **Staff**

Priority 3 Technology that is down

Priority 6 Technology that is on the replacement schedule but still functional in the short term.

Priority 8 New Technology

## Appendix B

<b>Technology Plan Activities 2010-2011</b>		
<b>Priority</b>	<b>Description</b>	<b>Status</b>
<b>Enhance Learning for Student Access and Success</b>		
<b><u>Smart Classroom Technology</u></b>		
1	1. Incorporate “smart classroom” technology in all instructional locations (Provide reliable, accessible “smart classroom” technology) <b>#4 (7-16-08)</b>	<a href="#">Ongoing</a> <a href="#">The Utelogy contract will go to the January Board.</a>
1	2. <del>Provide-Hire adequate-more</del> technical support staff and funding to assure faculty that the smart classrooms are accessible and that the technology can be relied upon.	<a href="#">Recommend for 2011-2012</a>
1	3. Standardize the layout and configuration of smart classrooms control systems so faculty can function easily in any room. <b>(Utelogy)</b>	<a href="#">Recommend for 2011-2012</a>
1	4. Provide telephone service from the classroom <b>(Utelogy)</b>	<a href="#">Recommend for 2011-2012</a>
<b><u>Emerging Technologies and Pedagogies</u></b>		
	1. Incorporate emerging technologies in the academic teaching/learning environment by creating: <ol style="list-style-type: none"> <li>a. Test bed / incubators for investigation new technology <b>#6 (7-16-08)</b></li> <li>b. Central repository for learning objects. <b>(9-17-08)</b></li> <li>c. Technology innovation fund (beta room). <b>#13 (8-6-08)</b></li> <li>d. Universal faculty access to the college’s course management shell <b>(ETUDES-NG or the Portal)</b>. <b>(9-17-08) ECC/Compton Center has licensed ETUDES-NG for 16,000 students</b></li> </ol>	In Progress
	2. Achieve the appropriate ratio of support staff and leading edge hardware and software systems in order to remain in the forefront of academic technology and instructional delivery modalities. <b>#14 (8-6-08) (From Support)</b>	No Action
	3. Prepare for Web 2.2.	
<b><u>Ensure Student Access and Success</u></b>		
	1. Improve student access to campus locations and services by deploying GIS/GPS location technology down to campus building and, if	<a href="#">Under Consideration</a> <a href="#">Done</a>

**Technology Plan Activities  
2010-2011**

Priority	Description	Status
	possible, individual rooms. <b>#5 (7-16-08)(From Academic</b>	
	2. Help students access technology successfully <b>#7 (7-16-08)</b> a. Continue to develop the third generation portal.	<a href="#">Completed and Ongoing</a> The new portal launched in July, 2009.
	3. Maintain uniformity in classrooms and labs with regards to academic needs, curriculum, and the integration of technology. <a href="#">The idea here is to have similar hardware and software system uniformly deployed. In addition, all video projectors must be smart and networkable.</a>	<a href="#">Ongoing</a> <a href="#">The Utology contract will go to the January Board.</a>
	4. Integrate a student learning outcome of “technology literacy” into all ECC course activities and online student services. <b>(9-17-08)</b> <a href="#">This falls under the jurisdiction of the curriculum committee.</a>	No Action
	5. Increase online student services <b>#8 (7-16-08)(From Academic)</b> a. Degree Audit b. My eAdvising c. My Ed Plan	<a href="#">Recommend for 2011-2012</a> <a href="#">Under Consideration</a>
	6. Centralize academic computer labs wherever possible. <b>#24 (8-20-08)</b>	<a href="#">Recommend to abandon. Committee believes this will never happen</a>
	7. Maximize the utilization of the academic computer labs. a. Gather evidence of technology use across labs ... (tracking tool -) link to academic area. <b>#17 (8-6-08)</b> b. Migrate all academic labs to <a href="#">elcamino.edu</a> and active directory <b>(JFW 11-13-08)</b> c. Deploy (positive attendance) student tracking software <b>#26 (8-20-08)</b> <a href="#">This software will be deployed in the LMTC upgrade.</a>	<a href="#">Recommend for 2011-2012</a> <a href="#">Under Consideration</a>
	8. Work with the academic deans to analyze the academic computer lab data as it is updated. The goal is to maximize the utilization of the academic computer labs <b>(IIC.1.a (4.))</b>	No Action

**Technology Plan Activities  
2010-2011**

Priority	Description	Status
	9. Investigate online scheduling software that allows students to reserve time in the academic computer labs (IIC.1.d (10.)).	<a href="#">Recommend for 2011-2012</a> <del>In Progress</del>
<b>Strengthen Global College Perspectives</b>		
<b><u>Sustain a culture of evidence</u></b>		
	1. Integrate data assets and deploy reporting tools that support information retrieval leading to data driven decision making (Program Review, ARCCC, Accreditation) [Establish and support a culture of evidence. #15 (8-6-08) [Increase / promote data-driven decision making. #3 (7-16-08) (From Support)]	<del>In Progress</del> <a href="#">Recommend revision</a>
	2. Simplify extracting data from Colleague. a. Give users the ability to create and run on demand “Excel-like” spreadsheet reports. b. Deploy Datatel’s new middleware product “Operational Data Store, which extracts data from Unidata and uploads it through a filtering process to SQL Server. c. Use the Operational Data Store <del>in conjunction with Decision Technology’s DecisionCentric software which El Camino College already licenses.</del> d. Integrate and provide easy access to third party data systems (databases) by standardizing on SQL Server #10 (8-6-08)	<a href="#">Recommend revision</a> <del>In Progress and Ongoing</del>
	3. Increase the functionality, usability, and ease of access (from / with / in) of Datatel Colleague, e.g. a. Access via the Portal b. Help end-users run their own reports #9 (8-6-08) c. Integrate and provide easy access to data content. #11 (8-6-08)	<a href="#">Recommend revision</a> <del>In Progress and Ongoing</del>
	4. Develop measures to evaluate the effectiveness of El Camino College’s academic and administrative technology systems (IIC.1.d #7.).	<a href="#">Recommend revision</a> <del>Under Consideration</del>
<b><u>Improve Campus Security</u></b>		
	1. Make campus security more sophisticated. Plan and deploy a district-wide comprehensive security plan that includes card access control, intrusion protection motion sensors, door contacts and keypads, video surveillance, telephones in all classrooms and laboratories, and RF tag cards and parking permit tags.	<a href="#">Recommend revision to apply to network security.</a> <del>In Progress and Ongoing</del>

**Technology Plan Activities  
2010-2011**

Priority	Description	Status
	2. Draft a network security policy that includes descriptions of high priority systems to protect forensics procedures to be followed when a security breach occurs, and steps to be taken if the breach is internal to the institution.	<a href="#">Recommend for 2011-2012 Under Consideration</a>
	3. Create enforceable security policies that stipulate complex passwords, prohibits sharing passwords, and requires password changes at regular intervals. <b>#23 (8-20-08)</b> (Launch the Security Subcommittee.)	<a href="#">Recommend for 2011-2012 Under Consideration</a>
<b><u>Reduce Operating Costs</u></b>		
	1. Reduce (eliminate) campus reliance on paper based business practices. <b>#2 (7-16-08)</b>	Underway and Ongoing
	2. Reduce energy costs by deploying "Green" technology. <b>#22 (8-20-08) (From Support)</b>	<a href="#">In Progress and Ongoing Under Consideration</a>
	3. Reduce the cost of keeping technology current <ul style="list-style-type: none"> <li>a. Reduce the number of CPUs purchased by moving to VM desktop PCs (purchase monitor, keyboard, and mouse only) <b>#19 (8-6-08) (from Support)</b></li> <li>b. Deploy Virtual Machine (VM) Server Ware solutions</li> <li>c. Replace CRT monitors with LCD monitors</li> </ul>	Underway and Ongoing
<b><u>Security Planning and Disaster Recovery</u></b>		
	1. Draft a disaster recovery plan.	No Action
	2. Develop a security plan with corresponding policies and procedures. <b>(Launch the Security Subcommittee.)</b>	<a href="#">Recommend for 2011-2012 In-Progress</a>
<b>Link all Members of the College Community</b>		
<b><u>Improve Communication</u></b>		
	1. Integrate faculty, student, and staff paper and electronic communication systems. <b>#20 (8-6-08)</b>	No Action
	2. Maintain current student / staff addresses, phone numbers, and email addresses. <b>(9-17-08)</b>	No Action
	3. Enhance student, faculty, and staff interaction and communication by deploying the next generation information portal that facilitates online collaborative work. <b>#1 (7-16-08). #25 (8-20-08)</b>	Completed and On Going

**Technology Plan Activities  
2010-2011**

Priority	Description	Status
	<b>New portal deployed in July, 2009</b>	
	4. Create an ECC staff social network. <a href="http://www.ning.com/">http://www.ning.com/</a> (9-17-08)	No Action
	5. Link student ID Card information to Colleague (student pictures on class rosters). #21 (8-20-08) (From Administration)	<a href="#">Recommend for 2011-2012 Under Consideration</a>
	6. Encourage administrative and academic units to work with ITS to develop portal space for communication and collaboration. <a href="#">Needs to be nurtured.</a>	<a href="#">Recommend for 2011-2012 In Progress</a>
<b>Provide Resources</b>		
<b><u>Integrate Technology Planning and Budgeting</u></b>		
	1. Integrate innovative technology budgeting and flexible inventory documentation (including maintenance and upgrades) with program review. #12 (8-6-08) <a href="#">The connection between Program Review and technology planning and budgeting exists only at the parochial unit level. It does not extend to the college wide level specified in standard IIIC of the accreditation guidelines and promised in the college's response in the 2006 self study.</a>	<a href="#">Under Consideration On Hold</a>
	2. The Technology Committee will work with ITS to assist the college in maintaining accurate inventories of hardware and software (IIIC.1.a (2.)).	Underway
	3. ITS will prepare an annual budget to show the funding obligation as accurately as possible (IIIC.1.a (3.)).	Underway
<b><u>Keep Technology Current</u></b>		
	1. Create and fund a regular upgrade cycle to keep the technology infrastructure current. #18 (8-6-08)	No Action
	2. The college will develop a schedule and budget for upgrading academic and administrative computer hardware and software systems (IIIC.1.d (8.)).	No Action

**Technology Plan Activities  
2010-2011**

Priority	Description	Status
<b>Staffing</b>		
	1. Improve staffing levels to deliver sufficient support services and resources to meet the needs of El Camino College students, faculty, and staff. ( <i>Goal 2 PlanBuilder 2009-2010</i> ) <a href="#">This item needs to be more specific and quantifiable</a>	<a href="#">Recommend for 2011-2012</a> <del>In Progress</del>
	2. Encourage the availability and adequacy of technical support and training, e.g. maintain a realistic balance between amount of technology on campus and the number of technical staff. <b>#16 (8-6-08)</b>	<a href="#">Recommend for 2011-2012</a>





**NOTES – COUNCIL OF DEANS**  
**JANUARY 27, 2011**

Present: J. Anaya, F. Arce, T. Barbone, K. Curry, S. Dever, C. Fitzsimons, D. Goldberg, A. Grigsby, B. Jaffe, C. Lee, T. Lew, T. Linehan, G. Miranda, B. Mulrooney, R. Murray, R. Natividad, J. Nishime, D. Patel, B. Perez, V. Rapp, J. Shankweiler, R. Smith, A. Spor, D. Vakil, C. Vakil-Jessop

**I. INFORMATION**

A. Notes of 12/9/10: Distributed.

B. CEC Update: K. Curry provided the following update:

- Cash for College Fair – February 26, 2011, 9:00 a.m. – 3:00 p.m., Vocational Technology Building; Financial Aid workshops available January 20 through February 24.

C. ASO Update: T. Linehan provided the following update:

- American Student Association of Community Colleges (ASACC) Conference – March 18-22, Washington, D.C.
- Spring General Assembly of SSCCC (Student Senate of California Community Colleges) Conference in Sacramento, April 1-3, 2011.
- ASO passed a resolution to begin moving toward being more environmentally responsible.

D. Academic Senate Update: M. Ichinaga's report on the December 7, 2010 Academic Senate Meeting is attached.

E. Flex Day: The agenda for Flex Day will include the following:

1. Budget Update -- President Fallo
2. General Session – Faculty presentation on Student Success: Basic Skills, FIPP, First Year Experience, Learning Teams, Title V Grant
3. Division/Department Meetings

CEC faculty will be participating in Flex Day. **Deans were asked to forward a copy of their agenda to D. Vakil.**

F. Student Success Task Force: A press release from the Chancellor's Office and a list of 2011 Student Success Task Force Members were distributed and discussed. The task force will meet to develop a strategic plan to help community college students to succeed and will emphasize degree completion. This coincides with SB 1440, which is the new legislation that will guarantee admission with junior status to any community college student who meets all of the requirements for the associate degree for transfer. It was noted that in terms of minimum grade point averages, it is still not clear how this will be enforced. In addition, ECC has not been designated as a CSU local service area school,

which would mean the student would need a higher grade point average to gain admission. A letter of appeal to Chancellor Reed has been prepared. More information will be forthcoming.

## II. DISCUSSION/ACTION

A. Budget Cuts: Discussion was held regarding the three potential budget scenarios discussed at the management meeting by President Fallo. Approximately \$6.7 million will be the district's share of a \$400 million reduction. PBC representatives were asked to discuss with their groups recommendations and to address the \$3 million shortfall. Some of the recommendations noted are as follows:

- workload reduction
- one-time expenditures
- tap into reserves but not go below \$16 million
- cost/savings for vacant positions
- overtime and special assignments
- personal service agreements
- special advertising and other services (5800 account)
- tapping in to Fund 15
- interfund transfers
- income generating ideas: increase F-1 Visa students and hosting cell towers
- expenditures that might increase medical benefits

Ideas for other potential cuts should be forwarded to D. Patel.

B. Enrollment Management: F. Arce reported that about 30 sections would be added to the Spring schedule in order to reach FTES target of 19,400. Sections have been added as follows:

Humanities – 10  
Beh/Soc Sci – 10  
Math – 5  
Fine Arts – 2  
Business – 2

CEC will be funded for 6,400 FTES but it is projected they will reach 6,830 FTES.

Non-Payment Deadline: J. Nishime reported that the non-payment deadline is February 7; therefore, students will be dropped for non-payment on February 8. The process takes about six hours, which will give two full days (February 9 and 10) for the wait-listed students to move into active enrollment. Registration will be closed off at midnight on February 10. This will allow faculty to print rosters on Friday (2/11) and Saturday (2/12).

B. Mulrooney will disseminate this information to all faculty.

Enrollment Management Committee Update: The Enrollment Management Committee has been discussing metrics and setting up a baseline with regard to the number of students that graduate with an AA/AS degree. J. Young will make a presentation at the next meeting to discuss how to increase the number of certificates and degrees that are offered.

Intent to Graduate: A marketing campaign is underway to promote the deadline for filing an intent to graduate. It was suggested that faculty include the information on their syllabi and deans mention this at their division meeting on Flex Day. Other promotional ways to help raise visibility and awareness of graduation should be forwarded to Enrollment Management Committee representatives. Deans asked for a supply of applications so division staff can distribute to those interested.

### **III. OTHER**

- A. Inglewood Center Update: Discussions are underway to move classes into the adult school building on Manchester and Brea in late March. This will open up four classrooms, two computer labs, and office space. F. Arce asked that all classes offered at Inglewood High School be moved into the building if there is available space.
- B. Accreditation Update: Five subcommittees, which report directly to the Compton Accreditation Steering Committee, are working on five major areas of accreditation and working to assemble an eligibility report to submit to the ACCJC. A major focus at CEC is student learning outcomes and planning.
- C. “We Love ECC Day”: In honor of the first day of school and Valentine’s Day, the Counseling division is hosting a reception at noon in the conference room (SSC 106). Staff has been asked to wear red, pink or white on this day.
- D. SSTARS 5<sup>th</sup> Annual Breakfast Banquet Fundraiser: January 28, 9-11 a.m., Double Tree Hotel in Torrance.

### **IV. MEETING SCHEDULE**

The next Council of Deans will meet on Thursday, February 10 from 8:30-10:00 a.m. in Lib 202.

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting January 18, 2011

Present: Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Jessica Lopez, David Mc Patchell, Jeanie Nishime, Susan Pickens, Luukia Smith, Lynn Solomita, and Arvid Spor.

1. Board Agenda
  - a. George Nakano will present the El Camino College Foundation Annual Report.
  - b. Francisco will make a presentation on Basic Skills.
  - c. There is a Committee of the Whole to discuss the concept of redistricting El Camino Community College District trustee areas. The Registrar Recorder's Office is hosting a workshop on January 20, 2011 on redistricting which will cover topics including transitioning from at-large voting by Trustee Area, the Voting Rights Act and considering demographics when changing Trustee Areas based on census data.
  - d. Page 33 item B – Bid Award 2010-6 – Pacwest Corporation – this is for the construction project.
  - e. Page 34 item C – Contract – Heider Engineering Services, Inc. – this contract is for inspections services.
  - f. Page 23 item F2 – Personal Service Agreement – Jo Ann Higdon will get the background on this for the Board meeting.
2. State Budget – The Governor's proposal was presented on January 10, 2011. The proposal includes extending some taxes temporarily for five more years. The columnist, Dan Walters, estimates there is a 20% chance of the June tax extension measures passing. There will be no mid-year cuts but there will be \$400 million cuts next year. Fees will increase \$10 per unit. There is talk about additional income deferrals for community colleges. The Chancellor's office is working to get a workload reduction. ECC should have grown more than targeted and will add an additional 30 classes to the spring schedule.
3. We are going ahead with 20 faculty hires for this year. We are filling eight classified positions. Every announcement will have "subject to funding" on it. The Board of Governors will probably not change the faculty obligation number.
4. We received a report that there was an accidental shooting at Gardena High today.
5. The next College Council meeting will be Monday, February 14<sup>th</sup> at 1 p.m. College Council will resume weekly meetings at that time.

Agenda for the February 14, 2011 Meeting:

1. Minutes of January 18, 2011
2. Team Reports
3. Designated Smoking Areas on Campus
4. BP 2350 – Speakers
5. BP & AP 5055 – Enrollment Priorities
6. BP & AP 4055 – Academic Accommodations for Students with Disabilities

7. College Council minutes
8. Develop objectives for College Council Goals 2010-2011

#### College Council Goals 2010-2011

1. Continue to improve internal college communications.
2. Increase the amount of recognition for work well done.
3. Continue to incorporate evidence-based decision making when evidence is available.
4. Communicate accreditation eligibility issues facing the College throughout the year.
5. Support, review, and discuss results of a Student Campus Climate survey.
6. Define and discuss the issue of employee morale and student satisfaction at both locations. Support initiatives to improve employee morale and student satisfaction as defined by campus discussions.
7. Complete 10 + 1 policies and accompanying procedures.
8. Continue to build a sense of community.