

ACADEMIC SENATE MINUTES
September 16th, 2008

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

Behavioral & Social Sciences
Brown, Maria X
Widman, Lance X
Wynne, Michael X

Learning Resources Unit
Striepe, Claudia X
Robles, Vince (sharing) X
Ichinaga, Moon (sharing) X

Business
Halamka, Dagmar
Saddiqui, Junaid

Mathematical Sciences
Scott, Greg
Glucksman, Marc X
Boerger, John X
Fry, Greg X
Yun, Paul X

Counseling
Beley, Kate
Gallucci, Linda X
Jackson, Brenda X

Natural Sciences
Cowell, Chas X
Herzg, Chuck X
Palos, Teresa X
Vakil, David X

Fine Arts
Ahmadpour, Ali X
Davidson, Jason X
Wells, Chris X
Crossman, Mark
Berney, Daniel X

Adjunct Faculty
Kate McLaughlin X
Owens, Annette

Health Sciences & Athletics
Hazell, Tom
Orton, Tory/Victoria (sharing)
Stanbury, Corey
McGinley, Pat (sharing) X
Moon, Mary (sharing)

ECC CEC Members
Panski, Saul X
Pratt, Estina X
Smith, Darwin
Evans, Jerome
Norton, Tom

Humanities
Hong, Lyman X
Marcoux, Pete X
Uyemura, Evelyn X
Kline, Matt X
Adrienne Sharp X

Industry & Technology
Gebert, Pat X
Hofmann, Ed X
MacPherson, Lee X
Marston, Doug X
Rodriguez, George

Ex Officio Attendees: Francisco Arce, Jeanie Nashime, Janet Young
Guests and/Other Officers: Jean Shankweiler(Deans Rep.), Quajuana Chapman, Arvid Spor (Accreditation), Joe Holliday, Blair Gibson, Howard Story (Distance Ed.), Elizabeth Shadish, Sara DiFiori

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

The third Academic Senate meeting of the Fall 2008 semester was called to order at 12:36pm.

Approval of last Minutes:

Some corrections to the minutes of September 2nd 2008 were requested. The minutes were accepted with corrections.

REPORTS OF OFFICERS

President's report – Pete Marcoux (henceforth PM)

PM announced that the Academic Senate will meet in the Alondra Room for the rest of the Semester. In Spring 2009, the Academic Senate may return to the West Lounge temporarily, or look for other temporary accommodation. The new Library wing was mentioned as a possibility for future meetings.

College Council met and discussed goals for 2008/09. PM recommended two goals to work toward, namely Academic Integrity and aiming to get the policies and procedures onto the web site.

Program Review. Plan Builder is being tweaked to accommodate Program Review.

State Senate

- Awards
 - **Exemplary Program Award.** This year's focus is on innovative development programs for faculty. The call for nominations will be coming out on October 6, 2008, with applications due November 14, 2008.
 - **Hayward Award for Excellence in Education.** This award honors individual faculty for their work in and out of the classroom. The call for nominations will be coming out on November 3, 2008, but the application is already available on the ASCCC website (www.asccc.org). Applications are due December 1, 2008. ECC usually nominates the winner of the ECC Distinguished Faculty Award for this award.
 - **Regina Stanback-Stroud Diversity Award.** This award recognizes the contributions of an individual faculty member in the area of diversity. The call will go out on December 5, 2008, with applications due on February 2, 2009.
- **Faculty Seats on the Board of Governors.** Applicants would need to commit to two-day meetings, once every two months, where the Board makes policy decisions for the state. Applications have already been mailed and are also available on the ASCCC website. Applications are due on October 17, 2008, and all applicants must be available for interviews on December 5, 2008.
- **Disciplines List.** The Disciplines List is under review. The deadline to submit new proposals for this cycle is September 30, 2008. The Disciplines List determines who can teach which courses – like a minimum qualifications list. Fine Arts had an example in trying to find someone qualified to teach a hip- hop dance course.

Compton Education Center report - Saul Panski (SP)

SP reported on a Resolution of the Council for Restoration of the GED Preparation Program. SP noted that this was a popular program at Compton and asked Dr. Arce if El Camino College's position on opposing the restoration of the program has changed.

A Compton campus Accreditation Meeting has been scheduled for Wednesday, September 17, 2008. Dr. Spor and Dr. Dever will talk to Compton faculty about the upcoming Accreditation team visit and the Self study. SP noted that the Compton faculty felt unprepared for the visit.

Curriculum Committee report – Janet Young (JY)

The Curriculum Committee had their **first CCC meeting of the semester** last Tuesday. All of the Nursing courses are now through and JY offered congratulations to the Nursing departments from both campuses on this achievement.

The college has approved **CurricuNET**, a curriculum development system. There will be a formal presentation of the system next Tuesday. Forty three campuses are currently using CurricuNET and one advantage is that one can view course outlines from all of these campuses. **Cooperative Career Education/Title 5 Changes**. ECC is revising course outlines to comply with the changes.

Stand Alone Course Review Training is held every year. Undergoing the training means the ECC Curriculum Committee can approve Stand Alone course outlines themselves instead of sending them on to the State. ECC is good for another year.

With a **Revision to Bylaws**, the Committee voted to include a counselor from Compton onto the Curriculum Committee as a voting member, and a Dean from Compton as an ex- officio member. PM asked JY if she could include a list of courses passed by the Committee in future packets, and JY agreed to do so.

PM asked why the Curriculum Chair is not a VP of the Academic Senate. Mr. Marston replied that the Curriculum Committee is a sun- committee of the Academic Senate.

Educational Policies Committee report – Evelyn Uyemura (EU)

EU looked at which Board Policies are online and noted that several need updating and revision. One is the Field Trip policy, and this will come back to the Academic Senate.

BP 4220 is here today for a second reading, and also needs some revision.

The Committee is working on the Academic Honesty section of BP 5138, and the Committee is proposing to create a separate policy for this area, and moving it out of the general Discipline policy. The Committee feels this significant issue needs its own policy. A draft policy is in the packet on pg28-29 for discussion. The Committee will work with Administration on this.

The Committee will be meeting this Thursday and all are invited to attend.

Faculty Development – Dave Vakil (DV)

The Committee has been discussing Spring Flex Day. The focus will be on Basic Skills. The Committee noted three options:

- Keynote speaker: Hunter Boylan
- Keynote speaker: Kay Gregory
- ECC showcase of what's working

Also discussed was the Mentorship pilot-project feedback. The Committee hopes to bring the program to all faculty in Fall 2009.

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

LW had no updated minutes to share, but noted that the minutes would be in the next packet.

LW reported that the Deans' Council would be meeting this Thursday.

LW announced an upcoming CALSTRS workshop on campus to be held in BSS 106.

Flex credit will be offered. The workshop is titled CALSTRS Fundamentals. Please RSVP to Linda (714) 466-8450 or www.calstrs.com/workshops. The workshop is being sponsored by the Federation of Teachers.

Legislative Action – Chris Wells (CW)

CW had no report.

UNFINISHED BUSINESS

Distance Education Class Load Policy

[pg 7-16 of packet]. This was the first reading of the Policy. Mr. Wells noted that last year concerns had been raised that teachers could only teach two classes online. It seems that there is no official policy regarding this issue. The issue was taken to the Distance Education Committee and the Policy on pg 6-17 is what they suggest. Mr. Howard Story of the Distance Education Committee was present. PM thought it was premature to call the document a Policy and thought it should go to the College Council for discussion first. The question was raised “What if everyone wanted to teach Distance Ed?” Dr. Nishime was of the opinion that this should be a contractual discussion. PM said that he had run the matter by the Union and they were comfortable with the Senate discussing the matter. PM said the issue seemed to concern the manner of lesson content delivery, which was an academic matter. A question was raised about office hours, and it was suggested the terminology be changed to Student Contact hours. Mr. Story said that the DEAC supports the concept of faculty being able to teach more than 2 sections online, providing quality is maintained and the provisions of the contract are met. Mr. Ahmadapour feared a negative impact if there were no limits or restrictions. Mrs. Uyemura said that the policy does not require anyone to teach more than 2 sections, it was just there in case there was a desire to do so. It was noted that the Dean of any Division would have the ultimate power, and that the Distance Education area was market driven. It was noted that this had been an unspoken policy carried over from Dr. Hata’s time. Mr. Panski asked why this policy was needed. Mr. Wells replied that it was currently a practice, but enforced as though it were a policy, and needed to be formalized in writing. Mr. Berney noted that there was a big demand for online classes, and that we were turning away at least 2 sections worth of students in general education classes for lack of teachers. Distance Education is also limited by the number of sections they can fund. Mr. Vakil said that faculty teaching online should still be aware of their non-teaching job obligations, and it was pointed out that provision for this had been made in the policy, so that aspect was covered. Mr. Widman suggested replacing the word “more” with the word “multiple”. PM will initiate the process and Senate will see this Policy again before voting.

NEW BUSINESS

CCC Bylaws

[pg 17-22 of packet] Two changes to the bylaws have been proposed. To add one full-time counselor as a voting member from the Compton campus to the CCC.

To add one Dean as an ex-officio, non-voting member from the Compton campus to the CCC. El Camino is working to help Compton get reaccredited, this move will help the Compton campus keep a hold on curriculum matters. The question was raised why the ECC dean rep was a voting position and the Compton Dean’s rep not? The answer was that another vote from administration was not needed -the position was for observational purposes. There are already two voting positions from the Compton campus. This was the first reading. The second reading will take place at the next meeting. Mr. Panski noted that this move would be helpful when dealing with FCMAT.

BP & AP 4220 Standards of Scholarship

[pg 23-25 of packet]

These items are the remains of the former Board Policy 4220 after other sections have been relocated to other policies. The proposal contains mostly grading scales and credit hour allocations.

There was concern about how a credit unit is defined in the second paragraph. That paragraph refers to a unit consisting of "16 hours of class time and a minimum of 32 hours of student and preparation time ... [or] 48 hours of in-class work." It was suggested that the total hours should be 54, not 48, and that they should not be split in any specific way. Title 5 requires 48 hours or more, but El Camino currently opts for 54 hours per credit unit. After some discussion, Evelyn Uyemura said the Education Policies committee will likely rewrite this section and remove references to 16 & 32 hours, which were based on a 16-week semester.

A second concern was raised by Dr. Nishime. She said that according to CCLC (Community College League of California), board policies should be short. She showed an example that was one paragraph long. Dr. Nishime suggested most of the proposed draft should appear in the procedures rather than the policy. Doug Marston asked what the reporting requirements for procedures and also who was entitled to authorize changes to the procedures?

BP 4300 Field Trips and Excursions

[pg 26-27 of packet] Discussion about proposed usage of college vans.

In response to a Board of Trustees member's request, the college is considering changing its rules about under what circumstance the college vans can be used for trips. The deans examined the current proposal and made alterations. The altered policy was presented to ASO last week, and the results of those discussions were distributed to the senate in a handout. The boldface and strikethrough fonts signify changes suggested by deans to the original policy, and comments from ASO appear at the bottom of the page.

Speakers and their points follow:

- Joe Holliday, geology instructor, spoke to the senate and distributed a handout. One of his concerns is that public transportation is not a viable substitute for college vans because trips sometimes require vans to stop to have discussions with students. He also noted that bus drivers wouldn't work for multi-day trips, and would be cost prohibitive.
- Chuck Herzig, geology instructor, noted that if one teacher is driving full time on a long trip, it is very exhausting and limits a teacher's ability to perform as a teacher and driver.
- Blair Gibson, anthropology instructor, asked why the policy limits van usage to California. He also noted that the policy would allow vans to be driven to Eureka at the very northern border of California, but not to a much closer location in Arizona.
- Ali Ahmadpour, fine arts instructor, noted that our current van usage procedures are already more difficult than at other higher education institutions and the proposal would add further restrictions. He also asked why we need 2 months advance notice to use vans.
- Chris Wells, speech instructor, noted that our focus should be on what most benefits the students. Dr. Nishime responded that safety is also an important factor. Pete Marcoux noted that public transportation is not always safe, as evidenced by recent events.
- Sara DiFiori, geology instructor, noted that renting vans would exclude some events from taking place due to the high cost. Current trips taken with college vans were created to give urban students a rare opportunity to see natural phenomena not visible in an urban environment.
- Evelyn Uyemura noted that according to statements made earlier, Board Policies are supposed to be short. In this case, the Board is asking ECC to change procedures, and we are discussing procedures. This suggestion to alter procedures is inconsistent with Board Policies being short and broad.

Pete Marcoux urged interested parties to share their thoughts with the Board of Trustees during their meetings on the 3rd Mondays of each month.

PRESENTATIONS

SLOs (Lars Kjeseth and Jenny Simon)

The ALC (Assessment of Learning Committee) has set benchmarks and deadlines regarding the implementation of SLO cycles. Assessments & course-level SLOs should be done by December 2009 and program level SLOs written by Spring 2009 and assessed by June 2010. There are also yearly deadlines for cycles that depend on the size of the program. A chart was presented with specifics. The ACCJC accrediting organization requires stage 3 implementation -- "well oiled SLO machine" with resources allocated based on SLO results -- by 2012. ECC's internal deadlines are one year earlier. Currently, according to our self assessment, ECC is generally at stage 2, i.e. work is proceeding. (Stage 1 is where information is disseminated.) We also need to align course, program, and institution (core competency) level SLOs with each other.

David Vakil asked if SLOs are placed into Plan Builder for funding purposes. Arvid Spor replied yes, or they may be in Program Review.

Arvid Spor's presentation to the senate will be postponed to the next meeting.

The meeting adjourned at 2pm.

CS&DV/ecc2008