

# ACADEMIC SENATE MINUTES

March 18<sup>th</sup> , 2008

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

Behavioral & Social Sciences

Brown, Maria  
Rader, Emily - X  
Widman, Lance X  
Wynne, Michael X

Business

Halamka, Dagmar  
Saddiqui, Junaid X

Counseling

Beley, Kate X  
Gaines, Ken  
Raufman, Lisa/V. Ragfold

Fine Arts

Ahmadpour, Ali X  
Davidson, Jason  
Georges, William  
Wells, Chris X  
Crossman, Mark X  
Berney, Dan

Health Sciences & Athletics

Hazell, Tom X  
Orton, Tory/Victoria (sharing)  
Sinopoli, Louis / Makaru, Roy  
Stanbury, Corey  
Kim Baily (sharing)  
McKinley, Pat (sharing) X  
Moon, Mary (sharing)

Humanities

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

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

Guests and/Other Officers: Vincent Armstrong, Dr. I. Drew (Dean's Rep), Vince Robles (Library), Arvid Spor

Industry & Technology

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

Learning Resources Unit

Striepe, Claudia X

Mathematical Sciences

Ghyam, Massoud  
Kasabian, Judy X  
Scott, Greg  
Tummers, Susan  
Marc Glucksman X

Natural Sciences

Cowell, Chas X  
Golestaneh, Kamran  
Palos, Teresa X  
Vakil, David X

Adjunct Faculty

Almos, Carolyn  
Robertson, Gary  
Kate MaLaughlin X  
Owens, Annette X

ECC CEC Members

Fleming, Art  
Hoffman, August  
Panski, Saul X  
Pratt, Estina  
Smith, Darwin

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

The second Academic Senate meeting of the Spring 2008 semester was called to order at 12:33pm.

#### Approval of last Minutes:

A motion to approve the minutes of the Academic Senate meeting of December 4th, 2007 was made by Mr. Vakil and seconded by Mr. Siddiqui, and passed. PM asked that the section referring to enrollment management in the printed minutes be dropped from the online minutes as we did not actually discuss that section. D. Conover had noted the misspelling of her name, this will be corrected for the online minutes.

### **REPORTS OF OFFICERS**

#### President's report – Pete Marcoux (henceforth PM)

PM reported that at the College Council meeting on Monday 17<sup>th</sup> March, Dr. Fallo had announced an unexpected shortfall of approximately \$2 million due to miscalculated property taxes. This worked out to \$1.25 million for last year and \$.75 million for this year. This figure may increase. The College Council also noted that a Compton representative is needed for the ECC College Council and that an ECC representative is needed for the Compton Provost Council. The Council noted that the Standards of Student Conduct needed investigation, particularly the area dealing with Plagiarism. Please send ideas and comments to PM or Arvid Spor. Arvid Spor provided the Council with a brief Draft Accreditation Overlay [pg 11 of packet] The idea behind this is that the committees would be assessing standards by way of constant self- study. This would garner much evidence for future Accreditation teams, and make the college aware that accreditation is “systemic and continuous”. Guidelines for Title V Part I are currently under review before posting to the Chancellor's website [pg 12 of packet] If you have any ideas or find any articles related to this please forward them to PM or Janet Young.

The Academic Senate E-Board met with Dr. Arce re: Resolutions. Dr. Arce will only respond to Resolutions forwarded since September 2007. Resolution BP 2510, forwarded on Nov 20, 2007 is still under discussion. PM wondered whether the Academic Senate wanted to revisit the old resolutions? Specifically the Resolution on Compton Partnership of Oct 17, 2006 and the Resolution on Music Library of Feb 20, 2007. It was decided to put this item on the Agenda for the next Academic Senate meeting. PM noted that the Academic Senate President Elect were due to be held on May 20<sup>th</sup>. Nominations would close on May 6<sup>th</sup>. The nominees must be current senators. PM needs a Nomination Chair.

PM commended the classified staff on doing a tremendous job re: creating a sense of community on campus. The staff have now developed plans for another hike. The Hike Committee is looking for faculty tour guides to accompany the hikes giving mini- lectures on local fauna, flora, geographic formations, and/or oceanography.

#### Compton Education Center report - Saul Panski (SP)

SP noted that Compton was hosting a Career Transfer Fair today, and that it seemed to be successful. SP hoped that the Schedule Development would be finalized next week. SP reported that the CFT Candidate Forum was being held at the Compton campus. They will be recommending endorsements for election next fall. SP reported on two new administrative hires for the Compton campus. Firstly, a new Director of Admissions and Records, and secondly, a Dean of Academic Programs - Dr. Susie Dever.

#### Curriculum Committee report – Janet Young (JY)

JY reported that the Curriculum Committee had reviewed 41 proposals, including some from Fine Arts, Business and Math., and had added 11 new online courses.

JY said that the certificate conversion project is complete, and provided an Overview handout detailing the Certificates of Achievement and Certificates of Accomplishment by Division and the number of certificates in each Division. This information will be reflected in the next catalog.

The Curriculum Committee reviewed its first course (a Dance course) via the Curricuware software, and JY reported that it was a good experience. JY will develop Curricuware training soon.

Educational Policies Committee report – Evelyn Uyemura (EU)

EU reported that the Committee had dealt with Probation Dismissal at their last meeting, and that this needed further refining. The Committee is close to finishing the Policy on Academic Standards. EU met with VP's and the College Council and noted that there are still loose ends regarding the Policy on Grade Change, and that this might need to be redone. EU also noted a concern re: the aforementioned policy from the Division Office staffs in that they feel this Policy would create more work for the Division Office staff instead of for Admissions and Records. Mr. Widman noted that the staffing issue was exacerbated because the college cannot allow student workers passwords to access student records as this would be a security issue. The State limits password access to 5 persons – this is explicitly stated in their Policy. Mr. Widman felt it should also be noted in ECC procedures. EU noted that the Committee is also working on incorporating Title V language, and agrees that this should be incorporated into the Policy or Procedure. EU noted that the second reading of the Library Policy would occur later in the Academic Senate meeting.

Faculty Development Committee report – Dave Vakil (DV)

[pg 22-23 of packet] DV reported that the last minutes of the Committee are in the packet. The next meeting of the Faculty Development Committee will be on Tuesday March 27<sup>th</sup>. The Committee will be talking about mentorship and the possibility of a campus- wide mentorship program.

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

[pg 25-27 of packet] 2/7 PBC Minutes, reported at the 3/4 AS meeting (see AS minutes, p.5)

[pg 28-29 of packet] 1/3 PBC Minutes, reported at the 2/19 AS meeting.

[pg 30-34 of packet] details the Draft of the Application Process for the Special Contract Funding of \$3 million, discussions were started at the 3/6 meeting and will continue at the 3/20 meeting. A question was raised as to whether this Special Contract money had to be spent in a certain time, and whether it was one- time- only funding. LW replied that matters were moving very slowly, and that it was possibly not merely one- time – only funding.

[pg 35-36 of packet] show the Planning and Budget Development Calendar which was approved at the 3/6 PBC meeting. This calendar is to be used only at ECC. Compton will develop its own calendar, although ours may be sent to Compton for use as a template.

LW reported on the 3/6 Council of Deans meeting. The Grade Change Policy was Board approved, but, according to Evelyn Uyemura, will probably need to be redone. LW restated a concern noted earlier re” the work on grade changes now being done through the Division offices and creating more work for the staff. LW noted that faculty should keep copies of attendance sheets as well as copies of grades as attendance sheets could be important in deciding whether a grade change is justified.

Mr. Ahmadpour asked if there had been any discussion of the Student Resolution re: Health Center at the meeting. LW said that President Fallo was reluctant to add extra fees ( for instance for the Student Health Center) as there is a strong likelihood of the course fees going back up to \$26 per unit. All this is still under discussion. Mr. Armstrong asked if the meeting had mentioned an exact dollar amount for Health Center fees. LW said that the Health Center issued has only been discussed and garnered support in the Academic Senate. It has been further discussed in the

past, but no exact amount for fees was ever settled on. Dean Drew said that his office might have some older, discussed numbers. Mr. Ahmadpour wished to insert a comment about the lack of activism on the War on campus. He noted that the government is spending billions on the war, and yet there is no protest on campus. PM suggested he speak to student bodies on campus.

#### Legislative Action report – Chris Wells (CW)

CW reported on AB 591 which states that the part- time faculty teaching load moves from 60% to less than 67%.

### **SPECIAL COMMITTEE REPORTS**

#### Enrollment Management – Emily Rader (ER)

[pg 38 of packet] ER stated that she is reporting on behalf of Mr. Robin Dreizler, Chair of the Subcommittee.

Outreach Ambassadors: currently 15 ECC students provide outreach on campus (as seen during Welcome Week and the Chancellor's recent visit) and off campus at college fairs and high school classroom presentations.

Prospective Student online form: has been successful in collection 10 – 15 potential students daily.

Working Adult Outreach : a calendar of activities has been printed and distributed.

The Subcommittee is working with the Foundation to distribute scholarships to each of the district high schools.

Six outreach Counselors are currently providing or scheduling matriculation services onsite at 15 high schools.

There are approx. 30 classes offered on high school campuses this spring.

Senior Day is scheduled for Friday, May 23<sup>rd</sup>. If anyone would like to participate in planning the event please contact Mr. Dreizler x3487 or via [ecchs@elcamino.edu/](mailto:ecchs@elcamino.edu)

Space Day is scheduled for Saturday, April 19<sup>th</sup>. This activity targets middle school students.

An Outreach Manual is 95% complete and will be used as a program/services reference guide for anyone doing outreach.

Many programs on- campus are doing significant amounts of outreach: Athletics, EOP&S, CARE CalWORKS, Career & Technical Education, Women in Technology, Honors Transfer, Financial Aid, Inglewood Center, Special Resources Center, and the Teacher Education Program, to name a few.

There is still space on relevant subcommittees for more participation. If interested please contact Robin Dreizler or Arvid Spor.

#### Accreditation – Arvid Spor (AS)

AS reported that the Committee Chairs are looking at the 4 standards in light of the bullets that highlight specific issues that the visiting teams will be looking at. If the standards have not addressed these issues, then they should be made a planning item for the future. Once the Chairs have finished going over the document it will be released to the campus at large for comment. Then the editor will write an introduction and finalize the document for the Board by May. AS asked the faculty please to read the document and give input. PM asked about the date of the visiting team site visit. AS replied that the teams will be here for 4 or 5 days around the 5<sup>th</sup> or 6<sup>th</sup> of October. They will mainly be looking at the documentation for proof of compliance. The site visits validate that we have documentation to prove we are meeting the standard. It is highly unlikely the teams would visit classrooms. Mr. Panski had a question re: the liaison for Compton. Dr. Arce is the liaison for both campuses. The 4 or 5 day visit will include examination of both El Camino and Compton. Dr. Arce noted that the visiting team would probably send a few members of the team over to Compton for an afternoon or so.

[pg 39 of the packet] provided by SLO Committee chairs Lars Kjeseth and Jenny Simon, show the results of the Spring Flex Day SLO workshops. Progress has been made, but the college still has a way to go. AS

noted that not shown on the chart provided by Lars and Jenny is the information relating to degrees and certificates. Dr. Arce noted that the college is definitely behind in this area. A question was raised as to whether there was a particular number that should be reached in order to be said that one has met the standard. Dr. Arce replied that that was not the issue so much as providing evidence that each course has developed SLO's and is in evidence assessment mode. Jenny and Lars are also planning another SLO Assessment Week to get this information to the wider campus. The plan is to get the Assessment Committee to work with each Division to make sure SLO's have been developed and to begin assessment. Deans need to ensure that these activities are ongoing. Mr. Hazell asked whether there was SLO software. Software does exist, but ECC does not have it at this time. Mr. Cowell noted that all faculty have received a copy of "Changes to Contract" and he had seen that it includes a self evaluation section, including a section on faculty students meeting SLO's. Does this mean it MUST be included in the self- evaluation? Ms. Rader cited "Changes to Contract" Appendix J section 25. Mr. Panski raised a concern on the communication of SLO information to the Compton Center campus. Compton is not well informed on the SLO process. It was noted that the information is on the SLO webpage (under the umbrella of Academic Affairs) and there is a zip file for each Division of all SLO progress thus far. Mr. Panski said Compton faculty were not aware of this. It was noted that some departments have close collaboration with their Compton colleagues, but it was a good reminder to ensure the two campuses work even more closely. Dr. Arce said that the website is still in development, and should be made more public and open. There will also be an Assessment week at Compton, with a Compton coordinator. Mr. Panski noted that he was glad to hear it as he had heard Compton would only have one day. Clear communication is obviously needed. SLO's need to be on the syllabus at Compton re: FCMAT. Dr. Arce said that each faculty member at ECC was developing SLO's and Compton faculty should do the same. Ms. Rader said that while many did work on Flex day to develop SLO's, many were not there (part-timers, etc). Ms. Rader noted that the Administration has a way to go to advertise the material and make it accessible. Dr. Arce agreed, but pointed out that this was a FACULTY driven process. Ms. Uyemura said that it was easy to say that faculty must develop SLO, but easier said than done. For instance, in her area of ESL there are ten classes, SLO's are not easy to develop and meant working with others which was difficult to arrange. SLO's need to be simple. This coordination of effort would be a good task for the SLO coordinators. Mr. Ahmadpour shared what his area had done, which was to construct a generic SLO for each general class. Mr. Wells reminded all about the prior Senate discussion not to use SLO's in faculty evaluation as per SLO principle 6. Mr. Cowell noted that this was his earlier point, and which had the higher authority – the contract or SLO principle 6? A question was raised as to the consequences of not being compliant re: SLO's. Ms. Striepe said that one consequence was that colleges were put on Accreditation warning. She further noted that the Administration and faculty were both to blame for the state of affairs re: SLO's. Admin. For not allowing release time to faculty ( though Jenny and Lars have 33% release time) to work on this during an already bad staffing situation where many faculty are already stretched thin; and faculty for not taking the matter more seriously up until now. For instance, the last SLO Assessment week had an extremely low faculty turnout. It was wondered if Jenny and Lars could be invited back to Senate for more discussion on the topic. Mr. Panski noted that Compton had taken a more systematic approach in that they required and new course going through Curriculum, or any older course undergoing revision, to be accompanied by SLO's. He suggested that ECC did not have a regular system in place as yet. PM closed the discussion by noting that Senate members should begin ringing the "warning bells" in each Division re: SLO's, especially as Accreditation is near and accountability is in the Contract now.

#### Associated Students – Vincent Armstrong (VA)

VA reported that the Committee are still planning their goals. VA noted that only .5% of students on campus vote, typically the community college average is 2%. Some community colleges have introduced voting online, but the main problem is that many students are uninformed on the issues. This is an issue that the Committee wishes to tackle.

## **UNFINISHED BUSINESS**

### **Board Policy 4040 Library Policy – Evelyn Uyemura (EU)**

[p19 of packet] At the last Senate meeting the Academic Senate made a motion to affirm their acceptance of the Library Policy of April 3, 2007. In addition, a point 9 had been added to the Procedures concerning the formation of a Library Advisory Board. As the procedures move forward with the policy, and seeing as there had been a change made to the procedures with the addition of point 9 (Library Advisory Board) it had been decided to bring this back for the second reading and vote at this Senate meeting. The item was thrown open for discussion. Ms. Rader asked about the creation and formation of the proposed Library Advisory Board. Mr. Robles answered that this was a new idea, and an attempt to be collaborative with an already largely collaborative faculty body. Nothing was written in stone. Mr. Marcoux noted it was easier to change Procedures than Policies. Ms. Uyemura saw the Advisory Board as an attempt to recruit faculty input. Mr. Panski said faculty collaboration was also an important Accreditation issue. Dr. Arce agreed that it was an Accreditation issue. He noted that faculty input was already sought, but this would be a little more formal. Mr. Wells wondered whether the term Faculty should be inserted. Ms. Striepe noted that the Advisory Board need not be made up ONLY of faculty, and hence this would not be desirable. The Library might wish staff or Administrators to sit on the Advisory Board as well. PM asked for the vote to be taken on the Policy and Procedures as written and it passed unanimously.

### **Technical Assistance – Pete Marcoux (PM)**

PM reported that Dr. Fallo said he would not co- request Technical Assistance. As noted last week, Assistance can still be sought at the request of one of the parties. Mr. Widman remarked that it was probably more of a red- flag re: cooperation without the co- request. He urged that we go ahead and request Assistance. PM suggested we ask for Assistance regarding BP 2510. Please not [pg 14 of packet] the section on Advisory Assistance. PM wants to focus here. It was suggested we table the discussion and vote next meeting. PM will also include BP2510 as voted by the Board in the next packet. Mr. Vakil asked whether there had been any response by Dr. Fallo as to his decision not to co-request. Dr. Arce replied that in Dec/January the College Council had recommended the formation of a Taskforce to study matters pertaining to BP 3510, and the Academic Senate had agreed to this. PM replied that the Senate had only agreed to points regarding Student representation.

## **AGENDA ITEMS FOR NEXT MEETING:**

- **Hiring Resolution**

The Academic Senate eboard has arranged a meeting with Barbara Perez, so this item is tabled until the next meeting.

- Faculty role in building plans
- Modifications to new rules regarding Sabbatical leaves [pg 40 of packet]
- Technical Assistance

The meeting was adjourned at 2:00 pm.

## **PUBLIC COMMENT**

Ms. Rader reminded the Senate of the Indian Fry Bread sale events this week Thursday and next week Wednesday from 11 am to 2 pm.