

ACADEMIC SENATE MINUTES

November 18th , 2008

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

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

MacPherson, Lee X
Marston, Doug X
Rodriguez, George

Business
Halamka, Dagmar
Saddiqui, Junaid

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

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

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

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

Natural Sciences
Cowell, Chas X
Herzig, Chuck exc
Palos Teresa X
Vakil, David X

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

Adjunct Faculty
Kate McLaughlin X
Owens, Annette

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

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

Industry & Technology
Gebert, Pat
Hofmann, Ed X

Ex Officio Attendees: Francisco Arce, Jeanie Nashime, Janet Young,
Guests and/Other Officers: Quajuana Chapman, Joe Udeochu (ASO Rep), Barbara Perez,
Barbara Jaffe, Chris Jeffries (Counseling)

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 2008 semester was called to order at 12:35pm.

Approval of last Minutes:

The minutes [pp. 1-7 of packet] from the last Academic Senate meeting were approved.

REPORTS OF OFFICERS

President's report – Pete Marcoux (henceforth PM)

PM reported on the **Senate Plenary** session. A few Senate members attended the Los Angeles meeting. The talk was mainly about Accreditation and SLO's. El Camino will be getting the Accreditation recommendations in January 2009. PM heard Bill Scroggins (formerly of ECC now at the College of the Sequoias) talk on "CEO Myths". PM found these amusing and included some in the AS packet [pp. 10-11 of packet]

College Council discussed the **budget**. The college is looking at "tough times. **150 sections will be cut** as part of a larger plan to trim costs for the anticipated \$5million cut to the budget. Dr. Arce noted that the college had undergone a lot of unfunded growth. Registration starts today and Dr. Arce felt it would be unfair to let students register for classes that would be cut later, so the decision to cut was made early. Mr. Crossman wondered whether the college would stop advertising its courses to draw students. Dr. Arce felt advertisement and promotion should continue as the college still had to pay back Summer, and there is still a deficit in our apportionment. Dr. Arce noted it looked good to stay on a growth pattern, and so we would continue to attract students. The college had lost FTES since 2005, and is now in recovery mode. Deans will be looking at which classes are not well attended, which classes are experimental, and general student need, when deciding which classes to cut. Mr. Widman asked whether High School classes would be cut back, and Dr. Arce noted that the school offerings would be cut back a little. ECC may have grown too quickly in the high schools, and some methodologies need to be re-evaluated. Dr. Arce said for instance, college classes were embedded in the regular school day, whereas perhaps the classes should only be offered in the "zero hour" or after school to clearly differentiate between high school and college classes. Mr. Widman also asked about Distance Education classes, and Dr. Arce replied growth has been very rapid in this area as well, and that while the Division Deans have shifted classes to the online format, the budget to fund these classes has not moved over to the Distance Education program, so the Distance Education Program is working with deficit funding. Also retention for Distance Education classes is lower than for face-to-face classes. However, no arbitrary cuts will be made, there will be careful deliberation. Dr. Gallucci encouraged faculty to remind students to get their applications for the Cal. State schools in early as they are going to be cutting as well. The Cal State schools will give priority to transfer students; please encourage all students planning to transfer to a Cal State or UC Fall 2009 to file their Admissions Application by Nov. 30 of this year.

The Faculty Identification Meeting was held last week, and the chosen positions and rankings will be announced after the Senate meeting today. The 2008 Faculty Obligation number is 339, and so we may have 10 slots filled.

The Board of Trustees Meeting last night focused on creating goals.

Lastly, PM reported that an article from Dr. Jaffe, titled “**An Examination of the Integrity of the Syllabus**” is included as an addendum to the end of the Senate packet. This will be a future topic of discussion with relation to SLO’s.

Compton Education Center report - Saul Panski (SP)/Estina Pratt (EP)

[pp14-16 of packet].EP spoke for SP who was unable to be present. The main topic of Friday’s meeting with the Provost was the budget. EP reported no lay-offs would happen at this time, and the Compton campus was “not too badly off”.

Curriculum Committee report – Janet Young (JY)

[pp. 17-24 of packet] JY reported that the Curriculum Committee had **reviewed and approved 69 proposals** from the Business, Humanities, Behavioral and Social Sciences, and Industry and Technology, including 42 Cooperative Career Work Experience courses. JY noted that all CCWE courses now meet Title V regulations.

There will probably be an Accreditation finding with regards to the Six Year Review and the cycle not being met. The Committee discussed the matter and the CC Chair elect, Lars Kjeseth will be holding meetings to discuss ways of **streamlining the review process** whilst still maintaining the integrity of the curriculum.

A **CurricUNET** meeting is scheduled for Friday.

JY also attended the Academic Senate Plenary , including some sessions on Title V. The Senate is considering a resolution to change Title V to include a definition of the A.A. and A.S. degrees. Title V currently only names an Associates Degree.

Educational Policies Committee report – Evelyn Uyemura (EU)

EU reported that the Committee continues to work on **BP 4225 Course Repetition Policy**. The Committee hopes to finish with the Policy this year. The Committee will meet this Thursday.

Faculty Development – Dave Vakil (DV)

DV reported that he had also attended the **Academic Senate Plenary**. He noted that it was an eye-opening experience to hear what other colleges are going through. El Camino comes out well. DV echoed PM’s remarks about the general discussions on Accreditation and SLO’s at the session. DV wondered whether the Spring Flex session would focus on Basic Skills or SLO’s. A decision on the Flex program is still pending.

DV reported that the Committee had discussed the **Distinguished Faculty Award** as applying to Librarians and Counselors, and had decided to change the wording from “effective class teaching” to “outstanding contribution to student success”, so that librarians and counselors could be eligible. The Committee also looked at overhauling the nomination process for the award. Mr. Robles asked whether students could nominate a faculty member for the award. DV said he was not sure and would have to check.

Legislative Action – Chris Wells (CW)

CW asked whether the college is in compliance with the 61 minute hour issue. Dr. Perez noted that the college is looking at this issue. It will affect the college and we want to be ready.

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

[pp. 25-26 of packet] Minutes for the 10/16 **Council of Deans** meeting. No items of particular import noted. PM noted the item on the bus passes, and Dr. Nishime reported that they had been given the green light to move ahead on this pilot project. Cabinet has made a commitment for 18 weeks of the Spring semester for unlimited rides on the Metro system, with talk of a \$10 to \$15 charge.

[pp. 27-29 of packet] Minutes for the 10/16 **PBC meeting**. LW urged members to look at the 10/2 minutes, item #3, for a discussion of the impact of exceeding allocated budgets for Fall '08 enrollment growth on the Spring '09 schedule of classes, i.e., offer fewer sections in the Spring that have a higher fill rate for classes offered. Also discussed was the State Budget Update, the Comprehensive Master Plan, and PBC responsibilities as identified in the Final Budget.

[p. 30 of packet] LW drew attention to the diagram of the **ECC Planning Model**, still being discussed by the Council of Deans and PBC.

LW went on to note that this budget crisis was very serious and would be “demanding of our talents”.

ASO Representative Report - Joe Udeochu (JU)

JU noted that the ASO had been discussing the impact of the budget cuts and possible tuition increases on students. Some students may have to work more to afford school.

Bookstore. Pete Marcoux (PM)

PM wondered how many Senate members knew of the Bookstore's Online Bookstore webpage at <http://elcamino.collegestoreonline.com/> Students can use the site to order books online and keep track of their orders.

Only three Senate members knew of the page/service. PM said it was the college's “best kept secret.”

UNFINISHED BUSINESS

SLO Model Presentation. Dr. Barbara Jaffe

[pg. 31 of packet] Dr. Jaffe shared a draft SLO model which would seamlessly connect SLO's with curriculum and help institutionalize SLO's. The Campus SLO Committee, which would include an Academic Senate representative, would have the Program Review Committee (with an added SLO faculty representative) and the Division SLO Committees report to it once a month. Each department would have its own SLO Committee which would report up to the Division SLO Committees. The mission is to make the institution more accountable and help make the SLO's more part of the fabric of the college. The model also tries to make SLO's part of the Program Review process. Mr. Wells asked whether Program Review should not be kept separate. Dr. Jaffe said that all the major processes should have a more unified approach. Dr. Jaffe noted that this Draft document is just an isolated piece of a larger plan. Ms. Striepe asked about the role

of the current Assessment of Learning Committee and Dr. Jaffe noted that the ALC would be absorbed into the Campus SLO Committee.

Mr. Crossman noted that Mr. Donnel had sent out a resolution from the Academic Senate Plenary discussing the use of SLO's in faculty evaluations and that the focus on SLO's should be in the teaching area, not the evaluation area. Dr. Perez noted that SLO's are a component of the faculty evaluation re: contract. But it was only in the self evaluation, and is meant to show faculty's "personal journey" with SLO's. Dr. Gallucci noted that this had also been a topic of concern at the recent Assessment of Learning Committee meeting, and that there had been some confusion. It was felt that the faculty should know exactly what the contract states. Another question was whether the evaluation forms had changed. Dr. Perez said that they had changed, but only some Divisions were using the new forms due to a communication breakdown. The question was raised as to whether the forms are online. Dr. Perez said they were not online at the present time, as these had never been "official forms" and that the situation would be remedied in the Spring. Mr. Vakil noted that the Standard does not limit evaluation of SLO's to faculty and therefore it should be incorporated inot ALL evaluations. Dr. Perez said she would look into it. Mr. Crossman asked for a clarification re: SLO's on the evaluation forms, and Dr. Perez noted that there was no SLO checkbox on the evaluation forms as the SLO's are only meant to be part of a faculty member's self evaluation.

Vice President Nominations/Elections.

. Nominations were taken for the positions of:

- VP- Compton Center – Saul Panski
- VP-Educational Policies – Chris Wells, Chris Jeffries
- VP-Faculty Development – Matt Kline
- VP-Finance – Lance Widman
- VP-Legislative Action (position in question)
- Secretary – Claudia Striepe

No new names were forthcoming. Mr. Ahmadapour asked why the voting was not anonymous. PM said where there were a number of candidates, the voting WAS by secret ballot rather than by a show of hands, as in the case of the VP Educational Policies. For the position of VP Faculty Development, as there were no other nominations a motion was made to forgo the election and Mr. Kline was congratulated on his appointment.

For the position VP Finance, as there were no other nominations a motion was made to forgo the election and Mr. Widman was congratulated on his appointment.

For the position of Secretary, as there were no other nominations a motion was made to forgo the election and Ms. Striepe was congratulated on her appointment.

For the position VP Legislative action, there was a request to have a constitutional amendment to do away with the position.

For the position of VP Educational Policies, there were two nominations: Mr. Chris Wells and Ms. Chris Jeffries. Ms. Ujemura noted that Ms. Jeffries had been an active member of the Committee, but that the Constitution mandates that the officers must be a member of the Academic Senate. Ms. Jeffries replied that her Division HAD recently elected her to the Senate as a replacement for Dr. Gallucci. Both candidates than spoke briefly. Ms. Jeffries said she has long been a strong advocate for students. Mr. Wells

noted that he had also been on the Education Policies Committee for a time. Current VP Ms. Uyemura acted at the election chair for this position and distributed ballots to the Academic Senate members for voting. The ballots were counted. Ms. Jeffries won the election and was named the new VP Educational Policies.

Mr. Ahmadapour asked whether future elections could be secret, as he felt it was healthier. PM said he could make a motion to have this considered.

Constitutional Change.

[pp.32-33 of packet] This was the second reading of an amendment to the Constitution that would a) eliminate the position of VP Legislative Action, and b) replace it with the position of VP Instructional Effectiveness. This would have to be ratified by the faculty at large. Mr. Wells proposed accomplishing this in two motions. Mr. Vakil seconded the idea. The idea was proposal was put to the floor and all voted in favor of having two motions.

The first motion, to add the position of VP Instructional Effectiveness, was put by Mr. Wells, seconded by Mr. Vakil to add the position of VP Instructional Effectiveness and delete the language in Article IV 4.3.1 of the Constitution. There was no discussion and all voted in favor.

The second motion, to delete the position of VP Legislative Action, was put by Mr. Wells and seconded by Ms. Beley. Discussion followed. The question was put as to when the position would become effective. The answer was that it would not be effective immediately, but probably in Fall 2009. All voted in favor.

BP & AP 4300 Field Trips

[pp 34-41 of packet and new handout] This was the first reading of the Policy and Procedures. Dr. Nishime handed out a new policy sheet. Dr. Nishime said that the intent is to leave the authorization of field trips in the hands of the Superintendent/President rather than having to go to the Board each time. It would be preferable to have this as an administrative function. The Procedure remains as written except for some minor tweaks. The language is from the CCLC with the exception of paragraph 2, which may be tweaked. Mr. Vakil read a statement from Mr. Herzig (excused) stating that he was happy with the new policy and thanking Dr. Nishime for her work on this issue. Dr. Nishime noted that there may be some contention re: certification for driving 12 passenger vans. The wording may be altered to safeguard insurance rates. Send concerns and comments to Dr. Nishime or PM via email. The Senate will vote on the Policy at the next meeting. PM noted that we will need a quorum to vote, so please attend the meeting.

Minimum Qualifications:

[pg. 42 of packet] Dr. Perez discussed the list. Dr. Perez hopes to take this forward with corrections and amendments sent to her. Dr. Grogan has sent some amendments for the Real Estate area. These amendments will show in the document for the next reading. There were no further corrections and comments. Please send concerns/suggestions to Dr. Perez via email.

The first reading will be at the next meeting, and voting will be held at the December 4th meeting. The goal is to get the minimum qualifications set in time for January hiring.

Faculty Hires Identification List.

PM shared the top 10 ranked positions. Chemistry, Nursing, Auto Collision, Mathematics, LRC Faculty Coordinator, Journalism, Counselor – Financial Aid, CIS, English, Music – Guitar, Baseball Coach.

The meeting adjourned at 1:55pm

CS/ecc2008