

# ACADEMIC SENATE MINUTES

November 6<sup>th</sup>, 2007

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

## Behavioral & Social Sciences

Brown, Maria

Rader, Emily

Widman, Lance X

Wynne, Michael X

## Business

Halamka, Dagmar

Miller, Tim

Thompson, Jacquie

Shepard Jacobson X

## Counseling

Beley, Kate X

Gaines, Ken X

Raufman, Lisa X

## Fine Arts

Ahmadpour, Ali X

Davidson, Jason X

Georges, William

Wells, Chris X

Crossman, Mark X

Berney, Dan X

## Health Sciences & Athletics

Van Lue, Nick / Hazell, Tom

Orton, Tory/Victoria (sharing)

Sinopoli, Louis / Makaru, Roy

Stanbury, Corey

Kim Baily (sharing)

McGinley, Pat (sharing) X

## Humanities

Hong, Lyman

Kate McLaughlin X

Marcoux, Pete X

Uyemura, Evelyn X

## Industry & Technology

Gebert, Pat X

Hofmann, Ed X

MacPherson, Lee X

Marston, Doug X

Rodriguez, George

## Learning Resources Unit

Dever, Susan X

Striepe, Claudia X

## Mathematical Sciences

Ghyam, Massoud

Scott, Greg

Tummers, Susan X

Marc Glucksman X

## Natural Sciences

Cowell, Chas X

Golestaneh, Kamran X

Palos, Teresa X

Vakil, David X

## Adjunct Faculty

Almos, Carolyn

Robertson, Gary

## ECC CEC Members

Fleming, Art

Hoffman, August

Panski, Saul

Pratt, Estina

Smith, Darwin

Ex Officio Attendees: Janet Young, Jeanie Nishime

Guests and/Other Officers: Joe Holliday (Honors Transfer Program), Vincent Armstrong, Barbara Jaffe (Dean's Representative), Quajuana Chapman

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

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

Approval of last Minutes:

A motion to approve the minutes of the Academic Senate meeting of October 16th , 2007 was passed.

President's report – Pete Marcoux (henceforth PM)

PM and several other El Camino faculty recently attended the State Senate Plenary Session. PM found several issues of interest, and would like to develop more ECC Academic Senate involvement with:

- Program Review – the process, whether it could be streamlined, etc
- Basic Skills. The Basic Skills initiative was a big theme at the Session and lots of funding is available. ECC has a Basic Skills Taskforce, but right now it mainly draws from Math and English departments. PM would like to expand this involvement. Barbara Jaffe heads this Taskforce and noted that the next meeting will be held on December 5<sup>th</sup> in Library 202. Please attend if interested. The State Senate has a comprehensive guidebook of “Best Practices” and ideas that we will also be drawing from.
- Faculty Coordinators/Department Chairs. PM asked whether anyone was interested in forming a subcommittee to explore this issue. A sign- up sheet was passed around for interested faculty. PM will be in touch with those persons. This could be an important issue. The subcommittee would have to consult with the Union, and look at different models.
- Proposition 92 The Community College Initiative. There was a big push at the Session to get the word out. We should encourage students to vote, yet be careful not to endorse any viewpoint.

PM also reported on the last meeting of the College Council. The Athletic Fields and new parking structure (to be where the tennis courts presently stand) are going out to bid. Faculty will be teaching in the new Humanities building come Spring. It is anticipated that the Learning Resources Unit extension will be complete by April, with move- in scheduled for September 2008.

FCMAT was at Compton Educational Center last week, one of many scheduled visits. These visits may hold implications for El Camino College.

Many faculty were recently asked to submit their syllabi to their Deans. Perhaps there should be a campus- wide Syllabus Committee to discuss issues like “What is a syllabus?”, common formatting, etc. In the future syllabi could be posted with the Schedule to allow students to see individual class content. A sign- up sheet was passed around for interested faculty. PM will be in touch with those persons.

Compton Education Center report – Saul Panski (SP)

PM noted that the Compton representatives were unable to attend this week's meeting due to issues requiring their attention on their own campus. Certain building and rooms on the Compton campus have been closed, this may have scheduling implications for future classes. Faculty are frustrated with the consultation process and lack of communication.

Curriculum Committee report – Janet Young (JY)

The Curriculum Committee has not met.

Educational Policies Committee report – Evelyn Uyemura (EU)

EU reported that BP 4045 (Textbook Policy) is still under discussion. It will be in the next Academic Senate packet for the second reading.

BP 4100.1 (Catalog Rights) was recently passed, but needs changes to the wording to reflect recent changes to Certificate names – ie: Certificates of Achievement and Accomplishment. Catalog rights will still apply to the renamed certificates.

The committee continues to work on the Probation and Dismissal policy.

#### Faculty Development Committee report– David Vakil (DV)

DV reported that the Teaching Book Club was under discussion. A book would be read over the Break, then discussed during the next semester. Faculty who committed to attend a certain number of meetings would get the book free. One potential book title for the Club is “Teaching Tips”.

The “Ask the Veteran” panel is to be renamed. Interested persons could meet to have a discussion with distinguished faculty, with a Q & A session afterwards.

The committee is working on Employee recognition. Perhaps this could be done on- line once the campus rehires a web developer.

The committee is working on Part- time faculty awards, and also surveying Division Deans about how to develop part- time faculty skills. The survey results need to be analysed.

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

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

[pgs 25-26 of packet] contains the minutes of the October 18<sup>th</sup> meeting of the PBC, which was spent discussing the 2008/2009 budget, notably indicators for criteria to develop the budget.

[pg 24 of packet] shows the agenda for the PBC meeting of the 1<sup>st</sup> November, during which these indicators and priorities were discussed.

[pgs 23 of packet] shows a memo from Janice Ely identifying sources for 80 – 90% of the unrestricted General Fund monies.

#### Council of Deans Meetings report – Lance Widman (LW)

LW reported on the October 4<sup>th</sup> Council of Deans meeting. They discussed the increase in sections (218) to be offered in the Winter session.

Rosters will be available only online from Winter 2008, and in Spring 2008 rosters will be available online and in hard copy. This winter will be a test period. Questions arose re: What do the online rosters look like? (Excel spreadsheets) What if we lose them online? Are there backups? Will faculty get training?

There was also discussion on possible changes to the schedule of classes. It was decided to discuss Scheduling in more detail at the next Academic Senate meeting and there will be more information in the next packet.

At the November 1<sup>st</sup> meeting of the Council of Deans new planning software was demonstrated.

Tomorrow November 7<sup>th</sup> is the High School Principals’ breakfast.

Draft Accreditation reports are on the Web. Please read these and make factual comments and suggestions.

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

No report.

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

No report as ER and LH could not make the meeting. [See pg 27 – 31 of packet]

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

PM repeated that the second draft reports were online at MyECC. There will be open forums discussing the drafts. One date is November 13<sup>th</sup> from 11:30am to 1:00pm in the ECC Board Room. PM urged the faculty to take this chance to give input and become involved.

#### Unfinished Business

### Board Policy 2510

[pgs 36-38 of packet]

The Education Policies committee (EU) proposed an emergency resolution that could go through to the next Board of Trustees meeting on the 19<sup>th</sup> of November, otherwise the Board of Trustees will vote only on the version of BP2510 that President Fallo gave them. We can ratify the resolution at the next Academic Senate meeting. An emergency motion was proposed and seconded and passed by vote. EU then said that the Board had had a first reading of President Fallo's version of BP2510, but that this version did not have the backing of the Academic Senate. This emergency resolution was needed to present to the Board at the second reading of BP2510 at their November 19<sup>th</sup> meeting. The Senate wishes to be clear that they support the President's recommendation to amend the student section, but feel that, while the Board is amending the policy, the faculty section language should be brought into compliance with Title 5 at the same time. The floor was opened for discussion. PM felt that Dr. Beverly would say that Title 5 was not a law but a regulation. Doug Marston said that these regulations have the force of law. Mark Crossman felt that 2510 was an important issue as it would give faculty primacy, whereas now processes were very clouded. There were some questions and suggestions regarding grammar and typos. The resolution was put to the vote and it passed unanimously.

### New Business

[pg. 39 of packet] Faculty Hiring Procedures. Chris Wells felt that procedures are not consistent with the contract in that point C.1 is not currently being done. The issue was opened to the floor. It was felt that people were currently on the faculty hiring advisory committee to advocate for their own positions. Chris Well felt we were unlikely to develop new programs with this sort of line-up. Susie Dever said that Deans appoint folks to the committee who are familiar with the needs of the Division. It was felt that Deans should ask Senators to serve first, before asking other faculty. The current way of doing things hurts some areas – service areas like counseling and the library. Some felt that we needed people on the advisory committee with a global perspective for the college. Others argued that Divisions must speak for their own interests. Perhaps faculty NOT going out for positions should be on the committee as they would be impartial. There are so many vacancies this might not be feasible. It was commonly felt that faculty needed an orientation as to the goals of the college, as many people did not know what was happening on campus. Chris Wells felt it was important to follow policy, or amend the policy to be consistent with what actually occurs. It was suggested he speak to the Union, even if they defer to us, as Dave Vakil said, at least we will have communicated with them.

### Curricuware Demonstration by Janet Young

All faculty have access to this new software. Go to the MyECC portal and login. Look under Web Services and Faculty, click Curricuware. This allows you to do two things. Create a new course, or comment on a course. Currently you can see all courses in development. By December 31<sup>st</sup>, all General Education courses will be online. Once courses are on Curricuware then they are on the public site and potentially accessible from the College Curriculum area, the Academic Senate page, or the VP Academic Affairs page.

There will be training available for faculty. A user can authorize others to make changes, anyone can leave comments/suggestions in the comments box. Curricuware will be linked to other software. Are SLO's on Curricuware? No, because the SLO's are constantly being revised. There will be a link to Bloom's Taxonomy. One can also cut and paste items.

Other colleges will be able to see our course outlines - this should be very useful for Compton. The Compton folks currently do have access, Janet Young has worked on some issues with Saul Panski. Once one has entered the information for a new course, one submits the course, then the course is locked. If necessary the course can be returned to the originator for additions/changes. Once the course has been Board approved it changes to a pdf file and goes to the public site as part of the official record. In the future, curriculum may be reviewed online, in fact, it already is useful in the review process. Course

revisions will be done in the same way eventually. Janet Young reported that Curricuware is up and running now, and urged faculty to please explore it, but bear in mind that the Curriculum Committee has just started with it so there is not a huge amount on file yet. You can print materials from the website. The course outline that is printable is one long, continuous document, rather than being sorted the way the website is, into several documents on different pages. Formatting isn't always correct: blank spaces and indents are removed

#### Honors Transfer Program presentation by Joe Holliday

The Honors Transfer Program is led by faculty, not administration. The office is located in the Counseling area and has very close/strong ties with counseling. Last year they had 300 students, and this year they have 440 students in the program, a 45% increase! It is the 3rd largest Honors Transfer Program in the state and one of the highest quality programs based on Joe's knowledge of other programs through his association with the statewide honors program. They literally accept students into the program every day. Students that are in other programs (such as Puente, Project Success) can still get honors credit by enrolling in honors classes.

#### Agenda Items for Next Meeting

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Please continue forward changes and corrections to the roster/ mailing lists to Claudia at [cstriepe@elcamino.edu](mailto:cstriepe@elcamino.edu)

The meeting was adjourned at 2:00 pm.