



Academic Senate of El Camino College 2015-2016

March 1, 2016

16007 Crenshaw Blvd., Torrance CA 90506-0002 (310)532-3670 x3254

Officers & Executive Committee

Co –Presidents
VP Compton Educ'l Center
Curriculum Chair
VP Educational Policies
Secretary

Chris Jeffries/ Claudia Striepe
Paul Flor
Allison Carr
Chris Gold
Sara Di Fiori

VP Finance & Special Projects
VP Academic Technology
VPs Faculty Development
VP Instructional Effectiveness

Lance Widman
Pete Marcoux
Kristie Daniel-DiGregorio
Russell Serr

Adjunct (1yr term)

Dustin Black (BSS) 15/16
Karl Striepe (BSS) 15/16

Behavior & Social Sciences

Christina Gold 16/17
Kristie Daniel-DiGregorio 17/18
Daniel Walker 16/17
Lance Widman* 17/18
Michael Wynne 17/18

Business

Phillip Lau* 15/16
Nic McGrue 16/17
Josh Troesh 15/16

Compton Educational Center

Chris Halligan 14/15
Paul Flor 14/15

Counseling

Yamonte Cooper 17/18
Chris Jeffries* 15/16
Rene Lozano 16/17

Learning Resource Unit

Moon Ichinaga 15/16
Claudia Striepe* 15/16

Fine Arts

Ali Ahmadpour 14/15
Chris Wells* 14/15
Russell McMillin 14/15
Vince Palacios 14/15
Daniel Berney 17/18

Health Sciences & Athletics/ Nursing

Russell Serr 17/18
Robert Uphoff* 15/16
Colleen McFaul 17/18
Andy Alvillar 16/17
Traci Granger 16/17

Humanities

Rose Ann Cerofeci 15/16
Peter Marcoux* 15/16
Christina Nagao 15/16
Barbara Jaffe 15/16
Ashley Gallagher 15/16

Industry & Technology

Patty Gebert 15/16
Ross Durand 15/16
Mark Fields 15/16
Tim Muckey 15/16
Merriel Winfree 15/16
Lee MacPherson* 15/16

Mathematical Sciences

Zachary Marks 15/16
Jasmine Ng 16/17
Megan Granich 16/17
Matthew Mata 17/18
Benjamin Mitchell 16/17

Natural Sciences

Sara Di Fiori 15/16
Miguel Jimenez* 15/16
Anne Valle 15/16
Mohhamed Abbani 16/17
Ryan Turner 16/17

Academic Affairs & SCA

Jean Shankweiler
Jeanie Nishime
Linda Clowers

Associated Students Organization

Patrick McDermott

President/ Superintendent

Dena Maloney

Division Personnel

Walter Cox

Ex-officio positions

Ken Key ECCFT

Nina Velasquez ECCFT

Institutional Research

Irene Graff

Carolyn Pineda

Dates after names indicate the last academic year of the senator's three year term, for example 15/16 = 2015/2016

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



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March 1, 2016

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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.
- C. Strategic Initiative C - COLLABORATION - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS (1st and 3rd Tuesdays/12:30-2pm)

FALL 2015

September 1	Alondra Room
September 15	DE166
October 6	DE166
October 20	DE166
November 3	Alondra Room
November 17	Alondra Room
December 1	Alondra Room

SPRING 2016

February 2	Alondra Room
February 16	Alondra Room
March 1	Alondra Room
March 22	Stadium Room
April 5	Alondra Room
April 19	Alondra Room
May 3	Alondra Room

CEC ACADEMIC SENATE MEETING DATES AND LOCATIONS (Thursday after ECC Senate/1-2pm)

FALL 2015

September 3	Board Room
September 17	Board Room
October 8	Board Room
October 22	Board Room
November 5	Board Room
December 3	Board Room

SPRING 2016

January 21 (if needed)	Board Room
February 4	Board Room
February 18	Board Room
March 3	Board Room
March 24	Board Room
April 7	Board Room
April 21	
May 5	

Per the Brown Act all votes must be recorded by name. Only No's and Abstentions will be recorded by name in the minutes, if you were signed in to the meeting and did not vote No/Abstain, your vote will be assumed to be a Yes.

<u>SENATE COMMITTEES</u>	<u>Chair / President</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Academic Technology Comm.	Pete Marcoux, Virginia Rapp			Alonda Room
Assessment of Learning Comm.	Jenny Simon Russell Serr	2 nd & 4 th Mon.	2:30-4:00	Admin 131
Academic Program Review Comm.	Russell Serr, Linda Clowers, Co-Chairs	Most Thursdays	12:30-2:00	Admin 131
Compton Academic Senate	Paul Flor	1 st & 3 rd Thurs	1:00-2:00	CEC Board Room
Compton Faculty Council	Paul Flor	1 st & 3 rd Thurs	1:00-2:00	CEC Board Room
Curriculum Committee	Allison Carr, Chair	2 nd & 4 th Tues	2:30-4:30	Admin 131
Educational Policies Comm.	Chris Gold	2 nd & 4 th Tues	1:00-2:00	Admin 127
Faculty Development Comm.	Kristie Daniel-DiGregorio	2 nd & 4 th Tues	1:00-2:00	West. Library Basement

Committees

<u>CAMPUS COMMITTEES</u>	<u>Chair</u>	<u>Senate / Faculty Representative/s</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Accreditation	Jeanie Nishime	Matt Cheung, Holly Schumacher			
Basic Skills Advisory Group	Arturo Martinez	Jason Suarez			
Board of Trustees	Ken Brown	Chris Jeffries, Claudia Striepe	3 rd Mon.	4:00	Board Room
Calendar Committee	Jeanie Nishime	Chris Jeffries Vince Palacios Alice Martinez			
Campus Technology Comm	Virginia Rapp	Pete Marcoux		12:30-2:00	Stadium Room
College Council	Dena Maloney	Chris Jeffries, Claudia Striepe	Mondays	1-2:00	Admin 127
Dean's Council	Jean Shankweiler	Chris Jeffries, Claudia Striepe	Thursdays	8:30-10:00	Library 202
Distance Education Advisory Committee	John Ayala				
Facilities Steering Comm.	Dena Maloney	Chris Jeffries, Claudia Striepe			
Planning & Budgeting Comm.	Rory Natividad	Lance Widman Emily Rader (alternate)	1 st & 3 rd Thurs.	1-2:30	Library 202
Student Success Advisory Committee	Dipte Patel & Mary Beth Barrios	Chris Jeffries, Cynthia Mosqueda, Janice Ponsikawa	2 nd Thursday	1-2:00	Library 202
Enrollment Management Committee	Jean Shankweiler/ Jeanie Nishime	Chris Jeffries Sara Di Fioria	4 th Thursday	1-2	Library 202

All of these Senate and campus committee meetings are open, public meetings. Please feel free to attend any meetings that address issues of interest or concern to you



AGENDA & TABLE OF CONTENTS

		Pages
A. CALL TO ORDER		
B. APPROVAL OF MINUTES		6-11
C. OFFICER REPORTS	<p>A. President – Chris Jeffries/Claudia Striepe</p> <p>B. VP – Compton Education Center – Paul Flor</p> <p>C. Chair – Curriculum – Allison Carr</p> <p>D. VP – Educational Policies – Chris Gold</p> <p>E. VP – Faculty Development – Kristie Daniel-DiGregorio</p> <p>F. VP – Finance – Lance Widman</p> <p>G. VP – Academic Technology – Pete Marcoux</p> <p>H. VP – Instructional Effectiveness/Assessment of Learning Committee & SLOs Update – Russell Serr</p>	<p>12-19</p> <p>20-26</p> <p>27-28</p>
D. SPECIAL COMMITTEE REPORTS	<p>A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Jean Shankweiler and Jeanie Nishime</p>	
E. UNFINISHED BUSINESS	<p>A. BP/AP 3710 – Securing of Copyright and BP/AP 3750 - Use of Copyrighted Materials – Chris Gold BP/AP 3710 is a new BP and AP and this is a 2nd reading from 11/17/15. BP/AP 3750 is a revised BP and AP and also is a 2nd reading from 11/17/15. Both went thru consultation with Dean’s Council. The CCL templates have been included for your review.</p> <p>B. BP/AP 4250 Probation, Dismissal, and Readmission – Chris Gold - This is a 2nd reading of a revised BP and AP. CCLC templates are included.</p> <p>C. A/P 5530 – Student Rights and Grievances – Chris Gold – This a third reading held over from 2/16/16. There is no corresponding board policy. At the first reading in October 2015, the senate body requested consultation with the union. This is a revised version that reflects consultation with the union and with William Garcia, Dean of Student Support Services.</p>	<p>29-40</p> <p>41-49</p> <p>50-64</p>

F. NEW BUSINESS		
G. INFORMATION ITEMS – DISCUSSION		
H. FUTURE AGENDA ITEM I. PUBLIC COMMENT J. ADJOURN	A. Bill Mulrooney – discussion regarding census, no-show and attendance reports; possibly looking at +/- grades B. Linda Gallucci – update on Hobson’s Early Alert (Starfish) C. William Garcia – possible loss of BOG Fee Waiver for students on probation	

Senate Goals

- Ensure full Division representation on Senate. *Measure: ensure Divisions have required number of Senate members and that elections are held accordingly.*
- Ensure Executive and Committee Chairs are in place. *Measure: Recruit and elect according to Senate by-laws.*
- Build campus morale. *Measure: Arrange for “positive” presentations showcasing success, General faculty survey of perception.*
- Enhance communication with all groups and partners. *Measure: ask Senators to post meeting minutes in Division areas, will begin posting Senate PowerPoints to all faculty, General faculty survey of Senate effectiveness*
- Assert Faculty voice and leadership on campus. *Measure: General faculty survey of Senate effectiveness*
- To foster awareness and encourage faculty involvement in the local implementation of statewide initiatives for student success, equity, enrollment, retention, and completion. *Measure: monitor faculty participation*

ACADEMIC SENATE ATTENDANCE
February 16, 2016

Adjunct (1 year)

Dustin Black XX
Karl Streipe XX

Behavioral & Social Sciences

Daniel Walker
Christina Gold XX
Kristie Daniel-DiGregorio XX
Lance Widman XX
Michael Wynn XX

Business

Phillip Lau XX
Josh Troesh XX
Nic McGrue XX
K. Hull XX

Counseling

Yamonte Cooper XX
Chris Jeffries
Rene Lozano

Fine Arts

Ali Ahmadpour XX
Chris Wells XX
Russell McMillin XX
Vince Palacios XX
Daniel Berney

Health Sciences & Athletics

Russell Serr XX
Robert Uphoff XX
Andrew Alvillar
Tracy Granger XX
Colleen McFaul XX

Humanities

Rose Ann Cerofeci XX
Christina Nagao XX
Barbara Jaffe XX
Ashley Gallagher XX
Pete Marcoux XX

Industry & Technology

Patty Gebert XX
Ross Durand XX
Mark Fields XX
Tim Muckey XX
Merriel Winfree XX
Lee MacPherson XX

Bruce Tan XX
Jack Selph XX
Ed Matykiewicz

Learning Resources Unit

Moon Ichinaga XX
Claudia Striepe XX

Mathematical Sciences

Zachary Marks XX
Jasmine Ng XX
Megan Granich XX
Matthew Mata XX
Ben Mitchell XX

Natural Sciences

Sara Di Fiori XX
Miguel Jimenez XX
Anne Valle XX
Mohamad Abbani XX
Ryan Turner XX

Academic Affairs & SCA

Jean Shankweiler
Karen Lam
Jeanie Nishime XX
Karen Whitney

Assoc. Students Org.

Brianna Thomas
Stephanie Pedrahita

Compton Education Center

Estina Pratt
Chris Halligan
Essie French-Preston
Paul Flor XX
Vacant

Division Personnel

Connie Fitzsimons

Ex-Officio Positions

Ken Key (ECCFT)
Nina Velasquez (ECCFT)

Curriculum Chair

Allison Carr XX

Deans' Reps.; Guests/Other Officers:

L. Ternes XX
William Garcia /Carolyn Pineda XX

ACADEMIC SENATE MINUTES

February 16, 2016

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

1. CALL TO ORDER Senate Co-Presidents Jeffries (CJ) and Striepe (CS) called the first Academic Senate meeting of the Spring 2016 semester to order on February 16, 2016 at 12:35 p.m.

CS: We welcome President Maloney.

President Maloney: Thank you all for inviting me to Senate. I enjoy working with Academic Senates because of your role in 10+ 1, and your role in advising the Board with academic and professional matters. We'll have a great partnership. I'm proud to be at ECC. There is always a new accolade for our positive impact on students. Were in the Top 25 colleges across the nation for promoting STEM to Hispanic students, and we are eligible for the Aspen award. The Aspen award looks at outcomes for students and their ability to participate in the economy when they leave us. Kudos to all of you. I'm excited to be a part of that. I came to get a sense of your work and concerns.

2. APPROVAL OF MINUTES

See pgs. 6-11 of packet for the minutes from the February 2 meeting. Minutes approved as amended.

3. OFFICER REPORTS

A. Co-Presidents – Chris Jeffries (CJ) and Claudia Striepe (CS) (pgs. 12-15)

CJ: All minutes are now available online under guest administration and collegial consultation committees. C. Wells: Does that include division council? Dr. Nishime: Division council meetings fall under advisory status. They advise the dean and the dean advises administration. C. Wells: Do they have minutes? Dr. Nishime: We're figuring out where to post them. It's a remnant of the portal.

CS: We've provided a link to the most recent rostrum. There are several articles of importance, including the curriculum process, and a survey on data on disenfranchised students. Check out the article before answering the survey. CJ: Dr. Nishime mentioned a letter (p. 13) reconfirming accreditation. On p. 15, see the multiple measures assessment. CS: Congratulations to CJ, the 2016 recipient of the CCCAS award. Well done, Chris!

CS: Volunteer faculty are needed for a student discipline hearing. Please respond ASAP to Jaynie or me or Chris. We need bodies on the panel. CJ: This is an important one, on the 25th of February.

CS: Distinguished faculty award nominations are due. Many senators are past due for replacement should they wish to step down, or if they are reaching the end of their term. Senior senators please arrange an election for replacements. At Council of Deans, Art Lieble reported that laptops are coming at the end of the month, with appointments for turning in old ones and getting training on the new ones. Help desk hours are extended. Dr. Nishime made a protocol for power outages. Linda Beam said that contracts are expired and negotiations are beginning. Dr. Shankweiler is finalizing guidelines for special assignments. Irene Graff pointed out problems with Trackdat so please report glitches. Dr. Nishime wants to know who

is interested in the California College Textbook Affordability Initiative. We need a person to write a proposal. There should be a team of three persons per campus. Talk to your constituents and we can take an informal vote at the next meeting. CJ: The conference is March 2nd. A. Valle: They came to natural sciences, but the book was too big to incorporate. I'd have to start from scratch with their book with my lectures. They have free online websites. My current book has so many resources from the publisher. One instructor per book with reassign time could create the lectures. P. Marcoux: 20 Million Minds are under the Gates foundation, but they have the same goal. C. Wells: I use a free open source book. Is the grant just for this organization? Dr. Nishime: Someone should go to the conference. Mark fields: I'll go. Dr. Nishime: Bobby Becka will help write the grant.

B. VP – Compton Education Center – Paul Flor

Sorry I missed the last meeting. Faculty at the center are meeting on Fridays to address the second phase of drafts for accreditation. We are also having accreditation steering committee meetings, and planning for two visits with IEPI too spotlight issues in our narratives. We're looking at SLO's, but we are struggling there. C. Wells: Have we done IEPI? There is \$150,000 grant if we do it. CJ: We haven't. President Maloney: If the solution requires money, then you get the monies, but solutions that don't require money, don't get money. C. Wells: We have some potential issues. Dr. Nishime: We discussed it when Compton applied. We were already under scrutiny and we elected not to do it. P. Marcoux: Are we eligible? C. Wells: Yes.

C. Chair – Curriculum – Allison Carr (pgs. 16-21)

At our last meeting, on December 1, twenty-six courses went through full course review, and twenty-four were approved. One course was tabled and one needed clarification. Eight representatives will end their term, and can self select to continue representation. Q. Chapman: We wanted to talk about the curriculum process with ECC. There are lots of moving parts. It first goes through faculty, then to Division Committee then to the Curriculum Committee. We have a timeline posted on the website. We wanted to make it clear that new curriculum (new courses) go through a consultation phase of review, formalized in curricunet. New proposals are submitted first to me and Allison for feedback and then to the Vice-President, and then to a whole group of us. You get a message when that is completed. A. Carr: We want the course to be prepared first so it moves through the process smoothly. Q. Chapman: See the timeline of phases here (see slide.) All committee members review. Some reports are available. You can go on the site and see links on the homepage. Once it's approved, (see chart on second page of packet, separate handout) it appears in CCC minutes as an approved action. Then minutes are emailed to the committee for review and approval. Then it goes to the Board agenda, and the Vice President of Academic Affairs. We try to ask all the right questions. The Vice President represents us at Board meetings. The Board approves per Chancellor's rules, regarding non-substantial vs. substantial changes (such as units.) We won't get into programs today. All that information must be coordinated. Students can't register until it's in the catalogue. A. Carr: If you're proposing new courses, it's best to start in the beginning of a semester. Finalization of the Fall schedule must be completed by the end of February. Q. Chapman: There is more involved than local approval. The Chancellor's Office has 117 colleges, and it takes a while for them to get to us. A. Carr: Meet with us the previous spring. CJ: We only have time for a few questions now, so please attend the curriculum meeting for details. P. Flor: Once you take the process through, where does articulation start? A. Carr: Lori Suekawa addresses that (C-ID). A. Carr. Those issues are ironed out before it goes to the Chancellor's Office. Q. Chapman: I can send that information. M. Winfree: Do you have a set time and place? A. Carr: 2:30 – 4:30 in Administration room 131, second and fourth Tuesday

of every month. M. Winfree: That's your schedule? A. Carr: That's campus wide. But division committees handle it differently. Contact your rep for meeting times.

D. VP – Educational Policies –Chris Gold

See notes under *Unfinished Business*

E. VP – Faculty Development – Kristie Daniel –DiGregorio (KDD) (pgs. 22-23)

KDD: For the past two years campus safety has been a big conversation on the ECC campus. At FDC this semester we talked strategies and ideas for effective response. Anne Garten and Chief Trevis and Attorney M. Travis have visited the senate, but faculty need a proactive, campus-wide, and coordinated effort towards improving communication, classroom security, and training. There is a desire for communication in every classroom. Some buildings have no cell signal or campus phone. NIXEL has an occasional delay. Building captains on different floors are not always accessible. In different buildings faculty can't secure classrooms from inside the rooms. The training videos are not all relevant. Maybe we should start at the division level. FDC wants this to come to senate, due to the anxiety some faculty are feeling. CJ: This is good timing with the president here to learn our concerns.

F. VP – Finance – Lance Widman (pgs. 24-26)

We had a good facilities update. When they demolish administration, why rebuild it? They can have trailers like the rest of us. Jean Shankweiler went into detail on enrollment management (p. 10.) And Irene Graff is still working with all of us to foster understanding.

C. Wells: Do high school students apply to the college if we offer a class with eligibility? High School enrollment is declining too. We have an aggressive program with Robin.

G. VP – Academic Technology – Pete Marcoux (pgs. 27)

See slides for notes. Chris and I talked about the LMS committee. We'll make a recommendation to the senate, and make a timeline, and host info sessions on canvas. We don't have a set meeting, however, go to the campus technology conference one week from Friday to see the Canvas presentation (p. 27 in packet). Flex credit is available, and lunch and coffee, in the east dining room.

H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO's Update – Russell Serr (pgs. 28)

Here's a snapshot of our program review. We submit every four years. CTE reviews every four years. The process starts now. The committee review templates and handbooks to improve the process. We are having workshops for preparing review. It is an opportunity to show off what you are doing and your goals. The program review includes IR datasets, and recommendations. SLO and PLO assessments justify recommendations. Then its submitted to the committee, the committee makes recommendations, and then it's revised and submitted. The assessment of leaning committee represents each division, IR and the library. It sets recommendations for the assessment process, and conducts ILO assessment. It's currently in the planning phase. The next ILO is critical thinking.

L. Widman: As the PBC representative on senate, if you have a request for an item that needs funding, and if that item is not in program review, it won't happen. This is an extremely important document.

4. SPECIAL COMMITTEE REPORTS

A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Jean Shankweiler and Jeanie Nishime

Dr. Nishime: One announcement: The graduation petition deadline was extended to February. 19. We have so many ADT and other graduations submissions and transfer degree applications, we needed to give evaluators more time, and counselors too – a good problem to have! Anne Garten will get the word out to students, but let students know when you see them.

5. UNFINISHED BUSINESS (p 29 – 37)

A. A/P 5530 – Student Rights and Grievances – Chris Gold This a second reading. There is no corresponding board policy. At the first reading in October 2015, the senate body requested consultation with the union. This is a revised version that reflects consultation with the union and with William Garcia, Dean of Student Support Services.

Lets walk through it and look at changes (p. 29.) This is a procedure with no BP that is based on the CCLC template. We thank William Garcia for his patience and his help. He's here to answer questions. We've had a couple readings, one in October where your concerns included faculty notification of grievances and the cutting out of the appeals process, and also a suggestion to confer with the union. The union wanted faculty to know early in the process if a student was grieving against them, and get copies of paperwork and representation, and a union representative, and they wanted a timeline. Sexual harassment and grade changes fall under different procedures. Let's get on the same page before we send it to Deans Council. On page 34, there is a typo. Employees will be notified seven days in advance, not five. And on pg. 37, there is a deleted title for number three, which should read 'Dean of Student Support Services.' (M. Ichinaga also offered grammatical corrections, and C. Gold supplied a slide with a flow chart box diagram included in the slides from the February 16 meeting, with timeline included.) Notification of faculty was the biggest concern and is reflected here as step one. Dr. Nishime: An appeal to the VP doesn't have to be heard by the VP. I can look at evidence for substantiation. I don't have to hear the appeal. P. Marcoux: If the accused is another student, it's a different process. R. Cerofeci: It's just the student who sets up the meeting? W. Garcia: If a student came to my office to file a grievance, we go back to see if the alleged did not confirm to procedure. Did they get a chance to advocate for themselves? It's not always a comfortable situation. Sometimes a third party is present, sometimes they just want to be heard. T. Muckey: The first process is filling out a form. W. Garcia: That's student discipline which applies to a different BP5500, referenced on p. 29. C. Wells: Can staff appeal if they don't like the decision? Both sides should be able to appeal. W. Garcia: It depends on the nature of the grievance. C. Wells: It seems like both sides should be able to appeal. W. Garcia: The employee has other rights that the student does not. They already have other recourses. C. Wells: I agree, but student should have the right to appeal. C. Gold: But nothing can happen to staff member based on this decision. The results of the process can't follow you. C. Wells: But the hierarchy structure doesn't include faculty. CJ: We have to revisit this in the interest of time. W. Garcia: This covers incidents such as teachers not allowing a student to add because the class is full, and a lot of financial aid complaints, bad customer service, etc. CJ: Bring back your questions for a final reading.

B. BP/AP 3710 – Use of Copyrighted Materials and BP/AP 3750 - Securing of Copyright – Chris Gold Both of these policies and procedures are being reviewed by Dean’s Council and will be brought back for a 2nd reading by the Senate in the spring. Chris G. will follow up with Academic Affairs.

6. NEW BUSINESS (pgs. 38 – 50)

A. BP/AP 4250 Probation, Dismissal, and Readmission – C. Gold

C. Gold: This is a first reading. C. Gold: 4250 is here and the CCLC templates. Changes are underlined (p. 49.)

7. INFORMATION ITEMS –DISCUSSION

A. Nancy Currey – Study Abroad in Italy

N. Currey: I teach ESL here. I’m co-leading study abroad program this summer. I’m doing a plug because we need more students. It’s one month in Italy. Please let students know. CJ: Study Abroad was in hiatus for a few years. P. Marcoux: Scholarships and FAFSA applies.

B. Colin Preston – Accommodations for students involved in extra-curricular activities

C. Preston: I’m the new Athletic Director, and I’m here to increase communication so we can better serve student athletes. Look through draft of this policy, covering only in-season sports, and non-conference competitions. Coaches must schedule with academics in mind. Conference competitions are scheduled on same dates so students know which classes to enroll in. El Nino could affect rainouts, and faculty should be notified. We want to prepare students for the rest of their lives. Events falling near finals are stressful on all sides. We’re hoping all teams do well. Student athletes will submit potential post season dates. We will send an additional letter. This is a draft. This isn’t just a student athletes issue. P. Marcoux: Put it in triplicate.

8. FUTURE AGENDA ITEMS

A. Bill Mulrooney – discussion regarding census, no-show and attendance reports; possibly looking at +/- grades

B. Linda Gallucci – update on Hobson’s Early Alert (Starfish)

9. PUBLIC COMMENT

10. ADJOURN

The meeting adjourned at 2:03.pm
SD/ECC Spring16

EL CAMINO COLLEGE

Office of the President

Minutes of the College Council Meeting – February 8, 2016

College Council Purpose Statement: To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Linda Beam, Ann Garten, Irene Graff, Vishu Gupta, Chris Halligan, Jo Ann Higdon, President Maloney, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler, Claudia Striepe, Luukia Smith.

Guest Present: David Mc Patchell.

1. Minutes – February 1, 2016 minutes were approved as presented.
2. Review 2015-16 College Council Goals
 - a) Update and Review Board Policies and Administrative Procedures: A lot of progress has been made in this area. An updated master policies and procedures matrix will be brought to College Council on February 22, 2016. It was noted that there are policies that do not have accompanying procedures.
 - b) Have all Consultation Committees revise and post minutes, agendas, purpose and goals to their specific Committee webpage, and have a link to these pages from a central Administrative page: The central Administrative webpage has been created. There are links to campus committees on that page. It was noted that not all committee minutes are posted and/or current. The webpage will be renamed from “Consultation Committees” to “Campus Committees.”
 - c) Review and endorse the Master Plan: The Master Planning process has begun. The Strategic Planning Committee met on February 5, 2016. College Council will review the plan before it is submitted to the Board for approval in the fall.
 - d) Support initiatives of the CEC to train staff/faculty/committees in preparation for accreditation through quarterly reports and discussion: The Compton Center representative makes periodic reports at College Council on the status of the Accreditation process at the Center.
 - e) Develop plans and procedures to orient new members to consultation committee: College Council developed an orientation/information packet for new members.
3. College Council Orientation Materials – The College Council Orientation/Information packet was reviewed. Requested amendments will be made to the document and brought back to College Council for final review.
4. College Council minutes – It was noted that minutes should indicate that dialog occurred and will capture the main thoughts expressed during dialog.
5. Accreditation – We received notification that the Accrediting Commission for Community and Junior Colleges (ACCJC) found that El Camino College has addressed Recommendations 1, 2, and 3 from the fall 2014 comprehensive evaluation, resolved the deficiencies, and meets ACCJC standards. The next scheduled report is the College Midterm report due by March 15, 2017.

EL CAMINO COLLEGE

Office of the President

Minutes of the College Council Meeting – February 17, 2016

College Council Purpose Statement: To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Chris Jeffries, Ann Garten, Irene Graff, Chris Halligan, Jo Ann Higdon, Susan Pickens, Susana Prieto, Luukia Smith.

Alternate Present: Bill Mulrooney

Guest Present: David Mc Patchell.

1. Minutes – February 8, 2016 minutes were approved as amended.
2. February 17, 2016 Board Agenda Review
 - a) Page AS 4, 5 – Game Train Learning contract – Bill will report back to College Council what services are provided in this contract.
 - b) Page AS 5, D.2 – Rachel Brian Personal Service Agreement – Bill will report back to College Council what services will be provided with this agreement.
 - c) Page AS 6, F – The Purchase Orders printed were from the previous month. The agenda has been updated with the correct Purchase Order listing.
 - d) Page AS 9, PO # 901932 – The College Board – Jo Ann will report back to College Council what services are performed by this company.
 - e) Page E 4, G – A settlement agreement has been reached with Taisei. The arbitration resolution with Taisei was minimal and paid from the contingency fund for the project.



NOTES – ENROLLMENT MANAGEMENT
October 22, 2015

Present: J. Anaya, M. Ans, S. DiFiori, A. Garten, E. Geraghty, I. Graff, C. Jeffries, G. Miranda, J. Nishime, J. Rosales, J. Shankweiler

Other Guests: none.

I. INFORMATION

- A. Notes of 9/24/2015: reviewed and approved with corrections:
IIAh: “Includes “UC Eligible” data ~~versus~~ CSU...” **rather than**
IIAj: “...are gaining the population ~~ECC is losing.~~” **public high schools are**
IIC: “Data ~~shows...~~” **show**

II. DISCUSSION/ACTION

- A. AB 86- Enhanced Non-Credit: J. Anaya provided an update:
J. Anaya reported ECC is receiving over \$2 million from the consortium. AB 104 funded the plan, but it came with many more layers of regulation and visibility in how to allocate funds. The comprehensive plan needs to be rewritten to include two other areas, due at the end of this month. The plan will now have accountability and return on investment. This is a great opportunity to create a pathway for students from adult schools to ECC. Many students do not attend ECC because they do not feel college-ready; need to meet them at the adult school and offer courses there.

A discussion ensued regarding ECC offering non-credit courses. Humanities Division expressed interest in offering these courses, and Industry & Tech Division has been contacted. CEC already has six or eight non-credit courses. Members suggested short-term curriculum programs, since many adult school students see themselves as CTE-track students. Members discussed the differences between credit and enhanced non-credit courses: students have to pay for credit; enhanced non-credit receives apportionment similar to credit.

J. Anaya noted he has been in communication with Lars Kjeseth, and that there is a desire to bring math and English to adult school campuses. The focus group noticed that this student population has a hard time coming to ECC; they perform better in their environment where there is a smaller campus and only one office taking care of all of their needs. J. Anaya noted the importance of setting up on their campus, and they can transition to ECC when they are ready.

Members reported that the summer pilot program did not do well; only about three students finished. J. Nishime wants to avoid having to hire a “different set” of teachers (due to lower apportionment). J. Shankweiler noted that Tom Lew reported many schools (i.e. North Orange and Mt. SAC) having a huge adult school program; ECC is one of the only ones that do not offer any non-credit courses. Members suggested offering an experimental course this summer to collect FTES; J. Shankweiler will coordinate with Curriculum. Members agreed to pursue the ESL angle that culminates in a certificate; will need to

decide how many and which courses will be required. J. Anaya noted that there is a desire to have vocation ESL; will need to develop a CTE pathway.

- B. AB 288- High School Dual Enrollment: J. Nishime and J. Shankweiler provided an update: J. Nishime reported Long Beach City College has seen a 500% increase in students from LB Unified completing college level English and 200% increase in math without students needing remedial level courses. A discussion ensued regarding the number of years districts require students to take math: LB unified requires four years, Torrance Unified requires three years. J. Nishime noted that Algebra 1 is now offered in 9th grade rather than 8th.

J. Nishime noted that the goal is to develop a seamless pathway to graduation. ECC needs to identify the number of high school students served, and improve communication with the points of contact, as there has been difficulty communicating with them in the past. J. Nishime suggested the following pathways: STEM, Communications, Fine Arts, and possibly a remedial pathway. Members suggested an innovative, accelerated remedial course offered in summer, similar to Summer Math Academy. Members discussed possibly offering CTE courses to high school students like SoCal ROC (Inglewood uses SoCal ROC teachers to teach their CTE courses).

C. Jeffries noted that high school students who take Statistics as their last math class usually do not place in “college level” math. J. Nishime shared plans to visit principals in the spring to coordinate a pilot program with one school to start. Pathways were suggested for afternoon college.

C. Evening/Weekend College:

- A. Garten discussed hoping to create a set path for evening/weekend college. Bob Klier (former Associate Dean of Academic Affairs) put together a list of degrees for her; Geography was one major that was one course short of being an evening degree. Members agreed that adults need to see an easy package. ECC needs to commit to offering those courses at those times, and identify which degrees are most attractive to adults and that lead to jobs. A. Garten will send J. Shankweiler the list from Bob Klier.

Members discussed transfer options and having an evening/weekend/online package for high school students. J. Nishime reported that data show adults drop out of college due to lack of services; need to create an easy process for them and do better with retention. J. Anaya reported doing a comparison with a CADD degree from ITT Tech (\$45,000) versus community college (\$3,000, just takes a little longer). A. Garten confirmed that people are attracted to easy to follow education plans, price, convenience, and support services. J. Nishime suggested a case management approach for counselors to follow up with students and walk them through the process.

- C. Jeffries suggested offering more probation workshop options for working adults who cannot make it in time. Some of the barriers are frustrating for students.

D. Enrollment Management Data Set:

- I. Graff will have a comprehensive table for the next meeting in January. J. Nishme noted a half-day meeting (workshop style) will take place before then; possibly first Friday of December.

III. NEXT MEETING

January 28, 2016

1:00 – 2:00 p.m.

Lib 202



EL CAMINO COLLEGE

COUNSELING AND STUDENT SUCCESS

STUDENT SUCCESS ADVISORY COMMITTEE MEETING – NOVEMBER 12, 2015 1PM – 2PM, LIB 202

Attendees:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> M. Abbani | <input type="checkbox"/> J. Holiday | <input type="checkbox"/> E. Morales | <input checked="" type="checkbox"/> E. Rivera (Stud Rep) |
| <input checked="" type="checkbox"/> M. Barrios | <input type="checkbox"/> C. Jeffries | <input checked="" type="checkbox"/> C. Mosqueda | <input type="checkbox"/> S. Rodriguez |
| <input type="checkbox"/> R. Bell | <input checked="" type="checkbox"/> K. Key | <input type="checkbox"/> W. Mulrooney | <input type="checkbox"/> J. Shankweiler |
| <input type="checkbox"/> K. Daniel-DiGregorio | <input checked="" type="checkbox"/> S. Kunisaki | <input checked="" type="checkbox"/> M. Myers | <input checked="" type="checkbox"/> J. Sims |
| <input checked="" type="checkbox"/> R. Dreizler | <input checked="" type="checkbox"/> S. Kushigemachi | <input type="checkbox"/> J. Nishime | <input checked="" type="checkbox"/> L. Speights (ASO) |
| <input checked="" type="checkbox"/> W. Garcia | <input checked="" type="checkbox"/> A. Martinez | <input type="checkbox"/> D. Patel | <input type="checkbox"/> C. Striepe |
| <input type="checkbox"/> A. Garten | <input type="checkbox"/> E. Martinez | <input checked="" type="checkbox"/> J. Pon-Ishikawa | <input type="checkbox"/> J. Suarez |
| <input type="checkbox"/> I. Graff | <input type="checkbox"/> G. Miranda | <input checked="" type="checkbox"/> I. Reyes | <input type="checkbox"/> W. Warren |
| <input checked="" type="checkbox"/> S. Griffin | | | |

Visitors:

Recorder: D. Kyte

MEETING MINUTES

- I. Review Minutes - M. Barrios
 - A. Approved with Edits.

- II. SSSP Plan Submission Update - M. Barrios
 - A. We have received our full allocation for 15/16 which was an increase of 1.3 million which gives us \$4,087,000.
 - B. We have requested an extension to 11/20/15 however we have already submitted the full plan and budget.
 - C. We have been approved carryover for 15/16 and added salaries from August - December to expend the additional 1.3 million.
 - D. M. Barrios will determine where the plan information will be posted online for reference.

- III. Student Readiness - M. Myers
 - A. The committee reviewed a measure that is a part of institutional outcomes in our strategic plan for 2015 – 2020.
 - B. We haven't fully defined student readiness rate. At this time we have defined it as "Percentage of new non-exempt full time students completing assessment, orientation and have an abbreviated or comprehensive ed. plan by the end of their first semester." Our mandated goal is to have 100% of these students ready by 2020.
 - C. Suggestions for defining student readiness were discussed.
 - D. We need to determine what makes students exempt and how to identify those students and obtain accurate data. Exempt students then need to be removed from the data.
 - E. M. Myers will present the exemption list at the next SSAC meeting.
 - F. M. Barrios will look into exemption vs. equivalency and email this info to the committee.
 - G. A subgroup will meet again and include counselors.
 - H. M. Barrios will set-up a meeting with W. Warren and C. Shenefield.

- IV. Multiple Measures - K. Key
 - A. John Hetts did a presentation on multiple measures at Los Angeles South West College on an approach of assessment that looks at high school GPA, courses taken and other elements to place student appropriately.
 - B. Data showed that looking at alternative mechanisms; students performed a lot better than the traditional assessment processes.

- C. M. Barrios and I. Reyes will contact John Hess about coming to ECC to do the presentation.
- D. We will continue to use AccuPlacer until we adopt common assessment.
- E. Committee members suggested a pilot program using self-placement and or guided self-placement.
- F. Volunteers for a sub-committee to discuss these issues further included:
 - i. K. Key, M. Myers, R. Dreizler, C. Mosqueda, S. Taylor, S. Bickford, A. Martinez, Scott, Leslie, J. Sims, S. Griffin

V. Just In Time Pre-Assessment Prep - W. Garcia

- A. Results from the Pre-assessment Math Workshops 4/15/15 – 9/4/15 were reviewed. This was a pilot program where SI tutors were brought in to provide voluntary assessment preparation 2 hours prior to students taking the math assessment tests.
- B. 50% of students who attended the workshops placed higher.
- C. The Pre-assessment Math Workshops for Spring 2016 began 11/12/15.
- D. They will begin to track students who tested higher to compare with students who did not attend the workshops.
- E. Academic divisions determine how often a student can take the assessment tests.
- F. The committee discussed the possibilities of students retaking the math placement test after either completing a lower level class or after completing the summer math academy.

VI. Orientation & Follow-Up for Probation Students - M. Barrios, D. Patel

- A. A video created by Blue Seat Studios on Consent was viewed. The committee will view their site and M. Barrios will request a demo to be considered for use for our Online Orientation.
- B. M. Barrios will also provide a demo of an alternate reality games that are mean to educate students starts with a clue and a mission that they have to complete at the end. The company would like to provide a demo to be considered for use for orientation or probation workshops.

Purpose Statement:

The goal is to increase college student access, success and completion through a comprehensive and integrated delivery of services.



EL CAMINO COLLEGE

COUNSELING AND STUDENT SUCCESS

STUDENT SUCCESS ADVISORY COMMITTEE MEETING – DECEMBER 10, 2015 1PM – 2PM, STADIUM ROOM

Purpose Statement:

The goal is to increase college student access, success and completion through a comprehensive and integrated delivery of services.

Attendees:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> M. Abbani | <input type="checkbox"/> J. Holiday | <input type="checkbox"/> E. Morales | <input type="checkbox"/> E. Rivera (Stud Rep) |
| <input checked="" type="checkbox"/> M. Barrios | <input checked="" type="checkbox"/> C. Jeffries | <input type="checkbox"/> C. Mosqueda | <input type="checkbox"/> S. Rodriguez |
| <input type="checkbox"/> R. Bell | <input checked="" type="checkbox"/> K. Key | <input type="checkbox"/> W. Mulrooney | <input type="checkbox"/> J. Shankweiler |
| <input checked="" type="checkbox"/> K. Daniel-DiGregorio | <input checked="" type="checkbox"/> S. Kunisaki | <input checked="" type="checkbox"/> M. Myers | <input checked="" type="checkbox"/> J. Sims |
| <input checked="" type="checkbox"/> R. Dreizler | <input checked="" type="checkbox"/> S. Kushigemachi | <input checked="" type="checkbox"/> J. Nishime | <input type="checkbox"/> L. Speights (ASO) |
| <input checked="" type="checkbox"/> W. Garcia | <input checked="" type="checkbox"/> A. Martinez | <input checked="" type="checkbox"/> D. Patel | <input type="checkbox"/> C. Striepe |
| <input type="checkbox"/> A. Garten | <input type="checkbox"/> E. Martinez | <input checked="" type="checkbox"/> J. Pon-Ishikawa | <input type="checkbox"/> J. Suarez |
| <input checked="" type="checkbox"/> I. Graff | <input type="checkbox"/> G. Miranda | <input type="checkbox"/> I. Reyes | <input type="checkbox"/> W. Warren |
| <input type="checkbox"/> S. Griffin | | | |

Visitors: X. Wang

Recorder: D. Kyte

MEETING MINUTES

- I. Review Minutes
- II. New Student Orientation Alternate Reality Game Demo – R. Fujimoto, M. Minadeo
 - a. Game Train Learning provided an interactive demonstration of the alternate reality game they created for El Camino College student orientation.
 - b. The demo included an online library search, on-campus search and a demonstration of how to use the online services of the game.
 - c. R. Fujimoto and M. Minadeo provided information on different options that can be included in the game and answered various questions about the service.

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
December 1, 2015

CALL TO ORDER

Meeting called to order at 2:35 p.m. by Chair Carr.

Members:

Present: W. Brownlee, T. Bui, A. Carr, A. Cornelio, E. French-Preston, A. Hockman,
L. Houske, V. Nemie, D. Pahl, S. Rodriguez, A. Sharp

Absent: S. Bartiromo, S. Bosfield, K. Iino, J. Shankweiler

Ex-Officio Members:

Present: Q. Chapman, A. Osanyinpeju, L. Suekawa, K. Whitney

Absent: A. Flores-Linares, M. Lipe, P. McDermott, L. Young

Guests: W. Cox, P. Gebert, L. Kjeseth, L. Linka, C. Morado, S. Russell, J. Selph,
J. Sims, S. Singhal, M. Som de Cerff, P. Sorunke, L. Speights

VICE PRESIDENT'S REPORT

Vice President Academic Affairs – Dr. Shankweiler – No report

APPROVAL OF MINUTES

The minutes of the November 24, 2015, meeting is currently under review by the Curriculum Advisor Q. Chapman.

CURRICULUM REVIEW

A. Full Program Review

The committee reviewed the following program proposals, which are ready for final action:

1. Art History A.A. Degree Option
2. Cabinet and Fine Woodworking A.S. Degree Option
3. Cabinet and Fine Woodworking Certificate of Achievement
4. Computer Science Certificate of Achievement
5. Entrepreneurial Studies A.S. Degree
6. Entrepreneurial Studies Certificate of Achievement
7. Studio Art A.A. Degree Option

B. Full Course Review

The committee reviewed the following courses, which are ready for final action:

1. Art 143 (ART 143)
2. Art 187 (ART 187)
3. Art 195 (ART 195)
4. Art 288 (ART 288)

5. Art 289 (ART 289)
6. Art 290 (ART 290)
7. Child Development 169 (CDEV 169)
8. Computer Science 14 (CSCI 14)
9. Construction Technology 222 (CTEC 222)
10. Cosmetology 20 (COSM 20)
11. Cosmetology 21 (COSM 21)
12. Law 13 (LAW 13)
13. Law 14 (LAW 14)

STANDARD REVIEW/CONSENT AGENDA PROPOSALS

The committee reviewed the following courses, which are ready for final action:

1. Administration of Justice 95 (formerly AJ 95/96abcd)
2. Air Conditioning and Refrigeration 95 (formerly ACR 95abcd)
3. Architecture 95 (formerly ARCH 96abcd)
4. Art 96 (formerly ART 96abcd)
5. Automotive Collision Repair/Painting 95 (formerly ACRP 95abcd)
6. Automotive Technology 95 (formerly ATEC 95abcd)
7. Computer Aided Design/Drafting 95 (formerly CADD 95abcd)
8. Computer Information Systems 95 (formerly CIS 95/96abcd)
9. Construction Technology 95 (formerly CTEC 95abcd)
10. Cosmetology 95 (formerly COSM 95abcd)
11. Electronics and Computer Hardware Technology 95 (formerly ECHT 95abcd)
12. Environmental Technology 95 (formerly ET 95abcd)
13. Fashion 95 (formerly FASH 95abcd)
14. Film/Video 95 (formerly FILM 95abcd)
15. Fire and Emergency Technology 95 (formerly FTEC 95abcd)
16. Journalism 95 (formerly JOUR 96abcd)
17. Law 95 (formerly LAW 95abcd)
18. Machine Tool Technology 95 (formerly MTT 95abcd)
19. Mathematics 150 (MATH 150)
20. Real Estate 95 (formerly RE 95/96abcd)
21. Theatre 95 (formerly THEA 95abcd)
22. Welding 95 (formerly WELD 95abcd)

The committee reviewed the following course inactivations, which and are ready for final action:

1. Theatre 190 (THEA 190)
2. Theatre 191 (THEA 191)
3. Theatre 192 (THEA 192)
4. Theatre 193 (THEA 193)
5. Theatre 294 (THEA 294)

CURRICULUM DISCUSSION

A. Full Program Review

Business Division

Entrepreneurial Studies A.S. Degree and Certificate of Achievement

The committee recommended removing Business 36 from the degree and certificate so that the new program can move forward for approval by the Los Angeles Orange County Regional Consortia. The other option was to table the program until the course was ready for committee review.

It was moved by E. French-Preston, seconded by D. Pahl, that the committee approve program proposals for Entrepreneurial Studies A.S. Degree and Certificate of Achievement. Motion carried.

It was determined after the meeting that the program cannot move forward without the inclusion of Business 36. The committee will review the course in the spring; the course and program will then move forward to the next approval step.

Fine Arts Division

Art History A.A. Degree and Studio Art A.A. Degree

Articulation Officer L. Suekawa will submit Art 290 for UC transfer approval. The committee concurred with L. Suekawa to include Art 208H under the 15 unit elective option for the associate in arts degrees for Art History and Studio Art.

It was moved by D. Pahl, seconded by T. Bui, that the committee approve program proposals for Art History A.A. Degree and Studio Art A.A. Degree. Motion carried.

Industry and Technology Division

Cabinet and Fine Woodworking A.S. Degree and Certificate of Achievement

It was recommended that Construction Technology 222 be included as an elective for the degree and certificate.

It was moved by T. Bui, seconded by L. Houske, that the committee approve program proposals for Cabinet and Fine Woodworking A.S. Degree and Certificate of Achievement. Motion carried.

Mathematical Sciences Division

It was moved by W. Brownlee, seconded by A. Hockman, that the committee approve program proposal for Computer Science Certificate of Achievement. Motion carried.

B. Full Course Review

Behavioral and Social Sciences Division

Child Development 169 – Special Education Practicum

The committee requested clarification if Child Development 115 should be listed as a concurrent enrollment prerequisite.

It was moved by L. Houske, seconded by T. Bui, that the committee approve course proposal for Child Development 169, including the new distance education hybrid course and conditions of enrollment changes. Motion carried.

Business Division

The committee voted to approve Law 13 and Law 14 course proposals, including the conditions of enrollment changes.

Fine Arts Division

It was moved by E. French-Preston, seconded by David Pahl, that the committee approve course proposals for the Fine Arts Division. Motion carried.

Industry and Technology Division

Cosmetology 20 – Introduction to Esthetician

The Cosmetology Department concurred with the committee to rephrase student learning objectives #6 to read, “*List the steps used for a manual facial according to the State Board of Barbering and Cosmetology procedures including legal and health issues.*”

Cosmetology 21 – Advanced Esthetician

Edit *Course Units, Hours, Offerings* in the Course Checklist: Change units from 11 to 10 units.

Construction Technology 222 – Convenience Hardware

Edit *Conditions of Enrollment* in the Course Checklist: Update prerequisite with “minimum grade of C.”

The committee voted to approve the course proposals for the Industry and Technology Division with the condition the recommended revisions are included in the course outline of records.

Mathematical Sciences Division

Computer Science 14 – Computer Programming in Python

The Mathematical Sciences Division presented their response to the issues raised by the Business Division regarding the new course proposal for Python programming. Chair Carr asked the committee to vote on the new proposal. The voting results were 5 yeas, 1 nay, and 3 abstentions. Motion carried.

C. Standard Review/Consent Agenda Proposals

It was moved by W. Brownlee, seconded by A. Cornelio, that the committee approve the twenty-two standard review/consent agenda proposals, including the five inactivation proposals. Motion carried.

CHAIR'S REPORT

CCC Chair – A. Carr

Chair Carr is available over the holiday to assist the committee with any questions or concerns.

CURRICULUM ADVISOR REPORT

Curriculum Advisor – Q. Chapman

Cooperative Work Experiences courses planned for inactivation will be placed on the spring 2016 College Curriculum Committee agenda.

ADJOURNMENT

Chair Carr called a motion to adjourn the meeting. T. Bui moved, L. Houske seconded, and the motion carried. The meeting adjourned at 4:20 p.m.

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
January 26, 2016

CALL TO ORDER

Meeting called to order at 2:35 p.m. by Chair Carr.

Members:

Present: S. Bartiromo, S. Bosfield, T. Bui, A. Carr, M. Chaban, A. Cornelio, E. French-Preston, A. Hockman, L. Houske, K. Iino, V. Nemie, S. Rodriguez, A. Sharp

Absent: W. Brownlee, J. Shankweiler

Ex-Officio Members:

Present: Q. Chapman, L. Clowers, P. Pelayo, L. Suekawa, L. Young

Absent: M. Lipe, P. McDermott, A. Osanyinpeju

Guests: W. Cox, R. Simonette, P. Sorunke

APPROVAL OF MINUTES

The committee approved the minutes of the College Curriculum Committee of November 10, and November 24, 2015.

STANDARD REVIEW/CONSENT AGENDA PROPOSALS

The committee reviewed the following course, which is ready for final action:

1. Automotive Technology 14 (ATEC 14)

The committee reviewed the following course inactivations, which and are ready for final action:

1. Business 95/96 (BUS 95/96)
2. Business 95abcd (BUS 95abcd)
3. Business 96 (BUS 96)
4. Business 96abcd (BUS 96abcd)
5. Radiologic Technology 96abcd (RTEC 96abcd)
6. Recreation 96abcd (RECR 96abcd)
7. Sign Language and Interpreter/Training 95abcd (SLAN 95abcd)

It was moved by S. Bartiromo, seconded by E. French-Preston, that the committee approve the standard review/consent agenda proposals. Motion carried.

CURRICULUM DISCUSSION

Chancellor's Office Hours and Units Calculations

Curriculum Advisor Q. Chapman reviewed the policy changes for calculating hours and units for credit courses. The Chancellor's Office, in collaboration with the Program and Course Approval Writing Team, has refined the calculations and guidelines for hours and units for credit courses and will publish the changes in the forthcoming sixth edition of the Program and Course Approval Handbook.

Course Review Guidelines

Chair Carr gave a presentation on the CurricUNET Notification and Approval Process.

VICE PRESIDENT'S REPORT

Vice President Academic Affairs – Dr. Shankweiler – No report

CHAIR'S REPORT

Chair Carr made a request for volunteers to support the spring 2016 Standard Technical Review Subcommittee. The following assignments were made:

February 11	M. Chaban
February 25	V. Nemie
March 31	A. Hockman
April 14	K. Iino

CURRICULUM ADVISOR REPORT

Curriculum Advisor Q. Chapman gave a presentation on the process for submitting proposals to the Chancellor's Office. Program and course proposals are submitted electronically in the Curriculum Inventory (CI) database at <http://curriculum.cccco.edu>.

ANNOUNCEMENTS – No report

ADJOURNMENT

Chair Carr called a motion to adjourn the meeting. V. Nemie moved, L. Houske seconded, and the motion carried. The meeting adjourned at 3:50 p.m.

ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE

DRAFT MINUTES

Tuesday, Feb. 9
1:00-1:50 Admin 127

Spring Meetings on the 2nd and 4th Tuesdays from 1-1:50 pm in Admin 127

January 26

February 9 and 23

March 8 and 22

April 12 and 26 (April 12 meeting in the Board Room)

Members: Christina Gold (Chair), Mark Fields, Connie Fitzsimons, Vanessa Haynes, Chris Jeffries, Alice Martinez (absent), Karl Striepe, Lori Suekawa, and Susan Taylor (absent).

I) Approval of Minutes – Jan. 26, 2016

- The draft minutes were approved.

II) Review To Do List

- David is sending the Attendance Policy to Bill Mulrooney.

III) BP/AP 4250 Probation, Dismissal and Readmission

- Chris J. brought some minor changes by the counsellors. The committee supported the changes. They will be incorporated.
- The committee agreed that it is ready to go to the Senate for a first reading.

III) BP/AP 4228 Independent Study

- After EPC's first reading in November 2015, Chris G. made the revisions recommended by the EPC. She reviewed the website and CCLC template and made organizational revisions.
- The number should be changed to 4101 to coincide with the CCLC template.
- The committee is okay with the organizational changes that rearranged the information to follow the process from the beginning when students apply through transferability. The committee is also okay with moving a section out of the policy and into the procedure. This section was describing process, not policy.
- The committee added the following statement into the procedure at the end of the last paragraph: "It is recommended that students see a counsellor for transferability of credit."
- Connie's division, Fine Arts, makes extensive use of independent study. She suggested that the procedure should more precisely and accurately lay out the process for selecting and offering independent study courses.
- Some of the concerns expressed were:
 - It needs to emphasize that Deans approve courses.
 - It should explain to students why independent study requests are denied and how they are prioritized.
 - We need to check that the language mirrors the contract.
 - We need to more carefully consider the grade requirement of a B average in the discipline in which the independent study is offered. C may make more

sense and B may conflict with Title 5. We need to check Title 5 and see what other campuses do.

- We are missing a statement that instructors need to be available to the independent study student for the same number of contact hours they are commonly available to students enrolled in other courses. This is required in the CCLC template.
- The committee needs to see all the related materials in order to make decisions.
- At the next meeting, Chris G. will bring back the related union contract language; the form that fine arts students use to apply for an independent study course; and sample policies and procedures from other campuses (i.e. SMC and Cerritos).

Materials

1. Agenda
2. Draft Minutes – Jan. 25, 2016
3. To Do List
4. 4250 AP Probation, Dismissal and Readmission (revisions)
5. 4228 BP Independent Study (mark-up)
6. 4228 AP Independent Study (clean revisions)
7. 4228 AP Independent Study (original)
8. 4228 AP Independent Study (mark-up)
9. Independent study description on ECC website

NEW POLICY

BP 3710

Securing of Copyright

The governing board of a community college district secures copyrights, in the name of the district, to all copyrightable works developed by the district, and royalties or revenue from said copyrights are to be for the benefit of the district securing said copyrights.

The Superintendent/President shall develop appropriate administrative procedures to implement the provisions of Education Code 72207, which authorizes the securing of copyright protection for works, including but not limited to registering copyrights on behalf of the District. The procedures developed by the Superintendent/President shall assure that the District may also use, sell, give or exchange published materials and may license materials prepared by the District in connection with its curricular and other services.

In the development of procedures, the Superintendent/President shall solicit the input of representatives of the college community in accordance with the District's policies regarding shared local decision making.

References:

Education Code Sections 72207 and 81459

17 U.S. Code Section 201

Reviewed by Academic Senate – 1st reading 11/17/15; 2nd reading 3/1/16

Reviewed by Deans Council – Feb. 2016

NEW PROCEDURE

AP 3710

Securing of Copyright

The El Camino Community College District recognizes and encourages District employees and students to engage in the production of scholarly works, creative publications, and technology-based materials.

Works subject to copyright in the forms of books, compositions, paintings and other works of comparable type developed by employees or students shall be the property of the author unless the work is prepared by means of a District grant, constituting substantial District support, an externally funded grant, or contract with the District.

The Superintendent/President or his/her designee shall be responsible for securing the copyright for any materials for which the District is entitled to ownership.

- I. El Camino Community College District has defined substantial district support, works or inventions for hire, proprietary instructional material and intellectual property in Article 24 of the Faculty Contract. These definitions and stipulations will apply to all employee work at the ECC District.
 - a) A **Work** is any material which is eligible for copyright protection, including (but not limited to): books, articles, dramatic or musical compositions, poetry, instructional materials (e.g., scientific, logical, opinion or criticism), works of art or design, photographs or films, video or audio recordings, computer software, architectural and engineering drawings, and choreography. A Work may be recorded in any enduring medium (e.g., print, manuscript, electronic storage formats, optical, photosensitive film, etc.) or may exist in any tangible form (e.g., a sculpture, painting, structure or building).
 - b) An **Invention** is any idea or discovery which is eligible for patent protection, including (but not limited to) a device, process, design, model, strain or variety of any organism or composition of matter.
 - c) **District Support** includes the use of district funds, personnel, facilities, equipment, materials, or technology.
 - d) **Substantial District Support** is defined as support involving either (1) direct costs to the District in excess of \$2000 over and above any budget customarily provided for the Faculty Member's usual appointment or assignment; or (2) indirect costs to the District (including but not limited to salaries and wages) in excess of \$5000 for District employees providing secretarial, technical or creative services specifically for the project; or (3) the use of exceptionally expensive District equipment or facilities (e.g., professional recording and filming studio, professional television cameras and the like). A grant obtained through the initiative and efforts of a Faculty member shall not be considered to have resulted from Substantial District Support so long as the Faculty Member's contributions exceed the District's contributions.

- e) **A Work for Hire or Invention for Hire** is one for which the Faculty Member is specifically compensated to create. Works or Inventions for Hire include products resulting from grants where the Faculty Member's contributions were less than contributions from the District. Works or Inventions for Hire shall remain the property of the District for all purposes.
- f) **Proprietary Instructional Materials** are those materials a Faculty Member created to perform his assignment more effectively for the benefit of the students, including (but not limited to): syllabi, lectures, student exercises, illustrations, recordings, multimedia programs and tests. The Faculty member may use Instructional Materials in a traditional classroom or in any form of Distance Education. These Proprietary Instructional materials may be created using the personal resources of the Faculty members and/or resources provided by the district.
- g) Employees who develop **Intellectual Property** with District Support as defined above, including but not limited to electronically posted notes, lectures, audio or videotaped presentations, broadcasts, or multi-media or interactive software, shall retain all ownership rights to and control of such material, except that the District shall retain the right to use property created with Substantial District Support for its own purposes without payment of royalties or other considerations, and the employee shall provide appropriate access to District personnel for evaluation, program review and accreditation purposes .

II. In the absence of a specific contract or agreement:

- a) If there is a reasonable determination that a particular work created by an employee may be sold or traded commercially, the District and the employee may elect to draft and execute a contract specifying the terms of ownership of the work.
- b) If the receipt of grant funds restricts or specifies ownership of employee-created work, the District will abide by the requirements of the grant agreement.
- c) If the District and employee wish for any other reason to change or share ownership of a work, they may jointly draft and execute a contract specifying terms of ownership.

The District will strive to actively protect all copyrighted materials owned solely or partially by the District.

References:

Education Code Sections 72207 and 81459

17 United States Code 201

Agreement Between El Camino Community College District and El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO.

Reviewed by Academic Senate – 1st reading 11/17/15; 2nd reading 3/1/16

Reviewed by Deans Council – Feb. 2016

BP 3710 Securing of Copyright

References:

Education Code Sections 72207 and 81459;
17 U.S. Code Section 201

Note: The following policy is legally advised.

The [CEO] is directed to develop appropriate administrative procedures to implement the provisions of the Education Code which authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District. The procedures developed by the [CEO] shall assure that the District may use, sell, give or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the [CEO] shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision making.

See Administrative Procedure [#].

Revised 2/05

AP 3710 Securing of Copyright

References:

Education Code Sections 72207 and 81459;
17 United States Code 201

Note: *This procedure is **legally advised**. Insert local practice. Procedures on this topic must be the subject of consultation through the local decision making process.*

Revised 2/05

REVISED POLICY

Board Policy 3750

Use of Copyrighted Materials

The Board of Trustees of El Camino College requires compliance with the provisions of the U.S. Copyright law (Title 17); Digital Millennium Copyright Act; Technology Education and Copyright harmonization Act (TEACH Act); laws governing Peer-to-Peer file sharing (P2P) and all other legislation governing the maintenance of the highest ethical standards in the use of copyrighted material. The /Superintendent/President or designee shall establish procedures for compliance and provide informational and training programs to help faculty and staff comply with copyright laws. All members of the ECC community are prohibited from violation of these provisions, including but not limited to, copying or disseminating materials not specifically allowed by the copyright laws, fair use guidelines, licenses, contractual agreements, district procedures, or other permissions.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate.

El Camino College
Policy adopted 9/8/11

Reviewed by Academic Senate – 1st reading 11/17/15; 2nd reading 3/1/16
Reviewed by Deans Council – Feb. 2016

Adopted: 09/08/11

REVISED PROCEDURE

AP 3750

Use of Copyrighted Material

Copyright protects original works and is inherent upon the works' creation regardless of whether they are registered with the U.S. Copyright Office. Copyright governs uses such as making photocopies, creating course readers, placing materials on reserve in the Library, and uploading items to a web page. Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except for works in the public domain and as allowed by the "fair use" doctrine.

Fair Use

~~The "fair use" doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship. In some instances, copyright permissions may be required for works that fall within "fair use."~~

"Fair Use" allows for limited uses of copyrighted works without permission. To determine whether you are within fair use guidelines, the law calls for a balanced application of these four factors:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The distinction between what is "fair use" and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission. Case law generally considers the most important of the four factors above to be potential economic loss to a copyright holder.

The examples listed below are guidelines for best practices.

Single Copying for ~~Teachers~~ Instructors

The term "copy" includes photocopying, photographing, scanning, and electronic distribution.

A single copy may be made of any of the following by or for a ~~teacher~~ instructor at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class.

- A chapter from a book;
- An article from a periodical or newspaper;

- A short story, short essay or short poem, whether or not from a collective work;
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

Multiple Copies for Classroom Use

Multiple copies (not to exceed ~~in any event~~ more than one copy per pupil in a course) may be made by or for the ~~teacher giving~~ instructor teaching the course for classroom use or discussion provided that:

- The copying meets the tests of brevity and spontaneity as defined below;
- The copying meets the cumulative effect test as defined below; and
- Each copy includes a notice of copyright.

Definitions:

1. Brevity

- Poetry – a complete poem if less than 250 words and if printed on not more than two pages or from a longer poem, an excerpt of not more than 250 words.
- Prose – Either a complete article, story or essay of less than 2500 words, or an excerpt from any prose work of not more than 1000 words or 10% of the work, whichever is less ~~but in any event a minimum of 500 words. (Each of the numerical limits stated in a) and b) above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph).~~
- Illustration – One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

~~a. "Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "B.1(b)" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.~~

2. Spontaneity

- The copying is at the instance and inspiration of the individual ~~teacher~~ instructor.
- The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

3. Cumulative Effect

- a) The copying of the material is for only one course in the school in which the copies are made.
 - b) Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, not more than three from the same collective work or periodical volume during one class term.
 - c) There shall not be more than nine instances of such multiple copying for one course during one class term (~~The limitations stated in "B.2 and B.3" above shall not~~ does not apply to current news periodicals, newspapers and current news sections of other periodicals).
4. Prohibitions – Notwithstanding any of the above, the following shall be prohibited:
- a) Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.
 - b) There shall be no copying of or from works intended to be consumable in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like commercial material.
 - c) Copying shall not substitute for the purchase of books, publisher's reprints or periodicals; be directed by a higher authority; or be repeated with respect to the same item by the same ~~teacher~~ instructor from term to term.
 - d) No charge shall be made to the student beyond the actual cost of the photocopying.

Compilations

Permission from the copyright owner should be obtained when using excerpts of copyrighted work to create anthologies or "coursepacks," even if the excerpts fall under the definitions in the "fair use" doctrine.

~~Online Instruction and Materials~~ Online/Hybrid Courses (Distance Education)

The TEACH Act provides instructors' greater flexibility to use third party copyrighted works in online or hybrid courses. An individual assessment will be required to determine whether a given use is protected under the Act. The following criteria are generally required:

- The online instruction is mediated by an instructor;
- The transmission of the material is limited to receipt by students enrolled in the course;
- Technical safeguards are used to prevent retention of the transmission for longer than the class session;
- The performance is either of a non-dramatic work or a "reasonable and limited portion" of any other work that is comparable to that displayed in a live classroom session;

- The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education;
- The District does not know, or have reason to know, that the copy of the work was not lawfully made or acquired;
- The District notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

Library Reserves

All materials placed on print and electronic reserve within the Library will be at the initiative of the faculty for the non-commercial, educational use of students. All Reserves will be provided in a manner that respects current copyright law, the rights of copyright holders and Fair Use rights.

Obtaining Permission to Use Copyrighted Material

~~It is the responsibility of the individual faculty member or other person requesting copies to obtain permission to use copyrighted material. The college will not knowingly duplicate copies of copyrighted materials.~~

Responsibility for obtaining permission to print, duplicate or display copyrighted works shall rest with the individual using the copyrighted material. This could involve obtaining written permission to use the work from the copyright owner or through services, e.g. Copyright Clearance Center. All necessary records pertaining to copyright authorization shall be kept in the respective Division/Department office.

All requests for printing, duplication or display services of copyrighted materials, whether print or non-print shall be accompanied by an Approval Form and the Fair Use Checklist (see appendix), properly completed and signed by the individual requesting services indicating that the request is in full compliance with the copyright law and that written permission (if applicable) is on file with the appropriate Division/Deptment. Where exceptions are necessary, authorization to proceed with printing, duplication or display activities will require the signature of the requestor's Dean or Director.

District personnel will follow the guidelines provided by the United States Copyright Office in Circular 21: "Reproduction of Copyrighted Works by Educators and Librarians", which can be found online at: <http://www.copyright.gov/circs>.

~~Employees with questions regarding copyright law will be directed to the U.S. Copyright Office's Web site at <http://www.loc.gov/copyright>. should view the ECC Copyright page for forms and other references, including links to resources and operating procedures related to copyright. Forms will also be available in the bookstore and the copy center.~~

Use of Copying Machines and Services

To eliminate District liability, all unsupervised copying machines shall be labeled with the following notice:

“Notice: The copyright laws of the United States (Title 17 U.S. Code) govern the making of photocopies or other reproductions of any copyrighted material. The person using this equipment is liable for any infringement.”

The copying services provided at ECC shall state the following on its documents: “This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.”

Guidelines for Using Computer Programs

- A District employee shall observe copyright protection when using computer software whether or not it bears a copyright mark, unless it is marked as public domain;
- A District employee using computer software under a license agreement, shall read and follow conditions and restrictions as stipulated. Modifications to purchased computer software are not allowed;
- A District employee shall not make a copy of computer software for use other than as specifically permitted under the license agreement or a copyright protection;
- Lack of copyright protection does not constitute permission to copy without the permission of the copyright owner. An exception is software available in the public domain.

Using materials from the Internet

Copyright law governs the use of materials, including images, you might find on the Internet, just as it governs the use of books, video or music in the analog world.

- Neither publication nor a notice of any kind is required to protect works. Copyright protection is automatic;
- Permissions should be obtained for items copied from internet sources unless you have verified that it is not required. For example, it is possible to search for works under a Creative Commons license that typically allows for the works’ non-commercial use as long as attribution to the creator is provided;
- Individuals will be liable for own actions when they copy and distribute others’ copyrighted works without permission.

Procedures

~~Individual divisions or departments impacted by the policy and procedure may choose to create written operational procedures that adhere to copyright policy.~~

~~In cases of unresolved disputes between the requestor and a campus service provider, the issue will be addressed according to the department’s written procedures. If no procedure were in place at the time of the dispute, the problem will be referred to the requestor’s Dean.~~

The service will not be rendered until the disputed issue is resolved.

Appendix: Fair Use Checklist and Other Resources

- **Fair Use Checklist:** <http://copyright.Columbia.edu>
- **National Association of College Stores:** These booklets “Questions & Answers on Copyright for the Campus Community” and “Guidelines for Campus Copying” are recommended.
<http://www.nacs.org/toolsresources/cmip/copyright/questions.aspx>
- **Software and Information Industry Association:** <http://www.siaa.net>
- **Copyright Clearance Center:** <http://www.copyright.com>
- **American Library Association:** <http://www.ala.org/advocacy/copyright/>

References:

U. S. Code Title 17, Copyright Act of 1976; Education Code Sections 32360, 67302 ~~AP-6160 District Computer and Network Use Policy~~

Fair Use: Copyright Act, Section 107

Compilations: Basic Books, Inc. vs. Kinko's Graphics Corp. (S.D.N.Y. 1991) 758 F.Supp. 1522; and Princeton University Press v. Michigan Document Services, Inc. (6th Cir. 1996) F.3d 1381.

Online Courses: The TEACH (Technology, Education and Copyright Harmonization) Act, USC 17, Copyright Act, Sections 110(2) and 112

October 2011

Reviewed by Academic Senate – 1st reading 11/17/15; 2nd reading 3/1/16
Reviewed by Deans Council – Feb. 2016

BP 4250 Probation, Dismissal, and Readmission

References:

Education Code Section 70902(b)(3);
Title 5 Sections 55030-55034

Note: *This policy is legally required. The following standards are the minimum standards defined in Title 5. Boards may adopt more stringent standards as specified in 55030-55034, and if they have done so, board policy must reflect those standards.*

Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded reaches or exceeds 50 percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the [CEO].

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student [*state the District's established criteria, such as evidence of extenuating circumstances or shows significant improvement in academic achievement.*]

Readmission

A student who has been dismissed may request reinstatement *[conditions of reinstatement are up to the District; suggest passage of time (e.g., one semester) or appeal that indicates extenuating circumstances have changed]*.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The *[CEO]* shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Revised 8/07, 10/13

AP 4250 Probation

References:

Title 5 Sections 55030, 55031, 55032, 55033, and 55034

NOTE: *This procedure is **legally required**. Local practice may be inserted, but should address the minimum requirements in the following examples.*

Notification of Probation – Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.

If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

Probationary Letter – The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Revised 8/06, 8/07, 3/12

AP 4255 Dismissal and Readmission

References:

Title 5 Sections 55033 and 55034

Note: This *procedure is **legally required***. Local practice may be inserted, but should address the minimum requirements in the following examples.

Standards for Dismissal: A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 [Section 55033(c)(1) permits the District to establish a minimum cumulative grade point average higher than 1.75] in all units attempted in each of three consecutive semesters [Section 55033(c)(3) permits the District to establish a minimum of fewer than three consecutive semesters]. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC,” and “NP” are recorded in at least three consecutive semesters (five consecutive quarters) reaches or exceeds fifty percent (50%). [Section 55033(c)(2) permits the District to establish a minimum percentage of units of less than fifty percent.]

Dismissal Letter: The letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal **[[identify where petition is filed]** within **[time limit]** after the dismissal letter was mailed. If the student fails to file a written petition within the **[time limit]**, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by **[identify who reviews petitions]**.

The student will be continued on probation until the **[designate authority]** decides on the student's appeal.

The decision of the **[designate authority]** will be communicated to the student in writing by the **[designate authority]**. The **[designate authority]** will notify the student of its action within **[time limit]** of receipt of the student's appeal. The student may appeal the decision of the **[designate authority]** in writing to the **[CEO or designee]**, within **[time limit]** working days of the date of notification of the decision of the **[Appeals Committee]**. The decision of the **[CEO or designee]** is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

Note: *The following standards are not legally required, but are **suggested as good practice**.*

Fall Dismissals: Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than **[month]** informing students that:

- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

Procedure for Fall Dismissal Appeals: Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the spring semester. The following conditions apply:

-
- Students who are enrolled in the spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.
- Students who have not enrolled in the spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

Standards for Evaluating Appeals: Dismissal appeals may be granted under the following circumstances:

-
- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

Re-Admission after Dismissal: In considering whether or not students may be re-admitted after a dismissal and two semesters absence, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.

- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Revised 8/06, **2/08**, **10/13**

REVISED BOARD POLICY

BOARD POLICY 4250

Probation, Dismissal and Readmission

El Camino College has two types of probation: Academic Probation and Progress Probation. The purpose of probation is to encourage a student having academic difficulties to seek appropriate guidance and support in formulating and achieving goals.

1. Placement on Academic Probation

A student who has attempted at least 12 semester units of letter graded course work, as shown by the academic record, will be placed on Academic Probation when the grade point average for total units attempted at El Camino College is less than 2.0.

2. Removal from Academic Probation

A student will be removed from Academic Probation when the cumulative grade point average is 2.0 or higher in total units attempted at El Camino College.

3. Placement on Progress Probation

A student who has enrolled in 12 or more semester units as shown by the official academic record will be placed on Progress Probation if entries of “W,” “I,” “NC” and/or “NP” account for 50% or more of the total units attempted. Courses dropped prior to the “No Notation” deadline are not considered “units attempted” and do not receive entries as “W” “I,” or “NC/NP.”

4. Removal from Progress Probation

A student will be removed from Progress Probation when the percentage of entries of “W,” “I,” “NC” and/or “NP” drops below 50% of the total units attempted.

5. Dismissal Because of Academic Probation

A student on Academic Probation will be dismissed if the student earned a cumulative grade point average of less than 2.0 in all letter graded credit units attempted in each of three consecutive semesters. However, if a student achieves a 2.0 or higher during the most recent regular (Fall, Spring) semester while on probation, the student will continue on probation, but will not be subject to dismissal. Terms shorter than 16 weeks (i.e.

Winter, Summer) will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

6. Dismissal Because of Progress Probation

A student on Progress Probation will be dismissed if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC and/or “NP” remains at or above 50% for three consecutive semesters. However, if a student completes 50% or more of the attempted units during the most recent regular (Fall, Spring) semester while on probation, the student will continue on probation, but will not be subject to dismissal. Terms shorter than 16 weeks will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

7. Appeal of Probation or Dismissal

A student who believes that there are extenuating circumstances that warrant an exception to the probation and dismissal standards set forth in this policy may submit a written appeal with supporting documentation in compliance with administrative procedures. Dismissal may also be postponed if student can show significant improvement in the last semester.

8. Readmission Following Dismissal

A student who has been dismissed may return after sitting out at least one 16 week semester. A readmitted student will remain on probation until the cumulative average is above 2.0 and/or the percentage of “W,” “I,” “NC and/or NP” entries is below 50%.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate.

References: Ed. Code Section 70902 (b) (3)
Title 5, Sections 55031, 55032, 55033, 55034
BP 4250 replaces the relevant portions of BP 4220.

El Camino College
Adopted: 7/20/09
Amended: 2/16/10

Reviewed by Academic Senate (1st reading 2/16/16; 2nd reading 3/1/16)

REVISED PROCEDURE

Administrative Procedure 4250

Probation, Disqualification and Dismissal and Readmission

1. A student who is placed on Academic or Progress Probation or who is dismissed from the college will be notified in writing and will be informed of college support services available.
2. A student who is on Academic or Progress Probation for two or more consecutive semesters is limited to no more than 12 units in any semester of 16 weeks or more, and no more than 4-5 units in any session shorter than 16 weeks (i.e. winter or summer session). Under special circumstances a student may petition for additional units through the Counseling and Student Success Office.
3. A student who is on Academic or Progress Probation for two or more consecutive semesters or who is returning to El Camino after having been dismissed ~~is advised~~ is required to see a counselor before registering for subsequent semesters. If the student has not attended for one or more semesters, an application for readmission is necessary.
4. The student has the right to appeal dismissal.
 - a. The student must file the written petition of appeal with the ~~Admissions-Office~~ Counseling and Student Success office within the time limit noted on the dismissal letter. If the student fails to file a written petition within the specified period, the student waives all future rights to appeal the dismissal and must sit out that semester.
 - b. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.
 - c. Petitions will be reviewed by the Reinstatement Committee. The student will be notified of the Committee's action in a timely manner (usually within 7 business days).
 - d. The student may appeal the Committee's decision in writing to the ~~Dean of Counseling~~ Counseling and Student Success office within 21 calendar days of the date of notification. The decision of the ~~Dean of Counseling~~ Counseling and Student Success office is final.
5. A readmitted student will remain on probation until the cumulative average is 2.0 or above and/or the percentage of "W," "I," and "NC/NP" entries are below 50%. A student who withdraws from ECC voluntarily while on probation will be readmitted in the same status that existed at the time of withdrawal.

Reference: Title 5, Sections 55031, 55032, 55033, 55034
Board of Trustees Agenda – June 15, 2009

Reviewed by Academic Senate (1st reading 2/16/16; 2nd reading 3/1/16)

AP 5530 Student Rights and Grievances

References:

Education Code Section 76224(a);
Title IX, Education Amendments of 1972;
ACCJC Accreditation Eligibility Requirement 20;
ACCJC Accreditation Standard IV.D

NOTE: *This procedure is **legally required**. Local practice may be inserted. The following is an illustrative example that meets legal requirements, especially for Title IX requirements.*

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972;
- Financial aid **[unless the District's financial aid policy contains an appeal procedure];**
- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.;
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

This procedure does not apply to:

- Student disciplinary actions, which are covered under separate Board policies and Administrative Procedures.
- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

Definitions:

Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

[CEO] – The **[CEO]** or a designated representative of the **[CEO]**.

Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.

Day – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

Informal Resolution – Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

The **[CEO]** shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a grievance informally.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Any student who believes he/she has a grievance shall file a Statement of Grievance with the Grievance Officer within **[number]** days of the incident on which the grievance is based, or **[number]** days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within two days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

If at the end of **[number]** days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing.

NOTE: *The following is optional.*

Grievance Hearing Committee: The [**CEO**] shall at the beginning of each semester, including any summer session, establish a standing panel of [**number**] members of the college community, including [**number**] students, [**number**] faculty members and [**number**] administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization and the Academic Senate, who shall each submit [**number**] names to the [**CEO**] for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

- It shall include [**number**] students, [**number**] instructors, and [**number**] college administrator selected from the panel described above.
- No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the [**CEO**] who shall determine whether cause for disqualification has been shown. If the [**CEO**] feels that sufficient ground for removal of a member of the committee has been presented, the [**CEO**] shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.
- The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

Request for Grievance Hearing – Any request for a grievance hearing shall be filed on a Request for a Grievance Hearing within [**number**] days after filing the Statement of Grievance as described above.

Within [**number**] days following receipt of the request for grievance hearing, the [**CEO**] shall appoint a Grievance Hearing Committee as described above, and the Grievance Hearing Committee shall meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;

- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within **[number]** days of the date the decision is made by the Grievance Hearing Committee.

If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. The hearing will begin within **[number]** days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than **[number]** days notice of the date, time and place of the hearing.

NOTE: *A hearing must comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure is **legally advised**.*

Hearing Procedure

The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may represent himself/herself, and may also have the right to be represented by a person of his/her choice; except that a party shall not be represented by an attorney unless, in the judgment of the Grievance Hearing

Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than **[number]** days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the **[CEO]**. Any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than **[number]** days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

The hearing shall be recorded by the Grievance Officer either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the Grievance Hearing Committee Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

Within **[number]** days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the **[CEO]** a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

[CEO]'s Decision: Within **[number]** days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the **[CEO]** shall send to all parties his/her written decision, together with the Hearing Committee's decision and recommendations. The **[CEO]** may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the **[CEO]** does not accept the

decision or a finding or recommendation of the Hearing Committee, the **[CEO]** shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the **[CEO]** shall be final, subject only to appeal as provided below.

Appeal: Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the **[CEO]** within **[number]** days of that decision. The **[CEO]** shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The **[CEO]**'s decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

NOTE: *The following section applies only to multi-college Districts.*

Any party to the grievance may appeal the decision of the **[CEO]** after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a District administrator to review the appeal and make a recommendation.

Any such appeal shall be submitted in writing within five days following receipt of the **[CEO]**'s decision and shall state specifically the grounds for appeal.

The written appeal shall be sent to all concerned parties. All parties may submit written statements on the appeal.

The **[CEO or designee]** shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the **[CEO's designee]**, if any, shall make a written recommendation to the **[CEO]** regarding the outcome of the appeal.

The **[CEO]** may decide to sustain, reverse or modify the decision of the **[CEO's designee]**. The **[CEO]**'s decision shall be in writing and shall include a statement of reasons for the decision. The Chancellor's decision shall be final.

The decision on appeal shall be reached within five days after receipt of the appeal documents. Copies of the **[CEO]**'s appeal decision shall be sent to all parties.

Time Limits:

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

Revised 8/07, 4/15

El Camino Community College District
Administrative Procedure 5530

Student Rights and Grievances

For the purpose of this procedure, a student grievance is defined as a claim by a student that his/her student status, rights, or privileges have been adversely affected by a college decision or action. This policy is available for students who desire to pursue grievance procedures against an employee of the District. The student shall be entitled to representation, by a person of his/her choice, other than legal counsel, at all informal compliant meetings. District employees will be notified of student grievances received by the Grievance Officer or designee and are entitled to representation at all informal compliant meetings.

Note: The District is committed to resolving student grievances in a fair and equitable manner. Students should work through the District's process first before escalating issues to other agencies. Issues that are not resolved at the District level may be presented to the California Community Colleges Chancellor's Office, the U.S. Department of Education, or other federal, state, or local applicable entity.

This procedure is not available for use by any student who believes he/she has been subjected to unlawful discrimination, including sexual and gender-based discrimination as prohibited by Title IX of the Higher Education Amendments of 1972. The basis for filing unlawful discrimination, including sexual and gender-based discrimination, and the procedures to be used to file such a complaint are set forth in the District's Board Policy and Administrative Procedure 3430 – Prohibition of Harassment and Board Policy and Administrative Procedure 3540 – Sexual and Gender-Based Misconduct. The District's Title IX Coordinator will be notified immediately upon the receipt of such grievances by the Grievance Officer or designee.

Students who make false or malicious charges against an employee of the District are subject to disciplinary action as outlined in Board Policy 5500 and Administrative Procedure 5500 – Standards of Student Conduct.

~~The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights, or privileges as a student.~~

The procedures shall include, but not be limited to, grievances regarding:

- ~~Sex discrimination as prohibited by Title IX, Higher Education Amendments of 1972*~~
- ~~Sexual harassment as defined in Board Policy 3430*~~
- Admissions

- Financial aid
- Access to or receipt of aid from student service entities
- Noncompliance with board policies and administrative procedures
- ~~Illegal discrimination*~~
- ~~Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.~~
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

~~*The District's Title IX Coordinator will be notified immediately upon the receipt of such grievances by the Student Grievance Officer.~~

This procedure does not apply to:

1. Student disciplinary actions, which are covered under a separate Board Policy 5500 and Administrative Procedure ~~Policies~~ 5500 – Standards of Student Conduct and Administrative Procedures 5520 – Student Discipline Procedures.
2. Police citations (i.e. e.g., "tickets"); ~~C~~complaints about citations must be directed to the District's Campus Police Department.
3. ~~Course grades to the extent permitted by Education Code Section 76224(a).~~ Grade appeals are addressed in Board Policy 4231 and Administrative Procedure 4231 – Grade Change. Students may not grieve solely for receiving substandard grades.

Definitions:

Party - The student or respondent(s) together with their representatives. "Party" shall not include the Grievance Hearing Committee or the ~~College Student~~ Grievance Officer.

Superintendent/President - The Superintendent/President or a designated representative of the Superintendent/President.

Student - A currently enrolled student, a person who has filed an application for admission to the College, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Grievant - A student who has filed a grievance.

Respondent - Any person claimed by a grievant to be responsible for the alleged wrongdoing.

Business Day - Unless otherwise provided, business day shall mean a ~~Monday to Friday, excluding public holidays and weekends,~~ day during which the College is in session and regular classes are held, excluding Saturdays, Sundays, and public holidays.

Grievance Officer - Appointed by the Superintendent/President or designated representative to assist students in seeking resolution. ~~by informal means.~~

Informal Resolution - ~~Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local College administration.~~

A student who believes that he/she has been treated unfairly by a District employee must make a reasonable, good faith attempt to resolve the problem on an informal basis by first meeting individually with the employee. In the event that the student first contacts the employee's supervisor (including the Dean of the faculty or classified staff member), the supervisor shall first direct the student to meet with the employee. If the issue is not resolved in that meeting (or reasonable attempts to arrange the meeting fail), then the employee's supervisor shall meet with both parties, in an earnest and good faith attempt to resolve the matter successfully. If, after this, the matter cannot be resolved informally, the student may file a formal grievance.

~~Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of~~ for strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

The Superintendent/President or designee shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization President or designee in attempting to resolve a grievance informally.

Any student who believes he/she has a grievance shall file a Statement of Grievance with the Grievance Officer within ten (10) business days of the incident on which the grievance is based, or ten (10) business days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within ten (10) business days following receipt of the Statement of Grievance Form, the

Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form. All parties to the grievance shall be given notice not less than seven (7) business days from the filing of the grievance form.

~~In an attempt to resolve a complaint informally, the student shall first request a meeting to discuss it with the Dean, Associate Dean or Director (hereinafter Administrator) of the division in which the matter in question resides. Upon such a request, the Administrator shall inform and confer with any staff members named by the student. In turn, the Administrator shall schedule a meeting with the student and, if requested, all involved parties not more than ten (10) business days from the date of request.~~

If an informal resolution of the complaint is not reached, if at the end of ten (10) business days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing. The respondent(s) will be informed at this stage within two (2) business days.

This concludes the Informal Resolution Process.

Grievance Hearing Committee

The Superintendent/President or designee shall at the beginning of each semester, including any intersession, establish a standing panel of members of the College community, including students, classified staff, faculty members and administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization, Classified Employees and the Academic Senate, who shall each submit names to the Superintendent/President or designee for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

It shall include one student, one faculty member, one member of the classified service and one College administrator selected from the panel described above.

No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Superintendent/President or designee who shall determine whether cause for disqualification has been shown. If the Superintendent/President or designee feels that sufficient ground for removal of a member of the committee has been presented, the Superintendent/President or designee shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The ~~Student~~ Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Grievance Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an ~~adversarial~~ adversary role.

Request for Student Grievance Hearing

~~The student may process any complaint not resolved by the Informal Process. As set forth above, the student can process a grievance as follows:~~

~~The student shall submit his or her written grievance, on a form provided by the College, to the Grievance Office (Dean of Enrollment Services or designee) within thirty (30) business days following the student's first meeting with an Administrator.~~

~~The grievance shall be signed and dated by the student and shall incorporate a statement that the student had first followed the provisions of the Informal Process.~~

Any request for a grievance hearing shall be filed on a Request for a Student Grievance Hearing Form within ten (10) business days after filing the Statement of Grievance as described above.

Within fifteen (15) business days following receipt of the request for a grievance hearing, the ~~Dean of Enrollment Services~~ Superintendent/President or designee shall appoint a Grievance Hearing Committee as described above, and ~~the~~ Grievance Hearing Committee shall meet in private and, without the parties present, to select a chair and to determine the basis of the Statement of Grievance. ~~whether it presents sufficient grounds for a hearing.~~

If the hearing is warranted, The determination of whether the Statement of Grievance presents sufficient grounds for a hearing ~~it~~ shall be based on the following:

1. The statement contains facts which, if true, would constitute a grievance under these procedures;
2. The grievant is a student as defined in these procedures, ~~which include applicants and former students;~~
3. The grievant is personally and directly affected by the alleged grievance;
4. The grievance was filed in a timely manner; and
5. The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the ~~Hearing Committee Chair~~ Grievance Officer shall notify the student in writing of the rejection of the Request for a Grievance ~~H~~ Hearing, together with the specific reasons (s) for the rejection and the procedures for appeal. This notice will be provided within ten (10) business days of the date the decision is made by the Grievance Officer. ~~Hearing Committee.~~

~~Any appeal relating to a Grievance Officer Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Superintendent/President or designee within five (5) business days of that decision. The Superintendent/President or designee shall review the Statement of Grievance and Request for a Student Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Superintendent/President or designee's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.~~

~~Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Vice President of Student and Community Advancement within five (5) business days of that decision. The Vice President of Student and Community Advancement shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Vice President of Student and Community Advancement's decision on whether or not to grant a grievance hearing shall be final and not subject to further appeal.~~

If the Request for a Grievance Hearing satisfies each of the requirements, the Grievance Officer shall schedule a grievance hearing. The hearing will begin within fifteen (15) business days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than seven (7) business days' notice of the date, time and place of the hearing, a copy of the grievance, any supporting documentation, and the opportunity to provide a written response.

Hearing Procedure

The decision of the Grievance Hearing Committee ~~C~~chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

District employees will be notified of grievance hearings in advance by the Grievance Officer or designee at least seven (7) business days in advance and are entitled to representation at grievance hearings. District employees will be provided with a copy of ~~also have the right to request~~ all documentation collected related to a grievance at least two (2) business days prior to grievance hearings. Student grievants will also have the right to request all documentation collected related to a grievance at least two (2) business days prior to grievance hearings.

Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) and respondent(s) may present rebuttal evidence after the respondent(s)' evidence is presented. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may represent ~~him or herself~~ himself/herself, and may also have the right to be represented by a person of ~~his or her~~ his/her choice; except that ~~an attorney shall not represent a party shall not be represented by an attorney unless~~, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than five (5) business days prior to the date of the hearing. If one party is permitted to be represented by an attorney, ~~any~~ the other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the Superintendent/President or designee. Any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than five (5) business days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

The hearing shall be recorded by the Grievance Officer by audio tape recording ~~or stenographic recording~~, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. The Grievance Hearing Committee Chair shall, At the beginning of the hearing ~~in the event the recording is by audio recording~~, ask each person present to identify ~~him or herself~~ themselves by name, and thereafter shall ask witnesses to identify themselves by name. The audio recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. Any party may request a copy of the audio recording.

All testimony shall be taken under oath. The Grievance Hearing Committee Chair shall administer the oath. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be audio recorded shall be considered to be unavailable.

Within ~~ten (10)~~ five (5) business days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the ~~Dean of Enrollment Services~~ Superintendent/President or designee a written decision. The decision shall include specific

factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Dean of Enrollment Services or Designee's Decision:

Dean of Student Support Services or Designee Decision

Within ~~fifteen (15)~~ five (5) business days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the ~~Dean of Enrollment Services~~ Dean of Student Support Services or designee shall send to all parties ~~his or her~~ his/her written decision, together with the Grievance Hearing Committee's decision and recommendations. The ~~Dean of Enrollment Services~~ Dean of Student Support Services or designee may accept or reject the findings, decisions and recommendations of the Grievance Hearing Committee. The factual findings of the Grievance Hearing Committee shall be accorded great weight; and if the Dean of Enrollment Services Dean of Student Support Services or designee does not accept the decision or a finding or recommendation of the Grievance Hearing Committee, the ~~Dean of Enrollment Services~~ Dean of Student Support Services or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The grievant shall be given written notice of the decision. The decision of the Dean of Student Support Services or designee shall be final, subject only to appeal as provided below.

The grievant may seek review of the ~~Dean of Enrollment Services or Designee's~~ decision by delivering to the Vice President of Student and Community Advancement, no later than ten (10) business days after notice to the grievant of the ~~Dean Enrollment Services or Designee's~~ decision, a signed statement containing:

- a. A statement that the grievant appeals the decision; and
- b. A brief statement of why the grievant considers the decision to be in error.

Appeal

Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Superintendent/President or designee within five (5) business days of that decision. The Superintendent/President or designee shall review the Statement of Grievance and Request for a Student Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Superintendent/President or designee's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

Any party to the grievance may appeal the decision of the Grievance Hearing Committee by writing to the Vice President of Student and Community Advancement within seven (7) business days of the date on the written notification by the Grievance Hearing Committee.

1. The Vice President of Student and Community Advancement shall examine all documents received and shall grant review of the matter only if he or she determines from these documents that the decision of the Grievance Hearing Committee ~~Dean of Enrollment Services or Designee~~ was in error.
2. If the Vice President of Student and Community Advancement determines that review is not appropriate, he or she shall, within ten (10) business days after receipt of the request for review, send written notice denying review and affirming the decision of the Grievance Hearing Committee. ~~Dean of Enrollment Services or Designee.~~
3. If the Vice President of Student and Community Advancement determines that review is appropriate, he or she shall, within ten (10) business days after receipt of the request schedule a meeting with the grievant or respondent and the Grievance Hearing Committee Chair, giving the grievant or respondent at least five (5) business days written notice. The grievant or respondent will be allowed to present his or her objections to the ~~Dean of Enrollment Services or designee's~~ Dean of Student Support Service's decision, and the Grievance Hearing Committee Chair will be allowed to respond thereto.
4. After such meeting, the Vice President of Student and Community Advancement may reverse, revise or modify the decision or the Vice President may let the decision stand.
5. The Vice President's decision shall be in writing and shall include a statement of reasons for the decision. The Vice President's decision shall be final. The decision will be sent in writing to the grievant or respondent no more than five (5) business days following the appeal.

Time Limits

Any times specified in ~~these procedures~~ this administrative procedure may be shortened or lengthened if there is mutual concurrence by all parties.

References:

Education Code Section ~~76120 and~~ 76224(a);
Title IX of the Higher Education Amendments of 1972

El Camino College

Revised: January 19, 2010