



Academic Senate of El Camino College 2010-2011

April 5, 2011

AC152, 16007 Crenshaw Boulevard
Torrance, CA 90506-0001 (310) 532-3670 x3254
www.elcamino.edu/academics/academicssenate/

Officers & Executive Committee

| | | | |
|--------------------------|-----------------------|---------------------------------|---|
| President | Christina Gold | Co-VPs Faculty Development | Briita Halonen & Cristina Pajo |
| VP Compton Educ'l Center | Saul Panski | VP Finance and Special Projects | Lance Widman |
| Curriculum Chair | Lars Kjeseth | VP Legislative Action | Chris Wells |
| VP Educational Policies | Chris Jeffries | Secretary | Claudia Striepe |

Senate Mailing List

| | | | |
|---------------------------------------|-------------|---|---------------------------------|
| <u>Adjunct</u> | (1 yr term) | <u>Health Sci & Athletics/Nursing</u> | <u>Natural Sciences</u> |
| Sue Ellen Warren | 11 | Tom Hazell* | 10 |
| Leah Pate | 11 | Tom Hicks | 10 |
| | | Mina Colunga | 12/13 |
| <u>Behavior & Social Sciences</u> | | Pat McGinley | 12/13 |
| Randy Firestone | 11/12 | Kathleen Rosales | 11/12 |
| Christina Gold | 10/11 | | |
| Michelle Moen | 11/12 | | |
| Lance Widman* | 10/11 | <u>Humanities</u> | |
| Michael Wynne | 11/12 | Brent Isaacs | 11/12 |
| | | Peter Marcoux | 11/12 |
| <u>Business</u> | | Kate McLaughlin | 11/12 |
| Phillip Lau | 11/12 | Briita Halonen | 11/12 |
| Jay Siddiqui* | 11/12 | Jenny Simon | 11/12 |
| Kurt Hull | 12/13 | | |
| | | <u>Industry & Technology</u> | |
| <u>Compton Educational Center</u> | (1 yr term) | Patty Gebert | 12/13 |
| Jerome Evans | 10/11 | Harold Hofmann | 12/13 |
| Chris Halligan | 10/11 | Lee Macpherson | 12/13 |
| Tom Norton | 10/11 | Douglas Marston* | 12/13 |
| Saul Panski | 10/11 | Merriel Winfree | 12/13 |
| Estina Pratt | 10/11 | | |
| Darwin Smith | 10/11 | <u>Learning Resource Unit</u> | |
| <u>Counseling</u> | | Moon Ichinaga | 10/11 |
| Cristina Pajo | 11/12 | Claudia Striepe* | 10/11 |
| Brenda Jackson* | 10/11 | | |
| Chris Jeffries | 10/11 | <u>Mathematical Sciences</u> | |
| | | Michael Bateman | 12/13 |
| <u>Fine Arts</u> | | Hamza Hamza | 13/14 |
| Ali Ahmadpour | 11/12 | Greg Fry | 10/11 |
| Randall Bloomberg | 11/12 | Susan Taylor | 11/12 |
| Mark Crossman | 11/12 | Paul Yun* | 10/11 |
| Patrick Schulz | 11/12 | | |
| Chris Wells* | 11/12 | | |
| | | | <u>President/Superintendent</u> |
| | | | Thomas Fallo |
| | | | <u>The Union</u> |
| | | | Editor |
| | | | <u>Division Personnel</u> |
| | | | Jean Shankweiler |
| | | | Don Goldberg |
| | | | Tom Lew |
| | | | <u>Counseling</u> |
| | | | Ken Key |
| | | | <u>Ex-officio positions</u> |
| | | | ECCFT President |
| | | | Elizabeth Shadish |
| | | | Nina Velasquez |
| | | | Curriculum Chair |
| | | | Lars Kjeseth |
| | | | <u>Institutional Research</u> |
| | | | Irene Graff |
| | | | Carolyn Pineda |

Dates after names indicate the last academic year of the senator's three year term, except for Compton senators who serve one-year terms. For example 11/12 = 2011-2012.

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



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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.

ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS (1st and 3rd Tuesdays, usually)

FALL 2010

| | |
|--------------|--------------------|
| September 7 | DE Conference Room |
| September 21 | DE Conference Room |
| October 5 | Alondra Room |
| October 19 | Alondra Room |
| November 2 | DE Conference Room |
| November 16 | Alondra Room |
| December 7 | Alondra Room |

SPRING 2011

| | |
|----------|--------------------|
| March 1 | Alondra Room |
| March 15 | Alondra Room |
| April 5 | Alondra Room |
| April 19 | Compton Board Room |
| May 3 | Alondra Room |
| May 17 | Alondra Room |
| June 7 | Alondra Room |

CEC ACADEMIC SENATE MEETING DATES AND LOCATIONS (Thursday after ECC Senate, usually)

FALL 2010

| | |
|--------------|------------|
| September 9 | Board Room |
| September 23 | Board Room |
| October 7 | Board Room |
| October 21 | Board Room |
| November 4 | Board Room |
| November 18 | Board Room |
| December 9 | Board Room |

SPRING 2011

| | |
|----------|------------|
| March 3 | Board Room |
| March 17 | Board Room |
| April 7 | Board Room |
| April 21 | Board Room |
| May 5 | Board Room |
| May 19 | Board Room |
| June 2 | Board Room |



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| B. APPROVAL OF MINUTES | | |
| C. OFFICER REPORTS | <ul style="list-style-type: none"> A. President B. VP – Compton Center C. Chair – Curriculum D. VP – Educational Policies E. Co-VPs – Faculty Development F. VP – Finance G. VP – Legislative Action | |
| G. SPECIAL COMMITTEE REPORTS | <ul style="list-style-type: none"> A. Dean’s Council Report – Moon Ichinaga B. ECCFT C. Officer Election by Ballot | |
| H. UNFINISHED BUSINESS | <ul style="list-style-type: none"> A. CEC Faculty Council Bylaws Amendment B. ECC Academic Senate Constitutional Amendment – Article IV, Section 3.1, Term of Officers C. Academic Senate Guidelines for Budget Cut and Reductions | |
| I. NEW BUSINESS | | |
| J. INFORMATION ITEMS – DISCUSSION | <ul style="list-style-type: none"> A. Draft ASCCC Resolution Re: Elimination of CSU Service Areas | |



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| | | |
|-------------------------------|--|--|
| B. FUTURE AGENDA ITEMS | | |
| C. PUBLIC COMMENT | | |
| D. ADJOURN | | |

Committees

| <u>NAME</u> | <u>CHAIR</u> | <u>DAY</u> | <u>TIME</u> | <u>ROOM</u> |
|-------------------------------|--|--|--------------------|--------------------|
| <u>Senate</u> | | | | |
| ASSESSMENT OF LEARNING (SLOs) | Jenny Simon | 2 nd & 4 th Mon. | 2:30-4:00 | Library 202 |
| COMPTON ACADEMIC SENATE | Saul Panski | Thursdays | 1:00-2:00 | CEC Board |
| COMPTON FACULTY COUNCIL | Saul Panski | Thursdays | 2:00-3:00 | CEC Board |
| CURRICULUM | Lars Kjeseth | | 2:30-4:30 | Board Room |
| EDUCATION POLICIES | Chris Jeffries | 2 nd & 4 th Tues. | 12:30-2:00 | SSC 106 |
| PLANNING & BUDGETING | Arvid Spor | 1 st & 3 rd Thurs. | 1:00 – 2:30 | Library 202 |
| FACULTY DEVELOPMENT | Briita Halonen Cristina Pajo | 2 nd & 4 th Tues | 1:00 – 1:50 | West Lib. Basement |
| CALENDAR | Jeanie Nishime | Sep 30 | 3pm | Board Room |
| ACADEMIC TECHNOLOGY | Jim Noyes, Virginia Rapp | Sep 24 Nov 12 | 12:30 – 2:00 pm | Library 202 |
| <u>Campus</u> | | | | |
| ACCREDITATION | Jeanie Nishime, Arvid Spor, Evelyn Uyemura | | | |
| BOARD OF TRUSTEES | Ray Gen | 3 rd Mon | 4:00 | Board Room |
| COLLEGE COUNCIL | Tom Fallo | Mondays | 1:00-2:00 | Adm. 127 |
| DEAN'S COUNCIL | Francisco Arce | Thursdays | 9:00-10:30 | Library 202 |
| CAMPUS TECHNOLOGY | . | | | |
| ENROLLMENT MANAGEMENT | Arvid Spor | 1 st & 3 rd Thurs | 9-10:00 am | Library 202 |

ACADEMIC SENATE ATTENDANCE & MINUTES
15th March 2011

Adjunct Faculty

Sue Ellen Warren

Leah Pate

Behavioral & Social Sciences

Firestone, Randy X

Gold, Christina X

Moen, Michelle X

Widman, Lance X

Wynne, Michael X

Business

Siddiqui, Junaid X

Lau, Philip S X

Hull, Kurt X

Counseling

Jackson, Brenda X

Jeffries, Chris X

Pajo, Christina X

Fine Arts

Ahmadpour, Ali X

Bloomberg, Randall X

Crossman, Mark

Schultz, Patrick X

Wells, Chris X

Health Sciences & Athletics

Hazell, Tom

McGinley, Pat X

Rosales, Kathleen

Colunga, Mina X

Hicks, Tom

Humanities

Isaacs, Brent X

Marcoux, Pete X

McLaughlin, Kate X

Halonen, Briita X

Simon, Jenny X

Industry & Technology

Gebert, Pat X

Hofmann, Ed X

MacPherson, Lee

Winfree, Merriel X

Marston, Doug

Learning Resources Unit

Striepe, Claudia X

Ichinaga, Moon X

Mathematical Sciences

Bateman, Michael X

Fry, Greg EXC

Hamza Hamza X

Taylor, Susan X

Yun, Paul EXC

Natural Sciences

Doucette, Pete

Herzig, Chuck X

Jimenez, Miguel X

Palos Teresa X

vacant

Academic Affairs & SCA

Chapman, Quajuana X

Arce, Francisco X

Nishime, Jeanie X

Lee, Claudia

ECC CEC Members

Evans, Jerome

Norton, Tom X

Panski, Saul X

Pratt, Estina

Halligan, Chris

Assoc. Students Org.

Budri, Lala

Lopez, Jessica

Ex- Officio Positions

Shadish, Elizabeth X

Kjeseth, Lars X

Guests, Dean's Rep, Visitors:

A.Grigsby (Dean's Rep), C. Pineda

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

The second Academic Senate meeting of the Spring 2011 semester was called to order by Academic Senate President Gold at 12:37pm.

Approval of last Minutes:

The minutes [pp.5 - 10 of packet] from the March 1st Academic Senate meeting were approved.

REPORTS OF OFFICERS

President's report – Christina Gold (henceforth CG)

CG noted the inclusion of a separate agenda sheet to replace the sheet stapled into the packet, which contained some errors.

- CG reported on the College Council meeting – [see packet pp.11-16 for minutes of the Feb. 22nd, 28th, and March 7th meetings] The discussion at the meetings revolved around the budget and the three possible budget scenarios.
- CG noted that President Fallo will be holding a town hall meeting on Thursday April 7th at 1:00pm to discuss the budget situation.
- CG noted that with reference to the Draft Campus standards, that she had sent a letter (based on the last AS meeting discussion on classroom layouts, and on emails received) to Ms. Higden and Mr. Gann.
- CG has met with Mr. Mulrooney on the possibility of combining the No Show and Active Enrollment reports. Ms. Winfree and Mr. Wells are part of the discussions, and CG invited others to join the meetings if interested.
- CG noted that faculty are needed for the following:

Student's Petition Meeting scheduled for March 24, 11:00-1:00 – Student Services Center 208, 2 Faculty members needed.

Fine Arts Hiring Committee – Ceramics Instructor. The first meeting is Friday, March 18, 10:00 am in Music 101, and one full-time faculty member from outside Fine Arts Division is needed..

CTEA Advisory Committee to evaluate proposals and make recommendations for Career and Technical Education Act funding in 2011-12. Objectivity is essential. Faculty members must be willing to objectively consider proposals from inside and outside his/her department or division. The committee will probably meet twice in April for 2 hours per meeting, and one faculty member is needed.

CG passed around a sign-up sheet to the Academic Senate members.

VP Compton Center - Saul Panski (SP)

[see packet pp. 17-30] SP said he would discuss these issues as action items later in the meeting. SP noted that the CEC is also having a “State of the Compton Community College District” meeting on the 8th April, and tomorrow a meeting will be held to introduce the new Chief Executive Officer.

VP Faculty Development – Cristina Pajo (CP) (Co- VP) and Briita Halonen (BH) (Co-VP)

[see packet pp.45-46] BH reported that the workshop for adjunct faculty on getting a job on Friday March 18th has had to be moved to a larger location due to the large numbers that signed up. Faculty Development will also be sponsoring two slots at the Great Teachers Seminar. Look for emails with details.

VP Educational Policies Committee – Chris Jeffries (CJ)

CJ noted she would be discussing a Policy and Procedure later under “Unfinished Business.”

VP Finance and Special Projects – Lance Widman (LW)

[see packet pp. 47-49] for minutes of the PBC 2/17 meeting. Under discussion was:

DRAFT Planning Process Survey, to be sent out soon to get a sense of employee involvement in the planning process.

GASB irrevocable funding

DRAFT Guiding Principles for Planning and Budgeting, involving the three possible budget options [see packet p. 51]

DRAFT discussing potential impacts of funding reductions (3 options), and where cuts may be made. [see packet pg.50] LW urged all to remember that the numbers are still changing, but indications pointed to a worst case scenario.

LW noted [see packet pp. 88-94] the Legislative Analyst's Office (LAO's) recommendations for community colleges for the 2011-12 budget, and [see packet p. 97] the Modesto CC Criteria for Proposed Reductions.

LW urged all to keep up to date on the issues being discussed.

VP Legal – Chris Wells (CW)

CW noted that the Governor had called for a May 17th special election for Jane Harmon's seat, based on that CW also felt the budget scenario's would be on the worst-case side.

Curriculum Committee – Lars Kjeseth (LK)

LK said he would be bringing an emergency item before the senate later in the meeting.

SPECIAL COMMITTEE REPORTS

Dean's Council - -Moon Ichinaga (MI)

[see separate handout provided] MI said that the question had been raised and answered at the Dean's Council meeting that the ECC money reserves ARE being used. It was noted that enrollment at the Compton Center is high, and there is now the challenge of continuing to attract new students. Faculty are also in discussion on what courses/sections to cut.

MI spoke, at the request of Dr. Arce to bring the matter before the Academic Senate, on the discussion of BP 5060 and AP 5060 – the Concurrent Enrollment of Highly Gifted K-10 students. It had been noted that the college has a special responsibility as far as minors are concerned, and these responsibilities are not necessarily well known to the faculty – for instance, if an instructor dismisses a class early, he/she has the responsibility to notify the parent(s) of the students who are minors. Discussion followed. A suggestion was made to ask ITS to somehow identify these students on the rosters by way of some coded symbol. Dr. Nishime noted we have quite a few such students at the school. Ms. Jeffries noted that the students do not have to identify themselves as such. Mr. Wells asked whether they had any priority status and Ms. Jeffries said no, they had to reapply each semester.

MI also reported that IR (Institutional Research) had success and retention rate data only for the Compton campus at this time, and it had been noted that the retention rates must be raised.

Assessment of Student Learning/SLO's – Jenny Simon (JS)

JS reported that 33% of academic courses have been assessed and the focus is now on completing more assessments to attain the goal of 75% by the end of Fall 2011.

JS noted that faculty can input assessment plans into CurricUNET or use the old online forms, noting that CurricUNET had a few bugs to be ironed out. {UPDATE: JS later sent an email suspending the use of CurricUNET until the problems are worked out}

JS reminded the senators that the 4year cycle timelines are due by May 24th, meaning one per program or department.

The college core competency assessment of Critical, Creative, and Analytical Thinking is underway. The ALC has been working on a pilot survey with the help of Institutional Research. Again, certain sections

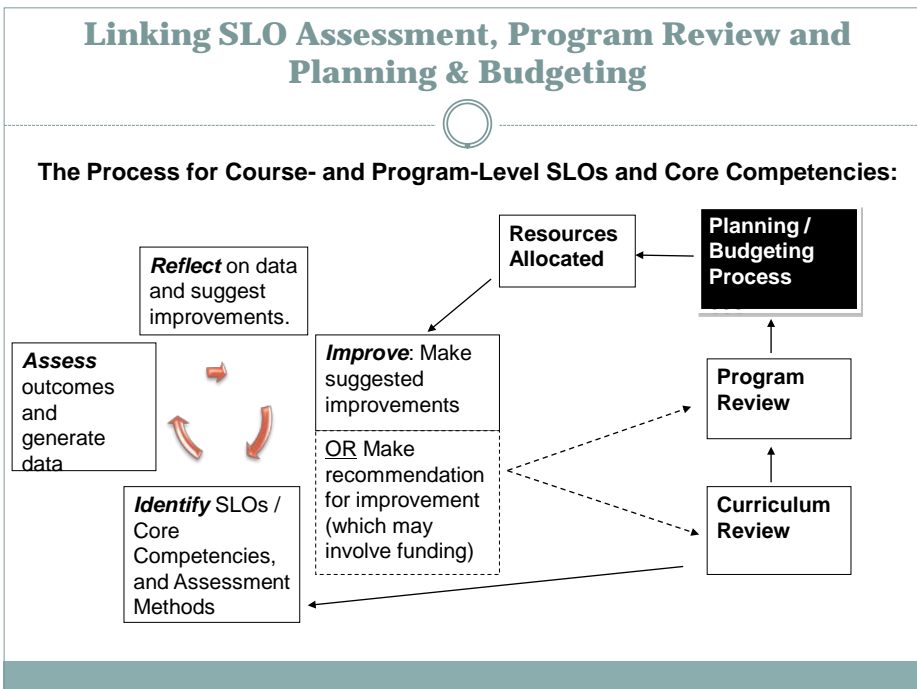
will be targeted, and faculty may get an email from JS requesting they do a student/faculty survey in class.

Mr. Panski asked where one could find program assessments that had already been completed. JS said they were on the Portal under the SLO link OR on CurricUNET in the SLO assessment area. One would have to go to the “Manage Assessments” area and click on the icon to access historical assessments.

Program Review/Plan Builder/AS Unit Plan – Chris Gold (CG)

[see packet pp. 54-55] CG said that Program Review is now on a 4 year cycle, as approved last year. The ACCJC had asked for significant changes in our process, and we now have a much streamlined template. There is a Program Review Committee of consisting of CG, Dr. Lee, and various faculty members from divisions throughout campus. The last item on the template requires divisions/departments to provide a list of prioritized recommendations that can go into Plan Builder.

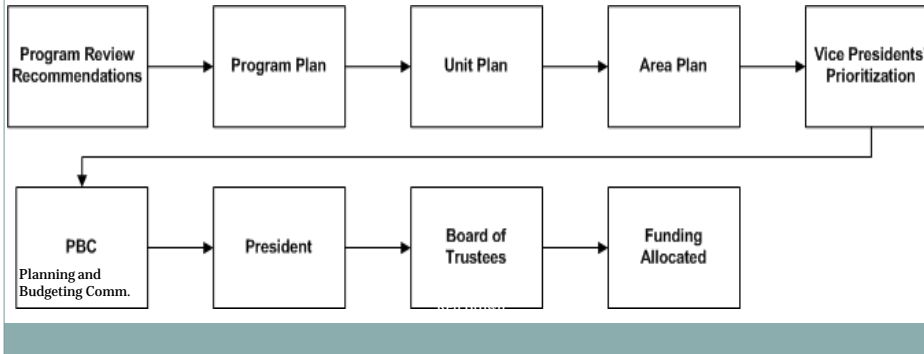
CG then stepped the Senate through the planning process



CG noted that should the SLO process result in suggested improvements that will not cost money, the SLO process circle can be repeated. If, however, suggested improvements do need funding, then one needs to go outside the circle to Program Review and Curriculum Review to get into the funding cycle.

Annual Planning

- Plan Builder is the name of the software used by the college for most planning purposes.
- Plan Builder is used to create plans and track progress made toward *goals* and *objectives* within the plans.
- Plans are either short-term (less than one year) or long-term (two to five years)
- Some plans require funding while others are cost neutral, and all are reviewed and updated at least twice each academic year.
- You can view all the plans in Plan Builder using the menu in the top right hand side of the Portal homepage



If not funded via this process, faculty then need to think of other ways of getting the improvements across. Dr. Arce noted that the box showing Vice Presidents' Prioritization was not correct as the Dean's vote and negotiate prioritization at the Area Plan level, it is not up to the VP's.

Ms. McLaughlin asked how long the entire process takes. CG said approx. 1 ½ to 2 years, and Dr. Nishime noted that with the streamlining the process is actually a bit quicker. Mr. Kjeseth noted that the process can be long or not everything goes through this process. Sometimes faculty use supply monies and felt it would be helpful if it could be more clearly stated which things/amounts needed to be sent through the planning/prioritization process and which could be handled in a speedier fashion. It was also noted that a bit of cost leeway should be factored in, in case prices go up in the course of the year. Dr. Arce said that everything goes out to bid to competitive vendors.

Mr. Marcoux asked where things like iGrants factor in, in this scenario. Dr. Nishime said that in the iGrant application the question is asked if this item is in Plan Build – if not, it will not get funded.

Mr. Widman said he remembered there being a small fund for emergency purchases. Dr. Arce said there used to be Block Grants, but those are gone and now there is only the Bond monies and VITEA.

Mr. Ahmadapour said he felt all this bureaucratic work was not necessary and took away from teaching and subject research time, and he thought this was not the practice at universities. Mr. Widman noted that this was a directive from the Accreditation Committee, and we had been put on warning and we were now addressing the issue by developing this process. He noted that it was time consuming, but necessary to keep accreditation. Mr. Marcoux said that this linking process of planning and budgeting had started at the K-12 level, and was now reaching the Community Colleges and Universities. Mr. Ahmadapour asked whether we could not oppose the process, and Mr. Widman said there were some discussions on the matter, but we had to comply in the meantime. Mr. Kjeseth felt that it was a good idea to evaluate and review our programs and share the information as this made the operations more transparent and we could see how decisions affected students. Also it was necessary to prioritize spending as we do not have unlimited wealth. Ms. Palos felt it was comparing apples to oranges to compare community colleges to universities as the two systems worked under different funding rules. It was noted that the CSU system does prepare Student learning Outcomes and that they should be seen as an effort to improve teaching, not a chore for compliance.

CG also shared the first Academic Senate Unit Plan, [see packet pp. 56 – 70] and asked the senators to look this over to see what we are requesting. CG also noted it was not too late to make changes if anyone had feedback/suggestions for the plan. Mr. Widman congratulated CG on the well-crafted Unit Plan.

Technology Committee – Pete Marcoux (PM)

No report.

OFFICER NOMINATIONS

Further nominations for the Academic Senate Executive positions were called for. Elections will be handled at the next meeting.

VP, Educational Policies: Merriel Winfree (Industry and Tech.) was nominated for the position at the last meeting. Ms. Striepe nominated Lars Kjeseth and he accepted the nomination.

VP or Co-VPs of Faculty Development: Briita Halonen is willing to continue as a co-VP, and BH nominated Moon Ichinaga as a co-VP, as Ms. Pajo will not be available to continue as co-VP. Ms. Ichinaga accepted the nomination.

VP Finance: Mr. Widman was nominated in absentia at the last meeting. Mr. Widman indicated his willingness to accept the nomination.

VP Legislative Action: There was some idea that the position might be done away with. CG said that no firm decision had been taken. Mr. Ahmadapour nominated Mr. Wells. Mr. Wells accepted the nomination.

Secretary: Ms. Ichinaga nominated Claudia Striepe to continue in the position. Ms. Striepe accepted the nomination.

EMERGENCY ITEM

Motion to suspend the CCC Bylaws for one month to allow a person who is not currently sitting on the College Curriculum Committee to be nominated as Curriculum Chair – Lars Kjeseth (LK)

LK reported that a candidate (Jenny Simon) had stepped forward for the position of Curriculum Chair, however she does not technically fit the criteria as laid down in the CCC Bylaws. LK therefore made a motion to temporarily suspend the CCC Bylaws to bypass the criteria and allow for the nomination and voting (to happen during the next CCC meeting next week) to take place. Ms. Chapman had a query about the length of the proposed suspension. LK said just until the elections had taken place, or it could be formalized as a one month suspension. Ms. Chapman asked if the election would be good for one full term of 2 years. The answer was in the affirmative. Mr. Wells said there had been talk of a co-chair to take over, and LK said that option was still under consideration and would be investigated further once a chair was in place.

AS President CG put the motion agreeing to suspend the CCC Bylaws for a period of time to the vote. The vote was unanimously in agreement of the motion.

UNFINISHED BUSINESS

BP & AP 4021: Academic Program Viability, Intervention and Discontinuance Policy and Procedure. Second Reading. VP- Ed. Policies. Chris Jeffries (CJ)

[see packet pp. 71-77] CJ noted that the policy seemed fine at the first reading, but that there had been some concerns with the procedure. CJ noted the amendment to allay the concern re: program discontinuance and Program Review [see packet pg. 72 first parag. in italics] “ *however, program review may be a factor that motivates the initiation of this process*”, and asked if that was a satisfactory amendment. Dr. Arce indicated that it was.

Another concern had been raised re: committee member representation from Compton, and so the Committee had added an amendment [see pg 74 of packet III a.2. in italics] adding a clause “ *as long as the (ECC/CEC) partnership is in effect and the program under consideration is offered at the Center*”

Questions about the timeline had also been raised, and a clarification had been written. [see packet pg. 75 IV B.) “*The recommendations from the Program Intervention Plan should be addressed in a written report within one year after the Plan is given to the Program*”

CJ thanked the Ed. policies Committee for their work, and Drs. Shadish and Jaffe for their help.

Dr. Nishime thought that with the possible budget scenarios, the 1 year timeline might be too slow, and felt there should be language in the document about funding contingencies that could create an emergency situation.

Mr. Wells asked if that might not create a program/course suspension situation, rather than a discontinuance scenario.

Dr. Arce was in favor of a more gradualist approach looking at the core mission of the college, and noted that no programs at ECC were currently in danger as all are fully enrolled. Mr. Kjeseth agreed it was important to look at the big picture, and said that the policy did not preclude other options, and noted that the report did not have to take a full year, just *within* one year.

Dr. Nishime said she wanted the language to be clear that given certain financial scenarios, programs/courses could be suspended without undergoing intervention, citing the example of Santa Monica College situation in 2002/03. Mr. Marcoux recalled the situation with the Food Services program at ECC, where the program seemingly disappeared overnight without the issue coming before the Senate, and noted we want to avoid that scenario occurring again. Ms. Palos asked if a mechanism for re-activation existed. Dr. Arce, quoted the example of the Horticulture program that had been in hiatus for 3-5 years, but with the hiring of new faculty in 2005, was revived. Ms. Palos asked if there was any mechanism in writing. Mr. Marcoux said that would be tied to the curriculum process. Mr. Kjeseth said a program/course could be reactivated through the Curriculum committee, but that is not the same as saying a program is re funded, so all parties must work together to get a program reactivated. Ms. Palos asked if available monies meant a program would be automatically reinstated. Mr. Kjeseth said no, the process would have to be gone through which would include going through Program Review again.

CJ noted the policy allows for discussion.

Dr. Arce requested an addition to a statement in the 3rd paragraph of the Board Policy” ...and other strategic planning *and budgeting* activities shall be referenced”. Dr. Shadish objected, noting the committee had worked hard to develop a fair statement, and noting that California budget issues should not impact policy, and the addition of the words could open up decision making possibilities that would undermine the intent of the policy.

Mr. Wells made a motion to accept the policy and procedure as written. Mr. Marcoux seconded the motion. The motion was overwhelmingly carried with no dissensions and one abstention.

NEW BUSINESS

Revisions to CEC Faculty Council Bylaws. First Reading. Saul Panski (SP)

[see packet pp. 31-42]

CEC FACULTY COUNCIL BYLAWS

1. Creates position of Chairperson-Elect
2. Adds Chairperson-Elect as Ex-Officio Member of E-Board
3. Limits Chairperson to 2 years
4. All Council Members to be elected for 3 years; at large will need to run again
5. All Officers to be elected for 2 years
6. Council open to non-tenured faculty in third contract year; officers must still be tenured
7. Replacement of Chairperson and Officers not completing full term by the E-Board
8. Fifth ECC Senate seat is Adjunct Rep on E-Board Others are Chairperson, Vice Chairperson, Secretary, and Curriculum Rep

SP noted that the CEC Council Bylaws need updating. He noted that the revision had borrowed a lot from the ECC Council bylaws, for instance the 2 year terms, and serving for 3 years instead of just one, and having no restrictions of tenure to be a member. These changes must be ratified, therefore this was a first reading and the revisions will go back and forth between the ECC and CEC bodies. Please email

comments and suggestions to SP. Ms. Taylor asked who composed the document and SP said the Council and faculty at large. The next Senate meeting will see the second reading.

SP also mentioned two informational items:

The CEC Senate Constitution is undergoing revision. The Faculty Council and Senate Bylaws are connected to the Constitution, the Council is a subcommittee of the Senate.

A Civility and Mutual Respect policy is being drafted, and if it is meant to apply to students it must be brought to ECC for consideration as an ECC Policy.

On -Line Student Survey (Distance Education) – Irene Graff (IG)

[see packet pp. 78-86] IG informed the Senate that his would be a repeat of the Spring 2007 survey. The questions had been reviewed by all DE faculty and leadership and staff, and based on the suggestions a few changes had been made. The survey will go to all enrolled in a DE class at ECC and CEC.

CG asked if DEAC had reviewed the survey. IG said no, but some of the aforementioned faculty, leadership and staff are on DEAC. Dr. Arce asked if the Deans had revised the survey. IG said they had reviewed it in 2007. IG said the results will be on the web by the end of the semester.

AGENDA ITEMS FOR FUTURE MEETINGS

The State of the College

PUBLIC COMMENT

None

ADJOURN

The meeting adjourned at 1:58pm.

Cs/ecc2011

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting March 14, 2011

Present: Francisco Arce, Ann Garten, Chris Gold, Irene Graff, Jo Ann Higdon, Jessica Lopez, David Mc Patchell, Jeanie Nishime, Susan Pickens, Gary Robertson, Elizabeth Shadish, Luukia Smith, and Arvid Spor.

Team Reports

1. ASO
 - a. Hands Across California ASO participation.
 - b. Green Efforts:
 - i. Projector – paper light.
 - ii. Recycling bins.
 - c. Hair donations for oil spills and cancer patients.
 - d. Request for ASO Japan disaster assistance.
 - e. “Pi Day” – free pie.
2. Compton Center – Accreditation Report presented to CCCD Board of Trustees.
3. Student and Community Advancement
 - a. Black College Fair – April 21st from 10 a.m. – 2 p.m.
 - b. Offer of help for international/Japanese students.
 - c. Veterans office moving to old Copy Center area.
 - d. International office moving to old Public Information/Marketing area.
4. Administrative Services
 - a. Budget Reduction options – informational item for Board of Trustees agenda.
 - b. Math, Business & Allied Health Building – behind schedule.
 - c. Restroom renovations require water shut off.
 - d. Social Sciences renovation going smoothly.
5. Managers
 - a. Management Forum – Compton Student Services data usage presentation.
 - b. Student Campus Climate survey results available April.
 - c. Distance Education Survey will be released soon.
 - d. Leisa Biggers replacing Irene for next two weeks.
 - e. Smoking surveys are all closed.
6. Academic Senate
 - a. Distance Education survey.
 - b. Program Viability policy and procedures.
 - c. Curriculum Committee Chair needed.
 - d. Course Schedule.
 - e. Budget Reductions.
7. ECCE
 - a. Negotiations.
 - b. Nominations for elections – April 1st.
 - c. Elections – end of May early June.
8. ECCFT
 - a. Negotiations.
 - b. Sacramento Lobby Day - ECCFT participation.
 - c. Homeless student increase.

- d. Wisconsin attack on workers – ECCFT Educational Campaign.
- 9. Academic Affairs
 - a. We will achieve our FTES goal of 19,400 this year.
 - b. Student Learning Outcomes – 99% complete for courses.
 - c. Assessments – 35% complete for courses, and 75% complete for programs.
 - d. Program Reviews – started 10 this semester and finishing 9 from last cycle.
 - e. Curriculum Review is caught up.
 - f. Summer schedule is down 50 sections and Winter is projected to be down 128 sections.
 - g. ITS and Deans working on new faculty evaluation procedure/process.
- 10. Campus Police
 - a. Slight decrease in street level crimes.
 - b. Car thefts during Spring.
 - c. Increase in students with non-physical disabilities.

Agenda for the March 21, 2011 Meeting:

1. Minutes of March 14, 2011
2. Board Agenda
3. Designated Smoking Areas on Campus
4. BP 2350 – Speakers
5. BP & AP 5055 – Enrollment Priorities
6. Review Policy Listing (see below)
7. Develop objectives for College Council Goals 2010-2011

College Council Goals 2010-2011

1. Continue to improve internal college communications.
2. Increase the amount of recognition for work well done.
3. Continue to incorporate evidence-based decision making when evidence is available.
4. Communicate accreditation eligibility issues facing the College throughout the year.
5. Support, review, and discuss results of a Student Campus Climate survey.
6. Define and discuss the issue of employee morale and student satisfaction at both locations.
Support initiatives to improve employee morale and student satisfaction as defined by campus discussions.
7. Complete 10 + 1 policies and accompanying procedures.
8. Continue to build a sense of community.
 - a) Policies Completed:
 - 1) BP 4020-Program, Curriculum, and Course Development, adopted 07/19/10
 - 2) BP 4100-Graduation Requirements for Degrees and Certificates, adopted 07/19/10
 - b) Policies Pending:
 - 1) BP 2350 – Speakers – for discussion next week.
 - 2) BP & AP 5055 – Enrollment Priorities for discussion next week.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting March 21, 2011

Present: Francisco Arce, Leisa Biggers, Thomas Fallo, Ann Garten, Chris Gold, Jo Ann Higdon, David Mc Patchell, Jeanie Nishime, Susan Pickens, Gary Robertson, Elizabeth Shadish, Arvid Spor, and Gary Turner.

1. Board Agenda
 - a. Page 31 – Proposed Budget Reductions. Footnotes indicate when presented.
 - b. Page 54 – Interfund transfer. This is to pay non-covered costs.
 - c. Pages 51-52 – Student Learning Outcomes (SLO's). These assessments were done at the Center.
 - d. Page 33, C-1 – Change Order. This is for the softball field and will not be re-done.
 - e. Page 35, D-9 – Change Order. It is believed that this is for the Alondra room.
2. Designated Smoking Areas. College Council is requesting that facilities provide recommendation on where designated smoking areas should be located.
3. BP 2350 Speakers. Change made to first sentence in paragraph 4: “Each speaker will be allowed a maximum of three minutes in the aggregate on all consent and non-consent agenda items.” This will be brought back next week.
4. BP & AP 5055 Enrollment Priorities. These will go to the Board of Trustees in April but will not be enforced until summer/fall of 2012.

Agenda for the March 28, 2011 Meeting:

1. Minutes of March 21, 2011
2. BP 2350 – Speakers
3. BP & AP 4021 – Program Viability, Intervention and Discontinuance
4. Ed Policy Committee: Policies – Francisco
5. Develop objectives for College Council Goals 2010-2011 (see below)

College Council Goals 2010-2011

1. Continue to improve internal college communications.
2. Increase the amount of recognition for work well done.
3. Continue to incorporate evidence-based decision making when evidence is available.
4. Communicate accreditation eligibility issues facing the College throughout the year.
5. Support, review, and discuss results of a Student Campus Climate survey.
6. Define and discuss the issue of employee morale and student satisfaction at both locations. Support initiatives to improve employee morale and student satisfaction as defined by campus discussions.

7. Complete 10 + 1 policies and accompanying procedures.
8. Continue to build a sense of community.
 - a) Policies Completed:
 - 1) BP 4020-Program, Curriculum, and Course Development, adopted 07/19/10
 - 2) BP 4100-Graduation Requirements for Degrees and Certificates, adopted 07/19/10
 - b) Policies Pending:
 - 1) BP 2350 – Speakers – for discussion next week.
 - 2) BP & AP 5055 – Enrollment Priorities for discussion next week.

Objectives for Goals 2010-2011

1. Continue to improve internal college communications.
 - a. Objective: On a weekly basis each representative will email minutes to constituents in group and request feedback as appropriate. (College Council draft minutes.)
2. Increase the amount of recognition for work well done. (Objective not developed. See discussion below.)
 - a. Applause cards –Make more meaningful for the individuals receiving them and publicize. Jeanie will bring a report of how many Applause cards are issued.
 - b. STAR award – It was suggested that this award be given once a semester. The winner could have their name on the marquee. There was concern about who would be in charge of administering the award. There was also a concern about someone being left out.
3. Continue to incorporate evidence-based decision making when evidence is available.
 - a. Objective: Recommending constituents to promote group inquiry at staff meetings and record where data was used to support decisions, answering the question of “why” we make decisions. Remember to make decisions in light of the College’s Strategic Goals as well as the College’s overarching goal of increasing student graduation rates.

Compton Community College District 2011-2012 Budget Planning Proposal

| Budget Reductions (Fund 01) | \$2.4 million Option 1 6,000 FTES | \$3.8 million Option 2 5,702 FTES | \$6 million Option 3 5,280 FTES |
|--|---|---|---------------------------------------|
| Section Reductions (@ 3.95 FTES per) | 160 | 237 | 342 |
| Section Reductions @\$3,500 each | 0.560 | 0.829 | 1.197 |
| Reduce Manager/Supervisor Positions | - | 0.100 | 0.200 |
| Freeze Manager Position | 0.056 | 0.056 | 0.056 |
| Freeze Faculty Positions @\$50,000(net) | 0.250 | 0.450 | 0.450 |
| Freeze Classified Positions @\$55,000 (net) | 0.385 | 0.385 | 0.385 |
| Reduce Classified Positions @ \$55,000 (net) | - | 0.495 | 1.045 |
| Reduce Hourly Classified/Casual/Student Worker | 0.200 | 0.300 | 0.450 |
| Reduce Other Services and Expenses | 0.265 | 0.265 | 0.265 |
| Reduce Contract Services | 0.150 | 0.150 | 0.150 |
| Reduce Travel & Conferences | 0.050 | 0.050 | 0.156 |
| Reduce Supplies & Materials | 0.020 | 0.030 | 0.350 |
| Reduce Advertising | 0.025 | 0.030 | 0.040 |
| Equipment | 0.090 | 0.090 | 0.200 |
| SUB-TOTAL | 2.051 | 3.23 | 4.944 |
| NEGOTIATION RELATED | 0.250 | 0.400 | 0.800 |
| SUB-TOTAL | 0.250 | 0.400 | 0.800 |
| General Fund Reserve Reduction | 0.163 | 0.232 | 0.339 |
| SUB-TOTAL | 0.163 | 0.232 | 0.339 |
| TOTAL | 2.464 | 3.862 | 6.083 |

Notes: to PBC March 29, to Consultative Council April 4, to Management Group April 4, to Board April 12

DRAFT-THESE ESTIMATES WILL CHANGE-DRAFT

Academic Affairs Four-year Program Review Cycle (Compton)

| Program | CTE | Year PR due | Division at Compton |
|---|-----|------------------|---------------------|
| 1 Music (including Electronic Music) | | 2010 - 2011 | BSS/CPA |
| 2 Real Estate | Y | 2010 - 2011 | CTE |
| 3 Heating, Ventilation, A/C and Refrigeration (HVACR) | Y | 2010 - 2011 | CTE |
| 4 Machine Tool Tech, Manufact. (Robotics, Aerospace fasteners) | Y | 2010 - 2011 | CTE |
| 5 English - Reading (80/82/84) | | 2010 - 2011 | Humanities |
| 6 Mathematics | | 2010 - 2011 | Math/Science |
| 7 Administration of Justice | Y | 2011 - 2012 | BSS/CPA |
| 8 History | | 2011 - 2012 | BSS/CPA |
| 9 Social Science: Sociology, Anthropology, Ethnic Studies, Women's Studies, Economics | | 2011 - 2012 | BSS/CPA |
| 10 Computer Information Systems | Y | 2011 - 2012 | CTE |
| 11 Fire and Emergency Technology | Y | 2011 - 2012 | CTE |
| 12 Child Development, Education, Medical Terminology | | 2011 - 2012 | HHS |
| 13 Philosophy, the Humanities 1 course | | 2011 - 2012 | Humanities |
| 14 Life Sciences | | 2011 - 2012 | Math/Science |
| 15 Engineering Technology | Y | 2011 - 2012 | CTE |
| 16 Political Science | | 2012 | BSS/CPA |
| 17 Auto Collision Repair/Painting & Auto Technology | Y | 2012 | CTE |
| 18 Business, Law | Y | 2012 | CTE |
| 19 Cosmetology | Y | 2012 | CTE |
| 20 Kinesiology, Physical Education, First Aid, Recreation | | 2012 | CTE |
| 21 Welding | Y | 2012 | CTE |
| 22 English - Writing (not 80/82/84), Academic Strategies | | 2012 | Humanities |
| 23 Learning Resources Unit | | 2012 | Library |
| 24 Psychology, Human Development | | 2013 | BSS/CPA |
| 25 Art, Theatre, Dance, Film/Video | | 2013 | BSS/CPA |
| 26 Family and Consumer Studies: Fashion, Nutrition & Foods | Y | 2013 | CTE |
| 27 Communication Studies, Journalism | Y | 2013 | Humanities |
| 28 English as a Second Language | | 2013 | Humanities |
| 29 Languages: Spanish, Sign Language | | 2013 | Humanities |
| 30 Chemistry | | 2013 | Math/Science |
| 31 Earth Science | | 2013 | Math/Science |
| 32 Physics/Astronomy | | 2013 | Math/Science |
| 33 Nursing | Y | annual | HHS |
| 34 Distance Education | | annual | Library |
| Athletics | | Student Services | Student Services |
| SRC | | Student Services | Student Services |

Notes:

1. Last Updated: 2-3-2011
2. BSS/CPA = Behavioral and Social Science, and Creative and Performing Arts
CTE = Career and Technical Education
HHS = Health and Human Services
3. CTE programs need 2 year cycles; alternating minor and comprehensive reviews.
4. Starting 2012, programs will begin their reviews in spring and complete them by fall to align with the college's planning and budgeting cycle.

| Recently completed Program Reviews | CTE | Year PR coimpleted | Division at Compton |
|--|-----|--------------------|---------------------|
| 1 Automotive Technology | Y | 2008 - 2009 | CTE |
| 2 Chemistry | | 2008 - 2009 | Math/Science |
| 3 Foreign Languages | | 2008 - 2009 | Humanities |
| 4 Geology | | 2008 - 2009 | Math/Science |
| 5 Human Development | | 2008 - 2009 | BSS/CPA |
| 6 Psychology | | 2008 - 2009 | BSS/CPA |
| 7 Theatre | | 2008 - 2009 | BSS/CPA |
| 8 Astronomy | | 2009 - 2010 | Math/Science |
| 9 Dance | | 2009 - 2010 | BSS/CPA |
| 10 English as a Second Language | | 2009 - 2010 | Humanities |
| 11 Physics | | 2009 - 2010 | Math/Science |
| 12 Heating, Ventilation, A/C and Refrigeration (HVACR) | Y | 2010 - 2011 | CTE |

Faculty Development Committee Meeting

MINUTES

Tuesday, March 22, 2011

Committee Members:

| | | | |
|-------------------------------|--------------------|------------------------------|-------------------|
| Fazal Aasi - P | Compton Center | Donna Manno - A | Staff Development |
| Rose Cerofeci - A | Humanities | Cristina Pajo (Co-Chair) - P | Counseling |
| Kristie Daniel-DiGregorio - A | BSS | Margaret Steinberg - P | Natural Sciences |
| Briita Halonen (Co-Chair) - P | Humanities | Mercedes Thompson - A | Humanities |
| Linda Ho - A (sabbatical) | Math | Sue Warren - A | Adjunct Rep |
| Moon Ichinaga - P | Learning Resources | Rachel Williams - A | Humanities |

Mission Statement: The El Camino College Faculty Development Committee provides opportunities and support to promote instructional excellence and innovation through faculty collaboration.

Spring 2011 Meetings (in West Library Basement)

February 22, March 8, March 22, April 26, May 10 & May 24

AGENDA

- I) “Getting the Job Workshop”- Interview Part Debriefing
 - a. 38 signed the roster; possibly more attended
 - b. Four panelists: Rory Natividad, Lyman Hong, Rachel Lewis, & Mary Beth Barrios
 - c. Formal evals haven’t been tallied yet, but anecdotally, it was a huge success!
 - i. The panelists and most of the attendees stayed another 15-20 minutes beyond the set time in order to keep asking questions and discussing.
 - ii. Five – six attendees commented afterward on how extremely beneficial it was.
 - d. Follow-up:
 - i. Multiple attendees asked for sample interview questions.
 1. BH is getting lists of questions from a few panelists and will email them to the listserv (which she needs to get from DM).
- II) Co-Chair Nominations Update
 - a. MI & BH have been nominated as co-chairs for the next term. As per the FDC’s preferences, they would like to set the co-chair position up as a staggered position (with Briita serving just one more year as a “senior chair,” and Moon serving two years, the first as a “junior chair” and the second as a “senior chair”). BH is in discussion with Chris Gold, Academic Senate President, to determine if/how the by-laws need to be changed to make this possible.
- III) Fall Flex Day Workshop Discussion
 - a. DM, CP, and BH are still determining which workshops to repeat; factors include...
 - i. Which workshops are standing (offered every year)

- ii. Which workshops were both well-attended and well-received last year
- iii. CP & BH are to look at the Core Competency Assessment for Communication and Comprehension to see if that informs any faculty development needs as well.

IV) Needs Assessment Survey Update

- a. Ready... just needs to be tested.
- b. DM plans to send it out next week.

V) Webinar Update

- a. “Student Engagement in Class: Increasing Learning & Persistence” airs Wed. April 6th from 10 - 11:30 PST.
 - i. We want to do this live, so as to facilitate faculty discussion, but both CP and BH have class at this time. DM has volunteered to facilitate. It’s a go.
- b. Questions about “Writing Across the Curriculum” webinar
 - i. Will it be offered live, or have we already passed the date?

VI) Great Teachers Seminar

- a. Two faculty members have emailed DM expressing interest:
 - i. Allison Carr - Humanities
 - ii. Andrea Micallef - Fine Arts
- b. We do have funding to send two faculty members, but CP will send out a follow-up email soliciting any other interested faculty members in case Allison’s or Andrea’s schedules conflict.

VII) Other FDC Concerns, Questions, and Points of Interest

- a. Is Flex credit available for completing the required online sexual harassment training workshop?
 - i. Yes.
 - ii. Need to ask DM if it’s automatic, or if the certificate needs to be submitted.
- b. FA reported that communication to Compton faculty re: staff/professional development is improving.
- c. MS to check with her department re: faculty development opportunities that they would like to see.
- d. BH to follow-up with Allison Carr about book club.
 - i. Post-Meeting UPDATE: AC is in communication with the interested parties, and their first meeting is this Friday.
- e. All FDC members to think about recruitment for next semester (e.g., faculty members they know who might be a good fit for the committee). Since attendance has been so poor this semester, we’d like some “fresh blood.”
- f. Various questions about the budget were raised. BH fielded those questions based on the 3/9/11 Academic Senate Executive Committee meeting.

- i. Everything is uncertain while we wait on the state budget... but...
 - 1. To avoid cuts to fall and spring, a number of cuts have already been made to summer (about 20% of sections) and winter (about 140 sections have been cut, leaving roughly just 20).

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: March 3, 2011

MEMBERS PRESENT

- | | |
|--|---|
| <input type="checkbox"/> Enomoto, Ryuichiro (Rio) – ASO | <input checked="" type="checkbox"/> Reid, Dawn – Student & Community Adv. |
| <input checked="" type="checkbox"/> Ott, Jonathan – Campus Police | <input type="checkbox"/> Shenefield, Cheryl – Administrative Svcs. |
| <input checked="" type="checkbox"/> Natividad, Rory – Mgmt/Supervisors | <input checked="" type="checkbox"/> Spor, Arvid – Chair (non-voting) |
| <input checked="" type="checkbox"/> Patel, Dipte – Academic Affairs | <input checked="" type="checkbox"/> Turner, Gary – ECCE |
| <input checked="" type="checkbox"/> Quinones-Perez, Margaret – ECCFT | <input checked="" type="checkbox"/> Widman, Lance – Academic Senate |

OTHERS ATTENDING: President Fallo, Christine Gold, Alice Grigsby, Jo Ann Higdon, Bill Mulrooney, Jeanie Nishime, Carolyn Pineda, Emily Rader, Regina Smith

Handouts: Draft Budget Reductions Estimates (Fund 11)

The meeting was called to order at 1:00 p.m.

Approval of February 17, 2011 Minutes

1. Page 1 - the planning survey is ready to be sent out early next week. ECC and CEC campuses will have separate surveys.
2. Page 2 – process to transfer GASB to an irrevocable fund was Board approved on February 22nd but may take up to eight months to process. Cash will be available until taken out of County treasury and placed in investment custodianship.
3. Page 3 – Compton is not participating in parallel activities with GASB and guiding principles. Compton’s GASB is pay-as-you-go (serious issue). Don’t think Compton can borrow more money – already borrowed \$18 million of \$30 million. CEO replacement will be announced in a week or two. New Chief Business Officer (CBO) is from Los Angeles County Office of Education (LACOE).
4. No changes were made to the minutes.

Budget Discussion (Led by President Fallo)

1. CCLC developed revenue simulations for each district with three scenarios predicated on whether or not Governor’s tax extension and Proposition 98 is approved by the voters. The College was advised to be prepared for all three options. Best case scenario is for the Governor’s proposal to get on the ballot, a 40% chance according to Dan Walters (Sacramento Bee reporter). Once on the ballot, no one knows if proposal will pass.
2. Fees in the first scenario would increase \$10/unit (from \$26/unit to \$36/unit). If proposition does not pass, fees may increase to \$40/unit and funding for athletics and fine arts courses may be reduced. Due to the likelihood of state reductions, we have (in Option #1) decreased number of faculty hires from twenty to ten.
3. We are currently at beginning (draft) stages of planning for three scenarios of budget cuts: option #1 (\$7 million cut), option #2 (\$11 million cut) and option #3 (\$18 million cut). CCLC website assumes proportional cuts to percentage cuts in the community college budget. Did not count growth this year (never budgeted for growth before), but State says they will fund some growth (percentage will not be known for some time). Target for option #1 is 18,000 FTES, a large cut from 19,600 FTES.

4. Section reductions are approximations (we may be taking some sections from summer 2011-12 and moving them to 2010-11). Which semesters will sessions be reduced? There will be a winter intersession, most likely with 30 sections (may negotiate running concurrent with spring session). Total sections for 2010-11: 401 for summer, 2,002 for fall, 158 for winter, and 2,014 for spring. Estimate of total sections for 2011-12: 385 for summer, 2,000 for fall, 30 for winter, and 1,965 for spring. Most number of section cuts probably in performing arts, as advised by Sacramento. Trying to preserve fall as much as possible for incoming new students.
5. Scheduling will be affected by election results in June. No *March 15th* notices going out at ECC or Compton. Worst case scenario \$18.9 million cut is 20% of the budget.
6. Fee increases not included on the CCLC website scenarios because increases have yet to occur.
7. Difference between today's three-option handout and February 3rd meeting's handout is option #3, \$17.5 million (actual estimate was \$18.9 million). Increase in student fees and money coming back to colleges not guaranteed which is why it wasn't included on estimates.
8. Fund 15 – budgeted \$4.3 million in 2010-11, but will cut back to \$3 million in 2011-12. \$800,000 will go to general fund (technically one-time only money – safe to say at least another five years left on contract with Compton). Contract categorical backfill will be reduced from \$1.15 million to \$1 million. No permanent employees will be affected. Student retention program budget (Puente, Project Success) will be cut in half, from \$300,000 to \$150,000. Unit plan requests will not be funded. Library book funds will be reduced from \$100,000 to \$50,000. GASB funding will be reduced from \$1.4 million to \$900,000. But what remains in fund 14 and 15 this year will be used to supplement GASB. Comments made about contributions to GASB: students are high priority; hopefully contributions will meet obligations after this year.
9. Savings on vacant positions around \$100,000. Conducting audit of health insurance coverage which may reduce budget by \$110,000. Inglewood Center was closed – savings of \$100,000. Freezing all Associate Deans positions. May save \$80,000 in utilities – i.e. energy savings by consolidating classrooms to one or two buildings in the summer. \$143,000 if printed schedules were eliminated. All unit plan requests will not be funded, eliminating capital expenditure by \$580,000. Section reductions at \$5,000 each. Will not fill ten faculty positions and six classified positions in option #1, fifteen faculty and nine classified positions in option #2, and twenty-four faculty and seventeen classified position in option #3. Freeze faculty positions at \$50,000 (*net*) – backfill with part-time in some cases, depending upon section/discipline, but cuts will be made overall. Reduction of 6% to 31% in hourly classified, casual, student workers, non-teaching hourly, travel/conferences, and advertising. Part-time parity to state contribution up for discussion (to be negotiated or not). Items requiring negotiations: reduce winter session ancillary costs; eliminate sabbaticals; employee share of health care; freeze step & column and/or implement furloughs. Use of reserves: \$1 million in option #1, \$1.87 million in option #2, and \$4.3 million in option #3.
10. Will not freeze step and column and no furloughs of permanent regular employees under best case scenario. Worst case scenario is extremely serious – roughly 20% reduction of budget.
11. Employee share of health care – looking at negotiating options in reducing/sharing costs or limiting coverage.
12. Recalculations for 2009-10 apportionment allocations detailed on the Chancellor's Office website are being considered when planning for 2011-12. Prior year correction was \$1.1 million general apportionments and \$1.3 million overall. Apportionment published in October was \$66.5 million which increased to \$68 million. General apportionment changes based on tax collections (state and property tax) and may include growth. Currently \$100 million shortage statewide (\$40 million from student fees and \$60 million from property taxes).
13. GASB discussion – comment was made that meeting obligation is not enough of a rationale when sections have to be cut. Funding \$900,000 to GASB does not show the gravity of the issue. The crisis is now. If obligation is met, \$900,000 will be available the next year to take care of

even deeper cuts, relieving pressure for the future. Open to future discussion about GASB – nothing is locked in right now.

14. \$22 million in reserves at end of 2009-10 projected to be \$16 million at the end of 2010-11 – why only use \$4 million of the reserves for the worst case scenario? Need to be prepared for a crisis that is most likely to last five more years. Borrowing costs for community colleges are rising. Estimating reserves at the end of 2010-11 will increase to \$21 million, but if option #1 is used, reserves will decrease to \$18 million. Don't want to go below \$18 million. Already deficit budgeting (over a negative \$6 million).
15. Can reductions or temporary suspensions in certain 5000 accounts save more sections? Printed schedules are important especially on campus. Savings throughout the year have been in the 5000 accounts. District should not add more sections when the State continues to cut the budget. Not providing enough comprehensive support services students need. More difficult to determine how savings should be used.
16. Question was raised about moving to a more income generating modality, creating a more self-sufficient environment. Comment was made that proprietary schools are stealing from and bankrupting our students; we could provide the same opportunities for students. Grants director position should be replaced. This position may be cut, but looking at alternative ways to supply this service. Comments made that there is more fundraising; someone may be interested in paying to place their name on a building; the College will continue current goals for the International Student program. ECC is in a coalition with Cerritos, Long Beach and Santa Monica (Los Angeles Coastal Colleges Alliance) working together to develop income generating programs. Aggressively raising money deters from the College's mission to some degree.

The next meeting is scheduled on March 17, 2011.

The meeting ended at 2:15 p.m.

BYLAWS OF THE EL CAMINO ACADEMIC SENATE COMPTON CENTER FACULTY COUNCIL

~~[deleted language]~~

[added language]

PREAMBLE

We, the faculty of the El Camino Compton Education Center, having been authorized by the El Camino College Academic Senate (Constitution of the El Camino Academic Senate Article 1.2) to establish a standing subcommittee to discuss issues of academic and professional concern as they pertain to the Center, do hereby establish, subject to the limitations set forth by the EL CAMINO COLLEGE ACADEMIC SENATE, these bylaws for a Faculty Council, effective after ratification by the El Camino Academic Senate and by two-thirds of the full-time Center faculty voting in said ratification referendum.

ARTICLE I: NAME

The name of this organization shall be the COMPTON CENTER FACULTY COUNCIL.

ARTICLE II: PURPOSE AND MISSION

It is the primary purpose of the Compton Center Faculty Council to serve as the principal voice for faculty participation in the academic and professional operation of the Center and , as a standing committee of the El Camino Academic Senate, to communicate concerns to the full Senate for its due consideration and action, as deemed appropriate. The Council remains a constituent committee of the El Camino Academic Senate and shall not affiliate with any professional association, organization or group, except as authorized by the El Camino Senate.

ARTICLE III: EXPRESS DUTIES

It is hereby reaffirmed that the principal duties of the Compton Center Faculty Council are:

- 1) To establish and maintain a consistent communication process, both formal and informal, between itself, as the voice of faculty, and the Compton Center Administration Such communication is crucial, for an informed faculty is a participatory faculty.

- 2) To accept the responsibility for equal partnership in the collegial operation of the Center particularly in matters relating to academic issues and faculty professionalism.
- 3) To make timely, compelling recommendations to the Administration of the Center, regarding academic growth, development, and improvement of the Center.
- 4) To regularly inform Compton Center faculty on all matters of relevance.
- 5) To act as campus lobbyist, advocate, and articulator of Compton Center faculty views and interests, with the Administration and the full El Camino Academic Senate .
- 6) To raise faculty integrity, professionalism, and respectability, and to monitor faculty adherence to those standards and defend the faculty against any who seek to weaken those standards.
- 7) To adhere to a proactive, progressive, and winning stance in all matters that pertain to the growth and development of the Compton Center.
- 8) To communicate the concerns of Center faculty to the El Camino Academic Senate and to select voting representatives to serve on the Senate as set forth in the Senate's bylaws, in order to further the growth, development, and improvement of the El Camino College District and its constituent center(s).

ARTICLE IV: COMPOSITION

SECTION 1. ELECTORATE

- a. The full-time Electorate (hereinafter referred to as the full-time faculty) shall be limited to those non-management certificated persons who are employed on at least a ten-month contract (Code, 53200(a) to work at the Compton Center under the auspices of the El Camino College District The full-time faculty shall elect divisional, non-divisional, and Council Members at-large.
- b. The part-time Electorate (hereinafter referred to as the Adjunct Faculty) shall be limited to those non-management persons who are employed less than sixty-*seven* percent over the ten-month academic year (Code 53200 (a) to work at the Compton Center under the auspices of the El Camino College District. The Adjunct Faculty shall elect the Adjunct Council Members.

- c. For purposes of eligibility, nomination, and voting in individual elections for the Council, a faculty member with assignment in two or more divisions shall vote in the division in which he/she performs the major part of work. A faculty member may vote only in this division.
- d. ~~The immediate Past Chairperson of the Council shall sit as a voting member of the Council until a new Chairperson is elected, thus making the current Chairperson the Past Chairperson.~~
- e. ~~If the immediate Past Chairperson is unable or declines to serve in this capacity, any previous Past Chairperson appointed by the Chairperson may fill the void position until elections make the current Chairperson the Past Chairperson.~~

SECTION 2. ORGANIZATION

- a. There shall be two Council Members from each division, a division being defined as a faculty unit represented by a Division Chairperson, selected by faculty, approved by the ~~Provost~~Vice President of the Compton Center and ratified in contract.
- b. There shall be one Council Member from each group of teaching or non-teaching faculty who are not formally represented by a Division Chairperson, such as ~~Nursing instructors, Child Development faculty, Librarians and Counselors.~~
- c. There shall be two Council Members elected at large by the full-time faculty.
- d. Council Members representing divisions, teaching and non-teaching faculty not represented by a Division Chairperson, and the faculty at large shall be tenured members of the faculty or full time faculty in at least their third contract year; ~~in the event that no tenured members of the faculty are willing to serve from a specific division or group (which must be documented in writing), non-tenured full-time faculty shall be considered eligible.~~
- e. There shall be two Adjunct Council Members elected at large by the part-time faculty.
- f. ~~The immediate Past Chairperson of the Council shall sit as a voting member of the Council until a new Chairperson is elected, thus making the current Chairperson Past Chairperson.~~

ARTICLE V: ELECTION

SECTION 1. DIVISIONAL AND NON-DIVISIONAL REPRESENTATIVES

- a. Each division and non-divisional faculty group shall be responsible for the election in April ~~each year of 2011~~ representatives to the Faculty Council, who shall assume

their responsibilities at the last regular General Meeting in May. These Council Members will serve a ~~one-year~~ three year term.

- b. When a Division's or non-divisional group's Representative has been elected Chairperson of the Faculty Council, that Division or group shall be invited to elect a replacement Council Member, whose term of office shall coincide with the term of the newly elected Chairperson.
- c. If at any time the seat of a representative is vacated before a term expires, the Nominations Committee shall conduct a special nomination and election process to replace that representative.

SECTION 2. MEMBERS-AT-LARGE

- a. The Nominations Committee solicits candidates from the full-time faculty to hold an election to determine who shall serve as Council Members-at-large. All members of the full-time faculty shall be apprised of vacant positions in this process.
- b. Council Members-at-large shall be elected from a list of interested candidates referred to the Nominations Committee.
- c. Council Members-at large shall be elected for three-year terms in April 2011 and shall assume their responsibilities at the last regular General Meeting in May. The two top vote-getters will be elected automatically.
- d. If at any time the seat of a Council Member-at-large is vacated before that term expires, the Nominations Committee shall conduct a special nomination and election process to replace that Council Member.

SECTION 3. ADJUNCT COUNCIL MEMBERS

- a. The Nominations Committee solicits candidates from the adjunct faculty to hold an election to determine who shall serve as Adjunct Council Members.
- b. The Adjunct Council Members shall be elected from a list of interested candidates referred to the Nominations Committee.
- c. Adjunct Council Members shall be elected for a ~~one-year~~ three year term in April 2011 and shall assume their responsibilities at the last regular General Meeting in May.
- d. If at any time the seat of an Adjunct Council Member is vacated before that term expires, the Nominations Committee shall conduct a special nomination and election process to replace that Senator.

ARTICLE VI: OFFICERS

SECTION 1.

The Faculty Council shall choose its Chairperson, Vice Chairperson, Chairperson-Elect Secretary, and Curriculum Representative from among the members of the Faculty Council. All Council officers must be tenured members of the full-time faculty.

SECTION 2.

Election shall be by secret ballot at the last regular General Meeting in May. Nominations for each office shall be followed by election before proceeding to the nomination and election of a subsequent office. The order of election of offices shall be Chairperson, Chairperson-Elect when applicable, Vice-Chairperson, Secretary, and Curriculum Representative. Notice of election of these officers will be duly communicated to the President of the El Camino Academic Senate by the Council Secretary.

- a. The Nominations Committee shall solicit and conduct all election procedures at the last meeting in May; ~~candidates eligible to be nominated to officers shall consist of divisional representatives.~~
- e. Nominations for office are made from the floor by Council Members.
- b. At the time of nomination, the nominees must indicate whether they wish to be considered for the position nominated.
- c. Adjunct Council Members shall be elected from a list of interested candidates referred to the Nominations Committee.
- d. Adjunct Council Members shall be elected for a ~~one year~~ three year term in April 2011 and shall assume their responsibilities at the last regular General Meeting in May.
- e. If at any time the seat of an Adjunct Council Member is vacated before that term expires, the Nominations Committee shall conduct a special nomination and election process to replace that Senator.
- f. To be elected, a candidate must receive a vote from a majority of those Council Members present and voting.

- g. In the event no candidate for a position receives a majority, the run-off will be limited to the top two candidates with the largest number of votes.
- h. Newly elected officers shall assume their responsibilities immediately upon election.

SECTION 3.

Officers shall assume their responsibilities immediately upon election. The Vice Chairperson shall conduct subsequent elections.

SECTION 4.

The term of office shall be for ~~one~~ two years, with the exception of the Chairperson-Elect, who will serve for one year. This shall not preclude an individual holding a given office at another point in time. Officers may also be elected to subsequent ~~one year~~ terms, with the exception of the Chairperson-Elect, by the Electorate.

SECTION 5

If the Chairperson cannot or does not complete the term of office, the Chairperson-Elect shall serve as Chairperson. If there is no Chairperson-elect, the Executive Council shall elect from its members a replacement for the remainder of the term.

If an officer, other than the Chairperson, cannot or does not complete the term of office, the Executive Council may appoint a replacement for the remainder of the term.

SECTION 6

The Chairperson-Elect shall be elected in May, 2011, to serve for the 2011-2012 academic year, at which time the Chairperson-Elect shall become Chairperson for a two year term. All other officers will be elected in May, 2011 and shall serve a two year term. The position of Chairperson-Elect will be filled during the second year of office of each subsequent Chairperson.

SECTION 7

DUTIES OF THE CHAIRPERSON

- a. The Chairperson shall serve as a Vice President of Educational Center of the El Camino Academic Senate, in accordance with Article 4.3.5 of the Constitution of the El Camino Academic Senate. (Officers)
- b. The Chairperson shall serve as a member of the Executive Committee of the El Camino Academic Senate, in accordance with Article 6.1 of the Constitution of the El Camino Academic Senate. (Executive Committee: Voting Members)
- c. The Chairperson will serve as one of the Center's duly allotted representatives to the El Camino Academic Senate, in accordance with Article 3.1 of the Constitution of the El Camino Academic Senate (Senate Membership: Senators)
- d. The Chairperson may appoint a parliamentarian.
- e. The Chairperson shall preside over meetings.
- f. The Chairperson or a designee, shall, upon invitation, attend meetings of the Provost's CEO's Cabinet and/or other appropriate Center and El Camino meetings.
- g. Except in matters that call for a secret ballot in tie votes, unless otherwise expressly set forth in this document, the Chairperson shall not vote on regular issues before the Faculty Council, but shall act as a facilitator and mediator on such issues.
- h. The Chairperson shall perform other duties as authorized by the Faculty Council.

SECTION 8 DUTIES OF THE VICE CHAIRPERSON

- a. The Vice Chairperson will serve as one of the Center's duly allotted representatives to the El Camino Academic Senate, in accordance with Article 3.1 of the Constitution of the El Camino Academic Senate (Senate Membership: Senators)
- b. The Vice Chairperson shall preside over meetings in the absence of the Chairperson.
- c. The Vice Chairperson shall conduct all elections and appoint the Nominating Committee.
- d. The Vice Chairperson shall perform other duties as authorized by the Chairperson to assist in carrying out the purposes and policies of the Faculty Council. These duties may include, but are not limited to, chairing the Flex Day Committee, the Commencement Committee, and other special event committees
- e. ~~The Vice Chairperson succeeds to the Chairmanship in the event of the vacancy of that office.~~

~~SECTION 9. DUTIES OF THE CHAIRPERSON ELECT~~

~~a. The Chairperson-elect shall become familiar with the duties of the Council Chairperson-president; learn pertinent parliamentary procedure; become familiar with the El Camino College governance structures; and learn the functions of the ASCCC. The President-Elect is encouraged to attend El Camino Senate meetings.~~

~~b. The Chairperson-Elect may also hold another office in the Council until beginning his/her term of office as Chairperson.~~

~~c. The President-Elect will be an Ex-Officio Member of the Executive Committee if not holding another office.~~

SECTION 10 DUTIES OF THE SECRETARY

a. The Secretary will serve as one of the Center's duly allotted representatives to the El Camino Academic Senate, in accordance with Article 3.1 of the Constitution of the El Camino Academic Senate (Senate Membership: Senators)

b. The Secretary shall keep a record of the proceedings of all meetings, which shall be distributed to the faculty, to administration, and to the President of the El Camino Academic Senate.

c. The Secretary shall be responsible for all official Council correspondence.

d. The Secretary shall maintain the Council's web page and other internet links as designated by the body.

i. The Secretary shall perform other duties as authorized by the Faculty Council.

SECTION 11 DUTIES OF THE CURRICULUM REPRESENTATIVE

a. The Curriculum Representative will serve as one of the Center's duly allotted representatives to the El Camino Academic Senate, in accordance with Article 3.1 of the Constitution of the El Camino Academic Senate (Senate Membership: Senators)

b. The Curriculum Representative will serve as a voting member of the El Camino College Curriculum Committee and shall be expected to attend all meetings of that committee on the El Camino campus.

- c. The Curriculum Representative shall serve as a support person for Center faculty developing courses or proposing new programs ,and as a liaison between Center faculty and Divisional Curriculum Committees.
- d. The Curriculum Representative shall keep the Council and Center faculty aware of all matters related to curriculum as discussed by the El Camino Curriculum Committee

SECTION 12. DUTIES OF THE PAST-CHAIRPERSON

The immediate past-Chairperson of the Council shall be considered an ex-officio officer of the Council. The past-Chairperson’s duties shall be to advise the Chairperson of the Council and to serve as a voting member of the Executive Committee of the Council.

SECTION 13. MEMBERSHIP OF THE EXECUTIVE COMMITTEE

- a. All officers,~~the Past President~~, and one of the Adjunct Council Members shall constitute the Executive Committee. The Adjunct Council Member serving on the Executive Committee will serve as one of the Center’s duly allotted representatives to the El Camino Academic Senate, in accordance with Article 3.1 of the Constitution of the El Camino Academic Senate (Senate Membership: Senators) The Past Chairperson and Chairperson-Elect shall serve as Ex-Officio Members.

SECTION 14. RECALL OF OFFICERS

Any officer of the Council may be recalled for cause, as set forth by a member of the Council and approved by a 2/3 vote of the Council membership

ARTICLE VII: MEETINGS

- a. Regular meetings of the Faculty Council shall be held at least twice a month during the academic year, on the first and third Thursdays following the first and third Tuesday therein. The Chairperson shall establish a calendar of meeting dates and shall distribute same to all Council Members.
- b. Special meetings of the Faculty Council shall be held as deemed necessary by a majority of the Council members or by the Chairperson of the Council.
- c. All meetings of the Faculty Council shall be open to any member of the faculty and, upon request to the Chairperson of the Faculty Council, to any other interested parties as well.

- d. The agenda of the Faculty Council shall be established by its members.
- e. The agenda will contain a place for Report from the El Camino Academic Senate, reserved for the ECC Senate President of his/her designee.
- f. Actions of the Faculty Council shall be in the form of motions or resolutions approved by a majority of a quorum of the membership present.
- g. No proxy voting will be allowed.
- h. The Chairperson may place the Council into executive session as prescribed in Robert's Rules of Order (latest rev. ed.).
- i. Absence from three consecutive Council meetings without excuse, said absence recorded by the Secretary, shall be construed as resignation.
- i. A quorum of the Council Members may adjourn any Council meeting to meet again at a stated day and hour. Notice of the time and place of holding an adjourned meeting shall be given to absent Council Members, either in writing or electronically. In the absence of a quorum, a majority of the Council Members present at any Council meeting, either regular or special, may adjourn until the time fixed for the next regular meeting of the Council.
- j. The Chairperson, Vice Chairperson, Chairperson-Elect or, in their absence, any Council Member elected by the Council Members present, shall preside at meetings of the Council. The Secretary of the Council or, if absent, any person appointed by the presiding officer shall act as Secretary of the Council meeting. Except as otherwise provided, Robert's Rules of Order (Latest rev. ed.) shall govern the conduct of all meetings.
- k. The agenda for all meetings shall be prepared by the Executive Committee, distributed to all faculty members, and posted electronically at least three school days prior to regular meetings of the Council. A motion to approve the agenda shall be called for as the first order of business, at which time any motions to amend the agenda or order of items shall be considered.
- l. Members of the faculty may refer inquiries and recommendations to the Council through any Council Member or through any officer of the Council, and any such referrals shall come before the Council, be acted upon, and shall result in a report by the Council to the referring member.
- m. Any recommendation referred to the faculty which shall be approved by a majority of those voting shall become official policy of the Council and shall be forwarded to the Administration and the President of the El Camino Academic Senate as the recommendation of the Council.

- n. The Executive Committee of the Faculty Council shall meet at least twice a month *during normal operating semesters*. The Chairperson shall establish a calendar of meeting dates to be distributed to all Executive Committee members.

ARTICLE VIII: COMMITTEES

SECTION 1.

The Council shall have the power to create standing or temporary committees as it deems necessary, subject to consultation with and approval of the El Camino Academic Senate. Such committees shall be known as “Faculty Council Committees.” Faculty Council Committee members shall be appointed by the Council Chairperson. The membership of any Faculty Council Committee may be changed by majority vote of the Council.

The Faculty Council shall have primary responsibility for the operation of the following Center committees, in consultation with the El Camino Senate:

1. Curriculum This committee will convene on an as-needed basis to discuss curricular programs and courses needed at the Center, and will communicate proposals to the appropriate El Camino College Division Curriculum Committees through the Council’s elected Curriculum Representative to the El Camino College Curriculum Committee.
2. Distance Education (this committee will discuss distance education needs at the Center and will work in conjunction with the ECC Distance Learning Committee and Center representatives on that committee)
3. Campus Events (e.g., Black History, Convocation, Commencement, etc)

ARTICLE IX: REPRESENTATIVES ON EL CAMINO SENATE

Section 1: ELECTIONS

The Faculty Council will coordinate and conduct the election of Center faculty members to the El Camino Academic Senate, in accordance with Article 3: Section 1 of the Constitution of the El Camino Academic Senate (Senate membership: Senators). Only an elected Council Member may serve as a Center representative to the El Camino Senate.

Section 2: COUNCIL OFFICERS AS SENATORS

The elected Chairperson, Vice Chairperson, Secretary, Curriculum Representative, *and the Adjunct Faculty Member serving on the Executive Committee* shall be duly designated

as voting representatives to the El Camino Academic Senate. ~~All remaining allotted seats will be open to election at the last regular General Meeting in May.~~ Should one person serve in two official capacities, an additional representative will be selected.

Section 3: REIMBURSEMENT FOR MILEAGE

All Center faculty serving as voting members of the El Camino Academic Senate shall be entitled to mileage reimbursement at the established rate, both for regular Senate and Senate-related meetings on the El Camino Campus.

Section 4: REMOVAL

Absence from three consecutive El Camino Academic Senate meetings without excuse, as recorded by the ECC Senate Secretary, shall be construed as resignation, and a replacement Senate representative will be duly elected at the next meeting of the Council.

ARTICLE X SENATE REPRESENTATIVES ON COUNCIL

The President of the El Camino Academic Senate shall have the right to appoint representatives to the Faculty Council in accordance with Article 4.4.1 (Duties of Officers and Other).

ARTICLE XI: AMENDMENT TO BYLAWS

SECTION 1. ADMENDMENT PROCESS

- a. Amendments to these bylaws may be adopted in one of two ways:
 - (1) By recommendation of 2/3 vote of the Council membership and ratification by 2/3 of those ~~full-time~~ Center faculty members voting or
 - (2) By recommendation of 10% or more of the full-time Center faculty and approval of 2/3 of the ~~full-time~~ Center faculty members voting.
- b. All amendments adopted by Center faculty must be formally approved by the El Camino Senate.
- c. The amendment procedure may be used to substitute a new set of regulations for the organization. Such new regulations shall become effective immediately upon ratification by the El Camino Academic Senate.
- c. The Secretary of the Council shall conduct all voting concerning amendments; voting being held not earlier than five school days after publication of proposed amendments.

- d. All voting shall be by secret ballot and a notice of all ratified changes shall be sent to the El Camino Academic Senate President. Voting may be conducted electronically, as authorized by the Council.

ARTICLE XII OPERATING PROCEDURES

SECTION 1.

In order to implement its purposes, the Council may request information from or meet with ~~(a) the Provost~~ (a) Administrative officers of the Center or (b) any Compton Center office or its representatives.

SECTION 2.

Notwithstanding anything in this document to the contrary, if the Council, by a two-thirds vote of its membership, finds that there are compelling reasons not to hold an election for Council members in April of a given academic year, or not to hold an election for Council officers in May of a given academic year, the Council may postpone the election or elections until the fall semester. In any action taken to postpone an election pursuant to this section, the Council shall also set a new date for the election which shall be no sooner than two and no later than four weeks after the beginning of the fall semester.

Adopted 4/07

Amendment of the ECC Academic Senate Constitution

Article IV, Section 3.1, "Terms of Officers"

Article IV – Officers

Section 3.1 – Terms of Officers

The terms of a senate officer shall be for two years or until a successor is elected, except the office of president-elect, which shall be for a term of one year, or until serving as president. *In addition, co-officers may be nominated and elected at the discretion of the Senate and may serve either jointly for 2 years or in staggered terms.*

ECC Academic Senate Guidelines for Budget Cuts and Reductions on the Torrance Campus

Given the severe budget crisis facing the state of California and the uncertainty of Community College funding over the next 3 years, the ECC Academic Senate understands the need to make tough choices about deep cuts across campus that will negatively impact faculty, students, staff and facilities.

ECC must avoid the appearance and/or reality that the urgency of budget cuts is being used to circumvent processes and collegial consultation on campus. The depth of the budget crisis and its severe impact especially demands a public and very careful decision-making process.

Budget cuts and reductions must be made in a **transparent** and **strategic** way that will:

1. Minimize the detrimental impact on students.
2. Abide by the collegial consultation process and adhere to agreed-upon Academic Procedures.
3. Carefully adhere to Board Policies, thereby respecting the wishes of the ECC Board of Trustees.
4. Provide sufficient data and evidence that published guidelines and principles are being followed.
5. Respect the budgeting and planning processes on campus that were required for accreditation by the ACCJC and provide evidence of the cost savings of suggests cuts.
6. Abide by the terms of the ECCFT contract and negotiable items.

In the interests of full transparency and collegial consultation, recommendations for cuts and reductions need to directly explain whether the cut/reduction is intended to be permanent or temporary and to what extent restoration is guaranteed or intended. Possible contingencies may be described to clarify the intention.¹

¹ Consistent use of language is necessary to clarify the intention of cuts/reductions. The Academic Senate asserts that the following terms imply temporary cuts/reductions and the intent to restore the items under discussion once the budget recovers: freeze, suspend, temporary cut, cancel and temporary reduction. On the other hand, discontinue, permanent cut and permanent reduction imply the intent not to restore the items under discussion once the budget recovers. Efforts should be made to avoid using vague language like “cut” and “reduction” without explaining whether the intention is permanent or temporary.

Additional Guidelines for Courses and Programs on the Torrance Campus

The Academic Senate agrees with campus administrators and the Planning and Budgeting Committee that “the college cannot continue to operate with the same number of class sections, programs and services that currently exist.”² As reductions necessarily occur throughout academic programs, the college should seek to preserve the core missions of the California Community Colleges and El Camino College while giving high priority to maintaining or increasing student success and minimizing the detrimental impact on students.³

In addition to the general guidelines on the previous page, the Academic Senate recommends that decisions regarding budget cuts to courses and programs:

1. Focus on helping students complete their stated academic goals, by preserving instructional support services and courses that meet degree and transfer requirements and certificate requirements in career and technical education.
2. Preserve, to the extent possible, courses needed for transfer to CSU and UC, particularly those that can meet multiple requirements in General Education and majors.
3. Continue to offer Basic Skills courses in reading, writing, math, study skills and ESL as we are able.

Decisions regarding section reductions should be based on data evidence of student needs, drawn from sources such as educational plans, historical degree and certificate patterns, and transfer rates. Future efforts should be made to align scheduling closely with student stated course needs in educational plans. Students should be encouraged to develop and follow educational plans and to declare a major as soon as possible.

² Planning and Budgeting Committee, “Guiding Principles for Planning and Budgeting: Spring 2011.”

³ The California Community Colleges mission encompasses transfer, Basic Skills, economic and workforce development, lifelong learning, and associate degrees and certificates. The mission of El Camino College is to offer “quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.”

Course Reductions for Consideration on the Torrance Campus:

(The following list is in no particular order and complete elimination of courses in these areas is not necessarily recommended.)

- Avocational courses and others that could be moved to community education.
- Courses offered at high schools.
- Courses not linked to a general education requirement, degree or certificate, except for Basic Skills and developmental courses.
- Courses with traditionally low fill rates, especially those with high costs. Exceptions should be given to courses in this category that are predominantly taken by students who need the course for a degree or certificate.
- Vocational education courses that are unnecessarily duplicated at nearby colleges, particularly those that carry a high cost.
- Courses with low success and retention rates compared to ECC peer-group colleges.
- Non-credit courses.
- Repeatable courses that extend beyond 4 semesters of coursework. Care should be taken when reducing sections of repeatable courses that are required for particular degrees or certificates, and special consideration should be given to courses that predominantly service students entering into fields that require portfolios or performance experience.
- The lowest level Basic Skills courses, which show extremely low success and retention rates and are duplicated in similar courses held at adult schools.

Additional Recommendations

- Preserve Study Abroad courses because of the unique and high impact experiences they offer to students who may have few other chances to travel abroad.
- Maintain winter session course sections because winter is the session/semester with the highest success and retention rates, and provides opportunities for students to complete transfer requirements for the up-coming fall. (Summer courses cannot be applied to fall transfer). According to the Vice President of Academic Affairs, the cost savings of eliminating winter is minimal (no estimate of savings has been provided to the Senate) and the other administrative benefits explained by the VPAA do not offset the negative academic impact on students. Restoring winter session would respect the wishes of students and faculty as expressed in the "Winter Session Resolution" passed by the Associated Students Organization, the Academic Senate and the Federation of Teachers.
- Clarify the difference between suspended and discontinued courses and programs, by keeping them in the college catalogue with a notation that the course or program is temporarily suspended due to budgetary considerations.

EL CAMINO COLLEGE
2-YEAR FTES AND NUMBER OF SECTION COMPARISONS
(PROJECTED MODEL: SECTION REDUCTION AND FEE INCREASE)

2011-2012 Academic Year FTES Goal: 18,000

| Academic Year-to-Year Comparison El Camino College | 2010-2011 First Period Projected FTES | 2011-2012 FTES Goals (Projected) | Change | % Change | 2010-2011 Number of Sections | 2011-2012 Number of Projected Sections | Change | % Change |
|---|--|---|------------------|------------|------------------------------------|---|----------------|------------|
| Summer | 1,649.73 | 1,200.00 | -449.73 | -27% | 401 | 365 | -36.00 | -9% |
| Fall | 8,477.83 | 8,425.00 | -52.83 | -1% | 2,002 | 2,002 | 0.00 | 0% |
| Winter | 594.49 | 430.00 | -164.49 | -28% | 158 | 113 | -45.00 | -28% |
| Spring | 8,350.27 | 7,885.00 | -465.27 | -6% | 2,014 | 1,900 | -114.00 | -6% |
| Subtotal | 19,072.32 | 17,940.00 | -1,132.32 | -6% | 4,575 | 4,380 | -195.00 | -4% |
| Summer (Credit FTES Shift) | 327.68 | 0.00 | -327.68 | 0% | | | | |
| Total | 19,400.00 | 17,940.00 | -1,460.00 | -8% | | | | |

2011-2012 Academic Year FTES Goal: 17,285

| Academic Year-to-Year Comparison El Camino College | 2010-2011 First Period Projected FTES | 2011-2012 FTES Goals (Projected) | Change | % Change | 2010-2011 Number of Sections | 2011-2012 Number of Projected Sections | Change | % Change |
|---|--|---|------------------|-------------|------------------------------------|---|----------------|------------|
| Summer | 1,649.73 | 950.00 | -699.73 | -42% | 401 | 303 | -98.00 | -24% |
| Fall | 8,477.83 | 8,425.00 | -52.83 | -1% | 2,002 | 2,002 | 0.00 | 0% |
| Winter | 594.49 | 0.00 | -594.49 | -100% | 158 | 0 | -158.00 | -100% |
| Spring | 8,350.27 | 7,885.00 | -465.27 | -6% | 2,014 | 1,900 | -114.00 | -6% |
| Subtotal | 19,072.32 | 17,260.00 | -1,812.32 | -10% | 4,575 | 4,205 | -370.00 | -8% |
| Summer (Credit FTES Shift) | 327.68 | 0.00 | -327.68 | 0% | | | | |
| Total | 19,400.00 | 17,260.00 | -2,140.00 | -11% | | | | |

2011-2012 Academic Year FTES Goal: 16,005

| Academic Year-to-Year Comparison El Camino College | 2010-2011 First Period Projected FTES | 2011-2012 FTES Goals (Projected) | Change | % Change | 2010-2011 Number of Sections | 2011-2012 Number of Projected Sections | Change | % Change |
|---|--|---|------------------|-------------|------------------------------------|---|----------------|-------------|
| Summer | 1,649.73 | 345.00 | -1,304.73 | -79% | 401 | 160 | -241.00 | -60% |
| Fall | 8,477.83 | 8,100.00 | -377.83 | -4% | 2,002 | 1,930 | -72.00 | -4% |
| Winter | 594.49 | 0.00 | -594.49 | -100% | 158 | 0 | -158.00 | -100% |
| Spring | 8,350.27 | 7,560.00 | -790.27 | -9% | 2,014 | 1,805 | -209.00 | -10% |
| Subtotal | 19,072.32 | 16,005.00 | -3,067.32 | -16% | 4,575 | 3,895 | -680.00 | -15% |
| Summer (Credit FTES Shift) | 327.68 | 0.00 | -327.68 | 0% | | | | |
| Total | 19,400.00 | 16,005.00 | -3,395.00 | -18% | | | | |

EL CAMINO COLLEGE COMPTON CENTER
2-YEAR FTES AND NUMBER OF SECTION COMPARISONS (PROJECTED)

2011-2012 Academic Year FTES Goal: 6,000

| Academic Year-to-Year Comparison Compton Educational Center | 2010-2011 Projected FTES | 2011-2012 FTES Goals (Projected) | Change | % Change | 2010-2011 Number of Sections | 2011-2012 Number of Projected Sections | Change | % Change |
|--|--------------------------|----------------------------------|----------------|-------------|------------------------------|--|----------------|------------|
| Summer | 959.22 | 865.00 | -94.22 | -10% | 250 | 230 | -20.00 | -8% |
| Fall | 2,798.30 | 2,400.00 | -398.30 | -14% | 661 | 615 | -46.00 | -7% |
| Winter | 449.03 | 285.00 | -164.03 | -37% | 118 | 80 | -38.00 | -32% |
| Spring | 2,650.00 | 2,450.00 | -200.00 | -8% | 675 | 620 | -55.00 | -8% |
| Subtotal | 6,856.55 | 6,000.00 | -856.55 | -12% | 1,704 | 1,545 | -159.00 | -9% |
| Summer (Credit FTES Shift) | 0.00 | 0.00 | 0.00 | 100% | | | | |
| Total | 6,856.55 | 6,000.00 | -856.55 | -12% | | | | |

2011-2012 Academic Year FTES Goal: 5,702

| Academic Year-to-Year Comparison Compton Educational Center | 2010-2011 Projected FTES | 2011-2012 FTES Goals (Projected) | Change | % Change | 2010-2011 Number of Sections | 2011-2012 Number of Projected Sections | Change | % Change |
|--|--------------------------|----------------------------------|------------------|-------------|------------------------------|--|----------------|-------------|
| Summer | 959.22 | 792.00 | -167.22 | -17% | 250 | 210 | -40.00 | -16% |
| Fall | 2,798.30 | 2,355.00 | -443.30 | -16% | 661 | 600 | -61.00 | -9% |
| Winter | 449.03 | 145.00 | -304.03 | -68% | 118 | 40 | -78.00 | -66% |
| Spring | 2,650.00 | 2,410.00 | -240.00 | -9% | 675 | 610 | -65.00 | -10% |
| Subtotal | 6,856.55 | 5,702.00 | -1,154.55 | -17% | 1,704 | 1,460 | -244.00 | -14% |
| Summer (Credit FTES Shift) | 0.00 | 0.00 | 0.00 | 100% | | | | |
| Total | 6,856.55 | 5,702.00 | -1,154.55 | -17% | | | | |

2011-2012 Academic Year FTES Goal: 5,280

| Academic Year-to-Year Comparison Compton Educational Center | 2010-2011 Projected FTES | 2011-2012 FTES Goals (Projected) | Change | % Change | 2010-2011 Number of Sections | 2011-2012 Number of Projected Sections | Change | % Change |
|--|--------------------------|----------------------------------|------------------|-------------|------------------------------|--|----------------|-------------|
| Summer | 959.22 | 750.00 | -209.22 | -22% | 250 | 200 | -50.00 | -20% |
| Fall | 2,798.30 | 2,170.00 | -628.30 | -22% | 661 | 550 | -111.00 | -17% |
| Winter | 449.03 | 110.00 | -339.03 | -76% | 118 | 30 | -88.00 | -75% |
| Spring | 2,650.00 | 2,250.00 | -400.00 | -15% | 675 | 570 | -105.00 | -16% |
| Subtotal | 6,856.55 | 5,280.00 | -1,576.55 | -23% | 1,704 | 1,350 | -354.00 | -21% |
| Summer (Credit FTES Shift) | 0.00 | 0.00 | 0.00 | 100% | | | | |
| Total | 6,856.55 | 5,280.00 | -1,576.55 | -23% | | | | |

Local Admission Areas

CSU Long Beach

First-Time Freshman The following school districts: ABC, Anaheim (Cypress and Oxford only), Bellflower, Compton, Downey, Huntington Beach, Long Beach, Los Alamitos, and Paramount

Upper-Division Transfer 30 units of coursework from Long Beach City College and/or Orange Coast, Golden West or Coast Community College

CSU Los Angeles

First-Time Freshman All high schools located East to 605 freeway and the Los Angeles County Line, West to 405 freeway, South to Highway 42 (Firestone Blvd.), and North to LA County Line

Upper-Division Transfer Majority of coursework from or in combination with these community colleges: East LA College, Glendale City College, Los Angeles CC, Los Angeles Trade Tech, Pasadena City College, Rio Hondo College, Santa Monica College, Los Angeles Southwest College, and West Los Angeles College

CSU Fullerton

First-Time Freshman All high schools in Orange County, Chino, Corona/Norco, Walnut, Whittier, and Alvord School District

Upper-Division Transfer Majority of courses from or in combination with each of the community colleges in Orange County

CSU Dominguez Hills

First-Time Freshman State of California

Upper-Division Transfer State of California

Legislative Analysts Office. *The Master Plan at 50: Guaranteed Regional Access Needed for State Universities:*

https://mail.elcamino.edu/exchange/cgold/Inbox/RE:%20Local%20area%20admissions.EML/regional_accessLAO_021411.pdf/C58EA28C-18C0-4a97-9AF2-036E93DDAFB3/regional_accessLAO_021411.pdf?attach=1

Elimination of CSU Service Areas

The basis of the policy of "free flow", adopted by the Legislature in 1987, that permits students to enroll in any community college in the state, regardless of the district in which they happen to reside should also be the basis for the elimination of Local Admissions Areas for the CSU. If students are advantaged by choosing one Community College over another it is really not "free flow." Students should choose which Community College they attend based on the student's needs not which CSU it will get them in.

ECC – Compton is in a position to make a strong argument that the current policy not only hurts their students it also hurts the college's ability to attract students. First-Time freshman from Compton Unified School District are given Local Admissions Priority to California State University, Long Beach after graduating High School. If they attend Long Beach Community College they keep that Local Admissions Priority to California State University Long Beach. If they go down the freeway to Cypress College they get Local Admissions Priority to California State University Fullerton. If they attend their local Community College ECC- Compton they lose their Local Admissions Priority to California State University, Long Beach. Cerritos College is in a similar position with many of the same issues with California State University, Long Beach.

Dominguez Hills Local Admission Area is The State of California therefore they are no more relevant than any other CSU that has the State of California as a Local Admissions Area.

California State University Long Beach has given Community Colleges that are geographically further from them and in Orange County higher priority than El Camino and El Camino Compton Center. Students that take the "Majority of courses from or in combination with each of the community colleges in Orange County" all ready have Local Admissions Area priority to California State University Fullerton. Students who attend Coast Community College District's Colleges have admission priority to two CSUs while El Camino College and Cerritos College students have none.

There might also be an argument that California State University Long Beach has given priority to students of non-protected classes over students of protected classes. All most all students that attend ECC- Compton are members of protected classes. The majority of students who attend Orange Coast are not and they are significantly geographically more distant.

The Academic Senate for California Community Colleges had a Resolution 15.02 Fall 2009 RE-EVALUATE CSU SERVICE AREAS (Presenter: Kenneth Matsuura, Transfer and Articulation Committee) that described discriminatory practices of the CSU System. There was a previous resolution 15.03 Spring 2004 on the same issue. Therefore the CSU has been aware of the problem since at least 2004 and have been unable or unwilling to end the discriminatory practices.

Because of the implications as result of the passage of SB1440, I believe that we have an obligation to our students to challenge this policy in the most aggressive way possible. I think we have a basis for a Complaint to the Office of Civil Rights, United States Department of Education. This could be much faster than other options and would be an enforceable ruling.

R. Chris Wells
Professor of Communication Studies
V.P. Legislative Action, Academic Senate
El Camino College

Draft Resolution 3/9/2011

Elimination of CSU Service Areas

R. Chris Wells, El Camino College Academic Senate, VP for Legislative Action

Whereas: SB 1440 and the recommendations from the Legislative Analyst's Office in their report – Guaranteed Regional Access Needed for State Universities both have the impact of strengthening Local Area Access priority to CSUs and therefore exacerbate a discriminatory practice.

Whereas: The LAO report acknowledges that “granting preference to local students over out-of-area students could be perceived as inequitable—particularly when the out-of-area student is better qualified. Moreover, given that CSU campuses differ in terms of size, campus amenities, program offerings, student bodies, and other characteristics, there could be situations when a student's local campus is not the best suited to that students' needs.” And they still “believe that ensuring local access to all eligible students is more important than maintaining equal admissions criteria for all applicants to a given campus.”

Whereas: The basis of the policy of "free flow", adopted by the Legislature in 1987, that permits students to enroll in any community college in the state, regardless of the district in which they happen to reside should also be the basis for the elimination of Local Admissions Areas for the CSU system.

Whereas: El Camino College and ECC – Compton are in a position to make a strong argument that the current policy not only hurts their students it also hurts the college's ability to attract students and gives priority to students of non-protected classes over students of protected classes

Whereas: The Academic Senate for California Community Colleges had a Resolution 15.02 Fall 2009 RE-EVALUATE CSU SERVICE AREAS (Presenter: Kenneth Matsuura, Transfer and Articulation Committee) that described discriminatory practices of the CSU System and a previous resolution 15.03 Spring 2004 on the same issue that has not resulted in the desired remedy.

Resolved: That the El Camino College Academic Senate challenge this policy in the most aggressive way possible by filing a Complaint to the Office of Civil Rights, United States Department of Education.

Resolved: That the El Camino College Academic Senate request that The Academic Senate for California Community Colleges join El Camino College by supporting this resolution and joining in this complaint.