



## Officers & Executive Committee

Co –Presidents	<b>Chris Jeffries/ Claudia Striepe</b>	VP Finance & Special Projects	<b>Lance Widman</b>
VP Compton Educ'l Center	<b>Paul Flor</b>	VP Academic Technology	<b>Pete Marcoux</b>
Curriculum Chair	<b>Allison Carr</b>	Co-VPs Faculty Development	<b>Kristie Daniel-DiGregorio</b>
VP Educational Policies	<b>Chris Gold</b>	VP Instructional Effectiveness	<b>Russell Serr</b>
Secretary	<b>Sara Di Fiori</b>		

<u>Adjunct</u>	(1 yr term)	<u>Health Sci &amp; Athletics/Nursing</u>	<u>Natural Sciences</u>
<b>Dustin Black (BSS)</b>	<b>15/16</b>	<b>Russell Serr</b>	<b>17/18</b>
<b>Karl Striepe (BSS)</b>	<b>15/16</b>	<b>Robert Uphoff*</b>	<b>15/16</b>
		<b>Colleen McFaul</b>	<b>17/18</b>
<u>Behavior &amp; Social Sciences</u>		<b>Andy Alvillar</b>	<b>16/17</b>
		<b>Traci Granger</b>	<b>16/17</b>
<b>Christina Gold</b>	<b>16/17</b>		
<b>Kristie Daniel-DiGregorio</b>	<b>17/18</b>	<u>Humanities</u>	<u>Academic Affairs &amp; SCA</u>
<b>Daniel Walker</b>	<b>16/17</b>	<b>Rose Ann Cerofeci</b>	<b>15/16</b>
<b>Lance Widman*</b>	<b>17/18</b>	<b>Peter Marcoux*</b>	<b>15/16</b>
<b>Michael Wynne</b>	<b>17/18</b>	<b>Christina Nagao</b>	<b>15/16</b>
<u>Business</u>	<b>Tim Miller 15/16</b>	<b>Barbara Jaffe</b>	<b>15/16</b>
	<b>Phillip Lau*</b>	<b>Ashley Gallagher</b>	<b>15/16</b>
	<b>Nic McGrue</b>		
	<b>Josh Troesh</b>	<u>Industry &amp; Technology</u>	<u>Associated Students Org.</u>
<u>Compton Educational Center</u>		<b>Patty Gebert</b>	<b>15/16</b>
<b>Estina Pratt</b>	<b>14/15</b>	<b>Ross Durand</b>	<b>15/16</b>
<b>Chris Halligan</b>	<b>14/15</b>	<b>Mark Fields</b>	<b>15/16</b>
<b>Essie French-Preston</b>	<b>14/15</b>	<b>Tim Muckey</b>	<b>15/16</b>
<b>Paul Flor</b>	<b>14/15</b>	<b>Merriel Winfree</b>	<b>15/16</b>
<b>vacant</b>		<b>Lee MacPherson*</b>	<b>15/16</b>
<u>Counseling</u>		<u>Learning Resource Unit</u>	
<b>Yamonte Cooper</b>	<b>17/18</b>	<b>Moon Ichinaga</b>	<b>15/16</b>
<b>Chris Jeffries*</b>	<b>15/16</b>	<b>Claudia Striepe*</b>	<b>15/16</b>
<b>Rene Lozano</b>	<b>16/17</b>	<u>Mathematical Sciences</u>	
<u>Fine Arts</u>		<b>Zachary Marks</b>	<b>15/16</b>
<b>Ali Ahmadpour</b>	<b>14/15</b>	<b>Jasmine Ng</b>	<b>16/17</b>
<b>Chris Wells*</b>	<b>14/15</b>	<b>Megan Granich</b>	<b>16/17</b>
<b>Russell McMillin</b>	<b>14/15</b>	<b>Matthew Mata</b>	<b>17/18</b>
<b>Vince Palacios</b>	<b>14/15</b>	<b>Benjamin Mitchell</b>	<b>16/17</b>
<b>Daniel Berney</b>	<b>17/18</b>		
		<u>Ex-officio positions</u>	
		Ken Key (ECCFT)	
		Nina Velasquez (ECCFT)	
		<u>Institutional Research</u>	
		<b>Irene Graff</b>	
		<b>Carolyn Pineda</b>	

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

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



**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** (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays)

<b><u>FALL 2015</u></b>		<b><u>SPRING 2016</u></b>	
September 1	Alondra Room	February 2	Alondra Room
September 15	DE166	February 16	Alondra Room
October 6	DE166	March 1	Alondra Room
October 20	DE166	March 22	Stadium Room
November 3	Alondra Room	April 5	Alondra Room
November 17	Alondra Room	April 19	Alondra Room
December 1	Alondra Room	May 3	Alondra Room

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

<b><u>FALL 2015</u></b>		<b><u>SPRING 2016</u></b>	
September 3	Board Room	January 21 (if needed)	Board Room
September 17	Board Room		
October 8	Board Room	February 4	Board Room
October 22	Board Room	February 18	Board Room
November 5	Board Room	March 3	Board Room
December 3	Board Room	March 24	Board Room
		April 7	Board Room
		April 21	
		May 5	

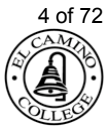
**Per the Brown Act all votes must be recorded by name. Only No's and Abstentions will be recorded by name in the minutes, If you were signed in to the meeting and did not vote No/Abstain, your vote will be assumed to be a Yes.**

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

## Committees

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

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



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	<b>B. VP – Compton Education Center – Paul Flor</b>	
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	<b>F. VP – Finance – Lance Widman</b>	31-32
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	<b>H. VP – Instructional Effectiveness/Assessment of Learning Committee &amp; SLOs Update – Russell Serr</b>	33-34
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<b>E. UNFINISHED BUSINESS</b>	<b>A. Election of Officers and Senators – Claudia Striepe</b>	35-36
	<b>B. A/P 5520 – Student Discipline Procedures – C. Gold</b> This is the 2 <sup>nd</sup> reading of the procedure and will be voted on.	37-63
	<b>C. B/P&amp;A/P 3540 Sexual Misconduct – C. Gold</b> This policy and specifically the procedure have been updated to include changes in the laws and regulations not limited to, but including the reporting of sexual misconduct on and off campus. This is the 2 <sup>nd</sup> reading of the policy and procedure and will be voted on.	64-69

<b>F. NEW BUSINESS</b>	<b>A. A/P 4040 – Library Services – Chris Gold</b> This revision updates the AP to reflect current practice by deleting the Library Advisory Committee, which the librarians feel is a duplication of the already long existing library liaison service where most library/faculty collaboration occurs. Attendance at the LAC is low and lacks participation from all divisions.	70-72
<b>G. INFORMATION ITEMS – DISCUSSION</b>	<b>A. ECC Scholarships – Andrea Salas</b>  <b>B. AIMS Team – Chief Trevis and Janet Schaeffer</b>	
<b>H. FUTURE AGENDA ITEM</b>  <b>I. PUBLIC COMMENT</b>  <b>J. ADJOURN</b>	<b>A. Mary Beth Barrios</b> – presentation on SSSP plan <b>B. Sabra Sabio and Bernadette Flameno</b> – presentation on Ed Planning Initiative (EPI)	

### Senate Goals

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

ACADEMIC SENATE ATTENDANCE  
September 15, 2015

**Adjunct (1 year)**

Dustin Black XX  
Karl Streipe XX

**Behavioral & Social Sciences**

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

**Business**

Phillip Lau XX  
Tim Miller  
Josh Troesh XX  
Nic McGrue XX

**Counseling**

Yamonte Cooper XX  
Chris Jeffries XX  
Rene Lozano

**Fine Arts**

Ali Ahmadpour  
Chris Wells XX  
Russell McMillin XX  
Vince Palacios EXC

**Health Sciences & Athletics**

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

**Humanities**

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

**Industry & Technology**

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

**Learning Resources Unit**

Moon Ichinaga XX  
Claudia Striepe XX

**Mathematical Sciences**

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

**Natural Sciences**

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

**Academic Affairs & SCA**

Jean Shankweiler XX  
Karen Lam  
Jeanie Nishime XX  
Karen Whitney

**Assoc. Students Org.**

Brianna Thomas  
Stephanie Pedrahita XX

**Compton Education Center**

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

**Division Personnel**

Connie Fitzsimons

**Ex-Officio Positions**

Ken Key (ECCFT)  
Nina Velasquez (ECCFT)

**Curriculum Chair**

Allison Carr XX

**Deans' Reps.; Guests/Other Officers:**

Tom Lew  
Irene Graff  
Carolyn Pineda XX  
Jaynie Ishikawa XX

**ACADEMIC SENATE MINUTES**  
September 15, 2015

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

**1. CALL TO ORDER** Senate Co-Presidents Jeffries and Striepe called the second Academic Senate meeting of the Fall 2015 semester to order on September 15, 2015 at 12:38 p.m.

**2. APPROVAL OF MINUTES**

See pgs. 6-11 of packet for minutes of the May 5 meeting. Minutes approves as corrected.

**3. OFFICER REPORTS**

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

CS: Chris and I attended the last Board of Trustee's meeting. The Superintendent/President hiring Committee met over the last weekend to choose the final candidates. The BOT has convened a special meeting this Wednesday evening to finalize the process and schedule for its interviews with the finalists. Interview questions and timing of possible forums and final interviews will be discussed. CJ: They'll submit a name to the Board in October. CS: Also, Dr. Shankweiler presented on trends and enrollment. And the BOT accepted the final budget. CS: Now to Council of Deans. Class fill rates are good campus wide. There are more AIMS reports and psych evaluations than normal. Chief Trevis will come address us. All reported satisfaction with the technology services during the opening weeks – with no crashes or catastrophic failure. Linda Beam presented on Student Worker pay rates, and how the system may change based on the hourly mandated pay rate increase to \$10 an hour in Jan 2016.

CS: At College council Jaynie Ishikawa gave a preview and asked for comment on the Sexual and Gender-based Misconduct BP and AP which are at Senate today for a 1<sup>st</sup> Reading. See notes CJ: Any questions on upcoming forums?

CS: Today's 'Did You Know Series' features the people that sit up front. Here are the purpose statements for all Executive Board members. (See PowerPoint for more information.)

**B. VP – Compton Education Center – Paul Flor**

At the center, we too are having construction. We are almost done with the Allied Health building, and our new football stadium was inaugurated this weekend. During the summer we started serious discussions to install a Student Health Center. The proposal is to bring in a module unit. For the first time in a long time students will have access to Health Services. During summer, events indicated tremendous support for the center to become accredited and autonomous. The Board of Governors showed support. In some conversations, people mention ECC and how you stepped up to help us. History will record your help and contributions. We are working with the Chancellor's Office and College of The Canyons is providing training sessions. Accreditation is going on as scheduled. Barbara Beano visited flex day. She was supportive of our accreditation process and she feels optimistic that we'll get there soon. Strategic planning will be ongoing. The center is looking to establish an informal body of faculty to represent us at your curriculum committee to start working on curriculum at our campus. We can develop expertise in curriculum, so that we're prepared for accreditation.

**C. Chair – Curriculum – Allison Carr (pgs. 16 - 20)**

We had our last curriculum meeting September 8. It was announced that new courses should be submitted earlier in semester, preferably by November 5. They have more revisions associated with them. If your division has courses backed up, I am available to help instructors input data. Have your dean contact me.

**D. VP – Educational Policies – Chris Gold (pgs. 21 - 22)**

We've met once this semester, with four BP/AP's on our agenda. We went through three that we'll go through in today's senate.

**E. VP – Faculty Development – Kristie Daniel –DiGregorio (pgs. 23 - 26)**

FDC has been busy. In your mailbox you may receive a certificate recognizing your achievement of elevated rank. I brought along certificate for those people who are here. Congratulations on your service, and increased rank. Adjuncts are included. We debriefed on Flex day; thanks for the feedback! There was a lot of interest and people enjoyed the polls. The ratings were high. We had discipline specific recommendations. The facilitators from well-attended workshops will be asked to present again. If you presented you will get feedback. Also, an Advisory Group has been established to aid in applying the new FLEX/Professional Development mandates across campus. The Faculty Book club begins this Friday. The book is titled Mind: Brain: Education.

**F. VP – Finance – Lance Widman (pgs. 27 - 29)**

8/27 PBC Minutes:

Final Budget Presentation by Pres. Fallo:

- #2: \$14+million of unanticipated State funding, probably to be used for future District pension liabilities. See also #8, 9, 10.
- #3,5: Winter Session to start in 2017 to generate additional FTES, among other reasons.
- #6: Full-time hiring funding from the State.
- #7: Concerns about Prop 30 funding expiring, starting 12/16.
- #11: Compton accreditation.
- #13: Fund 15 funds earmarked for Campus Technology Plan (\$3 million).
- #16: SSSP and SEP funding from the State doubled.
- #17: Additional \$500,000 for instructional/non-instructional supplies.

Emily Rader, the AS alternate to the PBC, will be retiring at the end of the Spring semester. I may as well. The AS requires a strong and forceful voice on PBC since this is the most influential of all campus-wide shared governance committees on campus with the possible exception of the College Council. This has occurred largely in response to the past demands of accreditation review. In case you have not noticed, ALL roads of campus programs lead to the PBC at one time or another, and the PBC's recommendations go directly to the President, then the Board. As Emily readily acknowledges, the learning curve is significant, and the time and talents of her/our replacement(s) are needed now. Familiarity with budget numbers and process is not a prerequisite, that's the learning curve while she/we are currently available to assist. The Senate needs a strong voice on PBC. If you are interested or in the least curious, please contact me via email or X3746. CJ: Attend a couple meetings; see what it's like. Rory Natividad is the chair. Please let us know if you are interested, or can think of a good candidate. We are in a crisis zone. P. Marcoux: What campus technology plan does #13 refer to? Dr. Nishime: The PlanNet one time costs.



P. Marcoux: And the \$500,000 for instructional/non instructional supplies? L. Widman: It came through the divisions. Dr. Shankweiler. It's not itemized. Dr. Nishime: \$250,000 allocated to instruction, and the other half to student services, etc.

#### **G. VP – Academic Technology – Pete Marcoux**

We're still working on *getting demos arranged for the upcoming faculty laptop/tablet renewal*. Dr. Shankweiler and Lisa Mednick will get some demonstration models for people to see and setup training. Dr. Nishime: The bulk of laptops will be replaced this semester. Ordering and decisions may take some time. P. Marcoux: The Help desk is getting inundated.

#### **H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO's Update – Russell Serr**

At the ALC meeting we reviewed IR reports for the ILO. It should be finished in a month, once aligned with GTO's. ILO and SLO assessments were due Friday. Completion rate is improved over last year. Trackdat training dates will be available at the next meeting. L. Widman: Has anyone looked at grade distributions? C. Pineda: Success rates are very stable campus-wide. But we can look at grade counts.

### **4. SPECIAL COMMITTEE REPORTS**

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

Dr. Shankweiler: The Student Equity Plan addresses five measures aimed at target groups (gender, foster youth/veterans, ethnic, disabled) IR helped provide data. The report was submitted and subsequently sent back for consultation under the direction of Idania Reyes. A student equity group meets this weekend. The deadline is postponed until December, and hopefully you should see it end of October. Also, the enrollment management committee is being re-convened. CJ: How many faculty do you have? Dr. Shankweiler: We are starting from scratch. We'll meet one Thursday a month. Email me if you are interested in serving.

Dr. Nishime: A college-wide Accreditation Committee has been established, but has not yet met. Members include: J. Gard (Nat Sci), C. Striepe (LLRU), K. Degnan (Hum) We want our new faculty to keep the college accredited in the future. AB 86 Adult Education Consortium is being addressed. The South Bay area will receive \$6-9 Million, and ECC will be the fiscal agent for the monies. This area of Adult Ed is a great opportunity for ECC in light of the low enrollment trend. The hope is to develop a "pipeline pathway" from Adult Ed into College coursework. We will need to develop bridging curriculum. Jose Anaya is on the consortium. We're looking to bridge Adult Ed to Curricula. Lots of discussion needs to happen. I'd like faculty input, especially from Senate. Someone with a Bachelors degree could teach these courses.

### **5.UNFINISHED BUSINESS**

#### **A. Election of Officers and Senators – Claudia Striepe**

CS: Chris and I are finishing our term next spring, but we want to elect a new president this semester so he or she can shadow us.

## 6. NEW BUSINESS

### **A. A/P 5520 – Student Discipline Procedures – C. Gold (pgs. 30 – 63)**

This procedure is being brought back for a 1st reading because there were some substantial changes made during the summer by our new director of Student Development, Greg Toya. A copy of the CLCC template is also being provided. Strikeouts represent deleted words. Additions are underlined. This is a first reading of a revised version. In Ed Policies we talked about student discipline applied to Compton center. And the role of an attorney in the process was also included; see p. 46, #12 in packet. CJ: Bring it to your divisions for feedback. CS: The student has the right to be assisted by an advisor? Would the parent of a minor be the advisor? C. Gold: We can clarify that.

### **B. B/P&A/P 3540 Sexual Misconduct – C. Gold/J. Ishikawa (pgs. 64-76)**

This policy and specifically the procedure have been updated to include changes in the laws and regulations not limited to, but including the reporting of sexual misconduct on and off campus. Our Title IX officer is here to talk about the changes and answer any questions. This is the first reading for both. The CLC template is also being provided.

C. Gold: On pg. 64 is a template from CCLC. That organization makes these templates with lawyers for colleges to use. We tweak them to reference local measures. You see the revised policy in the minutes, followed by the template for the procedure and a new, proposed AP3540. The goal is to be compliant with legal changes and changes in sexual misconduct. Thanks to Jaynie Ishikawa for her hard work. She's our director of staff and student diversity. J. Ishikawa: My office handles unlawful discrimination and harassment and sexual and gender based misconduct. It encompasses more than gender equity. There are new definitions. It applies to issues that happen off-campus too. BP3540 reflects an effort to be compliant with Title IX regulations. This is the first step toward compliance. There is a separate but related Title IX procedure that my office follows, and that details what exactly happens if you're a victim or accused. How and when are things reported? How are investigations concluded? We look at facts and determine what has occurred. Then it's referred to the district officer. It depends on if its student or faculty where it goes from there. This law keeps evolving. I've trained every orientation group that has come in. C. Wells: The law is specific. One school had trouble with a contracted company too. The procedure is compliant because of orientation. CJ: We defer to your experience. P. Marcoux: Say "as mandated by the state" to keep it general. L. Widman: Are the rights of the accused protected? J. Ishikawa: Yes, as required by law. Because we're adding detail it must be equitable and fair. Go on my website. One example: both sides are entitled to have an advocate present. Your advocate can guide you and has the ability to present evidence or witnesses as well. I'm obligated to investigate assaults off campus with students and people not affiliated with campus. It's case by case. Everybody's opportunity is the same. C. Wells: Mandatory reporter? Ishikawa: That term is associated with child abuse, so we say Responsible Employee (obligated by law to report any misconduct.) All faculty and administrators are considered responsible employees. Tell students that if they share info you're obligated to report the information. This is important to them. The confidential resource is the psychologist at the health center. Janie shared resources with the group. Let them make the decision. C. Gold: In Ed Policies we have a concern as well regarding discretion. CJ: Jaynie, we appreciate your attendance at all the meetings. CS: She has a legal background and is the investigator. J. Ishikawa: I'm not involved in disciplinary issues. R. McMillan: There's overlap with law enforcement: Why do we have both? J. Ishikawa: My responsibility is to the students and the district under Title IX. The threshold of what the police are looking for is very different. Assault and misconduct have different standards. We have different responsibilities. The district is on the hook for incidences we should have known about. C. Gold: This is our first reading.

## **7. INFORMATION ITEMS –DISCUSSION**

**A. B/P 4030 – Academic Freedom This policy will go back to the Board of Trustees after a small change in grammar was corrected by the request of one of the trustees**

C. Gold: Academic Freedom passed through senate in spring and was bounced back from the Board for grammar. We made the decision to fix it in Ed Policies and we'll send it to Dr. Shankweiler.

## **8. FUTURE AGENDA ITEMS**

**A. Mary Beth Barrios – presentation on SSSP plan**

**B. Sabra Sabio and Bernadette Flameno – presentation on Ed Planning Initiative (EPI)**

## **9. PUBLIC COMMENT**

**Industry and Tech open house is this Thursday at 4:00.**

## **10. ADJOURN**

The meeting adjourned at 1:54 p.m.  
SD/ECC Fall15

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting – September 8, 2015

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

Present: Linda Beam, Thomas Fallo, Vishu Gupta, Jo Ann Higdon, David Mc Patchell, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler, Luukia Smith, Erika Solorzano, Claudia Striepe.

1. Minutes – August 17, 2015 minutes were approved as presented.
2. The September 8, 2015 Board Agenda was reviewed.
  - a. Community College Search Services will give an update on the Superintendent/President search process.
  - b. There is a Public Hearing & Adoption of the 2015-16 Budget. Changes from the tentative budget are outlined in the supplemental Board materials.
  - c. All are urged to review the Accreditation Follow up report and provide feedback to Jeanie by September 18, 2015.

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting – September 14, 2015

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

Present: Linda Beam, Thomas Fallo, Paul Flor, Ann Garten, Irene Graff, Chris Jeffries, David Mc Patchell, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler, Erika Solorzano, Claudia Striepe, Mike Trevis.

1. Minutes – September 8, 2015 minutes were approved as presented.
2. Updated BP 3540 and new AP 3540 Sexual and Gender-Based Misconduct were distributed and presented by Jaynie Ishikawa who is our Title IX Coordinator. These have also been presented to the Ed Policies Committee and the Academic Senate. The changes to BP 3540 and the development of AP 3540 reflect new Title IX regulations effective July 2015 that include the new category “gender-based.”
3. Student Resources and Reporting Options for Sexual and/or Gender-Based Misconduct educational materials were distributed by Jaynie Ishikawa.
4. Consultation Survey results were distributed and presented by Irene Graff. It was noted that the survey was administered to all six consultation committees with 77 surveys received. Responses were received from a majority of each committee.  
Link to Consultation Survey results:

[http://www.elcamino.edu/administration/ir/docs/planning/ConsultationSurvey2015\\_Report.pdf](http://www.elcamino.edu/administration/ir/docs/planning/ConsultationSurvey2015_Report.pdf)

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting – September 21, 2015

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

Present: Linda Beam, Thomas Fallo, Paul Flor, Ann Garten, Irene Graff, Vishu Gupta, Chris Jeffries, David Mc Patchell, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler, Luukia Smith, Claudia Striepe, Mike Trevis.

1. Minutes – September 14, 2015 minutes were approved as presented.
2. Posting of Collegial Consultation Committee Minutes – College Council members agreed that a Collegial Consultation Committee webpage will be developed by Susan Pickens and Jeanie Nishime. This page will link to each Collegial Consultation committee webpage. Susan will also maintain the Consultation Committee webpage. Each Consultation Committee chair will be responsible for maintaining their webpage. Ann Garten stated that the webmaster will provide a webpage template.
3. 2014-15 College Council Annual Self-Evaluation Results were reviewed. It was noted that this year's results were the best so far with a final grade of A-.
4. Proposed 2015-16 College Council Goals
  1. Policies and Procedures (BPs and Aps) need to set a measurable goal re: what still needs to be done and how to achieve a systematic review.
  2. Have all Consultation Committees revise and post minutes, agendas, purpose and goals to their specific Committee webpage, and have a link to these pages from a central Administrative page (perhaps overseen by S. Pickens).
  3. Review and endorse the Master Plan.
  4. Start a broad ECC discussion on Accreditation issues, including review of the Chancellor's Office Task Force recommendations, gather input from consultation committees, poll the trustees, etc, so as to frame a position agreeable to all constituents on the issue. (Be involved in statewide matters including Accreditation.)
  5. Support initiatives of the CEC to train staff/faculty/committees in preparation for accreditation.
  6. Develop plans and procedures to orient new members to consultation committee groups. (Perhaps to be posted on aforementioned Committee web pages.)
5. Superintendent/President Search Update - Schedule for Campus Forums and Interviews are as follows:
  - October 5, 2015: Campus Forums – 10 a.m. to 1:30 p.m. (location TBD)  
Interviews – 1:30 p.m. to 6:15 p.m. (closed session)
  - October 6, 2015: Campus Forums – 10 a.m. to 12:15 p.m. (location TBD)  
Interviews – 12:30 p.m. to 3:45 p.m. (closed session)

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting – September 28, 2015

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

Present: Linda Beam, Thomas Fallo, Paul Flor, Ann Garten, Irene Graff, Vishu Gupta, Jo Ann Higdon, Chris Jeffries, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler, Luukia Smith, Erika Solorzano, Nikki Williams.

1. Minutes – September 21, 2015 minutes were approved as presented.
2. The Chancellor’s office Task Force on Accreditation Report was discussed.
3. The Policy and Procedure inventory report was reviewed. Jeanie and Jean each provided a schedule for outstanding P&P’s assigned to them.
4. The following policies and procedures were distributed by Jeanie and will be discussed on October 12<sup>th</sup>.
  1. AP 5510 (Counseling) – new procedure.
  2. BP 3280 (Grants) – no recommended changes/review only.
  3. AP 3280 (Grants) – new procedure.
  4. AP 5013 (Students in the Military) – new procedure.
  5. BP 5110 (Counseling) – revision.
  6. BP 5120 (Transfer Center) – no recommended changes/review only.
  7. AP 5120 (Transfer Center) – new procedure.
  8. BP 5150 (Extended Opportunity Programs and Services) – revision.
  9. AP 5150 (Extended Opportunity Programs and Services) – new procedure.
  10. BP 5200 (Student Health Services) – revision.
  11. BP 5210 (Communicable Disease) – no recommended changes/review only.
  12. AP 5210 (Communicable Disease) – new procedure.
  13. BP 5405.1 (Student Political Organizations) – recommended for deletion.
  14. BP 5800 (Prevention of Identity Theft in Student Financial Transactions) – new policy.
  15. AP 5800 (Prevention of Identity Theft in Student Financial Transactions) – new procedure.
5. Proposed 2015-16 College Council Goals
  1. Update and Review Board Policies and Administrative Procedures (\*VP’s give number of P&P’s they plan to process this year).
  2. Have all Consultation Committees revise and post minutes, agendas, purpose and goals to their specific Committee webpage, and have a link to these pages from a central Administrative page.
  3. Review and endorse the Master Plan.
  4. Continue discussions about accreditation issues.

5. Support initiatives of the CEC to train staff/faculty/committees in preparation for accreditation through quarterly reports and discussion.
6. Develop plans and procedures to orient new members to consultation committee groups.
6. Superintendent/President Campus Forums will be in the Alondra/East Dining Room. The forums will be streamed live via a link on our website.



**EL CAMINO COLLEGE  
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE  
September 8, 2015**

**CALL TO ORDER**

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

**Members:**

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

*Absent:* S. Bartiromo, K. Iino

**Ex-Officio Members:**

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

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

**Guests:** M. Chaban, W. Cox, R. Davis, C. Fitzsimons, A. Grant, R. Lewis, G. Miranda, R. McMillian, C. Neumann, P. Sorunke

**VICE PRESIDENT'S REPORT**

Vice President Academic Affairs – Dr. Shankweiler – No report

**APPROVAL OF MINUTES**

The committee approved the minutes of the College Curriculum Committee of August 25, 2015.  
The committee approved the amendment to the minutes of May 5, 2015.

**CURRICULUM REVIEW**

**A. Full Program Review**

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

1. Business: Retail Management Certificate of Achievement
2. Computer Information Systems: Business Programming Certificate of Achievement

**B. Full Course Review**

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

1. Administrative of Justice 142 (AJ 142)
2. Art 282 (ART 282)
3. Astronomy 20H (ASTR 20H)
4. Economics 1 (ECON 1)
5. Economics 2 (ECON 2)
6. Oceanology 10H (OCEA 10H)

### **C. Standard Review/Consent Agenda Proposals**

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

1. Electronics and Computer Hardware Technology 62 (ECHT 62)
2. Fire and Emergency Technology 50 (FTEC 50)
3. Machine Tool Technology 50 (MTT 50)
4. Manufacturing Technology 50 (MTEC 50)
5. Nutrition and Foods 50 (NFOO 50)

## **CURRICULUM DISCUSSION**

### **A. Full Program Review**

#### **Business Division**

1. Retail Management Certificate of Achievement

A question was raised that there does not seem to be a demand in our local area for this certificate. What are the plans to attract students to complete this program? Committee member D. Pahl indicated there is significant demand from local grocers.

It was moved by E. French-Preston, seconded by W. Brownlee, that the committee approve the Retail Management Certificate of Achievement. Motion carried.

2. Business Programming Certificate of Achievement

M. Chaban indicated the program level outcomes should align with the computer information PLOs.

It was moved by D. Pahl, seconded by V. Nemie, that the committee approve the Business Programming Certificate of Achievement. Motion carried.

### **B. Full Course Review**

#### **Behavioral and Social Sciences Division**

1. Economics 1 – Principles of Economics: Macroeconomics

A question was raised if Mathematics 67 would be an appropriate prerequisite for the course. G. Miranda stated the division has declined to make Mathematics 67 a prerequisite at this time.

It was moved by W. Brownlee, seconded by L. Houske, that the committee approve the course proposal, including conditions of enrollment changes for Economics 1. Motion carried.

2. Economics 2 – Principles of Economics: Microeconomics

A suggestion was made to provide examples of the types of basic concepts or ideas students will be required to explain using tools of economic analysis under the Student Learning Outcome (SLO). G. Miranda indicated the SLO would be revisited again for more detail.

It was moved by L. Houske, seconded by S. Rodriguez, that the committee approve the course proposal for Economics 2. Motion carried.

### **Fine Arts Division**

It was moved by W. Brownlee, seconded by V. Nemie, that the committee approve the course proposal, including conditions of enrollment changes for Art 282. Motion carried.

### **Industry and Technology Division**

The committee made the following recommendations to the course outline of record:

#### Administration of Justice 142 – Introduction to Digital Evidence

1. Edit *Catalog Description* in the Course Summary Checklist: Edit the first paragraph by replacing “basic understanding of crime scene investigation...” with “fundamental understanding of crime scene investigation...”
2. Edit *Conditions of Enrollment* in the Course Checklist: Delete reference to AJ 132 and provide a matching skill for AJ 100.

It was moved by E. French-Preston, seconded by V. Nemie, that the committee approve the new course proposal and new distance education course version, including the recommended changes made by the committee.

### **Natural Sciences Division**

The committee made the following recommendations to the course outline of records:

#### 1. Astronomy 20H – Honors the Solar System

Edit *Catalog Description* in the Course Summary Checklist: Combine the first two sentences of the catalog description.

It was moved by A. Cornelio, seconded by V. Nemie, that the committee approve the new course proposal for Astronomy 20H. Motion carried.

#### 2. Oceanography 10H – Honors Introduction to Oceanography

- a. Edit *Catalog Description* in the Course Summary Checklist: Combine the first two sentences of the catalog description.
- b. Edit Objectives in the Course Checklist: Update objective #15 last paragraph to read as “Demonstrate the ability to conduct independent, self-directed research using appropriate published and/or internet sources to complete assignments or projects.”

It was moved by T. Bui, seconded by E. French-Preston, that the committee approve the new course proposal for Oceanography 10H honors course. Motion carried.

### **C. Standard Review/Consent Agenda Proposals**

It was moved by D. Pahl, seconded by V. Nemie, that the committee approve the standard review/consent agenda proposals (course inactivations). Motion carried.

## **CHAIR'S REPORT**

Chair Carr is continuing to work out the format for conducting the College Curriculum meetings. Faculty may contact Chair Carr for assistance with inputting curriculum into the CurricUNET database.

## **CURRICULUM ADVISOR REPORT**

Curriculum Advisor Q. Chapman reminded the committee of the standard technical review proposals for September 10. The committee will receive a list of proposals that need to be completed and DCC approved by the August 31, 2015 deadline. Curriculum Committee member T. Bui will review proposals DCC approved by the September 10th deadline.

Since the heaviest period for curriculum reviews by the Chancellor's Office are July and February of each year, the committee was advised to get curriculum reviewed and approved as soon as possible. The Chancellor's Office has one person who reviews degree and certificate submittals, one person who reviews transfer degrees, and two people who review courses submitted for approval.

The committee suggested the following topics and information be made available:

1. Provide a checklist of the technical review information the committee should look for when reviewing division college curriculum (Action: Chair Carr/Q. Chapman)
2. Brief committee on general education and articulation timelines (Action: L. Suekawa – October 13)
3. Associate Degrees for Transfer (ADT) status and compliance update (Action: Q. Chapman)
4. College goals for new courses and programs (Action: Chair Carr)

Final Comments: The numbers for ECC awarded degrees and certificates will most likely increase because students are now required to develop educational plans.

## **ADJOURNMENT**

Chair Carr called a motion to adjourn the meeting. D. Pahl moved, T. Bui seconded, and the motion carried. The meeting adjourned at 3:40 p.m.

## ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE

### MINUTES

Tuesday, Sept. 22  
1:00-2:00 Admin 127

**Fall Meetings:** 1-2:00 in Admin 127. Sept. 8 & 22; Oct. 13 & 27; Nov. 10 & 24

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

**Visitor:** Don Brown (librarian)

#### I) AP 4040 Library Services

- This revision updates the AP to reflect current practice by deleting the Library Advisory Committee, which the librarians feel is a duplication of the already long existing library liaison service where most library/faculty collaboration occurs. Attendance at the LAC is low and lacks participation from all divisions.
- The committee reviewed and approved the change.
- Don agreed that we should add the Ed Code and accreditation references from the CCLC template to our local procedure.
- Chris will make the changes and forward them on to the Senate for a first reading.

#### III) AP 3750 Use of Copyrighted Material

- A BP exists, but revisions are only to the AP
- Don walked the committee through the changes and answered our questions about copyright.
- The formatting and outlining structure needs to be cleaned up and it needs to use a consistent font and font size.
- Also, the reference to AP 3720 needs to be removed because it no longer exists. The committee reviewed BP/AP 6160 Computer and Network Use Policy and determined that it did not need to be cited as a reference.
- The committee recommended the removal of the Fair Use Checklist form from the procedure since it is no longer our practice to include forms in APs.
- The committee objects to the requirement to attach a two page Fair Use Checklist form to each copy center order and was concerned about how this would be implemented with online orders. This form would pose an unnecessary burden on faculty and the copy center. We talked about the possibility of using a check box and/or signature next to a statement that the faculty member either owns the copyright, has permission, or knows it is fair use.
- Don will reconvene the copyright committee. Chris will attend to explain and discuss these recommendations.

#### IV) AP 3710 Securing of Copyright

- Don explained the changes.
- The committee recommended the removal of the first sentence which isn't clear and isn't necessary.
- The formatting makes it appear as if the list (A. B. C. etc.) is a quote from the faculty contract. The committee recommended a sentence to introduce the list that would add clarity: "The following definitions and stipulations apply to work completed by ECCD employees."

- The section on Proprietary Instructional Materials does not clearly state who owns the related copyright. The committee recommended a sentence that would mirror the one that ends section E: “Proprietary instructional materials shall remain the property of the employee.”
- This AP will be brought back to the Copyright Committee by Don and Chris will attend.

**BP 3710 Securing of Copyright**

- The committee was unaware that the BP was also revised.
- Don will send the revisions to Chris and it will come back to the Ed Policies Comm at the next meeting. Don will try to attend.

**V) BP/AP 4240 Academic Renewal**

- This BP/AP was pulled from the agenda. It needs further discussion by the Deans. Some members shared recommendations with Stephanie Rodriguez via email.
- Stephanie will bring it back when it is ready.

**Sept. 22 EPC Packet Materials**

1. AP 4040 Library Services (mark-up)
2. AP 4040 Library and Learning Support Services (CCLC Template)
3. Education Code section 78100 (pertains to AP 4040)
4. AP 3750 Use of Copyrighted Material (mark-up)
5. AP 3750 Use of Copyrighted Material (CCLC Template)
6. BP 3720.1 Student Computing Access (pertains to AP 3750)
7. BP 6160 ECC District Computer and Network Use Policy (pertains to AP 3750)
8. AP 6160 ECC District Computer and Network Use Policy (pertains to AP 3750)
9. AP 3710 Securing of Copyright (new)
10. AP 3710 Securing of Copyright (CCLC)
11. BP 3710 Security of Copyright (CCLC)
12. BP 4240 Academic Renewal (Mark-up)
13. AP 4240 Academic Renewal (Mark-up)
14. BP 4240 Academic Renewal (CCLC)
15. AP 4240 Academic Renewal (CCLC)

Minutes by: Christina Gold

**Faculty Development Committee Meeting**  
**Minutes for Tuesday, September 8, 2015, in Teaching and Learning Center,**  
**Library Basement, 1-1:50 pm**

<u>Name</u>	<u>Abbreviation</u>	<u>Division</u>
Florence Baker (excused)	(FB)	Behavioral & Social Sciences
Dustin Black (present)	(DB)	Behavioral & Social Sciences
Rose Ann Cerofeci (present)	(RC)	Humanities
Kristie Daniel-DiGregorio* (present)	(KDD)	Behavioral & Social Sciences
Ross Durand (present)	(RD)	Industry & Technology
Briita Halonen (present)	(BH)	Humanities
Sheryl Kunisaki (present)	(SK)	Learning Resources
Sumino Otsuji (present)	(SO)	Humanities
Margaret Steinberg (present)	(MS)	Natural Sciences
Lisa Mednick Takami (excused)	(LMT)	Professional Development
Evelyn Uyemura (present)	(EU)	Humanities
Andree Valdry (present)	(AV)	Learning Resources/Compton Center

\*Committee Chair

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

**Fall 2015 Meetings:** September 8 & 22, October 13 & 27, November 10 & 24, December 8 (if needed).

**Spring 2016 Meetings:** January 26, February 9 & 23, March 8, April 12 & 26, May 10 (if needed).

**1. Fall Professional Development (PD) Day:** Attendees reviewed summaries of PD Day evaluations, compiled by Brian Hayden, Professional Development Assistant. (EU) noted that the cellphone polling worked better than expected. (KDD) credited the Professional Development team, especially Elana Azose, Brian Hayden, and Lisa Mednick Takami, for anticipating and addressing any possible issues. (RD) noted that the polling generated positive energy and effectively engaged attendees.

(BH) pointed out that several comments on the evaluation requested discipline-specific programs, during which materials or tools could be developed and easily integrated into teaching. The emphasis in recent years has been on campus-wide topics. (RD) noted that some departments are quite small, creating logistical challenges in offering department-specific programs. (MS) noted that brown bag programs are useful for department-level collaboration and learning. Her department has already organized two brown bags this semester. (BH) suggested department-specific events could be sprinkled among other, campus-wide topics. (RC) concurred, noting that national conferences take a similar approach.

(RD) expressed appreciation for the yellow cardstock listing of campus resources provided at PD Day. The heavy cardstock and easy-to-read format made it especially useful. (EU) added that it can be challenging to find phone numbers since the college longer provides a printed campus directory. (SK) reflected that she's able to locate staff at an out-of-state institution more easily than on campus because of the challenges accessing the campus directory. The team expressed concern about how these challenges impact our current and prospective students. Because our students often prefer texting, (DB) provides his students a Google Voice phone number which accepts text messages.

The evaluations indicated strong interest in training with the audience-response system, Poll Everywhere. (KDD) noted that the Professional Development and Learning Department is offering trainings. (BH) suggested training also be offered in the afternoon on Spring PD Day. (EU) raised a concern about the timing of the technology training offered on campus. Rather than trainings offered in the morning when many faculty are in class, it would be useful for training to be offered in the afternoons (starting 3 or 3:30). Fridays offer more flexibility for faculty but those who commute long distances may be reluctant to travel in for a brief training.



Several FDC members had questions about the Title IX mandates and training. There is a need for more guidance on what to do with the information provided at PD Day. It was suggested that training be provided for English and Human Development faculty, since students self-disclose in writing assignments for these classes.

There is a need to clarify how faculty should respond as responsible parties and what training is required of faculty. (DB) shared his experiences with an online training program at Rio Hondo and will provide information about the host for that training.

The team identified breakout sessions that were well-attended and/or highly rated in considering which might be useful to repeat as stand-alone workshops in the fall or as breakout sessions at Spring PD Day. The sessions that were rated 4.50 or higher and emerged as candidates included:

- The Student, Faculty and Academic Support Connection
- Librarian and Faculty Connections: Extending Our Reach to Improve Student Information Competencies and Success
- Veteran Student Success: Understanding the Academic and Transitional Needs of Student Veterans
- Help! There's an Interpreter and Deaf Student in My Class! What Do I Do?!
- Supporting Foster Youth's Educational Success at El Camino College
- How to Help Your Students with Issues of Sexual Assault

Comments for the TracDat session included requests for more hands-on learning. Given the strong interest in the topic, (SK) suggested that alternate locations be considered like the Humanities Foreign Language Lab (45 workstations) or the Basic Skills Study Center. She would need advance notice to arrange for the BSSC to be available.

If PD Day sessions are repeated as follow-up workshops, the team had a number of suggestions:

- Note that the sessions are "back by popular demand," and that seating is limited to 15-20.
- If fewer than 6 enroll, cancel the session to be respectful of the presenters' time.
- Emphasize that the workshops are flex eligible.
- Indicate that these are repeat sessions (with the same content), rather than new sessions.
- If follow-ups are offered, it's essential that they be high quality so faculty know professional development offerings will be a good use of their time.

(KDD) noted that the proposed theme for Spring PD Day is the Student Equity Program (SEP), the companion program to SSSP. In addition, (KDD) and (LMT) will meet with Pete Marcoux to gather ideas for equipping faculty to effectively serve future generations of students. Many current K-12 students are utilizing tools like iPads and laptops in their classes.

## **2. Flexible Calendar**

(KDD) indicated there's a need to tighten up how flex is implemented on our campus to ensure consistency across divisions and alignment with flex objectives. Faculty need more clarity on what is and is not eligible for flex. There are efforts to provide more information and to build in accountability. Professional development is among the 10 + 1 items, indicating that the college must "rely primarily" on faculty in decision-making. So, any adjustments must be developed in a consultative way. The FDC has established a subcommittee, the Flex Calendar Advisory, to clarify guidelines and consider requests for flex. The following faculty are currently serving on the advisory: F. Baker, K. Daniel-DiGregorio, C. Gold, C. Jeffries, L. Mednick Takami and C. Striepe.

## **3. Getting the Job Workshop Series**

(KDD) announced that Part 1: The Application will be offered Friday, November 6<sup>th</sup>, 12:30-3 in the Alondra Room. The workshop is earlier than in past years because the college plans to begin academic searches earlier this year. The team agreed that the best time for Part 2: The Interview is Friday January 29<sup>th</sup>.

## **4. Faculty Book Club**

(SO) announced that the book club will be revived this semester, featuring *Mind, Brain and Education: Neuroscience Implications for the Classroom* by David Sousa. The club will meet 9/25, 10/30 and 12/4 from 12:30-2. Watch the listserv for more information. FDC members were asked to talk up the book club and post information in their divisions. A similar topic was covered several years ago and generated strong interest. Ideally, the topic will draw in some colleagues from the sciences.

#### **5. FDC Collaboration with the Compton Center.**

(KDD) announced that (AV) agreed to serve as a liaison between the ECC FDC and the Compton Center. She will investigate further whether to liaise with Compton's Professional Development Committee or their Faculty Development Committee which is just getting started.

#### **FDC Initiatives: Fall 2015**

- Faculty Book Club, Coordinated by Sumino Otsuji and Sue Ellen Warren 12:30-2 on 9/25, 10/30, 12/4.
- Academic Rank Certificates: Distributed September
- Outstanding Adjunct Award: application deadline mid-October, committee convenes early November, awards and certificates presented at December Academic Senate meeting
- Getting the Job Workshop Series:
  - Part 1: The Application: Friday, November 6<sup>th</sup>, 12:30-3:00, Alondra Room
  - Part 2: The Interview: January 29<sup>th</sup>
- Planning for Spring PD Day: November-December
- Flexible Calendar Advisory: Ongoing

Meeting adjourned at 1:55

**KDD/9.9.15**

**Faculty Development Committee Meeting**  
**Minutes for Tuesday, September 22, 2015, in Teaching and Learning Center,**  
**Library Basement, 1-1:50 pm**

<u>Name</u>	<u>Abbreviation</u>	<u>Division</u>
Florence Baker (present)	(FB)	Behavioral & Social Sciences
Dustin Black (present)	(DB)	Behavioral & Social Sciences
Rose Ann Cerofeci (present)	(RC)	Humanities
Kristie Daniel-DiGregorio* (present)	(KDD)	Behavioral & Social Sciences
Ross Durand (present)	(RD)	Industry & Technology
Briita Halonen (present)	(BH)	Humanities
Sheryl Kunisaki (present)	(SK)	Learning Resources
Sumino Otsuji (present)	(SO)	Humanities
Margaret Steinberg (excused)	(MS)	Natural Sciences
Lisa Mednick Takami (present)	(LMT)	Professional Development
Evelyn Uyemura (present)	(EU)	Humanities
Andree Valdry (excused)	(AV)	Learning Resources/Compton Center

\*Committee Chair

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

### **AGENDA**

(KDD) introduced Dr. Jean Shankweiler (JS) who was invited to the meeting to provide an overview of the Student Equity Program and to discuss the role of professional development in the college's efforts.

#### **1. Status Reports on Fall FDC Initiatives**

**Academic Rank Certificates.** (KDD) reported that 83 faculty were recognized with certificates and letters from the Senate leadership. Faculty were commended for their ongoing commitment to teaching and student learning. The recipients included (RD) and (MS), who were recognized for achieving the rank of Professor. The rank system recognizes the experience and training of ECC faculty. Among the goals for this initiative is that it will contribute to improving morale on campus.

(RC) asked if business cards are still provided for new faculty and how the changes to the rank will affect how often faculty must reorder cards. (LMT) confirmed that cards are provided, at a cost of \$65 for 500 cards. (RC) and (BH) indicated they do not use their cards, in part because they still reflect their original rank as Instructors. (KDD) reported that she frequently uses business cards when she refers students to colleagues or to campus resources. The business card helps facilitate the introduction for students. (BH) asked if faculty could request cards with the rank omitted. (RD) commented that he ordered his cards without including rank. (DB) asked if business cards are provided for part-time faculty. (LMT) reported that it would be cost prohibitive to do so. (DB) reported that he has always taken the initiative to develop his own business cards. (KDD) asked if division or department cards could be developed with general details, to which part-time faculty could add their own contact information. (JS) reported that the first set of business cards are provided by the college. Subsequent sets must be paid for by the division so the decision of whether to reorder cards is determined by the division. (EU) reported that she doesn't use her cards because they are so outdated and include the old email extension before the ".edu" was implemented. (KDD) asked if orders could be placed for fewer than 500 cards, making it more likely faculty would be able to use all of their cards before the next change in rank. (LMT) noted that the college is switching vendors so this is a good time to follow up on these questions. She expects the price will be lower with a new vendor, for example, \$40/500 cards. (EU) asked if the college's print shop could produce the cards. (JS) reported that the print shop has closed. [Update: Sidney Smith replied that the Copy Center is unable to produce high-quality business cards.]

**Faculty Book Club.** (SO) provided a report on her efforts with Sue Ellen Warren. The dates for the club are 9/25, 10/30 and 12/4. The book, *Mind, Brain and Education: Neuroscience Implications for the Classroom* by David Sousa, has drawn a strong response: 17 faculty have enrolled, including six or seven from the Compton Center. Participants won't receive the book until the first meeting, so (SO) and Professor Warren have devised some creative strategies for beginning the conversation and providing networking opportunities for participating faculty. Because the book focuses on individual disciplines, (SO) plans to ask faculty to take responsibility for chapters relevant to their discipline and provide summaries to the group. (KDD) recalled that the (SO) and Professor Warren chose to place the FBC on hiatus in the spring semester in order to generate stronger interest. (SO) confirmed that, based on the response, the strategy was effective.

**Outstanding Adjunct Faculty Award.** (KDD) reported the following timeline for the award: nomination deadline, 10/16; application deadline 10/30; selection committee meets 11/13. Jennifer Annick (English) and Mediha Din (Sociology) have agreed to serve on the selection committee. (KDD) will recruit a dean and student leader. (KDD) asked FDC members to consider nominating a deserving adjunct colleague. Nominators need only provide a letter of nomination – all of the other supporting documentation is provided by the nominee. (BH) asked if deans were asked to nominate faculty. (KDD) reported that she's approached deans but none have submitted nominations in recent years. (JS) suggested deans may feel a conflict of interest in singling out one of their adjunct instructors for recognition. (SK) reported that when she was nominated she didn't see the letter of nomination and had the sense that the office worked together to submit her nomination. There was some discussion of collecting names of deserving adjuncts which could be forwarded to the committee. However, (KDD) reported that the letters of nomination become part of the application materials and provide useful data to support the nominee's candidacy. (LMT) suggested (JS) ask the deans to announce the award deadlines in their division meetings and to encourage their faculty to nominate a colleague. (KDD) noted she will also reach out to the deans to suggest the same.

**Getting the Job:** (KDD) reported that plans are underway for the fall and spring events. The details are as follows:

- Part 1: The Application, November 6, 12:30-3, Alondra Room. Panelists: Dean Connie Fitzsimons (Fine Arts), Chris Page (English), Ambika Silva (Math), Xocoyotzin Herrera (History), HR Representative.
- Part 2: The Interview, January 29, 12:30-3, Alondra Room. Panelists: Yun Chu (HDEV), Rhea Lewitzki (English).

She thanked (BH) for her help recruiting recent hires from English for the panels. (DB) offered to recruit one of the new History faculty to participate in the spring panel. (KDD) asked if it might be advantageous to add someone from the sciences. (BH) recommended inviting only three faculty panelists to allow enough time for questions and reduce redundancy in the comments. She suggested waiting to recruit additional faculty for the spring until the end of October, when the new positions for 2016-17 would be announced.

**Academic Technology.** (KDD) announced that she and (LMT) would be meeting with Pete Marcoux, Academic Senate Vice President for Academic Technology and would report back. Professor Marcoux has expressed an interest in providing additional training for faculty to prepare for future students who are currently in technology-rich learning environments in the K-12 system. (BH) and (RA) reported that Pete Marcoux offered a very informative brown bag on Chrome books.

**Flexible Calendar Advisory Subcommittee.** (KDD) thanked (EU) for joining the advisory to represent the union perspective. The members are: F. Baker, K. Daniel-DiGregorio, C. Gold, C. Jeffries, L. Mednick Takami, C. Striepe and E. Uyemura. (LMT) reported that the advisory has been very helpful and provided a resource for the consistent inquiries made by faculty about flex and the need to ensure compliance. The issues that have been considered by the advisory this semester include:

- Revisions to the flex calendar matrix, which should be sent to faculty later this week.
- New Faculty Learning Academy. If an emergency prevents a new instructor from attending, a videotape of the session will be provided on Etudes.

- Brown bags focused on follow-ups and implementation of recommendations that emerged from the assessment progress are flex-eligible. These activities would need to occur after reporting and assessment.
- The group is clarifying definitions for brown bags. It's essential for faculty submitting proposals to provide details, including potential impact.
- Graduate-level coursework, as long as it is not contributing to a salary increase, is flex-eligible as long as the work is being completed in the instructor's discipline. Flex credit would be calculated on a one-to-one ratio (one hour in class = 1 hour of flex credit).
- Scholarly publications, if uncompensated, are flex-eligible.
- The language in the introduction to the matrix will be revised to enhance clarity.
- Webinars and online conferences will require documentation.
- Faculty attending conferences need to be reminded that, regardless of the content, conferences are submitted as conferences and not Individual Project Proposals (IPPs).

(RC) reported that she attended a conference on Saturday but was not clear on how to submit the conference in PD reporter. Several questions arose and (KDD) suggested that communication regarding flex credit be a topic at the next FDC meeting, given the need to explore the topic thoroughly.

## 2. Student Equity Initiatives at ECC.

(JS) reported that much focus has been on the Student Success and Support Program (SSSP) and that there's a need to make progress on the Student Equity Plan (SEP). The original report was prepared quickly and there was little time for campus-wide dialogue. As a result, many colleges were asked to revise their plans. Idania Reyes is the director for the Student Equity Program on campus and she is working with an advisory committee. The revised plan must be approved by 12/18/15 and will need to be approved by the Senate, the student body, and the Board of Trustees. Indicators for SEP include:

- Student Success and Support
- Professional Development
- Course Completion
- Basic Skills
- ESL Transfer
- Access

Programs and services will focus on the following groups: Veterans, foster youth, racial or ethnic groups disproportionately impacted, and students with disabilities (DSPS). A team from El Camino attended training last week provided by the Chancellor's Office and the Center for Urban Education (CUE) at USC. The team discussed how to calculate and address the equity gap. (JS) reported that the Title 5 Graduation Initiative was successful in meeting all objectives. The difficulty is that specific populations were not targeted. As a result, all students improved, however the gap widened.

A former instructor, who is Caucasian, shared at the conference his success rates, disaggregated by at-risk groups. His white students performed better than other students.

(JS) noted that professional development is a component of student equity efforts. Already, there are a number of supports for students. Offering intensive professional development can be an effective way to make progress toward our goals for student equity. (JS) shared information about degree-applicable course completion rates for ECC students in Spring 2015. It indicates that Native American/Alaskan Native, African American, Native Hawaiian/Pacific Islander and Hispanic/Latino students perform below average regarding pass rates.

(LMT) reported that a tangible way to implement change is through syllabus review. Alicia C. Dowd and Estela Mara Bensimon have developed a syllabus review protocol and an equity scorecard. Faculty would review their own syllabi and the focus is on inquiry. The questions are very specific and include whether diverse materials or perspectives are

offered. The syllabus can be a good place to begin the equity conversation. These programs have been very successful, giving a faculty a chance to consider what they may be able to change or modify.

(RD) asked how the SSSP and SEP interact. (JS) explained that there's limited overlap. The SSSP focuses on access and accountability. The SEP is focused on equity groups. Where they do interact is in a new program being developed called SOAR. Struggling students would be referred to the center and a case management approach would be utilized.

(SK) and (RA) reported that the speaker at the Diversity Conference was exceptionally effective, and grounded his comments in data. (JS) reported on a Cultural Intelligence presentation she attended at Cerritos.

The team expressed strong support for the campus to expand discussions of topics related to student equity and for the focus for Spring Professional Development Day to be student equity.

(BH) suggested that faculty will be most receptive to the SEP efforts if the focus is on what they can do differently rather than doing more work. Already faculty are feeling overloaded with work. To add to their workload will generate resistance.

(SK) noted that it's important for faculty to engage in self-reflection on privilege and to raise awareness of how privilege impacts their teaching, demeanor and/or perspectives in the classroom.

(DB) suggested that how faculty respond to the SEP will depend on how it's couched. If the topic is broached in terms of best practices to improve outcomes for all, it will be received well. Adjuncts are aware that if their students don't do well, they may not be asked back. He has been conducting research on target populations. Some of most crucial coursework for these students is taught by adjuncts. He is interested in initiating brown bags to share research and build community among adjunct colleagues; lots of informal mentoring/partnerships take place at the division level. Brown bags would be geared to part-time faculty but open to all.

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: September 17, 2015**

**MEMBERS PRESENT**

- |  |  |
|--|--|
| <input type="checkbox"/> Vacant - ECCE                                     | <input checked="" type="checkbox"/> William Garcia– Student & Comm Adv.  |
| <input type="checkbox"/> Connie Fitzsimons – Academic Affairs              | <input type="checkbox"/> Cheryl Shenefield–Administrative Services       |
| <input type="checkbox"/> Jackie Sims -Management/Supervisors               | <input type="checkbox"/> Dean Starkey – Campus Police                    |
| <input type="checkbox"/> Ken Key - ECCFT                                   | <input checked="" type="checkbox"/> Nicole Mardesich – ASO, Student Rep. |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Lance Widman - Academic Senate       |

**Other Attendees: Members:** A. Grant, E. Rader, M. Trevis **Support:** L. Beam, J. Ely, I. Graff, J. Nishime

The meeting was called to order at 1:04 p.m.

**Approval of the September 3, 2015 Minutes**

1. Correction under Final Budget Presentation Second Reading, #3, **delete:** \$349,191 and **replace with:** \$349,192.
2. Under Accreditation Follow-Up Report, #1, **delete:** letter, **replace with:** follow-up report.
3. The minutes were approved with the noted corrections and will be posted.

**VP Annual Planning Priorities** – J. Nishime (Handouts)

1. The planning priorities were brought before the committee again for another review or to entertain any questions. The total cost for the vice president’s prioritizations equal \$1,897,371. Ongoing enhancements were listed at \$500,000. This money will be used for augmenting the supply budgets in order to take care of the small supply items which have been seen in the planning recommendations. It was suggested supplies be noted on the listing of ongoing enhancements so it is clear where this money is going.
2. The planning process begins in the previous year at the department levels where planning is done through the area’s SLOs and program reviews. From these reviews a list is created with requested recommendations which are voted on by the division and is then forwarded on to the appropriate area vice president for review and consideration for funding.
3. Some of the prioritization costs of the \$1,897,371 total were noted as follows: \$71,000 is from the instructional block grant, \$310,000 comes from staffing out of the unrestricted general fund, \$75,000 is from the sick-leave mandate, \$135,000 for software for the new systems for timekeeping, student discipline, and ticketing systems, \$30,000 for additional software from the block grant, \$220,000 from the safety fund for emergency equipment
4. Some of the blank areas under strategic initiatives column will be filled in once the initiatives are identified. The committee will be kept in the loop as this information is updated. TracDat is still being updated with these items that have been prioritized.
5. The next step is contacting departments directly so accounts can be set up and the areas can start spending their allocations.

### **PBC Evaluation Overview** – R. Natividad (Handout)

1. The PBC 2015 Evaluation form was distributed and reviewed by the committee. A year ago it was discussed we would stay with the same questions and format because we were going through accreditation. The committee was encouraged to review the hand out and supply any additional changes or revisions, which will be discussed at the next meeting.
2. Questions 7 – 9 regarding communication were addressed. It was noted the subject of communicating and how we get our information out is one area we are always trying to improve upon as this area fluctuates at times. The PBC now has a web site up and contains information on current, pertinent information.
3. It was suggested a question may want to be asked concerning if there are any out lining things needed to be known to help serve the group better or put the committee in a better place in the long term.
4. All the representatives on PBC communicate by reporting back to their constituent groups on items discussed at PBC. N. Mardesich, Associated Student Organization representative noted their meetings are held the same time as the PBC meetings. They are currently working on obtaining commissioners so there is proper representation.
5. The committee was thanked for their feedback as it is very valuable information and shows what the committee is doing. It was stated the President is very pleased with the committee and how they are moving forward with everything.
6. It was asked if there are multi-year evaluation results. There was a multi-year evaluation done two years ago where a comparison was done with a couple years. It was felt this could be valuable in showing us a comparison to see how things are progressing.
7. I. Graff stated she would bring some sample questions to be considered for next time which touch on strategic initiatives. It was felt this would be a good idea.
8. It was also suggested a question might want to be included about the Master Plan.
9. The committee was encouraged to send R. Natividad any of their suggestions or ideas this week for his consideration.
10. It was brought to the committee's attention that on the 2015 survey, the questions asked relate to the old purpose statement. Since there is a new purpose statement, the questions may have to be reformed.

### **PBC Statement of Purpose** – R. Natividad

1. It was announced the Statement of Purpose was updated last year. The committee was informed to review the statement and see if anyone had any suggested changes. It was noted the Purpose Statement seems to fit well with what the PBC is currently doing.
2. The committee should consider removing the word “community” and replacing it with constituencies. This would reflect the same language as the evaluation and be consistent with accreditation and other documents. This was favorably accepted by the committee and a draft purpose statement will be provided to the committee at the October 1<sup>st</sup> meeting.

### **PBC Goals** – R. Natividad

1. Last year's goals will be sent to the committee for review. Previous goals had been accomplished, such as the new PBC website, placement of common terms on the agenda and the implementation of a yearly PBC activities calendar.
2. Future goals should be sent to the chair for inclusion. Goals will be listed on the agenda second page in the future.

### **Adjournment** – R. Natividad

1. The meeting adjourned at 2:40 p.m. The next meeting is scheduled for **October 1, 2015, at 1:00 p.m.,** in Library 202.



**ECC SPRING / SUMMER 2015 SLO ASSESSMENT STATUS<sup>1</sup>**

DIVISION	TOTAL NO. OF SLO ASSESSMENTS DUE		COMPLETED TO-DATE	PERCENT COMPLETED	NO. OF ASSESSMENTS OVERDUE	LIST OF ASSESSMENTS OVERDUE
	SLO ASSESSMENTS DUE	ASSESSMENTS OVERDUE				
Behavioral and Social Sciences	57	50	88%	7	ANTH 6 - SLO #3, ECON 2 - SLO #1, ECON 5 - SLO #1, HIST 106 - SLO #1, HIST 129 - SLO #1, POLI 6 - SLO #2, PSYC 15 - SLO #1	
Business	22	17	77%	5	BUS 4 - SLO #1, CIS 140 - SLO #3, CIS 141 - SLO #3, LAW 15 - SLO #1, LAW 6 - SLO #1	
Fine Arts	93	76	82%	17	ART 132 - SLO #2, ART 142 - SLO #2, ART 160 - SLO #2, ART 161 - SLO #1, ART 181 - SLO #2, ART 187 - SLO #2, ART 262 - SLO #1, ART 283 - SLO #1, ART 288 - SLO #2, COMS 5 - SLO #2, MUSI 266abcd - SLO #1, MUSI 555 - SLO #1, PHOT 206ab - SLO #1, PHOT 206ab - SLO #2, PHOT 206ab - SLO #3, THEA 188 - SLO #2	
Health Sciences and Athletics	80	79	99%	1	NURS 210 - SLO #2	
Humanities	124	101	81%	23	AS 20 - SLO #1, AS 20 - SLO #2, AS 20 - SLO #3, AS 30 - SLO #1, AS 30 - SLO #2, AS 30 - SLO #3, CHIN 2 - SLO #1, CHIN 2 - SLO #2, CHIN 2 - SLO #3, ENGL 1C - SLO #3, ENGL 32 - SLO #1, ENGL 32 - SLO #2, ENGL 32 - SLO #3, ENGL 50RWA - SLO #1, ENGL 50RWA - SLO #2, ENGL 50RWA - SLO #3, ENGL 50RWA - SLO #4, ENGL 80 - SLO #1, ENGL 80 - SLO #2, ENGL 80 - SLO #3, ITAL 24 - SLO #1, ITAL 24 - SLO #2, ITAL 24 - SLO #3	
Industry and Technology	73	42	58%	31	ACR 20 - SLO #1, ACR 34 - SLO #1, ACRP 2A - SLO #1, ACRP 5A - SLO #1, ATEC 1 - SLO #1, ATEC 11 - SLO #1, ATEC 22A - SLO #1, ATEC 22B - SLO #1, ATEC 23 - SLO #1, ATEC 25 - SLO #2, ATEC 35 - SLO #1, ATEC 35 - SLO #2, CTEC 100 - SLO #1, CTEC 121 - SLO #1, CTEC 122 - SLO #1, CTEC 122 - SLO #2, CTEC 122 - SLO #3, CTEC 122 - SLO #4, CTEC 122 - SLO #5, CTEC 122 - SLO #6, CTEC 122 - SLO #7, CTEC 122 - SLO #8, CTEC 122 - SLO #9, CTEC 122 - SLO #10, CTEC 122 - SLO #11, CTEC 122 - SLO #12, CTEC 122 - SLO #13, CTEC 122 - SLO #14, CTEC 122 - SLO #15, CTEC 122 - SLO #16, CTEC 122 - SLO #17, CTEC 122 - SLO #18, CTEC 122 - SLO #19, CTEC 122 - SLO #20, CTEC 122 - SLO #21, CTEC 122 - SLO #22, CTEC 122 - SLO #23, CTEC 122 - SLO #24, CTEC 122 - SLO #25, CTEC 122 - SLO #26, CTEC 122 - SLO #27, CTEC 122 - SLO #28, CTEC 122 - SLO #29, CTEC 122 - SLO #30, CTEC 122 - SLO #31, CTEC 122 - SLO #32, CTEC 122 - SLO #33, CTEC 122 - SLO #34, CTEC 122 - SLO #35, CTEC 122 - SLO #36, CTEC 122 - SLO #37, CTEC 122 - SLO #38, CTEC 122 - SLO #39, CTEC 122 - SLO #40, CTEC 122 - SLO #41, CTEC 122 - SLO #42, CTEC 122 - SLO #43, CTEC 122 - SLO #44, CTEC 122 - SLO #45, CTEC 122 - SLO #46, CTEC 122 - SLO #47, CTEC 122 - SLO #48, CTEC 122 - SLO #49, CTEC 122 - SLO #50, CTEC 122 - SLO #51, CTEC 122 - SLO #52, CTEC 122 - SLO #53, CTEC 122 - SLO #54, CTEC 122 - SLO #55, CTEC 122 - SLO #56, CTEC 122 - SLO #57, CTEC 122 - SLO #58, CTEC 122 - SLO #59, CTEC 122 - SLO #60, CTEC 122 - SLO #61, CTEC 122 - SLO #62, CTEC 122 - SLO #63, CTEC 122 - SLO #64, CTEC 122 - SLO #65, CTEC 122 - SLO #66, CTEC 122 - SLO #67, CTEC 122 - SLO #68, CTEC 122 - SLO #69, CTEC 122 - SLO #70, CTEC 122 - SLO #71, CTEC 122 - SLO #72, CTEC 122 - SLO #73, CTEC 122 - SLO #74, CTEC 122 - SLO #75, CTEC 122 - SLO #76, CTEC 122 - SLO #77, CTEC 122 - SLO #78, CTEC 122 - SLO #79, CTEC 122 - SLO #80, CTEC 122 - SLO #81, CTEC 122 - SLO #82, CTEC 122 - SLO #83, CTEC 122 - SLO #84, CTEC 122 - SLO #85, CTEC 122 - SLO #86, CTEC 122 - SLO #87, CTEC 122 - SLO #88, CTEC 122 - SLO #89, CTEC 122 - SLO #90, CTEC 122 - SLO #91, CTEC 122 - SLO #92, CTEC 122 - SLO #93, CTEC 122 - SLO #94, CTEC 122 - SLO #95, CTEC 122 - SLO #96, CTEC 122 - SLO #97, CTEC 122 - SLO #98, CTEC 122 - SLO #99, CTEC 122 - SLO #100	
Mathematical Sciences	26	26	100%	0		
Natural Sciences	27	19	70%	8	ASTR 12 - SLO #2, BIOL 16 - SLO #1, GEOG 7 - SLO #2, GEOL 6 - SLO #2, HORT 42 - SLO #1, HORT 42 - SLO #2, HORT 44 - SLO #1, HORT 56 - SLO #2	
<b>OVERALL TOTALS</b>	<b>502</b>	<b>410</b>	<b>82%</b>	<b>92</b>		

<sup>1</sup> Data compiled 09.29.2015

## ECC SPRING / SUMMER 2015 PLO ASSESSMENT STATUS<sup>1</sup>

DIVISION	TOTAL NO. OF PLO ASSESSMENTS DUE	COMPLETED TO-DATE	PERCENTAGE COMPLETED	NO. OF PLO ASSESSMENTS OVERDUE	LIST OF ASSESSMENTS OVERDUE
Behavioral and Social Sciences	6	5	83%	1	Economics - PLO #1
Business	2	1	50%	1	CIS - PLO #1
Fine Arts	5	2	40%	3	Film/Video - PLO #1, Music - PLO #1, Theatre - PLO #2
Health Sciences and Athletics	4	4	100%	0	N/A
Humanities	0	N/A	N/A	N/A	No PLOs Due
Industry and Technology	4	3	75%	1	Environmental Tech - PLO #2
Mathematical Sciences	5	5	100%	0	N/A
Natural Sciences	3	1	33%	2	Astronomy - PLO #3, Biology - PLO #1
<b>OVERALL TOTALS</b>	<b>29</b>	<b>21</b>	<b>72%</b>	<b>8</b>	

<sup>1</sup> Data compiled 09.30.2015

**Rules and Procedures re: Election of an Academic Senate President/President –Elect**

**From: ECC Academic Senate Constitution.**

<https://www.elcamino.edu/academics/academicssenate/docs/2011-ECC-Senate-Constitution.pdf>

**Article IV OFFICERS**

**Section 1. Officers. The Senate shall elect from among its members:**

**1.1 President**

**1.2 President-Elect, who may also hold another senate office, until beginning his or her term as president;**

**Section 3. Terms of Office**

**3.1 The term of a senate officer shall be for 2 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....**

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

**Section 4. Duties of Officers and Other.**

**4.1 Senate President/s. The president shall preside over meetings of the Senate, as outlined in Robert’s Rules of Order; chair the Executive Committee; represent the Senate to the Administration, the Board of Trustees, and the ASCCC....**

**4.2 President-Elect: The president-elect shall become familiar with the duties of the Senate 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 College Council, ASCCC Area C meetings and plenary sessions, and the ECC Academic Senate Executive Committee meetings.**

**Article VII COMMITTEES**

**1.3 Election Committee. This Committee conducts elections of Senate Officers in compliance with the Constitution and Bylaws. The President/s shall appoint the Chair. No member of the Election Committee may be a candidate for an elected office.**

**From: El Camino College Academic Senate Bylaws**

<https://www.elcamino.edu/academics/academicssenate/docs/2011-ECC-Senate-Bylaws.pdf>

**Article IV. Officers**

**Section 1. Election of Officers**

**1.1 Nomination. At the first meeting in November, or when a vacancy occurs, the chair of the Senate Election Committee shall issue a call for nominations, and distribute nomination forms for the Senate**

**offices. Nominees must be members of the Senate. The Election Committee is responsible for processing nominations and verifying the eligibility of each nominee.**

**1.2 Ballot Presentation of Candidates. At the second meeting in November, the nominations received by the Election Committee shall be presented to the Senate. The Senate president shall call for nominations from the floor to be added to the ballot. Upon receipt of the ballots, write-in candidates are handled according to Robert's Rules of Order.**

**1.3 Ballot Distribution. The Chair of the Senate Election Committee shall be responsible for conducting elections. The Election Committee shall prepare ballots to be mailed or sent via other secure means, including internet, phone, or other technology.**

**1.4 Ballot Count. All ballots must be received by the Election Committee within 10 business days of distribution. The Election Committee shall count the ballots immediately. The candidate receiving the majority of the votes shall be the winner. In case of a tie vote, a special run-off election shall be held at the next scheduled Senate meeting. In the event of no candidate receiving a majority vote, a run-off election shall occur for the top two candidates.**

**1.5 Announcement of Election Results. The Election Committee Chair shall report the election results to the Senate President/s immediately and to the body of the Senate at the next scheduled meeting.**

El Camino Community College District  
Administrative Procedure 5520

**Student Discipline ~~& Due Process~~ Procedures**

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

The Administrative Procedure is specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

**DEFINITIONS**

**College District** - El Camino Community College District. Student discipline sanctions imposed to students at El Camino College will also apply to the El Camino College Compton Center.

**Student** - Any person who has applied for admission or currently enrolled as a student in any program offered by the College District.

**Instructor** - Any academic employee of the College District in whose class a student subject to sanction is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

**Complainant** - A person who submits a charge alleging that a student has violated the College District's Student Code of Conduct.

**Accused Student** - A student who has been accused of violating the Student Code of Conduct by a College District employee, student, or visitor.

**Advisor** – An advisor is anyone other than the complainant or accused student. An advisor may include, but is not limited to, another student, family member, attorney, College personnel, or community member. The advisor's role is to observe, provide counsel, or support the complainant or accused student.

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

**College District Property** - Property under the control of the El Camino Community College District or any place that is the site of a College District approved activity or function.

### **JURISDICTION OF THE COLLEGE**

Sanctions for violations of the Student Conduct Code may be imposed for conduct which occurs on the College premises, in or out of the classroom setting, while using College technology, at off-campus instructional sites, during off-campus College-sponsored events and for off-campus conduct which materially and substantially interferes with the College's operational and educational programs.

### **FILING A COMPLAINT**

Any person may allege a violation of the Student Conduct Code by completing a Student Conduct Incident Report Form and submitting it to the Student Development Office. The College reserves the right to initiate a student conduct process based on available information, even if a formal complaint has not been received. The complaint shall describe the conduct in question and, if known, the name of the person or persons alleged to have engaged in that conduct. The filing of a complaint assumes that the complainant desires to initiate the inquiry that may result in official disciplinary action against the alleged violator. The complainant should file a complaint within a reasonable amount of time not to exceed thirty (30) business days from the date of the incident.

### **OVERVIEW OF DISCIPLINE PROCESS**

1. Each student is responsible for reading and complying with the Standards of Student Conduct which is made available on the El Camino College website on the Student Development Office page or from the Student Development Office located in the Activities Center, Room 160 and the College Catalog.
2. Any member of the College community can initiate an accusation of an alleged violation.
3. If a student is accused of an alleged violation, he or she will receive written notice of the conduct warranting discipline via El Camino College issued e-mail account with delivery notification. The notice may include a request for a review meeting and will include:
  - a. The specific code violations;
  - b. A short statement of the facts supporting the accusation;

- c. The right of the student to meet with the Director of Student Development or designee;
  - d. Reference to the Standards of Student Conduct outlining the process and rights of students; and
  - e. The nature of the sanctions being considered.
4. Time Limits - The notice must be provided to the student within forty (40) business days of the date on which the conduct took place; in the case of continuous, repeated or ongoing conduct, the notice must be provided within ten (10) business days of the date on which conduct occurred which led to the decision to take disciplinary action.
5. Meeting - If the student chooses to meet with the Director of Student Development or designee, the meeting must occur no sooner than five (5) business days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.
- a. Both the complainant and the accused student may be accompanied by an advisor to any meetings, interviews, or hearings. The advisor's role is to observe, provide counsel, or support the complainant or accused student. An advisor may not speak on behalf of the complainant or accused student or speak to the Director of Student Development or designee. Advisors who do not comply with their role may be removed from the meeting, interview, or hearing.
6. Upon completion of the review meeting, the student, ~~if necessary,~~ shall have the right to the following:
- a. Be provided a written list of findings by the Director of Student Development or designee;
  - b. Accept or deny responsibility;
  - c. Have sanctions imposed, if found in violation of the Standards of Student Conduct;
  - d. Request a hearing of the Disciplinary Hearing Panel should the student disagree with the finding(s) and sanction(s) of the Director of Student Development or designee;
  - e. Be informed of the appropriate policy and procedure; and
  - f. Be informed of his/her right to request a copy of their student conduct file.
7. Students should be aware that the student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all but do not include the same

protections of due process afforded by the courts. The standard used to determine whether a violation of the Standards of Student Conduct has occurred will be a preponderance of evidence (more likely than not). Due process within these procedures, assures timely written notice, a hearing before an objective decision-maker or panel (should one be requested) and a process for appeal.

8. Students continue to be subject to city, state, and federal laws while at El Camino College and allegations, charges, or violations of those laws may also constitute violations of the Standards of Student Conduct. In such instances, El Camino College may proceed with disciplinary action under the Standards of Student Conduct independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the Standards of Student Conduct even if such criminal proceeding is not yet resolved or is resolved in the student's favor.
9. No student will be found in violation of El Camino College Standards of Student Conduct without information showing by preponderance of the evidence that a policy violation has occurred. At El Camino College's sole discretion, sanctions will be proportionate to the severity of the violation(s).
10. If a student is found responsible for one or more violations of the Standards of Student Conduct, the student's prior conduct record will be taken into consideration and may result in progressive sanctions because of a pattern of behavior.

### **DETERMINATION OF SANCTIONS**

The following factors may be considered in determining what sanctions are appropriate in a particular case. While sanctions are applied equitably and fairly, it is done so with consideration for the uniqueness of each individual case.

1. The nature and/or severity of the violation(s).
2. Prior violations and disciplinary history.
3. Mitigating circumstances surrounding the violation.
4. The student's motive or purpose for engaging in the behavior.
5. Sanctions which have been imposed in similar cases in the past.
6. The developmental and educational impact on the student.

### **POSSIBLE SANCTIONS**

Multiple sanctions may be imposed including, but not limited to:

#### **Sanctions for Academic Dishonesty**

Students found to be responsible for academic dishonesty may incur any of the below sanctions:



1. The instructor may assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred;
2. The instructor may dismiss the student from the class or activity for the present and/or following class session(s);
3. The instructor or the Division administrator may require a meeting with the instructor and/or the Administrator; and/or
4. The instructor shall complete a Student Conduct Incident Report and forward a copy to the Division administrator and the Director of Student Development or designee.

### **Other Sanctions**

**Written or Verbal Reprimand** - An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the College District. A record of the fact that a verbal reprimand has been given may become part of a student's record at the College District.

**Educational Sanctions** - An educational sanction may include additional work assignments, essays, community service, behavioral contract, administrative referral, or other related educational assignment.

**Probation** - A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any Standards of Student Code during the probationary period. It may include restriction from contact with specified individuals, College activities, services, offices, or designated areas. Probation shall not be imposed for a period longer than one (1) academic year.

**Restitution** - A payment to compensate an injured party for financial harm in cases involving misconduct including, but not limited to, theft, destruction of property, or deception.

**Removal from Class/Facility/College District Entity** - Any instructor or Division administrator or designee may remove a student from the class, activity, office, department, or other educational forum for the day of the incident and one additional instructional day. The instructor or Division administrator or designee shall immediately report the removal to the Director of Student Development or designee and his or her Division Dean or Associate Dean. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor.

**Withdrawal of Consent to Remain On-Campus** - The College District's Campus Police Department, may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus, that consent to remain on-campus has been withdrawn. If the person is on-campus at the time, he or she must promptly leave or be

escorted off-campus. If consent is withdrawn a written report must be promptly made to the Superintendent/President or designee.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than ten (10) business days from the date of the receipt of the request. The hearing will be conducted in accordance with the provisions of this administrative procedure relating to interim suspensions.

Any person as to whom consent to remain on-campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4)

**No Contact Order** - An issuance that there should be no personal or interpersonal contact or communication between involved parties. This includes verbal and non-verbal communication.

**Short-Term Suspension** - Exclusion of the student by the Director of Student Development or designee for good cause from one or more classes and/or from all activities of the College District for a period of up to ten (10) consecutive days of instruction.

Within five (5) business days after the student meets with the Director of Student Development or designee, the Director of Student Development or designee shall decide whether to impose a short-term suspension, whether to impose some lesser sanction, or whether to end the matter. Written notice of the Director or designee's decision shall be provided to the student. The notice will include the length of time of the suspension or the nature of the lesser sanction. The Director of Student Development or designee's decision on a short-term suspension shall be final.

**Long-Term Suspension** - Exclusion of the student by the Director of Student Development or designee for good cause from one or more classes for the remainder of the school term and/or from all classes and activities of the College District for the remainder of the current term with a maximum of two (2) academic years.

Within five (5) business days after the student meets with the Superintendent/President or designee, the Director of Student Development or designee shall, pursuant to a recommendation from the Director of Student Development or designee, decide whether to impose a long-term suspension. Written notice of the Superintendent/President or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.

Students who receive long-term suspensions are permitted on-campus to conduct student business, but must receive permission from the Director of Student Development or designee

prior to coming to campus and must check-in with the College District's Campus Police Department to obtain a police escort while on-campus.

### **IMMEDIATE INTERIM SUSPENSION (Education Code Section 66017)**

The Director of Student Development or designee may order immediate interim suspension of a student where he or she concludes the following:

1. To ensure the safety and well-being of members of the College District community or preservation of College District property;
2. To ensure the student's own physical or emotional safety and well-being;
3. That the student poses an immediate threat or disruption of or interference with the normal operations of the College District; and/or
4. That the student has been accused of a severe violation and cannot be located and/or does not participate in the conduct process.

In cases where an interim suspension has been ordered, the time limits contained in this administrative procedure shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) business days of the decision to impose an interim suspension.

### **Expulsion**

Expulsion is the permanent separation of a student from El Camino College and El Camino College Compton Center by action of the Board of Trustees for good cause when other means of correction fail to bring about appropriate conduct, or when the presence of the student causes a continuing danger to the safety of others. The student is prohibited from College District property, functions, events, and activities. Permanent notification will appear on student's El Camino College official transcript.

Within ten (10) business days after the student meets with the Director of Student Development or designee, the Director of Student Development or designee shall decide whether to recommend expulsion to the Board of Trustees. Written notice of the Director or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a disciplinary hearing.

### **DISCIPLINARY HEARING PROCEDURES**

#### **Request for Disciplinary Hearing**

Within five (5) business days after the receipt of the Director of Student Development or designee's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Director of Student Development or designee.

### **Schedule of Disciplinary Hearing**

The formal hearing shall be held no sooner than ten (10) to twenty (20) business days after a formal request for hearing is received by the Student Development Office.

The Dean of Student Support Services or designee will inform the student of the hearing date and time by certified mail, return receipt requested, e-mail to his or her El Camino College issued e-mail account, with delivery notification and/or in person with signature verification of receipt at least five (5) business days prior to the hearing date. The notice will enclose a description of the procedures to be followed at the hearing.

The student and the College have the right to receive copies of all documents that are to be presented to the Disciplinary Hearing Panel.

The Disciplinary Hearing Chair shall provide the student copies of all documents to be presented to the panel. The Chair shall make such documents available to the student as soon as practical before the hearing but not less than two (2) business days before the hearing.

If the student intends to present any documents to the Disciplinary Hearing Panel he or she shall provide copies of the same to the Disciplinary Hearing Chair no less than two (2) business days prior to the hearing.

If a student who has been given notice does not appear for the hearing the information in support of the alleged violation(s) will be presented and considered in the student's absence. A student will be considered absent fifteen (15) minutes after the time the hearing was scheduled to convene.

### **Disciplinary Hearing Panel**

The Hearing Panel shall consist of the Dean of Student Support Services or designee as the Disciplinary Hearing Chair and one representative from each of the following groups: (1) Academic Senate; (2) Classified Employees; (3) Associated Student Organization; and (4) College Management which may include College supervisors.

An affirmative vote of three members of the Disciplinary Hearing Panel shall be required to determine responsibility and sanctions.

The Superintendent/President or designee, the president of the Academic Senate or designee, the president of the Classified Employees bargaining unit or designee, and the president of the Associated Student Organization (ASO) or designee shall each, at the beginning of the academic year, establish a list of at least five (5) persons who will serve on the Student Disciplinary Hearing panels. The Superintendent/President or designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member, classified staff member, or student who has any personal involvement in the matter to be decided, who is a

necessary witness, or who could not otherwise act in a neutral manner shall serve on a Disciplinary Hearing Panel.

### **Disciplinary Hearing Panel Chair**

The decision of the Chair of the Disciplinary Hearing Panel shall be final on all matters relating to the conduct of the hearing unless there is a vote by other members of the panel to the contrary.

### **CONDUCT OF THE DISCIPLINARY HEARING**

**All hearings shall be held in closed session and are confidential - they are not open to the public.**

1. The members of the disciplinary hearing panel shall be provided with a copy of the complaint(s) against the student and any written response provided by the student before the hearing begins.
2. The facts supporting the accusation shall be presented by a College representative who shall be the Director of Student Development or designee.
3. The College representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence shall not apply. The standard of proof for Student Disciplinary Hearings will be a preponderance of evidence.
5. Unless the disciplinary hearing panel determines to proceed otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make the first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the College representative to prove by preponderance of evidence that the facts alleged are true.
6. The student has the right to be assisted in the hearing by an advisor. The advisor may provide counsel or support to the student but are not permitted to speak to the panel or participate directly in the hearing. Advisors who do not observe this restriction can be removed from the hearing by the Chair of the Disciplinary Hearing Panel.
7. If the student is a minor, the student's parent(s) or legal guardian must accompany him or her to the disciplinary hearing and may act on his or her behalf.
8. Witnesses shall not be present at the hearing when not testifying.

9. The student and the Dean of Student Support Services or designee may arrange for witnesses to present pertinent information to the Disciplinary Hearing Panel. Witnesses will provide information to and answer questions from the Disciplinary Hearing Panelists. All questions and responses are to be directed to the Panel, preferably the Chair, not between witnesses, complainant, and accused student.
10. If the complainant is unable to attend the hearing, his or her written statement will stand as his or her testimony.
11. The student and his or her advisor, if any, will be allowed to attend the entire portion of the hearing at which information is received, excluding deliberations of responsibility or sanctioning.
12. Should a student have an attorney present to advise him or her, the student must notify the Dean of Student Support Services or designee at least five (5) business days prior to the Disciplinary Hearing that his or her intent to bring an attorney.
  - a. The student discipline process is an administrative process, not a court-like trial or proceeding. Attorneys are allowed to serve as advisors in meetings, interviews, or hearings but may not speak on behalf of the complainant or accused student or speak to the Dean of Student Support Services or designee during the meeting, interview, or hearing. If complainants or accused students bring an attorney to a meeting, interview, or hearing, College personnel may request legal assistance.
13. In hearings involving more than one student in the same situation, the Dean of Student Support Services or designee may permit the hearings concerning each student to be conducted jointly.
14. Supporting documentation, including pertinent records, exhibits and written statements may be accepted as information for consideration at the discretion of the Chair. Prior student conduct violations may be considered in a hearing and for determination of sanctions.
15. Questions of whether potential information will be received will be resolved at the discretion of the Chair. All procedural questions are subject to the final decision of the Chair.
16. The Panel will determine whether the student is responsible for violating each section of the Standards of Student Conduct which the student is accused of violating. The Panel's determination will be made on the basis of whether it is more likely than not (preponderance of evidence) that the student violated the Standards

of Student Code. The Panel will then determine what sanctions they deem appropriate for such violations.

17. Hearings (excluding deliberations) will be audio-recorded and made a part of the student's conduct file.

18. The Chair will prepare a written report detailing the finding, the vote, the information cited by the Panel in support of its findings and any information the Panel excluded and why, concluding with any recommended sanctions. The Chair will forward this document to the Director of Student Development or designee within five (5) business days upon the conclusion of the hearing.

Additionally:

1. Complainants are to be notified when written notice of the allegation/hearing is delivered to the accused student.
2. All parties to an allegation have a right not to face questions or discussion of their history or character unless the Hearing Panel Chair determines that such information is highly relevant to determining whether the policy has been violated.
3. Each party has the right to be present for all testimony and questioning. However, if requested the Hearing Panel must make arrangements so that the complainant and accused are not in the same room at the same time.
4. The College must not require a complainant to be present as a prerequisite for the hearing to proceed or sanctions imposed.
5. Neither party is allowed to cross-examine each other or witnesses. All questions must be submitted to the Hearing Panel Chair.
6. Both parties have the right to appeal the decision of the panel.

The hearing shall be recorded by the College District by tape recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Hearing Panel Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the College District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

### **SPECIAL PROVISIONS FOR SEXUAL AND GENDER-BASED MISCONDUCT**

Cases of alleged sexual and gender-based misconduct as defined in Board Policy 3540 and Administrative Procedure 3540 will be directed to the Title IX Coordinator for review and investigation. The Title IX Coordinator will work in coordination with the Director of Student Development or designee to address any violations to the Standards of Student Conduct that are in addition to the allegations of sexual and/or gender-based misconduct as outlined below.

Sexual and gender-based misconduct includes, but is not limited to:

- a. Bullying;
- b. Dating Violence;
- c. Discrimination;
- d. Domestic Violence;
- e. Intimidation;
- f. Retaliation;
- g. Sexual Assault
  - a. Non-consensual sexual contact; and
  - b. Non-consensual sexual intercourse;
- h. Sexual Exploitation;
- i. Sexual Harassment
  - a. Hostile environment caused by sexual harassment;
- j. Stalking;
- k. Threatening or causing abuse including physical and verbal; and
- l. Violence between those in intimate/dating relationships to each other.

### **NOTICE OF THE DECISION**

The Dean of Student Support Services or designee shall provide the student written notice of the final resolution of charged violation(s). The written notice shall be sent to the student by certified mail, return receipt requested, or receipted for personal delivery or via El Camino College issued e-mail account with delivery notification, within five (5) business days of the written findings and decision of the Student Disciplinary Hearing Panel. In cases alleging gender-based or sexual misconduct, the complainant will receive comparable notice of the relevant findings and sanctions from the Title IX Coordinator or designee.

The written notice to the student shall include:

1. The specific provision of the Standards of Student Conduct that was violated;
2. The sanction(s) imposed and the date(s) on or periods for which they are in effect;
3. A statement of the student's right to appeal in writing to the Vice President of Student and Community Advancement; and
4. A statement that the failure to file a request for such an appeal within the time provided shall be deemed a waiver of the right to an appeal.

### **APPEALS TO THE VICE PRESIDENT OF STUDENT AND COMMUNITY ADVANCEMENT**



An appeal to the Vice President of Student and Community Advancement or designee as a result of a Student Disciplinary Hearing Panel may be filed on the following grounds:

1. Proper procedures were not followed.
2. There is new relevant evidence not reasonably available at the time of the hearing or the imposition of the sanction(s).
3. The evidence does not clearly support the finding(s).
4. The sanctions are inappropriate relative to the violation.
5. Discrimination as defined in Board Policy 3410 and Administrative Procedure 3410.

In cases alleging a violation of gender-based or sexual misconduct, both the accused student and the complainant have the right to appeal the findings of responsibility and/or sanctions based on the above criteria.

An appeal must be submitted in writing to the Vice President of Student and Community Advancement or designee within five (5) business days of receiving written notification of the hearing decision. The Vice President or designee will review the appeal and the hearing findings and may make a decision to uphold, reverse, revise, or modify the decision and sanctions imposed on the student.

The Vice President or designee will notify the student in writing by certified mail with registered receipt or via El Camino College issued e-mail account with delivery notification within ten (10) business days following receipt of the request for appeal of his or her decision.

The decision of the Vice President of Student and Community Advancement or designee shall be final except in the case of expulsion.

### **PROCEDURES FOR EXPULSION**

The Board of Trustees is authorized to expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of others. The notice of expulsion will be sent to the student with copies to the student file, Director of Student Development or designee, Dean of Student Support Services or designee, Director of Admissions & Records or designee, Vice President of Student and Community Advancement or designee, Superintendent/President or designee, and El Camino College Campus Police Department.

In the event the Vice President or designee has determined that he or she will seek a student's expulsion, the following procedures will be followed:

**Recommendation for Expulsion:** If the Vice President of Student and Community Advancement or designee determines that the student should be expelled, he or she shall deliver a written recommendation for the student's expulsion to the Superintendent/President. A copy of the Vice President of Student and Community Advancement or designee's recommendation shall

be provided to the student or if the student is a minor to his or her parent or guardian. The Vice President or designee's recommendation for expulsion shall contain a statement of the charges against the student that provide the basis for his or her request that the student be expelled, including a factual description of the conduct upon which the charges are based, the action(s) taken by the Student Conduct Administrator and the recommendation of the Student Disciplinary Hearing Panel.

The Board of Trustees shall consider any recommendation from the Superintendent/ President for expulsion at the next regularly scheduled meeting of the Board of Trustees after receipt of the recommended decision.

The Board shall consider any expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures (Education Code Section 72122).

The student shall be notified in writing, by registered or certified mail, by personal service, or via El Camino College issued e-mail account with delivery notification at least five (5) business days prior to the meeting, of the date, time, and place of the Board of Trustees' meeting. The student may, within forty-eight hours (48) after receipt of the notice, request that the hearing be held as a public meeting. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in a closed session.

The Board may accept, modify, or reject the findings, decisions, and recommendations of the Superintendent/President. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final. The final action of the Board on the expulsion shall be taken at a public meeting and the result of the action shall be a public record of the College District.

The Vice President of Student and Community Advancement or designee shall notify the student in writing within five (5) business days of the decision made by the Board of Trustees. The decision of the Board of Trustees shall be final.

The final action by the Board of Trustees on the expulsion shall be taken at the public meeting, and the result of the action shall be a public record of the College District.

## **GENERAL PROVISIONS**

**Failure of Student to Participate** - Student conduct procedures under this policy may proceed or continue notwithstanding the failure or refusal of a student to respond, attend, or otherwise participate after having been properly notified of the proceeding as provided herein.

**Technical Departures from this Policy** - Technical departures from this policy shall not be grounds to void the College District's right to take disciplinary action against a student; unless the technical departure or error prevented a fair determination of the issue.

**Time Limits**

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

**References:**

Education Code Sections 66300, 72122, and 76030

El Camino College

Adopted: December 21, 2009

Revised:

**Disciplinary Action**

~~Disciplinary action appropriate to the misconduct as defined in BP 5500 may be taken by an instructor (see items C 1 and 5 below), the Director of Student Development or his or her designee (see items C 1, 2, 3, 4, 6, and 7 below), and the Board of Trustees (see item C8 below).~~

**~~A. Consequences for Academic Dishonesty~~**

~~When an instructor has determined that there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued. Any or all of the following actions may be imposed:~~

- ~~1. The instructor may assign a failing grade (no credit) to an examination or assignment in which academic dishonesty occurred.~~
- ~~2. The instructor may remove the student from the class or activity for the day of the incident and one additional class day as stipulated in C.5 of this procedure.~~
- ~~3. The instructor may complete the appropriate reporting forms (Disciplinary Form C – Academic Dishonesty Report Form and /or Disciplinary Form B – Notice of Suspension from Class/Lab/Library) and submit them along with a copy of the evidence to the Director of Student Development or his or her designee. This information will be placed in the student file.~~

4. ~~If there is evidence of serious or repeated violations of academic honesty, the college may pursue additional disciplinary action in accordance with the disciplinary measures outlined in this procedure.~~

**B. ~~Notify Campus Police~~**

~~Misconduct as noted in BP 5500 sections II, III, IV, V and VI should be brought to the immediate attention of the Campus Police or local police department/security force (for courses taught off campus). This does not preclude a staff member from calling Campus Police for any other misconduct that warrants such action. Campus Police are to be called immediately and a police report will be written with notice to the Director of Student Development, or his or her designee.~~

**C. ~~Discipline~~**

~~The following types of disciplinary action may be taken or pursued by the college:~~

1. ~~Warning—A verbal or written notice, given to the student by a faculty member, the Director of Student Development, or his or her designee, or any college manager or delegated authority that continuation or repetition of the specified conduct may be cause for other disciplinary action. A copy of such action shall be sent to the Director of Student Development or his or her designee and placed in the student file.~~
2. ~~Reprimand—A written reprimand for violation of specified regulations sent to the student by the Director of Student Development, or his or her designee, noting that continued violations may result in further disciplinary action. The Director of Student Development or his or her designee shall place a copy of this reprimand in the student file.~~
3. ~~Restitution—A letter from the Director of Student Development, or his or her designee, requesting reimbursement for damage or misappropriation of property will be sent to the student. A copy of this letter will be sent to the student file, Dean of Enrollment Services, and the Vice President of Student and Community Advancement. Reimbursement may take the form of appropriate service to repair or otherwise compensate for the damage.~~
4. ~~Disciplinary Probation—Exclusion from college activities or services set forth in the notice of disciplinary probation. It may include one or all of the following and may be imposed upon an individual or groups of students.~~
  - a. ~~Removal from any or all college organization offices.~~
  - b. ~~Denial of privileges or participation in any or all college or student-sponsored activities or services. Disciplinary probation may be imposed~~

for a period not to exceed one year. Repetition of conduct resulting in disciplinary probation may be cause for suspension or further disciplinary action. A written statement from the Director of Student Development, or his or her designee, will state those activities from which the student will be excluded. A copy of the disciplinary probation letter will be sent to the student file, Dean of Enrollment Services, Vice President of Student and Community Advancement, and Campus Police.

- e. Requirement to complete one or more counseling or behavioral modification programs or classes including but not limited to drug/alcohol diversion program, anger management workshop, interpersonal communication workshop, life-skills class, Special Resources Center program and academic or psychological counseling appointments.

~~5. Removal by Instructor – In cases of academic dishonesty or disruptive behavior, an instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, a conference shall be held with the instructor and the student in an attempt to resolve the situation that led to the student’s removal.~~

- a. ~~If a student is suspended for one class meeting, no additional formal disciplinary procedures are necessary. A record of the suspension should be sent to the Director of Student Development or his or her designee and placed in the student file.~~
- b. ~~If a student is suspended from class for the day of the incident and the next class meeting, the instructor shall send a written report of the action to his or her dean who shall forward this information to the Director of Student Development, or his or her designee. The Director of Student Development, or his or her designee, shall send copies to the Vice President of Student and Community Advancement and the President. If the student removed by an instructor is a minor, the Director of Student Development, or his or her designee, shall ask a parent or guardian of the student to attend a parent conference with the instructor regarding the removal as soon as possible. A college administrator shall attend the conference if any party (instructor, parent, or guardian) so requests.~~
- c. ~~The instructor may recommend to his or her dean that a student be suspended for longer than two class meetings. If the dean, instructor, and student cannot resolve the problem, the recommendation for a suspension of more than two class sessions will be referred to the Director of Student Development, or his or her designee, for possible actions described in Section 6 of this procedure.~~

- d. ~~During the period following the initial suspension from class for the day of the incident and the following class meeting, the student shall be allowed to return to the class until due process and the disciplinary procedures are completed unless the student is further suspended as a result of actions taken as defined in Section 6 of these procedures.~~
6. ~~Suspension The Director of Student Development, or his or her designee, may suspend a student as follows:~~
- a. ~~From one or more classes for a period of up to ten days of instruction; or~~
  - b. ~~From one or more classes for the remainder of the term; or~~
  - c. ~~From one or more classes and activities of the community college for one or more terms not to exceed a period of two years. The Director of Student Development, or his or her designee, shall send the notice of suspension to the student, the student file, Dean of Enrollment Services, Vice President of Student and Community Advancement, President, and Campus Police. Whenever a minor is suspended from the College, the parent or guardian shall be notified in writing by the Director of Student Development, or his or her designee.~~
7. ~~Immediate Suspension Any college manager or college delegated authority during non-school hours, may immediately suspend a student from the campus in an emergency action to protect lives or property and to insure the maintenance of order. Within twenty four (24) hours or the next regular work day of the suspension, the college manager or college delegated authority shall send to the Director of Student Development, or his or her designee, a written report of the suspension. The Director of Student Development, or his or her designee, shall send a written notice to the suspended student, informing the student of his/her right to a hearing within ten (10) business days of the suspension. A copy of this notice will be sent to the student file, Dean of Enrollment Services, Vice President of Student and Community Advancement, President, and Campus Police.~~
- ~~Immediate suspension will be enforced for the following types of student misconduct:~~
- a. ~~Possession or use of any weapon, firearms, or explosives.~~
  - b. ~~Willful misconduct which results in injury or death to a student or college personnel.~~
  - c. ~~Assault, battery, sex crimes, including sexual assault, or rape.~~

~~When there is probable cause to believe that a student has committed any of the above actions, that student will be immediately suspended from the campus by any college manager or college delegated authority. Within twenty four (24) hours of, or the next regular work day after the suspension, the manager or college delegated authority shall send to the Director of Student Development, or his or her designee, a written report of the suspension. The Director of Student Development, or his or her designee, will then send a written notice to the suspended student, informing the student that he or she has been suspended for the remainder of the semester at a minimum and/or up to two years at a maximum and that he or she has the right to a hearing within ten (10) business days of the suspension.~~

- ~~8. Expulsion – The termination of student status for an indefinite period of time. The Board of Trustees is authorized to expel a student for good cause when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The notice of expulsion will be sent to the student with copies to the student file, Director of Student Development, Dean of Enrollment Services, Vice President of Student and Community Advancement, President, and Campus Police. The expulsion of a student shall be accompanied by a hearing if requested by the student. The Board of Trustees shall consider any recommendation from the Superintendent/ President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.~~

~~— The Board shall consider any expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures (Education Code Section 72122). The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) days prior to the meeting, of the date, time, and place of the Board of Trustees' meeting. The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in a closed session.~~

~~The Board may accept, modify or reject the findings, decisions and recommendations of the Superintendent/President and/or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final. The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.~~

~~A. LODGING OF CHARGES~~

1. ~~Charges of misconduct against a student, as defined in Sections I through VII of Board Policy 5500, may be lodged by any person who has personal knowledge of facts indicating that the student participated in the alleged misconduct. Such a witness shall hereinafter be referred to as the "complainant" and the person being charged as the "accused."~~
2. ~~The complainant must first lodge his or her charge(s) with a responsible manager at the level of director or above.~~
3. ~~The responsible manager will review the charge(s): The manager will then either:
 
  - a. attempt to informally resolve the issue(s) or
  - b. recommend disciplinary action.~~
4. ~~If the responsible manager recommends disciplinary action, he or she will forward the charge(s) to the Director of Student Development, or his or her designee. The Director of Student Development or his or her designee shall review the charge(s) and make an independent determination as to whether or not the conduct charged amounts to misconduct as defined in Items I through VII of Board Policy 5500 and whether disciplinary action should be brought against the accused.~~
5. ~~If disciplinary action is appropriate, the Director of Student Development, or his or her designee or appropriate administrator shall give the accused a written notice of the lodging of charges, the specified acts of misconduct and the proposed disciplinary action. The accused will be notified of his or her right to request a hearing within five (5) business days. A copy of this policy will be included with the notice. If the student does not request a hearing, the proposed disciplinary action will be taken.~~

## **B. HEARING OF CHARGES**

1. ~~Scheduling of Hearing
 
  - a. ~~Students who are placed on immediate suspension — If the student has been suspended prior to a hearing, the hearing shall be commenced within fifteen (15) business days of the ordered suspension.~~
  - b. ~~Students who have not been placed on immediate suspension:
 
    - 1) ~~The accused shall receive written notice of the charge(s) giving rise to the proposed disciplinary action.~~
    - 2) ~~The accused has five (5) business days after receipt of written notice of the charge(s) to request a hearing before the Disciplinary Hearing Committee. Failure to request such a hearing in writing within this five day period, or failure to appear at such hearing will constitute a waiver of his or her right to~~~~~~



~~a hearing pursuant to these procedures. Unless the hearing may result in expulsion, the accused is not entitled to representation by counsel. If the accused wishes to be represented by counsel at an expulsion hearing, the accused shall provide written notice in the request for hearing of the intention to be represented. If the accused is a minor, he or she shall be entitled to be accompanied by his or her parent or guardian at any hearing before the Disciplinary Hearing Committee.~~

- ~~3) The Disciplinary Hearing Committee shall be chaired by the Director of Student Development, or his or her designee who will serve as the hearing officer and have as members one representative from each of the following groups: the Academic Senate, the Classified Employees, the Student Senate, and College Management.~~
- ~~4) If the accused requests a hearing, the Director of Student Development, or his or her designee shall schedule a disciplinary hearing to take place within fifteen (15) business days of the receipt by him or her of the written request for a hearing.~~
- ~~5) The Director of Student Development or his or her designee shall give the accused and members of the Disciplinary Hearing Committee written notice of the time, place and date set for the hearing.~~
- ~~6) If the accused does not request a hearing, the Director of Student Development, or his or her designee may finalize the disciplinary action with the exception of expulsion, which must be recommended to the Vice President of Student and Community Advancement. If the Vice President determines that expulsion is appropriate, he or she Board of Trustees Agenda will recommend expulsion to the Board of Trustees for final approval.~~

## ~~2. How Hearing is to be Conducted~~

- ~~a. The public shall be excluded from this hearing.~~
- ~~b. The hearing shall be recorded by either an audio recording or stenographic recording~~
- ~~c. The hearing officer may conduct the hearing in any manner he or she deems appropriate, provided the accused is given the opportunity to confront the witnesses testifying against him or her and to offer the statements of any supporting witnesses.~~

- d. ~~If the Disciplinary Hearing Committee finds adequate support for the charge(s), it shall take appropriate disciplinary action pursuant to Section I.C of this procedure.~~
- e. ~~When the Disciplinary Hearing Committee reaches a decision, the accused shall be given written notice in a timely manner of the decision, the disciplinary action, if any, to be taken, and the right to appeal the decision to the Vice President of Student and Community Advancement.~~

**C. REVIEW BY THE VICE PRESIDENT OF STUDENT AND COMMUNITY ADVANCEMENT**

1. ~~The accused may seek review of the decision of the Disciplinary Hearing Committee by delivering to the Vice President of Student and Community Advancement, no later than five (5) business days after notice to the accused of the Disciplinary Hearing Committee's decision, a signed statement containing:
 
  - a. ~~A statement that the accused appeals the decision; and~~
  - b. ~~A brief statement of why the accused considers the decision to be in error.~~~~
2. ~~The Vice President of Student and Community Advancement shall examine all documents received and shall grant review of the matter only if he or she determines from these documents that the decision of the Disciplinary Hearing Committee was in error or the sanctions imposed were excessive in light of the seriousness of the charge(s).~~
3. ~~If the Vice President of Student and Community Advancement determines that review is not appropriate, he or she shall, within ten (10) business days after receipt of the accused's request for review, send written notice to the accused denying review and affirming the decision of the Disciplinary Hearing Committee.~~
4. ~~If the Vice President of Student and Community Advancement determines that review is appropriate, he or she shall, within ten (10) business days after receipt of the request for review, schedule a meeting giving the accused at least five (5) business days written notice thereof with the accused and the hearing officer, at which time the accused will be allowed to present his or her objections to the Disciplinary Hearing Committee's decision, and the hearing officer will be allowed to respond thereto.~~
5. ~~After such a meeting, the Vice President of Student and Community Advancement may reverse, revise or modify the decision and the disciplinary sanctions therein imposed on the accused, or the Vice President may let the decision and disciplinary sanctions stand.~~

**D. GENERAL PROVISIONS**

1. ~~If students or other persons are suspended or expelled from the campus, they shall not appear on the campus without permission from the Vice President of Student and Community Advancement or designee and must have a Campus Police escort.~~
2. ~~The time limits specified in the Due Process and Disciplinary Procedures may be shortened or extended if there is a mutual written concurrence between the parties.~~
3. ~~Failure of the accused to appeal any determination at any step to another step within the specified time limits shall be deemed acceptance by the accused of the last determination rendered.~~
4. ~~Written notice to an accused pursuant to these procedures shall be sufficient if sent by first class mail to the last known address of the accused currently on file with the college. Notice shall be deemed given on the day following the date of said mailing. Notice shall be in the English language.~~
5. ~~In the absence of the Director of Student Development, a designee may be appointed by the Vice President of Student and Community Advancement.~~
6. ~~No student shall be removed, suspended or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance. In addition, no student may be removed, suspended, or expelled for parking violations.~~
7. ~~The President or the President's designee (Campus Police) shall, upon the suspension or expulsion of any student, notify the appropriate law enforcement authorities of Los Angeles County or the City of Torrance of any acts of the student which may be in violation of Section 245 of the California Penal Code — Assault with a deadly weapon or force likely to produce great bodily injury.~~

EL CAMINO COLLEGE

Disciplinary Form A

**Violation of Standards of Student Conduct — Written Warning**

(Board Policy 5500 — Academic Honesty &amp; Standards of Conduct)

Name of Student (Please print)

Student ID Number (Please print)

Name of Faculty Member/Staff/Administrator:

Class \_\_\_\_\_ Section number \_\_\_\_\_ Date \_\_\_\_\_

Please mark the appropriate provision(s) for which the student is in violation:

1. Obstruction or disruption of teaching (or other authorized college activities). Obstruction or disruption includes, but is not limited to, tardiness, use of electronic devices during class (i.e., cell phones, pagers, CD players, ipods), or disrespectful or inappropriate classroom behavior.
2. Continued disruptive behavior, continued willful disobedience, profanity or vulgarity, or continued defiance of the authority of, or abuse of, college personnel or anyone on campus, or failure to comply with the directions of a member of the college personnel (faculty, administrators, supervisors, staff, or campus police).
3. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. **(Sexual harassment must also be reported to the Director of Staff and Student Diversity immediately.)**
4. Dishonesty, including but not limited to, cheating, plagiarism or knowingly furnishing false information.\*
5. Unauthorized entry to or use of college facilities, equipment or supplies, or failure to use facilities, equipment, or campus resources in a responsible manner.
6. Other:

Comments:

**If a student violates the Standards of Student Conduct again following receipt of the written warning, the student may be suspended from class for at least one class session (see Board Policy 5500). Disciplinary Form B should be used to notify the student of such action.**

Signature of Faculty Member/Staff/Administrator:

Signature of Student:

**A copy of this completed form MUST be given to the student. The faculty member/staff/administrator will route copies of this form as listed below.** Questions regarding use of this form should be discussed with the Director of Student Development.

**\*Note to Instructors:** For incidents of Academic Dishonesty, please also fill out Disciplinary Form C.

**Notice of Student Suspension from Class/Lab/Library**

(Board Policy 5500 – Academic Honesty & Standards of Conduct)

Name of Student (Please print)

Student ID Number (Please print)

Name of Faculty Member/Staff/Administrator:

Division \_\_\_\_\_ Class \_\_\_\_\_ Section number \_\_\_\_\_

Class Day(s)/Time Today's Date

Date(s) of Suspension:  1 day  2 days &

Cause of Suspension:

Please make an appointment to see your instructor or division dean prior to returning to class to discuss what led to this suspension.

Office Hours:

Telephone number:

Please make an appointment to see the Director of Student Development (310-660-3500) regarding this suspension prior to returning to class, lab or library.

Signature of Faculty Member/Staff/Administrator:

**A copy of this completed form MUST be given to the student. The faculty member/staff/ administrator will route copies of this form as listed below.**

Questions regarding student discipline and use of this form should be discussed with the Director of Student Development.

**Academic Dishonesty Report Form**

(Board Policy 5500 – Academic Honesty &amp; Standards of Conduct)

Name of Student (Please print)

Student ID Number (Please print)

Name of Faculty Member/Staff/Administrator:

Division \_\_\_\_\_ Class \_\_\_\_\_ Section number \_\_\_\_\_

Class Day(s)/Time \_\_\_\_\_ Today's Date \_\_\_\_\_

Date of Incident:

Description of Incident:

(Please attach additional information and/or documentation)

**Action Taken:**

1. Assigned failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred.
2. Dismissed student from class/activity for class session(s) at time of alleged violation. **(Disciplinary Form B should be used to notify student of such action.)**
3. Dismissed student from class/activity for class session(s) following alleged violation. **Disciplinary Form B should be used to notify student of such action.)**

**Further Action Recommended to the Division Dean and/or Director of Student Development:**

1. Suspension from class for the remainder of the semester.
2. Other (please specify):

Signature of Faculty Member/Staff/Administrator:

Questions regarding student discipline and use of this form should be discussed with the Director of Student Development. The faculty member/staff/administrator will route copies of this form as listed below.

**CLARIFICATION & PROCEDURES TO DOCUMENT AND HANDLE****CLASSROOM CHEATING & PLAGIARISM**

El Camino College is dedicated to maintaining an optimal learning environment and insists upon academic honesty. To uphold the academic integrity of the institution, all members of the academic community, faculty, staff and students alike, must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty.

It is the responsibility of all members of the academic community to behave in a manner which encourages learning and promotes honesty and to act with fairness toward others. Students should not seek an unfair advantage over other students when completing an assignment, taking an examination, or engaging in any other kind of academic activity.

**Examples of Cheating or Plagiarism**

- Representing the words, ideas or work of another as one's own in any academic exercise, including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
- Copying from another student or former student or allowing another student to copy from one's work.
- Allowing another individual to assume one's identity or assuming the identity of another individual.
- Falsifying or attempting to falsify attendance records and/or grade rosters.
- Changing answers on a previously scored test, assignment or experiment with the intent to defraud.
- Inventing data for the purpose of completing a laboratory experiment or case study analysis with the intent to defraud.
- Giving and/or receiving information during an examination or test by any means such as sign language, hand signals, secret codes or through the use of electronic devices.
- Obtaining copies of notes, exams or exam questions by any means when prohibited by the instructor. This includes copying and removing exam questions from the classroom for any purpose.
- Using study aids such as calculators, tape recorders, notes or other electronic devices unless specifically authorized by the instructor.
- Handing in the same paper or other assignment in more than one class when prohibited by the instructor.
- Any action that is not an honest reflection of a student's own academic work.

**Consequences for Cheating or Plagiarism**

When an instructor has determined that there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued. Any or all of the following actions may be imposed:

1. The instructor may assign a failing grade (no credit) to the examination or assignment in which the academic dishonesty occurred.
2. The instructor may dismiss the student from the class or activity for the day of the incident and one additional class day as stipulated in C.5 of Administrative Procedure 5520: Student Discipline & Due Process Procedure.
3. The instructor may complete the appropriate reporting forms (Disciplinary Form C—Academic Dishonesty Report Form and/or Disciplinary Form B—Notice of Suspension from Class/Lab/Library) and submit them along with a copy of the evidence to the Director of Student Development or his/her designee. This information will be placed in the student file.
4. If there is evidence of serious or repeated violations of academic honesty, the college may pursue additional disciplinary action in accordance with the disciplinary measures outlined in Administrative Procedure 5520—Student Discipline & Due Process Procedure.

Questions regarding student disciplinary action should be discussed with the Director of Student Development.

REVISED**Board Policy 3540**  
**Misconduct****Sexual and ~~Other Assaults on Campus~~Gender-Based**

Any sexual assault or gender-based misconduct or physical abuse, including but not limited to rape as defined by California law, sexual violence, sexual harassment, domestic violence, dating violence, and stalking, whether committed by an employee, student, or member of the public, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The District President/Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures ~~for sexual assaults~~ shall meet the criteria contained in Education Code Sections 67385, 67385.7, 67386, and 34 Code of Federal Regulations Section 668.46 and be made widely available to students through the District's website and other means. ~~shall include assurances that:~~

- ~~1. All victims of sexual assault on District property shall be provided with information regarding options and assistance available to them.~~
- ~~2. All alleged victims of sexual assault shall be provided with the following upon request:~~
  - ~~a. A copy of this Board Policy containing the District's policy regarding sexual assault;~~
  - ~~b. A list of personnel on campus who should be notified of the assault, and procedures for such notification, if the alleged victims consents;~~
  - ~~c. A description of available services and the persons on campus available to provide those services including but not limited to transportation to a hospital, counseling by District staff or referral to a counseling center, notice to the police, if desired, and a list of other available campus resources or appropriate off campus resources;~~
  - ~~d. A description of available procedures, including criminal prosecution, civil prosecution (i.e., lawsuit), District disciplinary procedures, and modification of class schedules and tutoring, if necessary; and~~
  - ~~e. Information regarding any ongoing investigation including the status of any student or employee disciplinary proceedings or appeal.~~

~~The District shall maintain the identity of any alleged victim of sexual assault on District property in confidence unless the alleged victim specifically waives that right to confidentiality. The District shall maintain the identity of any alleged assailant who is a student or an employee in confidence unless the alleged assailant waives that right to confidentiality.~~

References:

September 8, 2015



Education Code Section 67385, 67385.7, and 67386;

20 U.S. Code Section 1092(f);

34 Code of Federal Regulations Section 668.47(b)(11)

~~Replaces Board Policy 5148~~

~~El Camino College~~

~~Adopted: 3/19/05~~

September 8, 2015

**PROPOSED****AP 3540****Sexual and Gender-Based Misconduct**

Any sexual and gender-based misconduct or physical abuse, including, but not limited to sexual assault such as rape, as defined by California law, dating violence, domestic violence, and stalking, whether committed by an employee, student, or member of the public, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also AP 5500 titled Standards of Student Conduct.)

“Sexual assault” includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

“Domestic violence” includes felony or misdemeanor crimes of violence committed by:

- a. a current or former spouse of the victim;
- b. a person with whom the victim shares a child in common;
- c. a person who is cohabitating with or has cohabitated with the victim as a spouse;
- d. a person similarly situated to a spouse of the victim under California law; or
- e. any other person against an adult or youth victim who is protected from that person's acts under California law.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity.

It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

This procedure, in addition to the procedures for unlawful discrimination and Title IX investigations from the Office of Staff & Student Diversity, are designed to ensure victims of

sexual or gender-based misconduct receive treatment and information. (For physical assaults/violence, see also AP 3500, 3510, and 3515.)

All students and employees who allege they are the victims of sexual and gender-based misconduct shall be provided with information regarding options and assistance available to them. Information shall be available from the Office of Staff & Student Diversity, which shall maintain discretion and confidentiality, to the extent possible, regarding the identity and other information about alleged sexual assault victims.

The Title IX Coordinator shall make available to alleged victims of sexual or gender-based misconduct the following:

1. A copy of the District's policy and procedures regarding sexual or gender-based misconduct;
2. Information about the victim's option to:
  - a. notify proper law enforcement authorities, including on-campus and local police;
  - b. be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
  - c. decline to notify such authorities;
3. A description of available services and resources, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Services and resources may include:
  - a. transportation to a hospital by Campus Police, if necessary;
  - b. counseling by a Student Health Center psychologist or referral to a counseling center;
  - c. notice to applicable law enforcement, if desired;
  - d. assistance with the disciplinary process by the District Disciplinary Officer;
  - e. information about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance and remedies, and other services for victims by the Title IX Coordinator;
4. Information about the importance of preserving evidence and the identification and location of witnesses to prove a criminal offense;
5. Information about the following procedures:
  - a. Criminal prosecution;
  - b. Civil prosecution;
  - c. District disciplinary procedures for students and employees;
  - d. Academic accommodations, if necessary.

The District shall investigate all complaints alleging sexual and gender-based misconduct under the procedures for unlawful discrimination and Title IX investigations from the Office of Staff & Student Diversity, regardless of whether a complaint is filed with local law enforcement. These procedures can be found at the Office of Staff and Student Diversity and on the District's website.

Using a preponderance of evidence standard, investigation refers to the fact-finding process the District uses to determine whether it is more likely than not that sexual and gender-based

conduct occurred; and shall be adequate, reliable, impartial, and prompt and include the opportunity for both alleged victims and accused to present witnesses and other evidence.

The District shall maintain discretion and confidentiality, to its best ability, amongst the parties involved (including the alleged victim, alleged assailant, witness, or third-party reporter of sexual or gender-based misconduct), unless the parties specifically state otherwise. All inquiries from reporters or other media representatives about alleged incidents of sexual and gender-based misconduct shall be referred to the District's Office of Public Relations, which shall work with the Office of Staff & Student Diversity to assure that any applicable confidentiality and privacy rights are maintained.

All alleged victims and assailants shall be kept informed, through the Office of Staff & Student Diversity of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeals. Alleged victims of sexual or gender-based misconduct are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

Based on its investigative findings, the District may impose sanctions following a determination by a District disciplinary proceeding regarding sexual and gender-based misconduct. Such disciplinary proceedings shall provide prompt, fair, and impartial resolution, where both the accuser and accused are entitled the same opportunities for an advisor and to present witnesses and other evidence.

Additionally, the Annual Security Report ("ASR") issued by the District shall include a statement regarding the District's programs to prevent sexual or gender-based misconduct and procedures that should be followed after an incident of sexual or gender-based misconduct has been reported, including a statement of the standard of evidence that will be used during any District proceeding arising from such a report. The ASR shall be published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and all other applicable state and federal laws.

## **Education and Prevention Information**

The Title IX Coordinator shall:

1. Provide, as part of the District's on-campus orientation programs, education and prevention information about sexual or gender-based misconduct. The information shall include the District's sexual and gender-based misconduct policy and prevention strategies including awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.
2. Post sexual violence prevention and education information on the campus internet website regarding sexual and gender-based misconduct.

## **References:**

Education Code Sections 67385, 67385.7, and 67386;  
20 U.S. Code Section 1092(f);  
34 Code of Federal Regulations Section 668.46(b)(11)

Note: There is currently no AP 3540 for the corresponding BP 3540  
("Sexual and Other Assaults on Campus")

## **Administrative Procedure 4040 Library Services**

Under the direction of the Director of Learning Resources, the Library and Learning Resources will offer a full range of library materials and information resources.

It is the aim of the library to provide a balanced collection of significant materials and information resources that will enrich and support the curriculum, aid the individual in the pursuit of information, provide a broad view of cultural heritage, promote aesthetic appreciation, present varied points of view concerning contemporary problems and issues, furnish intellectual stimulation, and invite the creative use of leisure time.

The selection and evaluation of library materials and information resources will be based on curricular demands, the recommendations of current professional review sources, plus the suggestions and requests of members of the campus community.

All faculty, staff, and currently enrolled students may borrow materials upon presentation of an El Camino College identification card. Area residents may borrow materials upon application for and purchase of a borrower's card through the Friends of the Library.

The following guidelines will be used in implementing the Library Policy.

### 1) Prioritization

- A. To provide materials and information resources that meet direct curricular needs in the courses of study.
- B. To include standard reference works in the major fields of knowledge.
- C. To provide materials of current interest and concern.
- D. To provide a well-rounded reading experience.

Library materials and information resources will be purchased that are appropriate to the diversity of backgrounds and skills in the student body and works written by authors from a wide variety of backgrounds and perspectives.

### 2) Selection Criteria. When selecting materials, the library considers the following:

- A. Meeting the diverse needs of the campus community
- B. Currency
- C. Relevance
- D. Overall balance of the collection and format of the material

Faculty members are encouraged to recommend titles in their areas of expertise; however librarians have the final responsibility for maintaining a well-balanced materials collection. Limitations will be applied as needed.

### 3. Donations

The same criteria will be utilized when adding donations to the collection as when selecting new titles. If the donor places special conditions on the donation, e.g., that the materials must be added to the collection, the donation will not be accepted. All donations will be acknowledged by the College Foundation.

### 4. Special Collections

Special browsing collections of books, placed in a separate location in the library, will be established only when there is a real and observable benefit to the students. Under no circumstances will a new special collection be established when the books under consideration are already placed together by subject on the shelves under the Library of Congress classification system.

### 5. Government Publications

The library is not a designated government depository library; therefore, government documents will be cataloged and added to the book collection.

### 6. Discarding

When withdrawing materials, the following factors will be considered: the physical condition, number of duplicate copies, contemporary relevance and previous usage.

7. Factors that will be considered when withdrawing materials are the physical condition, the number of duplicate copies, contemporary relevance, and previous usage.

### 8. Replacements

Missing lost or damaged materials that are paid for will not necessarily be replaced.

### 9. Controversial Materials

Library materials are selected within the framework of the American Library Association's "Freedom to Read Statement" and "The Library Bill of Rights" documents, which affirm both library users' right to read what they choose and the library's responsibility to "provide books and materials presenting all points of view concerning the problems and issues of our times."

If library materials are questioned, the concern must be addressed in writing to the Director of Learning Resources, signed by the person raising the question, and must indicate specific objections. The Director, the college librarians and related discipline faculty will review the matter. The Director will respond in writing and forward copies of the letters to the Vice President of Academic Affairs. The decision will abide by the Academic Freedom BP/AP 4030. The questioner may accept the review, or present an appeal to the College President and if not satisfied, to the Board of Trustees.

~~10. A Library Advisory Committee will be convened at least twice annually to discuss library issues and provide input in the development of policies and procedures.~~

10. Library policies and procedures are available on the library website.

**References:**

Education Code 78100

ACCJC Accreditation Standard II.B

May 2008/December 2014