



Academic Senate of El Camino College 2014-2015

April 7, 2015

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

Officers & Executive Committee

Co –Presidents	Chris Jeffries/ Claudia Striepe	VP Finance & Special Projects	Lance Widman
VP Compton Educ'l Center	Paul Flor	VP Academic Technology	Pete Marcoux
Curriculum Chair	Mark Lipe	Co-VPs Faculty Development	Kristie Daniel-DiGregorio
VP Educational Policies	Alice Martinez	VP Instructional Effectiveness	Karen Whitney
Secretary	Sara Di Fiori		

Adjunct

(1 yr term)

vacant
vacant

Health Sci & Athletics/Nursing

Mark Lipe* 14/15
Robert Uphoff 14/15
Mina Colunga 14/15
Andy Alvillar 16/17
Traci Granger 16/17

Natural Sciences

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

Behavior & Social Sciences

Christina Gold 16/17
Kristie Daniel-DiGregorio 14/15
Daniel Walker 16/17
Lance Widman* 13/14
Michael Wynne 14/15

Humanities

Rose Ann Cerofeci 15/16
Peter Marcoux* 15/16
Kate McLaughlin 15/16
Barbara Jaffe 14/15
Ashley Gallagher 15/16

Academic Affairs & SCA

Francisco Arce
Karen Lam
Jeanie Nishime
Robert Klier

Business

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

Associated Students Org.

Kristina Nakao

Compton Educational Center

Estina Pratt 14/15
Chris Halligan 14/15
Essie French-Preston 14/15
Paul Flor 14/15
vacant

Industry & Technology

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

President/Superintendent

Thomas Fallo

Division Personnel

Jean Shankweiler
Tom Lew

Counseling

Griselda Castro 14/15
Chris Jeffries* 14/15
Rene Lozano 16/17

Learning Resource Unit

Moon Ichinaga 15/16
Claudia Striepe* 15/16

Ex-officio positions

Ken Key (ECCFT)
Nina Velasquez (ECCFT)

Fine Arts

Ali Ahmadpour 14/15
Chris Wells* 14/15
Russell McMillin 14/15
Vince Palacios 14/15
Karen Whitney 14/15

Mathematical Sciences

Zachary Marks 15/16
Jasmine Ng 16/17
Megan Granich 16/17
Alice Martinez* 14/15
Benjamin Mitchell 16/17

Institutional Research

Irene Graff
Carolyn Pineda

Dates after names indicate the last academic year of the senator's three year term, for example 14/15 = 2014-2015

*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 (1st and 3rd Tuesdays)

FALL 2014

September 2	Alondra Room
September 16	Alondra Room
October 7	Alondra Room
October 21	Alondra Room
November 4	Alondra Room
November 18	Alondra Room
December 2	Alondra Room

SPRING 2015

February 3	Alondra Room
February 17	Alondra Room
March 3	Alondra Room
March 24	Stadium Room
April 7	Alondra Room
April 21	Alondra Room
May 5	Alondra Room

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

FALL 2014

September 4	Board Room
September 18	Board Room
October 9	Board Room
October 23	Board Room
November 6	Board Room
November 20	Board Room
December 4	Board Room

SPRING 2015

January 22 (if needed)	Board Room
February 5	Board Room
February 19	Board Room
March 5	Board Room
April 9	Board Room
April 23	Board Room
May 7	Board Room

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	Sept 23 & Oct 2	12:30-2:00	Alonda Room
Assessment of Learning Comm.	Karen Whitney Russell Serr	2 nd & 4 th Mon.	2:30-4:00	Admin 131
Academic Program Review Comm.	Karen Whitney, Co-Chair Bob Klier, Co-Chair			
Compton Academic Senate	Paul Flor	1 st & 3 rd Thurs	1:00-2:00	CEC Board Room
Compton Faculty Council	Paul Flor	1 st & 3 rd Thurs	1:00-2:00	CEC Board Room
Curriculum Committee	Mark Lipe, Chair	2 nd & 4 th Tues	2:30-4:30	Admin 131
Educational Policies Comm.	Alice Martinez	2 nd & 4 th Tues	1:00-2:00	MBA 305
Faculty Development Comm.	Kristie Daniel-DiGregorio	2 nd & 4 th Tues	1:00-2:00	West. Library Basement

Committees

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

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



AGENDA & TABLE OF CONTENTS

		Pages
A. CALL TO ORDER		
B. APPROVAL OF MINUTES		6-12
C. OFFICER REPORTS	<p>A. President – Chris Jeffries/Claudia Striepe</p> <p>B. VP – Compton Education Center – Paul Flor</p> <p>C. Chair – Curriculum – Mark Lipe</p> <p>D. VP – Educational Policies – Alice Martinez</p> <p>E. VP – Faculty Development –Kristie Daniel-DiGregorio</p> <p>F. VP – Finance – Lance Widman</p> <p>G. VP – Academic Technology – Pete Marcoux</p> <p>H. VP – Instructional Effectiveness/Assessment of Learning Committee & SLOs Update – Karen Whitney</p>	<p>13-21</p> <p>22-24</p> <p>25-27</p>
D. SPECIAL COMMITTEE REPORTS	<p>A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Francisco Arce and Jeanie Nishime</p>	
E. UNFINISHED BUSINESS	<p>A. BP 4045 - Textbooks and Instructional Materials – C. Jeffries – BP 4045 is being tabled until the next meeting due to waiting on language regarding on-line materials. This policy has no corresponding administrative procedures. The Union was consulted regarding this policy.</p> <p>B. BP 4010 – Academic Calendar – C. Jeffries This is the second reading of BP 4010 and will be voted on. This policy has no corresponding administrative procedures. The Union was consulted regarding this policy.</p> <p>C. BP 4030 – Academic Freedom – C. Jeffries This is the second reading of BP 4030 and will be voted on. This policy has no corresponding administrative procedures. The Union was consulted regarding this policy.</p>	<p>28</p> <p>29</p>

<p>F. NEW BUSINESS</p>	<p>A. BP/AP 4225 – Course Repetition – C. Jeffries This is the first reading of BP/AP 4225. It includes Title 5 updates including the inclusion of “families.”</p>	<p>30-39</p>
<p>G. INFORMATION ITEMS – DISCUSSION</p>	<p>A. Cesar Chavez Day/School Closure – C. Jeffries B. Federation Update – A. Ahmadpour</p>	
<p>H. FUTURE AGENDA ITEMS</p> <p>I. PUBLIC COMMENT</p> <p>J. ADJOURN</p>	<p>A. BA degrees at Community Colleges B. Changes in BOGG fee waivers – C. Pineda C. Grades First Presentation – Bob Klier, Iren Graff, and Marci Meyers D. Faculty use of Grade Book – Lisa Medinick</p>	

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*

ACADEMIC SENATE ATTENDANCE
March 24, 2015

NAME: INITIALS

Adjunt (1 year)

Kim Runkle
Vacant

Behavioral & Social Sciences

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

Business

Phillip Lau XX
Tim Miller
Josh Troesh XX
Nic McGrue XX

Counseling

Griselda Castro XX
Chris Jeffiries XX
Rene Lozano

Fine Arts

Ali Ahmadpour XX
Chris Wells XX
Russell McMillin EXC
Vince Palacios XX
Karen Whitney XX

Health Sciences & Athletics

Mark Lipe XX
Robert Uphoff
Mina Colunga
Andrew Alvillar EXC
Tracy Granger XX

Humanities

Rose Ann Cerofeci XX
Pete Marcoux XX
Kate McLaughlin XX
Barbara Jaffe
Ashley Gallagher

Industry & Technology

Patty Gebhart XX
Ross Durand
Mark Fields XX
Tim Muckey

Industry & Technology cont.

Merriel Winfree
Lee MacPherson XX

Learning Resources Unit

Moon Ichinaga XX
Claudia Striepe XX

Mathematical Sciences

Zachary Marks XX
Jasmine Ng XX
Megan Granich XX
Alice Martinez XX
Ben Mitchell XX

Natural Sciences

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

Academic Affairs & SCA

Francisco Arce
Karen Lam
Jeanie Nishime
Robert Klier

Assoc. Students Org.

Kristina Nakao

Compton Education Center

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

Ex-Officio Positions

Ken Key (ECCFT)
Nina Velasquez (ECCFT)

Deans' Reps.; Guests/Other Officers:

Jean Shankweiler XX
Tom Lew
Irene Graff XX
Stefanie Frith
Wendy Lopez

ACADEMIC SENATE MINUTES

March 24, 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 Academic Senate meeting of to order on March 24, 2015 at 12:36.

CS: We will do some things out of order to accommodate our guests' schedules. We welcome Dean Jean Shankweiler as Academic Affairs Vice President. She's taking over for Dr. Arce. Dr. Shankweiler: Thanks for having me come and say hello. I'm looking forward to working with you all.

2. APPROVAL OF MINUTES

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

3. OFFICER REPORTS

A. Co-Presidents – Chris Jeffries (CJ) and Claudia Striepe (CS) (pgs. 12 - 19)

CS: At the March 16 Board Meeting J. Ishikawa presented on ethics. The meeting was devoted to the CEO hiring process. This Monday we're devoting a meeting to that subject. The numbers of hiring committees, and the five search teams will be interviewed and chosen. The meeting is open to everyone, and will be held Monday at 4:00 in the Board room. Twelve consulting firms submitted requests. CJ: Many are experienced with California Community Colleges. CS: Linda Beam will be a main chair. C. Wells: Is the Compton contract firm one of the firms? CS: I'm not sure. But some are known entities. There will be perhaps nineteen people on the committee, depending on Compton's involvement, with leeway. Three names are interested. Should we send them to Ms. Beam or vote? Were officially entitled to three. A. Martinez: I think we should vote and send three. CJ: Can we do a straw vote? P. Marcoux: I think so. CS: Would we vote to send primary names, or just to send all three? CJ: How many would like to send three names and let them decide? CS: The names are Chris Wells, Lars Kjeseth, and Janet Young. CJ: We'll need an alternate. Whether one of the three will do that I'm not sure. C. Wells: I was an alternate on jury duty. It was miserable. C. Gold: But we lose a vote if someone gets sick. A. Martinez: But we don't pick the alternate anyway. P. Marcoux: It's a recommendation to the presidents, you decide. The constitution doesn't say we input. CS: Then we'll send all three.

CJ: Dr. Cooper is part of counseling. He's our career center specialist. He wants to address the senate and make you aware of services.

Dr. Cooper: You should have two handouts. A lot of people don't know about additional services. We have career counseling available to students. Encourage your students to enroll in it; it's free! We have seminars and workshops next week. We have resumes and interviewing workshops. The career center workshop is under counseling. On the website, here are the workshops being offered. They can sign up online or in person, or on their smart phone. We also have individual appointments available. They can call in on a Monday. It's easy. We have a fair coming up. Encourage students to sign up. We'll have employers offering internships. They should have their resume handy. We can have them prepare for the fair. Employers recommend internships for chances of employments. We have a series of panels next month. The major matters less than the skill set. The path is no longer linear. The old paradigm is gone. It's a good opportunity for networking. Their website has panelist bios and flyers coming out. The

speakers describe their career paths. We have many professionals coming. The workforce is evolving. A lot of our speakers have impressive credentials. Have your students sign up for these seminars.

B.Mitchell: How are the panelists selected? Dr. Cooper: I put out a call for educated people to apply. We have careers for many types of professions. Thank you.

CS: At college council, PlanNet goes forward April 13. Then the board will make determinations from the report. The Council of Deans meeting has been cancelled. The federation had two meetings. Mr. Ahmadpour will inform us later. Last summer pay was off for some faculty. We've introduced Dr. Jean Shankweiler, and announced Dr. Arce's retirement. Lisa Mednick has posted a link to new faculty resources. It's a great refresher. Ms. Din received her Hayward award. Chris Gold has an article in the Senate Rostrom magazine. Public Relations notified us of a \$25,000 donation from Edison for STEM. In the "Did You Know" series, here are the four golden rules of a senate meeting: (1) Justice and Fairness for all, (2) Focus on one item of business at a time, (3) The right of the minority to be heard, (4) The right of the majority to prevail.

B. VP – Compton Education Center – Paul Flor

Our application was accepted last week, and will be orally recommended to Dr. Fallo this week. We're moving forward and have an upcoming training in San Bernardino on accreditation. Last week we interviewed with a consultant. Faculty are being nominated for distinguished faculty awards. Everything is starting to look good. CJ: Congratulations on acceptance. P. Flor: You're invited to join us with self-evaluation help. Some volunteers might come forward.

C. Chair – Curriculum – Mark Lipe

The College Curriculum Committee minutes are included. Four classes were approved; see the list of classes in the packet. Sand Volleyball was approved later. Seven special topic courses were inactivated. There were some nice courses reviews. We're advertising the curriculum institute this July. Get online in the Chancellors office website, and check with your division for travel money availability. If you're involved with CTE (Career Technical Education,) you can attend for free if you bring the committee chair.

D. VP – Educational Policies – A. Martinez (pg. 26)

E. VP – Faculty Development – Kristie Daniel –DiGregorio (pgs. 27 - 29)

F. VP – Finance – Lance Widman (pgs. 30 - 32)

pp. 30-32, PBC 2/19 Minutes: Discussion topics included an Accreditation update, and reports on Annual Plans and the review process for Board policies, and Fallo's proposed change of District reserves to 10% (no recommendation by PBC yet).

G. VP – Academic Technology – Pete Marcoux

Nothing to report

H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO's Update – Karen Whitney (pgs. 33- 42)

In the packet on p. 36 see things related to communication ILO's. Some faculty received an email two weeks before break. If you are participating, it should fit with your current assessment plan. If you have difficulty with the rubric (p. 36) let us know. Many revisions went into this. It should be applicable to many areas. It's constructed on a five-point scale, for user ease. Here is an example of a cell file selectees received. Some assessments are just collected for data. Please keep track of student responses. We're trying to avoid bias so please include weaknesses and strengths. This includes approved minutes from the ALC meeting (p. 33) from last month. Email me your questions. A. Ahmadpour: Regarding ILO # 2. Is it for across campus? K. Whitney: The same chart went across the board. A. Ahmadpour: Departments must create their own terminology.

4. SPECIAL COMMITTEE REPORTS

A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Francisco Arce and Jeanie Nishime

Dr. Arce: I want to share some information about the Community College BA program. We didn't apply for the first round but there is one slot available. Two of our areas qualify. Respiratory Care and Rad Tech (Health Science and Athletics) may prepare under the direction of Rory Natividad for the next round. No local CSU's offer those programs. CJ: Dominguez offers Rad Tech, but not respiratory. Dr. Arce: I nominate Chris Jeffries. CJ: The respiratory care program would be a good candidate. The rad tech has other options. Two schools were already accepted for resp. care statewide. It might be worthwhile for the college to explore. C. Wells: What about the upper division GE requirements for those degrees? Dr. Arce: this is the first time we've looked at it. It came around during accreditation. C. Wells: Has the Chancellor's office sent guidelines? Dr. Arce: No. A. Ahmadpour: What is required for qualifications? Dr. Arce: The degree cannot compete with equivalent degrees, like nursing. A. Ahmadpour: The school initiates the program? CJ: We wouldn't submit something that had an equivalent at a local CSU. Mostly they are vocational. A. Ahmadpour: Art is out of the question? It's vocational. Dr. Arce: But it's already offered so we can't compete: C. Wells. It's regional competition. CJ: Tim Muckey suggested air conditioning. Dr. Nishime: Is there a need for a Bachelors degree for air conditioning? P. Marcoux: Do the faculty need PhD's? Dr. Arce: No. CJ: There is more direction coming from the state. C. Wells: It's coming. CJ: It's a major cost saving issues. P. Marcoux: That's why CSU doesn't want competition.

Dr. Nishime. I want to step you through the document "Making Decisions at El Camino College, 2015-2020". Three years ago the Academic Senate president and CEO of the Community College League presented to the Board of Trustees to clarify what constitutes collegial consultation. There were questions about what this means. College Council spent nine months reviewing and talking about the meaning of it. C. Gold led the efforts for the senate. We decided to codify what we decided in this document. It's our local definition of collegial consultation, and what that means at ECC. Now, one recommendation from the Accreditation team was to continue this work and communicate the decision making process, and see that all committees review this. It helped clarify which six committees are collegial consultation committees. If a proposal is not accepted a written response will be provided in a timely manner. All committee members will respect the decision, even if they don't agree with it. The decisions will not be revisited, unless under the listed caveats including state and federal recommendations. Everyone must understand that the President's and Board's decisions are ultimate. On p. 6 you'll find constituent groups, and on p. 10 the role of the Board of Trustees and Cabinet. The cabinet is the Vice Presidents and the public information officer and CEO of Compton and the VP of Compton center. PlanNet recommended a chief information officer on cabinet but it's up to the president to pick the cabinet. They make the president aware of campus happenings. On p. 11 are listed the college committees. Academic Senate is listed but its scope is different, with no students, classified, or administrative members, and you speak

through the Vice President of Academic Affairs. It works differently than the others but it's included. Area and Division Councils bring ideas to college council. College council does not bring forward all committee views. It's one among six. Advisory and operational committees are also listed. Operational committees are not clearly defined. We added our initiatives and planning and budgeting consultation, an area we work to perfect. We have a process but we must codify it in writing. That's our goal before the next publication of this document. 2510, our guiding policy and AP is included in this document, the operational manual for policies approved by the Board. Now is your opportunity to send forward edits and corrections through Irene. April 15 is the deadline for submissions. M. Ichinaga: If I took a practical exam of PlanNet report recommendations, does the technology committee have the right to recommend on PlanNet's recommendations to the president? Dr. Nishime: They could but right now the charge of the Technology committee needs definition in the opinion of PlanNet. All committees must review their statements. Yes. They could, as we've asked all constituency groups to submit. Dr. Higdon: The recommendations are now part of the body of documents moving forward; take them to your VP. Vote early and vote often with your opinion. M. Ichinaga: If the tech committee votes to recommend it, it goes to the superintendent, and if the recommendation is not accepted, he would give a formal response. Dr. Nishime: the tech committee did not initiate PlanNet. The president wanted that. The whole report is going forward as a recommendation. It was something he submitted. Dr. Nishime: An example of something that would get a written response would be faculty prioritization. M. Ichinaga: The report deals with a strategic aspect of campus life and mission; it seems worthy of a consultation process. P. Marcoux: It was a summary more than anything else of the report. A. Ahmadpour: Same paragraph. This was based on campus history of not being democratic. My interpretation, what if we take same issues to president? If board of trustee is corrupt? Then what happens? CS: that would be compelling reason to revisit. Dr. Nishime: You would then vote them out. C. Gold: One exception to the outline on p. 4 is mutual agreement. On page 7 there is a description of mutual agreement for 10+1 items. If there is no agreement, things don't change. There are cases in which the Board doesn't have final say. Dr. Arce: Curriculum is a great example. I. Graff: On p. 11. It lists what the collegial consultation committees do on annual basis. This should provide recommendations. It's clear. This information is more fleshed out. We will be adding examples, so that new members can participate fully. CJ: Thanks for bringing it up we will take your help. P. Marcoux. In 2510 under the students section, it says that students offer opinions, but ASO is not listed. There are student reps but there not represented as a group. Dr. Nishime: Like classified, they just have representatives.

5.UNFINISHED BUSINESS

6. NEW BUSINESS

A. BP 4045 - Textbooks and Instructional Materials – A. Martinez – This is the first reading of BP 4045. This policy has no corresponding administrative procedures. The Union was consulted regarding this policy. A. Martinez: Here 4045 has a change. It may include open-source materials. The California code is crossed off because it was written inconsistently. CJ: There's no corresponding procedure. It's just policy. C. Gold: I think it needs an electronic instruction materials section, not just open source, regarding rules. Since we're doing it it's good to put that language in there. It's from Title 5. P. Lau: The period of textbook adoption is two years. How can you change it? P. Marcoux: If material changes. This came through student ASO recommendations to help with costs. A. Martinez: You can change it if it's a bad book. P. Lau: Who determines it? CJ: It's between you and your Dean.

B. BP 4010 – Academic Calendar – A. Martinez

This is the first reading of BP 4010. This policy has no corresponding administrative procedures. The Union was consulted regarding this policy. C. Gold: Should we add consultation committees' information since it's in the 4000 series? A. Martinez: There aren't many procedures there, but at some point there could be. C. Gold: Same for academic freedom. CJ: They're looking at the 16/17 calendar. See the handout. A. Martinez: we have two options for Cesar Chavez day. We can close on the date or on a Monday or Friday. It's not a paid holiday for instructors (but none are). Appropriate observations must be held if we don't have a holiday. Here are some pros and cons. The holiday is a day off. We can offset the February holidays that end on Mondays. CJ: We would hold it on a Friday and the last day of spring would be May 22. C. Gold: It would be the week after spring break. CJ: The spring will start later anyway that year. It's good for those Monday classes that get cut. P. Marcoux: Or we could shorten spring break. CJ: Barb Perez recommended that also. A. Ahmadpour: I brought it to senate. I recommend that we should do what others do. All UC's observe it as a holiday. It's a holiday in other states, after president Obama suggested. Discussion Ensued.

C. BP 4030 – Academic Freedom – A. Martinez

This is the first reading of BP 4030. This policy has no corresponding administrative procedures. The Union was consulted regarding this policy. On p. 45, we made wording changes from the information from 1965, but we may need to add the collegial consultation policy. CJ: But the procedures aren't listed. Pete: I say keep it in. C. Gold: You could add "any procedures for implementing policy."

7. INFORMATION ITEMS –DISCUSSION

A. Career Center Services/Activities – Yamonte Cooper

B. C-IDs Updates/Articulation – Lori Suekawa

C. Cesar Chavez Day/School Closure – C. Jeffries/ A. Ahmadpour

D. Federation Update – A. Ahmadpour

8. FUTURE AGENDA ITEMS

A. Moving up the Withdrawal Date

B. Faculty Evaluations

C. BA degrees at Community Colleges

D. Changes in BOGG fee waivers – C. Pineda

E. Grades First Presentation–Bob Klier, Irene Graff, and Marci Meyers

9. PUBLIC COMMENT

10. ADJOURN

The meeting adjourned at 2:00 p.m.
SD/ECC Spring 2015

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – March 2, 2015

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

Present: Francisco Arce, Linda Beam, Thomas Fallo, Julio Farias, Ann Garten, Irene Graff, Jo Ann Higdon, Chris Jeffries, Rafeed Kahn, Jeanie Nishime, Susan Pickens, David Mc Patchell, Estina Pratt, Luukia Smith, Erika Solorzano, Claudia Striepe, Nina Velasquez.

1. Minutes – March 2 2015: Approved as presented.
2. Susan distributed the following Board Policies for review:
 - a. BP 2340 (Agendas) – revised with CCLC updates. Ready for Board adoption.
 - b. BP 2345 (Public Participation at Board Meetings) - revised with CCLC updates. Ready for Board adoption.
 - c. BP 2350 (Speakers) – revised with suggested feedback from April 2011 Board meeting. Ready for Board adoption.
 - d. BP 2355 (Decorum) – review only – no CCLC updates. Ready for Board review.
 - e. BP 2360 (Minutes) – revised with CCLC updates. Ready for Board adoption.
 - f. BP 2431 (Superintendent/President Selection) – revised with CCLC updates. Ready for Board adoption.
 - g. BP 2435 (Evaluation of Superintendent/President) – revised with CCLC updates. Ready for Board adoption.
 - h. BP 2710 (Conflict of Interest) – review only – no CCLC updates. Ready for Board review.
3. Policy and Procedure Subcommittees: We still need members from ECCE and POA. The Vice Presidents will coordinate meeting times.
4. PlanNet Report: The report will go to the Board for adoption at the April 20, 2015 Board meeting. Mark Berg will give an informational presentation. Once the report is adopted, there will be an opportunity for people to give input on implementation of the recommendations.

5. Discrimination Complaint Procedures were distributed by Nina Velasquez. Nina will meet with Linda Beam on this issue.
6. The ECCFT are meeting regarding the summer retroactive pay error. It was noted that the Administration is aware of the issue and are trying to determine the best way to resolve the issue.
7. There was a request for another survey regarding campus food services. It was noted that ECC is limited in choices for vendors willing to provide food services.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – March 16, 2015

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

Present: Francisco Arce, Linda Beam, Ann Garten, Irene Graff, Chris Jeffries, Jeanie Nishime, Susan Pickens, Luukia Smith, Claudia Striepe.

1. Minutes – March 9 2015: Approved with 2 revisions.
2. March 16, 2015 Board Agenda was reviewed.
 - a. Jaynie Ishikawa will give a presentation on ethics. Board members are required to take an ethics training every two years. Form 700 – Statements of Economic Interest are due this month.
 - b. Non-Consent Agenda: Superintendent/President Search Process.
 1. The Board will adopt a tentative timeline.
 2. The Board will select search firms to interview at the March 30, 2015 Special Board meeting.
3. Francisco distributed new AP 5070 (Attendance) which is required by law. BP 5070 was distributed for informational purposes only and there are no revisions. AP 5070 (Attendance) will go to the Academic Senate as an informational item and will go the Board on April 13, 2015.
4. Susan distributed the following Board Policies for review:
 - a. BP 2716 (Political Activity – Board Members) – revised with CCLC updates. Ready for Board adoption.
 - b. BP 2720 (Communications Among Board Members) – revised with CCLC updates. Ready for Board adoption.
 - c. BP 2725 (Board Member Compensation) – revised with CCLC updates. Ready for Board adoption.
 - d. BP 2730 (Health Benefits) – revised with CCLC updates. Ready for Board adoption.
 - e. BP 2735 (Board Member Travel) – review only – no CCLC updates. Ready for Board review.
 - f. BP 3100 (Organizational Structure) – review only – no CCLC updates. Ready for Board review.
 - g. BP 3101 (Administrative Organization) – revision. Ready for Board adoption.

- h. BP 3102 (Administrative Authority) – review only – no CCLC updates. Ready for Board review.
- i. BP 3260 (College Consultation) – deletion. Ready for Board adoption.
- j. BP 3850 (Purchase of Commencement Attire) – deletion. Ready for Board adoption.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – March 23, 2015

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

Present: Francisco Arce, Linda Beam, Julio Farias, Irene Graff, Jo Ann Higdon, Rafeed Kahn, David Mc Patchell, Jeanie Nishime, Susan Pickens, Estina Pratt.

1. Minutes – March 16 2015: Approved as presented.
2. It was decided that the March 30, 2015 College Council meeting would be cancelled so that members of College Council could attend the Women’s History Luncheon (March 30, 2015, 12:30 – 2 p.m.).
3. March 30, 2015 Special Board Meeting agenda will consist of the following:
 - a. Search Consultant Firm Interviews;
 - b. Search Consultant Firm selection;
 - c. Finalization of Screening Committee Composition.
4. Collegial Consultation Annual Review guidelines were reviewed and approved by College Council. It was decided that the document will be posted on the web. It was noted that new members of collegial consultation committees are to receive an orientation. A question about whether or not a member received an orientation could be included on the yearly College Council Evaluation.
5. AP/BP 2410 (Board Policy and Administrative Procedure) were distributed. The revised policy and new procedure was presented to the Board in October 2014. Trustee Beverly had an issue with the policy and it was pulled from the agenda. The policy has been revised and will be presented to the Board with the accompanying procedure for second reading and adoption at the April 13, 2015 Board meeting.
6. Rafeed reported that four ECC ASO members went to Washington, DC last week to meet with Ted Lieu and Diane Feinstein.

El Camino College – Office of the President
Minutes of the Facilities Steering Committee March 9, 2015

Present: Francisco Arce, Linda Beam, Bob Bradshaw, Tom Brown, Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Chris Jeffries, Rory Natividad, Jeanie Nishime, Dipte Patel, Susan Pickens, Angela Simon, Luukia Smith, Erika Solorzano, Rick Yatman.

1. The minutes of November 3, 2014 were approved as presented.
2. The March 2015 Facilities Master Plan report was presented by Tom Brown.
3. Urban Land Institute (ULI) Technical Assistance Panel was enlisted to identify opportunities for ECC to generate income by developing Lot L. ULI submitted a draft report on January 16, 2015. Jo Ann reviewed the report with President Fallo. There were factual errors in the report that need to be corrected. Jo Ann will schedule a follow-up meeting with them. It was noted that ground lease is one of the options available. A ground lease would allow ECC to retain ownership of the land. A ground lease usually has a term of 50 years.
4. Requests for Proposals (RFPs) will go out for architectural services for several buildings/projects. Each building will have representatives that will sit on the selection committee along with a facilities person.

RFPs will also go out for Master Plan Services. Jo Ann needs a few volunteers from the Facilities Steering Committee to participate in the selection committee.

5. The Draft Purpose Statement is as follows: “To provide program planning input, review and make recommendations for the facilities plans, and disseminate information to constituents represented by the members.” It was determined that Ann Garten would make the necessary revisions.
6. Making Decisions at El Camino College was presented by Jeanie Nishime. This document outlines the collegial consultation process and sets out criteria for collegial consultation committees. The Facilities Steering Committee is a collegial consultation body. It was noted that the Facilities Steering Committee needs to evaluate itself on an annual basis.



PRESS RELEASE

March 16, 2015

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Twelve California Community Colleges receive final approval from Board of Governors to offer bachelor's degrees

SACRAMENTO, Calif. – The California Community Colleges Board of Governors gave final approval on Monday for 12 community colleges to participate in a landmark pilot program that allows them to offer bachelor's degrees in fields such as respiratory therapy, dental hygiene and aerospace manufacturing technology.

“This is an appropriate expansion of our mission designed to meet the needs of an economy that is requiring more workers with four-year degrees,” said Geoffrey L. Baum, president of the Board of Governors. “We have consulted closely with the leadership of the California State University system throughout this process and are pleased to approve these innovative pilot programs that will provide students with affordable degree options in fields that have demonstrated job growth.”

Initial approval was granted in January, pending additional evaluation of the proposals by the California Community Colleges Chancellor's Office and further consultation with California State University and the University of California.

The bachelor's degree programs receiving final approval are:

- Airframe manufacturing technology, Antelope Valley College
- Industrial automation, Bakersfield College
- Mortuary science, Cypress College
- Equine industry, Feather River College
- Dental hygiene (2), Foothill College and West Los Angeles College
- Bio-manufacturing, Mira Costa College
- Respiratory care (2), Modesto Junior College and Skyline College
- Health information management, Mesa College
- Occupational studies, Santa Ana College
- Health information management, Shasta College

- More -

“After undergoing additional review by our office, these bachelor’s degree programs are set to gear up and enroll students who are looking for affordable options to earn four-year degrees. We’re excited to expand higher education opportunities in our system and help fuel California’s economy,” said Chancellor Brice W. Harris.

Bachelor’s degree proposals in interaction design at Santa Monica College and automotive technology at Rio Hondo College received initial approval but will require further conversations related to duplication with the California State University before final consideration later this spring. A bachelor’s degree program in emergency services and allied health systems was approved in January but has since been withdrawn by Crafton Hills Community College.

The board action is in response to legislation sponsored by Sen. Marty Block (D-San Diego) and signed by the governor last year that allows up to 15 districts to establish a pilot baccalaureate degree program at one of their colleges in a field of study not offered by the California State University or University of California. Lower-division coursework would cost \$46 per unit and upper-division coursework would cost an additional \$84 per unit under the new program, with an estimated total cost of about \$10,000 to obtain a bachelor’s degree.

The college districts selected for the pilot program were chosen from 34 applications. A team comprised of Chancellor’s Office staff, a member of the business and workforce community, and community college administrators, faculty and staff from districts that did not apply to host a program reviewed the applications.

Considerations for selecting a district included geographic distribution of the pilot programs, diversity of pilot programs, ability of the district to establish a rigorous program in their proposed field and that the proposed program will meet an unaddressed local or statewide workforce need.

Under the law the four-year degree programs must be up and running by at least the 2017-18 academic year, however, districts may start their programs by the fall 2015 semester. Districts must also seek approval from the Accrediting Commission for Community and Junior Colleges to start a program.

The legislation sunsets after the 2022-23 school year, after which the Legislature and governor may renew it pending two Legislative Analyst’s Office reviews of the pilot program- one in 2018 and another in 2022.

The law was enacted to assist the state in meeting the need for individuals in high demand technical disciplines which are increasingly requiring baccalaureate degrees and to increase college participation rates and improve workforce training opportunities for local residents who are unable to relocate because of family or work commitments.

The California Community Colleges is the largest system of higher education in the nation composed of 72 districts and 112 colleges serving 2.1 million students per year. Community colleges supply workforce training, basic skills education and prepare students for transfer to four-year institutions. The Chancellor’s Office provides leadership, advocacy and support under the direction of the Board of Governors of the California Community Colleges. For more information about the community colleges, please visit <http://californiacommunitycolleges.cccco.edu/>, <https://www.facebook.com/CACommColleges>, or <https://twitter.com/CalCommColleges>.

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GOALS OF CAREER COACH

El Camino College has contracted to use EMSI's Career Coach website, a web-based tool that markets careers and education programs to our current and prospective students by providing information on how careers and wages connect to the education and training opportunities at ECC. The utilization of this tool is expected to help us promote in-demand employment pathways and providing real time labor market data and career information to students and prospects.

The purpose of this project is to configure the website for ECC-specific programs and student population, communicate the benefits of the program to faculty, staff and students, and develop and deliver training to end users to allow the benefits of the program to be fully realized.

BENEFITS OF CAREER COACH

Career Coach is a comprehensive website program that provides users real time career information they need for all stages of career exploration and job search including career descriptions, salary, employment outlook, related degrees at ECC, job postings, similar careers and transferrable skills, and a user friendly resume builder.

The general benefits of Career Coach include the following:

- Provides real time labor market information
- Allows users to see labor market information tied directly to ECC programs of study
- Promotes in-demand employment pathways to students and prospective students
- Provides user friendly navigation
- Offers free registration to enable users to save careers and degrees of interest
- Provides user friendly Resume Builder feature; easy for those creating a resume for the first time

CAREER COACH TRAINING & LAUNCH

Moses Bratud of EMSI, the Career Coach vendor, is hosting a demo for faculty and staff on April 14. Anyone may attend to become familiar with this tool.

Career Coach Tool Demo

Tuesday, April 14

1:00 – 2:30 p.m.

DE Conference Center

Career Coach is projected to launch by April 30, 2015. It will be freely available to faculty, staff, enrolled students, and prospective students.

Faculty Development Committee Meeting
Minutes for Tuesday, March 24, 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
Rose Ann Cerofeci (absent)	(RC)	Humanities
Kristie Daniel-DiGregorio* (present)	(KDD)	Behavioral & Social Sciences
Ross Durand (excused)	(RD)	Industry & Technology
Briita Halonen (excused)	(BH)	Humanities
Sumino Otsuji (present)	(SO)	Humanities
Margaret Steinberg (present)	(MS)	Natural Sciences
Lisa Mednick Takami (present)	(LMT)	Professional Development
Evelyn Uyemura (excused)	(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.

Spring 2015 Meetings: February 10 & 24, March 10 & 24, April 14 & 28, and May 12 (if needed).

AGENDA

1. Continuing Projects: Fall Professional Development (Flex) Day

(KDD) provided an overview of the proposed program (included). She explained that the objectives included raising faculty awareness of state-mandated changes. She explained that SSSP was developed in response to the Student Success Act of 2014 (SB-1456). There are a number of groups on campus working to implement the changes, including a revised online orientation; offering priority registration for incoming students who complete the core services of orientation, educational planning and assessment; and developing an early alert system. She reported that one of the key challenges is raising students' awareness and ensuring they are utilizing the relevant services. Faculty are uniquely positioned to serve as a conduit for information and referrals. (FB) endorsed the plans to include a handout for faculty, summarizing the relevant changes.

(SO) reported that, following the previous FDC when the changes were discussed, she alerted her students to the fact that students below a 2.0 will lose their BOG fee waiver beginning fall 2016. Most of her students were unaware of this change.

(FB) noted the importance of explaining why the SSSP came into being. Faculty should be offered a clearly stated rationale and objective for the topic. Is the purpose simply to push students through the system, even if they are not ready? In the spring presentation, Dr. Kathleen Gabriel noted that only 28% of students who take at least one remedial class complete their degrees within 8.5 years. (Thanks to Dr. Baker for finding a copy of the research online:

<http://knowledgecenter.completionbydesign.org/sites/default/files/16%20Attewell%20JHE%20final%202006.pdf>)

Faculty face the competing demands of completion and maintaining high standards. In the faculty evaluation process, faculty are asked to comment on their approaches to student success and to encouraging course completion. We need to define what we mean by student success. (KDD) suggested that student success be defined as “helping students achieve their educational goals which may range from a single class to a certificate, degree or transfer.”

(KDD) added that with better awareness of student support services, faculty can more easily refer students who are having difficulty or in danger of dropping. Faculty can also leverage student support programs to improve their teaching in response to SLO results, which is a new component of faculty evaluations. (LMT) thanked (FB) for providing important reminders to define terminology like SSSP and to reinforce that programs on student success are not advocating for lowered academic standards. (MS) agreed that it would be useful to include both faculty and student support professionals as presenters for the breakout sessions.

The team brainstormed possible themes for the program, including building connections, creating partnerships, seeking allies, shifting paradigms, thinking outside the box, sitting with people from other areas. (LMT) reported how impressed she was by the dynamic process that emerged at a recent accreditation meeting at Compton in which faculty and staff participated. She found the contributions of Facilities and Police staff particularly insightful. The cross-fertilization process was very productive.

(KDD) asked the team to review the listing of SSTARs programs to identify those especially important to address at Fall Professional Development (PD) Day. The team agreed on the need to provide not only the names of the offices but a one- to two-sentence description. Possible topics included:

- Tutoring: A panel representing the variety of sources of tutoring on campus (the Math Study Center, the Learning Resources Center, The Reading Success Center, the Writing Center).
- Cohort Programs: FYE, Project Success, Puente (discuss which students have access to which programs).
- Progress Reporting: Athletics, EOPS (if informed about the services these programs offer, faculty can encourage students to utilize the services).

(LMT) suggested that, when laminated, resource materials are more likely to be utilized and kept for future reference. (FB) reported that she’s appreciated the opportunity to liaise with the tutors employed by the Learning Resources Center so she can be certain their approach aligns with the student learning objectives for her courses.

2. **Planning for Future Projects: Culturally Responsive Teaching.** This topic will be addressed at a future meeting.

The meeting was adjourned at 1:50 p.m.

Fall Professional Development Day 🍷 Thursday, August 20th 2015

Afternoon Program (General Session and Two Breakout Sessions):

Objectives:

- Increase faculty awareness of state-mandated changes.
- Enlist faculty to help raise student awareness of changes.
- Help faculty develop strategies for “building students’ connections to resources,” a key theme from fall 2014 brainstorming.
- Encourage development of academic/student services partnerships by showcasing best practices and generating new ideas for collaboration.

Topic: Tentative Theme: “Strengthening Partnerships for Student Success.”

1. General Session:

Format: Smartphone-based audience response survey to assess awareness, interwoven with brief explanations, relevant data and discussion of programs.

Topics:

- State-mandated changes (core services, declaration of major, changes to BOGFW)
- Predicted impact on ECC students, faculty and the institution (e.g., predictions that 11% of students will lose BOGFW, impact on success and retention, why this is relevant for faculty)
- New college initiatives in response to changes (revised online orientation, early alert, etc.)

2. Afternoon Breakout Sessions:

Format:

- Collaboration: Whenever possible, provide multiple perspectives and pair campus resource people and faculty who have successfully integrated the services into their teaching (e.g., Sumino Otsuji’s classroom assignment integrating career search topics)
- Active learning: Provide opportunity for faculty to generate ideas for how they will use or adapt what they’ve learned (e.g., brainstorming, think-pair-share, goal setting, etc.)

Sample Topics:

- Tutoring: A panel representing the variety of sources of tutoring on campus (the Math Study Center, the Learning Resources Center, The Reading Success Center, the Writing Center).
- Cohort Programs: FYE, Project Success, Puente (discuss which students have access to which programs).
- Progress Reporting: Athletics, EOPS (if informed about the services these programs offer, faculty can encourage students to utilize the services).
- Proposals have been received for sessions on sexual harassment and foster youth.

3. Materials:

Provide printed in PD folders on:

- Student Support Services (SSTARS, etc.)
- One-page reference sheet summarizing state-mandated changes
- Information on launch of Student Equity Plan

Proposed Next Steps:

- Week of 4/6: Issue call for proposals
- Week of 4/27: Notify applicants, continue recruiting presenters to fill in any gaps
- Before end of semester: Send notification to all faculty with dates and details.

EL CAMINO COLLEGE
MINUTES OF THE ACADEMIC TECHNOLOGY COMMITTEE MEETING
MARCH 10, 2015

The Academic Technology Committee is a sub-committee of the
College Technology Committee and the Academic Senate that
focuses on the academic technology needs of the college.

Members Present: Pete Marcoux, Virginia Rapp, Elana Azose, Dawn Charman, Alice Grigsby, Noreth Men, Kristine Numrich, David Pahl, Soshanna Potter, Daniel Shrader, Howard Story, Michael Wynne

Members Absent: Francis Baylen, Lyn Clemons, Joyce Dallal, Dwayne Hayden, Lisa Mednick, Dave Murphy, Kendyl Palmer, Sabra Sabio, Margaret Steinberg, Claudio Vilchis, Will Warren

Recorder: Laurie Linka

The Academic Technology Committee meeting was called to order at 12:37 p.m.

It was reported that the Technology Conference was held on February 13, 2015, and was well attended, although slightly scaled down from previous years. It was enjoyed by all, and much information was shared. There were, however, some technical issues, and the keynote speaker had internet problems with her video-rich presentation.

Faculty laptops

J. Higdon has asked for input on the different models of laptops being looked at. A new Dell out right now has been receiving good reviews. It was noted that all ECC techs are certified by Dell, so they would be able to fix malfunctioning pcs without breaking warranty.

PlanNet report

PlanNet, the consulting firm that has been reviewing the state of technology on campus, has made their recommendations. These include reclassifying the IT director position to CIO, and moving Distance Education under the CIO. The company focused on IT during its review. More studies are needed in the areas of media services and the small support staff.

There was discussion regarding technology problems in the classrooms – when something goes wrong, instructors may not know how to diagnose the problem and, as a result, it is not clear who should be called to troubleshoot (computer, network, or media).

There were more recommendations / reports from PlanNet:

- Move campus email to third party
- Etudes site – did poorly
- MyTeam site – did poorly

As far as these issues go, there was insufficient input from ECC. PlanNet did give a good response in describing the Academic Technology Committee.

P. Marcoux stated that in the Humanities building, there is no wireless in the classrooms, only in the hallways. The issue is no hubs in the classrooms. Administration is aware of the Wi-Fi issue on campus.

According to PlanNet, there would be three phases of changes. This includes a \$2.2 million one-time start-up cost and a half million dollar increase in salaries.

Thin client in-computing stations

The library uses thin-client computer terminals, which quite often are dysfunctional. When the systems are not working, library personnel are unable to assist students. The station at the Public Services desk is more often than not not working, and reverting to using paper and pencil is a reality. After some discussion, the committee recommended raising the subject at the next College Technology Committee meeting.

The recent campus-wide small power outages were discussed. Some committee members were concerned about the lack of communication regarding these occurrences, and who should be contacted when they did occur. The surges have burned hard drives, and surge protectors are being added to Business labs and classrooms, at the cost of approximately \$160.00 each.

Software applications update (i.e. Java, Adobe Reader, web browser, etc.)

N. Men voiced concerns that the library has no access rights. This means when an administrator is required for software applications updates, IT must be notified (this is a low priority for them). When this happens, and students require Adobe Reader, they are unable to open.

MS Office upgrade timeline

At the Technology Conference in February, new software applications were presented. The committee discussed what the next step is at ECC. At this time, we have 2010. Will there be an upgrade to 2013? It was mentioned 2013 may be skipped, and instead go to Windows 8. It was stressed that there would not be any updates anytime soon.

Video streaming video/film collection for some disciplines

In regards to the library's media collection, N. Men stated the library wants to move forward to films on demand. Is the campus network big enough to handle this conversion? It would be especially beneficial to faculty and Distance Education. The committee discussed using a YouTube or Google channel, developing a budget for this, and the availability of I-grants. H. Story told the committee that we still use the Telecom repository – type in the subject and the information becomes available. It was suggested we do a pilot, as the infrastructure is in place. We can build content as we go, working it into the course management system.

Other business

S. Potter spoke of technical issues in regards to class enrollment. It seems there is a loophole that allows for multiple waitlisting. In addition, if a student is projected to pass a class, then fails that class, they are not released from the course. Prerequisites should be checked. This should be a software fix. Bottom-line, this is a Datatel issue. The waitlist option issue, which should not be allowed, will be presented to the College Technology Committee.

There was discussion about faculty needs in regards to laptops. We should get their input and give them choices. A survey will be created by the next meeting. This should include choices for weight,

size, additional features, processing. I. Graff from Institutional Research will assist. By the end of this year, the majority of faculty laptops will be out of warranty. President Fallo wants the process complete prior to his retirement.

Since new members have been added to the committee, all members present re-introduced themselves.

The next meeting of the ATC will be held in April. Members will be notified.

The meeting was adjourned at 1:42 p.m.

The Superintendent/President shall, in consultation with the appropriate constituent groups on the Calendar Committee, develop and submit to the Board for approval an academic calendar.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, as defined in CCR § 53200.

Reference:

Education Code Section 70902(b)(12)

El Camino College
Policy
Adopted: 4/15/02

Board Policy 4030

Academic Freedom

The El Camino College District recognizes that institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Academic freedom is fundamental for the protection of the rights of the faculty member in teaching and of the student in learning. It carries with it responsibilities correlative with rights. Accordingly, a faculty member shall have the freedom:

1. To examine or endorse unpopular or controversial ideas either in classroom teaching or in discussions with students as is appropriate to the course content, or in academic research or publication, while recognizing the responsibility to be accurate, objective and respectful of others. Faculty also have the responsibility to grade students solely on the basis of evidence of knowledge of the material pertinent to the class and attainment of appropriate skills, or other generally accepted grading criteria, avoiding any bias generated by a student's political outlook, religious belief or other personal attributes.
2. To select or recommend the selection of course instructional materials that may contain unpopular or controversial ideas, with the correlative responsibility that these materials are pertinent for the course.
3. To speak or write as a citizen, provided that the faculty member recognizes the special professional obligations of an educator to be accurate, objective and respectful of others, and that the faculty member take care to avoid leaving the impression that he or she is speaking for the college or the district.
4. To select or recommend library books, materials, media and online resources representing a multiplicity of philosophies and points of view, relying on professional expertise to maintain appropriate depth and breadth of the collections.

A faculty member shall not be subject to any adverse action affecting his or her employment with the El Camino College District for exercising any of the foregoing choices.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, as defined in CCR § 53200.

~~Board Policy 4030 supersedes Board Policy 4030.1 Teaching of Controversial Issues adopted by the Board on July 26, 1965.~~

Reference: Agreement, El Camino College Federation of Teachers, Article V.
El Camino College
Adopted: 8/21/06

The Superintendent/President or designee will have the authority to develop and implement policy and procedures with regards to repeatable and non-repeatable courses within the district. Such policies and procedures will be developed in accordance with state, federal and/or district regulations.

~~Students may repeat a non-repeatable course in which they have received a substandard grade (D, F, NP or NC) or Withdrawal (W) only once before college intervention. After college intervention, if a student received another substandard grade or Withdrawal (W) the student may repeat the non-repeatable course for a second repeat or (third attempt).~~

~~Repeatable courses with the designation of “ab, abc, or abcd”, such as a ctivity courses, may be taken more than once for credit. repeated per the Education Ceode, Title 5 Regulations and the district policy. El Camino College designates as repeatable only courses for which repetition is necessary to meet the lower-division major requirements of CSU or UC for completion of a Bachelor's Degree, intercollegiate athletics and related conditioning courses, and intercollegiate academic or vocational competition courses.~~

~~Non-repeatable courses may be taken only once for credit. Students may retake a non-repeatable course in which they have received a substandard grade (D, F, NP or NC) or Withdrawal (W) only once before college intervention.~~

~~For repeatable and non-repeatable courses, the new grade and credit will be substituted for the prior grade and credit in computing the grade point average (GPA) for a maximum of two times grade alleviations. The permanent academic record will be annotated in such a manner that all work remains legible, insuring a true and complete academic history.~~

~~Under special circumstances, students may repeat courses in which a grade of C or better was earned. These special circumstances and other specific exceptions to the above policies are detailed in administrative procedures.~~

~~When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.~~

~~Under special circumstances, students may repeat courses in which a C or better grade was earned. These special circumstances and other Sspecific exceptions to the above policies are detailed in administrative procedures.~~

~~This policy supersedes the section of BP 4220 (Standards of Scholarships) dealing with Course Repetition.~~

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, ~~as defined in CCR § 53200.~~

Reference: Title 5, Sections ~~53200, 55000, 55761-55765, 55024, 55040, 55041, 55042-55045, 58161, 55253, 55024 (A)(11) and 56029~~

Adopted: 7/17/06

Amended:

Students may retake a non-repeatable course in which they have one unsuccessful attempt only once without college intervention. An unsuccessful attempt occurs when a student receives a Withdrawal (“W”) or a substandard grade (D, F, NP or NC). Students may retake a non-repeatable course in which they have two unsuccessful attempts only after completing college intervention. Repeatable courses may be repeated per the education code and the district policy.

In general, students are not permitted to repeat courses in which they have earned a grade of A, B, C, or CR except as described below in section VI for Special Circumstances.

I. Non-Repeatable Courses

Non-Repeatable courses are those listed in the College Catalog that do not have lowercase letters in the course number. (Examples of non-repeatable courses include History 101, English 1A, and Psychology 9B.)

A. Original Attempt (first attempt)

1. If a substandard grade or a “W” is received, the student may retake that course.
2. If a student receives a passing grade, a retake is not allowed unless provided under special circumstances.

B. Second Attempt (first retake)

1. If a student receives a substandard grade or a “W” on the first attempt, a retake is permissible.
2. A passing or substandard grade received in the retake shall replace the original grade and credit in the calculation of the grade point average. This will be annotated on the student’s academic transcript.
3. The original grade, alleviated by the new grade, must remain on the student’s academic transcript.
4. If a “W” is received on the second attempt, no grade alleviation would apply.

C. Third Attempt (second retake)

1. If a student attempts a non-repeatable course two times (the original attempt and the retake) and in both attempts the student receives either a substandard grade or a “W” or a combination, then the student may be permitted a second retake with the completion and approval of a college intervention plan.

2. A passing or substandard grade received in the second retake shall replace the grade and credit received in the first retake or first attempt if the second attempt was a “W” in the calculation of the grade point average.
3. The new grade shall be annotated on the student’s academic transcript.
4. The original grade, alleviated by the new grade, must remain on the student’s academic transcript.
5. If a “W” is received, no grade alleviation would apply.

D. College Intervention

Students with two unsuccessful attempts must submit a repeat petition and, if required by the academic division, a Plan for Student Success signed by a district division designee or counselor.

II. Repeatable Courses

Repeatable courses are those listed in the College Catalog that have lowercase letters in the course number. The lowercase letters indicate the number of times a course may be repeated. Examples of repeatable courses include Physical Education 60abc (Women’s Intercollegiate Soccer Team), and Communication Studies 23abcd (Forensics – Team Events). In these examples, students may enroll in Physical Education 60abc three times and Communication Studies 23abcd four times.~~Examples of repeatable courses include Art 10ab, Dance 87abcd, and Physical Education 5abc. In these examples, students may enroll in Art 10ab twice, Dance 87abcd four times, or PE 5abc three times.~~

A. Scope and Limitations of Repeatable Courses

1. El Camino College designates only the following types of courses to be repeatable per Title 5, Section 55041:

- a) Courses for which repetition is necessary to meet the lower-division major requirements of CSU or UC for completion of a Bachelor's Degree
- b) Intercollegiate athletics and related conditioning
- c) Intercollegiate academic or vocational competition.

~~1. A repeatable course is one in which either:~~

- ~~a) the course content differs each time or~~
 - ~~b) the course is an activity course where the student meets course objectives by repeating a similar primary educational activity and the student gains an expanded educational experience each time~~
- ~~the course is repeated for one of the following reasons:~~

- ~~(1) skills or proficiencies are enhanced by supervised repetition and practice within class periods or~~
- ~~(2) active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.~~

~~2. An activity course, meeting the requirements as set forth above, may qualify as a repeatable course and may include:~~

~~a) physical education courses~~

~~b) visual or performing arts courses in music, art, theater, or dance.~~

~~3. Foreign language courses, ESL courses and nondegree applicable basic skills course are not considered activity courses.~~

2. Courses for which repetition is necessary to meet the lower-division major requirements of CSU or UC for completion of a Bachelor's Degree may include a recency requirement which the student has not been able to satisfy without repeating the course. A student may petition for repetition if less than 36 months have elapsed and the student provides documentation that the repetition is necessary for transfer.

3. For intercollegiate athletics and related conditioning courses and for intercollegiate academic or vocational competition courses, ~~4. Students may repeat a course for a maximum of three semesters (four attempts total) or the maximum number of times the that course has been approved for repetitions.~~ Substandard grades and "W" earned each count as an attempt.

B. Substandard Grade Alleviation

1. If a substandard grade has been recorded in a repeatable course, the course may be retaken for grade alleviation, provided that the attempt does not exceed the maximum number of times the course may be attempted with a passing or substandard grade.

2. No more than two substandard grades may be alleviated for a repeatable course.

2.3. When a student repeats a course/lass to alleviate substandard academic work, the previous grade and credit will be disregarded in the calculation of grade point average.

3.4. If a substandard grade is recorded on the last allowable attempt in a repeatable course, the following applies:

a) That last grade cannot be alleviated, and

b) lapse of time can never be used for that course.

Note: Extenuating circumstances described in section ~~VI.BV.B~~ below do not apply to repeatable courses. A student may not petition on the grounds of extenuating circumstances for a repeatable course.

III. Variable Unit Courses

Title 5 regulations shall guide El Camino College on variable unit courses.

IV. Withdrawals

A. Withdrawal From a Course

1. Students who are withdrawn from a course after the census date (20% of the course section) shall receive a “W” on their transcript. The period to receive a “W” is from the deadline to drop without notation to the 75% point of the course section.

B. Military Withdrawals

1. Military withdrawals shall not be counted towards the permitted number of withdrawals or attempts.
2. A student who is a member of an active or reserve United States military service may receive a military withdrawal when the student receives orders from the military.
3. The orders must be verified by the ~~Veterans’~~ Veterans’ Services Office with appropriate documentation provided by the student.
4. The military withdrawal may be assigned at any time.
5. The symbol for military withdrawals shall be “MW.”
6. Military withdrawals shall not be counted in progress probation or dismissal calculations.
7. Neither an “F” nor an “FW” can be assigned in lieu of a military withdrawal.

C. Withdrawal Due to Extraordinary Conditions

1. A “W” may be removed and “no notation” assigned to any student who withdrew from one or more classes where such withdrawal was necessary, verified through documentation, and approved by the Director of Admissions & Records due to:
 - a) fire
 - b) flood
 - c) other extraordinary conditions such as:
 - (1) earthquake
 - (2) riot
 - (3) terrorism
 - (4) acts of war
 - (5) other consequential and significant acts.

V. Special Circumstances

Students may only petition to repeat a course beyond the maximum allowed enrollments under the following conditions. Maximum allowed enrollments include any combination of withdrawals and repetitions.

A. Significant Lapse of Time

1. A student may petition to repeat a course in which they previously earned a grade of C or better if there has been a significant lapse of time. A significant lapse of time petition may be filed when
 - a) no fewer than 36 months have passed or
 - ~~1.b) Lapse of time is determined by~~ the nature of the course (~~-~~i.e. skill, knowledge, technology) requires repetition sooner.
2. ~~A student may petition with the appropriate division for significant lapse of time. A lapse of time is defined as a lapse of at least 36 months.~~
- 3.2. A student will forfeit significant lapse of time if:
 - a) Three substandard grades were received for non-repeatable courses
 - b) The maximum number of attempts in a repeatable course was reached and the last attempt was resulted in a substandard grade.
3. Lapse of time can only be used once per course.
- 4.

B. Extenuating Circumstances

1. A student may petition to repeat a course for extenuating circumstances.
2. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
3. The student has the burden of proof to support a claim.
4. Extenuating circumstances may be used once for a non-repeatable course.
5. Extenuating circumstances cannot be used if the student has already used the course to obtain a degree at El Camino College or if the course was used in academic renewal.
6. Any approved extenuating circumstance petition, subsequently found based on fraudulent documentation, may be reversed. Submission of falsified documentation for extenuating circumstances shall result in the denial and may also result in student disciplinary action.
7. Final decision on extenuating circumstances will be made by Aadmissions and Rrecords.

C. Special Classes for Students with Disabilities

1. Special classes designed for students with disabilities may be subject to extensions of repeatability in certain circumstances. Repetition may be authorized based on a case by case determination related to the student's educational limitation pursuant to state and federal non-discrimination laws.
2. The determination must be based on one of the following circumstances as specified in Title 5, Section 56029.
 2. when continuing success of the student in other general and/or special classes is dependent on additional repetitions of a special class

- b) when additional repetitions of a specific class are essential to completing a student's preparation for enrollment into other regular or special classes
- c) when the student has an educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

3. When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

~~3. When a student with a disability repeats a class to alleviate substandard grade, the previous grades and credits will be disregarded in computing the student's grade point average each time the course is repeated. However, the original grade alleviated by the new grade, must remain on the student's academic transcript. Therefore, only the most recent grade will be computed in the student's grade point average.~~

D. Legally Mandated Training Occupational Work Experience

1. Cooperative Work Experience Education (CWEE)
Students may earn up to a total of 16 units. A maximum of eight credit hours may be earned in CWEE during one semester.
~~, subject to the following limitations~~
~~General Work Experience Education—A maximum of six units may be earned during any one term~~
~~a) Occupational Work Experience Education—A maximum of eight units may be earned during any one term~~

E. Contractual Legally Mandated Training

~~1.1.~~

Course repetition shall be permitted, without petition and regardless of whether the student recorded substandard work, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses must conform to all attendance accounting, course approval, and other requirements imposed by applicable provisions of law. Such courses may be repeated for credit any number of times. The governing board of a district may establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to the California Code of Regulations.

F. Significant Change in Industry or Licensure Standards

1. A student may re-enroll in a course where there has been a change in industry or licensure standards that repetition of the course is necessary for employment or licensure.
2. The student must document the following two provisions:
 - a) that there has been a significant change in the industry or licensure standards since the student previously took the course, and
 - b) the student must take this course again for employment or licensure.
- 1.3. The change should be one that without the updated course, the student could not obtain or maintain his or her employment or license.

VI. Other Provisions

A. ~~Post Degree Grade Alleviation~~

1. ~~Grade Course~~ repetition to alleviate a grade or academic renewal after a degree has been earned at El Camino College is not allowed. Once a degree or certificate has been issued no form of grade alleviation or grade change can take place.

B.A. Grade Alleviation with Courses from Other Colleges

1. Grade alleviation with courses from other colleges will be allowed provided the following conditions are met:
 - a) the course is from a regionally accredited college
 - b) the course is comparable
 - c) the course is of equal value in units.
2. ~~Grade~~ Grade alleviation with a course from other colleges cannot take place if:
 - a) three substandard grades have been received in a non-repeatable El Camino College course. However, the course may be used for subject credit to meet prerequisites and the course will count toward graduation subject requirements.
 - b) the student had reached the maximum number of attempts in a repeatable course and the grade in the final attempt was substandard.

B.C. Course Repetition and Academic Records

1. Courses that are repeated will be recorded in the student's permanent academic record using an appropriate symbol.
2. Annotating the permanent academic record will be done in a manner that all work remains legible, insuring a true and complete academic history.
- 1.3. C. Academic renewal is not an exception that permits a student to repeat a credit course

VII. Enrollment Limitations for Courses Related in Content

A. Students are limited in the number of active participatory courses they can take if the courses are related in content (also referred to as a family of courses). While students will not in most cases be allowed to repeat a specific active participatory course, they can still enroll in a series of active participatory courses that are related in content. Families of courses are published in the college catalog.

B. Students will be limited to taking a maximum of four courses in any one family of courses.

1) For example, the Jazz Large Ensemble family of courses contains Music 266abcd (Big Band Jazz, repeatable up to four times) and Music 267abcd (Jazz Band, repeatable up to four times). A student who has already enrolled in Music 266abcd two times can enroll only twice more in either Music 266abcd or Music 267abcd. A student who has already enrolled in Music 266abcd two times and Music 267abcd two times will not be permitted to enroll in additional courses from the family.

C. In addition, all evaluative and non-evaluative grades count toward the four enrollment limitation and all grades and credits received count in computing a student's GPA.

Reference:

Title 5, Sections 55040-~~55046~~55045, 55252, 55253, 56029, 58161

~~Ed Code: Authority cited: Section 6700 and 70901~~

~~Ed Code: Reference Sections 70901 and 70902~~

Board of Trustees Agenda – May 21, 2012