



**OFFICERS & EXECUTIVE COMMITTEE**

President	<b>Christina Gold</b>	VP Faculty Development	
VP Compton Educ'l Center	<b>Saul Panski</b>	VP Finance and Special Projects	<b>Lance Widman</b>
Curriculum Chair	<b>Lars Kjeseth</b>	VP Legislative Action	<b>Chris Wells</b>
VP Educational Policies	<b>Chris Jeffries</b>	Secretary	<b>Claudia Striepe</b>

**Senate Mailing List**

<u>Adjunct</u>	(1 yr term)	<u>Health Sci &amp; Athletics/Nursing</u>	<u>Natural Sciences</u>
_____ (vacant)		<b>Tom Hazell*</b>	<b>Chuck Herzig</b> 11/12
_____ (vacant)		<b>Tom Hicks</b> 10	<b>Miguel Jimenez</b> 11/12
		<b>Mina Colunga</b> 12/13	<b>Teresa Palos*</b> 10/11
<u>Behavior &amp; Social Sciences</u>		<b>Pat McGinley</b> 12/13	<b>Pete Doucette</b> 12/13
<b>Randy Firestone</b> 11/12		<b>Kathleen Rosales</b> 11/12	_____(vacant)
<b>Christina Gold</b> 10/11			
<b>Michelle Moen</b> 11/12		<u>Humanities</u>	<u>Academic Affairs &amp; SCA</u>
<b>Lance Widman*</b> 10/11		<b>Brent Isaacs</b> 11/12	<b>Quajuana Chapman</b>
<b>Michael Wynne</b> 11/12		<b>Peter Marcoux</b> 11/12	<b>Dr. Francisco Arce</b>
		<b>Kate McLaughlin</b> 11/12	<b>Dr. Jeanie Nishime</b>
<u>Business</u>		<b>Bruce Peppard</b> 11/12	<b>Claudia Lee</b>
<b>Phillip Lau</b> 11/12		<b>Jenny Simon</b> 11/12	<u>Associated Students Org.</u>
<b>Jay Siddiqui*</b> 11/12			<b>Jessica Lopez</b>
<b>Kurt Hull</b> 12/13		<u>Industry &amp; Technology</u>	<b>Lala Budri</b>
		<b>Patty Gebert</b> 12/13	
<u>Compton Educational Center</u>	(1 yr term)	<b>Ed Hofmann</b> 12/13	<u>President/Superintendent</u>
<b>Jerome Evans</b> 10/11		<b>Lee Macpherson</b>	<b>Dr. Thomas Fallo</b>
<b>Chris Halligan</b> 10/11		<b>Douglas Marston*</b> 12/13	
<b>Tom Norton</b> 10/11		<b>Merriel Winfree</b> 12/13	<u>The Union</u> <b>Editor</b>
<b>Saul Panski</b> 10/11			
<b>Estina Pratt</b> 10/11		<u>Learning Resource Unit</u>	<u>Division Personnel</u>
		<b>Moon Ichinaga</b> 10/11	<b>Jean Shankweiler</b>
<u>Counseling</u>		<b>Claudia Striepe*</b> 10/11	<b>Don Goldberg</b>
<b>Christina Pajo</b> 11/12			<b>Tom Lew</b>
<b>Brenda Jackson*</b> 10/11		<u>Mathematical Sciences</u>	<u>Counseling</u> <b>Ken Key</b>
<b>Chris Jeffries</b> 10/11		<b>Michael Bateman</b> 12/13	<u>Ex-officio positions</u>
		<b>John Boerger</b> 10/11	ECCFT President
<u>Fine Arts</u>		<b>Greg Fry</b> 10/11	<b>Elizabeth Shadish</b>
<b>Ali Ahmadpour</b> 11/12		<b>Susan Taylor</b> 11/12	Curriculum Chair
<b>Randall Bloomberg</b> 11/12		<b>Paul Yun*</b> 10/11	<b>Lars Kjeseth</b>
<b>Mark Crossman</b> 11/12			
<b>Patrick Schulz</b> 11/12			<u>Institutional Research</u>
<b>Chris Wells*</b> 11/12			<b>Irene Graff</b>
			<b>Marci Meyers</b>

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

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



**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, usually)

**FALL 2010**

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

**SPRING 2011**

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

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

**FALL 2010**

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

**SPRING 2011**

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



**AGENDA & TABLE OF CONTENTS**

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<b>A. CALL TO ORDER</b>		
<b>B. APPROVAL OF MINUTES</b>		<b>5-11</b>
<b>C. REPORTS OF OFFICERS</b>	<b>A. President</b>	<b>12-16; 30-52</b>
	<b>B. VP- Compton Center</b>	
	<b>C. Chair- Curriculum</b>	
	<b>D. VP- Educational Policies</b>	
	<b>E. VP- Faculty Development</b>	
	<b>F. VP- Finance</b>	<b>17-21</b>
	<b>G. VP- Legislative Action</b>	
<b>D. REPORTS OF SPECIAL COMMITTEES</b>	<b>None</b>	
<b>E. UNFINISHED BUSINESS (1:00pm)</b>	<b>None</b>	
<b>F. NEW BUSINESS</b>		
Information Item	<b>A. Institutional Research: Winter Intersession Survey and Employee Campus Climate Survey</b>	
Information Item	<b>B. Curricunet: Overview</b>	
Information Item	<b>C. Program Review Highlight: Communication</b>	<b>22-29</b>
<b>G. AGENDA ITEMS FOR FUTURE MEETINGS</b>		
<b>H. PUBLIC COMMENT</b>		
<b>I. ADJOURN</b>		



## **Committees**

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

ACADEMIC SENATE ATTENDANCE & MINUTES  
1 June 2010

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

Adjunct Faculty

Mangan, Michael(Hum) X

Behavioral & Social Sciences

Firestone, Randy X  
Gold, Christina X  
Moen, Michelle X  
Widman, Lance X  
Wynne, Michael X

Business

Siddiqui, Junaid X  
Lau, Philip S X

Counseling

Jackson, Brenda X  
Jeffries, Chris X  
Key, Ken  
Pajo, Christina X

Fine Arts

Ahmadpour, Ali X  
Bloomberg, Randall X  
Crossman, Mark  
Schultz, Patrick EXC  
Wells, Chris X

Health Sciences & Athletics

Hazell, Tom  
McGinley, Pat X  
Rosales, Kathleen X

Humanities

Isaacs, Brent X  
Marcoux, Pete X  
McLaughlin, Kate X  
Peppard, Bruce X  
Simon, Jenny

Industry & Technology

Gebert, Pat X  
Hofmann, Ed X  
MacPherson, Lee X  
Marston, Doug X

Learning Resources Unit

Striepe, Claudia X  
Ichinaga, Moon X

Mathematical Sciences

Boerger, John  
Fry, Greg X  
Glucksman, Marc X  
Taylor, Susan X  
Yun, Paul X

Natural Sciences

Cowell, Chas  
Herzig, Chuck X  
Jimenez, Miguel X  
Palos Teresa X  
Vakil, David X

Academic Affairs

Chapman, Quajuana

ECC CEC Members

Evans, Jerome  
Norton, Tom  
Panski, Saul X  
Pratt, Estina  
Smith, Darwin

Assoc. Students Org.

Casper, Joshua  
Safazada, Ana  
Stokes, Philip  
Begonia Guereca

Ex- Officio Positions

Arce, Francisco X  
Nishime, Jeanie X  
Shadish, Elizabeth  
Kjeseth, Lars X

Guests and/Other Officers: Marci Myers, Carolyn Pinedo,

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

The 8<sup>th</sup>, and last, Academic Senate meeting of the Spring 2010 semester was called to order at 12:34pm

Approval of last Minutes:

The minutes [pp. 10 -16 of packet] from the May 18<sup>th</sup> Academic Senate meeting were reviewed. Ms. Striepe noted that Dr. Glucksman had requested that the statement re: Minimum Qualifications – Mathematics be changed to read “DV received input from Dr. Glucksman just before the Academic Senate meeting that the Mathematics Department had not considered the proposal and did not have a chance to support or oppose it. Dr. Glucksman suggested to DV that the proposal be pulled and discussed at a Math Department meeting prior to review by the Academic Senate.”

Ms. Jeffries noted Mr. Key’s name in some instances was incorrectly stated as Keys not Key.

It was suggested the phrase “cotton on to” be changed to “catch on to”.

The minutes were approved as amended following a motion from Mr. Marcoux, seconded by Mr. Kjeseth.

**REPORTS OF OFFICERS**

**Postponed except for brief President’s report and Curriculum Chair announcement.**

President’s report – Dave Vakil (henceforth DV)

[see pp. 5-7 of packet]

DV conducted a straw poll on whether the senators would **consider starting and finishing the AS meetings 10 minutes earlier?** The results of the hand count showed 11 in favor and 5 against the idea.

DV noted that the **Senate Survey** had been conducted and that he had summarized the results on page 7. DV noted that the survey had shown interest in hearing more Program Review highlights. DV asked for volunteers for next year’s Program Review highlights? Mr. Wells volunteered. It was suggested we ask Ms. Uyemura of the ESL department for the future. DV said to read the President’s report for more details of the survey results, and if anyone saw something in the survey results that deserved mention, to please let DV know.

Regarding a **Senate meeting @ Compton**, DV asked the senators weather we should have the meeting after Spring break at Compton every year? There were no objections from the Senate. DV mentioned as justifications the fact that there is usually little senate business to conduct at this time, and lots to report from Plenary, with two Plenary representatives (ECC & CEC)

DV mentioned that due to the full agenda, officer reports had been moved to the end.

DV noted that, following the example of past Senate Presidents Dever and Marcoux, he had included a list of Senate accomplishments for the past year [see pp8-9 of packet]

DV asked the Senators to rise according to the length of time they had served on the Senate. It was found that most senators had been serving less than 3 years. Mssrs. Marcoux and Vakil had served for nine years, Mr. Widman twenty years, and Mr. Marston twenty five years. DV said this should serve as encouragement for all senators to participate in the discussions and not feel that they had nothing to contribute.

### Curriculum Committee – Lars Kjeseth (LK)

LK noted that all ECC course are now in compliance. “We did it!” LK said that the final curriculum meeting of the semester would be held later in the afternoon, and the minutes approved that would make it official. LK thanked all in the various Division committees for their hard work.

Ms. Ichinaga asked about the matter of suspending the by-laws to elect a successor to LK for position of Chair of the Curriculum Committee. LK said that he would address this issue again in the Fall semester.

### **UNFINISHED BUSINESS**

#### Outstanding Adjunct Faculty Award – Dr. Chris Gold (CG)

Further discussion will be postponed until Fall.

#### Program Review – 4 Year Cycle Proposal

[See pp.30-31 of packet for schedule]

DV noted that the details of annual update have not changed since our review on May 4, 2010, and asked that we move to vote to adopt the 4-year schedule. Mr. Marcoux and Mr. Wells moved to approve. Mr. Marcoux asked if the Deans had seen and approved the details. DV said yes.

Ms. McGinley said that Nursing has an annual review and who should they send it to? Dr. Arce said that the Program Reviews are tracked by his office (Academic Affairs) and there is a committee that will be reviewing first drafts. The committee will give advice. The finished reviews will be posted on the Academic Affairs web site. DV noted that the committee would not generally look at annual reviews that are responsible to outside accrediting agencies – as with Nursing and the paralegal program for instance. These departments usually have their own processes in place.

Mr. Kjeseth mentioned the mock-up demonstrated at an earlier academic senate meeting by himself and Dr. Jaffe, noting that this mock-up would inform the program review and could be reviewed in the specific Division. Mr. Panski asked What is a Program? What is a Division? Are we not de facto accepting certain definitions if we accept this proposal? Mr. Marcoux said he thought we were only voting on the cycle issue. Dr. Arce said that we could get the definitions from Dr. Jaffe, and he thought they were linked by discipline. Mr. Marcoux asked whether student services would be on a four- year cycle too. Dr. Nishime said yes. DV noted the reason behind the proposal was that the ACCJC had noted in the last accreditation report that six years was a long time between Program Reviews, and that he had found out that El Camino was one of only a handful of community colleges who adhered to this long schedule. Mr. Kjeseth noted that CurricuNET would help the Program Review process.

**It was voted in favor of approving the basic notion of moving to the four year cycle, but the schedule of programs and dates would need further review and discussion.**

**Academic Senate broke from the agenda for a 1:00pm presentation from the Counseling Department.**

### **NEW BUSINESS**

#### Basic Skills Intervention Presentation – Counseling

**Dr. Margaret Quinones introduced the team and gave a historical overview.** In 2008 Counseling went to Humanities and saw many students that were at a basic skills level, yet were self selecting courses. The Counselors wondered how they could help these students become successful, and came up with the intervention proposal. The intent was to prepare an atmosphere conducive to retention and student success at ECC. The intervention process has been pared down a little, from working initially with Humanities and Maths., the counselors now work mainly with

the Maths. Division. Dr. Quinones said that a part- time counselor had been added to help with this initiative, and she thanked Mr. Key and Dean Dr. Smith and the faculty in the classrooms for their contributions to the success of the program.

**Dr. Lisa Raufman spoke next on College Resources and support programs** important to Basic Skills Intervention. Dr. Raufman provided a handout of these resources. She noted that there were approximately 50 different support resources and programs, and that many students did not know about them. There is an online orientation, and Human Development classes. The counselors show the STARRS web site which lists all of the resources. They have found that students who use the services persist in school. Dr. Raufman quoted Dr. Tinto saying that students who use services then feel that they belong and feel that the college is a community.

**Xiao Wang spoke on Financial Aid.** She noted that one of the challenges the students face is a lack of financial support. The counselors come into the classrooms and encourage them to apply for financial aid and tell them of the variety of loans, scholarships and other funds available.

**Valencia Rayford spoke on the College System Overview.** This overview consists of a presentation on the important dates relating to drops, W, drop with Notation, the syllabus, etc. Students are surprised to hear it is their responsibility to drop, not that of the faculty.

**Margaret Miranda spoke on the AA/AS/Certificate and Transfer Process.** Many of the students are first – generation college students. Two informational sessions are provided. One is an introduction to the higher education system in California and how to transfer to a private college. The other provides information on what is required in order to get a Certificate, or an AA/AS degree and how to transfer to a 4 year school.

**Rene Lozano spoke on the education planning process.** He noted three goals – Educational goals entailing items like sequencing of classes, what “units” are and how they work, etc – Access goals, covering things like access to counseling appointments – and Success and Retention, to ensure that the students stay in school.

**Sabra Sabio spoke on Registration and MyECC.** This area tries to tie all the elements together. Students who go to the trouble of creating an educational plan tend to register. She tries to get them into a workshop and to login to a computer and see how to register. Students can register for two semesters at a time and this helps them with their planning and sequencing.

**Arturo Martinez spoke on data.** He showed a powerpoint chart detailing student success, persistence and improvement rates with and without counselor involvement. Involvement with counseling and support programs showed slight improvement in these areas and therefore the programs will continue to be funded.

Responding to a question about parent involvement Dr. Smith noted that there is a perception that a call from the College means that the student is in trouble. She also noted the privacy issues. It was noted that parents are invited to New Student Welcome Day, and an evening program is organized especially for parents in the Puente and Project Success programs. Last year books were purchased for parents in certain programs on assisting their students. Dr. Smith said she would look into extending this (if funding allowed) to all basic skills student parents. Mr. Ahmadapour wondered if it would be possible to create a digital/online parent handbook. Dr. Quinones welcomed the suggestion as something worthy of future exploration, but said that the key is to change student behavior. Mr. Firestone asked whether students who work were encouraged to take a realistic, less-than-full time load? Dr. Quinones said yes.

**The Academic Senate returned to the agenda item Unfinished Business at this point.**

**UNFINISHED BUSINESS – contd.**

BP 4100 and AP 4100 – Graduation Requirements for Degrees and Certificates – Education Policies Committee - Chris Jeffries (CJ)

[See pp. 32-34 of packet]



This is the Second reading. CJ noted that Mr. Robles and various invited students had given valuable input, and she thanked all concerned. CJ noted that there had been a previous question concerning the 12 unit residency requirement, and at the committee meeting she had presented the various residency requirements for local schools. This issue does not occur very often, however it has been addressed in the policy and procedures. Ms. Palos suggested a 20% residency and CJ noted that 12 units was form Title V. Ms. Palos suggested that that figure was a qualification not a resolution of the issue. Ms. Palos asked if the other college courses are comparable to ECC courses. CJ said that we must take it on trust that they are. Ms. Palos protested this notion, and CJ said that we had to be realistic in our approach. Mr. Widman asked for an explanation of general education as used in 1a i. CJ said it would be any course falling within general education requirements. CJ noted that she would like a vote on the issue today. Mr. Key noted that 1a iii should read “in which” not “in with”. CJ noted the correction. Mr. Hofmann said that certificates earned at ECC require 50% of the courses to be taken at ECC. CJ said that that is correct, but these statements were intended to refer to degrees only. Mr. Kjeseth noted that the 12 unit residency was a minimum figure. Particular AA/AS degrees were at liberty to require more, and approval to do so could be sought. CJ confirmed that this is true, and added that the school would now be tracking this issue, and the Policy and Procedure could be revised if this was thought to be necessary.

Mr. Key suggested adding the words “general education” to 1 b.

Ms. Palos noted that the top of the page read Board Policies...and DV said that this had slipped from the previous page and was just a formatting error.

A vote was called to approve the Policy and Procedure as amended. The vote was in favor with 4 nays. Dr. Arce thanked CJ for her patience and work in getting this through.

Mr. Marston called the vote out of order.

DV asked who was in favor of calling the question. The ayes were in the majority. There was another call to approve the Policy and Procedure. A vocal vote was taken, and DV also called for a show of hands. A hand vote count showed 20 ayes and 5 nays.

#### Curriculum Recommendation – Curriculum Committee – Lars Kjeseth (LK)

[see pg. 35 of packet] This constitutes the second reading of this issue.

LK said he would like to move forward on this for the sake of clarity and ease of articulation. LK reminded the senate that courses are much easier to articulate if the listed “required textbook” in the Course Outline of Record (COR) is no more than 5 years old.

LK had outlined a proposal whereby instructors would be asked to list a current text and use their classic texts as supplemental or required texts. LK drew Senate’s attention to a proposal beginning on line 24.

Ms. Jeffries asked if this statement would be included in the curriculum handbook. LK said that this was for articulation purposed and would be explained in the handbook. Ms. Jeffries said the handbook used to state “current edition”. LK noted that that statement used to be sufficient, but now the publication year was required. Ms. Taylor noted that this could mean changing the handbook language. LK said he had thought of this and was proposing to change the language to read “texts, supplementary readings and other materials”. Many courses do not have a textbook, but if they are general education courses they MUST have a textbook noted. Ms. Taylor noted that this might entail having to go into the Course Outline of Record. Dr. Arce noted that Ms. Suekawa has to resubmit classes for articulation from time to time and could notify the appropriate faculty. LK agreed saying that we should not jump in too hastily, but rely on Ms. Suekawa to alert us as needed. Mr. Yun stated that some Maths classes use a text by Ravenstein, even though the text is out-of-print, as it is so good. He feels it is important to point out to faculty that if a text is still good, they are at liberty to stick with it. LK said he would take these suggestions and work more on the language of the proposal.

Resolution of Appreciation for Dr. Jaffe

DV invited the senators to go to the Dr. Arce's office and sign the resolution as soon as possible.

**NEW BUSINESS contd.**

SLOs and Adjunct Faculty Resolution

[See pg. 36 of packet] This is a single-reading resolution.

Feedback: Four possible whereas statements were submitted since publication of the packet, the last three by Mr. Kjeseth and/or jointly authored by the ALC.

1. WHEREAS ECC's response to the ACCJC's recommendation on SLOs and assessments includes mention of assigning adjunct faculty to work on SLOs and assessments and compensating them fairly for their work

2. WHEREAS no institutional planning and budgeting related to the education mission of El Camino College is compliant with California Education Code, Title 5 Regulations, and Accreditation standards without considering ongoing curriculum development and review, student learning outcomes and assessments, and program review conducted by qualified instructors,

3. WHEREAS for fulltime instructors, professional obligation work is limited in time and is compensated in accordance with the AGREEMENT between EL CAMINO COMMUNITY COLLEGE DISTRICT and EL CAMINO COLLEGE FEDERATION OF TEACHERS,

4. WHEREAS the up-to-four hours per semester of professional activities time, for which part-time faculty are contractually compensated, is demonstrably insufficient to conduct quality curriculum development and review, student learning outcomes and assessments, and program review, let alone other professional obligations,

ECC had also noted in its response to the ACCJC 2009 October visit, on pg. 6 of the 10-15-2009 draft, that

- Plans are being developed to create student learning outcomes for courses that are only taught by adjuncts.
- Adjunct faculty will continue to be integrated into the campus SLO process through the academic senate, college SLO committee, the administration, and the ECCFT.

Dr. Simon was not able to be present, but Dr. Gold gave a bit of background, noting that while good progress has been made, there are still gaps in areas where adjuncts do most of the teaching. The above resolutions are an attempt to recognize that the SLO process involves a lot of work, and our desire to see the adjuncts compensated for this work. As full time faculty we have obligations to the college to justify the extra work.

Mr. Ahmadapour noted that some schools have obligatory duties for fulltime and part time faculty and thinks it should be the same at ECC. Dr. Shadish said that other schools represented a mixed bag and noted that SLOs are extra work for ALL of us. She felt that adjunct faculty should be compensated and noted that the college had been through mediation but that nothing had happened and there was currently no movement on the issue. DV felt it was better to focus on the academic aspects, and not on the contractual aspects of the issue. Mr. Panksi felt that this was an accreditation matter, and that (leaving the issue of compensation aside) adjuncts SHOULD be involved. Ms. Jeffries said it was hard to separate contract and academics in this case, She wondered if the case could be stronger if it were supported by the Union. DV said that Union action would have to be separate from Academic Senate action. Mr. Ahmadapour felt Senate should show it's support in this matter. Mr. Wells felt it could perhaps be stated as a negotiable issue, perhaps worded like "appropriate form of compensation". Dr. Arce noted concern at mixing academic and contractual matters. He noted that it is a fact that part timers need to be involved with SLOs. He noted that there is a grievance in place on this issue, and it would slowly work itself out through negotiation. He said that all who teach are spending more time on SLOs,

syllabi have grown to incorporate the SLOs. Dr. Arce felt the Senate should not get caught up in the compensation issue, as it would become politicized, yet he agreed it was important to support adjunct faculty. Mr. Widman disagreed. He felt that there are many 10+1 items that are also in the contract. He said that the academic senate has a primary responsibility and the Federation has a primary responsibility and sometimes they blend. Dr. Gold noted that the adjunct's primary role is in the classroom, yet they are now being asked to take on additional administrative responsibilities. She, too, felt they should be compensated. Mr. Kjeseth felt that any professional obligations should be compensated, and was concerned that the resolution language may not be broad enough. He felt that adjunct faculty should be compensated, or be allowed to give up something in another area in lieu of compensation. He asked about the quality of the adjunct faculty work re: SLOs and curriculum review if they were forced to do this without compensation, or given compensation only for one to four hours. Ms. McGinley asked if this was one to four hours a semester or a week? Mr. Kjeseth said per semester. Mr. Marston agreed that you get what you pay for.

DV noted that at this stage the Senate did not have enough members present for a quorum and so we could not vote on the issue today. This will be brought back in the Fall.

#### Program Viability, Intervention and Discontinuance Policy and Procedure.

[See pp. 37-43 of packet]

It was noted that this would constitute a "Progress report", or information item, not a "first reading." The authors are seeking feedback. We will have two more future readings.

DV decided to cancel the officer's reports as indicated in the last minutes.

#### **FUTURE AGENDA ITEMS**

- Survey results from deans regarding thoughts on department chairs
- MAYBE: ARCC report data/summary
- MAYBE: Math minimum qualifications - pending discussion in Math department

#### **PUBLIC COMMENT.**

None.

The Academic Senate meeting was adjourned at 2:00pm  
Cs/ecc2010

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting June 7, 2010

Present: Francisco Arce, Josh Casper, Thomas Fallo, Irene Graff, Jo Ann Higdon, Jessica Lopez, Jeanie Nishime, Michael Odanaka, Susan Pickens, Lynn Solomita, Elizabeth Shadish, Arvid Spor, and David Vakil.

1. Summer meeting schedule: Board meeting days at 12 noon. College Council will start back its regular schedule the second week of the fall semester at 1 p.m.
2. 2009 College Council evaluation will be reviewed in the fall. We will also set our goals for 2010-11 at that time.
3. Francisco distributed BP & AP 4020 – Program, Curriculum, and Course Development; and BP & AP 4100 – Graduation Requirements for Degrees and Certificates. These will go to the Board in June.
4. Jessica Lopez is the ASO President for next year.
5. The Campus Climate & Winter Schedule Surveys for ECC and CEC were reviewed.

Agenda for the June 21, 2010 Meeting:

1. Minutes of June 7, 2010
2. Board Agenda

Policies completed 2009-10

3430 – Prohibition of Sexual and Other Forms of Harassment Adopted 11/16/09  
 4050 – Articulation – Adopted 3/15/10  
 AP 4050 – Articulation 3/15/10  
 4250 – Probation, Dismissal and Readmission – Adopted 2/16/10  
 5310 – Student Grievance deleted 1/19/10  
 5500 – Academic Honesty & Standards of Conduct Adopted 12/21/09  
 AP 5520 – Student Discipline & Due Process Procedure 11/16/09  
 AP 5530 – Student Rights and Grievances 1/19/10

College Council Goals 2009-2010

1. Improve internal college communications.
2. Communicate fiscal issues facing the College and Center throughout the year.
3. Review – El Camino Community College District – Vision Statement, Mission Statement, Statement of Values. Recommend revisions, as appropriate, to Guiding Principles & Strategic Goals for new 2010-2013 document.
4. Support, review, and discuss results of a Campus Climate survey.
5. Complete 10 + 1 policies and accompanying procedures.
6. Continue to build a sense of community.
7. Increase the amount of recognition for work well done.
8. Incorporate evidence-based decision making.

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting June 21, 2010

Present: Francisco Arce, Josh Casper, Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Jessica Lopez, Jeanie Nishime, Michael Odanaka, Susan Pickens, Lynn Solomita, Elizabeth Shadish, Luukia Smith, Arvid Spor, and David Vakil.

1. There have been picketers here and at Trustee Beverly's office. This has to do with a sub contractor on the new Business construction. They are a carpenters union and they have picketed a number of other districts and sites. They also have a dispute with a painters union. We always pay prevailing wages.
2. Board Agenda
  - a. We were informed that a bus load of people will be coming from the Compton community. Issues of concern are Compton commencement and CEO change of status. This group is led by Mrs. Hollis.
  - b. We will have an oath of office for our Student Trustee Johanna Zamora.
  - c. There will be a public hearing and adoption for Full Contract Negotiations with the El Camino Federation of Teachers. We did not reproduce the contract in the agenda.
  - d. There will be a five minute presentation on the 2010 Facilities Master Plan.
  - e. Correction – President's Office, page 115 item A. The item should read "It is recommended that the Board excuse Trustee Jackson from the May 17, 2010 Board Meeting with no loss of salary due to illness."
  - f. Administrative Services, page 21 item C. Assignment of Delinquent Tax Receivables – we are selling our debt. ECC does this every year and we only take a Board action every three years.
  - g. Administrative Services, page 22 item D. Interfund Transfers – transfer to Foundation for scholarships. This is not considered a gift of public funds.
  - h. Administrative Services, page 22 item E. Interfund Transfer from Fund 15 to Fund 17. We are not overfunding GASB. We are taking part of the recommendation PBC made and extending it. The desire is to keep building Fund 17 which will take pressure off of the general fund in the long run.
  - i. There is a concern about the temporary revised classification specification for the Director of Community Relations position.
  - j. Associate Dean – Academic Affairs – Compton Center. It is hoped that a Compton faculty member could assume that position.
3. There was an article in the L.A. Wave entitled "Concerns aired over future of Compton Community College." The article had to do with the commencement ceremony, logo, Accreditation, and the duties of the former CEO/Provost. There are those in the Compton community that do not like what we are doing at Compton. One of our Board members feels that if they don't like what we are doing at Compton maybe we should step back. That may be a discussion in the future.
4. We don't expect huge changes between now and the final budget for CALWorks.

Agenda for the August 19, 2010 Meeting:

1. Minutes of June 21, 2010
2. Board Agenda

Policies completed 2009-10

- 3430 – Prohibition of Sexual and Other Forms of Harassment Adopted 11/16/09
- 4050 – Articulation – Adopted 3/15/10
- AP 4050 – Articulation 3/15/10
- 4250 – Probation, Dismissal and Readmission – Adopted 2/16/10
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4. Support, review, and discuss results of a Campus Climate survey.
5. Complete 10 + 1 policies and accompanying procedures.
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8. Incorporate evidence-based decision making.

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting July 19, 2010

Present: Thomas Fallo, Ann Garten, Irene Graff, Jeanie Nishime, Saul Panksi, Susan Pickens, Virginia Rapp, Lynn Solomita, Luukia Smith, and David Vakil.

1. Board agenda
  - a. We will be having a public hearing.
  - b. Only change to agenda is addendum for Human Resources.
    - i. The Compton Center will reimburse us for this position.
  - c. There will be a brief closed session.
  - d. Academic Affairs, page 21, item 1.a.v. – there was a question as to what does “and/or” mean. Jeanie will have an answer for the Board meeting.
  - e. Administrative Services, page 33, there was a question about the P.O.’s that are for “Institutional Return of Funds” – accounting will provide information about what these are for.
  - f. Human Resources, page 59, item 4 – Rescind Stipend – this employee is no longer doing work for the Compton Center.
2. Compton Agreement – we are still working on the February draft. The first focus is the MOU for facilities which will go to both boards before the agreement.
3. There has been some discussion by Board members about withdrawing from the partnership with Compton. An unfortunate and inaccurate article went out. People need to focus on our real objectives to continue work and provide classes. The Board is worried about ECC’s name.

Agenda for the August 16, 2010 Meeting:

1. Minutes of July 19, 2010
2. Board Agenda

Policies completed 2009-10

3430 – Prohibition of Sexual and Other Forms of Harassment Adopted 11/16/09  
 4050 – Articulation – Adopted 3/15/10  
 AP 4050 – Articulation 3/15/10  
 4250 – Probation, Dismissal and Readmission – Adopted 2/16/10  
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EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting August 16, 2010

Present: Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Jessica Lopez, Jeanie Nishime, Lynn Solomita, David Vakil, Francisco Arce, and Chris Gold.

1. Board Agenda

- a. (p. 40 #1) Need to verify equivalency.
- b. (p. 40 #2) Should read - full-time instructor "FASHION"
- c. Change orders may cause discussion.
- d. (p. 57A) Illness excused absence.
- e. (p. 57B) Accreditation Overview Document
  1. Accreditation overview agreed to last November. ACCJC reviewed after their June meeting.
  2. Is basically information out of ACCJC manual.
  3. Sets general benchmarks – a more detailed document out in one month.
  4. Readiness for Accreditation Eligibility application maybe too ambitious.
- f. David Vakil - (p.33B) Contract – tBP Architecture, Inc. Shops Building Replacement – this project did not require bid – had selection committee to review and I.V. bidders – committee had representatives from campus groups – decision unanimous.
- g. (p. 34C) Security for construction projects.
- h. (p. 41 #10) Feds award grant even though the project is at Compton Educational Center.
- i. (p.41 #11) Wiseburn High School pays for office hours for our instructor via Contract Ed.
- j. (p.44 #15) Compton Educational Center Title V.

2. MBHS Building

1. Had problems with picketers – changed parking on perimeter road and put up K-rails for students and employees to walk without picketers in same walkway. We want to avoid confrontation.
  2. Concern for health and safety of students and employees.
  3. Pickets – one group is drywall-tapers sub-contractor using one union and other union is protesting. Second picket group is forms for concrete, sub-contractor not using union employees.
  4. May do alternate walkway after semester starts.
3. President Fallo: 5-years published all ECC salaries above \$100K, posted with Board Letters in past, now will place all together in one place on web.

4. Chris Gold is the new Academic Senate President replacing David Vakil.
5. College Council may change to 1 PM. Next meeting, Monday August 30 at 12 noon; Tuesday, September 7 at 1 PM
6. Supplemental info was not yet sent out and posted on web

Agenda for the September 7, 2010 Meeting:

1. Minutes of the August 16, 2010 Meeting

Policies completed 2009-10

4050 – Articulation – Adopted 3/15/10

AP 4050 – Articulation 3/15/10

4250 – Probation, Dismissal and Readmission – Adopted 2/16/10

5310 – Student Grievance deleted 1/19/10

5500 – Academic Honesty & Standards of Conduct Adopted 12/21/09

AP 5520 – Student Discipline & Due Process Procedure 11/16/09

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8. Incorporate evidence-based decision making.



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**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: July 1, 2010**

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**MEMBERS PRESENT**

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

**OTHERS ATTENDING:** Francisco Arce, Janice Ely, Ken Key, Connie Fitzsimons, Katie Gleason, Alice Grigsby, Jo Ann Higdon, Jessica Lopez, Emily Rader, Lynn Solomita

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**Handouts:** Tentative Budget 2010-2011 (June 21, 2010)

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

PBC committee was introduced to new members.

**Approval of June 3, 2010 Minutes**

1. Page 3, #4b: GASB is tentatively funded at \$1.4M (shown on page 12.1, VI, of the Tentative Budget 2010-2011, dated June 21). Updated Fund 15 total is \$3,550,000: expected revenue is \$3M and \$550,000 will come from reserves (shown on page 12).
2. Tentative budget dated June 21 was approved at the last Board meeting.

**Prioritized Area Planning Process:**

*Academic Affairs (F. Arce)*

1. A. Spor will email members the updated Academic Affairs spreadsheets showing voting results of eight deans and one director. Spreadsheets may also be posted on Academic Affairs web page.
2. Categories included: *Technology/Instructional Equipment, Facilities, Staffing and Other*. Plan Builder proposals were prioritized at the program, division and area level. Available funding was reviewed and shifted where applicable to block grants, STEM grant, or carryover funds from 2009-10.
  - a. Funding for proposed equipment was shifted to the bond equipment list. \$850,000 was available from VTEA for Compton/ECC instructional equipment.
  - b. Staffing – hired eight classified staff this year and twenty faculty for next academic year.
  - c. Facilities – remodel proposals are going through facilities repair prioritization process (Form 519). Larger projects will become bond projects.
3. Any on-going requests placed in one-time funding category? Trying to fund library books at minimum \$150K every year: \$50K from on-going funds and \$100K from Fund 15 (if no State block grant funding available). Is on-going funding discussed during the prioritization process? Yes, priorities are established first and then funding. For example, the VPs recommended \$1M annual replacement for student computer labs: \$330,000 for computer labs, \$330,000 for academic technology and software needs and \$330,000 to supplement technology infrastructure.

Addressed as an on-going need in these three areas within technology. Working towards a current overall campus technology planning process.

4. May provide the committee with a report on how \$1.1M VTEA funds were distributed.
5. VPs prioritized the top requests from their areas. One outcome was the recognition for the need of an on-going approach to updating the student computer labs.

#### *Human Resources (Lynn Solomita)*

1. Human Resources, Staff Diversity and Staff Development requests:
  - a. Employee ADA accommodations (\$10,000) – increase in requests for work station accommodations for growing older adult work force.
  - b. Programs that increase cultural awareness and sexual harassment prevention training (\$20,000)
  - c. Staff Development is no longer supported by the State. Requested \$60,000 for all on-going staff development. Donna Manno is prioritizing campus needs. Currently, the \$60,000 is grouped in 5800 object code (Other Services and Expenses) in the tentative budget.
  - d. Teaching and Learning Center – resource area for faculty and staff adjacent to Donna Manno’s office.
  - e. Will recommend adding another position in HR possibly this year or next.

#### **Updates:**

1. All plans are submitted in Plan Builder for Compton as of yesterday; two ECC plans still outstanding may be submitted today. Dramatic progress made in getting plans done compared to same time last year. Some have submitted 2009-10 status updates – must be completed by the end of July.
2. PBC meeting schedule – President Fallo will talk about budget assumptions at the August 19<sup>th</sup> meeting. If final budget is not ready, will cancel first meeting in August. Recommendation was made to cancel the July 15<sup>th</sup> meeting and the members agreed.
3. Flex Day presentation on what PBC does. E. Rader will be on sabbatical leave but will help up to the day before she leaves. The presentation is tentatively scheduled from 10am-12pm. H. Tyler, G. Turner, E. Rader, L. Widman, and A. Spor can draft presentation.
4. Question was asked about follow-up to discussion at last week’s meeting (page 3, #3) – clarification about the \$105 contribution the district makes under the CalPERS health plan for post-65 retirees. The contribution changes year-to-year and covers part of the retiree’s health premium for the remainder of the retiree’s life, as long as retiree elects to stay in CalPERS. The retired employee pays the difference of health benefit costs – part of agreement with CalPERS. How many retired employees opt out of CalPERS health coverage? How much a district puts in on the retiree’s behalf will influence whether or not to stay in the CalPERS system.

The next meeting is scheduled on August 5, 2010.

The meeting ended at 1:50 p.m.

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**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: August 19, 2010**

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**MEMBERS PRESENT**

- |  |   |
|--|---|
| <input type="checkbox"/> Enomoto, Ryuichiro (Rio) – ASO              | <input checked="" type="checkbox"/> Shenefield, Cheryl – Administrative Svcs. |
| <input checked="" type="checkbox"/> Ott, Jonathan – Campus Police    | <input checked="" type="checkbox"/> Spor, Arvid – Chair (non-voting)          |
| <input checked="" type="checkbox"/> Patel, Dipte – Academic Affairs  | <input checked="" type="checkbox"/> Turner, Gary – ECCE                       |
| <input checked="" type="checkbox"/> Quinones-Perez, Margaret – ECCFT | <input checked="" type="checkbox"/> Tyler, Harold – Management/Supervisors    |
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**OTHERS ATTENDING:** Francisco Arce, Janice Ely, Thomas Fallo, Connie Fitzsimons, Bob Gann, Ann Garten, Katie Gleason, Chris Gold, Alice Grigsby, Ken Key, Luis Mancía, Jeanie Nishime, Elizabeth Shadish, Lynn Solomita

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**Handouts:** *Final Budget Assumptions September 7, 2010; Tentative Budget vs. Final Budget 2010-2011; Final Budget 2010-2011 September 7, 2010; 2010-2011 Final Budget Special Programs Fund; Classified Management and Staff Vacancies; New Full-time Faculty Hires 2010-2011*

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

**2010-11 Final Budget Assumptions**

1. Major change from tentative to final budget is the 2009-10 budget beginning balance (or ending balance of previous year), from \$18.7M to \$22.7M. Projected 2010-11 ending balance is \$16.5M.
2. Unsure of when the State budget will pass which puts more pressure on cash flow. As a result, other districts have to use TRANS to borrow money. ECC is authorized for TRANS, but not doing so at this time. Able to pay both ECC and Compton salaries.
3. Issues:
  - a. Possible increase in student fees to \$40 or \$50 per unit. Cannot see increasing fees this year. UC/CSU fees have increased 30% over last two years. ECC was 8% over cap in 2009-2010 and statewide average was 7% over cap which means ECC served 8% over what the State will reimburse.
  - b. Hope to have a State budget by September 7<sup>th</sup> when District budget is presented to Board of Trustees. Don't think this will happen.
4. Differences between tentative and final budget - estimated 2010-11 tentative beginning balance (ending balance of previous year) at \$18.7M (shown on first page of *Tentative vs. Final Budget* document). Final budget estimated at \$22.7M. Income for both tentative and final budget is \$106.6M (on second page). Deficit budget of \$6M (total expenditures/appropriations projected at \$112.7M) which is shown on last page. Projected to end with \$16.5M even if we deficit spend within our budget. The College is positioned well and the budget is fairly balanced.
5. Major Adjustments include:
  - a. Plan Builder Requests that were not posted in the tentative budget for total of \$1,579,631.
  - b. \$220,000 Fund 15 on-going requests transferred to Fund 11.
  - c. \$100,000 for Datatel license and hardware.

- d. \$430,000 for equipment and supplies from general fund, plus additional \$770,000 budgeted in Fund 15 and \$2M budgeted in Bond Fund.
6. *Special Programs Fund* document – first page shows ending balance of \$1.3M decreased to zero for total expenditure of \$4.3M (beginning balance plus \$3M from the State). Second page shows how funds will be spent. Increased equipment and supplies “V”. Proposing to spend entire account by the end of the year. Committee already agreed to use anything left of fund 15 for GASB. GASB is funded this year at \$1.4M.
7. Positions:
  - a. *New Full-Time Faculty Hires 2010-2011* – sixteen positions filled with counselor(s) selection process still in progress. New hires will be introduced on flex day.
  - b. *Classified Management and Staff Vacancies* – ten positions are already budgeted; five are newly budgeted positions. All are part of general fund, general purpose budget except for Financial Aid Assistant (Fund 12).
  - c. Leisa Biggers is the new Director of Student & Staff Diversity; Claudia Lee is the new Interim Associate Dean in VP-AA; and David Vakil is the new Interim Associate Dean at the Compton Center.
  - d. Faculty Obligation Number (FON) stayed the same. Will meet obligation at 339 (around 63%) – on page 55 of the 2009-10 Budget Book.
8. Did not transition GASB into Fund 11 this year; higher priority was to fund supplies and equipment. Transitioning GASB into Fund 11 was issue discussed in PBC.
9. The 2010-11 ending fund balance is expected to have 14.69% reserve (*Final Budget Assumptions*, page 71).
10. Question about (h) on page 4 of Final Budget: has district looked at converting non-resident, international students to contract education so as not to reflect on head count? No, would create an exclusive population of students. Discussed adding more classes for them. Concern was raised because of need to have out-of-state students and not freeze up headcount and access for our local students. Number of non-resident students not as big an issue as international students – do not want to go over headcount of 1,000; probably close to 800 this year. International students pay extra for capital outlay. Cost of education is a huge issue. Opinion stated we need to follow core values as Californians to educate our students.
11. Page 6, “n” – Contract for Personal Services (5100) includes \$900,000 for local Fire and Police agencies. Expenditures are moved to certificated faculty object code at the end of the year and included with the 50% law calculation with the State. Some are full-time faculty.
12. \$100,000 for Datatel site licenses for access – concern stated that money should be used to serve students instead of supporting software that will not meet student needs (i.e. unable to keep history of student ed plans). Suggestion was made to communicate concern to Datatel users’ group and request enhancements; attended Datatel conference and was told need could not be accommodated. Two issues: software cannot accommodate needs and storage capacity.
13. \$780,000 of final 2009-10 Fund 15 budget was transferred to Fund 12; will transfer \$1.5M for 2010-11. Much of the federal stimulus money was reduced from last year and State support decreased. Believe there will be fluctuations in State support for specially funded programs.
14. Funds for GASB now in account where money could be moved back and forth. Some suggest moving funds into an irrevocable account. Why increase amount for GASB at \$1.4M? Actuarial report recommended setting aside \$1.4M for 30 years to satisfy the GASB obligation – satisfied almost half of obligation so far. State values treating obligation as getting rid of expense and taking care of responsibilities. Discussion about different value judgments followed.
15. Not considering moving GASB to fund 11 at this time to meet supplies and equipment needs.
16. Reducing ending balance/reserves by \$6M or *deficit funding*, which is budgeting to spend more money than anticipated to receive, to cover list on bottom of last page on the *Tentative Budget vs. Final Budget 2010-2011* handout. Correction to revenue pages of the *Tentative Budget vs.*

*Final Budget 2010-2011*: middle column heading should be 2010-11 Final Budget, not 2010-11 Tentative Budget. \$683,379 for new positions and benefits is the amount of changes between the tentative and final budget (adjustments between the two staffing lists).

17. On-going concern with the flexibility for unforeseen events such as GASB and how fund 15 is spent. Funds in a revocable account would satisfy long term requirement, but could also be used in emergencies.
18. Best guess at this time for a 6% increase in medical premiums. Tentative numbers show highest increase is in PERSCare Choice, which didn't increase much last year. Numbers continue to fluctuate.
19. *Final Budget Assumptions*, page 73, #11 – is there a final figure for GASB? No, #11 indicates that there is no transfer from general fund 11 to support GASB. President Fallo will recommend \$1.4M for GASB from the special programs fund 15. How long it will take to reach the amount recommended by the actuarial report is based on *Principal x Rate x Time*. Rate affects amount of return on investment and value of investment.
20. Discussion followed on GASB obligation, value judgments and focus. President Fallo notified PBC in June his intention to recommend \$1.4M for GASB in order to make the transfer for 2009-10 before books closed. PBC recommended \$900,000 and any leftover funds from fund 15 to go to GASB.
21. Child Development Center had a \$102,000 deficit last year, partially due to the economy and loss of LACOE contract. \$59,000 will be cut from program/expenditures/staff. Enrollment has decreased and budget was adjusted for this year. Backfilling program this year for total of \$225,000 (*Final Budget Assumptions*, page 73, “e”) to continue services and because of deficit balance from previous year. The Child Development Center was established as an academic lab for students and service to the community.

The next meeting is scheduled on August 26, 2010.

The meeting ended at 2:28 p.m.

## **PROGRAM REVIEW**

Highlights from the final draft of the Follow-up Report to the ACCJC, Oct. 2010.  
(order and formatting has been altered)

### **PROGRAM REVIEW**

Program review is a process that asks members of a discipline or department to critically assess their program, identify necessary adjustments, and design a mechanism to institute, and evaluate proposed changes.

Desired outcomes from the program review process include evaluation of program effectiveness, program development and improvement, clarification and achievement of program goals, linkage of planning and budgeting through posting the recommendations into Plan Builder (described below), and compliance with accreditation and other mandated reviews.

### **ACCJC RECOMMENDATION AND ECC RESPONSE**

**Recommendation 1. As cited in previous (1990, 1996, and 2002) accreditation recommendations the college should complete the full implementation of its process for tracking planning, program review, budgeting, and evaluation process and complete the cycle to assure that all the departments and sites (including the ECC Compton Center) of the college participate in the program review process, and that the results of program review clearly link to institutional planning and the allocation of resources. (I.B.3; I.B.3; II.A.2.e; II.A.2.f; III.B.1; III.B.1.a; III.B.2.a; III.b.2.b)**

All programs at the College have completed program review within the past six years. In response to the Commission's concern, the College has transitioned from a six-year to a four-year cycle of program review for all departments (unless the program has mandated reviews on a more frequent schedule.) Reviews conducted in Academic Affairs and Student Services are developed simultaneously at the College and Center. Administrative Services program reviews are initiated at the main campus and developed in partnership with the Center. Recommendations from program reviews are included in program plans.

#### **Planning Cycle**

The College uses a planning model to assure that the institutional effectiveness cycle is maintained in all programs at all locations. For planning purposes, the College is organized into programs, units, and areas. The process begins with data collection and analysis, usually the result of recommendations arising from program review and updates, to form the basis of an annual program plan. Plans that do not require funding can be implemented at the program level. When additional funding or staffing is necessary, extensive dialogue occurs at the program level, with highest ranked items being forwarded to the unit level. Further dialogue at the unit level leads to prioritized requests which are then forwarded to the area vice president for institutional prioritization and possible funding. The vice presidents present the prioritized funding recommendations to the Planning and Budgeting Committee (PBC) for consultation. Upon endorsement of the PBC, the recommendations are forwarded to the President's Cabinet for additional discussion, review, and the President's recommendation to the Board of Trustees.

Area vice presidents and the chair of the PBC assess progress toward completion of program goals and the college's strategic initiatives. Annual reporting and discussion of the progress occurs in PBC by the start of the fall semester.

### **Funding Cycle**

The vice presidents review the priorities from each area in order to align program plans with institutional priorities. Items that are required by accreditation, that are necessary for health and safety, or that directly support the college's strategic initiatives receive the highest priority. The top institutional priorities are reviewed by the PBC, which sends its recommendations to the President's Cabinet for final funding consideration. If the PBC expresses concerns about the prioritized recommendations of the vice presidents, they may request additional information and rationale, and adjustments may be made. Once Cabinet has approved funding, the Superintendent/President makes a recommendation to the Board of Trustees for their consideration and approval. In the 2010-11 budget allocation, this planning process resulted in \$2.3 million in new funding being allocated at the Campus. (Appendix 3: Funded 2010-11 Plans)

### **Planning and Staffing Decisions**

Decisions to fill vacant positions or to create new positions are based on program review recommendations or annual plans. Cabinet analyzes the long-term impact of staffing decisions on district needs and on the fiscal health of the district. Classified and management positions are reviewed regularly in Cabinet as retirements and resignations occur. Requests for new positions are re-ranked against the need to fill vacant positions.

Proposals for hiring faculty are based on recommendations from program plans. All proposals are evaluated by the Faculty Identification Committee, consisting of deans and representatives of the Academic Senate, and then ranked. The committee's ranking is forwarded to the Superintendent/President. If the Superintendent/President makes changes to the committee's rankings, the Vice President of Academic Affairs writes a letter to the committee providing the rationale for the president's decision. Such changes may be the result of the college's desire to stay within the Full Time Obligation formula or unanticipated changes in programs.

Through the planning and budgeting process this year, the College identified and funded six new classified positions, including a research analyst, evaluator, human resource analyst, library media technician, custodian, and clerk for the POST Administration of Justice program, and filled nine vacant classified positions and three vacant management positions. In addition, twenty tenure-track faculty positions were filled. Program review also led to a recent decision to close down a program and to move affected personnel to areas that needed additional staffing.

The Center also hired five new tenure-track faculty, including a financial aid counselor. In addition, six new classified positions, including a financial aid coordinator, two custodians, two admission and records specialists, and a research analyst have been approved for hire. All these positions at both the College and the Center were identified through program review, prioritized through the annual planning cycle, and identified as institutional priorities.

### **Tracking and Evaluating Plans**

Plans from all locations are tracked throughout the year to assure quality and timeliness. Evaluations are completed semi-annually, and an annual progress report will be submitted to the Planning and Budgeting Committee, Cabinet, and the Board of Trustees.

In 2009-10, all 211 of the plans completed their semi-annual evaluations. All college plans have a designated person who is responsible for ensuring that the plan is evaluated and progress notated. Goals that are in progress or on hold are included in the plan for the following year. This process supports continuous improvement efforts, allowing programs to evaluate their accomplishments, to identify new needs, and to prioritize funding requests based upon current data.

### **Program Review and Institutional Planning Processes**

As of the 2009-2010 academic year, all programs at the College had completed at least one full cycle of program reviews. Most programs within Student Services and Academic Affairs have completed two or more program review cycles. Following the recommendation of the Commission, the College has transitioned to a four-year cycle of program review going forward.

At the Compton Center, Student Services and Academic Affairs have completed all program reviews. The Compton Community College District Administrative Services and Human Services areas undergo an annual FCMAT evaluation and site visit that parallel program reviews. The Center's Academic and Student Services areas are also subject to the FCMAT annual evaluation process.

El Camino College continues to refine its program review procedures in order to enhance institutional effectiveness. In the Academic Affairs area, an Academic Program Review Committee is charged with overseeing the complete cycle of academic program reviews. The Committee meets regularly with faculty and division deans to discuss the status of their program review and to provide guidance and feedback. Faculty participate in an orientation and are given a data set developed by the Institutional Research Office.

During the fall term, each program completes a draft of the program review, which is reviewed by the Academic Program Review committee. The final draft is submitted in April, approved by the committee, and posted on the College web site. This process has improved the quality of program reviews significantly and provided for greater accountability. Both the College and the Center have recently hired interim Associate Deans of Academic Affairs to assist faculty and staff with program review. (See Appendix 1 – Program Review Timelines)

Student and Community Advancement (SCA) has revised its program review template and will use a peer review process starting with the Fall 2010 program review cycle. Programs at both the College and the Center will undergo program review during the same timeframe in order to increase collaboration and standardization between similar programs. The peer review committee will provide an orientation for the programs undergoing review and provide feedback and commendations. (See Appendix 1 – Program Review Timelines)

The program review process in Human Resources and Administrative Services has also been strengthened with a revised template and peer review process. The process for evaluating the program reviews is under the direction of the vice president in each area in consultation with program personnel. All managers within Administrative Services review the program reviews and provide feedback and commendations to the program manager. Once completed, the program review recommendations are included in the unit plan by the unit managers.



## Conclusion

The College and Center fully integrate program review, planning, budgeting, and evaluation processes as noted in Recommendation 1. All departments and sites participate in program review, and the resulting recommendations are clearly linked to institutional planning and the allocation of resources. Based on the ACCJC Planning and Program Review Rubrics, the College is at the sustainable level.

## Commission Concern 2: El Camino College should shorten its timeline for program review so there is a mechanism to support a closer integration of the program review, planning and resource allocation processes. (II.B.3, II.B.4, II.B.6)

The program review timeline has been modified from a six-year cycle to a four-year cycle. In anticipation of the increased demands for institutional research support to accommodate a four-year cycle, a new research analyst was hired.

In order to more closely integrate program review recommendations with planning and resource allocation processes, program review recommendations are prioritized and incorporated into the program's annual plan as goals. These goals are evaluated on a semi-annual basis. Based upon the evaluation, goals are deleted or carried forward into the next academic year. Annual plans allow programs to continually evaluate their accomplishments, to identify new needs, and to prioritize funding requests based upon current data.

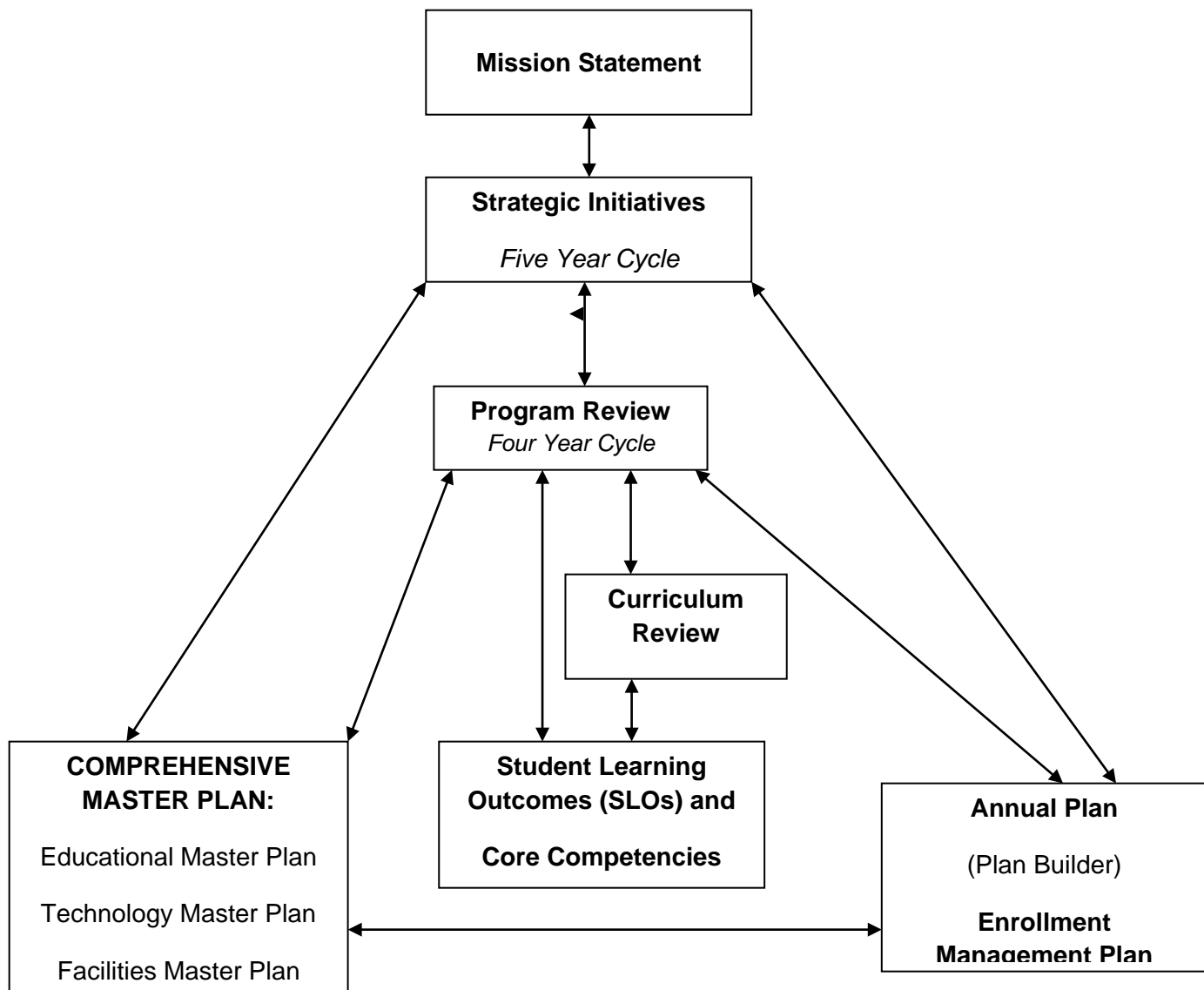
## Appendix 1 – PROGRAM REVIEW TIMETABLES

<i>Department/Program</i>	4-year Program Review Cycle
1. Air Conditioning and Refrigeration	2010-11
2. Art Gallery	2010-11
3. Center for the Arts	2010-11
4. Construction Technology	2010-11
5. English - Reading	2010-11
6. Machine Tool Technology	2010-11
7. Mathematics – (for prospective elementary teachers)	2010-11
8. Mathematics –(for General Education and non-science students)	2010-11
9. Music	2010-11
10. Real Estate	2010-11
11. Architecture	2011-12
12. Administration of Justice	2011-12
13. Auto Collision Repair/Painting	2011-12
14. Child Development	2011-12
15. Computer Information Systems	2011-12
16. Film/Video	2011-12
17. Electronics & Computer Hardware Technology	2011-12

18. Fire and Emergency Technology	2011-12
19. History/Ethnic Studies	2011-12
20. Life Sciences	2011-12
21. Philosophy	2011-12
22. Math—(for engineering, science and math students)	2011-12
23. Anthropology	2012-13
24. Art	2012-13
25. Business	2012-13
26. CADD	2012-13
27. Cosmetology	2012-13
28. English	2012-13
29. Environmental Horticulture	2012-13
30. Kinesiology	2012-13
31. Learning Resources Unit	2012-13
32. Mathematics - Developmental	2012-13
33. Photography	2012-13
34. Physical Education – Athletics Program	2012-13
35. Political Science	2012-13
36. Sign Language/ Interpreter Training	2012-13
37. Sociology	2012-13
38. Welding	2012-13
39. Academic Strategies	2013-14
40. Automotive Technology	2013-14
41. Chemistry	2013-14
42. Communication Studies	2013-14
43. Computer Science	2013-14
44. Dance	2013-14
45. Astronomy	2013-14
46. Earth Sciences (Geology, Geography, Oceanography)	2013-14
47. Economics	2013-14
48. Engineering Technology	2013-14
49. English as a Second Language	2013-14
50. Fashion	2013-14
51. Foreign Language	2013-14
52. Health Center	2013-14
53. Human Development	2013-14
54. Journalism	2013-14
55. Physics	2013-14
56. Psychology	2013-14
57. Special Resource Center/APE	2013-14

58. Theatre	2013-14
59. Pre-Engineering	2013-14
60. Distance Education	annual
61. Honors Transfer Program	annual
62. MESA & ASEM	annual
63. Nursing	annual
64. Paralegal Studies	annual
65. Radiological Technology	annual
66. Respiratory Care	annual
67. Study Abroad Program	annual
68. Teacher Education Program	annual

**EL CAMINO COLLEGE  
PLANNING MODEL**



*Planning components include institutional effectiveness measures that drive resource allocation.*

## **PROGRAM REVIEW PROCESSES**

### **ACADEMIC AFFAIRS**

1. September: Attend orientation workshop (department specific data distributed)
2. September: Designated faculty meet to write the program review
3. December: Present first draft to division dean for feedback
4. December – January: Present first draft to the Program Review Committee Chair for feedback
5. January-April: Faculty make revisions requested by Program Review Committee Chair
6. April-May: Submit final draft to the Program Review Committee for review and recommendations
7. May: Faculty, dean, and Academic Program Review Committee meet to discuss document for approval process
8. September-October: Prioritized program review recommendations are entered into division Plan Builder plans
9. June-July: Post approved program reviews on the web

### **CURRICULUM REVIEW**

All courses, certificates and majors are reviewed by faculty within a six year cycle with vocational courses being reviewed on a two year cycle. Results from the reviews are incorporated into the discipline Program Review. Curriculum proposals are developed in the semester prior to their submission to the College Curriculum Committee (CCC). Course review can be expedited if circumstances warrant use of the Extenuating Circumstances procedure.

# CONSTITUTION OF THE ACADEMIC SENATE OF EL CAMINO COLLEGE

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# CONSTITUTION OF THE ACADEMIC SENATE EL CAMINO COLLEGE

## PREAMBLE

In order to have a formal and effective procedure for participating in the formation and implementation of district policies on academic and professional matters, we, the faculty of the El Camino Community College District, do hereby establish a representative organization, known as the Academic Senate of El Camino College. The Academic Senate shall be fully empowered to act as the representative and executive arm of the faculty, acting for all the members of the faculty on an elected basis.

## ARTICLE I **Name and Definitions**

### Section 1. Name

- 1.1 The name of this organization shall be the Academic Senate of El Camino College, hereinafter referred to as the Senate.

### Section 2. Definitions

- 2.1 The term “days,” when used in this constitution, shall mean weekdays when classes are in session at the college.
- 2.2 The term “faculty” shall mean all personnel defined in the El Camino College Federation of Teachers Agreement.
- 2.3 The term “adjunct faculty” shall mean part-time faculty members.
- 2.4 The term “senator” shall mean any member of the faculty elected to the Senate.
- 2.5 The term “division senator” is the individual who is elected by the full-time faculty of a division to represent such division.
- 2.6 The term “senior senator” shall mean the division senator with the longest continuous service on the Senate.
- 2.7 The term “FTEF” shall mean Full-Time Equivalent Faculty.
- 2.8 The term “ex-officio member” shall mean a non-voting member of the Senate who serves as a resource person, advisor, and/or communication link with other campus decision-making bodies.

## ARTICLE II **Purposes**

Section 1. Purpose

- 1.1 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.”
- 1.2 To facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.

ARTICLE III **Senate Membership**

Section 1. Senators

- 1.1 The senators shall be elected from the faculty in each division. The Learning Resources Unit shall be treated as a division.
- 1.2 The composition of the Senate shall be one senator for each twelve Full-Time Equivalent Faculty (FTEF) members per division to be elected by full-time faculty. Each division shall have at least two senators. Adjunct faculty shall have two members-at-large on the Senate, to be elected by the adjunct faculty.
- 1.3 Divisions having FTEF shall be entitled to senate members on the following basis:



- 1 through 24 - two (2) members
- 25 through 36 - three (3) members
- 37 through 48 - four (4) members
- 49 or more – five (5) members

1.4 The computation of the number of faculty members in each division in any given year shall be based on the total FTEF for each division as determined by averaging division FTEF data from the Spring and Fall semesters of the current calendar year.

1.5 Eligibility of Senators

1.5.1 Voting members of the Senate shall be the elected senators.

1.5.2 The tenure of office for a senator shall cease when the senator no longer is a faculty member at El Camino College, or has been recalled or removed (see Bylaws Article III, Sections 4-5). In the event that a division decreases in size, each senator serves out the remainder of his or her term. No further division elections will be held until the number of division senators is in line with the current division FTEF figures.

1.6 Election of Full-Time Senators – See Bylaws Article III, Section 1.

1.7 Election of Adjunct Senators – See Bylaws Article III, Section 2.

1.8 Full-Time Senator – Term of Office

1.8.1 Full-time senators shall be elected for a term of three years. Also, see Bylaws Article III.

1.8.2 The division represented may exercise recall of a full-time senator at any time. See Bylaws Article III.

1.8.3 If a full-time senator cannot or does not choose to complete the term of office, the Senate president may, after consultation with the remaining senators from that division, appoint a replacement or hold a special election under the procedures of Article III, Section 1 of the Bylaws.

1.8.4 The appointment shall be made within one month of the vacancy, or a special election shall be held as soon as possible after notification of the vacancy, and the term of office for the replacement shall be for the remainder of the vacating senator's term of office.

1.8.5 A senator on official leave for a period exceeding two months shall be replaced in accordance with the provisions of Section 1.8.3. The replacement shall serve for the duration of the leave or until the expiration of the term of office, whichever occurs first.

1.9 Adjunct Senator – Term of Office

1.9.1 The term of office for adjunct senators shall be one year unless the senator no longer meets the requirements of Article III, Sections 1.5.

1.9.2 If an adjunct senator is unable to complete the term of office, the Senate president shall appoint a replacement for the remainder of the term.

1.10 A senator is expected to attend all regularly scheduled senate meetings. A senator may be removed for excessive absences. See Bylaws Article III, Section 4.

Section 2. Ex-Officio Senate Members

2.1 Designation of Ex-Officio Members of the Senate

2.1.1 One member of the El Camino College Board of Trustees, to be designated by the Board, shall be an ex-officio member of the Senate.

2.1.2 The college president and Vice President of Academic Affairs (or designees) shall be ex-officio members of the Senate.

2.1.3 The ECCFT president (or designee) shall be an ex-officio member of the Senate.

2.1.4 The chair of the Curriculum Committee shall be an ex-officio member of the Senate if not otherwise a member of the Senate.

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;

- 1.3 Vice Presidents: Vice President of Educational Policies, Vice President of Legislative Action, Vice President of Finance and Special Projects, and Vice President of Faculty Development;
- 1.4 Secretary:
- 1.5 Other Officers, as deemed necessary.
- 1.6 Parliamentarian. The president may appoint people to serve in positions such as parliamentarian, sergeant-at-arms, and newsletter editor or others as deemed necessary;
- 1.7 Elected Officers. The elected officers shall be members of the Senate Executive Committee.

Section 2. Election of Officers – See Bylaws Article IV.

Section 3. Terms of Officers

- 3.1 The term of a senate officer shall be for two years or until a successor is elected, except the office of president-elect, which shall be for a term of one year, or until serving as president.
- 3.2 An officer may be removed from office if there is a violation of the standards of Article XI, Section 2, and a motion to impeach is passed by a two-thirds majority of the Senate.
- 3.3 If an officer, other than the president, cannot or does not complete the term of office, the Senate president may appoint a replacement for the remainder of the term.
- 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. It shall be the duty of each officer to uphold the academic and professional matters as delineated in Title 5 of *The California Code of Regulations*.

- 4.1 Senate President: 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 State Academic Senate for the California Community Colleges (ASCCC); and appoint a parliamentarian, newsletter editor

and sergeant-at-arms, as deemed necessary.

- 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 the plenary sessions, and the El Camino College Academic Senate Executive Committee.
- 4.3 Vice Presidents: The vice presidents shall preside over meetings of their respective standing committees, as outlined in *Robert's Rules*, report to the Senate, interface with the college administration in the appropriate areas, and bring proposals to the Senate for approval by the body.
  - 4.3.1 Vice President of Educational Policies, in coordination with the Vice President of Academic Affairs and the division deans, shall investigate, monitor and propose matters concerning educational policies, such as degree and certificate requirements, grading policies, standards and policies regarding student preparation and success, and the processes for program review and accreditation.
  - 4.3.2 Vice President of Legislative Action shall investigate, monitor and propose matters concerning district and college governance structures as related to faculty roles and disseminate state legislative action matters to the Senate.
  - 4.3.3 Vice President of Finance and Special Projects shall be the Senate's voting member of the Planning and Budget Development Committee (PBC); report on the proposed actions of the PBC; represent the Senate position to the PBC; monitor and propose processes for institutional planning and budget development; and, handle special projects as assigned by the Senate president.
  - 4.3.4 Vice President of Faculty Development, in coordination with the Vice President of Academic Affairs, shall investigate, monitor and propose policies for faculty professional development activities, and present proposals for use of faculty development funds to the Senate.
- 4.4 Secretary: Keep a record (minutes) of all proceedings of the Senate; keep a record of the membership of the Senate and all committees of the Senate; maintain the attendance records of senators; transmit the

meeting minutes to the president for publication; communicate with college administration the results of resolutions and other senate matters; and maintain the list all committees members, and see that the Senate website is updated.

- 4.5 Newsletter Editor: Edit and publish the Senate newsletter and maintain the Senate website.
- 4.6 Parliamentarian: Advise the president, officers, committees and members on matters of parliamentary procedure.
- 4.7 Sergeant-at-Arms: Assist in preserving order as the president may direct.

## ARTICLE V **Meetings**

- Section 1. Regular Meetings. The Senate shall hold regular meetings throughout the academic year.
- Section 2. Additional Meetings. With the consent of the Senate, the Senate president may call additional meetings.
- Section 3. Faculty Meetings. Meetings of the faculty may be called by either a majority vote of the Senate or by a petition signed by one-fourth of the faculty. The Senate president shall notify the faculty at least five days in advance of a faculty meeting.
- Section 4. Executive Session
  - 4.1 In personnel matters, the Senate shall have the right to hold executive sessions at which only senators shall be present in accordance with the Brown Act.
  - 4.2 Executive sessions may be called by the Senate president or by a majority vote of the Senate.
  - 4.3 Any decision made by executive session of the Senate must be ratified in the next announced open session of the Senate before it becomes effective.

## ARTICLE VI **Executive Committee**

- Section 1. Voting Members: president, vice-presidents and secretary.

Ex-Officio Members: past president, president-elect, newsletter editor and parliamentarian, and others, as appointed.

Section 2. Powers: The Executive Committee may make agreements with the District on non-policy issues provided these agreements are approved by a majority of the Executive Committee. Agreements on policy issues (as listed in Article II, Section 1) require a majority vote of the Senate.

## ARTICLE VII **Committees**

### Section 1. Committees

- 1.1 Standing Committees: The following committees are deemed to be long-term in nature and dealing with substantive issues. (See Article IV Section 1.3)
  - a) Compton Center
  - b) College Curriculum
  - c) Educational Policies
  - d) Faculty Development
  - e) Finance and Special Projects (to represent the Senate as a voting delegate on the Planning and Budget Committee) [PBC]
  - f) Legislative Action
  - g)
- 1.2 Special Committees: Short-term in nature and dealing with topical issues. Member appointed and charge determined by Senate president.
- 1.3 Election Committee: This committee conducts elections of Senate officers in compliance with the Constitution and Bylaws. The president shall appoint the chair. No member of the Election Committee may be a candidate for an elected office.
- 1.4 Campus-wide Committees: The Senate president shall appoint, with the approval of the college president, delegates to represent the Academic Senate on various campus-wide committees. Each representative shall report back to the Senate. Typical committees may include:
  - a) Academic Technology
  - b) Calendar
  - c) Program Review

## ARTICLE VIII **College Curriculum Committee**

Sections 1.3, 2.1, 2.4, 2.5, 5.2.2 (b), 5.2.3 and any Senate Bylaw referring to these same sections are subject to mutual agreement between the Senate and the Board of Trustees or its designee.

### Section 1. College Curriculum Committee

- 1.1 Operating Policy: The CCC will operate under its Bylaws, relevant Board policies, and this Constitution and its Bylaws.
- 1.2 CCC Operational Procedures: All operational procedures not addressed in this Constitution are to be specified in the CCC Bylaws. Operational procedures do not include curriculum procedures addressed in Sections 5.2 of this Article.
- 1.3 Approval of CCC Bylaws: CCC Bylaws are subject to approval by the Academic Senate, according to standards of Article XI, Section 2.

Section 2. Chair of College Curriculum Committee

- 2.1 Chair: The CCC shall elect the Chair of the CCC from its membership, subject to approval by the Senate, according to Article XI, Section 2.
- 2.2 Chair as Member of the Senate: In the event the Chair of the CCC is not a member of the Senate, the Chair of the CCC shall be an ex-officio member of the Senate.
- 2.3 Term of office: Term of office for the Chair of the CCC shall be two (2) years.
- 2.4 Duties of Chair: The Chair of the CCC shall preside at all meetings of the CCC and attend all meetings of the Senate to report all actions of the CCC, as well as perform all the duties specified in the Bylaws of the CCC.
- 2.5 Removal of the Chair: Following a simple majority vote of the CCC membership, the Senate may remove the CCC Chair following the same process for removing Senate officers. See Article IV, Section 3.2.

Section 3. CCC Representatives

3.1 Membership

- 3.1.1 Faculty – The faculty shall elect the representatives to the CCC. The senior senator or designee in consultation with the appropriate dean or director shall initiate an election process for division representation in accordance with the CCC Bylaws.
- 3.1.2 Other Voting members – The Vice-President of Academic Affairs or a designee shall be a member of the CCC. The Council of Academic Deans and Directors may select representation to the CCC in accordance with CCC Bylaws.

3.1.3 Ex-officio Members – The CCC may designate others as ex-officio members.

3.2 Term of Office: The term of office for CCC representatives shall be set in the CCC Bylaws.

#### Section 4. Responsibility of the College Curriculum Committee

4.1 Curriculum Review: The CCC shall review all curriculum proposals to assure compliance with all Board policy requirements and Title 5 regulations. Approved proposals shall be sent to the college president via the Vice President of Academic Affairs for submission to the Board as specified in Board Policy 6123. Aspects of curriculum falling under the authority of the CCC include the establishment and revision of course outlines of record, conditions of enrollment, programs, degree and certificate requirements, CSU or UC transfer and articulation agreements; the inactivation of courses, certificates, and programs; and other areas of curriculum as mutually agreed upon by the Senate and the Board or its designee. Other areas of CCC responsibility include scheduling the periodic review of both courses and conditions of enrollment. These areas of responsibility will be subject to the oversight provisions of Section 5 of this Article.

4.2 Review Procedures: The CCC shall develop curriculum review procedures, subject to the oversight provisions of Section 5 of this Article.

#### Section 5. Curriculum Responsibility and Authority of the Senate

5.1 Oversight Responsibilities: As per Title 5 and Board Policy 2510, the Senate has primary responsibility for reviewing and recommending to the Board curriculum policies and procedures.

5.2 Review of Curriculum Procedures:

5.2.1 Any curriculum procedure is subject to immediate review upon the filing of a written request by a member of the student body, faculty, administration, staff or the community.

5.2.2 Review requests shall, at a minimum:

- a) Describe the procedure(s) to be reviewed and any associated form(s), and
- b) Provide written documentation that the procedure violates one of the standards of Article XI, Section 2 or infringes on



other areas, as defined in the Senate Bylaws and agreed to by the Board or its designee

5.2.3 A Senate committee together with the Vice President of Academic Affairs or designee and the Chair of the CCC or designee shall determine, in a timely manner, whether the review request is valid under Section 5.2.2, and

- (a) If found invalid, the request shall be denied in writing, or
- (b) If found valid, the committee shall consult with the CCC, the filer and other appropriate parties in order to eliminate the objection documented under Section 5.2.2. (b) and, if that is not possible, the procedure shall be rescinded.

5.3 Review of Curriculum Decisions: Any curriculum decision of the CCC may be referred to the Senate for review, in accordance with the procedures in the CCC Bylaws. Following a review, the Senate may make recommendations to the CCC. However, only the CCC can approve curriculum proposals for recommendation to the Board.

## ARTICLE IX **By-Laws and Rules of Order**

### Section 1. By-Laws and Rules of Order

- 1.1 The Senate may adopt by-laws not inconsistent with this Constitution, provide for committees, and establish its own rules of procedure.
- 1.2 Bylaws drawn up by the Senate shall be approved by majority vote of the Senate.

### Section 2. Rules of Order

- 2.1 Unless otherwise provided in this Constitution, in the Bylaws, or standing rules, the rules contained in the current edition of *Robert's Rules of Order*, shall govern the proceedings and the conduct of meetings of the Senate and its committees.

## ARTICLE X **Amendments to the Constitution**

### Section 1. Amendments to the Constitution

- 1.1 Amendments to the Constitution may be proposed by:
  - a) A motion approved by a majority vote of the Senate, or
  - b) A petition signed by one-quarter of the faculty.The motion or petition must be presented in writing to the Senate president accompanied by a statement of the purpose and effect of the

proposed amendment.

- 1.2 Upon receipt of a valid proposal for amendment, the Senate president shall submit the proposal to the Senate for a first reading. At the meeting following the first reading, there shall be a discussion, debate and vote on the proposed amendment.
- 1.3 If the Senate approves the proposal for amendment, it is put to a ratification vote by the faculty. The Election Committee chair shall conduct the vote by mail.
- 1.4 Proposed amendments to the Constitution must be ratified by a majority vote of the faculty members voting. The amendment shall become effective immediately upon ratification.

Section 2. Editorial Changes. Non-substantive, editorial changes in the Constitution may be made by a majority vote of the Senate.

## ARTICLE XI **Professional Standards and Ethics**

### Section 1. Professional Standards and Ethics

- 1.1 The Academic Senate may consider matters of professional standards and ethics as may apply to academic institutional concerns. The Senate may also consider such other matters that concern the academic well-being and management of the institution.
- 1.2 The Senate may, upon its findings, pass:
  - a) Resolutions of Commendation,
  - b) Resolutions of Confidence,
  - c) Resolutions of No Confidence, or
  - d) Resolutions of Censure, as well as other measures as it may deem appropriate and lawful.

### Section 2. Standards of Operation and Conduct of the Senate, its Committees and its Officers

The operation and conduct of the Senate, its committees and its officers may not

- a) violate state law, or
- b) violate ECC Board of Trustees policies, or
- c) violate the ECCFT agreement, or
- e) subject the district to serious legal or fiscal liability, or
- f) overzealous interpretation of state regulations, and/or ECC Board of es policies, or
- g) Truste violate any provision of this Constitution or its Bylaws.

**ARTICLE XII Delegate to Academic Senate for California Community Colleges**

Section 1. Delegate

- 1.1 The delegate enjoys full voting rights at both regular and special general sessions of the Academic Senate for California Community Colleges.
- 1.2 The delegate shall be the president of the Senate. If the president is unable to attend, he or she may appoint a Senate member to represent El Camino College at the state level.

Amendments:

Revised:	June, 1982
Revised:	June, 1988
Revised:	April, 1989
Revised:	March 16, 1990
Revised:	December 1992
Revised:	March 22, 1993
Revised:	August 29, 1998
Ratified:	May 1, 2000
Ratified:	July 1, 2002
	Academic Senate Packet: May 8, 2002 – Pages 92 – 100 (Constitution)
	Academic Senate Packet: Dec 16, 2003 – Pages E11-E22 Constitution/E23-26 By-Laws
	:Mar 16, 2004 – Pages B1-B2 College Curriculum Committee

## Amendment to the Constitution: Academic Senate Voting Procedures

Peter Marcoux

*Proposed changes in bold and capitalization.*

### Constitution

#### ARTICLE X Amendments to the Constitution

##### Section 1. Amendments to the Constitution

If the Senate approves the proposal for amendment, it is put to a ratification vote by the faculty. The Election Committee chair shall conduct the vote by mail **OR OTHER SECURE MEANS INCLUDING INTERNET, PHONE, OR OTHER TECHNOLOGY.**

##### Section 2. Editorial Changes. Non-substantive, editorial changes in the Constitution may be made by a majority vote of the Senate.

### ByLaws

#### ARTICLE III Membership

##### Section 2. Election of Adjunct Senators

Nominations – Notice of Election and Call for Nominations are to be mailed **OR VIA OTHER SECURE MEANS INCLUDING INTERNET, PHONE, OR OTHER TECHNOLOGY** to all adjunct faculty within the first two weeks of the fall semester.

##### Ballot Distribution and Counting –

By the fourth week of the fall semester, the ballots shall be distributed to all adjunct faculty by mail **OR OTHER SECURE MEANS INCLUDING INTERNET, PHONE, OR OTHER TECHNOLOGY.** Ballots are to be returned within ten days of distribution. The two nominees receiving the highest number of votes will serve as adjunct senators.

#### ARTICLE IV Officers

##### Section 1. Election of Officers

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 VIA OTHER SECURE MEANS INCLUDING INTERNET, PHONE, OR OTHER TECHNOLOGY.**

to each Senate member immediately after the meeting referred to in Article IV, Section 1.2.

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 runoff 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.

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First Reading – Oct. 16, 2006

Continued to Nov. 7, 2006

Approved by Academic Senate – Nov. 7, 2006

**Proposed changes to ECC Academic Senate Constitution**  
**Restructuring resulting from Partnership with Compton – Approved by Senate Mar. 20, 2007**

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ARTICLE I Name and Definitions

Section 2. Definitions

The term “faculty” shall mean all personnel defined in the El Camino College Federation of Teachers Agreement and Compton Community College District Federation of Teachers Agreement

The term “division senator” is the individual who is elected by the full-time faculty of a division or educational center to represent such unit.

The term “educational center” shall mean a formally recognized El Camino College educational center as defined in Title 5.

The terms “faculty council” or “educational center council” shall mean a standing committee of the Senate located at each educational center. This Committee will represent the needs and concerns of faculty at its educational center and will select its membership in accordance with locally developed bylaws that shall be approved by the Senate.

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ARTICLE III Senate Membership

Section 1. Senators

The composition of the Senate shall be one senator for each twelve Full-Time Equivalent Faculty (FTEF) members per division to be elected by full-time faculty. Each division shall have at least two senators. Adjunct faculty shall have two members-at-large from the Main Campus and up to one from each educational center on the Senate to be elected by the adjunct faculty of that center.

Divisions and educational centers having FTEF shall be entitled to senate members on the following basis:

1 through 24	-	two	(2)	members
25 through 36	-	three	(3)	members
37 through 48	-	four	(4)	members
49 or more	-	five	(5)	members

The division or educational center represented may exercise recall of a full-time senator at any time. See Bylaws Article III.

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ARTICLE IV Officers

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

- President;
- President-Elect, who may also hold another senate office, until beginning his or her term as president;
- Vice Presidents: Vice President of Educational Policies, Vice President of Legislative Action, Vice President of Finance and Special Projects, Vice President of Faculty Development, and Vice President of Educational Centers (an elected chair of an educational center council);
- Secretary;

- Other Officers, as deemed necessary.

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

It shall be the duty of each officer to uphold the academic and professional matters as delineated in Title 5 of *The California Code of Regulations*.

4.1 Senate President: 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 State Academic Senate for the California Community Colleges (ASCCC); appoint representatives to educational center councils; and appoint a parliamentarian, newsletter editor and sergeant-at-arms, as deemed necessary.

Vice Presidents: The vice presidents shall preside over meetings of their respective standing committees, as outlined in *Robert's Rules*, report to the Senate, interface with the college administration in the appropriate areas, and bring proposals to the Senate for approval by the body.

4.3.1 Vice President of Educational Policies, in coordination with the Vice President of Academic Affairs and the division deans, shall investigate, monitor and propose matters concerning educational policies, such as degree and certificate requirements, grading policies, standards and policies regarding student preparation and success, and the processes for program review and accreditation.

4.3.2 Vice President of Legislative Action shall investigate, monitor and propose matters concerning district and college governance structures as related to faculty roles and disseminate state legislative action matters to the Senate.

4.3.3 Vice President of Finance and Special Projects shall be the Senate's voting member of the Planning and Budget Development Committee (PBC); report on the proposed actions of the PBC; represent the Senate position to the PBC; monitor and propose processes for institutional planning and budget development; and, handle special projects as assigned by the Senate president.

4.3.4 Vice President of Faculty Development, in coordination with the Vice President of Academic Affairs, shall investigate, monitor and propose policies for faculty professional development activities, and present proposals for use of faculty development funds to the Senate.

4.3.5 Vice President of Educational Centers, in coordination with the Senate President, shall communicate the needs and concerns of faculty at educational center councils to the full Senate.

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#### **Section 1. Committees**

1.1 Standing Committees: The following committees are deemed to be long-term in nature and dealing with substantive issues. (See Article IV Section 1.3)

- a. College Curriculum
- b. Educational Policies
- c. Faculty Development
- d. Finance and Special Projects (to represent the Senate as a voting delegate on the Planning and Budget Committee)
- e. Legislative Action
- f. Educational Center Faculty Council

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### ARTICLE VI - Executive Committee

#### **Section 1. Voting Members: president, vice-presidents and secretary.**

Ex-Officio Members: past president, president-elect, newsletter editor and parliamentarian, and others, as appointed.

Section 2. Powers: The Executive Committee may make agreements with the District on non-policy issues provided these agreements are approved by a majority of the Executive Committee. Agreements on policy issues (as listed in Article II, Section 1) require a majority vote of the Senate.



**By Laws of El Camino College Academic Senate  
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Academic Senate of El Camino College By Laws

PREAMBLE

Nothing stated in these Bylaws shall be construed to contradict any provisions of the Academic Senate Constitution, hereinafter referred to as the Constitution.

ARTICLE I **Name**

The name of this organization shall be the Academic Senate of El Camino College, hereinafter referred to as the Senate, as stated in the Constitution.

ARTICLE II **Purpose**

Refer to Article II, Section 1 of the Constitution.

ARTICLE III **Membership**

Section 1. Election of Full-Time Senators

- 1.1 Nominations – In October the senior senator in each division shall issue a call for nominations in writing to obtain candidates for any expired or unfilled senate positions. The senior senator shall verify the eligibility of all nominees in accordance with Article III, Section 1.5 of the Constitution. When a vacancy occurs prior to expiration of the term, the vacancy shall be filled according to Article III, Section 1.8.3 of the Constitution.
- 1.2 Conducting Elections – Within one month after nominations, the senior senator from each division shall conduct elections following a process approved by the division faculty.
- 1.3 Qualified Voters- Only full-time faculty may vote for full-time senators.
- 1.4 Announcement of Election Results – The senior senator of each division shall announce the election results. The results will be forwarded to the Senate president.

Section 2. Election of Adjunct Senators

- 2.1 Nominations – Notice of Election and Call for Nominations are to be mailed to all adjunct faculty within the first two weeks of the fall semester.
- 2.2 Qualified Voters- Only adjunct faculty may vote for adjunct senators.

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- 2.3 Ballot Distribution and Counting – By the fourth week of the fall semester, the ballots shall be distributed to all adjunct faculty by mail. Ballots are to be returned within ten days of distribution. The two nominees receiving the highest number of votes will serve as adjunct senators.
- 2.4 Announcement of Election Results – Results of the election may be distributed to the senior senator of each campus division to post. Invitations are extended by the Senate president to the successful candidates to attend the next Senate meeting. Current adjunct senators will continue to serve until the new senators take office.

### Section 3. Full-Time Senator – Terms of Office

- 3.1 The terms of office of the representatives shall be staggered insofar as possible. The effective date of the terms of office of newly elected senators shall be the last day of the spring term of the academic year in which they are elected.
- 3.2 Recall procedures may be initiated by a petition to the Senate president signed by one-third of the faculty members of the division. Upon receipt of a valid petition, the Senate president shall initiate a recall election within one month. Recall shall require a two-thirds majority vote of the full-time faculty members of the division. In the event of recall, a special divisional election shall be held within one month under the procedures of Article III, Section 1 of these Bylaws.

### Section 4. Attendance

If a senator is unable to attend, the president or secretary shall be notified no later than the meeting date so that the senator may be excused. A Senator who fails to attend two consecutive regular Senate meetings without being excused may be removed if, in the opinion of the Executive Committee, no justifiable reason has been given. A replacement shall be appointed in accordance with Article III, Sections 1.8.4 or 1.9.2 of the Constitution.

## ARTICLE IV **Officers**

### Section 1. Election of Officers

- 1.1 Nominations –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 Senate officers. Nominees must be members of the Senate. The Election Committee is responsible for processing nominations and for verifying the eligibility

## Academic Senate of El Camino College By Laws

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 *Roberts 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 to each Senate member immediately after the meeting referred to in Article IV, Section 1.2.
- 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 runoff 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 immediately and to the body of the Senate at the next scheduled meeting.

### ARTICLE V **Meetings**

#### Section 1. Quorum

- 1.1 A quorum for a Senate meeting shall consist of a majority of the regular membership. In the event of a vote, if a quorum is called for and is deemed not to be present by the secretary, issues may be discussed, but any voting must be postponed to a subsequent meeting.
- 1.2 A quorum for a faculty meeting shall consist of one-third of the faculty members. If a quorum is not present at a faculty meeting, issues may be discussed, but any voting will take place only by mail ballot, the time for return of ballots to be determined by the president, but should not be less than one week. The decision is to be determined by simple majority of the ballots received within the specified time.

#### Section 2. Order of Business

- 2.1 The general order of business at a regularly scheduled meeting of the Senate shall be as follows:
  - a) Approval of the minutes of the previous meeting.

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- b) Reports of officers and standing committees.
- c) Reports of special committees.
- d) Unfinished business.
- e) New business.
- f) Agenda items for next meeting.

2.2 The Senate may suspend the general order of business at a Senate meeting as follows:

- a) A motion is to be made and seconded to suspend the general order of business to allow a particular item of business to be presented and discussed out of order of the priority of business.
- b) A two-thirds vote of those senators present is needed to pass the motion to change the priority order of business.

**ARTICLE VI Executive Committee**

Section 1. Meetings: The Executive Committee shall hold meetings as deemed necessary by the Senate President and the officers.

Section 2. Quorum: A quorum is a majority of the Executive Committee regular membership.

Amendments & Revisions

Revised and Approved      Approved by AS 2000  
7/1/2002  
Article IV passed AS Nov 5, 2002