



OFFICERS & EXECUTIVE COMMITTEE

President	David Vakil	VP Faculty Development	Chris Gold
VP Compton Educational Center	Saul Panski	VP Finance and Special Projects	Lance Widman
Curriculum Chair	Lars Kjeseth	VP Legislative Action	Chris Wells
VP Educational Policies	Chris Jeffries	Secretary	Claudia Striepe

Senate Mailing List

<u>Adjunct</u>		<u>Health Sci & Athletics/Nursing</u>		<u>Natural Sciences</u>	
Michael Mangan - English	09/10	Tom Hazell*	09/10	Miguel Jimenez	11/12
_____ (vacant)		_____ (vacant)		Chuck Herzig	11/12
		_____ (vacant)		Teresa Palos	10/11
<u>Behavior & Social Sciences</u>		Pat McGinley	09/10	David Vakil*	10/11
Randy Firestone	11/12	Kathleen Rosales	11/12	_____ (vacant)	
Christina Gold	10/11			<u>Academic Affairs</u>	
Michelle Moen	11/12	<u>Humanities</u>		Quajuana Chapman	
Lance Widman*	08/09	Brent Isaacs	11/12	Dr. Francisco Arce	
Michael Wynne	08/09	Peter Marcoux	11/12	<u>Associated Students Org.</u>	
<u>Business</u>		Kate McLaughlin	11/12	Joshua Casper	
Philip Lau	11/12	Bruce Peppard	11/12	Begoña Guereca	
Jay Siddiqui*	11/12	Jenny Simon	11/12	Phillip Stokes	
_____ (vacant)		<u>Industry & Technology</u>		<u>President/Superintendent</u>	
<u>Compton Educational Center</u>	(1 yr terms)	Patty Gebert	09/10	Dr. Thomas Fallo	
Saul Panski	09/10	Ed Hofmann		<u>The Union</u>	
Estina Pratt	09/10	Douglas Marston*		Editor	
Tom Norton	09/10	Lee Macpherson	09/10		
Jerome Evans	09/10	_____ (vacant)		<u>Division Personnel</u>	
Darwin Smith	09/10	<u>Learning Resource Unit</u>		Jean Shankweiler	
<u>Counseling</u>		Claudia Striepe*	10/11	Don Goldberg	
Christina Pajo	11/12	Moon Ichinaga	10/11	Tom Lew	
Brenda Jackson*	10/11	<u>Mathematical Sciences</u>		<u>Counseling</u>	
Chris Jeffries	10/11	John Boerger	10/11	Ken Key	
<u>Fine Arts</u>		Greg Fry	10/11	<u>Ex-officio positions</u>	
Ali Ahmadpour	11/12	Marc Glucksman*	09/10	ECCFT President	
Randall Bloomberg	11/12	Susan Taylor	11/12	Elizabeth Shadish	
Patrick Schultz	11/12	Paul Yun	10/11	Curriculum Chair	
Chris Wells*	11/12			Lars Kjeseth	
Mark Crossman	11/12				

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

<u>FALL 2009</u>		<u>SPRING 2010</u>	
September 15	Communications 104	March 2	Communications 104
October 6	Communications 104	March 16	Communications 104
October 20	Communications 104	April 6*	Communications 104
November 3	Communications 104	April 20*	Communications 104
November 17	Communications 104	May 4*	Communications 104
December 1	Communications 104	May 18*	Communications 104
December 15	Communications 104	June 1*	Communications 104

*One of these meetings will be held at Compton. The location of these meetings may change if we can find a way to teleconference with Compton in a different room.

CEC ACADEMIC SENATE MEETING DATES AND LOCATIONS

<u>FALL 2009</u>		<u>SPRING 2010</u>	
September 17	Board Room	March 4	Board Room
October 8	Board Room	March 18	Board Room
October 22	Board Room	April 8	Board Room
November 5	Board Room	April 22	Board Room
November 19	Board Room	May 6	Board Room
December 3	Board Room	May 20	Board Room
		June 3	Board Room



AGENDA & TABLE OF CONTENTS

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B. APPROVAL OF MINUTES		6-12
C. REPORTS OF OFFICERS		
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	C. Chair- Curriculum	26-35
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	E. VP- Faculty Development	
	F. VP- Finance	38-46
	G. VP- Legislative Action	
D. REPORTS OF SPECIAL COMMITTEES		
	Student Learning Outcomes	
E. UNFINISHED BUSINESS (1:00pm)		
	None	
F. NEW BUSINESS		
	A. PT Faculty Award (proposed)	
	B. (possible agenda item) SLO Core Competency Assessment Plan	
	C. Disciplines List	
G. AGENDA ITEMS FOR FUTURE MEETINGS	March 16 – Campus Climate survey	
H. PUBLIC COMMENT		
I. ADJOURN		



Committees

<u>Senate</u>	<u>NAME</u>	<u>CHAIR</u>	<u>DAY</u>	<u>TIME</u>	<u>ROOM</u>
ASSESSMENT OF LEARNING (SLOs)		Jenny Simon			
COMPTON FACULTY COUNCIL		Saul Panski	Thursdays	2:00-3:00	CEC Board
CURRICULUM		Lars Kjeseth	2/23, 3/16, 4/6, 5/4, 5/25, 6/1	2:30-4:30	Board Room
EDUCATION POLICIES		Chris Jeffries	2 nd & 4 th Tues.	12:30-2:00	SSC 106
PLANNING & BUDGETING		Arvid Spor	1 st & 3 rd Thur	1:00 – 2:30	Library 202
FACULTY DEVELOPMENT		Chris Gold	2 nd & 4 th Tues	1:00 – 1:50	ADM 127
CALENDAR		Jeanie Nishime	Sep 30	3pm	Board Room
ACADEMIC TECHNOLOGY		Jim Noyes, Virginia Rapp	Sep 24 Nov 12	12:30 – 2:00 pm	Library 202
<u>Campus</u>					
ACCREDITATION		Francisco Arce , Arvid Spor, Evelyn Uyemura			
BOARD OF TRUSTEES		Nate Jackson	Mondays	4:00	Board Room
COLLEGE COUNCIL		Tom Fallo	Mondays	12:00-1:00	Adm. 127
DEAN'S COUNCIL		Francisco Arce	Thursdays	9:00-10:30	
CAMPUS TECHNOLOGY		John Wagstaff	3 rd Weds.	2-3:00 pm	
ENROLLMENT MANAGEMENT		Arvid Spor	Thursdays	9-10:00 am	Library 202



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ACADEMIC SENATE ATTENDANCE & MINUTES
15th . December, 2009

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

Widman, Lance X

Wynne, Michael X

Mannen, Angela

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 X

Wells, Chris X

Health Sciences & Athletics

Hazell, Tom

McGinley, Pat X

Rosales, Kathleen EXC

Humanities

Isaacs, Brent X

Marcoux, Pete X

McLaughlin, Kate X

Peppard, Bruce X

Simon, Jenny X

Industry & Technology

Gebert, Pat X

Hofmann, Ed X

MacPherson, Lee

Marston, Doug

Learning Resources Unit

Striepe, Claudia X

Ichinaga, Moon X

Mathematical Sciences

Boerger, John

Fry, Greg

Glucksman, Marc X

Taylor, Susan X

Yun, Paul X

Natural Sciences

Cowell, Chas X

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 X

Stokes, Philip X

Ex- Officio Positions

Arce, Francisco X

Nishime, Jeanie X

Shadish, Elizabeth

Kjeseth, Lars X

Guests and/Other Officers: Barbara Jaffe, Lars Kjeseth, Irene Graff

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

The seventh, and last, Academic Senate meeting of the Fall 2009 semester was called to order at 12:41pm

Approval of last Minutes:

The minutes [pp. 5 -11 of packet] from the 1st December Academic Senate meeting were reviewed. Ms. Jeffries requested that the clause “and approved by Cabinet” be added to a sentence on pg. 8 for the record. With this recommendation the minutes were approved.

REPORTS OF OFFICERS

President’s report – Dave Vakil (henceforth DV)

DV requested that the Senators read his written report [see pp. 12- 13 of packet] which contains important news.

DV commented specifically on the following:

- **Changes in the leadership configuration of the ECC/Compton partnership.** The CEO and Administrative Dean positions at Compton are to be eliminated, and a VP position (to be held by Barbara Perez) is to be established. The goal behind these changes is to help Compton move forward with getting accredited as a college.
- **Ms. Perez’s current position within ECC Human Resources will be staffed as an interim position.**
- **Student fees may be increased** – perhaps up to \$40 or \$50.
- **The prioritized list of full- time faculty hires has been released.** [see pg. 17 of packet] The question was raised as to why position #5 on the hiring list (Learning Resources Faculty Coordinator) is not being hired? Dr. Arce confirmed that the position would not be hired and said that the rationale was that a change is needed in the Learning Resources area. This area needs to be more active in reaching out to students with services. Many students test into Basic Skills yet there have been no fundamental changes at ECC, other than to add more Basic Skills classes. It is time to improve support services. Dr. Arce noted that this had been discussed in Cabinet and it was felt that someone more focused was needed, who would collaborate with other areas, and in view of this it was felt that a management level would be more appropriate than a faculty level as the person would have to work different hours while coordinating with the other areas. Dr. Arce said that a group of interested persons was being sought to accompany him to Chaffey College to observe their Center. Chaffey has claimed success in the Basic Skills area and it is felt this is the right time to improve the quality of our services. Ms. Ichinaga asked why this had not been announced before the prioritization exercise. Dr. Arce noted that such changes are not unilateral, and had involved discussions with the Union. When asked why it could not remain a faculty position, Dr. Arce replied that the position called for an exempt employee, not bound to an 8 hour day. Ms. Taylor said she was not aware of the 8 hour role. And Dr. Arce said it was stipulated in the contract. Dr. Arce went on to say that a change in the position was an attempt to do something different. ECC is under the microscope re: Accreditation, and while we are on the right path, we need to go a step further. Dr. Arce noted that ECC had never been associated with a model like Chaffey’s and felt it was worthy of exploration, but noted that faculty had to be engaged for it to happen. Ms. Ichinaga acknowledged that improvements might be necessary, but argued that the LRU had been allowed to languish, citing Distance Education as an example. Dr.

Arce noted that we are vulnerable in the SLO area and that we need to see an improvement. We are seeing too many students fail and this is not acceptable. Dr. Jaffe said that there will be faculty liaisons to help faculty with SLO problems. Mr. Panski asked whether this same model would be instituted at Compton, and Dr. Arce said that this was under discussion. Ms. Striepe asked whether there were any plans to split the Basic Skills area from the larger Learning resources Unit and Dr. Arce replied in the negative. There were also questions as to why the college was getting two Financial Aid counselors instead of one Financial Aid and one Retention counselor, and were students losing out on counsel?

- The Academic Senate for California Community Colleges (ASCCC) awarded two community colleges, Bakersfield College and Santa Barbara City College the 2009 Exemplary Program Awards for best exemplifying this year's theme, *Creating a Bridge to Transfer or Career*. Four colleges (Contra Costa College, **El Camino College**, College of San Mateo and College of the Sequoias) received Honorable Mentions. Each of these programs is an example of excellence in **programs that help students to move from introductory courses into transfer curriculum or career paths in California institutions of learning**. DV congratulated all involved and noted that the Project Success program had won the award in 1991. Ms. Mosqueda of the FYE program said that it was a collaborative effort and thanked all the teaching faculty and others involved in the project.
- DV drew attention to [see pp. 18-19 of packet] a **Q&A intended for faculty re: fee payment and dropping students**. Dr. Nishime said to look at this for information on what happens to students who do not pay their fees. There will currently be a \$130 benchmark, which will later be reevaluated. Mr. Widman asked how dropped students get back? Dr. Nishime said they must pay then add classes. Waitlisted students would be moved up the list. Ms. Taylor said it was her understanding that there was no appeal process so what happens if there is a mistake made? Dr. Nishime said that this is addressed in the Q&A. She went on to say that she has been assured that all will be processed in time, but said that mistakes may be made and that some may fall through the cracks. All we can do is verify the errors and students can ask the professors to let them back in class – if they find out ahead of time they can add the class. Ms. Taylor asked for confirmation that there is then NO accommodation made for students if the college makes a mistake. Dr. Nishime replied in the affirmative.
- DV noted that he has not yet heard back from anyone re: **future meetings at Compton**. Please let him know our preferences. Ms. Jeffries has a contact for a bus.
- DV noted that proceeds from the **sale of ASB stickers** would go to student programs.
- DV reported that the ICC **Children's Holiday Party** for the Headstart kids, and hosted by the Inter Club Council, was a great success. Santa arrived in a fire truck! DV thanked Ms. Safazada for her efforts.

VP – Compton Center - Saul Panski (SP)

No report.

Curriculum Committee – Lars Kjeseth (LK)

LK reported that there is a revised date for CurricUNET training, formerly March 8th – 11th, 2010, now March 1st – 3rd, on-site at ECC. Ms. McGinley asked if training would last the entire day and Mr. Kjeseth said not.

VP - Educational Policies – Chris Jeffries (CJ)

No report. See Unfinished Business and New Business.

VP - Faculty Development – Chris Gold (CG)

No report. But note the following:

- **Faculty Handbook Topics, p. 23-27**
 - On-line handbook
 - Email suggestions – cgold@elcamino.edu
- **Distinguished Faculty Award**
 - new, less subjective selection process
 - offered by Academic Affairs (\$1,000)
- **Outstanding Adjunct Faculty Award**
 - Is the Senate interested in offering this award?
- Money? Plaque? Parking

VP - Finance & Special Projects/Planning & Budgeting Committee (PBC)– Lance Widman (LW)

Finance and Special Projects: [see p.20 of packet] for the 5-year Budget Assumption and Projection Report: Although it is important to have some idea what may be coming our way as a District over the next 5 years as part of our planning process, it is also important to keep in mind that any projection after 2009-10 (and even those projections contained in our current budget) are subject to change. Please note, however, #3, Estimated Funded FTES, for those of you that may have concerns about unrestricted adding of students and the limits on the funding provided by the State to EC based on EC's FTES.

Planning and Budgeting: [see p. 28 of packet] the 12/3 PBC meeting agenda where the 5-year Budget Assumption and Projection report was reviewed by the PBC.

[see pp. 29-31 of the packet] for the 11/5 PBC meeting minutes, particularly noting 3 important items:

1. As the PBC moves more aggressively into planning issues, the development of Planning Guidelines play an important part in those discussions.
2. Results of the actuarial study regarding anticipated retiree costs that EC must plan for and include every year in its budget as required by GASB 45, potentially a huge set-aside of money each year.
3. Discussion of the budget assumptions that will be the basis for the development of the 2010-11 EC budget.

Council of Dean's Meeting Report –Moon Ichinaga (MI)

[See separate handout provided]

VP – Legislative Action – Chris Wells (CW)

No report.

REPORTS OF SPECIAL COMMITTEES

Student Learning Outcomes – Jenny Simon (JS)

No report, but [see pp. 32-35 of packet] and note the following:

- What is a core competency?
 - What a student is able to do upon graduation or transfer from El Camino.
- What are El Camino's core competencies?
 - 5 competencies
 - Ratified by the Senate on 3/6/07
- Addition of an "Information and Technology Literacy" core competency
- Why assess institutional core competencies?

- Part of ACCJC's standards---needed to reach proficiency
- To give faculty a broader view of the whole institution and how their program fits into the institution
- What's the plan?
 - Mapping—align/match up core competencies with courses and programs
 - Collect data—survey, students' grades in courses which align with the core competency being assessed, faculty rating of their assessments
 - Summit for reflecting on the data
 - ALC writes a report
 - One core competency assessed every year

UNFINISHED BUSINESS

Board Policy 4050 –Articulation – Chris Jeffries (CJ) VP Educational Policies

[see pp. 36-37 of packet] This is the second reading of the policy. CJ reported that the policy is now using the revised template and thanked Sue for her help. Hearin no questions Mr. Wells, seconded by Mr. Marcoux made a motion to approve. The motion passed with unanimous approval of the Policy and associated procedures.

NEW BUSINESS

Board Policy 4250 – Probation, Dismissal and Readmission – Chris Jeffries (CJ) VP Educational Policies

[see pp. 38 – 39 of packet, plus handout distributed at meeting] CJ reported that this policy had been approved in July 2009, but that the Dean's Council had requested a change in item #5 re: dismissal with a 2.0 gpa, the rationale being that a student can continue at El Camino with that gpa, but NOT get a degree. The original wording was felt to be confusing and it was felt the policy needed to be consistent. The Committee looked at examples from other colleges and also wanted to put in a safety net for students who are showing improvement. Therefore the wording for #5 was changed. Student probation is discussed in #1 and #3, student dismissal in #5 and #6, however, CJ noted that there is a appeals process as described in #7. The Committee will work on improving the procedures allied with BP 4250 but this is an emergency motion, needed to meet the 2010/11 college printing deadline in March and the Policy still has to go before the Board for a second reading. Mr. Marcoux said he would like to see the Procedures in the ext packet. Ms. Jeffries said the Procedures were not ready. DV repeated that the Policy needed to be passed today and that perhaps an emergency motion was needed. Mr. Marcoux moved to make an emergency motion.. All were in favor of approving the emergency motion. Mr. Wells, seconded by Mr. Marcoux, called for a motion to approve the revised Board Policy 4250 as seen on the handout. All were in favor. A question was asked whether we would see the 2010/11 catalog before the public? DV asked the Senators to direct such questions to Dr. Jaffe.

Publishing Faculty Success, Retention and Grade Rates. Presentation. Irene Graff (IG). – Institutional Research

Ms. Graff reported an interest in seeing more on success and retention rates, and how the information could be analyzed. The rates can be found on the Institutional Research (IR) website, organized by Division and Course. This is a State Standard and the information is useful for comparison purposes. This is faculty level information and is not intended for punitive report, but to provide information for discussion. The question is should we post this information just on the website or also post it to the portal. Please send your feedback on this to IG. Online and Honors classes would need to be indicated as such, somehow. IG noted that from Spring 2010 ECC would have three past semesters information available. ECC would be able to include a three year trend for success and retention rates sorted by Division through Course through last name. Similar data is already available on www.pickaprof.com . The information can provide an

informational framework for students. Ms. Taylor asked whether the site would include information on improvement rates? IG replied that improvement rates currently only apply to Math and Reading classes, but hoped to soon see more. Ms. Taylor asked whether these rates could be included for individual faculty in the future? IG said yes, IR could provide a snapshot for faculty under evaluation. Mr. Marcoux said this information was welcome as it would give a different picture from student surveys. Ms. Taylor asked, as the success and retention rates are important public information, why not include the improvement rates for the public also? Ms. Taylor had seen data for math comparing different strategies and had seen no significant difference in retention and success, but improvement rates had been significant and this could be an important factor for student choice. IG said that IR would do more research in this area and noted as another benefit of including improvement rates, the fact of suppressing grade inflation. Mr. Panski asked if the posted course rates showed each section and teacher. IG said there was no section detail. Mr. Ahmadapour asked how IR assessed the validity of the data taking into account some teachers might be hard or easy graders. IG said this document is just a starting point for discussion and NOT a final document. DV brought the discussion back around to where IR should post the data. After more discussion a straw poll was taken. It was decided to post the information first to the portal and after a semester to transition it to the publically available website. It was agreed to flag the Distance Education and online classes. Please send further comments/feedback to Ms. Graff, x3515.

Campus Climate Survey Presentation. Irene Graff (IG) – Institutional Research

[see pp. 40-41 of packet] IG needs feedback on this survey which has been in planning for a year and a half. The idea is to see how students and other groups feel on campus. The Compton Center will also be surveyed. IR wants to capture the feeling at each location and the feeling across locations. Currently it is an online survey only, with a few paper copies available for staff without computers – for students it is online only with NO paper copies available. IR will send out an email notification re: the survey in the first half of the Spring 1020 semester. IR will publicize the results and have them out by Summer. Mr. Yun had a question re: the survey method. He stated that usually only people with strong opinions reply to online surveys so would the results be biased? IG admitted that might be so, adding that the ideal method would be to go into the classrooms to administer the survey, but IR did not want to do that. IG reported that the SESSI survey IS done in class in an attempt to get opinions across the board. IR will also use a margin of error to correct, this being the best they can do at this time. Mr. Yun expressed concern that this may then not be a true reflection of campus feeling. Ms. Safazada asked whether there was one survey for students and another for staff. IG said that each survey would be unique with some common questions. Mr. Firestone noted that he had the same concerns as Mr. Yun and asked whether this could not be overcome by having some faculty give a paper copy of the survey to take home and compare those results with the online survey results. IG said that IR would continue to explore all suggestions as they did not want anyone to reject/ignore the survey after all their hard work. Mr. Marcoux asked if this was to be a regularly scheduled survey? IG said that while this would be worth repeating – especially at the Compton Center – it would not be an annual event. Please feel free to give more feedback to IG.

FUTURE AGENDA ITEMS

Program Review highlight: Journalism - to be presented by Kate McLaughlin in the Spring semester.

PUBLIC COMMENT.

None

DV congratulated the senators on their work during the Fall semester. He noted he was setting “homework” and asked the senators to ponder these questions over the break:

Is the Academic Senate successful? Yes or No.

How do you know this?

Please send your comments to DV.

DV did not have time to speak to all items in the President’s report, so senators are advised to read the following for information:

- Catalog rights changes – do not impact ECC. Our policies were consistent with legal ruling.
- No official word about accreditation. We did receive a confidential letter -- DV hasn’t seen it. February may not bring good news.
- Awards
 - Nominated Joan Thureson, 2009 Distinguished Faculty, for Hayward Award

The Academic Senate meeting was adjourned at 2:00pm

Cs/ecc2009

Senate President Report, March 2, 2010

Technology

- Faculty laptops – still in progress.
- In the January 20, 2010 College Technology Committee, The committee moved to **upgrade ALL machines from Office 2003 to Office 2007 during Spring Break.** (This applies to office desktops. Faculty laptops can upgrade whenever they wish by going to the ITS helpdesk.)

Area C meeting of the ASCCC (statewide senate)

The Area C meeting, which is the regional prelude the Spring plenary session of the ASCCC, will be March 27 at ECC in the Distance Education conference room. Let me know if you would like to help set up for, break down after, or attend the meeting. It will run from approximately 10am-2pm, plus set-up and breakdown for us locals.

Discipline's List revisions

The Disciplines list is beginning its cyclical review process, and relevant information can be found on pages 47-52 of this packet. If there are any disciplines that have minimum qualifications that your department believes could or should be changed, or if you think a new discipline should be created, please examine the information on these pages.

Accreditation and SLOs

President Fallo is pleased we're off warning but emphasized "we have much more progress to go." I asked him what his biggest concern was now and he responded, "The lack of urgency overall." He meant that we cannot become complacent just because we are not on warning status. ECC is trying to maintain a perpetual "culture of accreditation" and his comment emphasizes that point.

Planning & Curriculum cycles

We will probably need to adjust our Program Review (and therefore our curriculum review) to a 4-year cycle. This is coming from ACCJC, although it was not explicitly written in the January 2010 letter to us about our accreditation.

Grade distributions

An email will soon be sent to the faculty at both Torrance and Compton describing the publication (on the portal) of faculty grade distributions, success rates, and retention rates. Senators, please be ready to serve as an ombudsperson between your department/division and the senate regarding any concerns or sentiments faculty express.

(continued on next page)

Grade distributions (cont)

When discussing the publication of faculty grade distributions, I ran across this article from the Academic Senate for California Community Colleges:

http://www.asccc.org/Publications/Papers/Grade_Distribution.html

(Thanks Joe Georges for bringing this article to my attention.)

Of note in this article:

- There is no evidence of grade inflation in California Community Colleges
- Articles in the media tend to report on sensational and often negative examples of grading
- ASCCC suggests NOT using grade distributions and success and retention rates as part of a faculty evaluation for a few reasons. (See page 20 in the PDF file.) I quote, “because it creates counterproductive anxiety centering on individual job security.”
- The article also mentions the importance of the role of part-time faculty in grade distribution discussions, “Since these same part-time faculty teach a large percentage of sections—particularly in the basic skills areas—it is vital that institutions find a way to successfully involve them in this conversation.” (page 27)
- Page 29 contains a list of recommendations for senates, researchers, and institutions.
- Page 31 contains a list of “conversation starter” questions which we at ECC, especially us senators, may want to explore now that grade distributions are publicly available.

Questions for Senate Packet readers to ponder

In an attempt to improve the effectiveness of the Academic Senate, I’d like people reading this report to consider the following questions:

1. Is the Academic Senate successful? How do you know this?
2. In your opinion, what should the Academic Senate be doing that it is not currently doing?
3. In your opinion, are there things the Academic Senate is doing that it does not need to do?

The questions are open to ANY person willing to share their opinions. Please send your comments (either with your name or anonymously) to David Vakil, dvakil@elcamino.edu.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting December 7, 2009

Josh Casper, Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Jeanie Nishime, Michael Odanaka, Barbara Perez, Susan Pickens, Gary Robertson, Elizabeth Shadish, Luukia Smith, and David Vakil.

1. Revised Partnership Agreement – Revised Organizational Chart. The combined Provost/CEO position will now be a CEO position. The CEO will report to the Special Trustee and Compton Board. District operations – business services, human resources, facility planning and development, and maintenance operations will report to the CEO. The Administrative Dean, Academic Affairs position will be eliminated. There will now be an El Camino Vice President, Compton Center who will report to ECC President and will be located at Compton. Academic affairs and student services will report to the El Camino Vice President, Compton Center.
2. Compton Accreditation. We put in the agreement that if we were able to be ready in 2010 with FCMAT scores, etc. we might be into a 2012 eligibility and it might take four years after that. We are not ready. FCMAT affects our readiness. FCMAT has not been into the district three times and the scores were not sustainable in any area. Some people think that the Compton Board controls the application, they do not. The El Camino Community College District applies for the center.
3. Five-Year Budget Assumption & Projection Details – ECC was distributed. Five-year planning is required by the Accrediting Commission. This document was reviewed by PBC on 12/3/09 and will go to the Board for information. All numbers are educated estimates with the exception of the PERS employer rate. The PERS employer rate came from a PERS circular dated 11/19/09. These assumptions and projections will change frequently. We have assumed no increase in student fees and what affect that might have. We don't know about mid-year cuts. With the money we have had in reserves we have consistently protected full-time employees. We are fairly confident on that through 2010-2011.

Agenda for the December 14, 2009 Meeting:

1. Minutes of December 7, 2009
2. Team Reports
3. Vice Presidents' policy listing

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 December 14, 2009

Present: Francisco Arce, Josh Casper, Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Jeanie Nishime, Michael Odanaka, Barbara Perez, Susan Pickens, Gary Robertson, Elizabeth Shadish, Luukia Smith, and David Vakil.

1. Jo Ann presented the second part of the five-year budget assumption and projections. This document takes percentages from the first document and puts them in terms of real numbers. Jo Ann will double check the numbers for PERS and STRS. If these numbers are incorrect, she will send out correct numbers via email.
2. President Fallo – We have made a lot of budget cuts. There will be more cuts in categorical programs next year. Community college fees are a major discussion. President Fallo is ready to expand financial aid operations. We are not expecting mid-year cuts this year. We are expecting decreases in FTES. ECC and Compton FTES reports will be given to the Board.

We have put together the Board agenda which recommends Barbara Perez as the Vice President at Compton Center. Lynn Solomita will be the interim Vice President of Human Resources. She was former Director of Personnel Services at ECC.

3. David – Our First Year Experience program was given an honorable mention from the State Academic Senate. There will be a senate meeting at Compton some time next semester. There is discussion about the possibility of teleconferences for future meetings. Some faculty are concerned about rules and guidelines for class cancellations.
4. Francisco – Our two primary missions are transfer and vocational educational programs. We want to make sure students are able to complete certificates. Another primary concern is making sure full time faculty have a full load. We have to be concerned with poor student success rates and basic skills. Some of the students and courses are not successful. We should be concerned about student success and retention.
5. Josh – ASO had a special election to fill the Student Trustee position and Lisa Sue Brown was elected. The Public Relations committee is trying to use Facebook more often. The ASO website includes pictures of ASO representatives. There was a children's holiday party this past Friday. There were 80 children present and they had a great time. Josh will give Dr. Nishime the prioritized list of commencement speakers.
6. Mike – The Foundation for the Compton Community College District has been reconstituted. This is a very positive step for the District. At the last senate and council meeting Dr. Cox and Peter Landsberger presented the new agreement. The faculty leadership is looking forward to this. This is very positive for the Center. There is concern about the age of the faculty at the Center. Faculty leadership will probably retire at the same time. We need to grow new leadership now.
7. Elizabeth – Roving E-Board meetings will be scheduled.

8. Luukia – We are trying to get classified staff to donate money to the Osher scholarship on behalf of El Camino. The goal is \$13,500.
9. Jeanie – The Small Business Center at ECC won an award for being the most valuable center. All centers have to re-compete for their grants. All of our centers are high performing. Financial Aid is moving to debit cards. This will be implemented in spring. The grants office has applied for TRIO grants for ECC and the Center. Students are paying fees.
10. Jo Ann – It seems like collections all over have increased quite a bit. Students are getting the message that if you want to protect that seat you better pay. There is a lot of correspondence from students who received COTOP letters. Offices are overwhelmed with those issues. There will be more information on this in a couple of months.
11. Gary – Our contract is long over due. Something should be coming up in the short term. This is our third semester of heightened student contact. There have been a lot of referrals to Harold Tyler. The workload of the Compton Police officers has doubled since this time last year.
12. Irene – The drug and alcohol survey is completed. The results can be presented at College Council or emailed. Enrollment reporting has commenced. Enrollment is up at Compton for winter and spring. Enrollment at ECC is down in winter and up in spring. The decrease in winter was due to larger cuts in sections. Reports will be generated before and after the drop payment deadline.

Agenda for the December 21, 2009 Meeting:

1. Minutes of December 14, 2009
2. Board of Trustees Agenda

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 December 21, 2009

Present: Francisco Arce, Thomas Fallo, Bob Gann, Ann Garten, Irene Graff, Jeanie Nishime, Michael Odanaka, Barbara Perez, Susan Pickens, Gary Robertson, Elizabeth Shadish, Gary Turner, and Chris Wells.

1. Board Agenda

- a. Student & Community Advancement, pages 27-34 – Administrative Procedure 5530 – Student Rights and Grievances. It was decided that this procedure needs to be revised to make it easier to understand. It will be presented to the Board as a work in progress.
- b. Administrative Services page 56, item 14 and Human Resources page 76, item 3 is for human resources consulting services for the period of 1/4/10 – 2/7/10. The item on page 76 is employment for the Interim Vice President, Human Resources beginning 2/8/10.
- c. Administrative Services, page 64, Dell Computers – this is not for faculty replacements.
- d. Human Resources page 94, New Classification Specifications for Vice President, Compton Center Position. The term “district” refers to El Camino College District. This is an El Camino College District employee.

2. The next College Council meeting is on Tuesday, January 19th at 12:00 p.m.

Agenda for the January 19, 2009 Meeting:

1. Minutes of December 21, 2009
2. Board of Trustees Agenda
3. BP 4020 – Program, Curriculum, and Course Development
4. BP 4050 – Articulation
5. BP 4250 – Probation, Dismissal, and Readmission

College Council Goals 2009-2010

1. Improve internal college communications.
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EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting January 19, 2010

Present: Francisco Arce, Josh Casper, Thomas Fallo, Ann Garten, Jo Ann Higdon, Jeanie Nishime, Michael Odanaka, Barbara Perez, Susan Pickens, Elizabeth Shadish, Luukia Smith, Arvid Spor, and David Vakil.

1. College Council Schedule: College Council will now meet at 1 p.m. The next meeting is on Tuesday, February 16, 2010 at 1 p.m.
2. Board Agenda
 - a. There may only be three Trustees at the Board meeting tonight. Trustee O'Donnell may be absent.
 - b. There has been one change to the Board agenda format. Public Comment on Consent Agenda has been moved out of the Consent Agenda. This was done in order to focus the public on where they can make comments.
 - c. Page 39, item 10. The statement "All testimony shall be taken under oath" is recommended by CCLC.
 - d. Pages 43-44, item B – Non-Resident Tuition Fee for 2010-2011. These rates have gone down. These rates are driven by how many students you serve.
 - e. Page 63, item 15 – correction. Step was omitted, should be step "5."
3. Francisco will bring an update on our FTES projection to the next Board meeting.
4. We are still waiting to hear from the Accrediting Commission. By July 1st we will put together a timeline and plan for Accreditation. We are still thinking it is an 8-10 year process and we are still on track. We have talked to Barbara Beno about coming and making a presentation at ECC and the Compton Center.
5. The Governor has posted a State budget. There is a \$20 billion problem across two years. The Governor has invited a special session. There was a cash crunch last year but not this year. We have heard there is no change in fees. CCLC is advocating a fee change to \$32.

Agenda for the February 16, 2010 Meeting:

1. Minutes of January 19, 2010
2. Board of Trustees Agenda
3. BP 4020 – Program, Curriculum, and Course Development
4. BP 4050 – Articulation
5. BP 4250 – Probation, Dismissal, and Readmission

Policies completed 2009-10

- 3430 – Prohibition of Sexual and Other Forms of Harassment Adopted 11/16/09
 4250 – Probation, Dismissal and Readmission – First Reading 1/19/10
 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

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8. Incorporate evidence-based decision making.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting February 16, 2010

Present: Francisco Arce, Thomas Fallo, Ann Garten, Jo Ann Higdon, Jeanie Nishime, Michael Odanaka, Barbara Perez, Susan Pickens, Gary Robertson, Elizabeth Shadish, Luukia Smith, Lynn Solomita, and David Vakil.

1. Board Agenda

- a. Page 15, item C – Out-Of-Country Tuition Fee Reduction. This was a recommendation by the coordinator of international students. They did not want to waive the fee entirely to let her know that this is a one time only reduction and not on-going.
- b. Pages 16- 17, item E – Planning Summit. The participants are almost all in leadership roles. It seems it is always the same people getting involved. There has been some discussion on how to get others involved. If we wanted to invite more people we could do that. We can accommodate up to 80 people.
- c. Page 36, items 3 and 4. We are hiring two nurses, one is full-time and one is full-time/temporary.
- d. Page 38, item 18. Basic Skills Alliance Program – Someone inquired what program this is. Francisco will research.

2. Accreditation – President Fallo thanked everyone for their participation. We have to be cautioned that we are no where near to where we need to be. We did make much progress but we have a ways to go. The Commission is continually reminding us that we have to meet the guidelines within a two-year period. There was a comment that we should shorten the timeline for processes. Another concern is the financial issues at Compton. Another big issue that keeps reoccurring is the planning coordination. We do not have this in place to the same degree at Compton as we have at ECC. We are required to complete a follow-up report by October 15, 2010. The report will be followed by a visit of Commission representatives.

FCMAT report is available on the web on the Public Relations website Documents and Information section. There are no scores below four. The average for most scores is six. We are making progress. The scores have stagnated in Academic area. We need to focus on that and get back to basics.

Agenda for the February 16, 2010 Meeting:

1. Minutes of February 19, 2010
2. Team Reports
3. ARCC Report
4. BP 4250 – Probation, Dismissal, and Readmission

Policies completed 2009-10

3430 – Prohibition of Sexual and Other Forms of Harassment Adopted 11/16/09
4050 – Articulation – First Reading – 2/16/10
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.
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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.
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8. Incorporate evidence-based decision making.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting February 22, 2010

Present: Francisco Arce, Bree Bond, Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Jeanie Nishime, Susan Pickens, Elizabeth Shadish, Luukia Smith, Lynn Solomita, and David Vakil.

1. Accountability Reporting for the Community Colleges (ARCC) Draft Report. This report is a small subset that includes all colleges. This is a Legislative mandated accountability report. This is the fourth year of ARCC. Irene is looking for feedback on how we can explain some of our information in a local context. Feedback is due on Thursday, February 25th. The report will go to Jeanie on Friday, February 26th and to Cabinet on Monday, March 1st.

a. Compton Center

Table 1.1: Student Progress and Achievement Rate. Irene wants feedback as to why rates are shifting at this time. These numbers are based on student behavior, not goals.

Table 1.2: Persistence Rate. This is the best news for Compton.

Table 1.4: Annual Successful Course Completion Rate for Credit Basic Skills Courses. This is the main focus of ARCC. Compton is the peer group low.

Table 1.5: Improvement Rates for ESL and Credit Basic Skills Courses. These rates were affected by coding issues that will be corrected for the next report. Compton is no longer the peer group low.

Table 1.11: Peer Grouping. The State mandated some sort of comparison. We need to respond how we are compared to peer groups.

b. El Camino College

Table 1.1: Student Progress and Achievement Rate. Our rate is stable.

Table 1.1a: Percent of Students Who Earned at Least 30 Units. Our rate is stable.

Table 1.2: Persistence Rate. We are often the peer group high, this year we are close to it.

Table 1.3: Annual Successful Course Completion Rate for Credit Vocational Courses. We had about a 2 point rise. Stephanie Rodriguez had some input as to why this occurred.

Table 1.4: Annual Successful Course Completion Rate for Credit Basic Skills Courses. We are above average.

Table 1.5: Improvement Rates for ESL and Credit Basic Skills Courses. We are below average. These rates were affected by coding issues that will be corrected for the next report.

Agenda for the March 1, 2010 Meeting:

1. Minutes of February 22, 2010
2. Team Reports
3. Faculty/Staff Opinion/Climate Survey

Policies completed 2009-10

3430 – Prohibition of Sexual and Other Forms of Harassment Adopted 11/16/09

4050 – Articulation – First Reading – 2/16/10

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.
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4. Support, review, and discuss results of a Campus Climate survey.
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**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
DECEMBER 8, 2009**

Present: F. Arce, J. Davidson, S. Gates, A. Himsel, B. Jaffe, M. Lipe, Kjeseth, M. Lipe, V. Lloyd, E. Martinez, M. Odanaka, S. Panksi, V. Rayford, J. Sims, J. Thompson

Members Absent : R. Hughes

Ex-Officio Members Present: Q. Chapman, L. Suekawa, J. Young

Ex-Officio Members Absent: M. Hall, J. Harmon, R. Smith, Student Representatives

Also Present: K. Holmes, J. Meredith, D. Patel, J. Schwartz, L. Sinopoli

CALL TO ORDER

Chair Kjeseth called the College Curriculum Committee (CCC) meeting to order at 2:31 p.m.

APPROVAL OF MINUTES

- The minutes from the November 24th meeting were sent to the committee via email before today's meeting. Chair Kjeseth asked the committee to review and approve, or approve with corrections.
- Q. Chapman noted a correction to a word in the last line on page two. The word will be corrected to "courses".
- Chair Kjeseth also made a correction to bullet number three in the chair's report.

CHAIR'S REPORT

- Chair Kjeseth received memos from the deans with their course review plans for the spring semester.
- The committee will proceed with the spring timeline as planned.
- In the spring, the CCC will need to elect a new chair. A deans representative and faculty representative will gather nominations for the election.
- Once a new chair is elected, Chair Kjeseth encourages the chair elect to observe the functions of the CCC chair.

CURRICULUM REVIEW

Health Sciences and Athletics Proposals

- J. Schwartz, Interim Dean of Health Sciences and Athletics, introduced L. Sinopoli to the committee as errata sheets were distributed. L. Sinopoli, Professor of Respiratory Care, began a review of Respiratory Care 176 and Respiratory Care 178.
- L. Sinopoli fielded questions from the committee on the major topics for Respiratory Care 178. There were also questions regarding the justification for changing the faculty load, and L. Sinopoli responded to the committee's concerns.
- D. Patel, Director of the Special Resource Center, presented Educational Development 29. The committee reviewed the course revisions. D. Patel and K. Holmes fielded questions from the committee on the typical assignment, and accepted the recommendations. D. Patel responded to questions concerning the justification for course revision.
- Chair Kjeseth called for a motion to approve the course proposals and the conditions of enrollment. M. Lipe moved, J. Thompson seconded, and the motion carried.

SIX YEAR REVIEW CYCLE

- Today's handout included the six-year worksheet and report form.
- Chair Kjeseth explained the process for completing both documents.
- The report form will reflect each program in the division, and the total number of courses to be reviewed over six years.
- In CurricUNET, there will be a course review calendar, course reports and email notifications.
- The committee suggest that the report form show each program's review cycle. The recommendation was accepted.
- The committee discussed possible recommendations from the Accrediting Commission (ACCJC) that may be on the horizon. Also discussed were preliminary plans should the ACCJC mandate changes in course review cycles.
- Six year course review worksheets and reports should be submitted to Chair Kjeseth and Q. Chapman by March 16, 2010.
- The worksheets will be distributed next week.

J. YOUNG AND CHAIR KJESETH

- J. Young and Chair Kjeseth held a discussion with the committee about their role and experiences while serving as the chair.
- J. Young began with some historical information about the CCC.
 - AB 1725 gave faculty responsibility for curriculum review.
 - Many years ago, faculty had unfavorable experiences with the CCC.
 - The CCC had a terrible reputation, and consequently, overcompensated in the following years with strict guidelines.
 - Ken Key became the CCC Chair. The committee became a more gentler forum for faculty.

- As the next CCC Chair, J. Young had the opportunity to see the CCC evolve as a teaching committee.
- There has been a development of trust among faculty.
- She commended Chair Kjeseth on creating the Standard Review committee.
- Chair Kjeseth states that the role of the chair has had a positive influence.
 - He has used the expertise gained in committee and has carried his knowledge into other meetings with faculty.
 - Chair Kjeseth is open to ideas of how to improve the process and the quality of curriculum.
 - It was noted that J. Young has seen the committee through some very challenging times.
 - The college may be ready for more frequent changes in the chair with new ideas.
 - Chair Kjeseth enjoys being involved in the “big picture” here on campus and at the State Academic Senate.
- S. Panski informed the committee that they have been the most positive, integrative force in the partnership. The CCC brought the two faculty bodies together.
- Chair Kjeseth concluded by addressing the next phase for the committee.
 - The college is moving to CurricUNET which will give us opportunities to make even more positive changes.
 - The college is now on a regular review cycle, and can take a serious look at institutional effectiveness and outcomes.
 - The committee should not hesitate in asking questions.
 - Please contact B. Jaffe or J. Thompson if there is interest in becoming the chair of the committee.
- Chair Kjeseth fielded a question from the committee regarding organization changes (J. Harmon and B. Perez) taking place at the beginning of the year. It was suggested that all Compton Academic Deans should have a role in the CCC on a rotating basis. The committee determined that B. Perez will coordinate the rotation of Compton Center Academic Deans.

ANNOUNCEMENTS

- Chair Kjeseth thanked the committee for all of their hard work during the semester. He also expressed the same gratitude toward faculty who were involved with curriculum.
- This is our final CCC meeting for the semester. Our next meeting will be in February.

ADJOURNMENT

Chair Kjeseth called for a motion to adjourn the meeting. M. Lipe moved, V. Lloyd seconded, and the motion carried. The meeting was adjourned at 3:30 p.m.

**EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE**

**Proposed Curriculum Changes
December 8, 2009**

HEALTH SCIENCES AND ATHLETICS DIVISION

COURSE REVIEW; CHANGES IN FACULTY LOAD, UNITS, LECTURE HOURS, CATALOG DESCRIPTION

1. Educational Development 29 – Individualized Assessment of Learning

Current Status/Proposed Change

Units: ~~0.5~~ 1 Lecture: ~~9 TBA~~ 1 hour Faculty Load: ~~3.33%~~ 6.67%

This course is designed to provide strategies for academic success for the students with special learning needs, who may have a specific learning disability. Individual assessments of learning strengths and weaknesses will be completed, to which may determine eligibility for services and to assist with early intervention in basic skills, learning strategies, study skills and educational planning. accommodations through the Special Resource Center. In addition, this course will introduce concepts of disability management and self-advocacy in the college setting. Students will learn to identify their individual learning styles and develop their individual learning profile.

Recommendation:

Units: 1 Lecture: 1 Faculty Load: 6.67%

This course is designed to provide strategies for academic success for students with special learning needs. Individual assessments of learning strengths and weaknesses will be completed, which may determine eligibility for accommodations through the Special Resource Center. In addition, this course will introduce concepts of disability management and self-advocacy in the college setting. Students will learn to identify their individual learning styles and develop their individual learning profile.

COURSE REVIEW; CHANGES IN FACULTY LOAD, UNITS, LECTURE/LAB HOURS, CATALOG DESCRIPTION

1. Respiratory Care 176 – Introduction to Respiratory Care of the Non-Critically Ill Patient

Current Status/Proposed Change

Units: ~~5~~ 6 Lecture: ~~2~~ 3 hours Lab: 9 TBA Faculty Load: ~~58.334~~ 65.00%

This course deals primarily with the non-critically ill adult patient. It will provide the student with cognitive and psychomotor practice performing basic respiratory care in health service organizations in the South Bay Area. Students receive most of their classroom/cognitive instruction at El Camino College and are rotated during the day, evening and/or night shifts to ECC's clinical affiliates, such as Harbor UCLA Medical Center, Memorial of Gardena Hospital, Torrance Memorial Medical Center, Robert F. Kennedy Medical Center, Little Company of Mary Medical Center and Daniel Freeman Memorial Hospital.

Recommendation:

Units: 6 Lecture: 3 hours Lab: 9 TBA Faculty Load: 65.00%

This course deals primarily with the non-critically ill adult patient. It will provide the student with cognitive and psychomotor practice performing basic respiratory care in health service organizations in the South Bay Area. Students receive most of their classroom/cognitive instruction at El Camino College and are rotated during the day, evening and/or night shifts to clinical affiliates.

COURSE REVIEW; CHANGES IN FACULTY LOAD, UNITS, LECTURE/LAB HOURS, CATALOG DESCRIPTION, COURSE LENGTH

1. Respiratory Care 178 Respiratory Care of the Critically Ill Patient I

Current Status/Proposed Change

Units: ~~7~~ 8 Lecture: ~~7~~ 4 hours Lab: ~~27~~ 12 TBA Faculty Load: ~~80.00~~ 86.67%

Course Length: ~~8 weeks~~ Full Term

This course is an introduction to the practice of respiratory care in intensive care units with an emphasis on patient ventilator interaction. The student will manage critically ill patients on prolonged artificial ventilation using micro-processor-driven ventilators, alarms, arterial blood gases and other appropriate techniques and equipment. Students are rotated through evening, nights and day critical care units in hospitals.

Recommendation:

Units: 8 Lecture: 4 hours Lab: 12 TBA Faculty Load: 86.67%\

Course Length: Full Term

This course is an introduction to the practice of respiratory care in intensive care units with an emphasis on patient ventilator interaction. The student will manage critically ill patients on prolonged artificial ventilation using microprocessor-driven ventilators, alarms, arterial blood gases and other appropriate techniques and equipment. Students are rotated through evening, night and day critical care units in hospitals.



**El Camino College
Articulation Office**

February 23, 2010

To: Curriculum Committee Members

From: Lori Suekawa

Subject: Recommended courses for the Associate Degree General Education Pattern

Enclosed are copies of Title 5 Minimum Requirements for the Associate Degree, a comparison of ECC's local GE pattern with CSUGE/IGETC, and recommendations and/or additions where courses were previously not included. These recommendations and additions will improve the pattern to better align with GE transfer patterns and allow students more course options.

	ECC GE Area 1: Natural Sciences	Not in ECC GE Area 1/recommended courses for ECC GE	Explanation/clarification
CSU GE Areas B1, B2, and B3 AND/OR IGETC Areas 5A and 5B	Anatomy 30, 32 Anatomy and Physiology 34A, 34B Anthropology 1 Astronomy 20, 25 Biology 8, 10, 11, 12, 15, 16, 17, 101, 102 Chemistry 1A, 4, 20, 21A Geography 1, 9 Geology 1, 2, 6, 15 Microbiology 33 Oceanography 10 Physical Science 25 Physics 1A, 2A, 3A, 11 Physiology 31	Anthropology 5* Astronomy 12* Biology 18*, 103 Geography 6* Geology 3*, 4* Physics 3B, 12* Geology 30*, 32*, 34*, 36* Chemistry 1B, 7A, 7B, 21B Physics 1B, 1C, 1D, 2B Psychology 7	These courses are one unit laboratory courses or have a prerequisite that would meet the Natural Science Area, but could still meet the Natural Sciences Area. *Biology 103 will be in the Fall 2010 catalog *Psychology 7 will be in the Fall 2010 catalog
Neither CSU GE nor IGETC	Anatomy and Physiology 34A, 34B		Course submitted, awaiting response April 2010
	ECC GE Area 2: Social and Behavioral Sciences	Not in ECC GE Area 2/recommended courses for ECC GE	Explanation/clarification
CSU GE Area D plus American History & Institutions AND/OR IGETC Areas 4	American Studies 1, 3, 7 Anthropology 2, 3, 4, 6, 8, 10 Child Development 103 Economics 1, 2, 5 Ethnic Studies 1 Geography 2, 5, 7 Global Studies 101 History 1A, 1B, 5A, 5B, 8, 9, 12A, 12B, 11, 14A, 14B, 16A, 16B, 17, 18A, 18B, 19, 22, 25, 27, 30, 32, 37, 140, 141 History of Science 11 Political Science 1, 5, 6 Psychology 5, 7, 10, 12, 16, 22 Physical Education 275 Sociology 101, 102, 104, 107, 112 Women's Studies 1	Anthropology 7, 9, 11 Journalism 12 Political Science 2, 3, 10 Psychology 15, 21 Speech Communication 5, 14	Courses were missed for GE Associate Degree submission *Speech 5 and 14 are under Area 4B
Neither CSU GE nor IGETC	Business 17, 22 Child Development 104		

	Education 180 (no longer offered) Family and Consumer Studies 38		
	ECC GE Area 3: Humanities	Not in ECC GE Area 3/recommended courses for ECC GE	Explanation/clarification
CSU GE Areas C1 and C2 AND/OR IGETC Area 3	Architecture 104 Art 1, 2, 3, 4, 5A, 5B, 6, 7, 9, 108, 150 Chinese 1, 2, 24 Dance 1, 3 English 1B, 10, 11, 12, 15A, 15B, 18, 20, 21, 22, 23, 24A, 25A, 26, 27, 28, 29, 30, 31, 34, 35, 36, 39, 40A, 40B, 41A, 41B, 42, 43, 44, 47, 48 Film/Video 1, 52, 53, 54abc French 1, 2, 3, 4, 5, 6, 24 German 1, 2, 3, 4, 5, 24 Humanities 1 Italian 1, 2, 24 Japanese 1, 2, 3, 4, 25 Music 11, 12, 13, 15A, 15B Philosophy 2, 3, 7, 10, 11, 23 Photography 150 Sign Language 15, 16, 17A, 17B Spanish 1, 2, 3, 4, 24, 52A, 52B Speech Communications 8 Theatre 1, 4, 8	English 46 French 35 (inactivated)	Courses that were missed and should be in Area 3, Humanities
Neither CSU GE nor IGETC	English 33 Fashion 31 Film/Video 3 Music 3 (fall 2010 catalog)		Music 3 submitted for CSUGE and IGETC, awaiting response April 2010
	ECC GE Area 4A: English Composition	Not in ECC GE Area 4A/recommended courses	Explanation/clarification

		for ECC GE	
CSU GE Area A1 AND IGETC Area 1 Group A	English 1A		
Neither CSU GE nor IGETC	Business 27, 28 Journalism 1		
	ECC GE Area 4B: Communication and Analytical Thinking	Not in ECC GE Area 4B/recommended courses for ECC GE	Explanation/clarification
CSU GE Areas A2, A3, and B4 (quantitative reasoning courses) AND IGETC Area 1 Groups B & C and Area 2 (quantitative reasoning courses)	English 1C Mathematics 115, 120, 130, 140, 150, 160, 161, 180, 190, 210 Philosophy 5, 8 Psychology 3, 9A Sociology 109 Speech Communication 1, 3, 4, 5, 12, 14 (Area D for CSUGE, Area 4 for IGETC)		
Neither CSU GE nor IGETC	Business 29 (Supervision 27) CIS 13, 16, 80 Computer Science 1, 10 Journalism 12 Mathematics 73, 80, 116		
	ECC GE Area 5: Health and Physical Education	Not in ECC GE Area 5/recommended courses for ECC GE	Explanation/clarification
CSU GE Area E	Contemporary Health 1 PE 1abcd, 2abcd, 4abcd, 7abcd, 47abcd, 54abcd, 232abcd, 241abcd, 246abcd, 251abcd, 260, 280, 300abcd, 400abcd, 401abcd, 402abcd	Nutrition 11, PE 275	Need clarification from Academic Affairs regarding this Area; is the intent to promote health and wellness through activity and a health course? Or can nutrition and other areas be included as well (i.e. Psychology 2, Human Development 10)
Not in CSU GE Area E	Dance 9ab, 10, 14ab, 16ab, 17abcd, 18abcd, 19ab,	Dance 12abcd, 21abcd, 25abcd, 26abcd, 61ab,	Courses that were missed and should be in ECC GE

	<p>20abcd, 22ab, 23abcd, 32ab, 33abcd, 42ab, 43abcd, 51ab, 52abcd, 53ab, 54abcd, 62abcd</p> <p>PE 3abcd, 5ab, 6abc, 14abcd, 15ab, 16abc, 20ab, 21abc, 25ab, 26abc,</p> <p>35ab, 36abc, 45ab, 46abc, 57ab, 58abc, 60ab, 61abc, 65ab, 66abc, 70ab, 71abc, 74abcd, 75ab, 76abc, 80ab, 81abc, 85ab, 86abc, 87ab, 101abcd, 105ab, 106abc, 110ab, 111abc, 115ab, 116abc, 120ab, 121abc, 125ab, 126abc, 130ab, 131abc, 132ab, 133abc, 135abcd, 204abcd,</p> <p>208abcd, 218abcd, 221abcd, 224abcd, 238abcd, 240abcd, 244abcd, 245abcd, 250abcd, 253abcd, 256abcd, 260, 282abcd, 285abcd, 302abcd, 404abcd, 407abcd, 409abcd</p>	71ab, 72abcd	Area 5
	ECC GE Area 6: Mathematics Competency	Not in ECC GE Area 6/recommended courses for ECC GE	
CSU GE Area B4 AND IGETC Area 2	Mathematics 110, 111, 115, 120, 130, 140, 150, 160, 170, 180, 190, 210; Psychology 9A Sociology 109		
Neither CSU GE nor IGETC	Computer Science 15P Mathematics 73, 80, 116		



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

February 3, 2010

Policies that have not been reviewed for six or more years and other policies to be reviewed:

(compared to List of Policies developed by B. Perez, 9/30/09)

Chris Jeffries' comments are noted in red.

Number	Policy	Board Approval Date	Comments
4010	Academic Calendar	4/15/02	There is already a committee that produces the calendar, but may need to update the policies and procedures.
4020	Curriculum Development	None	Will be replaced with 4020 (Program, Curriculum and Course Development) – Will be presented to Board in February. (Note: Dr. Arce will work with Senate)
4020	Curriculum Review and Approval	6/22/87	
4025	Philosophy for Associate Degree & General Education	4/15/02	Sort of ties in with BP 4100 and also the re-convened AA/AS Task Force.
4027	Administration of Relations with Academic Senate	8/7/72	
4050	Articulation	None	Presented to Board for First Reading – 2/16/10
4055	Academic Accommodations for Students with a Disability	11/17/03	Posted on web; not listed on Policies List developed by B. Perez
4060	Delineation of Functions Agreement	None	
4100	Graduation Requirements of Degrees & Certificates	None	Jeffries will work with Bill Mulrooney and plans to prepare a RD by March 9.
4106	Nursing Programs	None	Current using the TEAS Test now and other criteria. Should review with direction and help of Nursing Dept.
4110	Honorary Degrees	None	Not something we normally do, but it may happen.
4220	Standards of Scholarship	6/22/98	Now covered under the following Board Policies: 4230 – Grading/Acad Record Symbols 4231 – Grade Change 4240 – Academic Renewal 4225 – Course Repetition 4250 – Probation, Dismissal and Readmission
4226	Multiple and Overlapping Enrollments	None	Not a major issue especially if we go to block scheduling.
4235	Credit by Examination	9/8/03	May need to increase fees for credit by exam, especially if there is an increase in fees for credit courses.

4250	Probation, Dismissal and Readmission		Presented to Bd for Second Reading – 2/16/10
4255	Student Progress Early Alert & Referrals	4/17/95	Since this ties in with retention, should review this soon.
None	Program Discontinuance		May take more than a semester, but should review sooner than later.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: December 17, 2009

MEMBERS PRESENT:

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

OTHERS ATTENDING: Francisco Arce, Jo Ann Higdon, Jeanette Magee, Emily Rader, John Wagstaff

Handouts: Five-Year Budget Assumption & Projection Details – ECC (Unrestricted General Fund), Clarus Corporation Examination of Class Scheduling September 2009

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

Approval of December 3, 2009 Minutes

The minutes were approved with no changes.

5-Year Budget Assumption & Projection Update:

Both handouts will be presented to the Board next week and will be sent electronically to PBC and College Council.

First handout:

1. Incorporated changes suggested at the last PBC meeting and in College Council.
2. #11 – added asterisk that shows back-fill of categoricals for 2009-10 from Fund 15 (\$780,000 plus \$200,000 held in contingency) and *future year(s) subject to forth-coming policy discussions*.
3. Notes indicate this document was reviewed by PBC on 12/3/09 and College Council on 12/14/09.
4. *Phase 1* – in-house term used to track multiple documents.

Second handout:

5. #9 PERS Employer Rate – corrected calculations from PERS letter dated 11/19/09. PERS corrections changed #19 through #26.
6. #25 shows ending balance as a percentage. 2013-14 shows reserves projected to be below state guidelines.
7. #4 COLA is optimistic projection.

Clarus Recommendations:

1. Partial printout of complete PowerPoint Clarus presentation handed out. Electronic version of complete document was sent to PBC members.
2. Concern reported at last PBC meeting about data and reporting. The initial data sets ECC sent to Clarus were reviewed because some courses with enrollment showed zero enrollment.
3. Clarus conducted interviews and data analysis last May at both ECC and CEC. Data analysis included patterns of cancellations, efficiency, room utilization, and curriculum. Clarus sent appendices electronically to A. Spor (11 megabytes, over 1600 pages). Final report will be sent on Monday, 12-21-09.

4. Issues noted in interviews:
 - a. 'One use' rooms limit usage.
 - b. Ownership issues where groups believe rooms belong to them.
 - i. "Will block rooms with pending" refers to blocking rooms by scheduling with 'pending' classes that never fills or gets cancelled.
 - c. Perception that little data is used to develop schedules.
 - d. Student Services staff (mostly counselors) not actively involved in course offering decisions.
 - e. Impression that curriculum works in isolation - divisions are not communicating with each other about schedule times and dates.
 - f. Students unable to complete programs at reasonable time or cannot complete at all.
 - g. Overlapping scheduled classes – schedule grid for morning, but no pattern for afternoon and evening.
 - h. Errors in process – errors are carried over when errors built into a previous semester's schedule are rolled into the next semester schedule.
5. Cancellation Analysis:
 - a. Examined rates for Fall 2005 to Spring 2009.
 - b. 100% cancelled courses from ABC series of classes.
 - c. 86 courses were cancelled at least 50% of the time.
 - d. Recommendations:
 - i. Stop rolling cancelled classes into the new schedule and use data to help make decisions.
 - ii. Conduct scheduling conference with deans, department chairs and student services personnel for input. Change in clock hours (mandated by Chancellor's office) should show improvement and have a slight impact on FTES.
 - iii. Review courses with high cancellation rates of 50% or higher. *Class Tracks* – software used to review trend data and fill rates. Rooms were blocked during key times because large percentage of cancelled classes was between 8am and noon.
 - iv. Rooms should be held only if reassigned for late start.
6. Efficiency Analysis:
 - a. Goal is to minimize number of sections while increasing enrollment in each section. Efficiency is defined by fill rate (number of students divided by class cap). Use data and discussions to improve efficiency.
 - b. PBC suggestions:
 - i. Because of anomalies, data should be reviewed by those familiar with classes, not by outside group just looking at raw data and drawing conclusions.
 - ii. Disciplines should not be rewarded for increasing efficiency over 100% when cap is diminishing in today's economic environment.
 - c. Clarus suggested potential changes for classes with less than 70% fill rate to include condensing the number of multiple sections to free up rooms and increase the fill rate.
7. Utilization:
 - a. Higher level of room use is between 8:00am-2:00pm and 6:00pm-9:00pm, Monday through Thursday. Only 80 sections are on M-W-F schedule this semester.
 - b. Recommendations:
 - i. Have a campus scheduler responsible for room assignments. Disciplines that typically use rooms would have seniority for rooms but not ownership. Comment was made that room allocation to divisions works well, but three divisions are involved in 'turf war.' This may be a good opportunity to experiment with scheduling and work on efficiency while there is less demand. Need to be careful not to over generalize specialized classroom availability.

8. Curriculum issues:
 - a. Need to make certain needed degree and certificate courses are offered at reasonable frequency. Some required courses in catalog have not been offered in four years.
 - b. Recommendations:
 - i. Schedule planning at least a year in advance if not two years.
 - ii. Develop accelerated program courses and alternative format classes (Internet, hybrid, and Weekend College).
9. Forty-five percent or more of the curriculum are heavy load, 4-5 unit classes. Class starting and ending times as well as the time between classes are important issues to address. ECC priorities changed from growth to contraction mode. Difficult to generalize across curriculum because of specialized needs.
10. When will discussions and recommendations addressing issues take place? What are priorities in general? Follow-up? Everyone should review and get a sense of what this report means. Issues fall primarily under Academic Affairs' deans and faculty. Deans need to digest, discuss and decide scheduling improvements needed for their departments. Updates in Enrollment Management meetings will give committee better understanding how report information is being used. Administrative Services should make sure certain rooms are accurately listed with number of usable seats per room. Interface with counselors to discuss scheduling challenges students face. Need to develop and follow a scheduling grid.

Facilities Steering Committee October 26, 2009 Minutes:

1. Discussed the 'preferred option' of the Facilities Master plan. With decreasing cost of construction and potential state funding, may be able to refurbish or rebuild most buildings on campus. To do so, will have to go out for 20-year extension of current bond.
2. Cost of the MBA building may be less than expected.
3. The Master Plan will be presented to the Board in February-March 2010.

PBC Ad-Hoc Group

1. A. Spor, E. Rader, G. Turner and H. Tyler formed a subcommittee to review and modify PBC's purpose statement and responsibilities to accurately reflect what PBC does. Modifications will be brought to PBC for further discussions. From subcommittee meeting, realized Facilities Steering Committee updates is a large part of planning and will be added to future PBC meetings.

Plan Builder Update:

1. September – December timeframe for programs to work on their 2010-11 plans. Deadline to submit plans are end of this month. Programs appear to be involving faculty and staff in planning process.
2. Seventy 2010-11 ECC plans have been submitted so far: sixty program plans, nine unit plans and one area plan.
3. Administrative Services has a slight problem rolling over plans to incorporate graphs and charts.

The next meeting is scheduled on January 7, 2010.

The meeting ended at 2:15 p.m.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: January 21, 2010

MEMBERS PRESENT:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Jackson, Tom – Academic Affairs | <input checked="" type="checkbox"/> Shenefield, Cheryl – Administrative Svcs. |
| <input type="checkbox"/> Lopez, Jessica – ASO | <input checked="" type="checkbox"/> Spor, Arvid – Chair (non-voting) |
| <input checked="" type="checkbox"/> Ott, Jonathan – Campus Police | <input checked="" 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 checked="" type="checkbox"/> Widman, Lance – Academic Senate |

OTHERS ATTENDING: Jo Ann Higdon, Regina Smith, John Wagstaff

Handouts: Introduction & Overview of the Community College Proposed State Budget for 2010-11
(from the Annual Workshop on the Governor’s Proposed Budget for 2010-11);
Summarized 2009 Planning Summit Action Items;
Integrated Planning to Implement College Quality Improvement, ACCJC News

The meeting was called to order at 2:00 p.m.

Approval of December 17, 2009 Minutes

1. The minutes were approved with no changes.
2. Clarification – what is “preferred option” of the Facilities Master Plan (page 3)? Option that covers almost every building that hasn’t been touched the last couple of years (i.e. realigning P.E. area, and moving Student Services and Activities Center closer to Manhattan Beach Blvd.).

2009 Planning Summit Action Items:

Ideas brought forward from last year’s Planning Summit were developed into action items, next steps, timelines and assignments.

Communication update:

1. *“In-progress” status needs to be communicated on the portal* – increase in access and participation from faculty and staff in Plan Builder.
2. *More effective use of the portal and websites to communicate* – access to ECC and CEC Plan Builder through portal.
3. *Curriculum review is not up-to-date* – only thirty-four of the overdue curricula need updating. Will meet 100% compliance with six-year timeline by end of spring.
4. *Lack of consistency in program review timelines* – Compton programs now follow ECC program review timelines.
5. *Communicate plan implementation* – email was sent to all managers asking to document who was involved in and results of the planning process. ACCJC article mentions documentation occurs at many levels – want examples at all levels.
6. *Publicize accomplishments* – not many read information posted on Institutional Research and planning web page. Need to get information out through multiple venues (i.e. flex day).
7. *Not all constituents have an adequate understanding of the process* – presentations were made at a number of locations. Asked PBC members to explain process to their constituents.
8. *No explanation of how priorities are set* – prioritization determined at various levels; follow-up with managers for feedback.
9. *No implementation of the planning model* – was primarily a Compton concern. Better understanding of planning model through training and meetings.

10. *Consideration for how plans affect/impact other areas on campus* – needs more work. Concern that people who create plans may not be talking to other groups involved.
11. *Find a way to connect ECC and CEC Plan Builder* – Plan Builders are on two separate servers. Compton employees now have access to view ECC plans for better understanding and insight.

Processes update:

1. *Need a better process for enhancing existing budgets to meet new demands* – plans must be in Plan Builder to be considered for multiple funding sources (Funds 11, 14, and 15, instructional block grants and CTEA).
2. *No understanding of how plans are adjusted when budgets are tight* – plans need to be adjustable. Managers were asked to adjust their budgets for 3% reduction in fund 11.
3. *Lack of planning linkage and its outcomes to how it improves student learning* – entire college needs to think how their plans affect student learning.
4. *Need to further refine our process of developing planning from program review* – prioritize recommendations at program level plans.
5. *Need to base program review recommendations on tangible criteria that incorporate the needs of students, the campus, and the community* – need to expand needs throughout the campus community.
6. *Allocation of (budget) resources not visible in planning process* – can do a better job of making people understand what is funded through various sources. Inform college community how budget impacts plans.
7. *SLOs not visible on Planning Model* – added with core competencies.
8. *Evaluation process is more ad-hoc rather than systematic* – was true about a year ago. Reminders sent to managers to complete evaluations (qualitative or quantitative updates) every six months, in January and July.
9. *Planning process needs to include institutionalization of successful programs* – may occur, but if one program is institutionalized, another may need to be down-sized or eliminated to balance the budget.
10. *Streamline process for filling vacant, funded positions* – not on new staffing plan – requires more work.

Involvement update:

1. *Lack of access to or broad participation in Plan Builder* – increased active participants and full-time staff and faculty access to Plan Builder.
2. *Assign responsibility for each goal and objective* – program leaders are responsible for goals and objectives for each program plan.

Implementation update:

1. *Plans lack supporting documentation for requests* – still somewhat true today. Emailed managers today asking for data to get better understanding of what is being used. Will still need to increase amount and type of data when creating and evaluating plans.
2. *Availability of raw data for decision-making* – more information is available on the Institutional Research and Planning web page.
3. *Plans should include non-budgetary items* – already occurring (i.e. SLOs).
4. *Need for a program reduction or termination assessment and process* – Academic Senate has volunteered to take the lead on this topic.
5. *Bond implementation needs to be improved at CEC* – new CEC Master Plan would help guide process.
6. *Comprehensive Master Plan has components not being evaluated, communicated, or implemented* – working on Master Plan updates which will be ready by Planning Summit.

Discussion:

1. Was the process for special contract funds suspended in lieu of using fund 15 to backfill categoricals? Some fund 15 monies were used for categoricals and some are in contingency.

Special contract funds process was too labor intensive, but opinion expressed that PBC engaged in constructive dialog when VPs presented their lists of plans that were approved or not approved. Plan Builder is easier to use. Other than using the budget book, how can fund 15 monies be tracked? Fund sources can be identified in Plan Builder if written into the narrative. PBC members have the ability to view plans in Plan Builder.

2. Planning discussions are involving greater numbers of faculty and staff this year. Counseling has a multi-tiered planning process involving meetings with their faculty, classified staff and division council to discuss, vote and rank priorities, in line with the division's program review. In other areas, faculty are key drivers of their program plans.

Governor's 2010-11 Budget Proposal:

1. Projected \$20B state budget shortfall, \$6.6B from 2009-10 and \$13.3B for 2010-11. Proposals to close gap with cuts to health and welfare programs, assumption of receiving \$7B in federal aid, extension of temporary tax increases, and delay in tax breaks.
 2. This is the start of a 'long and fierce budget process.' This is the best scenario for community colleges at this point.
 3. Major components include:
 - a. Proposal of 2.2% enrollment growth
 - b. Negative COLA (-0.38%).
 - c. Property tax adjustment - estimate shortfalls in 2010-11, not in current year.
 - d. \$20M Categorical Funding reduction – \$10M each for EOPS and part-time faculty compensation with the funding redirected to Career and Technical Education.
 - e. Suspension of state mandates – the Legislative Analyst Office recommends review on a program-by-program basis.
 - f. Increased categorical flexibility – Basic Skills will be added to list of programs subject to flexibility. Advised by Chancellor's office to transfer nominal amounts among flexible programs to remove mandates; will be submitted as a board agenda item in February.
 - g. Suspension of new Competitive Cal-Grant Awards – huge issue in student services area.
 - h. Student Enrollment Fees – no proposed increases in the Governor's budget.
 - i. STRS Cost Adjustment – waiting for more definitive information from STRS.
 - j. Advanced Transportation Technologies and Energy Program – some funding will be available from the California Energy Commission to expand college instructional programs in transportation and alternative fuels.
 - k. Lease Purchase Agreements may refer to LACCD.
 - l. Adjustment for the 2019-10 Deferral – expect to get continuously worse and add to cash flow issues.
 - m. Proposition 98 – Governor will continue to fund in total, but keep pulling revenues out of Proposition 98 and putting them in special funds.
- 2010 Planning Summit is scheduled on Friday, March 19, 2010.
 - Possible future agenda item: how the Federal Health Care Bill will affect ECC budget if it passes.

The next meeting is scheduled on February 4, 2010.

The meeting ended at 3:00 p.m.

EL CAMINO COLLEGE
Planning & Budgeting Committee Minutes
Date: February 4, 2010

MEMBERS PRESENT

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

OTHERS ATTENDING: Francisco Arce, Jo Ann Higdon, Emily Rader, Regina Smith

Handouts: January 29, 2010 Accrediting Commission Letter
Draft PBC Responsibilities

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

Approval of January 21, 2010 Minutes – approved with no changes

1. 2009 Planning Summit action items will be discussed at the Planning Summit on March 19th to review outcome of the 2009 Planning Summit.

Letter from Accrediting Commission:

1. ECC taken off warning and required to complete a follow-up report by October 15, 2010 followed by a visit by Commissions representatives. Asked to demonstrate resolution of the following recommendations:
 - a. Recommendation 1: need to show planning process is on-going. Cited in previous recommendations in 1990, 1996, and 2002. New rubric requires sustainable level of planning.
 - b. Recommendation 2: need to be at proficiency level of SLO process by 2012. Jenny Simon and Lars Kjeseth worked with Assessment of Learning Committee to create timeline which college will follow to reach proficiency.
 - c. Recommendation 5: ECC and CEC need to fully integrate SLO into faculty evaluation process. Include in self-evaluation but will not determine overall results of evaluation. Issue with part-time faculty is compensation for time used in evaluation process. Adding more technical assistance to SLO process will help full- and part-time faculty.
 - d. Recommendation 6: develop a fiscal management plan for all sites matched to revenues. Recommendation may be due to Compton Center's line of credit.
2. When will actual team report become available? Have not received final evaluation report; A. Spor will follow-up. (Note: The report was posted on 2/8/10 and announced on the listservs)
3. Additional requirements:
 - a. Commission Concern 1: re-evaluate online course offerings and submit substantive change proposals when 50% or more of a degree can be achieved online. The substantive change report will be available in draft form by the later part of March.
 - b. ECC should shorten its program review timeline from the current six-year cycle. Comment was made that processes don't appear on paper to tie into program review.
4. Long Beach and Santa Ana also were taken off warning and will be require and report and follow up visit in October.

5. The Commission will be ‘compelled to act’ if the recommendations are not resolved by October 2010.
6. Commission letter is posted on ECC web site.

Draft PBC Responsibilities:

1. PBC subcommittee (A. Spor, E. Rader, G. Turner, and H. Tyler) met over the last three months to review PBC responsibilities and purpose statement. Responsibilities were placed into three components: Planning, Budgeting, and Communication.
 - a. Planning: review and discuss evaluation outcomes of Accreditation Self-Study, Comprehensive Master Plan and annual plans; review and discuss prioritized Area plan requests for funding (VPs brought forward prioritized lists); continue five-year cycle of master planning.
 - b. Budgeting: review and discuss annual preliminary, tentative, and final budget proposals; review and discuss College revenues and expenditures; review and discuss long-range financial forecasting.
 - c. Communication: provide recommendations to President regarding College planning and budgeting activities; regularly inform the College community of results of planning and budgeting process (do a better job of informing campus community of processes); periodically review and evaluate the effectiveness of PBC communications to the College community (how effective in communicating within own groups). Institutional Research developing study for all employees with question asking how effective planning information is communicated. Survey results can be used to implement changes or brainstorm on methods to be used.
2. It was suggested that “assumption” should be referenced somewhere, especially under ‘budgeting.’ The decision was made to add “...and underlying assumptions” at the end of the first bulleted sentence under ‘budgeting.’ The decision was made to take out ‘underlying’ to simplify language.
3. Communication discussion:
 - a. Need more venues to best use committee members to communicate planning and budgeting activities. Maybe set up a meeting to discuss other methods of communication and develop a plan. Intent is to inform larger audience and let them make decision to read or not.
 - b. Suggestions to improve communication:
 - i. Send out a campus one page quarterly newsletter (suggestion was made for the Public Information office to produce) as a means to improve communication about planning and budgeting. Suggestion was made to add the budget development timeline on the newsletter.
 - ii. A simple news blast on the President’s newsletter is a start.
 - iii. *PBC 101* explaining PBC responsibilities and activities to the campus.
 - iv. PBC newsletter showing timelines and reminders
 - v. Hold town hall meetings (offer flex day credit) inviting others to share in an open process and documenting the process.
 - vi. Presentations at fall flex day general session or workshop.
 - vii. Communicate via television, Internet, and video online bulletins updated weekly and written by PBC members. Messages are sent out on various list serves. What about setting up a video on the ECC website? Scrolling information on the Portal could reference where to locate planning and budgeting information i.e. planning links if open to everyone (A. Spor will follow up on this).
4. Recommendation was made for other members of PBC (faculty and classified staff) to meet with Dr. Fallo and explain draft of PBC responsibilities. Recommendation was made to meet as a

group rather than as individual representatives – ask Dr. Fallo to attend meeting. A. Spor will check Dr. Fallo’s availability for the March 4th meeting.

5. Suggestion was made not to cancel PBC meetings during the times the Chair is not available to meet with PBC and have someone else develop an agenda that would include brainstorming on planning issues or communication methods. Not making headway when meetings are canceled.
6. Need to revisit the consultation governance process concerning BP 2510 and structure. Some area and division councils stopped meeting. Constituent members are not dialoging with own constituent groups. Not all collegial groups’ meeting minutes are posted or haven’t been posted for a year. The initial issue with consultation was to level the playing field and to be inclusive – people are being left out of the process. It is the manager’s responsibility to have a division liaison on area councils and add area council as a permanent item on meeting agendas. This issue is different and separate from PBC concerns.
7. Draft Purpose Statement:
 - a. Changed what PBC does (reviews, discusses and evaluates) to assure planning and budgeting processes are interlinked.
 - b. Ensuring all plans are linked to College’s mission statement and strategic initiatives (goals) is Accrediting Commission standard – important to add.
 - c. Last sentence changed ‘campus’ community to ‘College’ community.
 - d. What does ‘charged to ensure’ mean? Suggestion made to take out wording. Could come up with different verb or phrase.
 - e. Suggestion was made to sometime in the future, show specifically how committee will report activities to the College community.
 - f. Suggestion was made to restructure the third sentence to “All plans must be developed using data from program review and other sources and linked to the College’s mission statement and strategic initiatives.”
8. Suggestion was made to delete “Budget Development Criteria (page 31 in the budget book) because it is not being used. Hold discussion for a future meeting.

Suggestion was made to review the Budget Development Calendar at the next meeting.

The next meeting is scheduled on February 18, 2010.

The meeting ended at 2:30 p.m.

DISCIPLINE LIST PROPOSAL PROCESS

How Changes Are Proposed?

There are two avenues for proposing changes: 1) through a local or district academic senate or 2) through a recognized organization*. Although the process for new proposals remains the same, a procedure for resubmissions has been added. For more detailed information about the process, we highly suggest you review the document "Disciplines List Review Process", which can be accessed on our website at: <http://www.asccc.org/Publications/Papers/DisciplinesListReview2004.html>.

Each proposed change should be accompanied by a rationale and must have as its basis at least one of the following criteria:

1. changes within the profession or discipline
2. clarification or elimination of confusion and ambiguity
3. inclusion of new degrees
4. continual use of the equivalency process to hire under a specific discipline
5. assurance of the maximum degree of flexibility for the discipline while maintaining discipline integrity
6. other reason, as fully detailed and justified in the proposal

It is the responsibility of the initiator to include pertinent information concerning the proposed change. Failure to include a coherent rationale for the proposed change is grounds for rejection of the proposal.

New proposed changes may be submitted:

1. Through the local/district senate

- a. Any faculty member may initiate a proposal to change the Disciplines List.
- b. Local academic senates should engage in discussion regarding the proposals among its faculty.
- c. Local academic senates must approve any/all recommendations before forwarding them to the Academic Senate Office. This local senate president must sign the Discipline List Revision Form.

2. Through a recognized discipline or professional organization

- a. Any member of the organization may initiate a proposal to change the Disciplines List.
- b. The organization should hold hearings or engage in discussion regarding the proposals among its members.
- c. The governing body of the organization must approve any/all recommendations before forwarding them to the Academic Senate Office. The president of the organization must sign the Discipline List Revision Form.

*Recognized organization: an organization that is registered at the Chancellor's Office as representing a specific discipline, or a regional, state, national, or international organization with a formally adopted constitution or by-laws.

Previously proposed changes that were not adopted at a plenary session, may be resubmitted:

Only if

1. a new justification and rationale are provided, *AND*
2. a resolution is passed at an Area meeting (prior to the second hearing in November 2010) to include the proposed change in the review and approval process, *OR*
3. through the regular resolution process at 2010 Fall Plenary Session, where the mover must seek approval at the Session to include the proposed change in the review and approval process.

**DISCIPLINE REVIEW PROCESS
2010 - 2012 Timeline**

Month/Year	Process
February 2010	<p>Distribution of Process to the field. The Senate Office sends requests for proposals to local senate presidents, college presidents, chief instructional officers, curriculum chairs, personnel officers, and discipline professional organizations informing them of the opportunity to propose a change to the Disciplines List. The material contains information on the process and a timeline for submission.</p> <ul style="list-style-type: none"> • Rostrum announcement and description of process • Website posting of announcement and description of process
March 2010	<p>Submission of Proposals. Proposals may be submitted to the Senate Office:</p> <ul style="list-style-type: none"> • Through Local Senates: Any faculty member may initiate a proposal to change the Disciplines List. The local senate must approve and forward any such proposals, with the signature of the local senate president to acknowledge local senate support, to the Senate Office. • Through a recognized discipline or professional organization: Any member of an organization that represents a discipline or profession may initiate a proposal to change the Disciplines List. The members of the organization should discuss proposals. The governing body of the organization must approve the recommendation. The organization's president must sign the Disciplines List Change Proposal Form. <p>Discipline process is reinforced through:</p> <ul style="list-style-type: none"> • Discussions at Area Meetings • Breakout Discussion at Spring Plenary • Update in <i>Rostrum</i> on the process <p>Initial review BEGINS when proposals are received and continues <u>until September 30, 2010</u>. The Standards & Practices Committee performs an initial review of proposals using the following criteria:</p> <ul style="list-style-type: none"> • The information on the proposal is complete and accurate. • The proposal does not exceed the scope of the Disciplines List review process. • This proposal has not previously been considered and rejected by the plenary session or, if it has, it is supported by a new rationale. • The proposal is not being submitted to deal with a district-specific problem that does not apply broadly. <p>Revising Proposals with Problems. Standards & Practices Committee will contact the maker of the proposal to help resolve the problem.</p> <ul style="list-style-type: none"> • Changes to proposals are allowed at this stage of the process. • If problems are resolved to the satisfaction of the Committee, the proposal will be considered. • The maker may withdraw a proposal.
April 2010	<ul style="list-style-type: none"> • Process reinforced at Area Meetings.

Month/Year	Process
	<ul style="list-style-type: none"> • Prepare <i>Rostrum</i> Article on proposals and process. • The Standards & Practices Committee will prepare summary document to be included in the mailings for the Area Meetings. Summary will not include recommendations from the Executive Committee but instead provide information to the field on the proposals received and to be discussed at the Spring Plenary Session.
April 15, 2010	<ul style="list-style-type: none"> • Spring Plenary Session—<u>First Hearing</u> on process and any proposals received. All testimony is collected. <i>[Note: At a minimum proposals must be vetted at one of the statewide hearings]</i>
September/ October 2010	<ul style="list-style-type: none"> • Second and final call for proposals this cycle. • Senates and organizations can submit new proposals or revise proposals already submitted that were found to have problems. • The summary document will be distributed and include all proposals (new and updated). Any testimony information will be included in the summary. • Discussed at Area Meetings. • Any interested party may submit written comments to the Committee, via the Senate Office. • Standards & Practices Committee will update summary document with any new proposals, which will be included in the mailing for the Area Meetings. The summary will not include recommendations from the Executive Committee but instead provide information to the field on the proposals received and to be discussed at the 2010 Fall Plenary Session.
September 30, 2010	<ul style="list-style-type: none"> • No new proposals will be accepted beyond September 30th because there's no other opportunity for publication and hearing beyond the November 11th date. All proposals submitted beyond the September date will be held over to the next Discipline Review cycle.
November 11, 2010	<ul style="list-style-type: none"> • Fall Plenary Session—<u>Second Hearing</u> on process and any proposals received. All testimony is collected. <i>[Note: At a minimum proposals must be vetted at one of the statewide hearings]</i> • Prepare <i>Rostrum</i> Article on proposals and process
January /February 2011	<p>Submission to Executive Committee.</p> <ul style="list-style-type: none"> • The Standards & Practices Committee presents the proposals and associated testimony to the Senate Executive Committee. • The Committee also presents its recommendations (to advance to Spring Plenary or to reject) along with the rationale for those recommendations and any other comments that may assist the Executive Committee in its deliberations. • The Senate Executive Committee considers each proposal and either forwards the proposal for consideration by the body at plenary session or rejects it. • If the Executive Committee rejects a proposal, anyone may still bring the proposal forward to plenary session by introducing a resolution “to reconsider” the proposed change at any of the Area meetings or at the plenary session. • If the Executive Committee rejects a proposal and the author does not bring it forward to the plenary session for reconsideration, the proposal may be reintroduced at a later date.

Month/Year	Process
March 2011	<ul style="list-style-type: none"> • Summary document with Executive Committee positions will be included in the mailings for the Area meetings. • Discussion at Area Meeting • <i>Rostrum</i> Article (summary of additional proposals)
April 2011	<ul style="list-style-type: none"> • Spring Plenary Session—<u>Third Hearing</u> on process and any proposals received. All testimony is collected. <i>[Note: At a minimum proposals must be vetted at one of the statewide hearings]</i> • Delegates vote on Discipline Changes • No changes may be made to the proposal, even by amendment during plenary session, and proposals may not be withdrawn. [This is because no changes can be made when the field has not had an opportunity to comment on them.]
May/June 2011	Consultation with CIOs, CEOs, and COFO (bargaining units). Informal consultation with personnel officers. This is done through an item on the Consultation Council agenda. Council members comment on the process, not the recommendations.
July 2011	Submit proposal to BOG (First reading): Each proposal adopted by the Senate is forwarded to the Board of Governors as a recommendation. The Board of Governors considers the recommendations of the Senate and formally acts on them. To date, the Board of Governors has accepted all recommendations of the Senate.
September 2011	BOG (Second Reading)
February 2012	Restart process for new cycle.

**REVISIONS TO DISCIPLINES LIST
PLEASE TYPE**

(Note: Only typed forms will be accepted.)

DATE SUBMITTED: _____

DISCIPLINES LIST TITLE: _____

This proposal is for a New discipline
 Revision to existing discipline

Reason for the proposal Create a new discipline
 Update language in existing discipline to reflect new terminology
 Make minimum qualifications in existing discipline more restrictive
 Make minimum qualifications in existing discipline less restrictive

PROPOSAL LANGUAGE: (If this is an existing minimum qualification, please include the original language and change using strikeouts and *italics*).

RATIONALE FOR THE PROPOSAL:

Please write a brief explanation of the proposal. Consider including the UC or CSU campus(es) where the degree is offered; changes within the profession or discipline; desire to clarify or eliminate confusion or ambiguity; continuous use of the equivalency process for hiring in this area; ensuring maximum degree of flexibility for the discipline; or other reasons. See the ASCCC paper Disciplines List Review Process (2004) for more information. Attachments are acceptable.

Contact person (author of proposal) _____

Phone number (please provide at least two numbers) _____

Signature of College Academic Senate President _____

College _____

Email _____ Date approved by College Academic Senate _____

OR

Organization _____

President _____

Date Approved by Organization _____ Phone for President _____

RETURN FORM TO: The Academic Senate for California Community Colleges
555 Capitol Mall, Suite 525, Sacramento, CA 95814
Fax 916.323.9867 Email: disciplineslist@asccc.org

The adopted revisions are identified below:

Agriculture

Master's in agriculture, agriculture science, education with a specialization in agriculture, *or other agricultural area (including: agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science)* ~~OR Bachelor's in any of the above AND Master's in agriculture business, natural resources, animal science, plant science, soil science, forestry, pomology, agricultural engineering, environmental horticulture, agronomy, viticulture or enology~~ OR The equivalent.

Humanities

Master's in humanities OR The equivalent
~~See Interdisciplinary Studies.~~

Instructional Design/Technology

Master's in instructional design/technology *or educational technology* OR The equivalent.

Political Science

Master's in political science, government, ~~public administration~~, or international relations, **OR** Bachelor's in any of the above AND Master's in economics, history, *public administration*, social science, sociology, any ethnic studies, JD, or LL.B , OR The equivalent.

The proposed new additions to the Disciplines List are identified below:

Biotechnology

Bachelor's degree in the Biological Sciences or Chemistry or Biochemistry or Engineering, and two years of full-time related work experience.

Speech Language Pathology

Master's in Speech Pathology, Speech Language Pathology, Speech Language and Hearing Sciences, Communicative Disorders, Communicative Disorders and Sciences, Communication Sciences and Disorders, Education with a concentration in Speech Pathology, OR The equivalent.