



Academic Senate of El Camino College 2015-2016

September 1, 2015

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

Officers & Executive Committee

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

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

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

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



SENATE'S PURPOSE (from the Senate Constitution)

- A. To provide an organization through which the faculty will have the means for full participation in the formulation of policy on academic and professional matters relating to the college including those in Title 5, Subchapter 2, Sections 53200-53206. *California Code of Regulations*. Specifically, as provided for in Board Policy 2510, and listed below, the "Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters of:
 - 1. Curriculum, including establishing prerequisites and placing courses within disciplines
 - 2. Degree and certificate requirements
 - 3. Grading policies
 - 4. Educational program development
 - 5. Standards and policies regarding student preparation and success
 - 6. District and college governance structures, as related to faculty roles
 - 7. Faculty roles and involvement in accreditation process, including self-study and annual reports
 - 8. Policies for faculty professional development activities
 - 9. Processes for program review
 - 10. Processes for institutional planning and budget development, and
 - 11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate."

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

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

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

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

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

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

<u>SENATE COMMITTEES</u>	<u>Chair / President</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Academic Technology Comm.	Pete Marcoux, Virginia Rapp	Sept 23 & Oct 2	12:30-2:00	Alonda Room
Assessment of Learning Comm.	Jenny Simon Russell Serr	2 nd & 4 th Mon.	2:30-4:00	Admin 131
Academic Program Review Comm.	Karen Whitney, Co-Chair			
Compton Academic Senate	Paul Flor	1 st & 3 rd Thurs	1:00-2:00	CEC Board Room
Compton Faculty Council	Paul Flor	1 st & 3 rd Thurs	1:00-2:00	CEC Board Room
Curriculum Committee	Allison Carr, Chair	2 nd & 4 th Tues	2:30-4:30	Admin 131
Educational Policies Comm.	Chris Gold	2 nd & 4 th Tues	1:00-2:00	MBA 305
Faculty Development Comm.	Kristie Daniel-DiGregorio	2 nd & 4 th Tues	1:00-2:00	West. Library Basement

Committees

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

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



AGENDA & TABLE OF CONTENTS

		Pages
A. CALL TO ORDER		
B. APPROVAL OF MINUTES		6-11
C. OFFICER REPORTS	A. President – Chris Jeffries/Claudia Striepe B. VP – Compton Education Center – Paul Flor C. Chair – Curriculum – Allison Carr D. VP – Educational Policies – Chris Gold E. VP – Faculty Development –Kristie Daniel-DiGregorio F. VP – Finance – Lance Widman G. VP – Academic Technology – Pete Marcoux H. VP – Instructional Effectiveness/Assessment of Learning Committee & SLOs Update – Russell Serr	 12-22 23-29 30-36
D. SPECIAL COMMITTEE REPORTS	A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Jean Shankweiler and Jeanie Nishime	
E. UNFINISHED BUSINESS	A. Election of Officers and Senators – Claudia Striepe B. AP 5520 – Student Discipline Procedures – C. Gold The second reading of AP 5520 has been delayed because there are some new updates coming to the Ed Policies Committee from William Garcia.	

F. NEW BUSINESS	A. Presentation by new Student Development Director – Greg Toya	
G. INFORMATION ITEMS – DISCUSSION	A. Academic Senate Satisfaction Survey	
H. FUTURE AGENDA ITEM I. PUBLIC COMMENT J. ADJOURN		

Senate Goals

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

ACADEMIC SENATE ATTENDANCE
May 5, 2015

NAME: INITIALS

Adjunt (1 year)

Kim Runkle
Vacant

Behavioral & Social Sciences

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

Business

Phillip Lau XX
Tim Miller
Josh Troesh XX
Nic McGrue XX

Counseling

Griselda Castro
Chris Jeffiries XX
Rene Lozano XX

Fine Arts

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

Health Sciences & Athletics

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

Humanities

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

Industry & Technology

Patty Gebhart XX
Ross Durand
Mark Fields XX
Tim Muckey

Industry & Technology cont.

Merriel Winfree
Lee MacPherson XX

Learning Resources Unit

Moon Ichinaga XX
Claudia Striepe XX

Mathematical Sciences

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

Natural Sciences

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

Academic Affairs & SCA

Francisco Arce
Karen Lam
Jeanie Nishime XX
Robert Klier

Assoc. Students Org.

Kristina Nakao

Compton Education Center

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

Ex-Officio Positions

Ken Key (ECCFT)
Nina Velasquez (ECCFT)

Deans' Reps.; Guests/Other Officers:

Virginia Rapp XX
Tom Lew
Irene Graff
Carolyn Pineda XX
Wendy Lopez

ACADEMIC SENATE MINUTES

May 5, 2015

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

1. CALL TO ORDER Senate Co-Presidents Jeffries and Striepe called the last Academic Senate meeting of the Spring 2015 semester to order on May 5, 2015 at 12:41.

2. APPROVAL OF MINUTES

[See pgs. 6-12 of packet] for minutes of the April 21 meeting. Minutes approved as amended.

3. OFFICER REPORTS

A. Co-Presidents – Chris Jeffries (CJ) and Claudia Striepe (CS) (pgs. 13-16)

CS: We'll reorder some items to accommodate Chris Jeffries who has to go to a ceremony. Mark Lipe and Alice Martinez are leaving us. We have resolutions to read out in honor of them. (Claudia and Chris then read out the resolutions of thanks.) Mark and Alice will be replaced by Allison Carr and Chris Gold respectively.

CS: At college council, Dr. Nishime gave a Planning Summit recap and we completed a committee consultation survey. Regarding the CEO search. Linda Beam indicated the website updates will begin April 29 after the meeting of the hiring committee. Per Dr. Higdon, 18 BP's and AP's were reviewed. The smoke free campus signage was discussed. New ideas include student orientation and a faculty campaign during information. Some people asked for cards to pass out. Dr. Ishikawa and Dr. Shankweiler attended the Southern California educational leadership forum at Cal State Long Beach regarding Title 9 changes that will go into effect. We'll have a workshop flex day, with input on sexual conduct policy as well. The concept of responsible parties was raised. If a student reports to us we are bound to share it with the Title 9 office. Jaynie will explain, train and build a website that includes issues related to essays, blogs, etc. Any questions? C. Wells: My concern is that the law is going into effect and we don't have a policy. The executive board should have the power to draft a policy over the summer. P. Marcoux: Robert's rules allow it. Dr. Nishime: Our non-discrimination is drafted but not the policy. C. Wells: The law goes in July 1. Dr. Nishime: Orange Coast College took nine months. It has a huge impact. CS: AP4540 spreads to general obligations of district. C. Wells. It would be nice to have it as soon as possible. A. Ahmadpour: In regards to Title 9: We need to emphasize gender on this campus. We used to have a woman's center. Several things have happened on campus and we've not been sensitive enough. CS: Jaynie is spearheading a campaign. Chris is leaving us to be honored as a Womens' Wall of Fame honoree next door. CJ: Have a great summer.

CS: I want to introduce our distinguished guests. Sydney works in the copy center. S. Smith: Good morning and thank you. I generally start meetings with a word of prayer. I don't work for awards. It's overwhelming. I'm genuinely grateful. I'm a servant to God and to people and I take my job seriously and for His glory. I'm very honored. And Dr. Nacheff: We share the same faith. Music is all my life and my purpose and I'm grateful to be a servant for 25 years, 27 conducting choirs. Lance remembers my journey. He advocated for me. Just like Sidney, my purpose is be a servant and serve our students, and to help them find their path. Music is the most universal language. I'm blessed to be here. As a student I was encourage to be a conductor. I carry that legacy. Life is a performance and not a rehearsal.

CS: Here's a listing of gender neutral bathrooms on campus. The calendar committee decided to honor Cesar Chavez with commemoration. Another day is needed for native American day. The value of the senate is the voice of the faculty to share in governing the college. The policies and procedures are required of us. That's why we seek wide representation.

B. VP – Compton Education Center – Paul Flor

We'll hold our last meeting this Thursday; we'll honor M. Odanaka and ten faculty members recommended for tenure, and seven new senators and elect our new Executive Board. On May 28, we have our second strategic planning meeting.

C. Chair – Curriculum – Mark Lipe (pgs. 17 - 24)

In our packet you'll find the CCC minutes from march 10. Ten courses are listed that were approved, including business (AS and certificate), some math courses, and five additional courses. The committee met twice in April. We'll bring those minutes forward fall semester. On p. 21 is a listing of course families you'll find in the new catalogue. The faculty listed courses and designated families. Now they will be advertised. When students register for Spring 2016, admissions will flag if they've taken courses. Title 5 made significant changes. A student is allowed only four experiences or "takes" within a family. They may get blocked from future registration. We need to advertise course repetition to students. Send me any questions you may have. We have not included inactivated courses, but it's the same course in some instances, and will be implemented Spring 2016.

D. VP – Educational Policies – A. Martinez (pgs. 25)

We have three things coming before you, not AP5230 student grievances which is coming in fall. CS: What sort of grievances? Alice: I don't know. I think all types. Our concern is if the instructor will be notified. CS: The union was concerned. Lance: That's a big item.

E. VP – Faculty Development – Kristie Daniel –DiGregorio

F. VP – Finance – Lance Widman

I want to say that I'm so proud of Joanna. No report from PBC. I want to remind you that the legislature is focusing on budget for the May revision, where the update on revenues will be provided. The projection is a few billion dollars more. Watch in the media. They'll only have one month to pass it. C. Wells: What about adult school funding? L. Widman: No idea. P. Marcoux: and COLA? L. Widman: It's low, under 2%. CFT and FACCC want some moneys back in COLA. The governor is resisting that.

G. VP – Academic Technology – Pete Marcoux

Faculty laptops stalled in cabinet. It is getting a big fail rate, so not this semester, maybe in summer. Dr. Nishime informed me that the replacement for ITS Director will go before the Board next meeting. Not a VP position, but with a higher rate of pay than before. After the board passes the job restriction it can go to announcement. Hopefully over summer they will hire someone. M. Ichinaga: Dr. Fallo said most PlanNet recommendations would be followed. Will there be a formal response to recommendations, or will it be ad hoc? P. Marcoux: I haven't heard anything formal. A. Ahmadpour: laptop vs. tablet? P.

Marcoux: Cabinet will decide. Hopefully will be given an option. It'll be Dell. CS: How will it be phased in?

H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO's Update – Karen Whitney (pgs. 26 - 33)

You should be aware that over summer we're adopting a new version of Trackdat, easier to understand, but still a change. Concerned colleagues should get their reports in before week three of the semester. The same information will be there. We have three entering reports sessions. Just bring your data.

Regarding program review, the accrediting team underscored some areas that can be improved. The website has the full review. We'll put together some summaries, and synopses of each program. I want to point out successes, and common challenges. On page 27, you'll find the one page summaries. For example, Horticulture pointed out a challenge in facilities. Music had a full four-year review. They've been creative in addressing repeatability, and were successful in bringing back some classes. Music also has challenges from facilities. Digital arts and photography are working with local high schools for certificated programs. Also in digital arts, the faculty have worked to transfer students to prestigious places, including Art Center, and awarded over \$32,000. Cosmetology had a CTE review only, and identified an area of improvement in proper client communications. Math (2 programs) are seeing high fill rates, indicating proper scheduling, but the don't have tech support, and are planning curriculum changes to add greater depth to the content of courses. They want to see the teacher Ed program continue. Rad tech and respiratory care each had four year reviews. Rad-Tech had 100% pass rate for a licensing exam, and 85% employment within 6 months of graduation. In Respiratory Care, 100% of students who started the program completed the program. A. Ahmadpour: It's the market too. K. Whitney: Yes.

4. SPECIAL COMMITTEE REPORTS

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

5. UNFINISHED BUSINESS

A. Carolyn Pineda – Changes in BOGW starting Fall 16 (pgs. 34-59)

Carolyn: Our research showed that in 2016 students under academic probation level two, students with progress probations, and students with more than 100 units will lose BOGW's. William Garcia wanted us to evaluate the potential impact on our students. Based on new criteria, 15 % or 2000 students will lose the award in Fall, and 19% or 2500 students in Spring. At the Compton Center, 700 Fall students 700 or 13 %, and in spring it would be 18%. In spring 2015 we administered this national survey. If they wouldn't receive BOGW, 5 % of Compton would not enroll, and 34% of students at ECC. On page 35 – 59 you'll see a detailed analysis. C. Wells: What classes aren't they passing? C. Pineda: looked at stats, not courses. P. Marcoux: What about FTES? C. Pineda: I'll get back to you. A. Ahmadpour: We'll have a shortage. A. Martinez: Can they get a waiver at another school? C. Pineda: It resets. They can get a new award. C. Wells: We're close to having a common ID for community colleges. M. Lipe: More than 100 units with exceptions? C. Pineda: It excludes basic skills courses. M. Ichinaga: Wouldn't students on academic probation be expelled even without BOGW? C. Pineda: There's

a dismissal status beyond that. There are two other steps. A. Ahmadpour: Is probation going up or down? C. Pineda: It's stable. C. Wells. How many units did they complete before probation? C. Pineda: They have to be full time. They have to be here long enough to be put on probation.

B.BP 4045 - Textbooks and Instructional Materials – A. Martinez – (pgs. 60 – 61)

BP 4045 has been brought back from Ed Policies with minor changes, including a paragraph regarding electronic materials; therefore this is a second reading and can be voted on today. This policy has no corresponding administrative procedures. The Union was consulted regarding this policy.

A. Martinez: Electronic instructional material information has been added as per Chris Gold's request. Her wording has been included. A. Martinez: When you buy a textbook, you should get two years included without extra fees. R. Turner: Is this true for online homework too? P. Marcoux: Motion to approve. C. Wells: Second. P. Marcoux: Can we require devices? There's conflict there, and grey area. C. Wells: Online access disappears when class ends. M. Ichinaga: They can print it before hand. C. Gold: It's Title 5. C. Wells: Is this policy aligned with Title 5? Let's vote on it. CS: The collection is in the library. This talks about selection of textbook. Let's vote on accepting this policy.

There were no nays or abstentions. Check roll for votes in favor.

C. BP/AP 4225 – Course Repetition – A. Martinez (62 – 71)

This is the second reading of BP/AP 4225. It includes Title 5 updates including the inclusion of "families." P. Marcoux: Move to approve. C. Wells: Second. M. Lipe: Is this for the combo BP/AP? Curriculum discussed it. A. Ahmadpour: can we rewrite this to help our department? P. Marcoux: Do you want to change the policy or the procedure? A. Martinez: Since it came from state, we have no choice. M. Lipe: The state has put down restrictions. Faculty can develop levels of courses through program review. There's more opportunity for that and for bringing forth new curriculum. A. Ahmadpour: It requires collective activity. We just obey Sacramento. We can form a movement, using tools of democracy. R. McMillan: It's frustrating because other colleges switched small cases to large cases, easily. The arts haven't got exceptions, like sports and communications, with awards. M. Lipe: Curriculum has a governing board under Title 5. We still have the opportunity. Your three levels of courses form ten available times to enroll. Get creative and develop new courses. The courses can be so similar. Start with program review. CS: Can we take a vote?

Nays: R. McMillan and A. Ahmadpour. There were no abstentions. Please see roll sheet for positive votes.

D. Election of Officers and Senators – Claudia Striepe

6. NEW BUSINESS

A. AP 5520 – Student Discipline Procedures – A. Martinez (pgs.72-98)

This is the first reading of AP 5520 which has been updated following the CLC template. This outlines the disciplinary procedures for misconduct outlined in BP/AP 5500 – Standards of Student Conduct. L. Widman: On page 72, is it alleged violation or just violation? We're guaranteed no due process rights if a

student makes a complaint.

7. INFORMATION ITEMS –DISCUSSION

A. BP/AP – 3900 Speech: Time, Place, and Manner (pgs. 99 – 104)

B. BP/AP – 5130 Financial Aid (pgs. 105 – 109)

C. Academic Senate Satisfaction Survey

8. FUTURE AGENDA ITEMS

9. PUBLIC COMMENT

10. ADJOURN

The meeting adjourned at 1:57.

SD/ECC Spring 15

What Should New Senators Know About the ECC Academic Senate?

The Academic Senate for California Community Colleges is a 501(c) 6 nonprofit organization. Its general purposes are:

1. To strengthen local academic senates and councils of community colleges;
2. To serve as the voice of the faculty of the community colleges in matters of statewide concern;
3. To develop policies and promote the implementation of policies on matters of statewide issues;
4. To make recommendations on statewide matters affecting the community colleges.

The Academic Senate gets its authority to strengthen local senates on California community colleges statewide from the California Code of Regulations Title 5 Section 53206.

ECC ACADEMIC SENATE

The ECC Academic Senate fosters the effective participation by community college faculty in all academic and professional matters (10 + 1); develops, promotes, and acts upon policies responding to college-wide concerns; and serves as the official voice of the faculty of El Camino College in academic and professional matters.

Strives to facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.

According to ECC Board Policy 2510, “the Board will normally accept the recommendations of the Academic Senate on academic and professional matters (aka 10 + 1 as defined by Sub-Chapter 2, Section 53200, et seq., California Administrative Code, Title 5, and as listed below:

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.

If the District Governing Board of Trustees disagrees with the recommendation of the Academic Senate, representatives of the two bodies shall have the obligation to meet and reach mutual agreement by written resolution, regulation, or policy of the Governing Board.

What DO I Do as a Senator?

Report out at Division/Department meetings, and solicit faculty opinion on voting issues.

Provide feedback to Senate on Division opinion on issues as needed.

Come to Senate meetings regularly.

Visit the Senate webpage regularly – see the web link at the end.

Vote on Policies and Procedures.

The ECC Academic Senate, and constituent committees puts out regular mailings re: meetings, and opportunities for involvement and enrichment – for instance via the Faculty development Committee – keep up to date on these mailings and issues.

Some good reasons to get involved with the Academic Senate:

Your colleagues will be appreciative.

You'll get a chance to craft policies after engaging in research and discussion/debate on the content.

You'll learn about college operations and policies you never knew existed (and be glad that you found out).

You'll have an opportunity to make El Camino College even better than it is.

You'll have fun!

You'll meet people from other Divisions and areas.

You'll have something to do during any free time you might have.

You'll be using Robert's Rules of Order.

If you ever plan to become a Department Chair, Dean, Director, VP, or President, you'll need to know about all of the types of work that goes through the Senate – being involved is the best way to learn.

- For more information visit the Senate website at:
<https://www.elcamino.edu/academics/academicssenate/>

Board Policies are divided into chapters.

Chapter 1 The District

Chapter 2 The Board of Trustees

Chapter 3 General Institution

Chapter 4 Academic Affairs

Chapter 5 Student Services

Chapter 6 Business and Fiscal

Chapter 7 Human Resources

CHAPTER 4: ACADEMIC AFFAIRS (Series 4000)

[4010 - Academic Calendar 4/15/02](#)

[4020 - Program, Curriculum, and Course Development 7/19/10](#)

AP [4020](#) Program, Curriculum, and Course Development

[4021 - Program Discontinuance 6/16/14](#)

AP [4021](#) Program Discontinuance

[4025 - Philosophy for Associate Degree & General Education 7/15/13](#)

AP [4025](#) Philosophy and Criteria for Associate Degree and General Education

[4030 - Academic Freedom 6/15/15](#)

[4040 - Library Services 12/15/14](#)

AP [4040](#) Library Services

[4045 - Textbooks and Instructional Materials 6/15/15](#)

[4050 - Articulation 2/17/15](#)

AP [4050](#) Articulation

[4055 - Academic Accommodations for Students with a Disability 11/28/11](#)

AP [4055](#) Academic Accommodations for Students with a Disability

[4070 - Audit Enrollment 8/18/08](#)

[4100 - Graduation Requirements for Degrees and Certificates 7/19/10](#)

AP [4100](#) Graduation Requirements for Degrees and Certificates

[4100.1 - Catalog Rights 4/21/08](#)

AP [4105](#) Distance Education

[4115 - Limitation to Remedial Coursework 6/19/06](#)

[4225 - Course Repetition 6/15/15](#)

AP [4225](#) Course Repetition

[4228 - Independent Study 8/21/06](#)

AP [4228](#) Independent Study

[4230 - Grading and Academic Record Symbols 7/20/09](#)

[4231 - Grade Change 2/21/12](#)

AP [4231](#) Grade Change

[4235 - Credit by Examination 9/8/03](#)

[4240 - Academic Renewal 8/21/06](#)

AP [4240](#) Academic Renewal

[4250 - Probation, Dismissal and Readmission 2/16/10](#)

AP [4250](#) Probation, Dismissal and Readmission

[4260 - Prerequisites and Co-Requisites 6/17/13](#)

AP [4260](#) Prerequisites and Co-Requisites

[4300 - Field Trips and Excursions 3/16/09](#)

AP [4300](#) Field Trips and Excursions

AP [4320](#) Public Performance by Students

[4400 - Community Services 7/20/09](#)

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – May 4, 2015

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

Present: Ali Ahmadpour, Linda Beam, Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Chris Jeffries, Rafeed Kahn, Jeanie Nishime, David Mc Patchell, Susan Pickens, Jean Shankweiler, Claudia Striepe.

1. Minutes – April 27, 2015: approved as presented.
2. The Making Decisions document will be finalized next week at College Council.
3. Board Policies/Procedures
 - a. Jo Ann reported that 18 policies and procedures have been drafted from the 3000 and 6000 series that she is responsible for. The following have been presented to subcommittee members for review:
 - i. BP/AP 3300 (Public Records);
 - ii. BP/AP 3310 (Records Retention and Destruction);
 - iii. AP 6100 (Delegation of Authority);
 - iv. BP/AP 6150 (Designation of Authorized Signatures).
 - b. Susan will provide a summary status report of policies and procedures next week.
4. Smoking ban signage and educational plan – Jo Ann reported that Tom Brown will be working with Ann. Ann said that she could develop informational cards to pass out on campus. There are some no-smoking signs in place already. Other suggestions for publicizing are posting on the students portal and having faculty announce the new policy at the beginning of semesters. Rory Natividad is working with the Health Center on the educational campaign.
5. Claudia attended the Cal State University of Long Beach Educational Leadership Forum on May 1, 2015. Jean Shankweiler and Jaynie Ishikawa also attended. There was an important discussion on Title IX and the Violence Against Women Act. Jaynie will be giving a presentation on Title IX for flex day. She is also developing policies and procedures that address sexual assault.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – May 11, 2015

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

Present: Ali Ahmadpour, Linda Beam, Thomas Fallo, Ann Garten, Jo Ann Higdon, Rafeed Kahn, Jeanie Nishime, David Mc Patchell, Susan Pickens, Estina Pratt, Jean Shankweiler, Luukia Smith, Claudia Striepe.

1. Minutes – May, 2015: approved as presented.
2. The agenda was amended to include: Summer Schedule and Consultation Survey Results.
3. Making Decisions at El Camino College final draft was reviewed and approved by College Council.
4. Policies and Procedures status/summary was distributed by Susan. Susan will provide College Council with the most recent master policies and procedures listing. The Vice Presidents will bring their policy and procedure listings that will include the 3000 series they are responsible for.
5. Summer Schedule – College Council will meet on the following dates in the summer:
 - a. May 18, 2015 (Board review);
 - b. June 15, 2015 (Board review);
 - c. July 20, 2015 (Board review);
 - d. August 17, 2015 (Board review).
6. The following policies and procedures were reviewed by College Council and they are ready for the Board as presented:
 - a. BP 4045 – Textbooks and Instruction Materials;
 - b. BP 4225 – Course Repetition;
 - c. AP 4225 – Course Repetition.
7. Consultation Survey Results for College Council, Planning and Budget, Facilities Steering, Academic Senate and Calendar Committees were reviewed and discussed. It was noted that the Technology Committee results are not in yet. It was determined that more clarification is needed on the results. College Council will discuss again when Irene can lead the discussion and answer questions.
8. It was noted that faculty hiring has been completed for the year. President Fallo will meet with Claudia and Chris regarding the faculty positions filled.
9. Committee Minutes – it was mentioned that it is difficult to find committee minutes. There are links to committee minutes on the “Administration” and “President” webpages. Susan will bring screen shots of those pages for review next week.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – May 18, 2015

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

Present: Ali Ahmadpour, Linda Beam, Thomas Fallo, Ann Garten, Irene Graff, Chris Jeffries, Rafeed Kahn, Jeanie Nishime, David Mc Patchell, Susan Pickens, Jean Shankweiler, Luukia Smith, Claudia Striepe, Mike Trevis.

1. Minutes – May 11, 2015: approved as presented.
2. Board Agenda Review
 - a. Corrections: Page HR 12, # 14 should be Page 11, Step 1.
 - b. Page Replacements: Pages HR 45 & 46 – column format issues; NC 8 & 9 – colors did not reproduce well.
 - c. Page AA2, # 1 & 2, New Humanities courses (English 50AR and 50AW) – it was determined that there needs to be a better explanation regarding credits issued for these courses.
3. Summer Schedule – College Council will meet on the following dates in the summer:
 - a. June 15, 2015 (Board review)
 - b. July 20, 2015 (Board review)
 - c. August 17, 2015 (Board review)

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – June 15, 2015

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

Present: Ali Ahmadpour, Linda Beam, Thomas Fallo, Ann Garten, Jo Ann Higdon, Chris Jeffries, Jeanie Nishime, Susan Pickens, Jean Shankweiler, Luukia Smith.

4. Minutes – May 18, 2015: approved as presented.
5. Board Agenda Review
 - a. It was noted that several Board items could be unclear but did not need to be amended.
 - b. SCA 20 – Administrative Procedure (Standards of Student Conduct). It was noted that the “Sexual Misconduct Policy” mentioned in paragraph two is pending and not in place at this time.
 - c. Trustee Vargas has to leave the meeting by 6 p.m.
6. Summer Schedule – College Council will meet on the following dates in the summer:
 - a. July 20, 2015 (Board review)
 - b. August 17, 2015 (Board review)

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – July 20, 2015

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

Present: Linda Beam, Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Jeanie Nishime, Jean Shankweiler, Luukia Smith, Erika Solorzano, Susan Pickens, Nina Velasquez.

1. Minutes – June 15, 2015: approved as presented.
2. Board Agenda Review
 - a. The July 20, 2015 Board agenda was reviewed.
 - b. Page E 6, #D – It was noted that the contract will be brought back to the Board with a dollar amount.
3. Compton Stipends –Luukia will meet with Linda to discuss the system of stipends for Compton Center work.
4. Retroactive Summer Faculty Payroll – It was reported that there is a meeting on July 22, 2015 to go over data provided by auditors. It is hoped that this issue will be resolved by the end of August 2015.
5. Summer Schedule – College Council will meet on the following date:
 - a. August 17, 2015 (Board review)

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – August 17, 2015

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

Present: Linda Beam, Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Chris Jeffries, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler, Claudia Striepe.

6. Minutes – July 20, 2015 were approved with the following amendment:
#3 Compton Stipends – Luukia will meet with Linda to discuss the system of stipends for Compton Center work.
7. Retroactive Summer Faculty Payroll – Underpayments will go out August 25, 2015. We are still awaiting a legal opinion on how to resolve the over-payments.
8. Board of Trustee Election – Trustees Beverly, Brown, and Combs were unopposed. In lieu of election Board members will be appointed. They will be sworn in at the December 14, 2015 Board meeting.
9. The August 17, 2015 Board Agenda was reviewed.
10. Health Center Coordinator/Nurse Practitioner – Will be filled as a faculty position and is currently in the recruitment process. Rory will supervise the Health Center until the position is filled.
11. There is concern that faculty will be in high demand this year. It is hoped that the hiring process could begin earlier and that interviews could take place in February 2016.
12. Draft College Council Evaluation Questions 2014-2015 were reviewed. It was noted that #1 does not reflect a responsibility of College Council and should be revised.
13. The next meeting of College Council is Tuesday, September 8, 2015 in ADM 131.

El Camino College – Office of the President
Minutes of the Facilities Steering Committee May 4, 2015

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

1. The minutes of March 9, 2015 were approved as presented.
2. Parking – During the duration of the Lot C Parking Structure and the Student Services Center Replacement Projects the three C parking lots will be taken out of commission. Fencing will be placed around the area on August 10th.
3. The May 2015 Facilities Master Plan report was presented by Tom Brown.
 - a. Channel Parking Lot F Improvement Project – all bids for this project were rejected due to errors.
 - b. Shops Building Replacement – this project is not complete due to outstanding close-out issues.
 - c. Marsee Auditorium – the costs for bringing the auditorium into compliance (Seismic, ADA/FLS, etc.) are rising and it may not be economically feasible to upgrade the building. More studies must be completed before a decision is made. Any changes must be taken to the Board for approval.
 - d. Sand Volleyball Court will be relocated to where one set of tennis courts are. It was noted that all of our tennis courts are not in use.
4. Statues – There may be funds available in several years that can be used for campus art. These funds would come from a large donation received to fund scholarships for “stage hands.” It is believed that the endowment could fund several small scholarships and campus art.
5. Purpose Statement – Ann Garten will draft this week.
6. Planning Summit Recap – the following items were included on the Planning Summit agenda.
 - a. Accreditation Update;
 - b. New Strategic Plan (BP 1200);
 - c. Institutional Effectiveness (IE) Outcomes;
 - d. New IE Framework from the Chancellor’s Office (Colleges must set goals);
 - e. Making Decisions document;
 - f. Group discussion on Communication and Collaboration;
 - g. Consultation survey distributed.
7. The Consultation Survey was distributed and completed.
8. Other Items
 - a. ITS Security Cameras – There is a concern about some of security cameras placed in the ITS area. The cameras of concern are the ones pointing to

employee work areas and one located in the break room. Linda Beam reported that she is working with Chief Trevis on this issue. A memo will be sent out regarding security camera findings.

- b. Transgender Restrooms – It was reported that there are no transgender restrooms on campus. Tom Brown reported that there are single use restrooms on campus. The signage on these restroom doors will be updated to show they are for male and female usage.

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
April 14, 2015

CALL TO ORDER

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

Members:

Present: S. Bosfield, W. Brownlee, T. Bui, A. Carr, A. Cornelio, B. Flamenno,
E. French-Preston, A. Hockman, L. Houske, R. Klier, M. Lipe, V. Nemie, D. Pahl

Absent: F. Arce, S. Bartiromo

Ex-Officio Members:

Present: Q. Chapman, L. Suekawa

Absent: K. Nakao, L. Young

Guests: M. Chaban, P. Fairchild, D. Hayden, G. Miranda, S. Rodriguez, P. Sorunke, R. Way,
R. Williams, J. Young

VICE PRESIDENT'S REPORT

F. Arce was not available to attend the meeting.

APPROVAL OF MINUTES

The minutes from the February 24, 2015, meeting were sent via email and approved by the committee.

CURRICULUM REVIEW

A. Full Course Review

The following courses were reviewed and are ready for final action:

1. Art 143 (ART 143)
2. Art 232 (ART 232)
3. Automotive Collision Repair/Painting 2B (ACRP 2B)
4. Child Development 126 (CDEV 126)
5. Child Development 131 (CDEV 131)
6. Computer Information Systems 136 (CIS 136)
7. Engineering Technology 15 (ETEC 15)
8. Engineering Technology 15A (ETEC 15A)
9. Engineering Technology 15B (ETEC 15B)
10. English 20 (ENGL 20)
11. English 21 (ENGL 21)

B. Standard Review/Consent Agenda Proposals

The following courses were reviewed and are ready for final action:

1. Academic Strategies 33 (AS 33)
2. Art 146 (ART 146)
3. Astronomy 20 (ASTR 20)

4. Automotive Collision Repair/Painting 26 (ACRP 26)
5. Automotive Technology 42 (ATEC 42)
6. Chemistry 7B (CHEM 7B)
7. Horticulture 55 (HORT 55)
8. Horticulture 56 (HORT 56)
9. Horticulture 60 (HORT 60)
10. Journalism 7ab (JOUR 7ab)
11. Mathematics 190 (MATH 190)
12. Mathematics 210 (MATH 210)
13. Philosophy 105 (PHIL 105)
14. Photography 206ab (PHOT 206ab)
15. Political Science 10 (POLI 10)
16. Political Science 2 (POLI 2)
17. Psychology 3 (PSYC 3)
18. Psychology 5 (PSYC 5)
19. Tutor Training 200 (TUTR 200)

The following program inactivations were reviewed and are ready for final action:

1. International Business Certificate of Achievement
2. Computer Information Systems Web Programming Certificate of Achievement

The following course inactivations were reviewed and are ready for final action:

1. Anthropology 96abcd (ANTH 96abcd)
2. Construction Technology 50 (CTEC 50)
3. Humanities 50 (HUMA 50)
4. Japanese 50 (JAPA 50)

CURRICULUM DISCUSSION

A. Full Course Review Proposal

Behavioral and Social Sciences Division

Child Development 131 – Supervising and Mentoring Adults

1. Edit *Course Outside of Class* in the Course Checklist: Adjust study hours to six hours per week
2. Edit *Required Text/Materials* in the Course Checklist: Spelling of textbook needs correcting.

Action: Chair Lipe

Motion: Moved by L. Houske, and seconded by D. Pahl to approve child development courses under full review.

Vote: Motion carried unanimously

Business Division

Computer Information Systems 136 – Building Mobile Apps

Edit *Course Outside of Class* in the Course Checklist: Adjust study hours to four hours per week

Action: Chair Lipe

Motion: Moved by A. Carr, and seconded by D. Pahl to approve course proposal.

Vote: Motion carried unanimously

Fine Arts Division

Motion: Moved by W. Brownlee, and seconded by V. Nemie to approve the full course review proposals for the Fine Arts Division.

Vote: Motion carried unanimously

Humanities Division

Motion: Moved by E. French-Preston, and seconded by A. Carr to approve the full course review proposals for the Humanities Division.

Vote: Motion carried unanimously

Industry and Technology Division

Automotive Collision Repair/Painting 2B – Automotive Refinishing Materials and Equipment

Motion: Moved by V. Nemie, and seconded by W. Brownlee to approve Industry and Technology Division full course review proposals.

Vote: Motion carried unanimously

B. Standard Review/Consent Agenda Proposals

Behavioral and Social Sciences Division

Political Science 10 – Introduction to International

Relations Political Science 2 – Introduction to Comparative Politics

1. Edit *Conditions of Enrollment* in the Course Checklist: Replace the English advisory (recommended preparation) from "eligibility of English 1A" to the actual courses of English 84 and English A.
2. Edit *Course Review* in the Course Checklist: Provide a rationale for the English advisory changes.

Action: Chair Lipe

Natural Sciences Division

Motion: Moved by E. French-Preston, and seconded by D. Pahl to approve standard review/consent agenda proposals.

Vote: Motion carried unanimously

Motion: Moved by W. Brownlee, and seconded by V. Nemie to approve inactivation proposals.

Vote: Motion carried unanimously

CHAIR'S REPORT

Chair Lipe gave a brief overview on instructions for completing the parallel course documentation for CSU/UC transfer in CurricUNET. The instruction will be emailed to the committee. The Annual Curriculum Institute event is planned for July 9-11, 2015. The registration fee will be waived for Career Technical Education representatives who attend as a guest of the Chair.

ADVISORY REPORT

Curriculum Advisor Q. Chapman reminded the committee to email their curriculum plans for fall 2015 by May 4 and to include Chair Lipe on the email communication. The Curriculum Review Timeline for fall 2015 will be emailed to the committee sometime next week.

ADJOURNMENT

Chair Lipe called a motion to adjourn the meeting. T. Bui moved, A. Carr seconded, and the motion carried. The meeting adjourned at 4:00 p.m.

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
April 28, 2015

CALL TO ORDER

Meeting called to order at 2:40 p.m. by Chair Lipe.

Members:

Present: W. Brownlee, T. Bui, A. Carr, A. Cornelio, A. Hockman, M. Lipe, V. Nemie, D. Pahl

Absent: F. Arce, S. Bartiromo, S. Bosfield, B. Flameno, E. French-Preston, L. Houske, R. Klier

Ex-Officio Members:

Present: Q. Chapman, L. Suekawa

Absent: K. Nakao, L. Young

Guests: V. Bruce, C. Fitzsimons, S. Rodriguez, J. Shankweiler, P. Sorunke, J. Young

VICE PRESIDENT'S REPORT

Vice President Academic Affairs – Dr. Arce – Absent

APPROVAL OF MINUTES

The minutes of the College Curriculum Committee meeting of March 10, 2015, were sent via email and approved by the committee.

CURRICULUM REVIEW

A. Full Program Review

The following program was reviewed and is ready for final action:

1. Theatre Arts AA-T Degree

B. Full Course Review

The following courses were reviewed and are ready for final action:

1. Astronomy 25 (ASTR 25)
2. Education 101 (EDUC 101)
3. Education 201 (EDUC 201)
4. Fashion 29 (FASH 29)
5. Theatre 188 (THEA 188)

C. Standard Review/Consent Agenda Proposals

The following courses were reviewed and are ready for final action:

1. Architecture 119 (ARCH 119)
2. Automotive Collision Repair/Painting 20 (ACRP 20)
3. Automotive Collision Repair/Painting 22 (ACRP 22)
4. Automotive Collision Repair/Painting 24 (ACRP 24)
5. Academic Strategies 1 (AS 1)
6. Academic Strategies 22 (AS 22)
7. Chemistry 7A (CHEM 7A)

8. Child Development 154 (CDEV 154)
9. Construction Technology 200 (CTEC 200)
10. Construction Technology 201 (CTEC 201)
11. Construction Technology 202 (CTEC 202)
12. Construction Technology 203 (CTEC 203)
13. Construction Technology 210 (CTEC 210)
14. Construction Technology 211 (CTEC 211)
15. Construction Technology 212 (CTEC 212)
16. Construction Technology 213 (CTEC 213)
17. Construction Technology 220 (CTEC 220)
18. Construction Technology 221 (CTEC 221)
19. Dance 103 (DANC 103)
20. Electronics and Computer Hardware Technology 140 (ECHT 140)
21. Electronics and Computer Hardware Technology 142 (ECHT 142)
22. Electronics and Computer Hardware Technology 144 (ECHT 144)
23. Electronics and Computer Hardware Technology 146 (ECHT 146)
24. Electronics and Computer Hardware Technology 148 (ECHT 148)
25. English A (ENGL A)
26. Engineering 1 (ENGR 1)
27. Horticulture 41 (HORT 41)
28. Horticulture 44 (HORT 44)
29. Journalism 11abcd (JOUR 11abcd)
30. Physical Education 3 (PE 3)

The following course inactivations were reviewed and are ready for final action:

1. Fashion 17 (FASH 17)
2. Fashion 24 (FASH 24)
3. Fire and Emergency Technology 60A (FTEC 60A)
4. Fire and Emergency Technology 60B (FTEC 60B)
5. Fire and Emergency Technology 60C (FTEC 60C)
6. Fire and Emergency Technology 60D (FTEC 60D)
7. Fire and Emergency Technology 60F (FTEC 60F)
8. Fire and Emergency Technology 60G (FTEC 60G)

CURRICULUM DISCUSSION

A. Full Course Review Proposal

Behavioral and Social Sciences Division

Motion: Moved by A. Cornelio, and seconded by A. Hockman to approve Education 101 and Education 201 proposals.

Vote: Motion carried unanimously

Motion: Moved by W. Brownlee, and seconded by A. Hockman to approve new distance education courses for Education 101 and Education 201.

Vote: Motion carried unanimously

Fine Arts Division

Motion: Moved by W. Brownlee, and seconded by V. Nemie to approve proposals for Theatre 188 and Theatre Arts AA-T.

Vote: Motion carried unanimously

Industry and Technology Division

Fashion 29 – Computer Pattern Design/Patternmaking

Edit *Conditions of Enrollment* in the Course Checklist: Provide a justification statement for the non-course prerequisite to support the statement "Fashion 26A with a minimum grade of C or equivalent."

Motion: Moved by A. Carr, and seconded by D. Pahl to approve Fashion 29 proposal.

Vote: Motion carried unanimously

Natural Sciences Division

The committee made a recommendation to revise the last sentence in the catalog description. T. Bui will contact P. Hacking for his concurrence.

Motion: Moved by A. Carr, and seconded by A. Hockman to approve Astronomy 25 proposal.

Vote: Motion carried unanimously

B. Standard Review/Consent Agenda Proposals

Motion: Moved by W. Brownlee, and seconded by V. Nemie to approve the new distance education course for Dance 103 and the standard review/consent agenda proposals (30 course review proposals and 8 inactivation proposals).

Vote: Motion carried unanimously

CHAIR'S REPORT

Chair Lipe provided an overview of the active participatory courses and related families.

ADVISORY REPORT

Curriculum Advisor Q. Chapman reminded the committee that the division curriculum plans for fall 2015 are due by May 5.

ADJOURNMENT

Chair Lipe called a motion to adjourn the meeting. T. Bui moved, V. Nemie seconded, and the motion carried. The meeting adjourned at 3:30 p.m.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: June 4, 2015

MEMBERS PRESENT

- | | |
|--|---|
| <input checked="" type="checkbox"/> David Brown - ECCE | <input checked="" type="checkbox"/> Dawn Reid – Student & Community Adv. |
| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input type="checkbox"/> Alice Grigsby -Management/Supervisors | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Jessica Siripat – ASO, Student Rep. |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: William Garcia, Emily Rader, Jackie Sims, Gary Turner **Support:** Janice Ely, Irene Graff, Jo Ann Higdon, Jeanie Nishime, Jean Shankweiler

The meeting was called to order at 1:03 p.m.

Tentative Budget – J. Higdon (handout)

1. Changes to the tentative budget were reviewed as part of the second reading. The first change to the tentative budget was to STRS. The STRS employer contribution rates increased to 10.73%. The second change was to increase the transfer to the Police Department (\$600,000).
2. A correction was noted to the bottom of page 6. Under the footnote the letter s needs to be corrected to the letter t.
3. It was noted that classified salaries are showing a higher sum in this budget year as compared to next year because this year's numbers include the figures for the retroactive increases for 2014/15.
4. The figures for the retiree benefits will need to be adjusted. The figures for 2013/14 showed \$741,306 but for the tentative budget for 2015/16 showed \$309,690. End of the year close-outs and transfers will be done to correct this. The transfer should bring the total up to around \$750,000.
5. Clarification was given to the items on page 14 (Special Programs). Student Services had other programs which were back-filled that are not reflected on this list. Some of the categorical programs have been restored and those will no longer be funded out of fund 15. The prioritization process for allocating funding under other programs category has not yet been completed.
6. A motion to approve the tentative budget was made by C. Shenefield, seconded by L. Widman and unanimously approved by the committee

Approval of the April 2, 2015 Minutes

1. Page 2, Planning Summer Debrief, #2, after the first sentence **add: These are now in place.**
2. The minutes will be amended for clarification and posted on the website.

Full-Time Hiring Obligation – L. Widman

1. An informational item was presented regarding the amount of hiring full-time faculty. The college is over by almost 12% with our Faculty Obligation Number (FON), currently at 306.20 for the college. The Chancellor's Office document identified that we are currently at 342.66. It was noted it appears more hiring is being done with full-time faculty positions than needed as we are

well over our obligation number. Money being used to hire more faculty than needed could otherwise be used for other purposes. There was additional discussion about the districts history of the FON as well as discussion about the 50% rule that requires that 50% of the districts budget be allocated for direct student instruction. Information will be sent out to the committee on this topic for them to review and stimulate some discussions.

2. There will be a page in the final budget book (page 55) showing the history of our faculty hiring for the last 25 years.
3. It was recommended that Administrative Services provide the PBC a listing of the age distribution of full-time faculty to gain a better understanding of the importance of hiring new full-time faculty in anticipation of the baby boom generation retiring. It was suggested we be more judicious in our hiring process and possibly could make a recommendation to the president regarding this issue.

Student Access and Student Fee Drops – L. Widman

1. The student drop policy for non-payment of fees was discussed by the committee. It was asked if it was possible to have a program where students who do not have the funds available to pay their fees could be able to take their classes on the assumption the campus covers their fees, and they have a certain amount of time to pay them back to the college. It would help our FTES if we could carry these students through the first census before they are dropped.
2. It was stated that once the semester begins, the state does not allow a student to be dropped for non-payment. It makes it difficult to know where our enrollment stands because students will wait until the first day of school to add a class.
3. Right now if a student owes fees, they cannot obtain their transcripts or enroll in other courses until they have paid their fees. This procedure is in-house in that if they leave and go to another campus, their debts will not be carried over to that particular college.
4. It was recognized there are problems with the wait list. If room becomes available in a class and the waitlisted student is then moved into the active enrollment, they are not always aware this is done and do not know they need to go and pay for the class they were just moved into. Consequently the student is then dropped from all of their classes for non-payment.
5. Delays in receiving financial aid are also problematic. The financial aid process over the last couple of years has become more efficient for the students. The turnaround time has drastically improved from 14 weeks to 4 to 6 weeks. An incentive has also been added for students. If they submit all their paperwork correctly by June 1, they will be assured a disbursement by the first week of the fall semester.
6. The FTES which is lost for non-payment was reviewed. It was noted this amount did not appear to be significant. Students do tend to reenroll in other classes.
7. A suggestion was made to possibly offer students the option of a payment plan. This has been done with a small group and it did not work.
8. Another issue which has arisen is when students return home from an out-of-state college to take summer classes – they are flagged as non-resident students. It was noted that Bill Mulrooney could speak to this issue at a future meeting.
9. More discussions will be scheduled on this issue.

Institutional Effectiveness Portal Goals – I. Graff (handout)

1. A handout was distributed regarding the requirement and process for adopting a system-wide set of indicators called the institutional effectiveness goals and framework. These goals are intended to encourage improvement in institutional effectiveness at the California Community College level.
2. There are a set of college indicators related to student achievement. There is also district indicators related to accreditation and fiscal stability.
3. Under the college indicators, there is one required goal for student success and course completion. There are also a series of optional goals for our accreditation status. Each institution has to set

one-year and six-year goals to improve on these rates. There is one required goal for successful course completion which needs to be completed and submitted by June 15.

4. It was clarified that the handout for the college indicator rates are for El Camino Torrance only. The Compton Center has their own separate set of rates and goals.
5. The PBC was asked for their endorsement of these previously consulted rates as the college's one-year and six-year goals for its institutional effectiveness framework. As it stands now, there is no penalty for not achieving a goal.
6. This topic will be brought back to the PBC each year for the consultation process.
7. District indicator rates need to have established goals for our fund balance and audit findings. A goal needs to be established by June 15. A correction was noted under audit findings: all three listings saying modified should be change to unmodified.
8. It was noted the fund balance goal would come from the College Cabinet.
9. The PBC members gave their endorsement for the college and indicator rates as presented.

Adjournment – R. Natividad

1. The meeting adjourned at 2:17 p.m. The next meeting is scheduled for **June 18, 2015, at 1:00 p.m.**, in Library 202.

RKN/lmo

APPROVED

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: June 18, 2015

MEMBERS PRESENT

- | | |
|--|--|
| <input checked="" type="checkbox"/> David Brown - ECCE | <input checked="" type="checkbox"/> Dawn Reid – Student & Community Adv. |
| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs | <input type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Alice Grigsby -Management/Supervisors | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Jessica Siripat – ASO, Student Rep. |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: William Garcia, Emily Rader, Jackie Sims, Ericka Solarzano **Support:** Jo Ann Higdon, Jean Shankweiler

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

Approval of the June 6, 2015 Minutes

1. Page 2, Full-Time Hiring Obligation: Correct 51% rule to 50%.
2. The minutes will be posted after the meeting.

Full-Time Hiring Obligation – L. Widman / R. Natividad

1. The full-time hiring obligation was brought back as an informational item for discussion. Previously there had been a discussion regarding the 50 percent rule as it relates to full-time faculty hiring. It was queried how our figures would fit together if we chose not to hire more full-time but hired more part time faculty. It was noted there were other factors to be considered and nothing would preclude the hiring.
2. It was asked if there was anything noted on the age distribution of faculty. Fiscal services has provided a listing for the budget committee to review to develop an estimate (based on age and service to the district) if employees were to retire. This estimate would target what would be the over-all effect with these eligible retirees and what is anticipated with this figure. It was noted having these figures on retirement for classified and administrators could be beneficial.
3. It was noted as of yet we do not have an updated Faculty Obligation Number (FON). Last year's obligation was 306.2. The budget does appear statewide to have the amount of \$75 million dollars for the purposes of hiring full-time faculty. This is an effort of AFT or CTA . It has not been explained how this amount will actually be distributed. The distribution will not be totally based on FTES.
4. The Chancellors budget workshop that is attended by VP Higdon is scheduled tentatively for July 30. More concrete information will be known after this date. It appears they are going to make a small adjustment to the base which may flip the adjustment on the FON obligation thus making the figure go higher.
5. It was noted the information on the aging of our workforce could be obtained through our state-wide database. Disciplines which offer certain certification require a certain amount of full-time faculty for their programs.

6. The most challenging issue for this year's budget will be one-time monies and how they will be utilized. Information on the staff data could be accumulated for the second meeting in July for informational purposes. It was suggested information on the FON should not be reviewed until more precise data is acquired. This needs to be an agenda item for the second meeting in August so the committee can decipher what the new information on the FON really means.
7. The committee discussed making other committees aware of the FON and the fiscal impact it has in the budget. It was decided this subject would be brought back in mid-July for further discussion.

Student Access and Student Fee Drops – L. Widman

1. The student drop policy was discussed. Problems were noted when students are on the wait list and then get moved onto the roster. Sometimes the student gets dropped because they are not aware they have been moved to the roster and need to pay for that class. It was noted students do receive an email when they are moved onto the class roster. It was recognized an alternative option would be to have the student pay when they are put on the wait list. It was noted the computer system is part of the problem. If a student has applied for financial aid is eligible for a fee waiver, the student is automatically protected from the drop once their application is certified and complete.
2. In fall 2016 the academic criteria is being added to the income criteria for the Board of Governor's fee waiver. It was requested we revisit this issue in the fall.
3. The FTES which is lost for non-payment was reviewed. It was noted this amount did not appear to be significant. Students do tend to reenroll in other classes.
4. A suggestion was made to possibly offer students the option of a payment plan. This has been done with a small group and it did not work.
5. Another issue which has arisen is when students return home from an out-of-state college to take summer classes – they are flagged as non-resident students. It was noted that Bill Mulrooney could speak to this issue at a future meeting.
6. More discussions will be scheduled on this issue.

PBC Annual Meeting Calendar – R. Natividad (Handout)

1. A handout was distributed to the committee. The first and third Thursday of every month at 1:00 p.m. will still be the standard time for the PBC meetings. Two meetings will take place for the following twelve months, excluding August. August addresses the budget and sometimes an extra meeting is needed.
2. It was noted it would be helpful if the president of the college could attend the PBC meeting on flex day, August 20. August 20 and 27 will be the two meeting times the PBC will be meeting to discuss the budget. The president's office will be contacted to schedule these dates on his calendar.

PBC Annual Activity Calendar – R. Natividad (Handout)

1. A handout was distributed. The Technology Committee and Enrollment Management Committee were added to the calendar. This will be an outline of what will be discussed throughout the year. This calendar is still under development so if anyone has any items they wish to cover, please forward them for consideration. It was asked if everyone would review the calendar and forward any comments to Rory.
2. A minor correction was noted for August. The final budget review should be listed.

PBC Budget Cycle Diagram – R. Natividad (Handout)

1. A handout was distributed to the committee. This diagram shows the budget cycle and the key points of the year the budget will be discussed. This will be brought back in a more complete form for further discussion.

2. Two changes were made to the budget on page 23. One was for the disbursements for the post-retirement benefits irrevocable trust are not at the correct levels and will be adjusted. The second for change was for the Police Department.

Closing Announcements – R. Natividad

1. Alice Grigsby who will be retiring on July 29 was thanked for her service to the PBC.
2. The committee will be looking for a replacement for the Academic Affairs representative, student representative, and an alternate for the faculty.

Adjournment – R. Natividad

The meeting adjourned at 2:17 p.m. The next meeting is scheduled for **July 2, 2015, at 1:00 p.m.**, in Library 202.

RKN/lmo

APPROVED



PLANNING & BUDGETING COMMITTEE

June 18, 2015

1:00 - 2:30 P.M.

Library 202

Facilitator: Rory K. Natividad

Notes: Linda M. Olsen

STATEMENT OF PURPOSE

The Planning and Budgeting Committee serves as the consultation committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the mission and strategic initiatives set forth in the Strategic Plan. The PBC makes recommendations to the President on all planning and budgeting issues and reports all committee activities to the campus community.

Members

- | | |
|---|--|
| <input type="checkbox"/> David Brown – ECCE | <input type="checkbox"/> Dawn Reid - Student & Community Adv. |
| <input type="checkbox"/> Connie Fitzsimons - Academic Affairs | <input type="checkbox"/> Cheryl Shenefield - Administrative Services |
| <input type="checkbox"/> Alice Grigsby - Management/Supervisors | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Jessica Siripat – ASO, Student Rep. |
| <input type="checkbox"/> Rory K. Natividad - Chair (non-voting) | <input type="checkbox"/> Lance Widman - Academic Senate |

Alternate Members / Support

- | | | |
|---|---|---|
| <input type="checkbox"/> Linda Beam – Support | <input type="checkbox"/> Chris Jeffries – Support | <input type="checkbox"/> Claudia Striepe - Support |
| <input type="checkbox"/> Janice Ely – Support | <input type="checkbox"/> Jeanie Nishime – Support | <input type="checkbox"/> Michael Trevis – Alt. Adm. Serv. |
| <input type="checkbox"/> Vacant - Alt., Ac. Affairs | <input type="checkbox"/> Emily Rader – Alt. Ac. Sen. | <input type="checkbox"/> Gary Turner - ECCE |
| <input type="checkbox"/> William Garcia – Alt. SCA | <input type="checkbox"/> Jean Shankweiler – Support | <input type="checkbox"/> Vacant – Alt. ECCFT |
| <input type="checkbox"/> Irene Graff – Support | <input type="checkbox"/> Jackie Sims –Alt.Mgmt./Sup. | <input type="checkbox"/> Vacant – Alt. ASO |
| <input type="checkbox"/> Jo Ann Higdon – Support | <input type="checkbox"/> Ericka Solarzano - Alt. Police | |

Meeting Schedule 2015

- July 2, 2015
- July 16, 2015
- August 6, 2015
- August 20, 2015
- August 27, 2015 *
- September 3, 2015
- September 17, 2015
- October 1, 2015
- October 15, 2015
- November 5, 2015
- November 19, 2015
- December 3, 2015
- December 17, 2015

Meeting Schedule 2016

- January 7, 2016
- January 21, 2016
- February 4, 2016
- February 18, 2016
- March 3, 2016
- March 17, 2016
- April 7, 2016
- April 21, 2016
- May 5, 2016
- May 19, 2016
- June 2, 2016
- June 16, 2016