

**NATURAL SCIENCES  
DIVISION COUNCIL MEETING  
September 23, 2008**

**Present:**

*Faculty and Staff*

J. Bellemin, R. Bouse, T. Bui, C. Cowell, F. S. DiFiori, L. Fielding, A. Grant, C. Herzig, S. Leonelli, V. Lloyd, T. Palos, S. Prieto, M. Santiago, L. Scharlin, J. Shankweiler, R. Shibao, L. St. John

**Senate Report**

- Distance Education "class load" policy is under discussion, with the recommendation to treat distance education classes like any other. The current PRACTICE (but not POLICY) is to limit an Instructor to teaching a maximum of two distance education sections per semester. This could be increased, to allow even having distance education sections of one's full load. Ensuing discussion included how to ensure adequate "face-time" with students and physical presence on campus for interactions with other faculty.
- Ed Policy Committee brought up for first reading a proposed revision to BP4220: Standards of Scholarship. Some discussion of how to define a credit unit in terms of class/contact/study hours. This was somewhat pre-empted by Dr. Nishime's comment from the Administrative point of view that no such "details" should be in the Policy, but rather placed in Procedures to accompany the Policy. This is an ongoing conflict of Senate and Administration, since faculty have legislated responsibilities of being consulted for Policy content, but not of Procedures (which can be changed by an act of Administration). Discussion will continue at the next meeting.
- Also discussed was BP 4300: Field Trips and Excursions. Details from Senate minutes follow:  
In response to a Board of Trustees member's request, the college is considering changing its rules about under what circumstance the college vans can be used for trips. The deans examined the current proposal and made alterations. The altered policy was presented to ASO last week, and the results of those discussions were distributed to the senate in a handout. The boldface and strikethrough fonts signify changes suggested by deans to the original policy, and comments from ASO appear at the bottom of the page.  
Speakers and their points follow:  
Joe Holliday, geology instructor, spoke to the senate and distributed a handout. One of his concerns is that public transportation is not a viable substitute for college vans because trips sometimes require vans to stop to have discussions

with students. He also noted that bus drivers wouldn't work for multi-day trips, and would be cost prohibitive.

Chuck Herzig, geology instructor, noted that if one teacher is driving full time on a long trip, it is very exhausting and limits a teacher's ability to perform as a teacher and driver.

Sara DiFiori, geology instructor, noted that renting vans would exclude some events from taking place due to the high cost. Current trips taken with college vans were created to give urban students a rare opportunity to see natural phenomena not visible in an urban environment.

- Report regarding: SLOs from Lars Kjeseth and Jenny Simon: The ALC (Assessment of Learning Committee) has set benchmarks and deadlines regarding the implementation of SLO cycles. Assessments and course-level SLOs should be done by December 2009 and program level SLOs written by Spring 2009 and assessed by June 2010. There are also yearly deadlines for cycles that depend on the size of the program. The ACCJC accrediting organization requires stage 3 implementation -- "well oiled SLO machine" with resources allocated based on SLO results -- by 2012. Currently, according to our self assessment, ECC is generally at stage 2, i.e. work is proceeding. (Stage 1 is where information is disseminated.) We also need to align course, program, and institution (core competency) level SLOs with each other.

### **Area Council Report**

- In preparation for the Math Business Allied Health (MBA) Building, the business building will be broken down in Fall 2008. The new building should be completed 24 months by Fall 2011.
- There will eventually be a food mall that will run in the middle of the campus
- The parking structure will be completed in Spring 2009
- The social science will have its faculty move out in Fall 2009 and the building will be remodel in a year
- The budget was approved in September. There is still a \$3 million property tax deficit for last year. The hope is that there will be no more budget reduction
- Positive reviews have been made on the SLO webpage for the school

### **SLO Report**

- Physics and Chemistry SLOs have been turned in
- Each department need to work on SLOs in the department meetings
- Deadline to submit SLOs is December, 2009

### **New Telephones**

- Jean asked if there are any problems with the new telephones. No problems were reported.
- Voicemail messages can be forwarded

## Other

- Faculty were told to keep copies of their grade records and attendance records for 2 years
- There was a question if faculty can drop students after active enrollment and the answer was yes
- The following statement, "A Student who registers for a class and never attends is still responsible for dropping the class" will be removed from the El Camino College's catalog
- Faculty are not allowed to sell anything to students, only the clubs can sell items to students. Faculty are allowed to ask students to purchase books, and CDs with temporary access codes.
- The copy center currently has a 1 to 3 day turn around time. Two weeks before school begins the turn around time will be at least 1 week. It was said that its better to hand carry the material(s) to be copied rather than sending an email
- Mileage reimbursement will be given to faculty that participate in evaluating faculty from the El Camino College Compton Center.
- Van driver issues were presented to Academic Senate. Students can drive 50 miles, over 50 miles faculty will have to drive, and age will make it difficult. Student driver recommendations were discussed and voted on.