

Standard Two: Institutional Integrity

The institution subscribes to, advocates, and demonstrates honesty and truthfulness in representations to its constituencies and the public; in pursuit of truth and the dissemination of knowledge; in its treatment of and respect for administration, faculty, staff, and students; in the management of its affairs and in relationships with its accreditation association and other external agencies.

2.1 *The institution represents itself clearly, accurately, and consistently to its constituencies, the public, and prospective students through its catalogues, publications, and statements, including those presented in electronic formats. Precise, accurate, and current information is provided in the college catalog concerning (a) educational purposes; (b) degrees, curricular offerings, educational resources, and course offerings; (c) student fees and other financial obligations, student financial aid, and fee refund policies; (d) requirements for admission and for achievement of degrees, including the academic calendar and information regarding program length; and (e) the names of administrators, faculty, and governing board.*

Descriptive Summary:

El Camino College utilizes a variety of methods to provide information to its constituencies, the public, and prospective students. The primary source of this information to both students and prospective students is the college catalog (2.1), which is published annually, and the Schedule of Classes (2.2), which is published each term and distributed free to the students and the community. In recent years, the college has been developing its web site (2.3) to serve as another vehicle where both students and the public can obtain information about the institution and the programs and services it offers.

The college catalog provides the most complete source of information regarding admission requirements, educational purposes, degree and certificate programs and requirements, course

offerings, refund policies, graduation requirements, and a roster of the administration and faculty. The catalog also includes pertinent board policies on standards of scholarship, discrimination, sexual harassment, and standards of student conduct. Prior to publication, each area annually reviews its section of the catalog to ensure the information is accurate and current and forwards corrections to the Public Information and Marketing Department.

The Schedule of Classes is available in both print and electronic formats. The schedule provides relevant information regarding admission and registration procedures, fees and refund policies, financial aid, prerequisites and challenge procedures, discrimination and harassment policies, and standards of scholarship.

Instructional divisions, such as Industry and Technology, and Community Advancement areas, like Community Education, also publish brochures and catalogs regarding their programs (2.4). Each area is responsible for reviewing the information regularly for accuracy. In addition to these publications, many divisions and departments have created their own web sites.

Student Services publishes a student handbook (2.5). This handbook is distributed to students who attend an orientation to El Camino College as part of the matriculation process. The college annually reviews the handbook, which is designed to inform students of the many available programs and services.

Self Evaluation:

The college makes every effort to ensure that brochures, flyers, handbooks, recruitment materials, advertisements, and the web site provide current, accurate, and consistent information to the public and students on various programs, services, policies, and practices. However, there is no formal process in place to monitor this information.

Under new leadership, the Public Information and Marketing Department conducted an assessment of all division and program brochures. As a result, the department is currently in the process of updating all college publications to ensure that the publications have included appropriate and required information, and are consistent. A task force developed a manual entitled *Publication Guidelines and Standards Manual (2.6)* to ensure that all printed publications adhere to district policies and legal requirements.

The Public Information and Marketing Department is also working with division deans and the Academic Affairs Office to review and revise both the college catalog and class schedule to make them more student friendly and to ensure that they include all necessary information.

The web is an important source of information to students and the community, and, in some cases, is a person's first contact with the college. During the period for July 1 through July 31, 2001, the college's web site had more than one million hits, indicating how important this tool is becoming as a source of information. However, locating information on the site can be difficult. For example, while the class schedule is available online, the introductory narrative portion is not, and the visitor must navigate through a variety of sub-sites searching for information. Also, student policies are not currently available on the web, although the Public Information and Marketing Department is working to upload the college catalog and class schedule in their entirety.

There currently is no process in place to ensure the maintenance of individual web sites established by various areas. Outdated telephone numbers, general information, and dead links frustrate students in planning their academic programs. Recently, the web developer provided a set of general guidelines for creating department and/or program web sites in order to have some consistency among them. The Network Services Team has prepared a draft of guidelines for web development and maintenance, but these guidelines have not been put into place. As the web continues to become a critical marketing tool for the college, it is important that Public Information and Marketing and the web developer work together.

Recognizing that new students are overwhelmed with paper when they go through orientation, the Counseling Division modified the student handbook to include information that the students need in a more usable format. Rather than a handbook that simply lists information or tells the student where he/she goes, in addition to a series of handouts, the Counseling Division created a student planner (2.7) that covers the academic year. Not only does it contain pertinent information for the student, this information is presented in a way that it will be available when the student needs the information. It also serves as a calendar.

2.2 The institution has readily available governing board-adopted policy protecting academic freedom and responsibility which states the institutional commitment to the free pursuit and dissemination of knowledge and fosters the integrity of the teaching-learning process.

Descriptive Summary:

The college is committed to the free exchange of ideas. Through its board policies on the teaching of controversial issues (2.8) and student rights and responsibilities (2.9), the college seeks to create an environment that is conducive to the teaching-learning process.

Currently, the college policy on academic freedom and responsibilities is part of the Agreement between the El Camino College Federation of Teachers and the district (2.10). The Agreement defines the purpose and limitations of academic freedom. Each new faculty member receives a copy of the Agreement. The policy is also printed in the faculty handbooks.

Through the college catalog, the college informs students of the board policy on student rights and responsibilities (2.1, p. 15). The State Education Code, Title 5 Matriculation Regulations, and board policies list these rights and responsibilities. During orientations for new students, counseling staff discuss the meaning of the board policy and provide students with a copy.

Self Evaluation:

While Article V of the faculty Agreement addresses issues of academic freedom, no time is spent during faculty orientations ensuring faculty understand its meaning. In addition, no explanatory documents have been made available to students or staff. Due to the importance of this concept, the college needs to ensure that discussions are held on the meaning and application of academic freedom and responsibility. Each faculty member needs to know that these rights and responsibilities are important in maintaining the integrity of the teaching-learning process.

It is not clear whether or not students have an understanding of what is meant by academic freedom, as the issue is not addressed under student rights and responsibilities. As the college reviews all board policies, a critical examination of the role of academic freedom in the teaching-learning process and how it pertains to both faculty and students needs to take place.

2.3 *Faculty and other college staff distinguish between personal conviction and proven conclusions and present relevant data fairly and objectively to students and others.*

Descriptive Summary:

The faculty are guided by two documents. The first document is the board policy on the teaching of controversial issues (2.8), which encourages faculty and students to discuss all aspects of a subject in a balanced manner.

The second document is a modified version of the 1987 American Association of University Professors (AAUP) Statement on Professional Ethics, which the El Camino College Academic Senate adopted (2.11). This document outlines faculty responsibility to present information in a fair and objective manner and to encourage students to explore ideas.

Self Evaluation:

As part of the accreditation process, the college surveyed students, using the Noel-Levitz Student Satisfaction Inventory (2.12) during Spring, 2001. According to the survey results, 79% of the students surveyed claimed that they experienced intellectual growth at El Camino College. This would indicate that knowledgeable instructors present relevant information on all subject matter fairly and objectively, so students feel confident about the accuracy of what they are learning.

2.4 *Institutions which strive to instill specific beliefs or world views or to require codes of conduct of faculty, administrative and support staff, or students give clear prior notice of such policies.*

Descriptive Summary:

The respective district classified staff (2.13) and police officers contracts (2.14) clearly describe behavior that will result in disciplinary action, and the review of disciplinary procedures. All

employees receive a contract at the time of employment and when there are updates or the district negotiates a new agreement. In addition, Board Policy 4281 (2.15), Disciplinary Action, mandates the disciplinary process used by the college for classified staff, including classified managers. The Education Code governs disciplinary proceedings against faculty and administrators.

Board Policy 6125 (2.8), which was adopted in 1965, discusses the teaching of controversial issues and refers to the California Government Code sections that provide clear standards on certain matters of faculty conduct. The policy also states that violations of such standards by faculty may constitute cause for reprimand, demotion, suspension, discharge, or dismissal. The faculty Federation Agreement, Article XXII (2.10, p. 153), also includes a notice of conduct and procedures for faculty.

The students have a clearly defined statement of Standards of Student Conduct in Board Policy 5138 (2.16). The college prints this statement in the college catalog (2.1, p. 24). Counselors and faculty discuss these standards in orientation sessions, as well as in Human Development classes that focus on educational guidance. In addition, faculty may contact Student Services and request that a presentation on these standards be given to their classes.

The catalog (2.1, p. 16), class schedule (2.2, p. 16), and a newly published Administrators Handbook (2.17) also list all agencies and campus offices to which complaints regarding discrimination or sexual harassment may be addressed. Information on these various procedures is readily available in the Human Resources Office, the Office of Staff and Student Diversity, and the Student Services Division Office.

Self Evaluation:

While the college has no formal code of conduct, it has delineated behavior, through board policies and employee agreements, that would

be considered unacceptable. This information is readily available in agreements and handbooks for faculty, staff, and students. While the revised Administrators Handbook does not specifically include this information, each office has a board policy manual for reference.

2.5 *The institution provides faculty and students with clear expectations concerning the principles of academic honesty and the sanctions for violations.*

Descriptive Summary:

The college policy on academic honesty for students is clearly stated in the catalog (2.1, p. 25). The student handbook also has a brief statement on the college's policy on cheating or plagiarism (2.7, p.174). Additionally, college policies on plagiarism are addressed in the Faculty Handbook (2.18) and Part-Time Faculty Handbook (2.19). Board Policy 5138 (2.16) is very clear about standards of conduct and cheating or plagiarism, due process and disciplinary procedures. This policy is also reiterated on the Academic Dishonesty Report Form (2.20), available in the division offices, that an instructor may complete and submit to the division dean when he/she discovers evidence of student academic dishonesty. The college documents the disciplinary action taken by the instructor and any further action recommended by the division dean.

Individual faculty members and their deans usually determine consequences for students found violating the college's academic honesty policy. Academic honesty issues that are not handled by individual faculty or at the department or division level are referred to the Dean of Student Services for resolution.

Self Evaluation:

It is unclear whether there is consistency of consequences for academic dishonesty among the divisions, or between the divisions and the athletic department, where some sanctions on a

student could cause the loss of eligibility to participate for a student-athlete. Also, many faculty are unaware of the Academic Dishonesty Report Form, causing confusion about the proper procedures when academic dishonesty occurs.

2.6 The institution demonstrates through policies and practices an appropriate understanding of and concern for issues of equity and diversity.

Descriptive Summary:

El Camino College communicates and demonstrates its commitment to an appropriate understanding of and a concern for equity and diversity through its policies, procedures, programs, and practices.

The district sets forth and reflects overall commitment to equity and diversity in the El Camino Community College District Board of Trustees Policies and By-Laws, Policy 4118 (2.21), in the Faculty and Staff Diversity Plan (2.22), in the Reaffirmation of Policy statements (2.23), in both the college catalog and class schedules, as well as in course planning and offerings, student and faculty handbooks, planned events, activities and presentations, training and development, and communications disseminated to faculty, staff, students, and the public.

The Office of Staff and Student Diversity is dedicated to ensuring that the district's work and educational environments do not have sexual harassment or unlawful discrimination. This office investigates complaints of discrimination and offers and coordinates major services and programs, such as training and development and sponsorship of cultural diversity events and activities and support for attendees at cultural diversity-related conferences. The office also provides training in communicating across cultures, diversity, sexual harassment, and affirmative action. The college schedules presentations, events, and activities to enhance awareness, respect and tolerance of differences. In

addition, the Staff Development Office makes available diversity training workshops available during Flex Days and during the school year.

The district recognizes, celebrates, and promotes the nationally designated months of Latino Heritage, Disability, Native American, Black History, Women's History, and Asian-Pacific American, as well as other related diversity events. Examples include lectures: The Politics of Ethnic and Racial Inequality, Continuing the Dream for Peace and Reconciliation; exhibits: Art and Black Inventions Museum; plays: Reflections and Three Lives; Seminars: Talking Dollars and Making Sense, Technology for Speech and Hearing; What Men Should Know about Women But Don't; Women and the Law; musicals: traditional, contemporary, and cultural and ethnic dance and singing groups; festivals and fairs: black college and book fairs, the Native American inter-tribal pow-wow; cinemas; veterans programs; and poetry readings.

The college presents special programs and services for underrepresented students, students with disabilities, and other students through Project Success, Puente, MESA, and the Title V Hispanic Serving Institution (HSI) Partnership Grant Project. Extended Opportunity Programs and Services, the Financial Aid and Scholarship Office, the Adult Re-Entry Center, CalWORKs/GAIN, Recruitment and School Relations, and the Special Resource Center coordinate other special programs and services.

The Office of Staff and Student Diversity monitors the college's hiring procedures and process, which provide for the implementation of guidelines in the selection of employees. The college validates all applicant pools for their demographic composition and for adverse impact. It selects diversity representatives and assigns them to screening and selection committees to ensure fairness, consistency, and equity in the process.

El Camino College's hirings totaled 135 in 2000-2001. Of this total, underrepresented

hires represented 61 (45%) and women 79 (59%). Executive/ administrators/management accounted for eight of the total, of which four (50%) were underrepresented and four (50%) women. Employment of underrepresented persons in full-time faculty positions totaled seven (44%) and women totaled 11 (69%) of the total of 16 employed. Part-time faculty hires totaled 58. Underrepresented hires made up 19 (33%) and women, 28 (48%) (2.24).

Self Evaluation:

El Camino College's level of commitment to the understanding of and concern for issues of equity and diversity is reflected through policies, practices, programs, services, offerings, and communications. This parallels the district's commitment to serve a diverse community as evidenced in its mission statement.

The recruitment and outreach efforts include the underrepresented populations for district employment opportunities for faculty and staff. Current and expanded student recruitment and outreach efforts to middle and high schools show a widely diverse potential for college student populations.

The college continuously celebrates diversity through presentations, programs, and events during nationally designated monthly celebrations through the year. It increasingly incorporates into the curriculum multi-cultural perspectives, and it conducts diversity training programs throughout the campus. New diversity course offerings include Anthropology 7, 8, and 9 - Native Peoples of South America, Ancient Civilizations of the Americas, and Women, Culture, and Society, respectively. Child Development 12, Teaching Young Children in Multi-Cultural Classrooms, is a new course. Reactivated courses include Psychology 10 and History 30, African American Psychology and History of Japanese Civilizations, respectively. Further, the college offers an extensive English as a Second Language curriculum to meet students' needs.

In addition, the college is updating and revising the district's board policies included in the El Camino Community College District Board of Trustees Policies and By-Laws on non-discrimination, affirmative action, and sexual harassment.

2.7 *The institution demonstrates honesty and integrity in its athletic programs.*

Descriptive Summary:

El Camino College demonstrates honesty and integrity in its men's and women's athletic programs. The El Camino College Procedures Manual for Intercollegiate Athletics (2.25) outlines objectives and responsibilities. It incorporates the philosophy of the Athletic Code of the California Community Colleges Commission on Athletics and the Constitution and By-Laws of the South Coast Conference in which the college competes. The college orients coaching and support staff in commission and conference regulations and by-laws, and their responsibility to comply with such governance regulations.

Of the 21 sports programs offered, 11 are men's sports and 10 are women's sports. The range of student athletes participating in the sports programs is 450-500 students. Athletic counseling is available, as well as tutorial resources for student athletes, who are required to be enrolled in a minimum of 12 units, of which 9 units must apply toward a degree. During their first year, athletes must complete 24 units, with 18 units toward a degree, and maintain a 2.0 grade point average.

Self Evaluation:

El Camino College meets the standard of demonstrating honesty and integrity in its athletic programs. It gives high priority to regular, careful, and continuous certification of the eligibility and monitoring of minimum academic units and progress of all student-athletes. Through coaching and division staff meetings, scheduled orientation sessions, and class and

team meetings for student athletes, college personnel communicate the academic and competition expectations of student athletes. The college verifies each student athlete's academic record for eligibility and continually tracks his or her progress. It also prepares publicity and promotional pieces, such as brochures, pamphlets, programs, schedules, and other information, for each sports program.

2.8 *The institution demonstrates honesty and integrity in its relationships with the Commission and agrees to comply with Commission standards, policies, guidelines, public disclosure, and self study requirements.*

Descriptive Summary:

El Camino College is diligent in its efforts to comply with Commission standards, policies, guidelines, public disclosure, and self study requirements. All segments of the college participated in the current self study and have been surveyed for input on self study evaluations. Standard committee members have researched each section carefully and have met regularly to create a balanced document that accurately depicts the college's performance. The Steering Committee, composed of standard chairpersons, faculty leaders, and senior administrators, has reviewed and coordinated the work of the standard committees to ensure the self study is accurate and consistent.

The El Camino College Catalog includes information about the college's accreditation through the Western Association of Schools and Colleges. The accreditation information and the address and phone number of the Western Association of Schools and Colleges are listed on page ii of the catalog.

Self Evaluation:

El Camino College continues to comply with Commission principles and to ensure integrity in the representations of its mission and practices, as well as its programs and services. The

college distributes an Accreditation Newsletter (2.26) campuswide to keep the whole campus aware of the process and to solicit voluntary input. Those actively involved in the preparation of the self study have been encouraged to identify not only the strengths of the institution, but also its weaknesses. The self study coordinators (Steering Committee chairpersons) provide guidance and respond to committee requests for assistance.

2.9 *The institution regularly evaluates and revises institutional policies, practices, and publications to ensure integrity in all representations about its mission, programs, and services.*

Descriptive Summary:

El Camino College makes an effort to evaluate and revise institutional policies, procedures, and publications to ensure integrity in all representations about its mission, programs, and services. Through its publications, it disseminates policies and procedures. Students receive an El Camino College Student Handbook and Planner (2.7), and faculty receive an El Camino College Faculty Handbook (2.18) or El Camino College Part-Time Faculty Handbook (2.19). Classified staff have orientation sessions and may also refer to their contract for policy information.

The student handbook covers the following areas: Matriculation, Equal Access, Students Records and Privacy Rights, Campus Security, Student Grievance Procedures, Sexual Harassment and Plagiarism. The handbook lists opportunities for involvement and the available ombudsman support. Other practical information covered includes counseling, financial aid, student programs, safety, parking, and health. It also includes questions and answers and a glossary of terms.

The faculty handbooks are quite complete in stating the major policies and basic information needed by new faculty members. The topics covered include academic freedom, evaluation,

job responsibilities, professional development, salary, retirement, faculty representation, instructional policies, affirmative action policy, discrimination/sexual harassment complaints, support services, emergency procedures, and an appendix of important forms. El Camino College staff members are also kept up to date on the latest practices and policies through department meetings, memos, and electronic communication.

These handbooks provide employees and students with background information, acquaint them with policies and procedures, apprise them of recourse, and direct them in actions and steps necessary to resolve issues that may arise.

In addition, these publications provide the students and part-time faculty an accurate presentation of the information they need in order to protect their own interests, navigate the policies and procedures of the college, and understand the available services and opportunities.

Self Evaluation:

To ensure integrity in all representations about El Camino College's mission, programs, and services, the district makes every effort to evaluate and revise all institutional policies, procedures, and publications. Unfortunately, since the college does not have a regular review cycle, many of these documents are not up-to-date. The college participates in the Community College League of California's Policy and Procedure Service and has begun to revise many of the district's policies. It communicates these to students through the El Camino College Student Handbook, to faculty through the El Camino College Faculty Handbook or El Camino College Part-Time Faculty Handbook, to classified staff through employee orientation sessions and their respective contracts, and to administrators through the newly distributed Administrators Handbook.

While each of these handbooks is quite comprehensive in content and acquaints students, facul-

ty, and classified employees with institutional policies and procedures, the college has only recently updated the student handbook. Only students attending student matriculation or orientation sessions receive a copy of the student handbook. The college provides part-time faculty with the most recent edition of the part-time handbook when they are hired at Human Resources. The college no longer distributes the El Camino College Faculty Handbook to new full-time faculty since it has not been updated since the early 1990s.

Planning Agendas:

- ¥ Enhance the college's web site to include publications such as the college catalog and student policies increasing their accessibility to students and the community. (2.1)
- ¥ Establish procedures and guidelines for creating and maintaining the college, division, program, and unit web sites. (2.1)
- ¥ Develop an academic freedom board policy that addresses the rights and responsibilities of both faculty and students. (2.2)
- ¥ Improve communication of all pertinent policies for faculty and revise faculty orientations to incorporate a discussion on these policies. (2.3)
- ¥ Design a process to disseminate information when policies and procedures are modified so that all handbooks, publications, and web sites are kept current. (2.4)
- ¥ Explore the development of a classified handbook. (2.4)
- ¥ Develop timelines for the review and revision of major documents such as the Student Equity Plan, Faculty and Staff Diversity Plan, and handbooks. (2.6, 2.9)

References:

- 2.1 El Camino College Catalog, 2001-2002
- 2.2 El Camino College Schedule of Classes, Fall 2001
- 2.3 www.elcamino.cc.ca.us
- 2.4 Samples of brochures and catalogs
- 2.5 El Camino College Student Handbook
- 2.6 Publication Guidelines and Standards Manual
- 2.7 2001-2002 Student Handbook and Planner
- 2.8 Board Policy 6125 — Teaching of Controversial Issues
- 2.9 Board Policy 6131.2 — Student Rights and Responsibilities
- 2.10 Agreement between El Camino Community College District and El Camino College Federation of Teachers, pp. 18-19
- 2.11 El Camino College Academic Senate Newsletter, AAUP Statement on Professional Ethics
- 2.12 Noel-Levitz Student Satisfaction Inventory, Spring 2001
- 2.13 Agreement between ECCCD and California School Employees Association, pp. 101-105
- 2.14 Agreement between ECCCD and El Camino College Police Officer Association, pp. 74-82
- 2.15 Board Policy 4281 — Disciplinary Action
- 2.16 Board Policy 5138 — Standards of Student Conduct
- 2.17 El Camino College Administrators Handbook, 2001
- 2.18 El Camino College Faculty Handbook, p. 81A
- 2.19 El Camino College Part-Time Faculty Handbook, p. 35
- 2.20 Academic Dishonesty Report Form
- 2.21 El Camino Community College Board of Trustees Policies and By-Laws, Board Policy
- 2.22 El Camino Community College District, Faculty and Staff Diversity Plan, pp. 1-3
- 2.23 El Camino Community College District Reaffirmation of Policy on Staff and Student Diversity
- 2.24 Human Resources employment data
- 2.25 El Camino College Procedures Manual for Intercollegiate Athletics
- 2.26 Accreditation Newsletters