

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting March 14, 2011

Present: Francisco Arce, Ann Garten, Chris Gold, Irene Graff, Jo Ann Higdon, Jessica Lopez, David Mc Patchell, Jeanie Nishime, Susan Pickens, Gary Robertson, Elizabeth Shadish, Luukia Smith, and Arvid Spor.

Team Reports

1. ASO
 - a. Hands Across California ASO participation.
 - b. Green Efforts:
 - i. Projector – paper light.
 - ii. Recycling bins.
 - c. Hair donations for oil spills and cancer patients.
 - d. Request for ASO Japan disaster assistance.
 - e. “Pi Day” – free pie.
2. Compton Center – Accreditation Report presented to CCCD Board of Trustees.
3. Student and Community Advancement
 - a. Black College Fair – April 21st from 10 a.m. – 2 p.m.
 - b. Offer of help for international/Japanese students.
 - c. Veterans office moving to old Copy Center area.
 - d. International office moving to old Public Information/Marketing area.
4. Administrative Services
 - a. Budget Reduction options – informational item for Board of Trustees agenda.
 - b. Math, Business & Allied Health Building – behind schedule.
 - c. Restroom renovations require water shut off.
 - d. Social Sciences renovation going smoothly.
5. Managers
 - a. Management Forum – Compton Student Services data usage presentation.
 - b. Student Campus Climate survey results available April.
 - c. Distance Education Survey will be released soon.
 - d. Leisa Biggers replacing Irene for next two weeks.
 - e. Smoking surveys are all closed.
6. Academic Senate
 - a. Distance Education survey.
 - b. Program Viability policy and procedures.
 - c. Curriculum Committee Chair needed.
 - d. Course Schedule.
 - e. Budget Reductions.
7. ECCE
 - a. Negotiations.
 - b. Nominations for elections – April 1st.
 - c. Elections – end of May early June.
8. ECCFT

- a. Negotiations.
 - b. Sacramento Lobby Day - ECCFT participation.
 - c. Homeless student increase.
 - d. Wisconsin attack on workers – ECCFT Educational Campaign.
9. Academic Affairs
- a. We will achieve our FTES goal of 19,400 this year.
 - b. Student Learning Outcomes – 99% complete for courses.
 - c. Assessments – 35% complete for courses, and 75% complete for programs.
 - d. Program Reviews – started 10 this semester and finishing 9 from last cycle.
 - e. Curriculum Review is caught up.
 - f. Summer schedule is down 50 sections and Winter is projected to be down 128 sections.
 - g. ITS and Deans working on new faculty evaluation procedure/process.
10. Campus Police
- a. Slight decrease in street level crimes.
 - b. Car thefts during Spring.
 - c. Increase in students with non-physical disabilities.

Agenda for the March 21, 2011 Meeting:

1. Minutes of March 14, 2011
2. Board Agenda
3. Designated Smoking Areas on Campus
4. BP 2350 – Speakers
5. BP & AP 5055 – Enrollment Priorities
6. Review Policy Listing (see below)
7. Develop objectives for College Council Goals 2010-2011

College Council Goals 2010-2011

1. Continue to improve internal college communications.
2. Increase the amount of recognition for work well done.
3. Continue to incorporate evidence-based decision making when evidence is available.
4. Communicate accreditation eligibility issues facing the College throughout the year.
5. Support, review, and discuss results of a Student Campus Climate survey.
6. Define and discuss the issue of employee morale and student satisfaction at both locations.
Support initiatives to improve employee morale and student satisfaction as defined by campus discussions.
7. Complete 10 + 1 policies and accompanying procedures.
8. Continue to build a sense of community.
 - a) Policies Completed:
 - 1) BP 4020-Program, Curriculum, and Course Development, adopted 07/19/10
 - 2) BP 4100-Graduation Requirements for Degrees and Certificates, adopted 07/19/10
 - b) Policies Pending:
 - 1) BP 2350 – Speakers – for discussion next week.
 - 2) BP & AP 5055 – Enrollment Priorities for discussion next week.

Objectives for Goals 2010-2011

1. Continue to improve internal college communications.
 - a. Objective: On a weekly basis each representative will email minutes to constituents in group and request feedback as appropriate. (College Council draft minutes.)
2. Increase the amount of recognition for work well done. (Objective not developed. See discussion below.)
 - a. Applause cards –Make more meaningful for the individuals receiving them and publicize. Jeanie will bring a report of how many Applause cards are issued.
 - b. STAR award – It was suggested that this award be given once a semester. The winner could have their name on the marquee. There was concern about who would be in charge of administering the award. There was also a concern about someone being left out.
3. Continue to incorporate evidence-based decision making when evidence is available.
 - a. Objective: Recommending constituents to promote group inquiry at staff meetings and record where data was used to support decisions, answering the question of “why” we make decisions. Remember to make decisions in light of the College’s Strategic Goals as well as the College’s overarching goal of increasing student graduation rates.