

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting March 28, 2011

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

1. BP 2350 Speakers will go to the Board on April 18, 2011 for a first reading.
2. BP & AP 4021 Program Viability, Intervention and Discontinuance will be circulated among constituent groups and discussed again at College Council on April 18<sup>th</sup>.
3. Change in Administrative Procedure or Board of Trustees Policy Transmission Cover Sheet form will be reviewed next week.
4. Degree and Certificate Trend report will be distributed.
5. Policy for Credit Cards and BP 7310 Nepotism will be coming to College Council.
6. Students will participate in the April 17<sup>th</sup> Hands Across California on campus.
7. Compton District State of the district address will be April 8<sup>th</sup> at 10 a.m.
8. ECC 2011-12 Budget Planning Proposal – Option one may no longer be an option.
9. Fees will go up \$10 for the fall.
10. Budget Forum on April 7<sup>th</sup> at 1 p.m. may be moved to the Marsee Auditorium.

Agenda for the April 4, 2011 Meeting:

1. Minutes of March 28, 2011
2. Team Reports
3. Spring Break
4. Policy/Procedure Transmission Form
5. BP & AP 3750 Use of Copyrighted Materials
6. Degree and Certificates Report
7. Ed Policy Committee Policy listing – Francisco
8. BP & AP 4021 – Program Viability, Intervention and Discontinuance (back 4/18/11)
9. Develop objectives for College Council Goals 2010-2011 (see below)

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
  - 3) BP 2350 – Speakers – going to Board for first reading on April 18, 2011
  - 4) BP & AP 5055 – Enrollment Priorities going to Board for first reading on April 18, 2011
- b) Policies Pending:
  - 1) BP & AP 4021 – Program Viability, Intervention and Discontinuance
  - 2) BP & AP 3750 Use of Copyrighted Materials

#### 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.