

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting April 25, 2011

Present: Francisco Arce, Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Jessica Lopez, Jeanie Nishime, Susan Pickens, Gary Robertson, Elizabeth Shadish, Luukia Smith, and Lynn Solomita.

1. BP 2350 Speakers was pulled from the Board of Trustees agenda. It is unclear whether the non-consent agenda includes presentations. We will bring the policy back along with last month's Board of Trustees agenda for discussion.
2. 4-18-11 Minutes correction: 1e. Brita Halonen should be Briita. Lynn will make sure the correct spelling is on the paperwork.
3. The updated Procedure/Policy Transmission Cover Sheet was reviewed. It was decided to remove the second column and only have a date column. It was also decided to add every group and use as a check list. The Title 5 section will also be removed. This will be revised and brought back next week.
4. BP 5025 – Foreign Students (Visa) was distributed. This policy will be deleted it is obsolete and is covered by another policy. This will be brought back next week.
5. BP & AP 3750 – Use of Copyrighted Material will be brought back next week.
6. BP & AP 4021 – Academic Program Viability, Intervention, and Discontinuance will be brought back next week.
7. The Grant Application form will be emailed to College Council and discussed next week. There will also be discussion to determine if an appeals process is needed.

Agenda for the May 2, 2011 Meeting:

1. Minutes of April 25, 2011
2. Team Reports
3. Campus Climate Survey
4. ASO Smoking Proposal
5. Policy/Procedure Transmission Form
6. Grant Application form
7. Report on Programs with no Degrees or Certificates
8. BP & AP 4021 – Program Viability, Intervention and Discontinuance
9. BP & AP 3750 - Use of Copyrighted Materials
10. BP 2350 – Speakers
11. BP 5025 – Foreign Student (Visa) – Deletion
12. BP 6160 – El Camino Community College District E-Mail, Internet & Network Use

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 & AP 5055 – Enrollment Priorities first reading on April 18, 2011
- 4) BP 7310 – Nepotism –first reading on April 18, 2011

b) Policies Pending:

- 1) BP 2350 – Speakers – going to Board for first reading on April 18, 2011 (pulled)
- 2) BP & AP 4021 – Program Viability, Intervention and Discontinuance
- 3) BP & AP 3750 Use of Copyrighted Materials
- 4) BP 5025 – Foreign Student (Visa) – Deletion
- 5) BP 6160 – El Camino Community College District E-Mail, Internet & Network Use