

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting September 16, 2013

Present: Francisco Arce, Linda Beam, Thomas Fallo, Julio Farias, Ann Garten, Chris Gold, Irene Graff, Jeanie Nishime, Susan Pickens, Luukia Smith, Mike Trevis, and Alex Ventura.

1. The College Council 2012-13 evaluation was reviewed. It was noted that there was overall improvement from last year.
  - a. The following comments were made during review of the first section of the evaluation that addresses responsibilities outlined in Administrative Procedure 2510.
    - i. # 1: Reviews recommendations from committees designated as Collegial Consultation committees. It was noted that there is a better understanding of what those committees are. The “Making Decisions at El Camino College” document was completed and is posted on our website. Copies will be provided to Board members.
    - ii. # 2: Serves as the primary, non-bargaining source for discussion and communications regarding campus-wide issues and policies. It was noted that there is no problem with that. College Council is primarily a distribution center.
    - iii. # 5: Operates on a consensus-building basis or a majority vote in an advisory capacity. Suggestions are needed on how to make this more effective for everyone. It was noted that policies and procedures are consensus. The Administrative Hiring Procedures draft is still pending. The draft will be forwarded to Linda Beam and she will bring to College Council.
    - iv. # 9: Primarily focuses on students. Suggestions on how to improve this:
      1. College Council agenda item “Student Success.”
      2. Ensure that policies and procedures serve the mission and students.
      3. Ensure that all actions positively affect student learning.
  - b. The following comments were made during the second section of the evaluation that addresses 2012-2013 College Council goals.
    - i. # 2: Determine collegial consultation committees and develop a flowchart depicting to whom they recommend and what happens to the recommendation. Jeanie Nishime has started this process.
    - ii. # 3: Complete a review and revision (if needed) of all policies and procedures relating to Accreditation. This is still in process.

iii. # 4: Develop a review cycle for all policies and procedures. This has not been completed.

2. 2013-14 goal discussion:

- a. College Council agenda item “Student Success.”
- b. Ensure that policies and procedures serve the mission and students.
- c. Ensure that all actions positively affect student learning.
- d. Collegial Consultation Committees use data to make recommendations where appropriate.
- e. Culture of evidence.

Agenda September 30, 2013:

1. Minutes of September 16, 2013
2. College Council Goals
3. Administrative Hiring Procedures

College Council Goals 2012-13

- 1) Finalize “Making Decisions at El Camino College” and distribute to all collegial consultation committees and college constituency groups.
- 2) Determine which committees are considered Collegial Consultation Committees, identify to whom recommendations are made and appropriate follow-up.
- 3) Complete a review of all policies and procedures relating to Accreditation and revise if necessary.
- 4) Develop a review cycle for all policies and procedures.

Policies/Procedures Pending:

1. AP & BP 3200 – Accreditation (distributed 9/9/13, back to CC on 10/7/13)
2. AP & BP 3410 – Nondiscrimination (distributed 9/9/13, back to CC on 10/7/13)
3. BP 3570 – Restricted Smoking Areas (Jo Ann Higdon revising)
4. BP/AP 4021 – Program Discontinuance (distributed 4/29/13)
5. BP 4030 – Academic Freedom (faculty working on)
6. AP 7150 – Evaluation (distributed 9/9/13, back to CC on 10/7/13)
7. AP 7160 – Professional Development (distributed 9/9/13, back to CC on 10/7/13)
8. Faculty Hiring Procedures – (distributed 4/29/13 -Linda Beam working on)
9. Administrative Hiring Procedures – (Linda Beam working on)