December 6, 2022

Academic Senate of El Camino College 2022-2023

16007 Crenshaw Blvd., Torrance, CA 90506, (310) 532-3670 x3254
Office location: Schauerman Library, Room 273

Agenda & Table of Contents: Tuesday, December 6, 2022 Distance Education 166 and via Zoom (Please see page 2 of the packet for additional teleconference locations)

Agenda Item	Page Numbers
A. Call to Order/ Introductions (3 minutes)	
B. Approval of Minutes (2 minutes)	6-12
C. Unfinished Business: a. Calendar Committee proposals for 2024-2025 Monday instruction- Anna Brochet (5 minutes) b. Resolution on Recognizing Advanced Faculty Training in Online Course Assignment- Moses Wolfenstein (10 minutes) c. Revised Academic Integrity Syllabus Statement- Anna Brochet (5 minutes)	13-19 20-21 22
D. New Business: a. BP/AP 4055/5140, Academic Accommodations for Students with Disabilities- Camila Jenkin (5 minutes)	23-29
E. Information Items – Discussion a. Special Recognition- Academic Senate Executive Board (10 minutes, will take place at 1:40 pm) b. Administrative Services Update- Bob Suppelsa (20 minutes) c. EMTI Announcement- Erica Brenes (5 minutes) d. FDC Announcements- Anna Brochet (5 minutes) e. Curriculum Announcements- Edwin Ambrosio (5 minutes) f. SLO/PLO Announcements- Kevin Degnan (5 minutes)	30-46 47 48-49
F. Reports a. Academic Senate President's Report - Darcie McClelland b. VP Reports (Packet only, will not be read)- Senate Executive Board c. Academic Affairs Report- Carlos Lopez d. Student Services Report- Ross Miyashiro	50-54 55-56
G. Future Agenda Items a. Guided Pathways Plan b. Emergency Conditions Funding Allowance Recovery Plan c. Strategic Enrollment Management Plan 2022 – 2025 d. Police/Community Relations and Safety Presentation	
H. Public Comment (5 minutes)	
I. Adjournment	

Page numbers refer to the Academic Senate meeting packet, which can be accessed by visiting: http://www.elcamino.edu/academics/academicsenate/agenda.asp. Hard copies of agendas are posted outside the Library.

Any individual with a disability who requires reasonable accommodation to participate in an Academic Senate meeting, may request assistance by contacting Darcie McClelland, dmcclelland@elcamino.edu (310) 660-3593 x3254, 16007 Crenshaw Blvd., Torrance, CA 90506.

Per the Brown Act, all votes must be recorded by name. Only No's and Abstentions will be recorded by name in the minutes. If a senator was signed in to the meeting and did not vote No/Abstain, their vote will be assumed to be a Yes.

December 6, 2022

Academic Senate of El Camino College 2022-2023

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254
Office location: Schauerman Library, Room 273

Zoom information for Academic Senate Meeting 12/6/2022

Join from PC, Mac, Linux, iOS or Android: https://cccconfer.zoom.us/j/96066759172
Or iPhone one-tap (US Toll): +16699006833,96066759172# or +12532158782,96066759172#
Or Telephone Dial: +1 669 900 6833 (US Toll)
Meeting ID: 960 6675 9172

We ask that everyone please keep in mind the following points of virtual meeting etiquette:

- If you would like to ask a question or make a comment, please use the raise hand feature and wait until acknowledged, do not just blurt out your question/comment or interrupt another individual.
- Please ask one question or make one comment at a time. Then pause and wait for others to participate before making additional comments or asking additional questions. Each speaker will be limited to 2 minutes of time for comments/questions on a given agenda item.
- Keep discussion focused on the current agenda item.
- Mute your microphone when you are not speaking.
- Turn the camera off if you are multitasking during the meeting so others are not distracted.

If you think of comments or questions ahead of time that you would like read and addressed during the meeting, please email them to dmcclelland@elcamino.edu by noon on Tuesday, November 15. In the subject line, please put Academic Senate Meeting 11/15 comment/question so that I can easily find it. Comments and questions can also be typed into the chat during the meeting.

Teleconference locations for Academic Senate Meeting 12/6/2022

647 Camino De Los Mares San Clemente CA
Digital Humanities Center, San Diego State University Library, 5500 Campanile Dr, San Diego, CA 92182
5428 Vinmar Ave, Alta Loma, CA 91701
2537 Wallace Ave. Fullerton CA 92831-4429 USA
ArtB 340D, 16007 Crenshaw Blvd, Torrance CA 90506
14170 Limonite Ave Eastvale, CA 92880
1121 S. Highland Ave. Los Angeles, CA 90019
6644 Eddinghill Drive, Rancho Palos Verdes, CA 90275
1044 W. 227th St., Torrance, CA 90502
1904 Artesia Blvd, Redondo Beach CA 90278
149 S Clarence St, Los Angeles, CA 9003
4138 Delphi Cir, Huntington Beach, CA 92649
18417 Dalton Ave., Gardena, CA 90248
11670 Chesterton St., Norwalk, CA 90650
16007 Crenshaw Blvd., Torrance, CA 90506

- ArtB 340D
- Natural Sciences 111
- Art 125
- Construction Technology 504
- Chem 122

December 6, 2022

Academic Senate of El Camino College 2022-2023

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254
Office location: Schauerman Library, Room 273

Officers & Executive Committee

President	**Darcie McClelland**	VP Finance & Special Projects	**Josh Troesh**
VP Academic Technology	**Stephanie Burnham**	VP Instructional Effectiveness	**Kevin Degnan**
VP Ed. Policies/Pres-Elect	**Camila Jenkin**	Curriculum Chair	**Edwin Ambrosio**
VP Faculty Development	**Anna Brochet**	Secretary	**Maria Garcia**
VP Equity, Diversity, and Inclusion	**Analu Josephides**	Sargent at Arms	**Analu Josephides**

Part-Time (One-year terms)

Ismael de la O

Annette Owens

Behavioral & Social Sciences

Stacey Allen	22/23
Yun Chu	23/24
Kristie Daniel-DiGregorio*	22/23
Orion Teal	23/24
Hong Herrera Thomas	23/24

Business

Kurt Hull	24/25
Philip Lau*[R]	24/25
Josh Troesh	24/25

Counseling

Maria Garcia	23/24
Amy Herrschaft	24/25
Rocio Diaz*[R]	22/23

Library Learning Resources

Analu Josephides*	24/25
Gary Medina	23/24
Camila Jenkin	23/24

Fine Arts

Larry Leach	24/25
Joseph Hardesty	23/24
Russell McMillin*[R]	24/25
Kevin Blickfeldt	24/25
Diana Crossman	24/25

Health Sciences & Athletics/Nursing

Andrew Alguliar	23/24
Dina Mauger	22/23
Shiney Johnson	22/23
Tom Hazell	23/24
Eric Villa	23/24

Humanities

Sean Donnell	24/25
Brent Isaacs	24/25
Erica Brenes	24/25
Stephanie Burnham	23/24
Kevin Degnan	24/25

Industry & Technology

Charlene Brewer-Smith[R]	24/25
Ross Durand*	24/25
Dylan Meek[R]	24/25
Bruce Tran	24/25
Jack Selph	24/25

Mathematical Sciences

Susana Acuna-Acosta	22/23
Diaa Eldanaf	22/23
Arturo Martinez	24/25
Greg Fry	23/24
Lars Kjeseth	24/25

Natural Sciences

Troy Moore	24/25
Darcie McClelland*	22/23
Mia Dobbs	23/24
Sanda Oswald	24/25
Jwan Amin[R]	22/23

Academic Affairs & Student Services

Carlos Lopez

Ross Miyashiro

Associated Students Organization

Hameeda Uloomi

President/ Superintendent

Brenda Thames

Ex-officio positions

Edwin Ambrosio	CCC Chair
Anna Brochet	VP FD
Kelsey Iino	ECCFT

Institutional Research

Josh Rosales

Dates after names indicate the last academic year of the senator's three-year term, for example 22/23 = 2022/2023.
*Denotes longest-serving division senator (i.e., the "senior senator"). [R] Denotes division senator who reports to division on Senate meetings.

El Camino College Academic Senate Purpose, Meetings, and Committees

Purpose: To provide faculty the means for full participation in the formulation of policy on academic and professional matters relating to the college, including those in Title 5 (§53200-53206). The Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters in the following "10+1" areas in the senate purview (BP 2510). If a disagreement arises, the Board and the Senate must mutually agree to any changes or new policies.

1. Curriculum, including establishing prerequisites and placing courses withindisciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards and policies regarding student preparation andsuccess
6. District and college governance structures, as related tofacultyroles
7. Faculty roles and involvement in accreditation process, including self-study and annualreports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate."

The Academic Senate is committed to supporting the college's Mission and Strategic Plan, including Strategic Initiative C – COLLABORATION - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making. For more information consult ECC Academic Senate Handbook or Local Senates Handbook.

ECC ACADEMIC SENATE MEETINGS:

1st and 3rd Tuesdays, 1-230 p.m., Distance Education Conference Center (DE 166).
FALL 2022: September 6 & 20, October 4 & 18, November 1 & 15, December 6.
SPRING 20232: February 21, March 7 & 21, April 4 & 18, May 2 & 16, June 6.

SENATE COMMITTEES:

Academic Technology. Chairs: Stephanie Burnham & Marlow Lemons. 2nd Thursday, more details TBA.
Assessment of Learning. Chairs: Kevin Degnan & Catherine Shultz-Roman. Dates TBA, 2:30-4 pm, Communications 109.
Academic Program Review. Chairs: Kevin Degnan & Irena Zugic. Thursdays, 1230-2pm, Library 202 or Communications 109.
College Curriculum. Chair: Edwin Ambrosio. 2nd & 4th Tuesdays, 2:30-4:30, DE 166.
Online and Digital Education. Chair: Moses Wolfenstein. D.E. Liaison: TBA. 4th Thurs, 1:30-2:30, Lib 202.
Educational Policies. Chair: Camila Jenkin. 2nd & 4th Tuesdays, 1-2, Natural Sciences 127.
Faculty Development. Chair: Anna Brochet. 2nd & 4th Tuesdays, 1-2, West Library Basement.
Equity, Diversity, and Inclusion. Chair: Analu Josephides. 1st and 3rd Wednesdays, 2-3pm, TBA.

CAMPUS COMMITTEES:

Accreditation. Chair: Carlos Lopez. Faculty Co-Chair:TBA. Standards Co-Chairs: TBA
Board of Trustees. Chair: Nilo Michelin. Senate Rep: Darcie McClelland. 3rd Mondays, 4 pm, Boardroom.
Calendar. Chair: Ross Miyashiro. Senate Reps: Anna Brochet and TBA. Meets annually or as needed.
College Council. Chair: Brenda Thames. Senate Reps: Darcie McClelland, Kelsey Iino, and Charlene Brewer-Smith. 1st & 3rd Mondays, 1:00-3:00, Zoom.
Council of Deans. Chairs: Carlos Lopez & Ross Miyashiro. Senate Rep: Darcie McClelland, 1st Thurs., 915-10:30, Zoom.
ECC Technology Committee. Chairs: Crystle Martin & Marlow Lemons. Senate Rep: S. Burnham. 3rd Tuesdays, 2-3, Library 202.
Enrollment Management. Chairs: Carlos Lopez and D. McClelland. 1st Thursday, 115-215, Zoom.
Facilities Steering Committee. Chair: Jorge Gutierrez. Senate Reps: Tom Hazell and Ross Durand, Oct. 3 and Dec 5, Zoom.
Guided Pathways Steering Committee: Chair: J. Simon Senate Rep: D. McClelland. 1st Tues, 2:30- 3:30 DE 166.
Planning & Budgeting (PBC). Chairs: Robert Suppelsa and Viviana Unda. Senate reps: Josh Troesh & Darcie McClelland, 3rd Thurs, 1- 2, Zoom.

Senate & committee meetings are open to the public. Contact committee chairs or representatives directly to confirm details.

ECC (El Camino College) Acronyms

Acronym	Meaning
ACCJC	Accrediting Commission for Community and Junior Colleges
ALC	Assessment of Learning Committee
ADT	Associate Degree for Transfer
AP	Administrative Procedure
ASO	Associated Students Organization (ECC's student government)
ASCCC	Academic Senate for California Community Colleges
BP	Board Policy
BSI	Basic Skills Initiative
BOGFW	Board of Governor's Fee Waiver
BOT	Board of Trustees
CCC	College Curriculum Committee
CCCCO	California Community Colleges Chancellor's Office
CMS	Course Management System
COLA	Cost of Living Adjustment
CTE	Career Technical Education (formerly Vocational Education)
DE	Distance Education (instruction that is at least 51% online)
DEAC	Distance Education Advisory Committee
EPI	Educational Planning Initiative
FACCC	Faculty Association for California Community Colleges
FDC	Faculty Development Committee
FTEF/FTES	Full-Time Equivalent Faculty/Full-Time Equivalent Students
FYE	First Year Experience program
GP	Guided Pathways
HTP	Honors Transfer Program
IE	Institutional Effectiveness (actions/measures of college improvement)
IEPI	Institutional Effectiveness Partnership Initiatives (state-mandated support for IE and host of the Framework of Indicators data portal)
ILOs	Institutional Learning Outcomes
IR/IRP	Institutional Research / Institutional Research & Planning
ITS	Information Technology Services
MMAP	Multiple Measures Assessment Project
OEI	Online Education Initiative
PLOs	Program Level Outcomes
PBC	Planning & Budgeting Committee
PR	Program Review (period program evaluation and plan)
PRP	Program Review & Planning (annual integrated planning system)
SAOs	Service Area Outcomes
SLOs	Student Learning Outcomes
SEA	Student Equity and Achievement
SSSP	Student Success & Support Program
SWP	Strong Workforce Program
Title 5	California Code of Regulations (CCRs) section which details state law related to education. (Also known as "Ed Code")
Title V	Many "Title Vs" exist, but we typically mean a Federal grant program to support the improvement of Hispanic-Serving Institutions (HSI).
WSCH	Weekly Student Contact Hours

Many thanks to Viviana Unda and the Institutional Research and Planning department for sharing their compilation of acronyms.

Adjunct (1 Year)
Unexcused: Ismael De La O
☒Annette Owens

Behavioral Social Sciences
☒Stacey Allen
☒Yun Chu
☒Kristie Daniel Di-Gregorio
Excused: Hong Herrera-Thomas
☒Orion Teal

Business
☒Kurt Hull
☒Phillip Lau
☒Josh Troesh

Counseling
☒Anna Brochet
☒Rocio Diaz
☒Maria A. Garcia
☒Amy Herrschaft

Fine Arts
Unexcused: Kevin Blickfeldt
☒Diana Crossman
☒Joe Hardesty
☒Larry Leach
Excused: Russ McMillin

Health Sciences & Athletics
Unexcused: Andrew Alvillar
☒Tom Hazell
Unexcused: Shiney Johnson
☒Dina Mauger
☒Eric Villa

Humanities
☒Stephanie Burnham
Excused: Sean Donnell
☒Brent Isaacs
☒Kevin Degnan
☒Erica Brenes

ITEC
☒Charlene Brewer-Smith
Excused: Ross Durand
☒Dylan Meek
☒Jack Selph
☒ Bruce Tran

Library
☒Camila Jenkin
☒ Analu Josephides
☒Gary Medina

Mathematics
☒Susana Acosta-Acuna
Excused: Diaa Eldanaf
☒Lars Kjeseth
☒: Greg Fry
☒Arturo Martinez

Natural Sciences
Excused: Jwan Wageman
Excused: Mia Dobbs
Excused: Sanda Oswald
☒Darcie McClelland
☒Troy Moore

ASO
☒Hameeda Uloomi

Curriculum Chair
☒Edwin Ambrosio

Academic Affairs
☒Carlos Lopez

Student Services
☒Ross Miyashiro

President/Superintendent
Brenda Thames

ECC Federation
☒Kelsey Iino

Institutional Research
☒Josh Rosales

Dean's Reps/Guests/Other Officers:
☒Ali Ahmadpur
☒Arturo Hernandez
☒Carolyn Pineda
☒ Connor Lai
☒Grace Camargo-Perez
☒Jeff Baumunk
☒John Baranski
☒Julie Meredith
☒Keiana Daniel
☒Linda Cooks
☒Michael Wynne
☒Ms. Nishi
☒Polly Parks
☒Rhea Lewitzki
☒Ryan Martinez
☒Stephen Robert Peluso
☒William Carter

ACADEMIC SENATE MINUTES November 15, 2022

Unless noted otherwise, all page numbers refer to the packet used during the meeting, not the current packet you are reading now.

A. Call to Order/ Introductions (3 minutes)

- Called to order at 1:04pm

B. Approval of Minutes (2 minutes)

- Motion to approve A. Josephides, seconded by K. Daniel Di-Gregorio
- 24 Yes, 0 no, 0 abstentions
- Correction:
    - AP 5070 language update.

Instructor Adds- Instructors are required to add students who are present for the first scheduled class period of the term up to the course cap through the end of the first scheduled day of class for the session. ~~first week of instruction for 16 week courses, through the first 72 hours of the term for 8 week courses, and through the first 48 hours of the term for 5 and 6 week courses.~~

For fully online asynchronous classes instructors are required to add students who contact them up to the course cap through the first 48 hours of the term. ~~end of the first week of instruction for 16 week courses, through the first 72 hours of the term for 8 week courses, and through the first 48 hours of the term for 5 and 6 week courses.~~

Instructors may, at their discretion, add additional students after these timelines until the add deadline for the term.

C. Unfinished Business:

a. Updated Title IX Mandated Reporting Syllabus Statement- Anna Brochet (5 minutes)

- Motion to approve A. Josephides, seconded by L. Kjeseth
- Reviewed and clarified who needs to report child abuse/neglect.
    - Only psychologists can keep this confidential
    - All other employees must report to Title 9
- 35 yes, 0 Nos, 0 abstention
- Questions:
    - May faculty edit syllabus statement?
        - Can adjust language but DO NOT change the meaning of the statement

D. New Business:

a. Calendar Committee proposals for 2024-2025 Monday instruction- Ross Miyashiro (10 minutes)

- Reviewed calendar 2024-2025 academic calendar
- Calendar committee passed 3 additional holidays, however, all the collective bargaining units need to agree on dates.
    - Special meeting will be held, sent to board for approval and then added to calendar
- Discussion about Monday only classes as it could impact contact hours

- Senators to reach out to constituents who teach Monday only and short-term class to see if they prefer to add extra hours or a Monday to reach contact hours and bring feedback to Dec 6th 2nd reading
- Full-term classes do not need to add time per VP Lopez as it is not legal to add time to classes. If it is selected as a holiday, then it gets reported as such to state
    - Short term classes can add time./day
    - VP Lopez will look at the regulations to see what 16-week courses can do in this matter.
- Native American Day fall term
- Cesar Chavez spring term
- Juneteenth summer tem (some years may impact spring)
- VP Miyashiro acknowledged Alice Martinez for supporting calendar committee and helping figure out the math as it related to instructional days/hours
- Concern expressed about "short-changing" students class time due to holidays
    - VP Lopez stated holidays are accounted for as it related to instruction time/days required and does not mean students are losing out on required days/time of instruction

b. Resolution on Recognizing Advanced Faculty Training in Online Course Assignment- Moses Wolfenstein

- Resolution read out loud
- Student Connor Lai provided perspective for high quality distance ed courses
    - Senator for Academic Tech student org
    - Distance learning opens up learning opportunities for all students (helps with courses that may overlap, working students, etc.)
    - High quality ensures success and access no matter the modality chosen
- Questions:
    - What's the timeline to go through Poker training process and are faculty being compensated?
        - Completion can vary depending course walk through and rubric
        - 20-40+ hours but this depends on the "shape" of the course during
        - Compensation for course is being looked to see if there can be compensation be provided
    - Part-time faculty may not be able meet these requirements and may impact their ability to receive course assignments
    - How many faculty have gone through Poker?
        - 2 Poker completions and 5 from CDC?
        - Approximately 12 faculty in the process of completing Poker
    - Any data for success rates for online courses?
        - Moses will seek this data for asynchronous courses
    - Discussion around how faculty is assigned to teach online
        - There will be no "requirement' to complete Poker to teach online. Instead, if you have 5 online sections and you 3 Poker certified then they must get the option to teach online first
            - This is in contract

        - Once those Poker faculty are offered to teach online courses, then dean has the discretion to assign the rest of the online courses to other interested faculty
    - Any revisions/suggestions please send by Wed. Nov 30th to Darcie or Moses

c. Revised Academic Integrity Syllabus Statement- Anna Brochet

- Language was changed to sound more student friendly vs old language had an intimidating language
- Discussion on how academic integrity is violated out of desperation/confusion
    - This new suggestion is reminding students to present work in their own thoughts/ideas
    - Moving away from the "aha, I caught you cheating!" notion and framing academic integrity in a more supportive way
- Suggestion to make statement more concrete vs abstract
- If you have suggestions to language, send to Anna Brochet by Wednesday, November 30th

E. Information Items –Discussion

a. AB 481 Informational Presentation- Chief Michael Trevis

- Document was not available at the time packet was sent out, but you can view supplement added to packed on outlook invitation
- This bill was passed in response to law enforcement responding to situations with "military equipment" public concern.
- The bill makes transparent what police department purchase and purpose
- Definition of "military equipment" defined in AB
- Information will be posted on campus police website: https://www.elcamino.edu/support/health-safety/police/
- Reviewed "military equipment" by ECC PD
    - Command and Control (SUV)
    - Less than lethal shot guns
    - AR15 (rifle)
    - MP5
    - See link for information
- AB481 allows for transparency and BOT and City Council needs to review and approve/disapprove equipment
- Friday, Nov 18th 1-2pm or 5-6pm equipment demonstration North Gym. You will see police cars out there.
- Spring PD General Session PD day Active Shooter (20 min session)

b. FDC Announcements- Anna Brochet (5 minutes)

- Thur, Feb 9th in person mandatory general session
- Roundtable discussion following general sessions
    - Complete link sent last week if interested in facilitating

c. EDI Announcements- Analu Josephides

F. Reports

a. Academic Senate President's Report – Darcie McClelland

- Student Success Committee needs to be completed by spring.
- Needs reps for Business, Creative Arts and LCJ
- Needs to be good at looking at data and make recommendations and be comfortable having difficult conversation
    - For meta-major left can recommend counseling faculty
    - Doesn't need to be Success Team Leads

- Planning processed will be improved per President
- Provide to feedback on how things can improve

b. VP Reports (Packet only, will not be read)- Senate Executive Board

c. Academic Affairs Report- Carlos Lopez

d. Student Services Report- Ross Miyashiro

G. Future Agenda Items

a. Guided Pathways Plan

b. Emergency Conditions Funding Allowance Recovery Plan

c. Strategic Enrollment Management Plan 2022 – 2025

d. Police/Community Relations and Safety Presentation

H. Public Comment

- No comments

I. Adjournment

- 2:22pm

The Calendar Committee has proposed to begin Spring 2025 on Tuesday, February 18th and finish on Monday, June 16th. This would alleviate the problem with disruption to instruction because of several Monday holidays by starting after the Presidents' Day holiday on Monday, February 17th.

EL CAMINO COMMUNITY COLLEGE DISTRICT
ACADEMIC CALENDAR
2024-2025 (DRAFT)

JULY 2024

S	M	T	W	T	F	S
	1	2	3	*4	[5]	[6]
[7]	8	9	10	11	[12]	[13]
[14]	15	16	17	18	[19]	[20]
[21]	22	23	24	25	[26]	[27]
[28]	29	30	31			

AUGUST 2024

S	M	T	W	T	F	S
				1	[2]	[3]
[4]	5	6	7	8	[9]	[10]
[11]	(12)	(13)	(14)	(15)	(16)	[17]
[18]	(19)	(20)	(21)	{22}	{23}	24
25	26	27	28	29	30	31

SEPTEMBER 2024

S	M	T	W	T	F	S
1	*2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	*11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	*28	*29	[30]

DECEMBER 2024

S	M	T	W	T	F	S
[1]	2	3	4	5	6	7
8	9	10	11	12	13	[14]
[15]	(16)	(17)	(18)	(19)	(20)	[21]
[22]	(23)	*24	*25	[26]	[27]	[28]
[29]	[30]	*31				

JANUARY 2025

S	M	T	W	T	F	S
			*1	(2)	(3)	[4]
[5]	6	7	8	9	10	[11]
[12]	13	14	15	16	17	[18]
[19]	*20	21	22	23	24	[25]
[26]	27	28	29	30	31	

FEBRUARY 2025

S	M	T	W	T	F	S
						[1]
[2]	3	4	5	6	*7	[8]
[9]	(10)	(11)	(12)	{13}	{14}	15
16	*17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	[12]
[13]	(14)	(15)	(16)	(17)	(18)	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	*26	27	28	29	30	31

JUNE 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	[14]
[15]	(16)	(17)	(18)	(19)	(20)	[21]
[22]	23	24	25	26	[27]	[28]
[29]	30					

Fall	Winter Intersession	Spring	Flex Days	Summer	No Classes

{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[ ] - Campus Closed

* - Holidays (Management, Faculty, Staff, and Students) – Campus Closed

( ) - Campus Remains Open – Classes not in session

El CAMINO COMMUNITY COLLEGE DISTRICT
ACADEMIC CALENDAR
SUMMER CALENDAR 2025 (DRAFT)

MAY 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	34
35	*26	27	28	29	30	31
31						

JUNE 2025

S	M	T	W	T	F	S
1	2	3	4	5	5	7
8	9	10	11	12	13	[14]
[15]	(16)	(17)	(18)	(19)	(20)	[21]
[22]	23	24	25	26	[27]	[28]
[29]	30					

JULY 2025

S	M	T	W	T	F	S
		1	2	[3]	*4	[5]
[6]	7	8	9	10	[11]	[12]
[13]	14	15	16	17	[18]	[19]
[20]	21	22	23	24	[25]	[26]
[27]	28	29	30	31		

AUGUST 2025

S	M	T	W	T	F	S
					[1]	[2]
[3]	4	5	6	7	[8]	[9]
10]	11	12	13	14	[15]	[16]
[17]	(18)	(19)	(20)	{21}	{22}	23
24	25	26	27	28	29	30
31						

Summer Session ----------2025

*Six-Week Sessions
June 23 through July 31, 2025
July 7 through August 14, 2025

*Eight-Week Session
June 23 through August 14, 2025

*These dates are subject to change.

Summer Four-Day Workweek Schedule – 2025

The 4-day, 8-hour a day workweek for classified and administrative employees will begin Monday, June 23, 2025 through Thursday, August 14, 2025
The first Friday off is June 27, 2025 and the last Friday off is August 15, 2025.

Fall	Winter Intersession	Spring	Flex Days	Summer	No Classes

{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session
[ ] - Campus Closed
* - Holidays (Management, Faculty, Staff, and Students) – Campus Closed
( ) - Campus Remains Open – Classes not in session

Fall Semester 2024			
Faculty & Staff Development Flex Days Mandatory Flex Day --6 hours	Thursday - Friday	August 22-23	2024
Fall Semester Classes Begin (1st 8 Week Session and Full Semester Courses)	Saturday	August 24	2024
Weekday Classes Begin (1st 8 Week Session and Full Semester Courses)	Monday	August 26	2024
First Day to Apply for Degrees and Certificates (Fall)* {this is subject to be earlier}	Monday	August 26	2024
Last DayAdd (w and Add Code)/ Drop for a Refund/No Notation (1st 8 Week	Friday	August 30	2024
Labor Day Holiday (Campus Closed)	*Monday*	*September 2*	*2024*
Last Day to Add with an Add Code (Full Semester Courses)	Sunday	September 8	2024
Last Day to Drop for a Refund/No Notation on your Record (Full Semester Courses)	Sunday	September 8	2024
Active Enrollment Census	**Monday**	**September 9**	2024
Last Day to Apply for Degrees and Certificates (Fall)	Friday	October 11	2024
Mid-Term Classes Begin (2nd 8 Week Session)	Saturday	October 19	2024
Weekday Classes Begin (2nd 8 Week Session)	Monday	October 21	2024
Last Day to Drop for a Refund/No Notation (2nd 8 Week Session)	Friday	October 25	2024
Veterans Day Holiday (Campus Closed)	***Monday***	**November 11**	**2024**
Last Day to Drop with a "W" (Full Semester Courses)	Friday	November 15	2024
Thanksgiving Day Holiday/Weekend (Campus Closed)	*Thursday - Friday*	November 28-29	2024
Fall Semester Ends	Friday	December 13	2024
First Day to Appy for Degrees and Certificate (Spring)	Monday	December 16	2024
Winter Recess (Campus Closed)	*Tuesday-Tuesday*	December 24-31	2024
New Year's Holidays (Campus Closed)	*Wednesday*	January 1	*2025*
Winter Session - 2025			
Classes Begin	Monday	January 6	2025
Last Day to Add (*M-F)	Thursday	January 9	2025
Last Day to Drop for a Refund/No Notation (*M-F)	Thursday	January 9	2025
Martin Luther King Holiday Observed (Campus Closed)	*Monday*	*January 20*	2025
Last Day to Drop with a "W" (*M-F)	Wednesday	January 29	2025
Winter Session Ends	Thursday	February 6	2025
Lincoln's Day Holiday Observed (Campus Closed)	*Friday*	*February 7*	2025
Spring Semester 2025			
Faculty & Staff Development Flex Days Mandatory Flex Day --3 hours	Thursday-Friday	February 13-14	2025
Spring Semester Classes Begin	Saturday	February 15	2025
Washington's Day Holiday Observed (Campus Closed)	*Monday*	*February 17*	2025
Weekday Classes Begin (1st 8 Week Session and Full Semester Courses)	Tuesday	February 18	2025
Last DayAdd (w and Add Code)/ Drop for a Refund/No Notation (1st 8 Week	Sunday	February 23	2025
Spring Semester 2025 continued			
Last Day to Apply for Degrees and Certificates (Spring)	Friday	February 28	2025
Last Day to Add with an Add Code (Full Semester Courses)	Sunday	March 2	2025
Last Day to Drop for a Refund/No Notation on your Record (Full Semester Courses)	Sunday	March 2	2025
Active Enrollment Census	Monday	March 3	2025
Spring Recess (Faculty and students)	Saturday - Friday	April 12 - 18	2025
Mid-Term Classes Begin (2nd 8 Week Session)	Saturday	April 19	2025
Weekday Classes Begin (2nd 8 Week Session)	Monday	April 21	2025
Last DayAdd (w and Add Code)/ Drop for a Refund/No Notation (2nd 8 Week	Sunday	April 27	2025
Last Day to Drop with a "W" (Full Semester Courses)	Friday	May 16	2025
Memorial Day Holiday (Campus Closed)	*Monday*	*May 26*	2025
El Camino College Graduation	Friday	June 13	2025
Spring Semester Ends	Friday	June 13	2025
Summer Sessions 2025 - El Camino College			
First Six Week Session			
First Six Week Session Begins	Monday	June 23	2025
Last DayAdd (w and Add Code)/ Drop for a Refund/No Notation (M-TH*)	Thursday	June 26	2025
Active Enrollment Census	Monday	June 30	2025
Independence Day Holiday Observed (Campus Closed)	*Thursday*	*July 3*	2025
Last Day to Drop with a "W" (Full Semester Courses)	Tuesday	July 22	2025
First Six Weeks Ends	Thursday	July 31	2025
Eight Week Session			
Eight Week Session Begins	Monday	June 23	2025
Last DayAdd (w and Add Code)/ Drop for a Refund/No Notation (M-TH*)	Monday	June 30	2025
Active Enrollment Census	Tuesday	July 1	2025
Independence Day Holiday Observed (Campus Closed)	*Thursday*	*July 3*	2025
Last Day to Drop with a "W" (Full Semester Courses)	Thursday	July 31	2025
Eight Weeks Ends	Thursday	August 14	2025
Second Six Weeks Session			
Second Six Weeks Session Begins	Monday	July 7	2025

Last DayAdd (w and Add Code)/ Drop for a Refund/No Notation	Thursday	July 10	2025
Active Enrollment Census	Monday	July 14	2025
Last Day to Drop with a "W" (Full Semester Courses)	Tuesday	August 5	2025
Second Six Weeks Session Ends	Thursday	August 14	2025
***M - F classes only for Winter all others check your syllabus**			
***M-TH classes only for summer all others check your syllabus**			

EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2024-2025
EIGHT-WEEK COURSE DATES (DRAFT)

FALL 2024

First Eight Weeks

August 24 through October 18

Second Eight Weeks

October 19 through December 13

SPRING 2025

First Eight Weeks

February 15 through April 11

Second Eight Weeks

April 19 through June 13

EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2024 - 2025
HOLIDAYS FOR 12-MONTH EMPLOYEES (DRAFT)

1. Independence Day Holiday	Thursday	July 4, 2024
2. Labor Day Holiday	Monday	September 2, 2024
3. Veterans Day Holiday	Monday	November 11, 2024
4. Thanksgiving Holiday	Thursday	November 28, 2024
5. Local Holiday	Friday	November 29, 2024
6. Local Holiday	Tuesday	December 24, 2024
7. Christmas Holiday	Wednesday	December 25, 2024
8. Local Holiday	Tuesday	December 31, 2024
9. New Year's Holiday	Wednesday	January 1, 2025
10. Martin Luther King's Holiday	Monday	January 20, 2025
11. Lincoln's Holiday (observed)	Friday	February 7, 2025
12. Washington's Holiday	Monday	February 17, 2025
13. Memorial Day Holiday	Monday	May 26, 2025

Proposed revision: Growth mindset-oriented syllabus statement on Academic Integrity

Drafted, voted, and approved by Academic Integrity Committee

El Camino College is dedicated to providing a learning environment where you can succeed. In return, we need you to do your part in maintaining academic integrity. To uphold the academic integrity of the institution as a student, you are responsible for behaving in a manner which encourages learning and promotes honesty and to act with fairness toward others.

At El Camino College, academic integrity includes:

- Always turning in your own work written in your own voice
- Always giving credit for ideas/words/images that are not your own
- Never presenting the work of others as your own

In short, as long as you take ownership of your own original quality work, we will do everything we can to support your success. I encourage you to meet with me if you have questions about how to maintain academic integrity in my course.

For more information on ECC policies regarding Student Code of Conduct and Academic Integrity and resources for students and faculty visit the Academic Integrity web page.

Current Sample Statement RE: Academic Honesty

El Camino College is dedicated to maintaining an optimal learning environment and insists upon academic honesty. To uphold the academic integrity of the institution, all members of the academic community, faculty, staff and students alike, must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty. It is the responsibility of all members of the academic community to behave in a manner which encourages learning and promotes honesty and to act with fairness toward others.

For more information on ECC policies regarding Student Code of Conduct and Academic Honesty visit: http://www.elcamino.edu/student/studentservices/sdo/codeofconduct.aspx

Optional: Examples of academic dishonesty include, but are not limited to: 1) Representing the words, ideas, or work of another as one's own in any academic exercise; 2) copying from another student or former student or allowing another student to copy from one's work; 3) allowing another individual to assume one's identity or assuming the identity of another individual; 4) unauthorized collaboration; changing answers on a previously scored test/assignment/experiment with the intent to defraud; 5) inventing data with the intent to defraud; 6) obtaining or copying exams, test questions, or other course materials; 7) giving or receiving information during an examination or test by any means; 8) using aids such as notes, calculators, or electronic devices unless authorized; 9) handing in the same paper or other assignment in more than one class; 10) purchasing papers to submit as one's own work.

Resolution on Recognizing Advanced Faculty Training in Online Course Assignment

Whereas Title 5, California Code of Regulations §53200 has been interpreted at El Camino College to include methods of ensuring course quality in Distance Education classes as subject to the collegial consultation process;

Whereas El Camino College has, through collegial consultation, determined that faculty must go through a certification process in order to be assigned Distance Education classes as per the method included in Administrative Procedure 4105;

Whereas gaps in student success in Online courses when compared to On-Campus courses have been demonstrated through research within the California Community College system and at El Camino College;

Whereas educational research has demonstrated that processes for ensuring high quality Online (asynchronous) courses improve student success;

Whereas Distance Education courses in general and Online courses in particular make up a significantly larger portion of sections offered at El Camino College since the period of emergency remote instruction due to the COVID-19 pandemic during the 2020/2021 and 2021/2022 academic;

Whereas this change in student preference for course formats has persisted since the campus was fully reopened for the Spring 2022 term further emphasizing the need to work towards offering El Camino students the highest quality courses possible in the Online format;

Whereas student success in El Camino College courses regardless of course format is essential for the campus to meet its mission and vision, and to sustain enrollment and achieve student equity;

Whereas Online course quality was flagged as an area in need of improvement by the visiting review team in El Camino's last accreditation cycle;

Whereas the proportion of faculty who have met the basic certification requirements for teaching in Distance Education formats at El Camino College is substantially increased since the period of emergency remote instruction due to the COVID-19 pandemic during the 2020/2021 and 2021/2022 academic years;

Whereas the California Community College system has implemented the Peer Online Course Review (POCR) process and the California Virtual Campus (CVC) rubric as one method for ensuring that courses offered by schools within the system are more likely to result in student success;

Whereas the CVC Rubric and POCR process are specifically designed to review and support the improvement of Online (asynchronous) classes;

Whereas El Camino College has formed a Local POCR team as one method of improving the quality of Online courses;

Resolved, that when determining assignment for classes in the Online format starting with the Summer 2023 term, divisions will prioritize assignment, in alignment with the contract, in this format for faculty who have completed a certified form of advanced training and development in designing, developing, and teaching online courses including but not limited to; the local POCR process at El Camino College or

another CVC local POCR approved campus, completion of an alternative formal course quality review process (e.g. Course Design Academy, Quality Matters), and graduate-level coursework and/or degree attainment that emphasizes online/distance education design and pedagogy in its official description;

Be it further resolved that this procedure will be included in the next revision of Administrative Procedure 4105: Distance Education to be reviewed through the collegial consultation process during the Spring 2023 academic term.

Section

CHAPTER 4: ACADEMIC AFFAIRS

Title

Academic Accommodations For Students With Disabilities

Code

BP-4055

Status

Active

Adopted

October 20, 2003

Last Revised

November 28, 2011

Board Policy ~~4055~~5140 Academic Accommodations for Students with Disabilities

The El Camino Community College District provides reasonable accommodations for students with disabilities in accordance with compliance measures established by the Rehabilitation Act of 1973, sections 504 and 508, the Americans with Disabilities Act (ADA), and the ADA Amendments Act of 2008 (ADAAA). El Camino College shall provide reasonable accommodations to students with documented disabilities without compromising the student's course of study or the integrity of the college's academic standards. Reasonable accommodations are determined on an individual basis.

Reference:
Title 5, Section 56006 (DSPS Regulations), 56027 (Academic Accommodations), 55063 (Minimum requirements for the Associate Degree) Rehabilitation Act of 1973, Section 504 and Section 508
Americans with Disabilities Act of 1990 (ADA) ADA Amendments Act of 2008
Title 5

BP 5140 Disabled Student Programs and Services

References:

Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq.

NOTE: *This policy is **legally required**.*

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Student Programs and Services (DSPS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in the DSPS program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The ***[CEO]*** shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The ***[CEO]*** shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

Revised 3/12, 10/13, 4/16, 10/16

Administrative Procedure 5140 Academic Accommodations for Students with Disabilities

Background

The El Camino Community College District intends that its graduates master the competencies required by Title 5 of the California Code of Regulations. This entails the completion of required courses to obtain a degree or certificate with appropriate documentation as specified in Title 5, Section 56006 (DSPS Regulations). El Camino Community College District's policy is to respond to a student request for reasonable accommodations in a timely manner. However, provision of these accommodations does not guarantee the outcome of the student's endeavors. The Superintendent/President or designee shall establish standards of review for academic requirements to ensure that such requirements do not discriminate against students with disabilities or have the effect of excluding students solely on the basis of disability.

Verification of educational limitations and prescriptive planning of academic accommodations with otherwise qualified students with a disability is the responsibility of the Special Resource Center (SRC). The El Camino College District shall provide students a process to request reasonable accommodations, which may include course substitution of degree requirements. It is the student's responsibility to request accommodations. Additionally, it is the student's responsibility to provide documentation of disability along with identified educational limitations to support their request for accommodations. Accommodation requests are considered on an individual basis. Considerations include, but are not limited to, whether the student is an otherwise qualified student with a disability, documentation of educational limitations, the essential nature of the course and program, and accommodations and disability management strategies previously utilized by the student.

Requests for Academic Accommodations

There are two types of request for academic accommodations:

1. Request for Reasonable Accommodations – an adjustment that allows a student with a disability an equal opportunity to complete course requirements;

2. Request for Course Substitution – the replacement of a required course with an approved alternative course to complete program or degree requirements.

Reasonable Accommodations

The District recognizes the provision of reasonable accommodations is intended to mitigate functional limitations to facilitate a student's academic access and ability to complete a course or achieve proficiency. For most students with documented disabilities, this first level of accommodation will involve an attempt to complete the course with additional help such as learning facilitation, in-class support services, educational material in alternate formats, assistive technology, auxiliary aids, test accommodations, and note-taking assistance. Other options may include a request to complete an extended version of the course, and/or advisement to complete developmental courses or courses in an alternate format to promote academic success.

Procedure for requesting an accommodation:

1. Students are responsible for requesting course accommodations with a counselor or disability specialist in the SRC and providing appropriate documentation of a disability.
   a. As an alternative, students who do not want to use the services of the SRC may contact the Dean of Student Support Services and request reasonable accommodations.
   b. Students are encouraged to request accommodations at the start of the matriculation process. A timeline for requesting services is available in the SRC student handbook posted on the District website. Reasonable accommodations are not retroactive and will commence in a timely manner relative to factors including but not limited to the term of enrollment,

time of request, approval of the disability/documentation, the interactive process, and resources available.

c. The SRC professional staff or Dean of Student Services, in collaboration with the student, will evaluate and determine reasonable accommodations based upon the student's educational limitation(s) related to a documented disability.

2. After consultation, if the student disagrees with the recommendation for accommodations made by the SRC or Dean of Student Support Services, the student may request a review of the accommodations through the grievance procedure outlined in the SRC student handbook. This request for review must be submitted to the SRC within ten (10) business days of the time the student receives the recommendation for accommodations.

3. If approved accommodations are not being provided by the instructor or appropriate staff, students must notify the SRC within ten (10) business days, in accordance with the SRC grievance procedure. At this point, the SRC will attempt to resolve the conflict within five (5) business days.

4. If a resolution is not attained regarding the accommodation, the student, instructor, or SRC professional staff will refer the matter to the Americans with Disabilities Compliance Officer ("ADA Officer") or representative for review. The ADA Officer or representative will review and attempt to resolve the conflict informally with the student and faculty member within five (5) business days.

Commented [BL1]: I believe this has previously been Idania Reyes. Gary, can you confirm?

5. If no resolution is reached, the ADA Compliance Officer or representative will convene an Academic Accommodations Committee to investigate and resolve the issue within ten (10) business days. Depending on the circumstances and pursuant to the grievance procedure, the Academic Accommodations Committee may consist of the following:

a. The El Camino College ADA Officer or representative (chair).
b. The dean of the division or a designee from the department in which the course is taught.
c. An instructor who teaches the course in question, or from the department in which the course is taught, or from a closely related discipline.
d. The SRC faculty or staff member with knowledge of the disability and/or educational limitations of the student.

During this time period the SRC will continue to provide recommended reasonable accommodations pending a final resolution.

Grounds for Academic Accommodations

The Academic Accommodations Committee will evaluate and determine the appropriateness and feasibility of the accommodation to ensure access, and whether the requested academic adjustment fundamentally alters the course or program of instruction, or if implemented, will conflict with a direct licensing requirement or jeopardize a requirement essential to the program of instruction.

If necessary, the Academic Accommodations Committee will evaluate and determine alternative academic adjustments that may be considered to ensure the student is not denied the benefits of, or is excluded from participation in the academic program without impacting the integrity of the course.

Course Substitution

A course substitution is the replacement of a required course with an approved alternative course. A course substitution may be appropriate provided that the following four conditions are met:

1. The required course is found by the Academic Accommodations Committee to be nonessential to the student's course of study;

2. Reasonable accommodations offered do not enable them to successfully complete a required course;

3. Attempts with additional or different accommodations have been exhausted or if the student's identified educational limitations are of such magnitude that any attempt at completing the course would be futile; and

4. A suitable course for substitution exists. The institution shall explore alternatives such as Independent Study, but is not required to develop a substitute course if one does not exist. Academic requirements essential to the program of instruction or major being pursued by the student, or directly related to licensing requirements, will not be regarded as discriminatory.

Procedure for Requesting a Course Substitution

1. The student will consult with the SRC to evaluate and determine reasonable alternative courses to meet degree requirements based upon the student's educational limitation(s) related to a verified disability.
   a. Students are encouraged to request course substitutions two (2) semesters before applying for graduation.

2. If a course substitution is not obtained, the student is referred to the ADA Officer for consultation. Upon meeting with the student, the ADA Officer will then consult with appropriate college representatives to determine appropriate course substitutions informally. The student will be notified of results within ten (10) business days.

3. If no course substitution is approved, the student must submit an Academic Accommodations Request form with supporting documentation to the ADA Officer or representative.
   a. The student is encouraged to consult with an appropriately qualified SRC disability specialist or counselor to review all submitted documents for accuracy and completeness prior to submission to the ADA Officer.
   b. It is the student's responsibility to provide all required documentation at the time of request.

4. Once a complete request is received, the Academic Accommodations Committee shall convene within twenty (20) business days within a primary (spring and fall) term to review the student's request.
   a. The student will have an opportunity to present the request accompanied by any relevant documentation for an academic accommodation to the committee.
   b. The student may choose to have an advisor present to support them through the process. However, the advisor may not speak on behalf of the student during the process.
   c. Thereafter, the committee will deliberate and reach a consensus for the appropriate academic accommodations – course adjustments or substitution.
   d. The ADA Officer or representative shall notify the student of decisions within five (5) business days and maintain records of all decisions of the Committee.

5. An exception to the timeline will be made if the petition is received so late in a primary term it creates a challenge for the committee to complete its process within the term. In such cases, the Chair of the Academic Accommodations Committee will convene the committee at the earliest possible time during the following primary term. The timeline for the committee's decision will remain the same and begin the first day of instruction of the following primary term.

6. Pending the decision of the Academic Accommodations Committee, accommodations will be made in the interim period as recommended by the ADA Officer or representative.

7. Completion of a substitute course shall not be construed as meeting the prerequisite for other courses.

8. A course waiver is the elimination of a required course from a student's program of study. Academic Accommodations Committee may consider course waiver under the following three conditions:

a. There is evidence the student has met the requirements noted above for substitution;

b. There are no viable alternative courses offered at El Camino College, as determined by judgment of the Academic Accommodations Committee; and
c. The required course is peripheral to the student's course of study or major, and the student must not require any further classes or training in the specified area.

A waiver of the course requirement will not be considered a waiver of the student's responsibility to complete the minimum number of units required by the institution for completion of the program of study. A waiver of a course requirement shall not be construed as a waiver of any prerequisite for any other course. The absence of a substitute course does not automatically establish grounds for a waiver.

Recognition by Other Institutions

A course substitution or waiver applies to El Camino College courses exclusively. Students shall be informed that a substitution or waiver granted by El Camino College may not be recognized by another educational institution. Similarly, the college does not recognize substitutions or waivers granted by another institution. It is the responsibility of the student to contact potential transfer institutions regarding the acceptability of the substitution to meet transfer requirements.

Notification

The ADA Officer or representative shall notify the student, the SRC, the Registrar in Admissions and Records and all other pertinent offices of any changes allowed by the Academic Accommodations Committee to the student's course of study in writing within five (5) business days after a decision has been determined.

Appeals

The decision of the Academic Accommodations Committee is final unless there is new information that was not previously available. Under this exception, the student may only appeal the decision one (1) time and submit documents or information not previously submitted that they and the SRC specialist believe are pertinent in support of the appeal. If the appeal is denied, the student may submit a written request to the ADA Officer that the appeal be forwarded to the Vice President of Academic Affairs for review. This request must be submitted within twenty (20) business days of notification of the committee's decision. The decision of the Vice President of Academic Affairs is final.

AP 5140 Disabled Student Programs and Services

References:
Title 5 Sections 56000 et seq.

NOTE: *This procedure is **legally required**. Local practice may be inserted, but must include the following legal minimums. Insert local procedures here and/or reference the DSPS Plan.*

The District maintains a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes and programs.

NOTE: *At a minimum, the procedures, plan, or description of the program and services **must address**:*

- *procedure for timely response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee;*
- *long-range goals and short-term measurable objectives for the program;*
- *definitions of disabilities and students eligible for the program;*
- *support services and instruction that is provided;*
- *technology accessibility;*
- *verification of disability;*
- *student rights and responsibilities;*
- *academic accommodation plan that is developed by a designated person in consultation with the student;*
- *academic adjustments, auxiliary aids and services;*
- *provisions for course substitution and waivers;*
- *staffing; and*
- *advisory committee.*

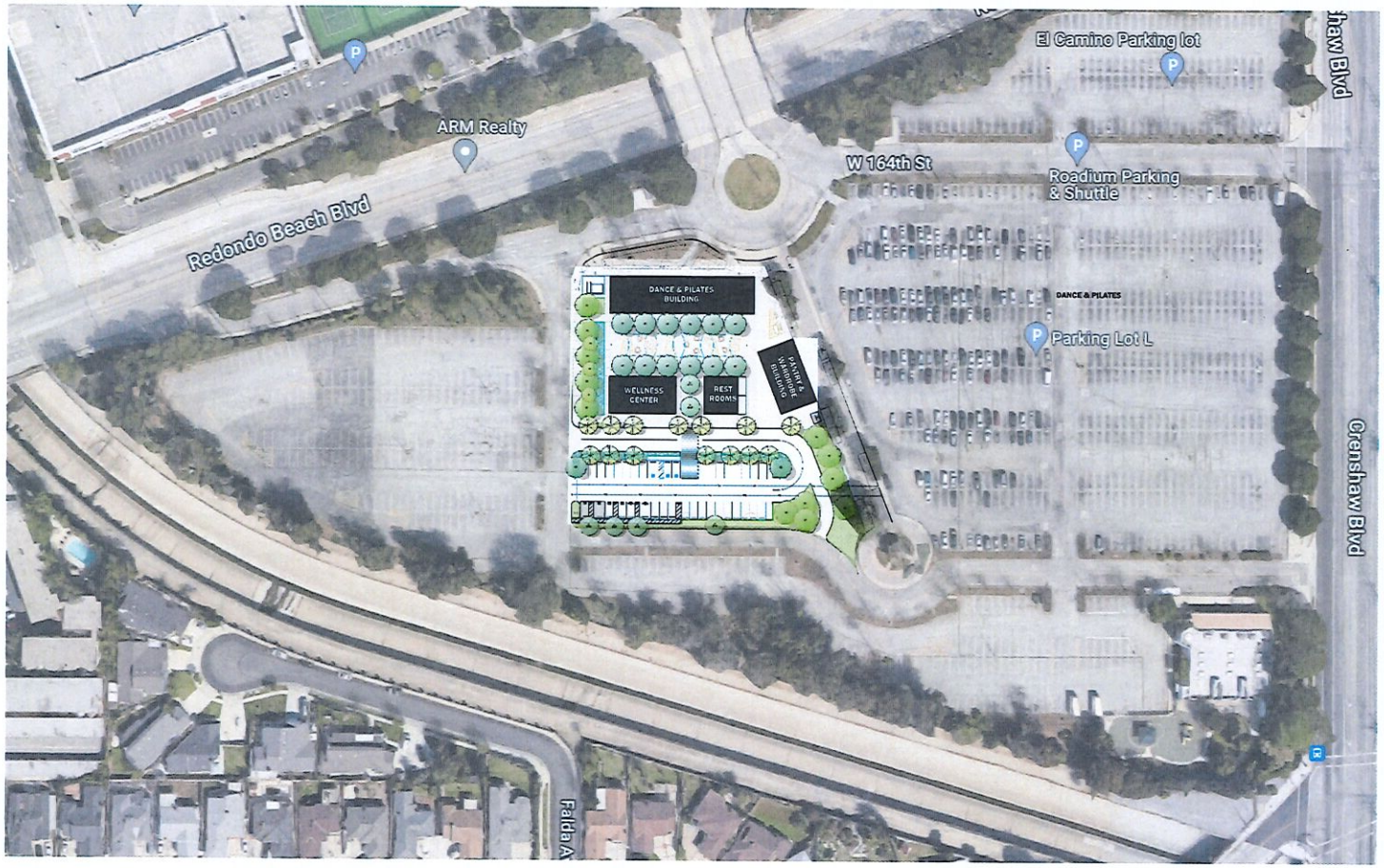
Revised 3/12, 10/13, 4/16

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their entity. The information contained within is a sample only and is not designed to address each District's specific and unique issues, internal rules or practices, or governing documents that might be in place at each entity. Districts should always consult with local District legal counsel prior to implementation.*

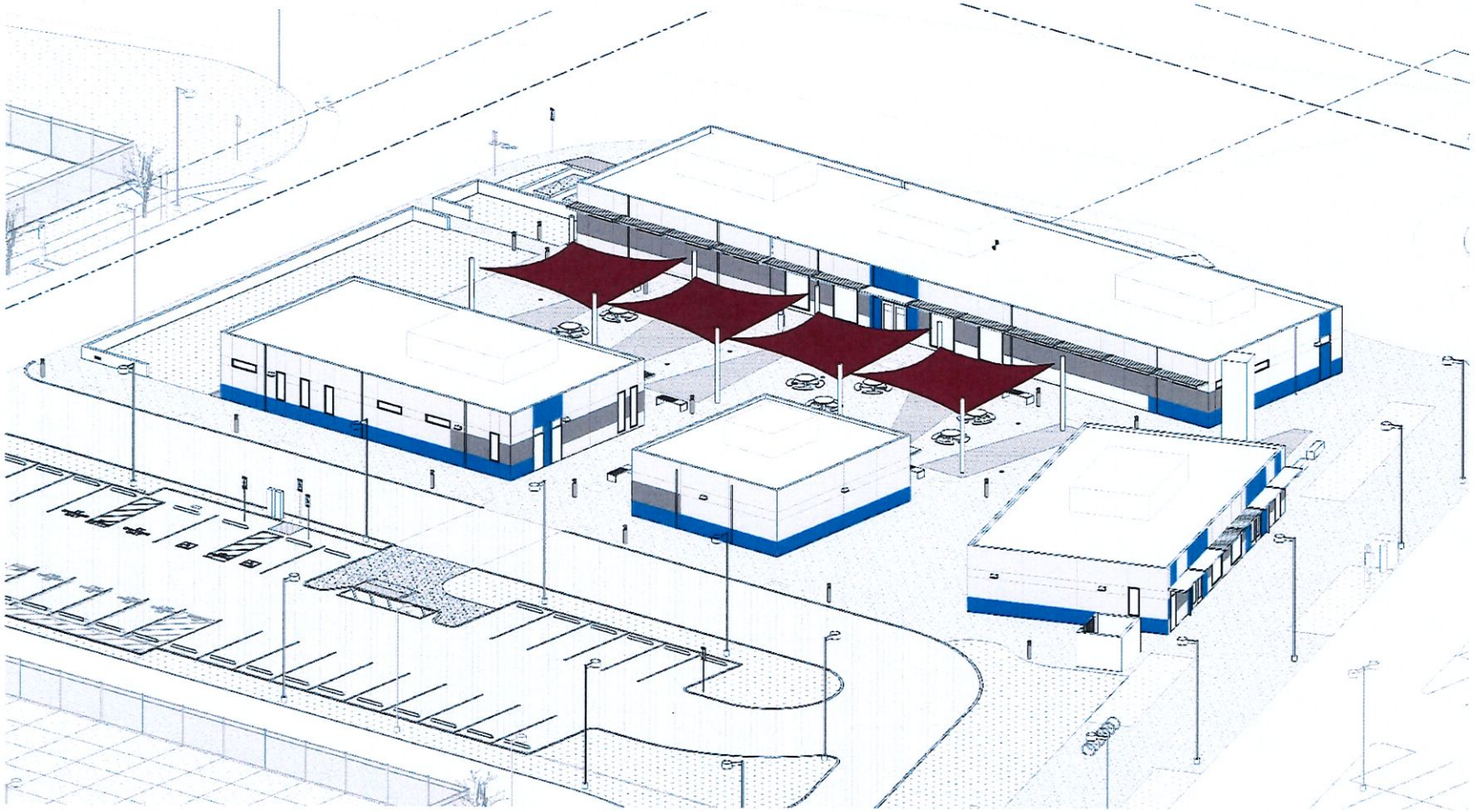
2012 Bond Program Financial Status as of 10/31/2022

Dept # for Project	Name of Project	Total Budget for Project	Project Expenditures to Date	Current Encumbrances	Available for Encumbrance
0000	Accounting Use Only	$ 20,099	$ 20,099	$ -	$ -
0204	Bookstore Building (Café)	$ 2,548,500	$ 2,169,634	$ 437,623	$ (58,757)
0206	Central Plant	$ 3,663,265	$ 3,653,523	$ 9,742	$ 0
0209	Fire Academy Structure	$ 61,921	$ 60,629	$ 1,292	$ (0)
0220	Student Services Center	$ 33,196,374	$ 33,172,290	$ 24,827	$ (743)
0221	TemporarySpace/RelocationCosts (Should be allocated to individual projects)	$ 1,840	$ 966	$ 534	$ 340
0223	Master Planning (Should be allocated to individual projects)	$ 1,379,119	$ 1,313,861	$ 219,221	$ (153,963)
0224	Signage and Wayfinding	$ 957,825	$ 97,222	$ 126,620	$ 733,983
0230	Gymnasium	$ 9,153,956	$ 8,957,686	$ 120,152	$ 76,118
0233	New Pools,Lckr Rms/Clssrms	$ 44,514,744	$ 44,322,214	$ 187,432	$ 5,098
0236	Demo Student Services Bldg	$ 4,657,519	$ 4,653,144	$ 18,390	$ (14,015)
0237	New Stdnt Activities Ctr	$ 2,961,533	$ 2,281,669	$ 783,078	$ (103,214)
0240	Crenshaw Traffic Light	$ 410,000	$ -	$ -	$ 410,000
0241	Masnhattan Beach Traffic Light	$ 529,973	$ 19,973	$ -	$ 510,000
0295	Architect Planning Contingency (Should be allocated to individual projects)	$ 8,436	$ 197	$ 8,134	$ 105
0309	Lot F Parking Structure Imprvm	$ 13,200	$ 7,680	$ 1,920	$ 3,600
0311	ADA Accessibility-paving/walkw	$ 1,442,661	$ 1,020,738	$ 795,599	$ (373,676)
0313	Security Video Installation	$ 166,526	$ 166,526	$ -	$ -
0501	Administration	$ 24,068,656	$ 24,031,888	$ 442,003	$ (405,235)
0502	Behavioral Social Sciences	$ 30,062,301	$ 18,519,194	$ 12,061,473	$ (518,366)
0505	New Arts Complex	$ 43,587,879	$ 28,213,171	$ 14,352,651	$ 1,022,057
0508	Construction Technology	$ 3,181,861	$ 2,508,727	$ 191,337	$ 481,797
0509	Domestic Water System	$ 40,000	$ 40,000	$ -	$ -
0518	Music	$ 46,309,164	$ 4,217,074	$ 686,038	$ 41,406,052
0540	Demolition-Arts Complex	$ 5,166,396	$ 141,883	$ 612,505	$ 4,412,008
0608	Information Technology	$ 3,758	$ 3,758	$ -	$ -
0701	Baseball Field	$ 5,134,481	$ 4,463,419	$ 492,597	$ 178,465
0702	North Filed	$ 267,404	$ 119,655	$ 56,080	$ 91,669
0706	Student Health Services	$ 908,179	$ 49,500	$ -	$ 858,679
0707	Modular Village	$ 1,447,063	$ 97,175	$ -	$ 1,349,888
8026	Marquee Sign Project	$ 1,094,509	$ 66,452	$ 33,149	$ 994,908
8102	Unallocated Resources-District Wide costs	$ 493	$ 493	$ -	$ -
8800	Facilities/Planning/Services	$ 421,146	$ -	$ -	$ 421,146
8802	Campus-Wide ADA Accessibility	$ 27,751	$ 27,449	$ -	$ 302
	Column Totals ===>	$ 267,408,531	$ 184,417,887	$ 31,662,398	$ 51,328,245

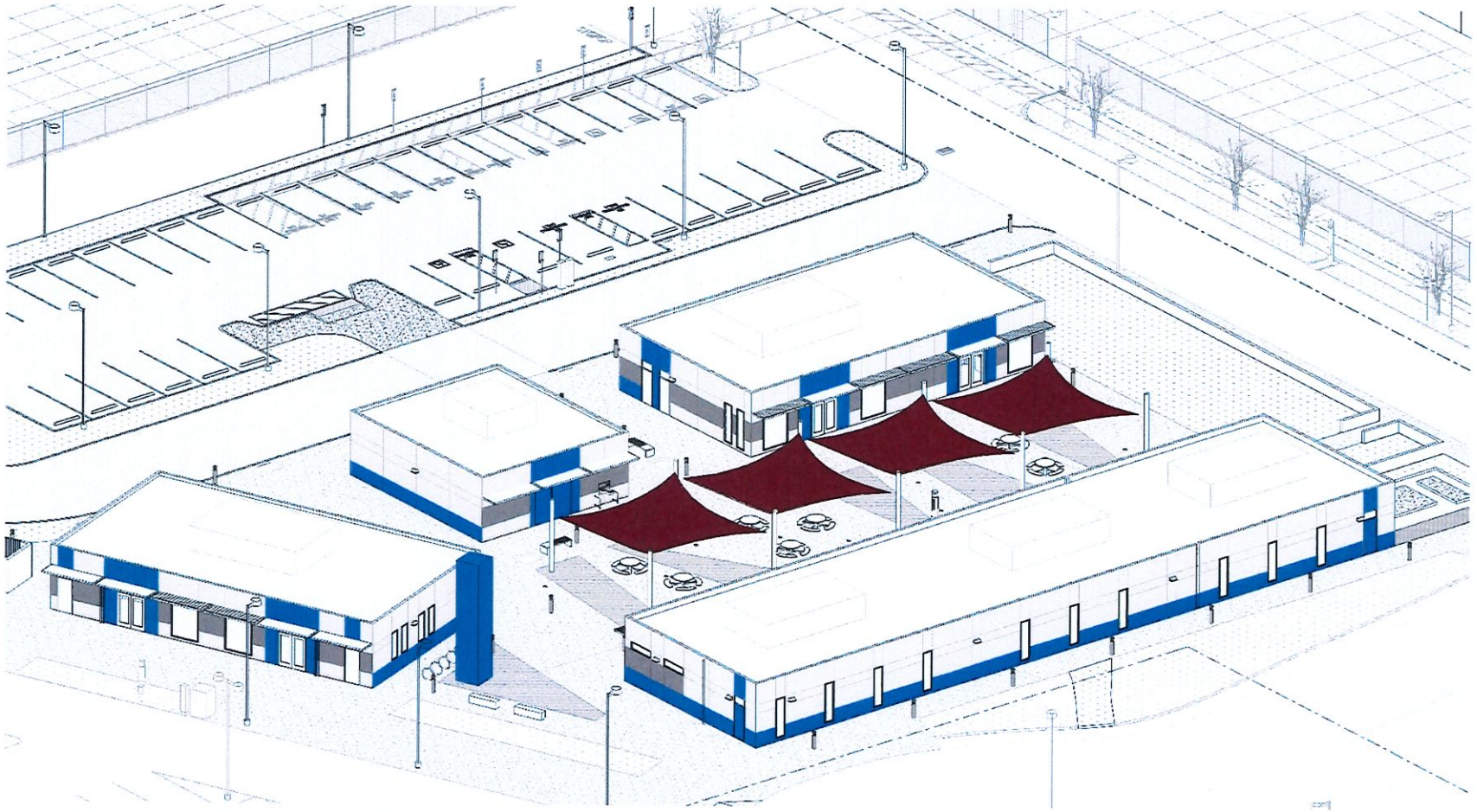
EL CAMINO COLLEGE - MODULAR VILLAGE
SITE PLAN



EL CAMINO COLLEGE - MODULAR VILLAGE
VIEW LOOKING NORTHWEST



EL CAMINO COLLEGE - MODULAR VILLAGE
VIEW LOOKING SOUTHWEST

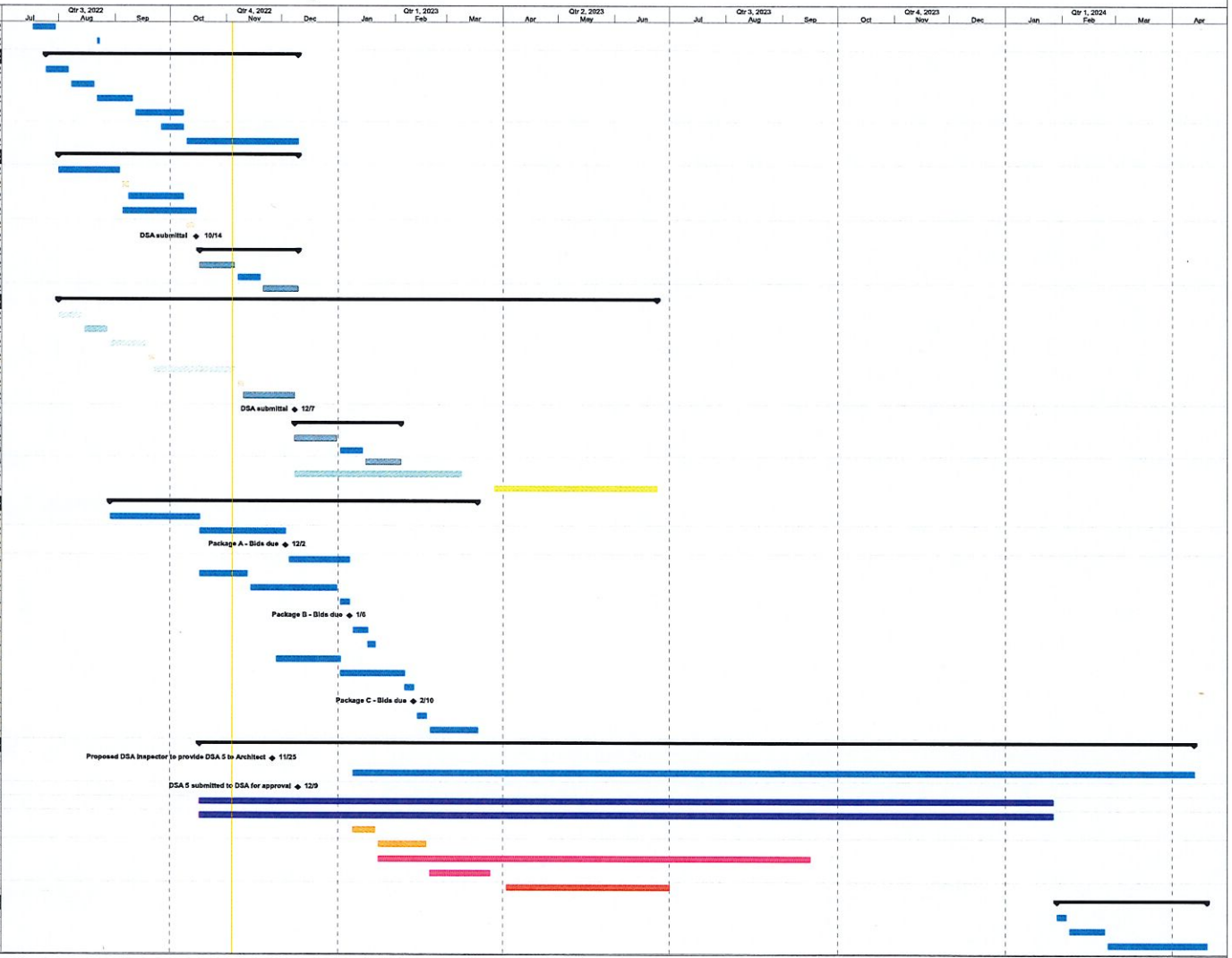


El Camino College

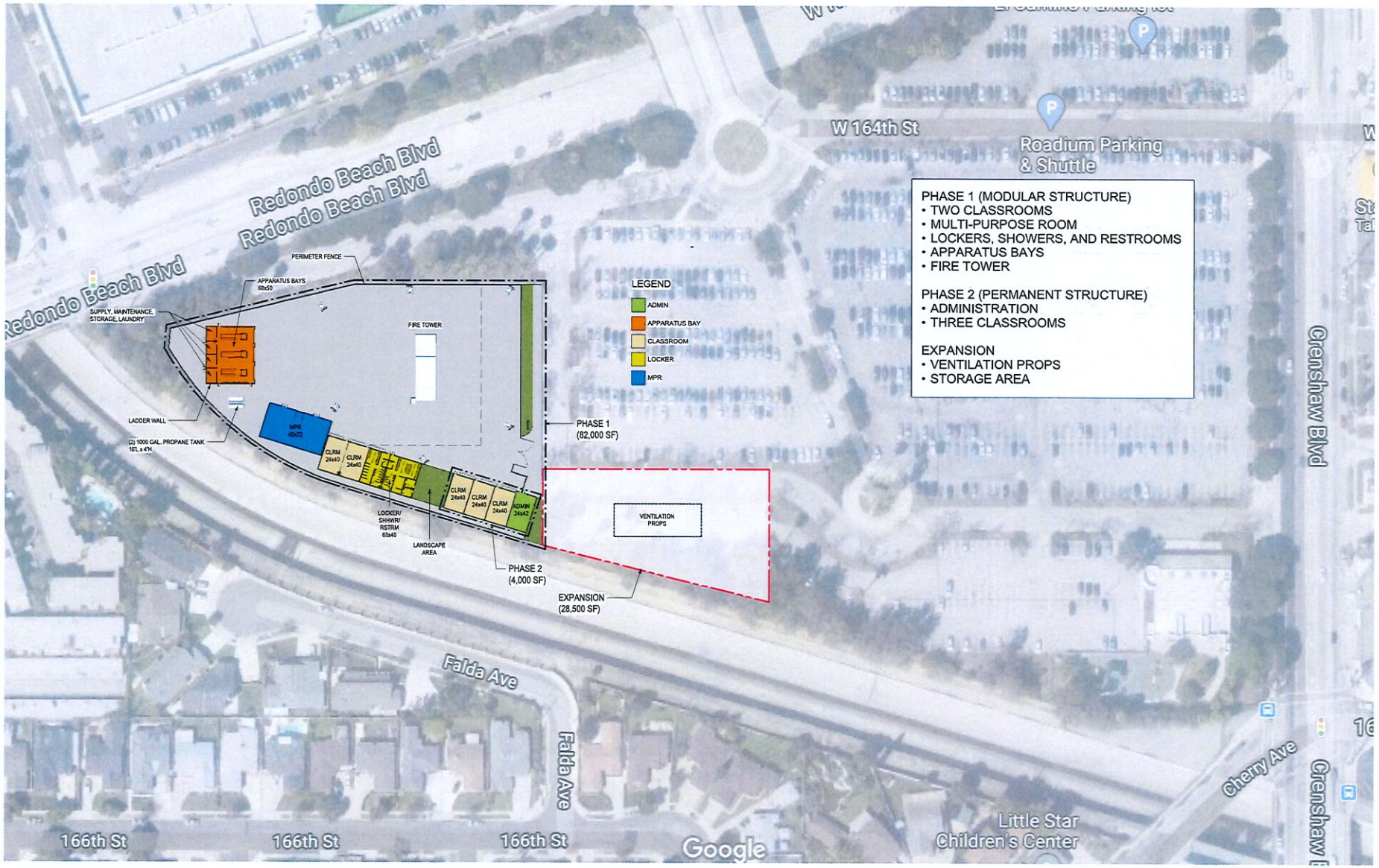
Modular Village

Project Schedule

ID	Task Name	Duration	Start	Finish
1	Proposal development and NTP	10 days	Mon 7/18/22	Fri 7/29/22
2	DSA Increment Approach Meeting	1 day	Mon 8/22/22	Mon 8/22/22
3	GEOTECHNICAL	100 days	Mon 7/25/22	Fri 12/9/22
4	Proposal procurement	10 days	Mon 7/25/22	Fri 8/5/22
5	Approval and NTP	10 days	Mon 8/8/22	Fri 8/19/22
6	Site investigation	15 days	Mon 8/22/22	Fri 9/9/22
7	Report preparation	20 days	Mon 9/12/22	Fri 10/7/22
8	CGS Submittal	10 days	Mon 9/26/22	Fri 10/7/22
9	CGS Review and approval	45 days	Mon 10/10/22	Fri 12/9/22
10	INCREMENT 1 - SITE IMPROVEMENTS	95 days	Mon 8/1/22	Fri 12/9/22
11	Design	25 days	Mon 8/1/22	Fri 9/2/22
12	College review and approval	3 days	Mon 9/5/22	Wed 9/7/22
13	Construction Documents	22 days	Thu 9/8/22	Fri 10/7/22
14	DSA registration	30 days	Mon 9/5/22	Fri 10/14/22
15	College review and approval	4 days	Mon 10/10/22	Thu 10/13/22
16	DSA submittal	0 days	Fri 10/14/22	Fri 10/14/22
17	DSA Review/Approval	40 days	Mon 10/17/22	Fri 12/9/22
18	DSA intake and review	15 days	Mon 10/17/22	Fri 11/4/22
19	Comment pickup	10 days	Mon 11/7/22	Fri 11/18/22
20	Backcheck, approval and stamp out	15 days	Mon 11/21/22	Fri 12/9/22
21	INCREMENT 2 - MODULAR BUILDINGS	235 days	Mon 8/1/22	Fri 6/23/23
22	Programming	10 days	Mon 8/1/22	Fri 8/12/22
23	Modular proposal and approval	10 days	Mon 8/15/22	Fri 8/26/22
24	Design	15 days	Mon 8/29/22	Fri 9/16/22
25	College review and approval	3 days	Mon 9/19/22	Wed 9/21/22
26	Construction Documents	32 days	Thu 9/22/22	Fri 11/4/22
27	College review and approval	3 days	Mon 11/7/22	Wed 11/9/22
28	DSA Stockpile Review and Approval	20 days	Thu 11/10/22	Wed 12/7/22
29	DSA submittal	0 days	Wed 12/7/22	Wed 12/7/22
30	DSA Review/Approval	42 days	Thu 12/8/22	Fri 2/3/23
31	DSA intake and review	17 days	Thu 12/8/22	Fri 12/30/22
32	Comment pickup	10 days	Mon 1/2/23	Fri 1/13/23
33	Backcheck, approval and stamp out	15 days	Mon 1/16/23	Fri 2/3/23
34	Manufacturing and delivery	65 days	Thu 12/8/22	Wed 3/8/23
35	**Installation and completion**	65 days	Mon 3/27/23	Fri 6/23/23
36	BIDDING	145 days	Mon 8/29/22	Fri 3/17/23
37	Package A - Prep and advertising	35 days	Mon 8/29/22	Mon 10/17/22
38	Package A - Bidding	35 days	Mon 10/17/22	Fri 12/2/22
39	Package A - Bids due	0 days	Fri 12/2/22	Fri 12/2/22
40	Package A - Board award and NTP (pending DSA approval)	25 days	Mon 12/5/22	Fri 1/6/23
41	Package B - Prep and advertising	20 days	Mon 10/17/22	Fri 11/11/22
42	Package B - Bidding	35 days	Mon 11/14/22	Fri 12/30/22
43	Package B - Addenda issuance (with approved foundations)	5 days	Mon 1/2/23	Fri 1/6/23
44	Package B - Bids due	0 days	Fri 1/6/23	Fri 1/6/23
45	Package B - Bid validation	6 days	Mon 1/9/23	Mon 1/16/23
46	**Package B - Board award and NTP (pending DSA approv**	4 days	Tue 1/17/23	Fri 1/20/23
47	Package C - Prep and advertising	25 days	Mon 11/28/22	Mon 1/2/23
48	Package C - Bidding	25 days	Mon 1/2/23	Mon 2/6/23
49	Package C - Addenda issuance	5 days	Mon 2/6/23	Fri 2/10/23
50	Package C - Bids due	0 days	Fri 2/10/23	Fri 2/10/23
51	Package C - Bid validation	5 days	Mon 2/13/23	Fri 2/17/23
52	Package C - Board award and NTP (pending DSA approval)	20 days	Mon 2/20/23	Fri 3/17/23
53	CONSTRUCTION	390 days	Mon 10/17/...	Fri 4/12/24
54	Proposed DSA Inspector to provide DSA 5 to Architect	0 days	Fri 11/25/22	Fri 11/25/22
55	Site inspection begins	330 days	Mon 1/9/23	Fri 4/12/24
56	DSA 5 submitted to DSA for approval	0 days	Fri 12/9/22	Fri 12/9/22
57	Early equipment procurement (TBD)	335 days	Mon 10/17/22	Fri 1/26/24
58	New electrical service review, approval and installation	335 days	Mon 10/17/22	Fri 1/26/24
59	**Package A - Demo only**	10 days	Mon 1/9/23	Fri 1/20/23
60	**Package B - Earthwork Improvements**	20 days	Mon 1/23/23	Fri 2/17/23
61	Package B - Site improvements	170 days	Mon 1/23/23	Fri 9/15/23
62	Package B - Modular foundations	25 days	Mon 2/20/23	Fri 3/24/23
63	**Package C - Modular placement and finishing**	65 days	Mon 4/3/23	Fri 6/30/23
64	CLOSE OUT	60 days	Mon 1/29/24	Fri 4/19/24
65	Final punchwalk	5 days	Mon 1/29/24	Fri 2/2/24
66	Completion	15 days	Mon 2/5/24	Fri 2/23/24
67	DSA certification	40 days	Mon 2/26/24	Fri 4/19/24



EL CAMINO COMMUNITY COLLEGE DISTRICT



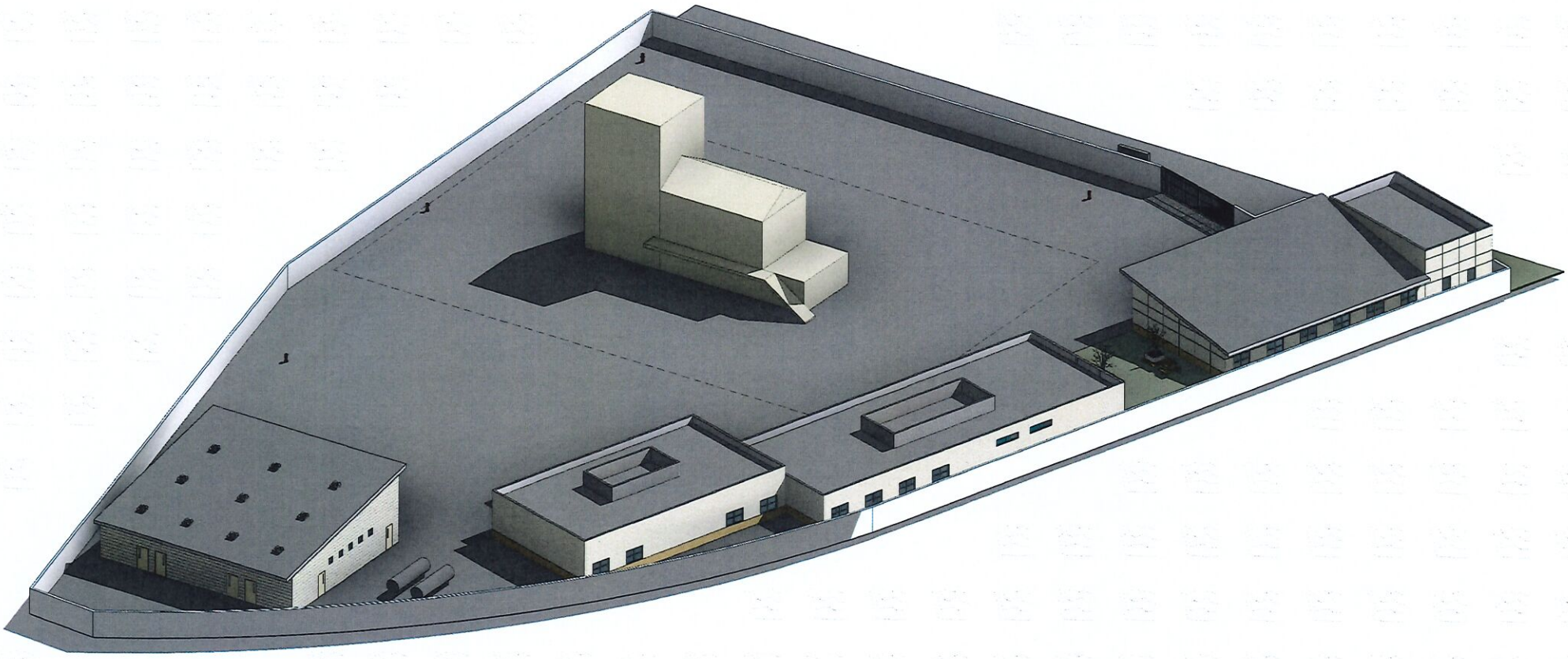
SITE PLAN
EL CAMINO COLLEGE FIRE TRAINING FACILITY

0' 20' 40' 80' 120'
SCALE: 1" = 40'-0"

PERKINS EASTMAN
05/17/21

PHOTO FOR REFERENCE ONLY

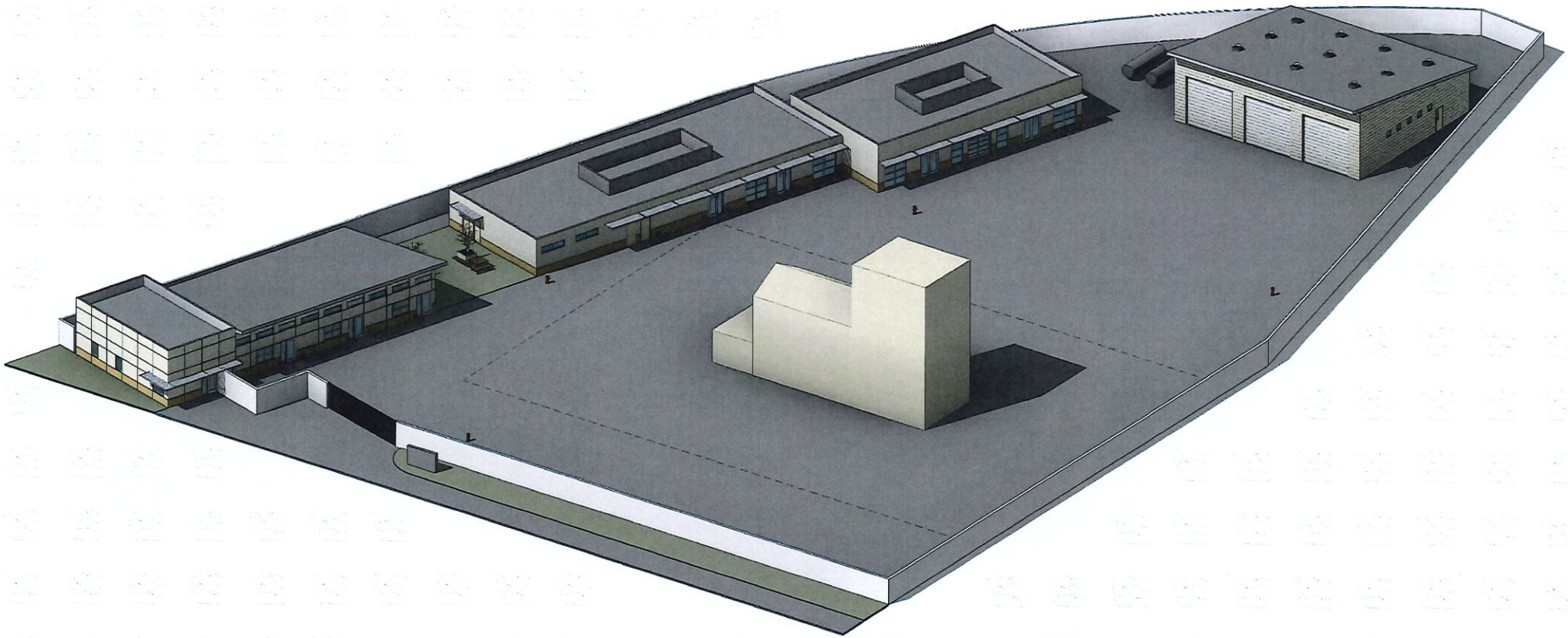
PHOTO FOR REFERENCE ONLY



ISOMETRIC VIEW LOOKING FROM SOUTHWEST
EL CAMINO COLLEGE FIRE TRAINING FACILITY

PERKINS EASTMAN

05/17/21



ISOMETRIC VIEW LOOKING FROM NORTHEAST
EL CAMINO COLLEGE FIRE TRAINING FACILITY

0' 2' 4' 8' 12'
SCALE : 1/4" = 1'-0"

PERKINS EASTMAN
05/18/21

EL CAMINO COLLEGE

NEW STUDENT HEALTH SERVICES

TORRANCE, CALIFORNIA

EL CAMINO COMMUNITY COLLEGE DISTRICT

.

AREA MAP

VICINITY MAP

tBP / Architecture

4611 Teller Avenue - Newport Beach - California - 92660
http://www.tbparchitecture.com
ph: 949.673.0300 - fx: 949.732.3895

tBP

Architecture
Planning
Interiors

DIVISION OF THE STATE ARCHITECT
10920 VIA FRONTERA, SUITE 300
SAN DIEGO, CA 92127
ph: 859.674.5400 fx: 858.674.5471
DSA Application #
DSA File #

agency

tBP architecture planning interiors

tBP/Architecture
4611 Teller Avenue
Newport Beach, CA 92660
ph: 949.673.0300 fx: 949.732.3895

architect

consultant

EL CAMINO COLLEGE
NEW STUDENT HEALTH SERVICES
16007 CRENSHAW BLVD.
TORRANCE, 90506

EL CAMINO COMMUNITY COLLEGE DISTRICT

owner

tBP project number: 21063.00

file name:

drawn by: Author checked by: Checker

date: .

rev:	date:	description:

THIS DRAWING AND THE DESIGN, DETECTING, IDEAS AND OTHER INFORMATION CONTAINED HEREIN CONSTITUTE UNPUBLISHED WORK OF ARCHITECTURE AND SHALL REMAIN PROPERTY OF ARCHITECTURE IN PROPERTIES. NEITHER THEREOF SHALL BE REPRODUCED, UNLESS OTHERWISE SPECIFIED, PUBLISHED OR OTHERWISE DISTRIBUTED WITHOUT THE AFFIRMATED EXPRESS WRITTEN CONSENT OF ARCHITECTURE.

drawing title:

COVER SHEET

drawing no.:

T-1

DRAWING LIST (TOTAL NUMBER OF SHEETS: 10)

GENERAL
T-1 COVER SHEET
T-2 SHEET INDEX/ RENDERINGS
T-3 RENDERINGS
3

ARCHITECTURAL
A1-1 FLOOR PLAN
A1-2 ROOF PLAN
A2-1 REFLECTED CEILING PLAN
A4-1 EXTERIOR ELEVATIONS
A9-1 INTERIOR ELEVATION
A9-2 INTERIOR ELEVATION
6

ARCHITECTURAL DETAILS
8.00 SCHEDULE
1
TOTAL: 10

PROJECT DIRECTORY

OWNER
EL CAMINO COLLEGE DISTRICT
16007 CRENSHAW BLVD.
TORRANCE, 90506
(310) 532-3670

ARCHITECTURE
tBP/ ARCHITECTURE
4611 TELLER AVENUE
NEWPORT BEACH, CA 92660
(949) 673-0300

CIVIL
FPL AND ASSOCIATES, INC.
30 CORPORATE PARK, SUITE 401
IRVINE, CA 92606
PHONE NO. - (949)252-1888
FAX NO. - (949) 252-0058

LANDSCAPE
SILVER BAR STUDIO
P.O. BOX 5009-373
MARIPOSA, CA 95338
PHONE NO. -(714) 926-0107

ELECTRICAL
FBA ENGINEERING
150 PAULARINO AVENUE, SUITE A120
COSTA MESA, CA 92626
PHONE NO. - (949) 852-9992
FAX NO. - (949) 853-1857

GENERAL CONFORMANCE

Statement of General Conformance

FOR ARCHITECTS/ENGINEERS WHO UTILIZE PLANS,
INCLUDING BUT NOT LIMITED TO SHOP DRAWINGS, PREPARED BY OTHER LICENSED DESIGN PROFESSIONALS AND/OR CONSULTANTS

Application No. _____ File No. _____

☐ The drawings or sheets listed on the cover or index sheet
☐ The drawing, page of specifications/calculations

have been prepared by other design professionals or consultants who are licensed and/or authorized to prepare such drawings in this state. It has been examined by me for:

1) design intent and appears to meet the appropriate requirements of Title 24, California Code of Regulations and the project specifications prepared by me, and

2) coordination with my plans and specifications and is acceptable for incorporation into the construction of this project.

This Statement of General Conformance "shall not be construed as relieving me of my rights, duties, and responsibilities under Sections 17302 and 81138 of the Education Code and Sections 4-336, 4-341 and 4-344" of Title 24, Part 1, (Title 24, Part 1, Section 4-317 (a))

I find that: ☐ All drawings or sheets listed on the cover or index sheet
☐ This drawing or page

☐ Is/are in general conformance with the project design, and
☐ has/have been coordinated with the project plans and specifications

Signature _____ Date _____
Architect or Engineer designated to be in general responsible charge

Print Name _____

License Number _____ Expiration Date _____

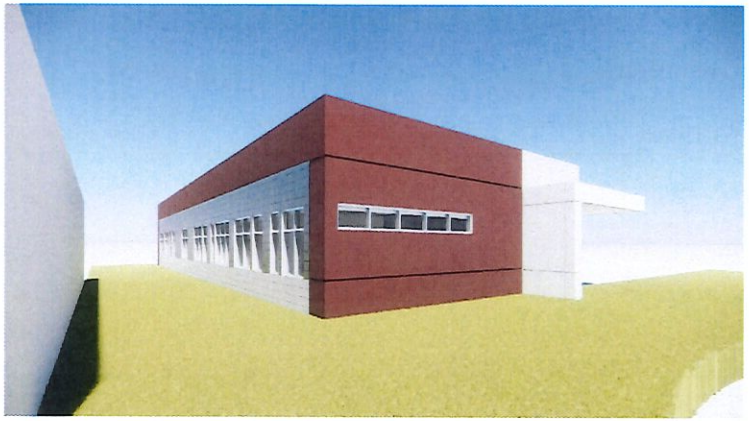
☐ Is/are in general conformance with the project design intent, and
☐ has/have been coordinated with the project plans and specifications.

Signature _____ Date _____
Architect or Engineer delegated responsibility for this portion of the work

Print Name _____

License Number _____ Expiration Date _____

SOUTHEAST



SOUTHWEST

NORTHWEST

NORTHEAST

DIVISION OF THE STATE ARCHITECT
10920 VIA FRONTERA, SUITE 300
SAN DIEGO, CA 92127
ph: 859.674.5400 fx: 858.674.5471
DSA Application #
DSA File #

agency

tBP architecture planning interiors

tBP Architecture
4611 Teller Avenue
Newport Beach, CA 92660
ph: 949.673.0300 fx: 949.732.3895

architect

consultant

EL CAMINO COLLEGE NEW STUDENT HEALTH SERVICES

16007 CRENSHAW BLVD.
TORRANCE, 90506

EL CAMINO COMMUNITY COLLEGE DISTRICT

owner

tBP project number: 21063.00

file name:

drawn by: Author checked by: Checker

date: .

rev:	date:	description:

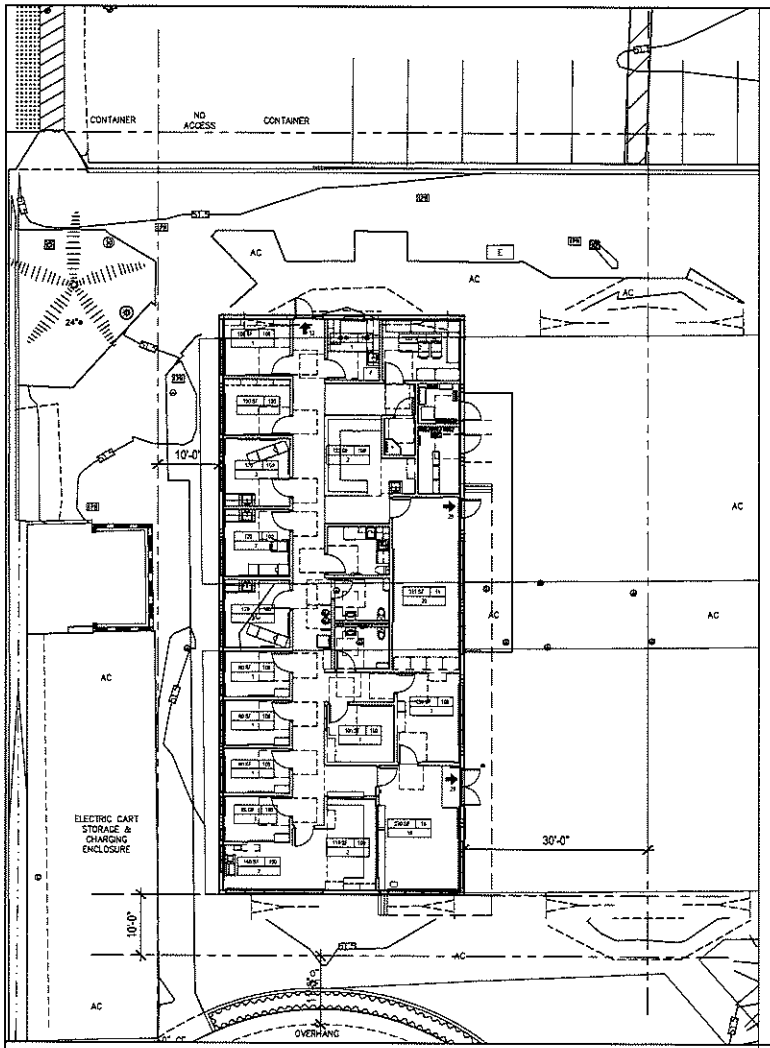
THIS DRAWING AND THE DESIGN, DETAILING, DATA AND OTHER INFORMATION CONTAINED HEREIN CONSTITUTE UNPUBLISHED WORK OF ARCHITECTURE AND SHALL REMAIN PROPERTY OF ARCHITECT LAW IS PROPERTIES. NO PART, SHEETS SHALL BE REPRODUCED, UNCLASSIFIED, DISTRIBUTED, SOLD, PUBLISHED OR OTHERWISE USED IN ANY WAY WITHOUT THE REPRODUCED WRITTEN CONSENT OF ARCHITECTURE.

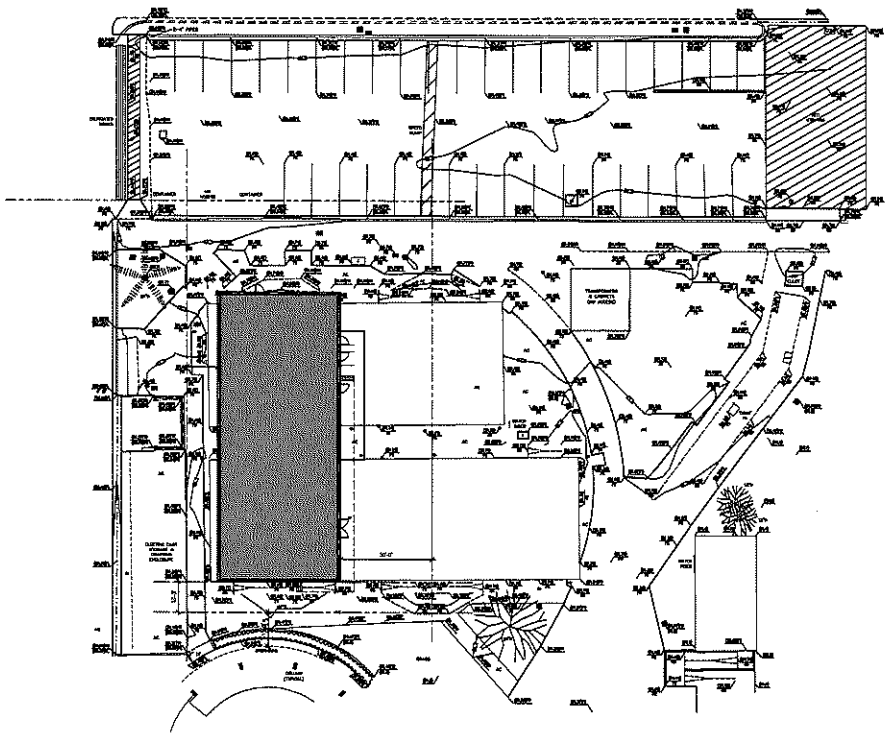
drawing title:
SHEET INDEX/ RENDERINGS

drawing no.:
T-2

MANHATTAN BEACH BLVD

NORTH





CODE ANALYSIS SITE PLAN

CODE ANALYSIS - LEGEND

AREA
OCCUPANT LOAD FACTOR
OCCUPANT LOAD SYMBOL
NUMBER OF OCCUPANTS
NUMBER OF OCCUPANTS (EXISTING)
ASSUMED LOT LINE

CODE ANALYSIS

OCCUPANCY GROUP: B
CONSTRUCTION TYPE: TYPE V-B, NON-SPRINKLERED
OCCUPANCY LOAD: XXX

ALLOWABLE HEIGHT PER TABLE 504.3 & 504.4	ALLOWABLE	ACTUAL
NUMBER OF STORIES	1	1
BUILDING HEIGHT	40'-0"	14'-0"

ALLOWABLE BUILDING AREA	
BASIC ALLOWABLE AREA AS PER TABLE 506.2	9,500 S.F.
FRONTAGE INCREASE:	NOT USED
SPRINKLER INCREASE:	NOT USED
TOTAL ALLOWABLE AREA:	9,500 S.F.
ACTUAL BUILDING AREA	3,845 S.F.

FIRE RESISTANCE RATING REQUIREMENTS FOR TYPE V-B CONSTRUCTION, TABLE 601	
STRUCTURAL FRAME	0 HR.
EXTERIOR NON-BEARING WALLS	TABLE 602
INTERIOR NON-BEARING PARTITIONS	0 HR.
FLOOR CONSTRUCTION	0 HR.
ROOF CONSTRUCTION	0 HR.
SHAFT ENCLOSURES PER 713	0 HR.

FIRE RESISTANCE OF EXTERIOR WALLS BASED ON FIRE SEPARATION DISTANCE, TABLE 602	
TYPICAL ALL WALLS FIRE SEPARATION DISTANCE: IF X ≥ 6.70'	0 HR.

MAXIMUM AREA OF EXTERIOR WALL OPENINGS BASED ON FIRE SEPARATION DISTANCE, TABLE 705.8	
NON-RATED EXTERIOR WALLS	25%

APPLICABLE CODES

APPLICABLE CODES AS OF JANUARY 1, 2020

2019 BUILDING STANDARDS ADMINISTRATIVE CODE, PART 1, TITLE 24 C.C.R.

2019 CALIFORNIA BUILDING CODE (C.B.C.), PART 2, TITLE 24 C.C.R.
(2018 INTERNATIONAL BUILDING CODE OF THE INTERNATIONAL CODE COUNCIL, WITH CALIFORNIA AMENDMENTS)

2019 CALIFORNIA ELECTRICAL CODE (C.E.C.), PART 3, TITLE 24 C.C.R.
(2017 NATIONAL ELECTRICAL CODE OF THE NATIONAL FIRE PROTECTION ASSOCIATION, NFPA)

2019 CALIFORNIA MECHANICAL CODE (C.M.C.), PART 4, TITLE 24 C.C.R.
(2018 UNIFORM MECHANICAL CODE OF THE INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS, IAPMO)

2019 CALIFORNIA PLUMBING CODE (C.P.C.), PART 5, TITLE 24 C.C.R.
(2018 UNIFORM PLUMBING CODE OF THE INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS, IAPMO)

2019 CALIFORNIA ENERGY CODE (C.E.C.), PART 6, TITLE 24 C.C.R.

2019 CALIFORNIA HISTORICAL BUILDING CODE, PART 8, TITLE 24 C.C.R.

2019 CALIFORNIA FIRE CODE (C.F.C.), PART 9, TITLE 24 C.C.R.
(2018 INTERNATIONAL FIRE CODE OF THE INTERNATIONAL CODE COUNCIL)

2019 CALIFORNIA EXISTING BUILDING CODE, PART 10, TITLE 24 C.C.R.
(2018 INTERNATIONAL EXISTING BUILDING CODE OF IBC, INTERNATIONAL CODE COUNCIL, WITH AMENDMENTS)

2019 CALIFORNIA GREEN BUILDING STANDARDS CODE (CALGREEN), PART 11, TITLE 24 C.C.R.

2019 CALIFORNIA REFERENCED STANDARDS, PART 12, TITLE 24 C.C.R.

TITLE 19 C.C.R., PUBLIC SAFETY, STATE FIRE MARSHAL REGULATIONS

PARTIAL LIST OF APPLICABLE STANDARDS

NFPA 13	AUTOMATIC SPRINKLER SYSTEM (CALIFORNIA AMENDED)	2016 EDITION
NFPA 14	STANDPIPE SYSTEMS (CALIFORNIA AMENDED)	2016 EDITION
NFPA 17	DRY CHEMICAL EXTINGUISHING SYSTEMS	2017 EDITION
NFPA 17A	WET CHEMICAL EXTINGUISHING SYSTEMS	2017 EDITION
NFPA 20	STATIONARY PUMPS	2019 EDITION
NFPA 22	WATER TANKS FOR PRIVATE FIRE PROTECTION	2013 EDITION
NFPA 24	PRIVATE FIRE SERVICE MAINS (CALIFORNIA AMENDED)	2016 EDITION
NFPA 72	NATIONAL FIRE ALARM AND SIGNALING CODE (CALIFORNIA AMENDED) (NOTE: SEE CR, STANDARD 19-FT FOR "VISUAL DEVICES")	2019 EDITION
NFPA 2001	CLEAN AGENT FIRE EXTINGUISHING SYSTEMS (CALIFORNIA AMENDED)	2015 EDITION

REFERENCE CODE SECTION FOR NFPA STANDARDS - 2018 IBC (EFM), CHAPTER 35. SEE CHAPTER 35 FOR STATE OF CALIFORNIA AMENDMENTS TO NFPA STANDARDS.

SUMMARY OF WORK

THIS PROJECT CONSISTS OF THE RELOCATION OF THE STUDENT HEALTH SERVICES TO A NEW 3,845 SQUARE FEET NEW MODULAR BUILDING. THE BUILDING INCLUDES EXAMINING, MENTAL HEALTH ROOMS, OFFICES AREA (CONFERENCE ROOM FOR 10 PEOPLE). THE WORK ALSO INCLUDES SITE PAVING AND LANDSCAPE.

tBP architecture planning interiors
tBP Architecture
4611 Teller Avenue
Newport Beach, CA 92660
ph: 949.863.1060 fx: 949.752.1555
email

consultant

owner

EL CAMINO COLLEGE
Students Health Services
Modular Building

EL CAMINO COMMUNITY COLLEGE DISTRICT
16007 CRENSHAW BLVD.
TORRANCE, CALIFORNIA 90506

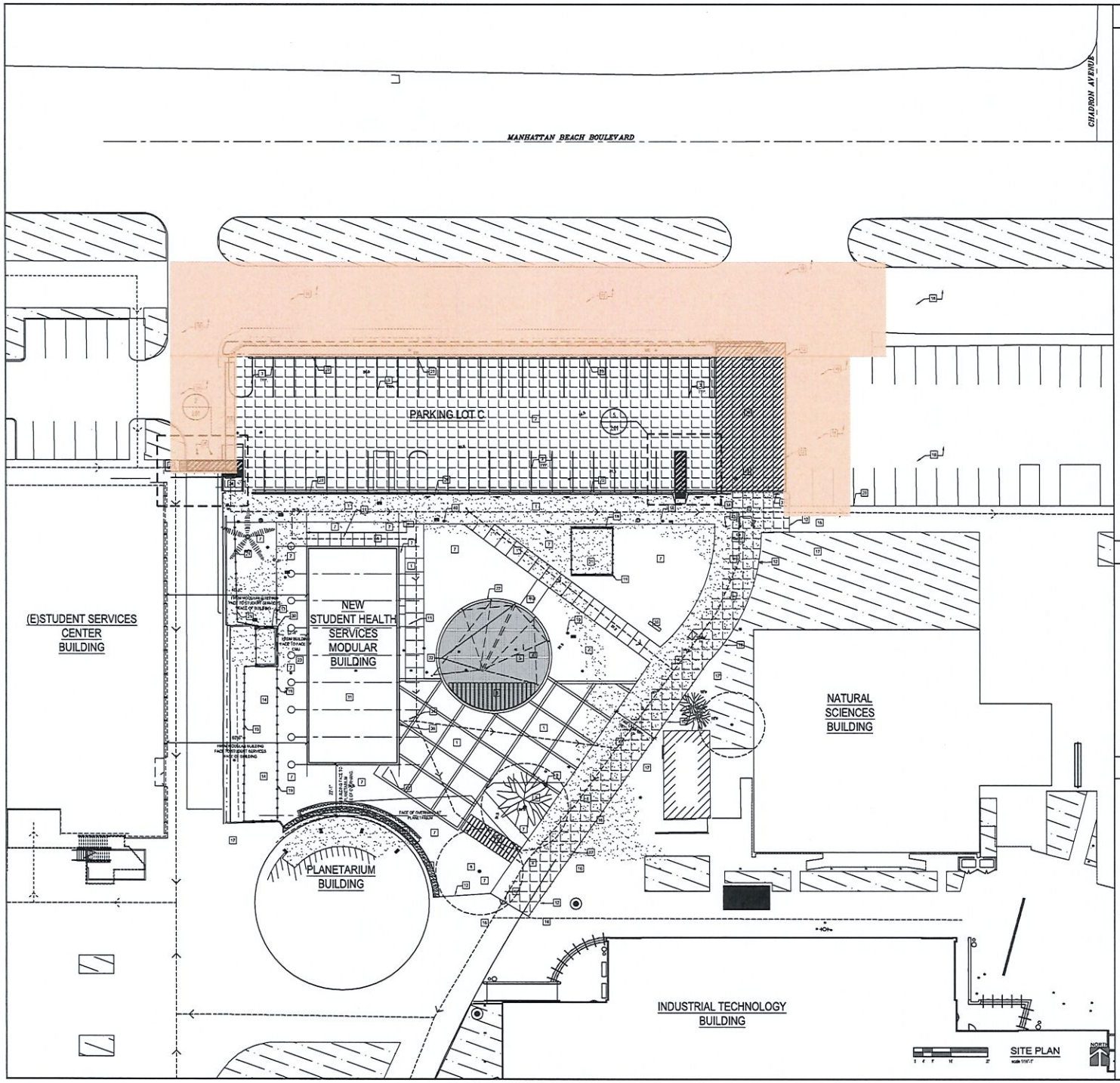
tBP project number: 21063
file name:
drawn by: checked by:
date: XX.XX.XXXX
Rev: date: description:

THIS DRAWING AND THE DESIGNS, DIFFERENTIAL IDEAS AND OTHER INFORMATION THEREON EMBODIED ARE AND SHALL REMAIN THE PROPERTY OF ARCHITECTURE AND PLANNING INTERIORS, INC. AND SHALL NOT BE USED IN WHOLE OR IN PART FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF ARCHITECTURE AND PLANNING INTERIORS, INC. PUBLICATION OR OTHERWISE SHALL NOT IMPAIR THE RESERVED PROPERTY RIGHT OF THE ARCHITECT WITH RESPECT TO THE UNPUBLISHED WORK. THIS DRAWING IS NOT TO BE ASSIGNED TO ANY THIRD PARTY WITHOUT THE EXPRESSED WRITTEN CONSENT OF ARCHITECTURE.

drawing title:
CODE ANALYSIS

drawing no.:
T-4

drawing of



KEYNOTES

1. NEW CONCRETE PAVING - SEE DETAIL 16/C3.01
2. NEW ASPHALT PAVING-
3. PARKING STRIPES 4" WIDE - SPACES 9'X19' 20/2.01
4. NEW CONCRETE PAVING FOR FIRE ACCESS ROAD 19/CH.0
5. ARTIFICIAL TURF - SEE LANDSCAPE DRAWINGS
6. LANDSCAPE PAVERS SEE LANDSCAPE DRAWINGS
7. LANDSCAPE AREA - SEE SHEET LANDSCAPE DRAWINGS
8. EXISTING TREE TO REMAIN- PROTECT IN PLACE.
9. EXISTING FIRE HYDRANT TO REMAIN, PROTECT IN PLACE
10. EXISTING SITE LIGHT TO REMAIN, PROTECT IN PLACE
11. BUILDING OVERHANG
12. SMOOTH JOINT TRANSITION BETWEEN NEW & EXISTING 60/C05
13. EXISTING CMU TRASH ENCLOSURE TO REMAIN PROTECT IN PLACE
14. EXISTING FENCED CHARGING YARD TO REMAIN, PROTECT IN PLACE.
15. NEW PLANTING IN EXISTING PLANTER SEE LANDSCAPE PLANS, NEW STRIP TO REMAIN
16. (E) CONCRETE PAVING TO REMAIN - PROTECT IN PLACE
17. (E) GRASS AREA TO REMAIN
18. (E) AC PAVING TO REMAIN - PROTECT IN PLACE - PATCH AND REPAIR AS
19. (E) CHAIN LINK FENCE TO REMAIN - PROTECT IN PLACE
20. CONCRETE CURB - SEE DETAIL 7/2.01
21. EXISTING ELECTRICAL YARD TO REMAIN, PROTECT IN PLACE.
22. CONCRETE BORDER - SEE LANDSCAPE DRAWINGS
23. ACCESS VENT - SEE DETAIL
24. VENT - SEE DETAIL
25. REMOVABLE BOLLARD - SEE DETAIL 13/2.01
26. TRUNCATED DOMES - SEE DETAIL 4/2.01
27. STRIPED CROSSWALK 20/2.01
28. NEW FIRE LANE RED STRIPED AREA OVER NEW ASPHALT 21/2.01 SIM.
29. TEMPORARY FENCE TO BE REMOVED BY OTHERS
30. EXISTING ELECTRICAL PANEL TO REMAIN PROTECT IN PLACE
31. NEW MODULAR BUILDING SEE MODULAR DRAWINGS
32. FUTURE SHADE STRUCTURE (N.I.C.)
33. REMOVE TRUNCATED DOMES IN IT'S ENTIRETY
34. BOLLARD FOR DOOR OPENER PLATE - PROVIDE POWER 12/2.01
35. BUILDING NAME MONUMENT SIGN 15/11.01 SEE DETAIL 17/2.01 FOR FOUNDATION
36. BUILDING SIGNAGE PER 18/11.01
37. FIRE LANE SIGN 14/2.01
38. UNAUTHORIZED VEHICLES SIGNAGE 15/2.01

LEGEND

- CONCRETE WALK
- AREAS OF EXISTING AC & CONCRETE PAVING TO BE REMOVED
- EXISTING LANDSCAPE AREAS TO REMAIN PROTECT IN PLACE DURING CONSTRUCTION
- NEW FIRE LANE RED STRIPED AREA OVER NEW ASPHALT
- FIRE HYDRANT
- PATH OF TRAVEL

ABBREVIATIONS

A.D.	AREA DRAIN
C.B.	CATCH BASIN
C.D.	CONDENSATE DRAIN
C.J.	CONTROL JOINT
C.O.	CLEAN OUT
D.S.	DOWNSPOUT
(E)	EXISTING
E.J.	EXPANSION JOINT
F.D.C.	FIRE DEPARTMENT CONNECTION
F.F.	FINISHED FLOOR ELEVATION
F.G.	FINISHED GRADE
F.L.	FLOW LINE
G.N.V.	GROUND NOT VISIBLE
I.E.	INVERT ELEVATION
M.H.	MANHOLE
(N)	NEW
U.N.O.	UNLESS NOTED OTHERWISE
P.A.	PLANTER AREA
P.D.	PLANTER DRAIN
R.D.	ROOF DRAIN
S.D.	STORM DRAIN
T.C.	TOP OF CURB
TOC	TOP OF CONCRETE
T.G.	TOP OF GRATE
T.W.	TOP OF WALL
W.G.	WALKWAY GUTTER

tBP/Architecture
4611 Teller Avenue
Newport Beach, CA 92660
ph. 949.673.0300 fx: 949.732.3895
architect

consultant

EL CAMINO COLLEGE
Students Health Services Modular Building

EL CAMINO COMMUNITY COLLEGE DISTRICT
16007 CRENSHAW BLVD.
TORRANCE, CALIFORNIA 90506

owner

tBP project number : 21063
file name:
drawn by: checked by:
date: XX.XX.XXXX

Rev:	date:	description:
1		

THIS DRAWING AND THE DESIGNS, DEPICTIONS, IDEAS AND OTHER INFORMATION CONTAINED HEREIN CONSTITUTE UNPUBLISHED WORK OF ARCHITECTURE AND HAVE, WITHIN THE PROPERTY OF ARCHITECTURE IS PERPETUITY, AND PART THEREOF SHALL BE REPRODUCED, DISCLOSED, PERFORMED, USED OR DISTRIBUTED (UNWRITTEN) SEEN IN ANY FORM WITHOUT THE WRITTEN, SIGNED AND DATED CONSENT OF tBP ARCHITECTURE.

drawing title:
ENLARGED PROJECT SITE PLAN

drawing no.:
AS-1

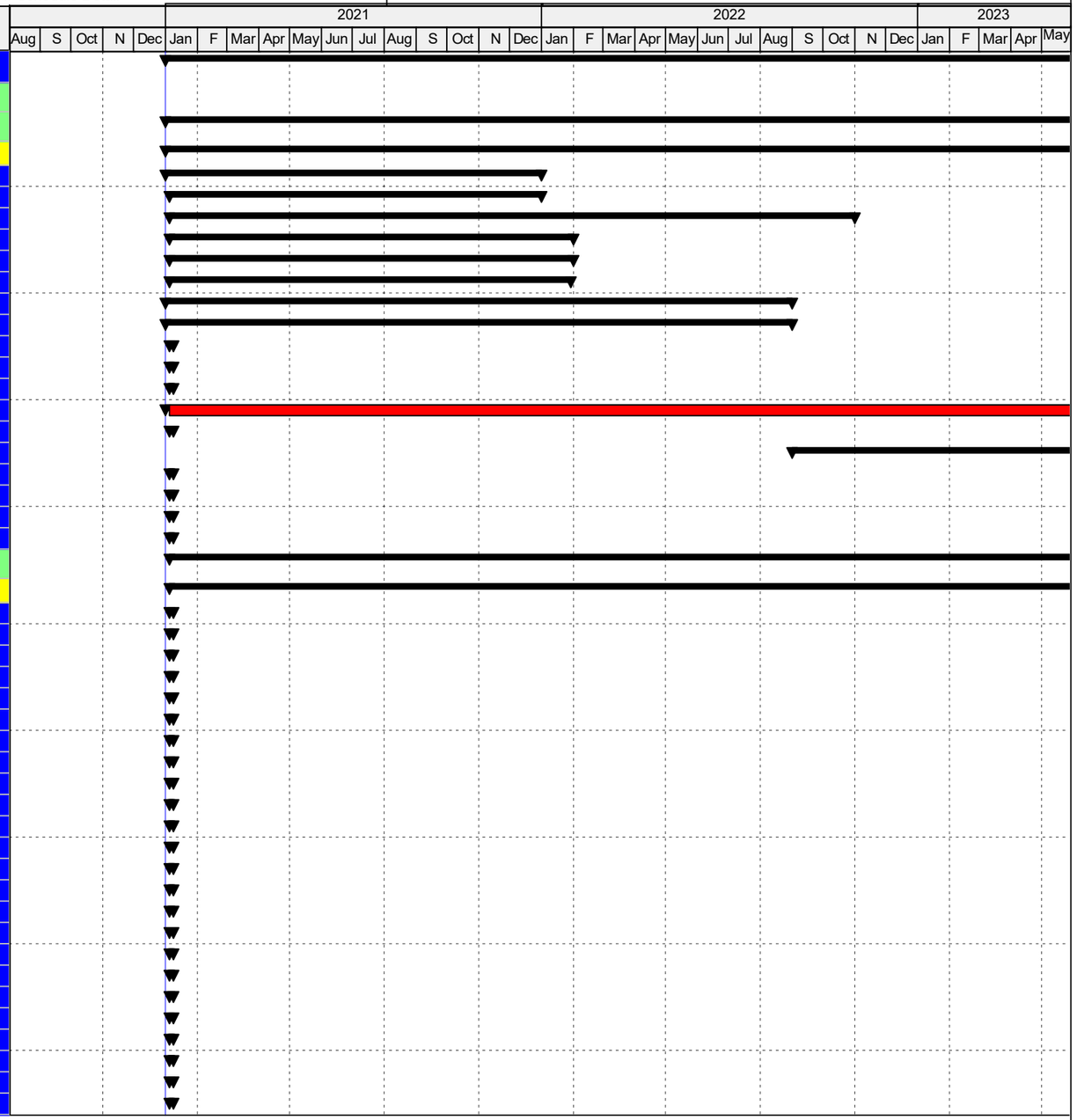
drawing of

El Camino College DSA activity as of: 11/10/2022

Prepared by: RES, VPAS

	Project Name	Planned submittal date	Actual submittal date	Estimated Date of approval	Actual Date of Approval	Comments
Projects to be Submitted						
	Modular Village Phase II - Buildings	12/7/2022		2/3/2023		
	Student Health Services	11/2/2022		12/5/2022		
	Gas Tank project	12/20/2022				
	Chiller upgrade at ITEC	1/15/2023		7/15/2023		
	(next item when appropriate)					
Projects submitted						
	Modular Village Phase I - site improvements	n/a	10/17/2022	12/9/2022		
	Library Outdoor patio	n/a	7/15/2022	1/30/2023		
	Music Building only - not demo	n/a	5/15/2022	5/15/2023		
	(next item when appropriate)					
Projects Approved and back with ECC						
	Public Safety Training Center		12/20/2021		7/1/2022	need to establish organizational paperwork prior to further progress
	Marquee (2 - Crenshaw & Manhattan Beach, Redondo Beach SW parking area)	n/a		12/15/2021	8/15/2022	implementation is low priority on current scheduled project listing
	(next item when appropriate)					

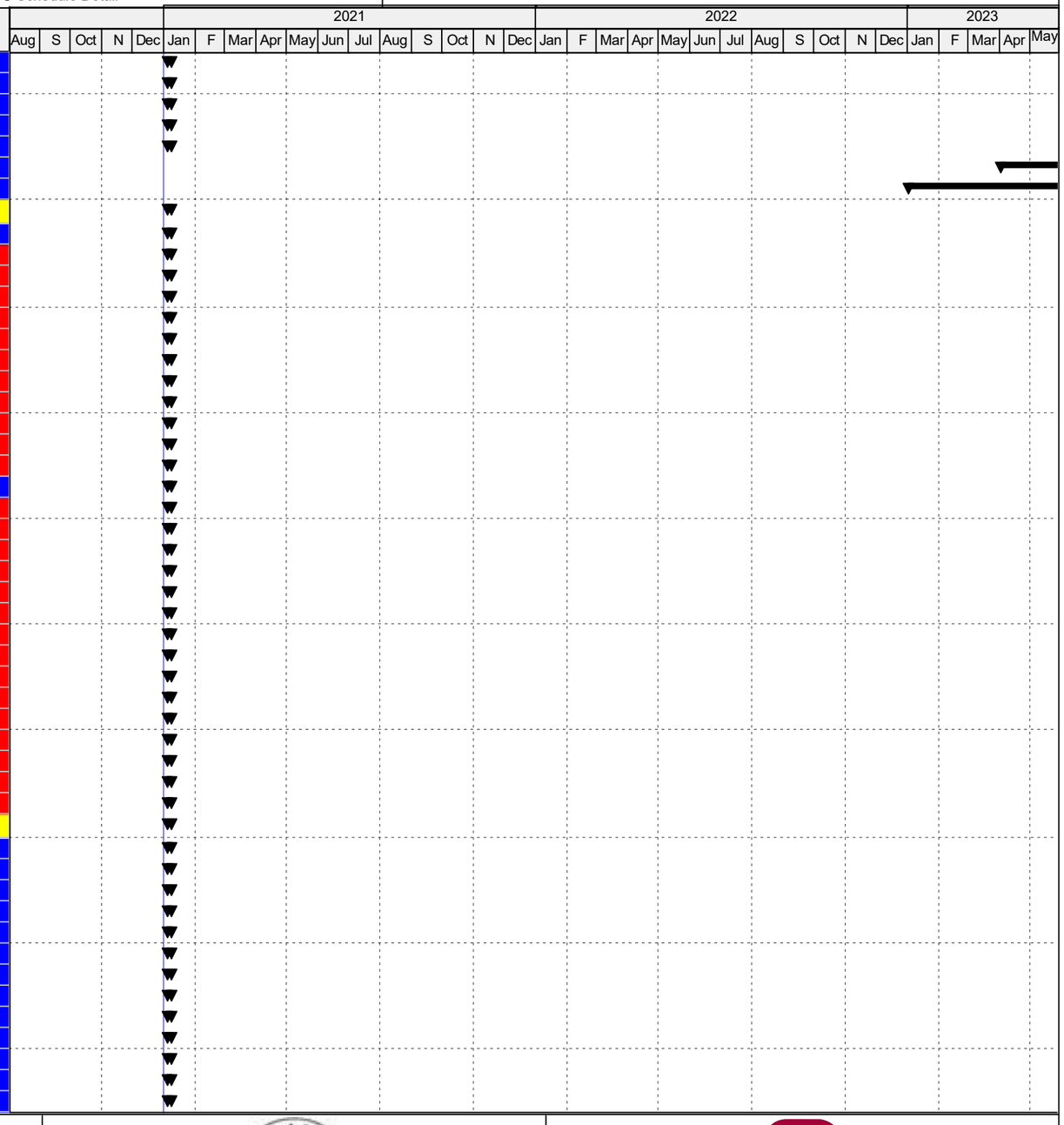
Activity ID	Activity Name	Original Duration	Remaining Duration	Start	Finish
	El Camino College Program 10-14-2022	919	1108	01-Jan-21 A	30-Apr-25
	Completed projects	0	0		
	Current Projects (Priority 1)	919	1108	01-Jan-21 A	30-Apr-25
	Current Projects	919	1108	01-Jan-21 A	30-Apr-25
	001. Baseball Field Improvements	462	256	01-Jan-21 A	31-Dec-21
	002. Construction Tech	256	256	04-Jan-21	31-Dec-21
	003. Café Cappuccino / Bookstore Café	469	469	04-Jan-21	31-Oct-22
	004. El Camino Café	277	277	04-Jan-21	31-Jan-22
	005. Student Services Building ADA Improvements	277	277	04-Jan-21	31-Jan-22
	006. Student Activities Relocation / Communications Building	276	276	04-Jan-21	28-Jan-22
	007. Arts Complex	5	427	01-Jan-21 A	31-Aug-22
	008. Behavioral Social Science	5	427	01-Jan-21 A	31-Aug-22
	009. ADA Pathway to the Stadium	5	5	04-Jan-21	08-Jan-21
	010. Traffic Signal / Manhattan Beach Blvd	5	5	04-Jan-21	08-Jan-21
	011. Traffic Signal / Crenshaw Blvd	5	5	04-Jan-21	08-Jan-21
	012. Music Building	5	1108	01-Jan-21 A	30-Apr-25
	013. Marquee Project (2 of them)	5	5	04-Jan-21	08-Jan-21
	014. Demo Arts/Social Science Bldgs	394	394	01-Sep-22	15-Mar-24
	015. Art Building replacement on demolition site or old Art building	5	5	04-Jan-21	08-Jan-21
	016. Student Health Center	5	5	04-Jan-21	08-Jan-21
	017. Modular Wellness Center	5	5	04-Jan-21	08-Jan-21
	018. Public Safety Training Center (Fire Academy)	5	5	04-Jan-21	08-Jan-21
	Long Lead Items (Priority 2)	853	853	04-Jan-21	30-Apr-24
	Capital Improvement Projects	853	853	04-Jan-21	30-Apr-24
	019. PPE Distribution Center	5	5	04-Jan-21	08-Jan-21
	020. Social Justice Center	5	5	04-Jan-21	08-Jan-21
	021. Solar Project	5	5	04-Jan-21	08-Jan-21
	022. Car Charging replacements/updates	5	5	04-Jan-21	08-Jan-21
	023. Building Ventilation System	5	5	04-Jan-21	08-Jan-21
	024. Student Health Center	5	5	04-Jan-21	08-Jan-21
	025. Modular Wellness Center	5	5	04-Jan-21	08-Jan-21
	026. Library Patio	5	5	04-Jan-21	08-Jan-21
	027. Public Safety Training Center (Fire Academy) - Phase I	5	5	04-Jan-21	08-Jan-21
	028. Public Safety Training Center (Fire Academy) - Phase II	5	5	04-Jan-21	08-Jan-21
	029. Campus Generators	5	5	04-Jan-21	08-Jan-21
	030. Library Ceiling Tiles	5	5	04-Jan-21	08-Jan-21
	031. Exterior Lighting - new	5	5	04-Jan-21	08-Jan-21
	032. Exterior Lighting repairs	5	5	04-Jan-21	08-Jan-21
	033. Sidewalk Improvements Crenshaw Blvd-City of Torrance	5	5	04-Jan-21	08-Jan-21
	034. Hydronic Piping (Alma Strategies)	5	5	04-Jan-21	08-Jan-21
	035. North Gym Demolition	5	5	04-Jan-21	08-Jan-21
	036. Black Students Success Center	5	5	04-Jan-21	08-Jan-21
	037. South Gym Demolition	5	5	04-Jan-21	08-Jan-21
	038. Construction Techology concrete slab Faculty change request	5	5	04-Jan-21	08-Jan-21
	039. Building Distribution Cooling Upgrade	5	5	04-Jan-21	08-Jan-21
	040. Student Services Building Signage Upgrade	5	5	04-Jan-21	08-Jan-21
	041. Communication Building Signage Upgrade	5	5	04-Jan-21	08-Jan-21
	042. Library Reading Room Lighting Upgrade	5	5	04-Jan-21	08-Jan-21



Actual Level of Effort
Actual Work
Remaining Work
Critical Remaining Work
Milestone
summary

CORDOBA CORPORATION
SACRAMENTO • SAN FRANCISCO • CHATSWORTH
LOS ANGELES • SANTA ANA • SAN DIEGO

Activity ID	Activity Name	Original Duration	Remaining Duration	Start	Finish
	043. Roofing Chemistry, Life Science, Physics	5	5	04-Jan-21	08-Jan-21
	044. Fire Academy Security Upgrade	5	5	04-Jan-21	08-Jan-21
	046. HVAC Retrofit (maybe high, verify $'s, out of DSA)	5	5	04-Jan-21	08-Jan-21
	047.Non-OCR-related ADAImprovements	5	5	04-Jan-21	08-Jan-21
	048. Bond Program Consultant Services: ALMA, Cordoba etc.	5	5	04-Jan-21	08-Jan-21
	049. BSSM building fixes	276	276	03-Apr-23	30-Apr-24
	050. Arts building fixes	277	277	02-Jan-23	31-Jan-24
	Maintenance Projects	5	5	04-Jan-21	08-Jan-21
	Scheduled Maintenance 2021-2022	5	5	04-Jan-21	08-Jan-21
	051. Campus IDF Room HVAC & Rack Replacement	5	5	04-Jan-21	08-Jan-21
	052. Campus UPS Unit/Battery replacement	5	5	04-Jan-21	08-Jan-21
	053. Power over Ethernet (PoE) Switch Replacement	5	5	04-Jan-21	08-Jan-21
	054. Chiller Upgrade ITEC Bldg	5	5	04-Jan-21	08-Jan-21
	055. Replacement of Gas Tanks	5	5	04-Jan-21	08-Jan-21
	056. Humanities- Roofing	5	5	04-Jan-21	08-Jan-21
	057. Fire Alarm System	5	5	04-Jan-21	08-Jan-21
	058. WiFi 6 Replacement	5	5	04-Jan-21	08-Jan-21
	059. Classroom Audio/Visual & Hyflex Equipment Replacement	5	5	04-Jan-21	08-Jan-21
	060. TBD ITS, Instructional Equipment, Facilities	5	5	04-Jan-21	08-Jan-21
	061. TBD ITS, Instructional Equipment, Facilities	5	5	04-Jan-21	08-Jan-21
	Scheduled Maintenance 2022-2023	5	5	04-Jan-21	08-Jan-21
	062. Ceiling Replacement and Abatement	5	5	04-Jan-21	08-Jan-21
	063. Roof Repairs Phase I	5	5	04-Jan-21	08-Jan-21
	064. Waterproofing	5	5	04-Jan-21	08-Jan-21
	065. ADA Upgrades Phase II	5	5	04-Jan-21	08-Jan-21
	066. Upgrade Two Elevators at Library	5	5	04-Jan-21	08-Jan-21
	067. ADA Upgrades Phase III	5	5	04-Jan-21	08-Jan-21
	068. Repaint Construction Tech Exterior	5	5	04-Jan-21	08-Jan-21
	069. Repaint CDC Exterior	5	5	04-Jan-21	08-Jan-21
	070. Synthetic Turf Installation	5	5	04-Jan-21	08-Jan-21
	071. Exterior Lighting - Repairs	5	5	04-Jan-21	08-Jan-21
	072. Exterior Lighting - New	5	5	04-Jan-21	08-Jan-21
	072. Signage Upgrades (Communications & Student Services)	5	5	04-Jan-21	08-Jan-21
	073. Sidewalk Improvements - Crenshaw Blvd, City of Torrance	5	5	04-Jan-21	08-Jan-21
	074. Library Reading Room Lighting Upgrades	5	5	04-Jan-21	08-Jan-21
	075. Network/Wireless Infrastructure	5	5	04-Jan-21	08-Jan-21
	Additional Capital Improvement Projects	5	5	04-Jan-21	08-Jan-21
	077. Cooling Modernization Project	5	5	04-Jan-21	08-Jan-21
	076. Infrastructure/Utilities Master Plan Storm Drain	5	5	04-Jan-21	08-Jan-21
	078. Communications bldg. Improvements 1st Floor	5	5	04-Jan-21	08-Jan-21
	079. Communications bldg. 3rd Floor	5	5	04-Jan-21	08-Jan-21
	080. Library Lighting East Basement Upgrade Project	5	5	04-Jan-21	08-Jan-21
	081. Library Restroom Modernization (Lighting Cosmetic)	5	5	04-Jan-21	08-Jan-21
	082. Library 2nd Floor Study Center Lighting Retrofit	5	5	04-Jan-21	08-Jan-21
	083. Carpet replacement (Stairwell treads)	5	5	04-Jan-21	08-Jan-21
	084.Library Elevator West Side Replacement	5	5	04-Jan-21	08-Jan-21
	087. Library HVAC Replacement	5	5	04-Jan-21	08-Jan-21
	089. Campus Wide Upgrade to Keying System	5	5	04-Jan-21	08-Jan-21
	090. Parking Lots A/B/D/E/I/J/L Replacement (Include Campus Roadway Loop)	5	5	04-Jan-21	08-Jan-21
	091. Campus Wide Install of Safety Tie-off on roofs	5	5	04-Jan-21	08-Jan-21



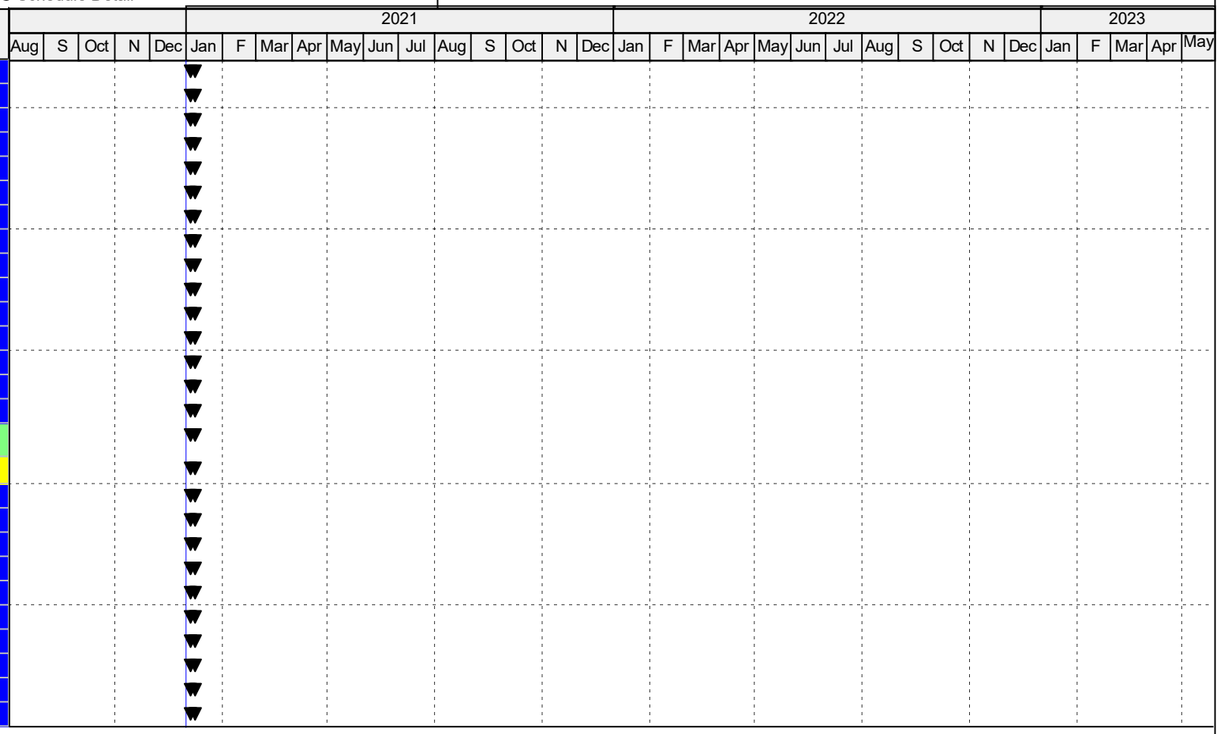
Actual Level of Effort
Actual Work
Remaining Work
Critical Remaining Work
Milestone
summary

DRAFT

EL CAMINO COLLEGE

CORDOBA CORPORATION
SACRAMENTO • SAN FRANCISCO • CHATSWORTH
LOS ANGELES • SANTA ANA • SAN DIEGO

Activity ID	Activity Name	Original Duration	Remaining Duration	Start	Finish
	092. Sewer Ejector Replacement (Communication / ITEC / Marsee	5	5	04-Jan-21	08-Jan-21
	093. Grease Trap Interceptor Replacement (Café Camino / Bookstore / ITEC / Facilities	5	5	04-Jan-21	08-Jan-21
	094. Re-landscape (Natural Science / Lot L / CDC / Social Science / Marsee)	5	5	04-Jan-21	08-Jan-21
	095. Replace Tennis Courts (From Asphalt to Concrete)	5	5	04-Jan-21	08-Jan-21
	096. Marsee Ceiling Replacement (Front of House)	5	5	04-Jan-21	08-Jan-21
	097. Marsee Door & Window Replacement	5	5	04-Jan-21	08-Jan-21
	099. Campus Wide Signage Upgrade	5	5	04-Jan-21	08-Jan-21
	100. BTC Re-roof parking lot	5	5	04-Jan-21	08-Jan-21
	101. BTC Door & Window Replacement	5	5	04-Jan-21	08-Jan-21
	102. BTC Restroom Replacement (All Restrooms)	5	5	04-Jan-21	08-Jan-21
	103. BTC Replace Security System	5	5	04-Jan-21	08-Jan-21
	104. BTC Upgrade Exterior Property Line Brick Walls	5	5	04-Jan-21	08-Jan-21
	105. Central Plant (Cooling Tower / Chiller / Boiler) Units 1-3 Replacement	5	5	04-Jan-21	08-Jan-21
	106. Central Plant Piping Replacement / Re-epoxy	5	5	04-Jan-21	08-Jan-21
	107. Underground gas tank removal	5	5	04-Jan-21	08-Jan-21
	Future Projects (Priority 3)	5	5	04-Jan-21	08-Jan-21
	Future Projects	5	5	04-Jan-21	08-Jan-21
	109. Electrical (ALMA Strategies)	5	5	04-Jan-21	08-Jan-21
	108. Bond Program Consultant Services: CEQA, Legal	5	5	04-Jan-21	08-Jan-21
	110. Domestic Water (ALMA Strategies)	5	5	04-Jan-21	08-Jan-21
	111. Fire Water System (ALMA Strategies)	5	5	04-Jan-21	08-Jan-21
	112. Sanitary Sewer/Storm Drain (ALMA Strategies)	5	5	04-Jan-21	08-Jan-21
	113. New Learnings Commons Replacement IPP	5	5	04-Jan-21	08-Jan-21
	114. . Maintenance and Operations Replacement IPP	5	5	04-Jan-21	08-Jan-21
	115. New Interdisciplinary Science Center Replacement IPP	5	5	04-Jan-21	08-Jan-21
	116. . Marsee Auditorium Replacement IPP + Old Marsee Demo	5	5	04-Jan-21	08-Jan-21
	118. Swing Space for Bookstore, Communications Programs	5	5	04-Jan-21	08-Jan-21



Actual Level of Effort
Actual Work
Remaining Work
Critical Remaining Work
Milestone
summary

DRAFT

EL CAMINO COLLEGE

CORDOBA CORPORATION
SACRAMENTO • SAN FRANCISCO • CHATSWORTH
LOS ANGELES • SANTA ANA • SAN DIEGO

Winter 2023

Equity Minded Teaching Institute

A month-long professional development opportunity focusing on teaching strategies

Date & Location

Tuesdays in Janruary
10:00am to 1:00 pm

Distance Education 166
El Camino College

What you can expect

- Working with colleagues
- Reviewing syllabi policies
- Discussing assessment methods
- Practicing active learning

Application Link

Contact Us

Polly Parks pparks@elcamino.edu
Erica Brenes ebrenes@elcamino.edu

"Teaching equitably is teaching excellently.
Excellent teaching is teaching equitably."

Faculty Development Committee

College Book Club

Fall 2022

Welcome back! This semester, the College Book Club will partner with ECC's Formerly Incarcerated Re-entry Students Thriving (FIRST) program. FIRST offers academic and basic needs support to formerly incarcerated and system-impacted students. Our readings will focus on ways faculty and staff can engage justice-involved students.

Sign up on Cornerstone. Readings will be emailed to you. We will meet virtually on Fridays 11 am - 12 pm on the following dates:

October 14th November 4th
& December 9th

Participation is flex credit eligible.
All faculty and staff are welcome!

Getting the Job

Faculty Job Application & Interview Workshops

This workshop series provides part-time faculty with tips about applying to and interviewing for full-time faculty positions at ECC and other community colleges.

Part I: The Job Application Process

Panel Presentation
Friday, December 9, 2022
12:30-2:00 pm
Via Zoom
(Faculty, to receive Flex credit please register in Cornerstone)

This workshop will cover the following topics:
iGreentree online application software
The Do's and Don'ts of submitting the online application
Tips for writing a cover letter
Q & A

Panelists include representatives from Human Resources, a dean and full-time ECC faculty members

Please register on Cornerstone

Mark your calendar for
Part II: The Interview Process Workshop
Friday, January 27, 2023
12:30-3:00 pm

El Camino College

College Council Meeting Minutes
November 21, 2022 • 1:00pm – 3:00pm Via Zoom

Attendance

			Present	Proxy
	Chair (College President)	**Brenda Thames**	X	
	Voting Membership			
1	Student 1	Luisa Paredes	ABSENT	
2	Student 2	Matt Schulz	X	
3	Executive Cabinet Representative	Carlos Lopez	X	
4	Council of Deans-Student Services	Dipte Patel	X	
5	Council of Deans-Academic Affairs	Gerson Valle	X	
6	Classified- Admin Services	Sal Valencia	X	
7	Classified-Academic Affairs	Julie Meredith	X	
8	Classified-Student Services	Carla Velasquez-Lopez	ABSENT	
9	Prof. Dev. Advisory Committee			
10	Student Success Committee			
11	Facilities Steering Committee			
12	Planning & Budget Committee	Julie Bourlier	ABSENT	
13	Technology Committee	Loic Audusseau	X	
14	Academic Senate	Darcie McClelland	X	
15	Instructional Faculty	Charlene Brewer-Smith	X	
16	Non-Instructional Faculty	Kelsey Iino	X	
	Non-Voting Membership			
1	ECCE	~~Brian Hayden~~	X	Roy Dietz
2	Federation	John Baranski	X	
3	POA	Erika Solorzano	X	
4	Dir., Student Development	Greg Toya	X	
5	Dean, Library & Learning Resources	Crystle Martin	X	
6	Dean, Community Advancement	Jose Anaya	X	
7	Athletic Director	Jeff Miera	ABSENT	
8	Exec. Dir., Foundation	Andrea Sala	ABSENT	
9	Risk Management/Campus Safety	Leo Barrera	X	
10	Dir., Financial Aid	Chau Dao	X	
11	Accreditation Liaison	Carlos Lopez	X	
12	Student - Social Justice Center			
13	Student - Black Student Success Center	Roshumba Mason	X	
15	Marketing & Communications	Ann O'Brien	X	

16	VP Human Resources	Jane Miyashiro	X	
17	VP Student Services	Ross Miyashiro	X	
18	VP Administrative Services	Bob Suppelsa	X	
19	VP Academic Affairs	Carlos Lopez	X	
20	Adjunct Faculty	Annette Owens	X	
21	Institutional Research & Planning	Viviana Unda	X	

Presenters: Nayeli Oliva, ALMA Strategies

Minutes

2.1 Welcome

Newly seated members introduced themselves to Council.

2.2 Approval of Minutes

College Council moved to approve the November 7, 2022 meeting minutes, with a friendly edit, correcting the attendance roster.

Robert's Rule of Order will be distributed to Council members by Library and Learning Resources.

3.1 Administrative Procedure 5070 Attendance - First Reading

AP 5070 Attendance Accounting is presented for first reading.
Three major changes:

1. Removed the requirement to submit hard copies of attendance rosters.
2. *Adding* students is contingent on class cap and no longer the purview of the faculty member.
3. *Waiting list* language aligns with new language for *Adding* students.
4. Removed requirement to submit *No Show* report and *Census* report. Faculty are now required to submit *Active Enrollment* report.

Essentially, the changes eliminate excess paperwork.

A list of training topics and effective practices (record retention, last date of attendance, etc.) for faculty and staff will be managed and retained by the Vice President of Academic Affairs.

It is confirmed the Registrar and Financial Aid have seen these changes and compliance is met.

AP 5070 Attendance Accounting will go out to the constituent groups for feedback and brought back to College Council for a second reading. Feedback is due to Dr. Darcie McClelland and/or Vice President Carlos Lopez on Wednesday, November 30, 2022.

4.1 11 21 22 Board Agenda Review

There were no questions or comments on the November 21, 2022 Board agenda.

4.3 Comprehensive Integrated Plan (CIP) Update - ALMA Strategies

Doug Graham and Shaun Blaylock from ALMA Strategies presented the findings from the recent environmental scan. The information provided in this report will help inform the Comprehensive Integrated Plan.

Clarification is provided on the FTES information. The information is based on the Department of Finance projections and NOT internal input from El Camino's Enrollment Management committee. It is noted the reported growth is more accelerated than that projected by the Department of Finance using input provided by El Camino's Strategic Enrollment Management Task Force.

It is confirmed the Top 15 Associate Degrees and Certificates Awarded at El Camino align with the employment opportunities in our area over the next 10-20 years. There is real opportunity in the certificates, employment training and workforce development based on the living wage and under employed data. However, a traditional class schedule will not meet the needs of the population who are working and under employed.

The CIP will be a standing agenda item. The presentation will be stored as an artifact.

4.2 Equity Plan - Third Reading

The Equity Plan was revised implementing the feedback submitted. The reporting of activities reflecting student success was discussed. This data is not being requested by the State. However, this data should be available for the constituent groups. This "ask" reaffirms the need and for a Student Success Committee. The reporting of outcomes data from each program should be a contingency for receiving SEA funding. An accountability plan will be developed by Student Success subcommittee.

College Council moved to approve the Equity Plan. The Plan will be presented to the Board of Trustees.

4.4 Campus & Workplace Safety and Security Consultation (CWSSC)Committee

The committee will merge the Police Advisory, Workplace Health & Safety Committees with the proposed membership of the CWSS Consultation committee.

Building captains are not part of the membership. Captains are invited to attend the meeting. A process will be developed for anyone to report any campus safety concern. Membership may evolve into subcommittees to provide a more manageable membership and timely decisions.

It is confirmed all committees should have a tri-chair model with the caveat the committees have to do the work to select their tri-chairs.

Tentative membership:

- AM/PM Faculty (2)
- PM Part-time Faculty (1)
- PM Staff – Facilities (night custodians 2)
- Student Services Building (1)
- AM/PM Student (2)
- Library representative (1)

ADA Compliance Officer (SRC designee as an alternate)
AIMS chair or designee (1)
Athletic Director (1)
Bookstore Representative (1)
Police Advisory/Clery Committee (1)
Police Chief or designee (1)
Risk Management (1)
Police Department Representative appointed by Chief.
Marketing & Communications representative
AM Custodian
Information Security Officer (ITS?)
Student Health CONSULTANT

****Faculty representation should have one CTE member.***

College Council moved to approve the revised membership of the CWSS Consultation committee.

4.5 New Committee Member Onboarding

Additions to the various committee memberships listed in the Participatory Governance Committee Handbook were suggested. The following reflects the additions and corrections discussed.

Operational Committees

- Academic Affairs Managers
- Council of Deans
- President's Meeting
- Campus & Workplace Safety & Security Consultation Committee
- Scholarship Committee
- Enrollment Operations Committee
- Enrollment Management Committee
- Student Service Combined Managers
- Student Service Area Council
- Commencement Committee
- Facilities Rentals

Committee College

Governance Committees

- Institutional Effectiveness Committee
- Professional Development Advisory Committee
- Student Success Committee
- Facilities Steering Committee
- Planning and Budget Committee
- Technology Committee
- College Council
- Academic Senate
- Calendar Committee

Collective Bargaining Units

- El Camino Classified Employees
- El Camino College Federation of Teachers
- Policy Officers Association

Council will perform a final review the Handbook and discuss any other revisions at the next meeting. Consensus from Council determined, definition for Operational groups, Governance groups and Bargaining units were not necessary.

4.6 College Council Charge and Responsibilities

Council will continue their review of the *Making Decisions Guide* and bring any clarification needed, suggested changes or any other feedback to discuss at the next meeting.

6.2 Meeting Adjourned at 3:05pm.

Equity, Diversity, & Inclusion (EDI) Standing Committee Meeting

Minutes for Wednesday, November 16, 2022; 2:00 – 3:00 pm

	Name		Division
X	Analu Josephides*	AJ	Library & Learning Resources
X	Charrissa Penn	CP	Library & Learning Resources
X	Christina Nagao	CN	Humanities
	Christopher Dela Cruz	CDC	Student Services
	Edith Gutierrez	EG	Manager Representative
X	Erica Brenes	EB	Humanities
	Erika Yates	EY	Classified Representative
X	Gary Medina	GM	Library & Learning Resources
	Hong Herrera Thomas	HHT	Behavior Social Sciences
X	Joseph Hardesty	JH	Fine Arts
	Jason Suarez	JS	Behavior Social Sciences
	Ketmany "Katie" Sundara	KS	Dean Representative
X	Linda Cooks**	LC	Library & Learning Resources
X	Matt Schulz	MS	ASO
X	Luisa Paredes	LP	ASO
X	Maria Barrio de Mendoza	MM	Humanities
	Melissa Fujiwara	MF	Behavior Social Sciences
	Nayeli Oliva	NO	SEA
	Polly Parks	PP	Natural Sciences
X	Rebecca Donegan	RD	Natural Sciences
	Robert Williams	RW	Counseling
X	Sheryl Kunisaki	SK	Manager Representative
	Susan Nilles	SN	Health Sciences & Athletics

* Committee Chair **Minutes

Mission Statement: *The El Camino College Equity, Diversity, & Inclusion Standing Committee provides guidance to the Academic Senate on matters related to equity, diversity, and inclusion under the 10+1. Under this purview, this committee will create and implement concrete plans that will increase equity in teaching, learning, and serving our students as well as in relationships among colleagues.*

Meeting Started at 2:05 pm

Introduction

- No new members

Approval of Minutes

- October 5, 2022 - Approved

Old Business

New Goal for EDI Committee

- Linguistic Justice – AJ and EB met to discuss this topic. Examined three goals:
    - Create a syllabus statement. EB has created a draft for discussion.
    - Create a Canvas shell where we would develop modules sharing literature from our respective fields. Faculty, students and others would have access to these modules to guide an understanding of linguistic justice.
    - Breakout session at a round table for Spring PD Day. Others (including students) are invited to work on this during flex day.

  EB - How do we get the word out about linguistic justice in a way that feels organic and grass roots with PD at its heart? Table Topics at a round table would be great. Other ways to preset out: INI session, FDC College Book Club.

  The following is a draft linguistic justice syllabus statement by EB: "Diverse languages and dialects are welcome and wanted in this classroom. As we communicate with one another, keep in mind that the reader/listener should work as hard as the writer/speaker in the communication process. This means that we will listen patiently and work together to understand one another. Language differences are not a hurdle. They are a gift, and when they do manifest as miscommunication, we will work together towards clarification."

  GM and RD (Canvas Shell development) would like to work on the Linguistic Justice sub-committee

  Names nominated for Table Topics Captain: AJ, Chris Page

  Potential Table Topic Questions: Do you know about linguistic justice? What do you know about translingualism? Have you ever experienced or witnessed linguilism used against someone to make them feel smaller or less than? How could we increase a sense of belonging here at El Camino, through a lens of linguistic justice?

  LC was asked to consider a linguistic justice themed book for the FDC College Book Club. EB – Suggested book – Language So Rich, Why We Be Stiflin'?

- EDI Champions: Honoring ECC's Community – AJ asked DM if this item could be placed on the next academic senate meeting agenda December 6th to present the Champion's form and obtain the senate's feedback. AJ will create a timeline of the rollout for this program. If AJ is unable to attend this meeting (due to medical reasons), JH will present it to the senate.

Meeting ended at 2:45 pm