

# ACADEMIC SENATE MINUTES

November 6<sup>th</sup>, 2007

Attendance (X indicates present, exc indicates excused, pre-arranged absence)

## Behavioral & Social Sciences

Brown, Maria

Rader, Emily

Widman, Lance X

Wynne, Michael X

## Business

Halamka, Dagmar

Miller, Tim

Thompson, Jacquie

Shepard Jacobson X

## Counseling

Beley, Kate X

Gaines, Ken X

Raufman, Lisa X

## Fine Arts

Ahmadpour, Ali X

Davidson, Jason X

Georges, William

Wells, Chris X

Crossman, Mark X

Berney, Dan X

## Health Sciences & Athletics

Van Lue, Nick / Hazell, Tom

Orton, Tory/Victoria (sharing)

Sinopoli, Louis / Makaru, Roy

Stanbury, Corey

Kim Baily (sharing)

McGinley, Pat (sharing) X

## Humanities

Hong, Lyman

Kate McLaughlin X

Marcoux, Pete X

Uyemura, Evelyn X

## Industry & Technology

Gebert, Pat X

Hofmann, Ed X

MacPherson, Lee X

Marston, Doug X

Rodriguez, George

## Learning Resources Unit

Dever, Susan X

Striepe, Claudia X

## Mathematical Sciences

Ghyam, Massoud

Scott, Greg

Tummers, Susan X

Marc Glucksman X

## Natural Sciences

Cowell, Chas X

Golestaneh, Kamran X

Palos, Teresa X

Vakil, David X

## Adjunct Faculty

Almos, Carolyn

Robertson, Gary

## ECC CEC Members

Fleming, Art

Hoffman, August

Panski, Saul

Pratt, Estina

Smith, Darwin

Ex Officio Attendees: Janet Young, Jeanie Nishime

Guests and/Other Officers: Joe Holliday (Honors Transfer Program), Vincent Armstrong, Barbara Jaffe (Dean's Representative), Quajuana Chapman

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

The fifth Academic Senate meeting of the Fall 2007 semester was called to order at 12:35pm.

Approval of last Minutes:

A motion to approve the minutes of the Academic Senate meeting of October 16th , 2007 was passed.

President's report – Pete Marcoux (henceforth PM)

PM and several other El Camino faculty recently attended the State Senate Plenary Session. PM found several issues of interest, and would like to develop more ECC Academic Senate involvement with:

- Program Review – the process, whether it could be streamlined, etc
- Basic Skills. The Basic Skills initiative was a big theme at the Session and lots of funding is available. ECC has a Basic Skills Taskforce, but right now it mainly draws from Math and English departments. PM would like to expand this involvement. Barbara Jaffe heads this Taskforce and noted that the next meeting will be held on December 5<sup>th</sup> in Library 202. Please attend if interested. The State Senate has a comprehensive guidebook of “Best Practices” and ideas that we will also be drawing from.
- Faculty Coordinators/Department Chairs. PM asked whether anyone was interested in forming a subcommittee to explore this issue. A sign- up sheet was passed around for interested faculty. PM will be in touch with those persons. This could be an important issue. The subcommittee would have to consult with the Union, and look at different models.
- Proposition 92 The Community College Initiative. There was a big push at the Session to get the word out. We should encourage students to vote, yet be careful not to endorse any viewpoint.

PM also reported on the last meeting of the College Council. The Athletic Fields and new parking structure (to be where the tennis courts presently stand) are going out to bid. Faculty will be teaching in the new Humanities building come Spring. It is anticipated that the Learning Resources Unit extension will be complete by April, with move- in scheduled for September 2008.

FCMAT was at Compton Educational Center last week, one of many scheduled visits. These visits may hold implications for El Camino College.

Many faculty were recently asked to submit their syllabi to their Deans. Perhaps there should be a campus- wide Syllabus Committee to discuss issues like “What is a syllabus?”, common formatting, etc. In the future syllabi could be posted with the Schedule to allow students to see individual class content. A sign- up sheet was passed around for interested faculty. PM will be in touch with those persons.

Compton Education Center report – Saul Panski (SP)

PM noted that the Compton representatives were unable to attend this week's meeting due to issues requiring their attention on their own campus. Certain building and rooms on the Compton campus have been closed, this may have scheduling implications for future classes. Faculty are frustrated with the consultation process and lack of communication.

Curriculum Committee report – Janet Young (JY)

The Curriculum Committee has not met.

Educational Policies Committee report – Evelyn Uyemura (EU)

EU reported that BP 4045 (Textbook Policy) is still under discussion. It will be in the next Academic Senate packet for the second reading.

BP 4100.1 (Catalog Rights) was recently passed, but needs changes to the wording to reflect recent changes to Certificate names – ie: Certificates of Achievement and Accomplishment. Catalog rights will still apply to the renamed certificates.

The committee continues to work on the Probation and Dismissal policy.

#### Faculty Development Committee report– David Vakil (DV)

DV reported that the Teaching Book Club was under discussion. A book would be read over the Break, then discussed during the next semester. Faculty who committed to attend a certain number of meetings would get the book free. One potential book title for the Club is “Teaching Tips”.

The “Ask the Veteran” panel is to be renamed. Interested persons could meet to have a discussion with distinguished faculty, with a Q & A session afterwards.

The committee is working on Employee recognition. Perhaps this could be done on- line once the campus rehires a web developer.

The committee is working on Part- time faculty awards, and also surveying Division Deans about how to develop part- time faculty skills. The survey results need to be analysed.

The committee meets in Admin 127 on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month.

#### Finance and Special Projects/ PBC (Planning and Budgeting Committee) – Lance Widman (LW)

[pgs 25-26 of packet] contains the minutes of the October 18<sup>th</sup> meeting of the PBC, which was spent discussing the 2008/2009 budget, notably indicators for criteria to develop the budget.

[pg 24 of packet] shows the agenda for the PBC meeting of the 1<sup>st</sup> November, during which these indicators and priorities were discussed.

[pgs 23 of packet] shows a memo from Janice Ely identifying sources for 80 – 90% of the unrestricted General Fund monies.

#### Council of Deans Meetings report – Lance Widman (LW)

LW reported on the October 4<sup>th</sup> Council of Deans meeting. They discussed the increase in sections (218) to be offered in the Winter session.

Rosters will be available only online from Winter 2008, and in Spring 2008 rosters will be available online and in hard copy. This winter will be a test period. Questions arose re: What do the online rosters look like? (Excel spreadsheets) What if we lose them online? Are there backups? Will faculty get training?

There was also discussion on possible changes to the schedule of classes. It was decided to discuss Scheduling in more detail at the next Academic Senate meeting and there will be more information in the next packet.

At the November 1<sup>st</sup> meeting of the Council of Deans new planning software was demonstrated.

Tomorrow November 7<sup>th</sup> is the High School Principals’ breakfast.

Draft Accreditation reports are on the Web. Please read these and make factual comments and suggestions.

#### Legislative Action report – Chris Wells (CW)

No report.

#### Calendar Committee – Lyman Hong (LH) and Emily Rader (ER)

No report as ER and LH could not make the meeting. [See pg 27 – 31 of packet]

#### Accreditation – Arvid Spor (AS) & Susan Dever (SD)

PM repeated that the second draft reports were online at MyECC. There will be open forums discussing the drafts. One date is November 13<sup>th</sup> from 11:30am to 1:00pm in the ECC Board Room. PM urged the faculty to take this chance to give input and become involved.

#### Unfinished Business

### Board Policy 2510

[pgs 36-38 of packet]

The Education Policies committee (EU) proposed an emergency resolution that could go through to the next Board of Trustees meeting on the 19<sup>th</sup> of November, otherwise the Board of Trustees will vote only on the version of BP2510 that President Fallo gave them. We can ratify the resolution at the next Academic Senate meeting. An emergency motion was proposed and seconded and passed by vote. EU then said that the Board had had a first reading of President Fallo's version of BP2510, but that this version did not have the backing of the Academic Senate. This emergency resolution was needed to present to the Board at the second reading of BP2510 at their November 19<sup>th</sup> meeting. The Senate wishes to be clear that they support the President's recommendation to amend the student section, but feel that, while the Board is amending the policy, the faculty section language should be brought into compliance with Title 5 at the same time. The floor was opened for discussion. PM felt that Dr. Beverly would say that Title 5 was not a law but a regulation. Doug Marston said that these regulations have the force of law. Mark Crossman felt that 2510 was an important issue as it would give faculty primacy, whereas now processes were very clouded. There were some questions and suggestions regarding grammar and typos. The resolution was put to the vote and it passed unanimously.

### New Business

[pg. 39 of packet] Faculty Hiring Procedures. Chris Wells felt that procedures are not consistent with the contract in that point C.1 is not currently being done. The issue was opened to the floor. It was felt that people were currently on the faculty hiring advisory committee to advocate for their own positions. Chris Wells felt we were unlikely to develop new programs with this sort of line-up. Susie Dever said that Deans appoint folks to the committee who are familiar with the needs of the Division. It was felt that Deans should ask Senators to serve first, before asking other faculty. The current way of doing things hurts some areas – service areas like counseling and the library. Some felt that we needed people on the advisory committee with a global perspective for the college. Others argued that Divisions must speak for their own interests. Perhaps faculty NOT going out for positions should be on the committee as they would be impartial. There are so many vacancies this might not be feasible. It was commonly felt that faculty needed an orientation as to the goals of the college, as many people did not know what was happening on campus. Chris Wells felt it was important to follow policy, or amend the policy to be consistent with what actually occurs. It was suggested he speak to the Union, even if they defer to us, as Dave Vakil said, at least we will have communicated with them.

### Curricuware Demonstration by Janet Young

All faculty have access to this new software. Go to the MyECC portal and login. Look under Web Services and Faculty, click Curricuware. This allows you to do two things. Create a new course, or comment on a course. Currently you can see all courses in development. By December 31<sup>st</sup>, all General Education courses will be online. Once courses are on Curricuware then they are on the public site and potentially accessible from the College Curriculum area, the Academic Senate page, or the VP Academic Affairs page.

There will be training available for faculty. A user can authorize others to make changes, anyone can leave comments/suggestions in the comments box. Curricuware will be linked to other software. Are SLO's on Curricuware? No, because the SLO's are constantly being revised. There will be a link to Bloom's Taxonomy. One can also cut and paste items.

Other colleges will be able to see our course outlines - this should be very useful for Compton. The Compton folks currently do have access, Janet Young has worked on some issues with Saul Panski. Once one has entered the information for a new course, one submits the course, then the course is locked. If necessary the course can be returned to the originator for additions/changes. Once the course has been Board approved it changes to a pdf file and goes to the public site as part of the official record. In the future, curriculum may be reviewed online, in fact, it already is useful in the review process. Course

revisions will be done in the same way eventually. Janet Young reported that Curricuware is up and running now, and urged faculty to please explore it, but bear in mind that the Curriculum Committee has just started with it so there is not a huge amount on file yet. You can print materials from the website. The course outline that is printable is one long, continuous document, rather than being sorted the way the website is, into several documents on different pages. Formatting isn't always correct: blank spaces and indents are removed

#### Honors Transfer Program presentation by Joe Holliday

The Honors Transfer Program is led by faculty, not administration. The office is located in the Counseling area and has very close/strong ties with counseling. Last year they had 300 students, and this year they have 440 students in the program, a 45% increase! It is the 3rd largest Honors Transfer Program in the state and one of the highest quality programs based on Joe's knowledge of other programs through his association with the statewide honors program. They literally accept students into the program every day. Students that are in other programs (such as Puente, Project Success) can still get honors credit by enrolling in honors classes.

#### Agenda Items for Next Meeting

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Please continue forward changes and corrections to the roster/ mailing lists to Claudia at [cstriepe@elcamino.edu](mailto:cstriepe@elcamino.edu)

The meeting was adjourned at 2:00 pm.

## ACADEMIC AFFAIRS PROGRAM REVIEW STATUS

July 2007

Program Review Status	Previous Self Study	2 <sup>nd</sup> Round	1 <sup>st</sup> Draft	Final Review
Paralegal Studies*	92/93, 00/01	2001	IP	Done
Speech Communication	92/93, 00/01	2001	Done	Done
Dance	93/94	2003	Done	Done
English as a Second Language	92/93	2003	Done	Done
Architecture		2004	Done	Apr 07
Astronomy	92/93	2004	Done	Done
History/Ethnic Studies	92/93	2004	IP	Apr 07
Machine Tool Technology		2004	Done	Apr 07
Nursing*	94/95	2004	Done	Done
Philosophy (was submitted but I recommended some changes)		2004	IP	Apr 07
Physics	93/94	2004	Done	Mar 07
Real Estate	93/94	2004	Done	Mar 07
Administration of Justice	93	2005	Done	Apr 07
Air Conditioning and Refrigeration	94/95	2005	Done	Apr 07
Anthropology	97/98	2005	IP	May 07
Construction Technology	93/94	2005	Done	Apr 07
English - Reading	93/94	2005	Done	Mar 07
Film/Video		2005	IP	May 07
Mathematics – Engineering	94/95	2005	Done	Done
Music		2005	Done	Mar 07
Photography		2005	IP	May 07
Radiological Technology*	92/93	2005	Done	Mar 07
Sociology	98/99	2005	IP	May 07
Art	93/94	2006	IP	May 07
Automotive Technology		2006	IP	May 07
CADD	96/97	2006	IP	May 07
Childhood Education	93/94	2006	IP	May 07
Computer Information Systems		2006	Done	May 07
Computer Science		2006	IP	May 07
Fire and Emergency Technology	93/94	2006	Done	Apr 07
Life Sciences	92/93	2006	IP	May 07
Quality Assurance		2006	-	-
Recreation/PE Major		2006	IP	Apr 07
Respiratory Care*	96/97,00/01, 03	2006	IP	Apr 07
Teacher Education Program		2006	IP	Apr 07
Welding		2006	IP	Apr 07
Academic Strategies	93/94	2007	Dec 07	Apr 08
Auto Collision Repair/Painting	92/93	2007	Dec 07	Apr 08

## ACADEMIC AFFAIRS PROGRAM REVIEW STATUS

July 2007

Program Review Status	Previous Self Study	2 <sup>nd</sup> Round	1 <sup>st</sup> Draft	Final Review
Business		2007	Dec 07	Apr 08
Cosmetology	96/97	2007	Dec 07	Apr 08
Electronics & Computer Hardware Technology	93/94	2007	Dec 07	Apr 08
English	93/94	2007	Dec 07	Apr 08
Environmental Horticulture		2007	Dec 07	Apr 08
Fashion	93/94	2007	Dec 07	Apr 08
Honors Transfer Program	97/98,98/99	2007	Dec 07	Apr 08
Learning Resources Unit		2007	Dec 07	Apr 08
Mathematics - Developmental	93/94	2007	Dec 07	Apr 08
MESA		2007	Dec 07	Apr 08
Physical Education – Athletics Program	94/95	2007	Dec 07	Apr 08
Political Science	93/94	2007	Dec 07	Apr 08
Pre-Engineering		2007	Dec 07	Apr 08
Sign Language/Interpreter Training	94/95	2007	Dec 07	Apr 08
Theatre	93/94	2007	Dec 07	Apr 08
Chemistry	97/98	2008	Dec 08	Apr 09
Earth Sciences	98/99	2008	Dec 08	Apr 09
Economics	98/99	2008	Dec 08	Apr 09
Family & Consumer Studies	96/97	2008	Dec 08	Apr 09
Foreign Language	97/98,98/99	2008	Dec 08	Apr 09
General Studies	97/98	2008	Dec 08	Apr 09
Health Center	96/97	2008	Dec 08	Apr 09
Journalism	97/98	2008	Dec 08	Apr 09
Psychology	97/98	2008	Dec 08	Apr 09
School Health Clerk		2008	Dec 08	Apr 09
Science Career Prep Programs		2008	Dec 08	Apr 09
Special Resource Center	94/95	2008	Dec 08	Apr 09
Study Abroad Program		2008	Dec 08	Apr 09

\*Accredited by outside agencies. Their accreditation reports serve as their program review.

#	Departments Requesting faculty hiring; Fall 2007
1	Accounting #1
2	Accounting #2
3	Art - Drawing
4	Art - Three Dimensional Design
5	Art - Graphic/Communication Design
6	Child Development #1
7	Child Development #2
8	Counselor - Transfer/Honors
9	Counselor - Allied Health/Nursing
10	Counselor - Retention
11	Disability Specialist - DSPS
12	Earth Sciences
13	English Composition #1
14	English Composition #2
15	English Composition #3
16	English Composition #4
17	English Reading #1
18	English Reading #2
19	Fashion Technologies
20	Geography
21	Journalism
22	Librarian - Acquisitions/Collection Dev/Cataloging
23	Management
24	Mathematics #1
25	Mathematics #2
26	Mathematics #3
27	Mathematics #4
28	Mathematics #5
29	Music - Fundamentals/Piano
30	Music - Jazz
31	Music - Piano
32	Nursing #1
33	Nursing #2
34	Nursing #3
35	Nursing #4
36	Office Administration
37	PE/Kinesiology
38	PE/Kinesiology/Coaching
39	Philosophy
40	Psychology

Signature \_\_\_\_\_

Please return your ballot to VP-AA's office (Dr. Arce) by 3:30 p.m.  
Monday, November 19 **NO LATE BALLOTS WILL BE ACCEPTED**

Ballots will be counted and tallied and the results will be distributed  
Tuesday November 20, 2:00 pm in the Alondra Room.



**REMINDER!!\***

***COMBINED***

**English, Reading, AS, and**  
**ESL Meeting**

**Tuesday, November 13th**  
**1:00-2:00 p.m.**  
**C-204B**

\*Optional meeting to learn about *Total Reader* for adoption

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting November 5, 2007

Present: Ms. Amezcua, Mr. Donnell, Ms. Elliott, Mr. Marcoux, Dr. Marsee, Mr. Middleton, Dr. Miranda, Ms. Pickens, Mr. Robertson, and Dr. Spor.

1. Ms. Elliott – There was a morning “Munch & Mingle” there will be one this afternoon at 3:00 p.m. The General membership meeting is on November 16, 2007.
2. Mr. Marcoux – The Academic Senate will discuss the certificate name change at tomorrow’s meeting.
3. Mr. Donnell – The Community College Initiative is now Proposition 92. Faculty are inquiring about retroactive paychecks. These are being worked on. An announcement will be in the President’s Newsletter.
4. Mr. Robertson – There aren’t a lot of parking issues now. Traffic thins out mid-afternoon. There have been 26 stolen cars for this calendar year – 90% of these were in Lot L. Last Monday there was a skateboarding detail on campus. Two citations were issued.
5. Dr. Miranda – The Deans are preparing their faculty position requests. These are to be finished by the end of the month.
6. Dr. Spor – The Accreditation Self-Study is posted on MyECC – under planning documents.
7. Ms. Amezcua – The students had their Halloween carnival. Other activities are pushed to next year while they focus on establishing the Student Council. Other items under discussion are Policy & Procedure 4231, opposition to elimination of winter session, and having Health Center open for summer session. There is also concern about student behavior in the Activities Center.
8. Ms. Garten – The El Camino Community News is out in the community. The winter and spring schedules are posted on the web.
9. President Fallo – There is a proposal to raise the Associate Vice President of Human Resources position to a Vice President position. Dr. Arce and Dr. Marsee are co-chairing the development of this position and any input should be given to them. Dr. Marsee will bring this up at the next Planning and Budgeting Committee.

FCMAT – The Governance/Community Relations team visited the last Board meeting and will be at the next one. Last week was the Academic Team visit. This week is the Fiscal Team visit and the Facilities Team will be next week. The Academic Team exit interview brought up some concerns. Some areas of concern dealt with curriculum, behavioral objectives, classroom disruptions (cell phones), passive teaching as opposed to interactive, and classroom technology. They also stated that the District Mission Statement should be included in the syllabus and should also be posted in each classroom.

Agenda for the November 19, 2007 Meeting:

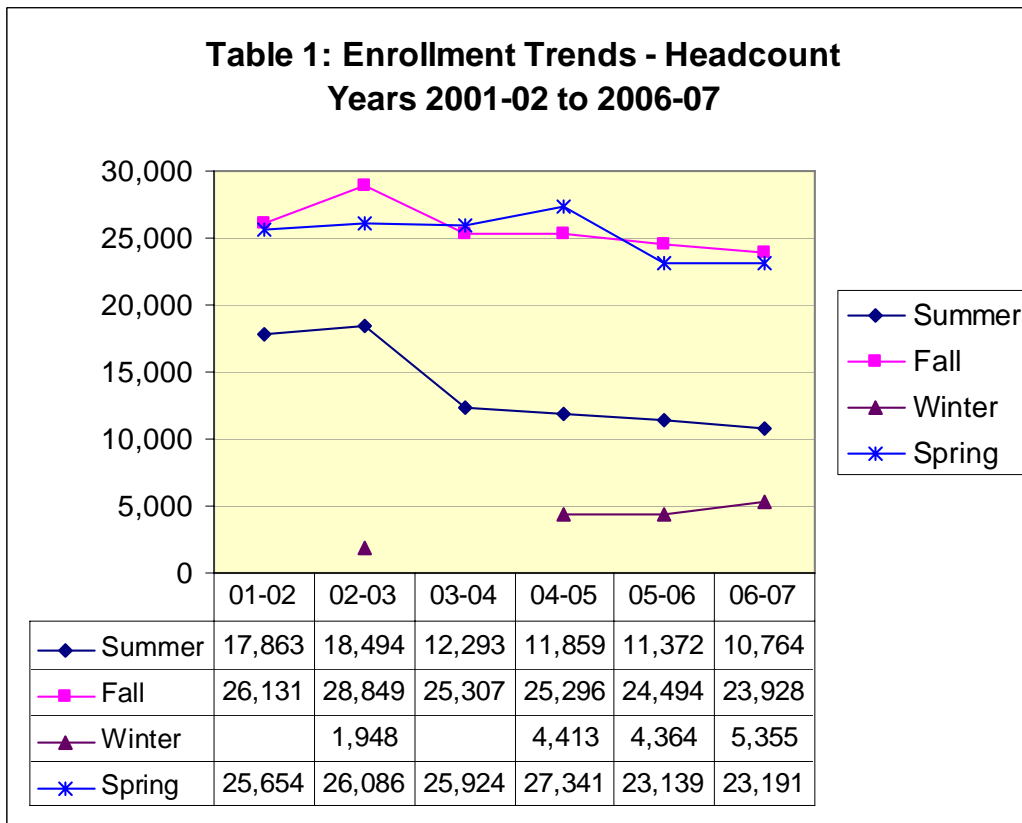
1. Minutes of November 5, 2007
2. Board Agenda
3. 2007-2008 Goals
4. Discuss College Council Membership Composition
5. Board Policy 4100.1 – Catalog Rights
6. FCMAT Exit Interview – Academic

## Fall to Spring Enrollment Persistence Winter Term Analysis El Camino College

The Winter Intercession was offered at El Camino College beginning in 2003 and repeated for the last 3 years. This study examines how persistence rates from fall to spring may have been affected by the Winter Intercession in recent years.

### Enrollment Trends

The first table examines headcounts for each term. In only one case was a drop in enrollment experienced in spring following a decline in winter (2005). Conversely, cases exist where spring enrollment climbed in the presence of a winter session (2003) and declined despite a winter enrollment increase (2007). Enrollment in winter was flat for 2 years followed by a strong increase last year (2007). Winter intercession is about half the size of spring in terms of headcount.



### Persistence Rates

Fall to spring persistence rates are provided below. They reflect the percentage of students who enrolled in at least 3 units in fall and subsequently enrolled the following spring. Although persistence declined markedly in the first year of the winter intercession, this may have been a response to change rather than a long-lasting effect. Persistence rates for the second two winter intercessions rose above persistence levels of the non-

intercession years. Rates are aggregated by the status of winter intercession in the table to the right. On the whole, persistence rates do not seem to be affected by the presence or absence of the winter session.

Fall to Spring Terms	Persistence Rate	Winter Session?
Fall01-Sp02	68.2%	N
Fall02-Sp03	65.4%	Y
Fall03-Sp04	67.6%	N
Fall04-Sp05	68.4%	Y
Fall05-Sp06	67.8%	Y
Fall06-Sp07	66.8%	Y

By Winter Status	Persistence
No Winter (02, 04)	67.9%
Winter (02, 05, 06, 07)	67.0%
Winter (05, 06, 07 only)	67.7%

Persistence rates were then analyzed by whether or not students enrolled in winter 2007. As indicated, winter-enrolled students persist into spring at higher rates than those who do not (95% vs. 60%). This is likely due to the fact that winter has a higher concentration of traditional college-aged students intending to transfer. This is borne out when comparing average spring credit loads of students who are or are not enrolled in winter. Winter students enrolled in an average of 12 units in spring vs. 9 units for students who skipped winter session (table not shown).

		Spring		Total	Persistence Rate
		Yes	No		
Winter	Yes	4,068	236	4,304	94.5%
	No	10,114	6,816	16,930	59.7%
Total		14,182	7,052	21,234	66.8%

Finally, the table below compares average units in spring by year. In general, the presence of a winter term does not seem to diminish the number of units in which students enroll in spring.

Fall to Spring Terms	Avg Spring Units	Winter Session?
Fall01-Sp02	8.6	N
Fall02-Sp03	9.2	Y
Fall03-Sp04	9.3	N
Fall04-Sp05	9.3	Y
Fall05-Sp06	9.4	Y
Fall06-Sp07	9.6	Y

At the aggregate level, it does not appear that spring enrollment was not adversely affected by the introduction of the winter intercession. However, winter session may influence course-taking patterns which would be masked at the aggregate level. Further, more in-depth studies may be considered in the future.

## **Executive Summary**

### **Winter Term 2007 Student Profile**

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The Winter Intercession at El Camino College is notable for the predominance of traditional college-aged students and has characteristics similar to this population. These and other characteristics are somewhat different from those in a typical fall term. The main highlights are found below.

- Younger population: 69% are aged 18 to 23 (compared to 54% in fall)
- Similar ethnic diversity: fewer whites and more Asians and Latinos
- More F1 visa international students
- More continuing students: 86% vs. 56% in fall
- More daytime students: 72% vs. 47% in fall
- Greater proportion of students enrolled on Fridays
- More transfer-directed students: 63% vs. 55%
- Higher student retention and success:
  - Retention: 87% vs. 78% in fall
  - Success: 78% vs. 63% in fall
- Higher GPA: 2.99 vs. 2.63

Fall to spring persistence was found to be dramatically higher among fall students who enrolled in winter vs. students who skipped the intercession.

### **Changes over 3 Years**

A three-year trend summary is available as a separate document. Here's a quick summary of the major trends in the past 3 years.

Although enrolled increased by nearly 1000 students in 3 years, some groups grew more than others. Enrollment increased even more among the following:

- Men (up 5 points)
- 18 year olds
- Latinos and white students
- International students (up 2 points)
- Returning students
- Transfer-directed students (up 5 points)
- Degree students (up 3 points)
- New freshmen (continuing from their first term in fall) – up 6 points

**Demographic and Enrollment Characteristics Summary**  
**El Camino College**  
**Winter 2005, 2006 and 2007**

Category	Characteristic	Winter 2005		Winter 2006		Winter 2007	
		n	%	n	%	n	%
<i>All Students</i>		4,413	100.0	4,364	100.0	5,355	100.0
<b>Gender</b>	Female	2,659	60.3	2,578	59.1	2,972	55.5
	Male	1,747	39.6	1,783	40.9	2,381	44.5
<b>Age</b>	Under Age 17	19	0.4	22	0.5	29	0.5
	17	64	1.5	47	1.1	56	1.0
	18	560	12.7	667	15.3	832	15.5
	19	831	18.8	851	19.5	1,002	18.7
	20	672	15.2	681	15.6	792	14.8
	21	455	10.3	394	9.0	522	9.7
	22	283	6.4	255	5.8	297	5.5
	23	225	5.1	192	4.4	237	4.4
	24	148	3.4	180	4.1	204	3.8
	25-29	455	10.3	399	9.1	548	10.2
	30-39	396	9.0	341	7.8	447	8.3
	40-49	194	4.4	205	4.7	240	4.5
	50-64	86	1.9	93	2.1	105	2.0
	65+	24	0.5	36	0.8	42	0.8
<b>Ethnicity</b>	African-American	946	21.4	817	18.7	949	17.7
	Amer Ind/Alaskan	10	0.2	10	0.2	17	0.3
	Asian	734	16.6	751	17.2	905	16.9
	Filipino	189	4.3	183	4.2	217	4.1
	Latino	1,312	29.7	1343	30.8	1,690	31.6
	Pacific Islander	34	0.8	47	1.1	52	1.0
	White	741	16.8	744	17.0	986	18.4
	Other	98	2.2	107	2.5	106	2.0
	Unknown or Declined	349	7.9	362	8.3	433	8.1
<b>Residency</b>	California Resident	4,200	95.2	4,098	93.9	4,471	83.5
	Out of State	63	1.4	102	2.3	17	0.3
	International	149	3.4	160	3.7	318	5.9
<b>Enrollment Status</b>	First-time Student	244	5.5	76	1.7	91	1.7
	First-time Transfer	38	0.9	102	2.3	168	3.1
	Returning	76	1.7	267	6.1	437	8.2
	Continuing	4,022	91.1	3,895	89.3	4,620	86.3
	K-12 Special Admit	33	0.7	23	0.5	39	0.7
<b>Education Level</b>	Not HS Grad	334	7.6	98	2.2	130	2.4
	HS Grad or Equiv.	3,793	86.0	3,793	86.9	4,680	87.4
	AA/AS Degree	101	2.3	111	2.5	143	2.7
	Bachelor's or Higher	119	2.7	122	2.8	190	3.5

Category	Characteristic	Winter 2005		Winter 2006		Winter 2007	
		n	%	n	%	n	%
<b>Class Times</b>	Daytime Student	3,443	78.0	3,456	79.2	3,827	71.5
	Evening Student	668	15.1	541	12.4	750	14.0
	Comb Day/Eve Student	153	3.5	136	3.1	198	3.7
<b>Educational Goal</b>	Intend to Transfer	2,277	51.6	1,981	45.4	3,057	57.1
	Degree/Certif. Only	190	4.3	179	4.1	399	7.5
	Retrain/recertif.	288	6.5	255	5.8	190	3.5
	Basic Skills/GED	144	3.3	142	3.3	118	2.2
	Enrichment	127	2.9	137	3.1	113	2.1
	Undecided	1,387	31.4	1,670	38.3	1,012	18.9
<b>Credit Status</b>	Credit	4,413	100.0	4,364	100.0	5,355	100.0
	Non-Credit	0	0.0	0	0.0	0	0.0
<b>Unit Load</b> <i>(At Census)</i>	Fewer than 6 units	3,662	83.0	3,603	82.6	4,346	81.2
	6 to 8.5 units	715	16.2	734	16.8	955	17.8
	9 to 11.5 units	34	0.8	24	0.5	52	1.0
	12 to 14.5 units	1	0.0	3	0.1	2	0.0
	15 units or more	1	0.0	0	0.0	0	0.0
<b>Term Units</b>	Credit Students	4,413	100.0	4,364	100.0	5,355	100.0
	Total Units	15,463	350.4	14,829	339.8	19,083	356.4
	Average Units/Student	4	0.1	3.4	0.1	3.6	0.1
<b>Cumulative Units</b>	15 units or fewer	1,069	24.2	1,187	27.2	1,641	30.6
	15.5 to 30 units	1,060	24.0	1,051	24.1	1,234	23.0
	30.5 to 60 units	1,406	31.9	1,392	31.9	1,629	30.4
	Over 60 units	791	17.9	606	13.9	705	13.2
<b>Instruction Method</b> <i>(dup. headcount)</i>	Lecture	5,281		4,927		5,959	
	Laboratory	1,162		990		1,380	
	Distance Education	114		167		580	
	Work Experience	0		0		0	
	Independent Study	0		0		0	
<b>Accounting Method</b> <i>(dup. headcount)</i>	Weekly Census	114		167		0	
	Daily Census	5,507		5,200		6,747	
	Positive Attendance	58		232		358	
	Ind. Study/Work Exper.	0		0		0	



**PLANNING & BUDGETING COMMITTEE**

**November 15, 2007**

**1:00 – 2:30pm**

**Location: Alondra Room**

Facilitator: Arvid Spor

Note Taker:

**STATEMENT OF PURPOSE**

*The Planning and Budgeting Committee serves as the steering committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the institutional priorities set forth in the Educational Master Plan and other plans adopted by the college. The PBC makes recommendations to the President on all planning and budgeting issues and reports all committee activities to the campus community.*

**Members**

- |  |   |
|--|---|
| <input type="checkbox"/> Arvid Spor, Chair (non-voting)      | <input type="checkbox"/> Cheryl Shenefield, Administrative Services |
| <input type="checkbox"/> Miriam Alario, ECCE                 | <input type="checkbox"/> Susan Taylor, ECCFT                        |
| <input type="checkbox"/> Christina Jack - ASO                | <input type="checkbox"/> Harold Tyler, Management/Supervisors       |
| <input type="checkbox"/> Thomas Jackson, Academic Affairs    | <input type="checkbox"/> Lance Widman, Academic Senate              |
| <input type="checkbox"/> Dawn Reid, Student & Community Adv. |   |

**Attendees**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Luis Mancia – Alt., ECCE          | <input type="checkbox"/> John Means – Alt., SCA      | <input type="checkbox"/> Janice Ely – Support     |
| <input type="checkbox"/> Ken Key – Alt., ECCFT             | <input type="checkbox"/> Bo Morton – Alt., Mgmt/Sup. | <input type="checkbox"/> Jeff Marsee – Support    |
| <input type="checkbox"/> Teresa Palos – Alt., Acad. Senate | <input type="checkbox"/> _____ - Alt ASO             | <input type="checkbox"/> Jeanie Nishime – Support |
| <input type="checkbox"/> Tom Lew – Alt., Ac. Affairs       | <input type="checkbox"/> Francisco Arce – Support    | <input type="checkbox"/> John Wagstaff – Support  |
| <input type="checkbox"/> Rocky Bonura – Alt., Adm. Serv.   | <input type="checkbox"/> Peter Marcoux – Support     |   |

**AGENDA**

1. Approval of Minutes for October 18, 2007 ----- All PBC participants ----- 1:00 p.m.
2. VP – Human Resources Proposal ----- J. Marsee ----- 1:20 p.m.
3. Budget Development Calendar ----- All PBC participants ----- 1:50 p.m.
4. Adjournment -----2:30 p.m.

**Next Meeting – December 6, 2007, Alondra Room**



**MINUTES  
OF THE  
EL CAMINO COLLEGE ACADEMIC SENATE  
COMPTON CENTER FACULTY COUNCIL**

**HELD IN THE BOARD ROOM  
October 18, 2007**

**MEMBERS PRESENT:**      **10 members present:**  
Dr. August Hoffman, Estina Pratt,  
Manzoor Ahmad, Pamella West, Darwin  
Smith, Chris Halligan, Michael Odanaka,  
Thomas Norton, Dr. Art Flemming, Shemiran Lazar.

**MEMBERS ABSENT:**      **7 members absent:**  
Saul Panski, Annaruth Garcia, Walter Bentley, Tom  
Rydalch, Shirley Thomas, Mohammed Boroujerdi,  
Leonard Clark

**ADMINISTRATORS  
PRESENT:**                      **2 administrators present:**  
Mark Hovatter, Dr. Mary Callahan

**VISITORS PRESENT:**      **6 visitors present:**  
Chelvi Subramaniam, Axa Maradiaga, Mike  
Khalilzadeh, David Maruyama, Aurora Cortez-  
Perez, Fredwill Hernandez

**25 IN ATTENDANCE**

**I.      CALL TO ORDER**

The meeting was called to order by Dr. August Hoffman at 2:15 p.m.

**II.     APPROVAL OF AGENDA**

The Vice President asked for any amendments to the agenda. There were none. Estina Pratt/ Pam West (moved/seconded) to approve agenda of October 18, 2007. Passed.

**APPROVAL OF MINUTES**

Dr. August Hoffman suggested that the approval of the minutes be delayed until the next meeting, as we lacked a quorum.

#### IV. **REPORTS**

##### **ECC Academic Senate**

Susie Dever from ECC reported that Dr. Fallo met with the Chancellor and that actions will be taken to move from a Memorandum of Understanding to a contractual relationship between the two institutions.

She noted that the suggested change in the calendar is open for discussion, and input from us is welcome. Winter session, she said, was being considered for elimination from the ECC calendar, but CEC might still want to offer winter session. Also up for discussion was the shifting of the spring session up so that two five week summer sessions can be accommodated with a 2 week break in between.

Art Flemming explained about the 5day-5 week schedule and how that will work.

##### **DISCUSSION ITEMS**

###### Maintenance of the Campus

Mark Hovatter, Director of Maintenance and Operations, updated the Council about the water crisis on campus the past week. He announced that on a scale of 1-10, he rated himself a 6 on how it was handled. He stated that they had to rent most of the equipment that was needed to get the job done., e.g., a backhoe, Portapotties, a power generator, and a water truck. On the EOPS building issue (where pipes had also burst), he rated himself a 4. He outlined his plans for making the department work better for the institution. The swing shift has been eliminated for the custodial crew, and they will work in the buildings in teams.

###### Report on Academic Affairs

Dr. Mary Callahan announced that 2 positions are open and that she is inviting faculty to submit applications for them if they are interested. The positions are Staff Development Coordinator and Basic Skills Coordinator. Handouts of the job descriptions were passed out.

###### Student Learning Outcomes

David Maruyama announced that there will be an SLO Assessment Committee meeting Tuesday Oct. 23<sup>rd</sup>, to coordinate between ECC and CEC. He noted that there is a lack of communication about the Center's needs vs. ECC's needs. They are different. One difference is that ECC

does not want to include SLOs in their course outlines like we did when our SLOs were done in 2005-2006.

David Maruyama fears that ECC will project their SLOs on our staff and population. The question is, do our SLOs override their course descriptions?

Shemiran Lazar commented that we are already experts, as we actually have been trained to do this and have gone through this process. A brief discussion followed

**VI. ACTION ITEMS**

None

**VII. ADJOURNMENT**

The Vice President called for a motion to adjourn. Ahmad Manzoor/Estina Pratt moved/seconded for the meeting to be adjourned. The meeting adjourned at 3:10 p.m.

Faithfully Submitted by Estina Pratt

## Certificate Name Change

Dear Senators,

As you recall, the senate voted on the following certificate requirements effective Fall 2008 in order to comply with Title 5 regulations.

Certificate of Achievement (2.0 GPA)

Certificate of Achievement with Honors (3.0 GPA)

Certificate of Achievement with High Honors (3.5 or above)

It has now come to my attention, that as of **Fall 2009** students will be required to earn a C or above in each class applied to a certificate or major. The criteria listed above will still be relevant. However, D grades will no longer be accepted towards a degree or certificate.

Since the certificate name changes are going into effect in Fall 2008, the Senate should consider instituting the C or above requirement at the same time. Otherwise, the name changes and criteria listed above will take place in 2008 and the grade of C or above will take place a year later.

This issue will be presented to the Senate on Tuesday, November 20<sup>th</sup> for a first reading and the vote will be conducted at the December 4<sup>th</sup> meeting. It is necessary to follow this timeline so that these changes can appear in the 2008-2009 catalogue.

**BOARD POLICY 4045**

**Textbooks and Instructional Materials**

The ~~primary~~ responsibility for the selection of textbooks rests with the faculty teaching the subject.

For the purpose of this policy, the term textbook includes required or recommended learning materials, including books, laboratory manuals, workbooks, student supplements, or other printed, multi-media, or electronic material.

The official course outline of record sets forth the goals and objectives of each individual course of study. All texts and other materials utilized in the learning process shall be compatible with and evaluated in light of the course outline of record.

Textbooks should reflect professional standards in content and design as well as reasonable cost to students. In accordance with El Camino Board Policy 1600: Full Inclusion of People with Disabilities, instructors are encouraged to select and utilize instructional materials that are available in alternate format or whose copyright permission is easily obtainable.

In order to minimize cost to students, the usual period of adoption for texts will be two academic years. Special consideration for earlier change may be given under extenuating circumstances.

All texts shall fully meet the requirements of the California Education Code 78900 et. Seq.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, as defined in CCR § 53200.

Previous Board Policy Number: 6133

**Administrative Procedures 4045**

**Textbooks and Instructional Materials**

1. The faculty of a discipline may select a majority-adopted text for the purposes of continuity in a multi-section course or course sequence. However, if a faculty member feels another text is more appropriate for his/her methodology or philosophy, the faculty member may select another text.
2. To facilitate articulation and transferability, textbooks are strongly advised for all credit courses.

El Camino College  
Adopted: 3/14/66  
Amended: 4/28/80, 4/12/99

DRAFT DRAFT 11/16/2007

Renumbered: 4/18/05

California Community Colleges System Strategic Plan Implementation

Action Planning Group for Goal A2 (A): *Removing Barriers to Student Access and Success -- Increasing College Affordability*

**Textbook Summit**

November 30, 2007  
Chabot College  
25555 Hesperian Blvd, Hayward CA  
**9:30 a.m. - 3:30 p.m.**

Preliminary Agenda

- 9:30 - 9:45 I. Welcome and introductions**
- 9:45 - 9:50 II. Purpose and duration of group**
- 9:50 - 10:30 III. Overview of significant issues identified in recent studies related to textbook costs**
- 10:30- 12:00 IV. Overview of current practices and initiatives**
- Bookstore practices and initiatives
  - Student-led practices and initiatives
- 12:00- 12:30 Lunch**
- 12:30- 2:30 Overview of Existing Practices and Initiatives that Reduce or May Reduce Textbook Costs (continued)**
- Faculty-led practices and initiatives
  - Technology-based practices and initiatives
    - Joint CCC-CSU Digital Market Place
    - Open Educational Resources
  - Other practices and initiatives
  - Recent legislative initiatives
    - SB 832 (Corbett), AB 1548 (Solario), AB 577 (Ruskin)
    - Joint Legislative Audit Committee approval of audit on the Cost of Textbooks in Higher Education
- 2:30- 3:15 V. Next Steps**
- Action plan to pursue strategies for:
    - What colleges can do locally?
    - What can be done systemwide to support college efforts?
    - What needs to be addressed in state or federal policy?

**2:30- 3:15**    **V. Next Steps (continued)**

- Possible deliverables, including timetable:
  - Plans to collaborate with various CCC associations and stakeholders?
  - Plans to disseminate Best Practices?
  - Reports, Road Shows, Professional Development, Conferences?
  - Suggestions for Board of Governors policies?
  - Suggestions for Legislative agendas?
  - Suggestions for budget proposals or seeking foundation funding?
  - Other?

**3:15- 3:30**    **VI. Schedule location and date for next meeting**



FYI:

#### Pay or Inducements

78900. (a) No publisher or manufacturer of instructional materials, nor any of his or her representatives, shall offer or give any emolument, money, or other valuable thing, or any inducement, to any community college official to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material.

(b) No community college official shall accept any emolument, money, or other valuable thing, or any inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material.

(c) Any publisher or manufacturer of instructional materials or his or her representative, or any community college official who violates any of the provisions of this article is guilty of a misdemeanor. Any community college official who violates this article shall, in addition to any other penalty, be removed from his or her official position.

(d) Nothing in this chapter shall be construed to prevent any publisher, manufacturer, or agent from supplying for purposes of examination necessary sample copies of instructional materials to any community college official.

## **Board Policy 4100.1**

## **Catalog Rights**

The El Camino College Catalog specifies the general education, major, and unit requirements which the student must satisfy to qualify for an Associate Degree, ~~a Certificate of Competence, or a Certificate of Completion.~~ a Certificate of Achievement or a Certificate of Accomplishment. Students who have maintained continuous enrollment may choose to graduate under the catalog requirements in effect either 1) at the time they began attending El Camino College continuously or 2) at the time they graduate from El Camino College. For degree and certificate purposes, continuous enrollment is defined as enrolling at El Camino College at least one semester, (excluding summer and winter terms) each academic year and receiving a letter grade, a “W,” or CR/NC designation on the transcript.

Previous Board Number: 5126 Renumbered: 4/18/05

Revised by Ed. Policies 11/8/07 sent to Senate

El Camino College

Adopted: 9/20/93

Amended: 7/17/06

# EL CAMINO COLLEGE

## ~~2007-2008~~ DISTINGUISHED ADJUNCT FACULTY AWARD

The El Camino College Distinguished Adjunct Faculty Award is presented annually to a faculty member whose contributions demonstrate commitment to academic excellence and outstanding service to the College and its students, as well as to professional and community service.

You are invited to participate by nominating the faculty member you believe best exemplifies the above qualities. Nominations may be submitted by any member of the college community, students past and present, or persons in the community-at-large. Faculty members may also nominate themselves.

The recipient will be announced at Commencement and will be presented with a specially designed medallion and a monetary award (\$1000) from ~~the President~~ a source to be determined. The recipient's name will also be placed on a permanent plaque located in a place TBD.

### ELIGIBILITY

Any ~~current full-time adjunct~~, certificated faculty member who ~~is listed in the 2006/07 El Camino College Catalog is eligible~~ has worked at El Camino College for at least 6 semesters (spring or fall) and who has worked at El Camino College during the 2007-2008 school year.

### EVALUATION CRITERIA

Nominees will be evaluated on the basis of a demonstrated record of:

- effective classroom teaching;
- service to students and to the College;
- professional service and activities;
- public/community service.

All of the nominee's contributions will be considered, although emphasis will be placed on the nominee's activities during the past five years.

### NOMINATION REQUIREMENTS

- a completed Nomination Form and supporting documentation (no more than four pages)
- a current vita or background statement
- a one-page statement from the nominator
- nomination forms and materials from previous years will not be accepted

### SELECTION COMMITTEE

Committee will be chaired by the Vice President-Academic Affairs and include the President of the Academic Senate (or designee), President of the Associated Students Senate (or designee), the ~~2006-2007~~ Distinguished Faculty member, an academic dean, and ~~the Public Information Officer~~ Academic Senate's Vice President of Faculty Development. The committee's recommendation(s) will be forwarded to the President.

Send all materials in a sealed envelope to:

2007 Distinguished Faculty Award  
c/o Office of the Vice President – Academic Affairs  
El Camino College  
16007 Crenshaw Boulevard  
Torrance, CA 90506

**Nominations must be date-stamped in the Office of the Vice President no later than 4:30 p.m., ~~30-28~~ March 2008. Telephone facsimile submissions will NOT be accepted.**

(See Reverse Side for Nomination Form)

**EL CAMINO COLLEGE  
2007 DISTINGUISHED FACULTY AWARD  
NOMINATION FORM**

1. Nominee \_\_\_\_\_  
Name Department/Division
2. Nominator \_\_\_\_\_
  - a. Address \_\_\_\_\_
  - b. City/State/Zip Code \_\_\_\_\_
  - c. Telephone (area code/number) \_\_\_\_\_
3. To be considered, the nomination materials must include:
  - a. Completed nomination form
  - b. One-page statement from the nominator
  - c. Current vita or background statement
  - d. Supporting documentation. In **no more than four (4) pages**, provide supporting documentation that demonstrates how the nominee demonstrates excellence in the following categories:
    - effective classroom teaching;
    - service to students and to the College;
    - professional service and activities;
    - public/community service.
4. Send all materials in a sealed envelope to:

2007 Distinguished Faculty Award  
c/o Office of the Vice President – Academic Affairs  
El Camino College  
16007 Crenshaw Boulevard  
Torrance, CA 90506

**Materials will NOT be returned. Nominations must be date-stamped in the Office of the Vice President no later than 4:30 p.m., ~~30-28~~ March 2008~~7~~. Telephone facsimile submissions will NOT be accepted.**

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**

**Date: November 1, 2007**

**MEMBERS PRESENT:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Alario, Miriam – ECCE                     | <input checked="" type="checkbox"/> Spor, Arvid – Chair                    |
| <input type="checkbox"/> Jack, Christina – ASO                                | <input checked="" type="checkbox"/> Taylor, Susan – ECCFT                  |
| <input checked="" type="checkbox"/> Jackson, Tom – Academic Affairs           | <input checked="" type="checkbox"/> Tyler, Harold – Management/Supervisors |
| <input type="checkbox"/> Reid, Dawn – Student & Community Adv.                | <input checked="" type="checkbox"/> Widman, Lance – Academic Senate        |
| <input checked="" type="checkbox"/> Shenefield, Cheryl – Administrative Svcs. |  |

**OTHERS ATTENDING:** Francisco Arce, Janice Ely, Irene Graff, Ken Key, Luis Mancía, John Wagstaff

**Handouts:** Draft – Planning & Budget Development Calendar  
 ARCC 2007 Report: College Level Indicators

The meeting was called to order at 1:05 p.m.

**Approval of October 18, 2007 Meeting Minutes**

1. [Page 2 - was consensus reached on #20, 21, and 23?](#) Recommend use of 3-tier format for the preliminary budget and object code format for the tentative budget as stated in #23. Need a legend to show where object codes fit in three-tier level.
2. Three-tier level is insightful for preliminary budget stage (a blend of planning and budgeting) and needs to be structured by object code during tentative budget stage (to determine where the money is going to and coming from).
3. Although it would take more work, suggestion was made to have both formats for the tentative budget. But, the object code format information last year was not available in time for the tentative budget. Once the information is available, is it possible to maintain both formats? Would take a lot of work to show how money is split out.
4. The minutes were approved.

**ARCC Indicators (I. Graff):**

1. Accountability Reporting for the Community Colleges (ARCC) – mandated by state legislation (AB 1417). Accountability system replacing Partnership For Excellence (PFE or P4E).
2. Worked with measurement specialists to develop useful measures each college can use evaluate own performance.
3. Tables track three-year trend, some within six-year period (i.e. Table 1.1 and 1.1a): 1998-99 to 2003-04; 1999-00 to 2004-05; and 2000-04 to 2005-06.
4. Table 1.1 – overall Student Progress and Achievement Rate to include first-time students with ‘transfer directed’ status (students taking courses to move towards transfer) and ‘transfer prepared’ status (involves units to transfer but not received degree nor transferred yet). Captures students who move out-of-state.
5. Table 1.1a – Students who accumulated at least 30 units indicates trainable students if they leave ECC at this point.
6. Table 1.2 – Persistence Rate – one year, fall-to-fall. Tracks students throughout the California community college system.
7. Table 1.3 – Student Progress and Achievement: Vocational/Occupational/Workforce Development – successful rate of completion for ECC vocational courses tracked over 3 years. Comparison to ECC - not against other community colleges.

8. Students are excluded from data if they drop before the end of the Add period. Students are included in data if they withdrew after the Add-Drop deadline.
9. Table 1.4 - Pre-Collegiate Improvement: Basic Skills and ESL – successful course completion for credit basic skills courses including ESL.
10. Table 1.5 – improvement rates – students who succeed in ESL or basic skills course, percentage of students who receive ‘C’ or better in subsequent *higher* level courses.
11. Table 1.6 – College Profile – enrollment based on demographic characteristics. Annual unduplicated headcount – one FTES headcount encompassed fall and spring attendance.
12. All performance measures at aggregate level, college profile and participation rate are also covered in system-wide level reports.
13. Table 1.10 – Peer Grouping – the legislature wanted to compare colleges, but colleges have too many different characteristics so peer grouping was developed. Uses statistical formula to match like colleges in relation to particular measures.
14. Every college will have pluses and minuses and focus on different aspects of their population.
15. ECC is one of top colleges in persistence rates and slightly below average in successful course completion rates.
16. Will have ESL improvement rate on the next report – coding issues have been resolved.
17. Report data is based on what is reported to the Chancellor’s office. The next 2008 report will be out in March.
18. Which indicators should PBC use?
  - a. ARCC indicators - considered early on to use all six ARCC indicators (theme) and possible additional funding awarded from the Department of Finance. Considered using ARCC indicators since data already generated; data ties in with Academic Affairs and Student Services. Administrative Services worked on their own separate indicators – efficiency and effectiveness.
  - b. Retention and student success (theme last year) – will it be modified?
  - c. What measures do other colleges use?
19. Indicators can be used to measure whether a funded program was successful or not and helps to substantiate justification with data. Difficult to gauge whether one course made a difference in student progress and achievement – it may not have been the cause of success but may have been a contributing factor.
20. May need to re-address the Budget Development Criteria priorities on page 29 in the budget book. Augmentation funding listed in order. The original version did not list in priority order.
21. Some projects or activities may increase success but decrease revenue. Primary goal in the past was to increase revenue and decrease expenses.
22. New planning software is one tool for multi-purposes: can input one- to five-year plan, program review and SLO information
23. Retention and success are important concepts; growth is another to consider and tied to enhancing revenue.
24. Suggestion was made to replace retention with persistence – can’t have success without retention.
25. Discussion followed about the importance of FTES growth.
26. Discussion followed about the differences between persistence and retention.
27. Need to make decision by the beginning of the next PBC meeting whether to use 1) student retention and success with growth added, 2) student progress and achievement with growth added, or 3) success and persistence.

The next meeting is scheduled on Thursday, November 15<sup>th</sup>.

Meeting adjourned at 2:34 p.m.

Note taker: Lucy Nelson



**EL CAMINO COLLEGE**  
Office of the Vice President – Academic Affairs

**NOTES – COUNCIL OF DEANS**  
**4 OCTOBER 2007**

Present: F. Arce, K. Curry, A. Garten, A. Grigsby, T. Jackson, B. Jaffe, C. Lee, T. Lew, G. Miranda, B. Mulrooney, R. Natividad, J. Nishime, D. Patel, V. Rapp, S. Rodriguez, J. Schwartz, J. Shankweiler, R. Smith, S. Warriar, L. Widman, S. Zareski

**I. INFORMATION ITEMS**

- A. Notes of 9/22/07: Distributed
- B. Enrollment Management Plan: The executive summary will be provided to the Board as an information piece. The plan will also be distributed campus wide. The two budgets to the plan include: (1) \$600,000 for growth for instruction – increase in part-time hourly budget. (2) \$116,000 for project cost (PBC proposed \$120,000). Final decision on allocation has not been determined by Cabinet.

**II. DISCUSSION/ACTION**

- A. Winter Rosters: Approximately 218 sections will be offered in the winter session. Rosters will be 100% online and instructors will be able to print their own rosters. Academic divisions will need to be prepared to assist faculty that may have problems logging into Portal or do not have the resources to print rosters.

The last appointment for registration will be on December 21. The system will remain open through the holiday break. B. Mulrooney will confirm that the registration help line, Portal, and registration letter will include a message that there will be continuous registration through the holiday break although personnel will not be available to assist until January 2, 2008. Letters to continuing students will be mailed the first week in November.

Important dates:

- 12/22/07-1/1/08 – Portal remains open for students to register/change schedule.
- 1/2/08 – Add period for winter 2008 begins at noon; instructors print their own rosters.
- 1/8/08 – Spring 2008 registration appointments resume.
- 2/7/08 – Spring 2008 registration appointments end.
- 2/9/08 – Saturday & Sunday instructors print their rosters.

For the 2008 spring semester, rosters will be printed as a “safety net.” Instructors will be encouraged to print their own rosters as this will be the last semester this service will be provided.

- B. BP 4045 – Textbooks: The first reading of the textbook policy was reviewed at the Academic Senate meeting on 10/2/07. There will be a second reading at the next Academic Senate reading. It was recommended that textbooks be used for a minimum of a two-year adoption cycle with the understanding that some technology material may need more frequent changes.
- C. BP 4231 – Grade Change: The board policy on grade change was approved at the last Academic Senate meeting. It will move forward to College Council and the President for final approval.
- D. Class Schedule: The following suggestions and ideas were made to improve the schedule of classes:
- The front cover needs to show the age diversity of students. (It was noted ECC has a working adult schedule.)
  - Display student art work on front cover.
  - Feature different student service programs on the back cover.
  - Promote apply and application process. Appears to be “text heavy” – include less text.
  - Provide campus map in color.
  - Back cover is “too busy” – too much text.
  - Promote online orientation link.
  - Inside of front cover – keep dates as is. Include winter and spring projected start dates as a future glance.
  - Welcome message in lieu of administration listing.
  - Move administration listing to page 3 in smaller format.
  - Need to find out from the Chancellor’s office if there is a policy regarding the minimum content to include in the schedule.
  - Inside of back cover – Nursing and Community Education is not listed on the building listing. (It was noted these are programs and not buildings.)
  - A. Garten will verify that the legend is reviewed. (Map done by Facilities.)
  - When and where to apply should be on first page. Application information should be moved from page 4 to page 3.
  - Place policies toward the back of the schedule instead of the front.
  - Key areas translated in Spanish – provide bilingual.
  - Provide an alphabetical index for the schedule.
  - Re-direct students to the website by providing information on web links.
  - Place directory in a more prominent place.
  - Include location of offices next to division/department listing.
  - Include a directory opposite the map.
  - Include prerequisite form in schedule. Place near information regarding registration.
  - Brief statements disbursed throughout the schedule that provide student recognition/involvement (i.e. awards, athletic teams, debate team, national titles)
  - Move fee schedule closer to registration information.
  - Consolidate information that is repetitious such as FYE, HTP, Distance Education and short-term classes.
  - Include a brief section on the wait list policy.



- Explanation regarding MyECC and how to obtain a student e-mail address.
- Need to seek student opinion on schedule (A. Garten has arranged this).
- Color bars or tabs on right edge of schedule pages for easier reading.
- Provide a section with the different programs offered in Student Services.
- Some class sections contain too many lines (lecture/lab) which may confuse students. Can it be consolidated? May need to check with Chancellor's office if all lecture/lab times must be individually listed.
- Prerequisites and Distance Education notations are lengthy. Can it be individualized?
- Distance Education portion – direct students to website.
- Helpful to have brief summary of courses. Will it make the schedule too thick?
- Campus Police – can information be condensed?
- Include location of division office, division name and phone number next to each discipline. Helpful with prerequisites so students are directed where to go.

It was the consensus of the Council to design the schedule in a different format for easier reading and more useful as a marketing tool. A condensed mailing piece, which would only include class section information, will refer students to the web for additional information. It was noted that CEC is also making changes to its schedule.

E. Academic Senate Update: L. Widman reported the following items were discussed at the last Academic Senate meeting:

- The board policy on grade change will move forward.
- The board policy on textbook had its first reading. The second reading will take place this month for approval.
- Approved Title 5 certificate of achievement. Recommended change – use two certificates. Certificate of Achievement – complete program with a C average and Certificate of Honors for students with 3.0 GPA and better. 3.0 GPA – Honors of Achievement; 3.5 – Honors of Distinction. These certificates are used most often by the Business and Industry & Technology divisions. Information will be shared with Area Council, Student Services and Academic Affairs for more comments.

F. High School Offerings: F. Arce met with R. Dorn to review proposals of high schools. Class offerings were scaled back at the high schools and only allowed two section of any course and robotics at all high schools. If Santa Monica College is brought in to the high schools, it will need F. Arce's approval. 9<sup>th</sup> and 10<sup>th</sup> grade students will not be authorized to take classes at the high schools. It was suggested that R. Dorn and R. Dreizler be involved in meetings with the high schools. Kudos to A. Grigsby for being instrumental in moving the program along.

It was noted that CEC will not offer high school classes during the 2007-08 academic year.

### III. OTHER

Principal's Breakfast: The Principal's breakfast will be held on November 7. Discussion with principals will include what El Camino College offers and its philosophy.

**ACADEMIC AFFAIRS AND  
STUDENT SERVICES**



**1 November 2007  
9:00 AM to 11:00 AM  
Alondra Room**

Type of meeting: Council of Deans      Facilitator: Jeanie Nishime  
Notetaker: Karen Lam

**Attendees**

<input type="checkbox"/> F. Arce	<input type="checkbox"/> D. Goldberg	<input type="checkbox"/> G. Miranda	<input type="checkbox"/> J. Schwartz
<input type="checkbox"/> H. Bateman	<input type="checkbox"/> A. Grigsby	<input type="checkbox"/> B. Mulrooney	<input type="checkbox"/> J. Shankweiler
<input type="checkbox"/> M. Callahan	<input type="checkbox"/> T. Jackson	<input type="checkbox"/> R. Natividad	<input type="checkbox"/> R. Smith
<input type="checkbox"/> K. Curry	<input type="checkbox"/> B. Jaffe	<input type="checkbox"/> J. Nishime	<input type="checkbox"/> A. Spor
<input type="checkbox"/> I. Drew	<input type="checkbox"/> C. Lee	<input type="checkbox"/> D. Patel	<input type="checkbox"/> J. Wagstaff
<input type="checkbox"/> A. Garten	<input type="checkbox"/> T. Lew	<input type="checkbox"/> V. Rapp	<input type="checkbox"/> S. Warrier
<input type="checkbox"/> D. Givens	<input type="checkbox"/> P. Marcoux	<input type="checkbox"/> S. Rodriguez	<input type="checkbox"/> L. Widman
	<input type="checkbox"/> J. Means		<input type="checkbox"/> S. Zareski

**Other Guests:**

<b>AGENDA ITEMS</b>	<b>ORIGINATOR</b>	<b>DESIRED OUTCOME</b>
I. Information A. Notes of 10/4/07	All	A. Information
II. Discussion/Action A. Planning Software B. High School Principal's Breakfast C. Accreditation Self-Study Report D. Academic Senate	Manno/Spor Nishime Spor Widman	A. Update B. Update C. Update D. Update
III. Other		
IV. Next Meeting -- Deans' Council, 11/15/07 9:00-11:00 a.m., Lib 202		

Academic Senate representative for November 6: Barbara Jaffe

**EL CAMINO COLLEGE  
Calendar Committee  
Minutes  
October 9, 2007**

**Members Present**

Tom Brown, Carolee Casper, Quajuana Chapman, Kelly Clark, Jeffrey Cohen  
Irv Drew, Lyman Hong, Bill Mulrooney, Jeanie Nishime, Barbara Perez  
Emily Rader, Harold Tyler, Toni Wasserberger

The meeting convened at 1:05pm in the East Dining Room.

Introductions were made by those in attendance.

**Approval of Minutes – August 23, 2007**

The minutes were approved with the following clarifications:

Page 1 – Summer 2008 Calendar. The minutes will reflect that 48% refers to total enrollment.

Page 3 – fourth paragraph – critical start dates should state this is referring to the summer school term. The term begins on June 9 and ends on August 14.

**Approval of Minutes – September 11, 2007**

The minutes were approved with the following comments:

Jeanie Nishime stated the Calendar Committee did have concerns regarding the accuracy of enrollment data for summers 2004, 2005, and 2006.

Page 1 – Definition of categories, add: Former student is a returning student enrolled at El Camino College in a prior term with a break in enrollment.

**Discussion – Calendar 2008-2009**

The Calendar committee received the following comments regarding the 2008-2009 School Calendar:

- Faculty asked whether the two Monday holidays (Washington's Day and Memorial Day) could be changed to one on Friday and one on Monday. It was explained that there are no options for changing these days to another day of the week according to Education Code Section 79020. Other holidays that are flexible on the calendar are Lincoln's Day and Veterans Day.
- Classified Staff accepted the Calendar Committee's recommendation.

Following further discussion, the Calendar Committee recommended that the 2008-2009 Calendar be forwarded to the President and College Council, with final approval at the November Board meeting.

**School Calendars 2009/2010, 2010/2011, and 2011/2012**

The Calendar Committee considered the following issues regarding the calendars:

- What currently exists with five-week Winter Session, two six-weeks summer session and an overlapping eight-week summer session.
- The issue of whether summer should be five or six weeks should be discussed in more detail
- There are concerns as to whether student learning takes place in five weeks.
- The success rate for Compton's eight weeks and second five-week session is considerably lower than the first five weeks. Whereas El Camino's was higher in the second six weeks than in the eight week session.
- Why do we need a six-week session that starts earlier?
- University students are not at a disadvantage if our summer session starts later.
- We do not lose university students by starting later
- Need to look at the time when we linked fall to summer registration to compare returning students to prior year's registration. The process was started after 2005.
- Students now register the first week in June.
- The process changed from mid-July to mid-May registration. Summer/fall was mid-May and summer was late May or early June. This has now been moved to mid-May. New students registering in 2005, registered in early June. Summer was first-come, first served. First for continuing students, followed by new and then returning students, and K-12. After the process was linked, students now get registration dates. Did this change in the registration change the clientele for the summer?
- Phone banking is now used to capture those students who may hesitate to register.
- Meeting the pre-requisite is an issue for students who register prior to completing the class. If the student is currently enrolled, he/she can enroll in the next level of the class. The down side of this is if the student failed the summer class, you cannot tell them they are out of the class. Once the semester has begun, you cannot remove them from the system.
- Who is checking to make sure all pre-requisites are met?
- The system can be programmed to do the checking. Jeffrey Cohen will discuss the process for Math classes with Don Goldberg.

Irene Graff, Director of Research, will be invited to attend the meeting scheduled October 30, 2007 to discuss the following questions and the development of a student survey:

- What is the feasibility of a five-week summer and five-week winter session?
- More complete and accurate data for success and retention rate for summer.
- Some grades have not been reported.
- There is no comparison between El Camino's and Compton's success rates. What about the population rate?

- How many students attend summer sessions from CSU and UC systems at El Camino? Is there a difference between the six-week and five-week session?
- What about the no-show rate?

Student survey questions will include the following:

- Why are students by-passing El Camino to enroll at a neighboring college such as Santa Monica?
- Many of our students work. Does this impact their taking the necessary classes?
- Our philosophy has been to offer general education courses during the Winter Break. How many students take winter course at El Camino College versus another college?
- Would students prefer two back-to-back eight-week sessions?
- Would students prefer two back-to-back summer session as opposed to a Winter Session?

Other concerns which may or may not be a part of the survey:

- What about cost-efficiency rates for all terms
- Need to identify population
- How does the new calendar suit the College's mission?
- For students who do not enroll or complete spring, is there a hint that the six-weeks break between winter and spring was the cause?

A list of questions submitted by David Vakil was read to the committee. These questions will be discussed in further detail at a later committee meeting.

### **Alternate Calendar**

The Calendar Committee reviewed an Alternate Calendar prepared by Bill Mulrooney. The following are some of the key components of the Alternate Calendar:

- The Alternate Calendar remains at 16 weeks in length.
- The winter session is eliminated and is replaced by another Winter Session that is geared towards Distance Education.
- The present offering of short-term classes is folded into the spring session.
- As soon as the fall semester is ended, another session would begin, overlapping the holiday season with business education classes.
- There are no hands-on instructions.

Possible issues that will not work in favor of the proposal:

- There is no downtime for campus maintenance.
- Any calendar developed will need to consider facility needs.
- Since the Winter Sessions and Summer Sessions are much smaller, Facilities would prefer that the smaller sessions are grouped in a single building to facilitate maintenance.

Calendar Committee members were asked to review the proposed three-year calendar with constituent groups. Discussion will continue regarding a possible three-year calendar at the next scheduled meeting on October 30, 2007.

**Adjournment**

The meeting adjourned at 2:30pm.

**Next Scheduled meeting**

October 30, 2007, 1 p.m.

**Agenda Development**

Student Survey – Irene Graff

Continue discussion of a three-year calendar

Review any questions from the last meeting

**EL CAMINO COLLEGE  
EL CAMINO COLLEGE CALENDAR COMMITTEE  
AGENDA**

	<u>Present</u>	<u>Members</u>	<u>Absent</u>
<b>Date: October 30, 2007</b>	_____	<b>F. Arce</b>	_____
	_____	<b>A. Ashcraft</b>	_____
	_____	<b>T. Brown</b>	_____
<b>Time: 1:00pm – 2:00pm</b>	_____	<b>C. Casper</b>	_____
	_____	<b>Q. Chapman</b>	_____
	_____	<b>K. Clark</b>	_____
<b>Location: Stadium Room</b>	_____	<b>J. Cohen</b>	_____
	_____	<b>J. Curtis</b>	_____
<b>Chair: Jeanie Nishime</b>	_____	<b>I. Drew</b>	_____
	_____	<b>L. Hong</b>	_____
	_____	<b>P. Marcoux</b>	_____
<b>Recorder: Mattie Eskridge</b>	_____	<b>B. Mulrooney</b>	_____
	_____	<b>J. Nishime</b>	_____
	_____	<b>D. Paily</b>	_____
	_____	<b>B. Perez</b>	_____
	_____	<b>E. Rader</b>	_____
	_____	<b>H. Tyler</b>	_____
	_____	<b>T. Wasserberger</b>	_____

Description	How	Who	Time
<b>Discussion Item:</b>			
<b>a. Approval of Minutes – October 9, 2007</b>	<b>Discussion</b>	<b>Committee</b>	<b>1:00 pm</b>
<b>b. Research Report – Student Registration</b>	<b>Discussion</b>	<b>Irene Graff</b>	
<b>c. Continue discussion of a three-year calendar</b>	<b>Discussion</b>	<b>Committee</b>	
<b>d. Review any questions from the last meeting</b>		<b>Committee</b>	
<b>Agenda Development for future meeting</b>	<b>Discussion</b>	<b>Committee</b>	
<b>Next Scheduled Meeting Date</b>	<b>Discussion</b>	<b>Committee</b>	
<b>Adjournment</b>			

**ACADEMIC SENATE**  
**COMPTON COMMUNITY COLLEGE DISTRICT**

**AGENDA**

Academic Senate Meeting  
Thursday, November 15, 2007, 1:00 pm, Board

**Room**

*Every effort will be made to start promptly. and adjourn at 2:00 p.m. All items not covered will be carried over to the next agenda.*

**I. CALL TO ORDER**

**II. APPROVAL OF AGENDA**

**III. APPROVAL OF MINUTES**

**IV. REPORTS**

- |                                       |                  |
|---------------------------------------|------------------|
| <b>A.</b> President's Report          | Saul Panski      |
| <b>B.</b> Faculty Rep Report          | Dr. Art Flemming |
| <b>C.</b> Shared Governance Comm. Rep | Darwin           |
| Smith                                 |                  |
| <b>D.</b> Student Rep                 | Fredwill         |
| Hernandez                             |                  |

**V, DISCUSSION ITEMS**

1. Report from Plenary

**VI. ACTION ITEMS**

- |  |             |
|--|-------------|
| 1. Approval Process for Reports<br>Programs and Policies | Keith Curry |
|--|-------------|

**VII. ADJOURNMENT**