

**El Camino College**  
**2006-2007 ACADEMIC SENATE**  
**OFFICERS & EXECUTIVE COMMITTEE – May 29, 2007**

<b>Susan Dever</b> , President	<b>Evelyn Uyemura</b> , VP Educational Policies
<b>Peter Marcoux</b> , President-Elect, VP Legislative Action & Academic Technology Committee Liaison	<b>David Vakil</b> , Secretary
<b>Lisa Raufman</b> , VP Faculty Development	<b>Lance Widman</b> , VP Finance and Special Projects
	<b>Janet Young</b> , Curriculum Chair

**Senate Mailing List**

**Behavioral & Social Sciences – Miranda 3735**

Elaine Cannon (06-07) Sociology 3574  
 Christina Gold (06-07)  
 Lance Widman (05-06) Political Sciences 3746  
 Michael Wynne (07-08) Psychology 3562  
 Janet Young Curriculum Chair 3613 (ex-officio)

**Business – Rapp 3442**

Jacque Thompson (06-07) CIS 3206  
 Tim Miller () Accounting  
 Dagmar Halamka () Law

**Compton Educational Center**

Saul Panski (06-07) History 900-1600 x2560

**Counseling – Smith 3442**

Kate Beley (05-06) Counselor 3251  
 Ken Gaines (07-08) Counselor 3690  
 Lisa Raufman (07-08) Counselor 3435  
 Ken Key

**Fine Arts – Schwartz 3715**

Ali Ahmadpour (08-09) Art 3539  
 Daniel Berney (06-07) Dance 3657  
 Jason Davidson (08-09) Speech 3725  
 William Georges (06-07) Theatre 6770  
 Chris Wells (08-09) Speech 3723

**Health Sciences & Athletics – McCallum 3550**

Nick Van Lue (05-06) HSA 3681  
 Torey Orton (05-06) Nursing 3285  
 Mary Moon (06-07) 3283 (sharing)  
 Louis Sinopoli (05-06) Respiratory Care 3248  
 Corey Stanbury (06-07) PE 3639

**Adjunct Faculty – at large**

Carolyn Almos (06-07) Theatre  
 Gary Robertson (06-07) Speech

**Humanities – Lew 3316**

Debra Breckheimer (06-07) English 3182  
 Lyman Hong (06-07) English 6046  
 Karen Larsen (07-08) English 3689  
 Peter Marcoux (07-08) 6046  
 Evelyn Uyemura (07-08) ESL 3166

**Industry & Technology – Way 3600**

Vic Cafarchia (06-07) Air Conditioning & Refrigeration 3306  
 Ed Hofmann (06-07) Machine Tool Technology 3292  
 Steve Nothern (06-07) Electronics 3620  
 Douglas Marston (07) Electronics 3621, 3611  
 George Rodriguez (06-07) Welding 3308

**Learning Resources Unit – Grigsby 3526**

Susie Dever (08-09) Learning Resources Center 3254, 3514  
 Claudia Striepe (07-08) Library 6482

**Mathematical Sciences – Goldberg 3200**

Susan Tummers (07-08) Math 6390  
 Lijun Wang (06-07) Math 3211  
 Greg Scott (08-09) Math  
 Judy Kasabian (08-09) Math 3310  
 Massoud Ghyam (07-08) Math 3900

**Natural Sciences – Drew 3343**

Chas Cowell (05-06) Chemistry 6152  
 Teresa Palos (07-08) Biology 3354  
 Kamran Golestaneh (06-09) Chemistry 3243  
 David Vakil (07-08) Astronomy & Physics 3134

**Note:** Year after Senator's name indicates the last academic year of elected service.

**Accreditation** – Susie Dever & Arvid Spor

**Academic Affairs** – Ann Collette

**Union** – Editor

**Associated Students President** – David Nordel

**Public Information** – Ann Garten

**Campus Police** – Chief

**Federation Office** – Don Brown, & Nina Velasquez

**Health Center** – Debbie Conover

**Admissions & Records** – Bill Mulrooney

**SLO Coordinators** – Lars Kjeseth & Jenny Simon

**Human Resources** – Barbara Perez

**President/Superintendent** – Thomas Fallo

**VP Academic Affairs** – Francisco Arce

**VP Administrative Services** – Jeff Marsee

**VP Student & Community Advancement** – Jeanie Nishime

**Board of Trustees**

Ms. Combs	Miss O'Donnell	Dr. Jackson
Mr. Beverly	Dr. Gen	Mr. Peters

## Academic Senate Website

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[www.elcamino.edu/academics/academicsenate/](http://www.elcamino.edu/academics/academicsenate/)

<http://www.elcamino.edu/cgi-bin/discus/discus.cgi> - ECC Discussion Board

## A REMINDER OF SENATE'S REASON FOR EXISTENCE

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### California Code of Regulations § 53200

Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters. Academic and professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

These academic and professional matters are often called the 10 + 1 items over which the senate faculty have primacy. The intent of the law is to assure effective participation of all relevant parties, and to ensure that the local governing board engages in *collegial consultation* with the Academic Senate on matters that are academic and professional in nature. Consult collegially means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

1. Rely primarily upon the advice and judgment of the Academic Senate.
2. The governing board, or its designees, and the Academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations. (El Camino's selection)

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### Education Code §87360 (b) requires that

Hiring criteria, policies and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board, and the academic senate, and approved by the governing board.<sup>1</sup>

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**El Camino College**  
**ACADEMIC SENATE**  
**AGENDA**

May 29, 2007

1. <b><u>CALL TO ORDER</u></b>	12:30
2. <b><u>APPROVAL OF MINUTES:</u></b> May 15, 2006	
3. <b><u>PRESIDENT’S REPORT AND/OR ANNOUNCEMENTS</u></b> <ul style="list-style-type: none"> <li>• EC Enrollment Management Short Term Plan Draft, Sub-committees, reports on CEC EM workshop</li> <li>• Waitlist FAQ Draft for Review</li> <li>• Ratification of Constitution changes</li> <li>• Review of Accomplishments</li> </ul>	
4. <b><u>VICE PRESIDENTS’ &amp; OTHER REPORTS</u></b> <ul style="list-style-type: none"> <li>a. <b>EDUCATIONAL POLICIES</b> (Evelyn Uyemura)</li> <li>b. <b>FACULTY DEVELOPMENT</b> (Lisa Raufman)</li> <li>c. <b>FINANCE &amp; SPECIAL PROJECTS/IBC</b> (Lance Widman)</li> <li>d. <b>DEANS’ COUNCIL REPORT</b> (Lance Widman)</li> <li>e. <b>LEGISLATIVE ACTION</b> (Pete Marcoux)</li> <li>f. <b>CURRICULUM</b> (Janet Young)</li> <li>g. <b>CEC Faculty Council</b> (Saul Panski)</li> <li>h. <b>STUDENT LEARNING OUTCOMES</b> (Lars Kjeseth, Jenny Simon)</li> <li>i. <b>CALENDAR COMMITTEE</b> (Lyman Hong)</li> <li>j. <b>ACADEMIC TECHNOLOGY COMMITTEE</b> (Pete Marcoux, Michael Wynne)</li> <li>k. <b>ACCREDITATION</b> (Arvid Spor, Susie Dever)</li> <li>l. <b>ENROLLMENT MANAGEMENT</b> (Vice Presidents)</li> </ul>	
5. <b><u>UNFINISHED BUSINESS</u></b> <ul style="list-style-type: none"> <li>• Board Policy &amp; Administrative Procedures 4231 – Grade Change – final reading</li> <li>• Senate Officers Elections</li> </ul>	
6. <b><u>NEW BUSINESS</u></b> <ul style="list-style-type: none"> <li>• Discussion – Resolution by CEC ASB &amp; approved by CEC Faculty Council</li> <li>• Pete gets the gavel!</li> </ul>	
7. <b>ANNOUNCEMENTS</b> <ul style="list-style-type: none"> <li>• HAPPY SUMMER!!!</li> </ul>	
8. <b>GENERAL DISCUSSION – Topics not on agenda</b>	
9. <b>ADJOURN</b>	2:00

**El Camino College  
ACADEMIC SENATE**

**Meeting Packet Table of Contents**

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**Academic Senate Meeting Schedule – 2006-07**

1st & 3rd Tuesdays, 12:30pm-2pm, Alondra Room

<b>Fall</b>	<b>Spring</b>
September 19	February 20
October 3, October 17	March 6, March 20
November 7, November 21	April 3, April 17
December 5	May 1, May 15, and May 29

# ACADEMIC SENATE MINUTES

May 15, 2007

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

Behavioral & Social Sciences

Cannon, Elaine X  
Gold, Christina X  
Widman, Lance X  
Wynne, Michael X

Business

Halamka, Dagmar  
Miller, Tim  
Thompson, Jacquie X

Counseling

Beley, Kate X  
Gaines, Ken X  
Raufman, Lisa X

Fine Arts

Ahmadpour, Ali X  
Berney, Dan X  
Davidson, Jason X  
Georges, William  
Wells, Chris X

Health Sciences & Athletics

Van Lue, Nick / Hazell, Tom  
Orton, Tory (sharing)  
Moon, Mary (sharing) X  
Sinopoli, Louis / Makaru, Roy  
Stanbury, Corey X

Humanities

Breckheimer, Debra  
Hong, Lyman X  
Larsen, Karen X  
Marcoux, Pete X  
Uyemura, Evelyn X

Industry & Technology

Cafarchia, Vic  
Hofmann, Ed X  
Marston, Doug X  
Nothern, Steve X  
Rodriguez, George

Learning Resources Unit

Dever, Susan X  
Striepe, Claudia X

Mathematical Sciences

Ghyam, Massoud  
Kasabian, Judy  
Scott, Greg  
Tummers, Susan X  
Wang, Lijun X

Natural Sciences

Cowell, Chas X  
Golestaneh, Kamran  
Palos, Teresa X  
Vakil, David X

Adjunct Faculty

Almos, Carolyn X  
Robertson, Gary X

Ex Officio Attendees: Francisco Arce, Jeanie Nishime

Guests: Ann Collette, Jenny Simon, Ken Key, Regina Smith, Gloria Miranda, David Nordel, Michael Odina.

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

Summary of events during meeting

1. Enrollment management at Compton is taking form and discussions are productive and positive.
2. Drafts of ECC's mission and goals appear on page 80. Please give feedback.
3. Ample Etudes licenses are available for faculty wishing to use it in their classes (whether face-to-face or online).

4. Faculty must export materials on Blackboard by June 30.
5. Accreditation draft reports will be posted soon. Please give feedback.
6. Counselors' motion requesting enclosed offices passed unanimously.
7. Motion to standardize technology in classrooms passed.
8. Motion to hold elections for senate officers passed. Nominations were made. Nominations will be closed at the next meeting and an election held.

President's report – Susan Dever (henceforth SD)

1. Introductions: David Nordel (Outgoing ASO president), Michael Odinka from Compton
2. The Compton Enrollment Management workshop was productive and positive. Many processes to help enrollment have begun. A report will be distributed soon, after the participants have a chance to review it.
3. A draft version of ECC's mission and goals appears on page 80. Please look it over and send any suggestions to SD. Some asked for more information about the statement saying that draft goals were not well received. VP Arce responded that during the meeting, there was a lot of focus on growth, but he said during the meeting that he felt that growth should not be the reason ECC exists; quality should be emphasized more. He also reported that the mission statement is nearly identical to the previous version, and that the new statement meets the requirements imposed on us by other organizations.
4. Resolutions at the state senate plenary session were highlighted. See the senate web page, where the full resolutions are posted. These resolutions related to: new local and district senates, ensuring participatory governance (in particular for senate local senate leaders), strategies for equity in basic skills, health center fees (and receiving dedicated apportionment), non-credit repeatability of courses, proposed regulations for simultaneous/overlapping courses (related to title 5), defining the types of the associate degrees, curriculum guidelines for alternative math, English, and vocational courses relevant to the new degree standards, statewide mandatory assessment efforts be coordinated with state senate, grading & student equity (researching grade inflation), disciplines list about specific disciplines and defining one uniform definition of eminence, supporting instructors who wish to adopt e-textbooks, and several resolutions related to vocational/occupational areas.

Minutes approved as written.

Educational Policies Report – Evelyn Uyemura

The committee is continuing to discuss the grade change policy. This policy won't come back to senate until we have policy and procedures together.

Students are asking senate to work on Board Policy 2510 (consultation) and this may or may not be done by this year. The students' push is to add the students 10 primacy areas along with the academic senate's 10+1 items.

Faculty Development – Lisa Raufman

Relevant materials to Faculty Development start on page 45. Innovation grants are available. If you or someone you know is interested in giving a flex presentation this fall, fill out the form in the packet. Four people were selected for Great Teachers Seminar. A rough outline for flex day

activities appears also. For flex day, there were specific requests to include safety concerns (a la Virginia Tech) and the Student Discipline presentation by Harold Tyler.

#### Finance and Special Projects – Lance Widman

Minutes of the April 5 PBC meeting appear on page 52. Seven areas in Academic Affairs have completed their Program Review. The committee expects budget proposals will be coming forward. Several Program Review items from Student Services were recommended for funding.

In future meetings, there will likely be a discussion about where PBC recommendations can come into play. VP Marsee has divided the budget into 3 areas, one being “mandatory” which covers things such as insurance, benefits, utilities, etc. About 15% of the budget is “discretionary” which the VPs will handle, and should not be an area of focus for PBC. The question about what PBC can address will be raised.

There was a question about a statement in the PBC minutes. What did the comment about Insurance Committee being removed mean? Lance discussed what the Insurance Benefits Committee was, and David Vakil mentioned that PBC had originally formed a subcommittee to understand and make recommendations about insurance and benefits. However, upon further review, there is little flexibility in the insurance and benefits budget, except for recommendations made by the IBC itself or through negotiations processes. Therefore PBC’s subcommittee was dissolved because it could not produce useful recommendations.

Deans Council: many management positions are open, including at least 6 at Compton and 4 at ECC. During the last meeting, Lance brought forward the technology standardization and the counselors’ offices resolutions that came to senate at the previous senate meeting (which were approved during the meeting of these minutes, as detailed below).

David Nordel noted that the Statewide Student Senate also passed the same resolution that the statewide Senate passed that urged no reduction of programs at Compton.

#### Legislative Action – Pete Marcoux

On page 82, a handout summarizes resolutions made during the recent statewide senate meeting.

#### Curriculum Committee – Ann Collette

The committee:

1. completed curriculum review for the year,
2. spent time developing certificate forms that will meet the new regulations effective in August 2007,
3. reviewed the fall 2007 curriculum timeline,
4. reviewed and discussed the title 5 revisions that will specifically affect the curriculum committee, such as the minimum requirements for associates degree, stand alone course approval, separate course approval for distance education, and

Ann Collette also noted that Janet Young has been named the Distinguished Faculty for this year and will be recognized as such on Thursday.

Compton Center report – Michael Odina

Compton is looking forward to hiring permanent administrators.

Student Learning Outcomes – Lars Kjeseth & Jenny Simon

ECC is sending 14 people to San Jose on Oct 3-5 to a conference titled “Strength Student Success” hosted by the RP group. CONFIRM THE NAME WITH JENNY This conference will be a unique opportunity to discuss SLOs. The Assessment Learning Committee has just approved a finalized report form for the SLO assessment cycle, and it is available online at the SLO website: <http://www.elcamino.edu/academics/slo> under the “forms” link. The form contains 3 sections which reflect the 3-part cycle of SLOs. Those 3 parts are: identifying the SLOs, assessing them, and reporting on the results. The committee is working on drafting an assessment philosophy statement and the committee wants to bring that philosophy statement to senate in the fall for approval.

Calendar Committee – Lyman Hong

There was nothing new to report except the discussion on the listserv about the potential change to the summer schedule.

Academic Technology Committee – Pete Marcoux, Michael Wynne

There has been no recent meeting. But Etudes faculty have met. They were assured that the problems that they encountered with Etudes this semester have been or will be solved. This group discussed the features of Etudes that were liked and disliked.

One concern: faculty are taking etudes training but have no intention of teaching online classes. Instead, they plan to use Etudes as a supplement to their courses. A straw poll in the senate indicated the facts behind this concern were reasonable. It was noted that while we don’t have enough licenses to support all of the faculty to support this kind of usage (10,000 student licenses) and Etudes may not be able to support this usage, we are nowhere near our capacity at this time. If you are interested in using Etudes in your classes, contact Alice Grigsby.

Also noted: only 50% of the distance education faculty use the college supported system (currently Blackboard, but soon to be Etudes). The other faculty members use publisher supported software or create their own system.

Take a look at the Etudes report on pages 56-57. SD noted that there has always been a place for hybrid and technology enhanced courses at ECC.

**IMPORTANT ANNOUNCEMENT TO FACULTY USING BLACKBOARD:** If you have material on Blackboard, our license expires on June 30. You must export your materials by June 30 or you will lose it.

Accreditation – Arvid Spor & Susan Dever

Last week SD & AS collected the drafts of the reports submitted by the standard chairs. They will be posted today and tomorrow. Expect an email shortly. *Please encourage everyone to read the reports.* We need as much feedback as possible.



Enrollment Management – Francisco Arce & Jeanie Nishime

Yesterday, Compton held their first Enrollment Management committee meeting. Outreach, recruitment, academic programs, and registration task forces were formed. The Enrollment Management committee will meet again this month by popular demand.

Unfinished Business

*Counselors Office resolution – page 64*

Ask for senate support that counselors be given enclosed offices to allow for privacy and confidentiality with students. The current building plan includes “high walls” but not enclosed offices except for a few general-use enclosed offices. Counselors’ experiences at other schools suggest the student behavior is qualitatively different in “high wall” environment than in private offices.

What stage of construction are we at? Final working drawings. This change is late in the game. However, it was noted that counselors repeatedly made this request during the drawings’ development, and this proposal is only new to the senate, not to the college.

There were similar complaints about the radio station status in the new building. “This is institutional disrespect.”

Pete Marcoux & Jacquie Thompson moved to approve the counselors’ motion. Discussion continued.

The changes were made for cost reasons. Counselors have been told they’ll see similar facilities to the ones proposed, but counselors haven’t had that opportunity yet.

The new plan would mean “We are compromising students’ trust.” Cost may be an issue, but student needs are important.

There are security issues involved too, in a “high wall” environment, where people can scale walls and steal things.

Motion passed unanimously.

*Standardizing technology in classrooms – page 65*

This resolution proposes minimum technology standards for all classrooms. It was noted that in the report about the Planning Summit on page 80, Strategic Priority #3 is technology.

David Vakil and Karen Larsen moved to approve.

Noted: Technology in some classrooms exists but isn’t available to everyone. Laptops are used with faculty-purchased software. Media centers exist in rooms that aren’t available to all faculty who teach in the room.

A friendly amendment was made to address the above concern. The amended resolution says that classrooms should “be equipped *and made accessible to all users*, maintained, ...” The addition is italicized.

Motion passed.

### New Business

#### *Nominations for senate officers – page 62*

There was a motion to hold elections of officers for the 5 vacancies (VPs Educational Policies, Legislative Action, Finance and Special Projects, Faculty Development, and the Secretary).

Motion to hold elections passed unanimously.

Nominations were taken from the floor:

- VP Educational Policies: Evelyn Uyemura
- VP Legislative Action: Chris Wells
- VP Finance and Special Projects: Lance Widman
- VP Faculty Development: Elaine Cannon, David Vakil,
- Secretary: Karen Larsen

Nominations will be closed and elections will be held during the next meeting.

*Compton resolution regarding students who complete 75% of their coursework at Compton and the awarding of degrees and certificates.*

A handout about this issue was distributed.

There is an issue related to ECC residency requirements and students who completed 75%+ of their coursework at Compton. The question is whether or not ECC will grant these students degrees and certificates even though these students do not meet the 12-unit residency requirement to earn ECC degrees/certificates.

On the handout, excerpted from state legislation, item 5 says “Any regulations of the board of governors relating to minimum residence at the college granting a degree shall not be applicable.” This language suggests that there should be no residency requirement for students in this situation.

There are 98 Compton students who meet residency requirements to be ECC students, but 33 do not. Of those 33, most have had at least 3 units at ECC and only 1 student had one unit at ECC.

Under the law, students will be evaluated by Compton’s graduation requirements not ECC’s, although they will receive degrees from and be evaluated by ECC. Transcripts will be annotated to describe the situation, although the language for that annotation has not been developed yet.

It is not anticipated that there will be many students who fall into this category next year; just this year although the law is applicable for 5 years.

To summarize: our administration recommends that we allow these students to graduate. Compton faculty endorse the lowest possible residency requirement.

SD asked if senate is endorsing this. "This" refers to granting these students an ECC degree/certificate. The sense of the senate was to endorse this, although no official vote was taken.

Meeting was adjourned at 2:05pm.

Colleagues,

We thank all of the many student, staff, manager, and faculty volunteers who have worked diligently to draft components of the Self-Study required for our upcoming Accreditation review.

Over 100 people have been involved in pulling together what we have so far, but we understand that what we are posting here is still incomplete in some sections and may even include some inaccuracies or inconsistencies. For that reason, we're posting on the website what has been written so far so that everyone at El Camino, Compton Center, Inglewood Center, Business Training Center, and elsewhere has an opportunity to review it and to offer suggestions about what might be added or corrected if necessary.

This is the first of 2 edit and 1 review cycles and the primary goal of this pass is to make sure that we haven't left anything out. In the fall edit cycle, we plan to focus on the organization of the document as a whole - eliminating duplications, for example, and adding planning agendas and theme elements, and in the spring cycle we'll focus on style, finish, and updating the text to be as current as possible.

You may notice that some sections have planning agendas included and others do not. We suggested to the authors that they concentrate on gathering and reporting evidence-based information first. We have removed most of planning agendas from this cycle review because they are so incomplete at this time.

You may also notice that we have begun posting our own comments within each standard for committees to consider as they work on their responses. Please feel free to comment on those as well.

Again, at this point in the process we are primarily concerned about content. Formatting and style will be addressed later. Our goals for this draft are to let the college community see what has been gathered to this point and to give everyone an opportunity to make suggestions either by email or in person at the open forums the end of this month (see the dates & locations below).

Thanks for your participation in this effort,

Faculty Co-Chair  
Susie Dever  
[sdever@elcamino.edu](mailto:sdever@elcamino.edu)

Administrative Co-Chair  
Arvid Spor  
[aspor@elcamino.edu](mailto:aspor@elcamino.edu)

#### Open Forums

Tuesday, May 29<sup>th</sup> at the Compton Center Student Lounge from 4:30pm – 6:00pm

Wednesday, May 30<sup>th</sup> at El Camino College Haag Recital Hall from 4:30pm – 6:00pm

Thursday, May 31<sup>st</sup> at El Camino College Haag Recital Hall from 11:00am – 12:30pm

DRAFT

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting of May 21, 2007

Present: Ms. Amezcua, Dr. Arce, Mr. Brown, Dr. Dever, Dr. Fallo, Dr. Marsee, Mr. Middleton, Mr. Miller, Dr. Nishime, Ms. Smith, Dr. Spor, and Ms. Pickens.

1. Dr. Spor reported that half of the Accreditation drafts are posted on the website.
2. Board Agenda
  - a. The Citizens' Bond Oversight Committee will present their annual report. President Fallo requested that they stress their findings in the presentation.
  - b. Irene Graff will give a ten minute presentation on the Accountability Reporting for the California Community Colleges.
  - c. Tentative Budget 2007-02 – Ms. Smith asked when College Council would get copies. President Fallo intended to have a link to the budget on the Board agenda. Board members received copies in their Board packets.
  - d. Change Order – Central Plant – the increase size of gas line to the boilers from 6” to 8” is due to the possibility that the natural gas supplier may not provide an increase in line pressure required for the smaller gas line.
  - e. The food service modular building will be adjacent to the Manhattan Beach modulars and they will be ready by fall.
  - f. Some Compton Center students may come to the Board meeting to speak on wearing Compton colored robes. There are 20 strictly Compton graduates and 140 Compton Center graduates that will wear El Camino robes.
  - g. Dr. Marsee will be meeting with Jonathon Ott on preparation for the Board meeting tonight.
3. We need to set a date for policy review. Dr. Nishime reported that the Grade Change policy needs to come back for the next meeting. Dr. Dever can bring a couple policies that are back logged. Dr. Marsee reported that the Fixed Asset policy will also be coming soon. Policies should be distributed on June 4<sup>th</sup> and then discussed on June 18<sup>th</sup>.
4. Summer Schedule – we will meet on Board meeting days.
5. The May revise of the State Budget reports COLA of 4.5%. Because we haven't seen growth – the Department of Finance wants to take \$80 million out of the Community College Budget and keep it out. We may ask Board to move summer FTES into this fiscal year.

Agenda for the June 4, 2007 Meeting:

1. Minutes of May 21, 2007
  2. Schedule date for Policy update by V.P.'s
  3. Policy 2510 Participation in Local Decision Making/ Procedure 2510 Collegial Consultation
1. 2006-2007 Goals and Timelines
    - a. Define Collegial Consultation and Shared Governance – and communicate to campus community.
    - b. Review Procedure 2510 – Collegial Consultation.
    - c. Build a sense of community

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

**HELD IN THE BOARD ROOM  
May 10, 2007**

**MEMBERS PRESENT:**      **10 members present:**  
Saul Panski, Dr. August Hoffman, Estina Pratt, Carol Sandvik, Abiodun Osanyinpeju, Jerome Evans, Dr. Art Flemming, Shemiran Lazar, Mansoor Ahmad, Marjeritta Philips.

**MEMBERS ABSENT:**      **6 members absent:**  
Darwin Smith, Diane Collins, Shirley Thomas, Masjid Saghafi, Dr. Pieter Van Niel, Hilda Gaytan.

**ADMINISTRATORS PRESENT:**      **1 administrator present:**  
Keith Curry

**VISITORS PRESENT:**      **4 visitors present:**  
Robert Boyd, Rodney Murray, Aurora Cortez-Perez

**15 IN ATTENDANCE**

**I.      CALL TO ORDER**

The meeting was called to order by Saul Panski at 2:00 p.m.

**II.     APPROVAL OF AGENDA**

Mansoor Ahmad/August Hoffman (moved/seconded) to approve the agenda.

**III.    APPROVAL OF MINUTES**

Carol Sandvik/Mansoor Ahmad (moved/seconded) to approve the minutes of 04 /24/07. Passed.

#### IV. **REPORTS**

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

Saul indicated that there were lots of issues raised at their last meeting. They passed a resolution asking for Smart Classrooms at the institution so all instructors have access to technology when they teach.

At their May 15<sup>th</sup> meeting, ECC will adopt our Senate/Council by-laws. Another issue at stake was graduation. He understands that there are three groups of students for graduation. One group of about 30 students who graduated from Compton College, another group of about 110, who completed 75% of their requirements and will have ECC degrees, and now there is a third group who have met requirements, but not the residency requirement. This is 12 units. This will leave out about 30 students. Saul Panski will take the issue to the ECC Senate and ask that the requirements for residency be amended to 6 units or even to 3 units so that everyone in the group can graduate.

Mr. Saul Panski reminded members that June 7<sup>th</sup> is a contractual obligation.

Marjeritta Philips announced that her class performed a dance routine at the ECC campus during a concert. She also announced that on May 31<sup>st</sup> and June 1<sup>st</sup>, at 7:00 p.m. in the Gym, on this campus there will be a concert with musicians and a dancing.

#### V. **DISCUSSION ITEMS**

None

#### VI. **ACTION ITEMS**

Nursing and Child Development Reps should be added to the by-Laws. Transfer Collaborative should be in the Senate Constitution. Jerome Evans/Art Flemming (moved/seconded) to adopt changes to the Constitution. Passed.

#### VII. **ADJOURNMENT**

Marjeritta Philips/Carol Sandvik (moved/seconded) to adjourn the meeting at 2:15 p.m.

**COMPTON CENTER FACULTY COUNCIL:  
OFFICERS AND MEMBERS FOR 2007-2008**

Chairperson	Saul Panski
Vice Chairperson	Dr. August Hoffman
Secretary	Estina Pratt
Curriculum Representative	Saul Panski

**MEMBERS:**

BUSINESS/CIS (2) Annaruth Garcia Ahmad Manzoor	COUNSELING (1) Michael Odanaka
VOCATIONAL TECH/FAMILY & CONSUMER/ PE (2) Walter Bentley Tom Rydalch	LIBRARY (1) Estina Pratt
MATH/NATURAL SCIENCE (2) Mohammed Boroudjerdei Leonard Clark	NURSING (1) Shirley Thomas
HUMANITIES/ESL (2) Chris Halligan Shemiran Lazar	CHILD DEVELOPMENT (1) Pamela West
BEHAVIORAL/SOC SCI/FINE ARTS (2) August Hoffman (Vacant)	AT LARGE (2) Jerome Evans Tom Norton
	ADJUNCT (2) Darwin Smith (Vacant)

**COMPTON CENTER REPRESENTATIVES ON THE EL CAMINO ACADEMIC SENATE**

Saul Panski  
Dr. August Hoffman  
Estina Pratt  
Darwin Smith  
Art Flemming



**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**May 3, 2007**

**DRAFT**

**MEMBERS PRESENT**

David Vakil, Co-Chair  
 Miriam Alario  
 Cheryl Shenefield  
 Susan Taylor  
 Dawn Reid

Arvid Spor, Co-Chair  
 Harold Tyler  
 Lance Widman  
 Vivian Amezcua  
 Saad Husain

**OTHERS ATTENDING:** Janice Ely, Ken Key, Tom Lew, Luis Mancina, Jeff Marsee, Jeanie Nishime, Teresa Palos, John Wagstaff, Dave Westberg

**Handouts:**

- Datatel Collive - CF
- Account Availability Report Ending 06/30/06
- Account Availability Report Ending 06/30/07

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

Approval of Minutes: The minutes of April 5 were approved.

There was discussion on the 18,200 number (page 1, item 2). It was noted that the FTES drop came from fall and spring. ECC will transfer 1,100 FTES from the upcoming summer to bring the number to the 19,300 figure. All ECC will have left "in the bank" is about 700 (if the numbers are what they usually are).

Subcommittee Reports

1. Subcommittee to Examine Funds 5100, 5600, and 5800

Harold Tyler provided a handout (Datatel Collive CF) on accessing the above accounts and shared his adventures in going into the general ledger, account history, etc. He discovered that accounts could be compressed into one document (ex. all the 5100s, the 5600s and the 5800s) and provided copies of compressed documents for these accounts for 2006 and 2007. Noted:

- a) The unspent amount is approximately \$1,250,000. The actual expenditures may increase because bills are still being paid.
- b) There are still expenditures for another ¼ year to be posted. There will be a clearer picture at the next meeting.
- c) ITS tries to have "read only" access to budgets other than your own.
- d) The Available column includes what has been encumbered; however, some items haven't been encumbered yet.
- e) Page 5 (\$397,784) is the Compton account where they have been putting funds in to pay Compton.

The discussion then addressed the question of whether PBC should examine these "discretionary" funds in detail, as was being done during the meeting. Noted:

1. Discretionary funds are under the auspices of the vice presidents. If additional funds are needed, they will take them out of the bottom line of the discretionary funds.
2. Some expenditures, like GASB, are institution wide and not under any vice president. GASB will be mandatory in 2008.
3. Last year software and licensing were moved into the institutional (formerly called "mandatory") expense side.
4. Replacement of computers may not be considered mandatory, but it is beneficial.
5. Plans should be in place first and then used to drive the budget.

6. PBC should be looking into budget inefficiencies.
  7. What is actually needed? PBC is not hearing about the needs from the vice presidents.
  8. This research was done in an effort to determine if there was any cash available.
  9. In response to a question about funding support staff, supplies, etc. for the new Institutional Research position, it was noted that the college can't get specific until the person is hired.
2. Utilities Subcommittee: Arvid and Cheryl met with Bob Gann to discuss utilities.
- Noted:
- a) There have been small pockets of savings like a one-time \$400,000 rebate from Edison.
  - b) There are energy management systems to regulate air conditioning systems.
  - c) The Public Utilities Commission (PUC) determines pricing. Since natural gas is tied into gas prices, the cost is going up.
  - d) The monthly utility cost for the campus is approximately \$248,000 per month.
  - e) They will be bringing a new building online in January.

Instructional Budget Subcommittee and Interfund Transfer Subcommittee:

They didn't meet due to schedules.

Classifying Mandatory vs. Department Openings: Discussion centered on the topic of what is truly mandatory? Noted:

1. Many categories are subject to review.
2. ECC never ends programs. People just retire, get transferred, etc. The Institutional Research program is an example.
3. The PBC is seen as developing a level of expertise in revenue and instructional expenses.
4. The PBC should do a macro budget review. It should be asking: Is the budget OK for this year, and based on this year, is it right for next year?
5. The PBC should be asking, "Is the vice president's plan viable and will PBC recommend funding it?" It should be looking at financial assessment of plans being pitched.
6. The PBC should sign off when the job is done well and not take it personally when a recommendation is not taken.
7. The PBC's role is not to win arguments; its role is to articulate recommendations.
8. The PBC is not provided with the reasons why its recommendations are not taken. It was felt that the PBC has a right to get the rationale behind the president's decisions.

Agenda Development:

- Presentations from academic divisions re: their needs.
- Tentative Budget
- FTES Assumptions

Mike D'Amico: A moment of silence was observed in remembrance of friend and mentor Mike D'Amico (former chair of the PBC), who passed away last week.

Meeting adjourned at 2:30 p.m.

## **BOARD POLICY 4231**

## **Grade Change**

When grades are given for any course of instruction taught in the El Camino Community College District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may appeal the grade; procedures for appeal will be established by the President/Superintendent.

Citation: Education Code Sections 76224(a) and 76232; Title 5 Section 55760(a)

AS Ed Policies – 5/17/07

Academic Senate – first reading 5/1/07

Academic Senate – final reading 5/29/07

**ADMINISTRATIVE PROCEDURE 4231****Grade Change**

Grades are determined by the instructor of a course. Both state law and college policy state that the determination of a grade by the instructor is final, in the absence of mistake, fraud, bad faith, or incompetency.

A. Grounds for requesting or appealing a grade.

A student can request or appeal for a grade change only if the grade is incorrect due to mistake, fraud, bad faith, or incompetency. Note that a grade is one of the symbols A, B, C, D, F, CR, NC. Marks of W or I are not grades.

B. Informal grade change request

A mistake in computing a grade can be corrected by the instructor. In most such cases, a student can ask the instructor to review the grade records and make the correction. Occasionally, the student may prefer to ask the instructor's Dean rather than asking the instructor. However, the Dean may not change the grade in response to an informal request; only the instructor can order the grade change in response to an informal request and only if the request is based on mistake, fraud, bad faith, or incompetency and if the request is made within the time limits set by this procedure.

B.1. Making the request

A student who believes that a grade is incorrect because of a mistake may inform the instructor of the course or the Dean who supervises the instructor. If the Dean is informed, he/she may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor.

B.2. Time limit

An informal request for a grade change must be received in the Division Office no later than eighteen months after the last day of term for which the grade was given.

B.3. Response to request

If the instructor agrees to change the grade, he/she may file a Grade Change Order with the Admissions and Records Office, explaining the change. The **Grade Change Order** requires the Dean to verify that the change is permitted by college policy. The Admissions and Records Office shall change the student's grade record and preserve a copy of the Grade Change Order. If the instructor decides not to change the grade, he/she should inform the student directly.

C. Grade Change Petition

A student may file a Grade Change Petition whether or not he/she has pursued an informal grade change request. Making an informal grade change request does not affect the time limit for filing a Grade Change Petition.

#### C.1. Filing a Grade Change Petition

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may file a Grade Change Petition with the Dean who supervises the instructor of the course, using the Grade Change Petition form. The petition must state the grounds for the allegation and include documentation in support of the allegation. The Grade Change Petition form is available at the offices of the instructional Deans and at the Admissions and Records office.

#### C.2. Time limit

A Grade Change Petition must be received by the appropriate instructional Dean no later than eighteen months after the last day of term for which the grade was given.

#### C.3. Response to filing

Upon receipt of the Grade Change Petition, the Dean may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor and/or the Dean. The Dean shall forward the Grade Change Petition to the instructor and direct the instructor to act on the petition.

Within fourteen days from filing, the instructor shall review the Petition, decide whether or not to change the grade and provide an explanation for the action. The Dean will verify that the action is permitted by college policy and shall provide a copy of the action to the student. The Admissions and Records Office shall preserve a copy of the Grade Change Petition.

#### C.4. Special procedure when instructor is unavailable.

If the instructor is **not** available to respond to the Grade Change Petition within the time limit, the Dean, in consultation with the Vice President for Academic Affairs, shall appoint an alternate instructor to review and act upon the Petition. The alternate shall be in the discipline of the course, or in a related discipline. **In** the event that no qualified instructor is on the faculty, the Dean, in consultation with the Vice President for Academic Affairs, shall arrange for a qualified consultant.

### D. Grade Appeal

If the instructor's response to the Grade Change Petition is not acceptable to the student, the student may file a **grade appeal** to the Vice President for Academic Affairs. Before filing a grade appeal, the student must submit a formal Grade Change Petition to the appropriate Dean. The **grade appeal** shall consist of (a) a Grade Appeal Form stating the

grounds for the appeal, (b) allegation of mistake, fraud, bad faith, or incompetency, (c) a copy of the **Grade Change Petition** showing the instructor's decision, and (d) supporting documentation. The Grade Appeal Form is available at the office of the Vice President for Academic Affairs.

#### D.1. Time limit

The Grade Appeal **form** must be filed with the Vice President ~~for~~ of Academic Affairs no later than fourteen days following the receipt of the instructor's response to the formal Grade Change Petition.

#### D.2. Grade Appeal Panel: Composition

When a **grade appeal** is filed with the Vice President ~~for~~ *of* Academic Affairs a Grade Appeal Panel shall be appointed within thirty days. The Panel shall consist of (a) an instructional Dean other than the Dean of the Division in which the disputed grade was given; (b) two faculty members, chosen by the President of the Academic Senate, who shall be from the discipline of the course in which the disputed grade was given, or a related discipline; and (c) two students chosen by the President of the Associated Students Organization. The Panel shall be chaired by the Vice President ~~for~~ *of* Academic Affairs or a designee; the chair shall be a non-voting member of the Panel.

All matters considered by the Grade Appeal Panel shall be treated as confidential by members of the Panel.

#### D.3. Grade Appeal Panel: Hearing

Within 30 class days of empanelment, the Grades Appeal Panel shall review the Grade Appeal, including all documents submitted by the student, and other documentation it considers relevant.

The Grade Appeal Panel shall conduct a hearing prior to making a determination on the outcome of the grade appeal. Both the student and the instructor shall be notified of the day and time of the hearing and invited to attend. Both the student and the instructor will be provided an opportunity to make a statement and to be asked questions.

The student may be accompanied by an advisor. The student must notify the Grade Appeal Panel at least two class days prior to the meeting that an advisor will be in attendance. The advisor may a faculty member or a student. The advisor may be present to advise the student, but may not ask or answer questions.

The instructor may be accompanied by an advisor. The instructor must notify the Grade Appeal Panel at least two class days prior to the meeting that an advisor will be in attendance. The advisor may be a faculty member or a representative of the faculty

union. The advisor may be present to advise the instructor, but may not ask or answer questions.

The Grade Appeal Panel may make an audio recording of the hearing, which may be consulted during the Panel's deliberation.

#### D.4. Grade Appeal Panel: Decision

Following its hearing, the Panel shall deliberate and make findings by majority vote. The Panel may sustain or deny all, some or none of the allegations in the grade appeal. The Panel may find that the disputed grade is incorrect because of mistake, fraud, bad faith, or incompetency; in such case, the Panel will ~~determine~~ recommend the new grade to be assigned. The Appeal Panel shall issue its findings and ~~determination~~ recommendation to the Vice President of Academic Affairs, who shall inform the appellant ~~appealing student~~, the instructor, and the appropriate Dean. The ~~decision~~ recommendation of the Grade Appeal Panel shall be considered final.

*The Vice President of Academic Affairs will notify the instructor of the Grade Appeal Panel's recommendation. If the Panel recommends a grade change, the Vice President of Academic Affairs shall direct the instructor to submit a grade change to the Admissions and Records Office.*

#### E. Grade Appeal

A student may make an appeal as provided in California Education Code Section 76232. Should a student initiate such an appeal, the student waives all rights and opportunities to file a petition or an appeal, or to receive a response to same, provided by this procedure

#### Appendices –

- Form 1. Grade Change Order
- Form 2. Grade Change Request
- Form 3. Grade Appeal
- California Education Code Section 76224(a)
- California Education Code Section 76232
- California Code of Regulations. Title 5, Section 55760(a)

COMPTON COMMUNITY EDUCATIONAL CENTER



Associated Student Body

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Resolution # 2007-032  
Thursday May 17, 2007

**The Students of the Compton Community Educational Center should be allowed to maintain the Compton customary dress used for commencement**

**Whereas**, the identity of the students of the Compton College District has been established since 1927, and

**Whereas**, the customary dress worn by the students of the Compton Community College District during graduation has always been part of that unique identity, and

**Whereas**, under the partnership between the Compton Community College District and the El Camino College District the students at the former Compton College, now known as the Compton Community Educational Center, are now students of El Camino College, and

**Whereas**, the students of the Compton Community Educational Center, by keeping the customary dress used during graduation will not harm or detract in any way from the main campus graduation but will strengthen and continue to serve as a source of pride for the Compton community and its sense of identity,

**Be It Resolved** that the Students of the Compton Community Educational Center should be allowed to maintain the Compton customary dress used for commencement, and

**Further Be It Resolved** that the Administration of the Compton Center and the El Camino College District honor this request on the part of the students of the Compton Community Educational Center.



## **RESOLUTION REGARDING CONSTRUCTION OF COUNSELORS' OFFICES IN NEW STUDENT SERVICES BUILDING**

### **FROM COUNSELING DEPARTMENT**

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Whereas, confidentiality forms the basis for trust which reinforces the effective student/counselor relationship;

Whereas, student confidentiality is a **top** counseling priority and the cornerstone of our profession;

Whereas, confidentiality and respect for student privacy is necessary in order to create an appropriate counseling office environment;

Whereas, the "Standards of Practice in California Community Colleges Counseling Programs" (Spring 1997) states that all full time faculty members should be allowed use of sound proofed offices when they are counseling students;

Whereas, the Administration has proposed "sound proofed cubicles" for counselors but has not indicated where such cubicles exist while counselors at other colleges have, in fact, stated that cubicles are not "sound proof" and do not provide for privacy; nor do they provide an appropriate counseling environment

Whereas, the data indicates a significant and increasing percentage of students continue to struggle with personal, mental health and career-decision making issues including anxiety, lack of focus, and insecurity which require sensitivity and privacy to develop a rapport and to make appropriate referrals;

Whereas, the most effective student-counseling is preventative rather than reactive;

Whereas, the sanctity of the Counselor's office is analogous to the sanctity of the Faculty member's classroom;

Whereas, the Academic Freedom of the Counselor's office is analogous to the Academic Freedom of the Faculty member's classroom;

Whereas, Counselors and the institution are subject to litigation if student rights and a set of ethical principles and procedures are not followed;

Whereas, the Counselor's ability to work with students is jeopardized by lack of privacy and confidentiality which affects our contractual workload

***Be it resolved that the new Student Services Building contain traditional enclosed office space for all counselors to ensure the privacy and confidentiality of the counseling relationship with the student.***

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*References: Ed Code, Academic Standards for California Community College Counseling Programs, Family Educational Rights and Privacy Act, ECC-AFT Contract*

Academic Senate – first reading 5-1-07

Academic Senate – final reading 5-15-07

## **Academic Senate Resolution for Standardized Classrooms**

Whereas, many El Camino faculty teach in classrooms and in buildings outside their departments and divisions, and

Whereas, teaching technology and other learning devices available at El Camino varies significantly from classroom to classroom and building to building, and

Whereas, these variations cause undue hardship for faculty, making teaching with technology unreliable and difficult, and

Whereas, these difficulties have a direct and negative impact on student learning and retention; therefore,

Be it resolved that the Academic Senate recommends to the Board that within five years every classroom on El Camino's campuses, including Compton Center, be equipped and made accessible to all users, maintained, and supported with the following: an internet connection via wire or wireless, a control console, a computer and monitor, a hook up for laptop computers, a VCR/DVD player, a ceiling mounted LCD projector, a document camera, an audio amplifier, and speakers.

Pete Marcoux representing the Academic Technology Committee

**Proposed changes to ECC Academic Senate Constitution  
Restructuring resulting from Partnership with Compton  
Academic Senate approved: Mar. 20, 2007**

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ARTICLE I Name and Definitions

Section 2. Definitions

The term “faculty” shall mean all personnel defined in the El Camino College Federation of Teachers Agreement and Compton Community College District Federation of Teachers Agreement

The term “division senator” is the individual who is elected by the full-time faculty of a division or educational center to represent such unit.

The term “educational center” shall mean a formally recognized El Camino College educational center as defined in Title 5.

The terms “faculty council” or “educational center council” shall mean a standing committee of the Senate located at each educational center. This Committee will represent the needs and concerns of faculty at its educational center and will select its membership in accordance with locally developed bylaws that shall be approved by the Senate.

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ARTICLE III Senate Membership

Section 1. Senators

The composition of the Senate shall be one senator for each twelve Full-Time Equivalent Faculty (FTEF) members per division to be elected by full-time faculty. Each division shall have at least two senators. Adjunct faculty shall have two members-at-large from the Main Campus and up to one from each educational center on the Senate to be elected by the adjunct faculty of that center.

Divisions and educational centers having FTEF shall be entitled to senate members on the following basis:

- |               |   |       |     |         |
|---------------|---|-------|-----|---------|
| 1 through 24  | - | two   | (2) | members |
| 25 through 36 | - | three | (3) | members |
| 37 through 48 | - | four  | (4) | members |

49 or more - five (5) members

The division or educational center represented may exercise recall of a full-time senator at any time. See Bylaws Article III.

## ARTICLE IV Officers

### **Section 1. Officers. The Senate shall elect from among its members:**

- President;
- President-Elect, who may also hold another senate office, until beginning his or her term as president;
- Vice Presidents: Vice President of Educational Policies, Vice President of Legislative Action, Vice President of Finance and Special Projects, Vice President of Faculty Development, and Vice President of Educational Centers (an elected chair of an educational center council);
- Secretary;
- Other Officers, as deemed necessary.

### **Section 4. Duties of Officers and Other.**

It shall be the duty of each officer to uphold the academic and professional matters as delineated in Title 5 of *The California Code of Regulations*.

4.1 Senate President: The president shall preside over meetings of the Senate, as outlined in Robert's Rules of Order; chair the Executive Committee; represent the Senate to the administration, the Board of Trustees, and the State Academic Senate for the California Community Colleges (ASCCC); appoint representatives to educational center councils; and appoint a parliamentarian, newsletter editor and sergeant-at-arms, as deemed necessary.

Vice Presidents: The vice presidents shall preside over meetings of their respective standing committees, as outlined in *Robert's Rules*, report to the Senate, interface with the college administration in the appropriate areas, and bring proposals to the Senate for approval by the body.

4.3.1 Vice President of Educational Policies, in coordination with the Vice President of Academic Affairs and the division deans, shall investigate, monitor and propose matters concerning educational policies, such as degree and certificate requirements, grading policies, standards and policies regarding student preparation and success, and the processes for program review and accreditation.

4.3.2 Vice President of Legislative Action shall investigate, monitor and propose matters concerning district and college governance structures as related to faculty roles and disseminate state legislative action matters to the Senate.

- 4.3.3 Vice President of Finance and Special Projects shall be the Senate's voting member of the Planning and Budget Development Committee (PBC); report on the proposed actions of the PBC; represent the Senate position to the PBC; monitor and propose processes for institutional planning and budget development; and, handle special projects as assigned by the Senate president.
- 4.3.4 Vice President of Faculty Development, in coordination with the Vice President of Academic Affairs, shall investigate, monitor and propose policies for faculty professional development activities, and present proposals for use of faculty development funds to the Senate.
- 4.3.5 Vice President of Educational Centers, in coordination with the Senate President, shall communicate the needs and concerns of faculty at educational center councils to the full Senate.
- 

### **Section 1. Committees**

- 1.1 Standing Committees: The following committees are deemed to be long-term in nature and dealing with substantive issues. (See Article IV Section 1.3)
- a. College Curriculum
  - b. Educational Policies
  - c. Faculty Development
  - d. Finance and Special Projects (to represent the Senate as a voting delegate on the Planning and Budget Committee) [PBC]
  - e. Legislative Action
  - f. Educational Center Faculty Council
- 

## ARTICLE VI - Executive Committee

### **Section 1. Voting Members: president, vice-presidents and secretary.**

Ex-Officio Members: past president, president-elect, newsletter editor and parliamentarian, and others, as appointed.

Section 2. Powers: The Executive Committee may make agreements with the District on non-policy issues provided these agreements are approved by a majority of the Executive Committee. Agreements on policy issues (as listed in Article II, Section 1) require a majority vote of the Senate.

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**MINUTES  
OF THE  
ACADEMIC SENATE MEETING**

**HELD IN THE BOARD ROOM  
May 10, 2007**

**MEMBERS PRESENT:**   **10 members present:**  
Saul Panski, Dr. August Hoffman, Estina Pratt,  
Carol Sandvik, Abiodun Osanyinpeju, Jerome Evans, Dr.  
Art Fleming, Shemiran Lazar, Marjeritta Phillips  
Manzoor Ahmad,

**MEMBERS ABSENT:**   **6 members absent**  
Diane Collins, Shirley Thomas, Darwin Smith,  
Dr. Pieter Van Niel, Majid Saghafi, Hilda Gaytan.

**ADMINISTRATORS  
PRESENT:**           **1 administrator present**  
Keith Curry

**VISITORS PRESENT:**   **4 visitors present**  
Aurora Cortez, Curtis Garrett, Robert Boyd,  
Rodney Murray

**15 IN ATTENDANCE**

**I.     CALL TO ORDER**

The meeting was called meeting to order by Saul Panski at 1:10 p.m.

**II.    APPROVAL OF AGENDA**

Saul asked announced that the format of the agenda has changed. He said he Received an e-mail message reminding the Senate that we are under the purview of the Brown Act. To that end we have to post the Agenda 72 hours ahead of time for the benefit of the relevant public. Relevant public in this case is everyone.

He also noted that agenda cannot be amended at the meeting. Exceptions would be issues that arise demanding immediate action. Also we would Have to show just why it did not get on the agenda. It would then need to have 2/3 members' approval.

Moved/seconded Jerome Evans/Dr. August Hoffman to approve the agenda of May 10, 2007. Approved.

### III. **APPROVAL OF MINUTES**

Estina Pratt/Jerome Evans (moved/seconded) to accept the minutes of April 24, 2007.

### IV. **REPORTS**

#### A. **President's Report**

1.

Saul reopened the issue of the revised Senate Constitution. A discussion followed. After a week long of voting, 26 faculty members voted for the newly revised constitution, 1 person abstained. So the new constitution is approved.

The Council Constitution was approved by 25 votes, 0 nays, and 1 abstention.

Marjeritta Philips suggested that a memorial honoring the late Congresswoman, Juanita Millender-McDonald should be considered.

Saul announced that the Certificated contract would be adopted tonight at the Board meeting. Division Chair elections should therefore be held from May 15<sup>th</sup>-18<sup>th</sup>. Two names are needed for Council Reps from each Division. By May 24<sup>th</sup>, they should be ready to take their seats and elect officers for next year. He also announced that 2 at-large positions are opened, as are 2 faculty adjunct positions. Names of those interested should be sent to either August Hoffman or Saul Panski.

Saul Panski also announced that there will be no party or celebration for those retiring or leaving as this was sad. People were being laid-off, and there was nothing to celebrate.

#### **Senate Rep to the Board**

Carol Sandvik reported that the final list of people to be laid-off is on the Board Agenda for tonight. At this point some members were really emotional.

August Hoffman applauded Carol Sandvik for being here despite the fact that she was being laid-off. Carol was also at the Summit on Wednesday. She thanked all for their support, and said she has to work for the good of the college.

**Student Rep's Report**

No Report

**V.****DISCUSSION ITEMS**

Art Flemming noted that Shared Governance Committee met yesterday and approved the Hiring and Administrator Evaluation Policies. Also they had 3 recommendations for the Hiring Committee. One was to add a student, 2-that Confidential is represented by Classified, and 3-that the records of the committee should remain in Human Resources Office. The first recommendation was rejected, the 2<sup>nd</sup> one was rejected and the 3<sup>rd</sup> was approved by the group. The charter of the Shared Governance Committee is under consideration for revision. The issues so far are A-to change the name, B-to define and delineate its functions they are now rather loose, and C-to examine the composition of the committee as Faculty is under represented.

Robert Boyd commented that we need to look at SG from the perspective of the State Academic Senate, not just as an advisory group. A discussion followed.

Saul suggested that Art Flemming report back to the Senate and give us his take on this. He also stated that it is a challenge now to revitalize and motivate faculty, and the only thing working now is the Senate and the Faculty council. The entire Faculty has to be involved.

Carol Sandvik commented that the faculty is disjointed and not together. We should be striving to come together.

Saul noted that there was one more item for the SG to review—Administrator Evaluation. It would go to the SG sub committee first. Eight administrative positions closed yesterday.

**VI.****ACTION ITEMS**

Points were brought up about the Nursing and Child Development Departments needing representation on the Senate. The constitution was amended to include those two departments. Jerome Evans/Dr. August Hoffman (moved/seconded) to adopt the changes to the Senate Constitution. Approved

Saul introduced a proposed resolution for Special Trustee Henry upon his retirement. Rodney Murray suggested that the Union be added as endorsing the resolution also.



August Hoffman/Jerome Evans (moved/seconded) to adopt the resolution for Tom Henry.

VII.

**Adjournment**

Estina Pratt/Carol Sandvik (moved/seconded) to adjourn the meeting  
At 2:15 p.m.

## Frequently Asked Questions about Waitlists

Q. How does a student get on the waitlist for a section?

A. During registration, a student has the option (using either the online or phone systems) to add his/her name to the waitlist for a section if the section is full and if the student has satisfied the pre-requisites for the course. The student may also initiate a removal from the waitlist. A student can be on the waitlist for only one section of any course

Q. Which sections have waitlists?

A. Nearly all sections have waitlists. The number of students on a waitlist may vary for different courses. The number of positions on a waitlist is determined by the Division.

Q. What happens to a student on the waitlist if another student gives up a seat in a full section?

A. During registration (before classes begin), when a vacancy occurs in a full section, the computer will automatically move the student from the top of the waitlist to the enrolled list, provided that registration conditions are met: pre-requisites, no time conflict is created, holds, etc. (If a registration condition is not met, that student will be “skipped” and the next student on the waitlist will be moved to the enrolled list.)

A machine-generated e-mail is sent to the student when he/she has been moved onto the enrolled list (or if he/she was not able to be moved because of restrictions). The student may also see this information by clicking on "My Class Schedule" on MyECC. Nevertheless, some students may not be aware that they have been moved from waitlist to enrolled list.

Q. Does the student “lose” the spot on the waitlist if he/she is skipped?

A. No. If the student is not moved onto the enrolled list, he/she is skipped at that time but will maintain the position on the list – the next time there is a vacancy, the computer will attempt to move the student from the waitlist to the enrolled list.

Q. Can instructors move a student from waitlist to enrolled list?

A. No. Once classes begin, the computer will not automatically move students from waitlist to enrolled list. A student who is on the waitlist (as of the start of classes) will need an add slip from the instructor and will need to submit the add slip to Admissions & Records. If all registration conditions are met, the student will be added to the enrolled list.

Q. Do waitlist students have enrollment priority over “walk-in” students?

A. Yes. Students on the waitlist who are present for the first class meeting correctly expect to have priority in getting add slips over “walk-in” students.

Instructors should be prepared to distinguish waitlist students from the “walk-ins.” A waitlist student who is not present for the first class meeting may lose priority for getting an add slip, at the instructor’s discretion.

Q. Where can a student go with more questions about the waitlist process?

A. Admissions & Records staff can look up details of when students were added and/or removed from waitlists and enrollment lists.