



OFFICERS & EXECUTIVE COMMITTEE

President	Pete Marcoux	VP Faculty Development	David Vakil
VP Compton Educational Center	Saul Panski	VP Finance and Special Projects	Lance Widman
Curriculum Chair	Janet Young	VP Legislative Action	Chris Wells
VP Educational Policies	Evelyn Uyemura	Secretary	Claudia Striepe

Senate Mailing List

<u>Adjunct</u>					<u>Health Science & Athletics</u>		
Carolyn Almos				Theatre	Mary Moon	6/07	3283
Gary Robertson				Speech	Kathy Morgan	6/06	3285 Nursing
<u>Behavior & Social Sciences</u>					Louis Sinopoli	6/06	3248 Respiratory Care
Maria Brown					Corey Stanbury	6/06	3639 PE
Emily Rader					Nick Van Lue	6/06	3681 HSA
Lance Widman	8/09	3746	Pol. Sci.	<u>Hum.</u>	Lyman Hong	6/08	6046 English
Michael Wynne	7/08	3562	Psychology		Peter Marcoux	6/07	6046 English
Janet Young		3613			Evelyn Uyemura	6/08	3172 ESL
<u>Business</u>					(vacant)		
Dagmar Halamka				Law	(vacant)		
Tim Miller	6/07			Accounting	<u>Industry & Technology</u>		
Jay Siddiqui	6/07	3205	CIS		Vic Cafarchia	6/07	3306 AC&R
Jacque Thompson	6/07	3206	CIS		Ed Hofmann	6/07	3292 Machine
<u>Compton Educational Center</u>					Douglas Marston		3621 Electronics
Saul Panski		2560	History		George Rodriguez	6/07	3308 Welding
Estina Pratt		2535	LRC		<u>LRC</u>		
Arthur Flemming		2563	Philosophy		Susie Dever	6/09	3514 LRC
August Hoffman		2434			Claudia Striepe	6/08	6006 Library
Darwin Smith		2562			<u>Mathematical Sciences</u>		
<u>Counseling</u>					Massoud Ghyam	6/08	3900 Math
Kate Beley	6/07	3251	Counselor		Judy Kasabian	6/08	3310 Math
Ken Gaines	6/08	3690	Counselor		Greg Scott	6/09	Math
Lisa Raufman	6/08	3435	Counselor		Susan Tummers	6/08	3226 Math
<u>Fine Arts</u>					Lijun Wang	6/07	3211 Math
Ali Ahmadpour	6/09	3539	Art		<u>Natural Sciences</u>		
Daniel Berney	6/07	3657	Dance		Chas Cowell	6/06	6152 Chemistry
Jason Davidson	6/09	3725	Speech		Kamran Golestaneh	6/09	3243 Chemistry
William Georges	6/07	6770	Theatre		Teresa Palos	6/08	3354 Biology
Chris Wells	6/09	3723	Speech		David Vakil	6/08	3134 Astron & Physics
Accreditation	Susie Dever & Arvid Spor				Dean, Humanities	Mr. Tom Lew	
Academic Affairs	Quajuana Miller				Dean, I&T	Dr. Stephanie Rodriguez	
Admissions & Records	Bill Mulrooney				Dean, LRC	Dr. Alice Grigsby	
Associated Students President	Vivian Amezcua				Dean, Math	Dr. Don Goldberg	
Board of Trustee, Area 1	Dr. Nathaniel Jackson, Secretary				Dean, Natural Sciences	Dr. Jean Shankweiler	
Board of Trustee, Area 2	Mrs. Mary E. Combs, Vice President				Federation Office	Sean Donnell & Nina Velasquez	
Board of Trustee, Area 3	Mr. William J. Beverly, President				Health Center	Debbie Conover	
Board of Trustee, Area 4	Dr. Ray Gen				Human Resources	Barbara Perez	
Board of Trustee, Area 5	Miss Maureen O'Donnell				President/Superintendent	Thomas Fallo	
Board of Trustee, Student	Ms. Roxanna Seyedin				Public Information	Ann Garten	
Campus Police	Chief of Police				SLO Coordinators	Lars Kjeseth & Jenny Simon	
Dean, BH&S	Dr. Gloria Miranda				The Union	Editor	
Dean, Business	Dr. Virginia Rapp				VP Academic Affairs	Francisco Arce	
Dean, Fine Arts	Dr. Jim Schwartz				VP Administrative Services	Jeff Marsee	
Dean, HS&A	Dr. Irwin Drew				VP Student Services	Jeanie Nisheme	



AGENDA & TABLE OF CONTENTS

	Page #
I. CALL TO ORDER	
II. APPROVAL OF MINUTES	5-9
III. REPORTS OF OFFICERS	
	President 10-15
	VP- Compton Center 16-18
	Chair- Curriculum
	VP- Educational Policies 19-27
	VP- Faculty Development 28-30
	VP- Finance 31-39
	VP- Legislative Action
IV. REPORTS OF SPECIAL COMMITTEES	
	Accreditation
	Calendar 41
	Enrollment Management
	SLOs
V. UNFINISHED BUSINESS	
VI. NEW BUSINESS	
	Presentation- President
VII. AGENDA ITEMS FOR NEXT MEETING	
VIII. PUBLIC COMMENT	
IX. ADJOURN	

Academic Senate Meetings 2007-08

12:30pm-2:00 pm, Alondra Room

Fall

- September 4
- September 18
- October 2,
- October 16
- November 6,
- November 20
- December 4

Spring

- February 19
- March 4
- March 18
- April 1
- April 15
- May 6
- May 20
- June 3

CEC Faculty Council Meetings 2007-2008

2:00-3:00, CEC Board Room

- Sept 6
- September 20
- October 4
- October 18
- November 15
- December 6



SENATE'S PURPOSE (from the Senate Constitution)

1. To provide an organization through which the faculty will have the means for full participation in the formulation of policy on academic and professional matters relating to the college including those in Title 5, Subchapter 2, Sections 53200-53206. *California Code of Regulations*. Specifically, as provided for in Board Policy 2510, and listed below, the "Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters of:
 - (1) Curriculum, including establishing prerequisites and placing courses within disciplines
 - (2) Degree and certificate requirements
 - (3) Grading policies
 - (4) Educational program development
 - (5) Standards and policies regarding student preparation and success
 - (6) District and college governance structures, as related to faculty roles
 - (7) Faculty roles and involvement in accreditation process, including self-study and annual reports
 - (8) Policies for faculty professional development activities
 - (9) Processes for program review
 - (10) Processes for institutional planning and budget development, and
 - (11) Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate."
2. To facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.

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.¹



Committees

Senate

<u>NAME</u>	<u>CHAIR</u>	<u>DAY</u>	<u>TIME</u>	<u>ROOM</u>
<u>COMPTON FACULTY COUNCIL</u>	Saul Panski	Thursdays	2:00-3:00	CEC Board
<u>CURRICULUM</u>	Janet Young	2 nd & 4 th Tues.		
<u>EDUCATION POLICIES</u>	Evelyn Uyemura	1 st & 3 rd Thur	12:45-1:45	Chem 134
<u>FACULTY DEVELOPMENT</u>	Dave Vakil	2 nd & 4 th Tues	12:45 – 2:00	ADM 127

Campus

<u>ACADEMIC TECHNOLOGY</u>	Jim Noyes, Virginia Rapp	TBA	TBA	TBA
<u>ACCREDITATION</u>	Arvid Spor, Susie Dever	TBA	TBA	TBA
<u>BOARD OF TRUSTEES</u>	William Beverly	Mondays	4:30	Board
<u>CALENDAR</u>		TBA	TBA	TBA
<u>COLLEGE COUNCIL</u>	Tom Fallo	Mondays	1:00-2:00	Adm. 127
<u>DEAN'S COUNCIL</u>	Francisco Arce	Thursdays		
<u>CAMPUS TECHNOLOGY</u>	John Wagstaff	3 rd Wed	1:00-2:00	ITS
<u>ENROLLMENT MANAGEMENT</u>				
<u>PLANNING & BUDGETING</u>	Arvid Spor, ???	1 st & 3 rd Thur	1:00 – 2:30	Alondra
<u>SLOs</u>	Jenny Simon, Lars Kjeseth			



ACADEMIC SENATE MINUTES

May 29, 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 X
Miller, Tim
Thompson, Jacquie X

Counseling

Beley, Kate X
Gaines, Ken
Raufman, Lisa X

Fine Arts

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

Health Sciences & Athletics

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

Humanities

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

Industry & Technology

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

Learning Resources Unit

Dever, Susan X
Striepe, Claudia X

Mathematical Sciences

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

Natural Sciences

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

Adjunct Faculty

Almos, Carolyn
Robertson, Gary X



Ex Officio Attendees: Janet Young, Francisco Arce, Jeanie Nishime

Guests: Ann Collette, Saul Panski.

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

President's report – Susan Dever (henceforth SD)

1. An email was distributed with the notes from the Compton Enrollment Management workshop and a sample short-term enrollment management plan for ECC. In response to a question, it was noted that adult-centered education (PACE) will be considered as part of the Education & Curriculum sub-committee of the Enrollment Management committee.
2. On the last page of the packet is a draft of frequently asked questions regarding course waitlists. Waitlists will be instituted throughout the school effective summer 2007. Noted: the "normal class size" in some divisions/departments was negotiated to be either 40 students plus a waitlist or 45 students without a waitlist. Now we have "normal class size" as 45 students plus a waitlist. This is potentially a contract issue, as well as an issue for the deans.
3. In the fall semester, we will have printed rosters available on the first day. Student registration will close at the end of business on Friday, and rosters will be printed over the weekend. The following semester, faculty will need to print their own rosters.
4. The most recently approved senate constitution will be distributed via email and hardcopy for faculty ratification.
5. Page 16 contains a list of Compton Center Faculty Council members for next year.
6. A list of senate accomplishments during the past 2 years was read aloud.

Minutes approved as written.

Educational Policies Report – Evelyn Uyemura

There will be a second reading of Board Policy 4231, as seen on page 19.

Faculty Development – Lisa Raufman

Hardcopies of the flex day request for proposals and the outline of the August flex day were distributed. There has been no joint planning about flex day with Compton. There were 30 applications for innovation mini-grants. Winners will be notified on Friday; there will be at least 15 recipients.

Finance and Special Projects – Lance Widman

There have been no Deans Council or PBC meetings since the last senate meeting. On pages 17-18 are the minutes from the last PBC meeting. These describe the issue about VPs controlling 15% of the budget in the "discretionary" areas, while 85% of the budget is "mandated." There seems to be little left for PBC, and this will be addressed in the next PBC meeting.

On page 17 under "approval of minutes" is a summary of the FTES status at ECC. The current status indicates that ECC will need to transfer 1,100 FTES from Summer 2007 to reach the 06-07



FTES goal of 19,300 FTES in order to keep funding at its current level. This could cause a problem in the future; an enrollment deficit could occur, and that would have significant negative impacts on the budget.

On page 13, College Council meeting, item 2c is "Tentative Budget." Nobody on PBC has seen the Tentative Budget. PBC needs copies in advance to make informed decisions.

Legislative Action – Pete Marcoux

Several senators' terms are expiring at the end of this semester if your name on the roster has an 06-07 (or 05-06!) after it. Elections need to be held.

Curriculum Committee – Janet Young

The committee reviewed 250 proposals this past year. During the last meeting of the academic year, the committee revised certificate forms according to the new (anticipated) title 5 revisions. The Electronic Course Outline has been connected to the portal, but there is a technical (read-only) problem. There will be 2 components on the web: 1) forms to create new curriculum. 2) all existing course outlines. The replacement position for Ann Collette has been opened and the applications must be submitted by June 18.

Compton Center report – Saul Panski

Several items were noted:

1. There is a reception for the retiring special trustee tomorrow.
2. There is a robe color controversy for graduation.
3. Compton's budget committee still has not seen their budget, although Jeff Marsee gave a presentation.
4. Summer session enrollment is low and slow, although many students may be registering in June.

Student Learning Outcomes – Lars Kjeseth & Jenny Simon

No report.

Calendar Committee – Lyman Hong

No report.

Academic Technology Committee – Pete Marcoux, Michael Wynne

Blackboard license expires soon. Convert your courses ASAP.



Accreditation – Arvid Spor & Susan Dever

Accreditation Open Forums are this week; see page 12.

Enrollment Management – Francisco Arce & Jeanie Nishime

The sample plan was distributed earlier, as reported in the President's report at the beginning of these minutes. Enrollment as of Thursday was down 3% for Fall 2007.

Unfinished Business

Board Policy 4231 – page 19. Associated procedures on pages 20-23

Policy is minimal, but the emphasis is that instructors assign grades. The procedures for appeal referenced in the 2nd paragraph have already been created and appear in the subsequent pages. On page 23, a process is described about student appellate rights. Note the underlined portion on this page that says that the faculty may be directed to change grades if Grade Appeal Panel recommends so. Also note that students may appeal directly to the President, as noted in section "E."

VP Arce recommended removing section E for now. Friendly amendment to do so was accepted.

What happens if a faculty is directed to change a grade, and that faculty refuses? That's a discipline issue. The grade change panel legally cannot make grade changes. The instructor must.

What happens if a faculty is not available, and the replacement faculty does not agree with the proposed change? What if this replacement faculty is sued as a result of not changing the student's grade to the student's satisfaction? There are many safeguards in place.

VP Arce's comments: administrators cannot override instructors' grades. The grade comes from El Camino College, so the college is liable "if there is a miscarriage of justice." We are indemnified in the event that individuals are sued. We can request indemnification of the Board also.

Noted: the relevant portions of this procedure will be put in the catalog.

Jacque Thompson says that the timeframe should be part of the policy due to its importance. There was a motion to pass the policy & procedure as amended above.

A friendly amendment to include an 18 months timespan to the policy was approved. Another friendly amendment to remove the "procedures for appeal will be established..." clause.

Motion to split the policy and procedures passed. Motion to approve the amended policy was approved. Motion to table the procedures until later was approved.

In summary, the last paragraph now reads "A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetence may appeal the grade within 18 months."



Election of Officers

The following people were elected by acclamation:

1. VP Educational Policies – Evelyn Uyemura
2. VP Legislative Action – Chris Wells
3. VP Finance and Special Projects – Lance Widman
4. Secretary – Karen Larsen

VP of Faculty Development – an election was held during the meeting after brief campaign statements from the two candidates: David Vakil and Elaine Cannon. The votes were tallied during the meeting. David Vakil was elected.

New Business

Commencement at Compton Education Center

Cabinet agreed to let all candidates wear black. Students who are truly Compton graduates (approximately 40) will get to wear Compton colored items.

A brief survey was taken to see if there was interest in having a “safety overview” after President Fallo’s 9-10am presentation on Flex Day.

Announcements

Susan Dever thanked everyone, including the senate executive council, for all of their hard work and support during her term.

Susan Dever then passed the Academic Senate gavel to the incoming president, Pete Marcoux.

Meeting was adjourned at 1:52 pm.



Goals of the Academic Senate Fall Semester of 2007

President

- Scan and post to the Senate web page all paper versions of past Senate Minutes
- Update Senate web page
- Update and re-format Senate Constitution to reflect recent changes
- Utilize PowerPoint during meetings to increase efficiency
- Promote Basic Skills Instruction Across the Curriculum

VP Compton Center

- Increase and improve meaningful inclusion in ECC system
- Raise enrollment

Chair, Curriculum

- Implement Title 5 changes
- Launch online Curriculum Management System for creating and editing course outlines
- Receive Certification for Stand Alone Course Approval

VP- Education Policy

- Review and Revise 4231 Grade Change Policy and Procedure
- Review and Revise 4220 Standards of Scholarship
- Review and Revise 4045 Textbook Policy

VP Finance

- Recommend a faculty co-chair for the Planning and Budgeting Committee
- Encourage more relevant faculty involvement in the planning and budgeting process

VP Faculty Development

- Implement a Great Teachers Seminar at El Camino
- Improve morale through social and educational activities
- Provide training for improving Basic Skills across the curriculum

VP Legislative Action

- Ensure Senate and District adhere to college policies & procedures



ASO & Academic Senate Meeting

Present: Vivian Amezcua, Vincent Armstrong, Pete Marcoux

August 22, 2007

- Textbook Policy
- BP 2510 Students' Rights 10+1
 - ASO wants this passed
 - (note: in another meeting)
- ASB website
 - www.elcostudents.com
 - Self funded
- Reps Email
 - Vivian Amezcua, elcostudents@gmail.com
 - Vincent Armstrong varmstrong4@hotmail.com



VPs & Senate Meeting

Present: VPs Arce & Nishime

Aug 22, 2007

- Board Policies
 - 2510- need to include students 10+1 rights
 - Agree to disagree
 - Create new policy for students- don't combine them
 - 4225 Course Repetition
 - Doesn't comply with State or what is published in catalogue needs to better reflect out policy
 - 5238
 - Revised to accommodate faculty rights
 - Need procedure?
 - 4231
 - Policy passed in spring
 - Need procedure
- Curriculum
 - Need \$7000 for forms for software for Curriculum Management System
 - Arce will find the money even though it was not budgeted
 - Need to hire someone to input data
 - Questions about whether it needs to be senior clerical staff or not
- PBC
 - Arvid will be announcing new software at future meeting
 - Software used at Pasadena
- FCMAT
 - Report online
 - Need faculty input
 - Need meetings
 - Arvid will be in charge of writing report for El Camino
- Etudes project site
 - Allows all faculty to be participants (students)
 - Facilitator
 - Can use this for improving communication:
 - Discussion boards- take strain from Email list serve
 - Surveys
 - Announcements
 - Post documents
 - Will encourage faculty to use Etudes for their classes
 - Cost- \$4000
 - Arce wondered if it would impact our current situation
 - (note: after the meeting Marcoux sent Arce & Nishime email from Vivie showing that it would not)
- Future Meetings
 - Marcoux asked for VPs to meet with Senate EBoard monthly
 - Both VPs were receptive
 - Will send possible dates & times to schedule these



El Camino Strategic Plan 2007-2010

Vision Statement

El Camino College will be the College of choice for successful student learning, caring student services and open access. We, the employees, will work together to create an environment that emphasizes people, respect, integrity, diversity and excellence. Our College will be a leader in demonstrating accountability to our community.

Mission Statement

El Camino College offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.

Statement of Philosophy

Everything El Camino College is or does must be centered on its community. The community saw the need and valued the reason for the creation of El Camino College. It is to our community that we must be responsible and responsive in all matters educational, fiscal and social.

Statement of Values

Our highest value is placed on our students and their educational goals, interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. With this in mind, our five core values are:

People – We strive to balance the needs of our students, employees and community.

Respect – We work in a spirit of cooperation and collaboration.

Integrity – We act ethically and honestly toward our students, colleagues and community.

Diversity – We recognize and appreciate our similarities and differences.

Excellence – We aspire to deliver quality and excellence in all we do.

Guiding Principles

The following guiding principles are used to direct the efforts of the District:

El Camino College must strive for distinction in everything the College does—in the classroom, in services and in human relations. Respect for our students, fellow employees, community and ourselves, must be our underlying goal.

Cooperation among our many partners including other schools and colleges, businesses and industries, and individuals is vital for our success.

Access and success must never be compromised. Our classrooms are open to everyone who meets our admission eligibility and our community programs are open to all. This policy is enforced without discrimination and without regard to gender, ethnicity, personal beliefs, abilities or background.

Strategic Initiatives

1. Offer excellent educational and student support services:

- a) Enhance college services to support student learning using a variety of instructional delivery methods and services.
- b) Maximize growth opportunities and strengthen programs and services to enhance student success.



- c) Strengthen partnerships with schools, colleges and universities, businesses and community-based organizations to provide workforce training and economic development for our community.
2. Support self-assessment, renewal, and innovation:
- a) Use student learning outcomes and assessment to continually improve processes, programs and services.
 - b) Use research-based evidence as a foundation for effective planning, budgeting and evaluation processes.
3. Modernize the infrastructure to support quality programs and services:
- a) Use technological advances to improve classroom instruction, services to students and employee productivity.
 - b) Improve facilities to meet the needs of students and the community for the next fifty years.



EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting July 16, 2007

Present: Ms. Amezcua, Dr. Arce, Dr. Fallo, Mr. Marcoux, Dr. Marsee, Mr. Middleton, Mr. Miller, Dr. Nishime, Dr. Simon, and Ms. Pickens.

1. Board Agenda

- a. It was noted that the amendment to the President's contract was listed in more detail last year. This was due to the fact that last year the contract language was changed and those changes were included in last year's Board agenda.
 - b. The El Camino College Strategic Plan 2007 through 2010 was Board approved. There was a request to add to this the core competencies which address Student Learning Objectives. These can be added once they are approved by Dr. Arce.
 - c. Contract Amendment with Long Beach Community College District – on page 32 – there was a question about the dates of the contract. Dr. Marsee will confirm this information.
 - d. Purchase Orders listed on page 34 – with “Computer Software Account” in description are purchases of computer equipment for academic divisions. These come from the Academic Software Budget.
 - e. Measure E - Category Budgets and Balances on page 39 – the category amounts will be changed once the Facilities Master Plan is updated. It was hoped that the Master Plan would be updated in August – but we may not reach that goal.
2. Student Services Building – The architects gave a presentation last Thursday to about 30 people from the Student Services Center. The presentation included a brief background of planning and development of exterior and the layout for interior plans. There was an opportunity for questions – and there were only a few questions about restrooms and employee lounge. There were still concerns about counselor offices and sound abatement. The contractors made it clear that carpet and ceiling make more of a difference on sound abatement than doors and individual offices do.
3. Academic Senate Resolutions – There was a question about the resolution that addressed counselors' offices. It was reported that resolutions have to go to the Vice President of Academic Affairs – Dr. Arce - who is the designee to Senate and the Board's representative. All resolution discussions must start with Dr. Arce.

Agenda for the August 20, 2007 Meeting:

1. Minutes of June 4, 2007, June 18, 2007, & July 16, 2007
2. Board Meeting Agenda

1. 2006-2007 Goals and Timelines

- a. Define Collegial Consultation and Shared Governance – and publish
- b. Review Procedure 2510 – Collegial Consultation.
- c. Build a sense of community



CCCFE Faculty News Notes

July 12, 2006

Retroactive Pay:

The check that you received this past Monday (or Tuesday if it was mailed to your home) included the 5.92% cola increase on your full-time salary, retroactive to July 1, 2006 and the increase on the part-time overload schedule if you were teaching overload classes, including intersessions and summer.

There is another check yet to arrive; it will include the negotiated bonus of \$1137.50 for each full-time faculty member and the \$3,000 retro on the fringe benefits that because it is paid as a bonus is subject to taxation, like regular salary. **The second retro check is due July 2nd** according to our union President.

Summer Enrollment Up-date:

As of 6/27/07, the estimated headcount at the Center was 408; however this number has been labeled "unreliable." The estimated FTES is 354. And we are offering 200 sections. One may well wonder why the headcount is considered unreliable. Furthermore, the offerings for Summer II are so limited that it is unlikely we will make much progress in reaching any target.

ECC is offering 536 sections and has a headcount of 13,535, which suggests some pretty huge classes or a lot of on-line classes which are capped at 120 students each. One may well wonder how a teacher survives reading the emails from one such class.

Union President, Rodney Murray, has written to the new Special Trustee, Peter Landsberger, insisting that recruitment be made the number 1 priority. How can recruitment be successful when we have such limited course offerings for students, no food services other than a catering truck, and a piecemeal bookstore.

Senate/Council President, Saul Panski, has also written to Mr. Landsberger regarding enrollment/recruitment and has forwarded Dr. Art Flemming's analysis of the current FTES trend, his analysis including with the line "when will they ever learn," since we've all harped on this theme throughout the past year and then some.

Recruitment:

Because ECC has sent out recruitment materials for the main campus throughout our district, most notably in Carson and N. Long Beach, some outrage has been expressed on our campus since nothing advertising the Center has been distributed as yet. Our Senate President sent a letter to Dr. Fallo indicating the effect of this action on our campus and in the communities we traditionally have served.

Mr. Ricky Shabazz has been hired as our Director of Outreach, a position available through the enrollment management interviews. While his experience is largely with universities, he is very knowledgeable and energetic, and we hope that he is given the resources and authority to get to the business of bringing in students.

Dean of Voc-Tech position:

The committee for screening and interviewing for this position has been set, as far as faculty representation goes: Mike Khalizedeh and Rodney Murray will serve as faculty representatives to the committee, along with a faculty representative from the main campus. It is hoped that the committee now meets with the Provost's approval and that the process can move forward.

Campus Maintenance:

Although a number of faculty participated vociferously in meetings about the lack of maintenance in the classrooms, restrooms, and hallways, the conditions remain appalling. Apparently a permanent director will be hired soon, but in the mean time, the restrooms are



basically unusable. This is a health and safety issue that the district needs to address at once. It seems that a sufficient schedule of cleaning these areas is lacking or is woefully inadequate.

Rumors regarding the Campus Police:

A rumor that the Campus Police, a part of the CCCFE classified bargaining unit, was being subsumed under ECC's classified union had been circulating. This rumor is unfounded, for any change in the constituency of either bargaining unit must be negotiated with that unit.

LRC opening delayed:

Problems with the LRC have surfaced during an inspection, so the LRC will not be fully operational for fall semester, and perhaps not partially operational during fall semester. The faculty leadership, called to a meeting with the district administrators and LRC project directors on July 9th, was stunned to discover the degree of severity of the problems, many of which are related to the design of the building. There is a serious problem with leaks which the contractors have attempted to fix, but which cannot be guaranteed to work for any length of time. One of the questions which was raised was why this kind of problem keeps happening to new buildings on our campus, even with different contractors, different architects, different work crews.

The matter gains in its seriousness because the old library building is too expensive to retrofit and with its second floor could prove a real danger in an earthquake; this possibility was largely the reason for building the new LRC in advance of other planned projects.

The faculty leadership had not been brought into any discussions when the Math-Science and Voc-Tech buildings were being constructed, so we have some notion of why there is a delay of the opening. We also noted that the contractor who was aware that a problem existed did not notify the District nor the project manager, but informed only the manufacturer of the parts. Repairs could increase the costs of the building dramatically. You will be hearing more on this issue.

Enrollment Management Meeting:

Faculty leadership has been invited to attend a three hour meeting on July 26th with the District to discuss issues of recruitment and enrollment management. We've provided input at similar meetings throughout the past academic year, but nothing has been implemented. Part of the problem is the lack of autonomy the Center has over recruitment efforts, all of which must be vetted through Ann Garten at ECC main campus. There will be more on this issue and the results of the meeting—if any—following the July 26th meeting.



COMPTON COMMUNITY COLLEGE DISTRICT
ACADEMIC SENATE SCHEDULE FALL 2007

CCCD Academic Senate Fall Meeting Schedule:

All meetings are held on the 1st and 3rd Thursday from 1:00 to 2:00 p.m.

Thursday, September 6, 2007	Board Room
Thursday, September 20, 2007	Board Room
Thursday, October 4, 2007	Board Room
Thursday, October 18, 2007	Board Room
Thursday, November 15, 2007	Board Room
Thursday, December 6, 2007	Board Room

EL CAMINO COLLEGE ACADEMIC SENATE
COMPTON CENTER FACULTY COUNCIL
MEETING SCHEDULE
FALL 2007

Compton Center Faculty Council Fall Meeting Schedule:

All meetings are held on the 1st and 3rd Thursday from 2:00 to 3:00 p.m., immediately following the Academic Senate Meeting

Thursday, September 6, 2007	Board Room
Thursday, September 20, 2007	Board Room
Thursday, October 4, 2007	Board Room
Thursday, October 18, 2007	Board Room
Thursday, November 15, 2007	Board Room
Thursday, December 6, 2007	Board Room

Saul J, Panski
President, El Camino Compton Center Faculty Council
President, Compton Community College District Academic Senate
Professor of History/English as a Second Language,
El Camino College Compton Education Center
spanski@elcamino.edu
panski_s@compton.edu
saulp@aol.com
310 900-1600 ext. 2560



DRAFT

BOARD POLICY 4220

Standards of

Scholarship

SEMESTER UNIT OF CREDIT

College work at El Camino College is measured in terms of semester units. A unit is the value placed on three hours of the student’s time per week in pursuit of educational goals; thus, for one hour of classroom lecture and approximately two hours of study and preparation or for three hours of laboratory or shop work, one unit of credit is earned. The time allotment and unit value assigned to each course is designated as part of the course listing.

GRADES AND GRADE POINTS

Grade points are numerical values which indicate the scholarship level of letter grades. Grade points are assigned according to the following scale:

A-Excellent	4 points for each unit
B-Good	3 points for each unit
C-Satisfactory	2 points for each unit
D-Passing, less than satisfactory	1 point for each unit
F-Failing	0 points for each unit
CR-Credit (at least satisfactory – units awarded not counted in grade point average)	See Note 1
NC-No Credit (less than satisfactory, or failing – units not counted in grade point average)	See Note 1
I-Incomplete	See Note 2
IP-In Progress	See Note 3
W-Withdrawal	See Note 4

Notes:

1. Credit-No Credit

A certain number of courses are offered only on a CR/NC basis while some others are offered on a CR/NC or letter grade option depending on which the student selects during the fourth week of the semester. A student earning a CR grade will receive unit credit toward graduation, but unit credit earned in these courses will not be considered when calculating grade point average.

Designation of CR/NC or option CR/NC grading is included in the course description. All grades except W and CR/NC will be considered in determining the grade point average. Grade



point average equals total grade points divided by total units attempted for which grades have been assigned. While NC and W grades are not used in grade point determination, a student with an excessive number of withdrawals or NC's will be required to have special counseling and will be subject to probation or disqualification regulations.

2. I-Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons that include circumstances beyond the student's control may result in an "I" symbol being entered in the student's record. A student receiving an "I" will be provided with a written record containing the conditions for removal of the "I." This record will be held for the student in the Records Office through the sixth week of the regular semester following receipt of the incomplete mark. If the student does not obtain the record and complete the required work by the end of the sixth week, the "I" will automatically be removed and a grade depending on incomplete work will be assigned.

Any extension of the time for completion of the required work must be approved by the division dean. The student should petition for the extension of time on a form provided by the Admissions Office.

3. IP-In Progress

In progress: the "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of an attendance period and does not reenroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade-A through F, CR,NC) to be recorded on the student's permanent record for the course.

4. W-Withdrawal

To withdraw from a class or classes the student should make an official withdrawal in the Admissions Office. Withdrawal from a class or classes shall be authorized through the last day of the twelfth week of instruction. If a student remains in class beyond the twelfth week, grade or an "I" (Incomplete) shall be assigned. A student who must withdraw after the twelfth week in extenuating

4220

Standards of Scholarship Page 3

circumstances may petition for assignment of a "W" grade. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.



No notation (“W” or other) shall be made on the academic record of the student who withdraws prior to the close of the fourth week of a semester course, or the first week of a six-week course, or the second week of an eight- or nine-week course. Any withdrawal occurring after the close of the fourth week through the last day of the twelfth week of the semester shall be recorded as a “W” on the student’s records. A grade of “W” shall be assigned in six-week courses to students who withdraw between the first and the fourth weeks; and for eight- or nine-week courses, the “W” grade is assigned to withdrawals occurring between the second and sixth weeks. In all other courses of less than one semester in length (other than six, eight, or nine weeks), no notation will be made on the academic record of the student who withdraws within the first 20 percent of the course; and a grade or “I” is entered on the record of the student who withdraws after 67 percent of the course.

The “W” shall not be used in calculating grade point averages, but excessive “W’s” shall be used as factors in probation and dismissal procedures.

5. Definition of an Academic Week

For purposes of this policy, a week of a semester is defined as one having at least three days of campus-wide instruction, as scheduled in the El Camino College Calendar.

GRADE CHANGE PROCEDURE

A student who has been assigned an incorrect grade in error may file a petition in the Admissions Office requesting a review of the grade record by the institution. The student may have up to two years from the end of the course to petition such grade change.

The student who, under previous grading procedures, received a failing grade because of being dropped from a class for non-attendance, may petition for a grade change to a “W” if the student was passing at the time of the non-attendance drop.

Grades assigned by the faculty are considered to be final and will be changed only in cases of error, except as follows:

4220 Standards of Scholarship Page 4

A petition to change an earned grade of CR to a letter grade in those courses which provide the option may be approved upon appropriate examination by the instructor and concurrence of the division dean.

ACADEMIC RENEWAL

Students may petition to have up to 15 units of D, F or WF grades from not more than three consecutive semesters of previously recorded substandard course work at El Camino College disregarded in computation of grade point average under the following conditions:



- a. The student has demonstrated academic ability by earning a grade point of 2.25 or higher in the last 30 units of graded course work at El Camino College.
- b. At least two years have elapsed since the substandard semester.

The Academic Renewal Committee will act upon only one petition to disregard substandard semesters per student. Course work disregarded may not be used to meet degree requirements. The permanent academic record shall be annotated in such a manner that all grades assigned remain legible, ensuring a true and complete academic history.

REPEATING COURSES

1. Repetition of a Course in Which D, F, or NC Was Received

- a. Students who receive grades of D, F, or NC in an El Camino College course may re-enroll in that same course one more time. Students will not be permitted to enroll in that course for a third time except under unusual circumstances and upon written permission of the division dean. Unusual circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
- b. The student, upon successfully repeating a course in which a grade of D, F, or NC had been previously received, may notify the Records Office in writing. Upon receipt of such written notice, the student's transcript will be amended so that the previous grade and credit will be disregarded in the computation of the grade point average. The permanent academic record shall be annotated in such a manner that all grades assigned remain legible, ensuring a true and complete academic history.
- c. Units from courses repeated after first earning a D grade will not be counted for credit towards the AA Degree.

4220

Standards of Scholarship Page 5

2. Repetition of a Course in Which A, B, C, or CR Was Received

- a. Students will not be permitted to repeat courses in which they received grades of A, B, C or CR except under the following conditions:
 - i. The college finds that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
 - ii. The college has determined that a student should repeat a course because there has been a significant lapse of time since the student previously took the course.
- b. The second grade earned will not be counted under any circumstances if the first grade earned in a course was A, B, C or CR. However, the permanent academic record shall be annotated in such a manner that all grades assigned remain legible, ensuring a true and complete academic history.



- c. Units from courses repeated after first earning an A, B, C or CR grade will not be counted in determining full-time status or qualification for benefits.

3. Courses Listed in the Catalog With Lower Case Letters

Courses with lower case letters (such as Music 52abcd – Concert Choir) do not require prior approval for the number of enrollments up to the number of lower case letters listed (FOUR enrollments in the case of Music 52abcd – Concert Choir).

WITHDRAWAL AND RE-ENROLLMENT

A student who receives a W in an El Camino course may re-enroll in that same course two more times for a total of three times. In order to enroll a fourth time, a student must meet with a counselor to review progress toward achieving academic goals.

PROBATION POLICIES

1. Placement on Academic Probation

- a. A student who has attempted at least 12 semester units, as shown by the academic record, shall be placed on academic probation following any semester when the grade point average for total units attempted at El Camino College is less than 2.0 (grade C).
- b. Students who are placed on academic probation should see a counselor prior to registration for the semester subsequent to their receiving notice.
- c. When a student is placed on academic probation for the fall semester, the student's program shall be limited to no more than 12 units plus one unit of physical education, if needed for graduation.

4220

Standards of Scholarship Page 6

When a student is placed on academic probation for the spring semester, the student may be required to reduce the current program to 12 units plus one unit of physical education, if needed for graduation. This determination will be made by the counselor during the required meeting following receipt of notice of academic probation.

When a student is placed on academic probation for the spring semester, that student may enroll in no more than four units in the following summer session.

2. Removal from Academic Probation

A student shall be removed from academic probation upon earning a grade point average of 2.0 (grade C) or higher in total units attempted at El Camino College.

3. Progress Probation

a. Placement on Progress Probation

A student who has enrolled in a total of at least 12 semester units as shown by the official academic record, shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," and "NC" are recorded



reaches or exceeds fifty percent (50%). To drop a course and not have a grade entry appear on the official academic record or be counted as units attempted, action must be taken prior to the close of the fourth week of a semester course, the first week of a six-week course, or the second week of an eight- or nine-week course.

b. Removal from Progress-Probation

A student on progress probation because of an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

4. Disqualification and Dismissal

a. Disqualification Because of Repeated Academic Probation

A student placed on academic probation will be dismissed when in the subsequent semesters the student's cumulative grade point average is less than 1.75. Dismissal will only occur following each spring semester.

b. Disqualification Because of Repeated Progress-Probation

A student placed on progress-probation will be dismissed when in subsequent semesters the percentage of units in which the student has been enrolled, for which entries of "W," "I," and "NC" are recorded, reaches or

4220

Standards of Scholarship Page 7

exceeds fifty percent (50%). Dismissal will only occur following each spring semester.

A disqualified student who returns after an absence of one or more semesters shall be permitted to enroll on continuing progress-probation.

c. A summer session will not count as the one semester of disqualification.

5. Readmission Following Disqualification

A disqualified student who returns after an absence of one or more semesters shall be permitted to enroll on continuing probation. To enroll, a student must see a counselor prior to the school-established registration period in order to arrange a program of courses in accordance with the student's aptitude and achievement ability.

6. Readmission Following Probation or Continuing Probation and Voluntary Withdrawal

A student on probation who withdraws voluntarily from college, either before the probation semester or during it, and later applies for readmission shall be readmitted in the same status as existed at withdrawal. However, a student may petition to apply accredited college work that was completed while in absence from El Camino toward improving the academic probation status at El Camino.

7. Incomplete Marks



“I” marks (incomplete) are not used in grade point calculations. However, for academic probation purposes, the grade assigned based on incomplete work is used to determine academic status.

8. Right of Petition

The student may appeal probation or disqualification status by petition if the individual feels an error has been made or there were extenuating circumstances. The petition shall be filed in the Admissions Office.

9. Change of Status

The academic probation status may not be changed because of “academic renewal” or “course repetition” as defined in another section of this publication.

Previous Board Policy Number: 6130

El Camino College

Adopted: 4/11/83

Amended: 5/14/84, 1/27/86, 1/26/87, 11/23/87, 3/13/89, 4/10/89, 5/9/91, 6/22/98

Renumbered: 4/18/05



BOARD POLICY 4045

Textbooks

I. Introduction

- A. The purpose of this policy is to define responsibilities for the adoption of textbooks and other classroom materials.
- B. The official course outline of record sets forth the goals and objectives of each individual course of study. All texts, films and other printed or electronic materials utilized in the learning process shall be compatible with and evaluated in light of the course outline of record.

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

C. For the purpose of this policy, the following terms will be used:

1. Textbooks/Texts—These include laboratory manuals, syllabi, workbooks, student supplements, or other printed or electronic material.
2. Required Texts—These include textbooks or other printed or electronic material required of all students enrolled in a particular section of a course.
3. Recommended Texts—These include textbooks or other printed or electronic material recommended to all students enrolled in a particular section of a course. Student use is optional.

II. Selection or Change of Texts

- A. The primary responsibility for the selection of text(s) rests with the faculty teaching the subject.
- B. A selection or change in text(s) may be proposed by any faculty member teaching the subject or by the appropriate administrator. The individual recommending the text shall discuss the proposal for selection or change with the faculty in the discipline.
- C. The faculty of a discipline may select a majority adopted text for the purposes of continuity in a multisection 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 propose and select another text.
- D. The faculty's authority to select appropriate textbooks shall not be preempted by an administrator without reasonable cause and advance written notification.
- E. The period of adoption for texts is to be for not less than one academic year. Special consideration for earlier change may be given under extenuating circumstances.



4045

Textbooks Page 2

F. If an instructor, after discussion with faculty in the discipline and the appropriate administrator, believes that a particular class section can best be conducted without a required text, it is not necessary to require a text for that section. However, to facilitate articulation and transferability, textbooks are strongly advised for all credit courses.

E. Textbooks should reflect professional standards in terms of content and design as well as reasonable cost to students.

Previous Board Policy Number: 6133



FACULTY DEVELOPMENT; IMPROVING MORALE

Here are some ideas David Vakil considered for Faculty Development over the summer. Some of these items have not been seen by the Faculty Development Committee or Donna Manno. Your thoughts? Prioritize.

Faculty Development

1. Basic Skills teacher training
2. Great ECC Teachers seminar – local version of the state conference
3. Form a “Teaching Club” that meets regularly for any faculty (drop-in basis also)
 - a. “What works in the classroom?” “What doesn’t work in the classroom?”
 - b. Teaching book of the month (semester?) club (akin to a “book club”)
 - c. Teacher mentors and mentor training
 - d. Video taping classes. One-on-one and/or group discussions of videos.
 - e. Survey teachers in every area to “List 3 teachers in your area/division doing something in their classes you think others should see.”
4. Solicit list of useful email listservs and/or discussions groups that help people improve teaching. Include general and topic-specific lists. (e.g. Tomorrow’s professor, chronicle = general; astrolearner = specific.)
5. Examine Staff Development’s program review to determine which previous flex activities participants wanted us to offer again and follow up accordingly.
6. What research could be done to help classroom instruction?
7. Creating curriculum that is friendly for non-native English speakers, without reducing rigor or content.
8. Making sabbatical reports more accessible for others to learn from.
9. Team teaching? Two teachers leading classroom discussions.

Potential flex activities

1. How students cheat, how to prevent them from cheating, how to handle it once they get caught.
2. Teaching students with behaviors common in Asperger’s syndrome, autism. Other LD students.
3. Learning & studying habits across different ethnicities. How do different cultures learn and study differently? [A more PC version: “Our students are very diverse. Is our teaching well matched?”]

Misc faculty issues – tangentially related to Professional Development

1. Department chairs
2. Financial or alternate incentives for offering (and attending?) professional development activities
3. Offer compensation (flex credit? \$\$?) for writing reports about flex activities attended off campus (on campus?) to share useful activities with others.

Morale building

1. Add new awards because we need more public acknowledgement of work done well.
 - a. Distinguished Part-time Faculty award.
 - b. Distinguished Administrator. (How to prevent coercion/popularity contest?)
 - c. Frequent recognition of work well done. Possible name, “You’ve been spotted.”
 - i. Supplements, doesn’t replace, applause cards
 - ii. How often?
 - iii. How to prevent from being a popularity contest?
2. Staff Appreciation sponsored by Faculty and/or Academic Senate and/or unions
3. Mixers & socials among the faculty and staff



- a. See solidarity-building events from union & senate
 - b. End of year party to build community
 - c. Faculty vs. staff softball games, with administrators serving food/drinks, keeping score, etc.
4. Coffee and donuts mixers – talk to 5? 10? people to “qualify” for food [i.e. enforce “mixing”]

Upcoming Unity Events for the Faculty & Staff Sponsored by ECCE/ECCFT/POA & Academic Senate

Also to schedule: Faculty and Staff Night at ECC Warriors Football Game

- | | |
|--------------------|--|
| September 8, 2007 | Back to School Happy Hour at El Paso Cantina
(On Sepulveda in Torrance) 4:00 – 8:00 p.m. |
| September 16, 2007 | Dodger Game @ 1:10 p.m.
Contact Momi Elliott x3978 for Tickets |
| October 20, 2007 | Day Hike and Picnic Location: PV Peninsula
Time: TBD |
| October 27, 2007 | Halloween Party Time: 7:00 p.m. – Midnight
Place: Luukia’s Haunted House |
| November 10, 2007 | Comedy & Magic Club, Hermosa Beach |
| December | No additional activities...we all have plenty to do this month. ☺ |
| January 26, 2008 | Day trip to Stateline (Primm), Nevada
6:00 a.m. – 11:00 p.m. Cost: \$20.00 per person |
| February 23, 2008 | Casino Night
Gardena Moose Lodge Time: 7:00 pm–11:00 pm |
| March 29, 2008 | Hermosa Beach Pub Crawl & Volleyball Tournament
Time: 7:00 - Midnight |
| April 19, 2008 | Spring Games & Picnic Wilson Park, Torrance
Time: 12:00 – 4:00 p.m. |
| May 17, 2008 | End of the School Year Beach Party Seaside Lagoon,
Redondo Beach Date & Time: 10 AM – 4 PM
Site Rental Cost: \$635.00 |
| June 7, 2008 | End of the Year Happy Hour |



El Paso Cantina, 4:00 – 8:00 p.m.

June 20-22, 2008

Laughlin Trip

Depart ECC: 8:00 a.m.

September – December 2007 Technology Classes

September 2007

TC101	Omni OU Campus	W. Library Basement Room 19	9/12/2007	1:00 - 3:00 pm
TC100a	Open Lab - Drop-In Assistance	W. Library Basement Room 19	9/17/2007	1:30 - 3:30 pm
TC102	Outlook Level 1	W. Library Basement Room 19	9/19/2007	1:00 - 3:00 pm
TC103	Excel Level 1	W. Library Basement Room 19	9/21/2007	9:00 - 11:00 am
TC100b	Open Lab - Drop-In Assistance	W. Library Basement Room 19	9/24/2007	1:30 - 3:30 pm
TC104	Outlook Level 2	W. Library Basement Room 19	9/26/2007	1:00 - 3:00 pm
TC105a	Introduction to ETUDES-NG (Part 1 of 3)	W. Library Basement Room 19	9/27/2007	1:00 - 3:00 pm
TC106	Excel Level 2	W. Library Basement Room 19	9/28/2007	9:00 - 11:00 am

October 2007

TC100c	Open Lab - Drop-In Assistance	W. Library Basement Room 19	10/1/2007	1:30 - 3:30 pm
TC107	Excel for Grade & Record Keeping	W. Library Basement Room 19	10/2/2007	1:00 - 3:00 pm
TC108	Outlook Level 3	W. Library Basement Room 19	10/3/2007	1:00 - 3:00 pm
TC105b	Introduction to ETUDES-NG (Part 2 of 3)	W. Library Basement Room 19	10/4/2007	1:00 - 3:00 pm
TC100d	Open Lab - Drop-In Assistance	W. Library Basement Room 19	10/8/2007	1:30 - 3:30 pm
TC109	Access Level 1	W. Library Basement Room 19	10/10/2007	1:00 - 3:00 pm
TC105c	Introduction to ETUDES-NG (Part 3 of 3)	W. Library Basement Room 19	10/11/2007	1:00 - 3:00 pm
TC100e	Open Lab - Drop-In Assistance	W. Library Basement Room 19	10/15/2007	1:30 - 3:30 pm
TC110a	How to Teach Online: Building Content (3-Week Hybrid Course) - Part 1 of 3	W. Library Basement Room 19	10/16/2007	1:00 - 4:00 pm
TC111	Access Level 2	W. Library Basement Room 19	10/17/2007	1:00 - 3:00 pm
TC112a	Omni OU Educate (Part 1 of 3)	W. Library Basement Room 19	10/18/2007	1:00 - 3:00 pm
TC113	Introduction to ETUDES-NG at ECC (Self-Paced)	Online	10/22/2007	-
TC100f	Open Lab - Drop-In Assistance	W. Library Basement Room 19	10/22/2007	1:30 - 3:30 pm
TC110b	How to Teach Online: Building Content (3-Week Hybrid Course) - Part 2 of 3 (ONLINE)	Online	10/23/2007	1:00 - 4:00 pm
TC112b	Omni OU Educate (Part 2 of 3)	W. Library Basement Room 19	10/25/2007	1:00 - 3:00 pm
TC100g	Open Lab - Drop-In Assistance	W. Library Basement Room 19	10/29/2007	1:30 - 3:30 pm
TC110c	How to Teach Online: Building Content (3-Week Hybrid Course) - Part 3 of 3	W. Library Basement Room 19	10/30/2007	1:00 - 4:00 pm

November 2007

TC112c	Omni OU Educate (Part 3 of 3)	W. Library Basement Room 19	11/1/2007	1:00 - 3:00 pm
TC100h	Open Lab - Drop-In Assistance	W. Library Basement Room 19	11/5/2007	1:30 - 3:30 pm



TC114	Photoshop CS Level 1	W. Library Basement Room 19	11/7/2007	1:00 - 3:00 pm
TC115a	Introduction to ETUDES-NG (Part 1 of 3)	W. Library Basement Room 19	11/13/2007	1:00 - 3:00 pm
TC116	Photoshop CS Level 2	W. Library Basement Room 19	11/14/2007	1:00 - 3:00 pm
TC100i	Open Lab - Drop-In Assistance	W. Library Basement Room 19	11/19/2007	1:30 - 3:30 pm
TC115b	Introduction to ETUDES-NG (Part 2 of 3)	W. Library Basement Room 19	11/20/2007	1:00 - 3:00 pm
TC100j	Open Lab - Drop-In Assistance	W. Library Basement Room 19	11/26/2007	1:30 - 3:30 pm
TC115c	Introduction to ETUDES-NG (Part 3 of 3)	W. Library Basement Room 19	11/27/2007	1:00 - 3:00 pm
TC117	PowerPoint Level 1	W. Library Basement Room 19	11/28/2007	1:00 - 3:00 pm

December 2007

TC100k	Open Lab - Drop-In Assistance	W. Library Basement Room 19	12/3/2007	1:30 - 3:30 pm
TC118	PowerPoint Level 2	W. Library Basement Room 19	12/5/2007	1:00 - 3:00 pm
TC100l	Open Lab - Drop-In Assistance	W. Library Basement Room 19	12/10/2007	1:30 - 3:30 pm

You may register for classes [Online](#) or by phone at Ext 3872.

Remember to identify the program title, date and time.



EL CAMINO COLLEGE

Planning & Budgeting Committee
 Minutes
 Date: June 21, 2007

MEMBERS PRESENT

- | | |
|---|---|
| <input checked="" type="checkbox"/> Arvid Spor, Chair | <input checked="" type="checkbox"/> Cheryl Shenefield – Administrative Services |
| <input checked="" type="checkbox"/> Miriam Alario, ECCE | <input type="checkbox"/> Harold Tyler – Management/Supervisors |
| <input checked="" type="checkbox"/> Vivian Amezcua - ASO | <input type="checkbox"/> David Westberg – ECCFT (temporary) |
| <input checked="" type="checkbox"/> Irv Drew (Alt.) – Academic Affairs | <input checked="" type="checkbox"/> Lance Widman – Academic Senate |
| <input checked="" type="checkbox"/> Dawn Reid- Student & Community Adv. | |

OTHERS ATTENDING: Christina Jack, Ken Key, Luis Mancía, Jeff, Marsee, Jeanie Nishime, Barbara Perez, John Wagstaff

Handout: \$2 Million Augmentation with 2007-08 Proposed Budget

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

Christina Jack, ASO-Director of Finance, was introduced as the new PBC ASO representative.

Approval of Minutes

The June 7 meeting minutes were approved as amended. The following items under Tentative Budget were reviewed:

1. #2: budgeted amount of salaries previously presented was an estimate – actual amount taken from HR staffing table/master list of budgeted faculty and staff positions.
2. #6, 7, 9, 11, 12, 13, 14 referenced retirees: ten positions initially approved for fall 2007 hire based upon last year’s retirees.
 - a. 18 positions are funded for fall 2008, but not yet authorized and need to go through the faculty prioritization process. Total of 365 faculty positions required for 19,300 FTES.
 - b. Correction to #7 – “ten net new faculty” should be “replacement for retirees from last year.”
 - c. Human Development, English and Math are three new faculty positions added to what was already approved.
 - d. #13 – the assumption of ten net faculty was incorrect because they were already in the budget.
3. #18 – Amend to read, Three “faculty” positions.....
4. #23 – (reworded) The Assistant Dean of Humanities was already hired, but the temporary Associate Dean of Enrollment Services has not yet been approved.
5. #40 - IJE (Inter Jurisdictional Exchange) – Example: when an ECC employee works in another district, such as Allene Quarles working at Compton, and cost (salary and benefits) are reimbursed by Compton to ECC.
6. #45 – Fund balance for 2007-08 is large - may want GASB issued delayed for lean year. 2007-08 was supposed to be lean year before \$10 million appeared. Will table GASB discussion for another meeting.



7. Other Program Services (5910 account) - \$2.5 Million augmentation: \$1 million for a center (Compton Center), \$1 million for over 20,000+ FTES, and \$500,000 for administration of the Compton Center.
8. #47 – Consensus was to ensure stability by keeping the \$900,000 in a fund 11 account instead of endorsing the use of funding from the one-time \$2 million account.

Requests for Augmentation:

1. Items on list were consolidated to avoid duplication
2. Sept 5, 2006 Augmentation (A-T):
 - a. Most Student Services requests were consolidated into (D) Casual/Student Overtime – Student Services category, residing within the Vice President’s budget for area programs that need funds for student/casual employees. Programs were not able to spend all funding because it was approved last spring and did not have the whole year to use it.
 - b. Honors Transfer Program (N) instructional request moved under Behavioral & Social Sciences requests.
3. PBC Recommended Augmentation (1-11):
 - a. Distance Education Expansion Plan (#1) moved under Learning Resources requests.
 - b. Enrollment Management Plan (#2) asks for more funding to cover subcommittee action item costs.
 - c. Industry and Technology casual support staff (#6) request was added to Instruction Casual/Student Overtime requests.
 - d. Carry-over requests:
 - i. Financial Aid Auto Packager Training (#3) – waiting for Datatel Release 18 to be implemented.
 - ii. Document Imaging (#11) equipment and software – RFP was not completed this year. Could equipment request come from bond? Need to check volume we can afford. Monies can be used for imaging outsourcing.
 - e. Business Help Desk and Tutoring software (#8) completed - \$84,000 requested but only \$12,812 used.
 - f. Other funded items were underutilized due to timing of funding and out-of-date requests. Also, part of academic software costs was covered from another budget.
4. Institutional Needs (T):
 - a. HACU membership for Hispanic Serving Institutions - Ruth Banda-Ralph will assess benefits of membership this year.
5. 07-08 First Time Request (a-g):
 - a. International Student Recruitment (c) – re-requested \$8,500 for International CCCApply which could not be implemented this year because of software development issues. \$20,000 requested to contract with recruiters to work overseas recruitment fairs.
 - b. Athletics (e) – transportation costs increased, but Auxiliary Services budget remains static. Transportation for Athletics and Forensics should be covered by division budgets, not from Auxiliary Services; general fund cannot be used for out-of-state travel. Bookstore funds not expected to meet last year’s level: \$276,000 – looking for other areas of revenue and revisit areas of spending.
 - c. Internal Auditor (f) position funding to be determined. The Associate Dean, Enrollment Services (g) temporary position to will be involved with the Compton partnership, accreditation processes, and master planning. According to J. Marsee, both positions will be



budgeted 50% from the 2007-08 operational budget and 50% will be reimbursed from Compton.

- d. Facilities Services Equipment Upgrade (b) - \$75,000 requested for Facilities equipment enhancement.
 - e. Instructional Equipment maintenance (d) – maintenance for critical classroom instructional-related equipment that is broken, stolen, need to be upgraded or fixed. There is no history of prior requests because these expenses are sometimes covered within department budgets by transferring funds from other avenues or underutilized accounts. Equipment does not get repaired if there are no funds available.
 - f. Behavioral & Social Sciences (1-3) total should be corrected to \$100,000.
 - g. Dr. Arce requested deans to submit augmentation requests. Augmentation requests should be based on needs assessment and/or program review. Requests were based on success and retention and/or increasing FTES.
6. Revised grand total requested is \$2,033,661.
 7. Although \$1,575,186 was approved in 2006-07, only \$303,367 was spent. Amount may not be accurate – entire amount allocated for A&R part time staff was spent although not indicated.
 8. Monies not designated as a fund 12 – how is expense distinguished from other general fund budget? Funds are designated with a separate department grouping and can be tracked. Many projects never ‘got off the ground,’ so projected planning and implementation-related spending did not occur.
 9. Are there measurable outcomes that can be identified as a result of program expenditures and will they make a difference? Programs are asked to provide data on student success when augmentation is expended.
 10. Some programs cannot continue without augmentation approval.
 11. Motion to approve endorsement of \$2 million augmentation was seconded; motion passed.

Agenda Development for July 5th meeting:

1. Academic Technology & Equipment – Pete Marcoux

The next meeting is scheduled on July 5th (A. Spor will send email to verify attendance). The July 19th meeting is cancelled.

Meeting adjourned at 2:10 p.m.

Note taker: Lucy Nelson



EL CAMINO COLLEGE
 Planning & Budgeting Committee
 Minutes
 July 5, 2007

DRAFT

MEMBERS PRESENT

- | | |
|---|---|
| <input checked="" type="checkbox"/> Arvid Spor | <input type="checkbox"/> Cheryl Shenefield, Administrative |
| <input type="checkbox"/> Miriam Alario, ECCE | <input type="checkbox"/> Harold Tyler, Management/Supervisors |
| <input type="checkbox"/> Christina Jack – ASO | <input type="checkbox"/> Dave Westberg, ECCFT (temp. for Taylor) |
| <input type="checkbox"/> Virginia Rapp, Academic Senate | <input checked="" type="checkbox"/> Lance Widman, Academic Senate |
| <input checked="" type="checkbox"/> Dawn Reid, Student & Community Adv. | |

OTHERS ATTENDING: Tom Jackson, Luis Mancina, Peter Marcoux, Jeff Marsee, Gloria Miranda Jeanie Nishime, Barbara Perez

Arvid Spor called the meeting to order at 1:00 p.m.

Approval of Minutes

The minutes of June 21, 2007 were approved and the following items were reviewed:

1. Page 1 - #6 – The ‘07 budget has not been finalized. With the huge ending balance, it is not a good idea to shift funds from GASB at this time.
2. Page 2 - #8 – Consensus is to ensure stability.
3. Page 3 - #9 – Will there be feedback on successfulness in areas of retention? Or, is this a management issue? As indicated in the ARCC report, there are 6 indicators that are used to assess retention performance. Programs could report successes that might not show up in the College’s overall performance. The two augmentation categories to look at are retention and operational. Of the funds approved last year, most were not fully utilized. If the funds are not spent they go back into the fund balance.

Tentative Budget Discussion

1. There is no difference between the Preliminary Budget and the first reading of the Tentative Budget. However, there were changes in the format.
2. The May version provided multiple year forecasting.
3. Actual expenditures are not shown at this time.
4. There is a two-month lag time on Datatel.
5. Footnotes are used at the bottom of the page and cross-referenced throughout the schedule to explain many of the categories in the Tentative Budget.
6. The Budget was built assuming a 19,300 FTES funded at \$4,367 per student, combined with the assumption of hiring 14 fulltime faculty positions.
7. The growth factor is at three percent.
8. This is enough to run approximately 18,000 to 18,900 FTES.
9. As noted in the footnotes, there is no provision for salary increases for 2006/2007 or 2007/2008. The numbers reflected when finalized will reflect a substantial decline in fund balance.
10. The budget being presented is a balanced budget for 2007/2008.



11. If there is a salary settlement, the money will come from 2006/2007 fund balance, based on funds unused. The fund balance will then be adjusted. Hopefully, this will happen before the Final Budget is done.
12. We are below FTES for 2006/2007 base requirement. We are at 18,200.
13. The base requirement for 2006/2007 was met by using summer.
14. We will report up and use 19,300. This will be the recommendation to the Board.
15. The Final Budget will be adjusted.
16. 2005/2006 utilizes stabilization funding.
17. Shifting summer, allows for full recovery for 19,300 for 2007/2008. If we do not shift remaining 700 FTES, we will start to fall back to 18,900.
18. The projected shift occurs in summer 2008 and will hold at 19,300.
19. At the end of this year, about 700-800 FTES will be left over to report.
20. Shifting of the funds generates a teeter-totter effect – deferring which direction you will go. The downside of the effect is that the college will end up with 18,200 FTES. If the State calls a foul, we will end up with a budget that is not supported by the level of state funding.
21. Discussed Page 3 – Tentative Budget:
 - a. Beginning balance for 2007/2008 - \$10,104,644. This reflects about a \$4 million increase from 2005/2006. Where did this come from?
 - i. \$1.9 million was a misunderstanding in appropriation (increase in local fund taxes, etc.)
 - ii. Tuition was decreased to \$20 per credit hour in January. We did not receive a reduction in revenue, but a decrease in State appropriation.
 - iii. There was reverse decrease in taxes.
 - iv. The remaining \$2 million was a wash – one-time funds based on prior adjustment. Expenditures that did not occur. In looking at projected expenditures, there is no budget comparison. These issues relate to salary savings (delay in filling positions, hiring at lower salaries, no salary increases.) Positions are budgeted that were not filled contributed to the fund balance.
21. Need to look at enrollment figures of 2005/2006 and 2006/2007, reflecting the decrease in tuition cost from \$26 to \$20. This should be reviewed very carefully.
22. There is a decrease in local funding and a \$25 million drop in State income.
23. The 2007/08 Tentative Budget presented to the Board of Trustees in May relied upon aggregate numbers (student fees, local income).
24. District Taxes were included in the May Tentative but were not itemized. It was requested that these be shown in detail:
 - District Taxes – Secured and unsecured payroll, were not included in May document and this accounts for \$20.85 million. This is rolled up into locations.
 - Other taxes are: Supplemental, Unsecured Roll, and Prior Years.
25. The format used for combining allocation and foundation revenue cannot be identified in line items, as this would be double budgeting.
26. Some information is not shown in the May document and it appears as if there are two documents. It was clarified that the information is the same and the bottom line is the same. The only difference is the format being used.
27. Interfund Transfers – in the Tentative Budget, these are shown on pages 2 and 21. In the Final Budget, all Interfund Transfers will be shown on a separate page.
28. Medical Benefits - Ten percent projected on medical premiums, however, this may be very high. PERS-Care went down, but everything else went up and two new plans were introduced.



29. Tentative Budget

- Restricted Income for 2007/2008; however, program breakdowns have not been turned in (departments usually project at about 95 percent).
- CalWORKs received their information
- EOPS will not receive their information until November. In such cases, they simply roll forward until actual figures are obtained
- Jeff Marsee indicated this procedure is acceptable.

30. Discussion regarding the Bookstore:

- The Bookstore has not made a profit within the last five years.
- The Bookstore had to borrow from the General Fund three months ago to make payroll.
- In this environment, it is very unlikely the Bookstore can support any Auxiliary Services programs.
- In the past, the ASB owned the Bookstore. The agreement was that the Bookstore would continue to pay ASB.
- An effort will be made to keep the fee the same.
- Will need to review what Auxiliary Services is required to spend to determine whether this amount has been made in income.
- If Auxiliary Services needs funding will the District be able to cover those items that cannot be covered by Auxiliary Services?

A review of the budget will be made at the August 16 meeting. Additional meetings will be held in August to review the proposed final budget at the level of detail that was performed in prior years.

Agenda Development

1. Concern for next month is to not have a repeat of last year. August is for faculty get-away time. However, if meetings are going to be held in August, need to have a page-by-page walk-through of the budget.
2. The dates of August 16, 23, and 30 will be used for budget walk-through.
3. Peter Marcoux will make a presentation on Academic Technology & Equipment at the August 2, 2007 meeting.

Next Meeting: The next meeting is scheduled August 2, 2007

Meeting adjourned at 1:47pm.



DRAFT

EL CAMINO COLLEGE

Planning & Budgeting Committee
 Draft Minutes
 August 2, 2007

MEMBERS PRESENT

- | | |
|---|---|
| <input checked="" type="checkbox"/> Arvid Spor, Chair
<input checked="" type="checkbox"/> Miriam Alario
<input checked="" type="checkbox"/> Cheryl Shenefield
<input type="checkbox"/> Susan Taylor
<input checked="" type="checkbox"/> Dawn Reid | <input checked="" type="checkbox"/> Virginia Rapp
<input type="checkbox"/> Harold Tyler
<input checked="" type="checkbox"/> Lance Widman
<input type="checkbox"/> Christina Jack |
|---|---|

OTHERS ATTENDING: Francisco Arce, Janice Ely, Ken Key, Luis Mancia, John Wagstaff

Handouts: Introduction to the Accreditation Standards
 ECC Strategic Plan 2007-10
 ARCC 2007 Report: College Level Indicators

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

Approval of Minutes

The following changes were made to the minutes of July 5:

- Page 1 – (Tentative Budget Discussion) #4: add “for reflecting labor distributing expenditures.”
- Page 1 – (Tentative Budget Discussion) #7: change “factor” to “goal.”
- Page 2 - #14: Change to “The District will use 19,300 for 2006-07.”
- Page 2 - #17: Change to “Shifting summer 2007 allows for full recovery for 19,300 for 2006-07.”
Delete the sentence beginning “If we do not shift...”
- Page 2 - #19: Delete “be left over to report” and change to “remain from summer of 2007.”
- Page 2 – a-ii: Change second sentence to “We did not receive a reduction in overall revenue, but an increase in State appropriation.”
- Page 2 - #21: Delete the second #21 (Need to look at enrollment...)
- Page 2 - #24 – bullet #1: Change to “Local secured and unsecured property tax (rolls) were included in May document...” The second sentence should read, “Property taxes were rolled up into State apportionment.”

The following items in the minutes were discussed:



- #4 - In response to a question as to when the actual expenditures would be shown, it was noted that they are due in the President's Office by Monday morning, and he will talk about them at the next meeting.
- Enrollment fees, State apportionment and property taxes will be in the final budget.
- #7 - The target goal for 2007-08 is being funded in the part-time faculty budget.
- #8 - ECC continues to maintain the same number of sections, and the hope is that the college will be back to 19,300 at the end of 2008.
- Taking FTES from summer 2007-08 to bring ECC up in 2006-07 leaves the college short in 2007-08 unless it grows. Basically, the short fall is delayed.
- #9 ties in with #11. The fund balance will decrease based on any salary increases that are approved.
- #20 - Borrowing from summer inflates the FTES numbers. Unless a college grows, it eventually runs out of numbers from which to borrow.
- When local taxes go up, state apportionment goes down.
- #21 - From AB 361, ECC received foundation-based revenue (\$4 million on top of the rest) for the first time; however, this will be taken back in February.
- It was suggested that funds should be treated now like they will be treated later rather than rolling things into one account and then unrolling them again. Changing the format leads to confusion.
- #28 - The numbers are out there now for CalPERS; it was projected at 7%. Where are the other numbers? In previous years the Insurance Benefits Committee got them in May.
- #30 - The Bookstore's profits began to go down after they used their profits to build the campus delis. The Bookstore traditionally gave back its profits to the college (Auxiliary Services). It was suggested that there may be a need to look at what Auxiliary Services spends its money on.
- Extra PBC meetings were booked in August in order to have time to go over the details after the President makes the budget presentation to the group. It was noted that the Board meets the Tuesday after Labor Day to go over the budget.
- It was suggested that Donna Manno should be approached about making the PBC presentation meeting a flex activity.
- It was also suggested that the presentations could be taped.
- Arvid will get additional clarification from Jeff on the minutes and will bring them back two meetings from today.

Academic Technology & Equipment: The presenter was absent, so the presentation was postponed.

Non Agenda Items:

- Indicators - In the 2002 accreditation recommendations, it was noted that ECC was not linking planning and budgeting. The college needs to continue to address this. To this end, the following handouts were shared with the group:
 - Introduction to the Accreditation Standards
 - ECC Strategic Plan 2007-10
 - ARCC 2007 Report: College Level Indicators

Noted:

- Irene Graff is working on indicators.
- All areas need to work on indicators. The next step is to create plans based on the indicators.
- ECC is also in the midst of creating a new Master Plan. Arvid can share each chapter as it comes along if the group would like to review it. It was suggested that due to the size of the Master Plan document, an Executive Summary would be desirable.



- In response to a question as to when the final decision about GASB needs to be made, it was noted that it has been left in the budget for the coming year.
- Efforts have been made to recruit staff from Compton to be more involved in the PBC process here observers. It was noted that Compton has its own PBC.
- In response to a question as to whether ECC ever received the second payment from Compton, it was noted that the \$2 million is built into Foundation revenue.

Meeting adjourned at 2:27 p.m.

pbc82



Academic Senate of El Camino College 2007-2008

AC152, 16007 Crenshaw Boulevard, Torrance, California 90506-0001

Sept. 4, 2007

<http://www.elcamino.edu/academics/academicssenate/>

Calendar Committee

Email dated 8/25/07

To: ECC Faculty

From: Emily Rader

RE: Calendar Committee discussion--Faculty input requested

Dear Colleagues:

At the Calendar Committee meeting on August 23, Bill Mulrooney suggested that the college begin the 8-week summer session classes one week later than we traditionally do. He explained that most area high schools finish during the third week of June, which is a week after these summer session classes start. There have been a lot of complaints from students and parents, and we probably lose a number of students because of this. If we start the 8-week session a week later, this would move the start of the session in 2008 to June 23 (which is also when the second 6-week session will probably begin). The end of the 8-week session would be August 14, one week before Flex Day. Jeff Cohen and Emily Rader, your union reps. on the committee, would like to hear from instructors who teach the 8-week session, what your thoughts are on this possible schedule change.