

# ACADEMIC SENATE MINUTES

September 18, 2007

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

## Behavioral & Social Sciences

Brown, Maria X

Cannon, Elaine X

Gold, Christina

Widman, Lance X

Wynne, Michael X

## Business

Halamka, Dagmar

Miller, Tim

Thompson, Jacquie

Shepard Jacobson X

## Counseling

Beley, Kate X

Gaines, Ken X

Raufman, Lisa X

## Fine Arts

Ahmadpour, Ali X

Berney, Dan

Davidson, Jason X

Georges, William

Wells, Chris X

Crossman, Mark

## Health Sciences & Athletics

Van Lue, Nick / Hazell, Tom

Orton, Tory/Victoria (sharing) X

Sinopoli, Louis / Makaru, Roy

Stanbury, Corey

Kim Bailly (sharing)

## Humanities

Hong, Lyman X

Marcoux, Pete X

Uyemura, Evelyn X

## Industry & Technology

Cafarchia, Vic

Hofmann, Ed X

Marston, Doug X

Rodriguez, George

## Learning Resources Unit

Dever, Susan X

Striepe, Claudia X

## Mathematical Sciences

Ghyam, Massoud X

Scott, Greg

Tummers, Susan X

Marc Glucksman X

## Natural Sciences

Cowell, Chas X

Golestaneh, Kamran

Palos, Teresa X

Vakil, David X

## Adjunct Faculty

Almos, Carolyn

Robertson, Gary X

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

Guests and/Other Officers: Estina Pratt(CEC), Jenny Simon, Vincent Armstrong, Arthur Fleming(CEC), Darwin Smith (CEC), Susan Zareski, Arvid Spor

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

The second Academic Senate meeting of the Fall 2007 semester was called to order at 12:33pm.

Pete Marcoux apologized for the tone of the last meeting which he thought may have seemed overly aggressive toward VPAA Dr. Arce.

## Minutes

### Approval of last Minutes

Corrections to the Minutes of the Academic Senate meeting of 4<sup>th</sup> Sept. 2007 were noted:

Evelyn Uyemura noted that the minutes read as if the Educational Policies Committee were in agreement with, or behind, the decision have separate Student and Faculty sections within BP 2510. In fact, this is a decision made by Administration.

Lance Widman noted that the Planning and Budget Committee was called by differing acronyms, and that it should be the PBC.

With those corrections, a motion was passed to approve the minutes of the Academic Senate meeting of Sept. 4<sup>th</sup>, 2007.

### President's report – Pete Marcoux (henceforth PM)

PM asked that members talk with colleagues in their respective Divisions. A decision re: the Facilities Master Plan will be made at the next Board meeting on October 21<sup>st</sup>. There will be an open meeting on Sept. 25<sup>th</sup> to discuss the master Plan and the options will also be explained. [pg.9 of packet] Susie Dever noted that the Facilities Committee had examined the plan, and that the Committee was recommending Option B. Option B would maximize State dollars and extend the life of our Bond. We were reminded that our concern should be focused on what would be best for student success and learning. A question was raised about when El Camino would find out about additional State funding. Dr. Arce replied that all identified projects were eligible for additional State funding, and that the sooner we made a decision on which option to go for, the sooner decisions at the State level could be made. Susie Tummers noted that it was unfair to find out about the open meeting a mere week in advance when many faculty were already overburdened with meetings. What was the rush to get the decisions to the Board? The reply was that construction costs are rising at the rate of one and a half percent per month. PM agreed that the timing issue was a concern, but that the other factors were mitigating factors. PM said that he was the Faculty representative to the Board, and Angela Simon was the Union representative. He is struggling with the issue of how to represent the faculty. He does not necessarily know how the faculty at large feels on the issues, and therefore how to vote on their behalf. PM asked if anyone else wished to serve as Faculty representative. It was noted that new information would be available on the Facilities web page.

PM wondered whether the Academic Senate was the proper forum for a discussion on BP2510.

PM thought perhaps a Town Hall meeting for the general College body might be more appropriate. Chris Wells thought a meeting dedicated to this topic would be desirable.

### Roster

PM said that Claudia Striepe was helping him with the Roster, and for members to note any changes, resignations, etc on the attendance sheet, or to tell CS in person.

### Associated Student Organization report - Vincent Armstrong (VA), Susan Zareski (SZ).

VA asked whether the Senate would get to the question of BP 2510. Evelyn Uyemura noted that the Educational Policies Committee does not have a draft document at this time.

### Compton Education Center report – Saul Panski (SP), Estina Pratt (EP)

EP noted that SP could not be present and she shared an email from SP which noted the following:

- The Compton Education Center (henceforth CEC) met about Basic Skills. There are supplemental funds of between \$60,000 and \$70,000 for Basic Skills to be split between the two campuses.
- Division Chairs met at a Retreat last Friday to discuss issues.
- Plans were being made for a summit.
- CEC is working diligently on their responses for FCMAT.
- There had been a campus meeting with the Provost – one issue had been discussion about the Basic Skills money.
- Special Trustee Landsbeger (spelling?) had proposed an amendment to the Faculty Hiring Policy. El Camino is in favour of this, but CEC faculty want the same rights as ECC faculty. If ECC has representatives on CEC hiring committees, then CEC wants to have CEC representatives on ECC hiring committees.

Curriculum Committee report – Janet Young (JY)

[pg. 21 of packet]

JY met with the Deans regarding Certificate changes and the Curriculum Review Timeline. At the first Curriculum Committee meeting the committee reviewed the Timeline for Fall submission, reviewed Title V Certificate changes, a data entry staff position was approved, there was an overview of the Curriculum Handbook, and reviewed and approved Fine Arts non- credit courses.

JY, Dr. Rapp and Quajuana Chapman participated in the Stand Alone Course Approval Certificate Training. This allows CCC's to locally approve stand alone courses instead of submitting them to the State office for approval. Colleges must be recertified each year and the process will be reevaluated in 2010.

Credit Certificates of more than 18 units must be approved by the system Office and are to be renamed Certificates of Achievement. ECC currently offers 57 Certificates of Competence and 74 Certificates of Completion. JY shared this chart of Certificates completed by 10 or more students:

<p><b>Competence (3.0 GPA):</b>          Fire Academy – 38          Paramedical Technician – 30          Paralegal Studies – 10          Sign Lang Inter Training – 20            (98)</p>	<p><b>Completion (2.0 GPA):</b>          Administration of Justice – 17          Air Cond &amp; Refrigeration – 10          Accounting – 11          Cosmetology – 42          Paramedical Technician – 18          Radiologic Technician – 14          Respiratory Care – 14          (126)</p>
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Educational Policies Report – Evelyn Uyemura (EU)

[See pg. 26 of the package + handout]

EU noted that this will be the first reading of BP 4231. This Policy passed last Spring, but the Committee was requested to add a phrase and change some wording. When approved, it was on an emergency basis and just the Policy went through. EU felt that the Policy and Procedures should be approved as a Unit, as there was so much pertinent information in the Procedures. BP 4231 covers the needs of students wishing to obtain a grade change. There must be a compelling reason for a grade change to be made, documentation must be present, and a faculty member would make the final decision. Please look at this version and we will vote at the next meeting. EU next spoke on BP 2510 aka Participation in Local Decision Making, aka Shared Governance. This policy spells out how all stakeholders on campus have a voice. The College Council had asked that the policy be revised to include a student voice. On looking at the policy the Committee realized that the language pertaining to the Faculty was also vague. The Committee decided to clarify both faculty and student areas. The faculty and students have many areas of common concern, but faculty have primacy over students, and this must be clearly stated. President Fallo suggested that it might be better to keep the language intentionally vague, but the Educational Policies Committee does not agree. The Committee is not against including the student voice, but feels the primacy of the faculty voice must be stated. It appears that the Educational Policies Committee and the Academic Senate are holding up the process, but this is not the case as versions of this Policy have been sent on to College Council and the Board and nothing has happened or they have been rejected.

The Associated Student representatives asked whether the Education Policies committee could treat it as two separate issues? Discussion followed. The Educational Policies committee would not want to recommend a policy that would not cover and protect faculty needs while still recognizing the rights of students. Both students and faculty want a clear voice in decision making. Lance Widman noted that we might need a Federation of Teacher representative at the meetings. EU said that there had been a representative for the meetings concerning the draft that was rejected. Chris Wells asked whether the process and language was in compliance with the law. Doug Marston noted that some language definitely got changed over time. It was repeated that a campus- wide meeting might be desirable.

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

DV reported that the committee met last week and discussed the following items:

- Focusing on developing the skills and abilities of part- time faculty.
- Videotaping faculty development activities so that other staff can participate vicariously later. For instance, the recent TEP program was videotaped.
- Starting a “Teaching Book of the Semester” book club.
- Pushing Basic Skills development.
- Improving morale

DV used Clickers to poll the Academic Senate opinion on some Staff Development and morale building ideas. The results showed that as concerns faculty development, the Academic Senate members were in favor of implementing teacher mentoring and training on campus. As far as improving morale on campus the academic Senate members were in favor of mixers (not alcoholic beverages) for all employees.

Dave will take these results back to the committee for discussion.

Upcoming meeting ideas include:

- Arranging a reunion of past Great Teachers Seminars attendees.
- Resurrecting the faculty eating area.

- Developing faculty liaisons for each Department.
- Continue discussion of the Faculty Development budget with the Staff Development Office.

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

Finance and Special Projects/ PBC (Planning and Budgeting Committee) – Lance Widman (LW)  
[pg. 35 – of the packet]

LW reported that the PBC had been going through and that the PBC had recommended the Board approve the budget as proposed.

Council of Deans Meetings report – Lance Widman (LW)  
[pg.39 & p.41 of packet]

LW reported that Accreditation was the primary topic of the meeting of August 16, 2007. The topic of discussion for the September 6<sup>th</sup> meeting was the Enrollment Management Plan. LW again drew attention to the Community College Initiative as this issue will be important to Community Colleges as regards fees and funding. LW urged faculty to remind students to register to vote soon.

Legislative Action report – Chris Wells (CW)

CW reported further on the Community College Initiative. The CTA will remain neutral on this issue, while the CCA will support the issue. Three Bills are under discussion: AB 906 – Compliance with the 50% Law (Salaries), AB 1305 – Compliance with the 75% Law (Hours of Credit Instruction), and AB 1423 – Uniform Application of Salary Schedule.

Student Learning Outcomes – Lars Kjeseth (LK) & Jenny Simon (JS)

JS highlighted progress made. The End of Semester report is on p.58 of the packet. At the end of last semester there was a big push to get SLO proposals, and currently there are over 90 SLO's and Assessment plans on campus, with 10 SLO's assessed last semester. Linda Gallucci (formerly Arroyo) from Student Services has been appointed a new SLO coordinator. Future goals include attending the Strengthening Student Success Conference, in San Jose. A team of 12 to 14 are going. This team will then pass the information on to the faculty at a series of Assessment Weeks. The first Assessment Week is set for October 22 – 26<sup>th</sup>. Another goal is to find an "electronic home" for SLO's. Currently there is a binder in each Division office. Finally JS and LK wish to keep the process moving by integrating SLO's into other campus processes like Program Review.

Calendar Committee – Lyman Hong (LH)

LH reported that the Summer hours for 2008 had been approved. The first 6 weeks will run from 6/16 through 7/24, the second six weeks will run from 6/23 through 7/31, and the eight week sessions will run from 6/23 through 8/14. Still under consideration is whether to eliminate the Winter session and instead implement two back-to-back six week Summer sessions. If you wish to comment on this please email [lhong@elcamino.edu](mailto:lhong@elcamino.edu)

VPAA Dr. Arce noted that Winter session had grown at the expense of Spring semester enrollment in the last two years. Dr Arce said that there was talk of building a stronger 8 week

foundation in the Spring and Fall semesters. Emily Rader proposed continuing the discussion at the next meeting as there was quite a bit of useful material that could be shared with the Senate members. Lisa Raufman asked about the process the Calendar committee follows and said that their minutes should be available. PM requested that the committee get the minutes to him early for inclusion in the packet.

#### Academic Technology Committee – Pete Marcoux, Michael Wynne

There will be a meeting of this committee on September 27<sup>th</sup> in Library 202..

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

No report.

#### Enrollment Management – Francisco Arce & Jeanie Nishime

Dr Arce asked that the Senate look at the list of the seven subcommittees working on the Enrollment Management Plan. [p.55+ of packet] These committees were established as a result of the three retreats that were held in the late Spring and have not yet had much chance to enroll faculty. Please contact the committees if you wish to join.

#### Unfinished Business

##### New Business

Janet Young reported on a memo sent to all Deans and Directors [p. 21 of packet] concerning TitleV revisions for Certificates. Certificates of Competence and Certificates of Completion must hence forth be known as Certificates of Achievement. Currently we have Certificates of Competence for which students must have a GPA of 3.0, and Certificates of Completion for which students must have a GPA of 2.0. We awarded 155 Certif. of Competence and 190 Certif. of Completion last year. Some discussion followed. The graduation requirement for the Certificates is 2.0 GPA. If we rename the certificates we would need to decide on one GPA. Dr. Nishime said that the minimum threshold is a local decision and we could peg any GPA we liked. If we made it lower than 3.0 some Certificates would need to be excluded (for instance the Paralegal Certificate) as the outside agencies insist on a 3.0 GPA. Think about these issues and the discussion will be continued at the next Senate meeting

Administrative Procedure 4231 – Grade Change [p.27 of packet] had its first reading at the Academic Senate. The next packet will have a fuller version. This is a procedure for students to follow. Only faculty members can change grades. Administration would not be involved. We will vote on this issue at the next meeting.

##### Announcements

PM requested that everyone share the activities and concerns of the Academic Senate with their Division colleagues.

Susie Dever thanked part time faculty Senate members Gary Robertson and Carolyn Almos for their participation.

Agenda Items for Next Meeting

The Calendar issue.

Sabbatical Leave Policy.

The election of adjunct members – call for names.

PM announced that CS would be helping with the Roster. Please forward changes and corrections to the roster to Claudia at [cstriepe@elcamino.edu](mailto:cstriepe@elcamino.edu)

Meeting was adjourned at 2:00 pm.