

ACADEMIC SENATE MINUTES
May 20th , 2008

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

Behavioral & Social Sciences

Brown, Maria
Rader, Emily
Widman, Lance X
Wynne, Michael exc

Business

Halamka, Dagmar
Saddiqui, Junaid exc

Counseling

Beley, Kate X
Gaines, Ken X
Raufman, Lisa/V. Ragfold X

Fine Arts

Ahmadpour, Ali
Davidson, Jason X
Wells, Chris X
Crossman, Mark X

Health Sciences & Athletics

Hazell, Tom X
Orton, Tory/Victoria (sharing)
Stanbury, Corey
Kim Baily (sharing)
McGinley, Pat (sharing) X
Moon, Mary (sharing)

Humanities

Hong, Lyman X
Marcoux, Pete X
Uyemura, Evelyn X
Kline, Matt X
Adrienne Sharp X

Industry & Technology

Gebert, Pat X
Hofmann, Ed X
MacPherson, Lee X
Marston, Doug
Rodriguez, George

Learning Resources Unit

Striepe, Claudia X
Vince Robles X

Mathematical Sciences

Ghyam, Massoud
Kasabian, Judy
Scott, Greg
Tummers, Susan X
Marc Glucksman X

Natural Sciences

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

Adjunct Faculty

Kate McLaughlin X
Owens, Annette X

ECC CEC Members

Fleming, Art
Hoffman, August
Panski, Saul X
Pratt, Estina
Smith, Darwin

Ex Officio Attendees: Francisco Arce, Jeanie Nashime, Janet Young
Guests and/Other Officers: Vincent Armstrong

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

The sixth Academic Senate meeting of the Spring 2008 semester was called to order at 12:37pm.

Approval of last Minutes:

The minutes for the 6th May AS meeting were unanimously approved. **Some requested corrections made on 2 September 2008**

REPORTS OF OFFICERS

President's report – Pete Marcoux (henceforth PM)

The **Accreditation Self Study** had its first reading at the May 19th meeting of the Board of Trustees, and at College Council. The coordinators are still taking comments. Please forward your comments to Arvid Spor. The second reading will be held at the June meeting of the Board of Trustees. The Senate does not “pass” the document, although there is a place for the President of the Academic Senate to sign off on the Self Study.

PM reported more fully on the aforementioned **May 10th Board of Trustees** meeting. There was some discussion of the Accreditation Self Study. The contract between ECC and CEC also had its first reading. The Compton Education Center faculty are meeting this week re: the contract. Please forward any comments/concerns to Saul Panski or PM. The tentative budget was also discussed.

The **State Budget** yielded some good news for community colleges.

The **College Council** met. The minutes for the April 28th meeting can be found on pg9 of packet. Point 5 of the minutes was discussed with reference to Ms. Dowell's point that “faculty do not have the right to appeal decision[s] but they can grieve the process” (Board Policy 5138). PM asked Evelyn Uyemura if this was true. Evelyn Uyemura said she could not recall the exact wording of BP 5138, Dave Vakil thought it might be accurate. Evelyn Uyemura said that BP 5138 applies to plagiarism and some discipline issues, she could not recall any mention of faculty rights, but there is a grievance process, and we would be advised to keep an eye on it.

PM reported that the College was going out for a **new position - a paralegal instructor**. **Dr. Fallo had informed PM that this position would be outside of the hiring priority list.** (Left as is) A replacement was urgently needed for accreditation of the paralegal department. It had proved difficult to find a temporary full- time replacement. Dave Vakil asked whether there would be some justification in writing? PM thought not. Dave Vakil worried that this might set a precedent. PM will speak to Dr. Arce about a written response.

PM announced that the next Academic Senate meeting would be preceded by a free lunch for senators. The lunch will begin at 12:00noon outside the Alondra Room. PM and Tom Hazell will be sponsoring the lunch. The Academic Senate will meet as usual at 12:30pm.

Compton Education Center report - Saul Panski (SP)

Compton members were unable to attend as they were busy with a **FCMAT** academic visit running May 18th – 21st.

Curriculum Committee report – Janet Young (JY)

JY reported that the Curriculum Committee had reviewed 34 proposals at the 5/13/07 meeting. These included 4 courses and the major for LVN Program for Compton. JY felt the ECC and Compton Nursing Departments and HSA DCC should be commended.

JY also noted that she would be meeting today with a FCMAT representative regarding curriculum. FCMAT wants to see course outlines, and have questions regarding how we intend to enforce objectives. JY feared they were trying to force community colleges into the same category of oversight as K-12.

Educational Policies Committee report – Evelyn Uyemura (EU)

BP & AP 4220 Standard of Scholarship had its first reading [see separate handout]. We will vote on this in September.

EU had a question about the units of credit. If you know anything definite on this, please contact EU. Tom Lew was suggested as a good source. The Committee deleted references to WX – there remains only the military withdrawal category MW. The Committee will meet once more this semester. A description of “incompletes” is given in note 2 of the handout. Please email EU if you have further comments/concerns. There are no procedures accompanying this Policy.

Faculty Development – Dave Vakil (DV)

DV announced that the Faculty Development Committee would pilot a mentorship program in Humanities next Fall. Mentors would receive 8 hours flex credit. There would be a training session, and written agreements, and the participants would need to make contact once a week and meet once a month. Any documentation would be used to develop a handbook. The committee would match mentor/mentees, and handle any possible conflict. There is a long-term goal to make this a campus-wide project. This promises to be a lot of work, so DV is going to look for release time for the project. The Committee has a draft application form completed, that DV will share at the next AS meeting.

DV also noted that the Faculty Book Club had successfully concluded its first round of discussions. The Book Club will meet again in the Fall, and the book chosen for the next round is “What the Best College Teachers Do.” The same arrangement will apply – that is, the book will be provided free to faculty who sign up for all the meetings.

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

[p. 27-29 of packet], PBC meeting of 5/1 Minutes: Note two items that were discussed: The possible increase in Student Health Fees as well as expanding those fees to also provide Health Center services during summer and winter sessions. Second, the presentation of the Tentative Budget and discussions about how to fill a projected \$5.8M deficit for 2008-09, a discussion that carried over to PBC’s 5/15 meeting. PBC recommended approval of the tentative budget. The PBC also recommended the Board of Trustees be aware of PBC concerns re: staff shortages, and reduced hourly teaching. PM asked whether the question of overload could be brought to the College Council. LW said the matter has already gone to the Federation. LW noted that it is in the contract, and that Sean O’Donnell and Nina Velasquez were very appreciative of the information. Dr. Nishime also promised to follow up on this matter. (Left as is as I think Dr. N did not read it properly)

[p. 30-31 of packet] Proposed change to current BP 5030.1 language, Student Health Fees. At its 5/15 meeting, the PBC recommended to Cabinet that Health Center Services be made available year-round, supported by year-round student fees. Chris Wells asked if there would be a separate health fee for each semester? The answer is yes. Another question concerned evening students. They would be covered if they paid health fees, but would have to seek attention/assistance during posted hours. What about Compton students? They do not pay fees therefore there are no health services at Compton. What about International students? They have to purchase health insurance. A \$17. fee is proposed for the Spring and Fall semesters, and a \$14. fee for Winter and Summer sessions. The PBC is still exploring what it would take to offer year round coverage

[p32-33 of packet] Council of Deans meeting of 4/17 Minutes. Various Board Policies were discussed.

[p. 31-32 of packet] 4/3 PBC meeting Minutes, mostly Special Contract Funding discussions.

[p. 33-34 of packet] 4/17 PBC meeting Minutes, a lot of discussion about funding GASB 45 retirement benefits, the status of unspent Special Contract funds (Fund 15).

[p. 35-36 of packet] 4/3 Council of Deans meeting Minutes, IIC, AS report.

[p. 38-39 of packet] 3/2 Council of Deans meeting Minutes, IID, AS report.

Legislative Action – Chris Wells (CW)

CW reported on the State Budget and noted that things look good for ECC at this point.

REPORTS OF SPECIAL COMMITTEES

SLO's

Please remind your colleagues to turn in any SLO documents to slo@elcamino.edu.

Current projects of the Assessment of Learning Committee include:

The **development of an online database**, which will be developed through the portal and which will allow all faculty and staff (including Compton) to access all SLOs, assessments, rubrics, and assessment results developed by faculty; additionally, personnel will be able to search the documents and generate reports.

A **Flex day** plan, wherein each program will be expected to come up with a plan to:

- 1) complete all SLOs and assessment plans for all courses by end of Fall 2009,
- 2) write a first draft of program-level SLOs by end of Spring 2009, and
- 3) make continuing progress to keep assessing SLOs (one to three assessment cycles per year, depending on size of program). By 2012, 100% compliance is expected by Accrediting bodies.

Flex Day morning break-out sessions will include SLO workshops as well as workshops on other topics and the last two hours of the Flex Day afternoon will be devoted to working on SLOs (drafting plan and working on SLOs)

Upcoming plans for the Assessment of Learning Committee include the assessment of core competencies and linking SLOs with program review and course review.

Accreditation

PM had two questions for the Academic Senate.

Does the Academic Senate vote on the Accreditation Report? and How should PM handle the question of signing the Accreditation Self Study report? PM feels uncomfortable signing on the Academic Senate's behalf. Chris Wells suggested contacting another body to see how they handled it. Mark Crossman felt there were some problematic omissions in the report and that PM should not sign it before the Academic Senate had had a chance to review it. Dr Nishime said that everyone had been invited to give input. Dave Vakil said he HAD sent input to the relevant persons, but that the draft remained unchanged. One example was that the Academic Senate had passed a resolution regarding Shared Governance, but there was no mention of this in the document at all. Dr. Nishime noted that one of the Faculty co-chairs, Susie Dever, had taken on an Administrative position at Compton, in the middle of the process, which might account for some slowness in the process.

Calendar Committee – Lyman Hong (LH)

The Committee discussed the **Winter Session**. [p. 57 of packet] Even though the Winter Intersession FTES has increased, the Spring FTES has increased as well (based on data from 2001/02 – 2007/08).

A **Three-Year Calendar** was also discussed. [p.58 of packet]

Approval of the calendar is needed. A range of dates was established to accommodate the 10 week Compton calendar. The calendar committee just sets wide parameters, the rest is faculty driven.

The Committee also discussed the **Cesar Chavez Holiday**. LH noted that the minutes [p.59 of packet] are incorrect. The Senate has previously recommended the adoption of the Cesar Chavez Holiday. Classified Staff representative asked that a footnote be inserted that Cesar Chavez Day be observed the first Monday of Spring Break should it be negotiated.

UNFINISHED BUSINESS

Nominations for President Elect.

At the last Academic Senate meeting Claudia Striepe nominated Dave Vakil. This was seconded by Evelyn Uyemura. The term will begin in Fall 08/09 after the elect has shadowed PM for a year. There is a total term of three years, with 505 release time. The final elections were to be held on May 20th and nominations would be accepted up to the 20th. PM said he would not be standing for re- election and

called for final nominations. Hearing none, Chris Wells moved to close the nominations, and this was accepted unanimously. There was a motion to approve Dave Vakil, the sole nominee, as President elect. There was a unanimous vote in favor of electing Dave Vakil to the position. Next Fall will see elections for the Officers positions.

Temporary Full-Time Hiring Procedures

This was the 2nd reading of the Procedures [see p.34-40 of packet] PM announced that Dr. Perez could not be here for the 2nd reading. Chris Wells asked whether the issue Dr. Perez had been working on had been resolved, and was assured that she had amended the procedure accordingly. Dave Vakil had questions pertaining to the composition of the screening committees [p.35] As to point #6 “faculty with voting OR non-voting powers” – each Committee decides that on their own. One example would be the EEO representative.

There was some discussion as to the correct heading for the document, whether it should be Full- Time Temporary Faculty OR Temporary Full- Time Faculty. PM felt we could not change the title without Dr. Perez being present. When appealed to for an opinion, Dr. Nishime felt the two variations were not of enough significance to hold up the process. A motion to approve the document was approved. The floor was opened for comments. Marc Glucksman repeated that he did not like the heading/title. The Academic Senate voted, and the majority voted in favor of passing the Procedures, with none opposing and one abstention.

Faculty Part- Time Hiring Procedures

This was the 2nd reading of the Procedures [see p. 41-46 of packet] There was a motion to approve the reading. The floor was opened for comments/questions. There were none. The Senate voted on the Procedures and were unanimously in favor of passing the Faculty Part- Time Hiring Procedures.

Request for Technical Assistance

[p. 47-52 of packet] This was passed. The Senate looked at p.52 Request for Technical Assistance. This was felt to be a good starting point. It was noted that there were a few grammatical points that could be tidied up, but that the content seemed sound. And it was requested that the Senate authorize the letter as written and allow the E-Board to make minor changes as necessary. Chris Wells moved to approve this, and Claudia Striepe seconded the motion. The Senate voted unanimously in favor of the Request for Technical assistance. There was a question raised as to whether any other faculty/staff had seen the letter. PM answered that only the Senate members had seen this letter.

NEW BUSINESS

2009 – 2012 Calendar

[p.56-59 of packet] The question was raised – Why a three year calendar? Lyman Hong replied that it was simply an attempt to streamline the procedure. Dr. Nishime noted that setting start/end dates is routine. A motion to approve discussion was made by Lance Widman, with Dave Vakil seconding the motion. The issue was opened to the floor for comments/questions. The question was raised whether this meant that discussion of the calendar was off the table. The answer was No, what we do with the calendar can still be discussed. The intent is to create a space for a Winter Session, this does not mean a Winter Session has to be offered. Any decision to return to an 18 week calendar would be at the Board’s discretion. There were some lively comments as to the use of the term “Turkey Day” on the calendar. There was a vote on the Calendar, and it was unanimously approved.

Proposed Senate Meetings

[p. 54 of packet] Some specific dates were missing from the packet and PM supplied these. Specifically Oct. 21st, Nov. 4th, Nov. 18th, and Dec. 2nd. The senate was reminded that the current meeting area would be under renovation, and so the meetings for Spring 2009 would be held in the East Lounge of the

Student Activities Center. It was decided keep February 17th as the first meeting date for the Spring semester. The June 2nd date would be decided on later, but for now would be seen as optional. Concerns were expressed about election processes within Divisions. PM said that each Division seems to have their own methods. If anyone has any questions as to how many positions exist within any Division, please contact PM.

Proposed Distance Education Class Load Policy

[p. 55 of packet] This is the first reading of the Policy. Please read this over the summer. Chris Wells noted that right now no official policy exists on this matter – just common practice, and issues are being handled at the discretion of the individual Deans.

Announcements

Pete Marcoux and Tom Hazell were thanked for their generous gesture in providing (and cooking) a BBQ lunch for Academic Senate members.

Senate members were reminded of the Outstanding Faculty and Staff Awards reception.

PM thanked all outgoing Senators for their service.

PM and Lyman Hong announced that the Humanities Division had adopted a “Rules for Writers’ handbook, and noted that other areas of campus, for instance, the library, had contributed to the handbook. This was felt to be of interest in case other areas of the college were thinking of prescribing a handbook. One title would lend itself to uniformity. PM will try and get one to each Division. Dr. Barbara Jaffe is the contact person for the handbook. A portion of the revenue from the handbooks will fund student publications. Dave Vakil thought it might be a good idea to send on to Joe Holliday of the Honors program.

Mark Crossman thanked PM for a job well done for the semester.

The meeting was adjourned at 1:55 pm.

Cs/ecc2008