

ACADEMIC SENATE MINUTES

November 20th, 2007

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

Behavioral & Social Sciences

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

Humanities

Hong, Lyman X
Kate McLaughlin X
Marcoux, Pete X
Uyemura, Evelyn X

Business

Halamka, Dagmar
Miller, Tim
Thompson, Jacquie
Shepard Jacobson

Industry & Technology

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

Counseling

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

Learning Resources Unit

Dever, Susan X
Striepe, Claudia X

Fine Arts

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

Mathematical Sciences

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

Natural Sciences

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

Health Sciences & Athletics

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

Adjunct Faculty

Almos, Carolyn
Robertson, Gary
Kate MaLaughlin X

ECC CEC Members

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

Ex Officio Attendees: Jeanie Nishime, Francisco Arce

Guests and/Other Officers: Steve Port (Acting Police Chief), Ann Garten, Vincent Armstrong, Quajuana Chapman

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

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

Approval of last Minutes:

A motion to approve the minutes of the Academic Senate meeting of November 6th , 2007 was passed.

President's report – Pete Marcoux (henceforth PM)

PM presented a College Council List of Goals.

1. Define Collegial Consultation and Shared Governance and communicate to campus community.
2. Resolve how to get information out and responses back to College Council (process).
3. Review Procedure 2510 – Collegial Consultation
4. Review annually – El Camino Community College District – Vision Statement, Mission Statement, Statement of Philosophy, Statement of Values, Guiding Principles & Strategic Goals for 2007-2010.
5. Build a sense of (campus) community.
6. Increase awareness on campus of College Council function.
7. Complete seven policies.
8. Incorporate the spirit of Accreditation in every day college operations.

Numbers 1 & 3 have received the most attention. These involve defining Collegial Consultation, and review of Procedure 2510 on Collegial Consultation. Number 7, involving completing seven policies, is close to fulfillment. Please contact PM with other suggestions.

- [pg.6 & of packet]Program Review. PM felt it important that the Academic Senate is aware of which programs are going through Program Review. Dave Vakil asked what happens after Program Review? The answer was that Deans should bring prioritized recommendations forward. Dave Vakil said he had been disappointed in the lack of follow through. Dr. Arce replied that the new planning process software should expedite matters. Susie Dever, Chris Wells and Pete Marcoux are on the Program Review Committee.
- Registration. Registration began on Monday. Paper versions are available free of charge. Ken Gaines/Counseling said to let the counselors know if classes had low enrollment so that the counselors could encourage students to take the class. Saul Panski noted that the Compton Education Center had not yet received any paper copies. It was noted that El Camino had just received the paper copies late on Monday, and that the Compton copies were probably in the mail.
- Nameplates. PM has misplaced the nameplates and new ones will be made. PM asked everyone to check the attendance sheet for correct spelling of names.

Compton Education Center report – Saul Panski (SP)

No report at this time. Will make a full report at the next meeting.

Curriculum Committee report – Janet Young (JY)

JY not able to attend, but wished to repeat the items below:

- **Fall 2009** students will be required to earn a C or above in each class applied to a certificate or major.
- The criteria listed above will still be relevant.
- D grades will no longer be accepted towards a degree or certificate.
- Since the certificate name changes are going into effect in Fall 2008, the Senate should consider instituting the C or above requirement at the same time. Otherwise, the name changes and criteria listed above will take place in 2008 and the grade of C or above will take place a year later.

Educational Policies Committee report – Evelyn Uyemura (EU)

EU reported that BP 4045 (Textbook Policy) is in the next Academic Senate packet for the second reading [pg 14]

BP 4100.1 (Catalog Rights) was recently passed, but needs changes to the wording to reflect recent changes to Certificate names – ie: Certificates of Achievement and Accomplishment. There will be a first reading of this revised policy later in the meeting.

EU reported on the Board of Trustees meeting where Board Policy 2510, as written by President Fallo, passed. It seemed that the Trustees were not interested in more discussion, and appeared to have no regard in the opinion of the Academic Senate.

EU also brought to the Board the Grade Change Policy. The Board asked why the College was allowing 18 months to challenge a grade. The Policy will come back, but EU feels no need to revisit it. The Board should rely on the judgment of the Academic Senate.

The Ed. Policies Committee will not meet this Thursday (Thanksgiving Holiday), but will hold an extra meeting next week.

Mark Crossman felt that the Board is out of compliance and wondered what the reaction of the Academic Senate should be. PM replied that he or Chris Wells would react by asking for State assistance, and would confer with Dr. Arce. It was noted that this would have to be voted on as a matter of new business. PM will add this to the next packet. Mr. Crossman remarked that perhaps the Senate could make an addendum to the Accreditation data, as it does not seem to be mentioned in the “Leadership” section, as it should be. PM reported that the Senate E-Board had been meeting with Dr. Arce, and felt that perhaps the Board thought that the issue of being out of compliance as regards students took precedence over other concerns. It was remarked that the Academic Senate advises the Board, so why were these issues being discussed in College Council? Mr. Crossman felt that the Academic Senate was being made to seem irrelevant. Dr. Arce denied this charge, and said that President Fallo had made a commitment to the student. Mr. Crossman asked then whether this issue would still be open for discussion down the road? Dr. Arce said that the discussion could be opened. Mr. Marston said that this issue had had a long history. Traditionally the VPAA should be the contact with the Board, NOT the contact with the President and College Council, and that we were out of compliance with AB 1875 The College Council reviews things to see how they effect different parts of the college, and is not a decision making body, but an advisory or communications body. Mr. Crossman felt that there are too many committees and these only serve to muddy the water. The Academic Senate is the primary body involved with the Board. PM will invite President Fallo to attend an Academic Senate meeting.

Faculty Development Committee report– David Vakil (DV)

- Applause cards are being pushed to increase faculty recognition.
- Distinguished Adjunct Faculty Award [pg. 19 of packet] first reading of the proposal. DV needs input about eligibility, especially from PT faculty. Please contact DV.
- Ask the Veteran was reconfigured and renamed to become the “Celebration of Teaching and Learning Conference.” It will be held on Friday, February 22, 2008, 9am-2pm in the Cafeteria. 2panels of distinguished faculty will be there to host discussions and offer advice. Flex time will be offered.
- Teaching Book Club is working steadily. The Committee chose: *McKeachie’s Teaching Tips* as the first book. The first 20 people to commit to the club will receive the book free:(\$53). Please contact DV if you would like to be a facilitator. The committee will attempt to get more information about the book and the Club out before the Winter break so that interested persons can read the book over the break. Mr. Ahmadpour suggested that the Club extend the range of topics to include those outside the classroom, for instance, Women’s Rights. Mr. Ahmadpour will expand on this theme in the future.
- Mentoring & faculty handbook in progress. Mr. Cowell remarked that Part timers really need such a handbook. It will also be available online.

- Social mixers. The Vice Presidents had been asked to host these. Dr. Nishime promised to host the first mixer.

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

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

- [p.21 of packet] PBC, 11/15 Agenda: The Bulk of the meeting discussions concerned the proposed VP-Human Resources.
- [pp. 22-23 of packet] PBC, 11/1 Minutes: Most of the meeting involved discussion of ARCC [Accountability Reporting for Community Colleges] indicators, which one(s) to use at ECC to link planning and budgeting. It was decided at the 11/15 PBC meeting (see p. 23, #27) that ECC would use student success, student retention, as in the past, and add enrollment growth. These will be used by the PBC to evaluate funding requests for 08-09. Mr. Cowell asked for some point of clarification and Mr. Widman replied that the PBC was not really kept in the loop.
- [pp. 24-26 of packet], Council of Deans, 10/4 Minutes: Please note II A regarding Winter Session rosters and II D concerning suggested changes to be considered to the Schedule of Classes. Any suggestions/comments you may have should be forwarded to Ann Garten.

Council of Deans Meetings report – Lance Widman (LW)

- [p. 28 of packet] Council of Deans, 11/1 Agenda: More on this when the minutes are available at the next Senate meeting.
- Special Projects:
 - Over the past several years the AS and the Federation have cosponsored retirement workshops presented by ZUK and Associates. These have been most informative and very well received. They have generally presented the “big picture” about STRS retirement options, the need for supplemental saving (403, etc.), and so on. Mr. Widman was recently contacted by ZUK about the possibility of again cosponsoring a retirement workshop but one more focused on those looking at a 5-year horizon for retirement, looking more at issues involving distributions during retirement than accumulations for retirement. Please contact Mr. Widman with your preferences at your earliest convenience. Dr. Arce remarked that STRS had presented a more in- depth workshop that had been most revealing.

Legislative Action report – Chris Wells (CW)

Looking into State Assistance to ensure effective participation in District and College governance. Four services available within the assistance program: 1) informational presentation, 2) advisory assistance, 3) issue resolution and 4) special workshops and presentations.

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

Three forums were held, but had poor attendance. Faculty input is still needed. Read the reports to ensure that your area is dealt with accurately and effectively. Mr. Crossman wanted to know how the data was collected and if key constituents/bodies would have input. SD replied that key bodies would have time to give input, but by then the document would be largely complete. The best time to read and make comments that could be incorporated was now. Mr. Crossman asked why the Academic Senate was seeing the document so late? PM said that that was why we were

being asked to look at it now. Mr. Widman said that only individuals would respond. Mr. Fleming noted that the issue of shared governance does not show up in Accreditation as such. Ms. Rader wondered if the document could be made more accessible, and reorganized so that it was easier to read and find information? Also could some sections be selected for discussion in Senate? SD felt this could be arranged, but warned that this was not light reading. Mr. Vakil noted that a guide was available online, with questions and summaries.

Special Report by Acting Police Chief Port

Chief Port was invited to speak to the Academic Senate following the events last week on campus in which a young woman was a victim of a sexual assault. Chief Port noted that the assault took place at 7pm near the women's PE building. The victim attended a dance class then went to get a drink from the vending machines on her way to the parking lot. She was accosted by a man in dark clothing and ski mask, carrying a kitchen knife. She was forced into an alcove by the women's locker room. Police were notified of the assault at 7:31pm via cell phone. A patrolling cadet also heard sobbing and crying. Police are trying to retrace the phone calls. The suspect fled on foot. No-one appears to have seen him and no witnesses have come forward. Last week the campus conducted an outreach to local media and have put out flyers. There is not much information. A sexual assault investigation has been conducted in which certain protocols have been followed: the victim has been interviewed and a composite sketch of the suspect made. ECC police have reached out to allied agencies and are getting help with the investigation. The police have received a few tips and are working through them, and working through relevant databases. A reward is being offered. The last crime of a similar nature on campus occurred in 1997. ECC police have reacted by generating a crime bulletin quickly, and increasing the number of shuttles for students. Chief Port noted, however, that students are still engaging in risky behaviors like walking in dark areas alone, and walking with ipods in their ears, not alert to their surroundings. He urged students and staff to be more vigilant. The victim was taken to UCLA Santa Monica Rape Clinic where trace evidence was gathered.

Ms. Raufman asked about similar, unsolved, crimes in Long Beach, but the Chief does not believe they are connected. Chief Port said they would be talking to students tonight in case one of the Tuesday night students had seen anything. Mr. Vakil asked what we should be telling students, and Chief Port said to tell students to be aware and use the kiosk buttons and shuttles. The perpetrator seems to know the terrain. Mr. Crossman asked whether the Chief was satisfied with the amount of lighting on campus. The Chief conceded that some areas are brighter than others. Action has been taken in this regard. Broken lights have been flagged, trees have been trimmed, and students have been alerted to stay away from dimmer areas. Overall the Chief feels the lighting is not bad. Mr. Ahmadpour asked how often the police patrol the campus. Chief Port said the police do many door checks. Mr. Ahmadpour remarked that he felt the campus was not sensitive to women.

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

[See pg 29 – 31 of packet] Minutes of the Oct 9th meeting

[pg 32 of packet] contains the Spring Enrollment Persistence Report.

[pg 33 of packet] contains the Student Profile – but it appears some of the pages are mixed up.

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

Unfinished Business

Ratify Resolution re: Board Policy 2510

[pgs 42-44 of packet]

At the last Senate meeting the Education Policies committee (EU) proposed an emergency resolution that could go through to the next Board of Trustees meeting on the 19th of November. The motion to ratify the resolution was raised by Mr. Crossman and seconded by Mr. Vakil. The motion passed and will be brought to Dr. Arce.

Textbook Policy and Instructional Materials Board Policy 4045

[pg 14 of packet] Ms. Uyemura said the Educational Policies Committee would like to keep the Policy as it stands. Mr. Panski had brought up a point at the last Senate meeting re: books written by faculty, and the Committee had decided not to visit the issue. The Committee has also decided to stay with the two year recommendation instead of the suggested three years. This constituted the second reading of the Policy. Mr. Ahmadpour asked whether teachers had to have a textbook, and Ms. Uyemura said no, but it was strongly advised. Textbooks must be mentioned in the course outline of record. Faculty cannot be mandated to use a book. It must be noted that the term textbook includes workbooks, multimedia, online materials, etc. Media Materials are usually housed in the Media Center. Mr. Marston noted that some of the procedures should be in the policy and should it be amended, Ms. Uyemura wanted the policy to be as short and sleek as possible. Mr. Marston felt this was not a sufficient reason and asked for a friendly amendment to amend the policy. Ms. Uyemura felt the document should stand as written. Mr. Marston asked for a motion to move procedure items into policy, but the motion failed. There was a vote on the Policy and it passed, with one abstention.

New Business

Honors Resolution

Mr. Holliday pulled the Honors Resolution off the table upon advice. [See last page of packet]

Board Policy 4000.1 Catalog Rights

[pg 18 of packet] A change was proposed to make the Policy match new Title V wording re: certificates. Dr. Arce had some concerns and requested more time for consideration. More time was also requested to discuss the Certificates of Accomplishment. Ms. Gebert noted that Certificates were still a help in finding employment. If listed in the Catalog, we are obliged to give catalog rights. Dr. Arce felt that Certificates of Accomplishment are Department certificates. The issue will return to the Educational Policies Committee for more discussion.

Certificate of Achievement changes

[pg 13 of packet]

- From **Fall 2009** students will be required to earn a C or above in each class applied to a certificate or major. This information **MUST** go into the catalog by Fall 09, but the question is should we put it in the catalog earlier, say March 2008?
- The criteria listed above will still be relevant.
- D grades will no longer be accepted towards a degree or certificate.

- Since the certificate name changes are going into effect in Fall 2008, the Senate should consider instituting the C or above requirement at the same time. Otherwise, the name changes and criteria listed above will take place in 2008 and the grade of C or above will take place a year later. This constituted the first reading. Please send comments to Quajuana Chapman, Janet Young or Pete Marcoux.

Agenda Items for Next Meeting

December 4th will be the next, and last, meeting of the semester. PM will invite Dr. Fallo to this meeting.

The meeting was adjourned at 2:05 pm.