

ACADEMIC SENATE ATTENDANCE & MINUTES
 20th October, 2009

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

Adjunct Faculty	
<u>Mangan, Michael(Hum)</u>	X
Behavioral & Social Sciences	
<u>Gold, Christina</u>	X
<u>Widman, Lance</u>	X
<u>Wynne, Michael</u>	X
<u>Mannen, Angela</u>	EXC
Business	
<u>Saddiqui, Junaid</u>	X
<u>Lau, Philip S</u>	
Counseling	
<u>Jackson, Brenda</u>	X
<u>Jeffries, Chris</u>	X
<u>Key, Ken</u>	
<u>Pajo, Christina</u>	X
Fine Arts	
<u>Ahmadpour, Ali</u>	X
<u>Bloomberg, Randall</u>	X
<u>Crossman, Mark</u>	
<u>Schultz, Patrick</u>	X
<u>Wells, Chris</u>	X
Health Sciences & Athletics	
<u>Hazell, Tom</u>	
<u>McGinley, Pat</u>	X
<u>Rosales, Kathleen</u>	X
Humanities	
<u>Isaacs, Brent</u>	X
<u>Marcoux, Pete</u>	X
<u>McLaughlin, Kate</u>	X
<u>Peppard, Bruce</u>	X
<u>Simon, Jenny</u>	EXC
Industry & Technology	
<u>Gebert, Pat</u>	X
<u>Hofmann, Ed</u>	X
<u>MacPherson, Lee</u>	X
<u>Marston, Doug</u>	
Learning Resources Unit	
Striepe, Claudia	X
<u>Ichinaga, Moon</u>	X
Mathematical Sciences	
<u>Boerger, John</u>	
<u>Fry, Greg</u>	
<u>Glucksman, Marc</u>	X
<u>Taylor, Susan</u>	X
<u>Yun, Paul</u>	X
Natural Sciences	
<u>Cowell, Chas</u>	
<u>Herzig, Chuck</u>	X
<u>Jimenez, Miguel</u>	
<u>Palos Teresa</u>	X
<u>Vakil, David</u>	X
Academic Affairs	
Chapman, Quajuana	
ECC CEC Members	
<u>Evans, Jerome</u>	
<u>Norton, Tom</u>	
<u>Panski, Saul</u>	X
<u>Pratt, Estina</u>	
<u>Smith, Darwin</u>	
Assoc. Students Org.	
<u>Caspar, Joshua</u>	
<u>Safazada, Ana</u>	X
Ex- Officio Positions	
<u>Arce, Francisco</u>	X
<u>Nishime, Jeanie</u>	X
<u>Shadish, Elizabeth</u>	
<u>Kjeseth, Lars</u>	EXC

Guests and/Other Officers: Tom Lew (Dean's Rep), Barbara Perez, Barbara Jaffe, Irene Graff, Harold Tyler

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

The third Academic Senate meeting of the Fall 2009 semester was called to order at 12:37pm

Approval of last Minutes:

Approval of the minutes [pp. 5 -11of packet] from the last Academic Senate meeting will be held over until the next meeting.

REPORTS OF OFFICERS

President's report – Dave Vakil (henceforth DV)

DV reported that **a three member team from the ACCJC will be visiting** the ECC campus next week on Tuesday October 27th. One member of the team was part of the original team that visited a year ago. DV reminded the Senators that some faculty might be called upon to speak to the visiting team.

The first of two **Campus Facilities Master Plan forums** is set for Thursday 22nd. Please try and attend at 1:00pm in the Distance Education Room.

DV noted that it was time again for the **Full-time Faculty Hiring Prioritization** – [see page 16 of packet for deadlines & info.] A memo has been sent out to all Deans. It is not yet sure if the campus will be hiring, or in what numbers.

At a recent meeting of Senate officers with Drs. Arce & Nishime, the following items were discussed:

- College Council will move towards **putting Admin Procedures on web**, to accompany Board Policies.
- Increasing student success**, especially with reference to online classes.
- The possibility of **adding English 1A as a pre-requisite for online courses**. When presented to the Distance Education Advisory Board (DEAC), they disagreed. More data is needed to guide decisions and DV will follow up with Irene Graf on this.

DV drew attention to memos [pages 64-68 of packet] from **CCLC President Scott Lay re: Student Success**. Some of the suggestions/ideas have already been implemented at ECC, but there may be others that we can adopt.

DV reported that ECC **Trustee Bill Beverly's father passed away** recently, and that there were some heartwarming tributes paid at the Board Meeting.

At a recent Dean's Council/Enrollment Management, attended by DV and Ms. Ichinaga, there was a **Consultant Presentation by Clarus** on how the school schedule does not meet our needs, and causes difficulties for some students due to the following:

- Little uniformity of the scheduling process among divisions
- ECC not using data nor input from Student Services constructively in scheduling
- Inconsistency in the scheduling of required classes making it challenging/impossible for students to complete certificate programs and AA/AS degrees in a reasonable period of time

Clarus noted that ECC classes typically have more students than comparable schools
Clarus recommended that ECC consider the following:

- Hiring a designated class scheduler
- Departments should have seniority, not ownership, of classrooms
- Using a block schedule. (Pre-draft in development.)

- Making Curriculum sheets available to students (online)
- Reveal typical scheduling patterns (e.g. courses only offered in Spring)
- Scheduling 1 or 2 years in advance
- Increasing online, hybrid, open-entry class offerings
- Alternate delivery formats: video, streaming video, cable TV
- Offering fast-track programs, weekend colleges (e.g. PACE?)
- More colleges are going back to MWF/TTh schedule, away from MW/TTh offerings
- Possibly purchasing Class Track software, so we can do our own analysis like Clarus did.

Mr. Widman asked whether there had been any follow up to these recommendations and DV said that it was too early yet, the meeting and presentation had just taken place. Mr. Widman hoped that there would be student representation at any subsequent discussions and DV assured him that there had been student representation at the presentation. Dr. Arce noted that ECC was conducting an analysis of how we schedule classes over a period of time to see whether there were any patterns in the scheduling.

VP – Compton Center - Saul Panski (SP)

No report

Curriculum Committee – Lars Kjeseth (LK)

No report. Mr. Kjeseth had reported in ill.

VP - Educational Policies – Chris Jeffries (CJ)

No report. See later Unfinished Business.

VP - Faculty Development – Chris Gold (CG)

No report. CG informed the senators that she was selling \$5. tickets for next week's Munch 'n Mingle fundraiser for the American Cancer Society, to be held on the library lawns. There will be a Pancake Breakfast (courtesy Tom Hazell). The event is Co-sponsored by the Academic Senate and ECCE. [See flyer on p44 of packet]

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

[See pp47-49 of packet] for the minutes of the last PBC meeting on 1st October. LW reported that the PBC is already into budget assumptions for 2010-2011. There is still a lot of discussion to come, but LW asked senators to please pay attention to #1, 3, 4 on p. 48 relating to FTES/enrollment. These are MAJOR items for consideration. LW said that ECC is slated for a reduction in FTES next year to approx. 18,300 FTES and we already over cap at 21,000; LW warned that if faculty continue to be accommodating and add students, reductions and cuts would have to be made elsewhere. LW drew attention to a

memo from Emily Rader, [see pp50-51 of packet] AS Alternate to the PBC, to the AS regarding faculty involvement in planning through program review, and faculty adding students—the impact on FTES, money from the State, sections offered, and impact on part time instructors, among other items. [See also p. 53 of this packet] for the Council of Dean's report on this same topic.

LW emphasized that the “**message is really quite simple: STOP adding students beyond normal class size! You are not doing any favor to your students, your colleagues (especially part time) or to District funding from the State for doing so! It's just that simple!**”

Dr. Nishime said it was an enrollment management issue, and that students should be held accountable for attendance. LW said that faculty should stick to the official class size number. Dr.

Nishime said it is rare to be enrolled at 100%, an 80% enrollment is more usual and normally 10% drop. Things fluctuate according to student demand. Mr. Ahmadapour said he had long thought that popular classes should have a much larger class size number. LW said that the college had long ago decided not to use that model.

Council of Dean's Meeting Report – Dave Vakil (DV) and Moon Ichinaga (MI)

[See pp 52-53 of packet] for a report of the prior week's meeting.

DV reported that much of last week's meeting was taken up with the Clarus presentation, and he thanked MI for her help in putting together the President's report on that presentation.

VP – Legilative Action – Chris Wells (CW)

No report.

UNFINISHED BUSINESS

BP 5500 – Academic Dishonesty – Chris Jeffries (CJ)

[See pp 20- 30 of packet – especially pp20-21]

CJ noted that based on the student concerns expressed at the last meeting, the Ed Policies committee had had further discussion and looked at other college catalogs. The Committee finally decided to go with the student's suggested wording of "when prohibited" in 1vi and ix, and used "unless specifically authorized" for 1viii.

The Committee had also decided to keep the specificity of the examples, as they felt it useful to be able to cite an exact violation rather than looking at teach teacher's syllabus.

Mr. Wells made a motion to accept as written, seconded by Mr. Widman. The motion passed, with one nay vote.

Advanced Placement (AP) exam unit limitations – refresher

This went through a first reading in Spring.

Please read pages 38-43 of packet before next meeting and Lori Suekawa will come to the meeting to answer any questions, and then we will vote.

NEW BUSINESS

Drug and Alcohol Awareness Survey – Harold Tyler (HT) and Irene Graff (IG)

[See pages 57-61of packet] for the student survey and IG distributed a handout with the faculty survey.

HT reported that compliance with the Drug- Free Schools and Communities Act is a condition of schools receiving certain funds. ECC has some compliance issues that are now being addressed. HT and IG looked at what ECC had in place and are revising policies and addressing the issues. This survey is one step. Schools are required to annually notify students and faculty of treatment options and HT and IG are working on the most efficient ways to distribute notices and reach people. An annual report is also required to be kept on file, and ECC last submitted a report in 1990. HT reported that in an effort to get into compliance ECC committees are meeting with Compton folks and Student Government. Handouts will need to be made, timelines drawn up, the surveys administered - and all before December 2009.

IG stepped the Senate through the surveys. The student survey in the packet asks students about their drug/alcohol use and habits and has a section on evaluating campus safety. The faculty survey is still in the draft stage. Recognizing that some faculty either do not have, or do not check their computers, paper copies of the surveys will also be available through all Division offices. The online survey is anonymous, and the results do not have to be shared with the government. The main issue is to make faculty, staff and students aware of the policies.

Mr. Panski asked why the entire Compton campus was being surveyed as opposed to only a sampling of the Torrance campus. IG said this had to do with numbers, a big sample was needed and usually response rates were low. As there were so many more people at the Torrance campus, a sample was adequate, whereas because there were much fewer people at the Compton campus the entire body was needed to make up the numbers. Mr. Panski said the request should be worded to state that a certain number, like 5000 people, were needed from each campus.

Dr. Gold felt that the section on personal safety was small/inadequate and needed to be beefed up.

Mr. Widman asked how students would be notified of the survey, and IG said all students would receive an email. On being asked whether the issue of campus safety included sexual harassment, IG noted that another office collects data/information on that topic.

MS. Ichinaga noted that the survey asked about day and night safety issues, but felt that there should be a column for weekends.

DV asked that other feedback and questions be directed to Mr. Tyler and Ms. Graff.

Program Review Highlights: Nursing – Pat McGinley (PM)

DV asked PM to hold her Program Review summary for the next meeting. PM agreed.

FEE PAYMENT PROPOSAL – Dr. Nishime

[See pp62-63 of packet] Dr. Nishime reported that the college would be enforcing the policy on the books whereby students must pay their fees within 7 days of registration. There were some details still to be ironed out, for instance when the seven day countdown would begin in the case of a student having registered for classes over a period of days.

Dr. Nishime noted that 2 payment deadline dates had been selected - December 11th for the priority registration time Nov 24th through Dec 11th, and Feb 8th for the registration period beginning Dec 12th. The process will be flexible at first, but basically students will be dropped after the selected dates and with reference to a fee threshold. When asked whether the student would be dropped from ALL classes, Dr. Nishime answered in the affirmative. There was a concern about waitlisted students and Dr. Nishime said that students should check their email regularly to see if they have been moved from a waitlist onto active enrollment. This will work to free seats for other students. This needs to be communicated to the students. To this end, there will be announcements on the portal and students will get a phone call on the day of registration. Most students are paying their fees, and there will be some exemptions, for instance, veterans. Ms. McGinley asked why students could not be left in the classes they had paid for and just dropped from the classes they had not paid for. Dr. Nishime said that that would be an idea, but that ITS could not manage that scenario. Mr. Wells asked if we were making policy based on what ITS could manage? Dr. Nishime said that our system capabilities had to be a consideration. Dr. Nishime said that the policy would have a soft introduction.

Student representative Ana Safazada wondered whether part-time and full-time students would be treated differently, and asked what the threshold amount was. Dr. Nishime said that the amount was not written in stone, but would be based on a 3-5 unit class pattern. Ms. Safzada wondered whether it would not be fairer to make students pay a percentage of what was owed, but Dr. Nishime said that students had to get the message that they had to pay for the classes for which they registered. As of June 2009, the college had several millions of fees owing, and this was not acceptable.

Dr. Arce agreed, noting that the schools wanted to get away from the practice of students “shopping” for classes, and wanted students to make a deeper commitment to their classes. Dr. Arce added that we should not have a lax fee policy that encouraged lax behavior. DV added that this might help with student success. Barbara Perez said that the practice was standard in the 90’s and students had been responsive and had understood the consequences. The problem had started when enrollment had dropped and the college had taken a softer stance.

Dr. Gold noted that this might also help with online enrollment.

Mr. Panski asked about students on waivers, as there were many such at Compton. Dr. Nishime said this would be taken into account.

Dr. Nishime noted that the threshold would be above 1 unit, and said that students must pay what they owe.

DV said that the primary task would be to inform the students. He noted that this had been an informational talk and that feed back should be sent to Dr. Nishime.

Board Policy 3430 – prohibition of Sexual and Other Forms of Harassment – Chris Jeffries (CJ)
[See pp 45-46 of packet] This was the 2nd reading of the policy. It was noted that there were no changes since first reading except our recommendation during last meeting to include the phrase “gender identity” Mr. Panski made a motion to approve, seconded by Mr. Wells. There was no discussion. The Senate voted unanimously in favor. This went to the Board of Trustees last night for its first reading.

Board Policy and Academic Procedure 4020 – Program, Curriculum and Course Development – Chris Jeffries (CJ)

[See pp 18-19 of packet] CJ noted that the last Educational Policies VP, Evelyn Eyemura had done much of the updating, and that much was from Title V. CJ noted that program discontinuance is a separate procedure that the Ed. Policies would be working on and bringing forward to the Senate.

Brabara Perez had a concern with the Procedure, feeling that Procedures should show what to DO if there was a concern/violation of the Policy, and that this Procedure did not do that. After discussion it was decided that CJ, Ms. Perez and Dr. Arce would get together and polish the Procedure up for the next Senate meeting.

Department Chairs – Faculty Opinion.

As the last business of the session, Dave Vakil indicated that he wanted to informally gauge faculty interest in considering a department chair model. VP Arce raised the question of whether it was appropriate for the Academic Senate to consider this—he thought it was a contractual matter that would be better left for the union to assume the lead. Susan (Taylor ?), Lance Widman, and Chris Wells all expressed the opinion that there was no reason why the Senate could not make a recommendation. Moon Ichinaga and Lance Widman also added that faculty they represented voiced mixed feelings about the need for department chairs, but in general did not feel strongly that the chairs were a high priority for the Senate to consider. Dave Vakil mentioned that the need for department chairs was identified in 19 program reviews. VP Arce remarked that these were 19 out of 64 total program reviews. Dave Vakil responded by saying that while this is true, he felt that if the representatives of all 64 programs were asked specifically about department chairs, the number of supporters of a department chair model would increase beyond the 19. Saul Panski suggested that VP Arce and other administrators meet with the Senate Executive Board to discuss their reservations. Dave Vakil added that in any case, it had been his intention to work with Irene Graff in Institutional Research to create an online survey of faculty opinion before proceeding further. The meeting concluded with Dave Vakil announcing that by the November 17 Academic Senate meeting, he plans to have a draft of a faculty survey completed and that there would further discussion with administrators about their reservations.

FUTURE AGENDA ITEMS

- Sometime soon: BP & AP 3750: Copyright
- For Nov 3
 - Introduce Dist Ed coordinator, Staff Trainer.
 - Program Review highlight: Business

- Vote on the AP unit limitations.
- For Nov 17
 - Program Review highlight: Journalism
 - Basic Skills proposal presentation.
- December
 - Presentation: Campus Climate Survey by I. Graff

The Academic Senate meeting was adjourned at 2:10pm
Cs/ecc2009 with assistance from MI