

# ACADEMIC SENATE MINUTES

March 4<sup>th</sup> , 2008

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

## Behavioral & Social Sciences

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

## Business

Halamka, Dagmar  
Saddiqui, Junaid X  
Shepard Jacobson X

## Counseling

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

## Fine Arts

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

## Health Sciences & Athletics

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

## Humanities

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

## Industry & Technology

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

## Learning Resources Unit

Dever, Susan X  
Striepe, Claudia X

## Mathematical Sciences

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

## Natural Sciences

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

## Adjunct Faculty

Almos, Carolyn  
Robertson, Gary  
Kate MaLaughlin X  
Owens, Annette X

## ECC CEC Members

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

Ex Officio Attendees: Francisco Arce, Janet Young

Guests and/Other Officers: Vincent Armstrong, Debbie Conover (Student Health Services), Dr. R. Smith (Dean's Rep) Adrienne Sharp (Humanities), Carolyn Pineda (Institutional Research), Irene Graff (Institutional Research)

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 Spring 2008 semester was called to order at 12:34pm.

#### Approval of last Minutes:

A motion to approve the minutes of the Academic Senate meeting of December 4th, 2007 was made by Mr. Wakil and seconded by Mr. Ahmadpour, and passed. Dr. Glucksman noted that his name had been misspelled on pg 2 of the last minutes.

### **REPORTS OF OFFICERS**

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

PM announced that as Mr. Kjeseth had a meeting to attend, the Senate would hear from Mr. Kjeseth on the SLO principles early on so that he could leave, and the Senate would then return to Officer's Reports following that.

PM reported that Dr. Susie Dever had been named Dean of Academic Programs at Compton, and that she would be leaving in March to take up this position, while still fulfilling some duties here at ECC.

The Friday, February 29<sup>th</sup> teaching conference arranged by the Faculty Development Committee, was reported to be a big success, with great speeches and teaching tips. It is hoped that this will be offered again. Distinguished faculty were featured on panels discussing their philosophies and strategies.

From the College Council, PM reported that there were currently no plans to reintroduce Board Policy 2510. The State Chancellor had visited the campus last week as part of a monthly visit/tour of campuses. College Council was also looking at the budget and at the issue of Technical Assistance. The College council was examining the Student Code of Conduct, and we should look at the parts that concern the Academic Senate.

PM reported that parking lot H is closed. An email had been sent to the college at large. Parking is an issue again. ECC is putting up a 5- level structure that will add 800 parking space, and house a tennis and softball facility. For the moment students can use the Alondra Golf course parking. ECC is providing a shuttle that will run every 10 minutes. Be aware and sympathetic if your students are running late because of this issue.

Pertaining to registration, PM asked whether a decision had been made re: sending out of registration letters. Dr. Arce responded that the college would NOT be sending out letters, registration notification would only be via email. Postcards would be sent out announcing this fact and alerting students to check their emails. The question was raised as to how many students and staff actually use their email. PM will enquire whether Mr. Wagstaff has any statistics. Mr. Wagstaff has indicated that he will delete old mail in the student mailboxes so that they are clear for the notifications to get through. It was suggested that the students also be notified on the aforementioned postcards that this clearing of mailboxes will be done. Dr. Dever pointed out that the college is in a bit of a catch 22 situation re: notifying students of anything. Postal mail is very expensive, yet not all student (or staff) use their email accounts. Also, many postal addresses, and "personal" email addresses are not valid. Students (and staff) need to be trained to use their ECC email, or at least to forward their ECC mail to their preferred "personal" email. People must understand that this is the preferred method of communication. Apparently Mr. Wagstaff mentioned that he was willing to let students in Datatel self- select email.

### **UNFINISHED BUSINESS**

Mr. Kjeseth spoke out of order due to a prior meeting engagement as allowed earlier by PM.

#### SLO's (Student Learning Outcomes) – Lars Kjeseth (henceforth LK)

[pg 23 of packet] LK stated that the comments the SLOAC (Student Learning Outcomes Assessment Committee) had received were helpful in aiding the Committee in defining its role. The discussion and comments had especially centered around principle 6. re: collegial assessment and evaluation. The

Committee does not set policy; these are meant to be guiding principles. So the major change the Committee made was to principle 6, which now reads

**6. Assessments are used to evaluate and improve student learning:** Information gleaned from assessment cycles is used primarily to understand the factors affecting student learning and to improve instruction and services. Assessments of student learning outcomes are not used to undermine academic freedom.

These principles will help other bodies frame policy. LK asked for ratification of the principles, with the understanding that this was a living document that might undergo further changes. Mrs. Uyemura proposed a motion to ratify, and was seconded by Mrs. Striepe. This was the second reading. No comments were forthcoming and the motion passed with a unanimous vote in favor.

## **RETURN TO THE OFFICERS REPORTS**

### Compton Education Center report - Saul Panski (SP)

SP gave an update on a meeting he had attended with Dr. Arce and the Deans at which some recommendations were made on how to enhance the Fall schedule. SP understands that the schedule is to be finalized this week, and hopes he will see some of the suggestions made at the meeting implemented. SP expressed a hope that Compton had reached, or was very close to target FTES numbers as next year funding will revert to being linked to FTES.

SP reported on the currently debated Assembly Concurrent Resolution 69 which calls for the establishment of a taskforce. Compton has taken a position of support for this as they want the taskforce support in return. Our Unions have also endorsed this. We will hear more if it passes the legislature. Mr. Vakil asked SP if there was anything in the contract re: getting reaccredited. SP replied that the MOU (Memorandum of Understanding) stated that the goal was to return Compton to reaccredited status. A faculty development project has begun at Compton involving some 25- 30 outside faculty from different colleges like Santa Monica, and Los Angeles coming into Compton classrooms and working one on one with Compton faculty. This is being funded by Compton and the Compton faculty are largely receptive to the idea.

The FACCC executive director will pay a visit to Compton on Thursday and attend their Senate meeting. He will give an update on the budget. SP invited ECC senate members to attend.

### Curriculum Committee report – Janet Young (JY)

The Curriculum committee had their first meeting of the semester last Tuesday February 26<sup>th</sup>. JY reported that Transfer Studies A.A. and A.S. have been inactivated. Lori Suekawa is working on a new degree that will meet the new Title 5 criteria.

The Committee also reviewed proposals from Behavioral and Social Sciences, Fine Arts, Health Sciences and Athletics, and Industry and Technology. An In-Service Training on the Revised Title 5 Regulations was conducted.

Cathy Brinkman, Interim Director of Workforce Development provided an overview of the Certificate approval process ( LOWDL and System Office) and offered to assist divisions. The Certificate Conversion Project is complete. The final numbers will be presented at the next Senate Meeting.

A question was raised about courses in Health Sciences and Athletics. Of all the course presented to the Curriculum Committee, it seems only about one quarter made it to the Board – what happened to the rest? Dr. Arce replied that there were some issues re: load, and that they had been returned to the Division. It was asked why these issues were not worked out at the Curriculum meetings as all the interested parties are present. Dr. Arce indicated that Curriculum approval is a recommendation to the Board of Trustees. He also indicated that the problem might only have been caught at the Board meeting. Faculty felt these glitches are very frustrating as the Curriculum process is a long one. JY said that this was an unfortunate incident.

JY also felt that the role of the Curriculum Committee was more important than merely being a recommending body. JY asked the Health Sciences to bring the course back to the next Curriculum meeting for prompt attention. JY said that more diligence was needed and apologized for the frustration caused. There was a concern as to Administrations role in Curriculum. Were they trying to kill off expensive or undesirable classes? Dr. Arce denied this saying it was simply a load issue, with the error discovered late in the process. Mr. Ahmadpour asked about the role of the Board of Trustees in passing/not passing curriculum. It was noted that the Board could send classes back, but were obliged to explain their reasoning. Mrs. Uyemura noted that 10 +1 documentation notes that the Board of Trustees will accept the recommendation of the Senate Curriculum Committee.

Mr. Crossman demanded to know how many more times the senate would accept Administrative interference before taking action. PM said he would talk about strategy in New Business. Mr. Vakil felt it was an honest mistake in this instance. Mr. Crossman felt that motivation was irrelevant, the point was that the procedures used be consistent with legislation – that demanded written notification. Mr. Wells noted that we have an online catalog and wondered why the catalog could not be continually edited and updated online, thus bypassing some of the long time periods mentioned. Dr. Arce said that the major reason for the catalog is for articulation purposes with IC's and CSU's. It would hurt the students if they took a course before it was formally articulated via the catalog.

#### Educational Policies Committee report – Evelyn Uyemura (EU)

[pg 15 of the packet] contains notes on the last meeting. The Committee has been trying to pull loose ends together. Some policies they have tracked down include Policy 4045 (Textbooks) which Dr. Arce has forwarded to the Board, ditto the Policy on Catalog Rights. Policy 4070 (Catalog Rights) is still being tracked down – it is unclear what has happened to it. Policy 4040 (Library Policy) has a minor revision that will be dealt with later in this meeting. Policy 4220 (Standards of Scholarship) is still being worked on, as there is a minor revision on a point concerning grading policy that must be dealt with. Pass/No Pass replaces Credit/No Credit. The Committee is still working on the Probation Dismissal Policy. The Committee goal is to keep better track of the policies as they go through the process, and to help keep the process moving. Additionally, while policies and procedures are looked at as a unit in the Academic Senate, and sent on together to the board, the procedures thereafter are difficult to access. The Educational Policies committee feels the online policies should be linked to the procedures. Even if they are two distinct parts, it is still important to be able to access them together – so this is another goal of the Committee. A question was raised re" whether the procedures are dated according to the most recent revisions. EU replied that when policies are revised, the procedures are usually done at the same time. The procedures, however, can also be changed administratively by the Division, which is a concern. PM reported that he is compiling a list of all the policies in conjunction with Dr. Arce's office. Mr. Wells noted that the Code of Conduct (currently under review) does not appear on the college website, yet is still in the printed college catalog, and wondered why? Dr. Arce will look into this.

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

DV reported that the "Celebration of teaching and Learning" Conference held on Friday 29<sup>th</sup> February, was indeed a success as noted earlier by PM.

The Faculty bookclub had also held a successful first meeting.

The Committee has three major projects in mind. Firstly to develop a faculty mentoring system on campus, secondly to update the faculty handbook, and thirdly to form a Lecture Club whereby faculty would sign up to open their classes for observation and feedback. This process would not be evaluative, but just a forum for beneficial feedback and discussion. The Committee is going to move their meetings to Tuesdays in an effort to accommodate others.

Finance and Special Projects/ PBC (Planning and Budgeting Committee) – Lance Widman (LW)  
[p. 19-21 of packet] Draft (not yet approved) PBC 2/7 Minutes - Virtually all of the discussion related to the assumptions to be used for developing the Preliminary Budget, with the May revise the college will move to the Tentative Budget phase. There are still several points to be clarified, these assumptions may change as events play out at ECC and in Sacramento, and the Final Budget is developed during the summer, but they are a starting point. A “worst case” 08/09 budget scenario was presented, and there was discussion on to what extent the 105 reserve should be on the table.

The PBC did not meet on 2/21 due to the Principal’s Breakfast event. Any items of interest from the 2/21 Council of Deans will be reported at the AS meeting.

LW reported that the Committee goals were to find an alternate for LW, to serve with him. The Committee is swamped with business, and this is not a committee to be taken lightly. The ideal member would want to make a long- term commitment to the committee. LW himself has served on this committee for 20 years. The ideal member would also be someone from the Academic Senate. The committee needs someone who is willing to provide a continuity of membership. There is a lot to learn on the committee, and people tend to leave just as they have completed the steep learning curve. There was a question on whether the declining budget was going to impact the new hires. LW replied that at the last Dean’s Council meeting it had appeared that the college was moving ahead with the hiring process, but that committees were also looking at the hiring of classified staff as these positions were, in some cases, even more of a priority.

Legislative Action report – Chris Wells (CW)

No report at this time.

#### Special Committees reports

##### Student Health Center Resolution – Vincent Armstrong (VA)

- “Whereas, El Camino College is unable to acquire adequate and comprehensive health care and solely depends on the health care services provided by the community college health center;
- Whereas, health care is expensive for some students and so they rely on the health care center in the community college;
- Whereas, the El Camino College Health Center is not open during the summer session; and
- Whereas, health care is very important and accidents are almost unavoidable and the health center would be the best place to get first treatment;
- Resolved, That the Associated Students Organization of El Camino College supports keeping the health center open during the summer session to support students and their health care needs.” 2/28/2008

- VA noted that the students had a concern that the Health Center was not open during the Summer. Some students rely on the Center for their primary medical care. The question was raised as to whether the students had raised this concern with Ms. D. Conover. VA replied that they had. Ms. Conover was, in fact, in attendance. The question was raised whether there was a fee for the Center. VA replied that the students were considering a fee of \$11 or \$12. Mr. Ahmadpour asked how ECC stood in relation to other campuses re: Health services. Ms. Conover said that most campuses DID have a health center operational during summer. Dr. Arce noted that he was in support of a fee- based health center with increased hours but the timing was unfortunate as there is talk of increasing general student fees to \$26 per unit, and this would not be a good time to add services students would have to pay for. Dr. Smith (Dean - Counseling) said that there was a definite need for health services, and her Division had concerns in particular with psychological issues on campus needing crisis intervention. In these cases the Counseling department was called in, but it had to be noted that the counselors dealt mainly with academic counseling, not psychological counseling. The counselors in turn would call the Health Center but they had no budget, and in summer there was no-one to contact.. Students have health needs (physical and mental) all year long.. There should at least be a special budget for these needs. A query was made about health services in the Winter session, and it was noted that no services are provided then either. Winter session, then, is also a concern. Mr. Ahmadpour suggested making this a state- wide movement and putting the onus on the State to make provisions. Mr. Panski noted that there were also talks re: health services on the Compton campus, where it is a serious issue also. It was noted that Compton students could use the ECC health service if they paid a health fee. Dr. Arce will look into this matter.

## **UNFINISHED BUSINESS CONTD.**

### Hiring Resolution

The Academic Senate eboard has arranged a meeting with Barbara Perez, so this item is tabled until the next meeting.

### Online Teaching Policy

[p25 of packet] Mr. Wells noted that this draft resolution had been discussed at the last meeting, and generated a lot of feedback. It was noted that the Academic Senate will need to formulate a policy, and there will be many issues to discuss.

PM asked the DEACCommittee (Distance Education) to look at Mr. Wells proposals and come up with some ideas to take forward. Mr. Widman noted that as this would deal with working conditions and contracts, the Union would need to be part of any discussion. Mr. Ahmadpour wanted to know how far faculty would be allowed to take this issue; he spoke of Divisions being dissolved if all faculty decided to teach online.

### Board Policy 4040 Library Policy – Evelyn Uyemura (EU)

[p16-18 of packet] EU reported that this Policy had been passed last April, and had still not been taken to the Board of Trustee due to various concerns. The latest concern involved mention of the ALA Bill of Rights in the Policy, so mention of the ALA had been removed from the policy. In addition, a point 9 had been added to the Procedures concerning the formation of a Library Advisory Board. Mr. Wells had a concern re: removing the mention of the ALA and Bill of Rights. Ms. Striepe replied that

EU (Educational Policies), and the librarians were willing to remove the mention of the ALA Bill of Rights by name as the relevant statement was still in the policy, and the statement and attribution to the ALA Bill of Rights was repeated in the Procedure, if it meant that the Policy would at last get to the Board of Trustees. Mr. Panski also had an objection to the removal of the ALA by name, as he felt the removal of the venerated name emasculated the policy. Dr. Arce was asked why this was a stumbling block and he replied that it was not policy to mention another body in any ECC policy statement. However, many Senate members thought this was not the case, and Mr. Crossman said that if that were the case it should be put in writing. The Academic Senate made a motion to affirm their acceptance of the Library Policy of April 3, 2007. As the procedures move forward with the policy, and seeing as there had been a change made to the procedures with the addition of point 9 (Library Advisory Board) it was decided to bring this back for the second reading and vote at the next Senate meeting.

### New Business

#### Technical Assistance – Pete Marcoux (PM)

[p.26-29 of packet]

PM met with Mark Wade Lieu, State Academic Senate President, who noted that many colleges are on WASC “watch” or “warning” due to

Fiscal / Planning issues

Collegial consultation

SLOs

PM noted that ECC has many issues in the area of Collegial Consultation, and cited some examples:

- Planning = Collegial Consultation
  - Compton Partnership
    - No collegial consult, still very little planning
  - BP 2510 Fall 2007
    - No collegial consult, no procedure (plan)
  - VP HR
    - No collegial consult, no plan

The basic point being that there seems to be a difference of opinion over the concept between administration and faculty. As there has been no change over time, PM wants to investigate third party help, aka Technical Assistance, whereby a State appointed mediator would come in to advise/assist. Mr. Lieu advised PM that it was best to use technical assistance BEFORE it gets bad.

The question is whether this could affect Accreditation, or whether there could be any other negative ramifications to taking assistance. It was felt that a proactive stance should not have any negative impact as we are working toward a positive outcome. This is a serious step and needs more discussion, yet the Senate must make a decision before the end of the semester. Administration would also have to be notified and fill out paperwork although AB 1725 Implementation Assistance Request notes that “ a request form submitted by one [governing board OR Academic Senate] will be sufficient to initiate the process.” Mr. Wells noted that documentation must also be gathered. Mr. Crossman said the Senate had been sleeping. Committee decisions are regularly blown off, and the Board likely sees protest as the work of a few hotheads instead of the consensus of the Senate. Mr. Wells suggested inviting comment on the issue from faculty. PM said a list of issues would be given to the Administration to respond to so that all parties could have a chance to comment. We will wait a few more sessions before voting on the matter.

#### Student Survey - Irene Graf (IG)

IG talked on putting out a comprehensive student opinion survey to discover how students feel about college services. The Institution Research staff would take a sampling of students from 100 sections at ECC, and from 50 sections at Compton. The research staff would come into the classrooms to administer the survey. Faculty from the chosen sections would receive a letter in advance and be able to pick the

most opportune time for the research staff to come into the classroom. The time the research staff would need from each class would be 35 to 40 minutes. This was acknowledged as a significant block of time, yet on the plus side, the survey was comprehensive, and would only need to be administered every two years. A query was raised about whether ESL students would understand the Questions, and whether questions could be simplified for this segment. IG said that questions would not be altered for any group. It is hoped to begin the questionnaire this Spring, at the discretion of faculty, and the Senate was asked to spread the word to fellow faculty. Mr. Panski asked IG and Ms. Pineda to please come to Compton and speak to their Senate as well on this matter. Senate members noted that 35 to 40 minutes was indeed a big chunk of time out of any class and a concern to consider. Ms. Pineda noted that we should be aware that this was voluntary for students, not a required activity.

Agenda Items for Next Meeting:

The meeting was adjourned at 1:59 pm.

*Cs/ecc2008*