

ACADEMIC SENATE MINUTES  
May 6th , 2008

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

Behavioral & Social Sciences

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

Business

Halamka, Dagmar  
Saddiqui, Junaid X

Counseling

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

Fine Arts

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

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

Industry & Technology

Gebert, Pat X  
Hofmann, Ed  
MacPherson, Lee X  
Marston, Doug X  
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  
Palos, Teresa X  
Vakil, David X

Adjunct Faculty

Kate McLaughlin  
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: Barbara Perez, Quajuana Chapman, Alice Grigsby (Dean's Representative), 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 fifth Academic Senate meeting of the Spring 2008 semester was called to order at 12:35pm.

#### Approval of last Minutes:

The minutes for the 15<sup>th</sup> April AS meeting were approved with one change requested by Evelyn Uyemura to change on pg3 of the minutes the word Plagiarism to Copyright, to read: "Dr. Arce requested that EU work on the Student Code of Conduct Policy, and a **Copyright** for Faculty Policy." The change was noted and accepted.

The minutes for the AS meeting of 1<sup>st</sup> April were not included in the packet and could therefore not be approved. The minutes for the 1<sup>st</sup> April meeting will be included for approval in the next packet.

#### **REPORTS OF OFFICERS**

President's report – Pete Marcoux (henceforth PM)

PM reported on **Basic Skills** (pp 5-7 of packet) There is a grassroots campaign co- sponsored by the State Senate to promote basic skills and letters have been sent out asking campuses to spread the word re: basic skills.

PM also provided a **Program Review** summary (pg 8 of packet) from Barbara Jaffe, the Chair of the Program Review Committee. All completed reviews can be accessed via the Program Review web page at [http://www.elcamino.edu/administration/vpaa/program\\_review.asp](http://www.elcamino.edu/administration/vpaa/program_review.asp)

**Enrollment** statistics (pg 9 of packet) provide some good news.

**Board Policy 5506** (pp 68- 69) and **Board Policy and Administrative Procedures 5137** (pp 70- 73) have been included in the packets for informational purposes.

PM reported that his wager with Dr. Fallo re; SLO's was not accepted, and PM noted that there was still a lot of work to do in relation to SLO's on this campus, and that the Seante E- board was meeting with Jenny Simon and Lars Kjeseth to talk about the role of the Academic Senate in promoting SLO's.

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)

SP reported that a **Board of Governors** meeting was scheduled for May 5<sup>th</sup> and 6<sup>th</sup>, and that the new Chancellor was due to be appointed at the meeting. An **Academic Senate** meeting of the CEC will be held on May 8<sup>th</sup> at 1:00pm. The draft agreement between ECCD and the CCCD was due for discussion, but this topic will be pulled until the May 15<sup>th</sup> meeting. The **Provost's luncheon** will be held on May 6<sup>th</sup> from 11:00am – 1:30pm. The **Faculty Development Project Report** is due on May 14<sup>th</sup>. It is believed to be positive as concerns the CEC faculty. Another **FCMAT** academic visit is due on May 18<sup>th</sup> – 21<sup>st</sup>.

FCMAT usually concerns itself with matters restricted to the K12 area, so this visit is of concern to community colleges as we do not usually have to comply with their requirements. It seems tht FCMAT has linked their grid to the ACJC standards. SP noted that committees like this are becoming more prescriptive. Ken Gaines congratulated SP on how well the CEC Nursing Program is doing, with an 80% pass rate. SP thanked him and commented on the close working relationship with the ECC Nursing Program. It was noted that the ECC Nursing Board scores have gone down, and that this is a matter for concern.

The CEC will also host an **Academic Awards banquet** on May 18<sup>th</sup> at 3:00pm. An **ESL Conference** is to be held on May 31<sup>st</sup> from 9:00am – 2:00pm. There will be 10 busloads of students coming through. THE CEC will have a **RN pinning ceremony** on May 30<sup>th</sup>, and their **Commencement Ceremonies** are set for June 5<sup>th</sup> at 5:30pm.

SP noted that the CEC faculty have the feeling of having weathered the worst as they come to the end of the second year of partnership with ECC. Approximately **150 students have applied for graduation**, and it is hoped that the numbers will grow again as enrollment picks up.

Lance Widman asked SP to comment on the Resolution of the El Camino College Compton Center Faculty Council (pp 12- 13 of package) SP reported that this was initiated by a specific faculty member who wanted his feelings to go on record. SP does not expect much to come of it, and it was included for informational purposes only.

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

JY reported that the Curriculum Committee has **reviewed 28 courses** since the report. Lars **Kjeseth has been elected next CCC Chair** and will assume this position in the Fall semester of 2009. The **General Studies Degree has been revised** and may be approved by the end of summer. JY noted that **Curricuware** is constantly improving. There was a question from the Senate re: Curricunet, and JY replied that that was very expensive, and that they had also had some problems. JY advised being patient with Curricuware. Some people have been hired to input information into Curricuware, and the information and contents will soon be posted. Another question came up re: how many students would be affected by the revised Transfer Studies degree. JY said she was not sure, but most would be getting the more common General Studies degree. To a question on linking SLO's to Curriculum, JY replied that she and Lars Kjeseth had decided it was better to not link them directly at this stage, but have the SLO's on another database at this point where they could be easily and quickly retrieved.

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

(pp 16-18 of packet)BP & AP 4250 Board Policy on Probation & Dismissal– this will be the second reading.

(pg19 of packet) contains notes from the last Committee meeting and notes that the Committee is trying to get the Audit Policy through and is working on what is left of BP 4220 – the old Standards of Conduct policy. A question arose about the repetition of W's and EU said the Committee is going to re-look at 2006's BP 4225 Course repetition and see if there is a mechanism therein that will enforce the 4 W's "rule". Students should be prevented from registering after the 4<sup>th</sup> W – but a teacher enrolling a student does not always know that a student has 4 W's at the time. This could be a Datatel issue. Barbara Perez noted that the State will not pay for a student after 4 W's.

The Ed. Policies Committee will meet on Thursday in Humanities 110 and will finish their work on BP 4220. They are still working on plagiarism, but are rethinking the idea of giving zero for an assignment containing plagiarism, and wording it so that the student gets No Credit or a failing grade for that assignment. PM has a State report on this issue that he will send to EU.

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

**The following items were sent for inclusion in the minutes but were not discussed at the AS meeting:**

- Up to 8 hours **Flex credit** per semester each
- **Written agreement**
  - One semester, option to renew
  - Contact 4 times per month, at least 1 face-to-face
  - Brief written summary periodically required
  - Allow flexibility in process to meet individual needs
- **Matching process**
  - Allow to change if partnership not working
- **Long-term goal: campuswide mentorship coordinator (with release time)**

- Pilot test: perhaps in Humanities or Math – ask senators!

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

Virtually all of the items contained in the AS packet are informational. **The following items were sent for inclusion in the minutes but were not discussed at the AS meeting:**

- p. 23, 4/17 PBC agenda. See pp. 33-34 for 4/17 PBC Minutes.
- p. 24, 5/1 PBC agenda. Major discussion: The proposed 2008-09 Tentative Budget.
- pp. 25-30, The approved application for the Special Contract funding (\$3M), made possible by the EC/CC Partnership.
- pp. 31-32, 4/3 PBC Minutes, mostly Special Contract Funding discussions.
- pp. 33-34, 4/17 PBC Minutes, a lot of discussion about funding GASB 45 retirement benefits, the status of unspent Special Contract funds (Fund 15).
- pp. 35-36, 4/3 Council of Deans Minutes, IIC, AS report.
- pp. 38-39, 3/2 Council of Deans Minutes, IID, AS report.

## **PM paused the Officer's reports to move on to**

### Nominations for President Elect

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. Elections will be held on May 20<sup>th</sup>. Nominations will be accepted up to the 20<sup>th</sup>.

## **UNFINISHED BUSINESS**

### **BP & AP 4250- Probation Policy**

(pp 16-17 of packet) This was the second reading of the policy and procedures. It was noted that the college catalog, and the policy do not address the question of incompletes. It was suggested to have incompletes show as iC, or iD etc, ( i =incomplete and C =the grade)and if the student does not complete the work by a given date (6 weeks) the grades would revert to being a C or D, etc. Evelyn Uyemura suggested just having the grade without the i, but according to Dr. Nishime Title V states that the i must be present. Title V looks at an i as evidence of lack of progress. Chris Wells noted that the process is not meant to be punitive, and Chas Cowell remarked that the I is intended as an impetus to students. Dr. Nishime noted that a person could be an A student and still be on progress probation and be dismissed for lack of progress. A question was raised as to how i's are factored into the GPA – in fact, i's are not used in grading. Vince Armstrong asked if students can appeal and whether there exists an appeals process. The answer to both questions was in the affirmative. Evelyn Uyemura decided to move ahead with the policy as written. It was remarked that there are no such things as i grades, and Evelyn Uyemura said that for the 6 week period an i grade would exist, then be changed. Dr. Nishime said this was a situation unique to El Camino. An i would only appear on a transcript if the student had come to a special contract arrangement with his professor. Pete Marcoux called for a vote on the Policy and Procedures as written. There were no abstentions and one vote against. The majority were in favour and the motion passed.

### **Faculty Hiring Procedure**

(pp 45- 53 of packet) This marked the second reading of the procedures. Pete Marcoux noted that this issue had garnered a lot of faculty and administration input. Tom Hazell asked if there was any such thing as an “emergency tenure track”, the answer was no, but that there were processes in place for emergency full- time hires. Dr. Nishime had a question regarding point IIC3. She asked why , as positions hired through categorical funds cannot get tenure, this point was made here? Positions hired through categorical funds do not have to wait for the prioritization process. Evelyn Uyemura suggested removing point 3 and making it part of point 2 above. That would make it clear that there are only two ways to hire –via general funds, or via other funds. Barbara Perez was not in favour of doing this. Chris Wells suggested pulling out IIC3 and revisiting the issue. Barbara made a counter proposal to leave it in and approve the Procedure in concept and allow her and Dr. Nishime to work on that point. A straw poll was conducted and it was decided to make a friendly amendment to highlight IIC3 and approve the procedure with the expectation that IIC3 would be changed and brought back for examination at the May 20<sup>th</sup> Academic Senate meeting. There was a motion to vote, and the motion passed unanimously.

### **NEW BUSINESS**

**Temp Full Time Faculty Hiring Procedure** (pg 54-60 of packet) This is the first reading of this procedure.

**PT Faculty Hiring Procedure** (pp 61-66 of packet) This is the first reading of this procedure.

Please address all questions, comments, and concerns pertaining to these two procedures to Barbara Perez [bperez@elcamino.edu](mailto:bperez@elcamino.edu)

### **VOIP (Voice Over IP) Telephone System Presentation – Satish Warriar Assistant Director of ITS**

Mr. Warriar gave a Powerpoint presentation on the upcoming changeover from a regular phone system to a VOIP system

We will all be getting new telephones. They will all be speaker phones, and the phones will use the data network. They will all have unified messaging, so all voice mails will be accessible as voice mail, or from your email inbox. The phones will have emergency broadcast capability. You can group phones by floor or building, select individuals can broadcast from the phones. The phones will have e-fax capabilities, and reminder call-outs to remind people of upcoming appointments. They will have conference capability for video, audio, web conferencing – or a combination thereof, and will have ACD Automated Call Director with statistics reporting features.

As regards implementation Mr. Warriar noted that ALL phones would be replaced and full time faculty would no longer have to share phones. Some people would be getting new numbers. There will not be phones in classrooms at this time. There will be a four digit dial to Compton – like using extensions. Implementation will begin early June through July, and Mr. Warriar has already scheduled meetings with Deans to arrange the timeframes.

As far as phone numbers are concerned, we will be going back to extensions, and the last four digits of your present number will be you extension even if you change buildings. All existing numbers will work until December 8<sup>th</sup>. Published numbers will remain the same for minimal disruption. There will be a “campus” number, but there will be four campus numbers. There was a question about caller id? If on campus the phone will display the name, if the call is from off- campus, it will also display the name unless there is blocking. Mr. Warriar noted that there were still a few details to work out. There was a question about saved voice mails. They would not disappear, but they would have a life of 180 days like our emails. We WILL have to rerecord our greetings. This system should save the college approx \$12 thousand a month.

Pete Marcoux thanked Mr. Warriar for his presentation and encouraged the senators to spread the word to their colleagues.

The meeting was adjourned at 1:55 pm.