

# ACADEMIC SENATE MINUTES

October 7th , 2008

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

## Behavioral & Social Sciences

Brown, Maria  
Widman, Lance X  
Wynne, Michael X

## Business

Halamka, Dagmar  
Saddiqui, Junaid X

## Counseling

Beley, Kate  
Gallucci, Linda X  
Jackson, Brenda X

## Fine Arts

Ahmadpour, Ali X  
Davidson, Jason  
Wells, Chris X  
Crossman, Mark X  
Berney, Daniel X  
Jeremy Estrella X

## Health Sciences & Athletics

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

## Humanities

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

## Industry & Technology

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

## Learning Resources Unit

Striepe, Claudia X  
Robles, Vince (sharing) X  
Ichinaga, Moon (sharing) X

## Mathematical Sciences

Scott, Greg  
Glucksman, Marc  
Boerger, John X  
Fry, Greg  
Yun, Paul

## Natural Sciences

Cowell, Chas  
Herzg, Chuck X  
Palos Teresa  
Vakil, David X

## Adjunct Faculty

Kate McLaughlin X  
Owens, Annette

## ECC CEC Members

Panski, Saul  
Pratt, Estina  
Smith, Darwin  
Evans, Jerome  
Norton, Tom

Ex Officio Attendees: Francisco Arce, Jeanie Nashime, Janet Young, Joann Higdon  
Guests and/Other Officers: Dipte Patel (Deans Rep.), Quajuana Chapman, Arvid Spor (Accreditation), Barbara Jaffe, Megan McLean (ASO Rep), Joe ??? (ASO Rep), Irene Graff, Carolyn Pineda  
ACCJC Accreditation Team Members: Kevin Bontenbal, Richard Mathon, and Ryan Scapo.

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

The fourth Academic Senate meeting of the Fall 2008 semester was called to order at 12:35pm.

Approval of last Minutes:  
The minutes were approved.

## **REPORTS OF OFFICERS**

President's report – Pete Marcoux (henceforth PM)

PM welcomed Accreditation team guests to the Academic Senate meeting.

PM also introduced the new ASO student representatives to the Senate body.

The Area C meeting of the 25<sup>th</sup> October (Saturday) will be held at the Compton Center. Topics will be issues affecting the area, and resolutions will be formulated. All are invited, and free parking and lunch will be available.

PM reported that the Basic Skills “Strengthening Student Success Conference” had been held in Anaheim and some ECC and Compton representatives had attended.

Concerning the Distance Education Course Load issue, PM noted that the Academic Senate was going to step back on this matter as this involves the contract. The Federation will look into this issue.

State Senate Plenary will be held Nov 6-8 at the Westin/Bonaventure Hotel. Make enquiries through the Staff Development office to apply for funds if you are interested in attending  
The last College Council meeting discussed goals – particularly Institutional Integrity.

Compton Education Center report - Saul Panski (SP)

CEC members were not present today as they were meeting with the Accreditation team.

Curriculum Committee report – Janet Young (JY)

JY reported that the overview of Proposals reviewed by the CCC totaled 190 last semester and 21 so far, this semester.

The Committee (unanimously) voted to include a Student Rep from Compton on the CCC and the bylaws will thus be amended.

An A.S. Degree Subcommittee to Study the Impact of G.E. Requirements on High Unit Majors has been reconvened and will report to the Senate at a later date.

The Committee is working on General Studies Degree Revisions requested by the System Office and information has been sent out to all Division Deans and counselors.

CCC Handbook revisions are now complete, and the next step is to update the online handbook  
The Cooperative Work Experience Course template Approved ( 42 courses will be revised and reviewed), as mandated by Title V.

The question was raised as to whether the Committee was changing CurricuWare, and JY replied that the Committee was moving to CurricuNet. This is a better system and it links to the Course outlines and SLO's of other colleges. The Committee will continue to use CurricuWare until the transition is complete. JY will get back to the Senate as to when faculty may be able to view course outlines of other colleges.

Educational Policies Committee report – Evelyn Uyemura (EU)

[see packet pg34 ] for the minutes of the last meeting. Concerning the BP on Grading and Academic Record Symbols, EU reported that there are still concerns regarding the i (incomplete) grade. The amended BP 4220 (which may be renumbered to BP 4230) is having its second reading at this AS meeting and will be voted on later this meeting. [see packet pgs35- 37] There is also still confusion as to what constitutes Policy and what constitutes Procedures. EU reported that she and Dr. Nishime will attend a conference on this matter in November. EU noted that there is still discussion on the Grade Change procedure. The Course Repetition Policy, passed in July 2006, was noted to be out of date, so the Committee intends to revisit that.

Faculty Development – Dave Vakil (DV)

[See packet pgs 39- 40] for minutes of the last two Committee meetings.

Activities for the upcoming Spring Flex day were discussed, and it was decided to wait and hear from the SLO chairs and the Accreditation team recommendations before proceeding further.

The Committee continued improving the Faculty Mentorship process, and is working on revising the paperwork based on faculty feedback. [See packet pg 41-50 and ignore pg 51-60 (old version)]

The Committee will attend next Basic Skills Task Force on Oct 28 to generate new ideas. Dr. Gold will be chairing the current semester's Faculty Book Club, and the first meeting will be on Friday October 17<sup>th</sup>, at 12:30pm. DV reported on how the club will function, and a possible future direction for the Club.

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

[See packet pg 61-63] for the Council of Deans, minutes. Discussion included Flex Day SLO, the Opening of Fall Semester - what worked/what didn't, repeating courses, and the use of student emails.

[See packet pg 64-66] for discussion on the requests recommended or not by the VPs for 08-09 Special Contract funding (Fund 15, \$3M as part of the ECC/CEC Partnership), confirmed by the PBC at their 9/18 meeting.

[See packet pg 67-70] for PBC, 8/28 minutes regarding the 08-09 Final Budget review, recommended by the PBC to the Board of Trustees for its September meeting and a review of Special Contract funding requests.

[See packet pg 71-74] for PBC, 9/4 minutes regarding reviews of Special Contract funding requests.

[See packet pg 75-89] This represents part of the game plan for making accreditation an on-going effort, along with responsible parties for various tasks, including the Academic Senate. It also is part of the PBC's effort to better connect planning and budget decisions.

Legislative Action – Chris Wells (CW)

CW noted the appointments of two part- time faculty representatives to the AS: Kate McLaughlin (re- appointed) and Jeremy Estrella.

**REPORTS OF SPECIAL COMMITTEES**

SLO's:

The question of whether there should be a SLO/ALC (Assessment of Learning Committee representative on Senate is still under discussion.

## **UNFINISHED BUSINESS**

### CCC Bylaws

[See packet pg 18- 23] This is the second reading of the proposed changes to the CCC Bylaws to add one full- time counselor as a voting member from the Compton campus to the CCC, and to add one Dean as an ex- officio, non- voting member from the Compton campus to the CCC. The issue was put to the vote and was passed unanimously.

### BP & AP 4220 Standards of Scholarship

[See packet pg 35- 38] Note that the BP number of 4220 may change to BP 4230. EU pointed out a correction on pg 35. The older document was based on a 16 week schedule, but we are now basing curriculum on a 54 hour schedule – hence the correction. An adjustment was made to 2.1 regarding Incompletes to add language discussed at the last Academic Senate meeting. The issue was put to the vote and was passed unanimously. This will now move on to College Council.

### Planning Items for Senate.

[See packet pg 75- 89] Dr. Arvid Spor noted that committees will be convened and assigned to work on the items listed on the charts. Committees should put together a timeline for the completion of these items. Dr. Spor has been charged with checking on Committee progress and timelines will help him do so. The Committee leaders were determined by Dr. Spor in consultation with Division Deans. Mr. Vakil had a comment regarding item 10, noting that other bodies besides the Academic senate could work on this issue – for instance, the ALC (Assessment of Learning Committee). It was noted however, that we had earlier discussed making the ALC a subcommittee of the Senate, so this notation could remain. However Dr. Spor made a note to add the ALC to this area.

## **NEW BUSINESS**

### Student Email Campaign.

Dr. Nishime reported that the campus is trying to encourage students to use the ECC email system to get information from the campus. Compton is doing the same, and seems to be moving quicker in this regard. The campus is going to use email only to notify students about their priority for registration. ITS has noted that a large percentage of students DO access information via the college email system. The campus is gearing up to send a postcard announcing that primary communication will be via email. Faculty should also use their distribution lists on Outlook as a way of communicating with their classes. Instructions and help are available from the portal. Click the HELP tab for instructions on how to create a distribution list. The system has many potential applications. The campus plans to make an emergency email contact list via email.

A survey was done to see how many students use public transport, especially the METRO system. The survey got a good response. The survey was done to look into the possibility of offering students low- cost bus passes.

Mr. Hong noted that while the ECC mail WAS easy to use, he had heard that some students have trouble using the ECC mail from their home computers. He asked whether there were any recommendations available from the portal page. It was noted that the problem might lie with certain browsers. Students having problems should be steered to Admissions and Records. Another question raised was whether the ECC mail system could handle large files. PM answered that he sent large files via the ECC system and had had no problems so far. The issue was raised re:using the email system to distribute articles. This was seen a problematic issue as regards copyright.

### Student Satisfaction Survey.

[See packet pg 90- 114] Institutional Researchers Irene Graff and Carolyn Pineda reported on the Student Satisfaction Survey of last Spring. A Faculty survey had also been done. There was a 68% student response rate, and a 29% faculty response rate.

The intent was to look at student engagement on campus. It has been noted that the more engaged the students are in campus matters/activities, the more successful the students are. The survey shows where we can boost engagement. The faculty survey was aimed at getting faculty perceptions of student engagement on campus. The surveys will be repeated in two years. Some points of interest noted were that for 40% of our ECC students English is not their first language, 49% speak another language in addition to their mother tongue, and 30% speak Spanish at home. Asked who had developed the questionnaire, Ms. Graff noted that it was based on a survey developed by the University of Austin, Texas. The library and Student Services expressed concern that they were not represented on the survey. Ms. Graff said she would ask for more input next time. It was noted that the faculty perceptions of student engagement were higher than that actually reported by the students. Our faculty were also seen as being less involved in Distance Education, and more involved in team teaching and other activities. These results will be shared with the Distance Education Committee. Distance Education has not done a Program Review as yet, but has compiled annual reports.

### No Show Reports

The senate was asked if there was any downside to delaying the due date of the no show report from the Friday of the first week to the Wednesday of the second week.

There seemed to be no objection, although it might have implications for Financial Aid. They will have to be consulted.

### **PRESENTATIONS**

There were no presentations.

### **PUBLIC COMMENT**

None.

The meeting adjourned at 1:47pm

*CS/ecc2008*