

# ACADEMIC SENATE MINUTES

Date 4 September 2007

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

## Behavioral & Social Sciences

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

## Business

Halamka, Dagmar  
Miller, Tim  
Thompson, Jacquie X  
Jacobson, Shepard X

## Counseling

Beley, Kate X  
Gaines, Ken  
Raufman, Lisa X

## Fine Arts

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

## Health Sciences & Athletics

Van Lue, Nick / Hazell, Tom  
Orton, Tory (sharing)  
Baily, Kim (sharing) X  
Sinopoli, Louis / Makaru, Roy  
Stanbury, Corey

## Humanities

Breckheimer, Debra  
Hong, Lyman X  
Larsen, Karen  
Marcoux, Pete X  
Uyemura, Evelyn X

## Industry & Technology

Cafarchia, Vic  
Hofmann, Ed X  
Marston, Doug X  
Nothern, Steve  
Rodriguez, George

## Learning Resources Unit

Dever, Susan X  
Striepe, Claudia X

## Mathematical Sciences

Ghyam, Massoud  
Kasabian, Judy  
Scott, Greg  
Tummers, Susan X  
Glucksman, Mark X

## Natural Sciences

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

## Adjunct Faculty

Almos, Carolyn  
Robertson, Gary

Ex Officio Attendees: Janet Young, Francisco Arce,

Guests: Quajuana Chapman, Saul Panski, Arvid Spor, Arthur Fleming

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

#### Summary of events during meeting

The first Academic Senate meeting of the Fall 2007 semester was called to order at 12:34pm.

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

PM reported that the Academic Senate E-Board had met over the Summer and formulated some goals to pursue, including posting the past Senate meeting minutes online, updating the Senate web page, updating and reformatting the Senate Constitution (last update to include the Compton Educational Center), using PowerPoint in meetings, and promoting Basic Skills across the curriculum. PM will be working with Dave Vakil of the Faculty Development Committee on this last point.

#### Minutes

##### Approval of last Minutes

The minutes of the Academic Senate meeting of May 31<sup>st</sup>, 2007 were approved as written.

#### Introductions

Introductions were made around the room as the Senate this semester includes some new faces. New additions to the Academic Senate are Marc Glucksman from Mathematics, Shepard Jacobson from Law/Business, Maria Brown and Emily Rader from Behavioral and Social Sciences, Kim Baily from Nursing, Mark Crossman from Speech/Fine Arts, Quajuana Chapman replacing Ann Collette as Curriculum Advisor, Vincent Armstrong Student Representative from ASO, and Professor Arthur Fleming from the Compton Education Center (henceforth the CEC).

#### Nameplates

PM has decided to go with a paper form of nameplate, please make any corrections to your nameplate so that it can be redone if necessary. If you saw no nameplate (paper or otherwise) please give your details to PM before the next meeting.

#### Roster

A roster was circulated for correction and to add the new names.

#### Meeting the Vice Presidents

PM plans to have the Academic Senate e-board meet with V.P.'s Arce and Nishime once a month. PM has already met with the aforementioned to discuss Board Policies.

#### Associated Student Organization report - Vincent Armstrong (VA).

VA gave a rundown of the ASO goals:

- to build better communication with the student body.
- to clarify the Textbook policy. Currently the main complaint about textbooks concerns the pricing.
- To work on Board Policy 2510 concerning Student Rights as stated in the Academic Senate Constitution.
- To build up the ASO web page as an avenue of communication

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

Sp reported that the CEC was pleased to participate in the ECC flex Day, and that the CEC had their own, additional, Flex Day which was attended by PM. Enrollment at the CEC is up, currently at over 1,100 FTES, which is helping morale. **A position that had been recommended was not filled – I did not quite catch that.** FICMAT (Financial Crisis Management Team) is due to visit the CEC on October 28, 29, and 30<sup>th</sup>. This team will be assessing many criteria and may be visiting ECC, in the person of Arvid Spor) to discuss matters relating to Compton. The CEC has asked for a detailed presentation from FICMAT so as to find out what the team really expects from them.

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

JY introduced Quajuana Chapman as the new Curriculum Advisor, replacing the retired Ann Collette. JY also reported on Title V revisions relevant to Chapter 6 of the Code. These revisions have been approved and became effective on August 16, 2007. The revisions relate to a variety of topics including noncredit courses, stand- alone course, Associate degree requirements, course repetition, names of certificates, withdrawals, grade changes, distance education, field trips, independent study, cooperative work experience, and the use of assessment tests in nursing programs. JY will provide a fuller report next time. The Curriculum Committee meets next week, and a new software, “Curricuware”, will be demonstrated.

#### Educational Policies Report – Evelyn Uyemura (EU)

(See pg 4 of the package)

EU reported that the Ed. Policies Committee will be meeting in a new place this semester – MBBM 131 on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month. Please join this Committee if possible.. The priorities for this semester include:

- Text book policy. The last revision which included a recommendation to keep textbooks for at least 2 years in an attempt to hold down costs, was returned to the Committee because of a typo.
- Board Policy 2510 (Collegial Consultation) will be split into two parts: a Faculty and a Student section.
- Course Repetition (see pg 12 of package) This was passed 1 year ago, yet what one now sees in the Catalog is not what was passed, and what is on the web page is only the Policy, not the Procedures, and much of the content is contained in the Procedures. PM spoke to VP Nishime about this and it may still be worked out.
- Board Policy 4220 is being worked on and concerns course repetition and course renewal.

A question was posed by Ali Ahmadpour to EU re: the creation of a class Reader and the issues relating to who needed to apply for copyright permissions. EU replied that those issues were dealt with under US Federal Copyright Standards. Dr. Dever noted that the College had convened a taskforce on Copyright issues about three years ago, but not much had been achieved due to the complexity of the issues. There is a campus copyright statement somewhere. Claudia Striepe suggested ERes as a method of posting readings online for students. Mr. Ahmadpour is using ERes, but would like a better solution.

#### Faculty Development report– David Vakil (DV)

DV reported that the Committee meets in Admin 127 on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month, and that this Committee, too, needs participants. Happenings in this area include:

- On Course programs relating to teacher training. Look for emails.
- TEP (Teacher Education Program) initiatives, headed by Ina Newberry.
- Math Title V grant to develop cohorts of students.
- Faculty Development and SLO projects. Towards the end of October there will be a week of assessment of Outcomes.
- The Faculty Development Committee wants to help improve morale across campus, and will be introducing initiatives and activities to this end. Please look at the list on pg. 28 of your package and send input or new ideas to DV. Next Senate meeting we will be using Clicker technology to vote on some of these items. DV will also be working with the Unions to improve morale.

DV announced an upcoming set of workshops, the first one titled “Creating a Classroom Climate to Encourage Learning.” Please register online. Emails regarding these workshops have also been sent out.

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

LW reported that the PBC had been busy over the Summer. Arvid Spor is now the sole chair as DV had stepped down as co- chair. He will be missed. A new faculty co- chair may not be elected. On pg 32 of the package are three sets of minutes.

The PBC received many augmentation requests. ECC recently got \$3 million in one- time monies, and the PBC is looking at these augmentation requests and at their next meeting will continue discussing how to spend the money. Pg 35 of the package details the ongoing discussion about the tentative budget. LW explained that the budget comes in three phases. January sees the Preliminary budget, March/April sees the Tentative budget, and August sees the Final budget. The PBC is still looking at the Tentative budget. On the 16<sup>th</sup> August, President Fallo gave an overview of the budget, and on the 23<sup>rd</sup> and 30<sup>th</sup> August the PBC went through the budget line by line, which was a very welcome change from last year when the PBC were not consulted. The Tentative budget is set to go to the Board today and the PBC recommends that the Board accept the budget.

#### Council of Deans Meetings report – Lance Widman (LW)

There were no meetings over the Summer. A meeting is scheduled for this Thursday, 6<sup>th</sup> September.

Arthur Fleming attended ??? meetings in August, and was an active and knowledgeable participant. LW extended thanks to him.

A question was asked regarding a resolution that had been passed by the Academic Senate about the school funding classroom technology. Dr. Arce, as liaison charged with bringing resolutions to the Board was asked if the resolution had been received by the Board of Trustees. Dr. Arce replied that the issue had been discussed in Cabinet, but he felt it was a recommendation, not a resolution and so had not passed it along to the Board. Dr Arce recommended the Deans try and get money for these projects via VTEA. A question was asked regarding the list of specific equipments needed that had been drawn up by the Technology Committee. Had this list been passed on to the Board? Dr. Arce replied in the negative, saying that the list had been referred back to the Committee for refinement and a timeline. Dr. Arce was asked about the \$5 million reputedly in the ECC coffers, but he had no comment.

Saul Panski asked whether a resolution regarding Compton had been discussed. Dr Arce replied that there had been discussion at Cabinet level and that concern had been expressed about the state of the Compton classrooms. An effort would be made to develop a systematic plan of improvement. Mr. Panski asked when and how that would be communicated to relevant parties at CEC. Dr Arce acknowledged that as a valid question and said that the PBC at the CEC needed to become involved. It was felt that the relevancy of Committee participation was suspect, and that this effected morale. A question was raised as to whether resolutions sent forth by the Academic Senate were merely being seen as recommendations. EU said that the wording of PB 2510 was crucial in this respect as it addressed just these issues. The Board is supposed to follow Senate resolutions, but do they ever get to see them if they are seen as lower import recommendations? EU urged the Academic Senate to work on the Faculty Collegial Consultation wording (BP 2510) to make the language the same as that used in Title V. This is an important issue . A question was put to Dr. Arce, as liaison to the Board of Trustees as to whether any resolutions made it to the board, or merely to Cabinet. Dr. Arce said that the Senate should respect the process and that recommendations were referred back to Committees for more work. PM made a formal request for a written explanation when items were not forwarded to the Board. One of the problems seems to be that there is no written process. We need a flowchart of how the process works. Doug Marston said that this same problem had come up while he was Senate President. The College Council should not be involved in bringing items before the Board. Items should go to the Board, and if the Board rejects them, their reasons should be forwarded to the Academic Senate in writing. This issue will be revisited.

#### Legislative Action report – Chris Wells (CW)

CW said he will have more information at the next meeting. CW spoke about the enforcement of the 7525 rule.

It was noted that the Basic Skills initiative had been withdrawn from the State budget – a loss of several million. Efforts are being made to put it back for reconsideration under a different umbrella. M. Crossman asked V. Armstrong what plans the Associated Students body had made for getting students registered in time for voting on the Community College Initiative on the next ballot. V. Armstrong replied that the ASO had not yet

discussed the matter. M. Crossman urged the ASO to get organized this semester, and said all faculty should encourage students to register to vote.

Student Learning Outcomes – Lars Kjeseth (LK) & Jenny Simon (JS)

No report this week as LK and JS are meeting with Deans to discuss progress.

Calendar Committee – Lyman Hong (LH)

LH discussed summer enrollment trends from the CEC and ECC. The Committee is investigating the question whether ECC should adopt 2 concurrent 5 week sessions, as the CEC currently does.

Emily Rader, a Faculty Union rep. on the Committee reported that many parents and new students seem unhappy with the start date of the Summer 8 week session, It appears that many high schools only finish a week after our classes currently start. The question is whether ECC should opt for a later start date. E. Rader had been soliciting responses to this question, and whether faculty would feel this later start as a hardship given that the faculty would have a shorter break at the end of the Summer session before returning for Fall. It appears that the feedback indicated no clear opinion or trend. E. Uyemura asked how many 8 week classes there were. The answer was that it involved all the math and most science classes. Some faculty had attempted to overcome the problem by putting materials online for the “missing” students to access and keep up that way. M. Crossman asked whether ECC could not keep to the regular schedule, but just have 1 or 2 late start sessions. Other good questions/comments were:

- Is enrollment effected?
- Are these students staying at ECC in the Fall?
- What about prereqs.?
- If FTES is a concern then the start date may be important.
- High school students comprise not only school students but recent HS graduates.

Please send other questions and comments to E. Rader.

Academic Technology Committee – Pete Marcoux, Michael Wynne

No report at this time.

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

AS is the Administration and SD the Faculty co- chair for the Accreditation Self Study team. SD reported that we are half way through the process of putting together the self study. This involves describing our campus, assessing our work, and formulating a planning agenda. Final completion is due at the end of the next Spring semester. SD thanked all those who had participated so far. Currently, AS and SD are meeting with department co- chairs to rework content and get a uniform style. A public draft will be available in October, and the document will come to the Academic Senate for review. Three things are still needed:

- Completeness – there are a few gaps that need to be filled.
- What is needed from the CEC, and how to integrate that information.
- To ensure a balanced, fair document.

### Enrollment Management – Francisco Arce & Jeanie Nishime

Dr Arce reported that the first draft of the Enrollment Management plan is near completion. There are 7 subcommittees giving recommendations. These need to be refined and a budget needs to be estimated for the implementation of these recommendations. The plan should be finalized by early September, and will then be brought to the Senate for comment. Enrollment is up. SD noted that the Enrollment Management Committee sees a lot of activity and needs more faculty involvement. Please contact SD if you are interested in participating. D. Vakil asked about a subcommittee that would look at the quality, not the quantity of education. SD said she would bring a list of the subcommittees for clarification – *these were later emailed to Senate members.*

### Unfinished Business

#### New Business

#### Presentations

A presentation was made to Susie Dever by PM in grateful recognition of her service as Academic Senate President. PM said she had been a mentor to him and to the CEC. VP Academic Affairs Dr. Arce also made a presentation to Dr. Dever.

#### Other

The lack of parking was raised as a possible retention/enrollment issue. It was noted that the plans for parking structures had been in the States architect's office for 2 years now. It was countered that we could have cadets available in the first 2 weeks to aid students and staff find parking.

#### Announcements

PM requested that everyone share the activities and concerns of the Academic Senate with their Division colleagues.

#### Agenda Items for Next Meeting

Chris Wells will report on the Equivalency issue.

Lisa Raufman will report on Crisis Management.

Meeting was adjourned at 1:55 pm.