

ACADEMIC SENATE ATTENDANCE & MINUTES
15th March 2011

Adjunct Faculty

Sue Ellen Warren

Leah Pate

Behavioral & Social Sciences

Firestone, Randy X

Gold, Christina X

Moen, Michelle X

Widman, Lance X

Wynne, Michael X

Business

Siddiqui, Junaid X

Lau, Philip S X

Hull, Kurt X

Counseling

Jackson, Brenda X

Jeffries, Chris X

Pajo, Christina X

Fine Arts

Ahmadpour, Ali X

Bloomberg, Randall X

Crossman, Mark

Schultz, Patrick X

Wells, Chris X

Health Sciences & Athletics

Hazell, Tom

McGinley, Pat X

Rosales, Kathleen

Colunga, Mina X

Hicks, Tom

Humanities

Isaacs, Brent X

Marcoux, Pete X

McLaughlin, Kate X

Halonen, Briita X

Simon, Jenny X

Industry & Technology

Gebert, Pat X

Hofmann, Ed X

MacPherson, Lee

Winfree, Merriel X

Marston, Doug

Learning Resources Unit

Striepe, Claudia X

Ichinaga, Moon X

Mathematical Sciences

Bateman, Michael X

Fry, Greg EXC

Hamza Hamza X

Taylor, Susan X

Yun, Paul EXC

Natural Sciences

Doucette, Pete

Herzig, Chuck X

Jimenez, Miguel X

Palos Teresa X

vacant

Academic Affairs & SCA

Chapman, Quajuana X

Arce, Francisco X

Nishime, Jeanie X

Lee, Claudia

ECC CEC Members

Evans, Jerome

Norton, Tom X

Panski, Saul X

Pratt, Estina

Halligan, Chris

Assoc. Students Org.

Budri, Lala

Lopez, Jessica

Ex- Officio Positions

Shadish, Elizabeth X

Kjeseth, Lars X

Guests, Dean's Rep, Visitors:

A.Grigsby (Dean's Rep), C. Pineda

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 2011 semester was called to order by Academic Senate President Gold at 12:37pm.

Approval of last Minutes:

The minutes [pp.5 - 10 of packet] from the March 1st Academic Senate meeting were approved.

REPORTS OF OFFICERS

President's report – Christina Gold (henceforth CG)

CG noted the inclusion of a separate agenda sheet to replace the sheet stapled into the packet, which contained some errors.

- CG reported on the College Council meeting – [see packet pp.11-16 for minutes of the Feb. 22nd, 28th, and March 7th meetings] The discussion at the meetings revolved around the budget and the three possible budget scenarios.
- CG noted that President Fallo will be holding a town hall meeting on Thursday April 7th at 1:00pm to discuss the budget situation.
- CG noted that with reference to the Draft Campus standards, that she had sent a letter (based on the last AS meeting discussion on classroom layouts, and on emails received) to Ms. Higden and Mr. Gann.
- CG has met with Mr. Mulrooney on the possibility of combining the No Show and Active Enrollment reports. Ms. Winfree and Mr. Wells are part of the discussions, and CG invited others to join the meetings if interested.
- CG noted that faculty are needed for the following:

Student's Petition Meeting scheduled for March 24, 11:00-1:00 – Student Services Center 208, 2 Faculty members needed.

Fine Arts Hiring Committee – Ceramics Instructor. The first meeting is Friday, March 18, 10:00 am in Music 101, and one full-time faculty member from outside Fine Arts Division is needed..

CTEA Advisory Committee to evaluate proposals and make recommendations for Career and Technical Education Act funding in 2011-12. Objectivity is essential. Faculty members must be willing to objectively consider proposals from inside and outside his/her department or division. The committee will probably meet twice in April for 2 hours per meeting, and one faculty member is needed.

CG passed around a sign-up sheet to the Academic Senate members.

VP Compton Center - Saul Panski (SP)

[see packet pp. 17-30] SP said he would discuss these issues as action items later in the meeting. SP noted that the CEC is also having a “State of the Compton Community College District” meeting on the 8th April, and tomorrow a meeting will be held to introduce the new Chief Executive Officer.

VP Faculty Development – Cristina Pajo (CP) (Co- VP) and Briita Halonen (BH) (Co-VP)

[see packet pp.45-46] BH reported that the workshop for adjunct faculty on getting a job on Friday March 18th has had to be moved to a larger location due to the large numbers that signed up. Faculty Development will also be sponsoring two slots at the Great Teachers Seminar. Look for emails with details.

VP Educational Policies Committee – Chris Jeffries (CJ)

CJ noted she would be discussing a Policy and Procedure later under “Unfinished Business.”

VP Finance and Special Projects – Lance Widman (LW)

[see packet pp. 47-49] for minutes of the PBC 2/17 meeting. Under discussion was:

DRAFT Planning Process Survey, to be sent out soon to get a sense of employee involvement in the planning process.

GASB irrevocable funding

DRAFT Guiding Principles for Planning and Budgeting, involving the three possible budget options [see packet p. 51]

DRAFT discussing potential impacts of funding reductions (3 options), and where cuts may be made. [see packet pg.50] LW urged all to remember that the numbers are still changing, but indications pointed to a worst case scenario.

LW noted [see packet pp. 88-94] the Legislative Analyst's Office (LAO's) recommendations for community colleges for the 2011-12 budget, and [see packet p. 97] the Modesto CC Criteria for Proposed Reductions.

LW urged all to keep up to date on the issues being discussed.

VP Legal – Chris Wells (CW)

CW noted that the Governor had called for a May 17th special election for Jane Harmon's seat, based on that CW also felt the budget scenario's would be on the worst-case side.

Curriculum Committee – Lars Kjeseth (LK)

LK said he would be bringing an emergency item before the senate later in the meeting.

SPECIAL COMMITTEE REPORTS

Dean's Council - -Moon Ichinaga (MI)

[see separate handout provided] MI said that the question had been raised and answered at the Dean's Council meeting that the ECC money reserves ARE being used. It was noted that enrollment at the Compton Center is high, and there is now the challenge of continuing to attract new students. Faculty are also in discussion on what courses/sections to cut.

MI spoke, at the request of Dr. Arce to bring the matter before the Academic Senate, on the discussion of BP 5060 and AP 5060 – the Concurrent Enrollment of Highly Gifted K-10 students. It had been noted that the college has a special responsibility as far as minors are concerned, and these responsibilities are not necessarily well known to the faculty – for instance, if an instructor dismisses a class early, he/she has the responsibility to notify the parent(s) of the students who are minors. Discussion followed. A suggestion was made to ask ITS to somehow identify these students on the rosters by way of some coded symbol. Dr. Nishime noted we have quite a few such students at the school. Ms. Jeffries noted that the students do not have to identify themselves as such. Mr. Wells asked whether they had any priority status and Ms. Jeffries said no, they had to reapply each semester.

MI also reported that IR (Institutional Research) had success and retention rate data only for the Compton campus at this time, and it had been noted that the retention rates must be raised.

Assessment of Student Learning/SLO's – Jenny Simon (JS)

JS reported that 33% of academic courses have been assessed and the focus is now on completing more assessments to attain the goal of 75% by the end of Fall 2011.

JS noted that faculty can input assessment plans into CurricUNET or use the old online forms, noting that CurricUNET had a few bugs to be ironed out. {UPDATE: JS later sent an email suspending the use of CurricUNET until the problems are worked out}

JS reminded the senators that the 4year cycle timelines are due by May 24th, meaning one per program or department.

The college core competency assessment of Critical, Creative, and Analytical Thinking is underway. The ALC has been working on a pilot survey with the help of Institutional Research. Again, certain sections

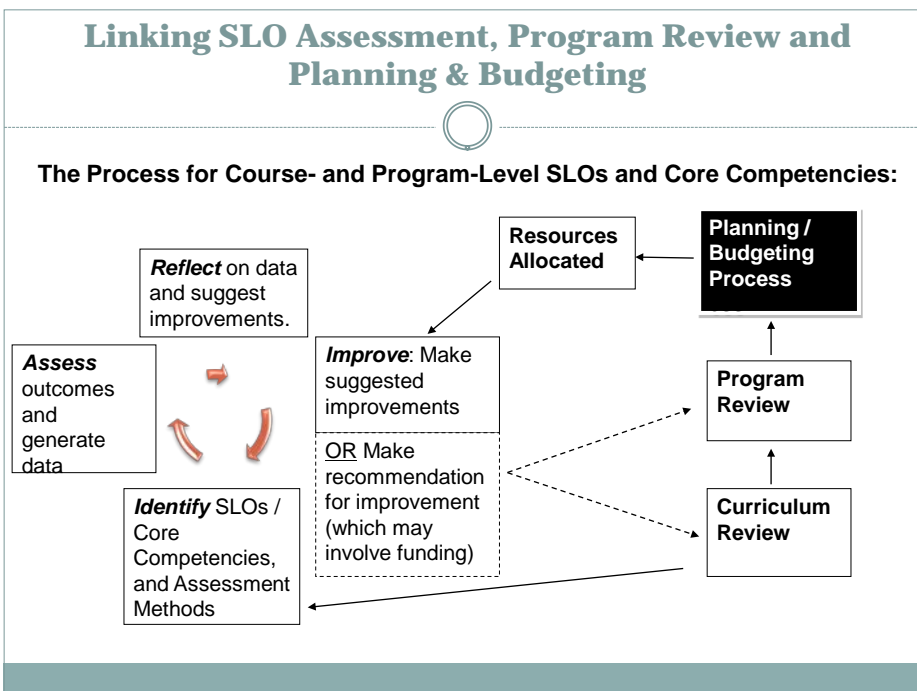
will be targeted, and faculty may get an email from JS requesting they do a student/faculty survey in class.

Mr. Panski asked where one could find program assessments that had already been completed. JS said they were on the Portal under the SLO link OR on CurricUNET in the SLO assessment area. One would have to go to the “Manage Assessments” area and click on the icon to access historical assessments.

Program Review/Plan Builder/AS Unit Plan – Chris Gold (CG)

[see packet pp. 54-55] CG said that Program Review is now on a 4 year cycle, as approved last year. The ACCJC had asked for significant changes in our process, and we now have a much streamlined template. There is a Program Review Committee of consisting of CG, Dr. Lee, and various faculty members from divisions throughout campus. The last item on the template requires divisions/departments to provide a list of prioritized recommendations that can go into Plan Builder.

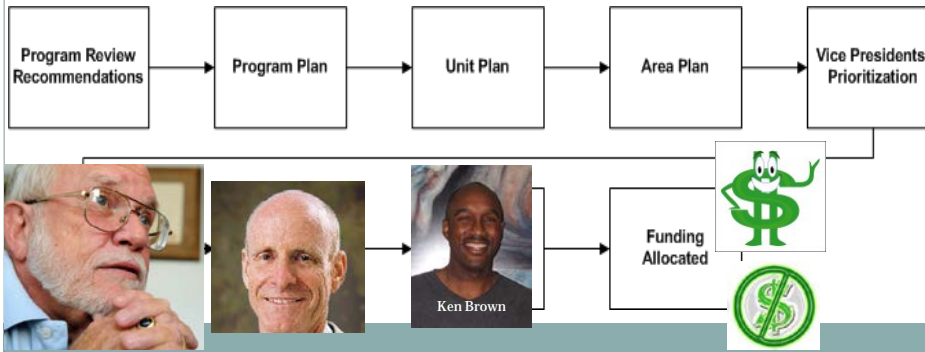
CG then stepped the Senate through the planning process



CG noted that should the SLO process result in suggested improvements that will not cost money, the SLO process circle can be repeated. If, however, suggested improvements do need funding, then one needs to go outside the circle to Program Review and Curriculum Review to get into the funding cycle.

Annual Planning

- Plan Builder is the name of the software used by the college for most planning purposes.
- Plan Builder is used to create plans and track progress made toward *goals* and *objectives* within the plans.
- Plans are either short-term (less than one year) or long-term (two to five years)
- Some plans require funding while others are cost neutral, and all are reviewed and updated at least twice each academic year.
- You can view all the plans in Plan Builder using the menu in the top right hand side of the Portal homepage



If not funded via this process, faculty then need to think of other ways of getting the improvements across. Dr. Arce noted that the box showing Vice Presidents' Prioritization was not correct as the Dean's vote and negotiate prioritization at the Area Plan level, it is not up to the VP's.

Ms. McLaughlin asked how long the entire process takes. CG said approx. 1 ½ to 2 years, and Dr. Nishime noted that with the streamlining the process is actually a bit quicker. Mr. Kjeseth noted that the process can be long or not everything goes through this process. Sometimes faculty use supply monies and felt it would be helpful if it could be more clearly stated which things/amounts needed to be sent through the planning/prioritization process and which could be handled in a speedier fashion. It was also noted that a bit of cost leeway should be factored in, in case prices go up in the course of the year. Dr. Arce said that everything goes out to bid to competitive vendors.

Mr. Marcoux asked where things like iGrants factor in, in this scenario. Dr. Nishime said that in the iGrant application the question is asked if this item is in Plan Build – if not, it will not get funded.

Mr. Widman said he remembered there being a small fund for emergency purchases. Dr. Arce said there used to be Block Grants, but those are gone and now there is only the Bond monies and VITEA.

Mr. Ahmadapour said he felt all this bureaucratic work was not necessary and took away from teaching and subject research time, and he thought this was not the practice at universities. Mr. Widman noted that this was a directive from the Accreditation Committee, and we had been put on warning and we were now addressing the issue by developing this process. He noted that it was time consuming, but necessary to keep accreditation. Mr. Marcoux said that this linking process of planning and budgeting had started at the K-12 level, and was now reaching the Community Colleges and Universities. Mr. Ahmadapour asked whether we could not oppose the process, and Mr. Widman said there were some discussions on the matter, but we had to comply in the meantime. Mr. Kjeseth felt that it was a good idea to evaluate and review our programs and share the information as this made the operations more transparent and we could see how decisions affected students. Also it was necessary to prioritize spending as we do not have unlimited wealth. Ms. Palos felt it was comparing apples to oranges to compare community colleges to universities as the two systems worked under different funding rules. It was noted that the CSU system does prepare Student learning Outcomes and that they should be seen as an effort to improve teaching, not a chore for compliance.

CG also shared the first Academic Senate Unit Plan, [see packet pp. 56 – 70] and asked the senators to look this over to see what we are requesting. CG also noted it was not too late to make changes if anyone had feedback/suggestions for the plan. Mr. Widman congratulated CG on the well-crafted Unit Plan.

Technology Committee – Pete Marcoux (PM)

No report.

OFFICER NOMINATIONS

Further nominations for the Academic Senate Executive positions were called for. Elections will be handled at the next meeting.

VP, Educational Policies: Merriel Winfree (Industry and Tech.) was nominated for the position at the last meeting. Ms. Striepe nominated Lars Kjeseth and he accepted the nomination.

VP or Co-VPs of Faculty Development: Briita Halonen is willing to continue as a co-VP, and BH nominated Moon Ichinaga as a co-VP, as Ms. Pajo will not be available to continue as co-VP. Ms. Ichinaga accepted the nomination.

VP Finance: Mr. Widman was nominated in absentia at the last meeting. Mr. Widman indicated his willingness to accept the nomination.

VP Legislative Action: There was some idea that the position might be done away with. CG said that no firm decision had been taken. Mr. Ahmadapour nominated Mr. Wells. Mr. Wells accepted the nomination.

Secretary: Ms. Ichinaga nominated Claudia Striepe to continue in the position. Ms. Striepe accepted the nomination.

EMERGENCY ITEM

Motion to suspend the CCC Bylaws for one month to allow a person who is not currently sitting on the College Curriculum Committee to be nominated as Curriculum Chair – Lars Kjeseth (LK)

LK reported that a candidate (Jenny Simon) had stepped forward for the position of Curriculum Chair, however she does not technically fit the criteria as laid down in the CCC Bylaws. LK therefore made a motion to temporarily suspend the CCC Bylaws to bypass the criteria and allow for the nomination and voting (to happen during the next CCC meeting next week) to take place. Ms. Chapman had a query about the length of the proposed suspension. LK said just until the elections had taken place, or it could be formalized as a one month suspension. Ms. Chapman asked if the election would be good for one full term of 2 years. The answer was in the affirmative. Mr. Wells said there had been talk of a co-chair to take over, and LK said that option was still under consideration and would be investigated further once a chair was in place.

AS President CG put the motion agreeing to suspend the CCC Bylaws for a period of time to the vote. The vote was unanimously in agreement of the motion.

UNFINISHED BUSINESS

BP & AP 4021: Academic Program Viability, Intervention and Discontinuance Policy and Procedure. Second Reading. VP- Ed. Policies. Chris Jeffries (CJ)

[see packet pp. 71-77] CJ noted that the policy seemed fine at the first reading, but that there had been some concerns with the procedure. CJ noted the amendment to allay the concern re: program discontinuance and Program Review [see packet pg. 72 first parag. in italics] “ *however, program review may be a factor that motivates the initiation of this process*”, and asked if that was a satisfactory amendment. Dr. Arce indicated that it was.

Another concern had been raised re: committee member representation from Compton, and so the Committee had added an amendment [see pg 74 of packet III a.2. in italics] adding a clause “ *as long as the (ECC/CEC) partnership is in effect and the program under consideration is offered at the Center*”

Questions about the timeline had also been raised, and a clarification had been written. [see packet pg. 75 IV B.) “*The recommendations from the Program Intervention Plan should be addressed in a written report within one year after the Plan is given to the Program*”

CJ thanked the Ad Hoc Committee on Discontinuance Policy and Practices for their work, and Drs. Shadish and Jaffe for their help.

Dr. Nishime thought that with the possible budget scenarios, the 1 year timeline might be too slow, and felt there should be language in the document about funding contingencies that could create an emergency situation.

Mr. Wells asked if that might not create a program/course suspension situation, rather than a discontinuance scenario.

Dr. Arce was in favor of a more gradualist approach looking at the core mission of the college, and noted that no programs at ECC were currently in danger as all are fully enrolled. Mr. Kjeseth agreed it was important to look at the big picture, and said that the policy did not preclude other options, and noted that the report did not have to take a full year, just *within* one year.

Dr. Nishime said she wanted the language to be clear that given certain financial scenarios, programs/courses could be suspended without undergoing intervention, citing the example of Santa Monica College situation in 2002/03. Mr. Marcoux recalled the situation with the Food Services program at ECC, where the program seemingly disappeared overnight without the issue coming before the Senate, and noted we want to avoid that scenario occurring again. Ms. Palos asked if a mechanism for re-activation existed. Dr. Arce, quoted the example of the Horticulture program that had been in hiatus for 3-5 years, but with the hiring of new faculty in 2005, was revived. Ms. Palos asked if there was any mechanism in writing. Mr. Marcoux said that would be tied to the curriculum process. Mr. Kjeseth said a program/course could be reactivated through the Curriculum committee, but that is not the same as saying a program is re funded, so all parties must work together to get a program reactivated. Ms. Palos asked if available monies meant a program would be automatically reinstated. Mr. Kjeseth said no, the process would have to be gone through which would include going through Program Review again.

CJ noted the policy allows for discussion.

Dr. Arce requested an addition to a statement in the 3rd paragraph of the Board Policy”...and other strategic planning *and budgeting* activities shall be referenced”. Dr. Shadish objected, noting the committee had worked hard to develop a fair statement, and noting that California budget issues should not impact policy, and the addition of the words could open up decision making possibilities that would undermine the intent of the policy.

Mr. Wells made a motion to accept the policy and procedure as written. Mr. Marcoux seconded the motion. The motion was overwhelmingly carried with no dissensions and one abstention.

NEW BUSINESS

Revisions to CEC Faculty Council Bylaws. First Reading. Saul Panski (SP)

[see packet pp. 31-42]

CEC FACULTY COUNCIL BYLAWS

1. Creates position of Chairperson-Elect
2. Adds Chairperson-Elect as Ex-Officio Member of E-Board
3. Limits Chairperson to 2 years
4. All Council Members to be elected for 3 years; at large will need to run again
5. All Officers to be elected for 2 years
6. Council open to non-tenured faculty in third contract year; officers must still be tenured
7. Replacement of Chairperson and Officers not completing full term by the E-Board
8. Fifth ECC Senate seat is Adjunct Rep on E-Board Others are Chairperson, Vice Chairperson, Secretary, and Curriculum Rep

SP noted that the CEC Council Bylaws need updating. He noted that the revision had borrowed a lot from the ECC Council bylaws, for instance the 2 year terms, and serving for 3 years instead of just one, and having no restrictions of tenure to be a member. These changes must be ratified, therefore this was a first

reading and the revisions will go back and forth between the ECC and CEC bodies. Please email comments and suggestions to SP. Ms. Taylor asked who composed the document and SP said the Council and faculty at large. The next Senate meeting will see the second reading.

SP also mentioned two informational items:

The CEC Senate Constitution is undergoing revision. The Faculty Council and Senate Bylaws are connected to the Constitution, the Council is a subcommittee of the Senate.

A Civility and Mutual Respect policy is being drafted, and if it is meant to apply to students it must be brought to ECC for consideration as an ECC Policy.

On -Line Student Survey (Distance Education) – Irene Graff (IG)

[see packet pp. 78-86] IG informed the Senate that this would be a repeat of the Spring 2007 survey. The questions had been reviewed by all DE faculty and leadership and staff, and based on the suggestions a few changes had been made. The survey will go to all enrolled in a DE class at ECC and CEC.

CG asked if DEAC had reviewed the survey. IG said no, but some of the aforementioned faculty, leadership and staff are on DEAC. Dr. Arce asked if the Deans had revised the survey. IG said they had reviewed it in 2007. IG said the results will be on the web by the end of the semester.

AGENDA ITEMS FOR FUTURE MEETINGS

The State of the College

PUBLIC COMMENT

None

ADJOURN

The meeting adjourned at 1:58pm.

Cs/ecc2011