



Academic Senate of El Camino College 2016-17

September 20, 2016

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254

Office location: Schauerman Library, Room 273

Officers & Executive Committee

President	Kristie Daniel-DiGregorio	VP Finance & Special Projects	Lance Widman
VP Academic Technology	Pete Marcoux	VP Instructional Effectiveness	Russell Serr
VP Compton Center	Paul Flor	Curriculum Chair	Allison Carr
VP Educational Policies	Chris Gold	Secretary	Traci Granger
VP Faculty Development	Stacey Allen	Parliamentarian	Pete Marcoux

<u>Adjunct (One-year terms)</u>		<u>Fine Arts</u>		<u>Mathematical Sciences</u>	
Dustin Black (BSS)	16/17	Ali Ahmadpour	18/19	Megan Granich*	16/17
Karl Striepe (BSS)	16/17	Daniel Berney	17/18	Matthew Mata	17/18
		Diana Crossman	18/19	Jasmine Ng*	16/17
<u>Behavioral & Social Sciences</u>		Russell McMillin	18/19	Benjamin Mitchell	16/17
Stacey Allen	16/17	Chris Wells*	18/19	Catherine Schult-Roman	18/19
Kristie Daniel-DiGregorio	17/18				
Chris Gold	16/17	<u>Health Sciences & Athletics/Nursing</u>		<u>Natural Sciences</u>	
Lance Widman*	17/18	Andy Alvillar*	16/17	Mohamad Abbani	16/17
Michael Wynne	17/18	Traci Granger	16/17	Sara Di Fiori*	18/19
		Yuko Kawasaki	18/19	Troy Moore	18/19
<u>Business</u>		Colleen McFaul	17/18	Ryan Turner	16/17
Kurt Hull	18/19	Russell Serr	17/18	Anne Valle	18/19
Phillip Lau*	18/19				
Nic McGrue	16/17	<u>Humanities</u>		<u>Academic Affairs & SCA</u>	
Josh Troesh	18/19	Rose Ann Cerofeci	18/19	Jean Shankweiler	
		Ashley Gallagher	18/19	Jeanie Nishime	
<u>Compton Educational Center</u>		Pete Marcoux*	18/19	Linda Clowers	
Paul Flor	16/17	Christina Nagao	18/19	<u>Associated Students Organization</u>	
Chris Halligan	16/17	Adrienne Sharp	18/19	Patrick McDermott	
<u>Counseling</u>		<u>Industry & Technology</u>		<u>President/ Superintendent</u>	
Anna Brochet	18/19	Ross Durand	18/19	Dena Maloney	
Yamonte Cooper	17/18	Mark Fields	18/19	<u>Division Personnel</u>	
Rene Lozano*	16/17	Patty Gebert	18/19	<u>Ex-officio positions</u>	
		Lee MacPherson*	18/19	Chris Jeffries	ECCFT
<u>Library Learning Resources</u>		Jack Selph	18/19	Nina Velasquez	ECCFT
Mary McMillan	18/19			<u>Institutional Research</u>	
Noreth Men	18/19			Irene Graff	
Claudia Striepe*	18/19			Carolyn Pineda	

Dates after names indicate the last academic year of the senator's three year term, for example 16/17 = 2016/2017.

*Denotes senator from the division who has served on Senate the longest (i.e., the "senior senator").

El Camino College Academic Senate Purpose: To provide faculty the means for full participation in the formulation of policy on academic and professional matters relating to the college, including those in Title 5 (§53200-53206). The Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters in the following “10+1” areas in the senate purview (BP 2510). If a disagreement arises, the Board and the Senate must mutually agree to any changes or new policies.

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards and policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation process, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.”

The Academic Senate is committed to supporting the college’s Mission and Strategic Plan, including Strategic Initiative C – COLLABORATION - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

For more information consult the [ECC Academic Senate Handbook](#) or the [Local Senates Handbook](#).

ECC ACADEMIC SENATE MEETINGS:

1st and 3rd Tuesdays [*unless otherwise noted], 12:30-2 p.m., Distance Education Conference Center (DE 166).

FALL 2016: September 6 & 20, October 4 & 18, November 1 & 15, December 6.

SPRING 2017: February 21, March 9* & 21, April 4 & 18, May 2, 16, & 30 (tentative).

CEC ACADEMIC SENATE MEETINGS:

Thursdays following ECC Senate meetings [*unless otherwise noted], 1-2 p.m., Compton Center Board Room.

FALL 2016: September 8 & 22, October 6 & 22, November 3 & 17, December 1* & 15*.

SPRING 2017: February 2 & 16, March 7* & 16, April 6 & 20, May 4.

SENATE COMMITTEES:

Academic Technology. Chairs: Pete Marcoux & Virginia Rapp. Meetings arranged as needed.

Assessment of Learning. Chairs: Russell Serr & Jenny Simon. Fall: 2nd Mondays & 11/28, 2:30-4, Admin 131.

Academic Program Review. Chairs: Russell Serr & Linda Clowers. Thursdays (Fall only), 12:30-2, Admin 127.

College Curriculum. Chair: Allison Carr. 2nd & 4th Tuesdays, 2:30-4:30, Admin 131.

Educational Policies. Chair: Chris Gold. 2nd & 4th Tuesdays, 1-2, Social Sciences 123.

Faculty Development. Chair: Stacey Allen. 2nd & 4th Tuesdays, 1-2, West Library Basement.

CAMPUS COMMITTEES:

Accreditation. Chair: Jeanie Nishime. Senate Reps: Claudia Striepe, Kevin Degnan. Meetings as needed.

Board of Trustees. Chair: Kenneth Brown. Senate Rep: K. Daniel-DiGregorio. 3rd Mondays, 4 pm, Board Room.

Calendar. Chair: Jeanie Nishime. Senate Reps: Vince Palacios, Vacant. Meets annually or as needed.

College Council. Chair: Dena Maloney. Senate Rep: K. Daniel-DiGregorio. 1st & 3rd Mondays, 1:30-2:30, Admin 131.

College Technology Committee. Chair: Art Leible. Senate Rep: Pete Marcoux. 3rd Tuesdays, 2-3, Library 202.

Council of Deans. Chair: Jean Shankweiler. Senate Rep: K. Daniel-DiGregorio, 2nd & 4th Thursdays, 8:30-10, Admin 131.

Distance Education Advisory Committee. TBA.

Enrollment Management. Chairs: Jean Shankweiler & Jeanie Nishime. Senate reps: Sara Di Fiori & Chris Jeffries, 4th Thursdays, 1-2, Library 202.

Facilities Steering Committee. Chair: Dena Maloney. Senate Rep: Claudia Striepe, 9/20, 11/7, 3/6, 5/1, 2:30-4, Admin 131.

Planning & Budgeting. Chair: Rory Natividad. Senate reps: Lance Widman & Josh Troesh, 1st & 3rd Thursdays, 1-2, Library 202.

Process Improvement. Chair: Dena Maloney. Senate rep: K. Daniel-DiGregorio.

Student Success Advisory. Chair: Idania Reyes. Faculty reps: Cynthia Mosqueda & Janice Pon-Ishikawa, 2nd Thursdays, 1-2, Library 202.

Senate & committee meetings are open to the public. Contact committee chairs or representatives directly to confirm details.



Academic Senate of El Camino College 2016-17

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Tuesday September 20, 2016

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G. Information Items – Discussion	
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H. Future Agenda Items:	
a. Federation Update	
b. Ed Policies: AP 5070 (10/4, tentative), BP/AP 5010, AP 5011 Admissions and Concurrent Enrollment	
c. Online Educational Resources	
d. Educational Master Plan (10/18 – 1 st reading, 11/1 – 2 nd reading).	
I. Public Comment	
J. Adjourn	

Per the Brown Act all votes must be recorded by name. Only No's and Abstentions will be recorded by name in the minutes. If you were signed in to the meeting and did not vote No/Abstain, your vote will be assumed to be a Yes.

Any individual with a disability who requires reasonable accommodation to participate in an Academic Senate meeting, may request assistance by contacting Kristie Daniel-DiGregorio, kdaniel@elcamino.edu, (310) 660-3593 x3760, 16007 Crenshaw Blvd., Torrance, CA 90506.

Proposed 2016-2017 Goals

The Academic Senate's annual goals reflect a commitment to "[advancing] an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making" (ECC Strategic Initiative C).

- **Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)**
- Measures:
 - Arrange faculty representation on campus committees and periodic updates,
 - Recruit and elect executive and committee chairs according to Senate by-laws,
 - Ensure divisions have required number of senators and that elections are held accordingly,
 - Review and begin revising Faculty Handbook,
 - Maintain communication and effective collaboration with ECC Federation of Teachers.

- **Strengthen faculty involvement in the activities of the Academic Senate**
- Measures:
 - Provide an orientation at the start of the academic year,
 - Provide regular, ongoing communication with all faculty, encouraging greater involvement in the Senate and Senate Committees,
 - Encourage greater participation of senators in meetings and other activities of Senate,
 - Execute Senate Office relocation while maintaining a strong physical presence on campus,
 - Establish initiatives to recognize faculty who achieve tenure.

- **Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.**
- Measures:
 - Support Enrollment Management initiatives through ongoing communication and faculty involvement,
 - Support Compton Center's efforts to re-establish independent accreditation through regular Senate/Faculty Council communication and collaboration with faculty leaders,
 - Foster awareness of and encourage faculty involvement in the local implementation of statewide initiatives for student success, equity, enrollment, retention and completion.

ACADEMIC SENATE ATTENDANCE
Revised 9.6.16

Adjunct (1 year)

Dustin Black XX
Karl Streipe XX

Behavioral & Social Sciences

Stacey Allen XX
Kristie Daniel-DiGregorio XX
Christina Gold XX
Lance Widman XX
Michael Wynne XX

Business

Kurt Hull XX
Phillip Lau
Nic McGrue XX
Josh Troesh XX

Counseling

Anna Brochet XX
Yamonte Cooper XX
Rene Lozano XX

Fine Arts

Ali Ahmadpour XX
Daniel Berney
Diana Crossman XX
Russell McMillin XX
Chris Wells XX

Health Sciences & Athletics

Andrew Alvillar XX
Traci Granger XX
Yuko Kawasaki XX
Colleen McFaul XX
Russell Serr XX

Humanities

Rose Ann Cerofeci XX
Ashley Gallagher XX
Pete Marcoux XX
Christina Nagao XX
Adrienne Sharp XX

Industry & Technology

Ross Durand XX
Mark Fields XX
Patty Gebert
Lee MacPherson XX
Jack Selph XX
Ed Matykiewicz

Library Learning Resources

Mary McMillan XX
Noreth Men XX
Claudia Striepe XX

Mathematical Sciences

Megan Granich XX
Matthew Mata XX
Ben Mitchell XX
Jasmine Ng XX
Catherine Schult-Roman XX

Natural Sciences

Mohamad Abbani XX
Sara Di Fiori XX
Troy Moore XX
Ryan Turner XX
Anne Valle XX

President/Superintendent

Dena Maloney

Academic Affairs & SCA

Linda Clowers
Jeanie Nishime EXC
Jean Shankweiler XX

Assoc. Students Org.

Patrick McDermott XX

Compton Education Center

Paul Flor XX
Chris Halligan EXC

Ex-Officio Positions

Chris Jeffries (ECCFT)
Nina Velasquez (ECCFT)

Curriculum Chair

Allison Carr XX

Deans' Reps.; Guests/Other Officers:

Carolyn Pineda XX
Virginia Rapp XX
Irene Graff XX

ACADEMIC SENATE MINUTES
September 6, 2016

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

1. **CALL TO ORDER** Senate President Kristie Daniel-DiGregorio (KDD) called the first Academic Senate (AS) meeting of the fall 2016 semester to order on September 6, 2016 at 12:35pm.

All Senators introduced themselves, their department, and the number of years they've been on Academic Senate. KDD thanked everyone for being on AS and welcomed them, noting that it is important to have enough representatives at the meetings. Senators were provided with meeting packets, AS Handbooks, ASCCC membership cards, Human Development pencils (a special perk), and clickers to use for the meeting.

All were in agreement to change the order of business to begin our orientation. Let's use clickers to see how much you know about the AS. Overview about clickers by KDD.

1. Why does ECC have an AS? (The Senate is empowered by the State Government).
2. When the AS votes on a policy that falls within its 10+1 purview, its word is the final word. (False)
3. The senate and union purviews are entirely separate and the 2 organizations must not intermingle. (False)
4. The ECC AS is composed of senators, the Executive Board, and our Administrative collaborators. (False)
5. How long is the term for a senator on the ECC AS? (3 years)

Senators (see handbook pages 7 – 9) reviewed attendance and participation (before, during, after meetings). Members were encouraged to consider joining a senate committee (meetings are listed in packet). The organization of the AS packets was reviewed including names of senators, agenda, page numbers, etc. Senators are encouraged to review the packet before attending the meetings to be better prepared.

2. APPROVAL OF MINUTES

See pgs. 7- 12 of packet for minutes of the May 3 meeting. Minutes approved as amended.

3. OFFICER REPORTS

A. President Kristie Daniel-DiGregorio (pgs. 13-21) The new meeting room is better with construction that is going on around campus, it's more conveniently located and will hopefully promote more discussion and interaction. The new AS Office location is in Library 273; thanks to our colleagues that helped to facilitate the move to new office. Four faculty and 18 sections are going to be adopting online textbooks. Share with your colleagues about the changes in financial aid which will be based on the number of units at first census. Students must maintain a 2.0 GPA to keep their Board of Governors Fee Waiver. ECC is looking into ideas and opportunities to build enrollment. Steering committee to be formed to deal with Dual Enrollment. ECC looking into Process Improvement and how processes may be improved to enhance student enrollment.

B. VP – Compton Education Center – Paul Flor

First draft was completed, currently working on the second draft of the self-study for Accreditation. Hope to have the final document completed by the end of November, so it is ready to submit in January, 2017. Accreditation team scheduled to visit in March. Hopefully, their visit will coincide with Compton celebrating its 90th birthday. Hope to coordinate it so campus goes through a bit of a face lift. We meet on 1st and 3rd Thursdays of the month. Visitors are welcome.

C. Curriculum Chair – Allison Carr (pgs. 22-61)

We haven't had our first meeting for the year. Next Tuesday is the first meeting from 2:30 – 4:30 in Admin 131. The CCC is fully staffed with representatives at this time. All division deans were consulted over the summer.

D. VP – Educational Policies –Chris Gold

The educational policies process was reviewed. We will see quite a few policies circulating though the senate. We develop policies and meet with groups on campus so they can consult. The Ed Policy Committee meets the 2nd and 4th Tuesdays of the Month. Meet in SOCS 123. Thank you to the members who meet. Policies are big picture. Broad statements of how we function. Procedures are longer and more in depth. The Board of Trustees see these, they don't vote on them. We can't always do what we would like to do because there are restrictions, including federal and state laws and codes. There are Accreditation requirements. We can't step on toes, we look at local process and student success. The CCLC creates templates and we use those as a guide.. When we consult, we work closely with the deans and Dean's Council. Ed policies are finished, then the Senate gets it. College Council sees it. We are working on our to-do list.

E. VP – Faculty Development – Stacey Allen

We haven't met yet. Next Tuesday 1-2:00, Library West Basement. We were approved by the Student Equity Program for funding for the Faculty Book Club. Nominations will be coming soon for Outstanding Adjunct Faculty Awards. Professional Development office sent out surveys for Fall Professional Development Day – please take a minute to respond before September 16th.

F. VP – Finance – Lance Widman (pgs. 62-66)

PBC meets 12 months out of the year. The minutes are on pgs. 62- 63 from July 7th meeting and pg. 64 from August 18 meeting. The August meeting is the most important of year. President Maloney showed up and had lots of interaction. Josh Troesh said that state providing “0” COLA. We have reserve of 14 million. Earmarked for increases in PERS and STRS obligations. There may be an opportunity for limited use of these funds for enrollment issues. ECC is in the stabilization phase. Growth monies may not be available to us because we haven't hit growth numbers. Lance noted that before the September 7th board meeting (from 3 – 4:00pm) a workshop is being offered on the Budget. This is an opportunity to learn where our money comes from and where it goes.

G. VP – Academic Technology – Pete Marcoux

There are two technology committees on campus. College Technology Committee and Academic Technology Committee. ATC typically meets twice a semester. Canvas is going to be available for implementation by January. Wi-Fi will be on the Board of Trustees agenda for approval at tomorrow's meeting. May take 6 months at most before available. Contracting with Dell. College Technology committee has a Friday meeting coming up.

H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO's Update – Russell Serr (pgs. 67-68)

Critical thinking ILO completed last spring. This semester planning a Community and Personal Development ILO. 761 are scheduled for assessment this semester. Due by 9/16 if Trac Dat doesn't blow up with all the activity. Seems to be working better. Program review meets each Thursday for a different program. Eight departments have already turned in their reports as early submissions. Workshops will be held later in the semester.

4. SPECIAL COMMITTEE REPORTS

Dr. Shankweiler (DrS) noted that the Budget workshop is scheduled in the Board Room. First board meeting using Board Docs so there isn't a huge packet. Institutional Participation Agreement (IPA) is in place for adopting Canvas. Enrollment right now is even with last fall. Would be better if we were higher -- we are working on enrollment activities. No Show Reports are due Friday. Faculty ID process has started. We have now until Oct 7 for positions that we want to hire for the next academic next year. Educational Master Plan has been worked on by Irene over summer. Looked at things that might help with master plan...facilities, staffing, education, etc. It was a BIG JOB! There is an open forum on September 29th. All divisions have through October to get their input in before final master plan. A number of retirements are being anticipated so there may be a number of new hires. Recently, there has been significant turnover among the librarians.

5. UNFINISHED BUSINESS

6. NEW BUSINESS

There was a first reading of the Senate Goals for 2016-2017, on page 4 of the packet. The goals were developed during a Planning Summit of the AS executive board in May and revised over the summer. Senators were invited to review the goals and provide comment. Among the goals is to update the Faculty Handbook - 1987 was the most recent edition of the faculty handbook. Chris Gold will facilitate the updating process. Some areas in need more than others. Chris Gold will do research to see what we will do. Probably start from scratch on updating this. We'll get back to this next meeting. The goals will be voted on at the next meeting, 9.20.16.

7. INFORMATION ITEMS –DISCUSSION

Patrick McDermott (accounting major) is the ASO representative to the Academic Senate. We provide the voice of the students. I am your messenger if you have something to say to the students. We have

about 40 students on ASO. Hydration stations on campus coming soon. Charging stations coming soon to address hallway crowding in the Admin Bldg. among others
Getting notation onto Transcripts that student was a part of ASO. Patrick's position is Director of Academic affairs. The ASO wants to promote using sustainable water bottles on campus, which is better for the environment and better for the campus.

8. FUTURE AGENDA ITEMS

Dr. Maloney will be at the next meeting. Other future agenda items include a visit from the Federation, discussion of the faculty handbook, educational policies related to attendance and dual enrollment and Online Educational Resources.

9. PUBLIC COMMENT

Chris Wells -Legislation has been passed on a seniority system for part time faculty on hiring processes.

10. ADJOURN

The meeting adjourned at 1:56 p.m.
TG/ECC Fall 16

Academic Senate President's Report: Senate Meeting 9.20.16

Senate News

- **Senate Representatives:** Many thanks to the following faculty who stepped in over the summer to represent the Senate on campus committees: Claudia Striepe (Facilities Steering Committee), Brent Isaacs (Dean, Fine Arts Hiring Committee), Julio Farias (VP, Human Resources Hiring Committee), Colleen McFaul (Grade Appeals Panel).

Campus News

- **Campus Safety Improvements:** Lock Bloks have begun appearing on campus and phones are a welcome addition to classrooms. Visit <https://www.youtube.com/watch?v=vF6VJZEnnpU> for instructions for using your Lock Blok. Many thanks to all who have made these improvements possible.
- **Process Improvement Project:** The Interact team has spoofed the student experience. They may repeat this process again later in the semester, now that the rush of registration is completed. The next meeting of the Process Improvement Steering Committee will be in October.
- **Comprehensive Master Plan:**
- **Educational Master Plan:** Toward the end of September there will be an open forum for all faculty to provide input on the draft of the EMP. Senate representatives C. Striepe, A. Brochet, and J. Troesh will join Irene Graff when the EMP is discussed at the October and November Senate meetings.
- **Staffing Plan:** Given the departure of the VP for Human Resources, an outside team from College Brain Trust will be consulting to review college staffing by group, demographics and will also look at the impact of projected retirements and the need for professional development opportunities across the institution. By the end of the semester, the draft of the Staffing Plan will be completed and the consultation with college committees will begin.
- **Student Success Advisory Committee (9.8.16)** *This committee consults on the SSSP, SEP and BSI initiatives.*
 - A decision algorithm was developed by Math faculty so Multiple Measures Assessment could be applied with incoming students. The goal is to apply MMA to 500 students during 2016-17 and approximately 100 have been completed. Suggestions included providing enhanced training, ensuring consistency, starting earlier in the application cycle to leverage Outreach efforts.
 - The common assessment has been delayed until fall 2017 implementation for spring 2018.
 - The Seeds of Change retreat was held August 18-19. The teams identified areas of common focus which include: professional development, high school collaboration/integrated bridge programs, transfer and tutoring. Efforts will continue with the Seeds of Change Initiative.
 - SSSP was audited over the summer. Twenty-five students' records were closely scrutinized. Among the findings was a recommendation to adjust coding for some orientations.
 - An updated version of SARS scheduling system is being rolled out.
 - A Welcome to El Camino College video, which provides information about the college as well as excellent guidance for new students, has been developed by the Counseling Division. Faculty are encouraged to share it with their students.
 - <https://vimeo.com/172008183> - captioned
 - <https://vimeo.com/170864491> - not captioned
- **Common Assessment Implementation Team (CAIT)** will convene to discuss the delay in the implementation of the new Common Assessment by the California Community Colleges Chancellor's Office (CCCCO). Chair William Garcia welcomes any and all members of the Academic Senate. Faculty from Humanities and Mathematical Sciences are anticipated to participate.
- **Board of Trustees (9.7.16)** *While every effort is made to provide thorough notes, these are not intended to be comprehensive nor official. For approved minutes of Board of Trustees meetings, please visit the board website: <http://www.elcamino.edu/administration/board/>.*

- The September board meeting was preceded by a Budget Workshop, which was open to the public. The 2016-2017 budget was approved during the meeting.
- The board has transitioned to using BoardDocs for all meeting materials. Among the advantages is this offers viewers access to more supporting documents (e.g., contracts). In addition, the board will be addressing large contracts or new programs or initiatives as action items so they can be discussed and voted on separate from the consent agenda.
- Several members of El Camino Village spoke to the board requesting that they issue a voluntary immediate stop work order for Lot C. They reported that the height and capacity of the structure were never approved by the board and disregarded the recommendations in the Environmental Impact Report. Their concerns included: direct views from the lot into their yards and homes; increases in noise, traffic, and lights; and the potential for an increase in crime. Earlier meetings occurred with Vice President Higdon, Tom Brown and Anne Garten. At Dr. Maloney's suggestion, the board asked the staff to investigate the questions raised and report back to the board so that a public hearing could be held and the board can decide whether to take action.
- The contract for installing WiFi on campus was approved. An implementation plan was provided though Vice President Higdon cautioned that the installation could take longer than the predicted six months and that the phases may be adjusted if challenges are encountered.
- Compton is proactively paying down debt and setting aside funding for increases in PERS/STRS expenses. The new music renovation project is expected to be completed December 13th. The Accreditation Steering Committee for the Self-Study is working toward a December deadline for submission to the board.
- Trustees highlighted a number of campus events including the first home game in the new stadium and the Thread exhibit at the Art Gallery.
- Dr. Maloney reported that Vice President Barbara Perez will chair a task force to investigate how to serve former students of ITT. Presently, ITT students are required to choose between keeping their earned credits or having their debt forgiven.
- Chris Jeffries, President of the Federation, advocated for an amicable negotiation process. She believes that there are reasons for optimism despite the prospect of deficit spending. She noted that healthcare costs are increasing for faculty.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – August 15, 2016

College Council Purpose Statement: To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Linda Beam, Kristie Daniel-DiGregorio, Ann Garten, Irene Graff, Jo Ann Higdon, Dena Maloney, Jeanie Nishime, Susan Pickens, Jean Shankweiler, Luukia Smith

Alternates: David McPatchell, Nina Velasquez

1. Minutes – July 18, 2016: Approved as presented.
2. Board Agenda Review:
 - a) AS 2 – 5 # B: It was noted that some of the school district contracts are fee based and others are FTES generating. Jean reported that the decision as to whether a course is FTES generating is made between ECC and the school district.
 - b) HR 23, # D (Public Hearing): Correction: “It is recommended that the Board of Trustees conduct a Public Hearing at the August, 2016 Board Meeting to open negotiations between El Camino College Federation of Teachers, LOCAL 1388, AFT, AFL~CIO and El Camino Community College District.”
3. BP/AP 3900 (Speech: Time, Place, and Manner): These were previously Board approved on April 18, 2016. Jeanie Nishime presented the amended BP/AP. ECC received a challenge from a group stating that the BP/AP were unconstitutional. The amendments presented were recommended by an attorney. These will be brought back to CC for one final review before going to the Board. There was a request to check the BP on amplified sound. At the May 13, 2002 CC meeting the decibel level was set at 90 and it was decided that no policy was needed.

Agenda for September 7, 2016

1. Minutes –August 15, 2016
2. Board Agenda Review
3. BP/AP 3900 (Speech: Time, Place, and Manner)
4. College Council Evaluation - DRAFT

2015-16 College Council Goals

1. Update and Review Board Policies and Administrative Procedures.
2. Have all Consultation Committees revise and post minutes, agendas, purpose and goals to their specific Committee webpage, and have a link to these pages from a central Administrative page.
3. Review and endorse the Master Plan.
4. Support initiatives of the CEC to train staff/faculty/committees in preparation for accreditation through quarterly reports and discussion.
5. Develop plans and procedures to orient new members to consultation committee.

Facilities Steering Committee Meeting Schedule:

September 20, 2016, 2:30-4 p.m. (ADM 131)

November 7, 2016, 2:30-4 p.m. (ADM 131)

March 6, 2017, 2:30-4 p.m. (ADM 131)

May 1, 2017, 2:30-4 p.m. (ADM 131)

DRAFT

El Camino College – Office of the President Minutes of the Facilities Steering Committee June 20, 2016

Purpose Statement: The Facilities Steering Committee will provide input for Program Planning, review related documents, and make recommendations for the Facilities Master Plan; updated information will be distributed to constituents represented by committee members.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Linda Beam, Tom Brown, Ann Garten, Jo Ann Higdon, President Maloney, Jeanie Nishime Susan Pickens, Angela Simon, Luukia Smith, Erika Solorzano

Guests Present: Rory Natividad, Irene Graff, Dipte Patel, Deborah Shepley.

1. The minutes of November 30, 2015 were approved as presented.
2. Facilities Master Plan Report – June 2016 was reviewed. (Complete report is posted [here](#).)
 - a) Student Services Building Project was pulled from the bidding process. A couple of items need to be modified before it is submitted to DSA.
 - b) The public fitness walking path will go back to its original location outside of the stadium and will now be a complete loop.
 - c) Athletic Education and Fitness Complex Project Phase 2 Project is almost completed. There is concrete being poured for the fire road and one elevator is being inspected.
 - d) Lot C Parking Structure Project is ahead of schedule.
3. Fine Arts Precinct Plan PowerPoint was presented by Deborah Shepley. (The PowerPoint presentation is posted [here](#).)
 - a) The following comments and concerns were expressed during the precinct plan presentation. It was noted that these areas of campus were not part of the precinct plan.

- i. There is a need for a centrally located outside staging area for student and commencement activities.
 - ii. Campus food locations have not yet been identified.
 - iii. The Sign Language program does not have a permanent home. They need three classrooms and a lab.
 - iv. The location for the Health Center has not been identified.
 - v. There is a need to continue to have the “quad area” in front of the Library available for club rushes and other outside activities.
4. Educational Master Plan Report (EMP) – Irene Graff reported that the four focus areas are in development this summer. The EMP will be joined by a number of supporting plans (including the Facilities Master Plan) to make up the Comprehensive Master Plan this fall. At this time the faculty are only working on the EMP. Once the EMP report is completed it will be brought back to the Facilities Steering Committee.
5. President Maloney suggested an interest in developing a Facilities Planning Guide for User Groups. Luukia Smith and Angela Simon indicated they were interested in working on this.
6. Facilities Steering Committee Annual Evaluation – Irene Graff provided the “Annual Review for Collegial Consultation Committees” guidelines and the “Collegial Consultation Committee Annual Evaluation” templates for review. It was determined that the template will be used for the Facilities Steering Committee evaluation this fall.
7. Other
 - a) The next Facilities Steering Committee will be in September 2016.
 - b) The updated Administrative Building drop-off zone diagram will be brought to the next Facilities Steering Committee.

2016 Facilities Steering Committee Goals

1. Apply sustainable practices to maintain and enhance the College's facilities and infrastructure including grounds, buildings and technology.
2. Continue the implementation of the Facilities Master Plan.
3. Review and update the Facilities Master Plan to ensure alignment with the new Educational Master Plan. Recommend revisions as necessary.
4. Communicate current and anticipated facility changes with the greater ECC community.
5. Develop a set of criteria for the review of facilities requests rising through the annual prioritization process.

Ed Policies – 2016/17 To Do List

3050 AP Institutional Code of Ethics

- As required by the ACCJC, the campus needs an ethics code. There is no CCLC template but other campuses have created 3050 AP Institutional Code of Ethics.
- A cross campus committee will create a draft which will then be brought to the Educational Policies Committee and then the Senate for consultation.

3710 BP/AP Securing of Copyright

- This is a new BP/AP.
- In spring 2016, the Senate held two readings but did not vote.
- The Senate wanted clarification of terms, particularly relating to intellectual property.
- It was brought back to Dean's Council and may require legal consult.

3715 BP/AP Intellectual Property

- This overlaps with 3710 and the two should be developed and revised in tandem.

4115 BP Limitation of Remedial Coursework

- EPC is waiting for a draft.

4230 BP Grading and Academic Symbols

- The BP needs updating. The procedure is in the policy. We need to create an AP.
- EPC decided this needs to be reviewed after conversations about documentation for grades and other issues related to this policy that were sparked by the review of the Attendance procedure.
- A couple faculty members asked to revisit +/- grading. The EPC would like to have a Senate discussion to gauge Senate opinion to determine whether a change may be desired.

4235 BP Credit by Exam

- EPC is waiting for a draft.

5010 BP Admissions and Concurrent Enrollment (and 5011 AP)

- The Dean contact is Jackie Sims. Chris will work with Jackie and the new dual enrollment steering committee on the revisions.

5070 AP Attendance

- Last year there were 5 readings in the EPC and it was reviewed by Dean's Council.
- The EPC hopes to bring the finalized revisions to the Senate in early fall 2016.

Minimum Qualifications

- No updates are necessary at this time.
- Chris Wells is presenting our ECC Senate's recommended change to the Communication Studies minimum quals to the statewide Senate this fall.

Faculty Development Committee Meeting
Minutes for Tuesday, September 13, 2016
Teaching and Learning Center (TLC), Library West Basement, 1-1:50 pm

Mission Statement: *The El Camino College Faculty Development Committee provides opportunities and support to promote instructional excellence and innovation through faculty collaboration.*

Name	Abbreviation	Division
Stacey Allen* (present)	(SA)	Behavioral & Social Sciences
Dustin Black (present)	(DB)	Behavioral & Social Sciences
Ross Durand (present)	(RD)	Industry & Technology
Diaa Eldanaf (excused)	(DE)	Mathematics
Briita Halonen (present)	(BH)	Humanities
Sheryl Kunisaki (present)	(SK)	Learning Resources
Sumino Otsuji (present)	(SO)	Humanities
Margaret Steinberg (present)	(MS)	Natural Sciences
Claudia Striepe (present)	(CS)	Library & Learning Resources
Lisa Mednick Takami (present)	(LMT)	Professional Development
Evelyn Uyemura (excused)	(EU)	Humanities
Andree Valdry (present)	(AV)	Learning Resources/Compton Center

*Committee Chair

Fall 2016 Meetings: September 13 & 27, October 11 & 25, November 8 & 22, December 13 (if needed).

Spring 2017 Meetings: February 14 & 28, March 14 & 28, April 25, May 9 & 23, June 6 (if needed).

AGENDA

1. Fall Professional Development Day

(SA) commended the Professional Development Department for a well-organized Professional Development Day. FDC members were pleased that faculty and staff were invited to attend PD Day, (MS) noted that it provides a nice opportunity for faculty and staff to interact with one another. While (SA) reported that she had heard positive feedback from colleagues on the keynote speaker, Dr. Dana Emerson “Shifting Perspectives: Building an Ecology of Success,” others had a less favorable response citing length and repetition as concerns.

FDC members were pleased with the afternoon breakout sessions; (BH) commented that there were a lot of good choices. (SA) noted that four FDC members co-facilitated breakout sessions including: Sheryl Kunisaki “The Student, Faculty, and Academic Support Connection;” Claudia Striepe “Digging into the Professional Development Network;” Ross Durand “Active Shooter Preparation;” and Stacey Allen “Planning the WGSS Major.” All sessions were well-attended.

(SK) suggested that William Garcia’s presentation, “Financial Aid Updates: What’s New for Your Students?” be considered for Spring PD Day as a campus-wide presentation.

Information about Fall Professional Development Day is available at <http://www.elcamino.edu/administration/staffdev/fallpdday/index.asp>

(SO) expressed concern that perhaps not enough counselors were available to help students on August 25, 2016 due to PD Day activities. FDC members stressed the importance of having enough counselors available at a crucial time before the semester. (MS) noted that reminders

with detailed information should be sent to students early enough to make necessary arrangements if limited counselors are available on PD Day.

Members expressed their interest in the variety of breakout sessions and the frustration of not being able to attend more of them. (LMT) suggested increasing the number of offerings at Spring PD Day and perhaps repeating some of those that were most successful.

(SA) suggested a one day mini-conference perhaps on a Friday similar to one that was held several years ago in conjunction with CSUDH. (MS) recommended a survey to gauge faculty interest in a conference. (CS) was especially interested in a joint effort with other colleges. (BH) noted that mid-late spring would be ideal, especially for faculty who may need to earn additional flex credit. (BH) recommended that in addition to sessions concerning institutional processes, some sessions should center on best teaching practices. (DB) reported that he attended Jan Schaeffer's session, "Managing Student Behavior" which generated a lively discussion of teaching techniques.

(SA) reminded members that the Fall PD Day evaluation survey will be open until Friday, September 22nd and suggested that a reminder email be sent to the listservs to increase the response rate. (MS) inquired if facilitators receive survey results. (LMT) affirmed that all facilitators receive survey results. Results will be discussed at the next FDC meeting on September 27th.

(SA) announced that she is working with Joy Zhao to develop a monthly workshop as a follow-up to her Fall PD Day breakout session, "Teaching with Humor and Health." According to Joy her workshops will be comprised of three areas of interest: brain health, physical health, and humor. (DB) suggested "cognitive" health in place of brain health. The first meeting is scheduled for Thursday, September 22nd from 1:00-2:00 in the TLC, Library West Basement

(SA) also announced that Jan Schaeffer will hold monthly brown-bag sessions as a follow-up to her Fall PD Day breakout session, "Managing Student Behavior." Members received a flyer and were encouraged to share the information with colleagues. "Distressed and Distressing: Identify, Respond, and Connect" will meet on the 4th Tuesday of the month, 1:00-2:00, the first meeting is September 27th.

2. Faculty Book Club

(SO) announced that the FBC received funding from the Student Equity Program to fund books and refreshments for this semester. She reported that the book, *Whistling Vivaldi: How Stereotypes Affect Us and What We Can Do (Issues of Our Time)* by Claude M. Steele is very interesting. Meetings will be 9/30, 10/28, 11/18 from 12:30 to 2:00 in the TLC.

3. Faculty Handbook

(SA) announced that Chris Gold is working to update the Faculty Handbook which was last revised in 1987. At C. Gold's request, (SA) asked for feedback concerning the preferred format of the handbook (online, hardcopy, hybrid). FDC members agreed that a printable, easy to navigate online version would be ideal with limited availability of hard copies. (DB) suggested they be available in division offices and/or by request. (RD) stressed the importance of making it easy to search for information in an online version of the handbook. (CS) noted that the college has just hired a webmaster who may be able to update the handbook when needed.

The FDC expressed confidence that Chris Gold should lead the project under the advisement of the Academic Senate and AS subcommittees.

4. Outstanding Adjunct Faculty Award

(SA) announced that the call for nominations will go out to the listservs next week and nomination submissions will be due by October 14th. Last year's recipient, Kim Nguyen has agreed to serve on the selection committee. FDC members were asked to consider suggesting an additional faculty member as well as an academic dean to serve on the committee. To be discussed further at next FDC meeting on September 27th.

5. Getting the Job Workshop Series

(SA) announced that full-time faculty positions will be decided on Tuesday, November 15th and suggested that the GTJ Part 1 workshop be scheduled after the positions are announced. FDC members were asked to consider possible dates as well as suggestions for panel participants. To be discussed further at next FDC meeting on September 27th.

6. ASCCC Professional Development College Online Courses

FDC members received a handout about ASCCC Professional Development College Online Courses. (SA) asked members to read over the handout as well as the Professional Development Categories and Activities List provided by (LMT). Adding the courses to the flex matrix will be discussed at the next FDC meeting as well as the number of hours faculty may earn for completing the courses.

(AV) explained that she has recently completed the Curriculum 101 course, noting that a score of 100% on each quiz is required before advancing to the next unit. This can be particularly frustrating when the courses cover extensive material.

7. Tenure Reception/Gift

(SA) announced that Dr. Maloney would like to recognize faculty who receive tenure with a small memento such as a pen with an ECC seal and/or a reception. Discussion followed as to whether the reception should be combined with the spring faculty and staff appreciation luncheon or be a stand-alone reception.

Several members reminisced of the joy felt when receiving notification of tenure. (MS) noted she still has her notification hanging on her refrigerator. (DB) noted that a combined reception may be financially more efficient, but may also shift the "spotlight" in a way that diminishes the significance of the reception. (BH) noted that the college typically hires 20 to 40 faculty per year, indicating that a stand-alone reception might be more ideal. (RD) pointed out that since faculty officially receive tenure at the start of their fourth year, it makes more sense for the recognition to take place in the fall. He suggested that faculty be honored at Fall Professional Development day as they were this year during the General Session by Dr. Shankweiler, and then be honored with a gift at the afternoon division meeting. (BH) expressed that a small gift is a great idea, but the campus-wide recognition is more important and rewarding. (RD) concurred by expressing his gratitude for the certificate he received in honor of his academic rank.

8. Leadership Program

(SA) announced that Dr. Maloney is developing a new leadership program on campus. More details will be provided at the next meeting and the FDC may be asked to provide input on the design of the new program.

Fall 2016 FDC Initiatives

Faculty Book Club	9/30, 10/28, 11/18
Academic Rank Certificates	Distribute in September
Outstanding Adjunct Faculty Award	Nomination deadline October 14 th Committee convenes early November, awards and certificates presented at December Academic Senate meeting
Getting the Job Workshop Series Part 1: The Application	November 18 th
Planning for Spring PD Day	November-December

Other:

- Tenure Reception/Gift
- Fall PD Day Follow-Up Workshops/Mini-conference
- Assist Chris Gold with Faculty Handbook update
- Leadership Program

Meeting adjourned at 1:51

SA/9.14.16

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes

Date: August 24, 2016

MEMBERS PRESENT

- | | |
|---|---|
| <input checked="" type="checkbox"/> Amy Grant – Academic Affairs | <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) |
| <input checked="" type="checkbox"/> William Garcia– Student & Comm Adv. | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors |
| <input type="checkbox"/> Araceli Rodriguez – ASO, Student Rep. | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input checked="" type="checkbox"/> David Mussaw – ECCE | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: R. Russell, A. Sala, J. Troesh, S. Waterhouse, S. Prieto
Support: B. Atane, L. Beam, J. Ely, I. Graff, J. Higdon, J. Nishime, J. Shankweiler
Guest: W. Warren

The meeting was called to order at 1:02 p.m.

Approval of the August 18 Minutes

1. The draft minutes from August 18 and today will be sent out for review as soon as they are completed.

Final Budget – J. Higdon (handout)

1. The final budget was distributed and reviewed as presented. Questions were asked for regarding any obligations of the listed funds. The details of these funds are presented as you go further back into the document.
2. The entire budget for the rest of the bonds is shown in the general obligation bond fund (fund 42). It was noted we are self-ensured on dental insurance. Fund 69 (Post-Employment Benefits Irrevocable Trust) pays out all of the retiree health benefits. The concept behind this fund is the monies in this account will draw enough income to fully fund the benefits of the retirees. Another actuarial study will be happening this forthcoming year. We have now moved to having the actuarial study every two years. Legally once you are fully funded and you find the benefits that need to be paid out is more, you could continue to pay this out of the irrevocable funds.
3. The funds for the Bookstore (fund 51) account is a little unknown at this point. The smoke damage from the fire next door to the Bookstore created substantial damage to the bookstore’s inventory. New inventory has to be purchased and insurance money collected.
4. J. Ely will prepare a spreadsheet for next time to better track the actual money changes to the various accounts. In June the accounts showed our “best guess” at what our anticipated figures would be. It was clarified the terms “Reserve for Contingencies” and “Total Committed Fund Balance” are terms which are one in the same. In the general fund you have to call it “Committed” but on the summary page you have to use a standard term all the way across, thus “Reserve for Contingencies”.
5. Discussion continued on the allocation given of \$28.00 per FTES in state funding for general maintenance. Footnote J on page seven shows the actual calculation. This number is contingent on our FTES allocation. Stabilization could affect this. D. Mussaw - Fund 11 - on behalf of the classified - page 6 - the reserves for potential liabilities and reserve for one-time expenditures. A question was raised as to the future use of the one-time expenditures. Those items were kept separate to show where the funds came from. Discussion will continue on the potential use of this money as it could be for future liabilities or unforeseen capital needs by the district that the bond fund cannot take

care of. It was indicated that these funds could also come out of the uncommitted funds. Page 5 - Staff benefits - discussion ensued about the funding of those increases. The slight bump in the base allowed the district to cover these increases.

6. It was noted we will be under stabilization for this year. Regarding CalSTRS/CalPERS liability, concern was expressed in looking at the large amount of funds being saved each year. The numbers are shown as annual and accumulative. It is up to the individual reading the numbers to understand it. Why hold all of the money when it can be utilized for other needed things (growth). If 2018-19 is our last year of stabilization, this would be the serious time to look at our pension and liability expenses.
7. There appears to be little money invested into programs which could help boost student enrollment. Recruiting has been done for international students. It was pointed out the cost is higher to educate an international and out-of-state student as opposed to the in-state student. If the state would revise the law and charge the out-of-state student the correct tuition rate instead of a reduced rate, then we could stay even. These students are only charged for the credit hour as opposed to the in-state student who is charged on contact hours. There is a significant difference in the amount paid for these. The out-state and international students should be recruited for the diverse cultural experience they provide our in-state students as opposed to recruiting them just for financial reasons.
8. It was mentioned that numerous items in the planning process will be funded from Instructional Equipment/Library Materials, \$2.4 million (3800).
9. First-Year Experience was increased to \$100,000 this year as well as the Emergency Equipment Replacement/Repair account also being increased from \$100,000 to \$200,000.
10. Questions regarding the budget were called for before calling for a final vote for approval. A statement was injected that it was unacceptable to receive an important document like the budget and be expected to vote on it a short time later. Before making a decision and forwarding the budget on to our governing body, members may want to read and digest the material before making a respectful decision. It was noted information on the budget is distributed as quickly as possible. Some of the information on fund 11 was distributed last week. It was pointed out the budget needs to be approved by September 15. The numbers are not received for the budget until August 4 which does create a short time span. Unfortunately the recommendation of the budget from the PBC needs to go to the President before the next board meeting which is slated for September 7. There will be a budget workshop on September 7 at 3 p.m. This workshop is open for anyone who would like to attend and provide additional information regarding the budget.

Motion: A motion was made by A. Grant recommending to approve the final budget as presented. The motion was seconded by D. Mussaw.

5 approved

2 opposed

0 abstentions

Motion Approved.

The final budget will be forwarded to President Maloney with the approval of the PBC.

Adjournment – R. Natividad

1. The meeting adjourned at 1:38p.m. The next meeting will be held on **September 8, 2016 at 1:00 p.m.** in Library 202.

RKN/lmo

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: September 1, 2016

MEMBERS PRESENT

- | | |
|---|---|
| <input checked="" type="checkbox"/> Amy Grant – Academic Affairs | <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) |
| <input checked="" type="checkbox"/> William Garcia– Student & Comm Adv. | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Jackie Sims -Management/Supervisors |
| <input type="checkbox"/> Araceli Rodriguez – ASO, Student Rep. | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input checked="" type="checkbox"/> David Mussaw – ECCE | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: R. Russell, A. Sala, J. Troesh, S. Prieto

Support: L. Beam, I. Graff, J. Higdon, A. Leible, J. Nishime, J. Shankweiler

The meeting was called to order at 1:02 p.m.

Approval of the August 18 Minutes

1. Under Final Budget, #6, first sentence, **correct:** STRS/CalPERS **to:** CalSTRS/CalPERS. Second to the last sentence was **changed to read as follows:** The summer FTES calculations indicated we were 71 FTES short.
2. The minutes were approved with the two minor corrections and will be posted to the portal.

Approval of the August 24 Minutes

1. Final Budget, #3, first sentence, correct: finds to: funds.
2. Under Final Budget, #8, change: a lot of items to: numerous items.
3. The minutes were approved with the one minor suggested correction. The minutes will be posted to the portal.

Enrollment Management Update – J. Shankweiler (handout)

1. L. Widman requested he would like to see some figures regarding the subject of student enrollment (out-of-state/international students) as presented in the minutes under Final Budget, #7. A future agenda item will be forthcoming for further discussion and presentation.
2. The Enrollment Trends Report was distributed to the committee. It was noted the funded FTES cap for 2016/FA is listed at 19,488. It was found that the time period for registration this fall was one week shorter than fall of last year. The reason for this is we split the summer and fall registration. This led to us not comparing the information at the same point in time. Some projections were done which projected FTES resident for fall 2015 to be corrected from 8,118 to 8,140. The result is we are level with last fall as opposed to being down. It was noted that many schools in the state are 1% to 2% down.
3. In reviewing the Compton Enrollment Trends, it was stated for fall 2015 under the projected FTES resident the figure was actually 2,279 and not 2,230 as listed on the report. We are down by 8 FTES at Compton. It was noted we are still in stabilization this year because of borrowing the 1,500 for the summer.
4. A discussion ensued as to the reason there is a decline for evening enrollment. J. Troesh queried some of his students and they expressed concern for their safety as to why they did not enroll in evening classes. Lighting by one of the parking areas was noted as a concern for the students. It was

stated the campus needs to look safer and feel safer to the community. This perception the students have in the campus being unsafe needs to be addressed and a resolution found since it has made a big difference in the evening enrollment. It was also noted that early morning and weekend classes could possibly be attractive class times for students.

Annual Planning Information – I. Graff

1. Some changes have been finalized in TracDac which should strengthen the linking between program review and planning. A wide variety of training will be forthcoming for all program leaders. Attendees will be shown how to archive and evaluate in readiness for the next planning year.
2. The Comprehensive Master Plan has been worked on this past year and should be completed by December. The Educational Master Plan goals were work on over the summer and should be finalized by the end of September. A consultation process will be held in order to be Board approved in November or December.

Adjournment – R. Natividad

1. The meeting adjourned at 1:38p.m. The next meeting will be held on **September 15, 2016 at 1:00 p.m.** in Library 202.

RKN/lmo

FACULTY HANDBOOK

Background: The last faculty handbook was written in 1987. It has not been updated since. In spring 2010, the Faculty Development Committee created an online list of links to useful resources for faculty, but we still need a faculty handbook. As per our faculty contract, we need to create the handbook in conjunction with the union and the Human Resources department. Article 4, section 8 of our 2014-2016 faculty contract explains that “A committee jointly comprised of Federation, Academic Senate and District representatives will be established and determine the content of the faculty handbook. This will be finalized within six (6) months following ratification of this Agreement. This handbook will be maintained on-line by the Human Resources Office.”

The Senate, under Chris Gold’s coordination, will spearhead the development of the handbook, working together with the Federation and Human Development. The Educational Policy Committee and the Faculty Development Committee will also provide guidance and feedback.

In this planning stage of the handbook development, it would be helpful to have Senate input on the format of the handbook.

Should the handbook be hardcopy or online with links. Or, should we consider developing a pdf that opens online with links and can be printed out?

- Which format would be most useful to faculty?
- Which format would be most used by faculty?
- Which format would be most up-to-date?
- Which format who be most labor intensive to keep up-to-date?

In thinking about the format for our handbook, here are some samples to review.

1. Traditional hardcopy handbook – Pasadena City College: <http://pasadena.edu/faculty-and-staff/docs/faculty-handbook.pdf>
2. Traditional hardcopy handbook – Saddleback: <https://www.saddleback.edu/uploads/asenate/documents/FacultyHandbook1213updated.pdf>
3. Online handbook – University of Mary Washington: <http://publications.umw.edu/facultyhandbook/>
4. Hybrid (pdf document with the narrative of traditional hardcopy handbook but it opens online with easy to use links) – Los Angeles Valley College: <http://www.lavc.edu/facultyhandbook/Faculty-handbook-2014.pdf>
5. Hybrid – Austin Community College: <https://drive.google.com/file/d/0B-EwSafm0XzVVjdFOE9IRC0xd1U/view>