



Officers & Executive Committee

Table listing officers and executive committee members: President Christina Gold, VP Compton Educ'l Center Michael Odanaka, Curriculum Chair Jenny Simon, VP Educational Policies Merriel Winfree, Co-VPs Faculty Development Claudia Striepe & Moon Ichinaga, VP Finance & Special Projects Lance Widman, VP Academic Technology Pete Marcoux, Secretary Chris Jeffries, VP Instructional Effectiveness Vacant.

Main table listing members by division: Adjunct (Nicholas Sean Bonness, Kathryn Hall), Behavior & Social Sciences (Randy Firestone, Christina Gold, Michelle Moen, Lance Widman*, Michael Wynne), Business (Phillip Lau, Jay Siddiqui*, Gabriella Fernandez), Compton Educational Center (Darwin Smith, Chris Halligan, Eddie French-Preston, Michael Odanaka, Estina Pratt), Counseling (Griselda Castro, Chris Jeffries*, Dexter Vaughn), Fine Arts (Ali Ahmadpour, Chris Wells*, Russell McMillin, Vince Palacios, Vacant), Health Sci & Athletics/Nursing (Tom Hazell*, vacant, Mina Colunga), Humanities (Brent Isaacs, Peter Marcoux*, Kate McLaughlin, Briita Halonen, Jenny Simon), Industry & Technology (Patty Gebert, Harold Hofmann, Lee Macpherson, Douglas Marston*, Merriel Winfree), Learning Resource Unit (Moon Ichinaga, Claudia Striepe*), Mathematical Sciences (Michael Bateman, Hamza Hamza, Arkadiy Sheynshteyn, Alice Martinez, Eduardo Barajas), Natural Sciences ((vacant), Miguel Jimenez*, Pete Doucette, Sara Di Fiori), Academic Affairs & SCA (Francisco Arce, Karen Lam, Jeanie Nishime, Claudia Lee), Associated Students Org. (Rebekka Asher, Brooke Matson), President/Superintendent (Thomas Fallo), The Union (Editor), Division Personnel (Jean Shankweiler, Don Goldberg, Tom Lew, Ken Key), Ex-officio positions (ECCFT President Elizabeth Shadish, Nina Velasquez, Curriculum Chair Jenny Simon, CEC VP Elect Vacant, Institutional Research Irene Graff, Carolyn Pineda).

Dates after names indicate the last academic year of the senator's three year term, for example 11/12 = 2011-2012. *denotes senator from the division who has served on Senate the longest (i.e. the "senior senator")



SENATE'S PURPOSE (from the Senate Constitution)

- A. To provide an organization through which the faculty will have the means for full participation in the formulation of policy on academic and professional matters relating to the college including those in Title 5, Subchapter 2, Sections 53200-53206. *California Code of Regulations*. Specifically, as provided for in Board Policy 2510, and listed below, the "Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters of:
 - 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."

- B. To facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.

ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS (1st and 3rd Tuesdays)

<u>FALL 2012</u>		<u>SPRING 2013</u>	
September 6	Alondra Room (Canceled)	February 19	Alondra Room
September 18	Alondra Room	March 5	Alondra Room
October 2	Alondra Room	March 19	Alondra Room
October 16	Alondra Room	April 2	Alondra Room
November 6	Alondra Room	April 16	Alondra Room
November 20	Alondra Room	May 7	Compton Educational Center
December 4	Alondra Room	May 21	Alondra Room
		June 4	Alondra Room

CEC ACADEMIC SENATE MEETING DATES AND LOCATIONS (Thursday after ECC Senate, usually)

<u>FALL 2012</u>		<u>SPRING 2013</u>	
September 6	Board Room	Feb. 21	Board Room
September 20	Board Room	March 7	Board Room
October 4	Board Room	March 21	Board Room
October 18	Board Room	April 4	Board Room
November 1	Board Room	April 18	Board Room
November 15	Board Room	May 2	Board Room
December 6	Board Room	May 16	Board Room
		May 30	Board Room



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Committees

<u>SENATE COMMITTEES</u>	<u>Chair / President</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Academic Technology Comm.	Pete Marcoux, Virginia Rapp	Sept. 25, Oct. 23, Nov. 13	12:45-2:15	
Assessment of Learning Comm.	Kaysa Laureano-Ribas, Chris Mello	2 nd & 4 th Mon.	2:30-4:00	Admin 131
Academic Program Review Comm.	Christina Gold			
Compton Academic Senate	Saul Panski	1 st & 3 rd Thurs	1:00-2:00	CEC Board Room
Compton Faculty Council	Saul Panski	1 st & 3 rd Thurs	1:00-2:00	CEC Board Room
Curriculum Committee	Jenny Simon	2 nd & 4 th Tues	2:30-4:30	Admin 131
Educational Policies Comm.	Merriel Winfree	2 nd & 4 th Tues	12:30-2:00	SSC 106
Faculty Development Comm.	Moon Ichinaga, Claudia Striepe	2 nd & 4 th Tues	1:00-2:00	West. Library Basement

<u>CAMPUS COMMITTEES</u>	<u>Chair</u>	<u>Senate / Faculty Representative/s</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Accreditation	Jean Shankweiler	Matt Cheung			
Basic Skills Advisory Group	Elise Geraghty, Arturo Martinez	Jason Suarez			
Board of Trustees	Bill Beverly	Christina Gold	3 rd Mon.	4:00	Board Room
Calendar Committee	Jeanie Nishime	Chris Jeffries Vacant			
Campus Technology Comm.	John Wagstaff	Pete Marcoux			
College Council	Tom Fallo	Christina Gold Estina Pratt	Mondays	1-2:00	Admin 127
Dean's Council	Francisco Arce	Christina Gold	Thursdays	8:30-10:00	Library 202
Distance Education Advisory Committee	Alice Grigsby				
Enrollment Management Comm.	Arvid Spor	Christina Gold Chris Wells Sara Blake Cynthia Mosqueda Juli Soden	2 nd Thurs	2-3:30	Library 202
Facilities Steering Comm.	Tom Fallo	Christina Gold			
Insurance Benefits Comm.			4 th Tues	1-2:30	
Planning & Budgeting Comm.	Arvid Spor	Lance Widman Emily Rader (alt)	1 st & 3 rd Thurs.	1-2:30	Library 202

All of these Senate and campus committee meetings are open, public meetings. Please feel free to attend any meetings that address issues of interest or concern to you.

ACADEMIC SENATE ATTENDANCE

2nd, October 2012

Name: Initials

Adjunct (1year)

Bonness, Nicholas Sean X

Hall, Kathryn

Behavioral & Social Sciences

Firestone, Randy X

Gold, Christina EXC

Moen, Michelle X

Widman, Lance X

Wynne, Michael X

Business

Fernandez, Gabriella X

Philip, S. Lau X

Siddiqui, Jay X

Counseling

Castro, Griselda EXC

Jeffries, Chris X

Vaughn, Dexter

Fine Arts

Ahmadpour, Ali X

Bloomberg, Randall

Crossman, Mark

Schultz, Patrick

Wells, Chris X

Health Sciences & Athletics

Baily, Kim X

Colunga, Mina EXC

Hazell, Tom

VACANT

Humanities

Halonon, Briita

Isaacs, Brent

Marcoux, Pete X

McLaughlin, Kate X

Simon, Jenny X

Industry & Technology

Gebert, Pat

Hoffmann, Ed X

MacPherson, Lee X

Marston, Doug

Winfree, Merriel X

Name:

Initials

Learning Resources Unit

Ichinaga, Moon X

Striepe, Claudia X

Mathematical Sciences

Barajas, Eduardo

Bateman, Michael X

Hamza, Hamza X

Martinez, Alice X

Sheynshteyn, Arkadiy X

Natural Sciences

Doucette, Pete X

DiFiori, Sara EXC

Jimenez, Miguel X

VACANT

Academic Affairs & SCA

Arce, Francisco X

Nishime, Jeanie X

Lam, Karen

Assoc. Students Org.

Matson, Brooke

Montague-Jackson, Simone X

Compton Education Center

French-Preston, Essie

Halligan, Chris

Odanak, Michael

Pratt, Estina X

Smith, Darwin

Ex-officio Positions

Shadish, Elizabeth (ECCFT)

Velasquez, Nina (ECCFT)

VACANT (CEC-VP)

Simon, Jenny (CCC Chair)

Deans' Reps.; Guests/Other Officers:

Pineda, Carolyn X

Smith, Regina X

ACADEMIC SENATE ATTENDANCE

2nd, October 2012

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

The second meeting of the Academic Senate was called to order by Chris Wells (CW) at 12:37pm on Tuesday, October 2, 2012 without a quorum. A quorum was reached at approximately 12:40pm. Academic Senate President Chris Gold was on medical leave. The meeting was held in the Alondra Room.

Approval of Minutes

[See pp.5-11 of packet] for minutes of the September 18th meeting. Only three corrections were noted for the minutes. On page 9 under Curriculum Committee Report, Jenny Simon reported that there were only three exceptions and not four allowed for students wishing to repeat an activity course since the use of abcd course numbering is no longer allowed. The one to be removed was fitness courses specific for athletes. C. Wells also added the word “forensics” after the now 3rd exception to read “Intercollegiate academic competition like journalism or debates/forensics.” L. Widman noted that on page 11 the presentation by the Torrance League of Women’s Voters will discuss all propositions on the ballot and not just 30 and 32.

Announcements

C. Wells stated that the California Community Colleges Chancellor’s Office had announced the hiring of the new chancellor. He is Dr. Brice Harris who had previously come from the Los Rios Community College District. It was reported that he was supportive of the Student Success Initiative. He becomes the 15th chancellor of the 112 community college system.

L. Widman announced that the Torrance League of Women’s Voters would be holding an informational meeting on all the upcoming propositions on the November ballot on Tuesday, October 23, 2012 from 12pm-1:45pm in the Haag Recital Hall. For instructors who will be giving their students extra credit for attending the event, there will be signup sheets available. The League will have a publication for handout on all the pros and cons of each proposition.

M. Ichinaga passed around an envelope for anyone wanting to contribute to a bouquet of flowers to be sent to C. Gold who recently had surgery.

C. Wells announced that someone from the Torrance Campus will be asked to serve on the hiring committee for the new CEO of the Compton Center. No information was available as to when the position would close and the committee would convene.

Academic Senate President’s report – Christina Gold (henceforth CG)

No report since Ms. Gold was on medical leave.

Unfinished Business – CSULB Resolution – Chris Wells (CW)

Pg. 21 Elimination of CSU Service Areas. There were slight grammatical changes to the original resolution dated 3/9/2011 in the packet and replaced with the corrected handout dated 10/1/2012. As this was the second reading of the resolution, P. Marcoux made the motion to accept the changes, L. Widman seconded and the vote was unanimous to accept the changes. Discussion ensued regarding the resolution. L. Widman asked in regards to resolve number one, who would make the complaint to the Office of Civil Rights within the United States Department of Education. CW said it is as easy as going on-line and filling out the needed information regarding the complaint. P. Marcoux asked if there would be any legal ramifications for doing

this and whether or not we should seek legal counsel. CW said that would not be necessary since all we were looking for is a legal opinion from the Feds. He stated that the State-wide Academic Senate has already complained, but nothing has been done as far as he knew. J. Nishime noted that CSULB has changed to priority for local high schools instead of local community colleges and C. Jeffries conferred that this was the case and because of this change, it didn't seem to affect students as badly any longer. C.J also pointed out that the majors that were the most impacted were those students going into the science, math and engineering fields and those concerns have been addressed with a new TAG agreement for those students. CJ will ask the counselors and the new transfer center director, Rene Lozano, whether this was discussed at the CSU Counselors Conference that many of the counselors were attending that day. A discussion began whether or not to even continue with the resolution in light of the recent changes made by CSULB. F. Arce suggested we update the data since the data reported was almost two years old. CW said he will put together a packet of data that he had collected before and bring that pack to the Senate. P. Marcoux recommended bringing the resolution to the State-wide Academic Senate and letting them be the lead. It was decided to table the resolution for now until more data and information could be collected.

VP - Compton Educational Plan report – Michael Odanaka (MW)

MO was absent from the meeting, so there was no report; however, E. Pratt did reiterate that a new CEO would be hired for the Center.

Curriculum Committee Report – Jenny Simon (JS)

No report.

VP - Educational Policies Committee – Merriel Winfree (MW)

MW announced that some upcoming policies and procedures that will be coming forward to the Senate are the Program Discontinuance procedure, prerequisites, and the philosophy for the AA/AS degrees and general education.

CO-VPs – Faculty Development – Moon Ichinaga and Claudia Striepe(MI and CS)

Nominations are being taken for the Outstanding Adjunct Award and they are due in by Friday, October 12th. The process is more streamlined now for those doing the nominating and one should review the procedures in the email that was sent out to all faculty.

A new initiative was being brought forward called Reading Apprenticeship and is being sponsored by a state grant. It involves concrete strategies for community college instructors outside the English discipline to help improve reading comprehension for their students. There will be a seminar held from 9am-4pm on Friday, November 9th and then there would be another follow-up meeting for a half day on Friday, November 30th to review the implementation of these strategies. Flex credit will be earned.

The Faculty Book Club is currently reading the book titled "Say this, not that," and encourages faculty to stimulate conversation about our students. It meets on three Fridays and faculty can earn 4.5 hours of flex credit.

VP - Finance – Lance Widman (LW)

No report. A. Martinez had a question about L.W's last report from the previous meeting which was only a written report since there was not time to do a verbal one. A. Martinez wanted to

know how the decision to go out for another bond was decided upon. LW said the Board of Trustees approved it. AM asked if there was any faculty input into that decision and LW said it come thru the Facilities Master Plan.

VP – Academic Technology – Pete Marcoux (PM)

A Student Technology Survey will be going out asking students how they use technology, what kind of technology are they using, and where they are using technology.

We will be holding a Technology Conference in the spring on Friday, March 29th. Vendors that will help the entire campus are being invited; i.e. Etudes. It is being sponsored by the non-profit organization called 20 Million Minds that is headed by Dean Flores who was a former state senator. The goal is to work with scholars to publish “open source” textbooks that will be on-line and free to students or entail a small fee to print non-copyrighted material. The governor has also signed a bill which included \$50 million to develop these “open source” materials. M. Ichinaga asked if anyone at ECC is being asked to develop these and it was reported that Bruce Peppard was creating material for English B and A.

ECC is finalizing a contract with a new Wi-Fi company that will start in the new building and then move throughout campus.

M. Ichinaga was wondering why we were having so many problems with the network being down so frequently. PM said they are in the process of moving all the servers and we must be patient until this project is completed. The final move is scheduled to occur the week after Thanksgiving and at that time the entire Colleague system will be shut down for the first time, so that should be interesting. It was noted that faculty do appreciate the improved communication with ITS regarding these shutdowns.

VP Instructional Effectiveness – Vacant (Christina Gold reporting)

No report.

Associated Students Organization – Simone Montague-Jackson

No report.

Adjourn

The meeting adjourned at 1:30pm

CJ/ECCFall2012

Oct. 16, 2012

President's Report

Over the past several weeks some faculty members have been asked to endorse Measure E (which proposes the ECC bond). There has been an extensive conversation amongst the Senate Executive Committee regarding whether or not the Academic Senate and/or the Senate President can or should take a public opinion on Measure E or any other political measures. The Board, the Associated Students Organization and the Union have endorsed Measure E and may do so because they are not district employees. However, as district employees, faculty members must follow specific state regulations and our faculty contract. Included in the packet are relevant documents outlining the regulations regarding faculty endorsements of political measures and candidates. If the Senate so chooses, it can discuss the documents and/or take a vote and/or provide direction to myself. Another option is to create a task force to explore a way to develop ECC Senate guidelines for dealing with political issues. As Senate President, I will not take any action on Measure E unless directed to by the Senate-body.

Also, the survey of the Senate taken last spring indicated that well over a majority of our senators would like to have periodic reports from the Vice President of Academic Affairs and the Vice President of Student and Community Advancement. In response to this interest, Drs. Arce and Nishime were invited and will be delivering reports today, covering topics such as accreditation and Measure E.

Thanks to the Executive Committee for covering my various duties as I am on medical leave, and thanks to you for beautiful flowers. I am planning to return on Oct. 29.

Christina Gold
Senate President

EL CAMINO COLLEGE

Office of the President

Minutes of the College Council Meeting October 1, 2012

Present: Francisco Arce, Linda Beam, Thomas Fallo, Irene Graff, Moon Ichinaga, Brooke Matson, David Mc Patchell, Jeanie Nishime, Susan Pickens, Estina Pratt, and Luukia Smith.

1. The following policies and procedures were distributed and will be discussed on November 5, 2012.
 - a. BP 2200 Board Duties and Responsibilities
 - b. BP & AP 2430 Delegation of Authority to Superintendent/President
 - c. BP 2431 Superintendent/President Selection
 - d. BP & AP 2435 Evaluation of Superintendent/President
 - e. BP 2740 Board Education
 - f. BP 2745 Board of Trustees Self-Evaluation
2. Accreditation follow-up visit is November 13, 2012. Team chair: Dr. Kindred Murillo, Superintendent/President, Lake Tahoe Community College; team members: Ms. Sharon Lowry, Executive Vice President, Academic Affairs and Student Services, Antelope Valley College; and Mr. Kevin Fleming, Associate Dean, Norco College.
3. Facilities Memorandum of Understanding (MOU) between the Compton Community College District and El Camino College District was distributed at CC for feedback on September 10, 2012. Jo Ann has received no comments or changes. The MOU will go to the Compton Board and ECC Board in October.
4. College Council Proposed Goals 2012-13
 - 1) Finalize “Making Decisions at El Camino College” and distribute to all collegial consultation committees and college constituency groups.
 - 2) Determine collegial consultation committees and develop a flowchart depicting to whom they recommend and what happens to the recommendation.
 - 3) Complete a review and revision (if needed) of all policies and procedures relating to Accreditation.
 - 4) Develop a review cycle for all policies and procedures.
5. El Camino College Committee Listing – Collegial Consultation Committees were discussed.

Agenda for the October 8, 2012 Meeting:

1. Minutes of October 1, 2012
 1. 2012-2013 College Council Goals
 2. Collegial Consultation Committees
 3. “Making Decisions at El Camino College” Draft
 4. Policies and Procedures (Accreditation related) (October 22nd)
- Policies Pending:

1. BP 4255- Course Repetition – Distributed at CC on 4/23/12 & 4/30/12 – not ready for Board.
2. BP 3570 – Restricted Smoking Areas – Jo Ann Higdon revising.
3. AP 4105 – Distance Education – Distributed at CC on 8/20/12 (no changes recommended)
4. BP 5400 – Associated Students Organization – Distributed at CC on 9/17/12 – ASO making recommended changes.
5. BP 5401 – On Campus Student Organizations – Distributed at CC on 9/17/12 – ASO making recommended changes.
6. BP 5420 – Associated Students Finance – Distributed at CC on 9/17/12 – ASO making recommended changes.
7. BP 2200 Board Duties and Responsibilities - Distributed 10-1-12
8. BP & AP 2430 Delegation of Authority to Superintendent/President - Distributed 10-1-12
9. BP 2431 Superintendent/President Selection - Distributed 10-1-12
10. BP & AP 2435 Evaluation of Superintendent/President - Distributed 10-1-12
11. BP 2740 Board Education - Distributed 10-1-12
12. BP 2745 Board of Trustees Self-Evaluation - Distributed 10-1-12

EL CAMINO COLLEGE
Office of the President

Minutes of the College Council Meeting October 8, 2012

Present: Francisco Arce, Linda Beam, Moon Ichinaga, Brooke Matson, David Mc Patchell, Jeanie Nishime, Susan Pickens, Estina Pratt, and Luukia Smith.

1. College Council Goals 2012-13

- 1) Finalize “Making Decisions at El Camino College” and distribute to all collegial consultation committees and college constituency groups.
- 2) Determine which committees are considered Collegial Consultation Committees, identify to whom recommendations are made and appropriate follow-up.
- 3) Complete a review of all policies and procedures relating to Accreditation and revise if necessary.
- 4) Develop a review cycle for all policies and procedures.

2. Collegial Consultation Committees: The Academic Senate will be included in the College-Wide Committees category in the “Making Decisions at El Camino College” document. Sub-committees will not be listed.

Agenda for the October 15, 2012 Meeting:

1. Minutes of October 8, 2012
1. Board of Trustees Agenda
2. Collegial Consultation Committees
3. “Making Decisions at El Camino College” Draft
4. Policies and Procedures (Accreditation related) (October 22nd)

Policies Pending:

1. BP 4255- Course Repetition – Distributed at CC on 4/23/12 & 4/30/12 – not ready for Board.
2. BP 3570 – Restricted Smoking Areas – Jo Ann Higdon revising.
3. AP 4105 – Distance Education – Distributed at CC on 8/20/12 (no changes recommended)
4. BP 5400 – Associated Students Organization – Distributed at CC on 9/17/12 – ASO making recommended changes.
5. BP 5401 – On Campus Student Organizations – Distributed at CC on 9/17/12 – ASO making recommended changes.
6. BP 5420 – Associated Students Finance – Distributed at CC on 9/17/12 – ASO making recommended changes.
7. BP 2200 Board Duties and Responsibilities - Distributed 10-1-12
8. BP & AP 2430 Delegation of Authority to Superintendent/President - Distributed 10-1-12
9. BP 2431 Superintendent/President Selection - Distributed 10-1-12
10. BP & AP 2435 Evaluation of Superintendent/President - Distributed 10-1-12
11. BP 2740 Board Education - Distributed 10-1-12
12. BP 2745 Board of Trustees Self-Evaluation - Distributed 10-1-12



NOTES – COUNCIL OF DEANS
SEPTEMBER 27, 2012

Present: S. Dever, C. Fitzsimons, E. Geraghty, C. Gold, D. Goldberg, A. Grigsby, D. Hayden, D. Horton, T. Kyle, T. Lew, G. Miranda, B. Mulrooney, R. Murray, R. Natividad, J. Nishime, D. Patel, M. Ramey, S. Rodriguez, R. Shabazz, J. Shankweiler, D. Shrader, R. Smith, D. Vakil, C. Vakil-Jessop, J. Wagstaff

Other Guests: M. Winfree

I. INFORMATION

A. Notes of 9/13/12: Distributed as reviewed with the following change:

III. OTHER: Transfer fair will be held ~~9/27~~ **9/25**.

B. CEC Update:

- Welcome Back BBQ event (resource fair for students) was held. Fifteen programs and departments were represented. Over 1,000 students attended the event.
- A meeting has been scheduled with CSUDH to discuss a partnership to have FYE co-taught with students at CSUDH. The target start date is Fall 2013.
- C. Fitzsimons, D. Vakil, and S. Dever attended the Deans Retreat. Discussed projects to enhance linkage between community colleges and CSUs. Looked at projects that CSU can do in line of a transfer degree.

C. PBC Update: D. Patel provided an update:

- Discussion was held on the role of the committee and the planning process.
- Follow up report to ACCJC and comments are being accepted which is due mid-October. Participants are needed for the self-study.

D. Academic Senate Update: C. Gold provided an update:

- M. Winfree will attend Council of Deans while C. Gold is out on medical leave.
- Program review will proceed and various committee members and F. Arce will chair the meeting.

E. ASO Update: D. Horton provided an update:

- Held a joint meeting with Compton Center ASO.
- Student trustees and students were informed about upcoming election.
- Interclub Council is planning the homecoming event.
- Senate supports Proposition 30.
- Have been in contact with Torrance transit. Another bus line will be added and will improve the flow around ECC near Manhattan Beach and Crenshaw Boulevard.
- Election – some changes were completed on constitution amendments.
- Working on resolution regarding FTES.

F. Announcements:

Guests from Pasadena City College attended the Council of Deans. PCC is undergoing program review and has been visiting various colleges.

J. Wagstaff reported the cooling system in the ITS server room failed causing a temperature alert on 9/26. Email, telephones, and Colleague were shut down to avoid overheating and further damage. By 9/27, the system was back up with the exception of Colleague.

In the Counseling Division, a re-distribution of majors was done with counselors. Some counselors received new assignments and other counselors were added in majors due to retirements in the division.

Online counseling campaign, "Get out of line and get online." As of 10/1, all general counseling appointments will be online. The help desk will be available if students have problems or do not have access to a computer. Appointments can be made one week in advance.

II. DISCUSSION/ACTION

- A. **BP 5500 Academic Honesty & Standards of Conduct:** The major change in BP 550 was inclusion of bullying as violent behavior. Other suggested revisions:
- Remove "against another student" as it is not limited to only students.
 - V.d. Engaging in intimidating conduct or bullying ~~against another student~~ through words of actions, including direct physical contact...
 - Define more narrowly what cyber-bullying is. Could it include facebook?
 - Faculty can include in the syllabus that harassment in the classroom is not permitted under the standards of conduct policy. If it impacts learning, the College will need to take action. If a student files a complaint, Student Development will need to get involved.
 - Change sentence under standards of conduct, page 1: "These standards will apply to all students on campus, other college property **including any online college presence** or while ~~attending~~ **participating** in any college-sponsored event."

The administrative procedure and board policy will be brought back for further discussion.

- B. **Division Council Process:** Divisions reported on its division council process including program review and planning prioritization in keeping with collegial consultation.
- Fine Arts: The division is incorporated from nine programs in Fine Arts. All constituencies discuss planning and faculty hiring process. Spring semester is devoted to budget.
- Health Sciences & Athletics: Division Council meets every month. Diverse programs are included in this division. Agenda items are disseminated to all groups and shared through email system.
- Industry & Technology: Division Council is open to all faculty in the division. More faculty involvement in the planning process has been encouraged.
- Learning Resources: Unit Council is composed of librarians and classified which meet on a monthly basis. Discussion includes such topics as prioritization of plan builder, policies, and SLOs.
- Math: Division Council meets once a month. Topics include policies, long range planning, curriculum, assessment, and faculty prioritization.
- Natural Sciences: Faculty leaders meet from various departments to complete unit plans.

Counseling: Division Council meets once a month and is represented by counselors and staff. Discussions on program review, goals, objectives, SLOs, plan builder, policies, and faculty prioritization.

Behavior & Social Sciences: Division Council works actively with Division Curriculum Committee and SLO committee. It is a linkage as the general body of the division.

Humanities: Division Council meets and makes recommendations in areas where there is an impact in faculty selection and plan builder. Most recommendations and decision making takes place at the department level.

CEC: Division meetings are a combination of department meetings. Work closely with chairs to get information out to faculty effectively.

ASO: Student senators serve in all academic divisions. It provides a platform and a time of discussion between the students, faculty, and dean.

- C. **Class Cancellation Priorities**: In the event that Proposition 30 fails, 250 sections will be cancelled for winter and spring. More emphasis will be placed on transfer degree. Other suggestions for the course priorities:
- Degree for associate degree when applicable.
 - Rank priorities as top priority (a, b, c, d) and 2nd priority (a, b, c, d).
 - #2 sentence: General education major prerequisites courses for transfer preparation. Change to: **Major prep courses for transfer preparation.**

There is concern and questions about the language and ranking priorities. Further discussion is needed.

III. OTHER

IV. MEETING SCHEDULE

The next Council of Deans will meet on October 11 from 8:30-10:00 a.m. in Adm 131.

**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
SEPTEMBER 11, 2012**

Present: F. Arce, J. Davidson, B. Flameno, E. French-Preston, L. Houske,
D. Juarez, S. Kushigemachi, M. Lipe, E. Martinez, V. Nemie, D. Pahl, S. Rodriguez, J.
Simon, J. Sims

Absent: B. Carey

Ex-Officio Members Present: M. Hall, Q. Chapman, L. Suekawa, N. Wofford

Ex-Officio Members Absent: J. Romero-Reyes, D. Vakil

Guests: S. Bartiromo, D. Hayden, C. Fitzsimons, T. Lew, G. Miranda, J. Shankweiler, D.
Shrader, P. Sorunke

CALL TO ORDER

Chair Simon called the College Curriculum Committee (CCC) meeting to order at 2:35 p.m.

VICE PRESIDENT’S REPORT

F. Arce thanked the committee for supporting the CCC. “You provide important information to your colleagues. Thank you for all you do.”

CHAIR’S REPORT

Chair Simon welcomed everyone to the first CCC meeting of the fall semester. Chair Simon stated that transfer degrees are still a priority.

Consent Agenda Proposals

The following proposals were approved and are ready for final action:

- Machine Tool Technology 11abcd
- Physical Education 302abcd

Chair Simon reminded the committee that CCC voting representatives need to sign up for the Standard Review Subcommittee. The following assignments were made:

September 25, 2012	B. Carey / J. Davidson
October 9, 2012	E. Martinez / B. Flemino
October 23, 2012	J. Sims / V. Nemie
November 13, 2012	E. French-Preston / D. Juarez
November 27, 2012	D. Pahl / L. Houske

CurricUNET Training

Chair Simon will conduct CurricUNET training for new CCC members one hour prior to the CCC meeting on Tuesday, September 25, 2012, from 1:30 to 2:30 p.m. in room ADM 131. New members will learn how to use and vote in CurricUNET. Continuing members are also welcome to attend.

Course Review Training

Course Review training is scheduled for Friday, September 28 and Tuesday, October 9, 2012, from 12:45 a.m. to 2:00 p.m. in the Library West Basement Computer Training Lab. Participants may register using Flex Reporter <http://www.elcamino.flexreporter.com>

College Curriculum Committee Bylaws

The committee reviewed the College Curriculum Committee Bylaws, Section 6.1 DCC Meetings handout. At least two regularly scheduled DCC meetings will be held in each division per semester. Meeting dates are to be forwarded to the CCC Chair no later than the first day of the fall semester. All division faculty members and the Counseling Division are to be notified of DCC meeting dates. Minutes of the meetings are to be kept on file in the division office. Names of DCC members and meeting dates should be established at the end of the spring term preceding the upcoming academic year and forwarded to the CCC Chair prior to the beginning of the academic year.

DCC Technical Review and the Division CCC Representative's Responsibilities

The committee reviewed the DCC Technical Review and the Division CCC Representative's Responsibilities handout. Chair Simon stated that the handout is a useful checklist for training purposes for DCC members. The checklist assists DCC members and Division CCC Representatives in approving and forwarding course review proposals. D. Juarez raised concern about the procedure for documenting face-to-face voting. Q. Chapman responded that if voting is held face-to-face, documentation need to be made when the voting took place.

Local Approval of Stand-Alone Credit Courses Training Session

Chair Simon conducted the annual Local Approval of Stand-Alone Credit Course Training session using training materials approved by the California Community Colleges Chancellor's Office and System Advisory Committee on Curriculum (SACC), dated July 2012.

- Handout 1A: Title 5, Section 55100 Chapter 6, Subchapter 2, Article 1. Approval of Credit Educational Programs gives CCC the right to approve stand-alone courses.
- Handout 1B: Amended law Assembly Bill No. 1029 extends CCC the right to approve stand-alone courses until January 1, 2018.
- Handout 2 contains Frequently Asked Questions, gathered from phone and email inquiries to the Chancellor's Office and from participants at training sessions in previous years. Chair Simon informed the committee that stand-alone courses fewer than 18 semester units do not require Chancellor's Office approval (refer to page 3 of Handout 2).
- Handout 3 gives some examples of stand-alone courses that were denied by the Chancellor's Office with the reasons.

- Handout 4: Title 5, Section 55002 Standards and Criteria for Courses is a general handout for quality of course outline.

M. Lipe commented that the Compliance chart (slide 23) statement which reads “units of credit based on minimum of 48 hours of student learning per unit” is actually 54 hours of student learning per unit for our district.

Course Number Guidelines, dated September 7, 2012

The committee reviewed Title 5, Section 55000 definitions listed on pages 3-4 of the Course Number Guidelines handout.

1. **Activity Participatory Courses** are those courses where individual study or group assignment are the basic means by which learning objectives are obtained.
2. **"Courses that are related in content" or "family of courses"** are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.
3. **"Intercollegiate academic or vocational competition course"** is a course that is designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. The participation in the event must be directly related to the course content and objectives pursuant to subdivisions (a) or (b) of section 55002.
4. **"Intercollegiate athletic course"** is a course in which a student athlete is enrolled to participate in an organized sport sponsored by the district or conditioning courses which supports the organized competitive sport.

Course Repeatability Q&A

M. Lipe provided an overview of repeatability. Beginning fall 2013, activity courses with “abcd” designation will no longer be repeatable, but there are exceptions. Designated repeatable course consistent with requirements of Title 5, Section 55041:

1. Repetition is necessary to meet the major requirements of CSU or UC for a bachelor's degree.
2. Intercollegiate athletic competition courses.
3. Intercollegiate athletic specific conditioning courses.
4. Intercollegiate academic or vocational competition courses

Course Repetition

M. Lipe discussed course repetition which is defined as occurring when a student who has previously received an evaluative symbol in a credit course, as set forth in section 55023, re-enrolls in that course and receives an evaluative symbol. Designated courses allowing course repetition consistent with Title 5, Section 55040:

1. Students with disabilities may continue to repeat a designated “special class” any number of times based on their disability-related accommodation.
2. Students may repeat legally mandated courses regardless of substandard grades.
3. Cooperative Career Education courses remain eligible for course repetition.
4. Repeat course for a substandard grade.
5. Repeat a course due to significant lapse of time.
6. Repeat a portion of a variable unit open-entry/open-exit course.

7. Repeat a course for extenuating circumstances.
8. Repeat a course as a result of significant change in industry or licensure standards for employment or licensure.

M. Lipe informed the committee that Independent Study courses are no longer repeatable. V. Nemie asked if Cosmetology will be affected by the changes. Q. Chapman responded that Cosmetology Practicum will not be affected by the recent Title 5 changes that go into effect fall 2013. L. Suekawa inquired if all courses will be considered for renumbering using the 3-digit system. Q. Chapman stated the priority is to focus on course renumbering for Fine Arts, Health Sciences, and Industry and Technology, since these divisions have the most number of repeatable courses. She reminded the committee that revised and updated curriculum plans for fall 2012 are due by Friday, September 14. M. Lipe suggested the Deans let Q. Chapman know their short-term changes to curriculum plans, especially for this fall.

CURRICULUM ADVISOR REPORT

Q. Chapman updated the committee on degrees in progress and new degrees that are expected to be approved this fall. A total of four Transfer degrees consisting of Sociology, Geology, Communications, and Psychology were approved by the Chancellor's Office. Kinesiology and Math degrees need to be reviewed by faculty again. Nine other new transfer degrees are expected to be reviewed by the CCC this fall semester. The transfer degrees in the Fine Arts division are planned for spring CCC review. There are three new degrees that have been vetted at the state level. A total of 21 TMC's have been developed at El Camino.

ADJOURNMENT

Chair Simon called for a motion to adjourn the meeting. M. Lipe moved, V. Nemie seconded, and the motion was carried. Chair Simon adjourned the meeting at 3:45 p.m.

**EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE
September 11, 2012**

Proposed Curriculum Changes for 2013-2014

HEALTH SCIENCES AND ATHLETICS

INACTIVATE COURSE

1. Physical Education 302abcd – Step Aerobics

INDUSTRY AND TECHNOLOGY

INACTIVATE COURSE

1. Machine Tool Technology 11abcd – Step Numerical Control Graphics Programming with CATIA

Faculty Development Committee Meeting

Minutes

Tuesday, October 9, 2012

Committee Members

Fazal Aasi (FA)	Compton Center	Donna Manno (DM)	Staff Dev.
Florence Baker (FB)	BSS	Margaret Steinberg (MS)	Natural Sci.
Rose Cerofeci (RC)	Humanities	Claudia Striepe (CS)	Learning
Res.**			
Kristie Daniel-DiGregorio (KD)	BSS	Evelyn Uyemura (EU)	Humanities
Ross Durand (RD)	Ind/Tech	Sue Ellen Warren (SW)	Ind/Tech
Ashley Gallagher (AG)	Humanities	Rachel Williams (RW)	Humanities
Briita Halonen (BH)	Humanities		
Moon Ichinaga (MI)	Learning Res.**		

**Committee Co-Chairs

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

Fall 2012 Meetings (1-2 p.m. in West Library Basement)
Sept. 11, Sept. 25, Oct. 9, Oct. 23, Nov. 13, Nov. 27

Members Ashley Gallagher, Briita Halonen, and Rachel Williams were excused due to a conflicting Department meeting.

AGENDA

- I) Status Report on Faculty Book Club: SW reported 12 members for this semester's book club. The book is titled "Say This, Not THAT, to Your Professor". 12 chapters will be discussed each meeting for the three meetings and each club member will be asked to present a synopsis of a chapter and a practical strategy. SW noted that some discussion prompts will be on hand if discussion lags. KD suggested also having the On Course 100 Learning Strategies on hand to prompt further discussion.
- II) Status Report on Outstanding Adjunct Faculty Award Nomination Process: MI reported that 4 nominations have been received to date, with a possible 5th in the works. The deadline to receive nominations is Friday 12th. MI will send out campus-wide reminders before that date and has also asked Deans and

Assistant Deans to consider nominating adjunct faculty. Last year there were 9 nominations. Discussion followed on the difficulty we are having ordering an embossed portfolio for the winner. MI is still awaiting a few call-backs. The main issue is the single order and associated expenses. SW had some suggestions for the rubric, but will keep the suggestions until next year.

- III) Status Report and Discussion of Plans for “Reading Apprenticeship for Community College Instructors” Activities: Nika Hogan the speaker for the reading Apprenticeship program has decided November 9th is the better date for the first, all-day workshop. This will be followed by a half-day workshop on November 30th. DM and Mr. Hayden are working on a flyer to publicize the event. We are going to promote this as a 2 session deal. The first session will feature the speaker and some strategies. Then there will be a gap of 2 weeks which will allow faculty to experiment with some strategies, then the second workshop on Nov 30th will feature discussion of the strategies and sharing of ideas. For the second session attendees will also be asked to bring a text associated with their class. The workshops will be held at ECC and the first session must have a 25 person minimum. The last session in 2010 netted 28 people, 5 from other community colleges. Donna will enter the session into Flex Reporter. We will invite Compton faculty, and if the numbers are weak, could consider opening the event to other community colleges as well. We want to encourage faculty to use the strategies, and possible enroll in the 30 hour course, we also want to target divisions outside Humanities.
- IV) Initial Planning for Spring 2013 Flex Day: DM is still awaiting details. It was thought that the Ethics training might take the form of on-line modules, but there are no final details on this. DM thought that the Student Success Taskforce Initiative might take center stage at the next Flex session. DM hopes to have more concrete information by the next meeting so we can begin planning. DM had an addendum to the agenda in the form of 2 handouts on Professional Development that she felt the Faculty Development Committee should be aware of. The one handout was titled “Recommendation 6: Revitalize and Re-Envision Professional Development” and the other was a Vision Statement for feedback from the newly-formed statewide advisory group on Professional Development. DM felt the move is to make Professional Development more institutionalized and tied to student success. The Committee discussed the Vision Statement and several suggestions were made. DM will forward our feedback via our reworked statement which read “ To support the mission of the California Community Colleges and to promote inclusive statewide and local learning, so that all personnel will have ongoing

opportunities to develop and expand the skills and practices that encourage and enable students to complete their educational goals.”

EM noted that in light of this vision, it is important to include part time faculty in professional development and asked in what ways ECC does this for part-timers? There was a discussion of some progress that has been made, primarily by full-time faculty, on behalf of part-timers through the Federation and the Academic Senate. It was felt that more still has to be done. DM agreed that it will be interesting to see where this statement leads. DM noted that currently the State pays for the flex days.

MI noted that (for Chris Gold) she had attended College Council where they have been discussing collegial consultation, and which committees should be designated as consultation committees. This means that whenever a recommendation goes forward, a timely written response must be given if the recommendation is not accepted. The issue is still under discussion, and we will watch developments.

Some discussion followed on finding funding sources for the Adjunct awards.

V) Upcoming Professional Development Opportunities and Announcements

- California Association for Developmental Education (CAVE) Annual Fall Conference on October 26, College of the Sequoias, Visalia.
- Opportunity to join an ECC team that will be participating in the “Powerful Classrooms: Generating Connectivity Across the Curriculum” conference on November 2 at Irvine Valley College. If interested, contact Sara Blake (Humanities).

VI) MI asked for the recommendation of the Committee on whether to make the 2nd session of the Reading Apprenticeship program a 9 – 12:00am session or a 10 – 1:00pm session. The vote was in favor of a 9 – 12:00am session. MI will communicate this to Ms. Hogan. EV noted that the Nov 30th date will also conflict with some Humanities Division projects, and DM noted that FYE also has some activity planned for that day. We will just have to hope that this does not impact attendance numbers too much.

Cs/ecc2012

EL CAMINO COLLEGE
MINUTES OF THE ACADEMIC TECHNOLOGY COMMITTEE MEETING
SEPTEMBER 25, 2012

The Academic Technology Committee is a sub-committee of the College Technology Committee and the Academic Senate that focuses on the academic technology needs of the college.

Members Present: Virginia Rapp, Dawn Charman, Lyn Clemons, Alice Grigsby, Dwayne Hayden, Pete Marcoux, Noreth Men, Dave Murphy, Soshanna Potter, Stephanie Rodriguez, Howard Story, Don Treat, Francine Vasilomanolakis, John Wagstaff, Michael Wynne

Members Absent: Francis Baylen, Susan Dever, Lyman Gin Hong, Matthew Kline, Donna Manno, Margaret Steinberg

Also Present: Irene Graff

Recorder: Laurie Linka

The Academic Technology Committee meeting was called to order at 12:51 p.m.

It was announced that P. Marcoux and J. Wagstaff were asked to be co-chairs of the El Camino College Accrediting Commission, and they would be working closely with the Academic Technology Committee to support our needs. It was stated this would be a good opportunity to air our concerns. J. Wagstaff referred this committee to the Accrediting Committee Community and Junior Colleges (ACCJC) website (www.accjc.org) for information on:

- Resources
- Indications
- Minutes
- Agendas
- Reports
- Process of decision-making

The Commission is accredited, and the process includes:

- The Institute evaluates itself
- A team of peers reviews
 - Recommendations are made
- The Commission conducts its own review

This process improves the institution, and helps to determine which specialized areas need help.

At this time, Dr. Rapp initiated a discussion regarding the upcoming Vendor Fair, which was discussed at a preliminary meeting on September 13. It was decided the fair would be held on Friday, March 29, 2013, and D. Manno has reserved the meeting rooms (Alondra, East Dining, Stadium and Decathlon) for the event.

Vendors will be asked to display the types of technology available, and present information more global than specialized. The goal is for the faculty to learn from the vendors, as opposed to the vendors just demonstrating their products. They should be telling us about the future, not about what they are selling. The fair is to be campus-wide, for all faculty. It was suggested that the theme of the fair should translate to where we will be in five years. In addition to the vendors that were suggested at the preliminary meeting on September 13, which included Apple, Android, Google, Gmail and Dell, other recommended vendors included:

- Telecom
- Educare
- MS365
- Trinidad

At this time, I. Graff presented a draft of a Student Technology Survey for the committee to peruse, comment on and make recommendations. The survey consisted of approximately thirty questions, and as this was quite lengthy, it was agreed that this should be split up into several surveys – different versions with different questions. The committee shared their ideas:

- Determine what do we want to glean from each question
- Introductory questions could possibly include:
 - What type/version is your computer?
 - How do you connect to the Internet?
 - Dial-up versus DSL
- Design surveys for particular groups
- What is the actual purpose of the survey?
 - Planning OUR technology, or
 - Seeing what the students are integrating into being a student at ECC
- Surveys should be short and general, then followed up with target groups
- Better resources are needed for printing issues
 - How important is access to printers?
- Incorporate website at ECC similar to www.foothill.edu/ask as a resource for the students
 - Students can ask questions on a multitude of subjects, including registration, course catalog, tuition, faculty, programs, how to withdraw from a class
- Some questions seemed more geared toward university students and may not be applicable to ECC students
- In regards to apps, ask not only which ones the students use, but also inquire which ones they would like to have
- The demographics portion of the survey should be expanded, which would allow break-out results
- The question regarding which things does the student wish ECC used more often, and listed over thirty choices, including Twitter, LinkedIn, Web-based videos and e-portfolios, to name a few, might benefit Public Relations as well as the Academic Technology Committee.

Dr. Rapp requested the committee to review the entire survey and return comments, suggestions and recommendations to I. Graff in one week. P. Marcoux will email a copy of the survey to the committee for their perusal.

At this time, discussion returned to the Vendor Fair. Dr. Rapp asked the committee to submit suggestions, ideas and additional contacts. Faculty should confer with students prior to the fair to get their input on Smartphones and other technology they are interested in. As discussed in an earlier meeting, there will be breakout sessions and demonstrations by the vendors.

The meeting was adjourned at 2:01 p.m.

Accreditation Standards

Standard 1: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

- A. Mission
- B. Improving Institutional Effectiveness

Standard II: Student Learning Programs and Services

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

- A. Instructional Programs
- B. Student Support Services
- C. Library and Learning Support Services

Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness. Accredited colleges in multi-college systems may be organized such that responsibility for resources, allocation of resources and planning rests with the system. In such cases, the system is responsible for meeting standards on behalf of the accredited colleges.

- A. Human Resources
- B. Physical Resources
- C. Technology Resources
- D. Financial Resources

Standard IV: Leadership and Governance

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

- A. Decision-Making Roles and Processes
- B. Board and Administrative Organization

CSU Local Admission and Service Areas

CSU	Local Admission Areas		Service Areas
Campus	First-Time Freshman	Upper-Division Transfer	Outreach, Recruitment, EAP
Bakersfield	State of California	State of California	Antelope Valley, Lancaster, Palmdale and the counties of Inyo, Kern, Mono, Tulare (South of Tulare & Lindsay)
Channel Islands	State of California	State of California	Malibu, Santa Barbara County (Channel Islands to San Luis Obispo south of Gaviota, and Ventura County
Chico	All high schools in counties of Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Sutter, Tehama, Yuba and 4 school districts in Trinity: Mountain Valley, Southern Trinity, Trinity Alps, and Trinity High School	30 units of coursework from one or more of the community colleges in Butte, Lassen, Shasta, Plumas, Siskiyou, and Yuba Counties	Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Sutter, Eastern Trinity, Tehama, and Yuba Counties
Dominguez Hills	State of California	State of California	Los Angeles County (see Attachment B/C)
East Bay	State of California	Majority of coursework from one or more of the community colleges in Alameda, Contra Costa, Marin, Napa, San Mateo, San Francisco, Santa Clara, Solano or Sonoma Counties	Alameda and Contra Costa Counties
Fresno	All high schools in Fresno, King, Madera, Tulare counties and partner schools in other counties.	Majority of coursework from College of the Sequoia, Fresno City College, Merced College, Modesto Junior College, Reedley College, and West Hills College including Lemoore campus	The counties of Fresno, Kings, Madera, Tulare (Fresno to Bakersfield), North of Tulare and Lindsay
Fullerton	All high schools in Orange County, Chino, Corona/Norco, Walnut, Whittier, and Alivord School District	Majority of courses from or in combination with each of the community colleges in Orange County	Orange County (see Attachment B and C)
Humboldt	All high schools in Del Norte, Humboldt, Northern Mendocino, and Western Trinity	State of California	Del Norte, Humboldt, Northern Mendocino (North of Ukiah), and Western Trinity County
Long Beach	The following school districts: ABC, Anaheim (Cypress and Oxford only), Bellflower, Compton, Downey, Huntington Beach, Long Beach, Los Alamitos, and Paramount	Beginning Fall 2013, CSULB will determine which transfer applicants will receive "Local Preference" for admission consideration based on their high school of graduation. The same geographic boundaries used to determine local area high schools for freshmen will now be used to determine local preference for incoming transfers as well. As part of our commitment to provide access to veterans, CSULB will give "Local Preference" to all military veterans regardless of their school of origin.	Los Angeles and Orange Counties (see Attachment B and C)

CSU Local Admission and Service Areas

Campus	First-Time Freshman	Upper-Division Transfer	Outreach, Recruitment, EAP
Los Angeles	All high schools located East to 605 freeway and the Los Angeles County Line, West to 405 freeway, South to Highway 42 (Firestone Blvd.), and North to LA County Line	Majority of coursework from or in combination with these community colleges: East LA College, Glendale City College, Los Angeles CC, Los Angeles Trade Tech, Pasadena City College, Rio Hondo College, Santa Monica College, Los Angeles Southwest College, and West Los Angeles College	Los Angeles County (see Attachment B and C)
Maritime	State of California	State of California	Solano County
Monterey Bay	State of California	State of California	Monterey, San Benito, and Santa Cruz Counties
Northridge	All high schools from main portion of Los Angeles County and all of Ventura County	State of California	Los Angeles County (see Attachment B and C)
Pomona	All high schools west of the 15 Freeway, north of the 60 Freeway, east of the 605 Freeway and south of the 210 Freeway	Majority of courses from Mt. San Antonio College or Citrus College or both	Los Angeles and San Bernardino counties (see Attachment B and C)
Sacramento	All high schools in El Dorado, Placer, Sacramento, San Joaquin, Solano, and Yolo Counties	Majority of coursework from either American River, Cosumnes River, Folsom Lake, Sacramento City, San Joaquin Delta, Sierra, Solano or Woodland College	Alpine, Amador, Colusa, El Dorado, Nevada, Placer, Sacramento, Sierra, Solano, Sutter, San Joaquin, and Yolo Counties
San Bernardino	The following school districts in San Bernardino County: Apple Valley, Chaffey, Colton, Fontana, Hesperia, Morongo, Redlands, Rialto, Rim of the World, San Bernardino City, Victor Valley, and Yucaipa. Riverside County: Banning, Beaumont, Coachella Valley, Desert Sands, Jurupa Valley, Moreno Valley, Palm Springs, and Riverside.	At least one unit from California Community Colleges in San Bernardino and Riverside Counties	Riverside and San Bernardino Counties (see Attachment B and C)
San Diego	Each program is impacted. Students from all high schools south of State Hwy 56 in San Diego County and all high schools in Imperial County will be assigned additional eligibility points to achieve traditional balance between in-area and out-of-area students.	Each program is impacted. CSU eligible students with 100% of courses from or in combination with Cuyamaca College, Grossmont College, Imperial Valley College, Miramar College, San Diego CC, San Diego Mesa College, and Southwestern College will be guaranteed admission.	South of State Hwy 56 in San Diego County and all high schools in Imperial County

CSU Local Admission and Service Areas

Campus	First-Time Freshman	Upper-Division Transfer	Outreach, Recruitment, EAP
San Francisco	All high schools in Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara Counties	Majority of coursework from or in combination with any community college in Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara Counties	San Francisco and San Mateo Counties
San Jose	Must graduate from a high school in Santa Clara County	At the time of application, majority of coursework from community colleges in Santa Clara and Santa Cruz Counties	Santa Clara County
San Luis Obispo	Each program is impacted. Students applying from high schools in San Luis Obispo, southern Monterey, and northern Santa Barbara counties are assigned additional points in the multi-valued selection criteria.	Each program is impacted. Students applying from community colleges from San Luis Obispo, southern Monterey, and northern Santa Barbara counties are assigned additional points in the multi-valued selection criteria.	San Luis Obispo County and region north of Gaviota in Santa Barbara County
San Marcos	Those high schools that are north of Hwy 56 in San Diego County plus Capistrano and Saddleback Valley, Hemet, Lake Elsinore, Murrieta Valley, San Jacinto, Temecula, and Val Verde.	Last school attended was at San Jacinto, Palomar, and/or Mira Costa community colleges	San Diego County North of Hwy 56, Southwest Riverside County
Sonoma	All high schools in Lake, Marin, Mendocino, Napa, Solano, and Sonoma Counties	Majority of coursework from California Community Colleges in Lake, Marin, Mendocino, Napa, Solano, and Sonoma Counties	Lake, Marin, Napa, Sonoma, and Southern Mendocino Counties (including Ukiah)
Stanislaus	State of California	State of California	Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, and Tuolumne Counties
			August 2012

**CSU Service Areas for School – College Relations
Arranged North to South by Campus and County**

Humboldt: *Del Norte, Humboldt, Mendocino¹ North of Ukiah, Trinity² Western half*

Chico: *Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, Trinity² Eastern half, Yuba*

Sacramento: *Alpine, Amador, Colusa, El Dorado, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo*

Sonoma: *Lake, Marin, Mendocino¹ South of Ukiah, Napa, Sonoma*

Maritime: *Solano*

East Bay: *Alameda, Contra Costa*

San Francisco: *San Francisco, San Mateo*

San Jose: *Santa Clara*

Monterey Bay: *Monterey, San Benito, Santa Cruz*

Stanislaus: *Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolumne*

Fresno: *Fresno, Madera, Kings, Tulare³ (North of Tulare & Lindsay)*

Bakersfield: *Inyo, Kern, Mono, Tulare³ (South of Tulare & Lindsay)*

San Luis Obispo: *San Luis Obispo, Santa Barbara⁴ (South of Gaviota)*

Channel Islands: *Malibu, Santa Barbara⁴ (South of Gaviota), Ventura*

Northridge: *Los Angeles⁵*

Dominguez Hills: *Los Angeles⁵*

Long Beach: *Los Angeles⁵, Orange⁶*

Los Angeles: *Los Angeles⁵*

Pomona: *Los Angeles⁵, San Bernardino⁷*

Fullerton: *Orange⁶*

San Bernardino: *Riverside, San Bernardino⁷*

San Marcos: *San Diego⁸ North Hwy 56, Southwest Riverside County*

San Diego: *Imperial, San Diego⁸ South Hwy 56*

¹ Humboldt-Sonoma

² Humboldt-Chico

³ Fresno-Bakersfield

⁴ Channel Islands-San Luis Obispo

⁵ Northridge-Los Angeles-Dominguez Hills-Long Beach-Pomona

⁶ Long Beach-Fullerton

⁷ Pomona-San Bernardino

⁸ San Diego-San Marcos

**CSU Service Areas Boundaries for School-College Relations
Delineated for Los Angeles County**

Dominguez Hills

- East Boundary Pacific Ocean and Long Beach Blvd. north on Long Beach Boulevard to Highway 91, east to Paramount
- North Boundary Intersection of Firestone and Paramount west on Firestone to Highway 710, north to Florence, west to La Brea to Centinela, west to Highway 405, north to Culver
- South Boundary Pacific Ocean from Long Beach Blvd. to western limit of Palos Verdes Peninsula
- West Boundary Palos Verdes Peninsula north to Culver, north on Culver to Highway 405

(This area includes Lynwood, Dominguez, San Pedro, El Segundo, and Carson.)

Fullerton

- East Boundary Orange County – Riverside County border, Orange County – San Bernardino County border, San Bernardino County line to where it intersects with Highway 60 (Pomona Freeway)
- North Boundary Highway 60 to Highway 605 (San Gabriel River Freeway)
- South Boundary Orange County – San Diego County border, the Pacific Ocean to Hwy 39 (Beach Blvd.)
- West Boundary Santa Ana River north to Highway 405 (San Diego Freeway), west on Hwy 405 to Beach, north on Beach to Highway 22 (Garden Grove Freeway), west on Highway 22 to Valley View, north on Valley View to Highway 91 (Riverside Freeway), west on Hwy 91 to Highway 605 (San Gabriel River Freeway), north on Hwy 605 to Highway 60 (Pomona Freeway)

(This area includes Whittier, Santa Fe Springs, Norwalk, and parts of Cerritos and Garden Grove. It excludes Hawaiian Gardens, Lakewood, Los Alamitos, and Rossmoor.)

Los Angeles

- East Boundary Highway 605 (San Gabriel River Freeway) from Firestone north to its terminal point and then north to the northern boundary of Los Angeles County through Pearblossom
- North Boundary The Los Angeles County line
- South Boundary Intersection of Firestone and Highway 605, west on Firestone to Highway 710, north to Florence, west to La Brea to Centinela, west to Highway 405, north to Culver
- West Boundary Intersection of Highway 405 and Culver, north on Culver to La Cienega, north on La Cienega to Sunset-Hollywood Blvd., east on Hollywood Blvd. to Los Feliz, east on Los Feliz to Highway 5 (Golden State Freeway), north on Highway 5 to Sunland Blvd., east on Sunland Blvd., Big Tujunga Canyon Road, and Angeles Forest Road to Highway 14 (Antelope Valley Freeway), north to the Los Angeles County border

(This area includes Pico Rivera, Duarte, Bradbury, Glendale, and Sunland. It excludes Santa Monica, Beverly Hills, Burbank, Palmdale, and Downey.)

Long Beach

- East Boundary Santa Ana River north Highway 405 (San Diego Freeway), west on Highway 405 to Beach, north on Beach to Highway 22 (Garden Grove Freeway), west on Highway 22 to Valley View, north on Valley View to Highway 91 (Riverside Freeway), west on Highway 91 to Highway 605 (San Gabriel Freeway), north on Highway 605 to Firestone
- North Boundary Intersection on Paramount and Firestone, east on Firestone to Highway 605
- South Boundary Pacific Ocean from Highway 39 to Long Beach Boulevard
- West Boundary Pacific Ocean and Long Beach Boulevard north on Long Beach Boulevard to Highway 91, east to Paramount

(This area includes Hawaiian Garden, Downey, Westminster, Seal Beach, Long Beach, Los Alamitos, Rossmoor, Lakewood, Bellflower, Paramount, and parts of Cerritos and Garden Grove. It excludes San Pedro.)

Northridge

- East Boundary North on La Cienega from the intersection with Highway 10 (Santa Monica) to Sunset-Hollywood Blvd., east on Los Feliz to Highway 5 (Golden State Freeway), north on Highway 5 to Sunland, north on Big Tujunga Canyon Road and Angeles Forest Highway to Highway 14 (Antelope Valley Freeway), north on Highway 14 to the Los Angeles County line
- North Boundary The Pacific Ocean north from the Santa Monica Freeway to the Ventura County line
- South Boundary The Los Angeles County line
- West Boundary From Pacific Ocean north on Culver to La Cienega, north on La Cienega to Sunset-Hollywood Blvd., east on Hollywood Blvd. to Los Feliz, east on Los Feliz to Highway 5 (Golden State Freeway), north on Highway 5 to Sunland Blvd., east on Sunland Blvd., Big Tujunga Canyon Road, and Angeles Forest Road to Highway 14 (Antelope Valley Freeway), north to the Los Angeles County border

(This area includes Santa Monica, Santa Barbara, Beverly Hills, Burbank, Palmdale, and Lancaster.)

San Bernardino

- East Boundary East boundary of San Bernardino and Riverside Counties
- North Boundary Northern boundary of San Bernardino County
- South Boundary Southern boundary of Riverside County
- West Boundary East of the San Bernardino – Los Angeles County boundary to a point where it intersects an extension of State Highway 30 (19th Street, Highland Avenue), north of State Highway 30 to where it intersects Etiwanda Avenue, east of Etiwanda Avenue to where it intersects Limonite Avenue, south of Limonite Avenue to where it intersects Hamner Avenue, east of Hamner Avenue to where it intersects State Highway 91 (Riverside Freeway), south of Highway 91 to where it intersects the Riverside – Orange County border, east of that county border to where it intersects the San Diego County border

(This western boundary includes Etiwanda, Mira Loma, Norco, and Corona.)

Pomona

- East Boundary West of the San Bernardino – Los Angeles County boundary to a point where it intersects an extension of State Highway 30 (19th Street, Highland Avenue), south of State Highway 30 to where it intersects Etiwanda Avenue, west of Etiwanda to where it intersects Limonite Avenue, north of Limonite Avenue to where it intersects Hamner Avenue, west of Hamner Avenue to where it intersects State Highway 91 (Riverside Freeway)
- North Boundary Northern boundary of Los Angeles County
- South Boundary North of Highway 91 to the San Bernardino – Orange County boundary, east of that County boundary to where it intersects Highway 60 (Pomona Freeway), north of Highway 60 to where it intersects Highway 605 (San Gabriel River Freeway)
- West Boundary Highway 605 north to its terminal point and then north to the northern boundary of Los Angeles County through Pearblossom

(This area includes Rowland Heights, Diamond Bar, City of Industry, Baldwin Park, Irwindale, and Azusa. It excludes Etiwanda, Mira Loma, Norco, Corona, and Duarte.)

Protected Classes Fall 2010:

Compton: 95%

Cerritos: 88%

El Camino: 81%

LBCC: 76%

Cypress: 73%

State: 65.7%

Golden West: 62%

OCC: 59%

Ethnicity	State Headcount
African-American	103,167
American Indian/Alaskan Native	9,805
Asian	180,475
Filipino	48,319
Hispanic	490,016
Multi-Ethnicity	33,881
Pacific Islander	9,735
Unknown	131,022
White Non-Hispanic	524,667
Grand Total	1,531,087

Ethnicity	Cerritos Headcount
African-American	1,660
American Indian/Alaskan Native	74
Asian	1,822
Filipino	706
Hispanic	13,044
Multi-Ethnicity	203
Pacific Islander	126
Unknown	4,054
White Non-Hispanic	2,832
Grand Total	24,521

Ethnicity	Compton Headcount
African-American	3,889
American Indian/Alaskan Native	12
Asian	357
Filipino	286
Hispanic	3,196
Multi-Ethnicity	220
Pacific Islander	91
Unknown	261
White Non-Hispanic	422
Grand Total	8,734

Ethnicity	Cypress Headcount
African-American	888
American Indian/Alaskan Native	56
Asian	2,887
Filipino	1,094
Hispanic	5,538
Multi-Ethnicity	441
Pacific Islander	119
Unknown	630
White Non-Hispanic	4,310
Grand Total	15,963

Ethnicity	El Camino Headcount
African-American	4,241
American Indian/Alaskan Native	82
Asian	3,266
Filipino	969
Hispanic	9,279
Multi-Ethnicity	688
Pacific Islander	177
Unknown	1,432
White Non-Hispanic	4,641
Grand Total	24,775

Ethnicity	Golden West Headcount
African-American	278
American Indian/Alaskan Native	54
Asian	3,746
Filipino	299
Hispanic	3,277
Multi-Ethnicity	457
Pacific Islander	82
Unknown	274
White Non-Hispanic	5,169
Grand Total	13,636

Ethnicity	Long Beach Headcount
African-American	3,831
American Indian/Alaskan Native	163
Asian	2,851
Filipino	1,092
Hispanic	10,619
Multi-Ethnicity	511
Pacific Islander	243
Unknown	1,200
White Non-Hispanic	6,440
Grand Total	26,950

Ethnicity	Orange Coast Headcount
African-American	386
American Indian/Alaskan Native	103
Asian	5,747
Filipino	444
Hispanic	6,231
Multi-Ethnicity	724
Pacific Islander	127
Unknown	908
White Non-Hispanic	10,019
Grand Total	24,689

Fall 2010

Draft Resolution 10/1/2012

Elimination of CSU Service Areas

R. Chris Wells, El Camino College Academic Senate

Whereas: SB 1440 and the recommendations from the Legislative Analyst's Office in their report – Guaranteed Regional Access Needed for State Universities both have the impact of strengthening Local Area Access Priority to CSUs and therefore exacerbate a discriminatory practice.

Whereas: The LAO report acknowledges that “granting preference to local students over out-of-area students could be perceived as inequitable—particularly when the out-of-area student is better qualified. Moreover, given that CSU campuses differ in terms of size, campus amenities, program offerings, student bodies, and other characteristics, there could be situations when a student's local campus is not the best suited to that students' needs.” And they still “believe that ensuring local access to all eligible students is more important than maintaining equal admissions criteria for all applicants to a given campus.”

Whereas: The basis of the policy of "free flow," adopted by the Legislature in 1987, that permits students to enroll in any community college in the state, regardless of the district in which they happen to reside should also be the basis for the elimination of Local Admissions Areas for the CSU system.

Whereas: El Camino College and ECC–Compton are in a position to make a strong argument that the current policy not only hurts their students, it also hurts the college's ability to attract students and gives priority to students of non-protected classes over students of protected classes

Whereas: The Academic Senate for California Community Colleges had a Resolution 15.02 Fall 2009 RE-EVALUATE CSU SERVICE AREAS (Presenter: Kenneth Matsuura, Transfer and Articulation Committee) that described discriminatory practices of the CSU System and a previous resolution 15.03 Spring 2004 on the same issue that has not resulted in the desired remedy.

Resolved: That the El Camino College Academic Senate challenges this policy in the most aggressive way possible by filing a Complaint to the Office of Civil Rights, United States Department of Education.

Resolved: That the El Camino College Academic Senate requests that The Academic Senate for California Community Colleges joins El Camino College by supporting this resolution and joining in this complaint.



How to File a Discrimination Complaint With the Office for Civil Rights

Introduction

The Office for Civil Rights (OCR) enforces five federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, sex, disability and age in programs or activities that receive federal financial assistance from the Department of Education (ED). Discrimination on the bases of race, color and national origin is prohibited by Title VI of the *Civil Rights Act of 1964*; sex discrimination is prohibited by Title IX of the Education Amendments of 1972; discrimination on the basis of disability is prohibited by Section 504 of the *Rehabilitation Act of 1973* and Title II of the *Americans with Disabilities Act of 1990* (Title II prohibits discrimination on the basis of disability by public entities, whether or not they receive federal financial assistance); and age discrimination is prohibited by the *Age Discrimination Act of 1975*.

These civil rights laws extend to all state education agencies, elementary and secondary school systems, colleges and universities, vocational schools, proprietary schools, state vocational rehabilitation agencies, libraries and museums that receive federal financial assistance from ED. Programs or activities that receive ED funds must provide aids, benefits or services in a nondiscriminatory manner. Such aids, benefits or services may include, but are not limited to, admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and employment.

OCR also enforces the *Boy Scouts of America Equal Access Act*, part of the *Elementary and Secondary Education Act*. Under this act, OCR can investigate complaints involving the denial of equal access or a fair opportunity to meet to, or discrimination against, any group officially affiliated with the Boy Scouts or affiliated with any other youth group listed in Title 36 of the United States Code, by a public elementary school, a public secondary school, or a state or local education agency that receives funds from ED.

Who Can File a Discrimination Complaint

Anyone who believes that an education institution that receives federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability or age, or who believes that a public elementary or secondary school, or state or local education agency has violated the *Boy Scouts of America Equal Access Act*, may file a complaint. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group.

Timeliness

A complaint must be filed within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by OCR for good cause shown under certain circumstances.

Institutional Grievance Procedures

Prior to filing a complaint with OCR against an institution, a potential complainant may want to find out about the institution's grievance process and use that process to have the complaint resolved. However, a complainant is not required by law to use the institutional grievance process before filing a complaint with OCR. If a complainant uses an institutional grievance process and also chooses to file the complaint with OCR, the complaint must be filed with OCR within 60 days after completion of the institutional grievance process.

The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

How to File a Complaint

Complainants wishing to file a complaint may do so by:

Mail or Facsimile: Complainants may mail or send by facsimile a letter or use the OCR's Discrimination Complaint Form available from one of OCR's enforcement offices (see the list of OCR's offices in this brochure). In your correspondence, please include:

- The complainant's name, address and, if possible (although not required), a telephone number where the complainant may be reached during business hours;
- Information about the person(s) or class of persons injured by the alleged discriminatory act(s) (names of the injured person(s) are not required);
- The name and location of the institution that committed the alleged discriminatory act(s); and
- A description of the alleged discriminatory act(s) in sufficient detail to enable OCR to understand what occurred, when it occurred, and the basis for the alleged discrimination (race, color, national origin, sex, disability, age or the *Boy Scouts of America Equal Access Act*).

E-mail: Complainants may file a complaint using the following e-mail address: ocr@ed.gov. Use the same procedures as above.

Online: Complainants may file a complaint with OCR using OCR's electronic complaint form at the following website: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

For those without current e-mail accounts, Internet access may be freely available from your local public library, and free e-mail accounts are available from several large providers.

Note: A recipient of federal financial assistance may not retaliate against any person who has made a complaint, testified, assisted or participated in any manner in an investigation or proceeding under the laws listed on the first page of this brochure. If you believe that you have been retaliated against for any of these reasons, you may file a complaint with OCR.

U.S. Department of Education

Arne Duncan

Secretary

September 2010

Offices and Addresses

Headquarters

U.S. Department of Education
Office for Civil Rights
400 Maryland Ave. SW
Washington, DC 20202-1100
Customer Service: 800-421-3481
Fax: 202-453-6012
TDD: 877-521-2172*
E-mail: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

Office for Civil Rights, *Boston Office*
U.S. Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111*
Fax: 617-289-0150
E-mail: OCR.Boston@ed.gov

New Jersey, New York, Puerto Rico, Virgin Islands

Office for Civil Rights, *New York Office*
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3800*
Fax: 646-428-3843
E-mail: OCR.NewYork@ed.gov

Delaware, Maryland, Kentucky, Pennsylvania, West Virginia

Office for Civil Rights, *Philadelphia Office*
U.S. Department of Education
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: 215-656-8541*
Fax: 215-656-8605
E-mail: OCR.Philadelphia@ed.gov

Alabama, Florida, Georgia, Tennessee

Office for Civil Rights, *Atlanta Office*
U.S. Department of Education
61 Forsyth St. SW, Suite 19T70
Atlanta, GA 30303-8927
Telephone: 404-974-9406*
Fax: 404-974-9471
E-mail: OCR.Atlanta@ed.gov

Arkansas, Louisiana, Mississippi, Texas

Office for Civil Rights, *Dallas Office*
U.S. Department of Education
1999 Bryan St., Suite 1620
Dallas, Texas 75201-6810
Telephone: 214-661-9600*
Fax: 214-661-9587
E-mail: OCR.Dallas@ed.gov

North Carolina, South Carolina, Virginia, Washington, D.C.

Office for Civil Rights, *District of
Columbia Office*
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-1475
Telephone: 202-453-6020*
Fax: 202-453-6021
E-mail: OCR.DC@ed.gov

Illinois, Indiana, Minnesota, Wisconsin, Iowa, North Dakota

Office for Civil Rights, *Chicago Office*
U.S. Department of Education
Citigroup Center
500 W. Madison St., Suite 1475
Chicago, IL 60661-7204
Telephone: 312-730-1560*
Fax: 312-730-1576
E-mail: OCR.Chicago@ed.gov

Michigan, Ohio

Office for Civil Rights, *Cleveland Office*
U.S. Department of Education
600 Superior Ave. East, Suite 750
Cleveland, OH 44114-2611
Telephone: 216-522-4970*
Fax: 216-522-2573
E-mail: OCR.Cleveland@ed.gov

Kansas, Missouri, Nebraska, South Dakota, Oklahoma

Office for Civil Rights, *Kansas City Office*
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
Telephone: 816-268-0550*
Fax: 816-823-1404
E-mail: OCR.KansasCity@ed.gov

Arizona, Colorado, New Mexico, Utah, Wyoming

Office for Civil Rights, *Denver Office*
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Blvd., Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695*
Fax: 303-844-4303
E-mail: OCR.Denver@ed.gov

California

Office for Civil Rights, *San Francisco Office*
U.S. Department of Education
50 Beale St., Suite 7200
San Francisco, CA 94105-1813
Telephone: 415-486-5555*
Fax: 415-486-5570
E-mail: OCR.SanFrancisco@ed.gov

Alaska, Hawaii, Idaho, Nevada, Oregon, Washington, American Samoa, Guam, Northern Mariana Islands, Montana

Office for Civil Rights, *Seattle Office*
U.S. Department of Education
915 Second Ave., Room 3310
Seattle, WA 98174-1099
Telephone: 206-607-1600
TDD: 206-607-1647
Fax: 206-607-1601
E-mail: OCR.Seattle@ed.gov

*TDD: 877-521-2172

Dear Local Senate Presidents,

At its Executive Committee meeting last weekend, the ASCCC Executive Committee endorsed Proposition 30 based on our many established positions calling for appropriate funding for our colleges. As you likely know, if Proposition 30 does not pass or Proposition 38 receives more votes than Proposition 30, our colleges will be looking at a significant loss of funding, resulting in a workload reduction of 7.5%. Students are already facing an unprecedented shortage of courses and services that will only be exacerbated by a further reduction of funding. We join the senates of UC and CSU in our endorsement of Proposition 30. On Monday of this week, our Board of Governors joined the UC Regents and the CSU Board of Trustees in endorsing this measure that is critical to the future of public higher education in the state of California.

While one may not use district resources to advocate for a position, providing education is an appropriate activity. Given the interplay between Propositions 30 and 38, it is critical that the general public has a clear understanding of the impact of their votes on each. While both propose to fund education, only one benefits higher education and only one can be enacted. ASCCC has always supported higher funding for community colleges which is consistent with the intent of Proposition 30 while Proposition 38 would severely reduce community college funding. We encourage local academic senates to consider resolutions in support of Proposition 30 and to discuss the interaction of Propositions 30 and 38. Local senates are encouraged to support and engage in education about the need for additional funding for community colleges and higher education in general. Additional resources are available from FACCC, CCLC, and your union.

Regards,

Michelle

Michelle L. Pilati, Ph.D.
President, Academic Senate for California Community Colleges (www.asccc.org)
Professor of Psychology, Rio Hondo College
mpilati@riohondo.edu

ASCCC

Providing leadership, empowerment and voice to California community college faculty

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95814-6511
(916) 445-8752
HTTP://WWW.CCCCO.EDU



September 16, 2004

To: Superintendents and Presidents

From: Steven Bruckman
Interim General Counsel

Subject: Use of District Resources for Partisan Purposes
Legal Advisory 04-05

Synopsis: The upcoming November elections offer an opportunity for districts to review their practices regarding the use of public resources in relationship to matters before the electorate. This advisory discusses certain basic principles which apply to campaigns for or against ballot measures (including bond measures) and to campaigns of candidates for office, such as district board of trustee elections. Applying these principles in specific situations will require a careful analysis of the facts of the particular case as well as a thorough review of the law. The System Office does not interpret or enforce the laws discussed here. We provide this information to alert districts to the issues and provide a starting point for review of local practices. Districts should consult with their own legal counsel as specific questions arise.

Use of District Resources for Partisan Purposes.

The use of district resources to support or oppose ballot measures or candidates is restricted. The fundamental reason for the restriction is that public money cannot be used for partisan activities. Put another way, resources that have been obtained for the district's support from all taxpayers must not be used "to take sides." Therefore, district employee time, equipment, supplies, or other public resources may not be used in advocating for either side of a ballot measure or to support or defeat any candidate. These restrictions are largely set out in an article in the Education Code entitled "Political Activities of School Officers and Employees" that encompasses sections 7050 through 7058.

Districts must be mindful that employees retain their constitutional rights to engage in political activities. The Education Code includes the legislative declaration that "political activities of school employees are of significant statewide concern." (Ed. Code, §7050.)¹ Nevertheless, section 7055 allows districts to establish rules and regulations concerning political activities during employee working hours and on district premises.

¹ All statutory references are to the Education Code unless otherwise indicated.

This section confirms that a district may regulate political activities of its employees on its premises without violating employee rights.² Nothing in the provisions permits districts to require or to permit employees to use paid service time to engage in partisan political action.

What employees do on their own time and using their own funds or other resources in connection with elections is their own business. Employees should certainly be encouraged to exercise their rights of citizenship and to participate in elections.³ However, district resources are not available for employee advocacy activities.

Voter Registration Activities.

Making voter registration materials available to students is not only a significant step towards supporting democratic principles, but is also a requirement for educational institutions that participate in federal student aid programs. The Higher Education Act of 1998 requires most such institutions to make a:

"good faith effort to distribute a mail voter registration form . . . to each student enrolled in a degree or certificate program and physically in attendance at the institution, and to make such forms widely available to students at the institution."
(20 U.S.C. § 1094(a)(23)(A); 34 CFR § 668.14(d)(1).)

The System Office has also urged the expansion of the Automatic Voter Registration Project to provide students with a convenient way to register to vote when registering for classes. Whether this project or other means are used to encourage students to register to vote and to vote, district efforts to have students vote in particular ways could run afoul of the laws that restrict partisan activities.

Activities Regarding Statewide or Local Campaign Measures.

Districts may draft initiative or referendum measures on an area of legitimate interest to the district. Districts may take positions on ballot measures. Public resources may also be used for *informational* efforts regarding ballot measures. Beyond the use of public resources that might be associated with these activities, public resources cannot be used to promote or to oppose such measures.

² For example, a K-12 school district relied on section 7055 when an employee displayed a large campaign sign on a private vehicle and parked in the school parking lot where it was visible to her students while in their classroom and the public. The two-by-eight-foot sign indicated which school board candidates the union endorsed and was intended to influence voters in the upcoming election. The district's request that the sign be removed or the vehicle parked off of school property was challenged as an unfair labor practice and ultimately addressed by the California Public Employment Relations Board (PERB). Under the circumstances of the case, PERB found the school's actions were allowable under section 7055. (24 PERC ¶ 31053.) Although this was a K-12 situation where education is compulsory and the pupil-instructor relationship is not between adults, the PERB nevertheless declared that the purpose of "Education Code section 7050 et seq. is to insulate schools from involvement in political controversy."

³ Employees have the right to take brief time off from work, without loss of pay, if needed to permit them to vote. (Elec. Code, § 14000.) All employers, including districts, are required to post a notice setting forth the provisions of section 14000 not less than 10 days before every statewide election. (Elec. Code, § 14001.)

The general rule appears in section 7054:

"(a) No . . . community college district funds, services, supplies or equipment shall be used for the purpose of urging the support or defeat of any ballot measure. . . .

(b) Nothing in this section shall prohibit the use of any of the public resources . . . to provide information to the public about the possible effects of any bond measure or other ballot measure. . . ."

Expenditures are allowed for informational activities if they are otherwise authorized and "[t]he information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure." (Ed. Code, § 7054(b)(2).)

The potential penalties for improper use of public resources under section 7054 are severe: county jail imprisonment for up to a year and/or a fine not exceeding \$1000 or imprisonment in state prison for up to three years.

A district may use public resources to provide a fair presentation of relevant information regarding a ballot measure; a district may not use public resources to campaign for or against a ballot measure. The boundary between "providing information" and "conducting a campaign" is not always easy to determine, and all of the facts and circumstances of the situation must be analyzed in order to reach an appropriate determination.

We believe the following language from the leading California case on the issue of the use of public resources for ballot measures is helpful:

"Problems may arise, of course, in attempting to distinguish improper 'campaign' expenditures from proper 'informational' activities. With respect to some activities, the distinction is rather clear; thus, the use of public funds to purchase such items as bumper stickers, posters, advertising 'floats,' or television and radio 'spots' unquestionably constitutes improper campaign activity [citations omitted], as does the dissemination, at public expense, of campaign literature prepared by private proponents of a ballot measure. [Citations omitted.] On the other hand, it is generally accepted that a public agency pursues a proper 'informational' role when it simply gives a 'fair presentation of the facts' in response to a citizen's request for information [citations omitted] or, when requested by a public or private organization, it authorizes an agency employee to present the department's view of a ballot proposal at a meeting of such organization. [Citations omitted, fn omitted.]

Frequently, however, the line between unauthorized campaign expenditures and authorized informational activities is not so clear. Thus, while past cases indicate that public agencies may generally publish a 'fair representation of facts' relevant to an election matter, in a number of instances publicly financed brochures or newspaper advertisements which have purported to contain only relevant factual

information, and which have refrained from exhorting voters to 'Vote Yes,' have nevertheless been found to constitute improper campaign literature. [Citations omitted.] In such cases, the determination of the propriety or impropriety of the expenditure depends on the careful consideration of such factors as the style, tenor, and time of the publication; [fn omitted] no hard and fast rule governs every case." (*Stanson v. Mott* (1976) 17 Cal.3d 206, 221-222.)

What sorts of activities are prohibited?

The above quotation from *Stanson v. Mott* lists several obviously improper uses of public funds, e.g., the purchase of bumper stickers, posters, or media spots to support or oppose a ballot measure.

Districts may not use public resources to print and distribute information that supports or opposes a measure in a districtwide newsletter.

Districts may not direct employees to spend their working time preparing materials to support or oppose a ballot measure. Districts should curtail such activities if they become aware that employees are using their work time for such activities.

Districts may not use public resources to distribute materials prepared by non-district organizations that support or oppose ballot measures.

Districts should not authorize district auxiliary organizations or other district affiliated organizations to use district mailing labels to send out literature advocating the passage or defeat of a ballot measure. (Another question would be whether political activities are even consistent with the purposes for which the organizations were established or with their tax exempt status.)

Districts should not solicit contributions from district vendors to support or oppose measures. It could appear that public money paid to the vendor is being passed through to campaign efforts.

What sorts of activities are authorized?

Districts may take positions on ballot measures and representatives may accept invitations from community or other organizations to attend their meetings and speak about the district's position on a measure. Participation during normal work hours is permitted to describe the reasons for the district's position.⁴

However, if the district representative initiates the request to appear on the organization's agenda during working hours, presentations would have to be more balanced and neutral, explaining the facts on both sides of the issue. On the other hand, a district representative

⁴ See section 7054.1: "Nothing in this article shall be construed as prohibiting any administrative officer or board member of a school district or community college district from appearing at any time before a citizens' group that requests the appearance of the officer or board member for purposes of discussing the reasons why the governing board of the district called an election to submit to the voters of the district a proposition for the issuance of bonds and for purposes of responding to inquiries from the citizens' group."

who takes time off (such as a lunch hour or vacation day) and acts in his/her private capacity is free to make public or private appearances or statements regarding a proposition. If there is any doubt that the participation is personal, it may be advisable to make clear that the position is not being taken on behalf of the district and that no district resources are being spent in connection with the presentation.

Of course, these restrictions apply to district officials. Thus, another option is to have members of the public who are not board members or district employees make presentations to such groups.

Fundraising on behalf of or in opposition to a measure away from campus during non-working hours is acceptable. Employees still cannot use district resources -- printing, paper, supplies, etc. to prepare promotional materials.

Districts may sponsor a forum on the measure, so long as the forum is accessible on an equitable basis to groups with an opposing point of view.⁵

Activities Regarding the Election of Trustees.

Just as section 7054(a) prohibits the use of district resources to urge the support or defeat of any ballot measure, it also prohibits the use of district resources to urge the support or defeat of any candidate. Thus, persons who are seeking election as a community college trustee must refrain from using district supplies, equipment, money or facilities in connection with that election effort. District employees may not use their work time or district resources to support or oppose candidates.

What sorts of activities are authorized?

In 2002, the California Attorney General was asked whether section 7054 allows community college districts to pay for the printing, handling, translating and mailing of trustee candidate statements contained in the voter pamphlet. Elections Code section 13307 allows local agencies, including community college districts, to charge a pro rata share to candidates for the cost of printing and distributing the candidate's statement in the voter's pamphlet. The collection of a pro rata share is not required, and, at first blush, it may appear that a district that fails to collect that pro rata share is providing public funds in support of the candidates. The Attorney General reconciled the sections by noting that costs associated with the voter's pamphlets are not spent "for the purpose of urging the support or defeat of any . . . candidate" as prohibited by Education Code section 7054. Rather, the Attorney General stated

"Simply put, paying the costs of distributing all trustee candidate statements included in the voter's pamphlet cannot be said to be 'campaigning' for any particular candidate in a 'partisan' manner so as to constitute a violation of Education Code section 7054." (85 Ops.Cal.Atty.Gen. 49 (2002).)

⁵ See section 7058: "Nothing in this article shall prohibit the use of a forum under the control of the governing board of a school district or community college district if the forum is made available to all sides on an equitable basis."

The Political Reform Act of 1974 was intended to prevent potential corruption of the political process. (Gov. Code, §§ 81000 et seq.) Public officers may not expend public money in their election efforts and candidates may not accept any public money towards their election efforts. (Gov. Code, § 85300.) However, the above-referenced Attorney General Opinion concludes that the payment by a community college district of the costs associated with candidate statements did not violate section 85300. "Again, no partisan campaigning on behalf of any particular candidate may be found where public funds are being used to reproduce and distribute all candidate statements as part of the voter's pamphlet." (85 Ops.Cal.Atty.Gen. 49, *supra*.) Thus, the Attorney General concluded that community college districts may pay for printing, handling, translating, and mailing trustee candidate statements contained in voter pamphlets, provided that this is done on an equitable basis for all candidates.

Districts may offer the use of a forum under its control to afford all candidates the opportunity to present themselves. For example, a district could sponsor a "candidates' night" where all persons who are running for membership on the board of trustees have equal opportunity to discuss their views. Candidates, and persons supporting or opposing their candidacy, could also use any public district bulletin boards or free speech areas that are available for use by all candidates on an equal basis (assuming any other applicable use conditions are met, e.g., size of poster).

What sorts of activities are not authorized?

Districts should not use district mail and printing services to distribute political materials. The general rule of section 7054 (that prohibits the use of district resources to support or oppose candidates) was assessed by PERB in connection with the use of the employee mail system at the San Diego Community College District (District) to distribute publications supporting particular candidates for the District's board of trustees. The District notified its mailroom staff not to distribute "clearly political flyers urging the support or defeat of any ballot measure or candidate for election" and to remove such materials from mailboxes even if they were placed there by others. The District also ceased printing political materials for the union, even if reimbursed. The faculty union challenged the restriction as an unfair labor practice because Government Code section 3543.1(b) grants organizations the right to use employer mail facilities. Thus, PERB faced the interaction of Education Code section 7054 and Government Code section 3543.1(b) in connection with a community college board of trustee election.

PERB noted that EERA does not "supersede other provisions of the Education Code." (Gov. Code, § 3540.) It further found that:

"the mandate of Education Code section 7054 removes the policies at issue from the scope of representation to the extent that the statutory language of Section 7054 clearly evidences an intent to set an inflexible standard or insure immutable provisions." (26 PERC ¶ 33014, November 28, 2001; Union's request for reconsideration denied April 18, 2003.)

After reviewing the legislative intent of section 7054, PERB found "the District's prohibition on use of the inter-site mail system – and photocopying services, falls squarely within, and is in fact mandated by, the plain words of Section 7054." (*Ibid.*)

It appears that the same principles would also apply to use of the district email system. Thus, districts should not distribute, and should not allow others to distribute, political material advocating the support or defeat of a ballot measure or candidate via its email system.

Persons who hold office, or who are seeking election to office, may not threaten adverse consequences to district employees if they fail to support them, or promise advantages or benefits to district employees who do support them. (Ed. Code, § 7053 and Gov. Code, § 3204.)

Current district officers or employees may not solicit political contributions from other district officers or employees unless "the solicitation is part of a solicitation made to a significant segment of the public. . . ." It does not matter whether the solicitation is direct or indirect. (Gov. Code, § 3205.) An example of indirect solicitation would be supplying favored candidates with nonpublic employee lists that may then be used for the solicitation of support. Violation of the prohibition is punishable as a misdemeanor.

Candidates who are already in office are specifically restricted from using public resources for campaign activities. Civil penalties may result, up to \$1000 for each day that violations occur, plus three times the value of the public resources that were improperly used. (Gov. Code, § 8314.) Although some incidental or minimal use of public resources does not violate section 8314, the same may not be true for violations of Education Code section 7054, which does not include any express exception for incidental or minimal use.

Districts may not fund mass mailings that feature an incumbent board member.

The Political Reform Act of 1974 rejected laws and practices that unfairly favor incumbents. (Gov. Code, § 81002.) One means of preventing unfair advantages for incumbents is the prohibition on use of public funds for mass mailings that "feature" them. Thus, "no newsletter or other mass mailing shall be sent at public expense." (Gov. Code, § 89001.) A "mass mailing" consists of "over two hundred substantially similar pieces of mail" when the items feature an elected official and have not been solicited. (Gov. Code, § 82041.5; Cal Code Regs., tit 2, § 18901.)

The "mass mailing" restrictions are designed to prohibit "elected officials from using public moneys to perpetuate themselves in public office." (*Watson v. Fair Political Practices Commission* (1990) 217 Cal.App.3d 1059, 1074-75.) Section 18901 defines "mass mailings" in terms of the numbers of copies of an unsolicited mailed items, whether the items "feature" elected officers of the entity that produces or sends the mailing, and whether the mailing was prepared or sent in cooperation, consultation, coordination or concert with the elected officer. An elected officer is "featured" when:

"the item mailed includes the elected officer's photograph or signature, or singles out the elected officer by the manner of display of his or her name or office in the layout of the document, such as by headlines, captions, type size, typeface, or type color." (Cal. Code Regs., tit. 2, § 18901(c)(2).)

Regardless of whether an election is imminent, districts must be careful that they do not inadvertently use public funds to send mass mailings that feature their elected board members. The regulation is fairly complex, with numerous exceptions and conditions that take it beyond the scope of this general review (e.g., the officer's name may appear in letterhead, press releases to the media, ordinary business communications between a district and other agencies or within the district, essential program mailings to program recipients – without the official's photograph, district directories that list the name and title of district individuals – again, without the official's photograph, etc.). Districts are well advised to assess their mailing practices in light of this regulation to ensure ongoing compliance.

Recommendation: No action is required; this memorandum is advisory only. However, districts should anticipate that they may receive requests for actions related to elections and ensure that they understand their obligations regarding the use of public resources concerning those elections. Districts should consult their own legal counsel before acting upon this advisory or before undertaking any significant effort to campaign or fundraise for or against ballot propositions.

SB:RB:sj

TERMS AND CONDITIONS OF EMPLOYMENT PERTAINING TO

EL CAMINO COMMUNITY COLLEGE DISTRICT

and

**EL CAMINO COLLEGE
FEDERATION OF TEACHERS,
LOCAL 1388, AFT, AFL~CIO**

Includes Updates as of

November 28, 2011

July 1, 2011

through

June 30, 2014

ARTICLE 5

ACADEMIC FREEDOM AND RESPONSIBILITY

Section 1. Purpose

Recognizing that the free search for truth and the expression of diverse opinions are essential to a democratic society, both the District and the Federation will strive to promote and to protect academic freedom.

Section 2. Protection of Faculty Members

A Faculty Member shall not be subject to any adverse action affecting the Faculty Member's employment status with the District:

(a) For exercising the freedom to examine or endorse unpopular or controversial ideas either in classroom teaching or in discussions with students as is appropriate to the course content, or in academic research or publication. Nonetheless, the Faculty Member shall attempt to be accurate, objective, and respectful of the opinions of others.

(b) For selecting or recommending the selection of instructional materials for courses which may contain unpopular or controversial ideas.

(c) For speaking or writing as a citizen, provided (1) that the Faculty Member recognizes the special obligations of a member of the education profession, and (2) that the Faculty Member clearly indicates that he or she is not speaking for the College or the District.

(d) Concerning librarians, for making available the library's books and materials presenting all points of view including library materials of interest, information, and enlightenment without regard to the race or nationality or the social, political, or religious views of the authors.

Section 3. Limitations

The following political activities shall, however, be prohibited, although nothing herein shall be construed to limit the discussion and study of politics and political issues when such discussion and study are appropriate to a specific course of instruction:

(a) Political participation as a citizen at times when a Faculty Member is required to render service to the District.

(b) Posting of political circulars or petitions on District premises, except on College bulletin boards set aside for that purpose; the use of District mail service for the distribution of political materials; interference for political purposes with District employees who are rendering service to the District; or the solicitation of students for political purposes, except that Faculty Members may encourage students to participate in political activities of the students' choice.

Use of District Resources for Partisan Purposes.

The use of district resources to support or oppose ballot measures or candidates is restricted. The fundamental reason for the restriction is that public money cannot be used for partisan activities. Put another way, resources that have been obtained for the district's support from all taxpayers must not be used "to take sides." Therefore, district employee time, equipment, supplies, or other public resources may not be used in advocating for either side of a ballot measure or to support or defeat any candidate. These restrictions are largely set out in an article in the Education Code entitled "Political Activities of School Officers and Employees" that encompasses sections 7050 through 7058.

Districts must be mindful that employees retain their constitutional rights to engage in political activities. The Education Code includes the legislative declaration that "political activities of school employees are of significant statewide concern." (Ed. Code, §7050.)¹ Nevertheless, section 7055 allows districts to establish rules and regulations concerning political activities during employee working hours and on district premises.

This section confirms that a district may regulate political activities of its employees on its premises without violating employee rights.² Nothing in the provisions permits districts to require or to permit employees to use paid service time to engage in partisan political action.

What employees do on their own time and using their own funds or other resources in connection with elections is their own business. Employees should certainly be encouraged to exercise their rights of citizenship and to participate in elections.³ However, district resources are not available for employee advocacy activities.