



# Academic Senate of El Camino College 2012-2013

June 4, 2013

16007 Crenshaw Blvd., Torrance CA 90506-0002 (310)532-3670 x3254

## Officers & Executive Committee

President	<b>Christina Gold</b>	Co-VPs Faculty Development	<b>Claudia Striepe &amp; Moon Ichinaga</b>
VP Compton Educ'l Center	<b>Michael Odanaka</b>	VP Finance & Special Projects	<b>Lance Widman</b>
Curriculum Chair	<b>Jenny Simon</b>	VP Academic Technology	<b>Pete Marcoux</b>
VP Educational Policies	<b>Merriel Winfree</b>	Secretary	<b>Chris Jeffries</b>
		VP Instructional Effectiveness	<b>Janet Young</b>

<u>Adjunct</u>	(1 yr term)	<u>Health Sci &amp; Athletics/Nursing</u>	<u>Natural Sciences</u>
<b>Nicholas Sean Bonness</b>	12	<b>Tom Hazell*</b> 13/14	<b>Sara Di Fiori</b> 13/14
<b>Kathryn Hall</b>	12	<b>Tom Hicks</b> 13/14	<b>Miguel Jimenez*</b> 11/12
		<b>Mina Colunga</b> 12/13	<b>Pete Doucette</b> 12/13
<u>Behavior &amp; Social Sciences</u>		<b>Kim Baily</b> 13/14	<b>vacant</b>
<b>Janet Young</b>	12/13	<b>vacant</b>	<b>vacant</b>
<b>Christina Gold</b>	13/14		
<b>Kristie Daniel-DiGregorio</b>	14/15	<u>Humanities</u>	<u>Academic Affairs &amp; SCA</u>
<b>Lance Widman*</b>	13/14	<b>Brent Issacs</b> 11/12	<b>Francisco Arce</b>
<b>Michael Wynne</b>	14/15	<b>Peter Marcoux*</b> 11/12	<b>Karen Lam</b>
		<b>Kate McLaughlin</b> 11/12	<b>Jeanie Nishime</b>
<u>Business</u>		<b>Barbara Jaffe</b> 14/15	
<b>Phillip Lau</b>	11/12	<b>Jenny Simon</b> 11/12	<u>Associated Students Org.</u>
<b>Jay Siddiqui*</b>	11/12		<b>Simone Jackson</b>
<b>Gabriella Fernandez</b>	14/15	<u>Industry &amp; Technology</u>	<b>Brooke Matson</b>
		<b>Patty Gebert</b> 12/13	
<u>Compton Educational Center</u>		<b>Harold Hofmann</b> 12/13	<u>President/Superintendent</u>
<b>Estina Pratt</b>	14/15	<b>Lee Macpherson</b> 12/13	<b>Thomas Fallo</b>
<b>Chris Halligan</b>	14/15	<b>Douglas Marston*</b> 12/13	
<b>Essie French-Preston</b>	14/15	<b>Merriel Winfree</b> 12/13	<u>Division Personnel</u>
<b>Michael Odanaka</b>	13/14		<b>Jean Shankweiler</b>
<b>vacant</b>		<u>Learning Resource Unit</u>	<b>Don Goldberg</b>
		<b>Moon Ichinaga</b> 13/14	<b>Tom Lew</b>
<u>Counseling</u>		<b>Claudia Striepe*</b> 13/14	<u>Counseling</u> <b>Ken Key</b>
<b>Griselda Castro</b>	14/15		
<b>Chris Jeffries*</b>	14/15	<u>Mathematical Sciences</u>	<u>Ex-officio positions</u>
<b>Dexter Vaughn</b>	13/14	<b>Michael Bateman</b> 12/13	ECCFT President
		<b>Hamza Hamza</b> 13/14	<b>Sean Donnell</b>
<u>Fine Arts</u>		<b>Arkadiy Sheynshteyn</b> 13/14	<b>Nina Velasquez</b>
<b>Ali Ahmadpour</b>	14/15	<b>Alice Martinez</b> 14/15	Curriculum Chair
<b>Chris Wells*</b>	14/15	<b>Eduardo Barajas</b> 13/14	<b>Jenny Simon</b>
<b>Russell McMillin</b>	14/15		CEC Chair-Elect
<b>Vince Palacios</b>	14/15		<b>Jerome Evans</b>
<b>vacant</b>			
			<u>Institutional Research</u>
			<b>Irene Graff</b>
			<b>Carolyn Pineda</b>

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** (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays)

<b><u>FALL 2012</u></b>		<b><u>SPRING 2013</u></b>	
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	canceled
November 20	Alondra Room	May 7	Alondra Room
December 4	Alondra Room	May 21	Alondra Room
		June 4	Alondra Room

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

<b><u>FALL 2012</u></b>		<b><u>SPRING 2013</u></b>	
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



**AGENDA & TABLE OF CONTENTS**

		<b>Pages</b>
<b>A. CALL TO ORDER (12:30)</b>		
<b>B. APPROVAL OF MINUTES</b>	<b>A. Minutes – May 21, 2013</b>	<b>6-10</b>
<b>C. OFFICER REPORTS</b>	<b>A. President – Christina Gold</b> <b>B. VP – Compton Education Center – Michael Odanaka</b> <b>C. Chair – Curriculum – Jenny Simon</b> <b>D. VP – Educational Policies – Merriel Winfree</b> <b>E. Co-VPs – Faculty Development – Moon Ichinaga and Claudia Striepe</b> <b>F. VP – Finance – Lance Widman</b> <b>G. VP – Academic Technology – Pete Marcoux</b> <b>H. VP – Instructional Effectiveness – Janet Young</b>	<b>11-21</b> <b>22</b>
<b>D. SPECIAL COMMITTEE REPORTS</b>		
<b>E. UNFINISHED BUSINESS</b>	<b>A. Distance Education – Regular Effective Contact Policy</b> These guidelines explain how on-line courses at ECC will meet the accreditation requirements for frequent, faculty-initiated contact, a critical factor in distinguishing on-line from correspondence courses. It was created in consultation with the Academic Senate Distance Education Task Force and was authored and approved by the Distance Education Advisory Committee. This is a second reading and the Senate may choose to vote on it.  <b>B. Distance Education - Student Authentication Policy</b> These guidelines explain how on-line courses at ECC will meet the accreditation and federal requirements for authentication of students. It was created in consultation with the Academic Senate Distance Education Task Force and was authored and approved by the Distance Education Advisory Committee. This is a second reading and the Senate may choose to vote on it.	<b>23-25</b>  <b>26-27</b>



# Academic Senate of El Camino College 2012-2013

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June 4, 2013

	<p><b>C. Distance Education – On-Line Teaching Certification Program</b> This item describes improvements to the on-line teaching certification program. It was approved by the Distance Education Advisory Committee. This is a second reading and the Senate may choose to vote on it.</p>	<b>28-30</b>
<b>F. NEW BUSINESS</b>	<ol style="list-style-type: none"><li><b>1. Resolution of Appreciation – Merriel Winfree</b></li><li><b>2. Resolution of Appreciation – Moon Ichinaga</b></li><li><b>3. Resolution of Appreciation – Jenny Simon</b></li></ol>	
<b>G. INFORMATION ITEMS – DISCUSSION</b>	<ol style="list-style-type: none"><li><b>1. <i>Making Decisions at El Camino College.</i></b> This item has already gone through consultation and is at the approval stage in College Council. However, it is on the agenda to answer further questions.</li><li><b>2. <i>Associated Students Organization – Textbook Presentation.</i></b> The ASO is presenting the results of its investigation into textbook purchasing and usage and their related recommendations.</li></ol>	Consult May 7, 2013 packet for full text  <b>31-35</b>
<b>H. FUTURE AGENDA ITEMS</b> <b>I. PUBLIC COMMENT</b> <b>J. ADJOURN</b>		



**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			
Assessment of Learning Comm.	Kaysa Laureano-Ribas, Chris Mello, Janet Young	2 <sup>nd</sup> & 4 <sup>th</sup> Mon.	2:30-4:00	Admin 131
Academic Program Review Comm.	Janet Young, Co-Chair Bob Klier, Co-Chair			
Compton Academic Senate	Michael Odanaka	1 <sup>st</sup> & 3 <sup>rd</sup> Thurs	1:00-2:00	CEC Board Room
Compton Faculty Council	Michael Odanaka	1 <sup>st</sup> & 3 <sup>rd</sup> Thurs	1:00-2:00	CEC Board Room
Curriculum Committee	Jenny Simon, Chair Mark Lipe, Chair Elect	2 <sup>nd</sup> & 4 <sup>th</sup> Tues	2:30-4:30	Admin 131
Educational Policies Comm.	Merriel Winfree	2 <sup>nd</sup> & 4 <sup>th</sup> Tues	12:30-2:00	SSC 106
Faculty Development Comm.	Moon Ichinaga, Claudia Striepe	2 <sup>nd</sup> & 4 <sup>th</sup> 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 <sup>rd</sup> Mon.	4:00	Board Room
Calendar Committee	Jeanie Nishime	Chris Jeffries Vince Palacios			
Campus Technology Comm	John Wagstaff	Pete Marcoux	March 14 & May 28	12:30-2:00	Stadium Room
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.	Francisco Arce	Chris Wells Kristie DiGregorio Juli Soden	2 <sup>nd</sup> Thurs	2-3:30	Library 202
Facilities Steering Comm.	Tom Fallo	Christina Gold			
Planning & Budgeting Comm.	Rory Natividad	Lance Widman	1 <sup>st</sup> & 3 <sup>rd</sup> 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

21st, May 2013

Name: Initials

## Adjunct (1year)

Bonness, Nicholas Sean  
Hall, Kathryn X

## Behavioral & Social Sciences

Daniel-DiGregorio, Kristie X  
Gold, Christina X  
Widman, Lance X  
Wynne, Michael X  
Young, Janet X

## Business

Fernandez, Gabriella X  
Philip, S. Lau  
Siddiqui, Jay X

## Counseling

Castro, Griselda X  
Jeffries, Chris X  
Vaughn, Dexter

## Fine Arts

Ahmadphour, Ali X  
McMillin, Russell X  
Palacios, Vince X  
Wells, Chris  
VACANT

## Health Sciences & Athletics

Baily, Kim  
Colunga, Mina X  
Hazell, Tom EXC  
Hicks, Tom  
VACANT

## Humanities

Isaacs, Brent  
Jaffe, Barbara X  
Marcoux, Pete X  
McLaughlin, Kate  
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 X  
Jimenez, Miguel  
VACANT  
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 X  
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:

Horton, Dillon X  
Vasilomanolakis, Francine X  
Young, Rica X

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

Academic Senate President Gold called the sixth Academic Senate meeting of the Spring 2013 semester to order on May 21, 2013 at 12:39pm. The meeting was held in the Alondra Room.

Approval of last Minutes:

[See pgs. 6-10 of packet] for minutes of the May 7, 2013 meeting. Chris Gold asked that under the discussion regarding “Making Decisions at El Camino” that the following statement be added. “A question was asked about whether providing a response in a timely manner meant that administration would have to provide the response before the Board Meeting at which the item was discussed. “ This was a question raised by Alice Martinez, so it will be inserted after her other statement of whether or not the recommendation only goes to the Board if the president approves it. The minutes were approved with this one addition.

**OFFICER REPORTS**

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

CG referred to page 12 of the packet and the minutes of the May 6<sup>th</sup> College Council meeting. She specifically gave an update to #4 which refers to faculty hiring procedures and the current practice of not asking for letters of recommendations from candidates for job openings. The pros and cons were discussed at the meeting and Linda Beam, VP of Human Resources, will interview deans and faculty members on recent interview committees to see how this worked for them and will bring back the results in the fall.

The following items were discussed at College Council in regards to the Senate’s feedback on the “Making Decisions at El Camino College” document:

- 1) A request had been made by one senator to have written responses of decisions that were against a committee’s recommendation be made available prior to the Board meeting that the item was to be discussed. CG reported that this language would not be changing because it just isn’t always possible to provide this written response that quickly and the words “in a timely manner” imply that this is in enough time.
- 2) There had been a request by a senator that Division Councils also be required to provide written responses to rejected decisions, but it was noted that Division Councils are not collegial consultation committees since they are not represented by members across campus. Instead these committees and their makeup are locally decided on and each one is different across the campus.
- 3) The request by one senator to expand the minutes of the College Council was rejected with the reasoning being it just takes too much time.
- 4) It was agreed to capitalize the O in Associated Student Organization in the Board policy.

**VP – Compton Educational Center report – Michael Odanaka (MO)**

MO announced that elections for the Center’s Senate were held and most of the officers are returning. He is happy to report that they do have a chair-elect. His name is Jerome Evans and he is from the History Department. MO also announced they the Center is on track with their SLO assessments.

**Curriculum Committee report – Jenny Simon (JS)**

No report.

**VP – Educational Policies – Merriel Winfree (MW)**

No report.

### **Co-VPs – Faculty Development – Moon Ichinaga and Claudia Striepe (MI and CS)**

The minutes from the Faculty Development Committee meeting can be found on pages 17-18 of the packet. MI announced the upcoming Asian-Pacific American Heritage Month 2013 celebration which will be held on Thursday, May 30, 2013 from 1-2pm in the MBA Building, room 319. Flex credit is available for the event.

### **VP- Finance – Lance Widman (LW)**

LW turned our attention to the minutes of the PBC on pages 17-18. He announced they did receive the tentative budget last week. The May Revise had some pleasant surprises in it with funding for the Student Success Initiative, COLA, and growth monies included. The governor's budget is due mid-June and there are still lots of things going on in the legislature that can affect the budget. There is an opening on the PBC for an alternate, so anyone interested should contact Lance.

### **VP – Academic Technology – Pete Marcoux (PM)**

PM asked that everyone please take the Faculty Technology Survey since the results of the survey will be used to decide what kind of computer device will replace our current laptops. Those laptops should be replaced in 1-2 years.

### **VP – Instructional Effectiveness – Janet Young (JY)**

No report.

### **ASO – Dillan Horton (DH)**

Finals Madness is coming up the last week of school starting June 4<sup>th</sup>. ASO is going to try to offer a limited number of scantrons and blue books. The Activity Center will be open from 9pm-12am. They are still looking for tutors in various areas. They already have some English and math tutors lined up. A sign-up sheet was passed around.

ASO held their elections recently and because every other year there is a big turnaround of students leaving and transferring on, there will be a very small group coming back. Marissa Tran was voted President and Alejandro Ventura, Vice President with Brooke Matson being voted Student Trustee to the Board.

There has been a steady decline of auxiliary funds in the last several years, so the ASO is looking for solutions. The students were pooled to see what they thought about adding a \$10 activity fee each semester and about 61% said they would vote to approve that. Now the ASO is looking to see how to implement this.

Dillan announced he will be attending UC Davis in the fall. Congrats and thanks to all the student leaders who are leaving us and moving on.

## **SPECIAL COMMITTEE REPORTS**

### **AA and AS Degrees for Transfer – Jenny Simon**

The updated list can be found on pages 19-20. Six degrees have been approved by the Chancellor's Office and those are Communication Studies, Geology, Mathematics, Physics, Psychology, and Sociology. Two others are at the Chancellor's Office awaiting approval. They are Administration of Justice and Kinesiology. Twelve others have been or will be by the end of the spring approved by the College Curriculum Committee and will be sent to the Chancellor's Office for approval. These include Art History, Business Administration, Computer Science, Early Childhood Education, Elementary Teacher Education (Liberal Studies), English, Geography, History, Journalism, Political Science, Studio Art, and Theatre Arts. The state is requiring that 80% of the 22 plus AAT/AST degrees be in effect by Fall 13 and 100% by Fall 14. El Camino is well on their way to meeting these deadlines.



### **Student Learning Outcomes – Janet Young (JY)**

All the work on assessments is paying off and many are being completed in spring 2013. The coordinators are auditing the courses carefully right now and a final count of where we are at will be available at the next meeting. JY is happy to announce that Natural Sciences is at 100%! CurriCUNET will no longer be used for assessments starting June 21, 2013 and instead a new system, TracDat will be utilized. This program was 100% unanimously approved by the coordinators. The coordinators will be working over the summer to begin implementation of the new program and trainings will be held in the fall for data input at the end of the fall. M. Colunga asked what faculty should do in the summer if they are assessing courses and JY said that they will work one-on-one with the faculty to input the data into TracDat. V. Palacios asked if those who have completed their assessments will have to reenter data into TracDat and it was noted that only new assessments will be put into TracDat.

### **UNFINISHED BUSINESS**

#### **Officer/Executive Committee Elections**

- a) President – No nominations were given, so the position remains vacant. The position can be filled at any time throughout the semester.
- b) VP Educational Policies – Alice Martinez was nominated.
- c) Co-VP Faculty Development – Kristie Daniel-DiGregorio was nominated. It was noted that she is now a member of the Senate for the Behavior and Social Sciences Division.
- d) VP Finance and Special Projects – Lance Widman was nominated.
- e) VP Instructional Effectiveness – Janet Young was nominated
- f) Secretary – Chris Jeffries was nominated

Chris Jeffries made a motion to approve all candidates with a voice vote by acclamation and Claudia Striepe seconded it. The motion was approved nearly unanimously with one abstention.

### **NEW BUSINESS**

#### **Distance Education – Regular Effective Contact Policy – pages 27-29**

These guidelines explain how on-line courses at ECC will meet the accreditation requirements for frequent, faculty-initiated contact, a critical factor in distinguishing on-line from correspondence courses. It was created in consultation with the Academic Senate Distance Education Task Force and was authored and approved by the Distance Education Advisory committee. This is a first reading by the Senate. CG gave credit to Rica Young for developing the timeline found on page 27. The policy on pages 28-29 outlines the Title 5 requirements for regular effective contact. CG explained that students are more successful if they are engaged by the instructor on-line and that if the course is strictly a correspondence course, we do not receive as much funding.

The Student Authentication Policy on page 31 ensures that students enrolled in the course are the ones actually taking the course. It is required by the Federal Government and was in response to financial aid fraud that was happening. The primary way to carry out this task is to have one course management system; however some divisions like using other publisher sites and not Etudes. The compromise was that all students must enter on-line through Etudes, but then the student can be directed to other publisher sites. R. Young is looking at trying to integrate with even other sites such as McGraw-Hill. A. Martinez asked about the timelines and when we could start using this integration. R. Young said that it can be started right after the second reading of the policy on June 4<sup>th</sup>. At that time, they can use the summer to start working with faculty using other interfaces. Math is really not an issue since all their courses are currently hybrid courses which require some in-person contact. R. Young explained that a checklist is being developed with help of the deans to make sure everything required is being met. The deans also use this to evaluate on-line teaching. A. Martinez recommended the timeline be moved beyond summer and that something be added that if Etudes is not working then something else can be used. It was pointed out that the last two bullet points under A address this concern since **some** can be done on Etudes, but not **all** has to. Dr. Arce also pointed out that the guidelines come from the Accreditation Commission and this brings us into compliance with Title 5 and federal regulations. He stated that we can work with faculty

who want to use various systems. It was also decided to change the wording from “policy” to “guidelines” since that is really their purpose. There will be a second reading at the next meeting. J. Young asked how many faculty currently use publisher sites and there really only is a handful who do. K. Hall noted that all the English faculty use Turn-it In, but it was noted that this is more of a grade book system and not a course management system.

Pages 33-34 outline the Online Teaching Certification Program that has been developed by Staff Development and Francine Vasilomanolakis. The first certification course allows the faculty member to be certified in Etudes. The second certification course has been revamped and updated to align with all the state and federal regulations. It is an 8-week course in which most is taught on-line since the philosophy is if you are going to be an on-line teacher, you should learn on-line! A faculty member is expected to put in at least six hours per week and they will receive 15 hours of flex credit for completing the course. S. DiFiori asked if there will be any Etudes training during the summer and how one can sign up for the class. There will be no summer class and an email will be going out to faculty in the fall for the signups and class times. R. Young also explained that modules will be designed for current on-line instructors to help keep them updated.

### **ADJOURN**

The meeting adjourned at 1:41pm.

CJ/ECCSpring13

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting May 13, 2013

Present: Francisco Arce, Linda Beam, Thomas Fallo, Julio Farias, Ann Garten, Chris Gold, Irene Graff, Jo Ann Higdon, Brooke Matson, David Mc Patchell, Jeanie Nishime, Susan Pickens, Estina Pratt, and Luukia Smith.

1. Tree Removal/Replacement – It was reported that Tom Brown has discussed varieties with the Horticulture instructor.
2. BP 4030 – Academic Freedom was pulled from the Academic Senate agenda due to faculty concerns.
3. The Making Decisions at El Camino College draft was reviewed. Additional recommended changes will be incorporated into the final draft.

**Agenda for the May 20, 2013 Meeting:**

1. Minutes of May 13, 2012
2. Board Agenda
  1. “Making Decisions at El Camino College” Draft (June 3)
  2. AP 5055 – Enrollment Priorities (June 3)

**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.

**Policies Pending:**

1. BP 3570 – Restricted Smoking Areas – Jo Ann Higdon revising.
2. BP/AP 4021 – Program Discontinuance – Distributed at College Council on 4/29/13.
3. BP 4030 – Academic Freedom (faculty working on)
4. BP 4225- Course Repetition – Distributed at CC on 4/23/12,4/30/12, 4/29/13.
5. BP/AP 4260 – Prerequisites and Co-Requisites – Distributed at CC on 4/29/13.
6. AP 5055 – Enrollment Priorities – Distributed at CC on 4/29/13.
7. Faculty Hiring Procedures – Distributed at CC on 4/29/13 (Linda Beam working on).
8. Administrative Hiring Procedures – (Linda Beam working on).

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting May 20, 2013

Present: Francisco Arce, Linda Beam, Thomas Fallo, Julio Farias, Ann Garten, Chris Gold, Jo Ann Higdon, Brooke Matson, David Mc Patchell, Jeanie Nishime, Susan Pickens, Estina Pratt, and Luukia Smith.

1. The May 20, 2013 Board agenda was reviewed.
  - a. The 2012 Accountability Reporting for the Community Colleges was pulled from the agenda.
2. Linda Beam gave a brief summary of changes in ECC personnel policies due to the Affordable Health Care Act.
3. College Council summer schedule:
  - a. June 3, 2013
  - b. June 17, 2013
  - c. July 15, 2013
  - d. August 19, 2013

**Agenda for the June 3, 2013 Meeting:**

1. Minutes of May 20, 2012
1. “Making Decisions at El Camino College” Draft
2. BP 4025 – Philosophy for Associate Degree & General Education
3. AP 4025 – Philosophy for Associate Degree & General Education
4. BP 4255 – Student Progress Early Alert and Referrals
5. BP 5010 – Admissions and Concurrent Enrollment
6. AP 5010 – Admissions
7. AP 5011 – Admissions and Concurrent Enrollment of High School and Other Young Students
8. AP 5055 – Enrollment Priorities

**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.



**NOTES – COUNCIL OF DEANS**  
**APRIL 25, 2013**

Present: J. Anaya, F. Arce, C. Fitzsimons, W. Garcia, A. Garten, E. Geraghty, C. Gold, D. Goldberg, A. Grigsby, D. Hayden, D. Horton, T. Kyle, T. Lew, G. Miranda, W. Morris, B. Mulrooney, R. Murray, R. Natividad, J. Nishime, D. Patel, B. Perez, S. Rodriguez, R. Shabazz, D. Shrader, R. Smith, D. Vakil

Other Guests: N. Awakuni (ASO), W. Warren

**I. INFORMATION**

- A. Notes of 3/28/13: Distributed and reviewed.
- B. ASO Update: D. Horton provided an update:
- Spring General Assembly will be held April 27.
  - Upcoming ASO elections for new officers.
- C. CEC Update: R. Murray provided an update:
- FCMAT met with faculty, administrators, and staff and pleased with progress.
  - Appreciate all efforts with SLO assessments.
  - Reorganization is going in positive direction.
- D. PBC Update: D. Patel provided an update of the meeting on 4/18:
- The four outcomes for the Planning Summit on May 10: (1) reaffirmation/revision of the mission statement and strategic initiatives (2) setting institutional achievement goals (3) establish metrics (4) new visual representation of the planning model.
  - Reviewed planning survey from April 2011 and its effectiveness.
  - Accreditation updates were reported.
  - Upcoming in May is the VP prioritization plan.
- E. Academic Senate Update: C. Gold provided an update:
- There will be a fourth reading on the BP/AP 4260 Prerequisites and Co-requisites.
  - I. Graff and J. Nishime met with the Senate work group on Institutional Achievement Standards.
  - The DE Task Force met and will inform faculty on two key issues: (1) accreditation and federal requirements for authentication; and (2) faculty contact with students.
- F. Announcements:
- Athletics will hold its annual golf tournament on May 10.
  - Planning Summit will be held May 10.
  - The Fire Academy Graduation will be April 26. The city of Manhattan Beach donated a fire truck.
  - Photo exhibit in the Library on “Earth, Air, Water, and Fire.”
  - Industry & Technology Advisory Dinner will be held April 25.

## II. DISCUSSION/ACTION

- A. Planning Summit – The Planning Summit will be held on May 10. The desired outcome of the Summit was discussed at PBC. Among the objectives is setting of institutional achievement goals, clarity on the planning process, and measures on strategy initiatives.

B. BP 4030 – Academic Freedom

The major change in the BP is in the first paragraph – “Academic freedom is the freedom to discuss all relevant matters in the classroom, to explore all avenues of scholarship, research and creative expression, and to speak or write without institutional discipline or restraint on matters of public concern as well as on matters related to professional duties and the functioning of the college. Academic responsibility implies the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that when one is speaking on matters of public interest, one is not speaking for the institution.” Another revision: ‘The El Camino **Community** College District recognizes the institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole.’”

The board policy will be brought back to the Academic Senate for the first reading with the recommendation to include the American Association of University Professors (AAUP) statement. It was noted that point #1-5 were too lengthy. It was suggested to briefly list point where relevant in one paragraph.

There is no administrative procedure with this policy.

C. BP/AP 4025 – Philosophy for AA Degree & General Education

The BP has gone through many revisions. Title 5 language is the editing changes. E. Geraghty agreed to check the grammar and forward to C. Gold when completed.

D. AP 5055 – Enrollment Priorities

The 9<sup>th</sup> draft of AP 5055 was discussed. The registration priority tiers were reduced down. B. Mulrooney requested additional recommendations be forwarded to K. Lam by 4/29. It will be presented again at the next Enrollment Management meeting.

IT will need to start working on the enrollment tiers and have it completed. Need to work on the terms of timeline and get it accomplished. It is very complex. W. Warren, B. Mulrooney, R. Smith, and W. Garcia will meet to discuss.

Institutional Research tried to get data for the students in the different groups. Some students may be in two groups and get double-counted. Need to identify what cohorts qualify for tier 3 – district designated priority groups.

B. Mulrooney has an idea to compress to three groups: learning communities, extracurricular, and those groups mandated to have 12+ units. It will reduce the number of groups and co-mingle.

Develop a simplified presentation so students that attend ECC understand and have an opportunity to complete orientation, assessment, and education plan to improve their registration priority.

- E. BP/AP 5010 – Admissions and Concurrent Enrollment  
Policy will go to the Board when finalized. This BP/AP covers the basics of enrollment.
  
- F. BP/AP 5011 – Admission Concurrent Enrollment of HS  
The AP has been reviewed many times. Information is found in this policy when referring to students in the 10<sup>th</sup> grader or younger. Student must follow the process and meet all required preps.

“Highly gifted” is an IQ of 130 or higher as defined in the Ed Code.

### **III. MEETING SCHEDULE**

The next Council of Deans will meet 5/24/13.



EL CAMINO COLLEGE  
Vice President – Academic Affairs  
21 May 2013

**Added Classes  
Summer & Fall 2013**

**Behavioral & Social Sciences**

**Summer 2013**

Section	Course	Time	Day(s) Offered	Room	Instructor
1. 2021	ANTH 1	8:00-10:10am	M-TH	ARTB 317	Olson, K
2. 2060	ANTH 2	8:00-10:10am	M-TH	ARTB 348	McDermott, J
3. 2078	ANTH 2	1:00-3:10pm	M-TH	ARTB 344	McDermott, J
4. 2128	CDEV 103	8:00-10:10am	M-TH	ARTB 311	Harley, P
5. 2268	ECON 1	1:00-3:10pm	M-TH	SOCS 120	Nebbia, G
6. 4134	ECON 1	DE Online	N/A	Online	Keskinel, M
7. 4134	ECON 2	DE Online	N/A	Online	Keskinel, M
8. 2296	ESTU 3	8:00-10:10am	M-TH	SOCS 121	Herrera, X
9. 2304	HIST 101	8:00-10:10am	M-TH	SOCS 127	Pacas, E
10. 2330	HIST 101	1:00-3:10pm	M-TH	SOCS 122	Rader, E
11. 2350	HIST 102	10:30-12:40pm	M-TH	SOCS 205	Black, D
12. 2355	HIST 102	1:00-3:10pm	M-TH	SOCS 207	Thomas, H
13. 2376	HIST 114	8:00-10:10am	M-TH	SOCS 207	Thomas, H
14. 2390	HIST 140	1:00-3:10pm	M-TH	SOCS 212	Jaaska, A
15. 2524	PHIL 2	1:00-3:10pm	M-TH	SOCS 208	Pressman, H
16. 2536	PHIL 3	8:00-10:10am	M-TH	SOCS 206	Pressman, H
17. 2738	PSYC 5	8:00-10:10am	M-TH	SOCS 205	DeHardt, T
18. 2774	PSYC 5	1:00-3:10pm	M-TH	ARTB 354	Montes, R
19. 2778	PSYC 5	6:00-8:10pm	M-TH	SOCS 122	Nguyen, K
20. 2840	SOCI 101	1:00-3:10pm	M-TH	ARTB 307	Cannon, E

**Fall 2013**

Section	Course	Time	Day(s) Offered	Room	Instructor
1. 2027	ANTH 1	2:00-3:25pm	TTH	SOCS 127	McDermott, J
2. 2051	ANTH 2	6:00-9:10pm	TH	ARTB 338	Olson, K
3. 2103	CDEV 103	9:30-12:40pm	F	ARTB 311	Harley, P
4. 2294	ESTU 1	9:30-10:55am	TTH	ARTB 344	Arrieta, J
5. 2298	ESTU 3	1:00-2:25pm	MW	SOCS 211	Herrera, X
6. 2308	HIST 101	9:30-10:55am	F	SOCS 119	Panski, S
7. 2316	HIST 101	1:00-2:25pm	MW	SOCS 210	Resnick, K
8. 2384	HIST 140	9:30-12:40pm	F	SOCS 212	Pacas, E
9. 2456	HDEV 8	1:00-3:05pm	W	ARTB 348	LaCoe, A
10. 2693	POLI 7	2:00-3:25pm	TTH	SOCS 123	Godfrey, S
11. 2728	PSYC 5	7:45-9:10am	WF	ARTB 348	Kato, L



12. 2736	PSYC 5	9:30-10:55am	MW	SOCS 119	Chu, H
13. 2774	PSYC 5	6:00-9:10pm	TTH	SOCS 212	DeHardt, T
14. 4196	PSYC 5	DE Online	N/A	Online	Simon, A
15. 2805	SOCI 101	7:45-9:10am	MW	ARTB 350	Soto, S
16. 4291	SOCI 101	DE Online	N/A	Online	Stone, K.

### Business

Summer 2013 – none

Fall 2013

Section	Course	Time	Day(s) Offered	Room	Instructor
1. 3010	Business 1A	9:30 -12:00 pm -Lec 9:30-11 am – Lec 11:10-12:00-Lab	M W W	MBA 310	
2. 3054	Business 1A	10:00 12:30 pm-Lec 10:00-11:30 am-Lec 11:40-12:30-Lab	T T T	MBA 415	
3. 3463	CIS 13	2:00-3:05 pm-Lec 3:15-4:40 pm-Lab 2:00-2:50 pm-Lec 3:00-4:25 pm-Lab	T T T T	MBA 304	
4. 3459	CIS 13	12:30 1:55 pm-Lab 2:00-3:05 pm-Lec 12:30-1:55 pm-Lab 2:00-2:50 pm-Lec	T T T T	MBA 308	
5. 3702	LAW 4	10:30 - 12:35pm	MW	MBA 302	

### Fine Arts

Summer 2013

Section	Course	Time	Day(s) Offered	Room	Instructor
1. 5195	Coms-1	8:00-10:10am	MTWTh	Musi-203	Janke
2. 5196	Coms-1	8:00-10:10am	MTWTh	Musi-203	Robertson
3. 5202	Coms-1	10:30-12:40pm	MTWTh	Musi-205	Wright
4. 5208	Coms-1	10:30-12:40pm	MTWTh	Musi-203	Robertson
5. 5214	Coms-1	1:00-3:10pm	MTWTh	Musi-201	Davidson
6. 5209	Coms-1	1:00-3:10pm	MTWTh	Musi-202	Sadeghi-Tabrizi
7. 5215	Coms-1	1:00-3:10pm	MTWTh	Musi-211	Bishop
8. 5216	Coms-1	6:00-8:10pm	MTWTh	Musi-203	Robertson
9. 5222	Coms-1	6:00-8:10pm	MTWTh	Musi-210	Swade
10. 5223	Coms-1	6:00-8:10pm	MTWTh	Musi-202	Sadeghi-Tabrizi
11. 5219	Coms-3	10:30-12:40pm	MTWTh	Musi-207	Wells
12. 5003	Art-1	8:00-10:10am	MTWTh	ArtB-1	Freedman

13. 5023	Art-2	10:30-12:40pm	MTWTh	ArtB-1	Wolfgram
14. ---	Art-1	Online	TBA	TBA	Freedman
15. 5400	Danc-1	8:00-10:10am	MTWTh	PE S-229	Allen
16. 5804	Film-1	6:00-8:10pm	MTWTh	ArtB-103	Staff
17. 5192	Phot-150	1:00-3:10pm	MTWTh	ArtB-1	Rowan
18. 5300	Thea-1	8:00-10:10am	MTWTh	Musi-2	Almos

### Fall 2013

Section	Course	Time	Day(s) Offered	Room	Instructor
1. 5019	Art-101	6:00-9:10pm	MW	ArtB-1	Looney
2. 5002	Art-101	7:45-9:10am	TTh	ArtB-103	Staff
3. 5097	Art-209	7:45-9:10am	TTh	ArtB-106	Brown
4. 4903	Film-1	9:30-10:55am	MW	Musi-134	Almo
5. 5407	Musi-111	2:00-5:10pm	TTh	Musi-125	Martin
6. 5409	Musi-111	6:00-9:10pm	W	Musi-125	Katznelson
7. 5711/5256	Art/Phot-150	6:00-7:25pm	TTh	ArtB-1	Staff
8. 5890	Thea-103	6:00-7:25pm	TTh	Musi-211	Sneed
9. 5003	Art-101	7:45-9:10am	TTh	ArtB-1	Freedman
10. 5018	Art-101	6:00-9:10pm	MW	ArtB-1	Looney
11. 5093	Art-102C	6:00-9:10pm	M	ArtB-103	K. Roberts
12. 5285	Danc-101	2:45-4:10pm	MW	TBD	Staff
13. 4904	Film-1	6:00-9:10pm	W	ArtB-103	Staff
14. 5886	Thea-103	9:30-10:55am	MW	Musi-204	Staff
15. 5455	Musi-116	6:00-9:10pm	W	TBD	Staff
16. 5451	Musi-215A	9:30-10:55am	TTh	TBD	Staff

### Health Sciences & Athletics

#### Summer 2013

Section	Course	Time	Day(s) Offered	Room	Instructor
1. TBD	PE 36	5:30	M-TH	Field	A. Alvillar
2. TBD	PE 217	Online	Online	---	Fernley
3. 8001	CH 1	7:30-9:40 am	M-TH	PE-S 209	T. Granger
4. 8181	Nursing 210	9-11:50 am	MW	MBA 410	Rosales

#### Fall 2013

Section	Course	Time	Day(s) Offered	Room	Instructor
1. TBD	Nursing 156	4:00-6:05 pm	W (1 <sup>st</sup> 8 wk)	MBA 410	Staff
2. TBD	Nursing 251	4:00-6:05 pm	W (2 <sup>nd</sup> 8 wk)	MBA 410	Staff

## Humanities

### Summer 2013

Section	Course	Time	Day(s) Offered	Room	Instructor
1. 6155	English 84	7:30-10:20 am	MTWTH	H 205/203	A. Kirk
2. 6256	English A	7:30-10:20 am	MTWTH	H 106	staff
3. 6312	English 1A	7:30-10:20 am	MTWTH	H 204/201	S. Merz
4. 6354	English 1B	8-20:20 am	MTWTH	H 111	A. Zucker
5. 4622	English 1C	Online	Online	Online	S. Gates
6. 6908	Span 1	12:30-4:05 pm	MTWTH	H 112	Y. Cuesta
7. 6910	Span 1	6-9:35 pm	MTWTH	H 108	A. Moina
8. ---	English 84				
9. ---	English 82				
10. ---	English 82				
11. ---	English A				
12. ---	Japanese 1				

### Fall 2013

Section	Course	Time	Day(s) Offered	Room	Instructor
1. 6707	French 1	1-3:30 pm	MW	H 111	C. Caloia
2. 6003	Chinese 3	10:30-1 pm	TTh	H 109	D. Shan
3. 4666	Jour 12	Online	Online	Online	L. Medigovich
4. 6032	English 82	8-10:05 am	MW	H 208/213	Staff
5. 6095	English 84	8-10:05 am	TTh	H 208/213	Staff
6. 6795	Japanese 2	8:15-9:50 am	MWF	H 110	Y. Tsuboi
7. ---	Spanish 1				
8. ---	Spanish 1				
9. ---	English 1A				
10. ---	English 1B				
11. ---	English 1C				
12. ---	English A				
13. ---	English A				
14. ---	English A				
15. ---	English 84				
16. ---	English 82				
17. ---	English 80				
18. ---	English B				

## Industry & Technology

### Summer 2013

Section	Course	Time	Day(s) Offered	Room	Instructor
1. 7289	COSM 16abcd	5-9:50 pm	M-T-W-Th	TECH 256	Winfree

2. 7100	ATEC 1	8-11:50 a.m.	T-W-Th	SHOPS 402/300	Staff
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### Fall 2013

Section	Course	Time	Day(s) Offered	Room	Instructor
3. 7258	ATEC 1	6-10:15 pm	T	SHOP 202B/300	Staff
4. 7589	FTEC 15	5:30-9:30 pm 8-1, 1-5 pm 8-1 pm	T-W-Th Sa Su	Fire Academy	Melendez
5. 7608	FTEC 144	6:30-9:10 pm 6:30-9:40 pm (Times and days are tentative.)	T-Th W	TECH 254	Dennis, Sweatt, Coffelt
6.	FTEC 150	TBA (ISA)			
7.	FTEC 150	TBA (ISA)			
8.	FTEC 150	TBA (ISA)			
9.	FTEC 150	TBA (ISA)			

### Math

#### Summer 2013

Section	Course	Time	Day(s) Offered	Room	Instructor
1. 0161	Math 40	10:30 am-12:35pm	MTWTh, 6/17-8/8	MBA 115	A. Ovanessian
2. 0201	Math 73	7:30-10:05 am	MTWTh, 6/17-8/8	MBA 115	J. Martinez
3. 0221	Math 80	10:30 am-1:05 pm	MTWTh, 6/17-8/8	MBA 213	H. Hamza
4. 0227	Math 80	1:15-3:50 pm	MTWTh, 6/17-8/8	MBA 115	E. Barajas
5. 0266	Math 150	7:30-9:35 am	MTWTh, 6/17-8/8	MBA 213	A Shihabi
6. 0275	Math 150	1:30-3:35 pm	MTWTh, 6/17-8/8	MBA 213	A. F. Martinez
7. 0298	Math 170	7:30-9:40 am	MTWTh, 6/17-7/25	MBA 311	A. Sheynshteyn
8. 0311	Math 180	10:15 am-12:50pm	MTWTh, 6/17-8/8	MBA 311	M. Bateman
9. 0321	Math 190	7:30-10:05 am	MTWTh, 6/17-8/8	MBA 312	M. Bateman
10. 0335	Math 191	1:15-3:50 p.m.	MTWTh, 6/17-8/8	MBA 311	G. Fry

**Fall 2013 (all sections meet 16 weeks)**

Section	Course	Time	Day(s) Offered	Room	Instructor
1. 0355	Math 40	2:15-4:20 pm	TTh	MBA 415	A. Gizaw
2. 0498	Math 73	10:00 am – 12:30 pm	TTh	MBA 105	J. Ng
3. 0571	Math 80	7:00-8:10 am	MTWTh	MBA 105	S. Martinez
4. 0635	Math 80	3:00-5:30 pm	MW	MBA 307	F. Faridpak
5. 0722	Math 120	12:30-1:55 pm	MW	MBA 415	T. Roque
6. 0775	Math 150	10:00 am – 12:05 pm	MW	MBA 415	Z. Marks
7. 0788	Math 150	3:45-5:50 pm	MW	MBA 112	J. Ng
8. 0843	Math 170	11:15 am – 12:40 pm	TTh	MBA 415	M. Granich
9. 0866	Math 180	7:00-9:30 am	MW	MBA 415	S. Smith
10. 0901	Math 190	7:00-9:30 am	TTh	MBA 415	L. Wang

**Natural Sciences****Summer 2013**

Section	Course	Time	Day(s) Offered	Room	Instructor
1. 1091	Physics 11	1:30 pm-3:35 pm	MTWTh	Phys 101	R. Lindsay
2. 1093	Physics 12	10:30 am-1:20 pm	MTW	Phys 101	R. Lindsay

**Fall 2013**

Section	Course	Time	Day(s) Offered	Room	Instructor
1. 1013	Anatomy 32	8:00 am-10:05 am-Lec 10:15 am-4:45 pm-Lab	F F	LS 113 LS 113	P. Reonisto
2. 1173	Chemistry 4	9:30 am-11:35 am-Lec 11:40 am-12:30 pm-Lab 9:30 am-12:40 pm-Lec 9:30 am-12:40 pm-Lab	T T Th F	Chem 133 Chem 133 Chem 133 Chem 164	A. Balakin
3. 1159	Chemistry 21A	7:45 am-9:10 am-Lec 7:45 am-8:35 am-Lec 8:40 am-10:45 am-Lab	MW Th Th	Chem 101 Chem 166 Chem 166	Staff
4. 1307	Microbiology 33	7:30 am-8:55 am-Lec 9:00 am-12:10 pm-Lab	MW MW	LS 130 LS 130	T. Truong
5. 1065	Astronomy 25	4:00 pm-5:25 pm Lec	TuTh	Plan	S. Kadakia
6. 1271	Geography 2	1:30 pm – 2:55 pm Lec	MW	LS108	R. Donegan
7. 1285	Geology 1	8:00 am – 11:10 am	F	Nats 206	Staff

## COMPTON EDUCATIONAL CENTER

### A. STUDENT LEARNING OUTCOMES – INFORMATION

It is recommended that the Board receive for information the following report on student learning outcomes at the Compton Center.

Over the past year, the faculty has made significant progress in assessing student learning outcomes at both the course and program level.

Division	April 2012		April 2013	
	# courses assessed	% of courses assessed	# courses assessed	% of courses assessed
Humanities	33	59%	51	96%
CTE	66	57%	116	100%
Math/Science	33	75%	44	100%
BSS/CPA	69	62%	90	82%
HHS	14	30%	35	78%
<b>Total</b>	<b>215</b>	<b>58%</b>	<b>336</b>	<b>91.3%</b>

Division	April 2012		April 2013	
	# programs assessed	% of programs assessed	# programs assessed	% of programs assessed
Humanities	2	33%	5	100%
CTE	5	50%	9	100%
Math/Science	2	40%	4	80%
BSS/CPA	0	0%	3	43%
HHS	0	0%	0	0%
LRC	0	0%	0	0%
<b>Total</b>	<b>9</b>	<b>31.0%</b>	<b>21</b>	<b>72.4%</b>

In an effort to address the deficiencies, the SLO coordinator and facilitators are working closely with faculty to complete the remaining assessments. This spring, there are 15 course level and 5 program level assessments scheduled to take place. Combining these assessments with those scheduled last fall will increase the percent of courses assessed to 94%. It will be difficult to achieve 100% in course level assessments because several of the missing results are from courses that have not been offered over the past year.

We must also show that we are using the results of these assessments to bring about continuous improvement. A review of assessment reports shows that the quality of the information provided varies report to report but is improving as we now have a process for submission/editing/finalization. Discussions are taking place among ECC and CEC coordinators on how best to assist faculty in this area.



## **Title 5, Section 55204**

In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure that:

- Any portion of a course conducted through distance education includes regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities. Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.
- Any portion of a course provided through distance education is conducted consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors.

## **Regular Effective Contact Policy Guidelines**

Establishing and maintaining regular effective contact is not only a Title 5 requirement but also a practice that facilitates student-centered instruction and increases the achievement of student learning outcomes. All Distance Education instructors at El Camino College will implement regular effective contact using methods from each of the three categories below.

### **A. Faculty-Initiated Interactions**

- Begin class with instructor-guided introductions.
- Design daily or weekly assignments and projects that promote collaboration among students
- Pose questions in the discussion boards which encourage critical thinking skills and promote interaction among all course participants.
- Participate regularly in discussion activities with students and ensure that discussions remain on topic. (Providing students with an open-ended question forum, although appropriate, does not constitute the entirety of effective instructor-initiated interaction.)
- Monitor activity meter to ensure that students participate fully.
- Create a specific forum for questions regarding course assignments.
- Ask students for feedback about the course on a regular basis and revise content as needed.
- Include means for varied types of interaction in the course design

### **B. Frequent & Timely Interactions**

- Establish guidelines for frequency of contact that are the same as in the face-to-face classroom; at the very least, the number of instructor contact hours per week that would be available for face-to-face students, will also be available, in asynchronous and/or synchronous mode, with distance education students
- Declare response time for student questions and assignment feedback (e.g. 24-48 hours)
- Maintain an active presence, particularly during the beginning weeks of a course
- Give frequent and substantive feedback throughout the course

### **C. Clear Expectations for Interactions**

- Specify course policy in the syllabus regarding frequency and timeliness of all contact initiated by the instructor
- Explain course policy regarding student-initiated contact (where to post questions, assignments, etc.) in the syllabus
- Clarify important dates, such as assignment and assessment deadlines, not only in the beginning but also throughout the course

## Absences from Interactions

- If the instructor must be out of contact briefly for an unexpected reason (such as illness or a family emergency that takes the instructor offline), notification to students will be made in the announcements area that includes when the students can expect regular effective contact to resume
- If the offline time results in a lengthy absence (i.e., more than three or four days) a substitute instructor should be sought who can assist students while the instructor is unavailable

## Tools for Regular Effective Contact

Interaction in the distance education classroom can be instructor-student, student-student, student-content and student-interface. Below are tools that may be used to implement regular effective contact.

- Course Announcements (e.g., videos, weekly summary, weekly review)
- Personalized Feedback
- Discussion Boards (e.g., question and answer forums, VoiceThread)
- Videoconferencing (e.g., Skype, CCC Confer)
- Collaborative Projects (e.g., group blogs, group discussions, wikis)
- Instructor-Created Modules
- Lectures (e.g., recorded, streaming, slides with audio narration)
- Podcasts
- Webinars
- Screencasts
- Virtual Office Hours
- Email
- Private Messaging
- Chat





Distance Education • Learning Resources Unit  
Documentation and Approval Process: **Regular Effective Contact Guidelines**

Date	Process	Document
April 17, 2013	<ul style="list-style-type: none"><li>• DE Office wrote Draft #1</li></ul>	<a href="#">Draft #1</a>
April 18, 2013	<ul style="list-style-type: none"><li>• DEAC reviewed and proposed changes to Draft #1</li></ul>	<a href="#">Draft #1 with proposed changes</a>
April 18, 2013	<ul style="list-style-type: none"><li>• DE Office applied proposed changes and wrote Draft #2</li><li>• DEAC approved Draft #2</li></ul>	<a href="#">Draft #2</a>
April 26, 2013	<ul style="list-style-type: none"><li>• DE Task Force reviewed Draft #2</li></ul>	<a href="#">Draft #2</a>
May 2, 2013	<ul style="list-style-type: none"><li>• DE Office presented Draft #2 to Dean's Council</li></ul>	<a href="#">Draft #2</a>
May 14, 2013	<ul style="list-style-type: none"><li>• DE Task Force proposed changes to Draft #2</li></ul>	<a href="#">Draft #2 with proposed changes</a>
May 14, 2013	<ul style="list-style-type: none"><li>• DE Office applied proposed changes and wrote Draft #3</li><li>• DE Office approved Draft #3</li></ul>	<a href="#">Draft #3</a>
May 16, 2013	<ul style="list-style-type: none"><li>• DEAC reviewed and proposed changes to Draft #3</li></ul>	<a href="#">Draft #3 with proposed changes</a>
May 16, 2013	<ul style="list-style-type: none"><li>• DE Office applied proposed changes and wrote Final Draft</li></ul>	<a href="#">Final Draft</a>
May 16, 2013	<ul style="list-style-type: none"><li>• DEAC approved Final Draft</li></ul>	<a href="#">Final Draft</a>
May 21, 2013	<ul style="list-style-type: none"><li>• DEAC submitted Final Draft to Academic Senate for approval</li></ul>	<a href="#">Final Draft</a>
May 21, 2013	<ul style="list-style-type: none"><li>• Academic Senate Reading One on Final Draft</li></ul>	First Reading with proposed changes
June 4, 2013	<ul style="list-style-type: none"><li>• Academic Senate Reading Two on Final Draft</li></ul>	
TBD	<ul style="list-style-type: none"><li>• Academic Senate approved Regular Effective Contact Policy</li></ul>	
TBD	<ul style="list-style-type: none"><li>• DE Office implemented Regular Effective Contact Policy</li></ul>	



## Higher Education Opportunity Act in 2008

A federal mandate appeared in the reauthorization of the Higher Education Opportunity Act (HEOA) in 2008 that requires institutions to have processes through which the institution establishes that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives the academic credit.

## Student Authentication Policy Guidelines

Because of the lack of face-to-face classroom time, it can be difficult for instructors to know if the student enrolled in an online class is the actual person who is logging in and turning in his/her own work. The Accrediting Commission for Community and Junior Colleges (ACCJC) suggests several practices to ensure student identity. In order to meet federal and authentication requirements, El Camino College will use the following methods to authenticate online students.

### A. College Course Management System

All distance education courses will use Etudes as the course management system and all students enrolled in distance education courses will have a secure login and password.

When publisher sites are used in conjunction with Etudes, the Etudes shell must contain the following at a minimum:

- Syllabus
- Class Schedule
- Announcements
- Link to the Publisher Site
- All or Some Course Weekly Interaction (e.g., discussion forums, chat, private messaging)
- All or Some Instructor-Created Content (e.g., modules, study guides, content overview and review)

Specific guidelines and approval from the Division Dean must be met before using publisher sites.

### B. Student Affirmation Statement

All distance education course syllabi will contain the following statement, which students will be required to affirm by checking the acceptance button in Etudes.

I affirm that I am the student who enrolled in this course. Furthermore, I affirm that I understand and agree to follow the regulations regarding academic integrity and the use of student data as described in the ECC Board Policy 5500 – Academic Honesty and Standards of Conduct Student Conduct Code that governs student rights and responsibilities. Failure to abide by the regulations may result in disciplinary action up to expulsion from the college as noted in ECC Administrative Procedure 5520.

### C. Plagiarism Detection Software

Distance Education instructors are encouraged to have students submit written assignments to a web-based service such as Turnitin that identifies plagiarism in student work. (Turnitin is the service provided free of charge to students and faculty via a college site license. For details, contact the Professional Development Office.)

### D. Regular Effective Contact

To help ensure that students registered for the course are truly the ones contributing to it, distance education instructors will incorporate best practices for regular effective contact as described in ECC's Regular Effective Contact Policy.



Distance Education • Learning Resources Unit  
Documentation and Approval Process: **Student Authentication Policy**

Date	Process	Document
April 17, 2013	<ul style="list-style-type: none"><li>DE Office wrote Draft #1</li></ul>	<a href="#">Draft #1</a>
April 18, 2013	<ul style="list-style-type: none"><li>DEAC reviewed and proposed changes to Draft #1</li></ul>	<a href="#">Draft #1 with proposed changes</a>
April 18, 2013	<ul style="list-style-type: none"><li>DE Office applied proposed changes and wrote Draft #2</li><li>DEAC approved Draft #2</li></ul>	<a href="#">Draft #2</a>
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June 4, 2013	<ul style="list-style-type: none"><li>Academic Senate Reading Two on Final Draft</li></ul>	
TBD	<ul style="list-style-type: none"><li>Academic Senate approved Student Authentication Policy</li></ul>	
TBD	<ul style="list-style-type: none"><li>DE Office implemented Student Authentication Policy</li></ul>	



# Online Teaching Certification Program

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Faculty who would like to teach an online or hybrid course at El Camino College or Compton Center must complete three requirements in the following order:

1. Etudes Certification for Online Instruction
2. ECC Online Teaching Certification
3. Approval from Dean to teach an online or hybrid course

## First Certification Course:

### **Etudes Certification for Online Instruction**

- 3-week course
- 2-hour face-to-face orientation at the beginning of the course
- Remainder of the course will be online
- At least 8 hours per week is required for reading and assignments
- 12 hours of Flex credit at the completion of the course

This course will introduce faculty to Etudes, the official and campus-supported course management system at El Camino College and Compton Center. This online course involves hands-on training with Etudes. Topics covered in this course include: Post content-rich modules; Link/embed/upload resources and media; Use discussion board, chat, and private message; Create assignments, tests and surveys; Setup gradebook; Upload syllabus; Design content and activities that promote student engagement, instructor presence and class interaction.

Completion of this course will certify faculty to use Etudes in face-to-face, hybrid and online courses. To better prepare for online teaching, it is highly recommended that faculty use Etudes in their face-to-face class immediately after completing the course.

## Second Certification Course:

### **ECC Online Teaching Certification**

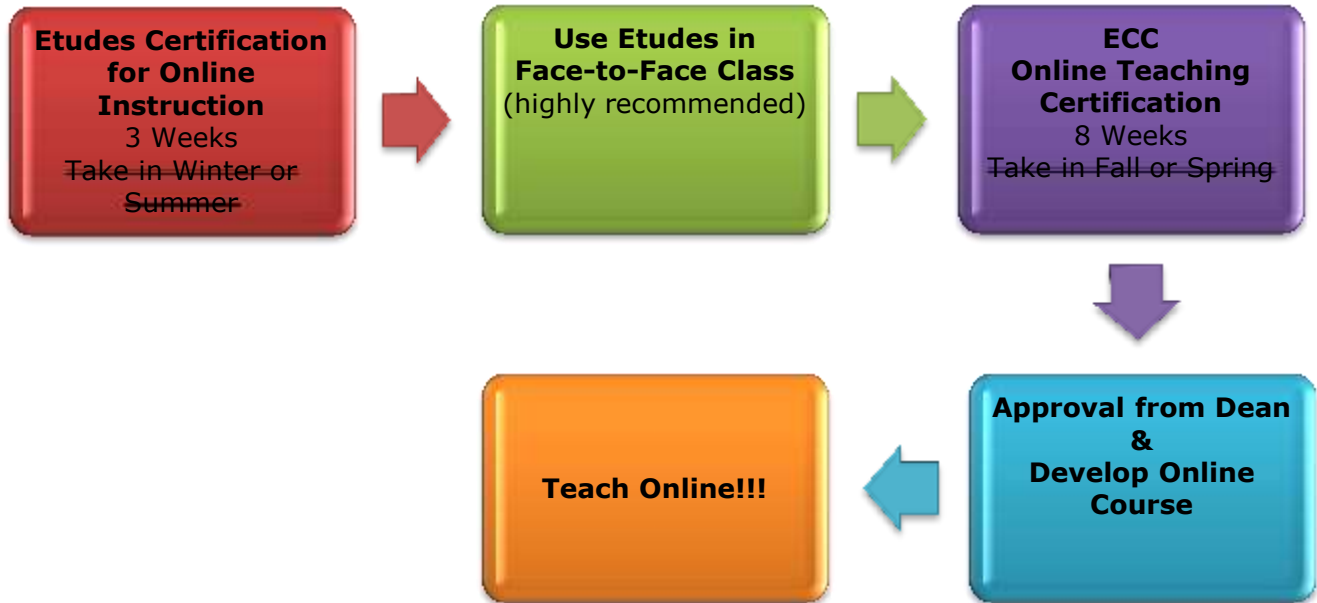
- 8-week course
- 2-hour face-to-face orientation at the beginning of the course
- Remainder of the course will be online
- At least 6 hours per week is required for reading and assignments
- 15 hours of Flex credit at the completion of the course
- Must be Etudes Certified for Online Instruction
- Must complete/pass technology pre-assessment

Built upon the standards of the California Community College Distance Education policies and procedures, this course will instruct faculty how to design an effective online class to maximize student success and retention. It will focus on teaching strategies and practices that will meet federal and state regulations as well as accreditation requirements. Topics include regular effective contact, student authentication, correspondence vs. online, copyright laws, accessibility requirements, instructional technology tools, student learning outcomes, effective online discussions and assessments. The course will be aligned with the ECC Online Course Quality Checklist and will be delivered using Etudes.

## Note to Faculty:

If you are starting at the beginning of the certification process, you should allow at least two semesters prior to teaching online.

# Online Teaching Certification Process



## Online Teaching Certification Timeline

The table below suggests an ideal cycle from the beginning of the certification process to the time when faculty is ready to teach online. The timeline is flexible and will vary depending on the following factors:

- Space availability in Etudes Certification and ECC Online Teaching Certification courses
- Approval and online class assignment from the Dean
- Time it takes for faculty to develop his/her online course

Requirements	Schedule			
Complete Etudes Certification for Online Instruction Course	Already Certified	Fall 2013	Fall 2014	Fall 2015
Use Etudes in Face-to-Face Class	Already Using	Fall 2013	Fall 2014	Fall 2015
Complete Online Teaching Certification Course	Fall 2013	Spring 2014	Spring 2015	Spring 2016
Approval from Dean Develop Online Course	Fall 2013	Summer 2014	Summer 2015	Summer 2016
Ready to Teach Online	Spring 2014	Fall 2014	Fall 2015	Fall 2016



Professional Development & Distance Education  
Documentation and Approval Process: **ECC Online Teaching Certification**

Date	Process	Document
May 13, 2013	• PD & DE Offices wrote Draft #1	<a href="#">Draft #1</a>
May 16, 2013	• DEAC reviewed Draft #1 and approved it as Final Draft	<a href="#">Final Draft</a>
May 21, 2013	• DEAC submitted Final Draft to Academic Senate for approval	<a href="#">Final Draft</a>
May 21, 2013	• Academic Senate Reading One on Final Draft	Reading One
June 4, 2013	• Academic Senate Reading Two on Final Draft	
TBD	• Academic Senate approved ECC Online Teaching Certification Program	
TBD	• PD & DE Offices implemented ECC Online Teaching Certification Program	

**ECC Textbooks**  
Initiative to Help Students  
Afford Schoolbooks

PRESENTED BY ECC ASO MEMBERS:  
Simone Montague-Jackson  
Sarah Hafiz  
Aziel Beverly  
Tiffany Tran

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### Why is this Important?

- Textbooks are required and needed in some courses because they enable the student to maintain a steady path in the classroom, acquire newly provided information, and further his/her knowledge in a particular subject area.
- On average, students pay \$640+ per semester (\$1280+ per year)
- According to the Zogdy Poll, 20%+ of students are not purchasing textbooks (2008)
- Some students result to dropping courses and school altogether

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### Why is this Happening?

- Inflation: According to the Bureau of Labor Statistics, nearly all textbook prices increased by 72% since 1986 along with tuition fees & costs and other expenses, and it's getting worse!
- Broken Market: No relationship between the seller/buyer
- Market Compression: Lost revenue from competition added to the next edition, causing prices to increase
- Shorter Edition Cycles: 5 - 2 years
- High Developing Costs
- High Marketing Costs

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### How?

- Teachers select the textbook and sends to the bookstore to order
- Bookstore purchases books less than the price being sold
  - ex. \$100 New Book (Bookstore pays \$77.50)
  - \$75 Used Book (Bookstore pays \$48.50)
  - Student only receives 20% of buyback
  - Somewhat understandable since bookstores do not make a large profit, but the student populace shall not become negatively impacted as a result
- College Curriculum Committee (Articulation Officer) → UCs and private institutions set edition standards per course (5 → 2 year span)
  - Increases the price of books
  - Not all new editions contain new info from old editions

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### Research Conducted Fall '12

- 100+ Students Surveyed
  - Sites/Locations of Textbook Purchases
  - Preference of Buying or Renting Textbooks
  - Viewing Textbooks Online in the Library

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### Sites/Location of Textbook Purchases

Site/Location	Percentage
Bookstore	75
Amazon	30
College/Internet	25
Credo	15
Other	10
Friends/Students	8
Bookstore (Common)	5
Ebay	5
None/else	2

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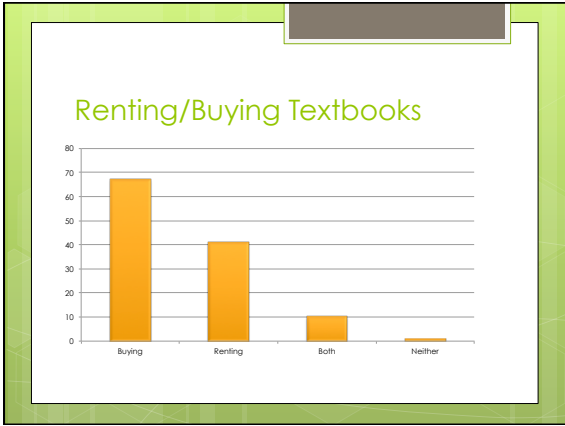
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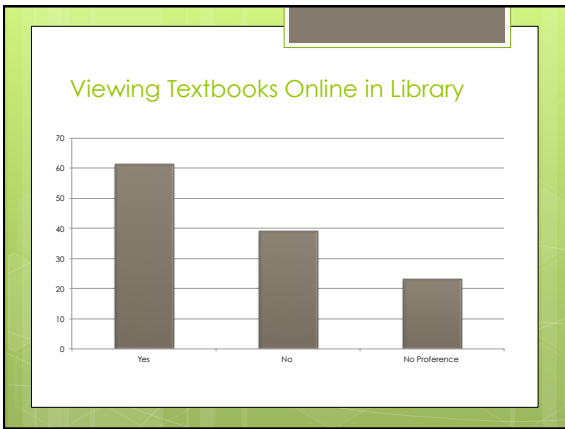
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### Ideas!!



- Obtain the students that purchase textbooks from outside sources to rent textbooks from the ECC Bookstore
  - Benefit for both student and the bookstore (if prices cost less than used)
- Create a small initiative to educate students on the best times to sell their books to the bookstore (buyback)
- Establish a precedent to have textbooks available in the ECC Library

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**CCC Textbook Rental**

- Positive reactions from students and bookstores when first founded
- Old idea, rejuvenated by calprig.com
- 45% of CCC loan textbooks
  - 30% of ccc still do not utilize this program
- Rental demand is increasing
- Guaranteed buyback (sometimes)
- 60 – 80,000 students prefer renting textbooks as an alternative to buying
- New rental textbooks are preferred; positive value → significantly cheaper than regular used textbooks
- No Broken Market

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**ECC Textbook Rental**

- Two Methods:
  - Rent online on the textbook webpage (fulfilled by third party – Bookrenter)
  - In store rentals with rental price tags
- Manage the profits and the program very well and guaranteed buyback of 50%
- The book belongs to the student
  - Rented books belong to the student; he/she can write or highlight in the book
  - Penalty for any surface damages
- Commenced in the fall semester 2011 and benefiting the students and bookstore positively (according to Ms. Bourlier, Director of the ECC Bookstore)
- **Drawback**
  - Only available in a few subjects/disciplines (in store)
  - Managed by 3<sup>rd</sup> party candidate
  - Some rentals cost more than used books

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**ECC Rental Ideas**

- Focus more on in-store renting
  - Bookstore can make more money (No need to deal with 3<sup>rd</sup> party)
  - Offer a flat rate of 50% per textbook rental
  - Provide any special discounts during a certain period (i.e for an entire day, students will receive 75% off on rentals and 50% off on textbooks)
  - Obtain more books in different subjects as a means to have a larger inventory to loan textbooks
- Provide newly refurbished books available
  - Some students were complaining that they were only able to rent older books
- Market the rental program throughout campus

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**Book Buyback**

- The bookstore conducts **DAILY** Book Buyback. The **BEST** time to sell books is during **FINALS** at the end of each semester. The Bookstore pays up to 50% of the original purchase price of the book if:
  - A) The book has been requested for an upcoming semester
  - B) The Bookstore needs additional stock.
  - C) There is absolutely no moisture damage on the book.
  - D) The only marking on the book are from a highlighter.
  - E) No pages have been removed.
  - F) There are no new editions pending.
- On the day rentals are due, students who purchased textbooks should have the option to sell back their books for the difference in purchase price and rental price. For example, if the price to purchase a book was \$220 and the price to rent was \$100 then on the rental due date a purchased book should have the option to be returned and student should receive \$120, regardless of a-f.

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**Textbooks Online in the Library**

- Cal State Dominguez Hills (CSUDH) implemented this program 2 years ago
  - According to one of the creators of the project (librarian) and the school newspaper, students were able to save over \$100,000 on textbooks.
  - Naomi Moy
  - Received funding from CSUDH to purchase 200+ Ebooks and placed them in the library database for student access
  - According to the CSUDH *Bulletin* (Student Newspaper), students were able to save over \$100,000 on books
- El Camino College
  - Faculty/staff committee (Dr. Gold)
  - Funding from ECC Foundation or an outside source
  - Start small and purchase ~100 Ebooks (lots of marketing)
  - Not impact ECC Bookstore negatively
  - Convenient for all students

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**QUESTIONS??**

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