



Academic Senate of El Camino College 2010-2011

AC152, 16007 Crenshaw Boulevard
Torrance, CA 90506-0001 (310) 532-3670 x3254
www.elcamino.edu/academics/academicssenate/

March 29, 2011
(Emergency Meeting)

Officers & Executive Committee

President	Christina Gold	Co-VPs Faculty Development	Briita Halonen & Cristina Pajo
VP Compton Educ'l Center	Saul Panski	VP Finance and Special Projects	Lance Widman
Curriculum Chair	Lars Kjeseth	VP Legislative Action	Chris Wells
VP Educational Policies	Chris Jeffries	Secretary	Claudia Striepe

Senate Mailing List

<u>Adjunct</u>	(1 yr term)	<u>Health Sci & Athletics/Nursing</u>	<u>Natural Sciences</u>
Sue Ellen Warren	11	Tom Hazell*	10
Leah Pate	11	Tom Hicks	10
		Mina Colunga	12/13
<u>Behavior & Social Sciences</u>		Pat McGinley	12/13
Randy Firestone	11/12	Kathleen Rosales	11/12
Christina Gold	10/11		
Michelle Moen	11/12		
Lance Widman*	10/11	<u>Humanities</u>	
Michael Wynne	11/12	Brent Isaacs	11/12
		Peter Marcoux	11/12
<u>Business</u>		Kate McLaughlin	11/12
Phillip Lau	11/12	Briita Halonen	11/12
Jay Siddiqui*	11/12	Jenny Simon	11/12
Kurt Hull	12/13		
		<u>Industry & Technology</u>	
<u>Compton Educational Center</u>	(1 yr term)	Patty Gebert	12/13
Jerome Evans	10/11	Harold Hofmann	12/13
Chris Halligan	10/11	Lee Macpherson	12/13
Tom Norton	10/11	Douglas Marston*	12/13
Saul Panski	10/11	Merriel Winfree	12/13
Estina Pratt	10/11		
Darwin Smith	10/11	<u>Learning Resource Unit</u>	
<u>Counseling</u>		Moon Ichinaga	10/11
Cristina Pajo	11/12	Claudia Striepe*	10/11
Brenda Jackson*	10/11		
Chris Jeffries	10/11	<u>Mathematical Sciences</u>	
		Michael Bateman	12/13
<u>Fine Arts</u>		Hamza Hamza	13/14
Ali Ahmadpour	11/12	Greg Fry	10/11
Randall Bloomberg	11/12	Susan Taylor	11/12
Mark Crossman	11/12	Paul Yun*	10/11
Patrick Schulz	11/12		
Chris Wells*	11/12		
			<u>President/Superintendent</u>
			Thomas Fallo
			<u>The Union</u>
			Editor
			<u>Division Personnel</u>
			Jean Shankweiler
			Don Goldberg
			Tom Lew
			<u>Counseling</u>
			Ken Key
			<u>Ex-officio positions</u>
			ECCFT President
			Elizabeth Shadish
			Nina Velasquez
			Curriculum Chair
			Lars Kjeseth
			<u>Institutional Research</u>
			Irene Graff
			Carolyn Pineda

Dates after names indicate the last academic year of the senator's three year term, except for Compton senators who serve one-year terms. For example 11/12 = 2011-2012.

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



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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, usually)

FALL 2010

September 7	DE Conference Room
September 21	DE Conference Room
October 5	Alondra Room
October 19	Alondra Room
November 2	DE Conference Room
November 16	Alondra Room
December 7	Alondra Room

SPRING 2011

March 1	Alondra Room
March 15	Alondra Room
April 5	Alondra Room
April 19	Compton Board Room
May 3	Alondra Room
May 17	Alondra Room
June 7	Alondra Room

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

FALL 2010

September 9	Board Room
September 23	Board Room
October 7	Board Room
October 21	Board Room
November 4	Board Room
November 18	Board Room
December 9	Board Room

SPRING 2011

March 3	Board Room
March 17	Board Room
April 7	Board Room
April 21	Board Room
May 5	Board Room
May 19	Board Room
June 2	Board Room



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AGENDA & TABLE OF CONTENTS

		Pages
A. CALL TO ORDER (12:30)		
B. EMERGENCY BUSINESS	Academic Senate Recommendations re: the impact of budget cuts on 10+1 items, particularly scheduling, curriculum and programs.	4-14
C. OFFICER REPORTS	A. President B. VP – Compton Center C. Chair – Curriculum D. VP – Educational Policies E. Co-VPs – Faculty Development F. VP – Finance G. VP – Legislative Action	
G. SPECIAL COMMITTEE REPORTS	A. ECCFT Report	
H. UNFINISHED BUSINESS		
I. NEW BUSINESS	A. Resolution of Appreciation B. Amendment of ECC Academic Senate Constitution, Article IV, Officers	14
J. INFORMATION ITEMS – DISCUSSION		
K. FUTURE AGENDA ITEMS		
L. PUBLIC COMMENT		
M. ADJOURN		

ECC Academic Senate Guidelines for Budget Cuts and Reductions

Given the severe budget crisis facing the state of California and the uncertainty of Community College funding over the next 3 years, the ECC Academic Senate understands the need to make tough choices about deep cuts that will negatively impact faculty, students, staff and facilities.

ECC must avoid the appearance and/or reality that the urgency of budget cuts is being used to circumvent processes and collegial consultation on campus. The depth of the budget crisis and its severe impact especially demands a public and very careful decision-making process.

Budget cuts and reductions must be made in a **transparent** and **strategic** way that will:

1. Minimize the detrimental impact on students.
2. Abide by the collegial consultation process and adhere to agreed-upon Academic Procedures.
3. Carefully adhere to Board Policies, thereby respecting the wishes of the ECC Board of Trustees.
4. Provide sufficient data and evidence that published guidelines and principles are being followed.
5. Respect the budgeting and planning processes on campus that were required for accreditation by the ACCJC and provide evidence of the cost savings of suggests cuts.
6. Abide by the terms of the ECCFT contract and negotiable items.

In the interests of full transparency and collegial consultation, recommendations for cuts and reductions need to directly explain whether the cut/reduction is intended to be permanent or temporary and to what extent restoration is guaranteed or intended. Possible contingencies may be described to clarify the intention.¹

¹ Consistent use of language is necessary to clarify the intention of cuts/reductions. The Academic Senate asserts that the following terms imply temporary cuts/reductions and the intent to restore the items under discussion once the budget recovers: freeze, suspend, temporary cut, cancel and temporary reduction. On the other hand, discontinue, permanent cut and permanent reduction imply the intent not to restore the items under discussion once the budget recovers. Efforts should be made to avoid using vague language like “cut” and “reduction” without explaining whether the intention is permanent or temporary.

Additional Guidelines for Courses and Programs

The Academic Senate agrees with the Vice President of Academic Affairs and the ECC Deans that “the college cannot continue to operate with the same number of class sections, programs and services that currently exist.”² As the college seeks to implement budget cuts, it should preserve the core missions of the California Community Colleges and El Camino College while giving high priority to maintaining or increasing student success and minimizing the detrimental impact on students.³

In addition to the general guidelines on the previous page, the Academic Senate recommends that decisions regarding budget cuts to courses and programs:

1. Focus on helping students complete their stated academic goals, by preserving courses that meet degree and transfer requirements and certificate requirements in career and technical education.
2. Preserve courses needed for transfer to CSU and UC, particularly those that can meet multiple requirements in General Education and majors.
3. Be based on data evidence of student needs, drawn from sources such as educational plans and certificate patterns.
4. Continue to offer Basic Skills courses in reading, writing, math, study skills and ESL as we are able.

² “VPAA and Deans’ Section Reduction Criteria,” March 2011.

³ The California Community Colleges mission encompasses transfer, Basic Skills, economic and workforce development, lifelong learning, and associate degrees and certificates. The mission of El Camino College is to offer “quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.”

Course Reductions for Consideration:

1. Avocational courses and others that could be moved to community education.
2. Courses not linked to a general education requirement, degree or certificate, except for Basic Skills and developmental courses.
3. Courses with traditionally low fill rates, especially those with high costs.
4. Courses offered at high schools.
5. Vocational education courses duplicated at nearby colleges.
6. Courses with low success and retention rates compared to ECC peer-group colleges.
7. Non-credit courses.
8. Repeatable courses.
9. The lowest level Basic Skills courses.

Further Recommendations

1. Explore the feasibility of offering Basic Skills as a non-credit program.
2. Maintain Study Abroad as high impact course offerings.
3. Clarify the difference between suspended and discontinued courses and programs. Suspended courses and programs should remain in the college catalogue with a notation that the course or program is suspended due to budgetary considerations.
4. Restore winter session to respect the wishes of students, faculty and the union, and make more proportional cuts to each session.
5. Align scheduling closely with student stated course needs in educational plans. Students should be encouraged to develop and follow educational plans and to declare a major as soon as possible.

VPAA and Deans' Section Reduction Criteria

Section Reduction Criteria

In developing the section reduction proposal, the vice president of Academic Affairs and deans identified the need to maintain courses that form the core of the California Community College mission. The priority is to offer strong transfer, career and technical, and basic skills courses. The deans also recognized the need to serve continuing students, to offer courses that support student transfer to CSU and UC, as well as courses that meet degree and certificate requirements, especially those in career and technical education. They also recognize the need to continue offering basic skills courses, such as those providing foundation skills in reading, writing, mathematics, study skills and ESL.

Courses/sections recommended for cancellation include those offered at high schools, study abroad, stand alone courses (those not applicable to degrees, certificates, or transfer) and the lowest level of basic skills. Historically low-enrolled courses and non-credit courses, as well as avocational courses, will be recommended for cancellation. Longer term curriculum revisions are recommended for repeatable courses to allow fewer repeat enrollments. Possible changes are needed in high-unit courses in certain career and technical areas of the curriculum.

EL CAMINO COLLEGE

GUIDING PRINCIPLES for PLANNING & BUDGETING Spring 2011

In light of the current budget uncertainties, the College cannot continue to operate with the same number of class sections, programs and services that currently exist. The recommendations/decisions we make will be difficult and will challenge our core beliefs as educators. The following principles will guide the El Camino Community College District to maintain student access and a fiscally responsible long-term vision.

1. All programs and services will be assessed for their viability, relevance, cost effectiveness and community need so that remaining programs and support services will be of high quality and appropriately supported.
2. Planning, evaluation and assessment processes will be utilized to review programs and services and to align budget priorities with institutional Strategic Initiatives.
3. Maximum efforts will be made to retain permanent, regular employees.
4. An adequate reserve will be maintained to meet district obligations and cash flow throughout a 4-year period of fiscal challenges.
5. Opportunities to shift enrichment programs to a fee-based model will be explored.
6. Efforts will be made to create revenue generating opportunities that support the College's operating fund.

EL CAMINO COLLEGE
 2-YEAR FTES AND NUMBER OF SECTION COMPARISONS
 (PROJECTED MODEL: SECTION REDUCTION AND FEE INCREASE)

2011-2012 Academic Year FTES Goal: 18,000

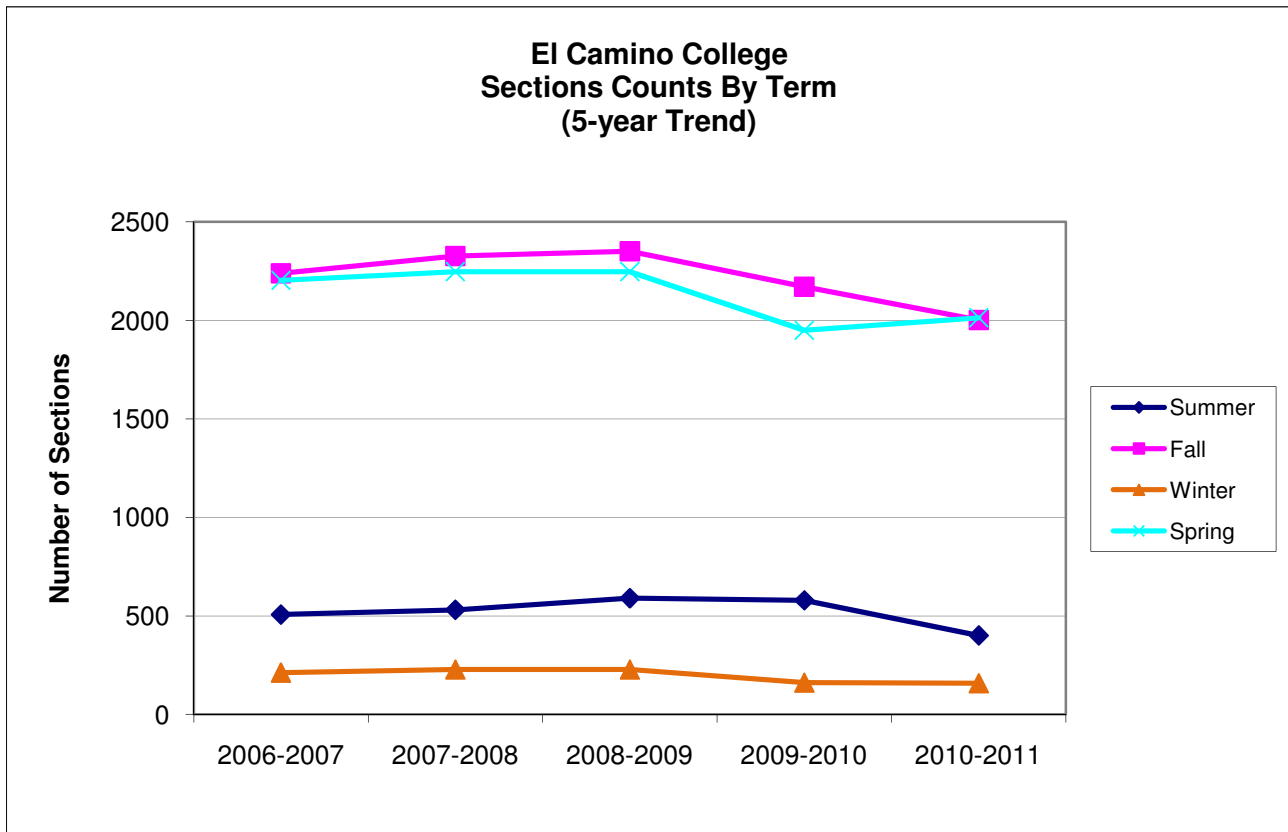
Academic Year-to-Year Comparison El Camino College	2010-2011 First Period Projected FTES	2011-2012 FTES Goals (Projected)	Change	% Change	2010-2011 Number of Sections	2011-2012 Number of Projected Sections	Change	% Change
Summer	1,649.73	975.32	-674.41	-41%	401	300	-101.00	-25%
Fall	8,477.83	8,057.00	-420.83	-5%	2,002	1,965	-37.00	-2%
Winter	594.49	115.00	-479.49	-81%	158	30	-128.00	-81%
Spring	8,403.27	8,000.00	-403.27	-5%	2,014	1,950	-64.00	-3%
Subtotal	19,125.32	17,147.32	-1,978.00	-10%	4,575	4,245	-330.00	-7%
Summer (Credit FTES Shift)	274.68	0.00	-274.68	0%				
Total	19,400.00	17,147.32	-2,252.68	-12%				

2011-2012 Academic Year FTES Goal: 18,000

Academic Year-to-Year Comparison El Camino College	2010-2011 First Period Projected FTES	2011-2012 FTES Goals (Projected)	Change	% Change	2010-2011 Number of Sections	2011-2012 Number of Projected Sections	Change	% Change
Summer	1,649.73	1,250.00	-399.73	-24%	401	300	-101.00	-25%
Fall	8,477.83	8,060.00	-417.83	-5%	2,002	1,965	-37.00	-2%
Winter	594.49	115.00	-479.49	-81%	158	30	-128.00	-81%
Spring	8,403.27	8,000.00	-403.27	-5%	2,014	1,950	-64.00	-3%
Subtotal	19,125.32	17,425.00	-1,700.32	-9%	4,575	4,245	-330.00	-7%
Summer (Credit FTES Shift)	0.00	0.00	0.00	0%				
Total	19,125.32	17,425.00	-1,700.32	-9%				

EL CAMINO COLLEGE
SECTION COUNTS BY TERM
5-YEAR TREND

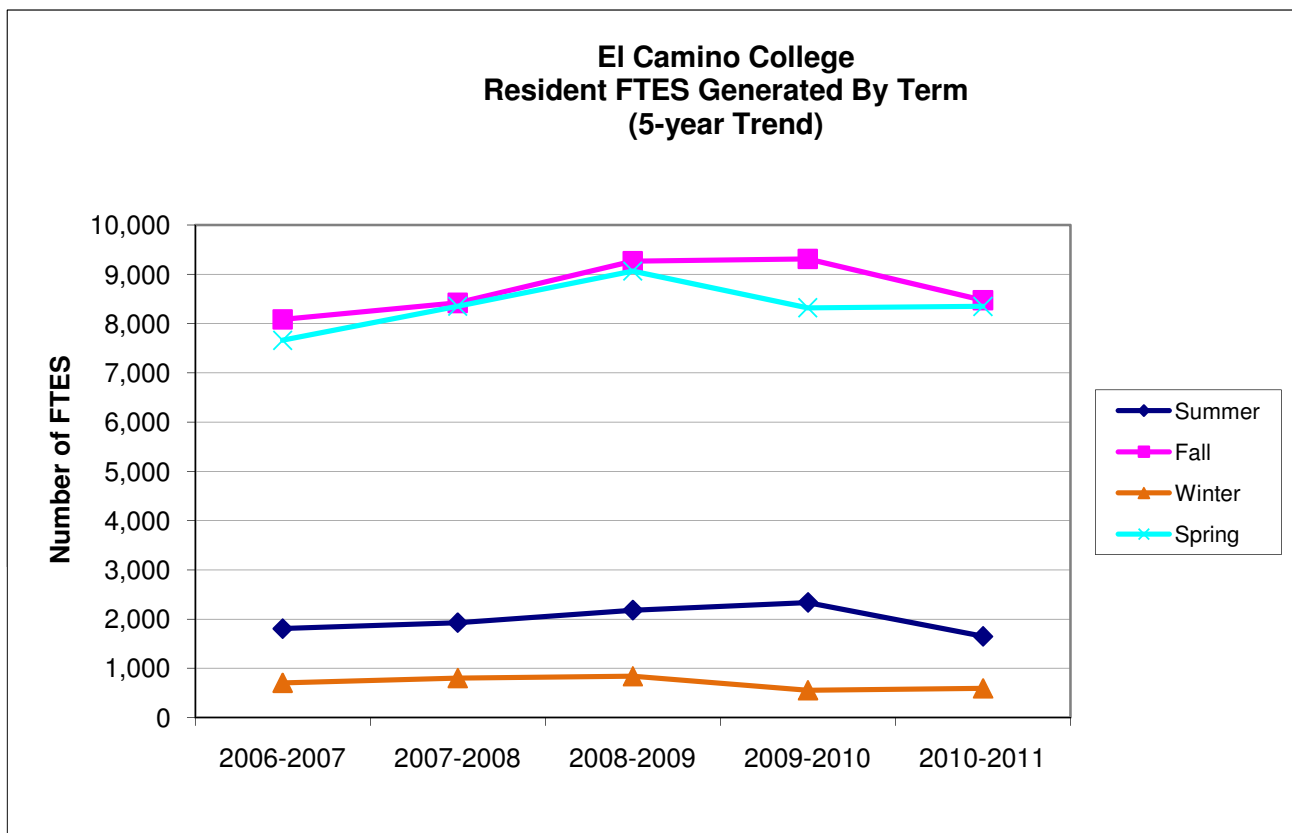
Year	Summer	Fall	Winter	Spring	Total Sections
2006-2007	507	2,239	212	2,203	5,161
2007-2008	531	2,327	228	2,248	5,334
2008-2009	590	2,351	228	2,248	5,417
2009-2010	579	2,171	161	1,950	4,861
2010-2011	401	2,002	158	2,014	4,575



EL CAMINO COLLEGE
RESIDENT FTES GENERATED BY TERM
5-YEAR TREND

Year	Summer	Fall	Winter	Spring	Total Resident FTES Generated
2006-2007	1,806	8,085	707	7,661	18,259
2007-2008	1,927	8,422	803	8,352	19,504
2008-2009	2,182	9,266	841	9,069	21,359
2009-2010	2,338	9,316	556	8,323	20,533
2010-2011	<i>1,650</i>	<i>8,478</i>	<i>594</i>	<i>8,350</i>	<i>19,072</i>

Please note: italicized numbers are projections for 2010-2011.



	A	B	C	D	E
1	DRAFT--THESE ESTIMATES WILL CHANGE				
2	BUDGET REDUCTIONS (Fund 11)		\$7 million	\$10.9 million	\$17.5 million
3			Option # 1	Option # 2	Option # 3
4	March 3, 2011		18,005 FTES	17,285 FTES	16,005 FTES
5					
6	Section Reductions (@4.11 FTES per)		195	370	681
7					
8	Fund 15		0.800	0.800	0.800
9	Vacancy Savings (timing)		0.100	0.100	0.100
10	Health Insurance (timing)		0.110	0.110	0.110
11	Inglewood Center		0.100	0.100	0.100
12	Freeze 5 Mgmt. (incl. Assoc. Deans)		0.650	0.650	0.650
13	Utilities		0.080	0.080	0.080
14	Eliminate Printed Schedules		0.143	0.143	0.143
15	Eliminate Capital Expenditures		0.580	0.580	0.580
16	Section Reductions @ \$5,000 each		0.975	1.850	3.405
17	Freeze Faculty Positions @\$50,000 (net)		0.500	0.750	1.200
18	Freeze Classified Positions		0.420	0.630	1.190
19	Reduce Hrly. Class./Casual/Std.Wkr.		0.140	0.320	0.520
20	Reduce Non-Teaching Hourly		0.060	0.060	0.100
21	Reduce Travel/Conf.		0.121	0.166	0.221
22	Reduce Advertising		0.040	0.050	0.060
23	Reduce Pt-Time Parity to State Contrib.		0.441	0.441	0.441
24	SUB-TOTAL		5.260	6.830	9.700
25					
26	*Reduce Winter Session Ancillary Costs		X	X	X
27	*Eliminate Sabbaticals (net)		X	X	X
28	*Employee Share Health Care		X	X	X
29	*Freeze Step & Column		--	X	X
30	*Furloughs for All (@\$292,000 per day)		--	X	X
31	SUB-TOTAL		0.740	2.200	3.500
32					
33	Amount Provided by Reserve		1.000	1.870	4.300
34					
35	TOTAL		7.000	10.900	17.500
36					
37					
38	NOTE: * Items requiring negotiations				
39					
40	NOTES: to PBC March 3				
41	to College Council March 7				
42					
43					
44					

ECC – fall 2010

Basic Skills	7.3%
CTE	18.8%
Transfer	73.5%
Contract	0.4%

College of the Canyons

Basic Skills	9.6%
CTE	19.7%
Transfer	70.7%

Cabrillo

Basic Skills	16%
CTE	27%
Transfer	52%
Other	5% (LS, LD)

Please note that there are some courses that fall into more than one category.

Amendment of the ECC Academic Senate Constitution

Article IV, Section 3.1, "Terms of Officers"

Article IV – Officers

Section 3.1 – Terms of Officers

The terms of a senate officer shall be for two years or until a successor is elected, except the office of president-elect, which shall be for a term of one year, or until serving as president. *In addition, co-officers may be nominated and elected at the discretion of the Senate and may serve either jointly for 2 years or in staggered terms.*