



Academic Senate of El Camino College 2014-2015

November 18, 2014

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

Officers & Executive Committee

Co –Presidents	Chris Jeffries/ Claudia Striepe	VP Finance & Special Projects	Lance Widman
VP Compton Educ'l Center	Paul Flor	VP Academic Technology	Pete Marcoux
Curriculum Chair	Mark Lipe	Co-VPs Faculty Development	Kristie Daniel-DiGregorio
VP Educational Policies	Alice Martinez	VP Instructional Effectiveness	Karen Whitney
Secretary	Sara Di Fiori		

<u>Adjunct</u>	(1 yr term)	<u>Health Sci & Athletics/Nursing</u>	<u>Natural Sciences</u>
vacant		Mark Lipe 14/15	Sara Di Fiori 15/16
vacant		Robert Uphoff 14/15	Miguel Jimenez* 15/16
		Mina Colunga 14/15	Anne Valle 15/16
<u>Behavior & Social Sciences</u>		Andy Alvillar 16/17	Mohhamed Abbani 16/17
		Traci Granger 16/17	Ryan Turner 16/17
Christina Gold 14/15			<u>Academic Affairs & SCA</u>
Kristie Daniel-DiGregorio 14/15			Francisco Arce
Daniel Walker 16/17		<u>Humanities</u>	Karen Lam
Lance Widman* 13/14		Rose Ann Cerofeci 15/16	Jeanie Nishime
Michael Wynne 14/15		Peter Marcoux* 15/16	Robert Klier
<u>Business</u>		Kate McLaughlin 15/16	<u>Associated Students Org.</u>
Phillip Lau* 15/16		Barbara Jaffe 14/15	Kristina Nakao
vacant		Ashley Gallagher 15/16	
Josh Troesh 15/16		<u>Industry & Technology</u>	
<u>Compton Educational Center</u>		Patty Gebhart 15/16	<u>President/Superintendent</u>
Estina Pratt 14/15		Ross Durand 15/16	Thomas Fallo
Chris Halligan 14/15		Mark Fields 15/16	
Essie French-Preston 14/15		Tim Muckey 15/16	<u>Division Personnel</u>
Paul Flor 14/15		Merriel Winfree 15/16	Jean Shankweiler
vacant		Lee MacPherson* 15/16	Tom Lew
<u>Counseling</u>		<u>Learning Resource Unit</u>	
Griselda Castro 14/15		Moon Ichinaga 15/16	<u>Ex-officio positions</u>
Chris Jeffries* 14/15		Claudia Striepe* 15/16	Ken Key (ECCFT)
Rene Lozano 16/17		<u>Mathematical Sciences</u>	Nina Velasquez (ECCFT)
<u>Fine Arts</u>		Zachary Marks 15/16	
Ali Ahmadpour 14/15		Jasmine Ng 16/17	
Chris Wells* 14/15		Megan Granich 16/17	
Russell McMillin 14/15		Alice Martinez* 14/15	
Vince Palacios 14/15		vacant	
Karen Whitney 14/15			<u>Institutional Research</u>
			Irene Graff
			Carolyn Pineda

Dates after names indicate the last academic year of the senator's three year term, for example 14/15 = 2014-2015

*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)

FALL 2014

September 2	Alondra Room
September 16	Alondra Room
October 7	Alondra Room
October 21	Alondra Room
November 4	Alondra Room
November 18	Alondra Room
December 2	Alondra Room

SPRING 2015

February 3	Alondra Room
February 17	Alondra Room
March 3	Alondra Room
April 7	Alondra Room
April 21	Alondra Room
May 5	Alondra Room

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

FALL 2014

September 4	Board Room
September 18	Board Room
October 9	Board Room
October 23	Board Room
November 6	Board Room
November 20	Board Room
December 4	Board Room

SPRING 2015

January 22 (if needed)	Board Room
February 5	Board Room
February 19	Board Room
March 5	Board Room
April 9	Board Room
April 23	Board Room
May 7	Board Room

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

<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 23 & Oct 2	12:30-2:00	Alonda Room
Assessment of Learning Comm.	Karen Whitney Russell	2 nd & 4 th Mon.	2:30-4:00	Admin 131
Academic Program Review Comm.	Karen Whitney, Co-Chair Bob Klier, Co-Chair			
Compton Academic Senate	Paul Flor	1 st & 3 rd Thurs	1:00-2:00	CEC Board Room
Compton Faculty Council	Paul Flor	1 st & 3 rd Thurs	1:00-2:00	CEC Board Room
Curriculum Committee	Mark Lipe, Chair	2 nd & 4 th Tues	2:30-4:30	Admin 131
Educational Policies Comm.	Chris Jeffries (Fall only)	2 nd & 4 th Tues	12:30-2	SSC 106
Faculty Development Comm.	Kristie Daniel-DiGregorio	2 nd & 4 th Tues	1:00-2:00	West. Library Basement

Committees

<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, Holly Schumacher			
Basic Skills Advisory Group	Sara Blake Arturo	Jason Suarez			
Board of Trustees	Bill Beverly	Chris Jeffries, Claudia Striepe	3 rd Mon.	4:00	Board Room
Calendar Committee	Jeanie Nishime	Chris Jeffries Vince Palacios			
Campus Technology Comm	Virginia Rapp	Pete Marcoux		12:30-2:00	Stadium Room
College Council	Tom Fallo	Chris Jeffries, Claudia Striepe Estina Pratt	Mondays	1-2:00	Admin 127
Dean's Council	Francisco Arce	Chris Jeffries, Claudia Striepe	Thursdays	8:30-10:00	Library 202
Distance Education Advisory Committee	Alice Grigsby				
Facilities Steering Comm.	Tom Fallo	Chris Jeffries, Claudia Striepe			
Planning & Budgeting Comm.	Rory Natividad	Lance Widman Emily Rader (alternate)	1 st & 3 rd Thurs.	1-2:30	Library 202
Student Success Advisory Committee	Jeanie Nishime & Francisco Arce	Chris Jeffries, Cynthia Mosqueda, Sara Blake	2 nd & 4 th Thursdays	1-2:00	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



AGENDA & TABLE OF CONTENTS

		Pages
A. CALL TO ORDER		
B. APPROVAL OF MINUTES		5-10
C. OFFICER REPORTS	A. President – Chris Jeffries/Claudia Striepe	11-20
	B. VP – Compton Education Center – Paul Flor	
	C. Chair – Curriculum – Mark Lipe	
	D. VP – Educational Policies – Chris Jeffries	
	E. VP – Faculty Development –Kristie Daniel-DiGregorio	
	F. VP – Finance – Lance Widman	
	G. VP – Academic Technology – Pete Marcoux	21-23
	H. VP – Instructional Effectiveness/Assessment of Learning Committee & SLOs Update – Karen Whitney	24-25
D. SPECIAL COMMITTEE REPORTS	A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Francisco Arce and Jeanie Nishime	
E. UNFINISHED BUSINESS		
F. NEW BUSINESS	A. BP 1600 – Full Inclusion of People with Disabilities. – C. Jeffries and C. Striepe. This policy was introduced in College Council and is an informational item only.	26
G. INFORMATION ITEMS – DISCUSSION	A. Articulation/C-IDs – Lori Suekawa	
	B. PRP (Program Review & Planning) systems in TracDat – I. Graff & R. Klier	27-30
H. FUTURE AGENDA ITEMS		
I. PUBLIC COMMENT		
J. ADJOURN		

ACADEMIC SENATE ATTENDANCE

September 16, 2014

NAME: INITIALS

Adjunt (1 year)

Vacant
Vacant

Behavioral & Social Sciences

Daniel Walker
Christina Gold EXC
Kristie Daniel-DiGregorio XX
Lance Widman XX
Michael Wynn XX

Business

Phillip Lau XX
Tim Miller
Josh Troesh XX

Counseling

Griselda Castro XX
Chris Jeffires
Rene Lozano

Fine Arts

Ali Ahmadpour XX
Chris Wells XX
Russell McMillin
Vince Palacios XX
Karen Whitney XX

Health Sciences & Athletics

Mark Lipe XX
Robert Uphoff EXC
Mina Colunga
Andrew Alvillar XX
Traci Granger XX

Humanities

Rose Ann Cerofeci EXC
Pete Marcoux XX
Kate McLaughlin XX
Barbara Jaffe XX
Ashley Gallagher EXC

Industry & Technology

Patty Gebhart XX
Ross Durand
Mark Fields XX
Tim Muckey
Merriel Winfree XX
Lee MacPherson

NAME: INITIALS

Learning Resources Unit

Moon Ichinaga XX
Claudia Striepe XX

Mathematical Sciences

Zachary Marks XX
Jasmine Ng XX
Megan Granich XX
Alice Martinez
Vacant

Natural Sciences

Sara Di Fiori XX
Miguel Jimenez XX
Anne Valle EXC
Mohamad Abbani XX
Ryan Turner XX

Academic Affairs & SCA

Francisco Arce
Karen Lam
Jeanie Nishime XX
Robert Klier

Assoc. Students Org.

Kristina Nakao XX

Compton Education Center

Estina Pratt
Chris Halligan
Essie French-Preston
Paul Flor XX
Vacant

Ex-Officio Positions

Ken Key (ECCFT) EXC
Nina Velasquez (ECCFT)

Deans' Reps.; Guests/Other Officers:

Jean Shankweiler
Tom Lew
Irene Graff
Stefanie Frith XX
Wendy Lopez
Carolyn Pineda XX
Constance Fitzsimmons XX

ACADEMIC SENATE MINUTES

November 4, 2014

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

1. CALL TO ORDER Senate Co-Presidents Jeffries and Striepe called the fifth Academic Senate meeting of the Fall 2014 semester to order on November 4, 2014 at 12:38 p.m.

2. APPROVAL OF MINUTES

See pgs. 6 – 12 of packet for minutes of the October 21 meeting. Minutes Approved as amended.

3. OFFICER REPORTS

A. Co-Presidents – Chris Jeffries (CJ) and Claudia Striepe (CS) (pgs. 13 - 17)

CS: We welcome the new members: Traci and Andrew from Athletics. T. Granger: We are happy to be here! CS: Kim Runkle, our adjunct representative, pulled out for medical issues. We need an emergency fill in. Dean Garcia asked for volunteers for a hiring committee for the Financial Aid Director. It meets the last week of the semester and over the holidays. Part of the executive committee met with Dr. Arce. The final hiring notice was just revealed beforehand. Also, there's been a rash of incidents with skateboards. Maybe we need an awareness campaign.

Some board members are looking for input from faculty regarding what we want in a president. Some factors are expected, such as Title 5, etc. Start thinking about your input. K. McLaughlin: Does a president need instructional experience? Dr. Nishime: No. President Fallo comes from administrative services. P. Marcoux: Is there a committee or just the board? CS: Mark Crossman said we require a faculty member. Dr. Nishime: It's up to the board. They would probably want a first level screening but its up to them. CS: That's probably why they want input. P. Marcoux: There's an open forum for the final three candidates that the community can follow.

CS: Chris Jeffries is at an out of state conference. At college council, they are looking at evaluation results, as all committees should once a year. They are reviewing all policies and procedures to see if there is a better way to do it. Is there a way to streamline this process? In Council of Deans' minutes, there was an Area C meeting in Santa Barbara. She may have things to share. We have a "Did you know?" series. We incorporate things for newer members so that they understand the purpose of the senate. We want participation and communication.

C. Wells: At the area C meeting, we discussed City College of San Francisco, and also, the baccalaureate degrees under legislation. I asked for clarification. There were discussions about our potential growth mode, AP86 Adult Schools and how to deal with that. There will be more at the plenary next weekend. Please pass on your interests and insights.

B.VP – Compton Education Center – Paul Flor

There are a number of issues at the Center. I left flyers for you. We're hosting Jonathan Lightman (FACCC). Come if you are curious to learn what FACCC can offer us and offer faculty. He'll fill us in Thursday at 1:00. Also, he'll discuss retirement benefits. There's a bond measure (C) at Compton that will provide funds. We will host an Accreditation 101 workshop November 12 for self-evaluation. This is

a friendly reminder for Dr. Arce to lead a workshop in new standards. We've had a lot of new hires (43 in 5 years). We must train them to take on the 6-year process. Veteran faculty are retiring. Finally, the Compton center speech and debate team, under Lisa Rios, took silver October 10 at an Irvine college Debate Tournament against National Champion ECC who took gold. Francesca Bishop shared her support to our debate team. The last item pertains to an early-college High School initiative. B. Perez: Compton Community College District and El Camino College Compton Center want an early college for 9th through 12th grade. They hired Mattie Adams, founder of teacher prep at LA Harbor, an early college model. Compton loses their top students to charter schools and magnet schools around them and wish to keep them in the district. An early college model could recruit around 120 freshmen for this 2015/16 year, and so on, until they have a full class in four years. Initially, I had concerns. I'm not sure high school students always have the right skills. Dr. Bobbi Villalobos at Harbor indicated that it is successful and that the faculty are supportive and enjoy it. Their goal is a STEM early college. But my science classes are already impacted. Maybe in the long run there will be more lab space at their school. This would benefit the center. Our focus would be to offer mixed classes. They will get the college experience and alleviate pressure on faculty. P. Flor: There was an impressive presentation to faculty council. According to Institutional Research, the demographic are getting older, and high school teachers will decrease. We need to bring students to our campus. Faculty council made and passed a motion to approve this collaboration. Additional meetings ensued with the superintendent, Dr. Adams and Dr. Bond. Dr. Curry and Dr. Perez met to set up a schedule for what meetings will occur. By November 15 a memorandum of understanding will be drafted. January 2015 is our target. We'll host a parent/student day, and in February interview students. In March we'll send acceptance letters. Early letters help us compete with alternatives. There's a possibility of new space from CUSD infrastructure. A Compton High School Building was identified, and they'll make the repairs. More discussion is needed regarding marketing, etc. Dr. Perez: The chancellor's website has research under academic affairs with a guide for dual enrollment for historically underserved students with a big push from the Gates Foundation. There is evidence that this is a successful approach for getting students Bachelor's Degrees, good for the economy, and just to get a job. We can assist students with employment. The center can provide an education. 70% of district high school students go to a CC, but only 30% go to Compton. We have a smaller campus environment with more interaction because of it. We hope you will support us. C. Wells: You're losing students to CAMS, King Drew? B. Perez: No district is required for magnets. C. Wells: Is this essentially a magnet? B. Perez: Yes. You will have to apply. You must be reading and writing at college level with the same entrance exam. M. Ichinaga: How is this different from our concurrent enrollment program? B. Perez: That's one-on-one. This is over a four-year period where they get 60 units of college credit. We've not done a concentrated, set program. The goal of early college is an AA degree or close to it. M. Ichinaga: Is there accreditation of such programs? B. Perez: The college and high schools are accredited. They're allowed a minimum day so you can offer college classes earlier. It removes time constraints. The high school allows high school credit for college classes. We'll only offer college credit. C. Wells: There was a discussion about this recently. It's superior to AP courses because it's recognized everywhere.

C. Chair – Curriculum – Mark Lipe (pgs. 18 - 28)

The October 14 minutes are included in the packet. Twenty courses were reviewed. We've included changes and noted and underlined new words. One new thing coming up at November 25 meeting, we'll have a big agenda. It's the last time to propose new courses to catalogue. There is a tight deadline. We anticipate cooperative career education and independent study due to removal of repeatability. If a student wants to repeat a course they must petition. With independent study there is no repetition. The Behavioral and Natural Sciences did some renumbering. Some are doing a little bit at a time. A. Ahmadpour: How open ended is the challenge for repetitions? M. Lipe: Title 5 allows, with eight criteria, for students to petition. How many times varies. Occupation or career training, licensure standards, for example, first aid certification are some exceptions. A. Ahmadpour: It's in the hand of the teacher? M.

Lipe: The admissions office, Bill Mulrooney. C. Wells: There are specific criteria. M. Lipe: They're in the catalogue under course repetition. C. Wells; We have an Ed policy that spells it out.

D. VP – Faculty Development – Kristie Daniel –DiGregorio

We talked about contributing to campus safety. The issues were mostly about awareness. There's room for awareness about what policies exist for student. They had a number of suggestions including raising awareness at division level. Student development and Student Health should visit divisions to equip faculty. I mentioned it at a campus forum. FDC would like to host an afternoon session at flex to let faculty explore the AIMS team, incidence reports, student health, etc. Our spring speaker is Kathleen Gabriel, author of the faculty book club selection "Teaching Underprepared Students. We're in conversation with her. Some flex day follow-ups include a Chinese delegation visit, and selection of outstanding adjunct faculty. We held two forums for safety. We had 80+ attendees at the second meeting. (The first meeting had low attendance, but it was held during the World Series.) One instructor wanted us to have twelve earthquake drills a year and phones in every classroom. Some teachers won't allow phones in classroom. Over all the comments went well. I looked at the last two safety events. Active shooter events have had over 230 attendees. The training on distressing behavior has had over 80 attendees. And there've been dozens of small group meetings, including some to reach classified. Dr. Higdon: On October 16 the statement was that the phone call wasn't responded to. (Dr. Higdon then read a prepared statement from the cadet in question, asserting that he did respond, but that he broke protocol by not contacting the original reporting party.) K. McLaughlin: The officer did not check-in even though it was the Lemus week. Dr. Higdon: In La Mirada, once or twice a year, I call 911. Recently I though I heard a bomb, but we rarely get a follow-up. We have an Administrative Justice instructor here. M. Fields: We are in reactive mode. I'm not familiar with campus law enforcement. In the real world we are short handed. K. McLaughlin: I understand every situation is different, but we just waited for them to arrive. Why ask students? I followed the guy. That week especially, it was alarming. Dr. Higdon: It would be unwise for anyone not in law enforcement to follow anyone. Keep yourself and students from harm's way.

E. VP – Finance – Lance Widman

There are no minutes. We're still in planning and evaluating mode. You have 6 hours left to vote. I'll help you with that if you like.

F. VP – Academic Technology – Pete Marcoux

I'll send a save-the-date for Friday, February 13, the morning of our technology fair. The committee talked about getting grants to pay for these cool ideas. If you can recommend anyone let us know. We'll have samples of faculty laptops and we will consult with you.

G. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO's Update – Karen Whitney (29 - 35)

There are a few things in the packet that are not goals but warrant attention. One thing that came up is procedure for changing SLO or PLO statement. Things are changed without agreement. Let's error on side of less restriction, but we need a process to prevent this. We will recommend changing SLO or PLO statements after contacting all relevant faculty and agreeing. A draft of the new statement should go to department meeting to be approved, and minutes can be taken to the facilitator and Isabelle Pena. She'll make changes on Trackdat for full agreement. At the next curriculum review it would be inserted. That

way everyone is involved. J. Troesh: Assuming an SLO is updated in Trackdat but is reviewed two years later? K. Whitney: Put the one in Trackdat on syllabi. J. Troesh: How do we make sure everyone knows that? K. Whitney: There are samples available. M. Lipe: When a person does a course review through curriculum they can go on the website for the most current statements. Go on the course outline of record. Some are not reviewed over the six-year process. The point is taken that you should just look at Curricunet, go to Trackdat or website. K. Whitney: They should all agree when the process is followed. B. Perez: I have concerns for adjunct faculty. They need to be given the course outline of record. M. Lipe: There is no direct communication between Curricunet and Trackdat. B. Perez: I think that we open ourselves to course outlines of record on syllabi with the wrong SLO's on them. I foresee problems. K. Whitney: We're aware of this. It's a communication issue. CS: Please bring it back to ALC. K. Whitney: It could be fixed with a packet for adjuncts covering those bases. M. Lipe: I'll bring kit up to Quajuana Chapman and Bob Klier.

4. SPECIAL COMMITTEE REPORTS

A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Francisco Arce and Jeanie Nishime

Dr. Nishime: I want to thank Karen and ALC for great work on SLO's and assessments. We have a preliminary confidential report with high praise from the Accreditation Team for ALC. We've achieved sustainability.

5. UNFINISHED BUSINESS

A. BP/AP 4050 – Articulation – Chris Jeffries/Claudia Striepe (pgs. 36 - 38)

CS: This BP/AP describes and updates the articulation process. This is the second reading. We may vote. C. Wells: Vote to approve. P. Marcoux: seconded the motion. CS: Chris Jeffries thinks it looks good. Any concerns before we vote? C. Wells. Motion to accept. P. Marcoux: So moved. There were no nays or abstentions. Please see November 4 roster for supporting votes.

6. NEW BUSINESS

There was no new business.

7. INFORMATION ITEMS –DISCUSSION

A. A presentation from 20 Million Minds.

M. Lombera (Director of partnerships and Program Development): Our aim is to make higher education more affordable using open textbooks. Pearson funded a survey with the Hewlett Foundation to see if faculty are open to this. Most faculty don't know what it is, but many people use them. This is an alternative to costly textbooks. We're focusing on an adoption campaign for California. We're on a mission to enlist faculty to share them with students. We're launching an ambassador program that includes institutional stipends to colleges who wish to launch. And we can get data to support them. We have faculty stipends and awards for colleges. We're hoping El Camino College will participate. We have ten textbooks, and will have thirteen more titles by 2017. We've saved students 30 million dollars over

three semesters. The learning outcomes have not been compromised. Our textbooks aren't better, they're on par, and have high quality and alignment. Students can access them before financial aid comes in, etc. It increases access and gives students a head start. It's part of a larger movement. Our founder visited Santa Ana College, and was inspired to start the 20 Million Minds Foundation to build a competitive library that is free. For ECC, this initiative serves a lot of students below the poverty line, students that are on financial aid, which doesn't even cover textbooks. We hope that ECC will join us with this process. K. Whitney: What are the future books? M. Lombera: They're in STEM: history, calculus, etc. M. Winfree: How about Administration of Justice? M. Lombera. No plans as of yet. But we do have nursing textbooks. A. Ahmadpour: What's the process of adopting a book? M. Lombera: It's called a creative commons by-license. You can do whatever you want with it as long as you attribute it to Open Stacks College. A. Ahmadpour: Who pays for this? M. Lombera: Our Foundation pays for it and these listed foundations too (she referred to a PowerPoint slide), have contributed millions. It's a nonprofit with a sustainability model. You can post whatever you want. The license is open for faculty to use. M. Ichinaga: Is this is an arrangement with individual faculty? Or is it institutional? M. Lombera: We hope the institution will support this. Print editions are available, but only the digital editions are free. M. Ichinaga: Can you make an arrangement with the library? M. Lombera: We would love to display them at the library. C. Wells: What about other open source books? M. Lombera: Lumen learning and us work together, and vetting is ongoing. J. Ng: Is there online homework for mathematics? M. Lombera: We already offer it. There are great tools but many are expensive. P. Marcoux: If you send it to me I'll send it along. The college and senate should pursue this.

8. FUTURE AGENDA ITEMS

A. Articulation and CIDs – Lori Suekawa - November 18th

No first readings this week.

9. PUBLIC COMMENT

Dr. Nishime: Remember, Veteran's Day is Tuesday.

10. ADJOURN

The meeting adjourned at 1:55.

SD/ECCFall14

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – October 27, 2014

Present: Francisco Arce, Thomas Fallo, William Garcia, Ann Garten, Irene Graff, Rafeed Kahn, Lynn Lindberg, Susan Pickens, Luukia Smith, Claudia Striepe, Mike Trevis.

1. College Council Evaluation Results and Discussion

1. We don't review all recommendations to committees.
2. There is a slight improvement in six areas.
3. We don't necessarily focus on students.
4. Do you think we "primarily" focus on students?
5. The first section of questions: numbers 1-9, come from College Council responsibilities set out in AP 2510 (Collegial Consultation).
6. In what form do recommendations come here?
7. What should come here, and how does it get here?
8. In the past we have looked at the budget when there have been controversial issues associated with it. However, the budget doesn't really come here.
9. Irene has done a good job in setting up goals for next year. The Strategic Initiatives have been sited.
10. Number 1 from responsibilities "Reviews recommendations from committees designated as Collegial Consultation committees" – What committees do we review? Should we be doing that? Should we change AP 2510?
11. College Council deals with policy, campus and moral issues. We try and resolve these issues here.
12. At one time we formally reported out once a month in an open forum (team reports). It is important to have that type of communication.
13. The review of the Board agenda has been helpful.
14. The difficult issue at any college is communication. For example, student fees had a discussion here – and came back and forth – then we took it to the Board – but it is not implemented yet.
15. Are there more day-to-day issues?
16. All recommendations to President come here? We don't want to hear it all here.
17. Perhaps AP 2510 should be changed? To say "formal presentations" for number 1?
18. We are very policy focused.
19. The "Making Decisions" document – is that a "10+ 1" issue?
20. We could move number 1 under number 2. (AP 2510)
21. College Council should not be the primary place for some discussions.
22. We could take out "primary" and eliminate number 1 (AP 2510).
23. Could some of those things in goals be added to AP 2510 – and not be goals?

24. AP 2510 does not have a timeline in it. Are we going to put a timeline on it?
Let's leave it the way it is.

2. 2014-15 College Council Goals – Irene presented the following items for consideration:
 1. Set up a review cycle for all policies and procedures. (SI C/E) – repeat.
 2. Develop, promote, and implement an employee recognition plan.
 3. Conduct annual review of the Making Decisions at El Camino College document which includes member orientation, purpose review, planning, goal-setting, and self-evaluation for all consultation committees.
 4. Strengthen collaboration among programs, across disciplines and college areas.
 5. Improve publication of the broad input on college processes.
 6. Add Strategic Initiative C to the purpose statement of each collegial consultation committee.

3. 2014-15 Proposed College Council Goals Discussion
 1. Where are we on each policy area?
 2. Number 2– there is no way we can do that.
 3. Is that the applause?
 4. Yes – applause – and service awards.
 5. In the past it was more about building a sense of community.
 6. We want to build a sense of community with students and the community too.
 7. Number 3 is new. Who should do the orientation? Where? Hopefully not here.
 8. How would you measure number 4?
 9. Does number 3 have to be a goal?
 10. Maybe number 3 could be an on-going process? This is the exact language from objectives. We can tweak them as our goals.
 11. Number 4 could be measured through the campus climate survey.
 12. Do you think perceptions are the same as collaboration? It seems very political.
 13. The “Making Decisions at El Camino College” is already out of date.
 14. Can this body say if the protocol of the “Making Decisions” document was followed?
 15. We have done that on occasion.
 16. Can it say if consultation did not take place?
 17. If we are regularly reviewing the “Making Decisions” document then people will be aware of it.
 18. The Accrediting Commission wanted to see how it was implemented.

4. REVISED 2014-15 Proposed College Council Goals Discussion. Irene provided the following REVISED Goals.

1. Set up a specific review cycle for all policies and procedures. (SI C/E) – *repeat*.
Measure 1: Review cycle is established.
2. ~~Develop, promote, and implement an employee recognition plan.~~ **Not in our purview?**
3. ~~Conduct annual r~~Review and revise of the *Making Decisions at El Camino College* document which includes member orientation, purpose review, planning, goal setting, and self-evaluation for all consultation committees.
Measure 1: Document is reviewed and revised as needed.
4. ~~Strengthen collaboration among programs, across disciplines and college areas.~~ **Too nebulous and unmeasurable?**
5. ~~Measure: Improvement in College-wide evaluations of collaboration on College projects and processes.~~
6. Improve ~~publication~~ publicizing of the broad input on college processes. **What was decision on this one?**
Measure 1: Collegial consultation committee evaluation results
Measure 2: Incorporate items on employee/program collaboration on campus climate survey
Measure 3: Members consistently communicate with their constituents regarding discussions and decisions made at College Council.
7. Add Strategic Initiative C to ~~the purpose statement of each collegial consultation committee~~ College Council's purpose statement. **Specified to College Council only.**
Measure 1: College Council added this initiative to its purpose statement.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – November 3, 2014

Present: Francisco Arce, Linda Beam, Thomas Fallo, Julio Farias, Ann Garten, Irene Graff, Jo Ann Higdon, Chris Jeffries, Rafeed Kahn, Jeanie Nishime, Susan Pickens, Estina Pratt, Luukia Smith, Claudia Striepe.

1. College Council needs to develop a process to get through policies and procedures. The Academic Senate is spending a lot of time on them. We will schedule policy and procedure review sessions.
2. BP and AP 2410 (Board Policy and Administrative Procedure) will have to be discussed again. These were presented to the Board for a first reading and Trustee Beverly expressed a concern.
3. BP 3570 (Smoke & Tobacco Free Campus) will be taken to the Board.
4. 2014-15 College Council Goals
 1. Set up a specific review process and cycle for policies and procedures.
Measure: Review process is established.
 2. Review *Making Decisions at El Camino College* and revise as needed.
Measure: Document is reviewed and revised as needed.
 3. Review and revise College Council's purpose statement, roles, and responsibilities.
Measure: College Council reviewed and revised its purpose statement.
Measure: College Council lists its purpose statement (including Strategic Initiative C) on each meeting agenda.
5. BP 1600 (Full Inclusion of People With Disabilities) was revised by Dipte Patel according to changes in the law. College Council reviewed the revised policy and there were no recommended changes. Members are to send out to their constituents for feedback.
6. BP & AP 4040 (Library Services) were approved by the Academic Senate. College Council reviewed and there is only one change to the last paragraph of the policy. With that change these are ready for the Board.



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

NOTES – COUNCIL OF DEANS

October 9, 2014

Present: J. Anaya, F. Arce, R. Bell, T. Bonacic, C. Fitzsimons, W. Garcia, E. Geraghty, I. Graff, D. Hayden, A. Hernandez, P. Humphreys, O. Hyacinth, C. Jeffries, S. Jones, B. Klier, T. Lew, G. Miranda, B. Mulrooney, R. Murray, R. Natividad, J. Nishime, D. Patel, K. Ragan, V. Rapp, S. Rodriguez, J. Shankweiler, D. Shrader, J. Sims, C. Subramaniam, C. Striepe, R. Totorp, W. Warren

Other Guests: Teresa Palos

I. INFORMATION

A. Notes of 9/25/14: Distributed and reviewed.

B. CEC Update: R. Murray provided an update:

- A draft of the CEC SSSP Plan and Student Equity Plan are almost complete. The goal is to have the Student Equity Plan go to board by November 2014.
- The accreditation team met with PBC and various deans. Faculty and students attended the CEC Open Campus Meeting.

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

- PBC held a special meeting on 10/7/14 due to the accreditation visit. The accreditation team inquired about structure, process of planning and budgeting and how decisions are made. The accreditation team wanted to understand how PBC operates.
- The change to the PBC Statement of Purpose was reviewed.
- The technology/instructional equipment list for Academic Affairs was distributed.

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

- The accreditation team attended the Academic Senate meeting on 10/7/14.
- Chancellor Brice Harris' visit to CEC was discussed. Overall, it was a positive visit and Chancellor Harris discussed student opportunities.
- Mark Lipe (HSA) and Rachel Williams (Humanities) proposed an Honors curriculum to be passed.
- An Economics AA-T was passed.
- Kristie Daniel-DiGregorio presented on the proposed changes to the academic rankings that appear in the College Catalog. She also reported that the winner of the Outstanding Adjunct Faculty Award will receive a \$500 prize.
- BP/AP 3250 Institutional Planning and BP/AP 2410 Board Policies and Administrative Procedures were passed. BP 4040 Library had its first reading.
- Janet Schaeffer, Clinical Psychologist at ECC, presented on a Brown Bag meeting held on the fourth Tuesday of every month. The meeting provides faculty with a forum to discuss how to tackle distressed and problematic students in advance. The Health Center offers six free psychotherapy sessions a year for students (unlimited amount of sessions for disabled students).

II. DISCUSSION/ACTION

A. IRB & External Research Conducted at ECC:

- Teresa Palos is the new co-chair for IRB.
- Last year, IRB sent out a letter to all employees informing them of a policy on external research conducted at ECC. External research is research that is not for the college. Institutional and classroom research is excluded from the policy. The policy is in place to ensure the protection of human subjects.
- In the last three years, most of the requests have been for Behavioral and Social Sciences classes.
- Deans and directors should ensure that staff and faculty are informed of the policy. Questions can be sent to I. Graff or T. Palos.
- IRB recommends that prospective researchers identify an on-campus sponsor during the proposal process. IRB is currently developing guidelines on the scope of sponsor responsibilities and welcomes suggestions from Deans or Directors.
- Sponsors are individuals who serve as a contact/liaison to help facilitate researchers conducting studies on campus. A suggestion is to provide 2-3 hours of flex credit for volunteer faculty sponsors.
- There is a right of refusal for conducting research. Faculty, deans, directors, etc. can refuse surveys/research if they choose.

B. BP/AP 4050: Articulation: BP/AP 4050 was revised with minor changes. It has been to Ed Policies and will go to Academic Senate next week. Recommendations and comments regarding the policy can be sent to C. Jeffries by the morning of 10/16/14.

C. Veterans Program: Approximately 300 student veterans receive benefits at ECC, but there are an additional 700-800 student veterans that do not take advantage of the benefits. In the last few years, there have been regulatory changes and modifications to the Post 9/11 GI Bill. President Obama and Chancellor Brice Harris announced an executive order listing all of the services colleges must offer student veterans in order to fulfill the guidelines of the executive order. The college has a designated Veterans Center and a counselor that is dedicated to student veterans 50% of the time. One day a week, the center receives a counselor from the VA. Currently there is only one full-time staff member in Veterans Services. Program Review is approaching and student veteran success and services will be an area of focus. Recommendations and suggestions for this program can be sent to W. Mulrooney.

III. OTHER

A. Announcements:

1. T. Lew and J. Sims are the Academic Affairs representatives for the Student Equity Plan. Recommendations regarding the plan can be sent to them for representation. The main focus of the plan will be the improvement of African-American student success rate, retention and preparation for transfer.
2. ITS will work to process all of the faculty evaluations from students but divisions must ensure they are completed in the 7th and 8th week of classes.

3. The SRC is hosting an Open House event on 10/23/14 from 1:00 – 4:00 p.m. on the Library Lawn. There will be many activities including an obstacle course to test navigation abilities in a wheel chair. Flex credit is available.
4. The recruitment for Dean of Counseling will open next week. The title will be changed to Dean of Counseling and Student Success.



El Camino College
Learning Resources Unit

TO: Faculty, Academic Deans, Administrative Assistants
FROM: Alice Grigsby
DATE: November 6, 2014
RE: Distance Education Course Offerings – Spring 2015

Thanks to those of you who submitted requests to teach distance education courses. The following courses have been selected in consultation with the discipline deans and will be offered in spring 2015. If you have any questions, please contact Howard Story or me via email. Thank you.

Online

Course	Section Number	Instructor
Administration of Justice 100	4781	M. Fields
Administration of Justice 111	4782	M. Fields
Anthropology 1	4100, 4101, 4102	M. Waters
Anthropology 2	4104, 4105	A. Mannen
Art 101	4500	J. Freedman
Art 102A	4503	L. Alamillo
Business 15	4306	D. McGovern
Business 19	4308	D. McGovern
CADD 7	4790	F. Weeks
CADD 31ABCD	4791	D. Glenn
Child Development 103	4111	S. Baxter
Child Development 103	4112	J. Young
Child Development 104	4117	S. Baxter
Child Development 114	4123	S. Baxter
Child Development 131	4128	J. Young
Child Development 150	4131	J. Young
CIS 13	4342	P. Vacca
Contemporary Health 1	4571	D. Lofgren
Contemporary Health 1	4572, 4575	T. Hazell

Course	Section Number	Instructor
Contemporary Health 1	4573, 4576	L. Pattison
Contemporary Health 1	4574	L. Delzeit
Dance 101	4510, 4511	D. Berney
Dance 101	4512	J. LaCuran
Dance 101	4513	H. Jojo
Economics 1	4134	M. Keskinel
Economics 2	4135, 4136	M. Keskinel
English 1A	4600/4601	J. Jung
English 1A	4602	S. Gates
English 1A	4604	K. Degan
English 1C	4623/4624	J. Zhao
English 1C	4625	S. Gates
English 1C	4626	J. Schenk
English 1C	4627	H. MacDonald
English 1C	4628	J. Madden
English 84	4646/4647	A. DeVaney
First Aid 1	4578	T. Granger
Fashion 31	4795	B. Goodwin
Fire & Emergency Tech 1	4793	K. Coffelt
History 101	4150, 4151	C. Gold
History 101	4152	S. Panski
History 102	4154	D. Black
History 102	4157	C. Gold
History 140	4158	J. Suarez
Humanities 1	4650	J. Madden
Journalism 12	4666	J. Peters
Law 4	4374	M. Botello
Math 40	4821	M. Xu
Math 40	4822	A. Ovanessian
Math 73	4826	M. Roeun
Math 73	4827	K. Moreno
Math 150	4830	D. Nguyen
Math 150	4831, 4832	A. Silva
Music 111	4515, 4516, 4617	W. Doyle
Music 116	4518	M. Katznelson
Nutrition & Foods 11	4797	J. Gray
Nutrition & Foods 11	4798	M. Lyons
Oceanography 10	4850	T. Noyes
Philosophy 2	4170	E. Shadish
Philosophy 3	4172	F. Leon
Philosophy 8	4174	J. Georges
Physical Education 277	4580	R. Uphoff

Course	Section Number	Instructor
Physical Education 277	4582	N. Fernley
Political Science 1	4183/4184	L. Houske
Political Science 1	4185, 4188	J. Georges
Political Science 1	4186, 4187	E. Munoz
Political Science 10	4189	E. Munoz
Psychology 2	4190	L. Kato
Psychology 5	4191, 4192	A. Simon
Psychology 5	4193, 4194	R. Galbavy
Psychology 7	4196, 4197	R. Mascolo
Psychology 16	4198, 4199	A. Himsel
Sociology 101	4289	M. Din
Sociology 101	4290, 4291	F. Dowden
Sociology 101	4292	K. Stone
Sociology 102	4293	P. Aguilera
Sociology 104	4295	K. Stone
Sociology 112	4298	P. Aguilera
Theatre 103	4525	S. Fagan

EL CAMINO COLLEGE
MINUTES OF THE ACADEMIC TECHNOLOGY COMMITTEE MEETING
OCTOBER 28, 2014

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: Pete Marcoux, Virginia Rapp, Dawn Charman, Lyn Clemons, Alice Grigsby, Noreth Men, David Pahl, Soshanna Potter, Daniel Shrader, Howard Story, Don Treat

Members Absent: Francis Baylen, Dwayne Hayden, Donna Manno, Dave Murphy, Sabra Sabio, Margaret Steinberg, Claudio Vilchis, Will Warren, Michael Wynne

Recorder: Laurie Linka

The Academic Technology Committee meeting was called to order at 12:37 p.m.

Technology Fair

P. Marcoux opened the meeting by requesting dates and comments in regards to the Technology Fair. He stated that the fairs held for the last two years have been big successes. An idea was presented about holding the fair on a flex day, when everyone would be on campus. It was stated that the administration prefers to spend more time on accreditation and SLO issues on flex day. Due to the numerous events held on flex day, there are too many choices to be made, and could diminish attendance to the fair. The committee decided to hold the fair in the spring, and the date would be February 13, 2015. The format will be similar to past fairs, with workshops taught by faculty, panels, vendors, and a keynote speaker. Due to the results of a survey taken after the last technology fair, the 2014 keynote speaker, Corine Horsington, may be asked to return. P. Marcoux advised the committee to speak with D. Manno if they have a specific vendor they would like invited. One idea was to have a grant writer/coordinator speak about finances. Another idea would be to advertise the workshops. Vendors will present and talk about their devices. Perhaps some grant recipients could speak about how they obtained their grant. A theme is needed for the conference; committee members were asked to submit ideas, encompassing the purpose of the fair – the future of technology. The fair will be a good place for faculty to see what is available to them. Surveys will be conducted after the fair, and this can help determine which device serves the faculty needs, as all the divisions have different needs, with the biggest issue being Wi-Fi. Whatever is purchased should be fully functional for the faculty.

Faculty laptops

It was announced that laptops would be kept for another year, and be exchanged out during fall 2015. V. Rapp will clarify this with F. Arce. Will there be administrative support for using your own device? In regards to using your own device, D. Treat stated that there are security issues, and the integrity of software must be maintained. Due to these security issues, ITS must have control of what is in and on the devices. Also, there is a high utilization of network access points. These issues apply to all buildings on campus. The cost to add Wi-Fi to older buildings is quite excessive, as you must physically wire the building for wireless. Humanities is wireless to a certain extent, as every other wall has a thickness of fourteen inches, which limits your access points. It was reiterated that wireless everywhere is quite cost prohibitive. There was a question regarding basis of the high cost.

Several access points may be required due to wall density. Also, ITS must build a security profile. As textbooks move to an online environment, wireless is becoming more necessary, and full coverage and a high level of security come at a high price – in the millions of dollars.

There was a discussion regarding the origin of laptops in the classroom. Dr. Fallo wanted laptops in the classroom, because OSHA has certain requirements regarding the desks. The desks in ECC classrooms may not be OSHA compliant, and laptops are exempt from these requirements.

ITS update

D. Treat told the committee he would be retiring in one month; P. Marcoux thanked him for all his hard work. D. Treat went on to say there would be three to four positions to be filled in the next couple of months for network securities. There are two new buildings on campus that need to be online prior to spring 2015 semester. ITS will start installing on November 15. In regards to the replacement for ITS director, Cabinet is waiting on the results from PlanNet, a consulting firm who is reviewing the state of technology on campus. Cabinet wants a better feel for the needs of the campus. They will then determine whether is it appropriate to hire a replacement for J. Wagner, or restructure the ITS department. ITS will then move forward to offer more wireless support on campus.

Other business

D. Treat was asked who is in charge of technology in the classroom. He replied there are five technicians responsible for the over 4000 devices on campus. Technology utilization has doubled or tripled in the last ten years, and there is much more equipment to maintain.

The meeting was adjourned at 1:58 p.m.

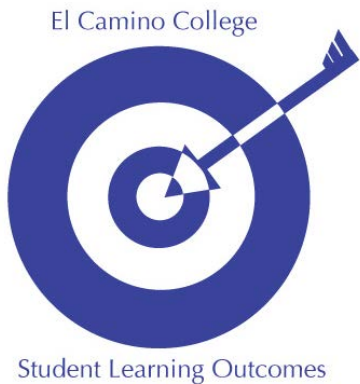
El Camino College / Compton Center

SAVE THE DATE!

— 3rd Annual —

Technology Conference & Vendor Fair

Friday, February 13, 2015 — 8:00 am–1:00 pm
East Dining Area, Bookstore Building (ECC Campus)



Quality PLO Assessment Checklist

_____ 1. **Completion –**

- Are all sections of the report complete (lead faculty, target, data and analysis, action plan with due date)?
- Is the information in the appropriate place?

_____ 2. **Target –**

- Is the target clearly defined?
- Is it stated that the target has been met/not met?
- Is it clear why the target was met/wasn't met?

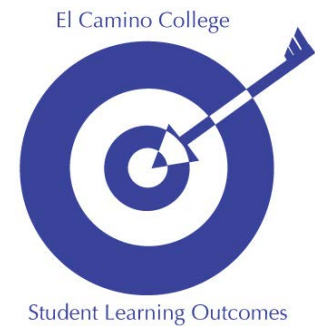
_____ 3. **Data with Analysis –**

- Is there appropriate data to support whether the target was met or not?
- Is the scope of the findings appropriate for this PLO?
- Is the sample size of recommended limits (i.e. multiple courses used)?
- Have faculty analyzed the data (i.e. given a short narrative interpretation of the results)?

_____ 4. **Action Plan –**

- Is the action plan stated an appropriate result of the data and analysis?
- Is it a program wide action that can be implemented?
- Is it dated appropriately (i.e. within reasonable limits and before the next assessment)?

Fall 2014 SLO Training Schedule:



Entering Spring Assessments: working workshop. Led by Russell Serr.

Tuesday, Sept 2, 1-2pm
Wednesday, Sept 10, 3-4pm
Thursday, Sept 11, 1-2pm

TracDat 101: Learn the software basics. Led by Russell Serr.

Thursday, Sept 25, 1-2pm
Wednesday, Oct 22, 3-4pm
Friday, Nov 14, 1-2pm

Entering Fall Assessments: working workshop. Led by Russell Serr.

Friday, Dec 5, 1-2pm
Wednesday, Dec 10, 3-4pm
Thursday, Dec 11, 1-2pm

All trainings will be in the Library West Basement (ECC Campus).

To register for a training log into: <http://elcamino.flexreporter.com>

You will receive flex credit and a bag of M & M's for attending a workshop.



**Making the SLO Process
Meaningful and Manageable**

BOARD POLICY 1600

Full Inclusion of People with Disabilities

The District is committed to the full inclusion of and effective communication with people with disabilities.

It is the responsibility of all employees and designees of the District to become familiar with their role and actively practice methods for ~~in~~ achieving universal access and effective communication. Procedures ~~shall will be developed that~~ specify relevant standards and guidelines for areas that include, but not limited to, communication, purchasing, electronic and information technology, and physical access. ~~the standards for publication of alternative formats and guidelines for designing, creating, purchasing, and disseminating materials utilized in communicating to the community we serve. Employees and designees of the District who are delegated the responsibility for designing information and services to achieve universal accessibility are required to become familiar with and utilize these guidelines and procedures.~~

Reference:

El Camino College Board Policy 3410, 3420, 7100

California Government Code Section 11135

California Education Code Sections 66250, 72010

Title 5, California Code of Regulations, Section 53000

Title 5, California Code of Regulations, Section 59300 et seq.

Federal Code Title 34

Title 36 ~~CFTCFR~~ Part 1194

Public Law 104-197 (Chafee Amendment)

California Education Code, Section 67302 (~~added by passing of California Assembly Bill 422, 1999~~)

Rehabilitation Act 1973 inclusive of Section 504 and 508 (29 U.S.C. 794d)

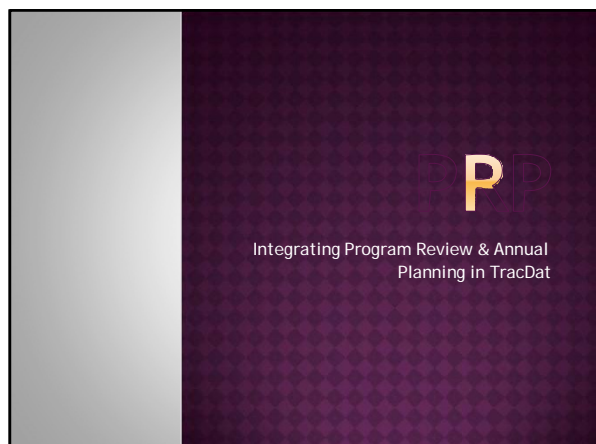
Title II, Americans with Disabilities Act, 1990

Title II, Americans with Disabilities Amendment Act, 2008

El Camino College

Adopted: January 20, 2004

Revised: October 2014, pending approval



WHY DO WE NEED INTEGRATION?

- ACCJC Standards:
 - *"The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality."* (Standard I.B.9, 2014)
- Good practice (planning should be thoughtful and based on data/information)
- Integration of the tools facilitates reporting

WHAT WAS PROBLEMATIC WITH THE OLD SYSTEM?

- Program Review separate from Annual Plans (Plan Builder)
- Documentation of PR recommendations related to planning objectives often missing
- No way to extract or summarize information
 - Requests by Strategic Initiative
 - Technology, Staffing, Equipment Requests
 - Requests by Funding Type (ongoing, permanent, one-time)
- No longer functioned in some cases

PRP: THE NEW SYSTEM

- Program Review & Planning (PRP) integrated system
- Tool: TracDat (our SAO/SLO tool)
- Developed with input from College-wide PRP Task Force

PRP: ADVANTAGES (1)

- Program Review & Annual Planning in one location and integrated
- Customizable & Supported by vendor
- PRP can archive comprehensive Program Review every 4 years, while allowing for needed updates.
- Updating is quick and easy
- Can easily prioritize or reorder recommendations
- No need to "rollover" plans, just change the Implementation Timeline (i.e., plan year)

PRP: ADVANTAGES (2)

- Can "move" Program Recommendations to Unit and Area Levels easily
- Facilitates reporting Recommendations or funded items by:
 - Type of expense (staffing, equipment, tech)
 - Institutional priority (safety, mandates, strategic initiatives)
 - Funding Type (permanent, one-time, ongoing)
 - Cost estimates (Excel export)
 - Area impacts

PRP: SOME LIMITATIONS

- Need to enter existing PRs into PRP (copy/paste)
- Still can't embed PR data and charts into narrative sections (some options in development).
 - However, any documents can be included as 'Related Documents'.
- Recording of plan "participation" not supported in TracDat (we are strategizing some solutions and welcome your input)

PRP ROLLOUT

- In final stages of modification
- Pilot PRPs will be reviewed by Task Force members for final feedback (next 10 days)
- Program-level Trainings: Nov/Dec
 - PRP 101 - Orientation to the system
 - "Working workshops" for Program Planners
 - Copy/paste Program Reviews into PRP
 - Flesh out Recommendations for Annual Program Plans (2015-16 Plan Year)
- Unit/Area-level Trainings: Jan/Feb
 - "Working workshops" to help you move Program Recommendations to your Unit and Area

ONCE UNDERWAY, WHAT IF I HAVE SUGGESTIONS?

- TracDat is fully customizable and the vendor, Nuventive, is responsive to the needs of clients
- Changes can be made and applied to any PRP "unit" (program, unit, or area account)
- The coming year will be a live pilot, with feedback collected through every stage of our planning year

WHEN CAN I SEE A DEMO?

- Anyone can attend a PRP 101 session in the coming weeks, or a Working Workshop to develop a Program Plan (details to follow):

ECC Training Rm

- Nov. 14, 10-11/11-12
- Nov. 21, 1-2/2-3
- Dec. 4, 1-2/2-3
- Dec. 5, 2-3
- Dec. 10, 1-2/2-3
- Dec. 12, 10-11/11-12

Compton L-SSC

- Nov. 12, 1-2/2-3
- Dec. 2, 1-2/2-3
- Dec. 9, 1-2/2-3

ECC Technology Training

Training Location: Library West Basement, Room 19

The following workshops are designed to assist faculty and staff to develop yearly plans for their programs and submit these plans into TracDat.

PRP Working Workshops

Friday, November 14, 10:00–11:00 am

Friday, November 14, 11:00 am–12:00 pm

Friday, November 21, 1:00–2:00 pm

Friday, November 21, 2:00–3:00 pm

Thursday, December 4, 1:00–2:00 pm

Thursday, December 4, 2:00–3:00 pm

Thursday, December 5, 2:30–3:30 pm

Wednesday, December 10, 1:00–2:00 pm

Wednesday, December 10, 2:00–3:00 pm

Friday, December 12, 10:00–11:00 am

Friday, December 12, 11:00 am–12:00 pm

Presenters: Irene Graff and Bob Klier

[>>> Register Now <<<](#)

Those who register for any of the workshops must bring an electronic copy of your latest program review (Word doc) to copy/paste PR text into TracDat (PRP system) and to organize and add detail to PR recommendations for 2015-16 planning year.

Compton Center Technology Training

Training Location: Library–Student Success Center, Room 108

The following workshops are designed to assist faculty and staff to develop yearly plans for their programs and submit these plans into TracDat.

PRP 101

This is the basic training for those who have not worked in TracDat before.

Wednesday, November 12, 1:00–2:00 pm

Presenters: Chelvi Subramaniam, Irene Graff, and Bob Klier

PRP Working Workshops

Wednesday, November 12, 2:00–3:00 pm

Tuesday, December 2, 1:00–2:00 pm

Tuesday, December 2, 2:00–3:00 pm

Tuesday, December 9, 1:00–2:00 pm

Tuesday, December 9, 2:00–3:00 pm

Presenters: Chelvi Subramaniam, Irene Graff, and Bob Klier

[>>> Register Now <<<](#)

Those who register for any of the workshops must bring an electronic copy of your latest program review (Word doc) to copy/paste PR text into TracDat (PRP system) and to organize and add detail to PR recommendations for 2015-16 planning year.