



Academic Senate of El Camino College 2016-17

December 6, 2016

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

Office location: Schauerman Library, Room 273

Officers & Executive Committee

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

Adjunct (One-year terms)

Dustin Black (BSS) 16/17
Karl Striepe (BSS) 16/17

Fine Arts

Ali Ahmadpour 18/19
Daniel Berney 17/18
Diana Crossman 18/19
Russell McMillin 18/19

Mathematical Sciences

Megan Granich* 16/17
Matthew Mata 17/18
Jasmine Ng* 16/17
Benjamin Mitchell 16/17

Behavioral & Social Sciences

Stacey Allen 16/17
Kristie Daniel-DiGregorio 17/18
Chris Gold 16/17

Health Sciences & Athletics/Nursing

Andy Al Villar* 16/17
Traci Granger 16/17
Yuko Kawasaki 18/19
Colleen McFaul 17/18
Russell Serr 17/18

Natural Sciences

Mohamad Abbani 16/17
Sara Di Fiori* 18/19
Troy Moore 18/19
Ryan Turner 16/17
Anne Valle 18/19

Business

Kurt Hull 18/19
Phillip Lau* 18/19
Nic McGrue 16/17
Josh Troesh 18/19

Humanities

Rose Ann Cerofeci 18/19
Ashley Gallagher 18/19
Pete Marcoux* 18/19

Academic Affairs & SCA

Jean Shankweiler
Jeanie Nishime
Linda Clowers

Compton Educational Center

Paul Flor 16/17
Chris Halligan 16/17

Christina Nagao 18/19
Adrienne Sharp 18/19

Associated Students Organization

Patrick McDermott

President/ Superintendent

Dena Maloney

Counseling

Anna Brochet 18/19
Yamonte Cooper 17/18
Rene Lozano* 16/17

Industry & Technology

Ross Durand 18/19
Mark Fields 18/19
Patty Gebert 18/19
Lee MacPherson* 18/19

Division Personnel

Gloria Miranda

Ex-officio positions

Chris Jeffries ECCFT

Library Learning Resources

Mary McMillan 18/19
Noreth Men 18/19
Claudia Striepe* 18/19

Jack Selph 18/19
Charlene Brewer-Smith (alt) 16/17

Institutional Research

Irene Graff

Carolyn Pineda

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

*Denotes senator from the division who has served on Senate the longest (i.e., the "senior senator"). 1 of 33

El Camino College Academic Senate Purpose, Meetings, and Committees

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

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

The Academic Senate is committed to supporting the college’s Mission and Strategic Plan, including Strategic Initiative C – COLLABORATION - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making. For more information consult [ECC Academic Senate Handbook](#) or [Local Senates Handbook](#).

ECC ACADEMIC SENATE MEETINGS:

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

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

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

CEC ACADEMIC SENATE MEETINGS:

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

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

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

SENATE COMMITTEES:

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

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

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

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

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

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

CAMPUS COMMITTEES:

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

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

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

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

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

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

Distance Education Advisory Committee (DEAC). TBA.

Enrollment Management. Chairs: J. Shankweiler & J. Nishime. Senate reps: Sara Di Fiori & Chris Jeffries, 4th Thurs., 1-2, LIB 202.

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

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

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

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

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

El Camino College Academic Senate 2016-2017 Goals

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

1. Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)

Measures:

- Arrange faculty representation on campus committees and periodic updates,
- Recruit and elect executive and committee chairs according to Senate by-laws,
- Ensure divisions have required number of senators and that elections are held accordingly,
- Review and begin revising Faculty Handbook,
- Maintain communication and effective collaboration with ECC Federation of Teachers.

2. Strengthen faculty involvement in the activities of the Academic Senate

Measures:

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

3. Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.

Measures:

- Support Enrollment Management initiatives through ongoing communication and faculty involvement,
- Support Compton Center's efforts to re-establish independent accreditation through regular Senate/Faculty Council communication and collaboration with faculty leaders,
- Foster awareness of and encourage faculty involvement in the local implementation of statewide initiatives for student success, equity, enrollment, retention and completion.

ECC (El Camino College) Acronyms

Acronym	Meaning
ACCJC	Accrediting Commission for Community and Junior Colleges
ALC	Assessment of Learning Committee
AP	Administrative Procedure
ASO	Associated Students Organization (ECC's student government)
ASCCC	Academic Senate for California Community Colleges
BP	Board Policy
BSI	Basic Skills Initiative
BOGFW	Board of Governor's Fee Waiver
BOT	Board of Trustees
CCC	College Curriculum Committee
CCCCO	California Community Colleges Chancellor's Office
CEC	Compton Educational Center (El Camino College Compton Center)
CMS	Course Management System
COLA	Cost of Living Adjustment
CTE	Career Technical Education (formerly Vocational Education)
DE	Distance Education (instruction that is at least 51% online)
DEAC	Distance Education Advisory Committee
FACCC	Faculty Association for California Community Colleges
FDC	Faculty Development Committee
FTEF/FTES	Full-Time Equivalent Faculty/Full-Time Equivalent Students
FYE	First Year Experience program
HTP	Honors Transfer Program
IE	Institutional Effectiveness (actions/measures of college improvement)
IEPI	Institutional Effectiveness Partnership Initiatives (state-mandated support for IE and host of the Framework of Indicators data portal)
ILOs	Institutional Learning Outcomes
IR / IRP	Institutional Research / Institutional Research & Planning
ITS	Information Technology Services
MMA	Multiple Measures Assessment
PLOs	Program Level Outcomes
PBC	Planning & Budgeting Committee
PR	Program Review (period program evaluation and plan)
PRP	Program Review & Planning (annual integrated planning system)
SAOs	Service Area Outcomes
SLOs	Student Learning Outcomes
SEP	Student Equity Program
SSSP	Student Success & Support Program
Title 5	California Code of Regulations (CCRs) section which details state law related to education. (Also known as "Ed Code")
Title V	Many "Title Vs" exist, but we typically mean a Federal grant program to support the improvement of Hispanic-Serving Institutions (HSI).
WSCH	Weekly Student Contact Hours

Many thanks to Irene Graff and the Institutional Research and Planning department for sharing their compilation of acronyms from the spring 2016 Planning Summit.



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

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

ACADEMIC SENATE ATTENDANCE
11-15-16

Adjunct (1 year)

Dustin Black EXC
Karl Streipe XX

Behavioral & Social Sciences

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

Business

Kurt Hull XX
Phillip Lau XX
Nic McGrue XX
Josh Troesh XX

Counseling

Anna Brochet XX
Yamonte Cooper XX
Rene Lozano XX

Fine Arts

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

Health Sciences & Athletics

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

Humanities

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

Industry & Technology

Ross Durand
Mark Fields XX
Patty Gebert XX
Lee MacPherson XX
Jack Selph
Ed Matykiewicz
Charlene Smith (alt) XX

Library Learning Resources

Mary McMillan XX
Noreth Men XX
Claudia Striepe XX

Mathematical Sciences

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

Natural Sciences

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

President/Superintendent

Dena Maloney

Academic Affairs & SCA

Linda Clowers
Jeanie Nishime EXC
Jean Shankweiler XX

Assoc. Students Org.

Patrick McDermott XX

Compton Education Center

Paul Flor XX
Chris Halligan XX

Ex-Officio Positions

Chris Jeffries (ECCFT)
Nina Velasquez (ECCFT)

Curriculum Chair

Allison Carr XX

Deans' Reps.; Guests/Other Officers:

Amy Grant XX
Carolyn Pineda XX

ACADEMIC SENATE MINUTES

November 15, 2016

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

A. CALL TO ORDER

Senate President Kristie Daniel-DiGregorio called the sixth Academic Senate meeting of the fall 2016 semester to order on November 15, 2016 at 12:30 p.m.

B. APPROVAL OF MINUTES

See pgs. 7-12 of packet for minutes from the November 1 meeting. There was approval of minutes as amended. P. Marcoux motioned to approve, C. Striepe seconded.

C. OFFICER REPORTS

a. President – Kristie Daniel-DiGregorio (pgs. 13-15)

KDD noted that the executive committee voted unanimously to ask the senate to add a topic to the meeting agenda. She explained that we need to add an item under New Business; Resolution of Support for All Students. This is urgent and can't wait until the December Senate meeting. We are in week 12 and we don't want students to have anxiety and feel vulnerable about their education. Do we have a motion to add an item to the agenda to discuss a resolution of support for all students? P. Marcoux motioned and R. Lozano seconded to add this agenda item. Unanimous approval for this motion to add a new agenda item under New Business.

KDD Welcomed Dean Amy Grant, Natural Sciences Division. Dean Grant has a Ph.D. in Chemistry from UCI (it took her 7 grueling years). After graduate school, she moved to Japan, taught English and traveled extensively overseas. When she ran out of money, she returned home and got a job. Taught chemistry for 16 years, has been Dean for about a year.

The ASCCC offers an Exemplary Program Award. Congratulations to Educational Development, from the Health Sciences and Athletics Division. They were selected to be El Camino's representative to the ASCCC. They offer 15 courses in an approach that they refer to as a combination and collaboration with their colleagues at the SRC. Congratulations to Professor Julie Land and her colleagues. We appreciated the support from Dr. Maloney for this nomination. Part of the requirement was to get support from your college President. She was very enthusiastic about this endeavor. Also, thank you to the selection committee, Traci Granger and Stacey Allen.

Two weeks ago, C. Wells and KDD represented ECC at the Fall Plenary for ASCCC. At the plenary, there are a lot of things happening; you can attend workshops and hear keynote speakers talking about issues relevant to the CCC's. As a body, we also consider resolutions that would guide state level ASCCC initiatives or efforts at the individual colleges. KDD gave us an overview of some things from the plenary that rose to the top. The overall theme was the reaffirmation of the importance of the 10+1 purview of the AS and how beneficial it is for our colleges to have access to and input from faculty expertise in each of these 10+1 areas. Some of the key areas include dual enrollment, minimum qualifications, the impact of local programs, standards for curriculum, SLO's, and grading. There was discussion about the MMA's (multiple measures assessment) reminding us that placement assessment does not only impact Math and English, the prerequisites or recommended prep affects a lot of curriculum on our campus. It is important to have input from all faculty when considering MMA. CTE was probably the most popular topic. Thank you again to Professor Mark Fields, who is our CTE liaison to the

ASCCC. Some of the resolutions that passed include; The Statewide Integrated Library System, as did the English Language Learners in Equity and Scorecard Categories, modification of the CCCApply application, approval of Associate Degrees for Transfer which includes courses pending C-ID approval.

Many of you asked for information about legislative updates, what is happening at the state level, and how it affects Community Colleges. If you picked up information from the plenary, there are copies of a newsletter giving legislative updates. Some of these we have talked about in our meetings, including: shower facilities for homeless students; classes that require only free, digital educational materials; specific minimum standards for PT faculty.

KDD introduced Evan Hawkins, Associate Director, Faculty Association of California Community Colleges (FACCC). He was invited to share some of the things that happened this past legislative session that might impact the CC's. What he is anticipating coming up in the next year and what it all means. Evan Hawkins thanked us for inviting him and promised to be brief. He informed us that the FACCC works closely with the State Academic Senate as well as the CFT. One of our top priorities was AB 1690 (modified to SB1379), regarding minimum standards for PT faculty in bargaining. We wanted to increase funding for mental health issues. We got the legislature on board but the governor vetoed it because there wasn't enough of a funding source. But we are going to keep working on it because we think it is important. Another bill passed, AB 404, which has to do with accreditation. The state budget in recent years has been good, we've had a few years of surpluses. Do you remember the cuts from back in 2012 and prior? FACCC has been working on more FT faculty hiring. Two years ago, we got about \$63 million into the state budget which helped with that. Fortunately, Prop 55 just passed, which increases funding for CC's. That was crucial! The presidential election brings about a lot of uncertainty. Higher education doesn't have too much to say about it, yet. We will be ready for anything that hits us in the next few years. California has the best higher education system in the world. There is a lot of uncertainty, it is a wake-up call for a lot of people. We need to be more engaged to represent the faculty. If you have any questions, or need more information, contact Evan at 916.447.8555 or ehawkins@faccc.org.

There are a number of things happening on campus in response to last week's election, including an event tonight in the Alondra Room from 5 – 6:30 pm. This is a student event (faculty were asked not to attend so the focus could be on students), sponsored by FYE, Transfer Center, Puente, and Counseling. We want to create a safe space for students, and there will be more opportunities at a later date. Many thanks to Rene Lozano, Counseling Center, Cynthia Mosqueda, and many others who were involved in helping to provide this for our students. R. Lozano noted that the idea is to get students to realize they have support here at El Camino. We will be informed and updated as needed. There are some other events underway. The Student Development Office is also working on some events forthcoming.

KDD gave a quick recap about the Faculty Identification Process, which is Co-Chaired by VP Jean Shankweiler and KDD. Today is the big unveil at 2:30, to find out the results of the rankings. That will yield the priority list. Job announcements will be out in December. There will be approximately 17 positions approved. We will need many search committees, so please consider serving on one of the hiring panels.

There will be more information about the Study Abroad Program during the spring semester. It will be a chance to see Central Europe with Karen Whitney and Sean O'Donnell.

b. VP – Compton Education Center – Paul Flor

This month we are in the process of looking at our comprehensive Educational Master Plan and Facilities Master Plan. Technology is coming in December. Our staffing plan will come in January. A lot of faculty participated in reviewing these plans. We are supporting our students and we want them to feel at ease. We are planning on offering a statement of support for all students to convey solidarity with the post-election developments.

c. Chair – Curriculum – Allison Carr

Here is the list of full-course reviews:

AJ 10, CHEM 4H, COSM 3, COSM 2A, ESL 6, ESL 100, ESL 4A, ESL 4B, GERM 3, SOCI 110, THEA 113

*GEOG 5H was tabled until the Dean can confirm a change to one of the typical assignments.

Full Program Review Approvals:

English – ESL Certificate of Competency, General Science – General Science A.S. Degree

Consent Agenda Approvals:

FTEC 4, 5, 20, 128 (inactivation) 130, 131, 132, 133, 134, 135, 137, 138, 139; JOUR 1

Janet Young was unanimously voted as Chair Elect for a two year term beginning Fall 2017. We are very fortunate to have Janet; she is experienced and will do a GREAT job! For more information, check out the website to get details of our minutes. <http://www.elcamino.edu/academics/ccc/>

d. VP – Educational Policies – Chris Gold (pg. 16)

No report

e. VP – Faculty Development – Stacey Allen (pgs. 16-17)

The FDC minutes are on pages 16 – 17 and we have been very busy. PRIDE is the new leadership academy that we have been developing since September. It was a vision of Dr. Maloney's. At the same time Dr. Maloney had this vision, coincidentally the Chancellors Office issued proposals for grants. We applied for a grant for up to \$50 K. We were one of 20 colleges selected. It was mentioned that our application was one of the most competitive. It is very exciting! We were granted over \$49 K. I will have more information at a later date.

Fitness and Fun for Faculty is now called... Fitness and Fun for All. This is more inclusive of our entire college community. It is open to faculty and staff across campus. Our next meeting is Thursday. Kim Jones and Joy Zhao will facilitate.

Getting the Job workshop "Part 1, the Application" which will be held in two weeks, is on Dec 2. Please encourage the adjunct faculty to attend. The announcement will go out on the listserv soon. The workshop will cover how to write a cover letter, etc.

At the last meeting, I mentioned that the deadline had passed for submitting nominations for The Outstanding Adjunct Faculty Award. We will have an awards ceremony at our last Senate meeting on Dec. 6, to recognize our recipient. I am proud to announce that our two adjunct senators were both nominated. Dustin Black has been chosen as the 2016 Outstanding Adjunct Faculty.

f. VP – Finance – Lance Widman (pgs. 18-19)

L Widman said PBC is in the planning phase, and there are many planning issues going on right now. There is great introductory material about the EMP and the Technology Plan. This will continue for another month, until we approach the January time frame for the submission of the budget by the governor. A lot of planning issues

are being dealt with. If anyone would like to serve as an alternate on the PBC committee, this committee deals with money and program review. Please contact L. Widman or Josh Troesh if you are interested in serving.

g. VP – Academic Technology – Pete Marcoux (pgs. 20 – 26)

The Academic Technology Committee minutes start on page 20. We are still trying to schedule another meeting this semester, to talk about the Technology Conference. We have a NEW date, Friday, March 31, probably from 9 until 2:00. We are still looking for ideas for themes, guest speakers, workshops, etc. If you have any ideas, please let us know. The Tech Committee has a meeting after this one. We are going to be talking about current projects, life cycle in classroom standards, finding a program to schedule classes. So we can be more efficient. I have one other announcement related to technology. Dr. Shankweiler approved a literary journal for ECC employees. We will start that in the fall. We will accept submissions for photography, art, essays, short stories, poems. An editorial team will evaluate the submissions. KDD: Can we submit family vacation pictures? Thank you, Pete and Dr. Shankweiler.

h. VP – Instructional Effectiveness/Assessment of Learning Committee/SLO's Update – R. Serr

All faculty should be getting a survey as part of the accreditation process. It is to evaluate our assessment process. Please send that back to us. Program review is rolling right along. End of semester is coming up. Don't forget your SLO assessment.

D. SPECIAL COMMITTEE REPORTS

Dr. Jean Shankweiler - VP of Academic Affairs

Dr. Nishime won't be here, she is at another meeting. We have the Faculty ID meeting today where we have the "big reveal." The list is open voting, so you can see how everyone voted. It will be a recommendation for Dr. Maloney. We may have about 17-20 positions approved, which is a rough estimate. It also depends on the retirements that may come in, so the number may increase. I want to follow up on what Paul said. Compton is working so hard on their accreditation. I spend the weekend reading their accreditation report and it is coming together. Dr. Nishime asked me to mention the task force about students that need care...there is a drive that will collect hygiene items until the end of the semester. There will be bins set out to collect items. CARE/Cal Works will also have their "Adopt a Family" drive, so keep your eyes open for that. Tonight we have the activity for the undocumented students that are uneasy with the election results. There is interest in workshops or lectures. Please coordinate with Dr. Nishime and I, so we know what information is going out. We want to make sure the message is correct for all students and that nothing is contradictory. Dr. Maloney asked at cabinet..."So, what does your school do for the holidays?" We all looked at her and said, "Uh..."So we got a task force together and we are going to have a small reception on Dec. 15 from 12- 2:00pm. Luukia will put out a Save the Date flyer. We are going to have small amounts of finger foods. We would like for people to make small donations of finger foods (so we don't need knives, forks, etc.), reflecting however you celebrate the holidays. Whatever holiday you celebrate. You can drop in and eat and visit and leave. The highlight of the event will be announcing the winner of the Door Decorating Contest. Dr. Nishime will send out the guidelines. As an incentive, there will be a traveling trophy for the winner. Start looking for the announcement. KDD: Who will be Santa?

Dr. Jeanie Nishime - VP of Student and Community Advancement

Dr. Nishime had a scheduling conflict for today's meeting.

E. UNFINISHED BUSINESS

Campus-Wide Emergency Response Drill

KDD: We have received plenty of feedback from faculty and students concerning the drill on 11.9.16. I am going to pass around a clipboard, so senators can indicate if they had trouble hearing the announcements on the Cisco phones. Chief Trevis was unable to attend today, but we will forward him all notes and suggestions because he wants feedback. Senator Ashley Gallagher proposed that the Senate debrief the drill. Many Senators provided feedback on what worked, what didn't, challenges, suggestions, other comments. Some of the comments/suggestions were...the phones didn't work as well as they thought. How can students be encouraged to be leaders? Some students were resistant to having a drill. Safety is on students' minds. Students expressed concerns about glass doors. Some of the suggestions that Senators/students came up with: We need a stronger police presence on campus. Men are also vulnerable, not only women. Survey students to see who may have first aid and CPR training. Provide more training and workshops. We should have more dialogue on this issue. A majority of the Senators supported to have one drill/semester.

Canvas Implementation and Support (pgs. 27-41)

KDD welcomed Howard Story, Faculty Coordinator Library Learning Resources. We are grateful for Howard and his team for the implementation as we migrate from Etudes to Canvas. H. Story noted that the OEI rubric is required to participate in the statewide course exchange, it promotes student success and teaching quality, and the transition to Canvas presents an ideal opportunity to implement the rubric. The Distance Education Advisory Committee recommended to adopt the OEI rubric for ECC online classes. It is a very good document and rubric. Canvas is just a tool. The OEI received a lot of funding. The proposal was to help us with the quality and student success. Part of the OEI is that there is a group of colleges in a pilot. Hopefully, ECC will be part of this pilot. Using the rubric helps make sure our courses maintain good quality. It serves as a basis for evaluating our courses. I urge you to put a motion through to adopt this. It is a critical time. We are adopting a new CMS. KDD asked for a motion to adopt the OEI rubric; P. Marcoux motioned to adopt the OEI, M. Fields: seconded. Discussions? There was a question concerning how many serve on the DEAC? H. Story: DEAC is about 12 members, 90% faculty, M. Fields is a member, C. Gold has agreed to come back and serve. Faculty need to use the rubric to critique their own course. It is nice to have consistency, we have faculty teaching at other campuses. So this would serve as a standard if someone teaches elsewhere. KDD: All those in favor? All were in favor with 1 abstention to the voting. Motion carries.

Canvas Implementation Timeline

H. Story: I have a quick update. Our recommendation came through during the spring semester. Over the summer we signed an agreement with OEI. We are officially on board. We have been working with IT to get everything in place. We are also developing a pilot for winter 2017; the goal is to make Canvas available to all classes by spring 2017. It is a lot of work, but we are making headway. Training is a huge part of this. This Friday, a Canvas instructor is coming out to have two training sessions. Additional training will be coming from Professional Development. The emphasis is on on-line and hybrid instructors. There will be more training during winter. We want to have online, face to face, and all types of help. Unofficially, DEAC has been a subcommittee for the AS. All the recommendations have always been to the AS group. Can we make this group a subcommittee for the AS? At PCC the handbook has been developed by the PCC Academic Senate. We should formalize the arrangement. You need people to have the cross dialogue. KDD: In order to make this change, we would need to change the constitution. We would need a 2/3 vote from all faculty. We need to investigate the process of making DEAC a subcommittee to AS. C. Striepe motioned, P. Marcoux: seconded. Motion passes unanimously. Thank you very much Howard for all the work!

F. NEW BUSINESS

Proposed new agenda item: Resolution of Support for All Students

KDD: I sent an email out yesterday about a proposed resolution. C. Gold drafted this for us. C. Gold: There is anxiety among students whether documented or undocumented here and across the nation. We want them to know we value them and want them here. The chancellor issued a statement and a press release to that effect. Telling students that California does value diversity. Our campus president also issued something very similar about our mission and diverse student body. We would like the AS to support both these statements. We want our students to be reassured. President Maloney's statement is on the front. The back has the Chancellors statement and press release. We need a motion to discuss this. P. Marcoux motioned, J. Troesh: seconded. There was much discussion about the wording of the statement and the students concerns. R. Lozano noted that we are ultimately responsible to our students. We revised the wording, the motion unanimously passed.

Compton Self-Study

Paul Flor and Amber Gillis: We have been working hard on this. We currently have 397 pages, in our second draft. A team comprised of approximately 45 faculty, staff and Administrators have all contributed to the completion of the draft. We please ask everyone to take a look. We are grateful for any and all input that you might have. If you have suggestions or comments, please send them to Amber Gillis at agillis@elcamino.edu

Paul: We are in our 2nd draft. We are still in the editing process. We want to have something where this body will endorse and approve this. It needs to be ready to send off in January. Those who are working on it will work on it through the holidays. Go to the Compton website to find it. www.compton.edu/campusinformation/accreditation/docs/ComptonCenter_Self-Evaluation-DRAFT

H. FUTURE AGENDA ITEMS

Information: Comprehensive Master Plan, Dr. Jeanie Nishime (12.6)

Outstanding Adjunct Faculty Award: Stacey Allen, VP Faculty Development (12.6)

Ed Policies: BP/AP 5010, AP 5011 Admissions & Concurrent Enrollment, BP/AP 3710 Securing of Copyright & BP/AP 3715 Intellectual Property

Student Success Initiatives (SSSP, SEP, BSI, BSSOT, MMA, etc.)

Enrollment Management Plan, including Dual Enrollment Initiatives

Strong Workforce Program

I. PUBLIC COMMENT

J. ADJOURN

The meeting adjourned at 1:57 pm

TG/ECC Fall 16

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – October 17, 2016

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

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

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

Alternates: David McPatchell

1. Minutes – October 3, 2016: Approved as presented.
2. The October 17, 2016 Board agenda was reviewed. The “supplemental” President’s letter to the Board will be posted on the ECC website as was done in the past.
3. Flow Water Presentation – References. Eman reported receiving positive references for the company. There were reports of security issues where machines were vandalized. Eman is talking to the company about the possibility of a vending machine box. The funding for the machines will come from ASB fees. Eman believes that this could tie into an ASB marketing campaign to show students where their money goes. Rocky Bonura reviewed the contract and found no issues with it. Rocky also determined that there was no need to go out for a bid because nothing will be sold in the machines. College Council is in support of ASO entering into a contract with Flow Water.
4. Proposed Goals for 2016-17 – The goals were revised as follows:
 - 1) Conduct an annual evaluation of campus wide progress on Strategic Initiative C.
 - 2) Review and endorse all components of the Comprehensive Master Plan 2017-2022.
 - 3) Develop a timeline to ensure all policies and procedures legally required are written and posted.
 - 4) Review results from college wide SENSE and Technology surveys and refer to appropriate committees to respond to concerns.
 - 5) Participate in the annual review of the Mission & Strategic Plan.
 - 6) Increase College Council awareness of Strategic Initiatives and dissemination of information to constituent groups by scheduling informational presentations at College Council meetings.
5. Academic Senate Goals – Kristie reported that the Academic Senate goals are now posted to their webpage.

Agenda for November 14, 2016

1. Minutes – October 17, 2016
2. College Council Goals 2016-17 (Finalize)
3. ECC PRIDE Program Update (Lisa Mednick)
4. BP 4010 – Academic Calendar (AS passed 11-1-16)
5. AP 4010 – Academic Calendar (CCLC)
6. BP 5070 – Attendance (AS passed 11-1-16)
7. AP 5070 – Attendance (AS passed 11-1-16)
8. AP 5070 – Attendance (CCLC)
9. BP/AP 3500 – Campus Safety
10. Revised ECC--Compton Partnership Agreement (tentative)

2015-16 College Council Goals

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

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – November 14, 2016

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

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

Members Present: Kristie Daniel-DiGregorio, Ann Garten, Irene Graff, Chris Halligan, Jo Ann Higdon, Chris Jeffries, Dena Maloney, Jeanie Nishime, Susan Pickens, Jean Shankweiler, Luukia Smith, Erika Solorzano

Alternate: Lynn Lindberg

Guests: David McPatchell, Lisa Mednick Takami

1. Minutes – October 17, 2016: Approved as presented.
2. College Council Goals for 2016-17 – The goals were finalized as follows:
 - 1) Conduct an annual evaluation of college-wide progress on Strategic Initiative C.
 - 2) Review and endorse all components of the Comprehensive Master Plan 2017-2022.
 - 3) Develop a timeline for completion of all legally required policies and procedures.
 - 4) Review results from college-wide SENSE and Technology surveys and refer to appropriate committees for response.
 - 5) Participate in the annual review of the Mission & Strategic Plan.
 - 6) Increase College Council awareness of Strategic Initiatives and dissemination of information to constituent groups.
3. ECC PRIDE Program Update – Lisa Mednick Takami reported that ECC was selected to receive California Community Colleges Leadership Funding at the requested amount of \$49,635. Out of 56 applications received 20 colleges were awarded funding. Applications to participate in ECC PRIDE must be received by November 15th. The goal is to get 24 participants in the cohort. The kick-off meeting will be February 24, 2017 and will be facilitated by Dr. Mitchell M. Rosenberg.
4. BP 4010 (Academic Calendar) – Amended policy was reviewed and approved by CC and will be placed on the November 21, 2016 Board agenda. It was noted that existing BP 5070 (Attendance) was incorporated into this policy. We will recommend to the Board that this policy be deleted.
5. BP 5070 (Attendance) – Policy deletion approved by CC and will be placed on the November 21, 2016 Board agenda.

6. AP 5070 (Attendance) – New procedure was approved by CC and will be placed on the November 21, 2016 Board agenda.
7. BP/AP 3500 (Campus Safety) – Amended BP 3500 and new AP 3500 were reviewed by CC. It was noted that AP 3510 (Workplace Violence Plan) and AP 6800 (Safety) are not currently in place but are referenced in AP 3500. It was decided to wait until AP's 3510 and 6800 are in place before bringing BP/AP 3500 to the Board. These will also come back to CC for a final review.
8. Revised ECC--Compton Partnership Agreement – The revised agreement was reviewed by CC. It was noted that the agreement has been reviewed by legal counsel and the Chancellor's Office. The revision reflects the expectation of a return to local authority of the Compton District Board of Trustees. The agreement also reflects the changes in the management structure as related to the role of the CEO and Provost. There is also an attachment that outlines the requirements for establishing eligibility for Accreditation. The agreement will be presented to the CCCD Board on November 15, 2016 and ECCCD Board on November 21, 2016.

Agenda for November 21, 2016 – Board Room

1. Minutes – November 14, 2016
2. Board Agenda Review

ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE MINUTES

Tuesday, November 22

1:00-1:50 SOCS 123

Fall Meetings from 1-1:50 pm in SOCS 123: Tues Sept 13; Thurs Sept 29; Tues Oct 11; Tues Oct 25; Tues Nov 8; Tues Nov 22; Tues Dec 13 (tentative)

Members: Christina Gold (Chair), Mark Fields, Vanessa Haynes (absent), Chris Jeffries (absent), Karl Striepe, Lori Suekawa, and Linda Ternes (absent).

I) BP/AP 3710 Securing of Copyright and BP/AP 3715 Intellectual Property

Background: BP/AP 3710 Securing of Copyright are new and legally required. A copyright committee worked on these over a couple years and a draft was brought to EPC last fall by Don Brown. It went through consultation with Deans and at the Senate. Serious concerns were raised in the Senate about its overlap with the issue of intellectual property. The current drafts combine elements of the copyright and intellectual property CCLC template policies and procedures into one, following the model of several other CCC campuses. Josh Troesch provided edits and approves the drafts.

The EPC approved the new draft and they are ready to move onto Deans Council for consultation.

II) BP/AP 4235 Credit by Examination

Background: This is a revised policy and new procedure. In the revisions, the procedure was removed from the policy and moved to the new procedure. The new procedure summarizes our current processes that are laid out in BP 4235, the course catalog and the Admissions and Records website. Some changes have been made to ensure we are compliant with Title 5.

The EPC made edits to the draft and with the edits in place, agrees they are ready to move onto Deans Council for consultation.

III) December 13 Tentative Meeting

- The Dec. 13 tentative meeting will not be held. In lieu of that, we will hold an emergency meeting on Nov. 29 to deal with two rush items that Chris received recently.

Educational Policy Committee Packet for October 25, 2016

1. BP 3710 Securing of Copyright (ECC draft) – attached to email announcement
2. AP 3710 Securing of Copyright (ECC draft) – attached to email announcement
3. BP 4235 Credit by Examination (ECC draft) – attached to email announcement
4. AP 4235 Credit by Examination (ECC draft) – attached to email announcement
5. Title 5 section 55050
6. BP 4235 Credit by Examination (CCLC template)
7. AP 4235 Credit by Examination (CCLC template)
8. Credit by Examination on the Admissions and Records website
9. Credit by Examination in the College Catalog

**ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE
AGENDA**

Tuesday, November 29
1:00-1:50 SOCS 123

Fall Meetings from 1-1:50 pm in SOCS 123: Tues Sept 13; Thurs Sept 29; Tues Oct 11; Tues Oct 25; ~~Tues Nov 8~~; Tues Nov 22; Tues Nov 29; ~~Tues Dec 13 (tentative)~~

Members: Christina Gold (Chair), Mark Fields, Vanessa Haynes (absent), Chris Jeffries, Karl Striepe, Lori Suekawa, and Linda Ternes.

Visitors: Quajuana Chapman (Curriculum Advisor), Kristie Daniel-DiGregorio (Senate President), Juan Garcia (Veterans' Services Counselor), Matt Kline, Wanda Morris (Director of Nursing), Bill Mulrooney (Director, Admissions and Records), Janice Pon-Ishikawa (HS&A Counselor)

I) BP/AP 4230 Grading and Academic Record Keeping

Background: The procedure was removed from the policy and added to a new AP. Some of the major changes include:

- The inclusion of the requirement for faculty to submit 3 supporting grades plus the final exam in the procedure (taken out of the faculty handbook).
- The addition of the new symbol, "SP."
- The addition of a nonevaluative symbol we were already using but wasn't in our policy, "RD."
- The addition of P/NP grading for noncredit courses.

Discussion:

- The committee reviewed the changes described above.
- We approved movement of the procedure out of the policy and into a new AP 4230.
- We approved the inclusion of a new section titled, "Grade Records," which takes the language out of the 1987 Faculty Handbook that requires 3 supporting grades plus the final exam. In the same section, we approved the inclusion of language from the job description requiring faculty to report grades in a timely fashion.
- We approved adding "RD" Report Delayed. This is an evaluative symbol we are already using.
- We approved the option to offer P/NP for noncredit courses.
- We will not use the evaluative symbol, "FW." It would require significant work to implement the change and it is not significantly better for students.
- The committee and visitors had an extensive conversation about the use of "SP." We have questions about the use of SP and the intersection of the use of P/NP and SP. If a noncredit course that typically issues no grade begins using "SP," will a student have a notation if they don't receive an SP? How will this translate to the student transcript? Would the course appear on some students' transcripts (those with an SP) but not others' (those without an SP)? Will SP be an option for noncredit courses or automatic? How does the use of SP relate to P/NP? Will they be used all together in a course, in addition to the lack of any grade? We interpreted an SP like a pat on the back to recognize progress in the course, whereas a P indicates mastery of the course content and skills.

- There will need to be more consultation to answer the questions above.

II) AP 4236 Credit for Military Service

Background: There is no CCLC template for AP4236. This is an emergency item request by the Nursing Program. Chris Gold created the draft using the college catalog and the references listed on the draft. Dr. Wanda Morris is the contact. Please see the comment bubbles for explanations and questions.

Discussion:

- We agreed that we do not need a Board Policy and that it is better to have an Administrative Procedure that is numerically near the Credit by Examination policy.
- We also decided that the procedure should explain the overarching guidelines we use for granting military credit, but not list the specifics since those may continue to change.
- The procedure needs to reference SB 466.
- There were quite a few questions about transcripts and the nature of granting credit and whether the credit will transfer or only be applicable to the AA. Also, it was noted that we do not accept CLEP but we are required to do so when it is listed on the American Council of Education transcript.
- It was suggested the a task force for military credit be formed to work out some of these issues.

Adjourned: 1:55 pm

Packet Materials

1. AP 4236 Credit for Military Service
2. Military Credit in College Catalog
3. Military Credit on Admissions Webpage
4. CCCCCO, "Advisory on Awarding Credit for Prior Military Experience," July 5, 2016.
5. Bill Analysis. AB 2462 Academic Credit for Prior Military Experience, Amended April 9, 2012.
6. ASCCC, "Issues Regarding Academic Credit for Veterans and Military Service Members."
7. BP 4230 Grading and Academic Record Keeping (revised)
8. AP 4230 Grading and Academic Record Keeping (new)
9. BP 4230 – CCLC Template
10. AP 4230 – CCLC Template
11. Title 5 § 55021
12. Title 5 § 55023

Faculty Development Committee Meeting
Minutes for Tuesday, November 22, 2016
Teaching and Learning Center (TLC), Library West Basement, 1-1:50 pm

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

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

*Committee Chair

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

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

AGENDA

1. Faculty Book Club

(SO) reported that the final book club meeting on Nov 18th was well attended. *Whistling Vivaldi* generated a great deal of enthusiasm with many suggesting that the same book be used for the book club next semester. (SO) reported that a book has not yet been selected for the spring; she is working with Idania Reyes to secure funding through the Student Equity Program for the spring book club. (LM) suggested that *Whistling Vivaldi* author, Claude Steele, might be an interesting guest speaker.

2. Fitness and Fun for All

(SA) reported that despite a low turnout for the Nov 17th meeting, Kim Jones and Joy Zhao provided important information concerning fitness and health to an enthusiastic group of faculty and staff. (LM) suggested inviting Joy Zhao to a future FDC meeting to discuss plans for additional Fitness and Fun workshops.

3. Adjunct Faculty Forum

(DB) reported that he has made progress compiling a listserv of adjunct faculty. It is a time consuming endeavor, but one that he hopes will allow for improved communication among adjunct faculty and will be especially useful when inviting faculty to attend a series of adjunct faculty forums that (DB) is coordinating along with Karl Striepe. The forums will be an opportunity to disseminate information and gather feedback concerning the Faculty Handbook, PD Day, and Adjunct Faculty Orientation. A discussion ensued concerning ideal dates and times to hold the forums. (LM) offered assistance using PD Reporter and suggested offering two sessions: one in the day and one evening in order to accommodate adjunct faculty teaching schedules. (EU) suggested that late afternoons/early evenings (4:30 or 5:00) may be ideal for faculty who teach at night or perhaps on a Friday after 12:30. (SO) noted that midday would be ideal to avoid conflict with morning and evening classes. (LM) and (EU) encouraged waiting until January or February to hold the first meeting.

4. Getting the Job Workshop Series

(SA) reminded the committee that Part 1: The Application will take place on Friday, Dec 2nd, 12:30-3:00, in the Alondra Room. The panel will include: Sheryl Kunisaki, Briita Halonen, Melissa Fujiwara, Diaa Eldanaf, and Martha Lopez. Registration began Mon, Nov 21st.

Part 2: The Interview will take place on Friday, Jan 27th, 12:30-3:00, in the Distance Education Center. Panel recruitment is underway. (SA) reported that new faculty hiring positions have yet to be announced; ideally the panel will include faculty who represent departments that will be hiring in the spring. (SA) has invited Elise Geraghty (HUM) to participate and confirmed that Rebecca Donegal (NATS) has agreed to serve on the panel. (DB) has invited Hong Herrera-Thomas and confirmed that John Baranski is unable to participate. (EU) noted that Elise Geraghty will have added responsibilities in the spring as she begins serving as interim dean of Humanities. (LM) recommended Linda Clowers and Linda Ternes as panelists, and (MS) suggested Jackie Sims. (SA) will follow-up.

5. Tenure Recognition

(SA) reported that the tenure reception will be held on Spring PD Day on Wednesday, February 8, 2017, in the Art Gallery, not February 9th as previously announced. (SO) will follow up with Julie next week concerning mementos.

6. Spring Professional Development Day, Wednesday, February 8, 2017

(EU) stressed the urgency of advertising that Spring PD Day will take place on Wed, Feb 8, as many faculty may assume that it will be held on Thurs, Feb 9th. (LM) agreed and will send a "Save the Date" email to the faculty listserv soon.

(SA) reported that she has received suggestions for speakers and breakout suggestions including Ken O'Donnell as a keynote speaker, a session on Canvas led by Jason Suarez (HIST), and a session led by Michelle Moen and Janet Young (CDEV) entitled "Connections before Content."

(LM) reported that Dr. Maloney heard Clifford P. Harbour speak at a conference recently and might be an interesting guest speaker for Spring PD Day. (LM) reported that he is the author of *John Dewey and the Future of Community College Education*, which was reviewed positively by J. Luke Wood, a well-known equity scholar. Dr. Maloney feels that Dr. Harbour would appeal to a diverse audience of staff, faculty, and managers and if he is invited to speak, it would be ideal if he could lead an afternoon breakout session.

(EU) noted that Dewey's work may be a bit too historical, yet Harbour's theme could be relevant. It might be interesting to hear what he has to say about the future of community colleges. She noted that what he's calling for seems very interesting, yet faculty do not have much control over large-scale institutional decisions which would typically be made by the Chancellor's Office. (EU) stressed that faculty prefer to hear practical information that is useful as they begin the new semester. (DB) remarked that Dewey's work may be dated, but it is still very relevant.

(LM) noted the success of the SSSP and SEP themes over the last few semesters and expressed an interest in continuing with those themes for Spring PD Day. Fall PD Day included 18 breakout sessions; however, 8-10 sessions will probably be sufficient in the spring given that they are not required of faculty to attend and generally draw smaller attendance. (LM) suggested that we extend an invitation to facilitate a breakout session in the spring to those facilitators who had well-attended sessions in the fall and received positive feedback. The committee concurred; (LM) will follow up with invitations. Topics to be considered include:

- Canvas
- Textbook Affordability Grant – Mark Fields
- Pamela Cox Otto
- Maxient System – student conduct
- Mentoring adjunct
- Updates on institutional initiatives, i.e., SSSP and SEP

7. Dreamer 101 for Staff & Faculty: Tools and Resources to Help Faculty Support Undocumented Students

(SA) reported that a workshop will be facilitated by Cynthia Mosqueda and Rene Lozano on Thursday, December 1st, 1:00-2:30 in ITECH 230.

Purpose of Event:

- To foster an understanding of the unique issues and challenges AB 540 students face on and off campus post-election
- To support the advancement of undocumented students within higher education.
- To raise awareness around the needs of AB 540/ undocumented students.
- To provide faculty and staff with tools and information to help in their interactions with undocumented students.
- To teach faculty how they can become AB540 advocates

(MS) distributed safety pins to members of FDC. She has been wearing a safety pin and explains to her students that she wears it so they know that she is someone they can feel safe speaking with. She encouraged FDC members to do the same.

8. Informed and Inspired: Lunchtime Professional Development Series

(SA) reminded members that volunteers are needed to coordinate and facilitate meetings in the spring. Tentative dates include: March 2nd, 16th; April 6th, 20th; May 4th, 18th

9. Vote to determine next FDC meeting:

The committee voted to hold one last meeting before the fall semester concludes. The final meeting will take place on Tuesday, December 13th, 1:00-1:50.

Meeting adjourned 1:55

SA/11.30.16

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: November 3, 2016

MEMBERS PRESENT

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

Other Attendees: Members: J. Troesh

Support: I. Graff, J. Shankweiler, J. Nishime

Guests: Dipte Patel

The meeting was called to order at 1:04 p.m.

The topic of the Master Plan Update is being moved to another meeting as the subject is not ready to be discussed yet.

Approval of the October 20, 2016 Minutes

1. The minutes were approved as presented and will be posted to the portal.

Student Success & Support Program (SSSP) – D. Patel (handout)

1. The Chancellor’s Office has suspended the requirement for colleges to submit 2016/17 Action and Expenditure Plans for the Student Success and Support Program (SSSP), Student Equity Program (SEP), and Basic Skills Initiative (BSI). The decision to suspend the submittal of plans for one year was made to facilitate greater integration, alignment, and streamlining of these three programs. Efforts are going on throughout the State to try and anticipate what this plan might resemble.
2. At El Camino College, integrated efforts have been ongoing within the Student Success Advisory Committee. At the SSSP Directors’ training in September, an emphasis was placed on integrated planning of these programs with the college’s plans to demonstrate the stronger alignment and commitment of these initiatives to larger college efforts.
3. Regarding the timeline, the Chancellor’s Office will issue updated program requirements and guidelines in February 2017. This guidance will specify the requirements for the consolidated SSSP, SEP, BSI Action and Expenditure Plans for 2017/18. Updates will be forthcoming to provide everyone with where things stand with the integration efforts.
4. It was noted that SSSP does not have their budget allocation yet for this fiscal year. Usually the budget figures are received by October. Funding carryover has been allowed with SSSP. This year’s funding will be allowed to carry over to next December 2017. A three-year budget overview for SSSP is listed on the handout. With the intent of moving towards spending within the fiscal year, an extension of 2017-2018 funding will be granted to September 2018, and no extension will be granted in 2018-2019.

Educational Master Plan (2nd Review) – I. Graff (handout)

1. A second review was done of the Educational Master Plan. Two major changes were done since the last viewing (Item A, 3 & 4) due to a recommendation from the Academic Senate. Academic Senate had asked about opportunities with Distance Education. In the Enrollment Management Plan there is planning for Distance Education for the short term. We needed to expand this more fully growth in FTES and Professional Development, and support for students. This led to the addition of number 4, which plans to show the intention of expansion. There is also a supporting Distance Education Plan which is currently in the developmental stage.
2. Number 3 was added in response to the Strong Workforce initiative. It is more broadly in support of career technical education. Increasing opportunities and meeting the needs of the community and the workforce.
3. The Educational Master Plan and the Comprehensive Master Plan timeline has been set for a December Board review with a January Board approval.

Technology Master Plan (2nd Review) – I. Graff (handout)

1. Student and Community Advancement wanted to recognize the work that has been done by the Technology Committee. A request was made by W. Garcia as to one of the goals on page 21 of the plan. The goal states, “Support faculty and the on-going evaluation of the teaching environments to include use of and recognition of current and emergent technologies.” It is requested we be inclusive and add Student Support Services. It was suggested to the committee for consideration that the goal be changed to read as follows: Support faculty, Student Support Services and the on-going evaluation of the educational environments to include use of and recognition of current and emergent technologies. I. Graff will take the suggestion back to A. Leible. Praise was given to A. Leible who has been very collaborative in working with the plans.
2. **Motion:** C. Shenefield made a motion to recommend the approval of the Educational Master Plan and the Technology Plan (including the revisions just suggested) to the Board and the President.
Approval: 8 approved
Opposed: 0 opposed
Abstentions: 0 abstentions

Annual Planning and Budgeting Calendar – R. Natividad (handout)

1. The Annual Planning and Budgeting Calendar were distributed to the committee for their review. These documents will be revisited again next October. A correction was made under Annual Budget Process, second box down, add the word “and” after finalized.

Review of Statement of Purpose – R. Natividad (handout)

1. The review of the statement of purpose was noted. This is done each year. The committee was asked to take this back to their constituents for any suggested changes. This will be on the agenda for the next meeting in November.

PBC Evaluation Results – R. Natividad (handout)

1. The evaluation results of the PBC evaluation was attached for the committee to read and bring back any suggestions for the next meeting. It was suggested that it would be beneficial to bring back the prior year’s evaluation the committee can draw comparisons between the two. Rory will send the prior evaluation back out to the committee.

Adjournment – R. Natividad

1. The meeting adjourned at 1:37 p.m. The next meeting will be held on **November 17, 2016 at 1:00 p.m.** in Library 202.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: November 17, 2016

MEMBERS PRESENT

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

Other Attendees: Members: R. Dreizler (W. Garcia), S. Dighe (A. Rodriguez), J. Troesh
Support: J. Shankweiler, A. Leible, J. Nishime, S. Waterhouse
Guests: V. Liptzin – ECC Union

The meeting was called to order at 1:03 p.m.

The topic of the Master Plan Update is being moved to another meeting as the subject is not ready to be discussed yet.

Approval of the November 3, 2016 Minutes

1. Lance Widman was thanked for his valuable service as a member of the Planning and Budget Committee since 1988. Lance will be retiring at the end of this fall semester.
2. Student Success & Support Program (SSSP), #4, second sentence, **change:** SSP, **to:** SSSP.
3. Educational Master Plan (2nd Review), #3, **delete:** pushed.
4. The minutes were approved with the noted corrections. It will be posted to the portal.

PBC Evaluation Results – R. Natividad (handout)

1. The results of the PBC evaluation were reviewed. It was recognized there two areas which need to be addressed for next year. The first area is the flow of effective communication. R. Natividad and I. Graff will collaborate and review some strategies on how the constituent groups end up communicating between their groups and the PBC. It is important to recognize at what step the constituents are having their dialogue.
2. An important area noted were the students and how the communication flow works between the student representatives and the student body. R. Natividad expressed interest in attending one of the student meetings to answer any questions regarding the communication process of the PBC.
3. The area of the classified staff was also recognized as another key area to look at as to how the communication flow works.
4. Discussion of area plans and annual plans will be a constant topic. R. Natividad and I. Graff will work on this area for improvement. The timing of when we are able to review the tentative budget and the final budget is tight. Reviewing the standard items of the budget in advance may help alleviate the pressure of trying to review everything within such a tight timespand and give the committee more time to discuss the various other budget items.
5. The timing of the annual planning has been moved to accommodate the winter session. Instead of plans being due on February 15 from the divisions to the VPs, the deadline has been moved to late March. This provides the faculty time to work with staff and management to ensure the division

plan is complete. The due dates for the VPs have been moved later as the actual funding has been moved to the new year.

6. Reviewing the items which were awarded the previous year was noted as something valuable to be added to the process. This listing can show the culmination of the planning process.
7. It was noted there is an area where we might not be closing the loop in the planning process. Planning drives the funding but once the funding is received, we need to evaluate the impact that the funding had; for example, SLOs, institutional improvement, etc. It was suggested the divisions/departments be held accountable to inform us as what happened as a result of receiving their funding. The results of all the funding can then be discussed and memorialized at the PBC.
8. R. Natividad will be working with I. Graff to develop a system of evaluation of planning. It was reported the Technology Committee discussed how requested technology can be extracted from these plans. The results would need to be evaluated and see how they could be combined with other area requests in order to obtain better pricing of the items.
9. These items discussed will be incorporated into our 2016/17 goals. It was noted that items which are a result of “cost of doing business” should not be requested in the planning process.

Review of Statement of Purpose – R. Natividad

1. A suggestion was made to specify in our Statement of Purpose that our planning processes are linked and that a full completion circle is specified. Two suggestions were made: 1) The PBC assures that planning and budgeting processes are interlinked and evaluated while being driven by the mission and strategic initiatives; 2) PBC assures that the planning, budgeting, and evaluation cycles are interlinked. R. Natividad will distribute a draft copy of suggestions for review and input from the committee.

General Updates and Discussions

1. An email was distributed from J. Nishime pertaining to the task force regarding students with shelter and food insecurities. It was announced there is currently a toiletries and hygiene drive upcoming. These items will be sorted and packaged for the students. Upcoming for the spring semester, a food pantry for the students will be established in the west conference room. This will allow students access for those who are in need. It was also announced that the shower facility at the college is opened for all students, whether they have a PE class or not. This needs to be publicized more for the students’ knowledge. R. Natividad is working with Facilities to ensure soap dispensers and towels will be available for the students.
2. It was announced the college will be having a holiday party this year. The event will be held from 12:00 – 2:00 p.m. on December 15, in the East Activities room. There will be some small, simple food from our food services. People are invited to bring food that they would normally celebrate their holiday with. It was also noted there will be a division door decorating contest. The prize will be a coveted trophy. Music will be provided by the music department.
3. It was asked if we are expecting an expansion or subtraction of offerings for the summer session. It was noted for summer there will be less courses but when you add in winter, the result will be about the same. It was asked since there are not two six-week summer sessions this year, could we possibly expand the on-line program. This is an area which is growing and attracts the more serious student.
4. A. Leible reported back to R. Natividad with the rewording he had on page 21 of the Technology Plan. It will read as follows, “To support the on-going evolution of the educational environments to include use of and recognition of current and emerging technologies.”
5. Robin Dreizler was congratulated on a well-done job last night for El Camino’s College Open House. The event was noted as exceeding all expectations. Since the event was so successful, there may be a possibility it will be done again for spring 2017. There were close to 600 rsvps which were received for the event.

6. Victor Liptzin, writer for our Union newspaper, was present at the PBC meeting in hopes of being able to talk with some of the committee members for an assignment he is working on.

Adjournment – R. Natividad

1. The meeting adjourned at 1:33 p.m. The next meeting will be held on **December 1, 2016 at 1:00 p.m.** in Library 202.

RKN/lmo

APPROVED



Assessment of Learning Committee (ALC)

Monday, November 14, 2016

Admin 131 - 2:30pm to 4:00pm

ALC Co-Chairs/SLO Coordinators: Russell Serr and Jenny Simon

Recorder: Linda Clowers

Attendees:

Academic Affairs ECC – Linda Clowers
Compton Coordinator – Hoa Pham (Interim)
Inst. Research and Planning – Joshua Rosales
Behavioral and Social Sciences – Janet Young
Business – John Mufich
Fine Arts Associate Dean – Walter Cox

Health Sciences & Athletics – Russell Serr
Humanities – Kevin Degnan
Industry & Technology – Merriel Winfree & Bruce Tran
Library/LRU – Claudia Striepe
Mathematical Sciences – Susanne Bucher
Natural Sciences – T. Jim Noyes

MINUTES

Call to Order: Meeting was called to order at 2:35 p.m.

I. Approval of Minutes

John M. moved to approve the minutes for the 10/10/2016 ALC meeting; motion was seconded by Claudia S. Motion was carried.

II. Reports

A. Writing Across the Curriculum (WAC) – Linda Clowers

1. Linda C. met with Idania Reyes regarding the timeline for the WAC project. She reported that Idania R. had recommended postponing the project until results from related pilot projects (e.g., Jason Suarez' project) have been analyzed, as the methodology of the WAC project might be informed by the results.
2. Jenny S. reported that she had consulted with Debra Breckheimer and Claudia Striepe, and they agreed to set dates to meet by next semester to further discuss future recruitment efforts in the meantime. Linda C. noted that Idania R. had also suggested that participants from the Suarez study might be potential recruits for the WAC project in the future.

B. Critical Thinking ILO (#1) Results – Jenny Simon (handout)

1. Jenny S. led a discussion based on a review of the DRAFT report of the Critical Thinking ILO (#1) which had been prepared by the Office of Institutional Research and Planning and was included in the meeting packet.
2. Jenny S. identified that one of the notable assessment results was the lower pass rate for the *Analyze* and *Conclude* components of critical thinking (as assessed using the standardized scoring rubric). She noted that in response to these results the Writing

- Across the Curriculum (WAC) project might be adapted to facilitate improvement in students' critical thinking skills.
3. Jenny S. also highlighted the results related to disproportionate student performance as a function of race/ethnicity, reporting lower pass rates for African American students across all three of the components assessed (i.e., *Identify, Analyze, Conclude*). The committee discussed how the Student Equity Program (SEP) is currently targeting this student population and how the results from ILO #1 provides rationale for continued college-wide initiatives to address the equity gap.
 4. Claudia S. mentioned that it was noted in a recent accreditation team meeting that ACCJC- accredited institutions are required to analyze and report disaggregated student learning outcomes data. Discussion ensued.
 - a. In response to comment and inquiry from John M. regarding the need to modify what/how student-level data are currently collected and stored, the committee engaged in discussion about the functionality of TracDat and other data management systems for supporting disaggregated data analysis. Based on explanations/demos from Nuventive meetings and conferences, Kevin D. and Linda C. commented on how labor intensive it would likely be to fully engage the features TracDat currently offers.
 - b. Russell S. confirmed that ECC is currently in compliance with the ACCJC standard, as disaggregated data are analyzed at the ILO level and by various academic programs (e.g., Radiologic Technology) which report to additional external regulatory agencies.
 - c. The committee engaged in further discussion regarding the collection and maintenance of student learning outcomes data (e.g., SLOs, PLOs) and agreed that a modified assessment protocol may be in order. Janet Y., Kevin D., John M., and Tom N. inquired about and/or shared their experiences with different systems and platforms (e.g., Canvas, Gradebook, eTudes).
 - d. The committee also discussed the potential advantages of incorporating SLO/PLO assessment data entry into one of the existing systems that faculty use to input student data (e.g., grades, attendance). The committee recommended exploring how other colleges manage their SLO/PLO data.
 5. Jenny S. noted lower pass rates by students with disabilities than by economically disadvantaged students or the general population of students, and the committee discussed the incorporation of critical thinking components in Educational Development classes.
 6. Joshua R. reported that the results yielded no significant difference in pass rates as a function of number of units completed. He noted, however, that the rubric had not been normed to account for differences in interpretation (e.g., a student's performance might be considered "exemplary" for an introductory course but only "proficient" for an advanced course).
 7. The committee discussed challenges, limitations, and action planning related to the assessment of ILO #1:
 - a. Reported results were not based on raw rating score (0-Missing, 1-Developing, 2-Proficient, 3-Exemplary) but rather on Pass (rating of 2 or 3)/No Pass (rating of 1). Joshua R. noted that the average rating scores may yield different results than current report of percentage passing.
 - b. There is no way to account for differences among raters in terms of what constitutes critical thinking at different levels of coursework (e.g., remedial courses, introductory courses, advanced courses)

- c. Committee discussed perhaps using a 4-point scale in the future to increase sensitivity to differences in performance.
- d. Committee members recommended pre-/post-test methodology in the future.
- e. Committee members acknowledged that it is difficult to identify themes in terms of the specific challenges students face related to critical thinking (e.g., faulty reasoning), as various assessment instruments were used. Jenny S. recommended following up with faculty to collect information about specific items on their assessments to clarify the nature of student challenges in critical thinking.
- f. Committee members discussed methodologies for analyzing the interaction between variables such as ethnicity and gender.
- g. Committee members agreed that the data from ILO #1 represents baseline data; they also discussed the identified standard for success (e.g., 70%).

C. Critical Thinking ILO (#1) Results – Jenny Simon (handout)

1. Jenny S. led a review and discussion of the Community and Personal Development ILO (#3) handout that was included in the meeting packet.
 - a. Rows represent seven (7) categories aligned with the components of ILO #3
 - b. Columns represent: 1) survey data, and 2) campus data to be collected
 - c. Survey data from previous years' administration of SENSE and CCSSE surveys
 - d. Campus data to include but not be limited to the following: utilization rates, satisfaction data, data related to "transfer behavior," Ambassador program pre/post data
2. Joshua R. reported that he is researching how to access information regarding student voter registration.
3. Janet Y. inquired about the inclusion of data regarding student conduct issues (e.g., plagiarism, class disruption)
4. Russell S. reported that there is plenty of data available for ILO #3 and that he will meet with Robin D. to determine which data are most appropriate to include in the assessment. He will subsequently share this information with the committee.
5. Committee discussed the pros and cons of administering a brief student survey to provide additional data.
6. Jenny S. set a deadline of March 1, 2017 to have collected the data for ILO #3. She recommended subsequently sharing highlights from the preliminary data analysis, as was done during the April 8th meeting regarding ILO #1.

III. Facilitator Meetings – Russell Serr

- A. Russell S. reported that there will not be an SLO facilitators meeting on 11/15/16. During the next scheduled meeting, the group will discuss the development of a checklist to guide the process of changing SLO statements.

VI. Next meeting – November 28, 2016

VII. Other

- A. Jean S. reported that the Midterm accreditation report is due in March 2017. She noted that there are five (5) sections of the self-evaluation report that require follow-up by the committee so that progress can be reported in the midterm report. Jean S. recommended that a small writing committee be formed (e.g., Russell S., Jenny S., Joshua R., and Linda C.) to provide updates to her by the end of Fall 2016; she will forward to Linda C. the relevant

sections requiring update. Jean S. and Jeanie Nishime will fine tune the document when all updates have been compiled.

VIII. Adjournment: Meeting was adjourned.

FALL 2016 ALC Meetings	Facilitator Training Sessions	TracDat "Working" Workshop: Entering SLO Assessments in TracDat	Deadlines
Mondays, 2:30 to 4:00 pm Admin 131 September 12 October 10 November 14 November 28	Tuesdays 1:00 to 2:00 pm Library West Basement, Rm. 19 September 13 October 11 November 29	Library Basement West	Fall 2016 Assessments – March 3, 2017



Fall 2016 SLO Training Schedule:

*These trainings are for SLO/PLO sections of TracDat ONLY.
Program Review Trainings will be scheduled at other times.*

Entering Fall Assessments: working workshop.

Monday, December 12, 2:30-3:30p.m.

All Fall 2016 reports should be entered into TracDat by Friday, March 3!!
More TracDat training dates to come the first 3 weeks of the Fall semester!

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

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

Any questions, please contact
Russell Serr (rserr@elcamino.edu) or
Jenny Simon (jsimon@elcamino.edu)

NEW ADMINISTRATIVE PROCEDURE

AP 4236

CREDIT FOR MILITARY SERVICE

El Camino College grants credit for successful completion of United States Armed Forces courses as recommended by the American Council on Education in the *Guide to the Evaluation of Educational Experiences in the Armed Services*. Whenever possible, military credit will be used for the fulfillment of general education, major coursework, and other degree requirements.

The Nursing Program shall offer credit for military experience and course work according to the *California Registered Nurses Licensure Qualifications for Persons Serving in Medical Corps of Armed Services* established by the Board of Registered Nursing. The Nursing Program will comply with the requirements of California Senate Bill 466. Procedures for the military challenge for advanced placement into the Nursing Program shall be published in the college catalog and on the Nursing Program website.

Veterans may also petition to receive credit by examination for military courses, experiences, and training. The procedures by which veterans may receive credit by demonstrating mastery of course content, objectives, and outcomes through examinations established by discipline faculty are described in Administrative Procedure 4235 Credit by Examination. College Level Examination Program credit will be accepted when it is included on the American Council on Education transcript.

The experience of the veteran will be reviewed and any appropriate [El Camino College](#) credit granted. Specifics related to process of granting credit for military service will be published in the college catalog and posted on the Admissions and Records Office website. Once El Camino College reviews and awards credit, it will become part of the veteran's permanent record. Credit [for military service](#) will be awarded after completion of one semester of attendance at El Camino College. Students should meet with a counselor to determine whether or not the units will transfer to a four-year institution.

References:

California Assembly Bill 466.

American Council on Education, *Guide to the Evaluation of Educational Experiences in the Armed Services*.

California Community Colleges Chancellor's Office, *Awarding Community College Credit for Prior Military Experience*, March 2016.

Education Code Section 66025.7

2016/17 Consultation:

EPC: 11/29/16

Deans Council:

Academic Senate:

College Council:

Board of Trustees (information):

Commented [CG1]: There is no CCLC template for military credit. At the EPC meeting on 11-29-16 we agreed that we do not need a Board Policy, but could create an Administrative Procedure that is numerically near the Credit by Examination policy. We also decided that the procedure should explain the overarching guidelines we use for granting military credit, but not list the specifics since those may continue to change.

El Camino College

2016 Comprehensive Master Plan

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