



Academic Senate of El Camino College 2014-2015

February 3, 2015

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			
Kristie Daniel-DiGregorio 14/15			
Daniel Walker 16/17			
Lance Widman* 13/14		<u>Humanities</u>	<u>Academic Affairs & SCA</u>
Michael Wynne 14/15		Rose Ann Cerofeci 15/16	Francisco Arce
		Peter Marcoux* 15/16	Karen Lam
<u>Business</u>		Kate McLaughlin 15/16	Jeanie Nishime
Phillip Lau* 15/16		Barbara Jaffe 14/15	Robert Klier
vacant		Ashley Gallagher 15/16	<u>Associated Students Org.</u>
Josh Troesh 15/16			Kristina Nakao
		<u>Industry & Technology</u>	
<u>Compton Educational Center</u>		Patty Gebhart 15/16	
Estina Pratt 14/15		Ross Durand 15/16	<u>President/Superintendent</u>
Chris Halligan 14/15		Mark Fields 15/16	Thomas Fallo
Essie French-Preston 14/15		Tim Muckey 15/16	
Paul Flor 14/15		Merriel Winfree 15/16	<u>Division Personnel</u>
vacant		Lee MacPherson* 15/16	Jean Shankweiler
			Tom Lew
<u>Counseling</u>		<u>Learning Resource Unit</u>	
Griselda Castro 14/15		Moon Ichinaga 15/16	
Chris Jeffries* 14/15		Claudia Striepe* 15/16	
Rene Lozano 16/17			
		<u>Mathematical Sciences</u>	<u>Ex-officio positions</u>
<u>Fine Arts</u>		Zachary Marks 15/16	Ken Key (ECCFT)
Ali Ahmadpour 14/15		Jasmine Ng 16/17	Nina Velasquez (ECCFT)
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")



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SENATE'S PURPOSE (from the Senate Constitution)

- A. To provide an organization through which the faculty will have the means for full participation in the formulation of policy on academic and professional matters relating to the college including those in Title 5, Subchapter 2, Sections 53200-53206. *California Code of Regulations*. Specifically, as provided for in Board Policy 2510, and listed below, the "Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters of:
 - 1. Curriculum, including establishing prerequisites and placing courses within disciplines
 - 2. Degree and certificate requirements
 - 3. Grading policies
 - 4. Educational program development
 - 5. Standards and policies regarding student preparation and success
 - 6. District and college governance structures, as related to faculty roles
 - 7. Faculty roles and involvement in accreditation process, including self-study and annual reports
 - 8. Policies for faculty professional development activities
 - 9. Processes for program review
 - 10. Processes for institutional planning and budget development, and
 - 11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate."

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

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

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



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E. UNFINISHED BUSINESS	A. BP/AP 5500 – Standards of Student Conduct – C. Jeffries/Alice Martinez. Following the CLC templates, the board policy was revised and the procedures that were previously included in the policy were moved to administrative procedures and revised. This is a second reading. The first reading was our last meeting in the fall.	48 -58
F. NEW BUSINESS		
G. INFORMATION ITEMS – DISCUSSION	A. Online Education Initiative – C. Gold B. Science Club Fieldtrips: National Geographic trip to Antarctica – J. Holliday	

<p>H. FUTURE AGENDA ITEMS</p> <p>I. PUBLIC COMMENT</p> <p>J. ADJOURN</p>	<p>A. Moving up the Withdrawal Date</p> <p>B. Faculty Evaluations</p> <p>C. C-IDs/Articulation – Lori Suekawa</p> <p>D. Adult Education Initiative – J. Anaya</p> <p>E. BA degrees at Community Colleges</p>	
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Senate Goals

- Ensure full Division representation on Senate. *Measure: ensure Divisions have required number of Senate members and that elections are held accordingly.*
- Ensure Executive and Committee Chairs are in place. *Measure: Recruit and elect according to Senate by-laws.*
- Build campus morale. *Measure: Arrange for “positive” presentations showcasing success, General faculty survey of perception.*
- Enhance communication with all groups and partners. *Measure: ask Senators to post meeting minutes in Division areas, will begin posting Senate PowerPoints to all faculty, General faculty survey of Senate effectiveness*
- Assert Faculty voice and leadership on campus. *Measure: General faculty survey of Senate effectiveness*

ACADEMIC SENATE ATTENDANCE
November 4, 2014

NAME: INITIALS

Adjunt (1 year)

Kim Runkle XX

Vacant

Behavioral & Social Sciences

Daniel Walker XX

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 XX

Rene Lozano XX

Fine Arts

Ali Ahmadpour XX

Chris Wells XX

Russell McMillin EXC

Vince Palacios EXC

Karen Whitney XX

Health Sciences & Athletics

Mark Lipe

Robert Uphoff

Mina Colunga

Andrew Alvillar

Tracy Granger

Humanities

Rose Ann Cerofeci XX

Pete Marcoux XX

Kate McLaughlin XX

Barbara Jaffe XX

Ashley Gallagher EXC

Industry & Technology

Patty Gebhart XX

Ross Durand

Mark Fields

Tim Muckey XX

Merriel Winfree XX

Lee MacPherson

NAME: INITIALS

Learning Resources Unit

Moon Ichinaga XX

Claudia Striepe XX

Mathematical Sciences

Zachary Marks

Jasmine Ng

Megan Granich EXC

Alice Martinez

Vacant

Natural Sciences

Sara Di Fiori XX

Miguel Jimenez

Anne Valle

Mohamad Abbani

Ryan Turner XX

Academic Affairs & SCA

Francisco Arce XX

Karen Lam

Jeanie Nishime XX

Robert Klier

Assoc. Students Org.

Kristina Nakao

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

Mediha Din XX

ACADEMIC SENATE MINUTES

December 2, 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 Academic Senate meeting to order on December 2, 2014 at 12:39 a.m.

2. APPROVAL OF MINUTES

See pgs. 6 – 10 of packet for minutes of the November 18 meeting. Minutes accepted as amended.

3. OFFICER REPORTS

A. Co-Presidents – Chris Jeffries (CJ) and Claudia Striepe (CS) (pgs. 11-18)

CS. Volunteers are needed for the VPAA hiring panel. B. Perez has convened a panel: E. Uyemura, P. Flor, J. Farias, and C. Striepe. The latest draft of the Student Equity Plan is in your mailbox. Comment by Friday. College council minutes: (pgs. 12 - 15) Committees may form to deal with separate series in P&P's. We'll call for volunteers next semester. Congratulations to Y. Cooper (counseling) who was awarded a Fulbright US Scholar Grant. Concerns about early drop/withdrawal date and faculty evaluation concerns have been raised. Also, people have been passing away; update your beneficiary policies while you are able to do so. The Associated Students is hosting a finals madness week. There will be a candlelight vigil for professor Maria Brown tomorrow night. In the "Did You Know" series, last week Lori Suekawa gave out a handout of acronyms. Here are more!

CJ: College council please come foreword to P&Ps committees.

B. VP – Compton Education Center – Paul Flor

Nothing to report.

C. Chair – Curriculum – Mark Lipe

We have our last meeting today. Last Tuesday was busy, we reviewed a lot of curriculum and there will be a summary in spring.

D. VP – Educational Policies – Chris Jeffries

New P&P's will be discussed later in the meeting.

E. VP – Faculty Development – Kristie Daniel –DiGregorio (pgs. 19 - 20)

The Outstanding Adjunct Faculty Award is described under New Business.

F. VP – Finance – Lance Widman (pgs. 21-24)

The October 16 PBC Minutes are included in the packet, and include a report on the late October visit of the Accreditation Team to the PBC, and the Student Success Plan. Dr. Nishime reported that they were

impressed with improvements linking planning and budget. We gave it serious attention. Budget process is bottom up at ECC. We begin the process. We are proud of this. It trickles up, priorities, etc. our recommendations to Fallo go to the Board. The process has improved a lot over the last five years. The student success plan will be revisited. On pages 22-24, PBC Calendar: A tightly orchestrated schedule of activities by PBC and others leading to Final Budget approval by the Board of Trustees in Sept. See also p. 43, BP 6200, "Budget Preparation." I'll send out an email to invite you to the august meeting with president Fallo. We meet a lot, even in summer. Our final recommendation in August is considered in September. BP 6200 is the bedrock for the process - how it all happens. Look at #4, no less than 5%, I think 20%.

G. VP – Academic Technology – Pete Marcoux

Nothing to report.

H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO's Update – Karen Whitney (pgs. 25 - 30)

We have some trainings this month. Bring your assessments for the semester. Here are the dates, including one this Friday, and two next weeks. On pg. 25, you'll see the approved minutes. You can see discussions and recommendations. We had a PLO norming session in ALC. They're helpful trainings. If you can't come, Isabelle Pena took careful minutes, so you can see reports, and power points too. One of our goals this semester is looking at recommendations for best practices with adjuncts. They are diligent with the process, but communication is needed. We looked at what's working, and compiled a list of recommendations. If you have a process that is working, continue, but here are some general tips. If there are doubts about statements, defer to Trackdat. The key to communication is that it is personal, one-on-one contact with coordinators or leads, as long as they know who to go to. Emphasize that it is an individual responsibility, sometimes faculty lead, but the lead doesn't have to do the report. Three procedural recommendations are: SLO statements, contact information with faculty lead, and a training schedule. Also mid-semester communication is important, including rubrics. A follow-up at the end of semester is also helpful. Include a link to the SLO website. We are open to new recommendations.

4. SPECIAL COMMITTEE REPORTS

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

J. Nishime: Katie Gleason is retiring at the end of January. Final interviews for her position take place this week. We hope to fill the position in January so that the new person can overlap with Katie, for introductions to new donors. We're reviewing an applicant pool for the Dean of Counseling and Student Success. Were replacing Dr. Arce too, and that committee meets Friday. Hopefully we'll have good candidates to consider. L. Widman: What about technology? Dr. Arce: were in reassessment. Dr. Nishime: The report is completed and being reviewed. The cabinet will look at recommendations when it's finalized - no new info at this time.

Dr. Arce: We have 19 approved transfer degrees. The goal is 22. We have three making progress. M. Lipe: Philosophy,= and English were recently approved. Dr. Arce: We need 22 approved to be compliant with state. There've been a lot of changes to curriculum. Students are interested in these degree and the edge is gives them at CSU's. We have nothing similar for UC's, unfortunately. Regarding enrollment, last year there were 306 negative FTES shifted out of this year to balance the budget. 18470 was our cap last year, and 19000 this year. Our goal is 19000. It's hard to make that target. We're discussing sections with Deans. Spring is critical. Fall enrolled at around 90%. We are down 500 FTES at Compton Center. We

started with deficits, but it's a different environment. This will be my last AS meeting. It's been a pleasure working with all of you. The relationship has improved and I'm pleased we can work together to solve common problems. C. Wells: What about the extension with CCID's? Dr. Arce: The actual degree goal is the same. C. Wells: If they're not returning it how do we respond?

5.UNFINISHED BUSINESS

A. BP 1600 Full Inclusion of People with Disabilities - C. Jeffries/C. Striepe (pg. 31) - Feedback.

CS: We asked if we are in compliance. D. Patel said it's a work in process, and is working on formulating those procedures. CJ: It's going forward to the Board. Any comments? We reported it to college council and we're bringing it back to you. We don't vote on it. L. Widman: Is it coming back? CJ: No, it's for review and comment.

6. NEW BUSINESS

A. 2014 Outstanding Adjunct Faculty Award – K. Daniel- DiGregorio

Many thanks to everyone who made this year's Outstanding Adjunct Faculty Award possible. My predecessors David Vakil and Chris Gold successfully established this award in 2010. This year's recipient is our fifth, following a long line of distinguished adjunct faculty including Lynn Fielding, Josephine Moore, Pam Huth, and Maribel Hernandez. Thank you to those of you who have contributed to funding this year's award which, for the first time ever, includes a check for \$500. Our hope is to eventually fund the award for \$1000 so please give generously – all donations are tax deductible. Visit the Foundation donation website or check your email for more information. Thank you to those who took the initiative to nominate their colleague, including: Professor Stacey Allen from Sociology, Professor Kate McLaughlin, Journalism, Our own Co-President, Claudia Striepe of the Library, and Debbie Turano, Facilities. Our selection committee spent countless hours reviewing extensive nomination materials and included Jennifer Annick, Professor of English, Sharda Jones, Vice President for ASO, Josephine Moore, our 2011 recipient of the Outstanding Adjunct Faculty Award and Daniel Shrader, Associate Dean of Industry and Technology. Everyone on the selection committee agreed that reading about each of these instructors made us all want to take their classes! As a result, in addition to this year's Outstanding Adjunct Faculty Award, the committee chose to recognize three of our colleagues who will receive Achievement Awards for Distinguished Teaching. History instructor Dustin Black is valued for his commitment to engaging students as active participants in the learning process. Dr. Christina Gold noted he is "a dynamic classroom teacher who uses a variety of media and instructional strategies to reach a diversity of learning styles." His efforts in the classroom are matched by a steadfast dedication to the wider campus including involvement in the Faculty Inquiry Partnership Program, the Faculty Development Committee, curriculum development, SLOs, the First Year Experience Program, the Honors Transfer Program and serving as advisor for the Alpha Gamma Sigma honor society at the Compton Center. Recognized as the Outstanding Adjunct Faculty at Compton in 2013, Dustin is in the doctoral program in educational leadership at UCLA. One of Dustin's students wrote, "I just wanted to let you know that you are by far the best professor I've had and I hope you continue to touch and impact your students as you did for me." The selection committee agreed -- we also hope Dustin Black continues to touch and impact students at El Camino College. Gary Kohatsu has achieved tremendous distinction in his full-time career as a journalist where he's served as editor of the Garden Valley News for 25 years.

He has somehow managed to add to that, distinction as an educator, serving for the last 7 years as a photojournalism instructor. A student wrote, "Professor Gary Kohatsu is a caring, hard-working, creative and remarkable professor. He has helped me grow into a confident photojournalist. I was a shy photographer with no photojournalistic skills and did not understand how things worked. Now I am a confident photojournalist." His colleague, Professor Kate McLaughlin appreciates that he provides an open line of communication with dozens of student journalists who publish news daily, weekly and annually. Since the 1990s he's offered internships for ECC students at the Garden Valley Newspaper. Students benefitting from this program include an ECC student by the name of Stephanie Frith – who was recently hired full-time in the Journalism department. Gary's obviously doing something right! Katherine Machler, a business instructor since 1990, has taught more than 50 semesters at El Camino. She provides her students with practical skills and real-world experience by hosting an Open House each fall in which students must plan advertising, coordinate a guest list, enlist a guest speaker, and order food and any required equipment. She effectively networks in the community to build interest in El Camino classes by liaising with the Small Business Development Center and temporary service agencies. She has donated generously to the CalWorks/CARE Christmas programs and to the Child Development Center. She serves on the ECC Scholarship Committee, on the school board for her church, and is active in an animal rescue program for boxers. In nominating Katherine, Debbie Turano noted that she "encourages students to have faith in themselves and their abilities. She inspires self-confidence." Katherine's educational philosophy includes the following, "Student success is the primary focus of education...my ultimate goal is to make sure our students have the skills to become employable." A good reminder of what we're all working toward. And our 2014 Outstanding Adjunct Faculty Member is Mediha Din, sociology instructor at El Camino since 2008. Professor Stacey Allen commended her for "her professionalism in the classroom, her ability to connect with her students, and her commitment to creating a classroom that accommodates students from diverse academic and cultural backgrounds." A student wrote that she was impressed by the fact that Mediha "took the time to know every single one of her students individually by learning their names, their major and personal interests. It put the class in a higher perspective because she was putting in the effort not only to teach but also to get to know every student." M. Din: Thank you for this honor and Stacey Allen for mentoring me. I've learned from Dr. Allen. She is so helpful and Dr. Miranda is so supportive. The behavioral sciences department is so supportive. It's a great environment for adjunct faculty. Thank you for noticing the hard work. Thanks Kristie and the committee, also for the donations and cash prize! It means a lot to be noticed and appreciated.

B. BP/AP 5500 – Standards of Student Conduct – C. Jeffries. (pgs. 32 – 42).

CJ: Following the CLCC templates, this Board Policy was revised and the procedures that were previously included in the policy were moved to administrative procedures and revised. This is a first reading. William Garcia, Susan Taylor and others made good suggestions on that. We removed procedures from policy to limit what you see. It follows the CLCC template and is more organized. We don't have a sexual misconduct policy. We'll bring it to Ed policies in spring. ~~(Jane who will bring it forward). WE'll clarify steps. Later we'll bring forward AP 5520 procedures for violations of conduct in February.~~ Procedures begin on p. 38. We included videos recording in class, unauthorized recordings of academic presentations. See p. 40 under Area 2. We were informed at council that the smoking policy is going forward in January. Compton is already a smoke-free campus. There will be signs and placards educating the campus. See full wording on pg. 40. Sexual misconduct is mentioned on p. 41. It will relate to policy we looked at in spring. Alice Martinez is coming back in spring as VP of Ed policies. We'll look to fill her position the following year. P Marcoux: Regarding Academic Dishonesty (p. 38), the English Department feels strongly about failing students for plagiarism. Has that legal opinion has changed? CS: You want to fail them? P. Marcoux: Yes. It's toothless. Will it still be published in college class schedule? CJ: The procedures will be made available in the catalogue. P. Marcoux. It's in the schedule now. C. Wells. It's part of the policy if it's in the catalogue. The Black Ruling should be brought back to

academic senate. You could only fail a student for the assignment they failed on. It's controversial. A. Ahmadpour: Why are all campus careful with this? C. Wells: We're bound. It's a legal opinion from chancellor's office. Usually its unlikely to have a contradictory legal opinion. CJ: The steps are outlined. P. Marcoux: Let's ask if its changed. CJ: I assume it hasn't changed. We'll check and see where it's posted. L. Widman: 552O deals with consequences with alleged violations. A. Ahmadpour: How realistic is it to enact procedure? Do I have the luxury to look into papers? We need infrastructure to enforce this. P. Marcoux: We subscribe to 'turnitin ' and google quotes expose it. A. Ahmadpour: I do that too. But I have too many students. We have so many assignments. I don't have the luxury of the English teachers. P. Marcoux: There are disciplinary forms you fill out. C. Wells. At some colleges the responsibility is on students. A. Ahmadpour: We can increase the hours of TA's to help us. B. Jaffe: In English we have extra time [joking]. CJ. This is a first reading. Look at it and think about it. C. Wells: Is there a timeline for sexual misconduct? CJ: early spring.

7. INFORMATION ITEMS –DISCUSSION

A. BP 6200 Budget Preparation – C. Jeffries/C. Striepe (pg. 43)

CJ: We wanted to bring up from College Council that Dr. Fallo wants to raise #3 to not less than 6%. We want it higher than that but the state requires 3%. CJ. We want it up at five. It's what the board wants too. A. Ahmadpour: What is this? L. Widman: It's the general fund reserve that the state requires. Dr. Nishime: No more than 3% at K-12. It restricts cash flow. Make an informed decision. L. Widman: The state requires a minimum amount. That has helped us whether the recession without furloughs. CJ: We credit Dr. Fallo for seeing us through hard times. L. Widman: It's a rainy day fund. M. Ichinaga: This is separate from guidelines for Gasby's concern? Lance: Gasby's been taken care of. We're in compliance with insurance studies. M. Ichinaga: That was controversial. L. Widman: Very. Fund 15 paid off Gasby. If you're compliant you don't have to take it out of the general fund. DR. Nishime: \$800,000 a year and climbing. It doesn't come out of the general fund. The reserve is healthy. We don't have to borrow to make payroll. P. Marcoux: We earn interest on the reserve? Dr. Nishime: Yes. CJ: Email me and Claudia for things to come forward to college council.

8. FUTURE AGENDA ITEMS

A. Moving up the Withdrawal Date

CJ: We're moving up the early drop date. We want to separate registration between summer and fall. We have to do it early for student success and to get high school students in. We would need to change registration dates. We welcome thoughts and opinions. Dr. Nishime: It goes to Council of Deans. It's a proposal. We can separate summer/fall registration if we move the drop deadline. We can separate them without that shorter gap. A. Ahmadpour: All drop dates? CJ: Just full semester dates. The end of semester drop date, week 12 to week 10. L. Widman: 10 weeks is not enough time. I sense the end of winter session all over again, and administrative convenience. P. Marcoux: In the English department, the research paper capstone can't be reached by week 10. It has implications. Dr. Nishime: It's an enrollment management issue. Registration could start in July. But continuing students leave us. Its not concluded yet. K. Daniel –DiGregorio: It's a success/retention issue. If I get students to week 12 they can make it to week 16. I'm worried more will disappear. It's a psychological milestone. For students, week 12 is easier. 16 weeks is a long time. A. Ahmadpour: Week 10 students must be more responsible. They'll pull their act together sooner, perhaps. We need research and information. CJ: Is there a plan to survey students and faculty? Dr. Nishime. It's tabled. We can. C. Wells. Other schools? Dr. Nishime: A lot of other school have a 60% mark. It's a financial aid mark for students. What's the best practice for us?

Other schools don't comingle summer and fall. P. Lau: When is it the responsibility of students? J. Troesh: At ten weeks, mark you don't have a lot of time, but a little to recuperate. By week 12, it's too late. There's not time to recover. I feel that it caters to students who don't care. Moving it up puts pressure on students. We'll lose students, but we can salvage some who at ten weeks we could have saved. L. Widman: I give four exams after week 10. Tough love doesn't work. CJ: We'll discuss forums. We want input.

B. Faculty Evaluations

CJ: The union will put out requests for contract writing groups for 2016. It's a good idea for the union to push it. Come to us with problems. A. Ahmadpour: I believe all teachers turn a certain amount of hours. I spend as much time as a professor at UCLA. We are correcting too many papers each semester per class. [Ali then clarified remarks regarding the English Department.]

9. PUBLIC COMMENT

10. ADJOURN

The meeting adjourned at 1:50.

SD/ECCFall14

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – December 8, 2014

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

1. Schedule - College Council (CC) will meet on December 15, 2014 and will not meet again until January 5, 2015.
2. College Council Function – It was noted that (CC) has gotten away from discussing college-wide issues. CC will come up with a proposal on how to operate in the future. It was determined that *Making Decisions at El Camino College* would be reviewed as part of this process. Susan will send a link to the document which is posted on the web.
3. Bike racks – It was noted that we need more bike racks on campus. It was also noted that bikes are getting stolen. Jo Ann reported that bike racks have been added and that there are plans for additional installations.
4. Policies and Procedures - It was decided that there will be two sub-committees to work on series 3000 and 6000. CC members have been asked to come back next week with one volunteer for each sub-committee. It was noted that we are making a commitment to trust these committees and accept their recommendations.
5. BP/AP 4050 (Articulation) – These are ready for the Board.
6. BP 3570 (Smoke & Tobacco Free Campus) – Jo Ann distributed the final draft of the policy. CC members agreed that this can go to the Board. CC will review in one year to see if any revisions need to be made.
7. AP 3050 (Institutional Code of Ethics) – Will be brought back at the end of January 2015.
8. BP 6300 (Budget Preparation) – Is not ready yet.

Agenda December 15, 2014

1. Minutes
2. Board Agenda Review

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – December 15, 2014

Present: Francisco Arce, Linda Beam, Rocky Bonura, Thomas Fallo, Julio Farias, Ann Garten, Chris Jeffries, Rafeed Kahn, Jeanie Nishime, Susan Pickens, Jean Shankweiler, Luukia Smith.

1. BP 3570 (Smoke & Tobacco Free Campus) – will go to the Board in January.
2. The December 15, 2014 Board Agenda was reviewed.
 - a. Board agenda corrections:
 - i. HR 6 #29 & #30 add: “not to exceed 67% FTE and/or” “cumulative employment at ECC.”
 - ii. HR 7 #31 add: “not to exceed 67% FTE and or/” “cumulative employment at ECC.”
3. ECC should receive verification of Accreditation status by February 2015.

Agenda January 12, 2015

1. Minutes
2. Board Agenda review

Agenda, January 26, 2015

1. Policy and Procedure Subcommittee Members
2. Report on campus bike spaces – Jo Ann
3. College Council Function
4. *Making Decisions at El Camino College* review.
5. BP 6300 (Budget Preparation)

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.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – January 12, 2015

Present: Francisco Arce, Linda Beam, Thomas Fallo, Julio Farias, Ann Garten, Jeanie Nishime, Susan Pickens, Luukia Smith, Claudia Striepe.

1. The January 14, 2015 Board Agenda was reviewed.
 - a. Correction – Compton Education Center Agenda – Page 1: “January 15, 2014” should be “January 15, 2015.”
2. Accreditation Eligibility Application for El Camino College Compton Community Educational Center – it was reported that President Fallo and Special Trustee Tom Henry will hand deliver the application to Barbara Beno.
3. Spring Semester - it was noted that spring enrollment numbers are down at ECC and CEC.

Agenda, January 26, 2015

1. Minutes
2. Policy and Procedure Subcommittee Members
3. Report on campus bike spaces – Jo Ann
4. College Council Function
5. *Making Decisions at El Camino College* review.
6. BP 6300 (Budget Preparation)

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.



NOTES – COUNCIL OF DEANS
January 8, 2015

Present: J. Anaya, F. Arce, R. Bell, C. Fitzsimons, W. Garcia, E. Geraghty, A. Grigsby, P. Humphreys, C. Jeffries, S. Jones, B. Klier, T. Lew, G. Miranda, W. Morris, B. Mulrooney, R. Murray, R. Natividad, D. Patel, B. Perez, M. Ramey, V. Rapp, S. Rodriguez, J. Shankweiler, D. Shrader, J. Sims, C. Subramaniam, R. Totorp, W. Warren

Other Guests: Q. Chapman, D. Mussaw

I. INFORMATION

A. Notes of 12/11/14: Distributed and reviewed.

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

- Enrollment is down. Student Services is working to try to advertise more to help build enrollment.

C. Early Alert System:

- A conference call will be scheduled with J. Nishime, W. Warren and GradesFirst's IT department to discuss what is involved in implementation and what they will expect from the college in terms of data and integration.
- The college is moving towards purchasing the software.
- Recommendation to hire a Project Manager to go through the implementation process of the GradesFirst system.

II. DISCUSSION/ACTION

A. Enrollment Management: Enrollment is down 18% at ECC and 25% at CEC.

Each division provided a report:

Industry and Technology:

- Enrollment was at 58% as of 1/7/15. Once the high school, late start and cancelled classes are taken into account, I&T will be at 70%. The division office will start calling/emailing students to follow up with registration.
- Both buildings are still under construction but will be up and running as per scheduled.

Fine Arts:

- Many courses are combined or audition classes so the division is at 84.6% fill rate overall.
- For courses that are not combined or audition, Fine Arts will review the offerings and determine what classes will be cancelled.

Health Sciences and Athletics:

- Physical Education and Health classes are down across the board.
- 3% increase in the Activities classes.
- 75% of the low enrolled classes are night classes.

Business:

- CISCO will start the semester without the net lab for the first couple of weeks due to a problem with the furniture.
- Enrollment is currently soft as business classes usually fill at the end.
- Faculty have been instructed to begin scouting.
- CIS has the highest enrollment in the division.
- Real Estate is at 40% enrollment.
- Low enrolled classes will be canceled next week.

Natural Sciences:

- Enrollment is 89% full.
- Horticulture and Geology are soft. Astronomy is mostly full.
- Low enrolled classes will be canceled next week.

Behavioral and Social Sciences:

- The evening classes have soft enrollment and may be cancelled.
- Philosophy and Anthropology are areas of concern.

Special Resource Center:

- Sign Language classes are 88% full. The stand-alone labs usually fill later.
- 65% fill rate for EDEV. Many of the SRC students haven't had their registration appointments yet so SRC will hold off on cancellations until after this time.
- Evening classes are slow to fill.

Compton Center:

- CEC enrollment has been soft in all areas and divisions.

Humanities:

- Humanities is down 902 seats compared to spring 2014.
- Given the current rate of registration, as many as 45-50 sections may be cancelled.

Library:

- Distance Education classes usually fill first and are typically at 100% fill rate. As of yesterday, there are 10 sections that are below 60%.

Math:

- The Math division is lower than usual at 88%.
- Five sections have been cancelled.
- Evening sections as well as Friday and Saturday sections are slow to fill.
- All Math 150 sections are 100% full.

Student Services:

- Express Counseling has been busy.

- The Student Services lobby seems to be less busy than in the past. Many of the counseling features can be done online so that may be a reason for this.

Division and Campus Goals:

- The goal for ECC is typically 80% capacity. For the spring 2015 semester, the goal will be 70% and above for ECC. B. Perez will establish goals for CEC.
- Surrounding districts are offering more classes, CSU's are admitting more students and the number of high school graduates is down 1%. These demographic conditions affect enrollment.
- When the state is in a growth economy, more jobs are available and community colleges are directly impacted.
- D. Mussaw will contact surrounding community colleges to review enrollment patterns.
- The college will need to analyze whether classes are being offered at the most optimal times, if there are any discernible trends and if the college is doing something to hinder enrollment. The college will take a hard look at the registration process itself. B. Mulrooney will review the issue of tiers.
- If there are any issues that discourage enrollment, inform F. Arce.
- The current schedule will need to be evaluated before a winter schedule is brought back.
- Recommendation to bring service area coaches and high school counselors on campus for a summit. Establish specific and informative objectives for the summit, provide attendees with information they can take back to their students and implement a follow-up strategy after the summit.
- Recommendation to host summits with math, English and foreign language high school teachers in an effort to reach out to high schools.
- S. Jones will request feedback from students on their experiences regarding the availability of classes and the registration process.
- The following initiatives have been discussed:
 1. The Public Relations office will notify students via their preferred email address and text message when the semester begins and other related information.
 2. The drop for non-fee payment for students will be extended.
 3. An open section report will be disseminated daily for CEC and ECC and placed online.
 4. Students with registration appointments on 1/12/15 will be moved to 1/8/15. Affected students will be notified of this change.
 - Suggestions, recommendations and/or concerns regarding these initiatives should be sent to B. Mulrooney, F. Arce, B. Perez and M. Maaza.

III. OTHER

A. Announcements:

- David Mussaw is the new Academic Affairs Analyst. He will meet with each of the deans to conceptualize the scheduling process.
- F. Arce's new retirement date is 6/1/15.
- W. Morris will be serving as Interim Director of Nursing.

- The world's first 3D printed vehicle will be presented on 1/26/15 from 12-5 p.m. on the Library Lawn.
- There will be a STEM Conference for middle school students on 1/31/15.
- Schedule Development: The registration dates for sections that do not start/end with the regular term are not calculating automatically in the system. When a section with irregular start/end dates is scheduled, send an email to Cheryl Shenefield in ITS so she can make updates to that section. Administrative Assistants should be running reports continuously for errors. Q. Chapman will send out the short term calendar of add dates/drop dates for the spring 2015 semester.
- Fine Arts: A ticketing software user group meeting will be held on 1/9/15 at 10 a.m. in Library 162 for those who would like to attend.
- ASO is preparing for flex day and their mid-year retreat.



FOR IMMEDIATE RELEASE
Friday, January 16, 2015

Contact: Fred Glass, 510/579-3343, fglass@cft.org
 Cherri Senders, 818/422-2787, cherri@sendersgroup.com

Judge rules accreditor acted illegally in terminating City College of San Francisco's accreditation

Today the California Federation of Teachers hosted a press teleconference call to discuss Superior Court Judge Curtis Karnow's ruling in "The People vs. ACCJC." Participating were CFT president Joshua Pechthalt, Assemblymember Phil Ting (D-San Francisco), AFT Local 2121 president Tim Killikelly, and Shanell Williams, Student Trustee at City College of San Francisco. Here are highlights.

In a vindication of the CFT's longstanding contention that the Accrediting Commission for Community and Junior Colleges (ACCJC) acted illegally in its decision to terminate City College of San Francisco's accreditation, San Francisco Superior Court judge Curtis Karnow issued his ruling today in "The People vs. ACCJC."

Judge Karnow found the ACCJC has violated federal regulations and common law fair procedure, and committed "significant unlawful practices," in its handling of CCSF's accreditation review. To remedy the violation of City College's due process, the court ordered the ACCJC to revisit the disaccreditation decision and provide the college with the opportunity to respond to ACCJC actions that it had been denied previously.

California Federation of Teachers president Joshua Pechthalt said, "The judge's decision is important. It says clearly that the commission broke the law, and that City College of San Francisco must be given a new opportunity to keep its accreditation. But the broader meaning is that the ACCJC is not a fair and constructive overseer of accreditation for California's community colleges. Its bad behavior was revealed in this trial, and demonstrates the need for reform of community college accreditation in California."

"ACCJC broke the law," said Assemblymember Phil Ting (D-San Francisco). "Judge Karnow's decision clearly states ACCJC is accountable to the people of California and our state laws. The Legislature will discuss and determine if ACCJC needs reform or replacement."

Speaking of the impact on governance at CCSF, AFT Local 2121 president Tim Killikelly said, "This decision demonstrates that the justification for imposing a 'special

[More]

trustee with extraordinary powers' and displacing the democratically elected Board of Trustees at CCSF was wrong. There is no need for a special trustee at CCSF. We call upon the State Chancellor and the state community college Board of Governors for the immediate return of the Board of Trustees.”

In addition, American Federation of Teachers president Randi Weingarten sent a statement of support for the judge’s decision. “The court’s decision confirms what educators, students and the entire San Francisco community have known for years—City College is part of the fabric of San Francisco because of the higher education opportunities it has provided for decades. Its name has been illegally and arbitrarily sullied by a rogue accreditation agency, harming the very people an accrediting body is suppose to help. We know this ruling is only the first step in regaining CCSF’s accreditation and restoring its good name. With a renewed national focus on ensuring community colleges are affordable and accessible to all, we are so pleased that CCSF can continue to provide the high-quality education its students and the community have come to know.”

The CFT represents more than 25,000 faculty in thirty community colleges districts, and 120,000 educational employees at every level of the education system, from Head Start to UC. More information: cft.org.



PRESS RELEASE

January 20, 2015

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First California Community College Bachelor's Degree Programs Receive Initial Approval from Board of Governors

Pilot program is historic leap forward for college system; final approval in March

SACRAMENTO, Calif. – The California Community Colleges Board of Governors, in a landmark move for public higher education, today gave initial [approval](#) to 15 colleges to develop bachelor's degree programs in fields such as respiratory therapy, dental hygiene, automotive technology and aerospace manufacturing technology as part of a pilot program approved by the Legislature and Gov. Jerry Brown.

“These colleges are embarking on a new mission for the California Community Colleges that will expand opportunities in public higher education,” said California Community Colleges Chancellor Brice W. Harris. “Students will have a range of programs from which to choose to earn high quality, affordable and in-demand degrees. California employers win too, as they will have improved access to highly qualified candidates in these fields.”

The programs selected will undergo additional review by the California Community Colleges Chancellor's Office as well as further consultation with the California State University and University of California before final approval is considered by the Board of Governors at its March meeting.

The bachelor's degree programs receiving initial approval are:

- Airframe Manufacturing Technology, Antelope Valley College
- Industrial Automation, Bakersfield College
- Emergency Services and Allied Health Systems, Crafton Hills College
- Mortuary Science, Cypress College
- Equine Industry, Feather River College
- Dental Hygiene, Foothill College and West Los Angeles College
- Bio-manufacturing, MiraCosta College
- Respiratory Care, Modesto Junior College and Skyline College
- Automotive Technology, Rio Hondo College

- More -

- Health Information Management, San Diego Mesa College
- Occupational Studies, Santa Ana College
- Interaction Design, Santa Monica College
- Health Information Management, Shasta College

The board action is in response to legislation sponsored by Sen. Marty Block (D-San Diego) and signed by the governor last year that allows up to 15 districts to establish a pilot baccalaureate degree program at one of their colleges in a field of study not offered by the California State University or University of California. Lower-division coursework would cost \$46 and upper-division coursework would cost \$84 under the new program, with an estimated total cost of about \$10,000 to obtain a bachelor's degree.

"SB 850 will expand opportunities for California students by increasing affordable and accessible paths to a four-year degree while also helping veterans and other nontraditional students," Block said. "This historic and landmark change will also help keep our state a global economy -- competitive and open for business."

The college districts that the board approved today were chosen from 34 applications. A team comprised of Chancellor's Office staff, reviewers from the University of California and California Department of Education, a member of the business and workforce community, and community college administrators, faculty and staff from districts that did not apply to host a program reviewed the applications.

Considerations for selecting a district included geographic distribution of the pilot programs, diversity of pilot programs, ability of the district to establish a rigorous program in their proposed field and that the proposed program will meet an unaddressed local or statewide workforce need.

Under the law the four-year degree programs must be up and running by at least the 2017-18 academic year, however, districts may start their programs by the fall 2015 semester. Districts must also seek approval from the Accrediting Commission for Community and Junior Colleges to start a program.

The legislation sunsets after the 2022-23 school year, after which the Legislature and governor may renew it pending two Legislative Analyst's Office reviews of the pilot program- one in 2018 and another in 2022.

The law was enacted to assist the state in meeting the need for individuals in high demand technical disciplines which are increasingly requiring baccalaureate degrees and to increase college participation rates and improve workforce training opportunities for local residents who are unable to relocate because of family or work commitments.

To see the list of the approved colleges and summaries of their programs, click [here](#).

The California Community Colleges is the largest system of higher education in the nation composed of 72 districts and 112 colleges serving 2.1 million students per year. Community colleges supply workforce training, basic skills education and prepare students for transfer to four-year institutions. The Chancellor's Office provides leadership, advocacy and support under the direction of the Board of Governors of the California Community Colleges. For more information about the community colleges, please visit <http://californiacommunitycolleges.cccco.edu/>, <https://www.facebook.com/CACommColleges>, or <https://twitter.com/CalCommColleges>.

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PRESS RELEASE

December 4, 2014

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**Chancellor's Office Launches "InnovationMaker" Grant Series with
\$1.2 Million Award to Strengthen STEM Teacher Workforce Recruitment and Training**

SACRAMENTO, Calif. – Seeking to increase the number of teachers with science, technology, engineering, and math (STEM), K-12, adult education, and career technical education (CTE) qualifications, the California Community Colleges Chancellor's Office today announced it has awarded \$1.2 million in grants to 10 community college districts with existing Teacher Preparation Pipeline programs in order to more effectively recruit and train students for careers as teachers in these disciplines.

The California Community Colleges STEM Teacher Preparation Pipeline grant addresses the critical need for teachers with STEM backgrounds in California. California's demand for new math and science teachers in the next 10 years is expected to exceed 33,000, far surpassing the number of STEM teachers that the state is expected to produce. In addition, an estimated 51,500 openings for elementary school teachers and 31,100 jobs for secondary school teachers will occur statewide between 2010 and 2020.

"If we want more diversity in the STEM technician occupations that drive many of our regional economies, like those in biotech, healthcare, and energy, let's inspire students by giving them diverse role models in STEM teaching positions," said California Community Colleges Chancellor Brice W. Harris. "Cultivating an innovation worker begins with the effective recruitment and training of STEM teachers. Our community colleges reflect the diversity of California and are well-positioned to train the next generation of STEM teachers."

Despite the increased need for new teachers, fewer college students are choosing careers as teachers. The California State University issued just 5,787 credentials in 2011-12 compared to 13,933 in 2003-04. The median annual statewide salary for elementary and secondary school teachers is \$67,496 and \$65,388, respectively.

More InnovationMaker investments will follow the awarding of this initial California Community Colleges STEM Teacher Preparation Pipeline grant, including competitive grant opportunities that will build community college capacity to respond to the acute industry need for software coding and programming skills as well as workplace "soft" skills such as communication and teamwork.

"Employers across California have voiced significant frustration that there are inadequate or undependable talent pools in these fields," said Van Ton-Quinlivan, vice chancellor of workforce and economic development at the Chancellor's Office. "Given the vital role community colleges play in our regional economies, InnovationMaker grants aim to improve training efforts that can reliably deliver on the skillsets needed by employers to create more jobs."

The California Community Colleges STEM Teacher Preparation Pipeline grants extend program funding through late 2015

for a network of community colleges that includes Cabrillo College, Cerritos College, College of the Canyons, Grossmont College, Cypress College, El Camino College, Rio Hondo College, Saddleback College, City College of San Francisco, and Lemoore College.

Under this grant:

- The colleges will develop internships and work experience courses that provide both college credit and structure for the placement of future teachers in a variety of classrooms and educational settings.
- College education students will be provided opportunities to be teacher assistants in STEM courses at both the college level and in K-12.
- Efforts to promote teaching as a possible career pathway for students in CTE courses will also be boosted on the 10 college campuses. Courses that satisfy the coursework for teaching credentials in CTE subjects will also be promoted to students.
- Adult education teachers will receive additional support from the colleges to ensure that they fulfill all of the necessary coursework needed to retain their adult education credentials.
- The colleges will collaborate with the University of California and California State University to determine how articulation agreements between the California Community Colleges and these university systems could be streamlined to facilitate a smoother transfer process for students wishing to become teachers.
- The colleges will provide increased advising and counseling support services for students who demonstrate interest in a teaching career. The colleges will create and revise articulation agreements with high schools and develop seamless pathways for students from high school to community colleges to four-year universities who identify themselves as future teachers.
- An annual teacher preparation program conference in various regions throughout the state will be established and stakeholders will be invited, such as representatives from California State University, University of California, California Community Colleges, and K-12 to share best practices in teaching recruitment.

More on the Chancellor's Office work to improve California's workforce skills can be found at DoingWhatMATTERs.cccco.edu.

The California Community Colleges is the largest system of higher education in the nation composed of 72 districts and 112 colleges serving 2.1 million students per year. Community colleges supply workforce training, basic skills education and prepare students for transfer to four-year institutions. The Chancellor's Office provides leadership, advocacy and support under the direction of the Board of Governors of the California Community Colleges. For more information about the community colleges, please visit californiacommunitycolleges.cccco.edu/.

###

**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
October 28, 2014**

CALL TO ORDER

Meeting called to order at 2:40 p.m. by Chair Lipe. Quorum was established.

Members:

Present: F. Arce, S. Bartiromo, W. Brownlee, T. Bui, A. Carr, A. Cornelio, E. French-Preston,
A. Hockman, L. Houske, R. Klier, M. Lipe, V. Nemie, D. Pahl

Absent: S. Bosfield, B. Flamenno

Ex-Officio Members:

Present: Q. Chapman

Absent: M. Hall, W. Morris, K. Nakao, L. Suekawa

Guests: M. Granich, Linda Ho, T. Lew, G. Miranda, R. Natividad, J. Sims, P. Sorunke,
R. Williams

VICE PRESIDENT'S REPORT

F. Arce attended a software review of the Ellucian tool (Colleague User Interface tool). The discussion focused on providing early alerts to students. More information will be available in the next few weeks.

APPROVAL OF MINUTES

The minutes from the October 14 meeting were sent via email and approved by the committee.

CURRICULUM REVIEW**A. Full Course Review**

The following courses were reviewed and are ready for final action:

1. Administration of Justice 126 (AJ 126)
2. English 1AH (ENGL 1AH)
3. English 1BH (ENGL 1BH)
4. English 1CH (ENGL 1CH)
5. Journalism 1 (JOUR 1)
6. Mathematics 165 (MATH 165)
7. Physical Education 277 (PE 277)
8. Philosophy 112 (PHIL 112)
9. Philosophy 113 (PHIL 113)

B. Standard Review/Consent Agenda

The following courses were reviewed and are ready for final action:

1. Administration of Justice 12 (AJ 12)
2. Administration of Justice 100 (AJ 100)
3. Administration of Justice 132 (AJ 132)
4. Academic Strategies 30 (AS 30)

5. Academic Strategies 35 (AS 35)
6. Anatomy 30 (ANAT)
7. Anthropology 7 (ANTH 7)
8. Automotive Collision Repair/Painting 1A (ACRP 1A)
9. Automotive Technology 1 (ATEC 1)
10. Construction Technology 100 (CTEC 100)
11. English 35 (ENGL 35)
12. Fire and Emergency Technology 130 (FTEC 130)
13. Fire and Emergency Technology 131 (FTEC 131)
14. Fire and Emergency Technology 132 (FTEC 132)
15. Fire and Emergency Technology 133 (FTEC 133)
16. Fire and Emergency Technology 134 (FTEC 134)
17. Fire and Emergency Technology 135 (FTEC 135)
18. Fire and Emergency Technology 136 (FTEC 136)
19. Fire and Emergency Technology 138 (FTEC 138)
20. Fire and Emergency Technology 139 (FTEC 139)
21. Mathematics 130 (MATH 130)
22. Mathematics 220 (MATH 220)
23. Manufacturing Technology (MTEC 70)
24. Philosophy 103 (formerly PHIL 3)
25. Philosophy 105 (formerly PHIL 5)
26. Philosophy 106 (formerly PHIL 8)
27. Philosophy 111 (formerly PHIL 10)
28. Philosophy 114 (formerly PHIL 14)
29. Philosophy 115 (formerly PHIL 12)
30. Philosophy 117 (formerly PHIL 17)
31. Philosophy 120 (formerly PHIL 23)

The following course inactivations were reviewed and are ready for final action:

1. Automotive Collision Repair/Painting 50 (ACRP 50)
2. Fashion 36 (FASH 36)

CURRICULUM DISCUSSION

A. Full Course Review Proposals

The committee made the following recommendations to the course outline of records:

Behavioral and Social Sciences Division

Motion: Moved by W. Brownlee, and seconded by A. Carr to approve new course proposals including new distance education course version for Philosophy 112 and 113

Vote: Motion carried unanimously

Health Sciences and Athletics Division

Physical Education 277 – Introduction to Kinesiology and Physical Education

Edit section III *Outline of Subject Matter*: Add subtopic regarding "culture" to major topic III to coincide with section II *Outcomes and Objectives*, student learning objective #8; and section IV *Primary Method of Evaluation and Sample Assignments*, critical thinking assignment #2.

Motion: Moved by S. Bartiromo, and seconded by A. Hockman to approve course proposal including conditions of enrollment changes and committee recommendations for Physical Education 277.

Vote: Motion carried unanimously

Humanities Division

Journalism 1 – News Writing and Reporting

1. Edit Section III *Outline of Subject Matter*: Add subtopics to major topic VIII.
2. Edit Section VI *Work Outside of Class*: Increase study hours from 2 to 6 hours per week.

Motion: Moved by A. Carr, and seconded by E. French-Preston to approve course proposal including conditions of enrollment changes and recommendations made by the committee for Journalism 1; to approve new honors courses for English 1AH, English 1BH, and English 1CH

Vote: Motion carried unanimously

Industry and Technology Division

Administration of Justice 126 – Juvenile Delinquency and Legal Procedures

Edit section III *Outline of Subject Matter*: Add content to major topic I to coincide with section II *Outcomes and Objective*, student learning objectives #2 and #5.

Motion: Moved by V. Nemie, and seconded by W. Brownlee to approve course proposal including conditions of enrollment changes and committee recommendations for Administration of Justice 126.

Vote: Motion carried unanimously

Motion: Moved by W. Brownlee, and seconded by V. Nemie to approve new distance education course version for Administration of Justice 126

Vote: Motion carried unanimously

Mathematical Sciences Division

Mathematics 165 – Calculus for Business and Social Sciences

Motion: Moved by A. Hockman, and seconded by V. Nemie to approve new course proposal for Mathematics 165.

Vote: Motion carried unanimously

B. Standard Review/Consent Agenda Proposals

The committee made the following recommendations to the course outline of records:

Behavioral and Social Sciences Division

1. Anthropology 7 - Native Peoples of South America
Edit section III *Outline of Subject Matter*: Add Subtopics to major topic V.
2. Philosophy 106 – Introduction to Symbolic Logic
Edit section VII *Texts and Materials*: Update Textbook by Patrick Hurley to the 2014 12th edition.

Industry and Technology Division

1. Administration of Justice 12 – Transportation and Border Security Management
The committee recommended the division consider an English advisory with writing assignments during the next review cycle.
2. Automotive Collision Repair/Painting 1A – Introduction to Automotive Collision Repair
Edit section I *General Course Information*: Chair Lipe will contact course proposer to obtain concurrence to remove the word “hot shrinking” from the catalog description.
3. Construction Technology 100 – Building Fundamentals
Edit section III *Outline of Subject Matter*: Remove the word “Lab” under major topic I.

Motion: Moved by E. French-Preston, and seconded by D. Pahl to approve new distance education course for Administration of Justice 132 (online and hybrid options) and an added hybrid option for Administration of Justice 100.

Vote: Motion carried unanimously

Natural Sciences Division

Anatomy 30 – Essentials of Anatomy and Physiology

Edit *Course Delivery Methods* in the course checklist: Change distance education version to hybrid

Motion: Moved by T. Bui, and seconded by E. French-Preston to approve the thirty-one standard review proposals including conditions of enrollment changes and committee recommendations

Vote: Motion carried unanimously

CHAIR’S REPORT

Chair Lipe discussed the relationship between Carnegie units and student learning hours. If student learning hours differ from the standard Carnegie unit calculation, click on the “Work Outside of Class” located in the course checklist in CurricUNET. Select “Other” checkbox and put in the rationale for the deviation in the Carnegie unit.

NOTE: 1 hour of lecture + 2 hours of study outside of class = 1 unit

NOTE: 3 hours of lab = 1 unit

ADVISORY REPORT

Independent Study courses are no longer repeatable. Q. Chapman will provide the committee with the course number changes and contact hours for courses designated as 99abc.

ANNOUNCEMENTS

The election results for the CCC Chair that took place at the College Curriculum Committee meeting on October 14, 2014, were announced. The committee unanimously approved committee member A. Carr as the new Chair-Elect for fall 2015.

ADJOURNMENT

Chair Lipe called a motion to adjourn the meeting. W. Brownlee moved, V. Nemie seconded, and the motion carried. The meeting adjourned at 3:45 p.m.

**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
November 25, 2014**

CALL TO ORDER

Meeting called to order at 2:30 p.m. by Chair Lipe. Quorum was established.

Members:

Present: F. Arce, S. Bartiromo, W. Brownlee, T. Bui, A. Cornelio, B. Flameno, L. Houske,
R. Klier, M. Lipe, D. Pahl

Absent: S. Bosfield, A. Carr, E. French-Preston, A. Hockman, V. Nemie

Ex-Officio Members:

Present: Q. Chapman, K. Nakao, L. Suekawa

Absent: M. Hall, W. Morris

Guests: G. Baizer, V. Bruce, S. Ellis, P. Fairchild, C. Fitzsimons, R. Galbavy, P. Gebert,
E. Geraghty, E. Goldmann, X. Herrera, T. Lew, K. McLaughlin, G. Miranda,
T. Muckey, S. Rodriguez, K. Rosales, D. Rowan, J. Selph, O. Serrano, P. Sorunke,
M. Stallings, J. Young

VICE PRESIDENT'S REPORT

F. Arce did not have anything to report.

APPROVAL OF MINUTES

The minutes from the October 28 meeting are currently under review by the committee.

CURRICULUM REVIEW

A. Full Course Review

The following courses were reviewed and are ready for final action:

1. Air Conditioning and Refrigeration 34 (ACR 34)
2. Air Conditioning and Refrigeration 61 (ACR 61)
3. Air Conditioning and Refrigeration 62 (ACR 62)
4. Administration of Justice 49 (AJ 49)
5. Architecture 125 (ARCH 125)
6. Art 141 (ART 141)
7. Art 283 (ART 283)
8. Child Development 150 (CDEV 150)
9. Child Development 152 (CDEV 152)
10. Cosmetology 2A (COSM 2A)
11. Cosmetology 2B (COSM 2B)
12. Cosmetology 2C (COSM 2C)
13. Construction Technology 230 (CTEC 230)
14. Educational Development 10 (EDEV 10)
15. Educational Development 11 (EDEV 11)
16. English 42 (ENGL 42)

17. Ethnic Studies 5 (ESTU 5)
18. Fashion 18 (FASH 18)
19. Fire and Emergency Technology 1 (FTEC 1)
20. Journalism 6 (JOUR 6)
21. Nursing 210 (NURS 210)
22. Photography 106 (PHOT 106)
23. Physics 1A (PHYS 1A)
24. Psychology 17 (PSYC 17)
25. Theatre 114 (THEA 114)

B. Full Program Review

The following degrees and certificates were reviewed and are ready for final action:

1. Air Conditioning and Refrigeration A.S. Degree
2. Air Conditioning and Refrigeration Electric Controls Certificate of Achievement
3. Cosmetology A.S. Degree
4. Cosmetology Level II Certificate of Achievement (formerly Cosmetology Level III)
5. Early Childhood Education Certificate of Achievement
6. Early Intervention Assistant Certificate of Achievement
7. English A.A. Degree
8. English AA-T Degree
9. Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Certificate of Achievement
10. Fashion Design and Production Option A.S. Degree
11. Fashion Design and Production Certificate of Achievement
12. Fashion Merchandising Option A.S. Degree
13. Fashion Merchandising Certificate of Achievement
14. Fashion Stylist Certificate of Achievement
15. Journalism A.A. Degree
16. Journalism AA-T Degree
17. Journalism Certificate of Achievement
18. Philosophy A.A. Degree
19. Philosophy AA-T Degree
20. Photography A.S. Degree
21. Photography Certificate of Achievement
22. Refrigeration Certificate of Achievement
23. Special Education Assistant Certificate of Achievement

The following program inactivations were reviewed and are ready for final action:

1. Computer Patternmaking Technician Certificate of Achievement
2. Computer Science A.S. Degree
3. Costume Technician Certificate of Achievement
4. Industrial Technology A.S. Degree

C. Standard Review/Consent Agenda

The following courses were reviewed and are ready for final action:

1. Air Conditioning and Refrigeration 30 (ACR 30)

2. Art 144 (ART 144)
3. Art 145 (ART 145)
4. Art 147 (ART 147)
5. Art 230 (ART 230)
6. Business 40 (BUS 40)
7. Business 43 (BUS 43)
8. Computer Aided Design/Drafting 7 (CADD 7)
9. Computer Aided Design/Drafting 28 (CADD 28)
10. Computer Aided Design/Drafting 43 (CADD 43)
11. Child Development 106 (CDEV 106)
12. Child Development 107 (CDEV 107)
13. Communication Studies 3 (COMS 3)
14. Construction Technology 110 (CTEC 110)
15. Dance 220B (DANC 220B)
16. English as a Second Language 53C (ESL 53C)
17. Environmental Technology 101(ET 101)
18. Environmental Technology 165 (ET 165)
19. Fashion 16 (FASH 16)
20. History 178 (HIST 178)
21. Journalism 14abcd (JOUR 14abcd)
22. Microbiology 33 (MICR 33)
23. Music 101 (MUSI 101)
24. Physics 1C (PHYS 1C)
25. Theatre 214A (THEA 214A)
26. Theatre 217 (THEA 217)

The following course inactivations were reviewed and are ready for final action:

1. Air Conditioning and Refrigeration 22 (ACR 22)
2. Communication Studies 6 (COMS 6)
3. Cosmetology 12 (COSM 12)
4. Cosmetology 13 (COSM 13)
5. Cosmetology 14abcd (COSM 14abcd)
6. Construction Technology 105 (CTEC 105)
7. Nursing 212 (NURS 212)

CURRICULUM DISCUSSION

A. Full Review Proposals

The committee made the following recommendations to the full review proposals:

Behavioral and Social Sciences Division

Philosophy AA-T Degree

Remove Philosophy 113 from List A as it is not recognized for major preparation.

Action: P. Sorunke

Motion: Moved by D. Pahl, and seconded by A. Hockman to approve full review proposals including conditions of enrollment changes for the Behavioral and Social Sciences Division.

Vote: Motion carried unanimously

Motion: Moved by B. Flameno, and seconded by L. Houske to approve new distance education course version for Psychology 17 and Ethnic Studies 5.

Vote: Motion carried unanimously

Fine Arts Division

Motion: Moved by W. Brownlee, and seconded by D. Pahl to approve full review proposals including conditions of enrollment changes for the Fine Arts Division.

Vote: Motion carried unanimously

Motion: Moved by W. Brownlee, and seconded by L. Houske to approve new distance education course version for Art 141.

Vote: Motion carried unanimously

Health Sciences and Athletics Division

Motion: Moved by D. Pahl, and seconded by T. Bui to approve full course review proposals for the Health Sciences and Athletics Division.

Vote: Motion carried unanimously

Humanities Division

Motion: Moved by A. Cornelio, and seconded by D. Pahl to approve full review proposals including conditions of enrollment changes for the Humanities Division.

Vote: Motion carried unanimously

Industry and Technology Division

1. Fashion Design and Production Certificate of Achievement
Add Fashion 18 as an elective. S. Rodriguez concurred with the change.
Action: P. Sorunke
2. Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Certificate of Achievement
Edit total units section: Replace 39 units with 36-39 units and provide a statement regarding the mathematics equivalency for Mathematics 12 or Business 15.
Action: Q. Chapman
3. Administration of Justice 49 – Penal Code 832 - Arrest and Firearms
Edit section III *Outline of Subject Matter*: Edit topic II by replacing the word “Lecture #2” with “LD #2” under topic II

4. Air Conditioning and Refrigeration 34 – HVAC Customer Service and Environmental Protection Agency (EPA) and NATE Certification Training
 Edit section I *Conditions of Enrollment*: Provide advisory skills to match course objectives from Air Conditioning and Refrigeration 21 or 22.
 Action: Chair Lipe
5. Automotive Collision Repair/Painting 4D, 5C, and 5D were tabled for an explanation for the non-defined prerequisites.
 Action: Chair Lipe
6. Construction Technology 230 – Cabinet Making Lab
 Edit section VI *Work Outside of Class*: Remove the listed skills to reflect the zero hours per week for independent study hours outside of class.
 Action: Chair Lipe
7. Cosmetology 2A, 2B and 2C
 Update CSU transfer status.
 Action: Q. Chapman
8. Fire and Emergency Technology 1 – Fire Protection Organization
 Edit section VIII *Conditions of Enrollment*: Move entrance skills and matching objectives from prerequisite to recommended preparation section.
 Action: Chair Lipe

Motion: Moved by W. Brownlee, and seconded by L. Houske to approve full review proposals including conditions of enrollment changes for the Industry and Technology Division.

Vote: Motion carried unanimously

Motion: Moved by W. Brownlee, and seconded by T. Bui to approve new distance education course version for Fire and Emergency Technology 1

Vote: Motion carried unanimously

Natural Sciences Division

Motion: Moved by T. Bui, and seconded by A. Hockman to approve full course review proposal including conditions of enrollment changes for Physics 1A.

Vote: Motion carried unanimously

B. Standard Review/Consent Agenda Proposals

Motion: Moved by D. Pahl, and seconded by A. Hockman to approve standard review/consent agenda proposals including conditions of enrollment changes.

Vote: Motion carried unanimously

Motion: Moved by D. Pahl, and seconded by T. Bui to approve program inactivation proposals.

Vote: Motion carried unanimously

ADVISORY REPORT

Q. Chapman informed the committee the Spring Timeline will be discussed during the CCC meeting on Tuesday, December 2. The curriculum plans for spring 2015 are due Monday, December 1, 2014.

ADJOURNMENT

Chair Lipe called a motion to adjourn the meeting. A. Cornelio moved, A. Hockman seconded, and the motion carried. The meeting adjourned at 4:18 p.m.

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

Fall 2014 Projects:

- **Flex Day:** Collaborated with Professional Development to design, organize and implement Professional Development/Flex Day: “Building Pathways to Student Success: Continuing the Conversation”
 - Coordinated 12 break-out discussion sessions focused on the Six Student Success Factors.
 - Provided follow-up initiatives, including three issues of newsletter, *Spotlight on Great Ideas* and goal-setting activity.
- **Faculty Book Club:** Coordinated Faculty Book Club (Sumino Otsuji and Sue Ellen Warren, co-chairs), Teaching Unprepared Students: Strategies for Promoting Success and Retention in Higher Education, by Kathleen Gabriel.
- **Getting the Job:** Provided workshop for adjunct faculty, “Getting the Job, Part I: The Application,” including panel discussion and individual CV review. Panelists included Dean Rory Natividad (Health Sciences & Athletics), Sue Bickford (Math), Anna Brochet (Counseling), Kevin Degnan (Humanities), Roxanne McCoy (Human Resources), and Ryan Turner (Chemistry).
- **Outstanding Adjunct Faculty Award:** Coordinated nominations, selections and fundraising for Annual Outstanding Adjunct Faculty Award (Mediha Din) and Achievement Awards for Distinguished Teaching (Dustin Black, Gary Kohatsu, and Katherine Maschler).
- **Academic Rank:** Submitted revised Academic Rank for college faculty which was approved by Academic Senate.
- **Campus Initiatives:** Supported campus-wide initiatives, such as the Student Success Initiative, with events, resources and by participating in the planning process.

Spring 2015 Projects:

- **Flex Day:** Collaborated with Professional Development to design, organize and implement Professional Development/Flex Day: “Teaching Unprepared Students: Strategies for Promoting Success and Retention in Higher Education” with Dr. Kathleen Gabriel
 - In response to recent events and faculty concerns, coordinated workshop, “It Takes a Village: Campus Safety and Security,” presented by Chief Michael Trevis, Dr. Jan Schaeffer, Rocky Bonura, Jaynie Ishikawa, Michelle Arthur, and Dustin Black (moderator).
 - Collaboratively design and organize Fall Flex Day.
- **Getting the Job:** Provide workshop for adjunct faculty, “Getting the Job, Part II: The Interview,” including panel discussion and mock interviews. Panelists include Associate Dean Elise Geraghty (Humanities), Mary Beth Barrios (Counseling), Renee Galbavy (Psychology), Megan Granich (Math), and Ryan Turner (Chemistry).
- **Academic Rank:** Collaborate with relevant campus offices to implement changes to academic rank. Identify faculty achieving new rank and prepare to recognize in fall semester.
- **Great Teachers Seminar:** Collaborate with Professional Development to recruit and select faculty to attend during summer. Implement new application process and incorporate new requirement that attendees present at Fall Flex Day.
- **Faculty Book Club:** Evaluate demand, recruit a new co-chair.
- **Campus Initiatives:** Continue to support campus-wide initiatives, such as the Student Success Initiative, with events, resources and by participating in the planning process.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: November 20, 2014

MEMBERS PRESENT

Members

- | | |
|--|--|
| <input checked="" type="checkbox"/> Alice Grigsby - Management/Supervisors | <input checked="" type="checkbox"/> Cheryl Shenefield– Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Jessica Siripat – ASO, Student Rep. |
| <input checked="" type="checkbox"/> Dipte Patel – Academic Affairs | <input type="checkbox"/> Gary Turner - ECCE |
| <input type="checkbox"/> Dawn Reid – Student & Community Adv. | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: William Garcia, Michael Trevis **Support** – Irene Graff

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

Approval of October 16, 2014 Minutes

1. One minor correction was noted. Jessica Siripat should be noted as present.

Announcements- R. Natividad

1. The Student Equity Plan agenda item will be tabled until the next meeting.

VP Priorities – R. Natividad

1. The VP priorities were added back in to show the plan they were from and the number they were connected to. This information will be sent out to everyone after the meeting today. This information will provide the committee an opportunity to review everything and to bring back any questions they have for the next meeting. The handout reflected items for the area of Academic Affairs. Rory will follow up with the other VPs as to the status of their areas.

Strategic Planning & Master Planning – I. Graff

1. As of November 17 the board has approved the Institutional Planning board policy and procedure. This expanded how we describe our planning processes so they are more integrated. In terms of planning this will be a guiding document in how we do things. This will be placed on the website within a couple of days. In December it is expected the Board of Trustees will approve board policy 1200 which is our strategic plan and district mission revision.
2. It was clarified what you might see in a master plan is information which has a more fine-tune direction for the college. Strategic initiatives are very broad. The strategic master plan is very descriptive and shows which way the college is going. It also encompasses an enrollment management plan which will show where we want to go in the future with our enrollment.
3. The Strategic Planning Committee's meetings will be postponed until spring 2015. The committee was working on building a proposal for the master plan.
4. It was announced that the technology plan is nearing completion. The plan will still probably be tweaked a little in response to the main findings of the educational master plan.
5. A pilot program for housing for international students had been presented by the Foundation to the PBC in the past. It was asked if any discussions had been held in the planning process about expanding what the Foundation has already started to enhance the international student recruitment. It was noted we are

currently serving 750 students and we eventually want to go to 1,000. We now have a combination of students not only from El Camino but other universities at the housing area in Torrance. The plan is to get a majority of the students to be from El Camino College. Brochures and a website has been developed to assist in advertising for recruiting. What is impeding the growth of the program is our insurance per student is higher than other surrounding community colleges. Rory will work on obtaining an update on this program.

6. It was noted Campus Police has made safety presentations to new international students and has worked with the Torrance Police Department to make safety checks with the housing units to provide a safe environment. Brochures with safety tips have been distributed and placed around the housing units to help and assist in making the area as safe as possible. A suggestion was made to have a full presentation from Bill Mulrooney and JoAnn Higdon on this topic as well as the Foundation.

Annual Program Plan Update Training (PRP) – I. Graff (handout)

1. The new integrated program review and planning tool which is replacing plan builder. The initials PRP stands for program review and planning. We are changing this system because the ACCJC requires us to integrate our planning and plan builder did not integrate the information as well.
2. The power point presentation on PRP will be forwarded to all by Rory. The new program can be modified as we see fit and changed for future years. It keeps everything as a live document and can archive information into a pdf file. Some of the limitations is upfront you have to copy and paste your program review into the system. It is recommended when first entering your plan, write the information in a word document and then cut and paste it into the new system. In the new system you will not be able to have the feature of showing participation on who worked on the plan. You also cannot embed any pictures, tables, or charts with this system.
3. The new program will be utilized for the new 2015/16 year. This will be a live pilot and the feedback will be used to improve the system for next time. Program plans are due December 19. Plan build will remain live for the 2014/15 fiscal year.
4. Discussion ensued regarding when like items are requested in TracDac. It was questioned if the system is able to identify common requested needs. It was also advised when new equipment or items are listed in TracDac, thought should go into what support may be needed to accompany the item. It was suggested a talking with the vendor to see if a new component could be added to the system to identify these support needs.
5. When plans are developed, there is usually not much consult with the Information Technology department to assess the plan for technology support needs and additional costs to implement and maintain the project after implementation. The funding is not often reflecting items needed to implement and support the plan such as additional software, equipment, facility changes, consulting, infrastructure and staff. In the past this has often resulted in asking again for more funding to complete the project. Facilities support may also be needed as there may be changes required in the facility, ie electrical, network etc. For example: 50 Computers may be purchased for a new lab, but there may be no funding allocated to network, infrastructure, software and electrical items to make the lab operational. All plans involving any type of technology should be formally routed to ITS and Facilities for assessment and recommendations to determine additional cost of implementation and feasibility.

Planning Calendar – I. Graff / R. Natividad

1. Regarding the planning calendar, nothing was seen as being substantial in changing. This will be placed on the agenda for the next meeting. The committee was asked to think about what works and what doesn't and to bring recommendations back to the next meeting.
2. It was noted since faculty are not here on December 31 which was the original date for submitting program plans, it was moved up to November 15. This also assisted with the last-minute crunch. It was recommended this date remain the same for next time. A positive change was seen with the faculty

identification process. The process was moved up which allowed for a more positive flow so recruitment could go out by Christmas thus allowing a more robust application pool.

Adjournment – R. Natividad

1. The meeting adjourned at 2:02 p.m. The next meeting will be **December 4, 2014, at 1:00 p.m.**, in Library 202.

RKN/lmo



EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: December 4, 2014

MEMBERS PRESENT

Members

- | | |
|--|--|
| <input checked="" type="checkbox"/> Alice Grigsby - Management/Supervisors | <input checked="" type="checkbox"/> Cheryl Shenefield– Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Jessica Siripat – ASO, Student Rep. |
| <input checked="" type="checkbox"/> Dipte Patel – Academic Affairs | <input type="checkbox"/> Gary Turner - ECCE |
| <input checked="" type="checkbox"/> Dawn Reid – Student & Community Adv. | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: David Brown, Emily Rader **Support:** Francisco Arce, Jo Ann Higdon
Guests: Jaynie Ishikawa, Randy Totorp

The meeting was called to order at 1:05 p.m.

Announcements- R. Natividad

1. Alice Grigsby received an applause card.
2. The two guests were introduced to the committee; Jaynie Ishikawa (Director of Staff and Student Diversity) and Randy Totorp (Director of Athletics).
3. Two corrections on today’s agenda – the draft minutes for approval should reflect the date of November 20 not October 16. The next meeting should be noted as January 15, 2015 not December 4, 2014.

Approval of November 20, 2014 Minutes

1. Correction on the top of the minutes for the date to reflect November 20 instead of November 6.
2. The minutes will be posted on the portal and the website.

Student Equity Plan – F. Arce / J. Nishime

1. An overview was given on the plan to the committee. The District has been writing student equity plans for many years. These were more of a demographic analysis and were not necessarily action plans. Last year the state legislature changed this and focused on students who are disproportionately impacted. The state legislature funded each college based on FTES. El Camino College was allocated \$1,044,000 to resolve the disproportional impact effects for certain student populations. Jaynie Ishikawa was assigned the responsibility to lead the development of a plan for the money the state has granted the district. The money has to focus on resolving the effects of the disproportionately groups affected. The groups most affected are African Americans and Latinos in the terms of transferring and success rate. The plan has been sent to the Academic Senate for their review. The expectation is all of the money will be used by the end of summer 2015. The plan itself was reviewed and will be sent out electronically for everyone to look over. It was clarified that this is new money coming in from the state specifically for this project. As of now it is not clear if you can carry over the money or not into the next year. The plan is a three-year plan which starts 2014 to 2017 but the money is for the 2014-2015 year. The results will be reviewed at the end of the three years. It was asked once everyone receives the document, they should review it and send any questions or concerns to Jaynie. This document will go to the next board meeting and then proceed to the Chancellor’s office.

Sound Fiscal Management Accountability Form – J. Higdon (handouts)

1. The accountability form listing accreditation questions and evidence was distributed to the committee. This was looked at 14 months ago. It has usually been reviewed as best practice. When the accreditation committee visited the campus they requested their version of this be done. The acronym CCFS was clarified to represent Community College State Form. These forms will be sent out by email and any questions or comments should be sent to J. Higdon.

Planning Calendar – R. Natividad

1. It was noted we will see some potential changes with the calendar because of TracDac. TracDac might make some of the processes faster. There currently is no information available to show if TracDac positively can change the time it takes to enter a plan. It was suggested that no changes be done at this time.
2. The new 2015-16 plans are being entered into TracDac right now. It was suggested any revisions should show the revision date on the document.
3. The committee was asked if anyone would like to help review the document so a clear narrative is represented, please email Rory. Terminology needs to be consistent with the documents for a thorough understanding of the material. This issue will be addressed and it was noted someone from fiscal services would want to be part of this process.
4. Planning and budgeting recognizes the educational master plan drives some of our review and having an updated plan within that master plan is an important part of the process.
5. The state is now just releasing the instructional equipment monies. The money is last year's money which is now just being given to us.
6. It is anticipated as the plans move through TracDac, these plans will drive the recommendations.
7. This is a unique year in that the block grant money for this year has to be used by June 30, 2015. It will not roll over.

Adjournment – R. Natividad

1. The meeting adjourned at 2:19 p.m. The next meeting will be **January 15, 2015, at 1:00 p.m.**, in Library 202.

RKN/lmo

Planning and Budgeting Committee

The Planning and Budgeting Committee (PBC) serves as the steering committee for College-wide planning and budgeting. The PBC reviews, discusses, and evaluates the College's planning and budgeting processes to assure that they are interlinked. All plans must be developed using data from program review, and be linked to the College's mission statement and strategic initiatives. The PBC makes recommendations to the President on College planning and budgeting issues and reports all committee activities to the College community.

Responsibilities

Planning

- Review and discuss evaluation outcomes of the Accreditation Self-Study, Comprehensive Master Plan, and annual plans.
- Review and discuss *prioritized* Area plan requests for funding.
- Continue the five-year cycle of master planning.

Budgeting

- Review and discuss annual Preliminary, Tentative, and Final Budget proposals and assumptions.
- Review and discuss College revenues and expenditures.
- Review and discuss long-range financial forecasting.

Communication

- Provide recommendations to the President regarding College planning and budgeting activities.
- Regularly inform the College community of the results of the planning and budgeting process.
- Periodically review and evaluate the effectiveness of PBC communications to the College community.

January 9, 2015

Today, the Governor released his 2015-16 state budget with focus on the three pillars of education: access, success, and equity. As the Governor states, “The budget expands community colleges’ recent efforts to improve student success, with a particular focus on achievement for underrepresented student groups.”

The budget is balanced and reflects a strong economic outlook: state unemployment is declining and revenues are growing, resulting in an increased Proposition 98 K-14 funding guarantee. The budget reflects the Governor’s fiscal prudence and the 69% voter-approved Prop 2 Rainy Day Fund initiative last November. It emphasizes that 2015-16 will be the last year of full revenues from the Proposition 30 tax increase, with the sales tax portion expiring at the end of 2016; and delineates a myriad of threats to California’s fiscal stability, including unfunded retiree health benefits for state workers. Such fiscal prudence will need to be practiced by community colleges also, and any discretionary spending should keep in mind these conditions; for example, annual community college STRS contribution costs alone are estimated to increase by approximately \$250 million according to the Chancellor’s Office.

The budget summary is available [here](#). As you peruse the budget document, be mindful of the K-12 Education section and the new Investing in California’s Workforce section as both contain information pertinent to community colleges.

In short, the proposed budget for community colleges would fund:

\$100 million augmentation for continued expansion of the Student Success and Support Program (formerly matriculation).

\$100 million to support the implementation of Student Equity Plans at the local level.

2% enrollment growth/restoration (\$106.9 million), with direction to the Board of Governors to implement a new growth formula beginning in 2015-16.

1.58% statutory cost-of-living adjustment (\$92.4 million).

\$94.5 million to eliminate remaining deferrals.

\$500 million for a K-14 Adult Education Block Grant that builds upon the local collaboration of the AB 86 Regional Consortia.

\$353.3 million to pay down outstanding community college mandate claim and one-time funding for deferred maintenance at facilities, instructional equipment needs, and other one-time costs.

Modest increase in property taxes of approximately 6% in 2014-15 and 5.2% in 2015-16.

10.95% share of the Proposition 98 funds.

\$49 million to equalize the Career Development and College Preparation (CDCP) non-credit rate to the credit rate.

\$125 million in increased apportionment funding for such costs as retirement contributions, converting part-time faculty to full time, professional development, facilities, and other general expenses.

\$29.1 million for apprenticeship programs (\$14.1 million to expand existing programs and \$15 million to create new programs in emerging industries with unmet labor needs).

\$39.6 million for energy efficiency project grants under Proposition 39.

\$48 million (one time) for the Community Colleges Career Technical Education Pathways Programs.

\$250 million, with a one-to-one local matching requirement, for K-12 transitional career technical incentive grants. Eligibility includes Local Education Agencies (LEAs) as well as various K-12 entities.

Here's a useful summary chart by our talented Legislative Advocates, Lizette Navarette and Ryan McElhinney:

Item (amounts in 000s)	2014-15 Enacted	2015-16 System Budget Request	2015-16 January Proposed Budget
Ongoing Funds			
Cost of Living Adjustment	0.85%	\$180,000 (2.10%)	\$92,400
Enrollment Growth	2.75%	\$120,000 (2%)	\$106,900 (2%)
Student Success and Support Program (SSSP)	\$199,183	\$100,000	\$100,000
Implementation of Student Equity Plans	\$70,000	\$100,000	\$100,000
Career Development College Preparation (CDCP) Rate Equalization	No Augmentation	\$50,000	\$49,000
Apprenticeship Programs	No Augmentation	N/A	\$29,100
Operating Costs (Including: Retirement Contributions, Professional Development, Part-Time Faculty to Full-Time Faculty)	N/A	Full-Time Faculty Hiring: \$70,000 Professional Development: \$25,000	\$125,000
One-Time Funds			
Career Technical Education	\$50,000	\$25,000 On-going	\$48,000
Mandates (Including: Maintenance, Instructional Equipment)	\$49,500	Paydown	\$353,300
Remaining Deferrals	\$600,000	Paydown	\$94,500
Other			
Prop 39	\$37,500	N/A	\$39,600
Adult Education	\$25,000	\$500,000	\$500,000
CTE Incentive Grants	\$250,000 (CCPT)	N/A	\$250,000

Please keep in mind that this is the Governor's proposal. Though we are disappointed that certain areas were not covered (e.g., financial aid funding), the proposal in general is good news for community colleges and our work to ensure its enactment is just beginning.

APRC

2014 Completed Program Reviews:

Full 4- Year Review

Air Conditioning and Refrigeration
 Mathematics (for GE and Non-Science Students) CM2
 Mathematics (for Prospective Elementary Teachers) CM3
 Music
 Nursing (including School Health Programs)
 Radiological Technology
 Respiratory Care

2-Year CTE Reviews

Business
 Accounting
 Business Management
 Marketing
 Office Administration
 CADD
 Cosmetology
 Digital Arts (Art)
 Environmental Horticulture
 Photography
 Sign Language/Interpreter Training
 Welding

https://www.elcamino.edu/administration/vpaa/program_review/2014.asp

ALC – SLO/PLO Assessment

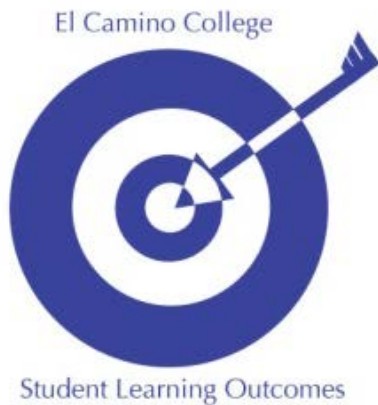
Deadlines

February 9 - Reports for fall 2014 assessments are due in TracDat

February 4, 3-4pm – *Entering Assessments into TracDat* Training

February 5, 1-2pm – *Entering Assessments into TracDat* Training

February 25, 3-4pm – *TracDat 101*



Upcoming ECC TracDat Training

All TracDat workshops are held in the Faculty & Staff
Training Room
(Library West Basement, Room 19)

Entering Assessments Into TracDat

This is a working workshop. Bring the data from your recent fall assessment and receive guidance as you enter it into TracDat.

Wednesday, January 28, 3:00 - 4:00 p.m.

Wednesday, February 4, 3:00 - 4:00 p.m.

Thursday, February 5, 1:00 - 2:00 p.m.

TracDat 101

Learn the basics of TracDat, the SLO/PLO software system.
You will learn how to find SLO statements and enter assessment results.

Wednesday, February 25, 3:00 - 4:00 p.m.

To enroll, please log in to *Professional Development Reporter*
elcamino.flexreporter.com

If you have any questions,
please contact ECC SLO Coordinators
Russell Serr (rserr@elcamino.edu) or
Karen Whitney (kwhitney@elcamino.edu).

El Camino College
Board Policy 5500

Academic Honesty & Standards of Student Conduct

The Superintendent/President shall establish procedures for disciplining students in accordance with the requirements for due process of the federal and state laws and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions including, but not limited to, the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

El Camino College is dedicated to maintaining an optimal learning environment and insists upon academic honesty and adherence to standards of student conduct.

To uphold the academic integrity, all members of the academic community shall assume responsibility for providing an educational environment of the highest standard characterized by academic honesty. It is the responsibility of all members of the academic community to encourage learning, promote honesty, and act with fairness.

Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. El Camino College personnel are dedicated to maintaining a positive learning environment. Optimal standards of student conduct are essential to the maintenance of a quality college environment.

El Camino College will develop and maintain Standards of Student Conduct. The procedures shall be made widely available to students through the College catalog, and other means including electronic communications.

See Administrative Procedure 5500 Standards of Student Conduct and Sexual Misconduct Policy

ACADEMIC HONESTY

~~El Camino College is dedicated to maintaining an optimal learning environment and insists upon academic honesty. To uphold the academic integrity of the institution, all members of the academic community, faculty, staff and students alike, must assume responsibility for~~

providing an educational environment of the highest standards characterized by a spirit of academic honesty.

It is the responsibility of all members of the academic community to behave in a manner which encourages learning and promotes honesty and to act with fairness toward others. Students should not seek an unfair advantage over other students when completing an assignment, taking an examination, or engaging in any other kind of academic activity.

STANDARDS OF CONDUCT

Conduct at El Camino College must conform to the laws of the State of California, District policies, and campus rules and regulations. The El Camino College faculty, staff, and administration are dedicated to maintaining a positive learning environment. Optimal standards for behavior are essential to the maintenance of a quality college environment. These standards will apply to all students on campus, other college property or while attending any college sponsored event. Violation of such laws, policies, rules, and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Disciplinary actions as noted in Administrative Procedure 5520 may be taken against any person who engages in behavior defined as misconduct.

The following misconduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

I. DISHONESTY

- a. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty including but not limited to:
 - i. Representing the words, ideas, or work of another as one's own in any academic exercise including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
 - ii. Copying from another student or former student or allowing another student to copy from one's work.
 - iii. Allowing another individual to assume one's identity or assuming the identity of another individual.
 - iv. Unauthorized collaboration intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.
 - v. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
 - vi. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.
 - vii. Obtaining or copying exams or test questions when prohibited by the instructor.

- viii. ~~Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes, or through the use of any electronic device.~~
- ix. ~~Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor.~~
- x. ~~Handing in the same paper or other assignment in more than one class when prohibited by the instructor.~~
- xi. ~~Any other action which is not an honest reflection of a student's own academic work.~~
- b. ~~Other forms of dishonesty, including but not limited to forgery or attempted forgery of any academic record; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.~~
- c. ~~Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.~~

II. ~~DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT AND EXPRESSION~~

- a. ~~Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, college personnel.~~
- b. ~~Any acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm.~~
- c. ~~Lewd, indecent, or obscene conduct on District-owned or controlled property,~~
- d. ~~or at District-sponsored or supervised functions, including public urination or defecation, public sex acts, taking intimate pictures of another person without consent, disrobing in public, possession and distribution of any obscene material, viewing pornographic material. (ECC BP & AP 6160)~~
- e. ~~Engaging in expression which is obscene, libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, other college property, or while attending any college-sponsored event, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.~~
- f. ~~Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including but not limited to its community service functions or to authorized activities held off campus. Obstruction or disruption includes but is not limited to the use of skateboards, bicycles, radios and roller skates~~
- g. ~~Failure to comply with the directions of a member of the college-certificated personnel, college management or supervisory personnel, college staff member, or campus police acting within the scope of his or her duties.~~
- h. ~~Conducting, organizing or participating in any activity involving gambling except~~

as permitted by law.

~~III. DRUGS, ALCOHOL AND SMOKING~~

- ~~a. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Sections 11053-11058 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.~~
- ~~b. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or District.~~

~~IV. THEFT, ROBBERY AND DAMAGE~~

- ~~a. Committing or attempting to commit robbery or extortion.~~
- ~~b. Causing or attempting to cause damage to District property at any location or to private property on campus.~~
- ~~c. Stealing or attempting to steal District property at any location or private property on campus, or knowingly receiving stolen District property at any location or private property on campus.~~
- ~~d. Willful misconduct which results in cutting, defacing, or other injury to any real or personal property owned by the District or personal property of other individuals on campus.~~

~~V. SEXUAL MISCONDUCT~~

- ~~a. Committing sexual harassment as defined by law or by District policies and procedures. Sexual Harassment is un-welcome conduct of a sexual nature, including sexual violence. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. (ECC-BP-3540)~~
- ~~b. Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.~~
- ~~c. Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force.~~
- ~~d. Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:~~

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STD or HIV to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

V. HARRASSMENT AND THREATENING/VIOLENT BEHAVIOR

- a. Causing, attempting to cause, or threatening to cause physical injury to another person including but not limited to: assault, battery, sex crimes including sexual assault or rape
- b. Conduct which constitutes harassment or abuse that threatens the physical or mental well-being, health or safety of any individual.
- c. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law.
- d. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name calling; social isolation or manipulation; and cyber bullying, hazing, or injurious behavior for any reason or discriminatory behavior based on race, sex, (i.e., gender) sexual orientation, religion, age, national origin, disability, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- e. Stalking-repetitive, menacing pursuit, following, harassment or interference with the peace and /or safety of a member of the campus.
- f. Willful misconduct which results in injury or death to a student or to college personnel.

VI. WEAPONS AND MISUSE OF FACILITIES

- a. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the appropriate State agency and a District employee, which is concurred in by the college president.

- ~~b. Animals, with the exception of service animals that provide assistance, are not permitted on campus except as permitted by law.~~
- ~~c. Unauthorized entry to or use of college facilities, equipment or supplies.~~

~~VII. MISCELLANEOUS~~

- ~~a. Persistent or habitual serious misconduct where other means of correction have failed to bring about proper conduct.~~
- ~~b. The commission of any act constituting a crime under California law, on campus or any district owned property or at any college sponsored event.~~

References:

Education Code Sections 66300 and 66301, ~~76033~~
Accreditation Standards I.C.8 and 10

El Camino College

Adopted: 9/7/78

Amended: 8/21/89, 6/22/92, 5/16/94, 12/21/09,

Renumbered: 4/18/05

El Camino College
Administrative Procedure 5500

Standards of Student Conduct

Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. Standards will apply to all students on District-owned facilities or controlled property or at District-sponsored or supervised functions or electronic media. Violation of such laws, policies, and procedures or behavior adversely affecting suitability as a student, will lead to student disciplinary action. Student disciplinary actions as noted in Board Policy 5500, Administrative Procedure 5500, and Administrative Procedure 5520 may be taken against any person who engages in behavior defined as misconduct.

Students alleged to have violated the Sexual Misconduct Policy with regards to sexual assault, sexual harassment, rape, domestic violence, dating violence, stalking, and retaliation, will be referred to the Title IX Officer. The Title IX Officer will work in coordination with the Director of Student Development or designee to address any violations to the Standards of Student Conduct that are in addition to the allegations of sexual misconduct.

Students who engage in any of the following conduct are subject to the procedures outlined in Administrative Procedure 5520.

Definitions: The following misconduct shall constitute good cause for discipline including, but not limited to, the removal, suspension, or expulsion of a student.

DISHONESTY

1. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined in the College catalog.
2. Representing the words, ideas, or work of another as one's own in any academic exercise including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
3. Copying from another student or former student or allowing another student to copy from one's work.
4. Allowing another individual to assume one's identity or assuming the identity of another individual.
5. Unauthorized collaboration-intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.

6. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
 - i. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.
 - ii. Obtaining or copying exams, test questions, or other course materials when prohibited by the instructor.
 - iii. Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes, or through the use of any electronic device.
 - iv. Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor or District personnel.
 - v. Handing in the same paper or other assignment in more than one class when prohibited by the instructor.
 - vi. Any other action which is not an honest reflection of a student's own academic work.
7. Dishonesty, forgery, alteration, or misuse of District documents, records or identification, or knowingly furnishing false information to the District.
8. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction including, but not limited to, handwritten or typed class notes, still photos, audio, or video recording, except as permitted by any District policy or administrative procedure.

DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT, AND EXPRESSION

1. Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, District personnel or another person.
2. Causing, attempting to cause, threatening, or acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm to another person.
3. Lewd, indecent, or obscene conduct or expression on District-owned facilities or controlled property or at District-sponsored or supervised functions, including public urination or defecation, public sexual acts, taking intimate pictures of another person without consent, disrobing in public, possession and distribution of any obscene material, or viewing pornographic material.
4. Engaging in expression which is obscene, libelous or slanderous, or which so incites

others as to create a clear and present danger of the commission of unlawful acts on District-owned facilities or controlled property or at District-sponsored or supervised functions, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

5. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including, but not limited to, its community service functions or to authorized activities held off-campus. Obstruction or disruption includes, but is not limited to, the use of skateboards, bicycles, radios, and roller skates.
6. Failure to comply with the directions of a member of the District certificated personnel, college management or supervisory personnel, college staff member, or campus police acting within the scope of his or her duties.
7. Conducting, organizing or participating in any activity involving gambling except as permitted by federal and state law.

DRUGS, ALCOHOL, AND SMOKING

1. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5 on District-owned facilities or controlled property or at District-sponsored or supervised functions.
2. Willful or persistent smoking (including tobacco and vapor cigarettes) in any area where smoking has been prohibited by law or by regulation of the District.

THEFT, ROBBERY, AND DAMAGE

1. Committing or attempting to commit robbery or extortion.
2. Causing or attempting to cause damage to District property or to private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.
3. Stealing or attempting to steal District property or private property or knowingly receiving stolen District property or private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.
4. Willful misconduct which results in cutting, defacing, or other injury to any real or personal property owned by the District or personal property of other individuals

District-owned facilities or controlled property or at District-sponsored or supervised functions.

SEXUAL MISCONDUCT

1. Committing sexual misconduct including, but not limited to, sexual harassment, domestic violence, dating violence, stalking, sexual assault (non-consensual sexual contact and/or intercourse), sexual exploitation, intimidation, retaliation, and rape as defined by law or by District policies and procedures.
2. Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
3. Other misconduct offenses in violation of the El Camino College Sexual Misconduct Policy.

HARRASSMENT, THREATENING, AND VIOLENT BEHAVIOR

1. Causing, attempting to cause, or threatening to cause physical injury to another person on District-owned facilities or controlled property or at District-sponsored or supervised functions.
2. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyberbullying.
3. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property on District-owned facilities or controlled property or at District-sponsored or supervised functions.
4. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel or another person.
5. Willful misconduct which results in injury or death to another person or which results in cutting, defacing, or other injury to any real or personal property owned by the District or controlled property or at District-sponsored or supervised functions.
6. Other misconduct offenses relative to disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law including, but not limited to, bullying, discrimination, threatening, or causing abuse (including physical and/or verbal).

7. Violence between those in intimate/dating relationships to each other, and stalking, as defined by law or by District policies and procedures.

WEAPONS

1. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object including, but not limited to, any facsimile firearm, knife, or explosive on District-owned facilities or controlled property or at District-sponsored or supervised functions, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President or designee.

MISUSE OF FACILITIES

1. Unauthorized entry upon or use of District-owned facilities or controlled property or at District-sponsored or supervised functions.

MISCELLANEOUS

1. Introduction of animals on District-owned facilities or controlled property or at District-sponsored or supervised functions are not permitted with the exception of service animals that provide assistance as permitted by federal and state law.
2. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
3. The commission of any act constituting a crime under federal or state law on District-owned facilities or controlled property or at District-sponsored or supervised functions.

References:

Education Code Sections 66300 and 66301;
Accreditation Standards I.C.8 and 10

El Camino College

Adopted:

Approved: