## Agenda & Table of Contents: Tuesday, May 4, 2021 via Zoom

| Agenda Item | Page Numbers |
|---|---|
| **A. Call to Order** | |
| **B. Approval of Minutes** | 6-14 |
| **C. Unfinished Business:**<br>a.  Call for nominations, Academic Senate Executive Board Positions- Kevin Degnan and Darcie McClelland<br>         VP Academic Technology, VP Ed Policies, VP Faculty Development, VP Finance and Special<br>         Projects, Secretary/Webmaster | |
| **D. New Business:**<br>a.  Senate Constitution Amendments 1st Reading- Senate Executive Board<br>b.  ASO Syllabus Statement, 1st Reading- Dalyan Johnston and Faith Adams<br>c.  BP/AP 4100, Graduation Requirements for Degrees and Certificates 1st Reading- Claudia Striepe<br>d.  BP 4100.1, Catalog Rights 1st Reading- Claudia Striepe<br>e.  BP/AP 4040, Library and Learning Support Services 1st Reading- Claudia Striepe<br>f.  BP/AP 4070, Course Auditing and Audit Fees 1st Reading- Claudia Striepe<br>g.  Revised Program Review Templates and Timeline 1st Reading- Kevin Degnan and Viviana Unda | 15-30<br>31<br>32-37<br>38<br>39-42<br>43-46<br>47-55 |
| **E.  Information Items – Discussion**<br>a.  None | |
| **F.  Officer Reports**<br>a.  President – Darcie McClelland<br>b.  Chair, Curriculum – Janet Young<br>c.  VP Educational Policies – Claudia Striepe<br>d.  VP Equity, Diversity, and Inclusion- Analu Josephides<br>e.  VP Faculty Development – Stacey Allen<br>f.  VP Finance – Josh Troesh<br>g.  VP Academic Technology – Pete Marcoux<br>h.  VP Instructional Effectiveness/ALC & SLOs Update – Kevin Degnan | 56-58<br><br>59-70<br><br>71-72 |
| **G. Special Committee Reports**<br>a.  ECC VP of Academic Affairs – Jean Shankweiler<br>b.  ECC VP of Student Services – Ross Miyashiro<br>c.  Online and Digital Education Committee- Mary McMillan | |
| **H. Future Agenda Items:**<br>a.  ESL Plan<br>b.  Officer Elections<br>c.  Special Recognition/Appreciation | |
| **I. Public Comment** | |
| **J. Adjourn** | |

Page numbers refer to the Academic Senate meeting packet, which can be accessed by visiting:
http://www.elcamino.edu/academics/academicsenate/agenda.asp. Hard copies of agendas are posted outside the Library.

Any individual with a disability who requires reasonable accommodation to participate in an Academic Senate meeting, may request assistance by contacting Darcie McClelland, dmcclelland@elcamino.edu (310) 660-3593 x3254, 16007 Crenshaw Blvd., Torrance, CA 90506.

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 a senator was signed in to the meeting and did not vote No/Abstain, their vote will be assumed to be a Yes.

# Academic Senate of El Camino College 2020-2021

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254
Office location: Schauerman Library, Room 273

## Zoom information for Academic Senate Meeting 5/4/2021

Join from PC, Mac, Linux, iOS or Android: https://cccconfer.zoom.us/j/96066759172

Or iPhone one-tap (US Toll): +16699006833,96066759172# or +12532158782,96066759172#

Or Telephone Dial:
+1 669 900 6833 (US Toll)

Meeting ID: 960 6675 9172

We ask that everyone please keep in mind the following points of virtual meeting etiquette:

- When you join the meeting, please type your name and division in the chat box so we can take note of attendance for the minutes.
- If you would like to ask a question or make a comment, please use the raise hand feature and wait until acknowledged, do not just blurt out your question/comment or interrupt another individual.
- State your name before you make a comment or ask a question so that we can acknowledge you in the minutes.
- Please ask one question or make one comment at a time. Then pause and wait for others to participate before making additional comments or asking additional questions.
- Keep discussion focused on the current agenda item.
- Mute your microphone when you are not speaking.
- Turn the camera off if you are multitasking during the meeting so others are not distracted.

If you think of comments or questions ahead of time that you would like read and addressed during the meeting, please email them to dmcclelland@elcamino.edu by noon on Tuesday, May 4. In the subject line, please put Academic Senate Meeting 5/4 comment/question so that I can easily find it. Comments and questions can also be typed into the chat window during the meeting.

# Academic Senate of El Camino College 2020-2021

**May 4, 2021**

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254
Office location: Schauerman Library, Room 273

## Officers & Executive Committee

| | | | |
|---|---|---|---|
| President | **Darcie McClelland** | VP Finance & Special Projects | **Josh Troesh** |
| VP Academic Technology | **Pete Marcoux** | VP Instructional Effectiveness | **Kevin Degnan** |
| VP Ed. Policies/Pres-Elect | **Claudia Striepe** | Curriculum Chair | **Janet Young** |
| VP Faculty Development | **Stacey Allen** | Secretary | **Rocio Diaz** |
| VP Equity, Diversity, and Inclusion | **Analu Josephides** | Parliamentarian | **Pete Marcoux** |

### Part-Time (One-year terms)

**Jack Spencer**

**Ed Muo**

### Behavioral & Social Sciences

| | |
|---|---|
| **Stacey Allen** | 22/23 |
| **Ali Ahmadpour** | 22/23 |
| **Kristie Daniel-DiGregorio** | 20/21 |
| **Renee Galbavy** | 20/21 |
| **Michael Wynne\*** | 20/21 |

### Business

| | |
|---|---|
| **Kurt Hull** | 21/22 |
| **Philip Lau\*R** | 21/22 |
| **Josh Troesh** | 21/22 |

### Counseling

| | |
|---|---|
| **Seranda Bray** | 20/21 |
| **Anna Brochet\*R** | 21/22 |
| **Rocio Diaz** | 22/23 |

### Library Learning Resources

| | |
|---|---|
| **Analu Josephides** | 21/22 |
| **Mary McMillan** | 21/22 |
| **Claudia Striepe\*R** | 21/22 |

### Fine Arts

| | |
|---|---|
| **Jonathan Bryant** | 21/22 |
| **Joe Hardesty** | 20/21 |
| **Russell McMillin\*R** | 21/22 |
| **Joanna Nachef** | 21/22 |
| **Darilyn Rowan** | 21/22 |

### Health Sciences & Athletics/Nursing

| | |
|---|---|
| **Andrew Alguliar** | 22/21 |
| **Ryan Anthony** | 22/23 |
| **Nate Fernley** | 21/22 |
| **Tiffanie Lau** | 20/21 |
| **Colleen McFaul** | 20/21 |

### Humanities

| | |
|---|---|
| **Sean Donnell** | 21/22 |
| **Brent Isaacs** | 21/22 |
| **Elayne Kelley** | 21/22 |
| **Pete Marcoux\*** | 21/22 |
| **Anna Mavromati** | 21/22 |

### Industry & Technology

| | |
|---|---|
| **Charlene Brewer-SmithR** | 21/22 |
| **Ross Durand\*** | 21/22 |
| **Dylan MeekR** | 21/22 |
| **Renee Newell** | 21/22 |
| **Jack Selph** | 21/22 |

### Mathematical Sciences

| | |
|---|---|
| **Susana Acuna-Acosta** | 22/23 |
| **Diaa Eldanaf** | 22/23 |
| **Robert Eleuteri** | 22/23 |
| **Le Gui** | 20/21 |
| **Ronald Martinez** | 21/22 |

### Natural Sciences

| | |
|---|---|
| **Shimonee Kadakia** | 21/22 |
| **Darcie McClelland** | 22/23 |
| **Mia Dobbs** | 21/22 |
| **Shanna Potter\*R** | 22/23 |
| **Jwan Amin** | 22/23 |

### Academic Affairs & Student Services

**Jean Shankweiler**

**Ross Miyashiro**

### Associated Students Organization

**Dalyan Johnston**

**Pretty Abraham**

### President/ Superintendent

**Dena Maloney**

### Ex-officio positions

| | |
|---|---|
| **Kelsey Iino** | ECCFT |

### Institutional Research

**Josh Rosales**

Dates after names indicate the last academic year of the senator's three-year term, for example 20/21 = 2020/2021.
*Denotes longest-serving division senator (i.e., the "senior senator"). R Denotes division senator who reports to division on Senate meetings.

# El Camino College Academic Senate Purpose, Meetings, and Committees

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

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

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

## ECC ACADEMIC SENATE MEETINGS:
1st and 3rd Tuesdays, 12:30-2 p.m., Distance Education Conference Center (DE 166).
**FALL 2020:** September 1 & 15, October 6 & 20, November 3 & 17, December 1 & 8 (tentative).
**SPRING 2021:** February 16, March 2 & 16, April 6 & 20, May 4 & 18, June 1 & 8 (tentative).

## SENATE COMMITTEES:
**Academic Technology**. Chairs: P. Marcoux & M. Lemons. 2nd Thursday, more details TBA.
**Assessment of Learning**. Chairs: Kevin Degnan & Catherine Shultz-Roman. 9/9, 10/14, 11/18, 11/25 (tentative), 2:30-4 pm, Communications 109.
**Academic Program Review**. Chairs: Kevin Degnan & TBA. Thursdays, 1230-2pm, Library 202 or Communications 109.
**College Curriculum**. Chair: Janet Young. 2nd & 4th Tuesdays, 2:30-4:30, DE 166.
**Distance Education Advisory Committee.** Chair: Moses Wolfenstein. D.E. Liaison: Mary McMillan. 4th Thurs, 1:30-2:30, Lib 202.
**Educational Policies**. Chair: Claudia Striepe. 2nd & 4th Tuesdays, 1-2, Natural Sciences 127.
**Faculty Development**. Chair: Stacey Allen. 2nd & 4th Tuesdays, 1-2, West Library Basement.

## CAMPUS COMMITTEES:
**Accreditation**. Chair: Jean Shankweiler. Faculty Co-Chair: C. Striepe. Standards Co-Chairs: R. Serr, C. Herzig, J. Troesh, M. Kline.
**Board of Trustees**. Chair: Bill Beverly. Senate Rep: Darcie McClelland. 3rd Mondays, 4 pm, Alondra.
**Calendar**. Chair: Ross Miyashiro. Senate Reps: Stacey Allen, Ali Ahmadpour. Meets annually or as needed.
**College Council**. Chair: Dena Maloney. Senate Rep: Darcie McClelland. 1st & 3rd Mondays, 1:30-2:30, Library 202.
**Council of Deans**. Chairs: Jean Shankweiler & Ross Miyashiro. Senate Rep: Darcie McClelland, 2nd Thurs., 8:30-10:30, Alondra.
**ECC Technology Committee.** Chairs: Crystle Martin & Marlow Lemons. Senate Rep: Pete Marcoux. 3rd Tuesdays, 2-3, Library 202.
**Enrollment Management**. Chair: J. Shankweiler. Senate reps: Sara Di Fiori, Chris Jeffries, 2nd & 4th Thurs. 1-2, Com 109/LIB 202.
**Facilities Steering Committee**. Chair: Jorge Gutierrez. Senate Rep: Claudia Striepe, 1st Monday, 2:30, Library 202.
**Guided Pathways.** Steering Committee: C. Mosqueda, J. Pon-Ishikawa, J. Rosales, J. Shankweiler, J. Simon, C. Wells. 1st Tues, 2:30-3:30 DE 166.
**Planning & Budgeting (PBC)**. Chairs: Iris Ingram and Viviana Unda. Senate reps: Josh Troesh & Sidney Porter, 1st & 3rd Thurs, 1-2, LIB 202.

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

# ECC (El Camino College) Acronyms

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

**Adjunct**
☒ Chinedu (Ed) Muo
☐ Jack Spencer

**Behavioral & Social Sciences**
☒ Ali Ahmadpour
☒ Stacey Allen
☒ Kristie Daniel Di-Gregorio
☒ Renee Galbavy
☒ Michael Wynne

**Business**
☒ Kurt Hull
☒ Phillip Lau
☒ Joshua Escalante Troesh

**Counseling**
☒ Anna Brochet
☒ Rocio Diaz
☒ Seranda Sylvers

**Fine Arts**
☒ Jonathan Bryant
☒ Joe Hardesty
☒ Russell McMillin
☒ Joanna Nachef
☒ Darilyn Rowan

**Health Sciences & Athletics**
☒ Andrew Alvillar
☐ Ryan Anthony
☐ Nate Fernley
☒ Tiffanie Lau
☒ Colleen McFaul

**Humanities**
☒ Kevin Degnan
☒ Sean Donnell
☒ Brent Isaacs
☒ Elayne Kelley
☒ Pete Marcoux

**Industry & Technology**
☒ Charlene Brewer-Smith
☒ Ross Durand
☒ Dylan Meek
☒ Renee Newell
☒ Jack Selph

**Library and Learning Resources**
☒ Analu Kameeiamoku Josephides
☒ Mary McMillan
☒ Claudia Striepe

**Mathematical Sciences**
☒ Susana Acosta-Acuna
☒ Diaa Eldanaf
☒ Robert Eleuteri
☐ Le Gui
☒ Ronald Martinez

**Natural Sciences**
☒ Mia Dobbs
☒ Shimonee Kadakia
☒ Darcie McClelland
☒ Shanna Potter
☒ Jwan Amin

**Associated Students Organization**
☒ Dalyan Johnston

**Curriculum Chair**
☒ Janet Young

**Academic Affairs**
☒ Jean Shankweiler

**Student Services**
☒ Ross Miyashiro

**President/Superintendent**
☐ Dena Maloney

**ECC Federation**
☒ Kelsey Iino

**Institutional Research**
☒ Joshua Rosales

**Dean's Reps/Guests/Other Officers:**
☒ Nzita Bell
☒ Stephanie Burnham
☒ Keiana Daniel
☒ Mark Fields
☒ Greg Fry
☒ Christopher Hurd, SEA
☒ Jaynie Ishikawa
☒ Camila Jenkin
☒ Lillian Justice
☒ Claire Langeveldt

☒ Marlow Lemons
☒ Georgi Levine
☒ Coleen Maldonado
☒ Jeff Miera
☒ Susan Nilles
☒ Jessica Padilla
☒ Ruby Padilla
☒ Grace Perez
☒ Karen Preciado
☒ Abigail Puentes

☒ Danielle Roman
☒ Samantha Ryan
☒ Linabel Sajo
☒ R. Chris Wells
☒ Teresa Wilson
☒ Moses Wolfenstein, LLR – ODE


Excused: L. Gui

**ACADEMIC SENATE MINUTES**

April 20, 2021

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

**A.  CALL TO ORDER**

Senate President Darcie McClelland called the fifth Academic Senate meeting of the Spring 2021 semester to order on Tuesday, 20th at 12:31pm.

**B.  APPROVAL OF MINUTES (p. 6-17)**

D. McClelland: See pgs. 6-17 of the packet for minutes from April 6th meeting. Motioned by A. Ahmadpour, seconded by C. Striepe.

- No comments or questions.
- Reminder that if you are here and do not vote no or abstain, we will assume your vote is a yes.
- 42 yes, 0 nos, 0 abstentions. APPROVED.

R. Diaz: Our deans rep for today is Dr. Marlow Lemons from Mathematical Sciences Division—welcome!

M. Lemons: Hi everybody, I'm the Dean of Mathematical Sciences. I lead a tremendous group of amazing professors and staff, especially during this time of pandemic. One of challenges is, despite this pandemic and remote learning setting, to provide great support to our students as possible and it comes from all different directions.

- Faculty keep great communication with students
- Faculty also exercise flexibility when working students
- Be available and use platforms such as Pronto and Zoom. Faculty are loving using Pronto and see positive aspects
- Reinforcing tutoring services
- Division office answer student questions and share events
- On Fridays, Gerson and Dr. Lemons create an end-of-week announcements
- From Deans' perspective, when students have concerns, come to Deans and find solutions for them

Thank you so much for your time.

R. Diaz: Thank you for staying in touch with students and providing flexibility. Next we have a returning student, Teresa Wilson. This week, could you share some examples of how you've been supported throughout the pandemic at ECC?

T. Wilson: Good afternoon everyone, I'm happy to be here, thank you for having me. Before spring break, I had an assignment in my AJ class to do a research paper. Working on annotated bibliography, need to find a credible journal article for my topic. My professor gave us steps to reach out to librarian, I was doing search and having an issue, so I used the chat that popped up and talked to her and she went through steps on how to look for key words, went on for a while, and it was very helpful. Having

annotated bibliography and going through finding resources was very helpful. One of the things that I'm concerned about during the pandemic with professors and staff at the colleges is being patient and understanding, and that has helped a lot, thank you to those people. Another service is online writing services and I encouraged students to utilize their zoom room and one student said it was very helpful.

## C. UNFINISHED BUSINESS

    **a.** BP/AP 4230, Grading and Academic Record Symbols 1st Reading-Claudia Striepe
- Moved by J. Escalante-Troesh, seconded by S. Allen
- C. Striepe: Purpose is to add SP Satisfactory Progress symbol
- BP – Nothing really has changed, just that we updated AP
    - o Vote: 42 yes, 0 nos, 0 abstentions. APPROVED.
- AP – SP applies only to noncredit classes
    - o Change in blue was suggested by Registrar
- A. Ahmadpour: Can incomplete be requested by instructor, or only by student? D. McClelland: this is from template, but included because we don't want to assign Incomplete without checking with student. Important to say student is requesting so faculty are speaking with students before
    - o Vote for AP: 42 yes, 0 nos, 0 abstentions. APPROVED.

## D. NEW BUSINESS

    a. Resolution in Support of Black Student Success Week 1st Reading- Darcie McClelland
- Motioned to consider on urgent basis and vote on it today by A. Josephides, seconded by S. Donnell
- See page 27-28 of packet for resolution-read aloud by D. McClelland
- A. Josephides: Suggestion to change to Native Hawaiian and Pacific Islander
- J. Escalante Troesh: In last resolved, missing closing of the gap. In addition, most of what we are talking about this in the resolution are success gaps while student is in college. We should also look at success gaps that happen as they enter workforce, field, homeownership, retirement, etc. Not just look if they are passing at ECC and transferring but also greater societal things we can have an impact on
- S. Donnell: Spelling updates.
- A. Ahmadpour: What are we adding in response to Josh's question?
- Vote: yes, 0 nos, 0 abstentions
- R. Diaz: Where are we posting the resolution? DM: Will work with Ann. A. Josephides: Recommendation to add to EDI webpage.

    b. Call for nominations, Academic Senate Executive Board Positions- Kevin Degnan and Darcie McClelland
- VP Academic Technology, VP Ed Policies, VP Faculty Development, VP Finance and Special Projects, Secretary/Webmaster
- VP Faculty Development: Anna Brochet nominated Stacey Allen and Stacey has accepted
- Sean Donnell nominated Pete Marcoux, declined at this time.

- Claudia Striepe and Analu Josephides nominated Camila Jenkins for VP of Educational Policies. Camila accepted.
- Analu Josephides nominated Rocio Diaz for Secretary/Webmaster; declined at this time.
- Stacey Allen nominated Renee Galbavy for VP of Academic Technology; declined at this time.
- Accepting nominations until May 17th. Will make another call on May 4th.
- D. McClelland: Anyone can nominate, but only senators can run. Recommend talking to person before nominating someone via email. Confirm with person so that they are not blind sighted when I email them. Have to be full-time. Need at least one nominee for Technology, Finance, and Secretary/Webmaster

E. **INFORMATION ITEMS – DISCUSSION (p. 29-53)**
  a. AP 3435 Unlawful Discrimination Complaints & Investigations-Jaynie Ishikawa
      - J. Ishikawa: This administrative procedure goes through general outline of what investigation looks like
      - Two biggest changes: changed from unlawful discrimination to unlawful discrimination, harassment, or retaliation. And the name of our office changed to Title IX, Diversity, and Inclusion
      - New CCCCO requirements for Title IX: superficial changes with phrasing and title
          - Can be verbal, in writing, or form
      - Formal complaints – CCCCO has cut themselves out of that process and now just goes to us
      - Oversight of complaint procedure is under me and our office
      - Who can file a complaint: any individual (including a parent of a minor, or a person with legal authority on their behalf) who partakes in the programs, benefits
      - Intake Process: clarified that when someone comes into our office to share potential concerns, sometimes might elevate a case if it is severe enough
      - District may prohibit individual from having any contact with the Complainant pending the result of investigation
      - Investigation of Complaint: mostly superficial changes. District will notify the Complainant that the District will commence and impartial investigation
      - Timeline for Completion: do as quickly as possibly can; roughly within 90 calendar days
      - Cooperation: changed from Encouraged to Expected to share what you know and cooperate to best of your ability
      - If you are very accused of disciplinary action, have a due process
      - Admin: In number five, this process is separate from any District disciplinary procedures or appeals. Our office focuses on fact finding, but have no ability to determine disciplinary action for employee. Appeal to investigation is with our office
          - Appeal to discipline is a separate process
      - Appeals: We are not determining whether or not someone has broken law, we are looking to see if broke board policy

- Remand: If you feel that myself or our investigator were biased, gives info for remand process
- Extension of time has changed: we used to have to submit written request, they have taken themselves out of the process and we can give ourselves a one-time extension. After that, lists process for add'l extensions
- Disclosures to CCCCO: can include report, correspondence. Addition of providing annual report of employment and non-employment discrimination complaints
- File Retention: changed from keeping files for 3 years to 5 years
- Training and Education and Prevention for Students: all new to this particular procedure, but makes it parallel to Title 9 BP and AP. These policies and procedures will be posted on campus and on District website, which is currently what exists
- Training: at least two hours of classroom or other effective interactive training. Sexual harassment training and education once every two years-we use Keenan. Maintain records and dates people have taken them
- We are required to improve these types of training
- DM: This is not senate purview so we will not be voting on it
- S. Donnell: Stats? JI: Don't have stats and category is really big. Distinction between Title 9 complaints (sexual harassment, stalking, dating and relationship violence, sexual assault) and any complaint about unequal treatment based on protected class. That type of general question, I would want to give you a more specific answer because depends on type of complaint. Anecdotally, fair percentage of cases that are related to student complaints against faculty. In proposed changes, there is distinction between formal complaint v informal complaint.
  - Informal complaint: If student comes into office and feels they are treated unfairly, don't want to make a big deal, but it is making me uncomfortable. I reach out to faculty and make it very clear that there is no disciplinary action and include your Dean. Not to confirm what happened, but to share what student shared. Informal process is then completed.
  - Formal complaint: notified in writing, interview request, can have union rep in interview, etc.
  - SD: Weingarten rights, it sounds like faculty are notified about it
- A. Ahmadpour:
  - JI: Our new investigator, Claire Langeveldt, is here and she is amazing
  - C. Langeveldt: It is nice to be here. [clangeveldt@elcamino.edu](mailto:clangeveldt@elcamino.edu)
- J. Padilla: Is it possible to have Keenan tailor their trainings to education settings? Most of their videos focus on office settings
  - JI: We have separate online orientation

## F. OFFICER REPORTS
  a. President, Darcie McClelland
  - D. McClelland: College President/Superintendent Candidate Forums
    - Wednesday 4/28 1pm and 3pm
    - Thursday 4/29 1pm and 3pm

- o Please plan to attend if at all possible. This is your opportunity to see each candidate and provide feedback to the board.
- o Email questions in advance by Monday the 26th at noon
- Black Student Success Week is April 26-30
  - o Monday 4/26 Follow the Money
  - o Tuesday 4/27 The ADT Journey for African American Students
  - o Wednesday 4/28 Equity and Black Representation in Higher Education Leadership
  - o Thursday 4/29 A Legislative
- Congratulations to our own Claudia Striepe who was named Distinguished Faculty of the Year!!
- To De Von Lamar Scott
- Meeting times for 2021-2022?
  - o With block scheduling coming in fall 2021, classes are scheduled 1130-1255 and 230-355 on Tuesday/Thursday. College hour is from 115-215 with a 20-minute passing period before and a 15 minute passing period after. Thus, I'm proposing that we move our meeting times back by 30 minutes, 1-230pm
  - o If you feel strongly about not moving meeting to 1-230, please let Darcie know.

b. Chair, Curriculum – Janet Young
- J. Young: Director of NC program job description was board approved yesterday. Will allow us to organize and formalize, wonderful step in the right direction and I want to thank Dr. Shankweiler and taskforce for spearheading
- All courses should be in Curriculog by the end of the semester (just few hundred left)
- Course review and trainings are going well in Curriculog
- User guides are posted on the CCC website www.elcamino.edu/academics/ccc
- Contact Janet Young for Department or Division Trainings
  - o More people that we get trained on this system, better it will be for everyone

c. VP Educational Policies – C. Striepe
- C. Striepe: We have a candidate for VP ED policies – Camila Jenkin of the L&LR, a member of the Ed Policies Committee, and recently elected to Academic Senate
- 

d. VP Equity, Diversity, & Inclusion- A. Josephides
- A. Josephides: We have our EDI website where we can begin uploading content to
- EDI standing committee has developed job description, will be discussed at our next executive meeting and upcoming AS meeting

e. VP Faculty Development- Stacey Allen

- Reminder: May 15th – Deadline to enter Flex activities in Cornerstone
- A lot of events coming up:
  - Friday 4/23 12-1pm: Responding to Students in Crisis, Part I
    a. Please consider attending
  - Thursday 4/29 1-2pm: Informed & Inspired – Equity and Grading
  - Thursday 4/29 2-3pm: Hello, my name is…: Quick tips for pronouncing AAPI names
  - Wednesday 5/12: Back by popular demand…Dr. Solórzano returns (confirmed)! Will be up on Cornerstone
  - Friday 5/21 12-1: Responding to Students in Crisis, Part II
- New PD planning process in packet: effective this semester. Two sets of plans, one is for this semester. Effective in Fall, will begin planning for upcoming PD day in week four.
  - Create a more transparent and inclusive process, but also responsive to PD needs.

**f.** <u>VP Finance- Josh Troesh</u>
- J. Troesh: Federal govt provided funds for higher education recently; how that will look for our college is up in the air and some of those funds have already been spoken for, mostly related to student success

**g.** <u>VP Academic Technology- Pete Marcoux</u>
- P. Marcoux: Academic Technology Committee
  - Discuss the Tech Refresh plan
    a. 50%

**h.** <u>VP Instructional Effectiveness/ALC & SLOs Update- Kevin Degnan</u>
- K. Degnan: Getting ready for Spring 2021 SLO & PLO assessments, due by the end of week 3 and 5, respectively, in Fall 2021
  - Pilot to use Canvas Outcomes for key courses this term is underway. Canvas has ability to collect SLO data
- There will be an updated Program Review template to be discussed at next Senate meeting. Further simplify and infuse equity
- To get Program Review back on track after/during the pandemic,
  - Training for Program Review leads in mid May
  - Program Review packets due at the start of Spring 2022
- Return to regular timeline simultaneously with a training in November 2021 and packets due at start of Fall 2022

**G. SPECIAL COMMITTEE REPORTS**
a. <u>ECC VP of Academic Affairs – Jean Shankweiler</u>
- Annual Planning Process: All divisions have prioritized their requests and sent to me, now we review requests together. All VPs will meet together to prioritize.

- Return to Campus Plan: has appendices for Academic Affairs and Athletics, we are updating them because they were written over a year ago
- Kevin already talked about Program Review cycle

b. ECC VP of Student Services – Ross Miyashiro
- April 24th 10am-1pm Food event for 700 cards. VIPs are listed in red: Janelle Monae, Jidenna, Angela Rye, and Wondaland

c. Online and Digital Education Committee- Mary McMillan
- Next ODE Advisory Committee meeting this Friday, 4/23
- As we are in second half of semester, if you have concerns, take to committee rep in your division so it can be brought over to ODE committee

**H. FUTURE AGENDA ITEMS**
a. Constitution Changes
b. Discussion concerning appropriate online load for faculty post-COVID
c. Officer Elections

**I. PUBLIC COMMENT**
a. S. Kadakia: When we return to campus and are in person, is it possible to have some percent of our OH via Zoom? For my students, it has been a good flexible aspect to have OH through Zoom. I get more students bc they don't necessarily need to come to my office.
- J. Shankweiler: I think there are some provisions for online, need to look at contract
- SK: For students, good way for them to come to OH. Provides more flexibility for faculty and students, can have OH in evening and they can come to that
- D. McClelland: Will talk to Federation, weird gray area where it fits
- A. Ahmadpour: We can talk with our divisions and bring back feedback

**J. ADJOURN**

Meeting adjourned at 1:53pm.

# Constitution of the El Camino College Academic Senate

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# El Camino College Academic Senate Constitution

**PREAMBLE** In order to have a formal and effective procedure for participating in the formation and implementation of district policies on academic and professional matters, we, the faculty of the El Camino Community College District, do hereby establish a representative organization, known as the Academic Senate of El Camino College. The Academic Senate shall be fully empowered to act as the representative and executive arm of the faculty, acting for all the members of the faculty on an elected basis.

**ARTICLE I** **Name and Definitions**

Section 1. Name

1.1 The name of this organization shall be the Academic Senate of El Camino College, hereinafter referred to as the Senate.

Section 2. Definitions

2.1 The term "days," when used in this constitution, shall mean weekdays when classes are in session at the college.

2.2 The term "faculty" shall mean all personnel defined in the El Camino College Federation of Teachers Agreement.

2.3 The term "part-time faculty" shall mean faculty members employed by the District as an instructor for 67% or less of a full-time teaching load.

2.4 The term "senator" shall mean any member of the faculty elected to the Senate.

2.5 The term "division senator" is the individual who is elected by the full-time faculty of a division or unit to represent such unit.

2.6 The term "senior senator" shall mean the division senator with the longest continuous service on the Senate.

2.7 The term "FTEF" shall mean Full-Time Equivalent Faculty.

2.8 The term "ex-officio member" shall mean a non-voting member of the Senate who may be invited by the Senate president to serve as a resource person, advisor, and/or communication link with other campus decision-making bodies.

**ARTICLE II**     **Purposes**

Section 1.     <u>Purpose</u>

1.1     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."

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

**ARTICLE III**     **Senate Membership**

Section 1.     <u>Senators</u>

1.1     The senators shall be elected from the faculty in each division. ~~The Library Learning Resources shall be treated as a division.~~

1.2     The composition of the Senate shall be one senator for each twelve Full-Time Equivalent Faculty (FTEF) members per division to be elected by full-time faculty. Each division shall have at least two senators. Part-time faculty shall have two members-at-large and up to two alternates on the Senate, to be elected by the part-time faculty of that campus/center.

1.3     Divisions having FTEF shall be entitled to senate members on the
        following basis: 1 through 24 - two (2) members
                        25 through 36 - three (3) members
                        37 through 48 - four (4) members
                        49 or more - five (5) members

1.4     The computation of the number of faculty members in each division in any
        given year shall be based on the total FTEF for each division as
        determined by averaging division FTEF data from the most recent spring
        and fall semesters.

1.5     <u>Eligibility of Senators</u>

        1.5.1  Voting members of the Senate shall be the elected senators.

        1.5.2  The tenure of office for a senator shall cease when the senator no
               longer is a faculty member at El Camino College, or has been
               recalled or removed (see Bylaws Article III, Sections 4-5). In the
               event that a division decreases in size, each senator serves out the
               remainder of his or her term. No further division elections will be
               held until the number of division senators is in line with the current
               division FTEF figures.

1.6     <u>Election of Full-Time Senators</u> – See Bylaws Article III, Section 1.

1.7     <u>Election of Part-Time Senators</u> – See Bylaws Article III, Section 2

1.8     <u>Full-Time Senator – Term of Office</u>

        1.8.1  Full-time senators shall be elected for a term of three years. Also, see
               Bylaws Article III.

        1.8.2  The division represented may exercise recall of a full-time senator at
               any time. See Bylaws Article III.

        1.8.3  If a full-time senator cannot or does not choose to complete the term
               of office, the Senate president may, after consultation with the
               remaining senators from that division, appoint a replacement or hold
               a special election under the procedures of Article III, Section 1 of the
               Bylaws.

        1.8.4  The appointment shall be made within one month of the vacancy, or
               a special election shall be held as soon as possible after notification
               of the vacancy, and the term of office for the replacement shall be
               for the remainder of the vacating senator's term of office.

1.8.5 A senator on official leave for a period exceeding two months shall be replaced in accordance with the provisions of Section 1.8.3. The replacement shall serve for the duration of the leave or until the expiration of the term of office, whichever occurs first.

1.9 Part-Time Senator – Term of Office

1.9.1 The term of office for part-time senators shall be one year unless the senator no longer meets the requirements of Article III, Section 1.5.

1.9.2 If a part-time senator is unable to complete the term of office, the Senate president shall appoint a replacement for the remainder of the term.

1.10 A senator is expected to attend all regularly scheduled senate meetings. A senator may be removed for excessive absences. See Bylaws Article III, Section 4.

Section 2 Ex-Officio Senate Members

2.1 Designation of Ex-Officio Members of the Senate

2.1.1 One member of the El Camino College Board of Trustees, to be designated by the Board, shall be an ex-officio member of the Senate.

2.1.2 The college president, Vice President of Academic Affairs, and Vice President for Student Services (or designees) shall be ex-officio members of the Senate.

2.1.3 The ECCFT president (or designee) shall be an ex-officio member of the Senate.

2.1.4 The chair of the Curriculum Committee shall be an ex-officio member of the Senate if not otherwise a member of the Senate

2.1.5 The chair of the Assessment of Learning Committee shall be an ex-officio member of the senate if not otherwise a member of the Senate.

2.1.6 Members of the Executive Board/Senate Officers who are not re-elected to new senator terms by their division shall be ex-officio members of the senate until the end of their term as an officer or until re-elected by their division.

2.1.7 The president of the Associated Student Organization, or designee, shall be an ex-officio member of the Senate.

**ARTICLE IV**    **Officers**

Section 1    Officers.  The Senate shall elect from among its members:

1.1    President;

1.2    President Elect, who may also hold another senate office, until beginning his or her term as president;

1.3    Vice Presidents:  Vice President of Educational Policies, Vice President of Instructional Effectiveness, Vice President of Equity, Diversity, and Inclusion, Vice President of Finance and Special Projects, Vice President of Faculty Development, and Vice President of Academic Technology;

1.4    Secretary/Webmaster;

1.5    Distance Education Liaison; Noncredit Liaison;

1.6    Other Officers:  The president may appoint people to serve in positions such as legislative liaison, newsletter editor, parliamentarian/sergeant-at-arms, and others as deemed necessary;

1.7    Senate Executive Board Elected Officers.  The elected President, Vice Presidents, Secretary/Webmaster, and the Curriculum Chair and Assessment of Learning Committee Chair (see 2.1.6) shall be members of the Senate Executive Board.  Committee.

Section 2.    Election of Officers – See Bylaws Article IV.

Section 3.    Terms of Office

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

3.2    An officer may be removed from office if there is a violation of the standards of Article XI, Section 2, and a motion to impeach is passed by a two-thirds majority of the Senate.

3.3 If an officer, other than the president, cannot or does not complete the term of office, the Senate president may appoint a replacement for the remainder of the term.

3.4 If the president cannot or does not complete the term of office, the president-elect shall serve as president. If there is no president-elect, the Senate Executive Committee shall elect from its members a replacement for the remainder of the term.

Section 4. <u>Duties of Officers and Other</u>. It shall be the duty of each officer to uphold the academic and professional matters as delineated in Title 5 of *The California Code of Regulations.*

4.1 <u>Senate President</u>: The president shall chair the Executive Committee; represent the Senate to the administration, the Board of Trustees, and the Academic Senate for the California Community Colleges (ASCCC); ensure full representation of faculty on Senate, Executive Committee, and campus committees; in consultation with Executive Committee, set agendas and prepare and post meeting materials in accordance with the Brown Act; preside over meetings of the Senate as outlined in *Robert's Rules of Order*; oversee the Senate's responsibilities as a collegial consultation committee as outlined in Making Decisions at El Camino College; and appoint a legislative liaison, newsletter editor, parliamentarian, and sergeant-at-arms, as deemed necessary.

4.2 <u>President-Elect</u>: The president-elect shall become familiar with the duties of the Senate president; learn pertinent parliamentary procedure; become familiar with the El Camino College governance structures; and learn the functions of the ASCCC. The President-Elect is encouraged to attend College Council, relevant ASCCC meetings (such as Area C meetings, plenary sessions, and Faculty Leadership Institute), and the El Camino College Academic Senate Executive Committee meetings.

4.3 <u>Vice Presidents</u>: The vice presidents shall preside over meetings of their respective standing committees, as outlined in *Robert's Rules*, report to the Senate, interface with the college administration in the appropriate areas, and bring proposals to the Senate for approval by the body.

  4.3.1 Vice President of Educational Policies, in coordination with the Vice President of Academic Affairs and the division deans, shall investigate, monitor, and propose matters concerning educational policies, such as degree and certificate requirements, grading policies and standards, policies regarding student preparation and success, and minimum qualifications. Chair Educational Policies Committee.

4.3.2 Vice President of Equity, Diversity, and Inclusion, shall represent the Academic Senate and lead faculty on issues related to EDI, review external anti-racist equity related professional development submitted by faculty for Flex credit, develop EDI goals that advance the academic community and help to close equity gaps in faculty hiring and support student learning, cultivate relationships across the ECC community by consulting and collaborating with affinity groups and other stakeholders to engage in EDI work, represent the senate on the SEA advisory committee, and chair the EDI committee. ~~Vice President of Instructional Effectiveness shall monitor and report on the actions of, represent the senate on, and serve as the senate's voting member for the following campus-wide or district-wide committees and task forces: Student Learning Outcomes (SLO) and Assessment of Learning Committee, Academic Program Review Committee, instruction-related accreditation standards, and any campus-wide committees devoted to faculty evaluation processes or procedures. Co-chair Assessment of Learning and Program Review Committees.~~

4.3.3 Vice President of Finance and Special Projects shall be the Senate's voting member of the Planning and Budgeting Committee (PBC); report on the proposed actions of the PBC; represent the Senate position to the PBC; monitor and propose processes for institutional planning and budget development; and handle special projects as assigned by the Senate president.

4.3.4 Vice President of Faculty Development, in coordination with the Vice President of Academic Affairs and the Professional Development and Learning Department, shall investigate, monitor and propose policies and programs for faculty professional development, and present proposals for use of faculty development funds to the Senate. Chair Faculty Development Committee.

4.3.5 Vice President of Academic Technology shall be the Senate's voting member in the College Technology Committee (CTC) and the Academic Technology Committee (ATC); report on the actions of the CTC and the ATC; represent the senate position; monitor and propose action for academic technology; update senate orientation course as needed; and handle special projects as assigned by the senate president. Co-chair Academic Technology Committee.

4.4    Secretary/Webmaster:  Keep a record (minutes) of all proceedings of the Senate; keep a record of the membership of the Senate and all committees of the Senate; maintain the attendance records of

senators; transmit the meeting minutes to the president for publication; communicate with college administration the results of resolutions and other Senate matters; see that the Senate website is updated; coordinate with new senators to ensure they complete senate orientation course; coordinate with senate meeting non-presenter guests to confirm attendance and obtain any necessary information.

4.5     Academic Senate Liaisons: The Liaisons shall be the official voting Academic Senate representatives to their committee(s) and shall regularly report back to the senate about the activities of their committee(s).

4.5.1   Distance Education Liaison: Monitor and report on the actions, represent the Senate on and be the Senate's voting member for the ~~Distance Education Advisory~~ Online and Digital Education Committee.

4.5.2   Noncredit Liaison: Monitor and report on the actions, represent the senate on, and be the Senate's voting member of the Noncredit Committee.

4.5.3   Legislative Liaison: Monitor legislative issues and advise president, officers, committees, and members on matters of legislation relevant to the Senate purview.

~~Newsletter Editor: Edit and publish the Senate newsletter and maintain the Senate website.~~

4.6     Parliamentarian/ Sergeant-at-Arms:  Advise the president, officers, committees and members on matters of parliamentary procedure. Assist in preserving order as the president may direct.

~~Sergeant-at-Arms: Assist in preserving order as the president may direct.~~

**ARTICLE V     Meetings**

Section 1.     Regular Meetings.  The Senate shall hold regular meetings throughout the academic year.

Section 2.     Additional Meetings.  With the consent of the Senate, the Senate president may call additional meetings.

Section 3     Faculty Meetings.  Meetings of the faculty may be called by either a majority vote of the Senate or by a petition signed by one-fourth of the

faculty. The Senate president shall notify the faculty at least five days in advance of a faculty meeting.

Section 4    Executive Session

4.1    In personnel matters, the Senate shall have the right to hold executive sessions at which only senators shall be present in accordance with the Brown Act.

4.2    Executive sessions may be called by the Senate president or by a majority vote of the Senate.

4.3    Any decision made by executive session of the Senate must be ratified in the next announced open session of the Senate before it becomes effective.


**ARTICLE VI**    **Executive** ~~Committee~~ **Board**

Section 1.    Voting Members:  president, vice-presidents, Curriculum Committee chair, Assessment of Learning Committee chair, and secretary/ webmaster.

Section 2.    Ex-Officio Members (invited at will):  past president, president-elect, distance education liaison, non-credit liaison, legislative liaison, ~~newsletter editor~~, parliamentarian/sergeant-at-arms, and others, as appointed.

Powers:  The Executive Board~~Committee~~ may make agreements with the District on non-policy issues provided these agreements are approved by a majority of the Executive Committee.  Agreements on policy issues (as listed in Article II, Section 1) require a majority vote of the Senate.  As per Robert's Rules of Order The Executive Committee may represent the senate on policy issues during non-contract times when the senate does not meet or in emergency situations.  Decisions made by the Executive Committee during these times shall be ratified by a vote of the full senate at the next senate meeting.


**ARTICLE VII**    **Committees**

Section 1.    Committees

1.1    Standing Committees:  The following committees are deemed to be long-term in nature and dealing with substantive issues. (See Article IV Section 1.3)
a)  College Curriculum
b)  Educational Policies

    c) Equity, Diversity, and Inclusion
    d) Faculty Development
    e) ~~Finance and Special Projects (to represent the Senate as a voting delegate on the Planning and Budgeting Committee)~~
    f) Academic Technology Committee
    g) Online and Digital Education ~~Distance Education Advisory~~ Committee
    h) Noncredit Committee

1.2    Special Committees:  Short-term in nature and dealing with topical issues.  Members are appointed and charge is determined by Senate president.

1.3    Election Committee:  This committee conducts elections of Senate officers in compliance with the Constitution and Bylaws.  The president shall appoint the chair.  No member of the Election Committee may be a candidate for an elected office.

1.4    Campus-wide Committees:  The Senate president shall appoint, with the approval of the college president, delegates to represent the Academic Senate on various campus-wide committees.  Each representative shall report back to the Senate.  Typical committees may include:
    a) Calendar Committee
    b) Accreditation Committee
    c) Facilities Steering Committee.

## ARTICLE VIII   College Curriculum Committee

Sections 1.3, 2.1, 2.4, 2.5, 5.2.2 (b), 5.2.3 and any Senate Bylaw referring to the same sections are subject to mutual agreement between the Senate and the Board of Trustees or its designee.

Section 1.   College Curriculum Committee

1.1    Operating Policy:  The CCC will operate under its Bylaws, relevant Board policies, and this Constitution and its Bylaws.
     CCC Operational Procedures:  All operational procedures not addressed in
1.2    this Constitution are to be specified in the CCC Bylaws.  Operational procedures do not include curriculum procedures addressed in Sections 5.2 of this Article.

     Approval of CCC Bylaws:  CCC Bylaws are subject to approval by the
1.3    Academic Senate, according to standards of Article XI, Section 2.

Section 2.   Chair of College Curriculum Committee

2.1    Chair:  The CCC shall elect the Chair of the CCC from its membership,

subject to approval by the Senate, according to Article XI, Section 2.

2.2 Chair as Member of the Senate:  In the event the Chair of the CCC is not a member of the Senate, the Chair of the CCC shall be an ex-officio member of the Senate.

2.3 Term of Office:  Term of office for the Chair of the CCC shall be two (2) years.

2.4 Duties of Chair:  The Chair of the CCC shall preside at all meetings of the CCC and attend all meetings of the Senate to report all actions of the CCC, as well as perform all the duties specified in the Bylaws of the CCC.

2.5 Removal of the Chair:  Following a simple majority vote of the CCC membership, the Senate may remove the CCC Chair following the same process for removing Senate officers.  See Article IV, Section 3.2.

Section 3.  CCC Representatives

3.1 Membership

3.1.1 Faculty – The faculty shall elect the representatives to the CCC.  The senior senator or designee in consultation with the appropriate dean or director shall initiate an election process for division representation in accordance with the CCC Bylaws.

3.1.2 Other Voting Members – The Vice-President of Academic Affairs or a designee shall be a member of the CCC.  The Council of Academic Deans and Directors may select representation to the CCC in accordance with CCC Bylaws.

3.1.3 Ex-Officio Members – The CCC may designate others as ex-officio members.

3.2 Term of Office:  The term of office for CCC representatives shall be set in the CCC Bylaws.

Section 4.  Responsibility of the College Curriculum Committee

4.1 Curriculum Review:  The CCC shall review all curriculum proposals to assure compliance with all Board policy requirements and Title 5 regulations. Approved proposals shall be sent to the college president via the Vice President of Academic Affairs for submission to the Board as specified in Board Policy 6123.  Aspects of curriculum falling under the authority of the CCC include the establishment and revision of course outlines of record, conditions of enrollment, programs, degree and certificate requirements, CSU or UC transfer and articulation

agreements; the inactivation of courses, certificates and programs; and other areas of curriculum as mutually agreed upon by the Senate and the Board or its designee. Other areas of CCC responsibility include scheduling the periodic review of both courses and conditions of enrollment. These areas of responsibility will be subject to the oversight provisions of Section 5 of this Article.

4.2 Review Procedures: The CCC shall develop curriculum review procedures, subject to the oversight provisions of Section 5 of this article.

Section 5. Curriculum Responsibility and Authority of the Senate

5.1 Oversight Responsibilities: As per Title 5 and Board Policy 2510, the Senate has primary responsibility for reviewing and recommending to the Board curriculum policies and procedures.

5.2 Review of Curriculum Procedures:

5.2.1 Any curriculum procedure is subject to immediate review upon the filing of a written request by a member of the student body, faculty, administration, staff or the community.

5.2.2 Review requests shall, at a minimum:
a) Describe the procedure(s) to be reviewed and any associated form(s), and
b) Provide written documentation that the procedure violates one of the standards of Article XI, Section 2 or infringes on other areas, as defined in the Senate Bylaws and agreed to by the Board or its designee.

5.2.3 A Senate committee together with the Vice President of Academic Affairs or designee and the Chair of the CCC or designee shall determine, in a timely manner, whether the review request is valid under Section 5.2.2, and
a) If found invalid, the request shall be denied in writing, or
b) If found valid, the committee shall consult with the CCC, the filer and other appropriate parties in order to eliminate the objection documented under Section 5.2.2. (b) and, if that is not possible, the procedure shall be rescinded.

5.3 Review of Curriculum Decisions: Any curriculum decision of the CCC may be referred to the Senate for review, in accordance with the procedures in the CCC Bylaws. Following a review, the Senate may make recommendations to the CCC. However, only the CCC can approve curriculum proposals for recommendation to the Board.

**ARTICLE IX    Bylaws and Rules of Order**

Section 1.    Bylaws and Rules of Order

    1.1    The Senate may adopt bylaws not inconsistent with this Constitution, provide for committees, and establish its own rules of procedure.

    1.2    Bylaws drawn up by the Senate shall be approved by majority vote of the Senate.

Section 2.    Rules of Order

    2.1    Unless provided in this Constitution, in the bylaws, or standing rules, the rules contained in the current edition of *Robert's Rules of Order* shall govern the proceedings and the conduct of meetings of the Senate and its committees.

**ARTICLE X    Amendments to the Constitution**

Section 1.    Amendments of the Constitution

    1.1    Amendments to the Constitution may be proposed by:
        a)  A motion approved by a majority vote of the Senate, or
        b)  A petition signed by one-quarter of the faculty
The motion or petition must be presented in writing to the Senate president accompanied by a statement of the purpose and effect of the proposed amendment.

    1.2    Upon receipt of a valid proposal for amendment, the Senate president shall submit the proposal to the Senate for a first reading.  At the meeting following the first reading, there shall be a discussion, debate and vote on the proposed amendment.

    1.3    If the Senate approves the proposal for amendment, it is put to a ratification vote by the faculty.  The Election Committee chair shall conduct the vote by mail or other secure means including internet, phone, or other technology.

    1.4    Proposed amendments of the Constitution must be ratified by a majority vote of the faculty members voting.  The amendment shall become effective immediately upon ratification.

Section 2.    Editorial Changes.  Non-substantive, editorial changes in the Constitution may be made by a majority vote of the Senate.

**ARTICLE XI    Professional Standards and Ethics**

Section 1.   Professional Standards and Ethics

    1.1   The Academic Senate may consider matters of professional standards and ethics as may apply to academic institutional concerns.  The Senate may also consider such other matters that concern the academic well-being and management of the institution.

    1.2   The Senate may, upon its findings, pass:
        a)   Resolutions of Commendation
        b)   Resolutions of Confidence
        c)   Resolutions of No Confidence, or
        d)   Resolutions of Censure, as well as other measures as it may deem appropriate and lawful.

Section 2.   Standards of Operation and Conduct of the Senate, its Committees and its Officers

The operation and conduct of the Senate, its committees and its officers may not
        a)   Violate state law, or
        b)   Violate ECC Board of Trustees policies, or
        c)   Violate ECCFT agreement, or
        d)   Subject the district to serious legal or fiscal liability, or
        e)   Overzealously interpret state regulations and/or ECC Board of Trustees policies, or
        f)   Violate any provision of this Constitution or its Bylaws.

**ARTICLE XII**   **Delegate to Academic Senate for California Community Colleges**

Delegate

1.1 The delegate enjoys full voting rights at both regular and special general sessions of the Academic Senate for California Community Colleges.

1.2 The delegate shall be the president of the Senate.  If the president is unable to attend, he or she may appoint a Senate member to represent El Camino College at the state level.

**Amendments and Revisions**

| | |
|---|---|
| Revised | June 1982 |
| Revised | June 1988 |
| Revised | April 1989 |
| Revised | March 16, 1990 |
| Revised | December 1992 |
| Revised | March 22, 1993 |
| Revised | August 29, 1998 |

Ratified     May 1, 2000
Ratified     July 1, 2002
Ratified     Nov. 4, 2011
Ratified     June 9, 2017
Ratified     June 3, 2019

**<u>Associated Students Organization (ASO)</u>**

The Associated Students Organization (ASO) advocates on behalf of the student body and is committed to improving the quality of education and increasing student engagement on campus. They use the funds from the Student Representation Fee and the Student Activities Fee to provide funding to student enrichment programs and support initiatives like the Metro-U pass and Warrior Food Pantry. As the official student representatives and liaisons for the college, their academic division Senators hold office hours. They encourage all students to attend their office hours to speak about any complaints or ideas to make the campus a better place. More information can be found on the ASO website below.

https://www.elcamino.edu/student/studentservices/sdo/aso/

**El Camino College**

**BP 4100**              **Graduation Requirements for Degrees and Certificates**

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded Certificates of Achievement upon successful completion of a minimum of ~~18~~ 16 or more semester units of degree-applicable coursework designed as a pattern of learning experiences ~~designed~~ to develop ~~certain~~ specific capabilities ~~that may be~~ related to career or general education.

The Superintendent/President shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the College Curriculum Committee. The procedures shall assure that graduation requirements are published in the College Catalog and included in other resources that are convenient for students.

References:
Education Code Section 70902(b)(3); Title 5, Sections ~~55060~~ 55070 et seq.

El Camino College Adopted:  7/19/10

# BP 4100  Graduation Requirements for Degrees and Certificates

**References:**
Education Code Section 70902 subdivision (b)(3);
Title 5 Sections 55060 et seq.

**NOTE:**  *This policy is **legally required**.*

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted.  Students must also complete the general education, residence, and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 16 or more semester units or 24 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The [ *CEO* ] shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee.  The procedures shall assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

**Revised 8/07, 2/08, 10/18**

1.  Graduation requirements for degrees include:

    a)  Satisfactory completion of at least 60 semester units of college work. "College work" is defined as courses acceptable toward the associate degree including those that have been properly approved pursuant to Title 5, Section 55002(a) at a California Community College.

        (i)   Courses taken at a California Community College may be used to satisfy general education and/or major requirements.

        (ii)  If the course is offered at El Camino College, but the originating California Community College uses it in a different area than El Camino College, the course will be used in the area that benefits the student.

        (iii) If the course is not offered at El Camino College, the college will honor the course in the same general education area in which the originating California Community College places the course.

        (iv)  Courses taken at other than a California Community College may satisfy general education and/or major requirements if the institution is accredited by one of the regional accrediting associations and the scope and rigor of the course meets the guidelines set forth by the college.

        (v)   If there is doubt of the reasonable application, the course(s) must be approved by the discipline faculty and/or the dean of the division in which the course(s) in question would normally be placed.

    b)  Completion of at least 18 semester units in general education and at least 18 semester units in which a grade of C or better has been earned in a major listed in the Community Colleges' "Taxonomy of Programs." Catalog rights do apply; see Board Policy 4100.1. The general education requirements must include a minimum number of units as specified in the college catalog in the natural sciences, social and behavioral sciences, humanities, and language and rationality. Ethnic studies must be integrated within general education offerings.

    c)  Completion of at least 12 degree-applicable semester units of study in residence ~~within requirements for either the general education and/or major~~.

2.  Demonstrated competence in reading, written expression, and mathematics.

3.  Students may receive credit for knowledge or skills to be counted toward satisfaction of the requirements for an associate degree as defined in Policy 4235 – Credit by Exam. Advanced Placement Exams with a score of 3, 4, or 5 may be used toward general education as approved by the Academic Senate for California Community Colleges document entitled

"Standardized Template for Advanced Placement Examination Information." Credit may be used towards specific courses as determined by the faculty and listed in the college catalog.

4. District policies and procedures regarding general education and degree requirements are published in the college catalog and are filed with the State Chancellor's Office.

5. Requirements for Certificates of Achievement include:

   a) Successful completion of a course of study or curriculum that consists of ~~18~~ 16 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

   b) Content and assessment standards that ensure the certificate programs are consistent with the mission of the District.

   c) Shorter credit programs that lead to a certificate may be established by the District. Certificates for which the State Chancellor's approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

6. Students qualifying for more than one AA or AS degree will have all degrees posted on their transcripts; however, they will only receive one diploma for an achieved AA degree and one diploma for an achieved AS degree.

7. Students qualifying for more than one certificate of achievement will receive the certificates and have them posted on their transcripts.

8. A degree or certificate may be rescinded if it has been determined through a criminal or civil proceeding or through a violation of the student code of conduct that the degree or certificate was obtained through fraudulent means.

References: Title 5, Sections 55002(a) and 55060 et seq.; Board Policies 4100.1 and 4235 July 19, 2010

# AP 4100  Graduation Requirements for Degrees and Certificates

**References:**
    Title 5 Sections 55060 et seq.

<mark>**NOTE:**  *This procedure is **legally required.**  Local practice may be inserted. Procedures must address at least the following:*</mark>

For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.
The student must satisfactorily complete at least 60 semester units or 90 quarter units of college work.

A definition of "college work" that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

The work must include at least 18 semester units or 27 quarter units in general education and at least 18 semester units or 27 quarter units in a major listed in the Community Colleges "Taxonomy of Programs."

The work must include at least 12 semester units or 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

Ethnic studies must be offered.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor's Office.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of **[ *16 or more semester units or 24 or more quarter units* ]** of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of **[ *District* ]**, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Certificates for which California Community Colleges Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

**Revised 8/06, 8/07, 2/08, 10/18**

**Board Policy 4100.1**                                        **Catalog Rights**

The El Camino College Catalog specifies the general education, major, and unit requirements which the student must satisfy to qualify for an Associate Degree, Associate Degree for Transfer, a Certificate of Achievement, or a Certificate of Accomplishment. Students who have maintained continuous enrollment may choose to graduate under the catalog requirements in effect either 1) at the time they began attending El Camino College continuously, or 2) at the time they graduate from El Camino College. For degree and certificate purposes, continuous enrollment is defined as enrolling at El Camino College for at least a minimum of one Fall or Spring semester (excluding summer and winter terms) during each academic year and receiving a letter grade, a "W" (Withdrawal), CR/NC (Credit/No Credit), or Pass/No Pass on the transcript.

El Camino College Adopted: 9/20/93
Amended: 7/17/06, 4/21/08
Renumbered: 4/18/05, Previous Board Number: 5126

**Board policy**

El Camino College will support library and learning support services and collections ~~in order to~~ that foster academic success and instill ~~transferrable~~ information literacy skills.  Library & Learning Resources is an integral part of El Camino College's educational program and is accessible to all students, faculty, and staff. The library will meet academic standards consistent with accreditation guidelines and will comply with the Reader Privacy Act.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate and the Superintendent/President.

# BP 4040 Library and Learning Support Services

**References:**
Education Code Section 78100;
Civil Code Section 1798.90;
ACCJC Accreditation Standard II

**NOTE:** *This policy is **legally required**.*

The District shall have library and learning support services that are an integral part of the institution's educational program and will comply with the requirements of the Reader Privacy Act.

**Revised 3/12, 11/14**

The library and learning support services are operated under the direction of the Dean of the Library & Learning Resources.

1.  Services
    a.  The Library will offer services that provide equitable access to resources and that promote information literacy skills.
    b.  Learning support services will provide equitable access to tutoring and academic support.

2.  Collections
    a.  Library faculty will have primary responsibility for the identification, selection, and provision or de-acquisition of academic resources.
    b.  Library collections will:
        i.   maintain standard reference works in major fields of knowledge,
        ii.  be developed to provide materials on issues of current interest and concern,
        iii. reflect the diverse population of El Camino College and ~~to~~ support equity on campus,
        iv.    be developed to support the scope of the college curriculum.
    c.  The District supports the American Library Association's Bill of Rights that affirms both library users' right to read what they choose and the library's responsibility to provide books and other resources presenting a variety of points of view.
    d.  More information can be found on the Library & Learning Division webpage.~~at     (our collection development policy)~~

3.  Access~~ing~~
    a.  Library resources will be accessible to all currently enrolled students and campus employees, including distance education and dual enrollment students.
    b.  In-person services will be available during all terms when classes are offered.
    c.  The library must operate with library faculty on the ~~duty~~premises during all open hours.
    d.  ~~All~~ Individuals ~~faculty, staff, and currently enrolled students~~ may borrow materials by showing valid ~~an~~ El Camino College identification ~~card~~.
    e.  All faculty, staff, and currently enrolled students may access online platforms and materials by authentication using valid El Camino log-in credentials.

2.  Accreditation
    a.  Library & Learning Resources will ~~complete~~ meet all applicable accreditation requirements. ~~Library & Learning Resources will continuously evaluate ECC information needs as an essential step towards accreditation.~~
    b.  Reader Privacy Act
        i.  The library will comply with the 2011 Reader Privacy Act.
    c.  Library policies and procedures are available on the library webpage.

**References:**
Education Code Section 78100;
Civil Code Section 1798.90;
ACCJC Accreditation Standard II

# AP 4040  Library and Learning Support Services

**References:**
> Education Code Section 78100;
> ACCJC Accreditation Standard II.B

**NOTE:**  *Every District must provide a library and may provide other learning support services, but an actual procedure is optional.  Local practice may be inserted here.*

**Revised 11/14**

**El Camino College**
**BOARD POLICY 4070**                                        **Course Auditing and Auditing Fees**

It is the policy of El Camino College to allow students to audit courses. The instructor of the course will determine whether to accept a student as an auditor and the manner in which the audit is to be conducted.

Students ~~who are~~ enrolling in a ~~class~~ course for credit have enrollment priority over students intending to audit.

The fee for auditing courses is $15.00 per unit. Students enrolled in ten or more credit units may audit up to three additional credit units in the same semester without charge.

Students who enroll in a ~~class~~ course as an auditor cannot change their enrollment to receive credit for the course and cannot receive credit by examination for audited courses. Audited courses cannot be used to fulfill prerequisites.

Procedures for implementing the policy will be developed with collegial consultation with the Academic Senate, as defined in CCR § 53200.

Reference Education Code Section 76370

El Camino College
Adopted: 3/25/85
Amended: 08/18/08
Renumbered: 5/16/05, Previous Board Policy Number: 5117

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# BP 4070  Course Auditing and Auditing Fees

**Reference:**
>    Education Code Section 76370


**NOTE:**  *The District is not required to permit auditing of courses; but if it does, the following policy applies.*

Students may audit courses.

The fee for auditing courses shall be *[  no more than $15.00 per unit  ]*. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his/her/their enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.


**Revised 10/15**

**El Camino College**

**ADMINISTRATIVE PROCEDURE 4070 (New)**                    **Course Auditing and Auditing Fees**

**(Note—The text was lifted from the A&R website. ECC did not previously have an AP 4070.)**

Education Code Section 76370 permits the Board of Trustees to authorize a person to audit a community college course. A student may audit selected El Camino College courses with these provisions:

1. Any student with an El Camino College ID number can request to audit a course. F-1 visa students may audit a course if they are enrolled in the minimum number of units to maintain their F-1 visa status.

2. Priority in ~~class~~ course enrollment ~~shall~~ will be given to students ~~desiring to take~~ taking the course for credit ~~toward a degree or certificate~~.

3. ~~No s~~Students auditing a course ~~shall be permitted to~~ may not change ~~his or her~~ enrollment status in that course to receive credit ~~for the course~~. Students ~~will~~ may not ~~be permitted to~~ earn credit by examination for audited courses.

4. A student wishing to audit a ~~class~~ course must first obtain a petition to audit form ~~in the~~ from Admissions and Records ~~Office~~. Registration for audit will occur after the add-drop period (No sooner than the ~~second~~ third week of classes in a regular sixteen-week semester).

5. The audit of a ~~class~~ course is subject to the approval of the instructor ~~of the course~~ and the dean of the academic division. Neither the instructor nor the dean is obligated to approve an audit. The instructor of the course will determine the manner in which the audit is to be conducted.

The ~~F~~fee for auditing a ~~class~~ course ~~shall be~~ is $15 per unit ~~per semester~~ (subject to change). Students enrolled in ~~classes~~ courses to receive credit for 10 or more semester ~~credits~~ units ~~shall~~ will not be charged a fee to audit three or fewer semester units ~~per semester~~. Fees must ~~are to~~ be paid before auditing the course and fees are non-refundable. Classroom attendance of students auditing a course ~~shall~~ will not be included in computing the apportionment due to the district.

Students who drop a registered course and then switch to audit will not receive a refund for the registered course if the drop occurs after the refund deadline.

# AP 4070  Course Auditing and Auditing Fees

**Reference:**
   Education Code Section 76370

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|---|
| **Note:**  *This procedure is **legally advised** only if the District permits auditing.  Districts may insert local procedures for auditing courses, including:* |

- Who may audit
- Application process
- Required approvals
- Priority to be given to student desiring to take the course for credit towards a degree or certificate
- Payment of fees not to exceed $15.00 per unit, unless student is enrolled in classes to receive credit for 10 or more semester units, and is auditing three or fewer semester units
- Refunds
- Limits on auditing

**Revised 10/15**

| ACADEMIC PROGRAM REVIEW TEMPLATE | ACADEMIC ANNUAL PLANNING TEMPLATE |
|---|---|
| **I. Program Overview** | |
| a) What's the mission of the program under review? | |
| b) What students does the program serve (include demographics: age, gender, race/ethnicity, PT/FT, online/F2F)? | |
| c) What are key accomplishments of the program during the last four years? What groups of students has the program served particularly well during the last four years? | |
| d) What major challenges did the program confront in the last four years? What groups of students need to be a priority during the next four years? | |
| **II. Program Assessment** | **I. Annual Assessment** |
| **1. Program Contribution to Student Success and Equity** | **1. Annual Contribution to Student Progress and Equity** |
| For the program under review, examine the following data for the last four years by: | For the program assessed, examine the following most updated annual data by: |
| o Disaggregating by race/ethnicity, gender, and age. | o Disaggregating by race/ethnicity, gender, and age. |
| o Discussing internal and external factors contributing to constant, increasing or decreasing trends. | o Discussing internal/external factors contributing to no changes, growth, or decrease in comparison to the previous year. |
| o Highlighting equity gaps found among different groups of students. | o Highlighting equity gaps found among different groups of students. |
| ❖ If the program under review is a Career Education Program, please examine a) through d) and h) through k) from the list below. | |
| ❖ If students taking courses from the program under review end with a degree or certificate issued by the program, please examine a) through d, g) and h) from the list below. | ❖ If the annual planning is for a Career Education Program, please examine a) through f) from the list below. |
| ❖ If students taking courses from the program under review do not end with a degree or certificate issued by the program, please examine d) through g) from the list below. | ❖ If students taking courses from the program you are annually planning for end with a degree or certificate issued by the program, please examine a) through e) from the list below. |
| | ❖ If students taking courses from the program you are annually planning for do not end with a degree or certificate issued by the program, please examine only e) from the list below. |
| a) *Degree Completion:* Number/percent of students earning a program degree | |
| b) Certificate *Completion:* Number/percent of students earning a program certificate | a) *Two-term retention*: Percent of students enrolled in Fall and following Spring |
| c) *Transfer to a four-year institution*: Number/percent of students transferring to a four-year institution | b) *Average Number of Degree Applicable Units*: Average number of degree applicable units students earned during their first year |
| d) *Scheduling of courses:* Percentage of students enrolled in day/evening courses, on campus/online/hybrid courses, days of the week | c) *Transfer-level English and Math Completion:* Percent of students who completed Transfer-level English and Math within first year |
| e) *Fill rate:* Percentage of actual students enrolled in a term in relation to total seats offered | d) *30+ Units:* Percent of students who completed 30+ units within first year |
| f) *Grade Distribution:* Percentage of students in a course receiving each of the possible grades that can be awarded | e) *Course Withdrawal*: Percent of students who withdrew from one or more courses during the academic year |
| g) *Course Success:* Percentage of students enrolled at census who complete the course with a grade of A, B, C, or P | f) *Employable Skill Attainment:* Percent of students who successfully completed a Career Education course (SAM codes A, B, C, or D) |
| h) *Unit Accumulation:* Number of units accumulated by students working towards a program degree/certificate. Discuss whether students who take units beyond the requirements for their educational goals serve educational purposes or not. Focus on general trends, not on particular courses within the program. | |
| i) *Annual earnings:* Median annual income of alumni who attended the program under review (or the closest related sector) | |
| j) *Living Wage Attainment:* Percent of alumni who attended the program under review (or the closest related sector) and earn living wage | |
| k) *Job in Field of Study:* Percent of alumni who pursued a career education path with a job related to their field of study. | |

| II. Program Assessment (Cont.) | I. Annual Assessment (Cont.) |
|---|---|
| **2. Curriculum & Outcomes Assessment**<br><br>a) Examine the program curriculum using an equity lens by responding to the following questions: To what extent does the curriculum:<br>   o Prepare students to actively engage in a diverse society?<br>   o Include multicultural content?<br>   o Respond to diverse students' learning needs?<br>   o Encourage instructors and students to investigate their own views, biases and values and discuss multiple perspectives different from their own?<br>   o Use critical/equity-oriented pedagogy?<br>   o Ensure creating an empowering classroom environment?<br>   o Use multiple evaluation techniques sensitive to the diverse ways students can demonstrate understanding?<br>b) Summarize SLO and PLO assessment results over the past four years for key entry courses, exit courses, and mastery of the subject area courses. For the program under review, Dean should determine which courses are entry, exit, and mastery of subject area.<br>c) Discuss programmatic factors contributing to constant, increasing or decreasing trends in the results for SLO and PLO assessment within the previously examined courses.<br>d) Highlight equity gaps found in SLO and PLO assessment results among different groups of students.<br>e) Discuss course offering during the last two years responding to the following questions:<br>   o To what extent sequence of courses were designed based on students with the greatest needs and more restrictive schedules (e.g.: single parent, working student, part-time student)?<br>   o To what extent sequence of courses were designed based on development of a marketable skillset? | **2. Outcomes Assessment**<br><br>a) Summarize last year's program SLO assessment results.<br>b) Discuss programmatic factors contributing to no changes, growth, or decrease in last year's program SLO assessment results.<br>c) Highlight equity gaps among different groups of students found in last year's program SLO assessment results. |
| **III. Program Vision and Future Planning** | |
| **1. Program Vision**<br><br>Describe the vision of the program for the next four years considering the assessment reported in the previous section, student groups that are underrepresented in the program's field, and any relevant changes within the program field/industry. A vision statement describes the desired future state of the program. | |

| III. Program Vision and Future Planning (Cont.) | II. Annual Planning |
|---|---|
| **2. Future Planning**<br><br>a) Based on the assessment reported in the previous section, develop program goals to be completed during the next four years in relation to:<br>  o  Adjusting the curriculum for coherence and alignment with students' workforce needs<br>  o  Advancing towards a more equitable program to close equity gaps among groups of students<br>  o  Clarifying students' paths to completion, further education and employment<br>  o  Helping students explore options and build foundation skills<br>  o  Helping students stay on the path<br>  o  Integrating applied learning experiences<br>b) What projects will the program complete to achieve the desired goals? Please specify at least two for each goal.<br>c) When the next program review is due, how will the program determine if the goals have been met? Please specify at least one quantitative target or qualitative accomplishment for each goal. | **1. Program Planning for Next Academic Year**<br><br>a) Based on the assessment reported in the previous section, develop program goals for the incoming year in relation to:<br>  o  Closing equity gaps among groups of students<br>  o  Clarifying students' paths to completion, further education and employment<br>  o  Helping students explore options and build foundation skills<br>  o  Helping students stay on the path<br>  o  Incorporating effective teaching practices throughout the program<br>b) What actions will the program undertake during the incoming year to achieve annual goals? Please specify at least one action for each goal.<br>c) How will the program determine if annual goals have been met by then end of next academic year? Please specify one quantitative target or qualitative accomplishment for each goal. |
| **3. Program Resources**<br>In the following areas, what are the resources needed by the program to meet the goals for the next four years?<br>  o  List resources in order of priority. You might want to prioritize them within each category and/or develop an overall prioritized list of resources.<br>  o  Explain how these resources contribute to the College's equity goals.<br><br>a) Staffing<br>b) Facilities and Equipment<br>c) Technology/Software<br>d) Contracts/Services | **2. Program Resources**<br><br>a) In the areas listed below, what resources are needed by the program to meet the goals for next year? List resources in order of priority. You might want to prioritize them within each category and/or develop an overall prioritized list of resources.<br>b) Identify the resources mentioned in the last program review.<br>c) Explain how the mentioned resources:<br>  o  Contribute to the goals of the Division/Unit<br>  o  Relate to the Annual Priority<br>  o  Address or not a short/long term problem<br><br>  o  Staffing<br>  o  Facilities and Equipment<br>  o  Technology/Software<br>  o  Contracts/Services/Memberships/Travel/Conferences |

| Metric | Data Source |
|---|---|
| Degree completion | ECC Academic Program Review Dashboard |
| Certificate completion | |
| Transfer to a four-year institution | |
| Scheduling of courses | |
| Fill rate | |
| Grade distribution | |
| Course success | |
| Unit accumulation | |
| Annual earnings | CCCCO Strong Workforce dashboard (drill down by program/sector) https://www.calpassplus.org/Launchboard/SWP.aspx |
| Living Wage Attainment | Or Community College Pipeline dashboard (drill down by program/sector) https://www.calpassplus.org/LaunchBoard/Community-College-Pipeline.aspx |
| Job in Field of Study | |

# **REVISED** ACADEMIC PROGRAM REVIEW

## **2022-2025 TIMELINE**

### FOUR-YEAR CYCLE WITH TWO-YEAR CAREER EDUCATION (CE) REVIEW

All programs are scheduled to conduct a full Program Review every four years.

The Program Review completed by Career Education (CE) programs every four years includes Supplemental Questions for CE programs. As CE programs are also subject to two-year review, updated responses to the Supplemental Questions must be submitted during the second year between full reviews.

To account for the gap caused by the COVID-19 pandemic, Anthropology-Welding will present in Spring 2022 while Astronomy-Real Estate will return to the usual schedule of presenting in Fall 2022 as will the remaining programs.

| DEPARTMENT/PROGRAM | DIVISION | YEAR DUE | PR & CE REVIEW | CE REVIEW ONLY |
|---|---|---|---|---|
| Anthropology | Behavioral & Social Sciences | Spring 2022 | | |
| Art | Fine Arts | Spring 2022 | Y | |
| Business *(Accounting, Business Management, Marketing, and Office Administration)* | Business | Spring 2022 | Y | |
| CADD | Industry & Technology | Spring 2022 | Y | |
| Cosmetology | Industry & Technology | Spring 2022 | Y | |
| English *(Literature, Creative Writing, Transfer-level Composition)* | Humanities | Spring 2022 | | |
| Ethnic and Social Justice Studies* | Behavioral & Social Sciences | Spring 2022 | | |
| Kinesiology *(Athletics, Kinesiology Theory, Recreation, Wellness/Fitness)* | Health Sciences & Athletics | Spring 2022 | | |
| Mathematics - Developmental | Mathematical Sciences | Spring 2022 | | |
| Mathematics CM1 *(for Engineering, Science & Math students)* | Mathematical Sciences | Spring 2022 | | |
| Photography | Fine Arts | Spring 2022 | Y | |
| Sign Language/Interpreter Training | Health Sciences and Athletics | Spring 2022 | Y | |
| Sociology *(including Women's Studies)* | Behavioral & Social Sciences | Spring 2022 | | |
| Air Conditioning and Refrigeration | Industry & Technology | Spring 2022 | | Y |
| Automation, Robotics, and Manufacturing *(Engineering Technology, Machine Tool Technology, and Manufacturing Technology)* | Industry & Technology | Spring 2022 | | Y |
| Construction Technology | Industry & Technology | Spring 2022 | | Y |
| Nursing | Health Sciences & Athletics | Spring 2022 | | Y |
| Welding | Industry & Technology | Spring 2022 | | Y |

*\* Ethnic Studies offerings have historically been reviewed as part of the program review for History. The current timeline includes a separate program review for Ethnic and Social Justice Studies.*

| DEPARTMENT/PROGRAM | DIVISION | YEARDUE | PR & CE REVIEW | CE REVIEW ONLY |
|---|---|---|---|---|
| Astronomy | Natural Sciences | Fall 2022 | | |
| Automotive Technology | Industry &Technology | Fall 2022 | Y | |
| Chemistry | Natural Sciences | Fall 2022 | | |
| Communication Studies | Fine Arts | Fall 2022 | | |
| Computer Science | Mathematical Sciences | Fall 2022 | Y | |
| Engineering | Mathematical Sciences | Fall 2022 | | |
| Fashion | Industry &Technology | Fall 2022 | Y | |
| Foreign Language | Humanities | Fall 2022 | | |
| Human Development | Behavioral & Social Sciences | Fall 2022 | | |
| Journalism | Humanities | Fall 2022 | Y | |
| Physics | Natural Sciences | Fall 2022 | | |
| Psychology | Behavioral & Social Sciences | Fall 2022 | | |
| Theatre | Fine Arts | Fall 2022 | | |
| Administration of Justice | Industry &Technology | Fall 2022 | | Y |
| Architecture | Industry &Technology | Fall 2022 | | Y |
| Auto Collision Repair/Painting | Industry &Technology | Fall 2022 | | Y |
| Childhood Education | Behavioral & Social Sciences | Fall 2022 | | Y |
| Computer Information Systems | Business | Fall 2022 | | Y |
| Electronics & Computer HardwareTechnology | Industry &Technology | Fall 2022 | | Y |
| Film/Video | Fine Arts | Fall 2022 | | Y |
| Fire and Emergency Technology | Industry &Technology | Fall 2022 | | Y |
| Real Estate | Business | Fall 2022 | | |

| DEPARTMENT/PROGRAM | DIVISION | YEARDUE | PR & CE REVIEW | CE REVIEW ONLY |
|---|---|---|---|---|
| Air Conditioning and Refrigeration | Industry &Technology | Fall 2023 | Y | |
| Automation, Robotics, and Manufacturing *(Engineering Technology, Machine Tool Technology, and Manufacturing Technology)* | Industry &Technology | Fall 2023 | Y | |
| Construction Technology | Industry & Technology | Fall 2023 | Y | |
| Dance | Fine Arts | Fall 2023 | | |
| Earth Sciences *(Geology, Geography,Oceanography)* | Natural Sciences | Fall 2023 | | |
| Economics | Behavioral & Social Sciences | Fall 2023 | | |
| English as a Second Language | Humanities | Fall 2023 | | |
| Mathematics CM3 *(for prospective elementaryteachers)* | Mathematical Sciences | Fall 2023 | | |
| Music | Fine Arts | Fall 2023 | | |
| Nursing *(including School Health Programs)* | Health Sciences & Athletics | Fall 2023 | Y | |
| Radiological Technology | Health Sciences & Athletics | Fall 2023 | Y | |
| Respiratory Care | Health Sciences & Athletics | Fall 2023 | Y | |
| Special Resource Center (SRC)/ AdaptivePhysical Education (APE)/ Education Development (EDEV) | Health Sciences & Athletics | Fall 2023 | | |
| Welding | Industry & Technology | Fall 2023 | Y | |
| Art *(Digital Arts, Gallery Management, VisualCommunication)* | Fine Arts | Fall 2023 | | Y |
| Business *(Office Administration, Marketing,Accounting, Business Management)* | Business | Fall 2023 | | Y |
| CADD | Industry & Technology | Fall 2023 | | Y |
| Cosmetology | Industry & Technology | Fall 2023 | | Y |
| Photography | Fine Arts | Fall 2023 | | Y |
| Sign Language/Interpreter Training | Health Sciences & Athletics | Fall 2023 | | Y |

| DEPARTMENT/PROGRAM | DIVISION | YEARDUE | PR & CE REVIEW | CE REVIEW ONLY |
|---|---|---|---|---|
| Administration of Justice | Industry & Technology | Fall 2024 | Y | |
| Architecture *(including EnvironmentalTechnology)* | Industry & Technology | Fall 2024 | Y | |
| Auto Collision Repair/Painting | Industry & Technology | Fall 2024 | Y | |
| Biology | Natural Sciences | Fall 2024 | | |
| Childhood Education | Behavioral & Social Sciences | Fall 2024 | Y | |
| Computer Information Systems | Business | Fall 2024 | Y | |
| Electronics & Computer HardwareTechnology | Industry & Technology | Fall 2024 | Y | |
| Film/Video | Fine Arts | Fall 2024 | Y | |
| Fire and Emergency Technology | Industry & Technology | Fall 2024 | Y | |
| Health Sciences *(Anatomy, Physiology, andMicrobiology)* | Natural Sciences | Fall 2024 | | |
| History** | Behavioral & Social Sciences | Fall 2024 | | |
| Mathematics CM2 *(for GE and non-sciencestudents)* | Mathematical Sciences | Fall 2024 | | |
| Philosophy | Behavioral & Social Sciences | Fall 2024 | | |
| Real Estate | Business | Fall 2024 | Y | |
| Automotive Technology | Industry & Technology | Fall 2024 | | Y |
| Computer Science | Mathematical Sciences | Fall 2024 | | Y |
| Fashion | Industry & Technology | Fall 2024 | | Y |
| Journalism | Humanities | Fall 2024 | | Y |

*\*\* The program review for History historically included a review of the Ethnic Studies offerings.  The current timeline includes a separate program review for Ethnic and Social Justice Studies, which is scheduled for 202.*

| DEPARTMENT/PROGRAM | DIVISION | YEARDUE | PR & CE REVIEW | CE REVIEW ONLY |
|---|---|---|---|---|
| Anthropology | Behavioral & Social Sciences | Fall 2025 | | |
| Art | Fine Arts | Fall 2025 | Y | |
| Art History | Behavioral & Social Sciences | Fall 2025 | | |
| Business *(Accounting, Business Management,Marketing, and Office Administration)* | Business | Fall 2025 | Y | |
| CADD | Industry & Technology | Fall 2025 | Y | |
| Cosmetology | Industry & Technology | Fall 2025 | Y | |
| English *(Literature, Creative Writing,Transfer-level Composition)* | Humanities | Fall 2025 | | |
| Ethnic and Social Justice Studies* | Behavioral & Social Sciences | Fall 2025 | | |
| Kinesiology *(Athletics, Kinesiology Theory,Recreation, Wellness/Fitness)* | Health Sciences & Athletics | Fall 2025 | | |
| Mathematics - Developmental | Mathematical Sciences | Fall 2025 | | |
| Mathematics CM1 *(for Engineering, Science &Math students)* | Mathematical Sciences | Fall 2025 | | |
| Photography | Fine Arts | Fall 2025 | Y | |
| Political Science | Behavioral & Social Sciences | Fall 2025 | | |
| Sign Language/Interpreter Training | Health Sciences and Athletics | Fall 2025 | Y | |
| Sociology *(including Women's Studies)* | Behavioral & Social Sciences | Fall 2025 | | |
| Air Conditioning and Refrigeration | Industry & Technology | Fall 2025 | | Y |
| Automation, Robotics, and Manufacturing*(Engineering Technology, Machine Tool Technology, and Manufacturing Technology)* | Industry &Technology | Fall 2025 | | Y |
| Construction Technology | Industry & Technology | Fall 2025 | | Y |
| Nursing | Health Sciences & Athletics | Fall 2025 | | Y |
| Radiological Technology | Health Sciences & Athletics | Fall 2025 | | Y |
| Real Estate | Business | Fall 2025 | | Y |
| Respiratory Care | Health Sciences & Athletics | Fall 2025 | | Y |
| Welding | Industry & Technology | Fall 2025 | | Y |

*\* Ethnic Studies offerings have historically been reviewed as part of the program review for History. The current timeline includes a separate program review for Ethnic Studies and Social Justice in 2025.*

Grey – CE Review Only

# El Camino College

**College Council Minutes**
**Monday April 19, 2021**
**1:30 – 2:30 p.m.  Via Zoom**

**Attendance**
Breeanna Bond, Giancarlo Fernandez, Edith Gutierrez, Kelsey Iino, Rose Mahowald, Dena Maloney, Darcie McClelland

**Absent**
Kenny Galan

**Support/Presenters**
Iris Ingram, Jane Miyashiro, Ross Miyashiro, Ann O'Brien, Jean Shankweiler

**Minutes**

1.  Welcome/Approval of Minutes

    Dr. Maloney opened the remote meeting and welcomed participants.

    After review and a minor spelling correction, College Council moved to approve the April 5, 2021 meeting minutes as presented.

2.  Board Agenda Review

    In compliance with Governor Newsom's Executive Order N-25-20, in response to the ongoing COVID-19 pandemic, the District will conduct the Board of Trustees meetings as audio only teleconferences.  There are two dedicated email addresses for public comment - one for public comments on Closed Session agenda items and one for public comment on Open Session agenda items and non-agenda items.

    An overview of the agenda for the April 19, 2021 Board of Trustees meeting was provided.

    The review included Closed Session items, Presentations, Consent Calendar items, Action items, Future Action Items/General Information and Policies and Procedures.

    The Vice Presidents highlighted items of particular interest from their areas and answered any questions.

    > Jean Shankweiler - Academic Affairs
    > Ross Miyashiro - Student Services
    > Iris Ingram – Administrative Services and Measure E
    > Jane Miyashiro - Human Resources

    Dena Maloney highlighted Community Advancement and President/Board agenda items.

    22 Policies and Procedures reviewed by College Council will appear on the agenda.

3. ASO Priorities and Achievements

Giancarlo Fernandez, President of the Associated Student Organization (ASO), provided a [presentation on ASO Priorities and Achievements](#).  The presentation included a breakdown of the structure of ASO, umbrella goals, priorities, event and initiatives.

Appreciation for the comprehensive information is expressed.  ASO's efforts with students and student engagement are very valuable, especially during this time.

Giancarlo also provided a [presentation on the Social Justice Center](#).  The presentation included an overview of the Social Justice Center's location, expected outcomes, funding for activities and events, tentative staffing proposal and next steps.

A lot of thought has gone into developing the Social Justice Center.  The types of programming offered by a wide variety of groups and students on campus will make the Center a vibrant place.

The ASO is commended for planning a space for students by students.  This effort will set us apart in terms of what El Camino is doing to advance diversity, equity and inclusion.  Appreciation is extended for ASO's leadership for taking big issues and moving them forward.  They are institutionalizing efforts that will carry their legacy beyond their time at El Camino and will benefit so many students.

The creation of the Social Justice Center is very exciting.  The ASO team is scheduled to present to the Board of Trustees.

4. Adjournment:

Closing remarks:  The Board meeting is tonight.  Closed Session starts at 3:30pm.  Open Session starts at 5:00pm.

Meeting adjourned.

**2020 - 21 College Council Goals**

1. Provide orientation to all new and returning members of College Council on the Council's purpose, goals, and expectations of its members. Annually evaluate the College Council's effectiveness.
2. Complete/continue the development and regular updates to, legally advised and legally required policies and procedures, placing priority on legally required policies and procedures.
3. Support the Accreditation Peer Review Team visit and the reaffirmation of accreditation of El Camino College.
4. Be informed of the work of the President's Advisory Committee on Race and Equity and engage in discussions on strengthening campus climate, reduction of student equity gaps using standardized disaggregated data methodologies and enhanced inclusion and diversity at El Camino College. Explore opportunities for inclusionary spaces for cross-campus dialogue.
5. Receive regular updates from the COVID-19 Task Force and facilitate campus communications that inform College Council constituents on actions taken in response to the COVID-19 pandemic.
6. Ensure College Council is informed of and discusses college initiatives, including but not limited to:
   - Guided Pathways and Equity Outcomes
   - Associated Student Organizations initiatives
   - Technology modernization
   - Impact of facilities on the student experience
   - Sustainability plan progress
   - Enrollment operations and enrollment management
   - Strategic Plan implementation and monitoring
   - Facilities Master Plan developments
   - Impact of fiscal developments on the campus
7. Strengthen campus communications by creating a communications plan designed to inform the stakeholders on major developments that affect the campus.

**Future Meeting Dates: 1:30 p.m. - Via Zoom    D. Maloney       Reminder only**

**Winter/Spring 2021 College Council Meetings**

- Monday, May 3, 2021
- Monday, May 17, 2021                (Board Day)
- Monday, June 7, 2021
- Monday, June 21, 2021               (Board Day)

*The purpose of the Educational Policies Committee is to provide a forum for informed discussion and development of policies, and their effect on students and faculty. The Committee reviews and recommends policy and procedures for further approval by other governing and consultation bodies as appropriate. The Educational Policies Committee, as a standing committee of the ECC Academic Senate, fosters the effective and full participation by community college faculty in all academic and professional matters. Title 5 determines that the Academic Senate, as the elected body that represents faculty, takes primary responsibility for decision-making in the "10+1" areas in Senate purview (BP 2510).*

*Goals Sp 2021*
- As recommended by the President's Advisory Committee on Race and Equity, the Ed Policies Committee will work with the Senate VP Equity and Inclusion to review BP/APs for Equity -minded language
- Will find a successor VP Education Policies for Fall 2021
- Work on BP/APs that address current issues on campus
- Will continue to regularly review BP/APs for routine updating as required and recommended by Accreditation 2020

**VP Ed Policies:** Claudia Striepe (LLR)

**Ed Policies Committee Members:** Charlene Brewer-Smith (IT) Kristie Daniel-DiGregorio (BSS); Kathryn Marsh (Math); Darcie McClelland (NS); Chris Jeffries (ECCFT); Lori Suekawa (CSS); Eric Villa (HSA); Stephanie Merz (Hum); Camila Jenkin (LLR); **Deans Rep:** Amy Grant (NS)

**Spring 2021 Meeting Dates and Times**: ~~Feb 23; March 9 & 23; April 27~~; May 11 & 25, June 8 (tentative depending on AS appropriation of tentative date – see below), **1-2pm, and via Zoom** for the semester.

**Alternating with Academic Senate Meeting Dates for Spring 2021**: February 16; March 2 & 16; April 6 & **20;** May 4 & 18; June 1 & 8 (tentative).

1. **Announcements:**
   - **Welcome to students Alexis Castellon and Jennifer Cantu.**
   - We have a **VP Ed Policies candidate, Camila Jenkin** who was recently elected to Academic Senate beginning next semester. CS put CJ's name forward to the Senate election head K. Degnan.

2. **Second Reading and Vote at Academic Senate meeting April 20ᵗʰ 2021**

   - **Board Policy 4230 Grading and Academic Record Symbols passed by Senate**

3. **UNFINISHED and NEW BUSINESS**
   - **BP/AP 4040 Library Services:** Ed Policies→Librarians→Ed Policies

- **BP/AP 4070 Course Auditing and Auditing Fees:** Grant/Waterhouse

- **BP 4100 Graduation Requirements for Degrees and Certificates:** Associate Degree Task Force

- **BP 4100.1 Catalog Rights:** Price/Justice/Dreizler/Lemons/Patel/Breckheimer

CCLC TEMPLATE
**References:**
   Education Code Section 78100;
   Civil Code Section 1798.90;
   ACCJC Accreditation Standard II

**NOTE**: *This policy is **legally required.***

The District shall have library and learning support services that are an integral part of the institution's educational program and will comply with the requirements of the Reader Privacy Act.
***Revised 3/12, 11/14***

# BP 4040           Library and Learning Support Services

**Board policy**
El Camino College will support library and learning support services and collections in order to that foster academic success and instill transferrable information literacy skills. Library & Learning Resources is an integral part of El Camino College's educational program and is accessible to all students, faculty, and staff. The library will meet academic standards consistent with accreditation guidelines and will comply with the Reader Privacy Act.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate and the Superintendent/President.

# AP 4040           Library & Learning Support Services

The library and learning support services are operated under the direction of the Dean of the Library & Learning Resources.
   1.   Services
         a.   The Library will offer services that provide equitable access to resources and that promote information literacy skills.

  b. Learning support services will provide equitable access to tutoring and academic support.

2. Collections
  a. Library faculty will have primary responsibility for the identification, selection, and provision or de-acquisition of academic resources.
  b. Library collections will:
    i. maintain standard reference works in major fields of knowledge,
    ii. be developed to provide materials on issues of current interest and concern,
    iii. reflect the diverse population of El Camino College and ~~to~~ support equity on campus,
    iv. be developed to support the scope of the college curriculum.
  c. The District supports the American Library Association's Bill of Rights that affirms both library users' right to read what they choose and the library's responsibility to provide books and other resources presenting a variety of points of view.
  d. More information can be found on the Library & Learning Division webpage.~~at (our collection development policy)~~

3. Access~~ing~~
  a. Library resources will be accessible to all currently enrolled students and campus employees, including distance education and dual enrollment students.
  b. In-person services will be available during all terms when classes are offered.
  c. The library must operate with library faculty on the ~~duty~~premises during all open hours.
  d. ~~All~~ Individuals ~~faculty, staff, and currently enrolled students~~ may borrow materials by showing valid ~~an~~ El Camino College identification ~~card~~.
  e. All faculty, staff, and currently enrolled students may access online platforms and materials by authentication using valid El Camino log-in credentials.

4. Accreditation
  a. Library & Learning Resources will ~~complete~~ meet all applicable accreditation requirements.
  ~~Library & Learning Resources will continuously evaluate ECC information needs as an essential step towards accreditation.~~
  b. Reader Privacy Act
    i. The library will comply with the 2011 Reader Privacy Act.
  c. Library policies and procedures are available on the library webpage.


**References:**
Education Code Section 78100;
Civil Code Section 1798.90;
ACCJC Accreditation Standard II

# BP 4070  Course Auditing and Auditing Fees

**Reference:**
Education Code Section 76370

**NOTE:** *The District is not required to permit auditing of courses; but if it does, the following policy applies.*

Students may audit courses.

The fee for auditing courses shall be **[ no more than $15.00 per unit ]**. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his/her/their enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

**Rev. 10/15**

**El Camino College**
**BOARD POLICY 4070**                    **Course Auditing and Auditing Fees**

It is the policy of El Camino College to allow students to audit courses. The instructor of the course will determine whether to accept a student as an auditor and the manner in which the audit is to be conducted.

Students ~~who are~~ enrolling in a ~~class~~ course for credit have enrollment priority over students intending to audit.

The fee for auditing courses is $15.00 per unit. Students enrolled in ten or more credit units may audit up to three additional credit units in the same semester without charge.

Students who enroll in a ~~class~~ course as an auditor cannot change their enrollment to receive credit for the course and cannot receive credit by examination for audited courses. Audited courses cannot be used to fulfill prerequisites.

Procedures for implementing the policy will be developed with collegial consultation with the Academic Senate, as defined in CCR § 53200.

Reference Education Code Section 76370

El Camino College
Adopted: 3/25/85
Amended: 08/18/08
Renumbered: 5/16/05, Previous Board Policy Number: 5117

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**AP 4070  Course Auditing and Auditing Fees**    TEMPLATE

**Reference:** Education Code Section 76370

 **Note:**  *This procedure is **legally advised** only if the District permits auditing.  Districts may insert local procedures for auditing courses, including:*

- Who may audit
- Application process
- Required approvals
- Priority to be given to student desiring to take the course for credit towards a degree or certificate
- Payment of fees not to exceed $15.00 per unit, unless student is enrolled in classes to receive credit for 10 or more semester units, and is auditing three or fewer semester units
- Refunds
- Limits on auditing

**El Camino College**

**ADMINISTRATIVE PROCEDURE 4070 (New)**                          **Course Auditing and Auditing Fees**

**(Note—The text was lifted from the A&R website. ECC did not previously have an AP 4070.)**

Education Code Section 76370 permits the Board of Trustees to authorize a person to audit a community college course. A student may audit selected El Camino College courses with these provisions:

1. Any student with an El Camino College ID number can request to audit a course. F-1 visa students may audit a course if they are enrolled in the minimum number of units to maintain their F-1 visa status.

2. Priority in ~~class~~ course enrollment ~~shall~~ will be given to students ~~desiring to take~~ taking the course for credit ~~toward a degree or certificate~~.

3. ~~No s~~Students auditing a course ~~shall be permitted to~~ may not change ~~his or her~~ enrollment status in that course to receive credit ~~for the course~~. Students ~~will~~ may not ~~be permitted to~~ earn credit by examination for audited courses.

4. A student wishing to audit a ~~class~~ course must first obtain a petition to audit form ~~in the~~ from Admissions and Records ~~Office~~. Registration for audit will occur after the add-drop period (No sooner than the ~~second~~ third week of classes in a regular sixteen-week semester).

5. The audit of a ~~class~~ course is subject to the approval of the instructor ~~of the course~~ and the dean of the academic division. Neither the instructor nor the dean is obligated to approve an audit. The instructor of the course will determine the manner in which the audit is to be conducted.

The ~~F~~fee for auditing a ~~class~~ course ~~shall be~~ is $15 per unit ~~per semester~~ (subject to change). Students enrolled in ~~classes~~ courses to receive credit for 10 or more semester ~~credits~~ units ~~shall~~ will not be charged a fee to audit three or fewer semester units ~~per semester~~. Fees must ~~are to~~ be paid before auditing the course and fees are non-refundable. Classroom attendance of students auditing a course ~~shall~~ will not be included in computing the apportionment due to the district.

Students who drop a registered course and then switch to audit will not receive a refund for the registered course if the drop occurs after the refund deadline.

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## BP 4100  Graduation Requirements for Degrees and Certificates
## CCLC Template

**References:**
Education Code Section 70902 subdivision (b)(3);
Title 5 Sections 55060 et seq.

<mark>**NOTE:** *This policy is **legally required.***</mark>

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted.  Students must also complete the general education, residence, and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 16 or more semester units or 24 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The **[ CEO ]** shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee.  The procedures shall assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

**Revised 8/07, 2/08, 10/18**

**Disclaimer:**  *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their entity.  The information contained within is a sample only and is not designed to address each District's specific and unique issues, internal rules or practices, or governing documents that might be in place at each entity.  Districts should always consult with local District legal counsel prior to implementation.*

[BP 4100 Graduation Requirements for Degrees and Certificates Rev. 1-10-19.docx (201 KB)](#)

**El Camino College**

**BP 4100                              Graduation Requirements for Degrees and Certificates**

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded Certificates of Achievement upon successful completion of a minimum of ~~18~~ 16 or more semester units of degree-applicable coursework designed as a pattern of learning experiences ~~designed~~ to develop ~~certain~~ specific capabilities ~~that may be~~ related to career or general education.

The Superintendent/President shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the College Curriculum Committee. The procedures shall assure that graduation requirements are published in the College Catalog and included in other resources that are convenient for students.

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**AP 4100**                                  **Graduation Requirements for Degrees and**
**Certificates**

1.  Graduation requirements for degrees include:

    a)  Satisfactory completion of at least 60 semester units of college work. "College work" is defined as courses acceptable toward the associate degree including those that have been properly approved pursuant to Title 5, Section 55002(a) at a California Community College.

        (i)    Courses taken at a California Community College may be used to satisfy general education and/or major requirements.

        (ii)   If the course is offered at El Camino College, but the originating California Community College uses it in a different area than El Camino College, the course will be used in the area that benefits the student.

        (iii)  If the course is not offered at El Camino College, the college will honor the course in the same general education area in which the originating California Community College places the course.

        (iv)   Courses taken at other than a California Community College may satisfy general education and/or major requirements if the institution is accredited by one of the regional accrediting associations and the scope and rigor of the course meets the guidelines set forth by the college.

        (v)    If there is doubt of the reasonable application, the course(s) must be approved by the discipline faculty and/or the dean of the division in which the course(s) in question would normally be placed.

    b)  Completion of at least 18 semester units in general education and at least

18 semester units in which a grade of C or better has been earned in a major listed in the Community Colleges' "Taxonomy of Programs." Catalog rights do apply; see Board Policy 4100.1. The general education requirements must include a minimum number of units as specified in the college catalog in the natural sciences, social and behavioral sciences, humanities, and language and rationality. Ethnic studies must be integrated within general education offerings.

c) Completion of at least 12 degree-applicable semester units of study in residence ~~within requirements for either the general education and/or major~~.

2. Demonstrated competence in reading, written expression, and mathematics.

3. Students may receive credit for knowledge or skills to be counted toward satisfaction of the requirements for an associate degree as defined in Policy 4235 – Credit by Exam. Advanced Placement Exams with a score of 3, 4, or 5 may be used toward general education as approved by the Academic Senate for California Community Colleges document entitled "Standardized Template for Advanced Placement Examination Information." Credit may be used towards specific courses as determined by the faculty and listed in the college catalog.

4. District policies and procedures regarding general education and degree requirements are published in the college catalog and are filed with the State Chancellor's Office.

5. Requirements for Certificates of Achievement include:

a) Successful completion of a course of study or curriculum that consists of ~~18~~ 16 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

b) Content and assessment standards that ensure the certificate programs are consistent with the mission of the District.

c) Shorter credit programs that lead to a certificate may be established by the District. Certificates for which the State Chancellor's approval is not sought may be given any name or designation deemed appropriate

except for certificate of achievement, certificate of completion, or certificate of competency.

6. Students qualifying for more than one AA or AS degree will have all degrees posted on their transcripts; however, they will only receive one diploma for an achieved AA degree and one diploma for an achieved AS degree.

7. Students qualifying for more than one certificate of achievement will receive the certificates and have them posted on their transcripts.

8.  A degree or certificate may be rescinded if it has been determined through a criminal or civil proceeding or through a violation of the student code of conduct that the degree or certificate was obtained through fraudulent means.

References: Title 5, Sections 55002(a) and 55060 et seq.; Board Policies 4100.1 and 4235 July 19, 2010

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**No CCLC Template for     Board Policy 4100.1     Catalog Rights**

**El Camino College**

**Board Policy 4100.1**                                                                 **Catalog Rights**

The El Camino College Catalog specifies the general education, major, and unit requirements which the student must satisfy to qualify for an Associate Degree, Associate Degree for Transfer, a Certificate of Achievement, or a Certificate of Accomplishment. Students who have maintained continuous enrollment may choose to graduate under the catalog requirements in effect either 1) at the time they began attending El Camino College continuously, or 2) at the time they graduate from El Camino College. For degree and certificate purposes, continuous enrollment is defined as enrolling at El Camino College for at least a minimum of one Fall or

Spring semester (excluding summer and winter terms) during each academic year and receiving a letter grade, a "W" (Withdrawal), CR/NC (Credit/No Credit), or Pass/No Pass on the transcript.

El Camino College Adopted:
9/20/93 Amended: 7/17/06,
4/21/08
Renumbered: 4/18/05, Previous Board Number: 5126

# Faculty Development Committee Meeting
## Minutes for Tuesday, April 27, 2021
Via Zoom: https://elcamino-edu.zoom.us/j/97692533753 1-1:50 pm

| Present | Name | | Division |
|---------|------|-----|----------|
| X | Stacey Allen* | SA | Behavioral & Social Sciences |
| X | Alireza Ahmadpour | AA | Behavioral & Social Sciences |
| X | Anna Brochet | AB | Counseling |
| X | Amy Herrschaft | AH | Counseling |
| X | Amy Himsel | AJH | Behavioral & Social Sciences |
| X | Lars Kjeseth | LK | Mathematical Sciences |
| X | Crystle Martin | CM | Library & Learning Resources |
| X | David Moyer | DM | Fine Arts |
| X | Polly Parks | PP | Natural Sciences |
| X | Margaret Steinberg | MS | Natural Sciences |
| X | Jason Suárez | JS | Behavioral & Social Sciences |
| | Evelyn Uyemura | EU | Humanities |

*Committee Chair

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

**Fall 2020 Meetings:**  September 8 & 22, October 13 & 27, November 10 & 24
**Spring 2021 Meetings:**  February 23, March 9 & 23, April 27, May 11 & 25


## Introductions
After brief introductions of committee members, we welcomed several guests, including: Chris Dela Cruz (Student Development); Dalyan Johnston (ASO Director of Public Affairs); Faith Adams (ASO Trustee ); Karina Ramirez ( ASO Director of External Affairs); and Teresa Wilson (Student Engagement Grant participant).

## ASO Sample Syllabus Statement – Presentation by ASO Representatives
To increase awareness of ASO and encourage greater student participation, ASO representatives presented the following statement for the FDC to consider adding to its existing list of sample syllabus statements:
*Associated Students Organization (ASO) We, the Associated Students Organization (ASO), advocate on behalf of the student body and are committed to improving the quality of education and increasing student engagement on campus. We use the funds from the Student Representation Fee and the Student Activities Fee to provide funding to student enrichment programs and provide initiatives like the Metro-U pass. As the official student representatives and liaisons for the college, our academic division Senators hold Office Hours. We encourage all students to attend our office hours to speak about any complaints, grievances or ideas to make the campus a better place. More information can be found on the ASO website below.*
*https://www.elcamino.edu/student/studentservices/sdo/aso/*

The FDC wholeheartedly offered their support of the statement, with minor revisions to consider. AJH recommended omitting personal pronouns such as "we" to be consistent with other syllabus statements.

Despite the challenges posed by the COVID-19 pandemic, F. Adams reported that ASO currently has 40+ active members. The ASO has worked hard to increase student involvement during this time; for instance, officers now hold virtual office hours which have provided opportunities to

engage and build connections with other students. D. Johnston also reported that ASO collaborates with other student organizations on campus, such as SEAC, to focus on equity, diversity, and inclusion.

**Supporting Students Who Work – Presentation by Chris Dela Cruz**
To encourage the FDC to host a presentation (or series of presentations), C. Dela Cruz shared information about Dr. Mindy Chen, a researcher at the UCLA Labor Center and LATTC, who has conducted research on college students who work while attending college and the challenges they encounter trying to balance the demands of work and scholastic responsibilities. The findings and recommendations focus on how colleges, including instructors and student services, can better serve students who are also working. Information about their findings and other information related to the study are available at: https://linktr.ee/workersandlearners.

The FDC agreed this would be valuable information to share with the ECC community and would make for an excellent series of workshops. We discussed the benefits of offering this series in August, prior to PD Day. PP suggested the inclusion of a student panel as part of the series and DM suggested we consider offering department/division specific workshops to explore employment opportunities for students related to their major. SA suggested a partnership with Guided Pathways to build the series around meta-majors.

**Flex Credit**
Unpaid Office Hours for Part-time Faculty
The FDC was asked to consider if unpaid office hours for part-time faculty could be submitted for flex credit. To inform the discussion, the FDC reviewed two pertinent sections of the faculty contract: Article 8, Section 3 (g), Instructor Office Hours, and Article 8, Section 21 (3), Flex Time Credit. Under the new contract, "part-time faculty may offer up to two hours of [paid] office hours" per semester and are "responsible for completion of Professional Development flex time equal to one-half (1/2) hour of professional development activities for each semester unit taught in the fall and spring semesters up to a maximum of three (3) hours per semester."

SA noted she consulted with the Federation on the issue who offered support for flex credit, but deferred to the FDC. The FDC discussed challenges and concerns related to granting flex credit for unpaid part-time faculty office hours. CM noted the process of calculating flex in this case is cumbersome and very time-consuming and LK noted this not a solution to a larger problem, declaring that the District should pay part-time faculty for office hours just as full-time faculty are paid. Ultimately, the committee decided this issue should be brought to the Academic Senate for review.

Attendance at CFT Convention for Federation Representatives
The FDC was also asked to consider flex credit for Federation representatives who attend CFT conventions. The committee concluded that CFT conventions should be treated like any other professional conference/convention for which we earn flex credit and that should apply to any full-time faculty who wishes to attend, not just Federation representatives. As a result, the FDC voted to add CFT convention attendance to the list of approved flex activities.

Adjourned 2:03

SA/4.30.21