OFFICERS & EXECUTIVE COMMITTEE

President	**Pete Marcoux**	VP Faculty Development	**David Vakil**
Compton Educational Center	**Saul Panski**	VP Finance and Special Projects	**Lance Widman**
VP Curriculum Chair	**Janet Young**	VP Legislative Action	**Chris Wells**
VP Educational Policies	**Evelyn Uyemura**	Secretary	**Claudia Striepe**

Senate Mailing List

Adjunct				Health Science & Athletics			
Kate McLaughlin			Journalism	**Tory Orton (sharing)**	6/07	32863	
Annette Owens			I&T	**Kim Baily (sharing)**			Nursing
Behavior & Social Sciences				**Tom Hazel**			
Maria Brown		3756	BSS	Hum.			English
Emily Rader		3757	BSS	**Lyman Hong**	6/07	6046	English
Lance Widman	8/09	3746	Pol. Sci.	**Peter Marcoux**	6/08	6046	English
Michael Wynne	7/08	3562	Psychology	**Evelyn Uyemura**	6/08	3172	ESL
Janet Young		3613		Industry & Technology			
Business				**Ed Hofmann**	6/07	3292	Machine
Sheperd Jacobson		3206	Business	**Douglas Marston**		3621	Electronics
Jacquie Thompson	6/07	3206	CIS	**George Rodriguez**	6/07	3308	Welding
Compton Educational Center				LRC			
Saul Panski		2560	History	**Susie Dever**	6/09	3514	LRC
Estina Pratt		2535	LRC	**Claudia Striepe**	6/08	6006	Library
Arthur Flemming		2563	Philosophy	Mathematical Sciences			
August Hoffman		2434		**Massoud Ghyam**	6/08	3900	Math
Darwin Smith		2562		**Judy Kasabian**	6/08	3310	Math
Counseling				**Greg Scott**	6/09		Math
Kate Beley	6/07	3251	Counselor	**Susan Tummers**	6/08	3226	Math
Ken Gaines	6/08	3690	Counselor	**Lijun Wang**	6/07	3211	Math
Lisa Raufman	6/08	3435	Counselor	Natural Sciences			
Fine Arts				**Chas Cowell**	6/06	6152	Chemistry
Ali Ahmadpour	6/09	3539	Art	**Kamran Golestaneh**	6/09	3243	Chemistry
Daniel Berney	6/07	3657	Dance	**Teresa Palos**	6/08	3354	Biology
Jason Davidson	6/09	3725	Speech	**David Vakil**	6/08	3134	Astron & Physics
William Georges	6/07	6770	Theatre				
Chris Wells	6/09	3723	Speech				
Mark Crossman							

Accreditation	**Susie Dever & Arvid Spor**	Dean, Humanities	**Mr. Tom Lew**
Academic Affairs	**Quajuana Miller**	Assoc. Dean Humanities	**Dr. Barbara Jaffe**
Admissions & Records	**Bill Mulrooney**	Dean, I&T	**Dr. Stephanie Rodriguez**
Associated Students Org.	**Vivian Amezcua, Vincent Armstrong**	Dir., LRC	**Ms. Alice Grigsby**
Board of Trustee, Area 1	**Dr. Nathaniel Jackson, Secretary**	Dean, Math	**Dr. Don Goldberg**
Board of Trustee, Area 2	**Mrs. Mary E. Combs, Vice President**	Dean, Natural Sciences	**Dr. Jean Shankweiler**
Board of Trustee, Area 3	**Mr. William J. Beverly, President**	Federation Office	**Sean Donnell & Nina Velasquez**
Board of Trustee, Area 4	**Dr. Ray Gen**	Health Center	**Debbie Conover**
Board of Trustee, Area 5	**Miss Maureen O'Donnell**	Human Resources	**Barbara Perez**
Board of Trustee, Student	**Ms. Roxanna Seyedin**	President/Superintendent	**Dr. Thomas Fallo**
Campus Police	**Chief Port**	Public Information	**Ann Garten**
Dean, BH&S	**Dr. Gloria Miranda**	SLO Coordinators	**Lars Kjeseth & Jenny Simon**
Dean, Business	**Dr. Virgina Rapp**	The Union	**Editor**
Dean, Counseling	**Dr. Regina Smith**	VP Academic Affairs	**Dr. Francisco Arce**
Dean, Fine Arts	**Dr. Jim Schwartz**	VP Administrative Services	**Dr. Jeff Marsee**
Dean, HS&A	**Dr. Irwin Drew**	VP Student Services	**Dr. Jeanie Nishime**

Academic Senate of El Camino College

SENATE'S PURPOSE (from the Senate Constitution)

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."

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

Education Code §87360 (b) requires that

Hiring criteria, policies and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board, and the academic senate, and approved by the governing board.[1]

AGENDA & TABLE OF CONTENTS

Academic Senate Meeting Schedule – 2007-08
12:30pm-2pm, Alondra Room

February 19
March 4
March 18
April 1
April 15
May 6
May 20
June 3

CEC Faculty Council Meeting Schedule 2007-2008
2:00-3:00, CEC Board Room

February 21, 2008
March 6, 2008
March 20, 2008
April 3, 2008
April 17, 2008
May 8, 2008
May 22,2008
June 5, 2008

Committees

Senate

NAME	CHAIR	DAY	TIME	ROOM
COMPTON FACULTY COUNCIL	Saul Panski	Thursdays	2:00-3:00	CEC Board
CURRICULUM	Janet Young	2nd & 4th Tues.		
EDUCATION POLICIES	Evelyn Uyemura	1st & 3rd Thur	12:45-1:45	MBBM 131
PLANNING & BUDGETING	Arvid Spor, ???	1st & 3rd Thur	1:00 – 2:30	Alondra
FACULTY DEVELOPMENT	Dave Vakil	2nd & 4th Tues	12:45 – 2:00	ADM 127
LEGISLATIVE ACTION	Chris Wells	1st Thursday	12:45 – 1:30	
CALENDAR	Francisco Arce			
ACADEMIC TECHNOLOGY	Jim Noyes, Virginia Rapp			

Campus

NAME	CHAIR	DAY	TIME	ROOM
ACCREDITATION	Arvid Spor, Susie Dever			
BOARD OF TRUSTEES	William Beverly	Mondays	4:30	Board
COLLEGE COUNCIL	Tom Fallo	Mondays	1:00-2:00	Adm. 127
DEAN'S COUNCIL	Francisco Arce	Thursdays		
CAMPUS TECHNOLOGY	John Wagstaff			
ENROLLMENT MANAGEMENT	Arvid Spor			
SLOs	Jenny Simon, Lars Kjeseth			

ACADEMIC SENATE MINUTES
December 4th, 2007

Attendance (X indicates present, exc indicates excused, pre-arranged absence)

Behavioral & Social Sciences		Humanities	
Brown, Maria		Hong, Lyman	
Rader, Emily	X	Kate McLaughlin	X
Widman, Lance	X	Marcoux, Pete	X
Wynne, Michael	X	Uyemura, Evelyn	X

Business		Industry & Technology	
Halamka, Dagmar		Gebert, Pat	
Miller, Tim		Hofmann, Ed	X
Thompson, Jacquie		MacPherson, Lee	X
Shepard Jacobson	X	Marston, Doug	X
		Rodriguez, George	X

Counseling		Learning Resources Unit	
Beley, Kate	X	Dever, Susan	X
Gaines, Ken	X	Striepe, Claudia	X
Raufman, Lisa	X		

		Mathematical Sciences	
		Ghyam, Massoud	
		Scott, Greg	
Fine Arts		Tummers, Susan	
Ahmadpour, Ali	X	Marc Glucksman	X
Davidson, Jason	X		
Georges, William		Natural Sciences	
Wells, Chris	X	Cowell, Chas	X
Crossman, Mark		Golestaneh, Kamran	X
Berney, Dan		Palos, Teresa	X
		Vakil, David	X

Health Sciences & Athletics			
Hazell, Tom		Adjunct Faculty	
Orton, Tory/Victoria (sharing)		Almos, Carolyn	
Sinopoli, Louis / Makaru, Roy		Robertson, Gary	
Stanbury, Corey	X	Kate MaLaughlin	X
Kim Baily (sharing)			
McGinley, Pat (sharing)	X	ECC CEC Members	
Moon, Mary (sharing)		Fleming, Art	X
		Hoffman, August	
		Panski, Saul	
		Pratt, Estina	
		Smith, Darwin	

Ex Officio Attendees: Jeanie Nishime, Francisco Arce, Janet Young
Guests and/Other Officers: Ray Gen (Board of Trustees), Vincent Armstrong, Gloria Miranda (Dean), Luukia Smith, Jenny Simon and Lars Kjeseth, Annette Owens.

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

The seventh Academic Senate meeting of the Fall 2007 semester was called to order at 12:35pm.

Approval of last Minutes:
A motion to approve the minutes of the Academic Senate meeting of November 6th, 2007 was made by Mr. Widman, seconded by Mr. Wells and passed.

President's report – Pete Marcoux (henceforth PM)
PM referred to the Academic Senate list of goals [packet pg. 9] and noted which had been completed, and which were still in progress. Some goals we continue to be worked on next semester, and if members have any ideas for new goals or issues for discussion, please let PM know. PM also congratulated the committees for the good work done during this semester.
PM welcomed guests - Board of Trustees member Mr. Ray Gen, and Classified Staff Union representative Luukia Smith. PM did invite President Fallo, but he was unable to attend this session. PM hoped he would be able to attend the February 19th meeting in the Spring.
PM noted that he had sent out the Faculty hiring list [packet pgs.11-12]Pg 11 shows the list as voted by the Committee and pg. 12 shows the final list as revised by President Fallo. President Fallo accepted 80% of the Committee recommendations. In reply to a question PM reported that Journalism was one of the positions dropped.
PM noted that the first day of the Winter Session is also the first day the 12 month staff are back at work, the online Rosters will be available, and the Humanities staff will be moving to their new building, so some confusion is to be expected. PM recommended visiting LaTonya in the Faculty Resource Center as she has volunteered to help with the printing of rosters. Questions were raised as to how adjunct faculty should cope with these potential problems. PM said they should talk first to their Division offices. The Division Deans have also promised to print rosters in Division offices to help out. Dr. Arce reported that registration for Spring will continue throughout the Winter session so he will have to verify when the Spring rosters will be ready for printing. Mr. Mulrooney will also send out an e-mail to faculty. It was noted that Winter/Spring registration will also be available while we are closed and that there would be no live help available for these students should they have a problem with the process.
Enrollment is slightly down compared to the same period last year.
PM wished the Academic Senate Happy Holidays and wished that we might all enjoy the Break.

PM asked for a motion to change the order of business for the meeting and deal with unfinished business before hearing Committee officer's reports. Mr. Vakil proposed the motion, which was seconded by Mr. Wells. The motion passed.

Unfinished Business

Board Policy 4100.1 Catalog Rights – Evelyn Uyemura (EU)
[see separate handout]
Previous Board Number: 5126   Renumbered: 4/18/05
Revised by Ed. Policies 11/8/07 sent to Senate
Final Reading 12/04/07
EU reported that it was originally proposed to name all the certificates, but Dr. Arce had felt that was not correct and Ms. Young had agreed so some were removed, leaving the Associate Degree and Certificate of Achievement. The Senate was reminded that a Certificate of Accomplishment was either a certificate of under 18 units NOT approved by the State or a certificate of 12 units. Dr. Arce had made his recommendation based on the fact that only Certificates of Achievement would be noted on a transcript, not Certificates of Accomplishment. If they were not on the transcript they did not have catalog rights. Ms. Beley disagreed as Certificates of Accomplishment still went through Curriculum and were approved by the Board of Trustees. Since this confusion and grey area still remained EU was unsure as to how to proceed. Ms. Young, Dr. Arce and EU would meet again but this needed to be implemented by February

12th, 2008. The question was asked: Will these certificates be described in the college catalog? The answer was Yes. If they are described in the catalog then they must have catalog rights. Dr. Arce argued that a Certificate must mean something. EU argued that if the certificates went through the curriculum process then she was in favor of returning to the opinion that if the certificates were described in the catalog they should all have catalog rights. Dr. Dever made a motion, seconded by EU, to approve the Policy and in the next semester begin a review of the Certificates. It was noted that Title V changes stipulate that the terms Pass/No Pass must be used so it was decided to have both while the changes take effect. The amended Policy that passed reads:

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

ECC Distinguished Adjunct Faculty Award – Dave Vakil (DV)
[packet pgs. 34- 37]
The Faculty Development Committee created a proposal to create an ECC Distinguished Adjunct Faculty Award. The "wherases" explain the need to create the award, and are followed by the three resolutions below
- Be it resolved that the Academic Senate recommends the creation of a Distinguished Adjunct Faculty Award as proposed below in a fashion similar to the currently existing Distinguished Faculty Award.
- Be it further resolved that the currently existing Distinguished Faculty Award be renamed to "Distinguished Full-Time Faculty Award."
- Be it further resolved that permanent plaques be created and displayed in a public location honoring the recipients of the Distinguished Adjunct Faculty Award, the Distinguished Full-Time Faculty Award, and the Distinguished Staff Award.

DV noted that the eligibility requirements had changed somewhat. The Committee felt the new requirements were better [pg. 37] The Selection Committee will comprise the VP Academic Affairs, the President of the Associated Students Senate (or designees), the 2007 Distinguished Faculty member, an academic dean, and the Academic Senate's VP Faculty Development. If a person self nominates, the nomination must be accompanied by a letter of recommendation from a full time faculty of the Division. Ms. Uyamura asked whether DV had a source of funding for the proposed $1000. award. DV said not yet, as the Committee first wanted to get approval for the project. The motion passed.
The committee meets in Admin 127 on the 2nd and 4th Tuesdays of the month.

Changes to the Certificates of Achievement – Janet Young (JY)
[packet pgs. 17- 33] This was the second reading of Title V changes regarding Grade requirements.
- Title 5 regulations stipulate that, effective fall 2008, credit certificates must be named "Certificates of Achievement." The Senate approved the conversion of the existing "Certificates of "Competence" and "Certificates of Completion" to "Certificates of Achievement" as follows:
  - Certificate of Achievement (2.0 GPA)
  - Certificate of Achievement with Honors (3.0 GPA)
  - Certificate of Achievement with High Honors (3.5 GPA or above)
- However, Title 5 regulations also stipulate that, effective fall 2009, students will be required to earn a grade of C or above in all courses in a certificate or in a major.

- It is recommended that the Academic Senate consider adopting this grade requirement in 2008 instead of waiting until 2009. This will allow all of the related changes to become effective at the same time in order to avoid confusion for students.
- Catalog rights will remain in place for students who have been enrolled at El Camino College prior to fall 2008.

Discussion followed. Mr. Marston did not see the need to change in Fall 2008, he felt tat a students working to get a certificate should have time to bring their grades up, and faculty should have time to get the word out to students. Mr. Wells asked if these changes were covered by catalog rights. Dr. Nishime wondered what Compton Faculty thought of the issue. JY said that Mr. Panski had emailed her an endorsement of Fall 2008. The issue was put to the floor and passed with the majority in favor and one abstention

Guiding Principles of SLO Assessment Cycles – Jenny Simon (JS)
[packet pg 41] This marked the second reading at Senate.
- **For any course, program or service, the personnel directly involved in its delivery are finally responsible for all aspects of its assessment cycles:** While expected to consult with all stakeholders on campus, the responsible personnel are the best qualified to determine appropriate student learning outcomes, implement effective assessments, report results, and make recommendations for improvements. For each outcome, they are also best equipped to decide when each stage of the cycle is complete.
- **Broad participation in assessment cycles by administrators, faculty and staff is a shared responsibility:** The more personnel that participate in the production and analysis of assessment results, the greater the likelihood that proposed changes will be implemented and sustained.
- **Student learning outcomes are defined in various ways.** Student learning outcomes vary tremendously among courses, programs and services; they may be cognitive, affective, or psychomotor. They change over time and are informed by a multitude of factors, including community needs, discipline standards, and previous assessment cycles.
- **Assessments use various methods and may build upon existing assessments:** Assessment techniques range widely in style and rigor. Whenever feasible, existing assessment instruments are modified to meet new assessment needs. If possible, new assessment routines should replace old ones. Direct measures of student learning are preferred, although indirect measures may also be used, particularly in sectors that indirectly support student learning.
- **Curricular, planning and budget decisions are informed by assessment results:** Assessment results provide evidence that allow administrators, faculty and staff to make wise planning and budget decisions. All curricular and program reviews are stronger when they incorporate assessment results in their reports. An individual may consider assessment results as part of the self-evaluation process.
- **Assessments are used to evaluate student learning:** Results of assessments of student learning outcomes will not be used in performance evaluations in any punitive manner. Student learning outcomes will not be used to undermine academic freedom.
- **Resources are provided for assessment cycles:** For some assessment cycles, existing resources will suffice; for others, additional resources will be needed. Administrators, working together with faculty and staff, find the means of conducting meaningful assessment cycles without compromising the quality of instruction, delivery of services or overburdening specific personnel.

Discussion followed. Mr. Widman queried the principle involving faculty performance evaluations. Mr. Wells suggested that "in any punitive manner" be removed from the sentence. Mr. Widman suggested altering the sentence to read *"Results of assessments of student learning outcomes may be used in faculty performance evaluation only with concurrence of faculty being evaluated."* It was

noted that the Board of Trustees does not approve these principles formally, but the College must implement them. Other questions raised concerned how these principles were to be implemented, how enforced, were they to be part of the contract? These concerns would have an effect on the language used. JS said that it was not the intent to guide or influence the contract, the principles were rather just a framework for building the SLO's. JS decided to table this item and further consult with the SLO committee.

Reports of Officers

Compton Education Center report - Art Fleming
AF reported that the plan to vacate some building wings in Spring has been rescinded.
[packet pg 16] shows a schematic of the Planning and Approval Process at ECC CEC. More details to come.

Curriculum Committee report – Janet Young (JY)
[packet pg 17] All but one certificate has been reviewed. This week saw the last Curriculum Committee meeting for the semester, and the Committee has reviewed 141 courses and certificates in that time.

Educational Policies Committee report – Evelyn Uyemura (EU)
[packet pg 36] The Ed. Policies Committee had an extra meeting to make up for the Thanksgiving Break. They are currently hung up on BP 4220 re: Withdrawals. They need a new symbol to indicate excessive Withdrawals.
The Committee also tried to finish the Probation and Dismissal policy, but more work on the procedures is needed. The Committee will try and work via e-mail over the break so that this can be ready by early February.

Faculty Development Committee report – Dave Vakil (DV)
[packet pgs 34-35] Shows minutes of the last Committee meeting. They discussed the Teaching Book Club. DV has sent an email to the faculty. The first few to sign up for the relevant Friday sessions will receive a free copy of the book before the Winter break. Mentoring will be the next big project for the Committee, and they are also working on the Teaching and Learning Conference scheduled for February 22nd, 2008.

Finance and Special Projects/ PBC (Planning and Budgeting Committee) – Lance Widman (LW)
[packet pgs.38-9] Nov. 1 PBC Minutes: These were reviewed at the Nov. 20 AS meeting, see the report on p. 4 of the AS Minutes in this packet.
The hiring of a Vice President Human Resources was discussed. This position would be raised from an ordinary level to that of a VP. The reasoning given was that the workload had increased enormously and the position needed to be comparable pay and duty- wise to other districts. This seems already to have been decided upon, and the impact on budget was discussed.

Legislative Action report – Chris Wells (CW)
[packet pgs. 43-51]Looking into State Assistance and legal action to ensure effective participation in District and College governance, CW could find nothing too concrete and noted that the best action seemed to be to complain loudly and long.
CW also questioned re: the Faculty Hiring prioritization whether, according to the contract, the College President could override/rearrange the prioritization of the Faculty Selection Committee. CW could not find any definitive answer to this issue one way or the other in the contract. CW

asked if there was a Board Policy on hiring. The answer is No – there seems to be a procedure, but no policy.

CW also mentioned budget woes all colleges are facing and mentioned the rumors of mid- year budget cuts. It was asked whether the idea of using our reserves for unforeseen budget cuts had been raised. It seems that while the talk remains rumor, this will not be looked at.

Special Committees reports

Accreditation – Arvid Spor (AS) & Susan Dever (SD)
SD apologized for forgetting to summarize some sections for perusal in the Academic Senate as promised last meeting, but she will do so soon.

Associated Students – Vincent Armstrong (VA)
The ASO recently passed two resolutions. The ASO opposes the proposal to eliminate the Winter sessions, and the ASO supports keeping the Health Center open in the Summer sessions. The ASO has been working on trying to set up Division Councils, and is finding this hard going. They have also implemented a Suggestion Box, and are working to build up better communication with, and representation of, students. PM thanked and congratulated VA for his outstanding service on the Academic Senate and other Committees.

Calendar Committee – Lyman Hong (LH) and Emily Rader (ER)
Nothing to report.

Board of Trustees – Ray Gen (RG)
No report. Mr. Gen was happy to participate in the meeting.

Enrollment Management – VP Academic Affairs Dr. Arce
Too early to tell how it is going. Dr. Dever remarked that she had sent out a memo reminding faculty to remind students to register for Winter and Spring.

Counseling Meeting – Kate Beley (KB)
Ms. Beley reported on a meeting concerning the counselors office space. She thanked Dr. Arce for attending. The result was that the counselors were told to wait and see what funding would be available.

New Business

Dr. Raufman told faculty to tell interested students that some UC campuses are still accepting students, Santa Barbara, Riverside, Irvine among them. Students can find more information in the El Camino page Tranfer related links, and check their application status.

PM noted that the Daily Breeze had run an article about the Student newspaper "The Union"now being online. You can visit http://www.elcaminouniononline.com/

Mr. Gen asked about a point on pg.3 of packet. He had not previously been aware that the Senate was voting against the will of the Senate in the matter of Board Policy 2510. EU explained that Dr. Fallo had brought it forward to the Board around the Senate rather than the matter being brought forward by the Senate via the Senate designee Dr. Arce. BP2510 passed in disregard of the Senate's disapproval. Dr. Gen said he had thought the Senate agreed with the Policy. EU said that the Senate was not against the Policy as regarded student inclusion, but wanted the Faculty portion to be addressed as well and at the same

time. EU felt that perhaps the Board had not been fully briefed on all the ramifications and issues. It was remarked that this was symptomatic of problems if this was the first Mr. Gen had heard of it. As a result of this discussion it was decided to create a body to review Policy 2510 and attendant procedures. The policy and procedures should match, and currently faculty do not have a voice.

CW remarked that the new format as used in this meeting worked well. Ms. Rader countered by saying that some faculty only get out of lectures late and this new format meant they might miss important discussion. Mr. Marston said that if we adopted a new format we might have to amend the Constitution. Mr. Widman asked whether we could not just have a designated time near the middle when all discussion/reports would be suspended while we discussed important issues. PM will put this suggestion on the agenda and the suggestion/s will have to be put in the form of a resolution or motion.

Agenda Items for Next Meeting
.
The next meeting will be in the Spring semester. PM has invited Dr. Fallo to this meeting.
Merry Holidays!

The meeting was adjourned at 1:50 pm.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting February 4, 2008

Present: Vivian Amezcua, Francisco Arce, Susie Dever, Momi Elliot, Leo Middleton, Jeanie Nishime, Barbara Perez, Susan Pickens, and Arvid Spor.

1. The Martin Luther King Day tribute is being incorporated with Black History Month for an event here on Campus, Tuesday, February 26th. Judge Patricia Titus will be the keynote speaker. The Third Annual Delmer Fox Recognition Luncheon is on Thursday, April 3rd at 11:30 a.m. on the South Patio of Marsee Auditorium.
2. Next week is Welcome Week – volunteers are needed to direct students. The 10th Annual African American Student Association Conference will be here February 15 & 16th. El Camino College was the first place to host the first conference and they wanted to have the 10th annual conference here.
3. The ECC and Compton ad campaigns for spring continue through the first week of school.
4. President Fallo, Ann Garten, and Trustee Gen attended the Community College League of California (CCLC) convention. Ann Garten and Trustee Gen had meetings at three Legislative Offices. We do have a Governor's budget with a significant decrease of K-14 funds. It appears that there will be a $40 million affect this fiscal year. There will be a $400 million transfer that will be delayed until the end of the year. The Torrance School Board is giving March 15th letters so are many other K-12 districts. We may have two budgets – one showing what we would cut if we had to eliminate $8 million.

    The FCMAT report is published and posted to their website: www.fcmat.org. The report is troublesome. FCMAT believes that everything should be settled in five years and the Accrediting Commission thinks ten years.

    Board meetings will now include a brief presentation each month. President Fallo would like to have each Vice President be members of College Council. President Fallo will ask Provost Givens to check with her Provost Council to see if they would like representation on College Council.

    Next Monday the Vice Presidents will give a Board policy status report for policies pending in their areas.

Agenda for the February 11, 2008 Meeting:
1. Minutes of February 4, 2008
2. Board Policy Status Reports – VP's

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting January 22, 2008

Present: Vivian Amezcua, Francisco Arce, Sean Donnell, Tom Fallo, Ann Garten, Pete Marcoux, Jeff Marsee, Leo Middleton, Jeanie Nishime, Barbara Perez, Susan Pickens, Luukia Smith, and Arvid Spor.

1. Board Agenda
    a. Francisco will give a brief presentation on our Accreditation report.
    b. There is no closed session agenda.
    c. Correction – Human Resources page 80 item 17. "Technician" should be "Assistant" and Range "34" should be Range "27."
    d. Correction – Human Resources page 75 – items 16, 17, and 18. "$476" should be "$515" and "$3,808" should be "$4,120."
    e. Luukia said that Angela had a question about the unallocated refunding income listed in Measure E on page 67. Angela will meet with Jeff and Bob Gann for an explanation.
2. There was some thought about going out for another bond or an extension to our bond this November – but we will not. We will have to make a decision within the next 2-3 years on what we are going to do.
3. The Governor's proposed State Budget addresses a projected $14.5 billion deficit. We have been told that we will not be subject to mid year cuts. They are proposing to change the final payment owed for the 2007-08 appropriations from July 2008 to September 2008. We could borrow from our bond funds with Board approval for cash flow purposes. There is a special CEO meeting scheduled for February 22nd.
4. The State Chancellor's Circle will be here on campus February 27th. There will be a luncheon, tours and a meet-and-greet. President Fallo would like them to meet College Council. More details will follow.
5. President Fallo met with Barbara Beno of the Accrediting Commission last week. They are concerned about our relationship with Compton and the success of it. We are going to have another FCMAT report by the end of this month. We have asked that FCMAT and Accreditation Commission get together so we won't have as many visits. The Accreditation Commission has agreed – we haven't asked FCMAT yet.
6. We need to think of a Code of Ethics for employees. We have one for Board members. We will talk about this next week. We already have management volunteers to work on this.
7. Vivian Amezcua asked that College Council go back to meeting at 1:00 p.m. We will meet at 1:00 p.m. next week.
Agenda for the January 28, 2008 Meeting:
1. Minutes of January 22, 2008
2. Team Reports
3. Code of Ethics for Employees
4. College Council Membership Composition

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting January 28, 2008

Present: Vivian Amezcua, Francisco Arce, Susie Dever, Jeff Marsee, Leo Middleton, Jeanie Nishime, Barbara Perez, Susan Pickens, Luukia Smith, and Arvid Spor.

1. An Accreditation essay written by Francisco should be distributed to College Council members.
2. The FCMAT report will be posted on the web January 31st.
3. Students will be attending the ASACC (American Student Association of Community Colleges) Conference in Washington from March 8-11, 2008. Students will participate in Welcome Week.
4. Francisco, Susie, and Arvid are editing the Accreditation Self-Study draft.
5. The third annual electric cart parade – and can-do awards is coming. Students are welcome to participate.
6. The California Community Colleges Registry Job Fair was this past Saturday. Thirty-eight districts were represented and 1700 job seekers were in attendance.
7. The scholarship function is being reorganized. Kahea Kamahele will move into the Foundation office around February 21st. The Community Education program is also being reorganized for growth purposes. We will be recruiting for the Dean of Community Advancement position. The SSTARS breakfast was a great success.
8. Human Resources will be busy with 18 new hires that will be going through for the next two months.
9. Each College Council constituent is to appoint a representative to participate in the development of a code of ethics for college employees. Barbara will chair the committee which will meet when the spring semester starts. Please give President Fallo the names of the persons appointed.
10. College Council recommends that a member of the Compton Center Provost Council be appointed to College Council. It was also decided that there be a Compton Center agenda item. College Council should also have a representative on the Provost Council.
11. The Humanities building open house is Tuesday, January 29, 2008 at 5:30 p.m.

Agenda for the February 4, 2008 Meeting:
1. Minutes of January 28, 2008
2. Team Reports
3. Code of Ethics for Employees – Representatives for Committee
4. College Council Membership Composition

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting December 17, 2007

Present: Francisco Arce, Carolee Casper, Susie Dever, Tom Fallo, Ann Garten, Chris
Jeffries, Jeff Marsee, Jeanie Nishime, Barbara Perez, Susan Pickens, Gary Robertson,
Arvid Spor, and David Vakil.

1. Board Agenda

    1. Presentations – The Women's basketball team will be introduced at the
       meeting, three Board members will be sworn in, and the Foundation's Annual
       Report will be presented.
    2. The November 19, 2007 minutes will be pulled – public comments will be
       recorded.
    3. Annual Organizational Meeting – election of officers. There is also a
       recommendation to change the Board meeting time.
    4. Student Services – There will be three student expulsions. Board members can
       ask any questions in Closed Session.
    5. There are two corrections on page 44 item 11 that will be made during the
       Board meeting. The corrections are "$55.65" should be "48.43" and "2006
       Fall" should be "2007 Fall."
    6. Board members will adopt their goals – they may add two more to the list.

2. Faculty would like the Board to make a public statement in support of Proposition
   92. The Board of Trustees can direct that.
3. State Budget – there is a projected $14 billion deficit over 17 or 18 months. The
   Governor will probably announce and distribute the budget on January 10th. Many
   districts have put freezes in their appropriations and authorizations. We still have
   not done that.
4. The next College Council meeting will be Monday, January 14, 2008.

Agenda for the January 14, 2008 Meeting:
1. Minutes of December 17, 2007
2. Team Reports
3. College Council Membership Composition

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting December 10, 2007

Present: Arvid, Barbara, Francisco, Jeanie, Leo, Pete, Sean, Susan, Susie, and Vivian.

1. Francisco pulled BP 4100.1 Catalog Rights from Academic Senate agenda – there needs to be more discussion about process. Francisco will talk with the deans.
2. 2007-2008 College Council Goal Discussion – further discussion on three of the goals follows:
   a. Review Board Policy and Administrative Procedure 2510 and Define Collegial Consultation and Shared Governance. Francisco said he will schedule an afternoon session in the end of February or early March – Thursday afternoons work the best. Publications received and materials from past retreats will be reviewed for preparation.
   b. Resolve how to get information out and responses back to College Council (process). After some discussion it was decided that there doesn't need to be a sub committee for this goal. Pete said that if committees/area councils would send him minutes he will publish them in the Academic Senate Packet. That would satisfy this goal. Francisco will make sure his people do that.
   c. Incorporate the spirit of Accreditation in every day college operations. Arvid has some ideas and will set up a meeting in January 2008.
3. Compton students want to impose a student fee as a negative amount. Vivian reported that El Camino College students want to do this too. Jeanie reported that Datatel can only do one process. She will ask Keith Currey and ASB to make their case here. Students could opt out.
4. College Council Membership Composition – There was a discussion in the past about having Compton Center employees/student on this council. Dr. Doris Givens has been asked to set up a College Council at Compton. We will bring this item back at a later date.
5. BP 1200 – The El Camino College Mission Philosophy, Values and Guiding Principles will be updated with the new Mission Vision Statement and taken to the Board in January.

Agenda for the December 17, 2007 Meeting:
1. Minutes of December 10, 2007
2. Board Agenda
3. Discuss College Council Membership Composition

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting December 3, 2007

Present: Dr. Arce, Dr. Dever, Mr. Donnell, Ms. Casper, Dr. Fallo, Mr. Marcoux, Dr. Marsee, Mr. Middleton, Dr. Nishime, Ms. Pickens, Mr. Robertson, and Dr. Spor.

Team Reports
1. Mr. Middleton – The Equal Employment Representative (EER) training was completed last month. There were 23 new people trained and 13 that received refresher training. There will be two more sessions next year as the group is expanded more. EER's will be used no more than twice a year.
2. Mr. Marcoux – Tomorrow's Senate meeting agenda includes: Policy 4100.1 – Catalog Rights, ECC Distinguished Adjunct Faculty Award, Certificate of Achievement changes, and Guiding Principles for SLO Assessment Cycles.
3. Mr. Robertson – The assault investigation continues. There has been a recent rise in thefts and break-ins to older model Chevrolet trucks which are easy to break-in. Will try and determine if there is another way to alert campus community to crime trends – faster than bulletins.
4. Dr. Nishime – The Foundation sponsored a dinner for Foundation Board members and supporters this past Friday.
5. Ms. Casper – ECCE is working on finishing up classification review questions from last negotiations – they will meet with Barbara Perez.
6. Dr. Arce – Spring and winter registration started two weeks ago.
7. Dr. Fallo – The CEO meeting last week focused mostly on the State Budget. There is some talk about mid year cuts. We have authorized 21 faculty hires – which include two nursing faculty hired in January and one EOP&S. There were two great articles in the Daily Breeze that highlighted the student Union newspaper and our Women's Volleyball team. President Fallo and Peter Landsberger had a meeting with Chancellor Woodruff and Executive Vice Chancellor Bruckman on Wednesday and discussed Compton. The Board of Governors will visit the Compton Center on February 27th. The Chancellor's Circle – which will include the head of the Statewide Senate and 3 other persons, will visit El Camino College on February 28th. They will also tour campus and greet people and their will be a luncheon. The Chancellor will direct us as to whom to include in these activities. On December 13th there will be a Fall Southern California Educational Leadership Forum at CSULB. Jenny Simon and Lars Kjeseth will be reporting on El Camino Colleges response to Student Learning Outcomes (SLO's).
8. Mr. Donnell –There are a couple of dates set for negotiations – union is not satisfied.
9. Dr. Spor – The Management Forum in November had an overview and demonstration of the planning software. Training has been provided this week and

last week. All Plans are due into area Vice Presidents the end of February – except one area. Plans are to go to Cabinet in March.

10. 2007-2008 College Council Goals and timelines
   a. Review Board Policy and Administrative Procedure 2510 and Define Collegial Consultation and Shared Governance. Dr. Arce and Mr. Marcoux will head a sub committee for this goal. The first meeting will be at the end of February 2008.
   b. Resolve how to get information out and responses back to College Council (process). The sub committee for this goal will include Dr. Arce, Dr. Dever, and Ms. Garten. This will be completed by the end of February 2008.
   c. Review annually – El Camino Community College District – Vision Statement, Mission Statement, Statement of Philosophy, Statement of Values, Guiding Principles & Strategic Goals for 2007-2010. This will be done in early February 2008.
   d. Build a sense of (campus) community. This has been assigned to a sub committee consisting of Ms. Casper and Ms. Smith. They will report back in January 2008.
   e. Increase awareness on campus of College Council function. This will be included in the sub committee discussion with item "a."
   f. Complete seven policies. A "score card" will be developed listing completed policies. See below for listing.
   g. Incorporate the spirit of Accreditation in every day college operations. There was a suggestion to use the term "culture of evidence and assessment." A sub committee consisting of Dr. Arce, Dr. Dever, and Dr. Spor will rephrase this goal. This will be completed in February 2008.

11. Policies completed by College Council in 2007-2008 time frame:
   1. 2510 – Participation in Local Decision Making – reviewed by College Council – second reading & adoption by Board on November 19, 2007.
   2. 4231 – Grade Change – reviewed by College Council – first reading by Board on November 19, 2007.
   3. 4100.1 – Catalog Rights – reviewed by College Council – needs to be presented to Board.
   4. 4045 – Textbooks – reviewed by College Council – needs to be presented to Board.

Agenda for the December 10, 2007 Meeting:
1. Minutes of December 3, 2007
2. Discuss College Council Membership Composition
3. 2007-2008 Goals

EL CAMINO COLLEGE
HUMANITIES DIVISION

February 6, 2008

TO: **Program Review Committee Members**

FROM: **Barbara Jaffe**

SUBJECT: **Hard Copy of Film/Video Department Program Review and Schedule**

Hello! Welcome to spring semester! Undercover, I have included the recent submission from Film/Video as well as additional review sheets for you. Below is our spring schedule of meetings and I have also listed the specific Program Reviews we will be discussing at these meetings so you can prioritize your work. All meetings will be held in Dr. Arce's office (Admin. 116), 3:30-4:30 p.m.

In order to facilitate the large volume of Program Reviews we are receiving, might I suggest that the *first drafts* of the Program Reviews that I have received (totaling nine and counting) be reviewed by me with comments and then sent back to their respective authors. Upon submission of their final drafts, we can, of course, review them as a committee. Please let me know if this is agreeable to you all. In addition, I have included an updated Program Review Status Report.

PROGRAM REVIEWS**	DATE OF MEETING FOR REVIEW

- History   Wednesday, March 19th
- Philosophy   Wednesday, March 19th
- Air Conditioning and Refrigeration   Wednesday, April 23rd
- Welding   Wednesday, April 23rd
- Film/Video   Wednesday, May 28th
- Any additional final drafts   Wednesday, May 28th

**As a reminder, I have already sent you the above Program Reviews. Please let me know if you need additional copies of these materials.

Cc: Cindy Constantino

February 6, 2008

Program Review Status	Previous Self Study	2nd Round	1st Draft	Final Review
Paralegal Studies*	92/93, 00/01	2001	Done	Done
Speech Communication	92/93, 00/01	2001	Done	Done
Dance	93/94	2003	Done	Done
English as a Second Language	92/93	2003	Done	Done
Architecture		2004	Done	Done
Astronomy	92/93	2004	Done	Done
History/Ethnic Studies	92/93	2004	Done	submitted
Machine Tool Technology		2004	Done	Done
Nursing*	94/95	2004	Done	Done
Philosophy		2004	Done	resubmitted
Physics	93/94	2004	Done	Done
Real Estate	93/94	2004	Done	DONE
Administration of Justice	93	2005	Done	Done
Air Conditioning and Refrigeration	94/95	2005	Done	submitted
Anthropology	97/98	2005	IP	May 07
Construction Technology	93/94	2005	Done	Done
English - Reading	93/94	2005	Done	Done
Film/Video		2005	IP	submitted
Mathematics – Engineering	94/95	2005	Done	Done
Music		2005	Done	Done
Photography		2005	IP	May 07
Radiological Technology*	92/93	2005	Done	Mar 07
Sociology	98/99	2005	IP	May 07
Art	93/94	2006	IP	May 07
Automotive Technology		2006	Done	May 07
CADD	96/97	2006	Done	Done
Childhood Education	93/94	2006	Done	Submitted
Computer Information Systems		2006	Done	Done
Computer Science		2006	IP	May 07
Fire and Emergency Technology	93/94	2006	Done	Done
Life Sciences	92/93	2006	Done	Done
Quality Assurance		2006	-	-
Recreation/PE Major		2006	IP	Apr 07
Respiratory Care*	96/97,00/01, 03	2006	IP	Apr 07
Teacher Education Program		2006	Done	Done
Welding		2006	IP	resubmitted
Academic Strategies	93/94	2007	submitted	Apr 08
Auto Collision Repair/Painting	92/93	2007	Dec 07	Apr 08
Program Review Status	Previous Self Study	2nd Round	1st Draft	Final Review
Business		2007	submitted	Apr 08

ACADEMIC AFFAIRS PROGRAM REVIEW STATUS

February 6, 2008

Cosmetology	96/97	2007	submitted	Apr 08
Electronics & Computer Hardware Technology	93/94	2007	submitted	Apr 08
English	93/94	2007	submitted	Apr 08
Environmental Horticulture		2007	Dec 07	Apr 08
Fashion	93/94	2007	Dec 07	Apr 08
Honors Transfer Program	97/98,98/99	2007	submitted	Apr 08
Learning Resources Unit		2007	submitted	Apr 08
Mathematics - Developmental	93/94	2007	Dec 07	Apr 08
MESA		2007	Dec 07	Apr 08
Physical Education – Athletics Program	94/95	2007	submitted	Apr 08
Political Science	93/94	2007	submitted	Apr 08
Pre-Engineering		2007	Dec 07	Apr 08
Sign Language/Interpreter Training	94/95	2007	submitted	Apr 08
Theatre	93/94	2007	Dec 07	Apr 08
Chemistry	97/98	2008	Dec 08	Apr 09
Earth Sciences	98/99	2008	Dec 08	Apr 09
Economics	98/99	2008	Dec 08	Apr 09
Family & Consumer Studies	96/97	2008	Dec 08	Apr 09
Foreign Language	97/98,98/99	2008	Dec 08	Apr 09
General Studies	97/98	2008	Dec 08	Apr 09
Health Center	96/97	2008	Dec 08	Apr 09
Journalism	97/98	2008	Dec 08	Apr 09
Psychology	97/98	2008	Dec 08	Apr 09
School Health Clerk		2008	Dec 08	Apr 09
Science Career Prep Programs		2008	Dec 08	Apr 09
Special Resource Center	94/95	2008	Dec 08	Apr 09
Study Abroad Program		2008	Dec 08	Apr 09
Distance Education		2008	Dec 08	Apr 09
Human Development		2008	Dec 08	Apr 09

*Accredited by outside agencies. Their accreditation reports serve as their program review.

ACADEMIC AFFAIRS AND STUDENT SERVICES		7 February 2008 9:15 – 10:15 AM Board Room
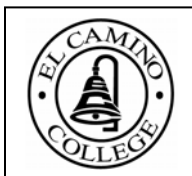
Type of meeting:	Enrollment Management	Facilitator:	Arvid Spor
		Note taker:	Karen Lam

Attendees

___ F. Arce	___ I. Graff	___ B. Mulrooney	___ A. Spor
___ C. Brinkman	___ K. Key	___ J. Nishime	___ H. Tyler
___ K. Curry	___ C. Lee	___ D. Reid	___ J. Wagstaff
___ S. Dever	___ P. Marcoux	___ S. Rodriguez	___ S. Warrier
___ A. Garten	___ G. Miranda	___ R. Smith	

Other Guests:

AGENDA ITEMS	ORIGINATOR	DESIRED OUTCOME

I. Information
  A. Notes of 1/24/08
  B. Community College Survey of Student Engagement - CCSSE
  C. Subcommittee plans for 08/09
	All
	Graff
	
	Spor
		A. Information
		B. Information
		
		C. Due 2/28/08

II. Discussion/Action
  A. Registration Statistics
  B. Communications Plan
  C. Activity Calendar
	Graff
	Spor
	All
		A. Update
		B. Review
		C. Update

III. Next Meeting -- 2/14/08, 9:00 a.m., Adm 127		

Academic Senate

COMPTON COMMUNITY COLLEGE DISTRICT

1111 East Artesia Blvd, Room G-37
Compton, CA   90221
(310) 900-1600 ext 2572

RESOLUTION ON STUDENTS SERVING ON FACULTY AND ADMINISTRATIVE HIRING COMMITTEES

Whereas the Student Senate for California Community Colleges passed a resolution at its Fall General Assembly, on Sunday, November 11, 2007, stressing the importance of Title 5 Section 51023.7 (4)(c), which reads: " The governing board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff" and

Whereas, it is important for students to be involved in the hiring and evaluation of faculty, administration, and staff working in specific areas that have direct impact on the success of students; and

Whereas the Academic Senate of the Compton Community College District expressed its strong support for the inclusion of students on faculty and administrative hiring committees when the new District policy was negotiated and approved in 2007, and

Whereas the representatives of the Academic Senate serving on the Shared Governance Committee at that time supported the request of the Associated Student Body representatives on that committee to revise these hiring policies to specify that students would participate on hiring committees

Therefore be it resolved that the Academic Senate of the Compton Community College District does hereby reaffirm its traditional support for the inclusion of students on faculty and administrative hiring committees and urges the District to amend these hiring policies as soon as possible to specifically require the participation of students on faculty hiring committees and on administrative hiring committees for positions in the areas of academic and student affairs.

Passed 12/6/07

Board Policy 4040   **Library Services**

It is the policy of El Camino College to maintain library services that are an integral part of the educational program. The district will provide the means to assure the planned and systematic acquisition and maintenance of library materials, resulting in a well-balanced collection having the depth, scope, and currency necessary to meet the needs of the El Camino College community.

The librarians, working in collaboration with ~~the advice of~~ other faculty, shall have primary responsibility for the identification, selection, coordination and provision of academic resources and services that meet the information needs of the El Camino College community. Donated materials will be evaluated using the same criteria as other materials.

Library resources shall be accessible to all users. Students and faculty involved in distance education or off-campus programs shall have electronic access to sufficient library resources to ensure successful completion of their academic coursework. The libraries shall be open during all terms in which classes are offered. Libraries shall operate under the supervision of library faculty during all open hours.

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 materials presenting a variety of points of view. ~~concerning controversial issues~~.

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

Reference: Education Code, Section 78100

El Camino College
Passed by Academic Senate April 3, 2007

Replaces Board Policy #6142

Administrative Procedures 4040   **Library Services**

The following guidelines will be used in implementing the Library Policy.

1. Prioritization

1. ~~The first priority is~~ To provide materials that meet direct curricular needs in the courses of study ~~offered at the college, including reference tools needed to facilitate finding and using these materials~~.
2. ~~In addition, the library will~~ To include standard reference works in the major fields of knowledge, ~~as well as individual holdings in these fields~~.
3. ~~The library will provide students with materials containing information on topics~~ To provide materials of current interest and concern. ~~including ample materials on all sides of controversial topics~~.
4. ~~Once these goals have been met, Efforts will be made to provide faculty, staff, and students with outstanding materials not covered by present curricula,~~ To provide a well-rounded reading experience.

~~In choosing materials, attention will be given to the varying complexity~~ Materials will be purchased that are appropriate to the diversity of backgrounds and skills in the student body and ~~to providing materials both on subjects of interest to the diverse student population and~~ works written by authors from a wide variety of backgrounds and perspectives.

2. Selection Criteria
    When selecting materials, the library considers the following:
    1. ~~The R~~eputation of author, publisher, or producer~~
    1. Meeting the needs of the students and faculty
    2. Timeliness ~~or permanence~~
    3. Relevance ~~of subject matter~~
    4. Overall balance of the collection
    5. ~~Literary merit~~
    6. ~~Material on the subject already in the collection~~
    7. ~~Cost~~
    8. ~~Popular demand for the title or for the type of material~~
    9. ~~Materials of interest to diverse student body~~
    10. ~~Level of difficulty of material~~
    11. ~~Favorable review in one or more recognized selection aids.~~

Materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued material or other item will be sequestered, except for the purpose of protecting it from injury or theft.

If library materials are questioned, the ~~questions should be directed~~ concern must be addressed in writing to the Director of Learning Resources, signed by the person raising the question, and must indicate ~~ing~~ specific objections. The Director and the college librarians will ~~then~~ review the matter. ~~When this review has been completed,~~ The Director ~~of Learning Resources shall~~ will respond in writing and forward copies of the letters to the Vice President of Academic Affairs. The questioner may accept the review, or present an appeal to the College President and if not satisfied, to the Board of Trustees.

~~Limitations:~~
~~Because of finite materials budgets, The following limitations will be observed:~~

1. ~~Book titles will be purchased in trade paperback format when available~~
   — ~~Currency and availability in print~~
2. ~~Out-of-print material will be purchased only if there is a special need for a specific title and the price is within reasonable boundaries~~
3. ~~Textbooks for courses offered at the college will be purchased only through special funds and will be placed on two-hour reserve~~
4. ~~Materials in unique format, e.g., loose-leaf, will not be purchased unless they contain essential material otherwise unobtainable~~
   — ~~Appropriate size, physical format and durability for library use~~
5. ~~Scholarly works intended for faculty research will be obtained through interlibrary loan rather than purchased~~
6. ~~Materials will not be lent on a permanent-loan basis~~
7. ~~Any individual book worth more than three times the cost of an average book will be subject to review.~~

Faculty members are encouraged to recommend titles in their areas of expertise; however librarians have the final responsibility for maintaining a well-balanced materials collection. Limitations will be applied as needed.

3. **Donations**
   The same criteria will be utilized when adding donations to the collection as when selecting new titles. If the donor places special conditions on the donation, e.g., that the materials *must* be added to the collection, the donation will not be accepted. All donations will be acknowledged by the College Foundation.

4. **Special Collections**
   Special browsing collections of books, placed in a separate location in the library, will be established only when there is a real and observable benefit to the students. Under no circumstances will a new special collection be established when the books under consideration are already placed together by subject on the shelves under the Library of Congress classification system.

5. **Government Publications**
   ~~Because~~ The library is not a designated government depository library**;** therefore, government documents will be cataloged and added to the book collection.

6. **Discarding**
   Factors that will be considered when withdrawing materials are the physical condition, the number of duplicate copies, contemporary relevance, and previous usage.

7. **Replacements**
   Missing, lost, or damaged materials that are paid for will not necessarily be replaced. ~~are generally *not* reordered when additional copies remain in the collection, the material is obsolete, or the subject matter is adequately covered by other materials.~~

8. **Controversial Materials**.
   Library materials are selected within the framework of the American Library Association's "Freedom to Read Statement" and "The Library Bill of Rights" documents, which affirm both library users' right to read what they choose and the library's responsibility to "provide books and materials presenting all points of view concerning the problems and issues of our times."

   The library does not promote particular beliefs, nor is the selection of any item meant to indicate endorsement of that item's viewpoint. The library recognizes that many items are controversial and may offend some users. However, selections are not made on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and serving the interests of the El Camino College community.

FACULTY DEVELOPMENT GOALS & UPDATES AS OF END OF FALL 2007

Fall 2007

Official goals established by the Academic Senate
1. Implement a Great Teachers Seminar at El Camino
    a. Celebrating Teaching and Learning Conference will be February 22, 2008
        i. Nine or ten recipients of the Distinguished Faculty Award will present.
        ii. There will be lots of time for questions and answers
2. Improve morale through social and educational activities
    a. Social activities have increased. ECC's VPs agreed to host one social event each. VP Nishime will be going first sometime in Spring.
3. Provide training for improving Basic Skills across the curriculum
    a. This task is being performed by the Basic Skills Task Force, formerly known as the Pre-Baccalaureate Task Force.

Unofficial goals of the Faculty Development Committee – faculty development
1. Teacher mentoring
    a. Begun. This will be the committee's top priority in Spring 2008.
2. "Ask the Veteran" panel.
    a. See "Celebrating Teaching and Learning" above.
3. Teach mini-lessons & feedback
    a. Considering developing a "Lecture Club." Will follow up in Spring 2008.
4. Teaching Book of the Semester
    a. Three sessions scheduled for Spring on Fridays at noon in the West Basement of the Library, just outside the Staff Development Office. The dates:
        i. February 29, March 28, April 25, maybe May 16
5. Videotaping lectures/classes
    a. This task is on hold. But staff development sessions may be digitized soon.

Unofficial of the Faculty Development Committee – morale improvement
1. Mixers for all employees
    a. See "Improve morale" above.
2. Extra/frequent awards for good work
    a. Focusing on expanding usage, publication, and notification about Applause awards.
3. Employee Appreciation events
    a. The committee has not addressed this goal yet.
4. Distinguished Adjunct Faculty Award
    a. Passed senate in December.
    b. Moving forward to other areas on campus for further consideration.
5. Distinguished Administrator Award
    a. On hold until Adjunct faculty award is finished. This topic, though, falls outside of Faculty Development, so this task may be recommended to another group.
6. Intramural activities & scavenger hunts (meeting new people in offices across campus) were not ranked highly. These projects will not be attempted anytime soon.

Tasks not associated with the Senate's Faculty Development Committee, but related to Faculty Development

1. On Course (helping students set and achieve goals, in and out of the classroom)
   a. Coordinated by Kristie Daniel-DiGregorio.
   b. Several new projects, including some associated with the Basic Skills Task Force, are being developed.
   c. There were several Tooling Up workshops during Fall.
   d. Several faculty attended On Course Training level 1 in fall 2007.
   e. National On Course Workshop will be May 2-3. ECC will send over 25 attendees.
   f. New Faculty Learning Academy received informal training with On Course principles.
2. Teacher Education Program
   a. Faculty Development efforts coordinated by Inna Newbury and Matt Kline
   b. Several workshops with Susan Johnston, of CSU-DH, were sponsored.
   c. Lesson Study program is being developed and piloted in Spring 2008.
      i. Professors co-develop and implement lessons based on an assessable student outcomes.
   d. Implementing the Total Reader program is in progress.
3. Basic Skills Task Force
   a. Coordinated by Barbara Jaffe
   b. This large committee is trying to develop a central plan to improve the Basic Skills (primarily development math, ESL, and English) instruction on campus.
   c. The first major step, which the committee just began, is to assess our current status.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: January 31, 2008

MEMBERS PRESENT:

☒ Alario, Miriam – ECCE   ☒ Spor, Arvid – Chair
☒ Jack, Christina – ASO   ☒ Taylor, Susan – ECCFT
☒ Jackson, Tom – Academic Affairs   ☒ Tyler, Harold – Management/Supervisors
☒ Reid, Dawn – Student & Community Adv.   ☒ Widman, Lance – Academic Senate
☒ Shenefield, Cheryl – Administrative Svcs.

OTHERS ATTENDING: Francisco Arce, Janice Ely, Ken Key, Luis Mancia, Jeff Marsee, Jeanie Nishime, John Wagstaff

Handouts:
   ▪ An Application Process to Allocate Special Contract Funds – Draft Proposal
   ▪ Project Funding Form 2008-09
   ▪ Special Projects – New Proposal Budget Summary 2007-08

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

<u>**Approval of Minutes**</u>
1. Page 2, #7b – referenced #1d on the *original* draft proposal Application Process to Allocate Special Contract Funds. Inflexibility of using the funds if only for new efforts, but there is some flexibility if invigorating existing efforts. It was noted that it does not make sense to lock in the $3 million dollars if facing serious cuts this year.
2. In 2007-08, if the $3 million is not expended will it rollover to the next year? It resides in fund 15 and will return to the general operating budget. But for tracking purposes, shouldn't it roll over back into fund 15? Auditors would still classify the funds as unrestricted for reporting purposes.
3. Page 2, #3c – grammatical error: delete 'for' and correct to "suggests a new way *to*…"
4. Page 2, #10 – change 6,500 FTES to 6,400 FTES for 2004-05. Compton funding at 100% for 2005-06, 90% for 2006-07, 80% for 2007-08 and 70% for 2008-09. The potential state budget cut is 10%.

<u>**Draft Application Process Discussion:**</u>
1. Suggestion was made to discuss the revised draft proposal from the last meeting before discussing the Project Funding Form.
2. Pages one and two of the Project Funding Form are based on revisions made to the draft proposal discussed at the last meeting; replaces the first draft proposal. Pages three and four explain the application process.
3. Original proposal was intended to look at existing programs. Can funds be used to invigorate existing curriculum or create new curriculum? Yes.
4. The focus areas on the draft Project Funding Form were re-worked.
5. PBC was not given enough time to review the draft Project Funding Form.
6. Items on the first draft proposal were missing from the draft Project Funding Form: retention and remainder monies going to GASB. *50% funding cuts for subsequent years* is missing from both documents.
7. Retention/Student Success was covered under Improvement of Performance on the draft Project Funding Form. ARCC indicators also deal with student success.

8. Some areas do not have a retention component, i.e. Administrative Services, but can address performance improvement.
9. The three focus areas (retention, success and enrollment growth) are labeled differently on the draft Project Funding Form. Retention and success are difficult to identify on this form.
10. A suggestion was made to add after the first sentence in the first paragraph: "The college will focus on three goals: 1) Retention, 2) Student Success, and 3) Enrollment Growth" to the draft Project Funding Form.
11. Where is the program review component addressed in this process? A suggestion was made to change #3 on the draft Project Funding Form to *Program Development and Program Review;* and change, in the first sentence, 'expand and update the existing curriculum' to '*innovate or revise existing programs.*'
12. Changes noted on the draft proposal should reflect changes to the draft Project Funding Form, so the focus of PBC discussion will be on the draft proposal.
13. *Purpose*:
    a. #2, page 1 – change to 'establishment of criteria assessment through an application process…"
    b. #1 and #3, page 1 – are redundant. Are the outcome objectives necessary on the new form? Outcomes were changed to indicators.
    c. #4, page 1 – a suggestion was made to change sentence to 'focusing primarily on student retention, student success, and enrollment growth issues.'
14. *Focus areas*:
    a. Retention/Student Success:
        i. 'Outcome Objectives' changed to 'Indicators.'
        ii. The departments listed under the focus areas were omitted from the draft Project Funding Form to be more inclusive. A suggestion was made to remove categories and change 'measurable improvement in any of the following categories' to 'measurable improvements in any college activities and categories.'
        iii. Change indicators: 'to improve ECC's performance related to student retention and success…"
    b. New Program Development*: #3a, #3b, #3c, and #3d will be deleted. The outcome objectives remain as indicators that can be modified.
15. Need to address philosophical issues, not language issues.
16. Does PBC agree on the four basic focus areas (retention/student success, recruitment, program development, and performance indicators relating to all areas)? If endorsed by PBC, processes and criteria could be developed at another meeting.
17. A discussion followed about combining retention/student success and performance indicators on the new form under 'improvement of performance.'
18. Should GASB be addressed in this process? If not, it will appear on the preliminary budget as a line item in the institutionalized category.
19. A suggestion was made for PBC to propose unused budget funds may be set aside for GASB up to $900,000 a year. Opposition was made to having GASB on the proposal and should be eliminated.
20. A. Spor will revise the proposal/form to include PBC concerns and will email to the committee. Committee should be prepared to finalize form at the next meeting.

The next meeting is scheduled on February 7, 2008.

Meeting adjourned at 2:35 p.m.

Note taker: Lucy Nelson

PLANNING & BUDGETING COMMITTEE
January 17, 2008
1:00 – 2:30pm
Location: Alondra Room

Facilitator: Arvid Spor   Note Taker: Lucy Nelson

STATEMENT OF PURPOSE
The Planning and Budgeting Committee serves as the steering committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the institutional priorities set forth in the Educational Master Plan and other plans adopted by the college. The PBC makes recommendations to the President on all planning and budgeting issues and reports all committee activities to the campus community.

Members

☐ Arvid Spor, Chair (non-voting)   ☐ Cheryl Shenefield, Administrative Services
☐ Miriam Alario, ECCE   ☐ Susan Taylor, ECCFT
☐ Christina Jack - ASO   ☐ Harold Tyler, Management/Supervisors
☐ Thomas Jackson, Academic Affairs   ☐ Lance Widman, Academic Senate
☐ Dawn Reid, Student & Community Adv.

Attendees

☐ Luis Mancia – Alt., ECCE   ☐ John Means – Alt., SCA   ☐ Janice Ely – Support
☐ Ken Key – Alt., ECCFT   ☐ Bo Morton – Alt., Mgmt/Sup.   ☐ Jeff Marsee – Support
☐ _____ – Alt., Acad. Senate ☐ _____ - Alt ASO   ☐ Jeanie Nishime – Support
☐ Tom Lew – Alt., Ac. Affairs   ☐ Francisco Arce – Support   ☐ John Wagstaff – Support
☐ Rocky Bonura – Alt., Adm. Serv. ☐ Peter Marcoux – Support

AGENDA

1. Approval of Minutes for December 6, 2007 ---- All PBC participants --------- 1:00 p.m.

2. State Budget Update -------------------------------- J. Marsee / J. Ely ------------- 1:20 p.m.

3. Budget Development Calendar ------------------- All PBC participants ---------- 1:50 p.m.

4. Planning Activities Update ------------------------- A. Spor ------------------------- 2:25 p.m.

5. Adjournment --2:30 p.m.

Next Meeting – February 7ᵗʰ Alondra Room

DRAFT - Planning & Budget Development Calendar

Dates	Activity	Responsible
October – December	1. Review/Revise Planning Priorities 2. Identify Budget Development Assumptions	Planning & Budgeting Committee (PBC)
January - February	1. Determine preliminary revenue estimates 2. Determine Highest Priority Action Plans 3. Begin Assessment of Key Budget Issues—Including the Funding of High Priority Planning Initiatives	Vice President of Administrative Services PBC/Provost
February 28th	1. Prioritized plans in "ECC Plan" entered and made available to Area VP	Deans/Directors
March - April	1. <u>Instructional Costs</u>--Vice President Academic Affairs (ECC) and Provost (CCC) determine enrollment targets, sections to be taught, and full-time/adjunct FTEF 2. <u>Institutional Costs</u>—Planning and Budget Committees identify mandatory instructional costs including: ✓ Full-time salaries ✓ Benefits ✓ Utilities ✓ Legal and contract obligations ✓ GASB 3. <u>Department & Operating Costs</u> ✓ Vice Presidents Develop Line Item Budgets for Operational Areas ✓ Continue Assessment of Key Budget Issues	Vice Presidents/Provost with Cabinet approval PBC &Vice President of Administrative Services (services and benefits) Cabinet for full-time positions Vice Presidents/Provost
March 31st	1. Prioritized plans in "ECC Plan" made available to Cabinet and PBC	Vice Presidents
April/May	2. Budget information is formatted to reflect budget status 3. Proposed tentative budget is reviewed for approval 4. All planning and budget assumptions are finalized	Campus Business Offices President's Cabinet
May	1. Provost submits Compton Center tentative budget to Special Trustee for first reading presentation. 2. President submits ECC tentative budget to Board of Trustees for first reading presentation.	Provost President

DRAFT - Planning & Budget Development Calendar

June	Tentative Budget is Presented To Board/Special Trustee	President—ECC Provost—CEC
July	Tentative Budget is Rolled Into Active File	Accounting
July/August	Final Revenue and Expenditure Adjustments are Made to Budget	PBC/Provost Cabinet
August	Final Budget is Reviewed for Approval	PBC President/Provost
September	Final Budget Submitted to Board/Special Trustee	President/Provost

Dates	Activity	Responsible
October – December	1. Review/Revise Planning Priorities 2. Identify Budget Development Assumptions	Planning & Budgeting Committee (PBC)
January - February	1. Determine preliminary revenue estimates 2. Determine Highest Priority Action Plans 3. Begin Assessment of Key Budget Issues—Including the Funding of High Priority Planning Initiatives	Vice President of Administrative Services PBC/Provost
February 28th	1. Prioritized plans in "ECC Plan" entered and made available to Area VP 2. Assessment of current year special projects funding outcomes	Deans/Directors

March - April	1. <u>Instructional Costs</u>--Vice President Academic Affairs (ECC) and Provost (CCC) determine enrollment targets, sections to be taught, and full-time/adjunct FTEF
	2. <u>Institutional Costs</u>—PBC identifies mandatory instructional costs including:
	  ✓ Full-time salaries
	  ✓ Benefits
	  ✓ Utilities
	  ✓ Legal and contract obligations
	  ✓ GASB
	3. <u>Department & Operating Costs</u>
	  ✓ Vice Presidents Develop Line Item Budgets for Operational Areas
	  ✓ Continue Assessment of Key Budget Issues
		Vice Presidents/Provost with Cabinet approval
		
		PBC &Vice President of Administrative Services (services and benefits)
		
		Cabinet for full-time positions
		
		Vice Presidents/Provost

March 31st	1. Prioritized plans in "ECC Plan" made available to Cabinet and PBC 2. Assess outcomes from prior year funding cycle	Vice Presidents
April 15th	1. Budget information completed for PBC review	Vice Presidents

April/May	1. Proposed tentative budget is reviewed for approval 2. All planning and budget assumptions are finalized	Campus Business Offices President's Cabinet
May	1. President submits ECC tentative budget to Board of Trustees for first reading presentation. 2. Provost submits Compton Center tentative budget to Special Trustee for first reading presentation.	President Provost
June	Tentative Budget is presented to Board/Special Trustee	President—ECC Provost—CEC
July	Tentative Budget is rolled into active status (purchasing can begin)	Accounting
July/August	Final revenue and expenditure adjustments are made to budget	PBC/Provost Cabinet
August	Review and discussion of the final budget assumptions by the President with the PBC	PBC President/Provost
September	Final Budget Submitted to Board/ Special Trustee	President/Provost

EL CAMINO COMMUNITY COLLEGE DISTRICT
2008-2009 PRELIMINARY BUDGET
GENERAL FUND - UNRESTRICTED

2008-09 Budget Assumptions

1. The District will adopt a balanced budget in which expenditures will not exceed revenues.
2. Targeted enrollment is 19,305 credit FTES. No enrollment growth is projected.
3. 0 % COLA is projected for fiscal year 2008-09.

4. State Principal Apportionment is based on a Foundation Revenue = $8,857,454 plus   A)
   19,305 FTES funded at $4565 per FTES.
5. Lottery is funded at $130 per FTES. (10% reduction from 2006-07 rate of $143 per FTES)   B)

6. No salary increases have been built into the 2008-09 preliminary budget.
7. Academic Salaries include 12 new FT Faculty Hires in 2008-09 = $782,472   C)
8. A corresponding reduction in PT Faculty sections = a expenditure reduction of $540,000   D)
   Net effect of FT and PT adjustments = $ 232,472
9. Classified Salaries includes 4 new custodians and 1 new groundskeeper transferred from   E)
   Fund 15 for a net increase of $ 178,802
10. Medical benefits increase of 10% annually   F)
11. Gasoline increase of 10% annually   G)
12. Utilities increase of 5% annually   H)
13. Hardware, software maintenance increase of 5% annually   I)
14. Transfer of $3 million to Fund 15 for Special Contract Funds Programs   J)
15. $450,000 for annual computer replacements.   K)
16. Interfund Transfers remain the same from 2007-08. (see page 5 of Preliminary Budget Report)   L)
17. No Unrestricted General Funds have been allocated to the GASB 45 requirement (Fund 17).   M)
    PBC endorsed the use of any unallocated and unspent Fund 15 - Special Contract Funds
    for a GASB Fund transfer, up to the amount of $900,000 for 2008-09.
18. The budget amount available for departmental operational accounts is $5,692,306,   N)
    down from $11,557,413 in the 2007-08 budget.

	Foundation Revenue		FTES Funding Rate	
				2005-06
Base Rate	8,000,000.00		4123	Base rate
COLA	1.0592		1.0592	
	8,473,600	2006-07	4,367	
COLA	1.0453		1.0453	
	8,857,454	2007-08	4,565	
COLA	1.0000		1.00	
	8,857,454	2008-09	4,565	
COLA	1.025		1.025	
	9,078,890	2009-10	4,679	
COLA	1.025		1.025	
	9,305,863	2010-11	4,796	
COLA	1.025		1.025	
	9,538,509	2011-12	4,916	
COLA	1.025		1.025	
	9,776,972	2012-13	5,039	

DRAFT-- Proposal

An Application Process to Allocate Special Contract Funds
(Previously labeled as augmentation funding)

Purpose:

To formalize the process of endorsing and distributing special contract funds generated by the Compton Center partnership. Expected outcomes include:

1. provision of a budget and planning process that links available contract funds to one-time or short-term high impact projects;
2. establishment of criteria for accessing to be utilized in an application process that directs how funds can be obtained for initiating new or revitalizing established activities;
3. directing discretionary funds towards high impact institutionally beneficial programs;
4. focusing primarily on enrollment growth issues; and
5. assuring that special contract expenditures have clearly defined annual outcome expectations with measurable or empirically validated results.

Focus Areas:

The following areas are identified as being eligible for special contract funding assistance.

1. Retention / Student Success: measurable improvement in any of the following categories.
   a. Instructional Programs
   b. Student Services
   c. Customer Service
   d. Quality of Student Life
   e. Student Activities

   Outcome Objectives:

   To improve ECC's relative peer group performance standing related to student retention measurements under any one of the following Accountability Reporting for the Community Colleges (ARCC) measurement criteria:

   - Student Progress and Achievement Rate
   - Percent of Students Who Earned at Least 30 Units
   - Persistence Rate
   - Annual Successful Course Completion Rate for Credit and Vocational Courses
   - Improvement Rate for Credit Basic Skills Courses

2. Recruitment: increase enrollment through improved recruitment efforts.
   a. Marketing
   b. Outreach
   c. Financial Aid
   d. Nontraditional Student Programs
   e. Institutional Research

   Outcome Objective:

   To increase FTES at least 3% in the aggregate for 2008-09 to reach an over-all goal of 19,300 FTES. The target to be adjusted annually.

3. <u>New program development</u>: up to three years of start-up funding provided to expand upon existing programs with new courses and curriculum or to develop new programs.
   a. There are currently 55 programs in the greater LA area that are not offered by colleges other than El Camino College - see page 4.
   b. There is a perceived need to establish a expedited review process outside the regular curriculum review efforts that assesses the need for new programs at ECC. Currently there is a process in place for experimental courses to be offered for up to three semesters however, the units are not transferable.
   c. There may also be a need to establish funding to expand or upgrade curriculum and related technology within the existing programs offered.
   d. Funds used in this category are intended to focus on start-up ideas.

   Outcome Objectives:
   - Expand and update the existing curriculum to help assure that the college is providing needed community related programs.
   - Increase enrollment or new sources of revenue through newly created programs.

4. <u>Performance Indicators</u>: Administrative Services has developed performance indicators that will be used to improve student and employee related processes and customer service. Funds directed to plans in this area will provide a means for services, the condition of campus facilities, and relevancy of technology to be improved.

   Outcome Objectives:
   - Provide funding to support processes that directly or indirectly affect student recruitment and retention efforts.
   - Support an accountability system using performance indicators that requires managers to improve departmental processes to raise customer satisfaction of the services provided.
   - Remove fiscal barriers that prevent peak operational efficiencies or performance.

5. <u>GASB-45</u>:
   All funds in the $3 million state allocation not distributed through this process, or not expended by the end of the fiscal year shall be transferred to the retired benefit trust account in accordance with GASB-45.

Application Process

1. PBC shall establish a formal application process.
   a. All funding requests must be entered into Plan Builder and attached to one of the College's Strategic Initiatives.
   b. Funding will be based on the four categories noted above.
   c. Funding applications must satisfy a specific measurable outcome to be achieved—e.g., FTES increase.
   d. Time lines and approved budgets will be monitored.
   e. Funds cannot be used to supplant or augment existing budgets but must be used as seed money to start new efforts or to invigorate existing efforts with new concepts.

    f. Unused or uncommitted funding will be transferred to the GASB-45 trust account at the end of the designated funding period.
2. PBC shall establish and post endorsement criteria.
3. Applications will be received by the Planning and Budgeting Committee and processed for consideration by April 1st of each year.
4. PBC will make funding recommendations to the Cabinet by May 1st of each year.
5. Cabinet approved plans will be added to the final budget by June 1stof each year.
6. Formal allocations will be approved as a part of the budget and all related expenditures will be applied against Fund 15—Special Contract Fund.

DRAFT-- Proposal

College Programs in LA Area Not Offered by ECC

Source: "Community Colleges: Two-year Degrees," LA Times, Sunday, October 14, 2007

1	Drafting	24	Early Childhood Education	47	Environmental Science
2	Animation	25	Engineering - General	48	Physical Science
3	Fine Arts	26	Entertainment - TV Production	49	Social Science
4	Accounting	27	Health - Dietetic Technician	50	Vocational - Administrative Support
5	Fashion Merchandising	28	Human Services - general	51	Electronics Technology
6	International Business	29	Horticulture - Landscape Management	52	Library Technology
7	Management	30	Ornamental Horticulture	53	Manufacturing Technology
8	Marketing	31	Hotel Management	54	Pharmacy Technician
9	Retail Management	32	Restaurant Management	55	Water Systems Technology
10	Small Business Ownership	33	Humanities - General		
11	Communication General	34	Philosophy		
12	Speech	35	Information Tech - Business Information Systems		
13	Criminal Justice	36	Computer Applications		
14	Administrative Justice	37	Computer Programming		
15	Culinary Arts - General	38	Networking		
16	Dental - Assistant	39	Network Administration		
17	Dental - Hygiene	40	Paralegal Studies		
18	Design - Advertising	41	Physician's Assistant		
19	Graphic Design	42	Psychiatric Technology		
20	Interior Design	43	Medial Assisting		
21	Web design	44	LVN to RN		
22	Webmaster	45	Registered Nursing		
23	Education - Child Development	46	Biotechnology		

PBC Meetings – 2008

(Meetings are scheduled the 1st and 3rd Thursdays of each month, with the exception in August. Meetings will be held 1:00 p.m. – 2:30 p.m. in the Alondra Room).

January 17
February 7
February 21
March 6
March 20
April 3
April 17
May 1
May 15
June 5
June 19
July 17
August 7
August 14
August 21
August 28
September 4
September 18
October 2
October 16
November 6
November 20
December 4
December 18

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: December 6, 2007

MEMBERS PRESENT:

☐ Alario, Miriam – ECCE   ☒ Spor, Arvid – Chair
☐ Jack, Christina – ASO   ☒ Taylor, Susan – ECCFT
☐ Jackson, Tom – Academic Affairs   ☒ Tyler, Harold – Management/Supervisors
☒ Reid, Dawn – Student & Community Adv.   ☒ Widman, Lance – Academic Senate
☒ Shenefield, Cheryl – Administrative Svcs.

OTHERS ATTENDING: Ken Key, Jeff Marsee, Gary Turner, John Wagstaff

Handouts: Draft Planning & Budget Development Calendar

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

Approval of November 15, 2007 Minutes
1. *Student success*, *retention* and *enrollment growth* are the indicator themes selected by the committee.
2. Noel Levitz's assessment last March indicated ECC should work to improve student retention and enrollment growth.
3. The indicator themes are defined on Page 3, #2.
4. The student retention rate does not include withdrawals (Ws) in the computation of the rate.
5. Page 3, #5 – rewrite as follows: "Committee decided on student retention, success and enrollment growth."
6. The minutes were approved as amended.

Budget Development Calendar
1. Email request from Janice Ely – activities need to move up one month ahead in all areas. Already moved September – January activities to October - December.
2. $3 million will be earmarked as a line item. Actual budget allocation can occur any time in process, ideally before final budget.
3. If the President submits the 1st reading of tentative budget to the Board by the end of May, PBC should complete review of tentative budget by the end of April.
4. The preliminary budget comes out in January – February timeframe (activity #2 and #3).
5. Add March 31st, activity #2: assessment of outcomes of prior funding cycles.
6. Add April 15th, activity #1: preliminary budget information is completed and presented for PBC review.
7. April/May activities: #1) proposed tentative budget is reviewed for approval and #2) all planning and budget assumptions are finalized.
8. Change July activity: tentative budget is rolled into active 'status' (delete 'file').
9. Change August activity: 1) review and discussion of final budget assumptions by the President with PBC and 2) line item review of the final budget.
10. A. Spor requested final budget blue books for PBC to be sent to him and he will distribute at meeting.
11. April 15th is final date of three-part format budget preparation. Suggest major portion of PBC review will occur between the first and second budget readings.
12. Preliminary budget begins in January and finalized by April 15th, tentative budget first reading is presented in May, and tentative budget second reading is presented to the Board in June.

13. A. Spor will email the revised planning & budget development calendar to PBC. 2/14/08
14. A suggestion was made to create templates for the next year by using the current budget book sections to review planning priorities (pgs. 29-30) and identify budget development assumptions (pgs. 68-71).
15. Need to determine language to tie in with budget calendar.
16. PBC should be evaluated annually to determine the committee's effectiveness.
17. Budget matrix was handed out – will be reviewed at the January 17th meeting.

Planning Activities Update:
1. Recommendation for PBC to attend new planning software demonstration. A. Spor can arrange PBC demonstration with Donna Manno.
2. Planning software was developed by Pasadena City College and ECC was given permission to customize for own use.
3. Demonstration would include reports generated by planning software.
4. Information entered into software would be linked to college goals, narratives would be written to show activity plans and success indicators would be identified to measure activity success.
5. PBC should focus on the "big picture."
6. Division plans are due to the VPs by the end of February so they can prioritize plans within their areas by March.

Miscellaneous
1. The committee discussed the possibility of having co-chairs again. The recent co-chair scenario provided a transition from the out-going chair to the current chair.
2. PBC chairs are non-voting and appointed by the President.
3. The committee decided to drop further discussion of this topic.

Next Meeting:
1. Members agreed to cancel the December 20th and January 3rd meetings.

The next meeting is scheduled on **Thursday, January 17, 2008**.

Meeting adjourned at 2:15 p.m.

Note taker: Lucy Nelson

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: November 15, 2007

MEMBERS PRESENT:

☒ Alario, Miriam – ECCE   ☒ Spor, Arvid – Chair
☐ Jack, Christina – ASO   ☐ Taylor, Susan – ECCFT
☒ Jackson, Tom – Academic Affairs   ☒ Tyler, Harold – Management/Supervisors
☐ Reid, Dawn – Student & Community Adv.   ☒ Widman, Lance – Academic Senate
☒ Shenefield, Cheryl – Administrative Svcs.

OTHERS ATTENDING: Janice Ely, Ken Key, Luis Mancia, Jeff Marsee, Barbara Perez, John Wagstaff

Handouts: Student Worker Rates of Pay
                   Temporary, Non-Classified Employee Hourly Rates of Pay

Approval of November 1, 2007 Meeting Minutes
1. Page 2 – Consensus was reached on #20, 21 and 23 from the October 18, 2007 meeting minutes regarding budget format.
2. Page 2, #27 – Decision on theme still pending. Growth should be added to #3: Success and persistence.
3. The minutes were approved as amended.

Indicators: The decision on indicators will be postponed until the next meeting, when a larger number of PBC members in attendance.

VP – Human Resources Proposal (J. Marsee)
1. Job description not yet available.
2. President asked for solicitation of comments and thoughts regarding this position and characteristics/issues of performance required of position.
3. Functionality of position merits Vice President status:
    a. Serves as a member of Cabinet.
    b. Critical functions involving employees, complexity of contracts, etc.
    c. Position was recommended for separate VP level in the past.
    d. VP may be involved on negotiation teams.
4. Position will match current VP, 5-step salary range: $145,000 - $182,000.
5. Would an additional VP affect the President's salary negotiations? The President's salary is negotiated directly with the Board.
6. The VP of Human Resources position/salary is comparable to similar positions/salaries at other community colleges.
7. Difficult to get qualified applicants with current title and pay range. Top management positions are more competitive.
8. Understood the problem in HR was not having enough staff – not sure if elevating the head position will mitigate the problem. Actually, HR staffing has substantially increased.
9. Management needs better training. Human Resources should address professional staff development (i.e. mediation, compliance, etc). Training by in-house staff takes staff away from their regular jobs. Need trainers who can devote time and energy to prepare and conduct training and initiate follow-up.

10. A needs assessment of the position should be conducted from perspective of classified staff and management.
11. Would like to move forward on recommendations and gather feedback based on the functionality of the position.
12. If the decision was already made to recommend the position upgrade, then this is really "collegial information."
13. The process used when this position upgrade was considered should be the same process used when other employees submit reclassification requests.
14. Will there be other upgrades/position changes as a result of this position change? The Assistant Director position will not be changed. Working on developing quantifiable measures and criteria to evaluate all management positions.
15. This is a reclassification of a current position, not a new position.

Student Worker Rates of Pay
1. Effective January 2008, starting rate will increase to $8.00/hour.
2. Student workers take at least 6 units or more. Below 6 units would qualify students to the casual rate of pay. Once a student qualifies for casual pay, they will remain in that category even if their academic load increases; this is due to payroll issues.

Temporary Non-Classified Employee Hourly Rates of Pay
1. Three issues addressed by change:
   a. In the past, starting salaries were based on department budgets and not related to employee skill sets. This proposal establishes uniform starting wage rates by classifications.
   b. In the past, there was no standardized process for promotions and salary increases. This proposal will standardize salary scales for annual increases and for seasonal workers who work at least 320 hours. Who monitors hours? Combination responsibility of managers and HR.
   c. This proposal will establish standard rates according to category levels. The professional hourly rate has been standardized into four categories.
2. Continually hiring the same casual in the same position contributed to their expectation of raises. A number of casual positions should have been made into classified positions, with workers hired as temporary classified.
3. Are these rates high enough to attract qualified workers? There appears to be an inequity issue: some temporary classifications require less technical responsibilities and needs than regular classified positions with higher responsibilities and technical needs (i.e. temporary camera operators make more than regular staff who set up entire show). Non-permanent employees are hired at higher levels making more than regular classified staff.
4. Positions need to be justified at the higher levels. Must show increase in responsibilities to move worker to another level (i.e. office aide I to office aid II).
5. There is a clear need to understand college policies at levels V and VI. Why is the yearly increase still at the $.25 and $1.00 level when advanced skills required?
6. Budgets do not increase when pay rates increase. Without additional funds, employees end up working fewer hours.
7. Increases are not automatic – based on satisfactory work performance. Job duties should identify the starting level of pay. Pay rate issue will impact student, casual, hourly budget of $3 million.
8. Concerns: 1) individuals working at certain levels may not have the required skills or experience, and 2) $.25 incremental increases across all series for the first five levels.
9. Board members were concerned about non-standard pay rates for paraprofessional level positions. Paraprofessional rates and increases were randomly selected between $7.50/hour and $20.00/hour.

10. The $.25 raise gives a little flexibility with worker's increased experience and improved<superscript>2/14/08</superscript> performance.

Indicator Themes
1. Must have numerical component to measure/evaluate activity
    a. Student retention, success and enrollment growth
    b. Student persistence and success
    c. Student progress, achievement and enrollment growth
2. Definitions:
    a. Student success: complete course with "C" or better
    b. Retention: staying in course – does not include success (can retain a student with failing grades)
    c. Persistence: staying in school fall-to-fall semester
3. The approach last time did not address how to deal with measurement for assessing outcomes. Concern about the timeliness of communicating expectations. Student success and retention per course numbers readily available and posted through the Chancellor's office. For growth, need to decide areas of growth and use demographic information. Determining persistence data is difficult.
4. What is the difference between student success, progress and achievement? Progress and achievement part of ARCC indicators. Not simple to determine differences. Proposals may determine definitions based on need.
5. Committee mostly receptive towards student retention, success and enrollment growth, but still need more discussion before decision is reached.

The next meeting is scheduled on December 6, 2007.

Draft January 6, 2008
Faculty Hiring

Whereas The Academic Senate of El Camino College values the collegial consultation process and the contractual obligations based upon The Agreement between El Camino College District and El Camino College Federation of Teachers.

Whereas Board policy 2510 Participation in Local Decision Making states in part:

The Board will normally accept the recommendations of the Academic Senate on academic and professional matters as defined by Sub-Chapter 2, Section 53200, et seq., California Administrative Code, Title V

Whereas Education Code §87360 (b) requires that hiring criteria, policies and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board, and the Academic Senate, and approved by the governing board.

Whereas The Agreement between El Camino College District and El Camino College Federation of Teachers in Appendix M-1 states in part:

The Superintendent/President is responsible for the implementation of the hiring procedures as jointly agreed upon by the Academic Senate and the Board of Trustees in accordance with the Education Code, Section 87360, in AB 1725.

C. Campus-Wide Approval
1. A joint Academic Senate/administration committee will be convened by the appropriate VP for final identification of positions recommended for announcement. The composition of this committee will be at least 50% appointed by the ASC.

Whereas The committee was convened and made a prioritized list of positions recommended for announcement.

Therefore The Academic Senate of El Camino College recommends that the hiring of new faculty be authorized as prioritized by the committee.

Board Policy 7120   Recruitment and Selection

In order to select and to retain the most qualified employees, the Superintendent/President shall establish procedures for the recruitment and selection of employees, including but not limited to the following criteria. An Equal Employment Opportunity Plan shall be implemented according to Title 5 and Board Policy 3420.

Academic employees shall possess at least the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures regarding the Academic Senate's role in local decision making and the current provisions of the collective bargaining agreement between the District and the exclusive bargaining representative for faculty.

The criteria and procedures for hiring classified employees shall be established after first affording the exclusive collective bargaining representative an opportunity to participate in the decisions under the Board's policies regarding local decision making.

Reference: Education Code Section 70902(d)
Education Code Section 87100 et seq.
Title 5, Section 53000, et seq.
Accreditation Standard III.1.A

Replaces Board Policies 4211, 4311

El Camino College
Adopted: 7/19/04

Academic Technology Committee Meeting Minutes

29 November 2007
Admin. 127
12:00 p.m. – 1:30 p.m.

> The Academic Technology Committee is a sub-committee of the College Technology Committee and the Academic Senate that focuses on the academic technology needs of the college.

In attendance: Jim Noyes, Virginia Rapp, Ralph Taylor, Pete Marcoux, Don Treat, Francis Baylen, Dwayne Hayden, John Wagstaff, Michael Wynn, Donna Post, LaTonya Motley.

The minutes of the 25 October 2007 meeting of the Academic Technology Committee (ATC) were approved.

Clickers:

David Vakil updated the committee about the prospects for obtaining "class sets" of clickers. The Foundation is considering buying as many as 20 class sets, enough for all of the professors at El Camino College (ECC) that would like to experiment with them.

Online Rosters:

No one reported large problems with having the faculty print out their own rosters this semester. In fact, a number of the faculty would like to be able to do more online (e.g., drop students online) or asked for more options that would allow instructors to get additional information on their rosters (e.g., student emails). To avoid the confusion that too many options could generate, Donna Post suggested that all the information available could be put on rosters in MS Excel format, and that instructors could simply delete the columns containing information that they do not want. LaTonya Motley noted that the innovation center staff and staff development courses could help faculty print their rosters and, if necessary, learn the necessary steps in MS Excel. Don Treat suggested that software could be developed that would email a faculty member's rosters to them the night before the semester begins.

To help any faculty who may have difficulty printing their rosters at the beginning of the semester, LaTonya Motley volunteered to schedule extended hours for the innovation center to be open and staffed during the first week of the semester, especially during the first two days. Divisions and faculty will be made aware that help is available to them (including places on campus where they can print their rosters) via the memo with instructions sent out by Bill Mulrooney, director of Admissions and Records, prior to each semester.

Humanities faculty may have difficulty accessing their rosters in the spring semester, since their building may not be fully functional.

Software:

We are working on obtaining site licenses for Adobe products. They have recently made the process easier.

Classroom Technology (Software on Classroom Computers):

Ralph Taylor noted that math professors teach in many classrooms throughout the campus, and often the computers in these classrooms are not equipped with the software that they need to teach their classes. Possible solutions include:

- Faculty carrying a laptop with the specialized software to the classroom.

- "Remote desktop connections" link the computer in the classroom to the computer in the faculty member's office

- Software on servers connected to the classrooms

- Loading the software onto each computer manually

Installing the same specialized software onto all of the classroom computers would be wasteful, since in many cases software would have to be bought for every machine and it would not be used on many of them. Installing different software on different machines across campus would require a huge amount of manpower and excellent planning and coordination. Virginia Rapp, Dean of Business, noted the problems that her division has had with faculty from other divisions downloading incompatible software onto their classroom computers and disrupting the business classes. It was pointed out that the part-time instructors do not have their own laptops, and that issuing them laptops creates its own set of problems (especially if a division has many part-timers.)

Computer Labs – Should they be consolidated? How should they be run?

Susie Dever has encouraged the ATC to consider the pro's and con's of consolidating the computer labs and campus and how computer labs should be run.

John Wagstaff, director of Information Technology Services (ITS), summarized the current situation: El Camino's academic computer labs arose from and are owned by individual disciplines. These labs a spread throughout the campus and have been plagued with support issues that are documented as far ago and 1995. (The library is an exception in that is operates the college's only general access computer facility.) In short, we have too many labs for his staff to maintain. In many cases, labs have been built but no funds allocated to staff them, so often they sit empty and unused most of the time. In some cases, student workers are the only people supervising the labs, and there have been security problems (e.g., downloads of inappropriate or illegal materials).

John Wagstaff discussed data that he has been collecting to assess how well labs improve FTES and retention in some courses.

John Wagstaff described models for consolidating computer labs, and the committee discussed some of the advantages and problems with this approach.

A single, open-access lab with a large number of computers (hundreds) and wandering support staff serves as the core of the "technology building." All the "core" computers have the software needed to complete any assignment given by faculty. Faculty with discipline-specific knowledge are available to tutor students in the "core" at specified times ("office hours"). The core is

surrounded by smaller computer labs for classes. At the Glendale campus of Maricopa CCD in Phoneix, all the computer lab classrooms are equipped with all the software for all the classes that might be taught in them, so that any class can be assigned to any classroom. (Glendale actually has two buildings, located side-by-side, and the "core" is open at 24 hours a day, 7 days a week, including holidays.) At De Anza CCD, each computer lab classroom has its own, discipline-specific software. This makes scheduling more difficult and requires more manpower and coordination to insure that the right software is installed on the right machine, but it reduces software costs. Since all the support staff are located next to the "core" and classrooms, they can immediately respond to problems, and all their equipment and replacement parts are easily accessible. Moreover, there is one, centralized place for individuals with problems or requests to seek help.

John noted that "clusters" of computers in small labs (e.g., faculty workrooms, small labs attached to classrooms) would still be in place around the campus, even if we consolidated most of the computer labs on campus.

The committee decided to continue discussing the consolidation of the campus' computer labs in the future.

A consolidated, open-access computer lab could streamline the registration process. Students could be directed to the lab for their registration needs. ITS staff could be standing by to help those with computer problems; counselors could be standing by to help those needing advice.

Donna Post noted that she has improved student behavior in her labs by assigning students to computers. If students know that what they do on a computer can be traced back to them, they are less likely to do anything inappropriate. Requiring students to login with their real names (instead of "student") can accomplish the same task.

Miscellaneous:

Student emails can be accessed via MS Outlook in the address book. Information on how to find student emails needs to be more widely distributed to faculty.

Dwayne Hayden noted that divisions need to ask their new faculty "What do you need to teach your class?" (referring to technology) and tell them how to find it. He receives requests for services that he does not have the manpower to provide, and that could be handled better with division resources.

In the future, the committee needs to discuss staffing needs at a part of technology planning. Like the inventories of software and computer labs, an inventory of staffing needs must be accomplished, and when we buy hardware and software, we must take into account the number of people needed to install and maintain them.

Next Meeting:

The next ATC meeting in the spring semester 2008 was not scheduled.

Submitted by Jim Noyes

Proposal for Keeping the Student Health Center Open for Limited Hours During Summer and Winter Sessions

Submitted by Debbie Conover, R.N., M.S.N., Coordinator of Student Health Services
September 6, 2007

    To better serve the campus needs of our students we are proposing that Student Health Services be opened with limited services during the Summer and Winter Session. We better serve the needs of the students and campus/community in several ways. We offer students a shorter wait in the health center (5-15 minutes) opposed to waiting in a county facility for 8-12 hours to receive the same/similar services. We keep our commitment to the community to be part of the community by not impacting the county system, in a time when resources are already limited and budgets are tight. We are a referral system for the student into the county system when needed. A direct referral when appropriate expedites possible months of waiting by the student to get an appointment within the county system. The student health center and police department work collaboratively to keep our students safe, healthy, and in class. Students are supportive of paying a student health fee for Summer/Winter Sessions. Over 300 student signatures have been collected to date.

  Although the accompanying spreadsheet includes two additional possible service level scenarios for your review, it has been determined that if this proposal is adopted, the most practical scenarios would be to stay open for five hours per day, four days per week during the Summer and four hours per day, four days per week during the Winter (Scenarios B and C on the accompanying spreadsheet), due to the limited number of students on campus on any given Friday. The cost of service for each session based on 2007-08 salaries, and the resulting net income from the student fee, are discussed below.

COST

Summer Session (9 Weeks)

Health Center open 20 hours/week

  Personnel $53,111.11
  Supplies $ 4,137.00
  Total Cost: $57,248.11

Winter Session (5 Weeks)

Health Center open 16 hours/week

  Personnel $24,415.74
  Supplies $ 1,838.00
  Total Cost: $25,746.26

STUDENT FEE INCOME

Assuming we charge a $13 Student Health Fee for both the Winter and Summer sessions, the income can be estimated as follows:

Summer Session: Estimated 10,500 students x $13 per student = **$136,500**

Winter Session: Estimated 4,000 students x $13 per student = **$52,000**

The estimated net income from serving the Summer session students would therefore be **$79,251.89** ($136,500 in income minus $57,248.11 in expense) for the first year, and the estimated net income from serving the Winter session students would be **$25,746.26** ($52,000 in income minus $26,253.74 in expense) for the first year.

Projecting a straight 6% annual increase in operating costs for the next several years, the Summer session operation would generate decreasing levels of income at $13 per student through the 2021 – 22 school year, when costs will be approximately $129,432, assuming the same number of students paying the fee. (The next year the costs would be $137,198, just over the $136,500 in income.) The Winter session will generate decreasing levels of income through the 2018 – 19 school year, when costs will be approximately $49,838, assuming the same number of students. (The next year would cost $52,828, just over the $52,000 in income.) The Health Fee will undoubtedly be increased several times during that period of time, and with those periodic fee increases this level of service during the Summer and Winter sessions should be able to generate some level of income, or at least pay for itself, for the foreseeable future.

Fact Sheet
Community College Survey of Student Engagement (*CCSSE*)
El Camino College

What is the *Community College Student Report?*
Research shows that the more actively engaged students are — with college faculty and staff, with other students, with the subject matter — the more likely they are to learn and to achieve their academic goals. The *Community College Student Report* is a survey instrument that focuses on student engagement — institutional practices and student behaviors that are highly correlated with student learning and persistence. It is a tool that helps institutions assess quality in community college education, focus on good educational practice, and identify areas in which they can improve programs and services for students. The survey is administered by the Community College Survey of Student Engagement (*CCSSE*), headquartered at the Community College Leadership Program at The University of Texas at Austin.

What is the 2008 *CCSSE* Cohort?
El Camino College and Compton Center are part of the 2008 *CCSSE* Cohort, comprised of 320 institutions from across the nation. The annual cohort allows each campus to compare itself to average survey responses from colleges like ours and from the entire national cohort.

How will the survey be administered?
Surveys will be administered in spring 2008 to a sampling of classes on each campus. Credit classes are randomly selected – stratified by time of day (morning, afternoon, and evening) – from institutional class data files to participate in the survey. Faculty in selected classes will be able to select their preferred administration date. El Camino College hopes to survey between 1,500 and 2,000 students enrolled in spring credit classes (about 100 classes). Compton Center hopes to survey between 600 and 900 students in 55 classes. Students who respond to the survey generally reflect the underlying student population of the participating colleges in terms of age, gender, race, and ethnicity.

Is participation required?
No. Students may decline to complete the survey and need not answer every question. Academic faculty also have the option to refuse participation, although we hope that both faculty and students understand the value of student opinion surveys in guiding educational and program quality and offerings at the college.

When will the 2008 *CCSSE* results be available?
CCSSE results will be mailed to participating colleges by the end of July. Separate sets of results will be created for each campus. Presentations of the survey results will be conducted in a variety of venues in August and September.

How will survey results be used?
The *Community College Student Report* is a tool for assessment, improvement, and accountability. El Camino College will use its survey results internally to provide information about institutional performance to a variety of audiences, identify necessary improvements, and monitor our progress in achieving student success. We also will use the survey results externally for benchmarking against similar institutions and institutions that offer models of excellence. The Survey results will provide evidence in response to rising expectations for public accountability as well as to meet criteria for institutional accreditation.

CCSSE is committed to presenting data without flinching. Accurate information, whether positive or negative, can help improve educational practice and performance.

CCSSE Additional Items 2008 - Student Financial Aid

1. **Have you submitted the form for financial aid known as the FAFSA (Free Application for Federal Student Aid) to pay for your expenses <u>at this college</u>?**
    - **A.** Yes
    - **B.** No
    - **C.** Don't recall
    - **D.** Don't know what it is

If you answered anything other than "B" (No) to question #1, please skip to question #4.

2. **If you did <u>not</u> fill out the form for financial aid (FAFSA), what was the <u>main reason</u> you did not? Mark only one response.**
    - **A.** Did not want to provide sensitive, personal information (such as tax or immigration information)
    - **B.** The form was too complex/complicated to fill out
    - **C.** Did not think I would qualify for financial aid
    - **D.** Did not need any financial aid
    - **E.** Other

If you answered anything other than "C" (Did not think I would qualify for financial aid) to question #2, please skip to question #4.

3. **If you did <u>not</u> fill out the form for financial aid (FAFSA) because you thought that you would not qualify for financial aid, what was the <u>main reason</u> you thought you would not receive any financial aid? Mark only one response.**
    - **A.** My income and/or family's income or savings are too much for me to qualify for financial aid
    - **B.** I would not qualify for financial aid due to the number of credit hours I am taking
    - **C.** I would not qualify for financial aid due to poor grades
    - **D.** Someone told me I would not be eligible
    - **E.** Other

4. **Did you receive (or have you been *notified* that you will receive) ANY TYPE of financial aid (scholarships, grants, loans) to help pay for college? Mark only one response.**
    - **A.** Did not receive any type of financial aid
    - **B.** Received or will receive scholarship(s) and/or grant(s) (money that DOES NOT have to be paid back)
    - **C.** Received or will receive loan(s) (money that DOES have to be paid back)
    - **D.** Received or will receive both scholarship(s)/grant(s) and loans
    - **E.** Don't know yet whether I will receive any financial aid

5. **Which ONE of the following BEST describes the source from which you originally learned about the process for applying for financial aid?**
    - **A.** Parents or other family members
    - **B.** High school counselor/teacher
    - **C.** College employee or staff
    - **D.** Friend or other student
    - **E.** Did not learn about the financial aid application process

LOCAL QUESTIONS - El Camino College

Questions	Responses
Which language is MOST COMMONLY SPOKEN in your home?	A=English B=English and Spanish *about equally* C=English and another language *about equally* (other than Spanish) D=Spanish E=Another language
I would like to see more online (Internet-delivered) courses offered at El Camino College.	A=Strongly Agree B=Somewhat Agree C=Neutral D=Somewhat Disagree E=Strongly Disagree
If this college were to offer a course you wanted during all the following time periods, which period would you most likely select for the course?	A=8:00 a.m. to noon B=Noon to 4 p.m. C=Evenings after 4 p.m. D=Saturdays E=None of the above, I'd prefer to take the class online
When you want to register for a class, which class schedule are you MOST LIKELY to use?	A=Printed schedule of classes B=Online searchable schedule of classes C=Class schedule (pdf) on the ECC website D=Both the printed schedule and the searchable schedule E=Other or no preference
On which of the following social networking websites do you have a personal home page?	A=MySpace B=Facebook C=LinkedIn D=Other E=None
Which of the following factors, if any, poses the biggest obstacle to your academic progress?	A=Academic preparation for college B=Time management or study skills C=Money, work obligations, finances D=Family obligations E=Difficulties getting the courses you need
I know where to go on campus with concerns about non-academic issues.	A=Strongly agree B=Agree C=Disagree D=Strongly disagree
I can find the information I need on the college's website easily.	A=Very often B=Often C=Occasionally D=Never E=I have never used the ECC website
I would like to have one faculty or staff member to whom I could go to with any questions or concerns about my life as a student at this institution.	A=Strongly disagree B=Disagree C=Neutral D=Agree E=Strongly agree

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