Academic Senate of El Camino College 2007-2008
AC152, 16007 Crenshaw Boulevard, Torrance, California 90506-0001
http://www.elcamino.edu/academics/academicsenate/

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
Kate McLaughlin	07/08
Annette Owens	07/08

Behavior & Social Sciences
Maria Brown	June 2010
Emily Rader	June 2010
Lance Widman	8/09
Michael Wynne	7/08
Janet Young	

Business
Sheperd Jacobson	09/10
Halamka, Dagmar	
Siddiqui, Jay	09/10

Compton Educational Center
Saul Panski	08/09
Estina Pratt	08/09
Arthur Flemming	08/09
August Hoffman	08/09
Darwin Smith	08/09

Counseling
Kate Beley	6/07
Ken Gaines	6/08
Lisa Raufman	6/08

Fine Arts
Ali Ahmadpour	6/09
Berney, Dan	
Jason Davidson	6/09
Chris Wells	6/09
Mark Crossman	09/10

Health Science & Athletics
Tory Orton (sharing)	6/07
Kim Baily (sharing)	
Tom Hazell	09/10
Mary Moon (sharing)	
Pat McGinley	

Humanities
Lyman Hong	6/07
Peter Marcoux	6/08
Evelyn Uyemura	6/08
Adrienne Sharp	09/10
Matt Klein	09/10

Industry & Technology
Ed Hofmann	6/07
Douglas Marston	
George Rodriguez	6/07
Lee Macpherson	

LRC
Susie Dever	6/09
Claudia Striepe	6/08

Mathematical Sciences
Massoud Ghyam	6/08
Judy Kasabian	6/08
Greg Scott	6/09
Susan Tummers	6/08
Marc Glucksman	6/10

Natural Sciences
Chas Cowell	6/06
Kamran Golestaneh	6/09
Teresa Palos	6/08
David Vakil	6/08

Academic Affairs
Quajuana Chapman
Dr. Francisco Arce

Associated Students Org.
Vivian Amezcua
Vincent Armstrong

Board of Trustee, Area 5
Miss Maureen O'Donnell

Campus Police
Chief Port

Federation Office
Sean Donnell
Nina Velasquez

Health Center
Debbie Conover

Human Resources
Barbara Perez

President/Superintendent
Dr. Thomas Fallo

Public Information
Ann Garten

The Union
Editor

VP Administrative Services
Dr. Jeff Marsee

VP Student Services
Dr. Jeanie Nishime

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
12:30pm-2pm, Alondra Room
Spring
- February 19
- March 4
- March 18
- April 1
- April 15
- May 6
- May 20
- June 3

CEC Faculty Council Meeting Schedule
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				
ACADEMIC TECHNOLOGY	Jim Noyes, Virginia Rapp			

Campus

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				
SLOs	Jenny Simon, Lars Kjeseth			

ACADEMIC SENATE MINUTES
March 4th , 2008

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

Behavioral & Social Sciences		Industry & Technology	
Brown, Maria		Gebert, Pat	X
Rader, Emily - excused		Hofmann, Ed	X
Widman, Lance	X	MacPherson, Lee	X
Wynne, Michael	X	Marston, Doug	X
		Rodriguez, George	

Business		Learning Resources Unit	
Halamka, Dagmar		Dever, Susan	X
Saddiqui, Junaid	X	Striepe, Claudia	X
Shepard Jacobson	X		

Counseling		Mathematical Sciences	
Beley, Kate	X	Ghyam, Massoud	
Gaines, Ken	X	Kasabian, Judy	X
Raufman, Lisa/V. Ragfold		Scott, Greg	
		Tummers, Susan - excused	
		Marc Glucksman	X

Fine Arts		Natural Sciences	
Ahmadpour, Ali	X	Cowell, Chas	X
Davidson, Jason	X	Golestaneh, Kamran	X
Georges, William		Palos, Teresa	X
Wells, Chris	X	Vakil, David	X
Crossman, Mark	X		
Berney, Dan	X	Adjunct Faculty	
		Almos, Carolyn	
Health Sciences & Athletics		Robertson, Gary	
Hazell, Tom	X	Kate MaLaughlin	X
Orton, Tory/Victoria (sharing)		Owens, Annette	X
Sinopoli, Louis / Makaru, Roy			
Stanbury, Corey	X	ECC CEC Members	
Kim Baily (sharing)		Fleming, Art	
McGinley, Pat (sharing)	X	Hoffman, August	
Moon, Mary (sharing)		Panski, Saul	X
		Pratt, Estina	
Humanities		Smith, Darwin	
Hong, Lyman			
Marcoux, Pete	X		
Uyemura, Evelyn	X		
Kline, Matt	X		

Ex Officio Attendees: Francisco Arce, Janet Young
Guests and/Other Officers: Vincent Armstrong, Debbie Connover (Student Health Services), Dr. R. Smith (Dean's Rep) Adrienne Sharp (Humanities), Carolyn Pineda (Institutional Research), Irene Graff (Institutional Research)

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

The second Academic Senate meeting of the Spring 2008 semester was called to order at 12:34pm.

Approval of last Minutes:
A motion to approve the minutes of the Academic Senate meeting of December 4th, 2007 was made by Mr. Vakil and seconded by Mr. Ahmadpour, and passed. Dr. Glucksman noted that his name had been misspelled on pg 2 of the last minutes.

REPORTS OF OFFICERS
President's report – Pete Marcoux (henceforth PM)
PM announced that as Mr. Kjeseth had a meeting to attend, the Senate would hear from Mr. Kjeseth on the SLO principles early on so that he could leave, and the Senate would then return to Officer's Reports following that.
PM reported that Dr. Susie Dever had been named Dean of Academic Programs at Compton, and that she would be leaving in March to take up this position, while still fulfilling some duties here at ECC.
The Friday, February 29th teaching conference arranged by the Faculty Development Committee, was reported to be a big success, with great speeches and teaching tips. It is hoped that this will be offered again. Distinguished faculty were featured on panels discussing their philosophies and strategies.
From the College Council, PM reported that there were currently no plans to reintroduce Board Policy 2510. The State Chancellor had visited the campus last week as part of a monthly visit/tour of campuses. College Council was also looking at the budget and at the issue of Technical Assistance. The College council was examining the Student Code of Conduct, and we should look at the parts that concern the Academic Senate.
PM reported that parking lot H is closed. An email had been sent to the college at large. Parking is an issue again. ECC is putting up a 5- level structure that will add 800 parking space, and house a tennis and softball facility. For the moment students can use the Alondra Golf course parking. ECC is providing a shuttle that will run every 10 minutes. Be aware and sympathetic if your students are running late because of this issue.
Pertaining to registration, PM asked whether a decision had been made re: sending out of registration letters. Dr. Arce responded that the college would NOT be sending out letters, registration notification would only be via email. Postcards would be sent out announcing this fact and alerting students to check their emails. The question was raised as to how many students and staff actually use their email. PM will enquire whether Mr. Wagstaff has any statistics. Mr. Wagstaff has indicated that he will delete old mail in the student mailboxes so that they are clear for the notifications to get through. It was suggested that the students also be notified on the aforementioned postcards that this clearing of mailboxes will be done. Dr. Dever pointed out that the college is in a bit of a catch 22 situation re: notifying students of anything. Postal mail is very expensive, yet not all student (or staff) use their email accounts. Also, many postal addresses, and "personal" email addresses are not valid. Students (and staff) need to be trained to use their ECC email, or at least to forward their ECC mail to their preferred "personal" email. People must understand that this is the preferred method of communication. Apparently Mr. Wagstaff mentioned that he was willing to let students in Datatel self- select email.

UNFINSIHED BUSINESS
Mr. Kjeseth spoke out of order due to a prior meeting engagement as allowed earlier by PM.
SLO's (Student Learning Outcomes) – Lars Kjeseth (henceforth LK)
[pg 23 of packet] LK stated that the comments the SLOAC (Student Learning Outcomes Assessment Committee) had received were helpful in aiding the Committee in defining its role. The discussion and comments had especially centered around principle 6. re: collegial assessment and evaluation. The

Committee does not set policy; these are meant to be guiding principles. So the major change the Committee made was to principle 6, which now reads

6. Assessments are used to evaluate and improve student learning: Information gleaned from assessment cycles is used primarily to understand the factors affecting student learning and to improve instruction and services. Assessments of student learning outcomes are not used to undermine academic freedom.

These principles will help other bodies frame policy. LK asked for ratification of the principles, with the understanding that this was a living document that might undergo further changes. Mrs. Uyemura proposed a motion to ratify, and was seconded by Mrs. Striepe. This was the second reading. No comments were forthcoming and the motion passed with a unanimous vote in favor.

RETURN TO THE OFFICERS REPORTS

Compton Education Center report - Saul Panski (SP)

SP gave an update on a meeting he had attended with Dr. Arce and the Deans at which some recommendations were made on how to enhance the Fall schedule. SP understands that the schedule is to be finalized this week, and hopes he will see some of the suggestions made at the meeting implemented. SP expressed a hope that Compton had reached, or was very close to target FTES numbers as next year funding will revert to being linked to FTES.

SP reported on the currently debated Assembly Concurrent Resolution 69 which calls for the establishment of a taskforce. Compton has taken a position of support for this as they want the taskforce support in return. Our Unions have also endorsed this. We will hear more if it passes the legislature. Mr. Vakil asked SP if there was anything in the contract re: getting reaccredited. SP replied that the MOU (Memorandum of Understanding) stated that the goal was to return Compton to reaccredited status. A faculty development project has begun at Compton involving some 25- 30 outside faculty from different colleges like Santa Monica, and Los Angeles coming into Compton classrooms and working one on one with Compton faculty. This is being funded by Compton and the Compton faculty are largely receptive to the idea.

The FACCC executive director will pay a visit to Compton on Thursday and attend their Senate meeting. He will give an update on the budget. SP invited ECC senate members to attend.

Curriculum Committee report – Janet Young (JY)

The Curriculum committee had their first meeting of the semester last Tuesday February 26th .

JY reported that Transfer Studies A.A. and A.S. have been inactivated. Lori Suekawa is working on a new degree that will meet the new Title 5 criteria.

 The Committee also reviewed proposals from Behavioral and Social Sciences, Fine Arts, Health Sciences and   Athletics, and Industry and Technology. An In-Service Training on the Revised Title 5 Regulations was conducted.

Cathy Brinkman, Interim Director of Workforce Development provided an overview of the Certificate approval process (LOWDL and System Office) and offered to assist divisions.

The Certificate Conversion Project is complete. The final numbers will be presented at the next Senate Meeting.

A question was raised about courses in Health Sciences and Athletics. Of all the course presented to the Curriculum Committee, it seems only about one quarter made it to the Board – what happened to the rest? Dr. Arce replied that there were some issues re: load, and that they had been returned to the Division. It was asked why these issues were not worked out at the Curriculum meetings as all the interested parties are present. Dr. Arce indicated that Curriculum approval os a recommendation to the Board of Trustees. He also indicated that the problem might only have been caught at the Board meeting. Faculty felt these glitches are very frustrating as the Curriculum process is a long one. JY said that this was an unfortunate incident.

JY also felt that the role of the Curriculum Committee was more important than merely being a recommending body. JY asked the Health Sciences to bring the course back to the next Curriculum meeting for prompt attention. JY said that more diligence was needed and apologized for the frustration caused. There was a concern as to Administrations role in Curriculum. Were they trying to kill off expensive or undesirable classes? Dr. Arce denied this saying it was simply a load issue, with the error discovered late in the process. Mr. Ahmadpour asked about the role of the Board of Trustees in passing/not passing curriculum. It was noted that the Board could send classes back, but were obliged to explain their reasoning. Mrs. Uyemura noted that 10 +1 documentation notes that the Board of Trustees will accept the recommendation of the Senate Curriculum Committee.

Mr. Crossman demanded to know how many more times the senate would accept Administrative interference before taking action. PM said he would talk about strategy in New Business. Mr. Vakil felt it was an honest mistake in this instance. Mr. Crossman felt that motivation was irrelevant, the point was that the procedures used be consistent with legislation – that demanded written notification. Mr. Wells noted that we have an online catalog and wondered why the catalog could not be continually edited and updated online, thus bypassing some of the long time periods mentioned. Dr. Arce said that the major reason for the catalog is for articulation purposes with IC's and CSU's. It would hurt the students if they took a course before it was formally articulated via the catalog.

Educational Policies Committee report – Evelyn Uyemura (EU)
[pg 15 of the packet] contains notes on the last meeting. The Committee has been trying to pull loose ends together. Some policies they have tracked down include Policy 4045 (Textbooks) which Dr. Arce has forwarded to the Board, ditto the Policy on Catalog Rights. Policy 4070 (Catalog Rights) is still being tracked down – it is unclear what has happened to it. Policy 4040 (Library Policy) has a minor revision that will be dealt with later in this meeting. Policy4220 (Standards of Scholarship) is still being worked on, as there is a minor revision on a point concerning grading policy that must be dealt with. Pass/No Pass replaces Credit/No Credit. The Committee is still working on the Probation Dismissal Policy. The Committee goal is to keep better track of the policies as they go through the process, and to help keep the process moving. Additionally, while policies and procedures are looked at as a unit in the Academic Senate, and sent on together to the board, the procedures thereafter are difficult to access. The Educational Policies committee feels the online policies should be linked to the procedures. Even if they are two distinct parts, it is still important to be able to access them together – so this is another goal of the Committee. A question was raised re" whether the procedures are dated according to the most recent revisions. EU replied that when policies are revised, the procedures are usually done at he same time. The procedures, however, can also be changed administratively by the Division, which is a concern. PM reported that he is compiling a list of all the policies in conjunction with Dr. Arce's office. Mr. Wells noted that the Code of Conduct (currently under review) does not appear on the college website, yet is still in the printed college catalog, and wondered why? Dr. Arce will look into this.

Faculty Development Committee report – Dave Vakil (DV)
DV reported that the "Celebration of teaching and Learning" Conference held on Friday 29th February, was indeed a success as noted earlier by PM.
The Faculty bookclub had also held a successful first meeting.

The Committee has three major projects in mind. Firstly to develop a faculty mentoring system on campus, secondly to update the faculty handbook, and thirdly to form a Lecture Club whereby faculty would sign up to open their classes for observation and feedback. This process would not be evaluative, but just a forum for beneficial feedback and discussion. The Committee is going to move their meetings to Tuesdays in an effort to accommodate others.

Finance and Special Projects/ PBC (Planning and Budgeting Committee) – Lance Widman (LW)
[p. 19-21 of packet] Draft (not yet approved) PBC 2/7 Minutes - Virtually all of the discussion related to the assumptions to be used for developing the Preliminary Budget, with the May revise the college will move to the Tentative Budget phase. There are still several points to be clarified, these assumptions may change as events play out at ECC and in Sacramento, and the Final Budget is developed during the summer, but they are a starting point. A "worst case" 08/09 budget scenario was presented, and there was discussion on to what extent the 105 reserve should be on the table.
The PBC did not meet on 2/21 due to the Principal's Breakfast event. Any items of interest from the 2/21 Council of Deans will be reported at the AS meeting.
LW reported that the Committee goals were to find an alternate for LW, to serve with him. The Committee is swamped with business, and this is not a committee to be taken lightly. The ideal member would want to make a long- term commitment to the committee. LW himself has served on this committee for 20 years. The ideal member would also be someone from the Academic Senate. The committee needs someone who is willing to provide a continuity of membership. There is a lot to learn on the committee, and people tend to leave just as they have completed the steep learning curve. There was a question on whether the declining budget was going to impact the new hires. LW replied that at the last Dean's Council meeting it had appeared that the college was moving ahead with the hiring process, but that committees were also looking at the hiring of classified staff as these positions were, in some cases, even more of a priority.

Legislative Action report – Chris Wells (CW)
No report at this time.

Special Committees reports

Student Health Center Resolution – Vincent Armstrong (VA)
- ■ "Whereas, El Camino College is unable to acquire adequate and comprehensive health care and solely depends on the health care services provided by the community college health center;
- ■ Whereas, health care is expensive for some students and so they rely on the health care center in the community college;
- ■ Whereas, the El Camino College Health Center is not open during the summer session; and
- ■ Whereas, health care is very important and accidents are almost unavoidable and the health center would be the best place to get first treatment;
- ■ Resolved, That the Associated Students Organization of El Camino College supports keeping the health center open during the summer session to support students and their health care needs." 2/28/2008

■ VA noted that the students had a concern that the Health Center was not open during the Summer. Some students rely on the Center for their primary medical care. The question was raised as to whether the students had raised this concern with Ms. D. Connover. VA replied that they had. Ms. Connover was, in fact, in attendance. The question was raised whether there was a fee for the Center. VA replied that the students were considering a fee of $11 or $12. Mr. Ahmadpour asked how ECC stood in relation to other campuses re: Health services. Ms. Connover said that most campuses DID have a health center operational during summer. Dr. Arce noted that he was in support of a fee- based health center with increased hours but the timing was unfortunate as there is talk of increasing general student fees to $26 per unit, and this would not be a good time to add services students would have to pay for. Dr. Smith (Dean - Counseling) said that there was a definite need for health services, and her Divison had concerns in particular with psychological issues on campus needing crisis intervention. In these cases the Counseling department was called in, but it had to be noted that the counselors dealt mainly with academic counseling, not psychological counseling. The counselors in turn would call the Health Center but they had no budget, and in summer there was no-one to contact.. Students have health needs (physical and mental) all year long.. There should at least be a special budget for these needs. A query was made about health services in the Winter session, and it was noted that no services are provided then either. Winter session, then, is also a concern. Mr. Ahmadpour suggested making this a state- wide movement and putting the onus on the State to make provisions. Mr. Panski noted that there were also talks re: health services on the Compton campus, where it is a serious issue also. It was noted that Compton students could use the ECC health service if they paid a health fee. Dr. Arce will look into this matter.

Enrollment Management – Dr. Arce
THERE WAS NO TIME TO DISCUSS THIS - HAVE INSERTED POINTS TO BE DISCUSSED AT NEXT MEETING
1. **Outreach Ambassadors** – currently 15 ECC students providing outreach on campus (welcome week and recent the Chancellor's visit) and off campus at college fairs and with high school classroom presentations.
2. **Prospective Student online form** collecting 10 to 15 potential students daily.
3. **Working Adult Outreach** – calendar of activities complete, spring working adult schedule printed/distributed.
4. Working closely with **Foundation** to distribute **scholarships** to each district high school.
5. **Six Outreach Counselors** are currently providing or scheduling matriculation services (online applications workshops, online testing, online orientation, educational planning) onsite at 15 high schools.
6. There are about 30 **classes offered on high school campuses** this spring.
7. **Senior Day** is scheduled for Friday, May 23. If anyone would like to participate with the planning please contact Robin Dreizler at 3487 or via email at ecchs@elcamino.edu
8. **Space Day** is Saturday, April 19. This event targets middle school students.
9. **Outreach manual** – 95% complete – to be used as a program/services reference guide for anyone doing outreach (coaches and part time personnel in particular).
10. **Other programs** that are doing a significant amount of outreach are: Athletics, EOP&S, CARE CalWORKS, Career and Technical Education, Women in Technology, Honors Transfer

Program, Inglewood Center, Financial Aid, Special Resources Center, Teacher Education
Program to name a few.

UNFINISHED BUSINESS CONTD.

Hiring Resolution
The Academic Senate eboard has arranged a meeting with Barbara Perez, so this item is tabled until the next meeting.

Online Teaching Policy
[p25 of packet] Mr. Wells noted that this draft resolution had been discussed at the last meeting, and generated a lot of feedback. It was noted that the Academic Senate will need to formulate a policy, and there will be many issues to discuss.
PM asked the DEACommittee (Distance Education) to look at Mr. Wells proposals and come up with some ideas to take forward. Mr. Widman noted that as this would deal with working conditions and contracts, the Union would need to be part of any discussion. Mr. Ahmadpour wanted to know how far faculty would be allowed to take this issue; he spoke of Divisions being dissolved if all faculty decided to teach online.

Board Policy 4040 Library Policy – Evelyn Uyemura (EU)
[p16-18 of packet] EU reported that this Policy had been passed last April, and had still not been taken to the Board of Trustee due to various concerns. The latest concern involved mention of the ALA Bill of Rights in the Policy, so mention of the ALA had been removed from the policy. In addition, a point 9 had been added to the Procedures concerning the formation of a Library Advisory Board.
Mr. Wells had a concern re: removing the mention of the ALA and Bill of Rights. Ms. Striepe replied that EU (Educational Policies), and the librarians were willing to remove the mention of the ALA Bill of Rights by name as the relevant statement was still in the policy, and the statement and attribution to the ALA Bill of Rights was repeated in the Procedure, if it meant that the Policy would at last get to the Board of Trustees. Mr. Panski also had an objection to the removal of the ALA by name, as he felt the removal of the venerated name emasculated the policy. Dr. Arce was asked why this was a stumbling block and he replied that it was not policy to mention another body in any ECC policy statement. However, many Senate embers thought this was not the case, and Mr. Crossman said that if that were the case it should be put in writing. The Academic Senate made a motion to affirm their acceptance of the Library Policy of April 3, 2007. As the procedures move forward with the policy, and seeing as there had been a change made to the procedures with the addition of point 9 (Library Advisory Board) it was decided to bring this back for the second reading and vote at the next Senate meeting.

New Business

Technical Assistance – Pete Marcoux (PM)
[p.26-29 of packet]
PM met with Mark Wade Lieu, State Academic Senate President, who noted that many colleges are on WASC "watch" or "warning" due to
Fiscal / Planning issues
Collegial consultation
SLOs
PM noted that ECC has many issues in the area of Collegial Consultation, and cited some examples:
- Planning = Collegial Consultation
    - Compton Partnership

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting March 10, 2008

Present: Sean Donnell, Thomas Fallo, Ann Garten, Pete Marcoux, Leo Middleton, Jeanie Nishime, Barbara Perez, Susan Pickens, Gary Robertson, Luukia Smith, and Arvid Spor.

1. All apportionments for community colleges may be cut by a small amount.

2. We are looking into getting free parking for students off campus. We need more parking spaces.

3. It would be nice to show high school principals the new Humanities building. We may change the Principles' Breakfast to only occur yearly rather than bi-yearly, and then have a breakfast for high school counselors.

4. Tonight the local K-12 superintendents are at the Legislature making a statement about the budget cuts.

5. We need to have a Compton Center representative sitting on College Council.

6. Board Agenda
    a. We are having a presentation of the Citizens' Bond Oversight Annual Report by Mr. Chris Powell.
    b. Francisco will give a 7 minute presentation on Student Learning Outcomes.
    c. Page 44 – Fund 15 Total Income – "excluding beginning balance" means that any unused funds from last year are not included in this calculation. Fund 15 will be reported on a quarterly basis with the other financial reports.

7. We may have another Student Learning Outcomes (SLOs) presentation at the fall flex day. Part-time faculty need to get involved in SLOs.

Agenda for the March 17, 2008 Meeting:
1. Minutes of March 10, 2008
2. Report on College Council Goal G – Incorporate the spirit of Accreditation in every day college operations (Francisco & Arvid)
3. College Council Goal Status Reports
4. Board Policy Status Reports – VP's
5. College Council Composition

1. 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.

2. 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 – second reading & adoption by Board on December 17, 2007.
    3. 4100.1 – Catalog Rights – first reading by Board on March 10, 2008.
    4. 4045 – Textbooks – reviewed by College Council – needs to be presented to Board once students have approved.
    5. 1200 – The El Camino College Mission, Philosophy, Values and Guiding Principles – updated and posted to web.
    6. 5138 – Standards of Student Conduct – distributed on March 3, 2008. The direction is to send through as a procedure and glean a policy from that.
    7. 5137 – Distribution and Exhibition of Posters, Bulletins, Newspapers, Pamphlets, Circulars, Handbills, Broadcast and Electronic Media, and any Promotional Materials on Campus – distributed on March 3, 2008. This will be sent through area councils and the Senate and will be brought back here on March 24th

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting March 3, 2008

Present: Thomas Fallo, Pete Marcoux, Leo Middleton, Jeanie Nishime, Barbara Perez, Susan Pickens, Gary Robertson, Luukia Smith, Arvid Spor, and Harold Tyler.

1. The January 28, 2003 President's Newsletter was distributed which outlined proposed reduction measures for El Camino College's 2002-03 budget.
2. The 3rd Annual Delmer L. Fox Humanitarian and Scholarship Awards Luncheon will be held at 11:30 a.m., Thursday, April 3, 2008 on the South Patio of Marsee Auditorium. The cost for the luncheon increased from $35 to $40. The Martin Luther King tribute was a great success. Judge Patricia Titus gave an inspiring address.
3. The "Celebrating Teaching & Learning Conference" on Friday, February 29th was a great conference. This was based on the Great Teachers' Seminar and keynote speaker was founder David Gottshall. The Academic Senate will vote on Student Learning Outcome Principles tomorrow.
4. Enrollment seems to be stabilizing and we are doing well.
5. Casino night was a great success. There will be a munch-n-mingle March 25th.
6. As of today, Dr. Linda Gallucci is the Interim Dean of Community Advancement.
7. The final date for submitting information to Plan Builder has been extended to March 14th.
8. As of 12:00 p.m. today, there were 30 cars parked in Alondra Park. Chief Port will be asked to see if we can get forgiveness for tickets for students in the Park for now.
9. The State Chancellor was very impressed by her visit to our campus. The State Chancellor announced a $76-78 million property tax problem. Two counties over reported their tax receipts and community colleges are not getting that money. That deficit is recorded in priority order. The first pot that gets hit is growth. Rocky Bonura sent out a purchasing deadline of April 15th. We have made a review of positions today and Barbara will send something out tomorrow. We are looking at equipment purchases which don't save money necessarily. Our budget reduction measures will not be as drastic as proposed in the January 28, 2003 newsletter.
10. On March 10th there will be a groundbreaking ceremony for the parking structure at 3:30 pm.
11. BP 4040 – Library Services – was distributed. This has passed the Senate but some revisions were made. The Senate will review the revisions tomorrow.
12. BP 5137 – Distribution and Exhibition of Posters, Bulletins, Newspapers, Pamphlets, Circulars, Handbills, Broadcast and Electronic Media, and any Promotional Materials on Campus – was distributed. This will be sent through area councils and the Senate and will be brought back here on March 24th.
13. BP 5138 – Standards of Student Conduct – was distributed. This is more procedural than policy. The direction is to send through as a procedure and glean a policy from that.

Agenda for the March 10, 2008 Meeting:
1. Minutes of March 3, 2008
2. Board Agenda
3. College Council Goal G
4. Board Policy Status Reports – VP's
5. College Council Composition

The following list shows campus collegial consultation committees that are linked to at least one of the four accreditation standards. Committees are being asked to review the standard(s) associated with the committee to best determine how to merge the framework of the standard into the of the committee's regular operations.

Successful implementation will result in a heightened awareness of accreditation that is systemic and continuous. Evidence generation would be a natural outcome of this change.

COLLEGE COUNCIL – Standards I - IV

AREA COUNCILS - ACADEMIC AFFAIRS / STUDENT and COMMUNITY ADVANCEMENT – Standards I & II

AREA COUNCIL - ADMINISTRATIVE SERVICES – Standard III

MANAGEMENT COUNCIL - ADMINISTRATIVE SERVICES – Standard III

DIVISION COUNCILS – Standard II

ACADEMIC SENATE – Standards I - IV

PLANNING and BUDGETING COMMITTEE – Standards I, II, IIID, and all planning agenda items

FACILITIES STEERING COMMITTEE – Standard IIIB

ECC TECHNOLOGY COMMITTEE / ACADEMIC TECHNOLOGY – Standard IIIC

FACULTY, CLASSIFIED STAFF, and MANAGEMENT DEVELOPMENT – Standard IIIA

COUNCIL OF DEANS – Standards I - IV

ASSESSMENT of LEARNING COMMITTEE – Standard II

INSURANCE BENEFITS – Standard IIIA, D

SAFETY AND HEALTH – Standard IIIA, D

ENROLLMENT MANAGEMENT – Standards I & II

3/14/2008

Marcoux, Peter

From:	Julie [Julie@ASCCC.ORG]
Sent:	Friday, February 29, 2008 7:42 PM
To:	SENATEPRESIDENTS@LISTSERV.CCCNEXT.NET
Subject:	Guidelines for Title 5 Regulations, Chapter 6, Part 1
Attachments:	draft guidelines 2-26-08.doc

STATE OF CALIFORNIA   DIANE WOODRUFF, CHANCELLOR (INTER

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
HTTP://WWW.CCCCO.EDU

DATE: February 29, 2008

TO: Chief Instructional Officers

FROM: Carole Bogue-Feinour
                 Vice Chancellor, Academic Affairs

SUBJECT: Guidelines for Title 5 Regulations, Chapter 6, Part 1

The Guidelines for Title 5 Regulations, Chapter 6, Part 1 that have been published are attached for your review. They will be posted to the Chancellor's Office web site by Tuesday, March 4, 2008.

These Guidelines have been developed in order to provide guidance and assistance in the areas of credit and noncredit curriculum that were addressed in the regulations that took effect on August 16, 2007. The revisions to the regulations were made to clarify the circumstances under which California Community Colleges may develop and offer credit and noncredit courses and programs. Eleven Title 5 regulations are addressed in the attached document. Each Title 5 section is followed by Guidelines that provide clarification. In reference to credit courses and programs, there are seven sections that pertain to standards and criteria for courses, associate degrees, credit certificates and approval of credit courses and programs. In reference to noncredit courses and programs, there are four sections that are pertinent to noncredit course and program approval and noncredit certificates.

We hope the interpretation of the Title 5 Regulations in these Guidelines will help districts and colleges understand the revisions made to the regulations pertinent to credit and noncredit curriculum. If you have any questions or comments, please contact:

- For credit: Stephanie Low at (916) 322-6888 or by email to lows@cccco.edu
- For noncredit: Vicki Warner at (916) 322-1438 or by email to vwarner@cccco.edu

CC: LeBaron Woodyard, Dean
        Stephanie Low, Specialist, Academic Affairs
        Vicki Warner, Specialist, Instructional Programs & Services
        Chief Executive Officers
        Chief Student Services Officers
        Academic Senate Presidents
        System Advisory Committee on Curriculum

3/3/2008

ASSISTANCE TO ASSURE EFFECTIVE PARTICIPATION
IN DISTRICT AND COLLEGE GOVERNANCE
(A Joint Program of the Academic Senate and Community College League)

The Academic Senate of the California Community Colleges and the Community College League of California have joined together to offer a program of assistance for local colleges and districts. The purpose of the program is to help districts and colleges successfully implement state law and regulations that call for effective participation by faculty, staff and students in district and college governance. The services offered will be most effective if used before major conflicts arise and prior to a heightened level of local unilateral action by any the parties involved in the local decision-making process.

The jointly-sponsored program does not replace the individual services offered by the League to trustees and chief executive officers and by the Academic Senate to local faculty. Yet it is recognized that challenges to improve local decision making processes can be aided by the mutual support of the statewide organizations. Because the services are carried out by volunteers of the League and Academic Senate, the services will not always be available on short notice and scheduled assistance should be arranged well in advance.

The program includes four distinct services that are available. Local college and district CEOs and faculty leaders who are interested in assistance should meet together to consider the services and to agree mutually on what assistance would be most beneficial. Although the program is intended to be flexible so that a mix of the four services or optional services may be available, the League and Academic Senate may not be able to help with some requests which vary too much from the four defined services or from the goal of improving the effectiveness of participation in governance.

The president of the Academic Senate and executive director of the League are available at this early stage to answer questions and to help in identifying the best approach. These two persons will reach agreement as to whether the mutual request for assistance can be carried out. No joint service will be provided unless there is a written request for assistance signed by the college president or district chancellor and local academic senate president.

This joint program is coordinated and implemented by the Executive Director of the League and President of the Academic Senate under policies established by their respective boards.

Each district or college using the service is expected to reimburse the travel expenses for the assistance team members.

The following provides a summary of the four services available within the assistance program: 1) informational presentation, 2) advisory assistance, 3) issue resolution and 4) special workshops and presentations.

1

INFORMATION PRESENTATION

The **informational presentation** service is intended to provide a basic overview of the state law, state regulations and guidelines concerning shared governance. The presentation is done by a representative of the League and Academic Senate and takes approximately two hours. Handouts are provided, good practices highlighted and questions answered.

This service is best used at a college or district where there are no significant issues of conflict but a recognition that many participants in local shared governance roles are new and need an orientation or refresher on the required processes.

ADVISORY ASSISTANCE

The **advisory assistance** service is intended to provide a facilitated and structured opportunity to identify possible areas of conflict or different interpretations of the law and regulations and to develop ways to resolve the differences.

The service is conducted by one to two representatives of the Academic Senate and League over four to six hours. The time includes a basic overview presentation for all interested parties and separate meetings with the faculty and with the trustees and administration.

A written advisory report is provided by the assistance team to the district or college within six weeks of the visit. The advisory report seeks to clarify the key issues identified by the team in its visit, makes recommendations for addressing the issues and suggests who might be responsible for embarking on the solutions.

ISSUE RESOLUTION

The purpose of the **issue resolution** service is to provide mediation assistance to a college or district when the parties have reached a stalemate and are unable to resolve their differences on a major issue. This service will not be provided unless the local board, chief executive officer and academic senate agree in advance and are committed and open to address seriously the recommendations of the assistance team.

Prior to the six to eight hour visit of one to two representatives from the League and Academic Senate, focused discussions and investigation occur to clearly delineate in writing the issue to be resolved and the approach to be used. During the visit there will be focused interviews with individuals and groups.

A written advisory report is provided by the assistance team within eight weeks of the visit. Prior to the formal presentation of the written report, the local parties involved will be given an opportunity to clarify, correct or refine the recommendations or statements in the report. The assistance team will return to the college or district to present the report and to answer questions publicly. In addition a follow-up training session to provide guidance on implementing the recommendations will be provided if requested.

2

SPECIAL WORKSHOPS AND PRESENTATIONS

The fourth service involves **special workshops and presentations** on topics that help local personnel better understand particular issues and various aspects of effective decision-making processes. These jointly presented workshops are designed under the direction of the President of the Academic Senate and the Executive Director of the League, working with local college representatives.

AB1725 Implementation
ASSISTANCE REQUEST
(Academic and Professional Concerns)

This form is intended to provide faculty and administrators in California community colleges with a way to request the initiation of a process which may assist colleges in resolving perceived problems in the implementation of AB1725 mandates. It is hoped the form will be filed jointly by the Chief Executive Officer, on behalf of the local governing board, and the local academic senate president. However, a request form submitted by one will be sufficient to initiate the process.

Name(s) _____

Title(s) _____

College _____

College Phone _____   Email Address _____

Best time to Call _____

Areas of Concern (Check appropriate area):

☐ Shared Governance   ☐ Budget Process

☐ Curriculum   ☐ Disciplines

☐ Minimum Qualifications   ☐ Hiring

☐ Equivalence   ☐ Tenure

☐ Peer Review   ☐ Evaluation of Administrator

☐ Administrative Retreat Rights ☐ Other (please specify)

Request for Actions: On a separate page briefly explain the nature of the problem, how you have tried to solve it, and the individual(s) involved.

Please mail or fax this form to:
Community College League of California   or   Academic Senate for California
2017 O Street   Community Colleges
Sacramento, CA 95814   910 K Street, Suite 300
Fax: (916) 444-2954   Sacramento, CA 95814
Email: cclc@ix.netcom.com   Fax: (916) 323-9867Email: asccc@ix.netcom.com

4

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 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.

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

3/14/2008

Marcoux, Peter

From:	Story, Howard
Sent:	Wednesday, March 12, 2008 5:39 PM
To:	Zhao, Joy; Andre, Jim; Armao, Eugene; Atherton, Elizabeth; Berney, Daniel; Bilici, Lutchminia; Blake, Sara; Bombassei, Roger; Botello, Mike; Brown, Maria; Butler, Marie; Capotosto, Francis; Capotosto, Frank; Cheung, Matt; Combs, Jolene; Combs, Jolene; Corbin, Susan; Cornelius, Camille; Cornelius, Camille; Daily, Robert; Daily, Robert; Dave Pierce; DeLuca, Vince; Deluca, Vincent; Delzeit-McIntyre, Linda; De Vaney, Allison; Dowden, Sue; Doyle, William (Bill); Eula, Michael; Fagan, Suzanne; Fagan, Suzanne; Festinger, Kurt; Georges, Joseph; Gold, Christina; Grogan, Donna; Grogan. Donna; Gross, Diane Marie; Hazell, Tom; Herrera, Veronica; Himsel, Amy; Himsel, Amy; Hughes, Rick; Hunt, Carmen; Hunt, Carmen; Jones, Kristin; Jung, Jeff; Keskinel, Meric; Lofgren, Dean; Lu, Ming; Lu, Ming; Lyons, Mary; Madden, Janet; Marcoux, Peter; Maschler, Katherine; Mascolo, Richard; Mason, Rebeca; Medigovich, Lori; Medigovich, Lori; Miller, Dave; Miller, Tim; Miller, Timothy; Montgomery, Jennifer; Munoz, Eduardo; Murray, Rick; Murray, Rick; Newbury, Inna; Noyes, Thomas; Pao, Tammy; Pattison, LeValley; Peters, Jennifer; Peters, Jennifer; Pfeiffer, Jill; Pfeiffer, Jill; Phillips, Antoinette; Pierce, Dave; Pierce, Dave; Reichle, Robert; Rooks, Robert; Rooks, Robert; Schenk, Joyce; Sedgwick, Emily; Shadish, Elizabeth; Sherman, Lloyd; Siddiqui, Junaid; Simon, Angela; Stauber, Kriss; Steinberg, Margaret; Suarez, Jason; Thompson, Jacquelyn; Vacca, Pat; Waters, Marianne; Welsh, Laura; Whitson, Stephen; Whitson, Stephen; Widman, Lance; Young, Janet
Cc:	Grigsby, Alice; Valdez, Celia
Subject:	Distance Ed Class Load Policy
Importance:	High
Attachments:	Acad Sen DE Proposal.doc

Hello Distance Education faculty member. Our senate president, Pete Marcoux has asked the Distance Education Advisory Committee (DEAC) to prepare a response to the proposal to modify the current policy/practice limiting faculty to two Distance Education sections or courses per semester. I would like for you to review the attached proposal that was submitted for review at the last Senate meeting (March 4) and email Robin Cash (rcash@elcamino.edu) in our Distance Education Office any comments you have regarding the proposal by Wednesday, March 19. We will share your input with the members of the Distance Education Advisory Committee at the regularly schedule meeting Thursday, March 20.

From President Marcoux:

At the senate meeting yesterday, we had some discussion about the proposal Chris Wells brought forth about the Distance Ed program. Since the right people weren't in the room", mainly the distance ed people, I've asked Howard Story if the DEAC can come up with a proposal that the Senate can bring forward. I'd like to get this through Senate by June. Is this possible?

Peter M. Marcoux
President, Academic Senate
Puente Co-Coordinator
English | Humanities
El Camino College
16007 Crenshaw Blvd.
Torrance, CA 90506
310-660-3254
http://www.elcamino.edu/faculty/pmarcoux

3/13/2008

3/14/2008

Administrative Procedures 4040   **Library Services**

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

1. Prioritization

1. To provide materials that meet direct curricular needs in the courses of study.
2. To include standard reference works in the major fields of knowledge.
3. To provide materials of current interest and concern.
4. To provide a well-rounded reading experience.

Materials will be purchased that are appropriate to the diversity of backgrounds and skills in the student body 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. Meeting the needs of the students and faculty
1. Timeliness
2. Relevance
3. Overall balance of the collection

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
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.

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.

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 concern must be addressed in writing to the Director of Learning Resources, signed by the person raising the question, and must indicate specific objections. The Director and the college librarians will ~~then~~ review the matter. The Director 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.

9. <u>**Faculty Advisory Committee**</u>
<u>A Faculty Advisory Committee will be created to discuss library issues and provide input in the development of policies and procedures.</u>

- No collegial consult, still very little planning
- ❑ BP 2510 Fall 2007
  - No collegial consult, no procedure (plan)
- ❑ VP HR
  - No collegial consult, no plan

The basic point being that there seems to be a difference of opinion over the concept between administration and faculty. As there has been no change over time, PM wants to investigate third party help, aka Technical Assistance, whereby a State appointed mediator would come in to advise/assist. Mr. Lieu advised PM that it was best to use technical assistance BEFORE it gets bad.
The question is whether this could affect Accreditation, or whether there could be any other negative ramifications to taking assistance. It was felt that a proactive stance should not have any negative impact as we are working toward a positive outcome. This is a serious step and needs more discussion, yet the Senate must make a decision before the end of the semester. Administration would also have to be notified and fill out paperwork although AB 1725 Implementation Assistance Request notes that " a request form submitted by one [governing board OR Academic Senate} will be sufficient to initiate the process." Mr. Wells noted that documentation must also be gathered. Mr. Crossman said the Senate had been sleeping. Committee decisions are regularly blown off, and the Board likely sees protest as the work of a few hotheads instead of the consensus of the Senate. Mr. Wells suggested inviting comment on the issue from faculty. PM said a list of issues would be given to the Administration to respond to so that all parties could have a chance to comment. We will wait a few more sessions before voting on the matter.

Student Survey - Irene Graf (IG)
IG talked on putting out a comprehensive student opinion survey to discover how students feel about college services. The Institution Research staff would take a sampling of students from 100 sections at ECC, and from 50 sections at Compton. The research staff would come into the classrooms to administer the survey. Faculty from the chosen sections would receive a letter in advance and be able to pick the most opportune time for the research staff to come into the classroom. The time the research staff would need from each class would be 35 to 40 minutes. This was acknowledged as a significant block of time, yet on the plus side, the survey was comprehensive, and would only need to be administered every two years. A query was raised about whether ESL students would understand the Questions, and whether questions could be simplified for this segment. IG said that questions would not be altered for any group. It is hoped to begin the questionnaire this Spring, at the discretion of faculty, and the Senate was asked to spread the word to fellow faculty. Mr. Panski asked IG and Ms. Pineda to please come to Compton and speak to their Senate as well on this matter. Senate members noted that 35 to 40 minutes was indeed a big chunk of time out of any class and a concern to consider. Ms. Pineda noted that we should be aware that this was voluntary for students, not a required activity.

Agenda Items for Next Meeting:

The meeting was adjourned at 1:59 pm.

Cs/ecc2008

FACULTY DEVELOPMENT COMMITTEE

February 26, 2008

Attendees: David Vakil, Donna Manno, Moon Ichinaga, Mercedes Thompson, Margaret Steinberg, Matt Kline, Kamran Golestaneh, Rosa Ann Cerofeci

The meeting of February 26, 2008 focused on goals for the Spring semester and a few first thoughts about these goals.

Major topics that were proposed included:
1. Faculty Mentoring – most of the meeting focused on this topic
2. Lecture club (see below for further description)

Also mentioned was creating a faculty handbook.

Mentoring discussion

Resources:
- o Webinar - Tuesday, March 11 from 2-3pm, ITS conference room. Donna Manno and David Vakil will participate.
- o Kristie Daniel-DiGregorio was an integral part of the mentoring that was done in the Humanities division in the past.
- o Barbara Jaffe is also knowledgeable about the Humanities mentoring
- o Joe Holiday has done mentoring, mostly with adjunct instructors in his area
- o The Math Title V has some components in the cohorts that are mentoring-like. David Vakil will contact Lars Kjeseth.

The committee decided to allocate all of the time at the next meeting to discussing mentoring. The committee wished to invite all of the "resourceful" people listed above.

Discussion:
- o Mentors should be people who are not on the evaluation committee of the mentee.
- o Mentoring needs to be structured, with specific requirements for mentor and mentee. Potential examples:
  - o the mentor must initiate 3 meetings during the semester
  - o meetings must be face-to-face
  - o mentor must provide copies of assessments, syllabus
  - o the mentee must provide copies of the same documents when ready
  - o both mentor and mentee should visit each other's classroom at least once
- o Mentoring might include different stages for different experience levels of faculty
- o e-mentoring should be discussed in more detail. Require it?
- o Should mentors be taken from within the discipline or outside it?

Lecture club discussion

The committee was interested in pursuing the creation of a "Lecture Club." A "Lecture Club" is a semi-formal system where interested faculty are provided a system and environment where they can: observe others teaching, provide feedback to these teachers, have other teachers observe their teaching, and receive feedback from these observers.

The committee had some suggestions for what feedback should be provided:
- o 2 things you liked about what you observed the teacher doing
- o 2 suggestions for the teacher
- o What ideas did you see that you could implement or adapt for your classes?

The committee also felt there should be a limit on the number of observers in any one classroom, to keep the environment from being disrupted by visiting teachers.

Another suggestion: videotaping some of these sessions.

Agenda for next meeting:
1. Faculty mentoring
2. Follow-up to proposed Distinguished Part-Time Faculty Award

Future agenda items for Spring 2008
3. Faculty handbook
4. "Lecture Club" implementation

The El Camino College
Teacher Education Program
Presents:

The First Annual

Guest Speakers' Symposium

Featuring over 25 sessions on a variety of topics for future educators.

Workshops include:

- **Pathways to Careers in Education**
- **Positive Discipline**
- **Working with Parents and Paraprofessionals**
- **Technology in the Classroom**
- **Lesson Plans for All Grade Levels**
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- **Interviewing/Resume Writing**
- **Teaching to Diversity**
- **Financial Aid**
- **Stress/Wellness**
- **Men in Education**
- **And more!**

**For more information, please contact:
The Teacher Education Program
310.660.3573
TEP@elcamino.edu**

2008
**Saturday,
April 26th**
8:30 a.m. to 1:30 p.m.
El Camino College

Cost:
We are asking for a $10 donation to School on Wheels (for homeless children) — payable at the door.

Registration forms due by:

Friday,

April 18, 2008

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: February 7, 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: Janice Ely, Ken Key, Luis Mancia, Jeff Marsee, John Wagstaff

Handouts:
- 2008-09 Budget Assumptions
- 2008-09 Preliminary Budget, General Fund – Unrestricted – Income/Expenditures
- 2008-09 Preliminary Budget, General Fund (with 10% cut) – Unrestricted – Income/Expenditures
- Draft – Planning & Budget Development Calendar

The meeting was called to order at 1:02 p.m.

Preliminary Budget/Assumptions: Assumptions are subject to review and change throughout the budget development process - proposed amounts and percentages may change. PBC recommendations will impact the financial preliminary budget.

Assumptions - Revenues:
1. District will adopt a balanced budget where expenditures will not exceed revenues – doesn't this reflect projected expenditures for 2008-09? Suggestion was made to change sentence to "The District will adopt a balanced budget in which *projected* expenditures will not exceed *projected* revenues."
2. Actual FTES reported for 2006-07 is 19,305. Summer 2007-08 is the last summer we can borrow. Need to grow another 3% to reach 19,305 for fall, winter, spring and summer 2008-09.
3. 0% COLA is projected by the state for 2008-09.
4. State Principal Apportionment based on Foundation Revenue $8,857,454 and 19,305 FTES. Base rate and COLA shown on back page. "A)" corresponds to "A)' on 2008-09 preliminary budget handout.
5. Lottery funded at $130 per FTES - estimate 10% reduction from 2006-07 rate of $143 per FTES. Projected funds not yet determined for next year; funds are declining each year.

Assumptions - Expenditures:
6. No salary increases built into preliminary budget.
7. Academic salaries include 12 new FT Faculty hires in 2008-09 ($782,472).
8. PT faculty sections reduced ($540,000). Adjustment: FT – PT = $232,472 (excluding benefits). Replacements for retirees built into the budget. Changing mix between FT and PT. 3% salary increase was funded 50% this fiscal year and 100% next fiscal year.
9. Classified salaries will increase because of 4 new custodians and 1 new groundskeeper hired this current year from Fund 15 - salaries will transfer to general fund (net increase of $178,802).
10. – 13. Estimated increases in medical benefits, gasoline, utilities and hardware/software maintenance for 2008-09. Budgeted $800,000 for hardware/software maintenance for 2007-08;

no increase for 2008-09. Add "(F)" next to account number 3400 Health and Welfare-Medical on page 3 of the 2008-09 preliminary budget handout.

14. Transfer $3 million (funds from Compton partnership) to Fund 15 for Special Contract Funds Programs.
15. Annual computer replacements – separate from hardware/software maintenance.
16. Interfund transfers same as in 2007-08 – listed on last page of the 2008-09 preliminary budget handout. Match amount will probably change.
17. No unrestricted general funds allocated to GASB 45 requirement (Fund 17). PBC will discuss this item.
18. Based on above assumptions, budget amount for department operational accounts for 2008-09 = $5,692,306; down from $11,557,413 in 2007-08 (shown on page 4 of the 2008-09 preliminary budget handout). Does not include 10% cut projected by state.

2008-09 Preliminary Budget With 10% cut handout:
1. Effects of a 10% cut in state income to preliminary budget 2008-09 shown on page 1 (shaded portion).
2. 10% cut from state income scenario decreases $4 million from department operations to balance budget to zero (page 4).
3. Not recommending building budget on the minus 10% scenario.

Discussion:
1. Is PBC comfortable with preliminary budget as presented with the 18 assumptions? 2008-09 preliminary budget assumptions still reflect substantial cuts to departmental operating expenses without the 10% cut scenario.
2. It is possible to increase apportionment with additional enrollment growth (reporting above 19,300) or replenish borrowed summer FTES for future borrowing.
3. If assumptions accepted as presented, reserves would be 9.687%. Reserves are percentage of total expenditures. Can we consider using reserves if reserves were reduced to 5%? Yes. A few PBC members expressed concerned about amount of reserves kept during period of cutbacks.
4. Items 10-13 institution-wide expenditures. Suggest using proposed percentages for purpose of preliminary budget planning, but PBC should continue to review each line item during budget process.
5. Item 14 – if PBC does not recommend setting aside $3 million, this amount will go into operational budget. This may adversely affect special projects. Discussed pros and cons of keeping $3 million in a separate fund. Fund 15 identifies funds as temporary, makes it easier to track, and requires planning and accountability.
6. Item 15 – replacement of administrative, non-academic computers (3-year cycle). Funds originally requested were $900,000; PBC recommended $450,000. Suggestion was made to add a presentation to a future PBC agenda on the state of the Information Systems infrastructure by John Wagstaff.
7. Item 17 – according to actuarial study, need $900,000 for GASB 45 to stay on track for 20-year payoff. PBC previously discussed a $900,000 cap and keeping any unexpended money from fund 15 in fund 15. Accountants treat rollover from fund 15 as unrestricted. Suggestion was made to delete second sentence ("PBC endorsed the use of…") which needs further PBC discussion and decision.
8. Item 18 – reflects items 1 – 5. Suggestion was made to delete item 18 because it is not an assumption, but an outcome of the previous 17 assumptions.

PBC 2008-09 Budget Assumption Recommendations:
Items 1-5:   yes (6 of 6)
Items 6-8:   yes (5 of 6)

Item 9:   yes (5 of 6)
Items 10-13: yes (5 of 6)
Item 14:   yes (5 of 6)
Item 15:   yes (5 of 6)
Item 16:   no vote needed – reflects matching funds from state
Item 17:   yes, but with second sentence deleted (6 of 6)
Item 18:   yes, but to delete item 18 (5 of 6)

Approval of Minutes
Postponed approval of January 31, 2008 minutes until the next meeting.

Agenda Development:
1. Project Funding Form
2. Planning & Budget Development Calendar
3. Status of use of unallocated/unspent Fund 15 and GASB 45 fund transfer

The next meeting is scheduled on Thursday, February 21, 2008.

Meeting adjourned at 2:33 p.m.

Note taker: Lucy Nelson

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.

Approval of Minutes
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%.

Draft Application Process Discussion:
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

El Camino College
Application Process for Special Funds 2008-2009

Purpose: The intent of this document is to provide the college with a process to request money from the special contract funds that are generated by the partnership with the Compton Center. This additional money allows the college to fund new or revitalized activities that are *one-time* or *short-term* high impact plans.

Minimum Requirements: All plans must address at least one of the **Focus Areas** and impact one or more of the **Indicators** in order to be considered for funding.

<u>**Focus Areas:**</u>

1. **MARKETING and RECRUITMENT:** Funding will be directed to plans that increase enrollment through improved recruitment efforts.

    Indicator: Increase FTES by at least 3% in 2008-09 to reach a goal of 19,300 FTES.

2. **STUDENT SUCCESS and RETENTION: F**unding will be provided to support processes that directly or indirectly affect student success and retention efforts.

    Indicators:
    a) See ARCC indicators (page 2)

3. **PROCESS IMPROVEMENT:** Funding will be directed to plans that measurably improve services, the condition of campus facilities, or improve technology (i.e., accountability, operational efficiencies, etc.).

    Indicators:
    a) Utilize an accountability system that improves departmental processes to raise customer satisfaction of the services provided.

    b) Remove fiscal barriers that prevent peak operational efficiencies or performance

4. **PROGRAM DEVELOPMENT:** Up to three years of start-up funding provided to innovate or revise existing programs with new courses and curriculum or to develop new programs; expand and update the existing curriculum to help assure that the college is providing needed community related programs.

    Indicators:
    a) Expand and update the existing curriculum to help assure that the college is providing needed community related programs.

    b) Increase enrollment and/or new sources of revenue through newly created programs.

El Camino College
Application Process for Special Funds 2008-2009

Accountability Reporting for Community Colleges (ARCC) indicators - ARCC is a mutual commitment between the State of California and the California Community Colleges system to improve student performance on 7 indicators. The 7 indicators and a definition for each follow.

Indicator 1: STUDENT PROGRESS AND ACHIEVEMENT RATE- This indicator is directed at first time students, students who have not taken a college course anywhere, earn a minimum of 12 units, attempt a degree/certificate/transfer threshold course within 6 years of entry <u>and</u> achieve any of the following outcomes.

    a) Earn an AA/AS degree or a Certificate worth 18 or more units.
    b) Student actually transfers to a 4-year institution.
    c) Transfer Directed where the student successfully completes both a transfer level Math and English course.
    d) Transfer Prepared where the student completes 60 units of transferable coursework with a GPA ≥ 2.0 in all of these courses.

Indicator 2: VALUE ADDED MEASURE 30 + UNITS - This indicator is directed at first time students, students who have not taken a college course anywhere, and attempt a degree/certificate/transfer threshold course within 6 years of entry and completes at least 30 units at ECC or anywhere in the CCC system.

Indicator 3: PERSISTENCE RATE - This indicator is directed at first time students, students who have not taken a college course anywhere, and earn 6 units in their <u>first</u> Fall term at ECC and enroll in a course in the <u>subsequent Fall term</u> anywhere in the CCC system. *All PE courses, theory and activity, are excluded from the 6 units.*

Indicator 4: ANNUAL SUCCESSFUL COURSE COMPLETION RATE – CREDIT VOCATIONAL COURSES - This indicator is only for credit vocational courses that have a SAM code of either A, B or C. Student must achieve a final course grade of A, B, C, or CR.

Indicator 5: SUCCESSFUL COURSE COMPLETION – CREDIT BASIC SKILLS COURSES –
This indicator is for credit Basic Skills courses in Math, English, ESL. Students must achieve a final course grade of A, B, C, or CR.

Indicator 6: ESL IMPROVEMENT RATE FOR CREDIT COURSES - This indicator is looking at improvement in credit ESL courses. The initial ESL course must be 2 or more levels below the college or transfer level and the student must successfully complete a higher level ESL course within 2 years of taking the first course. Success is defined as a final course grade of A, B, C, or CR.

Indicator 7: CREDIT BASIC SKILLS IMPROVEMENT - This indicator is looking at improvement in credit Basic Skills courses within a discipline. Students must start 2 or more levels below the college or transfer level and must successfully complete a higher level credit Basic Skills course or transfer level course within the same discipline within 2 years of taking the first Basic Skills credit course. Success is defined as a final course grade of A, B, C, or CR.

El Camino College
Application Process for Special Funds 2008-2009

Project Funding Form 2008-2009

Instructions: Please complete **all sections.** You **must answer each item** under each section. If an item does not apply to your project, please **explain the reason.** **Type all** your responses. Please keep in mind that members of the Planning & Budget Committee are not familiar with your project and it is necessary to answer each item with as much detail as possible but succinctly.

To type your responses, click inside a box and begin typing. The box will automatically expand when you reach the bottom.

Division, Department and/or Area:

Project Name:

Focus Area:

○ Marketing & Recruitment

○ Student Success and Retention

○ Process Improvement

○ New Program Development

Which ARCC indicator(s) if any does your proposal address?

○ Student Progress and Achievement	○ Value Added 30+ units
○ Persistence Rate	○ Credit Vocational Course Completion
○ Credit Basic Skills Course Completion	○ Credit ESL Improvement Rate
○ Credit Basic Skills Improvement Rate	

Statement of Need

a. Description of your project and the target audience.
b. Explain the need your project addresses.
c. Describe how your project will impact the Focus Area indicators.
d. Support your need with previous research, documentation, or any other relevant background information (such as a needs assessment)

Project Objectives

a. State the project's specific objective(s), behavioral, performance, process, or product.
b. Describe the outcome(s) you expect from the project in <u>measurable</u> terms.
c. Explain how your objectives impact the Focus Area indicators.
d. Indicate how you will know if your project objectives have been met. What will you see or what will be different if the objectives have been met?

Project Activities or Procedures

a. State the specific activities for which you are seeking funding and how the activities support the objectives.
b. Describe the activities with as much detail as possible.
c. Prepare a timeline for your activities.
d. Indicate who (e.g., adjunct faculty, full-time instructor, staff member, coordinator, or graduate student) will carry out each activity.

Evaluation of Objectives and Activities

a. Indicate how you will evaluate your objectives and activities. (Hint: look at what you wrote under Project Objectives.)
b. Specify what criteria, instruments, or analysis will be used.
c. Explain how the measures you have selected will evaluate the success of your project.
d. Indicate how the evaluation will be completed and whom.

El Camino College
Application Process for Special Funds 2008-2009

Budget

Complete the **Budget Summary Form for 2008-2009.** It is very important that the budget directly corresponds to the project activities. Funding of a project **will not** be considered unless this document is attached. *Note: Second year funding is limited to no more than 50% for all focus areas except New Program Development which can receive full funding for up to three years.*

a. Outline cost of project and number of people served.
b. Explain how the funds will be used for the activities.
c. List any additional funding you may be receiving for this project.
d. List any donated services or products.

Sustainability

a. If you obtain your objectives and think the project should be continued, how will this project be funded in the future?

Name and extension of contact person:	**Name and extension of Division Dean/Supervisor:**

DEADLINE:

Submit an electronic copy to the Enrollment Services Office by June 30, 2008
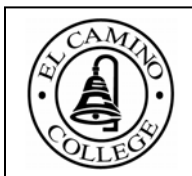
DRAFT - Planning & Budget Development Calendar

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 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

DRAFT - Planning & Budget Development Calendar

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

ACADEMIC AFFAIRS AND STUDENT SERVICES	(El Camino College logo)	**13 March 2008** **9:00 – 10:00 AM** **Adm. 127**

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 2/28/08	All	A. Information

II. Discussion/Action
  A. Accountability Reporting for the Community Colleges (ARCC)
  B. FTES
  C. Subcommittee Plans
  D. Activity Calendar
	Graff
	
	Arce
	All
	All
		A. Update
		
		B. Update
		C. Discussion
		D. Update

III. Next Meeting
  -- 3/27/08, 9:00 a.m.
    Adm 127		

Enrollment Management
Emily Rader

1. Outreach Ambassadors – currently 15 ECC students providing outreach on campus
(welcome week and recent the Chancellor's visit) and off campus at college fairs and
with high
school classroom presentations.
2. **Prospective Student online form** collecting 10 to 15 potential students daily.
3. **Working Adult Outreach** – calendar of activities complete, spring working adult
schedule
printed/distributed.
4. Working closely with **Foundation** to distribute **scholarships** to each district high
school.
5. **Six Outreach Counselors** are currently providing or scheduling matriculation services
(online applications workshops, online testing, online orientation, educational planning)
onsite at
15 high schools.
6. There are about 30 **classes offered on high school campuses** this spring.
7. **Senior Day** is scheduled for Friday, May 23. If anyone would like to participate with
the
planning please contact Robin Dreizler at 3487 or via email at ecchs@elcamino.edu
8. **Space Day** is Saturday, April 19. This event targets middle school students.
9. **Outreach manual** – 95% complete – to be used as a program/services reference guide
for
anyone doing outreach (coaches and part time personnel in particular).
10. **Other programs** that are doing a significant amount of outreach are: Athletics,
EOP&S,
CARE CalWORKS, Career and Technical Education, Women in Technology, Honors
Transfer
3/14/2008
Academic Senate of El Camino College Page 6 of 39
Program, Inglewood Center, Financial Aid, Special Resources Center, Teacher Education
Program to name a few.

Congratulations!

Spring Flex Day was an enormous success and a giant step forward for the SLO and Assessment process at El Camino College. In a single day, we almost doubled the percentage of courses with at least one SLO assessment plan from roughly 14% to roughly 25% of all courses. Since many of the SLO assessment plans were for core courses with large enrollment, the potential impact on student learning is even greater than the numbers suggest.

Semester	Number of courses with at least one SLO Assessment Plan	Number of courses with at least one complete SLO Assessment Cycle	Number of programs with stated SLOs	Number of programs with assessed SLOs
Fall 2006	16	2	1	0
Spring 2007	90	10	7	0
Fall 2007	178	26	22	5
Spring 2008[1]	323	31	27	5

We want to remind you to submit your SLO assessment plans and reports to slo@elcamino.edu. We also want to take this opportunity to encourage you not to lose the momentum from Spring Flex Day. We would like to see all of the current SLOs assessed this semester.

To this end, we are organizing the Assessment of Student Learning Week: The Sequel, which will take place during the week of April 21-25. Your division's Assessment of Learning Committee representative will be contacting you soon to make plans for the semester as well as this event.

Yours in Zen,

Jenny and Lars

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[1] results current as of March 1, 2008

Section 1. Purpose

The District shall provide sabbatical leaves of absence for Full-Time Faculty Members for the purpose of ~~study~~ **professional development**.

Section 10. Report On Sabbatical

Each Faculty Member returning from sabbatical leave shall file a written report with the Sabbatical Leave Committee within six (6) weeks after the beginning of the subsequent semester, exclusive of the summer session **and participate in a faculty forum on their sabbatical**. The form of the report shall be planned in consultation with the Sabbatical Leave Committee before the leave is taken. When formal college credit has been earned during the sabbatical leave, an official transcript will also be required. Three (3) copies of the report shall be provided in a manner suitable for binding. The report must be typewritten and must consist of a minimum of three (3) pages, discussing in sufficient detail the sabbatical **activities which will be shared with the Board of Trustees**. Failure to file the report by the due date will result in subsequent pay warrants being withheld until the report is received by the Sabbatical Leave Committee.