

El Camino College  
**2005-2006 ACADEMIC SENATE**  
**OFFICERS & EXECUTIVE COMMITTEE – May, 2, 2006**

**Susan Dever**

(Learning Resources Unit) President

**Lisa Raufman**

(Counseling) VP Faculty Development

**Janet Young**

(Behavioral & Social Sciences) Curriculum Chair

**Peter Marcoux**

(Humanities) VP Legislative Action &  
Academic Technology Committee Liaison

**Evelyn Uyemura**

(Humanities) VP Educational Policies

**David Vakil**

(Astronomy) Secretary

**Lance Widman**

(Political Science) VP Finance and Special Projects

**Julie Stewart**

(Natural Sciences) Past President

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**Senate Mailing List**

**Behavioral & Social Sciences – Miranda 3735**

Elaine Cannon (06-07) Sociology 3574  
Ed McCrary (06-07) Psychology 3562  
Lance Widman (05-06) Political Sciences 3746  
Michael Wynne (07-08) Psychology 3562  
Janet Young Curriculum Chair 3613 (ex-officio)

**Business – Rapp 3442**

Jacquie Thompson (06-07) CIS 3206  
(vacant)  
(vacant)

**Counseling – Smith 3442**

Kate Beley (05-06) Counselor 3251  
Ken Gaines (07-08) Counselor 3690  
Lisa Raufman (07-08) Counselor 3435  
Ken Key

**Fine Arts – Back 3715**

Daniel Berney (06-07) Dance 3657  
William Georges (06-07) Theatre 6770  
Russell McMillan (05-06) Art 3554  
Kevin O'Brien (05-06) Film/Video 3702  
Harrison Storms (05-06) Art 3554

**Health Sciences & Athletics – Schwartz 3550**

Nick Van Lue (05-06) HSA 3681  
Kathy Morgan (05-06) Nursing 3285  
Mary Moon (06-07) 3283 (sharing)  
Louis Sinopoli (05-06) Respiratory Care 3248  
Corey Stanbury (06-07) PE 3639

**Adjunct Faculty – at large**

(vacant)  
(vacant)

**Humanities – Lew 3316**

Debra Breckheimer (06-07) English 3182  
Lyman Hong (06-07) English 6046  
Karen Warrenner (07-08) English 3689  
Peter Marcoux (07-08) 6046  
Evelyn Uyemura (07-08) ESL 3166

**Industry & Technology – Way 3600**

Vic Cafarchia (06-07) Air Conditioning &  
Refrigeration 3306  
Ed Hofmann (06-07) Machine Tool Technology 3292  
Walt Kahan (06-07) Electronics 3620  
Douglas Marston (07) Electronics 3621, 3611  
George Rodriguez (06-07) Welding 3308

**Learning Resources Unit – Grigsby 3526**

Susan Dever (05-06) Learning Resources Center 3254,  
3514  
Claudia Striepe (07-08) Library 6482

**Natural Sciences – Perez 3343**

Chas Cowell (05-06) Chemistry 6152  
Teresa Palos (07-08) Biology 3354  
Julie Stewart (05-06) Chemistry 3242  
David Vakil (07-08) Astronomy & Physics 3134

**Mathematical Sciences – Glucksman 3200**

Susan Tummers (07-08) Math 6390  
Lijun Wang (06-07) Math 3211  
Dale Perinetti (05-06) Math 3221  
Ralph Taylor (05-06) Math 6390  
Massoud Ghyamkhah (07-08) Math 3900

**Note:** Year after Senator's name indicates the last academic year of elected service.

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**Accreditation – Ruth Banda-Ralph & Arvid Spor**

**Academic Affairs – Ann Collette**

**Union – Editor**

**Associated Students President – Justin Bagnall**

**Public Information – Ann Garten**

**Campus Police – Mike D'Amico, Chief**

**Federation Office – Angela Simon, Don Brown, & Nina Velasquez**

**Health Center – Debbie Conover**

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**Admissions & Records – Bill Mulrooney**

**Human Resources – Marcy Wade**

**President/Superintendent – Thomas Fallo**

**VP Academic Affairs – Francisco Arce**

**VP Administrative Services – Jeff Marsee**

**VP Student & Community Advancement – John Baker**

**Board of Trustees**

Ms. Combs      Miss O'Donnell      Dr. Jackson

Mr. Beverly      Dr. Gen      Mr. Gomez

# A REMINDER OF SENATE'S REASON FOR EXISTENCE

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## California Code of Regulations § 53200

Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters. Academic and professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

These academic and professional matters are often called the 10 + 1 items over which the senate faculty have primacy. The intent of the law is to assure effective participation of all relevant parties, and to ensure that the local governing board engages in *collegial consultation* with the Academic Senate on matters that are academic and professional in nature. Consult collegially means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

1. Rely primarily upon the advice and judgment of the Academic Senate.
2. The governing board, or its designees, and the Academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations. (El Camino's selection)

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## 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.<sup>1</sup>

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# El Camino College ACADEMIC SENATE AGENDA

May, 2, 2006

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1. **CALL TO ORDER** 12:30
2. **APPROVAL OF MINUTES: Feb. 21 , 2006**
3. **PRESIDENT'S REPORT AND/OR ANNOUNCEMENTS**
  - Academic Senate Website [www.elcamino.edu/academics/academicsenate/](http://www.elcamino.edu/academics/academicsenate/)
  - Update on State Academic Senate meeting
  - Introduction of new Accreditation Faculty Co-Chair
4. **VICE PRESIDENTS' & OTHER REPORTS**
  - a. **EDUCATIONAL POLICIES** (Evelyn Uyemura)
  - b. **FACULTY DEVELOPMENT** (Lisa Raufman)
  - c. **FINANCE & SPECIAL PROJECTS** (Lance Widman)
  - d. **DEANS' COUNCIL REPORT** (Lance Widman)
  - e. **LEGISLATIVE ACTION** (Pete Marcoux)
  - f. **CURRICULUM** (Janet Young)
  - g. **STUDENT LEARNING OUTCOMES** (Janet Young, Evelyn Uyemura)
  - h. **CALENDAR COMMITTEE** (Lyman Hong)
  - i. **ACADEMIC TECHNOLOGY COMMITTEE** (Pete Marcoux, Michael Wynne)
  - j. **ACCREDITATION** (\_\_\_)
  - k. **ENROLLMENT MANAGEMENT** (Vice Presidents)
5. **UNFINISHED BUSINESS**
  - Board Policy 4225 & Procedures – Course Repetition
  -
6. **NEW BUSINESS**
  - Election for VP Technology
  -
7. **PRESENTATION**
  - Recruitment plan for Fall 06 – John Baker & Robin Dreizler
  - Facilities Planning & Services – Bob Gann
  -
8. **ANNOUNCEMENTS**
  -
9. **GENERAL DISCUSSION – Topics not on agenda**
10. **ADJOURN** 2:00

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Note 1: All motions/resolutions must have been presented to the Senate in writing and in “DRAFT” form for review prior to voting and if necessary, gone through the “Consultation: process unless considered an emergency.

Note 2: Any timed item may be extended by majority vote of Senate members present at time.

**El Camino College  
ACADEMIC SENATE  
Meeting Packet Table of Contents**

May 2, 2006

**Agenda, Meeting Dates, Committee List, Etc.**

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Faculty Development Committee –	
PBC – 4/18	28
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**B. Motions/Resolutions for Consideration**

Board Policy 4225 & Procedures – Course Repetition – first reading	30
Call for nominations – VP Academic Technology	handout

**C. Motions/Resolutions for Action at a Later Date**

**D. Motions/Resolutions at Previous Meeting**

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**E. Letters, Memos and Other Information**

Distance Education “Faculty Schedule Request” – Spring 2007	37
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**Academic Senate Meeting Schedule – 2005-06**

1st & 3rd Tuesdays, 12:30pm-2pm, Alondra Room

**Fall**

September 20  
October 4, October 18  
November 1, November 15  
December 6

**Spring**

February 21  
March 7, March 21  
April 4, April 18  
May 2, May 16, and perhaps a final meeting on May 30

**El Camino College**  
**ACADEMIC SENATE**  
**Committee Memberships**

**2005-2006 Academic Year**

**EDUCATION POLICIES:** Chair, Evelyn Uyemura

Sep. 22<sup>nd</sup>, followed by – 1<sup>st</sup> & 3<sup>rd</sup> Thur      12:45-1:45      Chem 134

Chris Jeffries	Bill Georges
Chas Cowell	Jacquie Thompson
Kate Beley	Julie Stewart

**FINANCE & SPECIAL PROJECTS:** Chair, Lance Widman (3746)

1<sup>st</sup> & 3<sup>rd</sup> Thursdays      1 – 2:30      Usually Alondra Room

Dave Vakil	Ken Keys
Teresa Palos	

**FACULTY DEVELOPMENT:** Chair, Lisa Raufman (3435)

2<sup>nd</sup> & 4<sup>th</sup> Tuesdays      12:45 - 2      ADM 127

Jean Shankweiler (alternate if time permits)	John Ruggirello
Elaine Cannon	Moon Ichinaga
Mercedes Thompson	Ruth Banda-Ralph

**LEGISLATIVE ACTION:** Chair, Pete Marcoux (6046)

1<sup>st</sup> Thursday      12:45 – 1:30

Doug Marston	Walter Kahan

**CALENDAR COMMITTEE**

**ELECTION SUB COMMITTEE**

Lyman Hong	Karen Warrenner, chair
Kelly Clark	Lijun Wang
	Susan Tummers

# ACADEMIC SENATE MINUTES

April 18, 2006

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

## Behavioral & Social Sciences

Cannon, Elaine exc  
McCrary, Ed  
Widman, Lance X  
Wynne, Michael X

## Business

Thompson, Jacquie X  
Vacant  
Vacant

## Counseling

Beley, Kate X  
Gaines, Ken X  
Raufman, Lisa X

## Fine Arts

Berney, Dan X  
Georges, William  
McMillan, Russell  
Storms, Harrison X  
Chris Wells X

## Health Sciences & Athletics

Van Lue, Nick  
Morgan, Kathy (sharing) X  
Moon, Mary (sharing)  
Sinopoli, Louis  
Stanbury, Corey X

## Humanities

Breckheimer, Debra exc  
Hong, Lyman X  
Marcoux, Pete X  
Uyemura, Evelyn X  
Warrener, Karen X

## Industry & Technology

Cafarchia, Vic  
Hofmann, Ed X  
Kahan, Walt exc  
Marston, Doug X  
Rodriguez, George

## Learning Resources Unit

Dever, Susan exc  
Striepe, Claudia X

## Mathematical Sciences

Ghyam, Massoud  
Perinetti, Dale X  
Taylor, Ralph  
Tummers, Susan X  
Wang, Lijun X

## Natural Sciences

Cowell, Chas X  
Palos, Teresa  
Stewart, Julie X  
Vakil, David X

## Adjunct Faculty

Vacant  
Vacant

Ex Officio Attendees: Janet Young, Francisco Arce, John Baker, Jeff Marsee. Guests: Ann Collette.

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

## Summary of events during meeting

- 1) The emergency motion passed recently is being reworked by College Council & Ed Policies.
- 2) Questions/suggestions for planning/budgeting for winter session should be sent to D. Vakil.
- 3) Statewide senate resolutions were distributed over email earlier in the day.
- 4) Continuing students can enroll starting May 16. Spread the word.
- 5) The proposed Board Policy 4240 passed.
- 6) The proposed senate constitutional amendment passed.
- 7) Pete Marcoux will be the academic senate president-elect in 06-07 and president in 07-09.
- 8) Part-time faculty senator nominations have been received. Elections will begin soon.
- 9) Two motions passed regarding PT senators: 1) the upcoming elections will fill the vacancies for the remainder of 05-06 and all of 06-07, pending hiring of the elected senators. 2) In the event

an elected senator is not reelected, the non-winning candidate that received the most votes will be allowed to fill the vacancy. (A ranking of the nominees will be established.)

#### President's report – Susan Dever (henceforth SD)

Susan Dever was unable to make the meeting. Lance Widman was the acting chair. Lance suggested that we peruse the 10+1 items prior to every packet's agenda.

## **Minutes – approved as written.**

### **Educational Policies Report – Evelyn Uyemura**

Ed Policies has revised BP 4240 (academic renewal) as seen on page 37-38. Previous questions about superseding an existing policy have been addressed. Pages 39-45 are the old version of the Standards of Scholarship, which the new policy partially replaces.

The emergency motion we recently passed about the limitation on remedial coursework (which did not previously exist) still has not gone to the Board of Trustees. Dr. Arce said it went to College Council where there were recommendations. These will come back to Ed Policies soon.

Also noted: Dr. Arce and Barb Perez have been joining the committee to help speed up the consultation process between the VPs, the deans, and the Ed Policies committee.

Julie Stewart suggested changing the references on page 39 about “hours per week” to an appropriate number of “hours per semester” to adjust from the 18 to 16 week calendar change.

### **Faculty Development – Lisa Raufman**

Lisa Raufman handed out “Getting off to a good start” Flex Activity information. On the back of her handout was an announcement for a Course Management System “Desire 2Learn.” The CLASS (College-wide Learning Activities for Student Success) Newsletter #2 will be coming out soon. Some ideas that were developed during flex day for increasing student success will soon be distributed in a user-friendly format.

### **Finance and Special Projects – Lance Widman**

There have been no Deans' Council meetings since the last senate meeting. A lot of material from PBC is in the packet, pages 20-36. Current enrollment is down 1000 FTES, but we are “held harmless” for one year (i.e. 2005-2006). The enrollment decrease has budget effects. The current \$3 million deficit will be mitigated by a hiring freeze and (hopefully) more equalization funding from Sacramento. There is also a requirement from the System's Office that schools now maintain a 5% reserve; the previous requirement was 3%, although ECC's Board of Trustees has always gone with 5%. Also, 8-week class offerings began this past Saturday (April 15) to help boost enrollment. During PBC it was suggested that ECC have a 1<sup>st</sup> 8-week classes in addition to the 2<sup>nd</sup> 8-week classes that just began.

On the minutes on page 22 are some staffing concerns in the Police Department. Page 24-30 contains a PowerPoint presentation regarding retiree benefits funding, and the planning/budgeting

necessary to fund them. Page 31 is a report from the System's Office, which says schools must maintain a 5% reserve. Page 35 is a "self assessment" on the financial solvency of institutions.

At the last PBC meeting, the issue of how to plan and budget for winter intersessions was discussed. The committee raised some questions about winter and will continue that discussion at its next meeting. If you have questions or comments that are relevant to planning/budgeting for winter, send them to David Vakil. He agreed to put the compiled list of questions in an upcoming senate packet and/or distribute over listserv.

## **Legislative Action – Pete Marcoux**

Susan Dever sent an email to all senators about the statewide senate resolutions. One resolution proposed is about the 75/25 teaching obligation. It is proposed that there be a 1-time relaxation on penalties assessed to districts that fail to meet the Full Time/Part Time obligation. It was unclear which year this 1-time non-assessment of penalties applied to. Also proposed is an increased load limit for PT faculty, allowing them to teach more than 60% load. It was noted that CFT rejected this at their last meeting.

## **Curriculum Committee – Janet Young**

The committee completed a review of all general education pattern courses. They also reviewed and revised open entry/open exit courses, and may develop more of those types of courses to harvest FTES. The committee continues to work on the electronic course-outline process. Janet Young will be attending the statewide senate meeting this upcoming weekend (April 22).

## **Student Learning Outcomes – Evelyn Uyemura**

**Evelyn Uyemura and Janet Young do not officially lead this project, although they have reported on it in the past. Dr. Arce is working on a budget proposal to support faculty coordination and is hoping the Faculty Development committee will take an active role on SLOs.**

## **Calendar Committee – Lyman Hong**

The next meeting is April 28. Winter session was discussed at the last meeting and the possibility of developing a 2-year calendar will be on the agenda.

## **Accreditation – Francisco Arce**

**The academic co-chair has not been named yet, although this is in the works with Susan Dever. Preliminary accreditation work begins in Fall 2006, will be expanded in Spring 2007, and**



**nearly completed in Fall 2007. Dr. Arce is working to select various faculty/staff for subcommittees for accreditation.**

## **Academic Technology Committee – Pete Marcoux**

The next meeting is April 24 (Monday). Course Management Systems will be on the agenda. There has been no recent meeting.

Regarding page 48 and laptop upgrades/replacement, there was a question about purchasing current (not-yet-replaced) laptop computers. ITS has decided that the effort to coordinate sales is more costly than would be generated in sales and does not plan to offer this. Chas Cowell would like to try. Dr. Arce asked Dr. Cowell to send him an email to address his specific concerns. There may be computer security issues involved in this. Also mentioned was that Macintosh laptops are taking longer to arrive from the manufacturer than the PCs did.

## **Enrollment Management – Francisco Arce & John Baker**

**May 16 is the first day continuing students can enroll in summer and/or fall. Faculty were helpful in spreading the word about this date to students in the past; please continue to advertise. The summer schedule is coming out soon and is already available on the website.**

Ken Gaines asked how pre-requisite issues will be handled. The specific example he gave was when a student is currently enrolled in a class now that serves as a pre-requisite for future classes, how is registration for those subsequent class in summer and fall handled by our computer system? Are the prerequisites verified? Bill Mulrooney has been asked about this and is working with ITS on solutions.

It was suggested that the school announce that winter/spring and summer/fall registration run concurrently. Also mentioned was that the Fall schedule is in “pick your classes” portion of the web site, but a printed or electronic schedule is not available yet. Also noted was that some faculty have had trouble accessing the PDF schedule online. It was suggested that posters similar to the recent 8-week classes be made to hang up in classrooms.

In response to the question “Why do we charge \$1 for the schedule of classes?” the answer was to recuperate printing costs and reduce waste. Schedules are sold in the bookstore and campus convenience stores (e.g. the Manhattan). Students can also print relevant pages online.

## **Unfinished Business**

*Board Policy 4240 (Academic Renewal)*

The proposed policy, procedures, and cover letter appear in the packet starting on page 37. Also printed on page 41 is Board policy 6130 (which would be superseded by the proposed policy). Page 38 has a cover letter, which notes that the information in the procedures should be printed in the

college catalog, according to Title 5. Traditionally policies are published and procedures are not, but according to title 5 the new procedures should be published.

No timeframes have changed in the proposed policy. What has changed (from the existing policy) is the GPA and number of units of “good work.” Those have been modified, as has the number of units eligible for renewal. However, all of these changes were in the previous draft (at last meeting), and the only new material is related to the old policies that are superseded and the publishing requirement.

Motion passed.

*Constitutional amendment forming a standing Academic Technology subcommittee and associated senate Vice-President*

On page 46 is a proposed constitution amendment; the changes to the constitution appear in bold. The rationale for the amendment is that the faculty voice in technology matters is currently ad hoc – nobody is officially responsible. Pete Marcoux feels this should be dealt with at the senate level. The Academic Technology Committee is currently chaired by a dean (Virginia Rapp) and a faculty member (Jim Noyes) who is not active in academic senate. Two issues have been discussed:

- 1) release time. Senate currently gets 1.4 FTE release time. Susan Dever wants to reconsider the allocations, which can be done anytime by the senate president.
- 2) Do we need another bureaucratic layer? It already exists in the form of ATC. This amendment just makes the bureaucracy formal.

Questions asked:

- 1) “How would this work relative to other committees?” The chair would be a senate VP, and the committee would function like Ed Policies, etc.
- 2) “How would the ATC membership be determined?” The membership would not change, only the chair of the committee would change.
- 3) Constitutionally, can non-faculty be members of a standing committee of the senate? All faculty are members of senate. Can staff or management be members? If the committee is set up by senate, senate can allow non-faculty members. Previous example: AA/AS task force had members from Admissions & Records, although this was an ad hoc committee instead of a standing committee. The constitution would have to forbid non-faculty from participating and the VP of Legislative Action claimed there was no such forbidding.

Motion passes.

New Business

*Elections for president & part-time faculty – Karen Warrener*

There was one nominee president-elect: Pete Marcoux. Nominations closed. He was declared the winner. There was much applause and many condolences were offered.

Part-time senator ballots will be distributed. There were 5 nominees (in alphabetical order):

- 1) Carolyn Almos, Fine Arts
- 2) Melvin Kantz, Natural Science
- 3) Gerardo Nebbia, Behavioral and Social Sciences
- 4) Gary Robertson, Fine Arts
- 5) Kim Runkle, Humanities

Can the nominees/winners serve for both the remainder of this year and the next academic year? The nomination form had stated this would be the case. There was an official motion to allow this, which passed. The only potential problem is if the person does not get hired for part of their term. Another motion passed allowing the ranking of part-time senator nominees so that if an elected part-time faculty senator is not hired for one (or more) semesters in their academic senate term, the next lowest nominee as ranked in the election could fill the vacated seat.

## **Announcements**

Pete Marcoux is teaching in Spain, where a number of courses will be offered (English 1C, English 33, Political Science 2, Political Science 10, Spanish 1, 2, 3, and 4.) Tell students.

Meeting was adjourned at 1:40 pm.

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting of April 17, 2006

Present: Dr. Arce, Mr. Bagnall, Dr. Baker, Mr. Brown, Ms. Caldwell, Dr. Fallo, Dr. Marsee, Mr. Middleton, Ms. Pickens, Dr. Simon, and Ms. Smith.

1. Board Agenda

- a. Measure “E” Bond Fund – Section B – items number one and two – are being withdrawn from the agenda. These items will be put back on the agenda next month. Citizens’ Bond Oversight Committee – there is one more position to fill. Cost estimates will be updated when bids are received for the Parking Structure and Learning Resources Center.
  - b. Student Services – Summer Leagues/Camps – It was noted that these are not the same as the physical education concurrent courses taught on high school campuses in the past. These are taught on our campus.
  - c. Administrative Services – Contracts over \$50,000 – we are going to need to get a Board ruling to change this to the Legislative bid amounts of \$65,000 or higher.
  - d. Human Resources – It was noted that the President has approved some of the Vice President’s requests to fill positions.
2. Board Policy 5060 – Concurrent Enrollment of K-12 Students – Dr. Baker presented a draft policy with proposed changes. The current Procedure 5060 – Procedure to Consider Highly Gifted K-10 Students for Concurrent Enrollment was also distributed. Our current policy is that we charge high school students for courses on our campus, but do not charge for courses on their own campus. The goal is to not charge high school students at all. Dr. Baker will work with Dr. Dever on this policy. There is concern about the phrase “Highly Gifted” in the title of the procedure. There was a question as to whether this phrase is required by the education code.
  3. Board Policy 4111 – Limitation to Remedial Coursework – Dr. Arce presented this policy. Dr. Arce will work with Dr. Dever on this policy. It was also noted that in the last sentence of the policy - the word “mutual” should be replaced with “collegial consultation.”
  4. Policies – The Vice Presidents are working on a policy matrix listing which will track where policies have been and their status.

Agenda for the April 24, 2006 Meeting:

1. Minutes of April 17, 2006
2. Outstanding Policies – distribution – set Policy Meeting Date
3. Admissions – Multiple Repeats
4. Procedure 2510 – Collegial Consultation
5. El Camino College Mission – Vision Statement
6. College Council Goals



**NOTES – COUNCIL OF DEANS**  
**23 MARCH 2006**

Present: L. Aborn, F. Arce, K. Blackburn, A. Collette, M. Glucksman, A. Grigsby, T. Jackson, T. Lew, G. Miranda, B. Perez, V. Rapp, V. Rapp, A. Spor, K. Townsend, R. Way, L. Widman

Also Present: M. Graves, D. Manno

**I. INFORMATION ITEMS**

A. Notes of 9 March: Distributed.

**II. DISCUSSION/ACTION**

A. Enrollment Management

-- Posters will be displayed throughout the campus listing all classes for the second 8-week session and distributed to the local high schools.

B. Recruitment Program Report

-- Arvid Spor distributed fall 2006 enrollment goals by high school and recruitment goals by program.

- The goal is to recruit 3,500 students from local high schools compared to fall 2005 in which approximately 2,700 students attended.
- Testing has been administered to 953 students.

-- It was suggested that each division offer 2-3 classes at the local high school campuses. It may help to recruit more students to ECC. Classes offered at the high school would be required as open enrollment, in agreement with the high school, and access to the public.

-- F. Arce and J. Baker agree that high school students should not be charged enrollment fees. It was noted that surrounding districts do not charge fees.

-- A. Grigsby reported that City Honors High School in Inglewood offer college courses on its campus. There are currently 181 students enrolled in classes through Santa Monica Community College and 100 students through ECC. It was noted that Santa Monica may not have informed ECC of class offerings. F. Arce will follow up.

-- Principals at high schools were asked to recommend courses to be taught on the high school campus. A. Spor will forward the list to the divisions.

C. Omni Training

-- The two components of Omni are:

OU Educate – faculty software to create and maintain personal webpage. Information is submitted directly on the ECC website.

OU Campus – software to maintain division and department webpages. Information is submitted to the web developer (M. Graves) for approval prior to posting on ECC website.

-- Staff development requested that all divisions/departments select 1-2 people authorized to add/make changes to its website. All material must be copied to the new website by June 30.

-- Each division was requested to designate one person to attend Omni training scheduled on March 30 from 1:00-3:00 p.m.

-- Division/departments that wish to include photos on the website may contact Dwight Ueda for assistance.

### III. OTHER

Guidelines on Course Repetition: Draft guidelines on course repetition were distributed to assist compliance with Title 5 apportionment rules, as required by a recent audit finding.

Education Policy Committee: Dr. Arce and Barbara Perez will attend the upcoming meeting.

Processing of Employee Status Report and Casual/Temp Board Items: Concern was expressed regarding the new procedure for ESRs and casual/temp board items. Divisions must receive verification from accounting that funds are available for each recommendation prior to submission to the VP for approval. It was noted that the budget information on Portal may not be current thus delaying approval of a board item. A meeting will be scheduled with Lucinda Aborn, Tom Lew, Pam Fees, Marcia Wade and Francisco Arce to discuss this issue.

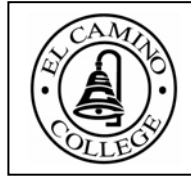
Teacher Load Summary: The spring 2006 teacher load summary is due April 10.

Galleys: Galley review for the fall 2006 schedule of classes will be held on March 29-30.

Course Management System: The course management system, Etudes-NG, will be demonstrated on March 27 in Library 202.

Hiring: Full-time faculty hiring for 2005-06 is frozen with the exception of one position in Nursing. No classified hiring with the exception of the Senior Clerical Assistant-Special Resource Center (categorical funds) and Administrative Assistant-Fine Arts Division.

**ACADEMIC AFFAIRS AND  
STUDENT SERVICES**



**20 April 2006  
9:00 AM to 10:15 AM  
Library 202**

Type of meeting: Council of Deans      Facilitator: John Baker  
Note taker: Karen Lam

**Attendees**

___ L. Aborn	___ A. Garten	___ J. Means	___ A. Spor
___ F. Arce	___ M. Glucksman	___ G. Miranda	___ K. Townsend
___ J. Baker	___ D. Goldberg	___ W. Mulrooney	___ R. Way
___ K. Blackburn	___ A. Grigsby	___ B. Perez	___ J. Wagstaff
___ A. Collette	___ I. Haslam	___ V. Rapp	___ S. Warriar
___ S. Dever	___ T. Jackson	___ R. Smith	___ L. Widman
	___ T. Lew		

**Other Guests:**

<b>AGENDA ITEMS</b>	<b>ORIGINATOR</b>	<b>DESIRED OUTCOME</b>
I. Information Items A. Notes of 23 March 2006 B. Course Substitution General Practices	All Suekawa	A. Information B. Information
II. Discussion/Action A. Enrollment Management B. 2 <sup>nd</sup> 8 Week Enrollment C. Prerequisite Clearance for Summer/Fall	Baker Miller Mulrooney	A. Update & Discussion B. Update C. Update
III. Other		
IV. Next Meeting 4 May 2006, 9:00-10:15 a.m. Library 202		

Academic Senate representative for May 2: Tom Lew

**EL CAMINO COLLEGE  
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE**

**March 14, 2006**

Present: L. Alamillo, F. Arce, D. Charman, S. Dowden, P. Gebert, L. Kjeseth, E.  
Martinez, S. Oda-Omori, V. Rapp, J. Siddiqui, J. Stewart, J. Young

Absent (excused): C. Somin

Ex-Officio Members Present: A. Collette, L. Suekawa

Absent (excused): : J. Bagnall, S. Rodriguez, A. Spor

Absent (unexcused): M. Hall

Also Present: V. Cafarchia, A. Cummings, R. Elton-Collett, I. Haslam, R. Hughes,

B. Jaffe, K. Key, T. Lew, R. Lewis, L. Olsen, G. Rodriquez,

K. Townsend, R. Way, M. Winfree

## **CALL TO ORDER**

Chair Young called the College Curriculum Committee meeting to order at 2:30 p.m.

## **APPROVAL OF MINUTES**

E. Martinez moved that the minutes for the February 28, 2006, CCC meeting be approved and D. Charman seconded the motion. As there were no comments, Chair Young called for a vote and the minutes were approved as presented.

## **CHAIR'S REPORT**

J. Young remarked that she was hesitant to hold a CCC meeting in today's location, Library 202, because it has been difficult to hear comments at past meetings. To address this concern, Chair Young asked that all comments and questions be directed to her. She then thanked E. Martinez for his help with arranging the room. Next, J. Young told CCC representatives to discard the Sign Language/Interpreter Training proposals they had been asked to keep for the March 28<sup>th</sup> CCC meeting. She informed committee members they would receive replacement proposals next Monday. Chair Young concluded her report with the announcement that the Academic Senate approved the revision to the general education requirements of the proposed Associate in Science



Degree pattern. Both the proposed Associate in Arts and Associate in Science patterns will now go to the Board of Trustees on March 20<sup>th</sup> for its approval.

## **CURRICULUM REVIEW**

### **PROPOSAL REVIEWED BY CCC CHAIR AND VICE PRESIDENT OF ACADEMIC AFFAIRS:**

J. Young directed the committee to the justification for the inactivation of Welding 25ab and as there were no questions, L. Kjeseth moved that the inactivation be approved.

P. Gebert seconded the motion, which carried.

### **HEALTH SCIENCES AND ATHLETICS PROPOSALS:**

Chair Young informed the division it would have 20 minutes to present its proposals then told the CCC the division's errata sheet could be found in today's packet. Dean Haslam began by introducing K. Townsend, Director of Nursing, and L. Olsen, support staff, to the committee. He then thanked S. Dowden, D. Charman, and J. Stewart for the comments and suggestions they forwarded to him prior to today's meeting. The dean asked that review start with the Physical Education 208abcd proposal. During the ensuing discussion, S. Dowden suggested a revision to the catalog description, which was accepted, and I. Haslam provided revisions to Sections III, IV, V, and VI of the course outline, which the committee also accepted. Next, Physical Education 232abcd was addressed. Corrections to the proposal form and the number of hours per week the course meets were provided then agreement was reached on revisions to the catalog description and Sections II, III, IV, V, and VII of the course outline. I. Haslam asked that review continue with the proposal for Physical Education 245abcd. A correction to the number of hours per week the course meets was noted and revisions to Sections II, III, IV, V, and VI were accepted. The dean then turned the review over to K. Townsend. Chair Young reminded the CCC that the Cooperative Career Education proposal for Nursing had been developed in accordance with the template for work experience courses. Therefore, course specificity found in other outlines would not be evident in a CCE outline.

K. Townsend then provided the CCC with a revision to Section V of the course outline for Nursing 95/96abcd. It was noted that Section VIII had not been completed and

A. Collette said she would make sure the information needed was included in the official copy of the outline. As there were no more comments, P. Gebert moved that the Health Sciences and Athletics proposals be approved. D. Charman seconded the motion, which carried. L. Kjeseth moved, and L. Alamillo seconded, that the conditions of enrollment be approved. The motion carried.

### **HUMANITIES PROPOSALS:**

After Chair Young informed the division it would have 15 minutes for its presentation, Dean Lew introduced B. Jaffe, faculty coordinator for the Humanities Division, and French instructor, A. Cummings. While an errata sheet was being distributed, B. Jaffe thanked D. Charman and S. Dowden for the comments they provided prior to the meeting then asked that review begin with English 43. During the brief discussion of the course, a correction to the discipline was noted then agreement was reached on Sections II, III, IV, and V of the outline. The division's presentation concluded with French 35. The CCC was provided with a rewritten catalog description which it accepted then agreed to revisions for Sections II, III, VI, and VII of the outline. J. Stewart moved, and

S. Dowden seconded, that the Humanities proposals be approved. The motion carried. L. Kjeseth then moved that the conditions of enrollment be approved. P. Gebert seconded the motion, which carried.

Chair Young announced that the Humanities Division has now completed the Title 5 update for all of its courses. She congratulated the division and thanked the dean and the coordinator for their efforts.

#### **INDUSTRY AND TECHNOLOGY PROPOSALS:**

Chair Young informed the division it would have 20 minutes to present its proposals then asked Dean Way to begin. While an errata sheet was being distributed, the dean introduced faculty members R. Lewis, Administration of Justice Department, G. Rodriguez, Welding Department, R. Hughes, Manufacturing Technology/Quality Assurance Department, V. Cafarchia, Air Conditioning and Refrigeration Department, M. Winfree and P. Gebert, Cosmetology Department, and R. Elton-Collett, support staff. He then thanked P. Gebert for the help and advice she provides the Industry and Technology Division Curriculum/Technical Review Committee (DCC). R. Way also thanked CCC members for the suggestions for improving the proposals they provided prior to today's meeting. Review started with Administration of Justice 170. After a revision to the catalog description was accepted, R. Lewis adjusted Section III of the course outline and J. Stewart provided a correction to Section IV. Next, discussion was held on Air Conditioning and Refrigeration 22. During the review, revisions to the catalog description and Section V of the outline were agreed to. Dean Way directed the committee's attention to Cosmetology 103 and provided revisions to the catalog description and Sections V and VII of the course outline, which the CCC accepted. Quality Assurance 9 was reviewed next. Dean Way corrected the course's discipline and recommended preparation and as there were no questions, review continued with Quality Assurance 10. After the course's discipline was corrected, the CCC agreed to a revision to Section II of the outline. The division's presentation ended with Welding 40abcd and during the brief discussion, a revision to Section V of the outline was agreed to. Chair Young then thanked the Industry and Technology faculty and R. Elton-Collett for the exceptional job they had accomplished in preparing the proposals presented to the CCC today. She then asked for a motion of approval for the Industry and Technology proposals and J. Stewart did so. P. Gebert seconded the motion, which carried.

L. Kjeseth moved, and J. Siddiqui seconded, that the conditions of enrollment be approved. The motion carried.

#### **BEHAVIORAL AND SOCIAL SCIENCES PROPOSALS:**

J. Young relinquished the Chair to Chair Pro-Tempore S. Dowden so that she could present the Behavioral and Social Sciences proposals. J. Young began her presentation by thanking the Counseling Division for the help it provided the Behavioral and Social Sciences DCC with the revisions to the Transfer Studies A.A. major and the Transfer Studies A.S. major. She then provided a correction to the justification for the revisions and a correction to the proposed requirements. As there were no questions, Chair Pro-Tempore Dowden asked for a motion of approval for the Transfer Studies majors and J. Stewart did so. V. Rapp seconded the motion, which carried. The Chair Pro-Tempore then returned the Chair to J. Young.

#### **VICE PRESIDENT OF ACADEMIC AFFAIRS' REPORT**

Vice President Arce reported that, unfortunately, a problem had arisen regarding the placement of the curriculum reviewed by the CCC at its February 28<sup>th</sup> meeting on the agenda for the March 20<sup>th</sup>

Board of Trustees meeting. He explained that because the curriculum items were not available for Cabinet review prior to publication of the Board agenda, placement on the agenda was postponed. J. Stewart asked if Cabinet could hold an emergency meeting to review the items and F. Arce said no, there was insufficient time. However, the curriculum items will be on the Board's April agenda. J. Young asked if the delay meant the curriculum would not be incorporated in next year's catalog. A. Collette responded this may be the case because she has a deadline date of April 1<sup>st</sup> for providing catalog edits to Public Relations and Marketing. The Vice President said he believed the curriculum could be incorporated and would investigate the possibility. In response to the committee's inquiry if the revised Associate in Arts Degree and Associate in Science Degree patterns were affected by this problem, F. Arce stated he did not know. The Vice President told the CCC that if the revised patterns are going to the Board next week, he will inform the Chair.

### **CCC FORM 1, COURSE OUTLINE OF RECORD**

Chair Young directed CCC representatives to the existing course outline of record form and the draft revision of the form developed by the Online Course Development Subcommittee, both of which were in the day's packet. She explained that the subcommittee, comprised of her, L. Kjeseth, L. Suekawa, and A. Collette, discovered that the current form needed to be revised to ensure that the online course development program being created is successful. J. Young explained to the committee the online program is still in the developmental phase then demonstrated the program as it now exists. The CCC favorably received the online program and offered suggestions, including ones for ease of navigation, for it.

Chair Young then reviewed with the committee the revisions to the course outline form which included separating the behavioral objectives from the methods of evaluation. The subcommittee also recommended that the catalog description be immediately followed by the behavioral objectives then the outline of subject matter. The CCC supported this recommendation. During the discussion of the section on planned instructional activities, it was the consensus of the committee that a checklist should be devised for this area. Chair Young asked committee members to send her, via an e-mail message, their suggestions for the checklist.

### **FEBRUARY 28, 2006 MINUTES**

J. Stewart asked if discussion of the February 28<sup>th</sup> CCC minutes could be held and Chair Young advised that a motion to reconsider the minutes be made. J. Stewart did so and S. Dowden seconded the motion. J. Stewart then directed the committee's attention to page four, paragraph two. She stated that she did not make the comment that the well-written objectives for English 72 would be of value to faculty developing student learning outcomes. J. Young remarked that she had made the comment and that the minutes would be corrected to reflect that this statement was made by the Chair. S. Dowden then moved that the corrected minutes be approved and P. Gebert seconded the motion. The motion carried.

At 3:30 p.m., S. Dowden moved, and J. Siddiqui seconded, that the meeting be adjourned. The motion carried.

## **EL CAMINO COLLEGE COLLEGE CURRICULUM COMMITTEE**

### **Proposed Curriculum Changes**

March 14, 2006

## BEHAVIORAL AND SOCIAL SCIENCES DIVISION

### CHANGE IN MAJORS

1. Transfer Studies (Associate in Arts)

*Current Status/Proposed Change*

Major Requirements:

~~Complete 60 degree applicable units to include all El Camino College Associate in Arts general education requirements. 21 units of the 60 units must be applicable to the general education pattern of the transfer institution.~~

~~General Education Requirements—20-29 Units~~

~~Degree applicable courses—31-40 Units~~

Option 1: Complete the Intersegmental General Education Transfer Curriculum (IGETC) plus the required number of CSU or UC transferable units to meet the 60 units requirement.

Note: All courses on the IGETC pattern must be completed with a grade of C or better.

Total Units: 60

Option 2: Complete the CSU General Education Breadth requirements plus the required number of CSU or UC transferable semester units to meet the 60 units requirement.

Note: 30 units from the CSU General Education Breadth requirements, including Areas A and B.4, must be completed with a grade of C or better.

Total Units: 60

Note: Completion of the IGETC or CSU General Education Breadth requirements alone is not enough to make students eligible for admission to a CSU or UC. Please consult with a counselor for details on completing transfer admission requirements.

2. Transfer Studies (Associate in Science)

*Current Status/Proposed Change*

Major Requirements:

~~Complete 60 degree applicable units to include all El Camino College Associate in Science general education requirements. 21 units of the 60 units must be applicable to the general education pattern of the transfer institution.~~

~~General Education Requirements—18 Units~~

~~Degree applicable courses—42 Units~~

Option 1: Complete the Intersegmental General Education Transfer Curriculum (IGETC) plus the required number of CSU or UC transferable units to meet the 60 units requirement.

Note: All courses on the IGETC pattern must be completed with a grade of C or better.

Total Units: 60

Option 2: Complete the CSU General Education Breadth requirements plus the required number of CSU or UC transferable semester units to meet the 60 units requirement.

Note: 30 units from the CSU General Education Breadth requirements, including Areas A and B.4, must be completed with a grade of C or better.

Total Units: 60

Note: Completion of the IGETC or CSU General Education Breadth requirements alone is not enough to make students eligible for admission to a CSU or UC. Please consult with a counselor for details on completing transfer admission requirements.

## HEALTH SCIENCES AND ATHLETICS DIVISION

### CHANGE IN CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Physical Education 208abcd - Bowling

*Current Status/Proposed Change*

~~This course provides instruction and practice in the fundamentals of bowling. Bowling examines the basic skills, rules, etiquette, and scoring, will also be covered and playing strategies for the activity of bowling. Students will participate in intra-class competition in an individual handicap league which also introduces~~ be introduced to the student to one of America's leading recreational sports mechanics of stance, delivery, and follow-through as well as proper grip of the ball. In this course, students will examine and practice the physical and mental skills required to succeed in this lifetime activity. Students will also participate in league play during the semester.

Note: Students will pay a user fee for each class meeting for three lines of bowling, shoes, and bowling ball. Students must furnish their own transportation to and from the bowling alley.

### CHANGES IN GRADING METHOD, CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Physical Education 232abcd - Racquetball

*Current Status/Proposed Change*

~~Letter grade or CR/NCR option.~~

~~This course offers instruction and practice in the basic skills of racquetball with an emphasis on serving, forehand and backhand play. This course also offers an understanding of rules and strategy, along with competition singles, cutthroat, and doubles. Eye protectors are required. Students must provide all balls and racket.~~

~~Note:~~ Students will be introduced to racquetball equipment, safety, rules, regulations, strokes, and tactics. The course will ensure that the student has the physical and mental skills required to succeed in this lifetime activity.

### CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

*Current Status/Proposed Change*

1. Physical Education 245abcd – ~~Theory and Practice of Water Aerobics~~

~~Instruction and workout in the basic skills of~~ focuses on aerobic cardiovascular conditioning done in water. Emphasis is placed on cardio-respiratory endurance, muscular strength and endurance, and flexibility, muscular strength, and endurance. All exercises are done with music accompaniment.

### CHANGE IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation); COURSE REVIEW

1. Nursing 95/96abcd - Cooperative Career Education

*Current Status/Proposed Change*

Prerequisite: Nursing 150 with a minimum grade of C completion of a minimum of seven units (including CCE). Students must have completed or equivalent or completion of or be currently enrolled in the El Camino College Nursing Program and have satisfactorily completed Nursing 60B .

Enrollment Limitation: Parallel Plan (Work and Attend School at the Same Time):

Enrollment in a minimum of seven units, including Cooperative Career Education; employment in a job related to the major or career goal by the third week of the semester; completion of or current enrollment in one course from the major.

Alternate Plan (Work and Attend School Alternately): Successful completion of one semester at El Camino College including one course from the major before initial enrollment in plan; enrollment limited to one other class during the semester; employment in a job related to the major or career goal by the third week of the semester; successful completion of at least seven units of other class work at El Camino before re-enrolling in plan.

## HUMANITIES DIVISION

### CHANGE IN CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. English 43 – African American Literature

*Current Status/Proposed Change*

This course, which emphasizes contemporary literature, is provides a chronological and thematic survey of African American literature, is a chronological survey of Students will read and discuss representative works by African American writers. Emphasis will be on classic and contemporary literature from the Colonial Period to the present.

### CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

*Current Status/Proposed Change*

1. French 35 – Introduction to ~~French~~ Francophone Literature in ~~English~~ Translation

In This course, emphasizes analysis of chosen students analyze texts in English translations of selected francophone literature from the Middle Ages to contemporary works. Francophone culture will be examined through works of French poetry and literature.as works of universal literary value and as keys to an understanding of French culture.

## INDUSTRY AND TECHNOLOGY DIVISION

### INACTIVATE COURSE

1. Welding 25ab – Introduction to Manual and Semiautomatic Welding Processes

### CHANGE IN CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Administration of Justice 170 – Laws of Arrest, Search and Seizure

*Current Status/Proposed Change*

~~In t~~This course, ~~e~~~~o~~~~v~~~~e~~~~r~~~~s~~~~t~~~~h~~~~e~~~~s~~~~t~~~~u~~~~d~~~~e~~~~n~~~~t~~~~s~~~~e~~~~x~~~~a~~~~m~~~~i~~~~n~~~~e~~~~t~~~~h~~~~e~~~~h~~~~i~~~~s~~~~t~~~~o~~~~r~~~~y~~~~a~~~~n~~~~d~~~~d~~~~e~~~~v~~~~e~~~~l~~~~o~~~~p~~~~m~~~~e~~~~n~~~~t~~~~o~~~~f~~~~t~~~~h~~~~e~~~~l~~~~a~~~~w~~~~s~~~~a~~~~n~~~~d~~~~c~~~~u~~~~s~~~~t~~~~o~~~~m~~~~s~~~~o~~~~f~~~~a~~~~r~~~~r~~~~e~~~~s~~~~t~~~~,s~~~~e~~~~a~~~~r~~~~c~~~~h~~~~a~~~~n~~~~d~~~~s~~~~e~~~~i~~~~z~~~~u~~~~r~~~~e~~~~,a~~~~n~~~~d~~~~t~~~~h~~~~e~~~~“~~~~e~~~~x~~~~c~~~~l~~~~u~~~~s~~~~i~~~~o~~~~n~~~~a~~~~r~~~~y~~~~”~~~~r~~~~u~~~~l~~~~e~~~~.”~~ Emphasis Consideration is given to the application of these procedures as they relate to law enforcement officers and others in the apprehension of criminals and the procuring of evidence.

2. Air Conditioning and Refrigeration 22 – Basic Refrigeration

*Current Status/Proposed Change*

~~This course will offer~~ In this course, students are provided basic instruction in refrigeration covering the principles and their application to domestic and commercial refrigeration systems, ~~including compression systems and absorption systems.~~ Soldering and brazing copper to copper and copper to steel with air-acetylene and oxygen-acetylene methods, use of hand tools, electric meters, and test equipment are included.

3. Cosmetology 103 – Introduction to Manicuring Arts

*Current Status/Proposed Change*

~~The~~ This course covers the ~~study of the~~ principles and practices of manicuring, ~~techniques, procedures, and products.~~ It is designed as an intensive multi-disciplinary workshop in the most common manicuring and pedicuring, ~~processes.~~ Lectures center on the fundamental ~~theories of manicuring, pedicuring, and artificial nails,~~ application nail wraps and nail repairs, spa treatments, reflexology, and paraffin treatments. Laboratory work is designed to support practical applications. ~~The student will have a basic understanding of the manicuring arts and be able to analyze manicuring products for worth and quality. This is a course in preparation and prepares the student for the State Board of Cosmetology~~ Manicuring Examination.

~~Note: Complete course totals 350 hours. Student cost for materials is approximately \$200.~~

4. Welding 40abcd – Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW)

*Current Status/Proposed Change*

~~This is a four semester~~ In this course, in gas tungsten arc welding (GTAW) and gas metal arc welding (GMAW) developing students will develop manipulative skills using ~~alternating currents (AC) and direct currents (DC)~~ Gas Tungsten Arc Welding (GTAW) and Gas Metal Arc Welding (GMAW) processes on ferrous and nonferrous alloys. Emphasis is placed on the requirements for certification shall be placed in the last two semesters in accordance with AWS D.17.1:2001, specifications for Fusion Welding for Aerospace Applications (formerly Mil-Standard-1595A Qualification of Aircraft, Missile and Aerospace Fusion Welders).

**CHANGES IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS**

1. Quality Assurance 9 – Participative Management: Introduction to Self-Regulating Work Teams

Recommended Preparation: eligibility for English 2R and Mathematics 40 or 41B

*Current Status/Proposed Change*

~~Upon completion of the~~ This course addresses the student will have acquired a working knowledge of how teams ~~activity assist~~ subject of team activity in the improvement of ~~quality/productivity levels in any work~~ manufacturing environment. ~~The student will review~~

and provides the student with an understanding of the ways in which team activities assist in the improvement of quality and productivity in work team techniques, implementation, support and environments. Subjects covered include work team implementation, support, and maintenance. Quality circles as well as other Specific team concepts currently in the workplace will be investigated techniques such as customer surveys and statistical analysis are covered.

2. Quality Assurance 10 – Quality Planning

*Current Status/Proposed Change*

Recommended Preparation: ~~eligibility for~~ Technical Mathematics 1 and English 2R

This course ~~covers the~~ is a study of the principles of quality planning and their applications.

With the use of statistical aids, students ~~will~~ learn how to write proposals, reports, and inspection procedures. Also covered are ~~S~~selection of key characteristics, use of feedback information, use of prediction techniques ~~along with how to formulate~~ and methods for formulation of quality control policies and objectives ~~with the establishment of within~~ organizational hierarchies, ~~will be covered.~~ A review ~~An overview~~ of the concepts and the structuring of cost studies and audit programs ~~will~~ is also ~~be discussed~~ included.





**NOTES – ENROLLMENT MANAGEMENT MEETING**  
**6 APRIL 2006**

Present: F. Arce, J. Baker, I. Graff, K. Key, Q. Miller, G. Miranda, B. Mulrooney, D. Nordel, A. Spor, R. Way

**I. Information Items** – Notes of 3/30/06 distributed for review.

**II. Discussion Action**

A. Retention of Continuing Students: The following treatments were identified as follows:

- (1) Work with Faculty Development Committee to raise bar on BEST practices to improve student retention --(**Dever/Key/Manno/Raufman**)
- (2) One-Stop Center/Information Center -- (**Smith/Spor/Mulrooney/Wagstaff**)
  - fully staff the center
  - HELP line – phone and online
  - Individual One-Stop
  - Every Office -- welcome
- (3) Signage -- (**Baker/Garten/Tyler**)
  - Make signage visible to help direct students
  - Reduce junk signage
  - Student government to provide recommendations/ideas
- (4) Registration for Summer and Fall Classes -- (**Garten/Mulrooney/Smith**)
  - May 16 – signs in every classroom
  - Inform faculty
- (5) Postcards sent in August to all students who registered for Fall --  
(**Garten/Mulrooney/Smith**)

B. Recruitment for New Students of Summer and Fall: The following treatments were identified as follows:

- (1) Wait Lists -- (**Arce**)  
By Fall 2007, all divisions will be using a Wait List.
- (2) Open Class List by Discipline -- (**Wagstaff**)  
Direct students to Portal, website, and kiosks
- (3) Install bank of terminals in Admissions/Records area and the Add Center  
(**Mulrooney/Spor/Wagstaff**)

(Over)

(4) Welcome Center – include Cashier for information only (**Fees/Mulrooney/Wagstaff**)

(5) Welcome Letter (**Fees/Garten/Mulrooney/Wagstaff**)

(6) New Student Orientation – **Dever (Academic Senate), Key/Smith (Counseling faculty), Wagstaff, Vakil**

-- AS

-- Mandated

-- Website Link (with option for major and transfer school)

C. Enrollment Management Plan: Distributed and reviewed.

### **III. OTHER**

A. Next Meeting Date/Time: 4/20/06, 8:00-9:00 a.m., Adm 127

Agenda:

-- High School Recruitment

-- Enrollment Management Plan Draft

B. Future Topics:

-- Public Outlook Calendar

-- Establish subcommittees



**Technology Committee Meeting  
April 19, 2005  
2:00pm – 3:00pm  
ITS Conference Room**

**PRESENT:**

<input checked="" type="checkbox"/> _Don Treat	<input type="checkbox"/> _Donna Manno	<input type="checkbox"/> _Melanie Graves	<input type="checkbox"/> _Alice Grigsby
<input checked="" type="checkbox"/> _Barbara Perez	<input checked="" type="checkbox"/> _Susie Dever	<input type="checkbox"/> _Donna Post	<input type="checkbox"/> _Francisco Arce
<input type="checkbox"/> _Bob Lewis	<input type="checkbox"/> _Dwayne Hayden	<input type="checkbox"/> _Howard Story	<input type="checkbox"/> _Tom Jackson
<input checked="" type="checkbox"/> _Virginia Rapp	<input checked="" type="checkbox"/> _Dave Miller	<input type="checkbox"/> _Lyn Clemons	<input type="checkbox"/> _Jeff Marsee
<input type="checkbox"/> _John Baker	<input checked="" type="checkbox"/> _John Wagstaff	<input type="checkbox"/> _Paul Almandres	<input checked="" type="checkbox"/> _Tyler Robbins

- 1 Call to Order
- 2 IT Budget 2006-2007 Wagstaff
- 3 Faculty Computers Treat
- 4 Academic Software Requests Wagstaff
- 5 2004 Technology Plan Wagstaff
- 6 Document Imaging Wagstaff
- 7 Security Audit Wagstaff
- 8 Bond Fund Request Wagstaff
- 9 Uniform Operating Systems
- 10 Pay for Print
- 11 Teaching with Interactive Technology
- 12 Other

**EL CAMINO COLLEGE**  
Planning & Budgeting Committee  
Minutes  
March 16, 2006

**MEMBERS PRESENT**

David Vakil, Chair  
 Miriam Alario  
 Thomas Jackson  
 Susan Taylor  
 Dawn Reid

Harold Tyler  
jd Lance Widman  
 Kelvin Lee  
 Cheryl Shenefield

**OTHERS ATTENDING:** Pam Fees, Ken Key, Maria Lopez, Luis Mania, Jeff Marsee,

Quajuana Miller, Teresa Palos, Allene Quarles, Arvid Spor, Marcy Wade, John Wagstaff

Handouts: Energy Costs & Energy Efficiency Measures

The meeting was called to order at 1:10 p.m. by David Vakil.

***Approval of Minutes:*** *The minutes of March 2 were approved as amended.*

**Budget Assumptions:** There was discussion on the possibility of changing the GASB funding recommendation. A suggestion for consideration was to put less into the GASB account and to reallocate some of those dollars for security positions (police and dispatchers) because many feel the security of the campus is severely compromised due to unfilled vacancies in that area. Noted:

- In a survey done 2 years ago, the #1 concern of faculty and staff was the lack of police officers on campus.
- With previously unfilled positions, recent resignations and a recent death, ECC currently has only 10 officers on staff. The question raised was how to best approach getting more police with the current budget environment.
- ECC is considered a fully functioning police station, which makes it different from other colleges.
- Is the police staffed at a level mandated by the police coverage we have? Given the schedule in use now, the answer was “no.”
- In order to determine the right size for the police force, it was suggested that minimum standards for staffing and funding should be established. PBC had been preparing to establish minimum staffing and optimum staffing for every area last year. It was suggested that a third party was needed to do the research for objectivity.
- Other issues to be considered include conducting a local study vs. a market study, organizational reviews by division and contractual obligations.

- Cabinet will be meeting Friday (tomorrow) to make decisions on unfilled positions, and the information from this PBC discussion will be delivered to Cabinet.

**GASB:** It was suggested that the college could contribute less money to GASB this year to fund some police officer positions. It was noted that compliance with GASB doesn't start until July 1, 2008.

- **Motion #1:** Fund GASB at \$400,000 instead of 350,000.  
Vote: Yes (2); No (3) - Motion failed.

**Noted:** The retirement funds should be placed in a dedicated, irrevocable fund, and the college should have a long term GASB plan. It was suggested that a minimum of two people from PBC (Harold Tyler and David Vakil), along with Jeff Marsee and Marcy Wade, should work on creating a long term GASB funding plan.

**Motion #2:** Eliminate budget assumption #8 and replace it with "COLA will be 5.18%."

**Noted:** PBC has no control over this item, which is contractual.

**Vote:** Yes (1); No (4) - Motion failed.

**Motion #3:** Budget assumption #9 should say that the step and column increases will be honored. It was noted that the next version of the budget will include the step and column increases.

In response to a question from budget assumption #14, it was noted that a "general purpose position" is a Fund 11 position.

**Linking Budget and Planning with the Hiring "Frost:"**

- The assumptions are budget driven, not plan driven.
- Student success and retention were PBC's recommendations.
- Retention items from Q-builder plans will be shared with the vice presidents and the PBC.
- PBC needs the Q-builder information in a user friendly format like an abstract for each item and answers for questions.
- The subcommittee will be summoned again to see if the material is clear and accessible.

**Agenda Development for the April 6 Meeting:**

- Student-centered learning programs (J. Baker)
- Utilities presentation (J. Marsee and D. Vakil)

Meeting adjourned at 2:30 p.m.

Students may repeat a course in which they have received a substandard grade (i.e., D, F, or NC) only once. The new grade and credit will be substituted for the prior grade and credit in computing the G.P.A. When course repetition, the permanent academic record will be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

In general, students are not permitted to repeat courses in which they have earned a grade of A, B, C, or CR.

Students who have received a W in a course are permitted to re-enroll in that course two more times, for a total of three enrollments.

Specific exceptions to the above policies are detailed in administrative procedures.

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

**See Administrative Procedure 4225**

*Title 5, Sections 55761-55765*

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Approved by Educational Policies Committee 4/20/2006  
Academic Senate for first reading - 5/2/06

Students who have received a substandard grade (i.e., D, F, or NC) will be allowed to repeat that class only once. Students will not be permitted to enroll for a third time except under unusual circumstances and upon written permission of the division dean. Unusual circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.

Upon completion of the repeated course, the previous grade and credit will be disregarded and the new grade and credit will be substituted.

Students who repeat an equivalent course at another accredited institution may petition the Records Office to have the previous grade and credit disregarded in computing their G.P.A and to have their academic record annotated.

Nothing in the policy and procedure and procedure on Course Repetition can conflict with Education Code § 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to the retention and destruction of records.

Students who have received a grade of A, B, C, or CR in a course may repeat the course only under the following circumstances:

1. If, upon petition to the dean of the relevant division, the district determines that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. The new grade and credit will not be counted towards the student's total units or G.P.A.
2. If, upon petition to the dean of the relevant division, the district determines that repetition is appropriate to the student's goals because of a significant lapse of time or a substantial change in course material. The new grade and credit will not be counted towards the student's total units or G.P.A.
3. Courses which are necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment may be repeated any number of times. The district maintains a list of courses to which this procedure applies. The resulting grades and credits will be counted towards the student's G.P.A.
4. Courses with lower case letters (e.g., Chinese 21ab or Journalism 11abcd) are repeatable up to the number of letters (i.e. Chinese 21 may be taken a total of two times and Journalism 11 a total of four times.) No special permission is required, and all credits and grades earned will be included in the student's G.P.A.

A grade of W does not count as a repetition for the purposes of this policy. However, college policy allows a student to re-enroll in a specific course in which they have received a W only two more times, for a total of three attempts. Any exception to this policy requires the student to meet with a counselor to review academic goals and strategies for success.

The limitations detailed in this procedure do not apply to special classes designed for students with disabilities. Such courses are defined as being taught by an instructor with minimum qualifications

established by Title 5, § 53414, such as a master's degree in rehabilitation counseling or special education. However, when such students take regular classes, they are subject to the same repetition limitations as other students.

Additionally, procedures have been developed to ensure that students are not permitted to enroll in courses for which they are not eligible and to ensure that the college's apportionment claims are in compliance with the California Code of Regulations and Title 5 § 58161 in this regard.

Reference: *Title 5, Sections 55761-55765, 53414, 56029, and 58161*



To: F. Arce  
From: S. Dever  
Date:  
Re: Submission of Board Policy for approval by Board of Trustees

**Board Policy 4225 – Course Repetition**  
**Administrative Policy 4225– Course Repetition**  
**In accordance with Title 5, both Policy & Procedure must be included in the College Catalog.**

As per our last conversation on submission of board policies and their accompanying procedures approved by the Academic Senate, the attached are being submitted for approval. If any part of these is not accepted for submission to the Board of Trustees, the Senate will reconsider both items again as a unit.

The accompanying administrative procedures list elements that the Senate deems essential to effective interpretation and/or implementation of the policy and procedure. The Senate understands, of course, that after review by other units within the college, other items may need to be added.

It is the policy of El Camino College to allow previously recorded substandard academic work to be disregarded if it is not reflective of a student's more recently demonstrated ability and if repetition is not appropriate to the current objectives of the student. A student may petition to have up to 24 semester units of substandard work (D, F or WF grade assigned) taken at El Camino College disregarded in determining the student's grade point average.

This policy supersedes the section of BP 6130 dealing with Academic Renewal.

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

**See Administrative Procedure 4240**

Reference: Title 5, Section 55765

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Approved by Academic Senate – 6/1/04  
Returned by Cabinet for revision  
Draft by Ed Policies Committee – 10/27/05  
Forwarded to Deans Council for review – per V.Rapp, still under review 12/8/05  
Reviewed by Ed Policies Committee – 3/9/06  
Academic Senate for First Reading – 3/21/06  
Approved by Academic Senate – 4/18/06

A student may petition to have up to 24 semester units of substandard work (D, F or WF grade assigned) taken at El Camino College disregarded in the determination of the grade point average (GPA), subject to limitations as follows:

1. The student must have earned a GPA of 2.25 or higher in the last 30 units of graded work, or 2.5 or higher in the last 24 units of graded work, completed at any regionally accredited college or university.
2. At least two years must have passed since the end of a semester with a grade to be disregarded.
3. A student may be granted academic renewal at El Camino College only once.
4. Units disregarded by other institutions shall be deducted from the 24 semester units maximum of course work to be disregarded by El Camino College.
5. Course work with disregarded grades may not be used to meet degree or certificate requirements.

Academic renewal actions are irreversible.

Students requesting Academic Renewal may obtain an Academic Renewal Petition in the Records Office.

The student's permanent academic record shall be annotated to indicate all disregarded course work, but all grades shall remain legible to ensure a true and complete academic history.

If another accredited college has removed previous course work from associate in arts or bachelor's degrees consideration according to terms of that institution's policy, such an action shall be honored by El Camino College.

It is the student's responsibility to ensure that any institution or program to which he or she is applying will accept Academic Renewal from El Camino College.

These procedures supersede the provisions of BP 6130 dealing with Academic Renewal.

Reference: Title 5, Section 55765

To: F. Arce  
From: S. Dever  
Date: Apr. 27, 2006  
Re: Submission of Board Policy for approval by Board of Trustees

**Board Policy 4240 – Academic Renewal**  
**Administrative Policy 4240– Academic Renewal**  
**In accordance with Title 5, both Policy & Procedure must be included in the College Catalog.**

As per our last conversation on submission of board policies and their accompanying procedures approved by the Academic Senate, the attached are being submitted for approval. If any part of these is not accepted for submission to the Board of Trustees, the Senate will reconsider both items again as a unit.

The accompanying administrative procedures list elements that the Senate deems essential to effective interpretation and/or implementation of the policy and procedure. The Senate understands, of course, that after review by other units within the college, other items may need to be added.

## DISTANCE EDUCATION “FACULTY SCHEDULE REQUEST” – Spring 2007

Any faculty member may request to teach a Distance Education course, provided you have completed the Distance Education training program or can demonstrate proficiency in the utilization of the technology required for the course. Interested faculty should complete Part 1 below and submit the request to your Division Dean. The Director of Learning Resources will prepare a schedule based on the approved courses submitted and available technology, budget and facilities.

Part 1 – Faculty: Please complete this section and submit form to your Division Dean by Monday, May 1, 2006.

Name \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

<u>Course</u> <u>Alternate Day/Time/Room</u>	<u>Delivery Format</u> (Online, Telecourse, etc.)	<u>Preferred Day/Time/Room</u> <u>for 1<sup>st</sup> Class Meeting (if appl.)</u>
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1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Part 2 – Division Dean: Please complete this section and return form to Learning Resources by Friday, May 5, 2006.

1<sup>st</sup> Choice Approved\*\_\_ This will be (check one) \_\_part of instructor’s regular load \_\_overload. Overload covered by your division? \_\_Yes \_\_No  
 Denied\_\_ Reason for  
 Denial\_\_\_\_\_

2<sup>nd</sup> Choice Approved\*\_\_ This will be (check one) \_\_part of instructor’s regular load \_\_overload. Overload covered by your division? \_\_Yes \_\_No  
 Denied\_\_ Reason for  
 Denial\_\_\_\_\_

3<sup>rd</sup> Choice Approved\*\_\_ This will be (check one) \_\_part of instructor’s regular load \_\_overload. Overload covered by your division? \_\_Yes \_\_No  
 Denied\_\_ Reason for  
 Denial\_\_\_\_\_

\*If adjunct instructor, will the assignment be covered by your division? \_\_Yes \_\_No

Comments:

\_\_\_\_\_

\_\_\_\_\_

**Division Dean's Signature** \_\_\_\_\_ **Date**

\_\_\_\_\_

**For additional information, please contact:**  
Howard Story @ (310) 660-6712, Alice Grigsby @ (310) 660-3525 and/or email [DistanceED@elcamino.edu](mailto:DistanceED@elcamino.edu)

## Next Big Thing for Community Colleges?

Vocational training has always been one of the key missions of community colleges, and millions of students every year advance their careers or find career paths at two-year institutions. But problems that plague academic programs at two- and four-year institutions — especially the issue of poorly prepared students — are holding back vocational programs, according to speakers at the annual meeting of the American Association of Community Colleges, in Long Beach.

While many community colleges have long had “2+2” programs that link the curriculum in the last two years of high school with two years at a community college, speakers said that those programs aren’t reaching enough students and aren’t nearly ambitious enough in steering students in the right direction.

The usual culprits — underperforming high schools, unmotivated high schoolers — got plenty of blame, but so did community colleges.

“You have advertised yourselves as second chance institutions, and students believed you,” said Gene Bottoms, senior vice president of the Southern Regional Education Board. By saying over and over again that community colleges will help anyone, the colleges have unintentionally sent a message to high school students on a vocational track not to worry too much about the courses they take, and how hard they study, Bottoms said.

“What you have then is five years, starting in seventh grade, of students making bad decisions,” he said.

Dealing with this problem in vocational programs at two-year colleges is essential because if those programs spend their time on remediation, as many do now, they won’t be effective in dealing with the economic challenges that motivate colleges to create these programs, said Larry Warford, director of the [College and Career Transitions Initiative](#) of the League for Innovation in the Community College.

Warford said that he considered the “learning college” movement to be the last major philosophical push in two-year education, and that better preparation for vocational students was becoming “the next big movement.”

A general theme of those working on the issue is that gentle suggestion isn’t doing the trick.

Warford noted that in vocational programs, just as in more traditional academic programs, the best way to predict a student’s success is to see which courses he or she took in high school. Colleges have been too reliant on an assumption — clearly false — that students will go to colleges’ Web sites or ask guidance counselors what courses to take, and then take them, he added. As a result, community colleges that say they can offer various kinds of career training in two years may not be being truthful — if a year or more is needed in remedial work, the real program length is much longer than two years.

Bottoms was more blunt: “Kids need someone in their face. Nobody is telling kids and their families the truth.”

One model praised was for states to get in students’ faces — or to force schools and colleges to do so. Kathy Hughes, a scholar at the Community College Research Center at Columbia University’s Teachers College, said that states are starting to respond to these issues with much more [rigorous requirements](#) related to the transition from high school to college. Among the examples she cited:

- South Carolina is requiring middle and high schools to have career specialists to help students plan their education so they won’t need remedial training later.
- Oregon is requiring high school students to develop a formal education plan that relates to their post-graduation goals.

- Delaware is adding a three-credit high school course requirement related to long-term career goals.

Beyond those efforts, individual collaborations between colleges and high schools need to become more detailed and more intense, said several speakers.

Warford, director of the College and Career Transitions Initiative, cited that program as an example. The effort has to date involved a small number of community colleges, working with local high schools on specific vocational areas — Northern Virginia Community College in health sciences, Prince George’s Community College in public safety and security, and Southwestern Oregon Community College in information technology, for example.

With local high schools, the colleges develop not just general requirements, but specific courses for students to take, from 9th through 12th grade, and then in the community college, to reach certain degree and career goals. A student would get not just a list of requirements, but a very precise road map that — if followed — would eliminate the need for remedial education.

The program is currently expanding to involve many more community colleges.

Bottoms of the SREB said that efforts with that level of specificity are needed. Many colleges have to date relied on standardized test score requirements to give high schools a sense of appropriate knowledge levels required. But that doesn’t work, Bottoms said. “You can’t teach to a 19 on the ACT. Community colleges can tell high schools which courses students need to take, though.”

James McKenney, vice president of economic and workforce development at the AACC, said that community colleges also need to pay attention to the ever growing accountability movement in Washington. He said that federal officials are going to want to see that investments in community colleges (through student aid, for example) are paying dividends. Minimizing remedial education will go a long way toward showing the cost-effectiveness of these programs, he said.

At the same time, however, he stressed that the main reason to act on these issues is that such steps will help students. “We shouldn’t be reacting out of alarm about accountability, but based on where we live and what we do,” he said.

— [Scott Jaschik](#)

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