

El Camino College  
**2005-2006 ACADEMIC SENATE**  
**OFFICERS & EXECUTIVE COMMITTEE – May, 30, 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 – Blackburn, 3715**

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

**Health Sciences & Athletics – Haslam 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**

Carolyn Almos, Fine Arts  
Gary Robertson, Fine Arts

**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 (08-09) 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 –** Linda Arroyo & 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

# Academic Senate Website

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[www.elcamino.edu/academics/academicsenate/](http://www.elcamino.edu/academics/academicsenate/)

## 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, 30, 2006

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1. **CALL TO ORDER** 12:30
2. **APPROVAL OF MINUTES: May 16, 2006**
3. **PRESIDENT'S REPORT AND/OR ANNOUNCEMENTS**
  - It appears that the audit item next year will be attendance rosters. The Chancellor's Office will ask the auditing firms to examine attendance rosters through census. They will be looking for students who are left on rosters who have never attended and were included in apportionment. There are instructors on this campus who do not complete their "no show" reports, those who leave attendance rosters blank through census, and those who do both.
  - We'll return to VP Technology constitutional change next Fall.
  - Need faculty representatives for Student Petitions Meeting (6/1, 1-3) & Student Diversity Plan Taskforce (summer)
  - Academic Senate meeting schedule for next year
  - Academic Senate Website [www.elcamino.edu/academics/academicsenate/](http://www.elcamino.edu/academics/academicsenate/)
  - Summer & Fall registration open now!
  - Graduation June 9<sup>th</sup>! Come one! Come all!
  - Happy Summer!!!
4. **UNFINISHED BUSINESS**
  - Board Policy 4225 & Procedures – Course Repetition
  - Proposed 2007-09 Calendar
  - Online Tool for Curriculum submission
5. **NEW BUSINESS**
6. **PRESENTATION**
  - Proposed Guidelines on Disruptive Students – John Baker
  - Clickers – Dave Vakil
  - Compton update
7. **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)**
  - h. **CALENDAR COMMITTEE (Lyman Hong)**
  - i. **ACADEMIC TECHNOLOGY COMMITTEE (Pete Marcoux, Michael Wynne)**
  - j. **ACCREDITATION (Arvid Spor, Linda Arroyo)**
  - k. **ENROLLMENT MANAGEMENT (Vice Presidents)**
8. **ANNOUNCEMENTS**
9. **GENERAL DISCUSSION – Topics not on agenda**
10. **ADJOURN** 2:00

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

May 30, 2006

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

**Academic Senate Meeting Schedule – 2006-07**

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

**Fall**

September 19  
October 3, October 17  
November 7, November 21  
December 5

**Spring**

February 20  
March 6, March 20  
April 3, April 17  
May 1, May 15, and May 29 (optional)

**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
Chris Wells	

**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

May 16, 2006

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

## Behavioral & Social Sciences

<u>Cannon, Elaine</u>	exc
<u>McCrary, Ed</u>	
<u>Widman, Lance</u>	X
<u>Wynne, Michael</u>	X

## Business

<u>Thompson, Jacquie</u>	X
<u>Vacant</u>	
<u>Vacant</u>	

## Counseling

<u>Beley, Kate</u>	X
<u>Gaines, Ken</u>	X
<u>Raufman, Lisa</u>	X

## Fine Arts

<u>Berney, Dan</u>	X
<u>Georges, William</u>	X
<u>McMillan, Russell</u>	X
<u>Storms, Harrison</u>	X
<u>Chris Wells</u>	X

## Health Sciences & Athletics

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

## Humanities

<u>Breckheimer, Debra</u>	X
<u>Hong, Lyman</u>	X
<u>Marcoux, Pete</u>	X
<u>Uyemura, Evelyn</u>	X
<u>Warrener, Karen</u>	X

## Industry & Technology

<u>Cafarchia, Vic</u>	
<u>Hofmann, Ed</u>	X
<u>Kahan, Walt</u>	X
<u>Marston, Doug</u>	X
<u>Rodriguez, George</u>	X

## Learning Resources Unit

<u>Dever, Susan</u>	X
<u>Striepe, Claudia</u>	X

## Mathematical Sciences

<u>Ghyam, Massoud</u>	
<u>Perinetti, Dale</u>	
<u>Taylor, Ralph</u>	X
<u>Tummers, Susan</u>	X
<u>Wang, Lijun</u>	X

## Natural Sciences

<u>Cowell, Chas</u>	
<u>Palos, Teresa</u>	X
<u>Stewart, Julie</u>	exc
<u>Vakil, David</u>	X

## Adjunct Faculty

<u>Vacant</u>	
<u>Vacant</u>	

Ex Officio Attendees: Janet Young, Francisco Arce, John Baker

Guests: Ann Collette, Alice Grigsby, Kristi Blackburn, Marc Glucksman, Dane Teter, Tom Odom.

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 Disruptive Students proposal will be handled at the next senate meeting.
- 2) Please remind your students to register for summer and fall now.
- 3) We will vote on the Academic Renewal Policy at the next meeting.
- 4) Direct thoughts/questions about winter, particularly the questions on pp 33-34, to PBC.
- 5) Pete Marcoux is putting together a master calendar with senate deadlines.
- 6) Carolyn Almos and Gary Robertson are the new part-time senators.
- 7) Jenny Simon and Lars Kjeseth are the likely SLO coordinators.
- 8) Soon the senate will hopefully review a proposed definition of "hybrid" courses.

- 9) The Music Library and music librarian may (eventually) move to the main library.
- 10) The proposed 07-08 and 08-09 calendars were presented, but neither was voted on.

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

#### **1) Academic Senate will meet for the final time this academic year on May 30.**

- 2) The Disruptive Students proposal will be handled at the next senate meeting.
- 3) June Nelson will soon celebrate her 50<sup>th</sup> year at ECC on May 30.
- 4) Book sale & authors' program are going on now. An outdated bibliography is in the packet.
- 5) ECCFT is having an end-of-year party, everyone is invited (faculty, staff, administrators).
- 6) Please remind your students to register for summer and fall now. Students can register online or via telephone. Students can register for either or both terms. The printed Fall schedule is available for purchase.
- 7) The Student Equity Plan committee needs a representative. This is a college-wide effort that assures students are treated equally and that new hires are also handled equitably. This work was driven by a statewide academic senate effort.

**Minutes** – approved as written

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

The academic renewal policy in the packet was a previous version. We'll vote on the correct version at the next meeting. Thursday's meeting will focus on "catalog rights" which includes the fact that students can graduate using the catalog that was active when they began courses. There are some issues that need to be clarified and/or understood. It's possible that nothing will change about this issue. Current writing suggests students need "continuous enrollment" which includes one semester from fall and spring, but does not include any limitation/requirements on units. Example: 3 units in the fall would count, but 3 units in winter would not. Ed Code drives some of this, so it should be consulted.

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

Pages 27-28 contain the next CLASS (College-wide Learning Activities for Student Success) newsletter. Contributions are needed for future issues. The next newsletter, coming out in fall, will focus on under-prepared students. The Faculty Development committee edits the newsletter meticulously, so please read and contribute to the newsletter. For example, students who write "why I succeeded in school" could have their success stories included in the newsletter.

The committee will survey new faculty to find out what they have learned since being hired and what they wish they had known when they were hired.

Faculty can receive up to \$100 per year for conferences and there is a school-wide (technology) pool that you can apply for additional reimbursement. Some applicants have used this to help them attend Great Teachers seminar.

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

Minutes and handouts from the Council of Deans appear on page 16 and in the inserts where page 17 would be. Insert 1 = agenda and on the agenda is AB 1417, which deals with accounting

and performance indicators (which were not well received by the Deans' Council) and is now law. This bill notes that districts will be compared to other districts when assessing accountability. Also note that ASO is discussing requiring orientation. There are pros and cons. Deans' council minutes appear on inserts 1-5. Insert 6 deals with disruptive students. Data about student enrollment appears on inserts 11-14, although there were a few suspect data and inconsistent numbers. Pre-requisite issues appear on inserts 15-16. Regarding disruptive students, please note that the faculty contract contains sections related to workplace environment, and deals with our rights, responsibilities, etc.

PBC minutes are on pages 30-32. On pages 33-34 are questions the Planning & Budgeting committee generated to help itself make informed decisions about winter session. Data will be collected by September 1. In particular, note question #18 which asks Susan Dever to get faculty input on the matter. Expect an email in the future and/or send one to her.

### **Legislative Action – Pete Marcoux**

- 1) The statewide academic senate passed a 1-time relaxation for 75/25 obligation for 7 districts.
- 2) At last night's Board of Trustees meeting someone mentioned the possibility that fees could be lowered to \$20/unit. This is related to the community college initiative.
- 3) Pete Marcoux is trying to put together a master calendar for senate. Please send him lists of dates/deadlines associated with senate (e.g. elections).
- 4) Carolyn Almos and Gary Robertson are the new part-time senators.

### **Curriculum Committee – Janet Young**

Curriculum Committee is moving along with electronic course outline system that was presented previously, and will hopefully approve it in time for the next senate meeting. Title 5 reviews are completed. The 6-year review cycle will now begin. This cycle is for classes that have a pre-requisite, co-requisite, or recommended preparation. A question asked of senators for future discussion:

How long should a course stay active (in the catalog) if it is not being offered?

The committee is still working with limited office support, but it is expected that the committee will be open to new curriculum proposals (and non-extenuating circumstance proposals) soon.

### **Student Learning Outcomes**

VP Arce, Jenny Simon (Humanities), and Lars Kjeseth (Math) met yesterday and they have almost agreed to become the school's SLO coordinators.

### **Calendar Committee – Lyman Hong**

Next meeting will be Friday.

### **Academic Technology Committee – Pete Marcoux, Michael Wynne**

Blackboard is in the proposed budget for 06-07. Pete Marcoux asked VP Arce if there has been any discussion about defining hybrid courses. Dr. Arce proposed a definition over email. It was suggested that senate review this proposed definition.



## **Accreditation – Linda Arroyo**

No report.

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

Signs and banners are going up to help with enrollment. Santa Monica is offering 2 courses local high schools in our district and they have done this without contacting us. While we teach classes in schools in other districts, we do so after contacting the other districts. The minutes of the Council of Deans on page 17 insert 2 discusses this issue. The whole school is looking at this issue.

## **Unfinished Business**

None

## **New Business**

### *Music Library*

A PowerPoint handout was distributed. Budgetary constraints and the hiring freeze have driven a need to get more librarians back into the main library, potentially from the music library. An associated idea is to move the music library. The focus on this potential change will be on student learning. The music library serves several needs, including:

- 1) Collection of sheet music, books, audio media, etc.
- 2) Tutoring and student learning take place there
- 3) Practice room keys are checked out there.
- 4) Several people use the practice rooms in addition to music students (e.g. theater).

It was stated that having the library near the practice rooms facilitates learning.

If the music library is consolidated into the Schauerman library, the music materials would be renamed from “library” to something else. It was asked “Do the people who maintain the collections need to be librarians?” This is under discussion, but the current configuration has librarians. It was asked “What would happen to the materials in the rooms in the music building?” This question is under investigation.

The library has experienced service reduction (e.g. less hours) due to hiring limitations. There is not a current “order” to cut. What is being proposed is to move a collection and a librarian into the main library. This proposal is linked to the enrollment decrease.

Fine arts faculty (Tom Odom and Dane Teter) presented faculty needs, particularly for the part-time faculty, and distributed two handouts. They noted that the ability to obtain things from a room near the music classes (e.g. the music library) is critical and would hinder some faculty’s ability to use materials in their classes. Also rentals, orders, and the associated cataloging are coordinated through the music library.

Central to the music program are the private lessons that are offered. To pay for this, students are asked to spend 65 hours/week in the practice rooms, under supervision. Moving the library may preclude private lessons, which are an integral part of the music program. It was asked “Will this decision occur over the summer?” The answer was no.

Bottom line: the primary reason to consider this change is to get more librarians in the library. Send comments to Susan Dever, Alice Grigsby, Kristi Blackburn, and/or Francisco Arce.

#### *Service reductions due to budget cuts*

During the discussion about the music library and librarian, the following comments were raised. The hiring freeze is partly determined by the recent enrollment drop. Are service reductions causing a drop in FTES or is this order backwards?

VP Arce noted that he was not aware of any service reductions due to budget cuts and he should be notified of examples of such reductions. Section offerings and budgets haven't been cut, but they have been restructured. While today's proposal focused on the (music) library, other areas may face restructuring if our enrollment continues to decline. Some budgets have been overspent in the past, but managers aren't allowed to do that anymore. Some have viewed this strict budget adherence as a budget "cut." Regarding budget cuts, VP Arce pledged not to act unilaterally and that is why he, the Dean of Fine Arts, and the Director of the Learning Resource Unit were present to discuss the Music library situation.

#### *Calendar for 2007-2008 and 2008-2009*

Currently in the 2008-2009 calendar draft proposed (page 13), classes begin the week of September 2 (Tuesday) through September 6 (Saturday). It is possible to begin classes before Labor Day but weekend classes would reportedly begin Aug 30-31 during the Labor Day weekend. [*Editor's note:* this may have been reported incorrectly. The minutes reflect the report.] In this alternate option (i.e. the one not listed on page 13), the semester would end Dec 12. It was asked "Could weekend classes start a week later than the weekday classes and finish a week later?" They must be attached to the Fall term. Someone suggested that having classes start before Labor Day would hinder learning, particularly for Monday-only classes where there is a long break between the first and second meeting. It was noted that many classes are taught on weekends or Mondays. Regarding the option to start Fall 2008 classes on Aug 25, it was also noted that we have often scheduled it this way, and the proposed draft on page 13 is different than the way we've recently handled the calendar. Also noted was that other schools start before Labor Day. Send Lyman Hong feedback ([lhong@elcamino.edu](mailto:lhong@elcamino.edu)). Because the calendar options were not understood by all, senate asked for 2 written options for 08-09 and did not yet approve 07-08.

It was noted that the winter session schedule isn't clear yet, but changing the calendar after adoption is possible. It was also noted that the one time when winter was canceled, the calendar was not changed.

### **Announcements**

We put in an RFP for Compton. Many people came to the Board of Trustees last night to ask us to do it. There is a LOT up in the air right now.

Meeting was adjourned at 2pm.

## Board Policy 4225

## Course Repetition

Students may repeat a course in which they have received a substandard grade (that is, D, F, or NC) only once. The new grade and credit will be substituted for the prior grade and credit in computing the grade point average (GPA) and 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.

This policy supersedes the section of BP 4220 dealing with Course Repetition.

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

See Administrative Procedure 4225

Reference: Title 5, Sections 55761-55765

Approved by Ed Policies – 4/20/06  
Senate packet for 1<sup>st</sup> reading – 5/2/06  
Revised by Ed Policies – 5/4/06  
Approved by Academic Senate –  
Submitted to VPAA –

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CourseRepetitionBP4225.doc

## Administrative Procedure 4222

## Limitation to Remedial Coursework

Students who have received a substandard grade (that is, D, F, or NC) will be allowed to repeat that course 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 in computing the grade point average (GPA).

Students who have received a substandard grade who then successfully complete an equivalent course at another accredited institution may petition the Records Office to have the previous grade and credit disregarded in computing their (GPA) and to have their academic record annotated.

Nothing in the policy 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 circumstances listed below:

1. A student may repeat a course if, upon written 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 GPA.
2. A student may repeat a course if, upon written 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. The new grade and credit will not be counted towards the student's total units or GPA.
3. A student may repeat any number of times courses which are necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The district maintains a list of courses to which this procedure applies. The resulting grades and credits will be counted towards the student's GPA.
4. A student may repeat courses with lower case letters (for example, Chinese 21ab or Journalism 11abcd) up to the number of letters (that is, Chinese 21ab may be taken a total of two times and Journalism 11abcd a total of four times.) No special permission is required, and all credits and grades earned will be included in the student's grade point average (GPA).

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 the student has 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 courses 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. 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*

Approved by Ed Policies – 4/20/06  
Senate packet for 1<sup>st</sup> reading – 5/2/06  
Revised by Ed Policies – 5/4/06  
Approved by Academic Senate –  
Submitted to VPAA –

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CourseRepetitionAP4225.doc

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

**Board Policy 4225 – Academic Renewal**  
**Administrative Policy 4225– 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.

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting of May 15, 2006

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

1. Board Agenda

- a. Academic Affairs – Procedures will be given to the Board members for information purposes with their June 2006 Board packet.
- b. Student Services – Item F – Policy 5060 – is being pulled because it is already being presented in the Academic Affairs agenda.
- c. Administrative Services – The tentative budget for 2006-2007 will be available at the Board meeting today. PO for Registrar Recorder county Clerk is for the Board of Trustees election.
- d. Measure “E” Bond Fund - Item J – Page 8 – The title of this item has a spelling error that will be corrected. “Inrastructure” changed to “Infrastructure.”
- e. Human Resources – Item H – Revised Classification Specifications for Retitled Administrator Positions.
  - i. Associate Vice President – Human Resources – The position title is changed to reflect increased responsibilities to the President’s Cabinet.
  - ii. Director of Business Services – This combines two Director positions.
  - iii. Community and Government Relations – Title will be changed to “Community Relations Director.”
- f. Other Action Items – Upon Board approval can submit a response to the Request for Proposal (RFP). A letter of intent was sent, but can be withdrawn if the Board does not approve going forward. It is reported that we have been well received by the Special Trustee who reports to the State Chancellor. We have attended both of the Bidder’s Conferences. Responses must be submitted to the Special Trustee by 5:00 p.m. on June 1, 2006. The responses will be read on June 2<sup>nd</sup> and reviewed by the Board of Governors the week of June 5<sup>th</sup>. The Special Trustee will award contract on or before June 12<sup>th</sup>. If we are accepted we would have to take it to our Board for acceptance at the June 19<sup>th</sup> Board meeting. We will seek legal counsel. The primary concern is for El Camino College staff, faculty, and community. The ability to support a campus in this position is important. Compton College has governance and Accreditation issues that El Camino College does not have. It was reported that Compton College students are not succeeding.

Agenda for the May 22, 2006 Meeting:

1. Minutes of May 15, 2006
2. Policy & Procedure 2510 – Participation in Local Decision Making/Collegial Consultation – May 15<sup>th</sup>
3. Compton College

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting of May 22, 2006

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

Compton College

There have been conversations with the head of the Academic Senate for California Community Colleges, the State Chancellor, the Special Trustee, and the Compton College President within the last week. There is not a clear picture at this time and the picture seems to be changing. The bidding process is unusual in this situation. The Chancellor's Office has the authority to solve this problem, and they have decided to solve it with a bidding process. We do not want to have a low bid situation or a bidding war. Originally, we were under the impression that the partnering district would be in charge of Compton College. We do understand the Special Trustee will always be there but do not know technically who would report to whom.

After reviewing the Student Equity Report we were shocked by the student success rates. Our biggest issue is the responsibility to the academic programs. The academic area is of great concern.

Assembly Bill 318 sets aside \$30 million as a line of credit and seems to set aside \$2 million for the Chancellor's Office that is outside that line of credit – and perhaps from appropriations. There is \$4 million set aside for golden handshake and many employees have received notices encouraging them to retire. It is unclear where the source of income for the partnering district would come from.

We are in the process of putting together a response that is based on assumptions. An open forum will take place after the response has been submitted. Dr. Dever will send out an informational e-mail to the campus community by Tuesday, May 23<sup>rd</sup>.

Agenda for the June 5, 2006 Meeting:

4. Minutes of May 22, 2006
5. Policy & Procedure 2510 – Participation in Local Decision Making/Collegial Consultation – May 15<sup>th</sup>
6. Compton College



**EL CAMINO COLLEGE**  
Planning & Budgeting Committee  
Minutes  
May 4, 2006

**MEMBERS PRESENT**

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

Harold Tyler  
 Lance Widman  
\_\_\_\_ Kelvin Lee  
 Cheryl Shenefield

**OTHERS ATTENDING:** Mike D’Amico, Susan Dever, Pam Fees, Ken Key, Maria Lopez, Luis Mancia, Quajuana Miller, Teresa Palos, Arvid Spor, Marcy Wade, John Wagstaff

Handouts: Winter Session Questions (21)

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

***Approval of Minutes***

The minutes of April 20 were approved.

**Subcommittees:** The subcommittee on utilities will meet immediately following this meeting (minus Jeff Marsee and Bob Gann). David will get back to Luis re: initiation of other subcommittees.

**Budget:** IBC expects the overall health benefits budget to increase 12%.

**Winter Session Questions:** A revised version of the Winter Session Questions (with 21 questions) was shared with the group and discussed. Comments:

- If lack of teachers for winter is an issue, what can be done to lure them? More money?
- Reasons for offering winter session included attracting more students, reducing costs, increasing FTES, allowing students to accelerate their programs etc.
- When the first winter session was offered, ECC was over cap. That’s why classes were “taken” from regular session. Since then the paradigm has changed but the approach to winter session hasn’t.
- Add to the list of questions: “What percentage of prerequisite classes are offered in winter?” There are prerequisite issues rising from the concurrent registrations for summer and fall when students haven’t even finished spring classes. There has been discussion at Deans’ Council, and it may be necessary to revisit prerequisite requirements.
- Science students complain that there is nothing offered for them in the winter session.
- Many students were unhappy the year ECC didn’t offer winter session.

- There is a problem with marketing winter session if the college only offers it sporadically.
- Another goal of winter session was to capture students from four-year institutions.
- Approximately 95% of those who attend winter session enroll in spring also.
- Add to the list of questions: “Do students take fewer classes in spring if they attend winter session?”
- Fifteen units equal one FTES; however, many students taking twelve units consider themselves full-time students.
- Constraints could be closing some buildings to save energy.
- What is the cost per students for winter session? The cost for spring semester is probably more due to support services.
- Data for AB1417 (Accountability Act) will be first census data only. There is a link to AB1217 from Chancellor’s Office. Data must be submitted 30 days after the end of the semester, and there will be comparisons with other colleges.
- The list of questions is to be disbursed for answers as follows:
  - #1-4 Irene Graff (Research)
  - #5 – Vice Presidents
  - #6 – Vice Presidents and Bob Gann
  - #7 - 13 and #17– Deans’ Council
  - #14 & 15 – Vice Presidents
  - #16 & 21 – Associated Students
  - #20 – Associated Students and Research Office
  - #18 – Faculty (John Wagstaff and Susan Dever volunteered to work on this. ITS may have a survey tool to query faculty at large.)
  - #19 – Research Office

The Associated Student Organization and faculty members are to be contacted as soon as possible to get their questions answered in time to impact the 2007 budget and class offerings. The target date to get answers for the rest of the questions is September 1, 2006.

**Prioritizing Retention Proposals:** Voting members of the PBC will be reviewing the proposals in Arvid Spor’s office and sorting them into three funding categories (yes, no, or maybe). The matrix will be used for the “maybes.” It was reported that many of the proposals are requests for more staffing/faculty. It was suggested that if they help with retention, they should be considered despite the hiring freeze. It was requested that the members complete their review of these proposals before the May 25th meeting.

**Next Meeting:** Due to the Faculty and Staff Appreciation Day Reception on May 18th, the next PBC meeting will be held on May 25th instead. Members are to send David an E-mail if they can’t make it on the 25th.

**Planning Summit:** There will be a Planning Summit on May 26th. It will mostly be reporting out and will include an update on accreditation, the Comprehensive Master Plan, demographics of current students, etc.

**Student Success:** What core services are needed for student success and how can they be supplied? There was discussion on small ECC programs that are succeeding with their students. These include Project Success, Puente, First Year Experience, Early Start, MESA, the Honor's Transfer Program, TEP, the Learning Center, etc. Since these programs are working, how can data from their programs be translated to the general college population? How can PBC help their programs? Most of those groups receive minimal funding through Auxiliary Services. As they have grown, they have found other funding, but they need more. Should these programs be institutionalized? Should one fund be established so that the groups can compete for the money?

**Allocating Unbudgeted Revenue:** If extra money should come to ECC, the PBC should be ready with plans as to how it should be spent. Suggestions included funding retention proposals, enrollment management, hiring, and salaries for unrepresented groups including minimum wage workers.

**Music Library:** At the last Board meeting, students protested the proposal to move the Music Library to the Schauerman Library. Due to the high quality of their presentation, the Board got interested in this issue, which is a hiring freeze cutback issue.

**Budget:** The budget is balanced; however, it is still a work in progress. The goal is to make sure expenditures don't exceed revenue.

#### **Agenda Development**

- Funding
- High retention programs
- Arvid's planning proposals
- Budget
- Impact of charging for schedules (down the line)

**Police Department** – Chief D'Amico thanked the PBC for their support of his department. He reported that the Campus Police Department is down two officers, one dispatcher and one Sergeant. In addition, effective tomorrow, another officer will be leaving for military service. At this time, two of the current vacancies have been approved for filling, and with these two replacements and creative scheduling, he will be able to provide much better coverage to the entire campus during the peak hours of 7 a.m. to 10 p.m. Monday through Friday. He also reported that he and the vice president are working on the dispatcher position replacement, and he hopes to have an answer on this within the next month.

Meeting adjourned at 2:35

pbc54



**PLANNING & BUDGETING COMMITTEE**  
**May 25, 2006**  
**1:00 – 2:30pm**

**Location: Board Room**

Facilitator: David Vakil

Note Taker: Ruth Sanchez

**STATEMENT OF PURPOSE**

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

**Members**

- |  |  |
|--|--|
| <input type="checkbox"/> David Vakil, Chair          | <input type="checkbox"/> Cheryl Shenefield, Adm. Service |
| <input type="checkbox"/> Miriam Alario, ECCE         | <input type="checkbox"/> Harold Tyler, Mgmt/Supervisors  |
| <input type="checkbox"/> Thomas Jackson, Ac. Affairs | <input type="checkbox"/> Lance Widman, Ac. Senate        |
| <input type="checkbox"/> Dawn Reid, Student Services | <input type="checkbox"/> Kelvin Lee, ASO representative  |
| <input type="checkbox"/> Susan Taylor, ECCFT         |  |

**Attendees**

- |   |   |
|---|---|
| <input type="checkbox"/> VP John Baker – Staff Support  | <input type="checkbox"/> VP Jeff Marsee – Staff Support         |
| <input type="checkbox"/> Luis Mancia – Alternate, ECCE  | <input type="checkbox"/> VP Francisco Arce – Staff Support      |
| <input type="checkbox"/> Ken Key – Alternate, ECCFT     | <input type="checkbox"/> Susie Dever – Pres. Academic Senate    |
| <input type="checkbox"/> Mike D’Amico – Staff Support   | <input type="checkbox"/> Arvid Spor – Staff Support             |
| <input type="checkbox"/> Pam Fees – Staff Support       | <input type="checkbox"/> Teresa Palos – Alternate, Acad. Senate |
| <input type="checkbox"/> Christine Cho - Alternate, ASO | <input type="checkbox"/> John Wagstaff – Staff Support          |

**AGENDA**

1. Approval of Minutes for May 4, 2006----- All PBC participants ----- 1:00 p.m.
2. Compton update & PBC’s Role ----- Members of cabinet & PBC -----  
 All other agenda items will be discussed as time permits. Compton is top priority.
3. Utilities Subcommittee Update ----- Subcommittee members -----
4. Budget Update ----- Marsee and/or Fees -----
5. Retention Proposals Prioritizing ----- All PBC participants -----
6. Non-agenda items & agenda development--All PBC participants ----- 2:25 p.m.
7. Adjournment----- 2:30 p.m.

Future PBC agendas will likely include:

- a) Allocating Unbudgeted Revenue (Ideas mentioned: Retention proposals and programs below, Enrollment Management budget, hiring, academic software/hardware, pay for unrepresented employees)

- b) Determine what info to gather from retention programs (FYE/LC/SI, Project Success, Puente, Early Start, MESA, HTP, TEP, WITT, others?). Who is served in programs? Why high success? Data? Etc.
- c) Effect of \$1 schedule fee.
- d) Follow-up from Planning Summit on May 26.
- e) Community Advancement presentation

**Next Scheduled Meeting – Entirely devoted to Budget  
Workshop**

**Thursday, June 1, 2006, Alondra Room**

**From:** Wagstaff, John

**Sent:** Wednesday, May 17, 2006 12:09 PM

**To:** Marcoux, Peter; Arce, Francisco

**Cc:** Grigsby, Alice; Story, Howard; Vakil, David; Rapp, Virginia; Dever, Susan

**Subject:** RE: LMS Budget

Hi Pete,

The state continues to pursue a central site for hosting online courses. They have hired additional staff to work on issues associated with converting Blackboard and WebCT courses to Etudes. They are not looking at Moodle (sp?) because central deployment would require the hosting site to provide each institution with its own separate server.

Central online hosting was given priority of 4 out of 12 by the group tasked to draft the System Office's Technology III plan. In a preliminary manner, a sub-group that included Patrick Perry and me worked out some of the detail including (1) scope and objectives, (2) benefits and challenges, (3) cost in order of magnitude,(4) participants, and (5) funding model or source.

I am attending a TTAC meeting on the 25<sup>th</sup> and expect to learn more then. At a minimum, I would expect a "free-to-us" development site for course conversion. I am also arguing that the first schools in can not be expected to cover the total cost of operating the hosting site. Rather, the per-pupil fee should be based on the anticipated enrollment five years out. A Budget Change Proposal should fund the difference each year. I don't believe we can successfully launch any other way.

However, time is of the essence. The Foundation and the High Tech Center at Butte are acutely aware of the importance of resolving licensing and hosting issues before too many of the colleges give up and cut the best deal they can get.

One last thought. I will consider hosting locally if there is no other option. However, I will need additional equipment, unless we become the partner district for Compton as which time we might host there. This might be possible. They have 3 times as many servers as we have and 5 times more storage capacity than we have.

I'll keep you all informed of the discussion at TTAC on the 25<sup>th</sup> and SAC on the 26<sup>th</sup>.

John

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# DRAFT



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

**PRESENT:**

<u>_X_</u> Don Treat	<u>_</u> Donna Manno	<u>_</u> Melanie Graves	<u>_X_</u> Alice Grigsby
<u>_X_</u> Barbara Perez	<u>_X_</u> Susie Dever	<u>_X_</u> Donna Post	<u>_</u> Francisco Arce
<u>_</u> Bob Lewis	<u>_</u> Dwayne Hayden	<u>_</u> Howard Story	<u>_</u> Tom Jackson
<u>_X_</u> Virginia Rapp	<u>_X_</u> Dave Miller	<u>_</u> Lyn Clemons	<u>_</u> Jeff Marsee
<u>_</u> John Baker	<u>_X_</u> John Wagstaff	<u>_</u> Paul Almandres	<u>_X_</u> Tyler Robbins
<u>_X_</u> Claudio Vilchis			David Vakil Guest

**1. Call to Order**

**2. Distance Learning Status Report**

**Grigsby**

Alice Grigsby gave the committee a status report regarding the search for a Course Management Tool for the distance learning program.

- El Camino will renew its license with Blackboard for the entry level CMT for Fall 2006 – Spring 2007. The High Tech Center at Butte College will continue to provide hosting services. The cost has not been determined.
- The college can not afford to license the hosted Enterprise version of Blackboard’s CMT.
- The college will need to have an alternative to Blackboard ready to launch in Fall 2007.
- Therefore, the Distance Learning Committee is looking at other CMT vendors including Angle, Desire2Learn, and Etudes NG. An evaluation form is being compiled for comparison purposes. The committee felt it was important to evaluate other products before jumping to Etudes.
- If the college decides on an open source solution it is advised to do so as a member of a consortium of other college and universities.
- The challenge is that the college does not have the luxury of a second year in which to make its decision.

**3. Teaching with Interactive Technology**

**Vakil**

David Vakil demonstrated an interactive technology approach to teaching that he has been using in his Astronomy class that he calls “clickers in the Classroom.” Each student is assigned a “clicker” that they use to key in their responses to items projected on a large LCD screen. The information to which the students are responding is presented in Power Point. The response screen show the question, the alternative answers and a grid at the bottom of the screen where the number of the clickers responding is highlighted.

**The Information Gathered:**

- Which clicker responded to the question
- What answer each clicker gave to each question
- How long it took each clicker (student) to answer.
- When a question is repelled, both answers sets are saved.
- The data can be exported to Excel

**Uses:**

- Taking attendance
- Class demographics
- Gathering feedback about the class
- Quick assessment of recently covered material
- Cooperative learning – think-pair-share
- Quizzes
- Likert scales
- Ranking
- Fastest finger
- Fill in the blank

The clickers come in two versions; Radio Frequency (RF) and Infrared (IR) . David said that his experience indicated that RF is superior because it is not line of sight and cannot be blocked by other objects. The Astronomy Department spent \$5,600 for the software, two radios and 75 clickers.

**Hardware Issues:**

- Infrared receivers need to be up high so everyone can point and there is no blockage.
- If the college buys the clickers, the faculty have to track, store, and transport them to and from class.
- If students but the clickers, if they lose it, their problem.
- Clicker batteries die
- Clickers fail or break, who fixes them?

**Software Issues:**

- Should integrate with Power Point
- Should be easy for not-so-computer-savvy people
- Data should be easily exportable to Excel
- Should be able to identify individual students and their responses, real time and/or after class.

**Technology issues to be discussed:**

- Standards – should we have them for clicker type (RF or IF), manufacturer, software?
- What technology support should be provided post-warranty?
- How will software and hardware upgrades be implemented?
- Will there be faculty training via staff development?

**Summary**

- Clickers are coming. Natural Sciences & Behavioral & Social Science already use them. Luckily, they picked the same software, but different hardware (IR for Behavioral & Social Science, RF for Natural Sciences)



- El Camino may want to implement campus standard(s)
- Should we develop a long term purchasing plan?
- Benefits to use:
  - Interactive
  - Immediate and quick feedback
  - Fun
  - Gets everyone involved (semi-anonymous)
  - Early and frequent assessment (retention)
  - Catch poor students quickly, start troubleshooting early
- Will require hardware/software training
- Need to develop “Good clicker usage” flex activities

David concluded by saying that he wanted to present this information now while there were only two faculty using this technology. Behavioral and Social Sciences and Natural Sciences have them. He warned that clicker technology will adapt quickly and El Camino needs to decide whether or not to take the lead or to let the text book publishers set the standard.

#### **4. Document Imaging**

**Wagstaff**

The Chair turned the committee’s attention to a web link leading to a presentation on document imaging prepared by ImageNow. There is not intent to prompt a particular company’s product. Rather, the ImageNow presentation is the best available short explanation of full featured document imaging that integrates with Datatel Colleague.

The issue is not what or how is being scanned. The real issues are what happens to the document after it is scanned and the paper document is discarded? Where is it stored, how easy is it to retrieve, who retrieves it, can it be linked to other pieces of information, such as Word documents, spreadsheets, information in Colleague?

This item was presented as information.

#### **5. Faculty Computers**

**Treat - Wagstaff**

As of April 19, 2006, 146 laptops have been distributed, 44 remain with 6 faculty to be oriented within the next several days. The Chair distributed a graph showing the distribution, units picked up and units remaining, by division.

The cabinet is discussing whether or not there is sufficient funding to purchase MAC laptops for the 26 faculty who have expressed a desire to have one. The decision has not been reached.

#### **6. Academic Software Requests**

**Wagstaff**

The Chair presented a portal-based contract renewal tool to help ITS renew maintenance contracts for academic and administrative hardware and software. It is calendar-based with the capability of prompting if a title is two weeks or less away from its renewal date. There is a current month calendar view with the individual titles shown in the day date they are due. The tool allows for “click through” to the detail. The database can be searched by date range or “all” which shows the entire database sorted by type (hardware and software) and by area (administrative or academic). Barbara Perez asked if the Deans could have access to this contract renewal screens. Satish replied that, for the moment, this was an internal ITS tool that

has not been made “read only.” The Chair offered to send the committee Excel spreadsheets of the contract renewal data.

To date \$103,915.00 has been spent renewing academic software. The total amount of priority one software yet to be renewed is \$147,000. ITS will continue working off the spreadsheet until the funds run out. The Chair said that copies of the academic software spreadsheet are being given to Donna Post and Jim Noyes for review and comment. The intent is to renew all titles needed for the next academic year.

## **7. Bond Fund Request**

**Wagstaff**

The Chair distributed copies of the “Bond Funding Request for Voice and Data Infrastructure Projects.” The projects being proposed are intended to upgrade El Camino’s data/voice infrastructure, deploy wireless access campus-wide, harden the campus against external and internal threats, and expand services, such as document imaging and pressure sealed mass mailing. The spreadsheet presented projects in priority order with replacing all non-Cisco switches and expanding data storage as the first priority to be followed by implementing IP Telephony (Voice over IP). The point to be stressed is that IP Telephony cannot be deployed across a hybrid network; all the switches must be the same brand.

## **8. Concerns**

**Wagstaff**

The Chair informed the committee that the Cabinet has asked the managers to list the three major concerns. The three concerns ITS submitted were

- Colleague Release 18 because of the way Datatel is withholding documentation and any rationale that the administration could understand as to why it must be done and why it is costing so much.
- The infrastructure project because of its critical importance for the future of the college and because we have had at least two consultants tell us we should do it.
- The staff and student networks because of their design which violates best practices and impedes the deployment of remote management tools that could be used to enhance services and vastly improve system reliability.

Barbara Perez suggested there should be a fourth concern, the lack of an equipment budget so that ITS could be prepared for service outages and have the capability to minimize downtime. She said that everyone has become so dependent on their PCs and the network services the access that system outages prevent people from doing any work until service is restored. An outage of more than a few minutes is regarded as catastrophic.

## **9. Comprehensive Master Plan Current Activities**

**Wagstaff**

The Chair distributed copies of the technology items related to the “Comprehensive Master Plan Current Activities” which is getting its annual update. This item is for informational only and will be discussed at the next Technology Committee meeting.

## **10. Meeting Adjourned at 3:25pm**

The following is for review at the next College Technology Committee meeting. – S. Dever

Issues	Priority 1-2-3	Status
<b>1. Data Systems</b> <b>Enrollment Management</b>		
1. Provide faculty with the ability to add or drop students, including census drops.		Faculty will have the ability to drop students beginning Spring 06
2. Allow Admissions and Records to process adds, no-shows, and census drops by processing a roster rather than processing each student individually.		Pending
3. Provide a self-service, on-line mechanism allowing students, with faculty permission, to add a class after the first meeting.		Programmed. Testing will begin in Spring 06; deployment in Fall 06.
4. Inform full- and part-time faculty members of the financial and enrollment management impacts of inaccurate student rosters and the tools available to assist them with grade reporting and maintenance of attendance rosters.		
5. Provide academic deans with a daily analysis of course sections to assist in monitoring course fill rates.		Completed. Programmed into MyECC Portal for administrators and faculty.
6. Implement a wait-list system that automatically enrolls students into a class when a seat becomes available.		Completed. As seat reopen, students are moved off the wait list, most senior first.
<b>1. Data Systems</b> <b>Web Services / On-line Support Services</b>		
1. Create a student help desk, staffed by experienced Student and Community Advancement employees who will be able to resolve student issues.		Under consideration.
2. Utilize all appropriate methods to increase student awareness of College services available via the web.		In Process
3. Confirm that all aspects of the web adhere to Universal Access as defined by section 508 compliance standards of the Rehabilitation Act.		The Web Site does not comply with 508 compliance standards
<b>1. Data Systems</b> <b>Networks</b>		
1. Fully implement Lightweight Directory Access		Partially Completed

Issues	Priority 1-2-3	Status
Protocol (LDAP) to control multiple logons and to improve security.		
2. Purchase and implement LDAP compliant software only.		In Process
3. Automatically check virus software status and update, if necessary, when machines connect to the network.		Project is scheduled to begin in Spring 06
4. Purchase distribution software capable of installing and upgrading applications.		Project is scheduled to begin in Spring 06
5. Purchase intrusion detection software that will isolate viruses as well as aid in detecting unauthorized attempts to access services.		Will be addressed as part of a general network security assessment to be conducted by HP/AT&T.
6. Implement the Chancellor's Office network staffing guidelines.		On Hold
7. Create and fund ongoing annual in-service training programs for technical staff.		@ONE has partnered with Microsoft to offer live and online training for technical staff.
8. Develop an educational program for students and staff to minimize the exposure to external viruses when utilizing the College's e-mail system.		Unnecessary. The College has deployed McAfee anti-virus software that protects the email system.
9. Develop campus network infrastructure to facilitate video over IP to take advantage of videoconferencing equipment.		ECC hybrid network prevents deployment of VoIP. All 3COM switches must be upgraded to Cisco.
<b>2. Equipment and Software</b>		
1. Cancel the contract with SBC Communications for Centrex telephone service.		Will be considered in the next round of bond sales. Implementation cannot occur until all non-Cisco switches and hubs are replaced.
2. Purchase and install an in-house telephone system.		
3. Establish a replacement/upgrade cycle for computer peripherals, audio-visual equipment, instructional software, and media materials.		On Hold. The fiduciary responsibility is being pushed back to the division and departments.
4. Implement software and media materials acquisition procedures to ensure LRC and open access computer labs receive licensed copies at time of purchase for classroom and class use computer labs.		On Hold. The fiduciary responsibility is being pushed back to the division and departments.
5. Implement the LRU Media Materials Digitization and Website Development Projects.		On Hold
6. Finalize planning for LRU/LRC Expansion		Completed.

Issues	Priority 1-2-3	Status
Project.		
7. Implement the Blackboard course management system hosted by ITS procuring software licenses, purchasing appropriate hardware, developing orientation and training programs for faculty, and thorough integration with the District's Web portal.		For the 2006-2007 academic year ECC will remain in a hosted environment at Butte College on the current software version with account administration continued by CVC. During this time, ECC will prepare to migrate away from Blackboard.
1. Purchase and implement technology for the College to control playback and maintenance of the ECC cable channel.		Under discussion.
2. Continue to develop multimedia classrooms.		In Progress
3. Implement processes to maintain and update all technologies in classrooms and support areas.		On Hold. The fiduciary responsibility is being pushed back to the division and departments.
4. Purchase technology for media services staff to produce instructional materials in digital formats.		
5. Create a pool of LCD and overhead projectors to replace those that are sent to repair.		On Hold. Parts will be ordered as needed.
6. Maintain an inventory of lamps and other disposable supplies.		On Hold. Parts will be ordered as needed
<b>3. Staffing Student Help Desk</b>		
1. Use experienced personnel from the various areas of SCA to staff a student help desk.		Under consideration in the Enrollment Management Committee.
2. Create an academic help desk for distance education and on-line students.		On Hold.
<b>3. Staffing Computer Laboratories</b>		
1. Centralize and cross-train laboratory technical support staff.		Underway
2. Implement the Chancellor's Office laboratory staffing guidelines.		On Hold due to budget constraints.
3. Increase the use of student help in laboratories.		On Hold due to budget constraints.

Issues	Priority 1-2-3	Status
4. Hire sufficient computer laboratory technicians to staff all districts labs.		On Hold due to budget constraints.
5. Hire a trained access technology specialist to work with all campus laboratory technicians.		On Hold due to budget constraints.
6. Provide adequate full-and-part-time staff for use and technical support in computer labs and learning centers.		On Hold due to budget constraints.
<b>3. Staffing</b> <b>Network Services</b>		
1. Fill the ITS network supervisor position.		Completed.
2. Provide second shift coverage by hiring a full-time network specialist.		Unnecessary. Staff have been schedule to provide coverage Sunday through Saturday.
3. Improve coverage two permanent part-time employees to work weekends, holidays, and when the campus is closed.		On Hold due to budget constraints.
4. Hire an additional Telecommunications Specialist to support an in-house telephone system.		On hold due to budget constraints.
<b>3. Staffing</b> <b>Campus-wide Services</b>		
1. Hire a trained Management Information System (MIS) specialist who understands all aspects of categorical MIS reporting and can assist managers in compiling necessary reports for submission to the Chancellor's Office.		Unnecessary. The System Office is requiring all colleges and districts to reduce syntactical and referential errors to zero. The goal is to automate the reporting process and thereby eliminate reporting dealines.
2. Hire a full-time researcher to guarantee appropriate data collection and interpretation to provide a consistent presentation of institutional information.		Completed.
<b>3. Staffing</b> <b>SCA Computing Needs</b>		
1. Hire a full-time Support Technician dedicated to SCA with the primary responsibility for network, software, hardware issues in Admissions & Records, Counseling, Business Training Center, Inglewood Center, and Resource Development. Salary and benefits to be paid from SCA grant funds.		

Issues	Priority 1-2-3	Status
<b>3. Staffing</b> <b>Distance Education</b>		
1. Hire a multimedia specialist to train faculty on the use of technology in course delivery.		Completed
2. Provide additional staffing in the distance education office to ensure proper coordination and support for faculty and students.		On hold due to budget constraints.
3. Provide faculty training for production and delivery of distance education instruction.		Completed
4. Create student distance education help desk and technology orientation training for delivery of distance education courses.		On Hold due to budget constraints.
<b>3. Staffing</b> <b>Multimedia Technology / ECC Cable Channel</b>		
1. Hire a technician to support and maintain the College cable channel, television studio and the distribution of multi-media materials throughout the campus.		On hold due to budget constraints.
<b>4. Technology Training</b>		
1. Restore the Trainer/Instructional Technology Specialist position.		On Hold due to budget constraints.
2. Insure that the Innovation Center and the faculty/staff technology training room maintain the latest versions of Windows, Microsoft Office, and other software programs utilized on campus.		Completed. ECC renews the Microsoft Campus Agreement annually. This site license provides the latest versions of Office and Windows. ITS is funded to license all software used system-wide. The fiduciary responsibility is being pushed back to the division and departments for all other software.
3. All training sessions must adhere to section 508 compliance standards for access in instruction and laboratories.		
4. Provide accessibility standards training for faculty for compliance with 508 standards.		
<b>5. Funding</b>		
1. Establish a review and approval process utilizing the Technology Committee for new or expansion projects.		
2. Develop a budget development process that		ECC has not moved these costs to

Issues	Priority 1-2-3	Status
reflects recurring software, hardware, and other mandated costs.		the mandatory portion of the budget. The budget building process assumes that these expenses will be re-justified during each budget cycle or on an as-needed basis.
3. Require that budget recommendations reflect both the initial and ongoing costs of new projects, including staff salary and benefit increases.		
4. Aggressively pursue joint ventures with vendors and the Chancellor's Office as a means of offsetting technology costs.		
5. Use categorical accounts to fund non-recurring hardware and software costs.		
6. Establish adequate funding resources for maintaining and supporting classroom audio-visual equipment.		