Any individual with a disability who requires reasonable accommodation to participate in a Board meeting, may request assistance by contacting the President's Office, 16007 Crenshaw Blvd., Torrance, CA 90506; telephone, (310) 660-3111; fax, (310) 660-6067.

El Camino Community College District
Board of Trustees

Agenda, Tuesday, September 3, 2013
Board Room
4:00 p.m.

I.   Roll Call, Pledge of Allegiance to the Flag

II.   Approval of Minutes of the Regular Board Meeting of August 19, 2013, Pages 5-6

III.   Public Hearing and Adoption – 2013-2014 El Camino Community College District Budget, Page 7. Posted on web: **http://viewer.zmags.com/publication/a19cb17d**

IV.   Presentation – Student Learning Outcomes Status Report

V.   Public Comment on Consent Agenda

VI.   Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption
   1. Academic Affairs
      See Academic Affairs Agenda,
      Pages 8-9
   2. Student and Community Advancement
      See Student Services Agenda,
      Pages 10-38
   3. Administrative Services
      See Administrative Services Agenda, Pages 39-49
   4. *See Measure "E" Bond Fund Agenda,*
      Pages 50-52
   5. Human Resources
      See Human Resources Agenda,
      Pages 53-61

6. Superintendent/President
   See Superintendent/President Agenda,
   Pages 62-63

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports
   A.   Academic Senate Report
   B.   Compton Center Report
   C.   Board of Trustees Report
   D.   President's Report

IX. Closed Session
   A.   Student Expulsion, Brown Act Section 54954.5
      1. Student Expulsion – 1 case

Board of Trustees Meeting Schedule for 2013
*4:00 p.m. Board Room
(*unless otherwise noted)

Monday, October 21, 2013
Monday, November 18, 2013
Monday, December 16, 2013

Board Policy 1200 The El Camino College Mission, Philosophy, Values And Guiding Principles

Vision Statement
El Camino College will be the College of choice for successful student learning, caring student services and open access. We, the employees, will work together to create an environment that emphasizes people, respect, integrity, diversity and excellence. Our College will be a leader in demonstrating accountability to our community.

Mission Statement
El Camino College offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.

Statement of Philosophy
Everything El Camino College is or does must be centered on its community. The community saw the need and valued the reason for the creation of El Camino College. It is to our community that we must be responsible and responsive in all matters educational, fiscal and social.

Statement of Values
Our highest value is placed on our students and their educational goals, interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. With this in mind, our five core values are:

People – We strive to balance the needs of our students, employees and community.
Respect – We work in a spirit of cooperation and collaboration.
Integrity – We act ethically and honestly toward our students, colleagues and community.
Diversity – We recognize and appreciate our similarities and differences.
Excellence – We aspire to deliver quality and excellence in all we do.

Guiding Principles
The following guiding principles are used to direct the efforts of the District:
El Camino College must strive for distinction in everything the College does—in the classroom, in services and in human relations. Respect for our students, fellow employees, community and ourselves, must be our underlying goal.

Cooperation among our many partners including other schools and colleges, businesses and industries, and individuals is vital for our success.

Access and success must never be compromised. Our classrooms are open to everyone who meets our admission eligibility and our community programs are open to all. This policy is enforced without discrimination and without regard to gender, ethnicity, personal beliefs, abilities or background.

Strategic Initiatives
A. Enhance teaching to support student learning using a variety of instructional methods and services.
B. Strengthen quality educational and support services to promote student success.
C. Foster a positive learning environment and sense of community and cooperation through an effective process of collaboration and collegial consultation.
D. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the workforce training and economic development needs of the community.
E. Improve processes, programs, and services through the effective use of assessment, program review, planning, and resource allocation.
F. Support facility and technology improvements to meet the needs of students, employees, and the community.
G. Promote processes and policies that move the College toward sustainable, environmentally sensitive practices.
Adopted: 1/16/01, Amended: 1/22/02, 6/18/07, 6/21/10

BOARD PRESENTATIONS AND REPORTS 2013-2014

Month	*Presentation*	*Report*
July	Compton Center	FTES – Both Locations
August	Budget	Notice of Public Hearing Quarterly Fiscal Status
September	SLO Status Report	Accreditation Follow-up Report
October	Enrollment Demographics	Staff Development/Diversity
November	Program Review Highlights	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	Success and Retention (including basic skills)
January	Community Advancement	Annual Financial Audit
February	Student Success Task Force Recommendations – Implementation Status	Quarterly Fiscal Status
March	STEM Title V	Accreditation Annual Report Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Bond Oversight Committee	Measure E-Bond Annual Report
May	Accountability Reporting for Calif. Community Colleges (ARCC)	Quarterly Fiscal Status
June	Accreditation	Accreditation Self-Evaluation Report Tentative Budget Planning & Budget Calendar

Revised: May 22, 2013

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, August 19, 2013

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, August 19, 2013, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Kenneth A. Brown, Vice President; Trustee Ray Gen, Secretary; Trustee Maureen O'Donnell, Member; and Student Member Brooke Matson. Trustee Mary Combs was absent.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President/Academic Affairs; Ms. Linda Beam, Vice President/Human Resources; Ms. Jo Ann Higdon, Vice President/Administrative Services; Dr. Jeanie Nishime, Vice President/Student and Community Advancement; and Ms. Barbara Perez, Vice President/Compton Community Educational Center.

Minutes of the Regular Board Meeting of July 15, 2013
The Minutes of the Regular Board meeting of July 15, 2013 were approved.

Presentation – Budget
Ms. Jo Ann Higdon gave an informational presentation on the El Camino Community College District 2013-2014 Budget.

Public Hearing for Environmental Impact Report of the 2012 Facilities Master Plan
It was moved by Trustee O'Donnell, seconded by Trustee Gen, that the Board open a public hearing at 4:15 p.m. Motion carried. No comments were made.

It was moved by Trustee Brown, seconded by Trustee O'Donnell, that the Board close the public hearing at 4:25 p.m. Motion carried.

Consent Agenda
It was moved by Trustee O'Donnell, seconded by Trustee Brown, that the Board adopt the items presented on the agenda in the following areas:

Academic Affairs
Center for the Arts Presentation – 2013/2014 Season
Proposed New Degrees Effective 2013-2014 Academic Year

Student and Community Advancement
Journalism Association of Community Colleges Regional Conference
Community Education Classes for Fall 2013
Grants
Expulsion – 2013/2014 - #1

Administrative Services
Chancellor's Office Tax Offset Program
Notice of Public Hearing – 2013-2014 Budget
Environmental Impact Report of the 2012 Facilities Master Plan
Contracts Under $83,400
Contracts Over $83,400
Personal Service Agreement
Amendments
Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund
Category Budgets and Balances
Contract – DLR Group – Student Services Center Replacement Project
Contract – Taller Dos Flores Architectural Project – Various Projects
Change Order – Jenn Matt, Inc. – MBBM Module Removal Project
Change Order – Taisei Construction Corporation – Math Business Allied Health Project
Notice of Job Completion – Jenn Matt, Inc. – MBBM Modular Removal Project
Purchase Orders and Blanket Purchase Orders

Human Resources
Employment and Personnel Changes
Temporary Non-Classified Service Employees

Student Member recorded a yes advisory vote. Motion carried.

Adjournment
The regular meeting adjourned at 5:15 p.m.

_____
Ray Gen, Secretary of the Board

_____
Thomas M. Fallo, Secretary to the Board

EL CAMINO COMMUNITY COLLEGE DISTRICT
AGENDA FOR THE REGULAR BOARD MEETING
THURSDAY, SEPTEMBER 3, 2013

OFFICE OF THE SUPERINTENDENT/PRESIDENT

FINAL BUDGET

It is recommended that the Board of Trustees adopt the budgets for 2013-14 for the General Funds, Unrestricted and Restricted, General Fund-Compton Center Related, General Fund-Special Programs, Student Financial Aid Fund, Workers' Compensation Fund, Child Development Fund, Capital Outlay Projects Fund, General Obligation Bond Fund, Property and Liability Self-Insurance Fund, Dental Self-Insurance Fund, Post-Employment Benefits Fund, Bookstore Fund, Associated Students Funds, and Auxiliary Services Fund.

Board members, the general public and numerous college constituency groups have received this budget. A copy of the budget has been on file in the Office of the Vice President of Administrative Services since August 26, 2013, and it can also be viewed on the El Camino College Website at:
http://viewer.zmags.com/publication/a19cb17d

Agenda for the El Camino Community College District Board of Trustees
from
Academic Affairs
Francisco Arce, Vice President

ACADEMIC AFFAIRS

A. MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) LEADERSHIP CONFERENCE

It is recommended that the Board approve the MESA students below to participate in the MESA Student Leadership Conference to be held on October 18-19, 2013 at the San Diego Marriott Mission Valley Hotel. Lodging and registration will be covered by the MESA Statewide funds. Transportation will be by van. Students will be accompanied by Arturo Hernandez, MESA Director and/or Elizabeth Bermudez, SSS-STEM Coordinator.

Afzali, Arash
Ahmed, Hafiz
Akiyama, Ian
Benitez, Pedro
Bennett, Thomas
Caballero, Rone
Cerna, Sandy
De La Cruz, Domingo
Friedrichsen, Stephanice
Garcia, Juan
Huve, David
Koerner, Elijah
Ledford, Kenneth
Madariaga, Anthony
Madariaga, Christopher
Manalo, Lawrenz
Mejia, Rosa
Nunez, Ray
Squillaci, Silvia
Tapia, Samuel
Thorne, Khris
Yadev, Navninder

Only four students will be able to attend the MESA Student Leadership Conference from the list of prospective participants.

Agenda for the El Camino Community College District Board of Trustees
From
Student and Community Advancement
Jeanie M. Nishime, Vice President

STUDENT AND COMMUNITY ADVANCEMENT

A.   ACCREDITATION FOLLOW-UP REPORT

It is recommended that the Board accept the El Camino College Accreditation Follow-Up Report on Student Learning Outcomes (Pages 13-38). The report is a response to the issues raised by the Accrediting Commission in its fall 2012 evaluation. These issues are the following:

1.   The College will increase and strengthen course SLO assessment.
2.   The College will ensure degree program assessments of outcomes fully address the range of knowledge and competency expected of students.
3.   The College will ensure assessment results promote fine tuning of the curriculum and other changes resulting in improved student learning.

B.   SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM) ENDOWMENT

It is recommended that the Board approve establishing an Endowment for Science, Technology, Engineering, and Mathematics (STEM) Student Support Services. The purpose of the Endowment will be to fund programs and projects that directly support students pursuing science, technology, engineering and mathematics certificate, degrees or transfer plans.

The Endowment will be partially funded by contributions from the U.S. Department of Education HSI-STEM grant, with matching funds raised and managed by the ECC Foundation.

C.   DESTRUCTION OF RECORDS
It is recommended that the Board approve the destruction of the following records:

The Division of EOPS, CalWORKs, and CARE student records for the fiscal year of 2008 - 2009.

EOPS Application
EOPS/CARE Documentation Log
EOPS/CARE Financial Documents
Unofficial Transcripts
Student Responsibility Contract

STUDENT AND COMMUNITY ADVANCEMENT

Student Educational Plan
Progress Reports

These records have met the required retention period.

Reference: California Code of Regulations, California Community Colleges Sub-chapter 2.5, Article 2, Sections 59026

D.   **JOURNALISM ASSOCIATION OF COMMUNITY COLLEGES REGIONAL CONFERENCE**
It is recommended that the Board approve attendance of the following students at the Journalism Association of Community Colleges Regional Conference scheduled for October 11 – 12, 2013 at California State University, Fullerton. The total estimated expenses not to exceed $1,500, which will be paid from the Auxiliary Services Funds. Students will travel in private vehicles to and from the conference site.
Advisors: Kate McLaughlin, Gary Kohatsu, Anna Mavromati, Gary Metzker, Tom Amano-Tomkins, and Dorian Merina

Evelyn Avila	Michelle Ducoing
Elizabeth Aviles Herrera	Tailyr Monette`
Lorentious Barry	

E.   **EXPULSION**
It is recommended that the Board of Trustees approve student Expulsion #2 for the 2013/2014 school year in accordance with El Camino College Board Policy 5500 Academic Honesty & Standards of Conduct, Section I (b); Administrative Procedure 5520, Student Discipline and Due Process.

El Camino College

Follow-Up Report 2013

To

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

Submitted By

El Camino College
16007 Crenshaw Boulevard
Torrance, CA 90506

310-532-3670
www.elcamino.edu

October 2013

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Follow-Up Report 2013 – Certification Page

To: Accrediting Commission for Community and Junior Colleges, Western Association of
Schools and Colleges

From: Thomas M. Fallo, Superintendent/President
El Camino College
16007 Crenshaw Boulevard
Torrance, California 90506

We certify that there was broad participation by the campus community and believe that this
report accurately reflects the nature and substance of the institution.

Signed:

_____
Thomas M. Fallo, Superintendent/President   Date

_____
William Beverly, President, Board of Trustees, El Camino College   Date

_____
Jeanie M. Nishime, Accreditation Liaison Officer   Date

_____
Christina Gold, President, Academic Senate, El Camino College   Date

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Table of Contents

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Report Preparation

This follow-up report is in response to the Accreditation Commission for Community and Junior Colleges (ACCJC) Action Letter dated February 11, 2013.

The Follow-Up Report 2013 was prepared by SLO Coordinators Kaysa Laureano-Ribas, Christopher Mello, Chelvi Subramaniam, and Janet Young; Associate Dean of Academic Affairs, Robert Klier; and Vice President of Academic Affairs, Dr. Francisco Arce. This report has been reviewed by all major consultative groups on campus. <In addition, the report was accepted by the El Camino Community College District Board of Trustees at their meeting September 3, 2013, and is published on the College website.>

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Recommendation 2: Student Learning Outcomes

The college should immediately define and publish a timeline in respect to how it will develop and implement student learning outcomes at the course, program, and degree levels, establish systems to assess student learning outcomes and use the results of such assessments to make improvements in the delivery of student learning, to ensure that the College shall attain, by 2012, the level of Proficiency in the ACCJA Rubric for Evaluating Institutional Effectiveness: Part III: Student Learning Outcomes *(II.A.1.b; II.A.2; II.A.2.a.2; II.A.6; II.A.7).*

After submission by El Camino College of its Follow-Up Report and the subsequent November 14, 2012 Follow-Up Team Visit, the Commission required the College to fully resolve the deficiencies noted in the above recommendation. While the evaluation team noted the development of a plan and timeline for Student Learning Outcomes (SLOs) as well as increased course SLO assessment from 2011 to 2012, it recognized that the plan had not resulted in achievement of Proficiency level by fall 2012. They identified that the College needed to:

- Increase and strengthen course SLO assessment
- Ensure degree program assessment of outcomes fully addresses range of knowledge and competencies expected of students
- Ensure assessment results promote fine tuning of curriculum and other changes resulting in improved student learning

A. Response to the Recommendation

Since the Commission's Follow-Up Team Visit in November 2012 and the Commission's Action Letter delivered in February 2013, El Camino College faculty, staff, and administration have been engaged in a college-wide accelerated effort to identify and assess measurable student outcomes. The twenty-three member cross-disciplinary Assessment of Learning Committee (ALC), the SLO Coordinators and SLO Facilitators, and the Office of Academic Affairs have coordinated this comprehensive effort.

The College engaged in a wide variety of student learning outcomes assessment actions, including the following:

1. Conducted a campus-wide SLO audit to attain verified and improved SLO assessment count
2. Integrated SLO reporting and dialogue into a range of meetings and consultative bodies
3. Promoted increased collaboration and communication regarding student learning among faculty, SLO Facilitators, SLO Coordinators, division deans, and the Office of Academic Affairs
4. Allocated budgetary resources for SLO efforts, including hiring and staff development
5. Articulated a mission, goals, and planning activities for the Assessment of Learning Committee
6. Implemented new SLO tracking software
7. Improved SLO assessment reporting and review methods to elicit higher quality analysis and action plans to improve student learning
8. Conducted SLO assessment quality training and presentations

9. Clarified and revised Program Learning Outcome (PLO) guidelines, essential assessment outcomes components, and the PLO approval process
10. Reviewed all PLOs to ensure breadth and quality of assessment outcomes
11. Continued to incorporate PLO results into fine-tuning of instruction, curriculum, and planning.
12. Included additional SLO prompts and guidelines in the Program Review template to more fully integrate SLOs into planning, review, and budgetary processes
13. Standardized SLO alignment grids and timelines
14. Redesigned the SLO website for ease-of-use and to include additional materials for faculty, staff, administration, and community members
15. Created an Annual Campus Assessment Plan and designed an Annual SLO Coordinators Report

The College has resolved Recommendation 2 and continues to make significant progress in implementing teaching, curricular, and other changes based on assessment outcomes. The College is beyond Proficiency level according to the Commission's *Rubric for Institutional Effectiveness: Student Learning Outcomes* and by fall 2014 will meet all criteria of the Sustainable Continuous Quality Improvement level.

This report responds to the noted deficiencies by analyzing the College response to the findings and describing how deficiencies have been resolved. This report then provides an update on additional plans relating to assessments and how those plans will advance the College to the Sustainable Continuous Quality Improvement level.

The decisions reached and the actions taken by the College are the result of significant institutional progression in the assessment process. The steps outlined below are evidence of the College's commitment to this process.

B. Analysis and Resolution of Deficiencies

In response to the recommendations made by the Commission's November 2012 Follow-Up Team Visit and the findings of the Commission's February 2013 Action Letter, the College acted positively. The Commission's actions provided the College with the opportunity to further clarify and enhance outcomes assessment processes. The March 2013 issue of *The President's News* clearly outlined the College's goals regarding SLOs and assessment[1]. Discussion regarding assessment intensified at all institutional levels, including meetings of the Academic Senate[2], the Council of Deans[3], and Academic Affairs Deans and Directors[4]. Academic division[5] and

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[1] http://www.elcamino.edu/administration/president/archives/2013/presnews03072013.pdf
[2] http://www.elcamino.edu/academics/slo/sloreportevidence/AcademicSenateMeetingMinutes2.19.2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/AcademicSenateMeetingMinutes3.19.2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/AcademicSenateMeetingMinutes5.21.2013.pdf
[3] http://www.elcamino.edu/academics/slo/sloreportevidence/CouncilofDeansMeetingMinutes1.24.2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/CouncilofDeansMeetingMinutes2.14.2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/CouncilofDeansMeetingMinutes2.28.2013.pdf
[4] http://www.elcamino.edu/academics/slo/sloreportevidence/AcademicDeansDirectorsMeeting5.2.2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/AcademicDeansDirectorsMeeting6.6.2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/AcademicDeansDirectorsMeetingAugust2013.pdf

department meetings[6] also addressed needed actions for sustainable outcomes assessment, as did Assessment of Learning Committee (ALC) meetings[7]. The College recognized and acted on the need to be more articulate and specific regarding what assessment means to the College, its mission, and student learning.

The College allocated appropriate resources to address assessment issues and to continue to improve the number and quality of SLO assessments. The College filled the vacant Associate Dean of Academic Affairs position, a position created in 2010 to specifically oversee and support the College's work with learning outcomes, program review, and curriculum[8]. The College also continued to fund four SLO Coordinator positions and fourteen SLO Facilitator positions. The four SLO Coordinator positions were again funded at 33 percent re-assigned time each[9]. These positions were established in 2006 in order to coordinate campus assessment efforts and will continue to be funded at these levels through at least AY 2013-2014. SLO Coordinators were also approved for a significant number of summer 2013 hours to implement new SLO tracking software, prepare faculty training resources, and update the SLO website[10]. SLO Facilitator positions were initially funded for a total of up to 70 hours each for AY 2012-2013[11]. When the audit work and assessment improvement efforts warranted additional necessary work, the College funded SLO Facilitators for up to an additional 35 hours each[12]. The work of the SLO Coordinators and SLO Facilitators was essential to the College successfully addressing and strengthening its level, quality, and usage of assessments. The College also funded attendance for four SLO Coordinators, the Vice-President of Student and Community Advancement, and the Vice-President of Academic Affairs at the April 19, 2013 ACCJC Regional Workshop at Pierce College[13]. A presenter at this workshop, David Marshall

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[5] http://www.elcamino.edu/cmte_minutes/minutes/1124/04182013103035.pdf
http://www.elcamino.edu/cmte_minutes/minutes/1124/03142013114831.pdf
http://www.elcamino.edu/academics/naturalsciences/docs/Div_Council_Minutes_2012-11-20.pdf
http://www.elcamino.edu/academics/naturalsciences/docs/SLO_Mtg_Minutes_2012-9-17.pdf
http://www.elcamino.edu/academics/humanities/SLO%20March%2012%20minutes.pdf
http://www.elcamino.edu/academics/behavioralsocial/divisioncurriculum/Spring%202013%20-%20B%20%20SS%20%20Flex%20Day%20Minutes.pdf
http://www.elcamino.edu/academics/behavioralsocial/divisioncurriculum/B%20%20%20SS%20Division%20Council%20Minutes%20-%20April%204%202013.pdf
http://www.elcamino.edu/academics/behavioralsocial/divisioncurriculum/B%20%20%20SS%20Division%20Council%20Minutes%20-%20December%206%202012.pdf
[6] http://www.elcamino.edu/academics/behavioralsocial/childhooded/Childhood%20Education%20Department%20Minutes%20-%20Spring%202013.pdf
http://www.elcamino.edu/academics/behavioralsocial/economics/Economics%20Department%20Minutes%20-%20Spring%202013%20Revised.pdf
http://www.elcamino.edu/academics/humanities/journalism/Journalism%20mtg%20minutes%20Apr%203%202013.pdf
http://www.elcamino.edu/academics/humanities/Academic%20Strategies%202-16-13.pdf
http://www.elcamino.edu/academics/humanities/FL%20Minutes%20Apr%2016%202013.pdf
http://www.elcamino.edu/academics/naturalsciences/astronomy/docs/Astronomy_Mtg_Minutes_2012-10-18.pdf
http://www.elcamino.edu/academics/naturalsciences/lifescience/docs/Life_Science_Mtg_Minutes_2013-3-19.pdf
http://www.elcamino.edu/academics/naturalsciences/earth/doc/Earth_Science_Mtg_Minutes_2012-12-4.pdf
http://www.elcamino.edu/academics/behavioralsocial/politicalsci/Political%20Science%20Department%20Minutes%20-%20Spring%202013.pdf
[7] http://www.elcamino.edu/academics/slo/docs/alcagenda1/spring2013/4-22-13_Agenda.pdf
http://www.elcamino.edu/academics/slo/docs/alcagenda1/spring2013/2-25-13_Agenda.pdf
http://www.elcamino.edu/academics/slo/docs/alcagenda1/fall2012/9-10-12_Agenda.pdf
[8] http://www.elcamino.edu/administration/vpaa/orgchart.asp
http://www.elcamino.edu/academics/slo/sloreportevidence/JobDescriptionAssociateDeanAcademicAffairs.pdf
[9] http://www.elcamino.edu/academics/slo/contact.asp
[10] http://www.elcamino.edu/administration/board/agendas/2013/6-17-13_agenda.pdf
http://district.compton.edu/board_of_trustees/agenda-06-18-2013.pdf
[11] http://www.elcamino.edu/administration/board/agendas/2008/7-16-12_agenda.pdf
<Add CEC Board Items for SLO Facilitators/Coordinator>
[12] http://www.elcamino.edu/administration/board/agendas/2013/4-15-13_agenda.pdf
[13] http://www.elcamino.edu/academics/slo/sloreportevidence/ACCJCRegionalWorkshopProgram.pdf

of the Institute for Evidence-Based Change, was then brought to the College to present the keynote address and several breakout sessions for the fall 2013 Flex Day activities[14]. The College remains committed to providing proper resources as it fine-tunes the practices used to reach the initial stages of Sustainable Continuous Quality Improvement level.

Strengthening Student Learning Outcomes Assessments and Usage
The College's SLO processes continue to be evaluated and refined to achieve best practices. Organizational structures continue to support the assessment and improvement of student learning as well as to encourage widespread dialogue about outcomes and assessment. The prioritization of student learning improvement at all levels demonstrates that the College is progressing into Sustainable Continuous Quality Improvement status.

In March 2013, the College was able to state that its rate of course assessment was significantly higher than had been reported to Commission in October 2012 due to a malfunction of the CurricUNET database[15]. At the programming level of the database, assessment reports had become de-linked from their courses and, while backup hard copies of the reports existed, the College had used figures from CurricUNET in its October 15, 2012 Follow-Up Report to the Commission. The database was stabilized and the SLO Coordinators initiated an audit of completed course assessments to determine a verified number of assessments.

The audit included the following steps:

1. Coordinators generated a form listing all active courses.
2. All courses with active SLO assessment reports in CurricUNET were marked off.
3. The lists of Courses with No SLO Assessment Reports were given to all divisions for verification[16].
4. If an electronic or hard copy of a course assessment report existed, the division noted that on the form.
5. The existence of the electronic or hard copy assessment reports was verified by the SLO Coordinators[17].
6. Courses that had not been offered within the past three years were inactivated by faculty and removed from the list[18].
7. The collected and verified information was used to generate a list of courses needing to be assessed, which was then distributed to each division.
8. All courses on the lists were scheduled for assessment[19].
9. Academic deans and SLO Facilitators worked with faculty to complete assessments before end of spring 2013 semester.

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[14] http://www.elcamino.edu/academics/slo/sloreportevidence/Fall2013FlexDayProgramFinal.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/FlexDayFall2013BreakoutMaterials.pdf
[15] http://www.elcamino.edu/administration/board/agendas/2013/03-18-2013-agenda.pdf
[16] http://www.elcamino.edu/academics/slo/sloreportevidence/AuditGridsByDivision.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/AuditGridsByDivisionSampleCompleted.pdf
[17] http://www.elcamino.edu/academics/slo/sloreportevidence/SLOCoordinatorDeansAuditMeetingsSpring2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOAuditBindersVerification.pdf
[18] http://www.elcamino.edu/cmte_minutes/displaymin.asp?cal_id=106
[19] http://www.elcamino.edu/academics/slo/sloreportevidence/AuditMasterListSample-FineArtsDivision.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/AuditMasterListSampleCompleted.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOAssessmentsDueFall2012.pdf

10. Remaining assessments were scheduled for subsequent semesters through spring 2014[20].

As a result of the SLO audit process, the actual assessment completion rate was verified in March 2013 as 76 percent rather than the 55 percent completion rate initially reported to the Commission. By the end of spring 2013 semester, the College's overall assessment completion rate had increased to a verified 93 percent[21]. Due to course offering cutbacks and scheduling issues, the College was not able to reach a 100 percent assessment completion rate. By the end of summer 2013, the College assessment completion rate was 96 percent and on track for a 100 percent completion rate by fall 2014[22].

The audit process prompted divisions to address absent assessments in an increasingly systematic manner, resulting in an accelerated effort to complete meaningful and high-quality assessments. Deeper engagement by faculty, SLO Facilitators, and division deans and associate deans led to vigorous accounting procedures and a close grasp of needed assessments. In facilitating the SLO audit, the SLO Coordinators produced more detailed course lists and SLO tracking tables and were able to account for special cases such as Independent Study courses and planned course inactivations. The migration to new SLO tracking software in summer 2013 was facilitated by this accounting process.

The audit process also motivated additional reporting and dialogue among the college areas. Robust discussion intensified amongst faculty, SLO facilitators, division deans and associate deans, SLO coordinators, Curriculum Committee, the Assessment Learning Committee, and the Vice-President of Academic Affairs[23]. The SLO Coordinators engaged in frequent SLO dialogue by meeting with and providing workshops for faculty, SLO Facilitators, and division deans, and by regular contact with the Vice-President of Academic Affairs. SLO Coordinators also continued to regularly attend department, division, and Academic Senate meetings. SLO-specific items were systematically included in meetings of the academic departments, division councils, Assessment Learning Committee, Academic Senate, and El Camino College Board of Trustees[24]. An Academic Senate Vice President of Instructional Effectiveness position was

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[20] http://www.elcamino.edu/academics/slo/sloreportevidence/SLOAuditFindingsAllDivisionsSpring2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/Audit-CoursesToReach100Percent.pdf
[21] http://www.elcamino.edu/academics/slo/sloreportevidence/SLOUpdateforECCJune2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOUpdateforCECMay2013.pdf
[22] http://www.elcamino.edu/academics/slo/sloreportevidence/SLOUpdatebyDivisionthroughFall2014-8.20.2013.pdf
[23] http://www.elcamino.edu/academics/slo/sloreportevidence/AcademicSenateSLOMessageJune2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/AcademicSenateFall2013WelcomeMessage.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/DeanMessagetoFineArtsFacultySpring2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SampleDivisionSLOCommitteeMeetingMinutesSpring2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SampleDeanMessagetoFacultyForTeacherEvaluation.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOSampleDivisionMemoSpring2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOSampleMessageFacilitatorandDean.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOSampleMessageFacilitatorsCoordinatorandDeans.pdf
http://www.elcamino.edu/cmte_minutes/displaymin.asp?cal_id=106
http://www.elcamino.edu/academics/slo/alc.asp
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOFacilitatorsMeetingsSampleAgenda.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOMessageFromVPAASpring2013.pdf
[24] http://www.elcamino.edu/academics/slo/sloreportevidence/SampleDepartmentMeetingMinutesFall2012.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SampleDepartmentMeetingMinutesSpring2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SampleDivisionMeetingMinutesCECSpring2013
http://www.elcamino.edu/academics/slo/sloreportevidence/SampleDivisionCouncilMeetingMinutesSpring2013.pdf

established in spring 2012 and reports on assessment activities during each Academic Senate meeting[25]. SLO, standards, and assessment content and dialogue has become a more prominent and regular feature of the College's Flex Day presentations and the division Flex Day activities[26]. The College also continued to evaluate its outcomes assessment processes[27].

Faculty feedback, the audit process, and a thorough analysis of the SLO database, CurricUNET's SLO Module, indicated that the College should research and identify other possible SLO tracking software. The research process, conducted by the SLO Coordinators, began in early spring 2013 and resulted in the presentation of SLO software options to a diverse group of faculty, staff, and administration in April 2013. Those present at this session provided feedback to the SLO Coordinators who then recommended purchase of the TracDat software based on overwhelmingly positive response to this option[28]. In May 2013, the College contracted with Nuventive to provide TracDat software to both campus locations and also to provide the SharePoint option which will allow the College to more closely integrate data from SLOs, program review, annual planning, and budgeting[29]. During summer 2013, TracDat software implementation was completed. The SLO assessment template was revised, numerous help items were included, and SLO assessment data was migrated from CurricUNET into TracDat. Past assessment reports were uploaded into TracDat as archived documents to show assessment history. TracDat training materials were generated by the SLO Coordinators and faculty training began at the start of the fall 2013 semester[30]. Faculty will input all fall 2013 and later

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http://www.elcamino.edu/academics/slo/sloreportevidence/SampleDivisionMeetingMaterialsSpring2013.pdf
http://www.elcamino.edu/academics/slo/alc.asphttp://www.elcamino.edu/academics/academicsenate/agenda.asp
http://www.elcamino.edu/administration/board/meetingminutes.asp
[25] http://www.elcamino.edu/academics/academicsenate/officers.asp
http://www.elcamino.edu/academics/academicsenate/agenda.asp
http://www.elcamino.edu/academics/slo/sloreportevidence/AcademicSenateFall2013WelcomeMessage.pdf
[26] http://www.elcamino.edu/administration/staffdev/documents/2012/FallFlexDay2012.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/FlexDaySpring2013PresentationtoFaculty.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SampleDivisionSpring2013FlexDayMaterials.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOAlignmentGridProjectSheet.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/Fall2013FlexDayProgramFinal.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/FlexDayFall2013FaciliatatorPresentation.pdf
[27] http://www.elcamino.edu/academics/slo/sloreportevidence/DivisionSLOProficiencySurveySample.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOFacilitatorSurveyFall2013Results.pdf
<Add Other SLO survey materials>
<Add All-Campus SLO Survey Fall 2013>
[28] http://www.elcamino.edu/academics/slo/sloreportevidence/TracDat-eLumenPresentationSignInSheet.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOSoftwareSelectionGuideFeedback.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOSoftwareSelectionRequestandFeedback.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOSoftwareSurveyOfColleges.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/MessageRegardingSLOSoftwareFeedback.pdf
[29] http://www.elcamino.edu/academics/slo/sloreportevidence/ElCaminoCollegeServiceAgreement5-7-2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/ElCaminoTracDatSubscriptionAgreement5-6-2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/ElCaminoTSOAgreement5-7-2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/TracDatSoftwarePurchaseConfirmation.pdf
[30] https://elcamino.tracdat.com/tracdat/
http://www.elcamino.edu/academics/slo/sloreportevidence/TracDatSampleScreenshot.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOCoordinatorMessageTracDatFall2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/TracDatQuickStartGuideDraft.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/FacultySLOTrainingFall2013.pdf

assessments into TracDat. TracDat generates easy-to-read reports of SLO assessments, which will be made available via the college website. Members of the public will have read-only access to SLO assessment reports in TracDat[31].

In addition to its efforts to provide verified SLO assessment numbers, the College also committed to increasing the quality of assessments to ensure that collected assessment data was detailed and proposed actions to increase student learning were appropriate.

In early spring 2013, SLO Coordinators and SLO Facilitators analyzed the SLO reporting form and revised it to elicit more detailed and analytical responses from faculty. Additional guiding questions were added to the Action Plan section of the form, prompting faculty to provide specific information about changes needed to improve student learning. Faculty members were required to discuss possible changes to teaching strategies and curriculum, as well as any needed support from the program or college[32]. In June 2013, the SLO reporting form was further revised as part of TracDat implementation to elicit responses from faculty regarding any changes needed in the SLO assessment process so that student learning can be better assessed and analyzed. Faculty members are now also required to provide a timeline for implementing the proposed Action Plan items so that accurate monitoring and follow-up will occur[33]. The inclusion of help items and explanations throughout the form and within TracDat will ensure clear, consistent, and quality SLO assessments and action plans.

A number of spring 2013 Flex Day and fall 2013 Flex Day activities focused on SLO and PLO statements and assessments[34]. In division and department meetings following spring 2013 Flex Day sessions, faculty, SLO Facilitators, and deans reviewed their SLOs, PLOs, and assessment timelines and made appropriate revisions. Participants also examined learning outcomes alignment grids and used this opportunity to revise alignments among SLOs, PLOs, and Institutional Learning Outcomes (ILOs)[35]. In early fall 2013, faculty began developing additional SLOs and PLOs, when appropriate, to better measure the breadth of student learning[36]. Revised SLOs, PLOs, and alignment grids will be standardized and posted on the SLO webpage and division SLO webpages[37].

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[31] <Add Website link to SLO webpage with Reports and TracDat public login – ready by 9.6.2013>
[32] http://www.elcamino.edu/academics/slo/sloreportevidence/CurricUNETRevisedSLOTemplate.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/ALCSLOQualityDiscussionNotes.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/FlexDaySpring2013PresentationtoFaculty.pdf
[33] http://www.elcamino.edu/academics/slo/sloreportevidence/SLOTemplateTracDatFall2013-2.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOTemplateDialogueSLOFacilitator.pdf
[34] http://www.elcamino.edu/administration/staffdev/documents/2013/FlexDaySP2013.pdf
http://www.elcamino.edu/administration/staffdev/documents/2013/Fall%20Flex%20Day%202013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/FlexDayFall2013FaciliatatorPresentation.pdf
[35] http://www.elcamino.edu/academics/slo/sloreportevidence/SampleDivisionSpring2013FlexDayMaterials.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOAlignmentGridProjectSheet.pdf
http://www.elcamino.edu/academics/humanities/Flex%20Day%20Minutes%20Feb%206%202013.pdf
http://www.elcamino.edu/academics/slo/corecompassess.asp
[36] http://www.elcamino.edu/academics/slo/sloreportevidence/FlexDayFall2013FaciliatatorPresentation.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/FaciliatorMeetingAgendaFall2013SLOActivities.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/Fall2013FlexDaySLOActivities.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/FlexDayFall2013BreakoutMaterials.pdf
[37] http://www.elcamino.edu/academics/slo/DivisionSLOpage.asp

Beginning in fall 2012 and continuing through fall 2013, SLO Coordinators, SLO Facilitators, and division deans reviewed SLO assessment reports with higher expectations in order to assure sufficiency of data and rigorous instructional, curricular, and other strategies to improve student learning. These elevated standards were based on the extra reporting form items as well as the shared impetus to cultivate effective dialogue and planning among faculty members as they completed assessment reports. These steps resulted in a more inclusive and collaborative process as assessment reports were analyzed, discussed, and revised based on feedback. Division deans as well as SLO Facilitators and SLO Coordinators offered fine-tuned recommended changes to submitted SLO reports[38].

To further develop this quality improvement process, a Quality Assessment Training session occurred at the April 2013 Assessment Learning Committee meeting. SLO Coordinators, SLO Facilitators, division deans, and members of the Office of Academic Affairs examined sample SLO reports, discussed strengths and deficiencies, and arrived at a common understanding of what the College would view as an acceptable assessment report. Sample rubrics were also examined and discussed to demonstrate effective usage of rubrics for assessment[39]. With this training, deans were brought even closer into the assessment review chain. Shared expectations allowed SLO Facilitators and division deans and associate deans to work even more closely in review of assessment reports. Division deans and associate deans also directly communicated with faculty members as needed to emphasize the necessity of completing a robust report[40]. Division meetings addressed SLO quality issues[41]. Several divisions also adopted a standardized rubric to create a common assessment tool for division faculty[42].

As an additional example of department-wide assessment dialogue and activity, English faculty completed the *English 1A Consistency Project* which was designed to promote student success through application of consistent, rigorous teaching and assessment standards. Over the course of three workshops, faculty scrutinized instruction and assessment in all sections of English 1A, developed a common assessment tool, participated in assessment norming sessions, and discussed methods to increase instructional and assessment consistency. Data was collected and compiled from English 1A instructors for the spring 2013 English 1A SLO assessment report. The SLO assessment report included nine action steps pertaining to teaching strategies, curricular adjustments, and funding requests for readers/graders[43]. English department faculty

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[38] http://www.elcamino.edu/academics/slo/sloreportevidence/SLOQualityCommentsSample.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOQualityCommentsSample2.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOQualityCommentsSample3.pdf
<Add Additional CurricUNET Report showing SLO comments and review – Governet will supply by 8.31.2013>
<Add CurricUNET Report with examples - Governet will supply by 8.31.2013>
[39] http://www.elcamino.edu/academics/slo/docs/alcagenda1/spring2013/4-22-13_Agenda.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOQualityTrainingSpring2013SignInSheets.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOQualityTrainingSpring2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOQualityTrainingSpring2013Feedback.pdf
[40] http://www.elcamino.edu/academics/slo/sloreportevidence/DeanMessageSLOQuality.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOFacilitatorNarrativeToDean.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SampleAssociateDeanCommunicationSLOQuality.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SampleAssociateDeanCommunicationSLOQuality2.pdf
[41] http://www.elcamino.edu/academics/slo/sloreportevidence/SampleDivisionCouncilMeetingSLOQuality.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SampleFacilitatorMessageSLOQuality.pdf
[42] <Add Rubrics from HS&A, FA, Math>
[43] http://www.elcamino.edu/academics/humanities/CollegeConsistency.asp

broadened the scope of this project by applying English 1A consistency criteria to English 1B courses starting in fall 2013[44].

In May 2013, the College's Program Review Template was revised to better integrate SLO and PLO assessments into college planning, program review, and budget processes. These changes were approved by the Academic Program Review Committee and introduced in training sessions to faculty in the process of completing program reviews for 2013[45].

Programs are now required to respond to additional prompts, with guiding questions, regarding assessment:

1. Summarize the SLO and PLO assessment results over the past four years and describe how those results led to improved student learning. Analyze and describe those changes. Provide specific examples. (*Discuss what you have learned by assessing your SLOs and PLOs. Describe changes you have made after considering assessment results and describe the impact of those changes.*)
2. Determine and discuss the level your program has attained in the SLO Rubric in Appendix B. (Awareness, Developmental, Proficiency, or Sustainable Continuous Quality Improvement) (*Fill out the worksheet in Appendix B to help determine the level of your program on the ACCJC's SLO Rubric.*)
3. Describe how you have improved your SLO process and engaged in dialogue about assessment results. (*Is the program making improvements to the SLO process and raising SLO awareness with faculty and students? Have SLO assessment results been shared and discussed in meeting, at brown-bag lunches, etc.? Is information about SLOs distributed via email, bulletin boards, or some form of update?*)

Program review recommendations relating to course and program assessment can now be articulated with greater specificity, and program planning steps involving assessment can be better integrated into area and college planning. In spring 2013, Institutional Research and Planning initiated a process to revise the College's planning model as well as associated planning process language. Based on input from the spring 2013 Planning Summit and the work of a Planning Model Team, the revised model and language demonstrated the essential connection between outcomes assessment and the mission of the College and how assessment integrates with program review, curriculum, planning, and resource allocation[46].

Strengthening Program Learning Outcomes
The College continues to ensure that its degree program assessment of outcomes fully addresses the range of knowledge and competencies expected of students and that assessment directly results in improved student learning. PLO practices are ongoing and systematic, resulting in program improvements and enhanced learning.

http://www.elcamino.edu/academics/slo/sloreportevidence/EnglishAssessmentProjectCommunication.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/EnglishAssessmentProjectCommunication2.pdf
[44] http://www.elcamino.edu/academics/slo/sloreportevidence/English1BAssessmentProjectCommunication.pdf
[45] http://www.elcamino.edu/administration/vpaa/program_review/process-and-materials.asp
http://www.elcamino.edu/academics/slo/sloreportevidence/ProgramReviewTemplateandMaterials2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/ProgramReviewTrainingandEvaluationsSpring2013.pdf
[46] <Add IRP new planning model & language – ready early September 2013>

When guiding programs in the construction and assessment of PLOs, the Office of Academic Affairs and SLO Coordinators have offered two options: (1) utilize a single global and encompassing PLO that applied to a number of courses or to a capstone project, and (2) employ multiple PLOs to address the different components that best captured the expected capabilities of students completing a program. The goal was to keep PLOs to a workable number and to allow individual programs to assess how their program outcomes were best expressed and assessed so that effective plans could be made to improve student learning. Single, broad outcomes would be further defined by considering the smaller components required to achieve the outcome and by ensuring these components were assessed in a sufficiently comprehensive manner. Multiple PLOs, while more discrete, would also allow programs flexibility in stating their program outcomes and in selecting the most appropriate assessment methods. Currently, 28 programs utilize a single encompassing PLO and 35 programs utilize multiple PLOs.

In AY 2011-2012, based on evaluation of PLOs and assessment results, SLO Coordinators acted to improve the quality of PLOs. They guided a number of programs in a process where they either made a single basic PLO into an improved and more comprehensive outcome, or synthesized multiple PLOs into a single encompassing PLO[47].

The following examples illustrate how several PLOs were revised or condensed into a single encompassing PLO.

1. **Art - Art History, Studio Art, Digital Art**
    o *Old Art History, Studio Art, Digital Art Multiple PLOs:*
       After completing an A.A. Degree, a certificate, or transfer curriculum in art, students will be able to:
          1.) comprehend and discuss art works in terms of form, medium, style, and content;
          2.) create art works in terms of form, medium, style, and content;
          3.) demonstrate comprehension of the historical, geographical, and chronological context of art.

    o *New Global PLO*
       ▪ After completing coursework to fulfill requirements towards an AA degree, a certificate, or transfer curriculum in art, students will demonstrate the ability to comprehend and critique art works in terms of form, medium, style, content, and the creative process. (Revised 12/11/2011)[48]

2. **Communication Studies**
    o *Old Communications Studies Multiple PLOs:*
       Upon successful completion of the courses in this discipline, the student will have acquired the following knowledge and skills:
          1.) communicate with diverse audiences in multiple contexts to meet the goals

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[47] http://www.elcamino.edu/academics/slo/sloreportevidence/PLORevisionMaterialsFall2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/PLORevisionProcessSample.pdf
[48] http://www.elcamino.edu/academics/finearts/docs/slodocuments/artgrid.pdf

of the intended communication;
2.) describe and analyze the symbolic nature of communication and how it creates individual, group, and cultural reality;
3.) identify, evaluate, and utilize evidence to support claims used in presentations and arguments

- o *New Global PLO*
  - ▪ Demonstrate the ability to describe and analyze forms of communications in terms of rhetoric (ethos, logos, and pathos), the symbolic nature of communication, and how it creates individual, group, and cultural reality. (Revised 2/26/12)[49]

The following set of five PLOs for Childhood Education illustrates how multiple PLOs were utilized to assess the range of knowledge and competencies expected of students in the college:

1. An Integrated Understanding of Children's Needs: Students integrate understanding of the needs, the characteristics and multiple influences on the development of children ranging from birth to adolescence as related to high quality care and education.
2. Designing Environments for Children: Students design, implement and evaluate environments and activities that support positive developmental play and learning outcomes for all children.
3. Effective Guidance and Interaction Strategies: Students apply effective guidance and interaction strategies that support all children's social and emotional development.
4. Ethics and Professionalism: Students demonstrate and/or evaluate ethical standards and professional behaviors that deepen their understanding, knowledge of child development and a commitment to the field of early childhood education.
5. Home, School, and Community Partnerships: Students develop strategies that promote partnerships among programs, teachers, families, and the community.

Assessment results from PLO 1, PLO 2, and PLO 3 were collected from faculty, posted in the program's PLO Center, and discussed in order to generate follow-up actions to improve student learning. PLO actions included changes to teaching strategies and revisions to the PLO process[50].

Assessments from PLOs, whether single and encompassing or multiple, provided sufficiently disaggregated results which were then used to make improvements to instruction, curriculum, and the assessment process itself. The following examples illustrate how PLO assessment results were utilized to improve student learning:

1. To help students better describe resource allocation and price determination, the Economics program established a plan to use a greater variety of teaching methods, to include more reinforcement of material during class sessions, and to provide students

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[49] http://www.elcamino.edu/academics/finearts/docs/slodocuments/communicationsgrid.pdf
[50] http://www.elcamino.edu/academics/behavioralsocial/slo_documents/Childhood%20Ed%204-year%20SLO%20cycle-2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/CDEVPLO3ReportSpring2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/ChildhoodDevelopmentPLOAssessments.pdf

with more opportunities to apply economic concepts[51].

2. To improve the identification of sewing techniques, the Fashion program proposed creation of PowerPoint presentations to feature more sketches and photos for student reference and associated group work to analyze examples[52].

3. To assist students pass a certification test, the Auto Collision Repair/Painting program designed a method where certification-specific information would be designated as such during lessons and follow-up hands-on activities would provide reinforcement[53].

4. After meeting its target for success, the Journalism program significantly raised its target and established interventions to improve student performance in its lowest performing class[54].

5. To improve assessment reporting, the Earth Sciences program created a simplified rubric and established standard methods for instructors to administer assessments[55].

6. To respond to the needs of ESL students, the Childhood Education program analyzed how the language of assessment questions could be altered to more accurately capture ESL student performance[56].

7. To address a concern regarding students' self-awareness about achieving career goals, the Human Development program faculty drafted a 3-unit Career Development course[57].

Academic programs also continued to integrate SLO and PLO assessment results into program review and associated planning, curricular, and budget steps. For example:

1. To better measure student mastery of biological tools and evidence gathering, the Biology and Health Science programs used assessment results in program review to recommend regular equipment updates and maintenance as well as the purchase of new microscopes. The programs purchased new microscopes in fall 2012[58].

2. The Life Sciences program at Compton Center used assessment results to plan additional reinforcement activities for difficult subject matter, to address the need for supplemental instruction and more lab hours, and to make equipment requests to directly support student learning[59].

3. To provide students with additional contact time with the tools of production, the Film/Video program connected its assessment findings with program review observations and made the creation of a dedicated postproduction space its top program review recommendation[60].

4. The English program at Compton Center used pass rates, completion rates, and SLO and PLO assessment results to make program review recommendations regarding

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[51] http://www.elcamino.edu/academics/slo/sloreportevidence/EconomicsPLOAssessments.pdf
[52] http://www.elcamino.edu/academics/slo/sloreportevidence/FashionPPLOAssessments.pdf
[53] http://www.elcamino.edu/academics/slo/sloreportevidence/AutoCollisionPLOAssessments.pdf
[54] http://www.elcamino.edu/academics/slo/sloreportevidence/JournalismPLOAssessments.pdf
[55] http://www.elcamino.edu/academics/slo/sloreportevidence/EarthSciencesPLOAssessments.pdf
[56] http://www.elcamino.edu/academics/slo/sloreportevidence/ChildhoodDevelopmentPLOAssessments.pdf
[57] http://www.elcamino.edu/academics/slo/sloreportevidence/HumanDevelopmentPLOAssessments.pdf
[58] http://www.elcamino.edu/academics/slo/sloreportevidence/BiologyPLOAssessments.pdf
http://www.elcamino.edu/administration/vpaa/program_review/Health%20Science.pdf
http://www.elcamino.edu/administration/vpaa/program_review/Biology.pdf
[59] http://www.elcamino.edu/academics/slo/sloreportevidence/CECLifeSciencePR2011-2012.pdf
[60] http://www.elcamino.edu/academics/slo/sloreportevidence/FilmVideoPLOAssessments.pdf
http://www.elcamino.edu/administration/vpaa/program_review/Film%20Video%207-2-12.pdf

implementation of new teaching strategies for thesis statements, increased offerings of writing workshops, and increased staffing of the Writing Center. Faculty shared teaching strategies, additional writing and grammar workshops were scheduled, and a Writing Center Specialist was hired in fall 2012[61].

5. The Sociology program review discusses at length the results of SLO assessments and how the department plans to make adjustments in their core introductory course (Sociology 101) and plans to develop a new SLO to assess students in spring 2013. This program review also stresses department plans to work with the Writing Center to assist students in improving writing skills, which the assessments indicated was an area of student deficiency[62].

6. To increase mathematical understanding among prospective elementary teachers, the Math program utilized assessment data in conjunction with program review findings to restructure the class hours for three courses so that student contact hours were increased. PLO assessment had indicated that the increased contact hours resulted in improved student ability to solve a mathematical problem, analyze the solution, and identify errors[63].

7. The Astronomy program correlated usage of a new lecture-tutorial textbook alongside active learning techniques with a 17 percent increase in assessment scores. The program found that the practice of in-class activities stimulated critical thinking and enhanced comprehension among students[64].

With the implementation of new learning outcomes software for fall 2013, SLO Coordinators acted to further improve the quality of PLO assessments and reports. Additional information regarding standards of assessment was required, as were responses to additional prompts regarding action plans and dates for implementation[65]. As part of continued PLO evaluation and refinement, programs began a process of PLO analysis and revision in fall 2013 using information gleaned from Flex Day presentations, resource materials from SLO Coordinators, and input and training offered by SLO Facilitators.[66].

C. Level Of SLO Implementation

The College is moving from Proficiency level to Sustainable Continuous Quality Improvement level of SLO implementation. Vigorous, systematic planning and implementation will advance the College to the next level by fall 2014.

SLO assessments continue to be used systematically to improve student learning. Sustained allocation of assessment-related resources and persistent attention to developing strong action plans have resulted in higher quality assessment reports and increasingly effective follow-up

[61] http://www.elcamino.edu/academics/slo/sloreportevidence/CECEnglishProgramReview2012-2013.pdf
[62] http://www.elcamino.edu/administration/vpaa/program_review/Sociology%202012.pdf
[63] http://www.elcamino.edu/academics/slo/sloreportevidence/MathElementaryTeachersPLOAssessments.pdf
http://www.elcamino.edu/administration/vpaa/program_review/Math%20for%20Teachers.pdf
[64] http://www.elcamino.edu/academics/slo/sloreportevidence/AstronomyProgramReviewDraft2013.pdf
[65] http://www.elcamino.edu/academics/slo/sloreportevidence/DeanMessagePLOQuality.pdf
[66] http://www.elcamino.edu/administration/staffdev/documents/2013/Fall%20Flex%20Day%202013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOFacilitatorandDeansMeetingFall2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/FacultySLOTrainingFall2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/FlexDayFall2013BreakoutMaterials.pdf

activities. Updated and comprehensive information regarding assessment outcomes is readily available. Dialogue about student learning regularly occurs at all levels of the institution and is a pervasive part of planning, review, decision-making, and budgetary processes. Student learning outcomes are a significant part of program review and lead to teaching and curricular changes as well as planning and budgeting actions. The College continues to align its structures and practices in a continuous quality improvement process.

While SLO Coordinators, SLO Facilitators, and administrators frequently fine-tune SLO documents and processes, the Assessment of Learning Committee will work in 2013-2014 to make high-quality evaluation of student learning outcomes processes more systematic and widespread. Review of course, program, and institutional outcomes remains continuous, resulting in improved outcome statements, higher targets for success, more valid measurement instruments, and specific, actionable follow-up plans.

The Board of Trustees, administration, staff, and faculty have made a concerted effort to support student learning through outcomes assessment and to move to the next level of SLO implementation. Continued evaluation and refinement of student learning at the course, program, and institutional level is planned for and will continue.

D. Conclusion

El Camino College has successfully addressed the issues noted in Recommendation 2 and in the Commission's Action Letter dated February 11, 2013. Much work has been completed to increase and strengthen SLO outcomes assessment at both the course and program level. The College mobilized to refine all aspects of its assessment processes and to increasingly incorporate assessments into program planning, review, resource allocation, and campus dialogue in order to improve student learning. The College has achieved Proficiency status on the *ACCJC Rubric for Evaluating Institutional Effectiveness: Part III: Student Learning Outcomes* and is well on the way towards achieving Sustainable Continuous Quality Improvement status by fall 2014.

Appendix

Evidence to provide support for the information in this report is provided in footnotes as well as below.

[1] http://www.elcamino.edu/administration/president/archives/2013/presnews03072013.pdf
[2] http://www.elcamino.edu/academics/slo/sloreportevidence/AcademicSenateMeetingMinutes2.19.2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/AcademicSenateMeetingMinutes3.19.2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/AcademicSenateMeetingMinutes5.21.2013.pdf
[3] http://www.elcamino.edu/academics/slo/sloreportevidence/CouncilofDeansMeetingMinutes1.24.2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/CouncilofDeansMeetingMinutes2.14.2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/CouncilofDeansMeetingMinutes2.28.2013.pdf
[4] http://www.elcamino.edu/academics/slo/sloreportevidence/AcademicDeansDirectorsMeeting5.2.2013.pdf
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[5] http://www.elcamino.edu/cmte_minutes/minutes/1124/04182013103035.pdf
http://www.elcamino.edu/cmte_minutes/minutes/1124/03142013114831.pdf
http://www.elcamino.edu/academics/naturalsciences/docs/Div_Council_Minutes_2012-11-20.pdf
http://www.elcamino.edu/academics/naturalsciences/docs/SLO_Mtg_Minutes_2012-9-17.pdf
http://www.elcamino.edu/academics/humanities/SLO%20March%2012%20minutes.pdf
http://www.elcamino.edu/academics/behavioralsocial/divisioncurriculum/Spring%202013%20-%20B%20%20SS%20%20Flex%20Day%20Minutes.pdf
http://www.elcamino.edu/academics/behavioralsocial/divisioncurriculum/B%20%20%20SS%20Division%20Council%20Minutes%20-%20April%204%202013.pdf
http://www.elcamino.edu/academics/behavioralsocial/divisioncurriculum/B%20%20%20SS%20Division%20Council%20Minutes%20-%20December%206%202012.pdf
[6] http://www.elcamino.edu/academics/behavioralsocial/childhooded/Childhood%20Education%20Department%20Minutes%20-%20Spring%202013.pdf
http://www.elcamino.edu/academics/behavioralsocial/economics/Economics%20Department%20Minutes%20-%20Spring%202013%20Revised.pdf
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http://www.elcamino.edu/academics/humanities/Academic%20Strategies%202-16-13.pdf
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http://www.elcamino.edu/academics/naturalsciences/astronomy/docs/Astronomy_Mtg_Minutes_2012-10-18.pdf
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http://www.elcamino.edu/academics/behavioralsocial/politicalsci/Political%20Science%20Department%20Minutes%20-%20Spring%202013.pdf
[7] http://www.elcamino.edu/academics/slo/docs/alcagenda1/spring2013/4-22-13_Agenda.pdf
http://www.elcamino.edu/academics/slo/docs/alcagenda1/spring2013/2-25-13_Agenda.pdf
http://www.elcamino.edu/academics/slo/docs/alcagenda1/fall2012/9-10-12_Agenda.pdf
[8] http://www.elcamino.edu/administration/vpaa/orgchart.asp
http://www.elcamino.edu/academics/slo/sloreportevidence/JobDescriptionAssociateDeanAcademicAffairs.pdf
[9] http://www.elcamino.edu/academics/slo/contact.asp
[10] http://www.elcamino.edu/administration/board/agendas/2013/6-17-13_agenda.pdf
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[11] http://www.elcamino.edu/administration/board/agendas/2008/7-16-12_agenda.pdf
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[12] http://www.elcamino.edu/administration/board/agendas/2013/4-15-13_agenda.pdf
[13] http://www.elcamino.edu/academics/slo/sloreportevidence/ACCJCRegionalWorkshopProgram.pdf
[14] http://www.elcamino.edu/academics/slo/sloreportevidence/Fall2013FlexDayProgramFinal.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/FlexDayFall2013BreakoutMaterials.pdf
[15] http://www.elcamino.edu/administration/board/agendas/2013/03-18-2013-agenda.pdf
[16] http://www.elcamino.edu/academics/slo/sloreportevidence/AuditGridsByDivision.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/AuditGridsByDivisionSampleCompleted.pdf
[17] http://www.elcamino.edu/academics/slo/sloreportevidence/SLOCoordinatorDeansAuditMeetingsSpring2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOAuditBindersVerification.pdf
[18] http://www.elcamino.edu/cmte_minutes/displaymin.asp?cal_id=106
[19] http://www.elcamino.edu/academics/slo/sloreportevidence/AuditMasterListSample-FineArtsDivision.pdf
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http://www.elcamino.edu/academics/slo/sloreportevidence/SLOAssessmentsDueFall2012.pdf
[20] http://www.elcamino.edu/academics/slo/sloreportevidence/SLOAuditFindingsAllDivisionsSpring2013.pdf

http://www.elcamino.edu/academics/slo/sloreportevidence/Audit-CoursesToReach100Percent.pdf
[21] http://www.elcamino.edu/academics/slo/sloreportevidence/SLOUpdateforECCJune2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOUpdateforCECMay2013.pdf
[22] http://www.elcamino.edu/academics/slo/sloreportevidence/SLOUpdatebyDivisionthroughFall2014-8.20.2013.pdf
[23] http://www.elcamino.edu/academics/slo/sloreportevidence/AcademicSenateSLOMessageJune2013.pdf
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[24] http://www.elcamino.edu/academics/slo/sloreportevidence/SampleDepartmentMeetingMinutesFall2012.pdf
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[25] http://www.elcamino.edu/academics/academicsenate/officers.asp
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[26] http://www.elcamino.edu/administration/staffdev/documents/2012/FallFlexDay2012.pdf
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http://www.elcamino.edu/academics/slo/sloreportevidence/SampleDivisionSpring2013FlexDayMaterials.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOAlignmentGridProjectSheet.pdf
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[27] http://www.elcamino.edu/academics/slo/sloreportevidence/DivisionSLOProficiencySurveySample.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOFacilitatorSurveyFall2013Results.pdf
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[28] http://www.elcamino.edu/academics/slo/sloreportevidence/TracDat-eLumenPresentationSignInSheet.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOSoftwareSelectionGuideFeedback.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOSoftwareSelectionRequestandFeedback.pdf
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[29] http://www.elcamino.edu/academics/slo/sloreportevidence/ElCaminoCollegeServiceAgreement5-7-2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/ElCaminoTracDatSubscriptionAgreement5-6-2013.pdf
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[30] https://elcamino.tracdat.com/tracdat/
http://www.elcamino.edu/academics/slo/sloreportevidence/TracDatSampleScreenshot.pdf
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http://www.elcamino.edu/academics/slo/sloreportevidence/TracDatQuickStartGuideDraft.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/FacultySLOTrainingFall2013.pdf
[31] <Add Website link to SLO webpage with Reports and TracDat public login – ready by 9.6.2013>
[32] http://www.elcamino.edu/academics/slo/sloreportevidence/CurricUNETRevisedSLOTemplate.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/ALCSLOQualityDiscussionNotes.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/FlexDaySpring2013PresentationtoFaculty.pdf
[33] http://www.elcamino.edu/academics/slo/sloreportevidence/SLOTemplateTracDatFall2013-2.pdf

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[34] http://www.elcamino.edu/administration/staffdev/documents/2013/FlexDaySP2013.pdf
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[35] http://www.elcamino.edu/academics/slo/sloreportevidence/SampleDivisionSpring2013FlexDayMaterials.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOAlignmentGridProjectSheet.pdf
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[36] http://www.elcamino.edu/academics/slo/sloreportevidence/FlexDayFall2013FaciliatatorPresentation.pdf
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http://www.elcamino.edu/academics/slo/sloreportevidence/FlexDayFall2013BreakoutMaterials.pdf
[37] http://www.elcamino.edu/academics/slo/DivisionSLOpage.asp
[38] http://www.elcamino.edu/academics/slo/sloreportevidence/SLOQualityCommentsSample.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOQualityCommentsSample2.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOQualityCommentsSample3.pdf
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<Add CurricUNET Report with examples - Governet will supply by 8.31.2013>
[39] http://www.elcamino.edu/academics/slo/docs/alcagenda1/spring2013/4-22-13_Agenda.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOQualityTrainingSpring2013SignInSheets.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/SLOQualityTrainingSpring2013.pdf
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[40] http://www.elcamino.edu/academics/slo/sloreportevidence/DeanMessageSLOQuality.pdf
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[41] http://www.elcamino.edu/academics/slo/sloreportevidence/SampleDivisionCouncilMeetingSLOQuality.pdf
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[42] <Add Rubrics from HS&A, FA, Math>
[43] http://www.elcamino.edu/academics/humanities/CollegeConsistency.asp
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[44] http://www.elcamino.edu/academics/slo/sloreportevidence/English1BAssessmentProjectCommunication.pdf
[45] http://www.elcamino.edu/administration/vpaa/program_review/process-and-materials.asp
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[46] <Add IRP new planning model & language – ready early September 2013>
[47] http://www.elcamino.edu/academics/slo/sloreportevidence/PLORevisionMaterialsFall2013.pdf
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[48] http://www.elcamino.edu/academics/finearts/docs/slodocuments/artgrid.pdf
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[51] http://www.elcamino.edu/academics/slo/sloreportevidence/EconomicsPLOAssessments.pdf
[52] http://www.elcamino.edu/academics/slo/sloreportevidence/FashionPPLOAssessments.pdf
[53] http://www.elcamino.edu/academics/slo/sloreportevidence/AutoCollisionPLOAssessments.pdf
[54] http://www.elcamino.edu/academics/slo/sloreportevidence/JournalismPLOAssessments.pdf
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[56] http://www.elcamino.edu/academics/slo/sloreportevidence/ChildhoodDevelopmentPLOAssessments.pdf
[57] http://www.elcamino.edu/academics/slo/sloreportevidence/HumanDevelopmentPLOAssessments.pdf
[58] http://www.elcamino.edu/academics/slo/sloreportevidence/BiologyPLOAssessments.pdf
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[59] http://www.elcamino.edu/academics/slo/sloreportevidence/CECLifeSciencePR2011-2012.pdf
[60] http://www.elcamino.edu/academics/slo/sloreportevidence/FilmVideoPLOAssessments.pdf
http://www.elcamino.edu/administration/vpaa/program_review/Film%20Video%207-2-12.pdf
[61] http://www.elcamino.edu/academics/slo/sloreportevidence/CECEnglishProgramReview2012-2013.pdf
[62] http://www.elcamino.edu/administration/vpaa/program_review/Sociology%202012.pdf
[63] http://www.elcamino.edu/academics/slo/sloreportevidence/MathElementaryTeachersPLOAssessments.pdf
http://www.elcamino.edu/administration/vpaa/program_review/Math%20for%20Teachers.pdf
[64] http://www.elcamino.edu/academics/slo/sloreportevidence/AstronomyProgramReviewDraft2013.pdf
[65] http://www.elcamino.edu/academics/slo/sloreportevidence/DeanMessagePLOQuality.pdf
[66] http://www.elcamino.edu/administration/staffdev/documents/2013/Fall%20Flex%20Day%202013.pdf
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http://www.elcamino.edu/academics/slo/sloreportevidence/FacultySLOTrainingFall2013.pdf
http://www.elcamino.edu/academics/slo/sloreportevidence/FlexDayFall2013BreakoutMaterials.pdf

Agenda for the El Camino Community College District Board of Trustees
From
Administrative Services
Jo Ann Higdon, Vice President

Page No.

Administrative Services

A. AB 2910 – Quarterly Fiscal Status Reports

It is recommended the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending June 30, 2013. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for June 30, 2013, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2012-13
Quarter Ended (Q4)   June 30, 2013

General Fund	2012-13 Budget	Year-to-Date Actuals	Percentage
INCOME			
Federal	$125,000	$142,520	114.02%
State	56,135,167	60,011,958	106.91%
Local	38,593,664	42,130,591	109.16%
Interfund Transfers	1,390,000	950,000	68.35%
Total Income	$96,243,831	$103,235,069	
APPROPRIATIONS			
Academic Salaries	$43,073,071	$44,590,749	103.52%
Classified Salaries	24,431,328	23,264,370	95.22%
Staff Benefits	20,375,329	18,674,245	91.65%
Supplies/Books	1,227,000	916,450	74.69%
Other Operating Expenses	6,803,188	10,062,332	147.91%
Capital Outlay	79,600	432,732	543.63%
Other Outgo	5,840,000	5,642,116	96.61%
Total Appropriations	$101,829,516	$103,582,994	
Net Revenues	($5,585,685)	($347,925)	

B. Contracts Under $83,400

It is recommended the Board of Trustees, in accordance with Board Policy 6340, approve/ratify the District entering into the following agreements. The Vice President of Administrative Services or an authorized designee has executed the necessary documents.

1. **Contractor:** **BEACH CITIES ORTHOPEDICS AND SPORTS MEDICINE**
    Services: Contractor will provide physician services and medical coverage for intercollegiate athletics. Services may include physicals, event coverage, emergency procedures, injury evaluation and oversight of the athletic training standing orders.
    Requesting Dept.: Academic Affairs – Health Sciences and Athletics
    Date(s): 9/1/13 – 6/30/16
    Financial Terms: No cost to the District

2. **Contractor:** **CERRITOS COLLEGE FOUNDATION**
    Services: Contractor will provide Advanced Technology and Commercial Skills training utilizing El Camino College's funds.
    Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
    Date(s): 8/5/13 – 8/4/15
    Financial Terms: Cost not to exceed $75,000
    Funded by Employment Training Panel (ETP contract ET14-0800)

3. **Contractor:** **CHILDREN'S HOSPITAL LOS ANGELES**
    Services: Contractor will provide clinical site for students in the Respiratory Care program.
    Requesting Dept.: Academic Affairs – Health Sciences and Athletics
    Date(s): 7/1/13 – 6/30/16
    Financial Terms: No cost to the District

4. **Contractor:** **CIVIC COUCH**
    Services: Contractor will provide occasional event photography for events and award ceremonies at El Camino College.
    Requesting Dept.: President's Office – Public Relations and Marketing
    Date(s): 8/12/13 – 12/31/13
    Financial Terms: Cost not to exceed $2,000

5. **Contractor:** **CONTRACT NEGOTIATION SERVICES**
    Services: Contractor will provide Project Management Skills, Receiving Inspection and Supply Chain Management training.
    Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)

Date(s):	9/1/13 – 6/30/14	
Financial Terms:	Cost not to exceed $38,872	
	Funded by Orbital Science's Mentor Protégé grant	

6. **Contractor:** **DOWDEN ASSOCIATES INC.**

Services: Contractor will provide comprehensive assistance during 2013-14 grant implementation phase and services including ongoing consultation, provision of guidance resources and ongoing program information; and assistance with required federal reports and correspondence.

Requesting Dept.: Student and Community Advancement – Community Advancement – Grants Office

Date(s): 10/1/13 – 9/30/14 (Originally Board approved 12/13/2010; this is year 4 of the 5 year agreement).

Financial Terms: Cost not to exceed $26,000
Funded by the Grants Office for the Title V Graduation Initiative grant

7. **Contractor:** **EDUCATION TO GO—CENGAGE LEARNING, INC.**

Services: Contractor will provide not-for-credit online courses that include materials, online instructors, and course hosting.

Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education

Date(s): 7/1/13 – 6/30/14

Financial Terms: Projected gross income $13,000

8. **Contractor:** **FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES**

Services: Contractor will sponsor ECC's Developing Energy Efficiency Professionals (DEEP) Program advisor who will develop curriculum related to green technology and facilitate student engagement in related program activities.

Requesting Dept.: Academic Affairs – Industry and Technology

Date(s): 7/1/13 – 12/31/14

Financial Terms: No cost to the District

9. **Contractor:** **iM3, LLC dba TECH U 24/7**

Services: Contractor will provide 24-hour online Commercial Food Equipment Repair Technician Training course via a co-branded website that will recruit, train and employ entry-level technicians.

Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education

Date(s): 9/1/13 – 6/30/14
Financial Terms: Projected gross income $3,000

10. **Contractor:** **MDESIGNS PRODUCTIONS, LLC**
Services: Contractor will produce media, including video, audio and graphics, for use on ECC Web page and Cable TV channel.
Requesting Dept.: Academic Affairs – Learning Resources
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed $6,000

11. **Contractor:** **RIVERSIDE COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide 350 hours of California Association of Alcoholism & Drug Abuse Counselors Training on the ECC Campus.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 9/1/13 – 3/31/14
Financial Terms: Projected gross income $7,000

12. **Contractor:** **SAINT FRANCIS MEDICAL CENTER**
Services: Contractor will permit use of its facility to provide El Camino College Compton Center nursing students with state required clinical experience.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics - Nursing
Date(s): 1/1/13 – 12/31/15
Financial Terms: No cost to the District

13. **Contractor:** **SIXTEN AND ASSOCIATES**
Services: Contractor will prepare the District's state mandated cost reimbursement claims.
Requesting Dept.: Administrative Services – Fiscal Services
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed $24,000

14. **Contractor:** **SOAP DESIGN COMPANY**
Services: Contractor will design various flyers for the ECC Community Education catalogs for Fall 2013, Winter/Spring 2014 and Summer 2014.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed $6,000
Funded by Community Education Funds

15. **Contractor:** **WISEBURN SCHOOL DISTRICT – DA VINCI HIGH SCHOOL**
   Services: Contractor's students will receive pre-engineering instruction provided through ECC partnership of schools offering Project Lead the Way curriculum under the District's Engineering Technology Program.
   Requesting Dept.: Academic Affairs – Industry and Technology
   Date(s): 7/1/13 – 6/30/14 with four optional one-year renewal periods
   Financial Terms: No cost to the District
   Funded by Project Lead the Way

16. **Contractor:** **WORLD INSTRUCTOR TRAINING SCHOOLS**
   Services: Contractor will provide a Personal Fitness Trainer Certification partnership providing classroom instruction, hands-on practical training, and an internship component at a local fitness center.
   Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
   Date(s): 9/1/13 – 6/30/14
   Financial Terms: Projected gross income $4,000

17. **Contractor:** **XAP CORPORATION**
   Services: Contractor will provide statewide online application for admissions known as CCCApply that will allow prospective ECC students to apply 24/7.
   Requesting Dept.: Student and Community Advancement – Admissions and Records
   Date(s): 7/1/13 – 6/30/14
   Financial Terms: Cost not to exceed $11,000

C.   CONTRACTS OVER $83,400

It is requested the Board of Trustees approve that the District enter into the following agreements:

1. **Contractor:** **CALIFORNIA DEPARTMENT OF EDUCATION**
   Services: Contractor will reimburse the District for its participation in the State Preschool Program.
   Requesting Dept.: Academic Affairs – Behavioral and Social Sciences - Child Development Center
   Date(s): 8/19/13-6/30/14
   Financial Terms: Maximum allowed annual gross income $155,471

Funded by California Department of Education Child Development Division

2. **Contractor:** **FEDERAL BUREAU OF PRISONS, TERMINAL ISLAND**
    Services: The inmate population will receive on-site skills training in Welding.
    Requesting Dept.: Student and Community Advancement – Community Advancement – Workplace Learning Resources Center
    Date(s): 10/1/13 – 9/30/14 (Originally Board approved 10/18/10 for $313,303; this is the third year of five-year contract)
    Financial Terms: Projected annual gross income $65,637

D. **Personal Service Agreement**

1. **Contractor:** **DAVID MARSHALL**
    Services: Contractor will deliver the keynote address and two workshops on Fall Flex Day, August 22, 2013.
    Requesting Dept.: Human Resources – Staff Development
    Date(s): 8/22/13
    Financial Terms: Cost not to exceed $2,000

E. **Amendment**

1. **Contractor:** **VIATRON**
    Services: Contractor will provide imaging services to save data from the records vault to a permanent medium.
    Requesting Dept.: Student and Community Advancement – Admissions and Records
    Date(s): 6/18/13-7/31/14
    Financial Terms: Cost not to exceed $16,192 (increased from $10,431; Board approved 6/17/13)

F. **Purchase Orders And Blanket Purchase Orders**

It is recommended all purchase orders be ratified as shown.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11 Unrestricted - El Camino				
P0700144	Waxie Sanitary Supply	Operations	Non-Instruct Supplies	$1,249.63
P0700364	Sitler's Suppliers, Inc.	Civic Center Fine Arts	Non-Instruct Supplies	$2,328.69
P0700366	Sports Imports	Physical Education	Instructional Supplies	$1,263.78

P0700367	Competitive Aquatic	Physical Education	Instructional Supplies	$75.04
P0700369	Assisted Living Store	Physical Education	Instructional Supplies	$150.66
P0700372	Complete Office	Div Office Nat Sciences	Non-Instruct Supplies	$386.23
P0700373	Brown & Bigelow, Inc.	Outreach and School	Non-Instruct Supplies	$1,691.19
P0700375	RP Group, the	Institutional Research	Conferences Classified	$800.00
P0700376	Battery Specialties	Ctr for Arts Production	Non-Instruct Supplies	$366.56
P0700377	CDW-G	Information Technology	Maintenance Contracts	$637.46
P0700380	Grainger	Art Department	Instructional Supplies	$252.41
P0700383	Cal. State Los Angeles	First Year Experience	Conferences Mgmt	$195.00
P0700384	Brown & Bigelow, Inc.	Outreach and School	Non-Instruct Supplies	$407.64
P0700385	Ward's Natural Science	Earth Sciences	Instructional Supplies	$155.39
P0700386	El Camino College Trust		Institutional Services Bad Check/Bad Debt expense	$1,785.25
P0700388	Regents, University of	Counseling Office	Conferences Mgmt	$40.00
P0700389	EMC Jist Publishing	Career Center	Other Services And Expenses	$53.49
P0700391	CCLC/CCCAA	Presidents Office	Dues And Memberships	$10,575.00
P0700392	Sargent Welch Scientific		Chemistry Instructional Supplies	$2,261.25
P0700397	ACHRO/EEO	Human Resources	Dues And Memberships	$350.00
P0700407	Hitt Marking Devices	Div Office Fine Arts	Instructional Supplies	$27.85
P0700413	John Wiley & Sons Inc.	Counseling Office	Publications/ Periodicals	$200.00
P0700414	U.S. Government	Counseling Office	Publications/ Periodicals	$250.00
P0700415	Monterey Graphics	Outreach and School	Non-Instruct Supplies	$104.64
P0700422	Monterey Graphics	Counseling Office	Non-Instruct Supplies	$55.00
P0700423	AT&T	Information Technology	Maintenance Contracts	$139,446.79
P0700427	Shredder Specialties	VP-SCA	Repairs Noninstructional	$545.62
P0700428	Glidden Professional	Grounds	Non-Instruct Supplies	$3,004.30
P0700448	Schindler Elevator	Facilities/Planning/Serv	Repairs Noninstructional	$537.59
P0700449	Schindler Elevator	Facilities/Planning/Serv	Maintenance Contracts	$6,883.10
P0700450	Scantron	Div Office Nat Sciences	Non-Instruct Supplies	$149.79
P0700451	AP Books	Public Relations	Publications/ Periodicals	$26.00
P0700452	Amazon.Com Corporate		Institutional Research Publications/ Periodicals	$123.45
P0700454	Freestyle Photographic	Photography	Instructional Supplies	$269.01
P0700460	Carson Chamber of Commerce	Public Relations	Dues And Memberships	$125.00
P0700466	CPCA	Campus Police	In-Service Training	$425.00
P0700474	Wavefunction, Inc.	Information Technology	License Fee/Site Licenses -ITS	$17,340.00
P0700476	Esecurity	Information Technology	Maintenance Contracts	$2,774.00
P0700478	American Technologies	Facilities/Planning/Serv	Repairs Noninstructional	$14,685.00
P0700479	Amazon.Com Corporate		Counseling Office Non-Instruct Supplies	$544.47
P0700483	CCCCSSAA	VP-SCA	Dues And Memberships	$300.00
P0700491	Campus Food Services	SRC Accessibility Fund	Conferences Faculty	$376.05
P0700492	Campus Food Services	SRC Accessibility Fund	Conferences Faculty	$394.85

Fund 11 Total: 43

$213,612.18

Fund 12 Restricted - El Camino

P0700317	Statewide Traffic Safety		Parking Services New Equipment	$1,673.40
P0700318	U.S. Armor Corp.	Parking Services	New Equipment	$760.82

PO#	Vendor	Program	Category	Amount
P0700362	Lighthouse Magazine	El Camino Language	Multi Media Advertising	$630.00
P0700363	Westhost, Inc.	El Camino Language	Multi Media Advertising	$29.85
P0700368	American Express Travel		TitleV-Improving	Conferences Mgmt $337.80
P0700370	Campus Food Services	Title III- H S I - STEM	Non-Instruct Supplies	$2,018.15
P0700371	Campus Food Services	Title III- H S I - STEM	Non-Instruct Supplies	$1,248.05
P0700381	HACU 27th Annual	TitleV-Improving	Conferences Mgmt	$725.00
P0700382	Chongro Overseas	El Camino Language	Contract Services	$300.00
P0700387	Campus Food Services	International Students	Other Services And Expenses	$546.84
P0700390	Sars Sofware Products	Matriculation	Non-Instruct Supplies	$5,670.00
P0700393	Daniel Alvarez	Title III- H S I - STEM	Contract Services	$400.00
P0700394	Board of Governors, Calif		Matriculation	Conferences Mgmt $225.00
P0700398	Phatefx, Inc	EOPS CARE	Contract Services	$500.00
P0700404	Monterey Graphics	EOPS	Non-Instruct Supplies	$156.96
P0700405	Pacific Parking Systems		Parking Services	New Equipment - $747.60
P0700406	Bob Lee's Automotive	Parking Services	Repairs Non Instr	$53.43
P0700408	Campus Food Services	Parking Services	Non-Instruct Supplies	$465.00
P0700409	Nova Vision, Inc.	Parking Services	Non-Instruct Supplies	$113.55
P0700410	Constant Contact	Community Education	Multi Media Advertising	$630.00
P0700411	Fastsigns	Community Education	Non-Instruct Supplies	$583.15
P0700416	Campus Food Services	Aerospace Conference	Non-Instruct Supplies	$124.10
P0700417	Cal Poly Pomona	CTE IV	Conferences Other	$2,125.00
P0700419	Project Lead the Way	CTE IV	Conferences Other	$4,900.00
P0700420	The Apple Store	CTE IV	New Equip - Noninstr	$160.23
P0700429	PCM-G, Inc.	TitleV-Improving	Non-Instruct Supplies	$1,673.14
P0700431	Ellucian, Inc	TitleV-Improving	Other Services And Expenses	$300.00
P0700432	School Outfitters	TitleV-Improving	Non-Instruct Supplies	$1,289.81
P0700453	Campus Food Services	Title III- H S I - STEM	Non-Instruct Supplies	$91.56
P0700464	Susan Saxe-Clifford, Phd		Parking Services	Other Services And Expenses $850.00
P0700475	American Express Travel		Community	Transportation/ Mileage $622.20
P0700482	Bothwell Automotive, Inc.		Parking Services	Repairs Non Instr $1,195.00
P0700484	Bob Lee's Automotive	Parking Services	Repairs Non Instr	$349.84
P0700489	Study in the USA	El Camino Language	Multi Media Advertising	$2,995.00

Fund 12 Total: 34

$34,490.48

Fund 79 Auxiliary Services

PO#	Vendor	Program	Category	Amount
P0700399	Monterey Graphics	Student Affairs	Non-Instruct Supplies	$2,022.50
P0700462	Dramatists Play Service		Fine Arts	Non-Instruct Supplies $70.00
P0700463	KCACTF	Fine Arts	Non-Instruct Supplies	$900.00

Fund 79 Total: 3

$2,992.50

PO Funds Total: 80   **$251,095.16**

Fund 11 Unrestricted - El Camino

B0710409	Airgas USA, LLC	Resp Therapy	Instructional Supplies	$1,500.00
B0710410	ECCD Petty Cash	Physics	Instructional Supplies	$750.00
B0710412	KLM Bioscientific	Life Sciences	Instructional Supplies	$500.00
B0710415	Verizon Wireless	Administrative Services	Telephone	$3,000.00
B0710416	KUSC Fm 91.5	Ctr for Arts Promo	Multi Media Advertising	$15,000.00
B0710417	Daily Breeze, the	Ctr for Arts Promo	Multi Media Advertising	$10,000.00
B0710418	Easy Reader, the	Ctr for Arts Promo	Multi Media Advertising	$4,000.00
B0710419	Frontiers News Magazine		Ctr for Arts Promo Multi Media Advertising	$3,000.00
B0710420	Kelly Paper Company	Ctr for Arts Promo	Non-Instruct Supplies	$500.00
B0710421	Torrance Postmaster	Ctr for Arts Promo	Postage	$4,000.00
B0710422	E.C.C.C.D. Center for the Arts Discovery Series		Contract Services	$24,000.00
B0710433	Southbay Fire	Fire Academy	Repairs - Instructional	$500.00
B0710434	Mutual Liquid Gas	Fire Academy	Repairs - Instructional	$500.00
B0710435	Alpha & Omega	Fire Academy	Repairs - Instructional	$3,000.00
B0710436	Southland Lumber	Fire Academy	Instructional Supplies	$5,000.00
B0710437	Parker Lighting, Inc.	Fire Academy	Instructional Supplies	$300.00
B0710438	NAPA	Fire Academy	Instructional Supplies	$1,000.00
B0710439	Firefighter's Safety	Fire Academy	Instructional Supplies	$1,000.00
B0710440	FIRE ETC	Fire Academy	Instructional Supplies	$800.00
B0710441	Broadline Distributing	Fire Academy	Instructional Supplies	$2,000.00
B0710442	ECCD Petty Cash	Fire Academy	Non-Instruct Supplies	$500.00
B0710443	Torrance Electronics	Music	Repairs Parts And Supplies	$1,000.00
B0710444	Torrance Electronics	Theatre/Dance	Repairs Parts And Supplies	$500.00
B0710445	JW Pepper of Los	Music	Instructional Supplies	$1,000.00
B0710446	Ejazzlines	Music	Instructional Supplies	$800.00
B0710447	ECCD Petty Cash	Cosmetology	Instructional Supplies	$250.00
B0710448	StylEnvy Nail Fashion	Cosmetology	Instructional Supplies	$500.00
B0710449	Marianna Industries	Cosmetology	Instructional Supplies	$3,000.00
B0710450	Kao USA Inc	Cosmetology	Instructional Supplies	$1,300.00
B0710451	Innovations	Cosmetology	Instructional Supplies	$4,500.00
B0710452	Gabel's Cosmetics, Inc.	Cosmetology	Instructional Supplies	$1,100.00
B0710453	Dermalogica, Inc.	Cosmetology	Instructional Supplies	$1,000.00
B0710454	Burmax	Cosmetology	Instructional Supplies	$1,700.00
B0710465	Old Town Music	Music	Instructional Supplies	$2,000.00
B0710471	Torrance Postmaster	Public Relations	Postage	$200.00
B0710480	Numbers America	Copy Center	Printing	$500.00
B0710481	E.C.C. Public Information		Staff Development	Reproduction $1,000.00

Fund 11 Total: 37

$101,200.00

Fund 12 Restricted - El Camino

B0710427	ECCD Petty Cash	WIP (10-292-720)	Non-Instruct Supplies	$500.00
B0710431	ECCD Petty Cash	EOPS CARE	Non-Instruct Supplies	$500.00
B0710432	Torrance Memorial	EOPS CARE	Other Services And Expenses	$100.00
B0710462	Campus Food Services	CTE IV	Non-Instruct Supplies	$3,000.00
B0710463	E.C.C. Public Information		CTE IV	Printing $1,000.00
B0710464	ECCD Petty Cash	CAA (10-091-002)	Non-Instruct Supplies	$300.00
B0710472	The Sign Language	DSPS	Contract Services	$2,500.00
B0710477	Accommodating Ideas	DSPS	Contract Services	$2,500.00

| | | | **Fund 12 Total: 8** |
| **$10,400.00** | | | |

Fund 71 Associated Students

B0710426	Six Flags Magic	Student Affairs	ASB Exp.	$20,000.00
			Fund 71 Total: 1	
$20,000.00				

Fund 74 Student Financial Aid

B0710414	E.C.C.C.D. Bookstore	EOPS	EOP&S Book Service	$189,366.00
			Fund 74 Total: 1	
$189,366.00				

		BPO Funds Total: 47	**$320,966.00**
		Grand Total POs and BPOs: 127	
$572,061.16			

Agenda for the El Camino Community College District Board of Trustees
For
Measure E 2002 & 2012 Bond Fund
Administrative Services

Administrative Services – Measure E Bond Fund

A.   CATEGORY BUDGETS AND BALANCES

GENERAL OBLIGATION BOND FUND CATEGORIES
AND PROJECT SUMMARY

The following tables report 2002 and 2012 Measure E expenditures and commitments through August 31, 2013, at the September 2013 Board meeting.

2002 MEASURE E BOND FUND

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	$205,620,530	$119,094,525	$5,312,406	$81,213,600
Campus Site Improvements	64,910,391	31,247,533	2,369,165	31,293,693
Energy Efficiency Improvements	2,700,980	2,700,980	0	0
Health and Safety Improvements	128,723,855	69,562,355	48,404,675	10,756,825
Information Technology and Equipment	24,751,372	13,721,512	67,664	10,962,197
Physical Education Facilities Improvements	572	572	0	0
Unallocated Interest (as of 12/4/12)	429,487	0	0	429,487
TOTAL	**$427,137,187**	**$236,327,476**	**$56,153,910**	**$134,655,801**

2012 MEASURE E BOND FUND

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	$144,868,429	$0	$0	$144,868,429
Health and Safety Improvements	205,131,571	0	0	205,131,571
TOTAL	**$350,000,000**	**$0**	**$0**	**$350,000,000**

B.   CONTRACT – BECK & GRABOSKI – STUDENT SERVICES CENTER REPLACEMENT PROJECT

It is recommended the Board of Trustees approve entering into a contract with the above architectural firm to provide design services for interior and exterior signage at the new Student Services Center.

Beck & Graboski was selected base upon its experience and expertise performing this type of work and its prior experience with the District.

Dates of Service: September 2013 through project closeout.

Cost: Not to exceed $33,500.00

C. PURCHASE ORDERS (PO) AND BLANKET PURCHASE ORDERS (BPO)

The following purchase orders have been issued in accordance with the District's purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders for Measure E expenditures be ratified and payment be authorized upon delivery and acceptance of the items or services ordered.

PO #	VENDOR NAME	SITE NAME	DESCRIPTION	COST
P700465	SEWUP/JPA	Bookstore Building	Contract Services	$20,245.46
B710408	S & K Engineers	Lot F Parking Structure	Architecture & Engineering	38,000.00
B710411	Sandy Pringle	Lot F Parking Structure	Testing & Inspection	11,549.25
B710474	Public Agency Law	Master Planning	Legal-Bond Projects	75,000.00
			TOTAL POs AND BPOs	**$144,794.71**

Agenda for the El Camino Community College District Board of Trustees
from
Human Resources
Linda Beam, Vice President Human Resources

Page No.

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1-9 and 1-5.

Academic Personnel:

1. Amend Employment - Brian Mims, full-time Counselor, Class II, Step 8 instead of Step 4, Academic Salary Schedule, effective August 12, 2013.

2. Amend Employment - Timothy Muckey, full-time instructor of Air Conditioning & Refrigeration, Industry & Technology Division, Class V, Step 9 instead of Step 4, Academic Salary Schedule, effective August 22, 2013.

3. Change in Assignment - Octavia Hyacinth, full-time instructor of Nursing, Health Sciences & Athletics Division, to Interim Director, Nursing, Class 14, Step 1, Administrator Salary Schedule, effective August 22, 2013 until August 30, 2014 or until position is filled.

4. Change in Salary - Christine Jeffries, full-time Counselor from Class II, Step 24 to Class III, Step 24, Academic Salary Schedule, effective August 12, 2013.

5. Special Assignment - The following part-time instructors of Nursing, Health Sciences & Athletics Division, to assist summer nursing students with skills to be successful in nursing courses, to be paid $60.18 an hour, effective July 23 through August 15, 2013, in accordance with the Agreement, Article 10, Section 9(m).

Instructor	Not to Exceed Hours	Not to Exceed Dollars
Clara Sicalonzo	15	$ 903
Lanie Tumaliuan	18	$1,083

6. Special Assignment - Gregory George, part-time instructor of Architecture, Industry & Technology Division, to coordinate Southern California Edison's Developing Energy Efficiency Professionals Program (DEEP), to be paid $60.18 an hour, not to exceed 120 hours or $7,200, and not to exceed 25 hours per week cumulative employment at ECC, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).

7. Stipend Assignment - Jason Davidson, full-time instructor of Communication Studies, Fine Arts Division, to perform as fall resident artist at speech event, to be

paid $700, effective October 18, 2013, in accordance with the Agreement, Article 10, Section 14(a).

8. Employment - The following part-time/temporary instructors to be hired as needed for the 2013 fall semester, not to exceed 67% FTE or 25 hours per week.

   Business
   Claire Phillips
   David Miller

   Health Sciences & Athletics
   Joel Weiss
   Theresa Yeomans

   Humanities
   Mickey Harrison
   Richard Hofferd
   Darcey Whitmore

   Industry & Technology
   Gregory Allen

   Natural Sciences
   Joanna Fantozzi

   Nursing
   Amber Ward

9. Employment - The following part-time/temporary substitute instructor to be hired as needed for the 2013 fall semester, not to exceed 67% FTE or 25 hours per week.

   Natural Sciences
   Leon Leonardo

Classified Personnel:

1. Change of Assignment - Ms. Christine Saldana, from 50% to 70% Clerical Assistant, Range 22, Step E, Foundation, Student and Community Advancement Area, Tuesday through Friday 9:30 a.m. to 4:30 p.m., effective September 4, through November 30, 2013.

2.   Amend Employment - Leroy Enriquez, Police Officer, Range 1, Step A, Campus Police Division, Administrative Services Area, effective September 5 instead of September 2, 2013.

Temporary Classified Services Employees – (not to exceed 170 days per year)

3.   Carolyn Correnti - Accompanist-Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area, as needed, effective August 26, 2013 through June 30, 2014, not to exceed 25 hours per week.

4.   Jason Darensbourg - Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 4, 2013 through June 30, 2014, not to exceed 25 hours per week.

5.   Alonzo McDonald - Theatre Technician, Range 31, Step A, and Stage Manager, Range 38, Step A, Fine Arts Division, Academic Affairs Area, on call as needed, to perform backstage crew duties, effective September 4, 2013 through June 30, 2014, not to exceed 25 hours per week.

B.   <u>TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES</u>
It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week, effective September 4, 2013 through June 30, 2014, unless otherwise stated, as shown in items 1-20.

Instructional Aide Series

1.   <u>Instructional Aide I</u>
The following individuals are to assist instructors or other staff in a classroom or laboratory setting with basic tutoring, support services, and accommodations for students.

Karla Espinosa, $8.00 per hour
Yer Vang-Rojas, $8.00 per hour

2.   <u>Instructional Aide II</u>
The following individuals are to provide basic tutoring, support services, computer and equipment maintenance, and accommodations for students.

Christian Dominguez, $9.25 per hour
Jonathan Gonzalez, $9.25 per hour
Tamekia Jernigan, $9.25 per hour
Benjamin Porter, $9.25 per hour

3.   Instructional Aide IV
The following individuals are to provide teaching assistance, intermediate level tutoring, technical support, classroom set-up, care and repair of equipment and instruments, exhibition installation, instructional support services, and accommodations for students.

Farshan Ali-Akbar, $12.25 per hour
Brandon Goya, $12.25 per hour
Christopher Marin, $12.25 per hour

4.   Instructional Aide VI
The following individuals are to assist students with their writing assignments in all phases of the composing process - understanding and responding to the topic, generating ideas, outlining, drafting, revising, and other duties as needed.

Janice Hersch, $15.00 per hour (eff. 9/1/13 through 6/30/14)
Jeremy Wong, $15.00 per hour (eff. 9/1/13 through 6/30/14)

Office Aide Series

5.   Office Aide II
The following individual is to assist with office tasks, daily operations and maintenance such as compile, input, maintain data, payment process, customer service and supporting division staff as needed.

Narissara Lamaikul, $10.00 per hour

6.   Office Aide III
The following individual is to assist with appointments, and scheduling, payment processing, daily operations and maintenance such as compile, input, maintain data, payment process, customer service, and supporting the division staff as needed.

Roberto Flores, $10.50 per hour (eff. 8/20/13 through 6/30/14)

7.   Office Aide VI
The following individual is to assist the Associate Dean of Academic Affairs and SLO coordinators with clerical duties in relations to student learning outcomes.

Lissette Marquez, $17.00 per hour

Program Aide Series

8.   Program Aide I
The following individual is to provide basic assistance with daily program operations.

Se Hee Oh, $9.00 per hour (eff. 7/1/13 though 6/30/14)

9.   Program Aide II
The following individual is to assist staff with duties to support the needs of a program or specialized area.

Luis Salazar, $10.00 per hour

10.   Program Aide V
The following individual is to provide program assistance tutoring services for Childhood Education students including organizing materials and supplies in the Teacher Resource Room and assisting students with software programs.

Nubia Cornejo, $13.00 per hour

11.   Program Aide VI
The following individual is to perform general clerical duties related to the office operations of the Small Business Development Center including compiling and inputting WebCATS system data, report preparation, conducting research, and monitors and tracks workshops and materials.

Nancy Cisneros, $17.00 per hour (eff. 8/1/13 through 6/30/14)

Sports Aide Series

12.   Sports Aide VI
The following individuals are to assist the coaching staff with the coordination of all aspects of practice and competition.

Reggie Ellis, $17.00 per hour
Richard Perkins, $17.00 per hour
Alexis Solaro, $17.00 per hour

The following individual is to make videotapes of the football team.

Paul Fornelli, $15.00 per hour

Theater Aide Series

13.   Theater Aide I
The following individual is to assist the theater management and staff with basic theater duties for on-campus events.

Linda Edsinga, $8.25 per hour

Assistance Linguistics Professional Series

14.   Assistive Linguistics Professional I
The following individual is to provide language interpreting support services between Deaf and Hard-of Hearing students, staff, and their hearing peers, the classroom instructor and other personnel.

Teresa Russ, $30.00 per hour

15.   Assistive Linguistics Professional II
The following individuals are to provide language interpreting support services between Deaf and Hard-of Hearing students, staff and their hearing peers, the classroom instructor and other personnel, and must possess National Certification.

Molly Keefe, $40.00 per hour
Beverly Moore $45.00 per hour (eff. 8/15/13 through 6/30/14)
Rachel Winters, $40.00 per hour

Education Professional Series

16.   Education Professional II
The following individual is to conduct classes for the El Camino College Community Education and Professional Development program.

Dagmar Nelson, $35.00 per hour (eff. 7/1/13 through 6/30/14)

The following individual is to provide basic and advanced fire fighting instruction to merchant seaman in Fire Prevention and Fire Combat and to undertake teaching courses and continually assess the standard attained by students during courses and to lead and assist in the conduct of any firefighting exercises and scenarios.

William E. Warren, $44.00 per hour

17.   Education Professional V
The following individuals are to conduct classes for the El Camino College Community Education and Professional Development program.

Nancy Miller
Lina Vidal

Program Professional Series

18.   Program Professional I
The following individual is responsible for the operation of the Patient Simulation Center, performing program maintenance and repair, developing case scenarios, training faculty, and assisting with student teaching.

Brett Vihnanek, $30.00 per hour (eff. 9/3/13 through 6/30/14)

The following individual is to assist students in becoming familiar with the various levels of the Child Development Permit, and assisting them with all aspects of the applications process.

Sharon Cortez, $20.00 per hour

The following individual is to design presentations, flyers, and other materials and forms for the Fine Arts division office.

Sarah Edsinga, $20.00 per hour

Training Professional Series

19.   Training Professional I
The following individuals are to submit lesson plans for classes and other learning activities and perform other related administrative tasks as assigned in the Foster and Kinship Care Education Program.

Krystal Gordon, $30.00 per hour
Shantel Wilson, $30.00 per hour

20.   Training Professional IV
The following individual is to adapt or develop training materials and conduct training programs to facilitate employee development.

Joel Alpert, $100.00 per hour

The following individual is to provide technical manufacturing consultation and program development and support for the Advanced Manufacturing Sector Navigator project and other projects as designed.

Marshall Gartenlaub, $65.00 per hour

TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEE
It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employee, subject to funding, not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week.

Program Professional Series

Program Professional IV
The following individual will serve as the physician and the medical Director of the Health Center. He will provide collaborative services to the nurse practitioners in the clinical setting at El Camino College pursuant to the Nurse Practitioner protocols and college standards.

Dr. Michael Mellman, $150.00 per hour (eff. 8/28/13 – 6/30/14)

Agenda for the El Camino Community College District Board of Trustees
From
The Office of the President and Board of Trustees
Thomas M. Fallo, Superintendent/President

A. Absence of a Board Member

A. <u>Absence of a Board Member</u>

It is recommended that the Board excuse Trustee Combs from the August 19, 2013 Board meeting with no loss of salary due to personal necessity.