



Academic Senate of El Camino College 2023-2024

16007 Crenshaw Blvd., Torrance, CA 90506, (310) 532-3670 x3254

Office location: Schauerman Library, Room 273

October 3, 2023

Agenda & Table of Contents: Tuesday, October 3, 2023 Distance Education 166 and via Zoom (Please see page 2 of the packet for additional teleconference locations)

| Agenda Item | Page Numbers |
|---|---------------------------------------|
| A. Call to Order/ Introductions (3 minutes) | |
| B. Approval of Minutes (2 minutes) | |
| C. Unfinished Business: a. 2 nd read-EDI-Equity, Diversity, Inclusion name change to IDEA- Erica Brenes (10min.) b. 2 nd read- Basic Needs Syllabus Statement – Anna Brochet (10min.) c. 2 nd read-Educational Policies- Darcie McClelland (15 min.) d. 2 nd read – Changes to Senate Constitution approved by Senate on 6/6/23- Charlene (10min.) | pg.20 pg.28 pg.29-.32 pg..17 |
| D. New Business: a. 1 st Academic Senate Goals 2022-2023 (15 min.) | pg.36 |
| E. Information Items – Discussion a. Multifactor Authentication process-Stephanie Burnham (10 min.) b. Calendar- Anna Brochet (10 min.) c. Book Club-Anna Brochet (5min.) d. Part-Time Senators- Charlene | slides pg.39 pg.41 |
| F. Reports a. Academic Senate President’s Report (Packet only, will not be read) – Charlene b. VP Reports (Packet only, will not be read)- Senate Executive Board c. Academic Affairs Report- Carlos Lopez d. Student Services Report- Jeffrey Stephenson | |
| G. Future Agenda Items a. CIP (Comprehensive Integrated Plan)-Viviana Unda | |
| H. Public Comment (5 minutes) | |
| I. Adjournment | |

Page numbers refer to the Academic Senate meeting packet, which can be accessed by visiting:

<http://www.elcamino.edu/academics/academicsenate/agenda.asp>. Hard copies of agendas are posted outside the Library.

Any individual with a disability who requires reasonable accommodation to participate in an Academic Senate meeting, may request assistance by contacting Charlene Brewer-Smith, cbrewersmith@elcamino.edu (310) 660-3593 x3254, 16007 Crenshaw Blvd., Torrance, CA 90506.

Per the Brown Act, all votes must be recorded by name. Only No’s and Abstentions will be recorded by name in the minutes. If a senator was signed in to the meeting and did not vote No/Abstain, their vote will be assumed to be a Yes.

October 3, 2023



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Zoom information for Academic Senate Meeting 9/19/2023 Join Zoom Meeting

<https://elcamino-edu.zoom.us/j/86051578641>

Meeting ID: 860 5157 8641

One tap mobile

+16699006833,,86051578641# US (San Jose)

+16694449171,,86051578641# US

We ask that everyone please keep in mind the following points of virtual meeting etiquette:

- If you would like to ask a question or make a comment, please use the raise hand feature and wait until acknowledged, do not just blurt out your question/comment or interrupt another individual.
- Please ask one question or make one comment at a time. Then pause and wait for others to participate before making additional comments or asking additional questions. Each speaker will be limited to 2 minutes of time for comments/questions on a given agenda item.
- Keep discussion focused on the current agenda item.
- Mute your microphone when you are not speaking.
- Turn the camera off if you are multitasking during the meeting so others are not distracted.

If you think of comments or questions ahead of time that you would like read and addressed during the meeting, please email them to cbrewersmith@elcamino.edu by noon on **Tuesday, October 10**. In the subject line, please put **Academic Senate Meeting 10/17** comment/question so that I can easily find it.



Academic Senate of El Camino College 2022-2023

October 3, 2023

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254

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Officers & Executive Committee

| | | | |
|-------------------------------------|------------------------------|---------------------------------|--------------------------|
| President | Charlene Brewer-Smith | VP Finance & Special Projects | Josh Troesh |
| VP Academic Technology | Stephanie Burnham | VP Instructional Effectiveness | Kevin Degan |
| VP Ed. Policies/Pres-Elect | Darcie McClelland | Curriculum Chair | Edwin Ambrosio |
| VP Faculty Development | Anna Brochet | Secretary | Maria Garcia |
| VP Equity, Diversity, and Inclusion | Erica Brenes | Parliamentarian/Sargent at Arms | Darcie McClelland |

Academic Senate Roster

Part-Time (Two-year terms)

Wendy Lozano 24/25
 Annette Owens 24/25
 *2 year term pending senate vote

Behavioral & Social Sciences

Kevin Dooley 23/24
 Kristie Daniel-DiGregorio* 25/26
 Orion Teal 23/24

 Janice Jefferis 23/24

 Larry Leach 24/25

Business

Kurt Hull 24/25
 Philip Lau*^R 24/25
 Josh Troesh 24/25

Counseling

Maria Garcia* 23/24

 Amy Herrschaft 24/25
 Ana Fernandez 25/26

Fine Arts

Joseph Hardesty 23/24
 Russell McMillin*^R 24/25
 Kevin Blickfeldt 24/25

 Laura Alamo 24/25

Health Sciences & Athletics/Nursing

Andrew Alvillar 23/24

 Alex Rodrigues 25/26
 Shiny Johnshon 25/26
 Tom Hazell 23/24

 Eric Villa 23/24

Humanities

Sean Donnell 24/25
 Brent Isaacs 24/25
 Erica Brenes 24/25
 Stephanie Burnham 23/24

 Kevin Degnan 24/25

Industry & Technology

Charlene Brewer-Smith^R 24/25
 Ross Durand* 24/25
 Dylan Meek^R 24/25
 Marc Yeber 24/25

 Jack Selph 24/25

Library Learning Resources

Tiffanie Lau 24/25
 Gary Medina* 23/24
 Camila Jenkin 23/24

Mathematical Sciences

Mitch Middler 25/26
 Diaa Eldanaf 25/26
 Arturo Martinez 24/25

 Greg Fry 23/24

 Lars Kjeseth 24/25

Natural Sciences

Peter Deucette 24/25
 Darcie McClelland* 25/26
 Polly Parks 23/24

 Sanda Oswald 24/25

 Jwan Amin^R 25/26

Academic Affairs & Student Services

Carlos Lopez VPAA
 Jeff Stephenson VPSS

Associated Students Organization

Oscar Hernandez

Institutional Research

Josh Rosales

Ex-officio positions

Edwin Ambrosio CCC Chair
 Anna Brochet VP FDC
 Kelsey Iino ECCFT

Superintendent/President

Brenda Thames

Dates after names indicate the last academic year of the senator's three-year term, for example 22/23 = 2022/2023.

*Denotes longest-serving division senator (i.e., the "senior senator"). ^R Denotes division senator who reports to division on Senate meetings.

El Camino College Academic Senate Purpose, Meetings, and Committees

Purpose: To provide faculty the means for full participation in the formulation of policy on academic and professional matters relating to the college, including those in Title 5 (§53200-53206). The Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters in the following “10+1” areas in the senate purview (BP 2510). If a disagreement arises, the Board and the Senate must mutually agree to any changes or new policies.

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards and policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation process, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.”

The Academic Senate is committed to supporting the college’s Mission and Strategic Plan, including Strategic Initiative C – [COLLABORATION](#) - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making. For more information consult [ECC Academic Senate Handbook](#) or [Local Senates Handbook](#).

ECC ACADEMIC SENATE MEETINGS:

1st and 3rd Tuesdays, 1-2:30 p.m., Distance Education Conference Center (DE 166).

Fall 2023: September 5 and 19, October 3 and 17, November 7 and 21, December 5

SPRING 2024: February 20, March 5 & 19, April 2 & 16, May 7 & 21, June 4.

SENATE COMMITTEES:

Academic Technology. Chairs: Stephanie Burnham & Marlow Lemons. 2nd Thursday, more details TBA.

Assessment of Learning. Chairs: Kevin Degnan & Catherine Shultz-Roman. Dates TBA, 2:30-4 pm, Communications 109.

Academic Program Review. Chairs: Kevin Degnan & Viviana Unda. Thursdays, 12:30-2pm, Library 202 or Communications 109.

College Curriculum. Chair: Edwin Ambrosio. 2nd & 4th Tuesdays, 2:30-4:30, DE 166.

Online and Digital Education. Chair: Moses Wolfenstein. D.E. Liaison: TBA. 4th Thurs, 1:30-2:30, Lib 202.

Educational Policies. Chair: Darcie McClelland. 2nd & 4th Tuesdays, 1-2, Natural Sciences 127.

Faculty Development. Chair: Anna Brochet. 2nd & 4th Tuesdays, 1-2, West Library Basement.

Equity, Diversity, and Inclusion. Chair: Erica Brenes. 1st and 3rd Wednesdays, 2-3pm, TBA.

CAMPUS COMMITTEES:

Accreditation. Chair: Carlos Lopez. Faculty Co-Chair:TBA. Standards Co-Chairs: TBA

Board of Trustees. Chair: Trisha Murakawa. Senate Rep: Charlene Brewer-Smith. 3rd Mondays, 4 pm, Boardroom.

Calendar. Chair: Jeffrey Stephenson. Senate Reps: Anna Brochet and TBA. Meets annually or as needed.

College Council. Chair: Brenda Thames. Senate Reps: Darcie McClelland, Kelsey Iino, and Charlene Brewer-Smith. 1st Friday & 3rd Monday, 1:00-3:00, Zoom.

Council of Deans. Chairs: Carlos Lopez & Jeffrey Stephenson. Senate Rep: Charlene Brewer-Smith, 1st Thurs., 9:15-10:30, Zoom.

ECC Technology Committee. Chairs: Crystle Martin & Marlow Lemons. Senate Rep: S. Burnham. 3rd Tuesdays, 2-3, Library 202.

Enrollment Management. Chairs: Carlos Lopez and D. McClelland. 1st Thursday, 11:5-2:15, Zoom.

Facilities Steering Committee. Chair: TBA. Senate Reps: Tom Hazell and Ross Durand, Oct. 3 and Dec 5, Zoom.

Guided Pathways Steering Committee: Chair: P. Parks and C. Page Senate Rep: D. McClelland. TBA, Teams.

Planning & Budgeting (PBC). Chairs: Robert Suppelsa and Viviana Unda. Senate reps: Josh Troesh & Charlene Brewer-Smith, 3rd Thurs, 1- 2, Zoom.

Senate & committee meetings are open to the public. Contact committee chairs or representatives directly to confirm details.

ECC (El Camino College) Acronyms

| Acronym | Meaning |
|------------------|---|
| ACCJC | Accrediting Commission for Community and Junior Colleges |
| ALC | Assessment of Learning Committee |
| ADT | Associate Degree for Transfer |
| AP | Administrative Procedure |
| ASO | Associated Students Organization (ECC's student government) |
| ASCCC | Academic Senate for California Community Colleges |
| BP | Board Policy |
| BSI | Basic Skills Initiative |
| BOGFW | Board of Governor's Fee Waiver |
| BOT | Board of Trustees |
| CCC | College Curriculum Committee |
| CCCCO | California Community Colleges Chancellor's Office |
| CMS | Course Management System |
| COLA | Cost of Living Adjustment |
| CTE | Career Technical Education (formerly Vocational Education) |
| DE | Distance Education (instruction that is at least 51% online) |
| DEAC | Distance Education Advisory Committee |
| EPI | Educational Planning Initiative |
| FACCC | Faculty Association for California Community Colleges |
| FDC | Faculty Development Committee |
| FTEF/FTES | Full-Time Equivalent Faculty/Full-Time Equivalent Students |
| FYE | First Year Experience program |
| GP | Guided Pathways |
| HTP | Honors Transfer Program |
| IE | Institutional Effectiveness (actions/measures of college improvement) |
| IEPI | Institutional Effectiveness Partnership Initiatives (state-mandated support for IE and host of the Framework of Indicators data portal) |
| ILOs | Institutional Learning Outcomes |
| IR/IRP | Institutional Research / Institutional Research & Planning |
| ITS | Information Technology Services |
| MMAP | Multiple Measures Assessment Project |
| OEI | Online Education Initiative |
| PLOs | Program Level Outcomes |
| PBC | Planning & Budgeting Committee |
| PR | Program Review (period program evaluation and plan) |
| PRP | Program Review & Planning (annual integrated planning system) |
| SAOs | Service Area Outcomes |
| SLOs | Student Learning Outcomes |
| SEA | Student Equity and Achievement |
| SSSP | Student Success & Support Program |
| SWP | Strong Workforce Program |
| Title 5 | California Code of Regulations (CCRs) section which details state law related to education. (Also known as "Ed Code") |
| Title V | Many "Title Vs" exist, but we typically mean a Federal grant program to support the improvement of Hispanic-Serving Institutions (HSI). |
| WSCH | Weekly Student Contact Hours |

Many thanks to Viviana Unda and the Institutional Research and Planning department for sharing their compilation of acronyms.

Adjunct (1 Year)

Vacant

Vacant

Behavioral Social Sciences

☒ Kristie Daniel Di-Gregorio

☒ Kevin Dooley

☒ Janice Jefferis

☒ Larry Leach

☒ Orion Teal

Business

☒ Kurt Hull

☒ Phillip Lau

☒ Josh Troesh

Counseling

☒ Anna Brochet

☒ Ana Fernandez

☒ Maria A. Garcia

☒ Amy Herrschaft

Fine Arts

☒ Laura Almo

Unexcused: Kevin Blickfeldt

☒: Joe Hardesty

☒: Russ McMillin

Health Sciences & Athletics

☒ Andrew Alvillar

☒ Tom Hazell

Unexcused: Shiney Johnson

☒ Dina Mauger

☒ Eric Villa

Humanities

☒ Stephanie Burnham

☒ Sean Donnell

☒ Brent Isaacs

☒ Kevin Degnan

☒ Erica Brenes

ITEC

☒ Charlene Brewer-Smith

☒ Ross Durand

☒ Dylan Meek

☒ Jack Selph

☒ Marc Yeber

Library

☒ Camila Jenkin

☒ Tiffanie Lau

☒ Gary Medina

Mathematics

☒ Daa Eldanaf

☒ Lars Kjeseth

☒ Greg Fry

☒ Arturo Martinez

☒ Mitch Middler

Natural Sciences

☒ Pete Doucette

☒ Darcie McClelland

☒ Sanda Oswald

☒ Polly Parks

☒ Jwan Wageman

ASO

☒ Oscar Hernandez

Curriculum Chair

☒ Edwin Ambrosio

Academic Affairs

☒ Carlos Lopez

Student Services

☒ Jeff Stephenson

President/Superintendent

Brenda Thames

ECC Federation

Kelsey Iino

Institutional Research

Josh Rosales

ACADEMIC SENATE MINUTES September 19, 2023

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

A. Call to Order/ Introductions (3 minutes)

- 1:08 pm

B. Approval of Minutes (2 minutes)

- Motion to approve E. Brenes, seconded by D. McClelland
- 28 Yes, 0 No, 1 abstention (M. Yeber)
- Approved

C. Unfinished Business:

a. 2nd read-EDI-Equity, Diversity, Inclusion name change to IDEA- Erica Brenes(10min.)

- This is 1st read as it was not in packet at last meeting
- To include Accessibility
 - Committee has consulted with SRC
- Concern/Comments:
 - Clarify differences between accessibility vs equity
 - Be mindful of the similar acronym Individuals with Disabilities Education Act (IDEA)

D. New Business:

a. 1st read -Basic Needs Syllabus Statement-Anna Brochet (10min.)

- Pg 30 of packet
- Statement originally drafted by Basic Needs Center and was reviewed by FDC committee at last meeting
- Review edits on page 32
- Framed sentence from a positive aspect and away from shaming language and added physical location
- This is in lieu of titled “Food and Housing Resources” syllabus on website
- Send Anna Brochet any suggestions/comments at abrochet@elcamino.edu before September 25, 2023.
- Comments/suggestions:
 - Consider clarifying language and clarifying which services are needs-based vs open to all.

b. 1st read- Educational Policies-Darcie McClelland (15min.)

- Change for AP4240 for Academic Renewal
 - A student showed up at meet/greet with Stephenson and pointed out our policy is too restrictive
 - Longer wait and not as many units
 - Change was initiated to bring change for AP/BP in discussion with VP Stephenson, Lori Suekawa and other student services
 - BP 4240

- Reviewed. No changes suggested/made
 - AP 4240 changes:
 - Proposed up to 30 units from 24 units
 - WF taken out since we don't give these out anymore
 - 12 units with 2.0 GPA at a regionally accredited university in
 - 12 months to 1 semester
 - If a student applied AR at another college, we will not block them from petitioning at ECC
 - Language added NCAA does not honor Academic Renewal
 - 2nd reading and vote at next meeting
 - Comments/discussion
 - Does it apply to dual enrollment students?
 - Yes
 - Consider leaving WF in case there is a student in need in the future
 - Questions about employers looking at grades
 - Lilian reminded there is a legend indicating academic renewal has been applied towards substandard grades
 - Legally obligated to have this policy/procedure
 - Implementation is decided upon by institution
 - If they have more than 30 units, they choose which units to “wipe” out?
 - Yes
 - Remind to tell students some programs/schools may not honor this policy so they must check
 - Most CSU/UC will honor
 - Lilian clarified: once a degree is earned AR cannot be applied after. Units are “frozen” to earn the degree.
 - Exception is if the student has an F it can be processed after the degree has posted since that grade was not utilized to earn the degree
 - This is a good policy for students. Helps them move forward if they've had failures in the past.
 - Suggestion to clarify student can choose which units they will apply towards AR
 - Take out “committee” and state “reviewed by admissions and records”
 - What is notated on transcript:
 - Note is “L”--legend on back of official transcripts
 - Grades will not be calculated in GPA
 - Any comments/suggestions to Darcie dmccllland@elcamino.edu Tuesday, September 26th

E. Information Items –Discussion

a. Students Recording Instructors- SRC- Gary Greco, Bonnie Mercado, Krause (15min.)

- Brian Krause provides assistive technology
 - Otter (app on phone)-special tech SRC students use to record lectures, take pictures so they can reengage with lecture afterwards
 - Used by students with various disabilities
 - Demonstrated student facing side of Otter using Math as example

- Sometimes the transcripts does not translate well so images help support learning
- Questions/comments:
 - Do students prefer this over annotated
 - How do students sign up?
 - Student can register with SRC once disability has been verified
 - Thorough process takes place to approve accommodation
 - Student signs document that this technology is only for them and not to be shared
 - The instructor can provide a recording as an alternative to using Otter
 - Concern about privacy for the other students:
 - Picture aspect stay on app vs on student phone
 - Per Gary: the student is not to take photographs of other students and should only be of course material
 - Per Bonnie: students are assigned to sit in front of class to eliminate/minimize taking images of instructor/other students
 - Is material deleted off app once course is over?
 - Purchases licenses and are temporary. Students do not keep material.
 - This app is known so they will research if content is deleted off app/cloud/server
 - Students have temporary access to cloud
 - Will bring up to vendors to do a systematic “wipe”
 - Downloading is NOT allowed from the cloud

b. Mommy Scholars – Kristie DiGregorio (5min.)

•

c. Book Club-Anna Brochet (5min.)

- PD plans for FT faculty are due 9/29
- Linda Cooks leads faculty book club
 - Focused on invisible disabilities
 - Sign up on cornerstone
 - Fridays 11am-12pm

d. Nominations for Part-Time Senators- Charlene

- Senator nominations closed sept 15th
- Term changed from 1 year to 2 year. Full faculty will need to vote. Will vote at next meeting.

F. Reports

a. Academic Senate President’s Report (Packet only, will not be read) – Charlene

b. VP Reports (Packet only, will not be read)- Senate Executive Board

- EDI:
 - Meeting tomorrow 2-3pm
- ATEC:
 - 3/29 Ed Tech Conference (focused on AI).

- Call for proposal will be sent out .
- Can view annual plan in packet.
- Will provide flow chart on how to request technology assistance
- For new senators fill out form sent by Stephanie. Let her know if you did not receive.
 - Any suggestions to add to canvas shell are welcome
- Instructional Effectiveness:

Instructional
Effectiveness
Announcements

- Campus SLO Completion for Spring 2023 is at 53.1%. This will improve as more faculty enter results and as timelines for Spring 2023 continue to be cleaned up.
- Spring 2023 SLO Results were due 15 September.
- Spring 2023 PLO Results are due 29 September.
- There will be a workshop on 26 September at 2:30pm on entering SLO and PLO results and setting up Canvas Outcomes for Fall 2023.
- Program Review is proceeding with the current cohort assembling their documents to meet with Academic Program Review Committee beginning in Spring 2024.

○
c. Academic Affairs Report- Carlos Lopez

- Faculty prioritization in progress
- On track for committee to meet 1st week of October to finalize results of recommendation by end of oct.
- Dean should not be selecting faculty for faculty prioritization
 - The faculty should be selected by faculty not the dean
- Goal is to have answer by end of November of positions approved
- Enrollment on track
 - Numbers dropped a bit after census, but last 8-week session should help to meet the gap
 - Exploring 12-week session this term in humanities
 - If interested in teaching 12-week courses consult with your dean

d. Student Services Report- Jeffrey Stephenson

- FIRST program orientation
- College night 11/8
- Outreach efforts increased to communities s where larger ide# applications are coming in
- Please let him know if there are any topics you want to hear about from Student Services

G. Future Agenda Items

a. Academic Senate Goals 2022-2023

H. Public Comment (5 minutes)

- Stefanie Frith:
 - Introduced reporters/photographers
 - Several students were nominated for Pulitzer Prizes
 - Requesting funding to support students

I. Adjournment

- 2:21pm

Constitution of the El Camino College Academic Senate

TABLE OF CONTENTS

| | |
|---------------------|---|
| PREAMBLE | |
| ARTICLE I | Name and Definitions |
| Section 1. | Name |
| Section 2. | Definitions |
| ARTICLE II | Purposes |
| Section 1. | Purposes |
| ARTICLE III | Senate Membership |
| Section 1. | Senators |
| Section 2. | Ex-Officio Senate Members |
| ARTICLE IV | Officers |
| Section 1. | Officers |
| Section 2. | Election of Officers |
| Section 3. | Terms of Officers |
| Section 4. | Duties of Officers and Others |
| ARTICLE V | Meetings |
| Section 1. | Regular Meetings |
| Section 2. | Additional Meetings |
| Section 3. | Faculty Meetings |
| Section 4. | Executive Session |
| ARTICLE VI | Executive Committee |
| Section 1. | Voting Members |
| Section 2. | Powers |
| ARTICLE VII | Committees |
| Section 1. | Committees |
| ARTICLE VIII | College Curriculum Committee |
| Section 1. | College Curriculum Committee |
| Section 2. | Chair of College Curriculum Committee |
| Section 3. | CCC Representatives |
| Section 4. | Responsibility of the College Curriculum Committee |
| Section 5. | Curriculum Responsibility and Authority of the Senate |
| ARTICLE IX | Bylaws and Rules of Order |
| Section 1. | Bylaws and Rules of Order |
| Section 2. | Rules of Order |
| ARTICLE X | Amendments to the Constitution |
| Section 1. | Amendments to the Constitution |
| Section 2. | Editorial Changes |
| ARTICLE XI | Professional Standards and Ethics |
| Section 1. | Professional Standards and Ethics |
| Section 2. | Standards of Operation and Conduct of the Senate, its Committees and its Officers |
| ARTICLE XII | Delegate to Academic Senate for California Community Colleges |
| Section 1. | Delegate |
| | Amendments and Revisions |

El Camino College Academic Senate Constitution

PREAMBLE In order to have a formal and effective procedure for participating in the formation and implementation of district policies on academic and professional matters, we, the faculty of the El Camino Community College District, do hereby establish a representative organization, known as the Academic Senate of El Camino College. The Academic Senate shall be fully empowered to act as the representative and executive arm of the faculty, acting for all the members of the faculty on an elected basis.

ARTICLE I Name and Definitions

Section 1. Name

1.1 The name of this organization shall be the Academic Senate of El Camino College, hereinafter referred to as the Senate.

Section 2. Definitions

2.1 The term “days,” when used in this constitution, shall mean weekdays when classes are in session at the college.

2.2 The term “faculty” shall mean all personnel defined in the El Camino College Federation of Teachers Agreement.

2.3 The term “part-time faculty” shall mean faculty members employed by the District as an instructor for 67% or less of a full-time teaching load.

2.4 The term “senator” shall mean any member of the faculty elected to the Senate.

2.5 The term “division senator” is the individual who is elected by the full-time faculty of a division or unit to represent such unit.

2.6 The term “senior senator” shall mean the division senator with the longest continuous service on the Senate.

2.7 The term “FTEF” shall mean Full-Time Equivalent Faculty.

2.8 The term “ex-officio member” shall mean a non-voting member of the Senate who may be invited by the Senate president to serve as a resource person, advisor, and/or communication link with other campus decision-making bodies.

ARTICLE II Purposes

Section 1. Purpose

- 1.1 To provide an organization through which the faculty will have the means for full participation in the formulation of policy on academic and professional matters relating to the college including those in Title 5, Subchapter 2, Sections 53200-53206. *California Code of Regulations*. Specifically, as provided for in Board Policy 2510, and listed below, the “Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters of:
1. Curriculum, including establishing prerequisites and placing courses within disciplines,
 2. Degree and certificate requirements,
 3. Grading policies,
 4. Educational program development,
 5. Standards and policies regarding student preparation and success,
 6. District and college governance structures, as related to faculty roles,
 7. Faculty roles and involvement in accreditation process, including self-study and annual reports,
 8. Policies for faculty professional development activities,
 9. Processes for program review,
 10. Processes for institutional planning and budget development, and
 11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.”
- 1.2 To facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.

ARTICLE III Senate Membership

Section 1. Senators

- 1.1 The senators shall be elected from the faculty in each division.
- 1.2 The composition of the Senate shall be one senator for each twelve Full-Time Equivalent Faculty (FTEF) members per division to be elected by full-time faculty. Each division shall have at least two senators. Part-time faculty shall have two members-at-large and up to two alternates on the Senate, to be elected by the part-time faculty of that campus/center.

- 1.3 Divisions having FTEF shall be entitled to senate members on the following basis:
- 1 through 24 - two (2) members
 - 25 through 36 - three (3) members
 - 37 through 48 - four (4) members
 - 49 or more - five (5) members

- 1.4 The computation of the number of faculty members in each division in any given year shall be based on the total FTEF for each division as determined by averaging division FTEF data from the most recent spring and fall semesters.

Eligibility of Senators

1.5

1.5.1 Voting members of the Senate shall be the elected senators.

1.5.2 The tenure of office for a senator shall cease when the senator no longer is a faculty member at El Camino College, or has been recalled or removed (see Bylaws Article III, Sections 4-5). In the event that a division decreases in size, each senator serves out the remainder of his or her term. No further division elections will be held until the number of division senators is in line with the current division FTEF figures.

Election of Full-Time Senators – See Bylaws Article III, Section 1.

1.6

Election of Part-Time Senators – See Bylaws Article III, Section 2

1.7

Full-Time Senator – Term of Office

1.8

1.8.1 Full-time senators shall be elected for a term of three years. Also, see Bylaws Article III.

1.8.2 The division represented may exercise recall of a full-time senator at any time. See Bylaws Article III.

1.8.3 If a full-time senator cannot or does not choose to complete the term of office, the Senate president may, after consultation with the remaining senators from that division, appoint a replacement or hold a special election under the procedures of Article III, Section 1 of the Bylaws.

1.8.4 The appointment shall be made within one month of the vacancy, or a special election shall be held as soon as possible after notification of the vacancy, and the term of office for the replacement shall be for the remainder of the vacating senator's term of office.

1.8.5 A senator on official leave for a period exceeding two months shall be replaced in accordance with the provisions of Section 1.8.3. The replacement shall serve for the duration of the leave or until the expiration of the term of office, whichever occurs first.

Part-Time Senator – Term of Office

1.9

1.9.1 The term of office for part-time senators shall be ~~one year~~ two years unless the senator no longer meets the requirements of Article III, Section 1.5.

1.9.2 If a part-time senator is unable to complete the term of office, the Senate president shall appoint a replacement for the remainder of the academic year by first contacting the other candidates from the initial election in the order of number of votes and an election for a replacement to serve the remainder of the term shall be held at the beginning of the next academic year.

1.10

A senator is expected to attend all regularly scheduled senate meetings. A senator may be removed for excessive absences. See Bylaws Article III, Section 4.

Section 2

Ex-Officio Senate Members

2.1

Designation of Ex-Officio Members of the Senate

2.1.1 One member of the El Camino College Board of Trustees, to be designated by the Board, shall be an ex-officio member of the Senate.

2.1.2 The college president, Vice President of Academic Affairs, and Vice President for Student Services (or designees) shall be ex-officio members of the Senate.

2.1.3 The ECCFT president (or designee) shall be an ex-officio member of the Senate.

2.1.4 The chair of the Curriculum Committee shall be an ex-officio member of the Senate if not otherwise a member of the Senate

2.1.5 The chair of the Assessment of Learning Committee shall be an ex-officio member of the senate if not otherwise a member of the Senate.

2.1.6 Members of the Executive Board/Senate Officers who are not re-elected to new senator terms by their division shall be ex-officio members of the senate until the end of their term as an officer or until re-elected by their division.

2.1.7 The president of the Associated Student Organization, or designee,

shall be an ex-officio member of the Senate.

ARTICLE IV Officers

Section 1 Officers. The Senate shall elect from among its members:

1.1 President;

1.2 President Elect, who may also hold another senate office, until beginning his or her term as president;

1.3 Vice Presidents: Vice President of Educational Policies, Vice President of Equity, Diversity, and Inclusion, Vice President of Finance and Special Projects, Vice President of Faculty Development, and Vice President of Academic Technology;

1.4 Vice President of Logistics and Communications;

1.5 Distance Education Liaison; Noncredit Liaison;

1.6 Other Officers: The president may appoint people to serve in positions such as legislative liaison, parliamentarian/sergeant-at-arms, and others as deemed necessary;

1.7 Senate Executive Board. The elected President, Vice Presidents, and the Curriculum Chair and Assessment of Learning Committee Chair (see 2.1.6) shall be members of the Senate Executive Board.

Election of Officers – See Bylaws Article IV.

Section 2.

Terms of Office

Section 3.

3.1 The term of a senate officer shall be for two years or until a successor is elected, except the office of president-elect, which shall be for a term of one year, or until serving as president. In addition, co-officers may be nominated and elected at the discretion of the Senate and may serve either jointly for 2 years or in staggered terms.

3.2 An officer may be removed from office if there is a violation of the standards of Article XI, Section 2, and a motion to impeach is passed by a two-thirds majority of the Senate.

If an officer, other than the president, cannot or does not complete the

3.3 term of office, the Senate president may appoint a replacement for the remainder of the term.

3.4 If the president cannot or does not complete the term of office, the president-elect shall serve as president. If there is no president-elect, the Senate Executive Committee shall elect from its members a replacement for the remainder of the term.

Section 4. Duties of Officers and Other. It shall be the duty of each officer to uphold the academic and professional matters as delineated in Title 5 of *The California Code of Regulations*.

4.1 Senate President: The president shall chair the Executive Committee; represent the Senate to the administration, the Board of Trustees, and the Academic Senate for the California Community Colleges (ASCCC); ensure full representation of faculty on Senate, Executive Committee, and campus committees; in consultation with Executive Committee, set agendas and prepare and post meeting materials in accordance with the Brown Act; preside over meetings of the Senate as outlined in *Robert's Rules of Order*; oversee the Senate's responsibilities as a collegial consultation committee as outlined in Making Decisions at El Camino College; and appoint a legislative liaison, newsletter editor, parliamentarian, and sergeant-at-arms, as deemed necessary.

4.2 President-Elect: The president-elect shall become familiar with the duties of the Senate president; learn pertinent parliamentary procedure; become familiar with the El Camino College governance structures; and learn the functions of the ASCCC. The President-Elect is encouraged to attend College Council, relevant ASCCC meetings (such as Area C meetings, plenary sessions, and Faculty Leadership Institute), and the El Camino College Academic Senate Executive Committee meetings.

4.3 Vice Presidents: The vice presidents shall preside over meetings of their respective standing committees, as outlined in *Robert's Rules*, report to the Senate, interface with the college administration in the appropriate areas, and bring proposals to the Senate for approval by the body.

4.3.1 Vice President of Educational Policies, in coordination with the Vice President of Academic Affairs and the division deans, shall investigate, monitor, and propose matters concerning educational policies, such as degree and certificate requirements, grading policies and standards, policies regarding student preparation and success, and minimum qualifications. Chair Educational Policies Committee.

4.3.2 Vice President of Inclusion, Diversity, Equity, and Accessibility shall represent the Academic Senate and lead faculty on issues related to IDEA, collaborate with the Vice President of Faculty Development to develop professional development related to IDEA, review external anti-racist equity related professional development submitted by faculty for Flex credit, develop IDEA goals that advance the academic community and help to close equity gaps in faculty hiring and support student learning, cultivate relationships across the ECC community by consulting and collaborating with affinity groups and other stakeholders to engage in IDEA work, represent the senate on the SEA advisory committee and other IDEA related campus committees, and chair the IDEA committee.

4.3.3 Vice President of Finance and Special Projects shall be the Senate's voting member of the Planning and Budgeting Committee (PBC); report on the proposed actions of the PBC; represent the Senate position to the PBC; monitor and propose processes for institutional planning and budget development; and handle special projects as assigned by the Senate president.

4.3.4 Vice President of Faculty Development, in coordination with the Vice President of Academic Affairs and the Professional Development and Learning Department, shall investigate, monitor and propose policies and programs for faculty professional development, and present proposals for use of faculty development funds to the Senate. Chair Faculty Development Committee.

4.3.5 Vice President of Academic Technology shall be the Senate's voting member in the College Technology Committee (CTC) and the Academic Technology Committee (ATC); report on the actions of the CTC and the ATC; represent the senate position; monitor and propose action for academic technology; update senate orientation course as needed; and handle special projects as assigned by the senate president. Co-chair Academic Technology Committee.

4.3.6 Vice President of Logistics and Communication: Keep a record (minutes) of all proceedings of the Senate; keep a record of the membership of the Senate and all committees of the Senate; maintain the attendance records of senators; transmit the meeting minutes to the president for publication; communicate with college administration the results of resolutions and other Senate matters; see that the Senate website is updated; coordinate with new senators to ensure they complete senate orientation course; coordinate with senate meeting non-presenter guests to confirm attendance and obtain any necessary information.

4.4

Academic Senate Liaisons: The Liaisons shall be the official voting Academic Senate representatives to their committee(s) and shall

regularly report back to the senate about the activities of their committee(s).

- 4.4.1 Distance Education Liaison: Monitor and report on the actions, represent the Senate on and be the Senate's voting member for the Online and Digital Education Committee.
- 4.4.2 Noncredit Liaison: Monitor and report on the actions, represent the senate on, and be the Senate's voting member of the Noncredit Committee.
- 4.4.3 Legislative Liaison: Monitor legislative issues and advise president, officers, committees, and members on matters of legislation relevant to the Senate purview.

Parliamentarian/ Sergeant-at-Arms: Advise the president, officers, committees and members on matters of parliamentary procedure. Assist in preserving order as the president may direct.

ARTICLE V Meetings

- Section 1. Regular Meetings. The Senate shall hold regular meetings throughout the academic year.
- Section 2. Additional Meetings. With the consent of the Senate, the Senate president may call additional meetings.
- Section 3 Faculty Meetings. Meetings of the faculty may be called by either a majority vote of the Senate or by a petition signed by one-fourth of the faculty. The Senate president shall notify the faculty at least five days in advance of a faculty meeting.
- Section 4 Executive Session
 - 4.1 In personnel matters, the Senate shall have the right to hold executive sessions at which only senators shall be present in accordance with the Brown Act.
 - 4.2 Executive sessions may be called by the Senate president or by a majority vote of the Senate.
 - 4.3 Any decision made by executive session of the Senate must be ratified in the next announced open session of the Senate before it becomes effective.

ARTICLE VI Executive Board

Section 1. Voting Members: president, vice-presidents, Curriculum Committee chair, Assessment of Learning Committee chair, and secretary/webmaster.

Section 2. Ex-Officio Members (invited at will): past president, president-elect, distance education liaison, non-credit liaison, legislative liaison, , parliamentarian/sergeant-at-arms, and others, as appointed.

Powers: The Executive Board may make agreements with the District on non-policy issues provided these agreements are approved by a majority of the Executive Committee. Agreements on policy issues (as listed in Article II, Section 1) require a majority vote of the Senate. As per Robert’s Rules of Order The Executive Committee may represent the senate on policy issues during non-contract times when the senate does not meet or in emergency situations. Decisions made by the Executive Committee during these times shall be ratified by a vote of the full senate at the next senate meeting.

ARTICLE VII Committees

Section 1. Committees

1.1 Standing Committees: The following committees are deemed to be long-term in nature and dealing with substantive issues. (See Article IV Section 1.3)

- a) College Curriculum
- b) Educational Policies
- c) Inclusion, Diversity, Equity, and Accessibility
- d) Faculty Development
- e) Academic Technology Committee
- f) Online and Digital Education Committee
- g) Noncredit Committee

1.2 Special Committees: Short-term in nature and dealing with topical issues. Members are appointed and charge is determined by Senate president.

1.3 Election Committee: This committee conducts elections of Senate officers in compliance with the Constitution and Bylaws. The president shall appoint the chair. No member of the Election Committee may be a candidate for an elected office.

1.4 Campus-wide Committees: The Senate president shall appoint, with the approval of the college president, delegates to represent the Academic

Senate on various campus-wide committees. Each representative shall report back to the Senate. Typical committees may include:

- a) Calendar Committee
- b) Accreditation Committee
- c) Facilities Steering Committee.

ARTICLE VIII College Curriculum Committee

Sections 1.3, 2.1, 2.4, 2.5, 5.2.2 (b), 5.2.3 and any Senate Bylaw referring to the same sections are subject to mutual agreement between the Senate and the Board of Trustees or its designee.

Section 1. College Curriculum Committee

1.1 Operating Policy: The CCC will operate under its Bylaws, relevant Board policies, and this Constitution and its Bylaws.

1.2 CCC Operational Procedures: All operational procedures not addressed in this Constitution are to be specified in the CCC Bylaws. Operational procedures do not include curriculum procedures addressed in Sections 5.2 of this Article.

1.3 Approval of CCC Bylaws: CCC Bylaws are subject to approval by the Academic Senate, according to standards of Article XI, Section 2.

Section 2. Chair of College Curriculum Committee

2.1 Chair: The CCC shall elect the Chair of the CCC from its membership, subject to approval by the Senate, according to Article XI, Section 2.

2.2 Chair as Member of the Senate: In the event the Chair of the CCC is not a member of the Senate, the Chair of the CCC shall be an ex-officio member of the Senate.

2.3 Term of Office: Term of office for the Chair of the CCC shall be two (2) years.

2.4 Duties of Chair: The Chair of the CCC shall preside at all meetings of the CCC and attend all meetings of the Senate to report all actions of the CCC, as well as perform all the duties specified in the Bylaws of the CCC.

2.5 Removal of the Chair: Following a simple majority vote of the CCC membership, the Senate may remove the CCC Chair following the same process for removing Senate officers. See Article IV, Section 3.2.

Section 3. CCC Representatives

3.1 Membership

3.1.1 Faculty – The faculty shall elect the representatives to the CCC. The senior senator or designee in consultation with the appropriate dean or director shall initiate an election process for division representation in accordance with the CCC Bylaws.

3.1.2 Other Voting Members – The Vice-President of Academic Affairs or a designee shall be a member of the CCC. The Council of Academic Deans and Directors may select representation to the CCC in accordance with CCC Bylaws.

3.1.3 Ex-Officio Members – The CCC may designate others as ex-officio members.

3.2 Term of Office: The term of office for CCC representatives shall be set in the CCC Bylaws.

Section 4. Responsibility of the College Curriculum Committee

4.1 Curriculum Review: The CCC shall review all curriculum proposals to assure compliance with all Board policy requirements and Title 5 regulations. Approved proposals shall be sent to the college president via the Vice President of Academic Affairs for submission to the Board as specified in Board Policy 6123. Aspects of curriculum falling under the authority of the CCC include the establishment and revision of course outlines of record, conditions of enrollment, programs, degree and certificate requirements, CSU or UC transfer and articulation agreements; the inactivation of courses, certificates and programs; and other areas of curriculum as mutually agreed upon by the Senate and the Board or its designee. Other areas of CCC responsibility include scheduling the periodic review of both courses and conditions of enrollment. These areas of responsibility will be subject to the oversight provisions of Section 5 of this Article.

4.2 Review Procedures: The CCC shall develop curriculum review procedures, subject to the oversight provisions of Section 5 of this article.

Section 5. Curriculum Responsibility and Authority of the Senate

5.1 Oversight Responsibilities: As per Title 5 and Board Policy 2510, the Senate has primary responsibility for reviewing and recommending to the Board curriculum policies and procedures.

5.2 Review of Curriculum Procedures:

- 5.2.1 Any curriculum procedure is subject to immediate review upon the filing of a written request by a member of the student body, faculty, administration, staff or the community.
- 5.2.2 Review requests shall, at a minimum:
 - a) Describe the procedure(s) to be reviewed and any associated form(s), and
 - b) Provide written documentation that the procedure violates one of the standards of Article XI, Section 2 or infringes on other areas, as defined in the Senate Bylaws and agreed to by the Board or its designee.
- 5.2.3 A Senate committee together with the Vice President of Academic Affairs or designee and the Chair of the CCC or designee shall determine, in a timely manner, whether the review request is valid under Section 5.2.2, and
 - a) If found invalid, the request shall be denied in writing, or
 - b) If found valid, the committee shall consult with the CCC, the filer and other appropriate parties in order to eliminate the objection documented under Section 5.2.2. (b) and, if that is not possible, the procedure shall be rescinded.
- 5.3 Review of Curriculum Decisions: Any curriculum decision of the CCC may be referred to the Senate for review, in accordance with the procedures in the CCC Bylaws. Following a review, the Senate may make recommendations to the CCC. However, only the CCC can approve curriculum proposals for recommendation to the Board.

ARTICLE IX Bylaws and Rules of Order

Section 1. Bylaws and Rules of Order

- 1.1 The Senate may adopt bylaws not inconsistent with this Constitution, provide for committees, and establish its own rules of procedure.
- 1.2 Bylaws drawn up by the Senate shall be approved by majority vote of the Senate.

Section 2. Rules of Order

- 2.1 Unless provided in this Constitution, in the bylaws, or standing rules, the rules contained in the current edition of *Robert's Rules of Order* shall govern the proceedings and the conduct of meetings of the Senate and its committees.

ARTICLE X Amendments to the Constitution

Section 1. Amendments of the Constitution

1.1 Amendments to the Constitution may be proposed by:

- a) A motion approved by a majority vote of the Senate, or
- b) A petition signed by one-quarter of the faculty

The motion or petition must be presented in writing to the Senate president accompanied by a statement of the purpose and effect of the proposed amendment.

1.2 Upon receipt of a valid proposal for amendment, the Senate president shall submit the proposal to the Senate for a first reading. At the meeting following the first reading, there shall be a discussion, debate and vote on the proposed amendment.

1.3 If the Senate approves the proposal for amendment, it is put to a ratification vote by the faculty. The Election Committee chair shall conduct the vote by mail or other secure means including internet, phone, or other technology.

1.4 Proposed amendments of the Constitution must be ratified by a majority vote of the faculty members voting. The amendment shall become effective immediately upon ratification.

Section 2. Editorial Changes. Non-substantive, editorial changes in the Constitution may be made by a majority vote of the Senate.

ARTICLE XI Professional Standards and Ethics

Section 1. Professional Standards and Ethics

1.1 The Academic Senate may consider matters of professional standards and ethics as may apply to academic institutional concerns. The Senate may also consider such other matters that concern the academic well-being and management of the institution.

1.2 The Senate may, upon its findings, pass:

- a) Resolutions of Commendation
- b) Resolutions of Confidence
- c) Resolutions of No Confidence, or
- d) Resolutions of Censure, as well as other measures as it may deem appropriate and lawful.

Section 2. Standards of Operation and Conduct of the Senate, its Committees and its Officers

The operation and conduct of the Senate, its committees and its officers may

not

- a) Violate state law, or
- b) Violate ECC Board of Trustees policies, or
- c) Violate ECCFT agreement, or
- d) Subject the district to serious legal or fiscal liability, or
- e) Overzealously interpret state regulations and/or ECC Board of Trustees policies, or
- f) Violate any provision of this Constitution or its Bylaws.

**ARTICLE Delegate to Academic Senate for California Community Colleges
XII**

Delegate

- 1.1 The delegate enjoys full voting rights at both regular and special general sessions of the Academic Senate for California Community Colleges.
- 1.2 The delegate shall be the president of the Senate. If the president is unable to attend, he or she may appoint a Senate member to represent El Camino College at the state level.

Amendments and Revisions

| | |
|----------|-----------------|
| Revised | June 1982 |
| Revised | June 1988 |
| Revised | April 1989 |
| Revised | March 16, 1990 |
| Revised | December 1992 |
| Revised | March 22, 1993 |
| Revised | August 29, 1998 |
| Ratified | May 1, 2000 |
| Ratified | July 1, 2002 |
| Ratified | Nov. 4, 2011 |
| Ratified | June 9, 2017 |
| Ratified | June 3, 2019 |
| Ratified | June 11, 2021 |

Proposed Basic Needs Resources syllabus statement:
(Drafted by Basic Needs Center and reviewed by the Faculty Development Committee)

Basic Needs Resources

El Camino College is committed to helping **all currently enrolled** students meet their basic needs to support their academic success. Free food is available through the [Warrior Pantry](#). ~~and~~ Students are **also** encouraged to see if they are eligible for state funded [CalFresh](#) Food Benefits. In addition, the [Basic Needs Center](#) provides transportation ([Metro U-Pass](#)), clothing ([Warrior Wardrobe](#)), housing support, referrals for physical/psychological/mental health services and more. **Any currently enrolled student** is welcome to visit their website to learn more or stop by the 2nd floor of the bookstore building.

In lieu of current Food and Housing Resources syllabus statement:

Food and Housing Resources

If you or someone you know faces challenges securing food or housing, there is help available. Currently enrolled El Camino students with an updated ECC ID can visit the Warrior Pantry in Physics 116. Visit <http://www.elcamino.edu/student/student-services/warriorpantry/> or call 310.660.3593 x3500 to confirm hours of operation. Learn more about off-campus resources by visiting <https://bit.ly/31yU3yg> or <https://www.211la.org>.

Board Policy 4240 Academic Renewal

The Superintendent/President shall, in consultation with the appropriate groups, develop procedures that provide for academic renewal. It is the policy of El Camino College to allow previously recorded substandard academic work to be disregarded if it is not reflective of a student's more recently demonstrated ability and if repetition is not appropriate to the current objectives of the student.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate.

Reference:

Title 5, Section 55046

Agreement, El Camino College Federation of Teachers, Article V.

Title 5, Section 53200

Adopted: August 21,

Revised: February 17, 2016

[Ed Policies 9-12-23](#)



POLICY & PROCEDURE SERVICE

BP 4240 Academic Renewal

Reference:

Title 5 Section 55046

NOTE: *This policy is legally required.*

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The [**CEO**] shall establish procedures that provide for academic renewal.

Revised 2/08

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Administrative Procedure 4240 Academic Renewal

A student may petition to have up to ~~24~~ 30 semester units of substandard work (D, F or WF grade assigned) taken at El Camino College disregarded in the determination of the grade point average (GPA), subject to limitations as follows:

- ~~The student must have earned a GPA of 2.25 or higher in the last 30 units of graded work, or 2.5 or higher in the last 24 units of graded work since the substandard work to be removed. These units can be completed at any regionally accredited college or university.~~ The student must have completed a minimum of 12 semester units with at least a 2.0 GPA at a regionally accredited college or university.
- At least ~~12 months~~ one semester must have passed since the substandard grade(s) was awarded (~~includes summer/winter~~).
- Academic Renewal shall be granted to an El Camino College student only one time.
- If another accredited college has removed previous course work through academic renewal, such action shall be honored by El Camino College and will not disqualify the student from being granted Academic Renewal at El Camino College.
- Course work with disregarded grades may not be used to meet degree or certificate requirements.
- If a student has received an associate degree or certificate at El Camino College, academic renewal may be allowed for F grades only upon petitioning through the Admissions and Records Office and reviewed by Admissions and Records ~~the Special Circumstance Petition Process Committee~~.

Academic renewal actions are irreversible.

Students initiate the academic renewal process through the Admissions and Records Office by obtaining and submitting the Academic Renewal Petition.

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

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

~~***Please note, the NCAA will not honor Academic Renewal for athletic eligibility purposes.~~

Reference:

Title 5, Section 55046

Ed Policies: 9/12/23

Academic Senate 9/19/23; 10/3/23

Adopted August 21, 2006

Revised: 2/17/16, 11/18/19



POLICY & PROCEDURE SERVICE

AP 4240 Academic Renewal

Reference:

Title 5 Section 55046

NOTE: *This procedure is legally required. Local practice may be inserted but **should comply with the following:***

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

- Students must have achieved a grade point average of **[set a minimum of at least 2.0]** in **[set minimum number of units]**, and
- At least **[set time limit]** must have elapsed from the time the course work to be removed was completed.

Up to **[set unit limit]** units of course work may be eliminated from consideration in the cumulative grade point average.

Specific courses and/or categories of courses that are exempt from academic renewal must be described. Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student's grade point average, the student's permanent academic record should contain an accurate record of all coursework to ensure a complete academic history.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

NOTE: *Additional local procedures should be inserted, which **must include:***

- The procedures to be followed by the student in requesting academic renewal.
- Designated authorities.

Revised 8/06, 2/08, 9/08, 4/09

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Academic Technology Committee

Agenda Sheet

Facilitators: Stephanie Burnham (Co-Chair) Date: May 26, 2023
Marlow Lemons (Co-Chair) Time: 9:00am

Notetaker: Janet Quezada Location: Zoom

Attendees:

| | | | | | |
|-------------------------------------|-------------------|-------------------------------------|------------------|-------------------------------------|---------------------|
| <input type="checkbox"/> | Loic Audusseau | <input checked="" type="checkbox"/> | Felipe Gutierrez | <input type="checkbox"/> | Carolyn Pineda |
| <input checked="" type="checkbox"/> | Elana Azose | <input checked="" type="checkbox"/> | Tiffanie Lau | <input checked="" type="checkbox"/> | Janice Pon-Ishikawa |
| <input type="checkbox"/> | Jonathan Bryant | <input type="checkbox"/> | Marlow Lemons | <input type="checkbox"/> | Hiep D. Tran |
| <input checked="" type="checkbox"/> | Stephanie Burnham | <input type="checkbox"/> | Dean Lofgren | <input checked="" type="checkbox"/> | Claudio Vilchis |
| <input type="checkbox"/> | Ryan Carey | <input type="checkbox"/> | Mark Malonzo | <input type="checkbox"/> | Oscar Villareal |
| <input checked="" type="checkbox"/> | William Carter | <input type="checkbox"/> | Andrea Micallef | <input checked="" type="checkbox"/> | Moses Wolfenstein |
| <input type="checkbox"/> | Nancy Freeman | <input checked="" type="checkbox"/> | Kristine Numrich | <input type="checkbox"/> | Michael Wynne |
| <input checked="" type="checkbox"/> | Ryan Gan | <input checked="" type="checkbox"/> | Richard Perkins | <input type="checkbox"/> | |

Agenda:

1. Approve minutes from the last meeting
2. Present finalized Senate resolution
3. Set days/times for Fall meetings: third Fridays of the month 9-10 am (9/15, 10/20, 11/17, 12/?)
4. Confirm participation in next year's ATC Committee.
5. End of year report for ATC
6. Introduce Project: Tech Request Flowchart
7. Discuss conference theme, keynote, etc.

EL CAMINO COLLEGE
MINUTES OF THE ACADEMIC TECHNOLOGY COMMITTEE MEETING
MAY 26, 2023
MINUTES

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

Approve minutes from the last meeting

- All in favor of approving the minutes from April 21, 2023.

Present finalized Senate resolution

- ATC members reviewed the final draft of the Senate Resolution.
- Senate Resolution draft was passed.
- Next step for the Senate Resolution is to get it on the Council of Deans.
- Claudio Vilchis introduced Felipe Gutierrez
 - Felipe is the new Supervisor of Technical Services at El Camino College.
 - Has 25 years of supporting technology and higher education at Otis college Art and design in Los Angeles.
 - F. Gutierrez will now become an active member of the Academic Technology Committee.
- S. Burnham displayed the list of Disciplines currently considered to be affected:
 - Architecture
 - Computer Science
 - Computer Information Science
 - Data Science
 - Digital Arts
 - Games and Playable Media
 - Journalism
 - CADD
 - Fashion

These departments will need more conversation and consultation when it comes to upgrading their equipment. The standard still needs to be updated, as of now S. Burnham will reach out to the departments to follow up on their needs. But when the Flowchart gets introduced, the point of contact for faculty will be going to the Deans directly for needs such as yearly planning and requesting services. Faculty have the right to have an input on what technology gets added.

- S. Burnham will provide W. Carter with a software inventory list. F. Gutierrez and his team will begin developing a document that will include the software the departments are using and the equipment's lifespan.

Set days/times for Fall meetings: third Fridays of the month 9-10 am (9/15, 10/20, 11/17, 12/?)

- Academic Technology Committee members voted on the Fall 2023 ATC meetings.

Confirm participation in next year's ATC Committee.

- All members of the committee confirmed participation in next year's ATC Committee.

End of year report for ATC

- Academic Senate is requesting a summary of activities for Spring 2023. S. Burnham will provide them with a document that includes the summary of activities that also includes the Objective and Scope and the Purpose of the Academic Technology Committee. ATC members suggested additions and changes to be made to the document.

Introduce Project: Tech Request Flowchart

- S. Burnham introduced the flowchart to the Academic Technology Committee Members.
- The flowchart will be a clear distinction about when faculty Deans division reps are looking to get and procure recent technologies. There is a specific process, and this flowchart will help everyone understand the process as well. The flowchart will be presented to the deans sometime in the Fall of 2023.

Discuss conference theme, keynote, etc.

- Educational Technology Conference, March 29, 2024.
- Location: Library
- Theme and breakout sessions recommendations:
 - Hy-Flex
 - Partial Hy-Flex
 - Keynote speaker should be Hy-Flex.
 - Concern: If the conference is all Hy-Flex, few people will log in and catering might not be necessary.

- W. Carter will provide S. Burnham with a list of classrooms that have Hy-Flex equipment.
- Please email

El Camino College Academic Senate 2022-2023 Goals

The Academic Senate's annual goals reflect a commitment to "[advancing] an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making" (ECC Strategic Initiative C).

1. Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)

Measures:

1. Provide leadership for the college on issues related to Senate purview;
2. Establish a visible presence on campus: educate all members of the ECC community about the role of the senate in decision making processes as well as the many contributions the senate makes to fulfilling the mission of the college;
3. Work with campus leaders to create strong lines of communication, build relationships, establish a clear understanding of how decisions in areas of senate purview are made, and ensure a robust collegial consultation process;
4. Arrange faculty representation on local and statewide senate and on campus committees;
5. Review BPs/APs within Senate purview to ensure that all are up-to-date and written in student-centered, equity-minded language;
6. Empower faculty to provide excellent quality service and instruction to students by providing clear, easily accessible policies, guidelines, and best-practices in academic and professional areas
7. Provide faculty leadership for the effective utilization of academic technology at the college;
8. Work with ECC Federation of Teachers to create a permanent liaison position to facilitate communication and effective collaboration.

2. Strengthen faculty involvement in the activities of the Academic Senate

Measures:

1. Provide regular, ongoing communication with all faculty: collaborate with deans to ensure that senators have access to contact information for all division faculty and hold colleagues accountable for communicating with their full-time and part-time colleagues;
2. Prioritize respect for faculty colleagues' time by ensuring that meetings are run efficiently and on-time;
3. Educate the senate body about the requirements of the Brown Act and develop policies for future meetings that comply with state law but also allow for flexibility and encourage participation from all members of the campus community;
4. Develop a policy to hold all senators accountable to serve on at least one senate committee or represent the senate on a campus committee;
5. Encourage greater community within Senate body. Discuss community norms and facilitate a safe space where all senators feel welcome and comfortable expressing their viewpoints;
6. Prioritize election of senators with diverse viewpoints and lived experiences and empower senators whose voices may currently be missing to consider service on executive board;

3. Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.

Measures:

1. Support the work of the noncredit task force in expanding the noncredit program.
2. Evaluate and identify how pedagogy delivery will best serve students in a post-Covid world and collaborate with other campus leaders to strategize about how we can offer courses in

a way that best serves the needs and desires of students;

3. Take a leadership role in the institutionalization of Guided Pathways. Create a Guided Pathways Liaison position to support strong lines of communication between the senate and the GP leadership team;
4. Work with the Online and Digital Education Committee and the Federation to revise evaluation procedures for faculty teaching remote modalities. Ensure that the new process is fair to faculty but also prioritizes providing excellent quality instruction to students taking courses in remote modalities.
5. Collaborate with other campus constituents in the development of the new Comprehensive Educational Master Plan.
6. Support the work of the Respiratory Care Program in creating a Baccalaureate Program.
7. Collaborate with other campus leaders to create a process for transparent distribution of and accountability with faculty reassigned time and special assignment.

4. Collaborate with other campus constituents in leading efforts to become an Anti-Racist institution.

1. Partner with other campus leaders to train the campus community and institutionalize the use of the IMPACT grid as a tool for equity minded decision making, break down silos, and unite the campus concerning student success and equity efforts;
2. Collaborate with other campus leaders to improve communication with students and promote understanding of campus policies, procedures, and practices;
3. Refine and institutionalize the equity minded teaching institute as a tool for equipping faculty with best practices in equity minded pedagogy;
4. Ensure robust opportunities for equity-minded professional development; collect input from faculty concerning what additional opportunities we might provide them and utilize the talents of the FDC and EDIC to develop these;
5. Create a program to formally recognize faculty who have completed extensive equity training/work;
6. Collaborate with other campus leaders to revise hiring practices in order to prioritize the hiring of diverse faculty.

EL CAMINO COMMUNITY COLLEGE DISTRICT ACADEMIC CALENDAR 2024-2025 (DRAFT)

JULY 2024

| S | M | T | W | T | F | S |
|------|----|----|----|----|------|------|
| | 1 | 2 | 3 | *4 | [5] | [6] |
| [7] | 8 | 9 | 10 | 11 | [12] | [13] |
| [14] | 15 | 16 | 17 | 18 | [19] | [20] |
| [21] | 22 | 23 | 24 | 25 | [26] | [27] |
| [28] | 29 | 30 | 31 | | | |

AUGUST 2024

| S | M | T | W | T | F | S |
|------|------|------|------|-----------|------|------|
| | | | | 1 | [2] | [3] |
| [4] | 5 | 6 | 7 | 8 | [9] | [10] |
| [11] | [12] | [13] | [14] | [15] | [16] | [17] |
| [18] | [19] | [20] | [21] | "22" {23} | 24 | |
| | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | 31 | | |

SEPTEMBER 2024

| S | M | T | W | T | F | S |
|----|----|----|----|----|-----|----|
| 1 | *2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | *27 | 28 |
| 29 | 30 | | | | | |

OCTOBER 2024

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

NOVEMBER 2024

| S | M | T | W | T | F | S |
|----|-----|----|----|-----|-----|------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | *11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | *28 | *29 | [30] |

DECEMBER 2024

| S | M | T | W | T | F | S |
|------|------|------|------|------|------|------|
| [1] | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | [14] |
| [15] | [16] | [17] | [18] | [19] | [20] | [21] |
| [22] | *23 | *24 | *25 | [26] | [27] | [28] |
| [29] | [30] | *31 | | | | |

JANUARY 2025

| S | M | T | W | T | F | S |
|------|-----|----|----|-----|-----|------|
| | | | *1 | (2) | (3) | [4] |
| [5] | 6 | 7 | 8 | 9 | 10 | [11] |
| [12] | 13 | 14 | 15 | 16 | 17 | [18] |
| [19] | *20 | 21 | 22 | 23 | 24 | [25] |
| [26] | 27 | 28 | 29 | 30 | 31 | |

FEBRUARY 2025

| S | M | T | W | T | F | S |
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| | | | | | | [1] |
| [2] | 3 | 4 | 5 | 6 | *7 | [8] |
| [9] | (10) | (11) | (12) | "13" {14} | [15] | |
| [16] | *17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | |

MARCH 2025

| S | M | T | W | T | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | *31 | | | | | |

APRIL 2025

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| [13] | [14] | [15] | [16] | [17] | [18] | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

MAY 2025

| S | M | T | W | T | F | S |
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| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | *26 | 27 | 28 | 29 | 30 | 31 |

JUNE 2025

| S | M | T | W | T | F | S |
|------|----|------|------|-----|------|------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | (17) | (18) | *19 | (20) | [21] |
| [22] | 23 | 24 | 25 | 26 | [27] | [28] |
| [29] | 30 | | | | | |

| | | | | | |
|------|---------------------|--------|-------------------------------|--------|------------|
| Fall | Winter Intersession | Spring | Professional Development Days | Summer | No Classes |
|------|---------------------|--------|-------------------------------|--------|------------|

" " - Professional Development (Flex) Days – Offices closed during college-wide scheduled activities - Classes not in session

{ } - Professional Development (Flex) Days - Campus remains open - Classes not in session

[] - Campus Closed

* - Holidays (Management, Faculty, Staff, and Students) – Campus Closed

() - Campus Remains Open – Classes not in session

**EI CAMINO COMMUNITY COLLEGE DISTRICT
ACADEMIC CALENDAR
SUMMER CALENDAR 2025 (DRAFT)**

MAY 2025

| S | M | T | W | T | F | S |
|----|-----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | *26 | 27 | 28 | 29 | 30 | 31 |

JUNE 2025

| S | M | T | W | T | F | S |
|------|----|------|------|-----|------|------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | (17) | (18) | *19 | (20) | (21) |
| (22) | 23 | 24 | 25 | 26 | (27) | (28) |
| (29) | 30 | | | | | |

JULY 2025

| S | M | T | W | T | F | S |
|------|----|----|----|-----|------|------|
| | | 1 | 2 | [3] | *4 | [5] |
| [6] | 7 | 8 | 9 | 10 | [11] | [12] |
| [13] | 14 | 15 | 16 | 17 | [18] | [19] |
| [20] | 21 | 22 | 23 | 24 | [25] | [26] |
| [27] | 28 | 29 | 30 | 31 | | |

AUGUST 2025

| S | M | T | W | T | F | S |
|------|------|------|------|------|------|------|
| | | | | | [1] | [2] |
| [3] | 4 | 5 | 6 | 7 | [8] | [9] |
| 10 | 11 | 12 | 13 | 14 | [15] | [16] |
| [17] | (18) | (19) | (20) | "21" | {22} | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Summer Session -----2025

*Six-Week Sessions

June 23 through July 31, 2025

July 7 through August 14, 2025

*Eight-Week Session

June 23 through August 14, 2025

*These dates are subject to change.

Summer Four-Day Workweek Schedule – 2025

The 4-day, 8-hour a day workweek for classified and administrative employees will begin.

Monday, June 23, 2025 through Thursday, August 14, 2025

The first Friday off is June 27, 2025 and the last Friday off is August 15, 2025.

| | | | | | |
|------|---------------------|--------|-------------------------------|--------|------------|
| Fall | Winter Intersession | Spring | Professional Development Days | Summer | No Classes |
|------|---------------------|--------|-------------------------------|--------|------------|

" " - Professional Development (Flex) Days – Offices closed during college-wide scheduled activities - Classes not in session

{ } - Professional Development (Flex) Days - Campus remains open - Classes not in session

[] - Campus Closed

* - Holidays (Management, Faculty, Staff, and Students) – Campus Closed

() - Campus Remains Open – Classes not in session

Invisible Disabilities

Join us as we explore ways to support students with invisible disabilities. Gary Greco, Director of the Special Resource Center (SRC) will join us in these discussions.



COLLEGE BOOK CLUB

● **OCTOBER 20**

● **NOVEMBER 3**

● **DECEMBER 1**

Participation is flex credit eligible. Register on Cornerstone. Readings will be emailed to you. If you have any questions, contact Linda Cooks at lcooks@elcamino.edu.

Monthly meetings take place
virtually on:

**FRIDAYS 11 AM
- 12 PM**

Register on Cornerstone