

ACADEMIC SENATE MINUTES

February 19th, 2008

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

Behavioral & Social Sciences

Brown, Maria
Rader, Emily X
Widman, Lance X
Wynne, Michael

Business

Halamka, Dagmar
Saddiqui, Junaid X
Shepard Jacobson X

Counseling

Beley, Kate X
Gaines, Ken
Raufman, Lisa/V. Ragfold X

Fine Arts

Ahmadpour, Ali X
Davidson, Jason
Georges, William
Wells, Chris X
Crossman, Mark X
Berney, Dan X

Health Sciences & Athletics

Hazell, Tom X
Orton, Tory/Victoria (sharing)
Sinopoli, Louis / Makaru, Roy
Stanbury, Corey
Kim Baily (sharing) X
McGinley, Pat (sharing) X
Moon, Mary (sharing)

Humanities

Hong, Lyman
Marcoux, Pete X
Uyemura, Evelyn X

Industry & Technology

Gebert, Pat X
Hofmann, Ed X
MacPherson, Lee X
Marston, Doug X
Rodriguez, George

Learning Resources Unit

Dever, Susan X
Striepe, Claudia X

Mathematical Sciences

Ghyam, Massoud
Kasabian, Judy X
Scott, Greg
Tummers, Susan X
Marc Glucksman X

Natural Sciences

Cowell, Chas
Golestaneh, Kamran X
Palos, Teresa X
Vakil, David X

Adjunct Faculty

Almos, Carolyn
Robertson, Gary
Kate MaLaughlin X

ECC CEC Members

Fleming, Art X
Hoffman, August
Panski, Saul X
Pratt, Estina
Smith, Darwin

Ex Officio Attendees: Jeanie Nishime, Francisco Arce, Janet Young

Guests and/Other Officers: Vincent Armstrong, Annette Owens.

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

The first Academic Senate meeting of the Spring 2008 semester was called to order at 12:38pm.

Approval of last Minutes:

A motion to approve the minutes of the Academic Senate meeting of December 4th, 2007 was made by Mr. Vakil and seconded by Mr. Widman, and passed.

REPORTS OF OFFICERS

President's report – Pete Marcoux (henceforth PM)

PM announced that at 1:00pm the Senate would change the order of business and discuss New Business, and return to Officer's Reports following that, if necessary. This change has its precedent in a motion passed at the December 4th 2007 meeting.

A proposal concerning the Student Health Center was tabled. Mr. Widman wondered whether this proposal would be seen by the Planning and Budgeting Committee.

The College Council is formulating a Code of Ethics for employees, and is drawing up a Committee to work on this. A faculty representative is needed. Please let PM know if you are interested.

The eighteen (18) new hires approved last semester are still slated to go ahead, and faculty are needed for the hiring committees. The Academic Senate must approve one member of each hiring panel. The e-board has been working on this.

Policy 4100.1 passed at the December 4th Academic Senate meeting, but there remain some issues, which will be discussed later in the meeting.

The college is working on Program Reviews. Eleven (11) have recently been submitted, and seventeen (17) more are expected this semester. A web page has been started to showcase these reports.

The Basic Skills taskforce is looking for ideas, please contact PM or Barbara Jaffe with your suggestions. The Enrollment Management committee is looking for a faculty representative for meetings on the 2nd and 4th meeting of each month from 9 – 10am.

Deans Irv Drew and Jim Schwartz have re- joined ECC for another semester.

PM is working to formulate a list of Senate goals.

PM needs a student helper to work with him on the 1st and 3rd Thursdays of each month stuffing packets into envelopes and delivering mails. The hours would be from 7:30 to 9:30 am.

Compton Education Center report - Saul Panski (SP)

SP reported that enrollment is robust. Planning has begun for the next year. Targets are needed and meetings are planned with the Provost and Administration. Appointments are being hired, which has had a stabilizing effect.

Compton used to have students on hiring committees, however new hiring policies have not made provision for this which has displeased the Compton student body. [See Resolution pg 19 of packet] A compromise has been suggested, but SP has not heard back from the parties at this time.

Curriculum Committee report – Janet Young (JY)

New Title V regulations indicate an increase in Maths requirements. AA and AS degrees will need to be revised and JY has been asked to form a special committee.

Educational Policies Committee report – Evelyn Uyemura (EU)

[packet pg 20-23] EU noted that with the move to the new Humanities building, telephone extensions have changed. Her new extension is 3173. Also the meeting locations have changed to Humanities room 110. The Committee will be working on formulating goals for the semester, and Policy 2510 Collegial Consultation – specifically the accompanying procedures. Policy 4100.1 Catalog Rights was passed by the Academic Senate, but some new issues have come to light requiring more discussion, and the same is true of 4040 the Library policy. With reference to new issues, Mr. Gluckman and Dean Goldberg have asked the Educational policy Committee to look at the issue of course repetition frequency. As things stand students cannot retake a class if they ever achieved an A, B, or C in that class. But for Math, many

students feel the material is complex enough to require a refresher. The Educational policy committee wishes to investigate whether this could be allowed. Please send your thoughts on this matter to EU. Mr. Vakil asked whether the Committee would be looking at Title V updates. EU replied in the affirmative. Mr. Crossman asked about Policy 2510 (Collegial Consultation) and PM answered that the senate is working on a procedure that should have accompanied the policy on how to proceed if the will of the Senate and the will of Administration are at odds. This is not a closed item. The Board did pass a version of the Policy to settle the matter of student rights, but hopefully it can be revisited to clear up these other issues. Mr. Gen, for instance, had not realized he was voting against the Academic Senate when he cast his vote. It appeared that the Board had not been fully informed of all the issues when the Policy was put to the vote. So there is hope for future revision of the Policy, and in the meantime the Senate has as one of its goal to continue work on the Procedure.

Mr. Marston had a comment about the issue of repetition frequency. In vocational programs the problem is with recency. Can recency be made a prerequisite? This might solve some of the problems. Ms. Young said that Section 5544.1 CAN allow recency as a prerequisite. Dr. Nishime agreed, but added that in those cases it must be accompanied by data collection.

Faculty Development Committee report – Dave Vakil (DV)

DV reported that the Teaching Book Club would have its first meeting on Friday, 22 February at 12:30pm in the West Wing Basement of the Library.

The “Celebration of teaching and Learning” Conference will occur on Friday 29th February, beginning at 8:30am.

The Committee has as its major goals this semester working on the Faculty Handbook, mentoring, and increasing faculty involvement in activities that unite the campus. There are other faculty development groups on campus like the On-Course group, TEP Lesson Study and Basic Skills. DV encouraged all to consider joining one of these groups.

Casino Night will be held at the Moose Lodge.

OFFICERS REPORTS WERE HALTED AT THIS POINT TO ATTEND TO UNFINISHED AND NEW BUSINESS

Unfinished Business

Board Policy 4100.1 Catalog Rights – Evelyn Uyemura (EU)

Previous Board Number: 5126 Renumbered: 4/18/05

Revised by Ed. Policies 11/8/07 sent to Senate

Final Reading 12/04/07

The amended Policy that passed reads:

Board Policy 4100.1 – Catalog Rights.

The El Camino College Catalog specifies the general education, major, and unit requirements which the student must satisfy to qualify for an Associate Degree, a Certificate of Achievement, or a Certificate of Accomplishment. Students who have maintained continuous enrollment may choose to graduate under the catalog requirements in effect either 1) at the time they began attending El Camino College continuously or 2) at the time they graduate from El Camino College. For degree and certificate purposes, continuous enrollment is defined as enrolling at el Camino College at least one semester, (excluding summer and winter terms) each academic year and receiving a letter grade, a “W”, or CR/NC, or Pass/No Pass on the transcript.

- According to Title 5 even low-unit certificates of accomplishment must be approved by the CCC and the Board
- They can certainly still be awarded though admissions and records.

- We only have 11 of these types of certificates.
 - The only two divisions involved are Industry and Technology (10 certs) and Health Sciences and Athletics (1 cert.)
- Fellow CCC chairs on our ListServ overwhelming recommend that they be in the catalog.
- 55070. Credit Certificates
 - b) Shorter credit programs leading to a certificate may be established without review and approval by the Chancellor after approval by the college curriculum committee and the district governing board.
 - El Camino Colleges Certificate of Accomplishment (won't appear on student transcripts.)
 - Security Officer
 - Automotive Accident Reconstruction
 - Automotive Accident Reconstruction
 - Computer Hardware Technician
 - Electronics Technician
 - Powerline Industry Readiness
 - Automotive Brakes and Suspension
 - Automotive Transmission and Drive Train Technician Option
 - Automotive Engine Rebuilding and Repair Technician Option
 - Automotive Air Conditioning Technician Option
 - Radiologic Technology

Despite the Policy passing the Academic Senate, there had still been further discussion on this topic. Dr. Arce reported that he had no objections to what was recommended by Janet Young. More discussion on this topic is still anticipated.

New Business

Faculty Hiring: Mr. Wells had drafted a resolution pertaining to faculty hiring [pg 45of packet] He stated that this is by no means a finished document, but intended only to set out the issue and begin a conversation. Mr. Wells felt the current hiring policies left much to be desired. This was the first reading of the resolution and comments and questions were invited.

As to why things have been done in a certain manner, Mr. Vakil cited past practice. Mr. Wells countered that past practice in this case was incompatible with the law. Discussion followed. Mr. Wells asked why some positions had been taken out of the original list, and he had a problem with the prioritization of the positions. Ms. Uyemura asked who established the criteria. Mr. Wells felt the policy language was too nebulous. Mr. Crossman wondered about the role of collegial consultation in the process. Mr. Vakil asked whether Mr. Wells would be happy with a written response to his concerns. Mr. Wells replied that a written justification of current policy and procedures would be something we could learn from. Mr. Wells was asked if he could change the resolution to reflect that. Mr. Wells agreed to do so. Mr. Marcoux wondered if this was really an Academic Senate matter, and most felt that it was. Dr. Arce said he needed time to formulate a response. Mr. Wells asked for volunteers to help amend the resolution. This will be placed in the next packet for the second reading and vote.

Student Survey: Irene Graf was unable to be here to talk about the student survey.

THE MEETING NOW RETURNED TO HEARING THE OFFICERS REPORTS

Finance and Special Projects/ PBC (Planning and Budgeting Committee) – Lance Widman (LW) [packet pgs.26-27] show the PBC minutes of January 31st, which dealt mainly with the development of a process, criteria, and forms for the \$3(three) million Special Contract funds. These funds are a result of the Compton partnership.

The Senate was asked to ignore the draft document on pgs 35-38 of the packet as much has changed in the interim.

Many significant questions still remain, including:

- Where does Program Review come into play?
- How to account for carry over of unspent moneys from the \$3 million from one year to the next?
- Does "Program Development" include new AND existing courses and programs?
- Will funds be available for use to cover GASG retirement funding? If so, will there be a cap on funds available?
- Use of existing processes and software to avoid duplication of effort?

p. 28, PBC 1/17 agenda: Discussions included the item noted above, but most of the time was spent on the State budget which was released on 1/10. There is still a lot of dust yet to settle in Sacramento, another work in progress. LW noted that an extra one billion dollar deficit is anticipated. Should we have access to our reserves to help the College operations?

pp. 29-32, Planning and Budget Development Calendar: Two versions are presented in the AS packet, the most recent is on pp. 31-32. It is a very ambitious effort by the PBC to meet State/District tight deadlines. There will be further discussion on this item at this Thursday's PBC meeting.

pp.33-34, Preliminary 08-09 Budget Assumptions, 2/7 PBC meeting: This is an extremely important document since it will frame the PBC's discussions leading to the Final 08-09 Budget. For example, if #1 is an accepted assumption, then no existing reserves (nearly 10%) could be used to off-set cuts that ECC could experience as a result of the State's budget deficit. #6 reflects the fact that no salary increases have yet been negotiated for 2009. The concern with #7/8 is that the number of sections not be reduced, possible adversely impacting enrollment growth. And #15 applies only to non-instructional computers. There will be more discussions this Thursday.

p. 35-38, Draft Proposal: Discussed in first item above.

p. 39, PBC meeting dates: As you can see, the PBC is one of the most active across-campus constituent committees in terms of time and substance, second only to possibly the College Council. "All roads lead to the budget," and sometimes even planning. (editorial comment)

pp. 40-41, PBC 12/6 minutes: Initial discussions of the Planning and Budget Development Calendar. Please note on p.41 that the question of a faculty co-chair for the PBC is now DOA.

pp. 42-44, PBC 11/15 minutes: There was considerable discussion of the "proposed" VP-HR position. The suggestion that Fallo wanted to "solicit comments and thoughts" about this "proposal" was viewed by many on the PBC as an empty gesture (see item #12) since the decision has in fact already been made to do so, so why bother, except so that it can be said to the Board, "Well, it was reviewed by the PBC." Council of Deans: Report will be made at the AS meeting about discussions/actions taken by this group, if any. The Council of Deans will be meeting this upcoming Thursday.

Legislative Action report – Chris Wells (CW)

CW noted that the Long Beach bond issue garnered a lot of support. President Fallo has decided not to go ahead with a second bond for ECC at this time, but may wish to extend the bond later. President Fallo would make that decision, it would not go through the Facilities Committee.

Special Committees reports

Accreditation – Arvid Spor (AS) & Susan Dever (SD)

SD reported that the coordinators are currently meeting with the co-chairs and going through the final significant edits. They are using as a guide the questions the visiting teams may use, and ensuring that all of these questions are addressed in the document. The coordinators will then

begin writing the themes portion of the report. The team is running a little behind schedule. When asked when the Academic Senate would get to see the report, SD replied that she could not answer with any certainty at this time.

Enrollment Management – Dr. Arce

Dr. Arce reported that numbers seem to be up. We are at 98.4% of our Spring target, so progress is being made. However, Dr Arce noted that we are still in the adjustment period. Mr. Crossman asked the reason for the turnaround as he recalled earlier predictions of a small enrollment. Dr. Arce replied that lots of time and man power had gone into enrollment management. In 05/06 we lost 1,100 FTES and we have just been reclaiming these numbers. Mr. Panski said that Compton had set a year goal of 3,650 and would be close at 3,500. It looked like Compton would level out at 1,500 for this Spring semester, but this was only 60% of where they had been formerly and they had hoped to be at 70%. Mr. Panski remarked that Compton needed to pick up 1,400 FTES over the next few years. Dr. Dever said that this is why more faculty were needed on the enrollment committees.

Dr. Rader asked whether anyone was tracking Compton students to see whether they were splitting there time between Compton and ECC, or whether they had totally switched to attending ECC. Dr. Nishime said that there was no final report available yet so she could not answer definitively, but it seemed that the Compton students were staying local. Mr. Panski said that it was difficult to tell as Compton had three distinct local populations: Compton (the main population), Paramount and Cerritos.

Mr. Ahmadapour asked what had happened to previous enrollment suggestions like adding extra evening classes. It was noted that all suggestions have been forwarded to the Enrollment Management Committee for consideration. It was remarked that what is lacking is a good general campus orientation. PM noted that this is being worked on.

A question came up whether Enrollment Management is responsible for the placement of signs on campus. PM noted that there are many small sub committees under the Enrollment Management Committee umbrella. Mr. Wells remarked that signs seem to be disappearing from buildings, and there should be more notification about upcoming events like the upcoming closure of some parking structures/areas. The college could lose students over issues like this, the student experience should be positive. Dr. Rader suggested bringing in Robin Dreissler to give a report.

Mr. Wells asked about the policy regarding online classes. PM said that this would be on the agenda for the next meeting.

Associated Students – Vincent Armstrong (VA)

VA reported that the committee is just beginning its meetings. They are formulation a resolution regarding the Student Health Center.

Agenda Items for Next Meeting:

Limitation of 2 (two) classes per faculty member for Distance Education online teaching.

The meeting was adjourned at 1:45 pm.