

ACADEMIC SENATE ATTENDANCE & MINUTES
April 21st, 2009

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

Behavioral & Social Sciences

Gold, Chris	X
Widman, Lance	EXC
Wynne, Michael	X

Business

Halamka, Dagmar	
Saddiqui, Junaid	X
Lau, Philip S	

Counseling

Beley, Kate	X
Jackson, Brenda	X
Jeffries, Chris	X
Key, Ken	

Fine Arts

Ahmadpour, Ali	X
Davidson, Jason	
Wells, Chris	X
Crossman, Mark	X
Berney, Daniel	X

Health Sciences & Athletics

Hazell, Tom	EXC
Orton, Tory/Victoria (sharing)	
Stanbury, Corey	
McGinley, Pat	X
Moon, Mary (sharing)	
Parsley, Guenever	

Humanities

Hong, Lyman	X
Marcoux, Pete	X
Uyemura, Evelyn	X
Kline, Matt	X
Adrienne Sharp	EXC

Industry & Technology

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

Rodriguez, George

Learning Resources Unit

Striepe, Claudia	X
Ichinaga, Moon	X

Mathematical Sciences

Scott, Greg	
Glucksman, Marc	X
Boerger, John	
Fry, Greg	
Yun, Paul	X

Natural Sciences

Cowell, Chas	
Herzig, Chuck	X
Palos Teresa	X
Vakil, David	X

Adjunct Faculty

Kate McLaughlin	X
Jeremy Estrella	

ECC CEC Members

Panski, Saul	EXC
Pratt, Estina	
Smith, Darwin	
Evans, Jerome	
Norton, Tom	

Assoc. Students Org.

Joe Udeochu	
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Ex Officio Attendees: Francisco Arce, Jeanie Nishime, Janet Young, Barbara Perez
Guests and/Other Officers: Connie Fitzsimons (Dean's Rep), Barbara Jaffe, Arvid Spor, Lars Kjeseth, Susan Taylor, Irene Graf.

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

The fourth Academic Senate meeting of the Spring 2009 semester was called to order at 12:34pm.

Approval of last Minutes:

The minutes [pp. 1-7 of packet] from the last Academic Senate meeting were approved with two corrections: Dr. Nishime noted that it had been incorrectly stated that Live Scan was the company used to verify online signatures, when, in fact, the company name is CCVerify. Live Scan is a finger printing service.

REPORTS OF OFFICERS

President's report – Pete Marcoux (henceforth PM)

PM reported good news on enrollment. We are no longer borrowing against Summer FTES, but are back to normal mode. The projections will be included in the next packet.

The State budget is still a mess. Things may change with the May 19th vote.

PM noted that the campus needs to work on SLOs. See pg. 50 of packet for a breakdown on the work. Progress on SLOs on campus has slowed and PM noted the need for Senators to motivate our colleagues.

The situation is the same for Program Review, and ditto for Accountability. An overview of the Accountability Report for the Community Colleges (AARC) was given to the Board last night.

Compton Education Center - Saul Panski (SP)

No Report.

Curriculum Committee report – Janet Young (JY)

[pp. 10-32 of packet]

The Curriculum Committee is a subdivision of the Academic Senate. JY, as the outgoing Chair, wanted to give a "State of the Curriculum" report.

JY noted that the college is on warning for being behind on the Curriculum Review process.

Also, the Current Curriculum Office Administrative Assistant's last day is April 28th (170 day rule). She won't be returning as she has accepted another job on campus.

The CCC Clerical Assistant is out on medical leave.

A new temporary assistant (Admin 1) will begin May 6, but still needs to be trained.

In the meantime, the number of courses being reviewed is increasing dramatically, and:

- Faculty and staff need training and assistance
- CCC will be reviewing 129 courses on April 28th
 - Revisions for each course monitored and proofread

- CCC Minutes and Board Agenda prepared
- Master Course Files Updated
- Changes for the catalog recorded
- Courses proofed and marked “Official in CurricuWare
- Log sheets updated
- And more . . .

JY also noted that current Chair’s term ends June 12, 2009, and the new Chair’s term begins (two months later) August 29, 2009. In addition, the Curriculum Advisor will be on family leave from July 1 to Sept. 30th and the College will be transitioning to CurricUNET during the summer and fall 2009.

JY made the following recommendations:

- Increase the release time for the CCC chair to a minimum of 66.67% with the ability to temporarily increase it when “emergency situations” arise.
- Change the CCC Chair to a year-round position.
- Provide future “chair elects” with release time in the spring semester to work with current chairs during the transition period. (Lars has been volunteering his services.)
- Provide Lars with a summer stipend AND increase his release time for fall as he will be working on Curriculum Review AND the CurricUNET transition.
- Temporarily offer summer stipends to faculty who serve on the DCC and CCC to continue to review and approve curriculum during the summer. (This has not been formalized yet.)
- Immediately advertise for a Administrative Assistant for the Curriculum Office (so that training can take place prior to Curriculum Advisor’s family leave.)
- Seriously consider reassigning the duties of developing schedule of classes and revising the catalog.
- Simplify the manner in which the agenda is presented to the Board (Francisco is working on this.)
- Keep Dr. Jaffe in her position as Associate Dean of Instruction.
- Resurrect the Curriculum Office Administrative Assistant position and hire a permanent employee to provide consistent, high level support to faculty, deans, the VPAA, the Associate Dean and the Curriculum Advisor so that we may move toward a truly sustainable six-year course review cycle.

JY also shared the College Curriculum Committee Course Review Project plans. The beginning Review total was 853. Courses remaining in need of review total 673. The plan is to review 203 this semester, 200 over Summer 2009, and the remaining 270 in Fall 2009.

Priority would be given to courses with prerequisites, co-requisites, and recommended preparation, then courses to be offered in the Fall, then all other courses.

JY noted that she, PM, Evelyn Uyemura, Dave Vakil, and Lars Kjeseth had co-authored a letter to the faculty regarding inactivation of old courses. [see handout]

Six Course Review training sessions would be held in April and May [see handout] and hands-on Course Review Workshops would be held in the Faculty Computer Lab., dates to be announced.

JY reported that two additional Curriculum Committee meetings have been opened up. Items must reach the Curriculum Office: Monday, April 20th, to be reviewed: Tuesday, April 28th.

Items must reach the Curriculum Office: Monday, May 4th, to be reviewed: Tuesday, May 26th. Please coordinate this with your dean.

NOTE: MUST BE COURSES THAT HAVE NOT BEEN REVIEWED IN SIX YEARS OR MORE.

JY is hoping to negotiate Summer Compensation, and is working with the Senate and the VPAA on a compensation plan so that courses can be reviewed and approved by the Division Curriculum Committees and College Curriculum Committee. Faculty will not be compensated for course review as it is part of our professional obligation.

Finally, JY noted that efforts to streamline the curriculum review and approval process are proving effective.

Faculty, staff, and deans are “stepping up to the plate” and doing their part.

Progress is being made. We need to keep up the momentum.

Discussion ensued. Ms. Perez said the Curriculum Chair needed to keep a strong grasp on what was happening and it would not be advisable to shift duties around amongst several people. JY said then it was very important to have a full-time assistant for the Chair. The campus has built up a false sense of security re: the Curriculum, but that is only because of all the volunteer hours that have been put in. Dr. Arce noted that there have been meetings with representatives to discuss plans for summer and the idea of more release time for the Chair.

Mr. Crossman had questions about Fine Arts course that had made it all the way through the curriculum process, only not to appear on the Board agenda. He wondered whether people were putting in lots of work for nothing, and he asked what the process entailed. JY replied that there was a question re” these course, but was confident the matter would soon be cleared up, while agreeing that it was frustrating. It was also noted that if changes are being made to curriculum, the departments should also let the Articulation Officer know so that she has plenty of time to do her work, and things can be done in tandem. It was noted that the college President should have the ability to review and question items as he has to answer to the Board of Trustees. Mr. Crossman declared himself satisfied that matters were being dealt with but would have appreciated it if concerns could have been dealt with earlier as they had made plans regarding those courses that would now have to be put on hold. Mr. Vakil said that the process was working as intended, with “many eyeballs looking at things in different ways”.

Dr. Arce will meet with the Board to discuss concerns of the cabinet with regard to repeatability.

Mr. Vakil wondered which was the top priority of all JY’s recommendations? JY said that the number one priority was to get a full-time assistant, and then to increase release time.

Mr. Wakil also asked how Senate could help? Dr. Arce said that the Academic Senate could ensure that the Program Review process worked, and make sure to tie it to curriculum review and get courses updated. We should not have this problem again, and Program Review was only fairly recently introduced, and now we are on the right track. Another component of Program Review will be SLO's and their assessment. These are all major items so it will really help to stick to the process.

Mr. Marston questioned the rationale behind inactivating classes. This is being done to get them out of the catalog, and to temporarily or permanently remove them from the Review cycle. Dr. Arce noted that courses that had not been offered in three years seemed reasonable to remove. Mr. Marston said that Environmental Technology had some classes that they did not want to remove, but just place on temporary hold. He feared that bringing them back after removal would mean lots of paperwork. It was noted that courses would all need to be reviewed per Title V, and Lar Kjeseth has promised a fast track reactivation process, besides all courses tagged for removal had been listed and given to departments for discussion –it had not been an arbitrary unilateral decision. Mr. Kjeseth said that he had had a short window of time in which to respond to Accreditation recommendations and apologized if he had stepped on any toes in this hurried period. Mr. Marston said that maybe the Dean's had felt under pressure, but wondered still if removing a course and then bringing it back saved any time? Mr. Kjeseth replied he felt it was important for a college catalog to be up to date and representative, he noted, too, that the Academic Senate e-board had met with him and agreed to the move as we are in crisis mode.

PM stopped the discussion to move the meeting ahead.

VP- Educational Policies – Evelyn Uyemura (EU)

[pp. 33- 37 of packet] lists the Board Policies targeted for possible removal. This is the first reading and Senate will vote on these at the next meeting.

The Policies are as follows:

- BP 4320 Public Performance—changed from Board Policy to Admin. Procedure
- BP 4270 Substitute Courses for Health Education—approved deletion of this policy
- BP 4312 Soliciting Funds—approved deletion of this policy.
- BP 4400 Community Services—approved change from Board Policy to Admin. Procedure

Additionally:

BP 4255 Student Progress Early Alert—did not approve change from Board Policy to Administrative Procedure. The committee needs to check with B. Mulrooney for possible statutory requirements.

BP 4260.1 Prerequisites— Need to break into small Board Policy and large Administrative Procedure and double check all the wording to be sure it is consistent. The committee will also send it to the Curriculum Committee. This has proved a very complicated one, but the committee hopes to have it finished by the end of the year.Mr.

Perez advised caution on this one, as it arose out of a lawsuit. She advised following the template closely. EU agreed and noted that wording was only being changed to reflect El Camino. Mr. Vakil asked that the original wording be included with the new proposed Policy, and EU agreed to this.

Dr. Nishime asked why BP4400 was being eliminated, as it seemed to her that there were still some pertinent issues there that belonged in a policy rather than a Procedure. EU agreed to take another look. Dr. Nishime said that it contained policy language, and EU said that some of the original policy language had been retained and mingled in.

Send other comments to EU, and Senate will vote on this at the next meeting.

VP - Faculty Development – Dave Vakil (DV)

No report.

VP - Finance and Special Projects/ PBC (Planning and Budgeting Committee) – Lance Widman (LW)

No report.

[pp. 38-40 of the packet] shows the 4/2 PBC minutes: Budget assumptions for 2009-2010 budget development, initial discussions of Tentative Budget for 09-10

VP - Legislative Action – Chris Wells (CW)

No report.

.REPORTS OF SPECIAL COMMITTEES

Student learning Outcomes and Assessment – Lars Kjeseth (LK)

[pp. 49 of packet]

An Assessment of Student Learning Week is planned for next week, April 27 – May 1. Faculty are encouraged to attend. Monday and Tuesday workshops will feature forms, Wednesday and Thursday workshops will feature how to “close the loop”. Friday will feature training workshops for Division SLO Committees which are being revived. LK noted that most programs on campus have reasonable drafts for program level SLO’s, but it is important for faculty to continue to take the lead and continue to do assessment. The college had a slight edge that we do not want to lose, plus we should step up the pace for the 2011 deadline.

PM asked the Curriculum Committee to make a final decision on what to do with SLO’s as regards curriculum forms. The Curriculum Committee will discuss this and report back.

ASO Representative Report - Joe Udeochu (JU)

No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

BP 4320 Public Performance. [p.36 of packet] First reading.

BP 4270 Substitute Courses for Health Education. [p. 34 of packet] First reading.

BP 4312 Soliciting Funds. [p. 35 of packet] First reading.

BP 4400 Community Services. [p.37 of packet] First reading.

Accountability Report for the Community Colleges ARCC) - Irene Graf (IG)

[pp51 – 107 of packet] IG presented a report that she had also given previously to the Board of Trustees. The report is the California Community College accountability system for academic performance. IG noted that El Camino and Compton College are treated separately.

Some highlights included that

- 46% of CSU/UC graduates started as community college students
- The number of community college transfers grew by 4% in 2007- 08
- Over 40% of students intending to transfer, do so
- The number of degrees and certificates awarded by community colleges is down from the previous year
- El Camino College offers nearly all of the top vocational programs in the State
- The average wages nearly double three years after receiving a vocational education degree or certificate
- Nearly 90 thousand Basic Skills students show progress through to the next level
- 27% of 20 – 24 year olds are enrolled in a community college
- Participation rates have increased

A quick summary of the report can be found on p.53 of packet, and individual college reports as follows: Compton Education Center p.56 - 61 of packet, and El Camino College, p.62- 67 of packet.

IG noted, in conclusion, that El Camino had experienced an increase on three of the seven measures. Compton, despite underperformance, showed signs of promise and improvement. It was noted that on the State level many colleges had problems, the ARCC reports will be reissued and some indicators may change with the new data.

PM asked that the senators speak to their colleagues on how to improve in the other 4 measures. Mr. Vakil agreed with PM noting that we were underachieving on 4 measures. Dr. Arce agreed, noting that as we had not done Program Review in so long, we had not been evaluating ourselves. He opined that the college seemed to be resistant to self-analysis, self- evaluation and institutional evaluation. Mr. Crossman noted that there also had to be a willingness to look at Program Review recommendations and implement them.

Planning Summit - Arvid Spor (AS)

[pp 44 – 48 of packet] AS reported that Program Review recommendations will be put into Plan Builder, which would help implement priorities. It had been noted at the summit

- that Curriculum review was not up to date.
- That not all constituents have a clear idea of the planning process. AS is willing to come to Division/Department meetings and explain this to faculty
- That the SLO process is now part of the planning and curriculum process
- That evaluation is very important and we must do a better job at post evaluation, or evaluation after implementation. There is a component for this in Plan Builder, and AS notes that there may be a move to quarterly evaluations.

PUBLIC COMMENT

Mr. Crossman reported on recent successes of the El Camino forensics team.

The meeting adjourned at 1:57pm

CS/ecc2009