

ACADEMIC SENATE ATTENDANCE & MINUTES
3rd November, 2009

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

Adjunct Faculty

Mangan, Michael(Hum) EXC

Behavioral & Social Sciences

Firestone, Randy X

Gold, Christina X

Widman, Lance X

Wynne, Michael X

Mannen, Angela

Business

Saddiqui, Junaid X

Lau, Philip S

Counseling

Jackson, Brenda X

Jeffries, Chris X

Key, Ken

Pajo, Christina X

Fine Arts

Ahmadpour, Ali X

Bloomberg, Randall X

Crossman, Mark

Schultz, Patrick X

Wells, Chris X

Health Sciences & Athletics

Hazell, Tom

McGinley, Pat X

Rosales, Kathleen EXC

Humanities

Isaacs, Brent X

Marcoux, Pete X

McLaughlin, Kate

Peppard, Bruce X

Simon, Jenny

Industry & Technology

Gebert, Pat X

Hofmann, Ed X

MacPherson, Lee X

Marston, Doug X

Learning Resources Unit

Striepe, Claudia X

Ichinaga, Moon X

Mathematical Sciences

Boerger, John X

Fry, Greg X

Glucksman, Marc X

Taylor, Susan X

Yun, Paul X

Natural Sciences

Cowell, Chas

Herzig, Chuck EXC

Jimenez, Miguel

Palos Teresa X

Vakil, David X

Academic Affairs

Chapman, Quajuana

ECC CEC Members

Evans, Jerome

Norton, Tom

Panski, Saul

Pratt, Estina

Smith, Darwin

Assoc. Students Org.

Casper, Joshua

Safazada, Ana

Stokes, Philip X

Ex- Officio Positions

Arce, Francisco X

Nishime, Jeanie X

Shadish, Elizabeth X

Kjeseth, Lars

Guests and/Other Officers: Stephanie Rodriguez (Dean's Rep), Barbara Jaffe, Heather Parnock, Donald Brown

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 Fall 2009 semester was called to order at 12:37pm

Approval of last Minutes:

Approval of the minutes [pp. 5 -11 of packet] from the 6th October Academic Senate meeting. The minutes were approved with the amendment of a date in the President's Report on pg. 6 item E from Oct 2nd to Oct 22nd.

Approval of Minutes [pp. 12- 18 of packet] from the 20th October Academic Senate meeting. *Susan Taylor asked for clarification on a statement within the minutes re: cuts and wondered how adding students cost the college money. Dr. Nishime noted that the State does not pay FTES for students over the cap. Some discussion followed, but no answer to the question was given. Ms. Taylor was asked to bring her question to the PBC if more clarification was required. The minutes were approved.*

REPORTS OF OFFICERS

President's report – Dave Vakil (henceforth DV)

DV reported that ECC had just experienced a 3 member **ACCJC team visit re: Accreditation follow-up**. He felt the visit had gone smoothly, and that expectations are positive. We hope that the team will recommend that the college be removed from Warning status, but nothing will be known officially until January, when the Commission will publish its final statement. It appeared that the visiting team focused quite a bit on SLO's, with few questions on the curriculum process, Program Review, and Budget. DV thanked Dr. Arce for his leadership and role in moving the progress report along.

The **Full-time faculty hiring prioritization** [see p 21 of packet] is in process now. Position requests are due in Dr. Arce's office by 4:00pm today. A meeting of Deans and faculty representatives will be called for next week.

The **Assessment of Learning Week** takes place this week, culminating in a mini-conference on Friday. DV encouraged Senators to attend (and encourage their faculty and staff) as many presentations as possible. Dr. Jaffe noted that lunch would be available to the Friday conference attendees. DV noted that assessing learning is healthy for us all and our students!

The **Facilities Plan forums** were held. Final revisions will be made and the plans will go forward. It was noted that the pool, gym, athletics area, student services and shops would likely be relocated.

The **ASCCC Exemplary Program award** [see pp. 22-26 of packet] Currently there is a call for nominations for this State award. It was suggested the First Year Experience program be nominated. The college is in the process of completing the nomination papers and Dr. Nishime was asked to help on this.

A handout was provided on the **Area C & ASCCC resolutions**. Area C is the local branch of the State Academic Senate, and their meetings are held each year just prior to the plenary sessions in November. DV, Mr. Wells, and Mr. Kjeseth attended the Area C meeting. DV asked that the senators look at the handout of the proposed resolutions and provide him with feedback. The votes on the resolutions will take place on November 13th and 14th, and DV needs guidance on how to vote on the issues. DV quickly ran through the resolutions for the benefit of the senate. With reference to item 7 re: Resolution 13.02, DV noted that data is available on the Institutional Research website. Other data about where students transfer to is at the bottom of the Academic Performance page <http://www.elcamino.edu/administration/ir/acadperformance.asp>

The success and retention rates are also listed on that webpage. DV also emphasized that faculty success and retention rates will be publicized on the institutional research page soon. DV has noted on the handout the resolutions he would like faculty input on. Mr. Stokes asked whether DV would like student input also, and DV said that students had their own venue for giving input, but would be glad to hear from the student government on the issues as well.

The next Area C meeting, Saturday, March 27, tentatively held here at ECC.

Volunteers and attendees encouraged! Mr. Ahmadpour noted that he often volunteered time, and then never heard back from the organizers. DV noted that Mr. Ahmadpour was volunteering to help and promised he would get back to him.

DV reported on **UCLA transfer statistics** as supplied by Sue Oda- Omori. The statistics show that while ECC had lowest number of applications, we still performed very well

- 3rd in the number of admits
- Highest percentage of admits of 7 colleges
- Testament to our well-prepared students

<u>College</u>	<u>Applications</u>	<u>Admits</u>	<u>Admit Rate</u>
Santa Monica	1785	732	41.01%
Pasadena	766	276	36.03%
De Anza	727	188	25.86%
Orange Coast	583	183	31.39%
Diablo Valley	503	170	33.80%
Glendale	482	189	39.21%
El Camino	451	212	47.01%

Ms. McGinley asked which programs the students had been accepted into. DV said we would need to ask Ms. Oda- Omori that question. Mr. Wells asked which other schools ECC schools had been accepted into and Dr. Nishime advised looking at the Institutional Research website. Mr. Wells reported that there had been some discussion on the issues of Program Suspension and Program Discontinuance. Some schools are developing policies to handle this matter whereby Programs can be temporarily suspended and easily reinstated when circumstances dictate, as opposed to being discontinued and the red tape navigated involved in bringing the programs back. DV wanted to remind senators that information is available at the bottom of the Academic Performance page here: <http://www.elcamino.edu/administration/ir/acadperformance.asp>
The success and retention rates are also listed on that webpage.

VP – Compton Center - Saul Panski (SP)

No report. All members from Compton were engaged with the FCMAT visit.

Curriculum Committee – Lars Kjeseth (LK)

No report. Mr. Kjeseth is at Compton re: the FCMAT visit.

VP - Educational Policies – Chris Jeffries (CJ)

No report. See later Unfinished Business for the second reading of BP & AP 4020. [See pp. 32-33 of packet]

VP - Faculty Development – Chris Gold (CG)

CG introduced and welcomed the **new ECC Staff Trainer, Francine Vasilomanolakis**. CG noted that Ms. Vasilomanolakis has had years of experience in the classroom, as well as in

training faculty. She has an MA in Science in Education with an emphasis on computers in education and has taught at Chapman U and Cal. State U. Long Beach. She will be hosting a PowerPoint demonstration on December 3rd.

The **Mentorship Program** continues with 19 partnerships currently, mainly in the Maths area.

The **Book Club** has met several times and has generated good discussion.

CG gave a vote of thanks to all those involved with the **Munch 'n' Mingle**. DV noted that over \$1000. had been raised for cancer research.

The **Faculty Development Committee** continues to work on their goals and objectives, and are especially busy on the following:

- Distinguished Faculty Awards – including a part- time faculty award.
- The Faculty handbook issues has generated fresh discussion
- A series of **On-line best practices workshops** with presenters: Eduardo Munoz, Jason Suarez, Christina Gold will take place on Thursday, November 19, 1-1:50 in the West Library Basement and will feature approaches and innovative on-line teaching tools. Faculty are encouraged to share creative ideas as we work together to help students succeed in our on-line courses. There will be a follow-up to the September workshop about success and retention statistics and the discussion of the mechanics of enrollment. A brief report and advice about enrollment procedures will be given.
- “You Want it? You Got it!”** In spring 2009, a **needs assessment survey** identified the professional development topics that most interest ECC faculty. The “You Want It! You Got It!” flex workshops are a series of five workshops dealing with the most popular topics as follows:
 - FALL 2009**
 - Motivating Students: Matt Kline**
 - Wednesday, November 11, 9:00-9:50 - West Library Basement
 - Effective Use of PowerPoint: Francine V.**
 - Thursday, December 3, 1-1:50 - West Library Basement
 - SPRING 2010**
 - Identifying and Maximizing Your Teaching Style: Rose Ann Cerofeci**
 - Thursday, March 4, 1-1:50 - West Library Basement
 - Collaborative and Active Learning: Best Practices**
 - Classroom Assessment Techniques and Writing Effective Tests: Best Practices and Peer Consultation**

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

[See pp. 27-30 of packet] PBC minutes & agenda of Oct. 1st, 2009.

LW noted that the next PBC meeting would be held this Thursday in Library 202.

Council of Dean’s Meeting Report –Moon Ichinaga (MI)

No meeting since last Senate meeting.

VP – Legislative Action – Chris Wells (CW)

See earlier discussion in the President’s Report re: Program Suspension/Discontinuance.

REPORTS OF SPECAIL COMMITTEES

Academic Technology – Pete Marcoux (PM)

[See p. 31 of packet] Faculty laptops: memo from PM regarding aging laptops and the necessity to back up all materials/data. PM noted that many machines are past warranty, and that faculty were beginning to lose information.

Dr. Arce said that Dr. Fallo had asked for an inventory of faculty laptops, and some attempt would be made to replace the oldest machines. PM asked whether this would be put into the Technology Plan, and Dr. Arce replied in the affirmative.

Mr. Ahmadpour requested permission at this juncture to speak about the Pacific Coast Council on Latin American Studies Annual Conference to be held November 6-7, 2009 at El Camino College. The theme this year is Latin America: Change and visions of Hope. The conference will be a magnet for many colleges and universities. The locale is the Humanities Building. Mr. Ahmadpour stressed that the panel discussions could be used by all disciplines, and that the conference would be free to all ECC students and faculty. Mr. Ahmadpour distributed some handouts on the conference.

UNFINISHED BUSINESS

BP & AP 4020 – Program, Course, Curriculum Development – Chris Jeffries (CJ)

[See pp. 32- 33 of packet] CJ reported that the Committee had accepted the recommendation to keep the Procedure segment to a brief statement, noting that full procedures are to be found in the Curriculum Handbook. CJ thanked Dr. Arce and Ms. Perez for their help in developing the procedures. Hearing no questions or request for discussion, there was a motion to vote and the motion passes with all in favor.

Advanced Placement (AP) exam unit limitations – 2nd Reading – Lori Suekawa (LS)

[See pp. 34-39 of packet] This went through a first reading in Spring. LS stepped the senators through the materials, noting that pg.34 shows the Resolution for consideration (with new “resolved” at the end), and that pp.35-36 contain the supplemental reading from Spring, and pp. 37-39 contain the PowerPoint from a Spring 2009 presentation to the senate. LS spoke of the need to approve the template [pg.35 of packet], and that this template mirrors what is already done for IGETC. LS noted that 29 out of 109 community colleges have already adopted the template and others are expected to follow suit.

Discussion followed. LS emphasized that scores of 3,4, and 5 earn Gen Ed. credits, but student would still have to meet with counselors to ensure they were fulfilling requirements for majors. Ms. Jeffries noted that adopting the template would help counselors with AA degrees. Ms. Taylor noted that there were different types of General Education sets. LS said that the template would satisfy requirements for all types. Mr. Wells asked if the resolution would then become policy. LS said no, the template would just be included in the catalog. Not all resolutions require policies, sometimes a procedure will suffice.

The motion passed with all in favor.

NEW BUSINESS

BP & AP 3750: Copyright Policy & Procedures. 1st Reading – Heather Parnock (HP) and Donald Brown (DB)

[See pp 40-43 of packet] Alice Grigsby and HP were scheduled to talk about this item, Ms. Grigsby could not attend and sent DB in her place.

HP noted that this is a continuation of an older, proposed BP that had never been finalized, and was now being updated. The Policy would pertain to all faculty, staff, students, in fact, all in the ECC community. DB noted a concern that certain issues (for instance electronic reserves, regular reserves) had not been included and felt that more discussion was needed. It was felt that other sections could be added by the next Academic Senate meeting. DV asked that he be notified

before the next meeting whether he could include an updated draft in the next packet, or whether the issue should be tabled.

Discussion followed. Dr. Arce noted that the outline format was non-standard and needed to be cleaned up. The CCLC template is to be used for all college policies.

It was noted that Public Domain referred to works published before 1923, and for “fair use” purposes most government documents fall into the Public Domain category also. Faculty also hoped that the Copyright Committee would take the lead promoting an educational campaign on the topic/issues of copyright. DV mentioned that there had been a webinar on the topic the day before, and thought it might be offered again.

There were some questions about the amount of material that could be used under “Fair Use”. Dr. Gold had always used the 10% option rather than the 1000 words.

Ms. Ichinaga noted that the issue is complex and full of “grey areas”, and that institutions were mainly engaged in “risk management” with regards to copyright issues. It has been the ECC library’s ERes policy to err on the side of caution in the matter of copyright permissions. MI noted that the ERes site (<http://eres.elcamino.edu/>) has a section on copyright and has referring links to more information.

Ms. Striepe had a question about the use of online resources like “You Tube” videos, noting that the policy seemed to favor print materials. HP noted that “you Tube” would be covered under a section on peer to peer filesharing, as would electronic reserves. Mr. Ahmadpour opined that more forums and discussions on the matter were needed as he has heard conflicting information. HP said that the aim is to simplify matters and make things clear. It was noted that there was also a sometimes substantial cost associated with getting permissions. Ms. Ichinaga noted that universities usually have funds put aside for this purpose, which was not the case for community colleges, and posed a problem. Dr. Arce asked that the Ed. Policies Committee also look at the Policy. Ms. Jeffries, said they could but that the Ed. Policies Committee desperately needed more new members.

Dr. Arce said that any finished Policy and Procedure would be sent on for legal advice via Rocky Bonura.

Program Review Highlights: Nursing – Pat McGinley (PM)

PM shared highlights of the Nursing Program Review.

What is worth sharing about our department?

The department has 400 students between 3 campuses; 13 full time faculty Crenshaw, 7 or 8 on Compton campus; Dr. Kim Baily is the director.

All nursing faculty are licensed by the state board of nursing (BRN) and hold certification in their specialty area. recertification is every 5 to 7 years depending on specialty. Nurse Practitioners require clinical practice, scholarly activities and mentoring for certification renewal. Licensure is renewed every 2 years with the BRN and the board is now requiring LIVE SCANNING for relicensure.

Clinical groups have 10-12 students each with 2-3 patients so an instructor has not only the students but the patients as well. Clinical labs are minimum of 8 hours on a floor plus pre and post conference so typical clinical day is 10-12 hours. Clinicals are held days, evenings, nights and weekends.

Ella Rose Madden state of the art simulation lab-all students have a minimum of one clinical day in the simulation lab each clinical course; safe environment to learn without causing harm. Have 22 simulation scenarios including birthing mother

92% & 97% pass rate on NCLEX for first time takers on the Crenshaw and LCMH campus the last two quarters

67% & 64% on Compton campus-looked at the graduates who took exam; 75% of the failures were LVN to RN students. Typically our LVN to RN students do very poorly on our entrance course and throughout the program.

Things all faculty should know about.

Our department recently received 8 year accreditation by State Board of Registered Nursing; The nursing program has its NLNAC accreditation in 2011; starting to gather our data now (which is ongoing);

We developed a new Systematic Program Evaluation Plan then implemented it this fall to gather data continuously making the self-study a bit easier than the last minute rush a few months before the report is due; each of our faculty committees has been assigned a standard to review, collect data and report on at a faculty meeting, also write up the results so all can be compiled easier for accreditation visit

NLNAC impromptu visit since merger with ECC & CEC because CEC was not nationally accredited; the site visitor gave suggestions and requirements for continued approval in regards to what they are looking for! All one program; program still has some issues/inconsistencies since NCLEX rate is only 67%/64% at CEC; prompted a letter from the BRN which required a written statement with action plan for remedying the situation.

What can other departments do to help the nursing department?

Weak math skills-practice!! Precise answers are required for medication dosage calculation; a range is not acceptable as it could be the difference between a safe vs lethal dose!

ESL students-very difficult for them to go through the program due to the level of comprehension from textbooks, clinical, poor communication skills with patients and health care professionals even though they have taken all the ESL classes. Students need to be able to communicate with their patients face to face and in writing.

Weak A&P knowledge-remind students they need to learn the material not solely to pass the course but to use immediately upon entry to the program.

Reading comprehension-students must be able to read complicated technical nursing books. Need to increase the reading level for all students.

Study skills very poor! PM encouraged faculty to hold students responsible for high standard work.

PM called for questions. PM was not sure when the next Nursing Dept. Open House would be, but emphasized that faculty were welcome to visit the simulation lab at any time. The Nursing Dept. DOES have an admissions test, and students have to hit a certain benchmark as the Program is held to State standards. Mr. Yun noted that the Math department gave partial credit for reasoning, even if the correct answer was not achieved and PM said that nurses HAD to get the answer 100% correct as it might be a life or death affair if dosages were calculated incorrectly.

Department Chairs – Faculty Opinion.

In the interests of time, DV postponed further discussion on this topic.

FUTURE AGENDA ITEMS

■ For Nov 17

- 2nd reading – copyright policy & procedure – postponed until ready.
- Program Review highlight: Business – postponed until notified.
- ECC Foundation presentation – Katie Gleason
- Basic Skills proposal presentation.

■ December

- Program Review highlight: Journalism
- Presentation: Campus Climate Survey by I. Graff

The Academic Senate meeting was adjourned at 2:00pm
Cs/ecc2009