

ACADEMIC SENATE MINUTES

December 4th, 2007

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

Behavioral & Social Sciences

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

Business

Halamka, Dagmar
Miller, Tim
Thompson, Jacquie
Shepard Jacobson X

Counseling

Beley, Kate X
Gaines, Ken X
Raufman, Lisa X

Fine Arts

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

Health Sciences & Athletics

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

Humanities

Hong, Lyman
Kate McLaughlin X
Marcoux, Pete X
Uyemura, Evelyn X

Industry & Technology

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

Learning Resources Unit

Dever, Susan X
Striepe, Claudia X

Mathematical Sciences

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

Natural Sciences

Cowell, Chas X
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
Pratt, Estina
Smith, Darwin

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

Guests and/Other Officers: Ray Gen (Board of Trustees), Vincent Armstrong, Gloria Miranda (Dean), Luukia Smith, Jenny Simon and Lars Kjeseth, 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 seventh Academic Senate meeting of the Fall 2007 semester was called to order at 12:35pm.

Approval of last Minutes:

A motion to approve the minutes of the Academic Senate meeting of November 6th, 2007 was made by Mr. Widman, seconded by Mr. Wells and passed.

President's report – Pete Marcoux (henceforth PM)

PM referred to the Academic Senate list of goals [packet pg. 9] and noted which had been completed, and which were still in progress. Some goals we continue to be worked on next semester, and if members have any ideas for new goals or issues for discussion, please let PM know. PM also congratulated the committees for the good work done during this semester.

PM welcomed guests - Board of Trustees member Mr. Ray Gen, and Classified Staff Union representative Luukia Smith. PM did invite President Fallo, but he was unable to attend this session. PM hoped he would be able to attend the February 19th meeting in the Spring.

PM noted that he had sent out the Faculty hiring list [packet pgs.11-12]Pg 11 shows the list as voted by the Committee and pg. 12 shows the final list as revised by President Fallo. President Fallo accepted 80% of the Committee recommendations. In reply to a question PM reported that Journalism was one of the positions dropped.

PM noted that the first day of the Winter Session is also the first day the 12 month staff are back at work, the online Rosters will be available, and the Humanities staff will be moving to their new building, so some confusion is to be expected. PM recommended visiting LaTonya in the Faculty Resource Center as she has volunteered to help with the printing of rosters. Questions were raised as to how adjunct faculty should cope with these potential problems. PM said they should talk first to their Division offices. The Division Deans have also promised to print rosters in Division offices to help out. Dr. Arce reported that registration for Spring will continue throughout the Winter session so he will have to verify when the Spring rosters will be ready for printing. Mr. Mulrooney will also send out an e-mail to faculty. It was noted that Winter/Spring registration will also be available while we are closed and that there would be no live help available for these students should they have a problem with the process.

Enrollment is slightly down compared to the same period last year.

PM wished the Academic Senate Happy Holidays and wished that we might all enjoy the Break.

PM asked for a motion to change the order of business for the meeting and deal with unfinished business before hearing Committee officer's reports. Mr. Vakil proposed the motion, which was seconded by Mr. Wells. The motion passed.

Unfinished Business

Board Policy 4100.1 Catalog Rights – Evelyn Uyemura (EU)

[see separate handout]

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

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

Final Reading 12/04/07

EU reported that it was originally proposed to name all the certificates, but Dr. Arce had felt that was not correct and Ms. Young had agreed so some were removed, leaving the Associate Degree and Certificate of Achievement. The Senate was reminded that a Certificate of Accomplishment was either a certificate of under 18 units NOT approved by the State or a certificate of 12 units. Dr. Arce had made his recommendation based on the fact that only Certificates of Achievement would be noted on a transcript, not Certificates of Accomplishment. If they were not on the transcript they did not have catalog rights. Ms. Beley disagreed as Certificates of Accomplishment still went through Curriculum and were approved by the Board of Trustees. Since this confusion and grey area still remained EU was unsure as to how to proceed. Ms. Young, Dr. Arce and EU would meet again but this needed to be implemented by February

12th, 2008. The question was asked: Will these certificates be described in the college catalog? The answer was Yes. If they are described in the catalog then they must have catalog rights. Dr. Arce argued that a Certificate must mean something. EU argued that if the certificates went through the curriculum process then she was in favor of returning to the opinion that if the certificates were described in the catalog they should all have catalog rights. Dr. Dever made a motion, seconded by EU, to approve the Policy and in the next semester begin a review of the Certificates. It was noted that Title V changes stipulate that the terms Pass/No Pass must be used so it was decided to have both while the changes take effect. 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.

ECC Distinguished Adjunct Faculty Award – Dave Vakil (DV)

[packet pgs. 34- 37]

The Faculty Development Committee created a proposal to create an ECC Distinguished Adjunct Faculty Award. The “whereases” explain the need to create the award, and are followed by the three resolutions below

- Be it resolved that the Academic Senate recommends the creation of a Distinguished Adjunct Faculty Award as proposed below in a fashion similar to the currently existing Distinguished Faculty Award.
- Be it further resolved that the currently existing Distinguished Faculty Award be renamed to "Distinguished Full-Time Faculty Award."
- Be it further resolved that permanent plaques be created and displayed in a public location honoring the recipients of the Distinguished Adjunct Faculty Award, the Distinguished Full-Time Faculty Award, and the Distinguished Staff Award.

DV noted that the eligibility requirements had changed somewhat. The Committee felt the new requirements were better [pg. 37] The Selection Committee will comprise the VP Academic Affairs, the President of the Associated Students Senate (or designees), the 2007 Distinguished Faculty member, an academic dean, and the Academic Senate’s VP Faculty Development. If a person self nominates, the nomination must be accompanied by a letter of recommendation from a full time faculty of the Division. Ms. Uyamura asked whether DV had a source of funding for the proposed \$1000. award. DV said not yet, as the Committee first wanted to get approval for the project. The motion passed. The committee meets in Admin 127 on the 2nd and 4th Tuesdays of the month.

Changes to the Certificates of Achievement – Janet Young (JY)

[packet pgs. 17- 33] This was the second reading of Title V changes regarding Grade requirements.

- Title 5 regulations stipulate that, effective fall 2008, credit certificates must be named “Certificates of Achievement.” The Senate approved the conversion of the existing “Certificates of Competence” and “Certificates of Completion” to “Certificates of Achievement” as follows:
 - Certificate of Achievement (2.0 GPA)
 - Certificate of Achievement with Honors (3.0 GPA)
 - Certificate of Achievement with High Honors (3.5 GPA or above)
- However, Title 5 regulations also stipulate that, effective fall 2009, students will be required to earn a grade of C or above in all courses in a certificate or in a major.

- It is recommended that the Academic Senate consider adopting this grade requirement in 2008 instead of waiting until 2009. This will allow all of the related changes to become effective at the same time in order to avoid confusion for students.
- Catalog rights will remain in place for students who have been enrolled at El Camino College prior to fall 2008.

Discussion followed. Mr. Marston did not see the need to change in Fall 2008, he felt that a student working to get a certificate should have time to bring their grades up, and faculty should have time to get the word out to students. Mr. Wells asked if these changes were covered by catalog rights. Dr. Nishime wondered what Compton Faculty thought of the issue. JY said that Mr. Panski had emailed her an endorsement of Fall 2008. The issue was put to the floor and passed with the majority in favor and one abstention.

Guiding Principles of SLO Assessment Cycles – Jenny Simon (JS)

[packet pg 41] This marked the second reading at Senate.

- **For any course, program or service, the personnel directly involved in its delivery are finally responsible for all aspects of its assessment cycles:** While expected to consult with all stakeholders on campus, the responsible personnel are the best qualified to determine appropriate student learning outcomes, implement effective assessments, report results, and make recommendations for improvements. For each outcome, they are also best equipped to decide when each stage of the cycle is complete.
- **Broad participation in assessment cycles by administrators, faculty and staff is a shared responsibility:** The more personnel that participate in the production and analysis of assessment results, the greater the likelihood that proposed changes will be implemented and sustained.
- **Student learning outcomes are defined in various ways.** Student learning outcomes vary tremendously among courses, programs and services; they may be cognitive, affective, or psychomotor. They change over time and are informed by a multitude of factors, including community needs, discipline standards, and previous assessment cycles.
- **Assessments use various methods and may build upon existing assessments:** Assessment techniques range widely in style and rigor. Whenever feasible, existing assessment instruments are modified to meet new assessment needs. If possible, new assessment routines should replace old ones. Direct measures of student learning are preferred, although indirect measures may also be used, particularly in sectors that indirectly support student learning.
- **Curricular, planning and budget decisions are informed by assessment results:** Assessment results provide evidence that allow administrators, faculty and staff to make wise planning and budget decisions. All curricular and program reviews are stronger when they incorporate assessment results in their reports. An individual may consider assessment results as part of the self-evaluation process.
- **Assessments are used to evaluate student learning:** Results of assessments of student learning outcomes will not be used in performance evaluations in any punitive manner. Student learning outcomes will not be used to undermine academic freedom.
- **Resources are provided for assessment cycles:** For some assessment cycles, existing resources will suffice; for others, additional resources will be needed. Administrators, working together with faculty and staff, find the means of conducting meaningful assessment cycles without compromising the quality of instruction, delivery of services or overburdening specific personnel.

Discussion followed. Mr. Widman queried the principle involving faculty performance evaluations. Mr. Wells suggested that “in any punitive manner” be removed from the sentence. Mr. Widman suggested altering the sentence to read “*Results of assessments of student learning outcomes may be used in faculty performance evaluation only with concurrence of faculty being evaluated.*” It was

noted that the Board of Trustees does not approve these principles formally, but the College must implement them. Other questions raised concerned how these principles were to be implemented, how enforced, were they to be part of the contract? These concerns would have an effect on the language used. JS said that it was not the intent to guide or influence the contract, the principles were rather just a framework for building the SLO's. JS decided to table this item and further consult with the SLO committee.

Reports of Officers

Compton Education Center report - Art Fleming

AF reported that the plan to vacate some building wings in Spring has been rescinded. [packet pg 16] shows a schematic of the Planning and Approval Process at ECC CEC. More details to come.

Curriculum Committee report – Janet Young (JY)

[packet pg 17] All but one certificate has been reviewed. This week saw the last Curriculum Committee meeting for the semester, and the Committee has reviewed 141 courses and certificates in that time.

Educational Policies Committee report – Evelyn Uyemura (EU)

[packet pg 36] The Ed. Policies Committee had an extra meeting to make up for the Thanksgiving Break. They are currently hung up on BP 4220 re: Withdrawals. They need a new symbol to indicate excessive Withdrawals.

The Committee also tried to finish the Probation and Dismissal policy, but more work on the procedures is needed. The Committee will try and work via e-mail over the break so that this can be ready by early February.

Faculty Development Committee report – Dave Vakil (DV)

[packet pgs 34-35] Shows minutes of the last Committee meeting. They discussed the Teaching Book Club. DV has sent an email to the faculty. The first few to sign up for the relevant Friday sessions will receive a free copy of the book before the Winter break. Mentoring will be the next big project for the Committee, and they are also working on the Teaching and Learning Conference scheduled for February 22nd, 2008.

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

[packet pgs.38-9] Nov. 1 PBC Minutes: These were reviewed at the Nov. 20 AS meeting, see the report on p. 4 of the AS Minutes in this packet.

The hiring of a Vice President Human Resources was discussed. This position would be raised from an ordinary level to that of a VP. The reasoning given was that the workload had increased enormously and the position needed to be comparable pay and duty- wise to other districts. This seems already to have been decided upon, and the impact on budget was discussed.

Legislative Action report – Chris Wells (CW)

[packet pgs. 43-51] Looking into State Assistance and legal action to ensure effective participation in District and College governance, CW could find nothing too concrete and noted that the best action seemed to be to complain loudly and long.

CW also questioned re: the Faculty Hiring prioritization whether, according to the contract, the College President could override/rearrange the prioritization of the Faculty Selection Committee. CW could not find any definitive answer to this issue one way or the other in the contract. CW

asked if there was a Board Policy on hiring. The answer is No – there seems to be a procedure, but no policy.

CW also mentioned budget woes all colleges are facing and mentioned the rumors of mid- year budget cuts. It was asked whether the idea of using our reserves for unforeseen budget cuts had been raised. It seems that while the talk remains rumor, this will not be looked at.

Special Committees reports

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

SD apologized for forgetting to summarize some sections for perusal in the Academic Senate as promised last meeting, but she will do so soon.

Associated Students – Vincent Armstrong (VA)

The ASO recently passed two resolutions. The ASO opposes the proposal to eliminate the Winter sessions, and the ASO supports keeping the Health Center open in the Summer sessions. The ASO has been working on trying to set up Division Councils, and is finding this hard going. They have also implemented a Suggestion Box, and are working to build up better communication with, and representation of, students. PM thanked and congratulated VA for his outstanding service on the Academic Senate and other Committees.

Calendar Committee – Lyman Hong (LH) and Emily Rader (ER)

Nothing to report.

Board of Trustees – Ray Gen (RG)

No report. Mr. Gen was happy to participate in the meeting.

Enrollment Management – VP Academic Affairs Dr. Arce

Too early to tell how it is going. Dr. Dever remarked that she had sent out a memo reminding faculty to remind students to register for Winter and Spring.

Counseling Meeting – Kate Beley (KB)

Ms. Beley reported on a meeting concerning the counselors office space. She thanked Dr. Arce for attending. The result was that the counselors were told to wait and see what funding would be available.

New Business

Dr. Raufman told faculty to tell interested students that some UC campuses are still accepting students, Santa Barbara, Riverside, Irvine among them. Students can find more information in the El Camino page Tranfer related links, and check their application status.

PM noted that the Daily Breeze had run an article about the Student newspaper “The Union”now being online. You can visit <http://www.elcamionuniononline.com/>

Mr. Gen asked about a point on pg.3 of packet. He had not previously been aware that the Senate was voting against the will of the Senate in the matter of Board Policy 2510. EU explained that Dr. Fallo had brought it forward to the Board around the Senate rather than the matter being brought forward by the Senate via the Senate designee Dr. Arce. BP2510 passed in disregard of the Senate’s disapproval. Dr. Gen said he had thought the Senate agreed with the Policy. EU said that the Senate was not against the Policy as regarded student inclusion, but wanted the Faculty portion to be addressed as well and at the same

time. EU felt that perhaps the Board had not been fully briefed on all the ramifications and issues. It was remarked that this was symptomatic of problems if this was the first Mr. Gen had heard of it. As a result of this discussion it was decided to create a body to review Policy 2510 and attendant procedures. The policy and procedures should match, and currently faculty do not have a voice.

CW remarked that the new format as used in this meeting worked well. Ms. Rader countered by saying that some faculty only get out of lectures late and this new format meant they might miss important discussion. Mr. Marston said that if we adopted a new format we might have to amend the Constitution. Mr. Widman asked whether we could not just have a designated time near the middle when all discussion/reports would be suspended while we discussed important issues. PM will put this suggestion on the agenda and the suggestion/s will have to be put in the form of a resolution or motion.

Agenda Items for Next Meeting

The next meeting will be in the Spring semester. PM has invited Dr. Fallo to this meeting.
Merry Holidays!

The meeting was adjourned at 1:50 pm.