



# Academic Senate of El Camino College 2011-2012

Nov. 15, 2011

16007 Crenshaw Boulevard

Torrance, CA 90506-0001 (310) 532-3670 x3254

## Officers & Executive Committee

President	<b>Christina Gold</b>	Co-VPs Faculty Development	<b>Briita Halonen &amp; Moon Ichinaga</b>
VP Compton Educ'l Center	<b>Saul Panski</b>	VP Finance and Special Projects	<b>Lance Widman</b>
Curriculum Chair	<b>Jenny Simon</b>	VP Legislative Action	<b>Chris Wells</b>
VP Educational Policies	<b>Merriel Winfree</b>	Secretary	<b>Claudia Striepe</b>

## Senate Mailing List

<u>Adjunct</u>	(1 yr term)	<u>Health Sci &amp; Athletics/Nursing</u>	<u>Natural Sciences</u>
<b>Sue Ellen Warren</b>	11	<b>Tom Hazell*</b> 13/14	<b>Chuck Herzig</b> 11/12
<b>Leah Pate</b>	11	_____	<b>Miguel Jimenez</b> 11/12
		<b>Mina Colunga</b> 12/13	<b>Teresa Palos*</b> 13/14
<u>Behavior &amp; Social Sciences</u>		_____ (vacant)	<b>Pete Doucette</b> 12/13
<b>Randy Firestone</b>	11/12	_____ (vacant)	_____ (vacant)
<b>Christina Gold</b>	13/14		
<b>Michelle Moen</b>	11/12	<u>Humanities</u>	<u>Academic Affairs &amp; SCA</u>
<b>Lance Widman*</b>	13/14	<b>Brent Isaacs</b> 11/12	<b>Francisco Arce</b>
<b>Michael Wynne</b>	11/12	<b>Peter Marcoux*</b> 11/12	<b>Karen Lam</b>
<u>Business</u>		<b>Kate McLaughlin</b> 11/12	<b>Jeanie Nishime</b>
<b>Phillip Lau</b>	11/12	<b>Briita Halonen</b> 11/12	<b>Claudia Lee</b>
<b>Jay Siddiqui*</b>	11/12	<b>Jenny Simon</b> 11/12	<u>Associated Students Org.</u>
_____ (vacant)			<b>Rebekka Asher</b>
		<u>Industry &amp; Technology</u>	<b>Jasmine Hormati</b>
<u>Compton Educational Center</u>		<b>Patty Gebert</b> 12/13	<b>Cindy Valdez</b>
<b>Darwin Smith</b>	12/13	<b>Harold Hofmann</b> 12/13	<u>President/Superintendent</u>
<b>Chris Halligan</b>	12/13	<b>Lee Macpherson</b> 12/13	<b>Thomas Fallo</b>
<b>Tom Norton</b>	12/13	<b>Douglas Marston*</b> 12/13	
<b>Saul Panski</b>	11/12	<b>Merriel Winfree</b> 12/13	<u>The Union</u> <b>Editor</b>
<b>Estina Pratt</b>	12/13		
<u>Counseling</u>		<u>Learning Resource Unit</u>	<u>Division Personnel</u>
<b>Cristina Pajo*</b>	11/12	<b>Moon Ichinaga</b> 13/14	<b>Jean Shankweiler</b>
<b>Sabra Sabio</b>	13/14	<b>Claudia Striepe*</b> 13/14	<b>Don Goldberg</b>
<b>Dexter Vaughn</b>	13/14		<b>Tom Lew</b>
		<u>Mathematical Sciences</u>	<u>Counseling</u> <b>Ken Key</b>
<u>Fine Arts</u>		<b>Michael Bateman</b> 12/13	<u>Ex-officio positions</u>
<b>Ali Ahmadpour</b>	11/12	<b>Hamza Hamza</b> 13/14	ECCFT President
<b>Randall Bloomberg</b>	11/12	<b>Arkadiy Sheynshteyn</b> 13/14	<b>Elizabeth Shadish</b>
<b>Mark Crossman</b>	11/12	<b>Susan Taylor*</b> 11/12	<b>Nina Velasquez</b>
<b>Patrick Schulz</b>	11/12	_____ (vacant)	Curriculum Chair
<b>Chris Wells*</b>	11/12		<b>Jenny Simon</b>
			CEC VP Elect
			<b>Michael Odanaka</b>
			<u>Institutional Research</u>
			<b>Irene Graff</b>
			<b>Carolyn Pineda</b>

Dates after names indicate the last academic year of the senator's three year term, or example 11/12 = 2011-2012.

\*denotes senator from the division who has served on Senate the longest (i.e. the "senior senator")



# Academic Senate of El Camino College 2011-2012

Nov. 15, 2011

16007 Crenshaw Boulevard

Torrance, CA 90506-0001 (310) 532-3670 x3254

## SENATE'S PURPOSE (from the Senate Constitution)

- A. 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."
- B. To facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.

## ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays)

### FALL 2011

September 6	Alondra Room
September 20	Alondra Room
October 4	Alondra Room
October 18	Alondra Room
November 1	Alondra Room
November 15	Alondra Room
December 6	Alondra Room

### SPRING 2012

February 21	Alondra Room
March 6	Alondra Room
March 20	Alondra Room
April 3	Compton Board Room
April 17	Alondra Room
May 1	Alondra Room
May 15	Alondra Room
June 5	Alondra Room

## CEC ACADEMIC SENATE MEETING DATES AND LOCATIONS (Thursday after ECC Senate, usually)

### FALL 2011

September 9	Board Room
September 23	Board Room
October 7	Board Room
October 21	Board Room
November 4	Board Room
November 18	Board Room
December 9	Board Room

### SPRING 2012

March 3	Board Room
March 17	Board Room
April 7	Board Room
April 21	Board Room
May 5	Board Room
May 19	Board Room
June 2	Board Room



**AGENDA & TABLE OF CONTENTS**

		<b>Pages</b>
<b>A. CALL TO ORDER (12:30)</b>		
<b>B. APPROVAL OF MINUTES</b>		
<b>C. OFFICER REPORTS</b>	<b>A. President</b>	<b>13</b>
	<b>B. VP – Compton Center</b>	
	<b>C. Chair – Curriculum</b>	
	<b>D. VP – Educational Policies</b>	
	<b>E. Co-VPs – Faculty Development</b>	<b>14-16</b>
	<b>F. VP – Finance</b>	
	<b>G. VP – Legislative Action</b>	
<b>D. SPECIAL COMMITTEE REPORTS</b>	<b>A. ECCFT Report (Elizabeth Shadish)</b>	
<b>E. UNFINISHED BUSINESS</b>		
<b>A. NEW BUSINESS</b>	<b>A. Nominations:</b> The faculty-at-large approved the creation of two new VP positions in Academic Technology and Instructional Effectiveness. Nominations will be taken this meeting and a vote will occur next meeting.	<b>17-34</b>
<b>A. INFORMATION ITEMS – DISCUSSION</b>	<b>A. Academic Calendar and Winter Session</b>	<b>35-38</b>
	<b>B. Hiring Prioritization Results</b>	<b>39-40</b>
	<b>C. Collegial Consultation Processes:</b> Discussion regarding the general effectiveness of collegial consultation on campus and potential actions of the Senate.	<b>41-48</b>



# Academic Senate of El Camino College 2011-2012

16007 Crenshaw Boulevard

Torrance, CA 90506-0001

(310) 532-3670 x3254

Nov. 15, 2011

- |   |  |  |
|---|--|--|
| <p><b>B. FUTURE AGENDA ITEMS</b><br/><b>C. PUBLIC COMMENT</b><br/><b>D. ADJOURN</b></p> |  |  |
|---|--|--|



# Academic Senate of El Camino College 2011-2012

16007 Crenshaw Boulevard

Nov. 15, 2011

Torrance, CA 90506-0001 (310) 532-3670 x3254

## Committees

<u>SENATE COMMITTEES</u>	<u>Chair / President</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Academic Technology Comm.	Pete Marcoux, Virginia Rapp			
Assessment of Learning Comm.	Jenny Simon, Kelly Holt, Kaysa Laureano-Ribas, Claudia Lee	2 <sup>nd</sup> & 4 <sup>th</sup> Mon.	2:30-4:00	Library 202
Academic Program Review Comm.	Claudia Lee, Christina Gold			
Compton Academic Senate	Saul Panski	1 <sup>st</sup> & 3 <sup>rd</sup> Thurs	1:00-2:00	CEC Board Room
Compton Faculty Council	Saul Panski	1 <sup>st</sup> & 3 <sup>rd</sup> Thurs	1:00-2:00	CEC Board Room
Curriculum Committee	Jenny Simon	2 <sup>nd</sup> & 4 <sup>th</sup> Tues	2:30-4:30	Admin 131
Educational Policies Comm.	Merriel Winfree	2 <sup>nd</sup> & 4 <sup>th</sup> Tues	12:30-2:00	SSC 106
Faculty Development Comm.	Briita Halonen, Moon Ichinaga	2 <sup>nd</sup> & 4 <sup>th</sup> Tues	1:00-2:00	West. Library Basement

<u>CAMPUS COMMITTEES</u>	<u>Chair</u>	<u>Senate / Faculty Representative/s</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Accreditation	Evelyn Uyemura, Jean Shankweiler	Christina Gold			
Basic Skills Advisory Group	Elise Geraghty, Arturo Martinez	Jason Suarez			
Board of Trustees	Bill Beverly	Christina Gold	3 <sup>rd</sup> Mon.	4:00	Board Room
Calendar Committee	Jeanie Nishime	Kelly Holt Chris Jeffries			
Campus Technology Comm.	John Wagstaff	Pete Marcoux			
College Council	Tom Fallo	Christina Gold David McPatchell	Mondays	1-2:00	Admin 127
Dean's Council	Francisco Arce	Christina Gold	Thursdays	8:30-10:00	Library 202
Distance Education Advisory Committee	Alice Grigsby				
Enrollment Management Comm.	Arvid Spor	Christina Gold Chris Wells	2 <sup>nd</sup> Thurs	1-2:30	Library 202
Facilities Steering Comm.	Tom Fallo	Christina Gold			
Insurance Benefits Comm.			4 <sup>th</sup> Tues	1-2:30	
Planning & Budgeting Comm.	Arvid Spor	Lance Widman Emily Rader (alt)	1 <sup>st</sup> & 3 <sup>rd</sup> Thurs.	1-2:30	Library 202

**All of these Senate and campus committee meetings are open, public meetings. Please feel free to attend any meetings that address issues of interest or concern to you.**

ACADEMIC SENATE ATTENDANCE & MINUTES  
1<sup>st</sup> November 2011

**Adjunct Faculty**

Sue Ellen Warren X

Leah Pate

**Behavioral & Social Sciences**

Firestone, Randy EXC

Gold, Christina X

Moen, Michelle X

Widman, Lance X

Wynne, Michael X

**Business**

Siddiqui, Junaid X

Lau, Philip S X

VACANT

**Counseling**

Jackson, Brenda

Pajo, Christina X

Sabio, Sabra X

Vaughn, Dexter X

Key, Ken

**Fine Arts**

Ahmadpour, Ali X

Bloomberg, Randall X

Crossman, Mark

Schultz, Patrick X

Wells, Chris X

**Health Sciences & Athletics**

Hazell, Tom EXC

Colunga, Mina X

Baily, Kim X

Holt, Kelly X

VACANT

**Humanities**

Isaacs, Brent

Marcoux, Pete X

McLaughlin, Kate X

Halonon, Briita X

Simon, Jenny X

**Industry & Technology**

Gebert, Pat X

Hofmann, Ed X

MacPherson, Lee X

Winfree, Merriel X

Marston, Doug

**Learning Resources Unit**

Striepe, Claudia X

Ichinaga, Moon X

**Mathematical Sciences**

Bateman, Michael

Hamza Hamza X

Sheynshteyn, Arkadiy X

Taylor, Susan X

VACANT

**Natural Sciences**

Doucette, Pete X

Herzig, Chuck X

Jimenez, Miguel

Palos Teresa X

VACANT

**Academic Affairs & SCA**

Arce, Francisco X

Nishime, Jeanie

Lee, Claudia

Lam, Karen

**ECC CEC Members**

Evans, Jerome

Norton, Tom

Panski, Saul EXC

Pratt, Estina X

Halligan, Chris

Odanaka, Michael

**Assoc. Students Org.**

Asher, Rebekka

Valdez, Cindy X

**Ex- Officio Positions**

Shadish, Elizabeth

**Guests, Dean's Rep, Visitors:**

Dean Ind & Tech Rodriguez, Carolyn Pineda,  
David Vakil

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

The fifth Academic Senate meeting of the Fall 2011 semester was called to order by Academic Senate President Gold at 12:35pm.

Approval of last Minutes:

The minutes of the October 18<sup>th</sup> meeting were approved, subject to an amendment: pg.8 change **JS** to **Curriculum Committee**.

**REPORTS OF OFFICERS**

**Academic Senate President's report – Christina Gold** (henceforth CG)

- CG had a follow-up to last week's discussion item on the Functioning of the Senate. The executive committee had subsequently exchanged emails, and it had been suggested to hold a Summit (funding permitting). One portion of the Summit would be devoted to the legal rights of an Academic Senate and the duties of a Senate and senators, and another portion devoted to the direction the Senate should take. This proposed Summit would probably occur in early Spring.
- CG reported that she and Mr. Wells had attended the Area C meeting, where attendees had looked at resolutions to be voted on at the upcoming Plenary session. Cg said she may be asking senators for feedback on various of these resolutions, and asked for rapid feedback. Also presented at the Area C meeting were recommendations from the Chancellor's Office CCC Task Force on Student Success.
- CG noted a Title V change re: student apportionment. This will bring about a change in the way we count students and get apportionment, due to a change in the due date for a W. We now cannot get funding for any student with a notation on their record. ECC uses week 3 for census, then allows drops in the following 2 weeks. This will no longer be the case. Those 3 to 4 % of students who take advantage of this period to drop would no longer be counted for apportionment. CG noted that this might slightly affect retention. Dr. Arce said that a committee will meet to discuss all the issues and implications and figure out the consequences. Mr. Marcoux asked if it was know when students usually drop, figuring it was probably in week 2, and suggested we look at available data.
- CG reported on the last College Council meeting of Oct. 31<sup>st</sup> [see handout], noting that the discussion had revolved around two issues:
  1. The revisited Smoking on Campus policy - the policy to have designated smoking areas had been reaffirmed, and Facilities will identify some locations to set aside.
  2. The revisiting of eliminating the Winter Session - CG requested that the Council hold off on discussing this item until negotiations are complete, as this is a negotiable item, but her request was denied and so discussions will continue. CG also requested that the discussion then be prioritized along academic and NOT administrative issues as has so far been the case when deciding whether to keep the Winter session. CG also drew attention to the "Recommendations Regarding Alternate Calendars" as compiled by the Academic Senate for California Community Colleges [see Handout]

**VP Legal – Chris Wells (CW)**

CG noted that CW had another meeting to go to so had been moved up in the agenda to give his report. CW reported that he and CG had attended the Area C meeting where the CCC Task Force on Student Success recommendations had been discussed. CW and Dr. Spor had also attended a Town Hall meeting with 300 other people, where the recommendations had also been commented on. CW highlighted some areas of discussion, noting in particular:



- Ch. 8 - 8.1 Consolidate select categorical programs. CW said that many felt this was a bad idea. The idea was that colleges should be looking at the things these programs do to be successful and instituting these practices through the entire campus. It was noted that the funding for these programs is different from that for other campus programs.
- Ch. 2 – 2.4 Require students showing a lack of college readiness to participate in support resources. The discussion focused on early Basic Skills intervention, and making “suggested prep.” into “required prep.” And perhaps having a common assessment tool for all community colleges
- Ch. 7 – 7.1 Develop and support a strong community college system office. The task force made case for the community colleges to be more equal to the UC’s and CSU, thus gaining the power to get more done.
- Ch. 8 – 8.4 Do not implement outcome-based funding at this time. CW noted that at the Town Hall meeting he had asked a whether this meant that outcome- based funding would be implemented in the future? Some seemed to feel that outcomes based funding was a good idea, and there was a feeling that if done, it would probably be implemented in the pre-collegiate classes first.

CW noted that many views and opinions had been expressed, and suggested we all read the report and go to the website <http://studentsuccess.ideascale.com/> to give feedback and add comments. CW noted that there is to be one more town hall meeting at Saddleback College, adding that some of the presentations will be available as podcasts on the Chancellor’s website. CW said he had been impressed by the panel member’s depth of knowledge on the issues.

CG added re: Ch. 6 – 6.2 Direct professional development resources toward improving basic skills instruction and support services. that many had felt the recommendations to be too directive in how the monies could be spent.

**VP Compton Education Center - Estina Pratt (EP) for Saul Panski (SP)**

No report. EP will report later in the meeting on the Compton Accreditation meeting

**Curriculum Committee – Jenny Simon (JS)**

JS reported on the Curriculum Committee meeting where the issue of setting prerequisites had been discussed. JS noted that Title V had loosened requirements for developing pre and co-requisites, as discussed in the last Senate meeting, and she had taken the issue to Curriculum for discussion. Many in the curriculum Committee felt that harder prerequisites should be set, but were of the opinion that just conducting content review was not enough to make an informed decision and felt that some statistical analysis and program review was needed.

Dr. Arce asked who would conduct the statistical analysis, and JS said that some statistics could be obtained from program review and perhaps Institutional Research could provide some. The Committee will look at recommendations from the Student Success Taskforce as well.

Dr. Gold and Merriel Winfree will take the issue to the Dean’s Council.

**VP Educational Policies Committee – Merriel Winfree (MW)**

MW held off for the second reading and discussion of BP 4020 under Unfinished Business.

**VP Faculty Development Committee –Briita Halonen (BH) (Co-VP) and Moon Ichinaga (MI) (Co-VP)**

BH reported that there were 12 nominations for the **Outstanding Adjunct Award** and the Committee was moving ahead with the process and reading the nominations.

BH reported that the **Getting the Job workshop series, Part 1 “The Application Process”** workshop, held last Friday had gone well, with good attendance and positive feedback. The Faculty Development Committee has a few extra packets from the workshops should anyone need one.

MI reported on the progress “**California Reads**” project, reminding the Senate that Jeanne Houston, author of Farewell to Manzanar” would be speaking on campus on November 17<sup>th</sup> in the East Dining Hall. MI asked that faculty please let the Faculty Development committee know if they are considering integrating any of the three books into their course next semester.

**VP Finance and Special Projects – Lance Widman (LW)**

No report.

**SPECIAL COMMITTEE REPORTS**

**Compton Education Center Accreditation Report – Estina Pratt (EP)**

[See pp. 24 – 41 of packet] EP reported that the CEC is working toward accreditation and the campus had held an accreditation public forum last week, chaired by Dr. Arce. Dr. Arce had given an outline of the 5 subcommittees’ findings relative to the 21 ACCJC accreditation eligibility criteria, noting that most criteria have been met, except in the financial areas.

EP briefly outlined the findings of some of the subcommittees

Sub-Committee 1 – Organization and Governance – all criteria have been met. Some plans need to be made to transfer some activities from ECC to Compton.

Sub-Committee 2 – Instruction/Faculty – the criteria here have been met as Compton is using ECC curriculum. Compton’s Program SLO’s need to be assessed by 2012.

Sub-Committee 3 – Student Services/Public Information – most criteria have been met.

Sub-Committee 4 - -Financial Integrity – many criteria in this area not met.

EP noted that with reference to criteria 21, that relations with the Accrediting Commission are good. EP felt Compton was making progress.

Dr. Arce noted that no dates are mentioned on the status report as no-one wants to commit to dates as yet.

**ECCFT Report – Elizabeth Shadish (ES)**

Report postponed as Dr. Shadish had a meeting conflict.

**Calendar Committee Report – Kelly Holt (KH)**

KH reported that the Committee met last week re: tow proposals on the Winter session. KH reported that there was no strong voice in favor of keeping the Winter session. KH reported that Dr. B. Perez speculated on some possible new IRS ruling re: slaries, which could mean faculty would have to change their contract – however having no Winter session meant the contract could remain as is. If it was decided not to have a Winter session, the Spring session could be moved up, allowing for the possibility of two back to back 6 week Summer sessions with an 8 week Summer session, that is, a longer Summer session. KH said that comments/opinions had to get back to the November 17<sup>th</sup> Calendar Committeemeeting as a decision had to be made to move the process along.

CG noted that the Academic Senate would be meeting again on November 15<sup>th</sup> and the matter would be discussed then.

Mr. Widman asked KH if the Committee meeting had featured a discussion, or a presentation of a decision already made, as had happened last time? KH said that it had been argued that the short Winter session limits the number of courses that can participate, so the feeling is that Winter is “hijacked” by special courses, and that was seen as not fair to all. It had been suggested that if there is a need for these desirable short courses, they be offered in the Spring as special short courses.

Mr Ahmadapour asked why this issue was being discussed again, when the campus had already decided to keep Winter. He asked who had put it on the agenda, noting that when we shut one door, the dissenters come through another.

It was also felt that Dr. Perez should not speculate on issues that may not come to pass.

Mr. Widman noted that the focus of the issue should be student success not administration convenience.

## **UNFINISHED BUSINESS**

### **BP and AP 4020 Program, Curriculum and Course Development. (Second Reading) – Merriel**

#### **Winfree (MW)**

[see pp. 42-43 of packet] Explanation: A This revision is a minor change to edit Program Review to a 4 year cycle, and to add CTE as a 2 year cycle. The Academic Senate had already agreed to the change to a 4 year Program Review cycle.

Mr. Widman moved to approve the change and was seconded by Ms. Winfree.

CG opened the floor for comments.

Ms. Taylor noted that she felt something should be changed in the document and asked if it was possible at this stage. CG said it would mean revisiting the policy.

Ms Taylor said her concern was the statement re: “the Superintendent/President shall establish procedures for the development and review of all...”, noting that that statement was not always there in the past and now appeared in all policies.

CG said that had been commented on, and she had been told “that is what we do”. CG thought it should read “...the Superintendent/President, in consultation with the Academic Senate, shall establish procedures....”

Dr. Arce said that the Board is charged with making policy, and the president is charged with putting the policies into effect.

CG noted the clause “in consultation with”, should still be added. Mr. Ahmadapour asked whose language this was, and Dr. Arce said it is the language of the law.

Ms. Taylor thought it came from the president without a directive from the Board. Mr. Ahmadapour felt the Senate should show the statement to an attorney and get advice.

CG said that the second paragraph [pg. 42 of packet} DID state that procedures are developed jointly by the Academic Senate and Vice president of Academic Affairs”

Mr. Ahmadapour suggested showing the Policy to an attorney and then discussing whether to accept or deny the policy. Mr. Marcoux was against that idea. Mr. Ahmadapour reminded the Senators that at the last Senate meeting, it had been decided not to rush decisions and seek the advice of experts. So as to educate ourselves to make good decisions. Mr. Marcoux felt the time for Seantors to educate themselves and get input from colleagues is between the first and second readings of an item.

CG suggested tha Seante vote on whether to approve the Policy as is or take it back and look at it again. A vote was conducted with the majority voting aye, one nay , and no abstentions. The Policy passed as is.

## **NEW BUSINESS**

### **BP 4245Student Progress Early Alert and Referrals (First Reading)**

[See pg. 44 of packet]

Explanation: This Policy is being renumbered and a statement had been added to require the creation of a related Procedure.

CG noted that this had been BP 4255, and was now being renumbered BP4245. CG noted that now there was time to amend the language if desired. Mr. Marcoux recommended that the statement “The Superintendent/President shall establish procedures...”, be changed to include “jointly with the Academic Senate”.

Ms. Taylor asked if this would be considered a 10=1 issue, and was assured that it was. Ms. Taylor said that would imply that the Academic Senate has primacy. CG said that we have mutual agreement – that is, we must both agree before moving forward or the status quo stays, according to BP 2510. CG said that this empowers Senates more than the alternative whereby Senates make recommendations that may/may not be accepted.

Mr. Vakil asked if BP2510 actually had the words “mutual agreement’ written into it. CG said she would check.

It was decided to take BP 4245 back to the Educational Policies Committee for more discussion.

### **BP/AP 4025 Philosophy for Associate Degree and General Education (First Reading)**

[See pp.46 – 48 of packet.

Explanation: This Policy was edited by a small task force of senators. A Procedure was created since it is listed as legally required by the CCLC.

CG noted that pg. 47 shows the original philosophy. CG said that a task force of senators CG, Ms. Winfree, Striepe, and Pate had edited the original , and the edits were shown in the philosophy on pg. 46.

PM suggested also taking this back to amend the same statement re: President ...jointly with the Academic Senate, and recommended a strong final paragraph re: Senate involvement. CG said she will try and get clarification on the issue of “mutual agreement”

CG noted that the team had felt it appropriate to insert the core competencies as these are what we are assessing across campus.

CG moved on to the Procedures pg. 48 of packet]noting that ECC did not have a procedure and that this had been put together by the aforementioned task force.

Mr. Ahmadapour asked how one went about revisiting Policies and Procedures.

CG said normally they went through a first and second reading at Senate, College Council, and the Board, so one is usually looking at 2 months, then one can initiate another change to a Policy or Procedure.

PM noted that one could also go to a Board meeting and argue the points there.

Ms. Halonen asked what the purpose of AP 4025 was? CG said it states how the Policy would be implemented and is a legally required document.

Dr. Arce said that the CCLC requires that Policies and Procedures be created and updated. They are required by the Education Code and Title V, or by a legal opinion at the Chancellor’s office that requires colleges to take these steps.

Mr. Vakil noted that the Procedures noted in the second sentence that “the processes for Program Review shall be included in the Curriculum Handbook” and asked if this were indeed the case. JS noted that the Curriculum Handbook is being revised to include them.

CG asked if this item should be brought back to the next meeting for a second reading, or if the Senators needed more time to consult with their Divisions? Mr. Widman said comments and questions could also be circulated via email.

### **INFORMATIONAL ITEMS**

None

### **PUBLIC COMMENT**

None.

### **ADJOURN**

The meeting adjourned at 1:36pm.

CS/ECC2011

EL CAMINO COLLEGE  
Office of the President  
**Minutes of the College Council Meeting October 31, 2011**

**Present:** Francisco Arce, Rebekka Asher, Thomas Fallo, Chris Gold, Irene Graff, Lynn Lindberg, David Mc Patchell, Jeanie Nishime, Susan Pickens, Gary Robertson, Elizabeth Shadish, Luukia Smith, Arvid Spor, and Mike Trevis.

1. The results from the survey of our proposed smoking policy were reviewed. Proposed smoking locations on the perimeter of the campus will be identified. There was a recommendation to have one smoking location on the south side of the Marsee Auditorium. Another suggestion was to have a smoking location near the Planetarium. Recommendations are also needed for smoking locations for attendees of athletic events.
2. The Academic Senate handout regarding winter session was distributed and discussed.
3. President Fallo reported that the fact-finding report will be received on November 4, 2011. The District can publicly disclose the report ten days later.

**Agenda for the November 7, 2011 Meeting:**

1. Minutes of October 31, 2011
2. Team Reports

**2011-2012 College Council Goals**

1. Practice consistent and timely internal college communications through the use of two-way discussion within College Council and between Council members and their constituents where appropriate.
2. Evaluate new policies, procedures, and processes in terms of promoting student success.
3. Consider environmental impacts during policy, procedure, and process discussions in support of movement toward a more sustainable campus.
4. Complete a minimum of ten policies and accompanying procedures.

**College Council Goal/Survey timeline:**

1. Quarterly Goal Review: December 2011, March 2012, June 2012, September 2012
2. 2011-2012 College Council Survey: September 2012
3. Develop 2012-13 College Council Goals: October 2012

**Policies Completed:**

1. BP 4055 – Academic Accommodations for Students with Disabilities, first reading on October 17, 2011

# Faculty Development Committee Meeting

## MINUTES

Tuesday, November 8, 2011

### Committee Members:

Fazal Aasi (FA) - P	CEC		
Florence Baker (FB) - P	BSS	Donna Manno (DM) - P	Staff Dev.
Rose Cerofeci (RC) - P	Humanities	Cristina Pajo (CP) - P	Counseling
Kristie Daniel-DiGregorio (KD) - P	BSS	Russell Reese (RR) - P	Adj. Rep/Math
Ross Durand (RD) - P	Ind/Tech	Angela Simon (AS) - P	BSS
Briita Halonen (Co-Chair) (BH) -P	Humanities	Margaret Steinberg (MS) - A	Nat. Sci.
Linda Ho (LH) - P	Math	Mercedes Thompson (MT) - ILL	Humanities
Moon Ichinaga( Co-Chair) (MI) -P	Learning Res.	Rachel Williams (RW) - A	Humanities

**Mission Statement:** The El Camino College Faculty Development Committee provides opportunities and support to promote instructional excellence and innovation through faculty collaboration.

### Fall 2011 Meetings (in West Library Basement)

September 13 & 27; October 11 & 25; November 8 & 22

### AGENDA

- I. Major Current Projects
  - A. Outstanding Adjunct Award (BH)
    1. Timeline
      - a. Application packets are due Nov. 10.
      - b. Packets are to be copied and sent to the Selection Committee by Nov. 15.
      - c. Selection Committee (BH, MI, Sue Ellen Warren, Bruce Peppard, Rebekka Asher, and Connie Fitzsimmons) to meet Sept. 21 to make the final decision.
      - d. Recipient will be honored with the presentation of a plaque at last Academic Senate meeting of the semester on Dec. 6.
      - e. Thus far, only two out of 12 nominees have submitted their applications. BH will send a reminder e-mail note.
    2. Parking Letter Review and Discussion
      - a. Several revision suggestions were offered, and BH will incorporate them into final letter.
        - (1) Address the letter to Dr. Arce and Dr. Solomita.
        - (2) Copy C. Gold, D. Vakil, D. Manno, the individual Board Trustees, President Tom Fallo, M. Trevis and D. Toruno of the ECC Police Department.
        - (3) Eliminate the second question in the third paragraph.
        - (4) In the fourth paragraph, remove the quotation marks around the words “the proper channels” in the first sentence, eliminate the second “very” in the second sentence, and re-word the last sentence.
        - (5) In the last sentence of the letter, add a semi-colon after the word “disappointed” and eliminate the word “who.”

- (6) The letter will be sent as an expression of the opinions of all Faculty Development Committee members of record. BH will contact any members that were absent from the meeting for their permission

B. “California Reads” Program Update (MI)

1. MI indicated that she will be encouraging faculty integration of the program’s books into their classes at the Dean’s Council meeting this Thursday, Nov. 10. Additional color copies of the program flyer were distributed to committee members to continue to publicize.
2. It would be useful to identify the instructors/courses that will be involved in the program.
3. *Farewell to Manzanar* author Jeanne Houston to speak Nov. 17, 1-2 p.m. in East Dining Room.
  - a. Five faculty members (English, Reading, Asian History, Asian-American History, Economics) have notified MI that they are giving extra credit to participating students so a large audience is anticipated.
  - b. Presentation will be videotaped for classroom use in the spring.

C. Getting the Job Workshop Part I: The Application

1. Follow-Up Report
  - a. Approximately 25 people attended, which was a fewer number than those who registered.
  - b. Positive evaluations were received (all “4”s, “5”s and “yes—should be repeated”).
  - c. Attributes of the workshop that should be continued.
    - (1) Ensure that the panel represents diverse disciplines.
    - (2) iGreentree presentation by Roxanne McCoy (HR).
    - (3) Distribute packet of relevant articles.
  - d. New workshop ideas that should be incorporated next time.
    - (1) Query attendees for their disciplines.
    - (2) Clarify instructions to panelists re: focusing on application **OR** interview, not both.
    - (3) Place a greater emphasis on scheduling the date/time for the workshop that will be more convenient for potential attendees.

D. Plan for Part II: The Interview (Spring 2012)

1. Tentative date established: Friday, February 24 in the afternoon.
2. The panelists should include a Dean, probably Rory Natividad (HAS) who participated last year, recent faculty hires, and faculty with experience on hiring committees. KD volunteered to join the panel.

## II. Other Items




- A. ECC is anticipating a spate of retirements in the upcoming years, which means that we'll have many new faculty members and therefore a large potential need for professional development.
- B. The Committee members discussed possible future projects, particularly the following:
  - 1. Extending the New Faculty Academy to a full-year program (spring as well as fall) with a greater focus on the classroom and perhaps incorporating FIPP training modules.
  - 2. A second attempt to establish a more formal, cross-campus mentoring program.




# Academic Senate Constitutional Amendment Ratification Vote




**1. Amendment #1: Eliminate the Academic Senate Vice President of Legislative Action and create the Academic Senate Vice President of Instructional Effectiveness. The elimination of the VP of Legislative Action is proposed because the position is deemed no longer necessary. Information related to legislative action is now readily available and widely communicated in electronic forums. A VP of Instructional Effectiveness is necessary because student learning outcomes, SLO assessments and program review have become much more important functions on this campus in terms of cyclical planning and budgeting. While accreditation issues are currently handled by the VP of Educational Policies, the duties of the proposed VP of Instructional Effectiveness would put that person in a more informed and better prepared position to handle accreditation. The VP of Instructional Effectiveness would also represent the Senate in discussions and decisions regarding faculty evaluations. Approved by the Academic Senate 11/4/2008. The changes appear on pp. 5 & 6.**

		Response Percent	Response Count
Yes		90.9%	30
No		6.1%	2
Abstain		3.0%	1
answered question			33
skipped question			0

**2. Amendment #2: Create the Academic Senate Vice President of Technology. Since technology has become such an important economic, pedagogical, and political force on campus, a formal link must be made in order for faculty concerns to be heard and acted upon. The new VP of Technology would sit on the Academic Technology Committee and the College Technology Committee. Currently, the administration does not officially recognize the Academic Technology Committee even though administrators have charged this committee to perform important functions in terms of academic technology (faculty laptops issues, software prioritization, learning management systems issues, etc). Creating the VP of Technology would address this identity-crisis by making the Academic Technology committee an official part of the Academic Senate and would ensure that faculty voices regarding technology are heard and will continue to be heard in the future. Approved by the Academic Senate 4/18/2006. The changes appear on pp. 5, 8 & 9.**

		Response Percent	Response Count
Yes		100.0%	33
No		0.0%	0
Abstain		0.0%	0
answered question			33
skipped question			0

**3. Amendment #3: Co-Vice Presidents.** This constitutional amendment allows for the election and service of Co-Vice Presidents in the Academic Senate. The Academic Senate has long struggled with preparing for transitions in leadership and with training new leaders. This amendment would allow for the election of Co-Vice Presidents who would serve staggered or consecutive terms. This flexibility means that a senior Co-VP could provide guidance and training to the junior Co-VP or the two Co-VPs could work together sharing responsibilities. Approved by the Academic Senate 4/5/2011. The change appears on p. 5.

		Response Percent	Response Count
Yes		100.0%	33
No		0.0%	0
Abstain		0.0%	0
<b>answered question</b>			<b>33</b>
<b>skipped question</b>			<b>0</b>

# **El Camino College Academic Senate Constitution**

# Constitution of the El Camino College Academic Senate

## TABLE OF CONTENTS

<b>PREAMBLE</b>		
<b>ARTICLE I Name and Definitions</b>		
Section 1.	Name .....	1
Section 2.	Definitions .....	1-2
<b>ARTICLE II Purposes</b>		
Section 1.	Purposes .....	2
<b>ARTICLE III Senate Membership</b>		
Section 1.	Senators .....	2-4
Section 2.	Ex-Officio Senate Members .....	4
<b>ARTICLE IV Officers</b>		
Section 1.	Officers .....	5
Section 2.	Election of Officers .....	5
Section 3.	Terms of Officers .....	5
Section 4.	Duties of Officers and Others .....	6-7
<b>ARTICLE V Meetings</b>		
Section 1.	Regular Meetings .....	7
Section 2.	Additional Meetings .....	7
Section 3.	Faculty Meetings .....	7-8
Section 4.	Executive Session .....	8
<b>ARTICLE VI Executive Committee</b>		
Section 1.	Voting Members .....	8
Section 2.	Powers .....	8
<b>ARTICLE VII Committees</b>		
Section 1.	Committees .....	8-9
<b>ARTICLE VIII College Curriculum Committee</b>		
Section 1.	College Curriculum Committee .....	9
Section 2.	Chair of College Curriculum Committee .....	9
Section 3.	CCC Representatives .....	9-10
Section 4.	Responsibility of the College Curriculum Committee .....	10
Section 5.	Curriculum Responsibility and Authority of the Senate .....	10-11
<b>ARTICLE IX Bylaws and Rules of Order</b>		
Section 1.	Bylaws and Rules of Order .....	11
Section 2.	Rules of Order .....	11-12
<b>ARTICLE X Amendments to the Constitution</b>		
Section 1.	Amendments to the Constitution .....	11-12
Section 2.	Editorial Changes .....	12
<b>ARTICLE XI Professional Standards and Ethics</b>		
Section 1.	Professional Standards and Ethics .....	12
Section 2.	Standards of Operation and Conduct of the Senate, its Committees and its Officers .....	13
<b>ARTICLE XII Delegate to Academic Senate for California Community Colleges</b>		
Section 1.	Delegate .....	13
	<b>Amendments and Revisions .....</b>	<b>13</b>

## **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 and in the Compton Community College District Federation of Teachers Agreement

2.3 The term “adjunct faculty” shall mean part-time faculty members.

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 educational center 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 serves as a resource person, advisor, and/or communication link with other campus decision-making bodies.

2.9 The term “educational center” shall mean a formally recognized El Camino College educational center as defined in Title 5.

- 2.10 The terms “faculty council” or “educational center council” shall mean a standing committee of the Senate located at each educational center. This committee will represent the needs and concerns of faculty at its educational center and will select its membership in accordance with locally developed bylaws that shall be approved by the Senate.

## **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 5320053206. *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. The Learning Resources Unit shall be treated as a 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. Adjunct faculty shall have two members-at-large from the main campus and up to one from each educational center on the Senate, to be elected by the adjunct 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 Spring and Fall semesters of the current calendar year.
- 1.5 Eligibility of Senators
  - 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.
- 1.6 Election of Full-Time Senators – See Bylaws Article III, Section 1.
- 1.7 Election of Adjunct Senators – See Bylaws Article III, Section 2
- 1.8 Full-Time Senator – Term of Office
  - 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 or educational center 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

1.9 Adjunct Senator – Term of Office

1.9.1 The term of office for adjunct senators shall be one year unless the senator no longer meets the requirements of Article III, Sections 1.5.

1.9.2 If an adjunct senator is unable to complete the term of office, the Senate president shall appoint a replacement for the remainder of the term.

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 and Vice President of Academic Affairs (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.

**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 Instructional Effectiveness, Vice President of Finance and Special Projects, Vice President of Faculty Development, Vice President of Academic Technology and Vice President of Educational Centers (an elected chair of an educational center council);

1.4      Secretary;

1.5      Other Officers, as deemed necessary.

1.6      Parliamentarian. The president may appoint people to serve in positions such as parliamentarian, sergeant-at-arms, and newsletter editor or others as deemed necessary;

1.7      Elected Officers. The elected officers shall be members of the Senate Executive Committee.

Section 2.      Election of Officers – See Bylaws Article IV.

Section 3.      Terms of Office

3.1      The term of a senate officers 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.

3.3      If an officer, other than the president, cannot or does not complete the 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 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 preside over meetings of the Senate as outlined in *Robert's Rules of Order*; chair the Executive Committee; represent the Senate to the administration, the Board of Trustees, and the State Academic Senate for the California Community Colleges (ASCCC); and appoint a parliamentarian, newsletter editor 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, ASCCC Area C meetings and the plenary sessions, 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 and policies regarding student preparation and success.
- 4.3.2 Vice President of Instructional Effectiveness shall monitor and report on actions of, shall represent the senate on, and shall be the senate's voting member for all of the following campus-wide or district-wide committees and task forces: Student Learning Outcomes (SLO) and Assessment of Learning Committee, Academic Program Review Committee, instruction-related accreditation standards, and any campus wide committees devoted to faculty evaluation processes or procedures.
- 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, shall investigate, monitor and propose policies for faculty professional development activities, and present proposals for use of faculty development funds to the Senate.

4.3.5 Vice President of Educational Centers, in coordination with the Senate President, shall communicate the needs and concerns of faculty at educational center councils to the full senate.

4.3.6 Vice President of Academic Technology shall be the Senate's voting member in the College Technology Committee and the Academic Technology Committee; report on the actions of the CTC and the ATC; represent the senate position; monitor and propose action for academic technology; and handle special projects as assigned by the senate president.

4.4 Secretary: 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; and maintain the list of all committees members, and see that the Senate website is updated.

4.5 Newsletter Editor: Edit and publish the Senate newsletter and maintain the Senate website.

4.6 Parliamentarian: Advise the president, officers, committees and members on matters of parliamentary procedure.

4.7 Sergeant-at-Arms: 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 Committee**

Section 1. Voting Members: president, vice-presidents and secretary.

Ex-Officio Members: past president, president-elect, newsletter editor and parliamentarian, and others, as appointed.

Section 2. Powers: The Executive Committee 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.

## **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) Faculty Development
  - d) Finance and Special Projects (to represent the Senate as a voting delegate on the Planning and Budgeting Committee)
  - e) Educational Center Faculty Council
  - f) Academic Technology Committee
- 1.2 Special Committees: Short-term in nature and dealing with topical issues. Member appointed and charge 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
- b) Program Review

## **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 facultyThe 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 XII Delegate to Academic Senate for California Community Colleges**

### 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

College Council – Monday, October 31, 2011

**Academic Senate Handout**

**Christina Gold**

On Monday, Oct. 24 the members of the Calendar Committee were asked to once again discuss with their constituencies a plan to eliminate Winter session.

Winter session is a negotiable item and introducing a discussion of the issue prior to the finalization of the contract presumes a foregone conclusion in negotiations.

**I request that that the Chairs of the Calendar Committee immediately ask its members to hold off on this discussion until the contract negotiations are complete and I request that the Winter session not be discussed by the Calendar Committee until such time.**

When and if the discussion of the elimination of Winter session is resumed, I request that careful and primary consideration be given to the impact of a calendar change on student learning and transfer. The Academic calendar should be structured around our students and their learning needs, not around administrative functioning.

Please see the attached excerpt from a document by the Academic Senate of California Community Colleges. It contains a listing of things to consider when discussing a calendar change. It states first and foremost that “Local academic senates should consult collegially and take a leading role in developing the process to determine calendar changes, including, but not limited to the formulation of criteria for selection to which all models will be subjected. Clearly such criteria will give primacy to student access and student academic success before desires to increase enrollment or serve other administrative ends.”

# **Alternative Calendars: Recommendations and a Progress Report**

The Academic Senate for California Community Colleges

*Adopted April 2000*

**1999 - 2000 Educational Policies Committee**

Hoke Simpson, Chair, Grossmont College

Lacy Barnes-Mileham, Reedley College

Kate Clark, Irvine Valley College

Elton Hall, Moorpark College

Mary Rider, Grossmont College

Ian Walton, Mission College

Susan Carleo, Los Angeles Valley College, CIO Representative

## **RECOMMENDATIONS REGARDING ALTERNATIVE CALENDARS**

The Academic Senate for California Community Colleges makes the following recommendations to local academic senates:

1. Local academic senates should consult collegially and take a leading role in developing the process to determine calendar changes, including, but not limited to the formulation of criteria for selection to which all models will be subjected. Clearly such criteria will give primacy to student access and student academic success before desires to increase enrollment or to serve other administrative ends.
2. Local academic senates must ensure that the quality of educational programs and curricular offerings are not diminished by any change; rather, the desire is to improve both.
3. Local academic senates must work closely with their bargaining units to identify issues of concern and clarify appropriate provenances for decision-making as it affects faculty. Such decisions, within the shared governance process, will ensure respect for the delegated authority of the senates and the statutory and locally-negotiated responsibilities of the bargaining units.
4. Faculty should debate—within and between disciplines—the academic and pedagogical advantages and disadvantages of any proposed calendar.
5. Flex and Staff Development Officers must work with the local senates to ensure full opportunities for continued professional growth, exchange, and development within the contractual obligations, regardless of the calendar model.
6. Local academic senates, working with students as shared governance participants, should identify those populations of students most likely to be negatively impacted by changes and to identify their concerns.
7. Local academic senates should be advocates for unique programs or activities whose special or contractual demands must be considered.
8. Local academic senates should work with their bargaining agent to identify faculty (e.g., librarians and counselors) on whom differential responsibilities or opportunities might fall and to seek resolution of inequities.
9. Local academic senates must identify services and facilities necessary to instruction and to full college participation by their students; such faculty services as computing facilities, administrative support, duplication services, and the library must be matched by services that will provide full access to all students, regardless of their term of enrollment.

10. Faculty must remain sensitive to the demands these changes would place on staff and hourly employees and to understand how their own senate-adopted policies and practices might impact their workload.
11. Finally, the local academic senates must insist on mechanisms to retain shared governance and resist any efforts—inadvertent or intentional—to silence the voice of faculty by making significant decisions when faculty are not present on campus.

Full-time Faculty Hiring Priority Voting Summary: Fall 2011

#	Department	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total
1	Japanese	5	8	1	6	11	5	6	2	4	1	1	1	2	29	1	1	3	8	2	1	98
2	Office Administration	23	4	3	1	12	3	1	1	22	3	18	5	1	4	7	2	18	6	9	2	145
3	Physics	15	1	21	5	7	2	5	3	16	2	10	11	11	8	4	9	9	9	5	3	156
4	Administration of Justice	8	6	15	9	1	8	8	5	12	4	26	2	9	1	13	7	14	7	3	6	164
5	Math #1	9	10	7	14	23	4	12	6	1	12	4	4	8	16	5	6	8	10	1	10	170
6	Nursing	3	5	4	11	13	9	13	8	7	23	17	18	3	6	8	11	1	3	4	8	175
7	History #1	7	17	9	7	16	10	4	4	9	6	12	6	6	15	9	12	7	1	10	13	180
8	Business Management #1	21	13	11	2	5	6	2	7	19	5	8	8	12	2	16	3	20	11	16	7	194
9	English #1	6	9	5	12	18	11	10	9	27	10	2	3	5	18	10	5	6	20	15	11	212
10	Librarian	11	14	2	17	10	13	16	18	21	7	16	17	4	21	11	17	10	4	11	17	257
11	Kinesiology & Athletics #1	19	18	20	23	2	1	17	10	17	13	15	19	7	3	2	15	17	14	18	14	264
12	Counselor - 50% Puente/50% Generalist Counselor	2	21	12	29	28	7	25	24	6	18	20	23	10	10	6	4	4	2	8	16	275
13	Chemistry	14	2	25	8	8	12	11	13	30	14	22	13	18	20	12	13	13	12	12	9	281
14	Math #2	20	12	8	22	26	16	20	12	2	21	5	10	14	17	21	10	15	16	6	15	288
15	Special Resource Center	16	24	13	16	4	17	15	19	23	16	30	12	13	7	3	16	24	13	7	12	300
16	Art	12	15	24	24	9	18	24	25	8	24	6	7	16	14	19	18	12	5	22	5	307
17	CIS	18	20	14	3	20	20	3	14	11	8	14	14	17	9	26	14	19	22	20	24	310
18	English #2	17	11	6	18	19	15	19	16	26	20	3	9	19	24	22	8	21	21	23	19	336
19	Air Conditioning and Refrigeration	13	3	28	21	25	14	30	11	13	29	7	20	22	5	29	28	16	18	17	4	353
20	Accounting	10	19	23	4	15	25	7	20	20	9	9	27	25	25	24	26	11	23	28	20	370
21	Automotive Technology	4	7	29	10	30	26	18	17	14	28	29	29	15	12	18	27	2	26	25	18	384
22	Counselor - 50% Project Success/50% Generalist Counselor	1	25	22	30	29	22	26	26	29	19	25	22	20	11	15	23	5	19	14	23	406
23	History #2	27	26	10	13	17	24	9	15	24	11	24	28	21	28	20	29	27	17	21	25	416
24	Nursing	24	27	19	25	14	23	21	29	10	15	27	24	28	23	17	22	29	29	15	19	432
25	English #3	28	16	16	20	22	21	22	23	25	25	11	15	26	27	23	19	26	24	29	27	445
26	Math #3	25	30	18	27	27	30	23	22	3	26	19	16	23	22	28	20	22	25	24	29	450
27	Kinesiology & Athletics #2	26	28	27	28	3	19	28	28	15	22	21	25	24	13	14	30	25	25	24	29	454
28	Business Management #2	30	22	26	15	6	27	14	21	18	17	23	26	29	26	25	25	30	27	27	30	464
29	English #4	29	29	17	26	21	29	27	30	5	27	13	21	30	30	30	21	28	28	30	28	499
30	Cosmetology	22	23	30	19	24	28	29	27	28	30	28	30	27	19	27	24	23	29	26	22	515
		465	465	465	465	465	465	465	465	465	465	465	465	465	465	465	465	465	465	465	465	

**From:** Constantino, Cindy  
**Sent:** Mon 11/7/2011 10:58 AM  
**To:** ECC Faculty  
**Cc:** ECC Managers  
**Subject:** Faculty Hires

Sent on behalf of Francisco Arce and Chris Gold.

Dear Committee Members:

The faculty prioritization results for the 2012-2013 academic year are listed below in alphabetical order. I appreciate the time and effort of committee members in the proposal development and look forward to a successful search process. Please note that faculty hiring is conditional pending next year's budget. The following positions have been approved by President Fallo for recruitment to start in fall 2012:

1. Accounting
2. Administration of Justice
3. Business Management
4. Chemistry
5. CIS – Cisco
6. Clinical Psychologist
7. English #1
8. English #2
9. General Counselor
10. History
11. Japanese
12. PE/Kinesiology/Basketball Coach
13. Librarian
14. Math #1
15. Math #2
16. Nursing #1
17. Nursing #2
18. Office Administration
19. Physics
20. See Note Below for English and Math

English and Math: It is possible, depending on the pool, that an additional position will be staffed in either area.

Air Conditioning and Refrigeration: This position was not approved because the program FTEF is at 2.1. This does not allow sufficient flexibility to schedule two full-time faculty members.

Art: This position was not approved because the printmaking program currently offers one section in the fall and spring.



## 2011 PBC Evaluation (Tallies)

This survey is being conducted to analyze our performance and, if needed, develop appropriate strategies to strengthen areas in need of improvement. Please review the purpose of the committee and circle the response that represents your opinion to each question. Please place a check mark in the appropriate box to indicate if you are a PBC member/alternate or support staff. Responses will be kept confidential.

1. Strongly agree
2. Agree
3. Disagree
4. Strongly disagree

**PBC Member/Alternate – 11**

**Support Staff – 3**

**Unknown - 1**

### **Purpose of the Planning and Budgeting Committee**

The Planning and Budgeting Committee (PBC) serves as the steering committee for College-wide planning and budgeting. The PBC reviews, discusses, and evaluates the College's planning and budgeting processes to assure that they are interlinked. All plans must be developed using data from program review, and be linked to the College's mission statement and strategic initiatives. The PBC makes recommendations to the President on College planning and budgeting issues and reports all committee activities to the College community.

### **Responsibilities of the Committee**

#### **Planning**

1. Review and discuss evaluation outcomes of the Accreditation Self-Study, Comprehensive Master Plan, and annual plans. *Rating: 1 2 3 4*  
**Strongly agree - 2**  
**Agree - 5**  
**Disagree - 7**  
**Strongly disagree – 0**  
**Not rated - 1**

#### **Comments:**

1. **Accreditation Self Study – OK; Annual Plans – Good, until the end of the fall semester rush to purchase stuff, many questions about that process went unanswered; Comp Master Plan – superficial discussion, mainly because the Plan itself is superficial.**
2. **This would be an opportunity for productive collaboration that could be beneficial for all concerned; however, the tone of the meetings seem to be more about “criticizing the administration” than being constructive.**
3. **Not sure how feasible this responsibility is; some plans are reviewed particularly as they are linked to budgeting at the area level.**

## 2011 PBC Evaluation (Tallies)

4. **The committee spends considerable amounts of time reviewing and discussing annual plans, with virtually no time dedicated to the self-study or Comprehensive Master Plan Planning Agenda items.**
5. **Reviewed, discussed but not in depth.**
6. **Rarely pay attention to Accreditation Self-Study since it is typically so “cleansed.” Not much outcome evaluation of Master or annual plans.**
7. **A lot of material and it takes me awhile to process it all. Planning Summit helps a lot.**
8. **Have not discussed evaluation outcomes for annual plans.**
9. **I cannot rate this. I was not present for the discussions.**

2. Review and discuss *prioritized* Area plan requests for funding.      *Rating: 1 2 3 4*

**Strongly agree - 6**

**Agree - 4**

**Disagree - 3**

**Strongly disagree – 1**

**Not rated - 1**

### **Comments:**

1. **See above regarding throwing area plan requests to the wind last December.**
2. **I have not experienced this in my tenure (approximately 18 months) as an alternate.**
3. **Covered in great detail.**
4. **Some are vague when presented.**
5. **It’s been so long.**
6. **Have not discussed for 2011 because of State budget situation.**
7. **I cannot rate this. I was not present for the discussions.**

3. Continue the five-year cycle of master planning.      *Rating: 1 2 3 4*

**Strongly agree - 6**

**Agree - 5**

**Disagree - 3**

**Strongly disagree – 0**

**Not rated - 1**

### **Comments:**

1. **Again, superficial planning results in superficial discussions. Although the Facilities Master Plan is, I think, in good shape because it’s concrete (pun intended!), and thus, easier to discuss in a meaningful way.**
2. **It has been almost seven years since the last master plan was produced.**

## 2011 PBC Evaluation (Tallies)

3. **Intensely elusive during present times, but long term philosophies to support long-term goals are worth the effort.**
4. **Very important...especially now.**
5. **I cannot rate this. I was not present for the discussion.**

### **Budgeting**

1. Review and discuss annual Preliminary, Tentative, and Final Budget proposals and assumptions. *Rating: 1 2 3 4*

**Strongly agree - 12**

**Agree - 2**

**Disagree - 0**

**Strongly disagree - 1**

#### **Comments:**

1. **Information from administration is sometimes incomplete or biased in a way that makes discussions seem pro forma, but generally, we do an excellent job of reviewing and discussing the information that is provided. Sometimes the input from committee members representing the unions and Academic Senate provides important additional information, and the chair does a good job of allowing time.**
2. **However again, it does not seem like a constructive discussion with both groups with a similar goal, trying to implement improvements.**
3. **Performed in great detail.**
4. **No Preliminary Budget.**
5. **Thank you for providing/requiring that PBC gets the material sufficiently in advance.**
6. **PBC reviews and discusses the budget in detail, but it is not clear how useful the discussion is when unanimous PBC recommendations are not heeded.**

2. Review and discuss College revenues and expenditures. *Rating: 1 2 3 4*

**Strongly agree - 8**

**Agree - 6**

**Disagree - 0**

**Strongly disagree - 1**

#### **Comments:**

1. **Differences of opinion are aired, and the discussion is usually congenial, but it's unfortunate that the "us-vs.-them" perspective still reigns. Administration seems very comfortable with "review and discuss" because it doesn't have to incorporate any dissenting views into its decisions.**

## 2011 PBC Evaluation (Tallies)

2. **This was accomplished during the summer months. It might be worthwhile to review again in the spring.**
  3. **Appreciate the extra efforts made by PBC members fluent in “accounting-speak” to make many items understandable to those of us not necessarily as gifted.**
  4. **\*\*Not that PBC’s recommendation do a damn bit of good.**
  5. **The PBC reviewed and discussed the revenues and expenditures in detail, but again, PBC concerns about the growing reserve have generally been dismissed.**
3. Review and discuss long-range financial forecasting. *Rating: 1 2 3 4*  
**Strongly agree - 4**  
**Agree - 4**  
**Disagree - 7**  
**Strongly disagree - 0**

### Comments:

1. **\*Administration’s financial forecasting is biased towards information that supports their perspective. So while the committee is well-informed about the reasoning behind the administration’s positions, it is not open to information that supports other interpretations.**
2. **From this person’s perspective, this body does not always focus on long-term planning that is in concert with administration, rather it is often a criticism w/little focus on long-term impact.**
3. **This was our first attempt at reviewing and discussing long-range forecasts. The process needs to continue.**
4. **With so much uncertainty, hardly worth the time or effort, just do what is required of us.**
5. **Could do more as a Committee...need 8 days a week ☺.**
6. **The PBC is told about long-range financial forecasting, especially in regards to crisis planning, however, PBC does not seem to offer long-range financial forecasting advice. The few related suggestions have not been heeded.**

### Communication

1. Provide recommendations to the President regarding College planning and budgeting activities. *Rating: 1 2 3 4*  
**Strongly agree - 11**  
**Agree - 2**  
**Disagree - 1**  
**Strongly disagree - 1**

## 2011 PBC Evaluation (Tallies)

### Comments:

1. Arvid and Lucy do a great job of reporting the results of our discussions to the President but since our discussions are limited in scope (see #3 above\*), and votes for recommendations are typically carried by members representing the administration, the full scope of ideas is sometimes not adequately presented to the Pres.
  2. This process occurred more times this year than any other in the history of PBC.
  3. See #2 above\*\*.
  4. Providing recommendations occurs, but, again, how useful is it to carefully consider and vote on recommendations that are not heeded.
- 
2. Regularly inform the College community of the results of the planning and budgeting process. *Rating: 1 2 3 4*  
**Strongly agree - 4**  
**Agree - 8**  
**Disagree - 1**  
**Strongly disagree – 1**  
**Not rated – 2**  
(\*\*\*one member voted twice – see comment #5 below)

### Comments:

1. This is still problematic. I think Arvid does the best he can with limited resources.
2. I am not sure of this but personally I have not received information which was disseminated to the general population.
3. This is dependent on the representative. Some may be relaying the information to their constituents better than others.
4. PBC members made a more concerted effort this year to report out to their constituent groups this year than in prior years. More work is needed in this area.
5. \*\*\*For the “College community”? No. For the constituency I try to represent? Regularly.
6. I need to do a better job as a PBC member.
7. Need to develop an annual report.
8. I do not know how well each individual on PBC informs their constituents of budgeting and planning developments.

## 2011 PBC Evaluation (Tallies)

3. Periodically review and evaluate the effectiveness of PBC communications to the College community. Rating: 1 2 3 4

**Strongly agree - 7**

**Agree - 3**

**Disagree - 4**

**Strongly disagree – 0**

**Not rated - 1**

### Comments:

1. Same as answer above – not sure if this occurs.
2. This was discussed this previous year.
3. This task is accomplished every year.
4. Rarely.
5. Don't recall a periodic review taking place.

## Meetings

1. Meeting discussions address the responsibilities of the committee. Rating: 1 2 3 4

**Strongly agree - 12**

**Agree - 0**

**Disagree - 1**

**Strongly disagree – 1**

**Not rated - 1**

### Comments:

1. Reading the purpose statement on pg. 1, I would disagree as discussions should be in context of the college's mission and initiatives.
2. The committee consistently reviews and discusses planning and budgeting items. Virtually no time is spent discussing communication by members to their constituents as that is an individual representative's responsibility to report out.
3. I cannot rate this because I have not attended all the meetings.

2. You are comfortable speaking and voicing your opinion during the meetings. Rating: 1 2 3 4

**Strongly agree - 12**

**Agree - 1**

**Disagree - 1**

**Strongly disagree - 1**

## 2011 PBC Evaluation (Tallies)

### Comments:

- 1. Meetings are often dominated by a few vocal members who create an adversarial environment. Those discussions generally involve the members' personal perspective and include a monologue. Process is more of a dissection verses a productive discussion.**
  - 2. Even when I'm not sure I know what I'm talking about.**
  - 3. Obviously ☺.**
  - 4. Yes. But, I'm not sure whether it is heard.**
3. The meeting discussions contain an appropriate amount of structure and flexibility.  
*Rating: 1 2 3 4*  
**Strongly agree - 10**  
**Agree - 2**  
**Disagree - 2**  
**Strongly disagree - 1**

### Comments:

- 1. The discussions are seldom balanced and focused.**
  - 2. An appropriate amount of latitude is given within the meetings so that representatives have the opportunity to follow-up on questions.**
  - 3. Chairperson is very adept at recognizing when individual or issue-clic (sp?) PBC members have an issue that needs more attention in the present meeting or a future meeting.**
  - 4. Chair does an excellent job.**
  - 5. At times, the running of the meeting seems coordinated to create a specific outcome. For instance, at one meeting a suggested motion that several members were interested in was obviously ignored in lieu of taking an immediate vote.**
4. The final version of the PBC minutes accurately reflects the discussions that occurred in previous meetings. *Rating: 1 2 3 4*  
**Strongly agree - 12**  
**Agree - 2**  
**Disagree - 0**  
**Strongly disagree - 1**

### Comment:

- 1. The minutes are excellent.**
- 2. Absolutely!**
- 3. Outstanding!**
- 4. Thanks Lucy!**
- 5. Excellent minutes!**

## 2011 PBC Evaluation (Tallies)

5. The PBC Chair provides meeting agendas and draft meeting minutes in a timely manner.

Rating: 1 2 3 4

**Strongly agree - 13**

**Agree - 1**

**Disagree - 0**

**Strongly disagree - 1**

### **Comments:**

- 1. Lucy and Arvid are getting the materials out to us earlier in the week than was done in the past. I greatly appreciate this.**
- 2. Chair does a good job of moving meetings along, which at times must be difficult and makes every attempt to keep the meetings focused.**
- 3. The draft minutes and agenda typically come out two to three days before the meeting. The minutes are typically two to three pages and can be read in 15-20 minutes at most.**
- 4. I, for one, really appreciate the email attachments.**
- 5. Still herds cats in an excellent fashion.**
- 6. Thank you.**
- 7. I appreciate getting the agenda and minutes prior to the meeting.**
- 8. Thanks Arvid, you are doing a fine job.**