



Academic Senate of El Camino College 2011-2012

May 1, 2012

16007 Crenshaw Blvd., Torrance CA 90506-0002 (310)532-3670 x3254

Officers & Executive Committee

President	Christina Gold	Co-VPs Faculty Development	Briita Halonen & Moon Ichinaga
VP Compton Educ'l Center	Saul Panski	VP Finance and Special Projects	Lance Widman
Curriculum Chair	Jenny Simon	VP Academic Technology	Pete Marcoux
VP Educational Policies	Merriel Winfree	Secretary	Claudia Striepe
		VP Instructional Effectiveness	Kelly Holt

Senate Mailing List

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

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")



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 (1st and 3rd 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	Alondra Room
April 17	Alondra Room
May 1	Compton Educational Center
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

		Pages
A. CALL TO ORDER (12:30)		
B. APPROVAL OF MINUTES		6-11
C. OFFICER REPORTS	<ul style="list-style-type: none"> A. President B. VP – Compton Education Center C. Chair – Curriculum D. VP – Educational Policies E. Co-VPs – Faculty Development F. VP – Finance G. VP – Academic Technology H. VP – Instructional Effectiveness 	<ul style="list-style-type: none"> 12 13 14-16 17-20
D. SPECIAL COMMITTEE REPORTS	<ul style="list-style-type: none"> A. Evaluation Procedures Committee B. ASCCC Spring Plenary Session Report C. Student Success Task Force Recommendations Committee 	21-22
E. UNFINISHED BUSINESS		
F. NEW BUSINESS	<ul style="list-style-type: none"> A. BP/AP 4250 Probation, Dismissal and Readmission. On April 23 this was sent forward from the Educational Policies Committee for a first reading by the Senate. B. AP 4105 Distance Education. On April 23 this academic procedure was sent forward from the Educational Policies Committee for a first reading by the Senate. C. Resolution: Elimination of CSULB Service Areas 	<ul style="list-style-type: none"> 23-37 38-39 40
G. INFORMATION ITEMS – DISCUSSION	A. Adjunct Faculty Concerns.	



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H. FUTURE AGENDA ITEMS I. PUBLIC COMMENT J. ADJOURN		



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 nd & 4 th Mon.	2:30-4:00	Library 202
Academic Program Review Comm.	Claudia Lee, Christina Gold			
Compton Academic Senate	Saul Panski	1 st & 3 rd Thurs	1:00-2:00	CEC Board Room
Compton Faculty Council	Saul Panski	1 st & 3 rd Thurs	1:00-2:00	CEC Board Room
Curriculum Committee	Jenny Simon	2 nd & 4 th Tues	2:30-4:30	Admin 131
Educational Policies Comm.	Merriel Winfree	2 nd & 4 th Tues	12:30-2:00	SSC 106
Faculty Development Comm.	Briita Halonen, Moon Ichinaga	2 nd & 4 th 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	Jean Shankweiler	Matt Cheung			
Basic Skills Advisory Group	Elise Geraghty, Arturo Martinez	Jason Suarez			
Board of Trustees	Bill Beverly	Christina Gold	3 rd Mon.	4:00	Board Room
Calendar Committee	Jeanie Nishime	Kelly Holt Christina Gold			
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 Sara Blake Cynthia Mosqueda Juli Soden	2 nd Thurs	2-3:30	Library 202
Facilities Steering Comm.	Tom Fallo	Christina Gold			
Insurance Benefits Comm.			4 th Tues	1-2:30	
Planning & Budgeting Comm.	Arvid Spor	Lance Widman Emily Rader (alt)	1 st & 3 rd 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
17th April 2012

Adjunct Faculty

Hall, Kathy X
Bonness, Nicholas Sean X

Behavioral & Social Sciences

Firestone, Randy X
Gold, Christina X
Moen, Michelle X
Widman, Lance X
Wynne, Michael X

Business

Siddiqui, Junaid
Lau, Philip S X
VACANT

Counseling

Pajo, Christina X
Sabio, Sabra X
Vaughn, Dexter X
Key, Ken EXC

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

Humanities

Isaacs, Brent
Marcoux, Pete X
McLaughlin, Kate
Halonon, Briita X
Simon, Jenny

Industry & Technology

Gebert, Pat
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
Barajas, Eduardo X

Natural Sciences

Doucette, Pete X
Herzig, Chuck EXC
Jimenez, Miguel X
Palos Teresa X
VACANT

Academic Affairs & SCA

Arce, Francisco X
Nishime, Jeanie X
Lee, Claudia
Lam, Karen

ECC CEC Members

Evans, Jerome
Norton, Tom
Panski, Saul
Pratt, Estina X
Halligan, Chris
Odanaka, Michael X

Assoc. Students Org.

Asher, Rebekka
Valdez, Cindy

Ex- Officio Positions

Elizabeth Shadish

Guests, Dean's Rep, Visitors:

Carolyn Pineda, Dean Kyle

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 Spring 2012 semester was called to order by Academic Senate President Gold at 12:36pm.

Approval of last Minutes:

[See pp.6-10 of packet]The minutes of the 3rd April meeting were approved as written.

REPORTS OF OFFICERS

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

CG reported on:

Resolution of No Confidence, saying that she has not yet presented the matter to the Board of Trustees. CG wants it first to appear on the College Council agenda, where she wants also to ask how the process for placing items on the Board agenda works. She will put the matter on the next College Council agenda, and then the issue will hopefully appear on the May Board agenda, this will ensure that the issue becomes part of the official record.

Mr. Widman asked about the Student Resolution of No Confidence, and CG replied that the Student trustee, Joshua Casper had presented the resolution for the students.

The ASCCC/CCLC Informational Presentation (April 3rd 2012). CG noted that copies of the presentation were available as handouts. The presentation had lasted an hour, with an hour for Q&A. CG will be asking the representatives to return and help with problem solving on campus. Dr. Nishime noted that the DVD has been posted on the ECC Board web page. CG said she would send out the exact link. Ms. Taylor asked whether Mr. Beverly had stated that he would be willing to go to the next stage in the problem solving process and CG noted that Mr. Beverly had stated that the college would take the information presented and use it. Mr. Wells said that he had understood Mr. Beverly to say that in the process, a certain sequence needed to be followed, but not that ECC would necessarily move ahead with the process. CG said that she hoped to talk more at College Council about what we had learned and how we could use the information as a college.

Reminder that the next AS meeting (May 1st) will be held at the Compton Center. CG noted that parking is easy and the meeting will be held in the CEC board room. Mr. Wells asked if a video link would be provided for those who could not make it out to Compton. CG said she would try to arrange this.

Mr. Matt Cheung has agreed to be the next Faculty Co-Chair for the Accreditation Committee.CG said she would be talking with Mr. Cheung, and that he was a very responsible person and would be a good representative for the Senate.

College Council minutes [see pp. 11-12 of packet] CG noted that the Lot F parking structure has some concrete deterioration. Structural engineers say that the damage is minor, but more investigation is needed. Dr. Nishime said that the repair could cost approx.. \$10 million. In response to a question from Mr. Marcoux, Dr. Nishime said she was not sure if bond monies could be used for repair costs. It appears that 400 spaces are affected and would be cordoned off. A repair date is not available yet. CG will keep the Senate informed.

Policies for Prerequisites, Corequisites – Title V, Section 55003. CG noted that we had discussed this in Senate and that the Curriculum Committee is working with the Deans to develop a new policy in response to the Title V changes.

[See pp 13-15 of packet for summary notes provided by CG] CG noted that Content Review is needed along with statistical analysis. CG noted that Content Review should be a deep and thorough process and the review process can request data. So the Curriculum Committee is leaning toward Content Review only [See Column 1- pg. 15 of packet], but it will be a rigorous process with a plan and a follow up. Please send comment to CG or Ms. Winfree.

VP Compton Education Center – Michael Odanaka (MO)

MO reported that Jack Scott would be the CEC graduation speaker. The CEC will receive a FICMAT visit next week, and that the CEC was set to hire a CEO again.

Curriculum Committee – Jenny Simon (JS)

CG noted that JS is currently on maternity leave, and that Mr. Mark Lype would be standing in for JS on Curriculum matters.

VP Educational Policies Committee – Merriel Winfree (MW)

MW reported that the Ed. Policies Committee would be working next on BP 4250 Probation and Dismissal Policy.

MW noted that BP 4231 Grade Change has been approved by the Board and is up on the web site, but a few changes have been requested to the Administrative Procedures, and MW will speak later in the agenda on this.

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

[See pp 17- 19 of packet] MI reported that the Faculty Development Committee would be working with Ms. Holt and Ms. Laureano on planning workshops/breakout sessions for the next flex day on the core competency work that has been done on campus.

MI noted a correction to xiii. Tentative Decisions [see pg. 19 of packet] noting that Xiii Number 1. should be removed.

VP Finance – Lance Widman (LW)

No report.

VP Academic Technology Committee – Pete Marcoux (PM)

PM reminded all to ensure that the various departments **put software needs into Program Review**.

PM noted that there have been recent issues with **student printing** since the Humanities Writing Center no longer offered a printing service. Mr. Marcoux reported that regular classes in the Humanities building were being disrupted by students looking for a printer. Mr. Marcoux drew attention to a list [see pg. 20of packet] of student pay printers on campus, noting that a total of 368,571 pages had been printed in 2011. PM said the printing issue will continue to be investigated.

PM noted that a **survey is being created to poll the technology needs of faculty at ECC and the CEC**, and to see if these needs are being met. The survey aims to discover what faculty use, and need, and want. PM will bring the survey to the Senate.

PM reminded all of the next Academic Technology meeting, May 10th, 12:45pm in the Stadium Room.

PM was asked whether there had been any discussion on updating faculty laptops. PM said no, in fact there may be a move to virtual desktops, whereby a thin client box would be attached to each computer. The plans have not been finalized.

VP Instructional Effectiveness – Kelly Holt (KH)

KH noted that the ALC has been getting good responses from work and surveys on the core competency “Professional and Personal Growth”. KH thanked all for their participation and said that the results on this will be available soon. KH noted that work will be beginning on the next core competency statement “Community and Collaboration”. A focus group meeting is to be held on April 23rd in Admin. 131 at 2:30pm and KH asked the Senators to spread the word. This will be a brainstorming session to decide on an assessment methods. There have been concerns about needing a more authentic assessment, as thus far it has been mainly student self-interpretation. KH noted that CG had mentioned looking at data already

collected by Programs, and these are the sorts of ideas needed. Email other ideas to KH or attend the meeting.

SPECIAL COMMITTEE REPORTS

Evaluation Procedures Committee

MI reported that the librarians were trying to revise their evaluation tool, and had been informed that all such changes are required to be passed via an Academic Senate convened Evaluation Procedures Committee. It appears that any Committee that may have once existed has been disbanded and the librarians were requesting another Committee be formed. It seems this would be a standing Committee with a 2 year term for members. All faculty Divisions should be passing any evaluation revision plans through this committee. It was requested that the Committee be convened soon, and that it have multi-disciplinary representation. Mr. Widman recalled there being such a Committee many years ago. CG called for volunteers for the Committee.

Ms. Taylor (Math) and Mr. Ahmadapour volunteered to be on the Committee. Mr. Marcoux noted that there would probably need to be a Union representative, and that more volunteers could be sought by putting out a campus-wide email. Ms. Striepe said she would speak to Mr. Robles (Library Union rep) again re: the Union member for the Committee. CG noted that the area is confusing as some aspects would be under Union domain, but the Senate would have a say on the tools used for evaluations. Mr. Wells noted that there could be two segments of the evaluation process. CG said she will put the item on the agenda again.

UNFINISHED BUSINESS

Nominations for Co-VP Faculty Development

CG noted the term would run Fall 2012 through Spring 2014. MI nominated Ms. Striepe. No other persons were nominated so Ms. Striepe was nominated by acclamation. CG noted the Ms. Striepe's accepting the position left a vacancy for Academic Senate Secretary, running Fall 2012 through Spring 2013. CG asked that anyone interested in the Secretary position email her.

AP 4231 Grade Change Procedure. – Merriel Winfree (MW) (Second reading)

[See pp 21-27 of packet] MW noted that extensive revisions have been made to the procedures, noting particularly pg 24 item D.3. CG noted that this sentence had been changed to reflect a preferred emphasis on Review, and to allow the student to provide more information/evidence for an appeal. Ms. Taylor felt there should be time limit set within which the students should find and provide evidence, noting that all the other bodies have time limits named. After discussion Dr. Arce recommended removing D3 entirely, noting that it was made redundant by D. 2. Dr. Arce noted that the procedure would normally be that Dr. Lee would meet with the student in an informal meeting to ensure the student understands the process and has evidence. This meeting, while informal, is necessary as some students need help with the process, and may realize after discussion that they do not have full evidence. MW said she would take the Ap back to the Ed. Policies Committee and get back to Dr. Arce. Dr. Arce noted he would like to take it to the May Board meeting. Mr. Wells suggested perhaps D.3 could be removed now and the AP approved. More discussion followed and Dr. Arce noted that the Chancellor's Office requires a procedure to be in place, but reported that in reality ECC has had very few panels as most students realize they do not have the evidence to proceed. Ms. Pratt asked if there were a statute of limitations on grade change requests, and Mr. Marcoux said yes, 18 months.

CG summarized the discussion by laying out the suggestions aired. To eliminate D.3. To make no mention of time limits, but leave open-ended. To keep D.4 with the following revisions: remove underlined sentence portion beginning "Unless the Vice...", and have D. 4.b and D. 4.c each begin with the words "a minimum of one ..."

A motion was made by Mr. Marcoux to accept the suggestion, seconded by Mr. Wells. CG called for a vote to approve AP 4231 with the revisions. All were in favor, with no Opposing votes or abstentions. CG

noted that the Grade Change Procedures were thus passed. CG thanked everyone for their patience and help in finishing the work.

NEW BUSINESS

Resolution for the Elimination of CSU Service Areas.

CG asked CW if this discussion could be postponed. CW agreed, noting that this would be an ongoing process. CG said it would be brought back for discussion after the Plenary session.

INFORMATION ITEMS –DISCUSSION

BP 3555 Restricted Smoking Areas.

CG noted that the campus will move forward with plans to restrict smoking.

Adjunct Faculty Concerns.

[See pp 30-35 of packet] CG noted that Irene Graff of Institutional Research had forwarded an article [pp 36-37 of packet] noting the upcoming “retirement wave” at community colleges, with an attachment noting the age of faculty on various campuses.

Ms. Halonen spoke on the emails included in this segment. The issue brought up via part-timers asking to be included in attending the Great Teachers Seminar, revealed the low faculty morale at ECC. Issues that part-timers wanted to see addressed include:

- Creating a p/timers advocate
- Having institutional policies demonstrate a dedication to rights of p/timers
- Pay p/timers for SLO work
- Have rehire rights for p/timers
- Have preferential hiring for qualified p/timers
- Allow p/timers to buy-in to benefits

Ms. Halonen wondered what it was appropriate for the Academic Senate to do to address these concerns.

Ms. Taylor asked who had made the decision not to fund part-timers to the Great Teachers Seminar? Ms. Halonen said it was a financial decision, based on the cost of \$1,800 per participant, and on past practice. It was also felt that p/timers do not stay at ECC long, so ECC would not get the benefit of the experience. Mr. Ahmadapour said that, as one who had been a p/timer for 13 years, ECC p/timers have no rights, although the salary is good, and that it is our moral responsibility to fight for them.

CG warned that many of the issues noted were Union issues, and that the Senate could only concentrate on 10+1 matters. Ms. Colunga noted that as someone taking a class taught by a part time instructor, she noted the poor morale seeping through into the teaching and classroom, so the Academic Senate should be concerned, noting that P/timers typically have no office hours, and no place to meet students.

Ms. Hall said that she is a part timer and teaches at both ECC and Mt. SAC so could make comparisons.

Mt. SAC has re-hire rights, which gives a feeling of security and rewards loyalty, Mt SAC also allows p/timers to buy into the group benefits package. She felt that the Senate should stand with the Union for the part timers. Mr. Widman said that, as one who had been on the negotiations team, they did try and get some of these benefits mentioned for p/timers, but that the District was not interested. Ms. Hall noted that as a p/timer, she still serves on Committees like the Senate. Ms. Halonen wondered whether the Senate should draft something to send to the Union perhaps along the lines of concern that low morale affects p/timer teaching. CG agreed and said that perhaps Irene Graff of Institutional Research could be asked to draft a survey on p/timers so as to get more data on the group. Ms. Hall asked that any and everything be done publically so that p/timers could hear about and feel the support. Ms. Taylor requested the Faculty Development Committee rethink its decision and let p/timers be allowed to apply for the Great Teachers Seminar opportunity. Ms. Halonen said normally places are given to faculty who apply first and to faculty from a wide variety of disciplines - this would change the process to an application process. Ms. Colunga felt it could be framed as a contract. If the p/timer left before an agreed time, they would have to pay the

price of the Seminar back to ECC. CG suggested another option – that a p/timer might be eligible once having been a p/timer at ECC for X number of years.

Mr. Bonness noted that, as a p/timer, he had been excited on seeing the announcement and had wanted to apply before noticing it was for full timers only. He had accepted it, but now saw that there was an opportunity to talk about these issues.

Ms. Ichinaga noted that the Faculty Development Committee has done a lot to promote p/timer issues and support, citing the “Get The Job” workshops, the Outstanding Adjunct Awards and so on. There are issues, but MI noted the resistance at the Administrative level, and that there is only so much faculty can do on their own.

Ms. Hall noted that p/timer commitment should be honored.

CG said she will speak to Ms. Graff re: surveys, and to the Union re: pressing for re-hire and buy-in benefits.

FUTURE AGENDA ITEMS

PUBLIC COMMENT

None.

ADJOURN

The meeting adjourned at 2:00pm.

CS/ECC2012

El Camino College – Office of the President
Facilities Steering Committee
April 23, 2012

Present: Francisco Arce, Rebekka Asher, Rocky Bonura, Tom Brown, Bob Gann, Ann Garten, Chris Gold, Irene Graff, Randy Hartman, Jo Ann Higdon, Rory Natividad, Jeanie Nishime, Dipte Patel, Susan Pickens, Gary Robertson, Deborah Shepley, Angela Simon, Luukia Smith, and Rick Yatman.

1. 2010 Facilities Master Plan was reviewed.
2. 2012 Facilities Master Plan Update was presented by Deborah Shepley.
 - a. 2012 Facilities Master Plan Update needs Board approval.
 - b. Unfunded new construction and modernization projects total \$331,644,000.
 - c. ASO does not want Library and Administration functions in the same building.
3. Parking Structure – Lot F
 - a. 2005 inspection report recommended a phasing of \$4.7 million of repairs and rehabilitation over a ten year period.
 - b. Rapid deterioration has increased costs of repairs to approximately \$13 million.
 - c. “Drive lanes” were relocated which resulted in a reduction of approximately 400 spaces.
 - d. Opportunity to add an additional deck that could include a photovoltaic system (conversion of light into electricity).
4. El Camino College will be designated as a Restricted Smoking Campus.
5. Future Facilities Steering Committee Meetings and Agendas (Board Room):
 - a. Monday, May 7, 2012 at 2 p.m.
 - i. Steve Kinney, Public Opinion Strategies survey results (bond extension).
 - ii. IDS Structural Engineering Report – Parking Structure – Lot F.
 - b. Monday, May 14, 2012 at 2 p.m.
 - i. Facilities Steering Committee recommendations to Board of Trustees.

Minutes of the Educational Policies Meeting

April 24, 2012

Present: Merriel Winfree, Holly Schumacher, Chris Gold, Jean Shankweiler

I. Discussion/Actions

A. BP/AP 4260 – Prerequisites and Co-Requisites

- Chris Gold – GS stated that the Curriculum Committee is currently making revision to the policy, and that she will have more information about the policy at the next Educational Policies meeting.

B. BP/AP 4231 – Grade Change

- Chris Gold – GS stated that the changes were made to the policy and that she is going to present it to the next College Council meeting.

C. BP/AP 4250 – Probation, Dismissal, and Readmittance

- Jean Shankweiler, Chris Gold, Holly Schumacher, Merriel Winfree – The Educational Policies Committee decide that the policy is ready to be presented to the May 1, Academic Senate meeting.

D. BP/AP 4225 – Course Repetition

- Chris Gold – GS stated that Bill Mulrone is currently making revisions to the procedure and will be reviewed at the next Educational Policies meeting.

E. BP/AP 4025 – Philosophy for Associate Degree & General Education

- Jean Shankweiler – JS will talk with Dr. Nishime about her concerns with the procedure that does not include a statement of what criteria make up the GE pattern. There will further discuss about the policy at the next Educational Policies meeting.

F. BP/AP 4105 – Distance Education

- Jean Shankweiler, Chris Gold, Holly Schumacher, Merriel Winfree – the Educational Policies Committee decide that the policy is ready to be presented to the May 1, Academic Senate meeting.

II. Upcoming Policies: To be updated at a later date.

III. The meeting adjourned at 2:00pm

IV. Meeting Schedule:

The next Educational Policies meeting will be on May 8, 2012 from 1:00-2:00 in SSC 106. (tentative)

Faculty Development Committee Meeting

MINUTES

Tuesday, April 24, 2012

Committee Members:

(Awaiting new member)	Compton Center	Moon Ichinaga (Co-Chair)-P	Learning Resources
Florence Baker-P	BSS	Donna Manno - P	Staff Development
Rose Cerofeci -P	Humanities	Cristina Pajo - A	Counseling
Kristie Daniel-DiGregorio-A	BSS	Rusty Reece - P	Adjunct Rep/Math
Ross Durand - P	Ind/Tech	Margaret Steinberg - A	Natural Sciences
Briita Halonen (Co-Chair)-P	Humanities	Mercedes Thompson - A	Humanities
Linda Ho - P	Math	Evelyn Uyemura - P	Humanities
		Sue Ellen Warren - P	Ind/Tech

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

Spring 2012 Meetings (1-2 p.m. in West Library Basement)

February 28, March 13, March 27, April 24, May 8 & May 22

AGENDA

- I) Changes in Membership and Introduction of New Members (MI)
 - a. Welcome to Evelyn & Sue Ellen!
 - b. Fazal & Angela will be unable to continue with the committee. We are seeking new representatives from Compton & BSS

- II) Correction of FDC Minutes of 3/27/12 (BH)
 - a. Delete II.B.a.xiii → The FDC will not be researching possible keynote speakers on Core Competencies. This idea was discussed but is not an upcoming action step.

- III) Announcement of New FDC Co-Chair Effective Fall, 2012 (MI)
 - a. Claudia Striepe (LIB) will begin a two-year term co-chairing with Moon in the fall.

- IV) Updates
 - A. "California Reads" Program (MI)
 1. Video of Jeanne Houston Presentation Uploaded to YouTube
<http://www.youtube.com/watch?v=vLpOT7NxpOI>
 - a. The video was edited before uploading and is only 40 minutes long.
 2. Upcoming May 17, 1-2:30 p.m. Free Campus Showing of "Farewell to Manzanar" Movie in Marsee Auditorium (1976 award-winning made-for-tv movie)
 - a. This is still tentative b/c we are waiting for a sign-off to use Marsee Auditorium from the Fine Arts dean.
 - b. Copyright has been cleared.
 - c. Flex credit will be offered. Some discussion of abuse of sign-in sheets. The decision was made to set up a sign-"out" sheet instead. Putting it at the end to make sure that faculty actually stay for the duration.

- d. Student extra credit slips should be offered around 1:45 for those students who have a 2 pm class. (FB)
- B. Adjunct Faculty Award Parking Space (MI)
 - a. Parking Committee's Latest Draft Guidelines for Special Awards Parking
 - A. FB & MI attended the most recent Parking Committee meeting.
 - B. The VPs had added further changes to the draft which were debated and some were changed.
 - C. FB: The Parking Comm. is acting very rationally, but there is some concern that the next round of drafting will entail more modifications from the VPs.
 - D. FDC decision: Although the back & forth is getting frustrating, we will wait to learn the results of the 4/25 PC meeting before deciding on next steps.
- C. Fall Flex Day Planning
 - a. Core Competency Break-Out Session Plans
 - A. Six to be based upon the categories of the Critical, Analytical, & Creative Core Competency
 - B. DM & Kaysa are discussing formatting: tentatively "Best Practices" style format with a facilitator chosen by the Core Competency committee.
 - C. Although we would like these to be the main thrust or theme of Flex Day break-outs, we will probably also include other sessions if proposals are submitted this summer.
 - b. General Session
 - A. Most of the general session will be taken up with Fallo's State of the College and the introduction of new hires, but we'd like to ask Arce to give an overview of the Core Competency context so that faculty can see how the workshops apply to them.
 - B. DM: Accreditation issues may come up around that time too, so we'll wait to make any decisions or action steps until the date gets closer.
- D. Part-Time Faculty Concerns (BH)
 - 1. Report on Academic Senate Discussion
 - a. These concerns were brought to AS April 17; the Senate was receptive to the discussion, but some issues are union-based.
 - b. Next Steps:
 - i. forward union/negotiation concerns to the Federation
 - ii. need to further discuss method for choosing GTS attendees for future years (It was suggested that the Outstanding Adjunct recipient also receive funding to attend GTS or another conference, but no decision was reached.)
 - iii. FDC decided to conduct a focused survey of just adjuncts.
 - 1. SEW will draft questions, forward them to the FDC for review and then meet with Irene Graff to determine survey plausibility.
 - 2. Important for p/t morale, for their voices to be heard.
 - 2. Mini-Great Teachers Seminar at ECC?
 - a. Didn't have time to discuss.

E. Upcoming Professional Development Opportunities

- a. BH: Both are on the same day and for a developmental-ed audience but fairly different content. Cynthia Mosqueda is attempting to get the keynote speaker from Mt SAC's conference to speak at a diversity conference here in September.
 1. May 4 ECC-Hosted "Conversations about Acceleration" Program, 8:30-3 p.m.
 2. May 4 Mt. San Antonio College's "Strengthening Student Success" Conference, 8-3 p.m.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: March 15, 2012

MEMBERS PRESENT

- | | |
|---|---|
| <input type="checkbox"/> DeSanto, Michael – Campus Police | <input checked="" type="checkbox"/> Shenefield, Cheryl – Administrative Svcs. |
| <input checked="" type="checkbox"/> Natividad, Rory – Mgmt/Supervisors | <input checked="" type="checkbox"/> Spor, Arvid – Chair (non-voting) |
| <input checked="" type="checkbox"/> Patel, Dipte – Academic Affairs | <input type="checkbox"/> Tomoda, Kenji – ASO |
| <input type="checkbox"/> Quinones-Perez, Margaret – ECCFT | <input type="checkbox"/> Turner, Gary – ECCE |
| <input checked="" type="checkbox"/> Reid, Dawn – Student & Community Adv. | <input type="checkbox"/> Widman, Lance – Academic Senate |

OTHERS ATTENDING: Francisco Arce, Connie Fitzsimons, Ann Garten, Katie Gleason, Jo Ann Higdon, Kelsey Iino, Ken Key, Emily Rader, John Wagstaff

Handouts: Budget Packet presented to PBC (March 15, 2012); ACCJC Rubric for Evaluating Institutional Effectiveness

The meeting was called to order at 1:05 p.m.

The April 5th PBC meeting is cancelled so members can attend the President's Budget Forum at 1:00 p.m. on the same day. The forum will be open to all students, faculty, staff, and managers.

Approval of March 1, 2012 Minutes

No corrections were made to the minutes.

DRAFT Potential 2012-13 Budget Reduction (J. Higdon)

1. Packet will also be emailed to PBC members this afternoon to pass on to constituents.
2. Page 1 – overview of ECC's budgeted state revenues (unrestricted general fund) since 2010-11 and projections for the next year. Does not reflect cuts made to categorical programs.
 - a. Actual revenue from the state for 2010-11 is \$98,349,270. Does not include grants/contracts.
 - b. Adopted final 2011-12 budget amount is \$89,399,270.
 - c. Revenue after mid-year and trigger cuts for 2011-12 is \$91,886,232.
 - d. Revenue after mid-year, trigger and February surprise cuts is \$88,744,417. Just short of projected revenue by \$655,000 (\$89,399,270 minus \$88,744,417).
 - e. Projected revenue if Governor's tax increase proposal passes (stays flat) is \$91,886,232 or less.
 - f. Three projected revenue scenarios if tax increase proposal did not pass: \$84,586,232 (less \$7.3 million – initial budget cuts plus January trigger cuts); \$81,986,232 (less \$9.9 million – initial budget cuts plus January trigger cuts plus February mid-year surprise); \$78,886,232 (less \$12 million).
 - g. Notes:
 - i. Numbers will continually change.
 - ii. Estimates are based on Governor's budget known to be based on high revenue estimates.

- iii. Current year's hits have the potential of being deeper (an additional 3+% hit) because of redevelopment agency (RDA) language in the trailer bills.
 - iv. Already deficit budgeting for the current year at a \$6.6 million: projected total revenue (\$101 million) minus projected total expenditures (\$107.6 million) as shown on pages 4 and 6 in the 2011-12 Budget Book. Actual numbers may be half the deficit. This was explained in prior PBC meetings.
- 3. Page 2 – Current Year State Revenue Shortfalls (discussed at last meeting)
 - a. Projected total state revenue shortfall of \$9.9 million includes initial budget cuts, January trigger cuts and February mid-year surprise.
 - b. Shortfall to ECC could be close to \$12 million if the redevelopment agency additional 3+% hit occurs.
 - c. ECC's current projected budget shortfall of \$1.8 million includes:
 - i. \$655,000 unbudgeted shortfall in estimating state revenue.
 - ii. \$700,000 additional election costs above budgeted amount \$400,000 (the election bill will be brought to the next meeting).
 - iii. \$450,000 estimated pay back on the Fire Tech course.
- 4. Page 3 – Draft – Work in Progress – ECC Unrestricted General Fund FY 2012-13
 - Notes
 - a. If tax increases pass in November, currently expected budgeted state revenue would remain flat or equal to revised revenue for FY 2011-12.
 - b. Budgeted FTES for FY 2011-12 was 18,187 FTES and calculated state revenue was \$89,399,270.
 - c. This does not include additional new increases in costs for FY 2012-13. Student tuition increases go directly to the state, not the college. Unsure how BOG fee waivers are funded. BOG funds not a bottomless pit. Increases in students eligible for BOG means less money for the state. Student Success Task Force recommends capping units to 110 and meeting satisfactory academic progress for students to qualify for fee waivers.
 - Projected state revenue reduction of \$7.3 million (minimum amount if tax increase ballot does not pass).
 - Projected Savings
 - a. Tentative FTES target of 17,951 – number could vary. 236 tentative FTES target reduction (18,187 FTES minus 17,951 FTES). 57 section reductions (236 ÷ 4.11 FTES). \$285,000 section reductions (57 x \$5,000).
 - b. Reduction of 228 sections for a savings of \$1.14 million.
 - c. No additional contribution from fund 15.
 - d. 2 management and 4 faculty positions would be hired as 6 month temps and, if the tax package were passed, would be converted to regular, probationary employees (retroactive for the year).
 - e. State arbitrator (Fact Finder) held harmless the part-time faculty hourly rate for the current year. State arbitrator also found that a state reduction in part-time parity in the upcoming years would be reduced from the College budget.
 - f. Freeze 5 classified position at \$70,000 each.
 - g. Reduction in Force (RIF or layoff) – 1 position (add this to the 'note' column) supervisor or manager level position at \$140,000.
 - h. Vacancy savings of \$100,000
 - i. Health Insurance savings of \$240,000 – reflects six months already implemented.
 - j. Utilities net savings of \$100,000 – savings from central plant and energy savings from consolidating classes in buildings. Some community colleges are also consolidating offices.

- k. Reduce/Eliminate printed schedules – questionable if this can be done. Bulk of the printed schedules are primarily used for PR and given away to the high schools. Public Information working to determine the number of schedules that were purchased, how much was spent in current year, and how many schedules were left. Decision to cut printed schedules was discussed at various meetings on campus.
 - l. Eliminate capital expenditures – funding emergencies only through fund 15.
 - m. Difficult to reduce travel and conferences if tied to contracts.
 - n. Reduce election costs to \$0 – budgeted \$400,000 based on discussions with the County and belief that candidates would run with little opposition. Increased ballots contribute to increase in costs. \$400,000 was the County’s best estimate on election costs. Never budgeted over \$1 million for election costs in the past.
 - o. Reduce categorical backfill by \$150,000.
 - p. Not back-filling for late faculty retirees (faculty who retire within 45 days at the end of the semester) – estimated 3 positions for \$150,000.
 - q. Reduce Art Gallery Hours for \$20,000 savings.
 - r. Net savings from counselor hours – \$265,000 reflects increase in part-time hours and reduction in full-time hours. Counselors would change to 11-month contracts beginning July 1st. Not intended to reduce available counseling hours to students. Hours will be back-filled.
 - s. One-time transfer of funds for \$440,000 – requires more discussion.
 - t. Negotiation-related items estimated total \$2.56 million.
 - u. Total savings of \$6.605 million. Difference between projected state budget reduction of \$7.3 million and savings of \$6.605 million is shortage of \$695,000. Not known if \$695,000 will come from reserves. \$695,000 gap is in addition to \$6.6 million deficit (page 2, top of page) plus 5-year budget assumption projection grid.
5. Page 4 – Five-Year Budget Assumption Projection Details (working draft) – required by accreditation.
- a. Input from the committee on projected *Funded COLA* (line 6) – zero for 2013-14 and 2014-15. If the state begins to slowly recover economically, .5% for 2015-16 and 1% for 2016-17.
 - b. Input from the committee on projected *FTES State-Forced Workload Reduction* (line 7) or funding for growth – same as above.
 - c. PERS Employer Rate (line 11) – it appears this will increase by 1.2% in 2012-13.
 - d. STRS Employer Rate (line 12) – projecting no change.
 - e. Election expense (line 13) – \$400,000 may increase in 2013-14.
 - f. Health Insurance Rate (line 14) – zero at this time. Employee will bear rate increases according to the current contract.
 - g. Utilities (line 15) - \$100,000 savings.
 - h. Insurance (typo) (line 16) – waiting for estimates from Rocky Bonura. Workers’ Comp will increase between 5%-8%.
 - i. Cost Reduction from Academic Hourly (line 17) – to be determined.
 - j. Back-fill of Categorical programs and Student Success from unrestricted general fund (line 18) – zero.
 - k. PBC members were asked to bring changes/additions to next meeting.
 - l. Updated grid will be emailed to PBC members. Please share information with constituents and email concerns/comments/additions to J. Higdon.
6. Pages 5 through 12 – Information on PERS anticipated increase and PERS agenda item.
7. Page 13 – L.A. Times editorial by Steve Lopez, “It’s a race to the bottom.” Add the Long Beach City College article emailed earlier in the week to this packet.

8. Governor Brown and the Teachers Association came to agreement to merge his tax proposition document with theirs, reducing sales tax increase to .25% while increasing income tax for individual filers over \$250,000 and joint filers over \$500,000.
9. President Fallo thanks PBC for their participation and advice in rolling out a budget plan. The tentative budget will go to the Board for two readings in May and June for adoption.

ACCJC Rubric (A. Spor)

1. Planning (page 2) and Program Review (page 1) of the rubric, the College must show sustainable levels. There are items of concern on Planning (page 2) at the proficiency level:
 - a. *The institution plans and effectively incorporates results of program review in all areas.* This is not evident in Plan Builder plans – plans do not show clear linkage to program review. Mandatory planning training for managers (recommended for faculty involved in planning) will discuss a standardized format showing how plans are linked to program reviews.
 - b. *The college has a well documented, ongoing process for evaluating itself in all areas of operation, analyzing and publishing the results and planning and implementing improvements.* The College needs to improve publishing the information and implementing improvements.
 - c. *The college has documented assessment results and communicated matters of quality assurance to appropriate constituencies* – PBC members are asked to share meeting information with their constituents.
2. Items of concern on Program Review (page 1) at the proficiency level:
 - a. *Dialogue about the results of all program reviews is evident throughout the institution as part of discussion of institutional effectiveness* – need to strengthen linkage between program review and planning, and communicating information about the results of program review.

The next meeting is scheduled on April 19, 2012.

The meeting ended at 2:30 p.m.



NOTES – STUDENT SUCCESS TASK FORCE MEETING
APRIL 6, 2012

Present: F. Arce, R. Asher, C. Gold, D. Goldberg, L. Gras, C. Lee, T. Lew, J. Nishime, R. Smith, J. Soden, A. Spor, R. Wells

1. **Linda Michalowski’s Articles:** Two articles by Linda Michalowski, “Improving Student Success” and “A Fundamental Change,” were distributed and discussed. It was noted that a better alignment is needed from K12 and community colleges so there are not as many students coming out of the high schools who still need basic skills. Given the fiscal situation, it may not be prudent to make any changes until the legislation passes and Title 5 changes come about. Community colleges now know its charge and how staff will need to focus their time and energy.
2. **Purpose of the Task Force:** In developing a statement of purpose, it was agreed that it is important to stay true to the ECC mission statement when adopting the SSTF recommendations. It is not known how funding will be tied to how closely the College chooses to implement the recommendations.

The purpose of the Task Force is to evaluate the recommendations of the Student Success Task Force and develop a strategy for implementing the recommendations at El Camino College.

3. **Information Needed:** The following questions and/or comments were noted:
 - How is student success defined? Should it be more student-centered? What is the State standard?
 - Need to emphasize more on what students are trying to achieve rather than what we can measure.
 - There needs to be more balance here; can still have life-long learning.
 - Do we want to evaluate some of these success measures?
 - The task force has a list of metrics which includes transfer ready, as well as counting the number of degrees and certificates.
 - Accreditation standards also look at measures.
 - How do you accurately measure success in students’ mind? They state their goals in an educational plan.
 - After the legislation goes through and the Matriculation Act becomes the Student Success Act, all matriculation funding will be re-funneled to the SSTF.

Institutional Research will be asked to provide the following information:

- **the number of students who have taken a course two or more times;**
- **the number of students who are first/second semester students enrolled in basic skills courses;**

- **an overview in terms of student assessment and the relationship between the assessment and course they take in basic skills.**

4. **Develop Goals:** The College will begin working on the following goals:

- A. Increase College and Career Readiness**
- B. Strengthen Support for Entering Students**
- C. Incentivize Successful Student Behaviors**
- D. Align Course Offering to Meet Student Needs**
- E. Improve the Education of Basic Skills Students**

Suggestions and/or comments were noted as follows:

- There should be a standardized educational plan that everyone completes unless they opt out. One incentive for completing a plan would be priority registration. It was noted that students are required to complete an educational plan in Human Development 8.
- About 20% of ECC students (4,300) have completed an educational plan.
- Should also consider Human Development 5 (Career and Life Planning) to help students declare a major.
- Should offer a mandated course to students.
- In-depth orientation.
- Schedule boot camps prior to the students arriving in fall.
- Enroll all students in FYE and make that the model.
- Counselor intervention – first stop for students.

CEC will establish its own Student Success Task Force. Some things will come together on priority registration but some things will have to be done differently, especially in the basic skills area. A representative from ECC should be included on the CEC task force.

It was noted that if the recommendations are implemented in the next two years, enrollment will go through a decline because it will affect the basic skills population, students with 110+ units and students on probation.

- What are the long-term implications and how will this change?
- How can we receive aid so we are not caught without any plan if enrollment does drop?
- Need to be aware to what degree we are allowed to phase in the recommendations.
- We should not wait and should begin work now on phasing things in.
- We should be able to begin addressing priority registration.
- There is a disproportionate impact with content validity.
- Need to select an assessment instrument.

5. **Develop Meeting Schedule:** It is anticipated that the Task Force will meet one or two more times. Information regarding the next meeting will be forthcoming.

Board Policy 4250

Probation Dismissal and Readmission

El Camino College has two types of probation: Academic Probation and Progress Probation. The purpose of probation is to encourage a student having academic difficulties to seek appropriate guidance and support in formulating and achieving *educational and career* goals.

~~1. Placement on Academic Probation~~

~~A student who has attempted at least 12 semester units, as shown by the academic record, will be placed on Academic Probation when the grade point average for total units attempted at El Camino College is less than 2.0.~~

~~2. Removal from Academic Probation~~

~~A student will be removed from Academic Probation when the cumulative grade point average is 2.0 or higher in total units attempted at El Camino College.~~

~~3. Placement on Progress Probation~~

~~A student who has enrolled in 12 or more semester units as shown by the official academic record will be placed on Progress Probation if entries of "W," "I," "NC" and/or "NP" account for 50% or more of the total units attempted. Courses dropped prior to the "No Notation" deadline are not considered "units attempted" and do not receive entries as "W" "I," or "NC/NP."~~

~~4. Removal from Progress Probation~~

~~A student will be removed from Progress Probation when the percentage of entries of "W," "I," "NC" and/or "NP" drops below 50% of the total units attempted.~~

~~5. Dismissal Because of Academic Probation~~

~~A student on Academic Probation will be dismissed if the student earned a cumulative grade point average of less than 2.0 in all graded credit units attempted in each of three consecutive semesters. However, if a student achieves a 2.0 or higher during the most recent regular (Fall, Spring) semester while on probation, the student will continue on probation, but will not be subject to dismissal. Terms shorter than 16 weeks (i.e. Winter, Summer) will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.~~

[1-5 above are being deleted and replaced with the text below]

Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded reaches or exceeds 50 percent.

A student ~~who is~~ placed on probation may submit an appeal in accordance with procedures to be established by the *Superintendent/President or designee*.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

~~6. Dismissal Because of Progress Probation~~

~~A student on Progress Probation will be dismissed if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC and/or "NP" remains at or above 50% for three consecutive semesters. Terms shorter than 16 weeks will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.~~

~~7. Appeal of Probation or Dismissal~~

~~A student who believes that there are extenuating circumstances that warrant an exception to the probation and dismissal standards set forth in this policy may submit a written appeal in compliance with administrative procedures.~~

[6-7 above are being deleted and replaced with the text below]

Dismissal

A student ~~who is~~ on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than ~~1.75~~ 2.0 in all units attempted in each of three consecutive semesters.

A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

A student ~~who is~~ on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled, and for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. ~~Dismissal may be postponed and the student continued on probation if the student [state the District's established criteria, such as evidence of extenuating circumstances or shows significant improvement in academic achievement].~~ *A student with extenuating circumstances related to the probation and dismissal standards policy may submit a written appeal in compliance with administrative procedures (see AP 4250 #9).*

~~8. Readmission Following Dismissal~~



~~A student who has been dismissed may return after sitting out at least one 16 week semester. A readmitted student will remain on probation until the cumulative average is above 2.0 and/or the percentage of “W,” “I,” and “NC/NP” entries is below 50%.~~

[8 above is being deleted and replaced with the text below]

Readmission

~~A student who has been dismissed may request reinstatement [conditions of reinstatement are up to the District; suggest passage of time (e.g., one semester) or appeal that indicates extenuating circumstances have changed].~~

Readmission ~~may~~ will be granted, ~~denied, or postponed~~ according to criteria contained in administrative procedures.

The Superintendent/President or designee, in mutual agreement with the Academic Senate, shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Comment [t2]: 4/24/12 This statement was added by the Educational Policies Committee to clarify the collegial consultation process.

Revised 8/07

Draft 5 031412 – (Based on CCLC; Education Code Section 70902(b) (3);

Title 5 Sections 55030-55034

Reference: Ed. Code Section 70902 (b) (3)

Title 5, Section 55031, 55032, 55033, 55034

BP 4250 replaces the relevant portions of BP 4220.

El Camino College

Adopted: 7/20/09

Amended: 2/16/10

~~9/9/11~~ Draft 3/26/12

4/24/12 Educational Policies Committee

5/1/12 Academic Senate – first reading

Administrative Procedure 4250

Probation, Disqualification and Dismissal and Readmission

[Original AP moved from Board Policy to Administrative Procedure below 1-5]

1. A student ~~who is~~ placed on Academic or Progress Probation or who is dismissed from the college will be *notified in writing* and ~~will be~~ informed of college support services available.
- ~~2. A student who is on Academic or Progress Probation is limited to no more than 12 units in any semester of 16 weeks or more, and no more than 4 units in any session *an intersession* shorter less than 16 weeks (i.e. winter or summer session).~~
3. A student ~~who is~~ on Academic or Progress Probation or who is returning to El Camino College after ~~having been~~ being dismissed is advised to see a counselor before registering for subsequent semesters.
4. ~~The~~ A student has the right to appeal dismissal.
 - a. The student must file the written petition of appeal with the ~~Admissions~~ Counseling Office within the time limit noted on the dismissal ~~letter~~ notification. If the student fails to file a ~~written~~ *reinstatement* petition within the specified period, the student waives all future rights to appeal the dismissal and must sit out that semester.
 - b. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.
 - c. Petitions will be reviewed by the Reinstatement Committee. The student will be notified of the *Reinstatement* Committee's action in a timely manner.
 - d. ~~The~~ A student may appeal the *Reinstatement* Committee's decision in writing to the Dean of Counseling *and Student Services* within 21 days of the date of notification. The decision of the Dean of Counseling *and Student Services* is final.
5. A readmitted student will remain on probation until the cumulative average is 2.0 or above and/or the percentage of "W," "I," and "NC/NP" entries are below 50%. A student who withdraws from *El Camino College* voluntarily while on probation will be readmitted in the same status (*i.e., Academic or Progress Probation*) that existed at the time of withdrawal.

Reference: Title 5, Section 55754, 55755
Board of Trustees Agenda – June 15, 2009

Reference: Title 5, Section 55754, 55755
Board of Trustees Agenda – June 15, 2009
Draft 3/26/12

[Text below has been added to the original AP 4250]

Academic Probation

1. Placement on Academic Probation - Level 1
Students who have attempted at least 12 semester units shall be placed on Academic Probation -Level 1 when the grade point average falls below 2.0 in all graded units at El Camino College. A notation will be placed on their transcripts.
2. Placement on Academic Probation - Level 2
Students currently on Probation Level 1, who have attempted more than 12 semester units, shall be placed on Academic Probation Level 2 the following semester if the grade point average falls remains below 2.0 in all graded units. A hold will be placed on the student's registration and a notation *will be* placed on their transcripts.
3. Removal of Registration Hold
After completing intervention with the Counseling office, students on Academic Probation 2 will have their registration hold removed but will remain on Academic Probation Level 2. The Counseling office, while authorizing removal of the hold, may limit a student's registration. [Gerald Sequiera]
- 3-4. Removal from Academic Probation
Students will be removed from Academic Probation when the cumulative grade point average is 2.0 or higher in total units attempted at El Camino College.

Progress Probation

- 4-5. Placement on Progress Probation -Level 1
Students enrolled in 12 or more semester units shall be placed on Progress Probation Level-1 if entries of "W," "I," "NC" and/or "NP" reaches or exceeds 50% of total units attempted. Courses dropped prior to the "No Notation" deadline are not considered "units attempted."
- 5-6. Placement on Progress Probation - Level 2
Students *currently Progress Probation Level 1*, who have attempted more than 12 semester units shall be placed on Progress Probation Level 2 ~~when~~ *the following semester* if the percentage of all units attempted with entries of "W," "I," or "NC" and/or "NP" remains or exceeds 50% of *total* units attempted. A hold will be placed on their registration and a notation on the transcript.
7. Removal of Registration Hold
After completing intervention with the Counseling office, students on Progress Probation 2 will have their registration hold removed but will remain on Progress Probation Level

2.The Counseling office, while authorizing removal of the hold, may limit a student's registration.[Gerald Sequiera]

6.8. Removal from Progress Probation and Limitations

Students will be removed from Progress Probation when the percentage of entries of “W,” “I,” “NC,” and/or “NP” falls below 50% of the total units attempted.

Dismissal [Gerald Sequiera]

7.9. Academic Dismissal and Progress Dismissal

Students on Academic Probation will be dismissed if the cumulative grade point average is below 2.0 in all graded credit units attempted within the following three enrolled semesters. ~~A semester in which the student does not take any courses will not be counted.~~

If a student while on *Academic* probation achieves a 2.0 or higher during the most recent regular 16 week session ~~semester~~ (fall, spring) during their third semester on academic probation, *but whose overall grade point average remains below 2.0* their *Academic* probation status ~~probation~~ will continue, however *the* student will not be subject to dismissal.

An intersession ~~Terms shorter~~ less than 16 weeks (i.e. winter, summer) will not be considered a semester. A semester in which the student does not take any courses will not be counted. ~~as a semester.~~

8.10. Progress Dismissal

A student on Progress Probation will be ~~placed on~~ dismissed ~~during~~ their third semester of Progress Probation if the percentage of entries of “W,” “I,” “NC” or “NP” remains or exceeds 50% of their total units attempted.

Terms shorter than 16 weeks (i.e. winter, summer) will not be considered a semester. A semester in which the student does not take any courses will not be counted. ~~as a semester.~~

9.11. Appeal of Probation or Dismissal

~~A student with extenuating circumstances related to the probation and dismissal standards policy may submit a written appeal in compliance with administrative procedures.~~

A student with extenuating circumstances related to dismissal standards may submit a Reinstatement Petition in accordance with administrative procedures. Students whose Reinstatement Petition is approved will be allowed to enroll the following term subject to limitations, will remain on probation, and may again become subject to dismissal.
[Gerald Sequiera]

Readmission

10.12. Readmission Following Dismissal

A student who has been dismissed may return after sitting out at least one 16-week semester. A readmitted student will remain on probation until the cumulative average is above 2.0 and/or the percentage of “W,” “I,” and “NC/NP” entries are below 50%.

~~H.12.~~ Intervention

Students on Progress Probation 2 and Academic Probation 2 will have a registration hold placed until they complete mandatory intervention with the Counseling Office. After completing the mandatory intervention, the registration hold will be removed, but the student will remain on the same Academic or Progress Probation level. [Gerald Sequiera]

Reference: Ed. Code Section 70902 (b) (3)
Title 5, Section 55031, 55032, 55033, 55034
BP 4250 replaces the relevant portions of BP 4220.
El Camino College
Adopted: 7/20/09
Amended: 2/16/10
~~9/16/11 Draft~~ ~~2/22/12 Draft~~ ~~3/6/12~~ ~~Draft 3/14/12~~
Draft 3/26/12
4/24/12 Educational Policies Committee
5/1/12 Academic Senate first reading

Board Policy 4250

Probation Dismissal and Readmission

El Camino College has two types of probation: Academic Probation and Progress Probation. The purpose of probation is to encourage a student having academic difficulties to seek appropriate guidance and support in formulating and achieving educational and career goals.

Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded reaches or exceeds 50 percent.

A student placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President or designee.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

Dismissal

A student ~~who is~~ on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.

A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

A student on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled, and for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. A student with extenuating circumstances related to the probation and dismissal standards policy may submit a written appeal in compliance with administrative procedures (see AP 4250 #9).

Readmission

Readmission will be granted according to criteria contained in administrative procedures.

The Superintendent/President or designee, in mutual agreement with the Academic Senate, shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Revised 8/07

Draft 5 031412 – (Based on CCLC; Education Code Section 70902(b) (3);
Title 5 Sections 55030-55034

Reference: Ed. Code Section 70902 (b) (3)
Title 5, Section 55031, 55032, 55033, 55034
BP 4250 replaces the relevant portions of BP 4220.
El Camino College
Adopted: 7/20/09
Amended: 2/16/10
~~9/9/11~~ Draft 3/26/12
4/24/12 Educational Policies Committee
5/1/12 Academic Senate – first reading

Administrative Procedure 4250

Probation, Dismissal and Readmission

1. A student placed on Academic or Progress Probation or who is dismissed from the college will be notified and informed of college support services available.
2. A student on Academic or Progress Probation or who is returning to El Camino College after having been being dismissed is advised to see a counselor before registering for subsequent semesters.
3. A student has the right to appeal dismissal.
 - a. The student must file the written petition of appeal with the Counseling Office within the time limit noted on the dismissal notification. If the student fails to file a reinstatement petition within the specified period, the student waives all future rights to appeal the dismissal and must sit out that semester.
 - b. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.
 - c. Petitions will be reviewed by the Reinstatement Committee. The student will be notified of the Reinstatement Committee's action in a timely manner.
 - d. A student may appeal the Reinstatement Committee's decision in writing to the Dean of Counseling and Student Services within 21 days of the date of notification. The decision of the Dean of Counseling and Student Services is final.
5. A readmitted student will remain on probation until the cumulative average is 2.0 or above and/or the percentage of "W," "I," and "NC/NP" entries are below 50%. A student who withdraws from El Camino College voluntarily while on probation will be readmitted in the same status (i.e., Academic or Progress Probation) that existed at the time of withdrawal.

Reference: Title 5, Section 55754, 55755
Board of Trustees Agenda – June 15, 2009

Reference: Title 5, Section 55754, 55755
Board of Trustees Agenda – June 15, 2009
Draft 3/26/12

Academic Probation

1. Placement on Academic Probation - Level 1
Students who have attempted at least 12 semester units shall be placed on Academic Probation -Level 1 when the grade point average falls below 2.0 in all graded units at El Camino College. A notation will be placed on their transcripts.
2. Placement on Academic Probation - Level 2
Students currently on Probation Level 1, who have attempted more than 12 semester units, shall be placed on Academic Probation Level 2 the following semester if the grade point average remains below 2.0 in all graded units. A hold will be placed on the student's registration and a notation will be placed on their transcripts.
3. Removal of Registration Hold
After completing intervention with the Counseling office, students on Academic Probation 2 will have their registration hold removed but will remain on Academic Probation Level 2. The Counseling office, while authorizing removal of the hold, may limit a student's registration.
4. Removal from Academic Probation
Students will be removed from Academic Probation when the cumulative grade point average is 2.0 or higher in total units attempted at El Camino College.

Progress Probation

5. Placement on Progress Probation –Level 1
Students enrolled in 12 or more semester units shall be placed on Progress Probation Level-1 if entries of “W,” “I,” “NC” and/or “NP” reaches or exceeds 50% of total units attempted. Courses dropped prior to the “No Notation” deadline are not considered “units attempted.”
6. Placement on Progress Probation - Level 2
Students currently Progress Probation Level 1, who have attempted more than 12 semester units shall be placed on Progress Probation Level 2 the following semester if the percentage of all units attempted with entries of “W,” “I,” or “NC” and/or “NP” remains or exceeds 50% of total units attempted. A hold will be placed on their registration and a notation on the transcript.
7. Removal of Registration Hold
After completing intervention with the Counseling office, students on Progress Probation 2 will have their registration hold removed but will remain on Progress Probation Level 2. The Counseling office, while authorizing removal of the hold, may limit a student's registration.

8. Removal from Progress Probation

Students will be removed from Progress Probation when the percentage of entries of “W,” “I,” “NC,” and/or “NP” falls below 50% of the total units attempted.

Dismissal

9. Academic Dismissal

Students on Academic Probation will be dismissed if the cumulative grade point average is below 2.0 in all graded credit units attempted within the following three enrolled semesters.

If a student while on Academic probation achieves a 2.0 or higher during the most recent regular 16 week session (fall, spring) during their third semester on academic probation, but whose overall grade point average remains below 2.0 their Academic probation status will continue, however the student will not be subject to dismissal.

An intersession less than 16 weeks (i.e. winter, summer) will not be considered a semester. A semester in which the student does not take any courses will not be counted.

10. Progress Dismissal

A student on Progress Probation will be dismissed their third semester of Progress Probation if the percentage of entries of “W”, “I”, “NC” or “NP” remains or exceeds 50% of their total units attempted.

Terms shorter than 16 weeks (i.e. winter, summer) will not be considered a semester. A semester in which the student does not take any courses will not be counted.

11. Appeal of Dismissal

A student with extenuating circumstances related to dismissal standards may submit a Reinstatement Petition in accordance with administrative procedures. Students whose Reinstatement Petition is approved will be allowed to enroll the following term subject to limitations, will remain on probation, and may again become subject to dismissal.

Readmission

12. Readmission Following Dismissal

A student who has been dismissed may return after sitting out at least one 16-week semester. A readmitted student will remain on probation until the cumulative average is above 2.0 and/or the percentage of “W,” “I,” and “NC/NP” entries are below 50%.

12. Intervention

Students on Progress Probation 2 and Academic Probation 2 will have a registration hold placed until they complete mandatory intervention with the Counseling Office. After completing the mandatory intervention, the registration hold will be removed, but the student will remain on the same Academic or Progress Probation level.

Reference: Ed. Code Section 70902 (b) (3)
Title 5, Section 55031, 55032, 55033, 55034
BP 4250 replaces the relevant portions of BP 4220.
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Draft 3/26/12
4/24/12 Educational Policies Committee
5/1/12 Academic Senate first reading

AP 4105

Distance Education

References:

Title 5 Sections 55200 et. Seq.:
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Part 602.17.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Vice President of Academic Affairs or his designee, *in consultation with the appropriate campus committee*, shall utilize an acceptable procedure for verifying a student's identity:

- secure credentialing/login and password system
- proctored examinations
- ~~Other New~~ *or other* technologies and practices may also be utilized to verify *that are effective in verifying* student identification.

The Vice President of Academic Affairs or his designee, *in consultation with the appropriate campus committee*, shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

Definition

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Course Approval

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program, Curriculum, and Course Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Comment [t1]: The Educational Policies Committee added this statement to ensure that the decision about how to verify a student's identity is informed by faculty would teach on-line. The intention is for the VPAA to consult with DEAC on this.

Comment [t2]: The Educational Policies Committee changed this to the wording used in the CCLC template which is more accurate

Certification

When approving distance education courses, the Curriculum Committee will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.
- **Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum Committee approval procedures.
- **Instructor Contact:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.
- **Duration of Approval:** All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline

References:

Title 5 Sections 55200 et seq.;

Draft Resolution 3/3/2012

Elimination of CSU Service Areas

R. Chris Wells, El Camino College Academic Senate

Whereas: SB 1440 and the recommendations from the Legislative Analyst's Office (LAO) in their report – Guaranteed Regional Access Needed for State Universities both have the impact of strengthening Local Area Access Priority to California State Universities and therefore exacerbate a discriminatory practice.

Whereas: The LAO report acknowledges that “granting preference to local students over out-of-area students could be perceived as inequitable—particularly when the out-of-area student is better qualified. Moreover, given that CSU campuses differ in terms of size, campus amenities, program offerings, student bodies, and other characteristics, there could be situations when a student's local campus is not the best suited to that students' needs.” And they still “believe that ensuring local access to all eligible students is more important than maintaining equal admissions criteria for all applicants to a given campus.”

Whereas: The basis of the policy of "free flow", adopted by the Legislature in 1987, that permits students to enroll in any community college in the state, regardless of the district in which they happen to reside should also be the basis for the elimination of Local Admissions Areas for the CSU system.

Whereas: El Camino College, ECC – Compton and Cerritos College are in a position to make a strong argument that the current policy not only hurts their students it also hurts the college's ability to attract students and gives priority to students of non-protected classes over students of protected classes

Whereas: The Academic Senate for California Community Colleges had a Resolution 15.02 Fall 2009 RE-EVALUATE CSU SERVICE AREAS (Presenter: Kenneth Matsuura, Transfer and Articulation Committee) that described discriminatory practices of the CSU System and a previous resolution 15.03 Spring 2004 on the same issue that has not resulted in the desired remedy.

Whereas: There has been ongoing discussion by the representatives of Cerritos and El Camino College with the representatives of California State University Long Beach since May 24, 2011 and there has not been a resolution to guarantee equity.

Resolved: That the El Camino College Academic Senate challenge this policy in the most aggressive way possible by filing a Complaint to the Office of Civil Rights, United States Department of Education.

Resolved: That the El Camino College Academic Senate request that The Academic Senate for California Community Colleges join El Camino College and Cerritos College by supporting this resolution and joining in this complaint.