



# Academic Senate of El Camino College 2015-2016

February 16, 2016

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

## Officers & Executive Committee

Co –Presidents  
VP Compton Educ'l Center  
Curriculum Chair  
VP Educational Policies  
Secretary

**Chris Jeffries/ Claudia Striepe**  
**Paul Flor**  
**Allison Carr**  
**Chris Gold**  
**Sara Di Fiori**

VP Finance & Special Projects  
VP Academic Technology  
VPs Faculty Development  
VP Instructional Effectiveness

**Lance Widman**  
**Pete Marcoux**  
**Kristie Daniel-DiGregorio**  
**Russell Serr**

### Adjunct (1yr term)

**Dustin Black (BSS)** 15/16  
**Karl Striepe (BSS)** 15/16

### Behavior & Social Sciences

**Christina Gold** 16/17  
**Kristie Daniel-DiGregorio** 17/18  
**Daniel Walker** 16/17  
**Lance Widman\*** 17/18  
**Michael Wynne** 17/18

### Business

**Tim Miller** 15/16  
**Phillip Lau\*** 15/16  
**Nic McGrue** 16/17  
**Josh Troesh** 15/16

### Compton Educational Center

**Chris Halligan** 14/15  
**Paul Flor** 14/15

### Counseling

**Yamonte Cooper** 17/18  
**Chris Jeffries\*** 15/16  
**Rene Lozano** 16/17

### Learning Resource Unit

**Moon Ichinaga** 15/16  
**Claudia Striepe\*** 15/16

### Fine Arts

**Ali Ahmadpour** 14/15  
**Chris Wells\*** 14/15  
**Russell McMillin** 14/15  
**Vince Palacios** 14/15  
**Daniel Berney** 17/18

### Health Sciences & Athletics/ Nursing

**Russell Serr** 17/18  
**Robert Uphoff\*** 15/16  
**Colleen McFaul** 17/18  
**Andy Alvillar** 16/17  
**Traci Granger** 16/17

### Humanities

**Rose Ann Cerofeci** 15/16  
**Peter Marcoux\*** 15/16  
**Christina Nagao** 15/16  
**Barbara Jaffe** 15/16  
**Ashley Gallagher** 15/16

### Industry & Technology

**Patty Gebert** 15/16  
**Ross Durand** 15/16  
**Mark Fields** 15/16  
**Tim Muckey** 15/16  
**Merriel Winfree** 15/16  
**Lee MacPherson\*** 15/16

### Mathematical Sciences

**Zachary Marks** 15/16  
**Jasmine Ng** 16/17  
**Megan Granich** 16/17  
**Matthew Mata** 17/18  
**Benjamin Mitchell** 16/17

### Natural Sciences

**Sara Di Fiori** 15/16  
**Miguel Jimenez\*** 15/16  
**Anne Valle** 15/16  
**Mohhamed Abbani** 16/17  
**Ryan Turner** 16/17

### Academic Affairs & SCA

**Jean Shankweiler**  
**Jeanie Nishime**  
**Linda Clowers**

### Associated Students Organization

**Patrick McDermott**

### President/ Superintendent

**Dena Maloney**

### Division Personnel

**Randal Davis**

### Ex-officio positions

**Ken Key** ECCFT

**Nina Velasquez** ECCFT

### Institutional Research

**Irene Graff**

**Carolyn Pineda**

Dates after names indicate the last academic year of the senator's three year term, for example 15/16 = 2015/2016

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



# Academic Senate of El Camino College 2015-2016

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## 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.
- C. Strategic Initiative C - COLLABORATION - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

## ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays/12:30-2pm)

### FALL 2015

September 1	Alondra Room
September 15	DE166
October 6	DE166
October 20	DE166
November 3	Alondra Room
November 17	Alondra Room
December 1	Alondra Room

### SPRING 2016

February 2	Alondra Room
February 16	Alondra Room
March 1	Alondra Room
March 22	Stadium Room
April 5	Alondra Room
April 19	Alondra Room
May 3	Alondra Room

## CEC ACADEMIC SENATE MEETING DATES AND LOCATIONS (Thursday after ECC Senate/1-2pm)

### FALL 2015

September 3	Board Room
September 17	Board Room
October 8	Board Room
October 22	Board Room
November 5	Board Room
December 3	Board Room

### SPRING 2016

January 21 (if needed)	Board Room
February 4	Board Room
February 18	Board Room
March 3	Board Room
March 24	Board Room
April 7	Board Room
April 21	
May 5	

Per the Brown Act all votes must be recorded by name. Only No's and Abstentions will be recorded by name in the minutes, if you were signed in to the meeting and did not vote No/Abstain, your vote will be assumed to be a Yes.

<u>SENATE COMMITTEES</u>	<u>Chair / President</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Academic Technology Comm.	Pete Marcoux, Virginia Rapp			Alonda Room
Assessment of Learning Comm.	Jenny Simon Russell Serr	2 <sup>nd</sup> & 4 <sup>th</sup> Mon.	2:30-4:00	Admin 131
Academic Program Review Comm.	Russell Serr, Linda Clowers, Co-Chairs	Most Thursdays	12:30-2:00	Admin 131
Compton Academic Senate	Paul Flor	1 <sup>st</sup> & 3 <sup>rd</sup> Thurs	1:00-2:00	CEC Board Room
Compton Faculty Council	Paul Flor	1 <sup>st</sup> & 3 <sup>rd</sup> Thurs	1:00-2:00	CEC Board Room
Curriculum Committee	Allison Carr, Chair	2 <sup>nd</sup> & 4 <sup>th</sup> Tues	2:30-4:30	Admin 131
Educational Policies Comm.	Chris Gold	2 <sup>nd</sup> & 4 <sup>th</sup> Tues	1:00-2:00	Admin 127
Faculty Development Comm.	Kristie Daniel-DiGregorio	2 <sup>nd</sup> & 4 <sup>th</sup> Tues	1:00-2:00	West. Library Basement

## Committees

<u>CAMPUS COMMITTEES</u>	<u>Chair</u>	<u>Senate / Faculty Representative/s</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Accreditation	Jeanie Nishime	Matt Cheung, Holly Schumacher			
Basic Skills Advisory Group	Arturo Martinez	Jason Suarez			
Board of Trustees	Ken Brown	Chris Jeffries, Claudia Striepe	3 <sup>rd</sup> Mon.	4:00	Board Room
Calendar Committee	Jeanie Nishime	Chris Jeffries Vince Palacios Alice Martinez			
Campus Technology Comm	Virginia Rapp	Pete Marcoux		12:30-2:00	Stadium Room
College Council	Dena Maloney	Chris Jeffries, Claudia Striepe	Mondays	1-2:00	Admin 127
Dean's Council	Jean Shankweiler	Chris Jeffries, Claudia Striepe	Thursdays	8:30-10:00	Library 202
Distance Education Advisory Committee	John Ayala				
Facilities Steering Comm.	Dena Maloney	Chris Jeffries, Claudia Striepe			
Planning & Budgeting Comm.	Rory Natividad	Lance Widman Emily Rader (alternate)	1 <sup>st</sup> & 3 <sup>rd</sup> Thurs.	1-2:30	Library 202
Student Success Advisory Committee	Dipte Patel & Mary Beth Barrios	Chris Jeffries, Cynthia Mosqueda, Janice Ponsikawa	2 <sup>nd</sup> Thursday	1-2:00	Library 202
Enrollment Management Committee	Jean Shankweiler/ Jeanie Nishime	Chris Jeffries Sara Di Fioria	4 <sup>th</sup> Thursday	1-2	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**



**AGENDA & TABLE OF CONTENTS**

		<b>Pages</b>
<b>A. CALL TO ORDER</b>		
<b>B. APPROVAL OF MINUTES</b>		6-11
<b>C. OFFICER REPORTS</b>	<b>A. President – Chris Jeffries/Claudia Striepe</b>	12-15
	<b>B. VP – Compton Education Center – Paul Flor</b>	
	<b>C. Chair – Curriculum – Allison Carr</b>	16-21
	<b>D. VP – Educational Policies – Chris Gold</b>	
	<b>E. VP – Faculty Development –Kristie Daniel-DiGregorio</b>	22-23
	<b>F. VP – Finance – Lance Widman</b>	24-26
	<b>G. VP – Academic Technology – Pete Marcoux</b>	27
	<b>H. VP – Instructional Effectiveness/Assessment of Learning Committee &amp; SLOs Update – Russell Serr</b>	28
<b>D. SPECIAL COMMITTEE REPORTS</b>	<b>A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Jean Shankweiler and Jeanie Nishime</b>	
<b>E. UNFINISHED BUSINESS</b>	<b>A. A/P 5530 – Student Rights and Grievances – Chris Gold</b> This a second reading. There is no corresponding board policy. At the first reading in October 2015, the senate body requested consultation with the union. This is a revised version that reflects consultation with the union and with William Garcia, Dean of Student Support Services.	29-37
	<b>B. BP/AP 3710 – Use of Copyrighted Materials and BP/AP 3750 - Securing of Copyright – Chris Gold</b> Both of these policies and procedures are being reviewed by Dean’s Council and will be brought back for a 2 <sup>nd</sup> reading by the Senate in the spring. Chris G. will follow up with Academic Affairs.	

<b>F. NEW BUSINESS</b>	<b>A. BP/AP 4250 Probation, Dismissal, and Readmission – C. Gold</b> This is a first reading.	38-50
<b>G. INFORMATION ITEMS – DISCUSSION</b>	<b>A. Nancy Currey – Study Abroad in Italy</b> <b>B. Colin Preston – Accommodations for students involved in extra-curricular activities</b>	
<b>H. FUTURE AGENDA ITEM</b>  <b>I. PUBLIC COMMENT</b>  <b>J. ADJOURN</b>	<b>A. Bill Mulrooney – discussion regarding census, no-show and attendance reports; possibly looking at +/- grades</b> <b>B. Linda Gallucci – update on Hobson’s Early Alert (Starfish)</b>	

### Senate Goals

- Ensure full Division representation on Senate. *Measure: ensure Divisions have required number of Senate members and that elections are held accordingly.*
- Ensure Executive and Committee Chairs are in place. *Measure: Recruit and elect according to Senate by-laws.*
- Build campus morale. *Measure: Arrange for “positive” presentations showcasing success, General faculty survey of perception.*
- Enhance communication with all groups and partners. *Measure: ask Senators to post meeting minutes in Division areas, will begin posting Senate PowerPoints to all faculty, General faculty survey of Senate effectiveness*
- Assert Faculty voice and leadership on campus. *Measure: General faculty survey of Senate effectiveness*
- To foster awareness and encourage faculty involvement in the local implementation of statewide initiatives for student success, equity, enrollment, retention, and completion. *Measure: monitor faculty participation*

# ACADEMIC SENATE ATTENDANCE

February 2, 2016

Ed Matykiewicz \_\_\_\_\_ XX

## Adjunct (1 year)

Dustin Black \_\_\_\_\_ XX

Karl Streipe \_\_\_\_\_ XX

## Behavioral & Social Sciences

Daniel Walker \_\_\_\_\_ XX

Christina Gold \_\_\_\_\_ XX

Kristie Daniel-DiGregorio XX

Lance Widman \_\_\_\_\_ XX

Michael Wynn \_\_\_\_\_ XX

## Business

Phillip Lau \_\_\_\_\_ XX

Josh Troesh \_\_\_\_\_ XX

Nic McGrue \_\_\_\_\_ XX

## Counseling

Yamonte Cooper \_\_\_\_\_ XX

Chris Jeffries \_\_\_\_\_ XX

Rene Lozano \_\_\_\_\_

## Fine Arts

Ali Ahmadpour \_\_\_\_\_

Chris Wells \_\_\_\_\_ XX

Russell McMillin \_\_\_\_\_ XX

Vince Palacios \_\_\_\_\_ XX

Daniel Berney \_\_\_\_\_ XX

## Health Sciences & Athletics

Russell Serr \_\_\_\_\_ XX

Robert Uphoff \_\_\_\_\_ XX

Andrew Alvillar \_\_\_\_\_ XX

Tracy Granger \_\_\_\_\_ XX

Colleen McFaul \_\_\_\_\_ XX

## Humanities

Rose Ann Cerofeci \_\_\_\_\_ XX

Christina Nagao \_\_\_\_\_ XX

Barbara Jaffe \_\_\_\_\_ XX

Ashley Gallagher \_\_\_\_\_ XX

Pete Marcoux \_\_\_\_\_ XX

## Industry & Technology

Patty Gebert \_\_\_\_\_ XX

Ross Durand \_\_\_\_\_ XX

Mark Fields \_\_\_\_\_ XX

Tim Muckey \_\_\_\_\_ XX

Merriel Winfree \_\_\_\_\_ XX

Lee MacPherson \_\_\_\_\_ XX

Jack Selph \_\_\_\_\_ XX

## Learning Resources Unit

Moon Ichinaga \_\_\_\_\_ XX

Claudia Striepe \_\_\_\_\_ XX

## Mathematical Sciences

Zachary Marks \_\_\_\_\_ exc \_\_\_\_\_

Jasmine Ng \_\_\_\_\_ XX

Megan Granich \_\_\_\_\_ exc \_\_\_\_\_

Matthew Mata \_\_\_\_\_ XX

Ben Mitchell \_\_\_\_\_ XX

## Natural Sciences

Sara Di Fiori \_\_\_\_\_ XX

Miguel Jimenez \_\_\_\_\_ XX

Anne Valle \_\_\_\_\_ XX

Mohamad Abbani \_\_\_\_\_ XX

Ryan Turner \_\_\_\_\_ XX

## Academic Affairs & SCA

Jean Shankweiler \_\_\_\_\_ XX

Karen Lam \_\_\_\_\_

Jeanie Nishime \_\_\_\_\_ XX

Karen Whitney \_\_\_\_\_

## Assoc. Students Org.

Brianna Thomas \_\_\_\_\_

Stephanie Pedrahita \_\_\_\_\_

## Compton Education Center

Estina Pratt \_\_\_\_\_

Chris Halligan \_\_\_\_\_ XX

Essie French-Preston \_\_\_\_\_

Paul Flor \_\_\_\_\_ XX

Vacant \_\_\_\_\_

## Division Personnel

Connie Fitzsimons \_\_\_\_\_

## Ex-Officio Positions

Ken Key (ECCFT) \_\_\_\_\_

Nina Velasquez (ECCFT) \_\_\_\_\_

## Curriculum Chair

Allison Carr \_\_\_\_\_ XX

## Deans' Reps.; Guests/Other Officers:

Gloria Miranda \_\_\_\_\_ XX

Carolyn Pineda \_\_\_\_\_ XX

## ACADEMIC SENATE MINUTES

February 2, 2016

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

**1. CALL TO ORDER** Senate Co-Presidents Jeffries (CJ) and Striepe (CS) called the first Academic Senate meeting of the Spring 2016 semester to order on February 2, 2016 at 12:39 p.m.

CS: Our new president will attend the next meeting to introduce herself, and trustee Brown is now the Board President.

### 2. APPROVAL OF MINUTES

See pgs. 6-11 of packet for minutes of the December 1 meeting. Minutes approved as amended.

### 3. OFFICER REPORTS

#### A. Co-Presidents – Chris Jeffries (CJ) and Claudia Striepe (CS) (pgs. 12-22)

CS: At the Board of Trustees meeting in January, Board President Brown thanked Dr. Fallo for his service. Dean Anaya gave an update on Community Education in the South Bay.

CJ: The State of the System Report (p. 16) includes highlight from 20014/15 year for the community college system. Those are the new AAT's and AST's. Colleges are restoring offerings cut during the recession. On page 17 of the packet is an information item on temporary suspension of assessment instruments. The CCCASSESS implementation will resume in April 2017. It's required for SSSP funds. You'll find a construction update on page 19. Projects currently in design are listed, including the Administration Building. Construction will start in August 2017. Administrator offices will move to the Communications Building. Construction on the student services building will start in May, and be completed in January 2018. And the Lot C parking structure will go up. That will help a lot. The gym is also in the works, as is the pool and classroom complex. Current projects include channel parking, Lot F, and the athletic field (the new stadium) should be ready for commencement in May. Future projects include the fire academy, which might require a re-allocation of Marsee moneys. Maybe a smaller facility will be built to replace Marsee. Our bond sales were really good last month. We surpassed 80 million dollars. M. Ichinaga: Can you report on the wireless situation? CJ: It's not under facilities. P. Marcoux: It's in the PlanNet report. They are following recommendations. M. Ichinaga: Will new buildings have infrastructure? P. Marcoux: Yes. C. Wells: Is a 50 meter pool length traditional? T. Granger: Yes. It's the Olympic standard. All colleges swim in 25 yard pools in the U.S. Other countries use 25 meter pools. Olympic is always 50 meters. It depends what your pool is for, but 50 meters allows for concurrent use, C. Wells: Moveable walls? T. Granger: Yes. C. Wells: Is that more appropriate? T. Granger: Yes. C. Wells: For that much money let's make it as good as possible. CJ: The powers that be wanted 35 meters, but it's noted in the minutes that there are objections. C. Wells: It's a lot of money for something less good.

CS: Regarding consideration of MOU's for students in co-curricular activities, teachers should be amenable to accommodating students who are representing the college at competitions and meets, etc. Dean Natividad and Coach Colin will speak on this next week. This week, Dr. Gold and Pete Marcoux will talk about investigating a move to Canvas. H. Story asked us to bring this to DEAC.

## **B. VP – Compton Education Center – Paul Flor**

C. Halligan. We're working on accreditation. We just opened a new nursing facility. We have our first senate meeting Thursday.

## **C. Chair – Curriculum – Allison Carr (pgs. 23 - 28)**

We just had our first curriculum meeting, and we covered consent proposal holdovers and CCC member re-orientation to duties, as well as navigation of the website. Our goal is to make the process transparent. At the next meeting Quajuana Chapman and I will give information about the curriculum process.

## **D. VP – Educational Policies –Chris Gold (pg. 29)**

We had tabled some items in December (p. 4). The tweaking is done, and it will be back on the 16th. Copyrighted materials will go back to the deans for review, as will probation, dismissal, and re-admission. We'll keep them coming.

## **E. VP – Faculty Development – Kristie Daniel –DiGregorio (KDD) (pgs. 30-33)**

KDD: See pages 32 and 33. FDC has fleshed out beyond our event on the role that FDC plays in the Academic Senate, including the responsibilities of FDC, needs and events, promoting innovation and collaboration. We wish to run it past senate as an overview. On page 33 you'll find a response to concerns regarding Title IX reporting requirements. We have language for faculty to include in their syllabi. FDC will talk about strategies for campus safety. Please share suggestions of things you'd like to hear about. C: Wells: Is Title IX optional? KDD: Putting it on syllabus, is required. Pete it's not in contract. KDD: The ADA statement is required. C. Wells: This is more important than my office hours. CJ: We could make a recommendation. C. Wells: We could make it a requirement. I think it's significant. CS: We will follow up.

## **F. VP – Finance – Lance Widman (pgs. 34-44)**

pp 38-39, 11/19 PBC Minutes: Some very big changes to required eligibility for BOG Fee Waivers are starting Fall 2016. This could have a significant impact on EC's bottom line, although specifics are not known at this time. 50 % of our students are on fee waivers. William Garcia has given a full presentation on this to PBC, but not to senate. The impact on enrollment could be significant.

pp 40-41, 12/3 PBC Minutes: Some informative discussions about the Student Equity Plan, BP/AP 3500 Institutional Planning, and Strategic Plan Implementation. Dr. Shankweiler gave a great report on SEP, and Irene Graff from IR talked about institutional planning. And strategic plan implementation is what we're working on.

pp 42-44, 1/7 PBC Minutes: Very informative presentations about the Student Success and Support Program (SSSP), and the Chancellor's Budget Update of the Governor's proposed 2016-17 State budget. The "budget dance" has just begun! Hearings have started in Sacramento. One concern is small COLA. M. Ichinaga: Regarding the Nov. 19 minutes, item 6 on page 39, in the library we're trying to understand new student orientation. There is a requirement for orientation and an existing online orientation. CJ: This



will go beyond that to help them navigate orientation, because they are still lost at registration. The RISE center is helping, and counselors, and the SEP office in the Administration building, and the Chem 108 lab for special groups. The in-person welcome is coming back, and there will still be an online component. It's reported to the state and Title V, which Jaynie spoke about, requires components. M. Ichinaga: On behalf of librarians, a lot of students need an orientation to the library. We would love to be a part of that. We've notified Mary Beth Barrios. CJ: Planning has just begun. M. Ichinaga: Could an instruction session under student equity money include the library? CJ: Check with Idania. The callout came in fall. Maybe you could piggyback on a funded program.

L. Widman: Emily Rader, the PBC alternate, is retiring. Josh Troesh has rallied and he is a quick learner. He will take Emily's place, and maybe mine too in the fall. Welcome aboard and thank you.

### **G. VP – Academic Technology – Pete Marcoux (pgs. 45)**

P. Marcoux: When are the laptops coming? I wish I knew. A third party company that takes games off of the Dell computers (and other programs,) they didn't remove everything. Maybe they will come during the third week of February. IT has created new positions and done some hiring. Roseanne and I went to a GOOGLE conference in the desert on K12. They are doing amazing things. They assess using devices under No Child Left Behind. Chrome books are now the most widely used system. We're trying to get that cool stuff too. The Tech conference and vendor fair is February 26th in the east dining room at 8:30 a.m. A speaker from Microsoft will present on their version of office. And Corinne will present, and etudes and canvas will present. The Chancellor's Office favors canvas as the Community College Learning Management System (LMS.) We will have to make a choice. Distance Ed just had a retreat where they saw canvas up close. Non Distance Ed faculty use this stuff too. They offer free accounts for playing around with it. The senate should form a subcommittee and maybe devote a day to looking at Canvas. C. Gold: We need multiple voices and decisions. OEI includes other items, like proctoring services, and plagiarism detection software and a variety of tutoring services. In addition, there is a course exchange we could participate in. These are big conversations to have. CS: We should get the ball rolling and create a report. P. Marcoux: Chris and I will co-chair. J. Troesh: Regarding Office 365, how do impoverished students access it? P. Marcoux: they'll tell us at the conference. After lunch the vendors give five-minute presentations and raffle gift cards. C. Wells: Is this a debate at the state level? C. Gold: Nope. The Chancellor's office already chose Canvas. C. Gold: I think we should use Canvas, and there is a content migration tool, but it is work to change over, and there are personal connections to Etudes on this campus. P. Marcoux: There will be a cost, maybe. C. Gold: The OEI has a website where they post minutes. P. Marcoux: Our committee could create a rubric. E. Matykiewicz: Can we keep both? C. Gold: the Chancellor's Office wants us to commit. It would be easier for students, and adjunct faculty if we adopted Canvas. They would only have to learn one LMS. C. Wells: Who decides? P. Marcoux: Administration. T. Muckey: My students contacted me through apps. S. Di Fiori: Canvas has an app, but it's not functional with the free account.

### **H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO's Update – Russell Serr (pgs. 46)**

Here are the goal of the Assessment of Learning Committee: (1) Implementing actions from 2015 ILO (communication) including writing across the curriculum. We'll run a pilot program this semester. There is SEP money to implement ILO actions. We're way ahead of last year's ILO. Last time our sample size

was too small. This semester we have designated faculty involved. By the end of the semester we should have all the data. We will review the quality of campus wide SLO/PLO assessments to identify best practices. Last semester we had 462 assessments scheduled, and 35 PLO's. Faculty are still getting used to the process. The due date is February 5 and by then we should have a large percentage of submissions. Signup is high for the "entering data" workshops. The Program Review Committee is reviewing templates and creating a handbook for PR authors and new committee members. They should all be posted on the website. And five CTE reviews were completed. In 2016 we have fourteen full Program reviews scheduled, and 7 CTE 2-year reviews. It will all be covered in orientation meetings. C. Wells: What about the SLO assessment of individuals. R. Serr: ACCJC asked people to explore analyzing the demographic data for all SLO's and PLO's. It's not a requirement, but they want us to think about it. A lot of programs already have it. If it's coming it will be a challenge to handle that much work.

#### **4. SPECIAL COMMITTEE REPORTS**

A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Jean Shankweiler and Jeanie Nishime

Dr. Shankweiler: Enrollment is 3% low which is disappointing, and puts us behind, with 1400 FTES borrowed from summer to make even. We're looking at stabilization. We're talking to Dr. Maloney, and enrollment management is a big thing. Dr. Nishime and I are working on an enrollment management plan. Chris already gave a facilities update, but you should also know that the Crenshaw frontage light is under review and we are creating options for making that safer. Something needs to be done. C. Wells: Could a second eight-week class session be opened? Dr. Shankweiler: They tried it in math and nobody enrolled. C. Wells: It might get students. Dr. Shankweiler: How many units? P. Marcoux: Is enrollment down statewide? Dr. Shankweiler: Of those that responded, most were down 3 – 1.5%. And some schools in Orange County are up. Winter session helps.

Dr. Nishime: Regarding the comprehensive master plan, a small steering committee will begin work Friday. It will have a different focus, with five-year goals, and Dr. Maloney's ideas and input too. Good news, ECC has been encouraged to apply for ASPEN award. We are one of 150 schools. We'll determine our focus. If we win we will get a cash award. SBCC was a co-winner in the past. Last year's winner was from Miami. Dr. Shankweiler: It's a new award given every other year.

CJ: Release time has been increased for senate, an extra 1.7 % to be split up. It's very well received. We know there is extra time involved.

#### **5. UNFINISHED BUSINESS**

A. A/P 5530 – Student Rights and Grievances – Chris Gold This procedure has updated language regarding student rights and grievances. There is no corresponding board policy. This procedure has gone through further discussion with William Garcia and the Union and has incorporated concerns brought forth by Senators at its first reading on October 20th. The 2nd reading will be further postponed until Chris G. can meet with Dean Garcia regarding the reporting channels. B. BP/AP 3710 – Use of Copyrighted Materials and BP/AP 3750 - Securing of Copyright – Chris Gold Both of these policies and procedures are being reviewed by Dean's Council and will be brought back for a 2nd reading by the Senate in the spring. Chris G. will follow up with Academic Affairs.

## **6. NEW BUSINESS**

None

## **7. INFORMATION ITEMS –DISCUSSION**

### **A. Reporting on sensitive issues – Chief Trevis, Mike Travis (attorney), Ann Garten**

A. Garten: Good afternoon. I'm community relations director, and you all know Chief Trevis. This is Mike Travis, an attorney for the district. Chris and Claudia asked at college council if we would come and speak to AS. M. Travis: When it comes to security and threats there are many legal considerations. Why weren't we notified? Allegations may not be true, or the district has legal considerations for the accused. The college is withholding information on purpose. The administration works hard to keep people notified of threats. The Clery Act requires a yearly disclosure of crime on canvas. ECC uses the nixel system, which covers earthquakes, explosions, etc. It depends on an evaluation of the situation. Are people at risk in this situation?

Chief Trevis: The Clery act requires institutions of higher learning to report crimes and notify people of incidents on campus or district owned or controlled properties. We're required to send stuff out, if its eminent, ongoing danger, most commonly, threats, active shooters, etc. We'll do a nixel test in the future to see how quickly people get them. It goes to twitter and email. Advisories (through email) are things that have already happened. It's a follow up to the alert. Its up to your Police Department to validate threats. Some are pranks. We don't want to alarm people. We care about everyone here. A. Garten: Factual information is different from online rumors. If your know journalists, they are in business to sell papers. Our information must be factual, and must consider due process and privacy rights. Other police jurisdictions may be involved. We're looking for accuracy. Mike Travis will consider litigation. M. Travis: Clery act information is available on the campus websites.

L. Widman: What about some workshops? Chief Trevis: We do a number of safety workshops each semester. I'm working with Rocky Bonura to train building captains. T. Muckey: I'm not good at identifying problem students. Is there a program to better identify them? Dr. Shankweiler: Jan Schaffer, the campus psychologist has a "Distressed and Distressing Students" workshop. There's free online training called cognito. Chief Trevis: If you have a concern, call us.

## **8. FUTURE AGENDA ITEMS**

A. Bill Mulrooney – discussion regarding census, no-show and attendance reports; possibly looking at +/- grades  
B. Linda Gallucci – update on Hobson's Early Alert (Starfish)

## **9. PUBLIC COMMENT**

## **10. ADJOURN**

EL CAMINO COLLEGE  
Office of the President

Minutes of the College Council Meeting – February 1, 2016

College Council Purpose Statement: To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Linda Beam, Vishu Gupta, Jo Ann Higdon, President Maloney, Chris Jeffries, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler, Claudia Striepe, Luukia Smith.

Alternate Present: David Mc Patchell.

1. Minutes – January 25, 2016 minutes were approved as amended.
2. Introductions/Team Reports
  - a) Luukia Smith/President, ECCC – Various campus/community building activities have been scheduled.
    - i. Celebration after graduation (Friday, May 13, 2016) more details will follow;
    - ii. Annual Laughlin Trip (June 10-12, 2016);
    - iii. ECC VEGAS Bowling League – (Thursdays) – beginning on February 4, 2016 at 7 p.m. and ending in Vegas (June 24-25, 2016) at The Orleans Hotel & Casino.
  - b) Vishu Gupta/ASO – No report.
  - c) Chris Jeffries and Claudia Striepe/Co-Presidents, Academic Senate – The first Academic Senate meeting is Tuesday, February 2, 2016.
  - d) Susana Prieto/Vice President of ECCFT – The Federation meets twice a month.
  - e) Jo Ann Higdon/Vice President, Administrative Services – No report.
  - f) Jean Shankweiler/Vice President, Academic Affairs – No report.
  - g) Irene Graff/Director, Institutional Research & Planning – The Master Planning Process begins this year.
  - h) Linda Beam/Vice President, Human Resources – No report.
  - i) David Mc Patchell/Compton Faculty – The Grand Opening of the Allied Health Building was on January 26, 2016.
  - j) Jeanie Nishime/Vice President, Student and Community Advancement and Accreditation Liaison.
3. AP 5520 (Student Discipline & Due Process) – Susana requested this procedure be added to the agenda due to a concern the ECCFT had about the composition of the disciplinary committee. After further discussion, it was determined that this committee is not designated as a consultation committee. It was noted that the committee has a representative of each “group” (faculty, staff, students, managers/supervisors). Chris volunteered to forward requests for faculty representation to ECCFT. Linda reported that the intent is to ensure due process for the student.



**ACCREDITING COMMISSION for COMMUNITY and JUNIOR COLLEGES**  
***Western Association of Schools and Colleges***

Barbara A. Beno, President  
Steven M. Kinsella, Chair

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February 5, 2016

Dr. Dena Maloney  
Superintendent/President  
El Camino College  
16007 Crenshaw Boulevard  
Torrance, CA 90506

Dear President Maloney:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 6-8, 2016, reviewed the Follow-Up Report submitted by El Camino College, evidentiary materials also submitted, and the Follow-Up Visit Evaluation Team Report prepared by the evaluation team that visited on October 29, 2015. College leadership, including the president of the governing board and the college president, certified the college's Report. The purpose of the Commission's review is to determine whether the College has resolved deficiencies noted during the fall 2014 comprehensive review and meets Eligibility Requirements, Accreditation Standards and Commission policies (hereafter called standards).

After considering all of the written material noted above, the Commission found that El Camino College has addressed College Recommendations 1, 2, and 3 from the fall 2014 comprehensive evaluation, resolved the deficiencies, and meets standards. The Commission encourages the institution to ensure it sustains the good work done to meet standards.

The Commission requires that you give the Follow-Up Report, the Follow-Up Visit Evaluation Team Report, and this letter appropriate dissemination to your college staff and to those who were signatories of your Follow-Up Report. This group should include campus leadership and the governing board. The Commission requires these documents be made available to all campus constituencies and the public by placing a copy on the college website.

Please note that in response to public interest in accreditation, the Commission requires institutions to post accreditation information on a page no more than one click from the institution's home page.

The Commission reminds El Camino College that its next scheduled report is the College Midterm Report due by **March 15, 2017.**<sup>1</sup>

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Dr. Dena Maloney  
El Camino College  
February 5, 2016

The Commission encourages the College's continued work to ensure educational quality and to support student success. Accreditation and peer review are most effective when the college and the ACCJC work together to encourage continuous quality improvement in higher education. Thank you for sharing the values and the work of accreditation.

If you should have any questions concerning this letter or the Commission action, please don't hesitate to contact me or one of the ACCJC Vice Presidents. We'd be glad to help you.

Sincerely,



Barbara A. Beno, Ph.D.  
President

BAB/tl

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<sup>1</sup> Institutions preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission should review *Guidelines for the Preparation of Reports to the Commission* found on the ACCJC website at: (<http://www.accjc.org/college-reports-accjc>).

# Unleashing Student Achievement through Multiple Measures Assessment

## **A Presentation by**

**John Hetts**

Senior Director of Data Science at  
Educational Results Partnership

**El Camino College**

**Distance Ed Conference Center**

**February 25, 2016**

**2pm – 4pm**

The Multiple Measures Assessment Project (MMAP) is a collaborative effort led by the RP Group and Educational Results Partnership, with support from the California Community College Chancellor's Office. MMAP is engaged with 28 (and counting) pilot colleges from across the state that are providing feedback on the predictive models to help inform the process.

John Hetts will present data on:

How standardized tests systematically underestimate

- Student capacity
- Students of color
- First generation college students
- Students of Lower Socioeconomic Status (SES)
- Women

Multiple measures such as high school GPA are fairer and far more

- Accurate predictor of college performance and graduation
- Increase graduation rates
- Decrease time to completion

**EL CAMINO COLLEGE**  
**MINUTES OF THE COLLEGE CURRICULUM COMMITTEE**  
**November 24, 2015**

**CALL TO ORDER**

Meeting called to order at 2:35 p.m. by Chair Carr.

**Members:**

*Present:* S. Bartiromo, W. Brownlee, T. Bui, A. Carr, A. Cornelio, A. Hockman, L. Houske, V. Nemie, D. Pahl, S. Rodriguez, A. Sharp

*Absent:* S. Bosfield, E. French-Preston, K. Iino, J. Shankweiler

**Ex-Officio Members:**

*Present:* Q. Chapman, P. McDermott, K. Whitney

*Absent:* M. Lipe, A. Osanyinpeju, L. Suekawa, L. Young

**Guests:** W. Cox, S. Kushigemachi, T. Lew, L. Linka, R. Natividad, P. Sorunke, L. Welsh

**APPROVAL OF MINUTES**

The committee approved the minutes of the College Curriculum Committee of October 27, 2015. The minutes of the November 10, 2015, meeting is currently under review by the Curriculum Advisor Q. Chapman.

**CURRICULUM REVIEW**

**A. Full Program Review**

The committee reviewed the following program proposals, which are ready for final action:

1. Physics AS-T Degree
2. Asian American Studies A.A. Degree Option
3. Physical Education A.A. Degree
4. Recreation A.A. Degree
5. Computer Systems Applications Certificate of Achievement
6. Office Applications Specialist Certificate of Achievement

**B. Full Course Review**

The committee reviewed the following courses, which are ready for final action:

1. Administration of Justice 150 (AJ 150)
2. Administration of Justice 155 (AJ 155)
3. Air Conditioning and Refrigeration 6 (ACR 6)
4. Air Conditioning and Refrigeration 31 (ACR 31)
5. Art 101 (ART 101)
6. Art 223A (formerly ART 223)
7. Art 223B (ART 223B)
8. Business 28 (BUS 28)
9. Contemporary Health 1 (CH 1)



10. Communication Studies 290abcd (formerly COMS 25abcd)
11. English RWA (ENGL RWA)
12. Fashion 26A (FASH 26A)
13. Mathematics 17A (MATH 17A)
14. Mathematics 27A (MATH 27A)
15. Mathematics 47A (MATH 47A)
16. Machine Tool Technology 40 (MTT 40)
17. Nursing 101 (NURS 101)
18. Nursing 154 (NURS 154)
19. Nursing 251 (NURS 251)
20. Physical Education 132abc (PE 132abc)
21. Radiologic Technology 111 (RTEC 111)
22. Respiratory Care 172 (RC 172)
23. Welding 29 (WELD 29)

### **STANDARD REVIEW/CONSENT AGENDA PROPOSALS**

The committee reviewed the following course inactivation, which is ready for final action:

1. Welding 5 (WELD 5)

The committee reviewed the following courses, which and are ready for final action:

1. Academic Strategies 20 (AS 20)
2. Academic Strategies 23 (AS 23)
3. Academic Strategies 25 (AS 25)
4. Air Conditioning and Refrigeration 25 (ACR 25)
5. Air Conditioning and Refrigeration 27 (ACR 27)
6. Architecture 150A (ARCH 150A)
7. Architecture 150B (ARCH 150B)
8. Architecture 170 (ARCH 170)
9. Architecture 171 (ARCH 171)
10. Architecture 172 (ARCH 172)
11. Art 102A (ART 102A)
12. Automotive Collision Repair/Painting 1B (ACRP 1B)
13. Automotive Collision Repair/Painting 1C (ACRP 1C)
14. Automotive Collision Repair/Painting 1D (ACRP 1D)
15. Automotive Technology 33 (ATEC 33)
16. Communication Studies 293abcd (formerly COMS 23abcd)
17. Computer Aided Design/Drafting 45 (CADD 45)
18. Computer Information Systems 11 (CIS 11)
19. Computer Information Systems 16 (CIS 16)
20. Computer Information Systems 26 (CIS 26)
21. Computer Science 1 (CSCI 1)
22. Cosmetology 4 (COSM 4)
23. Engineering Technology 16 (ETEC 16)
24. Engineering Technology 16A (ETEC 16A)
25. Engineering Technology 16B (ETEC 16B)
26. Law 12 (LAW 12)

27. Law 16 (LAW 16)
28. Law 17 (LAW 17)
29. Law 18 (LAW 18)
30. Mathematics 120 (MATH 120)
31. Machine Tool Technology 2 (MTT 2)
32. Machine Tool Technology 10A (MTT 10A)
33. Machine Tool Technology 10K (MTT 10K)
34. Machine Tool Technology 101 (MTT 101)
35. Machine Tool Technology 103 (MTT 103)
36. Machine Tool Technology 105 (MTT 105)
37. Machine Tool Technology 107 (MTT 107)
38. Music 101 (MUSI 101)
39. Music 264abcd (formerly MUSI 63abcd)
40. Music 560 (MUSI 560)
41. Music 561 (MUSI 561)
42. Music 562 (MUSI 562)
43. Music 564 (formerly MUSI 563)
44. Nursing 253 (NURS 253)
45. Physical Education 275 (PE 275)
46. Radiologic Technology 218 (RTEC 218)
47. Radiologic Technology 255 (RTEC 255)
48. Real Estate 11 (RE 11)
49. Real Estate 12A (RE 12A)
50. Real Estate 13 (RE 13)
51. Real Estate 14A (RE 14A)
52. Real Estate 14B (RE 14B)
53. Real Estate 16 (RE 16)
54. Real Estate 19 (RE 19)
55. Real Estate 21 (RE 21)
56. Real Estate 26 (RE 26)
57. Real Estate 31 (RE 31)
58. Real Estate 40 (RE 40)
59. Real Estate 41 (RE 41)
60. Respiratory Care 170 (RC 170)
61. Respiratory Care 174 (RC 174)
62. Sign Language/Interpreter Training 115 (SLAN 115)
63. Sign Language/Interpreter Training 200 (SLAN 200)
64. Sign Language/Interpreter Training 210 (SLAN 210)
65. Sign Language/Interpreter Training 211 (SLAN 211)
66. Sign Language/Interpreter Training 220 (SLAN 220)
67. Sign Language/Interpreter Training 221 (SLAN 221)
68. Sign Language/Interpreter Training 230 (SLAN 230)
69. Sign Language/Interpreter Training 240 (SLAN 240)
70. Theatre 103 (THEA 103)
71. Theatre 297ab (THEA 297ab)
72. Welding 10A (WELD 10A)

73. Welding 10B (WELD 10B)

74. Welding 10C (WELD 10C)

## **CURRICULUM DISCUSSION**

### **A. Full Program Review**

#### **Business Division**

It was moved by D. Pahl, seconded by L. Houske, that the committee approve the program revision proposals for Office Applications Specialist Certificate of Achievement and Computer Systems Applications Certificate of Achievement. Motion carried.

#### **Humanities Division**

It was moved by L. Houske, seconded by V. Nemie, that the committee approve the program revision proposal for Asian American Studies A.A. Degree. Motion carried.

#### **Health Sciences and Athletics Division**

It was moved by T. Bui, seconded by A. Hockman, that the committee approve the program revision proposals for Physical Education A.A. Degree and Recreation A.A. Degree. Motion carried.

#### **Natural Sciences Division**

It was moved by T. Bui, seconded by A. Hockman, that the committee approve the program revision proposal for Physics AS-T Degree. Motion carried.

### **B. Full Course Review**

#### **Business Division**

##### Business 28 – Written Business Communications

Edit *Evaluation Methods and Assignments* in the Course Checklist: Provide a writing assignment for item #2 in the college-level critical thinking assignment. Action: D. Pahl

It was moved by S. Bartiromo, seconded by L. Houske, that the committee approve the course review proposal for Business 28, including changes in conditions of enrollment. Motion carried.

#### **Fine Arts Division**

##### Art 143 – Digital Publishing Fundamentals

Art 143 was tabled. W. Brownlee was assigned to review the C-ID descriptor for Art 143, and W. Cox was assigned to identify a current textbook.

It was moved by W. Brownlee, seconded by S. Bartiromo, that the committee approve the course review proposals, including the conditions of enrollment changes for the Fine Arts Division. Motion carried.

### **Health Sciences and Athletics Division**

It was moved by S. Bartiromo, seconded by V. Nemie, that the committee approve the course review proposals, including the conditions of enrollment changes for the Health Sciences and Athletics Division. Motion carried.

### **Humanities Division**

It was moved by W. Brownlee, seconded by V. Nemie, that the committee approve the new course proposal for English RWA. Motion carried.

### **Industry and Technology Division**

The committee will revisit the issue with the reduction in units for the Administration of Justice Certificate of Achievement in spring 2016.

It was moved by V. Nemie, seconded by W. Brownlee, that the committee approve the course review proposals, including conditions of enrollment changes for the Industry and Technology Division. Motion carried.

### **Mathematical Sciences Division**

College Curriculum Committee member A. Hockman concurred with the committee's recommendation to replace the hyphens with colons in the descriptive titles for Mathematics 17A, 27A, and 47A.

It was moved by W. Brownlee, seconded by V. Nemie, that the committee approve the new course proposals for Mathematics 17A, 27A, and 47A. Motion carried.

## **C. Standard Review/Consent Agenda Proposals**

It was moved by A. Cornelio, seconded by V. Nemie, that the committee approve the standard review/consent agenda proposals, including the conditions of enrollment changes, and the inactivation of Welding 5. Motion carried.

## **VICE PRESIDENT'S REPORT**

Vice President Academic Affairs – Dr. Shankweiler – No report

## **CHAIR'S REPORT**

College Curriculum Committee Chair – A. Carr

Chair Carr gave a brief summary of the Fall 2015 Curriculum Regional meeting held at Mt. San Antonio College on Saturday, November 14, 2015.

## **CURRICULUM ADVISOR REPORT**

Curriculum Advisor – Q. Chapman

The committee reviewed the Curriculum Review Timeline for spring 2016 semester. The preliminary goal for spring 2016 curriculum will be determined later. The spring curriculum plans are due November 30, 2015. The committee was asked to review the list of courses not offered in three years and identify courses to be inactivated.

**ANNOUNCEMENTS – No report**

**ADJOURNMENT**

Chair Carr called a motion to adjourn the meeting. D. Pahl moved, W. Brownlee seconded, and the motion carried. The meeting adjourned at 4:05 p.m.

**Faculty Development Committee Meeting**  
**Minutes for Tuesday, February 9, 2016, in Teaching and Learning Center,**  
**Library Basement, 1-1:50 pm**

<u>Name</u>	<u>Abbreviation</u>	<u>Division</u>
Florence Baker (present)	(FB)	Behavioral & Social Sciences
Dustin Black (present)	(DB)	Behavioral & Social Sciences
Kristie Daniel-DiGregorio* (present)	(KDD)	Behavioral & Social Sciences
Ross Durand (excused)	(RD)	Industry & Technology
Briita Halonen (present)	(BH)	Humanities
Sheryl Kunisaki (excused)	(SK)	Learning Resources
Sumino Otsuji (present)	(SO)	Humanities
Margaret Steinberg (present)	(MS)	Natural Sciences
Lisa Mednick Takami (present)	(LMT)	Professional Development
Evelyn Uyemura (present)	(EU)	Humanities
Andree Valdry (present)	(AV)	Learning Resources/Compton Center

\*Committee Chair

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

**Spring 2016 Meetings:** February 9 & 23, March 8, April 12 & 26, May 10 (if needed).

**AGENDA**

1. **Spring PD Day:** In an informal debrief, (MS) expressed an interest in having more options for the afternoon sessions at Spring PD Day. The team noted that other faculty have echoed this sentiment. (LMT) explained that substantial coordination is required for the afternoon sessions at Fall PD Day and there isn't sufficient staffing to offer a full afternoon schedule twice/year. (EU) suggested offering a choice of 3-4 of the technology trainings provided by Professional Development. For many faculty, teaching schedules prevent them from attending the trainings which are offered during the semester. (KDD) suggested that new faculty may welcome a chance to continue the New Faculty Learning Academy on Spring PD Day. (LMT) indicated that new faculty would be welcome to organize follow-up activities. (LMT)'s team will compile PD Day evaluations in time for the next meeting.
2. **General Session and Campus Safety Presentation:** (KDD) asked for input regarding the general session. (BH) mentioned that some faculty in her division had an emotional reaction to the active shooter video that was shown, which was understandable given the content of the video. (FB) recalled that she provided a drill and information about possible scenarios for her students the first week of classes. The team requested access to the video shown on PD Day.

(MS) has discovered equipment that would help ameliorate the issue raised by faculty during the open forum on Spring PD Day. Faculty expressed concern their classroom doors do not lock from the inside and/or they swing out from the classroom, making it impossible to effectively block the entrance to the classroom. Approximately four weeks ago, (MS) suggested that the Office of Safety and Health investigate the devices but has had no response. She will follow up. (LMT) reported that Chief Trevis recently visited the Professional Development and Learning Office to complete a risk assessment, which was very illuminating.

(EU) indicated that the federation has selected "security" as their theme for negotiations, with a focus on physical and fiscal security. (BH) reflected that concerns for their safety and the safety of their students is hampering faculty members' ability to do their work. It can be difficult to concentrate and focus when you feel vulnerable. (EU) added that faculty may also fear being sued, given the increased focus on topics and issues which can act as triggers for students.

Communication was also raised as a pressing issue for the campus. (EU) pointed out that the building captains are a welcome addition, but it will be virtually impossible for an instructor on the third floor of the Humanities building to reach a building captain who is in class on the first floor. She also pointed out that fire alarms – which indicate a need to evacuate a building -- are our primary mode of campus-wide communication in an emergency. But some circumstances may call for sheltering in place.

Nixle is a potentially useful tool, but has had mixed results. The team indicated it would have been helpful to have printed information about how to sign up for Nixle at Spring PD Day. Some faculty may benefit from a workshop on how to sign up for Nixle. The concern is that not all subscribers receive messages in a timely manner and, in buildings like SOCS, Nixle would be inaccessible because very few phones get a signal in that building.

The perception among faculty is that there has been much discussion about safety issues, but there are many action items are still pending, including:

- Limited access to communication in classrooms (no signal so no Nixle, no phones).
- A need for training – drills – so faculty feel equipped to respond to active shooter. The team recommends division-based drills since divisions often have different types of facilities.
- An urgent need to be able to lock classroom doors from inside a classroom.

(LMT) indicated some concerns have been expressed that a drill would traumatize students, but the research does not bear this out. (KDD) reported that her son's school began receiving bomb threats on December 11<sup>th</sup> and by February 8<sup>th</sup>, developed and implemented a full-scale bomb threat drill. Campus safety emerged as an especially urgent issue at El Camino when a student issued threats in fall of 2014, approximately 18 months ago. This was the impetus for the FDC-sponsored event, "It Takes a Village: Campus Safety and Security," facilitated by (DB) and well-attended by faculty.

(KDD) indicated she would approach the Senate leadership for guidance on how to most effectively raise these issues so they can be addressed.

Meeting adjourned at 1:50 p.m.

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: January 21, 2016**

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**MEMBERS PRESENT**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs | <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting)    |
| <input checked="" type="checkbox"/> William Garcia– Student & Comm Adv.  | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT                      | <input type="checkbox"/> Jackie Sims -Management/Supervisors                  |
| <input type="checkbox"/> Nicole Mardesich – ASO, Student Rep.            | <input type="checkbox"/> Dean Starkey – Campus Police                         |
| <input checked="" type="checkbox"/> David Mussaw – ECCE                  | <input checked="" type="checkbox"/> Lance Widman - Academic Senate            |

**Other Attendees: Members:** A. Grant, A. Sala, E. Rader, C. Vazquez **Support:** L. Beam, I. Graff, J. Higdon, J. Shankweiler  
**Guests:** T. Brown (presenter), C. Preston, J. Troesh, Susana Prieto

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

**Approval of the January 7 – Minutes**

1. Under Chancellor’s Budget Update, #3, after the word Access **add:** (growth). The minutes were approved with the one addition and will be posted to the website.
2. The new Director of Kinesiology and Athletics, Colin Preston, was introduced to the committee.

**Facilities Update** – T. Brown (Handout)

1. An update on the facilities master plan report was presented to the committee. It was noted that on-going projects are broken down and labeled as projects in design and projects in construction. Currently there are two projects which are in design: the Administration Building and the Pool/Aquatics Building.
2. There are three projects which are already designed and are in DSA (Department State Architect) review. The first is the new Gymnasium which will break ground after this spring’s graduation. Also in DSA is the new Student Services Building. This building will be placed where the old Industry and Technology Shops Building was located. The third project is the Parking Structure C which will be located on the north area of the campus near Facilities. The parking structure is out to bid right now and will be awarded in time for the February board meeting.
3. Two other projects which are in construction at this moment are the new Stadium (which will be completed by graduation) and the Channel Parking on the west side of the campus (seismic upgrade). It was noted because of the issue with parking, no construction will be occurring for the first four weeks of school. After the first four weeks of school, a section of the parking will be reclaimed for the continued construction project. This project is in hopes of completed within two years.
4. It was pointed out there is an area noted on the handout listing total project budget. This amount entails everything associated with the project, from start to finish.
5. It was noted the Music and Fine Arts area will eventually be replacing the current Student Services Building. It was also mentioned that Social Sciences and Art and Behavioral Sciences are buildings which are currently split at this time. The plan is to eventually bring them together as one building.

**Enrollment Update**– J. Shankweiler (Handout)



1. To help out with enrollment it was decided to keep registration open through last Friday evening. This brought 1,000 extra enrolled students into the college.
2. The Enrollment Trends Report showed the enrollment figures for last year and this year and close. This year's figures are a little lower – we are down .6 percent from last spring. This does not take into consideration the growth we are trying to achieve to make our fully funded growth goal. The fill rate is just about where it was last year – 83 percent.
3. A projection was done which showed we were behind and flat – 1,300 in the hole to make our fully funded cap. If the enrollment numbers do not significantly improve, we might have to go into stabilization next year. Stabilization means we do not meet our base (cap) so we get paid only for what we achieve. If the base is not made for the first year, everything is hold harmless for that year. The next step would be to get back up to our base number. Presently, stabilization is only for one year. It was noted some of the numbers that are being seen state wide show we are not alone in our low numbers. The goal is for us to reach growth (20,071). Currently for spring we are 13.1 percent below our target.
4. To help capture more student enrollment some regular 8-week classes and 8-week on-line classes may be added to the spring schedule.
5. Robin Dreizler and others have been working with the South Bay Workforce Investment Board, Centinela Valley Union High School District, Inglewood Unified School District, and California State University, Dominguez Hills, to initiate the South Bay Promise initiative. This year, all high school seniors from Centinela Valley Union High School District were encouraged to apply for admission to El Camino College for fall 2016. Students selected to participate in the South Bay Promise will have their tuition waived and their textbooks paid for during their first year of enrollment as part of their participation in the First Year Experience program. We are serving the second cohort of students and recruiting the third cohort of students for this initiative.
6. It was noted for now we are being paid for each student we have enrolled. It is believed in the future we will be paid on degrees conferred or classes actually completed successfully.

#### **Comprehensive Master Plan Update** – I. Graff (Handout)

1. It was reported what is being developed now is the Comprehensive Master Plan timeline. Essentially there are five stages of development for the plan:
  - The Content Development Period
  - The Initial Consultation/Feedback Period
  - The Narrative Drafting Period
  - The Final Consultation Period
  - The Publication and Implementation
 This plan will be implemented for the 2017/2018 fiscal year. In a subsequent meeting more detail will be presented of this timeline and some of the outline of the master plan.
2. The brainstorming group is still being developed but will include the core group of the plan leaders of each consultation group.
3. It was noted the tenure of a master plan is usually five years.

#### **College Planning Process Survey Results** – I. Graff (Handouts)

1. A copy of the 2015 survey results were distributed to the committee for their review and discussion. It was noted some nice outcomes resulted but some challenges still remain. There was a slightly higher response rate this time. The most underrepresented group was the classified staff. It was noted one of the strategies may be to see more understanding and participation from the classified staff in the future.
2. Comments were included so suggestions on improvement could be reviewed.
3. An action plan will be brought back to the next meeting and will capture everything the survey recommended.

4. A suggestion was made of creating a goal to try to attain a certain percentage response to the surveys when they are distributed. Maybe it would provide a little more focus for the college culture. It was agreed that for the next time setting goals and measuring them would be a great idea. It was recognized when these surveys are done there is a lack of interest in some people but yet with others they still feel shut out of the process. This was noted as a possible communication and training issue.
5. The committee was encouraged to send I. Graff their comments. A comment was made to offer a choice on the survey of “I don’t know” or “Neutral/Not Sure”.

**Adjournment** – R. Natividad

1. The meeting adjourned at 2:02 p.m. The next meeting is scheduled for **February 4, 2016, at 1:00 p.m.**, in Library 202.

RKN/lmo

APPROVED

# Save the Date!

Friday, February 26th, 8:30- 2:00pm



El Camino College's  
**Fourth Annual Technology Conference**  
**Collaboration and Equity in the**  
**Digital Realm:**  
**Tools for Student Success**

Friday, February 26th, 8:30- 2:00pm

Flex Time Available

Pending Workshop Topics:

- Collaborating with Microsoft 365
  - Emerging Technologies
- Etudes & Canvas Presentations

In addition, various campus support services, publishers, and other vendors will present overviews of their services and products.

Come for the knowledge. Stay for the raffle!

# ACADEMIC AFFAIRS PROGRAM REVIEW SCHEDULE 2016

All programs conduct a full Program Review every four years.

CTE programs conduct a full Program Review every four years, which includes Supplemental Questions for CTE programs. In addition, every two years (once between full reviews) CTE programs must answer Supplemental Questions for CTE programs and submit to Academic Affairs.

DEPARTMENT/PROGRAM	DIVISION	PR & CTE REVIEW	CTE REVIEW
Anthropology	Behavioral and Social Sciences		
Art	Fine Arts	Y	
Business (Accounting, Business Management, Marketing, and Office Administration)	Business	Y	
CADD	Industry and Technology	Y	
Cosmetology	Industry and Technology	Y	
English (Literature, Creative Writing, Pre-collegiate Composition, Transfer-level Composition)	Humanities		
Environmental Horticulture	Natural Sciences	Y	
Kinesiology (Athletics, Kinesiology Theory, Recreation, Wellness/Fitness)	Health Sciences and Athletics		
Mathematics - Developmental	Mathematical Sciences		
Mathematics (for Engineering, Science & Math students) CM1	Mathematical Sciences		
Photography	Fine Arts	Y	
Political Science	Behavioral and Social Sciences		
Sign Language/Interpreter Training	Health Sciences and Athletics	Y	
Sociology (including Women's Studies)	Behavioral and Social Sciences		
Air Conditioning and Refrigeration	Industry and Technology		Y
Construction Technology	Industry and Technology		Y
Nursing	Health Sciences and Athletics		Y
Radiological Technology	Health Sciences and Athletics		Y
Real Estate	Business		Y
Respiratory Care	Health Sciences and Athletics		Y
Welding	Industry and Technology		Y

*Grey – CTE Review Only*

El Camino Community College District  
Administrative Procedure 5530

## Student Rights and Grievances

For the purpose of this procedure, a student grievance is defined as a claim by a student that his/her student status, rights, or privileges have been adversely affected by a college decision or action. This policy is available for students who desire to pursue grievance procedures against an employee of the District. The student shall be entitled to representation, by a person of his/her choice, other than legal counsel, at all informal compliant meetings. District employees will be notified of student grievances received by the Grievance Officer or designee and are entitled to representation at all informal compliant meetings.

Note: The District is committed to resolving student grievances in a fair and equitable manner. Students should work through the District's process first before escalating issues to other agencies. Issues that are not resolved at the District level may be presented to the California Community Colleges Chancellor's Office, the U.S. Department of Education, or other federal, state, or local applicable entity.

This procedure is not available for use by any student who believes he/she has been subjected to unlawful discrimination, including sexual and gender-based discrimination as prohibited by Title IX of the Higher Education Amendments of 1972. The basis for filing unlawful discrimination, including sexual and gender-based discrimination, and the procedures to be used to file such a complaint are set forth in the District's Board Policy and Administrative Procedure 3430 – Prohibition of Harassment and Board Policy and Administrative Procedure 3540 – Sexual and Gender-Based Misconduct. The District's Title IX Coordinator will be notified immediately upon the receipt of such grievances by the Grievance Officer or designee.

Students who make false or malicious charges against an employee of the District are subject to disciplinary action as outlined in Board Policy 5500 and Administrative Procedure 5500 – Standards of Student Conduct.

~~The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights, or privileges as a student.~~

The procedures shall include, but not be limited to, grievances regarding:

- ~~Sex discrimination as prohibited by Title IX, Higher Education Amendments of 1972\*~~
- ~~Sexual harassment as defined in Board Policy 3430\*~~
- Admissions

- Financial aid
- Access to or receipt of aid from student service entities
- Noncompliance with board policies and administrative procedures
- ~~Illegal discrimination\*~~
- ~~Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.~~
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

~~\*The District's Title IX Coordinator will be notified immediately upon the receipt of such grievances by the Student Grievance Officer.~~

**This procedure does not apply to:**

1. Student disciplinary actions, which are covered under a separate Board Policy 5500 and Administrative Procedure Policies 5500 – Standards of Student Conduct and Administrative Procedures 5520 – Student Discipline Procedures.
2. Police citations (i.e. e.g., "tickets"); Complaints about citations must be directed to the District's Campus Police Department.
3. ~~Course grades to the extent permitted by Education Code Section 76224(a).~~ Grade appeals are addressed in Board Policy 4231 and Administrative Procedure 4231 – Grade Change. Students may not grieve solely for receiving substandard grades.

**Definitions:**

**Party** - The student or respondent(s) together with their representatives. "Party" shall not include the Grievance Hearing Committee or the ~~College Student~~ Grievance Officer.

**Superintendent/President** - The Superintendent/President or a designated representative of the Superintendent/President.

**Student** - A currently enrolled student, a person who has filed an application for admission to the College, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

**Grievant** - A student who has filed a grievance.

**Respondent** - Any person claimed by a grievant to be responsible for the alleged wrongdoing.

**Business Day** - Unless otherwise provided, business day shall mean a ~~Monday to Friday, excluding public holidays and weekends,~~ day during which the College is in session and regular classes are held, excluding Saturdays, Sundays, and public holidays.

**Grievance Officer** - Appointed by the Superintendent/President or designated representative to assist students in seeking resolution. ~~by informal means.~~

**Informal Resolution** - ~~Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local College administration.~~

A student who believes that he/she has been treated unfairly by a District employee must make a reasonable, good faith attempt to resolve the problem on an informal basis by first meeting individually with the employee. In the event that the student first contacts the employee's supervisor (including the Dean of the faculty or classified staff member), the supervisor shall first direct the student to meet with the employee. If the issue is not resolved in that meeting (or reasonable attempts to arrange the meeting fail), then the employee's supervisor shall meet with both parties, in an earnest and good faith attempt to resolve the matter successfully. If, after this, the matter cannot be resolved informally, the student may file a formal grievance.

~~Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of~~ for strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

The Superintendent/President or designee shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization President or designee in attempting to resolve a grievance informally.

Any student who believes he/she has a grievance shall file a Statement of Grievance with the Grievance Officer within ten (10) business days of the incident on which the grievance is based, or ten (10) business days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within ten (10) business days following receipt of the Statement of Grievance Form, the

Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form. All parties to the grievance shall be given notice not less than seven (7) business days from the filing of the grievance form.

~~In an attempt to resolve a complaint informally, the student shall first request a meeting to discuss it with the Dean, Associate Dean or Director (hereinafter Administrator) of the division in which the matter in question resides. Upon such a request, the Administrator shall inform and confer with any staff members named by the student. In turn, the Administrator shall schedule a meeting with the student and, if requested, all involved parties not more than ten (10) business days from the date of request.~~

If an informal resolution of the complaint is not reached, if at the end of ten (10) business days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing. The respondent(s) will be informed at this stage within two (2) business days.

This concludes the Informal Resolution Process.

### **Grievance Hearing Committee**

The Superintendent/President or designee shall at the beginning of each semester, including any intersession, establish a standing panel of members of the College community, including students, classified staff, faculty members and administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization, Classified Employees and the Academic Senate, who shall each submit names to the Superintendent/President or designee for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

It shall include one student, one faculty member, one member of the classified service and one College administrator selected from the panel described above.

No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Superintendent/President or designee who shall determine whether cause for disqualification has been shown. If the Superintendent/President or designee feels that sufficient ground for removal of a member of the committee has been presented, the Superintendent/President or designee shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.



The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The ~~Student~~ Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Grievance Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an ~~adversarial~~ adversary role.

### **Request for Student Grievance Hearing**

~~The student may process any complaint not resolved by the Informal Process. As set forth above, the student can process a grievance as follows:~~

~~The student shall submit his or her written grievance, on a form provided by the College, to the Grievance Office (Dean of Enrollment Services or designee) within thirty (30) business days following the student's first meeting with an Administrator.~~

~~The grievance shall be signed and dated by the student and shall incorporate a statement that the student had first followed the provisions of the Informal Process.~~

Any request for a grievance hearing shall be filed on a Request for a Student Grievance Hearing Form within ten (10) business days after filing the Statement of Grievance as described above.

Within fifteen (15) business days following receipt of the request for a grievance hearing, the ~~Dean of Enrollment Services~~ Superintendent/President or designee shall appoint a Grievance Hearing Committee as described above, and ~~the~~ Grievance Hearing Committee shall meet in private and, without the parties present, to select a chair and to determine on the basis of the Statement of Grievance, ~~whether it presents sufficient grounds for a hearing.~~

If the hearing is warranted, The determination of whether the Statement of Grievance presents sufficient grounds for a hearing ~~it~~ shall be based on the following:

1. The statement contains facts which, if true, would constitute a grievance under these procedures;
2. The grievant is a student as defined in these procedures, ~~which include applicants and former students;~~
3. The grievant is personally and directly affected by the alleged grievance;
4. The grievance was filed in a timely manner; and
5. The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the ~~Hearing Committee Chair~~ Grievance Officer shall notify the student in writing of the rejection of the Request for a Grievance ~~H~~ Hearing, together with the specific reasons (s) for the rejection and the procedures for appeal. This notice will be provided within ten (10) business days of the date the decision is made by the Grievance Officer, ~~Hearing Committee~~.

Any appeal relating to a Grievance Officer Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Superintendent/President or designee within five (5) business days of that decision. The Superintendent/President or designee shall review the Statement of Grievance and Request for a Student Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Superintendent/President or designee's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

~~Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Vice President of Student and Community Advancement within five (5) business days of that decision. The Vice President of Student and Community Advancement shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Vice President of Student and Community Advancement's decision on whether or not to grant a grievance hearing shall be final and not subject to further appeal.~~

If the Request for a Grievance Hearing satisfies each of the requirements, the Grievance Officer shall schedule a grievance hearing. The hearing will begin within fifteen (15) business days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than seven (7) business days' notice of the date, time and place of the hearing, a copy of the grievance, any supporting documentation, and the opportunity to provide a written response.

### **Hearing Procedure**

The decision of the Grievance Hearing Committee Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

District employees will be notified of grievance hearings in advance by the Grievance Officer or designee at least five (5) business days in advance and are entitled to representation at grievance hearings. District employees will be provided with a copy of ~~also have the right to request~~ all documentation collected related to a grievance at least two (2) business days prior

to grievance hearings. Student grievants will also have the right to request all documentation collected related to a grievance at least two (2) business days prior to grievance hearings.

Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) and respondent(s) may present rebuttal evidence after the respondent(s)' evidence is presented. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may represent ~~him or herself~~ himself/herself, and may also have the right to be represented by a person of ~~his or her~~ his/her choice; except that ~~an attorney shall not represent a party shall not be represented by an attorney unless~~, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than five (5) business days prior to the date of the hearing. If one party is permitted to be represented by an attorney, ~~any~~ the other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the Superintendent/President or designee. Any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than five (5) business days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

The hearing shall be recorded by the Grievance Officer by audio tape recording ~~or stenographic recording~~, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. The Grievance Hearing Committee Chair shall, At the beginning of the hearing ~~in the event the recording is by audio recording~~, ask each person present to identify ~~him or herself~~ themselves by name, and thereafter shall ask witnesses to identify themselves by name. The audio recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. Any party may request a copy of the audio recording.

All testimony shall be taken under oath. The Grievance Hearing Committee Chair shall administer the oath. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be audio recorded shall be considered to be unavailable.

Within ~~ten (10)~~ five (5) business days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the ~~Dean of Enrollment Services~~ Superintendent/President or designee a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

**Dean of Enrollment Services or Designee's Decision:**

**Dean of Student Support Services or Designee Decision**

Within ~~fifteen (15)~~ five (5) business days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the ~~Dean of Enrollment Services~~ Dean of Student Support Services or designee shall send to all parties ~~his or her~~ his/her written decision, together with the Grievance Hearing Committee's decision and recommendations. The ~~Dean of Enrollment Services~~ Dean of Student Support Services or designee may accept or reject the findings, decisions and recommendations of the Grievance Hearing Committee. The factual findings of the Grievance Hearing Committee shall be accorded great weight; ~~and if the Dean of Enrollment Services~~ Dean of Student Support Services or designee does not accept the decision or a finding or recommendation of the Grievance Hearing Committee, the ~~Dean of Enrollment Services~~ Dean of Student Support Services or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. ~~The grievant shall be given written notice of the decision. The decision of the Dean of Student Support Services or designee shall be final, subject only to appeal as provided below.~~

The grievant may seek review of the ~~Dean of Enrollment Services or Designee's decision by delivering to the Vice President of Student and Community Advancement, no later than ten (10) business days after notice to the grievant of the Dean Enrollment Services or Designee's decision, a signed statement containing:~~

- a. A statement that the grievant appeals the decision; and
- b. A brief statement of why the grievant considers the decision to be in error.

**Appeal**

~~Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Superintendent/President or designee within five (5) business days of that decision. The Superintendent/President or designee shall review the Statement of Grievance and Request for a Student Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Superintendent/President or~~

designee's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

Students who want to appeal the decision of the Grievance Hearing Committee may do so in writing to the Vice President of Student and Community Advancement within seven (7) business days of the date on the written notification by the Grievance Hearing Committee.

1. The Vice President of Student and Community Advancement shall examine all documents received and shall grant review of the matter only if he or she determines from these documents that the decision of the Grievance Hearing Committee ~~Dean of Enrollment Services or Designee~~ was in error.
2. If the Vice President of Student and Community Advancement determines that review is not appropriate, he or she shall, within ten (10) business days after receipt of the grievant's request for review, send written notice to the grievant denying review and affirming the decision of the Grievance Hearing Committee. ~~Dean of Enrollment Services or Designee.~~
3. If the Vice President of Student and Community Advancement determines that review is appropriate, he or she shall, within ten (10) business days after receipt of the request schedule a meeting with the grievant and the Grievance Hearing Committee Chair, giving the grievant at least five (5) business days written notice. The grievant will be allowed to present his or her objections to the ~~Dean of Enrollment Services or designee's decision~~, and the Grievance Hearing Committee Chair will be allowed to respond thereto.
4. After such meeting, the Vice President of Student and Community Advancement may reverse, revise or modify the decision or the Vice President may let the decision stand.
5. The Vice President's decision shall be in writing and shall include a statement of reasons for the decision. The Vice President's decision shall be final. The decision will be sent in writing to the grievant no more than five (5) business days following the appeal.

### **Time Limits**

Any times specified in ~~these procedures~~ this administrative procedure may be shortened or lengthened if there is mutual concurrence by all parties.

### **References:**

Education Code Section ~~76120 and~~ 76224(a);  
Title IX of the Higher Education Amendments of 1972

El Camino College

Revised: January 19, 2010

**5 CCR § 55031**  
**§ 55031. Standards for Probation.**

(a) Academic probation. A student who has attempted at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading system described in section 55023.

(b) Progress probation. A student who has enrolled in a total of at least 12 semester or 18 quarter units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," "NP" and "NC" (as defined in sections 55023 and 55030) are recorded reaches or exceeds fifty percent (50 percent).

(c) The governing board of a community college district may adopt standards for probation not lower than those standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum number of units before academic or progress probation is assessed, a number of units fewer than 12 semester or 18 quarter units; or

(2) A district may establish, as the minimum grade point average for academic probation purposes, a grade point average greater than 2.0; or

(3) A district may establish, as the minimum percentage of units of "W," "I," "NP," and "NC," a percentage less than fifty percent (50%).

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

**HISTORY**

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

This database is current through 1/8/16 Register 2016, No. 2

**5 CCR § 55032**  
**§ 55032. Removal from Probation.**

(a) A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

(b) A student on progress probation because of an excess of units for which entries of "W," "I," "NP" and "NC" (as defined in section 55023 and 55030) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

(c) The governing board of a district shall adopt and publish procedures and conditions for probation and appeal of probation and request for removal from probation. Such procedures and conditions may establish standards not lower than those standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as a minimum grade point average for removal from academic probation, a grade point average greater than 2.0; or

(2) A district may establish, as the minimum percentage of units of "W," "I," "NP," and "NC," a percentage less than fifty percent (50%) for removal from probation.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

**HISTORY**

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

This database is current through 1/8/16 Register 2016, No. 2

**5 CCR § 55033**  
**§ 55033. Standards for Dismissal.**

For purposes of this section, semesters or quarters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.

(a) A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of 3 consecutive semesters (5 consecutive quarters) which were graded on the basis of the grading system described in section 55023.

(b) A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NP" and "NC" (as defined in section 55023 and 55030) are recorded in at least 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%) in accordance with section 55031.

(c) The governing board of a district shall adopt and publish procedures and conditions for dismissal and appeal of dismissal and request for reinstatement. Such procedures and conditions may establish standards not lower than the standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum cumulative grade point average for dismissal purposes, a grade point average greater than 1.75; or

(2) A district may establish, as the minimum percentage of units of "W," "I," "NP" and "NC," a percentage less than fifty percent (50%), or

(3) A district may establish, as a minimum number of consecutive semesters or quarters, a number fewer than 3 consecutive semesters or 5 consecutive quarters.

(d) The district board shall adopt rules setting forth the circumstances that shall warrant exceptions to the standards for dismissal herein set forth.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

**HISTORY**

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

This database is current through 1/8/16 Register 2016, No. 2



**5 CCR § 55034**  
**§ 55034. Notification of Probation and Dismissal.**

Each community college shall make reasonable efforts to notify a student subject to academic probation or dismissal at or near the beginning of the semester or quarter in which it will take effect but, in any case, no later than the start of the fall semester or quarter. Each community college shall also make a reasonable effort to provide counseling and other support services to a student on probation to help the student overcome any academic difficulties. Each community college shall make reasonable efforts to notify a student of removal from probation or reinstatement after dismissal within timelines established by the district. Probation and dismissal policies and procedures shall be published in the college catalog.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

**HISTORY**

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).  
This database is current through 1/8/16 Register 2016, No. 2

## BP 4250 Probation, Dismissal, and Readmission

### References:

Education Code Section 70902(b)(3);  
Title 5 Sections 55030-55034

**Note:** *This policy is legally required. The following standards are the minimum standards defined in Title 5. Boards may adopt more stringent standards as specified in 55030-55034, and if they have done so, board policy must reflect those standards.*

### 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 [ CEO ].

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 1.75 in all units attempted in each of three consecutive semesters.

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 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.*]

### 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 be granted, denied, or postponed according to criteria contained in administrative procedures.

The *[ CEO ]* shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Revised 8/07, 10/13

## AP 4250 Probation

### References:

Title 5 Sections 55030, 55031, 55032, 55033, and 55034

**NOTE:** *This procedure is **legally required**. Local practice may be inserted, but should address the minimum requirements in the following examples.*

**Notification of Probation** – Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.

If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

**Probationary Letter** – The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Revised 8/06, 8/07, 3/12

## AP 4255 Dismissal and Readmission

### References:

Title 5 Sections 55033 and 55034

**Note:** This procedure is **legally required**. Local practice may be inserted, but should address the minimum requirements in the following examples.

**Standards for 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 [Section 55033(c)(1) permits the District to establish a minimum cumulative grade point average higher than 1.75] in all units attempted in each of three consecutive semesters [Section 55033(c)(3) permits the District to establish a minimum of fewer than three consecutive semesters]. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC,” and “NP” are recorded in at least three consecutive semesters (five consecutive quarters) reaches or exceeds fifty percent (50%). [Section 55033(c)(2) permits the District to establish a minimum percentage of units of less than fifty percent.]

**Dismissal Letter:** The letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

### Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal **[[identify where petition is filed]** within **[time limit]** after the dismissal letter was mailed. If the student fails to file a written petition within the **[time limit]**, the student waives all future rights to appeal the dismissal action. 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. Petitions will be reviewed by **[identify who reviews petitions]**.

The student will be continued on probation until the **[designate authority]** decides on the student's appeal.

The decision of the **[designate authority]** will be communicated to the student in writing by the **[designate authority]**. The **[designate authority]** will notify the student of its action within **[time limit]** of receipt of the student's appeal. The student may appeal the decision of the **[designate authority]** in writing to the **[CEO or designee]**, within **[time limit]** working days of the date of notification of the decision of the **[Appeals Committee]**. The decision of the **[CEO or designee]** is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

**Note:** *The following standards are not legally required, but are **suggested as good practice**.*

**Fall Dismissals:** Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than **[month]** informing students that:

- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

**Procedure for Fall Dismissal Appeals:** Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the spring semester. The following conditions apply:

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- Students who are enrolled in the spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.
- Students who have not enrolled in the spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

**Standards for Evaluating Appeals:** Dismissal appeals may be granted under the following circumstances:

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- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

**Re-Admission after Dismissal:** In considering whether or not students may be re-admitted after a dismissal and two semesters absence, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.

- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Revised 8/06, **2/08**, **10/13**

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 goals.

1. Placement on Academic Probation

A student who has attempted at least 12 semester units of letter graded course work, 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 letter 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.



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. However, if a student achieves a 2.0 or higher completes 50% or more of the attempted units 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 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 with supporting documentation in compliance with administrative procedures. Dismissal may also be postponed if student can show significant improvement in the last semester.

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,” “NC and/or NP” entries is below 50%.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate.

References: Ed. Code Section 70902 (b) (3)  
Title 5, Sections 55031, 55032, 55033, 55034  
BP 4250 replaces the relevant portions of BP 4220.

El Camino College  
Adopted: 7/20/09  
Amended: 2/16/10

## Administrative Procedure 4250

## Probation, Disqualification and Dismissal and Readmission

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 for two or more consecutive semesters is limited to no more than 12 units in any semester of 16 weeks or more, and no more than 4 5 units in any session shorter than 16 weeks (i.e. winter or summer session). Under special circumstances a student may petition for additional units through the Counseling and Student Success Office.
3. A student who is on Academic or Progress Probation for two or more consecutive semesters or who is returning to El Camino after having been dismissed ~~is advised~~ is required to see a counselor before registering for subsequent semesters. If the student has not attended for one r more semesters, an application for readmission is necessary.
4. The student has the right to appeal dismissal.
  - a. The student must file the written petition of appeal with the ~~Admissions Office~~ Counseling and Student Success office within the time limit noted on the dismissal letter. If the student fails to file a written 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 Committee's action in a timely manner (usually within 7 business days).
  - d. The student may appeal the Committee's decision in writing to the ~~Dean of Counseling~~ Counseling and Student Success office within 21 calendar days of the date of notification. The decision of the ~~Dean of Counseling~~ Counseling and Student Success office 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 ECC voluntarily while on probation will be readmitted in the same status that existed at the time of withdrawal.

Reference: Title 5, Sections 55031, 55032, 55033, 55034

Board of Trustees Agenda – June 15, 2009