



Academic Senate of El Camino College 2010-2011

May 17, 2011

AC152, 16007 Crenshaw Boulevard
Torrance, CA 90506-0001 (310) 532-3670 x3254
www.elcamino.edu/academics/academicssenate/

Officers & Executive Committee

President	Christina Gold	Co-VPs Faculty Development	Briita Halonen & Cristina Pajo
VP Compton Educ'l Center	Saul Panski	VP Finance and Special Projects	Lance Widman
Curriculum Chair	Lars Kjeseth	VP Legislative Action	Chris Wells
VP Educational Policies	Chris Jeffries	Secretary	Claudia Striepe

Senate Mailing List

<u>Adjunct</u>	(1 yr term)	<u>Health Sci & Athletics/Nursing</u>	<u>Natural Sciences</u>
Sue Ellen Warren	11	Tom Hazell*	10
Leah Pate	11	Tom Hicks	10
		Mina Colunga	12/13
<u>Behavior & Social Sciences</u>		Pat McGinley	12/13
Randy Firestone	11/12	_____ (vacant)	11/12
Christina Gold	10/11		
Michelle Moen	11/12		
Lance Widman*	10/11	<u>Humanities</u>	
Michael Wynne	11/12	Brent Isaacs	11/12
		Peter Marcoux	11/12
<u>Business</u>		Kate McLaughlin	11/12
Phillip Lau	11/12	Briita Halonen	11/12
Jay Siddiqui*	11/12	Jenny Simon	11/12
_____ (vacant)	12/13		
		<u>Industry & Technology</u>	
<u>Compton Educational Center</u>	(1 yr term)	Patty Gebert	12/13
Jerome Evans	10/11	Harold Hofmann	12/13
Chris Halligan	10/11	Lee Macpherson	12/13
Tom Norton	10/11	Douglas Marston*	12/13
Saul Panski	10/11	Merriel Winfree	12/13
Estina Pratt	10/11		
Darwin Smith	10/11	<u>Learning Resource Unit</u>	
<u>Counseling</u>		Moon Ichinaga	10/11
Cristina Pajo	11/12	Claudia Striepe*	10/11
Brenda Jackson*	10/11		
Chris Jeffries	10/11	<u>Mathematical Sciences</u>	
		Michael Bateman	12/13
<u>Fine Arts</u>		Hamza Hamza	13/14
Ali Ahmadpour	11/12	Greg Fry	10/11
Randall Bloomberg	11/12	Susan Taylor	11/12
Mark Crossman	11/12	Paul Yun*	10/11
Patrick Schulz	11/12		
Chris Wells*	11/12		
			<u>Academic Affairs & SCA</u>
			Francisco Arce
			Karen Lam
			Jeanie Nishime
			Claudia Lee
			<u>Associated Students Org.</u>
			Jessica Lopez
			Dalal Budri
			<u>President/Superintendent</u>
			Thomas Fallo
			<u>The Union</u>
			Editor
			<u>Division Personnel</u>
			Jean Shankweiler
			Don Goldberg
			Tom Lew
			<u>Counseling</u>
			Ken Key
			<u>Ex-officio positions</u>
			ECCFT President
			Elizabeth Shadish
			Nina Velasquez
			Curriculum Chair
			Lars Kjeseth
			<u>Institutional Research</u>
			Irene Graff
			Carolyn Pineda

Dates after names indicate the last academic year of the senator's three year term, except for Compton senators who serve one-year terms. For example 11/12 = 2011-2012.

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



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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.

ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS (1st and 3rd Tuesdays, usually)

FALL 2010

September 7	DE Conference Room
September 21	DE Conference Room
October 5	Alondra Room
October 19	Alondra Room
November 2	DE Conference Room
November 16	Alondra Room
December 7	Alondra Room

SPRING 2011

March 1	Alondra Room
March 15	Alondra Room
April 5	Alondra Room
April 19	Compton Board Room
May 3	Alondra Room
May 17	Alondra Room
June 7	Alondra Room

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

FALL 2010

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

SPRING 2011

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



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	G. VP – Legislative Action	
D. SPECIAL COMMITTEE REPORTS	A. Dean’s Council Report	
E. UNFINISHED BUSINESS		
F. NEW BUSINESS	A. AP 6160: District Computer and Network Use Policy (first reading)	24-33
	B. AP 4100: Graduation Requirements for Degrees and Certificates (first reading)	34-36
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	E. Resolution of No Confidence in the 2011/12 Proposed Calendar and Schedule (first reading)	49-64 & handout
G. INFORMATION ITEMS – DISCUSSION		



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

Committees

<u>NAME</u>	<u>CHAIR</u>	<u>DAY</u>	<u>TIME</u>	<u>ROOM</u>
<u>Senate</u>				
ASSESSMENT OF LEARNING (SLOs)	Jenny Simon	2 nd & 4 th Mon.	2:30-4:00	Library 202
COMPTON ACADEMIC SENATE	Saul Panski	Thursdays	1:00-2:00	CEC Board
COMPTON FACULTY COUNCIL	Saul Panski	Thursdays	2:00-3:00	CEC Board
CURRICULUM	Lars Kjeseth		2:30-4:30	Board Room
EDUCATION POLICIES	Chris Jeffries	2 nd & 4 th Tues.	12:30-2:00	SSC 106
PLANNING & BUDGETING	Arvid Spor	1 st & 3 rd Thurs.	1:00 – 2:30	Library 202
FACULTY DEVELOPMENT	Briita Halonen Cristina Pajo	2 nd & 4 th Tues	1:00 – 1:50	West Lib. Basement
CALENDAR	Jeanie Nishime	Sep 30	3pm	Board Room
ACADEMIC TECHNOLOGY	Jim Noyes, Virginia Rapp	Sep 24 Nov 12	12:30 – 2:00 pm	Library 202
<u>Campus</u>				
ACCREDITATION	Jeanie Nishime, Arvid Spor, Evelyn Uyemura			
BOARD OF TRUSTEES	Ray Gen	3 rd Mon	4:00	Board Room
COLLEGE COUNCIL	Tom Fallo	Mondays	1:00-2:00	Adm. 127
DEAN'S COUNCIL	Francisco Arce	Thursdays	9:00-10:30	Library 202
CAMPUS TECHNOLOGY	.			
ENROLLMENT MANAGEMENT	Arvid Spor	1 st & 3 rd Thurs	9-10:00 am	Library 202

ACADEMIC SENATE ATTENDANCE & MINUTES
3 May 2011

Adjunct Faculty

Sue Ellen Warren X
Leah Pate X

Behavioral & Social Sciences

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

Business

Siddiqui, Junaid X
Lau, Philip S X
Hull, Kurt

Counseling

Jackson, Brenda X
Jeffries, Chris X
Pajo, Christina X

Fine Arts

Ahmadpour, Ali X
Bloomberg, Randall X
Crossman, Mark
Schultz, Patrick X
Wells, Chris X

Health Sciences & Athletics

Hazell, Tom X
McGinley, Pat X
Rosales, Kathleen
Colunga, Mina X
Hicks, Tom

Humanities

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

Industry & Technology

Gebert, Pat X
Hofmann, Ed X
MacPherson, Lee

Winfree, Merriel X
Marston, Doug X

Learning Resources Unit

Striepe, Claudia X
Ichinaga, Moon X

Mathematical Sciences

Bateman, Michael X
Fry, Greg X
Hamza Hamza X
Taylor, Susan X
Yun, Paul X

Natural Sciences

Doucette, Pete X
Herzig, Chuck X
Jimenez, Miguel X
Palos Teresa X
_____ vacant

Academic Affairs & SCA

Chapman, Quajuana
Arce, Francisco X
Nishime, Jeanie X
Lee, Claudia

ECC CEC Members

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

Assoc. Students Org.

Budri, Lala
Lopez, Jessica

Ex- Officio Positions

Shadish, Elizabeth X
Kjeseth, Lars X

Guests, Dean's Rep, Visitors:

K. Baily(Dean's Rep), C. Pineda

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

The fifth Academic Senate meeting of the Spring 2011 semester was called to order by Academic Senate President Gold at 12:35pm. President Gold announced that the meeting would be briefly halted at 1:15pm for a group picture of the Academic senate.

Approval of last Minutes:

[pg 5-9 of packet]The last minutes were those of the 19th April held at the Compton Educational Center. Two corrections were noted and the minutes were approved as amended. President Gold thanked Ms. Ichinaga for standing in to take the minutes at that meeting.

REPORTS OF OFFICERS

President's report – Christina Gold (henceforth CG)

- CG announced that the 5 remaining faculty hires were now firm, and no longer contingent on budget.
- A Calendar Committee meeting will be held tomorrow 3:40 – 4:30 pm to discuss the 2011 – 2012, and 2012 – 2013 calendars. When asked where the recommendations go after the Calendar Committee meeting, it was said that the recommendations would go to President Fallo. Mr. Marston felt the recommendations should first come to the Academic Senate, and CG asked if this could happen. Dr. Nishime noted that there was some urgency re: the 2011 – 2012 calendar, but that the 2012 – 2013 calendar recommendations could come to Senate first. Mr. Kjeseth protested, noting that the College had already passed a calendar and that the VP's had earlier stated that there were no plans to change the calendar. Dr. Arce noted that the Senate arguments would be taken forward, and that the Calendar committee is a consultation committee and as such makes recommendations to the President. CG asked which recommendations were brought forward to the President if the Committee were divided on an issue. Dr. Nishime said that a sense of the feelings of the Committee would in that case be communicated to the President. She also noted that the urgency of the budget situation had changed some matters. Mr. Kjeseth noted that the Committee HAD taken the possible budget scenarios into account and asked if this was a permanent change to the calendar pattern, and if so it should be handled in a different way. Ms. Jeffries said that many students were now in a bind re: Winter and would have to change their plans drastically in some cases. Mr. Marcoux noted that the Board also needed to approve the calendar and he believed that some of the Board members were not in favor of the changes. Dr. Arce acknowledged there were a range of opinions and that these would be communicated to the President. Dr. Nishime said that before the budget was revealed there were no big changes to the 2011 -2012 calendar, but the budget had changed matters. Ms. Jeffries noted that that seemed more of an enrollment management issue than a calendar committee issue.
- CG noted that some Policies and Procedures were taking a long time from their inception to get to the Board for approval, so she had come up with this tracking form [see packet, pg. 14] to document and follow through on the collegial consultation process.
- CG had also come up with a form [see packet, pp15- 16]that she proposed be used in the grant proposal process. Faculty would complete the form in consultation with their Deans' and the form would then be forwarded to the VP for approval/denial. This form proposal has already been to College Council. CG noted that a question had been raised re: an appeals process, and this had been denied. Please send feedback on the form to CG.
- CG noted the ASO proposal re: smoking on campus, noting that the ASO had voted on and passed the statement supporting designated smoking areas on campus, and that this was a step toward working for a full smoking ban on campus.

- BP 5025 has been proposed for elimination [see packet, pp.18-19] and a new Procedure will be written.
- CG noted the minutes of the last Enrollment Management Committee meeting [see packet, pp 20-21], commending Ms. Colunga for persuading the committee to meet at a more faculty friendly time. Chairman Spor wants more faculty participation in the Committee. Currently Ms. Spor and Mr. Wells attend meetings, and other interested members can contact CG. Ms. Jeffries noted that the Enrollment Management Committee minutes made no mention of moving the calendar. Dr. Nishime said it would have been premature as the issue had not yet been to the Calendar Committee. Mr. Widman said that we were talking about possible significant changes to the upcoming calendars, and if this effects Summer and Winter sessions it is something to be negotiated and needs discussion with Federation representatives. Ms. Jeffries asked about the calendar deadlines for 2011-2012, and Dr. Nishime noted that the deadlines had been extended, and that the Academic Senate and the Calendar Committee had been the only groups consulted. CG noted that this was also under the purview of the Enrollment management group. Mr. Ahmadapour said he had heard Winter was to be cancelled and made a plea for honest discussion between all parties.

VP Compton Center - Saul Panski (SP)

Ms. Pratt stood in for SP and had no report, other than to note that all at Compton were concerned about the budget.

Curriculum Committee – Lars Kjeseth (LK)

LK had no report. He will be reviewing the year's events and will present a final recommendation to the Senate.

VP Educational Policies Committee – Chris Jeffries (CJ)

CJ had no report.

VP Faculty Development – Cristina Pajo (CP) (Co- VP) and Briita Halonen (BH) (Co-VP)

BH noted the last meeting minutes [see packet, pp. 22-24] She reported that the Committee is considering a campus book, where a popular book is chosen for the entire campus to explore across different disciplines. They are still brainstorming the idea and may soon be asking for book title suggestions.

BH reported that the Committee has funds to send 5 faculty to the Great Teachers seminar.

BH noted that the Mentor program has been put on hold as the number of new hires is small.

VP Finance and Special Projects – Lance Widman (LW)

- [see packet, pp. 25-27] for the March 17 PBC minutes which featured discussion about the 2011-12 budget, and brainstorming about possible reductions. If you have any thoughts about the items discussed at this meeting, or have suggestions that could be considered, please contact LW.
- LW noted that the May Revision is expected within the next 2 weeks. LW advised all to pay attention to the media re: the budget.
Mr. Marcoux asked whether the PBC had had any discussion on the calendar or section cuts. LW said no as everything was still tentative. Ms. Ichinaga, referencing 2.b. of the PBC minutes, asked if the college was considering retirement incentives. LW said it was one of many ideas under consideration. Ms. Ichinaga said she had heard that about 70 people had accepted the incentive packages offered at Cerritos college. Dr. Nishime noted the exact figure was 72 persons. LW said the idea had not been fully explored at El Camino.
- Ms. Taylor brought up cancelling cell phone allowances, and the idea of charging for parking, and LW said these ideas were on the table, but, in his opinion, would not generate large sums of

money. Ms. Warren noted that parking fees could be a bad issue for adjunct faculty in particular. Dr. Nishime reported that President Fallo had offered to take a voluntary 5% pay cut during these difficult budget times.

VP Legal – Chris Wells (CW)

[see packet, pp. 28-32] CW reported on AB 515, which he felt could be potentially damaging to community colleges, noting that currently extension courses are NOT for credit, but this Bill could change that.

SPECIAL COMMITTEES

Assessment of Learning Committee – Dr. Jenny Simon (JS)

- JS announced that she was stepping down as ALC and campus SLO coordinator, and Kelly Holt (Rad. Tech.) and Kaysa Laureana- Ribas (Math) would be the new co- coordinators beginning Fall.
- 200 courses are scheduled for course level assessment this semester, so JS reminded all to follow through on this.
- The new timeline for the CurricUNET module is set for July – for now continue to use the Word document forms.
- JS reminded all that currently SLOs are assessed on a 4 year cycle, and all SLOs need to be assessed once in 4 years.. May 24th all the timelines on this are due.
- JS reported that the second core competency assessment is underway. JS will be giving recommendations to faculty based on results from the Creative and Critical Thinking core competency assessment. The third core competency “Personal and professional Growth” will be the next up. Mr. Kjeseth asked how we would fit the 6 core competencies into a 4 year cycle. JS said we could assess 3 core competencies over 3 semesters, have a break and do the other three.

Mr. Widman said he had earlier spoken in error on the number of sections that could be cut. President Fallo had in fact said that with budget scenario 1 195 sections would be cut, with Scenario 2 370 sections would be cut, and with Scenario 3 681 sections would be cut, and the savings were said to be \$5000. Per section.

CG asked if the Senate should have the Schedule discussion at the next meeting and all agreed. Mr. Marcoux suggested inviting President Fallo, and CG said she would extend the invitation.

THE MEETING WAS SUSPENDED FOR THE GROUP PHOTOGRAPH- THEN DISCUSSION RESUMED.

Deans’ Council – Moon Ichinaga (MI)

MI distributed a handout and reported that most of the meeting had involved discussion of the CSU Service Areas issue, and that Dr. Nishime was drafting a response to President Reed’s letter.

Mr. Mulrooney had reported that the policy on repeatable courses was changing again - students can take a course 3 times , plus one more time in extenuating circumstances.

UNFINISHED BUSINESS

CSU Service Areas Resolution – First Reading and Discussion - -contd.

[see packet, pp 33-39] plus 2 handouts.

At the last meeting it had been decided to await results of the appeal to the Chancellor. The appeal was denied so the plan is now to have Dr. Nishime draft another appeal and President Fallo has pledged to support our efforts to pursue the matter. At this point Senate should decide whether to await the response to this second appeal letter or take action. This action could take the form of

1. Focus Group

2. ASCCC Resolution
3. Legislative Action
4. Complaint with Office for Civil Rights

Mr. Wells said we could also work with other colleges in a similar position – namely Cypress and Cerritos – he has spoken to them and they are willing to work together. Mr. Wells had also looked at the diversity issue and feels there is a basis for a civil rights complaint.

Articles in the Daily Breeze and Los Angeles Times were referenced and the Senators looked at the Resolution. Mr. Marcoux noted he liked the 2nd resolve, but felt the 1st resolve was not needed. CG noted there would be no vote on the issue today and Mr. Marcoux and Mr. Wells will work together to tighten up the language. Mr. Marston asked who the “we” in the resolution referred to - the Academic Senate?...and felt this should be cleared up and made specific. Mr. Kjeseth said that while we all agree that something should be done on this issue, it sounded like a lot of work and that the Academic Senate should not take this on alone, but should be part of a campus-wide effort or team, with members from the Academic Senate, the Board of Trustees, other districts, and so on, who would all work together to gather data and present information. He felt that passing a resolution was not enough alone, but should be followed up with team work. Mr. Marston felt the we needed a motion to form a Special Committee to work on the issue. Mr. Marcoux suggested taking the matter to College Council and asking their opinion. Mr. Marston suggested sending the resolution to College Council so as to be on record. Mr. Marston made a motion to create a special Academic Senate committee with cross-campus membership to investigate strategies and collect evidence to challenge the policy of CSU service areas. Ms. Jeffries seconded the motion. Mr. Marston and others discussed taking the motion to the College Council and having them form a task force. Dr. Arce said there is already a Committee delegated to work on these tasks, namely the Enrollment management Committee, however it was noted that what was needed was a multi-faceted approach with representation from different constituents, including students. CG made a motion to create an Academic senate Committee, and all were in favor of this idea. CG will ask people to serve on the Committee. Mr. Widman asked what of the resolution? CG noted that as this was the first reading we could wait on it a little and have the newly formed Committee discuss it.

NEW BUSINESS

Administrative Procedure AP 6160 - ECC District Computer and Network Use Policy

[see packet, pp 40-42]

CG said that the Policy had not made it into the packet. This had originated in February 2000, had seen some discussion in 2006, and we were getting to it finally in 2011. Over time the Procedures had changed a lot and a Committee including J. Shankweiler, D. Brown and , J. Wagstaff had contributed a lot to it. Mr. Marcoux felt this should be seen by the Academic Technology Committee, noting that Mr. Wagstaff was on that Committee, and said he would ask Dr. Rapp to put it on the Technology Committee agenda. Mr. Marcoux also asked who would “police” the issue. Mr. Ahmadapour said the Senators should take the procedure back to their Divisions for discussion. Ms. Taylor noted it should be parallel to telephone use etiquette, and Ms. Jeffries said this covers all technologies and this was explained in the Policy area. It was felt this should come back for more discussion.

AGENDA ITEMS FOR FUTURE MEETINGS

ECCFT/Academic Senate Agreement

PUBLIC COMMENT

None

ADJOURN

The meeting adjourned at 2:00pm.

Cs/ecc

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting May 2, 2011

Present: Francisco Arce, Ann Garten, Irene Graff, Jo Ann Higdon, Jessica Lopez, David Mc Patchell, Jeanie Nishime, Susan Pickens, Gary Robertson, Elizabeth Shadish, Luukia Smith, Lynn Solomita, and Arvid Spor.

1. BP & AP 4055 – Academic Accommodations for Students with Disabilities was presented by Dipte Patel and will be reviewed again in two weeks.
2. Team Reports
 - a. Elizabeth – Primary focus is on negotiations and there will be a general members meeting soon. Social Science faculty are concerned that their offices only have one book shelf.
 - b. Jessica – ASO officer elections are May 2-5, 2011. A regional mixer/social will be hosted at ECC in June after graduation. Academic Awards and Presidential Scholar Ceremony is May 18th at 5:30 p.m. in the Marsee Auditorium. Upcoming fundraisers: Jamba Juice, Red Robin, and BJ's. Students are planning to visit local legislators about the budget cuts. Ann Garten will coordinate with Rebecca Cobb.
 - c. David – The Compton Community College District 2011-2012 Budget Planning Proposal was presented at the Campus Budget Forum on April 26, 2011.
 - d. Lynn – Currently in negotiations with all three bargaining units and working with Insurance Benefits Committee. Moving forward with five faculty position interviews.
 - e. Irene – The Campus Climate Survey will be presented next week. Some faculty responses will be presented.
 - f. Chris – The Academic Senate is working with the deans on BP & AP 4021 – Program Viability, Intervention and Discontinuance. The Senate may present a resolution to the State Academic Senate about the Elimination of CSU Service Areas. BP 6160 – El Camino Community College District E-Mail, Internet & Network Use is being reviewed and there is some concern about restrictiveness.
 - g. Jo Ann – Satish Warriar has given his resignation. The Math, Business and Allied Health building is seven to ten days behind schedule. These days can be made up when working on the inside of the building. The Social Sciences building renovation is going well. The Humanities building has moved ¼ inch. We are trying to determine how much a building that size is expected to move. This will be tested again in two months.
 - h. Gary – Negotiations. ECC and Compton have been quiet. Have noticed a slight increase in laptop and iPhone thefts at ECC.
 - i. Arvid – Planning Summit is Friday, May 6th from 8 a.m. – 12 p.m.
 - j. Ann - Two newsletters will be going out for the Compton Center covering Accreditation Update and Interim CEO. Working on the mobile “MOX” application and a mobile web. There will be an awareness campaign.

- k. Jeanie – 2011 year-end activities listing was distributed. There will be an Accreditation Open Forum at the end of the month. The Accreditation follow-up report is due in October.
- 3. ASO Proposal for Smoking on Campus was distributed. Students are in favor of having designated smoking areas. Jo Ann will share Bob Gann’s recommendation on designated smoking areas when she receives it.
- 4. Change in Administrative Procedure or Board of Trustees Policy Transmittal form was reviewed. No changes were recommended. It was recommended that this form be posted on the Board of Trustees policy web page.
- 5. Preliminary Grant Proposal Request form was reviewed. Additional edits will be made and form will be brought back.
- 6. Francisco distributed a listing of policies/procedures to be reviewed and updated in the future.

Agenda for the May 9, 2011 Meeting:

- 1. Minutes of May 2, 2011
- 2. Campus Climate Survey
- 3. Grant Application form
- 4. BP & AP 3750 - Use of Copyrighted Materials
- 5. BP 2350 – Speakers
- 6. BP 5025 – Foreign Student (Visa) – Deletion
- 7. BP & AP 4021 – Program Viability, Intervention and Discontinuance
- 8. AP & BP 4055 – Academic Accommodations for Students with Disabilities – 5/16/11
- 9. Report on Programs with no Degrees or Certificates – 5/16/11
- 10. BP 6160 – El Camino Community College District E-Mail, Internet & Network Use – 5/23/11
- 11. Designated Smoking Areas

College Council Goals 2010-2011

- 1. Continue to improve internal college communications.
- 2. Increase the amount of recognition for work well done.
- 3. Continue to incorporate evidence-based decision making when evidence is available.
- 4. Communicate accreditation eligibility issues facing the College throughout the year.
- 5. Support, review, and discuss results of a Student Campus Climate survey.
- 6. Define and discuss the issue of employee morale and student satisfaction at both locations. Support initiatives to improve employee morale and student satisfaction as defined by campus discussions.
- 7. Complete 10 + 1 policies and accompanying procedures.
- 8. Continue to build a sense of community.

a) Policies Completed:

- 1) BP 4020-Program, Curriculum, and Course Development, adopted 07/19/10
- 2) BP 4100-Graduation Requirements for Degrees and Certificates, adopted 07/19/10
- 3) BP & AP 5055 – Enrollment Priorities first reading on April 18, 2011

- 4) BP 7310 – Nepotism –first reading on April 18, 2011
- b) Policies Pending:
 - 1) BP 2350 – Speakers – going to Board for first reading on April 18, 2011 (pulled)
 - 2) BP & AP 4021 – Program Viability, Intervention and Discontinuance
 - 3) BP & AP 3750 Use of Copyrighted Materials
 - 4) BP 5025 – Foreign Student (Visa) – Deletion
 - 5) BP 6160 – El Camino Community College District E-Mail, Internet & Network Use



EL CAMINO COLLEGE
Vice President – Academic Affairs

NOTES – ENROLLMENT MANAGEMENT MEETING
April 21, 2011

Present: L. Alford, I. Graff, E. Martinez, B. Mulrooney, J. Nishime, D. Reid, R. Smith,
A. Spor, J. Wagstaff

Other Guests: M. Colunga

I. INFORMATION

A. Notes of 3/17/11: Distributed.

Update: The idea of linked courses is on hold for possibly in the future.

II. DISCUSSION/ACTION

A. 2011 ARCC: The Accountability Reporting for the California Community Colleges (ARCC) is an annual review and system wide report of all community colleges. It is a performance indicator in degree/certificate/transfer, vocational/workforce development, basic skills improvement and participation rates.

Highlights on the Focus on Results (system wide report):

- 7% decline since 2008 in transfers to four-year colleges – second straight year of decline.
- Average wage with vocational, career certificate/degree doubled in three years.
- 32% of students are in the 18-19 year old age group.
- 84 per 1,000 participants system wide – decline from previous year.
- Variable participation rate among ethnic group.

Highlights on the Focus on Results (College/Center report - consist of CEC and ECC)

CEC:

- There as a slight increase in student progress and achievement rate over 6 years.
- Decline in students persisting in completing at least 30 units.
- Increase in credit basic skills success rate.
- Basic skills improvement rate in ESL had 12% increase. Recoding and curriculum changes made this jump. Next year will be more realistic.

ECC:

- Headcount has declined.
- In peer grouping, above average in five measure indicators.
- Increase in 20-24 year old age group attendance.

Success rate new definitions: retention changed to “completion.” Persistence changed to “retention.”

B. CEC Update

Valarie O’Gynn is the new Compton representative on the Enrollment Management committee.

III. OTHER

- A. Class Schedule: J. Nishime reported that 30,000 hardcopies of the class schedule would be printed for both Fall and Spring semesters. 10,000 copies will be printed for summer. Class schedules will be available in the Bookstore for \$1. Some copies will be available free of charge to high schools, libraries and department/division offices on campus. Postcards will not be mailed out. It was suggested to include an ad in the community education brochure as a way to get the news to the community.

- B. Units: The Institutional Research office gathered information on the number of students who have completed over 100 units as of Fall 2010. It was discovered that 633 students have over 100 units. Some students have changed majors as many as six times. It is not known how many students already have a degree, receive financial aid, retired or career change. B. Mulrooney suggested to have a cap at 90 units and anything beyond that, students lose priority registration. Another suggested option for those that exceed the unit limitation is to pay non-resident fees.

- C. Change in Meeting Time and Day: To accommodate the needs of committee members, it was recommended to change the Enrollment Management meetings to the second Thursday of the month from 1:00-2:30 p.m. The next meeting will be on May 12.

- D. Supplement Guidelines on Budget Cuts and Class Sections: Deans came up with guidelines and Academic Senate added specifics to it. The guidelines will be reviewed at PBC and again at Academic Senate. Additional data may be helpful in making additional recommendations.

IV. NEXT MEETING

The next meeting is scheduled on May 12.



Resolution of the Academic Senate of the Compton Community College District

PREAMBLE:

The combination of State intervention, partnership with El Camino College, and severe economic downturn over the last few years has severely impacted our institution. Many positive aspects of the partnership and recovery may be hampered by the potentially disastrous financial landscape that looms before us: even the best scenarios will demand significant adjustments in our current budget and careful management of future planning—all occurring simultaneously and interactively with our considered move to gain accreditation. Therefore, it becomes increasingly vital that our efforts reflect and include the intent, language, and models identified by WASC and AB 1725 (such as the obligation to engage in collegial consultation and to ensure comprehensive and transparent communication and integration of all campus activities, budgeting and programmatic adjustments made after careful and transparent planning, and the like). It is equally important that an appropriate acknowledgment and inclusion be made of all campus family members in planning, budgeting, program or personnel reduction, and that the decision-making process be both transparent and meaningful. Therefore:

WHEREAS THE CURRENT ECONOMIC LANDSCAPE PROMISES THAT SEVERE ADJUSTMENTS WILL HAVE TO BE MADE IN STAFFING (CERTIFICATED AND CLASSIFIED), EXPENDITURES, PROGRAM MAINTENANCE, AND THE LIKE; AND,

WHEREAS SUCH ADJUSTMENTS WILL HAVE SHORT-TERM AS WELL AS LONG-TERM EFFECTS; AND,

WHEREAS NO ARTICULATED VISION OR STRATEGIC PLAN HAS YET BEEN VETTED THROUGH AN EDUCATIONAL MASTER PLAN FOR THE CENTER; AND,

WHEREAS CLEAR STANDARDS FOR PROGRAM EVALUATION OTHER THAN FTES HAVE NEVER BEEN ARTICULATED AND/OR REFERENCED TO AN EDUCATIONAL MASTER PLAN; AND,

WHEREAS THE SHORT AND LONG TERM CULTURE AND MORALE OF THE CENTER WILL BE ADVERSELY AFFECTED AND DAMAGED BY ANY LACK OF TRANSPARENCY, WHETHER REAL OR IMAGINED; AND,

WHEREAS THE POWER AND INSTITUTION BUILDING OF CAMPUS-WIDE TEAM BUILDING AND COMPREHENSIVE CAMPUS-WIDE AGREEMENTS CAN NEVER BE UNDERESTIMATED; AND,

WHEREAS THERE IS AN INTENSE NEED TO DEMONSTRATE THAT WE ARE WORKING IN CLEARLY IDENTIFIED AND AGREED-UPON PATHWAYS TOWARD ACCREDITATION; AND,

WHEREAS THERE WILL BE A FUTURE PAST THE IMMEDIATE AND PRESENT PERIOD OF RETRENCHMENT, AND SAID FUTURE SHOULD NOT BE ONE FILLED WITH RESENTMENT AND DISENGAGEMENT OF AND BY ANY ONE GROUP,

THEREFORE BE IT RESOLVED THAT THE ACADEMIC SENATE OF THE COMPTON COMMUNITY COLLEGE DISTRICT RECOMMENDS THAT ALL BUDGET ITEMS BE SHARED IN DETAIL—TO INCLUDE OBJECT CODE AND LINE ITEM AS FEASIBLE— WITH ALL FACULTY GROUPS AND RELEVANT STANDING COMMITTEES, TO INCLUDE THE ACADEMIC SENATE, THE FEDERATION, THE PLANNING AND BUDGET COMMITTEE, AND THE CONSULTATIVE COUNCIL FOR CONSULTATION AND INPUT AND THAT THE ADMINISTRATION COMMIT TO THE HIGHEST STANDARDS OF COLLEGIALLY AND TRANSPARENCY IN ALL MATTERS IN THE FORMULATION OF A TENTATIVE AND FINAL BUDGET FOR FISCAL YEAR 2011-2012.

RESOLVED: MAY 5, 2011

Minutes for Ed Policies meeting 4/26/11

Members Present: C. Jeffries, C. Wells, L. Suekawa, V. Robles, J. Shankweiler, M. Odanaka , M. Winfree

Guests Present: C. Gold, Lars, Kjeseth, A. Ahmadpour, X. Wang

- 1) BP and AP 6160 – El Camino Community College District Computer and Network Use Policy
 - a) Approved the policy as written.
 - b) Much discussion ensued regarding the “proper etiquette” and what is considered proper and where it should be published. J.S. thought that it should be published on the ECC Portal and C.J. asked who will follow thru with making sure it is on there and J.S. answered ITS since they are responsible for the system.
 - c) The general question still was brought up as to whose territory is it to make the rules or etiquette? J.S. asked if we all agree that proper guidelines are needed and the committee all said yes, but who will be responsible for developing the proper guidelines? Is it just ITS or as C.W. said, “the computer system and computers belong to the college, they should make the rules.” C.J. still felt that #6 was not acceptable because which supervisors will be approving what emails go out and how is this determined and will all deans have the same scrutiny of approval? J.S. agreed to send it forward without #6, but felt this is a control that J. Wagstaff and F. Arce may want to include.
 - d) The procedures were approved with the removal of #6 under “proper etiquette.”

- 2) BP and AP 4021 – Academic Program Viability, Intervention, and Discontinuance was once again discussed even though it had passed Academic Senate on March 15, 2011. Five deans had discussed this policy and procedure and basically rewrote the entire thing and called it just an Instructional Program Discontinuance Policy and Procedure. The five deans were Miranda, Shankweiler, Lew, Rapp, and Rodriguez. Goldberg, Fitzsimons, and Natividad, were not included.
 - a) C. Gold shared the policy and procedure from Butte-Glenn Community College District
 - b) The dean’s procedures took out the intervention process and L. Kjeseth felt we should create an early intervention process, so that a program is given a chance. J.S. said the deans felt there were so many steps and it may take years to have a program discontinued. L.K. felt there was room for improvement in the procedures, but did not want to start with the dean’s version.
 - c) C. Gold had attended a session on program discontinuance at the state-wide plenary meeting and the general agreement was there should be three options when looking at discontinuing a program , 1) continue with program intervention, 2) discontinue after program intervention, or 3) discontinue.
 - d) L.K. and C.J. and/or C.G. will meet with Tom Lew on Monday and then all of them along with C. W. will meet with the five deans and F. Arce on Tuesday, May 3rd. The committee all agreed we should work from the Senate approved version of the policy and procedures rather than the one drafted by the dean’s. J.S. had left the meeting early and was not part of this discussion.

Faculty Development Committee Meeting MINUTES

Tuesday, May 10, 2011

Committee Members:

Fazal Aasi - P	Compton Center	Donna Manno - P	Staff Development
Rose Cerofeci - A	Humanities	Cristina Pajo (Co-Chair) - P	Counseling
Kristie Daniel-DiGregorio - P	BSS	Margaret Steinberg - A	Natural Sciences
Briita Halonen (Co-Chair) - P	Humanities	Mercedes Thompson - P	Humanities
Linda Ho (Sabbatical) - A	Math	Sue Warren - P	Adjunct Rep
Moon Ichinaga - P	Learning Resources	Rachel Williams - P	Humanities
Sue Dowden - P	BSS		

Guests:

Jenny Simon - P	SLO Assessment Coordinator/Humanities
Kelly Holt - P	SLO Division Facilitator & Incoming Assessment Coordinator/HSA

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

Spring 2011 Meetings (in West Library Basement)

February 22, March 8, March 22, April 26, May 10 & May 24

AGENDA

- I) Core Competencies -Jenny Simon
 - a. JS presented the results of the Core Competency Assessment for Communication and Comprehension.
 - i. “Students effectively communicate in written, spoken or signed, and artistic forms to diverse audiences. Students comprehend and respectfully respond to the ideas of others.”
 - ii. The results showed a notable disparity between the students’ assessment of their own communication abilities and the instructors’ assessment of the students’ abilities, indicating the potential need for faculty to be clearer about the standards they are applying to judge student work, along with examples of work of varying quality.
 - iii. The results also showed a disparity in self-rankings by students of various cultures.
 1. Asian students gave themselves the lowest ratings and African-Americans the highest.
 - iv. These results indicate two possible future actions:
 1. A multi-disciplinary workshop to discuss common standards with which to judge student work.

- a. We spent most of our meeting discussing the best way to address this.
 - i. There was agreement that there needs to be a cross-campus conversation about the teaching and evaluation of our students' writing, but how to address such a big issue?
 - ii. What is "writing"?
 1. Some instructors consider it grammar, others sentence structure, others unification, thesis or organization, and still others citation. → Perhaps we need to begin with how we define "writing."
- b. Ultimately, we decided that there needed to be **a series** of workshops to look something like this:
 - i. Explanation of Core Competency Results to get buy-in
 - ii. Placement Test explanation by a counselor
 - iii. Discussion of Required vs. Recommended prerequisites
 - iv. What's taught in each class level (English & Communication Studies)?
 - v. Available Writing Resources for non-writing teachers
 - vi. How do you communicate your standards to your students?
2. Faculty training in teaching culturally diverse students.
 - a. This is probably needed, but the FDC leaned toward focusing on the first workshop first.
 - b. MT mentioned a "What's in a name?" workshop given by FYE previously that explained how to pronounce student names.

II) Fall Flex Day Discussion

- a. The Faculty Book Club would like to present their findings in a Flex Day workshop (Allison Carr to spearhead.)
- b. Best Practices Workshop?
 - i. E.g., MT's example of mid-lecture: "If you're listening to me, raise your hand."
- c. Bruce Peppard?
 - i. Either a demonstration of clickers and active learning or of his new English B online textbook (BH emailed him about this... no response yet)
- d. Predominantly, we'd like to incorporate the Core Competency workshops into FLEX day in a structure like this:
 - i. **General Session:** Explanation of Core Competency Results to get buy-in
 - ii. **Break-Out Session 1:** Placement Test explanation by a counselor, discussion of required vs. recommended prerequisites & what's taught in each class level (English & Communication Studies)
 - iii. **Lunch**

- iv. **Break-Out Session 2:** available writing resources for non-writing teachers & how do you communicate your standards to your students?
 - 1. Library research & citation workshops, handouts, & online resources; the Writing Center (H 122); the new online English B textbook for grammar
 - 2. Rubrics, writing samples, etc.
- v. **Division/Department Meetings**

III) Campus-wide Book Club Update

- a. Moon & the librarians have some book-funding concerns. Since we're out of time, MI & BH will begin an email chain discussion regarding this.

IV) Webinar Update- Writing Across the Curriculum

- a. DM, CP & BH to coordinate the next viewing/discussion, possibly May 26th

V) FDC Recruitment

- a. Shelved until the next meeting

VI) Thanks everyone for the stellar attendance and lively discussion today!!

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: April 21, 2011

MEMBERS PRESENT

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

OTHERS ATTENDING: Francisco Arce, Katie Gleason, Chris Gold, Alice Grigsby, Jo Ann Higdon, Ken Key, Luis Mancia, Jeanie Nishime, Carolyn Pineda, Emily Rader, John Wagstaff

Handouts: Projected Ending Balances Fund 11; ECC Academic Senate Guidelines for Budget Cuts and Reductions on the Torrance Campus; ECCE Revised ECC 2011-12 Budget Planning Proposal

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

Approval of March 17, 2011 Minutes

Page 1

1. Clarification on #2b – pre-retirement for faculty pertains to faculty on a reduced workload (up to 5 years) before retirement.

Page 2

1. #2c - First paragraph, after last sentence add “The reason outsourcing is being considered is because job functions can be performed at a lower cost.” Add “Union faculty representative indicated the discussion of outsourcing is not an appropriate conversation in PBC – subject to negotiations.” Last sentence, add “other” functions and delete “being outsourced rather than just outsourcing.”
2. Request was made to bring Fund 15 update to the next meeting in May. Tentative budget must be in place by June 30th. President Fallo will bring tentative budget to the Board in June. April 1st purchasing deadline has not been extended.
3. #4 – identify ‘one member’ as the faculty union representative.

Page 3

1. #9 – Option #1 is unofficially 99.9% off the table. Unencumbered funds stop on April 1st with few exceptions: categorical programs, completion of equipment/special purchases, and events that occur at the end of the year.

Projected Ending Balance (Fund 11) – J. Higdon

1. Document shows projected budgeted ending balances at the end of fiscal year 2011-12 (as of June 30, 2012) based on three options. These estimates will change.
2. Ending balance for 2010-11 is \$16.5 million (shown on page 6 in the budget book).
Estimated changes during year:
 - Growth income allowed in 2010-11 for 19,400 FTES – additional \$2.2 million (reflected on apportionment reports from the State).
 - Expenditure savings (estimating \$4 million).

- Legal settlements of -\$0.9 million.
 - Projected deficit factor of -\$0.8 million. More than likely this deficit could increase. \$100 million community college system-wide deficit from student fees (\$40 million) and property taxes (\$60 million).
 - Result of debate President Fallo had with Chancellor's office for past few years: one-time \$1.1 million adjustment for last year and \$1.1 million for this year for being above 20,000 FTES. Showed as an apportionment in March as part of fixed costs. Page 30 in the budget book explains base revenue and foundation (fixed) revenues.
3. Projected ending balance for 2010-11/projected beginning balance for 2011-12 is \$23.2 million. Reserves projected to be \$7 million higher (expected \$3 million higher).
 - Budgeted deficit spending of \$6.3 million (held constant from last year – rolled over).
 - \$1.2 million in additional new expenditures for 2011-12. Reflects additional expenditures expected during year (i.e. election expenses, PERS percentage increase, insurance charges, and increases in premiums).
 4. Expected budgeted ending balance for June 2012 is \$15.7 million.
 5. How does Fund15 fit into this? \$800,000 from Fund 15 will be transferred to Fund 11.
 6. Three options include:
 - Loss of State Revenue (\$7.0 million, \$10.9 million, \$17.5 million)
 - \$2.2 million adjusted for 2010-11 FTES growth (part of the base, not new growth). No growth budgeted for 2011-12.
 - Potential expenditure reductions – amounts shown on 2011-12 Budget Planning Proposal (\$6.0 million, \$9.0 million, \$13.2 million) includes negotiated related items. Does not include general fund reserve reduction. Suggestion was made to present other scenarios (i.e. usage of reserves, GASB, Fund 15). Comment was made that listing negotiation items on a proposal seems like a negotiation tactic. Dollar amount of cuts will be the same whether from negotiated items or taken from someplace else.
 - Projected budget ending balance for 2011-12 (\$16.9 million, \$16 million, or \$13.6 million). Recognize \$3 million anticipated savings between budgeted and actual for totals \$19.9 million, \$19 million and \$16.6 million.
 7. Suggestion was made to bring other budget scenarios to the next meeting. A. Spor requested to receive them before the next meeting.

Tax and Revenue Anticipation Note (TRAN) – J. Higdon

1. Board agenda item approved TRAN for cash flow purposes. Authorized up to \$20 million. Last year qualified for \$8+ million.

ECCE Revised ECC 2011-12 Budget Planning Proposal – G. Turner

1. ECCE presented classified union's version of the 2011-12 budget planning proposal. Following the format used by the District.
 - a. Includes \$900,000 elimination of GASB contribution for 11-12. Board approved anything left unexpended in Fund 15 would go to GASB.
 - b. 2009-10 recalculation funding represents \$1.3 million on Chancellor's March revision prior year correction. [J. Higdon believes this includes the \$1.1 million for Compton].
 - c. \$3.953 million is difference between general apportionment of \$68.083 million and budgeted \$64.129 million. [Property tax numbers offset this number].
 - d. Two \$1 million line items mentioned previously – relationship to Compton (Fund 14). [These are the \$1.1 million on #5 & #6 on the Projected Ending Balances – Fund 11 document - related to over 20,000 FTES apportionments].
 - e. \$3.6 million unspent reserve. [Same as #2 on the Projected Ending Balances – Fund 11 document, expenditure savings of \$4.0 million].

- f. [J. Higdon noted that ECCE's document does not include \$6.3 million budgeted deficit spending].
- g. Blue upper portion of form shows budget reductions under the three options. Green section suggests further savings/revenue. Total reflects over-cut (i.e. in option three, difference between \$21.453 and \$17.5 million is \$3.953 million).
- h. Suggestion was made for J. Higdon and G. Turner to review numbers together.
- i. Faculty union rep stated that the union does not acknowledge negotiated-related items on this list. It was noted that this document did not include negotiated-related items.

Academic Senate Guidelines for Budget Cuts – L. Widman

1. Key element of guidelines is to ensure discussions on reductions to programs and services are transparent and strategic; ensure everyone is talking and understands impacts to programs. Page 2 - Additional Guidelines looks at other things that should be considered. This document is highly student-based and focused on how decisions impact students. Page 3 – some specific recommendations are on hold until the next Academic Senate meeting.
 - a. Enrollment Management discussed a page (not included with this document) they viewed as a laundry list of emotion-based ideas with no data behind it. Concerned about suggestions made to cut some CTE courses just because the classes are offered elsewhere – would the same apply to general education courses? Data would provide more informed recommendations.
 - b. Comment was made that no data is attached to Planning and Budgeting guidelines; guidelines should be considered when getting to detailed level. Academic Senate guidelines state that processes must be transparent and student-based.
2. Need consistent use of language/commonality of terms to clarify intention of cuts/reductions.
3. Suggestion was made to blend guidelines – similar values with different approaches.
4. Important to have student feedback. Would like to see more continuity in student representation at PBC meetings.
5. Student fees increase to \$36/unit effective Fall 2011. Any benefits from Chancellor's Office Tax Offset Program (COTOP)? COTOP is service offered by Chancellor's Office to help community colleges collect funds owed by students.
6. One member stated that other districts are being more pro-active in generating revenues. Suggestion was made to support AB 515 (Brownley), legislation that authorizes community colleges to offer extension courses.
7. Request was made for electronic copies of Guiding Principles for Planning and Budgeting and Academic Senate Guidelines to review both documents carefully.

The next meeting is scheduled on May 5, 2011.

The meeting ended at 2:30 p.m.

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BOARD POLICY 6160

ELCAMINO COMMUNITY COLLEGE

~~DISTRICT COMPUTER and NETWORK EMAIL, INTERNET and~~
~~NETWORK COMPUTER USE POLICY~~

El Camino Community College District (ECC) owns and operates a variety of computer systems, including but not limited to voicemail, electronic mail, telephone and access to the internet, for use by its faculty, students and staff. ECC encourages the use of its computer systems for education, academic development, public service and other educational purposes. When using ECC's computer systems and network systems, all users are required to abide by the rules of this Policy and use the system in an ethical and lawful manner. Misuse may constitute a misdemeanor or felony under state or local federal law and will result in the deprivation of network privileges and/or disciplinary actions.

Reference: U.S. Code, Title 18 section 1030

El Camino College
Adopted: February 28, 2000
Replaces Board Policy 3610

Draft 3/7/2011

4/1/2011

4/25/11

5/11/11 (College Council will review again on 5/23/11)

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BOARD POLICY 6160

**ELCAMINO COMMUNITY COLLEGE
DISTRICT COMPUTER and NETWORK**

USE POLICY

El Camino Community College District (ECC) owns and operates a variety of computer systems, including but not limited to voicemail, electronic mail, telephone and access to the internet, for use by its faculty, students and staff. ECC encourages the use of its computer systems for education, academic development, public service and other educational purposes. When using ECC's computer and network systems, all users are required to abide by the rules of this Policy and use the system in an ethical and lawful manner. Misuse may constitute a misdemeanor or felony under federal law and will result in the deprivation of network privileges and/or disciplinary actions.

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Draft 3/7/2011

4/1/2011

4/25/11

5/11/11 (College Council will review again on 5/23/11)

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ADMINISTRATIVE PROCEDURE
6160

ELCAMINO COMMUNITY COLLEGE
DISTRICT **COMPUTER** and
NETWORK USE POLICY

POLICY REQUISITE

All users of El Camino Community College District (ECC)'s computing systems must read, understand and comply with the terms outlined in ~~this Board Policy 6160, as well as any additional guidelines as approved by College Council.~~ By using any of these systems, users agree that they will comply with these policies. Users understand and agree that ECC's role in managing these systems is only as an information carrier and does not endorse any transmissions by the user.

RIGHTS

These computer systems, facilities and accounts are owned and operated by ECC. These procedures shall not be construed as a waiver of any rights of ECC, nor shall they conflict with applicable law. The District is not responsible for the loss and/or corruption of information that may be stored on ECC's computing systems. The District recognizes the privacy interests of faculty and staff and their rights to freedom of speech, collegial consultation and academic freedom as well as their rights to engage in protected union and concerted activity.

AUTHORIZED USE

An authorized ECC agent must approve all access to ECC's computer resources, including issuing of passwords. Users may not, under any circumstances, transfer or confer these privileges to other individuals. The authorized user is responsible for the proper use of the system, including any password protection.

Users are prohibited from sharing their passwords.

CONDITIONS OF USE

- A. The District will set minimum guidelines within which users are required to conduct their activities.
- B. The user agrees to maintain an environment conducive to learning. However, users are advised that they may encounter material on the Internet which may be considered offensive or objectionable in nature or content. Users are further advised that ECC does not assume responsibility for the contents of any email or information.

C. The user agrees ~~to follow proper etiquette on outside networks.~~
~~Broadcast e~~Electronic mail ~~and shall must~~ conform to ~~the following proper~~
~~published~~ etiquette. Guidelines for proper etiquette will be published on the El
Camino College Portal.

Suggested Guidelines for Proper Etiquette Usage:

1. Be limited to job/job related purposes, education, academic development, public service and other educational purposes.
2. Utilize links to web pages rather than placing copies of web pages in the body of the message.
3. Avoid attaching files to the body of the message.
4. Not for personal, private announcements.

- ~~1.—Be limited to job/job related purposes, education, academic development, public service and other educational purposes.~~
- ~~2.—Be used for announcements, not discussions.~~
- ~~3.—Utilize links to web pages rather than placing copies of web pages in the body of the message.~~
- ~~4.—Avoid attaching files to the body of the message.~~
- ~~5.—Not for personal, private announcements.~~
- ~~6.—Requires approval from supervisor to send emails to ECC Faculty, ECC Staff or ECC Manager listservs.~~

D. The user agrees that in the unlikely event that someone does transmit, or cause to be transmitted, a message that is inconsistent with an environment conducive to learning or with a misleading origin, the person who performed the transmission will be solely accountable for the message, not ECC which is acting solely as the information carrier.

E. The user agrees to report any possible security lapse on any system to the Information Technology Systems (ITS) Department. The ITS DS department will investigate any reported or discovered security threats.

F. District information resources must not be used for political activities where prohibited by federal, state or other applicable laws.

~~G. District information resources should not be used for personal activities not related to appropriate District functions, except in a purely incidental manner. Although personal use is not an intended use, the District recognizes that the Network will be used for incidental personal activities provided that such use is within reason and provided that such usage is ordinarily on an employees own time, is occasional, and does not interfere with or burden the District's operation, and not otherwise contrary to District policies or procedures.~~

HG. District information resources should not be used for commercial purposes. Users are also reminded that the “.edu” domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not appropriate within those domains.

HI. Creation or transmission of any false statement, which tends to cause injury to one's reputation, is strictly prohibited. Any user creating or transmitting defamatory statements shall have sole liability for any damages resulting from such defamatory statement.

The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading (except for those outside services which may conceal identities as part of the service).

IJ. Creation, transmission or the uploading/ downloading -of obscene material is strictly prohibited when using ECC computer systems.

KJ. Users may not install executable files on network servers and shall not modify, delete or otherwise alter server files or any data within those files without express authorization to do so.

An individual's computer use privileges may be suspended by the District immediately upon the discovery of a violation of these privileges.

CONFIDENTIALITY

Programs and files are confidential unless they have been made available, with written permission, to other authorized individuals. When performing maintenance, every effort is made to ensure the privacy of the user's files. Violations of confidentiality should be reported to an administrator.

The system has the ability to read your mail, your own account and the system administrator account. All reasonable attempts have been made to ensure the privacy of your accounts and your electronic mail.

ECC retains the right to revoke, amend or change the provisions of this Policy.

Users who do not adhere to this policy may be subject to disciplinary action

Draft 3/7/2011 jms

[4/1/2011](#)

[4/25/11](#)

[5/11/11](#) – will move forward to College Council on 5/23/11.

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ADMINISTRATIVE PROCEDURE 6160 **ELCAMINO COMMUNITY COLLEGE DISTRICT COMPUTER and NETWORK USE POLICY**

All users of El Camino Community College District (ECC) computing systems must read, understand and comply with the terms outlined in Board Policy 6160. By using any of these systems, users agree that they will comply with this policy. Users understand and agree that ECC's role in managing these systems is only as an information carrier and does not endorse any transmissions by the user.

RIGHTS

These computer systems, facilities and accounts are owned and operated by ECC. These procedures shall not be construed as a waiver of any rights of ECC, nor shall they conflict with applicable law. The District is not responsible for the loss and/or corruption of information that may be stored on ECC's computing systems. The District recognizes the privacy interests of faculty and staff and their rights to freedom of speech, collegial consultation and academic freedom as well as their rights to engage in protected union and concerted activity.

AUTHORIZED USE

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Users are prohibited from sharing their passwords.

CONDITIONS OF USE

- A. The District will set minimum guidelines within which users are required to conduct their activities.
- B. The user agrees to maintain an environment conducive to learning. However, users are advised that they may encounter material on the Internet which may be considered offensive or objectionable in nature or content. Users are further advised that ECC does not assume responsibility for the contents of any email or information.
- C. The user agrees electronic mail shall conform to proper etiquette. Guidelines for proper etiquette will be published on the El Camino College Portal.

Suggested Guidelines for Proper Etiquette Usage:

1. Be limited to job/job related purposes, education, academic development, public service and other educational purposes.
 2. Utilize links to web pages rather than placing copies of web pages in the body of the message.
 3. Avoid attaching files to the body of the message.
 4. Not for personal, private announcements.
- D. The user agrees that in the unlikely event that someone does transmit, or cause to be transmitted, a message that is inconsistent with an environment conducive to learning or with a misleading origin, the person who performed the transmission will be solely accountable for the message, not ECC which is acting solely as the information carrier.
- E. The user agrees to report any possible security lapse on any system to the Information Technology Systems (ITS) Department. The ITS Department will investigate any reported or discovered security threats.
- F. District information resources must not be used for political activities where prohibited by federal, state or other applicable laws.
- G. District information resources should not be used for commercial purposes. Users are also reminded that the “.edu” domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not appropriate within those domains.
- H. Creation or transmission of any false statement, which tends to cause injury to one's reputation, is strictly prohibited. Any user creating or transmitting defamatory statements shall have sole liability for any damages resulting from such defamatory statement.

The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading (except for those outside services which may conceal identities as part of the service).

- I. Creation, transmission or the uploading/ downloading of obscene material is strictly prohibited when using ECC computer systems.

- J. Users may not install executable files on network servers and shall not modify, delete or otherwise alter server files or any data within those files without express authorization to do so.

An individual's computer use privileges may be suspended by the District immediately upon the discovery of a violation of these privileges.

CONFIDENTIALITY

Programs and files are confidential unless they have been made available, with written permission, to other authorized individuals. When performing maintenance, every effort is made to ensure the privacy of the user's files. Violations of confidentiality should be reported to an administrator.

The system has the ability to read your mail, your own account and the system administrator account. All reasonable attempts have been made to ensure the privacy of your accounts and your electronic mail.

ECC retains the right to revoke, amend or change the provisions of this Policy.

Users who do not adhere to this policy may be subject to disciplinary action

Draft 3/7/2011 jms

4/1/2011

4/25/11

5/11/11 – will move forward to College Council on 5/23/11.

1) Graduation requirements for degrees include:

a) Satisfactory completion of at least 60 semester units of college work. “College work” is defined as courses acceptable toward the associate degree including those that have been properly approved pursuant to Title 5, Section 55002(a) at a California Community College.

(i) Courses taken at a California Community College may be used to satisfy general education and/or major requirements.

(ii) If the course is offered at El Camino College, but the originating California Community College uses it in a different area than El Camino College, the course will be used in the area that benefits the student.

(iii) If the course is not offered at El Camino College, the college will honor the course in the same general education area in which the originating California Community College places the course.

(iv) Courses taken at other than a California Community College may satisfy general education and/or major requirements if the institution is accredited by one of the regional accrediting associations and the scope and rigor of the course meets the guidelines set forth by the college.

(v) If there is doubt of the reasonable application, the course(s) must be approved by the discipline faculty and/or the dean of the division in which the course(s) in question would normally be placed.

b) Completion of at least 18 semester units in general education and at least 18 semester units in which a grade of C or better has been earned in a major listed in the Community Colleges’ “Taxonomy of Programs.” Catalog rights do apply; see Board Policy 4100.1. The general education requirements must include a minimum number of units as specified in the college catalog in the natural sciences, social and behavioral sciences, humanities, and language and rationality. Ethnic studies must be integrated within general education offerings.

c) Completion of at least 12 semester units of study in residence within requirements for either the general education and/or major.

d) Demonstrated competence in reading, written expression, and mathematics.

2) Students may receive credit for knowledge or skills to be counted toward satisfaction of the requirements for an associate degree as defined in Policy 4235 – Credit by Exam. Advanced Placement Exams with a score of 3, 4, or 5 may be used toward general education as approved by the Academic Senate for California

Community Colleges document entitled “Standardized Template for Advanced Placement Examination Information.” Credit may be used towards specific courses as determined by the faculty and listed in the college catalog.

3) District policies and procedures regarding general education and degree requirements are published in the college catalog and are filed with the State Chancellor’s Office.

4) Requirements for Certificates of Achievement include:

a) Successful completion of a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

b) Content and assessment standards that ensure the certificate programs are consistent with the mission of the District.

c) Shorter credit programs that lead to a certificate may be established by the District. Certificates for which the State Chancellor’s approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

5) Students qualifying for more than one AA or AS degree will have all degrees posted on their transcripts; however, they will only receive one diploma for an achieved AA degree and one diploma for an achieved AS degree.

6) Students qualifying for more than one certificate of achievement will receive the certificates and have them posted on their transcripts.

7) A degree or certificate may be rescinded if it has been determined through a criminal or civil proceeding or through a violation of the student code of conduct that the degree or certificate was obtained through fraudulent means.

References:

Title 5, Sections 55002(a) and 55060 et seq.; Board Policies 4100.1 and 4235

Board Policy 4231

Grade Change

When grades are given for any course of instruction taught in the El Camino 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.

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may appeal the grade within 18 months of the last day of the term in which the grade was given.

Upon determination by the District that a grade in a course was given as a result of fraud, the District may change or remove the fraudulent grade from the student's transcript of record. Such action may be initiated upon determination of the fraud without regard to the time limits imposed on other grade appeal actions.

Procedures for changing or removing grades in accordance with this policy have been developed by the President/Superintendent or his designees in collegial consultation with the Academic Senate.

This policy supersedes the section of BP 4220 that deals with grade change procedures.

Citation: Education Code Sections 76224(a) and 76232; Title 5 Section 55760(a)

Grades are determined by the instructor of a course. Both state law and college policy state that the determination of a grade by the instructor is final, in the absence of mistake, fraud, bad faith, or incompetency.

Part I. Grade change petitions and appeals.

A. Grounds for requesting or appealing for a grade change.

A student can request or appeal for a grade change only if the grade is incorrect due to mistake, fraud, bad faith, or incompetency.

B. Informal grade change request

If a student believes that a mistake was made in computing or recording a grade, he or she may contact the instructor directly to ask the instructor to review the grade records and make the correction. A mistake in a grade can be corrected by the instructor. Occasionally, the student may prefer to ask the instructor's Dean rather than asking the instructor. However, the Dean may not change the grade in response to an informal request; only the instructor can order the grade change in response to an informal request and only if the request is made within the time limits set by this procedure.

B.1. Making the request

A student who believes that a grade is incorrect because of a mistake may inform the instructor of the course or the Dean who supervises the instructor. If the Dean is informed, he/she may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor.

B.2. Time limit

An informal request for a grade change must be received in the Division Office no later than eighteen months after the last day of the term for which the grade was given.

B.3. Response to request

If the instructor agrees to change the grade, he/she may file a Grade Change Request with the Admissions and Records Office, explaining the change. The Grade Change Request requires the Dean to verify that the change is permitted by college policy. The Admissions and Records Office shall change the student's grade record and preserve a copy of the Grade Change Request. If the instructor decides not to change

the grade, he/she should inform the student directly.

C. Grade Change Petition

A student may file a Grade Change Petition whether or not he/she has pursued an informal grade change request. Making an informal grade change request does not affect the time limit for filing a Grade Change Petition.

C.1. Filing a Grade Change Petition

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may file a Grade Change Petition with the Dean who supervises the instructor of the course, using the Grade Change Petition form. The student must state the grounds for the petition and include supporting documentation. The Grade Change Petition form is available at the offices of the instructional Deans and at the Admissions and Records office.

C.2. Time limit

A Grade Change Petition must be received by the appropriate instructional Dean no later than eighteen months after the last day of the term for which the grade was given.

C.3. Response to filing

Upon receipt of the Grade Change Petition, the Dean may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor and/or the Dean. The Dean shall forward the Grade Change Petition to the instructor and direct the instructor to act on the petition.

The instructor shall then review the Petition within thirty days, decide whether or not to change the grade, and provide an explanation for the action. The Dean will verify that the action is permitted by college policy and shall provide a copy of the action to the student. The Admissions and Records Office shall preserve a copy of the Grade Change Petition.

C.4. Special circumstances

The procedure described here shall be used in the following circumstances:

- (a) If the instructor is unavailable to respond to the Grade Change Petition within the time limit; or
- (b) If, at the time the Grade Change Petition is filed, the student has filed, in accordance with District procedures, a discrimination complaint against the

instructor; or

(c) If, at the time the Grade Change Petition is filed, the Dean determines that it is possible there has been gross misconduct by the instructor.

In such circumstances, the Dean, in consultation with the Vice President of Academic Affairs, shall appoint an alternate instructor to review and act upon the Petition. The alternate shall be in the discipline of the course or in a related discipline. In the event that no qualified instructor is on the faculty, the Dean, in consultation with the Vice President of Academic Affairs, shall arrange for a qualified consultant.

D. Grade Appeal

If the instructor's response to the Grade Change Petition is not acceptable to the student, the student may file a Grade Appeal to the Vice President of Academic Affairs.

Before filing a grade appeal, the student must have submitted a formal Grade Change Petition to the appropriate Dean. The Grade Appeal shall consist of

- (a) the Grade Appeal Form stating the grounds for the appeal
 - (b) allegation of mistake, fraud, bad faith, or incompetency
 - (c) a copy of the Grade Change Petition showing the instructor's decision
- and
- (d) supporting documentation

The Grade Appeal Form is available at the office of the Vice President of Academic Affairs.

D.1. Time limit

The Grade Appeal must be filed with the Vice President of Academic Affairs no later than thirty calendar days following the receipt of the instructor's response to the formal Grade Change Petition.

D.2. Grade Appeal Panel: Composition

When a Grade Appeal is filed with the Vice President of Academic Affairs, a Grade Appeal Panel shall be appointed within thirty calendar days. The Panel shall consist of

- (a) an instructional Dean other than the Dean of the Division in which the disputed grade was given;
- (b) two faculty members, chosen by the President of the Academic Senate, who shall be from the discipline of the course in which the disputed grade was given, or a related discipline; and
- (c) two students chosen by the President of the Associated Students Organization.

The Panel shall be chaired by the Vice President of Academic Affairs or a designee; the chair shall be a non-voting member of the Panel. All matters considered by the Grade Appeal Panel shall be treated as confidential by members of the Panel.

D.3. Grade Appeal Panel: Hearing

Within 30 calendar days of empanelment, the Grades Appeal Panel shall review the Grade Appeal, including all documents submitted by the student and other documentation it considers relevant. The Grade Appeal Panel shall conduct a hearing prior to making a determination on the outcome of the grade appeal. Both the student and the instructor shall be notified of the day and time of the hearing and invited to attend. Both the student and the instructor will be provided an opportunity to make a statement and to be asked questions. The student may be accompanied by an advisor. The advisor may be a faculty member or a student. The advisor may be present to advise the student, but may not ask or answer questions. The instructor may be accompanied by an advisor. The advisor may be a faculty member or a representative of the faculty union. The advisor may be present to advise the instructor, but may not ask or answer questions. The Grade Appeal Panel may make a recording of the hearing, which may be consulted during the Panel's deliberation.

D.4. Grade Appeal Panel: Decision

Following its hearing, the Panel shall deliberate and make findings by majority vote. The Panel may sustain or deny all, some, or none of the allegations in the Grade Appeal. The Panel may find that the disputed grade is incorrect because of mistake, fraud, bad faith, or incompetency; in such case, the Panel may determine the new grade to be assigned. The Appeal Panel shall issue its findings and recommendation to the Vice President of Academic Affairs, who shall inform the appealing student, the instructor, and the appropriate Dean. The decision of the Grade Appeal Panel is final. The Vice President of Academic Affairs will notify the instructor of the Grade Appeal Panel's recommendation. If the Panel recommends a grade change, the Vice President of Academic Affairs will direct the instructor to submit a grade change to the Admissions and Records Office. In the event that the instructor of record is unable or unwilling to process the grade change within a reasonable time, the Vice President of Academic Affairs shall form a group of faculty to issue a grade change.

E. Expunging of changed grade

When a grade is changed in accordance with this procedure, the original incorrect grade shall be expunged from the student's record.

Part II. Changing grades in cases of fraud

A. Instructor fraud

1. The Vice President of Academic Affairs may determine, without regard to any time limit, that a grade was assigned by an instructor in a fraudulent manner; the Vice President's determination shall be based on credible evidence such as the faculty discipline process, legal findings, or other statements or documentation.
2. Upon such determination, the Vice President, in consultation with the Dean supervising the course in which the grade was assigned, shall appoint an alternate instructor to assign a replacement grade. The alternate shall be in the discipline of the course or in a related discipline. In the event that no qualified instructor is on the faculty, the Dean, in consultation with the Vice President of Academic Affairs, shall arrange for a qualified consultant.
3. In changing the grade, the alternate instructor shall consider all evidence of the student's actual performance in the course, and all proper student discipline required.
4. If the alternate instructor is unable to determine the actual performance of the student in the course, then, in consultation with the Dean, may recommend to the Vice President that the grade for the course be removed. The Vice President has the authority to remove the grade from the student's record.
5. Following the determination that a grade was assigned in a fraudulent manner, the action to change or remove the grade shall be taken within a reasonable time.

B. Student fraud

1. In cases where fraud by a student is alleged, the allegation shall be addressed in accordance with BP xxxx and AP xxxx, Student Discipline. No time limit on the initiation of such action shall apply.
2. A student may challenge a decision made in accordance with the provision II.B.1 by using the grade petition and appeal process described in Part I of this AP.

The Board of Trustees of El Camino College requires compliance with the provisions of the U.S. Copyright law (Title 17); Digital Millennium Copyright Act; Technology Education and Copyright harmonization Act (TEACH Act); laws governing Peer-to-Peer file sharing (P2P) and all other legislation governing the maintenance of the highest ethical standards in the use of copyrighted material. The /Superintendent/President or designee shall establish procedures for compliance and provide informational and training programs to help faculty and staff comply with copyright laws. All members of the ECC community are prohibited from violation of these provisions, including but not limited to, copying or disseminating materials not specifically allowed by the copyright laws, fair use guidelines, licenses, contractual agreements, district procedures, or other permissions.

Approved: Academic Senate – 5/4/10

5/11/11 – will move forward to College Council on 5/16/11.

Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the “fair use” doctrine and materials in the public domain.

FAIR USE

The “fair use” doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship. ~~In some instances, copyright permissions may be required for works that fall within “fair use.”~~

A. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

1. A chapter from a book
2. An article from a periodical or newspaper
3. A short story, short essay or short poem, whether or not from a collective work
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

B. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion provided that:

1. The copying meets the tests of brevity and spontaneity as defined below; and
2. Meets the cumulative effect test as defined below; and
3. Each copy includes a notice of copyright

Definitions:

1. Brevity:
 - a) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
 - b) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event

a minimum of 500 words. (Each of the numerical limits stated in "A" and "B" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

- c) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
 - a. "Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "B.1(b)" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

2. Spontaneity

- a) The copying is at the instance and inspiration of the individual teacher
- b) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

3. Cumulative Effect

- a) The copying of the material is for only one course in the school in which the copies are made.
- b) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- c) There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in "B.2 and B.3" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals).

4. Prohibitions

Notwithstanding any of the above, the following shall be prohibited:

- a) Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.
- b) There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include

workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

c) Copying shall not:

1. Substitute for the purchase of books, publisher's reprints or periodicals
2. Be directed by higher authority
3. Be repeated with respect to the same item by the same teacher from term to term.

d). No charge shall be made to the student beyond the actual cost of the photocopying.

Compilations

Permission from the copyright owner should be obtained when using excerpts of copyrighted work to create anthologies or “coursepacks,” even if the excerpts fall under the definitions in the “fair use” doctrine.

C. Online Courses

The Teach Act provides instructors’ greater flexibility to use third party copyrighted works in online courses. An individual assessment will be required to determine whether a given use is protected under the Act. The following criteria are generally required:

1. The online instruction is mediated by an instructor.
2. The transmission of the material is limited to receipt by students enrolled in the course.
3. Technical safeguards are used to prevent retention of the transmission for longer than the class session.
4. The performance is either of a non-dramatic work or a “reasonable and limited portion” of any other work that is comparable to that displayed in a live classroom session.
5. The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education.
6. The district does not know, or have reason to know, that the copy of the work was not lawfully made or acquired.
7. The district notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

D. Library Reserves

All materials placed on print and electronic reserve within the Library will be at the initiative of faculty for the non-commercial, educational use of students. All Reserves will be provided in a manner that respects current copyright law, the rights of copyright holders and Fair Use rights.

E. Obtaining Permission to Use Copyrighted Material

1. It is the responsibility of the individual faculty member or other person requesting copies to obtain permission to use copyrighted material. The college will not knowingly duplicate copies of copyrighted materials.
2. Employees with questions regarding copyright law will be directed to the U.S. Copyright Office's Web site at <http://www.loc.gov/copyright> and the ECC Copyright page for other references including links to operating procedures related to copyright. Forms will also be available in the bookstore and the copy center.

F. Procedures

1. Individual division or departments impacted by the policy and procedure may choose to create written operational procedures that adhere to copyright policy.
2. In cases of unresolved disputes between the requestor and a campus service provider, the issue will be addressed according to the department's written procedures. If no procedures were in place at the time of the dispute, the problem will be referred to the requestor's Dean.
3. The service will not be rendered until the disputed issue is resolved.

References:

U. S. Code Title 17, Copyright Act of 1976; Education Code Sections 32360, 67302

AP 3720 Computer and Network Use

Fair Use: Copyright Act, Section 107

Compilations: *Basic Books, Inc. vs. Kinko's Graphics Corp.* (S.D.N.Y. 1991) 758 F.Supp. 1522; and *Princeton University Press v. Michigan Document Services, Inc.* (6th Cir. 1996) F.3d 1381.

Online Courses: The TEACH (Technology, Education and Copyright Harmonization) Act, USC 17, Copyright Act, Sections 110(2) and 112

Approved: Academic Senate, 5/4/10
5/11/11 – will move forward to College Council on 5/16/11.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
2011-2012**

JULY 2011

S	M	T	W	T	F	S
					[1] [2]	
[3]	4*	5	6	7	[8] [9]	
[10]	11	12	13	14	[15] [16]	
[17]	18	19	20	21	[22] [23]	
[24]	25	26	27	28	[29] [30]	
[31]						

NOVEMBER 2011

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5	6	7	8	9	10	11*
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[26]	[27]	28	29	30		

MARCH 2012

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31						

AUGUST 2011

S	M	T	W	T	F	S
					[5] [6]	
[7]	8	9	10	11	[12] [13]	
[14]	15	16	17	18	(19) [20]	
[21]	(22)	(23)	(24)	{25}{26}	27	
28	29	30	31			

DECEMBER 2011

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[17]	[18]	(19)	(20)	(21)	(22)	23*
[24]	[25]	26*	[27]	[28]	[29]	30*
[31]						

APRIL 2012

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29	30					

SEPTEMBER 2011

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JANUARY 2012

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[8]	9	10	11	12	13	[14]
[15]	16*	17	18	19	20	[21]
[22]	23	24	25	26	27	[28]
[29]	30	31				

MAY 2012

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OCTOBER 2011

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FEBRUARY 2012

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JUNE 2012

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30	31					

Fall	Spring	Flex Days	Summer I	Summer II	Winter Session	No Classes
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{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[] - Campus Closed

* - Holidays (Management, Faculty, Staff, Students)

() - Campus Remains Open – Classes not in session

Board Approved: September 2, 2008

EL CAMINO COMMUNITY COLLEGE DISTRICT

SCHOOL YEAR **CALENDAR SCHEDULE** **2011-2012**

Fall Semester 2011

Faculty & Staff Mandatory Flex Day – 6 hours	Thursday	August 25	2011
Faculty & Staff Development Flex Days	Thurs-Fri	August 25 & 26	2011
Fall Semester Classes Begin	Saturday	August 27	2011
Weekday Classes Begin	Monday	August 29	2011
Last Day to Drop and Be Eligible for a Refund (Short-Term)	Friday	September 2	2011
Labor Day Holiday, Campus Closed	Monday	September 5	2011
First Day to Apply for Degrees and Certificates (Fall)	Tuesday	September 6	2011
Last Day to Add (Full Semester Courses)	Friday	September 9	2011
Last Day to Drop and Be Eligible for a Refund (Full-Term)	Friday	September 9	2011
Last Day to Challenge Residency Status for Current Semester	Friday	September 9	2011
Active Enrollment Census	Monday	September 12	2011
Last Day to Drop Without Notation on Permanent Record	Friday	September 23	2011
Last Day to Apply for Degrees and Certificates (Fall)	Thursday	October 13	2011
Mid-Term Classes Begin	Saturday	October 22	2011
Veterans Day Holiday (Campus Closed)	Friday	November 11	2011
Last Day to Drop with a “W”	Friday	November 18	2011
Thanksgiving Day Holidays/Weekend (Campus Closed)	Thurs-Sun	November 24-27	2011
Fall Semester Ends	Friday	December 16	2011
Christmas Holidays (Campus Closed)	Fri-Mon	December 23 & 26	2011
Winter Recess (Campus Closed)	Fri-Mon	Dec 23, 2011- Jan 2	2012
New Year’s Holidays (Campus Closed)	Fri-Mon	Dec 30, 2011-Jan 2	2012

Winter Session– 2012

Winter Session Classes Begin	Wednesday	January 4	2012
First Day to Apply for Degrees and Certificates (Spring)	Monday	January 9	2012
Last Day to Drop and Be Eligible for a Refund	Tuesday	January 10	2012
Last Day to Add	Tuesday	January 10	2012
Last Day to Drop Without Notation on Permanent Record	Thursday	January 12	2012
Martin Luther King Holiday	Monday	January 16	2012
Last Day to Drop with a “W”	Monday	January 30	2012
Winter Session Classes End	Tuesday	February 7	2012

(Weekend classes are not held during Winter Session)

Spring Semester – 2012

Faculty & Staff Mandatory Flex Day – 3 hours	Wednesday	February 8	2012
Faculty & Staff Development Flex Days	Wed-Thurs	February 8 & 9	2012
Lincoln’s Day Holiday (Campus Closed)	Friday	February 10	2012
Spring Semester Classes Begin	Saturday	February 11	2012
Weekday Classes Begin	Monday	February 13	2012
Last Day to Drop and Be Eligible for a Refund (Short-Term)	Friday	February 17	2012
Washington’s Day Holiday, Campus Closed	Monday	February 20	2012
Last Day to Add (Full Semester Courses)	Friday	February 24	2012
Last Day to Drop and Be Eligible for a Refund (Full-Term)	Friday	February 24	2012
Last Day to Challenge Residency Status for Current Semester	Friday	February 24	2012
Active Enrollment Census	Monday	February 27	2012
Last Day to Apply for Degrees and Certificates (Spring)	Thursday	March 8	2012
Last Day to Drop Without Notation on Permanent Record	Friday	March 9	2012
Spring Recess (Faculty & Students)	Sat-Fri	April 7 - 13	2012
Mid-Term Classes Begin	Saturday	April 14	2012
Last Day to Drop with a “W”	Friday	May 11	2012
Memorial Day Holiday, Campus Closed	Monday	May 28	2012
Graduation	Friday	June 8	2012
Spring Semester Ends	Friday	June 8	2012

Summer Sessions – 2012 – El Camino College

First Six-Week Session - 2012

Six-Week Session Begins	Monday	June 18	2012
Last Day to Drop and Be Eligible for a Refund	Thursday	June 21	2012
Last Day to Add	Thursday	June 21	2012
Last Day to Drop Without Notation on Permanent Record	Wednesday	June 27	2012
Independence Day Holiday (Campus Closed)	Wednesday	July 4	2012
Last Day to Drop with a “W”	Tuesday	July 17	2012
First Six-Weeks Session Ends	Thursday	July 26	2012

Second Six-Week Session – 2012

Six-Week Session Begins	Monday	June 25	2012
Last Day to Drop and Be Eligible for a Refund	Thursday	June 28	2012
Last Day to Add	Thursday	June 28	2012
Independence Day Holiday (Campus Closed)	Wednesday	July 4	2012
Last Day to Drop Without Notation on Permanent Record	Thursday	July 5	2012
Last Day to Drop with a “W”	Tuesday	July 24	2012
Second Six-Weeks Session Ends	Thursday	August 2	2012

Eight-Week Session –2012

Eight-Weeks Session Begins	Monday	June 25	2012
Last Day to Drop and Be Eligible for a Refund	Thursday	June 28	2012
Last Day to Add	Tuesday	July 3	2012
Independence Day Holiday (Campus Closed)	Wednesday	July 4	2012
Last Day to Drop Without Notation on Permanent Record	Tuesday	July 10	2012
Last Day to Drop with a “W”	Thursday	August 2	2012
Eight-Week Session Ends	Thursday	August 16	2012

Saturdays & Sundays – No Classes – 2011-2012 – El Camino College

Fall Semester

November 26 & 27

December 17 & 18

Spring Semester

April 7 & 8

June 9 & 10

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2011-2012
EIGHT-WEEK COURSE DATES**

FALL 2011

First Eight Weeks

August 27 through October 21

Second Eight Weeks

October 22 through December 16

SPRING 2012

First Eight Weeks

February 11 through April 6

Second Eight Weeks

April 14 through June 8

Board Approved: September 2, 2008

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2011-2012
HOLIDAYS FOR 12-MONTH EMPLOYEES**

1. Independence Day Holiday	Monday	July 4
2. Labor Day Holiday	Monday	September 5
3. Veterans Day Holiday	Friday	November 11
4. Thanksgiving Holiday	Thursday	November 24
5. Local Holiday	Friday	November 25
6. Local Holiday	Friday	December 23
7. Christmas Holiday	Monday	December 26
8. Local Holiday	Friday	December 30
9. New Year's Holiday	Monday	January 2
10. Martin Luther King's Holiday	Monday	January 16
11. Lincoln's Holiday	Friday	February 10
12. Washington's Holiday	Monday	February 20
13. Memorial Day Holiday	Monday	May 28

Board Approved: September 2, 2008

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2011-2012
SUMMER CALENDAR 2012**

JUNE 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	[9]
[10]	(11)	(12)	(13)	(14)	(15)	[16]
[17]	18	19	20	21	[22]	[23]
[24]	25	26	27	28	[29]	[30]

JULY 2012

S	M	T	W	T	F	S
[1]	2	3	4*	5	[6]	[7]
[8]	9	10	11	12	[13]	[14]
[15]	16	17	18	19	[20]	[21]
[22]	23	24	25	26	[27]	[28]
[29]	30	31				

AUGUST 2012

S	M	T	W	T	F	S
			1	2	[3]	[4]
[5]	6	7	8	9	[10]	[11]
[12]	13	14	15	16	(17)	[18]
[19]	(20)	(21)	(22)	{23}	{24}	25
	26	27	28	29	30	31

Summer Session ----- 2012

Six-Week Sessions

June 18 through July 26, 2012
June 25 through August 2, 2012

Eight-Week Session

June 25 through August 16, 2012

Summer Four-Day Workweek Schedule – 2012

The 4-day, 8-hour a day workweek for classified and administrative employees will begin Monday, June 18, 2012 and end Friday, August 10, 2012. During this period of time, Fridays are non-work days.

EL CAMINO COLLEGE COMPTON CENTER

The El Camino College Compton Center will observe the 2012 Summer Session June 11, 2012 through August 17, 2012, with two five-week sessions and one eight-week session.

Fall	Spring	Flex Days	Summer	No Classes
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- { } - Staff Development Flex Days – Campus Remains Open – Classes not in session
- [] - Campus Closed
- * - Holidays (Management, Faculty, Staff, Students)
- () - Campus Remains Open – Classes not in session

Board Approved: September 2, 2008

PROPOSED (5/4/11) (Without Winter Intersession)

EL CAMINO COMMUNITY COLLEGE DISTRICT SCHOOL YEAR CALENDAR 2011-2012

JULY 2011

S	M	T	W	T	F	S
					[1]	[2]
[3]	4*	5	6	7	[8]	[9]
[10]	11	12	13	14	[15]	[16]
[17]	18	19	20	21	[22]	[23]
[24]	25	26	27	28	[29]	[30]
[31]						

NOVEMBER 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11*	12
13	14	15	16	17	18	19
20	21	22	23	24*	25*	[26]
[27]	28	29	30			

MARCH 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	[17]
[18]	[19]	[20]	[21]	[22]	[23]	24
25	26	27	28	29	30	31

AUGUST 2011

S	M	T	W	T	F	S
	1	2	3	4	[5]	[6]
[7]	8	9	10	11	[12]	[13]
[14]	(15)	(16)	(17)	(18)	(19)	[20]
[21]	(22)	(23)	(24)	{25}	{26}	27
28	29	30	31			

DECEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	[17]
[18]	[19]	(20)	(21)	(22)	23*	[24]
[25]	26*	[27]	[28]	[29]	30*	[31]

APRIL 2012

S	M	T	W	T	F	S
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29	30					

SEPTEMBER 2011

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JANUARY 2012

S	M	T	W	T	F	S
[1]	2*	(3)	(4)	(5)	(6)	[7]
[8]	(9)	(10)	(11)	(12)	(13)	[14]
[15]	16*	(17)	(18)	{19}	{20}	21
22	23	24	25	26	27	28
29	30	31				

MAY 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	[19]
[20]	[21]	(22)	(23)	(24)	(25)	[26]
[27]	28*	(29)	(30)	(31)		

OCTOBER 2011

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2012

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			1	2	3	4
5	6	7	8	9	10*	11
12	13	14	15	16	17	18
19	20*	21	22	23	24	25
26	27	28	29			

JUNE 2012

S	M	T	W	T	F	S
					(1)	[2]
[3]	4	5	6	7	(8)	[9]
[10]	11	12	13	14	[15]	[16]
[17]	18	19	20	21	[22]	[23]
[24]	25	26	27	28	[29]	[30]

Fall	Spring	Flex Days	Summer	No Classes
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{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[] - Campus Closed

* - Holidays (Management, Faculty, Staff, Students)

() - Campus Remains Open – Classes not in session

Board Approved:

PROPOSED (5/4/11)
(Without Winter Intersession)

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2011-2012
SUMMER CALENDAR 2012**

JUNE 2012

S	M	T	W	T	F	S
					(1)	[2]
[3]	4	5	6	7	(8)	[9]
[10]	11	12	13	14	[15]	[16]
[17]	18	19	20	21	[22]	[23]
[24]	25	26	27	28	[29]	[30]

JULY 2012

S	M	T	W	T	F	S
[1]	2	3	4*	5	[6]	[7]
[8]	9	10	11	12	[13]	[14]
[15]	16	17	18	19	[20]	[21]
[22]	23	24	25	26	[27]	[28]
[29]	30	31				

AUGUST 2012

S	M	T	W	T	F	S
			1	2	[3]	[4]
[5]	6	7	8	9	(10)	[11]
[12]	(13)	(14)	(15)	(16)	(17)	[18]
[19]	(20)	(21)	(22)	{23}{24}	25	
	26	27	28	29	30	31

Summer Session ----- 2012

Six-Week Sessions

June 4 through July 12, 2012

June 18 through July 26, 2012

Eight-Week Session

June 18 through August 9, 2012

Summer Four-Day Workweek Schedule – 2012

The 4-day, 8-hour a day workweek for classified and administrative employees will begin Monday, June 11, 2012 and end Friday, August 3, 2012. During this period of time, Fridays are non-work days.

Fall	Spring	Flex Days	Summer	No Classes
------	--------	-----------	--------	------------

{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[] - Campus Closed

* - Holidays (Management, Faculty, Staff, Students)

() - Campus Remains Open – Classes not in session

Board Approved:

EL CAMINO COLLEGE
CALENDAR COMMITTEE

Meeting Notes

May 4, 2011

Present: Francisco Arce, Ann Ashcraft, Tom Brown, Quajuana Chapman
Rebecca Cobb, Jeffrey Cohen, Kelly Holt, Bill Mulrooney
Jeanie Nishime, Barbara Perez, Carolee Vakil-Jessop, Toni Wasserberger

Absent: June Curtis, Pat McGinley and Emily Radar

Note: Mattie Eskridge, Recorder, provided the following information from Calendar Committee Members Pat McGinley and Emily Radar who were unable to attend.

Pat McGinley: "The Nursing Department students are hurt by cancelling the Winter Session."

Emily Radar: "She found out the Calendar Committee was scheduled on the day of the meeting. She was unable to attend because she was scheduled to teach a class from 3:30-4:30pm." (The Calendar Committee notification was sent to Julio Farias whose name was on the list as the alternate.)

Other Attendees: Lovell Alford, Tony Barbone, Kristie DiGregoria, Gregory Fry
Christina Gold, Marci Myers, Rory Natividad, Carolyn Pineda,
Nina Velasquez (for Emily Rader), Chris Wells, et al

A scheduled meeting of the El Camino College Calendar Committee convened at 3:30pm in the Stadium Room.

Introductions

Introductions were made by those in attendance.

Minutes

The Minutes of September 28, 2010 were received without action.

Discussion – Draft School Calendars 2011/2012 and 2012/2013

Jeanie Nishime opened the meeting by stating that the current budget situation presented changes to the current 2011/2012 School Calendar which was adopted by the Board of Trustees in September 2008. At the present time, we are at Options #2 and #3 of the current budget options. Options #2 and #3 proposes elimination of the Winter Session for 2012. The Winter Session will not have any course offerings. Today's discussion will look at the proposed adjusted calendar for 2011/2012 and a proposed calendar for 2012/2013 without the Winter Intersession. Copies of the 2011/2012 and 2012/2013 draft calendars were provided to those in attendance.

Discussion and Comments

Jeffrey Cohen questioned whether the proposed two calendars represented a decision by the administration? Will there ever be a winter intersession again? The response was that it is highly unlikely if the change is made it will be brought back again. The College is changing according to fiscal needs. This is not a discussion about restoring the calendar. This proposal is adjusting the calendars to eliminate the Winter Intersession. The Winter Intersession was inserted because the College was trying to grow. If, in the future, we find we need to grow FTES, we will need to put it in again. If we are facing shrinking resources we need to make the change. Jeffrey Cohen stated that at the open forums it was stated there would be no change in the next two calendar years. There is no open communication as both calendars clearly state the Winter Intersession is gone. If the Winter Intersession is gone, he asked that it be clearly so stated by the administration. He further stated that this is not a proposal but a declaration of ending Winter Intersession. Jeanie Nishime stated that for 2011/2012 and 2012/2013, the answer is yes – Winter Intersession is recommended to be eliminated from both calendars.

Chris Gold, President Academic Senate, stated that the decision to eliminate classes during winter disrespects the campus community. To say two weeks of no more classes is disastrous. It is an extended process to eliminate winter altogether. Another alternative would be to make cuts in the fall semester and preserve some of winter. This would be one response to the budget. Jeanie Nishime responded that this is not just cutting classes, but there are associated costs. Maintenance costs are estimated at about \$100,000 for the winter. Chris Gold stated the Senate was told there was no fiscal impact. This is a change from previous information. They were initially told this last fall. If there is estimation, the Senate would like to see it. If there are two back-to-back sessions, there would be a fiscal impact. Buildings would be open.

It was pointed out that the Winter Intersession is beneficial to students in that they can take necessary classes, and that these classes in winter helps them to graduate on time. It was further explained that other colleges are cancelling their winter sessions. If the budget situation warrants cancelling, place the Winter Intersession on hold temporarily. Part of the decision to move the Spring Semester is to change the Winter Session. If the Spring Semester is not moved, the campus will be idle for about two months, which is too long. It was explained that the calendars are a two-year proposal. We can continue to look at Winter Intersession in the future, but for now this is what needs to be done. Changing the schedule frequently is not good for students. Students plan their lives and studies around the school calendar and for them to not know when they are to take classes is not a good idea. It was pointed out; however, that it is not unusual for schools in fiscal crisis to change schedules.

Chris Wells asked about a two-week Intersession and whether or not that would be a proposal – from five weeks to two weeks. Jeanie Nishime responded that there had been no discussion about a two-week intersession. The question was asked about the Los Angeles Community College District and the adjustment of their winter schedule. It was pointed out that Los Angeles Community College District did not reduce their Winter Intersession, it was canceled altogether. The question was asked about the difference in their process? It was stated that El Camino College did not want to have the long break before the start of the Spring Semester which could end in a reduction of students.

Barbara Perez explained that when Compton Center indicated they wanted to give up winter, a few faculty appeared to not support that long break; although others may have been okay for a longer summer break.

Kelly Holt stated that having winter eliminated is extremely detrimental to their program. Two months off with no classes in the clinical environment is detrimental to learning. The long break hinders the program. She would support moving the Spring Semester up if Winter is eliminated.

Chris Gold expressed concern that discussion of moving Winter was being discussed at the Calendar Committee since this is possibly a negotiable item. A vote to move the Spring Semester up is a vote to eliminate the Winter Intersession. Jeanie Nishime explained that the Calendar Committee was not voting on this issue.

Discussion continued regarding the movement of the flex days within the calendar. Santa Monica College has two flex days during the semester and a traditional finals week. Their semester begins the same day we start, but ends two days later. Would this be a calendar option to consider? Barbara Perez responded that this kind of schedule was used in the past, but ended in lost days of instruction. We must have 175 days of instruction and we need three days of instruction in a week for that week to count as a census week. Santa Monica schedules their flex day on a Thursday or Friday. If this kind of proposal is presented properly, it would probably make sense. It was suggested that the administration consider going back to a traditional finals week. Jeffrey Cohen reminded the committee that there was research concerning a traditional finals week and the recommendation from the Calendar Committee was to have a finals week, but ultimately the decision was no.

Jeffrey Cohen explained that there are two serious concerns in making a change in the calendar at this time: 1) The 2011/2012 Calendar has been published for a long time. Students and faculty count on the calendar. Faculty take workshops, travel, and make plans two years in advance. If a change is made, some faculty will accept the lost of non-refundable reservations to be here at the beginning of the semester. 2) It will seriously impact the move of the Math Building to their new location, which will not happen before the end of the semester. Chris Gold added that another implication is for those

students who build education plans with Winter in mind. For these students, they will push back their graduation date. This is slowing the student's progress. They are being pushed back into the next semester.

Francisco Arce explained that El Camino College is facing \$11 million in budget cuts; Compton Center is facing a \$4 million budget deficit. Some of these reductions will be in management and classified staff. Other reductions will require negotiation. The District's intention is not to hurt students or faculty. Chris Gold acknowledged that deep cuts are projected, but carefulness is needed about how they are made. There are other areas to consider for reduction. The recommendation is to keep the Winter Session intact and make an 8% cut in the fall semester. This will give students access to classes. Jeanie Nishime stated that it is not just a matter of cutting FTES, but ancillary costs to winter as well. Winter Session averages out at a 3% of cost.

Jeanie Nishime further stated that another rationale for moving Winter is in consideration of employee jobs. Jeffrey Cohen suggested leaving the Spring semester where it is for the coming year and shut down the campus completely for two weeks; accomplish furloughs and costs for running the campus. This may be a disadvantaged for salaried employees in that they would have smaller pay checks.

Kristie DiGregorio stated that other campuses are saving on Winter session, by not offering classes. Students know they will need to be more responsible. If students become more resourceful, competing colleges will re-activate their winter sessions before we do and the students will not come back. Students will go where there are classes. Moving the students back and forth is not good for educational plans. She expressed concern for instructional program and for the students.

Carolee Vakil-Jessop discussed the decision of no classes in the winter and expressed her support for moving the Spring semester up. For the Student Development area, the activities continue regardless of the change in calendar. For instance, student conferences and other activities all have to be dealt with. If discipline hearings are needed during the time of the Winter Session, usually faculty is not available and the hearings are placed on hold until faculty returns for the Spring Semester. She would support if Winter classes are not offered.

Bill Mulrooney stated that if the change is made to move Spring Semester up, is permission needed from the Chancellor's Office? It was explained that this is a local decision. No consultation is needed with the Chancellor's office. Lovell Alford explained that if the change is made according to any Title 5 regulation, the Chancellor's Office approval would then be needed. Otherwise, in the current situation, the College is simply adjusting the calendar by moving a semester within the calendar. The Chancellor's Office approval is not needed to eliminate the Winter session.

Jeanie Nishime discussed the major changes in the proposed 2011/2012 Calendar without Winter Intersession:

1. Spring Semester would begin on January 21, 2012
2. Commencement at Compton would be May 17
3. Commencement at El Camino would be May 18
4. A two-week period of no classes – May 19 through June 3
5. Summer Session 2012 would begin June 4
6. There are two over-lapping summer sessions which would accommodate high school students – June 4 through July 12 and June 18 through July 26
7. The present calendar starts two weeks early and high school students could not take advantage of it
8. There is the opportunity to shift summer if not meeting FTES goal
9. Fall semester 2012 would begin as previously approved.
10. The 2012/2013 calendar would follow the same scheduling pattern

Francisco Arce stated that a request was received from the Math and Science Division Dean to start the eight week session one week earlier as the proposed schedule is too close to the start of the fall semester. However, it was agreed that the proposed configuration is more workable as it is the same as in the past.

Jeffrey Cohen expressed concern that there was no collegiality in the process to develop the proposed calendars 2011/12 and 2012/2013. There has been no opportunity for discussion. Chris Gold said the information provided at today's meeting is not what was presented at the Senate meeting. Jeanie Nishime said there are still opportunities to change the beginning and ending dates of the calendar. Jeffrey Cohen strongly stated that the published 2011/2012 calendar, as Board approved in 2008, should remain the calendar for the District. Students have given their opinion to leave the Winter Session intact.

With respect to moving the flex days, Jeanie Nishime stated this suggestion would be brought forward for President Fallo's consideration. However, having a week with two days would not count as census. In response to the suggestion of developing a calendar similar to that of Santa Monica, Barbara Perez explained that the District tried this process in the past and was denied. Santa Monica College appears to be the only college to be able to be approved for that type of calendar. Jeanie Nishime further explained that one of the main reasons for starting on January 21 is to avoid the Martin Luther King Holiday and minimize impact of reducing Monday classes. Discussion will continue as to which of the two days will be a mandatory flex day.

Adjournment

The meeting adjourned at 4:30pm.

Academic Senate Response to the Revisions to the 2011/12 Academic Calendar

Presented to College Council on Monday, May 09, 2011

The Academic Senate President requests that College Council takes the following action and asks that this action request be put into the College Council minutes for the May 9th meeting:

The Academic Senate President requests that any revisions to the 2011/12 calendar not be brought to the Board until a true and honest process of collegial consultation is undertaken so that we are in full compliance with Board Policy 4010.

This request is being made after a lack of collegial consultation about the major revisions to the 2011/2012 academic calendar at the Calendar Committee meeting on Wednesday, May 4. The assertion that the decision had already been made and that the revised calendar distributed at the meeting would be going to the Board regardless of discussion within the committee circumvents campus processes, consultation and Board Policies and ignores the wishes of the students and faculty as expressed in public forums and in the joint resolution regarding the calendar.

Related Documents

Board Policy 4010: "The Superintendent/President shall, in consultation with the appropriate groups, develop and submit to the Board for approval an academic calendar."

Agreement, ECCFT, Article 7: Calendar

Section 1. Calendar

During the fall semester of each school year, the District shall establish a calendar committee which shall be comprised of a representative or representatives of various campus organizations. A majority of the members of this committee shall be appointed by the President. ***The function of this committee is to recommend to the President and the Board of Trustees of the District a school calendar*** for the following two years, through the end of the summer session of the second year, to be adopted by the District. The Federation shall be entitled to appoint two (2) voting members as its representatives on the committee. The Academic Senate shall be entitled to appoint two (2) members as its representatives on the committee. Calendar changes that impact working conditions will be subject to negotiations.

Section 2. Committee Recommendations

The calendar committee shall make recommendations for a school year in compliance with the Education Code. ***The calendar shall include an academic year consisting of fall and spring semesters, summer and winter sessions***, and other academic sessions as may be developed in the future.

It is understood that the District may add an additional unscheduled day or days to the calendar in the event that any day or days are 'lost' due to uncontrollable circumstances. The recommended calendar shall include the stipulated holidays as provided by Article 15." (emphasis added)

ECC Academic Senate Guidelines for Budget Cuts and Reductions on the Torrance Campus

...ECC must avoid the appearance and/or reality that the urgency of budget cuts is being used to circumvent processes and collegial consultation on campus. The depth of the budget crisis and its severe impact especially demands a public and very careful decision-making process.

Budget cuts and reductions must be made in a **transparent** and **strategic** way that will:

1. Minimize the detrimental impact on students.
2. Abide by the collegial consultation process and adhere to agreed-upon Academic Procedures.
3. Carefully adhere to Board Policies, thereby respecting the wishes of the ECC Board of Trustees.
4. Provide sufficient data and evidence that published guidelines and principles are being followed.
5. Respect the budgeting and planning processes on campus that were required for accreditation by the ACCJC and provide evidence of the cost savings of suggests cuts.
6. Abide by the terms of the ECCFT contract and negotiable items....

Winter Session Resolution

Whereas, the El Camino College mission statement asserts that “El Camino College offers quality, comprehensive education programs and services to ensure the educational success of students from our diverse community,” and the ECC Statement of Values similarly asserts that “Our highest value is placed on our students and their education goals;” and

Whereas, student success and retention rates are routinely higher in winter than in either fall, spring or summer sessions; and

Whereas, winter session provides additional opportunities for students who are transferring in the upcoming fall semester to complete required coursework, and summer courses cannot be used for same year fall transfer; and

Whereas, optimal teaching and learning conditions appear to be supported by the continuation of the winter session; and

Whereas, on October 24, 2010, the Compton Educational Center Faculty Council voted to recommend maintaining winter session indefinitely; and

Whereas, the conditions that led to the creation of a winter session in the first place still hold today (namely, that we not lose motivated students to neighboring community colleges):

It is Resolved that the El Camino College Academic Senate, the El Camino College Federation of Teachers, and the Associated Students Organization support the ECC mission and value statements by joining the Compton Educational Center Faculty Council in strongly recommending that winter session be preserved for the benefit of ECC students, until such time that indisputable evidence of the academic effects of a calendar change warrants reconsideration.

Passed and approved by the ECC Academic Senate, the El Camino College Federation of Teachers and the Associated Students Organization.

Dr. Fallo has agreed not to take the proposed calendar change to the Board (for its May meeting).

PLEASE NOTE: It WILL be taken to the Board for its meeting in June. Please plan to attend the June 20 Board Meeting and express your feelings about both the proposed changes as well as the process. There is not much chance that they will reconsider having classes during Winter 2012, but the proposed calendar change guarantees there will never be another winter session.

Jeffrey Cohen

Professor of Mathematics
El Camino College
310-660-3593 ext3226

From: Gold, Christina
Sent: Tuesday, May 10, 2011 12:53 PM
To: ECC Faculty
Cc: Fallo, Thomas; Arce, Francisco; Nishime, Jeanie
Subject: Calendar Revisions NOT going to Board

ECC Faculty,

I would like to thank Tom Fallo for agreeing not to send the revised 2011/12 calendar to the Board until a true and honest process of collegial consultation is undertaken. This announcement was made yesterday (5/10) during a meeting of the College Council.

Please recognize that the inconvenience of a calendar delay could have been avoided if administration had followed Board policy and engaged in collegial consultation before making a decision.

The Academic Senate encourages administration to reconsider its current plan not to cut any fall sections, while completely eliminating Winter sections and reducing Spring sections. Administration is encouraged to consider making even reductions across the semesters/sessions in order to allow our current students the option of using winter to successfully progress more quickly towards degrees and certificates. In addition, several faculty members have expressed concern that maintaining a full fall semester is much like a "bait and switch" for new students. They are invited in with a full contingent of classes, but later experience the deep cuts and competition for classes with existing students.

Dr. Christina Gold
Professor, History Dept.
Academic Senate President

El Camino College
16007 Crenshaw Blvd.
Torrance, CA 90506

EL CAMINO COLLEGE
2-YEAR FTES AND NUMBER OF SECTION COMPARISONS
(PROJECTED MODEL: SECTION REDUCTION AND FEE INCREASE)

2011-2012 Academic Year FTES Goal: 18,000

Academic Year-to-Year Comparison El Camino College	2010-2011 First Period Projected FTES	2011-2012 FTES Goals (Projected)	Change	% Change	2010-2011 Number of Sections	2011-2012 Number of Projected Sections	Change	% Change
Summer	1,649.73	1,200.00	-449.73	-27%	401	365	-36.00	-9%
Fall	8,477.83	8,425.00	-52.83	-1%	2,002	2,002	0.00	0%
Winter	594.49	430.00	-164.49	-28%	158	113	-45.00	-28%
Spring	8,350.27	7,885.00	-465.27	-6%	2,014	1,900	-114.00	-6%
Subtotal	19,072.32	17,940.00	-1,132.32	-6%	4,575	4,380	-195.00	-4%
Summer (Credit FTES Shift)	327.68	0.00	-327.68	0%				
Total	19,400.00	17,940.00	-1,460.00	-8%				

2011-2012 Academic Year FTES Goal: 17,285

Academic Year-to-Year Comparison El Camino College	2010-2011 First Period Projected FTES	2011-2012 FTES Goals (Projected)	Change	% Change	2010-2011 Number of Sections	2011-2012 Number of Projected Sections	Change	% Change
Summer	1,649.73	950.00	-699.73	-42%	401	303	-98.00	-24%
Fall	8,477.83	8,425.00	-52.83	-1%	2,002	2,002	0.00	0%
Winter	594.49	0.00	-594.49	-100%	158	0	-158.00	-100%
Spring	8,350.27	7,885.00	-465.27	-6%	2,014	1,900	-114.00	-6%
Subtotal	19,072.32	17,260.00	-1,812.32	-10%	4,575	4,205	-370.00	-8%
Summer (Credit FTES Shift)	327.68	0.00	-327.68	0%				
Total	19,400.00	17,260.00	-2,140.00	-11%				

2011-2012 Academic Year FTES Goal: 16,005

Academic Year-to-Year Comparison El Camino College	2010-2011 First Period Projected FTES	2011-2012 FTES Goals (Projected)	Change	% Change	2010-2011 Number of Sections	2011-2012 Number of Projected Sections	Change	% Change
Summer	1,649.73	345.00	-1,304.73	-79%	401	160	-241.00	-60%
Fall	8,477.83	8,100.00	-377.83	-4%	2,002	1,930	-72.00	-4%
Winter	594.49	0.00	-594.49	-100%	158	0	-158.00	-100%
Spring	8,350.27	7,560.00	-790.27	-9%	2,014	1,805	-209.00	-10%
Subtotal	19,072.32	16,005.00	-3,067.32	-16%	4,575	3,895	-680.00	-15%
Summer (Credit FTES Shift)	327.68	0.00	-327.68	0%				
Total	19,400.00	16,005.00	-3,395.00	-18%				