



Academic Senate of El Camino College 2015-2016

February 2, 2016

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

Officers & Executive Committee

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

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

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

Lance Widman
Pete Marcoux
Kristie Daniel-DiGregorio
Russell Serr

Adjunct (1yr term)

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

Behavior & Social Sciences

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

Business

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

Compton Educational Center

Chris Halligan 14/15
Paul Flor 14/15

Counseling

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

Learning Resource Unit

Moon Ichinaga 15/16
Claudia Striepe* 15/16

Fine Arts

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

Health Sciences & Athletics/ Nursing

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

Humanities

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

Industry & Technology

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

Mathematical Sciences

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

Natural Sciences

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

Academic Affairs & SCA

Jeanie Nishime
Jean Shankweiler
Linda Clowers

Associated Students Organization

Patrick McDermott
President/ Superintendent
Dena Maloney
Division Personnel
Gloria Miranda
Ex-officio
Ken Key ECCFT
Nina Velasquez ECCFT

Institutional Research

Irene Graff
Carolyn Pineda

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

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



Academic Senate of El Camino College 2015-2016

February 2, 2016

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

SENATE'S PURPOSE (from the Senate Constitution)

- A. To provide an organization through which the faculty will have the means for full participation in the formulation of policy on academic and professional matters relating to the college including those in Title 5, Subchapter 2, Sections 53200-53206. *California Code of Regulations*. Specifically, as provided for in Board Policy 2510, and listed below, the "Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters of:
1. Curriculum, including establishing prerequisites and placing courses within disciplines
 2. Degree and certificate requirements
 3. Grading policies
 4. Educational program development
 5. Standards and policies regarding student preparation and success
 6. District and college governance structures, as related to faculty roles
 7. Faculty roles and involvement in accreditation process, including self-study and annual reports
 8. Policies for faculty professional development activities
 9. Processes for program review
 10. Processes for institutional planning and budget development, and
 11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate."
- B. To facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.
- C. Strategic Initiative C - COLLABORATION - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

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

FALL 2015

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

SPRING 2016

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

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

FALL 2015

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

SPRING 2016

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

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

Committees

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

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



AGENDA & TABLE OF CONTENTS

		Pages
A. CALL TO ORDER		
B. APPROVAL OF MINUTES		6-11
C. OFFICER REPORTS	A. President – Chris Jeffries/Claudia Striepe	12-22
	B. VP – Compton Education Center – Paul Flor	
	C. Chair – Curriculum – Allison Carr	23-28
	D. VP – Educational Policies – Chris Gold	29
	E. VP – Faculty Development –Kristie Daniel-DiGregorio	30-33
	F. VP – Finance – Lance Widman	34-44
	G. VP – Academic Technology – Pete Marcoux	45
	H. VP – Instructional Effectiveness/Assessment of Learning Committee & SLOs Update – Russell Serr	46
D. SPECIAL COMMITTEE REPORTS	A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Jean Shankweiler and Jeanie Nishime	
E. UNFINISHED BUSINESS	A. A/P 5530 – Student Rights and Grievances – Chris Gold This procedure has updated language regarding student rights and grievances. There is no corresponding board policy. This procedure has gone through further discussion with William Garcia and the Union and has incorporated concerns brought forth by Senators at its first reading on October 20 th . The 2 nd reading will be further postponed until Chris G. can meet with Dean Garcia regarding the reporting channels.	
	B. BP/AP 3710 – Use of Copyrighted Materials and BP/AP 3750 - Securing of Copyright – Chris Gold Both of these policies and procedures are being reviewed by Dean’s Council and will be brought back for a 2 nd reading by the Senate in the spring. Chris G. will follow up with Academic Affairs.	

F. NEW BUSINESS	None	
G. INFORMATION ITEMS – DISCUSSION	A. Reporting on sensitive issues – Chief Trevis, Mike Travis (attorney), Ann Garten	
H. FUTURE AGENDA ITEM I. PUBLIC COMMENT J. ADJOURN	A. Bill Mulrooney – discussion regarding census, no-show and attendance reports; possibly looking at +/- grades B. Linda Gallucci – update on Hobson’s Early Alert (Starfish)	

Senate Goals

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

ACADEMIC SENATE ATTENDANCE
December 1, 2015

Adjunct (1 year)

Dustin Black XX
Karl Streipe XX

Behavioral & Social Sciences

Daniel Walker
Christina Gold XX
Kristie Daniel-DiGregorio XX
Lance Widman XX
Michael Wynn XX

Business

Phillip Lau XX
Josh Troesh XX
Nic McGrue XX

Counseling

Yamonte Cooper EXC
Chris Jeffries XX
Rene Lozano XX

Fine Arts

Ali Ahmadpour SAB
Chris Wells
Russell McMillin XX
Vince Palacios
Daniel Berney XX

Health Sciences & Athletics

Russell Serr XX
Robert Uphoff XX
Andrew Alvilar
Tracy Granger
Colleen McFaul XX

Humanities

Rose Ann Cerofeci XX
Christina Nagao XX
Barbara Jaffe XX
Ashley Gallagher
Pete Marcoux

Industry & Technology

Patty Gebert
Ross Durand XX
Mark Fields XX
Tim Muckey
Merriel Winfree XX
Lee MacPherson
Hiram Hironaka

Learning Resources Unit

Moon Ichinaga XX
Claudia Striepe XX

Mathematical Sciences

Zachary Marks XX
Jasmine Ng
Megan Granich EXC
Matthew Mata XX
Ben Mitchell

Natural Sciences

Sara Di Fiori XX
Miguel Jimenez
Anne Valle XX
Mohamad Abbani
Ryan Turner XX

Academic Affairs & SCA

Jean Shankweiler XX
Karen Lam
Jeanie Nishime XX
Karen Whitney

Assoc. Students Org.

Leslie Speights XX

Compton Education Center

Estina Pratt
Chris Halligan
Essie French-Preston
Paul Flor XX
Vacant

Division Personnel

Connie Fitzsimons

Ex-Officio Positions

Ken Key (ECCFT)
Nina Velasquez (ECCFT)

Curriculum Chair

Allison Carr XX

Deans' Reps.; Guests/Other Officers:

Virginia Rapp XX
Carolyn Pineda XX
Hiram Hironaka (CTE)
Rebecca Donegan XX
Arthur Leible (CTO) XX

ACADEMIC SENATE MINUTES

Dec. 1, 2015

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

1. CALL TO ORDER Senate Co-Presidents Jeffries and Striepe called the last Academic Senate meeting of the Fall 2015 semester to order on December 1, 2015 at 12:35 p.m.

CJ: Thank you senators for your participation and endurance.

2. APPROVAL OF MINUTES

See pgs. 6-11 of packet for minutes of the Nov. 17 meeting. Minutes approved as written.

3. OFFICER REPORTS

A. Co-Presidents – Chris Jeffries (CJ) and Claudia Striepe (CS) (pgs. 12 - 16)

CS: Dr. Fallo pointed out at College Council that the Board of Trustees is finding errors in the AP/BP's. Please be cognizant of small mistakes. And IR has mailed out a planning process survey. Please respond by the end of the semester. CS: Regarding the support letter for the Chancellor's Office task force for accreditation, we'll take a straw poll today, and if there is support for we'll draft a letter. CJ: It's touchy in light of the Compton partnership. (CS called for a show of hands.)

No opposed votes or abstentions.

CS: We've crafted a resolution for Dr. Fallo's retirement to be read at the Board of Trustees meeting in January. We have two great stories: (1) Karl Striepe alerted us to a story ran NPR on manufacturing in Los Angeles that featured the Compton Center, and (2) Our journalism program has won several national awards.

B. VP – Compton Education Center – Paul Flor

On our self-evaluation we have completed our search for evidence. We do have our documentation but the business office is behind. We're preparing the narrative, and the third step is a composite of documenting and editing. Our SLO/PLO percentages are up. Discrepancies have been moved up. Also, NPR mentioned Compton Center and honored our aerospace students and faculty for preparing for the jobs of the future.

C. Chair – Curriculum – Allison Carr (pgs. 17 - 19)

A. Carr: There was a regional meeting at MTSAC recently with updates from the Chancellor's Office. This is the abbreviated version. I can send you full slides. Regarding SB4440, common challenges were Computer science and Music ADT's with the mandated unit limit and delays in approval of courses in the C-ID process. The C_ID has a new president and has hired more people for approval. Volunteers now include from CalStates and other community college professors in subject area. It should make the process quicker. The curriculum inventory system currently in use by the Chancellor's Office is scheduled to be replaced. Many concerns were raised about the transition, including whether or not a course could still be offered if data got "lost" in the transition. The Chancellor's Office assured us that

courses could still be available if data is lost. We are lucky to have a full time advisor in Quajuana Chapman. If the transition is bumpy, ECC should be in good shape. CS: What's the replacement? A. Carr: An in-house system from their technology system. We should expect real-time feedback on approval. B. Jaffe: Do we have to switch? A. Carr. Not at this time. I'll keep you posted. Also, there is a DE addendum – all courses offered as Distance Ed must have separate approval. There's been leeway in offerings of courses that are not in the spirit of Distance Ed intentions. Our campuses and faculty maintain integrity of Distance Ed courses. Finally, the UC transfer pathways is a set of courses that make students competent, but is not a guarantee (ADT). Students wonder, what's the point? The Chancellor's Office believes it's the UC trying to make a gesture toward increasing transfer admissions from community colleges. Hopefully it will evolve into a solid relationship.

D. VP – Educational Policies –Chris Gold (pgs. 20 - 25)

Our minutes are in the packet.

E. VP – Faculty Development – Kristie Daniel –DiGregorio

A. Recognition of the Outstanding Adjunct Faculty winner and nominees – Kristie Daniel-DiGregorio

The FDC believes that this is a wonderful award. I want to thank the selection committee for reading these recommendations. The selection committee wanted to honor six more faculty for their contributions. Our recipients for distinguished teaching include: Dustin Black (History), Rebecca Donegan (Geography), Hiroko Hojo (Dance and Physical Education), Gary Kohutsu (Journalism), Fariba Sadeghi-Tabrizi (Fine Arts), and Margarita Talavera-Hofer (Spanish). Our 2015 award recipient, Kim Nguyen is commended for tireless efforts and spending as much time as possible with students. Ms. Nguyen believes that with mutual respect any student can be successful. K. Nguyen: Thank you for the award. Thanks Dustin for nominating me and thanks to the selection committee and the Psych Department. It makes me reflect on why I teach. I came back to ECC after getting my bachelors, and met instructors, and remembered that I wanted to be here. I wanted to give back the dedication my instructors gave me. This is a reflection of ECC excellence. It's an honor. Thank you.

F. VP – Finance – Lance Widman (pgs. 26 - 28)

pp. 26-28, PBC 11/5 Minutes: A very good presentation regarding Full-time Student Success Grants which provide additional monies from the State to allow full-time students under certain conditions to continue their education at community colleges. There was also extensive discussion regarding the Strategic Plan Implementation Review, with PBC members expressing serious concerns about how the various elements of the existing planning process fit together. It is my belief that maybe two dozen EC employees out of over 1000 may understand how the Strategic Plan, Program Review, TracDat data, Comprehensive Plan, Education Master Plan, and Facilities/Staffing/Technology Plans fit together and provide the basis for budget decisions. The request was made by PBC that Institutional Research develop a simplified document that would facilitate such understanding. In the absence of such a document, any attempt to conduct campus-wide evaluations would be highly suspect and probably bogus as an accurate/informed measure of the planning process at EC. Lance hired all faculty to respond to IR survey.

G. VP – Academic Technology – Pete Marcoux

I'd like to introduce Art Lieble our new Chief Technology Officer. A. Lieble: I'm trying to see as many people as often. Call to get on the calendar. We're trying to restart projects like the CI tracking system for labs and student computer sessions. More to come later. P. Marcoux: Laptops? A. Leible: The demo is up and ready for people to come see. Another email for selecting your instrument came up today. If you don't vote you get a laptop. So respond. Items should be arriving prior to the beginning of the semester. R. Cerofeci: What about the old laptops? A. Lieble: Reuse or disposal. R. Cerofeci: Can we donate? P. Marcoux: In the past we've bundled and sent to re-supplier.

H. VP – Instructional Effectiveness/ Assesment of Learning Committee and SLO's Update – Russell Serr (pgs. 29 -30)

Here is our wrap-up for program review. The last one went in today. 100% of scheduled program reviews are completed. SLO/PLO assessments are trickling in, at over 400 so far for fall semester. Action plans are having tangible results, i.e. microscopes for biology. A lot of actions are recognizing the program review process, and justifying it. Thank you faculty for a great job of making tasks useful. Three workshops remain this fall. Bring your data and leave finished. The ALC committees received SEP funding for writing across committees. We invited faculty to come and get involved in the critical thinking ILO for spring. We're way ahead of the game. Last year's ILO and this year's too take up a lot of the committees' time. The final date for assessments is February 5. M. Winfree: Is there training for program review in spring? R. Serr: These are for assessments, but for program review assistance, please wait. Turn it in as scheduled. M. Winfree: Is there training for submitting? R. Serr: Next semester.

4. SPECIAL COMMITTEE REPORTS

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

Dr. Shankweiler: The enrollment management plan is a couple years behind. The student equity plan will be posted as soon as Lizette can get it to the website. After posting it I'll send it to Chris and Claudia. Please review it and let me and Idania and I know the corrections.

Dr. Nishime: Regarding the accreditation task force report, at the consultation committee in November, it was clear that the Chancellor had backed away from his stance of demanding a new accreditor. His new demand is for a new model of accreditation. The Board of Governors has directed him to produce a clear direction and timeline by March. Other than that, our accreditation report went to the commission this month. They will act on it in January. It is complicated and needs simplification, but we're fulfilling the tenet that planning should be driving budgeting. I ask that all consultation committees develop a webpage, linked off of the administration page, providing all curious people with what's happening in consultation. L. Widman: It seems that the Board of Governors have directed the Chancellor to come back with alternatives. Dr. Nishime: the Chancellor was clear that he wants a new model. ACCJC does represent the colleges; all members are elected by the community colleges. We can vote them off if we don't like them. And the Chancellor is retiring in April.

5.UNFINISHED BUSINESS

A. Election of Officers and Senators – Pete Marcoux - Call for nominations.

P. Marcoux: We have one nomination for president; Kristie Daniel –DiGregorio has agreed. Dan Berney: Seconded. P. Marcoux: Are there any other nominations? C. Gold: Seconded. Therefore, because no one else is running. All those in favor?

The votes were unanimously in favor.

CS: Kristie will shadow as president elect in spring. P. Marcoux: We'll need an election for Faculty development in spring.

B. A/P 5530 – Student Rights and Grievances – Chris Gold (pgs 31 – 39)

This procedure has updated language regarding student rights and grievances. There is no corresponding board policy. This procedure has gone through further discussion with William Garcia and the Union and has incorporated concerns brought forth by Senators at its first reading on October 20th. This will be a 2nd reading.

Tabled until next meeting.

C. BP/AP 3710 – Use of Copyrighted Materials and BP/AP 3750 - Securing of Copyright – Chris Gold

Both of these policies and procedures are being reviewed by Dean's Council and will be brought back for a 2nd reading by the Senate in the spring.

Tabled until next meeting.

6. NEW BUSINESS

7. INFORMATION ITEMS –DISCUSSION

A. Lori Suekawa – CI-D and Assist

L. Suekawa: I'm the articulation counselor. I want to touch on issues with accreditation. C-ID articulates numbering systems, to standardized the system, and all courses. We articulate to a descriptor, and we have prescriptives. On the website, on the fourth slide you'll find directions for looking up your courses and finding the results. Let your colleagues know that we must comply. We have 56 that remain unapproved, but we are looking at them carefully. All are reviewed every five years, both degrees and descriptors. Textbooks might be out of date, or it's not 100 % compliant to prerequisite. Time constraints also present a problem, we only have one year to do all things. It's even harder for LACC's which are on a two year catalogue cycle. Another challenge is fear of losing articulation. Be cognizant of UC and CalState articulation. C. GOLD: Can the prerequisite be local? L. Suekawa: Yes. It's a minimum requirement. At ECC, make it obvious to all readers. Update your textbooks. These are just representative samples, you don't have to use them. Pros: we've included outlines and updated textbooks. The bonus is 113 colleges are on the same page. Cons: Community college faculty review, and reduction of units. Articulation is our next topic: transferable is different than articulated. Just because a course is transferrable doesn't necessarily mean that it has the same content as a course at another school. I want courses to meet IGETC and CSU Breadth. Another type of articulation is CSU/UC transferability. If a course is offered as lower division at UC, that's a slam dunk for articulation. For CSU transferable courses, we determine which courses transfer, but we ask for documentation. Is it taught at another school? Will the CSU accept it? The articulation cycle timeline is provided. A course may be denied if

outline is too old, or textbooks are too old, or content is missing or misspelled, etc. Some universities want classes taken at their institutions. Check out assist.org to see which courses are listed across the universities. Or to find out if another college already offers a course you'd like to teach. R. McMillan: Do you share course status updates with deans? L. Suekawa: Yes.

8. FUTURE AGENDA ITEMS

A. Bill Mulrooney – discussion regarding census, no-show and attendance reports; possibly looking at +/- grades

9. PUBLIC COMMENT

First spring meeting will be Feb. 2.

10. ADJOURN

The meeting adjourned at 1:53p.m.
SD/ECCFall15

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

FINAL

EL CAMINO COLLEGE

Office of the President

Minutes of the College Council Meeting – November 30, 2015

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

Members Present: Linda Beam, Thomas Fallo, Paul Flores, Irene Graff, Vishu Gupta, Jo Ann Higdon, Chris Jeffries, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler, Claudia Striepe. Guest: David Mc Patchell

1. Minutes – November 23, 2015 minutes were approved as presented.
2. Collegial Consultation Committees webpage template was reviewed and approved by College Council. It was determined that the consultation committee webpages will be in the “Administration” directory.
3. Planning Process – The Employee Campus Climate survey will go out to ECC and CEC this week.
4. BP/AP 3300 (Public Records) – Policy presented for review only with no changes. The procedure is new and is ready for the Board with some minor typographical corrections.
5. BP/AP 3310 (Records Retention and Destruction) – These are ready for the Board with minor typographical corrections to the procedure.
6. BP/AP 6100 (Delegation of Authority) – These are ready for the Board with recommended changes to the policy and minor typographical corrections to the procedure.
7. BP/AP 6150 (Designation of Authorized Signatures) – Policy presented for review only with no changes. The procedure is new and is ready for the Board with some minor typographical corrections.
8. AP 4040 (Library Services) – Procedure was reviewed and there is concern about the correct title of the director. This procedure will be held until the correct title is determined.
9. The ASO fundraiser at Wingstop has been postponed.

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

FINAL

EL CAMINO COLLEGE

Office of the President

Minutes of the College Council Meeting – December 7, 2015

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

Members Present: Linda Beam, Irene Graff, Jo Ann Higdon, Chris Jeffries, David Mc Patchell, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler, Luukia Smith, Claudia Striepe.

1. Minutes – November 30, 2015 minutes were approved with a correction to the agenda, item 4: AP 5530 (Student Rights & Grievances) – not ready yet.
2. Collegial Consultation Committees webpage draft was reviewed and approved by College Council. It was noted that some division council names need to be updated. Claudia will see if a later version of the “Participating Effectively in District and College Governance” document is available. It was also recommended that this draft be shared with the Compton Center to see if they would like to implement something similar.
3. Policies and Procedures Inventory/Status Report was reviewed.
4. Power Outage – Linda reported that there was a power outage on Friday (12/4/15) mid-morning. It was noted that not all areas of campus were affected. The Vice Presidents are working on developing “power outage” protocols.
5. Active Shooter Training – Jo Ann reported that there will be an “active shooter” all-campus drill sometime in January 2016.

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

FINAL

EL CAMINO COLLEGE

Office of the President

Minutes of the College Council Meeting – December 14, 2015

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

Members Present: Linda Beam, Thomas Fallo, Irene Graff, Jo Ann Higdon, Dipte Patel, Susan Pickens, Susana Prieto, Jean Shankweiler, Luukia Smith, Claudia Striepe.

Guest Present: David Mc Patchell.

1. Minutes – December 7, 2015 minutes were approved as presented.
2. Board Agenda Review:
 - a) Trustees Beverly, Brown, and Combs will receive the oath of office.
 - b) There will be a report-out following the closed session.
 - c) Corrections:
 - i. Page AA 13, item # D: link updated;
 - ii. Page AS 8, item # G: item withdrawn;
 - iii. Page AS 9, item # 9; should be 12/15/15 instead of 12/5/15.
3. The next College Council meeting will be Wednesday, January 20, 2015. College Council will resume weekly meetings beginning January 25, 2015.

EL CAMINO COLLEGE

Office of the President

Minutes of the College Council Meeting – January 20, 2016

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

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

Members Present: Linda Beam, Ann Garten, Irene Graff, Jo Ann Higdon, Chris Jeffries, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler, David Mc Patchell.

1. Minutes – December 14, 2015 minutes were approved as presented.
2. Board Agenda Review
 - a) 2014-15 Audit Report – The independent auditors’ report letter shows a “clean opinion” of the financial statements. The auditors noted that we did not meet the requirement to adopt a plan to expend Education Protection Account (EPA) funds. This requirement was later fulfilled by adoption of an EPA plan at the December 2015 meeting.
3. GO Bonds were sold on January 14, 2016.
4. Faculty laptops – It was reported that the laptops have been shipped to the interim group that configures the laptops. Jo Ann will request that Art Leible send out an information email regarding laptop distribution.
5. FTES – We will need to borrow approximately 1400 FTES from summer to make cap and growth this year.



CALIFORNIA COMMUNITY COLLEGES

CHANCELLOR'S OFFICE

PRESS RELEASE

January 19, 2016

Paige Marlatt Dorr
Office: 916.327.5356
Cell: 916.601.8005
Office E-mail: pdorr@cccco.edu

California Community Colleges Chancellor's Office Presents State of the System Report
Report highlights student outcomes in 2014-15 academic year, including a record number of awards earned

SACRAMENTO, Calif. – The California Community Colleges released its annual State of the System report on Tuesday, with results from the 2014-15 academic year showing another record reached in the number of certificates and degrees earned by students as well as increased number of course sections offered throughout the 113-college system.

“The California Community Colleges have made tremendous progress over the past academic year,” said Chancellor Brice W. Harris. “We’re proud of the accomplishments we’ve achieved and are looking ahead to the next year, determined to build on that success to continue serving our 2.1 million students.”

The report gives a comprehensive overview of the system’s undertakings in the 2014-15 academic year, progress it has made in a variety of areas and provides statistical information regarding enrollments, funding, total awards conferred and more.

Some findings highlighted in the report:

- Community colleges awarded 200,795 certificates and degrees in 2014-15, an increase of more than 10,000 from the previous academic year. It was the second straight year of record high awards earned.
- Total enrollment edged upward by 22,889 students, reaching 2,102,318 in 2014-15.
- More than 20,600 students earned Associate Degrees for Transfer 2014-15, nearly twice as many as the previous year. The degrees streamline transfer to California State University.
- Colleges continued to restore many course offerings that had been cut during the recession. The number of course sections offered is now 366,944, an increase of 4 percent from the previous year.

The 2015 State of the System report can be read in its entirety at:

<http://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2015-State-of-the-System-Report-ADA-Web.pdf>

The California Community Colleges is the largest system of higher education in the nation composed of 72 districts and 113 colleges serving 2.1 million students per year. Community colleges supply workforce training, basic skills education in English and math, and prepare students for transfer to four-year institutions. The Chancellor’s Office provides leadership, advocacy and support under the direction of the Board of Governors of the California Community Colleges. For more information about the community colleges, please visit <http://californiacommunitycolleges.cccco.edu/>, <https://www.facebook.com/CACommColleges>, or <https://twitter.com/CalCommColleges>.

###

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4400
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>

**Memorandum**

January 7, 2016

To: Chief Student Services Officers
SSSP Coordinators
Assessment Directors

From: Denise Noldon, Ph.D., Interim Vice Chancellor
Student Services and Special Programs

Subject: Temporary suspension of approval process for assessment instruments

This memorandum is a formal announcement of the intent to suspend the review for approval of assessment instruments by the Chancellor's Office in 2016. The process will resume in April 2017. This decision by the Chancellor's Office will allow colleges time to transition their current processes to the new CCCAssess as well as to accommodate the sunset of Compass assessment instruments in 2016, which are used for placement by nearly half of the California Community Colleges.

As you are aware, the Chancellor's Office and the California Community Colleges Technology Center have been working hard to develop CCCAssess through the Common Assessment Initiative (CAI). This suite of tests will be available to all the California Community Colleges to place students in Math, ESL, and English credit and noncredit courses. Title 5, section 55518, requires SSSP funding to be contingent on the colleges' use of CCCAssess, if an assessment test is used for placement.

Title 5, section 55522, also requires the use of multiple measures when using an English, mathematics, or ESL assessment test for placement. Colleges, however, have the option of using only multiple measures to place students without an assessment test, and may still receive SSSP funding. As was indicated in a memo issued in July 2015, colleges may use SAT, ACT, and Early Assessment Program (EAP) scores as multiple measures, if used along with other measures.

Release and implementation for CCCAssess is planned to begin in Fall 2016 for placement for Spring 2017. The initial rollout will be available to pilot colleges, followed by sister colleges in the districts of pilot colleges, Compass users, and all remaining colleges. Full implementation is expected to be complete by Fall 2018. CCC Assess will undergo the Chancellor's Office approval process prior to implementation.

As the colleges were notified in spring 2015, ACT will no longer be producing Compass assessment instruments; however, ACT will be supporting the current tests on the Chancellor's Office approval list until November 2016, enabling colleges to use these tests through this date.

The suspension of the approval process does not relieve colleges of the responsibility of validating all assessment instruments, including multiple measures, in accordance with section 55522 of title 5, to minimize or eliminate cultural or linguistic bias. Colleges must also gather data to determine if their assessment instruments have a disproportionate impact on particular groups of students. Any disproportionate impact indicated must be addressed. Recent studies in the CCC system have proven the value of appropriate assessment to student success. These steps ensure the instruments used place students fairly and appropriately.

Please refer to the [Standards, Policies, and Procedures for the Evaluation of Assessment Instruments Used in California Community Colleges](#) for clarification on the validation process.

The Chancellor's Office will be available to provide technical assistance and share resources with the colleges to facilitate the use of assessment to benefit students. Specific assessment-related questions and answers will be distributed through the SSSP/matriculation and CCCAA listservs. In addition, assessment training will be available at the Student Success Conference to be held March 14-16, 2016.

Please contact Chris Graillat, SSSP Specialist, with any questions. She may be reached at cgraillat@cccoco.edu or 916-322-7988. For questions about CCCAssess, please contact Jennifer Coleman at jcoleman@ccctechcenter.org or 530-879-4165.

EL CAMINO COLLEGE

Facilities Master Plan Report November 2015

PROJECTS IN DESIGN & PRE-DESIGN

I. Administration Building Replacement Project – The scope of this project is the construction of a new building on the existing site.

A. Design – The project’s architectural firm, tBP Architecture, was awarded the contract at the July 20, 2015 board meeting.

B. Budget – The total project budget is \$16,161,470.

C. Schedule –

- | | |
|-----------------|---------------------|
| 1. Design | 10/01/15 – 08/31/16 |
| 2. DSA Review | 09/01/16 – 04/29/17 |
| 3. Bidding | 05/01/17 – 07/31/17 |
| 4. Construction | 08/01/17 – 01/31/19 |

II. Student Services Building Project - The scope of this project is the construction of a new building at the site of the existing Shops Building. This project will replace the existing Student Services Building.

Programs in the new building will include; Admissions & Records, International Students, Veterans, Assessment and Testing, CalWorks/CARE/EOPS, Career & Transfer Center, Counseling, Enrollment Services, Financial Aid, First Year Experience, Outreach & School Relations, Special Resources, Community Education, Foster Care, and the Language Academy.

A. Design – The project’s architectural firm, DLR Group, was awarded the contract at the August 19, 2013 board meeting.

B. Budget – The total project budget is \$37,359,209.

C. Schedule –

- | | |
|-----------------|---------------------|
| 1. Design | 10/07/13 – 02/27/14 |
| 2. DSA Review | 04/13/15 – 11/13/15 |
| 3. Bidding | 02/01/16 – 04/18/16 |
| 4. Construction | 05/02/16 – 01/15/18 |

III. Lot C Parking Structure – The need for additional parking has always been an issue. Because Lot F could not be expanded, an additional parking structure is needed. The option selected will consist of a four-level structure with 1,443 parking spaces. The budget for the parking structure in the 2012 FMP was estimated at \$20.8 million. The revised estimate for the project is \$33.2 million.

A. International Parking Design was awarded the contract at the January 21, 2014 board meeting.

B. Schedule –

- | | |
|-----------------|---------------------|
| 1. Design | 02/03/14 – 10/31/14 |
| 2. DSA Review | 02/02/15 – 10/31/15 |
| 3. Bidding | 12/01/15 – 02/16/16 |
| 4. Construction | 03/07/16 – 09/29/17 |

IV. Gymnasium – This building is the first project identified in the 2012 FMP. Constructing this building will allow physical education and athletic programs to continue during the implementation of the FMP. The scope of this project is the construction of a new gym building centralizing basketball, volleyball, and other indoor sports.

A. Design – The project’s architectural firm, HMC, was awarded the contract at the February 18, 2014 board meeting.

B. Budget – The total project budget is \$34,979,151.

C. Schedule –

- | | |
|-----------------|---------------------|
| 1. Design | 02/19/14 – 12/31/14 |
| 2. DSA Review | 01/16/15 – 10/30/15 |
| 3. Bidding | 01/02/16 – 03/21/16 |
| 4. Construction | 04/04/16 – 12/29/17 |

V. Pool, Classrooms Complex - This project is the final project of the P.E. Precinct Master Plan. This project is currently over budget due to the needed space for classrooms and Title 5 requirements. The design of the main pool will be reduced from 50 meters to 35 meters; the adaptive pool will increase from four to six lanes, increasing the overall pool sizes and programs.

A. Design - The project’s architectural firm, HMC, was awarded the contract at the August 17, 2015 board meeting.

2

B. Budget - \$33,459,378

C. Schedule -

- | | |
|---------------|---------------------|
| 1. Design | 09/14/15 – 09/14/16 |
| 2. DSA Review | 09/15/16 – 06/30/17 |
| 3. Bidding | 07/11/17 – 10/16/17 |

- 4. Construction 11/01/17 – 11/29/19

PROJECTS IN CONSTRUCTION

VI. Channel Parking Lot F Structure Improvement Project - The scope of this project is to repair all deficiencies identified in the conditions assessment report, and upgrade the structure to meet current code requirements including seismic upgrade.

A. Design – The project’s architectural firm, IDS Group, was awarded the contract at the August 20, 2012 board meeting.

B. Budget – The total project budget is \$28,000,000.

C. Schedule –

- 1. Design 07/30/12 – 07/31/13
- 2. DSA Review 08/01/13 – 10/22/14
- 3. Bidding 05/12/15 – 08/19/15
- 4. Construction 09/14/15 – 05/30/17

VII. Athletic Education and Fitness Complex Project Phase 2 - The scope of this project is the construction of a new stadium incorporating a running track and field for both football and soccer. Various support facilities such as a field house will also be included in this venue. At its November 2013 meeting, the Board of Trustees approved awarding the bid to the responsive low bidder, Sinanian Development, Inc. The bid amount is \$32,880,000.

A. Budget – The total project budget is \$45,846,456.

B. Schedule –

- 1. Design 01/28/11 – 05/21/12
- 3
- 4
- 2. DSA Review 06/15/12 – 06/24/13
- 3. Bidding 08/20/13 – 11/18/13
- 4. Construction 12/09/13 – 12/31/15 (76%)

OTHER ISSUES

VIII. Future Projects –

A. Fire Academy – The scope of this project is to replace the existing facilities. The new complex would include the Administration/Classroom Building, apparatus storage, 21 of 46

training tower, and the Burn Building. The current construction estimate is \$8.1 million, with a total project cost of \$13.4 million.

This project was not identified in either of the bond initiatives. A possible budget source might be to reallocate funding from the renovation of the Marsee Auditorium if that project is voided due to excessive cost.

Issues:

1. Architectural services – HMC was the Selection on 10/09/15.
 2. Soils conditions – Pending.
 3. Hazardous Material – Pending.
 4. Fault Zone.
- B. Marsee Auditorium: The seismic, hazardous material, ADA/fire life and safety evaluations have all been completed. The current estimate to renovate the building is in excess of \$49 million. The current budget is \$24,621,193
- C. Request for RFQ –
1. Student Activities
- IX. Bond Sale – Based on the current schedule of projects, \$80 million will be needed for the next series.

**EL CAMINO COLLEGE
CURRICULUM REVIEW TIMELINE
SPRING 2016 SEMESTER**

Spring 2016 Curriculum Review Proposals: Revisions to existing courses, new courses, and program proposals (degrees and certificates). Curriculum planned for implementation in 2017-2018 academic year.

Division	Spring Course Review Goal
Behavioral and Social Sciences	10
Business	TBD
Fine Arts	18
Health Sciences and Athletics	TBD

Division	Spring Course Review Goal
Humanities	11
Industry and Technology	TBD
Mathematical Sciences	3
Natural Sciences	7

Preliminary Spring Goal: 95

Spring CCC Meeting #1	CCC Meeting:	Tuesday, January 26, 2016 2:30 – 4:30 ADM 131
Consent Agenda Proposals Chancellor's Office - Hours and Units Calculations		
Spring CCC Meeting #2	DCC Approved & Completed Course Review Proposals Submitted in CurricUNET:	Friday, January 22, 2016
Expected Proposals:	Forward Proposals to CCC Reps:	Friday, January 22, 2016
<ul style="list-style-type: none"> • 6 Year Course Review • CTE 2 Year Course Review • AA-T/AS-T Transfer Degrees • Degree/Certificate Revision • New Course/Program Consultation 	CCC Meeting:	Tuesday, February 9, 2016 2:30 – 4:30, ADM 131
Spring CCC Meeting #3	DCC Approved & Completed Course Review Proposals Submitted in CurricUNET:	Friday, January 29, 2016
Division Proposals	Forward Proposals to CCC Reps:	Friday, January 29, 2016
<ul style="list-style-type: none"> • Behavioral and Social Sciences • Health Sciences and Athletics • Humanities • Natural Sciences 	Standard Technical Review #1: Floating Faculty Rep	Thursday, February 11, 2016 2:00 – 4:00, ADM 127
Expected Proposals:	CCC Meeting:	Tuesday, February 23, 2016 2:30 – 4:30, ADM 131
<ul style="list-style-type: none"> • 6 Year Course Review • CTE 2 Year Course Review • AA-T/AS-T Transfer Degrees • Degree/Certificate Revision • New Course/Program Consultation 		

<p>Spring CCC Meeting #4</p> <p>Division Proposals</p> <ul style="list-style-type: none"> • Business • Fine Arts • Industry and Technology • Mathematical Sciences <p>Expected Proposals:</p> <ul style="list-style-type: none"> • 6 Year Course Review • CTE 2 Year Course Review • AA-T/AS-T Transfer Degrees • Degree/Certificate Revision • New Course/Program Consultation 	<p>DCC Approved & Completed Course Review Proposals Submitted in CurricUNET:</p> <p>Forward Proposals to CCC Reps:</p> <p>Standard Technical Review #2: Floating Faculty Rep</p> <p>CCC Meeting:</p>	<p>Thursday, February 11, 2016</p> <p>Thursday, February 11, 2016</p> <p>Thursday, February 25, 2016 2:00 – 4:00, ADM 127</p> <p>Tuesday, March 8, 2016 2:30 – 4:30, ADM 131</p>
<p>Spring CCC Meeting #5</p> <p>Division Proposals</p> <ul style="list-style-type: none"> • Behavioral and Social Sciences • Health Sciences and Athletics • Humanities • Natural Sciences <p>Expected Proposals:</p> <ul style="list-style-type: none"> • 6 Year Course Review • CTE 2 Year Course Review • AA-T/AS-T Transfer Degrees • Degree/Certificate Revision • New Course/Program Consultation 	<p>DCC Approved & Completed Course Review Proposals Submitted in CurricUNET:</p> <p>Forward Proposals to CCC Reps:</p> <p>Standard Technical Review #3: Floating Faculty Rep</p> <p>CCC Meeting:</p>	<p>Friday, March 11, 2016</p> <p>Friday, March 11, 2016</p> <p>Thursday, March 31, 2016 2:00 – 4:00, ADM 127</p> <p>Tuesday, April 12, 2016 2:30 – 4:30, ADM 131</p>
<p>Spring CCC Meeting #6</p> <p>Division Proposals</p> <ul style="list-style-type: none"> • Business • Fine Arts • Industry and Technology • Mathematical Sciences <p>Expected Proposals:</p> <ul style="list-style-type: none"> • 6 Year Course Review • CTE 2 Year Course Review • AA-T/AS-T Transfer Degrees • Degree/Certificate Revision • New Course/Program Consultation 	<p>DCC Approved & Completed Course Review Proposals Submitted in CurricUNET:</p> <p>Forward Proposals to CCC Reps:</p> <p>Standard Technical Review #4: Floating Faculty Rep</p> <p>CCC Meeting:</p>	<p>Friday, April 1, 2016</p> <p>Friday, April 1, 2016</p> <p>Thursday, April 14, 2016 2:00 – 4:00, ADM 127</p> <p>Tuesday, April 26, 2016 2:30 – 4:30, ADM 131</p>
<p>Spring CCC Meeting #7</p> <p>Expected Submissions: Worksheets from each division outlining curriculum plans for Fall 2016.</p>	<p>Fall 2016 Plans Due:</p> <p>Clean-up CCC Meeting:</p>	<p>Monday, May 2, 2016</p> <p>Tuesday, May 3, 2016 2:30 – 4:30, ADM 131</p>

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
November 10, 2015

CALL TO ORDER

Meeting called to order at 2:30 p.m. by Chair Carr.

Members:

Present: S. Bartiromo, S. Bosfield, W. Brownlee, T. Bui, A. Carr, A. Cornelio, E. French-Preston, A. Hockman, L. Houske, K. Iino, V. Nemie, D. Pahl, S. Rodriguez, J. Shankweiler, A. Sharp

Ex-Officio Members:

Present: Q. Chapman, P. McDermott, A. Osanyinpeju, L. Suekawa, L. Young

Absent: M. Lipe, K. Whitney

Guests: C. Brewer-Smith, P. Fairchild, M. Fields, T. Lew, L. Linka, P. Sorunke

APPROVAL OF MINUTES

The committee approved the minutes of the College Curriculum Committee of October 13, 2015. The minutes of the October 27, 2015, meeting is currently under review by the Curriculum Advisor Q. Chapman.

CURRICULUM REVIEW

A. Full Program Review

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

1. American Culture Option A.A. Degree
2. Chicano Studies Option A.A. Degree
3. Numerical Control Programmer Option A.S. Degree
4. Office Administration: Office Systems Option A.S. Degree
5. Physical Science A.S. Degree
6. Cisco Networking Administration Certificate of Achievement
7. Numerical Control Programmer Certificate of Achievement

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

1. Industrial Computer Control Technician Certificate of Achievement
2. Power Electronics Certificate A Certificate of Accomplishment

B. Full Course Review

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

1. Air Conditioning and Refrigeration 5 (ACR 5)
2. Administration of Justice 106 (AJ 106)
3. Administration of Justice 111 (AJ 111)
4. Administration of Justice 130 (AJ 130)

5. Automotive Collision Repair/Painting 6 (ACRP 6)
6. Child Development 112 (CDEV 112)
7. Child Development 115 (CDEV 115)
8. Child Development 116 (CDEV 116)
9. Child Development 117 (CDEV 117)
10. Child Development 118 (CDEV 118)
11. Child Development 119 (CDEV 119)
12. Computer Aided Design/Drafting 43 (CADD 43)
13. Chemistry 20 (CHEM 20)
14. English 34 (ENGL 34)
15. Fashion 14 (FASH 14)
16. Fashion 35 (FASH 35)
17. Fire and Emergency Technology 10 (FTEC 10)

STANDARD REVIEW/CONSENT AGENDA PROPOSALS

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

1. Air Conditioning and Refrigeration 21 (ACR 21)
2. Air Conditioning and Refrigeration 23 (ACR 23)
3. Administration of Justice 107 (AJ 107)
4. Biotechnology 1 (BTEC 1)
5. Biotechnology 2 (BTEC 2)
6. Child Development 104 (CDEV 104)
7. Child Development 114 (CDEV 114)
8. Cosmetology 10 (COSM 10)
9. Electronics and Computer Hardware Technology 110 (ECHT 110)
10. Electronics and Computer Hardware Technology 120 (ECHT 120)
11. Electronics and Computer Hardware Technology 122 (ECHT 122)
12. Electronics and Computer Hardware Technology 124 (ECHT 124)
13. Engineering Technology 12 (ETEC 12)
14. Engineering Technology 12A (ETEC 12A)
15. Engineering Technology 12B (ETEC 12B)
16. Engineering Technology 14 (ETEC 14)
17. Engineering Technology 14A (ETEC 14A)
18. Engineering Technology 14B (ETEC 14B)
19. Fashion 41 (FASH 41)
20. Geology 15 (GEOL 15)
21. History 154 (HIST 154)
22. Japanese 21 (JAPA 21)
23. Japanese 22 (JAPA 22)
24. Japanese 25 (JAPA 25)
25. Journalism 8 (JOUR 8)
26. Journalism 9abcd (JOUR 9abcd)
27. Journalism 12 (JOUR 12)
28. Machine Tool Technology 46 (MTT 46)
29. Psychology 7 (PSYC 7)
30. Psychology 15 (PSYC 15)

31. Welding 15 (WELD 15)
32. Welding 40A (WELD 40A)
33. Welding 40B (WELD 40B)
34. Welding 40C (WELD 40C)

CURRICULUM DISCUSSION

A. Full Program Review

Business Division

It was moved by D. Pahl, seconded by S. Rodriguez, that the committee approve program revision proposals for Office Administration: Office Systems Option A.S. Degree and Cisco Networking Administration Certificate of Achievement. Motion carried.

Behavioral and Social Sciences Division

It was moved by L. Houske, seconded by K. Iino, that the committee approve program revision proposals for American Cultures Option A.A. Degree and Chicano Studies Option A.A. Degree. Motion carried.

Industry and Technology Division

It was moved by V. Nemie, seconded by S. Rodriguez, that the committee approve program revision proposals for Numerical Control Programmer Option A.S. Degree and Certificate of Achievement, including the program inactivation proposals for Industrial Computer Control Technician Certificate of Achievement and Power Electronics Certificate A Certificate of Accomplishment. Motion carried.

Natural Sciences Division

It was moved by W. Brownlee, seconded by D. Pahl, that the committee approve program revision proposal for Physical Science A.S. Degree. Motion carried.

B. Full Course Review

Behavioral and Social Sciences Division

It was moved by E. French-Preston, seconded by L. Houske, that the committee approve course proposals for the Behavioral and Social Sciences Division. Motion carried.

Industry and Technology Division

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

Humanities Division

It was moved by D. Pahl, seconded by K. Iino, that the committee approve the course proposal for English 34. Motion carried.

Natural Sciences Division

It was moved by W. Brownlee, seconded by T. Bui, that the committee approve the course proposal for Chemistry 20. Motion carried.

C. Standard Review/Consent Agenda Proposals

It was moved by W. Brownlee, seconded by T. Bui, that the committee approve the thirty-four standard review/consent agenda proposals. Motion carried.

VICE PRESIDENT'S REPORT

Vice President Academic Affairs – Dr. Shankweiler – No report

CHAIR'S REPORT

College Curriculum Committee Chair – A. Carr

- The committee was reminded to complete the *Course Review and Justification for Changes* page listed in the Course Review checklist for course proposals under review.
- The committee was advised to meet with faculty to determine a plan to offer or inactivate courses that have not been offered in three years. Q. Chapman will email the committee a report showing the list of courses not offered in three years.
- The Fall 2015 Curriculum Regional meeting will be held at Mt. San Antonio College on Saturday, November 14, 2015, from 9:30 a.m. to 3:30 p.m.

CURRICULUM ADVISOR REPORT

Curriculum Advisor – Q. Chapman

- The last two curriculum committee meetings will consist of a substantial number of agenda items.
- The committee was advised to start planning the curriculum review timeline for spring 2016 semester, which is due November 30, 2015.
- Instructions on how to calculate units will be available at the last curriculum meeting on Tuesday, December 1, 2015. The Chancellor's Office is no longer using the "Carnegie unit sheet" (dated 7-23-2014) for calculating student hours. Instead, the Chancellor's Office has refined the guidelines for calculating units. Colleges were given a twelve-page document on units and hours including a calculations table (effective 10-5-2015). The refined guidelines appear to be consistent with Title 5 and the Program and Course Approval Handbook.

ANNOUNCEMENTS – No report

**ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE
MINUTES**

Tuesday, Jan. 25
1:00-1:50 Admin 127

Spring Meetings on the 2nd and 4th Tuesdays from 1-1:50 pm in Admin 127

January 26; February 9 and 23; March 8 and 22; April 12 (in Board Room) and 26

Members: Christina Gold (Chair), Mark Fields, Connie Fitzsimons, Vanessa Haynes (absent), Chris Jeffries (absent), Alice Martinez (absent), Karl Striepe Lori Suekawa, and Susan Taylor (absent).

Guest: Stephanie Rodriguez (Dean, Industry and Technology)

I) Review To Do List

- Copyright Policies – Chris will contact Karen Lam to ask whether the Deans reviewed these.
- BP/AP 4228 Independent Study – Chris will use the website language to create a first draft for review at the next meeting
- AP 5070 Attendance – Chris will follow-up to see whether David Mussaw has confirmed with Bill Mulrooney that the changes are feasible.

II) BP/AP 4250 Probation, Dismissal and Readmission

- This was a first reading of revisions to the existing BP/AP.
- The Dean contact is Stephanie Rodriguez who worked on the revisions with a committee that included Bill Mulrooney and ECC & CEC Counsellors.
- The revisions generally follow the format of the CCLC template although CCLC divides its AP template into two – AP 4250 and AP 4255. We have one AP that includes the content for both.
- The committee agreed that BP/AP 4250 are ready to go to the Senate contingent on the following changes:
 - AP 4250 – the inclusion of language that explains the college will send the letter notifying the student regarding academic or progress probation.
 - BP 4250 – the addition of the consultation statement.
 - AP 4250 – delete the old Title 5 references and add the new ones
- Also, Chris G. will speak to Chris J. to find out if she has any significant concerns. If she does, EPC will have a second reading of BP/AP 4250.

Handouts

1. Agenda
2. To Do List
3. 4250 BP Probation, Dismissal and Readmission (revisions)
4. 4250 AP Probation, Dismissal and Readmission (revisions)
5. CCLC Template 4250 BP Probation, Dismissal and Readmission
6. CCLC Template 4250 AP Probation
7. CCLC Template 4250 AP Dismissal and Readmission
8. Title 5 References – sections 55031, 55032, 55033 and 55034

Faculty Development Committee Meeting
Agenda for Tuesday, November 24, 2015, in Teaching and Learning Center,
Library Basement, 1-1:50 pm

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

*Committee Chair

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

Fall 2015 Meetings: September 8 & 22, October 13 & 27, November 10 & 24, December 8 (if needed).

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

(KDD) suggested that the team wrap up some recent projects to prevent the need for a December meeting of the FDC.

- Brief Status Reports on Fall FDC/PD Initiatives:** (KDD) encouraged the team to attend the presentation of the adjunct faculty awards at the next Academic Senate meeting, Tuesday December 1st at approximately 1 p.m. in the Alondra Room. Kim Nguyen, nominated by the FDC's (DB) is the recipient of the 2015 Outstanding Adjunct Faculty Award. Recipients of the Achievement Award for Distinguished Teaching include: Dustin Black (BSS), Rebecca Donegan (NATS), Hiroko Hojo (F.ARTS), Gary Kohutsu (HUM), Fariba Sadeghi-Tabrizi (F.ARTS), and Margarita Talavera-Hoferer (HUM). VPAA Jean Shankweiler will join Senate leadership in congratulating those being recognized.
- Making Decisions at El Camino College: Follow-Up:** (KDD) noted that, at the previous meeting, the team received copies of the updated FDC Mission and Purpose. This statement was discussed during 2014-2015 but never finalized. The Senate presidents have requested an updated and comprehensive statement of the FDC Mission and Purpose for inclusion in the Academic Senate Handbook. In reviewing the updated draft, the team made suggestions to clarify terminology related to the Professional Development and Learning Department and flex credit. There was strong support from the team for the statement to include specific events such as the Getting the Job workshop series and the Outstanding Adjunct Faculty Award as a means of institutionalizing these events. (FB) suggested that advertisement for flex-eligible events include mention of the relevant category for which the event qualifies. An updated and approved version of the statement is included with these minutes and will be added to the Academic Senate Handbook.

(MS) asked for clarification regarding the roles of the FDC, the Professional Development and Learning Department, and the Professional Development Committee. (KDD) recalled that questions and concerns had been expressed at the previous meeting regarding the structure of the Professional Development Committee. She reported that, since the last FDC meeting, Senate leaders met with (LMT), Jean Shankweiler and Linda Beam to discuss the Professional Development Committee. The Senate leadership felt there were many areas of agreement, including the benefits for the college and faculty to collaborate on professional development with classified and managers. Greater collaboration promises more effective coordination, cooperation, sharing of ideas, long-range planning. (LMT) explained that the organizational structure will be revised. She reported that the PDC would meet 1-2 times each semester and will include student representatives.

3. **Sample Syllabus Statements:** Fall PD Day Follow-Up: The team reviewed a document that would be sent to faculty before the end of the semester, encouraging them to consider including on their syllabi statements related to Title IX, SSSP, and campus resources. (KDD) will incorporate all suggestions and seek input from Jaynie Ishikawa (Title IX) and SSSP representatives before asking Brian Hayden to polish it into a newsletter to be distributed via the listserv.

The newsletter is designed to provide a follow-up to the Fall Professional Development Day topics and to help address faculty concerns about the new reporting requirements for gender-based and sexual misconduct. (EU) pointed out that the requirement places faculty in an awkward position with their students. The team concurred and (RD) noted that he appreciates and values when students trust him to talk about their lives and experiences. Having to report some of what has been shared violates a sense of trust between student and instructor. (DB) reached out to Jaynie Ishikawa, Director for the Office of Staff and Student Diversity to learn more about the big picture, what faculty are mandated to do and what options they have. Key messages are that the reporting requirement is not restricted by FERPA requirements. Faculty can let their students know they need to contact the Title IX Coordinator and that her office will reach out to the student. After this point, the student will have choices and options about whether to cooperate. The team agreed that faculty would appreciate having guidance and suggestions for how to manage these requirements. (LMT) will reach out to Jaynie Ishikawa regarding presenting at Spring PD Day and/or the Equity Summit. (RD) learned from a colleague that the Title IX training at Santa Ana was effective and useful, so their program may provide a model for ECC.

(BH) shared that the Humanities division has been in discussions about “trigger warnings” or disclaimers for syllabi, cautioning students that course content may include information, ideas or topics that could trigger survivors of traumas. She suggested that the distribution of the sample syllabus statements being developed by the FDC be coordinated with Humanities so faculty don’t feel inundated with similar resources. (DB) agreed, suggesting it could be beneficial to address these potentially challenging issues at the same time. He shared that he has at least one student each semester approach him on the topic of trigger warnings. His approach is to acknowledge and empathize with the student and to assure them that he would address the issue. If material or topics may be disturbing, (DB) provides a warning at the start of class. Members of the team commented on the importance of protecting our students as well as academic freedom and freedom of speech.

4. **Spring Initiatives:** (KDD) provided a draft of the Spring PD Day schedule and asked the team to watch their email for updates or queries that may need their input. The plan for the day includes the tradition pancake breakfast (during which ASO representatives will be selling ASB stickers), the general session, division/department meetings and optional afternoon workshops. A workshop on Intergroup Dialogue is being offered to those involved in the SEP efforts on campus. Additional, proposed workshops include Janet Madden speaking about “To Warn or Not to Warn: Disclaimers, Trigger Warnings and Syllabi,” and a possible workshop by Jaynie Ishikawa. The general session will include a farewell for President Fallo and a presentation on the Student Equity Program.

Additional spring initiatives include:

- Getting the Job: Part II: The Interview, January 29, 12:30-3, Alondra Room. Panelists: Dr. Virginia Rapp (Business), Yun Chu (HDEV), Rhea Lewitzki (English), Danielle Roman (Kinesiology).
- FDC Team to Review Flex Reporting Tool(s)
- Pilot Faculty Professional Development Plans
- Equity Summit
- Strengthening Partnerships to Support Student Success Mini-Conference
- 3csn: Threshold Concepts (Jason Suarez, March 25th?)

(LMT) reported that the FDC Advisory has been reviewing the matrix for flex credit and that faculty should watch for an updated version of the list to be distributed in the near future.

Meeting was adjourned at 1:55 p.m.

Mission and Purpose

El Camino College  Academic Senate  Faculty Development Committee

Collegial Consultation Related to Faculty Development: Board Policy 2510, Participation in Local Decision Making, indicates that the El Camino College Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters, including “policies for faculty professional development activities.” If the Board disagrees with the recommendation of the Academic Senate, representatives of the Academic Senate and the Board of Trustees must reach “mutual agreement,” without which no changes can be made.

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

Purpose: The Academic Senate’s Faculty Development Committee represents the faculty regarding policies for faculty professional development activities. FDC responsibilities include:

1. Identify faculty professional development needs and develop objectives to effectively meet faculty needs.

For example:

- Collaborate with the Professional Development and Learning Department to design, organize and implement mandatory professional development events (e.g., Professional Development/Flex Days in Fall and Spring semesters).
- Encourage ongoing and integrated faculty learning opportunities (e.g., Faculty Inquiry Partnership Program and goal-setting, newsletters, and other follow-up events related to Professional Development/Flex Days).
- Assist in the development, implementation and interpretation of faculty professional development needs assessments.

2. Participate actively in the collegial consultative process regarding policies and procedures related to professional development and flex credit.

For example:

- Through the Faculty Development Committee Advisory, consult on appropriate professional development activities for which faculty earn flex credit.

3. Promote instructional excellence and innovation through faculty collaboration.

For example:

- Each year, implement Outstanding Adjunct Faculty Award with a cash award funded through an endowment.
- Create opportunities for faculty to participate in innovations such as The Great Teacher’s Seminar and the Faculty Inquiry Partnership Program.
- Encourage scholarship through initiatives such as the Faculty Book Club and the Writing Club.

4. Represent faculty interests regarding professional development related to campus-wide initiatives.

For example:

- Participate in planning process for Student Success and Support Programs (SSSP) and Student Equity Program (SEP).
- Develop strategies and programs to support campus-wide initiatives (communications to faculty, events, and resources).

5. Support Academic Senate initiatives, especially those related to faculty professional development.

For example:

- Review Academic Rank structure and, each year, recognize faculty experience and training.
- Support morale of all faculty, including adjuncts with events such as the Getting the Job workshop series.

Strengthening Partnerships to Support Student Success

At Fall Professional Development Day, our focus was on “Strengthening Partnerships to Support Student Success.” Many of you have suggested including information related to the fall program on your syllabi. As you prepare for the spring semester, the sample statements below may be helpful. (Note that these statements are only suggestions. Unlike the SLO or ADA statements, faculty are not required to include these statements.)



Sample Statement RE: Title IX Employee Reporting Obligations

El Camino College is committed to protecting the safety of our students. If you have been a victim of misconduct/assault (including experiences of sexual harassment, sexual assault, stalking and intimate partner violence), help is available. You can:

- 1) Speak with an instructor. By law, faculty must report to the Office of Staff and Student Diversity any information about sexual or gender-based misconduct shared by students in person, via electronic communication and/or in classroom papers or homework exercises. Once an incident has been reported you can decide whether to cooperate with the investigation.
- 2) Speak with a psychologist at Student Health. This assistance is free and confidential – psychologists are not required to report to the Office of Staff and Student Diversity. To schedule an appointment, call the Student Health Center at 310.660.3643 or visit their website: <http://www.elcamino.edu/student-services/health/>
- 3) Contact the Office of Staff and Student Diversity at 310.660.3813 or visit their website for more information about resources on- and off-campus: <http://www.elcamino.edu/administration/hr/diversity/>

Sample Statements RE: Student Resources and Student Success Act

Student Resources: Your success is the number one priority at El Camino College. College resources to help you succeed include computer labs, tutoring centers, health services, and services for designated groups, such as veterans and students with disabilities. For a comprehensive list of Academic Resources and Support Programs, visit:

http://www.elcamino.edu/administration/vpas/aims/aims_docs/ARSP.pdf

Student Success Act (or Student Success and Support Program, SSSP): New state regulations may affect your eligibility for financial aid, your registration priority, and your ability to repeat classes. For more information, visit: http://www.elcamino.edu/administration/vpas/aims/aims_docs/S3PF15.pdf

Schedule an appointment to see a counselor for an up-to-date educational plan by visiting:

<https://www.elcamino.edu/student-services/co/appointments.asp>

Provided by your Academic Senate Faculty Development Committee



7 January 2016

Dear Chris,

This morning Governor Brown released his 2016-17 state budget proposal - one that embraces and builds upon California Community Colleges' efforts to create a strong California workforce through responsive educational programs.

The Governor's budget proposal has five major themes: maintaining fiscal balance; continued investment in education; repairing the state's infrastructure; counteracting the effects of poverty; and confronting climate change.

Economic Context:

The January budget proposal reflects continued improvement in the state's economy with recognition and concern with appropriating one-time funds for ongoing purposes. Although the unemployment rate has fallen below 6 percent for the first time since 2007, the Governor advises extreme caution despite improved fiscal conditions. The current economic recovery has reached a 7-year mark; most recoveries only last five years before a downturn. As a result, Governor Brown emphasizes that the state's primary goal should be to fully-fund the Rainy Day Fund.

Proposition 98 and Community Colleges:

A recovering economy has increased the Proposition 98 guarantee by \$800 million in 2015-16 (current year) and by \$2.4 billion in 2016-17, for a total Proposition 98 K-14 guarantee of \$71.6 billion. This growth offers colleges continued availability of one-time dollars, which the Governor proposes to spend on deferred maintenance, equipment, and projects that reduce utility costs and usage.

For community colleges, the Governor's 2016-17 proposal provides over \$400 million in new ongoing Proposition 98 resources, and approximately \$380 million in one-time funds. One-time resources present an opportunity for strategic investments in curriculum development, technological infrastructure, acceleration of new or ongoing initiatives, and other measures to strengthen programs and support student success.

The Governor's budget summary is available [here](#). Below is a chart by Lizette Navarette with the League's Government Relations Office illustrating the major components of the proposed budget for community colleges:

Item	2015-16 Enacted	2016-17 System Augmentation	2016-17 Governor's January	Notes
------	-----------------	-----------------------------	----------------------------	-------

	Totals	Request	Proposal	
Ongoing Funds				
Cost of Living Adjustment (COLA)	\$61M (1.02%)	\$100M (1.6%)	\$29.3M (0.47%)	
Enrollment Growth	\$156.5M	\$175M (3%)	\$114.7M (2%)	
Student Success and Support Program (SSSP)	\$299.2M	\$50M	No Augmentation	
SSSP - Equity	\$155M	See Above	No Augmentation	
Workforce & CTE Pathways	No Augmentation	\$200M	\$248M	<i>Added to EWD item. Includes \$48M for CTE Pathways (SB 1070).</i>
Base Augmentation	\$266.7M	\$250M	No Augmentation	
Institutional Effectiveness	\$17.5M	\$15M	\$10M	<i>\$8M for professional development; \$2M for local technical assistance</i>
Full-Time Faculty	\$62M	\$80M	No Augmentation	
Apprenticeship Programs	\$52M	No Additional Request	\$1.8M	
Categorical Program COLA	\$25M	\$55M	\$1.3M	<i>For DSPS, EOPS, special services for CalWORKs, and Child Care Tax Bailout</i>
Basic Skills Categorical	One-Time Funds	\$20M	\$30M	<i>For programs that transition more students from basic skills to college-level courses, specifically in math.</i>
Telecommunications and Technology Infrastructure	No Augmentation	\$22M	\$3M	<i>Included in the TTIP program.</i>
Full-Time Cal Grant B Student Financial Aid	\$39M	No Additional Request	No Augmentation	<i>Maintains 2015-16 program level.</i>

Program				
One-Time Funds				
Open Educational Resources (OER) and Zero Textbook Cost Initiatives	N/A		\$5M	
Innovation Awards	N/A		\$25M	
Mandates	\$604M		\$76.3M	<i>Uses include: campus safety, technology needs, professional development, and OER/zero textbook cost degree program creation.</i>
Deferred Maintenance & Instructional Equipment	\$148M		\$283M	<i>No Match Requirement. Allowable uses will be included in budget bill.</i>
Funding Tied to Partnerships				
Adult Education	\$500M		No Augmentation	
Other				
Prop 39	\$38.8M		\$45.2M	<i>For energy efficiency and clean energy jobs development programs.</i>

[Click here to download a PDF of the chart.](#)

While few major policy changes were presented in the January budget proposal, workforce and basic skills reforms appear as high priorities – both consistent with legislative intentions. Although augmentations are not provided for Student Success and base funding per student, one message is clear, Governor Brown wants to see the programmatic reforms of the past few years implemented and embedded.

Overall, the Governor presents a pragmatic budget proposal that upholds the commitments to education while exercising restraint in light of an uncertain revenue future as the sales tax portion of Proposition 30 expires in December of this year. Such fiscal prudence will need to be practiced by community colleges as well to address STRS and PERS contribution costs estimated to increase by approximately \$400 million annually by 2021. Though a needed investment in financial aid - particularly in the CalGrant Program - is absent from this budget, the Governor's proposal recognizes the indispensable role California's Community Colleges play in workforce development, higher education attainment for our citizens, and educational opportunity for all Californians.

In the next week the League will forward an email analysis from Lizette Navarette with more details on specific proposals. You can also follow budget updates on the League's [Budget & Policy Center](#) or attend the budget discussion at the 2016 Legislative Conference, January 31-February 1, 2016 ([Click here for conference registration](#)).

In Service,

A handwritten signature in black ink that reads "Larry Galizio". The signature is written in a cursive, flowing style.

Larry Galizio, Ph.D.
President/CEO, Community College League of California
2017 O Street, Sacramento, CA 95811
Galizio@ccleague.org
Office: 916.245.5032
Cell: 503.516.1101

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: November 19, 2015

MEMBERS PRESENT

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

Other Attendees: Members: A. Sala, C. Vazquez **Support:** L. Beam
Guest: Josh Troesh

The meeting was called to order at 1:05 p.m. An alternate location was held due to a meeting conflict. I. Graff's presentations will be tabled until the next PBC meeting. R. Natividad will still give a brief overview.

Approval of the October 28 Minutes

1. Page 1, Full-Time Student Success Grants, #1, second sentence, remove the hyphen before state-based grant.
2. Under #2, first sentence, separate Gal Grant into two words.
3. The minutes were approved as corrected and will be posted to the website.

Board of Governors Fee Waiver– W. Garcia (Handout)

1. A handout was distributed to the committee regarding the Board of Governors Fee Waiver and the upcoming changes on eligibility. Beginning fall 2016 there will be new criteria for students to follow. They must maintain academic and progress standards to keep their BOGFW. Once a student is qualified for the BOGFW, it is important to ensure they are meeting the academic and progress standards in order to continue receiving the fee waiver. Students must hold a 2.0 grade average or greater and they must complete over 50 percent of the units they attempt. This is part of the Student Success Act of 2012 and will help to make students accountable. The goal is to have students do well, for example, complete vocational certificates, associates degrees, and/or transfer to a four-year college.
2. It was noted it will be important to notify students of this new criteria. For accounting purposes this could affect the bottom line for the college. The projected amount is not known at this time as students could move from college to college.
3. A three-year study was included which was conducted by Institutional Research showing the potential impact if this criteria was in place during fall 2011 for El Camino College and the Compton Center. It was noted for fall 2011 over 50 percent of students (12,000) here at El Camino College received the BOGFW. At the Compton Center it was estimated to be 70 percent. The study shows of the 50 percent of students who receive the BOGFW, 15 percent would have been at risk of losing the BOGFW. Students who lose their BOGFW will be able to appeal if they meet any of the state mandated reasons for the appeal. The appeal process will be administered by the Admissions and Records office. Brainstorming is being done to figure out how BOGFW recipients can be tracked for accurate recordkeeping.
4. To address the situation of students becoming ineligible and losing their BOGFW, discussions are in progress to see the best ways to communicate with this population in order to sufficiently

alert them. One choice is to put out a message on MYECC so students can be informed on the student portal. They will be informed they are becoming ineligible and will need to go see their counselor to discuss their options. For students who do not check their email, another way is to send a letter to them via U.S. mail.

5. The committee was informed if anyone would like a presentation of the new criteria for BOGFW, please let W. Garcia know so he can set an information session up. Classroom presentations can also be arranged. It was also noted a new computerized software system called STARFISH is forthcoming, which is an early alert system for teaching faculty to communicate with their students and other faculty about their academic standing.
6. A suggestion was given that student equity money could be used to assist in creating an instruction session for new students which would assist them in navigating college for the first time. It was noted Athletics will be doing a similar program called "Bridge to College" which would assist in acclimating new students into the fall semester.
7. It was noted the school will be hiring more counselors who will be dedicated to assisting with the Student Success effort.

BP/AP 3250 – I. Graff (Handout) (Tabled)

1. It was noted the handout distributed is for information only so people are aware we have a document that describes our planning and budgeting process and how everything fits together. This document will change as needed. I. Graff will present this information at the next PBC meeting.

Strategic Plan – I. Graff (Handout) (Tabled)

1. The committee was provided a copy of the Strategic Plan Implementation for review. Concern was expressed regarding the clarity of the Strategic Plan and the Role that PBC plays in the review. It was suggested having a flow chart or a comprehensive summary of the various plans and how they fit or link to each other. It was noted R. Natividad would work with I. Graff to come up with something more understandable for the committee.
2. The committee would like to have demonstration or clarity as to the different plans and how they link together in the process. This would assist future and current members in understanding how all the plans fit together and help inform and guide the college processes.

PBC Informational Packet – R. Natividad (Handout)

1. The packet distributed is similar to what College Counsel is utilizing and a first draft is currently being written. It has been requested that every committee devise a packet similar to this example as their orientation when new members become part of a committee. The committee was asked to review this document and make any suggestions. It was asked if the committee thought if a flow chart should also be included. This will become an official document which will continue to be upgraded.

Closing Statements

1. It was recognized that Gary Turner, long-standing classified representative on the PBC, is retiring. He was a great representative and will be missed.

Adjournment – R. Natividad

1. The meeting adjourned at 1:39 p.m. The next meeting is scheduled for **December 3, 2015, at 1:00 p.m.**, in Library 202.

RKN/lmo

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: December 3, 2015

MEMBERS PRESENT

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

Other Attendees: Members: A. Sala, E. Rader **Support:** I. Graff, J. Nishime, J. Shankweiler
Guest: Josh Troesh

The meeting was called to order at 1:03 p.m.

Approval of the November 19 – Minutes

1. Board of Governors Fee Waiver, #3, change the first sentence to read as follows: A three-year study conducted by I. Graff and her team was included in the handout showing the potential impact if this criteria would have taken affect in Fall 2011 for El Camino College and the Compton Center.
2. Strategic Plan, #2, second sentence, **delete: who, change to:** how.
3. The minutes were approved as corrected and will be posted to the website.

Student Equity Plan – J. Shankweiler

1. It was reported the activities have been organized in a variety of ways as follows:
 - a) Targeted Student Programs, such as First-Year Experience, Project Success, Puente Project, Asian American Pacific Islander groups.
 - b) Direct student services, such as Reading Success Center, SI Tutoring and mentoring for students.
 - c) Professional Development for faculty, staff, and students.
2. The 2015-16 budget is at 2.1 million dollars and for an 18-month period of time.
3. Clarification was asked for the definition of “underserved” which was given in the template of the Student Equity Plan. The term “underserved” was noted as a term which identifies a gap in the performances of the racial and ethnic minorities. It was agreed a better word to use would be “target groups”.
4. Institutional Research collected data to find out where there were gaps in the equity. It was realized we need to make sure an effort is being made to get the underperforming students to the services they need. The goal is to remedy the fact that these students are not taking advantage of the programs being offered to help assist them. A suggestion made was having the students do a survey to give input to see if we understand their needs.
5. The Student Equity Plan will be going through all the different review bodies and will then be forwarded to the board. It will be due to the Chancellor’s Office on December 18, 2015. The link will be forwarded to the committee and the committee was encouraged to forward any questions or input to I. Reyes or J. Shankweiler.

BP/AP 3250 – Institutional Planning (Review) – I. Graff

1. The Institutional Planning Procedure which was endorsed by PBC and adopted last year described everything involved in annual planning, budgeting, long-term strategic planning, and master planning. Following one of the planning summits, a task force built the model using the mission and strategic initiatives as its foundation.
2. It was noted the master plan which will be expiring soon is going through the process of being updated. It will be made into an implementable action plan. It was also recognized that institutional effectiveness is the ultimate goal in this process in order to improve the institution.
3. Currently a flow chart is being developed in order to present this process in a more understandable way. This will be brought back to the committee in January 2016 for their input.
4. This presentation is a review and reminder to show that this procedure exists. This procedure does not have to be approved again as it was approved last fall. It was recommended to bring this procedure back in a year for review and revision to make sure it remains updated.

Strategic Plan Implementation Review – I. Graff

1. The Strategic Plan Implementation was presented to the committee for a second review. The goal of board policy 1200 was to have measurable objectives which have now been achieved. The plan was briefly reviewed by the committee. The objective is to get the word out informing people we do have a strategic plan. This will serve as the foundation of our master planning which will occur this spring once the new president is installed.
2. One of the areas we were weak on in the accreditation self-evaluation was in the measurement and evaluation of our processes.
3. It was noted every year this committee will be measuring and evaluating our initiatives. It has been proposed that for each strategic initiative, a specific body would be responsible for reviewing the progress that is made.
4. This body would be evaluating progress on institutional effectiveness with consultation from program review and assessment of committee chairs.
5. This document will be a living document which can be revised as needed for the life of the plan. This strategic plan is good through 2019/2020. It was noted in a few years the committee will be working on developing a new strategic plan.
6. The committee was informed this document is the proposed implementation and was asked if anyone had any questions or input regarding the plan.
7. The committee voted and approved to endorse this plan.

PBC Informational Packet – R. Natividad

1. The committee was asked to review the information packet one last time and before it is presented for approval. This document will be for our current and new members and will also be posted on the web site. The committee was informed that if there are areas they would like to add or develop, please contact R. Natividad.
2. It was recognized G. Turner is no longer on the committee and the classified staff has been contacted in hopes of acquiring a new representative for the PBC. Campus Police will be another area which will be contacted to see if they can assign a new representative. A recommendation will also have to be made for an alternate for the management representative.
3. Some recommendations were noted for inclusion for the informational packet. It was suggested to include Board Policies 1200 and 3250 along with the planning calendar.

RKN/lmo

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: January 7, 2016

MEMBERS PRESENT

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

Other Attendees: Members: A. Grant, E. Rader **Support:** J. Anaya (for J. Nishime), L. Beam, I. Graff, J. Higdon, J. Shankweiler **Guest:** D. Patel (presenter), L. Ternes

The meeting was called to order at 1:04 p.m.

Opening Remarks

1. The annual planning update regarding the TracDat refresher will be tabled until the next meeting because of audio visual issues with the projector.
2. David Mussaw was introduced and welcomed by the committee as the new committee representative for ECCE (Classified). The new associate dean for the Division of Math, Linda Ternes, was also introduced and given a warm welcome.

Student Success & Support Program (SSSP)– D. Patel (Presenter/Handouts)

1. An overview was given on the updates of the SSSP. It was noted the goal of the SSSP is to provide students comprehensive and integrated services to increase retention and provide the foundation necessary for success in college. SSSP replaced the Matriculation Program and refocused its funding and services. Some key objectives have been placed into the plan as follows:
 - a. Implementation of a new educational planning system
 - b. Implementation of a new early alert system and intervention services
 - c. Development of a new retention center
 - d. Participation in the online educational initiative to reintroduce online counseling
 - e. Expansion of on and off campus delivery of core services
 - f. Evaluation and improvement to the new student orientation and workshops
 - g. Increase marketing of core services
 - h. Expansion of New Student Welcome Day
 - i. Expansion of research support for the evaluation of plan objectives
 - j. Expansion of First-Year Experience program
2. This year's SSSP allocation was noted as \$4,084,629. It was noted next year's budget should be similar to what we have this year. This money should be sustainable money.

Approval of the December 3 – Minutes

1. Student Equity Plan, 1a) **add:** targeted before Categorical. Under 2. **delete:** the second is an put parentheses around the 2.1 million dollars.
2. The minutes were approved with corrections and will be posted on-line.

Annual Planning Update – I. Graff

1. It was mentioned that our previous system of Plan Builder no longer functions. Everyone at the unit level was asked to archive the last plan (2014-2015) to Word or a pdf file. There will be no need to keep any other of the information pertaining to Plan Builder. The deadline for this is January 31, 2016.
2. The unit plan deadline for TracDat is February 15 followed by the area plan deadline which is the end of March. It was reported there was a big training session done for unit plan leaders last November. This training was only partially effective. The session encompassed too much so additional training will be offered sometime in February for the unit plan leaders or anyone who has not done their plan yet.
3. It was noted the company who created TracDat did a massive overhaul of the program. The new system does not allow you to copy customized fields from plan to unit to area. This problem is being worked on but it has not been corrected as of yet. It was suggested if they cannot fix this problem we need to look for a new system.
4. It was pointed out when Plan Builder was utilized, everyone was asked to review their plans and update them twice a year, but currently with TracDat people are only doing their updating once a year. Currently the planning calendar specifies to do mid-year updates by January 31. This needs to be corrected for clarity on the planning calendar. Officially we are updating once a year.

Chancellor's Budget Update– J. Higdon (Handout)

1. A brief overview was given on the handout distributed regarding the Governor's budget proposal for the 2016-2017 fiscal year. It was noted the Governor stated we have to be careful about using one-time monies which come from the capital gains taxes to fund on-going expenditures. This kind of money fluctuates and cannot be depended upon.
2. Proposition 98 minimum guarantee is estimated to grow to \$71.6 billion in 2016 – 2017, which is increased from the \$68.4 billion assumed as part of the 2015 – 2016 budget agreement. It was noted that under Proposition 98 you always want to be in a Test 3 mode. A Test 3 mode is a positive and means everything is going along fine financially. Another item the committee was reminded to keep in mind was we share the Proposition 98 money with the K-12s. Our portion of this money is not fixed in law. Historically our portion of this money is right under 11 percent.
3. It was reported under header Access/growth there will be enough money for a 2 percent growth state wide. This would be sufficient to expand access by close to 50,000 students.
4. The COLA is less than anticipated - \$29.3 million for .47 percent.
5. Under Workforce \$200 million was added to the EWD item to improve and expand efforts for workforce, consistent with recommendations made by the Task Force on workforce, job creation and strong economy. These funds will be distributed on a formula basis in the initial year, but may shift to a regional allocation where funding for colleges will be determined based on certain accountability measures.
6. The CTE (Career Technical Education) has \$48 million funded for this program on an ongoing basis. The Governor's intent is to repeal the sunset date for this program to make it permanent.
7. Basic skills has a \$30 million increase to the existing Basic Skills categorical to incentivize and support colleges that implement research-based practices that transition students from basic skills to college-level programs.
8. Maintenance and instructional equipment will see a large chunk of money (\$289 million). Approximately \$255 million of these funds are from ongoing resources – SMSR – Scheduled Maintenance and Special Repairs.
9. For data security \$3 million will be added for the purpose of enhancements.
10. It was noted \$10 million will be added to the Institutional Effectiveness program to augment support of technical assistance to colleges.

11. It was announced the monies received from Proposition 39 are funds which we need to compete for. Funding of \$45 million will be provided for energy efficiency projects and workforce development.
12. Under apprenticeship \$1.8 million will be provided for the purpose of providing parity to apprenticeship rates relating to various general purpose funding.
13. Under the area of Cal Grants, \$39 million will be continued for the Full-Time Student Success Grant, which provides supplemental financial assistance to Cal Grant B recipients taking 12 units or more.
14. For the Innovation Awards, \$25 million is proposed for grants related to innovative practices in community colleges.
15. For zero textbook cost degree, there will be \$5 million provided to incentivize programs that have no costs to students for the use of textbooks.
16. It was announced there will be no fee increases for the students at this time.
17. The budget workshop will be held on January 20. More information will be available at this time.
18. The mandate reimbursement is listed as \$76 million in one-time funding which is provided on a per-FTES basis to retire outstanding mandate claims.
19. Caution was expressed concerning the increases for STRS and PERS over the next few years.
20. It was noted the release of the January proposal is only the first step in the final budget process. Revenues will be revised in May before a final budget is passed in June.
21. It was announced that we are preparing to sell another round of bonds. We will be refinancing \$98 million dollars for the older bonds.
22. The audit report will be presented to the board at their next meeting.

Adjournment – R. Natividad

1. The meeting adjourned at 1:54 p.m. The next meeting is scheduled for **January 21, 2016, at 1:00 p.m.**, in Library 202.

RKN/lmo

Save the Date!

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



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

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

Flex Time Available

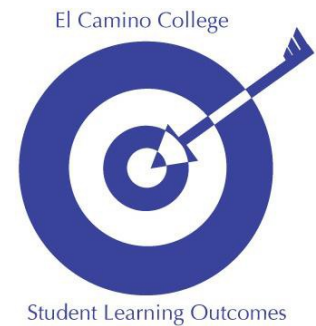
Pending Workshop Topics:

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

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

Come for the knowledge. Stay for the raffle!

Spring 2016 SLO Training Schedule:



*These trainings are for SLO/PLO sections of TracDat ONLY.
Program Review Trainings will be scheduled at other times.*

Entering Fall Assessments: working workshop.

Wednesday, January 27, 3:00 - 4:00PM

Thursday, January 28, 1:00-2:00PM

Wednesday February 3, 3:00 - 4:00PM

Thursday February 4, 1:00 - 2:00PM

All Fall 2015 reports should be entered into TracDat by Friday, Feb. 5th!!

More TracDat training dates to come!

All trainings will be in the Library West Basement (ECC Campus).

To register for a training log into: <http://elcamino.flexreporter.com>