Academic Senate of El Camino College 2018-19

May 7, 2019

16007 Crenshaw Blvd., Torrance CA 90506, (310) 532-3670 x3254
Office location: Schauerman Library, Room 273

Agenda & Table of Contents: Tuesday May 7, 2019 in Distance Education Room 166

Page numbers refer to the Academic Senate meeting packet, which can be accessed by visiting:
http://www.elcamino.edu/academics/academicsenate/agenda.asp. Hard copies of agendas are posted in the Communications Building.

Any individual with a disability who requires reasonable accommodation to participate in an Academic Senate meeting, may request assistance by contacting Kristie Daniel-DiGregorio, kdaniel@elcamino.edu, (310) 660-3593 x3254, 16007 Crenshaw Blvd., Torrance, CA 90506.

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

Officers & Executive Committee

President	**Kristie Daniel-DiGregorio**	VP Finance & Special Projects	**Josh Troesh**
VP Academic Technology	**Pete Marcoux**	VP Instructional Effectiveness	**Russell Serr**
VP Compton College	**Amber Gillis**	Curriculum Chair	**Janet Young**
VP Ed. Policies/Pres-Elect	**Darcie McClelland**	Secretary	**Traci Granger**
VP Faculty Development	**Stacey Allen**	Parliamentarian	**Pete Marcoux**

Adjunct (One-year terms)

Josh Casper (BSS) [R]	18/19
Karl Striepe (BSS)	18/19

Behavioral & Social Sciences

Stacey Allen	19/20
John Baranski[R]	19/20
Kristie Daniel-DiGregorio	20/21
Renee Galbavy	20/21
Michael Wynne*	20/21

Business

Kurt Hull	18/19
Philip Lau*[R]	18/19
Josh Troesh	18/19

Compton College

Amber Gillis	18/19
Jesse Mills [R]	18/19

Counseling

Seranda Bray	20/21
Anna Brochet*[R]	18/19
Rocio Diaz	19/20

Library Learning Resources

Analu Josephides	18/19
Mary McMillan	18/19
Claudia Striepe*[R]	18/19

Fine Arts

Ali Ahmadpour	18/19
Diana Crossman	18/19
Joe Hardesty	20/21
Russell McMillin	18/19
Chris Wells*[R]	18/19

Health Sciences & Athletics/Nursing

Andy Alvillar*[R]	19/20
Traci Granger	19/20
Yuko Kawasaki	18/19
Colleen McFaul	20/21
Russell Serr	20/21

Humanities

Sean Donnell	18/19
Ashley Gallagher	18/19
Pete Marcoux*	18/19
Anna Mavromati	18/19
Christina Nagao[R]	18/19

Industry & Technology

Charlene Brewer-Smith[R]	18/19
Ross Durand*	18/19
Dylan Meek[R]	18/19
Renee Newell	18/19
Jack Selph	18/19

Mathematical Sciences

Dominic Fanelli	19/20
Lars Kjeseth	19/20
Le Gui	20/21
Catherine Schult-Roman*[R]	18/19
Oscar Villareal	19/20

Natural Sciences

Thuy Bui	18/19
Darcie McClelland	19/20
Troy Moore [R]	18/19
Shanna Potter	19/20
Anne Valle *[R]	18/19

Academic Affairs & Student Services

Jean Shankweiler
Ross Miyashiro
Linda Clowers

Associated Students Organization

Wiley Wilson

President/ Superintendent

Dena Maloney

Division Personnel

Idania Reyes

Ex-officio positions

Chris Jeffries	ECCFT
Carolee Vakil-Jessop	ECCFT

Institutional Research

Josh Rosales

Dates after names indicate the last academic year of the senator's three year term, for example 18/19 = 2018/2019.
*Denotes longest-serving division senator (i.e., the "senior senator"). [R] Denotes division senator who reports to division on Senate meetings.

El Camino College Academic Senate Purpose, Meetings, and Committees

Purpose: To provide faculty the means for full participation in the formulation of policy on academic and professional matters relating to the college, including those in Title 5 (§53200-53206). The Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters in the following "10+1" areas in the senate purview (BP 2510). If a disagreement arises, the Board and the Senate must mutually agree to any changes or new policies.

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."

The Academic Senate is committed to supporting the college's Mission and Strategic Plan, including Strategic Initiative C – COLLABORATION - Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making. For more information consult ECC Academic Senate Handbook or Local Senates Handbook.

ECC ACADEMIC SENATE MEETINGS:
1st and 3rd Tuesdays, 12:30-2 p.m., Distance Education Conference Center (DE 166).
SPRING 2019: February 19, March 5 & 19, April 2 & 16, May 7 & 21, June 4 (tentative).

COMPTON COLLEGE ACADEMIC SENATE COMMITTEE MEETINGS:
President: Amber Gillis. 1st and 3rd Thursdays, plus May 30th, 1-2:30 p.m., Compton College Board Room.

SENATE COMMITTEES:
Academic Technology. Chairs: P. Marcoux & M. Lemons. 2nd Thursday, more details TBA.
Assessment of Learning. Chairs: Russell Serr & Kevin Degnan. March 11, April 15, May 13,2:30-4 pm, Communications 109.
Academic Program Review. Chairs: Russell Serr & Linda Clowers. Meets fall semester only.
College Curriculum. Chair: Janet Young. 2nd & 4th Tuesdays, 2:30-4:30, DE 166.
Distance Education Advisory Committee. Chair: Dustin Black. D.E. Liaison: Renee Galbavy. 4th Thurs, 1:30-2:30, Lib 202.
Educational Policies. Chair: Darcie McClelland. 2nd & 4th Tuesdays, 1-2, Natural Sciences 127.
Faculty Development. Chair: Stacey Allen. 2nd & 4th Tuesdays, 1-2, West Library Basement.

CAMPUS COMMITTEES:
Accreditation. Chair: Jean Shankweiler. Faculty Co-Chair: C. Striepe. Standards Co-Chairs: R. Serr, C. Herzig, J. Troesh, M. Kline.
Board of Trustees. Chair: Cliff Numark. Senate Rep: K. Daniel-DiGregorio. 3rd Mondays, 4 pm, Alondra.
Calendar. Chair: Ross Miyashiro. Senate Reps: Stacey Allen, Vince Palacios. Meets annually or as needed.
College Council. Chair: Dena Maloney. Senate Rep: K. Daniel-DiGregorio. 1st & 3rd Mondays, 1:30-2:30, Library 202.
Council of Deans. Chairs: Jean Shankweiler & Ross Miyashiro. Senate Rep: K. Daniel-DiGregorio, 2nd Thurs., 8:30-10:30, Alondra.
ECC Technology Committee. Chairs: Art Leible & Virginia Rapp. Senate Rep: Pete Marcoux. 3rd Tuesdays, 2-3, Library 202.
Enrollment Management. Chair: J. Shankweiler. Senate reps: Sara Di Fiori, Chris Jeffries, 2nd & 4th Thurs. 1-2, Com 109/LIB 202.
Facilities Steering Committee. Chair: Brian Fahnestock. Senate Rep: Claudia Striepe, 1st Monday, 2:30, Library 202.
Guided Pathways. Steering Committee: C. Jimenez, C. Mosqueda, J. Pon-Ishikawa, J. Rosales, J. Shankweiler, J. Simon, C. Wells. 1st Tues, 2:30-3:30 DE 166.
Integrated Plan Implementation. Chair: J. Shankweiler/R. Miyashiro. Senate Reps: J. Annick, L. Kjeseth, A. O'Campo.
Planning & Budgeting (PBC). Chair: Brian Fahnestock. Senate reps: Josh Troesh & Sidney Porter, 1st & 3rd Thurs, 1-2, LIB 202.
Process Improvement. Chair: Ross Miyashiro. Senate rep: K. Daniel-DiGregorio.

Senate & committee meetings are open to the public. Contact committee chairs or representatives directly to confirm details.

El Camino College Academic Senate 2018-2019 Goals

The Academic Senate's annual goals reflect a commitment to "[advancing] an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making" (ECC Strategic Initiative C).

A. **Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2510)**
   Measures:
   1. Provide leadership for the college on issues related to Senate purview;
   2. Arrange faculty representation on local and statewide senates and on campus committees;
   3. Provide faculty leadership for the effective utilization of academic technology at the college;
   4. In collaboration with the ECC Federation of Teachers, facilitate implementation of flex credit matrix and policies;
   5. In collaboration with Academic Affairs and ECC Federation of Teachers, facilitate the collegial consultation and implementation process for revised faculty evaluation surveys and forms;
   6. Develop a user-friendly and informative resource for minimum qualifications and the equivalency process;
   7. Maintain communication and effective collaboration with ECC Federation of Teachers.

B. **Strengthen faculty involvement in the activities of the Academic Senate**
   Measures:
   1. Arrange a Senate orientation at the start of the academic year;
   2. Provide regular, ongoing communication with all faculty;
   3. Encourage greater participation of senators in meetings and other activities of Senate, including Senate e-board, subcommittees and task forces;
   4. Continue initiatives to recognize faculty who achieve tenure.

C. **Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.**
   Measures:
   1. Support Compton College's independent accreditation through regular Senate communication, collaboration with faculty leaders, and by updating the ECC Constitution;
   2. Foster awareness of and encourage faculty involvement in the local implementation of statewide initiatives for student success, equity, enrollment, retention and completion, including AB 705 and Guided Pathways;
   3. Support Enrollment Management initiatives through ongoing communication and faculty involvement, including sharing of resources to support student success.

Approved by ECC Academic Senate 9.18.18

ECC (El Camino College) Acronyms

Acronym	Meaning
ACCJC	Accrediting Commission for Community and Junior Colleges
ALC	Assessment of Learning Committee
ADT	Associate Degree for Transfer
AP	Administrative Procedure
ASO	Associated Students Organization (ECC's student government)
ASCCC	Academic Senate for California Community Colleges
BP	Board Policy
BSI	Basic Skills Initiative
BOGFW	Board of Governor's Fee Waiver
BOT	Board of Trustees
CCC	College Curriculum Committee
CCCCO	California Community Colleges Chancellor's Office
CMS	Course Management System
COLA	Cost of Living Adjustment
CTE	Career Technical Education (formerly Vocational Education)
DE	Distance Education (instruction that is at least 51% online)
DEAC	Distance Education Advisory Committee
EPI	Educational Planning Initiative
FACCC	Faculty Association for California Community Colleges
FDC	Faculty Development Committee
FTEF/FTES	Full-Time Equivalent Faculty/Full-Time Equivalent Students
FYE	First Year Experience program
GP	Guided Pathways
HTP	Honors Transfer Program
IE	Institutional Effectiveness (actions/measures of college improvement)
IEPI	Institutional Effectiveness Partnership Initiatives (state-mandated support for IE and host of the Framework of Indicators data portal)
ILOs	Institutional Learning Outcomes
IR/IRP	Institutional Research / Institutional Research & Planning
ITS	Information Technology Services
MMAP	Multiple Measures Assessment Project
OEI	Online Education Initiative
PLOs	Program Level Outcomes
PBC	Planning & Budgeting Committee
PR	Program Review (period program evaluation and plan)
PRP	Program Review & Planning (annual integrated planning system)
SAOs	Service Area Outcomes
SLOs	Student Learning Outcomes
SEP	Student Equity Program
SSSP	Student Success & Support Program
SWP	Strong Workforce Program
Title 5	California Code of Regulations (CCRs) section which details state law related to education. (Also known as "Ed Code")
Title V	Many "Title Vs" exist, but we typically mean a Federal grant program to support the improvement of Hispanic-Serving Institutions (HSI).
WSCH	Weekly Student Contact Hours

Many thanks to Irene Graff and the Institutional Research and Planning department for sharing their compilation of acronyms.

ACADEMIC SENATE ATTENDANCE

Adjunct (1 Year)
☐ Josh Casper
☒ Karl Striepe

Behavioral & Social Sciences
☒ Stacey Allen
☒ John Baranski
☒ Kristie Daniel-DiGregorio
☒ Renee Galbavy
☒ Michael Wynne

Business
☒ Kurt Hull
☒ Phillip Lau
☒ Josh Troesh

Compton College
☐ Amber Gillis
☐ Jesse Mills

Counseling
☒ Seranda Bray
☒ Anna Brochet
☒ Rocio Diaz

Fine Arts
☒ Ali Ahmadpour
☐ Diana Crossman
☒ Joe Hardesty
☒ Russell McMillin
☒ Chris Wells

Health Sciences & Athletics
☒ Andrew Alvillar
☒ Traci Granger
☐ Yuko Kawasaki
☒ Colleen McFaul
☒ Russell Serr

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☒ Ashley Gallagher
☒ Pete Marcoux
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☒ Christina Nagao

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☐ Dylan Meek
☐ Renee Newell
☒ Jack Selph

Library Learning Resources
☒ Analu Josephides
☒ Mary McMillan
☒ Claudia Striepe

Mathematical Sciences
☒ Dominic Fanelli
☒ Lars Kjeseth
☐ Le Gui
☒ Catherine Schult-Roman
☒ Oscar Villareal

Natural Sciences
☒ Darcie Descalzo
☒ Thanh-Thuy Bui
☒ Troy Moore
☒ Shanna Potter
☒ Ann Valle

President/Superintendent
☐ Dena Maloney

Academic Affairs & SCA
☐ Linda Clowers
☒ Ross Miyashiro
☒ Jean Shankweiler

Assoc. Students Org.
☒ Wiley Wilson

ECC Federation
☐ Carolee Vakil-Jessop

Curriculum Chair
☒ Janet Young

Institutional Research
☒ Joshua Rosales

Dean's Reps/Guests/Other Officers:
☐ Sue Ellen Warren
☐ Jonathan Bryant
☐

Excused: A. Gillis, J. Mills, D. Meek, R. Newell

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Dean's Reps/Guests/Other Officers:
☒ Jonathan Bryant
☒ Carolyn Pineda
☒ Viviana Unda

Excused: A. Gillis, J. Mills, A. Brochet, R. McMillin, A. Josephides

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

A.CALL TO ORDER

Senate President Kristie Daniel-DiGregorio called the fifth Academic Senate meeting of the spring 2019 semester to order on April 16, 2019 at 12:30 p.m.

B. APPROVAL OF MINUTES

See pgs. 6-15 of the packet for minutes from the March 26th meeting. P. Marcoux motioned, the motion was seconded, minutes passed as presented.

KDD: Dipte Patel is one of our 2019 Women of Distinction. I think most of us were shocked that you weren't already on the Women's Wall of Fame. We are happy that the long overdue recognition has been rectified. Please introduce yourself, we always have new senators and this is a chance for you to tell us a little bit about your role. D. Patel: Good afternoon. I am Dipte Pate, the Dean of Counseling and Student Success. I have been in this role for 4 years, and have been very fortunate to work with incredible faculty while we are making a lot of changes at the college. I have been here for quite some time, since 2001. I have seen a lot of changes in that time. I am really excited about what is happening right now, particularly with AB 705 and looking at some new models to support students. One of your senators that is here, Rocio Diaz, is part of the TOP program, where we are already modeling some intensive supports. FYE, with Seranda, is another example. We are looking at changing Counseling in a bigger way, not just some of the support programs. There are exciting times ahead.

KDD: Dr. Viviana Unda is our Director of Institutional Research and Planning. Welcome to El Camino! I wanted to give her the opportunity to come and introduce herself. We look forward to working with you. V. Unda: Hi everybody. I am working in the office and Institutional Research & Planning. I received my PhD at UCLA. Previously, I worked with first-generation university students and on planning and accreditation. After that, I did some work with a company that had higher education institutions across the world. Our work was mostly on academic research and some accreditation. I am happy to be here. I live close by, so this is my community. I am open to receive any suggestions. I am still learning, this is week 3. I am listening and learning to get the context of the college. Thank you for letting me introduce myself. KDD: I have a Senate pen and a Senate handbook for you. I know you were asking about our purview. Welcome!

Other leaders who will be joining us, Moses Wolfenstein, our Distance Education Faculty Coordinator. We look forward to meeting him. The plan is to bring him to the Senate next Fall and introduce him.

Congratulations to Scott Kushigemachi. He is no longer our Interim Associate Dean. He was approved last night at the Board of Trustees meeting as our Associate Dean of Humanities.

Cesar Jimenez is moving on, but is not going too far. He is going to be the new Dean of Counseling and Guided Pathways at Compton College. We wish him well!

C. OFFICER REPORTS

a. President – Kristie Daniel-DiGregorio

Just a couple of other announcements about learning opportunities. You saw on the email for this Friday there are still spaces available for the one-day On Course Training. You can register with the link on the email. Feel free to reach out to Art Martinez or myself if you have questions. L. Kjeseth: This is being funded by the BSSOT grant and we do need to spend the money. KDD: We already have 26 people registered. Thank you for the support. We had great training in January, and this is a chance to cast a wider net. We have opened this training up to the entire campus. This is a great chance to learn about active learning strategies, student engagement, and empowerment.

The other event that is happening Friday is our First Gen Conference for students. Send folks to the FYE office if they want to register. S. Bray: The registration link is open and we have flyers all across campus. Students can come by FYE and we can help them register. KDD: Do you know what you numbers are right now? S. Bray: Right now we have about 100, and we have space for about 150. KDD: That is great, thank you for organizing that for our students.

b. VP Compton College – Amber Gillis

KDD: Amber and Jesse were unable to attend today. She wanted to be sure I passed along some news from Compton. They are very excited about their groundbreaking ceremony for the first of two major instructional buildings. Many of their former offices and classrooms were in dire need of replacing. They are really excited about the new opportunities ahead. Everyone is counting down to June 7th, 11:59, when the partnership will wrap up.

c. Chair, Curriculum – Janet Young

No report.

d. VP Educational Policies – Darcie McClelland

I went to Plenary last Friday and Saturday. I am going to hit on a couple of highlights of what is happening at the state level for you to be aware of. First of all, one of the big pushes at the statewide academic state as well as the Chancellor's office is increasing faculty diversity system-wide. They've got a huge movement going on looking at best practices for increasing faculty diversity. Our keynote speaker came and spoke about why this is a priority for the system. They are going to have a taskforce to look at this and some of the things they have planned. They released a list of ideas of some of the highlights that came up. Several people, including myself, asked about whether there could be a mentoring program in local Cal States where their graduate students would get mentoring and training in how to prepare themselves to be community college faculty members.

Several people were talking about looking at more standardized training for hiring committees and training on implicit biases as well as standardizing how we're hiring across the system. There were suggestions that the Chancellor's Office pay the fee for us to be able to advertise our positions in more widespread areas. It is very expensive for each college to buy all of these different licenses to be able to advertise in different journals. But if the Chancellor's office had a clearing house where every community college would send their jobs to the Chancellor's office and they would post it in all these places, there would be one fee for the entire system. That might be a way to get our offerings out to more people so we could get a more diverse pool. The point is, in certain fields, people don't necessarily think to look at the Community College Registry for jobs. I know for example, I am in STEM, and a lot of times the way you find good candidates in STEM is to advertise in specific journals. It is very expensive to do that. They college might not be able to afford that, but if the Chancellor's Office paid once, and the cost was split between 115 campuses, it becomes much more realistic.

Two other issues on resolutions came out. The California State system is looking at getting rid of the American Institution's requirement for GE's. Maybe they wouldn't require that anymore, so that students would have more broad general ed choices. So we passed a resolution that we wanted to let the Cal State system know so that we, as community college faculty feel like it is really important for them to continue having that requirement. So that our students have that civic knowledge. We want them to be engaged citizens. The second part of that resolution looked at whether we should require that as part of our GE's for the associate's degree. There was a robust discussion about the fact that we are really focusing on Guided Pathways and streamlining students to degrees, so it wasn't clear we should add to the GEs.

The other thing I want you to be aware of is there is currently a bill going through the state legislature that would mandate all of our campuses to open our parking lots so that our homeless students could sleep in their cars overnight. That seems like a cop-out for the housing and security problem. There was a lengthy discussion and people feel very strongly on both sides of the issue of whether this is a good idea or not. A lot of people voiced that the state should be looking into affordable housing and not just letting homeless students sleep in their cars in the parking lot. Others feel like this is a small step that we could take. Others had concerns about how are we going to make sure those students are safe while they are sleeping in their cars? Is that a way for students to be successful? KDD: We have a food and housing insecurity task force on our campus. So College Council is going to be looking into that. It is on the radar screen.

D. McClelland: Those were 3 big issues that I wanted to make everyone aware of because I wasn't necessarily aware of them before I went to Plenary. On the ASCCC website is the packet for all of the resolutions that were adopted on Saturday. If you have any questions about any of that, I would be happy to discuss it with you.

e. VP Faculty Development – Stacey Allen (pgs. 15-16)

An email went out from Professional Development and Learning recently reminding us that our flex obligations are due very soon. I do have a couple of opportunities to earn flex credit. Even if you don't need the flex, I encourage you to attend. First and foremost, our Lunch & Learn Wellness Wednesdays will have our 3rd session this week. We are actually moving the location. This one will be in the Library West Basement. It will focus on the benefits of chiropractic care. Kim Jones has brought in a guest speaker who is a chiropractor who will talk about that. The following day, she will conduct her Rollout & Recovery session in the same location. She is providing yoga mats, so if that discouraged you from attending because you thought you had to bring your own mat, she is now bringing them for you. There are no excuses. It is 30 minutes and you will feel great after you attend.

Next week, on Thursday, we have our Informed & Inspired session. If this title sounds familiar to you, and it is really long, we have rescheduled. Elise Hennessey, one of our adjunct instructors, will be facilitating this particular session. She was scheduled in November, and unfortunately it was one of those days that it was pouring rain and she got into a car accident that morning, so we had to cancel. We finally got the chance to reschedule, so we hope you will attend. On the same day, is the Implicit Bias and Intergroup Dialogue Workshop. I have distributed flyers to all of your tables with these flyers. I encourage you to take these back to your division office and share them with your colleagues. It is actually 2 days' worth of events, so lots of great opportunities to attend.

Raise your hand if you have been through the PRIDE program. There are several senators who have been through the PRIDE program. I would like to encourage you to consider applying for the program for next Fall. We have extended the deadline to next Monday. It is a great opportunity to earn all of your flex credit in one semester. You can also learn about the community college system as a whole. This was Dr. Maloney's idea to start the leadership academy as a way to foster the development of innovative and creative leaders. I hope you will consider applying. If you have any questions, you can ask me.

f. VP Finance – Josh Troesh

We haven't had a meeting since our last Senate meeting.

g. VP Academic Technology – Pete Marcoux

I have a date for our next Technology Conference which is going to be March 13, 2020 -- Lucky Friday! What is exciting is I have tentatively arranged for someone from Google for Higher Education to be our keynote speaker as well as to lead some of our workshops. Tied along with that, I just received an email inviting us to apply to their Google for Education Pilot Program. So we get to take a look at some of their new, before-they're-released tools that they are offering for Google for Education. I just got this today and I will run it through the channels to see if that is something we want to participate in.

The Academic Technology Committee doesn't have a meeting scheduled yet. We will probably have one more meeting before the semester ends. One of our tasks that Dr. Shankweiler asked us to do is to create a true innovation center. We are talking about making it this room. Putting wireless projectors in, and touch screen TV's. So we have someone from Dell from the Tech Conference and he is going to set up something. They are based in El Segundo and he is going to show us the latest and greatest.

The College Technology Committee meeting is today after this meeting. Ironically, we are going to be talking about the email retention policy. So if you are like me, you are getting warnings every day to delete your folders. I think that, by law, we are supposed to hold onto emails for 3 months at the minimum, 6 months according to this policy. I just can't do that. I know the last time I spoke to Claudio Vilchis, they were having trouble moving the faculty and staff email accounts to the Cloud, and that is the solution. Even then, we get a gigabyte, which these days isn't much. So we'll talk about that today. We are also going to be talking about Microsoft Office certification for faculty and staff. I don't know if you guys heard about this, Dr. Shankweiler has invited people from Microsoft Office to do some training on campus.

So I am sure she is going to be announcing that soon. We are also going to be looking at division software. We are going to start prioritizing, because if you are using software that the division purchases, you want to make sure it is on their master list, otherwise it might not be re-purchased. We will also be talking about accreditation.

S. Donnell: Is there anything in the works about hardware updates? P. Marcoux: We have a policy that we are supposed to update hardware according to warranty. Last I heard, by next year, 60% of the computers on campus will be out of warranty. I haven't heard of a plan to get replacements. This also could affect faculty laptops. How long have we had our laptops, 3 years? They are usually 5 years at the most for warranty. M. McMillan: Just a comment about the innovation center. I think it's great, but the Library space continues to get commandeered by departments on campus. It can interfere with our own planning. P. Marcoux: Crystle Martin is the co-chair of this task force, so your needs will be addressed.

h. VP Instructional Effectiveness/ALC/SLO's Update – R. Serr

No report.

D. SPECIAL COMMITTEE REPORTS

Dr. Jean Shankweiler - VP of Academic Affairs

Out of town at a conference.

Ross Miyashiro – VP of Student Services

Student Services continues to pre-plan for the Student Services building, to be open mid-summer. We will begin programming specifically for our evening students. At El Camino our evening students used to make up 25%, now they make up about 14-15%. We plan to provide our evening students with more consistent support. They work all day and come and take classes at night.

A. Ahmadpour: Is the cafeteria part of the new student center? R. Miyashiro: No, we are going to work with the food services. I hope to do a proposal with ASO that they will do something about coffee. I have to work with the food committee to see if we can get some type of food service here at night either at the Camino Café and/or a food truck.

Renee Galbavy – Distance Education Advisory Committee

The minutes are in your packet. Last time I was asked if there was going to be a student reference sheet on how to sign up for classes with the OEI course exchange. We are currently creating that right now. Gema went in and it was impossible, so we are working on it.

E. UNFINISHED BUSINESS

AP 5520 Student Disciplinary Procedures: 2nd Reading – Darcie McClelland (pgs. 18-40)

KDD: I need a motion to approve. P. Marcoux motioned, S. Bray seconded. D. McClelland: We have looked at this twice. We sent it out to the deans and they made a few minor revisions to the document. KDD: All those in favor of 5520 as presented with the additional changes that were discussed? All were in agreement, with 1 abstention, A. Ahmadpour.

BP 4220 Standards of Scholarship: 2nd Reading – Darcie McClelland (pgs. 41-42)

KDD: I need a motion to approve, L. Kjeseth motioned, A. Ahmadpour seconded. Now we can discuss. We had no revisions at the last meeting. This is exactly the same as you last saw it. Any changes or suggestions? There were 2 small changes. We'll call for the question. All in favor? All are; moving right along.

BP/AP 4222 Remedial Coursework: 2nd Reading – Darcie McClelland (pgs. 43-48)

KDD: For this we have a BP and an AP. There have been no changes since the last meeting. Any changes or suggestions or corrections? When this goes on to the Council of Deans we are going to suggest revisiting using the term "remedial" coursework. D. McClelland: I did some research on this and we are trying to maintain that same language in Title 5 and be consistent. KDD: All in favor? All were, and we just approved both.

AP 4013 Work Experience: 2nd Reading – Darcie McClelland (pgs. 49-50)

KDD: I need a motion to approve, L. Kjeseth motioned, P. Marcoux seconded. This is new. Jean explained at the last meeting that this was developed by her team. P. Marcoux: Who uses this? Which divisions or departments? J. Troesh: Our division uses this. And there are potential opportunities for self-employment. I imagine that is the same case across the campus. I would like to make a few small changes to make sure that opportunity is available. Employee implies certain things that aren't necessarily consistent with volunteer work or self-employment. I would argue we change it to "job held" for "position held." T. Moore: Does this include paid and unpaid work? J. Troesh: People can read things very restrictively. Volunteer work is definitely not a job. L. Kjeseth: I think the point is that we need to keep records. This clearly intends that you have that information in the report. The language should be inclusive enough, you need a record of these things. I think we want to avoid having problems. J. Young: The course outline of record is specific to what they can do and where they can do it. How many hours and that it is volunteer. So there is another layer. KDD: Of accountability.   J. Young: Yes. C. Wells: Is there a course outline of record? J. Young: Yes. C. Wells: Do we need to say this? KDD: Does the Cooperative Work Experience Plan go through curriculum? J. Troesh: We did our recently, and I think it did go through curriculum. J. Young: This is a requirement that we did submit. It doesn't have to go to the Chancellor's Office anymore. It is pretty much boilerplate, because the requirements have to follow Title 5 regulations. KDD: Call for the question with those few minor changes? All those in favor? All agreed.

College Curriculum Committee By-Laws: 2nd Reading – Janet Young (pgs. 51-57)

KDD: Dr. Janet Young is here to let us know that nothing has changed since you last saw the College Curriculum Committee By-Laws. I need a motion to approve, S. Donnell motioned, C. Wells seconded. Any questions or comments? All those in favor? All were in agreement. We have done it, thank you everybody!

F. NEW BUSINESS

Guided Pathways Mid-Term Assessment: 1st Reading – Janice Pon-Ishikawa & Jenny Simon (pgs. 58-75)

J. Simon: There actually isn't any time for a second reading. This is due on the 30th of April. It is probably more of an information item anyway. I don't think it requires approval. The Chancellor's Office is basically asking us for a self-assessment of where we are at in terms of a lot of items that they are looking at for movement in Guided Pathways. We went through it with our steering committee and briefly came up with a font and everything is weird because the template is weird. We went through it quickly and this is the draft we put together. The main thing is showing the broad scope that Guided Pathways covers. Progress on the several items they are looking at. Items on the far left, showing where it is occurring or not occurring, if it is planning to scale. There is no item where it is not occurring. We don't have a "0" in any of these categories. Actually, El Camino is very well poised to develop in a lot of these areas and really become a Guided Pathways institution, which is what the expectation is. **The first section relates to the 4 pillars. The first is clarifying the path.** One of the big things in this category is Meta Majors. We are implementing that now. You can flip through that and see what the expectations are. This is a rubric to assess our progress at the college. P. Marcoux: When do you guys think we are going to be doing this? J. Simon: Meta Majors are being decided right now. We are collecting data from faculty groups and student groups. We have had some workshops that we have invited people to. That will be in Fall that we have that. We have some plans in place to organize communities organized around Meta Majors, including more proactive counseling and tutoring. We want to look at linking classes with Meta Majors and within the next year or 2 we will be piloting these. J. Pon-Ishikawa: It is not full implementation yet. In a couple of years we will have support set up for these meta majors. **Part 2 is helping students choose a path. Also clarifying the path.** Helping students decide what they want to do and supporting them in their decision. **The 3rd has to do with staying on the path. Make sure they don't fall off the path** and ways to help them get back on. Proactively supporting them and monitoring them so they finish a program. **The last is to insure they are learning on the path.** There are different things going on. With all of these areas there are small projects going on along the way to help us move forward. We have been doing a lot of this already. Some of this we have been doing for years on an ongoing basis. C. Wells: I think there are a lot of things that are going to happen relatively quickly and have a pretty major impact. Some of those things will take a long time and

have less of an impact. J. Pon-Ishikawa: If you do have any feedback on this, please let us know. Please email us. If you have anything to add, something your program is doing and you want it added to the report, let us know before April 30th.   KDD: Thank you for your leadership!

Academic Senate Constitution and By-Laws: 1st Reading – Kristie Daniel-DiGregorio (pgs. 76-95)

I am tabling this until our next meeting.

Academic Senate Officer Elections – Kristie Daniel-DiGregorio

KDD: Are there any nominations from the floor for the 4 Vice President roles that we are electing for today? L. Kjeseth: I don't know whether I should give her help or congratulate Darcie for wanting to be the President and Vice President. That is a lot of work. KDD: There is a precedent for it; we have had Chris Jeffries, and Chris Gold serve as President and Vice President at the same time. D. McClelland: My personal feeling and response to that is that because I am taking on the President role, I actually see there will be more work taking on the President role and training someone new to do Ed Policies, than if I just handle it for the first year. Then I will transition someone new, once I have gotten used to being President. KDD: We definitely want to make sure our leaders don't burn out. Last call for nominations from the floor? Pete, can we vote by proclamation? P. Marcoux: Yes. I will take a motion to vote by proclamation for our slate of officers. C. Wells motioned, L. Kjeseth seconded.   All in favor of voting on the slate of officers? Yes. All those in favor of re-electing these 4 Vice Presidents? (Someone yelled "4 more years" from the floor, which brought out much laughter) It is only a 2-year term. All were in favor. Thank you for your service. You will hear from our secretary, she is going to be contacting our senior senators to remind you to hold elections. That way we have our senators in place for the Fall. Watch your email for part-time senator elections.

G. INFORMATION ITEMS –DISCUSSION

Faculty Association of California Community Colleges – Evan Hawkins, Executive Director (pgs. 96-98)

KDD: Evan Hawkins is here from FACCC, join me in welcoming him. I will let Rocio introduce him. R. Diaz: Thank you everyone. As you know, I serve as one of the Board of Governors on the FACCC Board. I am really excited to have Evan here from Sacramento and to tell you a little bit about what is going on with FACCC at the capital. Evan Hawkins: Thank you, Rocio, I appreciate it. Again, Evan Hawkins Executive Director for the Faculty Association of California Community Colleges. A quick show of hands. How many of you are familiar with the work that we do? How many of you are members? Thank you, I appreciate it, thank you for your membership. Our organization was founded 66 years ago to represent the faculty voice. Currently, we are based in Sacramento. Our chief mission is lobbying and the advocacy work at the state capital.   It is great to be here, and see shared governance in action. Where I really want to start my conversation with is the tension that is existing right now at the state level when it comes to shared governance, particularly with this Chancellor's office. This is from our perspective and that of other faculty groups; I was there with Darcie at state Plenary. Talking about bills about homeless students; these are tough issues. The point really being, you, the faculty, we are the voice and we are the ones who have the interactions with students, who have the best ideas to ensure that our students can be successful. Unfortunately, that voice is not being heard or accepted right now through these processes. As we see from some of the challenges that are in front of us, most recently with the new funding formula that has proven to be very problematic for many of our colleges. It is unsustainable, it is $70 million above what it was supposed to be. We are not quite sure if the legislation is going to be able to fund that. You have a fully online college that is costing $120 million in this current budget year. You have a CEO for that college who is earning $400,000/year, which makes her the 4th highest CEO out of any of the community college districts. Keep in mind, she doesn't have a background in community colleges at all. Their second hire for the fully online college is a Chief Technology Officer, getting paid $270,000/year. You have a no bid contract that was given out to an Executive Recruiter for $500,000; these are systemic problems. As we talk about some of these issues, Guided Pathways and AB 705, later on in the agenda. The point I would like to make, we need your voice as part of the process statewide. We work closely with the academic senate. We have a window right now with the new governor. Hopefully we can make some changes and have a different approach. Governor Brown was very much in support for the online college and the funding formula. With Governor Newsom, we are feeling out where he is at with community colleges. His background in more UC and CSU. He is focused on Pre-K. Where is he with the community colleges and all the initiatives we have rolled out in the last number of years? Right now we have a window and we want you to be part of the conversation. We all in this room need to set the agenda. We want a strong faculty voice. With that, I would like to highlight a couple of other things.

In terms of advocacy, we do a number of professional development events. We have a Counselors Conference in a couple of weeks in San Francisco. We have the Great Teachers Seminar that we host. Is anyone familiar with that? It is a phenomenal event. A couple of folks here have attended in the summer. As a member you get benefits and priority to these sort of conferences. We send out a lot of communications to our members to let them know what is happening in the Capital and how they can get engaged in the process. What legislator they need to contact, getting students involved in the political process. I want to thank you for your time, I really do appreciate it and I know you have a busy schedule. I will be sticking around a little bit with Rocio and I have some information if it is OK to leave behind. Brochures about membership. Thanks again for having me. R. Diaz: If you have any questions, I will be happy to help. KDD: You are our Governor at large, right? R. Diaz: Yes. KDD: That's great! Thank you for being here.

Scholarly Inquiry for Teacher Excellence (SITE) – Rachel Ketai & Rose Ann Cerofeci & Lars Kjeseth

KDD: Now we are going to hear about SITE. R. Ketai: Hi Everyone, my name is Rachel Ketai, I am an English instructor here at El Camino. R. Cerofeci: I am Rose Ann, also an English instructor. R. Ketai: We wanted to briefly tell you about an initiative that we launched this year at El Camino called SITE. It stands for Scholarly Inquiry for Teacher Excellence. There is going to be an email coming out to all faculty inviting you to one of our events. What we wanted to do was, in person, introduce ourselves and tell you a little bit about the program and the event. So when that email comes out and the flyers get distributed, perhaps at your department meeting you call your faculty about us. You can answer questions and give them more information about it.

R. Ketai: What SITE is, and how it came about. English and Math were facing the AB 705 transition. Which is transformational for the college and in particular very transformational for English and Math faculty. Our courses are changing, our curriculum is changing, what we teach is changing, how we teach is changing, how the students are being placed into our classes is changing. We were asked to help support English and Math faculty through that transition. Help them develop some new approaches to teaching and support this new environment. So we came together over the course of the past year, have created a professional learning initiative that is homegrown, faculty lead, faculty development initiative, that is really focused on teaching and learning. Because what we learned is that, basically, the kind of teaching we need to do effectively in AB 705, is really the good teaching we all should be doing no matter what in all of our environments. So what we started a Summer Institute in August, for 6 days. We dug into research on teaching and learning. It felt a lot like going back to grad school, but fun. We were learning about issues like culturally relevant teaching and learning. We had guest speakers about supporting African American students. We talked about Threshold concepts. We talked about accelerated pedagogies. There are about 55 English and Math faculty there for 6 full days, so we got to know each other real well. At the end, we launched these things called faculty learning communities. It is much like a learning community for students. The idea is that we learn and grow better together. We developed topics of inquiry related to teaching and learning. Like reading pedagogy. One is focused on Equity Mindedness. One focuses on learning assistance. We formed groups all interested in that topic. We spent a year learning about that issue through conferences and research. We experiment in our own classroom, through visiting each other's classrooms. We get together once a month to talk about what we are learning and what we are trying out in our classes. We have launched these faculty learning communities. Right now it is mostly English and Math. We have worked with some Counselors. We are also working with some Behavioral & Social Science people. The idea is that next year we will grow beyond English and Math because it is no longer about only AB 705, or English & Math. It is really about no matter what change comes our way as an institution, we are better equipped to handle it if we have stronger relationships with each other and an ongoing culture of professional learning. Professional learning is not just checking off our flex requirement. It is starting our year by saying, "What would I like to learn this year" to make myself a better teacher? That is a career-long journey for all of us. It has enriched our jobs this year.

R. Cerofeci: That is why we are here. We want to include cross disciplinary cohorts and launch faculty learning communities next year. So we are looking forward. In order to introduce the campus to it, we are having a "Block Party" on May 14th from 12-3 in the Library West Basement. The "Block Party" is a celebration of the teaching/learning that has been happening all year long. We have invited other groups on campus that are doing initiatives around teaching and learning. They will be doing presentations. The format will be that it will run in hour cycles. We are going to highlight different faculty learning communities. You can see a lot of work that your colleagues have been doing. It is some fun and exciting stuff and so many innovative things. We are looking to create more interest across the campus. There will be some food. We are going to be generating our next inquiry question for the following year. We are going to do another summer institute in August, probably the week of flex week. We don't think it will be 6 days, maybe 4-5. We

want to encourage all faculty to participate from all disciplines. We want to generate ideas. What do we want to learn about? One of the most important components of SITE is building relationships among faculty. It will be great to meet other faculty who want to support each other. We want to build relationships. There will be food. We told everyone to have a takeaway for educators. You can tell faculty if they come, they will be given resources that can help their teaching. Our faculty learning community is about reading apprenticeship and supports readers across the disciplines.   If you come to our table, you will get a handbook with lessons you can do to integrate support for readers in your classes for all disciplines. Each community will have something representative of their work. This is really a lot of fun. SITE has been really transformative for all of its members. Everyone says it has rejuvenated us. Teaching is exciting, fun and interesting again. There is a lot of change going on, there are a lot of new initiatives. Instead of focusing on these initiatives, we are focusing on how we, in this new era can change and grow as faculty. We will be sending out a flyer with dates. You can contact any one of us if you have questions.

L. Kjeseth: We might want to emphasize again, that we are kind of the new kid on the block. We have deep relationships that need to be honored. In this block party, it's not about SITE, it is honoring all of those groups on campus and celebrating this on-going scholarly work to improve teaching & learning. Change happens when there are deep relationships that are grounded in trust. So that is our ultimate goal.

H. FUTURE AGENDA ITEMS

Ed Policies: AP 7160 Professional Development
Strategic Plan
AB 705
South Bay Public Safety Center

I. PUBLIC COMMENT

M. McMillan: I have an announcement. I am happy to say, we have a new OER Advisory Committee that has been formed. We are expanding the advisory work. We are still working on getting reps from every division. We are going to look at things related to the $0 cost notation in our course schedule, what should be low cost, benchmarks. Things of that nature.

C. Brewer-Smith: The Fashion and Cosmetology Department would like you to save the date. We will have our annual Fashion Show and Hair Show on June 3rd in the East Dining lounge. Tickets have not gone on sale yet, but they will soon. Look for further announcements. It should be a lot of fun. We had standing room only last year.

Carolee Vakil-Jessop: Our parent union had their convention in Los Angeles on the weekend of March 23-25. Ten of your colleagues attended as delegates. I want you to know that your faculty colleagues represented you well. CFT will be holding division meetings here at El Camino College, on Saturday May 4th. I believe they start at 10 am. Any full dues paying member is welcome to attend. There is a lot of information, we get legislative updates, and we learn what it happening in the state. We build a great community. If you speak to people who go to these meetings, they really look forward to seeing people and helping each other out. Thanks.

KDD: Do we have a motion to adjourn? S. Donnell motioned, L. Kjeseth seconded. See you in May.

J. ADJOURN
The meeting adjourned at 1:58 pm
TG/ECC Spring 2019

Scholarship Application Form
for the 2019 Faculty Leadership Institute

The Academic Senate Foundation is proud to offer scholarships for faculty to attend the Faculty Leadership Institute that will take place on June 13-15, 2019 at the Sheraton Grand Sacramento Hotel. With a focus on student success, **any faculty, (including full- and part-time faculty) from all disciplines are encouraged to apply**. The scholarship awarded to the selected faculty will cover the cost of registration and hotel for two nights along with travel costs covering up to $350 in mileage or airfare.

Please fill out the form completely.

Faculty Name: _____

Discipline: _____

College: _____

Phone: _____

Email: _____

Academic Senate President Name/Email: _____

Please answer the following questions and include additional attachments as needed.

1. How many people from your college are currently registered to attend the institute?

2. What is your current role with your local academic senate?

3. Have you ever attended the ASCCC Faculty Leadership Institute before?

4. Provide a short (3-5 sentence) explanation of how attending the institute will help you become a more engaged faculty leader or help you transition in to faculty leadership at your campus.

Submit your completed application to: communications@asccc.org. The deadline to submit is May 20, 2019. Selected faculty will be notified via email approximately one week after the submission date.

The Academic Senate Foundation is a 501(c)(3) nonprofit organization, www.asfccc.com

Faculty Development Committee Meeting
Minutes for Tuesday, April 23, 2019
Teaching and Learning Center (TLC), Library West Basement, 1-1:50 pm

Present	Name		Division
X	Stacey Allen*	(SA)	Behavioral & Social Sciences
	Alireza Ahmadpour	(AA)	Fine Arts
	Dustin Black	(DB)	Behavioral & Social Sciences
	Rose Ann Cerofeci	(RC)	Humanities
	Briita Halonen	(BH)	Humanities
	Amy Herrschaft	(AH)	Counseling
	Rachel Ketai	(RK)	Humanities
X	Sheryl Kunisaki	(SK)	Library & Learning Resources
X	David McPatchell	(DM)	Compton College
X	Polly Parks	(PP)	Natural Sciences
X	Margaret Steinberg	(MS)	Natural Sciences
X	Claudia Striepe	(CS)	Library & Learning Resources
X	Lisa Mednick Takami	(LMT)	Professional Development
X	Evelyn Uyemura	(EU)	Humanities

*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 2018 Meetings: September 11 & 25, October 9 & 23, November 13 & 27
Spring 2019 Meetings: February 26, March 12 & 26, April 23, May 14 & 28

Informed & Inspired
"Learning across the Curriculum: Diverse & Inclusive Cross Curricular Course Content & Student Engagement" will be presented by Elice Hennessee on April 25th. The committee was provided with flyers to share with their colleagues. The FDC voted to honor Foster Youth Awareness Month on May 30th by collaborating with the Guardian Scholars program. Presenters will include Anna Brochet, Keianna Daniel, and Ngozi Akosia.

Wellness Warriors
SA noted the ongoing success of the new Lunch & Learn Wellness Wednesday series. The "Second Brain": Gut Health and how it Impacts Immunity, Chronic Disease, Mental Health, and Sugar Cravings, presented by Kim Jones on April 3rd was very informative and well-attended. Guest speaker, Dr. Erica Whitter-Davis, presented on the benefits of chiropractic care on April 17th. This session was also very enlightening and attracted a diverse audience from the college community. Functional Nutrition: Using Food to Maximize Health and Reverse Dysfunction and Disease, will be presented by Kim Jones on May 1st. Thirty Minute Thursdays: 30 Minute Roll Out and Recovery took place on April 18th, with two more sessions scheduled this semester: May 9 and May 23.

Faculty Book Club (FBC)
PP provided an update on the FBC. Due to the rescheduling of their last meeting, many members were unable to attend. Despite the low turnout, the FBC engaged in a very dynamic conversation about the first few chapters of _Pushout: The Criminalization of Black Girls in Schools_ by Monique W. Morris. The next meeting is scheduled for later today.

Flex Follow-up Reports/Cornerstone – External Training Form
SA provided a demonstration of the External Training form on Cornerstone. This form is to be used for non-calendared events, such as conferences and individual projects. The committee discussed the need for follow-up flex reports to be submitted by faculty when verification documents are not available, i.e. when completing a webinar, listening to a podcast, or watching a TED Talk. The FDC reviewed a sample report prepared by BH and agreed that completing a form rather than typing a report is ideal. LMT will follow up with Kerri Nakayama to explore options for creating a form in Cornerstone.

Faculty Professional Development (PD) Plans
As outlined in the "Guidelines for the Implementation of the Flexible Calendar," faculty should develop a PD plan at the start of each academic year. In reviewing a PD Plan draft, the committee determined this initiative will require additional time before it can be presented to the Academic Senate. SA will post the PD Plan to the FDC Team Site for further review. The goal is to have a draft ready to present at the May 21st Academic Senate meeting.

Sample Syllabus Statements – Team Site
SA demonstrated the new FDC Team Site which contains several documents for the committee to review, including the Sample Syllabus Statements to Support Student Success document, currently housed on the Academic Senate webpage. The committee will consider the addition of three new statements for the document to address food/housing insecurity, undocumented students, and academic honesty. SA suggested the committee provide feedback on the Team Site by May 4th in order to present the statements to the Academic Senate on May 7th.

Faculty Professional Development Needs Assessment
SA and LMT met with Gina Park of IRP on Thursday, April 18th to begin planning the faculty PD needs assessment. This item will be discussed in more detail on May 14th.

Fall Professional Development Day – Thursday, August 22nd
SA and LMT met with Dr. Maloney on Thursday, April 18th to begin planning Fall PD Day. Dr. Maloney suggested the FDC consider as a possible keynote speaker Steve Uzzell, photographer and assistant editor for *National Geographic*. His talk, "Open Roads Open Minds – An Exploration of Creative Problem Solving and the Nature of Transition," is intended to create the mindset of seeing things from a fresh perspective. Although very intrigued by the title and content of his talk, the committee voted to pursue other possibilities given the very high cost of Mr. Uzzell's speaking fee. SA has invited Diana Crossman (Communication Studies) to attend the next FDC meeting to discuss inviting Gary Rybold, Professor of Speech and Forensics at Irvine Valley College, to be our keynote speaker.

Adjourned: 1:52
SA/5.2.19

ADMINISTRATIVE PROCEDURE   6179

EL CAMINO COMMUNITY COLLEGE DISTRICT

INFORMATION SECURITY – EMAIL RETENTION POLICY

1.0 Overview

This section addresses the use of the email server system(s), including cloud computing systems, utilized by the Board of Trustees, administration, faculty and staff of the El Camino Community College District. The District recognizes that email communication has become a primary tool for correspondence and transacting of business throughout the organization. As a result, the District shall establish prudent policies and procedures which shall reflect compliance with state and federal regulations, as well as support proper usage and accountability by all email users of the system(s).
Email users do not have an inherent reasonable expectation of privacy in any email sent or received from their District email inboxes. Any email, including its electronic attachments, created, received, maintained or sent from a District email server constitutes an "electronic record" which may be subject to public inspection if requested and not otherwise exempted from disclosure under the California Public Records Act or other such legal authority. Since emails are public records, users shall be responsible for adhering to the requirements of AP-6160 in the production and destruction of these records and any other relevant state or federal law. District email systems are not intended for personal use unrelated to district business and shall not serve as a location for long term data storage.

NOTE: The CPRA was signed into law in 1968 and determined that governmental records shall be disclosed to the public (upon request) unless there is a specific reason not to do so (i.e. activities involving little green men, men in black, delta/omicron propulsion systems, etc.) in which case information can still be presented on request as long as the exempted info is segregated or redacted.

2.0 Objectives

    A. The objectives of this policy are to ensure the following:
        1. Comply with all laws, regulations, and rules governing public/government entities retention of electronic records.
        2. Encourage the application of best practices in the efficient management of email system(s) throughout the District.
        3. Employ appropriate procedures, tools, safeguards and security in protecting confidential records transacted via email, retrieving email for appropriate business purposes and ensuring that proper destruction of records occur if an email is deemed to

be in those classes of records identified by the board rules and Education Code requiring board approval prior to destruction.

4. Educate District email users in the legal requirements, responsibilities, procedures and appropriate business practices that should be exercised in daily email use, as well as preservation of such email records if required in an administrative/litigation proceeding or public records request.

3.0 Definitions

A. <u>Electronic mail record</u> – For purposes of this policy and procedures, shall mean any record that is created, received, maintained or stored in the District email servers. Some examples of these records may include, but not be limited to, the following: electronic mail messages, word processing documents, spreadsheets, reports and any file attachments.

B. <u>Transitory email messages</u> – shall mean email messages which contain transient information which have no long term or permanent business information value. Some examples of these email messages may include, but not be limited to the following: emails related to scheduling meetings or email announcements of events once passed are no longer useful, spam, advertisements or personal emails. These emails should be purged immediately by the email user after the meeting/event or receipt. If not purged by the email user, the email server shall routinely purge the message after the default retention period has passed. However, users are encouraged to regularly cleanse and delete from their email boxes these types of messages in order to encourage efficiency and maintain storage capacity in the email system.

C. <u>Lasting or long-term value email messages</u> - shall mean email messages which constitute a project or program record which provides permanent informational value to the on-going project, matter or transaction, any other email messages deemed by the District administration to have permanent value. These messages should be retained by the email system server for at least through the default retention period and thereafter relocated by the email user to a retention folder on their desktop or an appropriate data storage location.

D. <u>Default retention period</u> – The default retention period shall mean the three (3) year period of time, beginning with the time an email is created, sent or received into the District email server(s) system, of which thereafter, the email server will automatically purge emails if the user has not moved the email to a data retention folder not on the email system.

E. <u>Ordinary retention period</u> –The ordinary retention period shall mean the six (6) month period from the time the email record is created, sent or received in the District email server system. Email users are required to regularly review their email boxes to either delete or move email messages six (6) months or older into the retention file folder not on the email system.

F. <u>Authorized email users</u> – shall mean those District board members administrators, faculty and staff and authorized consultants performing services for the District who have been issued an authorized email address and password by their local information technology department. For those temporary employees or authorized consultants of the District, email accounts will be de-activated upon termination of assignment or services.

G. Custodian of email record - shall mean the creator of the email message if sent by a District email user; the District email user recipient of the email if message is sent by a non-District third party; or the District email user that forwards the email message to another email user for information purposes. The custodian retains the legal responsibility for the archiving and retention of the email records.

H. Back up Retention Period - shall mean the minimum three (3) months up to three (3)year retention period the ITS department at the District shall keep any back up tape or file for the email system(s) in order to perform email system restoration activities.

4.0 Policy Statement

This document applies to any user of the College's information technology resources, whether connected from a computer located on or off-campus.

This document applies to the use of all of the College's information technology resources, regardless of the division or department that administers that resource. The chief administrators of divisional/departmental information technology resources may enact additional policies specific to those resources, provided they do not conflict with the provisions of this or other policies or laws.

All users are subject to both the provisions of this document, as well as any policies specific to the individual systems they use.

4.1 Responsible Use

4.1.1 The use of the District email server system(s) shall be utilized for the transacting and communicating of legitimate District business in accordance with AP-6160, as well as any applicable state or federal law.

Absent any documented evidence to the contrary, email users shall generally be held responsible for all email messages sent from and maintained in their District-issued email in-boxes. Email users shall not share their email passwords with others.

Emails constitute electronic records. Depending on the information contained in the emails, users shall be responsible for maintaining these emails in compliance with the District records policy.

4.1.2 Emails that are transitory in value should be purged every six (6) months by the email user.

Emails with a permanent or long-lasting value shall be held over for long term records retention up to the default retention period and thereafter must either be manually transferred by the email user to a retention folder or other district data storage location. Otherwise, the email shall be automatically purged from the

District email server system. After the default retention period, the email system shall automatically purge any email not stored for long term retention.

4.1.3 This policy is intended to apply to the following:
    a. All District email server system(s);
    b. All users of the District's email server system(s);
    c. All email messages sent or received on the District's email server systems;
    d. All emails sent via district-owned and/or district-issued desktop workstations, laptops, cellular phones or other such mobile communication devices transmitted through the District email server; and
    e. When District email accounts are accessed for use from outside of the workplace.

4.2 Backup Files

Regular backups of the email servers are performed on a routinely scheduled basis by the ITS department for purposes of disaster recovery or system restoration only. Local back up files will be maintained for a minimum of three (3) months but no longer than the default retention period. Backups shall be performed in accordance with the District back up procedures. The ITS department is not the legal custodian of any email records.

4.3 Retrieval of Email

Except for retrieval under provision (C) 4 herein, when email is retrieved for the purposes identified below, email users will be informed by the VP Administration, CTO, or CISO regarding the request for retrieval and advised of their duty to maintain email records. Email users should be aware that any such deletion after the notice is issued may subject the District to potential court sanctions, as well as discipline of the employee, up to and including termination, if intentional deletion of email records occurs after notice is given the email user.

The retrieval and review of such records will be performed by the VP Administration, CTO, or CISO in the manner identified below. Any emails that the VP Administration, CTO, or CISO determines as being exempt from public disclosure due to an employee or student right of privacy, attorney-client privilege, or other matters supporting legal exemption of the email will be withheld.

    4.3.1 Public Records Request – When a records request is issued by a member of the public, the VP Administration, CTO, or CISO shall utilize the email archive to retrieve any relevant and legally disclosable email records responsive to the request.

4.3.2 Litigation Hold – When the VP Administration, CTO, or CISO is informed of any pending or threatened litigation, a litigation hold may be directed to the legal custodian of the email records.

4.3.3 Matters involving audit or investigation – If the VP Administration in collaboration with Human Resources, Board of Directors, President, CTO, or CISO determine that email records are required in a financial or performance audit, personnel investigation or other matters requiring review by these offices, the VP Administration shall facilitate the retrieval and review of such email records for these purposes.

4.3.4 Recovery needed for legitimate business purposes not involving audit or investigation – Upon written approval from the District President, VP Administration, CTO, CISO, California Community Colleges Chancellor, or designee, temporary access may be granted by the ITS department to the email archival management system to an email user seeking to retrieve email for legitimate business purposes.

4.4 Access to Email Archive

Although the email archive may contain data records that are considered public records, in order to safeguard the integrity of the records and to prevent from misuse, access to the email archive shall be granted to facilitate and support the matters listed above only.

"Ongoing and active" email archive access may be granted to the attorney(s) and paralegal(s) of the VP Administration, CTO, or CISO.
"Temporary Access" to the email archive may be approved by the Chancellor or his/her designee to the internal auditors or investigators handling the limited matters above. The District President or his/her designee may grant temporary access to the email archive if the request to review such email records is related to a legitimate business purpose need. User access profiles to the email archive shall be determined by the respective approver above when request is granted.

Termination of temporary access to the archive shall occur immediately after the matter is concluded or the need to review such email for business purposes is satisfied. Termination of ongoing and active access to the archive shall occur when the District employee no longer serves in their position as attorney, or paralegal for the District.

An audit of users accessing the email archive system shall occur upon request by the VP Administration, CTO, CISO, Data Governance Board Chair or designee on a yearly basis to ensure appropriate use of the email archive.

4.5 Retirees

Retirees may keep their elcamino.edu mail account indefinitely but it may only be used to forward mail to their personal email account.

4.6 Enforcement

Failure to comply with this policy and the rules and regulations cited in this section may result in disciplinary action, up to and including termination of employment, and any other penalties applicable by law.

5.0 Legal Authority, Citations and Other References

Federal Rule of Civil Procedure
California Code of Civil Procedure
Title 5 C.C.R. Sections 59020 et seq.
ECC AP-6160 (Acceptable Use Policy)

Constitution of the El Camino College Academic Senate

TABLE OF CONTENTS

El Camino College Academic Senate Constitution

PREAMBLE   In order to have a formal and effective procedure for participating in the formation and implementation of district policies on academic and professional matters, we, the faculty of the El Camino Community College District, do hereby establish a representative organization, known as the Academic Senate of El Camino College. The Academic Senate shall be fully empowered to act as the representative and executive arm of the faculty, acting for all the members of the faculty on an elected basis.

ARTICLE I   **Name and Definitions**

Section 1.   Name

1.1   The name of this organization shall be the Academic Senate of El Camino College, hereinafter referred to as the Senate.

Section 2.   Definitions

2.1   The term "days," when used in this constitution, shall mean weekdays when classes are in session at the college.

2.2   The term "faculty" shall mean all personnel defined in the El Camino College Federation of Teachers Agreement ~~and in the Compton Community College District Federation of Teachers Agreement~~.

2.3   The term "~~adjunct~~ part-time faculty" shall mean ~~part-time~~ faculty members employed by the District as an instructor for 67% or less of a full-time teaching load.

2.4

2.5   The term "senator" shall mean any member of the faculty elected to the Senate.

2.6   The term "division senator" is the individual who is elected by the full-time faculty of a division or ~~educational center~~unit to represent such unit.

2.7   The term "senior senator" shall mean the division senator with the longest continuous service on the Senate.

2.8   The term "FTEF" shall mean Full-Time Equivalent Faculty.

2.9   The term "ex-officio member" shall mean a non-voting member of the Senate who serves as a resource person, advisor, and/or communication link with other campus decision-making bodies.

2.10 ~~The term "educational center" shall mean a formally recognized El Camino College educational center as defined in Title 5.~~

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

ARTICLE II   Purposes

Section 1.   <u>Purpose</u>

1.1   To provide an organization through which the faculty will have the means for full participation in the formulation of policy on academic and professional matters relating to the college including those in Title 5, Subchapter 2, Sections 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."

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

ARTICLE III   Senate Membership

Section 1.   <u>Senators</u>

1.1   The senators shall be elected from the faculty in each division. The Library Learning Resources shall be treated as a division.

1.2   The composition of the Senate shall be one senator for each twelve Full-Time Equivalent Faculty (FTEF) members per division to be elected by full-time faculty. Each division shall have at least two senators. Part-time~~Adjunct~~ faculty shall have two members-at-large and up to two alternates ~~from the main campus and up to one from each educational center~~ on the Senate, to be elected by the part-time~~adjunct~~ faculty of that campus/center.

1.3

    Divisions having FTEF shall be entitled to senate members on the following basis: 1 through 24 - two (2) members
                  25 through 36 - three (3) members
                  37 through 48 - four (4) members
                  49 or more - five (5) members

1.4

    The computation of the number of faculty members in each division in any given year shall be based on the total FTEF for each division as determined by averaging division FTEF data from the most recent spring and fall semesters.

1.5

    Eligibility of Senators

    1.5.1 Voting members of the Senate shall be the elected senators.

    1.5.2 The tenure of office for a senator shall cease when the senator no longer is a faculty member at El Camino College, or has been recalled or removed (see Bylaws Article III, Sections 4-5). In the event that a division decreases in size, each senator serves out the remainder of his or her term. No further division elections will be held until the number of division senators is in line with the current division FTEF figures.

1.6

    Election of Full-Time Senators – See Bylaws Article III, Section 1.

1.7

    Election of Part-Time~~Adjunct~~ Senators – See Bylaws Article III, Section 2

1.8

    Full-Time Senator – Term of Office

    1.8.1 Full-time senators shall be elected for a term of three years. Also, see Bylaws Article III.

    1.8.2 The division ~~or educational center~~ represented may exercise recall of a full-time senator at any time. See Bylaws Article III.

1.8.3 If a full-time senator cannot or does not choose to complete the term of office, the Senate president may, after consultation with the remaining senators from that division, appoint a replacement or hold a special election under the procedures of Article III, Section 1 of the Bylaws.

1.8.4 The appointment shall be made within one month of the vacancy, or a special election shall be held as soon as possible after notification of the vacancy, and the term of office for the replacement shall be for the remainder of the vacating senator's term of office.

1.8.5 A senator on official leave for a period exceeding two months shall be replaced in accordance with the provisions of Section 1.8.3. The replacement shall serve for the duration of the leave or until the expiration of the term of office, whichever occurs first.

1.9   Adjunct Part-Time Senator – Term of Office

1.9.1 The term of office for part-timeadjunct senators shall be one year unless the senator no longer meets the requirements of Article III, Section 1.5.

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

1.10

Section 2   A senator is expected to attend all regularly scheduled senate meetings. A senator may be removed for excessive absences. See Bylaws Article III, Section 4.

2.1

Ex-Officio Senate Members

Designation of Ex-Officio Members of the Senate

2.1.1 One member of the El Camino College Board of Trustees, to be designated by the Board, shall be an ex-officio member of the Senate.

2.1.2 The college president, Vice President of Academic Affairs, and Vice President for Student Services (or designees) shall be ex-officio members of the Senate.

2.1.3 The ECCFT president (or designee) shall be an ex-officio member of the Senate.

2.1.4 The chair of the Curriculum Committee shall be an ex-officio member of the Senate if not otherwise a member of the Senate.

ARTICLE IV   Officers

Section 1   Officers. The Senate shall elect from among its members:

1.1   President;

1.2   President Elect, who may also hold another senate office, until beginning his or her term as president;

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

1.4   Secretary;

1.5   Distance Education Liaison;

1.6   Other Officers: The president may appoint people to serve in positions such as legislative liaison, newsletter editor, parliamentarian, sergeant-at-arms, and others as deemed necessary;

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

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

Section 3.   Terms of Office

3.1   The term of a senate officer shall be for two years or until a successor is elected, except the office of president-elect, which shall be for a term of one year, or until serving as president. In addition, co-officers may be nominated and elected at the discretion of the Senate and may serve either jointly for 2 years or in staggered terms.

3.2   An officer may be removed from office if there is a violation of the standards of Article XI, Section 2, and a motion to impeach is passed by a two-thirds majority of the Senate.

3.3   If an officer, other than the president, cannot or does not complete the term of office, the Senate president may appoint a replacement for the remainder of the term.

3.4   If the president cannot or does not complete the term of office, the president-elect shall serve as president. If there is no president-elect, the Senate Executive Committee shall elect from its members a replacement for the remainder of the term.

Section 4.   <u>Duties of Officers and Other</u>. It shall be the duty of each officer to uphold the academic and professional matters as delineated in Title 5 of *The California Code of Regulations.*

4.1   <u>Senate President</u>: The president shall chair the Executive Committee; represent the Senate to the administration, the Board of Trustees, and the Academic Senate for the California Community Colleges (ASCCC); ensure full representation of faculty on Senate, Executive Committee, and campus committees; in consultation with Executive Committee, set agendas and prepare and post meeting materials in accordance with the Brown Act; preside over meetings of the Senate as outlined in *Robert's Rules of Order*; oversee the Senate's responsibilities as a collegial consultation committee as outlined in Making Decisions at El Camino College; and appoint a legislative liaison, newsletter editor, parliamentarian, and sergeant-at-arms, as deemed necessary.

4.2   <u>President-Elect</u>: The president-elect shall become familiar with the duties of the Senate president; learn pertinent parliamentary procedure; become familiar with the El Camino College governance structures; and learn the functions of the ASCCC. The President-Elect is encouraged to attend College Council, relevant ASCCC meetings (such as Area C meetings, plenary sessions, and Faculty Leadership Institute), and the El Camino College Academic Senate Executive Committee meetings.

4.3   <u>Vice Presidents</u>: The vice presidents shall preside over meetings of their respective standing committees, as outlined in *Robert's Rules*, report to the Senate, interface with the college administration in the appropriate areas, and bring proposals to the Senate for approval by the body.

4.3.1 Vice President of Educational Policies, in coordination with the Vice President of Academic Affairs and the division deans, shall investigate, monitor and propose matters concerning educational policies, such as degree and certificate requirements, grading policies and standards, policies regarding student preparation and success, and minimum qualifications. Chair Educational Policies Committee.

4.3.2 Vice President of Instructional Effectiveness shall monitor and report on the actions of, represent the senate on, and serve as the senate's voting member for the following campus-wide or district-

wide committees and task forces: Student Learning Outcomes (SLO) and Assessment of Learning Committee, Academic Program Review Committee, instruction-related accreditation standards, and any campus-wide committees devoted to faculty evaluation processes or procedures. Co-chair Assessment of Learning and Program Review Committees.

4.3.3 Vice President of Finance and Special Projects shall be the Senate's voting member of the Planning and Budgeting Committee (PBC); report on the proposed actions of the PBC; represent the Senate position to the PBC; monitor and propose processes for institutional planning and budget development; and handle special projects as assigned by the Senate president.

4.3.4 Vice President of Faculty Development, in coordination with the Vice President of Academic Affairs and the Professional Development and Learning Department, shall investigate, monitor and propose policies and programs for faculty professional development, and present proposals for use of faculty development funds to the Senate. Chair Faculty Development Committee.

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

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

4.4

Secretary: Keep a record (minutes) of all proceedings of the Senate; keep a record of the membership of the Senate and all committees of the Senate; maintain the attendance records of senators; transmit the meeting minutes to the president for publication; communicate with college administration the results of resolutions and other Ssenate matters; and see that the Senate website is updated.

4.5

Distance Education Liaison: Monitor and report on the actions, represent the Senate on and be the Senate's voting member for the Distance Education Advisory Committee.

4.6

Legislative Liaison: Monitor legislative issues and advise president, officers, committees, and members on matters of legislation relevant to the Senate purview.

4.7

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

4.8

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

4.9

Sergeant-at-Arms: Assist in preserving order as the president may direct.

ARTICLE V   Meetings

Section 1.   Regular Meetings. The Senate shall hold regular meetings throughout the academic year.

Section 2.   Additional Meetings. With the consent of the Senate, the Senate president may call additional meetings.

Section 3   Faculty Meetings. Meetings of the faculty may be called by either a majority vote of the Senate or by a petition signed by one-fourth of the faculty. The Senate president shall notify the faculty at least five days in advance of a faculty meeting.

Section 4   Executive Session

4.1   In personnel matters, the Senate shall have the right to hold executive sessions at which only senators shall be present in accordance with the Brown Act.

4.2   Executive sessions may be called by the Senate president or by a majority vote of the Senate.

4.3   Any decision made by executive session of the Senate must be ratified in the next announced open session of the Senate before it becomes effective.

ARTICLE VI   Executive Committee

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

Ex-Officio Members: past president, president-elect, distance education liaison, legislative liaison, newsletter editor, parliamentarian, sergeant-at-arms, and others, as appointed.

Section 2.   Powers: The Executive Committee may make agreements with the
District on non-policy issues provided these agreements are approved by
a majority of the Executive Committee. Agreements on policy issues (as
listed in Article II, Section 1) require a majority vote of the Senate.

ARTICLE VII   Committees

Section 1.   Committees

1.1   Standing Committees: The following committees are deemed to be long-
term in nature and dealing with substantive issues. (See Article IV
Section 1.3)
a) College Curriculum
b) Educational Policies
c) Faculty Development
d) Finance and Special Projects (to represent the Senate as a voting
delegate on the Planning and Budgeting Committee)
e) Educational Center Faculty Council
f)e)Academic Technology Committee
g)f)Distance Education Advisory Committee

1.2   Special Committees: Short-term in nature and dealing with topical issues.
Members are appointed and charge is determined by Senate president.

1.3   Election Committee: This committee conducts elections of Senate
officers in compliance with the Constitution and Bylaws. The president
shall appoint the chair. No member of the Election Committee may be a
candidate for an elected office.

1.4   Campus-wide Committees: The Senate president shall appoint, with the
approval of the college president, delegates to represent the Academic
Senate on various campus-wide committees. Each representative shall
report back to the Senate. Typical committees may include:
a) Calendar Committee
b) Accreditation Committee
c) Facilities Steering Committee.

**ARTICLE   College Curriculum Committee
VIII**

Sections 1.3, 2.1, 2.4, 2.5, 5.2.2 (b), 5.2.3 and any Senate Bylaw referring to
the same sections are subject to mutual agreement between the Senate and the
Board of Trustees or its designee.

Section 1.   College Curriculum Committee

    1.1   Operating Policy: The CCC will operate under its Bylaws, relevant Board policies, and this Constitution and its Bylaws.

    1.2   CCC Operational Procedures: All operational procedures not addressed in this Constitution are to be specified in the CCC Bylaws. Operational procedures do not include curriculum procedures addressed in Sections 5.2 of this Article.

    1.3   Approval of CCC Bylaws: CCC Bylaws are subject to approval by the Academic Senate, according to standards of Article XI, Section 2.

Section 2.   Chair of College Curriculum Committee

    2.1   Chair: The CCC shall elect the Chair of the CCC from its membership, subject to approval by the Senate, according to Article XI, Section 2.

    2.2   Chair as Member of the Senate: In the event the Chair of the CCC is not a member of the Senate, the Chair of the CCC shall be an ex-officio member of the Senate.

    2.3   Term of Office: Term of office for the Chair of the CCC shall be two (2) years.

    2.4   Duties of Chair: The Chair of the CCC shall preside at all meetings of the CCC and attend all meetings of the Senate to report all actions of the CCC, as well as perform all the duties specified in the Bylaws of the CCC.

    2.5   Removal of the Chair: Following a simple majority vote of the CCC membership, the Senate may remove the CCC Chair following the same process for removing Senate officers. See Article IV, Section 3.2.

Section 3.   CCC Representatives

    3.1   Membership

        3.1.1   Faculty – The faculty shall elect the representatives to the CCC. The senior senator or designee in consultation with the appropriate dean or director shall initiate an election process for division representation in accordance with the CCC Bylaws.

        3.1.2   Other Voting Members – The Vice-President of Academic Affairs or a designee shall be a member of the CCC. The Council of Academic Deans and Directors may select representation to the CCC in accordance with CCC Bylaws.

3.1.3 <u>Ex-Officio Members</u> – The CCC may designate others as ex-officio members.

3.2 <u>Term of Office</u>: The term of office for CCC representatives shall be set in the CCC Bylaws.

Section 4.   <u>Responsibility of the College Curriculum Committee</u>

4.1 <u>Curriculum Review</u>: The CCC shall review all curriculum proposals to assure compliance with all Board policy requirements and Title 5 regulations. Approved proposals shall be sent to the college president via the Vice President of Academic Affairs for submission to the Board as specified in Board Policy 6123. Aspects of curriculum falling under the authority of the CCC include the establishment and revision of course outlines of record, conditions of enrollment, programs, degree and certificate requirements, CSU or UC transfer and articulation agreements; the inactivation of courses, certificates and programs; and other areas of curriculum as mutually agreed upon by the Senate and the Board or its designee. Other areas of CCC responsibility include scheduling the periodic review of both courses and conditions of enrollment. These areas of responsibility will be subject to the oversight provisions of Section 5 of this Article.

4.2 <u>Review Procedures</u>: The CCC shall develop curriculum review procedures, subject to the oversight provisions of Section 5 of this article.

Section 5.   <u>Curriculum Responsibility and Authority of the Senate</u>

5.1 <u>Oversight Responsibilities</u>: As per Title 5 and Board Policy 2510, the Senate has primary responsibility for reviewing and recommending to the Board curriculum policies and procedures.

5.2 <u>Review of Curriculum Procedures</u>:

5.2.1 Any curriculum procedure is subject to immediate review upon the filing of a written request by a member of the student body, faculty, administration, staff or the community.

5.2.2 Review requests shall, at a minimum:
a) Describe the procedure(s) to be reviewed and any associated form(s), and
b) Provide written documentation that the procedure violates one of the standards of Article XI, Section 2 or infringes on other areas, as defined in the Senate Bylaws and agreed to by the Board or its designee.

5.2.3 A Senate committee together with the Vice President of Academic Affairs or designee and the Chair of the CCC or designee shall determine, in a timely manner, whether the review request is valid under Section 5.2.2, and
a) If found invalid, the request shall be denied in writing, or
b) If found valid, the committee shall consult with the CCC, the filer and other appropriate parties in order to eliminate the objection documented under Section 5.2.2. (b) and, if that is not possible, the procedure shall be rescinded.

5.3 Review of Curriculum Decisions: Any curriculum decision of the CCC may be referred to the Senate for review, in accordance with the procedures in the CCC Bylaws. Following a review, the Senate may make recommendations to the CCC. However, only the CCC can approve curriculum proposals for recommendation to the Board.

ARTICLE IX   Bylaws and Rules of Order

Section 1.   Bylaws and Rules of Order

1.1 The Senate may adopt bylaws not inconsistent with this Constitution, provide for committees, and establish its own rules of procedure.

1.2 Bylaws drawn up by the Senate shall be approved by majority vote of the Senate.

Section 2.   Rules of Order

2.1 Unless provided in this Constitution, in the bylaws, or standing rules, the rules contained in the current edition of *Robert's Rules of Order* shall govern the proceedings and the conduct of meetings of the Senate and its committees.

ARTICLE X   Amendments to the Constitution

Section 1.   Amendments of the Constitution

1.1 Amendments to the Constitution may be proposed by:
a) A motion approved by a majority vote of the Senate, or
b) A petition signed by one-quarter of the faculty
The motion or petition must be presented in writing to the Senate president accompanied by a statement of the purpose and effect of the proposed amendment.

1.2 Upon receipt of a valid proposal for amendment, the Senate president shall

submit the proposal to the Senate for a first reading. At the meeting following the first reading, there shall be a discussion, debate and vote on the proposed amendment.

1.3   If the Senate approves the proposal for amendment, it is put to a ratification vote by the faculty. The Election Committee chair shall conduct the vote by mail or other secure means including internet, phone, or other technology.

1.4   Proposed amendments of the Constitution must be ratified by a majority vote of the faculty members voting. The amendment shall become effective immediately upon ratification.

Section 2.   <u>Editorial Changes</u>. Non-substantive, editorial changes in the Constitution may be made by a majority vote of the Senate.

ARTICLE XI   Professional Standards and Ethics

Section 1.   <u>Professional Standards and Ethics</u>

1.1   The Academic Senate may consider matters of professional standards and ethics as may apply to academic institutional concerns. The Senate may also consider such other matters that concern the academic well-being and management of the institution.

1.2   The Senate may, upon its findings, pass:
   a)   Resolutions of Commendation
   b)   Resolutions of Confidence
   c)   Resolutions of No Confidence, or
   d)   Resolutions of Censure, as well as other measures as it may deem appropriate and lawful.

Section 2.   <u>Standards of Operation and Conduct of the Senate, its Committees and its Officers</u>

The operation and conduct of the Senate, its committees and its officers may not
   a)   Violate state law, or
   b)   Violate ECC Board of Trustees policies, or
   c)   Violate ECCFT agreement, or
   d)   Subject the district to serious legal or fiscal liability, or
   e)   Overzealously interpret state regulations and/or ECC Board of Trustees policies, or
   f)   Violate any provision of this Constitution or its Bylaws.

ARTICLE XII   Delegate to Academic Senate for California Community Colleges

<u>Delegate</u>

1.1 The delegate enjoys full voting rights at both regular and special general sessions of the Academic Senate for California Community Colleges.

1.2 The delegate shall be the president of the Senate. If the president is unable to attend, he or she may appoint a Senate member to represent El Camino College at the state level.

Amendments and Revisions

Revised   June 1982
Revised   June 1988
Revised   April 1989
Revised   March 16, 1990
Revised   December 1992
Revised   March 22, 1993
Revised   August 29, 1998
Ratified   May 1, 2000
Ratified   July 1, 2002
Ratified   Nov. 4, 2011
Ratified   June 9, 2017
Ratified   ??? 2019

El Camino College Academic Senate Bylaws

TABLE OF CONTENTS

PREAMBLE

EL CAMINO COLLEGE ACADEMIC SENATE BYLAWS

PREAMBLE   Nothing stated in these Bylaws shall be construed to contradict any provisions of the Academic Senate Constitution, hereinafter referred to as the Constitution.

ARTICLE I   **Name**: The name of this organization shall be the Academic Senate of El Camino College, hereinafter referred to as the Senate, as stated in the Constitution.

ARTICLE II   **Purpose**: Refer to Article II, Section 1 of the Constitution.

ARTICLE III   **Membership**

Section 1.   Election of Full-Time Senators

1.1   Nominations: ~~In October~~Before the last Senate meeting of the spring semester, the senior senator in each division shall issue a call for nominations in writing to obtain candidates for any unfilled Senator positions or positions expiring on the last day of the spring term of the academic year~~expired or unfilled senate positions~~. The senior senator shall verify the eligibility of all nominees in accordance with Article III, Section 1.5 of the Constitution. When a vacancy occurs prior to expiration of the term, the vacancy shall be filled according to Article III, Section 1.8.3 of the

1.2   Constitution.

Conducting Elections: Within one month after nominations, the senior senator from each division shall conduct elections following a process approved by the

1.3   division faculty.

1.4   Qualified Voters: Only full-time faculty may vote for full-time senators.

Announcement of Election Results: The senior senator of each division shall announce the election results. The results will be forwarded to the Senate

Section 2.   president.

2.1   Election of ~~Adjunct~~ Part-Time Senators

Nominations: Notice of Election and Call for Nominations are to be mailed or sent

2.2   via other secure means including internet, phone, or other technology.

2.3   Qualified Voters: Only ~~adjunct~~ part-time faculty may vote for ~~adjunct~~ part-time senators.

Ballot Distribution and Counting: ~~By the fourth week of the fall~~Before the last

2.4   Senate meeting of the spring semester, the ballots shall be distributed to all ~~adjunct~~ part-time faculty by mail or other secure means including internet, phone, or other technology.

Announcement of Election Results: Results of the election may be distributed to

Section 3.   the senior senator of each campus division to post. Invitations are extended by the Senate president to the successful candidates to attend the next Senate meeting.

3.1   Current part-time~~adjunct~~ senators will continue to serve until the new senators take office.

3.2   <u>Full-Time Senator: Terms of Office</u>

The terms of office of the representatives shall be staggered insofar as possible. The effective date of the terms of office of newly elected senators shall be the last day of the spring term of the academic year in which they are elected.

Section 4.   Recall procedures may be initiated by a petition to the Senate president signed by one-third of the faculty members of the division. Upon receipt of a valid petition, the Senate president shall initiate a recall election within one month. Recall shall require a two-thirds majority vote of the full-time faculty members of the division. In the event of recall, a special divisional election shall be held within one month under the procedure of Article III, Section 1 of these Bylaws.

<u>Attendance</u>

ARTICLE IV

Section 1.   If a senator is unable to attend, the president or secretary shall be notified no later than the meeting date so that the senator may be excused. A Senator who fails to attend two consecutive regular Senate meetings without being excused may be removed if, in the opinion of the Executive Committee, no justifiable reason has been given. A replacement shall be appointed in accordance with Article III, Sections 1.8.4 or 1.9.2 of the Constitution.

1.1

<u>Officers</u>

<u>Election of Officers</u>

1.2   <u>Nominations</u>: At the first meeting in November, or when a vacancy occurs, the chair of the Senate Election Committee shall issue a call for nominations and distribute nomination forms for Senate officers. Nominees must be members of the Senate. The Election Committee is responsible for processing nominations and for verifying the eligibility of each nominee.

1.3   <u>Ballot Presentation of Candidates</u>: At the second meeting in November, the nominations received by the Election Committee shall be presented to the Senate. The Senate president shall call for nominations from the floor to be added to the ballot. Upon receipt of the ballots, write-in candidates are handled according to *Roberts Rules of Order*.

1.4   <u>Ballot Distribution</u>: The chair of the Senate Election Committee shall be responsible for conducting elections. The Election Committee shall prepare ballots to be mailed or sent via other secure means including internet, phone or other technology.

1.5   <u>Ballot Count</u>: All ballots must be received by the Election Committee within 10 business days of distribution. The Election Committee shall count the ballots immediately. The candidate receiving the majority of the votes shall be the winner. In case of a tie vote, a special runoff election shall be held at the next scheduled Senate meeting. In the event of no candidate receiving a majority vote, a run-off election shall occur for the top two candidates.

ARTICLE V

Section 1.   <u>Announcement of Election Results</u>: The Election Committee Chair shall report the election results to the Senate president immediately and to the body of the Senate at the next scheduled meeting.

1.1

Meetings

Quorum

1.2 A quorum for a Senate meeting shall consist of a majority of the regular membership. In the event of a vote, if a quorum is called for and is deemed not to be present by the secretary, issues may be discussed, but any voting must be postponed to a subsequent meeting.

Section 2. A quorum for a faculty meeting shall consist of one-third of the faculty members. If a quorum is not present at a faculty meeting, issues may be discussed, but any voting will take place only by mail ballot, the time for return of ballots to be determined by the president, but should not be less than one week. The decision is
2.1 to be determined by simple majority of the ballots received within the specified time.

Order of Business

The general order of business at a regularly scheduled meeting of the Senate shall be as follows:
- a.   Approval of the minutes of the previous meeting
- b.   Reports of officers and standing committees
2.2 c.   Reports of special committees
- d.   Unfinished business
- e.   New business
- f.   Agenda items for next meeting

The Senate President may suspend the general order of business at the Senate meeting as long as all business is addressed during the meeting. follows:
- a.   A motion is to be made and seconded to suspend the general order of business to allow a particular item of business to be presented and discussed out of order of the priority of business.
- b.   A two-thirds vote of those senators present is needed to pass the motion
Section 3   to change the priority order of business.

Speakers
- a.   Persons may speak at Senate meetings either on agenda items or on other matters that are within the purview of the Academic Senate. Persons wishing to speak on matters not on the agenda shall do so at the time designated at the meeting for public comment. The Academic Senate President may determine that speakers will be allowed/may be allowed a maximum of three minutes per topic.

ARTICLE VI

Executive Committee
Section 1.

Section 2. Meetings: The Executive Committee shall hold meetings as deemed necessary by the Senate President and the officers.

Quorum: A quorum is a majority of the Executive Committee regular membership.

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ECC Academic Senate Bylaws

Amended 11/5/2002
Amended: 11/4/2011

Administrative Procedure 4230   **Grading and Academic Record Symbols**

The grading practices of the El Camino Community College District shall be as follows:

Semester Unit of Credit
Instructors will maintain records required by the District and report grades in a timely manner based on District procedures, as per the Instructor Position Description. Instructors shall maintain a careful record of graded assignments and, to support the grade assigned for the course, the grade roster should have a minimum of three grades plus the final examination grade for each student.

Grades, Grade Points, and Grade Point Average

Grade points are numerical values which indicate the scholarship level of letter grades. The grade point average equals the total grade points divided by the total units attempted for credit courses in which letter grades (evaluative symbols) have been assigned. Grade points are assigned according to the scale in the chart below and shall be published in the college catalog.

Evaluative Symbols

A	Excellent	4 points for each unit
B	Good	3 points for each unit
C	Satisfactory	2 points for each unit
D	Passing, less than satisfactory	1 point for each unit
F	Failing	0 points for each unit
P	Pass, at least satisfactory (formerly C for Credit)	See Note 1
NP	No Pass, less than satisfactory (formerly NC for No Credit)	See Note 1

Non-Evaluative Symbols

I	Incomplete	See Note 2
IP	In Progress	See Note 3
W	Withdrawal	See Note 4
MW	Military Withdrawal	See Note 5
EW	Excused Withdrawal	See Note 6
RD	Report Delayed	See Note ~~6~~7

Notes:

1. P/NP – Pass/No Pass (formerly Cr/NC for Credit/No Credit)
A certain number of courses are offered only on a P/NP basis while some others are offered on a P/NP or letter grade option depending on which the student selects by the fourth week of a 16-week class or 25% of a class. A student earning a P grade will receive unit credit toward graduation if the course is degree-applicable. A P Grade is considered a C grade or higher. Non-credit courses may also be offered P/NP. Unit credit earned in P/NP courses will not be considered when calculating grade point average. Designation of P/NP or option P/NP grading is included in the course description. All grades in credit courses except W and P/NP will be considered in determining the grade point average. While NP and W grades are not used in grade point determination, a student with an excessive number of withdrawals or NPs is subject to course repetition limitations and probation or dismissal regulations.

2. I - Incomplete
A student may ~~receive~~ request to receive a notation of "I" (Incomplete) and a default grade from an instructor when a student did not complete his or her academic work for unforeseeable, emergency, and justifiable reasons. The Incomplete grade to be assigned by the instructor and designated on the student's transcript will be IB, IC, ID, IF, or INP. Collectively, these grades will be referred to as an "I" grade. The written record containing the conditions for removal of the "I" will be held for the student in the Records Office through the sixth week of the next regular semester. If the student does not complete the required work by the end of the sixth week, the "I" will automatically be removed and the default grade will be assigned. Any extension of the time for completion of the required work must be approved by the division dean. The student should petition for the extension of time on a form provided by the Admissions Office.

3. IP - In Progress

Administrative Procedure 4230   Grading and Academic Record Symbols   Page 2

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of an attendance period and does not reenroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade A through F, P, or NP) to be recorded on the student's permanent record for the course.

4. W - Withdrawal
It is the responsibility of the student to officially drop a class by the published withdrawal date. If a student fails to drop by that date, the student may be subject to a substandard grade. A student may also be dropped by the instructor if the student has been absent for more that 10% of the scheduled class meetings. Withdrawal from classes is authorized through the 12th week of instruction in a 16 week class, or 75% of a class, whichever is less. If a student remains in class beyond the published withdrawal date an evaluative symbol (grade A through F, P, or NP) or an "I" (Incomplete) shall be assigned. A student who must withdraw after the published withdrawal date due to extenuating circumstances may petition for assignment of a "W." Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

No notation ("W" or other) shall be made on the academic record of the student who withdraws prior to the close of the second week of a 16-week class, or 20% of a class, whichever is less. Any withdrawal occurring after the published No Notation date shall be recorded as a "W" on the student's record.

The "W" shall not be used in calculating grade point averages, but excessive "W's" shall be used as factors in course repetition and probation and dismissal procedures.

5. MW – Military Withdrawal
Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, the student may be assigned "MW." Military withdrawals shall not be counted in the limitation on excessive withdrawals nor in progress probation and dismissal calculations.

6. EW – Excused Withdrawal
An Excused Withdrawal (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is

Administrative Procedure 4230   Grading and Academic Record Symbols   Page 3

incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer.

Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW."

An Excused Withdrawal shall not be counted in progress probation and dismissal calculations and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

~~6~~7. RD – Report Delayed

The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

References:
   Title 5 §55021~~, and~~ §55023, and §55024
   Instructor Position Description. Appendix A. Agreement between El Camino Community College District and El Camino College Federation of Teachers.
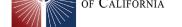
Related Policies and Procedures:
   BP/AP 4225 Course Repetition
   BP/AP 4231 Grade Change
   BP/AP 4240 Academic Renewal
   BP/AP 4250 Probation, Dismissal and Readmission

El Camino College
Adopted: 7/17/17

Revisions:
A&R: 3/27/2019
EPC 4/23/19
COD 4/11/19

Administrative Procedure 4230   Grading and Academic Record Symbols   Page 4

DRAFT

POLICY & PROCEDURE SERVICE

AP 4230 Grading and Academic Record Symbols

References:
Title 5 Sections 55023 and 55024

NOTE: *This procedure is **legally required**. Local practice may be inserted, but must comply with Title 5.*

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

Evaluative Symbols:
A – Excellent (Grade Point = 4)
B – Good (Grade Point = 3)
C – Satisfactory (Grade Point = 2)
D – Less than satisfactory (Grade Point = 1)
F – Failing (Grade Point = 0)
P – Passing (At least satisfactory – units awarded not counted in GPA)
NP – No Pass (Less than satisfactory, or failing – units not counted in GPA)
SP – Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)
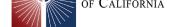
NOTE: *Districts that have adopted "plus-minus" grades would insert those grades. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed by subtracting 0.3 from the value assigned to the letter grade with which it is combined, except that no grade point value shall be less than 0 or greater than 4.0.*

NOTE: *Districts that have adopted the "FW" grade symbol (unofficial withdrawal) would insert that symbol under the list of evaluative symbols. The "FW" symbol may not be used if a student has qualified for and been granted a military withdrawal. If "FW" is used, its grade point value is 0.*

Non-Evaluative Symbols:
I – Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the "I" shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. The record must

be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been

completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points.

IP – In Progress: The "IP" symbol shall be used only in courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" symbol shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student's permanent record for the course.

RD – Report Delayed: The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W – Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

MW – Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

EW – Excused Withdrawal: The "EW" symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.

Revised 9/01, 8/07, 4/17, 4/18, 10/18

A student may petition to have up to 24 semester units of substandard work (D, F or WF grade assigned) taken at El Camino College disregarded in the determination of the grade point average (GPA), subject to limitations as follows:

1. The student must have earned a GPA of 2.25 or higher in the last 30 units of graded work, or 2.5 or higher in the last 24 units of graded work since the substandard work to be removed. These units can be completed at any regionally accredited college or university.

2. At least ~~two years~~ twelve months must have passed since the substandard grade(s) was awarded (includes summer/winter).

3. Academic Renewal shall be granted to an El Camino College student only one time.

4. If another accredited college has removed previous course work through academic renewal, such action shall be honored by El Camino College.

5. Course work with disregarded grades may not be used to meet degree or certificate requirements.

6. If a student has received an associate degree at El Camino College, academic renewal may be allowed upon petitioning through the Admissions Office and reviewed by the Special Circumstance Petition Process Committee.

Academic renewal actions are irreversible.

Students initiate the academic renewal process through the Admissions Office by obtaining and submitting the Academic Renewal Petition.

The student's permanent academic record shall be annotated to indicate all disregarded course work, but all grades shall remain legible to ensure a true and complete academic history.

It is the student's responsibility to ensure that any institution or program to which he or she is applying will accept Academic Renewal from El Camino College.

Reference: Title 5, Section 55046

August 21, 2006
Amended: 2/17/16
EPC 4/23/19

CCR Title 5, 53200

AP 4240 Academic Renewal

Reference:
    Title 5 Section 55046

Note: *This procedure is **legally required**. Local practice may be inserted but should comply with the following:*

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:
- Students must have achieved a grade point average of **[*set a minimum of at least 2.0*]** in **[*set minimum number of units*]**, and
- At least **[*set time limit*]** must have elapsed from the time the course work to be removed was completed.

Up to **[*set unit limit*]** units of course work may be eliminated from consideration in the cumulative grade point average.

Specific courses and/or categories of courses that are exempt from academic renewal must be described. Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student's grade point average, the student's permanent academic record should contain an accurate record of all coursework to ensure a complete academic history.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Note: *Additional local procedures should be inserted, which **must** include:*

The procedures to be followed by the student in requesting academic renewal.
Designated authorities.

Revised 8/06, 2/08, 9/08, 4/09