



Academic Senate of El Camino College 2015-2016

December 1, 2015

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

Officers & Executive Committee

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

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

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

Lance Widman
Pete Marcoux
Kristie Daniel-DiGregorio
Russell Serr

Adjunct (1yr term)

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

Behavior & Social Sciences

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

Business

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

Compton Educational Center

Chris Halligan 14/15
Paul Flor 14/15

Counseling

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

Learning Resource Unit

Moon Ichinaga 15/16
Claudia Striepe* 15/16

Fine Arts

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

Health Sciences & Athletics/ Nursing

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

Humanities

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

Industry & Technology

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

Mathematical Sciences

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

Natural Sciences

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

Academic Affairs & SCA

Jean Shankweiler
Karen Lam
Jeanie Nishime
Karen Whitney

Associated Students Organization

Patrick McDermott

President/ Superintendent

Thomas Fallo

Division Personnel

Virginia Rapp

Ex-officio positions

Ken Key ECCFT
Nina Velasquez ECCFT

Institutional Research

Irene Graff
Carolyn Pineda

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

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



Academic Senate of El Camino College 2015-2016

December 1, 2015

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SENATE'S PURPOSE (from the Senate Constitution)

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

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

FALL 2015

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

SPRING 2016

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

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

FALL 2015

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

SPRING 2016

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

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

Committees

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

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



AGENDA & TABLE OF CONTENTS

		Pages
A. CALL TO ORDER		
B. APPROVAL OF MINUTES		6-11
C. OFFICER REPORTS	A. President – Chris Jeffries/Claudia Striepe	12-16
	B. VP – Compton Education Center – Paul Flor	
	C. Chair – Curriculum – Allison Carr	17-19
	D. VP – Educational Policies – Chris Gold	20-25
	E. VP – Faculty Development –Kristie Daniel-DiGregorio	
	F. VP – Finance – Lance Widman	26-28
	G. VP – Academic Technology – Pete Marcoux	
	H. VP – Instructional Effectiveness/Assessment of Learning Committee & SLOs Update – Russell Serr	29-30
D. SPECIAL COMMITTEE REPORTS	A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Jean Shankweiler and Jeanie Nishime	
E. UNFINISHED BUSINESS	A. Election of Officers and Senators – Pete Marcoux Call for nominations.	
	B. A/P 5530 – Student Rights and Grievances – Chris Gold This procedure has updated language regarding student rights and grievances. There is no corresponding board policy. This procedure has gone through further discussion with William Garcia and the Union and has incorporated concerns brought forth by Senators at its first reading on October 20 th . This will be a 2 nd reading.	31-39
	C. BP/AP 3710 – Use of Copyrighted Materials and BP/AP 3750 - Securing of Copyright – Chris Gold Both of these policies and procedures are being reviewed by Dean’s Council and will be brought back for a 2 nd reading by the Senate in the spring.	

F. NEW BUSINESS	None	
G. INFORMATION ITEMS – DISCUSSION	A. Lori Suekawa – CI-D and Assist B. Recognition of the Outstanding Adjunct Faculty winner and nominees – Kristie Daniel-DiGregoria	
H. FUTURE AGENDA ITEM I. PUBLIC COMMENT J. ADJOURN	A. Bill Mulrooney – discussion regarding census, no-show and attendance reports; possibly looking at +/- grades	

Senate Goals

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

ACADEMIC SENATE ATTENDANCE
November 17, 2015

Adjunct (1 year)

Dustin Black XX
Karl Streipe XX

Behavioral & Social Sciences

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

Business

Phillip Lau XX
Josh Troesh XX
Nic McGrue XX

Counseling

Yamonte Cooper EXC
Chris Jeffries XX
Rene Lozano XX

Fine Arts

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

Health Sciences & Athletics

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

Humanities

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

Industry & Technology

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

Learning Resources Unit

Moon Ichinaga XX
Claudia Striepe XX

Mathematical Sciences

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

Natural Sciences

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

Academic Affairs & SCA

Jean Shankweiler XX
Karen Lam
Jeanie Nishime XX
Karen Whitney

Assoc. Students Org.

Brianna Thomas
Stephanie Pedrahita

Compton Education Center

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

Division Personnel

Connie Fitzsimons

Ex-Officio Positions

Ken Key (ECCFT)
Nina Velasquez (ECCFT)

Curriculum Chair

Allison Carr XX

Deans' Reps.; Guests/Other Officers:

Tom Lew
Carolyn Pineda XX
Hiram Hironaka (CTE)

ACADEMIC SENATE MINUTES

November 17, 2015

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

1. CALL TO ORDER Senate Co-Presidents Jeffries and Striepe called the Academic Senate meeting to order on November 17, 2015 at 12:35.

CJ: At Coach Featherstone's last game, a lot of alumni came and celebrated him. It was touching to see the number of lives he's influenced. This picture is a tribute. D. Berney: It was great game. CS. Compton won their first game in a long time. Congratulations.

2. APPROVAL OF MINUTES

See pgs. 6-11 of packet for minutes of the May 5 meeting. Minutes accepted with corrections.

3. OFFICER REPORTS

A. Co-Presidents – Chris Jeffries (CJ) and Claudia Striepe (CS) (pgs. 12-19)

CS: Dr. Nishime discussed protocol for emergencies, following the power outage that conflicted with the Great Shakeout. Compton sent sixty students to Historically Black Colleges. In the packet (pgs. 13 – 19), you'll find the report from the Chancellors Office task force on accreditation. C. Wells: At the fall plenary of the 113 community colleges represented, only two had not supported this and we were one of the colleges. I think we should have a discussion. At least the senate should support the task force's position and let the board know. CJ: We're talking about the Chancellor's Office task force to look at accreditation. In their report they recommended a different body than ACCJC. Dr. Fallo and the Board of Trustees support ACCJC. To pull out would be complicated, especially before Compton is accredited. We'd like some wording softened. Now it's a Senate decision. CS: It wasn't that they want to get rid of ACCJC, they wanted changes in the process. Only one recommendation is to get rid of it. C. Wells: ACCJC's work is inconsistent with what accreditations should be doing. CJ: Especially because we are now offering Bachelor's Degrees, and they have a lot of schools on warning or with problems. C. Wells: A lot of agencies are more helpful and less punitive, more supportive and give suggestions to solve problems. CJ: On p. 13, see the letters of support. C. Wells: Motion to Table it and reconsider December 1. Read it before we vote to support it. C. Gold: Seconded. Use their wording from page 13, i.e. the ECC academic senate is joining the statewide academic senate, etc. L. Widman: The Board of Governors has directed staff to pull together alternatives for the March meeting. We're talking about actions.

CS: Dena Maloney was confirmed in her appointment by the Board of Trustees last night. At the same meeting they reviewed the self evaluation survey and goals. And they thanked us for attending forums. Chris wells attended the plenary session. C. Wells: I attended three conferences. At the Academic advising conference at Dominguez Hills, some ECC members talked about Hobson's Starfish, and how it links us to other colleges. The second conference, on Equal Opportunity, had hiring practice information, such as implicit and explicit bias. Taft College sent four delegates to the plenary session. All faculty from Taft were supportive of our choice in presidents. The spring plenary will happen in Sacramento. It's a great opportunity to find out what's going on. I enjoyed the session on the California Community Colleges Chancellor's Office instructional effectiveness partnership. You invite them to your college and talk about things you can do to improve; there are many resources for this, including a \$150,000 grant.

B. VP – Compton Education Center – Paul Flor

C. Chair – Curriculum – Allison Carr (pgs. 20 - 23)

Nothing new to report. We're continuing to move curriculum through process.

D. VP – Educational Policies –Chris Gold (pgs. 24 - 25)

C. Gold: Chris Jeffries chaired our last meeting. We will have readings later. You'll see AP5070 (attendance) in the minutes, and 5530 (Student Rights and Grievances) was discussed here. We talked about protecting faculty. I spoke with the union and William Garcia who has a second draft. Most of your concerns were met in revisions.

E. VP – Faculty Development – Kristie Daniel –DiGregorio (pgs. 26 - 29)

KDD: Dustin nominated Kim Nguyen, and we'll recognize her at the December meeting. Getting the Job was well attended. The video and handouts will be available on the PD website. Our next one on January 29 will be our second workshop. We want to stay ahead of the search. FDC talked "making decisions." Even though we're not a collegial consultation committee, FDC is faculty driven, and messaging conscious. We want to be positive, and not something pushed upon faculty. Your minutes say "contract" not "plans" which is more appropriate. We want to energize faculty before that last minute rush in May. More proactivity will be good for everyone. We want the plan to be broad. When Jaynie Ishikawa came she said she has a statement for our syllabi. FDC will look at it and make it user friendly and send it to faculty at the end of the semester for you. We want you to feel equipped and supported. M. Ichinaga: Would you take an idea to FDC? One of our librarians is getting tenure. We have no recognition event for this on campus. I know FDC loves a change in status. KDD: We recognize the Associate Professor level, but I'll take it back to the team. M. Ichinaga: Would administration consider a ceremony? C. Wells: Or acknowledgement on flex day? CJ: With out new hires we'll have a lot. B. Jaffe: it would change the ethos to celebrate anything, let alone something of magnitude.

F. VP – Finance – Lance Widman (pgs. 30 - 32)

pp. 30-32, 10/29 PBC Minutes: Some good discussion of the Employee Feedback survey 2011-2015 regarding PBC activities, Faculty Hiring, Foreign Students' recruitment incentives. J. Troesh is stepping up to shadow LW as senate PBC rep. Emily radar retires this spring, and I retire next year. Thank you Josh. C. Wells: Regarding the bond sales, are these new initiatives or existing bonds? L. Widman: Same bonds at a lower interest rate.

G. VP – Academic Technology – Pete Marcoux

I've invited Art Leible to speak. The main thing is the laptops. Faculty development will get models so people can see. The default choice is laptop. M. Abbani: The tablets come with docking stations, monitor, and keyboard. P. Marcoux: The tablet comes with a case with a keyboard. A. Gallagher: What's the advantage of the tablet? P. Marcoux: Portability. L. Widman: Opportunities for information? P. Marcoux: Professional development talked about making a cheat sheet. C. Wells: When will we see them? P. Marcoux: Probably after Christmas. I met with Mr. Leible.

H. VP – Instructional Effectiveness/ Assesment of Learning Committees and SLO's Update – Russell Serr (pgs.33-36)

Program review meets once or twice a week. Hundreds of assessments are trickling in.

4. SPECIAL COMMITTEE REPORTS

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

J. Shankweiler: Idania Reyes will speak more on the Student equity plan later today. We have a rough first draft. The template is 85 pages. Senate should review it. It's submitted December 18. We have a new Dean of Natural Science, and have hired several associate deans, and have added a few more faculty positions. The Distance Ed Committee is hosting an event Friday. One issue is migrating to canvas. The DEAC has to look at it. Our school could pilot it by spring. My opinion is we'll have to switch eventually. P. Marcoux: How about a flex day discussion on canvas? Dr. Shankweiler: We have to let them know before flex day. P. Marcoux: Is the school ready to follow both? Dr. Shankweiler: We could investigate that. C. Gold: Pat James from OEI will be there Friday.

Dr. Nishime: The accreditation visit went well. We have the draft and the report is favorable. We can't release it yet. I represented the president at a UC Summit. Janet Napolitano and Francisco Rodriguez were present. The UC is admitting more transfer students, 5000 for Fall 2016. They're lessening emphasis on international students. This is a good year to apply to the UC. It's a major step forward. This is a change from years past. They are recognizing that our students do well when they transfer. They plan a 2 :1 ratio of freshman to transfer students. I'm encouraged by the dialogue. C. Wells: The UC's were interested in our transfer degrees at a recent conference. R. Lozano: The pathway doesn't have a commitment yet, but it's a good start to develop one set of courses. They are growing and committing to transfer students, and have even curbed freshman admissions.

5. UNFINISHED BUSINESS

A. Election of Officers and Senators –Call for nominations.

P. Marcoux: We're still waiting for nominations for president. Please let us know if interested. And on the front of your packet, if you have "15/16" beside your name, someone in your division must run an election. Fine arts falls in this category. It's a three-year commitment.

B. BP/AP 4240 – Academic Renewal – Chris Gold This is a clean-up and Title 5 update for this policy and procedure, and this is the second reading and will be brought to a vote. (pgs. 37 – 39)

P. Marcoux: Move to approve. C. Wells: second. C. Gold: Any questions on this? Hearing none, are there any questions on the procedure? M. Ichinaga: It should be administrative, not an academic procedure. CS: Renewal shall be granted only once. Dr. Nishime: That language is in Title 5. CJ: We're more liberal than other schools. Number six was added as a compromise, and addresses whether a student can apply for renewal if they have already received an AA degree. They can appeal. Now a student can petition. R. Lozano: This addresses our concerns in counseling. An after degree conference is key. Life brings them back to transfer. What about individual semester vs. overall GPA's being 2.5? We clarified the language. CS: Under what circumstance is it irreversible? CJ: A "D" grade, once renewed, cannot be overturned. C. Gold: We can go to vote for them as a package with one typographical correction.

Vote was unanimous. See Roster for "aye" votes.

C. A/P 5530 – Student Rights and Grievances – Chris Gold This procedure has updated language regarding student rights and grievances. There is no corresponding board policy. This will be brought back after further discussion with William Garcia and the Union

6. NEW BUSINESS

A. BP/AP 3710 - Securing of Copyright – Chris Gold This is a new policy and procedure that was brought forward by the Copyright Committee. This will be the first reading. (pgs. 40 – 44)

C. Gold: This one is securing copyrights. The district will manage copyrights. It's right out of the CCLC template. J. Shankweiler: Is this a new policy? It didn't make it to the council of deans. C. Gold: These should be approved by deans. CS: Who is the board of governors? Let's change it to ECC Board of Trustees. C. Wells: Leave it so it covers Compton. Dr. Nishime: There should be a separate policy for Compton. C. Gold: So we'll specify ECC. According to contract, I own copyright, unless the college provides \$2000 or more than \$5000 in support materials. The other issue is how we use copyright as instructors. The law is not clear. Our contract is very clear. Don Brown says our language is good compared to other colleges. M. Ichinaga: The procedures developed by the superintendent, does it imply we have a copyright officer? Does the committee become a standing committee? CJ: We decided at Ed Policies not to change it; it's across campus and not just with faculty. J. Troesh. In regards to the BP and AP, are we dealing with copyright or all intellectual property, i.e. trademarks, inventions, school logo? We're only covering three areas of intellectual property law. This is intellectual property, not copyrights too, or this is limited. C. Gold: On p. 43, it has intellectual property listed. Maybe you could explore this for us? C. Wells: The procedure should be more explicit. P. Marcoux: if you create an online class, the district can use it if you get more than \$2000 dollars. C. Gold: They don't count general expenditures, like computers. CS: In the BP, what materials would the district own? C. Gold: If they pay me for something specific they own copyright. P. Marcoux: Does release time count? CJ: No. C. Wells: What about external grants? CJ: It's covered on pg. 42. C. Gold: It's also under part D. C. Wells: If it's on a grant you still own it. J. Troesh: Language again; is it students and employees? What about student works? Is this just for employees?

B. BP/AP 3750 – Use of Copyrighted Materials – Chris Gold. These are revisions of the policy and procedures for use of copyrighted materials. There is no CLCC template for the policy; however, we are keeping the policy with one revision. The procedure has been updated to clarify the Fair Use Checklist. This is a first reading. (pgs. 45 – 55)

C. Gold: We need to review BP's and get them on a cycle. Dr. Nishime: Ten years is fine. C. Gold: We might bring things forward that don't have changes. Questions? CJ: There is no template for this. C. Wells: What about peer to peer sharing, like with dropbox? P. Marcoux: Those are under this too. When laws change we have to update. C. Wells: You can add a reference to current law as an appendix. CJ: we did that here, p. 51. C. Gold: It's standard for language to defer to law. On pg. 49, previously there was a form for copycenter, a big checklist for every order, now it's just copyrighted materials. Questions? Email me. We'll bring this back for second reading with your feedback.

7. INFORMATION ITEMS –DISCUSSION

A. Idania Reyes – SEP (pgs. 56 – 59)

I. Reyes: The student equity plan submitted last December had a different feeling in the early stages. The Chancellor's Office gave us a template in august, 85 pages. We received 52 proposals for funding. So far there is 2.1 million dollars received this year, but 3 million in requests. We are still revising the template. Equity is different from equality. Students come with differences. Equity looks at the gaps, and meets them to make students successful. It's data driven and division specific. The equity plan is on the next page. We coordinate with EOPS, CalWORKs and other programs. The next slide looks at five success indicators listed here. (See slides.) We break down our data sets to track specific demographics. What activities are we allowed to engage in? The next slide looks at course completion. Notice that there are equity gaps for different races. We have lost courses due to students not completing. It's a loss of FTES, and a loss of money. The next one is a snapshot about Basic Skills completions. This is a six-year analysis. Lastly, we're tackling equity by looking for commonalities among requests. We're focusing on PD, sharing best practices, and learning about cultural sensitivity. We're combining things into sections. Then breaking it down by an institution. The last page talks about funding, collegial consultation, and we're hoping to get to the Chancellor's Office by December 18. CJ: The senate must sign off on this. We will send you the link. Claudia was on the original committee. We appreciate your work Idania.

8. FUTURE AGENDA ITEMS

A. Lori Suekawa – CI-D and Assist

9. PUBLIC COMMENT

10. ADJOURN

The meeting adjourned at 1:57 pm.
SD/ECCFall15

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – November 9, 2015

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

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

Present: Linda Beam, Cindy Constantino, Tom Fallo, Paul Flor, Ann Garten, Irene Graff, Vishu Gupta, Jo Ann Higdon, Chris Jeffries, David McPatchell, Jeanie Nishime, Susana Prieto, Jean Shankweiler

1. Minutes – November 2, 2015 minutes were approved as presented.
2. Accreditation: President Fallo reported that he received a draft of the final report and was very pleased with it. He thanked everyone for their participation in this effort.
3. Policies and Procedures: Outstanding Board Policies and Procedures in Academic Affairs and Human Resources were distributed for review.
4. Meeting with IEPI Group at Compton: The IEPI group addressed various questions regarding accreditation and self-evaluation. IEPI will forward a report in the next couple weeks. A follow-up meeting will be scheduled after this time.
5. Committee Minutes and Notes: Strategic Initiatives should be included on all minutes and notes.

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

DRAFT

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – November 16, 2015

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

Present: Linda Beam, Tom Fallo, Ann Garten, Irene Graff, Vishu Gupta, Jo Ann Higdon, Chris Jeffries, David McPatchell, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler, Luukia Smith, Claudia Striepe.

1. Minutes – November 9, 2015 minutes were approved as amended.
2. The November 16, 2015 Board Agenda was reviewed. Corrections to the agenda are as follows:
 - a) Page HR 2, item #5 – effective December 1, ~~2016~~ 2015;
 - b) Page HR 2, item #6 – effective December 1, ~~2016~~ 2015;
 - c) Page HR 15, Non-Instructional, Class I – BA, Hourly, Step 3 - ~~\$7.65~~ 47.65;
 - d) Page HR 15, Non-Instructional, Class I – BA, Hourly, Step 4 - ~~\$9.55~~ 49.55.

Agenda November 23, 2015

1. Minutes – November 16, 2015
2. AP 4040 (Library Services)
3. AP 5520 (Student Discipline Procedures)
4. BP/AP 4240 (Academic Renewal)
5. Notice: College Council will meet in the Board room on November 30, 2015
6. Notice: Facilities Steering Committee meeting on November 30, 2015 at 2 p.m. in the Board room.

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

DRAFT

EL CAMINO COLLEGE

Office of the President

Minutes of the College Council Meeting – November 23, 2015

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

Present: Irene Graff, Vishu Gupta, Jo Ann Higdon, Chris Jeffries, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler.

1. Minutes – November 16, 2015 minutes were approved as presented.
2. AP 4040 (Library Services) was reviewed. It was noted that this procedure was approved by the Academic Senate. Several changes were recommended. It was decided that the procedure should go back to Ed Policies committee to review one of the changes.
3. AP 5520 (Student Discipline Procedures) was reviewed. It was noted that this procedure was approved by the Academic Senate. It was noted that these were ready for the Board with one format change to the procedure.
4. BP/AP 4240 (Academic Renewal) were reviewed. It was noted that these were approved by the Academic Senate. These can go to the Board with one minor formatting change on the procedure.
5. Notice: College Council will meet in the Board room on November 30, 2015
6. Notice: Facilities Steering Committee meeting on November 30, 2015 at 2 p.m. in the Board room.
7. Vishu requested that he be able to give an ASO update at each meeting. College Council members agreed to this.
8. ASO Report
 - a) There will be an ASO fundraiser at Wingstop (Crenshaw and Artesia Blvd.) on December 3, 2015. ASO will distribute flyers.
 - b) Sustainability Committee members will be obtaining recycling bins to be placed on campus.

El Camino College – Office of the President
Minutes of the Facilities Steering Committee October 5, 2015

Present: Tom Brown, Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Chris Jeffries, Tom Lew, Bill Mulrooney, Rory Natividad, Jean Shankweiler, Shobhana Warriar, Rick Yatman

1. The minutes of May 4, 2015 were approved as presented.
2. Facilities Steering Committee Membership - all constituents members are to be represented in this committee for collegial consultation. Susan will be contact the various constituents to see who should be their representative to Facilities Steering Committee.
3. Facilities Steering Committee Purpose Statement - It was approved by the members that the corrected version of the purpose statement be used for this committee.

The Facilities Steering Committee will provide input for Program Planning, review related documents, and make recommendations for the Facilities Master Plan; updated information will be distributed to constituents represented by committee members.

4. Facilities Steering Committee Evaluation Instrument - Irene Graff talked about the self-evaluation, which is the evaluation of committee functioning and how well it fulfilled its purpose, accomplishment of annual goals, achievement of Strategic Initiative C (collaboration). If committee would like to add any other questions to the self-evaluation, they can do so. It was agreed that the self-evaluation will be done at the end of the academic year, after the goals have been finalized by the committee. President Fallo said that Susan will send out email asking for constituents' recommendations for goals which will be brought back for discussion at the next meeting.
5. Urban Land Institute (ULI) - President Fallo wanted the committee to read the report and discussion will occur at the next meeting. If you have any question regarding the report, please email Jo Ann. Below is the web page link to the ULI report.
http://www.elcamino.edu/administration/facilities/docs/ULI_report_June_2015.pdf
6. Marsee Auditorium - the costs plus renovation for bringing the auditorium into compliance (Seismic, ADA/FLS, etc.) would be estimated around \$49 million. The budget is only \$24 million. Seismic cost would be \$2.3 million, cost of HAZMAT would be approximately less than \$1 million, and ADA compliance would be around \$7.5 million. In looking at the cost, the size of the building and the age, alternative

planning is in progress for the South Prescient. Tom said they are currently in the planning stages with the architect for the Administration Building.

7. Facilities Master Plan - [FSC - Facilities Master Plan.pdf](#) - Attached map was discussed.
 1. Orange area (in design/ construction): Parking Structure F (Channel Parking), New Main Gym, Pool & Classroom, Stadium, Administration, Parking Lot C and Student Services Center.
 2. Blue area (not in design): Student Activities Center and the Music, Theatre & Arts (currently meeting with Fine Arts to present plan and looking at the scope of their needs). This discussion will also incorporate on what to do with the Marsee Auditorium.

The map is a rendition of what the architect was envisioning. We will be looking at the whole campus design and how best to utilize open spaces. The big question remains of what we will do with the Social Science building, since it was renovated with State monies.

8. Other item - President Fallo would like to have another meeting before the end of this year and couple of meetings in the Spring semester.

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
October 27, 2015

CALL TO ORDER

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

Members:

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

Absent: S. Bosfield, S. Rodriguez, J. Shankweiler

Ex-Officio Members:

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

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

Guests: M. Chaban, W. Cox, C. Fitzsimons, L. Linka, R. Mearu, R. Natividad, P. Sorunke

APPROVAL OF MINUTES

The minutes of the October 13, 2015 meeting is currently under review by the Curriculum Advisor Q. Chapman. The minutes will be emailed to the committee by October 30.

CURRICULUM REVIEW

A. Full Program Review

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

1. Accounting A.S. Degree
2. Accounting Certificate of Achievement
3. Real Estate Appraisal Option A.A. Degree
4. Real Estate Appraisal Certificate of Achievement

B. Full Course Review

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

1. Art 208H (ART 208H)
2. Physical Education 80abc (PE 80abc)
3. Physical Education 255 (PE 255)
4. Radiologic Technology A (RTEC A)
5. Respiratory Care 282 (RC 282)
6. Respiratory Care 286 (RC 286)
7. Respiratory Care 288 (RC 288)

STANDARD REVIEW/CONSENT AGENDA PROPOSALS

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

1. Art 129 (ART 129)
2. Business 25 (BUS 25)
3. Computer Information Systems 29 (CIS 29)
4. Computer Information Systems 80 (CIS 80)
5. Dance 101 (DANC 101)
6. Dance 165 (DANC 165)

7. Mathematics 165 (MATH 165)
8. Mathematics 270 (MATH 270)
9. Physical Education 400 (PE 400)
10. Physical Education 401 (PE 401)
11. Physical Education 402 (PE 402)
12. Physical Education 404 (PE 404)
13. Physical Education 407 (PE 407)
14. Respiratory Care 176 (RC 176)
15. Respiratory Care 178 (RC 178)
16. Respiratory Care 280 (RC 280)
17. Respiratory Care 284 (RC 284)
18. Respiratory Care 289 (RC 289)
19. Respiratory Care 290 (RC 290)
20. Respiratory Care 291 (RC 291)
21. Respiratory Care 292 (RC 292)
22. Respiratory Care 293 (RC 293)
23. Respiratory Care 294 (RC 294)
24. Respiratory Care 295 (RC 295)
25. Respiratory Care 296 (RC 296)
26. Respiratory Care 297 (RC 297)
27. Respiratory Care 298 (RC 298)

CURRICULUM DISCUSSION

A. Full Program Review

Business Division

It was moved by A. Hockman, seconded by D. Pahl, that the committee approve program revision proposals for Accounting A.S. Degree and Certificate of Achievement, Real Estate Appraisal Option A.A. Degree and Certificate of Achievement. Motion carried.

B. Full Course Review

Fine Arts Division

It was moved by W. Brownlee, seconded by V. Nemie, that the committee approve new honors course proposal for Art 208H. Motion carried.

Health Sciences and Athletics Division

Physical Education 255 – Beach Volleyball

The committee concurred with R. Natividad’s recommendation to change the descriptive title from “Sand” Volleyball to “Beach” Volleyball.

It was moved by S. Bartiromo, seconded by K. Iino, that the committee approve the full course review proposals for Health Sciences and Athletics Division. Motion carried.

1. Physical Education 255 (new course)
2. Physical Education 80abc (including conditions of enrollment changes),
3. Radiologic Technology A (including new hybrid course version and conditions of enrollment changes)
4. Respiratory Care 282, 286, and 288 (including conditions of enrollment changes)

C. Standard Review/Consent Agenda Proposals

Mathematics 150 was tabled for department to address the C-ID issue.

It was moved by E. French-Preston, seconded by L. Houske, that the committee approve the twenty-seven standard review/consent agenda proposals. Motion carried.

VICE PRESIDENT'S REPORT

Vice President Academic Affairs – Dr. Shankweiler – No report

CHAIR'S REPORT

College Curriculum Committee Chair – A. Carr

For new curriculum, both deans and faculty will be invited to the curriculum meetings. For existing curriculum, CCC representatives should be familiar with proposal comments prior to each meeting. CCC representatives can address questions regarding proposal on the agenda. During proposal reviews, college curriculum members should document discussions and comments made by faculty and Division Curriculum Committee prior to curriculum meetings.

CURRICULUM ADVISOR REPORT

Curriculum Advisor – Q. Chapman

Cooperative Work Experience Education

Course reviews have been initiated in CurricUNET for the Cooperative Work Experience Education courses. These courses will no longer be repeatable effective fall 2016.

Q. Chapman will submit courses for Division Curriculum Committee review and include the rationale for the review. The curriculum committee should contact Q. Chapman or Chair Carr for any questions about the course outline of record or course inactivation requests. The course reviews must be completed by the end of the fall semester.

Note: The next College Curriculum Committee meeting scheduled on November 10 will be held in the Board Room.

ANNOUNCEMENTS – No report

ADJOURNMENT

Chair Carr called a motion to adjourn the meeting. T. Bui moved, S. Bartiromo seconded, and the motion carried. The meeting adjourned at 3:15 p.m.

ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE

DRAFT MINUTES

Tuesday, Nov. 24

1:00-2:00 Admin 127

Fall Meetings: 1-2:00 in Admin 127. Sept. 8 & 22; Oct. 13 & 27; Nov. 10 & 24

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

Guest: David Mussaw (Academic Affairs Analyst)

I) To Do List

- The EPC reviewed it's To Do List and discussed our work this semester and what is upcoming for spring.
- The four copyright policies (BP/AP 3710 and BP/AP 3750) will be reviewed by Deans Council on Dec. 11. EPC advises that the Senate hold off on a second reading until we receive the Deans' feedback.
- BP/AP 4250 Probation, Dismissal and Readmission will be reviewed at our first meeting in Spring.
- AP 5530 Students Rights and Grievances will have a second reading in the Senate on Dec. 1. Chris Gold worked with William Garcia to incorporate the concerns of the Federation and the Senate at the first reading.

II) BP/AP 5070 Attendance

- The EPC held a first review of BP 5070. This is an existing policy and there is no CCLC template. The Ed Policies Committee, with the VPAA and VPSCA, will be reviewing BP/APs on the same topic together, even if there are no changes to one of them. The BP/AP without changes will be reaffirmed and given the designation of "Reviewed." This will help us create an organized review cycle on all BP/APs. We hope to review each of them at least every 10 years. The EPC advises that BP 5070 Attendance be brought to the Senate for a vote on "Reviewed" status.
- This is the fourth reading of revisions to the existing AP 5070 Attendance.
- The EPC discussed the utility of requiring No Show reports and attendance rosters after Census day. It was determined that these issues can't and shouldn't be decided by the EPC but they should be considered by the larger body of faculty in the Senate. When AP 5070 is brought to the Senate for a first reading, William Mulrooney will be invited to answer questions about AP 5070 and the necessity of No Show Reports and Attendance Rosters.
- Several minor revisions were made to AP 5070, including the removal of quotation marks throughout the document. On p. 4 section G, "Withdrawal by Instructor" will be changed to "Drop by Instructor." Also, it will read "Instructor's may drop students who are no show...", not "will drop" because Instructor's may wait a week to file No Show reports in order to give students a couple days to show. The year will be added to Faculty Contract reference.

- David Mussaw will check with William Mulrooney to make sure that the revisions made in EPC mesh with the processes in Admissions.

III) AP 4040 Library Services

- AP 4040 passed the Senate earlier this semester but College Council had some minor revisions.
 1. Removal of the second appeal to the Board of Trustees for a library user's objections to library materials. A library user may provide a written complaint about library materials to the director. If the library user is not satisfied with the director's decision, s/he may appeal to the VP of Student and Community and Advancement. The next layer of appeal to the Board of Trustees was removed.
 2. On p. 2 "Director of Learning Resources" was changed to "Director of Library and Learning Resources."
- Librarians Claudia Striepe and Moon Ichinaga were consulted prior to the EPC meeting. The EPC agreed with their recommendations:
 1. The removal of the last layer of appeal to the Board of Trustees is fine. It was decided that one appeal to a decision regarding library materials is sufficient in this situation and an appeal all the way up to the Board of Trustees is not necessary and would not be a good use of the limited Board time.
 2. On p. 2 it is recommended that "Director of Learning Resources" be used. There is some confusion over the title of this position. Currently, the position is being hired and the job announcement says "Director of Learning Resources."
- The EPC determined that these changes are not substantial enough to necessitate another two readings and vote in the Senate. Changes will be made, the procedure will be returned to College Council, and the Senate will be notified.

IV) BP/AP 4228 Independent Study

- This is a first reading of revisions to the existing BP/AP 4228 Independent Study.
- At its next meeting, the EPC will consider renumbering to BP/AP 4101. Currently, ECC does not have a BP or AP with this number. The CCLC template number for Independent Study is AP 4101. There is no CCLC template for a BP for Independent Study. In the CCLC templates, AP 4228 is the number for Course Repetition Significant Lapse of Time.
- The committee discussed articulation issues and Independent Study courses. Independent Studies courses apply to AA degree, but not necessarily to transfer units. After a student is admitted to a CSU or UC, the university determines whether the Independent Study units will be credited to a student.
- Lori Suekawa will research articulation issues.
- The procedure is awkwardly organized and doesn't address all the required issues in the template. Chris Gold will review the wording of our independent study explanation on-line and use that to suggest revisions to the AP

Next EPC Meeting:

1. BP/AP 5070 Attendance (possible review if significant revisions by Bill Mulrooney – otherwise will to Senate for a first reading.)
2. BP/AP 4228 Independent Study
3. BP/AP 4250 Probation, Dismissal and Readmission

EPC 11-24-15 Packet Materials

1. Agenda
2. To Do List
3. 5070 BP Attendance (for “Review”)
4. 5070 AP Attendance (Revisions to existing AP)
5. 5070 AP Attendance (CCLC Template)
6. 4040 AP Library Services (Changes from Deans Council)
7. 4228 BP Independent Study (Revisions to existing BP – no CCLC Template)
8. 4228 AP Independent Study (Revisions to existing AP)
9. 4101 AP Independent Study (CCLC Template)

BP/AP	Notes	Ed Policies Comm	Senate Progress	Dean's Council & College Council
BP/AP 3540 Sexual and Gender-Based Misconduct (DONE)	Contact: Jaymie Ishikawa Dir. of Diversity		Passed Senate	
3710 BP/AP Security of Copyright (WORKING ON IT)	- Contact: Don Brown / Copyright Committee	-Passed EPC	-1 st reading AS 11/17/15 -Will have 2 nd reading after receiving Deans Council input.	-To be reviewed by DC December 2015
3715 BP/AP Intellectual Property (WAITING)	-As per Karen, overlaps with BP3710. Committee doesn't have policy yet but planned to work on it summer 2015. Will require legal consultation. -Contact: LRU Director			
3750 BP/AP Use of Copyrighted Material (WORKING ON IT)	-Contact: Don Brown/Copyright Committee	-Passed EPC	-1 st reading AS 11/17/15 -Will have 2 nd reading after receiving Deans Council input.	-To be reviewed by DC December 2015
4030 BP Academic Freedom (DONE)	Board returned for minor grammatical corrections—Summer 2015	9/8 EPC approved the minor grammatical correction and determined there was no need for the Senate to vote again.	-9/15 Information item	
4040 AP Library Services (WORKING ON IT)	Contacts: Moon Ichinaga and Claudia Striepe	-Passed EPC -11/24/15 EPC considered College Council changes and agreed it can move on without another Senate vote. The Senate will be informed about the minor change.	-Passed AS	College Council asked for minor changes after passed Senate. Back to EPC for consideration

BP/AP	Notes	Ed Policies Comm	Senate Progress	Dean's Council & College Council
BP 4115 Limitation to Remedial Coursework (WAITING)	<p>-BP needs an AP</p> <p>-As per Karen, Tom Lew and Bill Mulrooney working on AP. It requires a process for students to appeal the 30-unit basic skills remedial limitation.</p>			
4240 BP/AP-Academie Renewal (DONE)	<p>-Contact: Stephanie Rodriguez</p>	<p>Passed EPC</p>	<p>Passed Senate</p>	
4228 BP/AP Independent Study (WORKING ON IT)	<p>-Contact: Virginia Rapp</p>	<p>-11/24/15 EPC 1st reading</p>		
4235 BP Credit by Exam (WAITING)	<p>-As per Karen, Daniel Shrader will meet with other divisions to further develop this BP</p>			
4250 BP/AP Probation, Dismissal and Readmission (READY FOR SPRING 2016)	<p>Contact: Stephanie Rodriguez</p>	<p>-Ready for review at first EPC meeting Spring 2016</p>		
BP 5010 Admissions and Concurrent Enrollment – and 5011 - (WAITING)	<p>Contact: Jacquie Sims</p> <p>-Work on revisions will begin in Spring 2015</p> <p>-Jacquie will call a meeting that includes Chris Gold and William Mulrooney.</p>			
5070 AP Attendance (WORKING ON IT)	<p>-Contacts: David Mussaw and Jean Shankweiler</p>	<p>-Undergone several discussions in EPC</p> <p>-Consulting with Bill Mulrooney to make sure the revisions work for Admissions</p>		

BP/AP	Notes	Ed Policies Comm	Senate Progress	Dean's Council & College Council
AP-5520 Student Discipline and Procedures (DONE)	-Contact: William Garcia	Passed EPC	Passed Senate	
5530 AP Student Rights and Grievances (WORKING ON IT)	-Contact: William Garcia	Passed EPC	-1 st reading Senate – asked for Union consultation -revisions made by William Garcia to address concerns of the Union and the Senate at its 1 st reading -2 nd reading in Senate on Dec. 1	

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: November 5, 2015

MEMBERS PRESENT

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

Other Attendees: Members: A. Sala, C. Vazquez **Support:** L. Beam, I. Graff, J. Higdon, J. Nishime, J. Shankweiler
Guest: Josh Troesh (Business Division)

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

Approval of the October 28 Minutes

1. The minutes were approved as presented and will be posted to the website.
2. It was noted Strategic Initiative – C was not listed on today’s agenda. The agenda was done in advance but from this point forward, Strategic Initiative – C will be listed on all forthcoming agendas. It was suggested in the future to spell out what S.I. (Strategic Initiative) stands for.

Full-Time Student Success Grants (FTSSG) – W. Garcia (Handout)

1. The committee was informed of a new grant which is being awarded and disbursed starting this semester: The Full-Time Student Success Grant (FTSSG). This state-based grant was created as a result of legislation in the budget that was passed this last summer. The recipients are students who receive Cal Grant B and are enrolled full time, 12 or more units for the fall or spring semester. This is a grant which does not need to be repaid and students who receive it this semester will receive it the week of November 23 at both El Camino and the Compton Center. The allocation received for this year here at El Camino is approximately \$567,000. The allocation for the Compton Center is \$125,000. This grant is designed to encourage students to maintain full-time enrollment status. This will help the students save money in the long run as being full time speeds the completion of their degree or transfer. This grant is available for this academic year but will be subject to change for forthcoming years.
2. It was clarified how students qualify for a Cal Grant B grant. Only students who are awarded the Cal Grant B and who are enrolled in 12 or more units are eligible for the new FTSSG grant for the 2015-2016 award year. Cal Grant B awards are designed for students who are: (1) low income; (2) have a least \$700 in unmet financial need; (3) enrolled in a certificate or associate degree program; and (4) have a minimum 2.0 high school GPA or 2.40 college GPA. The California Student Aid Commission (CSAC) determines Cal Grant eligibility when students submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act for AB 540 students.
3. A report will need to be submitted to the state by December 2015 so the state can see how many students received this grant and what the average unit load was for the students. It was asked if the

2.4 GPA will deter some of the financial aid students from qualifying for this grant. It was stated it could be possible but is not specifically known at this time.

Strategic Plan Implementation Review – I. Graff (Handout)

1. It was noted with the strategic initiatives we now have measurable objectives. Some feedback which has been received is we do not have implementation that goes along with all of these plans. A draft of the implementation of the Strategic Plan (Board Policy 1200) was distributed for review.
2. It was noted communication and collaboration is how we let people know about the Strategic Plan. The Strategic Plan is listed and described in various locations around campus such as, the Board of Trustees monthly meeting agenda, the college website and the college catalog, etc. The Mission Statement is also an important publication piece which can be found on program review, SLOs, college business cards, and other planning documents. College-wide events also present details of the Strategic Plan such as the Planning Summit and Professional Development, Flex Day events.
3. The foundation of Annual Planning is how the strategic initiatives are linked to annual planning. The linkage between the Strategic Plan and annual planning is recorded in the Program Review and Planning system in TracDat. The Strategic Plan is also the foundation of the Comprehensive Master Plan that includes an Educational Master Plan and supports the Facilities, Staffing, and Technology Plans. The new Master Plan is currently in development and specific initiatives in the plan will be linked to the Mission and Strategic Plan. It was noted measurement, evaluation and improvement is how we will look at and measure the Strategic Plan.
4. Progress on Strategic Initiatives will be reviewed to gather evidence of supporting activities and to determine whether progress has been made. This will work through consultation of existing bodies.
5. The evaluation of planning and the decision-making process will encompass formal college-wide evaluations which will be conducted every two years. The college will evaluate its planning and decision-making process with respect to the Strategic Plan. This evaluation will include a survey of collegial consultation committee members to help determine understanding and satisfaction with how planning and decision-making is conducted at the College. When the Strategic Plan is completed, the College will conduct an overall evaluation of progress made on the Strategic Plan and produce a final update.
6. It was suggested having additional advisory committees for Strategic Initiative (A) Student Learning and Strategic Initiative (B) Student Success and Support. Some examples were the Nursing Advisory Committee or the Radiologic Technology Committee (Allied Health Programs). There is a firm partnership between those programs like for example, Little Company of Mary Hospital. The College needs to be responsive to the hospitals' needs and the new technology which is being utilized in these hospitals. This could give the College pertinent information for facility modernizations. Another valuable committee from Industry and Technology was also acknowledged, CTE (Career Technical Education). The Division of Fine Arts also suggested that the South Bay Digital Media Arts Consortium could assist by informing progress on Strategic Initiative D (Community Responsiveness) and are in touch with the Outreach Program headed by R. Dreizler. R. Dreizler is aware and is assisting the high school district with connections to El Camino.
7. It was asked if PBC would approve this implementation plan as presented with the amended advisory committees and consortium. The topic would be brought back to the committee at the next meeting for approval. This would allow consultation with their groups to take place. Any suggestions or edits should be sent to I. Graff. It was also noted it would be helpful to see the objectives under each initiative so it can be seen what is trying to be measured.

PBC Evaluation – R Natividad

1. The committee discussed the evaluation results and noted there were themes the committee should try to address over the next year. Some of the questions asked may need to be reworked. The questions addressing the Comprehensive Master Plan and Annual Plan showed that 47% did not

answer the questions. For the future these two questions will be reviewed to see if they could be written differently in order to obtain a response. Forecasting was noted as one area that elicited comments. Many positives were noted as question number two showed 90% response of strongly agree or agree.

2. The goal of PBC review on annual planning priorities is to make sure the process has been followed with respect to the Strategic Initiatives and how each division or area has prioritized those for the area vice presidents. The survey question on reporting out continues to be an area for clarity and documentation. The communication outside of this committee has become increasingly stronger from feedback received from other areas that discuss the PBC. It would be helpful to document the manner in which different constituent groups communicate the discussions about PBC. For example Council of Dean bi-weekly meeting and Academic Senate consistently has a PBC report to the group.
3. The Comprehensive Master Plan was recognized as a topic of development moving forward. The committee should discuss remedies to better understanding as we move forward. With the use of the activity calendar, different groups which contribute to the CMP will be addressed with discussions here at the PBC meetings.
4. It was asked if there was a comprehensive document to explain how all the different pieces of these plans interrelate. It was acknowledged the FACT book would be a good resource and very helpful. Another source noted was the Institutional Planning Procedures.
5. A desired result is to have every consultation committee to have a written orientation packet. One such packet was assembled for College Council. Hopefully a cliff note version could be made and used as a template for other committees.

Adjournment – R. Natividad

1. The meeting adjourned at 1:39 p.m. The next meeting is scheduled for **November 19, 2015, at 1:00 p.m.**, in Library 202.

RKN/lmo

SLO Bulletin

November 2015

El Camino College



Student Learning Outcomes

Important Dates

- TracDat Trainings: Library Basement
 - The New Trac Dat: Wed. 11-18 3-4PM
 - Entering Reports: Wed. 12-2 3-4PM
 - Tue. 12-8 1-2PM
 - Wed. 12-9 3-4PM
- **Fall 2015 Assessments due Fri. 2-5-16**



ILO Assessment

In Spring 2015, the Communication ILO was assessed using instructor ratings of their students' work. 113 sections of courses aligned with the ILO and were assessed, for a total of 610 students. The results indicated that African-American students tended to receive lower ratings than other groups. In addition, stating thesis statements or hypotheses, as well as integrating outside sources into their work was particularly difficult for students. Overall, however, outcomes improved for students completing more units. In response to these findings, the ALC has applied for a grant through SEP to initiate a Writing Across the Curriculum project. The next ILO, Critical Thinking, is planned to be assessed in Spring 2016.

Success Stories

The Math Department completed 100% of assessments before the deadline!

The biology program has used the SLO/PLO process to improve instruction and increase student success. After completing a full cycle of SLO/PLO assessments, faculty collaborated and developed improved teaching strategies. They also made recommendations for materials which has led to the purchase of new microscopes. Congratulations to the biology faculty on a job well done!

Celebrating 10 Years of SLOs!!

SLOs have now been at ECC for 10 years, beginning with the establishment of the SLO Task Force in the 2005-2006 academic year. Here is how we did things then: The 2006-2007 academic year ended with ~25 assessments completed at the course level. There were no PLOs or program-level assessments. The campus was still trying to answer the question: "what is a program?".

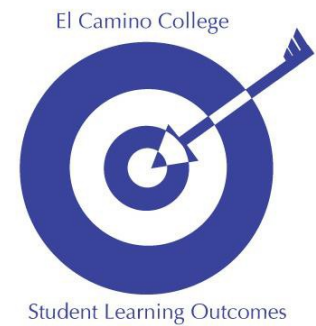
Here's how we do things now: All courses and programs have at least 3 SLO statements. In Spring 2015 alone, 480 course-level assessments took place. 30 PLO assessments took place. To submit reports, the campus uses the TracDat system.

We've come a long way in ten years!!

Compton SLO Update

There was an increase in the number of TracDat training and Input workshops in Spring 2015 at the Compton Center. TracDat Input Workshops were designed for faculty who were familiar with the program and only needed minor assistance in submitting assessments. Faculty found the new TracDat version to be much more user friendly and visually more appealing. They appreciated the drop down features and the instructional balloons which serve as a guide for each step of the assessment entry process. What helped most was that the "Assessment Method Description," "Results," and "Action Plan" remain visible. Spanish Professor, Axa Maradiaga claims, "This version of TracDat is simple and easy to understand. I appreciate the help that the coordinator and facilitators provided us during the new implementation."

Fall 2015 SLO Training Schedule:



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

Entering Fall Assessments: working workshop. Led by Russell Serr.

Wednesday, December 2, 3:00-4:00PM

Tuesday, December 8, 1:00-2:00PM

Wednesday December 9, 3:00-4:00

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

TracDat 101B: Learn the new and improved TracDat!

Wednesday, October 14, 3:00-4:00PM

Wednesday, November 18, 3:00-4:00PM

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

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

You will receive flex credit and a bag of M & M's for attending a workshop.



**Making the SLO Process
Meaningful and Manageable**

El Camino Community College District
Administrative Procedure 5530

Student Rights and Grievances

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

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

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

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

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

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

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

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

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

This procedure does not apply to:

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

Definitions:

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

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

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

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

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

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

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

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

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

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

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

Grievance form. All parties to the grievance shall be given notice not less than seven (7) business days from the filing of the grievance form.

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

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

This concludes the Informal Resolution Process.

Grievance Hearing Committee

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

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

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

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

Request for Student Grievance Hearing

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

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

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

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

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

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

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

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

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

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

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

Hearing Procedure

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

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

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

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

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

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

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

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

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

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

Within ~~ten (10)~~ five (5) business days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the ~~Dean of Enrollment Services~~ Superintendent/President or designee a written decision. The decision shall include specific

factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Dean of Enrollment Services or Designee's Decision:

Superintendent/President or Designee Decision

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

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

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

Appeal

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

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

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

Time Limits

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

References:

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

El Camino College

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