Officers & Executive Committee

Co –Presidents	**Chris Jeffries/ Claudia Striepe**	VP Finance & Special Projects	**Lance Widman**
VP Compton Educ'l Center	**Paul Flor**	VP Academic Technology	**Pete Marcoux**
Curriculum Chair	**Mark Lipe**	Co-VPs Faculty Development	**Kristie Daniel-DiGregorio**
VP Educational Policies	**Alice Martinez**	VP Instructional Effectiveness	**Karen Whitney**
Secretary	**Sara Di Fiori**		

Adjunct

	(1 yr term)
vacant	
vacant	

Behavior & Social Sciences

Christina Gold	16/17
Kristie Daniel-DiGregorio	14/15
Daniel Walker	16/17
Lance Widman*	13/14
Michael Wynne	14/15

Business

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

Compton Educational Center

Estina Pratt	14/15
Chris Halligan	14/15
Essie French-Preston	14/15
Paul Flor	14/15
vacant	

Counseling

Griselda Castro	14/15
Chris Jeffries*	14/15
Rene Lozano	16/17

Fine Arts

Ali Ahmadpour	14/15
Chris Wells*	14/15
Russell McMillin	14/15
Vince Palacios	14/15
Karen Whitney	14/15

Health Sci & Athletics/Nursing

Mark Lipe*	14/15
Robert Uphoff	14/15
Mina Colunga	14/15
Andy Alvillar	16/17
Traci Granger	16/17

Humanities

Rose Ann Cerofeci	15/16
Peter Marcoux*	15/16
Kate McLaughlin	15/16
Barbara Jaffe	14/15
Ashley Gallagher	15/16

Industry & Technology

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

Learning Resource Unit

Moon Ichinaga	15/16
Claudia Striepe*	15/16

Mathematical Sciences

Zachary Marks	15/16
Jasmine Ng	16/17
Megan Granich	16/17
Alice Martinez*	14/15
Benjamin Mitchell	16/17

Natural Sciences

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

Academic Affairs & SCA

Francisco Arce
Karen Lam
Jeanie Nishime
Robert Klier

Associated Students Org.

Kristina Nakao

President/Superintendent
Thomas Fallo

Division Personnel
Jean Shankweiler
Tom Lew

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 14/15 = 2014-2015
*denotes senator from the division who has served on Senate the longest (i.e. the "senior senator")

SENATE'S PURPOSE (from the Senate Constitution)

A. To provide an organization through which the faculty will have the means for full participation in the formulation of policy on academic and professional matters relating to the college including those in Title 5, Subchapter 2, Sections 53200-53206. *California Code of Regulations.* Specifically, as provided for in Board Policy 2510, and listed below, the "Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters of:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards and policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation process, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate."

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

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

FALL 2014		SPRING 2015	
September 2	Alondra Room	February 3	Alondra Room
September16	Alondra Room	February 17	Alondra Room
October 7	Alondra Room	March 3	Alondra Room
October 21	Alondra Room	March 24	Stadium Room
November 4	Alondra Room	April 7	Alondra Room
November 18	Alondra Room	April 21	Alondra Room
December 2	Alondra Room	May 5	Alondra Room

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

FALL 2014		SPRING 2015	
September 4	Board Room	January 22 (if needed)	Board Room
September 18	Board Room	February 5	Board Room
October 9	Board Room	February 19	Board Room
October 23	Board Room	March 5	Board Room
November 6	Board Room	April 9	Board Room
November 20	Board Room	April 23	Board Room
December 4	Board Room	May 7	Board Room

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

SENATE COMMITTEES	Chair / President	Day	Time	Location
Academic Technology Comm.	Pete Marcoux, Virginia Rapp	Sept 23 & Oct 2	12:30-2:00	Alonda Room
Assessment of Learning Comm.	Karen Whitney Russell Serr	2nd & 4th Mon.	2:30-4:00	Admin 131
Academic Program Review Comm.	Karen Whitney, Co-Chair Bob Klier, Co-Chair			
Compton Academic Senate	Paul Flor	1st & 3rd Thurs	1:00-2:00	CEC Board Room
Compton Faculty Council	Paul Flor	1st & 3rd Thurs	1:00-2:00	CEC Board Room
Curriculum Committee	Mark Lipe, Chair	2nd & 4th Tues	2:30-4:30	Admin 131
Educational Policies Comm.	Alice Martinez	2nd & 4th Tues	1:00-2:00	MBA 305
Faculty Development Comm.	Kristie Daniel-DiGregorio	2nd & 4th Tues	1:00-2:00	West. Library Basement

Committees

CAMPUS COMMITTEES	Chair	Senate / Faculty Representative/s	Day	Time	Location
Accreditation	Jean Shankweiler	Matt Cheung, Holly Schumacher			
Basic Skills Advisory Group	Sara Blake Arturo	Jason Suarez			
Board of Trustees	Bill Beverly	Chris Jeffries, Claudia Striepe	3rd 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	Francisco Arce	Chris Jeffries, Claudia Striepe	Thursdays	8:30-10:00	Library 202
Distance Education Advisory Committee	Alice Grigsby				
Facilities Steering Comm.	Tom Fallo	Chris Jeffries, Claudia Striepe			
Planning & Budgeting Comm.	Rory Natividad	Lance Widman Emily Rader (alternate)	1st & 3rd Thurs.	1-2:30	Library 202
Student Success Advisory Committee	Jeanie Nishime & Francisco Arce	Chris Jeffries, Cynthia Mosqueda, Sara Blake	2nd & 4th Thursdays	1-2:00	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

G. INFORMATION ITEMS – DISCUSSION	**A. Career Center Services/Activities – Yamonte Cooper** **B. C-IDs Updates/Articulation – Lori Suekawa** **C. Cesar Chavez Day/School Closure – C. Jeffries/A. Ahmadpour** **D. Federation Update – A. Ahmadpour**	
H. FUTURE AGENDA ITEMS **I. PUBLIC COMMENT** **J. ADJOURN**	**A. Moving up the Withdrawal Date** **B. Faculty Evaluations** **C. BA degrees at Community Colleges** **D. Changes in BOGG fee waivers – C. Pineda** **E. Grades First Presentation – Bob Klier, Iren Graff, and Marci Meyers**	

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*

ACADEMIC SENATE ATTENDANCE
March 3, 2015

NAME:	INITIALS

Adjunct (1 year)
Kim Runkle _____
Vacant _____

Behavioral & Social Sciences
Daniel Walker _____
Christina Gold   XX
Kristie Daniel-DiGregorio XX
Lance Widman   XX
Michael Wynn   XX

Business
Phillip Lau   XX
Tim Miller _____
Josh Troesh   XX
Nic McGrue_____   XX

Counseling
Griselda Castro   XX
Chris Jeffiries   XX
Rene Lozano   XX

Fine Arts
Ali Ahmadpour   XX
Chris Wells   XX
Russell McMillin   XX
Vince Palacios   XX
Karen Whitney   XX

Health Sciences & Athletics
Mark Lipe   XX
Robert Uphoff _____
Mina Colunga   XX
Andrew Alvillar   EXC
Tracy Granger   XX

Humanities
Rose Ann Cerofeci _____
Pete Marcoux   XX
Kate McLaughlin   XX
Barbara Jaffe   XX
Ashley Gallagher   XX

Industry & Technology
Patty Gebhart   XX
Ross Durand   XX
Mark Fields   XX
Tim Muckey   XX

Industry & Technology cont.
Merriel Winfree   XX
Lee MacPherson   XX

Learning Resources Unit
Moon Ichinaga   XX
Claudia Striepe   XX

Mathematical Sciences
Zachary Marks   XX
Jasmine Ng   XX
Megan Granich   XX
Alice Martinez   XX
Ben Mitchell   XX

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

Academic Affairs & SCA
Francisco Arce   XX
Karen Lam _____
Jeanie Nishime   XX
Robert Klier _____

Assoc. Students Org.
Kristina Nakao   XX

Compton Education Center
Estina Pratt _____
Chris Halligan _____
Essie French-Preston _____
Paul Flor   XX
Vacant _____

Ex-Officio Positions
Ken Key (ECCFT) _____
Nina Velasquez (ECCFT)

Deans' Reps.; Guests/Other Officers:
Jean Shankweiler _____
Tom Lew _____
Irene Graff _____
Stefanie Frith _____
Wendy Lopez _____

ACADEMIC SENATE MINUTES
March 3, 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 third Academic Senate meeting of the Fall 2014 semester to order on March 3, 2015 at 12:36 p.m.

2. APPROVAL OF MINUTES
See pgs. 6-11of packet for minutes of the February 17 meeting. Minutes approved as amended.

3. OFFICER REPORTS

A. Co-Presidents – Chris Jeffries (CJ) and Claudia Striepe (CS) (pgs. 12 - 20)

CS: At the Board of Trustees meeting, the board accepted Dr. Fallo's letter of resignation. The process was led by Linda Beam, including suggested timelines. We're now an officially smoke free campus. Black history month ended. The Langston Hughes Project presentation was terrific. See the link.
CJ: Two minutes are included from College Council, February 9 and 17 meetings. . We discussed the accreditation report; see the detailed minutes. We are soliciting faculty for hiring committee for the CEO position. It's a time commitment with 19 people on committee. Weekend and evening meetings and summer meetings, possibly. We hope to introduce new president spring flex day. If you have a vacation planned, don't do it. But consider joining us if you can. Ken key plans to join, but we want teaching faculty. CS. Paul from Compton is considering it. CJ: The 'Making Decisions' document review will be looked at the March 24 Senate meeting. The week after spring break we will meet in the Stadium room next door to the Alondra room. Yesterday's meeting we got a thorough list from Susan Pickens. Of the 3000, 4000, and 5000 series of policies and procedures. We're going through the long list. Mostly they are information only. M. Ichinaga: Is there a description of the president's position? CJ: Not yet. Dr. Arce. The committee will work on it. CJ: A consulting team will help the search committee. The Council of Deans meeting was canceled in February. The Federation and Senate covered BP4045. The question was, do we need it? There's no template but it is referred to in contract. Change your textbook every two years to help with cost. P. Marcoux: (pgs. 17 – 21) here are the results of the study abroad surveys. The surveys were in paper form, and online. There is interest. Europe is the key destination. We hope to offer it next year. We'll form a committee and ask for proposals and the committees will choose. Dr. Arce. Yes. You will hear from Dr. Miranda soon. It's a "go" for summer 2016. We just need the procedures and policies straightened out, what programs and when, etc. P. Marcoux: Could we offer two locations? Arce: Yes. But I'll be gone. CS: Consultation committees are listed here. There are six. It's in the revised 'Making Decisions" document. There is sometimes confusion about which committee fit where.

B. VP – Compton Education Center – Paul Flor

We've not debriefed. There was a lot of information. We expect a positive approval in June for our application for candidacy. We have a lot of data to create that is user friendly. Next meeting I hope to have something to distribute. I'm sure we'll be asking for help from ECC colleagues, and coordinating with Dr. Arce. CJ: And we'll need faculty volunteers from ECC. Dr. Arce: My office will pay for mileage.

C. Chair – Curriculum – Mark Lipe (pgs. 21 - 22)

No formal report. There were no new reviews.

D. VP – Educational Policies – Alice Martinez (pg. 23)

We're still working on the same policy but we will work on the textbook policy first. We're rewriting the sexual misconduct policy.

E. VP – Faculty Development – Kristie Daniel –DiGregorio (pgs. 24 - 29)

No formal report. Minutes from the meeting are in the packet.

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

On p. 31-33, you'll find the 2/5 PBC Minutes: Very thorough discussion updating the enrollment situation following the end of adds, impact of summer enrollment on making cap for 2014-15.

G. VP – Academic Technology – Pete Marcoux

The ATC is meeting March 10, in the library, room 202 to s PlanNet. We'll evaluate faculty laptop needs.

H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO's Update – Karen Whitney (pgs. 33 - 37)

The completion reports for assessment for course level are now available. Compton is winning at 77%. Half of the PLO's are submitted. We want them all posted to the website. If you have anything outstanding get in in as soon as possible.

4. SPECIAL COMMITTEE REPORTS

A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Francisco Arce and Jeanie Nishime

Dr. Nishime: I've posted a timeline for addressing three recommendations. I'll present it at the next meeting. Two recommendations that will affect senate and consultation committees fall under the 'Making Decisions' document, and implementing what we said in the document. Recommendation 1 (dialogue and planning) must happen on many levels. We can codify what's been done at the VP level in 'Making Decisions.' We have hired our new Dean of Counseling and Student Success: It's Dipte Patel. She'll begin April 1. CS: Who will direct the special resource center? Dr. Arce: We're moving as fast as we can.

B. El Camino Community College District IT Assessment (PlanNet Report) – Jo Ann Higdon with discussion led by Pete Marcoux – co-chair Academic Technology Committee (pgs. 38 – 40)

P. Marcoux. Key areas related to senate are listed here in the PowerPoint. PlanNet created the report on p. 6 of the handout. Page 8 describes the ATC. The accreditation people weren't clear so let's use this. On page 10, they list the maladies that it is facing and poor performance in 10 areas. On page 11 see the survey results. On page 12, students want wireless coverage and a mobile portal. Faculty want support hours, coverage and classroom technology. Staff wants better staffing levels and modernizations. On page 13 there are recommendations. On page 14, the big recommendation is reclassifying the ITS director and like a vice president or cabinet position. On page 23 – 24, move the campus email to one hosted by Google or Microsoft. They talked about ETUDES and Myteam sites. On page 32, wireless issues on campus. These are expensive recommendations, 2.2 million dollars for one-time costs, $500,000 a year

for increased salaries. That's the plan in brief. Dr. Higdon: It's a comprehensive plan. We don't all agree with everything, but it's a great overview. The survey information was deep. The IT staff appreciated that complaints came with an understanding of staffing challenges. We all want 24/7 services, but we're not staffed that way. Other agencies may be good examples. The statewide online initiative should prove interesting. There are pros and cons to ETUDES and team sites. It's a positive. There are probably undetermined costs. It's clear to me that providers are different at different schools it's critical to balance customization to off the shelf products. Every time we have a patch, you're spending time to make sure customizations are adjusted. It's a resource drain. A third party looked at it and PlanNet is well thought of. In accreditation, had they requested it, I could have provided an early draft on progress. They didn't close that loop. A. Ahmadpour: Share analysis with bigger campus. P. Marcoux: There's a time crunch. C. Gold. There's a common course management system transition. There's an online exchange. It may have FTES benefits. There should be a common testing system and tutoring. We can buy into pieces. C. Wells: At statewide Academic Senate, we discussed scheduling software. Is that part of it? C. Gold: That's one of the initiatives. Dr. Higdon: ECC serves to host that group this month. One meeting has been held already. C. Wells: It looks great for retention success. M. Ichinaga: I though it was interesting that the report alluded to cultural changes. There's a comment about point of views from monopolistic organizations. ITS is understaffed, but the culture has to change. Service level agreements are integral to the business world. We should expect services within a certain time. P. Marcoux: This new director will create a plan. We can talk about it at the ATC meeting. A. Ahmadpour: I read 'No Profit Left Behind' by Stephanie Simon on Politico who looked at Pearson as a model. I can forward it to mass email. P. Marcoux: The ITS leader to CIO is a shift to a new title. CJ: The salary differences are interesting. Mt. Sac starts at $168,000. There's a huge gap there. A. Ahmadpour: They should be degreed in technology, not just a manager, a specialist. P. Marcoux: Reclassify the ITS leader to CIO? Very split results. C. Wells. The title may not be important. T. Muckey, In ACR. It's constraining. I wish we could do the software installs for our programs. We have five computers we can't get updated. Or system has not been aligned. We should move toward commonality between districts. Dr. Higdon: Chris is sensitive to titles. Salary gaps are on p. 15. It's even worse. Managers get longevity increases. There's a bigger disparity. Can we look at salary issues instead of titles? P. Marcoux: I agree but can the senate weigh in on that? A. Ahmadpour: Is it relevant to our classes? We have to emphasize the significance to the future of education. Look at the Getty. P. Marcoux: We need it at the highest level possible. CJ: Convert the mindset for departments. C. Wells: What about Ed policies? IT couldn't do that? It restricted policy. P. Marcoux: Senate has the loudest voice on this one. 2. Move Distance Ed and media services under CIO. A. Grigsby: Separate Distance Ed and Media Services please. They serve different functions. In discussions we want to make that distinction clear. C. Gold: Distance Ed should stay under academic affairs. They passed a resolution to senate. Dr. Higdon. Distance Ed has two parts. One is technological, one is educational. C. Gold: The maintenance of technology is not their job, but choosing technology and platforms should remain under academic affairs. M. Ichinaga: Educational needs of Distance Ed should drive technology. I want closer coordination. A. Ahmadpour: Everything goes through a teacher. We shouldn't lose that. But digital technology is so important. Why do we need a college of propaganda? C. Wells: Media services has dropped off. I don't use college media services. How do they function now? P. Marcoux: Let's describe that later and keep on Distance Ed. A. Martinez: It would be scary to put Distance Ed under IT. Under their position they should have to support Distance Ed. P. Marcoux: Can we do a poll and split it? Should Distance Ed move under ITS? Everyone'sagainst it. Lets talk media services. A. Grigsby. Media works simultaneously with ITS. Part of that happens under media services. The difference is the culture of service. ITS repairs. Media services helps. Let's combine them under a new model. Dr. Arce: There is a creative component. We have a TV studio and public access channel, channel three. There are still opportunities on TV. It's complicated. A. Ahmadpour: We can't come to a conclusion? We're new compared to other colleges. P. Marcoux: We have no opinion. Moving campus email? Google servers would be off our servers. We're on so many watch lists, FBI, etc., that it's hard to maintain. A. Martinez: Google would do it? P. Marcoux: They would look at our information. CJ: Students could use their private emails. Dr. Higdon: We're often subpoenaed. We must produce pages of

documents. There are limitations to retrieving material. P. Marcoux: They delete emails after 1 Gig. Dr. Higdon: It's grandfathered. M. Ichinaga: My concern with third party sourcing is that we still have to manage the third party. We do it now and one holiday there was an incident with a third party upgrade, and the portal was out for weeks. You need management schools. CJ: A lot of schools are doing this. P. Marcoux: And cities. CJ: 84% use vendors. A Martinez: Can we talk to them: P. Marcoux: So no opinion yet. C. Wells. They're all satisfied. Bakersfield, Los Rios, etc. L. Widman: We can talk to them and learn from them. A. Ahmadpour: Can a school recruit for an investigation? Get the thing from Jill George. P. Marcoux: This is just a straw poll. P. Marcoux: Wireless issues? We all want it. I'm hopeful this is helpful to Dr. Higdon and VP's. It's hard to justify to taxpayers to add WIFI to a building that will be torn down. Dr. Higdon: Send me the description. But wireless needs differ. CJ: What will we implement first on whole report, hiring description? March 11 is the deadline. Dr. Higdon: Use all avenues. If you have a strong feeling, send it to your VP.

5.UNFINISHED BUSINESS

6. NEW BUSINESS

7. INFORMATION ITEMS –DISCUSSION
A. Adult Education Initiative – J. Anaya

J. Anaya: We're presenting on AB86, Adult Education. We will cover history of adult education and the governors restructuring plan, and the Compton (tri-cities) consortium. Dr. Wayne Diulio: director of Torrance unified and member of the South Bay consortium. Dr. Diulio: I'll start with an overview. It started in San Francisco 150 years ago. Our purpose is to meet the needs of the community. It began with literacy needs but has moved one. Adult Ed today offers online classes on many needs. Here are some pictures of students. We meet the needs of our communities. The budget cycle impacted all of us in 2008 and 2009. A component was that we were placed in general fund and reduced by 30%. And local schools were given total say over budgets. Adults are not being serviced across the state. The Governor's new plan is a one time, 25 million dollars and 70 consortiums to coordinate with community colleges. We need a streamlined pathway, academic and career, for students. The partnership is with business. And it's regionalized. Here are the five program areas that will be funded, listed in PowerPoint. Our objectives are also listed, such as addressing collaboration and leveraging existing structures. The consortiums are listed in the packet. J. Anaya: The planning process started when legislation came into effect last year. We identified agents and roles, including guiding principles, and held weekly meetings with partners and stockholders. Students were excited about the partnership. It helps students become college material. We looked at best practices across the country. We submitted a plan March 1 that was predicated on funding. We made an asset map of programs, staff, etc. and evaluated current needs. We then compared them to offered services. This shows community members with new high school diplomas. Here are the English language learners in the district. It's a high need. Here is the unemployment gap information. Alignments and transitions are shown here. Our plan addressed gaps. We want to restore or programs to pre-cut levels. We looked at acceleration strategies, and also professional development for staff and instructors. Here are our regional partners. Dr. Diulio: Our next goal is to build adult pathways, come March 27 at 1:30 to the South Bay Adult School. T. Muckey: Can we get together and

talk? C. Gold: It looks great. What will the local impact be? More or less basic skills? J. Anaya: I'm frustrated with the information coming from Sacramento. With the plan behind us, presented this month. We have the funding to start filling in. I'm excited. A. Ahmadpour. Does it address what is marketable? J. Anaya: We address community needs. There's a conversation that will continue. Dr. Higdon: One challenge is to take a regional view. Regardless of one time money, you must keep things operating. It's hard to build a plan without a budget. J. Anaya: It's like flying a plane while building it. M. Lipe: Is the Community Ed involved? Jose. We see it as a whole, a complete college including Community Ed. P. Gebhart: Cosmetology was wondering about your barbering plan. Dr. Arce: we need a non-credit curriculum committee. P. Flor: One disappeared constituency is older adults. Dr. Diulio: There's a debate on that. The new program eliminated that. At this time there are no results. You're correct on that.

8. FUTURE AGENDA ITEMS
CS. Please get input from your faculty on these future agenda items.

A. Moving up the Withdrawal Date

B. Faculty Evaluations

C. C-IDs/Articulation – Lori Suekawa

D. BA degrees at Community Colleges

E. Changes in BOGG fee waivers–C. Pineda

F. Career Center services/activities – Y. Cooper

9. PUBLIC COMMENT

10. ADJOURN
The meeting adjourned at 1:59 p.m.

SD/ECC Spring 2015

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – February 23, 2015

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

Present: Francisco Arce, Linda Beam, Thomas Fallo, Irene Graff, Jo Ann Higdon, Chris Jeffries, Rafeed Kahn, David Mc Patchell, Jeanie Nishime, Susan Pickens, Estina Pratt, Luukia Smith, Claudia Striepe, Nina Velasquez.

1. Minutes – February 17, 2015: Approved as written.

2. BP/AP 5500 (Standards of Student Conduct) were distributed by Jeanie and are ready for the Board. The students will review these at the ASO Senate meeting on Thursday, February 26, 2015.

3. Superintendent/President Search: A calendar/timeline will be on the March 16, 2015 Board of Trustees agenda. Currently the proposed search committee has 17-19 members. We need to ensure there is a Compton Center representative on the committee.

4. Policies and Procedures subcommittee members: Jo Ann distributed a policy and procedure listing that listed the 6000 (Chapter 6: Business and Fiscal Services) and 3000 (Chapter 3: General Institution).   It was noted that Jo Ann only included the 3000 policies/procedures that pertained to her area. Proposed subcommittee members to date include: Ken Keys, Gary Turner, Chris Gold and Chris Wells. More members are needed. The plan is for staff to develop the drafts for review by the subcommittee. The Vice President's will bring a complete listing next week of policies and procedures in their areas along with timelines. Susan will bring the listing for the 1000 and 2000 series.

5. Making Decisions at El Camino College: Irene distributed the updated draft version. The revisions came out of discussion at the February 2, 2015 College Council meeting. It was noted that all Collegial Consultation committees should include their purpose statement on every agenda. College Council members are to send out the revised draft to their constituents for feedback. College Council will discuss again on Monday, March 30, 2015.

6. Facilities Steering Committee will meet soon.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – March 2, 2015

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

Present: Francisco Arce, Linda Beam, Thomas Fallo, William Garcia, Irene Graff, Jo Ann Higdon, Chris Jeffries, Rafeed Kahn, David Mc Patchell, Jeanie Nishime, Susan Pickens, Estina Pratt, Claudia Striepe, Nina Velasquez.

1. Minutes – February, 23 2015: Approved with one correction to # 4: Ken Key.

2. Susan distributed the policy and procedure index for series 1000, 2000, and 3000. The following policies and procedures that are due for review and/or revisions were discussed:
    1. BP 2340 (Agendas): Susan is updating and will bring to CC on March 16th.
    2. BP 2345 (Public Participation in Board Meetings): Susan is updating and will bring to CC on March 16th.
    3. BP 2350 (Speakers): Susan is updating and will bring to CC on March 16th.
    4. BP 2355 (Decorum): Requires no revisions - but will be brought to CC on March 16th.
    5. BP 2360 (Minutes): Susan is updating and will bring to CC on March 16th.
    6. BP/AP 2410 (Policy and Administrative Procedure): These were pulled from the 10/20/14 Board agenda. Jeanie will bring these back to CC on March 16th.
    7. BP 2431 (Superintendent/President Selection): Susan is updating and will bring to CC on March 16th.
    8. BP 2435 (Evaluation): Requires no revisions - but will be brought to CC on March 16th.
    9. BP 2716 (Political Activity – Board Members): Susan is updating and will bring to CC on March 16th.
    10. BP 2720 (Communications Among Board Members): Susan is updating and will bring to CC on March 16th.
    11. BP 2725 (Board Member Compensation): Susan is updating and will bring to CC on March 16th.
    12. BP 2730 (Health Benefits): Susan is updating and will bring to CC on March 16th.
    13. BP 2735 (Board Member Travel): Requires no revisions – but will be brought to CC on March 16th.
    14. BP 3100 (Organizational Structure): Requires no revisions – but will be brought to CC on March 16th.
    15. BP 3101 (Administrative Organization): May need revisions – will be brought to CC on March 16th.

16. BP 3102 (Administrative Authority): Requires no revisions – but will be brought to CC on March 16th.
17. BP 3260 (College Consultation): Will be brought to CC on March 16th – may be deleted as it might be covered in BP 2510 (Collegial Consultation).
18. BP 3280 (Grants): Assigned to Jeanie with a due date of April 2015.
19. BP 3300 (Public Records): Assigned to Jo Ann with a due date of April 2015.
20. BP 3310 (Records Retention and Destruction): Assigned to Jo Ann with a due date of April 2015.
21. BP 3400 (Statement of Economic Interest): Assigned to Linda.
22. BP 3420 (Affirmative Action): Assigned to Linda – may delete.
23. BP 3440 (Service Animals): Assigned to Linda.
24. BP 3500 (Campus Safety): Assigned to Jo Ann with a due date of April 2015.
25. BP 3501 (~~Campus Pedestrian Vehicle~~ Campus Security): Assigned to Jo Ann with a due date of April 2015.
26. BP 3502 (Safe Driver Program): Assigned to Jo Ann.
27. BP 3503 (Hazardous Materials Management Program): Assigned to Jo Ann.
28. BP 3504 (Children and Visitors in Classroom): Assigned to Francisco.
29. BP/AP 3505 (Emergency Response Plan): Assigned to Jo Ann with a due date of August 2015.
30. BP 3510 (Workplace Violence Plan): Assigned to Jo Ann with a due date of August 2015.
31. BP/AP 3515 (Reporting of Crimes): Assigned to Jo Ann with a due date of August 2015.
32. BP/AP 3518 (Child Abuse Reporting): Assigned to Jo Ann and Linda with a due date of July 2015.
33. BP/AP 3520 (Local Law Enforcement): Assigned to Jo Ann with a due date of April 2015.
34. BP 3530 (Weapons on Campus): Assigned to Jo Ann with a due date of April 2015.
35. BP/AP 3540 (Sexual and Other Assaults on Campus): Assigned to Jo Ann with a due date of June 2015.
36. BP/AP 3550 (Drug Free Environment and Prevention Program): Assigned to Jo Ann and Linda with a due date of July 2015.
37. BP/AP 3560 (~~Alcohol Permitted on Campus~~ Alcoholic Beverages): Assigned to Jo Ann, Linda and Jeanie with a due date of August 2015.
38. BP/AP 3600 (Auxiliary Organization): Assigned to Jo Ann with a due date of August 2015.
39. BP 3710 (Intellectual Property and Copyright): Assigned to Francisco.
40. BP 3720.1 (Student Computing Access): Assigned to Jo Ann – may need to be deleted moved to BP/AP 6160.
41. BP 3730 (Software Copyright & Licensure): Assigned to Jo Ann and Francisco.
42. BP/AP 3750 (Use of Copyrighted Materials): Assigned to Francisco.

43. BP 3810 (Claims Against the District): Assigned to Jo Ann with a due date of June 2015.
44. AP 3811 (Claims Settlement Authorization): Assigned to Jo Ann with a due date of June 2015.
45. BP 3820 (Gifts): Assigned to Jo Ann – may combine this with BP 3821 (Complimentary Tickets).
46. BP 3821 (Complimentary Tickets): Assigned to Jo Ann – may combine this with BP 3820 (Gifts).
47. BP 3850 (Purchase of Commencement Attire): This policy may be obsolete. Susan will bring to CC for review on March 16th.
48. BP 3900.1 (Distribution and Exhibition of Posters): Assigned to Jeanie – this policy will be deleted and replaced by new BP 3900 (Speech: Time, Place, and Manner).
49. BP 3910 (Use of District Mail): Assigned to Jo Ann.
50. BP 3911 (Telephones): Assigned to Jo Ann.
51. BP 3920 (Pools): Assigned to Jo Ann.

3. Jeanie distributed the following policies and procedures:
   1. BP 2105 (Election of Student Member): This is a new policy and it is ready to go to the Board.
   2. BP/AP 3900 (Speech: Time, Place, and Manner): This is a new procedure and an update to the policy. These are to be sent out to constituents for feedback with a due date of March 16th. The policy replaces BP 3900.1 (Distribution and Exhibition of Posters, Bulletins, Newspapers, Pamphlets, Circulars, Handbills, and any Promotional Materials on Campus) and BP 5550 (Speech: Time, Place, and Manner).
   3. BP 5025 (Foreign Students – Visa): This policy is recommended for deletion once new AP 5012 (Admissions) has been enacted.
   4. BP 5130 (Financial Aid): This policy has been updated with the changes in the CCLC template. This policy is to be sent out to constituents for feedback with a due date of March 16th.
   5. BP 5400 (Associated Students Organization): This policy is ready to go to the Board. This policy will replace BP 5405.1 (Student Political Organizations).
   6. BP/AP 5500 (Standards of Student Conduct): These are to be sent out to constituents for feedback with a due date of March 16th.

4. Policy and Procedure Subcommittee members: Lance Widman is willing to serve.

5. Nina Velasquez expressed concern over "serial complainers" (students) filing numerous complaints against faculty members. William Garcia believes that this issue could be addressed in AP 5520 (Student Discipline Procedures) and AP 5530

(Student Rights and Grievances). Therefore, AP's 5520 and 5530 were pulled from today's agenda.

6. Nina Velasquez reported that the summer retroactive pay for faculty was paid incorrectly.

EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs   **REVISED**

NOTES – COUNCIL OF DEANS
February 12, 2015

Present: R. Bell, W. Garcia, E. Geraghty, I. Graff, a. Grigsby, D. Hayden, P. Humphreys, C. Jeffries, S. Jones, B. Klier, G. Miranda, R. Murray, R. Natividad, J. Nishime, A. Osanyinpeju, D. Patel, M. Ramey, V. Rapp, J. Shankweiler, D. Shrader, J. Sims, C. Subramaniam, C. Striepe, R. Totorp, W. Warren

Other Guests: K. Costa, A. Sala

I. INFORMATION
A. Notes of 1/22/15: Distributed and reviewed.
    Update: Item on February Board agenda is sole source with Grades First.

B. PBC Update: R. Natividad provided an update:
    - Discussion on Enrollment Management.
    - F. Arce provided projections – ECC is down 5% in spring. Target – 19,500 FTES.
    - Further conversation is needed regarding moving the reserve to a higher amount. President Fallo will recommend a change in the budget reserve to the Board.
    - Unit plans from every unit and program should be submitted by 2/16.
    - Revised document on PBC responsibilities and roles.

C. ASO Update: S. Jones provided an update:
    - Ensure that ASO senators are attending their designated division meetings and being represented.

D. Academic Senate Update: C. Striepe provided an update:
    - First meeting for Spring 2015 was held 2/3/15.
    - BP 5500 – Standards of Student Conduct passed.
    - J. Holliday provided a presentation on his trip to Antarctica.
    - Lisa Mednick, Professional Development Coordinator, will attend next meeting.
    - C. Gold was on sabbatical leave last semester on online pedagogy. She will present at the next AS meeting on online initiatives.
    - The Senate curriculum , ALC and program review were highly commended in the Accreditation Report. Goals for the College – communication and morale.
    - Powerpoint of AS notes will be available at each meeting.
    - PlanNet will provide a presentation at the next meeting.

II. DISCUSSION/ACTION
A. President's Circle: Kathy Costa – Development Officer and Andrea Sala – Executive Director of Foundation provided a presentation on the ECC Foundation President's

Circle. President's Circle is a group of donors that support ECC and provide an opportunity for giving. Members join and contribute at various levels starting at $1,000 to meet the needs of the College. ECC Foundation build relationships with business partners, alumni, and College members.

Donation is based on a yearly contribution. Donors elect if they wish to continue their renewal on an annual basis.

A. Accreditation: The Comprehensive Evaluation Report was received from ACCJC. J. Nishime discussed the 11 recommendations for institutional improvement that was outlined in the report.

FINAL

El Camino College – Office of the President
Minutes of the Facilities Steering Committee November 3, 2014

Present: Francisco Arce, Linda Beam, Rocky Bonura, Tom Brown, Thomas Fallo, Ann Garten, Jo Ann Higdon, Chris Jeffries, Rafeed Kahn, Tom Lew, Jeanie Nishime, Dipte Patel, Susan Pickens, Angela Simon, Luukia Smith.

1. The November 2014 Facilities Master Plan was reviewed.
    a. Student Services Center Replacement Project – it was reported that all user groups have signed off on the current design.
    b. Channel Parking Lot F – currently approved by DSA. The next steps are securing various permits. Bidding will begin in December or January.
    c. Lot C Parking Structure is scheduled to go to DSA in December.
    d. The current Shops and Technical Arts building will be demolished in the summer.
    e. Construction Technology & Horticulture programs are under review. It is believed that these programs would attract more students in evening classes. The programs would need to be moved inside.
2. Board Policy 1600 (Full Inclusion of People with Disabilities) was distributed for informational purposes by Jo Ann Higdon.
3. *Universal Design* article was distributed by Jo Ann Higdon. It was noted that *Universal Design* involves designing products and spaces so that they can be used by the widest range of people possible. We need to keep this concept in mind when reviewing our campus standards.
4. Urban Land Institute (ULI) toured our campus October 14th and 15th. ULI is a non-profit organization that provides leadership in the responsible use of land. The visiting group included architects, attorneys, and real estate developers. They have some expertise in community colleges and mixed use facilities. The group will come up with some ideas on how to bring in a stream of income to the college over a period of time. They will send their report in 2-3 months. There still needs to be a lot of discussion and planning which could take over 12 months.
5. Marsee Auditorium. The original plan was to renovate the Marsee auditorium. Seismic and remediation studies need to be conducted before renovation can occur. It may be more cost effective to have one or two smaller venues.

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

CALL TO ORDER
Meeting called to order at 2:35 p.m. by Chair Lipe.

Members:
Present: S. Bartiromo, S. Bosfield, W. Brownlee, T. Bui, A. Carr, A. Cornelio, B. Flameno,
E. French-Preston, A. Hockman, L. Houske, R. Klier, M. Lipe, V. Nemie
Absent: F. Arce, D. Pahl

Ex-Officio Members:
Present: Q. Chapman, L. Suekawa
Absent: K. Nakao, L. Young

Guests: V. Bruce, D. Mussaw, R. Natividad, L. Pattison, P. Sorunke, R. Totorp

VICE PRESIDENT'S REPORT
F. Arce was unable to attend the meeting.

APPROVAL OF MINUTES
The minutes from the December 2, 2014, meeting were sent via email and approved by the committee.

CURRICULUM REVIEW
A. Full Course Review
The following courses were reviewed and are ready for final action:
1. English 39 (ENGL 39)
2. English 100 (ENGL 100)
3. Ethnic Studies 3 (ESTU 3)
4. Fashion 44 (FASH 44)
5. Physical Education 140abc (PE 140abc)

B. Standard Review/Consent Agenda Proposals
The following course inactivations were reviewed and are ready for final action:
1. Art 50 (ART 50)
2. Academic Strategies 50 (AS 50)
3. Communication Studies 50 (COMS 50)
4. English 50 (ENGL 50)
5. French 50 (FREN 50)
6. Radiologic Technology 50 (RTEC 50)
7. Theatre 50 (THEA 50)

CURRICULUM DISCUSSION
A. Full Review Proposals
The committee made the following recommendations to the course outline of records:

Behavioral and Social Sciences Division

Ethnic Studies 3 – The Chicano in Contemporary United States Society
Edit section III *Outline of Subject Matter*: Remove the extra Roman Numeral IV in the major topic heading.
Action: Chair Lipe

Motion: Moved by A. Carr, and seconded by V. Nemie to approve course proposal for Ethnic Studies 3.
   Vote: Motion carried unanimously

Health Sciences and Athletics Division

Physical Education 140abc – Intercollegiate Sand Volleyball Team
The committee tabled the new course proposal for minor corrections.
1. Edit section II *Outcomes and Objectives*: Revise Student Learning Outcome (SLO) statements #2 and #3 to reflect content of course.
   Action: L. Pattison

2. Edit section III *Outline of Subject Matter*: Include subtopics under major heading X. Under major heading XI, correct the numbering of the second subtopic from "3" to "2".
   Action: L. Pattison

3. Since there were no parallel courses included in the proposal, obtain letters from the CSU and UC systems which support transferability of PE 140abc for lower division credit. Place the supporting letters within "*Attached Files*" under the Course Checklist.
   Action: L. Suekawa

Humanities Division

English 39 – Literature and Film
Edit "*Conditions of Enrollment*" in the Course Checklist: Provide a justification statement explaining why the English Department decided to require eligibility for English 1A as a standard prerequisite for literature courses.
Action: Chair Lipe

English 100 – Supervised Tutoring: Writing Center Laboratory
Edit "*Course Review*" in the Course Checklist: Edit rationale to include all students needing basic skills.
Action: Chair Lipe

Motion: Moved by E. French-Preston, and seconded by B. Flameno to approve course proposals for English 39 and English 100 including the conditions of enrollment changes.
   Vote: Motion carried unanimously

Industry and Technology Division

Fashion 44 – Fashion Show Production and Promotions

1. Edit section II *Outcomes and Objectives*: Replace SLO statements in the course outline of record with the most updated SLO statement from the ECC website.
   Action: Chair Lipe

2. Update section III *Outline of Subject Matter* during the next review cycle. Include major headings for each major topic.

Motion: Moved by V. Nemie, and seconded by W. Brownlee to approve course for Fashion 44 including conditions of enrollment changes.
   Vote: Motion carried unanimously

B. Standard Review/Consent Agenda Proposals

Motion: Moved by W. Brownlee, and seconded by V. Nemie to approve the seven course inactivations.
   Vote: Motion carried unanimously

CHAIR'S REPORT
Chair Lipe will develop a list of courses with Carnegie unit issues. The proposals for the next CCC meeting are available in CurricUNET for review. The Standard Technical Review Subcommittee (A. Hockman) has until February 12 to review these proposals.

ADVISORY REPORT
Curriculum Advisor Q. Chapman provided the committee with an update of the C-ID approval process. The California Community Colleges Chancellor's Officer will not be deactivating previously approved associate degrees for transfer that include courses without a C-ID status of "approved" by June 30, 2015. However, effective July 1, 2015, all associate degrees for transfer proposals submitted to the Chancellor's Office for review must:

1) Have a C-ID status of "Approved" for all courses entered on a transfer model curriculum (TMC) template where a C-ID descriptor is listed. That is, any course listed on a TMC template next to a C-ID descriptor in the Required Core, List A, List B, or List C sections, must appear in C-ID.net with an "Approved" status for that descriptor. One exception is that if the TMC Template indicates that an ASSIST Articulation Agreement by Major (AAM) is accepted in addition to the C-ID descriptor, then a valid AAM will be accepted in lieu of the "Approved" C-ID status, and

2) Include all the correct required attachments (Narrative, Template, and Course Outline of Records, if applicable: ASSIST Reports, Advisory Board Minutes, Labor Market information and all attachments must include the required information).

ADJOURNMENT
Chair Lipe called a motion to adjourn the meeting. L. Houske moved, S. Bartiromo seconded, and the motion carried. The meeting adjourned at 3:35 p.m.

EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE
February 10, 2015
Approved Curriculum Changes for 2016-2017

BEHAVIORAL AND SOCIAL SCIENCES

COURSE REVIEW; DISTANCE EDUCATION UPDATE

1. Ethnic Studies 3 – The Chicano in Contemporary United States Society

FINE ARTS

INACTIVATE COURSES

1. Art 50 – Special Topics in Art
2. Communication Studies 50 – Special Topics in Communication Studies
3. Theatre 50 – Special Topics in Theatre

HEALTH SCIENCES AND ATHLETICS

INACTIVATE COURSE

1. Radiologic Technology 50 - Special Topics in Radiologic Technology

HUMANITIES

COURSE REVIEW; CHANGES IN LAB CONTACT HOURS

1. English 100 – Supervised Tutoring: Writing Center Laboratory
   Current Status/Proposed Changes
   Units: 0   ~~72~~ 216 maximum hours lab per semester

   Recommendation
   Units: 0   216 maximum hours lab per semester

COURSE REVIEW; DISTANCE EDUCATION UPDATE; CHANGES IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. English 39 – Literature and Film
Current Status/Proposed Changes
~~Recommended Preparation~~ <u>Prerequisite</u>: eligibility for English 1A

   Recommendation
   Prerequisite: eligibility for English 1A

INACTIVATE COURSES

1. Academic Strategies 50 – Special Topics in Academic Strategies
2. English 50 – Special Topics in English
3. French 50 – Special Topics in French

INDUSTRY AND TECHNOLOGY

CTE TWO-YEAR COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Fashion 44 – Fashion Show Production and Promotions
Current Status/Proposed Changes
Prerequisite: ~~one of the following courses: Fashion 1 or Fashion 15 or Fashion 20 or Fashion 28 or Fashion 31 or~~ Fashion 10 ~~or~~ <u>and</u> Fashion 41 ~~or Fashion 27 or Fashion 35 or Fashion 4 or equivalent experience~~

   Recommendation
   Prerequisite: Fashion 10 and Fashion 41

Educational Policies Committee
Agenda
Date: 3/10/14   Time: 1:00-2:00pm
Location: MBA 305

Members in attendance:
Kathy Hall, Lori Suekawa, Vanessa Haynes,
Chris Jeffries, Alice Martinez, Jean Shankweiler, Mark Fields,

Date: 3/10 from 1-2pm in MBA 305:

1) BP 4045 Textbook and Instructional Materials. Discussed. Only minor changes were made. It was clarified that the policy does NOT require instructors to use a particular textbook. Going to Academic Senate

2) BP 4225 was read and accepted

3) Finished AP 4225. We finalized the document. V.A. with regard to lapse of time was read and approved. VI.A was removed because it is not actually our college policy and is not required by Title V or IX. Final document was approved.

4) AP 5520 Not read. Chris Jeffries stated that William Garcia, Dean of Enrollment Services, has issues to bring up about multiple frivolous /unfounded complaints. We need to have him meet with us to explain the suggested changes, or forward his suggested changes before we work on it.

5) BP 4010 was approved by Ed Policies today.

6) BP 4030 was approved by Ed Policies today.

7) Next meeting will be 4/14 because Academic Senate is meeting.

Faculty Development Committee Meeting
Minutes for Tuesday, March 10, 2015, in Teaching and Learning Center,
Library Basement, 1-1:50 pm

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

*Committee Chair

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

Fall 2014 Meetings: February 10 & 24, March 10 & 24, April 14 & 28, and May 12 (if needed).

AGENDA

1. **Brief Reports on Recent/Upcoming Events:**
Getting the Job, Part II: The Interview and Teaching Demo. (KDD) reported on the recent FDC event, held on February 27th in the Alondra Room, 12:30-3. (KDD) reported that there were six panelists, including Mary Beth Barrios (Counseling), Kevin Degnan (English), Renee Galbavy (Psychology), Elise Geraghty (Humanities), Megan Granich (Mathematics), and Ryan Turner (Chemistry). Four of the panelists assisted with the post session mock interviews including M. Barrios, K. Degnan, R. Galbavy, and M. Granich. Thirty-six faculty and staff attended the panel and eleven remained for the post session. (KDD) suggested following advice from (BH) that the panel be limited to four or five to allow more time for questions.

On Course National Conference. (KDD) noted that Basic Skills was generously funding 20 attendees for the On Course Conference (4/16-18/15). Those funded are being asked to choose one strategy from the conference that they will use or adapt in their own practice and to prepare an activity report they will present at the follow-up workshop on May 1st in the Teaching and Learning Center. There may be additional spaces available so (KDD) asked FDC members to let her know if they are interested. (BH) may be interested in attending. (FB) reported that she found the pre-conference sessions particularly worthwhile when she attended the On Course conference several years ago.

2015 Hayward Award & Board of Governor's Presentation. In fall 2014, Mediha Din, adjunct assistant professor of Sociology, was selected by the ECC Academic Senate to receive the 2014 Outstanding Adjunct Faculty Award. At the state level, she was chosen by the Academic Senate for California Community Colleges to receive the 2015 Hayward Award. The ASCCC is paying for her travel and accommodations to Sacramento so she can receive her award at the March 17th Board of Governor's meeting. She will have breakfast with the president and vice president of the ASCCC and has been asked to speak to the Board of Governors.

2. **The Community College Faculty Survey of Student Engagement: Carolyn Pineda**. (KDD) invited Ms. Pineda to the FDC meeting to provide highlights from the recent study. The following link to the report

was provided to the FDC members before the meeting (http://www.elcamino.edu/administration/ir/docs/survey/CCFSSE%20El%20Camino.pdf) and hard copies were available at the meeting.   Ms. Pineda explained that ECC was among 262 community colleges participating in the national study, which is coordinated by the University of Texas. Faculty were asked to focus on one of their classes when completing the survey. Their responses were compared to student responses to similar questions. Highlights include:

   a. On most items related to active and collaborative learning items, faculty perceived higher frequencies of active learning inside and outside the classroom than students. In most cases, differences between student and faculty responses were statistically significant.
   b. ECC students indicated higher frequencies of academic challenge than other colleges in the study cohort.
   c. Faculty reported higher rates of interaction than students did. (EU) noted that the key difference may be perspective. Each faculty member has many students enrolled in their classes. A small percentage of enrolled students may contact the instructor. But, for a single instructor, this yields a high frequency of interactions. (RC) added that, when discussing assignments and grades, an instructor may see a small number of students but the time commitment required is significant.
   d. Students work and support families much less, on average, than faculty perceived they did.
   e. Roughly equal percentages of full- and part-time faculty spent 1-12 hours per week preparing for classes and reflecting on how to improve their teaching.
   f. ECC faculty report spending more time lecturing, compared to the national cohort. (BH) noted that the range with the highest percentage was quite broad, 50-74% and that dedicating half of class time to lecture suggests that half of the class involves other engagement-related activities.
   g. (FB) pointed out that students and faculty both indicated that modest percentages of faculty and students reported that ECC emphasizes helping students cope with their non-academic responsibilities. This could be addressed in the Fall Professional Development Day. She emphasized that there are a variety of supports of which students may not be aware.

The team discussed how some questions that may have been open to different interpretations by those being surveyed. (RD) asked how the results would be utilized. Ms. Pineda noted that her purpose in attending the FDC meeting was to help disseminate the results. (KDD) reported that a link to the study was provided to attendees of the Getting the Job workshop as a useful resource for researching the campus context. Others suggested the results be shared with students.

3. **Continuing Projects: Fall Professional Development (Flex) Day.**
Tentative Topic: *The Student Success Act: What it means for faculty and students at El Camino and the Compton Center.*

(KDD) indicated that a key theme that emerged from faculty at Fall Professional Development Day was the need to help connect students to resources. This need is becoming even more imperative given the changes occurring in California community colleges as a result of the Student Success Act. The state has mandated increased support and accountability for community college students. Because of our regular and ongoing contact with students in the classroom, faculty are ideally situated to play a key role in raising student awareness about changes and services and supports that will help students succeed.

(KDD) reminded the team of the format for Fall Professional Development (Flex) Day: introductions of new faculty and division/department meetings in the morning, following by a brief general session and two breakout sessions. She suggested that, in the afternoon, the brief general session provide faculty with an overview of key elements of the changes. Breakout sessions could then focus on student supports and resources such as SSTARS. She suggested that the objectives for the general session would be:

   • Increase faculty awareness of state-mandated changes.

- Enlist faculty to help raise student awareness of changes.
- Increase faculty interest in strategies for building connections to campus resources.

Using clickers, she demonstrated how the general session could use an audience response system to gauge the current levels of faculty awareness and increase faculty understandings of changes. The sample was quite small (6 respondents). However, because the respondents are all involved on campus committees (and, therefore, may be more informed than the average faculty member), the results suggested the need to raise faculty awareness:

- 86% of respondents were aware of the core services required of all new students.
- 17% correctly identified 15 units as the threshold for students to declare a major
- 33% were able to correctly identify the number of students at ECC and Compton who may be impacted by changes to BOG fee waivers.

(FB) suggested that students be provided with resources and supports to assist them in choosing their majors. She suggested a mass personality test could be useful.

(KDD) suggested that, whenever possible, breakout sessions pair campus resource people with faculty who have successfully integrated the services into their teaching. And that all sessions allow time for faculty to generate ideas for how they might use or adapt ideas discussed and to plan their next actions. Topics would include:

- Student Support Resources (academic and student services)
- Strategies for Integrating Student Support and Teaching
- Addressing Sexual Harassment

(SO) shared how she incorporates career search topics into her English classes. Students complete the True Colors personality spectrum assessment. Based on their results, they choose one career that interests them and research that career, meet with a career counselor, and complete an informational interview. She reported that Ken Gaines has been highly collaborative and helpful with this project. The team expressed strong support for her creative, rigorous approach to career search.

(BH) suggested students would benefit from materials helping them understand the connections between academic disciplines and careers.

The team felt that there is an urgent need to help faculty understand the impacts of the Student Success Act. (RC) reported that much of the discussion has been in general terms and that it's essential to address the specifics at Fall Professional Development (Flex) Day. (EU) concurred, noting that faculty need to understand that a significant percentage of our students – possibly 13%, based on projections – may not be at the college once changes to BOG fee waivers go into effect. (FB) noted that the changes raise a number of issues, including that students may withdraw to maintain their GPA, faculty may be tempted to dumb down classes, nonessential classes may be lost, and what responsibility do faculty have for FTES? The team expressed the need to make an impactful, digestible presentation regarding the Student Success Act.

The meeting adjourned at 1:55 p.m.

KDD/3.10.15

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

_____
MEMBERS PRESENT

☐ David Brown - ECCE ☒ Dawn Reid – Student & Community Adv.
☐ Alice Grigsby -Management/Supervisors ☒ Cheryl Shenefield–Administrative Services
☒ Ken Key - ECCFT ☐ Dean Starkey – Campus Police
☒ Rory K. Natividad – Chair (non-voting) ☐ Jessica Siripat – ASO, Student Rep.
☒ Dipte Patel – Academic Affairs ☐ Lance Widman - Academic Senate

Other Attendees: Members: Emily Rader, Jackie Sims, G. Turner **Support:** Francisco Arce, Linda Beam, Irene Graff, Jo Ann Higdon **Guest:** Jean Shankweiler

_____

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

Approval of the February 5, 2015 Minutes
1. A quorum was not present so the minutes will be tabled. Two noted corrections were under members present **add:** I. Graff as present and **delete**: J. Higdon.
2. The minutes will be tabled until the next meeting.

Accreditation Update – F. Arce & J. Shankweiler (handout)
1. The Accreditation report was received last week. It was reported we have been reaffirmed and a follow-up report will need to be done in October 2015 addressing the three recommendations which need addressing. The report will need to be submitted by October 15, 2015. The letter and report from the accreditation team will be posted on our website.
2. Recommendations were reviewed as follows: Recommendation 1- Institutional Effectiveness and Leadership and Governance. It was recommended we need to complete an entire cycle with the annual plans. The leadership and governance area related to how we communicate decisions once they are prioritized and approved. To improve this system it was noted a report showing the outcome of this process be communicated to the college community. Recommendation 2 – Fiscal Resources which addressed how to implement the fiscal management plan at Compton. There were a few inconsistencies which needed addressing. Recommendation 3 - Planning and Decision-Making Process. It was recommended the college implement the planning, governance and decision-making process as listed in the board policy.
3. The recommendations for institutional effectiveness gave more specifics with items the accreditation team were examining. All the recommendations will need to be addressed when doing the follow-up report.
4. It was noted the decision making document should be reviewed to see if any improvements can be made. Regarding the annual evaluation, input was requested from the committee for strengthening the communication process with the community.

Annual Plans – I. Graff
1. The Plan Builder year needs to be completed for year 2014/2015. This involves evaluating our objectives and inputting them into Plan Builder. TracDat's unit plan deadline was Tuesday, February 17. In working with the transition of Plan Builder to TracDat, there will not be any roll overs. Everything will have to be reentered. Once information is in TracDat, information can then be cut and pasted from that point on.
2. This is a pilot year for TracDat so any feedback is encouraged regarding the process.
3. It was pointed out when the accrediting team returns in October; hopefully TracDat will appear to them as a new tool and not a new process.
4. A suggestion for a recommendation was made pertaining to identifying where plans came from in program review. Possibly a tab could be added to identify the link. A brainstorming session was suggestion to find the solution.

Board Policies – J. Higdon (handout)
1. Board polices regarding fiscal services and the procedure for how board policies should be revised was reviewed. College Council has recommended as the college goes through and reviews board polices, a writing group should be assigned to review, revise and develop policies. This was recommended instead of the College Council receiving everything directly and handling it at their level. Volunteers representing the core constituent bodies on campus should be a part of this sub-committee. This system would be a quicker process than what is currently in place. It is recommended, if possible, the appointees from the Senate and Unions be members of PBC. That would allow for initial input of the PBC committee and should save time when applicable policies/procedures are then brought forward to PBC.

Plan Builder Additional Releases – J. Higdon (handout)
1. A handout was distributed showing phase two of the vice-presidents' merged plan builder recommendations for 2014/15. It was pointed out the status column shows the process which is gone through for prioritization. The items and status were reviewed as listed on the handout. Next time the listing will include the Plan Builder number and will be in a more condensed form.
2. The next step will entail the vice-presidents sending an email to their areas providing them with this list and the authority to move forward.

State Trailer Bills – J. Higdon (handout)
1. The Department of Finance released the 2015-16 State Budget trailer bill language. A few of the trailer bills affect community colleges, including proposals to make annual adjustments for potential overages or shortfalls in redevelopment agency (RDA) funds and Education Protection Account (Prop 30) funds. This is a step in a positive direction to provide stable resources for community colleges.

District Reserve – J. Higdon (handout)
1. The president is concerned with the district reserve. It was noted the pension liability is overwhelming. Interested parties are trying to analyze the UC system budget and understand how the budget costs could have increased by 40% since 2006/07. The findings showed for 20 years the UC system had not funded OPEB which they now have to catch up and fund. It is estimated they will have to put over 1 billion a year to put into this fund.
2. Some of the one-time monies we will be receiving this year and next year is money they recommend we spend to try and help us with the new additional pension costs which are about to hit with our current employees.
3. It was clarified that the state may have additional money that be utilized by colleges to address the huge upcoming liability increases.

4. At the state level, there is a movement for community colleges to move to the 10% reserve level. Discussion over the potential of moving the college to a 10% reserve originated in college counsel. The written rational for this has not been seen as of yet. The rational would be similar to what we have used at El Camino to keep our ending balance fiscally strong in order to avoid layoffs of permanent full-time employees and to pay additional costs over which we have no control. We also expect to have rising property and liability costs and a litany of other expenses. The topic was discussed briefly in previous PBC meeting. The information provided today was helpful in clarifying the process this school might be going through. A revision or change to the district reserve board policy will follow the procedure of other board items, going through the appropriate revision and consultation committees.

PBC Responsibilities – R. Natividad (handout)
1. An updated version of the PBC purpose and responsibilities was provided to the committee. The committee was asked to review the listing and send R. Natividad any updates or suggestions this next week. A final version will be sent out to the committee.

Spring Break
1. Unless there are any critical agenda items, the PBC meeting will most likely be cancelled for March 19, 2015.

Adjournment – R. Natividad
1. The meeting adjourned at 2:05 p.m. The next meeting will be **March 5, 2015, at 1:00 p.m.,** in Library 202.

Assessment of Learning Committee (ALC)
Monday, February 23, 2015
Admin 131 - 2:30pm to 4:00pm

SLO Coordinators: Russell Serr and Karen Whitney

Recorder: Isabelle Peña

Attendees:

Academic Affairs ECC – Bob Klier	Industry & Technology – Sue Ellen Warren
CEC Coordinator – Kendahl Radcliffe	Library/LRU – Claudia Striepe
Deans' Representative – Jean Shankweiler	Mathematical Sciences – Susanne Bucher
Business – Kurt Hull	Natural Sciences – (Thomas) Jim Noyes
Fine Arts – Vince Palacios & Harrison Storms	Student and Community Advancement – Robin Dreizler
Fine Arts Associate Dean – Diane Hayden	Inst. Research & Planning (IRP) – Joshua Rosales
Humanities – Kevin Degnan & Argelia Andrade	CEC Rep, Division 2 – Amber Gillis

MINUTES

Call to Order
Meeting was called to order at 2:35 p.m.

I.   **Approval of Minutes**
Russell S. moved to approve the minutes for the 2/09/2015 ALC meeting; motion was seconded by Claudia S. Motion was carried. Minutes approved with correction to delete section IV. B. 4. a.

II.   **Introduction of New Members**
Karen W. introduced a new Facilitator from Compton, Amber Gillis. She will be handling Division 2 (Social Sciences/Creative and Performing Arts/Music).

III.   **Reports**

A.   Fall 2014 Assessments – *Bob Klier*
1. El Camino College Report Update as of 2/19/2015
   a.   SLO Assessments: Over 75% completed, campus-wide.
   b.   PLO Assessments: Just under 50% completed.
2. Compton College Report Update as of 2/19/2015
   a.   SLO Assessments: 86% completed overall.
   b.   PLO Assessments: 60% completed.
3.   Assessment Reports for divisions that are 100% completed can already be uploaded to the SLO website. March 9th is the deadline for faculty to enter their assessments in TracDat.

B.   SAO Update for – *Robin Dreizler*
1. 15 out of 17 programs in SCA have SAOs, but the charge from Dr. Nishime was for each of the programs to have at least 3 SAOs. They are behind and still have some work to do but are about 60% done. There are a couple of programs that are in transition, Counseling, being one of them; Robin D. will work with the new dean of counseling on the SAOs for that area. Puente Program is also in transition—they were non-existent but are coming back.

2.A little over 50% of SAOs have been entered in TracDat (9 programs).

3.Jean S. asked if Administrative Services need to enter SAOs as well; Bob K. answered yes and that he has contacted some of the areas. Robin D. stated that he and Bob will be working with those areas.

IV.   **Final ILO Rubrics/ILO Faculty Instructions** – *Karen Whitney*
       (PowerPoint Presentation)

A.   Synoptic Communication Rubric: Karen W. presented the revised document based on comments from the last 2/09/2015 ALC meeting.

1.Karen double-checked on fingerspelling and found that it can go under almost any category depending on how the instructor interprets it so she just removed it because it was too vague; however, it is covered in all of the areas (e.g. under "Substantive Content", it is covered under "Vocabulary"); "Parameter" under "Delivery" is an ASL term; it went in instead of fingerspelling.

2.Shows the Standard at the top of document (removed "Goal"); we need to show at least what "success" is; implies that ALL students will achieve 70% or better in ALL the areas.

▪   The ratings are based on the aggregate--we are not looking at individual students ratings when assessing for this ILO overall. The aggregate result will be all the students who met the standard. Suggested verbiage by Joshua R.: "The standard for success is a 3 or higher in ALL areas" instead of "Students will achieve 70% or better".

B.   Amended the sample bubble sheet; the final form will depend on the format of delivery; however, what was shown in PowerPoint represents the different fields that ALC would want in the final format; added comments area after each student.

C.   Per Joshua R., IRP is leaning towards Excel format; can be sent out as an Excel template so that the original file sent cannot be overwritten. ALC members are okay with Excel format.

D.   Need to start thinking about the various ways to disaggregate data:

1.   Gender

2.   Ethnicity

3.   Age

4.   Full-Time vs. Part-Time

5.   Previous education/previous degrees; Joshua R. stated this is self-reported so it might not be accurate

6.   Vets, Foster Care, Disabled, etc.

7.   Number of credits earned (three groups?); the question was asked if random sampling would include only students that are toward the end of their program; the answer was 'no'—this will be inclusive of all students.

8.   Remedial students; we can identify these students by separating those have taken certain courses; Karen W. asked Susanne B. & Amber G. what their Math and English remedial courses are so they can know which courses might be reasonable targets.

E.   Distribution to Faculty next week (week of 3/01/2015); data to be returned by May 22 (one week after semester ends).

1.   Karen shared the letter she drafted to be sent to faculty with the survey. The letter will come from the SLO Coordinators.

2.   Changes to letter verbiage were discussed. Karen W. will make the revisions and forward to IRP. IRP will send out the e-mails to the selected faculty.

V.   SLO Assessments Follow-Up Plan – *Russell Serr*

There were lots of discussions at the facilitator meeting about follow-ups. Divisions want to do the follow-ups in their own way. Someone asked if they can do the follow-up in 3 or 4 years when a particular SLO is being assessed again, but the consensus is that it is just too long of a time that will pass before the follow-up is done.

A.   Follow-up methods shared by the different facilitators:

1. When the second assessment is done, go back to the first assessment and complete the follow-up. If that wasn't their course or they were not the faculty lead at that time, then the facilitator may have to help with the response/follow-up. (Most of the faculty prefer this method.)
2. Some divisions prefer to use the Action Report (which shows Action Dates) to complete follow-ups. If this is the case, Isabelle P. can run the Action Report for them.
3. Some divisions prefer to contact faculty at a different time, separately from assessments, to complete follow-ups (once a year).

B.   Facilitators decided that divisions can do whatever works for them as long as it's being done at least every year.

1. Jim N. thinks it should be a method that should be standardized so it's easier to explain to faculty.
2. The new version 5 of TracDat may have the option to send reminders, but we won't know until we upgrade to the new version in the summer.

VI.   ALC Orientation Materials – *Karen Whitney*
(PowerPoint Presentation)

A.   Coordinators are putting together an ALC handbook, which should reference the SLO Handbook. Karen W. presented the draft outline for the handbook; SLO Handbook covers a lot of similar topics, the ALC handbook can be minimized.

1. Argelia A. stated that the outline is good as shown; she suggested adding links to the duplicated items and resources that refer to those sections on the SLO website, so that the text does not need to be duplicated.
2. Vince P. stated that he didn't know about the SLO Handbook and it's good to know for new facilitators & ALC members.
3. Add links to SLO web page for accessing TracDat training materials and timeline and alignment information.

VII.   Next meeting – March 9, 2015

VIII.   Adjournment
Meeting was adjourned at 3:40 p.m.

SPRING ALC Meetings	Facilitator Train-the-Trainer Sessions	"Working" Workshop: Entering SLO Assessments into TracDat	Upcoming Deadlines
Mondays, 2:30 to 4:00 pm Admin 131	Tuesdays 1:00 to 2:00 pm DE 162 or Library West Basement, Rm. 19	Library Basement West	Fall 2014 Assessments - February 9, 2015
February 9, 2015 February 23, 2015 March 9, 2015 April 13, 2015 April 27, 2015 May 11, 2015	February 10, 2015 March 10, 2015 April 14, 2015 May 5, 2015	Wednesday, January 28, 2015, 3-4pm Wednesday, February 4, 2015, 3-4pm Thursday, February 5, 1-2pm **"Working" Workshop: Learning the [TracDat] Software Basics** Library Basement West Wednesday, February 25, 2015, 3-4pm	35 of 45

Synoptic Communication Rubric
Assessment of ILO #2 – Spring 2015
Standard: 3 or higher in all areas is considered successful

Communication Trait	1 Poor	2 Below Average	3 Satisfactory	4 Above Average	5 Excellent
Organization • Thesis/purpose • Flow of ideas • Intro/body/conclusion • Artistic composition • Grammatical structure/linguistics	**Not executed;** does not have clear structure or organization	**Somewhat executed;** some portions have clear structure and organization	**Mostly executed;** most portions have clear structure and organization	**Majorly executed;** majority of portions have clear structure and organization	**Fully executed;** all portions have clear structure and organization
Delivery • Verbal, Syntax • Non-verbal • Shows awareness of audience • Technical skill • Phonology, correct pronunciation, non-manual signs, parameter	**Not executed;** does not use appropriate syntax, technique, non-verbal cues, etc…	**Somewhat executed;** some use of appropriate syntax, technique, non-verbal cues, etc…	**Mostly executed;** mostly used appropriate syntax, technique, non-verbal cues, etc…	**Majorly executed;** majority use of appropriate syntax, technique, non-verbal cues, etc…	**Fully executed;** full use of appropriate syntax, technique, non-verbal cues, etc… throughout
Substantive Content • Adequate and appropriate data • Research/support/ evidence • Accuracy of content • Artistic creativity/ originality • Lexicon, vocabulary	**Not executed;** does not demonstrate sufficient research, sound data, or original thought	**Somewhat executed;** Some demonstration of sufficient research, sound data, or original thought	**Mostly executed;** mostly demonstrated sufficient research, sound data, or original thought	**Majorly executed;** majority demonstration of sufficient research, sound data, or original thought	**Fully executed;** full demonstration of sufficient research, sound data, or original thought throughout

Communication ILO

Students effectively communicate with and respond to varied audiences in written, spoken or signed, and artistic forms:

• Comprehend, analyze, and respond appropriately to oral, written, and visual information. Effectively communicate/express information through speaking, writing, visual, and other appropriate modes of communication/expression.
• Effectively communicate ideas and opinions to a varied audience, including peers, faculty, staff and community.
• Respond to audiences from different arenas either in written, spoken or signed, and artistic forms to express ideas and opinions.

Method of Assessment:	4 page research paper using at least 3 scholarly sources.
Teaching Methods:	peer paper review, sample papers, rubric
Support Services Used:	library research orientation, writing center, LRC tutor
Organization: What are some areas of weakness you saw that justified your lower ratings?	Organization was the lowest scoring area. Papers could benefit from increased paragraph organization, flow of ideas, and improved transitions.
Delivery: What are some areas of weakness you saw that justified your lower ratings?	Average performance in delivery - areas for improvement include use of correct prepositions and more formal tone/word choice.
Substantive Content: What are some areas of weakness you saw that justified your lower ratings?	Students performed best in this area. Their research seemed to be thorough.

Type of Communication: Enter the type of communication best demonstrated by your assessment (only choose one).	3

Use the provided rubric to complete the student ratings based on your assessment.

Student ID	Last Name	First Name	Organization (1-5)	Delivery (1-5)	Substantive Content (1-5)
1		Joe A.	2	4	3
2		Joe B.	3	4	5
3		Joe C.	2	3	4
4		Joe D.	3	3	5
5		Joe E.	2	2	3
6		Joe F.	3	4	4
7		Joe G.	2	2	4
8		Joe H.	3	5	4
9		Joe I.	4	3	5
10		Joe J.	1	2	3
11		Joe K.	3	3	5
12		Joe L.	1	3	1
13		Joe M.	2	4	3
14		Joe N.	3	4	4
15		Joe O.	2	4	4
16		Joe P.	3	2	4
17		Joe Q.	3	4	5
18		Joe R.	5	5	5
19		Joe S.	2	3	3
20		Joe T.	2	3	5
21		Joe U.	3	4	3
22		Joe V.	3	4	4
23		Joe W.	2	4	2
24		Joe X.	2	2	5
25		Joe Y.	2	2	3
26		Joe Z.	1	1	3

Communication ILO

Students effectively communicate with and respond to varied audiences in written, spoken or signed, and artistic forms:

•Comprehend, analyze, and respond appropriately to oral, written, and visual information. Effectively communicate/express information through speaking, writing, visual, and other appropriate modes of communication/expression.
•Effectively communicate ideas and opinions to a varied audience, including peers, faculty, staff and community.
•Respond to audiences from different arenas either in written, spoken or signed, and artistic forms to express ideas and opinions.

Type of Communication: Enter the type of communication best demonstrated by your assessment (only choose one).	3

Use the provided rubric to complete the student ratings based on your assessment.

Student ID	Last Name	First Name	Organization (1-5)	Delivery (1-5)
1		Joe A.	2	4
2		Joe B.	3	4
3		Joe C.	2	3
4		Joe D.	3	3
5		Joe E.	2	2
6		Joe F.	3	4
7		Joe G.	2	2
8		Joe H.	3	5
9		Joe I.	4	3
10		Joe J.	1	2
11		Joe K.	3	3
12		Joe L.	1	3
13		Joe M.	2	4
14		Joe N.	3	4

15		Joe O.	2	4
16		Joe P.	3	2
17		Joe Q.	3	4
18		Joe R.	5	5
19		Joe S.	2	3
20		Joe T.	2	3
21		Joe U.	3	4
22		Joe V.	3	4
23		Joe W.	2	4
24		Joe X.	2	2
25		Joe Y.	2	2
26		Joe Z.	1	1

	4
	4
	5
	5
	3
	5
	3
	4
	2
	5
	3
	3

4 page research paper using at least 3 scholarly sources.
peer paper review, sample papers, rubric
library research orientation, writing center, LRC tutor
Organization was the lowest scoring area. Papers could benefit from increased paragraph organization, flow of ideas, and improved transitions.
Average performance in delivery - areas for improvement include use of correct prepositions and more formal tone/word choice.
Students performed best in this area. Their research seemed to be thorough.

BOARD POLICY 4045   **Textbooks and Instructional Materials**

The responsibility for the selection of textbooks rests with the faculty teaching the subject.

For the purpose of this policy, the term textbook includes required or recommended learning materials, including books, laboratory manuals, workbooks, student supplements, or other printed, multi-media, or electronic material.

The official course outline of record sets forth the goals and objectives of each individual course of study. All texts and other materials utilized in the learning process shall be compatible with and evaluated in light of the course outline of record.

Textbooks should reflect professional standards in content and design as well as reasonable cost to students. In accordance with El Camino Board Policy 1600: Full Inclusion of People with Disabilities, instructors are encouraged to select and utilize instructional materials that are available in alternate format or whose copyright permission is easily obtainable.

In order to minimize cost to students, the usual period of adoption for texts including open source materials will be two academic years. Special consideration for earlier change may be given under extenuating circumstances.

~~All texts shall fully meet the requirements of the California Education Code 78900 et. Seq.~~

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, as defined in CCR § 53200.

Reference:
Title 5, section 59400, 59402, 59404
Education Code 78900 et. Seq.
Previous Board Policy Number: 6133

El Camino College
Adopted: 3/14/66
Amended: 4/20/80, 4/19/99, 5/19/08
Renumbered: 5/16/05

Board Policy 4010   **Academic Calendar**

The Superintendent/President shall, in consultation with the appropriate constituent groups on the Calendar Committee, develop and submit to the Board for approval an academic calendar.

Reference:
    Education Code Section 70902(b)(12)

El Camino College
Policy
Adopted: 4/15/02

Board Policy 4030   **Academic Freedom**

The El Camino College District recognizes that institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Academic freedom is fundamental for the protection of the rights of the faculty member in teaching and of the student in learning. It carries with it responsibilities correlative with rights.   Accordingly, a faculty member shall have the freedom:

1. To examine or endorse unpopular or controversial ideas either in classroom teaching or in discussions with students as is appropriate to the course content, or in academic research or publication, while recognizing the responsibility to be accurate, objective and respectful of others. Faculty also have the responsibility to grade students solely on the basis of evidence of knowledge of the material pertinent to the class and attainment of appropriate skills, or other generally accepted grading criteria, avoiding any bias generated by a student's political outlook, religious belief or other personal attributes.

2. To select or recommend the selection of course instructional materials that may contain unpopular or controversial ideas, with the correlative responsibility that these materials are pertinent for the course.

3. To speak or write as a citizen, provided that the faculty member recognizes the special professional obligations of an educator to be accurate, objective and respectful of others, and that the faculty member take care to avoid leaving the impression that he or she is speaking for the college or the district.

4. To select or recommend library books, materials, media and online resources representing a multiplicity of philosophies and points of view, relying on professional expertise to maintain appropriate depth and breadth of the collections.

A faculty member shall not be subject to any adverse action affecting his or her employment with the El Camino College District for exercising any of the foregoing choices.

~~Board Policy 4030 supersedes Board Policy 4030.1 Teaching of Controversial Issues adopted by the Board on July 26, 1965.~~

Reference: Agreement, El Camino College Federation of Teachers, Article V.
El Camino College
Adopted: 8/21/06