



OFFICERS & EXECUTIVE COMMITTEE

President	David Vakil	VP Faculty Development	Chris Gold
VP Compton Educational Center	Saul Panski	VP Finance and Special Projects	Lance Widman
Curriculum Chair	Lars Kjeseth	VP Legislative Action	Chris Wells
VP Educational Policies	Chris Jeffries	Secretary	Claudia Striepe

Senate Mailing List

<u>Adjunct</u>		<u>Health Sci & Athletics/Nursing</u>		<u>Natural Sciences</u>	
Michael Mangan - English	09/10	Tom Hazell*	09/10	Miguel Jimenez	11/12
_____ (vacant)		_____ (vacant)		Chuck Herzig	11/12
		_____ (vacant)		Teresa Palos	10/11
<u>Behavior & Social Sciences</u>		Pat McGinley	09/10	David Vakil*	10/11
Randy Firestone	11/12	Kathleen Rosales	11/12	_____ (vacant)	
Christina Gold	10/11			<u>Academic Affairs</u>	
Angela Mannen	Fall 09	<u>Humanities</u>		Quajuana Chapman	
Lance Widman*	08/09	Brent Isaacs	11/12	Dr. Francisco Arce	
Michael Wynne	08/09	Peter Marcoux*	11/12	<u>Associated Students Org.</u>	
<u>Business</u>		Kate McLaughlin	11/12	Joshua Casper	
(Election pending)	11/12	Bruce Peppard	11/12	Ana Safazada	
Philip Lau	11/12	Jenny Simon	11/12	Phillip Stokes	
Jay Siddiqui*	11/12	<u>Industry & Technology</u>		<u>President/Superintendent</u>	
<u>Compton Educational Center</u>	(1 yr terms)	Patty Gebert	09/10	Dr. Thomas Fallo	
Saul Panski	09/10	Ed Hofmann		<u>The Union</u>	
Estina Pratt	09/10	Douglas Marston*		Editor	
Tom Norton	09/10	Lee Macpherson	09/10		
Jerome Evans	09/10	_____ (vacant)		<u>Division Personnel</u>	
Darwin Smith	09/10	<u>Learning Resource Unit</u>		Jean Shankweiler	
<u>Counseling</u>		Claudia Striepe*	10/11	Don Goldberg	
Christina Pajo	11/12	Moon Ichinaga	10/11	Tom Lew	
Brenda Jackson*	10/11	<u>Mathematical Sciences</u>		Tom Jackson	
Chris Jeffries	10/11	John Boerger	10/11	<u>Counseling</u>	
<u>Fine Arts</u>		Greg Fry	10/11	Ken Key	
Ali Ahmadpour	11/12	Marc Glucksman*	09/10	<u>Natural Science</u>	
Randall Bloomberg	11/12	Susan Taylor	11/12	Chas Cowell	
Patrick Schultz	11/12	Paul Yun	10/11		
Chris Wells*	11/12	<u>Ex-officio positions</u>		<u>ECCFT office</u>	
Mark Crossman	11/12	ECCFT President		Nina Velazquez	
		Elizabeth Shadish			
		Curriculum Chair			
		Lars Kjeseth			

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

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



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

<u>FALL 2009</u>		<u>SPRING 2010</u>	
September 15	Communications 104	March 2	Communications 104
October 6	Communications 104	March 16	Communications 104
October 20	Communications 104	April 6	Communications 104
November 3	Communications 104	April 20	Communications 104
November 17	Communications 104	May 4	Communications 104
December 1	Communications 104	May 18	Communications 104
December 15	Communications 104	June 1	Communications 104

CEC ACADEMIC SENATE MEETING DATES AND LOCATIONS

<u>FALL 2009</u>		<u>SPRING 2010</u>	
September 17	Board Room	March 4	Board Room
October 8	Board Room	March 18	Board Room
October 22	Board Room	April 8	Board Room
November 5	Board Room	April 22	Board Room
November 19	Board Room	May 6	Board Room
December 3	Board Room	May 20	Board Room
		June 3	Board Room



AGENDA & TABLE OF CONTENTS

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C. REPORTS OF OFFICERS		
	A. President	12-17
	B. VP- Compton Center	
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	D. VP- Educational Policies	
	E. VP- Faculty Development	21-24
	F. VP- Finance	25-29
	G. VP- Legislative Action	
D. REPORTS OF SPECIAL COMMITTEES		
	Academic Technology	
	Deans Council	30
E. UNFINISHED BUSINESS (1:00pm)		
	None	
F. NEW BUSINESS		
	A. Basic Skills Presentation (Trudy Meyer, Sara Blake)	
	B. BP & AP 4050: Articulation (First reading)	31-32
	C. Program Review Highlight: Business	
	D. Department Chairs – discussion of faculty/department opinion	
G. AGENDA ITEMS FOR FUTURE MEETINGS		
Dec 1 or Dec 15	Campus Climate Survey presentation (Graff)	
	Program Review highlight: Journalism	
H. PUBLIC COMMENT		
I. ADJOURN		



Committees

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

ACADEMIC SENATE ATTENDANCE & MINUTES
3rd November, 2009

Attendance (X indicates present, exc indicates excused, pre-arranged absence)

Adjunct Faculty

Mangan, Michael(Hum) EXC

Behavioral & Social Sciences

Firestone, Randy X

Gold, Christina X

Widman, Lance X

Wynne, Michael X

Mannen, Angela

Business

Saddiqui, Junaid X

Lau, Philip S

Counseling

Jackson, Brenda X

Jeffries, Chris X

Key, Ken

Pajo, Christina X

Fine Arts

Ahmadpour, Ali X

Bloomberg, Randall X

Crossman, Mark

Schultz, Patrick X

Wells, Chris X

Health Sciences & Athletics

Hazell, Tom

McGinley, Pat X

Rosales, Kathleen EXC

Humanities

Isaacs, Brent X

Marcoux, Pete X

McLaughlin, Kate

Peppard, Bruce X

Simon, Jenny

Industry & Technology

Gebert, Pat X

Hofmann, Ed X

MacPherson, Lee X

Marston, Doug X

Learning Resources Unit

Striepe, Claudia X

Ichinaga, Moon X

Mathematical Sciences

Boerger, John X

Fry, Greg X

Glucksman, Marc X

Taylor, Susan X

Yun, Paul X

Natural Sciences

Cowell, Chas

Herzig, Chuck EXC

Jimenez, Miguel

Palos Teresa X

Vakil, David X

Academic Affairs

Chapman, Quajuana

ECC CEC Members

Evans, Jerome

Norton, Tom

Panski, Saul

Pratt, Estina

Smith, Darwin

Assoc. Students Org.

Casper, Joshua

Safazada, Ana

Stokes, Philip X

Ex- Officio Positions

Arce, Francisco X

Nishime, Jeanie X

Shadish, Elizabeth X

Kjeseth, Lars

Guests and/Other Officers: Stephanie Rodriguez (Dean's Rep), Barbara Jaffe, Heather Parnock, Donald Brown

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

The Fourth Academic Senate meeting of the Fall 2009 semester was called to order at 12:37pm

Approval of last Minutes:

Approval of the minutes [pp. 5 -11 of packet] from the 6th October Academic Senate meeting. The minutes were approved with the amendment of a date in the President's Report on pg. 6 item E from Oct 2nd to Oct 22nd.

Approval of Minutes [pp. 12- 18 of packet] from the 20th October Academic Senate meeting. Susan Taylor asked for clarification on a statement within the minutes re: cuts and wondered how adding students cost the college money. Dr. Nishime noted that the States does not pay FTES for students over the cap, and the cost to the college comes in providing support services like library, and counseling. Ms. Taylor was asked to bring her question to the PBC if more clarification was required. The minutes were approved.

REPORTS OF OFFICERS

President's report – Dave Vakil (henceforth DV)

DV reported that ECC had just experienced a 3 member **ACCJC team visit re: Accreditation follow-up**. He felt the visit had gone smoothly, and that expectations are positive. We hope that the team will recommend that the college be removed from Warning status, but nothing will be known officially until January, when the Commission will publish its final statement. It appeared that the visiting team focused quite a bit on SLO's, with few questions on the curriculum process, Program Review, and Budget. DV thanked Dr. Arce for his leadership and role in moving the progress report along.

The **Full-time faculty hiring prioritization** [see p 21 of packet] is in process now. Position requests are due in Dr. Arce's office by 4:00pm today. A meeting of Deans and faculty representatives will be called for next week.

The **Assessment of Learning Week** takes place this week, culminating in a mini-conference on Friday. DV encouraged Senators to attend (and encourage their faculty and staff) as many presentations as possible. Dr. Jaffe noted that lunch would be available to the Friday conference attendees. DV noted that assessing learning is healthy for us all and our students!

The **Facilities Plan forums** were held. Final revisions will be made and the plans will go forward. It was noted that the pool, gym, athletics area, student services and shops would likely be relocated.

The **ASCCC Exemplary Program award** [see pp. 22-26 of packet] Currently there is a call for nominations for this State award. It was suggested the First Year Experience program be nominated. The college is in the process of completing the nomination papers and Dr. Nishime was asked to help on this.

A handout was provided on the **Area C & ASCCC resolutions**. Area C is the local branch of the State Academic Senate, and their meetings are held each year just prior to the plenary sessions in November. DV, Mr. Wells, and Mr. Kjeseth attended the Area C meeting. DV asked that the senators look at the handout of the proposed resolutions and provide him with feedback. The votes on the resolutions will take place on November 13th and 14th, and DV needs guidance on how to vote on the issues. DV quickly ran through the resolutions for the benefit of the senate. With reference to item 7 re: Resolution 13.02, DV noted that data is available on the Institutional Research website. Other data about where students transfer to is at the bottom of the Academic Performance page <http://www.elcamino.edu/administration/ir/acadperformance.asp>

The success and retention rates are also listed on that webpage.

DV also emphasized that faculty success and retention rates will be publicized on the institutional research page soon. DV has noted on the handout the resolutions he would like faculty input on. Mr. Stokes asked whether DV would like student input also, and DV said that students had their own venue for giving input, but would be glad to hear from the student government on the issues as well.

The next Area C meeting, Saturday, March 27, tentatively held here at ECC.

Volunteers and attendees encouraged! Mr. Ahmadpour noted that he often volunteered time, and then never heard back from the organizers. DV noted that Mr. Ahmadpour was volunteering to help and promised he would get back to him.

DV reported on **UCLA transfer statistics** as supplied by Sue Oda- Omori. The statistics show that while ECC had lowest number of applications, we still performed very well

- 3rd in the number of admits
- Highest percentage of admits of 7 colleges
- Testament to our well-prepared students

<u>College</u>	<u>Applications</u>	<u>Admits</u>	<u>Admit Rate</u>
Santa Monica	1785	732	41.01%
Pasadena	766	276	36.03%
De Anza	727	188	25.86%
Orange Coast	583	183	31.39%
Diablo Valley	503	170	33.80%
Glendale	482	189	39.21%
El Camino	451	212	47.01%

Ms. McGinley asked which programs the students had been accepted into. DV said we would need to ask Ms. Oda- Omori that question. Mr. Wells asked which other schools ECC schools had been accepted into and Dr. Nishime advised looking at the Institutional Research website. Mr. Wells reported that there had been some discussion on the issues of Program Suspension and Program Discontinuance. Some schools are developing policies to handle this matter whereby Programs can be temporarily suspended and easily reinstated when circumstances dictate, as opposed to being discontinued and the red tape navigated involved in bringing the programs back. DV wanted to remind senators that information is available at the bottom of the Academic Performance page here: <http://www.elcamino.edu/administration/ir/acadperformance.asp>
The success and retention rates are also listed on that webpage.

VP – Compton Center - Saul Panski (SP)

No report. All members from Compton were engaged with the FCMAT visit.

Curriculum Committee – Lars Kjeseth (LK)

No report. Mr. Kjeseth is at Compton re: the FCMAT visit.

VP - Educational Policies – Chris Jeffries (CJ)

No report. See later Unfinished Business for the second reading of BP & AP 4020. [See pp. 32-33 of packet]

VP - Faculty Development – Chris Gold (CG)

CG introduced and welcomed the **new ECC Staff Trainer, Francine Vasilomanolakis**. CG noted that Ms. Vasilomanolakis has had years of experience in the classroom, as well as in

training faculty. She has an MA in Science in Education with an emphasis on computers in education and has taught at Chapman U and Cal. State U. Long Beach. She will be hosting a PowerPoint demonstration on December 3rd.

The **Mentorship Program** continues with 19 partnerships currently, mainly in the Maths area.

The **Book Club** has met several times and has generated good discussion.

CG gave a vote of thanks to all those involved with the **Munch ‘n’ Mingle**. DV noted that over \$1000. had been raised for cancer research.

The **Faculty Development Committee** continues to work on their goals and objectives, and are especially busy on the following:

- Distinguished Faculty Awards – including a part- time faculty award.
- The Faculty handbook issues has generated fresh discussion
- A series of **On-line best practices workshops** with presenters: Eduardo Munoz, Jason Suarez, Christina Gold will take place on Thursday, November 19, 1-1:50 in the West Library Basement and will feature approaches and innovative on-line teaching tools. Faculty are encouraged to share creative ideas as we work together to help students succeed in our on-line courses. There will be a follow-up to the September workshop about success and retention statistics and the discussion of the mechanics of enrollment. A brief report and advice about enrollment procedures will be given.
- “You Want it? You Got it!”** In spring 2009, a **needs assessment survey** identified the professional development topics that most interest ECC faculty. The “You Want It! You Got It!” flex workshops are a series of five workshops dealing with the most popular topics as follows:
 - FALL 2009**
 - Motivating Students: Matt Kline**
 - Wednesday, November 11, 9:00-9:50 - West Library Basement
 - Effective Use of PowerPoint: Francine V.**
 - Thursday, December 3, 1-1:50 - West Library Basement
 - SPRING 2010**
 - Identifying and Maximizing Your Teaching Style: Rose Ann Cerofeci**
 - Thursday, March 4, 1-1:50 - West Library Basement
 - Collaborative and Active Learning: Best Practices**
 - Classroom Assessment Techniques and Writing Effective Tests: Best Practices and Peer Consultation**

VP - Finance & Special Projects/Planning and Budgeting Committee (PBC)– Lance Widman (LW)

[See pp. 27-30 of packet] PBC minutes & agenda of Oct. 1st, 2009.

LW noted that the next PBC meeting would be held this Thursday in Library 202.

Council of Dean’s Meeting Report –Moon Ichinaga (MI)

No meeting since last Senate meeting.

VP – Legislative Action – Chris Wells (CW)

See earlier discussion in the President’s Report re: Program Suspension/Discontinuance.

REPORTS OF SPECAIL COMMITTEES

Academic Technology – Pete Marcoux (PM)

[See p. 31 of packet] Faculty laptops: memo from PM regarding aging laptops and the necessity to back up all materials/data. PM noted that many machines are past warranty, and that faculty were beginning to lose information.

Dr. Arce said that Dr. Fallo had asked for an inventory of faculty laptops, and some attempt would be made to replace the oldest machines. PM asked whether this would be put into the Technology Plan, and Dr. Arce replied in the affirmative.

Mr. Ahmadpour requested permission at this juncture to speak about the Pacific Coast Council on Latin American Studies Annual Conference to be held November 6-7, 2009 at El Camino College. The theme this year is Latin America: Change and visions of Hope. The conference will be a magnet for many colleges and universities. The locale is the Humanities Building. Mr. Ahmadpour stressed that the panel discussions could be used by all disciplines, and that the conference would be free to all ECC students and faculty. Mr. Ahmadpour distributed some handouts on the conference.

UNFINISHED BUSINESS

BP & AP 4020 – Program, Course, Curriculum Development – Chris Jeffries (CJ)

[See pp. 32- 33 of packet] CJ reported that the Committee had accepted the recommendation to keep the Procedure segment to a brief statement, noting that full procedures are to be found in the Curriculum Handbook. CJ thanked Dr. Arce and Ms. Perez for their help in developing the procedures. Hearing no questions or request for discussion, there was a motion to vote and the motion passes with all in favor.

Advanced Placement (AP) exam unit limitations – 2nd Reading – Lori Suekawa (LS)

[See pp. 34-39 of packet] This went through a first reading in Spring. LS stepped the senators through the materials, noting that pg.34 shows the Resolution for consideration (with new “resolved” at the end), and that pp.35-36 contain the supplemental reading from Spring, and pp. 37-39 contain the PowerPoint from a Spring 2009 presentation to the senate. LS spoke of the need to approve the template [pg.35 of packet], and that this template mirrors what is already done for IGETC. LS noted that 29 out of 109 community colleges have already adopted the template and others are expected to follow suit.

Discussion followed. LS emphasized that scores of 3,4, and 5 earn Gen Ed. credits, but student would still have to meet with counselors to ensure they were fulfilling requirements for majors. Ms. Jeffries noted that adopting the template would help counselors with AA degrees. Ms. Taylor noted that there were different types of General Education sets. LS said that the template would satisfy requirements for all types. Mr. Wells asked if the resolution would then become policy. LS said no, the template would just be included in the catalog. Not all resolutions require policies, sometimes a procedure will suffice.

The motion passed with all in favor.

NEW BUSINESS

BP & AP 3750: Copyright Policy & Procedures. 1st Reading – Heather Parnock (HP) and Donald Brown (DB)

[See pp 40-43 of packet] Alice Grigsby and HP were scheduled to talk about this item, Ms. Grigsby could not attend and sent DB in her place.

HP noted that this is a continuation of an older, proposed BP that had never been finalized, and was now being updated. The Policy would pertain to all faculty, staff, students, in fact, all in the ECC community. DB noted a concern that certain issues (for instance electronic reserves, regular reserves) had not been included and felt that more discussion was needed. It was felt that other sections could be added by the next Academic Senate meeting. DV asked that he be notified

before the next meeting whether he could include an updated draft in the next packet, or whether the issue should be tabled.

Discussion followed. Dr. Arce noted that the outline format was non- standard and needed to be cleaned up. The CCLC template is to be used for all college policies.

It was noted that Public Domain referred to works published before 1923, and for “fair use” purposes most government documents fall into the Public Domain category also. Faculty also hoped that the Copyright Committee would take the lead promoting an educational campaign on the topic/issues of copyright. DV mentioned that there had been a webinar on the topic the day before, and thought it might be offered again.

There were some questions about the amount of material that could be used under “Fair Use”. Dr. Gold had always used the 10% option rather than the 1000 words.

Ms. Ichinaga noted that the issue is complex and full of “grey areas”, and that institutions were mainly engaged in “risk management” with regards to copyright issues. It has been the ECC library’s ERes policy to err on the side of caution in the matter of copyright permissions. MI noted that the ERes site (<http://eres.elcamino.edu/>) has a section on copyright and has referring links to more information.

Ms. Striepe had a question about the use of online resources like “You Tube” videos, noting that the policy seemed to favor print materials. HP noted that “you Tube” would be covered under a section on peer to peer filesharing, as would electronic reserves. Mr. Ahmadpour opined that more forums and discussions on the matter were needed as he has heard conflicting information. HP said that the aim is to simplify matters and make things clear. It was noted that there was also a sometimes substantial cost associated with getting permissions. Ms. Ichinaga noted that universities usually have funds put aside for this purpose, which was not the case for community colleges, and posed a problem. Dr. Arce asked that the Ed. Policies Committee also look at the Policy. Ms. Jeffries, said they could but that the Ed. Policies Committee desperately needed more new members.

Dr. Arce said that any finished Policy and Procedure would be sent on for legal advice via Rocky Bonura.

Program Review Highlights: Nursing – Pat McGinley (PM)

PM shared highlights of the Nursing Program Review.

What is worth sharing about our department?

The department has 400 students between 3 campuses; 13 full time faculty Crenshaw, 7 or 8 on Compton campus; Dr. Kim Baily is the director.

All nursing faculty are licensed by the state board of nursing (BRN) and hold certification in their specialty area. recertification is every 5 to 7 years depending on specialty. Nurse Practitioners require clinical practice, scholarly activities and mentoring for certification renewal. Licensure is renewed every 2 years with the BRN and the board is now requiring LIVE SCANNING for relicensure.

Clinical groups have 10-12 students each with 2-3 patients so an instructor has not only the students but the patients as well. Clinical labs are minimum of 8 hours on a floor plus pre and post conference so typical clinical day is 10-12 hours. Clinicals are held days, evenings, nights and weekends.

Ella Rose Madden state of the art simulation lab-all students have a minimum of one clinical day in the simulation lab each clinical course; safe environment to learn without causing harm. Have 22 simulation scenarios including birthing mother

92% & 97% pass rate on NCLEX for first time takers on the Crenshaw and LCMH campus the last two quarters

67% & 64% on Compton campus-looked at the graduates who took exam; 75% of the failures were LVN to RN students. Typically our LVN to RN students do very poorly on our entrance course and throughout the program.

Things all faculty should know about.

Our department recently received 8 year accreditation by State Board of Registered Nursing; The nursing program has its NLNAC accreditation in 2011; starting to gather our data now (which is ongoing);

We developed a new Systematic Program Evaluation Plan then implemented it this fall to gather data continuously making the self-study a bit easier than the last minute rush a few months before the report is due; each of our faculty committees has been assigned a standard to review, collect data and report on at a faculty meeting, also write up the results so all can be compiled easier for accreditation visit

NLNAC impromptu visit since merger with ECC & CEC because CEC was not nationally accredited; the site visitor gave suggestions and requirements for continued approval in regards to what they are looking for! All one program; program still has some issues/inconsistencies since NCLEX rate is only 67%/64% at CEC; prompted a letter from the BRN which required a written statement with action plan for remedying the situation.

What can other departments do to help the nursing department?

Weak math skills-practice!! Precise answers are required for medication dosage calculation; a range is not acceptable as it could be the difference between a safe vs lethal dose!

ESL students-very difficult for them to go through the program due to the level of comprehension from textbooks, clinical, poor communication skills with patients and health care professionals even though they have taken all the ESL classes. Students need to be able to communicate with their patients face to face and in writing.

Weak A&P knowledge-remind students they need to learn the material not solely to pass the course but to use immediately upon entry to the program.

Reading comprehension-students must be able to read complicated technical nursing books. Need to increase the reading level for all students.

Study skills very poor! PM encouraged faculty to hold students responsible for high standard work.

PM called for questions. PM was not sure when the next Nursing Dept. Open House would be, but emphasized that faculty were welcome to visit the simulation lab at any time. The Nursing Dept. DOES have an admissions test, and students have to hit a certain benchmark as the Program is held to State standards. Mr. Yun noted that the Math department gave partial credit for reasoning, even if the correct answer was not achieved and PM said that nurses HAD to get the answer 100% correct as it might be a life or death affair if dosages were calculated incorrectly.

Department Chairs – Faculty Opinion.

In the interests of time, DV postponed further discussion on this topic.

FUTURE AGENDA ITEMS

■ For Nov 17

- 2nd reading – copyright policy & procedure – postponed until ready.
- Program Review highlight: Business – postponed until notified.
- ECC Foundation presentation – Katie Gleason
- Basic Skills proposal presentation.

■ December

- Program Review highlight: Journalism
- Presentation: Campus Climate Survey by I. Graff

The Academic Senate meeting was adjourned at 2:00pm
Cs/ecc2009

Senate President's Report

November 13, 2009

My report for this meeting could be rather lengthy because I have attended 2 important meetings since the last senate meetings. What follows is based mostly on those meetings.

1. Senate officers met with VPs Arce & Nishime on Wednesday, November 7.
 - a. Very positive and productive conversation about Distance Education, in particular online education. Senate and VP Arce agreed that a long-term plan for online education was important, and Arce recommended that DEAC develop this plan for our mutual consideration. Conversations and dialog about critical issues are coming soon. Both sides were confident and pleased with the discussion and the proposed actions. All parties agreed that the recent hiring of a Distance Education staff member (LaTonya Motley) will significantly help the online education program.
 - b. As a result of the discussion above, Senate President Vakil has decided to move the senate-approved constitutional amendments to the general faculty, so the VP-Technology position can be created.
 - c. Information will be coming soon to faculty to answer to the question posed by senate, "How should faculty respond when students show up on the first day of class, expecting to be on the roster, only to discover [eventually?] that they were dropped because they didn't pay fees?" Please pay attention to this information when it is distributed.
 - d. Registration for Spring 2010
 - i. Registration will end around 11:59pm on Thursday, February 11. Saturday classes will start on February 13th and Monday classes on the 15th.
 - ii. For Spring 2010, **faculty will be expected to print their own first-week rosters.** Faculty will also need to keep an accurate attendance sheet during the first week so they can **complete their "No show" reports for all classes.**
2. Plenary session of the statewide Academic Senate (a. k. a. Academic Senate for California Community Colleges, ASCCC) November 12-14.
 - a. Resolutions
 - i. There were many resolutions. For a complete list, check the ASCCC web page. As of this writing, the website does not have the most recent resolutions, but I expect they will be published soon.
 - ii. I felt the 6 most important and relevant motions that passed were: (Note, I printed the main idea in bold, and the ECC/my response is underlined)
 1. 10.01 – This resolution "recommended that local senates work with bargaining representatives to ensure that **faculty not be released from employment solely on the basis of a change to the minimum qualifications.**" I will work with Elizabeth Shadish and Barbara Perez to determine the appropriate response at ECC, if any is needed.
 2. 10.02 –In Fall 2010, the ASCCC will present **proposed guidelines** for establishing standards and suitable criteria for **equivalencies**, including model practices. ECC was considering updating our equivalency policy. In light of this information, I propose we wait for ASCCC before we revise our equivalency policy.
 3. 13.02 – Recommends that **Institutional Review Boards** be a faculty driven collegial consultation process in an effort to establish a culture of compliance regarding protecting of human subjects when conducting research and writing grants. I have shared this information with our director of research, Irene Graff.
 4. 5.02 – ASCCC created a **Budget Primer paper.** I have sent the paper to Lance Widman, Emily Rader, Ken Key, and Margaret Quinones, who all serve on the Planning and Budget Committee.
 5. 13.03 – some community college presidents are seeking to pass legislation that allows "relief from legislative and regulatory requirements." I have not heard any such

proposals from ECC administrators (yet?). However, I believe ACCCA (the Association of Community College Administrators) is also considering similar actions. **Proposals may suggest revising or removing the 75-25 law and/or the 50% law**, both of which afford California a higher proportion of college salaries devoted to (full-time) instructors. ASCCC strongly opposes relief from these regulations.

6. 13.04 – this resolution recommends the ASCCC develop a position paper with guidelines for local senates to work jointly with collective bargaining agents to **determine class caps based primarily on pedagogical and health and safety factors**. ECC may want to reconsider class cap sizes, and may or may not want to wait for ASCCC’s guidance.
- iii. Several controversial issues were referred back to the ASCCC’s Executive Committee, including:
 1. 4.02, 4.03, and 4.05 which dealt with the **“Transfer degree” topic**. This will be revisited in future plenary sessions.
 2. Resolutions 6.01, 6.02, 6.03, and 6.05 which all proposed **various revisions to the 50% law** (that requires that at least half of district funds be spent on instructional salaries).
 - iv. Also noteworthy:
 1. Resolution 9.04 **failed**. It attempted to **allow mathematics to be an AA degree, rather than only an AS**.
 2. Resolution 15.02 passed. It recommended “that local faculty urge their college presidents and chancellors to **work with their CSU counterparts to re-evaluate their local service area policies** in order to eliminate arbitrary and discriminatory admission practices that unfairly disadvantage students.” I asked the counselors to provide input on this issue because I believe they have strong expertise in this area. The ECC counselors were split, 6 to 7. Given the divided vote (and ultimate ECC counselor opposition) to this proposal, I do not plan to pursue this issue. However, senate is certainly welcome to raise the issue and direct me to do otherwise.
 3. Resolution 20.01 passed and asked ASCCC to **research pedagogical and student services needs of Lesbian, Gay, Bisexual, and Transgender students**.
 4. Resolution 21.01, partially amended by our own Chris Wells, passed with part of Chris’s amendments. It “encourage[s] local **CTE faculty to work with other faculty** (including mathematics, English, and ESL faculty) **on ways to include SCANS competencies, basic mathematics, and English content suitable to CTE programs in an appropriate manner.**”
 - b. Future issue: ASCCC is considering making a resolution that says there is **no equivalency to an associate’s degree**. This is relevant to a few programs across the state, especially in the vocational/CTE areas. There was a lot of vocal resistance to this proposal during the plenary breakout session, but also stealthy support from people who were not willing to speak against the vocal crowd. ECC has only begun to discuss this issue and its local ramifications.
 - i. ECC action: **I strongly urge all divisions to discuss this issue if the division has a faculty position with a minimum qualification at the associate degree level.** This will likely come up during the Spring plenary session, which is during Spring Break. I will need to vote on behalf of ECC at that time. To help guide discussions, here are some of the arguments that have been raised.
 1. Arguments in favor of the proposal for “no equivalency to AA”
 - a. Some high schools have minimum qualifications that exceed the community college qualifications if associate degrees are not necessary.
 - b. Some colleges abuse equivalency. (This is NOT the case at ECC. Equivalencies are rare at ECC. However, other colleges have dozens of equivalencies each year.)

- c. Faculty are expected to do the following, all of which benefit from having a college degree (AA/AS or beyond). This list was written in a prior resolution (Spring 2009, resolution number 10.11) which was referred to the ASCCC executive committee:
 - i. assist and counsel students on program and course requirements
 - ii. maintain accurate course and student records
 - iii. fulfill duties required in a faculty handbook
 - iv. perform work outside the classroom including development and assessment of SLOs, Program Review, preparation of Course Outlines of Records, class syllabi; Note: this work requires knowledge, skills, and abilities equal to or greater than the associate degree level
 - d. “The primary role of faculty members is to foster a professional college environment and a respect for academic achievement
2. Arguments against the statewide proposal that there be “no equivalency to associate”
- a. Local college control is important
 - b. Some faculty hiring pools may be significantly hindered by this decision
 - c. Several vocational programs do not or did not generally award AA’s, however community college classes are offered in the subject and certificates may be granted to those (past) students.
 - d. Alternate proposals have not been fully considered yet.
 - e. Some students may go to a 4-year school and earn many credits (e.g. 100 semester units) but drop out before receiving any degree. Their accomplishments may far exceed the requirements for an associate degree, but because they did not attend a two-year school, they are not eligible for an associate degree. This seems unfair to those students.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting November 9, 2009

Present: Francisco Arce, Josh Casper, Jo Ann Higdon, Bo Morton, Jeanie Nishime, Michael Odanaka, Barbara Perez, Susan Pickens, Elizabeth Shadish, Luukia Smith, Arvid Spor, and David Vakil.

1. Josh – Four ASO members attended the California Community Colleges Student Affairs Association conference. The theme was “save our schools.” There was a candle-light vigil that turned into a protest. The Director of Finance has resigned. Homecoming was yesterday. Walter Mendez and Samantha Glunt were elected the king and queen. David Nordel has chosen not to enroll as a student at El Camino College this fall. The ASO is meeting this week to act on his eligibility and procedures to fill the vacancy. Josh will attend the Board meeting to answer any questions for students. ASO is co-sponsoring with FYE a canned food drive. The food drive will end November 23. There will be a box in the FYE and ASO Executive offices. Josh has received the names of possible commencement speakers and will bring them to College Council.
2. Elizabeth – The ECCFT negotiation surveys are in. There will be a few more general meetings to determine what to take to the Board. Work is being done to resolve the part-time SLO issue. People are baffled about what is going on with Distance Education. We may need more communication on that. Are decisions supported by data?
3. Luukia – ECCE had a general meeting last week to go over some negotiation strategies and issues to bring to the table. There is a public hearing this month. Another general meeting will be on November 20th. It was good to see the support of the Administration at the Halloween party.
4. Mike – The Compton Community College District has a full Board. It is important that they get some more training. It is critical for Accreditation that they know their role. The H1N1 clinic served close to 4000 people and went very smoothly. This was good publicity for the campus. The quality of on-line work is much higher than in the classroom.
5. David – The Academic Senate nominated the First Year Experience program for the Board of Governors Exemplary Program Award. David presented our transfer stats to UCLA. The Senate agenda included discussions about BP and AP 4020 - Program, Curriculum, and Course Development; AP Exam Policy; and BP and AP 3750 – Use of Copyrighted Materials. The next meeting will include Basic Skills and ECC Foundation presentations. ECC has 19 mentor/mentee faculty pairings. David would like to set up a wiki for a discussion on the impacts of adding students above cap.
6. Jeanie – The Business Training Center received the Green Export Enabler grant which will work with small businesses in the South Bay to export to China. A person will be hired to manage the grant. Fee payment deadlines are December 11th and February 8th. Letters were sent out to all students who haven't paid.
7. Barbara – Barbara is working on procedures to go with BP 3430 – Prohibition of Sexual and Other Forms of Harassment. She will use procedures from CCLC. College Council will work on this procedure to include a broader audience.
8. Francisco – Enrollment is at an all time high at ECC and CEC. By March we should have a zip-code analysis. The AA and AS Degree Task Force will meet this week. They will start looking at our degrees and reorganize them so they are more achievable.

Agenda for the November 16, 2009 Meeting:

1. Minutes of November 9, 2009
2. Board Agenda
3. Vice Presidents' policy listings
4. College Council member responsibilities
5. AP 5530-Student Rights & Grievances

College Council Goals 2009-2010

1. Improve internal college communications.
2. Communicate fiscal issues facing the College and Center throughout the year.
3. Review – El Camino Community College District – Vision Statement, Mission Statement, Statement of Values. Recommend revisions, as appropriate, to Guiding Principles & Strategic Goals for new 2010-2013 document.
4. Support, review, and discuss results of a Campus Climate survey.
5. Complete 10 + 1 policies and accompanying procedures.
6. Continue to build a sense of community.
7. Increase the amount of recognition for work well done.
8. Incorporate evidence-based decision making.

El Camino College – Office of the President
Facilities Steering Committee
October 26, 2009

Present: Francisco Arce, Tony Barbone, Rocky Bonura, Tom Brown, Thomas Fallo, Bob Gann, Bruce Hoerning, Tom Jackson, Elizabeth Mercado, Jeanie Nishime, Dipte Patel, Barbara Perez, Susan Pickens, Gary Robertson, Stephanie Rodriguez, Luukia Smith, Arvid Spor, David Vakil, and Rick Yatman.

Also present: Debra Shepley, Mitchell De Jarnett, and Randy Hartman.

1. Minutes of September 28, 2009 were approved.
2. Master Plan – Preferred Option. Debra Shepley made presentations at two open forums. Bob reported that there were a lot of positive comments and enthusiasm for the proposed plan. We are willing to have a special presentation for shops and athletics people.

This plan does depend upon an extension of our bond. If we go out for an extension of the bond it will be in 2011. This would extend our bond 20 years. The potential State funding is \$60 to 70 million. This plan comes in less than our 2002 Master Plan was. We are in a downswing now. We will probably get the MBA building for less than we expected.

We are moving forward with this plan. The next step is to get cost estimates and develop time lines. Cost estimations will include a reasonable inflation factor for the next 20 years. The Master Plan will be presented to the Board in January or February of next year. This committee will meet before this goes to the Board.

**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
OCTOBER 27, 2009**

Present: S. Gates, A. Himsel, R. Hughes, B. Jaffe, L. Kjeseth, M. Lipe, V. Lloyd,
E. Martinez, M. Odanaka, V. Rayford, J. Sims

Members Absent : F. Arce, J. Davidson, S. Panski, J. Thompson

Ex-Officio Members Present: Q. Chapman, J. Harmon, L. Suekawa

Ex-Officio Members Absent: M. Hall, R. Smith, J. Young

Also Present: F. Baker, R. Elton-Collett, R. Firestone, B. Gibson, T. Jackson, B. Knapp,
J. Meredith, G. Miranda, T. Palos, J. Schwartz, E. Shadish, J. Shankweiler

CALL TO ORDER

Chair Kjeseth called the College Curriculum Committee (CCC) meeting to order at 2:37 p.m.

APPROVAL OF MINUTES

Chair Kjeseth announced that the minutes from the October 13th CCC meeting will be available for review by Friday.

CHAIR'S REPORT

- After curriculum reivew, Chair Kjeseth will get feedback from committee members who attended the Accreditation Exit Review meeting.

CURRICULUM REVIEW

Behavioral and Social Sciences Proposals

- G. Miranda, Dean of Behavioral and Social Sciences, presented five new course proposals – Anthropology 12, History 114, History 190, Philosophy 12, and Philosophy 14. She also introduced faculty members from her division, B. Gibson, F. Baker and R. Firestone.
- G. Miranda announced that the division has completed their course review cycle for the academic year and has been working towards enhancing their curriculum. The new courses offers breadth and depth. Three of the courses were developed based on grant stipulations.
- She distributed errata sheets, then began with a review of Anthropology 12 and History 114. There were no questions.
- History 190 (grant project course) was reviewed. G. Miranda accepted the recommendation from the committee on the proposals form, section 3.1.
- Philosophy 12 and Philosophy 14 – no questions. G. Miranda introduced an additional faculty member, E. Shadish.

- Chair Kjeseth asked for a motion to approve the new course proposals, conditions of enrollment, and the distance education course versions for each. A. Himsel moved, V. Lloyd seconded, and the motion carried.

Natural Sciences Proposals

- J. Shankweiler, Dean of Natural Sciences, distributed errata sheets and introduced T. Palos from the Life Sciences department.
- She informed the committee that as a result of STEM grant funds, the department is working towards developing a Biotechnology certificate.
- The two new courses being presented today are Biotechnology 1 and Biotechnology 2.
- She began with a review of Biotechnology 1. There were no questions. However, Chair Kjeseth took this opportunity to explain to the committee the rationale for the course units revision.
- J. Shankweiler concluded with a review of Biotechnology 2 and explained where revisions were made. There were no further questions.
- The standard language for textbooks that are more than five years old was clarified for the committee.
- Chair Kjeseth asked for a motion to approve the new courses and conditions of enrollment. V. Lloyd moved, M. Lipe seconded, and the motion carried.

Health Sciences and Health Proposals

- J. Schwartz, Interim Dean of Health Sciences and Athletics, distributed errata sheets to the committee for course review proposals – Physical Education 201, Physical Education 270 and Radiologic Technology 111.
- He began with a review of Physical Education 201 and accepted the recommendation from the committee on major topics, and text and materials.
- He concluded with a review of Radiologic Technology 111.
- Chair Kjeseth called for a motion to approve the course revisions and conditions of enrollment. M. Lipe moved, B. Jaffe seconded, and the motion carried.

Industry and Technology Proposals

- T. Jackson, Associate Dean of Industry and Technology, distributed errata sheets to the committee for course review proposal – Fire and Emergency Technology 128.
- T. Jackson accepted the recommendation from the committee on the major topics. There was a brief discussion on hours/units and the descriptive title.
- Chair Kjeseth asked for a motion to approve the course revision and conditions of enrollment. R. Hughes moved, V. Lloyd seconded, and the motion carried.

CONSENT AGENDA PROPOSALS

- The committee reviewed the consent agenda proposals. There were 26 course proposals on the agenda – Business (4), Health Sciences and Athletics (7), and Industry and Technology (15).
- After review, Chair Kjeseth called for a motion to approve the Consent Agenda, including the conditions of enrollment. V. Rayford moved, M. Lipe seconded, and the motion carried.

ANNOUNCEMENTS

- M. Odanaka attended the Accreditation Team's Exit Review and informed the committee of the following:
 - The team chair spoke to the group for approximately ten minutes.
 - They are pleased with our program review progress and SLOs have been addressed.
 - However, our planning appears to occur in silos.
 - Our course review status looks great.
- M. Odanaka also announced that H1N1 shots are being given at the Compton Center today and tomorrow. They had a very large turnout for vaccinations earlier today.

ADJOURNMENT

Chair Kjeseth asked for a motion to adjourn the meeting. R. Hughes moved, M. Lipe seconded, and the motion carried. The meeting was adjourned at 3:57 p.m.

Faculty Development Committee Meeting

Tuesday, October 13, 2009

MINUTES

Committee Members:

Rose Cerofeci	Humanities
Kristie Daniel-DiGregorio	Behavioral and Social Sciences
Christina Gold	(Chair) Behavioral and Social Sciences
Moon Ichinaga	Learning Resources
Barbara Jaffe	Academic Affairs
Donna Manno	Staff Development
Christina Pajo	Counseling
Margaret Steinberg	Natural Sciences
Chelvi Subramaniam	Compton Center (Faculty/Staff Development)
Mercedes Thompson	Humanities
David Vakil	Natural Sciences

I) Follow-up from the last meeting

Committee Membership: The committee discussed potential new members, and Chris Gold will follow-up

Mentorship Program: There are currently 16 mentorships, most of them from Math. Contact sheets are being sent in and collected by Staff Development.

Distinguished Faculty Award: Donna M. will check with Francisco Arce to see if the new Distinguished Faculty Award will be used in the selection process this year. The committee is committed to pursuing the creation of an Adjunct Faculty Award. If we are unable to pursue the award through Academic Affairs (which is concerned about having to develop other new awards if an Adjunct award is offered), we will ask the Academic Senate if it is interesting in offering the Adjunct award. To distinguish it from the full-time award, if necessary, the adjunct award could offer less or no money and be granted at a different time of year. Chris G. will discuss this with David Vakil.

II) New Technology Trainers

Donna M. reported that two new technology trainers have been hired. LaTonya Motley will be returning to work in Distance Education and Francine V. has been hired as the new Trainer/Instructional Technology Specialist.

II) You Want It? You Got It!

The committee discussed the dates, times and descriptions of the workshops in the “You Want It? You Got It!” workshop series. The series will offer 2 workshops in Fall 2009 and 3 in Spring 2010.

III) Faculty Handbook

The committee discussed the possibility of promoting the creation of a Faculty Handbook. The committee is interested and will explore this further. Donna will talk to Barbara Perez in Human Resources about this.

IV) Spring Flex-Day. Donna will email Jeff Monday’s website to the committee for discussion next time.

Faculty Development Committee Meeting

Tuesday, October 27, 2009

MINUTES

Committee Members:

Rose Cerofeci	Humanities
Kristie Daniel-DiGregorio	Behavioral and Social Sciences
Christina Gold	(Chair)Behavioral and Social Sciences
Moon Ichinaga	Learning Resources
Barbara Jaffe	Academic Affairs
Donna Manno	Staff Development
Christina Pajo	Counseling
Margaret Steinberg	Natural Sciences
Chelvi Subramaniam	Compton Center (Faculty/Staff Development)
Mercedes Thompson	Humanities
David Vakil	Natural Sciences

I) Follow-up from the last meeting

You Want It? You Got It!: The committee finalized the topics and schedule for the workshop series. The first workshop will be offered by Matt Kline on Nov. 11.

“Hot Topic” Flex Activity - On-Line Success and Retention: Best Practices. The date has been set for Nov. 19 for this workshop. Jason Suarez and Eduardo Munoz will present their best on-line practices, and Chris G. will present a follow-up report on the enrollment issues that were raised at the last workshop in Oct. for on-line faculty.

Faculty Handbook: Donna M. showed the committee the on-line Faculty Handbook created by Glendale Community College in Arizona. The committee was impressed and agreed that ECC needs a handbook; we will promote one; and the on-line format is best. Donna M. will follow up with Barbara Perez.

II) Spring Flex-Day

In preparation for the meeting, most committee members viewed Jeff Monday’s website video about Student Generated Content. Donna M. would like to invite him to be a keynote speaker on Spring Flex Day. The committee agreed that this would be a good idea. Afternoon break out sessions would include workshops on material covered during the lecture. Ideally the workshops would create faculty partnerships that could be sustained throughout the semester.

III) Up-Coming Topic: FDC Mission and Objectives

The committee was given handouts to read in preparation for a discussion at our next meeting of the creation of a mission statement and objectives for FDC.

Faculty Development Committee Meeting

Tuesday, November 10, 2009

MINUTES

Committee Members:

Rose Cerofeci	Humanities
Kristie Daniel-DiGregorio	Behavioral and Social Sciences
Christina Gold	(Chair) Behavioral and Social Sciences
Moon Ichinaga	Learning Resources
Barbara Jaffe	Academic Affairs
Donna Manno	Staff Development
Christina Pajo	Counseling
Margaret Steinberg	Natural Sciences
Chelvi Subramaniam	Compton Center (Faculty/Staff Development)
Mercedes Thompson	Humanities
David Vakil	Natural Sciences

In Attendance: Rose Cerofeci, Kristie Daniel-DiGregorio, Christina Gold, Moon Ichinaga, Barbara jaffe, Donna Manno, Christina Pajo, Margaret Steinberg and Mercedes Thompson.

I) Follow-up from the last meeting

Up-coming November Workshops: Members were encouraged to attend and remind faculty of the upcoming “You Want It! You Got It!” workshop offered by Matt Kline on Wednesday, November 11. In addition, there is an up-coming “Hot Topics” workshop on November 19 about On-Line Best Practices. The committee agreed that we will try to video tape some up-coming workshops and post them on the faculty department website. Christina Gold will speak to Howard Story about this. Also, the consent of the presenter(s) needs to be given before taping a presentation.

Distinguished Faculty Award: Donna M. and Christina G. will be meeting with Francisco Arce next week to discuss the use of the new Distinguished Faculty award process and to discuss the potential development of an adjunct award.

Faculty Handbook: Donna M. spoke with Barbara Perez about developing a Faculty Handbook. Barbara agreed that the handbook should be created and that the on-line format would be best. Barbara P. asked that the FDC develop a list of topics for inclusion in the handbook. Donna handed out a copy of the topics included on the Faculty Handbook website of Glendale Community College (in Arizona), which committee members will comment upon and bring back to the next meeting. Brian will work on the Faculty Handbook during January and February.

Spring Flex Day: Donna reported that Jeff Monday is not available to speak in our region, but he referenced Donna to our regional representative, Rusty Wilson. She has calls out to Rusty, but hasn’t heard back.

II) Games and Jeopardy

The committee discussed the use of Jeopardy and educational gaming in exam preparation, but decided that it is too late to organize and offer a related flex activity. In lieu of an activity, the committee considered adding links to the staff development website.

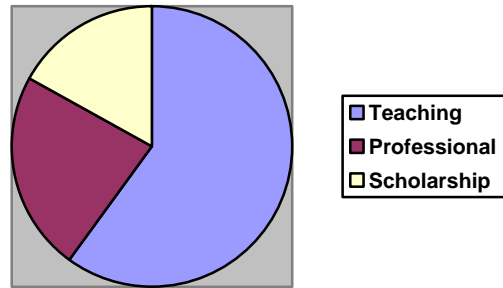
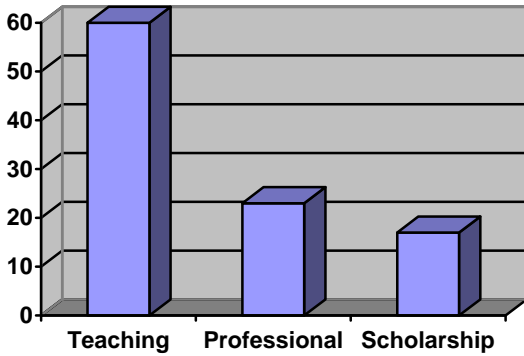
III) Discussion of FDC Mission and Objectives

The committee proceeded into a discussion of the FDC mission. The committee discussed the broad priorities and goals, as well as the “stakeholders.” Several members agreed that student learning should be the primary objective of the committee and that our efforts to support teaching, professional development and scholarship should all be linked to enhancing student learning. Committee members individually ranked their priorities and the following charts reveal the averages of the members’ rankings.

Faculty Development Committee Objectives – The Big Picture

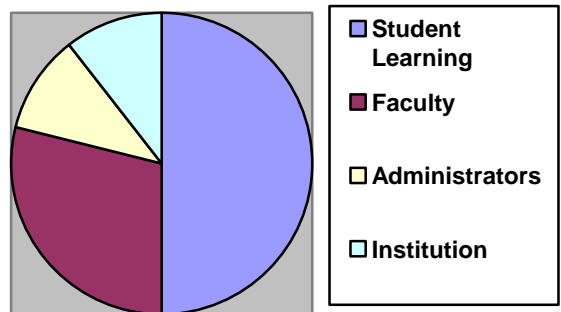
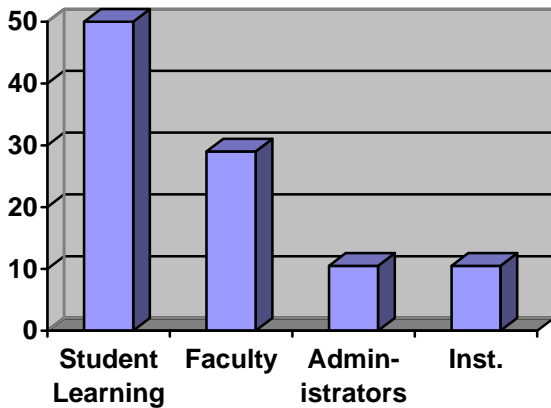
I) Priorities and Broad Objectives

Teaching and Learning: 60%
 Professional Development: 23%
 Scholarship: 17%



II) “Stakeholders”

Student Learning: 50%
 Faculty Interests and Concerns: 29%
 Administrators Interests and Concerns: 10.5%
 College Mission (the Institution): 10.5%





PLANNING & BUDGETING COMMITTEE

November 5, 2009

1:00-2:30pm

Location: Library 202

Facilitator: Arvid Spor

Note Taker: Lucy Nelson

STATEMENT OF PURPOSE

The Planning and Budgeting Committee serves as the steering committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the institutional priorities set forth in the Educational Master Plan and other plans adopted by the college. The PBC makes recommendations to the President on all planning and budgeting issues and reports all committee activities to the campus community.

Members

- Arvid Spor, Chair (non-voting)
- Jonathan Fornes - ASO
- Thomas Jackson, Academic Affairs
- Jonathan Ott, Campus Police
- Margaret Quinones-Perez, ECCFT

- Dawn Reid, Student & Community Adv.
- Cheryl Shenefield, Administrative Services
- Gary Turner, ECCE
- Harold Tyler, Management/Supervisors
- Lance Widman, Academic Senate

Attendees

- Rocky Bonura – Alt., Adm. Serv.
- Ken Key – Alt., ECCFT
- Tom Lew – Alt., Ac. Affairs
- Luis Mancía – Alt., ECCE
- Bo Morton – Alt., Mgmt/Sup.

- Emily Rader – Alt., Acad. Sen.
- Regina Smith – Alt., SCA
- _____ - Alt ASO
- Francisco Arce – Support
- Janice Ely – Support

- Jo Ann Higdon – Support
- Jeanie Nishime – Support
- Barbara Perez - Support
- David Vakil – Support
- John Wagstaff – Support

AGENDA

1. Minutes 10/15/09 ----- All PBC participants ----- 1:00 p.m.
2. Planning Guidelines Follow-up ----- All Participants ----- 1:15 p.m.
3. Actuarial Report Follow-up ----- All Participants ----- 1:30 p.m.
4. Budget Assumptions Follow-up ----- All Participants ----- 1:50 p.m.
5. Adjournment ----- 2:30 p.m.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: October 15, 2009

MEMBERS PRESENT:

- | | |
|--|---|
| <input type="checkbox"/> Fornes, Jonathan – ASO | <input checked="" type="checkbox"/> Shenefield, Cheryl – Administrative Svcs. |
| <input type="checkbox"/> Jackson, Tom – Academic Affairs | <input checked="" type="checkbox"/> Spor, Arvid – Chair (non-voting) |
| <input checked="" type="checkbox"/> Ott, Jonathan – Campus Police | <input checked="" type="checkbox"/> Turner, Gary – ECCE |
| <input checked="" type="checkbox"/> Quinones-Perez, Margaret – ECCFT | <input checked="" type="checkbox"/> Tyler, Harold – Management/Supervisors |
| <input type="checkbox"/> Reid, Dawn – Student & Community Adv. | <input checked="" type="checkbox"/> Widman, Lance – Academic Senate |

OTHERS ATTENDING: Francisco Arce, Jo Ann Higdon, Ken Key, Jeanie Nishime, Emily Rader, Hashim Tyler, John Wagstaff

Handouts: Selected Categorical Cuts
Planning Guidelines 2010-2011
2009 PBC Evaluation
PBC Meetings 2010

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

Approval of October 1, 2009 Minutes

1. Correction on Page 2, Budget Assumptions Framework #4, 3rd sentence: change *President Fallo* to *Dr. Arce*.
2. The minutes were approved as amended.

Categorical Funding Update

1. Grid shows basic categorical programs. 2008-09 State Allocation is used as the base year.
2. Matriculation and P-T Faculty Fund are cut 64%. Relieved of all mandates (i.e. Matriculation/Assessment is relieved of mandate to use required tests from list).
3. Basic Skills, DSPS, EOPS, CARE, and CalWORKs are cut around 30%-34%. These programs are not relieved from mandates, but there is softening of guidelines
4. ARRA allocation is the federal backfill for this year only. Most programs were allowed carryover from 2008-09. Total state and local funding includes 2009-10 ARRA allocation, 2008-09 carryover and 2009-10 Fund 15 backfill.
5. Budgeted most programs at 75% when estimating the federal stimulus backfill. The actual state allocation came in less than anticipated. Will adjust EOPS and CARE budgets because programs receiving more than anticipated. Before considering augmenting CalWORKs budget, asked Jeanette Magee for details on essential services. The adopted budget underestimated the income for DSPS and CalWORKs. Will find money to make up the difference or determine essential services to support.
6. Between CARE and CalWORKs, can one program's surplus help the other's deficit? Can monies be shifted from one categorical program to the other? Of those listed, only between Matriculation and Part-time Faculty fund. These are programs getting the deepest cuts and allowed the greatest amount of flexibility.
7. Why is Nursing and Part-time Faculty listed as categorical programs? Because there are monies that come from state as categorical. The State, as directed by the Federal government, mandates federal funds are allocated into the general fund instead of categorical programs. The College intends to use federal stimulus monies for categorical programs. EGADNAP is

categorical piece of the Nursing program (listed on page 46 – Categorical Programs Fund 12 of budget book).

8. The Chancellor's Office has permitted Matriculation, DSPS, EOPS and CARE a 90-day carryover in this budget cycle only.
9. 2008-09 Carryover for CalWORKs and Part-time Faculty should be listed as zero.
10. Should there be a negative amount for Program Reduction for Nursing Education - EGADNAP? G. Turner will verify.
11. Will revisit categorical cuts in the future once recommendations are made on further backfills.

Revised Planning Guidelines

1. "Wish list" – use data to backup/substantiate need for funding ("keep it real").
2. Comment was made that stability is critical to maintain a program and a wish list is basically enhancement. People need to look at critical needs to stabilize programs in light of economic fluctuations.
3. Not clear what should go into program review and what should be budgeted as a utility. Some areas are adding in everything just to be covered.
4. Language in #1 may no longer be valid. Suggested using "sustainability." #4 does not address stability, and 'minimum levels of service' needs to be defined.
5. There are generally three levels: minimum (temporary cuts, not for long-term interest of program), sustainable (normal), and maximum. Can have general planning guidelines, but will need more specific directions.
6. Status Reports in Plan Builder is used to evaluate goals and objectives every six months.
7. Suggestion was made to combine #1 and #4 and plan for three levels (minimum, sustainable and maximum). Use positive language instead of focusing on what not to do. Focus on the 'core' mission.
8. Suggestion was made to change #4 from "...*minimum* levels of service..." to "...*core* levels of service..." Suggestion was made to use "*current* levels of service." This would work for unrestricted, but not categorical programs.
9. Recommend planning for status quo with 3% cuts for the next couple of years. Accreditation looks at recommendations in program review that are placed into plans, and if plans were funded based on money on hand.
10. Planning Guidelines apply to unrestricted funds and refers to 2010-2011 plans in Plan builder.
11. In Plan Builder, is it possible to identify what's being done today and what it will look like in the future with 3%, 5%, or 20% less? Could be written as narrative in strengths, weaknesses, opportunities and challenges section.
12. Will need more time to discuss this. Use email correspondence over the next week for questions and revisions – discussion is becoming vaguer rather than clearer. A. Spor will initiate an email. It may help for members to review their own division plans.
13. M. Quinones-Perez passed out examples of other colleges' budget assumptions for committee to review. Some similarities, but categorical varied. Can discuss differences in future meeting.
14. Need to update PBC information on pages 31 and 32 of the budget book. Planning guidelines need to be added to the Budget Development Criteria and to PBC ongoing responsibilities sections.

Annual PBC Evaluation Results

Eight members and three support staff responded to PBC evaluation survey. Survey questions refer to the purpose of PBC on page 32 in the budget book.

Responsibilities of the Committee

1. *PBC assures that the planning and budgeting processes are interlinked.* (7 agree, 4 disagree)
 - a. Sticking point may be ‘assures’ – needs clarification. PBC should look at global level of planning and budgeting-related issues. A discussion followed on PBC as an indirect gatekeeper for planning and budgeting.
2. *PBC assures that planning and budgeting decisions are driven by institutional priorities.* (6 agree, 5 disagree)
 - a. Institutional priorities should be further defined. Maybe PBC’s role is to question how institutional priorities are thought out and communicated. Will address goals next spring at Planning Summit. Each goal in Plan Builder should be linked to a strategic initiative.
3. *The committee created a planning and budgeting model that links both functions through an integrated process with a common terminology.* (8 agree, 3 disagree)
 - a. Planning model shows how processes are interwoven - will develop a document in greater detail for better understanding of integration and interlinking using common language. This will help to improve the results of question #1.
4. *The committee provided oversight and guidance for updating the Comprehensive Master Plan.* (4 agree, 6 disagree, one did not rate)
 - a. Committee has not spent time on the Master Plan but will hear more about it in the coming months.
5. *The committee incorporates program review recommendations into the planning and budgeting process.* (5 agree, 7 disagree, one rated twice)
 - a. Committee doesn’t do. Program plans incorporate recommendations.
6. *The committee reviews/monitors ongoing planning and budgeting activities.* (9 agree, 2 disagree)
 - a. Committee spends a lot of time reviewing and discussing more budgeting than planning activities.
7. *The committee provides recommendations to the President regarding planning and budgeting activities.* (9 agree, 2 disagree)
 - a. A. Spor sends recommendations directly to the President after meetings. Maybe those who disagreed feel the Committee does not play a big role in making recommendations. Suggestion was made to change “recommendations” with “reporting.” Comment was made that the President reports to the Board the recommendations are from PBC and includes exceptions or concerns.

Meetings

1. *Meeting discussions address the responsibilities of the committee.* (10 agree, 1 disagree)
 - a. A comment was made that the VPs have too much control of discussions. VPs provide content as support staff and not as voting members.
2. *You are comfortable speaking and voicing your opinion during the meetings.* (10 agree, 1 disagree)
3. *The meeting discussions contain an appropriate amount of structure and flexibility.* (7 agree, 2 disagree, 2 did not rate)
4. *The final version of the PBC minutes accurately reflects the discussions that occurred in previous meetings.* (10 agree, 1 did not rate)
5. *The PBC Chair provides meeting agendas and draft meeting minutes in a timely manner.* (9 agree, 2 did not rate)

6. Comment was made that this year's and last year's evaluation shows quality of meetings is being maintained. A. Spor will review and compare evaluations from past years and email results to members.

Miscellaneous

1. Future meeting item: discuss how ARCC indicators are used for planning.
2. The revised Actuarial Report has been received and an email will be sent when it is posted on the web.

The next meeting is scheduled on November 5, 2009.

The meeting ended at 2:30 p.m.

DRAFT

Report on November 5, 2009 Council of Deans Meeting

Moon Ichinaga
November 12, 2009

1. Student Success and Retention. There is likely to be another round of cuts in the near future, given the magnitude of the state budget deficit looming on the horizon. A. Spor led a discussion about using data on student success and retention by course type in deciding what courses to cut.
 - Several tables and charts were presented: “Enrollment by Course Type,” “Success Rate by Course Type,” and “Retention Rate by Course Type,” all showing statistics over a 5-year period, 2004-05 through 2008-09.
 - Courses were categorized as follows: Basic Skills, CTE, Transferable, and Degree types. (CTE courses were noted as overlapping with Degree and Transferable courses.)
 - V.P. Arce indicated that previously, the deans generally have been given a free hand in prioritizing what courses to cut, and the emphasis has been on stand-alone courses, with a few exceptions.
 - According to the data presented by A. Spor, low-level Basic Skills courses have the highest attrition and lowest success rates. One of the questions raised by the data is whether ECC should re-direct students in these courses to basic adult education classes offered by high schools.

2. Probationary Students. The number of students placed on academic probation is increasing. Currently, there is a dismissal assessment made only once a year, whereby students are dismissed if they have earned a cumulative grade point average of less than 1.75. It was noted that many other community colleges are dismissing students if their cumulative GPA is less than 2.0. A. Spor recommended that the dismissal assessment take place twice a year rather than just once—this change would free up student seats. A change to section 5 of Board Policy 4250 on Probation, Dismissal and Readmission would be required.

Board Policy 4050

Articulation

~~Board Policy 5045 Articulation~~

~~The District will articulate baccalaureate level courses and programs with colleges and universities in its transfer region. It will also establish appropriate articulation for courses with area high schools and occupational centers.~~

~~Because of the size, complexity, and diversity of secondary and postsecondary education in California, articulation procedures will be used to enable students to achieve a seamless transfer. For articulation with colleges and universities, El Camino College follows the latest version of the Handbook of California Articulation Policies and Procedures. For articulation of courses with high schools and the Regional Occupational Centers (ROC), it follows procedures established by the College Curriculum Committee.~~

The President/Superintendent or his/her designee (i.e. Articulation Officer) will assure appropriate articulation of the District's baccalaureate level courses and programs with four year universities and where appropriate, establish articulation with local area high schools and occupational centers to enable students to achieve a seamless transfer.

Reference:

Title 5, Section 51022(b) ; Education Code section 66720-66744

Replaces Board Policy 6201.

(Renumbered from 4050 to 5045 and renumbered back to 4050)

El Camino

Administrative Procedures 4050

Articulation

El Camino College follows the Handbook of California Articulation Policies and Procedures (developed by the California Intersegmental Articulation Council) and the procedures established by the College Curriculum Committee for articulation with local high schools and occupational centers. The Curriculum Handbook is housed in the Office of Academic Affairs, division offices and the College website.

Reference:

Title 5, Section 51022(b); Accreditation Standard II.A.6.a; Education Code section 66720-66744.

California Community College Mission

[from California Education Code Section 66010.4 (a) , as of 10/19/99]

(1) The California Community Colleges shall, as a primary mission, offer academic and vocational instruction at the lower division level for both younger and older students, including those persons returning to school. Public community colleges shall offer instruction through but not beyond the second year of college. These institutions may grant the associate in arts and the associate in science degree.

(2) In addition to the primary mission of academic and vocational instruction, the community colleges shall offer instruction and courses to achieve all of the following:

(A) The provision of remedial instruction for those in need of it and, in conjunction with the school districts, instruction in English as a second language, adult noncredit instruction, and support services which help students succeed at the postsecondary level are reaffirmed and supported as essential and important functions of the community colleges.

(B) The provision of adult noncredit education curricula in areas defined as being in the state's interest is an essential and important function of the community colleges.

(C) The provision of community services courses and programs is an authorized function of the community colleges so long as their provision is compatible with an institution's ability to meet its obligations in its primary missions.

(3) A primary mission of the California Community Colleges is to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous work force improvement.

(4) The community colleges may conduct to the extent that state funding is provided, institutional research concerning student learning and retention as is needed to facilitate their educational missions.

El Camino College's Mission Statement

[From page 1 of the 2009-2010 ECC College Catalog]

El Camino College offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.

EL CAMINO COLLEGE is committed to being an open access institution and serving students of all ages, cultures and backgrounds.

Our exemplary faculty and professional staff recognize that individual, community and global needs are diverse and changing. In response to these needs the college offers comprehensive educational opportunities for:

- Achievement of Associate Degrees in Arts and Sciences
- Transfer to baccalaureate institutions
- Mastery of basic skills such as critical thinking, mathematics, written and oral communication
- Cultural enrichment and lifelong learning
- Acquisition of the necessary career education and skills to successfully participate in the workplace and global economy
- Development of the economy and jobs in the region and state

To assure the quality of these educational opportunities, the college is dedicated to implementing its stated institutional goals:

- Maintain optimal academic standards
- Ensure the availability of academic and student support services
- Provide the technology, infrastructure and facilities to support teaching and learning
- Foster a positive campus climate
- Create educational, business and community partnerships
- Follow progressive and prudent fiscal policies and practices
- Support continuous professional development for faculty and staff