ACADEMIC SENATE MINUTES
April 15th , 2008

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

Behavioral & Social Sciences		Industry & Technology	
Brown, Maria		Gebert, Pat_	
Rader, Emily - _____	X	Hofmann, Ed	X
Widman, Lance	excused	MacPherson, Lee	X
Wynne, Michael	X	Marston, Doug	
Janet Young	excused	Rodriguez, George	

Business		Learning Resources Unit	
Halamka, Dagmar		Striepe, Claudia	X
Saddiqui, Junaid_	X	Vince Robles	X

Counseling		Mathematical Sciences	
Beley, Kate	X	Ghyam, Massoud	
Gaines, Ken	X	Kasabian, Judy	X
Raufman, Lisa/V. Ragfold		Scott, Greg	
		Tummers, Susan _____	excused
		Marc Glucksman	X

Fine Arts		Natural Sciences	
Ahmadpour, Ali	X	Cowell, Chas	X
Davidson, Jason	X	Golestaneh, Kamran	X
Wells, Chris	X	Palos, Teresa	X
Crossman, Mark_		Vakil, David	X

Health Sciences & Athletics		Adjunct Faculty	
Hazell, Tom	X	Kate McLaughlin	X
Orton, Tory/Victoria (sharing)		Owens, Annette	
Stanbury, Corey			
Kim Baily (sharing)		ECC CEC Members	
McGinley, Pat (sharing)		Fleming, Art	
Moon, Mary (sharing)		Hoffman, August	
		Panski, Saul___	ALL CEC EXCUSED

Humanities		Pratt, Estina	
Hong, Lyman	excused	Smith, Darwin	
Marcoux, Pete	X		
Uyemura, Evelyn	X		
Kline, Matt	excused		
Adrienne Sharp	X		

Ex Officio Attendees: Francisco Arce, Jeanie Nashime,
Guests and/Other Officers: Barbara Perez, Stephanie Rodriguez

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 Spring 2008 semester was called to order at 12:35pm. **NOTE:** There were not enough members present for a quorum. The Senate needs 23 members for a quorum, and although 23 member names appear on the attendance sheet, some left early or arrived late, so at one time there were not 23 members present. Therefore minutes were not approved and no voting took place.

Approval of last Minutes:
No minutes were approved.

REPORTS OF OFFICERS
President's report – Pete Marcoux (henceforth PM)
PM showed a flowchart of **Academic Affairs Board Policies**. It was noted that some policies are out of date. Please look at the list and see if any policies in your area need updating. The list is accessible from the Academic Affairs Web page. It was felt that the website contents may also need updating, for instance there was a question about the Audit of Classes policy. Evelyn Uyemura felt that that had been reviewed pretty recently. Kate Beley said it may have been passed by Senate but had perhaps got held up at Board level.
PM introduced the last **College Council** meeting [see pg 6 of packet for Council Minutes] PM was unable to attend the meeting, and there had been no meeting during the break. Dr. Nishime reported that team reports had been given, and that there had been a Financial Aid Program review, and an update on the Compton campus affairs. It appears that the Cosmetology Dept. at Compton had contracted with an agency not eligible for Title V funds, and this is a cause for concern as the institution may be liable for the monies. Dr. Arce reported that the North soccer practice field would indeed be temporarily paved over for parking. This will be done over the summer in time for the Fall semester. Dr Arce reported that the Accreditation Annual Report was due on Friday. Lars Kjeseth and Jenny Simon have prepared an SLO report. The Accreditation Self- Study will be posted online today with the exception of Standard $, which is still undergoing some editing. The report will also be posted on the VP Academic Affairs page. Click on Accreditation 2008. These are public documents. Please look at the report and make comments. At the Council meeting Dr. Fallo had reported on a visit by the Commission re: our accreditation team. No Chair has been appointed for "our" team as yet. It appears that two teams will be coming. One to visit Compton, and another to visit El Camino. It was felt to be very important that the teams have an understanding of the ECC/Compton situation. Dave Vakil asked if we were not being funded as a multi- college district? Dr. Arce replied that indeed we were, but we were not being viewed as such for the purposes of accreditation. This is an unusual situation.
The **State Plenary** session will be held this weekend. PM will be attending. One can find all the resolutions on the Senate website http://www.asccc.org/Events/sessions/spring2008/materials.html
On the **Plagiarism memo** [see pg 8 of packet] there was only one legal opinion from a law firm representing the Chancellor's Office. Evelyn Uyemura summarized the issue, which was whether faculty could fail a students for the semester because of one plagiarism incident. The opinion said NO. Evelyn Uyemura said that El Camino was trying to encourage a policy allowing teachers to give such students a zero on the assignment. This was felt to be better than giving an F for the assignment. Ms. Uyemura also urged faculty with real evidence of plagiarism to report the incidents to Harold Tyler's office so as to produce a paper trail that would allow the college to track patterns. This is consistent with Board Policy. The benefit of the zero is that it is as if the student did not do the assignment. PM remarked that the plagiarism site "Turn It In" had also found heavy plagiarism within medical journals.
Regarding the **elections for the Senate President Elect.** Mr. Wells will be handling these elections. There is also some release time for the president Elect. May 6th is the last day for nominations, and the election will be held on May 20th.
 Accreditation Draft Reports are online, as noted earlier. PM called for volunteers to represent the Senate views on the reports.
PM reminded everyone that it was the **SLO Assessment Week** [see pg 28-29 of packet]

Compton Education Center report - Saul Panski (SP)
Due to a meeting at Compton, the CEC members have requested to be excused.

Curriculum Committee report – Janet Young (JY)
JY is ill and excused.

Educational Policies Committee report – Evelyn Uyemura (EU)
BP & AP 4250 Board Policy on Probation & Dismissal (pg 13-14 of packet) – this should be the second reading, but the procedures that should accompany the Policy were not included in the packet, and as there is no quorum, the voting will have to wait until the next meeting.
EU noted that according to the College Council minutes the following policies would be going to the Board at their next meeting: the Library Policy, the Textbook Policy, and the Catalog Rights Policy. Dr. Arce requested that EU work on the Student Code of Conduct Policy, and a Plagiarism for Faculty Policy. EU thought there had been a Committee on this earlier. Claudia Striepe said there had been a Copyright Committee. EU thought that this might be the better term and that perhaps this Committee might have some ideas/materials to share.
 The committee will meet again on the 17th April at 12:45pm in Humanities 110..

Faculty Development Committee report – Dave Vakil (DV)
No meetings have taken place.
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Finance and Special Projects/ PBC (Planning and Budgeting Committee) – Lance Widman (LW)
Excused. The points below will be discussed at the next Senate meeting.
- VP- Finance and Special Projects
- pp. 16-18, PBC 3/20 Minutes, discussion continued about the Preliminary Budget as well as the application process and forms for the Special Contract Funding for 2008-09, which is the $3M available to ECC as part of the EC/CC Partnership. The latter item was subsequently approved at the PBC's 4/3 meeting.
- There is nothing to report from the Council of Deans 4/3 meeting.

Legislative Action report – Chris Wells (CW)
CW gave an Area C Meeting update. CW reported that he had found some resolutions interesting, like the one regarding online counseling, which is something El Camino offers. There was also a resolution attempting to make the curriculum standard. There was another resolution on Grading. There was a concern that 40% of students gets A's for classes, and what this meant for the perception of grades. Another resolution dealt with the issue of minors on campus, especially as regards overnight field trips where inappropriate behaviors were reported to have occurred. An issue under discussion was that of staying current on catalogs. It seems that schools are now accepting the online catalog as the catalog of record. These are easier to update. CW reported that fourteen (14) schools are on Accreditation probation or warning - some for resisting the SLO process. There was discussion of large class sizes as fire hazards. Please forward your opinions on these matters to PM who will be voting on the issues at the weekend's Plenary Session.

SPECIAL COMMITTEE REPORTS
No reports.

UNFINISHED BUSINESS

BP & AP 4250- Probation Policy
2nd reading – Vote next meeting.

Faculty Hiring Procedure
(pg 19 - 26 of packet)

Barbara Perez asked if there were any additional thoughts on this matter. Kate Beley asked if Dr. Perez could make the changes previously discussed and agreed to before we got to the voting stage. Dr. Perez agreed to do so. There was a question about the composition of the hiring panels. "The Dean picks three hiring committee members. What happens if others want to be on the Committee, and how do they get voting privileges?' Dr. Perez said that three was the base number, and that more could be added. The faculty of the department could decide how many people they wanted on a hiring committee. Normally a committee is peopled via a Committee department.

Evelyn Uyemura noted that the heading for Section VIII should rather be Equal Employment Opportunity Representative instead of Affirmative Action. Dave Vakil questioned the non mention of a confidentiality statement and faculty committee member protection. Dr. Perez argued that this was part of the faculty contract and we were covered by due process, therefore it would make no sense to include such a statement. Mr. Vakil felt it should still be included. Dr. Perez agreed to include the information as an attachment or appendix. Chris Wells asked whether the College posts positions on The Registry. The answer was Yes. There was a question as to the status of the Intermediate Algebra position, and the reply was that the position has been "greenlighted" for Fall 2009.

AGENDA ITEMS FOR NEXT MEETING:

PM announced that the next meeting would be on May 6th. Senate members will be voting on the Probation Policy and Hiring Procedures Policy at that time.

Special Announcements:
PM appealed to members to look out for anyone who might be willing to serve on the PBC, as a matter of some urgency.

The meeting was adjourned at 1:17 pm.

Cs/ecc2008

CALIFORNIA COMMUNITY COLLEGES
SYSTEM OFFICE

State of Calif

DIANE WOODRUFF
Chancellor

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Date: March 28, 2008

To: Chief Instructional Officers and Chief Student Services Officers

From: LeBaron Woodyard, Dean, Academic Affairs

Subject: Student Success-Basic Skills Initiative Communications Plan

Synopsis: When our elected leaders approved redirection of funds to improve how we serve our ESL and basic skills students, California took an assertive step forward to open doors for deserving community college students who need to improve performance levels in English, mathematics, reading, writing and ESL to succeed in achieving their educational objectives.

A consortium of all 109 California community colleges is bringing life to this initiative, which provides more than $30 million in 2007-08 statewide to fund effective practices including additional tutoring, integration of student support strategies, curriculum innovation, materials, software and other improvements. Professional development activities across the state have been provided to faculty, administration and staff in all disciplines because all areas of the college need to be engaged in reshaping the way our colleges serve incoming students, the majority of whom need one or more courses in ESL or basic skills.

Now we need your help to build awareness and favorable momentum for the Student Success-Basic Skills Initiative that encourages the Legislature and the Governor to sustain financial support. These programs hold real promise in helping students achieve success in college, prepare for participation in the workplace and/or transfer to four-year institutions.

Porter Novelli, a major international public affairs firm, has developed some tools for Public Information Officers to use in helping to spread the word about the Student Success-Basic Skills Initiative. We are forwarding two documents for your information: the communications plan and a resource guide. We wanted to provide useful information and messages about the Student Success-Basic Skills Initiative, as well as templates and other material designed to support communications and outreach.

These documents will be sent shortly to college Public Information Officers around the state to enlist their help in connecting directly with local media, legislators, business leaders and others about the importance of this program. Initially, we are contacting PIOs at 47 colleges that are located in the districts of key State Legislators who have a direct role in developing and approving education policy. Ultimately, we will reach out to all 109 colleges. Your interest and support are appreciated greatly. We will stay in touch with you as this program moves ahead.

LeBaron Woodyard

Dean

Academic Affairs

Chancellor's Office, California Community Colleges

<<Community Colleges - Communications Plan Final.doc>> <<Community Colleges - Resource Guide Final.DOC>>

------ End of Forwarded Message

Basic Skills Initiative

STEERING COMMITTEE MEMBERSHIP

Foothill/De Anza CCD Representatives
Barbara Illowsky, Mathematics, Project
*   Director*
Rob Johnstone, VP Research and
*   Instruction, Project Administrator*

Academic Senate
Mark Wade Lieu, President

CEOs
Rita Cepeda, San Diego Mesa College
Henry Shannon, Chaffey College

CIOs
Pam Deegan, Mt. San Jacinto College
Leige Henderson,
*   Los Angeles Southwest College*
Alice Murillo,
*   City College of San Francisco*

CSSOs
Rose Myers, Foothill College
Robin Richards, College of the Siskiyous
Peter White, San Diego Miramar College

Faculty
Baron Brown, CTE (AJ), Chaffey College
Marsha Elliott, Non-credit,
*   North Orange Co CCD/Noncredit*
Richard Mahon, Humanities,
*   Riverside City College*
Ian Walton, Mathematics, Mission College

RP Group
Bob Gabriner, City College of San
*   Francisco*

Equity/Diversity Research
Jacqueline Nagatsuka, Rio Hondo College

Project Coordinators
Marcy Alancraig, Writing,
*   Cabrillo College*
Donna Colondres, Counseling,
*   Chaffey College*
Nancy Cook, Basic Skills, Sierra College
Joan Cordova, Mathematics,
*   Orange Coast College*
Wade Ellis, Mathematics,
*   West Valley College*
Janet Fulks, Biology, Bakersfield College
Dianne McKay, Reading, Mission College
Anniqua Rana, ESL, Cañada College

Chancellor's Office
Carole Bogue-Feinour,
*   Vice Chancellor for Academic Affairs*
Juan Cruz, Project Monitor Specialist
*   Credit/Non-credit, Basic Skills and ESL*

Staff
Julie Adams, Executive Director,
*   Academic Senate*

April 22, 2008

Dear Public Information Officers,

On March 28, 2008, Dean LeBaron Woodyard emailed information about the third phase of the Basic Skills Initiative (attached) to the CIOs and CSSOs. On April 15, 2008, a CCCConfer meeting, scheduled by Ron Owens and led in part by representatives from Porter Novelli, informed the Public Information Officers who participated about this initiative. Funded by a Chancellor's Office grant, this next phase of the ***Basic Skills Initiative: Student Success Continuum*** is a very aggressive project to improve performance levels in mathematics, English, reading, writing and ESL.

Dean Woodyard introduced in his letter the System Office communications plan designed to provide Public Information Officers tools to help the System share the value of basic skills instruction and the need to continue investing in programs developed. Attached to his letter were the communications plan and a resource guide, both of which were reviewed during the April 15th CCCConfer call. The communications plan and resource guide encourage you to communicate the importance of the Basic Skills Initiative. The purpose of this letter is to provide you with additional information about this third phase, ***Basic Skills Initiative: Student Success Continuum.***

Literature Review: ***Basic Skills Initiative: Student Success Continuum*** builds on the work in Basic Skills Initiative Phase I that provided research of effective practices in developmental education. The first of its kind, this research provided a comprehensive report (attached) on effective practices in the United States. Over 1600 administrators, faculty, and staff participated in the training of this research last year under Phase II of the Initiative. We highly suggest you become familiar with this document. You can download a copy at: http://www.cccbsi.org/Websites/basicskills /Images/Lit_Review_Student_Success.pdf. A follow-up to the literature review is currently under development. This version will focus on equity/diversity strategies (in general and, specifically, for African-American and Latina/Latino students), high school to community college transition, and non-credit to credit basic skills courses.

Brochure: In an effort to provide a quick summary of the comprehensive review conducted in Phase I of this Initiative, the project developed a brochure. The attached brochure represents a synthesis of the findings in *Basic Skills as a Foundation for Student Success in the California Community Colleges*, which was circulated statewide. This brochure is very

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Public Information Officers
April 22, 2008
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useful in providing detailed information in a brief format. You can download a copy to share with media, local legislators, or campus groups from our website at: http://www.cccbsi.org/Websites/basicskills /Images/ BasicSkills_booklet-2.pdf.

Newsletter: As mentioned above, the third phase is an aggressive project to improve basic skills instruction on California Community Colleges. The attached newsletter about the progress of the *Basic Skills Initiative: Student Success Continuum* provides you with a brief summary of the Initiative. You can also download a copy to distribute to the media or other constituents from our website at: http://www.cccbsi.org/Websites/basicskills/Images/BSI-Newsletter.pdf.

Local Effective Programs: We believe that many California community colleges have practices that are effective in improving the ability of basic skills students to succeed. We highly suggest that you begin to seek out programs on your own campus to highlight. We have found that most effective in communicating the need for more funding is the connection of legislators to their own community. In an effort to help you find these local programs, we plan to communicate with your administrators, faculty, and staff asking them to share with you these effective practices. It is our hope that as they feed you this information, you will share their good work with the local media and legislators in your area.

As the materials that Dean Woodyard sent in March recommends, grassroots communication is essential in garnering more funding to help our most needy students succeed.

The *Basic Skills Initiative: Student Success Continuum* Steering Committee and staff are available to assist you. If you would like any of the material above sent to you for distribution, please feel free to contact us. In addition, we can provide you with talking points and other information to assist you with sharing the word about this initiative. We hope that you will seriously consider this initiative as you work on your own campus to spread the word about the value and need for investing in basic skills instruction.

Collegially,

Julie Adams
Executive Director

JAA/kh

Enclosures

pc: CIOs, CSSOs, Senate Presidents

Program Review Status Report
4/14/2008
Prepared by Dr. Barbara Jaffe
Chair, Program Review Committee

The 2006-2007* cycle, **total number** of Program Reviews: **35**

Program Reviews **completed and submitted**:   **23**

Program Reviews **submitted but waiting for final review or corrections**:   **6**

Program Reviews **still outstanding (due May, 2007):**   **6**

Summary of above:
Program Reviews 2006-2007, completed (23 + 6)   **29/35**

The 2007-2008 cycle, total number of Program Reviews: **16**
Program Reviews submitted as first drafts: **12****

The 2007-2008 Program Reviews will be due at the end of this month (April)

The 2008-2009 cycle: **15**
(First drafts will be due in December, 2008)

* Actually, this 2006-2007 cycle Program Reviews from 2004 through 2007
**This 'first draft submission' was really an optional submission, but it was very successful.

May 6, 2008

EL CAMINO COLLEGE
RESIDENT CREDIT FTES 2007-2008
MARCH 2008 REPORT

	Final Budget (Base)	February 2008 Actual Exhibit C	March 2008 Actual Exhibit C	June 2008 Actual Exhibit C
Base	18,230	19,298	19,298	
Growth Allocated (2.44%)	547	430	471	
Growth CAP	18,777	19,729	19,769	0
FTES Reported on Annual Report 7/15/07	19,312			

2007-2008 FTES	Projected FTES	First Period 1/15/08	Second Period 4/30/08	Annual Report 7/15/08
Summer 2007	707 **	717 **		
Fall 2007	8,057	8,411		
Winter 2008	700	740		
Spring 2008	7,654	7,984		
Subtotal	**17,118**	**17,852**	**0**	**0**
Non-Credit Positive Attendance	6	15		
Subtotal	**17,124**	**17,867**	**0**	**0**
Summer 2008 (Credit FTES Shift)	1,800	1,445		
Total	18,924	19,312	0	0
Paramedic Program*	250	250		
Affiliate Training Program*	321	321		
	571	571	0	0

* Projected Paramedic and Affiliate Training Program FTES included in sub-total

** 1,053 Summer 2007 FTES reported on 2006-2007 Annual Report

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting April 14, 2008

Present: Francisco Arce, Thomas Fallo, Ann Garten, Leo Middleton, Jeanie Nishime, Barbara Perez, Susan Pickens, Angela Simon, Luukia Smith, and Arvid Spor.

1. Budget update – we are facing a $1 million deficit as a result of the property tax issue. The problem is the tax is still an estimate and we don't know if the number is going to be worse or better. The state has gone from a $14.5 billion to an $8 billion problem and we don't know why. Ann is going to formally ask the Community College League of California. There is discussion in Sacramento that fees will not be increased. The state is relieving us of our obligation to match deferred maintenance amounts. We would like AB 2277 – Community Colleges: Property Tax Backfill to pass so we could back fill for last year's deficit. President Fallo has a handout from Sacramento that Susan will distribute with minutes.
2. The Del Fox luncheon has been rescheduled to Wednesday, May 7th at 12:00 p.m. at the Ayres Hotel on Rosecrans Avenue.
3. It is reported that we are on track to make at least a 4% growth rate for spring and fall which exceeds our projection of 3%.
4. The Accreditation Self-Study should be posted to the website by Thursday, April 17th.
5. Luukia attended the California Federation of Teachers (CFT) annual convention in Oakland over the weekend. The CFT is really pushing progressive taxation – the need to quit finding places to cut in the budget and find new sources of revenue. They want to try and make sure that education continues to be funded.
6. Last month the President of CSSO asked categorical programs to fill out a grid of the impact of cuts. Our campus completed the grid and it was distributed to College Council along with a summary indicating the statewide impact.
7. President Fallo met with Barbara Beno of Accreditation Commission last week. They are considering having a special team for El Camino College that will include a team going to Compton Community College District and reviewing the center – treating it separate.
8. Paving the practice fields and looking to rent off site parking are two measures that are being presented to the Board to help alleviate parking shortage.

Agenda for the April 21, 2008 Meeting:
1. Minutes of April 14, 2008
2. Board Agenda
3. Procedure/Policy 5137 – Distribution and Exhibition of Posters, Bulletins, Newspapers, Pamphlets, Circulars, Handbills, Broadcast and Electronic Media, and any Promotional Materials on Campus
4. Review ECC Vision/Mission Statement – to complete College Council Goal C (Core Competencies – inclusion)
5. Board Policy Status Reports – VP's

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting April 21, 2008

Present: Francisco Arce, Ashley Bachmann, Sean Donnell, Thomas Fallo, Ann Garten, Pete Marcoux, Jeff Marsee, Leo Middleton, Jeanie Nishime, Barbara Perez, Susan Pickens, Gary Robertson, Luukia Smith, and Arvid Spor.

1. Ashley Bachmann and Vince Armstrong will alternate as the student representative to College Council.
2. Board Agenda
   a. Irene Graff will present the Accountability Reporting for the Community Colleges (ARCC).
   b. There is a public hearing for Police Officers Association.
   c. There are five student expulsions on the agenda. If the Board has any questions – they will recess to a closed session and then come back to open session to take a vote.
   d. Parking measures – page 105 – Instead of paving the field we may use those funds as an incentive to contractors to get structure finished for spring. Some of the sites we are looking at for off site parking are Target, Galleria, and the Alondra Golf Course.
   e. Contracts over $72,400 – page 74 – Greentree Systems. It is reported that they have a good track record. Other colleges using them are Rancho Santiago, Pasadena City College, College of the Canyons, and UC Irvine.
   f. Human Resources – page 109- Special Assignment Rates. Barbara will bring information to the Board meeting as to why these pay rates differ. Rates are contractual.
   g. Citizens' Bond Oversight Committee appointments – page 131. The By-Laws are being followed. We are filling vacated spots. Announcements of vacancies were made at various community organizations.
   h. Commission on Athletics (COA) Resolution – page 138. Normally a center could not have athletic teams. Since this is a unique situation Compton will be allowed to continue to have athletic teams.
   i. Quarterly Status Report for Fund 11 – page 63. There was a question about the $3 million budget deficit and the clarity of the statement for this Board item.
3. ACR 69 (Assembly Concurrent Resolution) was introduced by Assembly Member Dymally. This measure would request that the Task Force on the Future of Compton Community College be established.

Agenda for the April 28, 2008 Meeting:
1. Minutes of April 21, 2008
2. Procedure/Policy 5137 – Distribution and Exhibition of Posters, Bulletins, Newspapers, Pamphlets, Circulars, Handbills, Broadcast and Electronic Media, and any Promotional Materials on Campus
3. Policy 5506 – Student Rights and Responsibilities
4. Review ECC Vision/Mission Statement – to complete College Council Goal C (Core Competencies – inclusion)
5. Schedule Facilities Steering Committee meeting
6. Board Policy Status Reports – VP's

RESOLUTION OF THE EL CAMINO COLLEGE COMPTON CENTER *Faculty Council*

RESOLUTION ON FACULTY CONCERNS

WHEREAS, the El Camino College Center faculty have deep concerns as to the well-being, direction, and state of the ECCCC, and

WHEREAS, the campus body in general suffers from low morale and a sense of disenfranchisement, and

WHEREAS, the cultivation of a positive, respectful, and collaborative approach has always been a mainstay of our campus culture, and

WHEREAS, certain actions can and should be taken to ameliorate the situation,

BE IT RESOLVED THAT

1. The planning and program process be formalized for the Center, with specific reference to extant documents, already developed models, and other matter relevant to the Center--with the intent that all Program Planning Review recommendations be considered in base budget creation and budget expenditure for all subsequent school and fiscal years for this institution;

2. The Shared Governance Committee, the Institutional Effectiveness Committee, and the Budget Committee be re-invigorated and utilized as part of planning and governance;

3. No program or staff reductions be made without data-driven, comprehensive review.

4. A series of campus-wide discussions be scheduled and held at all levels to establish the Center as a learning community educational delivery system at all levels;

5. All family members receive specific training and workshops in how to work with the various, diverse, and ultimately empowered clientele of the institution in learning community terms;

6. The number of Division Chairs be expanded.

7. The appropriate budget should be distributed to the respective Division Chairs before the beginning of the school year, the Division Chairs should receive training to oversee the budgets of their respective areas;

8.   A Weekend College/Distance Learning/Telecommunications/On-line Learning Director be hired to manage and expand alternative educational models as a means to better serve our clientele;

9.   Weekend Services, as well as traditional services--such as Library, Cafeteria, and Counseling--be expanded to include weekend hours and extended daily hours;

10. Aggressively pursue the repair and reopening of the swimming pool by summer 2008, and reestablish community summer programs for our youth as well as establish a swimming team by summer 2008.

11. Prepare and provide to all respective family members pertinent and high-quality glossy brochures for distribution inter and outer campus wide.

12. Institute innovative learning platforms ASAP, including but not limited to 2+2+2 (and earlier) linked institution programs, inter and outer campus linked classes and activities, thematic semesters, and the like--an Ad Hoc Committee of the Senate should be formed as the clearinghouse for such activity, and the IEC, Shared Governance, and Budget Committees would review and pass such recommendations on to planning mechanisms.

13 The Little Theatre must be renovated as a matter of the highest priority. Since the Little Theater was to be renovated from a variety of funding sources negotiated and obtained by the Theater Head; since said facility has been un-usable since 1999 when the seed monies were applied to the demolition of the interior; and since the plans have been developed and were subsequently passed by DSA to complete the renovation and provide the campus and community with a theater performance space, a meeting hall, a presentation space for varied programs, and a vital facility for the courses and programs of theatre arts and other fine arts disciplines, this project must be viewed as central to the revitalization of the Compton campus.

Resolved: 4/23/08

EL CAMINO COLLEGE
Office of the Vice President-Academic Affairs

STATUS OF BOARD POLICIES

NO.	POLICY	ACADEMIC SENATE	DEANS	CABINET	COLLEGE COUNCIL	BOARD OF TRUSTEES
4020 4020.1	**Program and Curriculum Development** **Curriculum and Program Review and Approval**					
4027	**Administration of Relations with the Academic Senate**					
4040	**Library Services**	1ˢᵗ Reading: 3/4/08			3/31/08	1ˢᵗ Reading: 4/21/08
4045	**4045 Textbooks**		2/26/08	2/19/08	Reviewed 3/10/08; pending students' approval—CC minutes	1ˢᵗ Reading: 4/21/08
4070	**Audit of Courses**					
4100.1	**Catalog Rights**				2/19/08	1ˢᵗ Reading: 3/10/08 2ⁿᵈ Reading: 4/21/08
4220	**Standards of Scholarship (Renumbered 4/18/05)**					

NO.	POLICY	ACADEMIC SENATE	DEANS	CABINET	COLLEGE COUNCIL	BOARD OF TRUSTEES
4255	Student Progress Early Alert and Referrals					
4260.1	Prerequisites and Other Limitations on Enrollment					
4270	Substitute Courses for Health Education					
4312	Soliciting Funds from Students					
4320	Public Performance by Students					
4400	Community Services Programs					

4/4/08

2

BP 4250 Probation, Dismissal, and Readmission

Reference: Ed. Code Section 70902 (b) (3)
Title 5, Section 55031,55032, 55033, 55034

El Camino College has two types of probation: Academic Probation and Progress Probation. The purpose of probation is to encourage a student having academic difficulties to seek appropriate guidance and support in formulating and achieving goals.

1. Placement on Academic Probation

   A student who has attempted at least 12 semester units, as shown by the academic record, will be placed on Academic Probation when the grade point average for total units attempted at El Camino College is less than 2.0.

2. Removal from Academic Probation

   A student will be removed from Academic Probation when the cumulative grade point average is 2.0 or higher in total units attempted at El Camino College.

3. Placement on Progress Probation

   A student who has enrolled in 12 or more semester units as shown by the official academic record will be placed on Progress Probation if entries of "W," "I," "NC" and/or "NP" account for 50% or more of the total units attempted. Courses dropped prior to the "No Notation" deadline are not considered "units attempted" and do not receive entries as "W" "I," or "NC/NP."

4. Removal from Progress Probation

   A student will be removed from Progress Probation when the percentage of entries of "W," "I," "NC" and/or "NP" drops below 50% of the total units attempted.

5. Dismissal Because of Academic Probation

   A student on Academic Probation will be dismissed if the student earned a cumulative grade point average of less than 1.75 in all graded credit units attempted in each of 3 consecutive semesters. Terms shorter than 16 weeks will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

6. Dismissal Because of Progress Probation

   A student on Progress Probation will be dismissed if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC

and/or "NP" remains at or above 50% for three consecutive semesters. Terms shorter than 16 weeks will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

7. Appeal of Probation or Dismissal

    A student who believes that there are extenuating circumstances that warrant an exception to the probation and dismissal standards set forth in this policy may submit a written appeal in compliance with administrative procedures.

8. Readmission Following Dismissal

    A student who has been dismissed may return after sitting out at least one 16 week semester. A readmitted student will remain on probation until the cumulative average is above 2.0 and/or the percentage of "W," "I," and "NC/NP" entries is below 50%.

AP 4250 Administrative Procedures: Probation, Disqualification, and Dismissal

Reference:

Title 5, Section 55754, 55755

1. A student who is placed on Academic or Progress Probation or who is dismissed from the college will be notified in writing and will be informed of college support services available.

2. A student who is on Academic or Progress Probation is limited to no more than 12 units in any semester of 16 weeks or more, and no more than 4 units in any session shorter than 16 weeks (i.e. winter or summer session).

3. A student who is on Academic or Progress Probation or who is returning to El Camino after having been dismissed is advised to see a counselor before registering for subsequent semesters.

4. The student has the right to appeal dismissal..

   a. The student must file the written petition of appeal with the Admissions Office within the time limit noted on the dismissal letter. If the student fails to file a written petition within the specified period, the student waives all future rights to appeal the dismissal and must sit out that semester.

   b. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.

   c. Petitions will be reviewed by the Reinstatement Committee. The student will be notified of the Committee's action in a timely manner..

   d. The student may appeal the Committee's decision in writing to the Dean of Counseling within 21 days of the date of notification. The decision of the Dean of Counseling is final.

5. A readmitted student will remain on probation until the cumulative average is 2.0 or above and/or the percentage of "W," "I," and "NC/NP" entries are below 50%. A student who withdraws from ECC voluntarily while on probation will be readmitted in the same status that existed at the time of withdrawal

Ed Policies Committee

-----Original Message-----
From: Uyemura, Evelyn
Sent: Sunday, April 20, 2008 6:52 PM
To: Nishime, Jeanie; Hong, Lyman Gin; Beley, Kate; Arce, Francisco; Jeffries, Chris; Marcoux, Peter; Robles, Vincent; Arce, Francisco; Marcoux, Peter; Wells, Rex

Cc: Sharp, Adrienne; Mulrooney, Bill
Subject: RE: Ed. Policies meeting of 4/17

This email will be by way of response to Dr. Nishime and the Deans, as well as minutes of our meeting.

The first order of business that we discussed was the limitation on Ws. Two ladies from Mr. Mulrooney's office (Grace Rodriguez and another lady whose name unfortunately I don't recall) were present to offer their input on the matter. However, we concluded that from a policy standpoint, the limitation on W's is covered by our existing Board Policy 4225 which was Board approved 7/17/06. That policy states: "Students who have received a W in a course are permitted to re-enroll in that course two more times, for a total of three enrollments." What is not clear to us is whether there are methods in place to provide for enforcement of that policy.

We cleaned up BP 4220 as noted in Dr. Nishime's email (see below), and we removed the XW from consideration, since that was apparently based on our misreading of the state's directives. The question about the definition of the academic week is a good one. We got it from the existing BP 4220, which used to include many other matters as well but now consists only of grading policies. It does seem relevant to us, since the policy on when students can drop with no notation or with a W all reference the relevant week of the semester. However, Vince believes that this wording is a holdover from the old calendar and that now that we have classes 7 days a week, it's not correct. I'm not sure about that, so if anyone wants to provide guidance as to whether we want this definition, some other definition, or if we should eliminate it, that would be helpful.

Re: BP 4070 Audit, when this procedure was written, it seemed to us important for instructors to have some evidence of the fact that a student actually registered as an auditor, and to have some paper trail for every student allowed to be in the classroom, in the event of an emergency of some sort. So we think that the procedure, which is the same as for students who add the class, is helpful. I believe that Bill Mulrooney either will or already has created forms similar to regular add forms to be used for auditors. Without this kind of form, if an instructor signs an audit form for a student, the student may never hand it in and pay for the class, and the instructor has no way of knowing that.

We discussed the grading options allowed for a student caught cheating or plagiarizing. If it is inadvisable to mention a grade of 0, perhaps we can phrase it as: "a student will receive no credit for that piece of work." (We feel that a grade of F, which may equate to as much as 59% for many instructors, is not appropriate in a case where a student may have done none of the work.) As for the reference to a student being suspended from one or more terms, that is what the existing code of student conduct says. I believe that suspension would only be decided as a result of some sort of pattern of cheating or plagiarism, and would be determined by Dr. Tyler's office as a result of some sort of official process, and not by an instructor. Perhaps that should be clarified, but I believe the wording comes from Ed. Code. This policy will be discussed at the next Ed. Policy meeting as well, so further input from the deans and college council is appreciated.

Next time we will take up the Copyright Policy and Procedure.

Evelyn Uyemura

FACULTY DEVELOPMENT COMMITTEE

Thursday, March 27, 2008

Attendees: David Vakil (faculty development), Jackie Sims, Kaysa Laureano-Ribas, Maribel Lopez, Kristie Daniel-DiGregorio, Barbara Jaffe, Joe Holliday.

This meeting was dedicated to discussing the first steps needed to develop a faculty mentoring system.

The group first discussed the purpose of mentoring and came up with two primary purposes:
1. Having a mentor be a person that can be approached with questions and concerns
2. Developing a formal system of help

It was also noted that a good mentor will give a mentee advice they didn't know they should solicit. Such advice might include which committees to serve on, and establishing specific short, medium, and long-term goals (with examples).

Characteristics of a good mentor:
3. Give advice a mentee wouldn't know to ask about (see above)
4. Someone who is currently teaching the same class(es) as the mentee
5. Approachable
6. Accessible, physically nearby
7. Will review mentee's exams and/or handouts on request

Support structures that should be in place for the mentor-mentee system:
8. Mentees should be coached to take initiative. Mentors are much less likely to do so.
   a. Related note: Mentees should be discouraged from feeling like they are bothering or intruding upon their mentor.
9. There should be a pre-semester meeting to orient mentors and mentees, perhaps separately.
10. There should be both formal and informal opportunities for mentors to meet each other and mentees to meet each other.
11. Mentors should receive flex credit.
12. Mentor system should be allowed to extend 2 semesters, with the 2nd semester being optional for mentees.
13. Solicit names of 2 volunteers from each division to be the "mentor coordinator" for each division.

Other thoughts that were discussed:
14. NFLA: Expand the New Faculty Learning Academy to allow longer discussions and opportunities for the new faculty to share experiences. Also provide members with a list of committees that have faculty participation.
15. David Vakil should solicit more faculty via a faculty listserv email. [Not yet completed.]

The meeting concluded at 2pm.

FACULTY DEVELOPMENT COMMITTEE MINUTES

April 22, 2008

Attendees: David Vakil, Donna Manno, Mercedes Thompson, Rose Ann Cerofeci

The meeting was dedicated entirely to developing a faculty mentor system.

1. **Application** - Developing an application for mentors and mentees was postponed until we receive the information from College of the Canyons and their mentorship program.
    a. The application needs to be clear and simple for mentors and mentees
    b. The committee decided to add a question asking when are you available to meet with your mentor and when could you attend a general mentee/mentor training session.
2. **Characteristics of good mentors**
    i. Individuals with proven track record
        1. Tenured if full-time, XX years at ECC if part-time. (XX is a number to be determined.)
    ii. Good listeners; ask questions rather than talking
    iii. Positive but realistic
    iv. Give advice a mentee wouldn't know to ask about (checklist – see below)
    v. Someone who is currently teaching the same class(es) as the mentee
    vi. Approachable
    vii. Accessible, physically nearby
    viii. Will review mentee's exams and/or handouts on request
    ix. Honest
    x. Sounding board for frustration and difficulty (hence need for confidentiality)
    xi. Confidential (especially if serving on a hiring or evaluation panel)
3. **Mentor training**
    a. A formal training session prior to the semester, probably as a Flex Day activity or on the optional 2nd Flex Day in fall (usually on Friday)
    b. Informal mentor gathering times to discuss mentorships
    c. List of all mentors and mentees in program
    d. A **checklist** of items to review with mentees
        i. mentor must provide copies of assessments, syllabus
        ii. ??? (perhaps) the mentee must provide copies of the same documents when ready
        iii. ??? (perhaps) both mentor and mentee should visit each other's classroom at least once
    e. Perhaps an information session about some of the items on the checklist (e.g. Special Resource Center) for mentors who need refreshing on some topics
    f. Coaching about behavior styles, listening skills, leadership styles

4. **Mentee training**
   a. <u>Mentees will</u> be coached to <u>take initiative</u>. Mentors have been less likely to do so in less formal mentorships. We don't know how this more-formal system will work out.
   b. <u>Mentees should be strongly discouraged from feeling like they are bothering or intruding upon their mentor.</u>
   c. List of all mentors and mentees in program (in case mentee wants a 2nd opinion or if there is a teaching emergency and mentor is unavailable)
   d. Informal mentor gathering times to discuss mentorships
5. **Two types of mentorship**: stage 1 and stage 2
   a. Stage 1 = more limited, perhaps only electronic interaction, perhaps offer flex credit??? Stage 1 needs to be developed more fully. Joe Holliday does something like this already.
   b. Stage 2 = more comprehensive. Face-to-face meetings, written requirements, **up to 8 hours of flex credit available per semester** for mentors and mentees (each).
6. **Requirements for stage 2 mentorship**
   a. Create a <u>written agreement</u> for both mentor and mentee so the requirements of the process are clear
   b. Available during the mentee's first semester, with the option to renew for a second semester.
   c. Mentors and mentees should <u>contact one-another 4 times each month</u> as follows:
      i. At least one visit face-to-face per month
      ii. At least 3 other contacts per month, which can include face-to-face visits, telephone conversations, email dialogues, or classroom visits.
   d. A <u>written summary will be submitted</u> monthly (to whom) by both mentor and mentee describing (briefly, 2-4 sentences) the month's contacts. These writings may be used to compile a faculty handbook.
7. **Matching process**
   a. Should try to match mentees with mentors teaching the same class (top priority), or who have taught the same class recently (2nd priority).
   b. Allow for partnerships to juggle mentors/mentees in case relationship isn't working
   c. Long term goal: secure release time for a mentorship coordinator to handle matching and other issues that come up
8. **Pilot testing mentorship**
   a. Committee decided it would be best to pilot test this system before taking it campus-wide. Two divisions were suggested for pilot tests:
      i. Humanities Division because they've already done some mentorship.
      ii. Math because they also have developed a team environment and cohorts.

David Vakil will send an email to the faculty listserv to determine which faculty would be interested in participating in a mentorship system (as either a mentor or mentee) as described to guarantee strong enough interest to keep pursuing this project. Ideas and feedback will be solicited.

The meeting adjourned at 2pm.

PLANNING & BUDGETING COMMITTEE
April 17, 2008
1:00 – 2:30pm
Location: Alondra Room

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)
- [ ] Miriam Alario, ECCE
- [ ] Christina Jack - ASO
- [ ] Thomas Jackson, Academic Affairs
- [ ] Dawn Reid, Student & Community Adv.
- [ ] Cheryl Shenefield, Administrative Services
- [ ] Susan Taylor, ECCFT
- [ ] Harold Tyler, Management/Supervisors
- [ ] Lance Widman, Academic Senate

Attendees

- [ ] Luis Mancia – Alt., ECCE
- [ ] Ken Key – Alt., ECCFT
- [ ] _____ – Alt., Acad. Senate
- [ ] Tom Lew – Alt., Ac. Affairs
- [ ] Rocky Bonura – Alt., Adm. Serv.
- [ ] Regina Smith – Alt., SCA
- [ ] Bo Morton – Alt., Mgmt/Sup.
- [ ] _____ - Alt ASO
- [ ] Francisco Arce – Support
- [ ] Peter Marcoux – Support
- [ ] Janice Ely – Support
- [ ] Jeff Marsee – Support
- [ ] Jeanie Nishime – Support
- [ ] John Wagstaff – Support

AGENDA

1. Approval of Minutes for 4/3/08 ------------------- All PBC participants ---------- 1:00 p.m.

2. GASB funding discussion ------------------------- All PBC participants ---------- 1:20 p.m.

3. Unspent Fund 15 account discussion ---------- All PBC participants ---------- 1:50 p.m.

4. Resident Credit FTES 2008/09 ------------------- Spor/Arce ---------------------- 2:15 p.m.

5. Adjournment --2:30 p.m.

Handout:

1. Resident Credit FTES 2008/09 – March 2008 Report

Next Meeting – May 1ˢᵗ Alondra Room

PLANNING & BUDGETING COMMITTEE
May 1, 2008
1:00 – 2:30pm
Location: Alondra Room

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.

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- ☐ Bo Morton – Alt., Mgmt/Sup.
- ☐ _____ - Alt ASO
- ☐ Francisco Arce – Support
- ☐ Peter Marcoux – Support

- ☐ Janice Ely – Support
- ☐ Jeff Marsee – Support
- ☐ Jeanie Nishime – Support
- ☐ John Wagstaff – Support

AGENDA

1. Approval of Minutes for 4/17/08 ------------------ All PBC participants ---------- 1:00 p.m.

2. 2008/09 Tentative Budget ------------------------ Marsee / Ely -------------------- 1:20 p.m.

3. Student Health Fee Increase -------------------- Nishime ------------------------- 2:00 p.m.

4. Resident Credit FTES 2008/09 ------------------ Spor ----------------------------- 2:20 p.m.

5. Adjournment --- 2:30 p.m.

Handout:

1. Memorandum from Chancellor Woodruff – Student Health Fee Increase

2. Resident Credit FTES 2008/09 – April 2008 Report

Next Meeting – May 15th Alondra Room

El Camino College
Application Process for Special Contract Funds 2008-2009

Purpose: The intent of this document is to provide the college with a process to request money from the special contract funds that are generated by the partnership with the Compton Center. This additional money allows the college to fund new or revitalized high impact plans that are one-time or short-term (up to three years).

Minimum Requirements: All plans must address at least one of the **Focus Areas** and impact one or more of the **Indicators** in order to be considered for funding.

<u>**Focus Areas:**</u>

1. **MARKETING and RECRUITMENT:** Funding will be directed to plans that increase enrollment through improved recruitment efforts.

   Indicator: Increase FTES by at least 3% in 2008-09 to reach a goal of 19,300 FTES.

2. **STUDENT SUCCESS and RETENTION:** Funding will be provided to plans that support processes that affect student success and retention efforts.

   Indicators:
   a) See ARCC indicators (page 2)

3. **PROCESS IMPROVEMENT:** Funding will be directed to plans that measurably improve services, the condition of campus facilities, or improve technology (i.e., accountability, operational efficiencies, etc.).

   Indicators:
   a) Utilize an accountability system that improves departmental processes to raise customer satisfaction of the services provided.

   b) Remove fiscal barriers that prevent peak operational efficiencies or performance.

4. **PROGRAM DEVELOPMENT:** Funding to support programs or curriculum development.

   Indicators:
   a) Meet the needs of students, business, and government.

   b) Increase enrollment and/or new sources of revenue through newly created or revised programs.

El Camino College
Application Process for Special Contract Funds 2008-2009

Accountability Reporting for Community Colleges (ARCC) indicators - ARCC is a mutual commitment between the State of California and the California Community Colleges system to improve student performance on 7 indicators. The 7 indicators and a definition for each follow.

Indicator 1: STUDENT PROGRESS AND ACHIEVEMENT RATE- This indicator is directed at first-time students, students who have not taken a college course anywhere, earn a minimum of 12 units, attempt a degree/certificate/transfer threshold course within 6 years of entry <u>and</u> achieve any of the following outcomes.

   a) Earn an AA/AS degree or a Certificate worth 18 or more units.
   b) Student actually transfers to a 4-year institution.
   c) Transfer Directed where the student successfully completes both a transfer level Math and English course.
   d) Transfer Prepared where the student completes 60 units of transferable coursework with a GPA ≥ 2.0 in all of these courses.

Indicator 2: VALUE ADDED MEASURE 30 + UNITS - This indicator is directed at first-time students, students who have not taken a college course anywhere, and attempt a degree/certificate/transfer threshold course within 6 years of entry and complete at least 30 units at ECC or anywhere in the CCC system.

Indicator 3: PERSISTENCE RATE - This indicator is directed at first-time students, students who have not taken a college course anywhere, and earn 6 units in their <u>first</u> Fall term at ECC and enroll in a course in the <u>subsequent Fall term</u> anywhere in the CCC system. *All PE courses, theory and activity, are excluded from the 6 units.*

Indicator 4: ANNUAL SUCCESSFUL COURSE COMPLETION RATE – CREDIT VOCATIONAL COURSES - This indicator is only for credit vocational courses that have a SAM code of either A, B or C. Student must achieve a final course grade of A, B, C, or CR.

Indicator 5: SUCCESSFUL COURSE COMPLETION – CREDIT BASIC SKILLS COURSES –
This indicator is for credit Basic Skills courses in Math, English, or ESL. Students must achieve a final course grade of A, B, C, or CR.

Indicator 6: ESL IMPROVEMENT RATE FOR CREDIT COURSES - This indicator is looking at improvement in credit ESL courses. The initial ESL course must be 2 or more levels below the college or transfer level and the student must successfully complete a higher level ESL course within 2 years of taking the first course. Success is defined as a final course grade of A, B, C, or CR.

Indicator 7: CREDIT BASIC SKILLS IMPROVEMENT - This indicator is looking at improvement in credit Basic Skills courses within a discipline. Students must start 2 or more levels below the college or transfer level and must successfully complete a higher level credit Basic Skills course or transfer level course within the same discipline within 2 years of taking the first Basic Skills credit course. Success is defined as a final course grade of A, B, C, or CR.

El Camino College
Application Process for Special Contract Funds 2008-2009

Project Funding Form 2008-2009

Instructions: Please complete **all sections.** You **must answer each item** under each section. If an item does not apply to your project, please **explain the reason.** **Type all** your responses. Please keep in mind that members of the Planning & Budget Committee are not familiar with your project and it is necessary to answer each item with as much detail as possible but succinctly.

To type your responses, click inside a box and begin typing. The box will automatically expand when you reach the bottom.

Division, Department and/or Area:

Project Name:

Focus Area:

- ○ Marketing and Recruitment
- ○ Student Success and Retention
- ○ Process Improvement
- ○ Program Development

Which ARCC indicator(s) if any does your proposal address?

- ○ Student Progress and Achievement
- ○ Value Added 30+ units
- ○ Persistence Rate
- ○ Credit Vocational Course Completion
- ○ Credit Basic Skills Course Completion
- ○ Credit ESL Improvement Rate
- ○ Credit Basic Skills Improvement Rate

Statement of Need (address all four areas)

a. Description of your project and the target audience.
b. Explain the need that your project addresses.
c. Describe how your project will impact the Focus Area indicators.
d. Support your need with previous research, documentation, or relevant background information (such as program review or a needs assessment)

El Camino College
Application Process for Special Contract Funds 2008-2009

Project Objectives

a. State the project's specific objective(s) in behavioral, performance, process, or product terms.
b. Describe the outcome(s) you expect from the project in _measurable_ terms.
c. Explain how your objectives impact the Focus Area indicators.
d. Indicate how you will know if your project objectives have been met. What will you see or what will be different if the objectives have been met?

Project Activities or Procedures

a. State the specific activities for which you are seeking funding and how the activities support the objectives.
b. Describe the activities with as much detail as possible.
c. Prepare a timeline for your activities.
d. Indicate who (e.g., faculty, staff, or student) will carry out each activity.

Evaluation of Objectives and Activities

a. Indicate how you will evaluate your objectives and activities. (Hint: look at what you wrote under Project Objectives.)
b. Specify what criteria, instruments, or analyses will be used.
c. Explain how the measures you have selected will evaluate the success of your project.
d. Indicate how the evaluation will be completed and by whom.

El Camino College
Application Process for Special Contract Funds 2008-2009

Budget

Complete the **Budget Summary Form for 2008-2009.** It is very important that the budget directly corresponds to the project activities. Funding of a project **will not** be considered unless this document is attached.

a. Outline cost of project and number of people served.
b. Explain how the funds will be used for the activities.
c. List any additional funding you may be receiving for this project.
d. List any donated services or products.

Sustainability

a. If you obtain your objectives and think the project should be continued, how will this project be funded in the future?

Name and extension of contact person: **Name and extension of Division Dean/Supervisor:**

DEADLINE:

Submit an electronic copy to the Enrollment Services Office by June 30, 2008

El Camino College
Application Process for Special Contract Funds 2008-2009

Project Title: _____ **Contact Person:** _____ **Ext.** _____

Cost Center _____

Please outline the distribution of funds to each of the areas in this section. It is very important that the budget directly corresponds to the project activities.

Object Codes and Descriptions		
1000 - ACADEMIC SALARIES	**Object**	**Budget Amount**
Noninstructional – Other	51290	
Instruction, Monthly, Other	51300	
Instruction, Hourly & Overload	51340	
Stipends	51380	
Noninstructional-Hourly	52340	
Sub-Total		
2000 - CLASSIFIED SALARIES		
Regular	52120	
Hourly – Instructional Aides	52220	
Hourly – Student Help	52310	
Hourly – Overtime, Relief	52390	
Hourly – Special Assignments	52399	
Sub-Total		
3000 - BENEFITS		
Distributed Reserve	53000	
Certificated Monthly = 29% (approx.)		
Classified Monthly = 39% (approx.)		
Certificated Hourly =11% (approx.)		
Classified Hourly = 6% (approx.)		
Student Workers = 1% (approx.)		
Sub-Total		
4000 - SUPPLIES & MATERIALS		
Books	54200	
Instructional Supplies	54320	
Printing	54340	
Supplies & Materials	54550	
Software	54556	
Magazines, Periodicals	54590	
Sub-Total		

Object Codes and Descriptions		
5000 - OTHER OPERATING EXP	**Object**	**Budget Amount**
Consultants	55110	
Lectures, Performing Arts	55120	
Temp Help from Outside Agencies	55137	
Conferences, Seminars, Retreats	55200	
Mileage	55210	
Student Travel Expenses	55229	
Dues & Memberships	55300	
Repair & Upkeep of Buildings	55500	
Grounds	55505	
Repair & Maintenance of Equipment	55661	
Other Services	55800	
Postage	55850	
Advertising	55860	
Sub-Total		
6000 - CAPITAL OUTLAY		
Replacement Equipment	56415	
Equipment from $500 to $4999	56417	
Equipment $5000 or more	56420	
Computer Equipment $5000 or more	56421	
Computer Equipment from $500 to $4999	56422	
Sub-Total		
Grand Total of All Line Items		

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: April 3, 2008

MEMBERS PRESENT:

☒ Alario, Miriam – ECCE   ☒ Spor, Arvid – Chair
☐ Jack, Christina – ASO   ☒ Taylor, Susan – ECCFT
☒ Jackson, Tom – Academic Affairs   ☐ Tyler, Harold – Management/Supervisors
☐ Reid, Dawn – Student & Community Adv.   ☒ Widman, Lance – Academic Senate
☐ Shenefield, Cheryl – Administrative Svcs.

OTHERS ATTENDING: Francisco Arce, Ken Key, Jeff Marsee, Luis Mancia, Jeanie Nishime, Regina Smith, John Wagstaff

Handouts:
- 2008/2009 Preliminary Budget Assumptions – General Fund – Unrestricted
- Update of 2-Year Recovery Program

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

Approval of March 20, 2008 Meeting Minutes

1. Clarification – Approval of Minutes of March 6, 2008: Page 1, Item #2 – Minutes to read: In February 2008, presented to the Board that 2009/2010 summer would shift to 2009.
2. Page 1 – Item #1 – 4th line – delete the word "no".
3. Request that FTES information be provided to PBC on a regular basis. Francisco Arce will make this information available electronically to the committee. The report will include affiliate programs (paramedic program, fire technology), projects for summer, fall, winter, and spring. Report to be updated in January, April and later a final report for the year.
4. Page 2 – Item #2 - $.5 million to be changed to $550,000.
5. Page 2 - Item #2 – In view of the Vice Presidents' recommendation to move to a deficit budget, will the Budget Assumptions be modified accordingly? Arvid Spor distributed the "Update of 2-year Recovery Program" document which has been presented to the Board of Trustees. Francisco Arce explained that apportionment was reduced $1.5 million for this year by the System Office this meant that there would be less money for next year. The recommendation then came forth to go with a deficit budget. At this time, it is not certain what the ending balance will be. Regardless, monies will have to be taken from the reserve and there won't be a balanced budget. When the Tentative Budget is presented in May, a revision will be made, but it is not certain at this time what that amount will be. The budget assumptions presented to PBC in February called for a balanced budget. In an effort to minimize disruption of operating accounts caused by the projected $5.8 million cut, the Vice Presidents recommended that the $5.8 million come from a variety of sources - the fund balance, department cutbacks of 5% ($.5 million department budgets), and savings realized throughout the Fund 11 budget. A balanced budget means revenues equal expenses. Assumption #1 (the District will adopt a balanced budget) will have to change.
6. Page 2 – Item #4 should read: Approximately 5.5% is for the next fiscal year – 2008/2009.
7. The minutes of March 6, 2008 were approved as amended.

Review of Draft Application Process for Special Contract Funds for 2008/2009

1. What is the origin of the report? The report is from Pasadena City College and was changed for use by El Camino College. Why do we need this report if we are using Plan Builder? Plan Builder (also from Pasadena City College) does not ask for measurable outcomes nor does it contain an evaluative component. Plan Builder will be modified to include measurable and evaluative content for next year so that the form will not be needed.

2. These funds are one-time only or seed money not to exceed three years. Concerns were expressed that there is no evaluation process connected with the use of the form. Changes to Plan Builder for next year will mean the elimination of the form. A concern was raised that some individuals may not request funds because the source will not continue beyond three years. One to three years of funding is a requirement of the funding source. If the Compton partnership is dissolved our base would drop by $4.5 million eliminating this funding source. Fund 15 money will not be approved to hire full-time employees.

3. It was suggested that Bo Morton conduct a proposal writing workshop or seminar to train people on how to effectively complete the form (i.e., data, terminology etc.).

4. The applications are to be submitted by June 30, 2008. In July the Vice Presidents will prioritize unit plans based upon area needs and then present to PBC in August.

Edits to the form
1. Page 1, Focus Area 4: Program Development - Indicator (a) – delete the word "industry".
2. Page 3, Statement of Need, Item "d": add "or program review."
3. Page 4, Project Objectives Item "a": reworded to "State the project's specific objective(s) in behavioral, performance, process, or product terms". Project Objective should be stated very clearly. The Project Objective is provided to give a framework to work within. This area may be a way for the requestor to re-state what has been done.
4. Page 4, Project Activities or Procedures, Item "d": reworded to "Indicate who (e.g., faculty, staff, or student) will carry out each activity".
5. Page 5, Budget: italicized *note sentence* removed.

Agenda Development
It was requested that GASB and Fund 15 rollover be placed on the agenda for discussion at the next scheduled meeting.

Next Scheduled Meeting
The next meeting is scheduled Thursday, April 17, 2008

Adjournment
The meeting adjourned at 2:28pm.

Note taker: Mattie Eskridge

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: April 17, 2008

MEMBERS PRESENT:

☒ Alario, Miriam – ECCE
☒ Jack, Christina – ASO
☒ Jackson, Tom – Academic Affairs
☒ Reid, Dawn – Student & Community Adv.
☒ Shenefield, Cheryl – Administrative Svcs.

☒ Spor, Arvid – Chair
☒ Taylor, Susan – ECCFT
☒ Tyler, Harold – Management/Supervisors
☒ Widman, Lance – Academic Senate

OTHERS ATTENDING: Janice Ely, Don Goldberg, Ken Key, Luis Mancia, Jeanie Nishime, John Wagstaff

Handouts:
- Application Process for Special Contract Funds 2008-2009
- Resident Credit FTES 2007-2008
- GASB 45 Fact Sheet
- Retiree Health Premium Fund
- Annual Budget Report Ending 4/30/08

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

Approval of April 3, 2008 Minutes

1. ECC could loose up to $4.5 million, depending on FTES, if the Compton partnership should end.
2. Item #3, page 1 – the FTES report will be provided at today's meeting (report comes out three or four times).
3. The April 3, 2008 meeting minutes were approved with no changes made.

GASB 45 Funding Discussion:

1. Retiree Health Premium Fund – shows $900,000 deposited for 2007-08. Initial funds were deposited in SCCCD (Southern California Community College Districts) consortium. District Fund 17 was opened in 2004-05. The two funds combined total $7,028,939. Why was Fund 17 created? Maybe for better return on investment.
2. 2007-08 was the first year that required funds to be set aside to cover current and future years of retirement costs. Does the district have target amount? Maybe $20 million in 15 years?
3. GASB 45 was a general fund line item in the 2006-07 budget. GASB 45 came from Fund 15 in the 2007-08 budget. The 2008-09 budget was built without a line item for GASB 45.
4. Suggestions made for a budget assumption to cover GASB 45 obligation:
    a. Set aside unused Fund 15 monies not allocated to projects- with a cap of $900,000.
    b. GASB 45 may come from the Fund 11 and reimbursed from remaining Fund 15 monies, up to $900,000.
    c. Take advantage of 2006-07 double payment to cover obligation for 2008-09 and establish future plan to cover obligation.
    d. In the long run, 100% of GASB 45 would come from Fund 11. Suggest leftover 2007-08 Fund 15 balance be left in Fund 15 to pay for GASB 45 in 2008-09, up to $900,000. Beginning in 2009-10, a large percentage of the annual GASB 45 commitment would come from Fund 15 with a complementary small percentage from Fund 11 for a total of 100%.

Discussion: Before making recommendations, it is important to know parameters (the college's long term goals and obligations, determining annual contribution, etc.) to make a more informed decision. Assumptions would be based on 1) the approach - whether or not to use Fund 15; 2) the amount to set aside; 3) if this is a long term plan; and 4) the start date - next year? There may not be funds available to allocate for plans next year because balance in Fund 15 may be used to cover next year's deficit. Not knowing the amount of remaining funds until the end of the year could mean loss of interest for an entire year. The expense for GASB 45 is a general fund obligation. Need actuarial study to determine target amount and date.

5. Will gather additional information and place on agenda for the next meeting.

Unspent Fund 15 Account Discussion:
1. It is important to keep a separate account for special contract funds.
2. Annual Budget Report ending 04/30/08 – bottom line on page 9 shows Fund 15 balance of $953,856, but does not include last four months of salaries. $2.8 million was budgeted instead of $3 million; this is shown on last line under Annual Budget column.
3. Page 8 - Interfund Transfer $900,000 was allocated to fund GASB 45 for 2007-08. About $800,000 was spent so far on projects.
4. Recommendation was made to roll over remaining monies from 2007-08 Fund 15 to 2008-09 Fund 15.
5. The committee discussed keeping Fund 15 for special projects during budget cuts. Funds from reserves should be used first when general funds are cut before tapping into Fund 15.

Application Process for Special Contract Funds 2008-2009
1. PBC edits to process and form are complete. Form and process need to be approved by Cabinet before being released campus-wide.
2. Faculty may not be aware of processes to promote their special projects ideas; they could work with their deans to use ideas and place them into Plan Builder.

Resident Credit FTES 2007-2008
1. This report is tied to the 320 Report sent to Chancellor's Office. The base in the first column shows the prior year's amount. Funding was allowed for 2.44% growth over the base amount. FTES reported on 7/15/07 was 19,312 (borrowed from summer to reach this amount).
2. Why are the base and growth amounts different in February 2008 and March 2008? Are the Paramedic Program and Affiliate Train Program FTES included in the 19,312? This report is not very clear. Since there are too many questions about the report, the decision was made to table at this agenda item for the next meeting. A. Spor will also speak to Lovell Alford to get clarification.

The next meeting is scheduled May 1, 2008. Meeting topics will include the tentative budget, information about GASB 45 and clarification of the FTES report.

Meeting adjourned at 2:15 p.m.

Note taker: Lucy Nelson

EL CAMINO COLLEGE
Office of the Vice President – Academic Affairs   **REVISED**

NOTES – COUNCIL OF DEANS
3 APRIL 2008

Present: F. Arce, M. Callahan, S. Dever, I. Drew, L. Gallucci, D. Goldberg, A. Grigsby, C. Lee, T. Lew, W. Morris, B. Mulrooney, J. Nishime, W. Olson, D. Patel, V. Rapp, S. Rodriguez, J. Schwartz, R. Smith, A. Spor, L. Widman, S. Zareski

Guests: K. Beckwith, T. Ho, H. Tyler

I. INFORMATION ITEMS

A. Tracking System Presentation: Ms. Kathy Beckwith, General Manager at CI Solutions, and Mr. Terry Ho made a presentation on a web-enabled attendance software program which will electronically track positive attendance with the scan of a card. The information can then be printed out in numerous report formats.

B. Notes of 3/20/08: Distributed.

II. DISCUSSION/ACTION

A. Customer Service: Dr. Smith and Dr. Drew met with the following staff to discuss aligning the college community for a common purpose that will involve all areas on campus: Dr. Jaffe, Dr. Rodriguez, Ms. Patel, Mr. Marcoux and Mr. Mulrooney. Some of the key points discussed were noted as follows:
    1. Creating a culture of service that must be a practiced value
    2. How to develop models for customer service success
    3. Develop a budget for customer service
    4. Phones
    5. Create a value on food and camaraderie
    6. Can we have fun
    7. Create Employee of the Month
    8. Staff life gatherings
    9. Steps to implement a campus culture of service

    Discussion for prioritizing some of the ideas will take place at the next meeting.

B. Registration Notification Plan: Dr. Nishime reported that registration mailers will continue to be mailed to students for summer and fall registration priority. In the fall, students will be informed that registration mailers will no longer be mailed and that they will only be able to obtain registration information by phone or online.

C. Academic Senate (AS) Report: Mr. Widman gave the following AS report:
    1. AS received the Faculty Hiring Procedure for a First Reading this week. The procedure is scheduled for a Second Reading at the next meeting.

2. AS unanimously authorized the Executive Board to pursue the request for technical assistance with the State Academic Senate and Community College League on the issue of shared governance at ECC.

III. OTHER

A. <u>Academic Achievement Awards</u>: Mr. Tyler announced that the Academic Achievement Awards reception is scheduled for May 21 at 5:00 p.m. He reminded the deans that the president does not want duplications this year. A student who receives the Presidential Scholar award should not also receive an Academic Achievement Award. He also asked that the notification letters to students be clear so that the students understand they have been nominated and not yet selected. Questions regarding the process should be forwarded to Ms. Lam.

B. <u>Board Policy 5500 (Standards of Student Conduct)</u>: Dr. Lee and Mr. Tyler are working on this policy. They are refining Administrative Procedure 5520 and will be ready to discuss campus-wide during the third week of April.

C. <u>Calendar of Events</u>: The dates and times of all graduations, pinning ceremonies, receptions, and other events should be forwarded to Ms. Garten so they can be included on the campus-wide calendar. Invitations for Board members to attend a particular event must be forwarded 30 days prior to the event.

IV. MEETING SCHEDULE

The next meeting is scheduled for Tuesday, April 17, 9:00-11:00 a.m., Lib 202.

ACADEMIC AFFAIRS AND

STUDENT SERVICES
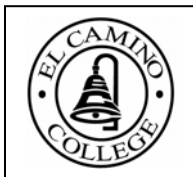
April 17, 2008
9:00 AM to 11:00 AM
Lib 202

<u>Type of meeting:</u>	Council of Deans	<u>Facilitator:</u>	Jeanie Nishime
		<u>Notetaker:</u>	Karen Lam

Attendees

___ F. Arce	___ D. Goldberg	___ W. Morris	___ J. Schwartz
___ H. Bateman	___ A. Grigsby	___ B. Mulrooney	___ J. Shankweiler
___ M. Callahan	___ T. Jackson	___ R. Natividad	___ R. Smith
___ K. Curry	___ B. Jaffe	___ J. Nishime	___ A. Spor
___ S. Dever	___ C. Lee	___ W. Olson	___ J. Wagstaff
___ I. Drew	___ T. Lew	___ D. Patel	___ S. Warrier
___ L. Gallucci	___ P. Marcoux	___ V. Rapp	___ L. Widman
___ A. Garten	___ G. Miranda	___ S. Rodriguez	___ S. Zareski
___ D. Givens			

Other Guests:

AGENDA ITEMS	ORIGINATOR	DESIRED OUTCOME
I. Information A. Notes of 4/3/08	All	A. Information
II. Discussion/Action A. Customer Service	Drew/Smith	A. Prioritize suggestions discussed at last meeting

B. Board Policies/Administrative Procedures
  • BP/AP 4070 Audit of Courses
  • BP 4220 Standards of Scholarship
  • BP 4250 Probation, Dismissal & Readmission
  • BP 5020 Nonrsident Tuition
  • BP/AP 5137 Distribution & Exhibition of Posters
  • BP 5138 Standards of Student Conduct
  • BP 5506 Student Rights & Responsibilities
	Nishime	B. Review/comments

C. Chancellor's Letter – Cheating by Students	Nishime	C. Information
D. Academic Sente	Widman	D. Update
III. Other		
IV. Next Meeting -- Deans' Council, 5/01/08 9:00-11:00 a.m., Lib 202		

EL CAMINO COLLEGE
Office of the Vice President – Academic Affairs

NOTES – COUNCIL OF DEANS
20 MARCH 2008

Present: F. Arce, K. Curry, S. Dever, I. Drew, L. Gallucci, D. Goldberg, A. Grigsby, T. Jackson, B. Jaffe, C. Lee, T. Lew, G. Miranda, B. Mulrooney, R. Natividad, W. Olson, D. Patel, V. Rapp, S. Rodriguez, J. Schwartz, J. Shankweiler, R. Smith, A. Spor, S. Warrier, L. Widman

I. INFORMATION ITEMS
A. <u>Notes of 3/06/08</u>: Distributed.
   <u>Correction</u>: The Academic Senate ~~will~~ *may* request technical assistance from a program with the state Academic Senate regarding shared governance on the campus.
   Update: Grade Change: It was recommended that a task force be set up to discuss the process – grade change procedure, the role of Admissions and Records, and the academic divisions. (NOTE: A committee comprising of two deans, two admin assistants, M. Angel-Reatigo, E. Nieto and B. Mulrooney will meet to discuss this issue further.)
   Principals' Breakfast: The principals' breakfast will be held once a year in the fall and a possible meeting place will be the new Humanities complex. The counselors' event will also be held once a year which will include workshops and activities.
   Passwords – Each manager is responsible for security of passwords.
B. <u>Certificate Conversion Project Overview</u>:
   -- In the past, there were two certificates: Certificate of Competency and Certificate of Completion.
   -- The certificates presently offered are:
   (1) Certificate of Achievement – state approved; given external review; two types of certificate of achievement – low: 12-17 units; standard: 18+ units.
   (2) Certificate of Accomplishment – issued by the division but has not gone through external process. The evaluation process will certify certificate of accomplishment but it will not be noted on a student's transcript. Concern was expressed if students would qualify for financial aid under this certificate.
   -- A task force will meet to discuss the certificates further: V. Rapp (chair); W. Olson, H. Cooper, S. Rodriguez, J. Young, B. Mulrooney, P. Marcoux, I Graff.

II. DISCUSSION/ACTION
A. <u>Integration of Accreditation Standards into Campus Committees:</u> A listing of the committees integrated into one of the four the accreditation standards was distributed. The goal is to integrate accreditation on campus. Committee members are encouraged to review and understand the standard – How can it be weaved into accreditation? Are we effective? Have we improved student learning?
B. <u>Managers Assignments</u>: Council members were requested to forward to the Academic Affairs office a list of committee that he/she are currently serving on. This information will be used in the self-study report.

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C. <u>SLO:</u> There has been progress on SLOs. 323 courses have at least one SLO assessment plan completed. F. Arce suggested that staff development funds may be an option to explore for faculty to assist in SLOs. The SLO guiding principles were adopted by the Academic Senate on 3/4/08.

D. <u>Academic Senate:</u>
-- Senate affirmed acceptance of library board policy 4040 and also approved the administrative procedure concerning an advisory board.
-- Continued discussion of the technical assistant program available through the state Academic Senate.
-- Concern was expressed for a more active faculty role in building construction.

III. OTHER

A. <u>Management Forum:</u> Linda Gallucci will present at the next Management Forum on April 3 on "Work Keys."

B. <u>Online Planning:</u> It was noted when faculty worked on the online planning, the only access available was on campus. Access was not available if faculty wanted to work on it off campus. S. Warrier indicated it could be done off campus by moving to another server from the start. However, since the plan is already in progress, it cannot be moved in the middle of the planning project.

C. <u>Additional Counselors:</u> The need of additional outreach counselors is needed at the high school to establish a linkage with the College. F. Arce suggested that R. Smith and K. Curry develop a budget proposal

D. <u>Next Agenda:</u> Customer Service - how to improve services for students. R. Smith and I. Drew will chair this portion of the meeting.

EL CAMINO COLLEGE
EL CAMINO COLLEGE CALENDAR COMMITTEE
AGENDA

	Members	
	Present		**Absent**

Date: April 23, 2008

Present	Members	Absent
_____	F. Arce	_____
_____	A. Ashcraft	_____
_____	T. Brown	_____
_____	C. Casper	_____
_____	Q. Chapman	_____
_____	K. Clark	_____
_____	J. Cohen	_____
_____	J. Curtis	_____
_____	I. Drew	_____
_____	L. Hong	_____
_____	P. Marcoux	
_____	B. Mulrooney	_____
_____	J. Nishime	_____
_____	D. Paily	_____
_____	B. Perez	_____
_____	E. Rader	_____
_____	H. Tyler	_____
_____	T. Wasserberger	_____

Time: 3:00pm – 4:30pm

Location: Stadium Room

Chair: Jeanie Nishime

Recorder: Mattie Eskridge

Description	How	Who	Time
Discussion Item: a. **Approval of Minutes – October 30, 2007**	**Discussion**	**Committee**	**3:00pm**
b. **Continue discussion of a three-year calendar**	**Discussion**	**Committee**	
c. **Review any questions from the last meeting**	**Discussion**	**Committee**	
		Committee	
Agenda Development for future meeting	**Discussion**	**Committee**	
Next Scheduled Meeting Date	**Discussion**	**Committee**	
Adjournment			

EL CAMINO COLLEGE   *DRAFT*
Calendar Committee
Minutes
October 30, 2007

Members Present

Francisco Arce, Ann Ashcraft, Carolee Casper, Quajuana Chapman, Jeffrey Cohen
Lyman Hong, Bill Mulrooney, Jeanie Nishime, Dean Paily, Barbara Perez
Emily Rader, Harold Tyler, Toni Wasserberger

The meeting convened at 1:04 p.m. in the Cafeteria Stadium Room.

Approval of Minutes October 9, 2007

The minutes of October 9, 2007 were approved with the following additions:
Page 2 -

- El Camino College and Compton success rate and population refers to demographics.
- The committee discussed extending the Winter Session to six weeks. However, it was explained that going to six weeks would delay the ending of the Spring Semester to the end of June.

Research Report – Student Registration

Irene Graff, Director of Institutional Research, distributed and discussed the report, "Executive Summary Winter Term 2007 Student Profile Report" and "Fall to Spring Enrollment Persistence Winter Term Analysis" reports. She explained that the Summer 2007 data is not complete. This information will be provided at the next scheduled Calendar Committee meeting. The following comments were made:

There are instances where the data is sometimes changed in the system. It is not certain how this happens.

- MIS gives more of a snap shot of the data.
- The MIS report will be checked to make sure the data being submitted is accurate and complete.
- The Executive Summary 2007 report is a three-year series profile of the last three winter terms. The following areas were highlighted:
  - More continuing students than in the fall
  - More day students and course offerings
  - More transfer students
  - Students are more likely to be enrolled full-time
  - Much higher retention and success rate
  - Winter and summer have higher success and retention
  - Higher grade point average

- ▪ Students have a higher success rate in the winter
- Changes over three years
  - ▪ Enrollment up about 1,000 students in three years
  - ▪ Some populations have grown more than others
  - ▪ New students are coming in for the winter at a higher rate
  - ▪ There is persistence in the spring and fall enrollments.
  - ▪ There does not seem to be a link between winter and how it affects overall head count in the spring
- Reviewed persistence rates for fall to spring, which is fairly stable between 65-69%.
- There does not seem to be a pattern between persistence of winter and other terms.
- Average persistence with no intersession was 67.9%; introductory was 67.7%
- Individual student patterns – whether winter or spring:
  - ▪ Top persistence rater was 94.5%. These are students who are persisting for success. The rate is lower for those who skipped winter, which is the 66.8% enrolled.
  - ▪ Persistence for spring is 59.7%. Prior year was 67.9%
  - ▪ There was concern from the committee as to whether this information is reflective of the entire group. It was suggested that the data be reviewed as far back as 2002 to see the average drop in students.
- A large group graduated in winter. There are two graduating groups but they march in the spring.
- There has been no study on the impact of the summer session taking away enrollment for fall
- Student Services is offering more open hours. What impact will this have on enrollment?
- Now that enrollment is increasing, other services will be impacted as well.
- Courses taken by students in the winter are backfilled by other students in the spring.
- Winter session is growing – about a 30% increase over the last two years—about 150 sessions. This could prove counter-productive. We will need to look at enrollment for next January.
- Two Hundred Twelve sections are being planned for next winter. Two years ago this number was at 50.
- There is the possibility of a planning issue if courses offered in the winter and the same courses are not filled during the spring session. Planning will need to be done on the division level to make winter and spring attractive to students. This is an issue the Deans will need to work with.
- We have a well established historical pattern for fall/spring terms. The summer/winter term is new. It is small and does not generate a large proportion of enrollment.

- There is a limited budget for the term consisting of hourly and regular budget for full-time instructors.
- The original augment was that it not come from existing funds. At the time, we were over capped. The state does not pay in such cases.
- The committee suggested looking at 2000-2001 and compare to where we are now. Have we accomplished what we wanted to accomplish?
- Since there are so few courses offered, is this the best way to spend funds?
- What is the picture for FTES? FTES this year is 700 and previous year was 500. This is a delicate balance.

Community College Student Survey

Irene Graff will prepare survey questions which will include questions from the Calendar Committee. The following are questions which are to be included in the survey:

- Demographic profile of ECC students enrolling in winter, first summer and second summer terms.

- Redo retention and success rate tables for ECC and CEC Summer 2007.

- What effect did linking summer and fall registrations have on student enrollment in Summer 2006 (linked with assigned date) VS Summer 2005 (first come-first served; continuing then new/returning)?
    o Did it affect the number of CSU/UC students enrolling for the summer?
    o Did it affect the number of students from other community colleges enrolling in the summer?

- Survey of students regarding Winter intercession
    o What classes do students want during the winter intercession?
    o How many continuing students took winter courses at ECC? At another community college?
    o If not enrolled at ECC during winter, but elsewhere, why? What course(s) was taken?
    o If not enrolled, what did they do? (work, travel, bum around)
    o Would they prefer to eliminate winter intercession and have spring semester start earlier in January and end in early May.
    o Would they prefer to eliminate winter intercession and have two, back-to-back six week summer sessions (as opposed to the overlapping summer sessions).

- What is the persistence rate from fall to spring with the winter intersession VS the persistence in years prior to the long winter break?

- What is the success of students at CEC taking the prerequisite course in 5-weeks during the summer and the target course in the fall?

- How well do students who failed a course in fall or spring succeed when retaking the course in the winter or summer intercession?

Continue discussion of a three-year calendar
The Committee agreed to continue discussion of a three-year calendar: 2009/10, 2010/11, and 2011/12. Jeanie Nishime asked that research information be provided before proceeding with discussion concerning future calendars.

Summer Session
- What we do with summer will influence what is done with the winter session.
- It will also affect significant number of students who are on campus on probation. This number is now at 1,300.
- Question to still be considered is two back-to-back summer sessions.
- There are issues regarding funding. Enrollment per session has gone done, but the cost of instruction has increased. We are under enrolled.
- In 2004/05, sections were filled at over 85-90%.
- Summer has not grown for three years. It is not filling at the right capacity.
- Barbara Perez developed a table on FTES which will be shared with the calendar committee, which will include an explanation or where we have been and what we need to do.

Adjournment
The meeting adjourned at 2:05pm

EL CAMINO COLLEGE
TENURE-TRACK FACULTY HIRING PROCEDURES

NOTE: The Superintendent/President is responsible for the implementation of the hiring procedures as jointly agreed upon by the Academic Senate and the Board of Trustees in accordance with the Education Code, Section 87360.

I. Definition of Terms

    A. "VP" is vice president.

    B. "VPAA" is Vice President of Academic Affairs

    C. "Position(s)" refers to both new and replacement position(s).

    D. "AS" is the Academic Senate.

    E. "EEO" is Equal Employment Opportunity Officer

    F. "EER" is Equal Employment Opportunity Representative

II. Position Identification Process

    A. The VPAA will initiate the position identification process in a timely manner.
        1. The VPAA and the President of the Academic Senate shall establish the criteria to rank and make recommendations.
        2. The process shall be completed by November.

    B. Division Approval Process
        1. Positions to be requested will be identified jointly by the division dean and full-time faculty.
            a. Input will be requested from each division by the appropriate VP before proposals for new or replacement positions are submitted by the deans to the appropriate VP. This input should come from existing division councils or a committee consisting of the dean and all interested faculty from the division.
            b. All pertinent data shall be reviewed by the division councils and made available to any faculty member requesting it.

    C. Budget Identification

        1. Any position to be funded by the District's unrestricted general fund must be requested through the position identification process.
        2. Faculty positions to be funded by grant and categorical funds other than the general fund shall be exempt from this process.
        3. Any time at which categorical funds expire or a grant anticipates the use of general funds, the position must go through the position identification process and shall be considered new.

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D. Campus-Wide Approval Process
1. The Faculty Position Identification Process Committee will be convened by the AS President and the VPAA. The committee will prioritize and recommend faculty positions to the Superintendent/President for announcement. The committee will consist of the Council of Deans and an equal number of faculty appointed by the AS President.
2. The Superintendent/President will identify positions to be announced before the end of the current calendar year. At the request of the Senate, the Superintendent/President or designee will address issues concerning the approved list.

E. After the official announcement of positions, the Superintendent/President may fill additional positions on a temporary or permanent basis due to unanticipated circumstances, such as programmatic needs, legal considerations, resignations, late retirements, or death. The Superintendent/President will meet with the appropriate Vice President, Academic Senate President and President of the Federation regarding these positions.

III. Screening Committee

A. Selection
The division dean or designee will be initially responsible for identifying the members of the screening committee in compliance with Section III-B.

B. Composition
1. Division dean or designee.
2. Where there is a director with specific program responsibility over the position to be hired, the director will either be the dean's designee or a voting member of the committee.
3. Three (3) or more full-time faculty members from the discipline, one of whom must be tenured. If not enough full-time faculty from the discipline are available the dean and Division Council may recruit additional committee members. Such recruits may come from the division full-time faculty, retired faculty, adjunct faculty, or a neighboring college. At least two committee members should be or have been instructors in the discipline. These committee members shall be approved by a majority of the full-time faculty in the discipline.
4. One (1) full-time faculty member from outside the division approved by the committee and the division dean is recommended
5. One(1) full-time faculty member from the Compton Education Center is recommended.
6. At the discretion of the faculty in the discipline, non-faculty may be appointed with voting or non-voting status.
7. One (1) non-voting EER appointed by the EEO in consultation with committee members and the division dean. Every attempt will be made to have a faculty EER serve on every faculty screening committee. However, in the event no faculty member is available, either a representative from management or classified staff will be appointed.

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Deleted: A joint Academic Senate/administration committee will be convened by the appropriate VP for final identification of positions recommended for announcement. The composition of this committee will be at least 50% appointed by the ASC.

Deleted: New and anticipated replacement positions identified for the following fall are to be approved before the winter recess

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8. The division dean or designee will normally serve as the committee chair subject to the approval of the committee. The committee may select an alternate chair in consultation with the appropriate VP. The responsibilities of the chair include, but are not limited to, the following:

   a. Follow procedures specifically outlined in the Federation contract and the Education Code, Section 87360 Hiring Procedures.

   b. Forward to Human Resources the names of the committee members and the chair.

   c. Work with committee members' schedules to call timely meetings and accommodate faculty teaching schedules where possible.

   d. Review committee members' responsibilities, screening procedures, equal employment opportunity guidelines and conditions of privacy and confidentiality.

   e. Arrange for training in screening procedures and equal employment opportunity for any committee member who has not received it recently.

   f. Assure that the paper screening, preliminary interviews and final interview calendar are completed and forwarded to Human Resources in a timely manner.

   g. Coordinate the committee's development of the interview questions and activities (if appropriate) and paper screening criteria and forward the results to Human Resources.

   h. Secure applicant packets from Human Resources in a timely manner.

   i. Review Human Resources procedures enclosed with the applicant packets.

   j. After candidates are selected for interviews, develop interview schedule and send follow-up confirmation letters.

   k. Complete reference checks, coordinate with Human Resources to verify qualifications and salary placement, notify interviewees of final selection status and prepare appropriate documents for the final interview.

   l. Upon completion of the interview process and agreement with the Superintendent/President on the selection of the candidate, the chair and/or dean will extend an offer to the selected candidate and apprise the committee and Human Resources of the outcome and reconvene the committee if necessary.

   m. Notify interviewees not selected.

   n. Return applicant packets with all completed forms and committee members' notes to Human Resources no later than 2 weeks after the final interviews are completed.

   o. Appropriate clerical support will be provided to the designated chair by the division.

9. A Statement of Confidentiality and Conflict of Interest (Appendix A) will be read by either the chair or EER to the screening committee members whose names will be listed on back of the statement and placed as a record in the recruitment file. A presentation on screening and hiring practices will also be made to committee members. Screening and interviewing are confidential processes and all related actions are subject to laws and regulations of equal and fair employment.

Committee members are required to maintain the highest degree of confidentiality and to remain unbiased throughout the process.

IV. Job Announcement

A. Job announcements will:
1. be developed by the faculty of the discipline and the division dean or designee. A standardized form provided by Human Resources will meet all legal requirements.
2. include sufficient detail so as to clarify:
   a. minimum qualifications
   b. desirable qualifications
   c. departmental needs
   d. type of activity (if appropriate) required during the interview
   e. tentative interview week(s), if possible
   f. the interview expenses the college may pay
3. be released within 20 working days after positions are approved by the Superintendent/President.

V. Application Period

A. Announced positions will be actively advertised for a minimum of 40 days prior to the screening committee's selection of candidates to interview; however, the position may remain open until filled.

B. A database of applicants will be maintained for 18 months, and applicants will be notified of part-time and other full-time openings in their respective disciplines.

C. During the application period, the screening committee will:
1. Discuss college hiring practices regarding non-discrimination, conflict of interest, and confidentiality.
2. Determine paper screening criteria. In addition to qualifications stated on the job announcement, paper screening criteria may include:
   a. Training and/or work experience
   b. Recency of training and/or work experience
   c. Evidence of updating of skills
   d. Teaching experience
   e. Continued professional growth
3. Identify tentative interview dates.
4. Develop preliminary interview questions.
5. Develop a description of the activity (if appropriate) to be requested of each interviewee. A teaching demonstration is required for all teaching positions.

D. The questions and activities will be forwarded to the Vice President of Human Resources for review.

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<#>The majority of the committee members shall be tenured faculty from the discipline or from then division, if not enough faculty are available from the discipline.¶
The requirement for faculty to be tenured may be waived when deemed necessary by a majority of tenured faculty in the discipline or in the division if no tenured faculty are available from the discipline.

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E. Applications will be released to the screening committee following submission of the preliminary interview questions.

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VI. Screening Process

A. Screening
1. Human Resources will screen for all required materials, which include the application form, the applicable degree transcripts, and the resume. The office will also prescreen the applications for all minimum qualifications, contingent upon funding and staffing. Human Resources will notify the chair that the completed applications packets on individual applicants who meet the minimum qualifications are available for screening.
2. Prior to the committee's screening of applications, the EEO or designee will analyze the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures.
3. If the EEO identifies problems with the recruitment process that result in an adverse impact, the EEO will meet with the screening committee and the Vice President of Human Resources and shall take effective steps to address them.

B. Timelines for Review of Applications
1. Human Resources will normally forward applicant pools to the EEO or designee within 7 working days of the end of the advertising period.
2. The EEO will have 5 working days to review the diversity of the applicant pool and, if approved, forward the applications to the screening committee. In the absence of the EEO, the Vice President of Human Resources will make the determination.
3. All committee members must review the applications before the meeting to select the interviewees.
4. The committee will agree as to which candidates to interview and schedule interviews (according to the job announcement) in a timely manner not to exceed 1 month after the applications become available for review.
5. The chair or representative will contact the candidates to be interviewed. Inquiry shall be made to determine if the candidate requires accommodations related to a disability. If necessary, consultation regarding accommodation arrangements may be made with the Special Resource Center. Examples of accommodations may include wheelchair access, American Sign Language interpreter, access technology, or materials in an alternate print format.

C. Evaluation of Candidates
1. Screening committee members must be present for all interviews to participate in the committee decision.
2. Committee members will document the screening/interview/evaluation process as specified by Human Resources.
3. Evaluation of the candidates may be based on:
   a. knowledge of subject area
   b. communication ability (written and verbal as applicable)

Deleted: Contingent upon funding, Personnel will prescreen the applications for all minimum qualifications. Personnel will also screen for all required materials, which include the application form, the highest degree transcripts, and the resume. Personnel will notify the chair that the completed application packets on individual applicants who meet the minimum qualifications are available for screening.

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Deleted: must prescreen the applications to certify either that the applicant pool is sufficiently diverse or that sufficient effort has been made to obtain an appropriate applicant pool in accordance with the District's Affirmative Action Plan.

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Deleted: <#>In the event that there is a determination that the applicant pool lacks sufficient diversity, the AAO will meet with the screening committee and the Director of Personnel to discuss the problem and determine the next step(s) in reannouncement.¶

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   c. ability to stimulate interest in the discipline among community college students
   d. teaching ability
   e. ability to work with students of widely diverse backgrounds and abilities
   f. experience
   g. ability and willingness to contribute to the college community

4. The screening committee will select candidates to be sent to the final selection committee. If fewer than 3 acceptable candidates are identified, justification must be provided by the screening committee. The screening committee, at its option, may rank the candidates.

5. The screening committee will determine how references of the top candidates will be checked and the reference checks will be done prior to the final interview. The following information will be submitted to the Superintendent/President by noon the day before the final interview is scheduled:
   a   Job specification for the position
   b   List of questions asked during the initial interview process and any other written materials associated with that process.
   c   Names of participants in pre-screening interview and names of participants for the finals.
   d   Entire applicant file for each applicant scheduled for interview.
   e   Written summary of the ethnic and gender diversity of the applicant pool, applicant pool identified for interview, and candidate pool selected for final.
   f   Summary of current full-time faculty or staff, whichever is applicable to the vacant position in the area by gender and ethnicity.
   g   Documentation that summarizes reference check feedback and any othr relevant personnel information.

6. Candidates interviewed for a full-time position but not hired may, at the discretion of the screening committee, be hired for an adjunct or full-time temporary faculty position based on the interview for the full-time position.

VII. Final Selection Process

A. Composition of Final Selection Committee
   1. President
   2. 1 or 2 vice presidents
   3. Dean or designee or director (whichever served on the screening committee) as determined by the screening committee.
   4. 2 faculty members from the screening committee, selected by the screening committee
   5. 1 equal employment opportunity representative

B. Selection of Final Candidate(s)
   1. During an open and collaborative assessment of each candidate, the screening committee's ranking of the candidates will be reviewed.
   2. Following this assessment, each committee member will rank the candidates. In the event the Superintendent/President does not support the majority, further discussion will occur.

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3. Following adequate discussion, the Superintendent/President will select the candidate(s) to recommend to the Board of Trustees.
4. In the event no selection is made, a meeting will be held between the Superintendent/President or designee and the screening committee to inform them of the results and to discuss the alternatives.

VIII. Equal Employment Opportunity

A. The procedures detailed in this document include steps required for compliance with the District's Equal Employment Opportunity Plan.

B. Responsibilities (not included above) of the EEO as they pertain to the faculty hiring procedures are:
   1. To serve as a resource regarding legal aspects to the EERs and the screening committees.
   2. To validate that each member of the screening committee has completed the specified in-service training in compliance with the District's Equal Employment Opportunity Plan.
   3. To review and validate the hiring process with the EER.
   4. To certify the applicant pool.

C. The responsibilities (not included above) of the EER are:
   1. To monitor the process, record, and take notes. y.
   2. To serve as a resource to the screening committee regarding appropriate methods of screening and interviewing.
   3. To advise the screening committee of inconsistencies or inappropriate screening or interviewing activities.
   4. To consult with the EEO regarding unresolved problems relating to potential violations.

D. In the event the EEO determines that there is a violation of equal employment opportunity procedures in the screening or interview process:
   1. The EEO will meet with the appropriate VP and in writing notify the committee members of the violation and that the process will be temporarily stopped.
   2. Within 5 working days a meeting will be held to review the alleged violation.
   3. The Superintendent/President, with the recommendation of the EEO, will make the final determination regarding the continuation, revision, or termination of the process.
   4. Justification for terminating or altering the process will be given to the committee members.

IX. Review and Revision

A. Any exceptions to the procedures stated in this document require mutual agreement among the AS, the Federation, and the administration.

B. Resolution of a unique situation not covered by the procedures will require joint agreement among the AS, the Federation, and the administration.

C. Review and revision will be done at the request of the AS, the Federation, or the administration.

D. Revisions must be mutually agreed upon by all parties, until such agreement is reached, the current procedures will remain in effect.

E. If any committee member feels that the process has been compromised, he/she should report the concern to either the Vice President of Human Resources or the Director of Staff and Student Diversity.

F. The President of the AS, the President of the Federation, and/or the District, in consultation with the Superintendent/President, may temporarily suspend the hiring process. Immediately upon suspension of the process a joint committee of the AS, the Federation, and the administration will be formed to review any allegations and make a recommendation to the Superintendent/ President. The Superintendent/President, with the recommendation of the committee, will make the final determination regarding the continuation, revision, or termination of the process. Justification for terminating or altering the process will be given to the screening committee.

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EL CAMINO COLLEGE
FULL-TIME TEMPORARY FACULTY HIRING PROCEDURES

NOTE: The Superintendent/President is responsible for the implementation of the hiring procedures as jointly agreed upon by the Academic Senate and the Board of Trustees in accordance with the Education Code, Section 87360.

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I. Definition of Terms

A. "VP" is vice president.

B. "VPAA" is Vice President of Academic Affairs

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C. "Position(s)" refers to both new and replacement position(s).

D. "AS" is the Academic Senate.

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E. "EEO" is Equal Employment Opportunity Officer

Deleted: "AAO" is affirmative action officer.

F. "EER" is Equal Employment Opportunity Representative

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II. Position Identification Process

A. Full-time temporary positions are identified on the basis of a vacancy due to special circumstances.

B. Upon consultation and agreement with the faculty of the discipline, the division dean will request approval from the appropriate VP for a full-time temporary faculty position.

C. The VP will respond to the request within 6 working days. If the request is denied, the VP will provide written justification to the dean and faculty.

D. If the VP approves the position, the full-time faculty of the discipline in consultation with the dean can select a candidate from within the current adjunct faculty.

III. Screening Committee

A. Selection
The division dean or designee will be initially responsible for identifying the members of the screening committee in compliance with Section III-B.

B. Composition
   1. Division dean or designee.
   2. Where there is a director with specific program responsibility over the position to be hired, the director will either be the dean's designee or a voting member of the committee.

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   3. Three (3) or more full-time faculty members from the discipline, one of whom must be tenured. or If not enough full-time faculty from the discipline are availablethe

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dean and Division Council may recruit additional committee members. Such recruits may come from the division full-time faculty, retired faculty, adjunct faculty, or a neighboring college. At least two committee members should be or have been instructors in the discipline. These committee members shall be approved by a majority of the tenured faculty in the discipline.

4. One (1) full-time faculty member from outside the division approved by the committee and the division dean is recommended

5. One(1) full-time faculty member from the Compton Education Center is recommended.

6. At the discretion of the faculty in the discipline, non-faculty may be appointed with voting or non-voting status.

7. One (1) non-voting EER appointed by the EEO in consultation with committee members and the division dean. Every attempt will be made to have a faculty EER serve on every faculty screening committee. However, in the event no faculty member is available, either a representative from management or classified staff will be appointed.

8. The division dean or designee will normally serve as the committee chair subject to the approval of the committee. The committee may select an alternate chair in consultation with the appropriate VP. The responsibilities of the chair include, but are not limited to, the following:

   a. Follow procedures specifically outlined in the Federation contract and the Education Code, Section 87360 Hiring Procedures.

   b. Forward to Human Resources the names of the committee members and the chair.

   c. Work with committee members' schedules to call timely meetings and accommodate faculty teaching schedules where possible.

   d. Review committee members' responsibilities, screening procedures, equal employment opportunity guidelines and conditions of privacy and confidentiality.

   e. Arrange for training in screening procedures and equal employment opportunity for any committee member who has not received it recently.

   f. Assure that the paper screening, preliminary interviews and final interview calendar are completed and forwarded to Human Resources in a timely manner.

   g. Coordinate the committee's development of the interview questions and activities (if appropriate) and paper screening criteria and forward the results to Human Resources.

   h. Secure applicant packets from Human Resources in a timely manner.

   i. Review Human Resources procedures enclosed with the applicant packets.

   j. After candidates are selected for interviews, develop interview schedule and send follow-up confirmation letters.

   k. Complete reference checks, coordinate with Human Resources to verify qualifications and salary placement, notify interviewees of final selection status and prepare appropriate documents for the final interview.

   l. Upon completion of the interview process and agreement with the Superintendent/President on the selection of the candidate, the chair and/or

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dean will extend an offer to the selected candidate and apprise the committee and Human Resources of the outcome and reconvene the committee if necessary.

m.   Notify interviewees not selected.

n.   Return applicant packets with all completed forms and committee members' notes to Human Resources no later than 2 weeks after the final interviews are completed.

o.   Appropriate clerical support will be provided to the designated chair by the division.

9.   A Statement of Confidentiality and Conflict of Interest (Appendix A) will be read by either the chair or EER to the screening committee members whose names will be listed on back of the statement and placed as a record in the recruitment file. A presentation on screening and hiring practices will also be made to committee members. Screening and interviewing are confidential processes and all related actions are subject to laws and regulations of equal and fair employment. Committee members are required to maintain the highest degree of confidentiality and to remain unbiased throughout the process.

IV. Job Announcement

A.   Job announcements will:
1.   be developed by the faculty of the discipline and the division dean or designee. A standardized form provided by Human Resources will meet all legal requirements.
2.   include sufficient detail so as to clarify:
   a.   minimum qualifications
   b.   desirable qualifications
   c.   departmental needs
   d.   type of activity (if appropriate) required during the interview
   e.   tentative interview week(s), if possible
   f.   the interview expenses the college may pay
3.   be released within 20 working days after positions are approved by the VP.

V. Application Period

A.   Announced positions will be actively advertised for a minimum of 40 days prior to the screening committee's selection of candidates to interview; however, the position may remain open until filled.

B.   A database of applicants will be maintained for 18 months, and applicants will be notified of part-time and other full-time openings in their respective disciplines.

C.   During the application period, the screening committee will:
1.   Discuss college hiring practices regarding non-discrimination, conflict of interest, and confidentiality.

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a.   training and/or work experience.¶
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c.   evidence of updating of skills.¶
d.   teaching experience.¶
e.   continued professional growth. ¶
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2. Determine paper screening criteria. In addition to qualifications stated on the job announcement, paper screening criteria may include:

      a. Training and/or work experience
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      d. Teaching experience
      e. Continued professional growth

3. Identify tentative interview dates.
4. Develop preliminary interview questions.
5. Develop a description of the activity (if appropriate) to be requested of each interviewee. A teaching demonstration is required for all teaching positions.

D. The questions and activities will be forwarded to the Vice President of Human Resources for review.

E. Applications will be released to the screening committee following submission of the preliminary interview questions.

VI. Screening Process

A. Prescreening
1. Every attempt will be made by the AAO and Personnel to obtain a diverse applicant pool.
2. Human Resources will screen for all required materials, which include the application form, the applicable degree transcripts, and the resume. The office will also prescreen the applications for all minimum qualifications, contingent upon funding and staffing. Human Resources will notify the chair that the completed applications packets on individual applicants who meet the minimum qualifications are available for screening.
3. EEO or designee will analyze the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If the EEO identifies problems with the recruitment process that result in an adverse impact, the EEO will meet with the screening committee and the Vice President of Human Resources and shall take effective steps to address them.

B. Timelines for Review of Applications
1. Human Resources will normally forward applicant pools to the EEO or designee within 7 working days of the end of the advertising period.
2. The EEO will have 5 working days to review the diversity of the applicant pool and, if approved, forward the applications to the screening committee. In the absence of the EEO, the Vice President of Human Resources will make the determination.
3. All committee members must review the applications before the meeting to select the interviewees.
4. The committee will agree as to which candidates to interview and schedule interviews (according to the job announcement) in a timely manner not to exceed 1 month after the applications become available for review.

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5. The chair or representative will contact the candidates to be interviewed. Inquiry shall be made to determine if the candidate requires accommodations related to a disability. If necessary, consultation regarding accommodation arrangements may be made with the Special Resource Center. Examples of accommodations may include wheelchair access, American Sign Language interpreter, access technology, or materials in an alternate print format.

C. Evaluation of Candidates
1. Screening committee members must be present for all interviews to participate in the committee decision.
2. Committee members will document the screening/interview/evaluation process as specified by Human Resources.
3. Evaluation of the candidates may be based on:
    a. knowledge of subject area
    b. communication ability (written and verbal as applicable)
    c. ability to stimulate interest in the discipline among community college students
    d. teaching ability
    e. ability to work with students of widely diverse backgrounds and abilities
    f. experience
    g. ability and willingness to contribute to the college community
4. The screening committee will select candidates to be sent to the final selection committee. If fewer than 3 acceptable candidates are identified, justification must be provided by the screening committee. The screening committee, at its option, may rank the candidates.
5. The screening committee will determine how references of the top candidates will be checked and the reference checks will be done prior to the final interview. The following information will be submitted to the Superintendent/President by noon the day before the final interview is scheduled:
    a   Job specification for the position
    b   List of questions asked during the initial interview process and any other written materials associated with that process.
    c   Names of participants in pre-screening interview and names of participants for the finals.
    d   Entire applicant file for each applicant scheduled for interview.
    e   Written summary of the ethnic and gender diversity of the applicant pool, applicant pool identified for interview, and candidate pool selected for final.
    f   Summary of current full-time faculty or staff, whichever is applicable to the vacant position in the area by gender and ethnicity.
    g   Documentation that summarizes reference check feedback and any othr relevant personnel information.
6. Candidates interviewed for a full-time position but not hired may, at the discretion of the screening committee, be hired for an adjunct or full-time temporary faculty position based on the interview for the full-time position.

VII. Final Selection Process

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At the discretion of the Superintendent/President, a final selection process may occur.

A. Composition of Final Selection Committee
    1. President
    2. 1 or 2 vice presidents
    3. Dean or designee or director (whichever served on the screening committee) as determined by the screening committee.
    4. 2 faculty members from the screening committee, selected by the screening committee
    5. 1 equal employment opportunity representative

B. Selection of Final Candidate(s)
    1. During an open and collaborative assessment of each candidate, the screening committee's ranking of the candidates will be reviewed.
    2. Following this assessment, each committee member will rank the candidates. In the event the Superintendent/President does not support the majority, further discussion will occur.
    3. Following adequate discussion, the Superintendent/President will select the candidate(s) to recommend to the Board of Trustees.
    4. In the event no selection is made, a meeting will be held between the Superintendent/President or designee and the screening committee to inform them of the results and to discuss the alternatives.

VIII. Equal Employment Opportunity

A. The procedures detailed in this document include steps required for compliance with the District's Equal Employment Opportunity Plan.

B. Responsibilities (not included above) of the EEO as they pertain to the faculty hiring procedures are:
    1. To serve as a resource regarding legal aspects to the EERs and the screening committees.
    2. To validate that each member of the screening committee has completed the specified in-service training in compliance with the District's Equal Employment Opportunity Plan.
    3. To review and validate the hiring process with the EER.
    4. To certify the applicant pool.

C. The responsibilities (not included above) of the EER are:
    1. To monitor the process, record, and take notes.
    2. To serve as a resource to the screening committee regarding appropriate methods of screening and interviewing.
    3. To advise the screening committee of inconsistencies or inappropriate screening or interviewing activities.
    4. To consult with the EEO regarding unresolved problems relating to potential violations.

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Deleted: After an open and collaborative assessment of each candidate, the committee will select the candidate(s) to recommend to the Board of Trustees. At some point in the discussion the screening committee's ranking of the candidates will be reviewed.

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D. In the event the EEO determines that there is a violation of equal employment opportunity procedures in the screening or interview process:
1. The EEO will meet with the appropriate VP and in writing notify the committee members of the violation and that the process will be temporarily stopped.
2. Within 5 working days a meeting will be held to review the alleged violation.
3. The Superintendent/President, with the recommendation of the EEO, will make the final determination regarding the continuation, revision, or termination of the process.
4. Justification for terminating or altering the process will be given to the committee members.

IX. Review and Revision

A. Any exceptions to the procedures stated in this document require mutual agreement among the AS, the Federation, and the administration.

B. Resolution of a unique situation not covered by the procedures will require joint agreement among the AS, the Federation, and the administration.

C. Review and revision will be done at the request of the AS, the Federation, or the administration.

D. Revisions must be mutually agreed upon by all parties, until such agreement is reached, the current procedures will remain in effect.

E. If any committee member feels that the process has been compromised, he/she should report the concern to either the Vice President of Human Resources or the Director of Staff and Student Diversity.

F. The President of the AS, the President of the Federation, and/or the District, in consultation with the Superintendent/President, may temporarily suspend the hiring process. Immediately upon suspension of the process a joint committee of the AS, the Federation, and the administration will be formed to review any allegations and make a recommendation to the Superintendent/ President. The Superintendent/President, with the recommendation of the committee, will make the final determination regarding the continuation, revision, or termination of the process. Justification for terminating or altering the process will be given to the screening committee.

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EL CAMINO COLLEGE
ADJUNCT FACULTY HIRING PROCEDURES

NOTE: The Superintendent/President is responsible for the implementation of the hiring procedures as jointly agreed upon by the Academic Senate and the Board of Trustees in accordance with the Education Code, Section 87360.

I. Definition of Terms

    A. "VP" is vice president.

    B. "VPAA" is Vice President of Academic Affairs

    C. "Position(s)" refers to both new and replacement position(s).

    D. "AS" is the Academic Senate.

    E. "EEO" is Equal Employment Opportunity Officer

    F. "EER" is Equal Employment Opportunity Representative

II. Position Identification Process

    A. Full-time faculty within the discipline shall be given the opportunity to meet with the Dean and/or Associate Dean to discuss anticipated positions and desired numbers of sections of each course. During this discussion availability of overload assignments for full-time faculty will also be discussed. Based on this discussion a list of positions recommended for announcement will be forwarded to Human Resources for announcement.

    B. Sections not assigned to full-time or current part-time faculty are to be identified and announced be for the semester in a timely manner.

    C. Disciplines which have a high demand for adjunct faculty will establish a candidate pool from which emergency hires can take place.

III. Screening Committee

    A. Selection of Committee
    The division dean or designee will be initially responsible for identifying the members of the screening committee in compliance with Section III-B.

    B. Composition
       1. Division dean or designee.
       2. Where there is a director with specific program responsibility over the position to be hired, the director will either be the dean's designee or a voting member of the committee.

3. Tenured faculty from the discipline shall determine the faculty representation on the screening committee. The screening committee shall have at least one faculty member from the discipline or from the division if not enough faculty are available from the discipline.

4. The division dean or designee will normally serve as the committee chair subject to the approval of the committee. The committee may select an alternate chair in consultation with the appropriate VP. The responsibilities of the chair include, but are not limited to, the following:

   a. Follow procedures specifically outlined in the Federation contract and the Education Code, Section 87360 Hiring Procedures.

   b. Forward to Human Resources the names of the committee members and the chair.

   c. Work with committee members' schedules to call timely meetings and accommodate faculty teaching schedules where possible.

   d. Review committee members' responsibilities, screening procedures, equal employment opportunity guidelines and conditions of privacy and confidentiality.

   e. Arrange for training in screening procedures and equal employment opportunity for any committee member who has not received it recently.

   f. Assure that the paper screening, preliminary interviews and final interview calendar are completed and forwarded to Human Resources in a timely manner.

   g. Coordinate the committee's development of the interview questions and activities (if appropriate) and paper screening criteria and forward the results to Human Resources.

   h. Secure applicant packets from Human Resources in a timely manner.

   i. Review Human Resources procedures enclosed with the applicant packets.

   j. After candidates are selected for interviews, develop interview schedule and send follow-up confirmation letters.

   k. Complete reference checks, coordinate with Human Resources to verify qualifications and salary placement, notify interviewees of final selection status and prepare appropriate documents for the final interview.

   l. Upon completion of the interview process and agreement with the Superintendent/President on the selection of the candidate, the chair and/or dean will extend an offer to the selected candidate and apprise the committee and Human Resources of the outcome and reconvene the committee if necessary.

   m. Notify interviewees not selected.

   n. Return applicant packets with all completed forms and committee members' notes to Human Resources no later than 2 weeks after the final interviews are completed.

   o. Appropriate clerical support will be provided to the designated chair by the division.

5. A Statement of Confidentiality and Conflict of Interest (Appendix A) will be read by either the chair or EER to the screening committee members whose names will be listed on back of the statement and placed as a record in the recruitment file. A

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presentation on screening and hiring practices will also be made to committee members.   Screening and interviewing are confidential processes and all related actions are subject to laws and regulations of equal and fair employment. Committee members are required to maintain the highest degree of confidentiality and to remain unbiased throughout the process.

IV. Job Announcement

    A. Job announcements will:
        1. be developed by the faculty of the discipline and the division dean or designee. A standardized form provided by Human Resources will meet all legal requirements.
        2. include sufficient detail so as to clarify:
           a. minimum qualifications
           b. desirable qualifications
           c. departmental needs
           d. type of activity (if appropriate) required during the interview

V. Application Period

    A. Announced positions will be actively advertised for a minimum of 20 days prior to the screening committee's selection of candidates to interview; however, the position may remain open until filled.

    B. A database of applicants will be maintained for 18 months, and applicants will be notified of part-time and other full-time openings in their respective disciplines.

    C. During the application period, the screening committee will:
        1. Discuss college hiring practices regarding non-discrimination, conflict of interest, and confidentiality.
        2. Determine paper screening criteria. In addition to qualifications stated on the job announcement, paper screening criteria may include:
               a.   Training and/or work experience
               b.   Recency of training and/or work experience
               c.   Evidence of updating of skills
               d.   Teaching experience
               e.   Continued professional growth
        3. Identify tentative interview dates.
        4. Develop preliminary interview questions.
        5. Develop a description of the activity (if appropriate) to be requested of each interviewee. A teaching demonstration is required for all teaching positions.

    D. The questions and activities will be forwarded to the Vice President of Human Resources for review.
    E. Applications will be released to the screening committee following submission of the preliminary interview questions.

Deleted: At the discretion of the faculty in the discipline, non-faculty many be appointed with voting or non-voting status.¶
<#>The majority of the committee members shall be tenured faculty from the discipline or from then division, if not enough faculty are available from the discipline.¶
The requirement for faculty to be tenured may be waived when deemed necessary by a majority of tenured faculty in the discipline or in the division if no tenured faculty are available from the discipline.

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Deleted: Applications of candidates determined to be qualified, once filed, are valid for an opening in the discipline for two academic years starting with the one in which the position is filled. Implementation of this item is subject to adequate resources and staff. At such time procedures will be developed jointly with all appropriate constituencies.

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VI. Screening Process

A. Prescreening
  1. Every attempt will be made by the AAO and Personnel to obtain a diverse applicant pool.
  2. Human Resources will screen for all required materials, which include the application form, the applicable degree transcripts, and the resume. The office will also prescreen the applications for all minimum qualifications, contingent upon funding and staffing. Human Resources will notify the chair that the completed applications packets on individual applicants who meet the minimum qualifications are available for screening.
  3. EEO or designee will analyze the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If the EEO identifies problems with the recruitment process that result in an adverse impact, the EEO will meet with the screening committee and the Vice President of Human Resources and shall take effective steps to address them.

B. Timelines for Review of Applications
  1. Human Resources will normally forward applicant pools to the EEO or designee within 7 working days of the end of the advertising period.
  2. The EEO will have 5 working days to review the diversity of the applicant pool and, if approved, forward the applications to the screening committee. In the absence of the EEO, the Vice President of Human Resources will make the determination.
  3. All committee members must review the applications before the meeting to select the interviewees.
  4. The committee will agree as to which candidates to interview and schedule interviews (according to the job announcement) in a timely manner not to exceed 1 month after the applications become available for review.
  5. The chair or representative will contact the candidates to be interviewed. Inquiry shall be made to determine if the candidate requires accommodations related to a disability. If necessary, consultation regarding accommodation arrangements may be made with the Special Resource Center. Examples of accommodations may include wheelchair access, American Sign Language interpreter, access technology, or materials in an alternate print format.

C. Evaluation of Candidates
  1. Screening committee members must be present for all interviews to participate in the committee decision.
  2. Committee members will document the screening/interview/evaluation process as specified by Human Resources.
  3. Evaluation of the candidates may be based on:
     a. knowledge of subject area
     b. communication ability (written and verbal as applicable)
     c. ability to stimulate interest in the discipline among community college students
     d. teaching ability

Deleted: Contingent upon funding, Personnel will prescreen the applications for all minimum qualifications. Personnel will also screen for all required materials, which include the application form, the highest degree transcripts, and the resume. Personnel will notify the chair that the completed application packets on individual applicants who meet the minimum qualifications are available for screening.

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    e. ability to work with students of widely diverse backgrounds and abilities
    f. experience
    g. ability and willingness to contribute to the college community

D. Selection of Final Candidate(s)
    1. After an open and collaborative assessment of each candidate, the committee will select the candidate(s) to be recommended to the Board of Trustees by the Superintendent/President.
    2. The dean or designee will check the references of the top candidates(s) prior to recommendation to the Board of Trustees.

VII. Equal Employment Opportunity

A. The procedures detailed in this document include steps required for compliance with the District's Equal Employment Opportunity Plan.

B. Responsibilities (not included above) of the EEO as they pertain to the faculty hiring procedures are:
    1. To serve as a resource regarding legal aspects to the EERs and the screening committees.
    2. To validate that each member of the screening committee has completed the specified in-service training in compliance with the District's Equal Employment Opportunity Plan.
    3. To review and validate the hiring process with the EER.
    4. To certify the applicant pool.

C. The responsibilities (not included above) of the EER are:
    1. To monitor the process, record, and take notes. y.
    2. To serve as a resource to the screening committee regarding appropriate methods of screening and interviewing.
    3. To advise the screening committee of inconsistencies or inappropriate screening or interviewing activities.
    4. To consult with the EEO regarding unresolved problems relating to potential violations.

D. In the event the EEO determines that there is a violation of equal employment opportunity procedures in the screening or interview process:
    1. The EEO will meet with the appropriate VP and in writing notify the committee members of the violation and that the process will be temporarily stopped.
    2. Within 5 working days a meeting will be held to review the alleged violation.
    3. The Superintendent/President, with the recommendation of the EEO, will make the final determination regarding the continuation, revision, or termination of the process.
    4. Justification for terminating or altering the process will be given to the committee members.

VIII. Emergency Hires

A. When there is insufficient time for the ordinary hiring process, an emergency hire may be done according to procedures established by the faculty of the discipline in consultation with the dean.

B. In the event of an emergency hire, regular adjunct faculty hiring procedures must be accomplished for the following semester.

IX. Review and Revision

A. Any exceptions to the procedures stated in this document require mutual agreement among the AS, the Federation, and the administration.

B. Resolution of a unique situation not covered by the procedures will require joint agreement among the AS, the Federation, and the administration.

C. Review and revision will be done at the request of the AS, the Federation, or the administration.

D. Revisions must be mutually agreed upon by all parties, until such agreement is reached, the current procedures will remain in effect.

E. If any committee member feels that the process has been compromised, he/she should report the concern to either the Vice President of Human Resources or the Director of Staff and Student Diversity.

F. The President of the AS, the President of the Federation, and/or the District, in consultation with the Superintendent/President, may temporarily suspend the hiring process. Immediately upon suspension of the process a joint committee of the AS, the Federation, and the administration will be formed to review any allegations and make a recommendation to the Superintendent/ President. The Superintendent/President, with the recommendation of the committee, will make the final determination regarding the continuation, revision, or termination of the process. Justification for terminating or altering the process will be given to the screening committee.

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EL CAMINO COMMUNITY COLLEGE

Screening/Interviewing Committee Member
Statement of Confidentiality and Conflict of Interest

Committee for: _____   Date: _____

This statement is to be read to committee members whose names are listed on the back of this statement, which will be placed as a record in the recruitment file.

As members of a screening/interviewing process for El Camino Community College District, you act as agents of the District and understand that you are participating in a confidential process. All actions related to this process are subject to the laws and regulations relating to equal and fair employment practices. Anyone accused of violating confidentiality, will be subject to due process.

Confidentiality and Conflict of Interest

It is critical that all selection committee members, and those associated with the selection process, maintain the highest degree of confidentiality to preserve the integrity of the process. You agree not to release information to any non-authorized person regarding:

1.   written materials turned in by the applicant or evaluations made by the committee members about applicants;
2.   oral discussions by or about applicants or committee members during or following the interview process; and,
3.   any information that relates to the selection process.

You understand that by serving as a committee member you will immediately contact the committee chairperson in the event that you realize that you have a relationship by blood or marriage to any applicant for this position, or if you have a personal or financial relationship with the applicant.

You will notify the committee chair immediately if, for any reason, you cannot be fair or remain unbiased toward all applicants involved in this process.

ADVISEMENT

Committee members are provided all rights as stated in California Government Codes 825 and 995, but may be held personally responsible for any unauthorized disclosure of information. If asked questions about the process, you will refer them to the Human Resources Office.

SUMMARY

As a committee member you agree to comply with the selection process and understand that the Equal Employment Representative or a Human Resources Administrator may stop the process at any time based on alleged discrimination against one or more candidates, or if deviation from District employment procedures has occurred. The selection process will not resume until the District Equal Employment Officer reviews the allegations and recommends appropriate remedies (Title 5, California Administrative Code, Section 53026).

BOARD POLICY 5506   El Camino College Student Rights and Responsibilities

Students have rights and responsibilities as provided for in law, including the State Education Code and the Title 5 Matriculation regulations; Board policies, including the Student Code of Conduct; and health and safety considerations. The student has the right to:

1. Enroll in any course, subject to space availability and for which the student meets the appropriately established prerequisite(s) or corequisite(s);
2. A description of student rights and responsibilities in written form available prior to, or during, enrollment, and included in appropriate publications;
3. A matriculation process which encourages participation in college programs;
4. Due process and grievance procedures that are established and implemented;
5. Reasonable access to and feedback on assignments submitted to instructors;
6. Mutually respectful interaction with staff, faculty and administrators;
7. Access to facilities and resources based upon reasonable student request and assessment of the necessity of such request, which promote and support academic progress and achievement, such as study areas, tutoring, materials used in class in the library reference section, accessible library hours, computers;
8. Accurate information about, or appropriate referral to, student support services, campus activities, services and programs;
9. A safe, clean campus environment;
10. Representation on campus committees and notification of, or input into, changes on campus affecting them as appropriate;
11. Quality education provided by well-trained faculty and administrators.

Along with rights, students have responsibilities as provided in law, the State Education Code, Title 5 matriculation regulations, Board policies, including the Student Code of Conduct, and health and safety considerations, including the responsibility to:

1. Express at least a broad educational intent upon admission and declare a specific educational goal within a reasonable period after admission, namely the term after which the student has completed 15 semester units;
2. Participate in counseling or advisement to develop an educational plan and understand that failure to do so, or to abide by the educational plan may result in suspension or termination of matriculation services;
3. Strive for and promote academic excellence by obtaining materials for classes and having them as needed or required for the classes, diligently preparing for classes, completing assigned coursework, actively participating in classes, making and keeping copies of work submitted to instructors, and providing feedback to instructors;

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5506 El Camino College Student Rights and Responsibilities Page 2

4. Exercise punctuality, adhere to established class attendance requirements, and provide valid information regarding absences as appropriate;
5. Complete courses and maintain progress toward an educational goal according to standards established by the district in the Standards of Scholarship;
6. Engage in respectful behavior with other students, staff, faculty and administrators;
7. Protect each other's safety by promoting and adhering to safety and security measures, including the student Code of Conduct and other campus policies and procedures;
8. Use facilities, equipment and campus resources in a responsible manner, and exercise orderliness, neatness and cleanliness while using them;
9. Safeguard or protect others' personal property by taking such property to the Campus Police or an office in the College;
10. Promote and support a positive learning environment, including quiet in study areas, respectful classroom participation, and appropriate behavior in all areas of the campus.

The provisions of this Board Policy are subject to change and do not constitute a contract between any student and the District and/or College. Additional provisions pertaining to student rights and responsibilities are provided in other District Board policies, the California Education Code, Title 5 of the California Code of Regulations and in other state and federal statutes and regulations.

Previous Board Policy Number: 6131.2

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El Camino College
Adopted: 1/16/96
Renumbered: 4/18/05

Board Policy 5137   **Distribution and Exhibition of Posters, Bulletins, Newspapers, Pamphlets, Circulars, Handbills, Broadcast and Electronic Media, and any Promotional Materials on Campus**

It is the policy of El Camino College to create an environment that will be attractive and pleasant for students and visitors and also provide opportunities for publicity exposure. El Camino College provides designated areas for general posting and the distribution of literature.

Posters, bulletins, circulars, and publicity materials related to regular academic and administrative affairs, including community services, may be posted by college personnel and authorized students. The distribution or exhibition of materials by representatives of any local, state, or federal governmental, or quasi-governmental agencies may be allowed as authorized by the Directors of Student Development and/or Community Relations. The distributor is ultimately responsible for the material to be distributed and the legal implications relating to state and federal laws including the Education Code, the Administrative Code of the State of California, and other applicable laws such as libel and copyright.

El Camino College
Adopted:

Procedure 5137

Distribution and Exhibition of Posters, Bulletins, Newspapers, Pamphlets, Circulars, Handbills, Broadcast and Electronic Media, and any Promotional Materials on Campus

For the purpose of this procedure, a student is defined as a person who is currently enrolled at El Camino College; a student organization using the name El Camino College is defined as an organization meeting the stipulations of El Camino Community College District Policy 5137:

1. Posters, bulletins, circulars, and publicity materials related to regular academic and administrative affairs, including community services, may be posted by college personnel and authorized students.

2. The regularly published school newspaper may be distributed in college approved receptacles furnished on campus.

3. Deans/Directors may post announcement of programs of interest in their areas and distribute materials related to their fields of study.

4. Authorized student activities may be publicized and advertised on campus. Any advertisements that may be used to promote on-campus student activities to the external general public must be approved by the El Camino Community College District's Public Relations and Marketing Department.

5. The Student Development Office may give permission to students representing neighboring schools to post advertising promoting their authorized activities.

6. Commercial advertising or promotional literature may not be posted, exhibited, or distributed on campus without college approval and without the intent of benefiting El Camino Community College District students.

7. The distribution or exhibition of materials by representatives of any local, state, or federal governmental, or quasi-governmental agencies may be allowed as authorized by the Directors of Student Development and/or Community Relations. Additionally, representatives of employer groups and of accredited institutions of learning may be similarly authorized by the Dean of Counseling and Student Services respectively for distribution or exhibition of materials on the campus.

8. Petitions may be circulated on campus except in classrooms.

9. All Advertising must adhere to the <u>Campus Publicity Regulations</u> pamphlet.

Draft – 4-23-08

10. To prevent littering the campus grounds, the placement of handbills or other materials on or in cars parked on the campus is prohibited.

11. The distribution of written materials is limited to El Camino Community College District employees and currently enrolled El Camino Community College District students. Any others who wish to distribute materials on campus must observe the following procedures outlined under "Distribution of Written Material".

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12. Distribution of Written Material

    a. For informational purposes a copy of written material to be distributed on the El Camino Community College District campus must be filed in the Student Development Office prior to distribution (with a signed statement of responsibility).

    b. Materials registered with the Student Development Office may be distributed between the hours of 7:00 a.m. and 9:00 p.m.

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    c. Areas for distribution:
        (1) Written material may be distributed in areas designated by the Student Development Office.
        (2) If tables are used, distribution shall be confined to the grass area formed by a meeting of the walks from the Library and the Activities Center.
        (3) During registration, written materials may be distributed at tables in an area specified and approved by the Director of Student Development and the Director of Admissions and Records.

    d. Distribution points must be far enough away from the flow of traffic so that traffic is not impeded and so that students may reject or accept the publication.

    e. Distribution tables must be staffed at all times and the material must be displayed upon the table. Organizations and individuals are responsible for providing their own tables. No District furniture may be used.

    f. The use of sound equipment in connection with the distribution of materials is prohibited.

13. Nature of Material to be Distributed

    The distributor is ultimately responsible for the material to be distributed. He/She is responsible for the legal implications relating to state and federal laws

Draft – 4-23-08

including the Education Code, the Administrative Code of the State of California, and other applicable laws such as libel and copyright.

14. Materials must not be obscene, libelous or slanderous according to current legal standards, or which incite students as to create a clear and present danger of the commission of unlawful acts on the premises of El Camino College or to violate El Camino College regulations. Materials should be written in accordance with the high academic standards of El Camino College.

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15. Disciplinary action to which student violators of Policy 5137 are subject may include probation, suspension, or expulsion. Campus police will be informed of all campus violators and will enforce all penalties incurred by the violator.

16. Businesses and organizations, including non-profit organizations, which have contracted with the El Camino Community College District to have events on the campus are required to receive approval from the Public Relations and Marketing Department and/or the Student Development Office to advertise the event on the campus. Non-compliance of this regulation will result in all advertisements for the event being removed from the campus grounds without further notice. If after removal of the advertising, additional advertisements are posted, then a fine will be deducted from the deposit for the event for the cost of removal.

17. Any contracts must be approved and signed by El Camino Community College District employees that have been authorized to sign on behalf of the District by the Board of Trustees. Any contract signed by non-designated El Camino Community College District employees will be considered null and void.

18. Advertising contract exclusivity must be in compliance with the Education Code Section 35182.5.

19. Businesses or organizations, including non-profit organizations, interested in advertising in the El Camino Community College District's student newspaper publication must have approval from the students responsible for advertising and/or the newspaper advisers from the Journalism Department.

Reference:
Education Code Section 35182.5
Education Code Section 76120

Draft – 4-23-08