

**El Camino College**  
**2006-2007 ACADEMIC SENATE**  
**OFFICERS & EXECUTIVE COMMITTEE – Nov. 21, 2006**

<b>Susan Dever</b> , President	<b>Evelyn Uyemura</b> , VP Educational Policies
<b>Peter Marcoux</b> , President-Elect, VP Legislative Action & Academic Technology Committee Liaison	<b>David Vakil</b> , Secretary
<b>Lisa Raufman</b> , VP Faculty Development	<b>Lance Widman</b> , VP Finance and Special Projects
	<b>Janet Young</b> , Curriculum Chair

**Senate Mailing List**

**Behavioral & Social Sciences – Miranda 3735**

Elaine Cannon (06-07) Sociology 3574  
 Christina Gold (06-07)  
 Lance Widman (05-06) Political Sciences 3746  
 Michael Wynne (07-08) Psychology 3562  
 Janet Young Curriculum Chair 3613 (ex-officio)

**Business – Rapp 3442**

Jacque Thompson (06-07) CIS 3206  
 Tim Miller ( ) Accounting  
 Dagmar Halamka ( ) Law

**Counseling – Smith 3442**

Kate Beley (05-06) Counselor 3251  
 Ken Gaines (07-08) Counselor 3690  
 Lisa Raufman (07-08) Counselor 3435  
 Ken Key

**Fine Arts – Blackburn, 3715**

Ali Ahmadpour (08-09) Art 3539  
 Daniel Berney (06-07) Dance 3657  
 Jason Davidson (08-09) Speech 3725  
 William Georges (06-07) Theatre 6770  
 Chris Wells (08-09) Speech 3723

**Health Sciences & Athletics – Haslam 3550**

Nick Van Lue (05-06) HSA 3681  
 Kathy Morgan (05-06) Nursing 3285  
 Mary Moon (06-07) 3283 (sharing)  
 Louis Sinopoli (05-06) Respiratory Care 3248  
 Corey Stanbury (06-07) PE 3639

**Adjunct Faculty – at large**

Carolyn Almos ( ) Theatre  
 Gary Robertson ( ) Speech

**Humanities – Lew 3316**

Debra Breckheimer (06-07) English 3182  
 Lyman Hong (06-07) English 6046  
 Karen Warrenner (07-08) English 3689  
 Peter Marcoux (07-08) 6046  
 Evelyn Uyemura (07-08) ESL 3166

**Industry & Technology – Way 3600**

Vic Cafarchia (06-07) Air Conditioning & Refrigeration 3306  
 Ed Hofmann (06-07) Machine Tool Technology 3292  
 Walt Kahan (06-07) Electronics 3620  
 Douglas Marston (07) Electronics 3621, 3611  
 George Rodriguez (06-07) Welding 3308

**Learning Resources Unit – Grigsby 3526**

Susan Dever (08-09) Learning Resources Center 3254, 3514  
 Claudia Striepe (07-08) Library 6482

**Mathematical Sciences – Goldberg 3200**

Susan Tummers (07-08) Math 6390  
 Lijun Wang (06-07) Math 3211  
 Greg Scott (08-09) Math  
 Judy Kasabian (08-09) Math 3310  
 Massoud Ghyam (07-08) Math 3900

**Natural Sciences – Perez 3343**

Chas Cowell (05-06) Chemistry 6152  
 Teresa Palos (07-08) Biology 3354  
 Kamran Golestaneh (06-09) Chemistry 3243  
 David Vakil (07-08) Astronomy & Physics 3134

**Note:** Year after Senator's name indicates the last academic year of elected service.

**Accreditation – Linda Arroyo & Arvid Spor**

**Academic Affairs – Ann Collette**

**Union – Editor**

**Associated Students President – David Nordel**

**Public Information – Ann Garten**

**Campus Police – Mike D'Amico, Chief**

**Federation Office – Don Brown, & Nina Velasquez**

**Health Center – Debbie Conover**

**Admissions & Records – Bill Mulrooney**

**Human Resources – Marcy Wade**

**President/Superintendent – Thomas Fallo**

**VP Academic Affairs – Francisco Arce**

**VP Administrative Services – Jeff Marsee**

**VP Student & Community Advancement – John Baker**

**Board of Trustees**

Ms. Combs      Miss O'Donnell      Dr. Jackson

Mr. Beverly      Dr. Gen      Mr. Peters

# Academic Senate Website

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[www.elcamino.edu/academics/academicssenate/](http://www.elcamino.edu/academics/academicssenate/)

## A REMINDER OF SENATE'S REASON FOR EXISTENCE

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### California Code of Regulations § 53200

Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters. Academic and professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

These academic and professional matters are often called the 10 + 1 items over which the senate faculty have primacy. The intent of the law is to assure effective participation of all relevant parties, and to ensure that the local governing board engages in *collegial consultation* with the Academic Senate on matters that are academic and professional in nature. Consult collegially means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

1. Rely primarily upon the advice and judgment of the Academic Senate.
2. The governing board, or its designees, and the Academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations. (El Camino's selection)

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### Education Code §87360 (b) requires that

Hiring criteria, policies and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board, and the academic senate, and approved by the governing board.<sup>1</sup>

**El Camino College  
ACADEMIC SENATE  
AGENDA**

Nov. 21, 2006

<b>1. <u>CALL TO ORDER</u></b>		12:30
<b>2. <u>APPROVAL OF MINUTES: Oct. 17, 2006</u></b>		
<b>3. <u>PRESIDENT'S REPORT AND/OR ANNOUNCEMENTS</u></b>		
<ul style="list-style-type: none"> <li>• Staffing Survey update</li> <li>• Collegial Consultation Policy/Procedure status</li> <li>• Faculty hiring procedures update</li> </ul>		
<b>4. <u>VICE PRESIDENTS' &amp; OTHER REPORTS</u></b>		
<ul style="list-style-type: none"> <li>a. <b>EDUCATIONAL POLICIES (Evelyn Uyemura)</b></li> <li>b. <b>FACULTY DEVELOPMENT (Lisa Raufman)</b></li> <li>c. <b>FINANCE &amp; SPECIAL PROJECTS (Lance Widman)</b></li> <li>d. <b>DEANS' COUNCIL REPORT (Lance Widman)</b></li> <li>e. <b>LEGISLATIVE ACTION (Pete Marcoux)</b></li> <li>f. <b>CURRICULUM (Janet Young)</b></li> <li>g. <b>CEC Faculty Council (Saul Panski)</b></li> <li>h. <b>STUDENT LEARNING OUTCOMES (Lars Kjeseth, Jenny Simon)</b></li> <li>i. <b>CALENDAR COMMITTEE (Lyman Hong)</b></li> <li>j. <b>ACADEMIC TECHNOLOGY COMMITTEE (Pete Marcoux, Michael Wynne)</b></li> <li>k. <b>ACCREDITATION (Arvid Spor, Linda Arroyo)</b></li> <li>l. <b>ENROLLMENT MANAGEMENT (Vice Presidents)</b></li> </ul>		
<b>5. <u>UNFINISHED BUSINESS</u></b>		
<ul style="list-style-type: none"> <li>• Board Policy &amp; Administrative Procedure 4070 – Audit of Courses – Final reading</li> </ul>		
<b>6. <u>NEW BUSINESS</u></b>		
<ul style="list-style-type: none"> <li>• ECC Distance Education Plan 2006-2007</li> <li>• Academic Senate proposed To-Do List developed at joint meeting of Academic Senate and Faculty Council Exec Boards</li> <li>• Enrollment Management Plans – ECC &amp; CEC</li> </ul>		
<b>7. <u>ITEMS FROM PREVIOUS MEETINGS</u></b>		
<ul style="list-style-type: none"> <li>• New College-wide Academic Senate voting procedures</li> <li>• Guidelines for Addressing Disruptive Student Behavior – with revisions</li> <li>• Proposed definitions for Distance Education, Hybrid, and Web-Enhanced Courses – with revisions</li> </ul>		
<b>8. <u>ANNOUNCEMENTS</u></b>		
<b>9. <u>GENERAL DISCUSSION – Topics not on agenda</u></b>		
<b>10. <u>ADJOURN</u></b>		2:00

**El Camino College  
ACADEMIC SENATE**

**Meeting Packet Table of Contents**

Nov. 21, 2006

<b>Agenda, Meeting Dates, Committee List, Etc.</b>	
<b>A. Minutes</b>	
Academic Senate – 11/7	6
Calendar Committee –	
College Council – 10/30, 11/06, 11/13	12
Compton Faculty Council – 11/16	16
Council of Deans/Enrollment Management – 11/16	18
Curriculum Committee – 10/24	19
Academic Technology Committee – 11/14	28
Facilities Steering Committee –	
Faculty Development Committee –	
PBC – 11/16 agenda; Proposals for funding	30
<b>B. Motions/Resolutions for Consideration</b>	
BP & AP 4070 – Audit of Courses	<b>32</b>
ECC Distance Education Plan 2006-2007	33
Academic Senate To Do List	separate
ECC Enrollment Management Plan	38
CEC Enrollment Management Plan	separate
<b>C. Motions/Resolutions for Action at a Later Date</b>	
<b>D. Items from Previous Meetings</b>	
New College-wide Academic Senate voting procedures	47
Guidelines for Addressing Disruptive Student Behavior – with revisions	48
Proposed definitions for Distance Education, Hybrid, and Web-Enhanced Courses – with revisions	53
<b>E. Letters, Memos and Other Information</b>	

**Academic Senate Meeting Schedule – 2006-07**  
1st & 3rd Tuesdays, 12:30pm-2pm, Alondra Room

<b>Fall</b>	<b>Spring</b>
September 19	February 20
October 3, October 17	March 6, March 20
November 7, November 21	April 3, April 17
December 5	May 1, May 15, and May 29 (optional)

**El Camino College**  
**ACADEMIC SENATE**  
**Committee Memberships**

**2005-2006 Academic Year**

**EDUCATION POLICIES:** Chair, Evelyn Uyemura

Sep. 22<sup>nd</sup>, followed by – 1<sup>st</sup> & 3<sup>rd</sup> Thur      12:45-1:45      Chem 134

Chris Jeffries	Vince Robles
Chas Cowell	Jacquie Thompson
Kate Beley	Julie Stewart
Chris Wells	

**FINANCE & SPECIAL PROJECTS:** Chair, Lance Widman (3746)

1<sup>st</sup> & 3<sup>rd</sup> Thursdays      1 – 2:30      Usually Alondra Room

Dave Vakil	Ken Keys
Teresa Palos	

**FACULTY DEVELOPMENT:** Chair, Lisa Raufman (3435)

2<sup>nd</sup> & 4<sup>th</sup> Tuesdays      12:45 - 2      ADM 127

Margaret Steinberg	John Ruggirello
Elaine Cannon	Moon Ichinaga
Mercedes Thompson	Ruth Banda-Ralph
Kristie Digregorio	Donna Manno (Dir, Staff Development)

**LEGISLATIVE ACTION:** Chair, Pete Marcoux (6046)

1<sup>st</sup> Thursday      12:45 – 1:30

Doug Marston	Walter Kahan

**CALENDAR COMMITTEE**

**ELECTION SUB COMMITTEE**

Lyman Hong	Karen Warrenner, chair
Kelly Clark	Lijun Wang
	Susan Tummers

# ACADEMIC SENATE MINUTES

November 7, 2006

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

## Behavioral & Social Sciences

Cannon, Elaine exc  
Gold, Christina X  
Widman, Lance X  
Wynne, Michael X

## Business

Halamka, Dagmar X  
Miller, Tim X  
Thompson, Jacquie X

## Counseling

Beley, Kate X  
Gaines, Ken exc  
Raufman, Lisa X

## Fine Arts

Ahmadour, Ali X  
Berney, Dan X  
Davidson, Jason X  
Georges, William  
Wells, Chris X

## Health Sciences & Athletics

Van Lue, Nick X  
Morgan, Kathy (sharing)  
Moon, Mary (sharing)  
Sinopoli, Louis / Makaru, Roy X  
Stanbury, Corey X

## Humanities

Breckheimer, Debra X  
Hong, Lyman X  
Marcoux, Pete X  
Uyemura, Evelyn X  
Warrener, Karen X

## Industry & Technology

Cafarchia, Vic  
Hofmann, Ed X  
Kahan, Walt X  
Marston, Doug X  
Rodriguez, George X

## Learning Resources Unit

Dever, Susan X  
Striepe, Claudia X

## Mathematical Sciences

Ghyam, Massoud  
Kasabian, Judy  
Scott, Greg exc  
Tummers, Susan X  
Wang, Lijun X

## Natural Sciences

Cowell, Chas X  
Golestaneh, Kamran X  
Palos, Teresa X  
Vakil, David X

## Adjunct Faculty

Almos, Carolyn exc  
Robertson, Gary X

Ex Officio Attendees: Janet Young, John Baker

Guests: Ann Collette, Linda Arroyo, Dipte Patel.

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

### Summary of events during meeting

1. Auditing procedure is up for first reading. There will be a vote next meeting.
2. We should consider involving Compton faculty in our flex day events.
3. ECC needs to do a better job recognizing success of employees. Some are encouraging the use of Applause cards for this purpose.
4. Etudes, the new online course management software is coming. There are issues, including training and compensation.
5. Faculty members are needed for various accreditation committees.
6. The Voting Procedures proposed change to the senate constitution passed. It must now be voted on by the faculty at large.
7. VP Baker will follow up to verify that faculty receive appropriate paperwork for audits.
8. There was much discussion about distance education and hybrid courses. See below.
9. Chancellor Drummond thanks ECC faculty for working with the Compton.
10. Janet Young, Ann Collette, and Susan Dever have been invited to Compton for recognition of their work towards the partnership.
11. The contract with Compton has not been finalized. If you have suggestions, let the Board of Trustees know before January, when they will consider the contract.

### President's report – Susan Dever (henceforth SD)

1. Brochures about the new harassment policy are being distributed to all employees.
2. Independent studies update: Kristi Blackburn, the Dean of Fine Arts, is being consulted and we will revisit this subject soon.
3. Collegial Consultation status – VP Baker is examining. This will come back here.
4. Hiring procedures – Compton folks are working on theirs, which is a bigger set of procedures than ours. Someone asked why the two procedures differ? Good question. Perhaps we need to visit this.
5. ECC's Senate Executive Council and Compton's Faculty Council will meet on Thursday to work on a prioritized to-do list for senate. Suggestions for agenda items are welcome.

## **Minutes – approved as written**

### **Educational Policies Report – Evelyn Uyemura**

Ed Policies has approved a proposed policy and accompanying procedures on auditing. It is in the packet today for the first reading; we will vote on this at the next meeting. The next two committee meetings are being postponed to the 16<sup>th</sup> and 30<sup>th</sup> of November. The committee is working on the library policy and the collegial consultation policy, 2510, originally to include student rights. However, there are some conflicts with Title 5, so the consultation policy is being revised accordingly.

### **Faculty Development – Lisa Raufman**

Minutes were distributed. Input for Flex Day is welcome. The committee is examining keynote speaker issues. SLO training is available twice a week and by request. On Course training is

available on Nov 17-18. Contact Kristi Di-Gregorio for information. Recently the committee discussed student conduct, similar to discussion in other committees. The Hayward Award for outstanding faculty is open to nominations; ECC hasn't nominated someone for several years. An announcement was in the previous packet.

The committee is working on faculty & staff handbook updates.

It was suggested that we need to involve Compton faculty in our flex day.

Faculty & staff survey results from this past summer are available on the Research office web page. Some of the faculty-related issues are noted on the back of the minutes that Dr. Raufman distributed.

## **Finance and Special Projects – Lance Widman**

### *Council of Deans*

On page 21 are the Oct 5 minutes. Item II (High school recruitment plan) has been submitted to PBC for review, along with other planning documents. Page 22 deals with Program Review, which will probably entail Student Learning Outcomes in the future. Consider attending the SLO workshops being offered. The Council of Deans is still discussing enrollment management and enrollment growth, including outreach into the local community. They may discuss large lecture classes and how classes are scheduled (MWF → MW). We also need to do a better job acknowledging and recognizing the accomplishments of our staff, both internally and with the community. It was noted that Faculty Development is pushing for wider usage of Applause cards to acknowledge employees.

### *PBC*

Minutes from Oct 5 are on page 47. The committee is transitioning between budgets and developing a new planning process to help allocate discretionary funds. On Oct 19, the senate-passed motion about PBC's reduced involvement in the budget was brought to PBC where it passed unanimously. On page 59 is a memorandum from VP Jeff Marsee in response to PBC's actions on this matter.

## **Legislative Action – Pete Marcoux**

Pete will distribute via email two interesting articles pertaining to academic senates nationwide. We will vote on the voting procedures later.

## **Curriculum Committee – Janet Young**

On Oct 24, several divisions (HAS, Business, BSS, and Fine Arts) had curriculum reviewed.

## **Student Learning Outcomes**

**No report.**



## **Calendar Committee – Lyman Hong**

No report.

## **Academic Technology Committee – Pete Marcoux, Michael Wynne**

The new course management system is coming. The transition is in the works, but some decisions need to be made, such as compensating people for moving courses from the old system into the new system. Training is another issue, because Etudes requires training to use their system. There may be contract-related issues.

Under new senate business: Definition of online, hybrid classes.

At the next ATC meeting, the committee will discuss Academic Software.

## **Accreditation – Linda Arroyo**

There was a follow-up meeting for training of co-chairs. Materials will be posted in January when the process has gotten further underway. More faculty representation is needed, particularly for Human Resources, Financial Resources, and Instructional Programs. The instructional area is large, and has been subdivided into 7 strands. Vocational faculty are also needed. Compton employees have been included in the process.

## **Unfinished Business**

### *Voting Procedures*

On page 51 is a motion to expand voting procedures to allow voting using new technologies. It includes phone voting because the phone system may be expanded.

A typo was clarified “mail or sent via other means” in a few places. Names and faculty ID numbers will be collected to prevent someone from voting more than once. This applies to campus-wide votes and will hopefully include more part-time faculty.

This is one of a few upcoming changes to the senate constitution.

The motion was moved/seconded by Chris Wells and Claudia Striepe. Motion passed unanimously. The next step is to mail this proposed change to all faculty for their approval.

## **New Business**

### *Board Policy 4070, page 54*

First reading of the audit policy. Highlights:

1. Originally students could audit “selected courses.” “Selected” was removed.
2. Instructors now decide how to conduct audits (e.g. not take tests or not give speeches) and whether or not a student is admitted as an auditor.
3. Registration dates are clarified, such as auditing a course after the add period has ended.
4. Education Code sets the fee at \$15/unit, so we cannot change this fee. A statement is included to allow for rapid changes of the fee and apportionment. Currently, schools don’t receive apportionment funding for auditing students.
5. Also in ed code: if a student is taking 10+ units, they can audit for free

6. There are no repeatability restrictions. Since there are no apportionment implications, there are no restrictions.
7. A special audit form is needed from the admissions office.
8. Audit usage is increasing in physical education and fine arts classes.
9. If a student wants to switch from regular enrollment to audit, they have to first drop the class, and therefore may have to pay an additional fee if they do not receive a sufficient refund for dropping.

There was concern and dispute about whether instructors receive paperwork indicating the audit process has been followed. VP Baker will follow up on this issue.

Would some of these classes be natural candidates for non-credit classes? Ed code is specific about what can be a non-credit class.

### *Hybrid and other distance education-related definitions*

On page 52 are definitions of various distance education courses. The intent of defining hybrid necessitated other definitions.

1. Distance Education – fully online or ITV
  - a. Completely distance with only optional face-to-face meetings.
  - b. Allows students in other states to enroll.
  - c. Proctored exams could still occur. Proctored exams can occur at other institutions, per instructor discretion. There are formal proctoring systems used in university but not yet for community colleges. At least one instructor at Santa Barbara City College already has a remote proctoring system set up.
  - d. It is suggested using ECC course management system.
  - e. Most of our distance education courses do not qualify under this definition.
2. Distance Education – Online or ITV with mandatory face-to-face meeting(s). Most of our classes fall under this definition.
3. Distance Education – Hybrid (and general discussion)
  - a. Applies to a class scheduled to meet twice each week, 1 day face-to-face and 1 day online. This allows room usage to be increased. Proposal: expand definition to regularly scheduled classes, rather than only twice per week. But the new definition should prevent online meetings only during, for example, the second half of the semester.
  - b. Why wasn't the 51% rule incorporated? It became too confusing. For reporting purposes, if a class meets 51%+ remotely, the course officially becomes distance ed.
  - c. There are different types of attendance data (positive attendance vs. census). It is to the college's benefit to have hybrid classes be census-driven for attendance and funding purposes. The scheduling and funding issues will be worked on with administration.
  - d. There are lecture/lab issues also.
  - e. In the class schedule there will be a mark denoting "hybrid course." Currently we have distance education section in the schedule of classes. Eventually we will have to spell this out for students. Goal is to have this in the "regular" section of the schedule. The distance education portion will grow, so the way we do things may change.
  - f. Have there been discussions about office hours? That is a contract issue.
  - g. For online or mixed-mode systems, will faculty be required to use Etudes? No, but it is strongly recommended. Will we be trained? Since we have one system on campus, we want to allow all instructors to be able to use that system. For student benefits, faculty should put some minimal information on this shell. This does not prevent

faculty from using publisher-supplied management systems. You can link between Etudes and other management systems, such as a link. How often do faculty need to be trained? Two issues: how to teach online, how to use a specific course management system. The former is needed to teach distance ed, the latter is not (although some systems require this training). Compton faculty can receive training at ECC.

- Looking for better titles for these courses. Suggestions are welcome.
- Training for Etudes begins in spring, the system will go live in summer 2007. Training may be available in winter intersession.
- Blackboard disappears in summer 2007. Is there a long-term commitment to Etudes? There is intent to do this. The chancellor's office may champion Etudes.
- The switch from Blackboard to Etudes was dictated by price.
- There is @one online 1-hour overview training session for Etudes available.

### *Plenary session*

There are many proposals from the plenary session, and a summary of the resolutions/motions was distributed during the meeting. If you want to look at the full list of resolutions (some of which were added last minute and didn't appear in the last senate packet), contact SD. Highlights of the resolutions: page 55 was proposed by ECC and passed. Motion 9.02 is important to ECC.

There were many informal meetings between ECC & Compton representatives.

## **Announcements**

Staffing surveys: please get back to SD with the results of the senate survey about staffing needs. There will be a discussion in the future, once the results are collated.

Chancellor Drummond thanks ECC faculty for working with and the work it has done for Compton.

Janet Young, Ann Collette, and SD have been invited to Compton for recognition of their work towards the partnership.

The contract with Compton has not been finalized. If you have suggestions, let them know. The contract, per Board of Trustees request, is being written for board inspection by January.

Basic Skills initiative program is soliciting faculty participation as "basic skills project trainer." See SD for more information.

Meeting was adjourned at 1:50pm.

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting of November 13, 2006

Present: Dr. Dever, Dr. Fallo, Dr. Marsee, Mr. Middleton, Mr. Nordel, Mr. Robertson, Ms. Smith, Dr. Spor, and Ms. Pickens.

1. 2006-2007 Goals and Timelines

- a. Define Collegial Consultation and Shared Governance – and communicate to campus community. This was assigned to Dr. Baker with a due date of February 14, 2007.
- b. Resolve how to get information out and responses back to College Council. This will be discussed by College Council on November 27, 2006.
- c. Review Procedure 2510 – Collegial Consultation. This was assigned to Dr. Baker with a due date of February 14, 2007.
- d. Review District Vision Statement, Mission Statement, Statement of Philosophy, Statement of Values, Guiding Principles & Strategic Goals for 2004-2007. Dr. Spor will bring this to College Council on December 11, 2006.
- e. Build a sense of community. This will be discussed by College Council on January 22, 2007.
- f. Review process of recommendations from other committees. This will be discussed at College Council on November 27, 2006.

2. El Camino College Committee Listings – on Portal

The Committee Listing was reviewed. The following committee status will be updated/researched/minutes posted by the following persons. Each person is to report back at the December 4<sup>th</sup> College Council meeting.

Faculty Development Team.....	Arce to check with Manno
Faculty Position Identification Process.....	Arce & Dever
Career Center Advisory.....	Baker
Center for Applied Technologies.....	Baker
Insurance Benefits.....	Marsee
International Education Study Abroad.....	Arce
Parking & Traffic Advisory Council.....	Marsee & D'Amico
Police Advisory Council.....	Marsee
Staff Development Advisory Council.....	Marsee to check w/ Manno
Student Access & Student Success.....	Baker
Associated Student Organization.....	Nordel
Board of Trustees.....	Portal now links to web
Citizen's Bond Oversight Committee.....	Marsee
Academic Technology.....	Marsee
Area Council – Administrative Services.....	Marsee
Area Council – Student & Commun Adv.....	Baker
Area Council – V.P. Academic Affairs.....	Arce
Calendar Committee.....	Baker
Division Council – Campus Police Svc.....	Marsee to talk w/D'Amico
Division Council – Community Advan.....	Baker/Spor
Division Council – Counseling Division.....	Baker
Division Council – Enrollment Services.....	Baker/Spor

Division Council – Facilities – Night/&Day Shifts .....	Marsee
Division Council – Fine Arts .....	Arce
Division Council – Human Resources .....	Marsee
Division Council – ITS .....	Marsee
Division Council – Instructional Services .....	Arce
Division Council – Purchasing & Bus. ....	Marsee
Division Curriculum - Health Sciences & Athletics .....	Arce
ECC Technology Committee .....	Marsee
Classification Review – Bargaining Unit .....	Marsee – shld be deleted?
College Load Review Committee .....	Arce
District Wide Conference Committee .....	Arce
Sabbatical Leave Committee .....	Arce
Auxiliary Services Board of Trustees .....	Baker
Classified Staff Development .....	Marsee to talk w/Manno
District Administrative Council .....	Marsee
Management Council – Admin Services .....	Marsee
Planning Council – Counseling Division .....	Baker
Safety & Health Sciences & Athletics .....	Marsee to talk w/Bonura
Vocational Technical Educational Act (VTEA) .....	Baker
Web Task Force .....	Marsee

3. The 2007-2008 school year calendar was distributed.

Agenda for the November 20, 2006 Meeting:

1. Minutes of November 13, 2006
2. Board Agenda

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting of October 30, 2006

Present: Dr. Arce, Dr. Dever, Dr. Fallo, Mr. Nordel, Mr. Robertson, Ms. Smith, Dr. Spor, Ms. Wade, and Ms. Pickens.

1. Compton

- a. President Fallo met with Chancellor Drummond on Monday to discuss the contract and the proposed changes to AB 318. The Chancellor's office does not want to make changes to AB 318 at this time due to political considerations. The Board of Governors (BOG) Chair Mr. Caplan and our Board wanted the lead handcuffs removed from AB 318. The Chancellor will write a letter explaining his position that can be shared with our Board. The Chancellor pledged that he would renew the terms in MOU in the contract if that satisfies us. We believe that we can protect ourselves in a contract, and we may not sign a contract and instead have another MOU – with the same terms including the exit clause.
  - b. The Chancellor has requested that President Fallo give a presentation on Compton for the BOG in January or March of 2007.
  - c. Dr. Givens is the Provost at Compton and should be handling Compton issues and people need to work through her.
  - d. According to the Accrediting Commission Compton must sit out for a 2 year period and then they can start the application procedure which takes about 3-4 years. We are meeting with the president of the Commission to see if they feel there should be a longer wait out period. There is still a lot of fiscal, personnel and student information that is unknown at this time.
  - e. We have asked Compton purchasing staff to come and work here for a short period of time.
  - f. Financial Aid is still a concern – we have made some payments. We need to make all payments.
  - g. The Accrediting Commission may force us to change all signs to say Compton Educational Center. The current signage could be viewed as false advertisement.
2. Faculty accomplishments will be included in the on-line campus newsletter. Send accomplishments to Ann Garten's office.
  3. Item number 9 on the evaluation will be changed to read "Primarily focuses on students."
  4. We need to set time lines for goals.

Agenda for the November 6, 2006 Meeting:

3. Minutes of October 30, 2006
4. Team Reports
5. College Council Evaluation
6. 2006-2007 College Council Goals
7. El Camino College Committees listed on Portal

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting of November 6, 2006

Present: Dr. Arce, Dr. Dever, Dr. Fallo, Dr. Marsee, Mr. Nordel, Mr. Robertson, Ms. Smith, Dr. Spor, and Ms. Pickens.

Team Reports

1. Mr. David Nordel, Associated Student Organization – The students had a successful Rock-the-Vote campaign and Homecoming. Various students are sitting on Accreditation Committees. The students are looking into adopting stricter non-smoking policies on campus.
2. Dr. Susie Dever, Academic Senate – Policy and Procedure 4070 – Audit of Courses are on the November 7<sup>th</sup> Academic Senate agenda. We would like more faculty participation in Accreditation. At the Fall Plenary Session a resolution of support for Compton Community College District Academic Senate was passed. The graduation requirement issue was also revisited.
3. Dr. Francisco Arce, Academic Affairs – The first draft of the Accreditation report will be completed by the end of this year. Student Learning Outcomes (SLO's) are progressing and most divisions should be finalized by the end of the year. Program Reviews are progressing and 15-20 should be completed by the end of the year. Winter and spring class schedules are on the website.
4. Mr. Don Brown, AFT, Local 1388 – A mailing went out to union members' residences regarding the dependent audit compliance and union political issues. The Academic Senate is working to increase collegiality. The salary formula is an on-going issue. Don Brown will be making a presentation on Intellectual Property Rights at the Conference on Higher Education Policy.
5. Dr. Jeff Marsee, Administrative Services – The Planning & Budget Committee (PBC) will meet to determine the expenditure of the money from Compton. Allocations will be based on measurable outcome.
6. Ms. Luukia Smith, El Camino Classified Employees – Negotiations have started and they are awaiting the classification review recommendations.
7. Mr. Leo Middleton, Association of El Camino College Administrators and Supervisors – The California Community Colleges Registry Job Fair in Los Angeles is on January 20, 2007 at the LAX Hilton. The new sexual harassment pamphlet was distributed.
8. Dr. Thomas Fallo, President – The Community College League of California (CCLC) Annual Conference is November 16-18<sup>th</sup> and includes a CEO meeting. Our November Board of Trustees meeting will include the Board evaluation results. The December Board meeting will have Board goals for adoption. The agenda will also include some large construction projects. The costs for construction projects are doubling. We will need to set time lines for Council goals. Council members are to bring back evaluation paperwork for discussion. We will also discuss the Committees currently listed on the portal. At the next meeting Council members will review the El Camino College Committee Listing which will be attached to these minutes.

Agenda for the November 13, 2006 Meeting:

8. Minutes of November 6, 2006
9. 2006-2007 College Council Goals – Timelines
10. Policy & Procedure 2510
11. El Camino College Committees listed on Portal

**AGENDA**

**Academic Senate Meeting**

**Thursday, November 16, 2006, 1:00 p.m., Board Room**

*Every effort will be made to start promptly at 1:00 p.m. and adjourn at 2:00 p.m.*

*All items not covered will be carried over to the next agenda.*

**I. CALL TO ORDER**

**II. APPROVAL OF AGENDA 11/16/06**

**III. APPROVAL OF MINUTES 11/02/06**

**IV. REPORTS**

- A. President's Report Saul Panski
- B. Faculty Rep to the Board's Report Carol Sandvik
- C. Shared Governance Committee Rep's Report Darwin Smith
- D. Student Rep's Report Hilda Gaytan

**V. OLD BUSINESS**

- A. Update on Hiring Policy Saul Panski

**VI. NEW BUSINESS**

- A. Tenure Review August  
Hoffman
- B. Election to Fill Vacancy Saul Panski
- C. Holiday Potluck – Thursday, December 7<sup>th</sup> Saul Panski

**VII. ADJOURNMENT**



**FACULTY COUNCIL**

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**AGENDA**

**Faculty Council Meeting**

**Thursday, November 16, 2006, 2:00 p.m., Board Room**

*Every effort will be made to start promptly at 2:00 p.m. and adjourn at 3:00 p.m.*

*All items not covered will be carried over to the next agenda.*

**I. CALL TO ORDER**

**II. APPROVAL OF AGENDA** 11/16/06

**III. APPROVAL OF MINUTES** 11/02/06

**IV. REPORTS**

A. ECC Academic Senate Susie Dever

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

A. Revision of ECC Senate Constitution Panski Susie Dever/Saul

B. Registration Workshops Vanessa Haynes

C. Recruitment Efforts for Winter Goolsby Keith Curry/Kevin

**VII. ADJOURNMENT**

**ACADEMIC AFFAIRS AND  
STUDENT SERVICES**



**November 16, 2006  
9:00 AM to 11:00 AM  
Lib 202**

Type of meeting: Council of Deans/  
Enrollment Mgmt      Facilitator: Francisco Arce/ John Baker  
Note taker: Karen Lam

**Attendees**

___ F. Arce	___ D. Goldberg	___ J. Means	___ R. Smith
___ J. Baker	___ I. Graff	___ Q. Miller	___ A. Spor
___ H. Bateman	___ A. Grigsby	___ G. Miranda	___ K. Townsend
___ K. Blackburn	___ I. Haslam	___ W. Mulrooney	___ H. Tyler
___ A. Collette	___ T. Jackson	___ D. Patel	___ R. Way
___ K. Curry	___ K. Key	___ B. Perez	___ J. Wagstaff
___ S. Dever	___ T. Lew	___ V. Rapp	___ S. Warrior
___ A. Garten	___ D. Marquez	___ D. Reid	___ L. Widman

**Other Guests:**

<b>AGENDA ITEMS</b>	<b>ORIGINATOR</b>	<b>DESIRED OUTCOME</b>
I. Information A. Notes of 10/19/06 B. Academic Senate Update	All Dever/Widman	A. Information B. Information
II. Discussion/Action A. Enrollment Management B. Retention Activites Presented to PBC C. IUSD Classes  D. High School Report Card E. Academic Lab Inventory/ Room Book	Arce/Baker Arce/Baker  Arce/Baker  Arce/Baker Wagstaff	A. Update B. Update  C. Intro of Renee Dorn – liasion between IUSD & ECC D. Update E. Update
III. Other		
IV. Next Meeting -- Enrollment Management Team, November 30, 2006, 9:00-10:00 a.m. Adm 127 -- Joint Enrollment Management/ Deans' Council, December 7, 2006 9:00-11:00 a.m. Library 202		

Academic Senate representative for November 21: Kathy Townsend

**EL CAMINO COLLEGE**  
**MINUTES OF THE COLLEGE CURRICULUM COMMITTEE**

**October 24, 2006**

Present: L. Alamillo, F. Arce, A. Himsel, M. Lipe, E. Martinez, C. Mosqueda, V. Rapp, C. Somin, J. Stewart, J. Young

Absent (excused): P. Gebert, L. Kjeseth, S. Panski, J. Siddiqui

Ex-Officio Members Present: A. Collette, S. Eggers, M. Hall, L. Suekawa

Absent (excused): S. Rodriguez, R. Smith

Also Present: K. Blackburn, K. Daniel-DiGregorio, C. Gold, I. Haslam, R. Natividad, L. Olsen, L. Plum, P. Vacca, S. Zareski

## **CALL TO ORDER**

Chair Young called the College Curriculum Committee meeting to order at 2:35 p.m.

## **APPROVAL OF MINUTES**

C. Somin moved that the minutes of the October 10, 2006, CCC meeting be approved and M. Lipe seconded the motion. J. Stewart requested that the minutes be revised so that the recorded debate about Speech Communication 12 being suitable for the critical thinking category of the CSU general education pattern included C. Mosqueda's statement that the parallel course at Long Beach City College has a prerequisite of English 1A. The committee agreed that the minutes should reflect this statement. As there was no further discussion, Chair Young called for a vote and the minutes, as revised, were approved.

## **CHAIR'S REPORT**

J. Young informed the CCC that she will be attending the statewide Academic Senate Plenary Session at the end of the week and that she will give the CCC a report at an upcoming meeting. The Chair then announced that C. Somin will serve as Chair Pro-Tempore for today's meeting.

## **VICE PRESIDENT OF ACADEMIC AFFAIRS' REPORT**

Vice President Arce stated that he had no report for today.

## **CURRICULUM REVIEW**

### **HEALTH SCIENCES AND ATHLETICS PROPOSALS:**

Chair Young informed committee members that the division's errata sheet was in the day's packet then asked I. Haslam to begin the presentation. The dean introduced faculty members, R. Natividad and S. Zareski, and support staff member, L. Olsen, to the CCC before asking R.

Natividad to lead the review of Physical Education 272. During the discussion of this proposal, a number of corrections for the proposal form were noted and the committee agreed to revisions for the discipline, the recommended preparation, the catalog description, and Sections II, V, and VIII of the course outline. J. Stewart questioned the division's request that this course be added to Area E, Lifelong Understanding and Self-Development, of the CSU general education pattern. She expressed the opinion that the focus of the course was too narrow to meet the criteria of general education. L. Suekawa, the College's Articulation Officer, supported J. Stewart's comments and after a brief discussion, it was agreed that the request for CSU general education consideration for Physical Education 272 would be withdrawn. C. Somin then asked why this course's recommended preparation of English 2R was being removed. M. Lipe replied that during the development of the course, much discussion regarding student preparation was held and that it was determined that the recommended preparation could be removed. Chair Young asked if the content review process supported a recommended preparation of English 2R; after review of the content review worksheet, it was determined that sufficient matches for such a recommended preparation existed. The committee and the division faculty agreed that the recommended preparation should be reinstated.

Next, the CCC turned to the Nursing 214 proposal. S. Zareski provided corrections to the proposal form, an adjustment to the lecture and lab hours, a clarification for the discipline, and revisions for the catalog description and Section III of the outline. In response to M. Lipe's inquiry as to why this course was repeatable, Chair Young said that continued employment in the field of specialized nursing required nurses to periodically become recertified in the subjects covered in Nursing 214. Therefore, unlimited repeats are allowable under Title 5 regulations. At the conclusion of the discussion of Nursing 214, M. Lipe moved that the Health Sciences and Athletics proposals be approved. C. Somin seconded the motion, which carried. C. Somin then moved, and M. Lipe seconded, that the conditions of enrollment be approved. The motion carried.

#### **BUSINESS PROPOSAL:**

While an errata sheet was being distributed, V. Rapp introduced P. Vacca of the Computer Information Systems Department and L. Plum of the Business Office support staff. During the brief discussion of Computer Information Systems 20, the dean and the CCC agreed to revisions for the catalog description and Sections III, IV, and V of the course outline. C. Mosqueda then asked why this course was not being proposed for CSU transfer. Because documentation for CSU transfer must be submitted in advance to the CCC, Dean Rapp said she and the Computer Information Systems faculty will discuss this transfer issue with L. Suekawa and, if appropriate, bring the request for CSU transfer consideration to the CCC later in the year. As discussion of Computer Information Systems 20 had concluded, L. Alamillo moved, and C. Somin seconded, that the proposal be approved. The motion carried. J. Stewart then moved that the course's condition of enrollment be approved. C. Somin seconded the motion, which carried.

#### **BEHAVIORAL AND SOCIAL SCIENCES PROPOSALS:**

J. Young relinquished the Chair to C. Somin, today's Chair Pro Tempore, in order to present the Behavioral and Social Sciences proposals. J. Young began by telling the committee that Dean Miranda was disappointed she could not attend today's meeting as she very much enjoys working with the CCC. She then introduced C. Gold of the History Department to the committee. Review began with History 16B and during the brief discussion of this proposal, corrections to the proposal form were noted and revisions, which the committee agreed to, were provided for the catalog description and Sections II, III, and VII of the course outline. The committee then turned to History 25 and during the review, revisions to the catalog description

and Sections II, III, and V of the outline were accepted. Next, J. Young directed the CCC to the new course proposal,

History 27 – History of Los Angeles. After the committee had agreed to revisions for the proposal form and Sections II, V, and VII of the course outline, L. Suekawa stated that the UCLA course listed as a parallel course is an upper division course. She said that when History 27 is forwarded for UC transfer consideration, a challenge may be encountered. However, before UC transfer status is decided, the UC system will determine if a comparable lower division course exists on one of the UC campuses. If so, then History 27 should be granted UC transferability. F. Arce asked what the consequences would be for transfer students who take History 27. L. Suekawa said that students can receive elective credit at four-year institutions and J. Stewart added that students majoring in history can challenge most four-year institutions for subject credit. C. Gold stated that she developed this course after students indicated, through a survey, that they were very much interested in taking a course on the history of Los Angeles. F. Arce expressed the concern that students would be taking a class that would not transfer for major requirements. M. Lipe stated that he supported the course as it will serve not only students majoring in history but also students needing to fulfill general education requirements. C. Mosqueda, C. Somin, and L. Alamillo provided comments that reflected that a course such as this adds breadth to the curriculum and a foundation for deeper understanding in future coursework. F. Arce expressed the opinion that the course would add layers for students. J. Stewart remarked that taking such a course will not impede a student's progress. After F. Arce said that he was concerned students will be taking courses they really do not need, Chair Pro-Tempore Somin asked if there were any more comments. Hearing none, she asked J. Young to continue with the division's review.

The CCC next discussed the new course, History 37 – History of World Religions. After a correction to the proposal form was noted and a revision to Section II of the course outline accepted, review concluded with Human Development 8. During the brief discussion of this proposal, the CCC agreed to revisions to the catalog description and Sections III and V of the outline. V. Rapp then moved that the Behavioral and Social Sciences proposals be approved. J. Stewart seconded the motion, which carried. L. Alamillo moved, and M. Lipe seconded, that the conditions of enrollment be approved. This motion also carried. C. Somin then returned the duties of the Chair to J. Young.

#### FINE ARTS PROPOSALS:

K. Blackburn, while distributing an errata sheet, thanked everyone who had forwarded suggestions for the division's proposals then asked that Dance 12abcd, 21abcd, and 26abcd and Film/Video 4, 52, and 53 be tabled. Chair Young said these proposals will be entertained at the November 14<sup>th</sup> CCC meeting and advised committee members to keep their proposals for these courses. K. Blackburn and J. Young informed CCC members that errata sheets for these proposals will be distributed prior to the November 14<sup>th</sup> meeting. The dean then directed the committee to the review of the new course,

Art 108 – History of American Art. After revisions to the proposal form and Sections II, III, V, and VI of the course outline were agreed to, F. Arce asked if the term, Chicano/Latino American, which was used throughout the outline, was appropriate. L. Alamillo said it was accurate when taken in context with the major topics but that it was a misleading term. After a brief discussion, it was agreed that the term would be replaced by the phrase, Chicano American and Latino American. C. Somin then moved, and V. Rapp seconded, that Art 108 be approved. The motion carried. J. Stewart moved that the course's condition of enrollment be approved. C. Somin seconded the motion, which carried.

Chair Young concluded curriculum review by reminding everyone that as course proposals are developed, it is good practice to involve L. Suekawa early in the process.

At 3:50 p.m, C. Somin moved, and M. Lipe seconded, that the meeting be adjourned. The motion carried.

**EL CAMINO COLLEGE  
COLLEGE CURRICULUM COMMITTEE**

**Proposed Curriculum Changes  
October 24, 2006**

**BEHAVIORAL AND SOCIAL SCIENCES DIVISION**

**CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION;  
COURSE REVIEW; COURSE OUTLINE ADJUSTED TO MEET CSU GENERAL  
EDUCATION REQUIREMENT**

*Current Status/Proposed Change*

1. History 16B – The African American in the United States, from 1877 to the Present  
This course ~~is a surveys of the history African American experience in~~ of the United States from 1877 to the present. ~~The historical, cultural, social, economic, and political factors that have shaped~~ with particular emphasis on the role of African Americans in shaping American society will be emphasized. The contributions of African Americans to the American society as a whole will also be examined.  
CSU Graduation Requirement – United States History, Constitution, and American Ideals

*Proposed Final Draft*

The African American in the United States from 1877 to the Present

This course is a survey of the history of the United States from 1877 to the present with particular emphasis on the role of African Americans in shaping American society. The contributions of African Americans to the American society as a whole will also be examined.

CSU Graduation Requirement – United States History, Constitution, and American Ideals

**CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION;  
COURSE REVIEW**

*Current Status/Proposed Change*

1. History 25 – History of Modern Germany, 1866- to the Present  
This course is a survey of the ~~historical~~ political, economic, social, and cultural development of Germany from the time of unification in the mid-nineteenth century through the reunification of the post-Cold War period. This course will also consider the problems and historical patterns ~~characterizing~~ that characterize contemporary Germany.

*Proposed Final Draft*

History of Modern Germany, 1866 to the Present

This course is a survey of the political, economic, social, and cultural development of Germany from the time of unification in the mid-nineteenth century through the reunification of the post-Cold War period. This course will also consider the problems and historical patterns that characterize contemporary Germany.

*Current Status/Proposed Change*

2. Human Development 8 – Orientation to College and Educational Planning ~~and Guidance~~  
This course ~~is designed for first year~~ provides students with the information, skills, and resources necessary for successful educational experiences. Students will become aware

of their responsibilities as college students in a diverse college setting, Topics include matriculation, financial aid, cultural diversity, instructional styles, develop an understanding of their individual learning styles, developing positive self-esteem, diagnostic assessment of study skills, decision-making, goal setting, create realistic and obtainable educational planning and issues unique to specific populations, such as International Students and Extended Opportunity Programs and Services career goals, develop skills in managing time to achieve goals, and learn how to create a support network using college resources and services.

*Proposed Final Draft*

Human Development 8 – Orientation to College and Educational Planning

This course provides students with the information, skills, and resources necessary for successful educational experiences. Students will become aware of their responsibilities as students in a diverse college setting, develop an understanding of their individual learning styles, create realistic and obtainable educational and career goals, develop skills in managing time to achieve goals, and learn how to create a support network using college resources and services.

## **NEW COURSES**

### 1. History 27 – History of Los Angeles

Units: 3      Lecture: 3 hours      Faculty Load: 20.000%

Credit, degree applicable; Transfer CSU

Recommended Preparation: eligibility for English 1A

This course surveys the political, social, and economic history of Los Angeles from its earliest settlement by Native Californians to the present. Topics will include environmental issues, urban development, race and ethnicity, the entertainment industry, and the media's portrayal of Los Angeles. Special emphasis is given to the expanding role of Los Angeles as a global city that serves as a destination for diverse immigrant populations and a center of international commerce.

### 2. History 37 – History of World Religions

Units: 3      Lecture: 3 hours      Faculty Load: 20.000%

Credit, degree applicable; Transfer CSU

Recommended Preparation: eligibility for English 1A

This course is an introduction to the origins, essential doctrines, and historical development of the world's major religious traditions from prehistory to today and their impact on the societies in which they appear. Major religions examined include Judaism, Hinduism, Buddhism, Christianity, and Islam.



## BUSINESS DIVISION

### CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION; COURSE REVIEW

#### *Current Status/Proposed Change*

1. Computer Information Systems 20 – ~~Personal Computer Operating Systems Using Microsoft Windows~~

~~This course covers graphical user interface concepts and includes window sizing, drag-and drop techniques, multitasking, file management, desktop accessory integration, and hardware related to the start-up process. The process of configuring plug and play devices and devices shared over a network will also be studied~~ focuses on the use and maintenance of a Windows based computer system and prepares students to set up and protect their home or office computer. Topics include establishing a multi-user environment, setting restore points, backups, disk defragmenting, and protection from spy ware.

#### *Proposed Final Draft*

Computer Information Systems 20 –Microsoft Windows

This course focuses on the use and maintenance of a Windows based computer system and prepares students to set up and protect their home or office computer. Topics include establishing a multi-user environment, setting restore points, backups, disk defragmenting, and protection from spy ware.

## FINE ARTS DIVISION

### NEW COURSE

1. Art 108 – History of American Art

Units: 3      Lecture: 3 hours      Faculty Load: 20.000%

Credit, degree applicable; Transfer CSU

Recommended Preparation: eligibility for English 1A

This course is an introductory survey of American Art from its pre-colonial past to the contemporary era with a focus on the social, political, economic, and philosophical conditions that have resulted in a culturally diverse artistic tradition. The contributions and influences of immigrants, Native Americans, African Americans, Asian Americans, Chicano Americans, Latino Americans, and European Americans will be studied in relation to historical contexts.

## HEALTH SCIENCES AND ATHLETICS DIVISION

### REACTIVATE COURSE; CHANGES IN TITLE AND NUMBER, DESCRIPTIVE TITLE, DISCIPLINE, LECTURE/LAB HOURS, FACULTY LOAD, UNITS, TRANSFER STATUS, CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

#### *Current Status/Proposed Change*

1. ~~First Aid-3~~ Physical Education 272 – ~~Introduction to~~ Care and Prevention of Athletic Injuries

Discipline: ~~Health/Nursing~~ Physical Education/Athletic Training

Units: ~~2 3~~ Lecture: ~~2 3~~ hours Lab: ~~2~~ hours Faculty Load: ~~23.333~~ 20.000%

Transfer UC

~~Provides the student with a survey of the anatomy, physiology and mechanism of common~~ This course provides the future athletic injuries. The trainer, as well as coach and health care professional, the concepts surrounding the profession of athletic training. Emphasis is placed on the principles, techniques, and ethics in the prevention, recognition, first aid, and rehabilitation care of these athletic injuries is covered. Study areas include the sports medicine team, legal issues, risk management, pathology of injury, management skills, and specific sports injuries and conditions.

#### *Proposed Final Draft*

Physical Education 272 – Care and Prevention of Athletic Injuries

Discipline: Physical Education/Athletic Training

Units: 3 Lecture: 3 hours Faculty Load: 20.000%

Transfer UC

This course provides the future athletic trainer, as well as coach and health care professional, the concepts surrounding the profession of athletic training. Emphasis is placed on the principles, techniques, and ethics in the prevention and care of athletic injuries. Study areas include the sports medicine team, legal issues, risk management, pathology of injury, management skills, and specific sports injuries and conditions.

## CHANGES IN GRADING METHOD, CATALOG DESCRIPTION; COURSE REVIEW

### 1. Nursing 214 – Specialized Nursing Skills: Transition to Employment

#### *Current Status/Proposed Change*

Grading Method: Letter grade or Credit/No Credit option

This course ~~will~~ provides the advanced technical skills necessary ~~to increase the nurse's opportunity for first time~~ for increasing employment opportunities in the professional role nursing and for periodic recertification of competency. Emphasis will be placed on advanced resuscitation skills, ~~i.e. in~~ Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Neonatal Resuscitation (NRP), and Basic Electrocardiogram Interpretation. The ~~handling management~~ management of chemotherapy agents, as specified by the Oncology Nursing Society, ~~and intravenous insertion~~ will also be covered. ~~Following each content area, the student~~ Students will have the opportunity to take ~~the~~ certification examinations following specific content areas.

Note: This course is repeatable.

#### *Proposed Final Draft*

Grading Method: Letter grade or Credit/No Credit option

This course provides the advanced technical skills necessary for increasing employment opportunities in nursing and for periodic recertification of competency. Emphasis will be placed on advanced resuscitation skills in Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Basic Electrocardiogram Interpretation. The management of chemotherapy agents, as specified by the Oncology Nursing Society, will also be covered. Students will have the opportunity to take certification examinations following specific content areas.

Note: This course is repeatable.

## **Academic Technology Committee Meeting Minutes - Draft**

14 November 2006

Library 202, Noon – 2 p.m.

### Technology Plan:

John Wagstaff, director of information technology services (ITS), described a committee that he is forming to create a technology plan for El Camino College (ECC). He gained approval to place more faculty and staff on the committee. The committee will identify projects that support the strategic goals of ECC and outline their implementation (e.g., timeline, resources necessary to complete them). The committee will meet during the fall 2006 semester, and a draft of the technology plan will be available for review in the spring 2007 semester.

### Academic Software:

John Wagstaff reported that approximately \$250,000 has been made available for academic software needs. John will distribute a spreadsheet showing the software that has been purchased, that needs to be maintained, and that he plans to purchase in the near future. He will distribute the spreadsheet to the deans and Academic Technology Committee (ATC) members by the end of the week. Deans and faculty member need to review the list and contact John with any changes. Requests for software for the spring 2007 semester need to be made by the end of November to allow time for purchase and installation.

Pete Marcoux asked how much ECC needs to spend each year to maintain the academic software licenses that we already have. This item should be part of the budget.

ITS would like to know about any purchases made with VTEA funds.

### Distance Education:

ECC has signed a contract for the Etudes NG course management system. It will be available for the spring 2007 semester, and training will be provided for faculty during the winter session. John Wagstaff has been placed on the board that now governs the consortium.

The distance education plan to provide support to distance education faculty as they transfer their materials from Blackboard to Etudes is still under consideration.

The proposals made by the ATC for defining distance education and hybrid classes are still under consideration.

### Classroom Responder System (“Clickers”):

Both the Natural Sciences and Business divisions have submitted i-grants for “clickers.” The Business proposal includes requests for 2 different clicker systems. The ATC passed a motion recommending that ECC only support one system, and that the Academic Senate (AS) establish a committee to compare different systems and recommend one for adoption.

David Vakil reported that the cost to outfit a classroom to use the “clickers” that he demonstrated for the committee earlier in the year has dropped to \$100 per classroom. (There are approximately 300 classrooms on campus.) Student would be charged \$44 per clicker.

#### Equipment and Staffing:

Retirements of media technicians have affected some services, because these technicians were the only people who knew how to use equipment in certain areas. The inventory of computers, software, and computer labs that ITS has been conducting probably needs to be expanded to include other media equipment.

#### Future Meetings:

The ATC has tentatively planned to meet on Tuesday, November 28, from Noon to 2 p.m. to discuss:

- software needs (especially for the spring 2007 semester)
- sharing technology present in classrooms used by multiple divisions



# PLANNING & BUDGETING COMMITTEE

November 16, 2006

1:00 – 2:30pm

Location: Alondra Room

Facilitator: David Vakil & Arvid Spor

Note Taker: Ruth Sanchez

### 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

- |   |   |
|---|---|
| <input type="checkbox"/> David Vakil, Co-chair (non-voting) | <input type="checkbox"/> Cheryl Shenefield, Administrative Services |
| <input type="checkbox"/> Arvid Spor, Co-chair (non-voting)  | <input type="checkbox"/> Harold Tyler, Management/Supervisors       |
| <input type="checkbox"/> Miriam Alario, ECCE                | <input type="checkbox"/> Susan Taylor, ECCFT                        |
| <input type="checkbox"/> Ian Haslam, Academic Affairs       | <input type="checkbox"/> Lance Widman, Academic Senate              |
| <input type="checkbox"/> Dawn Reid, Student Services        | <input type="checkbox"/> Saad Husain, ASO representative            |

### Attendees

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Luis Mancia – Alt., ECCE                    | <input type="checkbox"/> Rocky Bonura – Alt., Adm. Serv. | <input type="checkbox"/> Francisco Arce – Support |
| <input type="checkbox"/> Ken Key – Alt., ECCFT                       | <input type="checkbox"/> John Means – Alt., Stud. Serv.  | <input type="checkbox"/> John Baker – Support     |
| <input type="checkbox"/> David Westberg – 2 <sup>nd</sup> alt. ECCFT | <input type="checkbox"/> Bo Morton – Alt., Mgmt/Sup.     | <input type="checkbox"/> Jeff Marsee – Support    |
| <input type="checkbox"/> Teresa Palos – Alt., Acad. Senate           | <input type="checkbox"/> Luis Ruiz – Alt, ASO            | <input type="checkbox"/> Mike D’Amico – Support   |
| <input type="checkbox"/> Virginia Rapp – Alt., Ac. Affairs           | <input type="checkbox"/> Susan Dever – Pres. Senate      | <input type="checkbox"/> John Wagstaff – Support  |
|  |  | <input type="checkbox"/> Janice Ely – Support     |

### AGENDA

1. Approval of Minutes for October 19, 2006-- All PBC participants -----1:00 p.m.
2. Review of Distance Education plan -----All PBC participants -----1:10 p.m.
3. Review of First Year Experience plan -----All PBC participants -----1:30 p.m.
4. Review of previous Q-builder proposals ---- All PBC participants -----1:50 p.m.
5. Prior Research Staffing Information -----Harold Tyler-----2:00 p.m.
6. Final recommendations ----- All PBC participants ----- time permitting
7. Non-agenda items & agenda development--All PBC participants -----2:25 p.m.
8. Adjournment----- 2:30 p.m.

**Next Scheduled Meeting – December 7, 2006 Alondra Room  
OR (if committee wishes) November 30 in a location TBD**

# PBC PROPOSALS

## For further consideration in November

Enrollment management – Welcome week, New Student Orientations, High School Senior Days  
\$50,000

Admissions Program Review – Computer stations/Printers \$63,000

Admissions Program Review – Veterans Work Station \$3,000

Enrollment services Program Review – Staff Training (mandatory) \$10,000

Enrollment services Program Review – Auto-packaging of financial aid \$15,000

Enrollment services Program Review – 2 adjunct counselors for FYE (one time trial) \$40,000

Enrollment services Program Review – expand evening hours \$10,000

## To be considered during the November 16 meeting

Distance Education plan

First Year Experience proposal

Q-builder proposals

## For possible future consideration

Enrollment management – adult schedule \$4000

Enrollment management – host meetings with HS principals \$16000

Research needs – hire more researchers \$140,000 estimate

Enrollment management – high school recruitment \$50,000

Enrollment management – Financial Aid Parent night workshops \$100,000

Archiving student records – Admissions only \$100,000. (Other areas to be included later)

Enrollment services Program Review – Scanning Machines/Assessment center \$4,000

## **BOARD POLICY 4070**

## **Audit of Courses**

It is the policy of El Camino College to allow students to audit courses. The instructor of the course will determine whether to accept a student as an auditor and the manner in which the audit is to be conducted.

Students who are enrolling in a class for credit have enrollment priority over students intending to audit.

Students who enroll in a class as an auditor cannot change their enrollment to receive credit for the course and cannot receive credit by examination for audited courses. Audited courses cannot be used to fulfill prerequisites.

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

Reference Education Code Section 76370

Previous Board Policy Number: 5117

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Draft as accepted by Ed. Policies Committee 10/19/2006

Academic Senate – First Reading – Nov. 7, 2006

Academic Senate – Final Reading – Nov. 21, 2006

## **Administrative Procedure 4070**

## **Audit of Courses**

1. In order to allow priority to students taking the course for credit, registration as an auditor will be allowed only after the add period for registration has ended.
2. Students wishing to audit a course must receive written permission from the instructor of the class and the dean of the division. Audit forms may be obtained from the Admissions office.
3. The fee for auditing a course is established by Education Code Section 76370 (currently \$15 per unit.). However, students enrolled in 10 or more semester units of credit shall not be charged a fee to audit 3 or fewer semester units per semester. Fees must be paid prior to auditing the course and are non-refundable.
4. Students enrolled in a course for credit may change to audit status only by first dropping the course. If the course is dropped after the refund deadline, fees paid cannot be used as payment to audit the course.
5. Classroom attendance of students auditing courses shall not be included in computing apportionment due the district.

Reference Education Code Section 76370

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Draft as accepted by Ed. Policies Committee 10/19/2006

Academic Senate – First Reading – Nov. 7, 2006

Academic Senate – Final Reading – Nov. 21, 2006



## ECC Distance Education Plan 2006 – 2008

El Camino College's vision for the Distance Education Program is to provide alternative delivery modes of instruction that serve to increase student access to post secondary educational programs. Program expansion enables the college to meet student demand for alternative course delivery and as a result grow enrollment and support the institutional mission. The Distance Education program is a growth program, as shown below.

<u>Year</u>	<u>Enrollment</u>
1996/97	1238
1997/98	1646
2004/05	4106
2005/06	4535

Because of the popularity and demand for online sections, the college must be positioned to have sufficient offerings to meet student needs. A Distance Education Task Force was created by the Vice President of Academic Affairs to look at how the program could be expanded to offer 150 sections by fall semester 2008.

### **Recommendations for El Camino College Distance Education Program Growth:**

- Change the name of the program from Distance Education to Distance Learning. The name change identifies the purpose of the program and reflects current trends in this area of course delivery.
- Hire appropriate staff to accommodate needs of program.
- Improve student retention and success rates in Distance Education classes.
- Implement a new Course Management System that will be available to all faculty.
- Increase the number of sections offered through Distance Learning by 250% by fall 2008. The current goal is 150 sections and approximately 6000 students enrolled in Distance Learning classes.
- Provide improved faculty support in the creation and uploading of online courses.
- Revisit the maximum online load limits of two per faculty member per semester. Limits should be established that encourage the offering of multiple sections of courses with high retention and high success.
- Reduce the current 125 class size for all telecourses that include a required online component.

To actualize the statements above, this plan includes a multitude of action items with budget implications and proposed timeline. (See appendix).

The planning group has also identified some major decision points that will be enhanced by the endorsement of the PBC. Each is a necessary component in the successful implementation of the planned growth for Distance Education.

### Distance Education Plan – Critical Decision Points

SEMESTER	ACTIVITY
Fall 2006	<p>Sign ETUDES contract</p> <p>Refocus Trainer/Instructional Designer to work 100% on ETUDES issues</p> <p>*Reimbursement for online training of faculty moving to ETUDES</p>
Winter 2007	<p>Provide onsite training for ETUDES</p> <p>Continue availability of online training sessions.</p> <p>Pilot Help Desk program inaugurated</p> <p>*Provide stipends through Spring 2008 for current DE faculty converting to ETUDES, after completion of ETUDES training</p>
Spring 2007	<p>*Provide staff support to faculty developing course shells for ETUDES</p> <p>*Provide clerical support for the DE office</p> <p>Complete development of CIS online degree program</p>
Summer 2007	<p>Change name of program to Distance Learning or E-Learning</p> <p>Verify meeting of 508 requirements in all online courses for full inclusion of students with disabilities</p> <p>Institute certificate program for new online instructors</p> <p>*Hire web assistants to support online program</p> <p>Return Trainer/Instructional Designer to full time Staff Development assignment</p>
Fall 2007	<p>Present CIS courses to Curriculum Committee as first program available completely online.</p> <p>Complete staff reconstitution of Distance Education program</p> <p>Place on Distance Education website a student self-assessment instrument</p>
Winter 2008 – Spring 2008	<p>Exceed goal of 150 sections of DE per semester</p>
Spring 2008	<p>Sunset of stipend for current DE instructors</p>

\*Items with budget implications

**TENTATIVE IMPLEMENTATION BUDGET  
Distance Education Plan  
2006 - 2008**

	<b>2006/2007</b>	<b>2007/2008 Estimates</b>
ETUDES CMS Licenses, Software	*\$36,000	*\$40,000
<b>ETUDES TRAINING</b>		
Online training reimbursement (20 faculty @ \$54 each)	* \$ 1,080	
Onsite Training (ETUDES Trainer)	* \$ 1,400	-----
<b>STIPENDS (current DE faculty converting to Etudes) [\$400 per course]</b>		
	\$12,000	\$4,000
<b>STAFFING</b>		
Clerical Support	\$35,000	\$45,000
Faculty Technology Specialist [reassigned time]	\$50,000	\$50,000
Trainer/Instructor Designer [reassigned 8mos. 100%]	*\$39,000	-----
Web Assistants	\$15,000	\$15,000
<b>Total Amount Budgeted</b>	<b>\$112,000.</b>	<b>\$114,000</b>

**\*Already funded for 2006/2007. Not included in total**

**Implementation of the Distance Education Plan**

To meet the needs of the changing methods of course delivery, this course of action has been proposed by the Director of Learning Resources and the Faculty Coordinator of Distance Education. Input has been provided by a number of persons including the Vice President of Academic Affairs, and members of the Distance Education Task Force.

Actualizing this plan will require multiple collaborations. Many of these collaborations are already in place. Some features will require consultation with a variety of groups. This team is prepared to meet with appropriate entities to discuss the merits and challenges of this proposed plan. It is one approach to charting the future of the department for the next two years.

## Appendix

### Distance Education Plan Action Items

Proposal	Needed to Accomplish	Date Planned	Budget Implications
❖ Change name from Distance Education to Distance Learning or “E-Learning”	Approval of appropriate consultation groups	Summer 2007	None
❖ Develop Programs that can be completed totally online  CIS has been selected as the first program.  Other possible programs are Child Development and Philosophy.  Transfer Course offerings enhanced	Development of online CIS courses for the AA degree and the Cisco Networking option with support of CIS faculty and Dean of Business.  Work with appropriate Academic Dean and subject area faculty	Completion is anticipated by end of Spring 2007.  Presented to curriculum committee in Fall 2007 and available to students in Summer 2008.	Use current LRU VTEA grant to hire appropriate faculty to facilitate preparation of these courses.
❖ Develop tools to help improve student success in DE classes	Self-assessment to forecast potential success in DE courses placed on website including technical skills needed and student motivational skills required. To be completed by DE staff with collaboration of DE Task Force.	Fall 2007	DE Coordinator and Staff Development Trainer.  Web Assistants may be used to input information, etc.
❖ Provide support to faculty developing course shells for CMS	Faculty Technology Specialist could be hired to work with Staff Development Trainer to provide individualized help to prepare class for online teaching.  Web Assistants	Ongoing Spring 2007  Summer 2007	\$50,000. Reassigned time for a faculty member or skilled online instructor  \$12,000
❖ Develop procedure to approve all new courses with a DE addendum to shorten time frame for offering new courses online	Curriculum addendum procedures to be developed by Curriculum Advisor and Curriculum Committee chair.	ASAP	None

<b>Proposal</b>	<b>Needed to Accomplish</b>	<b>Date Planned</b>	<b>Budget Implications</b>
❖ Insure that all online courses meet 508 requirements of full inclusion for students with disabilities.	Collaborate with webmaster, faculty technology specialist and staff in the Special Resource Center.	Summer 2007	Using existing staff, some student help will be required from DE office and DSPS
❖ Replace current limited CMS license	Signing of ETUDES NG contract is in process	Fall 2006	Already budgeted
❖ Fast track the training and content changeovers for current DE faculty	Refocus current Trainer/ Instructional Designer to 100% DE tasks from December 1, 2006 – August 30, 2007.	Fall 2006	Reassigned time for current staff development staff member
❖ Provide ETUDES training for all faculty desirous of using a CMS	Set up training modules online and also offer one session at ECC during Winter 2007.  Staff Development Trainer will become certified as an ETUDES trainer.	Fall and Winter 06-07	\$1080 for online training  \$1400 for onsite training
❖ Provide stipends, per course for current DE faculty moving to ETUDES	Faculty will need technical support and training from Staff Development Trainer and support in moving data to new system.	Spring 2007 - Spring 2008 (sunsets)	\$12,000.  [Up to 30 courses at \$400 each ]
❖ Provide technical support to faculty and students in resolving online problems	Help Desk availability.  Faculty need while constructing class and in delivery.  Student use during course delivery	Winter 2007	Currently a part of a pilot program at no charge.
❖ Create a certification program for new online faculty	DE staff will work with Staff Development trainer to develop certificate program	Summer 2007	Reassigned time for Staff Development trainer
❖ Provide support to Distance Education Office	Part-time staffing	Fall 2007	\$35,000



## **EL CAMINO COLLEGE**

### **2006/2007 ENROLLMENT MANAGEMENT PLAN**

Submitted by

Dr. Francisco M. Arce, Vice President of Academic Affairs  
Dr. John Baker, Interim Vice President of Student Services  
Dr. Arvid Spor, Dean Enrollment Services

November 8, 2006

The El Camino College District is committed to providing equal opportunity in employment and educational opportunities for all individuals, regardless of race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age, and Vietnam-era status.



## **EL CAMINO COLLEGE STRATEGIC PLAN 2004-2007**

### **Vision Statement**

El Camino College will be the College of choice for successful student learning, caring student services and open access. We, the employees, will work together to create an environment that emphasizes people, respect, integrity, diversity, and excellence. Our College will be a leader in demonstrating accountability to our community.

### **Mission Statement**

The mission of El Camino College is to meet the educational needs of its diverse community and ensure student success by offering quality, comprehensive educational opportunities.

### **Statement of Philosophy**

Our highest value is placed on our students and their educational goals. Interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. With this in mind, our five core values are:

**People** – We strive to balance the needs of our students, employees, and community

**Respect** – We work in a spirit of cooperation and collaboration.

**Integrity** – We act ethically and honestly toward our students, colleagues, and community

**Diversity** – We recognize and appreciate our similarities and differences.

**Excellence** – We aspire to deliver quality and excellence in all we do.

## **STRATEGIC GOALS 2004 - 2007**

1. Support and constantly improve the quality of our educational offerings.
2. Promote student-centered learning to increase student success.
3. Support innovative practices that enhance the educational experience.
4. Foster a climate that promotes integrity and accountability.
5. Support and develop effective and motivated employees.
6. Improve and enhance internal and external communication.
7. Incorporate flexibility into institutional structure and process.

## **PURPOSE STATEMENT**

The purpose of this plan is to create a responsive, flexible, educationally sound, research-based approach to enrollment management that will protect the college and its educational programs not only during periods when state and local funding mechanisms and demographic trends are supporting enrollment growth but when these mechanisms and trends are discouraging growth. This plan will help to:

- a. Achieve the enrollment target enabling the College to obtain the maximum amount of apportionment for the next fiscal year.
- b. Promote student access to quality educational programs and services that are comprehensive and respond to the needs of our students and community.
- c. Provide a well-balanced and varied schedule, responsive to the needs of our students and the community.

## **BASIC PRINCIPLES**

The enrollment management strategies of El Camino College should ensure that the college is as effective as it can possibly be, within the scope of its resources, in meeting the educational needs of this community and serving all of its diverse populations.

The college has a special commitment to the entire K-12 system in the area and to working with schools at all levels to ensure that students are encouraged to pursue post-secondary education and that they are well prepared to succeed when they do so. While the college is committed to meeting its enrollment targets in order to ensure the greatest possible revenue for its programs, it will do so in ways that support student learning and success.

The college will pursue its enrollment management strategies in close cooperation with the faculty to ensure that an appropriate balance is maintained in the curriculum between transfer, vocational, and basic skills programs.

The college will pursue its enrollment management strategies in close cooperation with Community Advancement to ensure the development of programs that advance and promote relationships with business/public agencies/industry resulting in sound job training for El Camino College students/residents.

## **ACTION PLAN**

Under the direction of the Vice Presidents of Academic Affairs and Student Services the following actions will be implemented:

### **Recruitment**

The College will ensure that staff conduct recruitment and outreach efforts effectively with an efficient use of institutional resources to increase potential students' knowledge and motivation to attend El Camino College. Recruitment efforts will be guided by the 2006 – 2007 High School Recruitment Plan (attachment 1, item 14) in conjunction with this Enrollment Management Plan.

1. The fall 2007 enrollment target is for an overall increase of 15% in the number high school students attending El Camino College.
2. Required Budget - \$50,000



### **Marketing and Community Relations**

The college will consistently review and enhance its strategies for marketing, advertising, and community relations to reach the broadest audience of potential student learners (attachment 2).

1. Financial Aid Parent Information Nights: Multiple workshops to be conducted at all feeder high schools regarding the use of financial aid to afford college. Outreach team includes financial aid, counselors, and outreach and school relations staff. Funds are needed to promote the events, provide ECC schedules and refreshments, and to provide promotional items.
2. Required Budget: \$100,000

### **Student Services**

The College will ensure student access (online and in-person) through open admissions, assessment, orientation, and counseling/advisement. The College will strive to improve student success through the interconnected series of student services programs known as SSTARS – Student Success Transfer and Retention Services.

1. 90 % of students will use online applications/registration for Fall 2007
2. Student learning outcomes and assessments will be implemented for all student services programs by the end of Fall 2006
3. Required Budget: \$50,000 to fund Welcome Week, New Student Orientation Day, and High School Senior Day events and supporting materials (post cards, directional signage, supplies, student staffing, and calling service to remind students to register or start classes).

### **Class Schedule**

The College will regularly and systematically assess the educational needs of students, businesses, and the community to design and offer programs and courses at times and venues that correspond to the needs of the community:

1. The Winter/Spring and Summer/Fall schedules will be made available online three to four weeks before registration begins with printed schedules being made available at least two weeks before the start of registration to allow continuing students sufficient time to register before completing the current semester
2. A schedule of evening, weekend, and online course offerings will be created and distributed throughout the District for adults that work during the day.
3. Required Budget: \$4,000 for working adult schedule

### **School Relations**

The College will strengthen its relationships with elementary, middle, and high schools, and universities to improve the pathway for students to enroll and prepare for college success.

1. High school principals breakfast with College president
2. High school counselor and faculty lunch meetings with college counselors and faculty.

3. Intersegmental (high school/ college/ university) articulation workshops starting with Mathematics in the spring of 2007.
4. Required Budget: \$16,000 to host meetings

### **Student Success and Retention**

The College will collect, evaluate, and report to the college and community the results of student success, retention, and persistence every semester and on student satisfaction annually. This data will be used initially as benchmarks for setting program, departmental, and college indicators. Annual progress will be measured against these benchmarks.

1. Data collection, evaluation and discussion will be performed by Institutional Research.
2. Hire additional research staff
3. Develop calendar of events for use by outreach staff, high school counselors and faculty.
4. Required Budget - \$70,000 (Director of Institutional Research salary and benefits for remaining 6 months of 2006 - 2007)

### **Transfer**

The College will develop an environment that promotes university relations, transfer and articulation agreements.

1. Increase transfer to CSU and UC systems by 10%.
2. Required Budget - \$

### **October**

<i>Activity</i>	<i>Lead Person (s)</i>	<i>Timeline</i>
Winter/Spring appointments mailed out	Bill Mulrooney	1 <sup>st</sup> week
Winter – Spring schedule of classes available	Ann Garten	Mid-month
Promote mid-semester courses	Counselors, Instructors, PRM, OSR, Financial Aid	3 <sup>rd</sup> week

### **November**

<i>Activity</i>	<i>Lead Person (s)</i>	<i>Timeline</i>
Begin accepting Summer/Fall applications online	Bill Mulrooney	1 <sup>st</sup> week
Community Newsletter	Ann Garten	1 <sup>st</sup> week
Faculty promotion of winter semester in classes	Susan Dever, Francisco Arce, and Deans	Begin – 1 <sup>st</sup> week
Registration appointments for continuing students mailed	Bill Mulrooney	2 <sup>nd</sup> week
Electronic marquee announcing registration	Ann Garten	Begin – 4 <sup>th</sup> week

**December**

<i>Activity</i>	<i>Lead Person</i>	<i>Timeline</i>
Media advertising – Winter	Ann Garten	1 <sup>st</sup> week – 4 <sup>th</sup> week
Counseling appointment reminder calls	Regina Smith	2 <sup>nd</sup> week
Follow-up calls to students who applied but did not register	Arvid Spor	3 <sup>rd</sup> week
SARS Call – Winter	Arvid Spor & Satish Warriar	3 <sup>rd</sup> week

**January**

<i>Activity</i>	<i>Lead Person(s)</i>	<i>Timeline</i>
Assess Fall enrollment management results	Enrollment Management Task Force	1 <sup>st</sup> week
Registration appointments continue	Bill Mulrooney	Begin 1 <sup>st</sup> week
Electronic marquee announcing registration	Ann Garten	End – census date
Media advertising – Spring	Ann Garten	1 <sup>st</sup> week – 4 <sup>th</sup> week
Last day to Add for Winter	Bill Mulrooney	2 <sup>nd</sup> week
SARS Call set up	Arvid Spor	2 <sup>nd</sup> week
Post Cards mailed – Spring	Ann Garten	3 <sup>rd</sup> week
Electronic marquee announcing registration	Ann Garten	Begin – 4 <sup>th</sup> week End – last day of add process
SARS Call	Satish Warriar	Begin – 4 <sup>th</sup> week
Faculty promotion of Spring semester in classes	Susan Dever, Francisco Arce, and Deans	Begin – 4 <sup>th</sup> week

**February**

<i>Activity</i>	<i>Lead Person (s)</i>	<i>Timeline</i>
High school sports programs – front back cover	Ann Garten	Begin 1 <sup>st</sup> week End June
Call non-registered students	Arvid Spor	1 <sup>st</sup> week
Counseling appointment reminder calls –Spring	Regina Smith	1 <sup>st</sup> week
Orientation to college and SEP workshops	Regina Smith	Begins 4 <sup>th</sup> week Ends 2 <sup>nd</sup> week of August
Assess Winter enrollment management results	Enrollment Management Task Force	4 <sup>th</sup> week
Last day to Add for Spring	Bill Mulrooney	4 <sup>th</sup> week

**March**

<i>Activity</i>	<i>Lead Person (s)</i>	<i>Timeline</i>
Summer/Fall (in-person) Application acceptance	Bill Mulrooney	2 <sup>nd</sup> week
Campus climate survey	Irene Graff	Begin – 2 <sup>nd</sup> week

Promote mid-semester courses	Counselors, Instructors, PRM, OSR, Financial Aid	3 <sup>rd</sup> week
Fall probation letters	Bill Mulrooney and Regina Smith	Mid-March to Late April
Summer Schedule available (online)	Ann Garten	Late March

## April

<i>Activity</i>	<i>Lead Person (s)</i>	<i>Timeline</i>
Fall schedule available online	Ann Garten	1 <sup>st</sup> week
Summer schedule available online	Ann Garten	1 <sup>st</sup> week
Pre-Registration groups – Summer and Fall	Regina Smith	Begins – 1 <sup>st</sup> week Ends -
Start dialogue to create the 2007 – 2008 plan	Francisco Arce, John Baker, Arvid Spor	1 <sup>st</sup> week
Printed Fall schedule available	Ann Garten	Mid-month
Printed Summer schedule available	Ann Garten	Mid-month?
Electronic marquee and banners – registration	Ann Garten	Begins – 4 <sup>th</sup> week
Registration appointments mailed to continuing students	Bill Mulrooney	4 <sup>th</sup> week

## May

<i>Activity</i>	<i>Lead Person (s)</i>	<i>Timeline</i>
Faculty promotion of Summer semester in classes	Susan Dever, Francisco Arce, and Deans	1 <sup>st</sup> week
Media advertising – Summer	Ann Garten	Mid-month
High School Newsletter	Ann Garten	1 <sup>st</sup> week
Letters to students who attended in the Fall but not Spring or Summer	Arvid Spor	1 <sup>st</sup> week
Promote summer classes in high schools	Robin Dreizler	Begins – 1 <sup>st</sup> week
Promote ECC courses	Robin Dreizler	Begin – 1 <sup>st</sup> week
Counseling appointment reminder calls – summer	Regina Smith	TBD
SARS Call Set up	Arvid Spor	TBD
Registration Appointments for continuing students begins	Bill Mulrooney	Begins – 3 <sup>rd</sup> week
Registration Appointment times mailed to new students	Bill Mulrooney	Begins – 3 <sup>rd</sup> week
Electronic marquee and banners – registration	Ann Garten	Begin – 4 <sup>th</sup> week
SARS Call	Satish Warriier	TBD
Follow-up calls to students who applied but did not register.	Arvid Spor	1 <sup>st</sup> week

**June**

<i>Activity</i>	<i>Lead Person (s)</i>	<i>Timeline</i>
New students appointments –summer	Bill Mulrooney	Begins – 1 <sup>st</sup> week Ends – 2 <sup>nd</sup> week
Electronic marquee announcing registration	Ann Garten	End – Last day to add
Last day to Add (Summer-1)	Bill Mulrooney	4 <sup>th</sup> week
Assess Spring enrollment management results	Enrollment Management Task Force	4 <sup>th</sup> week

**July**

<i>Activity</i>	<i>Lead Person (s)</i>	<i>Timeline</i>
Last day to Add (summer-2)	Bill Mulrooney	1 <sup>st</sup> week
Faculty promotion of fall semester in classes	Susan Dever, Francisco Arce and Deans	Begin -1 <sup>st</sup> week
Letters to students who attended in the fall but not the Spring or Summer	Arvid Spor	1 <sup>st</sup> week
Begin accepting Winter/Spring applications online	Bill Mulrooney	2 <sup>nd</sup> week
Probation letters sent out	Regina Smith & Bill Mulrooney	2 <sup>nd</sup> week
Probation meetings with students	Regina Smith	Begins – 2 <sup>nd</sup> week Ends – 2 <sup>nd</sup> week of August

**August**

<i>Activity</i>	<i>Lead Persons (s)</i>	<i>Timeline</i>
Media advertising – Fall	Ann Garten	1 <sup>st</sup> week – 4 <sup>th</sup> week
SARS Call set up	Arvid Spor	1 <sup>st</sup> week
Counseling appointment Reminder calls – Fall	Regina Smith	1 <sup>st</sup> week
Post cards mailed – Fall	Ann Garten	2 <sup>nd</sup> week
Registration appointments mailed	Bill Mulrooney	2 <sup>nd</sup> week
SARS Call	Satish Warriar	Begins 2 <sup>nd</sup> week
Follow-up calls to students who apply but not register	Arvid Spor	4 <sup>th</sup> week
Electronic marquee announcing registration	Ann Garten	Begins – 4 <sup>th</sup> week

**September**

<i>Activity</i>	<i>Lead Person (s)</i>	<i>Timeline</i>
Assess Summer enrollment management results	Enrollment Management Task Force	1 <sup>st</sup> week
Promote afternoon/evening classes in high schools	Robin Dreizler	Begins – 1 <sup>st</sup> week
High school newsletter	Ann Garten	1 <sup>st</sup> week
High school sports programs front/back cover	Ann Garten	Begin 1 <sup>st</sup> week End Nov
Orientation and SEP workshops	Regina Smith	Begins – 2 <sup>nd</sup> week Ends – 2 <sup>nd</sup> week of Dec
Electronic marquee announcing registration	Ann Garten	End – last day to add classes

# Amendment to the Constitution: Academic Senate Voting Procedures

Peter Marcoux

*Proposed changes in bold and capitalization.*

## Constitution

### ARTICLE X Amendments to the Constitution

#### Section 1. Amendments to the Constitution

If the Senate approves the proposal for amendment, it is put to a ratification vote by the faculty. The Election Committee chair shall conduct the vote by mail **OR OTHER SECURE MEANS INCLUDING INTERNET, PHONE, OR OTHER TECHNOLOGY**.

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

## ByLaws

### ARTICLE III Membership

#### Section 2. Election of Adjunct Senators

Nominations – Notice of Election and Call for Nominations are to be mailed **OR VIA OTHER SECURE MEANS INCLUDING INTERNET, PHONE, OR OTHER TECHNOLOGY** to all adjunct faculty within the first two weeks of the fall semester.

#### Ballot Distribution and Counting –

By the fourth week of the fall semester, the ballots shall be distributed to all adjunct faculty by mail **OR OTHER SECURE MEANS INCLUDING INTERNET, PHONE, OR OTHER TECHNOLOGY**. Ballots are to be returned within ten days of distribution. The two nominees receiving the highest number of votes will serve as adjunct senators.

### ARTICLE IV Officers

#### Section 1. Election of Officers

Ballot Distribution – The chair of the Senate Election Committee shall be responsible for conducting elections. The Election Committee shall prepare ballots to be mailed **OR VIA OTHER SECURE MEANS INCLUDING INTERNET, PHONE, OR OTHER TECHNOLOGY**.

to each Senate member immediately after the meeting referred to in Article IV, Section 1.2.

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

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First Reading – Oct. 16, 2006

Continued to Nov. 7, 2006

Approved by Academic Senate – Nov. 7, 2006



# El Camino College

## Draft Guidelines for Addressing Disruptive Student Behavior

### What is Disruptive Behavior?

**Disruptive behavior** includes behavior that interferes with the legitimate instructional, administrative, or service functions of the college. However, should any behavior threaten the personal safety of any student, faculty member, staff, or administrator, or be displayed with such emotional intensity that it causes fear or concern in others, at that point such behavior is classified as a **CRISIS** and will necessitate a call to the Campus Police Department.

### Preventing Disruptive Behavior in the Educational Setting

Identify and address the **disruptive behavior**. Do not be confused with the student's right to express his/her differing opinions.

It is recommended that the faculty member define the standards of conduct on the course syllabus. Thoroughly review with students the behavioral expectations for the class. Examples of unacceptable occurrences in educational settings may include the following:

1. Cheating, plagiarism
2. Conduct that jeopardizes health and safety
3. Tardiness
4. Profanity
5. Pornography
6. Children or pets in class
7. Private conversations or inappropriate displays of affection
8. Uncooperativeness
9. Continually leaving one's seat
10. Eating and drinking
11. Reading unrelated materials
12. Use of ~~personal~~ **all electronic equipment devices, such as** (walkmans, phones, beepers, pagers, i pods, and music players.)
13. Soliciting of funds and/or signatures

For the complete range of disruptive behavior covered by college standards of conduct, review Board Policy 5138, *Standards of Student Conduct*, and Board Policy 6131.2, *El Camino College Student Rights and Responsibilities*.



(To be printed on card stock 5x8 card, 2-hole punched, pages 1 and 2)

### **Recommended Actions for Faculty, Staff, or Administrator**

1. Ask the student to discontinue the disruptive behavior.
2. If behavior continues, faculty member/staff/administrator issues verbal warning and completes written warning.
3. In the event the behavior continues, you may remove the student from the class/lab/library period and for the following class/lab/library period.
  - a. Immediately after the removal, complete the Notice of Student Suspension Form available in the division office.
  - b. The faculty member should meet with the student and may consult with the dean regarding additional action.
  - c. Use your professional judgment to determine which of the above actions is most appropriate for disruptive behavior. **You may also remove a student upon the first disruption, depending on the severity of the behavior.**

For more information, contact your dean.

The Campus Police Department is available for consultation and support.

<p>*Dial “9-911” for fire, EMS, or police from on-campus extensions – or “911” from pay telephones on campus, or (310) 660-3100 from a cellular telephone.</p>
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For more information, contact the Director of Student Development at (310) 660-3501 or 3504.

## **Recommended Faculty Procedure to Handle Student Misconduct**

FIRST INCIDENT →

Faculty Member/staff/administrator asks the student to stop the disruptive behavior.

SECOND INCIDENT →

Faculty member/staff/administrator issues verbal AND written warning (Form A) to student.

THIRD INCIDENT →

Faculty member/staff/administrator removes student from educational setting (class, lab, library) for the remainder of the session and at the individual's ~~direction~~ discretion, the following session.

Immediately after the student is removed, faculty member/staff/administrator submits Notice of Student Suspension (Form B) to dean with written description of incidents and reasons for student removal. Consultation with student and, if necessary, with dean.

SUBSEQUENT  
INCIDENT (FOURTH) →

Student removed again on day of offense and following session. Faculty member/staff/administrator completes and submits another Notice of Suspension (Form B) to dean and consults with division dean.

AFTER FOURTH  
INCIDENT →

Mandatory meeting with dean, faculty/staff/administrator, and student.

Depending on the severity of the misconduct, you may remove a student at any point.

**EL CAMINO COLLEGE WRITTEN WARNING**

**Violation of Standards of Student Conduct**

(This Written Warning form has been adapted from Board Policy ~~5500~~ 5138)

Name of Student: \_\_\_\_\_ (Please print)

Name of Faculty Member/Staff/Administrator: \_\_\_\_\_ (Please print)

Class: \_\_\_\_\_ Date: \_\_\_\_\_

Please mark the appropriate provision(s) for which the student is in violation:

- \_\_\_\_\_ 1. Obstruction or disruption of teaching (or other authorized college activities). Obstruction or disruption includes, but is not limited to, tardiness, use of electronic devices during class (i.e., cell phones, pagers, CD players), or disrespectful or inappropriate classroom behavior.
- \_\_\_\_\_ 2. Continued disruptive behavior, continued willful disobedience, profanity or vulgarity, or continued defiance of the authority of, or abuse of, college personnel or anyone on campus, or failure to comply with the directions of a member of the college (faculty, administrators, supervisors, or campus police).
- \_\_\_\_\_ 3. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. (Sexual Harassment must be reported to Director of Staff and Student Diversity immediately).
- \_\_\_\_\_ 4. Dishonesty, including, but not limited to, cheating, plagiarism or knowingly furnishing false information.
- \_\_\_\_\_ 5. Unauthorized entry to or use of college facilities, equipment or supplies, or failure to use facilities, equipment, or campus resources in a responsible manner.
- \_\_\_\_\_ 6. Other: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**A copy of this completed form must be given to the student. The faculty member/staff/administrator will keep a copy and forward a copy to the appropriate dean or manager.**

**If a student violates the standards of student conduct a second time, the student may be suspended from class for at least one class session (refer to Board Policy 5138, Standards of Student Conduct).**

Signature of Student: \_\_\_\_\_

Signature of Faculty Member/Staff/Administrator: \_\_\_\_\_

Copies to Student, Faculty Member, Dean, and Director of Student Development

**EL CAMINO COLLEGE**

**Notice of Student Suspension from Class/Lab/Library**

**Name of Student:** \_\_\_\_\_ **Student ID #** \_\_\_\_\_

**Name of Faculty Member/Staff/Administrator:** \_\_\_\_\_

**Division** \_\_\_\_\_ **Course** \_\_\_\_\_ **Days/Time** \_\_\_\_\_

**Date(s) of Suspension:**  **1 Day** \_\_\_\_\_  **2 Days** \_\_\_\_\_

**Cause of Suspension** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please make an appointment to see your faculty member prior to returning to class to discuss what led to suspension** \_\_\_\_\_.

\_\_\_\_\_  
**Signature of Faculty Member/Staff/Administrator**

\_\_\_\_\_  
**Date**

- Original copy to student
- Copy to Faculty Member
- Copy to Dean
- Copy to Director of Student Development

October 2006

## DRAFT - Proposed definitions for Distance Education, Hybrid, and Web-Enhanced Courses

Following are proposed definitions for El Camino use.

Type of course	Description	Requirements
Distance Education – Fully Online or ITV	<ul style="list-style-type: none"> <li>• Completely at a distance</li> <li>• May have optional face-to-face meetings (e.g. for orientation) but must provide info in alternate mode for students who cannot or choose not to attend</li> <li>• May require proctored exams at ECC or elsewhere</li> <li>• Use of ECC-approved course management system strongly recommended (beginning SP 07)</li> <li>• Printed in Class Schedule as Distance Education course</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty must complete distance education training prior to beginning of session.</li> </ul>
Distance Education – Online or ITV with mandatory face-to-face meetings	<ul style="list-style-type: none"> <li>• At a distance (online or ITV), but requiring typically 0-3 on-campus meetings (e.g. orientation, review, exam)</li> <li>• For online or mixed mode course, use of ECC-approved course management system strongly recommended (beginning SP 07)</li> <li>• Printed in Class Schedule as Distance Education course</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty must complete distance education training prior to beginning of session.</li> </ul>
Distance Education - Hybrid	<ul style="list-style-type: none"> <li>• Scheduled to meet each week partly fact-to-face and partly online</li> <li>• Scheduled so that other classes can make use of campus resources (e.g. classrooms on alternate days)</li> <li>• Use of ECC-approved course management system strongly recommended (beginning FA 07)</li> <li>• Printed in Class Schedule as Hybrid course</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty must complete distance education training prior to beginning of session.</li> </ul>
Web-Enhanced (or Technology-Enhanced)	<ul style="list-style-type: none"> <li>• Scheduled as traditional fact-to-face course</li> <li>• Includes supplementary materials and/or activities using computer-based or other technologies</li> <li>• Use of ECC-approved course management system strongly recommended (beginning FA 07)</li> </ul>	<ul style="list-style-type: none"> <li>• Strongly recommended that faculty complete distance education training prior to beginning of session.</li> </ul>

Includes recommendations by –  
 Academic Technology Committee – Oct. 31, 2006  
 Academic Senate – Nov. 7, 2006