

El Camino College
2006-2007 ACADEMIC SENATE
OFFICERS & EXECUTIVE COMMITTEE – Dec. 5, 2006

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

Compton Educational Center

Saul Panski () History 900-1600 x2560

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
 Steve Nothern (06-07) Electronics 3620
 Douglas Marston (07) Electronics 3621, 3611
 George Rodriguez (06-07) Welding 3308

Learning Resources Unit – Grigsby 3526

Susie 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

www.elcamino.edu/academics/academicsenate/

A REMINDER OF SENATE'S REASON FOR EXISTENCE

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)

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.¹

**El Camino College
ACADEMIC SENATE
AGENDA**

Dec. 5, 2006

1. <u>CALL TO ORDER</u>		12:30
2. <u>APPROVAL OF MINUTES: Oct. 17, 2006</u>		
3. <u>PRESIDENT'S REPORT AND/OR ANNOUNCEMENTS</u> <ul style="list-style-type: none"> • Minimum Quals update • Update on To Do List • 		
4. <u>VICE PRESIDENTS' & OTHER REPORTS</u> <ul style="list-style-type: none"> a. EDUCATIONAL POLICIES (Evelyn Uyemura) b. FACULTY DEVELOPMENT (Lisa Raufman) c. FINANCE & SPECIAL PROJECTS/IBC (Lance Widman) d. DEANS' COUNCIL REPORT (Lance Widman) e. LEGISLATIVE ACTION (Pete Marcoux) f. CURRICULUM (Janet Young) g. CEC Faculty Council (Saul Panski) h. STUDENT LEARNING OUTCOMES (Lars Kjeseth, Jenny Simon) i. CALENDAR COMMITTEE (Lyman Hong) j. ACADEMIC TECHNOLOGY COMMITTEE (Pete Marcoux, Michael Wynne) k. ACCREDITATION (Arvid Spor, Linda Arroyo) l. ENROLLMENT MANAGEMENT (Vice Presidents) 		
5. <u>UNFINISHED BUSINESS</u> <ul style="list-style-type: none"> • Discussion – Faculty hiring • Discussion – Proposals to increase enrollment through growth in Distance Education and changes in class scheduling 		
6. <u>NEW BUSINESS</u> <ul style="list-style-type: none"> • Board Policy 2510 - Participation in Local Decision Making – First Reading • Resolution on Music Library 		
7. <u>ITEMS FROM PREVIOUS MEETINGS</u> <ul style="list-style-type: none"> • ECC Enrollment Management Plan • CEC Enrollment Management Plan 		
8. ANNOUNCEMENTS		
9. GENERAL DISCUSSION – Topics not on agenda		
10. ADJOURN		2:00

**El Camino College
ACADEMIC SENATE**

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Academic Senate Meeting Schedule – 2006-07

1st & 3rd Tuesdays, 12:30pm-2pm, Alondra Room

Fall	Spring
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. 22nd, followed by – 1st & 3rd 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)

1st & 3rd Thursdays 1 – 2:30 Usually Alondra Room

Dave Vakil	Ken Keys
Teresa Palos	

FACULTY DEVELOPMENT: Chair, Lisa Raufman (3435)

2nd & 4th 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)
Kamran Golestaneh	

LEGISLATIVE ACTION: Chair, Pete Marcoux (6046)

1st Thursday 12:45 – 1:30

Doug Marston	

CALENDAR COMMITTEE

ELECTION SUB COMMITTEE

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

ACADEMIC SENATE MINUTES

November 21, 2006

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

Behavioral & Social Sciences

<u>Cannon, Elaine</u>	<u>exc</u>
<u>Gold, Christina</u>	<u>X</u>
<u>Widman, Lance</u>	<u>X</u>
<u>Wynne, Michael</u>	<u>X</u>

Business

<u>Halamka, Dagmar</u>	
<u>Miller, Tim</u>	
<u>Thompson, Jacquie</u>	<u>X</u>

Counseling

<u>Beley, Kate</u>	<u>exc</u>
<u>Gaines, Ken</u>	<u>X</u>
<u>Raufman, Lisa</u>	<u>X</u>

Fine Arts

<u>Ahmadour, Ali</u>	<u>X</u>
<u>Berney, Dan</u>	<u>X</u>
<u>Davidson, Jason</u>	
<u>Georges, William</u>	<u>X</u>
<u>Wells, Chris</u>	<u>X</u>

Health Sciences & Athletics

<u>Van Lue, Nick / Hazell, Tom</u>	
<u>Morgan, Kathy (sharing)</u>	
<u>Moon, Mary (sharing)</u>	
<u>Sinopoli, Louis / Makaru, Roy</u>	
<u>Stanbury, Corey</u>	<u>X</u>

Humanities

<u>Breckheimer, Debra</u>	
<u>Hong, Lyman</u>	<u>X</u>
<u>Marcoux, Pete</u>	<u>X</u>
<u>Uyemura, Evelyn</u>	<u>X</u>
<u>Warrener, Karen</u>	<u>X</u>

Industry & Technology

<u>Cafarchia, Vic</u>	
<u>Hofmann, Ed</u>	<u>X</u>
<u>Kahan, Walt</u>	<u>X</u>
<u>Marston, Doug</u>	
<u>Rodriguez, George</u>	<u>X</u>

Learning Resources Unit

<u>Dever, Susan</u>	<u>X</u>
<u>Striepe, Claudia</u>	<u>X</u>

Mathematical Sciences

<u>Ghyam, Massoud</u>	
<u>Kasabian, Judy</u>	
<u>Scott, Greg</u>	
<u>Tummers, Susan</u>	<u>exc</u>
<u>Wang, Lijun</u>	

Natural Sciences

<u>Cowell, Chas</u>	<u>X</u>
<u>Golestaneh, Kamran</u>	<u>X</u>
<u>Palos, Teresa</u>	<u>X</u>
<u>Vakil, David</u>	<u>X</u>

Adjunct Faculty

<u>Almos, Carolyn</u>	<u>X</u>
<u>Robertson, Gary</u>	<u>X</u>

Ex Officio Attendees: Janet Young, John Baker

Guests: Ann Collette, Katherine Townsend, Alice Grigsby, Arvid Spor, Dane Teter, Saul Panski

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. Senate and divisions needs to review faculty minimum qualifications. See SD's report.
2. Janet Young & Susan Dever were acknowledged by Compton for their efforts in the partnership.
3. PBC is focusing on retention & success and program reviews. Funding coming soon.
4. Two surveys related to senate's responsibilities and performance were distributed and will be shared with the community soon.
5. Work on the Compton partnership is proceeding. On flex day a list of accomplishments should be available.
6. Cesar Chavez Day as it regards to the calendar will be discussed at the next meeting.
7. Student services are printed on business cards and are available in deans offices.
8. The auditing policy was tabled to gather more information. See discussion below.
9. The "Distance Education" and "Enrollment management" plans were presented. The Distance Education proposal received unanimous support in a straw poll.

President's report – Susan Dever (henceforth SD)

1. Senate staffing survey – most divisions have responded, but there's still time. The results of the survey will be examined soon. Some respondents prefer to stay off the record.
2. Collegial consultation policy & procedure status – the Ed Policies board approved a version which has gone to VP Baker & a few others. These people will meet on Nov 28th to discuss. It may come to senate at the next meeting or perhaps in February, depending on the discussions.
3. Faculty Hiring procedures update – Compton center is working on their procedures. At the senate executive board meeting, it was decided to try to align their procedures with ours. One difference between the two schools is that Compton prefers to use state minimum qualifications as guidelines for hiring, while ECC has stronger requirements. The Senate's Executive Council is working to align the two. Compton is also concerned about keeping its department chairs, which we don't have. See also next item.
4. Minimum qualifications – SD has a set of minimum qualifications for the state and ECC (which haven't changed since when they were established in the late 90's). Senate needs to review these. Divisions will decide how to best review these qualifications. It was suggested that this be addressed during the division meetings on the spring flex day. SD sorted the program areas into divisions and may have gotten some wrong, so please check the list to make sure all of your areas are identified correctly.
5. Janet Young, Ann Collette, and Susan Dever were acknowledged along with other faculty groups for their work done in the Compton partnership.

Minutes – approved as written

Educational Policies Report – Evelyn Uyemura

Collegial consultation policy is in progress, probably coming back in February. At the last meeting, the committee met with librarians regarding the library policy. The first reading of the library policy should be available at the next senate meeting. Next Ed Policies meeting will be Nov 30, Chemistry 134 from 12:45-1:45pm.

Faculty Development – Lisa Raufman

Dr. Raufman distributed two handouts: one is a survey for spring flex day, and included questions: Should we hire a keynote speaker? The committee was split on that issue. Should we highlight great programs on campus (e.g. internationalizing curriculum, basic skills reassessment)? Flex day is Wednesday, February 7, with 3 hours of mandatory flex. Optional activities will be available on the next day. Compton is looking forward to having department-to-department interactions (their dept meeting with our equivalent dept) on that day. The flex activities will be firmed up during the next 3-4 weeks.

The committee also wants employees to acknowledge each other and/or students with Applause cards.

Finance and Special Projects – Lance Widman

Council of Deans

Page 18 – agenda for past meeting. Senate is now a permanent “fixture” on the agenda. The council is still focusing on enrollment management.

Planning & Budgeting Committee

On pages 30-31 see minutes. PBC has been meeting every week this month. PBC has reviewed the distance education plan. There is a major push to expand online class offerings. PBC has reviewed the First Year Experience (FYE) proposal. There was a presentation about institutional research, which currently has a shortage of staff. On pages 38-46 is the Enrollment Management plan. The bottom line: we have some money to allocate for discretionary purposes. PBC is focusing on success and retention. Program Reviews are coming to the committee for funding and their recommendations will be decided in the next few months also. Some other funding recommendations will be given to President Fallo at the end of November. David Vakil noted that the committee needs more faculty participation.

It was asked “How are staffing recommendations, such as for the curriculum secretary, done?” Vice-Presidents are the people who bring items like this forward.

Legislative Action – Pete Marcoux

Two surveys were distributed. Pete wrote them both to gauge how we are doing as an institution and these surveys are attempts to gather information. One survey is about the 10+1 items from Title 5 about how senate-related issues are handled. The second survey is about collegial consultation, again focusing on the 10+1 points. He is looking for objective comments, as well as both positive and negative comments. Please return surveys to Pete. The surveys will be distributed more broadly soon.

At yesterday’s Board of Trustees meeting, our 2 resolutions were mentioned. A question was asked “Where do we go from here?” SD answered that we need a multi-pronged approach. Pete has met with President Fallo about this issue. We need to identify both what is and is not working. “It all boils down to trust.” Some administrators believe collegial consultation exists

and some faculty believe it does not. Colleges that don't have this problem are those where there is mutual trust. Senate is the primary body for leading the discussion about this issue.

Curriculum Committee – Janet Young

At the November 14 meeting, the committee reviewed 28 proposals: 15 new courses (Fine Arts, Behavioral and Social Sciences) and 13 distance education versions. The Board of Trustees approved the first set of Compton-related courses, including ESL programs.

Compton Center report – Saul Panski

Twelve faculty (mostly from writing) have volunteered to serve on the ECC accreditation teams. Saul thanked people on the senate e-board for clearing up the bookstore issues. He noted that the general sense on the Compton campus is that Compton looks forward to ECC operating a satellite bookstore. He thanked the staff development team for offering professional development and to reaching out to Compton faculty with the On Course offering. He thanked Janet & Ann for work on the curriculum committee and its work for Compton. He is beginning to see some hope about enrollment management. He noted that last week, the senate/faculty council honored Janet Young, Ann Collette, and Susan Dever for making things work and for mutual cooperation. "Light is appearing at the end of the tunnel."

SD noted that by flex day, a list of accomplishments in the partnership will hopefully be available.

Student Learning Outcomes

No report.

Calendar Committee – Lyman Hong

Calendar was adopted for 07-08. Cesar Chavez Day was not in the calendar, per administration's thought that this is a contract issue. There will be a report about this at the next senate meeting.

Academic Technology Committee – Pete Marcoux, Michael Wynne

Accreditation – Arvid Spor

Accreditation teams have been formed. One more training session will be done at the Compton Center for people who missed training. Faculty are solicited and welcome. MyECC will soon have accreditation updates & history available. In the future, senate and other campus groups will be asked for input and feedback.

Enrollment Management – Francisco Arce & John Baker

John Baker distributed a business card sized handout that has a comprehensive set of support services available to students and includes relevant contact information. These programs are designed to help students, including with things in the classroom. Students can get these cards from deans' offices, but ample copies are available if anybody wants to distribute them. Faculty may want to include them in syllabi.

Unfinished Business

Audit policy – page 32

On page 32, the top part is the board policy, the bottom part of the page are the associated procedures. Changes were discussed at the previous senate meeting. Questions and comments:

1. Students intending to audit (call “auditors” below) do not get accounted for or registered until after registration has ended?
 - a. Correct. The motivation is to prevent giving a seat to an auditor instead of someone who would take the class for credit.
2. When enrollment is reported to the dean, should auditors be included?
 - a. No. ECC doesn’t receive apportionment (i.e. money) for auditors.
3. Can Datatel include auditors on the roll sheet and list them accordingly?
 - a. Unknown, but as present time students do not show up on any paperwork the instructor receives. The current setup is informal. SD will follow up with the Datatel issue.
4. Are auditors covered by school liability?
 - a. Yes, and this is why *officially auditing is necessary*, rather than just having a student sit in the class without filling out any paperwork.
5. Students are officially not allowed into the class during registration. How is liability handled for the first few weeks? How is the lack of learning addressed? Can this be handled at the instructor’s discretion?
 - a. Auditing registration isn’t available until after regular registration is available. The other issues were not addressed.
6. Can instructors register students to audit if they know the student will be allowed to audit after the regular registration has ended? Can the policy be changed to reflect this?
 - a. Admissions office will not distribute the forms until after regular registration has ended.
7. We need an administrative procedure that is documenting what is happening, particularly for liability purposes.
8. Having signed add cards “holds weight.” Can we have something like this, or perhaps have the add form include audits?
9. Some classes that are lifetime learning classes, classes could be expanded into a repeatable class (e.g. abcd).

This issue was tabled until after some follow-up is done with administration. Bill Mulrooney may be present for future senate discussions on this topic.

Presentations

Distance Education Plan presented by Alice Grigsby – page 33

One of the goals is to grow the distance education program. For Spring 2006, there were 61 distance education sections, compared to 3 years ago when there were 31. For 2008, the goal is to have 150 sections. This is a lofty goal and to reach it, ECC must have curriculum-approved courses. Currently 91 courses have met this requirement; 13 were presented to curriculum earlier this month [See above].

ECC needs faculty who are interested and able to teach online. To grow the program, we need to provide support for faculty in a variety of ways.

Similarly, you must address student retention and success issues. Students taking a distance education class must be self-motivated. Currently, there is little student support for distance

education classes. We need some, such as a helpdesk. We also need to provide students with a self-assessment to help students diagnose if distance education is appropriate for them. Part of the plan is to develop online self assessments for students. For spring 2007, an online class will be offered about “How to be a successful online student.”

The currently proposed plan has two pieces: 1) have more classes and 2) include more support for faculty. One reason support is needed is to help faculty migrate courses from Blackboard to the new system: ETUDES (Easy To Use Distance Education System). This open-source system, based on the SAKAI system, is being used by a number of California Community Colleges.

Highlights of the current plan:

1. refocus the current staff development trainer to help faculty transition to the new system,
2. reimburse faculty for online ETUDES training courses (\$54/faculty if taken online through Foothill for a 3 week class) or for face-to-face training here at ECC (2 days, 6 hours each day),
3. provide stipends through Spring 2008 for current distance education faculty who transition from Blackboard to ETUDES.

The proposed plan also proposes that all classes must meet section 508 accessibility requirements (for students with disabilities). The plan also proposes that a 50% faculty coordinator work with other faculty to improve online offerings. This is needed because successful online teaching is not just placing your lecture notes online. Currently only Howard Story is involved with the distance education, and his time is split with other ECC job duties. If funding is given, we look forward to having 150 sections available online.

Funding would come from ECC. Some funding is already available through the block grant.

Questions and comments about the proposed plan:

1. Is this plan a shift to from face-to-face to more online education or to expand the online offerings? The hope is to draw more students, not to shift education from the classroom to online. Some of the data in the proposed plan were generated by current usage estimates. Stipends are for current distance education faculty, but training would be available to all. ETUDES software would be available for all classes, including face-to-face.
2. What incentive is there for faculty to become a distance educator? Are stipends available to encourage distance education? Dr. Grigsby responded, “The current response is that there is no additional financial support for this.”
3. Is there discussion to lower class size as a faculty incentive? “That is not currently proposed; class sizes are the same in face-to-face classes and online classes.” Telecourses are being reevaluated in this area.
4. Virtual counseling exists already and should be aligned with online distance education. This was discussed by the distance education committee.
5. Some data that were mentioned: Fall 2005 68.2% were successful. Completion rates: 73.5% of students were retained.

For PBC purposes, a straw vote was taken, faculty support of the proposal was unanimous.

The union will hopefully pursue the stipend issue to offer incentive for moving classes online.

Enrollment Management Plan – Arvid Spor, page 38

There are seven Components: Recruitment, Marketing & Community Relations, Student Services, Class Schedule, School Relations, Student Success & Retention, and Transfer.

This plan was developed starting 18 months ago to handle the enrollment drop. We are still 1800 FTES down from 18 months ago (i.e. Fall 2005).

Faculty should be more involved, beyond counselors. Currently, the primary faculty involvement has been in counseling and when SD sends notices to the campus. There have been tremendous efforts to synchronize and coordinate efforts to get students through the processes. SD is concerned that not enough faculty are involved in the process.

Compton's plan was developed with much faculty input. Perhaps our plan needs to be tweaked. Suggestions should be sent to SD.

Questions:

1. Have faculty been solicited for participation? SD is now doing this.
2. Are facilities needs addressed in issues like this (such as parking)? Committee is working with Bob Gann's area to make sure signage is present to indicate navigable paths.
3. Is the class schedule \$1 fee cost effective? Data was not readily available.

Chris Wells mentioned the possible conflict of interest when ECC recruits students from areas that Compton serves. He asked why we have two groups, one for ECC and one for Compton.

Meeting was adjourned at 2:01 pm.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting of November 20, 2006

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

Board Agenda

1. There will be a public hearing for our energy services/conservation contract.
2. The Board should determine what process or procedure they should follow in regards to taking political positions – this item is a non-consent agenda item.
3. The Board evaluation has also been placed on the non-consent agenda. Next month the Board can adopt any goals identified.
4. We are adopting some Compton Center curriculum and making them available here.
5. FTES is generated at a different formula for non-credit courses.
6. Bid 2006-7 for Carpet and Flooring is with C&A Floorcoverings, Inc. We are piggybacking on a bid awarded to Val Verde Unified School District (Bid No. 0506-01).
7. We are requesting that the Board approve the notification of the District's intent to withdraw from the Schools Excess Liability Fund (SELF) JPA per the recommendation of the Statewide Association of Community Colleges (SWACC).
8. All legal fees for the Compton Center will be paid out of Compton money.
9. A final project proposal for the Social Science remodel for efficiency will be submitted to the Office of the Chancellor of the California Community College System (System Office). Design of this project would start in the 2008-2009 budget year with construction planned to begin 2010.
10. The January 24, 2007 Citizens' Bond Oversight Committee will be at 8:00 a.m. The meeting time for the March 14, 2007 meeting will be determined at the January meeting.
11. It was believed that the Calendar Committee had decided that Caesar Chavez was going to be a paid holiday, and there was a question as to why that needed to be discussed in closed session. It was noted that in the past many calendar discussions have taken place during closed session.

Agenda for the November 27, 2006 Meeting:

1. Minutes of November 20, 2006
2. Resolve how to get information out and responses back to College Council.
3. Review process of recommendations from other committees.

• **El Camino College Faculty Development Committee Meeting November 14, 2006**

Present: E. Cannon, M. Ichinaga K. Golestaneh, D. Manno L. Pan, L. Raufman, J. Ruggirello, M. Thompson M. Steinberg; *Excused*: R. Banda-Ralph

Budget planning and prioritizing-

We have \$100,000 for ECC Institutional Staff and Faculty Development; we have approximately \$80,000 from the State (one time only funds) for Staff and Faculty Development. Donna presented a rough outline for how the \$100,000 could be distributed among all three groups: management, faculty, and staff. She then informed us that if we agreed in concept, the new money (over \$80,000) could be used for attending conferences. She mentioned that our administration recognizes that we have not had money to attend national conferences for a few years and would like faculty to start going to “national “state of the art” conferences in our subject matter as well as conferences such as Great Teachers, On Course, National Teaching and Learning Conferences, National Community College conferences (i.e. League for Innovation) as well as Academic Senate Teaching and Leadership conferences, etc. We agreed in general with a reinforcement related to subject matter specialities. I asked each Division Representative to investigate creating a list of conferences within their Divisions that we could send out to all faculty to increase awareness about conferences for the next year.

FLEX DAY PLANNING

Lisa brought back from a Senate Executive Board meeting that we need to emphasize Compton and El Camino Faculty meeting and sharing on February 7th. Donna brought up the idea of funding a keynote speaker. We listened to a 15 minute presentation from Jennifer James’ website. She is a University of Washington cultural anthropologist who has become a well known management and educational consultant and one of her themes is Creating a New “Story” for the Next Generation of Students at _____(e.g. ECC). We discussed the need (or alternative) to a Keynote speaker. One of the suggestions was that if we had a keynote speaker we needed to have breakout sessions addressing some of the issues brought up by the speaker as well as a breakout session with the speaker. The speaker would need to know what it is like to be at working at ECC and be a medium to kick start our efforts towards change. Some of the issues we see that need to be addressed: mutual understanding, respect, working together as equals, trust. Lisa said she would summarize what we said and asked Kamran to summarize some of the issues he raised and we would finalize our vision of Flex Day at our November 28th meeting. Lisa also would create a survey to review should we agree to survey the Faculty about what should be offered on Flex Day. A suggested theme: Teaching/ Learning Partnership: Collaboration and Collegiality.

Reminder from October 24th meeting notes on FLEX DAY PLANNING

Donna asked our input to the idea of having a keynote speaker who could reinforce the ECC Philosophy statements:

Our highest value is placed on our students and their educational goals.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.

Most of us reviewed the evaluations from Flex Day and said that many faculty wanted to make sure that we had workshops with a variety of topic choices to attend. In general, we agreed that maybe Skip Downing might be able to motivate us with a presentation related to “Institutional On Course” steps to transforming our current Institutional atmosphere to a positive attitude and actions moving us in a unified direction.

Input from the Academic Senate meeting on October 17: Topics we need for Flex Day: Dealing with Disruptive Students; Dealing with Plagiarism; Syllabus building; **SLO training** writing sessions.

Results: *FACULTY FLEX DAY INFORMAL SURVEY-*
Conducted at Academic Senate meeting Nov 21, 2006
The Spring Flex Day is on February 7, 2007

The Faculty Development Committee would like to get feedback from Senate members about the following: Understanding that only 3 hours are mandated, would you attend Flex activities (i.e. workshops) during the morning and for Flex Credit during the afternoon on Feb. 7 or anytime during Feb. 8. Our Tentative Theme for the Day is :

The Teaching-Learning Partnership: Collaboration and Collegiality

First number = Yes ; second number = NO:

- 8/10 I would attend flex workshops during the afternoon, e.g. 1-4pm on Feb 7
- 9/9 I would attend up to 6 hours of workshops on Th, Feb 8
- 15/3 I have attended on campus Flex activities this semester.
- 13/4 I think it would be useful to have an uplifting keynoter
- 3/- I would like a Keynoter to speak about _____
- 12/4 I am not interested in listening to a Keynoter

IF interested in a Keynoter, do you have someone to recommend (can be a person who works on campus☺; you may list more than one person and how to reach them.)

Juan Williams, Billy Riggs, Josephson on Character counts, Janet Fulks (SLOs and retention), Student Panel, Faculty Panel on Special Projects, College Council

First number = Yes ; second number = NO:

- 13/5 Departmental meetings with Compton Center Colleagues
- 8/ 8 Dealing with under-prepared students
- 9/8 Getting started with Hybrid or Online Classes/ What is ETUDES
- 8/8 Collegial Consultation: what is it, what's working & how can we improve current situations
- 5/13 Program Review or Accreditation Activities
- 9/8 Working session developing SLOs in Departments
- 7/11 State of the Art technology for classrooms (and facilities planning)
- 4/13 Student Centered learning techniques; including On-Course reunion sharing
- 4/14 Health and Wellness forum (both real activity and resources)
- 4/14 Syllabus Building (maximizing the use of the Syllabus)
- 2/15 Library Resources
- 6/11 Retention issues- best practices
- 5/13 Dealing with Plagiarism, cheating and Difficult Students
- Other: SLO, Minimum Qualls at Dept. level , Clicker in the Classroom, Keeping a positive attitude, State of ECC/Compton partnership

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
November 9, 2006

MEMBERS PRESENT

David Vakil, Co-Chair
 Miriam Alario
 Thomas Jackson
 Susan Taylor
 Dawn Reid

Arvid Spor, Co-Chair
 Harold Tyler
 Lance Widman
 Kelvin Lee
 Cheryl Shenefield

OTHERS ATTENDING: Francisco Arce, John Baker, Rocky Bonura, Mike D'Amico, Janice Ely, Ann Garten, Don Goldberg, Alice Grigsby, Saad Husain, Luis Mancian, Jeff Marsee, Bill Mulrooney, Julian Peters

Handouts: Distance Education Plan 2006-2008
2006-07 Enrollment Management Plan
First Year Experience –Augmentation Fund Request 2006-2007

The meeting was called to order at 1:07 p.m. by Arvid Spor.

Approval of Minutes:

The minutes of November 2 were approved. Noted:

- The PBC standards are on page 29 of the Budget Book.
- The minutes from the October 19th meeting should be available at the next meeting.

The purpose of this special PBC session is to give the group time to review materials before the end-of-the-month deadline to make recommendations for the \$1 million. It was stressed that PBC's focus is on student success and retention.

Student Services Program Review:

It was noted that the Program Review Recommendations distributed at the last meeting were reviewed for funding by a subcommittee, and they approved three projects in Admissions and Records and five in Enrollment Services.

Program Review Admissions and Records

1. Veterans' Work Station (staffing for front counter in Veterans' services) \$3,000
2. Computer Stations/Printers (replacing outdated computer stations and printers in A&R) \$63,000
3. Student Record Maintenance (records currently on film or in bound books). ECC is mandated to keep these records into perpetuity - cost \$100,000. It was suggested that a comprehensive records maintenance proposal, including accounting and other offices,

should be drawn up. The cost of an imaging system might also be included due to problems with the current system.

The program review also strongly advocating funds to expand staff so they can expand the hours the offices are open – cost \$48,000. Due to the long learning curve, timely replacement for upcoming retirements in Admissions (like evaluators) will be needed.

Program Review Recommendations – Enrollment Services

1. Staff Training in Financial Aid \$10,000
2. Auto Packaging – FA \$15,000
3. Two Adjunct Counselors – FYE \$40,000
4. Expand Evening Service hours – FA \$10,000
5. Scanning Machines - Assessment Center \$ 4,000
- #6 (Supplies) Compton reimbursement fund \$2,000

It was agreed that presenters should have some kind of indication as to whether PBC would give further consideration to their requests at the time of the presentation. Consequently, they rated the above projects as follows:

Student Services (Admissions & Records)

1. Student Record Maintenance (\$100,000) – No further PBC consideration. It was felt that this is not necessarily a success oriented project.
2. Computer Stations/Printers (\$63,000) – The PBC will continue discussion on this project, since the group felt that key intake points on campus need to be up to date.

Enrollment Services:

- | | | |
|--------------------------------------|----------|---------------------------|
| 1. Staff Training in Financial Aid | \$10,000 | further PBC consideration |
| 2. Auto Packaging – FA | \$15,000 | further PBC consideration |
| 3. Two Adjunct Counselors – FYE | \$40,000 | further PBC consideration |
| 4. Expand Evening Service hours – FA | \$10,000 | further PBC consideration |
- (#5 would be part of the campus-wide archival plan).

Enrollment Management Plan:

Copies of the 2006-2007 Enrollment Management Action Plan were shared with the group. Projects:

1. Recruitment: \$50,000 for recruitment at high schools.
2. Marketing and Community Relations: \$100,000 for Financial Aid Parent Information Nights.
3. Student Services: \$50,000 for various events. (further PBC consideration)
4. Class Schedule: \$4,000 to do two offerings of the working adult schedule.
5. School Relations: \$16,000 to host meetings with high school principals, counselors, faculty and articulation workshops.
6. Student Success and Retention: \$140,000 for Director of Institutional Research (salary and benefits for remaining 6 months of 2006-07). (further PBC consideration)

Noted:

- These are mostly retention items. Where are the recruiting items?
- The funds are only available for as long as the partnership with Compton lasts.

- No projects will be added to the base budget.

It was recommended that the student services item and the student success and retention item above should be brought back for further PBC consideration.

A list of open positions is needed.

Non Agenda Items:

- Copies of the Distance Education Plan (2008) and the First Year Experience Learning Communities Augmentation Fund Request for 2006-2007 were distributed for review and discussion at a future date.

Agenda Development:

- Distance Education Plan (2006-2008)
- First Year Experience Learning Communities Augmentation Fund Request for 2006-2007
- Updated list of retention proposals
- Information on Research Office (Harold Tyler)

Meeting adjourned at 2:35 p.m.

pbc11906

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
November 16, 2006

MEMBERS PRESENT

David Vakil, Co-Chair
 Miriam Alario
 Ian Haslam
 Susan Taylor
 Dawn Reid

Arvid Spor, Co-Chair
 Harold Tyler
 Lance Widman
 Cheryl Shenefield
 Saad Husain

OTHERS ATTENDING: Francisco Arce, John Baker, Ruth Banda-Ralph, Alice Grigsby, Ken Key, Jeff Marsee, Julian Peters, Dave Westberg,

Handouts:

- Background material on Research Office staffing
- Robert's Rules of Order, Tenth Edition, Chapter XI (Section 40) and Chapter XIII (Section 44)

The meeting was called to order at 1:10 p.m.

Approval of Minutes

Review of the minutes of November 9 and October 19 was postponed until the next meeting.

Distance Education Plan:

Goals of the Distance Education Plan include growing the program and the number of sections. Noted:

1. They are moving toward an online Business Education Program. They also hope to have a CIS program and a math degree program completely online soon.
2. Over 100 courses are approved to be presented online.
3. 62.7% of students in online classes are "traditional" students.
4. 68.2% female. (This can often be determined by what is offered).
5. Completion rate: 73.5% of online students complete the classes. (77% in face-to-face classes).
6. Part 2 of the plan is to provide support for faculty during the transition from the current course management system (Blackboard) to Etudes.
7. Faculty will have to be trained in Etudes first. They will receive stipends after they complete training.
8. Clerical support and Web assistants are also being requested.
9. They are also proposing a Help Desk (a 2 year pilot program via the Chancellor's Office at no cost to the college) which provides assistance to students and faculty. The program is evaluated at end of the first two years for possible continuation.
10. Counselor and dean support will be added to the plan.
11. Television courses are being replaced by hybrid courses; however, TV courses can have up to 100 or more students (more FTES than face-to-face classes). What is the completion/success rate of TV courses?

12. Online class size is the same size as the face-to-face classes (40).

All voting members present were in favor of moving forward with the Distance Education plan as it is except one. This is to be put on the list of things to be considered further.

First Year Experience Plan:

An augmentation fund request of \$25,000 was made for the First Year Experience (FYE) Program Expansion Plan. Noted:

1. FYE has been a model program for the past five years. They serve 1,200 students a year with only one full time counselor and some part-time counseling. Counseling is critical to the program.
2. Students take 12 -15 units a semester. Any student can participate. The only limitation is the number of seats. They hope to increase the number of students they can serve.
3. Their success rate is 10% - 30% better than the average ECC students.
4. The Compton Center is included because they are interested in the program.

All voting members present were in favor of moving this request for \$25,000 to the list for further consideration.

Prior Research Staffing Information:

Background material on Research Office staffing was shared with the group and reviewed. All voting members present were in favor of a motion to move forward (in principle until the group gets actual numbers) with Irene Graff's request for \$140,000 for a working director in the Research Office. John Baker will provide the information at the next meeting.

Non Agenda Items:

It was suggested that David and Arvid should be able to vote; however, David doesn't think the chairs should vote.

Agenda Development:

The next meeting will be held on November 30th.

Meeting adjourned at 2:35 p.m.

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

Distance Education Plan – expand offerings and transition to new system \$112,000

First Year Experience Proposal – expand offerings \$25,000

Research – increase research staffing \$140,000 approximately (to be clarified)

Previous retention proposals – see prior documents (e.g. landscape 3-page spreadsheet)

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

PLANNING & BUDGETING COMMITTEE
November 30, 2006
1:00 – 2:30pm
Location: Alondra Room

Facilitator: David Vakil & Arvid Spor

Note Taker: Lucy Nelson?

STATEMENT OF PURPOSE

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

Members

- David Vakil, Co-chair (non-voting)
- Arvid Spor, Co-chair (non-voting)
- Miriam Alario, ECCE
- Ian Haslam, Academic Affairs
- Dawn Reid, Student Services

- Cheryl Shenefield, Administrative Services
- Harold Tyler, Management/Supervisors
- Susan Taylor, ECCFT
- Lance Widman, Academic Senate
- Saad Husain, ASO representative

Attendees

- Luis Mancia – Alt., ECCE
- Ken Key – Alt., ECCFT
- David Westberg – 2nd alt. ECCFT
- Teresa Palos – Alt., Acad. Senate
- Virginia Rapp – Alt., Ac. Affairs
- Rocky Bonura – Alt., Adm. Serv.
- John Means – Alt., Stud. Serv.
- Bo Morton – Alt., Mgmt/Sup.

- Luis Ruiz – Alt, ASO
- Susan Dever – Pres. Senate
- Francisco Arce – Support
- John Baker – Support
- Jeff Marsee – Support
- Mike D’Amico – Support
- John Wagstaff – Support
- Janice Ely – Support

AGENDA

1. Approval of Minutes for November 16, 2006--All PBC participants -----1:00 p.m.
2. Review of previous Q-builder proposals ---- All PBC participants -----1:10 p.m.
3. Update on the Research funding request --- John Baker ----- 1:30 p.m.
4. Final recommendations ----- All PBC participants ----- 1:40 p.m.
5. Non-agenda items & agenda development--All PBC participants -----2:25 p.m.
6. Adjournment----- 2:30 p.m.

NEXT SCHEDULED MEETING – DECEMBER 7, 2006 ALONDRA ROOM

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

Academic Senate(s) Title 5, Sections 53200-53206.)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

The Board will rely primarily upon the advice and judgment of the Academic Senate on academic and professional matters as defined by Sub-Chapter 2, Section 53200, et seq., California Administrative Code, Title V, and as listed below:

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

The Board of Trustees designates the Vice President-Academic Affairs as the liaison to the Academic Senate for the items listed above.

If the District Governing Board of Trustees believes that there are exceptional circumstances and compelling reasons not to accept the recommendation of the Academic Senate, representatives of the two bodies shall have the obligation to meet and reach mutual agreement by written resolution, regulation, or policy of the Governing Board.

Nothing in this policy shall be construed to impinge upon the due process rights of faculty, or to detract from any negotiated agreements between the Federation of Teachers and the District. Written notification shall be given to the El Camino College Federation of Teachers by the District at the beginning of discussions between the Academic Senate and the District on academic and professional matters.

Staff (Title 5, Section 51023.5)

Classified staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the Police Officers Association (POA), El Camino Classified Employees (ECCE) and confidential groups will be given every reasonable consideration.

Students (Title 5, Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

A. The Governing Board shall recognize each associated student organization or its equivalent within the District as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of a college and to the governing board of a district with regard to district and college policies and procedures that have or will have a significant effect on students. The district and college policies and procedures that have or will have a “significant effect on students” include the following:

- (1) grading policies;
- (2) codes of student conduct;
- (3) academic disciplinary policies;
- (4) curriculum development;
- (5) courses or programs which should be initiated or discontinued;
- (6) processes for institutional planning and budget development;
- (7) standards and policies regarding student preparation and success;
- (8) student services planning and development;
- (9) student fees within the authority of the district to adopt; and
- (10) any other district and college policy, procedure, or related matter that the district governing board determined will have a significant effect on students.

The governing board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

Reference:

Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq., (Academic Senate),
51023.5 (staff), 51023.7 (students)

Replaces Board Policy 3605

El Camino College

Adopted: 7/15/02

Approved without AP 2510 by Ed Policies – 11/30/06
Academic Senate First Reading – 12/5/06

Music Library Resolution

Whereas, the El Camino College Mission Statement expresses the institution's commitment to offering quality, comprehensive educational opportunities is assured through the availability of academic and student support services, and

Whereas, El Camino College is dedicated to providing the technology, infrastructure and facilities to support teaching and learning, and maintaining optimal academic standards, and

Whereas, Schauerman Library is understaffed and, in lieu of being able to hire the needed additional librarians, the Director of Learning Resources has proposed a resolution to the problem by moving the Music Library holdings and staff to Schauerman Library, and

Whereas, the El Camino College Music Library is integral to student learning, and critical to success and retention, and

Whereas, the Music Library is the sole instructional support for the music program provided by knowledgeable and well trained staff hired explicitly for the facility, and

Whereas, the Music Library and its staff are centrally located in the music building to facilitate student and faculty access to diverse resources for immediate use in adjacent practice rooms, classrooms, and offices, and

Whereas, the Music Library, its resources, and its staff are integral to the success of the Applied Music Program which requires monitored student hours in the music building practice rooms, and

Whereas, the Applied Music Program and its individualized instruction is mandated for the completion of an A.A. degree in music, therefore

Be It Resolved that the Academic Senate objects to the proposal to relocate the materials and reassign the staff of the Music Library to Schauerman Library thus undermining the integrity of the music degree program and disrupting optimal academic standards, and

Be It Resolved that the Academic Senate unwaveringly supports the hiring of two librarians to fill the void in the staffing of Schauerman Library which supports teaching and learning for the entire campus and across all academic disciplines.

Dane Teter
Fine Arts

To: Faculty Senate

From: Music Department Faculty

Date: May 26, 2006

Recently the Dean of Fine Arts and the Director of Learning Resources presented us with a proposal to move the holdings and the staff of the Music Library to the Schauerman Library. This move, which, according to Vice President Arce, will not be decided upon until after the start of the fall semester 2006, would add one full-time librarian and two full-time classified employees to the severely understaffed main library. While we recognize that the library cannot properly serve the college community in its present shorthanded state, we believe strongly that the proposed move would only ease, not solve, the staffing crisis in the Schauerman Library, and would be devastating to the music program. Therefore, we oppose this plan.

For over 50 years, the Music Library has been the hub of the music program at ECC. Indeed, “library” is the wrong word to describe the music materials and the fifteen ancillary practice rooms controlled by the “library” staff. The facility and its personnel serve as a teaching and learning resource center. On average, the staff in that facility conducts 60 transactions per hour (many more during the mid-morning to mid-afternoon hours). Students can obtain the printed music they need, listen to one or more recordings of that music, and sign up for one of the adjacent practice rooms where they can play what they have seen and heard. Voice class students can receive help from staff accompanists working in the library, who often advise them on matters of repertoire, editions, and keys, and then go immediately to a practice room. Music tutors can move with their tutees from a table in the study area to the piano in a practice room as needed. Faculty members can obtain needed teaching materials—perhaps a single CD or DVD for a lecture class, perhaps 100 or more copies of a piece for a choral ensemble—in the most efficient way possible. They also rely heavily on the library staff to 1) locate for purchase or rental a large variety of ensemble music each year; 2) co-ordinate with Fine Arts, ECC Purchasing, and music vendors to see that the music is properly ordered; and upon receipt, 3) process the music so it can be distributed for rehearsal in a timely manner.

Central to the music program are the weekly private lessons taken by 90 advanced students each semester. In order to fund these lessons, we require these students to enroll in Applied Music (where students perform for one another in Haag Recital Hall), enroll in a performing ensemble (band, orchestra, concert choir, etc.), and spend six hours of their weekly practice time in our practice rooms under the supervision of the music librarian or one of his part-time certificated faculty colleagues. If the music librarian moves to the Schauerman Library, additional certificated personnel would be needed to staff the 65 hours per week that the practice rooms are used. If that added expense is unacceptable to management, then supervised practice would end and state funding for the FTES generated through the private lessons would shrink dramatically. These private lessons are required for the A.A. degree in music. Such a loss would severely damage the integrity of our music transfer program, which would no longer be at parity with the freshman and sophomore programs at transfer institutions. Unable to receive an A.A. degree in music through El Camino College, most of those 90 students would not enroll in Applied Music or ensembles, and would probably go elsewhere for their music and general education coursework.

In sum, the Music Library (that is, the materials, listening and studying facilities, conveniently located practice rooms, and specialized staff) is integral to student learning and critical to success

and retention. This music learning resource center must be centrally located in the music building to be effective.

We seek support of the Faculty Senate in asking management not to authorize a proposal that would do great harm to the music program, but instead to reconsider its priorities and authorize the hiring of one or two replacement librarians for the Schauerman Library. Such a hire (or hires) would serve the entire campus community and allow the music complex to remain intact.

Music Department Concerns

We, as a department, are against the proposed changes to the music library. It was created as an institution to HELP THE STUDENTS. It is modeled after a university program in which the music collection, books, sheet music, and recordings are housed together supporting the relationship between each for the sake of scholarly advancement of students and faculty alike. The real problem is that the Schauerman Library is understaffed. The staff in the music library was hired specifically for employment in that location. They are knowledgeable and well trained as librarians with specialties in music. Should the proposed changes take place, the following questions need to be addressed.

Who will be ordering, cataloguing, and maintaining the integrity of the materials used by the students and the teachers?

When things are ordered – sheet music, supplies, miscellaneous equipment, recorded media – what is the timeline that these will be processed and available for use?

Who will staff the music library/lab? We must have a certificated person in order to collect FTES for applied music practice hours. Will the new staff be a faculty person(s)?

Who will train these individuals? It will take more than one person to oversee the 64+ hours per week of operation of the facility. These people will need to learn library procedures for the circulation of materials (searching for items on line, shelving materials, checking in and out through the accounting system, override system holds, retrieving delinquent materials, obtaining new materials to remain current of changes and developments in music) and the procedures for the Applied Music Program (practice room assignments, logging hours of credit and maintaining accurate records for FTES). The evening music library supervisors also research material for the Joy of Music Program.

If a faculty position is needed to staff the music library, how will this impact the full-time/part-time faculty ratio? We will be allowed to have another faculty position without giving up the much needed positions to replace our faculty that has retired?

How will the district's hiring of certificated individuals to staff the music lab save the college money? Wouldn't it be wiser to hire classified personnel to work in the Schauerman library and leave the music library intact?

The Applied Music program must be supervised by certificated faculty. What happens to the program if the district is not willing to properly fund the staffing required?

The district needs to replace full-time positions vacated through retirement by hiring full-time faculty. Our department was prioritized these hiring as 1. Music Theory, 2. Piano, 3. Jazz Studies

Full-time Faculty Hiring Priority Voting Summary: Fall 2006

#	Department	Miranda	Stewart	Smith	Dallal	Oda-Omori	Lew	Thompson	Grigsby	Hofmann	Way	Blackburn	Gates	Rapp	Goldberg	Charman	Evensizer	Striepe	Perez	Shadish	Haslam	Total
1	Paralegal Studies/Coord	1	1	1	3	1	1	1	1	5	2	1	1	1	5	5	1	2	1	1	10	45
2	Librarian - Systems	3	6	3	1	3	6	2	2	20	14	9	7	5	8	8	5	1	8	2	3	116
3	Radiology Technology	4	2	7	12	11	24	5	6	1	1	8	8	6	3	1	2	7	16	5	1	130
4	Anatomy/Physiology	2	4	15	11	15	9	7	5	16	6	2	20	9	2	2	4	3	2	3	2	139
5	Human Development	5	7	5	8	5	2	3	3	4	9	23	2	4	10	14	6	11	9	8	7	145
6	Fire & Emergency Technology	8	10	11	10	12	16	8	11	2	3	5	5	8	4	3	3	5	17	6	6	153
7	Mathematics #1	9	8	9	9	9	8	13	9	9	4	11	10	13	1	6	10	9	3	10	8	168
8	English #1	6	9	6	7	6	5	11	4	13	5	13	6	7	11	10	24	8	10	11	9	181
9	Music - Theory	14	11	10	4	7	3	9	7	7	13	7	4	10	6	11	7	29	15	4	11	189
10	Chemistry #1	13	3	8	21	8	11	4	13	17	8	3	9	18	12	4	13	6	5	12	12	200
11	Counselor - Transfer	7	17	2	2	2	14	10	8	31	15	18	17	12	7	26	16	12	14	7	28	265
12	Accounting #1	11	14	13	17	13	17	6	12	6	17	16	30	2	17	17	23	18	7	9	13	278
13	Mathematics #2	17	12	19	14	19	15	19	15	15	11	12	13	21	9	13	15	21	4	17	16	297
14	Librarian - Acquisitions	15	16	14	18	14	7	14	10	28	21	10	24	11	21	30	12	4	21	13	17	320
15	Cosmetology	20	28	12	24	10	18	31	17	3	7	27	3	25	16	7	8	16	12	18	23	325
16	English #2	16	13	16	13	16	10	18	14	14	12	15	14	19	30	23	26	20	11	14	14	328
17	Art - Printmaking	25	24	27	5	27	4	15	18	8	16	6	23	20	18	22	9	19	24	15	33	358
18	Earth Sciences	10	5	17	29	17	12	12	23	18	23	39	11	22	13	12	18	15	6	30	32	364
19	Psychology	18	25	20	16	20	13	16	16	12	20	30	16	16	22	27	37	23	25	25	21	418
20	Counselor - Allied Health	30	30	4	15	4	39	23	22	30	30	17	31	23	20	9	21	10	30	29	5	422
21	FTEC - EMT	26	15	26	22	26	26	20	26	10	22	22	15	30	15	15	11	24	31	31	22	435
22	Mathematics #3	24	19	23	34	23	21	33	20	32	19	14	19	28	14	24	20	27	13	21	20	448
23	Music - Jazz	31	23	31	6	31	20	21	19	24	25	20	22	24	28	31	17	32	26	22	29	482
24	Disabilities Specialist	21	34	36	20	36	37	29	21	29	10	26	28	17	19	32	22	14	32	19	15	497
25	Office Administration	19	29	37	19	37	25	28	24	21	24	38	38	3	31	25	14	17	20	16	35	500
26	Chemistry #2	29	18	30	30	30	29	24	33	19	26	4	21	29	25	21	33	25	18	33	24	501
27	English #3	23	20	22	28	22	19	32	25	33	18	31	18	26	35	34	29	26	23	20	19	503

28	Paralegal Studies/Law	27	35	21	31	21	33	17	29	22	31	25	25	15	26	16	36	22	36	32	4	504
29	Music - Piano	28	26	24	23	24	23	26	28	27	33	29	12	27	29	19	19	30	19	26	34	506
30	Air Conditioning & Refrigeration	34	37	18	27	18	38	22	34	11	29	21	32	34	27	18	27	13	33	23	18	514
31	Accounting #2	22	33	25	32	25	34	25	31	23	35	24	26	14	36	29	28	28	34	28	25	557
32	Art - Illustration/Drawing	12	38	35	26	35	36	27	35	25	32	28	27	35	33	20	31	31	35	27	26	594
33	Mathematics #4	32	21	33	36	33	27	35	27	35	28	33	34	32	23	33	25	34	22	35	30	608
34	English #4	33	22	32	33	32	22	34	30	34	27	32	33	31	37	36	32	33	28	34	31	626
35	Dance	35	36	34	25	34	31	30	37	26	34	19	29	33	32	28	38	39	37	24	27	628
36	Mathematics #5	36	27	29	38	29	30	37	32	36	38	35	36	37	24	35	30	36	27	37	36	665
37	English # 5	37	31	28	35	28	28	36	36	37	36	34	35	36	38	38	35	35	29	36	37	685
38	Mathematics #6	39	32	38	39	38	35	39	38	39	39	37	39	39	34	37	34	38	38	39	38	749
39	English #6	38	39	39	37	39	32	38	39	38	37	36	37	38	39	39	39	37	39	38	39	757
		780	780	780	780	780	780	780	780	780	780	780	780	780	780	780	780	780	780	780	780	



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 st week
Winter – Spring schedule of classes available	Ann Garten	Mid-month
Promote mid-semester courses	Counselors, Instructors, PRM, OSR, Financial Aid	3 rd week

November

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

December

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

January

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

February

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

March

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

Promote mid-semester courses	Counselors, Instructors, PRM, OSR, Financial Aid	3 rd 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 st week
Summer schedule available online	Ann Garten	1 st week
Pre-Registration groups – Summer and Fall	Regina Smith	Begins – 1 st week Ends -
Start dialogue to create the 2007 – 2008 plan	Francisco Arce, John Baker, Arvid Spor	1 st 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 th week
Registration appointments mailed to continuing students	Bill Mulrooney	4 th 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 st week
Media advertising – Summer	Ann Garten	Mid-month
High School Newsletter	Ann Garten	1 st week
Letters to students who attended in the Fall but not Spring or Summer	Arvid Spor	1 st week
Promote summer classes in high schools	Robin Dreizler	Begins – 1 st week
Promote ECC courses	Robin Dreizler	Begin – 1 st 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 rd week
Registration Appointment times mailed to new students	Bill Mulrooney	Begins – 3 rd week
Electronic marquee and banners – registration	Ann Garten	Begin – 4 th week
SARS Call	Satish Warriar	TBD
Follow-up calls to students who applied but did not register.	Arvid Spor	1 st week

June

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

July

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

August

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

September

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

Faculty Participants
2008 ACCREDITATION SELF STUDY
Co-Chairs: Dr. Arvid Spor and Dr. Linda Arroyo

Standard I: Institutional Mission and Effectiveness

A. Mission

B. Improving Institutional Effectiveness

Co-Chairs		Division
Dr. Susan Dever	Faculty	Learning Resources
Ms. Irene Graff	Classified	Institutional Research

Committee Members		Division
Mr. Corey Stanbury	Faculty	Health Sciences & Athletics
Dr. Arthur Flemming	Faculty	Philosophy
Ms. Rebecca Loya	Faculty	Humanities
Mr. David McPatchell	Faculty	Behavioral & Social Sciences

Standard II: Student Learning Programs and Services

A. Instructional Programs

Co-Chairs		Division
Dr. Donald Goldberg	Administrator	Mathematical Sciences
Ms. Evelyn Uyemura	Faculty	Humanities

Committee Members		Division
Ms. Rosemary Swade	Faculty	Fine Arts
Mr. Kevin O'Brien	Faculty	Fine Arts
Mr. Randy Harris	Faculty	Business
Dr. Pieter J. Van Niel	Faculty	Theater/Dance
Mr. Howard Story	Faculty	Learning Resources
Ms. Suzanne Gates	Faculty	Humanities

Standard II: Student Learning Programs and Services

B. Student Support Services

Co-Chairs		Division
Dr. Stephanie Rodriguez	Administrator	Workforce & Community Education
Ms. Lori Suekawa	Faculty	Counseling

Committee Members		Division
Ms. Victoria Martinez	Faculty	Workforce & Community Education - Career and Technical Education
Ms. Ella Stewart	Faculty	Speech Communication
Mr. David Muriyama	Faculty	Humanities

Standard II: Student Learning Programs and Services
C. Library and Learning Support Services

Co-Chairs		Division
Ms. Alice Grigsby	Administrator	Learning Resources
Ms. Claudia Striepe	Faculty	Learning Resources

Committee Members		Division
Mr. Ed Martinez	Faculty	Learning Resources
Ms. Eleanor Sonido	Faculty	Learning Resources
Ms. Estina Pratt	Faculty	Learning Resources
Mr. Don Brown	Faculty	Learning Resources

Standard III: Resources
A. Human Resources

Co-Chairs		Division
Ms. Barbara Perez	Administrator	Natural Sciences
Ms. Marcia Wade	Administrator	Human Resources

Committee Members		Division
Chelvi Subramaniam	Faculty	Humanities
Mr. Steve Cocca	Faculty	Industry & Technology
Ms. Dalia Juarez	Faculty	Humanities

Standard III: Resources
B. Physical Resources

Co-Chairs		Division
Mr. Bob Gann	Administrator	Facilities
Mr. Matt Ebner	Faculty	Natural Sciences

Committee Members		Division
Dr. Angela Simon	Faculty	Behavioral & Social Sciences
Chris Halligan	Faculty	English

Standard III: Resources
C. Technology Resources

Co-Chairs		Division
Mr. Peter Marcoux	Faculty	Humanities
Mr. John Wagstaff	Administrator	Information Technology Services

Committee Members		Division
Dr. James Noyes	Faculty	Natural Sciences
Mr. John Ruggirello	Faculty	Industry & Technology
Mr. Tom Norton	Faculty	Humanities

Standard III: Resources
D. Financial Resources

Co-Chairs		Division
Dr. Jeff Marsee	Administrator	Administrative Services
Mr. David Vakil	Faculty	Natural Sciences

Committee Members		Division
	Faculty	

Standard IV: Leadership and Governance
A. Decision-Making Roles and Processes
B. Board and Administrative Organization

Co-Chairs		Division
Dr. Francisco Arce	Administrator	Academic Affairs
Ms. Luukia Smith	Classified	Fiscal Services

Committee Members		Division
Dr. Sue Dowden	Faculty	Behavioral & Social Sciences
Mr. Chris Wells	Faculty	Fine Arts
Mr. Saul Panski	Faculty	ESL/History
Mr. Rodney Murray	Faculty	Business/Accounting

2006 Fall Audit Report				
		Class	Division	Total
Behavioral & Social Sciences			1	
	History	1		
Business			9	
	Business	4		
	CIS	5		
Fine Arts			36	
	Art	5		
	Film/Photo/Theatre	4		
	Music	26		
	Speech	1		
Health Sciences & Athletics			40	
	Nursing	8		
	Phys. Ed & Dance	28		
	Sign Language	4		
Industry & Technology			4	
	Administration of Justice	2		
	Welding & MTT	2		
Humanities			30	
	Academic Strategies	2		
	English As A Second Language	13		
	Foreign Languages	15		
Mathematical Sciences			5	
	Math	5		
Natural Sciences			0	
GRAND TOTAL				125