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El Camino College
2006-2007 ACADEMIC SENATE
OFFICERS & EXECUTIVE COMMITTEE – Mar. 20, 2007

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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

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Senate Mailing List

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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
  Jacquie 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 – Back, 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 – McCallum 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 Larsen (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 – Susie Dever & 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 – Jeanie Nishime
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   Mar. 20, 2007

1. **CALL TO ORDER**		12:30
2. **APPROVAL OF MINUTES: Dec. 2, 2006**		
3. **PRESIDENT'S REPORT AND/OR ANNOUNCEMENTS** • Faculty Perspectives on Enrollment Management Workshop (with emphasis on retention & quality of student experience) – Fri., Apr 27, Crestmont College - Contact sdever@elcamino.edu if you're interested. • Academic & Institutional Planning Summit • Brainstorming group meetings for above – Academic & Institutional Planning Mar 30; Enrollment Management (Classroom Faculty) Mar 28, 1:30; Enrollment Management (Non-Classroom Faculty) Mar 28, 2:30 • ECC Discussion Board update		
4. **VICE PRESIDENTS' & OTHER REPORTS** 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, Susie Dever)** l. **ENROLLMENT MANAGEMENT (Vice Presidents)**		
5. **UNFINISHED BUSINESS** • Board Policy 4070 – Audit – final realing • Constitution & bylaws change in structure to reflect ECC – CEC partnership – 2nd reading		
6. **NEW BUSINESS** • Board Policy 4040 – Library - 1st reading • Discussion – Review of Technology – Pt 1 – J. Wagstaff • Discussion – Senate meeting at Compton Center		
7. **ANNOUNCEMENTS**		
8. **GENERAL DISCUSSION – Topics not on agenda**		
9. **ADJOURN**		2:00

El Camino College
ACADEMIC SENATE
Meeting Packet Table of Contents   Mar. 20, 2007

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)

ACADEMIC SENATE MINUTES

Date – Mar. 6, 2007

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

Behavioral & Social Sciences		Humanities	
Cannon, Elaine		Breckheimer, Debra	X
Gold, Christina	X	Hong, Lyman	X
Widman, Lance	exc	Larsen, Karen	X
Wynne, Michael	X	Marcoux, Pete	X
		Uyemura, Evelyn	X

Business		Industry & Technology	
Halamka, Dagmar		Cafarchia, Vic	
Miller, Tim		Hofmann, Ed	X
Thompson, Jacquie	X	Kahan, Walt	X
		Marston, Doug	X
		Rodriguez, George	

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

Learning Resources Unit	
Dever, Susan	X
Striepe, Claudia	X

Fine Arts		Mathematical Sciences	
Ahmadpour, Ali	X	Ghyam, Massoud	
Berney, Dan	X	Kasabian, Judy	
Davidson, Jason	X	Scott, Greg	
Georges, William	X	Tummers, Susan	X
Wells, Chris	X	Wang, Lijun	

Health Sciences & Athletics		Natural Sciences	
Van Lue, Nick / Hazell, Tom		Cowell, Chas	X
Morgan, Kathy (sharing)		Golestaneh, Kamran	
Moon, Mary (sharing)	X	Palos, Teresa	X
Sinopoli, Louis / Makaru, Roy		Vakil, David	X
Stanbury, Corey	X		

Adjunct Faculty	
Almos, Carolyn	X
Robertson, Gary	X

Ex Officio Attendees: Janet Young, Francisco Arce, Jeanie Nishime

Guests: Ann Collette, Saul Panski, Lars Kjeseth, Barb Perez.

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. Audit policy: first reading.
2. Academic Program Reviews are being examined are will soon be forwarded as needed.
3. Enrollment is not rising; an Enrollment Management Workshop was held on March 2. There will probably be a few items from this workshop that affect faculty.
4. New courses should be submitted to the curriculum committee in Spring, for review in Fall.

5. Compton will face elimination of several faculty; enrollment continues.
6. ECC's enrollment goal, a high priority, is now 20,400 FTES.
7. At the beginning of each semester, we should have a timeline for catalog due dates.
8. The SLO Core Competencies were adopted unanimously.
9. A change in the senate constitution to accommodate education centers was proposed.

President's report – Susan Dever (henceforth SD)
1. Vice-President Jeanie Nishime introduced herself as did all of the senators.
2. Program Review Committee for Academic Affairs is reviewing program review proposals. The committee is examining the identified problems & associated recommendations, analyzing budget impacts, and will submit budget recommendations to PBC soon. Other recommendations will be sent to appropriate areas on campus (e.g. facilities). See pages 40-41 for a calendar of when program reviews should be completed.
3. Spring enrollment report: see pages 44-48. Our enrollment for Spring 2007 is about the same as Spring 2006, which are both down compared to Spring 2005.
4. On Friday, March 2, there was an enrollment management workshop attended by several senators and many administrators. The purpose was to identify ECC's strengths and weaknesses in enrollment. There will be another all-day workshop primarily for faculty on a date to be determined soon. Food and flex credit will likely be available. There will also be a similar meeting for Compton, specifically for Compton enrollment.
5. The Facilities Steering Committee met. The next big issue is cost. Projected construction costs are now double what the bond estimated. The question remains, "how do we cope with the increased cost?" Lots of ideas are floating around: scaling down projects, not completing all projects (e.g. spend until the money runs out), or go out for another bond. Decisions are being made soon. It was asked: how much bond money remains? The number wasn't known but we are approximately $50 million in deficit compared to where we expected to be at this time. Priorities are being re-assessed.
6. Ballots for the revised academic senate constitution were distributed.

Minutes- approved December 2, 2006 as written & February 20, 2007, as corrected in the Faculty Development section.

Educational Policies Report – Evelyn Uyemura
On page 31, the audit policy has returned for your approval. A number of concerns were addressed such as safety issues, allowing students to attend from the first class, and associated insurance implications. The procedures now allow for a temporary audit for the first two weeks; the instructor must sign a form. There were no substantive changes to the policy. This is a first reading, and there will be a vote at the next meeting. Auditors do not count towards FTES, even though they pay some fees. There are currently only approximately 100 audits per semester. The largest impact of audits is probably a positive impact on community relations. Bill Georges noted that the new procedures addressed the concerns his area had. The fall schedule will be available mid-April, so changes to the policy need to occur before then.

Faculty Development – Lisa Raufman
Two handouts were distributed. There were some corrections to the minutes from the Feb 20 meeting, primarily regarding funds for Faculty Development. The money (approx $82,000) will

be primarily spent on learning innovations, allowing people to attend national conferences, and possibly bringing in national speakers to campus. The yellow paper summarizes money available to you and the faculty development. The buff paper summarizes some upcoming events. The Great Teachers Seminar is coming up soon and ECC has funding for 4 participants.

Susan Dever recommends people attend statewide senate meetings. They are very informative and help us gain perspective about statewide issues. It also shows us how other schools are handling many of the same issues we face.

On pages 25-26 are an agenda from the last Faculty Development meeting, and a list of websites related to Faculty Development.

Finance and Special Projects – David Vakil substituting for Lance Widman
The Dean's Council didn't meet since our last meeting, although they are focusing on enrollment management. One topic of interest is expanding the number of courses we teach in local high schools.

PBC continues to review the very preliminary budget for 07-08. PBC also received a draft of the statewide ARCC report (Accountability Reporting for Community Colleges), which measures ECC's performance in six areas. ECC was slightly above average or below average in most categories compared to our peers. Using the ARCC report, the committee continued its efforts to prioritize by developing indicators. There was also a discussion about recent positions that were opened up for hiring; the committee also discussed hiring for Ann Collette's replacement [incorrectly called the "curriculum secretary" during the actual senate meeting]. There will likely be more discussion on the subject of hiring for curriculum, when more detailed information is made available to the committee. At the next PBC meeting, the committee will receive a progress report on Program Reviews, a presentation by John Wagstaff on new funds, and subcommittees will be formed to analyze the budget in more detail for specific line items.

Legislative Action – Pete Marcoux
The senate web page is up and there are links to upcoming legislation that may affect us. One bill relates to fees charged for audits.

Enrollment management workshop ideas that are relevant to us include: pre-requisites and course recommendations, priority registration needs to be reconfigured, online adds, printing rosters, and distance education. The printing of rosters may be done by faculty in the future, and the rationale for the change is so that the Datatel system does not shut down for 2 days right before the beginning of the semester. The discussion on this issue is just beginning.

It was noted that the printed rosters do not match the Excel roster on the portal: middle names are not on the Excel version. Gary Robertson noted that CSU-Fullerton is completely paperless and it works well for them. Santa Monica is also paperless (including adds) and their process works well. The Academic Technology Committee will examine this issue.

Curriculum Committee – Janet Young
Some data from last semester: approved 54 new courses last semester and 100 proposals for revisions.

Please remind faculty that you should submit new courses to the curriculum committee during the spring so they can be examined by the curriculum committee in the fall. At the last meeting, the committee reviewed 29 proposals & went through the distance education guidelines and 1st draft of the new procedures. The procedure shift would allow divisions to make changes, rather than Distance Education Advisory Council.

It was noted that Fine Arts is currently without a dean. The division curriculum committee has been working hard to maintain their process and collegial consultation has taken place with the college curriculum committee.

Compton Center report – Saul Panski
Despite this report, not all news is bad. Classes are still being offered and students continue to register.

On February 20, the senate passed an emergency resolution. Later that day, positions were identified for elimination and a resolution was put forth without any discussion. The resolution passed the Compton Board. Saul Panski stated the resolution is not correct.

There is a plan to eliminate 37 Full Time Equivalent Faculty at Compton, including some who earned probationary (full time) status on accident. The real number is more like 13 full-time faculty that will be eliminated. Four programs will be discontinued as a result. See pages 13-16. The list is not final. A meeting that was scheduled to discuss this was canceled, but Saul Panski hopes this meeting is rescheduled.

On March 5, there was a Board of Governors meeting. Compton's present and future special trustees both attended and gave a report about the partnership. On March 12, a "fraud audit" will be released, and it will contain some bad news. On March 28, Dr. Fallo & Compton representatives will meet the ACCJC to have a formal pronouncement of the Center.

The Compton basketball team won its league. On Thursday, they will play in the state playoffs.

While enrollment has a long way to go, some programs are improving, and they are cautiously optimistic that enrollment will increase.

It was asked if anyone is documenting the processes in the partnership. The substantive change report, which outlined the processes that ECC expected would be followed, has been submitted. Another similar report will be written soon. This new report will be detailed and will explain many of the decisions and actions that have been taken.

VP Arce also noted that things are going well overall at Compton, although losses of faculty are not pleasant for anyone. He recognized Saul Panski for the work he did and continues to do.

Student Learning Outcomes; Calendar Committee; Academic Technology Committee; Accreditation
No reports.

Enrollment Management – Francisco Arce & John Baker
VP Arce noted that his top priority is to achieve 20,400 FTES for next year. He noted we have 18,100 this year. Two years ago we were at 19,300. This goal was established in order to take advantage of available growth funds; the number comes from the state. He noted that we need the faculty to be engaged in enrollment management and understanding the enrollment goal.

He was asked if we will have more summer sections added. The last two years summer enrollment was at 1800 FTES. If there is more demand, we can add sections. Some areas have added and others have cut classes. Last year we added approximately 25 eight-week sections, but most were canceled. There is no intention to add many more.

Other comments/discussion items:
- VP Arce was asked, "Why shouldn't we advertise open classes on the listserv?" It could clog the listserv. But we should advertise open classes.
- The message has been "we need to increase enrollment" but no plan or strategies have been publicized. VP Arce noted that much of the effort so far has to do with processes that aren't efficient, and increasing those efficiencies. For example, signage is insufficient, and lighting at night is a problem.
- A list of sorted and prioritized recommendations from the enrollment management workshop will be distributed soon.
- At the end of March, Noel-Levitz will be on campus to help us with enrollment management.

Unfinished Business
It was suggested that at the beginning of each semester, we have a timeline for catalog due dates.

SLO core competencies
Second reading on page 32. This is a living document; nothing is set in stone. The Core Competencies are essentially a set of folders that other SLO documents will be placed into. This system is similar to what other schools do.

Pete Marcoux & Ali Ahmadpour moved to adopt the core competencies. It passed unanimously.

New Business
Constitution changes
The proposed changes that were distributed in the meeting accommodate Compton College, the Compton Education Center, and potential future centers, as appropriate. Possible additions/changes have 3 asterisks (***) preceding and following the additions/changes. The proposed changes were based on discussions the senate executive council.

There are 92 current, minus 13 removed = 79 FTEF at Compton, plus whatever new hires take place. The expectation is that there will not be a big net change.

SD suggested that the requirements that are proposed should eliminate the 50 FTEF threshold, and instead worry only about official educational centers, as defined in title 5.

The proposed change for a "Vice President at large" should be specified as someone from the education center, if that is the intent. As currently written, there are no restrictions on who could be that VP. Another issue: as written, this senate will select that VP rather than the education center. Instead, say that the center's council president will be our VP. Both issues could be addressed if we reverse the order of the statements.

Expect to see this again at the next meeting.

<u>Announcements</u>
Instructors who enroll in a Foothill-DeAnza college-credit course on Etudes training are not receiving credit towards the salary scale. This is a contract issue.

This weekend, LA Sports Arena will host our first robotics competition. We are sending 3 robots from the machine tool technology program. There will be 50 local teams competing.

Meeting was adjourned at 1:53 p.m.

Members Present: S. Dever, D. Goldberg, A. Grigsby, P. Marcoux, J. Noyes, B. Perez, A. Spor, C. Striepe, L. Suekawa, E. Uyemura, D. Vakil, J. Wagstaff

I. Updates:
Standard I A&B – Institutional Mission and Effectiveness (P. Marcoux)
- Reviewed example reports from taken Left Coast Software website.
- Brainstormed on ideas for sources of evidence and discussed findings.
- First draft of ideas (bulleted, non-sentence structure) due February 28.
- Some faculty members dropped out – need to backfill.

Standard II A – Instructional Programs (D. Goldberg and E. Uyemura)
- Difficult to find faculty committee members – have not received response to requests to join committee. There seems to be a general resistance among faculty to participate.
- Suggestion was made for co-chairs to send a general announcement on the faculty list serve requesting faculty participation and emphasizing that this is a critical standard.
- Standard was broken down to seven strands for specific limited assignments, but no more than seven members attended each meeting.
- Can people who work on program review be recruited to accreditation teams?

Standard II B – Student Support Services (L. Suekawa)
- Assignments were set – Dipte Patel sent her questions by email to the appropriate persons and received detailed answers from those who responded.
- Tasks were sectioned into small segments.
- The first draft (bullet format) due date was set for February 8th with the next revision due in March. The second draft should be mostly narrative.
- The most difficult challenge was to incorporate the Compton Center.

Standard II C – Library and Learning Support Services (A. Grigsby and C. Striepe)
- Intend to meet with the Compton Center group.
- Plan to have the first draft ready by the end of March.

Standard III A – Human Resources (B. Perez)
- Developed sketchy rough drafts.
- Few members missed their assignment due dates.
- Compton Center reps were asked to give history from Compton perspective for analyses portion of report.
- Chelvi Subramaniam said Compton Center had no staff development program. Some discussion of this will be in the report.

Standard III C – Technology Resources (J. Noyes and J. Wagstaff)
- Reviewed questions at the first meeting.
- Assignments were given at the second meeting.
- Will have a session to discuss evidence gathering.

- Working on inventory and planning for technology.
- Plan to schedule a meeting next week.

Standard III D – Financial Resources (D. Vakil)
- Committee met four times so far.
- Tasks were divided – disjointed issues to address.
- Drafts due within the next hour.

Standard IV A&B – Leadership and Governance
- A. Spor will attend the committee's next meeting.
- B. Perez - the accrediting body is not looking for a definition of collegial consultation or shared governance. They want to know about governance roles. Is there a mechanism for groups to participate in consultation? What are the responsibilities of the president and board and how effective is institutional leadership?

II. Documentation
- B. Perez – L.A. Valley's accreditation report identified after *Planning Agendas*, who was assigned or responsible for each standard question. L.A. Valley also uses electronic links as a way of presenting their self-study evidence.
- Evidence should be submitted as paper and/or electronically.
- D. Vakil's team plans to scan the evidence they collect.
- S. Dever will set up a system through the Discussion Board to collect and share evidence.
- *Planning Agendas* should be thought of in a 'suggestion box' way for future consideration.

The meeting adjourned at 2:55 p.m.

The next meeting is scheduled on **March 16 at 2:00 p.m.**

Note taker: Lucy Nelson

EL CAMINO COLLEGE
2007 DISTINGUISHED FACULTY AWARD

The El Camino College Distinguished Faculty Award is presented annually to a faculty member whose contributions demonstrate commitment to academic excellence and outstanding service to the College and its students, as well as to professional and community service.

You are invited to participate by nominating the faculty member you believe best exemplifies the above qualities. Nominations may be submitted by any member of the college community, students past and present, or persons in the community-at-large. Faculty members may also nominate themselves.

The recipient will be announced at Commencement and will be presented with a specially designed medallion and a monetary award ($1000) from the President. The recipient's name will also be placed on a permanent plaque.

ELIGIBILITY

Any current full-time, certificated faculty member who is listed in the 2006/07 El Camino College Catalog is eligible.

EVALUATION CRITERIA

Nominees will be evaluated on the basis of a demonstrated record of:
- effective classroom teaching;
- service to students and to the College;
- professional service and activities;
- public/community service.

All of the nominee's contributions will be considered, although emphasis will be placed on the nominee's activities during the past five years.

NOMINATION REQUIREMENTS

- a completed Nomination Form and supporting documentation (no more than four pages)
- a current vita or background statement
- a one-page statement from the nominator
- nomination forms and materials from previous years will not be accepted

SELECTION COMMITTEE

Committee will be chaired by the Vice President-Academic Affairs and include the President of the Academic Senate, President of the Associated Students Senate (or designee), the 2006 Distinguished Faculty member, an academic dean, and the Public Information Officer. The committee's recommendation(s) will be forwarded to the President.

Send all materials in a sealed envelope to:

2007 Distinguished Faculty Award
c/o Office of the Vice President – Academic Affairs
El Camino College
16007 Crenshaw Boulevard
Torrance, CA 90506

Nominations must be date-stamped in the Office of the Vice President no later than 4:30 p.m., 30 March 2007. Telephone facsimile submissions will NOT be accepted.

(See Reverse Side for Nomination Form)

EL CAMINO COLLEGE
2007 DISTINGUISHED FACULTY AWARD
NOMINATION FORM

1.   Nominee_____

               Name   Department/Division

2.   Nominator_____

    a. Address_____

    b. City/State/Zip Code_____

    c. Telephone (area code/number)_____

3.   To be considered, the nomination materials must include:

    a.   Completed nomination form
    b.   One-page statement from the nominator
    c.   Current vita or background statement
    d.   Supporting documentation. In **no more than four (4) pages**, provide supporting documentation that demonstrates how the nominee demonstrates excellence in the following categories:
- effective classroom teaching;
- service to students and to the College;
- professional service and activities;
- public/community service.

4.   Send all materials in a sealed envelope to:

<div align="center">

2007 Distinguished Faculty Award
c/o Office of the Vice President – Academic Affairs
El Camino College
16007 Crenshaw Boulevard
Torrance, CA 90506

</div>

Materials will NOT be returned. Nominations must be date-stamped in the Office of the Vice President no later than 4:30 p.m., 30 March 2007. Telephone facsimile submissions will NOT be accepted.

Planning & Budgeting Committee
Minutes
March 1, 2007

MEMBERS PRESENT

__x__David Vakil, Co-Chair   __x__Arvid Spor, Co-Chair
_____Miriam Alario   __x__Harold Tyler
__x__Cheryl Shenefield   __x__Lance Widman
_____Susan Taylor   _____Vivian Amezcua (co-ASO rep)
__x__Dawn Reid   __x__Saad Husain (co-ASO rep)

OTHERS ATTENDING: Irene Graff, Ken Key, Luis Mancia, Jeff Marsee, Jeanie Nishime, Teresa Palos, Virginia Rapp, John Wagstaff, Dave Westberg

Handouts: ARCC 2007 Report: College Level Indicators (draft)
                 Cabinet approved positions – February 23, 2007

The meeting was called to order at 1:07 p.m. by David Vakil.

Introduction: Jeanie Nishime, the new Vice President of Student Services, was introduced. Group introductions followed.

- **Approval of Minutes:** The minutes of February 15 were approved as amended.

Items reviewed for members not present at the last meeting:
- Page 1 - #1, #10, #14, #16, #17
- Page 2 - Under Comments: #3, #8

ARCC Briefing: Draft copies of the ARCC 2007 Report on College Level Indicators were shared with the group. Noted:
1. There is a new accountability measure to replace PFE.
2. There are two reporting levels for each college: system-wide and individual college. The system-wide one was E-mailed to committee members.
3. College level performance measures include:
   a. Student Progress and Achievement: Degree/Certificate/Transfer and Vocational/ Occupational/Workforce Development
   b. Pre-Collegiate Improvement: Basic Skills and ESL
   c. College Profile – includes participation rates, demographic information and annual unduplicated headcount.
   d. College Peer Grouping – There is a separate peer group for each measure.
4. The report will be published officially on March 19 and will also be sent to the Board for approval. Responses from colleges will also be published.

Preliminary Indicator Work: Numeric material is needed to show how the college is doing and to drive decision making. At a recent meeting, David, Arvid and Jeff prepared a draft proposal. The next step is to see which students are succeeding and which are failing. Comments:
1. Effective in the fall of 2009, there will be new math requirements for the AA degree.
2. Let the campus community choose the priorities, rather than picking a subset from the ARCC report.
3. Some of this information may come out of program review.
4. Base line date is needed for individual programs.

5. New software will be available soon that will allow access to more information and enable users to drill down into it.
6. A success rate for each course is already provided each semester.
7. Guidelines need to be agreed upon, set them up and announced so everyone starts on the same page when making funding requests.
8. The planning software coming from Pasadena City College is simpler than Q-builder, and they hope to have it by June.
9. What about funding for small new innovative ideas faculty might have? One possibility: the Foundation has mini grants and I grants for small projects.
10. Previously submitted projects need to be resurrected.
11. ECC has a hard time taking an individual plan and institutionalizing it.

Technology Funds: Postponed to next meeting.

PBC Subcommittees: There was discussion on resurrecting the subcommittees to provide in-depth understanding on what is being spent in certain areas and why. The idea is to get information from the experts in the field on areas like utilities, GASB, insurance, how the instructional budget is developed, etc., and bring that information to the PBC. David will send out a list of subcommittees via E-mail.

Non Agenda Items
1. Copies of Cabinet Approved Positions – Revised February 23, 2007, were shared with the group. It was noted that Ann Collette retiring in June, and several PBC members felt it is crucial that this position is replaced immediately. More information should be shared with the committee by the VP-Academic Affairs.
2. There will be a Planning Summit on April 18 and 19.

Next Meeting: The meeting scheduled for March 8 is cancelled. The next meeting will be on March 15.

Agenda Development:
➢ Technology Funds – including hardware renewal and software licensing (John Wagstaff)
➢ Preliminary Budget

Meeting adjourned at 2:35 p.m.

pbc31

PBC subcommittees

Each subcommittee should investigate what the current expenditures are, why they are set at that level, any anticipated changes or trends, relevant comparison benchmarks, and options that may be available to reduce costs (long and/or short-term).

GASB (retiree benefits long-term plan)
- David Vakil
- Jeff Marsee
- Marcia Wade (?)
- Harold Tyler
- Carolee Casper (?)
- (other bargaining unit reps?)

Utilities
- Arvid Spor
- Jeff Marsee
- Bob Gann
- Miriam Alario
- John Wagstaff
- Cheryl Shenefield
- (other bargaining unit reps?)

Insurance and Benefits
- Marcia Wade (?)
- Jeff Marsee
- Lance Widman
- Specific members of IBC? all of IBC?
- (other bargaining unit reps?)

Interfund Transfers, Matching Requirements
- Jeff Marsee
- Ken Key
- Janice Ely? Thomas Connolly?
- Momi Elliott
- (other bargaining unit reps?)

Legal, Regulatory, and Mandated Cost Reimbursements
- Jeff Marsee
- Luis Mancia
- Other names to be added later
- (other bargaining unit reps?)

Instructional Component (e.g. Faculty Load & how the "Instructional" budget is developed)
- Teresa Palos
- Arvid Spor
- Francisco Arce (?)
- ECCFT representative (?)
- (other bargaining unit reps?)

PBC Members/Alternates not on any subcommittees:
- Dawn Reid
- Susan Taylor / David Westberg
- Saad Husain/Vivian Amezcua
- Other administrative alternates
    - Virginia Rapp
    - Rocky Bonura
    - John Means
    - Bo Morton

Created April, 2006.
Revised March 2007.

PLANNING & BUDGETING COMMITTEE
March 15, 2007
1:00 – 2:30pm
Location: Alondra Room

Facilitator: David Vakil & Arvid Spor   Note Taker: Ruth Sanchez

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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)	☐ Cheryl Shenefield, Administrative Services
☐ Arvid Spor, Co-chair (non-voting)	☐ Harold Tyler, Management/Supervisors
☐ Miriam Alario, ECCE	☐ David Westberg, ECCFT (temp. repl. for Taylor)
☐ Virginia Rapp, Academic Affairs	☐ Lance Widman, Academic Senate
☐ Dawn Reid, Student Services	☐ Saad Husain, ASO co-representative (see below)

Attendees

☐ Luis Mancia – Alt., ECCE	☐ John Means – Alt., Stud. Serv.	☐ Jeff Marsee – Support
☐ Ken Key – Alt., ECCFT	☐ Bo Morton – Alt., Mgmt/Sup.	☐ Mike D'Amico – Support
☐ Susan Taylor – 2nd alt. ECCFT	☐ Virginia Amezcua - co-rep ASO	☐ John Wagstaff – Support
☐ Teresa Palos – Alt., Acad. Senate	☐ Susan Dever – Pres. Senate	☐ Janice Ely – Support
☐ _____ – Alt., Ac. Affairs	☐ Francisco Arce – Support	
☐ Rocky Bonura – Alt., Adm. Serv.	☐ Jeanie Nishime – Support	

AGENDA

1. Approval of Minutes for February 15, 2007   All PBC participants -------------1:00 p.m.

2. Program Review progress updates ----------- Arce, Baker, and Marsee------- 1:10 p.m.

3. Technology Funds (5100 & 6421) report --- John Wagstaff ------------------- 1:20 p.m.

4. PBC subcommittees ---------------------------- Arvid Spor / David Vakil ------- 1:40 p.m.

5. Preliminary Budget discussion ---------------- All PBC participants ------------ 1:50 p.m.

6. Non-agenda items & agenda development-- All PBC participants -------------2:25 p.m.

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

Next Scheduled Meeting – March 22, 2007, Alondra Room (yes, in 1 week)

Board Policy 4040   **Library Services**

It is the policy of El Camino College to maintain library services that are an integral part of the educational program. The district will provide the means to assure the planned and systematic acquisition and maintenance of library materials, resulting in a well-balanced collection having the depth, scope, and currency necessary to meet the needs of the El Camino College community.

The librarians, working in collaboration with faculty, shall have primary responsibility for the identification, selection, coordination and provision of academic resources and services that meet the information needs of the El Camino College community. Donated materials will be evaluated using the same criteria as other materials.

Library resources shall be accessible to all users. Students and faculty involved in distance education or off-campus programs shall have electronic access to sufficient library resources to ensure successful completion of their academic coursework. The libraries shall be open during all terms in which classes are offered. Libraries shall operate under the supervision of library faculty during all open hours.

The District supports the American Library Association's Bill of Rights that affirms both library users' right to read what they choose and the library's responsibility to provide books and materials presenting a variety of points of view

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

Reference: Education Code, Section 78100

EU 11/9/06
El Camino College
Adopted:

Replaces Board Policy #6142

Administrative Procedures 4040   **Library Services**

The following guidelines will be used in implementing the Library Policy.

- **Prioritization**

    1. To provide materials that meet direct curricular needs in the courses of study
    2. To include standard reference works in the major fields of knowledge
    3. To provide materials of current interest and concern
    4. To provide a well-rounded reading experience.

Materials will be purchased that are appropriate to the diversity of backgrounds and skills in the student body and works written by authors from a wide variety of backgrounds and perspectives.

- **Selection Criteria**
  When selecting materials, the library considers the following:
    1. Meeting the needs of the students and faculty
    2. Timeliness
    3. Relevance
    4. Overall balance of the collection

Faculty members are encouraged to recommend titles in their areas of expertise; however librarians have the final responsibility for maintaining a well-balanced materials collection. Limitations will be applied as needed.

- **Donations**
  The same criteria will be utilized when adding donations to the collection as when selecting new titles. If the donor places special conditions on the donation, e.g., the materials *must* be added to the collection, the donation will not be accepted. All donations will be acknowledged by the **C**ollege **F**oundation.

- **Special Collections**
  Special browsing collections of books, placed in a separate location in the library, will be established only when there is a real and observable benefit to the students. Under no circumstances will a new special collection be established when the books under consideration are already placed together by subject on the shelves under the Library of Congress classification system.

- **Government Publications**
  The library is not a designated government depository library**;** therefore, government documents will be cataloged and added to the book collection.

- **Discarding**
  Factors that will be considered when withdrawing materials are the physical condition, the number of duplicate copies, contemporary relevance, and previous usage.

- **Replacements**
  Missing, lost, or damaged materials that are paid for will not necessarily be replaced.

- **Controversial Materials**.
  Library materials are selected within the framework of the American Library Association's "Freedom to Read Statement" and "The Library Bill of Rights" documents which affirm both library users' right to read what they choose and the library's responsibility to "provide books and materials presenting all points of view concerning the problems and issues of our times."

  The library does not promote particular beliefs, nor is the selection of any item meant to indicate endorsement of that item's viewpoint. The library recognizes that many items are controversial and may offend some users. However, selections are not made on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and serving the interests of the El Camino College community.

  Materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued material or other item will be sequestered, except for the purpose of protecting it from injury or theft.

  If library materials are questioned, the concern must be addressed in writing to the Director of Learning Resources, signed by the person raising the question, and must indicate specific objections. The Director and the college librarians will review the matter. The Director will respond in writing and forward copies of the letters to the Vice President of Academic Affairs. The questioner may accept the review or present an appeal to the College President and, if not satisfied, to the Board of Trustees.

Board Policy 4040   **Library Services**

It is the policy of El Camino College to maintain library services that are an integral part of the educational program. The district will provide the means to assure the planned and systematic acquisition and maintenance of library materials, resulting in a well-balanced collection having the depth, scope, and currency necessary to meet the needs of the El Camino College community.

The librarians, working in collaboration with ~~the advice of~~ other faculty, shall have primary responsibility for the identification, selection, coordination and provision of academic resources and services that meet the information needs of the El Camino College community. Donated materials will be evaluated using the same criteria as other materials.

Library resources shall be accessible to all users. Students and faculty involved in distance education or off-campus programs shall have electronic access to sufficient library resources to ensure successful completion of their academic coursework. The libraries shall be open during all terms in which classes are offered. Libraries shall operate under the supervision of library faculty during all open hours.

The District supports the American Library Association's Bill of Rights that affirms both library users' right to read what they choose and the library's responsibility to provide books and materials presenting a variety of points of view. ~~concerning controversial issues~~.

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

Reference: Education Code, Section 78100

EU 11/9/06
El Camino College
Adopted:

Replaces Board Policy #6142

Administrative Procedures 4040   **Library Services**

The following guidelines will be used in implementing the Library Policy.

- **Prioritization**

    1. ~~The first priority is~~ to provide materials that meet direct curricular needs in the courses of study ~~offered at the college, including reference tools needed to facilitate finding and using these materials~~.
    2. ~~In addition, the library will~~ to include standard reference works in the major fields of knowledge, ~~as well as individual holdings in these fields~~.
    3. ~~The library will provide students with materials containing information on topics~~ to provide materials of current interest and concern. ~~including ample materials on all sides of controversial topics~~.
    4. ~~Once these goals have been met,~~ ~~Efforts will be made to provide faculty, staff, and students with outstanding materials not covered by present curricula~~, to provide a well-rounded reading experience.

~~In choosing materials, attention will be given to the varying complexity~~ Materials will be purchased that are appropriate to the diversity of backgrounds/ ~~and~~ skills in the student body; and ~~to providing materials both on~~ ~~subjects of interest to the diverse student population and~~ works written by authors from a wide variety of backgrounds and perspectives.

- **Selection Criteria**
  When selecting materials, the library considers the following:
    1. ~~The~~ R~~eputation of author, publisher, or producer~~
    1. Meeting the needs of the students and faculty
    2. Timeliness ~~or permanence~~
    3. Relevance ~~of subject matter~~
    4. Overall balance of the collection
    5. ~~Literary merit~~
    6. ~~Material on the subject already in the collection~~
    7. ~~Cost~~
    8. ~~Popular demand for the title or for the type of material~~
    9. ~~Materials of interest to diverse student body~~
    10. ~~Level of difficulty of material~~
    11. ~~Favorable review in one or more recognized selection aids.~~

Faculty members are encouraged to recommend titles in their areas of expertise; however librarians have the final responsibility for maintaining a well-balanced materials collection. Limitations will be applied as needed.

- **Donations**
  The same criteria will be utilized when adding donations to the collection as when selecting new titles. If the donor places special conditions on the donation, e.g., the materials *must* be added to the collection, the donation will not be accepted. All donations will be acknowledged by the *College Foundation*.

- **Special Collections**
  Special browsing collections of books, placed in a separate location in the library, will be established only when there is a real and observable benefit to the students. Under no circumstances will a new special collection be established when the books under consideration are already placed together by subject on the shelves under the Library of Congress classification system.

- **Government Publications**
  ~~Because~~ The library is not a designated government depository library**; *therefore,*** government documents will be cataloged and added to the book collection.

  Discarding
  Factors that will be considered when withdrawing materials are the physical condition, the number of duplicate copies, contemporary relevance, and previous usage.

- **Replacements**
  Missing, lost, or damaged materials that are paid for will not necessarily be replaced. ~~are generally *not* reordered when additional copies remain in the collection, the material is obsolete, or the subject matter is adequately covered by other materials.~~

  Controversial Materials.
   Library materials are selected within the framework of the American Library Association's "Freedom to Read Statement" and "The Library Bill of Rights" documents which affirm both library users' right to read what they choose and the library's responsibility to "provide books and materials presenting all points of view concerning the problems and issues of our times."

  The library does not promote particular beliefs, nor is the selection of any item meant to indicate endorsement of that item's viewpoint. The library recognizes that many items are controversial and may offend some users. However, selections are not made on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and serving the interests of the El Camino College community.

Materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued material or other item will be sequestered, except for the purpose of protecting it from injury or theft.

If library materials are questioned, the ~~questions should be directed~~ *concern must be addressed* in writing to the Director of Learning Resources, signed by the person raising the question, and *must* indicate ~~ing~~ specific objections. The Director and the college librarians will ~~then~~ review the matter. ~~When this review has been completed,~~ The Director ~~of Learning Resources shall~~ *will* respond in writing and forward copies of the letters to the Vice President of Academic Affairs. The questioner may accept the review, or present an appeal to the College President and if not satisfied, to the Board of Trustees.

~~Limitations:~~
~~Because of finite materials budgets,~~ The following limitations will be observed:

1. ~~Book titles will be purchased in trade paperback format when available~~
   ~~Currency and availability in print~~
2. ~~Out-of-print material will be purchased only if there is a special need for a specific title and the price is within reasonable boundaries~~
3. ~~Textbooks for courses offered at the college will be purchased only through special funds and will be placed on two-hour reserve~~
4. ~~Materials in unique format, e.g., loose-leaf, will not be purchased unless they contain essential material otherwise unobtainable~~
   ~~Appropriate size, physical format and durability for library use~~
5. ~~Scholarly works intended for faculty research will be obtained through interlibrary loan rather than purchased~~
6. ~~Materials will not be lent on a permanent-loan basis~~
7. ~~Any individual book worth more than three times the cost of an average book will be subject to review.~~

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 with collegial consultation with the Academic Senate, as defined in CCR § 53200.

Reference Education Code Section 76370
Previous Board Policy Number: 5117
Draft as accepted by Ed. Policies Committee 10/19/2006

Administrative Procedure 4070 Audit of Courses

1. In order to allow priority to students taking the course for credit, registration as anauditor will be processed only after the add period for registration has ended.

2. Students wishing to audit a course must receive written permission from theinstructor of the class and the dean of the division. Audit forms will be available beginning the first day of class. Students may receive provisional permission to audit from the instructor, and may be allowed to attend class during the add period. . The instructor will retain a copy of the audit form, and when the audit fee is paid, the instructor will receive a copy indicating that the student has registered as an auditor.

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. Audit fees 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
Draft approved by Ed. Policies Committee 12/14/06

Proposed changes to ECC Academic Senate Constitution
Restructuring resulting from Partnership with Compton – Mar. 20, 2007

ARTICLE I Name and Definitions

Section 2.   Definitions

The term "faculty" shall mean all personnel defined in the El Camino College Federation of Teachers Agreement and Compton Community College District Federation of Teachers Agreement

The term "division senator" is the individual who is elected by the full-time faculty of a division or educational center to represent such unit.

The term "educational center" shall mean a formally recognized El Camino College educational center as defined in Title 5.

The term "faculty council" shall mean a standing committee of the Senate located at each educational center. This Committee will represent the needs and concerns of faculty at its educational center and will select its membership in accordance with locally developed bylaws that shall be approved by the Senate.

ARTICLE III Senate Membership

Section 1.   Senators

The composition of the Senate shall be one senator for each twelve Full-Time Equivalent Faculty (FTEF) members per division to be elected by full-time faculty. Each division shall have at least two senators. Adjunct faculty shall have two members-at-large from the Main Campus and one from each educational center on the Senate to be elected by the adjunct faculty.

Divisions and educational centers having FTEF shall be entitled to senate members on the following basis:

1 through 24	-	two	(2)	members
25 through 36	-	three	(3)	members
37 through 48	-	four	(4)	members
49 or more	-	five	(5)	members

The division or educational center represented may exercise recall of a full-time senator at any time. See Bylaws Article III.

ARTICLE IV Officers

Section 1. Officers. The Senate shall elect from among its members:
- President;
- President-Elect, who may also hold another senate office, until beginning his or her term as president;
- Vice Presidents: Vice President of Educational Policies, Vice President of Legislative Action, Vice President of Finance and Special Projects, Vice President of Faculty Development, and Vice President of Educational Centers (a chair of an educational center faculty council);
- Secretary:
- Other Officers, as deemed necessary.

Section 4. Duties of Officers and Other.
It shall be the duty of each officer to uphold the academic and professional matters as delineated in Title 5 of *The California Code of Regulations*.

4.1 Senate President: The president shall preside over meetings of the Senate, as outlined in Robert's Rules of Order; chair the Executive Committee; represent the Senate to the administration, the Board of Trustees, and the State Academic Senate for the California Community Colleges (ASCCC); **appoint representatives to educational center Faculty Councils;** and appoint a parliamentarian, newsletter editor and sergeant-at-arms, as deemed necessary.

Vice Presidents: The vice presidents shall preside over meetings of their respective standing committees, as outlined in *Robert's Rules*, report to the Senate, interface with the college administration in the appropriate areas, and bring proposals to the Senate for approval by the body.

4.3.1 Vice President of Educational Policies, in coordination with the Vice President of Academic Affairs and the division deans, shall investigate, monitor and propose matters concerning educational policies, such as degree and certificate requirements, grading policies, standards and policies regarding student preparation and success, and the processes for program review and accreditation.

4.3.2 Vice President of Legislative Action shall investigate, monitor and propose matters concerning district and college governance structures as related to faculty roles and disseminate state legislative action matters to the Senate.

4.3.3 Vice President of Finance and Special Projects shall be the Senate's voting member of the Planning and Budget Development Committee (PBC); report on the proposed actions of the PBC; represent the Senate position to the PBC; monitor and propose processes for

institutional planning and budget development; and, handle special projects as assigned by the Senate president.

4.3.4 Vice President of Faculty Development, in coordination with the Vice President of Academic Affairs, shall investigate, monitor and propose policies for faculty professional development activities, and present proposals for use of faculty development funds to the Senate.

4.3.5 Vice President of Educational Centers, in coordination with the Senate President, shall serve as President of an educational center's Faculty Council, which will be a committee of the full Senate and communicate the needs and concerns of faculty at said Center to the full Senate.

Section 1. Committees

1.1 Standing Committees: The following committees are deemed to be long-term in nature and dealing with substantive issues. (See Article IV Section 1.3)

a. College Curriculum
b. Educational Policies
c. Faculty Development
d. Finance and Special Projects (to represent the Senate as a voting delegate on the Planning and Budget Committee) [PBC]
e. Legislative Action
f. Educational Center Faculty Council

ARTICLE VI - Executive Committee

Section 1. Voting Members: president, vice-presidents and secretary.

Ex-Officio Members: past president, president-elect, newsletter editor and parliamentarian, and others, as appointed.

Section 2. Powers: The Executive Committee may make agreements with the District on non-policy issues provided these agreements are approved by a majority of the Executive Committee. Agreements on policy issues (as listed in Article II, Section 1) require a majority vote of the Senate.

Section Name	Course Title	Section Cap	Active Student Count	Status	Start Date	End Date	Inst Meth	Days	Start Time	End time	Bldg Room	Faculty Last Name
ACR-31-7119	HVAC Electronics	26	11	Open	4/16/07	6/6/07	LEC	M	06:00PM	09:10PM	SHOP 200	Dozier
					4/16/07	6/6/07	LAB	W	06:00PM	09:10PM	SHOP 202A	
ANTH-1-2007	Intro to Physical Anthropology	45	25	Open	4/16/07	6/6/07	LEC	MW	08:00AM	11:10AM	ARTB 305	Staff - BSSC
AS-22AB-4031	Vocab Bldg College Studnt	40	11	Open	4/16/07	6/6/07	LEC	MW	04:00PM	06:05PM	MBBM 133	Blaho
AS-23AB-4034	Spelling Techniques	40	36	Open	4/16/07	6/6/07	LEC	MW	10:15AM	12:20PM	NATS 12	Duncan
AS-25AB-4042	Think Skills Coll Courses	40	36	Open	4/17/07	6/7/07	LEC	TTH	10:30AM	12:35PM	NATS 12	Van Enoo
AS-30AB-4051	Test-Taking Strategies	40	29	Open	4/16/07	6/6/07	LEC	MW	11:00AM	01:05PM	SSVC 207	Shannon
AS-30AB-4052	Test-Taking Strategies	40	26	Open	4/16/07	6/6/07	LEC	MW	12:30PM	02:35PM	NATS 12	Van Enoo
AS-33AB-4068	Memory Techniques	40	31	Open	4/16/07	6/6/07	LEC	MW	08:00AM	10:05AM	NATS 12	Duncan
AS-35AB-4073	Listen/Notetaking Strat	40	39	Open	4/17/07	6/7/07	LEC	TTH	08:00AM	10:05AM	NATS 12	Van Enoo
AS-40AB-4092	Math Anxiety Workshop	35	19	Open	4/16/07	6/6/07	LEC	MW	11:00AM	01:05PM	SOCS 209	Murchison
BUS-52B-3246	Microsoft Word Appl II	34	22	Open	4/17/07	6/7/07	LEC	TTH	06:00PM	07:01PM	BUSI 9	Stauber
					4/17/07	6/7/07	LAB	TTH	07:01PM	09:06PM	BUSI 9	
BUS-5C-3099	Indivdl Inc Tax Micrcmptr	22	12	Open	4/19/07	6/7/07	LEC	TH	05:00PM	06:01PM	BUSI 10	Maler
					4/19/07	6/7/07	LAB	TH	06:01PM	08:06PM	BUSI 10	
BUS-60A-3264	Microcomputer Keyboarding	35	22	Open	4/20/07	6/8/07	LEC	F	09:00AM	10:01AM	BUSI 11	Jones
					4/20/07	6/8/07	LAB	TBA	TBA		BUSI 11	
BUS-60A-3266	Microcomputer Keyboarding	35	6	Open	4/18/07	6/8/07	LEC	W	10:00AM	11:01AM	BUSI 11	Jones
					4/18/07	6/8/07	LAB	TBA	TBA		BUSI 11	
BUS-60A-3274	Microcomputer Keyboarding	35	12	Open	4/18/07	6/8/07	LEC	W	06:00PM	07:01PM	BUSI 11	Nevin
					4/18/07	6/8/07	LAB	TBA	TBA		BUSI 11	
BUS-60B-4988	Microcomptr Document Proc	35	4	Open	4/14/07	6/8/07	ONLEC	TBA	TBA		ONLI ONLI	Maschler
BUS-60C-4989	Micrcmptr Docmnt Formting	34	0	Open	4/14/07	6/8/07	ONLEC	TBA	TBA		ONLI ONLI	Maschler
					4/14/07	6/8/07	ONLAB	TBA	TBA		TBA TBA	
CADD-31ABCD-7331	Orientation to CATIA	24	13	Open	4/16/07	6/6/07	LEC	MW	06:00PM	07:01PM	TECH 204	Glenn
					4/16/07	6/6/07	LAB	MW	07:15PM	10:25PM	TECH 204	
CADD-32ABCD-7333	Product Modeling with CATIA	22	9	Open	4/14/07	6/2/07	LEC	S	08:00AM	10:05AM	TECH 204	Glenn
					4/14/07	6/2/07	LAB	S	10:10AM	12:15PM	TECH 204	
					4/14/07	6/2/07	LAB	S	12:45PM	05:00PM	TECH 204	

Section Name	Course Title	Section Cap	Active Student Count	Status	Start Date	End Date	Inst Meth	Days	Start Time	End time	Bldg Room	Faculty Last Name
CADD-37ABCD-7338	Advanced Catia Functions	22	11	Open	4/17/07	6/7/07	LEC	TTH	06:00PM	07:01PM	TECH 204	Glenn
					4/17/07	6/7/07	LAB	TTH	07:15PM	10:25PM	TECH 204	
CDEV-12-2132	Teachng Young Chldrn-Multicult	50	38	Open	4/14/07	6/2/07	LEC	S	09:00AM	04:30PM	ARTB 317	Montgomery
CH-1-8078	Persnl/Communty Health Issues	45	12	Open	4/14/07	6/8/07	LEC	MW	07:00PM	10:10PM	PE 228	Lofgren
CIS-141-3594	Networking Microcmptrs Cisco 2	44	13	Open	4/17/07	6/7/07	LEC	TTH	05:45PM	07:50PM	BUSI 7	Miller
					4/17/07	6/7/07	LAB	TTH	08:00PM	10:05PM	BUSI 8	
CIS-3-3405	Intro Microcmptr/Software	44	14	Open	4/19/07	6/7/07	LEC	TH	09:00AM	10:01AM	ADM 209	Daniels
					4/19/07	6/7/07	LAB	TH	10:15AM	12:20PM	BUSI 8	
CIS-3-3422	Intro Microcmptr/Software	44	9	Open	4/19/07	6/7/07	LEC	TH	03:30PM	04:31PM	MUSI 205	Aoto
					4/19/07	6/7/07	LAB	TH	04:45PM	06:50PM	ARTB 322	
COSM-2ABCD-7403	Adv Cosmetology Procedures	40	39	Open	4/16/07	6/8/07	LEC	MTWTHF	08:00AM	09:10AM	TECH 257	Gebert
					4/16/07	6/8/07	LAB	MTWTHF	09:20AM	12:30PM	TECH 152	
					4/16/07	6/8/07	LAB	MTWTHF	01:15PM	04:25PM	TECH 152	
DANC-1-5265	Dance Appreciation	45	40	Open	4/17/07	6/7/07	LEC	TTH	01:00PM	04:10PM	PE 229	Millsap
EDUC-101-2246	Intro to Teaching and Learning	50	39	Open	4/19/07	6/7/07	LEC	TH	07:00PM	09:10PM	ARTB 307	Perlstein
ENGL-1A-6357	Reading and Composition	30	13	Open	4/16/07	6/6/07	LEC	MW	01:00PM	05:15PM	MBBM 109	Bauman
ENGL-1C-6531	Critical Thinking/Comp	30	5	Open	4/17/07	6/7/07	LEC	TTH	01:00PM	04:10PM	COMM 302	Antler
FASH-4AB-7527	Computer Fashion Illustration	26	12	Open	4/17/07	6/7/07	LEC	MW	05:30PM	06:00PM	COMM 203	Owens
					4/17/07	6/7/07	LAB	MW	06:30PM	07:55PM	COMM 203	
HDEV-5-2416	Career Planning	30	10	Open	4/16/07	6/6/07	LEC	MW	01:15PM	02:16PM	SSVC 207	Imai-Bowsfield
HDEV-8-2428	Orientatn College/Ed Planning	30	20	Open	4/16/07	6/6/07	LEC	MW	09:00AM	10:01AM	SOCS 110	Casas
HDEV-8-2442	Orientatn College/Ed Planning	30	12	Open	4/17/07	6/7/07	LEC	TTH	02:00PM	03:01PM	SOCS 207	Nunez-Mason
HDEV-8-2446	Orientatn College/Ed Planning	30	11	Open	4/17/07	6/7/07	LEC	TTH	02:30PM	03:31PM	SSVC 207	Gropp
HDEV-8-2450	Orientatn College/Ed Planning	30	8	Open	4/17/07	6/5/07	LEC	T	04:00PM	06:10PM	SSVC 207	Romero
HDEV-8-2452	Orientatn College/Ed Planning	30	14	Open	4/17/07	6/5/07	LEC	T	06:00PM	08:10PM	SOCS 111	Lakatos
HDEV-8-2456	Orientatn College/Ed Planning	30	11	Open	4/18/07	6/6/07	LEC	W	06:00PM	08:10PM	SSVC 207	Romero
LIBR-10-4964	Libr Rsrch Using Internet	30	8	Open	4/18/07	6/6/07	LEC	W	01:00PM	03:05PM	LIB BSMT	Striepe
MATH-10A-9120	Basic Arithmetic Skills Part I	35	11	Open	4/16/07	6/8/07	LEC	MWF	07:15AM	08:30AM	MBBM 116	Ferrell
MATH-10A-9122	Basic Arithmetic Skills Part I	35	20	Open	4/16/07	6/6/07	LEC	MW	08:30AM	10:35AM	MCS 213	Wozniak

Section Name	Course Title	Section Cap	Active Student Count	Status	Start Date	End Date	Inst Meth	Days	Start Time	End time	Bldg Room	Faculty Last Name
MATH-10A-9124	Basic Arithmetic Skills Part I	35	10	Open	4/14/07	6/2/07	LEC	S	09:00AM	01:15PM	MCS 213	Avila
MATH-10A-9128	Basic Arithmetic Skills Part I	35	21	Open	4/16/07	6/8/07	LEC	MWF	11:00AM	12:15PM	MBBM 138	Owens
MATH-10A-9130	Basic Arithmetic Skills Part I	35	25	Open	4/17/07	6/7/07	LEC	TTH	02:00PM	04:05PM	MCS 206	Scott
MATH-10A-9132	Basic Arithmetic Skills Part I	35	10	Open	4/16/07	6/6/07	LEC	MW	02:15PM	04:20PM	ADM 207	Lopez
MATH-10A-9136	Basic Arithmetic Skills Part I	35	8	Open	4/16/07	6/6/07	LEC	MW	05:45PM	07:50PM	MCS 209	Caldwell
MATH-10A-9140	Basic Arithmetic Skills Part I	35	25	Open	4/17/07	6/7/07	LEC	TTH	06:00PM	08:05PM	MBBM 115	Broderick
MATH-10B-9170	Basic Arithmetc Skills Part II	35	16	Open	4/16/07	6/8/07	LEC	MWF	07:00AM	08:15AM	MCS 213	Bateman
MATH-10B-9180	Basic Arithmetc Skills Part II	24	6	Open	4/14/07	6/2/07	LEC	S	08:30AM	12:45PM	INGC INGC	Hamza
MATH-10B-9182	Basic Arithmetc Skills Part II	35	29	Open	4/14/07	6/2/07	LEC	S	09:00AM	01:15PM	MCS 204	Baca
MATH-10B-9190	Basic Arithmetc Skills Part II	35	26	Open	4/16/07	6/8/07	LEC	MWF	10:45AM	12:00PM	MCS 213	Wang
MATH-10B-9194	Basic Arithmetc Skills Part II	35	30	Open	4/16/07	6/6/07	LEC	MW	12:15PM	02:20PM	MBBM 116	McDonnell
MATH-10B-9196	Basic Arithmetc Skills Part II	35	25	Open	4/16/07	6/8/07	LEC	MWF	12:30PM	01:45PM	MCS 213	Flaten
MATH-10B-9200	Basic Arithmetc Skills Part II	35	17	Open	4/16/07	6/6/07	LEC	MW	02:30PM	04:35PM	MBBM 116	Wong
MATH-10B-9202	Basic Arithmetc Skills Part II	35	11	Open	4/16/07	6/6/07	LEC	MW	02:30PM	04:35PM	MCS 204	Woo
MATH-10B-9204	Basic Arithmetc Skills Part II	35	15	Open	4/17/07	6/7/07	LEC	TTH	03:00PM	05:05PM	MCS 210	Reeve
MATH-10B-9206	Basic Arithmetc Skills Part II	35	14	Open	4/16/07	6/6/07	LEC	MW	04:30PM	06:35PM	MCS 213	Meyer
MATH-10B-9210	Basic Arithmetc Skills Part II	35	14	Open	4/17/07	6/7/07	LEC	TTH	04:30PM	06:35PM	MCS 213	Gill
MATH-10B-9212	Basic Arithmetc Skills Part II	35	10	Open	4/20/07	6/8/07	LEC	F	04:30PM	08:45PM	MCS 213	Avila
MATH-10B-9214	Basic Arithmetc Skills Part II	35	10	Open	4/17/07	6/7/07	LEC	TTH	06:45PM	08:50PM	MCS 213	Sims
MATH-10B-9216	Basic Arithmetc Skills Part II	35	16	Open	4/16/07	6/6/07	LEC	MW	08:00PM	10:05PM	MCS 209	Caldwell
MATH-25-9304	Pre-Algebra Review	35	33	Open	4/17/07	6/7/07	LEC	TTH	02:00PM	04:05PM	MCS 4	Sibner
MATH-25-9306	Pre-Algebra Review	35	22	Open	4/17/07	6/7/07	LEC	TTH	06:30PM	08:35PM	MBBM 116	Yang
MTT-47ABCD-7689	NIMS Level I Credential Prep	26	3	Open	4/14/07	6/2/07	LAB	S	09:00AM	03:30PM	MCS 1A	Hofmann
MUSI-11-5426	Music Appreciation-Survey	45	40	Open	4/17/07	6/7/07	LEC	TTH	02:00PM	05:10PM	MUSI 125	Lisek
NURS-152-8887	Intro to Nursing Pharmacology	36	22	Open	4/18/07	6/6/07	LEC	W	05:00PM	07:05PM	CLIN CLIN	Walchko
NURS-152-8918	Intro to Nursing Pharmacology	48	10	Open	4/16/07	6/4/07	LEC	M	06:00PM	08:10PM	TECH 101N	Wise
NURS-152-8924	Intro to Nursing Pharmacology	48	29	Open	4/17/07	6/8/07	LEC	M	05:00PM	07:05PM	CLIN CLIN	Paz
NURS-153-8890	Intermediate Nursing Process I	12	7	Open	4/16/07	6/7/07	LEC	M	07:30AM	11:45AM	TECH 209	Morgan
					4/16/07	6/7/07	LAB	WTH	07:00AM	03:15PM	CLIN CLIN	

Section Name	Course Title	Section Cap	Active Student Count	Status	Start Date	End Date	Inst Meth	Days	Start Time	End time	Bldg Room	Faculty Last Name
NURS-153-8891	Intermediate Nursing Process I	12	4	Open	4/16/07	6/7/07	LEC	M	07:30AM	11:45AM	TECH 209	Morgan
					4/16/07	6/7/07	LAB	TW	07:00AM	03:15PM	CLIN CLIN	
NURS-153-8892	Intermediate Nursing Process I	12	10	Open	4/16/07	6/6/07	LEC	M	07:30AM	11:45AM	TECH 209	Morgan
					4/16/07	6/6/07	LAB	TW	07:00AM	03:15PM	CLIN CLIN	
NURS-154-8940	Intrmed Nursng Proc/Mentl Hlth	12	9	Open	4/17/07	6/7/07	LEC	T	07:30AM	11:45AM	TECH 101N	Zareski
					4/17/07	6/7/07	LAB	WTH	07:00AM	01:30PM	CLIN CLIN	
NURS-155-8961	Health Assessment	12	4	Open	4/16/07	6/8/07	LEC	M	04:30PM	05:31PM	TECH 101P	Baily
					4/16/07	6/8/07	LAB	F	03:00PM	06:10PM	TECH 101L	
NURS-155-8963	Health Assessment	12	9	Open	4/18/07	6/7/07	LEC	T	03:00PM	04:05PM	CLIN CLIN	Walchko
					4/18/07	6/7/07	LAB	T	04:10PM	07:30PM	CLIN CLIN	
NURS-155-8964	Health Assessment	12	10	Open	4/18/07	6/7/07	LEC	T	03:00PM	04:05PM	CLIN CLIN	Walchko
					4/18/07	6/7/07	LAB	W	02:00PM	05:20PM	CLIN CLIN	
NURS-155-8968	Health Assessment	12	4	Open	4/18/07	6/6/07	LEC	T	03:00PM	04:05PM	TECH 101P	Creary
					4/18/07	6/6/07	LAB	T	04:30PM	07:50PM	TECH 101L	
NURS-155-8969	Health Assessment	12	8	Open	4/18/07	6/6/07	LEC	T	03:00PM	04:00PM	TECH 101P	Creary
					4/18/07	6/6/07	LAB	W	02:00PM	05:20PM	TECH 101L	
NURS-250-8899	Intrmed Nursing Process/Family	12	2	Open	4/17/07	6/8/07	LEC	T	11:00AM	02:10PM	TECH 101P	Mc Ginley
					4/17/07	6/8/07	LEC	W	09:00AM	12:10PM	TECH 101P	
					4/17/07	6/8/07	LAB	TH	07:00AM	03:15PM	CLIN CLIN	
					4/17/07	6/8/07	LAB	F	07:00AM	03:10PM	CLIN CLIN	
NURS-250-8900	Intrmed Nursing Process/Family	12	1	Open	4/17/07	6/8/07	LEC	T	11:00AM	02:10PM	TECH 101P	Mc Ginley
					4/17/07	6/8/07	LEC	W	09:00AM	12:10PM	TECH 101P	
					4/17/07	6/8/07	LAB	TH	07:00AM	03:15PM	CLIN CLIN	
					4/17/07	6/8/07	LAB	F	07:00AM	03:10PM	CLIN CLIN	
NURS-251-8901	Legal/Ethical Consdrtns Nursng	48	26	Open	4/17/07	6/5/07	LEC	T	03:00PM	05:05PM	TECH 101N	Vojkovich
NURS-251-8948	Legal/Ethical Consdrtns Nursng	48	23	Open	4/18/07	6/6/07	LEC	W	03:00PM	05:05PM	CLIN CLIN	Morgan
NURS-253-8928	Intermediate Nursng Process II	12	10	Open	4/16/07	6/8/07	LEC	M	07:00AM	11:15AM	TECH 101P	White-Geller
					4/16/07	6/8/07	LAB	THF	07:00AM	03:15PM	CLIN CLIN	

Section Name	Course Title	Section Cap	Active Student Count	Status	Start Date	End Date	Inst Meth	Days	Start Time	End time	Bldg Room	Faculty Last Name
NURS-253-8939	Intermediate Nursng Process II	12	10	Open	4/16/07	6/8/07	LEC	M	07:00AM	11:15AM	TECH 101P	White-Geller
					4/16/07	6/8/07	LAB	THF	07:00AM	03:15PM	CLIN CLIN	
NURS-48AB-8875	Calculat Drugs/Solutions	30	13	Open	4/17/07	6/5/07	LEC	T	06:00PM	08:05PM	TECH 209	Rosales
PARA-1-3762	Intro to Paralegal Studies	45	20	Open	4/18/07	6/6/07	LEC	W	05:30PM	09:45PM	BUSI 2	Huebel
PE-260-8640	Basc Prncples Fitnss/Wt Contrl	35	4	Open	4/17/07	6/8/07	LEC	TTH	11:00AM	12:01PM	PE 28	Staff - HEAL
PHYS-13-1616	Quant Aspcts Elem Physics	35	7	Open	4/14/07	6/8/07	LEC	M	06:00PM	08:05PM	PHYS 112	Vasquez
					4/14/07	6/8/07	LAB	W	06:00PM	08:05PM	PHYS 112	
POLI-1-2676	Governments US/Calif	45	5	Open	4/16/07	6/6/07	LEC	MW	02:00PM	05:10PM	SOCS 105	Sanchez
THEA-70ABCD-5896	Begin Theatre Production	30	1	Open	4/17/07	6/7/07	LAB	TTH	07:00PM	10:10PM	TH 151	Lauderdale
THEA-72AB-5902	Advanced Thtre Production	30	0	Open	4/17/07	6/7/07	LAB	TTH	07:00PM	10:10PM	TH 151	Lauderdale
THEA-97ABCD-5918	Tech Theatre Production	20	3	Open	4/17/07	6/7/07	LAB	TBA	TBA		TBA TBA	Georges
THEA-98AB-5924	Adv Technical Production	20	1	Open	4/17/07	6/7/07	LAB	TBA	TBA		TBA TBA	Georges

Data Source: Colleague Course Section file 3/12/07

El Camino College District
"Student Employees: Stars of the Campus"
Student Employee of the Year Nomination Form

Name of Nominee _____ Student ID _____

No. of years/months as a student employee _____ Department/Off Campus Location_____

Nominator's name _____ Title_____

Phone_____ E-mail Address_____

Nominator's signature_____ Date_____

Supervisor Instructions

The nomination will be evaluated based on the supervisor's comments. The supervisor's recommendation should include specific examples of performance excellence addressed by the following items:

A) Provide a brief description of the duties of the student's position.

B) Provide your reasons for nominating this student by answering the following questions:

    1. How has this student provided significant improvement in service to the college/company/agency customers?

    2. What imaginative or creative solutions to difficult departmental problems has the student developed?

    3. How has this student shown an active interest and participation in departmental affairs?

    4. What is his/her record of competence or other evidence of sustained efficiency and promotions?

Procedures

➢ Supervisor submits nomination form along with a recommendation letter.

➢ Completed nominations must be mailed or delivered. Faxed and E-mail applications will not be accepted.

➢ Nominations are due **April 20, 2007.**

➢ A selection committee comprised of El Camino College employees, students and administrators will evaluate applications.

Eligibility

➢ Nominee must be an El Camino College student enrolled in at least six (6) units.

➢ Nominee must be in good academic standing with a GPA of 2.0 or better.

➢ Nominee must have worked an average of at least 10 hours per week during the six months prior to the time of nomination.

Recognition

- ➢ All nominees will receive certificates of appreciation.

- ➢ One nominee will receive a scholarship as the El Camino College National Student Employee of the Year.

- ➢ The results will be announced May 17, 2007 at the annual National Student Employment Week Ceremony.

- ➢ A Plaque will be displayed in the Student Activities Office bearing the names of each year's recipient.

Nominations must be **mailed or delivered** to

> STACY HIGA or JULIETA ORTIZ
> Student Services Center Room 215
> El Camino College
> Financial Aid Office
> 16007 Crenshaw Blvd
> Torrance, CA 90506

All nominations must be received no later than *April 20, 2007* and will be acknowledged with a confirmation receipt via e-mail.

For more information, please contact Luis Mancia by telephone at (310) 660-3496 or e-mail at lmancia@elcamino.edu.

Application Tips

- ➢ These applications are judged as much on presentation and accuracy as on content.

- ➢ Please nominate only one student employee per supervisor. The nominee should be the student employee who stands out above the rest.