

**El Camino College**  
**2006-2007 ACADEMIC SENATE**  
**OFFICERS & EXECUTIVE COMMITTEE – Mar. 6, 2007**

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

**Senate Mailing List**

**Behavioral & Social Sciences – Miranda 3735**

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

**Business – Rapp 3442**

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

**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 –** 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/](http://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.<sup>1</sup>

**El Camino College  
ACADEMIC SENATE  
AGENDA - revised**

Mar. 6, 2007

<b>1. <u>CALL TO ORDER</u></b>		12:30
<b>2. <u>APPROVAL OF MINUTES: Dec. 2, 2006</u></b>		
<b>3. <u>PRESIDENT'S REPORT AND/OR ANNOUNCEMENTS</u></b> <ul style="list-style-type: none"> <li>• Program Review update</li> <li>• Spring Enrollment Report</li> <li>• Enrollment Management Workshop</li> <li>• Facilities</li> </ul>		
<b>4. <u>VICE PRESIDENTS' &amp; OTHER REPORTS</u></b> <ul style="list-style-type: none"> <li>a. <b>EDUCATIONAL POLICIES (Evelyn Uyemura)</b></li> <li>b. <b>FACULTY DEVELOPMENT (Lisa Raufman)</b></li> <li>c. <b>FINANCE &amp; SPECIAL PROJECTS/IBC (Lance Widman)</b></li> <li>d. <b>DEANS' COUNCIL REPORT (Lance Widman)</b></li> <li>e. <b>LEGISLATIVE ACTION (Pete Marcoux)</b></li> <li>f. <b>CURRICULUM (Janet Young)</b></li> <li>g. <b>CEC Faculty Council (Saul Panski)</b></li> <li>h. <b>STUDENT LEARNING OUTCOMES (Lars Kjeseth, Jenny Simon)</b></li> <li>i. <b>CALENDAR COMMITTEE (Lyman Hong)</b></li> <li>j. <b>ACADEMIC TECHNOLOGY COMMITTEE (Pete Marcoux, Michael Wynne)</b></li> <li>k. <b>ACCREDITATION (Arvid Spor, Linda Arroyo)</b></li> <li>l. <b>ENROLLMENT MANAGEMENT (Vice Presidents)</b></li> </ul>		
<b>5. <u>UNFINISHED BUSINESS</u></b> <ul style="list-style-type: none"> <li>• Board Policy 4070 – Audit of Courses</li> <li>• ECC SLO Core Competencies – second reading</li> <li>• Discussion – Constitution change re change in structure to reflect ECC – CEC partnership</li> </ul>		
<b>6. <u>NEW BUSINESS</u></b> <ul style="list-style-type: none"> <li>•</li> </ul>		
<b>7. <u>ITEMS FROM PREVIOUS MEETINGS</u></b> <ul style="list-style-type: none"> <li>•</li> </ul>		
<b>8. ANNOUNCEMENTS</b>		
<b>9. GENERAL DISCUSSION – Topics not on agenda</b>		
<b>10. ADJOURN</b>		2:00

**El Camino College  
ACADEMIC SENATE**

**Meeting Packet Table of Contents**

Mar. 6, 2007

<b>Agenda, Meeting Dates, Committee List, Etc.</b>	
<b>A. Minutes</b>	
Academic Senate –	5
Calendar Committee –	
College Council –	11
Compton Faculty Council –	13
Council of Deans/Enrollment Management –	17
Curriculum Committee –	
Academic Technology Committee –	
Facilities Steering Committee –	
Faculty Development Committee –	24
Insurance Benefits Committee	
PBC –	28
<b>B. Motions/Resolutions for Consideration</b>	
Board Policy 4070 – Audit of Courses	31
SLO Core Competencies	32
Pertinent Passages from AS Constitution re Compton	33
<b>C. Items from Previous Meetings</b>	
Resolution on Music Library as passed Dec. 06	38
Resolutions on Faculty Reassignment / Program Reduction as passed last meeting	39
<b>D. Letters, Memos and Other Information</b>	
AA Program Review Schedule	40
Ballot for Constitutional Amendment	42
Final Spring Enrollment Report	44

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

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

# ACADEMIC SENATE MINUTES

February 20, 2007

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

## Behavioral & Social Sciences

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

## Business

Halamka, Dagmar  
Miller, Tim  
Thompson, Jacquie X

## Counseling

Beley, Kate X  
Gaines, Ken  
Raufman, Lisa X

## Fine Arts

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

## Health Sciences & Athletics

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

## Humanities

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

## Industry & Technology

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

## Learning Resources Unit

Dever, Susan X  
Striepe, Claudia X

## Mathematical Sciences

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

## Natural Sciences

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

## Adjunct Faculty

Almos, Carolyn  
Robertson, Gary X

Ex Officio Attendees: Janet Young, Francisco Arce, John Baker

Guests: Ann Collette, Saul Panski, Carol Sandvik, Darwin Smith, Lars Kjeseth, Jenny Simon

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. There have been several staffing changes, mostly among deans.
2. Faculty minimum qualifications are due to SD soon.
3. Two policies from the Educational Policies committee will be ready for the next meeting
4. \$100,000 in one-time funds is being spent on faculty development. See page 32.
5. Senate officer elections are coming this semester.

6. Ann Collette is retiring at the end of the semester.
7. Core competencies (i.e. campus-wide SLOs) were distributed and will come to senate for ratification.
8. Senate's constitution will need to change to incorporate Compton. CEC will get 5 senators if the current draft is enacted.
9. An emergency motion passed related to senate's participation in the faculty reductions at Compton and the effect on Compton's curriculum.
10. The senate's executive council created a list of agenda items for the semester, including 4 high-priority items.

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

1. Potential agenda addition: potential endorsement of Mike Botello for Board of Governors.
2. Transitions – Ian Haslam (Dean of Health Sciences & Athletics) and Kristi Blackburn (Dean of Fine Arts), have resigned from El Camino College. Haslam was replaced by interim dean Neil MacCallen, while Blackburn is being replaced in-house temporarily. Ron Way (Dean of Industry and Technology) will retire at the end of the semester. Kathy Townsend (director of nursing) may soon retire also. We have a new Vice President of Student Services, Jeanie Nishine. Dipte Patel is now the permanent director of the Special Resource Center. We have a lot of vacancies both here and at Compton.
3. ECC has begun a review of minimum qualifications for being hired as a full-time faculty. Compton has adopted the state minimum; ECC has a few extra and/or different requirements for some areas. *Make sure your division has sent any suggested revisions to SD as soon as possible.* This should be finished in March.

#### Minutes – no action was taken during the meeting

#### Educational Policies Report – Evelyn Uyemura

Two board policies will be ready for senate at the next meeting: audits and library policy. Discussions about Board Policy 2510, regarding participation in governance, is at a standstill. On the agenda for the next meeting: dismissal policy and probation.

#### Faculty Development – Lisa Raufman

Page 32 contains a draft of a budget for Professional Development at ECC. There is a one-time source of \$100,000 to use this year, and these funds will be primarily allocated for conference attendance. Note on page 33, item 7, that we are planning a local version of the Great Teacher's Seminar. Everything you see is still in draft. Compton also received similar funding.

The senate's VP of Faculty Development will need to be filled next year.

#### Finance and Special Projects – Lance Widman

##### *PBC*

Minutes appear on page 37 which primarily deal with the state budget. The state budget is quite supportive of community colleges. Page 41-42 contain PBC's recommendations for \$1 million for this academic year (from a total pot of \$2.5 million, \$1 million of which was previous allocated by the president). The recommendations focused on student retention. The \$1 million in funds are one-time only. PBC expects the balance (approximately \$500,000) will be devoted

to Program Review. On page 43-45 are a draft version of the PBC minutes of the October 19 meeting. This meeting dealt with a resolution passed by senate expressing disappointment in this year's handling of the budget. However, when the minutes were officially approved, that discussion and the motion itself were expunged from the minutes. The Board of Trustees has seen (because it was also passed by senate) but not responded to this resolution. It was noted that law only requires the Board to respond if the Board disagrees with the motion.

#### *Deans Council*

The council is focusing on enrollment management, specifically almost entirely about recruitment. Retention and success are rarely mentioned in these discussions. SD noted that in most of the Enrollment Management meetings, the focus has been on the mechanics of getting students through. The people in the meetings feel that success and retention are supposed to be a faculty-driven process.

Elaine Cannon noted that the effect of financial aid and its dispersal is related to student retention and success.

#### Legislative Action – Pete Marcoux

A state daily report website has a link with a list with all of the relevant-to-us bills in the state legislature, including a few interesting ones about athletics, fees, student conduct. This will be

Accreditation is on our plates for the next year or so. We need faculty participation in this process. Similarly, faculty are needed for SLOs.

Elections for academic senate officers, excluding president, will be near the end of this semester.

#### Curriculum Committee – Janet Young

At the end of this semester, Ann Collette, who has served ECC for over 30 years, will be retiring. Good luck and may fortune be with you, Ann!

There are 6 curriculum meetings scheduled this semester, and the committee will focus on course review for courses that haven't been reviewed in 10+ years. The committee is also working on revising the distance education approval process. Currently this process goes through the Distance Education Advisory Council, which is an additional step. The committee is also focusing on getting the electronic course outline system functional.

#### Compton Center report – Saul Panski

Report deferred to new business.

#### Student Learning Outcomes – Lars Kjeseth & Jenny Simon

Report deferred.

#### Calendar Committee – Lyman Hong

No report. One thing that occurred this year is this semester began on a Saturday, which was followed by a holiday, and then two days where computers were down to print class rosters.

Academic Technology Committee – Pete Marcoux, Michael Wynne

John Wagstaff announced during a committee meeting that software has been budgeted \$900,000, although this may not include academic software.

Distance Education has begun to switch to Etudes (from Blackboard), and the transition has been problematic. It could be a powerful tool when the bugs are worked out.

ECC is focusing on enrollment management, but staff shortages are severely affecting certain areas, such as distance education (which is run largely by one person: Howard Story).

Accreditation – Arvid Spor & Susan Dever

Accreditation is moving forward. There has been some attrition on some committees, in particular, the instructional program standard IIa. We need more involvement on this particular subcommittee. See the email Evelyn sent out this morning (February 20).

Enrollment Management – Francisco Arce & John Baker

No report.

New Business

*Student Learning Outcomes* – Lars Kjeseth & Jenny Simon

The first two pages (51-52) of the report on SLOs, contain a good summary. Towards the end of the report are a few good examples of course level SLOs. *Please thank your divisions for the work done to date, including on flex day.* Much progress was made on Spring flex day.

Handed out: the list of core competencies, which also appear on page 50 and again on page 64 in the packet. The core competencies are basically a set of “folders” into which program-related and course-level SLOs will be sorted.

The SLO committee will ask senate to ratify the core competencies at a future meeting.

It was noted that there is no conflict with the core competencies and ECC’s mission & vision statements, although the core competencies were not developed in parallel. It was also noted that the college mission & vision statements may soon be revised.

The department and division level SLOs were developed by both ECC & Compton faculty. There is only one set of courses and one set of SLOs for the two institutions.

*Academic Senate’s Constitution*

The Compton Education Center needs to be incorporated into the ECC academic senate, and this requires revising the constitution. This revision needs to be done soon.

The ECC folks have been very supportive of the language that was drafted to revise the academic senate constitution. The gist is that the Compton center would count as a “division” in terms of senate representation. That would entitle them to 5 senators.



### *Compton resolution*

A motion was handed out regarding “Consultation with Academic Senate to ensure provision of comprehensive educational programs at a formally designated center.”

According to AB318, Compton would continue to offer a comprehensive educational curriculum. However, low enrollment may cause elimination of faculty and possibly specific programs. The motion asks that the ECC senate be consulted before such decisions are made. Saul Panski asked that the motion be treated as an emergency.

There is a suspicion that faculty (and/or program) reductions are being done for financial reasons, but nothing has been indicated in public that suggests Compton is in financial trouble, such as using much of the \$30 million loan permitted by the state.

The emergency motion was made by Doug Marston & Pete Marcoux. The emergency status passed. Then Pete Marcoux & Lisa Raufman moved to approve the motion.

It was noted that this is also relevant to ECC, because processes like these might develop at ECC.

It was also noted that the senate’s role regards effects on curriculum, and that this is a matter related to curriculum.

Several changes were suggested. Replace “consulted” with “integrally involved, as stated in Code 53200, before any decision about any proposed program or faculty reductions at the Center take place, and ...” and “requests” changed to “requires.” Change “offerings” to “programs.” The “resolved” now reads:

Therefore be it resolved that the Academic Senate does hereby require that it be integrally involved, as stated in Title 5, Subchapter 2, Sections 53200-53206, in any proposed program or faculty reductions at the Center, and that it be provided with a plan that will ensure that comprehensive educational programs will continue to be provided on that campus under the auspices of the El Camino College District.

The meat of this issue is that senate be involved in this decision.

The motion passed with one abstention.

### *Upcoming business*

The senate executive council set 4 high priority items for this semester:

1. Senate constitution and structural changes (to incorporate Compton into senate)
2. Accreditation self study, program review, SLOs, and faculty participation
3. Enrollment management
4. Collegial consultation and shared governance

Other tasks include, in no particular order:

1. Elections for senate officers
2. Constitutional changes

3. Board policies (e.g. Ed policies committee outputs)
4. Review of minimum qualifications and equivalencies of faculty
5. Reviewing course pre-reqs, co-reqs.
6. Reviews and recommendations for online grade submission, attendance, etc.
7. Hard copy, printed class rosters vs online class rosters
8. Automatic class waiting list
9. Overlapping class times for courses
10. Increase Friday classes to meet needs and increase enrollment
11. Simplifying priority registration
12. Audit policy

#### Announcements

Fire Technology expects to graduate a woman from its program this year, for the first time in a little while.

ITS may shut down Colleague during the spring recess. These decisions are made primarily to reduce impact on ITS, rather than reducing impact on academic programs and registration.

Meeting was adjourned at 1:55pm.

EL CAMINO COLLEGE  
Office of the President  
Minutes of the College Council Meeting of January 22, 2007

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

1. Board Agenda – Administrative Services – Coca-Cola Contract. There was a concern that the machines were in place before Board approval. There was some political controversy involving this company and if Board members were politically concerned this could have posed a problem.
2. Guidelines for Addressing Disruptive Student Behavior – The final draft was presented by Dr. Baker. These guidelines have the support of ASO, Academic Senate, and the Student Council. Pages one and two of these guidelines will be printed on card stock – and will be made available to faculty. The accompanying forms (A&B) will be used to document these incidents and will be available in each division dean’s office. Harold Tyler will do the initial training on Flex Day. Donna Manno will coordinate additional training in the future.
3. District Vision Statement, Mission Statement, Statement of Philosophy, Statement of Values, Guiding Principles & Strategic Goals for 2004-2007 – It was decided that College Council will want to make revisions. Arvid Spor will provide definitions as to what “vision,” “missions,” and “statements of philosophy” should include and samples of best practices. The Strategic Goals section will be updated by the participants in the upcoming Planning Summit.
4. Build a Sense of Community – There is another Electric Cart Parade scheduled along with staff development opportunities. This semester the Compton Faculty are being invited to join our Flex Day activities. There will be a continental breakfast and then everyone will break out into Division meetings. Student Learning Outcomes will be a major topic. Dr. Dever reported that the Academic Senate will host a social-lunch during the lunch break. There are also many activities that occur in April and May. It was noted that perhaps the campus community is not being made aware of the various activities on campus that do promote a sense on community. Dr. Baker will work with Harold Tyler on identifying these types of activities and getting the information out to the campus community. It was noted that “mandatory” flex training activities do not “build a sense of community.” Some employees had a problem with being notified that the first session of “Why I Like you...” was mandatory. Dr. Marsee will work on changing the wording of that announcement. The fact is that there will be a follow up training on this one and without the first training – it would not make sense. Dr. Marsee will speak with management staff about this.

Agenda for the January 29, 2007 Meeting:

1. Minutes of January 22, 2007
2. Review process of recommendations from other committees. This will be discussed at College Council on January 29, 2007

3. Review District Vision Statement, Mission Statement, Statement of Philosophy, Statement of Values, Guiding Principles & Strategic Goals for 2004-2007
4. El Camino College Committee Listings on Portal
5. College Council Newsletter- Glendale College "*Chaparral*" review – Don Brown will follow up

1. 2006-2007 Goals and Timelines

- a. Define Collegial Consultation and Shared Governance – and communicate to campus community. This was assigned to Dr. Baker with a due date of February 14, 2007.
- b. Resolve how to get information out and responses back to College Council. Discussion is on-going.
- c. Review Procedure 2510 – Collegial Consultation. This was assigned to Dr. Baker with a due date of February 14, 2007.
- d. Review District Vision Statement, Mission Statement, Statement of Philosophy, Statement of Values, Guiding Principles & Strategic Goals for 2004-2007. Dr. Spor will bring this to College Council on December 11, 2006.
- e. Build a sense of community. This will be discussed by College Council on January 22, 2007.
- f. Review process of recommendations from other committees. This will be discussed at College Council on January 29, 2007

2. El Camino College Committee Listings – on Portal

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

**BEFORE THE SPECIAL TRUSTEE OF THE  
COMPTON COMMUNITY COLLEGE DISTRICT  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

**RESOLUTION NO. 06/07-022707C  
REDUCTION OR DISCONTINUANCE OF PARTICULAR KINDS OF SERVICE**

**WHEREAS**, On June 30, 2006, Governor Schwarzenegger signed, as urgency legislation, Assembly Bill 318 (“AB 318,” Chapter 50, Statutes of 2006) in order to address the Compton Community College District’s (“Compton CCD”) loss of accreditation, assure the ability of students in the Compton CCD to obtain their education from an accredited institution, and to continue to address the Compton CCD’s financial difficulties; and

**WHEREAS**, pursuant to “AB 318” the Legislature vested the Chancellor of the California Community Colleges with the authority to extend the suspension of the authority of the District’s governing board. Education Code section 71093(d) provides that “the chancellor is authorized to assume, and delegate to the special trustee, those powers and duties of the Board of Trustees of the Compton Community College District that the chancellor determines are necessary for the management” of the District. This section further provides that “[t]he Board of Trustees may not exercise any of the powers or duties assumed by the chancellor;” and

**WHEREAS**, pursuant to Resolution 2006-01 the Board of Governors of the California Community Colleges acted in a similar manner, authorizing the Chancellor “to delegate to the Special Trustee all of the rights, duties, and powers . . . of the governing board of Compton” Community College District; and

**WHEREAS**, the Chancellor exercised his authority in Executive Order No. 2006-01: “The Chancellor continues the suspension of the authority of the Board of Trustees of Compton.” The Chancellor then appointed a Special Trustee, and authorized him to assume the rights, duties and powers of the Board of Trustees of Compton suspended pursuant to the Executive Order to the full extent necessary to manage Compton; and

**WHEREAS**, accreditation is a means for ensuring academic quality and accountability for the colleges in the California Community College system. Additionally, students of the California Community Colleges must attend an accredited community college in order to participate in federal financial assistance programs. The loss of accreditation presents a severe burden for the students of the District and the communities served by the District (“AB 318,” Chapter 50, Statutes of 2006, Section 1); and

**WHEREAS**, the Legislature has determined that it is necessary to provide continuing educational opportunities for the residents of the Compton Community College District (Chapter 50, Statutes of 2006, Section 1(f)); and

**WHEREAS**, pursuant to “AB 318” and Education Code Section 74292, the Special Trustee on behalf of the Compton Community College District has entered into a Memorandum of Understanding with the El Camino Community College District, pursuant to which the El Camino Community College District provides an accredited educational program at Compton College; and

**WHEREAS**, Compton College is now an educational center of the El Camino Community College District for purposes of providing accredited instruction; and

**WHEREAS**, despite the loss of accreditation and the provision of academic services by the El Camino Community College District, the District remains the employer of the academic employees providing educational services at the El Camino College Compton Center pursuant to Education Code Section 74293(a)(1); and

**WHEREAS**, employees of the Compton Community College District providing services pursuant to the Memorandum of Understanding with the El Camino Community College District must meet not only the minimum qualifications established by the Board of Governors of the California Community Colleges but also such other job-related qualifications for service that are established by the El Camino Community College District as the partner district, as required by Education Code Section 74293(a)(1); and

**WHEREAS**, pursuant to Education Code Section 87743, it is the opinion of the Special Trustee that it has become necessary to reduce or discontinue particular kinds of services now being performed by Compton Community College District employees; and

**WHEREAS**, this Special Trustee does not desire to reduce the services of full-time academic employees based upon a reduction of average daily attendance during the past two years; and

**WHEREAS**, various faculty members who have performed service in the particular kinds of service identified for reduction or discontinuance in this Resolution in years prior to 2006-2007, but who have provided no service in these particular kinds of service during the current academic year (referred to below as “unassigned faculty”), claim entitlement to at least probationary status; and

**WHEREAS**, these faculty may claim the right to be assigned up to full-time in these services for the 2007-2008 academic year; and

**WHEREAS**, the District disputes this assertion and believes that these faculty should be classified as temporary and not entitled to participate in this layoff process; and

**WHEREAS**, if these employees are entitled to probationary or permanent status and to an assignment in the services identified below, the District will be over-staffed in these services; and

**WHEREAS**, these employees are identified for layoff as a precaution in order to avoid overstaffing for the 2007-2008 academic year; and

**WHEREAS**, for the reasons set forth above it is the opinion of the Special Trustee that the following particular kinds of service be reduced or discontinued for the 2007-2008 school year:

1. Discontinue Architecture and Computer Aided Drafting and Design (CADD) Instructional Services - 1.0 FTE
2. Reduce Auto Technology Instructional Services - 1.0 FTE

3. Reduce Child Development Instructional Program Services (including 7.0 FTE unassigned faculty) - 9.0 FTE
4. Reduce Dance Instructional Services- 1.0 FTE
5. Discontinue Digital Art/Digital Photography Instructional Services - 1.0 FTE
6. Discontinue Disabled Student Program and Services Specialist - .37 FTE
7. Reduce Learning Resource Center Services - .2634 FTE
8. Discontinue Educational Development Services - .3666 FTE
9. Discontinue Electronics Instructional Program Services - 1.0 FTE
10. Reduce English Instruction - 1.0 FTE
11. Discontinue Film and Video Instructional Services Program - 1.0 FTE
12. Reduce History Instructional Services (including .6 FTE unassigned faculty)- 1.0 FTE
13. Reduce Ethnic Studies Instructional Services (including 2.0 FTE unassigned faculty) - 2.0 FTE
14. Reduce Mathematics Instructional Services (including 1.0 FTE unassigned faculty) - 4.0 FTE
15. Reduce Nutrition and Foods Instructional Services -1.0 FTE
16. Reduce Physics and Astronomy Instructional Services (including 1.0 FTE unassigned faculty) - 1.0 FTE
17. Reduce Political Science Instructional Services (including 1.0 FTE unassigned faculty) - 2.0 FTE
18. Reduce Welcome Center Services - 2.5 FTE
19. Reduce Professional Education Service .5 FTE
20. Reduce Spanish Instructional Services (including 1.0 FTE unassigned faculty) - 1.0 FTE
21. Reduce Speech Instructional Services (including 1.0 FTE unassigned faculty) - 1.0 FTE
22. Reduce Music Instructional Services (including 1.0 FTE unassigned faculty) - 1.0 FTE
23. Reduce English as a Second Language Instructional Services (including 2.0 FTE unassigned faculty) - 2.0 FTE
24. Reduce Business Instructional Services - .5 FTE

25. Reduce Computer Information Systems Instructional Services - .5 FTE

**WHEREAS**, it is the opinion of this Special Trustee that it is necessary by reason of the aforementioned reductions of service to decrease the number of academic employees by the equivalent of 37.0 FTE employees for the 2007-2008 school year; and

**WHEREAS**, in determining the amount of service to be reduced, the Special Trustee has considered all assured attrition, and the reductions identified above are in addition to assured attrition known at the time of this resolution; and

**WHEREAS**, the Education Code requires that various actions be taken and notices be forwarded no later than March 15th of each school year regarding layoffs of academic personnel resulting from reductions of particular kinds of service; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Special Trustee of the Compton Community College District, that for the 2007-2008 school year, the particular kinds of services to be provided by said District shall be and hereby are reduced to the extent hereinabove set forth.

**BE IT FURTHER RESOLVED** that due to the reduction or discontinuance of particular kinds of services set forth above, the legal number of employees of the District, pursuant to Education Code Section 87743, not be reemployed for the 2007-2008 school year.

**BE IT FURTHER RESOLVED** that the Chief Executive Officer, or her designee, is directed to give Notice of Recommendation Not to Reemploy, in accordance with the provisions of Section 87740 and 87743 of the Education Code, to the number of academic employees allowed pursuant to Education Code Section 87743.

**BE IT FURTHER RESOLVED** that the Chief Executive Officer, or designee, is delegated the authority to take all actions necessary and proper to the accomplishment of the purposes of this Resolution.

The foregoing Resolution was adopted by the Special Trustee of the Compton Community College District on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

---

Thomas E. Henry  
Special Trustee of the  
Compton Community College District





## EL CAMINO COLLEGE

Office of the Vice President-Academic Affairs

### NOTES – ENROLLMENT MANAGEMENT MEETING 11 JANUARY 2006

Present: J. Baker, R. Dreizler, I. Graff, Q. Miller, B. Mulrooney, A. Spor, H. Tyler, R. Way

#### I. INFORMATION

A. Notes of 12/14/06: Distributed.

#### II. DISCUSSION/ACTION

##### A. Daily Enrollment:

The winter and spring 2007 daily enrollment trends for ECC and CEC were distributed. ECC: enrollment is up 1,000 seats from a few days ago. It is at 92% comparative to last year.

##### B. High School Recruitment:

- Registration stats are posted on Portal.
- There are 132 concurrently enrolled high school students for spring. This is a high enrollment figure as high school students are not scheduled to register until January 31.
- Enrollment will increase significantly because fees are not charged to concurrently enrolled high school students. In the past, approximately 1,200-1,500 high school students enrolled.
- ECC is offering 12 classes at the high school for spring.
- Enrollment has increased 14% from the 23 feeder high schools comparing fall 2005 to fall 2006.
- Counselors will be assigned to Inglewood, Mira Costa and West Torrance High School to assist in recruiting. New goals have been set for high schools.
- CEC will host an open house for senior day for the schools in its District.
- ECC Senior Day is scheduled for May 18.

##### C. Phone Calls:

- Student help is assisting with phone calls to remind students to register. The list may need to be updated as some students receiving calls have transferred to other colleges and no longer attend ECC.
- 6,000 calls to students have been made.
- Target more registration dates.
- Target students who have completed an application but have not registered for classes.

D. Student Orientation Event: R. Smith will spearhead the student orientation event which will be held in August. Means of publicity include posters and save the date postcards. The registration announcement will include information on the BOGG fee waiver and FAFSA.

E. Marketing Plan: As reported in A. Garten's email, newspaper, radio and cable ads will run through the first day of spring semester. Movie theater ads will continue. A community newsletter will be mailed to all ECCD residents.

### III. Other

Registration: Registration for summer/fall 2007 begins May 14. Continuing students will receive their appointment notice on May 7-8. Registration will be held for three weeks. The first summer session will begin on June 18. Datatel will be down to process the roster run on June 15. The last day to register for summer would be June 14 followed by an add period.

Swipe Cards: The College has the technology to provide swipe cards that will assist in tracking student information. J. Wagstaff will discuss this issue at the next meeting (A. Spor).

Spring 2007: The last day to add for spring is February 23. B. Mulrooney is requesting for one dean and administrative assistant to assist with course substitution until 7:30 pm. This will be discussed at the next Deans' Council meeting.

Principal's Breakfast: The principal's breakfast will be held on March 7. Each high school principal will be hosted by one administrator.

Radio Talk: H. Tyler will be on 102.3 KJLH radio to talk about El Camino.

Priority List: Priority list is not accurate and may need to be re-programmed. J. Wagstaff will provide an update at the next meeting.



## EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

### NOTES – COUNCIL OF DEANS/ENROLLMENT MANAGEMENT 18 JANUARY 2007

Present: J. Baker, H. Bateman, K. Blackburn, K. Curry, S. Dever, A. Garten, D. Goldberg, I. Graff, A. Grigsby, I. Haslam, T. Jackson, T. Lew, J. Means, Q. Miller, G. Miranda, W. Mulrooney, D. Patel, B. Perez, V. Rapp, D. Reid, S. Rodriguez, R. Smith, A. Spor, K. Townsend, R. Way, J. Wagstaff, L. Widman

Other Guests: M. Arthur, R. Dorn, H. Story

#### I. **DISCUSSION/ACTION**

##### A. Daily Enrollment:

- Enrollment Trends as of 1/18/07 were distributed for ECC and CEC.
- ECC is at 95% of its enrollment as last year.
- CEC increased 6-7% over past two days.
- Concern was expressed that most seats taken during the winter session are current ECC students with few seats available for those students that normally do not attend during the winter session. Over 95% of the winter students also enrolled in spring. It was suggested: (1) market ECC students to increase load in spring; (2) market students that normally do not attend ECC.
- I. Graff completed a profile on spring which compares spring 2005 and 2006. Headcount is at 94% comparative to 2005 and 2006. R. Dreizler reported a 14% increase in high school.

B. Principals Breakfast: The Principals Breakfast will be held on March 7 at 8:00 a.m. Each principal or representative will be hosted by one administrator.

C. Spring/Fall Classes at High Schools: Approximately 47 classes will be offered at the district high schools.

- Fine Arts: 27 classes for fall.
- Special Resource Center: 1 class in spring and 1 class in fall.
- Business: no classes offered
- Mathematical Sciences: no classes offered.
- Nursing: 1 class and a possibility of an additional class.
- Humanities: 3 classes.
- Health Sciences & Athletics: no classes offered.
- Behavioral & Social Sciences: 6 classes.
- Natural Sciences: 2 classes in spring; no classes planned for the fall.
- CEC: Possibly spring semester for the second 8 weeks.

D. Inglewood Center: M. Arthur and R. Dorn presented the market plan for the Inglewood Center:

- Six new classes for spring (total of 15 courses for high school students and adult learners).
- An ad was published in the City of Inglewood's Martin Luther King celebration brochure. Distributed to over 200 people who attended the event.
- Email blast.
- Attend Inglewood Unified School District Board of Education meeting.
- Advertised upcoming classes at CEC and the Inglewood Center at the Education Committee of the Chamber of Commerce.
- Ad placed in the community newspaper, "Inglewood Today"
- Provided ECC counselors with a list of classes offered at the Inglewood Center.

Future Market Plans:

- Meet with coordinator at Inglewood Center with counselors on January 24.
- Meet with parents of PTA and other parent groups.
- Post information at Parks and Recreation, library, youth center, email, Chamber of Commerce, investment companies, correction agency, church, and school district.
- Meet with student body presidents of high schools.
- Radio ads.
- Meet with Inglewood Ministers Association.
- Meet with Dr. Crowe, Dr. Baker and Dr. Arce to discuss Inglewood High School.

E. DSPS/EOPS/CARE/CalWorks/Matriculation Site Report: In November 2006, Chancellor's Office conducted a categorical review of DSPS/EOPS/CARE/CalWorks. This pilot program involves approximately 23 colleges that are going through the accreditation process. The draft was submitted and will finalize integration of both program reviews (ECC and CEC) by January 30.

F. Planning Summit: The Planning Summit will be held on April 11-12 at Crestmont College in Rancho Palos Verdes. The event will include some faculty and staff from College Council, PBC, Deans' Council, and Accreditation Committee.

G. Add/Drop Period:

- The add/drop period will begin on February 12. On the last add/drop day (February 23), B. Mulrooney has requested: (1) deans be available on-call should he have any questions or need assistance; (2) an administrative assistant be available if a section needs to be opened; (3) a technician available for any IT or computer system issues.
- Division deans were requested to remind faculty: (1) submit add slips; (2) review wait list and provide students with paperwork.
- S. Dever will compose a letter to be sent to faculty about late registration and promote classes. (B. Mulrooney will work with S. Dever.)
- J. Wagstaff will remind IT technician to "flip the switch" so students can add classes on the Saturday prior to first start day.
- Colleague will be down for one week for major upgrades (J. Wagstaff).

#### H. Marketing Plan:

- Registration brochure for CEC/ECC was distributed in December. It was expanded to include division office phone numbers.
- Advertising – radio, newspaper, cable and movie theaters.
- High school newsletter including courses offered at the high school.
- Reprint catalogs for CEC and ECC.
- Promote on campus second 8 week classes.
- Working on ways to communicate to students via email regarding courses and registration.
- Will check with Dr. Baker and Dr. Arce regarding available funding for web trans (program to track students).
- Redesign CEC web page.
- D. Givens and A. Garten are seeking a company that will assist CEC on marketing issues and ways to translate and promote in Spanish. A part-time writer and graphic artist is assisting CEC on various community projects.

I. Distance Education Plan: The distance education plan was presented to a number of entities including Academic Senate, Academic Technology, PBC, Cabinet and deans for general discussion. As a result, the plan has been funded. A. Grisby and H. Story presented an overview:

- The goal for fall 2008 is 250 sections and 6,000 student enrolled.
- Transition from Blackboard to Etudes (new course management system).
- First onsite training was held on January 11-12 which included 24 participants.
- The need to expand support for faculty to develop and transition their courses.
- Need faculty technician specialist (release time) to assist faculty.
- A help desk is available to students and faculty 24/7 funded by a grant from the Chancellor's office which is available for Blackboard only.
- Success of the distance education program will be collaboration of all academic divisions.
- 90 courses have been approved through Curriculum for online presentation. It will be possible to reach 150 sections with the support from the academic areas.
- 62% of students who enrolled in distance education classes in 2005 and 2006 were traditional students between 18-25 years old; 32% are 26+ years old and 68% were females.
- The success rate for distance education for 2006 was 73.5%; 2005 was 68.2%.
- The success rate for telecourse is 36%. Six classes are offered on campus. This is an area where assistance is needed as most problems are technical.
- The Humanities division will offer for the first time in spring 2007, "Strategies for Success in Distance Education."
- Beginning summer 2007, distance education classes will be reviewed for 508 requirement.
- Information for students regarding online tools and technical skills will be provided beginning summer 2007.
- Focus on DE faculty to make the transition and put support in place so traditional faculty will succeed.
- Training available for part- and full-time faculty. A stipend is available for the conversion of classes for each course. Contractual issues may need to be reviewed.



## EL CAMINO COLLEGE

Office of the Vice President-Academic Affairs

### NOTES – ENROLLMENT MANAGEMENT MEETING 25 JANUARY 2007

Present: F. Arce, J. Baker, S. Dever, A. Garten, I. Graff, K. Key, D. Reid, R. Smith, A. Spor, H. Tyler, J. Wagstaff, S. Warriar, R. Way

#### I. INFORMATION

A. Notes – 1/11/07: Distributed.

#### II. DISCUSSION/ACTION

A. Daily Enrollment: Distributed.

- If growth goals are not reached, classes may be cut.
- K. Key will discuss with counselors re classes that are needed.
- There are problems with hiring faculty and limitations on classroom space.
- All deans should be using a Wait List by Fall 2007.
- VP/AA will meet with the deans/directors on January 30 to discuss the current status of the schedule.
- Deans will discuss enrollment trends within their area at the next Management Forum.
- A separate publication will be printed listing weekend, evening and online courses.
- Deans need to offer more short-term courses.
- Dr. Arce will meet with deans/directors to discuss and revisit prerequisites and corequisites.
- Enrollment Management Committee needs to review dates of priority registration for Fall 2007 and Winter 2008 for high school, returning and new students.

B. Letter for Faculty (Add/Drop Period): Dr. Dever will compose and send a letter to faculty on behalf of the Enrollment Management Committee requesting their help during the Add/Drop period. In an effort to increase enrollment, faculty will be encouraged to use a Wait List.

C. Spring Day Workshop: The workshop was tentatively scheduled for Friday, 2 March. More information will be forthcoming. The Compton Educational Center staff will be invited to attend.

D. Possibility of Noel/Levitz: ECC may contract with Noel/Levitz, which will help the College to develop better outreach and recruitment/retention programs. The proposal will be shared with the Enrollment Management Committee and Council of Deans.

E. CCC Transfers to In-State Private/Out-of-State Institutions: A brief peer group summary of the Chancellor's Office tally of community college transfers to in-state private and out-of-state four-year institutions was distributed for review. The committee will compare transfers at the next meeting

F. Enrollment Management and Recruitment: Will be discussed at the next meeting.

**NEXT MEETING:**

**Enrollment Management Committee:**

1. Student Orientation (discuss development timeline)
2. Enrollment Management and Recruitment
3. Enrollment Management Plan (Spor)
4. Priority Registration Dates

**Enrollment Management Committee/Council of Deans:**

1. Noel-Levitz Plan
2. Retreat -- March 2

## *Ten Forecasts from the World Future Society for 2007*

World Future Society Forecast for 2007	What evidence have you seen to support this forecast?
1. Generation Y will migrate and live a part of their lives overseas.	
2. Dwindling supplies of water in China will impact the global economy.	
3. Workers will increasingly choose more time over more money.	
4. Outlook for Asia: China will thrive for the short term and India for the long term.	
5. Children's nature deficit disorder will grow as a health threat.	
6. We'll incorporate wireless technology into our thought processing by 2030.	
7. The robotic workforce will change how bosses value employees.	
8. The costs of global warming related disaster will reach \$150 billion a year.	
9. Companies will see the age range of their workers span four generations.	
10. A rise of disabled Americans will strain public transportation system. The number of Americans aged 65 or older will expand from 35 million to more than 65 million.	

Which trend does your group believe will have the most impact on them? Be prepared to explain your response.



**EL CAMINO COLLEGE  
Staff Development Office**

**Meeting:** Faculty Development Team  
**Facilitator:** Dr. Lisa Raufman, ext 3435  
**Date & Time:** February 27, 2007--- 12:45 – 2:00 PM  
**Location:** *Admin. 127*  
**To:** R. Banda-Ralph, E. Cannon, K. Golestaneh, M. Ichinaga, L. Raufman, M. Thompson, J. Ruggirello, D.Manno, M. Steinberg, L.Wang, , S. Dever (FYI)

**AGENDA**

- The Budget (campus budget and state augmentation)
- Discuss funding criteria for Innovation Grants and conference attendance
- Reinforce priorities from past semesters
- Faculty Development Coordinator for Spring 2008 and election information
- Great Teachers Seminar Recruitment
- Flex Day possibilities

**Meetings for Spring Semester: March 13, 27; April 24; May 8 and 22**

**Upcoming events (register now): Tech Ed Conference (March 26-8) and FACCC (go to [www.faccc.org](http://www.faccc.org) ) Statewide Academic Senate Conferences: <http://www.asccc.org/>  
**@One podcasting training: [http://cccone.org/self\\_paced/podcasting.htm](http://cccone.org/self_paced/podcasting.htm)****

***Five Core ECC Values***

**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.

- Call Lisa Raufman at ext. 3435 (or email) if recommending someone for this committee;
- Call Anita Martinez at ext. 3869 if you are unable to attend.

July 29-August 3, 2007



# California Great Teachers Seminar

La Casa De Maria, Santa Barbara

## What They Say...

"My students and college will benefit from my new creativity and the fact that I'm committed to teaching my students how to think vs. what to think." Farzane Farazdaghi, Golden West College

*"The seminar helped to create a more intimate and wider network among California community college professionals."* Jenny Redding, Oxnard College

"Meeting and networking with other instructors, getting some good nuts and bolts solutions and ideas that I can apply right now, and finding out that I'm not alone — the problems I have are similar to others...were some of the benefits of the seminar." Joy Tucker, Santa Monica College

*"My students are already benefiting from my newly learned "tricks" to help humanize the classroom experience. This is leading to a more open environment in the classroom and better communication between myself and the students. I feel fortunate to have participated in the California Great Teachers Seminar."* Linda Holland, Los Angeles Pierce College

"I had the most delightful opportunity to let down all of my masks and defenses. I met some of the most amazing people that I have ever known who were also willing to be vulnerable, open and brave." Harry J. Mersmann, San Joaquin Delta College

*"My experience became an important key in how I view my classes and try to remain energized and enthusiastic."* Anna Johnson, San Joaquin Delta College

## Who should attend

Faculty who are

- ❖ Full and part-time
- ❖ Teaching and non-teaching
- ❖ New and experienced
- ❖ From all disciplines

## Benefits

- ❖ Optional 2 units of post-baccalaureate credit
- ❖ Re-energize and renew
- ❖ Tons of ideas for for teaching
- ❖ Find the "great teacher" within

## Register Now!

Detailed seminar information is at [www.ccleague.org/cgts](http://www.ccleague.org/cgts)

## Seminar Arrangements

The seminar begins at 4:30 PM on Sunday, July 29 and ends at 1:00 PM on Friday, August 3. The nature of the seminar requires full attendance and participants should plan travel arrangements around those times. A packet of information to help in preparing for the seminar will be mailed to each registered participant beginning in late May and available online at [www.ccleague.org/cgts](http://www.ccleague.org/cgts).

## The Staff

**David Gottshall**, director of GT seminars across the nation and Canada, will direct the California Great Teachers Seminar, assisted by experienced community college faculty facilitators.

Seminar Coordinator: **Cindra J. Smith, Ed.D.**  
[cjsmith@ccleague.org](mailto:cjsmith@ccleague.org)  
For information contact: **Cherie Savage**  
[csavage@ccleague.org](mailto:csavage@ccleague.org)

## Registration and Fees

To ensure a quality experience, enrollment is limited to 60 faculty from a variety of disciplines and programs. Colleges are welcome to send more than one faculty member to the seminar. Reservations are accepted on a first-come, first-served basis. *Due to space and other limitations, no family members may attend.*

The seminar fee (\$895—double occupancy) includes lodging costs, all meals but one (dinner Wednesday evening), and materials.

A limited number of single rooms are available for an additional \$210. Requests **MUST** be accompanied by a check or purchase order, which will be returned if we are unable to fill your request.

## The Site

La Casa de Maria is a beautiful retreat center located in the rolling hills above Santa Barbara. Participants stay in rustic but comfortable quarters on 25-acre grounds with gardens, orchards, a swimming pool, and tennis, volleyball, and basketball courts. Hiking, beach activities, museums, and shops are located nearby.

*The seminar is cosponsored by the Community College League of California, the Faculty Association of California Community Colleges, and the Academic Senate for the California Community Colleges*

**No refunds will be given for cancellations made after Friday, July 13th**

# Registration Deadline: June 29, 2007

## Registration Information

(Please complete all sections; typing or printing clearly)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Discipline: \_\_\_\_\_

College: \_\_\_\_\_

College Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

College Ph: \_\_\_\_\_ Ext. \_\_\_\_\_

College Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Ph: \_\_\_\_\_

Summer E-mail Address: \_\_\_\_\_

- Enclosed is \$895 for the seminar
- Enclosed is \$50 reservation fee; the balance will be paid by June 29, 2007
- I plan on registering for 2 units of post-baccalaureate level credit at the seminar. *(Do not send payment with this registration. Payment of the \$110 fee will be collected at the seminar.)*

Return completed registration with check **payable to Community College League of California** to:

**Community College League: CGTS**  
2017 O Street  
Sacramento CA 95814

## Housing Information

Please complete all sections. *Roommates are matched using discipline, college, age range, and other factors.*

- **Gender:**       Male       Female
- **Age Range:**     24-34       35-44  
                          45-54       55+
- **Special Dietary Considerations:**
- Strict Vegetarian (no fowl, fish, or dairy)
- Medically Restricted
- Please describe \_\_\_\_\_
- \_\_\_\_\_
- **Mobility Concerns:**
- Yes, please specify \_\_\_\_\_
- \_\_\_\_\_
- **Single Room Request**
- Yes, \$210 fee must be enclosed       No
- **Snorer:**       Yes       No
- **Smoker:** There is no smoking in any of the rooms.
- Yes       No
- **Other:** \_\_\_\_\_

**Please retain a copy of completed registration form for your records**

### PAYMENT RECEIVED:

Amount \_\_\_\_\_ Date \_\_\_\_\_

Cash     Check \_\_\_\_\_

By \_\_\_\_\_

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**February 15, 2007**

**DRAFT**

**MEMBERS PRESENT**

<input checked="" type="checkbox"/> David Vakil, Co-Chair	<input checked="" type="checkbox"/> Arvid Spor, Co-Chair
<input checked="" type="checkbox"/> Miriam Alario	<input checked="" type="checkbox"/> Harold Tyler
<input checked="" type="checkbox"/> Virginia Rapp	_____ Lance Widman
_____ Susan Taylor	_____ Cheryl Shenefield
<input checked="" type="checkbox"/> Dawn Reid	_____ Saad Husain

**OTHERS ATTENDING:** Francisco Arce, John Baker, Rocky Bonura, Janice Ely, Ken Key, Jeff Marsee, John Wagstaff

**Handouts:** Budget pack, including:

- Preliminary Budget Draft #1 and Assumptions
- Guiding Principle #3

The meeting was called to order at 1:09 p.m. by David Vakil.

Noted: Virginia Rapp is the alternate for Ian Haslam.

**Approval of Minutes:** The minutes of January 18 were approved.

**2007/08 Expenditure Projections:** Copies of Draft #1 of the Preliminary Budget (and assumptions) were shared with the group. Noted:

1. ECC will borrow from summer of 2007 for this current year.
2. ECC needs growth.
3. Principal apportionment is projected to be \$90 million for this year and \$93 million next year
4. Lottery income has decreased, so projections had to be lowered.
5. 4,367 per FTES. Next year it goes up to 4,543 with COLA (For 2008-09).
6. Total base credit revenue for 2007-08 is \$84 million.
7. Local income will probably hold steady.
8. It was stated that declining sales income for the Center for the Arts is due to heavy local competition and lack of budget for booking acts.
9. An increase of 10 net in new faculty is anticipated in 2007-08 to maintain the full-time/part-time ratio. There will be a corresponding decrease in part-time faculty.
10. Next year is the recovery year (for enrollment) or the budget will have to be changed.
11. There is a difference between head count vs. how many units students are taking.
12. No salary increases have been added.
13. Gasoline funds have been increased 10%.
14. Insurance costs will increase.
15. Janice Ely will provide the figures in response to a request re: how much money was spent on utilities.
16. Equipment replacement money has been put into the campus-wide budget, and PBC needs to carry it forward.
17. \$900,000 has been set aside for GASB.
18. There is no excess of revenue over expenditures for the next three years.

Guiding Principle #3: Draft copies of Guiding Principle #3 were shared with the group. The Guiding Principles are a way of working through the ECC/Compton relationship.

1. Guiding Principle #1 deals with the responsibilities of key administrators. There has been agreement on this.
2. Guiding Principle #2 deals with the definition of a Center vs. the District. Issues are still being work out.
3. Guiding Principle #3 deals with getting Compton in sync with ECC's budget process. The budget model is described in narrative form beginning on page 3.
4. Appendix A – G: operational schedules. B – G is a breakdown of expenditures by category.
5. These documents are intended for a Compton audience and were presented to the PBC for their information.

Comments:

1. There will be one more PBC meeting/opportunity for input before the budget is moved forward. Spring is the time for the PBC to make its recommendations to the president.
2. In response to a request, Janice will provide a list of positions that are open and not funded. A similar request was made for a list of positions that are open and funded.
3. Items/activities that were funded with one-time augmentations should be part of the spring budget development process. Decisions will have to be made regarding what programs/services will be continued.
4. PBC needs to validate the numbers and be in agreement by the time the Tentative Budget is finalized.
5. There are no salary increases in this year or the rest of this budget model.
6. The \$900,000 figure for replacement computers came from John Wagstaff and was based on a 5 year replacement cycle.
7. Consolidation of computer labs is something that needs to be researched for possible savings on hardware and software costs.
8. Research on staffing configurations, Civic Center Rentals and the Insurance Benefits Committee was also suggested.
9. There is an Enrollment Management Workshop on March 2.
10. The \$2.5 million could be used for seed money for ideas that would result in monetary savings.
11. PBC recommendations have been ignored in the past. Last year was the first time there was actual money available. This is the second year that PBC can make recommendations on actual funds.
12. Since the president has said that no budget recommendations will be considered unless they come through the PBC, the climate is perceived as different, and it is expected to get better. The PBC recommendations are more informed and consequently better also.

Agenda Development:

- ARCC Briefing
- Open, unfunded positions
- Utility expenditures

Meeting adjourned at 2:30 p.m.



**PLANNING & BUDGETING COMMITTEE**

**March 1, 2007**

**1:00 – 2:30pm**

**Location: Alondra Room**

Facilitator: David Vakil & Arvid Spor

Note Taker: Ruth Sanchez

**STATEMENT OF PURPOSE**

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

**Members**

- David Vakil, Co-chair (non-voting)
- Arvid Spor, Co-chair (non-voting)
- Miriam Alario, ECCE
- \_\_\_\_\_, 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 Mancía – Alt., ECCE
- Ken Key – Alt., ECCFT
- David Westberg – 2<sup>nd</sup> 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 February 15, 2007 All PBC participants ----- 1:00 p.m.
2. A.R.C.C. Briefing ----- Irene Graff ----- 1:10 p.m.
3. Preliminary indicator work ----- Arvid Spor / David Vakil ----- 1:30 p.m.
4. Program Review progress updates ----- Arce, Baker, and Marsee----- 1:40 p.m.
5. Technology Funds (5100 & 6421) report --- John Wagstaff ----- 1:55 p.m.
6. The return of PBC subcommittees ----- Arvid Spor / David Vakil ----- 2:10 p.m.
7. Non-agenda items & agenda development--All PBC participants -----2:25 p.m.
8. Adjournment----- 2:30 p.m.

## **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 an auditor will be processed only after the add period for registration has ended.
2. Students wishing to audit a course must receive written permission from the instructor of the class and the dean of the division. Audit forms 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

### **El Camino College Core Competencies:**

Students completing a course of study at El Camino College will achieve the following core competencies:

- I. **Content Knowledge:** Students possess and use the knowledge, skills and abilities specific to a chosen discipline, vocation or career.
- II. **Critical, Creative and Analytical Thinking:** Students solve problems, make judgments and reach decisions using critical, creative and analytical skills.
- III. **Communication and Comprehension:** Students effectively communicate in written, verbal and artistic forms to diverse audiences. Students comprehend and respectfully respond to the ideas of others.
- IV. **Professional and Personal Growth:** Students exhibit self-esteem, responsible behavior and personal integrity. Students are reflective and intellectually curious; they continue to improve themselves throughout life.
- V. **Community and Collaboration:** Students appreciate local and global diversity and are respectful and empathetic during personal interactions and competitions. Students effectively collaborate and resolve conflicts. They are responsible, engaged members of society, who are willing and able to assume leadership roles.



## ARTICLE I Name and Definitions

### Section 2. Definitions

- 2.1 The term “days,” when used in this constitution, shall mean weekdays when classes are in session at the college.
- 2.2 The term “faculty” shall mean all personnel defined in the El Camino College Federation of Teachers Agreement.
- 2.3 The term “adjunct faculty” shall mean part-time faculty members.
- 2.4 The term “senator” shall mean any member of the faculty elected to the Senate.
- 2.5 The term “division senator” is the individual who is elected by the full-time faculty of a division to represent such division.
- 2.6 The term “senior senator” shall mean the division senator with the longest continuous service on the Senate.
- 2.7 The term “FTEF” shall mean Full-Time Equivalent Faculty.
- 2.8 The term “ex-officio member” shall mean a non-voting member of the Senate who serves as a resource person, advisor, and/or communication link with other campus decision-making bodies.

## ARTICLE III Senate Membership

### Section 1. Senators

- 1.1 The senators shall be elected from the faculty in each division. The Learning Resources Unit shall be treated as a division.
- 1.2 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 on the Senate, to be elected by the adjunct faculty.
- 1.3 Divisions 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

1.4 The computation of the number of faculty members in each division in any given year shall be based on the total FTEF for each division as determined by averaging division FTEF data from the Spring and Fall semesters of the current calendar year.

1.5 Eligibility of Senators

1.5.1 Voting members of the Senate shall be the elected senators.

1.5.2 The tenure of office for a senator shall cease when the senator no longer is a faculty member at El Camino College, or has been recalled or removed (see Bylaws Article III, Sections 4-5). In the event that a division decreases in size, each senator serves out the remainder of his or her term. No further division elections will be held until the number of division senators is in line with the current division FTEF figures.

1.6 Election of Full-Time Senators – See Bylaws Article III, Section 1.

1.7 Election of Adjunct Senators – See Bylaws Article III, Section 2.

1.8 Full-Time Senator – Term of Office

1.8.1 Full-time senators shall be elected for a term of three years. Also, see Bylaws Article III.

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

1.8.3 If a full-time senator cannot or does not choose to complete the term of office, the Senate president may, after consultation with the remaining senators from that division, appoint a replacement or hold a special election under the procedures of Article III, Section 1 of the Bylaws.

1.8.4 The appointment shall be made within one month of the vacancy, or a special election shall be held as soon as possible after notification of the vacancy, and the term of office for the replacement shall be for the remainder of the vacating senator’s term of office.

1.8.5 A senator on official leave for a period exceeding two months shall be replaced in accordance with the provisions of Section 1.8.3. The replacement shall serve for the duration of the leave or until the expiration of the term of office, whichever occurs first.

1.9 Adjunct Senator – Term of Office

1.9.1 The term of office for adjunct senators shall be one year unless the senator no longer meets the requirements of Article III, Sections 1.5.

1.9.2 If an adjunct senator is unable to complete the term of office, the Senate president shall appoint a replacement for the remainder of the term.

1.10 A senator is expected to attend all regularly scheduled senate meetings. A senator may be removed for excessive absences. See Bylaws Article III, Section 4.

#### ARTICLE IV Officers

Section 1. Officers. The Senate shall elect from among its members:

1.1 Other Officers, as deemed necessary.

Section 2. Election of Officers – See Bylaws Article IV.

#### ARTICLE X Amendments to the Constitution

Section 1. Amendments to the Constitution

1.1 Amendments to the Constitution may be proposed by:

- a) A motion approved by a majority vote of the Senate, or
- b) A petition signed by one-quarter of the faculty.

The motion or petition must be presented in writing to the Senate president accompanied by a statement of the purpose and effect of the proposed amendment.

1.2 Upon receipt of a valid proposal for amendment, the Senate president shall submit the proposal to the Senate for a first reading. At the meeting following the first reading, there shall be a discussion, debate and vote on the proposed amendment.

1.3 If the Senate approves the proposal for amendment, it is put to a ratification vote by the faculty. The Election Committee chair shall conduct the vote by mail.

1.4 Proposed amendments to the Constitution must be ratified by a majority vote of the faculty members voting. The amendment shall become effective immediately upon ratification.

By-Laws  
ARTICLE III Membership

Section 1. Election of Full-Time Senators

- 1.1 Nominations – In October the senior senator in each division shall issue a call for nominations in writing to obtain candidates for any expired or unfilled senate positions. The senior senator shall verify the eligibility of all nominees in accordance with Article III, Section 1.5 of the Constitution. When a vacancy occurs prior to expiration of the term, the vacancy shall be filled according to Article III, Section 1.8.3 of the Constitution.
- 1.2 Conducting Elections – Within one month after nominations, the senior senator from each division shall conduct elections following a process approved by the division faculty.
- 1.3 Qualified Voters- Only full-time faculty may vote for full-time senators.
- 1.4 Announcement of Election Results – The senior senator of each division shall announce the election results. The results will be forwarded to the Senate president.

Section 2. Election of Adjunct Senators

- 2.1 Nominations – Notice of Election and Call for Nominations are to be mailed to all adjunct faculty within the first two weeks of the fall semester.
- 2.2 Qualified Voters- Only adjunct faculty may vote for adjunct senators.
- 2.3 Ballot Distribution and Counting – By the fourth week of the fall semester, the ballots shall be distributed to all adjunct faculty by mail. Ballots are to be returned within ten days of distribution. The two nominees receiving the highest number of votes will serve as adjunct senators.
- 2.4 Announcement of Election Results – Results of the election may be distributed to the senior senator of each campus division to post. Invitations are extended by the Senate president to the successful candidates to attend the next Senate meeting. Current adjunct senators will continue to serve until the new senators take office.

## ARTICLE IV Officers

### Section 1. Election of Officers

- 1.1 Nominations –At the first meeting in November, or when a vacancy occurs, the chair of the Senate Election Committee shall issue a call for nominations and distribute nomination forms for Senate officers. Nominees must be members of the Senate. The Election Committee is responsible for processing nominations and for verifying the eligibility of each nominee.
- 1.2 Ballot Presentation of Candidates – At the second meeting in November, the nominations received by the Election Committee shall be presented to the Senate. The Senate president shall call for nominations from the floor to be added to the ballot. Upon receipt of the ballots, write-in candidates are handled according to *Roberts Rules of Order*.
- 1.3 Ballot Distribution – The chair of the Senate Election Committee shall be responsible for conducting elections. The Election Committee shall prepare ballots to be mailed to each Senate member immediately after the meeting referred to in Article IV, Section 1.2.
- 1.4 Ballot Count – All ballots must be received by the Election Committee within 10 business days of distribution. The Election Committee shall count the ballots immediately. The candidate receiving the majority of the votes shall be the winner. In case of a tie vote, a special runoff election shall be held at the next scheduled Senate meeting. In the event of no candidate receiving a majority vote, a run-off election shall occur for the top two candidates.
- 1.5 Announcement of Election Results – The Election Committee Chair shall report the election results to the Senate president immediately and to the body of the Senate at the next scheduled meeting.

## **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

RESOLUTION – CONSULTATION WITH ACADEMIC SENATE  
TO ENSURE PROVISION OF COMPREHENSIVE EDUCATIONAL PROGRAMS AT  
A FORMALLY DESIGNATED CENTER

Whereas, AB318, the legislation authorizing a partnership between the El Camino and Compton Community College Districts, clearly calls for the continued provision of a comprehensive educational curriculum on the Compton campus, and;

Whereas, the El Camino College District has formally established the El Camino College Compton Educational Center on the Compton campus to implement the provisions of this authorizing legislation, and;

Whereas, there is the possibility that educational programs may be eliminated and full-time tenured faculty laid off in light of low enrollment figures at the Center during the 2006-2007 year, which could significantly impair the ability of the Center to provide comprehensive educational programs to residents and current El Camino College students; and

Whereas Title V, CCR, Section 53200, stipulates that it is a District's obligation to either jointly develop and agree with or rely primarily upon the recommendations of the Senate to formulate and implement policies regarding curriculum, educational program development, processes for program review, and processes for institutional planning and budget development, and;

Whereas all educational programs offered at the El Camino Compton Education Center are El Camino instructional programs, and all faculty members at Compton are represented by the El Camino Academic Senate;  
and;

Whereas it is the strong belief of the Senate that any reductions in educational programs should be part of a comprehensive plan that incorporates the reassignment of qualified instructors to instructional programs or services that are currently understaffed;

Therefore be it resolved that the Academic Senate does hereby require that it be integrally involved, as stated in Title 5, Subchapter 2, Sections 53200-53206, in any proposed program or faculty reductions at the Center, and that it be provided with a plan that will ensure that comprehensive educational programs will continue to be provided on that campus under the auspices of the El Camino College District.

Passed 2/20/07

# ACADEMIC AFFAIRS PROGRAM REVIEW STATUS

January 2007

Program Review Status	Previous Self Study	2 <sup>nd</sup> Round	1 <sup>st</sup> Draft	Final Review
Paralegal Studies*	92/93, 00/01	2001	IP	May 07
Speech Communication	92/93, 00/01	2001	Done	Mar 07
Dance	93/94	2003	Done	Mar 07
English as a Second Language	92/93	2003	Done	Mar 07
Architecture		2004	Done	Apr 07
Astronomy	92/93	2004	Done	Mar 07
History/Ethnic Studies	92/93	2004	IP	Apr 07
Machine Tool Technology		2004	Done	Apr 07
Nursing*	94/95	2004	Done	Mar 07
Philosophy (was submitted but I recommended some changes)		2004	IP	Apr 07
Physics	93/94	2004	Done	Mar 07
Real Estate	93/94	2004	Done	Mar 07
Administration of Justice	93	2005	Done	Apr 07
Air Conditioning and Refrigeration	94/95	2005	Done	Apr 07
Anthropology	97/98	2005	IP	May 07
Construction Technology	93/94	2005	Done	Apr 07
English - Reading	93/94	2005	Done	Mar 07
Film/Video		2005	IP	May 07
Mathematics – Engineering	94/95	2005	Done	Mar 07
Music		2005	Done	Mar 07
Photography		2005	IP	May 07
Radiological Technology*	92/93	2005	Done	Mar 07
Sociology	98/99	2005	IP	May 07
Art	93/94	2006	IP	May 07
Automotive Technology		2006	IP	May 07
CADD	96/97	2006	IP	May 07
Childhood Education	93/94	2006	IP	May 07
Computer Information Systems		2006	Done	May 07
Computer Science		2006	IP	May 07
Fire and Emergency Technology	93/94	2006	Done	Apr 07
Life Sciences	92/93	2006	IP	May 07
Quality Assurance		2006	-	-
Recreation/PE Major		2006	IP	Apr 07
Respiratory Care*	96/97,00/01, 03	2006	IP	Apr 07
Teacher Education Program		2006	IP	Apr 07
Welding		2006	IP	Apr 07
Academic Strategies	93/94	2007	Dec 07	Apr 08
Auto Collision Repair/Painting	92/93	2007	Dec 07	Apr 08



## ACADEMIC AFFAIRS PROGRAM REVIEW STATUS

January 2007

Program Review Status	Previous Self Study	2 <sup>nd</sup> Round	1 <sup>st</sup> Draft	Final Review
Business		2007	Dec 07	Apr 08
Cosmetology	96/97	2007	Dec 07	Apr 08
Electronics & Computer Hardware Technology	93/94	2007	Dec 07	Apr 08
English	93/94	2007	Dec 07	Apr 08
Environmental Horticulture		2007	Dec 07	Apr 08
Fashion	93/94	2007	Dec 07	Apr 08
Honors Transfer Program	97/98,98/99	2007	Dec 07	Apr 08
Learning Resources Unit		2007	Dec 07	Apr 08
Mathematics - Developmental	93/94	2007	Dec 07	Apr 08
MESA		2007	Dec 07	Apr 08
Physical Education – Athletics Program	94/95	2007	Dec 07	Apr 08
Political Science	93/94	2007	Dec 07	Apr 08
Pre-Engineering		2007	Dec 07	Apr 08
Sign Language/Interpreter Training	94/95	2007	Dec 07	Apr 08
Theatre	93/94	2007	Dec 07	Apr 08
Chemistry	97/98	2008	Dec 08	Apr 09
Earth Sciences	98/99	2008	Dec 08	Apr 09
Economics	98/99	2008	Dec 08	Apr 09
Family & Consumer Studies	96/97	2008	Dec 08	Apr 09
Foreign Language	97/98,98/99	2008	Dec 08	Apr 09
General Studies	97/98	2008	Dec 08	Apr 09
Health Center	96/97	2008	Dec 08	Apr 09
Journalism	97/98	2008	Dec 08	Apr 09
Psychology	97/98	2008	Dec 08	Apr 09
School Health Clerk		2008	Dec 08	Apr 09
Science Career Prep Programs		2008	Dec 08	Apr 09
Special Resource Center	94/95	2008	Dec 08	Apr 09
Study Abroad Program		2008	Dec 08	Apr 09

\*Accredited by outside agencies. Their accreditation reports serve as their program review.

EL CAMINO COLLEGE  
ACADEMIC SENATE

MARCH 1, 2007

To: ECC Full-Time Faculty

**RATIFICATION BALLOT:** Amendment to the Academic Senate Constitution

The Academic Senate has approved the proposal for the following amendment. It is now time to put the amendment to a ratification vote by faculty as required by the Senate Constitution. Please review the amendment and vote below.

---

**Amendment to the Constitution: Academic Senate Voting Procedures (to allow for voting using technology -over the Internet, phone, or other electronic means)**

Proposed changes in bold.

Constitution

ARTICLE X Amendments to the Constitution

Section 1. Amendments to the Constitution

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

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

Bylaws

ARTICLE III Membership

Section 2. Election of Adjunct Senators

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

Ballot Distribution and Counting –

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

ARTICLE IV Officers

Section 1. Election of Officers

Ballot Distribution – The chair of the Senate Election Committee shall be responsible for conducting elections. The Election Committee shall prepare ballots to be mailed **OR SENT VIA OTHER SECURE MEANS INCLUDING INTERNET, PHONE, OR OTHER TECHNOLOGY** to each Senate member immediately after the meeting referred to in Article IV, Section 1.2.

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

---

RATIFICATION BALLOT

\_\_\_\_\_ Check here **to vote in favor** of ratifying this amendment.

\_\_\_\_\_ Check here **to vote against** ratifying this amendment.

Please place your completed ballot in the unsealed envelope in which it was sent, seal the envelope, and sign your name across the seal.

**Return the envelope containing your completed ballot to Karen Larsen, Humanities Division, by Thursday, March 15th.**

Thank you for voting!

**From:** Graff, Irene

**Sent:** Monday, February 26, 2007 9:56 AM

**To:** Graff, Irene; Fallo, Thomas; Marsee, Jeffrey; Vakil, David; Arce, Francisco; Baker, John; Collette, Ann; Dever, Susan; Garten, Ann Marie; Goldberg, Don; Grigsby, Alice; Jackson, Tom; Lam, Karen; Lew, Tom; Means, John; Miranda, Gloria; Mulrooney, Bill; Perez, Barbara; Rapp, Virginia; Smith, Regina; Spor, Arvid; Townsend, Kathy; Wagstaff, John; Warriar, Satish; Way, Ron; Widman, Lance; Key, Kenneth; Miller, Quajuana; Tyler, Harold; Reid, Dawn; Givens, Doris; 'Keith Curry'; Bateman, Hal; 'Thomas Henry'; Panski,Saul; 'Arnel Pascua'; Cocca, Steve; McCallum, Neil

**Cc:** Oswald, Kathy; Constantino, Cindy; 'Tabetha Jackson'; Wilson, Mike

**Subject:** RE: Enrollment Trend Report

**Follow Up Flag:** Follow up

**Flag Status:** Red

**Attachments:** DailyEnrollment\_Summary\_Spring.pdf

Good Monday Morning!

Today's enrollment trend report for Spring is attached. The report includes enrollment activity from the last 2 days of the add/drop period. The report also is posted on MyECC.

Both campuses had successful add periods. ECC is back up to 100% of last year's levels at the end of the add period. Compton Center enrollment has climbed about 14% since the last report.

Here is the final estimate for Spring 2007 headcount at each campus.

As of 2/23/07

Campus	Spring
ECC	23,265
COM	2,479
Total	25,744

This is the last enrollment report for the spring term. Enrollment reporting will resume in May/June for summer and fall 2007.

Irene

---

Irene Graff  
Institutional Research  
Administration Bldg., Rm. 116  
igraff@elcamino.edu  
(310) 660-3515

**Resident Enrollment Trends – El Camino College  
Spring 2006 to Spring 2007**

*As of: Monday, February 26, 2007*

Table 1: Enrollment Summary

	Spring 2006	Spring 2007	
	2/24/06	2/23/07	% of SP '06
Sections	2,309	2,288	99.1%
Seats Taken	59,513	59,726	100.4%
FTES (rounded)	7,415	7,378	99.5%
Student Contact Hours	245,621	245,549	100.0%

\* FTES and SCH counts for Positive Attendance courses are not included for either year.

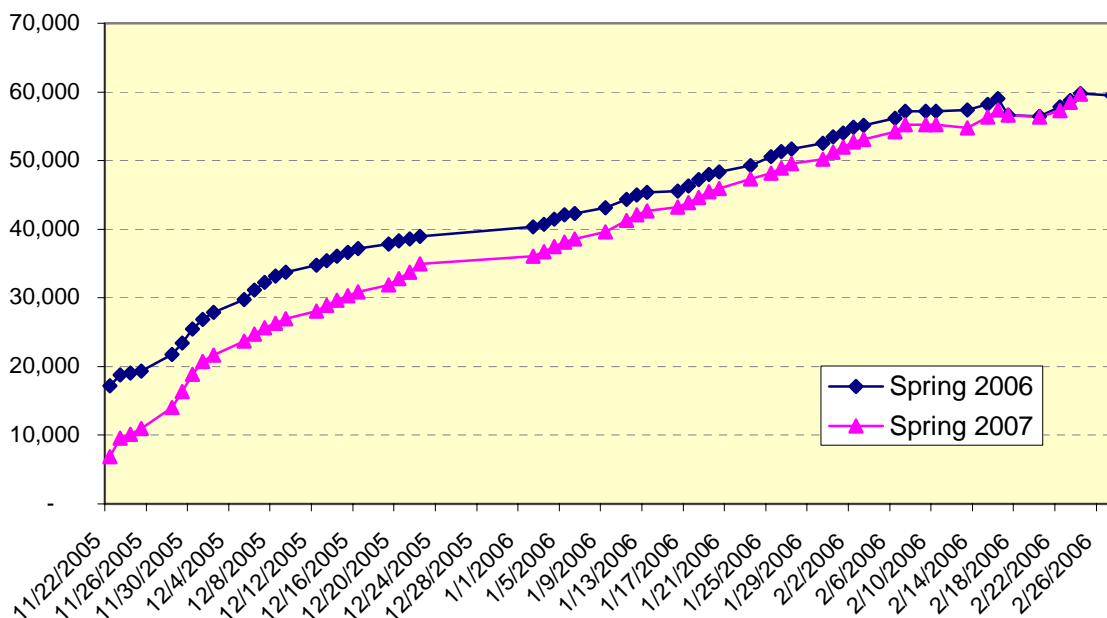
Table 2: Detail by Attendance Type

Attendance Type *	Spring 2006				Spring 2007			
	Section	Seats	FTES	SCH	Section	Seats	FTES	SCH
Weekly Census	1,815	52,657	6,970	222,350	1,784	51,502	6,836	218,076
Daily Census	169	3,463	280	17,909	185	3,831	311	20,059
Positive Attendance	113	1,800	0	0	127	1,815	0	0
Distance Education	36	1,519	158	5,138	61	2,317	232	7,414
Adult Ed./Non-Credit	8	0	0	0	10	69	0	0
Other	168	74	7	224	121	192	0	0
Total	2,309	59,513	7,415	245,621	2,288	59,726	7,378	245,549

\* FTES and SCH for Positive Attendance not yet available. "Other" includes Independent Study, CCE and Contract courses.

\*\* FTES and SCH are estimated for distance education in 2006.

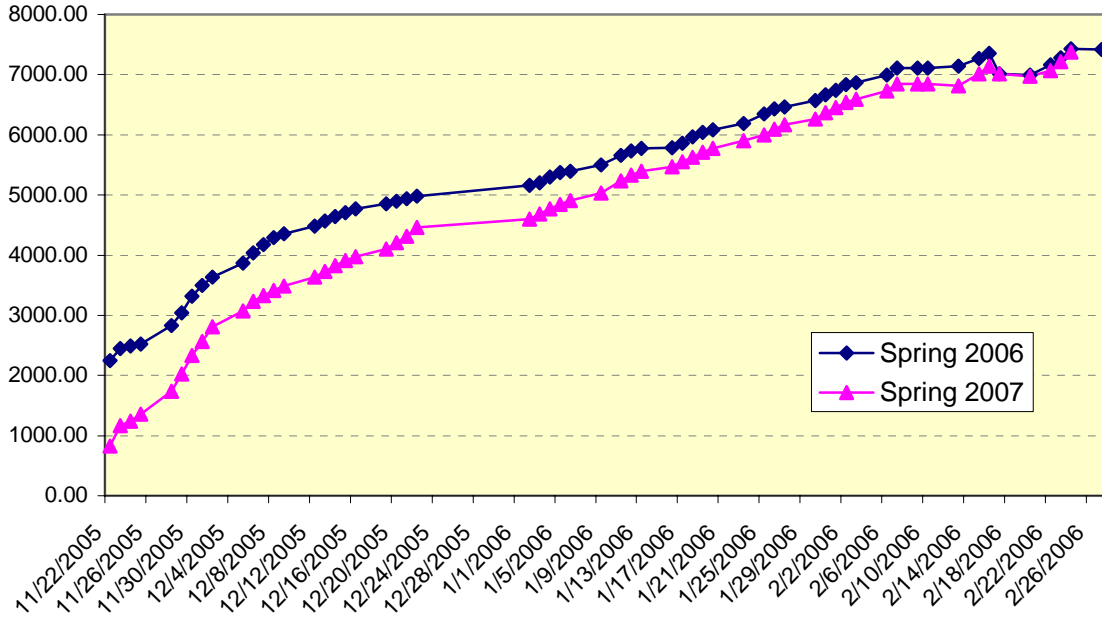
**Seats Taken**



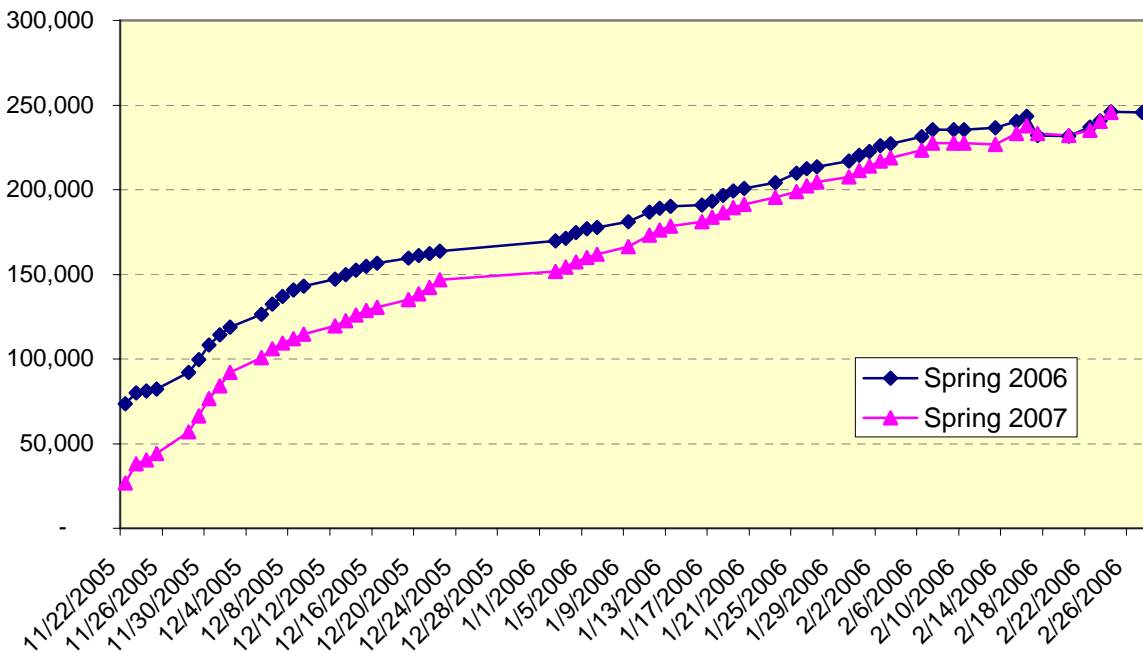
**Resident Enrollment Trends – El Camino College**  
**Spring 2006 to Spring 2007**

*As of: Monday, February 26, 2007*

**FTES**



**Student Contact Hours**



**Resident Enrollment Trends – Compton Center  
Spring 2007**

*As of: Monday, February 26, 2007*

Table 1: Enrollment Summary

	Spring 2007		
	2/21/07	2/23/07	% of Prev Rpt
Sections	406	424	4.4%
Seats Taken	6,834	7,538	10.3%
FTES (rounded)	818	935	14.4%
Student Contact Hours	28,118	31,951	13.6%

\* FTES and Student Contact Hour (SCH) counts for Positive Attendance courses are not included for either year.

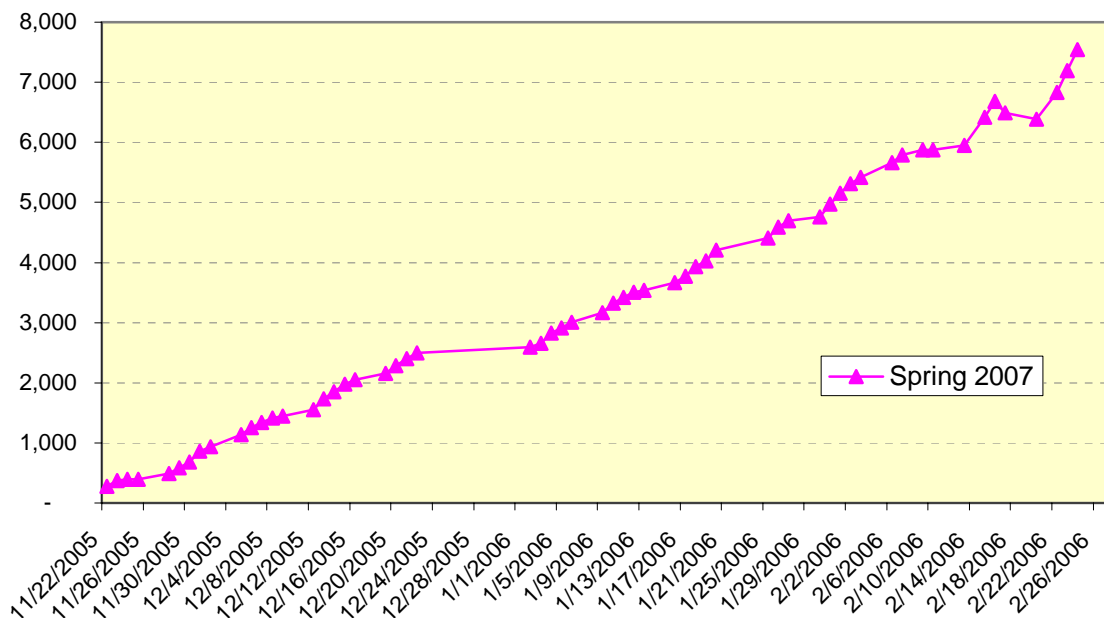
Table 2: Detail by Attendance Type

Attendance Type *	Spring 2007			
	Sections	Seats	FTES	SCH
Weekly Census	313	5,959	789	25,123
Daily Census	44	508	64	4,188
Positive Attendance	45	325	33	1,040
Distance Education**	10	500	50	1,600
Adult Ed./Non-Credit	12	246	0	0
Other	0	0	0	0
<b>Total</b>	<b>424</b>	<b>7,538</b>	<b>935</b>	<b>31,951</b>

\* FTES and SCH for Positive Attendance not yet available. "Other" includes Independent Study, CCE and Contract courses.

\*\* FTES and SCH are estimated for distance education in 2006.

**Seats Taken**



**Resident Enrollment Trends – Compton Center  
Spring 2007**

*As of: Monday, February 26, 2007*

