

**2006-2007 ACADEMIC SENATE
OFFICERS & EXECUTIVE COMMITTEE – Apr. 3, 2007**

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

Senate Mailing List

Behavioral & Social Sciences – Miranda 3735

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

Business – Rapp 3442

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

Compton Educational Center

Saul Panski () History 900-1600 x2560

Counseling – Smith 3442

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

Fine Arts – Back, 3715

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

Health Sciences & Athletics – McCallum 3550

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

Adjunct Faculty – at large

Carolyn Almos () Theatre
 Gary Robertson () Speech

Humanities – Lew 3316

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

Industry & Technology – Way 3600

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

Learning Resources Unit – Grigsby 3526

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

Mathematical Sciences – Goldberg 3200

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

Natural Sciences – Perez 3343

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

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

Accreditation – Susie Dever & Arvid Spor

Academic Affairs – Ann Collette

Union – Editor

Associated Students President – David Nordel

Public Information – Ann Garten

Campus Police – Mike D'Amico, Chief

Federation Office – Don Brown, & Nina Velasquez

Health Center – Debbie Conover

Admissions & Records – Bill Mulrooney

Human Resources – Marcy Wade

President/Superintendent – Thomas Fallo

VP Academic Affairs – Francisco Arce

VP Administrative Services – Jeff Marsee

VP Student & Community Advancement – Jeanie Nishime

Board of Trustees

Ms. Combs Miss O'Donnell Dr. Jackson

Mr. Beverly Dr. Gen Mr. Peters

Academic Senate Website

www.elcamino.edu/academics/academicsenate/

A REMINDER OF SENATE'S REASON FOR EXISTENCE

California Code of Regulations § 53200

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

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

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

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

Education Code §87360 (b) requires that

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

El Camino College
ACADEMIC SENATE
AGENDA

Apr. 3, 2007

1. <u>CALL TO ORDER</u>		12:30
2. <u>APPROVAL OF MINUTES:</u> Mar. 20, 2006		
3. <u>PRESIDENT’S REPORT AND/OR ANNOUNCEMENTS</u> <ul style="list-style-type: none"> • Faculty Perspectives on Enrollment Management Workshop (with emphasis on retention & quality of student experience) – Fri., Apr 27, Crestmont College - Contact sdever@elcamino.edu if you’re interested. • Report on Noel Levitz meetings 		
4. <u>VICE PRESIDENTS’ & OTHER REPORTS</u> <ul style="list-style-type: none"> a. EDUCATIONAL POLICIES (Evelyn Uyemura) b. FACULTY DEVELOPMENT (Lisa Raufman) c. FINANCE & SPECIAL PROJECTS/IBC (Lance Widman) d. DEANS’ COUNCIL REPORT (Lance Widman) e. LEGISLATIVE ACTION (Pete Marcoux) f. CURRICULUM (Janet Young) g. CEC Faculty Council (Saul Panski) h. STUDENT LEARNING OUTCOMES (Lars Kjeseth, Jenny Simon) i. CALENDAR COMMITTEE (Lyman Hong) j. ACADEMIC TECHNOLOGY COMMITTEE (Pete Marcoux, Michael Wynne) k. ACCREDITATION (Arvid Spor, Susie Dever) l. ENROLLMENT MANAGEMENT (Vice Presidents) 		
5. <u>UNFINISHED BUSINESS</u> <ul style="list-style-type: none"> • Board Policy 4040 – Library - final reading • Constitution & bylaws change in structure to reflect ECC – CEC partnership – final reading • Constitution change – election results 		
6. <u>NEW BUSINESS</u> <ul style="list-style-type: none"> • Discussion – Compton Educational Center Council Draft ByLaws • Discussion – Establish date for Academic Senate meeting at Compton Center • Discussion – Whether to change the GPA for dismissal from 1.75 to 2.0 		
7. ANNOUNCEMENTS		
8. GENERAL DISCUSSION – Topics not on agenda		
9. ADJOURN		2:00

**El Camino College
ACADEMIC SENATE**

Meeting Packet Table of Contents

Apr.3, 2007

Agenda, Meeting Dates, Committee List, Etc.	
A. Minutes	
Academic Senate – 3-20-07, 3-6-07 revised	5
Calendar Committee –	
College Council – 2-26, 3-5, 3-12, 3-29-07	11
Compton Faculty Council –	
Council of Deans/Enrollment Management –	
Curriculum Committee – 3-13-07	18
Academic Technology Committee –	
Facilities Steering Committee – 2-26, 3-12-07	37
Faculty Development Committee –	
Insurance Benefits Committee	handout
PBC – 3-22 agenda	45
B. Motions/Resolutions for Consideration	
Board Policy 4040 – Library Services	46
Board Policy 4040 – Library Services w/ markups	
Pertinent Passages from AS Constitution re Compton	53
Draft Compton Educational Center Council ByLaws	56
C. Items from Previous Meetings	
Board Policy 4070 – Audit of Courses – as passed at last meeting	68
D. Letters, Memos and Other Information	
State Drop Policy	69

Academic Senate Meeting Schedule – 2006-07

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

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

ACADEMIC SENATE MINUTES

March 20, 2007

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

Behavioral & Social Sciences

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

Business

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

Counseling

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

Fine Arts

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

Health Sciences & Athletics

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

Humanities

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

Industry & Technology

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

Learning Resources Unit

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

Mathematical Sciences

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

Natural Sciences

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

Adjunct Faculty

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

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

Guests: Ann Collette, Saul Panski

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

Summary of events during meeting

1. Several workshops taking place now and in the near future.
2. Funding for computer (including laptop) replacement is in the preliminary budget.
3. Rosters will not be printed starting in Fall 2007. You will need to print online rosters.
4. ECC will hire someone to do Ann Collette's job after she retires.

5. Senate officer nominations due by May 1; election May 15. Some divisions need elections too.
6. Curriculum committee reviewed 158 courses last *semester*.
7. Compton's Fraud Audit report was not accurate in several places.
8. The Blackboard/Etudes conversion didn't go smoothly this semester. There could be severe problems next semester. Faculty need to be consulted more in this transition.
9. ECC now has a Faculty Technology Specialist working 50%.
10. Senate's constitutional amendment to incorporate educational centers was tabled.
11. Board Policy 4070 (audits) passed as amended.
12. Board Policy 4040 (Library) had its first reading. Second reading & vote at next meeting.

President's report – Susan Dever (henceforth SD)

1. Several workshops are coming up:
 - a. Faculty-centered Enrollment Management workshops. The issues to be discussed are broader than recruitment and retention. There will be a few brainstorming sessions first. Classroom faculty will meet for the brainstorming on March 28, and non-classroom faculty will meet on a different date. Sign-up sheets went around for these sessions. The faculty-centered workshop is being held, even though an administrator-centered workshop was already held, because faculty tend to bring different perspectives about issues like these. Results from the administrator-centered workshop should be available soon.
 - b. Planning Summit on April 18 and 19 at Crestmont College.
 - c. On Friday, April 27, there will be the "full-blown" faculty-center enrollment management workshop. The expectation that the faculty will bring up new and different ideas compared to those at the administrator-centered version of the Enrollment Management Workshop.
 - d. Results and comments from the admin-centered workshop will be distributed on Monday, March 26.
2. Discussion Board update – it will become visible again soon. All faculty on the email listserv will have accounts created soon. Discussions can be closed to certain groups (e.g. senate) or open for general electronic discussion. The current focus will be using it for small groups.
3. Nominations forms for Student Employee of the Year, Distinguished Staff, and Distinguished Faculty are in the packet.
4. At the Board of Trustees meeting last night 10-15 students from Compton showed up to discuss a few issues.
 - a. Programs may be eliminated at Compton.
 - b. Very limited disabled students services.
 - c. Concerns about campus maintenance.
5. The Board of Trustee members also asked about the resolutions we passed about the Music Library and the Faculty Reductions at Compton. There was discussion about the role of the senate vs. bargaining units (unions).

Minutes for March 6, 2007 were approved as amended. (There was some discussion and revisions about the enrollment management discussion.)

Educational Policies Report – Evelyn Uyemura

Today there will be a second reading of the audit policy, and a first reading of the library policy. Probation and dismissal policies are being discussed by the committee. The reason is that there's an issue about when a student's GPA drops below 2.0. After 3 semesters if their average is below 1.75, they are subject to dismissal. But for students with GPAs between 1.75 & 2.0, they can stay on probation indefinitely by not getting off probation or getting dismissed. Another related topic: you can graduate with a 2.0 GPA. We will discuss this more during the next senate meeting.

Faculty Development – Lisa Raufman

The next meeting will be on April 19 from 12:45-2pm. Topics include Flex day for August, including possible speakers, and innovation grants (i-grants from the Foundation).

Handouts distributed: "Best in C.L.A.S.S. Newsletter" from May 2006 which included ideas about retention and improving classroom instruction.

Finance and Special Projects – Lance Widman

PBC

In the minutes of the senate's March 6 meeting, there was a good summary of the PBC meeting on March 1, which focused on the ARCC report. The minutes for that PBC meeting appear on pages 15-16. On page 17 is a list of PBC subcommittees and an agenda. There was a detailed report from John Wagstaff on funding for computer software and hardware. The amount funded is \$1.8 million annually. This allows ECC to set up a 5-year computer replacement cycle which will include faculty laptops. Also discussed in the last PBC meeting were budget assumptions used to develop the preliminary budget.

Dean's Council

In Fall 2007, we will go with online electronic rosters and will not produce printed rosters. There will be training this semester for faculty. There are possible logistic problems (e.g. overloading the system the day before the semester begins when people try to log in to print their rosters). Bill Mulrooney will be having a meeting to discuss these kinds of issues soon. Contact SD for meeting details if you are interested.

It was also announced that Ann Collette's position has been approved to fill after she retires.

Lance also brought up during the Board of Trustees meeting that the Compton newsletter didn't discuss the reductions in force of the Compton faculty.

Legislative Action – Pete Marcoux

SB 382 deals with textbooks, and requires that publishers publish wholesale price & estimated length of time that the publisher intends to keep the product on the market. Also, our student government is revisiting the idea of a textbook policy.

Nominations for senate officers are due by May 1 in preparation for the May 15 elections. Division elections for senators should be held in the Fall.

Our proposed constitution amendment results will be available at the next meeting.

Curriculum Committee – Janet Young

Janet Young distributed a list of courses that were reviewed last semester. Courses in parentheses were seen more than once by the committee. A total of 158 courses were reviewed in Fall 2006. At the last meeting, 27 courses were reviewed and 2 were tabled. The distance education guidelines and approval procedures were finalized and sent to DEAC. The CCC will vote on them at the next meeting, and they will be brought to senate after that. Pending approval, Distance Education courses will come from division to the college curriculum committee. Thus, DEAC will be skipped in this process.

Compton Center report – Saul Panski

The Fraud Audit was distributed last week. It is a “work of fiction” in places. Saul noted that it is true that there was corruption, shoddy practices, and attempts to inflate enrollment previously at Compton. However, several components in the report were also shoddy or incorrect. For example, there was a claim that an instructor was teaching two classes simultaneously, when in fact there were two instructors with similar names (both with the same first initials and last names). He also noted that ~40 pages of the report discussed items that occurred when the state had assumed control of Compton. However, many people have accepted Compton’s current situation and understand that this report has to be accepted.

Six or seven administrative positions at Compton have opened up. Saul noted that he believes that this is the beginning of the stabilization of Compton.

People are extremely concerned about dilapidated facilities. There are rumors of plans to address this, but nothing has been communicated with the faculty.

There will be a separate Compton graduation ceremony. This will be the last Compton College ceremony. Some students at Compton will graduate from Compton, others will be officially ECC graduates. The ceremony is scheduled for Thursday, June 7.

Tomorrow is Job Expo. California’s first lady Maria Shriver may attend, as will hundreds of students and hundreds of employers.

Student Learning Outcomes – Lars Kjeseth & Jenny Simon

No report.

Calendar Committee – Lyman Hong

The next meeting is on Monday, March 26.

Academic Technology Committee – Pete Marcoux, Michael Wynne

Pete Marcoux is concerned about the switch from Blackboard to Etudes. He is one of 5 faculty currently using Etudes, but the faculty haven’t been consulted. He has grave concerns. Also noted: students had trouble enrolling this semester and several of those students decided to enroll in classes elsewhere. ECC has discussed Etudes with other schools using it. Etudes costs about \$30,000 per year. Blackboard Enterprise was estimated to cost \$700,000 for 3 years (\$233,000/yr) for a savings of approximately \$200,000 annually.

Last night at the Board of Trustees meeting, Joe Georges was approved to serve in a 50% position as faculty technology specialist.

Question about where did the \$1.8 million computer request come from? [See “Finance & Special Projects” above.] It was discussed in College Technology Committee.

Enrollment Management – Francisco Arce & Jeanie Nishime

No report.

Unfinished Business

Constitution amendment —Incorporating educational centers into Academic Senate

See page 27. There have been some revisions based on discussions such as adding definitions for “educational center” and “faculty council” at the beginning. See also bold on page 28. Questions and comments included:

- Question, “What is the difference between a Faculty Council and a division?” They are treated equally.
- Proposed rename: Faculty Council → Educational Center Council. *This friendly amendment was accepted.*
- Section 1, the amendment does not allow for an Educational Center Council to elect the VP from that center. This may be handled in Article IV, section 4.3.5, if it is revised to remove “shall serve as President of an educational center’s Faculty Council.” This issue also came up during the previous meeting.
- Article III includes adjunct faculty and it should be noted that these faculty are from the educational center. *Perhaps change so that “up to one adjunct” instead of one.*
- Question, “Is it possible for the Educational Center faculty to be president of the ECC senate?” Yes. The senate votes for its own officers.
- Noted: adding 5 members to the senate increases the number of senators required for a quorum. However, the new members are possible senators, so they would only increase the quorum if those senate positions are filled.

The proposed changes were tabled until the next meeting.

New Business

Board Policy 4070 – Audit of courses

The policy and associated procedures appear on page 26. Audit courses cannot fulfill pre-requisites. Comments and questions included:

1. “Should we include other requirements in this statement, such as graduation?” Audits don’t appear on transcripts and you cannot receive credit for an audit, so this probably isn’t an issue.
2. On item #2: student gives the instructor an audit form. The instructor and student both keep a copy and things will proceed similar to how we add students. Audits won’t be processed until after the add period has finished. Friendly amendment: “instructor will receive a copy from Admissions and Records indicating that ...” *Amendment accepted.*
3. “Is there a deadline for the latest time students can audit?” That is left up to instructors.

4. “How are pre-requisites handled for courses that will be audited?” Auditors don’t receive credit and students audit classes solely for their own benefit.
5. Auditors that haven’t completed a course pre-requisite may impede the non-auditors in that class. Guidelines for faculty might alleviate this problem. Pre-requisite challenge forms could be established for auditors. Students might argue that a course audit counts as “experience” for challenges. The challenge process may need to be re-evaluated. Friendly amendment to the 3rd paragraph of the policy “Audited courses cannot be used to fulfill or challenge prerequisites.” *Amendment accepted.*
6. Can an auditor be removed from a class? Answer wasn’t known, but probably fell under “disruptive student.”

Motion was moved by Pete & Lyman. It was approved.

Library Policy

The policy appears on pages 19-22.

Friendly amendments were made on pages 19 & 20.

- Page 19, 2nd paragraph, 1st sentence, “librarians, working in collaboration with other faculty...”
- The bullets on page 20 were removed
- Page 20, “Selection Criteria” item #3, “Relevance and authority.”
- Page 20, “Donations” second and third line should read “... If the donor places special conditions on the donation (e.g. that the materials *must* be added to the collection) ...”

There will be a second reading and voting at the next meeting.

Announcements

Susan Dever would like to have one senate meeting at Compton. This will pose challenges. To help, the meeting would be short. The reason is to allow the Compton faculty to meet us, since we represent them. Suggestion: less attendees required, shorter meeting, and/or informal agenda.

Meeting was adjourned at 2pm.

ACADEMIC SENATE MINUTES

Date – Mar. 6, 2007 – amended & approved Mar. 20, 2007

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

Behavioral & Social Sciences

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

Business

Halamka, Dagmar
Miller, Tim
Thompson, Jacquie X

Counseling

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

Fine Arts

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

Health Sciences & Athletics

Van Lue, Nick / Hazell, Tom
Morgan, Kathy (sharing)
Moon, Mary (sharing) X
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 X
Kahan, Walt 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

Natural Sciences

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

Adjunct Faculty

Almos, Carolyn X
Robertson, Gary X

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

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

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

Summary of events during meeting

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

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

President's report – Susan Dever (henceforth SD)

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

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

Educational Policies Report – Evelyn Uyemura

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

Faculty Development – Lisa Raufman

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

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

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

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

Finance and Special Projects – David Vakil substituting for Lance Widman

The Dean's Council didn't meet since our last meeting, although they are focusing on enrollment management. One topic of interest is expanding the number of courses we teach in local high schools.

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

Legislative Action – Pete Marcoux

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

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

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

Curriculum Committee – Janet Young

Some data from last semester: approved 54 new courses last semester and 100 proposals for revisions.

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

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

Compton Center report – Saul Panski

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

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

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

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

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

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

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

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

Student Learning Outcomes; Calendar Committee; Academic Technology Committee; Accreditation

No reports.

Enrollment Management – Francisco Arce & John Baker

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

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

Other comments/discussion items:

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

Unfinished Business

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

SLO core competencies

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

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

New Business

Constitution changes

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

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

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

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

Expect to see this again at the next meeting.

Announcements

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

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

Meeting was adjourned at 1:53 p.m.

DRAFT

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting of February 26, 2007

Present: Ms. Amezcua, Dr. Arce, Mr. Brown, Dr. Dever, Mr. Middleton, Mr. Robertson, Ms. Smith, Dr. Spor, and Ms. Pickens.

1. “*Chaparral*” – Don Brown presented his report and is very interested in working towards producing such a newsletter here on campus. It was reported that at times the Glendale newsletter does get pointed and administrators are asked to respond in those cases.

Don Brown will speak to the editor and clarify whether there are any guidelines that the newsletter is governed by. It is believed that it would be critical that a policy of ethics or guidelines be developed due to the adversary content that has appeared on the list serve. It is believed that the newsletter success would be dependent upon an effective editor. We will need a skilled editor with the time to do it. We will need an editorial board with the same make up of College Council – not necessarily College Council – to get work out in a neutral fashion. It would also be important to give release time for work done.

People are interested in getting factual information and most want to know what is going on. We need a way to get out information to the college that is factual.

Another attempt at campus communication was the Communications Task Force. Some employees did not feel satisfied with the answers given by the task force. Classified staff felt insulted by the “fluff” answers received. It was also mentioned that task force members did not have the time to respond effectively.

There is also an open opportunity for anybody to post on list serve. There have never been any restrictions other than legal restrictions for people to use the network.

This discussion will continue next week to determine if College Council recommends publishing a newsletter.

Agenda for the March 5, 2007 Meeting:

1. Minutes of February 26, 2007
2. Team Reports
3. College Council Newsletter- further discussion
4. Review process of recommendations from other committees.
5. Review District Vision Statement, Mission Statement, Statement of Philosophy, Statement of Values, Guiding Principles & Strategic Goals for 2004-2007 – Arvid bringing definitions.

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.
- 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.

DRAFT

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting of March 12, 2007

Present: Ms. Amezcua, Mr. Brown, Dr. Arce, Dr. Dever, Dr. Fallo, Dr. Marsee, Mr. Middleton, Dr. Nishime, Mr. Robertson, and Ms. Pickens.

1. The Extraordinary Audit of the Compton Community College District is available at the Fiscal Crisis & Management Assistance Team (FCMAT) website.
2. We are still looking for volunteers to participate in The Community College Leadership Development Initiatives (CCLDI).
3. College Council Newsletter – Don Brown will get a consensus from different employee groups on how to approach this and maintain operations and structure. Don would like to build the structure after the Glendale model. It was reported that although the E-Board supports this type of publication they might not finance it. Susie Dever will bring this up at the Academic Senate. Don will report back to College Council in May.
4. El Camino College Committee listing on Portal – It was decided that as a rule only final official minutes will be posted. It may be decided at a later date that some committees can post draft minutes. College Council came to a decision on which committees would post to the website and which would post to the portal only. Some committees will post to both areas.

Academic Senate Category: Academic Senate – web site and portal. College Curriculum Committee – web site and portal. Faculty Position Identification Process – portal only. **Advisory Category:** Career Center Advisory – portal only. Council of Deans – portal only. Insurance Benefits – portal only. International Education Study Abroad Advisory – portal only. Parking & Traffic Advisory Council – portal only. Police Advisory Council – portal only. **Associated Student Organization Category:** Finance Committee – portal and web site. Students Senate – portal and web site. Inter Club Council – portal and web site. **Board of Trustees Category:** Board of Trustees – web site. Citizens' Bond Oversight Committee – web site. **Collegial Consultation Category:** All of these committees will post on the portal only. Academic Technology, Area Council – Administrative Services, Area Council – Student & Community Advancement, Area Council – VP Academic Affairs, Calendar Committee, College Council, Communications Task Force, Division Council – Campus Police Services, Division Council – Community Advancement, Division Council – Counseling Division, Division Council – Enrollment Services, Division Council – Facilities Planning & Services Day Shift, Division Council – Facilities Planning & Services Night Shift, Division Council – Fine Arts, Division Council – Fiscal Services, Division Council – Human Resources, Division Council – Information Technology Services, Division Council – Instructional Services (Learning Resources), Division Council – Purchasing & Business Services, Division Curriculum – Health Sciences & Athletics, ECC Technology Committee, Facilities

Steering Committee, Faculty Development Team, and Planning & Budgeting Committee. **Contractual Category**: College Load Review Committee – portal only. District Wide Conference Committee – portal only. Sabbatical Leave Committee – portal only. **Operational Category**: All of these committees will post on the portal only. Classified Staff Development, Management Council – Administrative Services, Management Development Committee, Planning Council – Counseling Division, Safety & Health, Staff Development Advisory Committee, Vocational Technical Educational Act (VTEA), and Web Task Force. **Special Events Category**: ECC Foundation Board – web site and portal. ECC Foundation Executive Committee – portal only. ECC Foundation Finance Committee – portal only.

Members will also bring recommendations on which committees should be added and which should be deleted from listing.

5. There was a request that part time faculty be automatically signed up for e-mail. It is believed that this could be done through Human Resources. Jeff Marsee will discuss this with John Wagstaff.

Agenda for the March 19, 2007 Meeting:

1. Minutes of March 12, 2007
 2. Board Agenda
 3. El Camino College Committee Listing on Portal
 4. Review District Vision Statement, Mission Statement, Statement of Philosophy, Statement of Values, Guiding Principles & Strategic Goals for 2004-2007 – Arvid bringing definitions.
 5. Review process of recommendations from other committees.
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.
 - 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

DRAFT

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting of March 19, 2007

Present: Ms. Amezcua, Dr. Arce, Dr. Dever, Dr. Fallo, Dr. Marsee, Mr. Middleton, Dr. Nishime, Mr. Robertson, Dr. Spor, Ms. Pickens, and Ms. Velasquez.

1. Board Agenda
 - a. We are having a public hearing for Negotiations between El Camino Community College District and ECCFT.
 - b. The Board is ordering an election for the three Board seats that are up for election this November.
 - c. There was a request to add an additional column (“Actual Cost”) to the Measure E table on page 60. It was noted that this table represents the approved budget and this table will not be changed at this time.
 - d. The Contract Amendment with Professional Personal Leasing, Inc. is due to the fact that we will be paying Dr. McCallum directly and not through the agency.
 - e. The Amendment to the Resolution 2003-02 Bond Oversight Committee Bylaws will limit the committee membership to a minimum of seven members as required by law.
 - f. The purpose of the Planning Summit is to reorder the long range master plan.

Agenda for the March 26, 2007 Meeting:

1. Minutes of March 19, 2007
 2. El Camino College Committee Listing on Portal
 3. Review District Vision Statement, Mission Statement, Statement of Philosophy, Statement of Values, Guiding Principles & Strategic Goals for 2004-2007 – Arvid bringing definitions.
 4. Review process of recommendations from other committees.
1. 2006-2007 Goals and Timelines
 - a. Define Collegial Consultation and Shared Governance – and communicate to campus community. Dr. Baker assignment.
 - b. Resolve how to get information out and responses back to College Council. Discussion is on-going.
 - c. Review Procedure 2510 – Collegial Consultation. Dr. Baker assignment.
 - d. Review District Vision Statement, Mission Statement, Statement of Philosophy, Statement of Values, Guiding Principles & Strategic Goals for 2004-2007.
 - e. Build a sense of community.
 - f. Review process of recommendations from other committees.
 2. El Camino College Committee Listings – on Portal

DRAFT

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting of March 5, 2007

Present: Ms. Amezcua, Dr. Arce, Dr. Baker, Dr. Dever, Dr. Fallo, Ms. Jeffries, Mr. Middleton, Dr. Nishime, Ms. Smith, and Ms. Pickens.

1. Leo Middleton – The California Community Colleges Registry Job Fair on January 20th was a great success with 1800 job seekers in attendance. February was Black History month and we had some outstanding programs. There was a tribute to Rev. Martin Luther King with Dr. John Hunter as the speaker. Five hundred area high school students were in attendance. The Women’s History Month Luncheon is on Friday, March 9th. The Annual Delmer L. Fox Humanitarian and Scholarship Awards Luncheon will be on Friday, March 30th.
2. Francisco Arce – The Enrollment Management workshop was a great success with 55 people in attendance. There is a general agreement that there are a number of issues that can be addressed quickly.
3. Vivian Amezcua – The Associated Student Organization (ASO) is working on getting information out to student body to increase student participation – there are a lot of open positions. ASO is also working on the textbook policy.
4. John Baker – work is still in progress on Procedure 2510 – Collegial Consultation.
5. Chris Jeffries – There is a CFT Conference on March 15th. Chris will receive Datatel training in Washington, D.C.
6. Luukia Smith – Classified are in negotiations. Elections are coming up in May with nominations in March.
7. President Fallo – Tom Henry, Special Trustee of Compton, has given his resignation and will be replaced by Peter Landsberger. Peter has been working with the faculty union and senate at Compton and has a wide spread of support. The Board of Governors is meeting today and may act on the proposal to change the MOU that funds El Camino College for Compton Center. We are trying to change the SB361 formula.

The Facilities Steering Committee met and discussed the Student Services Building. Cabinet will look at options again today. This is a project that could tip the scales. The Board of Trustees and Citizens’ Bond Oversight Committee (CBOC) will have to have some discussion about changing priorities and downsizing.

The Board of Trustees will have to adopt a resolution for Board elections – three board seats are up for election in November.

There has been discussion about Community College Leadership Development Initiatives (CCLDI) or Continuous Quality Improvement Network (CQIN) for this summer. We went to four CQIN events which are usually out of state. There is a

CCLDI in July at USC that would be less expensive and could be tailored to suit our needs. Jan Kehoe is the President/CEO of CCLDI.

Dr. Arce has produced a status report on the Compton relationship for the Accrediting Commission. Our Accreditation now includes Compton and we will have our first draft in May.

The CBOC Annual Report will be taken to the Board in April. Three of the CBOC Board appointed members terms have ended. Advertisements have gone out for these positions and there were three inquiries but no applications.

Agenda for the March 12, 2007 Meeting:

1. Minutes of March 5, 2007
 2. College Council Newsletter- further discussion
 3. El Camino College Committee Listing
 4. Review District Vision Statement, Mission Statement, Statement of Philosophy, Statement of Values, Guiding Principles & Strategic Goals for 2004-2007 – Arvid bringing definitions.
 5. Review process of recommendations from other committees.
-
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.
 - 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.

**EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
March 13, 2007**

Present: J. Davidson, A. Himsel, L. Kjeseth, E. Martinez, R. Natividad, V. Rapp,
J. Siddiqui, C. Somin, J. Young

Absent (excused): F. Arce, P. Gebert, C. Mosqueda, S. Panski, J. Stewart

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

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

Also Present: B. Jaffe, N. McCallum, L. Medigovich, L. Olsen, B. Perez, J. Schwartz,
D. Teter, R. Way

CALL TO ORDER

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

APPROVAL OF MINUTES

L. Kjeseth moved that the minutes of the February 27, 2007, College Curriculum Committee meeting be approved as written and J. Siddiqui seconded the motion. As there were no corrections, Chair Young called for a vote and the minutes were approved as presented.

CHAIR'S REPORT

Chair Young informed the committee that long-time CCC representative and former Academic Senate President, J. Stewart, has been hospitalized with a serious illness. She then circulated a get-well card for everyone to sign. Next, J. Young referred members to the summary of the proposals reviewed by the CCC in fall, 2006. In her brief comments about the summary, the Chair commended the CCC for the extraordinary amount of work it accomplished with the review of 158 proposals. She then stated that she will present the summary to the Academic Senate at its next meeting. Chair Young concluded her report by noting that new CCC members, as well as newly hired administrators, were present at today's meeting. She asked everyone to introduce themselves and identify the divisions or areas they represent.

COURSE REVIEW STATUS

Committee members were referred to the Course Review Status Chart, which was included in the day's packet. J. Young noted that the chart indicated that 152 of the College's 1,321 active courses have not been reviewed in ten or more years. She reminded the CCC that one of the primary objectives for this semester is to complete review of at least five courses from each division that fall in this category. Continuing, the Chair remarked that Title 5 regulations require that courses with prerequisites or corequisites be reviewed, at a minimum, every six years. She acknowledged that the CCC has not been able to adhere to such a timeline and said that a ten-year cycle seems more realistic. Chair Young then informed the committee that she and

Curriculum Advisor Collette are developing a timeline for next fall's curriculum review. Because A. Collette will not be with the committee next year, the timeline that is developed will not be ambitious. The person who replaces A. Collette will need sufficient time to learn and understand the intricacies of curriculum development and review. In addition, the CCC should be able to conduct some curriculum review with the electronic course outline of record next fall. Everyone involved with review and revision of these outlines will need time to learn, as well as refine, this new process. The Chair concluded her remarks by stating that the electronic course outline, which was finalized by the CCC last May, is still not available as Information Technology Services has yet to incorporate the program into the College's system.

CURRICULUM REVIEW

NATURAL SCIENCES PROPOSALS:

B. Perez, Dean of the Natural Sciences Division, distributed an errata sheet for the division's proposals then asked that review begin with Biology 8. During the brief discussion of this course, agreement was reached on revisions to the catalog description and Sections II, III, V, and VI of the course outline. Next, discussion was held on Biology 11 and minor revisions to Sections III and VI of the outline were accepted. Dean Perez directed the committee's attention to Horticulture 95abcd. She provided a justification for the proposal then informed the CCC of revisions for Sections II and VIII of the course outline. The CCC agreed to the revisions then turned to the Physics 3A proposal. The dean provided a correction to the course's discipline then during the ensuing discussion of the course, the CCC agreed to revisions for Sections II, III, and V of the outline. Review concluded with Physics 3B. After corrections to the discipline and transfer dates were noted, agreement was reached on revisions to the catalog description and for Sections II, III, and VII of the course outline. V. Rapp then moved, and J. Siddiqui seconded, that the Natural Sciences proposals be approved. The motion carried. L. Kjeseth moved that the conditions of enrollment be approved and C. Somin seconded the motion. This motion also carried.

INDUSTRY AND TECHNOLOGY PROPOSAL:

Dean Way first provided the CCC members with an errata sheet for the Fire and Emergency Technology certificates of competence and completion. He then explained that the Fire Academy option for these certificates has been revised to include the recently approved two-semester sequence of the Fire Academy curriculum. After the CCC agreed to the revision, C. Somin moved that the revised Fire and Emergency Technology certificates be approved. L. Kjeseth seconded the motion, which carried.

HEALTH SCIENCES AND ATHLETICS PROPOSAL:

Chair Young informed the committee that she and the Health Sciences and Athletics Division had agreed to table the proposals for Educational Development 35ab and Physical Education 87ab until the March 27th CCC meeting so that faculty proposers have sufficient time to make necessary revisions. CCC members were told to keep their copies of these proposals as new ones will not be distributed. Before turning the meeting over to Dean McCallum, the Chair informed the CCC that the errata sheet for the remaining Health Sciences and Athletics proposal was in the day's packet. The dean expressed his appreciation for the committee's work then said that R. Natividad would lead the review of Physical Education 2abcd. R. Natividad began by thanking A. Collette and J. Young for the time they spent with division personnel revising, as well as providing suggestions for, the Health Sciences and Athletics proposals. He then explained the revisions for Physical Education 2abcd. After the committee agreed to revisions to

Sections II and VI of the outline, L. Suekawa proposed that the course be considered for Area E of the CSU general education breadth pattern. She told the CCC that similar physical activity courses from other colleges have been approved for this area. It was suggested that the Health Sciences and Athletics Division should consider submitting all of the CSU transferable physical activity courses for CSU general education consideration. After a brief discussion, it was agreed that Physical Education 2abcd would serve as a test case. If it is approved for the general education pattern, the division will then submit the other courses for consideration. As there was no more discussion regarding the Physical Education 2abcd proposal, C. Somin moved that it be approved. J. Siddiqui seconded the motion, which carried. L. Kjeseth then moved, and C. Somin seconded, that the course's condition of enrollment be approved. The motion carried.

HUMANITIES PROPOSALS:

B. Jaffe, Associate Dean of Humanities, distributed an errata sheet and introduced L. Medigovich of the Journalism Department before beginning the division's review with Chinese 1. The CCC was informed of an addition to the catalog description and revisions to Sections II and III of the outline. After agreeing to these changes, the committee discussed the proposal for Chinese 2. The associate dean informed the CCC that L. Suekawa advised that this course be submitted for the CSU general education pattern under Area C. The committee agreed with this as well as to revisions for Section II and III of the course outline. The CCC then turned to Journalism 3ab. During the brief review of this course, revisions were accepted for Sections II, III, V, and VII of the outline. The division's review continued with Journalism 9abcd and during the discussion, revisions were agreed to for the catalog description and Sections II, III, and VII of the course outline. B. Jaffe concluded the presentation with the Journalism 96abcd proposal. After a brief discussion of the course, during which revisions to Sections IV and V of the outline were accepted, C. Somin moved that the Humanities proposals be approved. L. Kjeseth seconded the motion, which carried. C. Somin then moved, and J. Siddiqui seconded, that the conditions of enrollment be approved. The motion carried.

BEHAVIORAL AND SOCIAL SCIENCES PROPOSALS:

J. Young first relinquished the Chair to L. Kjeseth, the CCC Chair Pro Tempore, in order to present the Behavioral and Social Sciences proposals then distributed an errata sheet. She began the review by providing the CCC with common revisions for the Child Development 16, 17, 18, and 19 proposal forms. These revisions included changes to the prerequisites and the justification for renumbering the courses. J. Young then directed the committee to the Child Development 16 proposal and during the discussion of this course, the committee agreed to revisions for the prerequisite and the catalog description as well as to revisions for Sections II, III, V, VI, and VII of the outline. Next, Child Development 17 was addressed. The CCC accepted revisions for the prerequisite, the catalog description, and Sections II, V, and VI of the course outline then Chair Pro Tem Kjeseth interrupted the presentation of the Behavioral and Social Sciences proposals. L. Kjeseth explained to the committee that it was necessary to shift curriculum review to the Fine Arts Division so that the teaching scheduling of Music Professor D. Teter could be accommodated.

FINE ARTS PROPOSALS:

After the CCC was advised that the division's errata sheet was in the day's packet, D. Teter began the presentation by thanking J. Young and A. Collette for their help with the proposals. He then explained that the six new non-credit Music courses before the committee had been developed to resolve the repeatability issue that exists with the credit, degree applicable versions of these courses. Addressed first was Music 560 and during the brief discussion, revisions to the

proposal form, the descriptive title, the lab hours, the condition of enrollment, and Sections III and VIII of the course outline were accepted. Then revisions for these same areas were accepted for the Music 561, 562, and 563 proposals. Next, D. Teter outlined the revisions for the Music 567 proposal which included corrections to the proposal form and adjustments to the descriptive title and the lab hours. After the CCC agreed to these modifications, discussion of the Music proposals concluded with Music 576. The CCC agreed to revisions for the proposal form, the descriptive title, the lab hours, the condition of enrollment, and Sections III and VIII of the outline before C. Somin moved, and J. Siddiqui seconded, that the Fine Arts proposals be approved. The motion carried. C. Somin then moved that the conditions of enrollment be approved. R. Natividad seconded the motion, which carried.

BEHAVIORAL AND SOCIAL SCIENCES PROPOSALS (CONTINUED):

J. Young directed the committee to the proposal for Child Development 18 then provided revisions for the prerequisite, the catalog description, and Sections II, III, V, and VII of the course outline. The CCC accepted these revisions then turned to Child Development 19. After agreeing to revisions for the prerequisite, the catalog description, and Sections II, III, V, and VI of the outline for this course, the CCC briefly addressed the proposals for Women's Studies 1 and Psychology 10. Minor adjustments to the lecture hours and the outline's Section V were agreed to for Women's Studies 1 and a minor revision to Section II of the outline for Psychology 10 was accepted. Next, J. Young explained to the committee that the General Studies major was being reactivated because it was determined, through research by a number of counselors, that this major will serve a significant number of El Camino College students who wish to earn an associate degree and have no current plans to transfer to a four-year institution. She then provided revisions to the major's requirements which the CCC accepted. As the division's presentation had concluded, V. Rapp moved that the Behavioral and Social Sciences proposals be approved. C. Somin seconded the motion, which carried. C. Somin then moved, and V. Rapp seconded, that the conditions of enrollment be approved. This motion also carried. L. Kjeseth then returned the duties of the Chair to J. Young.

DISTANCE EDUCATION GUIDELINES AND PROCEDURES

Chair Young referred members to the draft of the Distance Education Guidelines and Course Approval Procedures included in the day's packet. She asked everyone to carefully read these guidelines and procedures and to provide her or A. Collette with any necessary revisions before the next meeting. J. Young then stated that these guidelines and procedures will be voted on at the March 27th CCC meeting.

At 4:10 p.m., C. Somin moved, and J. Siddiqui seconded, that the meeting be adjourned. The motion carried.

EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE

Proposed Curriculum Changes
March 13, 2007

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

CHANGES IN NUMBER, CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE REVIEW

Current Status/Proposed Change

1. Child Development ~~46~~ 116 – Creative Art for Young Children

Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment

This course focuses on the principles and methods of planning, presenting, and evaluating creative art experiences for young children ages two to five. ~~The course will emphasize~~ Emphasis will be placed on facilitating creativity, self-expression, and concept and skill development through the use of art media such as paint, clay, collage, chalk, and woodworking. Methods for adapting creative art experiences for children with special needs will be discussed. ~~The~~ This course is designed for teachers in training and teachers in service needing to develop ~~and~~ or refine skills in planning and implementing art curriculum.

Recommendation:

Child Development 116 – Creative Art for Young Children

Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment

This course focuses on the principles and methods of planning, presenting, and evaluating creative art experiences for young children ages two to five. Emphasis will be placed on facilitating creativity, self-expression, and concept and skill development through the use of art media such as paint, clay, collage, chalk, and woodworking. Methods for adapting creative art experiences for children with special needs will be discussed. The course is designed for teachers in training and teachers in service needing to develop or refine skills in planning and implementing art curriculum.

*Current Status/Proposed Change*2. Child Development ~~17~~ 117 – Music and Movement for Young Children

Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment

This course focuses on the principles and methods of planning, ~~implementing~~ presenting, and evaluating music and movement experiences for young children ages two to five. Activities such as group singing, rhythmic experiences, perceptual motor, and creative movement to foster the child's cognitive, psychosocial, and physical development will be presented. Methods for adapting music and movement experiences for children with special needs will be discussed. ~~The~~ This course is designed for teachers in training and teachers in service needing to develop ~~and~~ or refine skills in planning and implementing music and movement curriculum.

Recommendation:

Child Development 117 – Music and Movement for Young Children

Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment

This course focuses on the principles and methods of planning, presenting, and evaluating music and movement experiences for young children ages two to five. Activities such as group singing, rhythmic experiences, perceptual motor, and creative movement to foster the child's cognitive, psychosocial, and physical development will be presented. Methods for adapting music and movement experiences for children with special needs will be discussed. This course is designed for teachers in training and teachers in service needing to develop or refine skills in planning and implementing music and movement curriculum.

*Current Status/Proposed Change*3. Child Development ~~18~~ 118 – Science and Math for Young Children

Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment

This course focuses on the principles and methods of planning, presenting, and evaluating ~~math and science and math~~ experiences for young children ages two to five. ~~The emphasis of this course is to~~ Students will develop strategies to activities that foster the ~~child's~~ children's natural curiosity about ~~the environment~~ scientific and quantity mathematical concepts. ~~through activities that~~ These activities will be designed to encourage exploration, experimentation, problem solving, and discovery ~~through play~~. Methods for adapting science and math experiences for young children with special needs will also be discussed. ~~The~~ This course is designed for teachers in training and teachers in service needing to develop or refine skills in planning and implementing science and math curriculum.

Recommendation:

Child Development 118 – Science and Math for Young Children

Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment

This course focuses on the principles and methods of planning, presenting, and evaluating science and math experiences for young children ages two to five. Students will develop activities that foster children's natural curiosity about scientific and mathematical concepts. These activities will be designed to encourage exploration, experimentation, problem solving, and discovery. Methods for adapting science and math experiences for young children with special needs will also be discussed. This course is designed for teachers in training and teachers in service needing to develop or refine skills in planning and implementing science and math curriculum.

Current Status/Proposed Change

4. Child Development ~~118~~ 119 – Language Arts for Young Children

Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment

This course focuses on the principles and methods of planning, ~~implementing~~ presenting, and evaluating language arts activities for young children ages two to five. Appropriate activities for expressive and receptive language development, such as storytelling, dramatic play, listening, and emergent literacy, will be ~~discussed~~ examined. Methods for adapting language experiences for children with special needs will be discussed. ~~The~~ This course is designed for teachers in ~~service and teachers in training~~ and teachers in service ~~desiring~~ needing to develop ~~and~~ or refine skills in planning and implementing language arts curriculum.

Recommendation:

Child Development 119 – Language Arts for Young Children

Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment

This course focuses on the principles and methods of planning, presenting, and evaluating language arts activities for young children ages two to five. Appropriate activities for expressive and receptive language development, such as storytelling, dramatic play, listening, and emergent literacy, will be examined. Methods for adapting language experiences for children with special needs will be discussed. This course is designed for teachers in training and teachers in service needing to develop or refine skills in planning and implementing language arts curriculum.

CHANGES IN CATALOG DESCRIPTION, A.A./A.S. DEGREES GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. Psychology 10 – African American Psychology

Current Status/Proposed Change

This course ~~emphasizes~~ is an introduction to the psychological issues related to the African American experience in ~~America~~ the United States. ~~The focus~~ Emphasis is given ~~on~~ to how this experience shapes social perception, social cognition, racial identity, and attitudes. ~~This focus is further elaborated into~~ Individual cognitive styles, personality development, and family structures of African Americans will also be examined.

Associate in Arts Degree General Education Pattern – Section A. Area 2. Social and Behavioral Science, C.

Associate in Science Degree General Education Pattern – Section A. Area 2. Social and Behavioral Science, C.

Recommendation:

This course is an introduction to the psychological issues related to the African American experience in the United States. Emphasis is given to how this experience shapes social perception, social cognition, racial identity, and attitudes. Individual cognitive styles, personality development, and family structures of African Americans will also be examined.

Associate in Arts Degree General Education Pattern – Section A. Area 2. Social and Behavioral Science, C.

Associate in Science Degree General Education Pattern – Section A. Area 2. Social and Behavioral Science, C.

CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION; COURSE REVIEW

Current Status/Proposed Change

1. Women's Studies 1 – ~~An~~ Introduction to Women's Studies

This interdisciplinary ~~course is an interdisciplinary introduction~~ introduces students to the study field of women's studies. ~~It will examine the traditional~~ The history of feminism, feminist thought, and women's studies as an academic discipline will be examined and assessed. ~~The social construction of sex, gender, class, racial and ethnic sexuality, the representation of women in American society, and the role of women in American institutions will be analyzed from theoretical perspectives of various academic disciplines.~~ Feminist perspectives will be utilized to critically analyze race, ethnicity, social constructs class, sexuality, and their impact on women. ~~Through the use of literature, art and film about and age by women, attention will be given to the psychology, image and role of women as they correlate with sex and gender in American society.~~ Consideration will also be given to the development of women's consciousness and culture.

Recommendation:

Women's Studies 1 –Introduction to Women's Studies

This interdisciplinary course introduces students to the field of women's studies. The history of feminism, feminist thought, and women's studies as an academic discipline will be examined and assessed. The social construction of sex, gender, and sexuality, the representation of women in American society, and the role of women in American institutions will be analyzed from theoretical perspectives of various academic disciplines. Feminist perspectives will be utilized to critically analyze race, ethnicity, social class, sexuality, and age as they correlate with sex and gender in American society.

REACTIVATE MAJOR; CHANGE IN MAJOR

1. General Studies

Current Status/Proposed Change

- ~~1. The student must complete the specific pattern of general education courses as specified in the college catalog or as outlined in the catalog for the year of first enrollment if attendance has been continuous.~~
- ~~2. Complete at least 18 units of additional courses selected from categories 1 through 4 of the general education pattern. At least one additional course must be selected from each category.~~

18 units selected from Section A – General Education Requirements, Categories 1, 2, 3, and 4.

At least one course must be selected from category 1, 2, 3, and 4.

Total Units: 18

Courses used to satisfy general education requirements cannot be used to meet major requirements.

FINE ARTS DIVISION**NEW COURSES**

1. Music 560 – Woodwind Ensembles for the Older Adult

Units: 0 Lab: 2 hours (maximum of 36 hours per semester) Faculty Load: 10.00%

Enrollment Limitation: audition (previous band or orchestra experience or ability to perform music of moderate difficulty on a standard orchestral woodwind instrument)

Non-Credit

These ensembles for the older adult rehearse and perform literature written for combinations of woodwinds in choirs of like instruments (all flutes or clarinets or saxophones) and mixed instruments. The ensembles include trios, quartets, quintets, and larger ensembles and may be combined with non-woodwind instruments to complete the instrumentation appropriate to the selected literature. Emphasis is placed on stylistic and historical performance practices, instrumental techniques, and musicianship. Performances are held on campus and in the community.

2. Music 561 – Brass Ensembles for the Older Adult

Units: 0 Lab: 2 hours (maximum of 36 hours per semester) Faculty Load: 10.00%

Enrollment Limitation: audition (previous band or orchestra experience or ability to perform music of moderate difficulty on a standard orchestral brass instrument)

Non-Credit

These ensembles for the older adult rehearse and perform literature written for combinations of brass instruments. The ensembles include trios, quartets, quintets, and larger ensembles and may be combined with non-brass instruments to complete the instrumentation appropriate to the selected literature. Emphasis is placed on stylistic and historical performance practices, instrumental techniques, and musicianship. Performances are held on campus and in the community.

3. Music 562 – Percussion Ensembles for the Older Adult

Units: 0 Lab: 2 hours (maximum of 36 hours per semester) Faculty Load: 10.00%

Enrollment Limitation: audition (previous band or ensemble experience or ability to perform music of moderate difficulty on percussion instruments)

Non-Credit

These ensembles for the older adult rehearse and perform literature written for combinations of melody and/or rhythm percussion instruments. The ensembles include quartets, quintets, sextets, and larger ensembles and may be combined with wind or string instruments to complete the instrumentation appropriate to the selected literature. Emphasis is placed on instrumental techniques, improvisation, and musicianship. Performances are held on campus and in the community.

4. Music 563 – String Ensembles for the Older Adult

Units: 0 Lab: 2 hours (maximum of 36 hours per semester) Faculty Load: 10.00%

Enrollment Limitation: audition (previous orchestra experience or ability to perform music of moderate difficulty on a standard orchestral string instrument)

Non-Credit

These ensembles for the older adult rehearse and perform literature written for combinations of string instruments. The ensembles include trios, quartets, quintets, and larger ensembles and may be combined with non-string instruments to complete the instrumentation appropriate to the selected literature. Emphasis is placed on stylistic and historical performance practices, instrumental techniques, and musicianship. Performances are held on campus and in the community.

5. Music 567 – Jazz Band for the Older Adult

Units: 0 Lab: 3 hours (maximum of 54 hours per semester) Faculty Load: 15.00%

Enrollment Limitation: audition (ability to perform music of moderate difficulty on a standard jazz instrument)

Non-Credit

This ensemble for the older adult rehearses and performs traditional and contemporary jazz compositions. The literature includes works by composers such as Basie, Ellington, and Nestico, as well as opportunities for vocal jazz soloists. Emphasis is placed on section development, extended solos, and improvisation. Performances are combined with the Jazz Band or Big Band Jazz and are held on campus and in the community.

6. Music 576 – Clarinet Choir for the Older Adult

Units: 0 Lab: 2 hours (maximum of 36 hours per semester) Faculty Load: 10.00%

Enrollment Limitation: audition (ability to perform music of moderate difficulty on an instrument of the clarinet family)

Non-Credit

This ensemble for the older adult rehearses and performs literature scored for the balanced clarinet choir. Emphasis is placed on stylistic performance practices, instrumental techniques, and musicianship. Performances are held on campus and in the community.

HEALTH SCIENCES AND ATHLETICS DIVISION

CHANGES IN CATALOG DESCRIPTION, CSU GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. Physical Education 2abcd – Walking for Fitness

Current Status/Proposed Change

This course is designed to provide students with a fitness foundation of aerobic fitness through the means of walking. Students will ~~be given a fitness assessment profile and develop an individualized~~ progress from shorter duration, lower intensity walks to exercise prescription sessions that include longer duration, higher intensity exercise, and power walking. Conditioning emphasis will be placed on ~~stamina, strength, flexibility,~~ developing endurance, caloric expenditure, and improved body composition, and muscle endurance. ~~Walking techniques and fitness strategies will also be highlighted. Student's progress of fitness and~~ Instruction will include examination of gait patterns utilized under different walking skills will be monitored and assessed regularly to assure completion of their goals and objectives conditions. Strategies for the prevention of injuries will be addressed. Successful completion of the course will result in improved aerobic fitness, increased caloric expenditure, and the ability to construct effective walking programs for continued benefit.

CSU General Education Requirement, Area E – Lifelong Understanding and Self-Development

Recommendation:

This course is designed to provide students with a foundation of aerobic fitness through walking. Students will progress from shorter duration, lower intensity walks to exercise sessions that include longer duration, higher intensity exercise, and power walking. Conditioning emphasis will be placed on developing endurance, caloric expenditure, and improved body composition. Instruction will include examination of gait patterns utilized under different walking conditions. Strategies for the prevention of injuries will be addressed. Successful completion of the course will result in improved aerobic fitness, increased caloric expenditure, and the ability to construct effective walking programs for continued benefit.

CSU General Education Requirement, Area E – Lifelong Understanding and Self-Development

HUMANITIES DIVISION

CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW

1. Chinese 1 – Elementary Chinese I

Current Status/Proposed Change

This beginning course ~~is an introduction to Mandarin Chinese~~, taught within the context of Chinese culture. ~~It will cover comprehension,~~ introduces students to listening, speaking, reading, and writing, ~~as well as a study of grammar, vocabulary and elementary Mandarin Chinese.~~ Students develop pronunciation and speaking skills along with their understanding of spoken Chinese. Audio and video tapes are available to reinforce the language skills students acquire in the classroom.

Note: This course is comparable to two years of high school Chinese.

Recommendation:

This beginning course, taught within the context of Chinese culture, introduces students to listening, speaking, reading, and writing elementary Mandarin Chinese. Students develop pronunciation and speaking skills along with their understanding of spoken Chinese. Audio and video tapes are available to reinforce the language skills students acquire in the classroom.

Note: This course is comparable to two years of high school Chinese.

2. Journalism 3ab – Advanced Reporting and News Editing

Current Status/Proposed Change

This course will provide students with instruction in interpretive, in-depth and opinion writing, and will incorporate the study of editing principles, style, and design to conform with professional models. Problems of law and libel will be discussed. Students will also be given hands-on instruction in electronic journalism, as well as in computer typesetting and graphics. ~~Class will direct either one edition of or prepare a tabloid insert for the school newspaper.~~

Recommendation:

This course will provide students with instruction in interpretive, in-depth, and opinion writing, and will incorporate the study of editing principles, style, and design to conform with professional models. Problems of law and libel will be discussed. Students will also be given hands-on instruction in electronic journalism, as well as in computer typesetting and graphics.

3. Journalism 9abcd – Magazine Editing and Production

Current Status/Proposed Change

This course is designed to provide advanced journalism ~~and photography~~ students with experience in writing, editing, and graphic design for small publications, including production of *Warrior Life*, a general interest campus magazine.

Recommendation:

This course is designed to provide advanced journalism students with experience in writing, editing, and graphic design for small publications, including production of *Warrior Life*, a general interest campus magazine.

4. Journalism 96abcd – Cooperative Career Education

Current Status/Proposed Change

Through a set of learning objectives established by the student, employer, and instructor, each student will work with and learn from experts in the Journalism field. These experiences will enable students to improve job skills, analyze career opportunities and requirements, and compare these to personal potential and expectations.

Recommendation:

Through a set of learning objectives established by the student, employer, and instructor, each student will work with and learn from experts in the journalism field. These experiences will enable students to improve job skills, analyze career opportunities and requirements, and compare these to personal potential and expectations.

CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION, IGETC GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. Chinese 2 – Elementary Chinese II

Current Status/Proposed Change

~~Recommended Preparation Prerequisite: Chinese 1 or 2 years of high school Chinese with a minimum grade of C or equivalent~~

~~This course, emphasizes grammar, writing of Chinese characters, and conversation taught within the context of Chinese culture, is a continuation of the study of elementary Mandarin Chinese with an emphasis on listening, speaking, reading, and writing. Students improve their pronunciation and speaking skills along with their understanding of spoken Chinese. Audio and video tapes are available to reinforce the language skills acquired in the classroom.~~

~~Note: The prerequisite for this course is comparable to two years of high school Chinese.~~

~~IGETC General Education Requirement – Area 3. Arts and Humanities,
B. Humanities~~

Recommendation:

Prerequisite: Chinese 1 with a minimum grade of C or equivalent

This course, taught within the context of Chinese culture, is a continuation of the study of elementary Mandarin Chinese with an emphasis on listening, speaking, reading, and writing. Students improve their pronunciation and speaking skills along with their understanding of spoken Chinese. Audio and video tapes are available to reinforce the language skills acquired in the classroom.

Note: The prerequisite for this course is comparable to two years of high school Chinese.

IGETC General Education Requirement – Area 3. Arts and Humanities,
B. Humanities

INDUSTRY AND TECHNOLOGY DIVISION

CHANGE IN CERTIFICATE OF COMPETENCE

1. Fire and Emergency Technology

Current Status/Proposed Change

A Certificate of Competence will be granted upon completion of the courses in ~~one of the following options~~, Fire and Emergency Technology option, Fire Academy option, or Paramedical Technician option, with a grade average of B ~~or better~~. At least 50% of the courses required for the Certificate of Competence must be completed at El Camino College.

Fire and Emergency Technology Option: Fire and Emergency Technology 1, 2, 5, 6, 9, 10, 20, 140, 141

Total Units: 25

Fire Academy Option:

Fire and Emergency Technology 1, ~~45~~, 140, 141; Fire and Emergency Technology 15 or 115A and 115B; Physical Education 8; ~~3~~ three units from: Fire and Emergency Technology 2, 5, 6, 7, 8, 9, 10, 11, 14, 19, 20

Total Units: 24.5

Paramedical Technician Option:

In order to be eligible for the Paramedical Technician Option, the student must first complete the following requirements:

1. Provide verification of Emergency Medical Technician-1 (EMT-1) certification within the last 12 months;
2. Provide verification of at least 12 months experience as an EMT-1 in a pre-hospital setting;
3. Complete Fire Technology 15 or equivalent; and
4. Furnish proof of rubella immunity; Tuberculosis (TB) test; Hepatitis B vaccine

In addition to the program prerequisites, it is recommended that students be eligible, through assessment or coursework, for English 1A and Mathematics 70.

Required courses: Fire and Emergency Technology 130, 131, 132, 133, 134, 135, 136, 137, 138, 139

Recommended Electives: Anatomy 30 and any college chemistry course with a laboratory

Total Units: 33

Recommendation:

A Certificate of Competence will be granted upon completion of the courses in the Fire and Emergency Technology option, Fire Academy option, or Paramedical Technician option with a grade average of B. At least 50% of the courses required for the Certificate of Competence must be completed at El Camino College.

Fire and Emergency Technology Option: Fire and Emergency Technology 1, 2, 5, 6, 9, 10, 20, 140, 141

Total Units: 25

Fire Academy Option:

Fire and Emergency Technology 1, 140, 141; Fire and Emergency Technology 15 or 115A and 115B; Physical Education 8; three units from: Fire and Emergency Technology 2, 5, 6, 7, 8, 9, 10, 11, 14, 19, 20

Total Units: 24.5

Paramedical Technician Option:

In order to be eligible for the Paramedical Technician Option, the student must first complete the following requirements:

1. Provide verification of Emergency Medical Technician-1 (EMT-1) certification within the last 12 months;
2. Provide verification of at least 12 months experience as an EMT-1 in a pre-hospital setting;
3. Complete Fire Technology 15 or equivalent; and
4. Furnish proof of rubella immunity; Tuberculosis (TB) test; Hepatitis B vaccine

In addition to the program prerequisites, it is recommended that students be eligible, through assessment or coursework, for English 1A and Mathematics 70.

Required courses: Fire and Emergency Technology 130, 131, 132, 133, 134, 135, 136, 137, 138, 139

Recommended Electives: Anatomy 30 and any college chemistry course with a laboratory

Total Units: 33

CHANGE IN CERTIFICATE OF COMPLETION

1. Fire and Emergency Technology

Current Status/Proposed Change

A Certificate of Completion will be granted upon completion of the courses in ~~one of the following options~~, Fire and Emergency Technology option, Fire Academy option, or Paramedical Technician option, with a grade average of C ~~or better~~. At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

Fire and Emergency Technology Option: Fire and Emergency Technology 1, 2, 5, 6, 9, 10, 20, 140, 141

Total Units: 25

Fire Academy Option:

Fire and Emergency Technology 1, ~~45~~, 140, 141; Fire and Emergency Technology 15 or 115A and 115B; Physical Education 8; ~~3~~ three units from: Fire and Emergency Technology 2, 5, 6, 7, 8, 9, 10, 11, 14, 19, 20

Total Units: 24.5

Paramedical Technician Option:

In order to be eligible for the Paramedical Technician Option, the student must first complete the following requirements:

1. Provide verification of Emergency Medical Technician-1 (EMT-1) certification within the last 12 months;
2. Provide verification of at least 12 months experience as an EMT-1 in a pre-hospital setting;
3. Complete Fire Technology 15 or equivalent; and
4. Furnish proof of rubella immunity; Tuberculosis (TB) test; Hepatitis B vaccine

In addition to the program prerequisites, it is recommended that students be eligible, through assessment or coursework, for English 1A and Mathematics 70.

Required courses: Fire and Emergency Technology 130, 131, 132, 133, 134, 135, 136, 137, 138, 139

Recommended Electives: Anatomy 30 and any college chemistry course with a laboratory

Total Units: 33

Recommendation:

A Certificate of Completion will be granted upon completion of the courses in the Fire and Emergency Technology option, Fire Academy option, or Paramedical Technician option with a grade average of C. At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

Fire and Emergency Technology Option: Fire and Emergency Technology 1, 2, 5, 6, 9, 10, 20, 140, 141
Total Units: 25

Fire Academy Option:

Fire and Emergency Technology 1, 140, 141; Fire and Emergency Technology 15 or 115A and 115B; Physical Education 8; three units from: Fire and Emergency Technology 2, 5, 6, 7, 8, 9, 10, 11, 14, 19, 20
Total Units: 24.5

Paramedical Technician Option:

In order to be eligible for the Paramedical Technician Option, the student must first complete the following requirements:

1. Provide verification of Emergency Medical Technician-1 (EMT-1) certification within the last 12 months;
2. Provide verification of at least 12 months experience as an EMT-1 in a pre-hospital setting;
3. Complete Fire Technology 15 or equivalent; and
4. Furnish proof of rubella immunity; Tuberculosis (TB) test; Hepatitis B vaccine

In addition to the program prerequisites, it is recommended that students be eligible, through assessment or coursework, for English 1A and Mathematics 70.

Required courses: Fire and Emergency Technology 130, 131, 132, 133, 134, 135, 136, 137, 138, 139

Recommended Electives: Anatomy 30 and any college chemistry course with a laboratory

Total Units: 33

NATURAL SCIENCES DIVISION

CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW

1. Biology 8 – Biology of Plants

Current Status/Proposed Change

~~Vascular~~ This biology course focuses on the world of plants and plant-like organisms. Students will study vascular plant anatomy, physiology, and ecology ~~are studied with an emphasis on~~ as well as explore the significance of plants that have an impact on people. ~~Lab~~ to human life. The laboratory work ~~includes~~ will include a survey of algae, fungi, and all representative plant groups.

Recommendation:

This biology course focuses on the world of plants and plant-like organisms. Students will study vascular plant anatomy, physiology, and ecology as well as explore the significance of plants to human life. The laboratory work will include a survey of algae, fungi, and all representative plant groups.

2. Biology 11 – Fundamentals of Zoology

Current Status/Proposed Change

~~This is an introductory zoology course dealing with protists through vertebrates using representative forms to emphasize the~~ introduces major animal groups and the single-celled protozoans. Comparative studies of animal structure and physiology will illustrate principles of structure, function, classification, genetics, life cycles, life histories, embryology, behavior and relationships of organisms evolution. Ecological topics include animal behavior, natural history, and relationships of animals to humans. Genetics and basic cell biology are also covered.

Recommendation:

This course introduces major animal groups and the single-celled protozoans. Comparative studies of animal structure and physiology will illustrate principles of classification and evolution. Ecological topics include animal behavior, natural history, and relationships of animals to humans. Genetics and basic cell biology are also covered.

3. Physics 3A – General Physics with Calculus

Current Status/Proposed Change

~~This course is a calculus-based part of a one-year general survey of the basic principles of physics including kinematics, dynamics, statics, momentum, energy, rotation, gravitation, and planetary motion. In addition, the course covers e~~ Elasticity and vibration, wave motion, interference and standing waves, sound, the kinetic theory of gases, and thermodynamics will also be discussed. This course is designed for life science majors requiring a calculus-based physics program.

Recommendation:

This course is part of a one-year general survey of the basic principles of physics including kinematics, dynamics, statics, momentum, energy, rotation, gravitation, and planetary motion. Elasticity and vibration, wave motion and sound, the kinetic theory of gases, and thermodynamics will also be discussed. This course is designed for life science majors requiring a calculus-based physics program.

4. Physics 3B – General Physics with Calculus

Current Status/Proposed Change

~~Physics 3B~~ This course is a calculus-based survey of electricity, magnetism, light, geometric and physical optics, special relativity, and atomic and nuclear physics. This course is designed for life science majors requiring a calculus-based physics program.

Recommendation:

This course is a calculus-based survey of electricity, magnetism, light, geometric and physical optics, special relativity, and atomic and nuclear physics. This course is designed for life science majors requiring a calculus-based physics program.

COURSE REVIEW

1. Horticulture 95abcd – Cooperative Career Education

Board Policy 4040

Library Services

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

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

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

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

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

Reference: Education Code, Section 78100

EU 11/9/06
El Camino College
Adopted:

Replaces Board Policy #6142

Formatted: Font: 8 pt

Administrative Procedures 4040

Library Services

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

• Prioritization

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

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

• Selection Criteria

When selecting materials, the library considers the following:

1. Meeting the needs of the students and faculty
2. Timeliness
3. Relevance **and authority**
4. Overall balance of the collection

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

Donations

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

← Formatted: Bullets and Numbering

Deleted: ,

Deleted: ,

Special Collections

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

← Formatted: Bullets and Numbering

Government Publications

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

← Formatted: Bullets and Numbering

Formatted: Font: 8 pt

Discarding

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

← --- Formatted: Bullets and Numbering

Replacements

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

← --- Formatted: Bullets and Numbering

Controversial Materials.

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

← --- Formatted: Bullets and Numbering

Formatted: Font: Bold

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

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

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

Formatted: Font: 8 pt

Board Policy 4040

Library Services

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

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

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

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

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

Reference: Education Code, Section 78100

EU 11/9/06
El Camino College
Adopted:

Replaces Board Policy #6142

Administrative Procedures 4040

Library Services

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

- **Prioritization**

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

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

- **Selection Criteria**

When selecting materials, the library considers the following:

1. ~~The Reputation of author, publisher, or producer~~
1. Meeting the needs of the students and faculty
2. Timeliness ~~or permanenece~~
3. Relevance ~~of subject matter~~
4. Overall balance of the collection
5. ~~Literary merit~~
6. ~~Material on the subject already in the collection~~
7. ~~Cost~~
8. ~~Popular demand for the title or for the type of material~~
9. ~~Materials of interest to diverse student body~~
10. ~~Level of difficulty of material~~
11. ~~Favorable review in one or more recognized selection aids.~~

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

- **Donations**

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

- **Special Collections**

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

- **Government Publications**

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

Discarding

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

- **Replacements**

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

Controversial Materials.

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

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

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

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

Limitations:

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

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

El Camino College-Office of the President
Facilities Steering Committee
February 26, 2007

Present: Vivian Amezcua, Francisco Arce, Rocky Bonura, Don Brown, Mike D'Amico, Susie Dever, Thomas Fallo, Bob Gann, Ann Garten, Bruce Hoerning, Jeff Marsee, Leo Middleton, Barbara Perez, Susan Pickens, Gary Robertson, Luukia Smith, Angela Simon, and Arvid Spor.

Also present: Jim Rogers - Maas Companies.

STUDENT SERVICES & ACTIVITIES CENTER REPLACEMENT OPTIONS REPORT

- I. Purpose – The purpose of this report is twofold; first, to report the status of this project and secondly to present various options for future direction.
- II. Project Status – The primary components of a construction project, scope, schedule and budget are discussed below.
 - A. Scope – WWCOT's 12/06/06 design envisions a two story building of 85,500 gross square feet (gsf) in size. This is a reduction of 11,850 gsf from the previous design. The exterior portion of the project scope consists of demolition of a portion of the existing Physical Education Building and replacement of the hardscape and landscape up to and including the adjacent pedestrian walkways.
 1. Programming – The following programs are to be housed in the building.
 - Admissions & Records/International Students/ Veterans
 - Assessment & Testing
 - CalWORKS/CARE / EOPS
 - Career Center
 - Career Placement Center/Women in Industry & Technology
 - Counseling
 - Enrollment Services Division Office
 - Financial Aid & Scholarships
 - First Year Experience/Learning Community Program
 - Fiscal Operations/Cashiering
 - Food Services & Retail
 - Outreach & School Relations
 - Special Resources
 - Student Affairs/Activities

- B. Schedule – This project is significantly behind schedule. Construction was to begin in the first quarter of 2008 and be completed by June 2009. Based upon the latest schedule provided by WWCOT, construction would begin in October 2008 and be completed in June 2010, a delay of nine months. This schedule is based upon WWCOT receiving approval to proceed with schematic design by 01/01/07, a date that has passed without approval being given.
1. Cost of Inflation – Assuming a 10% per year escalation in construction costs, the delayed start will increase construction costs by 0.83% per month.
- C. Budget – The January 2004 budget for this project is \$31,900,000. This budget did not include funding for the current scope of hardscape and landscape. Funding for the current increased scope would be provided from two other Facilities Master Plan projects: Landscaping & Irrigation Replacements and Paving Replacement. The estimated cost of the increased scope is \$2,200,000. The sum of the two amounts equal \$34,100,000.

Based upon the WWCOT's 12/06/06 design and a construction start date of October 2008, the cost of this project is now estimated to be \$53,948,000. This leaves a funding shortfall of \$19,848,000.

Relocation costs are not included in the above amounts.

III. Options – The following options are presented for consideration.

- A. Replace both buildings according to the 12/06/06 plan.
- B. Reduce project scope.
 1. Eliminate programs to be housed in the building. The kitchen and dining multi-purpose spaces equal 7100 square feet. Based upon a \$394 dollar per square foot construction cost, this could equal a savings up to \$2,800,000.
 2. Reduce scope of hardscape and landscape. This could equal up to a \$2,000,000 reduction in cost.
- C. Renovation & Replacement Options – The renovation scope of work would include reconfiguration of spaces within the existing load bearing walls, replacement of the buildings systems primary equipment, ADA compliance measures and replacement of surface finishes.
 1. Seismic Upgrading – When the renovation costs of a building exceed 50% of the replacement cost of the building, the Division of the State Architect (DSA) requires upgrading the structural system to current building code.

All of the following options would trigger the requirement to upgrade. The cost of seismic repair work is not included within the renovation cost per square foot of \$250. A detailed study of the buildings structural system is required before the cost of seismic repair can be determined.

2. Inflation – If a renovation option is chosen a complete redesign is necessary. This likely would delay the start of construction eight months. Assuming a 10% annual inflation factor for construction costs, the delay would increase the construction cost by 7%.
 3. State Funding – A renovation of the Student Services Center may be eligible for 50% state funding. The earliest fiscal year the project could fund for preliminary plans and working drawings would be 2010/2011. Construction likely would not start until 2012. The value of the possible state funding would be significantly eroded by the added exposure to construction cost inflation.
 4. The sizes of the existing Student Services Center and the Activities Center are 65,067 and 26,675 gsf, respectively, totaling 91,742 gsf.
 5. The following costs were used to calculate the estimated cost of the complete renovation options.
 - a. Renovation Cost = \$250 per gross square foot.
 - b. New Construction Cost = \$394 per gross square foot.
 - c. Other Costs – For ease of comparison the amount of \$16,000,000 is used for all options. Other costs included: site development costs, equipment and soft costs.
 6. Estimated Costs – The various costs of the Complete Renovation Options are shown in Table A and B at the end of this report.
- D. Minimal Renovation Options – The renovation scope of work would include replacement of buildings systems primary equipment, ADA compliance measures and replacement of surface materials as needed.
1. The following costs were used to calculate the estimated cost of the minimal renovation options.
 - a. Renovation Cost = \$125 per gross square foot.
 - b. New Construction Cost = \$394 per gross square foot.

- c. Other Costs – For ease of comparison the amount of \$16,000,000 is used for all options. Other costs included: site development costs, equipment and soft costs.
2. Estimated Costs – The various costs of the Minimal Renovation Options are shown in Table A at the end of this report.
- E. Stop project – As of 12/31/06, the current budget status of this project is shown below.

Budget	\$31,928,000
Expended	-959,000
Committed	<u>-709,000</u>
Balance	<u>\$30,260,000</u>

- IV. Summary of Cost Ranges – The above options could include one or both of the scope reductions identified in B.1 - Eliminate programs to be housed in the building and B.2 - Reduce scope of hardscape and landscape. Also the renovation options could receive state funding. In essence this means each option has a range of possible costs to the District depending upon the choices made. Table A on the following page summarizes the possible range of costs each option.

Table A**January 2004 Budget**

Student Services & Activities	
Replacement (220)	\$31,928,118
Landscaping (306)	800,000
Paving Replacement (311)	<u>1,400,000</u>
Total	<u>\$34,128,118</u>

	Replace Both Buildings
New Buildings	
Highest Local Cost	\$53,948,000
Eliminate Programs	-2,499,000
Reduce Hardscape and Landscaping	-2,000,000
Subtotal	<u>49,449,000</u>
State Funding	0
Added Inflation	<u>0</u>
Lowest Local Cost	<u>\$49,449,000</u>

	Renovate Both Buildings	Renovate SSC Replace Activities	Renovate Activities Replace SSC
Complete Renovation & Replacement			
Highest Local Cost	\$44,010,000	\$48,255,000	\$52,788,000
Eliminate Programs	0	0	0
Reduce Hardscape and Landscaping	-2,000,000	-2,000,000	-2,000,000
Subtotal	<u>42,010,000</u>	<u>46,255,000</u>	<u>50,788,000</u>
State Funding	-10,000,000	-10,000,000	0
Added Inflation	<u>6,190,000</u>	<u>6,927,000</u>	<u>0</u>
Lowest Local Cost	<u>\$38,200,000</u>	<u>\$43,182,000</u>	<u>\$50,788,000</u>

	Renovate Both Buildings	Renovate SSC Replace Activities	Renovate Activities Replace SSC
Minimal Renovation & Replacement			
Highest Local Cost	\$29,405,250	\$33,193,500	\$49,498,500
Eliminate Programs	0	0	0
Reduce Hardscape and Landscaping	-2,000,000	-2,000,000	-2,000,000
Subtotal	<u>27,405,250</u>	<u>31,193,500</u>	<u>47,498,500</u>
State Funding	-5,000,000	-5,000,000	-0
Added Inflation	<u>3,100,000</u>	<u>4,725,000</u>	<u>0</u>
Lowest Local Cost	<u>\$25,505,250</u>	<u>\$30,918,500</u>	<u>\$47,498,500</u>

Table B

I.	Complete Renovation Options	
	A.	Renovate both buildings.
		Renovation Costs 91,742 gsf @ \$250 ≈
		Other Costs
		Inflation Cost
		Subtotal
		Demolition Costs
		Total Project Costs
	B.	Renovate Student Services and Replace Activities Center
		Renovation Costs 65,067 @ 250 ≈
		New Construction Costs 26,675 @ \$352 ≈
		Other Costs
		Inflation Cost
		Subtotal
		Demolition Costs
		Total Project Costs
	C.	Replace Student Services and Renovate Activities Center
		Renovation Costs 26,675 @ 250 ≈
		New Construction Costs 65,067 @ \$352 ≈
		Other Costs
		Inflation Cost
		Subtotal
		Demolition Costs
		Total Project Costs
I.	Minimal Renovation Options	
	A.	Renovate both buildings.
		Renovation Costs 91,742 gsf @ \$125 ≈
		Other Costs
		Inflation Cost
		Subtotal
		Demolition Costs
		Total Project Costs
	B.	Renovate Student Services and Replace Activities Center
		Renovation Costs 65,067 @ 125 ≈
		New Construction Costs 26,675 @ \$352 ≈
		Other Costs
		Inflation Cost

Subtotal	33,623,500
Demolition Costs	<u>-430,000</u>
Total Project Costs	<u>\$33,193,500</u>
C. Replace Student Services and Renovate Activities Center	
Renovation Costs 26,675 @ 125 ≈	\$3,334,500
New Construction Costs 65,067 @ \$352 ≈	22,904,000
Other Costs	16,100,000
Inflation Cost	<u>7,160,000</u>
Subtotal	\$49,498,500
Demolition Costs	<u>-\$870,00</u>
Total Project Costs	<u>\$49,498,500</u>

Committee Comments

Student flow is still a concern to Classified staff. There was a general agreement on the student flow by managers. Classified staff did not feel that they could bring questions at the last meeting. It was reported that Classified staff are to bring questions to their managers, not the architects. Some Classified staff are not comfortable bringing questions to their managers.

A decision needs to be made on how to proceed with the Facilities Master Plan with increased construction costs.

The Facilities Steering Committee will reprioritize projects in categories and determine which projects are essential. The possibility of going out for another bond in the future will also be discussed. The committee will then give direction on how to proceed with the Student Services & Activities Center. These discussions will take place at the next meeting on Monday, March 12th at 2:00 p.m. in Lib 202.

There was a request for Bob Gann to produce a report that would determine when funds would run out if we built projects to the level that was in original planned.

El Camino College-Office of the President
Facilities Steering Committee
March 12, 2007

Present: Vivian Amezcua, Francisco Arce, Rocky Bonura, Don Brown, Mike D'Amico, Susie Dever, Thomas Fallo, Bob Gann, Ann Garten, Bruce Hoerning, Jeff Marsee, Leo Middleton, Jeanie Nishime, Barbara Perez, Susan Pickens, Gary Robertson, Angela Simon, and Arvid Spor.

Also present: Jim Rogers - Maas Companies.

1. STUDENT SERVICES & ACTIVITIES CENTER REPLACEMENT

President Fallo is going to recommend to the Board to accept the Student Service Center project at the current design for \$54 million. If this project was downsized we would have to start over and would have a used building at current design with minimal renovation. What is needed is a new building – we will still have to stay within budget. This amount does include anticipated inflation factor. It was reported that at the meeting with management there was a solid consensus in favor for new building. Management feels they could work everything out with adjacencies and other issues. The consensus was to get counselors to look for other alternatives. This will be worked out with the architects.

2. FACILITIES MASTER PLAN FUNDING & PRIORITIES

At some point we may have to go out for another bond to complete all projects. If we do not go out for another bond we will have a half built Facilities Master Plan. Torrance is not going out for their bond in November but may go out at the Presidential primary. There is more sensitivity for Community College bonds than for K-12 bonds. The Board is aware of inflation. The inflation rate was 55% for the period of January 2004 through December 2006. If we were to go out for another bond it would have to be in 2011. Dr. Simon thinks there would be a negative response to another bond.

It is believed that the Board has the ability to move money from one category to another but we would require bond legal advice for clarity. Other measures to reduce funding gap would be 1) re-sequence projects with the higher costing projects moved forward to lower inflation amounts; 2) compact construction schedule – which would bring up other problems. Another Facilities Master Plan will be completed next month.

3. BOOKSTORE/CAFETERIA CONVERSION

There will be significant audio visual available in conference room – comparable to the Alondra room. Temporary modulars for cafeteria will be in place for Fall 2007.



PLANNING & BUDGETING COMMITTEE

March 22, 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

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

Attendees

- | | | |
|--|---|--|
| <input type="checkbox"/> Luis Mancía – Alt., ECCE | <input type="checkbox"/> John Means – Alt., Stud. Serv. | <input type="checkbox"/> Jeff Marsee – Support |
| <input type="checkbox"/> Ken Key – Alt., ECCFT | <input type="checkbox"/> Bo Morton – Alt., Mgmt/Sup. | <input type="checkbox"/> Mike D’Amico – Support |
| <input type="checkbox"/> Susan Taylor – 2 nd alt. ECCFT | <input type="checkbox"/> Vivian Amezcua - co-rep ASO | <input type="checkbox"/> John Wagstaff – Support |
| <input type="checkbox"/> Teresa Palos – Alt., Acad. Senate | <input type="checkbox"/> Susan Dever – Pres. Senate | <input type="checkbox"/> Janice Ely – Support |
| <input type="checkbox"/> Tom Lew – Alt., Ac. Affairs | <input type="checkbox"/> Francisco Arce – Support | <input type="checkbox"/> Thomas Connolly – Support |
| <input type="checkbox"/> Rocky Bonura – Alt., Adm. Serv. | <input type="checkbox"/> Jeanie Nishime – Support | |

AGENDA

1. Preliminary Budget discussion (continued) - All PBC participants ----- 1:00 p.m.
 - a. Sub-topic: Assumptions about salaries & GASB interfund transfer
2. Non-agenda items & agenda development-- All PBC participants ----- 1:55 p.m.
3. Adjournment----- 2:00 p.m.

Next Scheduled Meeting – April 5, 2007, Alondra Room

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

ARTICLE I Name and Definitions

Section 2. Definitions

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

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

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

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

ARTICLE III Senate Membership

Section 1. Senators

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

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

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

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

ARTICLE IV Officers

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

- President;
- President-Elect, who may also hold another senate office, until beginning his or her term as president;
- Vice Presidents: Vice President of Educational Policies, Vice President of Legislative Action, Vice President of Finance and Special Projects, Vice President of Faculty Development, and Vice President of Educational Centers (**an elected chair of an educational center council**);
- Secretary;
- Other Officers, as deemed necessary.

Section 4. Duties of Officers and Other.

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

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

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

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

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

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

the PBC; represent the Senate position to the PBC; monitor and propose processes for institutional planning and budget development; and, handle special projects as assigned by the Senate president.

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

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

Section 1. Committees

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

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

ARTICLE VI - Executive Committee

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

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

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

BYLAWS OF THE EL CAMINO ACADEMIC SENATE
COMPTON CENTER FACULTY COUNCIL

PREAMBLE

We, the faculty of the El Camino Compton Education Center, having been authorized by the El Camino College Academic Senate (Constitution of the El Camino Academic Senate Article 1.2) to establish a standing subcommittee to discuss issues of academic and professional concern as they pertain to the Center, do hereby establish, subject to the limitations set forth by the EL CAMINO COLLEGE ACADEMIC SENATE, these bylaws for a Faculty Council, effective after ratification by the El Camino Academic Senate and by two-thirds of the full-time Center faculty voting in said ratification referendum.

ARTICLE I: NAME

The name of this organization shall be the COMPTON CENTER FACULTY COUNCIL.

ARTICLE II: PURPOSE AND MISSION

It is the primary purpose of the Compton Center Faculty Council to serve as the principal voice for faculty participation in the academic and professional operation of the Center and, as a standing committee of the El Camino Academic Senate, to communicate concerns to the full Senate for its due consideration and action, as deemed appropriate. The Council remains a constituent committee of the El Camino Academic Senate and shall not affiliate with any professional association, organization or group, except as authorized by the El Camino Senate.

ARTICLE III: EXPRESS DUTIES

It is hereby reaffirmed that the principal duties of the Compton Center Faculty Council are:

- 1) To establish and maintain a consistent communication process, both formal and informal, between itself, as the voice of faculty, and the Compton Center Administration. Such communication is crucial, for an informed faculty is a participatory faculty.

- 2) To accept the responsibility for equal partnership in the collegial operation of the Center particularly in matters relating to academic issues and faculty professionalism.
- 3) To make timely, compelling recommendations to the Administration of the Center, regarding academic growth, development, and improvement of the Center.
- 4) To regularly inform Compton Center faculty on all matters of relevance.
- 5) To act as campus lobbyist, advocate, and articulator of Compton Center Faculty views and interests, with the administration and the full El Camino Academic Senate.
- 6) To raise faculty integrity, professionalism, and respectability, and to monitor faculty adherence to those standards and defend the faculty against any who seek to weaken those standards.
- 7) To adhere to a proactive, progressive, and winning stance in all matters that pertain to the growth and development of the Compton Center.
- 8) To communicate the concerns of Center faculty to the El Camino Academic Senate and to select voting representatives to serve on the Senate as set forth in the Senate's bylaws, in order to further the growth, development, and improvement of The El Camino College District and its constituent center(s).

ARTICLE IV: COMPOSITION

SECTION 1. ELECTORATE

- a. The full-time Electorate (hereinafter referred to as the full-time faculty) shall be limited to those non-management certificated persons who are employed on at least a ten-month contract (Code, 53200(a)) to work at the Compton Center under the auspices of the El Camino College District. The full-time faculty shall elect both divisional Senators and Senators-at-large.
- b. The part-time Electorate (hereinafter referred to as the Adjunct Faculty) shall be limited to those non-management persons who are employed less than sixty percent over the ten-month academic year (Code 53200 (a)) to work at the Compton Center under the auspices of the El Camino College District. The Adjunct Faculty shall elect the Adjunct Senators.

- c. For purposes of eligibility, nomination, and voting in individual elections for the Council, a faculty member with assignment in two or more divisions shall vote in the division in which he/she performs the major part of work. A faculty member may vote only in this division.
- d. The immediate Past-Chairperson of the Council shall sit as a voting member of the Council until a new Chairperson is elected, thus making the current Chairperson the Past-Chairperson.
- e. If the immediate Past-Chairperson is unable or declines to serve in this capacity, any previous Past-Chairperson appointed by the Chairperson may fill the void position until elections make the current Chairperson the Past-Chairperson.

SECTION 2. ORGANIZATION

- a. There shall be two Councilpersons from each division, a division being defined as a faculty unit represented by a Division Chairperson, selected by faculty, approved by the Provost/CEO of the Compton Center and ratified in contract.
- b. There shall be one Councilperson from each group of non-teaching faculty who are not formally represented by a Division Chairperson, such as Librarians and Counselors.
- c. There shall be two Councilpersons elected at large by the full-time faculty.
- d. There shall be two Councilpersons elected at large by the part-time faculty.
- e. The immediate Past-Chairperson of the Council shall sit as a voting member of the Council until a new Chairperson is elected, thus making the current Chairperson Past-Chairperson.

SECTION 3. QUALIFICATION

- a. The Councilpersons at-large shall be elected from the body of tenured full time faculty.
- b. Each division will elect two full-time faculty as its representatives.
- c. Both Division Councilpersons and Councilpersons at-large shall be tenured members of the faculty; in the event that no tenured members of the faculty are willing to serve from a specific division or group (which must be documented in writing), non-tenured full-time faculty shall be considered eligible.

ARTICLE V: ELECTION

SECTION 1. DIVISIONAL AND GROUP REPRESENTATIVES

- a. Each division and faculty group shall be responsible for the election in April each year of two representatives to the Faculty Council, who shall assume their responsibilities at the last regular General Meeting in May. These Councilpersons will serve a one year term.
- b. When a Division's or Groups' Representative has been elected Chairperson of the Faculty Council, that Division or Group shall be invited to elect a replacement Councilperson, whose term of office shall coincide with the term of the newly elected Chairperson.
- c. If at any time the seat of a Division Representative is vacated before a term expires, the Nominations Committee shall conduct a special nomination and election process to replace that Division Representative.

SECTION 2. MEMBERS-AT-LARGE

- a. The Nominations Committee solicits candidates from the full-time faculty to hold an election to determine who shall serve as Councilpersons-at-large. All members of the full-time faculty shall be apprised of vacant positions in this process.
- b. Councilpersons-at-large shall be elected from a list of interested candidates referred to the Nominations Committee.
- c. Councilpersons-at large shall be elected for three-year terms in April and shall assume their responsibilities at the last regular General Meeting in May. The two top vote-getters will be elected automatically.
- d. If at any time the seat of a Councilperson-at-large is vacated before that term expires, the Nominations Committee shall conduct a special nomination and election process to replace that Councilperson.

SECTION 3. ADJUNCT COUNCILPERSONS

- a. The Nominations Committee solicits candidates from the adjunct faculty to hold an election to determine who shall serve as Adjunct Councilpersons.
- b. The Adjunct Councilpersons shall be elected from a list of interested candidates referred to the Nominations Committee.

- c. Adjunct Councilpersons shall be elected for a one-year term in April and shall assume their responsibilities at the last regular General Meeting in May.
- d. If at any time the seat of an Adjunct Councilperson is vacated before that term expires, the Nominations Committee shall conduct a special nomination and election process to replace that Senator.

SECTION 4. ELECTION PROCEDURE

- a. The Nominations Committee shall solicit and conduct all election procedures at the last meeting in May; candidates eligible to be nominated as officers shall consist of all duly elected Councilpersons.
- b. Nominations for office are made from the floor by elected Councilpersons
- c. At the time of nomination, the nominees must indicate whether they wish to be considered for the positions nominated.
- d. To be elected, a candidate must receive a vote from a majority of those delegates present and voting.
- e. In the event no candidate for a position receives a majority, the run-off will be limited to the top two candidates with the largest number of votes.
- f. Newly elected officers shall assume their responsibilities at the last regular General Meeting in May.

ARTICLE VI: AMENDMENT TO BYLAWS

SECTION 1. ADMENDMENT PROCESS

- a. Amendments to these bylaws may be adopted in one of two ways:
 - (1) By recommendation of 2/3 vote of the Council membership and ratification by 2/3 of those full-time Center faculty members voting.
 - (2) By recommendation of 2/3 vote of the El Camino Senate membership.
 - (2) By recommendation of 10% or more of the full-time Center faculty and approval of 2/3 of the full-time Center faculty members voting.
- b. The amendment procedure may be used to substitute a new set of regulations for the organization.
- c. The Secretary of the Council shall conduct all voting concerning amendments; voting being held not earlier than five school days after publication of proposed amendments.

- d. All voting shall be by secret ballot and a notice of all ratified changes shall be sent to the Board of Trustees. Voting may be conducted electronically, as authorized by the Council.

ARTICLE VII: OFFICERS

SECTION 1.

The Faculty Council shall choose its Chairperson, Vice Chairperson, Secretary, and Curriculum Representative from among the members of the Faculty Council. All Council officers must be tenured members of the full-time faculty.

SECTION 2.

Election shall be by secret ballot at the last regular General Meeting in May. Nominations for each office shall be followed by election before proceeding to the nomination and election of a subsequent office. The order of election of offices shall be Chairperson, Vice-Chairperson, Secretary, and Curriculum Representative. Notice of election of these officers will be duly communicated to the President of the El Camino Academic Senate by the Council Secretary.

SECTION 3.

Officers shall assume their responsibilities immediately upon election. The Vice Chairperson shall conduct subsequent elections.

SECTION 4.

The term of office shall be for one year. This shall not preclude an individual holding a given office at another point in time. Officers may also be elected to subsequent one year terms by the Electorate.

SECTION 5. DUTIES OF THE CHAIRPERSON

- a. The Chairperson shall serve as a Vice President of Educational Center of the El Camino Academic Senate, in accordance with Article 4.3.5 of the Constitution of the El Camino Academic Senate. (Officers)
- b. The Chairperson shall serve as a member of the Executive Committee of the El Camino Academic Senate, in accordance with Article 6.1 of the Constitution of the El Camino Academic Senate. (Executive Committee: Voting Members)
- c. The Chairperson will serve as one of the Center's duly allotted representatives to the El Camino Academic Senate, in accordance with Article 3.1 of the Constitution of the El Camino Academic Senate (Senate Membership: Senators)

- a. The Chairperson may appoint a parliamentarian.
- b. The Chairperson shall preside over meetings.
- c. The Chairperson or a designee, shall, upon invitation, attend meetings of the Provost's Cabinet and/or other appropriate Center and El Camino meetings.
- e. Except in matters that call for a secret ballot in tie votes, unless otherwise expressly set forth in this document, the Chairperson shall not vote on regular issues before the Faculty Council, but shall act as a facilitator and mediator on such issues.
- f. The Chairperson shall perform other duties as authorized by the Faculty Council.
- g. The Chairperson shall receive 40% reassigned time from the El Camino Compton Education Center during the fall and spring semesters, and may receive additional reassigned time or compensation during winter and summer, as approved by the El Camino Academic Senate and the Compton Education Center.

SECTION 6. DUTIES OF THE VICE CHAIRPERSON

- a. The Vice Chairperson will serve as one of the Center's duly allotted representatives to the El Camino Academic Senate, in accordance with Article 3.1 of the Constitution of the El Camino Academic Senate (Senate Membership: Senators)
- b. The Vice Chairperson shall preside over meetings in the absence of the Chairperson.
- b. The Vice Chairperson shall conduct all elections and appoint the Nominating Committee.
- c. The Vice Chairperson shall perform other duties as authorized by the Chairperson to assist in carrying out the purposes and policies of the Faculty Council. These duties may include, but are not limited to, chairing the, the Flex Day Committee, the Commencement Committee, and other special event committees
- e. The Vice Chairperson succeeds to the Chairmanship in the event of the vacancy of that office.
- f. The Vice Chairperson shall receive 20% reassigned time during the fall and spring semesters, and may receive additional reassigned time or compensation during winter and summer, as approved by the El Camino Academic Senate and the Compton Education Center,

SECTION 7. DUTIES OF THE SECRETARY

- a. The Secretary will serve as one of the Center's duly allotted representatives to the El Camino Academic Senate, in accordance with Article 3.1 of the Constitution of the El Camino Academic Senate (Senate Membership: Senators)
- b. The Secretary shall keep a record of the proceedings of all meetings, which shall be distributed to the faculty, to administration, and to the President of the El Camino Academic Senate.
- b. The Secretary shall be responsible for all official Council correspondence.
- d. The Secretary shall perform other duties as authorized by the Faculty Council.
- e. The Secretary shall receive 20% reassigned time during the fall and spring semesters, and may receive additional reassigned time or compensation during winter and summer, as approved by the El Camino Academic Senate and the Compton Education Center,

SECTION 8 DUTIES OF THE CURRICULUM REPRESENTATIVE

- a. The Curriculum Representative will serve as one of the Center's duly allotted representatives to the El Camino Academic Senate, in accordance with Article 3.1 of the Constitution of the El Camino Academic Senate (Senate Membership: Senators)
- b. The Curriculum Representative will serve as a voting member of the El Camino Curriculum Committee and shall be expected to attend all meetings of that committee on the El Camino campus.
- c. The Curriculum Representative shall serve as a support person for Center faculty developing courses or proposing new programs and as a liaison between Center faculty and Divisional Curriculum Committees.
- d. The Curriculum Representative shall keep the Council and Center faculty aware of all matters related to curriculum as discussed by the El Camino Curriculum Committee
- e. The Curriculum Representative shall receive 20% reassigned time during the fall and spring semesters, and may receive additional reassigned time or compensation during winter and summer, as approved by the El Camino Academic Senate and the

Compton Education Center,

SECTION 9. DUTIES OF THE PAST-CHAIRPERSON

The immediate past-Chairperson of the Council shall be considered an ex-officio officer of the Council.. The past-Chairperson’s duties shall be to advise the Chairperson of the Council and to serve as a voting member of the Executive Committee of the Council.

SECTION 10. MEMBERSHIP OF THE EXECUTIVE COMMITTEE

- a. All officers, the Past-Chairperson, and one of the Adjunct Councilpersons shall constitute the Executive Committee.

SECTION 11. RECALL OF OFFICERS

Any officer of the Council may be recalled for cause, as set forth by a member of the Council and approved by a 2/3 vote of the Council membership

ARTICLE VIII: MEETINGS

- a. Regular meetings of the Faculty Council shall be held at least twice a month during the academic year, on the first and third Thursdays therein. The Chairperson shall establish a calendar of meeting dates and shall distribute same to all Councilpersons.
- b. Special meetings of the Faculty Council shall be held as deemed necessary by a majority of the Council members or by the Chairperson of the Council.
- c. All meetings of the Faculty Council shall be open to any member of the faculty and, upon request to the Chairperson of the Faculty Council, to any other interested parties as well.
- d. The agenda of the Faculty Council shall be established by its members.
- e. The agenda will contain a place for Report from the El Camino Academic Senate, reserved for the ECC Senate President of his/her designee.
- f. Actions of the Faculty Council shall be in the form of motions or resolutions approved by a majority of a quorum of the membership present.
- g. No proxy voting will be allowed.
- h. The Chairperson may place the Council into executive session as prescribed in Robert’s Rules of Order (latest rev. ed.).

- i. Absence from three consecutive Council meetings without excuse, said absence recorded by the Secretary with stated cause, shall be construed as resignation.
- i. A quorum of the Councilpersons may adjourn any Council meeting to meet again at a stated day and hour. Notice of the time and place of holding an adjourned meeting shall be given to absent Councilpersons, either in writing or electronically.. In the absence of a quorum, a majority of the Councilpersons present at any Council meeting, either regular or special, may adjourn until the time fixed for the next regular meeting of the Council.
- j. The Chairperson, Vice Chairperson or, in their absence, any Councilperson elected by the Councilpersons present, shall preside at meetings of the Council. The Secretary of the Council or, if absent, any person appointed by the presiding officer shall act as Secretary of the Council meeting. Except as otherwise provided, Robert’s Rules of Order (Latest rev. ed.) shall govern the conduct of all meetings.
- k. The agenda for all meetings shall be prepared by the Executive Committee, distributed to all faculty members, and posted electronically at least two school days prior to regular meetings of the Council. A motion to approve the agenda shall be called for as the first order of business, at which time any motions to amend the agenda or order of items shall be considered.
- l. Members of the faculty may refer inquiries and recommendations to the Council through any Councilperson or through any officer of the Council, and any such referrals shall come before the Council, be acted upon, and shall result in a report by the Council to the referring member.
- m. Any recommendation referred to the faculty which shall be approved by a majority of those voting shall become official policy of the Council and shall be forwarded to the administration and the President of the El Camino Academic Senate as the recommendation of the Council.
- n. The Executive Committee of the Faculty Council shall meet at least twice a month. The Chairperson shall establish a calendar of meeting dates to be distributed to all Executive Committee members.

ARTICLE IX: COMMITTEES

SECTION 1.

The Council shall have the power to create standing or temporary committees as it deems necessary, subject to consultation with and approval of the El Camino Academic Senate. Such committees shall be known as “Faculty Council Committees.” Faculty Council Committee members shall be appointed by the Council Chairperson. The membership of any Faculty Council Committee may be changed by majority vote of the Council.

The Faculty Council shall have primary responsibility for the operation of the following Center committees, in consultation with the El Camino Senate:

1. Curriculum (this committee will convene on an as-needed basis to discuss curricular programs and courses needed at the Center, and will communicate proposals to the appropriate El Camino College Division Curriculum Committees through the Council's elected Curriculum Representative to the El Camino College Curriculum Committee.
2. Transfer Collaborative
3. Distance Education (this committee will discuss distance education needs at the Center and will work in conjunction with the ECC Distance Learning Committee and Center representatives on that committee)
4. Campus Events (e.g., Black History, Convocation, Commencement, etc)

ARTICLE X: REPRESENTATIVES ON EL CAMINO SENATE

Section 1: ELECTIONS

The Faculty Council will coordinate and conduct the election of Center faculty members to the El Camino Academic Senate, in accordance with Article 3: Section 1 of the Constitution of the El Camino Academic Senate (Senate membership: Senators). Only an elected Councilperson may serve as a Center representative to the El Camino Senate.

Section 2: COUNCIL OFFICERS AS SENATORS

The elected Chairperson, Vice Chairperson, Secretary, and Curriculum Representative shall be duly designated as voting representatives to the Academic Senate. All remaining allotted seats will be open to election at the last regular General Meeting in May. Should one person serve in two official capacities, an additional representative will be selected.

Section 3: REIMBURSEMENT FOR MILEAGE

All Center faculty serving as voting members of the El Camino Academic Senate shall be entitled to mileage reimbursement at the established rate for attendance at regular Senate and Senate-related meetings on the El Camino Campus.

Section 4: REMOVAL

Absence from three consecutive El Camino Academic Senate meetings without excuse, as recorded by the ECC Senate Secretary, shall be construed as resignation, and a replacement Senate representative will be duly elected at the next meeting of the Council.

ARTICLE XI SENATE REPRESENTATIVES ON COUNCIL

The President of the El Camino Academic Senate shall have the right to appoint representatives to the Faculty Council in accordance with Article 4.4.1 (Duties of Officers and Other).

ARTICLE XII OPERATING PROCEDURES

SECTION 1.

In order to implement its purposes, the Council may request information from or meet with (a) the Provost, (b) administrative officers, or (c) any El Camino or El Camino Compton Center office or its representatives.

Adopted 4/07

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 or challenge 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

Academic Senate – first reading 3-6-07

Academic Senate – final 3-20-07

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 from Admissions and Records 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
Academic Senate – first reading 3-6-07
Academic Senate – final 3-20-07

Recommendations from Academic Senate –

- Guidelines should be developed for students and faculty.
- Policy and/or Procedures should be printed for reference on back of Audit Request form.

Report on Drop Policy

Pete Marcoux

Issues

- State auditors want to ensure that students on roster represent students taking the class.
 - Our policy states it is the student's responsibility to drop classes- not the faculty member. Does this directive from the state conflict with our current policy?
 - Faculty often hold no show reports until second class meeting or assume students will drop the course- for a variety of reasons.
 - Related consequences: grade change requests (no show students want W not F), financial aid, international students, ...
 - Impact on future FTES?

Current Policy

From 2006-2007 ECC Catalogue

Attendance

Attendance at First Class

Students who enroll in class but do not attend the first scheduled class meeting may be dropped from the roster and their places given to waiting students who were unable to enroll at the time of registration. If illness or emergency prevents a student from attending the first class session, the student must contact the instructor. A student who registers for a class and never attends is still responsible for dropping the class. Failure to properly drop a class may result in a "W" and may subject the student for any and all fees associated with the class.

Attendance During Semester

Regular attendance is expected of every student. A student may be dropped from class when the number of hours absent exceeds the number of units assigned to the course. However, it is ultimately the responsibility of the student to officially drop the class. This rule also applies to excessive absences due to illness or medical treatment. The student who has been absent due to illness or medical appointment must explain the absence directly to the instructor. The student who has been absent due to a communicable disease or quarantine must report directly to the Health Center for clearance before returning to classes.

Dropping a Class

It is the responsibility of the student to officially drop a class.