



Academic Senate of El Camino College 2014-2015

December 2, 2014

16007 Crenshaw Blvd., Torrance CA 90506-0002 (310)532-3670 x3254

Officers & Executive Committee

Co –Presidents	Chris Jeffries/ Claudia Striepe	VP Finance & Special Projects	Lance Widman
VP Compton Educ'l Center	Paul Flor	VP Academic Technology	Pete Marcoux
Curriculum Chair	Mark Lipe	Co-VPs Faculty Development	Kristie Daniel-DiGregorio
VP Educational Policies	Alice Martinez	VP Instructional Effectiveness	Karen Whitney
Secretary	Sara Di Fiori		

<u>Adjunct</u>	(1 yr term)	<u>Health Sci & Athletics/Nursing</u>	<u>Natural Sciences</u>
vacant		Mark Lipe 14/15	Sara Di Fiori 15/16
vacant		Robert Uphoff 14/15	Miguel Jimenez* 15/16
		Mina Colunga 14/15	Anne Valle 15/16
<u>Behavior & Social Sciences</u>		Andy Alvillar 16/17	Mohhamed Abbani 16/17
		Traci Granger 16/17	Ryan Turner 16/17
Christina Gold 14/15			<u>Academic Affairs & SCA</u>
Kristie Daniel-DiGregorio 14/15			Francisco Arce
Daniel Walker 16/17		<u>Humanities</u>	Karen Lam
Lance Widman* 13/14		Rose Ann Cerofeci 15/16	Jeanie Nishime
Michael Wynne 14/15		Peter Marcoux* 15/16	Robert Klier
<u>Business</u>		Kate McLaughlin 15/16	<u>Associated Students Org.</u>
Phillip Lau* 15/16		Barbara Jaffe 14/15	Kristina Nakao
vacant		Ashley Gallagher 15/16	
Josh Troesh 15/16		<u>Industry & Technology</u>	
<u>Compton Educational Center</u>		Patty Gebhart 15/16	<u>President/Superintendent</u>
Estina Pratt 14/15		Ross Durand 15/16	Thomas Fallo
Chris Halligan 14/15		Mark Fields 15/16	
Essie French-Preston 14/15		Tim Muckey 15/16	<u>Division Personnel</u>
Paul Flor 14/15		Merriel Winfree 15/16	Jean Shankweiler
vacant		Lee MacPherson* 15/16	Tom Lew
<u>Counseling</u>		<u>Learning Resource Unit</u>	
Griselda Castro 14/15		Moon Ichinaga 15/16	<u>Ex-officio positions</u>
Chris Jeffries* 14/15		Claudia Striepe* 15/16	Ken Key (ECCFT)
Rene Lozano 16/17		<u>Mathematical Sciences</u>	Nina Velasquez (ECCFT)
<u>Fine Arts</u>		Zachary Marks 15/16	
Ali Ahmadpour 14/15		Jasmine Ng 16/17	
Chris Wells* 14/15		Megan Granich 16/17	
Russell McMillin 14/15		Alice Martinez* 14/15	
Vince Palacios 14/15		vacant	
Karen Whitney 14/15			<u>Institutional Research</u>
			Irene Graff
			Carolyn Pineda

Dates after names indicate the last academic year of the senator's three year term, for example 14/15 = 2014-2015

*denotes senator from the division who has served on Senate the longest (i.e. the "senior senator")



SENATE'S PURPOSE (from the Senate Constitution)

- A. To provide an organization through which the faculty will have the means for full participation in the formulation of policy on academic and professional matters relating to the college including those in Title 5, Subchapter 2, Sections 53200-53206. *California Code of Regulations*. Specifically, as provided for in Board Policy 2510, and listed below, the "Board of Trustees will normally accept the recommendations of the Academic Senate on academic and professional matters of:
 - 1. Curriculum, including establishing prerequisites and placing courses within disciplines
 - 2. Degree and certificate requirements
 - 3. Grading policies
 - 4. Educational program development
 - 5. Standards and policies regarding student preparation and success
 - 6. District and college governance structures, as related to faculty roles
 - 7. Faculty roles and involvement in accreditation process, including self-study and annual reports
 - 8. Policies for faculty professional development activities
 - 9. Processes for program review
 - 10. Processes for institutional planning and budget development, and
 - 11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate."

- B. To facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.

ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS (1st and 3rd Tuesdays)

FALL 2014

September 2	Alondra Room
September 16	Alondra Room
October 7	Alondra Room
October 21	Alondra Room
November 4	Alondra Room
November 18	Alondra Room
December 2	Alondra Room

SPRING 2015

February 3	Alondra Room
February 17	Alondra Room
March 3	Alondra Room
April 7	Alondra Room
April 21	Alondra Room
May 5	Alondra Room

CEC ACADEMIC SENATE MEETING DATES AND LOCATIONS (Thursday after ECC Senate, usually)

FALL 2014

September 4	Board Room
September 18	Board Room
October 9	Board Room
October 23	Board Room
November 6	Board Room
November 20	Board Room
December 4	Board Room

SPRING 2015

January 22 (if needed)	Board Room
February 5	Board Room
February 19	Board Room
March 5	Board Room
April 9	Board Room
April 23	Board Room
May 7	Board Room

Per the Brown Act all votes must be recorded by name. Only No's and Abstentions will be recorded by name in the minutes, If you were signed in to the meeting and did not vote No/Abstain, your vote will be assumed to be a Yes.

<u>SENATE COMMITTEES</u>	<u>Chair / President</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Academic Technology Comm.	Pete Marcoux, Virginia Rapp	Sept 23 & Oct 2	12:30-2:00	Alonda Room
Assessment of Learning Comm.	Karen Whitney Russell	2 nd & 4 th Mon.	2:30-4:00	Admin 131
Academic Program Review Comm.	Karen Whitney, Co-Chair Bob Klier, Co-Chair			
Compton Academic Senate	Paul Flor	1 st & 3 rd Thurs	1:00-2:00	CEC Board Room
Compton Faculty Council	Paul Flor	1 st & 3 rd Thurs	1:00-2:00	CEC Board Room
Curriculum Committee	Mark Lipe, Chair	2 nd & 4 th Tues	2:30-4:30	Admin 131
Educational Policies Comm.	Chris Jeffries (Fall only)	2 nd & 4 th Tues	12:30-2	SSC 106
Faculty Development Comm.	Kristie Daniel-DiGregorio	2 nd & 4 th Tues	1:00-2:00	West. Library Basement

Committees

<u>CAMPUS COMMITTEES</u>	<u>Chair</u>	<u>Senate / Faculty Representative/s</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Accreditation	Jean Shankweiler	Matt Cheung, Holly Schumacher			
Basic Skills Advisory Group	Sara Blake Arturo	Jason Suarez			
Board of Trustees	Bill Beverly	Chris Jeffries, Claudia Striepe	3 rd Mon.	4:00	Board Room
Calendar Committee	Jeanie Nishime	Chris Jeffries Vince Palacios			
Campus Technology Comm	Virginia Rapp	Pete Marcoux		12:30-2:00	Stadium Room
College Council	Tom Fallo	Chris Jeffries, Claudia Striepe Estina Pratt	Mondays	1-2:00	Admin 127
Dean's Council	Francisco Arce	Chris Jeffries, Claudia Striepe	Thursdays	8:30-10:00	Library 202
Distance Education Advisory Committee	Alice Grigsby				
Facilities Steering Comm.	Tom Fallo	Chris Jeffries, Claudia Striepe			
Planning & Budgeting Comm.	Rory Natividad	Lance Widman Emily Rader (alternate)	1 st & 3 rd Thurs.	1-2:30	Library 202
Student Success Advisory Committee	Jeanie Nishime & Francisco Arce	Chris Jeffries, Cynthia Mosqueda, Sara Blake	2 nd & 4 th Thursdays	1-2:00	Library 202

All of these Senate and campus committee meetings are open, public meetings. Please feel free to attend any meetings that address issues of interest or concern to you



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ACADEMIC SENATE ATTENDANCE
November 18, 2014

NAME: INITIALS

Adjunt (1 year)

Kim Runkle
Vacant

Behavioral & Social Sciences

Daniel Walker
Christina Gold EXC
Kristie Daniel-DiGregorio XX
Lance Widman XX
Michael Wynn XX

Business

Phillip Lau XX
Tim Miller
Josh Troesh XX

Counseling

Griselda Castro XX
Chris Jeffires
Rene Lozano

Fine Arts

Ali Ahmadpour XX
Chris Wells XX
Russell McMillin XX
Vince Palacios XX
Karen Whitney XX

Health Sciences & Athletics

Mark Lipe XX
Robert Uphoff
Mina Colunga
Andrew Alvillar XX
Traci Granger XX

Humanities

Rose Ann Cerofeci XX
Pete Marcoux XX
Kate McLaughlin
Barbara Jaffe XX
Ashley Gallagher XX

Industry & Technology

Patty Gebhart XX
Ross Durand
Mark Fields XX
Tim Muckey XX
Merriel Winfree XX
Lee MacPherson XX

NAME: INITIALS

Learning Resources Unit

Moon Ichinaga XX
Claudia Striepe XX

Mathematical Sciences

Zachary Marks XX
Jasmine Ng XX
Megan Granich XX
Alice Martinez
Vacant

Natural Sciences

Sara Di Fiori XX
Miguel Jimenez
Anne Valle
Mohamad Abbani
Ryan Turner EXC

Academic Affairs & SCA

Francisco Arce
Karen Lam
Jeanie Nishime
Robert Klier

Assoc. Students Org.

Kristina Nakao XX

Compton Education Center

Estina Pratt
Chris Halligan
Essie French-Preston
Paul Flor XX
Vacant

Ex-Officio Positions

Ken Key (ECCFT) EXC
Nina Velasquez (ECCFT)

Deans' Reps.; Guests/Other Officers:

Jean Shankweiler
Tom Lew
Irene Graff XX
Stefanie Frith XX
Jaquelyn Sims XX

ACADEMIC SENATE MINUTES

November 18, 2014

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

1. CALL TO ORDER

Senate Co-Presidents Jeffries and Striepe called the Academic Senate meeting to order November 18, 2014 at 12:39 a.m.

2. APPROVAL OF MINUTES

The minutes of the November 4 Meeting (pgs. 5 – 10) were approved with the addition of the full statement from ECC cadet regarding response to call.

3. OFFICER REPORTS

A. Co-Presidents – Chris Jeffries (CJ) and Claudia Striepe (CS) (pgs. 11 - 20)

CS: Tom Cody joined the hiring committee for the financial aid position. Three members are needed for the hiring panel for Dr. Arce's position, probably Chris and Claudia will join, but we need another senate member. Barbara has not set a date. T. Mucky: I'll volunteer. C. Striepe: We need to check on tenure requirements. Thanks Tim. In April, 2016, the Governor's fee waiver students not meeting academic standard will lose their award. C. Pineda will take a closer work and William Garcia will speak to us about it. Without BOGFW, would a student enroll here? This may be a problem for us down the road. We want to get the information out. Alert your division to this issue. Regarding the Student Equity Plan, a new draft will be available for all of us. Faculty nominated for student success in EOPS will be honored. Puente is to go ahead! Counselor Castro and a counselor to be hired will be teamed with some faculty into two teams that can rotate. This will add security to the program. In the College Council minutes (pgs. 11-14) see that Distance Ed offerings include 77 courses for spring on p. 18.

CJ: Regarding the plenary, Chris Wells will speak to resolutions. One of the topics was the three technology initiatives. Next spring, senate will focus on each relevant initiative. Some will be piloted next spring. Some launched in spring, some in fall. On Friday, C. Gold presented on Distance Ed to the statewide senate. We had an excellent presentation from Vice Chancellor Patrick Perry on achievement measures. They will monitor metrics including student success, equity, student services, efficiency, access, etc. Alternative pathways and curriculum issues comprised other breakout sessions. The C-ID descriptors deadline is coming up, there's a backlog at the chancellor's office. Lori Suekawa will speak to this. C. Wells: The statewide senate enjoys passing resolutions and making sure they are phrased right. One issue was freedom to choose an accreditations team. ACCJC is not the only group. We should seek out others, some from states contiguous with California. Regarding SD967, the student sexual assault resolution I think that we should work with partners, CSU's and UC's to share best practices. Also, there was some discussion regarding curriculum AA transfer degrees have taken over, but some low level certificates may also be useful. We just have AA-transfer degrees, there's a place for reactivating AA degrees. There is funding available for C-ID to make the process work. Repeatability is a system wide issue, as is chasing students from college to college that circumvent the policy. How to do that? Also, there was discussion we're not united on baccalaureate degrees. Academic Senate does not support them but we want to be involved if we must have them. As for AA transfer degrees, how do we allow upper division courses taught as lower division? We shouldn't call them upper division courses lower division,

but should standardize guidelines. These are posted on statewide senate website, including Power Points. Predictive analytics can be used to increase student success. P. Flor: I went to a few breakout sessions, on legislation. There's one they are pursuing with the chancellor that you can read about in the President's newsletter. The senate is trying to redefine itself, mission statement, etc. I lose patience with the thesaurus use, etc. Academic Senate should build relationships with legislature and partnerships with local senates. Partnerships should be with other bodies, and AS be the authority. The relationships should be with local senate. 112 local senates should be part of local family, making decisions with decision makers. The term "unconscious bias" hit me in a gender equity presentation on Title 9, which is not just related to sports. It's not a binary conversation but includes the transgender population and their rights. It was a really informative session. C. Wells: I meant to mention a discussion on the faculty hiring prioritization processes. One school has administrators and faculty, with separately published lists. The president uses faculty ranking over administrator's ranking. A lot of colleges do an executive summary or abstract of program reviews. Ours fall into a dark hole and should be on a board agenda for our board and the public to see. There's a recommendation to have a liaison with legislation. There is a lot coming out, and a new era of more and more legislation. P. Flor: Many campuses do not have a faculty liaison. At the center the board representative fulfills this role. There was a breakout session on the Brown Act and its applicability, and differentiating between open and closed sessions, and on early college options across state, such as middle and early colleges, and apprenticeships. It was all relevant to this venue.

CS: In our "Did You Know?" series, did you know the difference between union and senate bodies? There is a difference. The Academic Senate deals with academic and professional matters. The unions are involved in salary, working conditions, and contractual agreements. The state senate sends out publications with interesting information. Chris and I send out emails with information regarding larger bodies.

P. Flor: I spoke with Dr. Fallo about Dr. Arce's position hiring committee and asked for a representative from center. I'll consult with Barbara. Maybe I can sit in the third position. CS: We'll see if panel can be made larger.

B. VP –: Compton Education Center – Paul Flor

We met the day of the election. Measure C passed by a large majority, 76 %. This positions the center to leverage funds with state monies to do infrastructure building the campus needs. Up to three instructional buildings. This is welcome news. Last week, Dr. Arce visited campus to lead us in an Accreditation 101 workshop to entice newer faculty to play a role in process. Our younger faculty will carry the process forward.

C. Chair – Curriculum – Mark Lipe

Nothing to report.

D. VP – Educational Policies – Chris Jeffries

Nothing to report.

E. VP – Faculty Development – Kristie Daniel –DiGregorio

K. Daniel –DiGregorio: You saw our getting the job flyer. Please help us get word out. It will cover do's and don'ts for adjuncts and things to keep in mind for cover letters and resumes. Part 2 in spring will focus on interviews. December 5 is our first panel. There is limited registration with CV review. Thanks to colleagues for sharing ideas with the Spotlight on Great Ideas. We'll have another this semester to continue the conversation on student success. At our next meeting, December 2, we will reveal our 2014 adjunct faculty award announcement. It makes a significant impact on adjuncts, and comes with a \$500 cash award. It will be a great way to end the semester. P. Marcoux: Are they replacing Donna Manno? K. Daniel –DiGregorio: It's been advertised. There have been applicants. A. Ahmadpour: Regarding the adjunct award, why can't we convince departments to recruit this awardee as a full-timer? If they are significant, why can't we lobby to hire them? CJ: The panels are confidential. A. Ahmadpour: We can at least petition divisions to pay attention to this. Name recognition is not practical. Lets take it further. L. Widman: The President's newsletter shows that a sizable number of hires were adjuncts here. CJ: We have two in counseling.

F. VP – Finance – Lance Widman

I'm just happy to be here.

G. VP – Academic Technology – Pete Marcoux (pgs. 21 - 23)

Nothing to report.

H. VP – Instructional Effectiveness/ Assessment of Learning Committee and SLO's Update – Karen Whitney (pgs. 24 - 25)

Karen: I'll discuss changing an SLO or PLO statement. This semester we put together bullet points to clarify ILO's. They're up on the website to clarify main ideas. This will be more important as we create new ILO assessments. Faculty can refer to this. More detail is available on website. There Trackdat trainings this semester. Three more will be held. Bring data and we can help you put in a report. A. Ahmadpour: Where's the video? K. Whitney: It's in the approval process. Regarding PLO norming. Here are some guidelines. This semester there will be multiple assessments due. We can't be too specific because programs differ, as does curricula. There is no single way to do this. A PLO that looks course level is not appropriate, include scope. Multiple course assessment data, and recently gathered data is OK too. It could all be done this semester. On page 24 you'll find a checklist. It will help you make sure you're making it program level appropriate. There can be multiple targets for multiple courses. Under data analysis, examine breadth of program. Contact facilitators. They will help us, I'm available and Russell Serr is too. V. Palacios: I'm a facilitator. Are there any guidelines? Is there an assessment faculty can look at as a reasonable assessment? K. Whitney: In our division, we've done assessments before. The standards haven't changed, but we've done well in past. There are two choices: The first is taking in all course level data, commonalities, etc. for PLO's, especially for sequential courses. Gather already gathered data and reanalyze. The other choice is a secondary form of assessment: a survey for students, a questionnaire for faculty. If there's any question if course data is enough, it's safer to go with a second level of assessment. V. Palacios: Some folks in art are bewildered and want direction. Where's the goal post? Where's the standard? K. Whitney: We can sit down and look at them on an individual basis.

4. SPECIAL COMMITTEE REPORTS

A. ECC VP of Academic Affairs and ECC VP of Student and Community Advancement – Francisco Arce and Jeanie Nishime

No report.

5. UNFINISHED BUSINESS

6. NEW BUSINESS

A. BP 1600 – Full Inclusion of People with Disabilities. – C. Jeffries and C. Striepe. (pg. 26)

This policy was introduced in College Council and is an informational item only. A number of policies were covered with college council. We don't want to bring them all at once. But you'll see informational items in the next year. This one is an update from Dipte Patel. Referring to most regulations regarding students with disabilities or employees. It's rather straightforward. M. Lipe: It's not the SRC's purview to accommodate students. It's a district responsibility to accommodate students with disabilities. CJ: That's what this policy is saying. CJ: You've all had students with accommodations. SRC tells you what the accommodations are. A. Ahmadpour: This is supplementary; it doesn't all refer to classrooms. M. Lipe: There are statements in Distance Ed. M. Ichinaga: It's never been clear if the ECC website is fully compliant. CJ: We'll find out if there are procedures that follow. T. Muckey: I use my own website. Does it need to be compliant? CS. Yes. A. Ahmadpour: And they provide it? S. Di Fiori: the SRC will Close Caption videos for you.

7. INFORMATION ITEMS –DISCUSSION

A. Articulation/C-IDs – Lori Suekawa

L. Suekawa: See two handouts (copy of presentation and letter from chancellor's office.) C-ID stands for Common Course Identification Number. CJ: We got a cheat sheet at the plenary. It's mandated that California and CSU's have common numbering system. C-ID began in 2009. We have 112 community colleges, but they all have different numbers. In 2012 alignment was mandated because of AA transfer degrees. ECC course must match ADT. It's a super numbering system for the whole state. We are not articulated to course descriptors, with one descriptor across the UC's, Community Colleges and CSU's. Templates are available. The templates for AA transfer degrees are also available on the website. If textbooks are out of date, please use current textbooks. Also be compliant with prerequisite. There are some time constraints. But there is also a backlog so the deadline moved to 2015. Another CCC challenge is that we're afraid of losing articulation. SDSU changed standards and did not accept some schools' classes. They lost some articulation. Total units are not calculated effectively. I send denied descriptors to deans, who send them to appropriate faculty. Some changes are really minor. Look at it when you do content reviews. Update textbooks. If a course is denied, provide a rationale if you don't want to make a change. For example, philosophy is already articulated, just use C-ID as a starting point. Don't take stuff out of your outlines. We also articulate to private colleges, not just CSU's. If you have questions, communicate with Quajuana Chapman or me. Pros of C-ID's: content is clear and specific, updates textbooks, all colleges held to same criteria, it's reviewed every five years, etc. Cons: responses are delayed, reduction of units in some courses. Changes course load and content. Sometimes an enforced prerequisite is not validated. We may have prerequisites that are denied. Some colleges refuse. Nursing students may not take introductory algebra their first semester, etc. Inconsistent reviews, schools within larger districts were getting inconsistent reviews. V. Palacios: Who writes the descriptor? L. Suekawa: Faculty write them. You can go in and comment on them. The more they hear from faculty the more they will agree. V. Palacios: it seemed like a state mandate. L. Suekawa: It is. A. Ahmadpour: There are courses that are dying. Some schools don't offer these questions and the outlines are archaic. What

should we do? How comprehensive should it be? L. Suekawa: Use your outline as a base, but add in some stuff from their descriptor. L. Suekawa: Try to match it closely. Use these websites as resources. T. Muckey: Can I get the process started? L. Suekawa: In Industry and technology, CTE's are local degrees. You won't see them. P. Flor: How many faculty serve as course reviewers? That could explain inconsistency and delays. We're given a boilerplate and match submittals. I have to meet the template. There are some flaws to system. CJ: They recommended not to inactivate courses. There may be more flexibility. Don't deactivate majors. A. Ahmadpour: Can we revisit it? CJ: Yes.

B. PRP(Program Review & Planning) systems in TracDat – I. Graff & R. Klier (pgs.27 – 30)

I. Graff: If you've been in Planbuilder, for program review, there's a word doc program. Planbuilder is for annual plan. It is aging. We got a new system to merge program review and planning. If we get dinged, here's a remedy. We're using Trackdat, the same environment you use to form SLO's and PLO's, but a new page. It improves reporting, and the summary. It should be faster and more efficient for you all. For the 15/16 plan year, it's a live pilot. We have trainings under way. Leaders were invited to trainings. You can finish your plan in a one hour workshop. Sign up for trainings. They are underway. The deadline extended until mid-December. Planbuilder will exist only for current objectives. It will be a surprise and a shock. If you have an existing program review, copy and paste it into trackdat. We hope you'll like it. CJ: has anyone used it? Irene: only a few have been trained. CJ: It sounds easy, but there's a transition, and great people will help you with that. Get it done at the training. T. Muckey: On program review, it's hard to find all the data. As we move forward, will there be data on a website? Right now, certificates and degree data is hard to find. I. Graff: That's phase II. It's coming.

8. FUTURE AGENDA ITEMS

9. PUBLIC COMMENT

10. ADJOURN

The meeting adjourned at 1:55.
SD/ECCFall14

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – November 10, 2014

Present: Linda Beam, Julio Farias, Ann Garten, Irene Graff, Chris Jeffries, Rafeed Kahn, Jeanie Nishime, Susan Pickens, Estina Pratt, Luukia Smith, Jean Shankweiler, Claudia Striepe, Will Warren.

1. Policies and Procedures
 - a. Susan will bring a listing to College Council next week.
 - b. It was noted that College Council spends most of its time reviewing policies and procedures.
 - c. Not all policies and procedures fall under Collegial Consultation. There was a suggestion to identify where each policy/procedure needs to go.
 - d. There was some discussion about hiring a consultant to assist with the policy and procedure revision process.
2. BP 2410 (Board Policy and Administrative Procedure) – Chris Gold’s version was reviewed. It was noted that Chris Gold’s concerns are already addressed in BP/AP 2510. College Council made revisions to Chris Gold’s version.
3. College Council members are to bring their copy of *Making Decisions at El Camino College* to College Council.
4. AP 3050 (Institutional Code of Ethics) – It was noted that there was a desire by some to include consequences for violation of the procedure. It was also noted that violations and consequences may already be addressed in other policies/procedures.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – November 17, 2014

Present: Linda Beam, Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Chris Jeffries, Jeanie Nishime, Susan Pickens, Estina Pratt, Jean Shankweiler, Claudia Striepe, Nina Velasquez.

1. BP 2410 (Board Policy and Administrative Procedure) – it is believed that the College Council revision of last week satisfies Trustee Beverly’s concerns.
2. Board Agenda
 - a. Irene Graff will give a presentation on BP 1200 (The El Camino College Mission, Vision, Values and Strategic Initiatives).
 - b. A Committee of the Whole has been scheduled for the Board to discuss their goals. The Board will adopt their goals at the December 2014 meeting.
 - c. Correction: Page HR 2 #7 – Remove “part-time” from item. It was noted that this change in grammar can be made outside of the Board meeting as it does not change the intent of the Board item.
 - d. The December 2014 Board agenda includes the Annual Organizational Meeting.
3. AP 5012 (International Students) was emailed to College Council and hard copies distributed.
4. The master policy and procedure listing was distributed.

Agenda November 24, 2014

1. Minutes
2. Schedule Policy and Procedure review sessions
3. BP 1600 (Full Inclusions of People With Disabilities): Share any feedback from constituents.
4. AP 5012 (International Students)
5. AP 6200 (Budget Preparation) – Jo Ann to bring policy
6. AP 6300 (Fiscal Management) – Jo Ann to bring policy
7. AP 6520 (Security for District Personnel and Property) – Jo Ann to bring policy
8. AP 3050 (Institutional Code of Ethics) – Linda Beam update

2014-15 College Council Goals

1. Set up a specific review process and cycle for policies and procedures.
Measure: Review process is established.
2. Review *Making Decisions at El Camino College* and revise as needed.
Measure: Document is reviewed and revised as needed.

3. Review and revise College Council's purpose statement, roles, and responsibilities.

Measure: College Council reviewed and revised its purpose statement.

Measure: College Council lists its purpose statement (including Strategic Initiative C) on each meeting agenda.

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting – November 24, 2014

Present: Francisco Arce, Linda Beam, Thomas Fallo, Irene Graff, Jo Ann Higdon, Chris Jeffries, Rafeed Kahn, Jeanie Nishime, Susan Pickens, Estina Pratt, Luukia Smith, Claudia Striepe.

1. There needs to be discussion on how to improve the way College Council operates.
2. BP 1600 (Full Inclusions of People With Disabilities) –is ready for the Board.
3. AP 5012 (International Students) was postponed until December 1, 2014.
4. BP/AP 6200 (Budget Preparation) – were reviewed and changes were recommended to both the policy and procedure. The procedure is ready for the Board but will be held until the policy is ready. The policy will be taken back to constituents for feedback.
5. BP/AP 6300 (Fiscal Management) – was distributed and will be discussed next week.

El Camino College – Office of the President
Minutes of the Facilities Steering Committee November 3, 2014

Present: Francisco Arce, Linda Beam, Rocky Bonura, Tom Brown, Thomas Fallo, Ann Garten, Jo Ann Higdon, Rafeed Kahn, Tom Lew, Jeanie Nishime, Dipte Patel, Susan Pickens, Angela Simon, Luukia Smith.

1. The November 2014 Facilities Master Plan was reviewed.
 - a. Student Services Center Replacement Project – it was reported that all user groups have signed off on the current design.
 - b. Channel Parking Lot F – currently approved by DSA. The next steps are securing various permits. Bidding will begin in December or January.
 - c. Lot C Parking Structure is scheduled to go to DSA in December.
 - d. The current Shops and Technical Arts building will be demolished in the summer.
 - e. Construction Technology & Horticulture programs are under review. It is believed that these programs would attract more students in evening classes. The programs would need to be moved inside.
2. Board Policy 1600 (Full Inclusion of People with Disabilities) was distributed for informational purposes by Jo Ann Higdon.
3. *Universal Design* article was distributed by Jo Ann Higdon. It was noted that *Universal Design* involves designing products and spaces so that they can be used by the widest range of people possible. We need to keep this concept in mind when reviewing our campus standards.
4. Urban Land Institute (ULI) toured our campus October 14th and 15th. ULI is a non-profit organization that provides leadership in the responsible use of land. The visiting group included architects, attorneys, and real estate developers. They have some expertise in community colleges and mixed use facilities. The group will come up with some ideas on how to bring in a stream of income to the college over a period of time. They will send their report in 2-3 months. There still needs to be a lot of discussion and planning which could take over 12 months.
5. Marsee Auditorium. The original plan was to renovate the Marsee auditorium. Seismic and remediation studies need to be conducted before renovation can occur. It may be more cost effective to have one or two smaller venues.

N E W S

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For Immediate Release November 17, 2014

El Camino College Counselor Awarded Fulbright U.S. Scholar Grant

El Camino College counselor Yamonte Cooper was recently awarded a 2014-2015 Fulbright U.S. scholar grant. Through this prestigious program, Cooper will participate in the 2014 Fulbright Seminar for U.S. Administrators in International Education in Berlin this fall.

The J. William Foreign Fulbright Scholarship Board awarded the grant that will include a group program in Berlin, followed by visits to different institutions in Germany. The program concludes with a three-day group visit to Mainz, where participants will meet with fellow university administrators who were in a similar program in France.

“The Fulbright Program will enable me to build upon my skillset and expertise to help students expand their potential on the international stage,” Cooper said. “In addition, my hope is to be able to offer the instructors and colleagues in the program the educational and career perspectives I’ve gathered from my students and in my own experience working and studying in the United States education system.”

The two-week group seminar was awarded to 20 school administrators throughout the nation. The seminar provides attendants with an introduction to German higher education, as well as other engagements such as briefings, campus visits, and cultural events in Berlin. Participants will gain familiarity with changes in higher education, program designs, organizational structures, quality assurance procedures, and credit and degree expectations.

“My aspiration as a participant in the Fulbright program is to engage and build a repertoire with the program hosts so that we can have an ongoing exchange of information and ideas,” Cooper added. “I would also share my knowledge of counseling and administering career assessment services to be a liaison for the host’s students, who are looking to pursue an education and career path in the U.S.”

As a Fulbright grantee, Cooper joins the ranks of the approximately 300,000 distinguished alumni who have participated in the program since its inception more than 60 years ago. Fulbright alumni have become heads of state, judges, ambassadors,

cabinet ministers, CEOs, university presidents, journalists, artists, professors and teachers. They have been awarded 43 Nobel Prizes.

Cooper became part of the El Camino College faculty in 2010, following previous career experience at West Los Angeles College, Los Angeles City College, and Pasadena City College, where worked with students in EOP&S, the Career/Transfer Center, and community education. He has a doctorate in educational leadership with a concentration in higher education administration from USC, a master's degree in counseling and a bachelor's degree in sociology, both from California State University, Northridge.

Faculty Development Committee Meeting
Minutes for Tuesday, November 25, 2014, in Teaching and Learning Center,
Library Basement, 1-1:50 pm

<u>Name</u>	<u>Abbreviation</u>	<u>Division</u>
Florence Baker (present)	(FB)	Behavioral & Social Sciences
Dustin Black (present)	(DB)	Behavioral & Social Sciences/Compton Center
Rose Ann Cerofeci (excused)	(RC)	Humanities
Kristie Daniel-DiGregorio* (present)	(KDD)	Behavioral & Social Sciences
Ross Durand (absent)	(RD)	Industry & Technology
Briita Halonen (excused)	(BH)	Humanities
Donna Manno (present)	(DM)	Professional Development
Sumino Otsuji (present)	(SO)	Humanities
Margaret Steinberg (present)	(MS)	Natural Sciences
Evelyn Uyemura (present)	(EU)	Humanities
Andree Valdry (present)	(AV)	Learning Resources/Compton Center

*Committee Chair

Mission Statement: The El Camino College Faculty Development Committee provides opportunities and support to promote instructional excellence and innovation through faculty collaboration.

Fall 2014 Meetings: September 9 & 23, October 14 & 28, November 25.

AGENDA

(KDD) opened the meeting by noting it would be the final meeting for the semester. The team was encouraged to attend (DM)'s retirement party December 9th, 1-2 in the Alondra Room where (DM) will be providing her "Top 10" list of reasons to retire.

Spring Professional Development/Flex Day. The team discussed the proposed agenda which is:

- 9-10: General Session, Keynote speaker: Kathleen F. Gabriel, author of Teaching Unprepared Students: Strategies for Promoting Success and Retention in Higher Education.
- 10-12: Division/Department Meetings
- 1-2:30: Optional Afternoon Session, Campus Safety and Security: How Faculty and Staff Can Help.
Proposed panelists: Chief Trevis, Janet Schaeffer, Rocky Bonura, Michelle Arthur.
Proposed Topics: Panel members to discuss their area, future planning and allow time for Q&A.

(KDD) and (DM) reported on their conversation with Kathleen Gabriel in which they shared the objectives for spring flex which include addressing both faculty and staff, recognizing key issues facing CCCs such as the Student Success Initiative and Student Equity Planning, and providing practical ideas for supporting student success. Dr. Gabriel is an experienced keynote speaker, offered a variety of ideas for meeting the objectives, and reported that she incorporates active learning strategies such as think-pair-share and goal-setting into her speaking.

The proposed afternoon session reflects the FDC's suggestion that the campus safety session be optional since the campus has already had the opportunity to attend campus safety forums earlier this semester. Because the earlier forums were offered at times that conflicted with faculty members' teaching schedules, the session will give faculty and staff another opportunity to learn more. (EU) noted it will be valuable for safety personnel to hear faculty concerns. There was strong agreement with (EU)'s statement that women and faculty who teach in the evenings are particularly vulnerable and need to be considered. In response to an idea Joanna Nacheff proposed at the campus safety forum, the panelists will be introduced at the general session to help faculty and staff connect names with faces. (KDD) suggested faculty and staff would benefit from guidance on a range of disciplinary issues including how to proactively address these issues and what resources are available. (EU) suggested the venue be Haag Concert Hall since the lighting and seating is better than in the East Dining Room. The team concurred and (DM) will check for availability. (KDD) will reach out to the panelists and she invited an FDC member to volunteer to liaise with and help coordinate the panel.

Ongoing Projects: Follow-Up for Fall Flex Day. There will be one more issue of *Spotlight on Great Ideas* this semester. (KDD) asked the team for feedback and it was decided that the Nov/Dec issue will focus on suggestions that arose from the brainstorming session at Fall Flex Day. (EU) advocated for concrete suggestions to be included and (DB) suggested that an emphasis is placed on benefits for both the instructor and student success. The issue will be sent in December and again in January. The team had planned to send copies of the new and improved SSTARs brochure to all faculty, however SSTARs is currently in transition according to the coordinators so the brochure will be reprinted at a later time. For the goal-setting activity progress reports, (KDD) will send another reminder to the campus, inviting faculty to report back by the end of the semester.

Ongoing Projects: Outstanding Adjunct Faculty Award. (KDD) announced that this year's recipient is Mediha Din from Sociology. She was selected for her focus on student success, her stellar feedback from students and colleagues and for her innovations such as a class website, notes guides, and a Pearson online publication. She will receive a portfolio with the ECC seal, beautifully produced by the vendor located by Moon Ichinaga. Three adjunct faculty will be recognized for their commitment to the college with Achievement Awards for Distinguished Teaching. They include the FDC's very own Dustin Black (History), news of which was greeted with cheers and hearty congratulations. Gary Kohatsu (Journalism) and Katherine Maschler (Business) will also be recognized. The FDC members were all encouraged to attend the presentation which will take place at the next Academic Senate meeting, Tuesday December 2nd, 12:30-2 in the Distance Education Conference Room.

Before the end of the year, the campus will be invited to make a tax-deductible donation to funding the Outstanding Adjunct Faculty Award. The initial goal is to raise another \$1,500 so the \$500 award will be fully funded. The long-term goal is to fund the award so it will pay \$1,000 each year.

Ongoing Projects: Getting the Job, Part 1: The Application. This semester's event will be Friday, December 5th 12:30-2, with an Individual CV/Resume Review from 2-3. Confirmed speakers include: Sue Bickford (Math), Anna Brochet (Counseling), Kevin Degnan (Humanities), Roxanne McCoy (Human Resources), Rory Natividad (Health Sciences & Athletics).

To close the meeting, the team recognized Donna Manno for her lengthy service in behalf of the FDC. Her longevity is matched by her commitment to continuous improvement, her tireless efforts to promote faculty learning, her good humor, and her exceptional creativity. Her energy, enthusiasm, and insight will be missed.

KDD/11.25.14

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: October 16, 2014

MEMBERS PRESENT

Members

- | | |
|--|--|
| <input checked="" type="checkbox"/> Alice Grigsby - Management/Supervisors | <input checked="" type="checkbox"/> Cheryl Shenefield– Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input type="checkbox"/> Jessica Siripat – ASO, Student Rep. |
| <input checked="" type="checkbox"/> Dipte Patel – Academic Affairs | <input checked="" type="checkbox"/> Gary Turner - ECCE |
| <input checked="" type="checkbox"/> Dawn Reid – Student & Community Adv. | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: William Garcia **Support** – Francisco Arce, Linda Beam, David Brown, Irene Graff, Jo Ann Higdon, Jeanie Nishime, Will Warren **Guest:** Janette McGee

The meeting was called to order at 1:04 p.m.

Approval of October 2, 2014 Minutes

1. One minor correction was noted. Page 1, change the date of the approval of the minutes from September 18 to October 7. The minutes will be corrected and posted to the website.

Opening Comments – R. Natividad

1. The new student representative, Jessica Siripat, was welcomed and introduced to the committee.

Accreditation Team Report– J. Nishime

1. The accreditation team visitation was last week and everything went well. Four recommendations were made by the team. The precise recommendations will not be known until the recommendations are received from the team chair. The way the commission is working now is they want to make clear what will be recommendations and what will be suggestions for improvement. What will have to be clarified is whether the recommendations/suggestions are for Compton, El Camino, or both.
2. Some of the recommendations in general had to do with the following:
 - a. Implementing Compton’s fiscal plan.
 - b. Making sure the dialog is taking place with planning.
 - c. Having a policy to assist in helping to review the schools polices on a regular basis.
3. A rough draft of the report should be received within a month’s time. We will then have ten days to correct any factual errors. The commission will then review the report and issue their edict in January or February.

SSSP Plan – J. Nishime / W. Garcia (handouts)

1. The Student Success Advisory Committee has been meeting and working on a plan since last spring. It will be mailed out today to the Chancellor’s office and will be posted on line for anyone to view.
2. Two handouts were distributed to the committee. One was on the budget plan and the other was on the program plan itself. The plan is featuring a new on-line orientation service which will be launched at El Camino and the Compton Center later this month. They have introduced having a theme of having an early alert system – software based. They are waiting for the common assessment to be developed by the state which should be by December 2015.

3. The second hand out is the budget which was submitted to the Chancellor's office. This year an allocation of 2.7 million was received to carry out the initiatives for the program. This would include items such as personnel, computer software/hardware, equipment, etc. An item which was new with this fund was it required having a college match in order to receive this funding. For every dollar received, two had to be received from the district. The match needed was almost 5.5 million which was met and surpassed by 1.3 million. General district and federal grant funds were able to be obtained which help assisted in the funding. A special thank you went out to the ITS Department, Cheryl Shenefield and Diana Stanojevich for their help. An electronic link will be provided so the whole plan can be viewed.
4. This program was originally known as matriculation. The difference with the funding is now with SSSP it concentrates the funding on the four core services whereas matriculation funded eight services. The intent is to focus the money so students can be more successful. The old matriculation funding was based on a head count, new/continuing and basic skills. Of the new money only 40 percent will be on head count and 60 percent will be on services provided. The new program will help make the program a lot more accountable.

Plan Builder – Technology & Equipment – R. Natividad

1. Information was handed out at the last meeting showing information for technology and equipment for Academic Affairs. It was noted the plan does not show what plan that the items are linked to. The format is different than what has been used in the past. This input will be taken back to the committee so they can see where these plans were linked to. Corrections and updates will be made and the document will be brought back to the next meeting.

PBC – Evaluation – R. Natividad (handout)

1. The evaluation results were handed out to the committee and the results were discussed. It appeared about only half the committee responded to the survey. It was noted the minutes are up on the website in a timely manner. It was mentioned the creation and maintenance of a PBC annual calendar which included all the components the PBC works on and addresses would be a benefit.
2. Rory noted he will soon send out a document with the three-year trend from Irene. It was encouraged for the committee to report back to their constituents. This is an important aspect of the committee and aids with communication.
3. It was noted in the 2008 accreditation report, there were nine recommendations made and all were resolved. There has been a collaborative effort with being successful in the last six years and resolving all issues.

Adjournment – R. Natividad

1. It was announced the first meeting in November is tentative as Rory will be at a conference. He will inform the committee by next week so everyone can plan accordingly as to whether or not we will have a meeting. The meeting adjourned at 1:54 p.m.

RKN/lmo

Planning and Budgeting Committee (PBC)
PLANNING and BUDGETING CALENDAR

Dates	Activities	Responsible
September – November	Review and revise planning priorities. Identify budget development assumptions.	PBC Cabinet
November 15th	Submit Program plans for the next fiscal year.	Program faculty and managers
January - February	Determine preliminary revenue estimates Begin assessment of key budget issues— including the funding of high priority planning initiatives	Vice President of Administrative Services PBC
January 31st	Mid-year evaluation of current fiscal year program/unit/area plan objectives	Program faculty and managers
February 15th	Submit Unit plans for the next fiscal year.	Deans/Directors
March - April	Determine enrollment targets, sections to be taught, and full-and part-time FTEF. Vice presidents jointly determine ongoing operational costs including: 1. Full-time salaries 2. Benefits, Utilities, GASB 3. Legal and contract obligations Develop Line Item Budgets for Operational Areas.	VP Academic Affairs with Cabinet approval Vice President of Administrative Services and Cabinet for full-time positions Vice Presidents
March 31st	Vice President submittal of Area plans	Vice Presidents
April	Tentative budget information completed for PBC review.	Vice Presidents

**Planning and Budgeting Committee (PBC)
PLANNING and BUDGETING CALENDAR**

Dates	Activities	Responsible
April – second meeting	Prioritized Area plan recommendations for the next fiscal year presented to PBC and Cabinet. Proposed tentative budget reviewed and discussed for recommendation. Initial planning and budget assumptions finalized.	Vice Presidents PBC Cabinet
May	PBC submits recommended funding request to the President.	PBC
June	Tentative Budget is presented to the Board.	President
July 1st	Tentative Budget is rolled into active status (purchasing can begin).	Accounting
July 31st	Final evaluation of current year objectives entered into plans.	Program faculty, staff, and managers
July/August	Final revenue and expenditure adjustments made to budget.	PBC and Cabinet
August	Review and discussion of the final budget assumptions by the President with the PBC Final Budget line item review with PBC.	President and PBC Vice President Administrative Services
September	Final Budget submitted to Board. PBC conducts annual evaluation.	President PBC



Assessment of Learning Committee (ALC)

Monday, October 27, 2014

Admin 131 - 2:30pm to 4:00pm

SLO Coordinators: Russell Serr and Karen Whitney

Recorder: Isabelle Peña

Attendees:

Academic Affairs ECC – Bob Klier
Academic Affairs CEC – Chelvi Subramaniam
Dean’s Representative – Jean Shankweiler
Behavioral & Social Sciences – Janet Young
Business – Kurt Hull & Ana Milosevic
Fine Arts – Vince Palacios & Harrison Storms
Humanities – Argelia Andrade

Industry & Technology – Sue Ellen Warren
Industry & Technology Associate Dean – Daniel Shrader
Mathematical Sciences – Susanne Bucher
Natural Sciences – (Thomas) Jim Noyes
Inst. Research & Planning – Joshua Rosales
Library/LRU – Claudia Striepe
Compton Rep – Kendahl Radcliffe

MINUTES

I. Call to Order

Meeting was called to order at 2:39 p.m.

II. Approval of Minutes

Russell S. moved to approve the minutes for the 10/13/2014 ALC meeting and the motion was seconded by Karen W. Motion was carried.

III. Reports

A. PLO Revisions

1. Russell S. stated that we haven't done a lot of PLO assessments up to this point, but there are a few; some are missing "Actions" and little things that need to be cleaned up and for these, he will send e-mail to Facilitators to clean them up. One of the biggest errors is using a single course to assess the whole program and not really assessing the PLO itself. There are some PLO assessments that need major revisions, but we are not going to address those at this time. However, we will move forward starting with the Fall 2014 PLO assessments since there are a lot of PLOs scheduled to be assessed this semester and in Spring 2014. We want to make sure these are entered correctly and as completely as possible.
2. Vince P. wanted to confirm that as SLO facilitator, he is also the PLO facilitator. Russell S. confirmed that all Facilitators are both for SLO and PLO.

B. Changing SLO/PLO Statements

1. SLO Coordinators created a draft of the process for changing an SLO/PLO statement and presented to the ALC for discussion. Karen W. stated that this will be included in SLO/PLO Handbook. The following is what was presented to the committee.

Process for Changing an SLO/PLO Statement is as follows:

- (1) Initiate discussion between ECC and CEC faculty on potential change of the statement.

- (2) Take the proposed draft to a department meeting.
 - (3) Once minutes of the meeting have been approved and there is a clear record, e-mail the change request to the Facilitator, Division Dean, Academic Affairs SLO Admin and Compton Coordinator.
 - (4) Academic Affairs Office SLO Admin will make the change(s) in TracDat and concurrent change to website.
 - (5) Changes can be made to the course outline of record upon its next review.
2. Comments from ALC members:
- Coordinators stated that the important thing is the communication. There has to be equal input from all faculty that teach that course.
 - To clarify Janet Y.'s question, Coordinators stated that documentation could be an e-mail to everyone. Chelvi said e-mails are considered documentation—gave an example of what happened in English 1C regarding rewording an SLO statement to provide clarity. Ideally would like to discuss this at a department meeting, but e-mail documentation is also acceptable if departmental meeting is not possible.
 - If people can't agree, it can possibly go to the dean but the people who teach the course should have weight in the decision.
 - E-mail the change request and the documentation to Isabelle P. (Academic Affairs SLO Admin)—can copy and paste the section of meeting minutes into the e-mail change request).
 - Janet Y. wanted an ALC vote on this process. Janet moved to adopt the process for changing SLO/PLO statements as written above in Item III.B.1. Ana M. seconded the motion. Motion was carried.
 - Kurt H. asked if there is a connection between CurricUNET and TracDat when SLOs are updated in the curriculum. The answer was “no, they don't ‘talk to each other’”. CurricuNet will be used for curriculum and TracDat will be used extensively for Program Review and Assessments. So when the SLOs are updated on the course outline of record in CurricUNET, they will have to be changed manually in TracDat.

IV. Communication ILO Assessment – Advisory Committee

Karen W. has contacted a few people and gotten some volunteers for this advisory committee (Fariba Sadeghi-Tabrizi from Fine Arts, Diane H., Jim N., and Lisa at the Compton Campus). If there is anyone else that would like to assist, we can take some time towards the end of the next ALC meeting, adjourn the meeting early and dedicate some time to meet as an advisory committee; in the meantime, need help in collecting sample rubric from the different areas/programs.

V. ILO Bullets (PowerPoint Presentation)

- A. Russell S. thanked everyone who gave ideas and input in the ILO Bullets Discussion Board; coordinators came up with 3 bullets for each ILOs.
- B. ALC discussion on the bullets for each ILO: The following changes were discussed by the committee and subsequently made to the PowerPoint presentation during the discussion.
 - Kurt H.: ILO #1, Bullet 1—delete "plausibility" (...and evaluate solutions). ALC agreed.
 - Janet Y.: ILO #2, Bullet 2 and 3 changed.
 - Daniel S.: ILO #3, Bullets 1 and 3—do we have to show "actively"? ALC agreed that it was ok to remove "actively".
 - Jean S.: ILO #3, Bullet 1—there are a lot of ideas here; can we break it down to 2 bullets or is that too many bullets? Russell S. stated there is no set number of bullets; Bullet 1 was shortened.
 - Ana M.: ILO #3, Bullet 2—shortened to make it clearer.

- Daniel S.: ILO #4, Bullet 3 revision— “...based on ~~the statistical~~ an analysis of that data”—removed "statistical"

C. After discussion, the final ILO bullets are as follows:

ILO #1 – CRITICAL THINKING

Students apply critical, creative and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas, and transform existing ideas into new forms.

- *Identify vital questions, problems, or issues and evaluate solutions.*
- *Analyze, compose, and assess the validity of an argument.*
- *Compute and analyze multiple representations of quantitative information, including graphical, formulaic, numerical, verbal, and visual.*

ILO #2 – COMMUNICATION

Students effectively communicate with and respond to varied audiences in written, spoken or signed, and artistic forms.

- *Comprehend, analyze, and respond appropriately to oral, written, and visual information. Effectively communicate/express information through speaking, writing, visual, and other appropriate modes of communication/expression.*
- *Effectively communicate ideas and opinions to a varied audience, including peers, faculty, staff and community.*
- *Respond to audiences from different arenas either in written, spoken or signed, and artistic forms to express ideas and opinions.*

ILO #3 – COMMUNITY AND PERSONAL DEVELOPMENT

Students are productive and engaged members of society, demonstrating personal responsibility, and community and social awareness through their engagement in campus programs and services.

- *Engage in on-campus programs and services that utilize campus resources and opportunities to foster community, civic, political, environmental, health and social awareness.*
- *Demonstrate personal responsibility by identifying, maintaining, and improving physical and mental health and by implementing and evaluating personal, academic, financial, and career goals.*
- *Seek feedback, analyze and evaluate one’s own progress toward goals and be able to find applicable solutions to challenges impeding one’s success.*

ILO #4 – INFORMATION LITERACY

Students determine an information need and use various media and formats to develop a research strategy and locate, evaluate, document, and use information to accomplish a specific purpose. Students demonstrate an understanding of the legal, social, and ethical aspects related to information use.

- *Evaluate and choose credible sources for information.*
- *Understand when and how to give citations in the format appropriate for their field of study.*
- *Research data and draw conclusions based on an analysis of that data.*

D. Janet Y. moved to approve the changes to the bullets under the ILOs as discussed and shown above in Item V.C. Jean S. seconded the motion. Motion was carried. Bob K. stated the added bullets should not require Academic Senate approval since these are just things that clarify each ILO statement.

VI. PLO Norming Session (*Handout: Quality PLO Assessment Checklist and 4-Column Unit Assessment Report for Chemistry and Economics*)

A. Continuation of PLO Norming Session from last ALC meeting. A sample of the PLO Assessment 4-Column Report for Chemistry and Economics were distributed to the ALC for the norming session. Again, the members were asked to rate/vote on each of the PLO sample criteria below with (1) Outstanding, (2) Above Average, (3) Average, (4) Below Average, or (5) Poor.

1. Completion
2. Target
3. Data Analysis
4. Quality of Action Plan

B. After each vote, the committee discussed why each area received certain ratings. The following are the results of the norming session ratings for Chemistry PLO #2:

1. Completion:
Outstanding - 28%; Above Average - 56%; Average - 17%; Below Average - 0%; Poor - 0%
2. Target:
Outstanding - 29%; Above Average - 53%; Average - 12%; Below Average - 6%; Poor - 0%
3. Data Analysis:
Outstanding - 12%; Above Average - 65%; Average - 12%; Below Average - 0%; Poor - 12%
4. Action Plan:
Outstanding - 0%; Above Average - 5%; Average - 56%; Below Average - 39%; Poor - 0%

C. After each vote, the committee discussed why each area received certain ratings. The following are the results of the norming session ratings for Economics PLO #1:

1. Completion:
Outstanding - 0%; Above Average - 31%; Average - 31%; Below Average - 31%; Poor - 6%
2. Target:
Outstanding - 6%; Above Average - 12%; Average - 24%; Below Average - 53%; Poor - 6%
3. Data Analysis:
Outstanding - 0%; Above Average - 0%; Average - 7%; Below Average - 57%; Poor - 36%
4. Action Plan:
Outstanding - 0%; Above Average - 0%; Average - 7%; Below Average - 27%; Poor - 67%

D. Bob K. stated that we should keep the general audience in mind when writing PLOs.

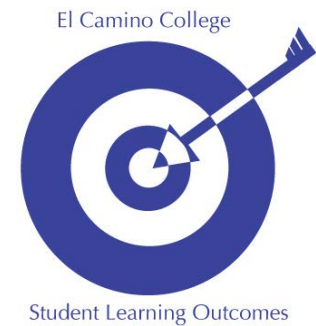
VII. Next meeting – November 24, 2014

VIII. Adjournment

Meeting was adjourned at 3:56 p.m.

<p>FALL 2014 ALC Meetings Mondays, 2:30 to 4:00 pm Admin 131</p> <p>September 8, 2014 September 22, 2014 October 13, 2014 October 27, 2014 November 24, 2014 December 8, 2014</p>	<p>Facilitator Train-the-Trainer Sessions Tuesdays 1:00 to 2:00 pm DE 162 or Library West Basement, Rm. 19</p> <p>October 14, 2014 November 25, 2014 December 2, 2014</p>	<p>“Working” Workshop: Entering SLO Assessments into TracDat Library Basement West Friday, December 5, 2014, 1-2pm Wednesday, December 10, 2014, 3-4pm Thursday, December 11, 2014, 1-2pm</p>	<p>Upcoming Deadlines</p> <p>Fall 2014 Assessments - February 9, 2015</p>
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ALC Recommendations For Best Practices: Adjuncts and the SLO Process



The following has been compiled by the ALC after reviewing effective SLO practices, specifically those that improve SLO communication with our adjunct faculty.

General Recommendations-

- ❖ Communicate to all faculty that the most updated information regarding statements and timelines is in TracDat.
- ❖ Personal communication between adjuncts and faculty course leads is the most successful approach, both in communicating assessment expectations, as well as follow-up on the results and action plan(s).
- ❖ Department reps and faculty leads are not responsible for performing the assessment or entering information into TracDat per se (reasonable exceptions could include multi-section assessments).

Procedural Recommendations-

- ❖ Flex Day communication – hard copy packet:
 - SLO statements
 - Specific SLO assessment for that semester with lead faculty name
 - Training schedule for the semester
- ❖ By mid-semester - dept reps/faculty leads communicate with adjuncts:
 - rubric
 - recommended method of assessment
- ❖ Follow-up email from lead faculty (by wk 12):
 - Same SLO assessment information as above
 - Link to SLO website for TracDat template/link and resources

Drafted Fall 2014

BOARD POLICY 1600

Full Inclusion of People with Disabilities

The District is committed to the full inclusion of and effective communication with people with disabilities.

It is the responsibility of all employees and designees of the District to become familiar with their role and actively practice methods for ~~in~~ achieving universal access and effective communication. Procedures ~~shall will be developed that~~ specify relevant standards and guidelines for areas that include, but not limited to, communication, purchasing, electronic and information technology, and physical access. ~~the standards for publication of alternative formats and guidelines for designing, creating, purchasing, and disseminating materials utilized in communicating to the community we serve. Employees and designees of the District who are delegated the responsibility for designing information and services to achieve universal accessibility are required to become familiar with and utilize these guidelines and procedures.~~

Reference:

El Camino College Board Policy 3410, 3420, 7100

California Government Code Section 11135

California Education Code Sections 66250, 72010

Title 5, California Code of Regulations, Section 53000

Title 5, California Code of Regulations, Section 59300 et seq.

Federal Code Title 34

Title 36 ~~CFTCFR~~ Part 1194

Public Law 104-197 (Chafee Amendment)

California Education Code, Section 67302 ~~(added by passing of California Assembly Bill 422, 1999)~~

Rehabilitation Act 1973 inclusive of Section 504 and 508 (29 U.S.C. 794d)

Title II, Americans with Disabilities Act, 1990

Title II, Americans with Disabilities Amendment Act, 2008

El Camino College

Adopted: January 20, 2004

Revised: October 2014, pending approval

El Camino College
Board Policy 5500

Academic Honesty & Standards of Student Conduct

The Superintendent/President shall establish procedures for disciplining students in accordance with the requirements for due process of the federal and state laws and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions including, but not limited to, the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

El Camino College is dedicated to maintaining an optimal learning environment and insists upon academic honesty and adherence to standards of student conduct.

To uphold the academic integrity, all members of the academic community shall assume responsibility for providing an educational environment of the highest standard characterized by academic honesty. It is the responsibility of all members of the academic community to encourage learning, promote honesty, and act with fairness.

Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. El Camino College personnel are dedicated to maintaining a positive learning environment. Optimal standards of student conduct are essential to the maintenance of a quality college environment.

El Camino College will develop and maintain Standards of Student Conduct. The procedures shall be made widely available to students through the College catalog, and other means including electronic communications.

See Administrative Procedure 5500 Standards of Student Conduct and Sexual Misconduct Policy

ACADEMIC HONESTY

~~El Camino College is dedicated to maintaining an optimal learning environment and insists upon academic honesty. To uphold the academic integrity of the institution, all members of the academic community, faculty, staff and students alike, must assume responsibility for~~

providing an educational environment of the highest standards characterized by a spirit of academic honesty.

It is the responsibility of all members of the academic community to behave in a manner which encourages learning and promotes honesty and to act with fairness toward others. Students should not seek an unfair advantage over other students when completing an assignment, taking an examination, or engaging in any other kind of academic activity.

STANDARDS OF CONDUCT

Conduct at El Camino College must conform to the laws of the State of California, District policies, and campus rules and regulations. The El Camino College faculty, staff, and administration are dedicated to maintaining a positive learning environment. Optimal standards for behavior are essential to the maintenance of a quality college environment. These standards will apply to all students on campus, other college property or while attending any college sponsored event. Violation of such laws, policies, rules, and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Disciplinary actions as noted in Administrative Procedure 5520 may be taken against any person who engages in behavior defined as misconduct.

The following misconduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

I. DISHONESTY

- a. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty including but not limited to:
 - i. Representing the words, ideas, or work of another as one's own in any academic exercise including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
 - ii. Copying from another student or former student or allowing another student to copy from one's work.
 - iii. Allowing another individual to assume one's identity or assuming the identity of another individual.
 - iv. Unauthorized collaboration intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.
 - v. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
 - vi. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.
 - vii. Obtaining or copying exams or test questions when prohibited by the instructor.

- viii. ~~Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes, or through the use of any electronic device.~~
- ix. ~~Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor.~~
- x. ~~Handing in the same paper or other assignment in more than one class when prohibited by the instructor.~~
- xi. ~~Any other action which is not an honest reflection of a student's own academic work.~~
- b. ~~Other forms of dishonesty, including but not limited to forgery or attempted forgery of any academic record; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.~~
- c. ~~Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.~~

II. ~~DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT AND EXPRESSION~~

- a. ~~Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, college personnel.~~
- b. ~~Any acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm.~~
- c. ~~Lewd, indecent, or obscene conduct on District-owned or controlled property,~~
- d. ~~or at District-sponsored or supervised functions, including public urination or defecation, public sex acts, taking intimate pictures of another person without consent, disrobing in public, possession and distribution of any obscene material, viewing pornographic material. (ECC BP & AP 6160)~~
- e. ~~Engaging in expression which is obscene, libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, other college property, or while attending any college-sponsored event, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.~~
- f. ~~Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including but not limited to its community service functions or to authorized activities held off campus. Obstruction or disruption includes but is not limited to the use of skateboards, bicycles, radios and roller skates~~
- g. ~~Failure to comply with the directions of a member of the college-certificated personnel, college management or supervisory personnel, college staff member, or campus police acting within the scope of his or her duties.~~
- h. ~~Conducting, organizing or participating in any activity involving gambling except~~

as permitted by law.

~~III. DRUGS, ALCOHOL AND SMOKING~~

- ~~a. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Sections 11053-11058 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.~~
- ~~b. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or District.~~

~~IV. THEFT, ROBBERY AND DAMAGE~~

- ~~a. Committing or attempting to commit robbery or extortion.~~
- ~~b. Causing or attempting to cause damage to District property at any location or to private property on campus.~~
- ~~c. Stealing or attempting to steal District property at any location or private property on campus, or knowingly receiving stolen District property at any location or private property on campus.~~
- ~~d. Willful misconduct which results in cutting, defacing, or other injury to any real or personal property owned by the District or personal property of other individuals on campus.~~

~~V. SEXUAL MISCONDUCT~~

- ~~a. Committing sexual harassment as defined by law or by District policies and procedures. Sexual Harassment is un-welcome conduct of a sexual nature, including sexual violence. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. (ECC-BP-3540)~~
- ~~b. Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.~~
- ~~c. Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force.~~
- ~~d. Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:~~

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STD or HIV to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

V. HARRASSMENT AND THREATENING/VIOLENT BEHAVIOR

- a. Causing, attempting to cause, or threatening to cause physical injury to another person including but not limited to: assault, battery, sex crimes including sexual assault or rape
- b. Conduct which constitutes harassment or abuse that threatens the physical or mental well-being, health or safety of any individual.
- c. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law.
- d. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name calling; social isolation or manipulation; and cyber bullying, hazing, or injurious behavior for any reason or discriminatory behavior based on race, sex, (i.e., gender) sexual orientation, religion, age, national origin, disability, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- e. Stalking-repetitive, menacing pursuit, following, harassment or interference with the peace and /or safety of a member of the campus.
- f. Willful misconduct which results in injury or death to a student or to college personnel.

VI. WEAPONS AND MISUSE OF FACILITIES

- a. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the appropriate State agency and a District employee, which is concurred in by the college president.

- ~~b. Animals, with the exception of service animals that provide assistance, are not permitted on campus except as permitted by law.~~
- ~~c. Unauthorized entry to or use of college facilities, equipment or supplies.~~

~~VII. MISCELLANEOUS~~

- ~~a. Persistent or habitual serious misconduct where other means of correction have failed to bring about proper conduct.~~
- ~~b. The commission of any act constituting a crime under California law, on campus or any district owned property or at any college sponsored event.~~

References:

Education Code Sections 66300 and 66301, ~~76033~~

Accreditation Standards I.C.8 and 10

El Camino College

Adopted: 9/7/78

Amended: 8/21/89, 6/22/92, 5/16/94, 12/21/09,

Renumbered: 4/18/05

El Camino College
Administrative Procedure 5500

Standards of Student Conduct

Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. Standards will apply to all students on District-owned facilities or controlled property or at District-sponsored or supervised functions or electronic media. Violation of such laws, policies, and procedures or behavior adversely affecting suitability as a student, will lead to student disciplinary action. Student disciplinary actions as noted in Board Policy 5500, Administrative Procedure 5500, and Administrative Procedure 5520 may be taken against any person who engages in behavior defined as misconduct.

Students alleged to have violated the Sexual Misconduct Policy with regards to sexual assault, sexual harassment, rape, domestic violence, dating violence, stalking, and retaliation, will be referred to the Title IX Officer. The Title IX Officer will work in coordination with the Director of Student Development or designee to address any violations to the Standards of Student Conduct that are in addition to the allegations of sexual misconduct.

Students who engage in any of the following conduct are subject to the procedures outlined in Administrative Procedure 5520.

Definitions: The following misconduct shall constitute good cause for discipline including, but not limited to, the removal, suspension, or expulsion of a student.

DISHONESTY

1. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined in the College catalog.
2. Representing the words, ideas, or work of another as one's own in any academic exercise including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
3. Copying from another student or former student or allowing another student to copy from one's work.
4. Allowing another individual to assume one's identity or assuming the identity of another individual.
5. Unauthorized collaboration-intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.

6. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
 - i. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.
 - ii. Obtaining or copying exams, test questions, or other course materials when prohibited by the instructor.
 - iii. Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes, or through the use of any electronic device.
 - iv. Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor or District personnel.
 - v. Handing in the same paper or other assignment in more than one class when prohibited by the instructor.
 - vi. Any other action which is not an honest reflection of a student's own academic work.
7. Dishonesty, forgery, alteration, or misuse of District documents, records or identification, or knowingly furnishing false information to the District.
8. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction including, but not limited to, handwritten or typed class notes, still photos, audio, or video recording, except as permitted by any District policy or administrative procedure.

DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT, AND EXPRESSION

1. Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, District personnel or another person.
2. Causing, attempting to cause, threatening, or acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm to another person.
3. Lewd, indecent, or obscene conduct or expression on District-owned facilities or controlled property or at District-sponsored or supervised functions, including public urination or defecation, public sexual acts, taking intimate pictures of another person without consent, disrobing in public, possession and distribution of any obscene material, or viewing pornographic material.
4. Engaging in expression which is obscene, libelous or slanderous, or which so incites

others as to create a clear and present danger of the commission of unlawful acts on District-owned facilities or controlled property or at District-sponsored or supervised functions, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

5. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including, but not limited to, its community service functions or to authorized activities held off-campus. Obstruction or disruption includes, but is not limited to, the use of skateboards, bicycles, radios, and roller skates.
6. Failure to comply with the directions of a member of the District certificated personnel, college management or supervisory personnel, college staff member, or campus police acting within the scope of his or her duties.
7. Conducting, organizing or participating in any activity involving gambling except as permitted by federal and state law.

DRUGS, ALCOHOL, AND SMOKING

1. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5 on District-owned facilities or controlled property or at District-sponsored or supervised functions.
2. Willful or persistent smoking (including tobacco and vapor cigarettes) in any area where smoking has been prohibited by law or by regulation of the District.

THEFT, ROBBERY, AND DAMAGE

1. Committing or attempting to commit robbery or extortion.
2. Causing or attempting to cause damage to District property or to private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.
3. Stealing or attempting to steal District property or private property or knowingly receiving stolen District property or private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.
4. Willful misconduct which results in cutting, defacing, or other injury to any real or personal property owned by the District or personal property of other individuals

District-owned facilities or controlled property or at District-sponsored or supervised functions.

SEXUAL MISCONDUCT

1. Committing sexual misconduct including, but not limited to, sexual harassment, domestic violence, dating violence, stalking, sexual assault (non-consensual sexual contact and/or intercourse), sexual exploitation, intimidation, retaliation, and rape as defined by law or by District policies and procedures.
2. Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
3. Other misconduct offenses in violation of the El Camino College Sexual Misconduct Policy.

HARRASSMENT, THREATENING, AND VIOLENT BEHAVIOR

1. Causing, attempting to cause, or threatening to cause physical injury to another person on District-owned facilities or controlled property or at District-sponsored or supervised functions.
2. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyberbullying.
3. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property on District-owned facilities or controlled property or at District-sponsored or supervised functions.
4. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel or another person.
5. Willful misconduct which results in injury or death to another person or which results in cutting, defacing, or other injury to any real or personal property owned by the District or controlled property or at District-sponsored or supervised functions.
6. Other misconduct offenses relative to disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law including, but not limited to, bullying, discrimination, threatening, or causing abuse (including physical and/or verbal).

7. Violence between those in intimate/dating relationships to each other, and stalking, as defined by law or by District policies and procedures.

WEAPONS

1. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object including, but not limited to, any facsimile firearm, knife, or explosive on District-owned facilities or controlled property or at District-sponsored or supervised functions, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President or designee.

MISUSE OF FACILITIES

1. Unauthorized entry upon or use of District-owned facilities or controlled property or at District-sponsored or supervised functions.

MISCELLANEOUS

1. Introduction of animals on District-owned facilities or controlled property or at District-sponsored or supervised functions are not permitted with the exception of service animals that provide assistance as permitted by federal and state law.
2. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
3. The commission of any act constituting a crime under federal or state law on District-owned facilities or controlled property or at District-sponsored or supervised functions.

References:

Education Code Sections 66300 and 66301;
Accreditation Standards I.C.8 and 10

El Camino College

Adopted:

Approved:

Board Policy 6200

Budget Preparation

Each year, the Superintendent/President shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

1. The annual budget shall support the District's master and educational plans.
2. A schedule is provided to the Board by November of each year that includes dates for presentation of the tentative budget, required public hearing(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
3. The unrestricted general fund appropriation for contingencies shall be maintained at a prudent level, generally not less than 5%.
4. Budget projections address long term goals and commitments.

Reference:

Education Code Section 70902(b)(5);
Title 5, 58300 et seq.

El Camino College

Adopted: June 11, 2001