



OFFICERS & EXECUTIVE COMMITTEE

President	Pete Marcoux	VP Faculty Development	David Vakil
Compton Educational Center	Saul Panski	VP Finance and Special Projects	Lance Widman
VP Curriculum Chair	Janet Young	VP Legislative Action	Chris Wells
VP Educational Policies	Evelyn Uyemura	Secretary	Claudia Striepe

Senate Mailing List

<u>Adjunct</u>		<u>Health Science & Athletics</u>		<u>Academic Affairs</u>
Kate McLaughlin	07/08	Tory Orton (sharing)	6/07	Quajuana Chapman
Annette Owens	07/08	Kim Baily (sharing)		Dr. Francisco Arce
<u>Behavior & Social Sciences</u>		Tom Hazell	09/10	<u>Associated Students Org.</u>
Maria Brown	June 2010	<u>Humanities</u>		President
Emily Rader	June 2010	Lyman Hong	6/07	VP- Academic Aff.
Lance Widman	8/09	Peter Marcoux	6/08	<u>Board of Trustee, Area 5</u>
Michael Wynne	7/08	Evelyn Uyemura	6/08	Miss Maureen O'Donnell
		Adrienne Sharp	09/10	
<u>Business</u>		Matt Kline	09/10	<u>President/Superintendent</u>
				Dr. Thomas Fallo
Halamka, Dagmar		<u>Industry & Technology</u>		<u>The Union</u>
Jay Siddiqui	09/10	Patty Gebert		Editor
<u>Compton Educational Center</u>		Ed Hofmann	6/07	
Saul Panski	08/09	Douglas Marston		
Estina Pratt	08/09	George Rodriguez	6/07	
Arthur Flemming	08/09	Lee Macpherson		
August Hoffman	08/09	<u>LRC</u>		
Darwin Smith	08/09	Claudia Striepe	6/08	
<u>Counseling</u>		Vince Robles		
Kate Beley	6/07	<u>Mathematical Sciences</u>		
Ken Gaines	6/08	Massoud Ghyam	6/08	
Lisa Raufman	6/08	Judy Kasabian	6/08	
<u>Fine Arts</u>		Greg Scott	6/09	
Ali Ahmadpour	6/09	Susan Tummers	6/08	
Jason Davidson	6/09	Marc Glucksman	6/10	
Chris Wells	6/09	<u>Natural Sciences</u>		
Mark Crossman	09/10	Chas Cowell	6/06	
		Kamran Golestaneh	6/09	
		Teresa Palos	6/08	
		David Vakil	6/08	



SENATE'S PURPOSE (from the Senate Constitution)

1. 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.”
 2. To facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.
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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



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ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS

FALL 2008	Student Act. Center	SPRING 2009	Student Act. Center
September 2	West Lounge	February 17	West Lounge
September 16	East Lounge	March 3	East Lounge
October 7	West Lounge	March 17	East Lounge
October 21	East Lounge	April 7	East Lounge
November 4	East Lounge	April 21	East Lounge
November 18	East Lounge	May 5	East Lounge
December 2	East Lounge	May 19	East Lounge
		June 2	East Lounge

CEC ACADEMIC SENATE MEETING DATES AND LOCATIONS

FALL 2008		SPRING 2009	



Committees

<u>NAME</u>	<u>CHAIR</u>	<u>DAY</u>	<u>TIME</u>	<u>ROOM</u>
<u>Senate</u>				
<u>COMPTON FACULTY COUNCIL</u>	Saul Panski	Thursdays	2:00-3:00	CEC Board
<u>CURRICULUM</u>	Janet Young	2 nd & 4 th Tues.		
<u>EDUCATION POLICIES</u>	Evelyn Uyemura	1 st & 3 rd Thur	12:45-1:45	MBBM 131
<u>PLANNING & BUDGETING</u>	Arvid Spor, ???	1 st & 3 rd Thur	1:00 – 2:30	Alondra
<u>FACULTY DEVELOPMENT</u>	Dave Vakil	2 nd & 4 th Tues	12:45 – 2:00	ADM 127
<u>LEGISLATIVE ACTION</u>	Chris Wells	1 st Thursday	12:45 – 1:30	
<u>CALENDAR</u>				
<u>ACADEMIC TECHNOLOGY</u>	Jim Noyes, Virginia Rapp			
<u>Campus</u>				
<u>ACCREDITATION</u>	Arvid Spor, Susie Dever			
<u>BOARD OF TRUSTEES</u>	William Beverly	Mondays	4:30	Board
<u>COLLEGE COUNCIL</u>	Tom Fallo	Mondays	1:00-2:00	Adm. 127
<u>DEAN'S COUNCIL</u>	Francisco Arce	Thursdays		
<u>CAMPUS TECHNOLOGY</u>	John Wagstaff			
<u>ENROLLMENT MANAGEMENT</u>	Arvid Spor	Thursdays		
<u>SLOs</u>	Jenny Simon, Lars Kjeseth			

ACADEMIC SENATE MINUTES

May 20th , 2008

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

Behavioral & Social Sciences
Brown, Maria
Rader, Emily
Widman, Lance X
Wynne, Michael exc

Business
Halamka, Dagmar
Saddiqui, Junaid exc

Counseling
Beley, Kate X
Gaines, Ken X
Raufman, Lisa/V. Ragfold X

Fine Arts
Ahmadpour, Ali
Davidson, Jason X
Wells, Chris X
Crossman, Mark X

Health Sciences & Athletics
Hazell, Tom X
Orton, Tory/Victoria (sharing)
Stanbury, Corey
Kim Baily (sharing)
McGinley, Pat (sharing) X
Moon, Mary (sharing)

Humanities
Hong, Lyman X
Marcoux, Pete X
Uyemura, Evelyn X
Kline, Matt X
Adrienne Sharp X

Industry & Technology
Gebert, Pat X
Hofmann, Ed X
MacPherson, Lee X
Marston, Doug
Rodriguez, George

Learning Resources Unit
Striepe, Claudia X
Vince Robles X

Mathematical Sciences
Ghyam, Massoud
Kasabian, Judy
Scott, Greg
Tummers, Susan X
Marc Glucksman X

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

Adjunct Faculty
Kate McLaughlin X
Owens, Annette X

ECC CEC Members
Fleming, Art
Hoffman, August
Panski, Saul X
Pratt, Estina
Smith, Darwin

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

Guests and/Other Officers: Vincent Armstrong

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

The sixth Academic Senate meeting of the Spring 2008 semester was called to order at 12:37pm.

Approval of last Minutes:

The minutes for the 6th May AS meeting were unanimously approved.

REPORTS OF OFFICERSPresident's report – Pete Marcoux (henceforth PM)

The **Accreditation Self Study** had its first reading at the May 19th meeting of the Board of Trustees, and at College Council. The coordinators are still taking comments. Please forward your comments to Arvid Spor. The second reading will be held at the June meeting of the Board of Trustees. The Senate does not “pass” the document, although there is a place for the President of the Academic Senate to sign off on the Self Study.

PM reported more fully on the aforementioned **May 10th Board of Trustees** meeting. There was some discussion of the Accreditation Self Study. The contract between ECC and CEC also had its first reading. The Compton Education Center faculty are meeting this week re: the contract. Please forward any comments/concerns to Saul Panski or PM. The tentative budget was also discussed.

The **State Budget** yielded some good news for community colleges.

The **College Council** met. The minutes for the April 28th meeting can be found on pg9 of packet. Point 5 of the minutes was discussed with reference to Ms. Dowell's point that “faculty do not have the right to appeal decision[s] but they can grieve the process” (Board Policy 5138). PM asked Evelyn Uyemura if this was true. Evelyn Uyemura said she could not recall the exact wording of BP 5138, Dave Vakil thought it might be accurate. Evelyn Uyemura said that BP 5138 applies to plagiarism and some discipline issues, she could not recall any mention of faculty rights, but there is a grievance process, and we would be advised to keep an eye on it.

PM reported that the College was going out for a **new position - a paralegal instructor**. Dr. Fallo had informed PM that this position would be outside of the hiring priority list. A replacement was urgently needed for accreditation of the paralegal department. It had proved difficult to find a temporary full-time replacement. Dave Vakil asked whether there would be some justification in writing? PM thought not. Dave Vakil worried that this might set a precedent. PM will speak to Dr. Arce about a written response.

PM announced that the next Academic Senate meeting would be preceded by a free lunch for senators. The lunch will begin at 12:00noon outside the Alondra Room. PM and Tom Hazell will be sponsoring the lunch. The Academic Senate will meet as usual at 12:30pm.

Compton Education Center report - Saul Panski (SP)

Compton members were unable to attend as they were busy with a **FCMAT** academic visit running May 18th – 21st.

Curriculum Committee report – Janet Young (JY)

JY reported that the Curriculum Committee had reviewed 34 proposals at the 5/13/07 meeting. These included 4 courses and the major for LVN Program for Compton. JY felt the ECC and Compton Nursing Departments and HSA DCC should be commended.

JY also noted that she would be meeting today with a FCMAT representative regarding curriculum. FCMAT wants to see course outlines, and have questions regarding how we intend to enforce objectives. JY feared they were trying to force community colleges into the same category of oversight as K-12.

Educational Policies Committee report – Evelyn Uyemura (EU)

BP & AP 4220 Standard of Scholarship had its first reading [see separate handout]. We will vote on this in September.

EU had a question about the units of credit. If you know anything definite on this, please contact EU. Tom Lew was suggested as a good source. The Committee deleted references to WX – there remains only the military withdrawal category MW. The Committee will meet once more this semester. A description

of “incompletes” is given in note 2 of the handout. Please email EU if you have further comments/concerns. There are no procedures accompanying this Policy.

Faculty Development – Dave Vakil (DV)

DV announced that the Faculty Development Committee would pilot a mentorship program in Humanities next Fall. Mentors would receive 8 hours flex credit. There would be a training session, and written agreements, and the participants would need to meet once a week. Any documentation would be used to develop a handbook. The committee would match mentor/mentees, and handle any possible conflict. There is a long-term goal to make this a campus-wide project. This promises to be a lot of work, so DV is going to look for release time for the project. The Committee has a draft application form completed, that DV will share at the next AS meeting.

DV also noted that the Faculty Book Club had successfully concluded its first round of discussions. The Book Club will meet again in the Fall, and the book chosen for the next round is “What the Best College Teachers Do.” The same arrangement will apply – that is, the book will be provided free to faculty who sign up for all the meetings.

Finance and Special Projects/ PBC (Planning and Budgeting Committee) – Lance Widman (LW)

[p. 27-29 of packet], PBC meeting of 5/1 Minutes: Note two items that were discussed: The possible increase in Student Health Fees as well as expanding those fees to also provide Health Center services during summer and winter sessions. Second, the presentation of the Tentative Budget and discussions about how to fill a projected \$5.8M deficit for 2008-09, a discussion that carried over to PBC’s 5/15 meeting. PBC recommended approval of the tentative budget. The PBC also recommended the Board of Trustees be aware of PBC concerns re: staff shortages, and reduced hourly teaching. PM asked whether the question of overload could be brought to the College Council. LW said the matter has already gone to the Federation. LW noted that it is in the contract, and that Sean O’Donnell and Nina Velasquez were very appreciative of the information. Dr. Nishime also promised to follow up on this matter.

[p. 30-31 of packet] Proposed change to current BP 5030.1 language, Student Health Fees. At its 5/15 meeting, the PBC recommended to Cabinet that Health Center Services be made available year-round, supported by year-round student fees. Chris Wells asked if there would be a separate health fee for each semester? The answer is yes. Another question concerned evening students. They would be covered if they paid health fees, but would have to seek attention/assistance during posted hours. What about Compton students? They do not pay fees therefore there are no health services at Compton. What about International students? They have to purchase health insurance. A \$17. fee is proposed for the Spring and Fall semesters, and a \$14. fee for Winter and Summer sessions. The PBC is still exploring what it would take to offer year round coverage

[p32-33 of packet] Council of Deans meeting of 4/17 Minutes. Various Board Policies were discussed.

[p. 31-32 of packet] 4/3 PBC meeting Minutes, mostly Special Contract Funding discussions.

[p. 33-34 of packet] 4/17 PBC meeting Minutes, a lot of discussion about funding GASB 45 retirement benefits, the status of unspent Special Contract funds (Fund 15).

[p. 35-36 of packet] 4/3 Council of Deans meeting Minutes, IIC, AS report.

[p. 38-39 of packet] 3/2 Council of Deans meeting Minutes, IID, AS report.

Legislative Action – Chris Wells (CW)

CW reported on the State Budget and noted that things look good for ECC at this point.

REPORTS OF SPECIAL COMMITTEES

SLO’s

Please remind your colleagues to turn in any SLO documents to slo@elcamino.edu.

Current projects of the Assessment of Learning Committee include:

The **development of an online database**, which will be developed through the portal and which will allow all faculty and staff (including Compton) to access all SLOs, assessments, rubrics, and assessment results developed by faculty; additionally, personnel will be able to search the documents and generate reports.

A **Flex day** plan, wherein each program will be expected to come up with a plan to:

- 1) complete all SLOs and assessment plans for all courses by end of Fall 2009,
- 2) write a first draft of program-level SLOs by end of Spring 2009, and
- 3) make continuing progress to keep assessing SLOs (one to three assessment cycles per year, depending on size of program). By 2012, 100% compliance is expected by Accrediting bodies.

Flex Day morning break-out sessions will include SLO workshops as well as workshops on other topics and the last two hours of the Flex Day afternoon will be devoted to working on SLOs (drafting plan and working on SLOs)

Upcoming plans for the Assessment of Learning Committee include the assessment of core competencies and linking SLOs with program review and course review.

Accreditation

PM had two questions for the Academic Senate.

Does the Academic Senate vote on the Accreditation Report? and How should PM handle the question of signing the Accreditation Self Study report? PM feels uncomfortable signing on the Academic Senate's behalf. Chris Wells suggested contacting another body to see how they handled it. Mark Crossman felt there were some problematic omissions in the report and that PM should not sign it before the Academic Senate had had a chance to review it. Dr Nishime said that everyone had been invited to give input. Dave Vakil said he HAD sent input to the relevant persons, but that the draft remained unchanged. One example was that the Academic Senate had passed a resolution regarding Shared Governance, but there was no mention of this in the document at all. Dr. Nishime noted that one of the Faculty co-chairs, Susie Dever, had taken on an Administrative position at Compton, in the middle of the process, which might account for some slowness in the process.

Calendar Committee – Lyman Hong (LH)

The Committee discussed the **Winter Session**. [p. 57 of packet] Even though the Winter Intersession FTES has increased, the Spring FTES has increased as well (based on data from 2001/02 – 2007/08).

A **Three-Year Calendar** was also discussed. [p.58 of packet]

Approval of the calendar is needed. A range of dates was established to accommodate the 10 week Compton calendar. The calendar committee just sets wide parameters, the rest is faculty driven.

The Committee also discussed the **Cesar Chavez Holiday**. LH noted that the minutes [p.59 of packet] are incorrect. The Senate has previously recommended the adoption of the Cesar Chavez Holiday. Classified Staff representative asked that a footnote be inserted that Cesar Chavez Day be observed the first Monday of Spring Break should it be negotiated.

UNFINISHED BUSINESS

Nominations for President Elect.

At the last Academic Senate meeting Claudia Striepe nominated Dave Vakil. This was seconded by Evelyn Uyemura. The term will begin in Fall 08/09 after the elect has shadowed PM for a year. There is a total term of three years, with 505 release time. The final elections were to be held on May 20th and nominations would be accepted up to the 20th. PM said he would not be standing for re- election and called for final nominations. Hearing none, Chris Wells moved to close the nominations, and this was accepted unanimously. There was a motion to approve Dave Vakil, the sole nominee, as President elect. There was a unanimous vote in favor of electing Dave Vakil to the position. Next Fall will see elections for the Officers positions.

Temporary Full-Time Hiring Procedures

This was the 2nd reading of the Procedures [see p.34-40 of packet] PM announced that Dr. Perez could not be here for the 2nd reading. Chris Wells asked whether the issue Dr. Perez had been working on had been resolved, and was assured that she had amended the procedure accordingly. Dave Vakil had questions pertaining to the composition of the screening committees [p.35] As to point #6 “faculty with voting OR non-voting powers” – each Committee decides that on their own. One example would be the EEO representative.

There was some discussion as to the correct heading for the document, whether it should be Full- Time Temporary Faculty OR Temporary Full- Time Faculty. PM felt we could not change the title without Dr. Perez being present. When appealed to for an opinion, Dr. Nishime felt the two variations were “much of a muchness”, and not of enough significance to hold up the process. A motion to approve the document was approved. The floor was opened for comments. Marc Glucksman repeated that he did not like the heading/title. The Academic Senate voted, and the majority voted in favor of passing the Procedures, with none opposing and one abstention.

Faculty Part- Time Hiring Procedures

This was the 2nd reading of the Procedures [see p. 41-46 of packet] There was a motion to approve the reading. The floor was opened for comments/questions. There were none. The Senate voted on the Procedures and were unanimously in favor of passing the Faculty Part- Time Hiring Procedures.

Request for Technical Assistance

[p. 47-52 of packet] This was passed. The Senate looked at p.52 Request for Technical Assistance. This was felt to be a good starting point. It was noted that there were a few grammatical points that could be tidied up, but that the content seemed sound. And it was requested that the Senate authorize the letter as written and allow the E-Board to make minor changes as necessary. Chris Wells moved to approve this, and Claudia Striepe seconded the motion. The Senate voted unanimously in favor of the Request for Technical assistance. There was a question raised as to whether any other faculty/staff had seen the letter. PM answered that only the Senate members had seen this letter.

NEW BUSINESS2009 – 2012 Calendar

[p.56-59 of packet] The question was raised – Why a three year calendar? Lyman Hong replied that it was simply an attempt to streamline the procedure. Dr. Nishime noted that setting start/end dates is routine. A motion to approve discussion was made by Lance Widman, with Dave Vakil seconding the motion. The issue was opened to the floor for comments/questions. The question was raised whether this meant that discussion of the calendar was off the table. The answer was No, what we do with the calendar can still be discussed. The intent is to create a space for a Winter Session, this does not mean a Winter Session has to be offered. Any decision to return to an 18 week calendar would be at the Board’s discretion. There were some lively comments as to the use of the term “Turkey Day” on the calendar.

There was a vote on the Calendar, and it was unanimously approved.

Proposed Senate Meetings

[p. 54 of packet] Some specific dates were missing from the packet and PM supplied these. Specifically Oct. 21st, Nov. 4th, Nov. 18th, and Dec. 2nd. The senate was reminded that the current meeting area would be under renovation, and so the meetings for Spring 2009 would be held in the East Lounge of the Student Activities Center. It was decided keep February 17th as the first meeting date for the Spring semester. The June 2nd date would be decided on later, but for now would be seen as optional.

Concerns were expressed about election processes within Divisions. PM said that each Division seems to have their own methods. If anyone has any questions as to how many positions exist within any Division, please contact PM.

Proposed Distance Education Class Load Policy

[p. 55 of packet] This is the first reading of the Policy. Please read this over the summer. Chris Wells noted that right now no official policy exists on this matter – just common practice, and issues are being handled at the discretion of the individual Deans.

Announcements

Pete Marcoux and Tom Hazell were thanked for their generous gesture in providing (and cooking) a BBQ lunch for Academic Senate members.

Senate members were reminded of the Outstanding Faculty and Staff Awards reception.

PM thanked all outgoing Senators for their service.

PM and Lyman Hong announced that the Humanities Division had adopted a “Rules for Writers’ handbook, and noted that other areas of campus, for instance, the library, had contributed to the handbook. This was felt to be of interest in case other areas of the college were thinking of prescribing a handbook. One title would lend itself to uniformity. PM will try and get one to each Division. Dr. Barbara Jaffe is the contact person for the handbook. A portion of the revenue from the handbooks will fund student publications. Dave Vakil thought it might be a good idea to send on to Joe Holliday of the Honors program.

Mark Crossman thanked PM for a job well done for the semester.

The meeting was adjourned at 1:55 pm.

Cs/ecc2008

Responses from Mark Wade Lieu Concerning Technical Assistance

I'm sorry the form is confusing. When there is a request from only one group (only faculty or administration), the presentation ends up being given only by either the ASCCC or the CCLC to its respective group. It is far less effective since there is no buy-in from all concerned. If the request is only from faculty, administration cannot be compelled to participate. We don't call this a technical assistance, reserving that title for the jointly conducted sessions.

I agree that it is a wasted opportunity. Sadly, quite a few districts do not proactively ask for the technical assistance - largely because there is no recognition of the need to change or to revisit governance issues. We end up doing the technical assistance only after the commission has cited the lack of governance processes.

>-----Original Message-----

>From: Mark Wade Lieu [<mailto:mwlieu@asccc.org>]

>Sent: Sunday, July 20, 2008 8:38 AM

>To: Marcoux, Peter

>Cc: Julie Adams

>Subject: RE: request for technical assistance

>

>There is no real way to move forward with a formal technical assistance

>without concurrence from your CEO. The technical assistance is

>effective because there is agreement by both administration and faculty

>that this needs to be done. It doesn't work if only one group or the

>other wants to move forward with such an activity.

>

>The ASCCC has given governance refreshers for local senates separately,

>but that is really just to help a local senate get up to speed with

>regulation and governance. It may strengthen a local senate's

>knowledge, but it doesn't necessarily do anything to help a college

>improve its governance processes.

>

>Regarding accreditation, the fact that your college cannot agree on a

>technical assistance visit is already a warning flag that the

>commission will undoubtedly pick up on. The ACCJC is increasingly adept

>at sussing out governance problems, and ironically, the consequent

>recommendation is often that colleges seek out a technical assistance.

>Given that whatever problems you have are unlikely to be solved before

>your accreditation visit, the technical assistance may work as well

>after the visit as before. Clearly, if governance is an issue cited by

>the commission, you will definitely get more buy-in by the

>administration than you currently have.

>

>I am very happy to come down to El Camino to give a presentation to

>your local senate on its own (with the cavaets that I mentioned above).
>Let me know what will work best for you.
>
>At 09:53 AM 7/19/2008, you wrote:
>>Hi Mark,
>>
>>Thanks for responding so quickly.
>>
>>They refuse to file a request which we think demonstrates the problem
>>(we are going through Accreditation- this fall we have a site visit
>>which might be a reason why they won't sign off on this).
>>I've had meetings with the VPAA as recently as last month to settle
>>this but there is no progress. They know we filed (including the
>>board- I cc'd all of them). The Senate has been discussing this all
>>semester (and for many years) and the vote was unanimous to ask for
>>Assistance, although there were some misgivings by some faculty
>>because of the possible negative impact on Accreditation.
>>
>>How do we move forward with this?
>>
>>
>>Pete
>>
>>-----
>>From: Mark Wade Lieu [<mailto:mwlieu@asccc.org>]
>>Sent: Sat 7/19/2008 9:36 AM
>>To: Marcoux, Peter
>>Cc: Julie Adams
>>Subject: Fwd: request for technical assistance
>>
>>The request for technical assistance needs to be jointly made by the
>>academic senate and the college CEO. Has your college president
>>forwarded a similar application to CCLC? Once both requests have been
>>received, we can move forward with setting up the visit. I look
>>forward to working with you.
>>
>>>Subject: request for technical assistance
>>>Date: Fri, 18 Jul 2008 08:36:38 -0700
>>>From: "Marcoux, Peter" <pmarcoux@elcamino.edu>
>>>To: <mwlieu@asccc.org>
>>>
>>>Hi Mark,
>>>You will find our application to request technical assistance
>>>attached. Let me know if there is anything else we need to do.
>>>Sincerely,
>>>Pete

DRAFT

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting May 12, 2008

Present: Vince Armstrong, Sean Donnell, Ann Garten, Jeff Marsee, Jeanie Nishime, Leo Middleton, Barbara Perez, Susan Pickens, Gary Robertson, Arvid Spor, Gary Turner, and Rex Wells.

1. Board Policy 4070 - Audit of Courses will go to the Board for first reading on May 19, 2008. There was some concern over the title of this policy – it may be interpreted that someone is “auditing” a course. The Community College League of California similar policy is titled “Auditing and Auditing Fees.” It was reported that the title of our policy may be changed to “Audit Enrollment.”
2. Sean Donnell – the ECCFT is working on getting Don Brown approved as chief negotiator.
3. Gary Robertson – since the last day to withdraw there have been no student parking issues. Staff parking still remains challenging. There has been a reduction in stolen cars and crimes against students.
4. Gary Turner – next week is Classified Staff Week. There is a general membership meeting on Friday, May 23rd.
5. Jeanie Nishime – The Project Success Awards Dinner is May 15th. The UC and SCU Admit Celebrations are May 27th and 28th. Two large 58 inch monitors were mounted in the Student Services Building. These will be used to display information for students to view while standing in line. The information will be primarily service driven.
6. Leo Middleton – the Committee for Equal Opportunity Employment Plan is being assembled. The plan will represent the major constituent groups represented in College Council. The Del Fox Humanitarian Awards were last week and about 120-130 people attended.
7. Jeff Marsee – working on budgets. The MOU recommendations from College Council will be taken to the Senior Staff meeting tomorrow.
8. There will be a Provost forum at the Compton Center on Thursday.
9. The new ECC Police Chief will be on this coming Board agenda.

Agenda for the June 2, 2008 Meeting:

1. Minutes of May 12, 2008
2. Procedure/Policy 5137 – Distribution and Exhibition of Posters, Bulletins, Newspapers, Pamphlets, Circulars, Handbills, Broadcast and Electronic Media, and any Promotional Materials on Campus – back on June 2, 2008
3. Policy 5506 – Student Rights and Responsibilities – back on June 2, 2008

DRAFT

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting June 2, 2008

Present: Vince Armstrong, Ann Garten, Jeff Marsee, Jeanie Nishime, Pete Marcoux, Leo Middleton, Barbara Perez, Susan Pickens, Gary Robertson, Arvid Spor, Angela Simon, and Luukia Smith.

1. College Council will now meet at 1:30 p.m. College Council will meet on Board meeting days for the summer. The dates are: June 16, July 21, and August 18th.
2. It was noted that the title of Board Policy 4070 – Audit of Courses will be changed to “Audit Enrollment” for the second reading.
3. Policies – There was a request for Susan to put all policies on the website. Policies not available electronically can now be scanned to a PDF file. There was also a request for Susan to put all procedures in the same place on the website as the policies. All policies need to be converted to the CCLC numbering system as well.
4. Safety & Security Forums – two forums have been scheduled for Tuesday, June 3rd and Thursday, June 5th. Both forums will be in the Student Activity Center – East Lounge. A press release was given to all local media. Ann will phone Daily Breeze.
5. Safety & Security Measures – include: increased daily patrols, visible police and cadet presence, code blue emergency phones regularly checked, lighting routinely checked, courtesy shuttles, sexual assault prevention education in January 2008, and installation of video surveillance cameras. There will be signage posted that states campus is monitored by video surveillance. Our new phone system being installed includes “Broadcast Voice Call” which turns each phone on campus into a loudspeaker in case of an emergency. Sexual assault prevention training will be repeated again during the 2008-09 academic year. A complete listing of security measures will be e-mailed to the campus later today.
6. There is going to be an information drive to encourage students to use their ECC e-mail. Registration appointments will be given via e-mail rather than through the mail. Postcards will be sent to students informing them about this.

Agenda for the June 16, 2008 Meeting:

1. Minutes of June 2, 2008
2. Board Agenda
3. Campus Security
4. ECC Emergency Task Force Representation
5. Procedure/Policy 5137 – Distribution and Exhibition of Posters, Bulletins, Newspapers, Pamphlets, Circulars, Handbills, Broadcast and Electronic Media, and any Promotional Materials on Campus – back on June 2, 2008
6. Policy 5506 – Student Rights and Responsibilities – back on June 2, 2008

DRAFT

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting July 21, 2008

Present: Sean Donnell, Thomas Fallo, Ann Garten, Pete Marcoux, Meagan Mc Lean, Leo Middleton, Jeanie Nishime, Barbara Perez, Susan Pickens, Gary Robertson, and Luukia Smith.

1. Board Agenda

- a. Trustee O'Donnell will not be at the Board meeting today.
 - b. Dr. Lawrence Cox, Provost of Compton Center will be introduced to the Board.
 - c. Contracts in Administrative Services that have no payment involved are indicated as financial terms "none."
 - d. Any changes to concurrent enrollment could affect the Memorandums of Understanding between ECC and High School Agencies.
 - e. Bid # 2008-4 is for an open PO for carpeting throughout the year as needed.
 - f. Bid # 2007-13 is for replacement of exterior signs on existing campus buildings.
2. President Fallo is going to make a recommendation that the Business/Math Building be a four-story building. An occupant for the fourth floor has not been identified yet. The project cost is \$14 million more than we planned. We have \$7 million interest on bonds that hasn't been used.
3. Surveillance cameras are up as of today.
4. We will probably have a State budget by the end of August. COLA is now being discussed. We will now have to look at supplemental income requests from V.P.'s. The biggest change is going to be in cash flow. If the state has a cash flow problem we will have a cash flow problem. There will now be a mid-year TRANS. We will not have to worry about checks as we can still borrow from our various funds. Bond funds would have to be repaid. We believe that property tax revenue will be back filled for this past year and the previous year. Los Angeles County is less affected by property taxes.
5. Jo Ann Higdon is our new VP of Administrative Services and will start on August 11th.

Agenda for the August 18, 2008 Meeting:

1. Minutes of July 21, 2008
2. Board Agenda
3. Next College Council Meeting (September 8, 2008 – 1:30 p.m.)

DRAFT

EL CAMINO COLLEGE
Office of the President
Minutes of the College Council Meeting August 18, 2008

Present: Francisco Arce, Thomas Fallo, Bob Gann, Ann Garten, Jo Ann Higdon, Meagan Mc Lean, Leo Middleton, Jeanie Nishime, Barbara Perez, Susan Pickens, Gary Robertson, Luukia Smith, Arvid Spor, and Nina Velasquez.

1. Board Agenda

- a. All Board members will be in attendance today.
- b. There is a Central Plant Open house today at 3:30 p.m.
- c. F-1 Visa Capital Outlay Reduction Fee – page 15. The amount should be \$14 not \$20. This will be noted during Board meeting.

2. Facilities Update

- a. The Math & Business Building will have four floors. The fourth floor will be for Allied Health purposes. We are adding this floor to maximize our land usage.
- b. The parking structure is still under construction and should be completed in about 4 weeks. This has impacted availability of parking. Lot C will be designated for student and staff parking for this time period. We have worked with Health Sciences & Athletics to use the soccer field and have contracted with the Galleria to use 150 parking spaces. There will be a shuttle available to and from the Galleria between 7:00 a.m. and 5:00 p.m. and the shuttle will run every 30 minutes. We are encouraging employees to use the parking spaces at the Galleria. Employee incentives are: \$50 rideshare incentive for the month, and employee will be considered “on the clock” for the start of the day at the time they board the shuttle. An e-mail will go out to employees on August 19th. Employee responses will go to Barbara Perez.

3. The next College Council meeting is Tuesday, September 2nd at 1:30 p.m. in ADM 127.

Agenda for the September 2, 2008 Meeting:

1. Minutes of August 18, 2008
2. Board Agenda
3. College Council Evaluation & Goals
4. College Council Schedule

<p>Program Review 2008-2009</p>
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1) What is a Program Review (PR)?

A Program Review (PR) is a self-study process to recognize and acknowledge strong performance and to help programs in their growth and improvement through self-reflection, resulting in recommendations.

2) Why Conduct a Program Review?

A Program Review helps the college's planning and budgeting processes so that the program/department can benefit from the college's resources. Therefore, there should be a direct link between your recommendations and *estimated* budgetary requests. It's helpful to think of the PR as *both* a description/narrative of your program/department as well as a justification to support the program/department's needs.

2) Program Review Process and Timeline

A comprehensive PR will be submitted every *four years*. *An annual PR Update* to address resource needs (i.e. faculty, space, equipment, etc...) and an outcomes assessment for the previous year to be submitted every March 1st (one-page document).

The PR process consists of the following steps:

- A) **Program Review** – In the fall semester, at a PR Orientation Meeting, all PR packets will be distributed to the faculty who are working on the assessment. The packets will include data provided by IR to help in the analysis of the *specific* department/program. Those faculty who would like to have the *option* of designing and conducting surveys, can meet with Institutional Research to design their surveys/questionnaires. Data will be provided both in hard-copy and on-line access.
- B) **Acceptance** – In March and April, the faculty chairs of the PR will present the report to the PR committee comprised of representatives of the Academic Senate and Academic Affairs. This committee will grant either full or conditional approval of the program review. Conditional approval will require the area to make the necessary revisions to the report to gain full approval.
- C) **Dissemination** – Approved PRs will be posted on the web. Additional reports will be provided to Cabinet, Academic Senate, and the Board of Trustees.

Program Review	Last Submitted	First Draft Due	Final Draft Due
Theatre*	93/94	Dec 07	Apr 09
Fashion*	93/94	Dec 07	Apr 09
Chemistry	97/98	Dec 08	Apr 09
Earth Sciences	98/99	Dec 08	Apr 09
Economics	98/99	Dec 08	Apr 09
Foreign Language	97/98,98/99	Dec 08	Apr 09
Health Center	96/97	Dec 08	Apr 09
Journalism	97/98	Dec 08	Apr 09
Psychology	97/98	Dec 08	Apr 09
Special Resource Center	94/95	Dec 08	Apr 09
Study Abroad Program**		Dec 08	Apr 09
Distance Education**		Dec 08	Apr 09
Human Development		Dec 08	Apr 09

*These Program Reviews have been carried over from the 07-08 cycle.

** The programs' annual reports will serve as their Program Reviews.

Orientation Dates:

8/28, 1-2 p.m., Adm 127

9/18, 1-2 p.m., Adm 127

Not submitted yet:

1. Automotive Technology
2. Photography

Program Review Content*

I Overview of your Program/Department

Provide a brief description (narrative) of the program/department so that the reader clearly understands the elements of the program/department. Include information on any degrees and or certificates which are offered in the program/department.

II Analysis of Institutional Research Data

The data will further provide a more complete understanding of the success and challenges which the program/department faces regarding student success and retention.

- Course grade distribution; successful course completion; retention rates
- Enrollment statistics including section and seat counts with fill rates
- Improvement rates (where applicable):

II Student Learning Outcomes (SLOs)

List the courses assessed with the complete SLO process; your Program Level SLOs; and your Department Level SLOs.

III Facilities and Equipment

Comment on the facilities used by the program/department; the adequacy and currency of these facilities; immediate needs; and long-range needs.

IV Staffing

Examine current staffing and the program/department's needs now and in the next five years.

V Planning

Look both externally and internally to see what changes or trends will impact your program in the next 5 years. What changes in the discipline will impact your program? Where do you want the program to be in five years? What goals and objectives will your program set in relation to the district's mission and goals?

VI Conclusion

List the prioritized recommendations and major potential needs of your program/department. Remember to provide *estimates* of any potential expenditures or purchasing needs.

*Throughout the process, think about the following questions to help guide you in the writing of the PR. In fact, you might want to organize your PR into the following categories:

- Where is the program/department now?
- Where does the program/department want to be in 5-6 years?
- What does the program/department need to do to get there?
- How will you validate (or account for) the program/department's progress?

ACADEMIC AFFAIRS PROGRAM REVIEW STATUS

August 26, 2008

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

ACADEMIC AFFAIRS PROGRAM REVIEW STATUS

August 26, 2008

	Previous Self Study	2nd Round	1st Draft	Final Review
Program Review Status				
Business		2007	DONE	DONE
Cosmetology	96/97	2007	DONE	DONE
Electronics & Computer Hardware Technology	93/94	2007	DONE	DONE
English	93/94	2007	DONE	DONE
Environmental Horticulture		2007	DONE	DONE
Honors Transfer Program	97/98,98/99	2007	DONE	DONE
Learning Resources Unit		2007	DONE	DONE
Mathematics - Developmental	93/94	2007	DONE	DONE
MESA & Pre-Engineering		2007	DONE	DONE
Physical Education – Athletics Program	94/95	2007	DONE	DONE
Political Science	93/94	2007	DONE	DONE
Sign Language/Interpreter Training	94/95	2007	DONE	DONE
Kinesiology	95/95	2007	DONE	DONE
Theatre	93/94	2007	Dec 07	Apr 09
Fashion	93/94	2007	Dec 07	Apr 09
Chemistry	97/98	2008	Dec 08	Apr 09
Earth Sciences(Geology, Geography, Oceanography)	98/99	2008	Dec 08	Apr 09
Economics	98/99	2008	Dec 08	Apr 09
Foreign Language	97/98,98/99	2008	Dec 08	Apr 09
Health Center	96/97	2008	Dec 08	Apr 09
Journalism	97/98	2008	Dec 08	Apr 09
Psychology	97/98	2008	Dec 08	Apr 09
Special Resource Center	94/95	2008	Dec 08	Apr 09
Study Abroad Program**		2008	Dec 08	Apr 09
Distance Education**		2008	Dec 08	Apr 09
Human Development		2008	Dec 08	Apr 09

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

** The programs' annual reports will serve as their Program Reviews.

7/16/2008

Dear Faculty,

The attached report represents a set of standard data distributed to all coordinators of academic program reviews. It contains the following in a 4-year trend:

1. Course grade distribution, success course completion and retention rates
2. Improvement rates (where applicable) *
3. Enrollment statistics including section and seat counts with fill rate
4. Compton data from Fall 2006 on (included separately)
5. Glossary of terms for interpreting and quoting statistics.

The above data set will also be emailed to you shortly.

If you would like additional or specialized data that does not appear in this standard data set, such as demographic profiles, degrees and certificates awarded or non-fall term data, feel free to contact Institutional Research for assistance. Additional data may also include drilling down to specific subgroups or assessing student learning outcomes they you may have developed. Requests for additional data must be accompanied by a Research Request Form available at the IR website: <http://www.elcamino.edu/administration/ir>. (click on link at the left)

In addition to the data provided here, an **optional** survey administered to students and/or faculty/staff in your department may be of value. Contact IR with your ideas for a survey—our office can help phrase questions and assemble a scannable survey for you. It is important that surveys be brief (limited to 2 pages) to encourage thoughtful answers from students and to avoid survey fatigue.

If there are any other ways that IR can assist you or to schedule an appointment to discuss survey questions and format, please contact one of us as early as possible in the process.

Sincerely,

Irene Graff
(310) 660-3515
igraff@elcamino.edu

Carolyn Pineda
(310) 660-6402
cpineda@elcamino.edu

Mike Wilson
(310) 660-6123
mwilson@elcamino.edu

* Improvement rate is defined as the percentage of students successful at the basic skills or entry level in a program who subsequently are successful in a higher course.

Program Review – Data Available from IR

Standard Data Set (4-year trend)

- Course grade distribution, success course completion and retention rates
- Improvement rates (where applicable) *
- Section and seat counts with fill rate
- Compton data from Fall 2006 on (included separately)

Optional Data Available by Request

- Demographic Profile of Students (compared to College)
 - Gender
 - Ethnicity
 - Age groups (<18, 18-19, 20-24, etc.)
 - Majors
 - Enrollment patterns
 - Other options, as appropriate and requested
- Degree and Certificate Awards
 - Numbers in a Major
 - Degree/Certificate counts
 - Transfer Destinations
- Spring term data set

Student Opinion Survey (current term courses) - *OPTIONAL*

- Begin with core questions (see samples available from IR)
- Create additional questions based on specific needs/desires
- Be brief – brevity reduces survey fatigue and focuses on your main issues of concern/interest

Suggested Approaches to the Data

- Look for anomalies in data – IR can assist with follow-up research
- Integrate data into report and narrative, rather than attaching tables and graphs to the end of the report without comment.
- Submit requests early! – The IR office needs ample lead time to collect any supplemental data needed.

* Improvement rate is defined as the percentage of students successful at the basic skills or entry level in a program who subsequently are successful in a higher course.

Program Review – Ways that IR can help

Analysis of Additional Program Data

- Compilation of data on any piece of student information in Datatel (or provided by program)
- Trend analysis on program participation/success rates
- Experimental studies
- Mapping of data

Student Satisfaction Surveys and Faculty/Staff Peer Reviews (*OPTIONAL*)

- Guidance on refining survey questions
- Creation and scanning of surveys
- Web survey capability
- Text analysis of open-ended questions
- Analyzing and reporting results of surveys

Student Learning Outcomes

- Consultation on learning outcomes and assessment issues
- Assistance with development and implementation of assessment plans
- Validation of assessment instruments
- Analysis of assessment results

Think Integration! (Combine efforts to make the most of resources)

Other Resources (“self-serve” data):

ECC Office of Institutional Research
<http://www.elcamino.edu/administration/ir>

California Community College Chancellor’s Office (Data Mart)
<http://www.cccco.edu/divisions/tris/mis/reports.htm>

California Department of Education Basic Education Data System (CBEDS)
<http://www.cde.ca.gov/ds/sd/cb/reports.asp>

National Center for Educational Statistics IPEDS Peer Analysis (PAS)
<http://nces.ed.gov/ipedspas/> (ECC code = 113980)



CLARUS
CORPORATION

Marketing Solutions For Community Colleges



PROBLEM:

Is trying to craft a workable class schedule a nightmare not only for your college but for your students as well? Are you getting the maximum utilization from your physical facility and your faculty? Or do you find yourself facing room shortages, no available space during key fill times and conflicts between programs needing short term space?

The CLARUS Solution

We've developed a way to efficiently and effectively analyze your class schedule and the decisions which go into making it. We'll give you presentations and written reports that include:

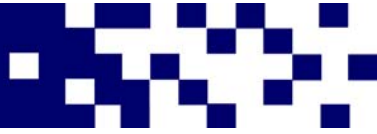
- An evaluation of your decision tree's effectiveness and efficiency
- Suggested decision rules for cancelling class sections and opening new ones
- Current trends and forecasts in class sizes, enrollment patterns and delivery times
- Recommendations for maximizing space and faculty utilization

And we'll work with your teams to implement them.

Get started with CLARUS today. Go to www.claruscorporation.com/schedulingscan and work with us to develop a picture of time, space, student and faculty utilization that's the most complete and comprehensive you've ever dreamed of.

Scheduling Scan





End Scheduling Nightmares With CLARUS Corporation

Everybody at your college, from the President to the mail room personnel, gets nervous when there's even a slight delay in distributing the class schedule. But often, only those most intimately involved with producing it know how nervous everyone *should be* even when it's distributed on time. Room shortages, especially at key times, disputes among programs needing short-term space, and students trying to solve class time conflicts are serious issues on many campuses. When the college schedule routinely turns student dreams of successful program completions into frustrating personal nightmares, the college's enrollment and fiscal health are at risk. Let CLARUS Corporation help you end those nightmares.

How we work: We identify and interview the key players in determining the class schedule, developing a decision tree that outlines the current scheduling process, personnel and data involved. We analyze three years of scheduling data, using ClassTracks, CLARUS' unique class analysis software. That sounds deceptively simple, but it will result in a picture of time, space, student and faculty utilization that's the most complete and comprehensive you've ever dreamed of.

What you get: Oral and written reports that include:

- An evaluation of your decision tree's effectiveness and efficiency
- Suggested decision rules for cancelling class sections and opening new ones
- Current trends and forecasts in class sizes, enrollment patterns and delivery times
- Recommendations for maximizing space and faculty utilization

How to get started: Call us today at 1.800.896.7431 or email us at info@claruscorporation.com to arrange a conference call or an online presentation. Our first conversation will help you identify the resources needed to develop your scheduling decision tree. Working together, we will implement the ClassTracks schedule analysis to provide the data so you can use it to your best advantage. As our partnership develops, so will our ability to equip you and your college with scheduling solutions that will make your students' dreams of a great college experience come true.

El Camino College – Office of the President
Facilities Steering Committee
June 3, 2008

Present: Rocky Bonura, Tom Brown, Thomas Fallo, Ann Garten, Bruce Hoerning, Leo Middleton, Jeanie Nishime, Barbara Perez, Susan Pickens, Angela Simon, Luukia Smith, and Virginia Rapp.

- I. Minutes of November 26, 2007 were approved.
- II. Steve Flanagan/LPA gave a presentation of the Math & Business Building Design.

This project is planned to have a May 2009 start with a move in date of January 2011. The total project cost is \$45,480,000 as presented in the April 2008 Facilities Master Plan Report. The existing Business Building footprint is 30,000 square feet. The new Math & Business Building will be 158,000 square feet including walkways.

President Fallo asked how much it would cost to add one more floor. The floor could be used for general use classrooms. Also need to determine what other areas we could put there to trade older building space. We may need to give up something on campus to add a floor. Bob Gann will investigate this.

- III. Bob Gann presented the June 2008 Facilities Master Plan Report and supporting documents which are attached.

It was noted that the infrastructure phase three design will be completed in October 2008 – rather than June 2008 as reported earlier. This is a 9-10 month project. The Women's Shower and Locker Room – will be renamed immediately so it will be more generic and will not give an indication as to what is in the building. The road closure in connection with the Lot H parking structure has been delayed for a week or more. It is hoped that the parking structure will be ready for use by the start of spring 2009 semester.

There was a request for the Facilities Steering Committee to have a meeting in the Central Plant. Bob Gann said that could be arranged.

- IV. Future meeting: The next Facilities Steering Committee will be Tuesday, August 19th at 2:00 p.m. The location will be determined at a later date, and an e-mail will be sent out notifying committee members.

EL CAMINO COLLEGE

Facilities Master Plan Report June 2008

PROJECTS IN DESIGN

- I. Math & Business Building – The scope of this building is the construction of a new building at the site of the existing Business Building. The Math and Business Divisions will occupy the new building.
 - A. Design – The projects architectural firm, LPA continues to meet with the building users groups.
 1. Programming – Attachment A, Math & Business Building Summary Sheet, lists the programming agreed to by the Vice President of Academic Affairs and the Division Deans.
 2. Design Approval – Attachment B, Design Approval Responsibilities for the Math & Business Building, was discussed with Cabinet in April. The desired changes have been incorporated.
 3. LPA is continuing to develop the desired building outline and interior layout.
 - B. Budget – The project budget of \$45,480,800 as presented in the April 2008 FMP Report is unchanged.
 - C. Schedule
 1. Design – 02/01/08 to 09/10/08
 2. Review by the Division of the State Architect – 09/11/08 to 03/25/09
 3. Bidding – 03/26/09 to 05/20/09
 4. Construction – 05/21/09 to 11/13/10
- II. Social Sciences Building – The scope of this project is the renovation and modernization of the existing Social Sciences Building. Additional classroom space will be obtained by increasing the building’s efficiency ratio of assignable square feet to gross square feet.
 - A. Design – Preliminary plans have been submitted to the Chancellor’s Office for it’s and the Public Works Board approval.

- B. Budget – The project budget is \$11,345,000. Fifty percent of the funding will be provided by the State.
 - C. Schedule
 - 1. Design – 09/01/07 to 12/31/08
 - 2. Review by the Division of the State Architect - 01/01/09 to 06/30/09
 - 3. Bidding – 07/01/09 to 09/31/09
 - 4. Construction – 10/01/09 to 07/31/10
 - D. Equipment – The State does not provide equipment funding for building renovation projects. All new equipment will be a local expense. The desired level of technology to be provided in the classrooms will be a key determinant of the cost.
- III. Infrastructure Phase Three – Design of the third and final infrastructure phase will be completed in June 2008. It is anticipated a construction contract will be presented for approval at the September 2008 Board of Trustees meeting.
- IV. MCS Computer Room Cooling Upgrade – The scope of this project is to provide increased cooling capacity to the portion of the computer room containing and the network switching equipment and computer drives. Also included are measures to provide redundant cooling capacity and electrical supply for the same area.
- A. Budget – The estimated cost is \$500,000.
 - B. Schedule
 - Design – 01/01/08 – 06/13/08
 - Bidding - 06/13/08 – 08/01/08
 - Bid Award - 08/18/08
 - Construction – 08/01/08 – 11/30/08

PROJECTS BEING REVIEWED BY THE DIVISION OF THE STATE
ARCHITECT (DSA)

- V. Restroom Accessibility Renovations – This project will improve the accessibility, functionality and appearance of 40 restrooms in 16 buildings on campus.
 - A. The results of DSA’s review have been received and responded to. It is anticipated that the project will be approved in June 2008.
 - B. Schedule and Cost – A schedule and cost estimate will be developed upon receipt of DSA approval.
- V. Humanities Mall Landscaping and Food Service Venue – The scope of this project is to provide hardscape, landscaping and a food service venue in the area bounded

by the MCS Building on the north, the Library Building on the south, the Humanities Building on the east and the main north/south walkway on the west.

- A. Budget - The total cost of the project is estimated to be \$3,350,000 of which \$2,700,000 is for construction.
 - B. Schedule – The project plans were submitted to DSA in November 2007. All three of the review components have been completed and DSA’s comments given to the design firm LPA. LPA is developing responses to those comments, which were termed minor. It is anticipated approval will be obtained this month. Bidding will then proceed on a timeline to award a construction contract at the September 2008 Board of Trustees meeting. Actual construction should then begin in October 2008.
- VI. Cafeteria Conversion to Administrative Offices – The scope of this project is to upgrade the building infrastructure, improve accessibility and convert a portion of the Cafeteria to house Fiscal Services, Business Service, the Print and Copy Centers and other components of the Public Information Office. Also included is the renovation of the Bookstore office area.
- A. Budget – The total project cost is estimated to be \$14,048,000. Additional details of the project budget are contained in the April 2008 FMP Report.
 - B. Schedule - The project plans were submitted to DSA in November 2007. All three of the review components have been completed and DSA’s comments given to the design firm Flewelling and Moody (F&M) F&M is developing responses to those comments, which were termed minor. It is anticipated approval will be obtained this month. Bidding will then proceed on a timeline to award a construction contract at the September 2008 Board of Trustees meeting. Actual construction should then begin in October 2008.

PROJECTS IN CONSTRUCTION

- VII. Learning Resources Center – The scope of this project is to construct a 20,117 square foot addition on the north side of the Library.
- A. Budget – The total project budget is \$13,703,000. Funding for the project consists of State funding of \$8,615,000 and \$5,088,000 from Measure E.
 - B. Schedule – The completion date for the building interior was May 31, 2008, The building now is available for installing furniture and equipment.

The exterior landscaping and hardscape will be completed by June 15, 2008.

- C. Furniture and Equipment – Included in the State funding amount is \$1,895,000 for furniture and equipment. At this time the user group and Information Technology have identified for purchase \$1,450,000 of furniture, network switches, audio/visual equipment and computers.
 - 1. The process of determining and ordering equipment is proceeding slowly. Even now the ordering of some of the furniture items is being delayed due to a requested change in fabric. The final list of computer and audio visual equipment is still outstanding.

- VIII. Temporary Food Service Modular Building – This building is installed adjacent to the Manhattan Beach Blvd. modular classrooms and offices. The building is now ready for occupancy.

- IX. Women’s Shower and Locker Room Brick Veneer Replacement – The scope of this project is the removal of the brick veneer and replacement with a similar product. The original brick veneer was poorly installed and the bond between building and veneer failed.
 - A. Budget – The project budget is \$719,800.

 - B. Schedule – Work began in December 2007 with the removal of the brick veneer. And it was anticipated the work would be completed in March 2008. However, the desired replacement brick veneer was unavailable until March due to the manufacturer’s production schedule. The work is now 95% complete and the remainder will be completed this month.

 - C. Quality – The quality of the initial installation of the replacement brick veneer was unacceptable. The contractor removed the unacceptable work and is now meeting the required quality standards.

- X. Infrastructure Phase 1 – The installation of piping and conduits is complete and the correction of punchlist items is ongoing. There are numerous instances where the contractor’s restoration of paving and landscaping is of unacceptable quality and will require correction before the work will be accepted as complete.

- XI. Infrastructure Phase 2 - The installation of piping and conduits is complete and the correction of punchlist items is ongoing. There are numerous instances where the contractor’s restoration of paving and landscaping is of unacceptable quality and will require correction before the work will be accepted as complete.

- XII. Lot H Parking Structure and Athletic facilities – The scope of this project is to construct a five level parking structure, ten tennis courts and a softball field.
- A. Budget – The budget detailed in the April 2008 FMP Report has been adjusted upwards by \$255,000 to \$25,175,480 incorporating the approved measures to increase temporary parking.
- B. Schedule – The contract period is 14 months, which would provide for a May 2009 completion date. The contractor’s working schedule projects a shorter construction schedule. This item will be monitored closely as construction proceeds. An early completion of the parking structure may preclude the need to expend funds to pave the North Athletic Field.
1. Work is proceeding to modify the field for parking in the Fall 2008 semester. If it becomes necessary to pave the field, the work will be performed in November and December 2008.
- C. Road Closure – Included in the construct work is the modification of the roadways adjacent to the project. The roadway will be closed beginning June 9 though August 15. Access to and from the existing parking structure will be limited to the northern entrance/exit.
1. Attachment ??? shows the area affected.
- D. Property Easement – In order to approve the intersection modifications, Los Angeles County is requiring El Camino College grant an easement for the area where a right hand turn lane will be constructed. This will require items on the June and July 2009 Board of Trustees meeting agenda, The first months item provides public notice of the intended action and the second item will grant the easement. The form and content of the items is being developed in conjunction with legal counsel.
- XIII. Central Plant – Construction is complete and punchlist items are being resolved.
- XIV. Projects Awaiting DSA Certification – The construction on the following projects is complete. The status of DSA closeout documentation is listed below.
- A. Humanities Building – LPA, the project’s architectural firm, is compiling the closeout documentation and will be submitting it to DSA this month.
1. Budget – Attachment ??? provides the project’s cost to this point in time and an allowance for anticipated future expenditures necessary to obtain

DSA closeout certification. The final project cost is not anticipated to exceed the amount shown in the attachment.

- B. Science Complex – All closeout documentation has been submitted. However, DSA disputes this since some documents don't bear the signature of the architect of record. Efforts are being made to obtain the required signatures.
- C. Modular Buildings – All closeout documentation has been submitted.

OTHER ISSUES

- XV. 2009-10 Capital Construction Plan – Attachment C, 2009 Capital Construction Plan, is a draft report addressing issues related to the annual plan submittal to the Chancellor's Office.
 - A. Math & Computer Science Building Renovation Final Project Proposal – Attachment D, Math & Computer Sciences Building Programming is a draft report addressing the current building use and the planned future use.
 - 1. Updated information will be presented by the project architect at the June 2, 2008 Cabinet meeting.
- XVI. Track Modernization & Fieldhouse Replacement – In the 2007 Facilities Master Plan, this project follows completion of the Lot H parking Structure and Athletic Facilities Project. A request for proposal for architectural design services has been initiated and the results received. It is proposed to select an architectural firm from the four top ranked firms to perform the design. The firms are: NAC Architecture, PBWS Architects, NTD Stichler, Flewelling & Moody. The suggested composition of the selection panel is:
 - Irv Drew, Interim Dean of Health Exercise and Sports
 - Roy Natividad, Athletic Director
 - Faculty/Staff person selected by Irv Drew
 - Rocky Bonura, Director of Business Services
 - Bob Gann, Director of Facilities Planning and Services
 - Tom Brown, Assistant Director of Facilities Planning and Services
 - Bruce Hoerning, Assistant Director of Facilities Planning and Services

The timeline for selection will be to present a recommendation to the Board of Trustees at the August 2008 meeting.

XVII. Indoor Food Service Dining Area – When construction begins on the Bookstore/Cafeteria the sole indoor dining area on campus will be eliminated. It is thought desirable to have a future indoor dining area. One possible location would be adjacent to the Activities Center. Consideration should be given to undertaking a conceptual study to determine the viability of this site for development.

XVIII. Add/Move Change Requests – Attachment E lists the Add/Move/Change requests received by Facilities Planning and Services and their status.

El Camino College: Math & Business Building

LPA Job No. 27124.10

SUMMARY SHEET

Dr. Francisco Arce *FMG*Bruce Hoerning *Bruce Hoerning*Don Goldberg *Don Goldberg*Virginia Rapp *Virginia Rapp*Architecture
Planning
Interior Design
Landscape Architecture
Graphics

LPA

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Irvine, California 92617P949261 1001
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Elpa@lpainc.com
www.lpainc.com

MATH

Section	Room Name	Subtotals	
1.0	Division Office	1,340 ASF	574 GSF
2.0	Faculty Offices	4,340 ASF	1,860 GSF
3.0	Instructional	27,100 ASF	11,614 GSF

Sub-Total Assignable Square Feet 32,780 ASF
 Building Support @ 30% 14,049 SF
 Sub-Total Program Area (Gross Square Feet) 46,829 GSF

BUSINESS

Section	Room Name	Subtotals	
1.0	Division Office	1,276 ASF	547 GSF
2.0	Faculty Offices	1,960 ASF	840 GSF
3.0	Instructional	17,800 ASF	7,629 GSF

Sub-Total Assignable Square Feet 21,036 ASF
 Building Support @ 30% 9,015 SF
 Sub-Total Program Area (Gross Square Feet) 30,051 GSF

SHARED SPACES

Section	Room Name	Subtotals	
1.0	Drop-in Lab	1,400 ASF	600 GSF
	(2) Lab Tech @ 100 sf (business tech in division off)	200 ASF	86 GSF
2.0	Faculty Technology Rooms (x3)	420 ASF	180 GSF
	4 computers & 1 printer in each room		
3.0	Seminar Room/ Lounge for Faculty	280 ASF	120 GSF

Sub-Total Assignable Square Feet 2,300 ASF
 Building Support @ 30% 986 SF
 Sub-Total Program Area (Gross Square Feet) 3,286 GSF

Total Assignable Square Feet 56,116 ASF
 Building Support @ 30% 24,050 SF

Total Program Area (Gross Square Footage)	80,166 GSF
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*This program addresses current programmatic needs of Math & Business Divisions. It does not accommodate for any potential future growth.

MATH

Section	Item	Room Name	Units	ASF	Subtotal	Notes
1.0 Division Office						
	1.01	Lobby/ Reception	1	140	140	
	1.02	Admin Assistant	1	64	64	
	1.03	Clerk	2	64	128	
	1.04	Sr. Clerk	1	64	64	
	1.05	Mail Room	1	140	140	close to faculty offices
	1.06	Breakroom/ Kitchen	1	140	140	can be combined with mail room
	1.07	Workroom	1	140	140	can be combined with storage
	1.08	Storage	1	140	140	lockable
	1.09	Conference Room	1	160	160	
	1.10	Dean's Office	1	160	160	
	1.11	Assistant	1	64	64	
					1,340	

Section	Item	Room Name	Units	ASF	Subtotal	Notes
2.0 Faculty Offices						
	2.01	Full Time Faculty Office (38)	22	140	3,080	each shared by two full time faculty
	2.02	Adjunct Faculty Office (75)	9	140	1,260	each shared by eight part time faculty
					4,340	

Section	Item	Room Name	Units	ASF	Subtotal	Notes
3.0 Instructional						
	3.01	Large Lecture	2	1,600	3,200	70-80 students
	3.02	Lecture	23	800	18,400	40 students
	3.03	Computer Classroom	3	900	2,700	35 students
	3.04	Computer Lab CSCI	1	600	600	22 students
	3.05	Study Lounge	1	600	600	
	3.06	Tutoring/ Study Lab	1	1,600	1,600	with office
					27,100	

BUSINESS

Section	Item	Room Name	Units	ASF	Subtotal	Notes
1.0 Division Office						
	1.01	Lobby/ Reception	1	140	140	
	1.02	Clerk	2	64	128	one in reception area for student hourly
	1.03	Sr. Clerk	1	64	64	
	1.04	Mail Room	1	140	140	access from outside the division office
	1.05	Breakroom/ Kitchen	1	140	140	can be combined with mail room
	1.06	Workroom	1	140	140	access from outside the division office
	1.07	Storage	1	140	140	lockable for high density files and books
	1.08	Conference Room	1	160	160	
	1.09	Dean's Office	1	160	160	
	1.10	Assistant	1	64	64	
					1,276	

Section	Item	Room Name	Units	ASF	Subtotal	Notes
2.0 Faculty Offices						
	2.01	Full Time Faculty Office (20)	10	140	1,400	each shared by two full time faculty
	2.02	Adjunct Faculty Office (32)	4	140	560	each shared by eight part time faculty
					1,960	

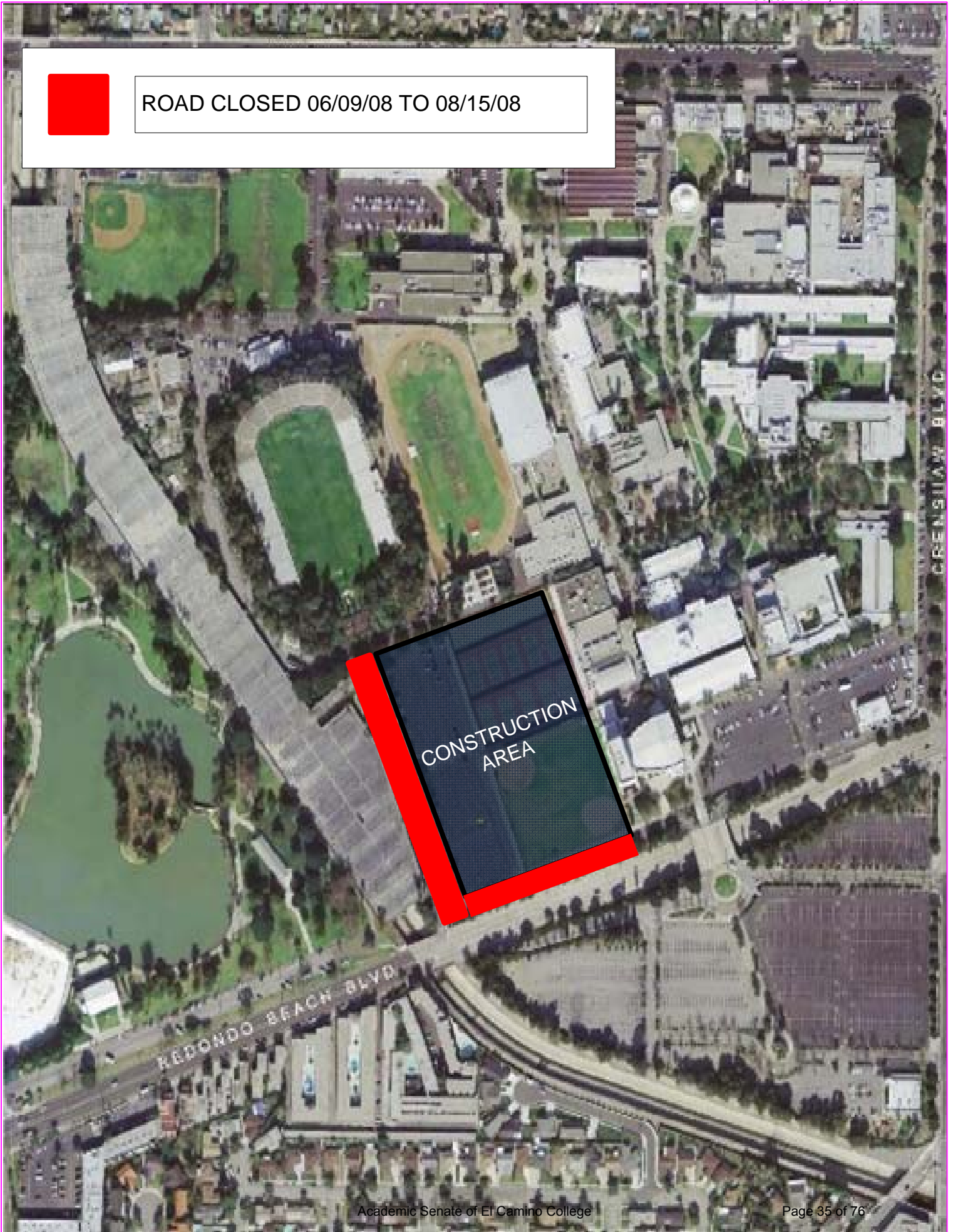
Section	Item	Room Name	Units	ASF	Subtotal	Notes
3.0 Instructional						
	3.01	Large Lecture	1	1,600	1,600	70 students
	3.01	Lecture	10	900	9,000	45 students
	3.02	Computer Lab	5	1,000	5,000	45 students
	3.03	Accounting Lab	2	1,000	2,000	45 students
	3.04	Cisco Lab	1	200	200	access form within a computer lab
					17,800	

APPROVAL RESPONSIBILITIES FOR THE MATH & BUSINESS BUILDING

Position	Item #	Item
President		Site Plan, Architectural Plans & Items 1 - 10
Vice President Academic Affairs		Items 1 & 2
Vice President Administrative Services		Items 3 - 10
Dean of Math	1	Floor & Furniture Plans of Assigned Area
Dean of Business	2	Floor & Furniture Plans of Assigned Area
Chief of Police & Director of Business Services	3	Access Control & Security Plans
Director of Information Services	4	Communications & Data Plans
	5	IT Room Plans
Director of Facilities Planning & Services	6	Mechanical Plans
	7	Electrical Plans
	8	Plumbing Plans
	9	Civil Plans
	10	Landscape Plans



ROAD CLOSED 06/09/08 TO 08/15/08



HUMANITIES COMPLEX REPLACEMENT COSTS & FUNDING

June-08

COSTS	May-06	Change	May-08	%
Design & Plan Review	\$1,701,941	-\$39,198	\$1,662,743	6%
Hazardous Material Abatement	162,000	153,087	315,087	1%
Construction	23,400,000	367,812	23,767,812	79%
Tests & Inspections	1,050,000	-410,749	639,251	2%
Construction Administration	884,203	28,986	913,189	3%
Contingency	1,100,000	-1,100,000	0	0%
Furniture and Group II Equipment	<u>1,066,100</u>	<u>1,659,010</u>	<u>2,725,110</u>	<u>9%</u>
TOTAL	<u>\$29,364,244</u>	<u>\$658,948</u>	<u>\$30,023,192</u>	<u>100%</u>

FUNDING

Measure E	May-06	Change	May-08	%
Humanities Complex Replacement	\$21,524,735	0	\$21,524,735	72%
Crenshaw Blvd. Frontage	400,000	0	400,000	1%
Emergency Generators	260,000	0	260,000	1%
Reserve for Contingencies	7,116,223	-2,027,052	5,089,171	17%
State				
Hazardous Substance Abatement	63,286	0	63,286	0%
State Capital Construction Program	<u>0</u>	<u>2,686,000</u>	<u>2,686,000</u>	<u>9%</u>
	<u>\$29,364,244</u>	<u>\$658,948</u>	<u>\$30,023,192</u>	<u>100%</u>

2009-10 CAPITAL CONSTRUCTION PLAN

The purpose of this report is threefold; to provide information about the potential state funding of El Camino College's (ECC) building renovation projects, make recommendations about the composition of the El Camino College's 2009-10 Capital Construction Plan (CCP), and identify the impacts of state funding on El Camino College's 2007 Facilities Master Plan (FMP).

ECC's 2008-09 CCP, submitted to the Chancellor's Office in June 2007, contained 17 projects. Four are building renovation projects for which ECC has requested state funding. One of these projects, Social Science Remodel for Efficiency, was approved for funding previously. All three unfunded projects were submitted as Initial Project Proposals (IPPs) and subsequently were approved to be developed into Final Project Proposals (FPPs) due July 1, 2008. The renovation projects, the desired amount of state funding, and the total project cost are shown in the following table:

BUILDING RENOVATION PROJECTS – 2008–09

Building	State Funding	Project Cost
Social Science	\$5,710,000	\$11,420,000
Technical Arts	8,166,000	16,332,000
Student Services	15,210,000	35,980,000
Math Engineering	<u>18,540,000</u>	<u>32,978,000</u>
TOTAL	<u>\$47,626,000</u>	<u>\$96,710,000</u>

The Chancellor's Office uses a point system to quantify and prioritize projects submitted for funding. The point total of each unfunded project in the state scoring scheme is shown below.

Technical Arts	142 points
Student Services	100 points
Math & Engineering	116 points

Since the 2008-09 CCP was submitted, ECC's Facilities Master Plan has changed. The Technical Arts Building is now scheduled to be demolished upon the completion of the Math Engineering Building renovation. This removes the Technical Arts Building from consideration for renovation and funding for it will not be requested in the 2009-10 CCP.

Discussions with ECC's facilities specialist at the Chancellor's Office, regarding the point score of the remaining two building renovations, have yielded positive results. The Math & Engineering renovation is now scored at 122 points, with the potential to increase it to 128 points and the Student Services renovation is at 115 points. It is anticipated the cutoff for state funding will be 120 points for the relevant project type categories.

The availability of State funding for new projects is contingent on the passage of a state wide bond measure in November 2008.

Based upon the point scores of the projects, ECC's FMP schedule, the amount of resources necessary to prepare a FPP, and the limitations of state funding, I recommend only the Math & Engineering renovation project be developed into a FPP for 2009-10. The year of submittal of the Student Services renovation should be determined in conjunction with other potential projects discussed below.

In addition to the renovation projects discussed above, ECC's FMP contains additional building renovation projects that may qualify for state funding. Those projects and the calculated point scores for each are shown in the following table. Each point score includes the maximum 50 points allowed for a corresponding local district funding match of 50%.

TABLE A - POINT SCORES OF OTHER ECC RENOVATION PROJECTS

Building	Score
Shops	168
Communications	142
Music	156
Art & Behavioral Sciences	124
Construction Technology	102
Planetarium	116

It should be noted that some of the factors that influence point scores, such as increases in building efficiency, can not be accurately evaluated at this time. The point scores could change as additional information is developed through the IPP and FPP process.

Based upon the preliminary calculation of point scores for the 2009-10 CCP, I recommend IPPs be submitted for the Shops, Communications, and Music Building renovation projects, with the priority placed on the Communications Building due to its position in the FMP schedule, following the Math & Engineering Building.

The point scores of some of ECC's FMP building renovation projects were not evaluated, since there is little or no viability for these renovations to garner state funding. The reasons for the exclusions are several. One such exclusion is that athletic, student activities, performing arts, maintenance, bookstore and food service facility renovations are normally not funded through the state CCP process. Buildings that were recently renovated with state funding are also excluded. The Administration Building was not evaluated since the planned renovation scope would preclude it from receiving state funding. The buildings that were not evaluated are listed on the following table.

TABLE B – PROJECTS NOT CONSIDERED FOR STATE FUNDING

Activities Center	Administration
-------------------	----------------

Bookstore/Cafeteria
 Chemistry
 Fieldhouse
 Life Science
 North Gym
 Physics
 South Gym

Campus Theatre
 Facilities and Receiving
 Library
 Natural Science
 Physical Education
 Pool
 Women's Shower & Locker

The impact of state funding on the FMP varies. For the two viable building renovation projects approved by the state for FPP submittal, Math & Engineering and Student Services, funding is included in the current plan at the needed 50% matching amount. The securing of state funding is necessary to enable the projects to go forward with the current planned scopes. If funding isn't obtained the projects' scope will need to be reduced to meet the FMP budget.

For the building renovation projects shown in Table A, the budgets contained in the FMP are only sufficient to fund limited scope renovations, primarily seismic structural measures, access compliance, and replacement of the primary components of the building support systems. The current scopes would not qualify for state funding which would only be provided for renovations that increase instructional capacity or modernize instructional space. So, to obtain state funding the scopes would need to be increased substantially. Preliminary analysis indicates the local cost of the increased renovation scopes would be \$14.5 million.

The process of developing the previously recommended project IPPs (Shops, Communications, and Music) will provide the information needed to determine the appropriate budget amount for these projects. As subsequent IPPs are developed, further information will be become available.

For the buildings shown in Table B, state funding is not available so there would not be an impact on the FMP.

It is important to note that funding for fixtures, furnishings and equipment (FF&E) is not included in state funded renovation projects. Invariably some FF&E is required in renovation projects, the cost of which is entirely a local expense.

Attachment A – EL CAMINO COLLEGE BUILDING RENOVATION PROJECTS provides additional budget detail related to the projects discussed above.

MATH & COMPUTER SCIENCES (MCS) BUILDING RENOVATION

Background – At its October 2007 meeting the Board of Trustees approved the 2007 Facilities Master Plan. Included in the plan is a project to renovate the MCS Building to make the building suitable to house many of the Technical Arts Division programs and the entire Information Technology Division. Subsequently in March 2008, El Camino College was notified the Chancellor’s Office would consider funding a portion of the renovation costs if a Final Project Proposal (FPP) was developed and submitted. It is important to note that state funding for this project will require passage of a statewide bond, possibly in November 2008. The local match of 50% of the project’s cost would be provided by Measure E.

Process - Work has begun on the development of the FPP. The individuals and entities involved in the process and their roles are shown on the following list:

Board of Trustees	Approve FPP.
President/Superintendent	Recommend FPP approval.
Vice President Academic Affairs	Approve instructional program and areas.
Vice President Administrative Services	Approval of Information Systems Plans.
Dean of Industry & Technology	Approval of area plans.
Director of Information Systems	Approval of area plans.
Director Facilities Planning & Services	Coordinate and facilitate process.
Maas Companies	Prepare FPP document.
Flewelling & Moody	Prepare architectural plans.

Timeline – The FPP must be approved by the Board of Trustees and submitted to the Chancellor’s office by June 30, 2008. Funding for preliminary plans and construction documents could occur in the 2009-10 fiscal year and construction funding in 2010-11. The timing of the funding phases could vary depending upon the available funding and other Chancellor’s Office requirements.

Programming – The space allocations for the Industry and Technology programs are based upon the 2010 programming information developed for the 2004-07 Comprehensive Plan. An exception to this is the Machine Tool Technology Program. The 2010 programming square footage for this program is significantly less than the current square footage occupied. It is proposed that the program’s current area be maintained. It is also proposed the Astronomy Program area be maintained.

Impacted Programs – The following is a list of programs that will be affected by the building renovation:

PROGRAMS THAT WILL BE MOVED FROM THE MCS BUILDING

PROGRAM	INTERIM LOCATION	PERMANENT LOCATION
CIS	None	Math Business Bldg.
Computer Science	None	Math Business Bldg.
Math	None	Math Business Bldg.
MESA	None	Natural Sciences Basement
Radiological Technology	Modular Bldg.	Renovated Communications
Respiratory Technology	Modular Bldg.	Renovated Communications
Sign Language	Modular Bldg.	Renovated Student Services

PROGRAMS THAT WILL OCCUPY THE RENOVATED MCS BUILDING

PROGRAM	FROM
Administration of Justice	Administration Building
Architecture	Technical Arts Building
Astronomy	Currently in Building
CADD	Technical Arts Building
Cosmetology	Technical Arts Building
Electronics & Computer Hardware	Technical Arts Building
Engineering Technology	Technical Arts Building
Fashion Design	Technical Arts Building
Fire & Emergency Technology	Technical Arts Building
Industrial Technology	Technical Arts Building
Industry & Technology Division Office	Technical Arts Building
Information & Technology Division	Currently in Building
Machine Tool Technology	Technical Arts Building
Technical Services	Communications Building

ESTIMATING 519 PROJECTS				
FROM	LOCATION:	DESCRIPTION OF PROJECT	STATUS	ESTIMATE
Dept	BLDG, RM, AREA			
I & T - T. Jackson	Const. Tech.	Add Storage Room To Const Tech Bldg So Side	In DSA review Feb 04, returned from DSA May 04 need work, Soils report needed, Fire line intent needed for DSA	
I&T - R. Way	Con Tech	Electrical Upgrade	Need 400 amps now. Need to hook up to 12KV power	
MCS - Dr. Goldberg	MCS-200, 201, 218, 219A, 219B	Repurpose rooms	Will be done by Fall 08	\$ 20,000.00
HS&A - Drew	PE-25	Install network internet access, add conduit.	To be complete by June 2008	\$ 500.00
Nursing - S. Zareski	Tech Arts 211	Sink with pedal in TA 211, minor mods to TA211	To be done Summer 2008	
A&BS - Dr. Miranda	A&BS 322	Remove lab computers and convert to classroom	Waiting on signed 519 - job will be done this summer	\$ 5,000.00
EOP&S - D. Reid	SSC	Install vertical blinds	Sent to Dawn Reid with \$1,000 price estimate 5/30/08	\$ 1,000.00
Fine Arts - Schwartz	TH-151	Install 2 power outlets on side walls	To be estimated	\$ 500.00
Counseling - Dr. Smith	SSC	Extension of counter wall & addition of 1/2 door.	To be estimated	\$ 1,500.00
Dr. Arce	Admin	Remodel VP - AA suite	TBp working on design	
Fine Arts - Schwartz	Music 6	Acoustically separate Music 6 & 7	TBp working on design	
Fine Arts - Schwartz	Music Restroom	Eliminate 2 restrooms to build 2 music practice rooms	TBp working on design	

ESTIMATING 519 PROJECTS				
FROM	LOCATION:	DESCRIPTION OF PROJECT	STATUS	ESTIMATE
Dept	BLDG, RM, AREA			
HS&A - Drew	South Gym	Design new lobby and entrance from the west	TBp working on design	

ACTIVE 519 PROJECTS			
FROM	LOCATION:	DESCRIPTION OF PROJECT	STATUS
Dept	BLDG, RM, AREA		
I & T - T. Jackson	Const. Tech.	Add Storage Room To Const Tech Bldg So Side	In DSA review Feb 04, returned from DSA May 04 need work, Soils report needed, Fire line intent needed for DSA
I&T - R. Way	Con Tech	Electrical Upgrade	Need 400 amps now. Need to hook up to 12KV power
MCS - Dr. Goldberg	MCS-200, 201, 218, 219A, 219B	Repurpose rooms	Will be done by Fall 08
HS&A - Drew	PE-25	Install network internet access, add conduit.	To be complete by June 2008
Nursing - S. Zareski	Tech Arts 211	Sink with pedal in TA 211, minor mods to TA211	To be done Summer 2008
SRC - P. Sutton	TA-104	Provide sufficient electrical outlet support for computer lab	To be complete by June 2008
A&BS - Dr. Miranda	A&BS 322	Remove lab computers and convert to classroom	Waiting on signed 519 - job will be done this summer
	Admin	Remodel VP - AA suite	TBp working on design
Fine Arts - Schwartz	Music 6	Acoustically separate Music 6 & 7	TBp working on design
Fine Arts - Schwartz	Music Restroom	Eliminate 2 restrooms to build 2 music practice rooms	TBp working on design
HS&A - Drew	South Gym	Design new lobby and entrance from the west	TBp working on design

FACULTY MENTORSHIP PROGRAM

PILOT PROGRAM

All suggestions, revisions, additions, or deletions for this process are welcome. This is still a working document.

Mission of mentorship program: Develop a nurturing and trusting culture and academic community at El Camino College.

Overview: Four monthly contacts, minimal writing requirements, and up to 8 hours of flex credit available per semester for mentors and mentees each. Mentor-mentee interactions are confidential.

Program Eligibility

- a Mentors must be full-time and tenured.
- b Mentees must be in their first semester with ECC, either full time or part time.
Exceptions will be made for the pilot program in the Fall 2008 semester in the Humanities division and the first campuswide launch of the program.
- c Mentees have the option to renew their mentorship for a second semester.
- d There is no limit on the number of times someone can serve as a mentor.

Program Requirements

- a Mentors and mentees should contact each other 4 times each month, and preferably once per week, as follows:
 - i. At least one visit face-to-face per month (need not be in classroom/workplace)
 - ii. At least 3 other contacts per month, which can include face-to-face visits, telephone conversations, email or other electronic dialogues, or classroom/workplace visits.
- b The completed “contact form” will be submitted on the first day of the month, beginning October 1 in Fall and April 1 in Spring, to the Staff Development Office. This form should be written jointly or agreed upon by both mentor and mentee.
- c Mentors and mentees will complete an anonymous final evaluation of the mentorship program at the end of the semester.
- d See also the checklist of *recommendations*, below.
- e OPTIONAL: We hope to offer an end-of-semester mentorship program gathering. There may also be optional mid-semester gatherings.

Mentor-Mentee Matching process

- a We will try to match mentees with mentors who have performed identical work within the past year. For teachers, this means teaching the same class currently or within the past year.
- b Participants will be able to switch mentors/mentees if necessary.

Suggestions or comments _____

The application is later in this packet.

Academic Honesty

El Camino College is dedicated to maintaining an optimal learning environment and does not tolerate academic dishonesty. To uphold the academic integrity of the institution, all members of the academic community, faculty 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 each student to behave in a manner which encourages learning and promotes honesty and to act with fairness toward other students. 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.

Academic dishonesty includes but is not limited to:

1. 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;
2. Copying from another student or former student or allowing another student to copy from one's work;
3. Allowing another individual to assume one's identity or assuming the identity of another individual;
4. Changing answers on a previously scored test, assignment or experiment with the intent to defraud;
5. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud;
6. Obtaining or copying exams or test questions by any means ;
7. 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;
8. Using aids such as notes, calculators, or electronic devices unless this use has been specifically authorized by the instructor;
9. Handing in the same paper or other assignment in more than one class without the knowledge and permission of both instructors;
10. Falsifying or attempting to falsify any academic records;
11. Furnishing false information to the college;
12. Any other action which is not an honest reflection of a student's own academic work.

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September 2, 2008

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Consequences for Academic Dishonesty

When there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued. Any or all of the following actions may be imposed:

- 1. The instructor may assign a failing grade (no credit) to an examination or assignment in which cheating or plagiarism occurred. The instructor should document the evidence used to determine that cheating or plagiarism occurred.**
- 2. The instructor may remove the student from the class or activity for the day of the incident as stipulated in section IIB5: Removal by Instructor.**
- 3. In any case in which an instructor removes a student from a class and/or assigns a failing grade based on academic dishonesty, the instructor should complete the Academic Dishonesty Report Form and submit it to the Division Office for distribution.**
- 4. If there is evidence of serious or repeated violations of academic honesty, the college may pursue suspension or expulsion of the student, in accordance with disciplinary procedures.**

The student has due process rights as outlined in the student grievance policy.

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It is the responsibility of each student to conduct him/herself in a manner which encourages learning and promotes honesty; and to act with fairness toward other students in the classroom. This incorporates the notion that 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. ¶

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Cheating violates Section I.B.1 of El Camino College's Board Policy 5138, Standards of Student Conduct.		
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faculty, staff and administrators are		
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will		
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but is not limited to, cheating, plagiarism or knowingly furnishing false information to the college.		
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When there is evidence of cheating or plagiarism in

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any academic work, the student

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a failing grade for that piece of work and disciplinary action may be pursued.

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or may be suspended from all classes for that term and the following term if deemed appropriate.

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Examples of

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paper or answer sheet during an examination;

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for the purpose of enhancing one's grade in any of the following: testing, field trips or attendance;

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Falsifying or attempting to falsify attendance records and/or grade rosters;

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or taking information during an examination by any means such as sign language, hand signals or secret codes;

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copies of notes,		
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exam		
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other than distribution from the instructor. (This includes copying and removing exam questions from the classroom for any purpose.);		
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that have been		
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Given alleged violation of the Standards of Conduct, a

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This action is based on information that the instructor had.		
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and/or following class session(s)		
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3. The instructor may recommend suspension or expulsion of the student from the college as stipulated in BP5138, Section IIB6 and 8. This recommendation must be in accordance with El Camino College's Due Process and Disciplinary Procedures.

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Due Process Disciplinary Procedures

A. LODGING OF CHARGES

1. Charges of misconduct against a student, as defined in Section

I.B. 1 through 19 of Board Policy 5138, may be lodged by any person who has personal knowledge of facts indicating that the student participated in the alleged misconduct. Such a witness shall hereinafter be referred to as the "complainant" and the person being charged as the "accused."

2. The complainant must first lodge his or her charge(s) with a responsible manager at the level of director or above.

3. The responsible manager will review the charge(s). The manager will then either: attempt to informally resolve the issue(s) or recommend disciplinary action.

4. If the responsible manager recommends disciplinary action, he or she will forward the charge(s) to the Dean of Student Services. The Dean of Student Services shall review the charge(s) and make an independent determination as to whether or not the conduct charged amounts to misconduct as defined in Item I.B 1 through 19 of Board Policy 5138 and whether disciplinary action should be brought against the accused.

5. If disciplinary action is appropriate, the Dean of Student Services or appropriate administrator shall give the accused a written notice of the lodging of charges, the specified acts of misconduct and the proposed disciplinary action. The accused will be notified of his or her right to request a hearing within five (5) working days. A copy of this policy will be included with the notice. If the student does not request a hearing, the proposed disciplinary action will be taken.

B. HEARING OF CHARGES

1. Scheduling of Hearing

a. Students who are placed on immediate suspension - If the student has been suspended prior to a hearing, the hearing shall be commenced within ten (10) days of the ordered suspension.

b. Students who have not been placed on immediate suspension:

(1) The accused shall receive written notice of the charge(s) giving rise to the proposed disciplinary action.

(2) The accused has five (5) working days after receipt of written notice of the charge(s) to request a hearing before the Disciplinary Hearing Committee. Failure to request such a hearing in writing within this five day period, or failure to appear at such hearing will constitute a waiver of his or her right to a hearing pursuant to these procedures.

Unless the hearing may result in expulsion, the accused is not entitled to representation by counsel. If the accused wishes to be represented by counsel at an expulsion hearing, the accused shall provide written notice in the request for hearing of the intention to be represented. If the accused is a minor, he or she shall be entitled to be accompanied by his or her parent or guardian at any hearing before the Disciplinary Hearing Committee.

(3) The Disciplinary Hearing Committee shall be chaired by the Dean of Student Services who will serve as the hearing officer and have as members one representative from each of the following groups: the Academic Senate, the Classified Employees, the Student Senate, and College Management.

(4) If the accused requests a hearing, the Dean of Student Services shall schedule a disciplinary hearing to take place within five

(5) working days of the receipt by him or her of the written request for a hearing.

(5) The Dean of Student Services shall give the accused and members of the Disciplinary Hearing Committee written notice of the time, place and date set for the hearing.

(6) If the accused does not request a hearing, the Dean of Student Services may finalize the disciplinary action with the exception of expulsion, which must be recommended to the Vice President of Student Services. If the Vice President determines that expulsion is appropriate, he or she will recommend expulsion to the Board of Trustees for final approval.

2. How Hearing Is To be Conducted

a. The public shall be excluded from this hearing.

b. The hearing officer may conduct the hearing in any manner he or she deems appropriate, provided the accused is given the opportunity to confront the witnesses testifying against him or her and to offer the statements of any supporting witnesses.

c. If the Disciplinary Hearing Committee finds adequate support for the charge(s), it shall take appropriate

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OFFICERS & EXECUTIVE COMMITTEE

President	Pete Marcoux	VP Faculty Development	David Vakil
Compton Educational Center	Saul Panski	VP Finance and Special Projects	Lance Widman
VP Curriculum Chair	Janet Young	VP Legislative Action	Chris Wells
VP Educational Policies	Evelyn Uyemura	Secretary	Claudia Striepe

Senate Mailing List

<u>Adjunct</u>		<u>Health Science & Athletics</u>		<u>Academic Affairs</u>
Kate McLaughlin	07/08	Tory Orton (sharing)	6/07	Quajuana Chapman
Annette Owens	07/08	Kim Baily (sharing)		Dr. Francisco Arce
<u>Behavior & Social Sciences</u>		Tom Hazell	09/10	<u>Associated Students Org.</u>
Maria Brown	June 2010	<u>Humanities</u>		President
Emily Rader	June 2010	Lyman Hong	6/07	VP- Academic Aff.
Lance Widman	8/09	Peter Marcoux	6/08	<u>Board of Trustee, Area 5</u>
Michael Wynne	7/08	Evelyn Uyemura	6/08	Miss Maureen O'Donnell
		Adrienne Sharp	09/10	<u>President/Superintendent</u>
<u>Business</u>		Matt Kline	09/10	Dr. Thomas Fallo
Halamka, Dagmar		<u>Industry & Technology</u>		<u>The Union</u>
Jay Siddiqui	09/10	Patty Gebert		Editor
<u>Compton Educational Center</u>		Ed Hofmann	6/07	
Saul Panski	08/09	Douglas Marston		
Estina Pratt	08/09	George Rodriguez	6/07	
Arthur Flemming	08/09	Lee Macpherson		
August Hoffman	08/09	<u>LRC</u>		
Darwin Smith	08/09	Claudia Striepe	6/08	
<u>Counseling</u>		Vince Robles		
Kate Beley	6/07	<u>Mathematical Sciences</u>		
Ken Gaines	6/08	Massoud Ghyam	6/08	
Lisa Raufman	6/08	Judy Kasabian	6/08	
<u>Fine Arts</u>		Greg Scott	6/09	
Ali Ahmadpour	6/09	Susan Tummers	6/08	
Jason Davidson	6/09	Marc Glucksman	6/10	
Chris Wells	6/09	<u>Natural Sciences</u>		
Mark Crossman	09/10	Chas Cowell	6/06	
		Kamran Golestaneh	6/09	
		Teresa Palos	6/08	
		David Vakil	6/08	



SENATE'S PURPOSE (from the Senate Constitution)

1. 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.”
2. To facilitate communication among faculty, administration, employee organizations, bargaining agents and the El Camino College Board of Trustees.

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



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I. CALL TO ORDER		
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III. REPORTS OF OFFICERS		
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	VP- Compton Center	
	Chair- Curriculum	
	VP- Educational Policies	46-53
	VP- Faculty Development	54-61
	VP- Finance	62-74
	VP- Legislative Action	
IV. REPORTS OF SPECIAL COMMITTEES		
V. UNFINISHED BUSINESS (1:00pm)		
VI. NEW BUSINESS		
	http://www.elcamino.edu/administration/vpa/a/accreditation.asp	Accreditation Overview
VII. AGENDA ITEMS FOR NEXT MEETING		
VIII. PUBLIC COMMENT		
IX. ADJOURN		

ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS

FALL 2008	Student Act. Center	SPRING 2009	Student Act. Center
September 2	West Lounge	February 17	West Lounge
September 16	East Lounge	March 3	East Lounge
October 7	West Lounge	March 17	East Lounge
October 21	East Lounge	April 7	East Lounge
November 4	East Lounge	April 21	East Lounge
November 18	East Lounge	May 5	East Lounge
December 2	East Lounge	May 19	East Lounge
		June 2	East Lounge

CEC ACADEMIC SENATE MEETING DATES AND LOCATIONS

FALL 2008		SPRING 2009	



Committees

<u>NAME</u>	<u>CHAIR</u>	<u>DAY</u>	<u>TIME</u>	<u>ROOM</u>
<u>Senate</u>				
<u>COMPTON FACULTY COUNCIL</u>	Saul Panski	Thursdays	2:00-3:00	CEC Board
<u>CURRICULUM</u>	Janet Young	2 nd & 4 th Tues.		
<u>EDUCATION POLICIES</u>	Evelyn Uyemura	1 st & 3 rd Thur	12:45-1:45	MBBM 131
<u>PLANNING & BUDGETING</u>	Arvid Spor, ???	1 st & 3 rd Thur	1:00 – 2:30	Alondra
<u>FACULTY DEVELOPMENT</u>	Dave Vakil	2 nd & 4 th Tues	12:45 – 2:00	ADM 127
<u>LEGISLATIVE ACTION</u>	Chris Wells	1 st Thursday	12:45 – 1:30	
<u>CALENDAR</u>				
<u>ACADEMIC TECHNOLOGY</u>	Jim Noyes, Virginia Rapp			
<u>Campus</u>				
<u>ACCREDITATION</u>	Arvid Spor, Susie Dever			
<u>BOARD OF TRUSTEES</u>	William Beverly	Mondays	4:30	Board
<u>COLLEGE COUNCIL</u>	Tom Fallo	Mondays	1:00-2:00	Adm. 127
<u>DEAN'S COUNCIL</u>	Francisco Arce	Thursdays		
<u>CAMPUS TECHNOLOGY</u>	John Wagstaff			
<u>ENROLLMENT MANAGEMENT</u>	Arvid Spor	Thursdays		
<u>SLOs</u>	Jenny Simon, Lars Kjeseth			

CHARACTERISTICS OF GOOD MENTORS

Requirements:

1. Mentors must be full-time and tenured.
2. Confidentiality is a requirement for this program. Mentor/mentee discussions should remain confidential and should not be part of either person's evaluation under normal circumstances.
3. Other thoughts: _____

Suggested characteristics for mentors.

Mentors should:

- Not be scheduled as the mentee's evaluator for duration of the mentorship, if possible. (Deans/directors should accommodate this request whenever possible.)
- Be performing or have performed the same work as mentee within the past year. (Staff Development office will try to assure this during the matching process.)
 - For teachers, mentors should be someone who is teaching or has taught the same class(es) as the mentee within the past year.
 - For non-teaching faculty, mentors should have worked in the same area as the mentee within the past year.
- Review mentee's exams, handouts, or other written documents when requested.
- Be good listeners, ask appropriate questions and provide appropriate materials as needed.
- Be honest.
- Be positive but realistic.
- Give advice a mentee wouldn't know to ask about. For example, "During your first five years, you might want to have done the following ..."
- Be approachable and willing to approach mentee when appropriate
- Be accessible for meetings and have mentor's workplace and/or office located near the mentee's when possible.
- Be a sounding board for frustration and difficulty; hence the need for confidentiality.
- Be willing to share lessons learned and mistakes with mentee.
- Be open to change.
- Should be willing to write a letter of recommendation for mentee, if asked.
- Other thoughts: _____

CHARACTERISTICS OF GOOD MENTEES

Requirements:

1. Mentor/mentee discussions should remain confidential and should not be part of either person's evaluation under normal circumstances.
2. Other thoughts: _____

Suggested characteristics for mentees. Mentees should:

1. Be willing to ask questions.
2. Be willing to meet as needed.
3. Be able to receive constructive criticism and view it as constructive in nature rather than as evaluative.
4. Be willing to be an active learner as a mentee and to follow up accordingly.
5. Be honest.
6. Be positive but realistic.
7. Be approachable and willing to approach mentor when appropriate.
8. Be accessible for meetings and have mentee's workplace and/or office located near the mentor's when possible.
9. Be open to change.
10. Other thoughts: _____

TRAINING

Mentor training

- a A formal training session is strongly recommended for all mentors. This training session will take place on **Thursday, September 4 from 1pm-2pm in the planetarium**. To be discussed:
 - i. The need for confidentiality and therefore the need to exclude all aspects of mentorship from mentee evaluations
 - ii. Briefly discuss the materials distributed to mentees, both those received as new faculty and as part of the mentorship program.
 - iii. Overview of the items listed on this outline, especially the checklist.
 - iv. Discuss what mentorship is and what it is not (e.g. teaching a mentee to be clones of the mentor).
 - v. Review of the some Student Services programs.
 - vi. Time for questions and answers session at the end
- b Hopefully there will be informal mentor gathering times during the semester to discuss mentorships
- c Other thoughts: _____

Mentee training – Mentee training has not been scheduled yet. The need and feasibility will be assessed first. It would be nice to have a 1 hour training session for mentees, with mentors present.

- a Mentees will be coached to take initiative. In previous ECC (less formal) mentoring programs, mentors have been less likely to take initiative, so the mentee needs to.
 - i. Mentees should be strongly discouraged from feeling like they are bothering or intruding upon their mentor.
- b Hopefully there will be informal mentee gathering times during the semester to discuss mentorships
- c Other thoughts: _____

CHECKLIST FOR MENTORS & MENTEES

- Mentors will coach mentees not to feel like an intrusion or bother.
- Mentor reviews the following with mentee:
 - THIS ITEM IS TIME SENSITIVE: Overview/recommendations for the first day of class and/or first week of work
 - Tenure process, if mentee is a full-time faculty if mentor has received handout/coaching from the ECC Federation of Teachers and/or Human Resources. If mentor has not received such information, refer mentee to the Federation office, Cherry Tree Office 108, located between Communications and Auto Shops, which is west of the Mathematics building. Phone number: extension 6084
 - Things to consider when asked to write a letter of recommendation for a student
 - Student discipline, code of conduct, and plagiarism issues that may arise
 - Attendance, grades, and active enrollment forms, paper & online versions, where applicable.
 - Other items: _____
- Mentor provides copies of assessments, syllabus or other work-related documents
- Mentee provides copies of assessments, syllabus or other work-related documents when ready and asks for feedback
- Work with mentee on the Mentee Development Profile and follow up accordingly.
- Mentors should be willing to either allow the mentee to shadow the mentor during committee meetings or will arrange for the mentee to attend committee meetings.
- Both mentor and mentee should arrange to visit each other's classroom/work area at least once during semester
- Mentor will help mentee become familiar with people and services on campus. Suggestions include:
 1. Have mentee meet a (non-mentor) colleague every month
 2. Make sure mentee knows about important services and facilities (e.g. Special Resource Center, Copy Center, Library) and where they are located.
 3. Assign a "homework" where mentee finds the relevant offices and obtains a signature of an employee [Staff Development can provide a template form, if mentors, as a group, feel this is a useful idea]
- Mentors will encourage mentees to keep copies of any document or report submitted to the school (e.g. grades, attendance), even if submitted online.
- OPTIONAL: ask mentee to sit in on a class NOT taught by mentor, or visit a workplace for non-teaching faculty, and a list of other faculty who would be comfortable being visited by mentees. See question 12 on the application.
- Other items: _____

MENTOR/MENTEE APPLICATION

This form is also available online. See <http://www.elcamino.edu/administration/staffdev/index.asp>

(WEBSITE NEEDS TO BE VERIFIED)

1. Applying to be: (circle one) Mentor Mentee

2. Name _____

3. Email address [please print very clearly] _____

4. Best telephone number to reach you _____

5. Division _____

6. Department _____

7. For teachers: which courses are you teaching during the upcoming semester?
For non-teaching faculty: indicate your work area and any relevant specialty.

8. What days and hours are you available to meet on campus? _____

9. If you have already selected a mentor/mentee, please indicate that person's name here.

10. If you are teaching or working in more than one area and have NOT already selected a
mentor/mentee, which area do you prefer your mentor/mentee be in?

11. *This question is for mentors only:* For which other courses/areas would you be comfortable
serving as a mentor? For each, list the most recent semester when you worked in that area.

12. *This question is also for mentors only:* Would you be willing to have another person's
mentee visit your class/work area, if arranged in advance? (circle one) Yes No
If yes, how much advance notice would you like? _____

By signing below, I understand discussions related to mentorships are strictly confidential.
Furthermore, I agree that no part of any discussion in the mentorship will be used as part of any
mentor's or mentee's formal departmental evaluation unless necessary.

Signature of applicant.

Mail the completed application to the Staff Development Office

MENTOR-MENTEE CONTACT FORM

This form, both front and back should be submitted once per month to the Staff Development Office. Program requirements are that you contact your mentor/mentee at least four times per month, including at least one face-to-face meeting.

Mentor _____ Mentee _____

Contact 1

Date of contact _____

Mode of contact (circle one) face-to-face electronic telephone other _____

Brief summary of items discussed _____

Next steps for items discussed _____

Items for next meeting/contact _____

Contact 2

Date of contact _____

Mode of contact (circle one) face-to-face email telephone other _____

Brief summary of items discussed _____

Next steps for items discussed _____

Items for next meeting/contact _____

MENTOR-MENTEE CONTACT FORM – P. 2

Contact 3

Date of contact _____

Mode of contact (circle one) face-to-face email telephone other _____

Brief summary of items discussed _____

Next steps for items discussed _____

Items for next meeting/contact _____

Contact 4

Date of contact _____

Mode of contact (circle one) face-to-face email telephone other _____

Brief summary of items discussed _____

Next steps for items discussed _____

Items for next meeting/contact _____

This form, both front and back should be submitted once per month to the Staff Development Office. Program requirements are that you contact your mentor/mentee at least four times per month, including at least one face-to-face meeting.

MENTEE DEVELOPMENT PROFILE

Date _____

Mentor's name _____

Mentee's name _____

Mentee's position _____

Years in job _____

Significant Strengths

Key Development Needs

**Job/Career Development Goals and
Desired Outcomes**

Comments

**EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: May 15, 2008**

MEMBERS PRESENT:

- | | |
|---|---|
| <input type="checkbox"/> Alario, Miriam – ECCE | <input checked="" type="checkbox"/> Spor, Arvid – Chair |
| <input checked="" type="checkbox"/> Jack, Christina – ASO | <input checked="" type="checkbox"/> Taylor, Susan – ECCFT |
| <input checked="" type="checkbox"/> Jackson, Tom – Academic Affairs | <input type="checkbox"/> Tyler, Harold – Management/Supervisors |
| <input type="checkbox"/> Reid, Dawn – Student & Community Adv. | <input checked="" type="checkbox"/> Widman, Lance – Academic Senate |
| <input checked="" type="checkbox"/> Shenefield, Cheryl – Administrative Svcs. | |

OTHERS ATTENDING: Janice Ely, Luis Mancia, Gary Turner

Handouts:

- Tentative Budget 2008-2009 (booklet and multiyear format)
- Board Policy 5030.1 – Student Health Services Fee

The meeting was called to order at 1:05 p.m.

Revised 2008/09 Tentative Budget:

1. The tentative budget first reading before the Board is May 19th.
2. The Tentative Budget 2008/09 booklet is the original format, numerically by object code.
3. The multiyear handout shows the departmental expenses separate from the institutional expenses on page 4.
4. Page 3 in booklet – state revenue from property taxes is less than originally projected (\$1,612,949 shown in the 2007/08 projected revenue column). The governor may backfill part of the \$1,612,949 shortfall for 2007/08.
5. Page 4 in booklet, footnote (e) – there was an actual decline in enrollment revenue although FTES is up; more students qualified for Board of Governors (BOG) grant.
6. Object code 8800 (Administrative Oversight - \$1M) is Fund 14.
7. Page 4 in booklet, footnote (f) – non-resident tuition increased due to recruitment efforts.
8. Page 6 in booklet, object code 7300 (Interfund Transfer) - \$4.6 million includes transfers from Fund 14 (\$1M) and Fund 15 (\$3M).
9. Page 4 of the multiyear handout shows excess of revenue over expenditures, for a deficit of \$3M, leaving 5.962% in reserves.
10. Projecting 2007/08 ending balance of \$12M but amount could change depending on actual expenditures. Projecting \$200,000 unspent in Fund 14 and \$800,000 unspent in Fund 15.
11. GASB 45 contribution has not yet been determined and will be part of interfund transfer. Interfund transfer shows \$5.7M for 2008-09 tentative budget and \$4.6M in 2007/08 projected expenditures - a projection of about \$1M unspent for 2007-08 in Fund 14 and 15.
12. The unused 2007-08 Fund 15 (up to \$1M) should be shown in the column for this year, not in next year’s budget. This would show a \$1M increase in the ending balance for this year and the beginning balance for next year.
13. Funds 14 and 15 not shown in the summary pages of the budget booklet will be included.
14. The proposed Health Center fee increase is not shown on this budget – the decision to increase fees has not yet been made, but could go into effect in Spring 2009.
15. The tentative budget booklet reflects 2007/08 projected expenditures and the multi-year format reflects the 2007/08 budget (\$2M difference).

16. Page 11 – Student Financial Aid Fund – ECC is responsible for the Compton Center component of federal financial aid. This is reflected in the increase in the #8150 PELL Grant Program account (\$12M for 2008/09).
17. Page 21 – #8899 – shows zero contributions from general fund for GASB 45 at this point.
18. The assumptions will be sent with the tentative budget to the June board meeting.

Approval of May 1, 2008 Meeting Minutes

1. Page 1, 2008/09 Tentative Budget, #1 – takes care of all but \$1.1M of the projected \$5.8M short fall projected for the 2008/9 budget. Item #2 on page 2 shows options to close \$1.1M gap. Use of the fund balance is in proposed adjustment and option to close \$1.1M gap. Projected unused funds in Funds 14 and 15 are for 2007-08 (up to \$1M). After the 5% cut from department budgets, \$500,000 would be left unfunded. Option #5 was proposed to help close the unfunded gap using 2008/09 Fund 15.
2. The assumptions were initiated by Cabinet, not PBC.
3. One member's understanding of the proposed Option #5 was that it was to be used in place of Options #1-4. The rest of the PBC members understood Option #5 may be used in addition to using Options #2 and #3, as stated on page 3, #11.
4. By a vote of 4-yes and 1-no, an amendment will be added to #11 on page 3 of the May 1, 2008 PBC meeting minutes: PBC's recommendation to the Board was reached by consensus, but the recommendation was not unanimous.

Student Health Fee Increase Update:

1. Update to Board Policy 5030.1 last amended 1/25/93, takes out specific dates and fee amounts and adds "the amount allowed by law."
2. The suggestion was made to add "the amount allowed by law for each term."
3. The Health Center should operate year-round.
4. Is #1 and #2 the same? Students covered by #2 (receiving BOG, Social Security, general assistance, etc.) would not necessarily be covered by #1 (receiving financial aid). Students eligible for student loans may not be eligible for fee waivers. The recommendation was made to double check the citations (Section 72252.1 and 72252) for accuracy.

The meeting adjourned at 2:05 p.m.

The next meeting is scheduled on April 5, 2008.

Note taker: Lucy Nelson

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: July 10, 2008

MEMBERS PRESENT:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Alario, Miriam – ECCE | <input checked="" type="checkbox"/> Spor, Arvid – Chair |
| <input checked="" type="checkbox"/> Jack, Christina – ASO | <input type="checkbox"/> Taylor, Susan – ECCFT |
| <input checked="" type="checkbox"/> Jackson, Tom – Academic Affairs | <input type="checkbox"/> Tyler, Harold – Management/Supervisors |
| <input type="checkbox"/> Reid, Dawn – Student & Community Adv. | <input checked="" type="checkbox"/> Widman, Lance – Academic Senate |
| <input checked="" type="checkbox"/> Shenefield, Cheryl – Administrative Svcs. | |

OTHERS ATTENDING: Clarissa Jones, Ken Key, Barbara Perez, Margaret Quinones, Emily Rader, John Wagstaff

Handouts: PBC Meetings (2008 and 2009), Budget Update email from Chancellor’s Office (Erik Skinner), CCLC Budget Update #8 (July 8, 2008)

The meeting was called to order at 1:00 p.m.

- The new ASO Director of Finance and PBC representative, Clarissa ‘Clara’ Jones, was introduced.

Approval of May 15, 2008 Meeting Minutes

1. Page 1 – no decision on GASB 45 contribution has been made.
2. Page 2 – *Meetings*, #4 - remove last sentence: “No previous motion was ever made...”
3. The minutes were approved as amended.

Special Contract Funds

1. Forty-two applications were submitted by the June 30th deadline, totaling approximately \$3.0 million.
Number of requests per department:
 - a. Human Resources/Staff Development – 2
 - b. Administrative Services – 0
 - c. Public Relations/Marketing - 1
 - d. Academic Affairs – 26
 - e. Student Services – 15
2. The VPs will review and prioritize submissions and will present PBC with the prioritized list sometime in August.

PBC Meetings

1. Meetings will move to Library 202 beginning January 2009.

Statewide Budget:

1. Budget update for the state reported on July 8, 2008 Community College League of California (CCLC) handout.
2. Key information about the Budget Conference Committee is highlighted in the email handout from Erik Skinner, Vice Chancellor for Fiscal Policy – Chancellor’s Office:
 - a. Conference Committee budget funds Proposition 98 at the minimum guarantee level – committee will increase \$2.3 billion in Proposition 98 funding due to higher revenue assumptions.
 - b. The committee adopted a COLA of 2.43 percent.

- c. Funds for 'green/energy' Career and Technical Education (CTE) fields – proposed funds reduced to \$12.5M (from \$25M) and shifted to the California Department of Education budget.
3. Last summer, 115 FTES for ECC not counted – potential for more growth money for 2007-08. Can pay back borrowed FTES this year (2008-09). This summer showing 15% over target.

2008 PBC Evaluation Results:

A total of seven surveys were completed. The results are as follows:

Responsibilities of the Committee

1. PBC assures that the planning and budgeting processes are interlinked.
 - 6 – agree; 1 – strongly disagree
 - Comments: (we're getting there; PBC only works on 2%-3% of the total budget)
2. PBC assures that planning and budgeting decisions are driven by institutional priorities.
 - 1 – strongly agree; 4 – agree; 1 – disagree; 1 – strongly disagree
 - Comments: (we're working on it; we're getting there; for only 2%-3% of budget; primarily focused on recruitment and retention)
3. The committee created a planning and budgeting model that links both functions through an integrated process with a common terminology.
 - 4 – strongly agree; 2 – agree; 1 – strongly disagreed
 - Comments: (not so much a model but a calendar; calendar included steps to review the entire budget but only plans for a small fraction)
4. The committee provided oversight and guidance for updating the Comprehensive Master Plan.
 - 5 – disagree; 1 – strongly disagree; 1 – no rating
 - Comments: (didn't spend time on it)
5. The committee incorporates program review recommendations into the planning and budgeting process.
 - 3 – strongly agree; 1 agree; 3 – strongly disagree
 - Comments: (program review – what's that?; not to my knowledge; yes, when brought to PBC; program review recommendations were the basis of allocation of the special contract funds). Some of the program reviews were part of plan builder – not too many program review results were used in requests for special contract funds. May see more program reviews in 2008-09.
6. The committee reviews/monitors ongoing planning and budgeting activities.
 - 2 – strongly agree; 2.5 – agree; 1.5 – disagree; 1 – strongly disagree
 - Comments: (budgeting – yes, planning – no; agree within own scope, disagree within institutional scope). Past planning software used: Q-Builder, Word and Plan Builder. Will incorporate special contract funding application forms with Plan Builder. Plan Builder will create better planning information for PBC.
7. The committee provides recommendations to the President regarding planning and budgeting activities.
 - 3 – strongly agree; 4 – agree
 - Comments: still Fallo's call.

Meetings

1. Meeting discussions address the responsibilities of the committee.
 - 2 – strongly agree; 4 – agree; 3 disagree
 - Comments: (Committee spends too much time circling the target, but eventually we hit it; agenda created to address committee responsibilities but discussion drifts to details beyond the scope of the committee, delaying progress; sometimes focus on very minute details which detract from broader perspective).
 - Chair can take more control of meetings.
2. You are comfortable speaking and voicing your opinion during the meetings.
 - 5 – strong agree; 2 agree

- Comments: (Managers are expected to follow a party line).
3. The meeting discussions contain an appropriate amount of structure and flexibility.
 - 3 – strongly agree; 2 – agree; 1 – disagree; 1 – strongly disagree
 - Comments: (structure is at the whim of the chair; work gets done, slowly at times but price paid for shared governance; not sure what is being asked).
 4. The final version of the PBC minutes accurately reflects the discussions that occurred in previous meetings.
 - 5 – strongly agree; 1 – agree; 1 – strong disagree
 - Comments: (very well done).
 5. PBC Chair provides meeting agendas and draft meeting minutes in a timely manner.
 - 5 – strongly agree; 2 – agree

Discussion

1. The comments about the length of time it takes for discussion seem fairly common. The chair may need to set tighter reins, but may be viewed negatively. Sometimes don't want to stop discussions to provide opportunities to voice opinions.
2. Some processes and decisions take a long time.
3. The importance of self-evaluation is to get a better sense of what and how well the committee is doing.
4. This committee has done well with budgeting; planning is tough. Have taken steps towards linking both, but tenuous because of changing planning software.
5. No quality third-party commercial planning tool exists for community college use. There are approximately 20 colleges using some version of the planning software developed by Pasadena City College. When development funds become available, ITS would like to develop an in-house planning software. Plan Builder supports a basic planning structure and it's easy to use – but it does not have spell checker.
6. ECC planning piece has been in a state of flux due to changing software. Over the last few years, progress has been made on the Comprehensive Master Plan. Large amounts of money are tied to the Facilities Master Plan. Q-Builder and WORD (cutting/pasting) was used in prior planning. Will Plan Builder be the front end planning tool for PBC? Ideally, Plan Builder will be used as a tool that provides the guidelines for most internal funding sources. The suggestion was made for PBC to review Plan Builder software functions. Is it set up to insert potential funding issues/criteria used to assess the legitimacy of a funding proposal? It is easy to access the criteria if it was addressed.
7. A. Spor could ask Donna Manno to demonstrate Plan Builder for PBC.
8. Overall planning discussions should take place in September. Need to have an understanding of all major areas on campus. Not having a unit plan in place undermines all planning for the district. Global planning includes updates to the Comprehensive Master Plan and Accreditation Self-Study – some planning agenda items are also part of PBC's responsibility.
9. The VPs will prioritize requests for Special Contract Funds for each area. President Fallo wants PBC's input on the proposals before decisions will be made.
10. An opinion was given that PBC decisions are not always supported and that commitment and support from administration should be made outside of Cabinet meetings. As has been mentioned in the past PBC's role is recommendation only. Also more PBC recommendations are being considered now than in the past.
11. Some campus funding decisions are being made outside planning and budgeting processes – difficult to control when multiple sources of funds are offered.

The next meeting is scheduled on Thursday, August 7th in the Alondra Room.

Meeting adjourned at 2:00 p.m.

Note taker: Lucy Nelson

**EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: August 14, 2008**

MEMBERS PRESENT:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Alario, Miriam – ECCE | <input checked="" type="checkbox"/> Spor, Arvid – Chair |
| <input checked="" type="checkbox"/> Jones, Clarissa – ASO | <input checked="" type="checkbox"/> Taylor, Susan – ECCFT |
| <input checked="" type="checkbox"/> Jackson, Tom – Academic Affairs | <input checked="" type="checkbox"/> Tyler, Harold – Management/Supervisors |
| <input checked="" type="checkbox"/> Reid, Dawn – Student & Community Adv. | <input type="checkbox"/> Widman, Lance – Academic Senate |
| <input checked="" type="checkbox"/> Shenefield, Cheryl – Administrative Svcs. | |

OTHERS ATTENDING:

Handouts: Francisco Arce, Janice Ely, Jo Ann Higdon, Ken Key, Luis Mancina, Jeanie Nishime, Barbara Perez, Emily Rader, Regina Smith, John Wagstaff

The meeting was called to order at 1:05 p.m.

The new student representative, Clarissa Jones, was introduced to the committee.

Approval of the Minutes for July 10, 2008

1. The July 10, 2008 meeting minutes were approved as is.

2008-09 Budget Assumptions (President Fallo):

1. President Fallo introduced the Provost/CEO of the Compton Community College District, Dr. Larry Cox, and ECC’s new Vice President of Administrative Services, Jo Ann Higdon.

State Budget

2. In January, the Governor released a state budget that showed a \$15B deficit, \$6B from last year and the remainder from this year, but the 2008 May revise indicated a \$15B deficit for this year. Possible tax increases and budget cuts may not seriously affect the community college arena.
3. Do not foresee a community college fee increase this year.
4. Most of college’s income comes from property taxes and state apportionment. State apportionment has been an issue for past 4-5 years; payments are three months behind - prepared to deal with cash flow issues. ECC employees are exempt from the government worker minimum wage crises. If restricted funds needed, prepared to borrow from the general fund. ECC may request Tax and Revenue Anticipation Notes (TRANS) for mid-year protection.
5. Enrollment at community colleges increases when the economy declines. Concerned that the state will not be able to fund growth. It’s possible the state budget issues will not be resolved until after Labor Day. The deadline to submit ballot initiatives is this Friday - there will not be a community college construction bond on this election ballot.

Final Budget for 2008-09

6. FTES (page 74) – what was presented to the Board last year appears in the first column. ECC’s goal was to reach 19, 300 FTES.
 - a. *Projections:* Enrollment decreased in 2005-06 from 19,300 FTES to 18,300 FTES. To reach 19,300 FTES in 2006-07, borrowed 1,000 FTES from Summer 2007. In 2007-08, used 710 FTES remaining from Summer 2007 and borrowed 1,800 from Summer 2008 to reach 19,400 FTES.

- b. *Actuals*: for 2006-07 similar to what was projected to reach 19,300 FTES. In 2007-08, reached 19,300 FTES by using 800 FTES left from Summer 2007, 17,500 FTES (actuals) and borrowed 900 FTES from Summer 2008. To reach 19,300 FTES in 2008-09, projected to use remaining 880 FTES from Summer 2008, need 3% increase to reach 18,900 FTES and borrow 400 FTES from Summer 2009. Projected to stop summer borrowing by 2009-10.
7. Impact on FTES
- a. Increased number of sections by 300 for 2008-09.
 - b. Channel parking entrance off of Redondo Beach Boulevard will be closed off in October – November 2008; the only entrance will be on the north side. Soccer field parking will be available and shuttles will service 150 spaces at the Galleria.

General Unrestricted Fund Budget

Revenue (Pages 3-4)

- 8. Adjustment made to beginning balance of 2007-08 (\$879,000) - revised beginning balance is \$12.75M.
- 9. Footnote *b*) - \$1.6M current year correction – did not receive expected amount from 2007-08 property tax collection.
- 10. Some talk in Sacramento about a marginal COLA – as much as 1.0 to 1.5%. The governor may borrow against future lotteries.
- 11. On the bottom of page 3 – c) the Principal Apportionment Foundation funding is \$8M – funded at \$4,565 per FTES.
- 12. Educational Revenue Augmentation – property taxes taken away from local counties; ECC did not receive expected \$1.4M in 2007-08.
- 13. Enrollment fee estimate projected to decrease slightly – more students are qualifying for BOG grants.
- 14. Due to competition from neighboring districts, will reduce non-resident tuition to \$195/unit plus enrollment fee.
- 15. Total revenue from all sources for 2008-09 is \$108M, \$3M more than last year's actual.

Expenditures (Pages 5-6)

- 16. There are 23 new hires – the second largest new hire faculty class in the last 15 years. Next year, could add up to 30 more new hires if the college continues its growth. Increase in the 1100 accounts reflects second half year 3% salary increase.
- 17. Large increase in classified salaries because Compton police salaries are included in the 2100 account (approximately \$750,000).
- 18. Largest increase in the 3000 account is in STRS and health benefits (projected to increase 7.5%).
- 19. Increase in 5100 account is due to the paramedic academy (contract account of \$900,000).
- 20. Page 58 – Interfund Transfers for 2008-09: includes the 3:1 match for scheduled maintenance; the transfer of parking receipts; the \$1M for the Compton Center; the \$3M for special contract funds; the Capital Outlay Fund match; the Child Development Fund (\$75,000); Dental fund; zero transfer to the Retiree Health Premium fund (appropriation not yet identified).
- 21. \$116,000 left in fund 14 – would like to use \$20,000 each for ECC and Compton 'iGrants.'
- 22. Over 250 scholarships were distributed from the Foundation last year. Would like to contribute \$20,000 to Compton scholarships from fund 14.
- 23. Money left over from 2007-08 \$3M account transferred to retiree health benefits per PBC recommendation - \$900,000 and an additional \$600,000 for a total of approximately \$1.5M (pp. 12 & 67). There is close to \$9M total in the fund.
- 24. Total income projected for 2008-09 is \$108M and total expenditures/appropriations is \$112M – over appropriated income by \$4M, about the same as last year, but because only ended up earning \$600,000 more than spent. Projecting \$9M ending balance/reserves for 2008-09.

Measure E Fund

25. The grand opening of Learning Resource Center will occur later in the Fall semester.
26. The Central Plant grand opening is Monday, August 18th. The last of the trans-campus pipeline project, starting around November, will run east-west and parallel to the Student Services Center.
27. The five-level parking structure may be ready as early as Spring 2009.
28. The Social Sciences building will be vacated for remodeling sometime next year.
29. Plan to build a 4th floor on the \$63M Math, Business, and Allied Health Building (MBA) project. The increase in costs will be covered by the savings of not renovating the Communications Building and from the bond fund interest income. Will attempt to extend the current bond.

Questions

30. Page 12 – significant increase in account 5900, Repro Services because account is a ‘holding fund’ – expenditures are transferred as projects are approved.
31. Page 5 – increase in account 3500, Unemployment Insurance due to rate increase.
32. Page 6 – projecting an increase in account 5600, Contracts, Rentals, and Repairs for ITS software licensing and maintenance contracts.
33. State revenue projection for income from vending machines goes into the general fund.
34. Is ECC prepared for potential loss of revenue due to loss of property caused by the fires and decrease in property taxes? The state builds into their budget a contingency fund to absorb loss due to home loss or decrease in value of homes. The property values within the ECC district has not decreased – very stable district.
35. The state apportionment includes \$3M which is received in the general fund and then transferred into fund 15. Basic premise for special project funds was 50% funding for repeated projects – not a set rule.
36. Four ECC Nursing instructors and three for Compton were hired this year. Throughout the state, there is a shortage of nursing instructors and an increase in demand. Nursing is a high cost program – some classes have a maximum of 12 students. Both Compton and ECC have nursing program waiting lists. With Compton, ECC has the largest nursing program in the state. Respiratory Care and Radiologic Technology programs – expenses are not as high as nursing program, but class sizes are smaller in some cases. Trying to balance costs with demand in the Allied Health Programs.
37. Page 4 – Account 8890, Cedars Sinai Medical Center shows a small (\$148) balance because the program ended in 2007-08.
38. The accreditation visit is scheduled on October 6th – 9th. ECC and PBC has improved linking planning and budgeting, but needs to do better in planning – not just focus on funding. The accreditation agency is adhering to stringent standards – more districts are having difficulty with their reviews.
39. Pages 71 – 73 summarized the final budget assumptions.
40. Page 4 - the amount shown for account 8885, non-resident tuition-foreign, is tuition only and does not include capital outlay.
41. Page 8 – account 8890, Early Start to Emancipation Program, no longer funded and shows zero balance in 2007-08 and 2008-09. Stays on the books until it shows zero balance for three years. If funds folded into another division, would it show as a footnote/explanation on the budget? J. Ely will find out.
42. Pages 44-47 show program funding information.
43. Page 8 – account 8890, First Year Experience/Learning Communities – the \$46,211 listed under 2008-09 final budget will actually come from the VP-SS general fund account. J. Ely will review.
44. Typos/grammatical errors:
 - a. Page 58 – Interfund Transfers, 1:1 match should be removed
 - b. Page 6 – at the bottom of the page: l) Utilities is misspelled

- c. Page 45 – Matriculation – Credit, Project Director is R. Smith, not A. Spor
- d. Page 45 – MESA Foundation Contribution and MESA Program, Project Director is A. Hernandez, not B. Perez

The next meeting scheduled on August 21st is tentative because of potential conflict with flex day department meetings. A. Spor will notify committee members of changes to schedule.

The meeting adjourned at 2:30 p.m.

Note taker: Lucy Nelson

EL CAMINO COMMUNITY COLLEGE DISTRICT
2008-2009 Tentative vs.FINAL BUDGET
GENERAL FUND UNRESTRICTED - REVENUE

Account Number	Description	2007-2008 Actual Revenue	2008-2009 Tentative Budget	2008-2009 Final Budget	Difference Final less Tentative
BEGINNING BALANCE JULY 1		13,638,609	12,468,354	13,382,709	914,355
ADJUSTMENT		(879,330)	0	0	-
ADJUSTED BEGINNING BALANCE JULY 1		<u>12,759,279</u>	<u>12,468,354</u>	<u>13,382,709</u>	<u>914,355</u>
REVENUE					
<u>FEDERAL REVENUE</u>					
8140	TANF Apportionment	132,211	140,000	130,000	(10,000)
8190	Other Federal Income	46,957	21,000	45,000	24,000
8199	Financial Aid Administrative Allowance	<u>25,000</u>	<u>24,000</u>	<u>25,000</u>	<u>1,000</u>
Total Federal Revenue		204,168	185,000	200,000	15,000
<u>STATE REVENUE</u>					
8610	Principal Apportionment	68,094,785	68,433,779	68,408,779 c)	(25,000)
8610	Part-Time Faculty Apportionment	849,716	848,408	848,408	-
8610	Prior Year Apportionment Correction	129,829 a)	0	0	-
8610	One Time Reappropriation/Trailer Bill	0	0	0	-
8613	Current Year Correction	(1,612,949) b)	0	0	-
8614	SFAA Enrollment Fee Administration	47,915	75,000	50,000	(25,000)
8672	Homeowner's Property Tax Relief	278,153	200,000	200,000	-
8680	Lottery Funds	2,717,988	2,500,000	2,510,000 d)	10,000
8690	Other State Revenue	16,532	12,000	12,000	-
8691	Mandated Cost Claims	<u>0</u>	<u>0</u>	<u>0</u>	<u>-</u>
Total State Revenue		70,521,969	72,069,187	72,029,187	(40,000)

Notes to Actual Revenue 2007-08

- a) One time funds: recalculation of 2006-07 apportionment.
b) One time 2007-08 apportionment adjustment from State. Local property tax receipts were less than anticipated by State.
State was unable to pay additional apportionment due to Districts.
Each District shared in the amount of the overall property tax shortfall amount.

2008-09 Final Budget Assumptions - Revenue

- c) Principal Apportionment based on Foundation funding of \$8,857,454.
with FTES of 19,305 funded at \$4565 per FTES.
d) Lottery income based on \$130 per FTES.

EL CAMINO COMMUNITY COLLEGE DISTRICT
2008-2009 Tentative vs.FINAL BUDGET
GENERAL FUND UNRESTRICTED - REVENUE

Account Number	Description	2007-2008 Actual Revenue	2008-2009 Tentative Budget	2008-2009 Final Budget	Difference Final less Tentative
<u>LOCAL REVENUE</u>					
8800	Administrative Oversight	500,000	500,000	500,000	-
8800	Police Dept Services - Compton Center	0	0	1,091,438	1,091,438
8810	Educational Revenue Augmentation	(1,477,635)	0	0	-
8811	District Taxes - Secured Roll	19,184,766	19,100,000	19,100,000	-
8812	District Taxes - Supplemental	1,046,469	975,000	1,000,000	25,000
8813	District Taxes - Unsecured Roll	876,006	876,000	876,000	-
8816	District Taxes - Prior Years	1,483,558	1,400,000	1,400,000	-
8826	Extension Program Funding	161,334	195,000	160,000	(35,000)
8842	Sales of Equipment and Supplies	0	0	0	-
8850	Rentals and Leases	226,602	200,000	200,000	-
8851	Lease Contract-Pioneer Theater	155,000	155,000	155,000	-
8860	Interest and Investment Income	691,723	575,000	575,000	-
8874	Enrollment Fees	6,023,316 e)	6,000,000	6,000,000	-
8879	Transcript Fees	68,628	65,000	65,000	-
8880	Non-Resident Tuition	467,433	450,000	460,000	10,000
8885	Non-Resident Tuition-Foreign	3,626,069 f)	3,300,000	3,300,743	743
8887	Catalogs and Class Schedules	10,740	20,000	10,000	(10,000)
8889	Student Fines/Fees	29,740	15,000	20,000	5,000
8890	Outlawed/Reissued Warrants	21,696	20,000	20,000	-
8890	Parking Citations	294,858	400,000	400,000	-
8890	Processing Fees	6,827	4,000	5,500	1,500
8890	Discovery	42,014	40,000	40,000	-
8890	Cedars Sinai Medical Center - Nursing	148	0	0	-
8891	Center for the Arts	141,994	90,000	95,000	5,000
8893	Miscellaneous Income	49,001	40,000	40,000	-
8895	Community Advancement Transfer	200,000	200,000	200,000	-
8897	Rebate Income	10,000	227,000	227,000	-
Total Local Revenue		33,840,287	34,847,000	35,940,681	1,093,681
<u>INCOMING TRANSFERS</u>					
8980	Transfer from Capital Outlay Fund	450,000 g)	0	0	-
Total Incoming Transfers		450,000	0	0	-
TOTAL REVENUE - ALL SOURCES		105,016,424	107,101,187	108,169,868	1,068,681
TOTAL BEGINNING BALANCE AND REVENUE		117,775,703	119,569,541	121,552,577	1,983,036

Notes to Actual Revenue 2007-08

- e) Enrollment Fee revenue decline is due to more students qualifying for Board of Governors Grant. No enrollment fee charged to these students.
- f) Out of Country Tuition increased due to larger number of non-resident students
- g) One-time energy saving rebate from SCE, transferred from Capital Outlay Fund.

EL CAMINO COMMUNITY COLLEGE DISTRICT
2008-2009 Tentative vs. FINAL BUDGET
GENERAL FUND UNRESTRICTED - EXPENDITURES

Account Number	Description	2007-2008 Actual Expenditures	2008-2009 Tentative Budget	2008-2009 Final Budget	Difference Final less Tentative
ACADEMIC SALARIES					
1100	Regular Schedule, Teaching	24,392,205	26,181,599	26,328,661 h)	147,062
1200	Regular Schedule, Non-Teaching	6,216,520	6,332,534	6,235,724	(96,810)
1300	Other Schedule, Teaching	16,616,800	15,447,153	16,800,000	1,352,847
1400	Other Schedule, Non-Teaching	609,972	599,389	599,389	-
Total Academic Salaries		47,835,497	48,560,675	49,963,774	1,403,099
CLASSIFIED SALARIES					
2100	Full Time	18,865,444	20,353,117	21,000,438 i)	647,321
2200	Instructional Aides	1,756,793	1,590,472	1,561,336	(29,136)
2300	Student Help, Hourly and Overtime	2,902,082	2,990,568	2,990,568	-
Total Classified Salaries		23,524,319	24,934,157	25,552,342	618,185
STAFF BENEFITS					
3120	State Teachers' Retirement	3,232,957	3,994,141	3,922,011	(72,130)
3200	Public Employees' Retirement	1,991,297	2,089,583	2,164,836	75,253
3300	Social Security - OASDI/Medicare	2,318,863	2,401,280	2,454,275	52,995
3400	Health and Welfare - Medical	7,148,273	7,776,955	7,684,393 j)	(92,562)
3500	Unemployment Insurance	42,068	220,638	266,548	45,910
3600	Workers' Compensation Insurance	981,207	990,000	1,063,250	73,250
3700	Cash in Lieu of Insurance	95,525	110,000	110,000	-
3800	Other Benefits	302,520	305,000	305,000	-
3900	Retiree Benefits	256,638	310,000	300,000	(10,000)
Total Staff Benefits		16,369,348	18,197,597	18,270,313	72,716
BOOKS, SUPPLIES AND MATERIALS					
4200	Books	6,369	9,084	9,084	-
4300	Instructional Supplies	566,301	582,099	582,099	-
4400	Other Instructional Supplies	72,335	85,852	85,852	-
4500	Non-Instructional Supplies	753,537	797,387	797,387	-
4600	Gasoline	52,170	66,000	66,000	-
Total Books, Supplies and Materials		1,450,712	1,540,422	1,540,422	-

2008-09 Final Budget Assumptions - Expenditures

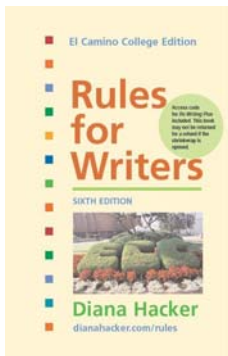
- h) 2008-09 release time is included in full time salaries budget in object 1110, until teaching contracts are finalized.
- i) Includes salaries for Compton Center Police Department
- j) Medical Premiums projected to increase 7.5% from 2007-08.

EL CAMINO COMMUNITY COLLEGE DISTRICT
2008-2009 Tentative vs. FINAL BUDGET
GENERAL FUND UNRESTRICTED - EXPENDITURES

Account Number	Description	2007-2008 Actual Expenditures	2008-2009 Tentative Budget	2008-2009 Final Budget	Difference Final less Tentative
<u>CONTRACT SERVICES AND OPERATING EXPENSES</u>					
5100	Contract for Personal Services	459,660	2,446,726	1,646,726 k)	(800,000)
5200	Travel, Conference and In-Service Training	343,415	366,869	366,869	-
5300	Dues and Memberships	106,983	131,094	131,094	-
5400	Insurance	780,000	800,000	800,000	-
5500	Utilities and Housekeeping Services	3,691,290	3,885,116	3,885,116 l)	-
5600	Contracts, Rentals, and Repairs	1,635,643	1,101,741	1,901,741	800,000
5700	Legal, Elections, and Audit Expense	254,297	267,860	267,860	-
5800	Other Services, Postage, Advertising	1,581,247	1,634,868	1,634,868	-
5900	Miscellaneous	19,036	20,400	20,400	-
Total Contract Services and Operating Expenses		8,871,571	10,654,674	10,654,674	-
<u>CAPITAL OUTLAY</u>					
6100	Sites and Improvements	0	-	0	-
6300	Library Books	50,078	51,600	51,600	-
6400	Equipment	636,405	442,062	442,062	-
Total Capital Outlay		686,483	493,662	493,662	-
<u>OTHER OUTGO</u>					
7300	Interfund Transfer	5,654,334	5,720,000	5,720,000 m)	-
7630	Other Student Outgo	730	0	0	-
Total Other Outgo		5,655,064	5,720,000	5,720,000	-
TOTAL EXPENDITURES / APPROPRIATIONS		104,392,994	110,101,187	112,195,187	2,094,000
TOTAL ENDING BALANCE / RESERVES		13,382,709	9,468,354	9,357,390	(110,964)
GRAND TOTAL - EXPENDITURES / ENDING BALANCE / RESERVES		<u>117,775,703</u>	<u>119,569,541</u>	<u>121,552,577</u>	<u>1,983,036</u>

2008-09 Final Budget Assumptions

- k) Includes Paramedic and Fire Academy Programs as contract service agreements of \$900,000.
Salary amounts of contracts transferred to academic salary account (Object 1110) as shown in 2007-08 actual expenditures
- l) Utilities budgeted increase of 5%.
- m) Inter-fund transfers, see page 58



Diana Hacker

Rules for Writers

El Camino College custom 6th edition

This handbook was prepared especially for students at El Camino College to support students writing in any course across the curriculum. Students will find clear and concise advice, an uncluttered design, a simple navigation system, and essential coverage of writing, grammar, and research. Specific information about the ECC campus for our students and faculty is presented in the first 32 pages.

- **Academic writing section**, with a new chapter on writing about written and visual texts (see pp. 346-58) and new coverage of counterargument (pp. 364-65).
- **Advice on working with sources** that helps students maintain their voice and integrate sources effectively (see sections 52c and 54b).
- **The research section** on pp. 381-410 provides advice for evaluating sources (397) and avoiding plagiarism
- **New visuals teach citation at a glance for MLA and APA** (pp. 441, 445, 450, 459 for MLA; 499, 501, 504, 508 for APA).
- **MLA**—pp. 411-475. Sample paper on p. 463.
- **APA**—pp. 476-528. Sample paper on p. 511.
- **A section on document design** on pp. 60-78 helps students incorporate visuals, select the format appropriate for their discipline, and provides advice on business writing (resumes and cover letters).
- **Solid, reliable and clear grammar coverage** on pp. 147-222 helps any writer write better.

New Media resources:

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> **Where:** H315

> **When:** Thursday September 11th

> 1:00 p.m. – 2:30 p.m. **LUNCH INCLUDED!!!**

Wednesday October 1st

> 12:30 p.m. – 2:00 p.m. **LUNCH INCLUDED!!!**

> **Prizes!** There will be a \$25.00 Starbucks gift card awarded each training session and one lucky grand prize winner at the end of the week – **GRAND PRIZE = iPod Nano**

> **RSVP:** Please RSVP to [Barbara Jaffe \(BJaffe@elcamino.edu or #3928\)](mailto:BJaffe@elcamino.edu) Or stop by the day of the training

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