



## ACADEMIC SENATE

### AGENDA

Thursday, November 2, 2017 at 1:00 p.m. in the Board room

**I. CALL TO ORDER**

**II. APPROVAL OF AGENDA**

**III. APPROVAL OF MINUTES**

October 19, 2017 Minutes

**IV. REPORTS**

**Senate:**

President

Vice President

Board Representative and External Liaison

Paul M. Flor

Chris Halligan

Jerome Evans

**V. ACTION ITEMS-UNFINISHED BUSINESS**

1. Quality Focus Essay

Amber Gillis/Jennifer Hill

**VI. NEW BUSINESS**

1. Integrated Student Services plan Draft

2. Guided Pathways update

3. Faculty Relations Committee

4. Civil Discourse & Equity Regional meeting South

**VII. INFORMATION-DISCUSSION ITEMS**

1. Academic Senate news – faculty hiring prioritization

2. Compton Curriculum Committee for Friday, November 17, 2017

3. DE Update – Institute scheduled for Friday, November 17, 2017

**VIII. Events/Meetings**

1. Fall Curriculum Regional - South on November 18, 2017

**IX. FUTURE AGENDA ITEMS**

1. Introduction of Director of Adult Education & Workforce

**X. ADJOURNMENT**



**COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES**

**BP 2520 Academic Senate**

**Issued: May 19, 2015**

Reference:

Education Code Section 70902(b)(7);  
Title 5, Sections 53200 et seq  
Accreditation Standard IV.A  
Board Policy 2510 Participation in Local Decision Making

The Academic Senate is organized under the provisions of the California Code of Regulations, Title 5, shall represent the faculty and make recommendations to the administration and to the Board with respect to academic and professional matters, so long as the exercise of such functions does not conflict with the lawful collective bargaining agreement.

The Board or its designee will consult collegially with the Academic Senate when adopting policies and procedures. The Board will rely primarily on faculty expertise on academic and professional matters as defined by Sub-Chapter 2, Section 53200, et seq., California Administrative Code, Title 5, and as listed below:

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.

The Academic Senates' organization, membership functions and committee structure shall be developed by the Academic Senate.

**CCC ACADEMIC SENATE MEETING DATES AND LOCATIONS** (1<sup>st</sup> & 3<sup>rd</sup> Thursday)

**FALL 2017**

<del>September 7</del>	Board Room
<del>September 24</del>	Board Room
<del>October 5</del>	Board Room
<del>October 19</del>	Board Room
November 2	Board Room
November 16	Board Room
December 7	Board Room

**SPRING 2018**

February 21	Board Room
March 1	Board Room
March 15	Board Room
April 5	Board Room
April 19	Board Room
May 3	Board Room
May 17	Board Room

**ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS** (1<sup>st</sup> & 3<sup>rd</sup> Tuesdays)

**FALL 2017**

<del>September 5</del>	Dist. Ed. room 166
<del>September 19</del>	Dist. Ed. room 166
<del>October 3</del>	Dist. Ed. room 166
<del>October 17</del>	Dist. Ed. room 166
November 7	Dist. Ed. room 166
November 21	Dist. Ed. room 166
December 5	Dist. Ed. room 166

**SPRING 2018**

February 20	Dist. Ed. room 166
March 6	Dist. Ed. room 166
March 20	Dist. Ed. room 166
April 3	Dist. Ed. room 166
April 17	Dist. Ed. room 166
May 1	Dist. Ed. room 166
May 15	Dist. Ed. room 166

Compton Faculty are encouraged to attend the ECC Academic Senate meetings when possible.

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



**ACADEMIC SENATE MINUTES**

**Thursday, October 19<sup>th</sup>, 2017 1:00 p.m. Board Room**

**ATTENDANCE**

<b>Senators</b>	<b>Senators</b>	<b>Visitors</b>
Harvey Estrada	Shirley Thomas	Roza Ekimyan
Amber Gillis	Andree Valdry	Jennifer Hill
Vanessa Haynes	Jose Villalobos	Carlos Maruri
Paul Flor	Rajinder Sidhu	Judy Crozier
Christopher Halligan	Kent Schwitkis	Minodora Moldoveanu
Nikki Williams	Malinni Roewn	Aurora Cortez-Perez
Mahbub Khan	Pamela Richardson	
Brent Kooiman	Hoa Pham	
Kendhal Radcliff		

- I. CALL TO ORDER** – Paul Flor 1:03 p.m.
- II. APPROVAL OF AGENDA** – Villalobos/Radcliff - Approved
- III. APPROVAL OF MINUTES** – Schwitkis/Gillis- Approved

**IV. REPORTS**

**President’s Report-** Paul Flor reporting.

- The governor just signed 3 pieces of legislation. AB705- Requires community colleges to use high school performance in their placement and is a mandate. This has support from college faculty and a broad base of groups.
- AB 1299- This is what allows for Compton College to receive the money for the transition period. This is exempt from the 50% law. We did not get an additional 2 million to develop a personnel commission since this was not approved by FCMAT.
- Senate Bill 1359- Requires that California community colleges, CSUs and UCs offer classes that have materials free of charge to students. This is a Zero Textbook Cost Program. Schwitkis asked if the zero textbook cost classes will have a designation in the schedule to let students know that these are digital books and free of cost. This was not able to get placed into the spring schedule but will be in the summer schedule and further discussion followed on its logistics.
- Faculty prioritization list: Machine Tool and Chemistry are already hiring and English and Math will be hiring for positions beginning in fall 2018. We will have 2 more hires and Flor stated that we should wait to hire these because of the retirements that are taking place as well as Guided pathways. We should wait to see in what direction we are heading and what our needs are.
- We will need to fill 7 vacancies in IT. The positions to be filled are in the packet. This will cost us \$400,000 annually. In order to be able to do this we need to get our FTEs up. This has been brought up at Consultative Council. Crozier asked about what we are doing to increase enrollment. Villalobos asked what has happened with high school recruitment. Faculty need to also participate in reaching out to help with the recruitment process. Estrada stated that we are not competitive enough and that Guided Pathways should not be the only way that we go as a college and further discussion followed.

- Equity in Faculty Hiring- A team from Compton College attended a conference at USC Urban Education. Information on this is in the packet. The group will be coming up with training that will focus on becoming more equity minded as an institute. Crozier asked whether this is faculty development and how we can incorporate this into trainings. Flor stated that this is in the works and we will be working on this over the course of the rest of the semester.
- This week was designated as DACA week.
- Fall Plenary- Anyone else that would like to attend should let Flor know right away. Haynes stated that she would also like to attend.

**Vice President-** Christopher Halligan

- Halligan stated that he presented the draft of the QFE at College Council and Dr. Maloney wanted to give a special thank you to Jennifer Hill and Amber Gillis.

**Board Representative –** Jerome Evans reporting

- None

**Accreditation:** Amber Gillis reporting.

- Please everyone read the QFE. We are focusing on Institutional Planning and Distance Education. This work spans over the next 2 years. This is done so that we can collect data over those two years. Please read it and take a look for inconsistencies or any questions that you have about any of the information in the QFE. It was emailed by Dr. Curry, it is also located in the Senate packet, and you can also find it on the Accreditation page of our Compton website. Flor stated that you should get feedback to Gillis within a week.

**Curriculum- Roza Ekimyan reporting**

- October 20, 2017 is the second training of the Curriculum Committee. All voting members should bring in their folders. Anyone is invited to attend the training. Please sign up on flex-reporter.

**V. ACTION ITEMS-UNFINISHED BUSINESS**

- Crozier discussed the Get Flipped Workshop for Professional Development that is happening on October 31<sup>st</sup>.
- The Distance Education Institute at El Camino is on November 17<sup>th</sup>, if you would like to attend, you should sign up on flex reporter.
- Haynes reminded Basic Skills instructors that counselors will be coming into their classes in the next couple of weeks to discuss staying on course.
- Haynes invited anyone who would like to participate in the Guided Pathways should attend the meetings.

**VI. NEW BUSINESS**

**VII. Information- Discussion Items**

**VIII. Events/Meetings**

**MOTION TO ADJOURN –** Approved – 2:16 p.m

## **Proposed 2017-2018 Goals**

The Academic Senate's annual goals reflect a commitment to "an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making" (Strategic Initiative C).

1. Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2520)

Measures:

- Arrange faculty representation on campus committees and periodic updates,
- Recruit faculty co-chairs for Institutional Standing Committees
- Ensure divisions have required number of senators
- Review and begin revising Academic Senate By-laws to reflect curriculum reforms
- Adopt a Distance Education Handbook for Compton College

2. Strengthen faculty involvement in the activities of the Academic Senate

Measures:

- Provide an orientation at the start of the academic year
- Provide regular, ongoing communication with all faculty, encouraging greater involvement in the Senate and committees
- Encourage greater participation of senators in meetings and other activities of Senate
- Establish initiatives to recognize faculty achievements

3. Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.

Measures:

- Support Enrollment Management initiatives through ongoing communication and faculty involvement
- Foster awareness of and encourage faculty involvement in the local implementation of statewide initiatives for student success, equity, enrollment, retention and completion



## SHARING THE INFORMATION

*Effective faculty leadership is best achieved through teams not heroes.*

### Upcoming Events & Information from ASCCC

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#### Friday Noncredit Webinars continue!

This Friday, November 3rd from 12-1:30 pm we will discuss "Evaluating Progress: Classroom Assessments and Progress Indicators". This is a new and improved presentation that was one of our most popular sessions at last spring's noncredit summit. Topics will include the development of assessment guidelines for courses and programs, maintaining grading consistency within programs, professional development as well as challenges and lessons learned when implementing progress indicators.

Please join us for a lively noncredit discussion! Past presentations are archived on [acceeonline.org](http://acceeonline.org) or the Chancellor's website.

Noncredit Community of Practice Team

Phone: **888-886-3951** Participant Pin: 219875

Webinar Link:

<http://www.cccconfer.org/GoToMeeting?SeriesID=391392de-5330-408f-813f-de035a4602ff>

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The **Disciplines List Revision Process** is now posted to the **ASCCC website**. ASCCC conducts a review of the Disciplines List, which establishes the minimum qualifications for the faculty of California Community Colleges. See below links to where the forms and all of the information has been updated. A Disciplines List hearing will be held at the **2017 Fall Plenary Session** on Friday, November 3rd from 4:00pm to 5:00pm in the Newport Beach & Marina Del Rey room.

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## Creating a New Compton College

Upon gaining accredited status in June of 2017, Compton College administrators, faculty, and staff immediately set out to build on their recent achievements with a renewed sense of purpose. Compton College has a number of goals over the next two years as it concludes its partnership with El Camino College, and it is well prepared to make the necessary effort to meet these goals.

Compton College has several critical objectives to consider, but two keystones required to build the institution's next chapter are **integrated planning** and **distance education**. These areas encompass a number of standards from the Accrediting Commission for Community and Junior Colleges and are reflected in the recommendations and commendations received from the visiting evaluation team. As such, these keystone issues have a fundamental impact on the growth and vitality of the entire institution.

### **Action Plan One: Integrated Planning**

#### **Quality Focus Project One: Strengthen the Link Between Annual Plans and Resource Allocation.**

Compton College's first area of focus in Integrated Planning is to determine how to develop a clear connection between planning and resource allocation. This Quality Focus Project is multifaceted in the sense that there are various areas in the current process that need to be strengthened to achieve success in this area and to "close the gap" between Annual Plans and resource allocation. Currently, Compton College has a system capable of integrating prioritized recommendations from Program Plans into the annual planning process. However, recent information suggests that Program Plan-derived suggestions are not consistently implemented across divisions and service areas. Furthermore, the College realizes that it will need to make organizational changes that could involve adjustments to current committee responsibilities or perhaps the development of a subcommittee or workgroup responsible for ensuring that the recommendations of completed plans make their way through the pipeline to funding and allocation.

To facilitate this process, Compton College has created the Program Review Coordinator position. This faculty member is responsible for the oversight, training, and assistance with Program Reviews. The Program Review Coordinator also works with faculty and staff to build a working schedule of Program Reviews to be completed accurately at regular intervals. Historically, Compton College has been inconsistent in Program Review completion. However, with the hiring of a Program Review Coordinator in 2016, consistent training has been offered, updated Program Review templates and rubrics have been developed, regular office hours are held for faculty and staff needing one-on-one assistance, and the website hosting completed Program Reviews is regularly updated.

Going forward, Compton College must rely more on its own faculty and staff to ensure that this process continues and is meaningful. Hence, Compton College will create the position, Manager of Research and Planning in fall 2017, and will fill this position in spring 2018. The role of this manager will include the oversight of campus-wide planning. Moreover, Compton College will create a "Core Planning Workgroup" by summer 2018. This Core Planning Workgroup will be comprised of the Manager of Research and Development, an academic dean, the Program Review Faculty Coordinator, the SLO Faculty Coordinator, and Curriculum Chair. Their primary role will be to assist Compton College with integrated planning.

Another way to strengthen the link between Program Review and planning and resource allocation is to select and implement a Program Review and Planning (PRP) system at Compton College. At this time, Compton College uses TracDat; however, only a handful of Program Plans have been entered. Since yearly Program Plans are supposed to be based on Program Review recommendations, Compton College needs to utilize either TracDat or another PRP system. While there are several programs that enter their individual recommendations directly into TracDat, the College must indicate how the larger plans are informed by the



smaller Program Plans. Also, without Program Review documents, there is not an “official” justification for any recommendations. This bypasses institutional planning processes and potentially suggests an *à la carte* style of funding.

By spring 2018, Compton College will have a PRP System in place—either an updated version of TracDat, or an entirely new software system. Several presentations and examples have been provided by various PRP system vendors during 2017, and the Strategic Planning Committee is seeking feedback from faculty and staff at Compton College before selecting the PRP system. Once this PRP system is in place, The Core Planning Workgroup will help develop and guide faculty and staff with training beginning summer 2018. SLO assessments and Program Reviews will be entered into the PRP system in fall 2018. Previous Program Reviews completed within the last two years will also be input into this PRP system during the 2018-2019 academic year to ensure that faculty and staff have their Program Reviews in place to inform future Program Reviews and reporting.

**Quality Focus Project Two: Improve Campus Communication Regarding Planning Processes and Actions.**

In Fall 2016, Compton College requested advice from the Chancellor’s Office Institutional Effectiveness Partnership Initiative regarding strategies to help the institution develop an improved plan for linking campus-wide planning efforts to resource allocation and communicating such links. As Compton College becomes an independent institution, the campus community is aware of the need to establish a campus culture of transparency in its communication and processes.

Currently, the annual planning process begins with Program Review, where faculty and staff make recommendations based on emerging needs. These recommendations then inform Unit Plans, followed by VP Area Plans, ultimately culminating in a final College budget that funds a prioritized set of recommendations. While the process has been in place for many years, there are fundamental concerns about Program Reviews not being completed in a timely manner. Additionally, faculty and staff feel uninformed about which recommendations were funded, and there also seems to be a lack of understanding how funded recommendations are prioritized. Planning process evaluations conducted in 2011 and 2015 revealed that communication and transparency were among the top concerns of Compton’s stakeholders. As mentioned in Quality Focus Project One, Compton College is working on the development of a Core Planning Workgroup that will work in conjunction with IEC to improve strategies related to the Program Review process. In addition, Compton College will utilize the following Planning and Budget calendar in its efforts to improve communication to the campus community:

**COMPTON COMMUNITY COLLEGE DISTRICT  
COMPTON COLLEGE  
PLANNING AND BUDGET CALENDAR**

<b>Month</b>	<b>Activities</b>	<b>Responsible Party</b>
July	<p>A. Tentative Budget is rolled into active status (purchasing can begin) on July 1.</p> <p>B. Final evaluation of current year goals and objectives are entered into plans in plan builder.</p> <p>C. Final revenue and expenditure adjustments are made to budget and reviewed by Planning and Budget Committee (PBC)</p>	<p>1. Accounting</p> <p>2. Program faculty, staff, and managers</p> <p>3. President/CEO</p>

August	<p>A. Review and discussion of the final budget assumptions by President/CEO with the PBC.</p> <p>B. Presentation of comments made by El Camino College to the final budget.</p> <p>C. Final Budget line item review with PBC.</p>	<p>1. President/CEO</p> <p>2. President/CEO</p> <p>3. VP Administrative Services</p>
September	<p>A. Final Budget submitted to Board.</p>	<p>1. President/CEO</p>
October	<p>A. Review and discuss the status of the Accreditation Recommendations.</p> <p>B. PBC conducts annual self-evaluation.</p>	<p>1. PBC</p> <p>2. PBC</p>
November	<p>A. Review and revise planning priorities.</p> <p>B. Assess Program Review cycle to make sure program reviews are being completed in a timely manner.</p>	<p>1. Program faculty, staff, and managers</p> <p>2. PBC</p>
December	<p>A. Submit prioritized Program Plans for the next fiscal year.</p> <p>B. Review proposed midyear cuts/budget augmentation proposals and their linkage to budget and planning.</p>	<p>1. Program faculty, staff, and managers</p> <p>2. President/CEO</p>
January	<p>A. Determine preliminary revenue estimates.</p> <p>B. Begin assessment of key budget issues.</p> <p>C. Identify budget development assumptions.</p> <p>D. Evaluation of current fiscal year program plan goals and objectives by January 31.</p>	<p>1. VP Administrative Services</p> <p>2. PBC</p> <p>3. President/CEO and Cabinet</p> <p>4. Program faculty, staff, and managers</p>
February	<p>A. Submit prioritized Unit plans for the next fiscal year by February 28.</p> <p>B. Review planning process to make sure that programs plans were submitted on time and that prioritization of goals and objectives took place.</p> <p>C. Review and discuss linkage between Program Plans and College mission statement, strategic initiatives, and program reviews.</p>	<p>1. Deans/Directors</p> <p>2. PBC</p> <p>3. PBC</p>

March	<p>A. Determine enrollment targets, sections to be taught; full-and part-time FTEF.</p> <p>B. President/CEO determine ongoing operational costs including:</p> <ul style="list-style-type: none"> <li>i. Full-time salaries</li> <li>ii. Benefits, utilities, GASB</li> <li>iii. Legal and contract obligations</li> </ul> <p>C. Develop line-item budgets for Operational Areas.</p> <p>D. Prioritized Area plan recommendations for the next fiscal year submitted to PBC by March 31.</p> <p>E. Review and discuss the status of the 2017 Accreditation Self-Study Future Plans items.</p>	<ol style="list-style-type: none"> <li>1. VP Academic Affairs</li> <li>2. President/CEO and Cabinet</li> <li>3. VP Administrative Services</li> <li>4. President/CEO and Cabinet</li> <li>5. PBC</li> </ol>
April	<p>A. Tentative budget information completed for PBC review by April 15.</p> <p>B. Initial planning and budget assumptions are finalized.</p> <p>C. Presentation of comments made by El Camino College to the final budget.</p> <p>D. Proposed tentative budget is reviewed and discussed for recommendation.</p>	<ol style="list-style-type: none"> <li>1. CBO</li> <li>2. President/CEO and Cabinet</li> <li>3. President/CEO</li> <li>4. PBC</li> </ol>
May	<p>A. PBC submits recommended funding to President/CEO.</p>	<ol style="list-style-type: none"> <li>1. PBC</li> </ol>
June	<p>A. Tentative Budget is presented to the Board by June 30.</p>	<ol style="list-style-type: none"> <li>1. President/CEO</li> </ol>

## **Action Plan Two: Distance Education**

### **Quality Focus Project Three: Create a Clear Organizational Management Structure for Distance Education.**

As the institution moves toward fully independent status, one of its foremost goals is to improve the success of students engaging in distance education (DE). (See **Enrollment Growth and Academic Course Performance Report**, pages 8-12.) Compton College has benefited from abundant distance education resources shared in its partnership with El Camino College, but the creation of an independent distance education infrastructure tailored to the specific needs of Compton College students and faculty is a central priority. This requires appointing student-centered personnel who have an established record of success in distance education administration, management, and/or teaching. It also requires creating an organizational structure to foster accountability, transparency, and consistency in course delivery and instructional support.

In preparation, Compton College created an ad-hoc committee comprised of faculty and administrators closely involved with distance education, in order to investigate areas of potential improvement and growth. Although it began meeting during fall 2016, this group was formalized at the beginning of the spring 2017 semester as the Distance Education Advisory Committee in order to help create and maintain a systematic, centralized approach to online instruction as an independent institution. By fall 2017, the Distance Education Advisory Committee will be fully staffed and operational.

Recognizing the need for robust instructional support, the Advisory Committee will recommend Distance Education Faculty Coordinator candidates from the ranks of full-time instructors for approval by the Vice President of Academic Affairs. The Faculty Coordinator will oversee the creation of a mentor program for new distance education faculty, implement a course shell evaluation process, and assist with the creation of discipline-specific “model” courses to ensure that all online classes meet or exceed legal requirements and robustly support student learning. This new position will help ensure that a vigorous DE support structure is in place when Compton College regains full self-determining status.

The Compton College Distance Education Faculty Coordinator will be selected by the spring of 2018 with a start date in the subsequent fall term. The Coordinator will report directly to the appropriate academic deans and the Vice President of Academic Affairs. Serving as a liaison between administrators and instructors, the DE Faculty Coordinator will be supported by the DE Instructional Coordinator, who currently oversees technical support for online students and faculty, reporting directly to the division dean overseeing distance education. The DE Faculty Coordinator and the DE Instructional Coordinator will chair the Distance Education Advisory Committee to foster campus-wide communication of objectives and resources.

## **Quality Focus Project Four: Implement Best Practices to Increase Online Student Success.**

To address the disparity in success rates between online and face-to-face courses at Compton College, the Distance Education Advisory Committee has identified several methods to create and maintain high standards for online course design, implementation, and delivery. The Committee anticipates the development and adoption of the *Compton College DE Faculty Handbook* as its initial goal. This text will serve as a concrete guide and central resource for those teaching and evaluating online courses so that standards are clear, specific, and easily accessible.

Using state and federal parameters as a starting point, with particular emphasis on regular effective contact guidelines and accessibility, the *DE Faculty Handbook* will serve as a campus-wide clearinghouse for authoring and maintaining a robust online course. The *Handbook* will include sections on college standards for meaningful instructor-student contact; customization and personalization of publisher content, and diverse means of content delivery to stimulate student interest, including audio-supported lectures, webinars, video, and real-time conferences. In addition, sections on providing helpful feedback online as well as the design and incorporation of discussion forums will deliver additional resources to enhance learning. By the end of fall 2017, the Advisory Committee will forward the *DE Handbook* through the consultative process.

To further support DE student success, the Advisory Committee will create a mentor program to assist online faculty in meeting new instructional standards at Compton College. This pilot program is slated to begin at the start of the summer 2018 semester, with full implementation for new DE instructors starting in fall 2018.

To assist instructors with effective course design that takes full advantage of supplementary features available in the newly adopted Canvas LMS, the Advisory Committee will recommend the implementation of a standard shell evaluation based on the Online Education Initiative (OEI) Course Design Rubric. In addition, the committee will propose the adoption of a campus-wide student feedback survey to be built by default into every course shell. This will help ensure accountability and quality online instruction, in addition to providing data upon which to base future improvements. The DE Advisory Committee will incorporate the OEI Course Design Rubric and the student survey no later than spring 2018.

Finally, the Advisory Committee plans to make model course shells available to online faculty in a variety of disciplines. Based on existing course outlines of record, such models will serve as a template to assist distance education faculty in the design of cogent, well-organized course shells that are proven to enhance student success. With the support of the academic deans and DE faculty campus wide, the Advisory Committee will propose implementation of the model shell program by the end of spring 2018 for use in the subsequent fall semester.

## **Quality Focus Project Five: Promote student awareness of distance education resources and develop new tools to facilitate success.**

As noted in the External Evaluation Report submitted to the ACCJC in April 2017, student survey results from spring 2016 suggest that the vast majority of Compton College distance education students did not take advantage of online support services, indicating a need for increased awareness of these services to enhance success rates. Institutional Research further validates this finding in its most recent student survey, which demonstrates a clear need for enhanced training guidelines. (See [Distance Education Survey Results](#), pages 8-9.) Approximately 30% of DE students appear to be unaware of the *DE Student Handbook* or simply do not access it. Approximately 20% of DE students indicated they were not aware of the DE webpage or simply did not access it. At most, only 33% of DE students are taking advantage of the various online support services, although there are potentially several “hybrid” students who may have chosen to access such resources on campus. Nonetheless, increased awareness and use of DE support services is a priority for increasing online retention and course completion rates.

The Distance Education Advisory Committee has proposed the production of an online student orientation video that will be required viewing for all DE students. This is particularly important with the full implementation of Canvas, which will be the sole campus learning management system by the beginning of spring 2018. To mitigate the learning curve and prevent the changeover to Canvas from becoming another barrier to student success, the online orientation video will introduce students to the DE website and the use of Canvas. Production of the online orientation video is slated for the end of fall 2018.

As use of the Etudes LMS officially ends in December 2017, the Compton College Distance Education website will require significant redesign to reflect the campus-wide implementation of Canvas. With assistance from the DE Advisory Committee and the Vice President of Academic Affairs, the Distance Education Faculty Coordinator and Distance Education Instructional Coordinator will oversee these changes, including links to instructional resources, professional development, and student guides.

By incorporating elements from the ACCJC-commended El Camino College Distance Education Program as well as best practices in online course design and instructional support, Compton College will deliver a preeminent distance education program created to increase student success and address the achievement gap, establishing the institution as a leading community college ready to meet emerging needs.

### **COMPTON COLLEGE DISTANCE EDUCATION CALENDAR**

<b>Term</b>	<b>Activities</b>	<b>Responsible Party</b>
Fall 2017	A. Establish formal Distance Education Advisory Committee.	1. Division Two Dean
Spring 2018	A. Appoint the Distance Education Faculty Coordinator  B. Incorporate OEI Course Design Rubric and the student survey.  C. Implement model course shell program.  D. Update website to reflect full transition to Canvas LMS	1. Advisory Committee, division deans  2. Advisory Committee  3. Advisory Committee  4. Instructional and Faculty Coordinators
Summer 2018	A. Pilot peer mentor program.	1. Advisory Committee
Fall 2018	A. Full implementation of peer mentor program	1. Advisory Committee

ECC, Compton College  
Compton Community College District  
Standing Committees  
2017-2018

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**Consultative Council**

**Purpose:** To review materials provided from the various committees designated as committees of the Consultative Council and provide recommendations to the CEO. The committee members will be the leadership from each campus-wide constituent group and will meet on a weekly basis.

*Members:* Faculty Representatives

Paul Flor (Academic Senate President)  
Jerome Evans (Academic Senate Representative)  
Rashid Yahye (CCCFE - Certificated Unit President)

***Meeting:***

**When:** Every Monday  
**Time:** 2:00 pm  
**Place:** CEO Conf. Room

**Committees of the Consultative Council**

**1. Institutional Effectiveness**

*Purpose:* To review and provide recommendations about each of the District's Program Reviews in order to strengthen and support programs and program analysis. The Committee will also be responsible for reviewing the following: El Camino College Compton Center Educational Master Plan, Facilities Master Plan, Staffing Plan, and Technology Master Plan, to ensure these plans and all Program Reviews are consistent, aligned, and are current. The Committee will monitor the status of these documents and review the responses to FCMAT recommendations.

*Members:* Faculty Representatives

Paul Flor (faculty co-chair)  
Katherine Marsh  
Kendahl Radcliffe  
Abby Tatlioglu

***Meeting:***

**When:** Last Thursday of every month  
**Time:** 1:00 pm  
**Place:** Library Meeting Room

**2. Planning and Budget**

*Purpose:* The Planning and Budget Committee (PBC) serves as the steering committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the institutional priorities set forth in the Educational Master Plan and other plans adopted by the District. The PBC ensures that all plans are developed using data from program review and are linked to the Center's mission statement and strategic initiatives. The PBC makes recommendations with respect to all global Center and District planning and budgeting issues. The PBC reports all committee activities to the campus community.

*Members:* Faculty Representatives

Jose Bernaudo  
Ikaweba Bunting  
Rashid Yahye (faculty co-chair)  
Jose Villalobos

***Meeting:***

**When:** Every 4th Tuesday of every month  
**Time:** 2:00 pm  
**Place:** Board Room

Proposal: The Strategic Planning Committee will be a workgroup reporting to this committee.

## Operational Campus Committees

### 1. Accreditation Steering Committee

**Purpose:** To coordinate the Compton College accreditation activities. The Steering Committee will be composed of the President/CEO, Accreditation Liaison Officer, standard team leaders, a representative from Institutional Research and Planning, and other interested individuals.

Rodgers, Lillie (Staff assistance)

**Meeting:**

**When:** Every other month

**Time:** TBA

**Place:** TBA

### 2. Tartar Focused & Directed Pathways to Completion Committee

**Purpose:** Compton College is focused on improving our overall student completion rates by 2022 – 2023. Working with the Faculty Council, the Compton College has established the Tartar Focused & Directed Pathways (Guided Pathways Framework) to Completion Committee. The goal of the committee is to develop, implement, and monitor the Tartar Focused & Directed Pathways to Completion at Compton College.

Barakat, Sylvia (Staff assistance)

**Meeting:**

**When:** Every month

**Time:** TBA

**Place:** TBA

### 3. Audit Committee

**Purpose:** The Audit Committee will periodically report to the Board the status of previous district audit, special audit, and internal audit recommendations. The Audit Committee is chaired by the President/CEO.

**Membership: 3**

Aldrich, Christine (Management Representative)

**Villalobos, Jose** (Faculty Representative)

Hughes, Gloria (CCCFE - Classified Representative)

VanBrown, Paula (Staff assistance)

**Meeting:**

**When:** Quarterly

**Time:** TBA

**Place:** CEO Conference room

### 4. Calendar Committee

**Purpose:** To develop and maintain a two-year academic calendar cycle for Compton College. This committee will develop and recommend to the President/CEO an academic calendar with at least 175 days of instruction and evaluation to qualify for full apportionment from the State School Fund.

**Members:** Faculty Representatives

Haynes, Vanessa                      Jasmine Phillips

Don Mason                              Jerome Evans

**Meeting:**

**When:** TBA

**Time:** TBA

**Place:** TBA

### 5. Facilities

**Purpose:** To coordinate campus-wide capital construction and long-range planning in conjunction with local, state and bond funding and to monitor campus-wide facilities maintenance and operations, and prioritization of deferred maintenance.

**Members:** Faculty Representatives

Charles Hobbs (alternate)

Mandeda Uch (faculty co-chair)

Cheryl Threadgill

Cassandra Washington

Tom Dehardt

**Meeting:**

**When:** 4<sup>th</sup> Tuesday

**Time:** 1:00 pm

**Place:** Facilities Conference room



## 6. Health, Safety, & Parking

*Purpose:* To monitor and oversee an infrastructure of safety procedures and health/emergency measures on campus, and to prepare and implement the District's Health and Safety Plan.

*Members:* Faculty Representatives  
Eyob Wallano (faculty co-chair)  
Chris Halligan  
Jerome Evans  
Moshen Sahebame

<p><b>Meeting:</b> <b>When:</b> 2<sup>nd</sup> Wednesday <b>Time:</b> 1:30 pm <b>Place:</b> V-72 (Campus Police Station)</p>
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## 7. Technology

*Purpose:* To develop a Technology Plan, make recommendations on new technology infrastructure (equipment or systems) being considered for purchase by the District, to review technology needs, policies and procedures on an annual basis and to determine the best allocation of technology equipment which is donated or granted to the District. To coordinate the plans and proposals that develop, implement and evaluate distance learning and the related instructional technology activities.

*Members:* Faculty Representatives  
Brent Kooiman  
Thomas DeHardt  
David Maruyama (faculty co-chair)  
Dale Ueda  
Gayathri Manikanden (alternate)

<p><b>Meeting:</b> <b>When:</b> 2<sup>nd</sup> Friday of every month <b>Time:</b> 11:30 am <b>Where:</b> Voc. Tech. Conference Room</p>
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## 8. Enrollment Management

*Purpose:* To develop and implement marketing, recruitment, and a retention plan (District's Enrollment Management Plan) linked to FTES targets developed utilizing past and present student data and to identify trends and project enrollment data for each academic year.

*Members:* Faculty Representatives  
Ikaweba Bunting (faculty co-chair)  
Theresa Barragan-Echeverria  
Aurora Cortez-Perez  
Juan Tavarez

<p><b>Meeting:</b> <b>When:</b> 2<sup>nd</sup> Monday of every month <b>Time:</b> 3:00 pm <b>Where:</b> Library SS Conference room</p>
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## 9. Student Success

*Purpose:* To provide a shared framework for the discussion, development and implementation of processes and programs that integrate Basic Skills, Student Success, Support Programs, AB 86 – Adult Education and Student Equity to optimize and enhance student achievement, retention, and success. This committee will compile and approve mandated reports and plans required by the California Community College Chancellor's Office, including the Basic Skills Initiative, Student Equity, and Student Success & Support Programs Plans, and AB 86 Adult Education. The Committee will reflect a broad representation from faculty, staff, and students.

*Members:* Faculty Representatives  
Jose Villalobos (faculty co-chair)  
Carmela Aguilar  
Theresa Barragan-Echeverria (alternate)  
Amber Gillis  
Estina Pratt

<p><b>Meeting:</b> <b>When:</b> 9/8, 10/6, 11/10 and 11/24 <b>Time:</b> 1:00 pm <b>Where:</b> D-32</p>
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Proposal: The Basic Skills, Student Success & Support Programs, AB86 – Adult Education, and Student Equity workgroups will report to this committee.

### 10. Professional Development

*Purpose:* To develop an annual Staff Development Plan supporting the development and professional growth of District administrators, certificated and classified staff and to allocate financial support for approved staff development activities.

*Members:* Faculty Representatives

Fazal Aasi (faculty co-chair)  
Hoa Pham  
Gayathri Manikanden  
Judith Crozier  
Malinni Roemun (alternate)

**Meeting:**

**When:** Quarterly Meeting 4<sup>th</sup> Monday  
**Time:** 2:00 pm  
**Place:** Human Resource Conf. Room

### 11. Auxiliary Services

*Purpose:* To coordinate the operations of the foodservice, bookstore, and campus-wide vending services and to ensure that comprehensive and cost effective services are provided to meet the needs of students.

*Members:* Faculty Representatives

Jose Bernaudo  
Leonard Clark

**Meeting:**

**When:** 1<sup>st</sup> Thursday of every month  
**Time:** 3:15 pm  
**Where:** Student Life Conference Room

### 12. Health Benefits

*Purpose:* This committee shall review and may recommend changes to health benefits (including medical, dental, and vision) offered to employees.

*Members:* Faculty Representatives

Rashid Yahye (faculty co-chair)  
Robert Joiner  
David McPatchell  
Don Roach

**Meeting:**

**When:** Quarterly Meeting 4<sup>th</sup> Monday  
**Time:** 2:30 pm  
**Place:** Human Resources Conference Rm

### NOTES:

- All committee meeting calendars, agendas and minutes, are to be posted on the designated space on the Center's webpage.
- The Consultative Council and Planning and Budget committees are scheduled to meet throughout the 12 calendar months. All other committees will meet during the 10 academic months.
- The initial committee meeting for the fall semester shall be called no later than September 30<sup>th</sup> of each calendar year.
- Members will be appointed in August for the upcoming academic year.
- Committee meetings should be held during college hour whenever possible.
- Efforts should be made by the appointing leadership to distribute the committee membership to avoid one person serving on more than two (2) committees.



**El Camino College  
Compton Center**

**FACULTY COUNCIL Agenda  
Thursday, October 19, 2:00 p.m. in the Board room  
(or immediately following the Council meeting)**

**I. CALL TO ORDER**

**II. APPROVAL OF AGENDA**

**III. APPROVAL OF MINUTES**

**IV. REPORTS**

**Faculty Council:**

Chairperson

Paul Flor

Vice Chairperson

Chris Halligan

ECC Curriculum representative

Essie French-Preston

ECC Education Policies Committee

Vanessa Haynes

Student Learning Outcomes

Hoa Pham

Student Success Committee

Amber Gillis

**V. ACTION ITEMS-UNFINISHED BUSINESS**

**VI. NEW BUSINESS**

1.

**VII. INFORMATION-DISCUSSION ITEMS**

1.

**VIII. EVENTS/MEETINGS**

1.

**IX. FUTURE AGENDA ITEMS**

**ADJOURNMENT**

# CCCD Academic Senate and *ECC-CCC Faculty Council Roster*

2017-2018 (19 members)

## Officers:

President/ <i>Chairperson</i>	Paul M. Flor (17-18)
Past President/ <i>Past Chairperson</i>	Michael Odanaka
President-Elect/ <i>Chairperson-Elect</i>	Amber Gillis
Vice President/ <i>Vice Chairperson</i>	Chris Halligan (18-19)
Secretary/ <i>Secretary</i>	Nikki Williams (18-19)
Curriculum/ <i>Curriculum Representative</i>	Essie French-Preston (18-19)
<i>Adjunct Representative</i>	Mahbub Khan (18-19)
Board Representative	Jerome Evans (18-19)

## Members:

### **Career and Technical Education (2)**

Brent Kooiman (19-20)  
Pamela Richardson (17-18)

### **Health and Human Services (2)**

Shirley Thomas (18-19)  
Hoa Pham (19-20)

### **Humanities (2)**

Chris Halligan (17-18), Vice President/*Vice Chairperson*  
Nikki Williams (19-20) Secretary/*Secretary*

### **Social Sciences and Fine Arts (2)**

Kendhal Radcliff (17-18)  
Harvey Estrada (19-20)

### **Mathematics (2)**

Malinni Roeun (19-20)  
Jose Villalobos (18-19)

### **Science (2)**

Kent Schwitkis (18-19)  
Rajinder Sidhu (19-20)

### **Library and Learning Resource Unit (1)**

Andree Valdry (17-18)

### **Counseling (2)**

Essie French Preston (17-18), Curriculum/*Curriculum Representative*  
Vanessa Haynes (18-19)  
Michael Odanaka, Past President/*Past Chairperson*

### **At-Large (2)**

Jerome Evans (17-18), Board Representative  
Amber Gillis (18-19)

### **Adjunct Representatives (2)**

Mahbub Khan (18-19), *Adjunct Representative*  
Elizabeth Craigg Walker (17-18)



**El Camino College**  
~~Compton Center~~  
**College**

**FACULTY COUNCIL MEETING**  
**Thursday, October 5, 2017 2:00 p.m. Board Room**  
**No Minutes**