

## **SUBSTANTIVE CHANGE PROPOSAL**

El Camino College/Compton Community Education Center

El Camino College  
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Submitted by

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## **Introduction**

The decision to involve El Camino College with the future of Compton College grew out of reports in the media of the latter's impending loss of accreditation status. In April 2006, it became evident that Compton College's accreditation would soon end. The Chancellor's Office reported a request for proposals from other colleges to offer an educational program at Compton starting in summer 2006 would be issued. After telephone surveys of other districts it was established that no other district was interested or able to propose a long-term solution to keep the doors open at Compton College. A preliminary assessment of the feasibility for El Camino to offer a long term solution was made and it was concluded that the College had the capacity to assume the responsibility for the Compton educational programs and services. The doors were kept open at Compton College in summer 2006 through a contract with Santa Monica College to offer instructional services.

Throughout April and May the administration presented various bodies on campus with general information about the intent to enter into a contract to offer educational services in Compton. There were many concerns raised and the administration responded in a public forum and college governance meetings. On May 15, 2006 the El Camino Board of Trustees approved moving forward with a response to the Chancellor's Office request for proposals. El Camino was the only college to submit a letter of interest and proposal to provide long term educational services. On June 1, 2006 El Camino was informed that it was selected to offer educational services at Compton. During the course of writing the proposal discussion in various campus forums to inform the campus community occurred. The decision to become a partner and all that it means is not without controversy among critics, however, the general consensus is supportive. On July 24, 2006 the El Camino College Board of Trustees held a special board meeting to give the public and internal constituents the opportunity to voice their opinions about the impending partnership. The audience numbered about 200 people and 40 spoke to the Board. Of this six speakers expressed negative opinions, six were mixed and 28 were affirmative to move forward. The public comment period lasted three hours. The Board resolved to move forward with the development of a memorandum of understanding that included some explicit conditions. The motion included the following conditions: adhere to collegial consultation as appropriate; develop an academic and fiscal plan; allocate appropriate resources to move forward; and define a more specific method to withdraw from the agreement. (Appendix A, Board of Trustees Motion)

El Camino enrolls about 25,000 students in the fall and spring semesters. The College employs 337 full time and 572 part time faculty. There are 400 classified and 90 management staff employed by the college. The College is in good standing with Association of Accreditation for Junior and Community Colleges. The College enjoys a strong reputation in the community coming third behind UCLA and USC in terms of name recognition in the service area community. El Camino is an evenly balanced diverse campus with no one ethnic group particularly dominating the student demographics. El Camino is known for its strong transfer rates and numerous vocational

programs; it is a very successful college and has a strong foundation in the South Bay communities.

It is El Camino's strength and good standing with the Accrediting Commission, we believe, that will assist the former Compton College to develop the necessary foundational changes over time to become accredited. On July 24, 2006 the El Camino College Board of Trustees approved a resolution for the administration to proceed with a memorandum of understanding to offer educational services at the Compton Center, as it will be called. While this may seem altruistic it is expected that the process of adding another campus will force, as it has, the College to review and revise many of its practices to improve the quality of services. In the long run, this process of review and revision will strengthen the College's ability to meet the Eligibility Requirements and Standards for Accreditation.

It is important for the Commission to know that many unknowns remain for El Camino regarding the status of operations at Compton. We put in place a variety of steps to improve communication between the Special Trustee, the Interim President, Deans and key staff to avoid breakdowns. We are making fast progress on many operations fronts, but it will take time for El Camino to fully grasp the scope of the operation. We are vigilant and among the Council of Deans and Directors, the Vice Presidents and Cabinet work closely to problem solve and ensure that the integrity of El Camino processes, policies, and procedures are maintained. The Compton management and staff are cooperative while undergoing massive change. The faculty members are also working hard to understand the changes in curriculum and scheduling practices. El Camino Academic Deans are directly overseeing the implementation of the El Camino course schedule at the Center.

#### **A. Description of change to El Camino College - Background**

Two significant changes to El Camino Community College District (El Camino) are proposed: one is the addition of a new geographical area to El Camino College's service area, such area previously identified with Compton College in Compton California; two, the establishment of an educational center to be named the El Camino College Compton Center. The primary purpose is to provide students with ongoing educational programs and services that will no longer be offered as a result of Compton College's loss of accreditation on August 22, 2006. El Camino will operate the former college as an educational center. All of the academic programs, student and support services programs, administrative services, and fiscal management will be assumed by El Camino. Students enrolled at the El Camino College Compton Center will be El Camino students with all of the respective rights and privileges. The educational programs and services offered at the Compton Center will conform to El Camino's adherence to the Eligibility Requirements and Standards for Accreditation. (Appendix B, Partnership Proposal)

El Camino will offer its courses at the Compton Center starting in fall 2006 semester. Compton courses will cease to be offered at the end of summer 2006. All of the courses offered at the Compton Center are approved El Camino courses. A copy of the Compton

College Student Equity Report is attached because it is the one official document that gives the reader an overall understanding of the Compton demographics. (Appendix C, Compton College Student Equity Report)

Establishing an educational center is consistent with El Camino's mission statement: The mission of El Camino College is to meet the educational needs of our diverse community and ensure student success by offering quality comprehensive educational opportunities.

## **B. New educational program**

Though the transition to El Camino may pose challenges for students the Compton faculty will adapt and prepare themselves in a very short time period. El Camino's basic skills, ESL, developmental math and English, general education, and vocational courses will meet Compton students' need for a comprehensive curriculum.

El Camino is committed to assessing the former Compton curriculum for gaps in the curriculum. Any curricula gaps will be addressed during the course of the academic year. El Camino does not offer non credit basic skills and ESL curriculum. Some of these courses will be developed after a needs assessment is concluded. The appropriate faculty and administrators will collaborate to complete this assessment by November 2006. Initially El Camino will offer open lab services for ESL and basic skills students to provide them with necessary tutoring. El Camino will not offer GED or adult education type of courses at the Compton Center. Students seeking those educational services will be redirected to the Compton Adult Education Programs.

As stated earlier we are in the assessment stage of planning the new academic year at the Compton Center. El Camino will assist Compton faculty to develop courses needed to round out two programs that do not exist. These are the Commercial Music and the Photojournalism programs. Compton faculty members may be reassigned to develop curriculum through the El Camino curriculum review process. Through the process of reviewing minimum qualification and course gaps, it was found El Camino and the former Compton College have very similar courses and programs. The instructional deans and faculty are working together to refine the course offerings at the Compton Center to serve the students program needs.

The fall semester starts on August 26. Currently, the El Camino Academic Deans are meeting with the Compton Division Chairs and faculty members to plan the fall semester schedule. Students will begin registering for classes on August 14, 2006. The Human Resources Office is reviewing each faculty member's personnel file to ensure they meet the minimum qualifications to teach in the assigned disciplines. Some problems were discovered with the equivalency granting process that may result in about seven faculty members being disqualified to teach in any discipline area. Where personnel files are lacking appropriate documentation and transcripts the Human Resources Office is contacting faculty members to give them time to respond to the request for documentation. Compton faculty members will also work with the Deans to ascertain their qualifications for other teaching assignments.

### **C. Description of the planning process which led to the request for the change**

On June 13, 2006 El Camino College was notified by Mr. Tom Henry, Special Trustee of the Compton Community College District, that El Camino's proposal to become the partner district was accepted. As the only respondent to the Chancellor's Office request for proposals and preliminary discussions with the Special Trustee, El Camino was officially awarded the status to proceed with the formation of a contract to administer the El Camino College Compton Center. Legislation (AB 318) was signed into law by the Governor on June 30, 2006. Shortly after, El Camino administrative staff began meeting in earnest with the Special Trustee and his executive staff to outline the scope and responsibility of the proposed contractual relationship.

The MOU/contract is currently under development by the El Camino administration and the Special Trustee with the advice of legal counsel. The MOU negotiation will be completed about the time the substantive change proposal is sent to the Commission. It is important at the outset of this proposal to note the time pressures under which we are working. While the legislation authorizing the Compton Community College District to enter into contract with another community college district for administrative and legal responsibility to operate an educational center at the Compton College site was in the making much preliminary work was being done by El Camino administrators and the Special Trustee and his staff to outline the scope of work. Both parties are operating under very tight timelines because once the accreditation status of Compton College is terminated on August 22, 2006, the College ceases to exist. There is a strong desire from all parties involved to be able to offer El Camino educational services starting in fall 2006.

On July 24, 2006 the El Camino Community College District Board of Trustees held a special board meeting to consider whether to proceed with the formation of a contract with the Compton Community College District to operate the El Camino College Compton Center for five years or more. The El Camino Board of Trustees approved moving forward with the formation of a contract with the Chancellor's Office/Compton Community College District to operate the Compton Center. The Board of Trustees must approve a memorandum of understanding MOU at their August 21, 2006 Board of Trustees meeting. The final contract will be completed sixty to ninety days after the August 21 Board of Trustees meeting. Instruction at the Compton Center is scheduled to begin on August 26, 2006.

These extraordinary measures were and are being taken to make every effort possible to continue educational and instructional services for the students in the Compton College service area without interruption. The El Camino staff is working diligently to serve the students of the soon to be unaccredited Compton College. The Accrediting Commission for Community and Junior Colleges (ACCJC) working within its own time constraints requested that El Camino submit a Preliminary Substantive Change Proposal in draft form by July 24, 2006. As described above the Proposal was submitted to the Commission with the full understanding that the El Camino Board of Trustees was weighing the recommendation to approve moving forward with a contract to operate the

Compton Center. The Preliminary Substantive Change Proposal was sent electronically on July 24 to Lily Owyang for preliminary review. El Camino will complete the final proposal and submit it by August 10, 2006.

The enabling legislation dictates some distinct characteristics affecting El Camino's administrative and legal role at the Compton Center. The essence of these are: Compton's state general and categorical funding will be separate from El Camino's; a State Chancellor appointed Special Trustee replaces the former Compton Board of Trustees; the Special Trustee assumes the extraordinary powers of the Compton Community College District Board of Trustees; remaining employees are employees of the Compton Community College District which remains a legal jurisdiction; and the district selected to operate and manage the Compton Center is referred to as the "partner district", a title never before used in the California Community College system prior to this legislation. For more details describing the nature of the partnership, the enabling legislation, the Chaptered version of AB 318 the enabling legislation is attached. (Appendix D, AB 318)

The overall goal of the legislation is to contract with a partner district to operate and administer the former college as an educational center of the partner district with the intent to guide Compton to recover its accreditation from ACCJC. It is estimated that recovering accreditation will take five to eight years. El Camino is committed to implementing an educational and administrative program that will provide the foundation for the Center to become eligible for candidacy for accreditation sometime in the future.

The legislation requires El Camino to maintain separate registration and enrollment records for the Compton Center students. To do this El Camino students at both sites will use a site specific CCC Apply online application to track student information and registration status by home site. El Camino will report apportionment and student information data elements for the two student bodies separately. All Compton students will be matriculated as El Camino students effective July 31, 2006.

On July 20 representatives from Compton Admission and Records, Financial Aid, Information Technology, and Administrative Services met with respective El Camino staff to discuss workflow and identify the needed changes at Compton. Another transition workshop was held on July 27 to work on the financial aid programs. Both workshops brought together the teams from each site. Compton staff is being trained on the Datatel information system used by El Camino.

Both campuses are engaged in emails, phone calls and meetings through each unit manager to examine all aspects of transitioning Compton College to an educational center. El Camino classified and management staff also have the opportunity to assess administrative and operational areas such as fiscal services, human resources, information technology services, enrollment and admissions services, financial aid, facilities management, and organizational effectiveness. The Instructional Deans and Vice President of Academic Affairs are finalizing the fall semester class schedule to begin registration of new and returning Compton students on August 14, 2006. Starting August 8 a regularly held phone conference on Tuesday and Thursdays at 8 a.m. to review and

resolve operational issues will be held in the Vice President of Academic Affairs Office and the Compton Provost Office to problem solve new issues. These problem solving phone sessions will improve communication between the two sites.

Over the coming semesters there may be some Compton courses needed for the El Camino curriculum. The Instructional Deans will identify interested faculty members in those disciplines to assist with the development of course proposals for consideration by the College Curriculum Committee. It is expected that El Camino and Compton faculty members will collaborate to complete this task.

All of the Compton College full time faculty members were rehired by the Special Trustee as stipulated in AB 318. Compton faculty members will be encouraged to engage in collegial consultation on all professional and academic matters related to their assignment. The Compton faculty members will be encouraged to maintain an Academic Senate. Under the enabling legislation, the Compton faculty union will be recognized by the Compton Community College District. The Compton faculty members will be required to follow all policies and procedures governing the El Camino Community College District.

There has not been sufficient time to assess the needs and resources at Compton College because the college does not collect institutional effectiveness information. Compton does not have an institutional researcher on staff. This should result in additional staffing support for of the El Camino Research Office to support the collection and analysis of student enrollment and success data reporting.

The immediate impact of opening an educational center on El Camino staffing is partially addressed in the next section. Students from Compton may enroll at both campuses. It is anticipated that Compton students will primarily enroll at their home campus. El Camino has not experienced a significant inflow of Compton students since news of the College's accreditation termination became public.

Establishment of the Compton Center will cause El Camino to reflect upon itself and its larger community role. While El Camino students are diverse with no one ethnic group significantly dominating the demographics, Compton's student make up is about equally divided between African American and Hispanic students. Compton also enrolls a significant ESL student population and has a broader array of non credit basic skills, developmental and ESL curriculum than does El Camino. It is expected that Compton's specialization in these areas will assist El Camino educational programs to improve services to the growing ESL and developmental student population in the service area.

**D. Evidence of human resources, administrative, financial, and physical resources to initiate, maintain and monitor the change and to assure that the activities undertaken are accomplished with acceptable quality.**

**Human Resources**

All of the Compton College faculty, staff and administrators were terminated at the end of the 2005 – 2006 academic year. Since AB 318 became law, some of the classified staff and management members were rehired by the Special Trustee. The legislation required the Special Trustee to rehire all of the full time faculty (approximately 105) members. Approximately 65 classified staff members were rehired by the Special Trustee. There is a small number of management staff rehired including individuals in the following positions: student services dean, financial aid director, business director, human resources director, nursing and child development dean, two special programs coordinators, a facilities manager and others who may be rehired are yet to be determined. All of the staffed management positions are acting or temporary employees until searches for permanent staff can be started in the fall. A search for two academic deans will start in August. The President/Superintendent and the Special Trustee recently selected a interim Provost to start in August for one year. The Provost will report to the El Camino Superintendent/President on matters related to educational center operations and to the Special Trustee on matters pertaining to the Compton Community College District.

The unknown workload impact of the educational center will require El Camino to evaluate on a case by case basis how to respond. Clearly, some staff members will be affected and the College has offered to pay classified staff members overtime for additional work or to backfill their increased workload with hourly employees. Faculty members may be offered hourly pay on a time and effort basis. Some faculty members may be awarded reassigned time to assist the Deans. Some of the administrative staff may be supplemented with hourly staff or transfer of Compton staff to report at the El Camino campus. The Vice Presidents and the Provost will need time to assess the workload changes. Pending Board approval, many El Camino and Compton staff members are available to move forward with the implementation of a fall schedule and student support and administrative services.

**Financial Resources**

The enabling legislation provides \$30 million in a state apportionment advance payment to be utilized to restore financial solvency for the Compton Center. The goal is to restore Compton student enrollment to 6400 FTES per year at the end of three academic years. Apportionment revenue will awarded by the State to the Compton Community College District, not El Camino. El Camino will annually charge a \$500,000 administrative fee and between \$500,000 up to \$1,000,000 for direct expenses to operate the Compton Center. El Camino may receive additional funding from state apportionment, but this is to be determined by passage of SB 361 or negotiation with the Chancellor's Office. SB 361 will be considered by the Legislature in August when it reconvenes. The proposed legislation will change some aspects of community college funding and will compliment AB 318 specifically in regard to the amounts noted in the next sentence. Two areas of

SB 361 that will affect El Camino are: one, a district with enrollment over 20,000 FTES will receive approximately \$1 million in additional funding and two, a district with an educational center may receive approximately \$1 million in additional funding. Pending the outcome of SB 361, El Camino will need assurances from the Chancellor's Office to fund the \$2 million grant.

The enabling legislation (AB 318) requires the Financial Crisis Management Assistance Team (FCMAT) to conduct an extraordinary audit of the Compton Community College District on or before October 30, 2006. The legislation requires FCMAT to conduct a comprehensive assessment and prepare a recovery plan in five operational areas: academics, finance, facilities, personnel management, governance/community and to ensure compliance with ACCJC Standards for Accreditation. The Special Trustee will have a staff member working on the preparation of the report for review by FCMAT. Compton Community College District will be reviewed by FCMAT biannually. The Special Trustee will report updates to the Chancellor and the California Legislature.

### **Physical Resources**

The Provost will coordinate with the Vice President of Administration and report to the Special Trustee related to the construction projects funded by the Compton Community College District general obligation bond. An acting manager of Center facilities is in place as are the minimum maintenance and custodial staff. The Center Police Department is operational. Where necessary the main campus facilities managers and staff may be asked to support the Center staff. There is concern regarding the status of Compton bond projects and their cost and construction timelines. Other issues related to the bond are of concern and while not directly the responsibility of El Camino will require oversight to ensure the program gets back on track. The Vice President of Administration will coordinate with the Provost to develop a new bond project schedule and cost estimate.

### **E. Evidence that the institution has received all necessary internal or external approvals.**

Entering into a contract with the Compton Community College District (CCCD) will require approval from the El Camino Board of Trustees. The signatories to the contract are El Camino President/Superintendent, Thomas Fallo and Chancellor Mark Drummond or his designee representing the Compton Community College District. This proposal for substantive change is being submitted to the Accrediting Commission for approval. Throughout this process the El Camino President, Vice Presidents, and the Special Trustee have consulted with the President of the Commission for advice.

Other agencies contacted to date include the Chancellor's Office Department of Fiscal Services, the Bureau of Registered Nurses, the Commission on Athletics, the U.S. Department of Education regarding financial aid and the Los Angeles County Office of Education. These contacts were initiated for clarification of policy and direction in preparation for transitioning the Compton to El Camino. The administration requested

official letters from each of these entities and will include them, if available, in the final proposal to the Commission. (Appendix E, external agencies)

The Compton proposal was discussed at three El Camino Board of Trustee meetings. On July 24, 2006 in a special meeting for the community, they voted to enter into a contract with Compton Community College District.

The Superintendent/President discussed the proposal status starting in late April through this summer in the College Council meetings. The College Council includes the following: the President as chair, the three Vice Presidents, the Academic Senate President, the Co President of the Faculty Union, the President of the Classified Union, the President of the Police Officers Union, the Student Body President and the Director of Equal Employment. All of the Vice Presidents presented information as it evolved at the Academic Senate meetings. The Superintendent/President met with the AFT Union Executive Board to discuss the proposal and to answer questions. The proposal to partner with the Compton District has received a great deal of attention from many members of the El Camino internal and external community. A substantial discussion concerning the benefits and disadvantages of this partnership took place on the El Camino list serves.

On June 9 President Fallo held an open forum for the college community to ask questions about the impending partnership. About 200 people participated. On July 20 Dr. Fallo held an open forum at Compton College. About 200 people attended the event that included El Camino Deans, Directors, Academic Senate President and the Vice Presidents.

#### **F. Evidence that each Eligibility Requirement will be fulfilled after the change.**

In this section the proposal will address how and which of the Eligibility Requirements may be affected by adding an educational center.

##### **1. Authority**

El Camino will operate the former Compton College as the El Camino College Compton Center. It will be operated as an educational center with the Compton Community College District jurisdiction to remain in place. El Camino will be engaged in a contract with the Compton Community College District to operate the Center. That is a unique arrangement in the State of California and the California Community College system. All educational programs and services will be operated under the direction and legal auspices of El Camino Community College District. El Camino understands and supports the long term effort to obtain accreditation status of the newly formed El Camino College Compton Center into Compton College in the future. El Camino meets the minimum conditions for community colleges under the California Education Code, the California Code of Regulations Title 5 Education Division 6. California Community Colleges, and ACCJC Standards for Accreditation. El Camino Community College District derives its authority to operate, as a degree granting institution, from statute

(California Education Code 70902). The college meets the minimum conditions for community colleges set forth in Title 5, Chapter 2, Subchapter 1.

El Camino College is accredited by the Accrediting Commission for Community and Junior Colleges, of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

## **2. Mission**

The mission of El Camino College will not change. Establishing an educational center in a new geographical service area that is not contiguous to the El Camino Community College District may require some things to be done differently at the Center because of differences in the communities served, but these measures will be undertaken in pursuit of the existing mission.

The addition of a new geographical service area encompassed by the Compton Community College District will result in a higher concentration of limited English speaking persons needing educational services.

El Camino College Community College District's mission statement has been revised frequently over the years to address the changing needs of the community. The most recent revision occurred in 2003, after a review by all college constituencies, and was approved by the Board of Trustees.

The mission statement is found in several campus documents, including the Educational Master Plan and College Catalog. The college publishes it on the web site, increasing its public availability.

## **3. Governing Board**

The El Camino governing board and its jurisdiction will remain the same. The establishment of an educational center in a new service area will not affect the authority of the El Camino Community College District Board of Trustees.

Jurisdiction for the Compton Community College District will remain under the auspices of the CCC Chancellor and his authority to appoint a Special Trustee. The Special Trustee is given the authority to assume all of the powers of the Compton Community College District Board of Trustees. The Compton Board is suspended. The Special Trustee for the Compton Community College District will hold monthly meetings and act as the board.

El Camino Community College District is governed by a five-member board. Each member is elected for a four-year term from one of five trustee areas that make up the college district in district wide elections. Two of the current Board of Trustees members

were elected in November 2005. The Board is stable and has strong leadership and support from the community.

A majority of the Board members do not have any employment, family, or personal financial interests related to either the college or the district. Two current Board members were El Camino College employees; however, both retired from the district several years prior to their election to the Board.

At each Board meeting, held once per month, there is a place on the agenda for both community and staff comment. The students have a non-voting Board member and the Academic Senate reports to the Board on a regular basis.

#### **4. Chief Executive Officer**

The role and responsibilities of the Superintendent/President (CEO) will not change significantly. The relationship of the CEO to the Board of Trustees will remain the same.

On matters related to the management of the Compton Center, the Superintendent/President and the Compton District Special Trustee will mutually agree on the appointment of a Provost, though such position is not called for in the legislation. The Provost will report to the Superintendent/President on educational policies, programs and services and to the Special Trustee on fiscal, operations and bond programs. Inevitably there may be overlaps in reporting relationships. The Provost will coordinate with the Vice President of Academic Affairs on instructional and academic matters, the Vice President of Student Services on student support services and with the Vice President of Administration on human resources, fiscal services, facilities and bond programs.

The Board of Trustees appointed the Superintendent/President after a nationwide search. A large, broad-based committee comprised of representatives of the campus community, student government, and the community at large, under the guidance of a consultant selected by the Board, screened all applicants, selected those to be interviewed, and after interviewing, forwarded the finalists to the Board of Trustees for their consideration.

The Superintendent/President's chief responsibility is to the institution and has the executive responsibility for administering Board policies.

#### **5. Administrative Capacity**

The administrative staff size has not significantly changed in several years. El Camino has the capacity to add an educational center in large measure because the enabling legislation provides sufficient funding for the El Camino College Compton Center to return student enrollment to the 2005-2006 6400 FTES funding level. With the proposed administrative staffing plan for the Compton Center, the College will have sufficient span of control to adequately manage the Center. The Center management staff will work closely with the main campus administration through direct reporting, participation in the

Council of Dean/Directors, committees, and other joint efforts. Management development workshops are planned for all administrators to develop their knowledge and skills in a variety of areas including accreditation policies and procedures.

El Camino's administrative services and operations will be superimposed on the Compton Center to eliminate duplication of services and to lower operational costs. Where necessary the management and supervisory staff will be moved to different locations to enhance operational efficiency.

The college has a reputation for educational excellence supported by its accreditation history, which would suggest that the administration is capable of providing the administrative oversight necessary to ensure that the institution continues to offer quality programs.

## **6. Operational Status**

The most pressing challenge facing El Camino is to attract students to enroll at the Compton Center. Enrollment statistics are not accurate, but a review of course by course enrollment shows dozens of courses offered last academic year with single digit enrollment. The enabling legislation will guarantee funding for the Compton Community College District for three years. After year two if student enrollment does not return to eighty percent of 6400 FTES or at least 5100 FTES, the Compton District will be forced to implement staffing and operational budget cut backs to balance the budget.

El Camino is confident that its reputation for strong educational programs will attract students to enroll at the Compton Center. That stated El Camino is carefully monitoring enrollment at the main campus to meet last year's enrollment goal of 19,300 FTES. The College is also proceeding with several simultaneous building projects and normal programs to enroll students in the fall semester. (Appendix F, Marketing Plan)

## **7. Degrees**

The major change in degrees since the last Accreditation Self Study Report - 2003 is the adoption of a Transfer Studies AA/AS Degree and some changes in the AA/AS Degree to clarify different options for students interested in completing a major, completing CSU transfer requirements, and students interested in completing the CSU/UC (IGETC) transfer requirements. It is possible that El Camino and Compton faculty will need to introduce some new courses and degree majors, however, the need will be assessed this academic year.

Main Campus and Center students may enroll in a variety of courses that can lead to either a two-year degree, certificate of completion, and/or certificate of achievement in one of seventy-two programs. The majority of courses are transferable, and the College strives to maintain a curriculum that is both comprehensive and current.

## **8. Educational Programs**

It may be possible that the El Camino/Compton faculty will consider the adoption of some courses that do not exist in the curriculum especially in the non credit basic skills and ESL program areas. Any proposed new course or programs must be reviewed by the division curriculum review committees and moved forward for the College Curriculum Committee and Board of Trustees approval.

The majority of El Camino College's offerings are in programs that either lead to an associate in arts or associate in science degree, as described in the College Catalog. A significant number of students are enrolled in these courses. The catalog clearly indicates whether or not the courses are degree applicable and transferable to the UC and CSU.

## **9. Academic Credit**

The Compton Center educational program will conform to the standards and practices of El Camino. The educational programs offered at El Camino College are consistent with its mission to provide comprehensive educational opportunities. Students attending El Camino College will find a wide array of degree and certificate programs in both academic and vocational fields. These programs have sufficient content and length and maintain appropriate levels of quality and rigor for the degrees and certificates offered.

## **10. Student Learning and Achievement**

The El Camino College Office of Institutional Research collects and reports information about student success and retention for the whole college, programs, course by course, divisions, and by faculty. This information is available through the Office of Institutional Research College website. In addition the College uses the Cognos Data Cube Information software to archive information. The Information Technology Services Office generates the required MIS student information data reports to the Chancellor's Office.

The College matriculation policies strongly encourage students to complete the matriculation process starting with application, assessment, educational planning and orientation to college courses. The College offers courses in Academic Strategies and in Educational and Career Planning for all students.

El Camino College has not made sufficient progress to develop and implement a Student Learning Outcomes and Assessment program. Though recently, two faculty coordinators were appointed to begin work this summer on the development of an implementation plan for this academic year. Beginning with the fall semester mandatory flex day, the faculty will experience several working sessions to become familiarized with student learning outcomes and assessment approaches. Throughout the course of the year each coordinator will be assigned to work with divisions to develop the student learning outcomes for programs and courses. A similar effort will be initiated at the Compton Center. The SLO program is assigned to the Office of Academic Affairs.

## **11. General Education**

There are no changes anticipated in this area. The general education curriculum promotes critical thinking and analytical skills, clear and precise expression, cultural and artistic sensitivity, personal growth, health, and self-understanding (Title 5, Section 55806). The courses approved for general education have the required breadth to promote intellectual inquiry. The quality and rigor of these courses is consistent with the academic standards appropriate to higher education.

## **12. Academic Freedom**

El Camino recently completed review of the Board Policy BP4030 on Academic Freedom. The revised policy is scheduled for the Board of Trustees to consider adoption on August 21, 2006. The College will apply the same policies, procedures and practices at Center.

## **13. Faculty**

El Camino College has 337 full-time instructors and 572 part-time faculty members. The names, degrees, and year of hire of full-time faculty are listed in the College Catalog. While information regarding part-time faculty is kept in the division offices, the names, degrees, and year of hire of the part-time faculty who have taught ten consecutive semesters are also published in the College Catalog. The college lists faculty responsibilities in faculty handbooks and the Agreement between the El Camino College Federation of Teachers and the district.

The Compton Center will employ 105 full time faculty members and very few part time faculty members during the first year of transition. As the College Catalog will cease to exist, the Compton faculty members, university and degrees will be posted on the El Camino Compton Center website. Compton faculty members are represented by the Compton Federation of Teachers. That agreement will remain in place during the transition year. Thereafter, the Compton Community College District and the Compton Federation of Teachers must open negotiations for a new agreement as is understood at this time.

## **14. Student Services**

Under the enabling legislation the State will fund Center categorical programs separately. Regardless, the quantity and quality of those services will be managed by El Camino administrators in coordination with the Center site administrators. Matriculation services will be unified with the exception that students from main campus and the Center must apply separately to attend each institution.

El Camino College acknowledges the importance of providing appropriate student services and student development programs to facilitate student success for its diverse population.

Located in the center of campus, the Student Services Center houses a large array of services designed to assist students in achieving their academic and vocational goals including, but not limited to, the Career Center, Transfer Center, Project Success, Recruitment and School Relations, International Students Program, EOP&S/CARE, Job Placement, CalWORKs, Financial Aid, Veterans Office, and DSP&S. The Special Resource Center is a model center, with state-of-the-art facilities, to assist students with both physical and learning disabilities. These programs will be duplicated at the Compton Center. The Student Services Programs at the Center will be moved to the former LRC once the new LRC is completed in the fall.

Special programs have been funded by the College and through general funds and grants to assist students who traditionally have had difficulty succeeding in college. For example, Project Success and Puente focus on preparing underrepresented students for degree completion and transfer. The college also provides a counseling outreach program for local high schools students. A First Year Experience Program with an emphasis on Hispanic students is funded by the general fund.

The Compton Center has a Title V grant to promote learning communities. This program will continue.

## **15. Admissions**

Student information for the El Camino and Compton students must be collected and stored separately. Compton students will be matriculated as El Camino students. The College's admissions policies are consistent with its mission and conform to guidelines outlined in state law and district policy.

## **16. Information and Learning Resources**

The Center students will have access to the Library and Learning Resources Services at the main campus and vice versa for main campus students wishing to use similar services at the Center. Compton is about 8 miles from the main campus and as noted above the Compton students did not transfer in significant numbers to the main campus during the previous academic year. The library catalogs will not be commingled. In the fall the Compton Center is scheduled to open a newly constructed Learning Resources Center and Library that is two years behind schedule and \$2.1 million over budget.

To support its mission El Camino College provides students and staff with access to information and learning resources. The Schauerman library is open 67.5 hours per week, including Saturday; with many of the resources is available off-campus through the Internet. The Library Media Technology Center, located in the basement of the Schauerman Library, provides student access to computer resources, including

peripherals such as scanners and adaptive access tools, standard office software, and full Internet access. There are approximately 42 computer labs throughout the campus support the instructional program.

The Schauerman Library also serves as a home for the Learning Resources Center (LRC). Emphasizing individual learning, the LRC provides access to a wide range of academic materials and services, including tutorial programs, computer-aided instruction, and media materials. Additional computer-aided instruction labs support English, foreign languages, fashion, and art programs, with one lab devoted to meet the needs of vocational students.

The college developed a comprehensive technology plan to evaluate technology needs and develop a process to address them. The campus-networking system uses fiber optics connect all major buildings, providing all classrooms, laboratories, and offices on campus with high-speed connections to the wide area network.

It is unclear at this time if the fiber optics project was ever completed at the Compton Center. Based on preliminary information there is a general sense that the Compton bond projects are significantly behind schedule and like many other colleges will experience higher building costs than originally projected.

## **17. Financial Resources**

El Camino will receive an administrative fee from the Compton Community College District to provide services. It is unclear at this time how proposed legislation (SB 361) will affect El Camino's foundation grant and equalization. If SB 361 is signed into law it will result in higher funding for El Camino. El Camino maintains a five percent reserve for contingencies. Funding for the Compton Community College District will be separate, guaranteed for three academic years and later adjusted according to FTES enrollment. The enabling legislation authorized a state loan for \$30 million for Compton's budget to be stabilized over a five year period. There is a structural deficit in the adopted budget that is stabilized by the state loan. It is estimated that it will take three to five years to restore full enrollment.

## **18. Financial Accountability**

Compton Community College District funding will be separate from El Camino though there will be one accounting system in place in the database. The integrity of each budget will be kept separate by assigning different accounting codes to each site. The Vice President of Administration will work closely with the Special Trustee and the Provost to ensure the budgeting and accounting systems are working correctly. The enabling legislation requires the Compton Community College District to be reviewed every six months by FCMAT to evaluate progress in the five areas.

## **19. Institutional Planning and Evaluation**

El Camino planning and evaluation is a work in progress and primarily monitored by the Vice President of Administration in coordination with the other Vice Presidents and the President. The Planning and Budgeting Committee (PBC), a standing committee, is advisory to the President and meets every two weeks. The PBC is co-chaired by a faculty member and the Dean of Enrollment Services.

Planning and budgeting for the educational center will coexist with El Camino where appropriate. In coordination with the Provost and the Special Trustee, the Vice President of Administration will ensure the Compton Community College District is adhering to the FCMAT standards.

## **20. Public Information**

All Compton College publications, website, logos and other public information about the college must cease using the word “college”. This change will be painful to the community, but necessary to avoid giving the public the impression Compton College still exists after accreditation is finally terminated in August.

El Camino College reviews and publishes a Catalog every academic year. The College Catalog includes all of the information necessary for students and the public to learn about the college. The College employs a full time website developer to ensure the website is up to date. The Director of Public Information and Public Relations chairs a web oversight committee that includes all of the constituent groups to advise necessary changes on the website.

## **21. Relations with the Accrediting Commission**

El Camino College is in compliance with all of the Standards for Accreditation and maintains an active and positive relationship with the Commission and its Officers. Throughout this process of evaluation to enter into the partnership, El Camino maintained close communication with the President of the Commission and staff members to ensure we proceeded correctly to understand the nature of Compton’s deficiencies, deadlines, agreements made with the Commission and to seek guidance. This relationship continues through this process of writing the Substantive Change Report and it is expected El Camino will continue to seek guidance as the partnership proceeds. El Camino’s long term goal is the reaccreditation of Compton College. The Commission will play a crucial role to assist El Camino to reach this goal.

### **G. Evidence that each accreditation standard will be fulfilled after the change and that all relevant Commission policies are addressed.**

El Camino College ensures that processes will be established to ensure the College maintains Eligibility Requirements for Accreditation Standards. In the fall 2006 the College will begin organizing the start of the 2008 Accreditation Self Study Report. The

Self Study will be coordinated under the direction of the Vice President of Academic Affairs and Accreditation Liaison Officer. The Dean of Enrollment Services and a Counselor will serve as the Accreditation Self Study Co Chairs. The faculty member will receive reassigned time to work in this role. The timing of the Self Study is opportune as the Compton Center programs and services will be incorporated immediately.