ACADEMIC SENATE

AGENDA

Thursday, March 3, 2016 at 1:00 p.m. in the Board room

- I. CALL TO ORDER
- II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

February 18, 2016 Minutes

IV. REPORTS

Senate: President Board Representative and External Liaison Accreditation

Paul M. Flor Jerome Evans Amber Gillis

V. ACTION ITEMS-UNFINISHED BUSINESS

- 1. Curriculum Advisory Committee
- 2. Educational Task Force
- 3. RFP for \$50,000 from CA College Textbook Affordability Program

VI. NEW BUSINESS

- 1. Common Assessment Initiative
- 2. Planning & Budget Committee report

Norton, Villalobos & Rouen

3. Attendance of Senators - nominate to replace absentees

VII. INFORMATION-DISCUSSION ITEMS

- 1. Catastrophic Leaving Bank
- 2. Integrated Planning Calendar

VIII. Events/Meetings

1. March Executive Committee – ASCCC Executive Committee will provide direction to Common Assessment Initiative Steering Committee about the proposed multiple measures document.

- IX. FUTURE AGENDA ITEMS
 - 1. Hope
 - 2. OPEBs & STRS/PERS Funding 3. Facilities

Myrtha Pascual Felipe Lopez

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.

CEC ACADEMIC SENATE MEETING DATES AND LOCATIONS (1st & 3rd Thursday)

FALL 2015

September 3
September 17
October 1
October 15
November 5
November 19
December 3

Board Room Board Room Board Room Board Room Board Room Board Room Board Room

SPRING 2016

April 7

April 21

May 5

February 4 Board Room February 18 Board Room March 3 Board Room Board Room Board Room Board Room

ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS (1st & 3rd Tuesdays before ECC Senate, usually)

FALL 2015		SPRING 2016
September 1	Alondra Room	February 2
September 15	Dist. Ed. room 166	February 16
October 6	Dist. Ed. room 166	March 1
October 20	Dist. Ed. room 166	April 5
November 3	Alondra Room	April 19
November 17	Alondra Room	May 3
December 1	Alondra Room	

Alondra Room Alondra Room Alondra Room Alondra Room Alondra Room Alondra Room

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, February 18, 2016 1:00 p.m. Board Room

ATTENDANCE

Senators	Visitors
Essie French-Preston	Ruth Roach
Jerome Evans	Amber Gillis
Andree Valdry	Valerie Woodward
Shirley Thomas	Shemiran Lazar
Thomas Norton	David McPatchell
Nikki Williams	Philip Yaghami
Paul Flor	Katherine Marsh
Kent Schwitkis	Fazal Aasi
Christopher Halligan	Axa Maradiaga
Annaruth Garcia	Aurora Cortez-Perez
Mahbub Khan	
Vanessa Haynes	
Holly Schumacher	
Jose Villalobos	

- I. CALL TO ORDER 1:10 p.m.
- II. APPROVAL OF AGENDA Evans/Thomas- Approved

III. APPROVAL OF MINUTES – Schwitkis/Schumacher- Approved

IV. REPORTS

President's Report- Paul Flor reporting.

- **Reminder of meetings being held-** The accreditation institute is this weekend.
- **Spring Plenary** Flor is in need of a delegate to go in his place to be the voting delegate- April 20-23.
 - Essie French-Preston has volunteered and will take Flor's place.
- **Career Technical Education Institute** Will be held May 6-7 in Anaheim.
- **Faculty Leadership Institute** Will be in Riverside at the Mission Inn. Provides a good orientation for faculty's role in Senate. Flor would like to see someone attend this year and asked for volunteers.
- **Curriculum Institute-** Will be held this summer and Flor would like to have someone attend since we will be creating a curriculum committee in anticipation of accreditation.
- We need to have faculty attend curriculum meetings at ECC. We have very poor attendance at these meetings. Meetings are from 2:30-4:30 on the 2nd and 4th Tuesdays of the month.
 - Barbara- It is important that we attend the division meetings when they are discussing changes to the curriculum. We need to look at the agendas and the minutes for their meetings and attend.

• Flor- We need to see who is assigned in our division to attend meetings and ensure that they are attending the meetings. All of the representatives to the ECC curriculum committee should consider being part of our newly forming curriculum committee.

Board Representative – Jerome Evans reporting.

- **Book Fair-** Evans passed out a flyer for faculty to announce to students about the book fair and encourage students to come by and participate in the fair. He urged faculty to come out with their students to have students each select one book.
- 2 proposed legislations at State Senate-
 - A Bill that would require community college districts to recognize adjuncts that do not already to have collective bargaining power.
 - Bill 1778- Proposes that on an annual basis faculty must have workshops to keep up to date with domestic abuse situations.

Accreditation: Amber Gillis reporting.

Accreditation Teams Meeting- Friday, February 18, 2016
8-12:30pm in the faculty lounge.

V. ACTION ITEMS-UNFINISHED BUSINESS

- **Enrollment Management Plan** Tom: motion to accept the plan and move forward. Schwitkis 2nd. Votes passes.
- Educational Task Force- The CEO has asked us to assemble an educational task force to take a look at programs that may need to be examined for discontinuance. Flor mentioned that past minutes from faculty council show that this was voted on in the past to form such a group. Flor asked for discussion on the committee.
 - **Halligan** Is there release time for this? Flor stated that this is not a regularly meeting group but an advisory group.
 - **Flor**-Asked if there is anyone who is interested in serving even if this may not be a topic that we all want to focus on we need to look at this equitably.

VI. NEW BUSINESS

- Student Equity Plan Report- Albert Jimenez reporting.
 - o Discussed equality vs equity
 - Student Success Plan is integrated with many areas on campus.
 - There are 12 areas that are involved with the plan
 - o Discussed target groups under each of the 5 success measures
 - Discussed success indicators and planning steps- coordinating with other initiatives on campus
 - \circ $\;$ The budget doubled this year from last year for student success funding
 - o Provided a breakdown of SEP funding
 - \circ $\;$ The plan received positive feedback from the Chancellors Office $\;$
 - Presented the next course of action with the SEP

Tom- Asked to distinguish between the terminology "basic skills and developmental." Perez stated that basic skills means two levels below transfer level and developmental is right on the pathway to transfer so it would be one level below transfer.

Flor- What are the success indicators and how will they be measured? Jimenez stated the committee is using the measure 5% growth in each area.

French-Preston- Any areas that are in red- will we be voting on it with the changes that are noted in red.

Tom- moves to accept the document-Schwitkis-seconds. Vote passes.

 Discussion on whether we are approving it as the current document or with changes. Perez showed what some of the changes are that were made. Perez also provided an explanation that the plan is fluid and how it will be changing through the years according to the budget. Proposals that were approved may have received less funding but there is more money to be able to work with for additional proposals.

Perez- Recognized Jessica Sanchez- Thank you for the effort you put into our evaluation process and rewording all of the evaluations.

VII. Information- Discussion Items

• RFP for \$50,000 from CA College Textbook Affordability Program- Flor asked for faculty to commit to attend a meeting on March 2nd. The information on this has been included in the packet. This is for faculty to identify open source materials to make them cost friendly.

VIII. Events/Meetings

MOTION TO ADJOURN - Approved -2:00p.m.

SHARING THE INFORMATION

Compton College

Vision and Mission Statements

Vision:

Compton College will be the leading institution of student learning and success in higher education.

Mission:

Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton College promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion, and lifelong learning.

The Academic Senate will host its March Executive Committee meeting on March 4 -5, 2016. 12:30pm – 5:00pm Mt. San Antonio College, Founders Hall Conference Center, Located at 1100 N Grand Avenue, Walnut, California 91789.

California Great Teachers Seminar (GTS) is scheduled for July 31 – August 5, in Santa Barbara. GTS is a profoundly simple and powerful experience for learning and growth in the art of teaching. This event receives consistently high praise from attendees and sells out well in advance. Reserve your spot today.

California Great Teachers Seminar July 31 – August 5 La Casa de Maria Santa Barbara



PLANNING AND BUDGET COMMITTEE October 18, 2016 – 2:00 p.m. to 3:30 p.m. Board Room

AGENDA

Every effort will be made to start promptly at 2:00 p.m. and adjourn at 3:30 p.m. All items not covered will be carried over to the next agenda.

- I. Call to Order
- II. Review of Minutes January 26, 2016
- III. STRS/PERS Funding Schedule Felipe Lopez
- IV. PERS/STRS Presentations
 - Public Agency Retirement Systems (PARS) Maureen Toal
 - Keenan & Associates Gail Beal
- V. 2015-2018 Enrollment Management Plan Dr. Phillip Humphreys
- VI. Five Year Fiscal Management Plan Update Felipe Lopez
- VII. Adjournment



FACULTY COUNCIL Agenda Thursday, March 3, 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 February 18, 2016 Minutes

IV. REPORTS

Faculty Council:

Chairperson Vice Chairperson ECC Curriculum Committee ECC Education Policies Committee Student Learning Outcomes Student Success Committee

Paul Flor Chris Halligan Essie French-Preston Vanessa Haynes Kendahl Radcliffe Amber Gillis

V. ACTION ITEMS-UNFINISHED BUSINESS

- 1. Updated Status of Divisions on completion of SLOs for fall 2015report
- 2. Faculty Leadership Institute, the keystone of the Academic Senate's governance training.

VI. NEW BUSINESS

1.

VII. INFORMATION-DISCUSSION ITEMS

- 1. BP/AP discussed at El Camino College
- VIII. EVENTS/MEETINGS

1.

IX. FUTURE AGENDA ITEMS

ADJOURNMENT

CCCD Academic Senate and ECC-CEC Faculty Council Roster

2015-2016 (19 members)

Officers:

President/Chairperson Past President/Past Chairperson President-Elect/Chairperson-Elect Vice President/Vice Chairperson Secretary/Secretary Curriculum/Curriculum Representative Adjunct Representative Board Representative

Members:

Career and Technical Education (2)

Annaruth Garcia (16-17) Phillip Yaghmai (17-18)

Health and Human Services (2) Shirley Thomas (15-16) Pamella West (16-17)

Humanities (2)

Chris Halligan (17-18), Vice President/Vice Chairperson Nikki Williams (16-17) Secretary/Secretary

Social Sciences and Fine Arts (2) Kendhal Radcliff (17-18) Mandeda Uch (16-17)

Mathematics (2)

Abigail Tatlilioglu (16-17) Jose Villalobos (15-16)

Science (2)

Kent Schwitkis (15-16) Eyob Wallano (16-17)

Library and Learning Resource Unit (1) Andree Valdry (17-18)

Counseling (2) Essie French Preston (17-18), Curriculum/*Curriculum* Representative Holly Schumacher (15-16) Michael Odanaka, Past President/*Past Chairperson*

At-Large (2)

Jerome Evans (17-18), Board Representative Tom Norton (15-16)

Adjunct Representatives (2) Mahbub Khan (15-16) Marcelo Cabral (17-18), *Adjunct Rep*resentative

Paul M. Flor (15-16) Michael Odanaka Paul M. Flor Chris Halligan (16-17) Nikki Williams (16-17) Essie French-Preston (16-17) Marcelo Cabral (16-17) Jerome Evans (16-17)



FACULTY COUNCIL MEETING Thursday, February 18, 2016 2:00 p.m. Board Room Minutes

ATTENDANCE

Essie French-Preston Jerome Evans Andree Valdry Shirley Thomas Thomas Norton Nikki Williams Paul Flor Kent Schwitkis Christopher Halligan Annaruth Garcia Mahbub Khan Vanessa Haynes Holly Schumacher Jose Villalobos Ruth Roach Amber Gillis Valerie Woodward Shemiran Lazar David McPatchell Philip Yaghami Katherine Marsh Fazal Aasi Axa Maradiaga Aurora Cortez-Perez

- **I.** Call to Order 2:00 p.m.
- II. Agenda Halligan/Evans- Approved
- III. Minutes Halligan/Schwitkis- Approved

IV. Reports:

Chairperson – Paul Flor reporting.

- Unleashing Student Achievement Presentation- This will be held at El Camino College in the Distance Ed Conference Center.
- **Faulty Development Committee-** On the ECC campus meets regularly and we are encouraged to attend. Valdry is our representative. They are getting feedback from the faculty that they would like more information on campus safety.

Vice Chairperson- Chris Halligan

- Met the new ECC President and she is very interested in our accreditation.
- We need to get all of our consultative minutes online for our accreditation.
- Gave an update on the surveys that he has been working on.

ECC Curriculum Committee- Essie French-Preston reporting.

• More faculty need to attend the meetings not just at the college level but at the division level. We need to find a group that is interested in serving on the committee for our campus.

Student Learning Outcomes- Kendahl Radcliffe reporting.

• Not present but we will get an update through email.

V. Action Item/Unfinished Business

• Graduation petition was extended until tomorrow- February 19, 2016.

VI. New Business

- •
- VII. Information- Discussion Items
 - •
- VIII. Events/Meeting

ADJOURNED - Halligan/Norton 2:12 p.m.

ASCCC Events and Meetings 2015-2016

2016 Academic Academy, March 17 - 19, 2016 @ Sheraton Sacramento

Equity and diversity are primary values of the community college system. The 2015 Academic Academy focused on the Student Success and Support Program and Student Equity Plans. This year's institute will again explore issues of equity and diversity, this time including not only further development of student equity plans and programs but also on broader issues such as faculty hiring and professional development.

2016 Spring Plenary Session, April 20 - 23, 2016 @ Sacramento Convention Center

This year, the Academic Senate will collaborate with other constituents in hosting the Spring Plenary Session. Today's current higher education environment will require a close collaboration with all college constituents to address issues of common concern.

2016 Career Technical Education Institute, May 6 - 7, 2016 @ DoubleTree Hilton Anaheim/Orange

This year will bring an intense focus on career and technical education at the federal, state, and local level. This event will provide CTE faculty with the opportunity to engage in key policy conversations through their interaction with representatives of the task force, by learning about the implications of policy decisions on local programs and courses, and in participating in breakout sessions to better understand the college processes including topics on leadership, curriculum design, course repetition, and effective program advocacy.

2016 Faculty Leadership Institute, June 9 - 11, 2016 @ Mission Inn - Riverside

The Faculty Leadership Institute is the cornerstone of the Academic Senate's governance training. Created to assist new senate leaders navigate the complexity of local governance as well as become versed in state issues, the Faculty Leadership Institute brings seasoned leaders together to share tips and tools for new leaders to successfully lead their senate and influence their college policies. New and experienced leadership are encourage to join to learn about basic college governance and upcoming state issues.

2016 Curriculum Institute, July 7 - 9, 2016 @ DoubleTree Hilton Anaheim

The Curriculum Institute is designed to bring together administrators, faculty, and classified staff working on curriculum to provide a platform for interactive learning by all attendees. Informational presentations, direct training and guidance, and interaction with Chancellor's Office staff make this Institute the most popular of the Academic Senate events. Attendees receive updates on important current curriculum topic and to learn ways to improve and develop local curriculum processes.

A Request for Funding Proposal (RFP) is now available for **\$50,000 from CA College Textbook Affordability Program** and attend a March 2, Conference to Help Prepare Proposals.

Go to www.cool4ed.org and you will see the four recommended steps to submit your proposal.

DUE DATE: June 30, 2016: BUT WE CAN'T WAIT TO THE LAST MINUTE TO DEVELOP YOUR PROPOSAL!!!

Our campus academic senate must:

- 1. Adopt a resolution that states its support to increase student access to high-quality OER and reduce the cost of textbooks and supplies for students.
- 2. In collaboration with students and campus administration, create, approve, and submit a plan that describes evidence of the faculty's commitment and readiness to effectively use grant funds to support faculty adoption of OER.

HOW CAN YOU GET HELP IN ACQUIRING THE FUNDING?

A professional conference addressing the funding opportunity will take place on March 2, 2016 at the LAX Crowne Plaza. The full day of presentations and workshops will be focused on supporting the California Community Colleges and the CSU learning about AB 798 and preparing their academic senate resolutions and proposals for funding.

Learn about the conference:

http://onlinelearningconsortium.org/attend/collaborate/losangeles-2016/

WHO SHOULD ATTEND?

Every campus is free to choose members from their community and a team of 3 people per campus is suggested (more are welcome). We suggest people from the following categories:

- Academic Senator
- ALS Coordinator
- Faculty Developer
- Librarian
- Instructional Designers
- Faculty
- Academic Technology Managers

REGISTRATION:

Grant support from the William and Flora Hewlett Foundation and the Bill and Melinda Gates Foundation is funding a large number of registration fees for the California Community Colleges. Contact cool4ed@cdl.edu for the conference registration code.

COOL4Ed will be conducting webinars during Spring 2016 to provide easy access to resources and expertise that can help you submit a successful proposal.

If you have questions about this program, please email **cool4ed@cdl.edu**. Thank you for your attention and participation in leading your campus on this important initiative.

This information is provided by the Vice Chancellor, Educational Services, California Community Colleges Chancellor's Office, 1102 Q Street, Suite 4550, Sacramento, CA 95811-6539

EL CAMINO COLLEGE Office of the President Minutes of the College Council Meeting – February 17, 2016

College Council Purpose Statement: To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Chris Jeffries, Ann Garten, Irene Graff, Chris Halligan, Jo Ann Higdon, Susan Pickens, Susana Prieto, Luukia Smith. Alternate Present: Bill Mulrooney Guest Present: David Mc Patchell.

- 1. Minutes February 8, 2016 minutes were approved as amended.
- 2. February 17, 2016 Board Agenda Review a) Page AS 4, 5 Game Train Learning contract Bill will report back to College Council what services are provided in this contract.
 - b) Page AS 5, D.2 Rachel Brian Personal Service Agreement Bill will report back to College Council what services will be provided with this agreement.
 - c) Page AS 6, F The Purchase Orders printed were from the previous month. The agenda has been updated with the correct Purchase Order listing.
 - d) Page AS 9, PO # 901932 The College Board Jo Ann will report back to College Council what services are performed by this company.
 - e) Page E 4, G A settlement agreement has been reached with Taisei. The arbitration resolution with Taisei was minimal and paid from the contingency fund for the project

EL CAMINO COLLEGE Office of the President Minutes of the College Council Meeting – February 22, 2016

College Council Purpose Statement: To facilitate communication and serve as a forum to exchange information that affects the college community.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Ann Garten, Jo Ann Higdon, Chris Jeffries, Irene Graff, President Maloney, Jeanie Nishime, Susan Pickens, Susana Prieto, Jean Shankweiler, Luukia Smith. Alternate Present: David Mc Patchell.

- 1. Minutes February 17, 2016 minutes were approved as amended.
- 2. BP 3900 (Speech, Time, Place, and Manner) Revised policy was reviewed and no additional changes were recommended.
- 3. AP 3900 (Speech, Time, Place, and Manner) New procedure was reviewed. The following changes were recommended:
- a) Paragraph # 2, sentence #1: Number the areas as # 1 and # 2. Change the cut off area of area # 1 to "Sidewalk at Canary Pines."
- b) A dated map of areas will be included in the procedure.
- c) Paragraph # 8 will be deleted.

Revisions to AP 3900 will be brought back to College Council next week for final review.

- 4. BP 5050 (Matriculation Student Success and Support Program) Revised policy was reviewed and no additional changes were recommended. It was noted that this policy will replace BP 5506 (El Camino College Student Rights and Responsibilities). After further discussion it was decided that College Council will review BP 5506 to ensure all items in the policy are covered in another policy before it is eliminated.
- 5. AP 5050 (Student Success and Support Program) New procedure was reviewed and approved with the addition of a comma in #2.f : "Follow-up services and required counseling or advisement for students who are enrolled in remedial courses who have not declared an educational objective as required, or who are on academic probation."
- 6. Policies and Procedures Inventory/Status Report was reviewed. This report will be expanded to include the following information:
- a) A listing of ECC P&P's which have a CCLC template. The College Council will review the list of ECC policies which do not have a corresponding CCLC template, and discuss the continued need for these policies.
- b) A listing of P&P's that CCLC states are legally required.
- c) A listing of P&P's that CCLC states are legally advised.

EL CAMINO COLLEGE Office of the President College Council Meeting

Agenda February 29, 2016

- 1. Minutes February 22, 2016
- 2. AP 3900 (Speech, Time, Place, and Manner) Jeanie
- 3. BP 5050 (Student Success and Support Program) and BP 5506 (El Camino College Student Rights and Responsibilities) Jeanie
- 4. Policies and Procedures CCLC Template (Comparison) Listing
- 5. College Council Orientation Document final review

2015-16 College Council Goals

- 1. Update and Review Board Policies and Administrative Procedures.
- 2. Have all Consultation Committees revise and post minutes, agendas, purpose and goals to their specific Committee webpage, and have a link to these pages from a central Administrative page.
- 3. Review and endorse the Master Plan.
- 4. Support initiatives of the CEC to train staff/faculty/committees in preparation for accreditation through quarterly reports and discussion.
- 5. Develop plans and procedures to orient new members to consultation committee.

Administrative Procedure 3530

Weapons On Campus

- Firearms, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on all District grounds, except as authorized by law.
- Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the Chief of Campus Police before taking place.
- Any person who believes that he or she may properly possess a firearm or other weapon on District grounds must promptly notify the Chief of Campus Police. Duly appointed peace officers, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, who are authorized by law and their respective Department Policies to carry concealed firearms are exempt from the requirements of this paragraph.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon the grounds of the District is strictly prohibited, unless the person is authorized to possess such a weapon in the course of his or her District employment, has been permitted by an authorized District employee to have such, or is a duly appointed peace officer who is engaged in the performance of his or her duties.

References:

Penal Code, Sections 626.9, 626.10, and 830 et seq.

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

References:

Penal Code Section 626.9, 626.10 and 830 et seq.