



Academic Senate Agenda

President: Amber Gillis

Secretary: Nikki Williams

Date: October 18, 2018

Time: 1:00-2:30pm

Location: Boardroom

Vision

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

Mission Statement

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.

Accreditation Standards

This division meeting aligns to the following:

- 1.B.1. The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.
- 2.A.16. The institution regularly evaluates and improves the quality and currency of all instructional programs offered in the name of the institution, including collegiate, pre-collegiate, career-technical, and continuing and community education courses and programs, regardless of delivery mode or location. The institution systematically strives to improve programs and courses to enhance learning outcomes and achievement for students.

Attendees

<input type="checkbox"/> E. French Preston	<input type="checkbox"/> H. Estrada	<input type="checkbox"/> S. Thomas
<input type="checkbox"/> J. Evans	<input type="checkbox"/> H. Pham	<input type="checkbox"/> D. McPatchell
<input type="checkbox"/> A. Gillis	<input type="checkbox"/> J. Villalobos	<input type="checkbox"/> R. Ekimyan
<input type="checkbox"/> J. Mills	<input type="checkbox"/> K. Schwitkis	<input type="checkbox"/> A. Cortez-Perez
<input type="checkbox"/> M. Khan	<input type="checkbox"/> R. Sidhu	<input type="checkbox"/> M. Moldoveanu
<input type="checkbox"/> B. Kooiman	<input type="checkbox"/> A. Valdry	<input type="checkbox"/> S. Atkinson-Alston
<input type="checkbox"/> V. Haynes	<input type="checkbox"/> M. Roemun	
<input type="checkbox"/> P. Richardson	<input type="checkbox"/> H. Schumacher	
<input type="checkbox"/> N. Williams	<input type="checkbox"/> P. Flor	

Agenda Items

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

October 4, 2018 Minutes

IV. REPORTS

Senate:

President – Amber Gillis

Vice President – Jesse Mills

Board Representative and External Liaison – Jerome Evans

Guests/Standing Reports:

FACCC Conference/Meeting – Christopher Halligan

Academic Affairs – Stephanie Atkinson-Alston

Honors Program – Essie French Preston

Guided Pathways – Vanessa Haynes

V. ACTION ITEMS-UNFINISHED BUSINESS

1. 2018-2019 Academic Senate Goals
2. BP5010 – Admissions and Concurrent Enrollment – Second Reading

VI. NEW BUSINESS

1. First Read: Revised Curriculum Handout (Roza Ekyiman)
2. Faculty Event Planning Checklist
3. First Read: BP5052 – Open Enrollment
4. First Read: BP5055 – Enrollment Priorities
5. First Read: BP5410 – Associated Student Body Elections
6. First Read: BP5420 – Associated Student Body Finance
7. First Read: BP5500 – Standards of Student Conduct

VII. INFORMATION-DISCUSSION ITEMS

1. Upcoming Administrative Regulations for November 1st

VIII. Events/Meetings/Announcements

1. Academic Senate Fall Plenary – November 1-3, 2018 (Irvine)
2. Chancellor Eloy Oakley Listening Tour – November 1, 2018
3. Compton College Planning Summit – November 2, 2018 9am-1pm
4. Curriculum Daze – November 9, 2018 9-12pm (Staff Lounge)
5. Taste of Thanksgiving – Thursday, November 13, 2018 12-2pm
6. Holiday Celebration – Christine Aldrich looking for faculty volunteers

IX. FUTURE AGENDA ITEMS

1. Academic Senate Mace
2. Academic Senate By-Laws Updates/Revisions
3. Diversifying Faculty Representation on Campus-Wide Committees

X. ADJOURNMENT

**The Next Scheduled Meeting: November 1, 2018
1:00pm / Boardroom**



**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 (1st & 3rd Thursday)

FALL 2018

August 30	Board Room
September 6	Board Room
September 20	Board Room
October 4	Board Room
October 18	Board Room
November 1	Board Room
November 15*	Board Room
December 6	Board Room

SPRING 2019

February 21	Board Room
March 7	Board Room
March 21	Board Room
April 4	Board Room
April 18	Board Room
May 2	Board Room
May 16	Board Room
June 6	Board Room

*Adjusted for the holiday

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

FALL 2018

September 4	Dist. Ed. room 166
September 18	Dist. Ed. room 166
October 2	Dist. Ed. room 166
October 16	Dist. Ed. room 166
November 6	Dist. Ed. room 166
November 20	Dist. Ed. room 166
December 4	Dist. Ed. Room 166
December 11 (Tentative)	Dist. Ed. room 166

SPRING 2019

February 19	Dist. Ed. room 166
March 5	Dist. Ed. room 166
March 19	Dist. Ed. room 166
April 2	Dist. Ed. room 166
April 16	Dist. Ed. room 166
May 7	Dist. Ed. room 166
May 21	Dist. Ed. Room 166
June 4 (Tentative)	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.

CCCD Academic Senate Roster

2018-2019 (19 members)

Officers:

President/ <i>Chairperson</i>	Amber Gillis (18-21)
Past President/ <i>Past Chairperson</i>	Paul M. Flor (18-19)
President-Elect/ <i>Chairperson-Elect</i>	
Vice President/ <i>Vice Chairperson</i>	Jesse Mills (18-19)
Secretary/ <i>Secretary</i>	Nikki Williams (18-19)
Curriculum/ <i>Curriculum Representative</i>	Roza Ekyiman (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 (20-21)

Health and Human Services (2)

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

Humanities (2)

Minodora Moldoveanu (20-21)
Nikki Williams (19-20) *Secretary/Secretary*

Social Sciences and Fine Arts (2)

Jesse Mills (20-21)
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 (20-21)

Counseling (2)

Holly Schumacher (20-21)
Vanessa Haynes (18-19)
Paul M. Flor, *Past President/Past Chairperson*

At-Large (2)

Jerome Evans (20-21)
Amber Gillis (18-19)

Adjunct Representatives (2)

Mahbub Khan (18-19), *Adjunct Representative*
(20-21)



ACADEMIC SENATE MINUTES

Thursday, October 4th, 2018 1:00 p.m. Board Room

Attendance

Senators

Jerome Evans
Paul Flor
Amber Gillis
Hoa Pham
Vanessa Haynes
Mahbub Khan
Jesse Mills
Minodora Moldoveanu
Kent Schwitkis
Holly Schumacher
Rajinder Sidhu
Shirley Thomas
Andree Valdry
Nikki Williams
Stephanie Atkinson-Alston

Visitors

- I. **CALL TO ORDER** – Amber Gillis 1:09 p.m.
- II. **APPROVAL OF AGENDA** –Approved- J. Evans/K. Schwitkis
- III. **APPROVAL OF MINUTES** –Approved- K. Schwitkis/ J. Mills

IV. **REPORTS**

President's Report- Amber Gillis reporting.

- High School Partnership Meeting- They discussed the Early College program and the different classes that students are taking as well as some of the problems that we have encountered. Many students are not following their educational plan. Students are dropping their courses and they are hanging out on campus. We need to make sure that we are keeping our rosters clean and accurate. There are communication problems with the early college high schools and our representatives and this is something that R. Bell is also looking at and making sure that K. Curry is aware of this. V. Haynes is the counselor for the early college students so we can reach out to her in case there are specific issues with these students. Compton Unified School District wants to talk to Senate about the textbooks and keeping the same text books for several years. Lynwood's meeting was very interesting. They have 9 CTE pathways. The biggest takeaway is that they really want to increase access to classes starting in

9th grade. They would like to partner with us on this and not with East Los Angeles College.

- Thank you for those that went to the tenure reception. It was nice. A couple of faculty were not able to make it, but we made sure that they were able to enjoy the food. We already have a date set for next year. We want to make sure that we increase participation next year. This is not about administration and we want to celebrate our fellow faculty. V. Haynes asked about the regalia that was given and it was explained that it is a gift for the tenured faculty.
- Updated on the opening of the health center. November 15, 2018 is the tentative opening pending board approval. They are starting by opening 32 hours a week and will eventually move to 40 hours. There are some other things that are being worked out such as mental health services in Spanish.
- Linda Owens gave Consultative Council an update on construction. With the dismantling of the buildings, critters will come out. Western Extermination comes out every Friday to treat. If you have a problem in your class or office, please email L. Owens immediately and maintenance has stated that they will take care of the problem immediately. Please close doors in the classrooms when you are leaving and encourage students to use the trash receptacles outside.
- Gear Up Grant- This is a 7 year grant for about \$5.5 million and involves UCI, Compton Unified, and Compton College. This is for junior high students to help reduce dropout rates. They will be following a cohort of about 1,000 students. We applied for a second grant for about \$4million that will be in partnership with California State University Dominguez Hills. It is not quite clear what the grant money is specifically to be used for.

Vice President- Jesse Mills reporting.

- College Council at ECC- Discussion about the recommendation to their board about discontinuing a program. It is important to take a look at how they are making this recommendation. They have been collecting data for 10 years. They do not have the space nor the resources to be able to develop the program. They realized that there are other surrounding schools that can provide these services better. One of the interesting aspects was that there are students that are enrolled in the program and the question is what to do with these students and how they are going to work to help with making sure that these students have another path to complete the program. It was nice to see that this was a data driven consultation. They did not make the decision lightly. It is good to use this as a model for when we are thinking about discontinuing a program.

Board Representative – Jerome Evans reporting.

- Consultative Council- A memo was presented and included in the packet. Every 3 sessions, L. Owens comes with an update. Owens stated that when instructional building 2 goes up, there will be problems with noise. If you are in the row buildings when they are coming down, there will be tremors.

- Latino Heritage Month- An informational sheet was distributed for the book fair. The colored brochure that was passed out is for all of the events that will take place this month.

Education Task Force: Dr. Stephanie Atkinson-Alston reporting.

- This task force does not make recommendations for discontinuance of programs. They only make recommendations on staffing, resources, and scheduling. Video, film, music, and dance were looked at in the 17-18 cycle (music was recommended to continue on). The task force will be working with English faculty to help develop film and video.
- Students are concerned that faculty members are missing their classes. It is only the 6th week and we need to make sure that we are not missing classes. Another aspect is we are awarding grades according to how many class periods that faculty are holding. We need to make sure that students are getting all of the information because we could get fined.
- Discussed the AR that refers to concurrent enrollment and shared verbiage that can be used to take classes here. There is a process already in place and as long as the students are enrolled in a pathway then they should be able to enroll.

V. ACTION ITEMS-UNFINISHED BUSINESS

- Administrative Procedure from the last meeting- Discussion followed about the wording “may be selected from another local, accredited college.” How do we feel about including wording that allows people from other colleges? Further discussion. K. Schwitkis/ J. Mills motion to approve the three AP. Vote taken and the motion carries.
- All of our courses have been approved through their process. The Banner system will not allow some of the course numbers to be completely placed in. There will now be a notation included since Banner has a character limit and does not allow for all of the information to be included.

VI. NEW BUSINESS

- B. Smith discussed the Author’s at Compton event with author Jimmy Santiago Baca. He will be speaking in the Little Theater on October 11, 2018.
- Jimmy Santiago Baca would like to do a separate discussion with FIST students and B. Smith is appealing to professor’s to allow some of the students to miss their morning class. He is an excellent speaker and is really funny. A. Gillis will send the flyer out.
- Lauren Sosenco discussed Institutional Set Standards and Goals. This is a study by the Bill Gates foundation to study community college completion. We are using this framework because it is student centered. This will help us bring some clarity to some of our planning processes. She has mapped some of our institutional goals and standards. What she would like is to get a vote on this. These are pretty mild and moderate knowing the transitions that we will be going through over the next year. We set very conservative goals and this is something that can be revisited at the planning summit in November. We will

be using our scorecard to look at what we will be planning for the future. P. Flor brought up discussion about having thresholds on the front end since this is something that we can control rather than at the back end when there is not very much that we can do at that point. If these standards are something that we are interested in having, then this is something that we can certainly visit this year. We do really need to work on entry and progress in order to be able to make a change. L. Sosenco would like our endorsement on this. H. Pham/J. Evans motion to accept or adopt the Institutional Set Standards and Goals. Vote taken and the motion carries with one abstention, S. Thomas.

- A. Gillis handed out the goals sheet. H. Pham asked about including information directly into the goal about what AB 705 is. Will now include the titles of AB 705 and AB 208. Discussion followed about each of the goals. We will continue with the goals at our next meeting.

VII. Information- Discussion Items
VIII. Events/Meetings

MOTION TO ADJOURN – Approved – 2:32 p.m.

Compton College Academic Senate
Tentative Goals 2018-2019
Revised October 4, 2018

1. Establish a diverse representation on all campus committees.
2. Support the implementation of *AB705: Seymour-Campbell Student Success Act of 2012* for math and English.
3. Establish an orientation for Academic Senate senators.
4. Increase communication between Senators and their constituents.
5. Increase faculty attendance and involvement at Academic Senate meetings.
6. Assist in the growth of faculty professional development activities on campus.
7. Support and assist in the structure and implementation of *AB288: Public schools: College and Career Access Pathways* Partnership Agreements with local high schools.
8. Increase transparency and communication between faculty and administration.



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

BP 5010 Admissions and Concurrent Enrollment

Issued: September 11, 2018
Revised:

Reference:

Education Code Section 76000, 76001, 76002, 48800, 48800.5, Labor Code Section 3077

It is the policy of the El Camino Community College District that the College shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

I. General Admission

Any person over the age of 18 or possessing a high school diploma, or who has passed the California High School Proficiency Test, or has a GED, or has a Certificate of Completion from a High School or other nation shall be admitted.

II. K-12 Concurrent Enrollment (Also refer to AR 5011)

A. Limitation of K-12 Concurrent Enrollment by Grade Level

- a. Any student whose class level is equal to grades 11 or 12 is eligible to attend as a special part-time or full-time student for advanced scholastic or vocational courses provided they are not prohibited to attend by federal or state law.

B. Admission of K-10 Students

- a. A student in K-10 may be admitted for attendance under very limited circumstances as identified by the District.

C. Admissions Procedures

- a. The President/Chief Executive Officer shall establish procedures regarding ability to benefit and admission of high school and younger students.

D. Denial of Special Full-time or Part-time Enrollment

- a. The denial of special full-time or part-time enrollment and the appeal process shall be identified in the District's procedures.

III. Claims for State Apportionment for Enrollment of Special Admission Students

- A. Claims for state apportionment submitted by the District based on enrollment of high school students, shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

Compton College Event Planning Checklist

- Create Planning Committee**
- Decide event purpose/theme**
- Select date and time (submit request to Stella Luna to reserve space)**
- Submit Event Participation Request if President/CEO Curry is invited:**
http://www.compton.edu/adminandoperations/presidentceo/docs/event-participation-request-form_Compton-College.pdf
- Create budget**
 - Get cost estimates from vendors
 - Enter requisition and gain approval from your budget manager
 - Request a copy of Purchase Order (PO #) from Business Office to give vendor **BEFORE** placing order
 - If your event requires vendor pre-payment, complete the Request for Pre-payment form
 - Submit final invoice of received goods to Purchasing in the Business Office after event
- Complete Application/Permit for Use of Facility Agreement**
 - You must include event layout/diagram with facility agreement for set-up
 - 3-4 days before event contact Reuben James & Stella Luna (sluna@compton.edu) to complete a walk-thru
- Advertise event**
 - Create or update flyer and include event location and link to campus map
 - Is the event open to the public? Compton College students only? Or by invitation only?
 - Do guests need to RSVP? If so, how? Online, in-person...
 - Is parking free or do guests need to purchase \$3 parking permit?
 - Submit flyer for approval from Heather Parnock hparnock@compton.edu x2968 at least TWO weeks in advance
 - Only advertise flyer once it has been approved
 - Submit event to Online Calendar of Events: <http://www.compton.edu/events/>
 - For signage throughout campus contact Reuben James, rjames@compton.edu, x2110
 - Email Lt. Box, rbox@compton.edu for parking passes and lot reservation for larger events
- Complete Food Concession approval form**
- To hire speakers, presenters or entertainers:**
 - Notify your manager or VP to gain approval

- Once approved, have presenter complete the Personal Service Agreement (for non-employees, shall not exceed \$15,000); otherwise complete a Consulting Service Agreement (above \$15,000)
- Create Requisition
- Complete Board Agenda Request/Information Sheet with PSA/Consultant Contract (3 copies)
- Have Non-Employee Vendor complete the following documents (return to Budget Manager)
 - 590 Form
 - Independent Contractor or Employee District Checklist and Guidelines form
 - W-9 form
 - Affirmative Action Form
 - Sign PSA or Consulting Service Agreement

Request A/V Support if needed

Day of event

- Check Venue Set-up
- Have your sign-in sheets ready
- Provide vendor with payment if pre-payment form was submitted
- Evaluation Form



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

BP 5052 Open Enrollment

**Issued: September 11, 2018
Revised:**

Reference:

Title 5 Section 51006

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in the statute or regulation.

The President/Chief Executive Officer shall assure that this policy is published in the catalogs and schedules of classes.



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

BP 5055 Enrollment Priorities

**Issued: September 11, 2018
Revised:**

Reference:

Title 5 Sections 51006, 58106, 58108

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations.

The President/Chief Executive Officer is responsible for establishing procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.



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

BP 5410 Associated Student Elections

**Issued: September 11, 2018
Revised:**

Reference:

Education Code Section 76061; Compton College Associated Student Body Constitution

The Associated Student Body (ASB) shall conduct annual elections to elect officers. The President shall assure that the elections are conducted in accordance with procedures established by the Associated Student Body and Student Development Office.

Any student elected as an officer in the Associated Student Body shall meet all of the following requirements:

1. The student shall be enrolled in a minimum of six (6) semester units at the College at the time of election and throughout his/her term of office with the exception of winter/summer sessions.
2. The student shall maintain a minimum cumulative and minimum semester grade point average (GPA) of 2.0 each term at the College at the time of election and throughout his/her term of office.
3. Any other requirements established by the Associated Student Body Constitution.



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

BP 5420 Associated Student Body Finance

**Issued: September 11, 2018
Revised:**

Reference:

Education Code Section 76063-76065; Compton College Associated Student Body Constitution

The Associated Student Body (ASB) funds shall be deposited and disbursed by the President or designee.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

The funds shall be expended according to procedures established by the Associated Student Body, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

1. The President or designee;
2. The officer or employee of the College who is designated adviser of the Associated Student Body; and
3. A representative of the Associated Student Body.

The funds of the Associated Student Body shall be subject to an annual audit.



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

BP 5500 Standards of Student Conduct

**Issued: September 11, 2018
Revised:**

Reference:

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

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

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

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

Compton College is dedicated to maintaining an optimal learning environment and insists upon academic honesty and adherence to standards of student conduct. To uphold the academic integrity, all members of the academic community shall assume responsibility for providing an educational environment of the highest standard characterized by academic honesty. It is the responsibility of all members of the academic community to encourage learning, promote honesty, and act with fairness. Student conduct at Compton College must conform to federal and state laws and District policies and procedures. Compton College personnel are dedicated to maintaining a positive learning environment. Optimal standards of conduct are essential to the maintenance of a quality college environment.

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

See Administrative Procedure 5500 Standards of Student Conduct.