

El Camino College

Collegial Consultation Chair Report 2015-2017



Making Decisions at El Camino College is a college-developed document that describes constituent roles, outlines the planning process, and guides effective collegial consultation and decision-making at ECC. Included in the document are annual activities that contribute to effective and inclusive committee functioning, which are:

1. Provide an orientation for members,
2. Review the committee’s purpose statement, purview and goals,
3. Conduct a self-evaluation to determine committee effectiveness, and
4. Review the *Making Decisions at El Camino College* document (MD).

Over the past year, the College evaluated participation in these activities by way of a Collegial Consultation Chair survey/report. Although many of these practices may apply to any college committee, only the six official collegial consultation committees were asked to complete a report:

- Academic Senate
- Calendar
- College Council
- ECC Technology
- Facilities Steering
- Planning & Budgeting

For this initial evaluation, committee chairs could report activities from either 2015-16 or 2016-17 to allow time to integrate these activities into committee practice. Information in this report may reference 2015-16, 2016-17, or both.

Table 1: Chair Reported Activity in 2015-16 or 2016-17

Committee	Orientation	Purpose	Set Goals	Evaluation	MD Review
Academic Senate	Yes	Yes	Yes	Yes	Yes
Calendar	No	Yes	No	No	No
College Council	Yes	Yes	Yes	Yes	Yes*
ECC Technology	**	Yes	Yes*	Yes*	**
Facilities Steering	Yes*	Yes	Yes*	Yes	Yes*
Planning & Budgeting	Yes*	Yes*	Yes*	Yes*	Yes*

*Completed in 2016-17

**While no comprehensive orientation or MD review was held, the committee reviewed its “roles and responsibilities” as outlined in the new Technology Master Plan.

Notes by Committee

- **Academic Senate** reported activity from 2015-16. The Senate participated in an orientation and set goals early in 2016-17, continuing the practice from the previous year.
<http://www.elcamino.edu/academics/academicssenate/agenda.asp>
- **Calendar Committee** reported activity from 2015-16. The Calendar Committee typically sets a two-year calendar so meetings tend to be on a biannual basis. The only charge is to recommend the school year calendar to the President so goals are not established.
<http://www.elcamino.edu/administration/campus-committees/calendar-committee/index.asp>
- **College Council** reported most activities in 2015-16, with the MD review occurring in 2016-17.
<http://www.elcamino.edu/administration/campus-committees/college-council/index.asp>
- **ECC Technology Committee** reported most activities in 2016-17. Some orientation and MD review occurred through a review of the committee’s “roles and responsibilities” detailed in the Technology Master Plan 2017.
- **Facilities Steering Committee** reported most activities in 2016-17.
<http://www.elcamino.edu/administration/campus-committees/facilities-steering-committee/index.asp>
- **Planning & Budgeting Committee** reported activities from 2016-17.
<http://www.elcamino.edu/administration/president/psc/index.asp>

Strategic Initiative C (Collaboration)

Strategic Initiative C (Collaboration), from the College’s Strategic Plan 2015-2020, is to:

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

An objective of the Strategic Plan is to “add this initiative to the purpose statement of each collegial consultation committee.” Committees could take this action via the committee webpage or on each agenda alongside the purpose statement. The following committees have included Strategic Initiative C (Collaboration) in their webpage and/or meeting agendas, resulting in full compliance with the objective.

Committee	Webpage	Agenda
Academic Senate	Yes	Yes
Calendar	Yes	
College Council	Yes	Yes
ECC Technology		Yes
Facilities Steering	Yes	Yes
Planning & Budgeting	Yes	Yes