



Academic Senate Agenda

President: Amber Gillis

Secretary: Nikki Williams

Date: October 4, 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

___ E. French Preston

___ H. Estrada

___ S. Thomas

___ J. Evans

___ H. Pham

___ D. McPatchell

___ A. Gillis

___ J. Villalobos

___ R. Ekimyan

___ J. Mills

___ K. Schwitkis

___ A. Cortez-Perez

___ M. Khan

___ R. Sidhu

___ M. Moldoveanu

___ B. Kooiman

___ A. Valdry

___ S. Atkinson-Alston

___ V. Haynes

___ M. Roeun

___ P. Richardson

___ H. Schumacher

___ N. Williams

___ P. Flor

Agenda Items

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

September 20, 2018 Minutes

IV. REPORTS

Senate:

President – Amber Gillis

Vice President – Jesse Mills

Board Representative and External Liaison – Jerome Evans

Guests/Standing Reports:

Educational Task Force – Stephanie Atkinson-Alston

Academic Affairs – Stephanie Atkinson-Alston

Accreditation – Amber Gillis

Guided Pathways – Vanessa Haynes

V. ACTION ITEMS-UNFINISHED BUSINESS

1. Third Reading of Board Policies/Administrative Procedures
 - a. AP4050 – Articulation
 - b. AP 4235 – Credit by Examination
 - c. AP4236 – Credit for Military Service

VI. NEW BUSINESS

1. Institutional-Set Standards Presentation – Lauren Sosenko, Institutional Research
2. 2018 – 2019 Academic Senate Goals
3. BP5010 – Admissions and Concurrent Enrollment

VII. Events/Meetings

1. Latino Heritage Month Book Fair, October 9-10th, 2018
2. ASCCC Area C Meeting – Saturday, October 13th, 2018 9am-3pm
3. Academic Senate Fall Plenary – November 1-3, 2018 (Irvine)

VIII. FUTURE AGENDA ITEMS

1. Academic Senate Mace Presentation/Update
2. Academic Senate By-Laws Updates/Revisions

IX. ADJOURNMENT

**The Next Scheduled Meeting
October 18, 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, September 20th, 2018 1:00 p.m. Board Room

Attendance

Senators

Harvey Estrada
Jerome Evans
Roza Ekimyan
Paul Flor
Amber Gillis
Hoa Pham
Vanessa Haynes
Mahbub Khan
Brent Kooiman
Jesse Mills
Minodora Moldoveanu
Kent Schwitkis
Pamela Richardson
Holly Schumacher
Rajinder Sidhu
Shirley Thomas
Andree Valdry
Nikki Williams

Visitors

Christopher Halligan
Carlos Maruri
Aaron Dowell
Rashid Yahye
Valerie Woodward
Vanessa Madrid
Judy Crozier

I. CALL TO ORDER – Amber Gillis 1:05 p.m.

II. APPROVAL OF AGENDA –Approved with amendment (action items include reading of Curriculum Major and Degrees List) J. Evans/K. Schwitkis

III. APPROVAL OF MINUTES –Approved- K. Schwitkis/ M. Moldoveanu

IV. Resolution

- Resolution for Dr. Chelvi Subramaniam- C. Halligan read the resolution. C. Subramaniam spoke and stated that the hardest part was leaving the faculty side and going over to the administrative side. It was not easy but it was worthwhile especially since we were getting our accreditation. She is so glad that she spent her last 5 years as a dean but her heart was always in the classroom and she would like to make herself available to ensure that we stay open for the community. She urged us to keep the fight going.

V. REPORTS

President's Report- Amber Gillis reporting.

- Compton College will be hosting the Academic Senate Area C meeting- October 13th from 9-3pm. There is a link that she will send out if we would like to attend to be included in the food order. The Area C meeting looks at items such as resolutions at the state level. You can gain the

perspectives of what is going on with other colleges in the area. Thank you C. Halligan for getting the ball rolling for us to host this event.

- We have plenary coming up in November. If you would like to attend, Academic Senate will be sending 2 people and if there are more than 2 people that want to go, you can apply through Professional Development. P. Flor stated that people should go to the ASCCC website to check out the agenda so that you can see which sessions are interesting to you. The early bird application deadline is October 16. If you would like to attend, please let A. Gillis know by October 5th so that we get the early bird special price.

Vice President- Jesse Mills reporting.

- College Council at ECC- They are doing very similar things to what we are doing with Guided Pathways and Strong Work Force. They are trying to put together the meta-majors and it is nice to see that we are on the same path. They are looking at Review Snap, an administrative review process program. They have a governance evaluation review of the process going on to clarify and make changes to the process. The goal is to ensure that everyone knows what the process is.
- Program Review- By next Thursday, we will have the last of the program reviews evaluated. The 2018s are trickling in and if anyone is working on them, give them a nudge.

Board Representative – Jerome Evans reporting.

- Consultative Council- This Monday they discussed replacing Molina Healthcare with St. Johns. There was a concern about their Catholic affiliation. They were started by St. John's Episcopal Church on Figueroa in response to the Watts riots. They have 16 locations and have many more pop-up facilities through the Los Angeles area. They will charge students \$11 per term and even have dental screenings. We are in the process of vetting them. The administration has asked for satisfaction surveys from the schools that they have locations at. A. Gillis stated that the representative from St. Johns stated that they have 4 facilities here in Compton and if student needs cannot be met on campus, they can be referred out. They will also help students sign up for medi-cal. They did say that their wait times can be improved, but they can get walk in appointments in and out in 15 minutes. Full appointments can potentially get a student out in 1 hour. P. Flor asked who is currently running the health center. B. Perez stated that it is a part time nursing faculty.
- Latino Heritage Month- Some people have already donated and he is still taking donations. The Book Fair is on October 9th and 10th from 11-2 and 6-8pm. J. Evans will be coming around with his brown envelope and will have it at the next senate meeting. He will be collecting for the Latino Heritage Book Fair and thanks us for our past contributions. He is also accepting donations for books by Latino authors or about the Latino culture and these should be dropped off at Student Life.

Accreditation: Amber Gillis reporting.

- Accreditation Steering Committee meeting- It was not well attended. The next meeting is on Wednesday, November 14th. This meeting is for the accreditation standard chairs. The committee went over the Institutional Self- Evaluation Actionable Items. Dr. Curry will be putting this up on the website. This is where we reported what we will be working on over the next few years. They also discussed the status of the IEPI plan. J. Meadors spoke about this at length. Our mid-term report is not due until March 2020. This may seem far away but it will get here soon.

Guided Pathways- Vanessa Haynes reporting.

- She has been here for years and as she was counseling students there was always a question of whether a course would be offered and there is excitement in the fact that these pathways will ensure that specific courses will be offered. Anyone who is not on the committee that would like to join, please do because we need help. R. Ekimyan stated that reason why some faculty do not participate is that we have other meetings at that time. The Guided Pathways Committee meets on the 2nd and 4th Wednesday from 2-3 and people cannot meet at this time. Please send V. Haynes an email and remind her of the times to see what can be changed. There are people that are on the committee that are not able to make it to the meetings but still participate and are kept up to date with the happenings with minutes and emails. V. Haynes has submitted to have a Guided Pathways website to make sure that the minutes are posted. She will note this for the VPs to ensure that everyone has access to the minutes.

VI. ACTION ITEMS-UNFINISHED BUSINESS

- A. Gillis showed the process document for board policies and administrative procedures. This document has been around for a long time. It is called the Compton Community College District Change in Administrative Procedure or Board Policy Transmission Sheet. This is a template that we fill out. Administration would like us to look at the sheet and give any feedback. This form will be included with all BP and AP so that all areas on campus are notified. Does anyone have anything that they would like to add? If there are any changes please let A. Gillis know so that these can be brought up at Consultative Council. BP and AP are on a 3 year review cycle. AR 4050 is not normally in our area but E. Martinez has asked us to review it. A. Gillis asked about the status of the Articulation Officer and K. Curry stated that they are currently writing the job description.
- A. Gillis talked a bit about what she is waiting for with the pending AP. A. Gillis will bring this back and we will take a look at this. Did anyone have any additional comments for the AP? We have not heard back from R. Bell. We will bring this back for a 3rd reading pending those discussions.
- Academic Senate Goals. A. Gillis collected senator's goals and stated that we will review all of these together. She will be pulling all of these together and at our next meeting we will be looking at these and going through them.
- We were supposed to hear from Lauren Sosenko, but she is not here and A. Gillis will touch base with her and see what's going on.

VII. NEW BUSINESS

- VIII.** Curriculum- A. Gillis was informed that we have to approve this current document last night and this started a wave of emails asking for clarification on missing classes. She sent out another email today to try and clarify some of those questions. The paper that we are being asked to approve is the degrees and majors that we will be offering at Compton. Discussion followed about certain degrees. B. Perez stated where this list came from. Back when we were working on programs for the district we came up with a list for Compton College and these have been in existence for more than 2 years. These degrees were created on what can be completed at the school. There was a concern for film because the program was formally terminated by the district and that is why there is no degree program. That does not mean that it cannot come back but it has to go through a different process since it was removed by the district. Discussion followed. K. Schwitkis asked for point of order as to

what the discussion had to do with the vote that we are being asked to take. Further discussion followed. A. Gillis stated that we need to move on this document. Motion to approve the document Compton College Majors and Degrees. J. Mills/K. Schwitkis. The motion carries. Abstention Holly Schumacher.

IX. Information- Discussion Items

- Future discussion items- The mace.

X. Events/Meetings

- Tenure Reception- September 26th at 6pm in the Staff Lounge. More details will come out soon. The keynote speaker is Dr. Shirley Thomas.

MOTION TO ADJOURN – Approved – 2:06 p.m.

Compton College adheres to the *Handbook of California Articulation Policies and Procedures* developed by the California Intersegmental Articulation Council and the procedures established by the College Curriculum Committee for articulation.

The articulation officer establishes partnerships with four-year university faculty and staff to develop agreements to assist students with the transition from a community college to a university. The articulation process is to ensure course applicability for general transferability, general education, and major requirements for those community college courses that the university has agreed to accept as being comparable or accepted in lieu of the university courses. The articulation agreements are separated into the following categories:

- California State University (CSU) Baccalaureate List
University of California Transfer Course Agreement (TCA)
Private and Independent Agreements
- Out of State University Agreements
- General Education for Intersegmental General Education Transfer Curriculum (IGETC) and CSU General Education Breadth
- Course to Course Agreements
- Lower Division Major Preparation Agreements

The agreements are valid for a specific academic year. Any changes to the agreement, course curriculum, units, prerequisites, or substantive changes are sent to the articulation officers at the universities, University of California Office of the President, CSU Chancellor's Office, ASSIST Database, and California Community College articulation officers.

The articulation officer, along with instructional faculty and staff, facilitate the process of developing articulation agreements with local high schools and occupational centers. Articulated courses, where the faculty in the appropriate discipline have determined courses are comparable to Compton College courses, may be accepted in lieu of community college courses to satisfy requirements for a certificate or associate degree program. Compton College follows the procedures within Board Policy 4235, *Credit by Examination*, for the student to receive college credit for the course and for the credit to be denoted on the transcript.

Reference:

Title 5, Section 51022(b); Accreditation
Standard I.B.7, II.A.6.a; Education Code section
66720-66744. 3/15/10, 2/17/15

The purpose of credit by examination is to allow a student to gain credit for a specific course by demonstrating mastery of the course content, objectives, and outcomes as listed in the college catalog and on Course Outlines of Record.

Faculty who normally teach the course, in consultation with the appropriate academic dean, shall determine how courses are selected and those courses eligible for credit by examination. Courses eligible for credit by examination shall be listed in the college catalog.

Credit by examination may be obtained by one of the following methods:

- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of a score of three (3) or higher on an Advanced Placement Examination administered by the College Entrance Examination Board. Faculty in the discipline will determine the tests and scores applicable for local degree credit. The tests and scores will be published in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.

Eligibility Requirements

1. A student must have completed 12 semester units at Compton College with a minimum grade point average of 2.00 and be in good standing at the time the credit is granted. However, students enrolling in or enrolled at Compton College may be allowed to take the examination at any time, even though credit will not be granted until 12 semester units have been completed.
2. Students shall only be allowed to petition to receive credit by examination one time per course. Students may not petition for credit examination for a course in which they have previously enrolled and received a grade, unless statutorily required to renew a license or certification required by State or Federal governments.
3. Students may not petition for credit by examination for a course in which they have been enrolled after the first two weeks of a semester, except under special circumstances as determined by the faculty who normally teach the course, in consultation with the academic dean.
4. Students must petition for credit by examination no later than the middle of the term except under special circumstances as determined by faculty who normally teach the course, in consultation with the academic dean.
5. Only those courses listed in the catalog and approved for credit by examination at the time of the petition shall be available to students for such credit.
6. Credit is not available for any course that is lower in a sequence than a course for which credit has already granted, except under special circumstances determined by the faculty who normally teach the course, in consultation with the academic dean.

7. The maximum amount of credit by examination permissible shall not exceed 15 semester units, including not more than 50% of the credit required for the major subject field.

Fee Requirements

A processing fee will be charged to petition for credit by examination. The amount of the fee will be established by the Admissions Office. The amount of the fee cannot exceed the enrollment fee associated with enrollment in the course for which the student seeks credit by examination. Students involved in high school or occupational center articulated programs will be exempted from paying this fee.

Procedure for Earning Credit by Examination

Students shall complete a petition for credit by examination and submit it to the Admissions Office along with satisfactory evidence of knowledge, skills or experience. Students shall be provided with a copy of the pertinent Course Outline of Record to aid them in making the decision of whether or not to petition and attempt credit by examination.

The Admissions Office shall forward petitions, with supporting documentation, to the respective dean of the academic division concerned. The faculty who normally teach the course, in consultation with the academic dean, shall determine the eligibility of the student for such an examination. If a consensus cannot be reached between the faculty who normally teach the course and the academic dean in the respective area regarding the eligibility of the student for such an examination, an adhoc committee shall be formed to determine student eligibility. This adhoc committee shall be composed of the Vice President of Academic Affairs, one dean outside the area, and two full-time faculty members. These faculty members will be approved by the Compton College Academic Senate President and will include one full-time faculty member in the subject area and one full-time faculty member outside the subject area. In the event that there is only one full-time faculty member in the subject area, then a full-time faculty member in the subject area may be selected from another local, accredited college. This outside faculty member will be selected by the Compton College Academic Senate President and approved by the Vice President of Academic Affairs. The findings of this committee are final and are not eligible for appeal.

Approved petitions must demonstrate that the knowledge, skills, and/or experiences gained outside the regular college curriculum are compatible with the course content, objectives, and outcomes for which credit is requested.

If the petition is approved, the nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted. The faculty shall determine that the examination adequately measures mastery of the course content, objectives, and outcomes as set forth in the Course Outline of Record.

Subject matter mastery and/or skills proficiency, as stated in the objectives and outcomes of the Course Outline of Record, may be established by written examination, portfolio, skills demonstration or combination thereof. The faculty may accept an examination conducted at a location other than the community college. The examination may be offered in more than one session and/or format. The examination must measure proficiency at the level expected of students who have successfully completed the course at Compton College. The academic division

chair or dean shall notify the student of the examination arrangements.

Grading shall be according to the regular grading system used by the college, including a “pass-no pass” option if that option is ordinarily available for the course.

If credit is granted and all eligibility requirements have been met, the student’s academic record shall be clearly annotated to reflect that credit was earned by examination. The Admissions Office shall retain a copy of the petition and notify the student of the results.

Restrictions on Units Earned through Credit by Examination

Units earned by credit by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree. The maximum amount of credit by examination permissible shall not exceed 15 semester units, including not more than 50% of the credit required for the major subject field. Units earned by examination are not to be considered part of the student’s unit load. Credits acquired by examination are not applicable to meeting of such unit and requirements as Selective Service deferment and Veteran’s or Social Security benefits and shall not be considered in verifying eligibility for athletics or student government.

References:

Title 5 section 55050

The Academic Senate for California Community Colleges, “Awarding Credit Where Credit is Due,” Spring 2014.

Compton College grants credit for successful completion of United States Armed Forces courses as recommended by the American Council on Education in the *Guide to the Evaluation of Educational Experiences in the Armed Services*. Whenever possible, military credit will be used for the fulfillment of general education, major coursework, and other degree requirements.

The Nursing Program shall offer credit for military experience and course work according to the *California Registered Nurses Licensure Qualifications for Persons Serving in Medical Corps of Armed Services* established by the Board of Registered Nursing. The Nursing Program will comply with the requirements of California Senate Bill 466. Procedures for the military challenge for advanced placement into the Nursing Program shall be published in the college catalog and on the Nursing Program webpage.

Veterans may also petition to receive credit by examination for military courses, experiences, and training. The procedures by which veterans may receive credit by demonstrating mastery of course content, objectives, and outcomes through examinations established by discipline faculty are described in Administrative Procedure 4235 Credit by Examination. College Level Examination Program (CLEP) credit will be accepted when it is included on the American Council on Education transcript.

The experience of the veteran will be reviewed and any appropriate Compton College credit granted. Specifics related to the process of granting credit for military service will be published in the college catalog and posted on the Admissions and Records Office webpage. Once Compton College reviews and awards credit, it will become part of the veteran's permanent record. Credit for military service will be awarded after completion of one semester of attendance at Compton College. Students should meet with a counselor to determine whether or not the units will transfer to a four-year institution.

References:

California Senate Bill 466.

American Council on Education, *Guide to the Evaluation of Educational Experiences in the Armed Services*.

California Community Colleges Chancellor's Office, *Awarding Community College Credit for Prior Military Experience*, March 2016.

Education Code Section 66025.7



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

BP 5010 Admissions and Concurrent Enrollment

Issued: October 16, 2018

Revised:

Reference:

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

It is the policy of the Compton 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.



1111 E. Artesia Blvd. | Compton, CA 90221 | (310) 900-1600 | www.compton.edu

September 26, 2018

Dear Colleagues,

The Associated Student Body is sponsoring a “Book Giveaway” in celebration of Latino Heritage Month. We are asking each of you to donate new or used books:

- Written by Latino/a authors
- About the Latin experience, culture, or heritage in the U.S. or Latin America
- About Latin American history
- Books can be written in either English or Spanish.

We are accepting all literary genres. We will also accept cash donations, in lieu of books, which we will use for book purchases. Please make checks payable to: Associated Student Body. The deadline for book and monetary donations is October 2. To donate books, you may give your donation to Professor Jerome Evans (TV-28c) or the Office of Student Life (R-61).

Books are distributed to students free of charge, during the Latino Heritage Month Book Fair scheduled in the Student Lounge for **October 9 and 10, 11 a.m. to 2 p.m. and 6-8 p.m.** We are looking for a large quantity of books for this event.

We believe that students will be amenable to donating used books from their personal book collections if informed about the event; therefore, student members of the Book Fair Committee will be visiting classrooms seeking used book donations from students who wish to contribute. Please assist them with this effort by allowing them to take a few minutes of your class time to speak to your students and distribute flyers.

Thank you for your support,

Aurora Cortez-Perez
Susanne Gilmore
Axa Maradiaga
Toni Wasserberger

Jerome Evans
Carlos Maruri
Christopher Perez

ATTENTION STUDENTS!

LATINO HERITAGE MONTH BOOK FAIR NEEDS YOUR BOOKS!

Please Donate Books:

- Written by Latino/a authors
- About Latin American history
- About the Latin experience, culture, or heritage in the U.S. or Latin America

Books can be written in either English or Spanish.

Please donate to Professor Evans in TV-28c
or the Student Life Office(R-61) by **October 2.**



OFFICE OF STUDENT LIFE
Student Services

www.compton.edu    

310-900-1600 x2802 | Located in R-61

The Compton Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.

LATINO HERITAGE MONTH

PRESENTED BY ASB

SEPTEMBER

LATINO/A CULTURAL FEST

Celebrating the diversity within the Latin culture.

Monday, Sept. 17 10 a.m. - 2 p.m.
Student Lounge/Quad

FORCED MIGRATION PANEL

Stories of struggle, challenges and hope for immigrants with testimonials and a live painting.

Monday, Sept. 24 4 - 6 p.m.
Little Theater

CONTACT

CHRISTOPHER PEREZ

Student Activities Coordinator
310-900-1600, ext. 2805
cperez@compton.edu

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OCTOBER

FILM FESTIVAL

Migration and emigration told through film.

(Spanish Department collaboration)
Thursdays, Oct. 4, 11, 18, 25 5 - 8 p.m.
Little Theater

BOOK FAIR

Free book giveaway for students wishing to learn about Latino/a culture through literature.

Tuesday - Wednesday, Oct. 9 - 10
11 a.m. - 2 p.m. & 6 - 8 p.m.
Student Lounge

SALSA DEMONSTRATION

An illustration of Latino/a culture through dance.

Thursday, October 11 12pm-2pm
Student Lounge

DIA DE LOS MUERTOS

Symbolic and informational celebration about Dia De Los Muertos (Day of the Dead)

Wednesday, Oct. 31 1 - 5 p.m.
Student Lounge

El Camino College

Professional Development & Learning Office

Frequently Asked Questions (FAQ)

About Flex

The questions and answers below are a format for explaining the Flexible Calendar (Flex) Program at El Camino College.

Each 10-month Full-Time Faculty Member shall be responsible for 24 hours of Professional Development and each 12-month Full-Time Faculty member shall be responsible for 9 hours of Professional Development. [Faculty Contract, Article 8, Section 21. Flex Time Credit]

1. What are Flex Days?

As allowed by Title 5, Flex days are days set aside in the calendar for professional development rather than for meeting with classes. *A total of four (4) days shall be identified for Faculty Development (Flex) on the academic calendar. A Flex day shall consist of six (6) hours. [Faculty Contract, Article 8, Section 21(a)].*

2. If we didn't have Flex Days, would we have more days of vacation?

No, we would have additional days of class.

3. What kinds of activities are considered "professional development" activities?

The term "Professional Development" includes activities which increase knowledge in the discipline or which directly enhance teaching skills, but also activities which improve working relationships with students and staff in and out of the classroom as well as activities which enhance an individual's physical and mental ability to perform his or her job.

4. Do all professional activities have to occur on certain days?

No, but for accountability purposes, certain days are labeled "Flex days" on the academic calendar. However, attendance on designated days, for which Flex credit is given, may be required by the district.

5. What is "Flex Credit"?

Flex credit is the state's way of insuring that faculty engages in professional development activities equivalent to the amount of time that they would be spending in class without a Flex program. One hour of time spent on professional development equals one hour of Flex credit.

6. How much Flex credit do I earn if I present or facilitate an activity?

Individual presenters of campus-wide Flex activities earn triple Flex credit. Presenters of division/department workshops, multiple presenters, and brown bag facilitators earn double credit.

7. Are any activities mandatory at ECC?

ECC requires attendance at the activities occurring all day **August 23, 2018** and three hours on **February 6, 2019**. A total of 9 hours of Flex credit are given for these days. The August 26 and February 9 days listed on the School Year Calendar are optional days. *The first day of the fall semester shall be a Flex day, with six (6) hours of scheduled activities mandatory for all Full-Time Faculty Members. The morning of the first day of the spring semester shall be three (3) hours of scheduled Flex activities mandatory for all Full-Time Faculty Members. [Faculty Contract, Article 8, Section 21(b)].*

8. What happens if I am sick or have a personal emergency on a mandatory day?

If a Faculty Member misses a mandatory Flex day, he/she shall be charged under the appropriate leave account in proportion to the missed Flex time and may not make up the absence. Six hours of Flex time shall be equal to one day of absence. Any portion of the 6 hours missed shall be considered a partial absence and shall be charged accordingly. [Faculty Contract, Article 8, Section 21(b)(1)].

9. What are my Flex obligations if I am on Sabbatical leave or pre-retirement?

Faculty members on extended leave (e.g. sabbatical, study abroad, faculty exchange, catastrophic illness, etc.) shall have their twenty-four (24) hour Flex obligation proportionately reduced for that academic year. [Faculty Contract, Article 8, Section 21(c)].

If you are participating in the Pre-Retirement Program, your Flex obligation is reduced proportionately based on the load you are teaching for the year. If you are teaching in the fall, your Flex obligation includes the mandatory fall Flex day. If you are teaching in the spring, your Flex obligation includes the mandatory spring Flex day.

10. What options are available for satisfying the remaining 15 hours of my Flex obligation?

The additional 15 hours of required Flex activities will be required of all 10-month Faculty and may be completed with activities selected at the Faculty Member's discretion.

[Faculty Contract, Article 8, Section 21(b)]. Faculty may satisfy this obligation through a variety of professional activities:

- You can attend workshops or programs offered on campus throughout the academic year.
- You can attend off-campus workshops and conferences. The maximum Flex credit for a single day is 6 hours.
- You can design your own individual or group projects with the approval of your dean.

11. You mean we can design our own activities for Flex credit?

Yes. If you wish to receive credit for an individual project, complete an Individual Project Proposal using Professional Development Reporter and click on Submit for dean approval. Upon completion of an approved project, you must Sign-Off on the project in Professional Development Reporter by clicking the "Electronic Signature" check box, then clicking Submit. The hours are added to your Flex Summary at this point. Make a copy for your records.

12. What kinds of individual or group projects are acceptable for Flex credit?

Any projects that result in faculty, student, or instructional improvement are acceptable.

- Major design or redesign of courses
- Subject area research and course update
- New course/program development
- Development of new materials for use in course/program evaluation
- Exploration of alternate instructional methods

- Review of library and media holdings
- Assessment of community needs and preferences as they relate to instruction at the community college
- Academic projects involving student groups

13. How does the college keep track of faculty Flex credits?

Attendance is taken at the mandatory on-campus activities (Flex days). Sign-in sheets are used to track on-campus programs.

If you are doing an Individual Project Proposal, login to Professional Development Reporter, choose "Manage FLEX Activities," then select "Submit an Individual Project Proposal." Once you click on Submit, the proposal will route to your dean for approval. Upon completion of the project, go into Professional Development Reporter and Sign-Off on the Project by clicking the "Electronic Signature" check box. The hours are added to your Flex Summary at this point. Retain a copy for your files.

All Individual Project Proposals must be entered in Professional Development Reporter and approved by your dean prior to May 15, 2019. You have until June 30, 2019 to sign-off on your completed project.

All other Flex activities (e.g. conferences, off-campus workshops), are reported by logging into Professional Development Reporter, choosing "Manage Your FLEX Activities," then selecting "Submit Conference Attendance/Off-Campus Workshop/ Other." Complete the form and read the statement before checking the "Electronic Signature" check box, then click Submit.

Except for activities taking place after May 15, 2019, conferences, etc. should be entered after attendance. If you are attending an activity between May 16 and June 30, 2019, please enter the activity before May 15.

14. When can I earn Flex credit?

You may earn Flex credit during any non-duty hours (hours you are not scheduled to be in class or in your office) throughout the academic year (July 1-June 30).

15. What about Adjunct Faculty?

ECC has no Flex requirement for adjunct faculty members. However, they are welcome to attend any scheduled activities on Flex days and throughout the year.

16. What about classified staff and management personnel?

Classified and management employees do not have a Flex requirement; however, they are welcome to participate in any of the scheduled activities. Classified staff needs to make prior arrangements with their supervisors in order to coordinate office/area coverage.

17. Do participants have to pre-register to attend an activity?

In order to assure space availability and enough handout materials, pre-registration is required for some programs. For activities requiring pre-registration a link is provided with the program announcement, or you can log into Professional Development Reporter to register for current activities/programs and technology training. Attendance reminders will be sent one week prior to the event.

18. What if I don't complete my Flex obligation?

Absences on the mandatory Flex days (9 hours) will be charged to leave and cannot be made up. *If a Faculty Member does not complete any portion of the additional 15 hours of required Flex activities by June 30, his/her pay will be deducted for any of the Flex hours not completed.* *[Faculty Contract, Article 8, Section 21(b)(2)].*

Professional Development Categories & Activities List

Flexible Calendar (Flex Credit)

Activities approved for Flex credit by the Faculty Development Committee and the Professional Development & Learning department must fall into one of the nine Chancellor’s Office categories listed below. Please use the table to determine how to submit an activity for Flex credit.

Legend

- ▶ **Sign-in Sheet:** Sign in at the activity. Sign-in sheets are returned to the Professional Development Office.
- ▶ **Professional Development Reporter (PDR) Conference:** Log into [Professional Development Reporter](#). Click “Manage FLEX Activities,” then click “Submit Conference Attendance/Off-Campus Workshop/Other.” (This is typically done after the conference attendance has taken place, unless the activity is after May 15).
- ▶ **Professional Development Reporter (PDR) Individual Project Proposal (IPP):** Before submitting in Professional Development Reporter, you must consult with your dean in advance of the activity date. Then, log into [Professional Development Reporter](#), click “Manage FLEX Activities,” then click “Submit an Individual Project Proposal.” After the activity is approved and completed, return to Professional Development Reporter, and under Manage FLEX Activities click “Sign-Off on a Project Proposal.”

Category/Activities	Max. Hours	How to Submit
Category 1 – Course instruction and evaluation		
• Student Learning Outcomes workshops/training	6 hrs/day	Sign-in sheet, or PDR Conference
• Webinars	2 hrs/day	PDR Conference & Certificate of Completion
• Lynda.com	2 hrs/year	Dean’s approval, PDR IPP
• Attending workshops on teaching methods or techniques	6 hrs/day	Sign-in sheet, or PDR Conference
• Graduate-level work related to teaching discipline provided coursework doesn’t contribute to class or range increase	6 hrs/day	Dean’s approval, PDR IPP
Category 2 – Staff development, in-service training and instructional improvement		
• Faculty mentoring	8 hrs/semester	Dean’s approval, PDR IPP
• Conferences/workshops/trainings to enhance knowledge in discipline	6 hrs/day	PDR Conference
• Online (certification) conference	6 hrs/day	PDR Conference & Certificate of Completion
• District required training (safety, etc.)	6 hrs/day	Sign-in sheet, or Certificate of Completion
• Technology training	6 hrs/day	Sign-in sheet
• Off-campus site visits related to discipline (museums, historical sites, galleries)	6 hrs/day	PDR Conference
• Attending performances related to discipline	4 hrs/day (6 hrs with dean)	PDR Conference
Category 3 – Program and course curriculum or learning resources development and evaluation		
• Course conversion (face-to-face to online)	15 hrs/activity	Dean’s approval, PDR IPP
• New curriculum development	15 hrs/activity	Dean’s approval, PDR IPP

Category 3 – Cont'd		
• Scholarly writing and publication (unpaid)	15 hrs/activity	Dean's approval, PDR IPP
• Review of learning resources materials for new course	15 hrs/activity	Dean's approval, PDR IPP
• Grant writing to secure funds for improvement of instruction	15 hrs/activity	Dean's approval, PDR IPP
• Service on College Curriculum Committee (voting reps)	4 hrs/semester	PDR Conference
• Program Review Chair Person (one semester only)	8 hrs/semester	Dean's approval, PDR IPP
• ISLO & SLO meetings for post-assessment discussion & instructional improvement	6 hrs/day	Dean's approval, PDR IPP & sign-in sheet
• Annual Program Plan Review Leader	8 hrs/fall 4 hrs/spring	Dean's approval, PDR IPP
Category 4 – Student personnel services		
• Visiting/recruiting at area high schools or in the community	15 hrs/activity	Dean's approval, PDR IPP
• Serving at on-campus information table (Career Day, etc.)	6 hrs/day	Sign-in sheet
• Workshops on mentoring students	6 hrs/day	Sign-in sheet
• Conducting workshops for students (non-duty hours)	6 hrs/day	Dean's approval, PDR IPP
Category 5 – Learning resource services		
• Creating website to support course	15 hrs/activity	Dean's approval, PDR IPP
• Creating tutorial modules	15 hrs/activity	Dean's approval, PDR IPP
• Institutional research to improve service to students	15 hrs/activity	Dean's approval, PDR IPP
Category 6 – Student advising, guidance, orientation, matriculation services and student, faculty and staff diversity		
• Participation in New Student Welcome Day	6 hrs/day	Sign-in sheet
• Student Club Advisor	8 hrs/semester	PDR Conference
• Student Mentors	8 hrs/semester	PDR Conference
• Faculty involvement in student improvement activity (e.g. Black History Month, Fine Arts Open House)	6 hrs/activity	Dean's approval, PDR IPP
Category 7 – Departmental or division meetings, conferences and workshops, and institutional research		
• Workshops/Retreats/Seminars	6 hrs/day	Sign-in sheet
• Brown Bag meetings: Informal lunchtime meeting focused on improving teaching, enhancing disciplinary knowledge and/or skills in improving service to students.	2 hrs/day	Sign-in sheet
• Service on Accreditation Self-Evaluation committee	8 hrs/semester	PDR Conference
Category 8 – Other duties assigned by the district		
• Service on Interview committees during non-contract periods (summer & winter recesses)	8 hrs total for summer & winter recesses	PDR Conference
• Disaster Preparedness (e.g. CERT Training, Mental Health First Aid Certificate, Active Shooter Training)	1 hr activity = 1 hr of flex	PDR Conference
Category 9 – Necessary supporting activities for the above		
	15 hrs/activity	Dean's approval, PDR IPP

2018 FALL

ENGLISH MAJOR INFO FAIR

Interested in being an English major but don't want to teach?

Join the Compton College English department for an interactive information session on what careers and fields you can go into with an English major.

Listen to a panel of professionals talk about their careers after graduating with a degree in English.

Make an appointment with Carlos Maruri, English major counselor

Meet with current English majors and recent English major graduates.

Door Prizes and Light Refreshments

**NOVEMBER
8, 2018**

**12:30-2:00
PM**

STUDENT LOUNGE