



ACADEMIC SENATE

AGENDA

Thursday, September 7, 2017 at 1:00 p.m. in the Board room

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

May 18, 2016 Minutes

IV. REPORTS

Senate:

President

Board Representative and External Liaison

Accreditation Self-Evaluation

Paul M. Flor

Jerome Evans

Amber Gillis

V. ACTION ITEMS-UNFINISHED BUSINESS

1. Adjunct Faculty representative to Academic Senate and Faculty Council vacancy

VI. NEW BUSINESS

1. Academic Senate Goals for 2017-18
2. Orientation to Academic Senate
3. Fall 2017 Enrollment
4. Curriculum Update
5. Distance Education Handbook

Essie French-Preston & Roza Ekimyan

Nikki Williams

VII. INFORMATION-DISCUSSION ITEMS

1. Academic Senate news

VIII. Events/Meetings

1. Resource fair at the September 30th Festival and Car Show
2. Fall Open Educational Resources (OER) Regional Meeting - South on September 16, 2017
Location: Mira Costa College
3. Fall CTE Regional Meeting South on September 23, 2017 Free Registration
Location: Building A, 9400 Cherry Ave, Fontana, CA 92335
4. Fall Curriculum Regional - South on November 18, 2017

IX. FUTURE AGENDA ITEMS

- 1.

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 2017

| | |
|--------------|------------|
| September 7 | Board Room |
| September 21 | Board Room |
| October 5 | Board Room |
| October 19 | Board Room |
| November 2 | Board Room |
| November 16 | Board Room |
| December 7 | Board Room |

SPRING 2018

| | |
|-------------|------------|
| February 21 | Board Room |
| March 1 | Board Room |
| March 15 | Board Room |
| April 5 | Board Room |
| April 19 | Board Room |
| May 3 | Board Room |
| May 17 | Board Room |

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

FALL 2017

| | |
|--------------|--------------------|
| September 5 | Dist. Ed. room 166 |
| September 19 | Dist. Ed. room 166 |
| October 3 | Dist. Ed. room 166 |
| October 17 | Dist. Ed. room 166 |
| November 7 | Dist. Ed. room 166 |
| November 21 | Dist. Ed. room 166 |
| December 5 | Dist. Ed. room 166 |

SPRING 2018

| | |
|-------------|--------------------|
| February 20 | Dist. Ed. room 166 |
| March 6 | Dist. Ed. room 166 |
| March 20 | Dist. Ed. room 166 |
| April 3 | Dist. Ed. room 166 |
| April 17 | Dist. Ed. room 166 |
| May 1 | Dist. Ed. room 166 |
| May 15 | 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.



ACADEMIC SENATE MINUTES

Thursday, May 8th, 2017 1:00 p.m. Board Room

| <u>Senators</u> | <u>ATTENDANCE</u> <u>Visitors</u> |
|----------------------|--------------------------------------|
| Jerome Evans | Jennifer Hill |
| Andree Valdry | Roza Ekimyan |
| Mandeda Uch | Shannon B. Williams |
| Harvey Estrada | David McPatchell |
| Nikki Williams | Don Roach |
| Paul Flor | Gayathri Manikandan |
| Kent Schwitkis | Shemiran Lazar |
| Christopher Halligan | Hoa Pham |
| Amber Gillis | Estina Pratt |
| Jose Villalobos | Axa Maradiaga |
| Malinni Roeun | Holly Schumacher |
| Raj Sidhu | Cassandra Washington |
| Vanessa Haynes | Miguel Ornelas |
| Essie French-Preston | Tom DeHardt |
| Pamela Richardson | |

- X. **CALL TO ORDER** – Paul Flor 1:09 p.m.
- XI. **APPROVAL OF AGENDA** – Halligan/Schwitkis- Approved
- XII. **APPROVAL OF MINUTES** – Halligan/Evans- Approved

XIII. **REPORTS**

President’s Report- Paul Flor reporting.

- El Camino Academic Senate- They are proposing a syllabus statement on the procedure for recording in the classroom. There is a draft of the statement and we need to take a look at it especially with the implications for ADA students. This is not a statement that takes away the authority of the faculty to determine if they want recording.
- Faculty that are part of the Planning and Budget Committee-It is very important that they are attending the meetings and that they have a quorum at the June 8th meeting.
- We are also honoring our peers. The first acknowledgment is a retirement- Lalo Mendoza has worked for the district for 28 years. His resolution will be presented to him in the fall.
- 6 colleagues are receiving tenure: Liza Rios, Thomas Dehardt, Shannon Williams, Jose Martinez, Miguel Ornelas, and Gayathri Manikandan.
- The CEO has proposed a tenure luncheon to be held in September. Curry would like to propose that we go further on this and have families involved. He would also give the tenured faculty their cap and gown which helps to recognize their achievement.
- Senate elections- There are 6 senators whose terms are over. Some have run again and with the full support of their colleagues will retain their positions.
- Senators: Vacancy in CTE- Brent Kooiman is now the senator.

- Health and Human Services- Hoa Pham
- Humanities- Nikki Williams
- Social Sciences and Fine Arts- Harvey Estrada
- Mathematics- Malinni Roeun
- Science- Rajinder Sidhu
- Election of Executive Board- Today we are tasked to fill these positions:
 - Vice President/Vice Chair: Nomination of Chris Halligan: Williams/Evans- Halligan gave a speech- he is very excited to be taking on an executive position on the Senate. No other nominations.
 - Secretary: Nomination of Nikki Williams: Evans/Gillis. No other nominations.
 - Curriculum Representative: Nomination of Kent Schwitkis, Essie French-Preston, Roza Ekimyan- Essie French Preston was elected as the Curriculum Representative and Roza Ekimyan was runner up.
 - Curriculum Chair: Halligan stated that this is an important position and we all need to get involved with this. Flor stated that the curriculum committee will be robust. Roza Ekimyan is appointed to attend the Curriculum Institute, train on CurricuNet, and serve as the chair of the curriculum committee at Compton. French- Preston would like to appreciate Flor and Perez for the development of the Handbook. This was a lot of work and was thanks to the feedback that was given by the faculty.
- Election of an Adjunct Representative- We will elect one in the fall.
- Board Representative: Nomination of Jerome Evans: Halligan/French- Preston. No other nominations. Jerome Evans will serve.

Vice President- Christopher Halligan

- College Council- There was no meeting.
- Friday was the FACCC board meeting. Halligan gave an update on Assembly Bill 1299- This is the acknowledgment that Compton Community College is on its path to recovery and covers how we will handle the transition.
- One of the ACCJC commissioners attended the board meeting and was grilled. The ACCJC said that things are changing. The tone is now what we (ACCJC) can do to help you and not penalize you.
- Health Safety and Parking Meeting - Coffee with a Cop day- 250 people showed up. What is the procedure if an ICE officer comes into my classroom- call campus police and do not reveal information about your student. Ext 2999. The Lockdown drill was held- this was not as successful as it could have been. We need to build up evening building captains. This is a professional obligation- and if you can do this in the evening you can get in touch with Halligan.

Board Representative – Jerome Evans reporting

- Voices of Compton- The annual presentation was held a couple of weeks ago in the Student Lounge. This is a student centered publication. Evans brought extra copies in case anyone would like one.
- May 11th- Science Symposium was held where students presented on many different topics. Wallano and Peju did an excellent job.
- Bailey Smith hosted a faculty/student social hour. Faculty had an opportunity to speak with students and just have fun conversations with their students. Flor stated that the faculty student social will be an ongoing event.
- David McPatchell- Psychology classes conducted experiments and other classes were invited to participate.

- Senate Rostrum- Please take a look at it even if it is an old one. There is a good article in it that we may all want to read.
- Amber Gillis received The Distinguished Faculty of the Year Award. Congratulations to her and all of her hard work.
- Academic Senate President, Paul Flor, has been selected to go to Lake Tahoe to be part of the visiting accreditation team.

Accreditation: Amber Gillis reporting.

-

XIV. ACTION ITEMS-UNFINISHED BUSINESS

-

XV. NEW BUSINESS

- Judy Crozier- The faculty development committee is looking for adjuncts and full-time instructors to volunteer to develop programs just for faculty. Food donations are needed for the new food pantry. Please take any donations to Student Life. We will also need people to staff the pantry.
- Hoa Pham- A survey is being developed with Joshua Meadors on SLO development to help make the process more successful.
- Institutional Effectiveness Committee will meet in May and be reviewing the last batch of program reviews.
- There was a governance survey that was sent out, please respond to this. There will be a committee survey coming out soon that we should all respond too as well.
- A student art show will start at the end of May. There will be a small reception. Everything is in the planning stages and more information will be distributed as the art shows takes shape.
- Academic Tea is on Sunday- Flor stated that it would be great if we have more faculty present. It is at 3pm on Sunday, May 21, 2017.

XVI. Information- Discussion Items

-

XVII. Events/Meetings

-

MOTION TO ADJOURN – Approved – 2:16 p.m.

Proposed 2017-2018 Goals

The Academic Senate's annual goals reflect a commitment to "an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making" (Strategic Initiative C).

1. Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2520)

Measures:

- Arrange faculty representation on campus committees and periodic updates,
- Recruit faculty co-chairs for Institutional Standing Committees
- Ensure divisions have required number of senators
- Review and begin revising Academic Senate By-laws to reflect curriculum reforms
- Adopt a Distance Education Handbook for Compton College

2. Strengthen faculty involvement in the activities of the Academic Senate

Measures:

- Provide an orientation at the start of the academic year
- Provide regular, ongoing communication with all faculty, encouraging greater involvement in the Senate and committees
- Encourage greater participation of senators in meetings and other activities of Senate
- Establish initiatives to recognize faculty achievements

3. Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.

Measures:

- Support Enrollment Management initiatives through ongoing communication and faculty involvement
- Foster awareness of and encourage faculty involvement in the local implementation of statewide initiatives for student success, equity, enrollment, retention and completion



SHARING THE INFORMATION

Effective faculty leadership is best achieved through teams not heroes.

Upcoming Events & Information from ASCCC

The Academic Senate for California Community Colleges calls for nominations for one of the two faculty seats on the Board of Governors. The ASCCC seeks outstanding faculty members who are knowledgeable about the issues facing faculty and others in the community colleges. While they are particularly interested in candidates who represent and who have shown commitment to issues of diversity, as you will see on the enclosed sheet, the Academic Senate has broadened the criteria to encourage leaders with a variety of experiences to consider applying for this position. Interested candidates are expected to be articulate, capable of presenting a reasoned argument on issues of educational policy, and to have knowledge of statewide educational issues. Any college or district senate or an Executive Committee member of the Academic Senate for California Community College may nominate faculty. In each case, the nominee is strongly encouraged to include a letter of endorsement from the faculty member's local academic senate. Candidates for nomination should submit a statement of intent, an application, a current resumé outlining relevant professional activities, and the letter of local senate endorsement is desirable. **All original materials must be received in the Academic Senate Office in Sacramento by 12:00 p.m. on Friday, December 15, 2017.** Nominees will be selected and interviewed by the Executive Committee at their January 12, 2018 meeting, in Riverside, CA.

California Community Colleges Chancellor Eloy Ortiz Oakley's Statement on the Trump Administration's Action to End DACA for Dreamers

SACRAMENTO, Calif. – California Community Colleges Chancellor [Eloy Ortiz Oakley](#) issued the following statement on the Trump administration's action to end DACA:

“Ending DACA is a heartless and senseless decision that goes against American ideals and basic human decency. Those who are affected by this decision were brought to this country as children and are pursuing an education and making contributions their communities. Some have served in the armed forces defending this country. In California, we don't put dreams -- or Dreamers -- on hold. The California Community Colleges remain committed to serving all students, regardless of immigration status and to providing safe and welcoming environments in which to learn. We will do all within our power to assist students affected by this decision, and we will advocate tirelessly in Congress for a permanent resolution to this issue.”

Similar media releases from the American Association of Community College (AACC), The Campaign for College Opportunity, and Faculty Association of California Community Colleges (FACCC)

Other Legislation

Last Thursday, August 31, the California Assembly Select Committee on the Master Plan for Higher Education held its first meeting on the direction for public and private higher education in the State. The panel heard testimony from the Legislative Analyst's Office and leaders from each segment of higher education, including Chancellor Eloy Oakley. Committee Chair Assembly member Marc Berman (D-Los Altos) anticipates the overall review of the Master Plan will take place over a period of six to eight years.

FACCC commented on the need to incorporate both human and physical infrastructure in conversations on student achievement. Some examples of infrastructure included issues like 75/25, part-time faculty support, counselor and librarian to student ratio, and student support services.

The Senate Appropriations Committee approved Assembly Concurrent Resolution 32 (Medina), which calls on the Chancellor's Office to work with system stakeholders in identifying solutions to achieve 75% credit classroom instruction taught by full-time faculty and pay equity for part-time faculty, as well as AB 1018 (Reyes) and AB 568 (Gonzalez Fletcher). AB 1018 would address the homeless and LGBTQ communities in equity plans and AB 568 provides a minimum of six weeks paid pregnancy leave for community college faculty and staff.

The committee opted to hold AB 204 (Medina), which would have increased fairness for students losing their Board of Governors Fee Waiver. Earlier, the Assembly Appropriations Committee held SB 769 (Hill), which would have extended the sunset on the four-year community college baccalaureate pilot programs currently in place.

ASCCC Open Educational Resources (OER) Regional Meeting - South on September 16, 2017
Deadline to Register/Application Deadline: Monday, September 11, 2017 - 12:00pm

ASCCC's OER Task Force is holding this regional event intended to update faculty regarding the status of OER in our colleges and to inform faculty at all levels in their OER experience, from the novice seeking to identify OER for their classroom, to the advanced user looking to facilitate OER adoption at the college.

The meeting will begin with an overview of the status of OER at our colleges, followed by a panel of OER users. Afternoon sessions will target users of various levels and provide an opportunity for discipline-oriented dialogue. Event objectives include:

- Increase awareness and use of OER.
- Identify challenges to the use of OER (to inform future work of the ASCCC OER Taskforce).
- Provide an opportunity for faculty with an interest in OER to network.
- Share strategies for mainstreaming OER.

Faculty who are interested in or considering OER and faculty who are currently using OER. The program is intended to appeal to anyone who has an interest in OER, no matter how new or how advanced.

There is no cost to attend, however registration is required. Continental breakfast and lunch are provided.

Compton Community College District
Standing Committees
2017-2018 **Draft**

Consultative Council

Purpose: To review materials provided from the various committees designated as committees of the Consultative Council and provide recommendations to the CEO. The committee members will be the leadership from each campus-wide constituent group and will meet on a weekly basis.

Members: Faculty Representatives

Paul Flor (Academic Senate President)
Jerome Evans (Academic Senate Representative)
Rashid Yahye (CCCFE - Certificated Unit President)

Meeting:

When: Every Monday
Time: 2:00 pm
Place: CEO Conf. Room

Committees of the Consultative Council

1. Institutional Effectiveness

Purpose: To review and provide recommendations about each of the District's Program Reviews in order to strengthen and support programs and program analysis. The Committee will also be responsible for reviewing the following: El Camino College Compton Center Educational Master Plan, Facilities Master Plan, Staffing Plan, and Technology Master Plan, to ensure these plans and all Program Reviews are consistent, aligned, and are current. The Committee will monitor the status of these documents and review the responses to FCMAT recommendations.

Members: Faculty Representatives

Paul Flor (faculty co-chair)
Katherine Marsh
Kendahl Radcliffe
Abby Tatlioglu

Meeting:

When: Last Thursday of every month
Time: 1:00 pm
Place: Library Meeting Room

2. Planning and Budget

Purpose: The Planning and Budget Committee (PBC) serves as the steering committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the institutional priorities set forth in the Educational Master Plan and other plans adopted by the District. The PBC ensures that all plans are developed using data from program review and are linked to the Center's mission statement and strategic initiatives. The PBC makes recommendations with respect to all global Center and District planning and budgeting issues. The PBC reports all committee activities to the campus community.

Members: Faculty Representatives

Vacant
Ikaweba Bunting
Rashid Yahye (faculty co-chair)
Jose Villalobos

Meeting:

When: Every 4th Tuesday of every month
Time: 2:00 pm
Place: Board Room

Proposal: The Strategic Planning Committee will be a workgroup reporting to this committee.

Operational Campus Committees

3. Accreditation Steering Committee

Purpose: To coordinate the El Camino College Compton Center accreditation activities. The Steering Committee will be composed of the Provost/CEO, Accreditation Liaison Officer, El Camino College Vice-Presidents, standards team leaders, a representative from Institutional Research and Planning, and other interested individuals.

Members: Faculty Representatives

Paul M. Flor, for Standard I
Nikki Williams, for Standard IIA
Estina Pratt & Albert Jimenez, for Standard IIB
Essie French-Preston, for Standard IIC
Amber Gillis, for Standard IIIA
Kendahl Radcliff, for Standard IIIB
Sevana Khodaghlian, for Standard IIIC
Valerie Woodward, for Standard IIID
Jose Villalobos & Chris Halligan, for Standard IV

| |
|--|
| <p><i>Meeting:</i> When: TBA Time: Place:</p> |
|--|

4. Facilities

Purpose: To coordinate campus-wide capital construction and long-range planning in conjunction with local, state and bond funding and to monitor campus-wide facilities maintenance and operations, and prioritization of deferred maintenance.

Members: Faculty Representatives

Charles Hobbs (alternate)
Mandeda Uch
Cheryl Threadgill
Cassandra Washington
David McPatchell (faculty co-chair)

| |
|--|
| <p><i>Meeting:</i> When: 3rd Tuesday Time: 9:00 am Place: Facilities Conference room</p> |
|--|

5. Health, Safety, & Parking

Purpose: To monitor and oversee an infrastructure of safety procedures and health/emergency measures on campus, and to prepare and implement the District's Health and Safety Plan.

Members: Faculty Representatives

Eyob Wallano (faculty co-chair)
Chris Halligan
Shemiran Lazar
Moshen Sahebajame

| |
|--|
| <p><i>Meeting:</i> When: 2nd Wednesday Time: 1:30 pm Place: V-72 (Campus Police Station)</p> |
|--|

6. Technology

Purpose: To develop a Technology Plan, make recommendations on new technology infrastructure (equipment or systems) being considered for purchase by the District, to review technology needs, policies and procedures on an annual basis and to determine the best allocation of technology equipment which is donated or granted to the District. To coordinate the plans and proposals that develop, implement and evaluate distance learning and the related instructional technology activities.

Members: Faculty Representatives

Brent Kooiman
Thomas DeHardt
David Maruyama (faculty co-chair)
Dale Ueda
Gayathri Manikanden (alternate)

| |
|---|
| <p><i>Meeting:</i> When: 2nd Friday of every month Time: 11:30 am Where: Voc. Tech. Conference Room</p> |
|---|

7. Enrollment Management

Purpose: To develop and implement marketing, recruitment, and a retention plan (District's Enrollment Management Plan) linked to FTES targets developed utilizing past and present student data and to identify trends and project enrollment data for each academic year.

Members: Faculty Representatives

Vacant

Juan Tavarez

Aurora Cortez-Perez

Ikaweba Bunting (faculty co-chair)

Meeting:

When: 2nd Monday of every month

Time: 3:00 pm

Where: Library Conference room

8. Student Success

Purpose: To provide a shared framework for the discussion, development and implementation of processes and programs that integrate Basic Skills, Student Success, Support Programs, AB 86 – Adult Education and Student Equity to optimize and enhance student achievement, retention, and success. This committee will compile and approve mandated reports and plans required by the California Community College Chancellor's Office, including the Basic Skills Initiative, Student Equity, and Student Success & Support Programs Plans, and AB 86 Adult Education. The Committee will reflect a broad representation from faculty, staff, and students.

Members: Faculty Representatives

Vacant

Amber Gillis

Estina Pratt

Jose Villalobos (faculty co-chair)

Carmela Aguilar (alternate)

Meeting:

When: 9/8, 10/6, 11/10 and 11/24

Time: 1:00 pm

Where: D-32

Proposal: The Basic Skills, Student Success & Support Programs, AB86 – Adult Education, and Student Equity workgroups will report to this committee.

9. Professional Development

Purpose: To develop an annual Staff Development Plan supporting the development and professional growth of District administrators, certificated and classified staff and to allocate financial support for approved staff development activities.

Members: Faculty Representatives

Vacant (faculty co-chair)

Hoa Pham

Gayathri Manikanden

Judith Crozier

Fazal Aasi (alternate)

Malinni Roeun (alternate)

Meeting:

When: Quarterly Meeting 4th Monday

Time: 2:00 pm

Place: Human Resource Conf. Room

10. Auxiliary Services

Purpose: To coordinate the operations of the foodservice, bookstore, and campus-wide vending services and to ensure that comprehensive and cost effective services are provided to meet the needs of students.

Members: Faculty Representatives

Jose Bernaudo

Leonard Clark

Meeting:

When: 1st Thursday of every month

Time: 3:15 pm

Where: Student Life Conference Room

11. Health Benefits

Purpose: This committee shall review and may recommend changes to health benefits (including medical, dental, and vision) offered to employees.

Members: Faculty Representatives

Vacant

Don Roach

Rashid Yahye (faculty co-chair)

Robert Joiner

Meeting:

When: Quarterly Meeting 4th Monday

Time: 2:30 pm

Place: Human Resources Conference Rm

NOTES:

- All committee meeting calendars, agendas and minutes, are to be posted on the designated space on the Center's webpage.
- The Consultative Council and Planning and Budget committees are scheduled to meet throughout the 12 calendar months. All other committees will meet during the 10 academic months.
- The initial committee meeting for the fall semester shall be called no later than September 30th of each calendar year.
- Members will be appointed in August for the upcoming academic year.
- Committee meetings should be held during college hour whenever possible.
- Efforts should be made by the appointing leadership to distribute the committee membership to avoid one person serving on more than two (2) committees.



**El Camino College
Compton Center**

**FACULTY COUNCIL Agenda
Thursday, September 8, 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

IV. REPORTS

Faculty Council:

Chairperson

Paul Flor

Vice Chairperson

Chris Halligan

ECC Curriculum Committee

Essie French-Preston

ECC Education Policies Committee

Vanessa Haynes

Student Learning Outcomes

Kendahl Radcliffe

Student Success Committee

Amber Gillis

V. ACTION ITEMS-UNFINISHED BUSINESS

VI. NEW BUSINESS

1. Curriculum

Essie French-Preston & Roza Ekimyan

2. Distance Education Handbook

Nikki Williams

VII. INFORMATION-DISCUSSION ITEMS

1. Robert's Rules of Order: A Brief Overview

VIII. EVENTS/MEETINGS

1. Self-evaluation Report update

IX. FUTURE AGENDA ITEMS

ADJOURNMENT

CCCD Academic Senate and *ECC-CEC Faculty Council Roster*

2016-2017 (19 members)

Officers:

| | |
|--|------------------------------|
| President/ <i>Chairperson</i> | Paul M. Flor (17-18) |
| Past President/ <i>Past Chairperson</i> | Michael Odanaka |
| President-Elect/ <i>Chairperson-Elect</i> | Amber Gillis |
| Vice President/ <i>Vice Chairperson</i> | Chris Halligan (18-19) |
| Secretary/ <i>Secretary</i> | Nikki Williams (18-19) |
| Curriculum/ <i>Curriculum Representative</i> | Essie French-Preston (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 (17-18)

Health and Human Services (2)

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

Humanities (2)

Chris Halligan (17-18), Vice President/*Vice Chairperson*
Nikki Williams (19-20) Secretary/*Secretary*

Social Sciences and Fine Arts (2)

Kendhal Radcliff (17-18)
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 (17-18)

Counseling (2)

Essie French Preston (17-18), Curriculum/*Curriculum Representative*
Vanessa Haynes (18-19)
Michael Odanaka, Past President/*Past Chairperson*

At-Large (2)

Jerome Evans (17-18), Board Representative
Amber Gillis (18-19)

Adjunct Representatives (2)

Mahbub Khan (18-19), *Adjunct Representative*
Elizabeth Craigg Walker (17-18)



El Camino College
~~Compton Center~~
College

FACULTY COUNCIL MEETING
Thursday, May 8th, 2016 2:00 p.m. Board Room
No Minutes

Robert's Rules of Order: A Brief Overview

(Quoted from www.robertsrules.org)

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order is the primary mode of operation for most clubs, organizations and other groups.

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - A. Wait until the last speaker has finished.
 - B. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - C. Wait until the Chairman recognizes you.
2. Make Your Motion
 - A. Speak in a clear and concise manner.
 - B. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - C. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion

4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
 - A. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - B. The membership then either debates your motion, or may move directly to a vote.
 - C. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - A. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - B. The mover is always allowed to speak first.
 - C. All comments and debate must be directed to the chairman.
 - D. Keep to the time limit for speaking that has been established.
 - E. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
 - A. The Chairman asks, "Are you ready to vote on the question?"
 - B. If there is no more discussion, a vote is taken.
 - C. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization.

There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken.
Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, BE COURTEOUS.