

# Campus Committees

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August 2010 Update

List of Academic Senate Committees, Committees with Academic Senate Representation and Other Committees/Groups with Faculty Representation. Faculty chairs are indicated with their home department in parentheses.

Jeffrey Hernandez, Academic Senate Vice President

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## ACADEMIC SENATE

**Purpose:** The Academic Senate shall serve as the governing body for the faculty of East Los Angeles College and as the voice of the faculty in academic and professional matters. On these matters, the governing board or its designees (administration) shall collegially consult with the Academic Senate, which means they will rely primarily on the advice of, or reach mutual agreement, with the Academic Senate. The Academic Senate shall advance the professional recognition of the faculty and promote the advancement of the academic program.

**Meetings:** 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays 12:10-1:30, G1-301A

**President:** Alex Immerblum, x6728 (English)

## COMMITTEES OF THE ACADEMIC SENATE

### 1. Academic Integrity Committee

**Purpose:** To provide appropriate ethical standards and expectations for students in classroom.

**Status:** To be reactivated as needed.

### 2. Academic Rank Committee

**Purpose:** To deliberate on the qualifications of faculty members and to submit recommendations for appropriate academic rank to the President of the College as is provided in the District Senate plan for the Establishment of Academic Rank in Colleges of the Los Angeles Community College District.

**Meetings:** At least twice a semester. Ad hoc.

**Chair:** Suzanne Spangler, x8655 (English)

### 3. Chairs Council

**Purpose:** To discuss problems in common; suggest solutions to problems; refer problems, solutions, suggestions to appropriate bodies on campus; and bring items from Academic Affairs to the department chairs.

**Meetings:** 4<sup>th</sup> Tuesday of month, 1:30-3pm

**Chair:** Margaret Galvan, x8917 (Women's PE)

### 4. Constitution and Bylaws Committee

**Purpose:** To review and revise the constitution and/or bylaws of the Academic Senate.

**Meetings:** Ad hoc.

**Chair:** Jeffrey Hernandez, x8824 (Social Sciences)

## **5. Curriculum Committee**

**Purpose:** Under the auspices of the Academic Senate, review all curriculum, renewal, and recommendation of curriculum to be approved by the Board of Trustees. To review and approve for recommendation to the Senate courses and programs for the college including course change requests, advanced class status, associate degree and certificate applications, skills certificates, etc.

**Meetings:** Three times per month, usually 3<sup>rd</sup> Tuesday and two Thursdays 12:10-1:35

**Chair:** Steve Wardinski, x6772 (Social Sciences)  
[Additional contact: Curriculum Dean Karen Daar, x5374]

## **6. Elections Committee**

**Status:** To be reactivated as needed.

## **7. ESL Committee**

**Purpose:** Coordination of ELAC ESL classes, ESL development, and other ESL issues.

**Chair:** Sharon Allerson, x8868 (English)

## **8. Ethics Committee**

**Status:** To be reactivated as needed.

## **9. Faculty Handbook Committee**

**Purpose:** To review, revise, and update the Faculty Handbook.

**Meetings:** To be reactivated as needed.

**Chair:** Evelyn Escatiola, chair x8757 (Library)

## **10. Faculty Hiring and Policies Committee**

**Purpose:** To review and update the ELAC Faculty Hiring and Policy Procedures agreement, and guide departments through the hiring process.

**Meetings:** Ad hoc

**Status:** To be reactivated as needed.

## **11. General Education Philosophy Statement Committee (Ad Hoc)**

**Purpose:** To draft a GE Philosophy Statement for consideration by the Academic Senate.

**Meetings:** Ad hoc

**Chair:** Jeffrey Hernandez, x8824 (Social Sciences)

## **12. Honors Advisory Committee**

**Purpose:** To establish and promote the Honors Program.

**Meetings:** Ad hoc.

**Chair:** Suzanne Spangler, x8655 (English)

### **13. Information Technology Faculty Advisory Committee**

**Purpose:** An educational technology advisory body that works with Information Technology to develop, review, and propose programs and engage in dialog regarding faculty technology issues that affect instruction and student learning.

**Meetings:** Ad hoc

**Chair:** Alex Immerblum, x6728 (English)

### **14. Phi Theta Kappa**

**Purpose:** To establish and promote a student Honors society.

**Meetings:** Monthly.

**Chair:** Allison Davis, x8877 (Life Sciences)

### **15. Professional Development Advisory Committee**

**Purpose:** To establish FLEX/Professional Growth opportunities and Professional Development policy for faculty.

**Meetings:** Last Tuesday of each month 12:00-1:30

**Chair:** Evelyn Escatiola, x8757 (Library)

### **16. Scholarship Committee**

**Purpose:** To disburse "General Scholarships".

**Meetings:** Ad hoc.

**Chair:** Viviana Castellon, x4128 (Math)

### **17. Senate Executive Committee**

**Purpose:** To discuss and find solutions for issues to be addressed by the Academic Senate.

**Meetings:** Twice a month.

**Chair:** Alex Immerblum, x6728 (English)

# COMMITTEES WITH ACADEMIC SENATE REPRESENTATION

## *Key Shared Governance & Strategic Planning Committees*

### **1. East Los Angeles College Shared Governance Council (ESGC)**

**Purpose:** Takes part in the implementation of shared governance at ELAC by ensuring the representation and involvement of all groups and constituencies in the development of policies in a participative, objective, and constructive manner. ESGC functions in an advisory capacity to the college President on a variety of policy matters regarding academics, business, and personnel.

**Meetings:** 2<sup>nd</sup> and 4<sup>th</sup> Mondays 1:30-3:00, G1-301A

**Chairs:** Jeffrey Hernandez, x8824 (Social Science) and Tom Furukawa, x4148

## *Committees reporting to East Los Angeles College Shared Governance Council*

### **2. Accreditation Response Group (ARG)**

**Purpose:** Promotes a campus culture that is concerned with accreditation and is focused on student learning. ARG oversees the college's Self Study and its reports to the Accreditation Commission. It documents college decision-making processes, identifying areas for improvement of college planning and governance.

**Meetings:** Once in January, April, July, and October, and more frequently when necessary

**Chair:** Brenda Baity, x8932 (CAOT) and Karen Daar, x5374

### **3. Budget Committee**

**Purpose:** To review the budget and present guidance to ESGC regarding budgetary matters.

**Meetings:** 1<sup>st</sup> or 3<sup>rd</sup> Mondays 1:30-3:30, G1-301A

**Chair:** Jeffrey Hernandez, x8824 (Social Sciences) and Erlinda de Ocampo, x4110

### **4. Program Review and Viability Committee**

**Purpose:** Develops program review and program viability policies and procedures. Establishes validation teams and oversees the Program Review and Viability process.

**Meetings:** 4<sup>th</sup> Tuesday, 2:00-4:00, G1-301C

**Chairs:** Jeffrey Hernandez, x8824 (Social Sciences) and Ryan Cornner, x8967

### **5. Strategic Planning Committee (SPC)**

**Purpose:** To update, revise and evaluate the Strategic Plan, and perform related functions. The SPC will ensure integration of Educational, Technology and Facilities Plans and confirm communication among all three planning subcommittees.

**Meetings:** Ad hoc, but at least four times a year.

**Chair:** Ryan Cornner, x8967

## **6. Educational Planning Subcommittee (EPSC)**

**Purpose:** Completes the Educational Master Plan; determines educational needs of the college and forwards recommendations related to policy, plan revisions and funding requests to the ESGC. The EPSC was established under the auspices of the Academic Senate as defined in Title 5 (academic and professional matters) to address issues related to educational programs, including academic programs and enrollment issues, such as strategies to manage enrollment during active enrollment periods. In regards to the educational plan, the EPSC provides oversight to committees on Distance Education, Enrollment Management, Matriculation, Off-Site, Student Learning Outcomes, Student Success and Transfer. (Ed Plan Committees listed below.)

**Meetings:** 3<sup>rd</sup> Tuesday 2:00-3:30, E7-410

**Chairs:** Cathleen Rozadilla, x8786 (Counseling) and Karen Daar, x5374

## **7. Facilities Planning Subcommittee**

**Purpose:** (1) Determine the facilities needs of the college; based primarily on and in support of the college's Strategic Plan, (2) review, revise and then forward the recommended Facilities Master Plan to the ESGC, (3) ensure the implementation of the approved college Facilities Master Plan, and (4) forward funding requests for the implementation of the Facilities Master Plan to ESGC. Address issues regarding the college facilities planning.

**Meetings:** 1<sup>st</sup> and 3<sup>rd</sup> Thursday 2:00-3:30, G1-301A

**Chairs:** Armida Ornelas, x6721 (Social Sciences) and Tom Furukawa, x4148

## **8. Technology Planning Subcommittee**

**Purpose:** To address issues regarding the college's use of technology. Completes the Technology Master Plan; determines the technology needs of the college and requests funding from ESGC. The goal of the committee is to work with the InfoTech Department, Administration, Faculty, and Staff to achieve and maintain campus-wide technology to enhance instruction and services to students.

**Meetings:** 2<sup>nd</sup> Thursday 1:30-3:00, G1-301A

**Chairs:** Wendy Bass, x5313 (Child, Family & Education Studies) and Gonzalo Mendoza, x5397

## Committees reporting to Educational Planning Subcommittee

### **9. Distributive Learning/Distance Education Committee**

**Purpose:** Maintain quality standards for DL offerings, ensure faculty demonstrate proficiency in DL instructional delivery methods. Create policies that govern DL courses.

**Meetings:** 3<sup>rd</sup> Wednesday 2:00-3:30

**Chair:** Wendy Bass, x5313 (Child, Family & Education Studies)

### **10. Enrollment Management Committee**

**Purpose:** To develop and oversee implementation of strategy for addressing enrollment needs in a manner consistent with the College's strategic and educational master plans.

**Meetings:** Ad hoc

**Chair:** Alex Immerblum, x6728 (English)

### **11. Matriculation Committee**

**Purpose:** To provide seamless Matriculation for ELAC students. Topics include: English, English as a Second Language (ESL), Mathematics, and Chemistry course levels as they relate to assessment instrument tools and research; academic and progress probation; Student Alert process; Assessment and Orientation process; Admissions & Records policies and procedures; and Prerequisite enforcement.

**Meetings:** 4<sup>th</sup> Wednesday 1:30-3:00.

**Chair:** Suzette Morales, x5351 (Counseling)

### **12. Off-Site Committee**

**Purpose:** To discuss academic, student services and facilities issues related to all off-site locations of East Los Angeles College, and to develop recommendations to ensure quality educational programs are offered at off-site locations.

**Meetings:** 4<sup>th</sup> Wednesday 3:00-5:00 or 4<sup>th</sup> Friday 1:00-3:00 (Meeting times alternate monthly, and may be changed on a semester-to-semester basis depending on committee member schedules and general availability)

**Chairs:** Gabriella Lopez, 357-6214 (Library) and Al Rios, 357-6200

### **13. Student Learning Outcomes (SLO) Committee**

**Purpose:** To implement campus-wide Student Learning Outcomes and assessment of all outcomes.

**Meetings:** 2<sup>nd</sup> Wednesdays 3:00-5:00

**Chair:** Veronica Jaramillo, x8851 (Chemistry)

#### **14. Student Success Committee**

**Purpose:** To holistically investigate and offer strategies to promote greater student success, focusing on those areas not covered by the Transfer Committee, in particular, remediation/developmental courses, learning communities, and matriculation issues.

**Meetings:** 1st Wednesday 1:30-3:00, E7-313

**Chairs:** Evelyn Escatiola, x8757 (Library); Alex Immerblum, x6728 (English);  
Suzette Morales-Guerra, x5351 (Counseling); Adrienne Anne Mullen x8613

#### **15. Transfer Committee**

**Purpose:** To promote transfer of students to four-year institutions; and to provide a forum for faculty discussion of ways to improve transfer.

**Meetings:** 2<sup>nd</sup> Friday 10:00-12:00

**Chairs:** Paulina Palomino, x8977 (Counseling) and College President Ernest Moreno, x8662

## *Academic Senate & Administration Committees*

### **16. Catalog Committee**

**Purpose:** To review, revise and update the college catalog.

**Meetings:** Ad hoc.

**Chair:** Karen Daar, x5374

### **17. Diversity Committee**

**Purpose:** To assist with Equal Employment Opportunity Compliance during hiring process

**Meetings:** Ad hoc.

**Chair:** Maria Elena Yepes, Director, Learning Assistance Center, x 8957 (English)

### **18. Financial Aid Committee**

**Purpose:** To inform students on the financial resources available for their education. The committee also makes recommendations in a variety of areas, from campus policies to appeals.

**Meetings:** Ad hoc.

**Chairs:** Robert West, x8115 (Anthropology, Geography, Geology) and Oscar Valeriano, x4122

### **19. Graduation Committee**

**Purpose:** Establish a committee so that faculty, staff and students can participate in this important event. Review graduation ceremony procedures on an ongoing basis and ensure that every graduation ceremony is successfully accomplished.

**Meetings:** Once a month.

**Chairs:** vacant faculty co-chair; Sonia Lopez, x3794

### **20. Student Grievance Committee**

**Purpose:** A presidential-standing committee, composed of students, faculty and administrators, to evaluate student(s) grievances and to provide a prompt equitable means for resolving student(s) grievances.

**Meetings:** Ad hoc.

**Chair:** Sonia Lopez, x3794

### **21. State Equipment Grant Committee**

**Purpose:** To review department requests for State Equipment grant and delegate them according to need.

**Meetings:** Two per academic year, when state funding exists.

**Chair:** vacant faculty co-chair; Gayle Brosseau, x8198

## *Academic Senate/Administration/AFT Committees*

### **22. Calendar Committee**

**Purpose:** To conduct an assessment of the educational and workplace needs of the college's students and local community service area. This assessment will serve as the basis for recommending a calendar option that meets the college's needs. The recommendation of the Calendar Committee and assessment of needs report shall be submitted to the College President and the AFT Chapter President for final approval or disapproval.

**Status:** To be reactivated as needed.

### **23. Conference/Tuition Committee**

**Purpose:** To approve and determine the amount of disbursement for full- and part-time faculty who attend conferences/conventions, and to approve and determine the amount of tuition reimbursement for full- and part-time faculty to partially cover the cost of tuition for enrollment in accredited colleges or universities.

**Meetings:** Third Tuesday of every month 1:30-3:00

**Chair:** Lydia Rudametkin, x8630 (Counseling)

### **24. Hiring Prioritization Committee (formerly Joint Hires Committee)**

**Purpose:** A faculty position hiring committee under the auspices of the Academic Senate, and provided for under the collective bargaining agreement, to recommend hiring prioritization for tenure track faculty positions and temporary replacement faculty positions.

**Meetings:** Ad hoc, following submittal of annual updates.

**Chairs:** Veronica Jaramillo, x8851 (Chemistry) and Laura M. Ramirez, x8723

### **25. Minors in College**

**Purpose:** Review enrollment applications from 1<sup>st</sup> thru 8<sup>th</sup> grade students (6-14 years old).

**Meetings:** Ad hoc.

**Chair:** Richard Moyer, x8676

### **26. Opening Day**

**Purpose:** To coordinate professional development activities for faculty during the mandatory Opening Day meeting held once a year.

**Meetings:** Ad hoc.

**Chair:** Evelyn Escatiola, x8757 (Library)

## **OTHER COMMITTEES/GROUPS WITH FACULTY REPRESENTATION**

### **AFT College Faculty Guild, Local 1521—ELAC Chapter**

**Purpose:** The Guild is the exclusive bargaining agent for full-time and adjunct faculty. It is responsible for ensuring enforcement of the collective bargaining agreement. The purpose of the Guild is to support quality education in the Los Angeles Community College District and to represent the best interests of the faculty.

**Meetings:** At least once a month, usually on the first Thursday, 12:15-1:30, E3-112

**President:** Armida Ornelas, x6721 (Social Sciences)

### **ELAC Violence Intervention Team**

**Purpose:** A group of faculty, staff, administrators, students, and community professionals who are dedicated to violence prevention and intervention. The Violence Intervention Team raises awareness, provides resources, and educates students about the different forms that violence can take. It coordinates Domestic Violence, Sexual Assault, and Stalking Awareness Month Activities, as well as other events throughout the year.

**Meetings:** Once/Twice a month, Tuesday 3-4pm or Thursday 2-3pm

**Team Leads:** Tiffany Rice, x6782 (Psychology) and Sonia Lopez, x3794

### **Mentoring**

**Purpose:** To pair experienced and knowledgeable faculty together with students.

**Meetings:** Ad hoc.

**Coordinator:** Linda Elias, x8862 (English)

### **Work Environment Committee**

**Purpose:** To ensure a safe, healthful and sanitary work environment conducive to effective teaching and learning.

**Meetings:** 1<sup>st</sup> and 3<sup>rd</sup> Tuesday 12:15-1:30

**Chair:** Wendy Bass, x5313 (Child, Family & Educational Studies)