Campus Committees
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
ACADEMIC SENATE

COMMITTEES OF THE ACADEMIC SENATE
1. Academic Integrity Committee
2. Academic Rank Committee
3. Chairs Council
4. Constitution and Bylaws Committee
5. Curriculum Committee
6. Elections Committee
7. ESL Committee
8. Ethics Committee
9. Faculty Handbook Committee
10. Faculty Hiring and Policies Committee
11. General Education Philosophy Statement Committee (Ad Hoc)
12. Honors Advisory Committee
13. Information Technology Faculty Advisory Committee
14. Phi Theta Kappa
15. Professional Development Advisory Committee
16. Scholarship Committee
17. Senate Executive Committee

COMMITTEES WITH ACADEMIC SENATE REPRESENTATION

Key Shared Governance & Strategic Planning Committees
1. East Los Angeles College Shared Governance Council

Committees reporting to East Los Angeles College Shared Governance
2. Accreditation Response Group
3. Budget Committee
4. Program Review and Viability Committee
5. Strategic Planning Committee
6. Educational Planning Subcommittee
7. Facilities Planning Subcommittee
8. Technology Planning Subcommittee

Committees reporting to Educational Planning Subcommittee
9. Distributive Learning/Distance Education Committee
10. Enrollment Management Committee
11. Matriculation Committee
12. Off-Site Committee
13. Student Learning Outcomes Committee
14. Student Success Committee
15. Transfer Committee

Academic Senate & Administration Committees
16. Catalog Committee
17. Diversity Committee
18. Financial Aid Committee
19. Graduation Committee
20. Student Grievance Committee
21. State Equipment Grant Committee

Academic Senate/Administration/AFT Committees
22. Calendar Committee
23. Conference/Tuition Committee
24. Hiring Prioritization Committee (formerly Joint Hires Committee)
25. Minors in College
26. Opening Day

OTHER COMMITTEES/GROUPS WITH FACULTY REPRESENTATION
AFT College Faculty Guild, Local 1521—ELAC Chapter
ELAC Violence Intervention Team/
Mentoring
Work Environment Committee
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: 2nd and 4th Tuesdays 12:10-1:30, G1-301A

President: Alex Immerblum, x6728 (English)

COMMITTEES OF THE ACADEMIC SENATE

1. Academic Integrity Committee
Purpo se: 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: 4th 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 3rd 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: 2nd and 4th 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: 1st or 3rd 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: 4th 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:** 3rd 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:** 1st and 3rd 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:** 2nd 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: 3rd 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: 4th 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: 4th Wednesday 3:00-5:00 or 4th 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: 2nd 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: 2nd 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 1st thru 8th 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: 1st and 3rd Tuesday 12:15-1:30

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