



Agenda

Special Meeting

August 22, 2013

Edmonds Conference Center – Orchid Room

3:30 p.m.

- | | | |
|---------|---|--------------------|
| 3:30 PM | A. Call to Order and Introduction of Guests | Quentin Powers |
| 3:32 PM | B. New Business – First Consideration | |
| | 1. Consideration of Academic Freedom Policy | Mark Cassidy |
| | 2. Consideration of Mission Fulfillment Definition | Dr. Jean Hernandez |
| | 3. Consideration of SIMPLE Plan | Dr. Jean Hernandez |
| | 4. Consideration of Programs for Elimination | Dr. Jean Hernandez |
| 4:30 PM | C. New Business – Action | |
| | 1. Approval of Emeritus Status Policy (RN 13-8-1) | Mark Cassidy |
| | 2. Recognition of Service (RN 13-8-2) | Quentin Powers |
| | 3. Approval of WPEA Collective Bargaining Agreement (RN 13-8-3) | Mark Cassidy |
| 4:45 PM | D. Board Discussion | |
| | 1. Board Self-Assessments | Quentin Powers |
| 5:15 PM | E. Executive Session | Quentin Powers |
| 5:30 PM | F. Adjournment | |

Times are estimates only and subject to change.

The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110. Action from the Executive Session may be taken, if necessary, as a result of items discussed in the Executive Session.

Edmonds Community College will schedule meetings in locations that are free of mobility barriers. Information for individuals with hearing or visual impairments can be provided when adequate notice is given to the Office of the President, 425-640-1516.



Board of Trustees

Washington Community College District 23

Background

ACADEMIC FREEDOM POLICY

SUBJECT

Campus-wide policy in support of Academic Freedom

BACKGROUND

There exist three specific criterion that concern campus-wide “academic freedom.” These criterion are to be assessed during the course of our upcoming accreditation visit in the Spring of 2014. Specifically:

2.A.27 The institution publishes and adheres to policies, approved by its governing board, regarding academic freedom and responsibility that protect its constituencies from inappropriate internal and external influences, pressures, and harassment.

2.A.28 Within the context of its mission, core themes, and values, the institution defines and actively promotes an environment that supports independent thought in the pursuit and dissemination of knowledge. It affirms the freedom of faculty, staff, administrators, and students to share their scholarship and reasoned conclusions with others. While the institution and individuals within the institution may hold to a particular personal, social, or religious philosophy, its constituencies are intellectually free to examine thought, reason, and perspectives of truth. Moreover, they allow others the freedom to do the same.

2.A.29 Individuals with teaching responsibilities present scholarship fairly, accurately, and objectively. Derivative scholarship acknowledges the source of intellectual property, and personal views, beliefs, and opinions are identified as such.

Our labor agreement with our faculty union---which is approved by the governing board-- contractually protects academic freedom for our faculty in the classroom:

ARTICLE III: WORKING CONDITIONS

3.1.1 The Purpose of Academic Freedom. A major purpose of community college education is to share with students the scholarly, imaginative, and scientific efforts that have been made toward understanding our human condition and our world. Informed and critical students will be more able to act responsibly as citizens to make choices in their own lives, and to attempt solutions for problems of the future than uninformed, uncritical followers. The purpose of academic freedom is to ensure this intellectual development of students.

3.1.2 Implementation of Academic Freedom. Fully aware of their obligations under the laws of the land and under contracts and duly negotiated agreements with the College and, as

applicable, Department of Corrections' rules and regulations, academic employees are guaranteed the following freedoms:

- a. Academic employees are free to exercise all their constitutional rights without institutional censorship, discipline, or other interference.*
- b. As scholars and specialists, academic employees are free to conduct research and to publish its results.*
- c. As professionals in their respective disciplines, academic employees are free to select the content and methods through which they discharge their responsibilities. They are free to select textbooks, resource persons, and other materials required to carry out their assigned responsibilities consistent with departmental standards and reasonable financial restrictions determined by the College. Corrections employees must abide by the security restrictions established at each DOC institution.*
- d. Academic employees may not be required to release information about students other than those grades and official records required by the appropriate College record-keeping office or when otherwise required by law.*
- e. This enumeration shall not be construed to deny or to disparage other rights and freedoms retained by academic employees.*

Indirectly Our Civility and Respect policy create an institutional “norm” with regards to how people are to be treated in the workplace and in the classroom.

...Each individual at Edmonds Community College (College) shall be treated in a respectful manner with civility. In maintaining an environment of collegiality and respect, College members will treat all members of the community with honesty, respect and courtesy; each individual shall have regard for the dignity and needs of the people with whom they work and those they supervise. College members are reminded that freedom of expression comes with a responsibility to respect the rights and reputations of others and to treat all with civility...(C.6.5.600)

Beyond the faculty contractual provision and our civility and respect policy, there is no clear definition or articulation of our institutional support of the exercise of academic freedom by faculty, students, and staff. The proposed policy below attempts to address this deficiency. A recent survey conducted during the 2013 Building Community Day reveals, what in-part our climate survey confirmed, that “Academic Freedom” for faculty is more widely understood than it is for other employees.

RECOMMENDATION

Board of Trustees adoption of a policy that makes a campus-wide commitment to the exercise of academic freedom by our faculty, students, and staff.

Policy Number: ??

Policy: Academic Freedom Policy

Date Adopted: August 22, 2013

Revision Date: NA

References: RCW??

Approved By: Edmonds Community College Board of Trustees

The Board of Trustees of Edmonds Community College affirms that institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its exposition.

Academic freedom is essential to these purposes and applies to all disciplines. Freedom in research is fundamental to the advancement of truth. Academic freedom in all disciplines is fundamental for the protection of the rights of the faculty, staff and our students. "Academic Freedom" carries with it rights and responsibilities, regardless of employment status.

The purpose of an academic community is to freely question, criticize, worry, discuss ideals, and to provide the forum to seek a better way toward human aspiration and fulfillment.

Academic freedom is essential for the maintenance of excellence in education, and moreover, exists so that society may have benefits of objective and independent criticism. Academic freedom is essential to allow the pursuit and examination of honest answers to scientific, social, and artistic questions that might otherwise be withheld for fear of offending an influential social group or transient social attitude.

Accordingly, there shall be no adverse consequences to employment status (hiring, promotion, and retention) as a result of discussions and expressions protected by academic freedom.



Board of Trustees

Washington Community College District 23

Background

MISSION FULFILLMENT DEFINITION

Subject

Northwest Commission on Colleges and Universities – Definition of Mission Fulfillment.

Background

Since the Board approved the college's new mission statement, core themes, and objectives, the college's Institutional Effectiveness Committee has worked to identify meaningful, assessable, and verifiable indicators of achievement that form the basis for evaluating accomplishment of the objectives of the college's core themes. This is a requirement of the Northwest Commission on Colleges and Universities (NWCCU).

The college must define mission fulfillment in the context of its purpose, characteristics, and expectations. Guided by that definition, the college must articulate institutional accomplishments or outcomes, known as indicators of achievement, that represent an acceptable threshold or extent of mission fulfillment. These, too, are the requirements of the NWCCU.

President's Cabinet has reviewed and accepted seventeen indicators of achievement which are being presented to the Board of Trustees on August 22 as an information item. Each of the proposed indicators has targets that were established after looking at multiple years of data, and a rationale for the importance of each indicator has been articulated. The targets represent minimal levels of acceptable performance for each indicator.

Meeting or exceeding the minimal target levels for each indicator of achievement can form the basis for a definition of mission fulfillment. Two possible options for defining mission fulfillment are presented for the Board's consideration:

Option #1: Under this option, each indicator would be judged according to a 3-point Likert Scale:

Green Light -> Demonstrates Outcome/Meets Indicator at Medium/High Level (e.g., High Passing Level)

Yellow Light -> Demonstrates Outcome/Meets Indicator at Low/Minimal Level (e.g., Passing Level)

Red Light -> Does Not Demonstrate Outcome/Meet Indicator (e.g., Below Passing Level).

Under option #1, mission fulfillment is achieved if all of the indicators are at the yellow light or green light levels. For this option, acceptable thresholds for green, yellow, and red levels would be established for each indicator.

Option #2: Under this option, each indicator would be judged as being met or not met. Then, a tally of all of the indicators would be compiled.

Under Option #2, mission fulfillment is achieved if at least 80% of all of the indicators have been met. For this option, a justification for why 80% has been selected will be needed.

Recommendation

Board of Trustees approves a definition of mission fulfillment at the September 2013 Board meeting.



Board of Trustees

Washington Community College District 23

Background

REVISIONS TO THE COLLEGE'S INTEGRATED STRATEGIC PLANNING PROCESS

Subject

Revisions to the integrated strategic planning process (i.e., the SIMPLE Plan) that was approved in June 2010.

Background

In June 2010 the Board approved the original integrated planning process known as the SIMPLE Plan. Since that time the college has implemented the SIMPLE Plan twice. Both times, however, the process proved to be cumbersome – mainly due to the lack of a strategic plan by which to inform and drive an evaluative, institutional effectiveness plan for the college. Now that the college has a strategic plan in place, there is a need to review and revise the SIMPLE Plan process.

The SIMPLE Plan

On an annual basis Edmonds Community College implements its strategic plan through a process that outlines its goals, strategies, and/or plans that relate to the college's Core Themes, Objectives, and Strategic Goals – all of which are mapped to the college's Mission Statement and definition of Mission Fulfillment. This process is referred to as the SIMPLE Plan, with SIMPLE standing for **S**trategic, **I**nformed, **M**easurable **P**rocess **L**eading to **E**ffectiveness.

The SIMPLE Plan is not a new process. Rather, it takes the original template that was focused at the departmental or unit level and elevates it to the institution level by implementing a strategic plan that flows across divisions with broad constituency groups participating in each Strategic Leadership Council.

The SIMPLE Plan is a systematic, cyclical, on-going, assessment of strategies and processes to ensure Edmonds Community College is effectively meeting the needs of the students and advancing the mission of the institution. It is a self-assessment process by which Strategic Leadership Councils, assigned to each Core Theme, (1) celebrate and document college outcomes and accomplishments and (2) articulate perceived changes or barriers that need to be addressed to achieve continuous growth and excellence across the college. This is accomplished through data-informed decisions, internal reflection, and scanning of the external environment.

The process is designed to assist the college in maintaining high standards of achievement that support student success for ALL students. Therefore, the process is intended to result in changes and continual improvements at Edmonds Community College.

Since the SIMPLE Plan aligns strategic goals with the college's mission statement, core themes, and objectives, it provides an ongoing assessment and review of the college's performance in support of its students. More specifically, the SIMPLE Plan provides a template for carrying out the college's strategic plan.

The products of this process provide fundamental information for college-wide decision-making and resource allocation.

Recommendation

Board of Trustees approval of revisions to the integrated strategic planning process (i.e., the SIMPLE Plan) at the September 2013 Board meeting.

The SIMPLE Plan

(Strategic, Informed, Measurable Process Leading to Effectiveness)



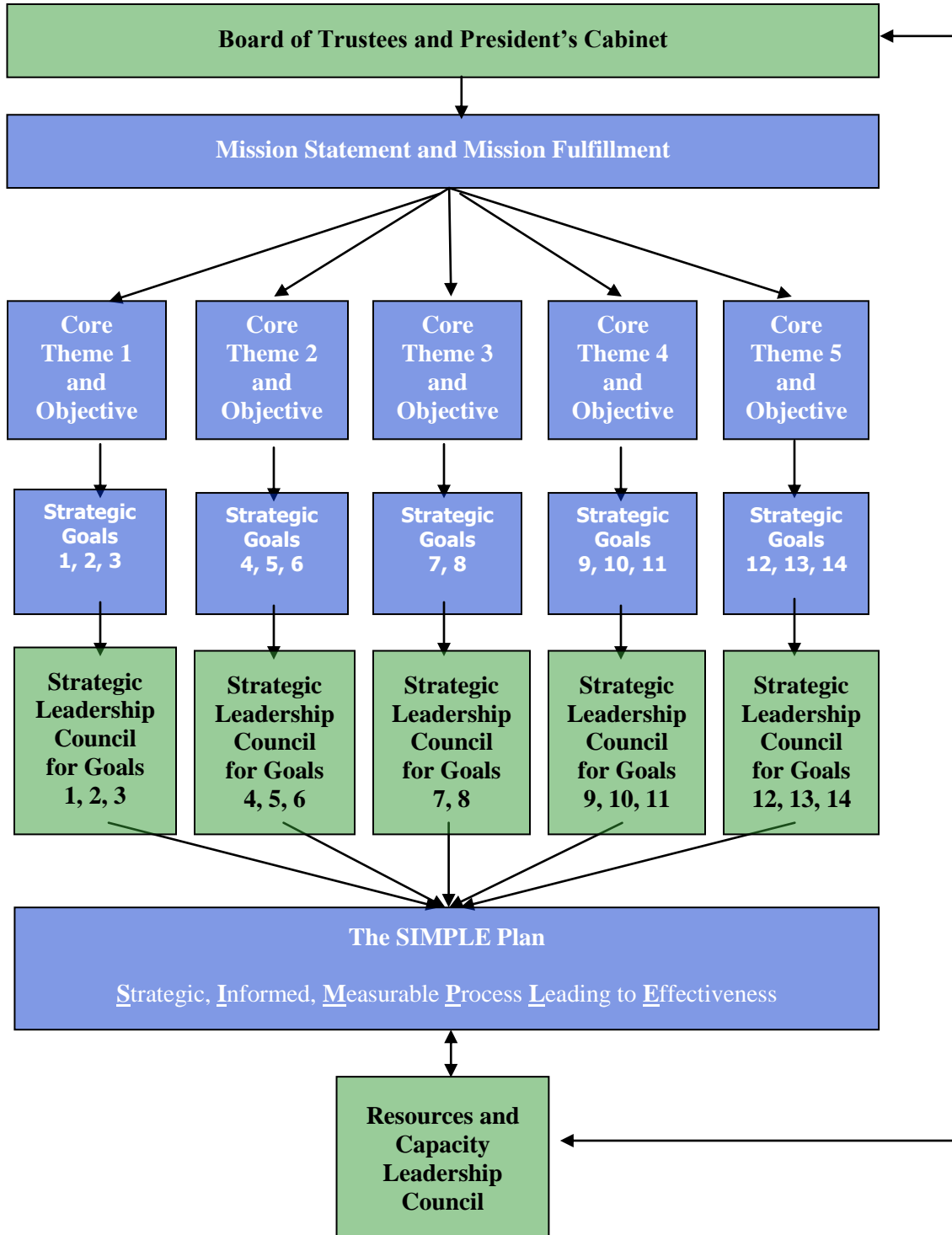
Spring 2010

(Approved by the President's Cabinet, June 1, 2010)
(Approved by the Board of Trustees, June 10, 2010)

Summer 2013

(Approved by the President's Cabinet, August 12, 2013)
(Approved by the Board of Trustees, September 12, 2013)

The diagram below illustrates the relationships among the college’s Mission Statement; Core Themes and Objectives; Strategic Goals; and Planning and Governance Structures at Edmonds Community College.



LEGEND:

Governance Structure

Mission Fulfillment and Strategic Plan

What is the SIMPLE Plan?

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Board of Trustees

Washington Community College District 23

Background

PROGRAMS PROPOSED FOR ELIMINATION

Subject

Board of Trustees approval to eliminate 16 instructional programs.

Background

Background Information for this proposal is attached. Listed below are the 16 certificates/degrees being submitted to the Board for their review and approval.

BUSINESS DIVISION

Business Information Technology Department

1. Business Information Technology- MIT Medical Transcriptions Certificate

Horticulture Department

2. Horticulture- Business Specialization Associate of Technical Arts Degree

Hospitality and Tourism Department

3. Hospitality and Tourism Express Certificate

Business Technology Department

4. Office Tech Software Specialist Associate of Technical Arts Degree

CORRECTIONS EDUCATION DIVISION

8. Information Technology Certificate
9. Microsoft Office Excel/Access Certificate
10. Microsoft Word/PowerPoint Certificate
11. Microsoft Office Level I Certificate
12. Microsoft Office Level II Certificate
13. Computer Services Technology Certificate
14. Energy Systems Technology Certificate

HEALTH AND HUMAN SERVICES DIVISION

Allied Health Department

18. Practical Nursing Certificate (W/Lake Washington Institute of Technology)

Social and Human Services Department

19. Activities Assistant Certificate

20. Vocation Rehab Tech Certificate

21. Case Management Certificate

MATH AND SCIENCE DIVISION

Chemistry Department

23. Chemistry- Chemical Lab Technician Associate of Technical Arts Degree

NOTE: The numbers listed are to assist the reader in finding the appropriate section in the attached document, which provides the corresponding details and information.

Recommendation

Approval to eliminate 16 instructional programs at the September 2013 Board of Trustees meeting.

PROGRAMS PLACED ON INACTIVE STATUS

Requires Board of Trustees Consideration and Action

The following programs were placed on inactive status in previous years, or the division asked for immediate elimination. The SBCTC (State Board for Community and Technical Colleges) provides for professional technical programs to request that their specific program be placed on inactive status for up to three years, with the option to reinstate before those three years are up.

The programs listed below are ready to be presented to the Edmonds Community College Board of Trustees for their review and approval. (With board approval, our records will both align with current board policy and become up to date with all requests for inactivation, then elimination.)

This list includes both professional-technical and transfer programs.

BUSINESS DIVISION

Business Information Technology Department

1. Business Information Technology- MIT Medical Transcriptions Certificate (42 CR) (565H)

- Inactivation Requested: Fall 2009
- Rationale: Industry need for transcription is declining due to EMR. Clinics and hospitals are re-defining how they use their transcriptionists. A few are becoming proofreaders/editors of the electronic files – others are moving to other administrative support roles. Also, Everett Community College has a certified program, which may be taken
- Number of Graduates: 1 (last - Spring 2009)
- FTES: 1.067 as of Fall 2013
- Number Still in Program: 1 current as of Fall 2013
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record
- Board Action: Eliminate August 2013

Horticulture Department

2. Horticulture- Business Specialization Associate of Technical Arts Degree (90 CR) (135T)

- Inactivation Requested: Summer 2010
- Rationale: Hardly used in all the years of its existence; only two people used it. We will direct people to the Business Management Project Management Certificate instead
- Number of Graduates: 5 (last - Spring 1992)
- FTES: .800 as of Spring 2010
- Number Still in Program: 1 former as of Spring 2010
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate August 2013

Hospitality and Tourism Department

3. Hospitality and Tourism Express Certificate (33 CR) (277D)

- Inactivation Requested: Summer 2010
- Rationale: Program has only one start quarter and has minimal graduate rates. Two-quarter program negatively impacts spring classes with prerequisites
- Number of Graduates: 1 (last - Summer 2011)
- FTES: 1.400 as of Spring 2011
- Number Still in Program: 2 former as of Spring 2011
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate August 2013

Business Technology Department

4. Office Tech Software Specialist Associate of Technical Arts Degree (92 CR) (559U)

- Inactivation Requested: Summer 2009
- Rationale: The department didn't think this Specialization track was necessary so merged the program back into an overall Office Technology ATA
- Number of Graduates: 1 (last - Winter 2011)
- FTES: .267 as of Fall 2011
- Number Still in Program: 1 current as of Fall 2011
- Teach out: none needed. All courses still available or have reasonable substitution options
- Board Action: Eliminate August 2013

Hospitality and Tourism Department

5. Lodging Management Certificate (44 CR) (269C)

- Inactivation Requested: Spring 2012
- Rationale: We worked extensively with industry in the creation of this certificate, but the lodging business has a long standing practice of hiring entry-level employees with no previous training (and really low wages), so it was very challenging to get buy-in from potential students. One of the classes we developed for this certificate (HSPTR 258 - Lodging Management) has been retained and we are using it successfully in multiple degrees. No students enrolled in this program
- Number of Graduates: Zero
- FTES: .333 as of Spring 2011
- Number Still in Program: 1 former as of Spring 2011
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate June 2015

Business Management Department

6. Business Management – Management Fundamentals Certificate (35 CR) (5021)

- Inactivation Requested: Summer 2012
- Rationale: Similar to other certificates offered that meet the same needs; adviser approval process is confusing for students and causes problems with graduation process
- Number of Graduates: 3 (last - Spring 2009)
- FTES: .333 as of Fall 2013
- Number Still in Program: 1 former as of Fall 2013
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate June 2014

7. Business Management – Retail Merchandising Certificate (35 CR) (210C)

- Inactivation Requested: August/September 2013

- Rationale: Although enrollments in these classes have been steady at about 20 students, the department has limited budget and has decided to focus on programs with more growth potential
- Number of Graduates:1 (last - Fall 2012)
- FTES: 1.533 as of Fall 2013
- Number Still in Program: 2 current as of Fall 2013
- Teach out:
 - For students who had just started: We gave students a 3-quarter notice that the program was going to be eliminated. Students who were in their first quarter were advised to continue their program at another college, or transition into our management program
 - For students who had already made significant progress: A number of classes required or optional for the program continue to be taught by the department because they are utilized for other degrees. Students who had only these courses left were able to stay on and graduate
 - For students who were somewhere in between: We substituted classes for a few students, and also allowed students to take additional classes at other colleges and transfer those back to complete the certificate
- Board Action: Eliminate June 2015

CORRECTIONS EDUCATION DIVISION

Corrections students do not have prof-tech intent codes; usually basic skills coding. Teach out not possible as students move from facility to facility without warning

8. Information Technology Certificate (37 Credits) (518F)

- Elimination Requested: August 2013
- Rationale: discontinued per Department of Corrections
- Teach out: none needed
- Board Action: Eliminate August 2013

9. Microsoft Office Excel/Access Certificate (22 Credits) (518K)

- Elimination Requested: August 2013
- Rationale: discontinued per Department of Corrections
- Teach out: none needed
- Board Action: Eliminate August 2013

10. Microsoft Word/PowerPoint Certificate (21 Credits) (518L)

- Elimination Requested: August 2013
- Rationale: discontinued per Department of Corrections
- Teach out: none needed
- Board Action: Eliminate August 2013

11. Microsoft Office Level I Certificate (20 Credits) (518N)

- Elimination Requested: August 2013
- Rationale: discontinued per Department of Corrections
- Teach out: none needed
- Board Action: Eliminate August 2013

12. Microsoft Office Level II Certificate (20 Credits) (518M)

- Elimination Requested: August 2013
- Rationale: discontinued per Department of Corrections
- Teach out: none needed
- Board Action: Eliminate August 2013

13. Computer Services Technology Certificate (49 CR) (630L)

- Elimination Requested: August 2013
- Rationale: discontinued per Department of Corrections
- Teach out: none needed
- Board Action: Eliminate: August 2013

14. Energy Systems Technology Certificate (79 CR) (703A)

- Elimination Requested: August 2013
- Rationale: discontinued per Department of Corrections
- Teach out: none needed
- Board Action: Eliminate August 2013

HEALTH AND HUMAN SERVICES DIVISION

Fire Officer Degree Department

15. Fire Officer Certificate (32 CR) (829C)

- Inactivation Requested: Summer 2012
- Rationale: Lack of sufficient enrollment for self-support program at this time
- Number of Graduates: 1 (last - Winter 2007)
- FTES: .667 as of Fall 2012
- Number Still in Program: 1 current as of Fall 2012
- Teach out: students are currently taking classes; they can receive certificate at Everett CC
- Board Action: Eliminate June 2015

16. Fire Officer Degree (96 CR) (829W)

- Inactivation Requested: Summer 2012
- Rationale: Lack of sufficient enrollment for self-support program at this time
- Number of Graduates: 1 (last - Winter 2012)
- FTES: .333 as of Summer 2013
- Number Still in Program: 1 current as of Summer 2013
- Teach out: students are currently taking classes; they can receive degree at Everett CC
- Board Action: Eliminate June 2015

Emergency Management Department

17. Emergency Communications Certificate (90 CR) (536C)

- Inactivation Requested: Summer 2012
- Rationale: There is not a demonstrated need in the community for this training at this time. Employers are doing their own training in the public and private sectors
- Number of Graduates: 1 (last - Winter 2001)
- FTES: 1.000 as of Spring 2007
- Number Still in Program: 1 former as of Spring 2007
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate June 2015

Allied Health Department

18. Practical Nursing Certificate (W/Lake Washington Institute of Technology) (67 CR) (32D)

- Elimination Requested: Spring 2011; eliminated by LWIT: Spring 2011
- Rationale: Satellite program with LWIT; closed by LWIT
- Number of Graduates: Zero
- FTES: 4.267 as of Fall 2013
- Number Still in Program: 7 current as of Fall 2013; 1 former as of Fall 2013
- Teach out: Students were transferred to LWIT as of summer 2011 and completed their course work there. The last few students graduated fall quarter Lake Washington. Department to contact current students with this degree intent and verify accuracy of information; create teach out plan or update student record(s)
- Board Action: Eliminate August 2013

Social and Human Services Department

19. Activities Assistant Certificate (47 CR) (349C)

- Inactivation Requested: Summer 2009
- Removed from SBCTC Inventory: January 2013
- Rationale: Merged into different certificate: Senior Services
- Number of Graduates: 1 (last - Summer 2010)
- FTES: .800 as of Spring 2010
- Number Still in Program: 1 former as of Spring 2010
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate August 2013

20. Vocation Rehab Tech Certificate (44 CR) (410C)

- Inactivation Requested: Summer 2009
- Removed from SBCTC Inventory: January 2013
- Rationale: no students since before 2006
- Number of Graduates: 1 (last - Winter 2008)
- FTES: 1.733 as of Spring 2009
- Number Still in Program: 4 former as of Spring 2009
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate August 2013

21. Case Management Certificate (42 CR) (434C)

- Inactivation Requested: Summer 2009
- Removed from SBCTC Inventory: January 2013
- Rationale: no students since before 2006
- Number of Graduates: 1 (last - Summer 2010)
- FTES: .133 as of Summer 2013
- Number Still in Program: 1 former as of Summer 2013
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record
- Board Action: Eliminate August 2013

INTERNATIONAL DIVISION

22. International Business Associate of Technical Arts Degree (90 CR) (249T)

- Inactivation Requested: Spring 2013
- Rationale: Low Enrollment
- Number of Graduates: 1 (last - Spring 2013)
- FTES: 2.130 as of Fall 2013
- Number Still in Program: 3 current as of Fall 2013
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record
- Board Action: Eliminate June 2016

MATH AND SCIENCE DIVISION

Chemistry Department

23. Chemistry- Chemical Lab Technician Associate of Technical Arts Degree (90 CR) (609T)

- Inactivation Requested: Spring 2010
- Rationale: Chemistry Instrumentation classes stored; degree no longer applicable
- Number of Graduates: 2 (last - Summer 2006)
- FTES: .867 as of Summer 2012
- Number Still in Program: 1 former as of Summer 2012
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record(s)
- Board Action: Eliminate August 2013

Computer Information Systems Department

24. Database Information Technologies Associate of Technical Arts Degree (96 CR) (503T)

- Inactivation Requested: Winter 2012
- Rationale: The Database program has not had sustained enrollments. The required classes are not being offered for 2012-2013. We hope to reinstate the ATA for the 2013-2014 academic year
- Number of Graduates: 3 (last - Summer 2012)
- FTES: .067 as of Summer 2013
- Number Still in Program: 1 current as of Summer 2013
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record
- Board Action: Eliminate March 2015

25. Linux Security Specialist Certificate (30 CR) (515M)

- Inactivation Status: Spring 2012
- Rationale: The Linux program has not had sustained enrollments. Over half of the classes on the certificate are not being offered for 2012-2013. We hope to reinstate the certificate for the 2013-2014 academic year
- Number of Graduates: 1 (last - Spring 2011)
- FTES: .667 as of Fall 2013
- Number Still in Program: 1 current as of Fall 2013
- Teach out: Contact student(s) and verify accuracy of student intent; create teach out plan or update student record
- Board Action: Eliminate June 2015

PROGRAM REQUESTING REINSTATEMENT

The following program has requested reinstatement on Edmonds Community College's program inventory.

BUSINESS DIVISION

Business Department

E-Business Associate of Technical Arts Degree (90 CR) primary program (543C)

- Prior Inactivation Requested: Summer 2012
- Reinstatement Requested: Summer 2013
- FTES: 1.667
- Number Still in Program: 2 current as of Fall 2013)
- Number of Graduates: 2 (last - Winter 2013)
- Reason: Error on part of faculty to eliminate; had to resubmit all paperwork to SBCTC to activate this program again.
Reinstate August 2013
- Board Action: None required.

THE FOLLOWING PROGRAMS WERE PREVIOUSLY APPROVED BY EdCC BOARD OF TRUSTEES

This section is informational only.

Since May 2011, the following programs were added to the college's catalog and to the SBCTC program inventory:

- Computers, Electronics and Networks – Aircraft Electronic Technician Certificate (40 Credits), approved by Board of Trustees, June 2013
- Business Management – Retail Management Certificate (45 Credits), approved by Board of Trustees, June 2013
- Culinary Arts – Baking Associate of Technical Arts Degree (98 Credits), approved by Board of Trustees, March 2011
- Early Childhood Education – State Certificate (47 Credits), approved by Board of Trustees June 2013
- Emergency Management and Business Continuity Associate in Applied Science Transfer Degree (95-99 Credits), approved by Board of Trustees, March 2010
- Nursing – Nursing Education Program Practical Nurse Certificate (72 Credits), approved by Board of Trustees, November 2012
- Allied Health Education – Pharmacy Technician Associate of Applied Science Transfer Degree (96 Credits), approved by Board of Trustees, November 2012

INFORMATIONAL ONLY – POSSIBLE FUTURE PROGRAMMING

The process for these programs will include review and approval through the Curriculum Committee, Instructional Leadership, President's Cabinet, Board of Trustees and the Northwest Commission on Colleges and Universities. Discussions and processes for program development have started for the following programs:

CORRECTIONS EDUCATION DIVISION

Building Maintenance Technology Certificate (20 CR)

This is a state-mandated program

MATH AND SCIENCE DIVISION

Materials Science Department

Quality, Manufacturing and Electronics Certificate (28 CR)

Description: This hands-on program is designed to give students the skill sets and knowledge to effectively operate in a manufacturing environment. The certificate is comprised entirely of classes from the I-BEST program, allowing students to improve their math and writing skills while earning the certificate. It also serves as an indication of the satisfactory completion of the first year of the Manufacturing and Materials Technology ATA degree.

Mechanics and Materials Certificate (25 CR)

Description: The Mechanics and Materials Certificate provides an understanding of the basics of materials science (including metals, plastics, ceramics, composites), and how mechanical forces affect structures. These classes can be used as part of the requirements for the Materials Science Technology AAS-T or the Manufacturing and Materials Technology ATA degree.

HUMANITIES DIVISION

Visual Communications Department

Graphic Design Certificate (43 CR)

Description: Introduction to design principles and technical knowledge that are associated with print and web projects. Develop and produce a variety of content that will build a portfolio by utilizing the industry standard tools of Adobe Creative Suite on an Apple platform. The required courses for this one year certificate can also be applied to the Visual Communications two-year ATA degree.

Web Design Certificate (42 CR)

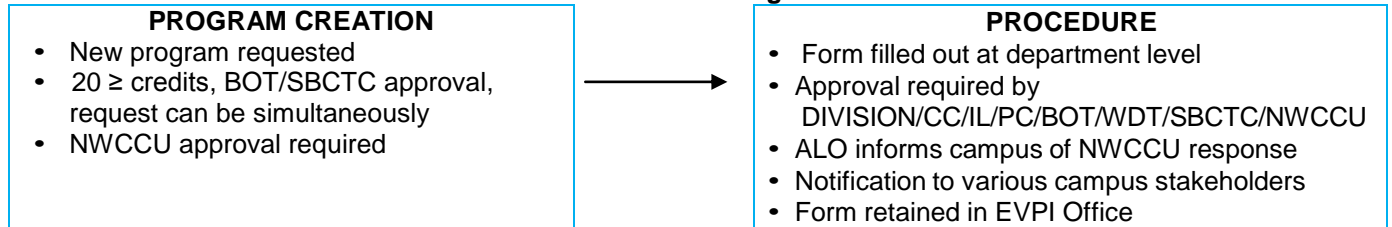
Description: Introduction to producing content driven websites including the visual aspects of developing an effective user interface (UI) while learning the programming language for enhancing the user experience (UX) designs. The required courses for this one year certificate can also be applied to; either the Visual Communications or Web Development two-year ATA degree.

NOTE: Effective 2013-2014 Academic year a process has been created and documented to proactively act on upcoming request(s) for new or eliminated status, which will give the Board of Trustees adequate time for consideration and action.

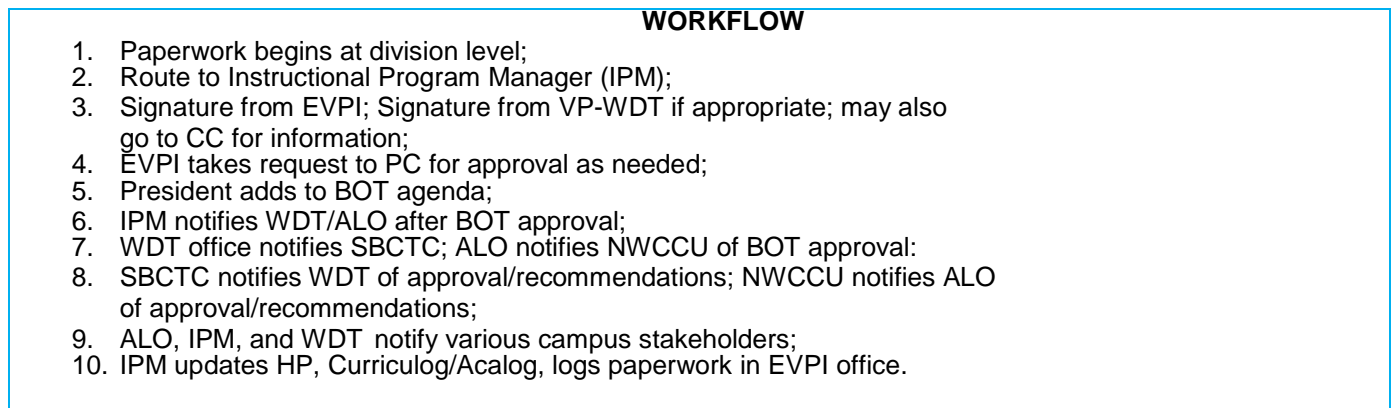
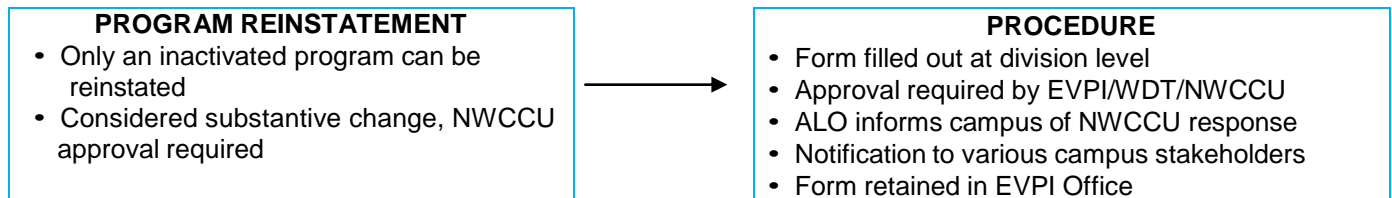
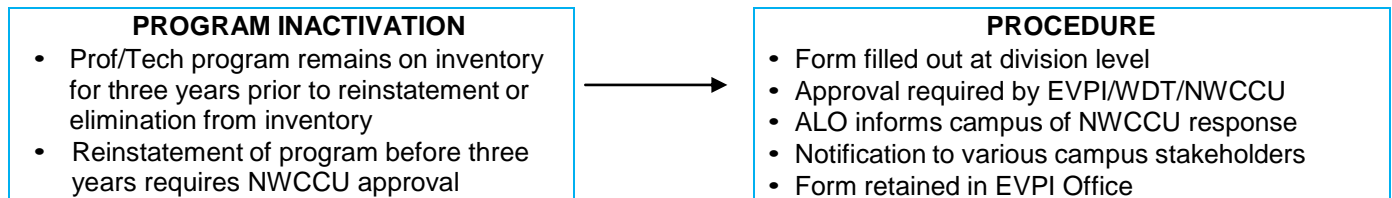
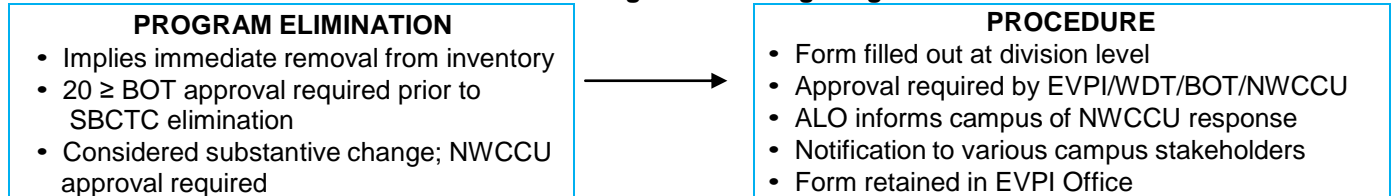
Future Teach-Out Procedure

- Identify current students in program
- Contact students and confirm accuracy of intent
- Create teach-out plan or update student record in HP

**Edmonds Community College
August 2013
Procedure for New Programs**



Procedure for Changes to Existing Programs



ALO – Accreditation Liaison Officer
 BOT – Board of Trustees
 CC – Curriculum Committee
 ELIMINATION – Inactivation for NWCCU
 EVPI – Executive Vice President for Instruction (Office)
 INACTIVATION – Suspension for NWCCU
 IPM – Instructional Program Manager

NWCCU – Northwest Commission on Colleges and Universities
PC – President’s Cabinet
SBCTC – State Board for Community and Technical Colleges
WDT – Workforce Development and Training (Office)



Board of Trustees

Washington Community College District 23

Background

EMERITUS STATUS POLICY

Subject:

To approve the adoption of an Emeritus Status Policy for faculty, exempt, or classified employees.

Background

“Emeritus” is an adjective to describe someone who has retired but has retained their title as an honor. Such used would be to describe a professor emeritus. Edmonds Community College is seeking the Board of Trustees’ approval of a policy that would allow the President to confer Emeritus status upon any retired employee who has served 10 or more years at the college. This is a public way to express our gratitude for exemplary service as well as keep outstanding long-term employees connected to our community of learners. Traditionally, emeritus status has been extended only to professionals such as faculty – the status in many institutions has also been given to professional administrators. Our policy includes an additional differentiation from others – it may be awarded to classified staff as well.

Long-term commitment and engagement is part of our campus culture. It is not unusual to find employees with 25, 30 or more years of service. Conferring emeritus status will allow the college to recognize exceptional retirees and keep them connected to our college to which they have dedicated so much of their professional careers.

Recommendation

The Trustees are asked to review and approve the Emeritus Status Policy for faculty, exempt, or classified employees.



Board of Trustees

Washington Community College District 23

Resolution No. 13-8-1

EMERITUS STATUS POLICY

WHEREAS, the President and President’s Cabinet have reviewed and have recommended the adoption of the Emeritus Status Policy, and

WHEREAS, “Emeritus” is an adjective to describe someone who has retired but has retained their title as an honor. Such used would be to describe a professor emeritus. Edmonds Community College is seeking the Board of Trustees’ approval of a policy that would allow the President to confer Emeritus Status upon any retired employee who has served 10 or more years at the College, and

WHEREAS, the designation of “Emeritus” is a public way to express our gratitude for exemplary service as well as keep outstanding long-term employees connected to our community of learners,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College hereby adopts the proposed Emeritus Status Policy.

Quentin Powers, Chair

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

Policy Number: ??

Policy: Emeritus Status Policy

Date Adopted: August 22, 2013

Revision Date: NA

References: RCW ???

Approved By: Edmonds Community College Board of Trustees

Emeritus Status Policy

Emeritus status may be granted to an employee of Edmonds Community College upon retirement because he/she displayed meritorious, exemplary performance during his/her employment at the college and has been nominated per this policy. The emeritus title is conferred upon the recommendation of the President of Edmonds Community College; in the case of the President, the Board of Trustees confers this status.

Initial review of a request for emeritus status originates in the appropriate department or office. The department administrator makes a recommendation to the appropriate vice president. The vice president for each area makes an independent recommendation to the President. For vice presidents, the President will originate such action, as deemed appropriate.

Specific criteria for a positive recommendation for emeritus status will largely be vested in the department or office, based upon those activities that it values as expressed through the unit standards. However, all candidates for emeritus status must meet at least the following general guidelines:

1. The individual must have been employed by Edmonds Community College for a period of no less than ten years; exceptions to this requirement may be made by the Board of Trustees.
2. The individual must have maintained a record of excellence in the performance of their duties, service to the college, and demonstrated the values of the College Mission.

Emeritus status is granted immediately upon retirement from Edmonds Community College and approval by the Edmonds Community College President (Board of Trustees if granting emeritus status to the President).

Benefits of Emeritus Status

All emeriti shall be accorded the following privileges:

- (a) Possession of a free campus staff parking permit to be issued and verified by campus security;
- (b) Same library borrowing privileges as current employees;
- (c) Access to campus recreational and social facilities;
- (d) Complimentary or reduced-priced admission to cultural and athletic events, at the discretion of the sponsoring group;
- (e) Invitations to participate in selected department and/or college functions;
- (f) Attendance at public college functions and celebrations affirming the academic mission of the college, such as commencement;
- (g) Receive Edmonds CC mailings.
- (h) Will automatically retain their computer account(s), which includes E-mail and Internet access.



Board of Trustees

Washington Community College District 23

Background

*Washington Public Employees
Association – WPEA
Negotiated Agreement*

Subject

To approve the July 1, 2013 through June 30, 2015 collective bargaining agreement with the Washington Public Employees Association Higher Education, the classified employees' union.

Background

On June 29, 2013 the state legislature concluded its second special session (and avoided a partial government shutdown) by passing a budget for the 2013-2015 biennium.

The legislature funded our contract with the WPEA's higher education employees under the new 2013-2015 budget. This includes the elimination of the 3% salary reduction, a new Step M in the salary schedule, and a potential 1% raise on July 1, 2014, if certain economic conditions are met.

Recommendation

The Trustees are asked to review and approve the 2013-2015 collective bargaining agreement with our WPEA Higher Education employees.



Board of Trustees

Washington Community College District 23

Resolution No. 13-8-3

*Washington Public Employees
Association - WPEA
Negotiated Agreement*

WHEREAS, the State of Washington has negotiated a successor labor agreement, on behalf of each Separate Community College District, and the Washington Public Employees Association/UFCW Local 365, in accordance with RCW 41.80, and

WHEREAS, the term of this Agreement governs wages, hours, and other terms and conditions of employment from July 1, 2013 through June 30, 2015, and

WHEREAS, this agreement has been certified by the Director of the Office of Financial Management as being feasible financially for the state, approved by the legislature and governor;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Edmonds Community College hereby adopts the negotiated agreement between the State of Washington, Edmonds Community College and the Washington Public Employees Association Higher Education (aka "Washington Public Employees Association/UFCW Local 365").

Quentin Powers

Date Approved

ATTEST:

Dr. Jean Hernandez, Secretary

WASHINGTON PUBLIC EMPLOYEES ASSOCIATION – WPEA

COLLECTIVE BARGAINING AGREEMENT

Please visit website below to view the agreement.

http://www.ofm.wa.gov/labor/agreements/13-15/wpea_he.pdf