# College of the Canyons Program Planning and Review

**Year(s):** 2011/2012 to 2013/2014

| Program Information for: Academic Senate  
**Year(s):** 2011/2012 to 2013/2014 |
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## College of the Canyons' Mission Statement

College of the Canyons offers an accessible, enriching education that provides students with essential academic skills and prepares students for transfer education, workforce-skills development, and the attainment of learning outcomes corresponding to their educational goals. To fulfill its mission, College of the Canyons embraces diversity and engages students and the community in scholarly inquiry, creative partnerships, and the application of knowledge.

## Program Description

Describe the Department's Mission (e.g. services offered and functions performed by this department).

The Academic Senate is a faculty organization whose function is to make recommendations to the Board of Trustees on 10+1 academic and professional matters, pursuant to California Administrative Code of Regulations - Title 5, Section 53200 and local Board Policy 7215, Academic Senate Participation in Collegial Consultation.

The 10+1 areas are:
1. Development of curriculum, establishment of prerequisites and planning of course disciplines
2. Determination of degree and certificate requirements
3. Establishment and review of grading policies
4. Establishment of standards and policies regarding student preparation and success
5. Appointment of faculty members to District and College committees
6. Development of processes for program review.
7. Development of new educational programs
8. District governance processes
9. Delineation of faculty roles and involvement in accreditation
10. Determination of processes in institutional planning and budgeting
11. Other academic and professional

Who are the customers/recipients of the services and functions?
The Senate represents approximately 200 full-time faculty and 600 part-time instructors. It is a representative body which meets twice monthly each semester. Full-time faculty elect a President and Vice-President for 2-year terms. Full-time faculty in each division elect one division representative. The full-time faculty as a whole elects additional at-large senators based...
on a formula of 1 Senator per every 40 full-time faculty members. The Senate also reserves three seats for adjunct faculty Senators elected at large by the adjunct faculty. The Senate has a full-time classified administrative.

Provide a current organizational chart for the department, including all full-time and part-time staff. Show the full-time equivalent of each staff member. Also, you may want to include a proposed organizational chart if you are proposing changes.

Provide a short description of the history of your department, including how it has changed over the years.
Since fall 2010, the Senate has experienced some significant changes.
1. The Senate began to publish and post its agendas 72 hours prior to Senate meetings in order to comply with the Brown Act.
2. The Senate created a Board Policies and Procedures Committee to both initiate Board Policies and Procedures and to propose revisions to existing Board Policies and Procedures.
3. The structure of the Academic Senate has changed to establish an Executive Committee of the Senate composed of the Chairs of the Academic Senate Committees.
4. The Academic Senate President has attended the statewide Senate fall and spring plenary sessions to cast the one representative vote on ASCCC resolutions on behalf of COC faculty.
5. To improve Senate communication with the faculty, the Senate website was revised and expanded; it is reviewed regularly to maintain its currency.
6. The Senate publishes a Newsletter at the end of each semester.
7. The Senate President attends Board of Trustees meetings year-round and reports on the work of the Senate.
8. Each of the Senate Committees are developing committee procedures which are available for viewing through the Senate website.
9. The Senate provides funding for faculty to attend ASCCC sponsored conferences such as the Leadership Institute, Curriculum Institute, STEM Conference, Accreditation Institute.
10. The Senate write a Program Review linked to budget development.

### Administrative Unit Outcomes

**Administrative Unit Outcomes (AUOs) Assessment Model:**
The purpose of this assessment process is to improve the unit's service.

<table>
<thead>
<tr>
<th>Department Goals (Overarching AUOs)</th>
<th>Specific Objectives</th>
<th>Means of Assessment and Criteria for Success</th>
<th>Summary of Data Collected and Number of Cycles</th>
<th>Use of Results</th>
<th>Next Assessment Cycle (Month, Year)</th>
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</thead>
<tbody>
<tr>
<td>Publish Academic Senate Meeting Agendas and Meeting</td>
<td>Senate meeting agendas and summaries for every Academic</td>
<td>Agendas were sent electronically to all full-time and adjunct faculty as well as other interested</td>
<td>1</td>
<td>The Senate will continue to post agendas 72 hours prior to Senate meetings to comply with the Brown Act.</td>
<td>Spring 2013</td>
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<td>Provide critical information to faculty for planning and decision-making in shared governance</td>
<td>Senate meeting summaries in compliance with the Brown Act.</td>
<td>Senate meeting both fall and spring semesters.</td>
<td>parties and posted in a public Senate Bulletin Board 72 hours prior to the Senate meetings. Agendas and meeting summaries for Academic Senate meetings were posted 72 hours in advance on the Academic Senate website.</td>
<td>2</td>
<td>The Senate will continue to post agendas 72 hours prior to Senate meetings to comply with the Brown Act.</td>
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<tr>
<td>Publish Academic Senate Meeting Agendas and Meeting Summaries in compliance with the Brown Act.</td>
<td>Senate meeting agendas and summaries for every Academic Senate meeting both fall and spring semesters.</td>
<td>Agendas were sent electronically to all full-time and adjunct faculty as well as other interested parties and posted in a public Senate Bulletin Board 72 hours prior to the Senate meetings. Agendas and meeting summaries for Academic Senate meetings were posted 72 hours in advance on the Academic Senate website.</td>
<td>1</td>
<td>Finding the Plenary information, both the Academic Senate President and Vice-</td>
<td>Spring 2013</td>
</tr>
<tr>
<td>The Academic Senate President will attend the ASCCC</td>
<td>Academic Senate meeting summaries will reflect report from Academic</td>
<td>The Academic Senate President attended the ASCCC Plenary Sessions in 2010-2011 and 2011-2012. The</td>
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<tr>
<td>The Academic Senate President and Vice-President or Alternate will attend the ASCCC Plenary Session each semester. The President will cast votes on ASCCC resolutions on behalf of COC faculty.</td>
<td>Academic Senate meeting summaries will reflect report from Academic Senate President and vote results on resolutions.</td>
<td>President sent the ASCCC proposed resolutions to the faculty prior to the Plenary and asked for input. The President sent the vote outcomes to the faculty after the Plenary and reported on the Plenary at the next Senate meeting.</td>
<td>President will attend the ASCCC Plenary Sessions in 2012-2013. The President will be the official delegate and cast votes on resolutions on behalf of the COC faculty.</td>
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<tr>
<td>Find the Plenary Sessions informative and in order to cover more conference workshops, both the Academic Senate President and the Vice-President will attend the ASCCC Plenary Sessions in 2013-2014. In case the Vice-President does not attend, a designated alternate will attend in the VPs place. The President will be the official delegate and cast votes on resolutions on behalf of the COC faculty.</td>
<td>The Senate President will continue to</td>
<td>Spring 2013</td>
<td>Spring 2014</td>
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</tbody>
</table>
Represent faculty at Board of Trustees meetings

The Academic Senate President will represent faculty at Board of Trustees meetings.

President will represent faculty at Board of Trustees meetings

Board of Trustees meeting minutes will record Academic Senate President's reports

Board of Trustees meeting minutes reflect that the Academic Senate President attended all Board of Trustees meetings and gave an oral report on the work of the Senate at all scheduled meetings except for one in 2010-2011 and again at all scheduled meetings except for one in 2011-2012.

The Senate President will continue to attend Board of Trustees meetings and deliver an Academic Senate report at each business meeting.

Spring 2014

Objectives

Status of Objectives. (Review College Strategic Goals)

Open Objectives

1). Update the equivalencies to discipline specific minimum qualifications in order to meet the statewide Academic Senate guidelines.
**Goal:** Leadership

**Status:** In progress

2). Equip the Faculty Center, BNHL 330, with computer with speakers, ceiling mounted projector, electronic projection screen, and conference call capability.

**Goal:** Technological Advancement

**Status:** On hold - pending funding

Completed Objectives

1). Promote Academic Senate of California Community Colleges Regina Stanback-Stoud Diversity Award.

**Goal:** Cultural Diversity

**Status:** Completed

2). Maintain annual calendar on Senate website of important events and deadlines.

**Goal:** Institutional Effectiveness

**Status:** Completed

3). Update and publish annually the lists of faculty members serving on Academic Senate Committees, Collegial Consultation Committees, and College Committees.

**Goal:** Institutional Effectiveness

**Status:** Completed

4). Purchase conference table for the Faculty Center in Bonelli Hall 330 large enough to accommodate all Senators.

**Goal:** Campus Climate

**Status:** Completed

5). Create a Senate web page to promote statewide Academic Senate awards such as the Stanback-Stroud Diversity Award, the Exemplary Program Award, and the Hayward Award, and encourage faculty to apply as a way to recognize faculty achievement and contributions.

**Goal:** Campus Climate

**Status:** Completed

6). Revise the Academic Senate Constitution and ratify amendments by 2011-2012.

**Goal:** Leadership

**Status:** Completed

7). Ensure participation of Senate leaders in Academic Senate of California Community Colleges (ASCCC) Plenary Sessions where COC Senate President or designee is a voting delegate.

**Goal:** Leadership

**Status:** Completed

8). Ensure participation of Senate faculty leaders in the leadership training institutes of the Academic Senate for California Community Colleges (e.g. Accreditation, CTE/VocEd, Leadership, Curriculum Institutes)

**Goal:** Leadership
**Status:** Completed

**Cancelled Objectives**

1). Schedule monthly meetings of the Executive Committee composed of the Chairs of Senate Committees.

**Goal:** Leadership  
**Status:** Canceled

### Additional Accomplishments. ([Review College Strategic Goals](#))

1). Publish an Academic Senate Newsletter at end of every semester to increase communication between the Senate and its constituencies. (Goal: Campus Climate)
2). Update the Academic Senate's Procedures for Faculty Office Allocation to address the issue of multiple campuses. (FA2011) (Goal: Institutional Effectiveness)
3). Approve the Department Merger and Splitting Procedures. (SP2011) (Goal: Institutional Effectiveness)
4). Publish Academic Senate Meeting agendas 72 hours prior to Senate meetings in order to comply with the Brown Act and improve communication with the Senate's constituencies. (Goal: Institutional Effectiveness)
5). Establish a Board Policy Committee of the Senate to propose new Board policies and to propose revisions to existing Board policies as needed. (Goal: Leadership)
6). Revise and keep current the Academic Senate website. (Goal: Institutional Effectiveness)
7). Conduct Senate elections electronically. (Goal: Technological Advancement)
8). Reclassify the Academic Senate Administrative Assistant (Goal: Human Resources)
9). Develop Academic Senate Bylaws. (Goal: Institutional Effectiveness)
10). Revise the document, Guidelines for the Implementation of the Tenure Process, to align with the COC Faculty Association Bargaining Agreement. (Goal: Human Resources)

### New Objectives.  Please list new department objectives. These should follow from the needs listed above. Also, they should be specific and measurable. Also, identify the **Strategic Goal** to which the objective relates.

1). Develop new guidelines for the process of establishing Equivalencies to the Minimum Qualifications. (Goal: Human Resources)
2). Write local Academic Senate resolutions to express and document the view of the Senate on professional matters. (Goal: Leadership)

### Other External/Internal Factors

**Positions in your department.**  What changes have occurred in the last three years and what changes are expected in the next three years within your department/program?

A new President was elected in 2010 after the previous President served for 18 consecutive years. The Constitution was revised and ratified by the full-time faculty. An important new Policy Committee was established and it is proving to play an important role in shared
governance. In the next three years, the Senate expects to formalize the Executive Committee of
the Senate. Composed of the Chairs of Senate Committees, the Executive Committee will meet
once each semester to discuss issues of common interest, and to improve communication and
collaboration among Senate committees. All senate committees are developing committee
procedures to make the work of the committees consistent and transparent. Links to the
procedures have been added to the committees' page on the Academic Senate website. The
Academic Senate committees are Board Policies, Curriculum, Faculty Professional
Development, Cultural Heritage, Minimum Qualifications and Equivalencies, Academic
Staffing, Student Learning Outcomes, and Program Review. It also has two operational
committees: 1) Constitution and Bylaws, 2) Elections, and Executive Committee.

Technology. How is technology being used for service delivery? What specific changes in the
use of technology should be implemented? Please indicate the hardware and software
(including version if known) needs for department. Also, indicate if a budget augmentation is
needed.

The Academic Senate is using technology for service delivery. The Senate's Election
Committee has been using electronic voting since spring 2012. It currently uses Microsoft
Office Window programs such as Word to publish meeting agendas and meeting summaries,
Excel to publish the faculty seniority list and lists of committee membership, FrontPage to
maintain its website, and Publisher to publish its newsletters. The Senate has developed a
comprehensive multi-page website to make its work transparent and accessible by faculty and
others. In the Senate office a new computer is needed with additional memory and speed. In the
faculty Center, Bonelli Hall 330, new chairs for the conference table, a ceiling mounted
projector, computer with speakers, and an electronic screen are all needed to project and view
documents and to access Internet sites related to the work of the Senate and its committees. The
Senate wishes to have conference call technology installed in the Faculty Center, Bonelli Hall
330, so that meetings can be simultaneously shown at the Canyon Country Campus and any
other new campus when necessary.

Interdisciplinary Collaboration. Describe any relationships with other
departments/programs.

The Academic Senate collaborates with the two other faculty representative organizations,
COCFA and AFT, on matters of mutual interest. The Senate President also meets monthly with
the College Chancellor/President and meets with the Chief Instructional Officer and the Vice-
President of Human Resources on an as needed basis. The Senate President also attends
Department Chairs Retreats to stay abreast of department issues. The Senate President appoints
faculty to college committees and to collegial consultation committees so that faculty can work
together with other constituents to share concerns and achieve common goals. The Senate's
committees work closely and collaborative with such departments as Academic Affairs on
curricular issues, with Human Resources on hiring, with Institutional Development for data
collection to use on Program Reviews, with the administration and the unions for establishing a
calendar, with PAC-B on the development of the budget development procedures, and with the
Enrollment Management Committee for planning.

Challenges. Please indicate any challenges your department or program has faced which may
affect services. Also, please indicate how you plan to address these challenges.

Given how busy faculty members already are on campus, the Academic Senate is faced with the
challenge of recruiting faculty members to run for office and participate in the Senate and its
committees To address these challenges, the Senate is finding ways to develop structure and
procedures that facilitate communication and participation at the local level. The Senate is also
encouraging participation at the state level by sponsoring faculty to attend ASCCSC conferences
and asking that attending faculty report back to the Senate. With structures in place, it will be
Department/Program Changes. Please describe any changes (institutional or within the broader academic discipline/program area) that require changes in the department or program structure, focus, or emphasis.

The Academic Senate’s Minimum Qualifications and Equivalencies Committee is working on revisions to the establishment of equivalencies. The Academic Senate President requested the reclassification of the Senate’s full-time Administrative Assistant from Administrative Assistant Level I to Administrative Assistant Level III to accurately reflect the responsibilities of the Assistant and was granted for a change from Level I to Level II. This change was necessary for the assistant to continue assigned responsibilities and to provide the current level of service to the Senate. With demands from recent title 5 changes and legislation, the Senate finds itself involved in additional responsibilities for working to develop new structures, polices, and procedures.

Canyon Country Campus and a possible Westside Campus. Please describe your department’s services that are available at the Canyon Country Campus and any plans for changes. Also, please include plans for offering services at a possible Westside Campus. The Academic Senate has held one meeting per year at the Canyon Country Campus since the campus opened but they have been poorly attended because of travel time between a meeting at CCC and teaching schedules. This year we will hold a teleconference instead. The Senate will have to consider holding at least one annual meeting at any existing or additional campus in the future as those campuses grow.

Connection to Educational and Facilities Master Plan. How is the department progressing in implementing plans identified in the Educational and Facilities Master Plan? Also, please list any 10-year goals your department has created.

The last Educational Master Plan was developed for 2007-2012 by all of the college’s departments based on their annual and 3-year planning processes. Since the Academic Senate did not develop its own program review, it was not included in the Master Plan at that time. The Academic Senate is submitting a Program Review for the first time in spring 2012 and should be reflected in subsequent Master Plans.

Other Information. Summarize any other relevant information. This could include, but is not limited to, the following: surveys, general trends in how people do business that might have implications for your department; Comparison of your department with similar departments, including strengths and weaknesses; Externally imposed regulations; Partnerships with industry, community-based organizations, government, or other entities.

The Academic Senate at College of the Canyons is part of Area C of the Academic Senate of California Community Colleges (ASCCC). Area C is comprised of 27 colleges, ranging from Cuesta College in San Luis Obispo County in the north to Los Angeles Harbor College in Wilmington to the south and east to Mount San Antonio College in Walnut and Citrus College in Glendora. Within the scope of this extensive geographic region are the nine colleges from the Los Angeles Community College District. This area has one meeting in the fall and another in the spring prior to the plenary sessions, and we meet at the fall and spring plenary sessions. A comparison with the other colleges in Area C reveals that other colleges have Senates with greater release time for President, Vice-President, and Curriculum Committee Chairs and that other Senates' officers include additional positions such as president elects, secretaries, and treasurers. However, the Senate at COC is particularly fortunate to have the support of the college with a full-time administrative assistant, a designated office space, and an adequate discretionary budget.
**Use of Data.** Describe department trends, including measures identified in the Administrative Unit Objectives and other data described above. What are the specific implications of the data collected? State each result and the implication.

**Departmental Strengths.** Describe the department’s strengths or unique features. This should principally include information from the data summarized above.

One strength of the Academic Senate is having dedicated and committed faculty members serve as Senators who give their time and effort to represent their colleagues. A second strength of the Academic Senate is having the financial support and resource allocations for a full-time Administrative Assistant, a dedicated office, and the Faculty Center (Bonelli Hall 330) space to hold meetings.

**Departmental Challenges.** Describe the department’s challenges. This should principally include information from the data summarized above.

The most significant challenge facing the Academic Senate is the limited release time allotted for the Academic Senate. The Senate will pursue additional release time for the President, as well as release time for the Vice-President, and the Curriculum Committee Chair so that they may better perform the duties as outlined in the Academic Senate Constitution.

## Budget Planning

**Click Here for Budget Planning**

## Program Needs

Describe the needs in each of the following areas that will be necessary to meet the program objectives described above:

**Supplies and Services**
Non-instructional supplies are needed for the Academic Senate Office to support faculty and meet its clerical functions: paper, pens, ink cartridges for the printer/fax, tape recorder, flash drives, file folders, lubricant for the paper shredder in the Faculty Center (Bonelli Hall 330) and other office supplies.

**Equipment**
The following equipment is needed to support the work of the Academic Senate:
1) In the Senate Office, a new computer with increased memory and speed for the use of the Academic Senate Administrative Assistant
2) In the Faculty Center, Bonelli Hall 330, a projector, computer, electronic projection screen, computer with speakers, and a dimmer on the lights to facilitate the viewing of documents and access to Internet websites at meetings.
3) SMART Board in the Faculty Center, Bonelli Hall 330
4) Conference call technology installed in the Faculty Center, Bonelli Hall 330, so that meetings can be simultaneously shown at the Canyon Country Campus and any other new campus when necessary.
Facilities and facility modification
A new carpet is needed in the Academic Senate Office, Bonelli Hall 315, to replace the existing worn and stained carpet. In the faculty Center, Bonelli Hall 330, new chairs for the conference table, a SMART Board, a dimmer on the lights, a ceiling mounted projector, computer with speakers, conference call capability, and an electronic screen are all needed to project and view documents and to access Internet sites related to the work of the Senate and its committees. The Senate President has submitted a work order to Computer Support requesting the new computer, projector, and screen. The Senate wishes to have a SMART Board installed as well. A dedicated space for a Faculty Conference Center at the Canyon Country Campus and at any new campus are necessary for faculty to hold meetings. Such a spaces should be equipped with the same technologies.

Personnel
The college reclassified the Academic Senate Administrative Assistant from Level I to Level III so that job description matches the scope of duties and responsibilities exercised currently at the request of the Academic Senate President.

Who do you need to coordinate with to make this happen? (e.g. other departments on campus, four-year college, high school, local business or other community colleges)
The Computer Support Technology Department for new equipment in the Faculty Center, the Facilities Department to install a new carpet in the Academic Senate Office.

The following staff participated in conducting this program planning and review.

To complete this program review, the Academic President developed a draft and provided the opportunity for the Senate Vice-President, the Senators, and the Administrative Assistant to the Academic Senate to review and provide input. The Program Review will be an action item on the Academic Senate meeting agenda of March 28 for Senate endorsement.

Upload additional files.