I. Routine Matters
   1. Call to order
   2. Approval of Academic Senate Meeting Summary for March 10, 2011 (p2-5)
   3. Report of Officers
   4. Report of Committees
      • Curriculum Committee – Ann Lowe
      • Report of Curriculum Committee Meeting March 3, 2011 (p6-8)
      • Report of Curriculum Committee Meeting March 17, 2011 (p9-12)
      • Parking Committee – Nicole Lucy
      • Textbook Committee - Nicole Lucy
      • Elections Committee – Lea Templer
      • Celebrations Committee – Cindy Stephens

II. Unfinished Business
   5. Use of TAs
   6. Discontinuance of Program
   7. Proctoring Exams for Students in Online Classes
   8. Board Policies under Review by Policy Committee:
      • Academic Standards
      • Counseling
      • Graduation

III. Discussion Items
   9. Academic Renewal Policy (p13-14)
   10. SLO Committee Proposed Benchmarks (p15)

IV. Action items
   10. International Baccalaureate (B) - Credit Proposal (p16)

V. Announcements
   12. Senate Meeting at CCC 403 on April 14, 2011 at 3:30PM
   13. Hands across California - April 17, 2011

VI. Open Forum

VII. Adjournment

The next Academic Senate meeting will be **April 14, 2011**
at CCC Room 403 beginning at **3:30 p.m.** As always everyone is welcomed
Summary of Academic Senate Meeting of March 10, 2011

Attendance: Edel Alonso, David Andrus, Rawena Gill, Alyssa Gresham, Lee Hilliard, Ann Lowe, Yasser Issa, Lisa Helfrich, Ruth Rassool, Cherie Choate, Cindy Stephens, Deanna Riveira, Jennifer Brezina, Michelle LaBrie, Chris Blakey, Rebecca Eikey, Pamela Borrelli, Regina Blasberg, Jose Martin, Marlene Demerjian, Joan Jacobson, Isao Uesugi, Wendy Brill and Mike Wilding

I. Routine Matters

1. Call to order: Edel Alonso called the meeting to order at 3:05 p.m. and welcomed everyone to the Senate meeting.

2. The minutes of February 24, 2011 were approved. The Senators were asked to let Lita Wangen know of any grammatical or spelling errors after the meeting. Edel announced that the SLO Committee Report and List of Benchmarks should have been attached to the minutes as appendices. They will be attached when the minutes are uploaded on the Senate website. The minutes were approved with the addition of the SLO Committee Report and List of Benchmarks dates.

3. Report of Officers

   • Report of Senate President, Edel Alonso:

   Board meeting March 9, 2011:
   There was a nice presentation by the Athletic Department. Coaches introduced some of their athletes and spoke about their achievements this year. They thanked everyone associated with the program and gave a special thank you to Lisa Helfrich for her work in The Zone. Edel also thanked Lisa for publishing the very first Zone Newsletter. Lisa thanked everyone for all the very nice comments.

   There were also representatives from the City of Santa Clarita and the local television access channel 20 regarding the joint powers agreement under discussion with our district and the local elementary and joint high school district. This agreement would give our COC students the opportunity to present live at their studio. Dr. Van Hook, supported by the Board of Trustees, said they would be happy to enter into this agreement, but there were a couple of issues that needed to be resolved. One being that the right of faculty to academic freedom at College of the Canyons had to be honored. Edel thanked Dr. Van Hook for articulating the faculty’s right to academic freedom.

   Sharlene Coleal’s report of the district’s midyear financial assessment with outside auditors. Sharlene reported that our revenues have exceeded our expenses this year and the District has a balanced budget.

   A legislative update report was passed around at the Board meeting. Edel brought her copy to this Senate meeting for the Senators to see.
Edel's report to the Board included:
1) Mention of the resolution approved by the Senate, in support of the Board's and the ASG's joint resolution.
2) Her upcoming attendance to the Senate's Spring Plenary Session in April which will include presentations and workshops on the following topics:
   ✓ Basic Skills
   ✓ Proposed changes in Prerequisites
   ✓ Limit on activity courses and number of units
   ✓ Supplemental instruction
   ✓ Assessment for placement
   ✓ SB 1440
   ✓ Changes in Title V
   ✓ Legislation and Advocacy

Edel's meeting with Dr. Van Hook on March 10, 2011: Edel expressed how much work the Senate is accomplishing this year revising the Constitution, proposing revisions to Board Policies, compiling committee membership, and meeting Brown Act regulations. She also expressed satisfaction that the faculty is vocal about issues of concern such as staffing, parking, and textbooks, and how important it is for faculty to be part of the problem solving and decision making.

Parking and Textbook Committee Meetings
Edel and Nicole Lucy attended the Parking Committee meeting. Diana Watkins also representing the faculty was not in attendance. The Committee is planning to meet on a regular basis in order to be proactive and anticipate parking concerns now and in the future. The Textbook committee, which includes faculty representatives Nicole Lucy and Patti Haley, met with Barnes and Noble representatives. Sharlene Coleal who has headed both of these committees in the past announced that Dr. Michael Wilding will be chairing the Parking Committee and that Michael delegated the Textbook Committee to co-chairs Mike Joslin and Debbie Rio. Edel will ask for reports to the Senate from both these committees at a future date.

- Report of Senate Vice President, David Andrus

Policy Review Committee: The Policy Committee has met and will be meeting again on Monday. Under the unfinished business of this agenda are all the policies that are in the committee right now. Two of the four may very well be on the next agenda. We are currently working on those.

PAC-B: David was not able to attend the PAC-B meeting, but Lea Templer did attend the meeting. Lea is not in attendance today to report.

4. Report of Standing and/or Special Committees/Task Forces

- Ann Lowe, Chair of the Curriculum Committee:
✓ Curriculum Summary for February 17, 2011 was presented and approved by the Senate; with a change on page 8 table: “GEOG 104 Natural Disasters”.
✓ Board of Governors did approve changes in the way faculty are allowed to establish prerequisites. This is on the agenda for discussion at the Senate’s Spring Plenary Session. We can expect training sessions in the near future if we want to establish prerequisites based on content review instead of based on statistical analysis.
✓ List of courses that will need revisions in 2011-2012 are included in this agenda. If these courses are not revised and at Stage 7 of WebCMS, they will not be offered the following year. The deadline to get this information by Stage 7 of WebCMS is by the end of the second week of December 2011. Stage 7 means it is ready to be reviewed by the Curriculum Committee.

II. Unfinished Business

The Senate was reminded that the following items remain unresolved:
• Discontinuance of Program: The Policy Committee Sub-Committee, chaired by Isao Uesugi, met for the first time to look at samples of such a policy from other institutions and to begin a draft.
• Proctoring Exams for Students in Online Classes: Ruth Rassool had expressed a concern and Edel referred her to Mojdeh Mahn and Lisa Helfrich who were working on this matter. Edel reminded the group that Mojdeh and Lisa had informed the Senate that once the Library expansion is completed there will be sufficient space available to meet the demand for space to proctor exams. Mojdeh will come back to the Senate with an update when the library expansion is completed and the TLC moves into the space. Ruth did speak with Mojdeh and explained that her concern was whether the space was being used by outside students taking online classes from other institutions, but Mojdeh explained that the majority of students are actually COC students.
• Senate proposal for Board Policy revision: BP 536 Academic Standards (In Committee)
• Senate proposal for NEW Policy: BP#? Graduation (In Committee)
• Senate proposal for Board Policy revision: BP 5902 Academic Renewal (In Committee)
• Senate proposal for Board Policy revision: BP 5110 Counseling – The Senate had already approved the proposed changes and the policy was sent to Board Policy Council where it was substantially changed so Edel requested that it be sent back to the Senate for reconciliation. The Senate’s Board Policy Committee has met with Mike Wilding to work out the differences. BP 5110 will therefore come back to the Senate for approval before being sent to Policy Council again.

David spoke to looking at the Senate Website to store policy debates for the historical record of the Senate.

III. Discussion Items

• Use of Teacher Assistants: We have instructors who are using volunteers as TA’s in the classroom. There was a discussion as to whether TAs can correct papers, because the law states that only faculty can assign grades. Attached is the law Ed Code 88240-88249.
88244 states that duties of the TAs may “not include assignment of grades to students”. There was a discussion of what is “defined” as grading. Is correcting homework that factors into a grade allowed? The student ASG representative at Senate meetings, Raweena, stated concern over confidentiality. Edel has asked the state Senate for a legal ruling on this matter and will report back to the Senate.

- **Senate elections Procedure**: If we approve the Constitution as per an action item on the agenda we will have to have the elections process in place for next month. There was discussion regarding guidelines for the Elections Committee: Lea Templer, Jose Martin and Ruth Rassool. Some of the ideas discussed were:
  - Organize elections for at-large senators at same time?
  - Develop guidelines and procedures?
  - Establish a polling place such as the Senate Office or Switchboard at Valencia?
  - How about polling place at CCC?
  - If paper ballots, available at polling place or e-mailed to faculty?
  - Will we be able to accommodate the individuals that work at night?
  - Send out a sample ballot?
  - Multiple day election?
  - Electronic vote like students vote for ASG elections?

At our next meeting hopefully the Election committee will have some information for us.

**IV. Action Item**

- **Academic Senate Constitution**: After a short discussion the draft of the revised Constitution was approved. A ratification voter by faculty will take place the week after spring break.

**V. Open Forum**

- Mike Wilding spoke about the Community Volunteers Program. These individuals could help with tasks that did not include tutoring or grading.

**V. Adjournment**: 4:40 p.m.