COLLEGE OF THE CANYONS
Academic Senate Agenda
February 24, 2011
3:00 – 4:30 p.m. BONH 330

I. Routine Matters
   1. Call to order
   2. Approval of Academic Senate Meeting Minutes for February 10, 2011 (p.2-6)
   3. Report of Officers
   4. Report of Standing Committees
      ● Report of Curriculum Committee Meeting December 6, 2010 (p.7-9)
      ● Report of SLO Committee

II. Unfinished Business
   5. Discontinuance of Program
   6. Proctoring Exams for Students in Online Classes
   7. Senate Proposal for Board Policy Revision: BP 536 Academic Standards
   8. Senate Proposal for NEW Board Policy: Graduation

III. Discussion Items
   9. International Baccalaureate Credit Policy Proposal (p.10)
   10. Academic Senate Constitution: Proposed Revisions (p.11-16 w. changes/17-21 clean)

IV. Action items
   11. Joint Resolution (See attached pdf)
   12. Minor Change in Procedures for Merging/Splitting Departments and Programs (p.22-23)
   13. Discipline Assignments (p.24-28)

V. Announcements
   12. Hands Across California – April 17, 2011

VI. Open Forum

VII. Adjournment

The next Academic Senate meeting will be March 10, 2011
As always everyone is welcomed
Minutes of Academic Senate Meeting February 10, 2011


I. Routine Matters

1. Call to order: Edel Alonso called the meeting to order at 3:07 p.m. and welcomed everyone to the Senate meeting.

2. The minutes of December 9, 2010 were approved. Edel asked the Senators that if they found any grammatical or spelling errors to please her and Lita know after the meeting.

3. Report of Officers

   - Report of Senate President, Edel Alonso;

   Budget: The Senate President noted that the funds garnered from the fundraising efforts at Chili’s Restaurant only garnered a total of $170.00. The check has already been received and deposited. Edel explained expenditures so far in 2010-2011 and projected Senate expenses through the end of June if Senate members are sent to state Senate sponsored conferences and the plenary session. Edel also reported that the administration has given some assurances that the Senate’s allocated budget for 2011-2012 will be the same as this year’s. Edel has proposed the Senate complete a program review next year if this action will ensure the same annual funding level. Jennifer Brezina offered the possibility of another funding source to send the SLO Coordinator to the state Senate’s SLO conference. Jennifer will check into this and get back to the Senate. There was some question as to whether the District pays for a sub for faculty attending conferences.

   Senate Retreat: It was reported that fifteen people who were at the retreat during FLEX week. Edel showed the revised Senate website, explained achievement in fall 2010, and solicited input for Senate goals for 2011-2012.

   Senate Newsletter: Edel has been working on a newsletter for the Senate. She brought the draft to the Senate, which was passed around for everyone to see. David will look it over and once that done Edel will have it published. There are articles on the following topics:

   o 10+1Senate Responsibilities
   o What projects warrant FLEX credit
   o Senate constitution revisions and upcoming election to ratify
- New Board Policy Committee
- Link to local and state Senate websites
- SB1440 and Transfer Model Curriculum
- Changes to Title 5 on Pre-Requisites
- Opinion on LAO recommendations on enrollment management strategies
  - Limit state funding to 100 units per student
  - Not to fund repeated activity classes
  - Priority would go to freshman right out of school.

Joint resolution: Edel reported that there was a discussion initiated by Dr. Van Hook to develop a joint resolution between Board of Trustees and the Senate in response to these resolutions and the state of the budget and its effect on community colleges.

- Report of Senate Vice President

Policy Review Committee will be meeting on Monday, February 14, 2011 and thereafter every Monday for regular weekly meetings. They will be bringing policies referred to the Committee by the Senate back to the Senate for review and final approval.

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

- Curriculum Committee: Committee Chair, Ann Lowe, gave an update on SB 1440 and distributed FAQs:
  1. The key provision of the bill specifies the composition of new associate degrees for transfer to CSU’s. It also requires the CSU’s to accept students with these degrees.
    a. Student must complete 60 semester units (90 quarter) that are eligible for transfer to CSU. Degrees may not have more than 60 transferrable units.
    b. These units include IGETC or CSU Breath and at least 18 units in a major or area of emphasis.
    c. A community college district shall not impose any local curriculum requirements in addition to the requirements above. However, remedial noncollegiate level coursework shall not be counted as part of the 60 units given that they are not transferrable.
    d. If a student completes an associate degree for transfer with a minimum GPA of 2.0, the CSU "shall guarantee admission with junior status.” Admission does not guarantee admission for a specific major or campus. The local CSU must grant priority into the major or related major.
e. The CSU may not require students to exceed more than 60 upper division units at the CSU for majors requiring 120 units total. Additionally, students cannot be required to repeat courses that are similar to those taken at the community college and counted toward the associate degree for transfer.

f. At least 2 AA-T/AS-T degrees must be in the catalog by Fall 2011

2. What is the plan for implementation?

a. The Academic Senate for California Community Colleges is coordinating a unified response to the law in the form of transfer model curriculum (TMC) major.

c. TMC’s will be vetted via the C-ID website

d. Currently there are 3 TMC’s approved: Psychology, Sociology and Communications. The second group coming in March will be Criminal Justice, Kinesiology, and Math

3. What will happen to existing degrees and traditionally high unit degrees?

a. Title 5 requirements for regular AA/AS degrees remain intact

b. The process to handle high unit degrees in science and CTE has not been developed.

4. What are the benefits for students?

a. They receive an associate degree and complete transfer requirements at the same time.

b. They get priority for transfer.

c. They can complete degrees more efficiently and economically.

- A Report from ASG Representative was interjected here:

Ravenna Gill reported that ASG will hold advocacy activities next week in response to proposed state budget cuts and that ASG is interested in the Hands Across California event scheduled for April. Senate President added that the state Senate is promoting this event and that there will be more information coming to the Senate. The purpose of Hands Across California is twofold: 1) A media event to bring attention to California Community Colleges; 2) Raise funds for an endowment that funds scholarships for California Community College students. The Osher Foundation has offered to donate $0.50 for every $1.00 raised.
II. Unfinished Business

The Senate was reminded that the following items remain unresolved:

- Discontinued of Program
- Proctoring Exams for Students in Online Classes
- Senate proposal for Board Policy Revision: BP 536 Academic Standards
- Senate Proposal for NEW Policy: Graduation

III. Discussion Items

Board Policy 5902: Academic Renewal
This policy was brought to the Senate by the Student Services Division Senator and referred to the Board Policy Committee for review.

Academic Senate Constitution

Vice-President David made changes that were requested by the Senate at the last Senate meeting. He would like input from all Divisions so Senators were directed to bring a copy to the next scheduled Division meetings for discussion and faculty input. A clean copy was requested at the last Senate meeting and that was sent out a couple of hours before our meeting today. An election to ratify the Constitution will be held this spring semester. Volunteers among the Senators were solicited for the Elections Committee.

A question was asked whether we would have an election for At-large Senators before the constitution is approved. Are we going to have two elections one for Constitution and one for at large representatives? Do we want to break down the constitution or vote on the whole? There appeared to be consensus on voting on the constitution as a whole. Discussion took place regarding setting up polling places at both campuses for the election as well as considering electronic voting. It was requested that a copy of the constitution with proposed revisions be posted on the Senate webpage in PDF form for easy access. Edel said she would do that.

IV. Action Items (None)

V. Announcements

- The Academic Senate meeting for April 14, 2011 will be held in CCC at 3:30 in Room 403. Please note time change for meeting. This will give everyone a chance to get to the campus.

- An announcement was made at the Board meeting for February 9, 2011 that there will be 30 more late-start class sections added to the spring 2011 schedule of classes. Edel sent an
email before the meeting notifying department chairs of this. There will also be an
ddition of sections to the summer 2011 schedule of class offerings. The ASG student
representative informed the Senate that ASG has expressed an interest in funding a class
for this summer.

- The Admissions Director announced that faculty could view the XCER screen in
  DATATEL to see the wait list is for classes.

- Senate President announced that the following list of committees and members are now
  available on the Senate website: Senate Committees, Collegial Consultation Committees,
  and College Committees. Senators were asked to take copies of the lists to their next
  Division meetings for faculty to make corrections and to bring the corrected copies back to
  the Senate President so Edel can correct the online copies.

- Chris Blakey announced that the Board of Trustees may hold office hours and encouraged
  faculty to communicate with Board members.

- Enrollment Management meets in PDR2 the first Wednesday of every month at 3:00.

VI. Adjournment: 4:30 p.m.
Items on "Consent" were approved as a result of a Technical Review meeting that took place on December 6th 2010:

Members present: Backes, Patrick – Curriculum Coordinator, Non-voting member; Jacobson, Joan – Student Services; Lowe, Ann – Co-Chair, Faculty; Lucy, Nicole – Social Science & Business; Marenco, Anne – Member at Large

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<thead>
<tr>
<th>Subject</th>
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<th>Description of action</th>
<th>Author</th>
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<td>PUBSAF</td>
<td>50AB</td>
<td>Firearms Tactical Shotgun</td>
<td>Change from 0.75 units to 0.50 units per new ISA hour matrix. - Approved</td>
<td>Nicole</td>
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MODIFIED COURSES on consent:
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<tr>
<td>ECE</td>
<td>110</td>
<td>Introduction to Early Childhood Education</td>
<td>Revised SLO's (3), Added objectives, expanded content, Updated text. - Approved</td>
<td>C. Stephans</td>
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<tr>
<td>ECE</td>
<td>125</td>
<td>Child, Family, and Community</td>
<td>Revised descriptions, Revised SLO's (3), Added objectives, expanded content, Updated text. - Approved</td>
<td>C. Stephans</td>
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<td>ECE</td>
<td>125</td>
<td>Physical Geography</td>
<td>Revises descriptions, Revised SLO's (3), Added objectives, expanded content, Updated text. - Approved</td>
<td>M. Gates</td>
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<tr>
<td>UMTECH</td>
<td>102</td>
<td>Reference Skills and Services</td>
<td>Revised descriptions, Revised SLO, Added objectives, revised content, updated text. - Approved</td>
<td>T. Deaugi</td>
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<tr>
<td>SIGN</td>
<td>103</td>
<td>American Sign Language III</td>
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<td>SPAN</td>
<td>102</td>
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<td>THEATR</td>
<td>190A</td>
<td>New Plays Workshops &amp; Productions</td>
<td>Changed to 1.5-4 variable units, revised SLO's (3), Revised objectives, revised content. - Approved</td>
<td>T. Workline</td>
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<td>THEATR</td>
<td>190B</td>
<td>Classical Theater Production</td>
<td>Changed to 1.5-4 variable units, revised SLO's (2), Revised objectives, revised content. Added Audition prerequisite.</td>
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<td>THEATR</td>
<td>193</td>
<td>Summer Theater Workshop</td>
<td>Revised descriptions, Added Audition prerequisite. – Approved</td>
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### NEW ISA COURSES on Consent:

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<td>PUBSAF</td>
<td>20AS</td>
<td>Radio Car Procedures for First Responders</td>
<td>.5 units, 8 hours lecture. Class size 20, unlimited repeats. Added SLO’s (2). Added POST Prerequisite. - Approved</td>
<td>S. McKean</td>
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### NEW PREREQUISITES

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<td>THEATR</td>
<td>193</td>
<td>Summer Theater Workshop</td>
<td>Added Audition prerequisite. - Approved</td>
<td>P. Wickline</td>
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**Summary:**

- **New Courses**:
  - Includes ISA’s: -0-
  - Modified Non Credit Courses: 1
  - Modified Prerequisites: -0-

- **New Programs**:
  - New DLA’s: -0-
  - Deleted Courses: -0-

- **Modified Courses**:
  - New SLO’s: 2
  - Deleted Programs: -0-

- **Modified Programs**:
  - Modified SLO’s: 16
  - Proposals Reviewed in Technical Review Session: 24

- **New Non Credit Courses**:
  - New Prerequisites: 3
  - Proposals Returned from Technical Review Session: 2
**COC– IB Credit Policy Proposal**

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<td>Chemistry HL</td>
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<td>Natural Science</td>
<td>Area B-1</td>
<td>Area 5B (without lab)</td>
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<td>3 units</td>
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<td>Economics HL</td>
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<td>6</td>
<td>Social and Behavioral</td>
<td>Area D-2</td>
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<td>Social and Behavioral</td>
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<td>Area 3B OR 4F</td>
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<td>Humanities</td>
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# From the May 10, 2010 CSU Memorandum on System-wide Credit for External Examinations
## From the June 4, 2009 IGETC Policy 1.1 and 2010 IGETC Policy Version 1.2
### From the CCC International Baccalaureate Test Equivalency List - ASCCC Fall 2010 Resolution 09.05.
PREAMBLE

We, the faculty of College of the Canyons, do hereby establish this Constitution to represent the faculty in academic and professional matters and to enable the collegial process of shared governance.

ARTICLE I – NAME

The official name of the organization shall be the College of the Canyons Academic Senate.

ARTICLE II – PURPOSE

Section 1 – In accordance with Title V, the purpose of the Academic Senate, as the representative body of the Faculty, shall be to make recommendations, promote and participate in the formation and implementation of policies on academic and professional matters and to support faculty, students, administration and the Board of Trustees in that endeavor.

ARTICLE III - ELECTIONS

Section 1 – The voting members of the Academic Senate hereinafter identified as Senators who, unless otherwise specified, shall be tenured and tenure track faculty members are:

A. President
B. Vice President
C. Three Adjunct Faculty Representatives
D. The Immediate Past Academic Senate President
E. One Division Representative from each Division
F. 1 at large representative per every 40 tenured/tenure track faculty member
G. Faculty Chair of the Curriculum Committee (Ex Officio).

Section 2 – The Non-voting members of the Academic Senate shall be:

A. The Assistant Superintendent Vice President of Instruction and Student Services,
B. Chief Instructional Officer (CIO)
C. The COC Faculty Association President or designee
D. The COC Adjunct Association President or Designee
E. The Student Senator of Academic Affairs Associated Student Government.
Section 3 – The term of office for all Senators shall commence July 1 and end June 30.

Section 4 – The Senators shall be elected in the following manner:

A. The President and the Vice President shall each serve a 2-year term of office upon election by a plurality of the tenured/tenure track faculty at College of the Canyons. The elections shall be administered by the Academic Senate and conducted during the 2nd week of the Spring Semester. No restrictions shall exist in the number of terms served.

B. The Division Representatives shall be elected by a plurality of their respective divisions. They will be elected for a two-year term. No restrictions shall exist in the number of terms served. The elections shall be conducted in the respective divisions during the 4th week of the early-in-the Spring Semester.

C. The At-Large Senators will be elected by a plurality of the tenured and contract tenure track faculty. They will be elected for a TWO-year term. No restrictions shall exist in the number of terms served. The elections will be conducted no later than the 8th week of the Spring semester.

D. DIVISION REPRESENTATIVES AND AT-LARGE SENATORS WILL HAVE STAGGERED TERMS FROM ONE ANOTHER. UPON RATIFICATION AND ENACTMENT OF THIS CLAUSE AT-LARGE SENATORS WILL BEGIN SERVING TWO YEAR TERMS IN FALL, 2011 IN ORDER TO INITIATE THE STAGGERING SEQUENCE.

E. The Adjunct Senators will be elected as early as possible in the beginning of each Fall Semester. Adjunct Senators will be elected by a plurality of adjunct faculty maintaining employment as adjunct faculty during the Fall Semester. The Adjunct Senator will serve a ONE YEAR term, commencing with their election, and serving until their successor is elected. The Adjunct Senator must maintain his/her employment as an adjunct faculty member during his/her term of office. If the adjunct senator is not re-hired as an adjunct faculty member, the position will be declared vacant until the next regularly scheduled election.

[Former Sub-section E amended and moved to Article VII(A).]

F. In any non-contested elections where there is only one candidate for a position, a formal ballot will not be needed unless requested by an eligible voting member for that respective election.

G. The results of all elections must be confirmed by the full Senate.
(Former Section 7 was improperly numbered and should have read, "Section 5". It has been amended and moved to Article VI, Section 3.)

Section 8  Section 5 – Senate vacancies in office shall exist as so declared by a two-third majority of the Academic Senate upon acknowledgement of resignation, sabbatical leave of absence, recall or other incapacity.

A. Vacancies in the office of President or Vice President or At-Large Senator shall be filled in the manner prescribed by a majority PLURALITY vote of the Senators.
B. Vacancies in the office of Division Senator shall be filled by a majority PLURALITY vote in a manner prescribed by the Division of tenured and tenure track faculty from which that Senator was elected in a manner prescribed by the Senate.
C. Vacancies in the office of At Large Senator shall be filled by a majority PLURALITY vote of tenured and tenure track faculty in a manner prescribed by the Senate.
D. Vacancies in the office of Adjunct Senator shall be filled by a majority PLURALITY vote of adjunct faculty in a manner prescribed by the Senate.
E. Recall of the President, Vice President or At-Large Senator may be initiated by a petition of 40% of all full time Faculty members. Upon establishment of the authenticity of the petition, the Academic Senate must conduct a recall election among the tenured/tenure track faculty. A 2/3 vote of those tenured/tenure track faculty voting is required to recall the President, Vice President or At-Large Senator from office.
F. Recall of a Division Representative Senator may be initiated by 40% of members of the Division. Upon establishment of the authenticity of the petition, the Academic Senate will authorize the Division to conduct a recall election. A 2/3 vote of those tenured/tenure track faculty voting from that division is required to recall the Division Representative Senator from office.
G. Recall of an At Large Senator may be initiated by 40% of tenured and tenure track faculty. Upon establishment of the authenticity of the petition, the Academic Senate will authorize a recall election. A 2/3 vote of those tenured/tenure track faculty voting is required to recall the At Large Senator from office.

G. Recall of an Adjunct Senator may be initiated by 40% of adjunct faculty. Upon establishment of the authenticity of the petition, the Academic Senate will authorize a recall election. A 2/3 vote of those adjunct faculty voting is required to recall the Adjunct Senator from office.
ARTICLE IV – CURRICULUM COMMITTEE

Section 1 – Curriculum is the heart of the educational mission of the college; as such, the Curriculum Committee shall be considered the Academic Senate’s primary sub-committee.

A. As development and oversight of curriculum is a crucial portion of the Senate’s responsibility, the chair of the Curriculum Committee will be an ex-officio voting member of the Senate.

Section 2 – The Faculty Curriculum Committee chair will be appointed by the President and subject to confirmation by a majority of the Senate.

Section 3 – The Faculty Curriculum Committee Chair shall serve for two years, or until his/her successor is appointed. THE FACULTY CHAIR OF THE CURRICULUM COMMITTEE SHALL SERVE A TWO YEAR TERM, SUBJECT TO RECONFIRMATION BY A MAJORITY VOTE OF THE ACADEMIC SENATE EVERY TWO YEARS DURING THE SPRING SEMESTER.

Section 4 - The voting members of the Curriculum Committee shall include:

A. Faculty Chair of the Curriculum Committee
B. 1 representative from each division
C. 3 At-Large Faculty Representatives
D. Adjunct Representative
E. Chief Instructional Officer, or designee from the Office of Instruction.

E.1 – THE CHIEF INSTRUCTIONAL OFFICER, OR DESIGNEE FROM THE OFFICE OF INSTRUCTION MAY SERVE AS ADMINISTRATIVE CO-CHAIR OF THE CURRICULUM COMMITTEE.

E.2 - EVERY TWO YEARS DURING THE SPRING SEMESTER THE CHIEF INSTRUCTIONAL OFFICER WILL CONFER WITH THE SENATE AS TO THE STATUS AND PERFORMANCE OF THE ADMINISTRATIVE CO-CHAIR.

E.3 – THE FACULTY CHAIR AND ADMINISTRATIVE CO-CHAIR OF THE CURRICULUM COMMITTEE WILL EXERCISE THEIR VOTING RIGHTS ON THAT COMMITTEE ONLY IN THE EVENT OF A TIE VOTE OF OTHER VOTING MEMBERS.

Section 4 Section 5 – If they are not already voting members, the following shall be appointed as Non-Voting members:

A. Curriculum Coordinator
B. Representative from the Associated Student Government
C. Representative of the Counselors (if no elected member is a Counselor)
D. Matriculation Officer
E. Director of Admissions and Records
F. Articulation Officer
G. Distance Learning Coordinator.

Section 5. Section 6 – The operating procedures and, or bylaws, of the Curriculum Committee, as well as the other sub-committees of the Academic Senate, as well as a listing of ex-officio, non-voting members of the Curriculum Committee, shall be approved by a majority of the Academic Senate.

ARTICLE IV

V. COMMITTEES

Section 1 – The President shall be empowered to form any Standing or ad hoc committees of the Senate.

Section 2 – The President shall be empowered to appoint faculty members to all Senate, and/or District committees, except when those faculty members are to be appointed by the COCFA President.

Section 3 – The President will inform and update the Senate, at its next meeting, each semester, of any Senate committees that are formed, as well as the appointment of any faculty members to Senate, District and/or College Committees. Those committees and appointments are valid unless a majority of the Senators present rejects the formation of the committees or the appointment that have been made.

ARTICLE V. VI. MEETINGS

Section 1 – The Academic Senate shall adopt and distribute a schedule of meetings for each Academic term. The President or a majority of the Senators may call special meetings. All meetings shall be open to any interested persons.

Section 2 – The President and the Vice President shall submit an annual budget request on behalf of the Academic Senate.

Section 3 – Any Senator unable to attend a meeting shall select an alternate and notify the President in writing in advance of the meeting.

A. In the absence of the President, the Vice President shall preside.
B. In the absence of both the President and the Vice President, the President shall designate an alternate from the voting members of the Senate to act as Presiding Officer for that meeting.
C. In the absence of a Division Senator who anticipates their nonattendance at a Senate meeting, that person shall select an alternate from his/her respective Division.
D. Alternate Senators serving in place of voting members of the Senate will maintain voting privileges.
E. In the absence of a voting member of the Senate where no Alternate Senator is designated, those absent voting members may provide their proxy vote to the President or presiding officer in advance of the meeting.

ARTICLE VII – QUORUM

The minimum number of Senators, which must be present at a meeting in order to transact business legally, shall be 50% of the elected Senators or their representative.

A. The presence of the immediate Past-President may serve as a voting member of the Academic Senate, but his/her presence is not required for a quorum.

ARTICLE VIII – AMENDMENTS

This Constitution may be amended by a majority two-thirds vote of a quorum of the Senate and ratified by a majority vote of the tenured/tenure track faculty.

ARTICLE IX – ENACTMENT CLAUSE

Section 1 – This Constitution shall be effective upon approval by a majority vote of the College of the Canyons full time Faculty.

SECTION 2 – AMENDMENTS TO THE CONSTITUTION SHALL BE EFFECTIVE UPON CONFIRMATION OF ELECTION RESULTS BY THE ACADEMIC SENATE.

(FORMERLY SECTION 2) Section 3 – Unless otherwise specified, all actions previously taken by the Academic Affairs Committee of the College of the Canyons Faculty Association shall constitute the policies and practices of the Academic Senate.

Fall, 1988
Revised, Fall 2000

Proposal submitted, Fall 2004
Amended Proposal submitted, Fall 2010

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PREAMBLE

We, the faculty of College of the Canyons, do hereby establish this Constitution to represent the faculty in academic and professional matters and to enable the collegial process of shared governance.

ARTICLE I – NAME

The official name of the organization shall be the College of the Canyons Academic Senate.

ARTICLE II – PURPOSE

Section 1 – In accordance with Title V, the purpose of the Academic Senate, as the representative body of the Faculty, shall be to recommend, promote and participate in the formation and implementation of policies on academic and professional matters and to support faculty, students, administration, and the Board of Trustees in that endeavor.

ARTICLE III – ELECTIONS

Section 1 – The voting members of the Academic Senate hereinafter identified as Senators who, unless otherwise specified, shall be tenured and tenure track faculty members are:

A. President
B. Vice President
C. Three Adjunct Faculty Representatives
D. The Immediate Past-Academic Senate President
E. One Division Representative from each Division
F. 1 at large representative per every 40 tenured/tenure track faculty member
G. Faculty Chair of the Curriculum Committee (Ex Officio).

Section 2 – The Non-voting members of the Academic Senate shall be:

A. Chief Instructional Officer (CIO)
B. Vice President of Student Services
C. The COC Faculty Association President or designee
D. The COC Adjunct Association President or Designee
E. The Student Senator of Associated Student Government.

Section 3 – The term of office for all Senators shall commence July 1 and end June 30.
Section 4 – The Senators shall be elected in the following manner:

A. The President and the Vice President shall each serve a 2-year term of office upon election by a plurality of the tenured/tenure track faculty at College of the Canyons. The elections shall be administered by the Academic Senate and conducted during the 2nd week of the Spring Semester. No restrictions shall exist in the number of terms served.

B. The Division Representatives shall be elected by a plurality of their respective divisions. They will be elected for a two-year term. No restrictions shall exist in the number of terms served. The elections shall be conducted in the respective divisions during the 4th week of the Spring Semester.

C. The At-Large Senators will be elected by a plurality of the tenured and tenure track faculty. They will be elected for a TWO-year term. No restrictions shall exist in the number of terms served. The elections will be conducted no later than the 8th week of the Spring semester.

D. Division Representatives and At-Large Senators will have staggered terms from one another. Upon ratification and enactment of this clause, At-Large Senators will begin serving two year terms in the Fall, of 2011 in order to initiate the staggering process.

E. Adjunct Senators will be elected as early as possible in the beginning of each Fall Semester. Adjunct Senators will be elected by a plurality of adjunct faculty maintaining employment as adjunct faculty during the Fall Semester. The Adjunct Senator will serve a one year term. The Adjunct Senator must maintain his/her employment as an adjunct faculty member during his/her term of office. If the adjunct senator is not re-hired as an adjunct faculty member, the position will be declared vacant until the next regularly scheduled election.

F. In any non-contested elections where there is only one candidate for a position, a formal ballot will not be needed unless requested by an eligible voting member for that respective election.

G. The results of all elections must be confirmed by the Senate.

Section 5 – Senate vacancies in office shall exist as so declared by a two-third majority of the Academic Senate upon acknowledgement of resignation, sabbatical leave of absence, recall or other incapacity.

A. Vacancies in the office of President or Vice President shall be filled in the manner prescribed by a plurality vote of the Senators.

B. Vacancies in the office of Division Senator shall be filled by a plurality vote of tenured and tenure track faculty from which that Senator was elected in a manner prescribed by the Senate.
C. Vacancies in the office of At Large Senator shall be filled by a plurality vote of tenured and tenure track faculty in a manner prescribed by the Senate.
D. Vacancies in the office of Adjunct Senator shall be filled by a plurality vote of adjunct faculty in a manner prescribed by the Senate.
E. Recall of the President, Vice President or At-Large Senator may be initiated by a petition of 40% of all full time Faculty members. Upon establishment of the authenticity of the petition, the Academic Senate must conduct a recall election among the tenured/tenure track faculty. A 2/3 vote of those tenured/tenure track faculty voting is required to recall the President, Vice President or At-Large Senator from office.
F. Recall of a Division Senator may be initiated by 40% of members of the Division. Upon establishment of the authenticity of the petition, the Academic Senate will authorize the Division to conduct a recall election. A 2/3 vote of those tenured/tenure track faculty voting from that division is required to recall the Division Senator from office.
H. Recall of an Adjunct Senator may be initiated by 40% of adjunct faculty. Upon establishment of the authenticity of the petition, the Academic Senate will authorize a recall election. A 2/3 vote of those adjunct faculty voting is required to recall the Adjunct Senator from office.

ARTICLE IV – CURRICULUM COMMITTEE

Section 1 – Curriculum is the heart of the educational mission of the college; as such, the Curriculum Committee shall be considered the Academic Senate’s primary sub-committee.

Section 2 – The Faculty Curriculum Committee chair will be appointed by the President and subject to confirmation by a majority of the Senate.

Section 3 – The Faculty Chair of the Curriculum Committee shall serve a two year term, subject to reconfirmation by a majority vote of the Academic Senate every two years during the Spring semester.

Section 4 - The voting members of the Curriculum Committee shall include:

A. Faculty Chair of the Curriculum Committee
B. 1 representative from each division
C. 3 At-Large Faculty Representatives
D. Adjunct Representative
E. Chief Instructional Officer, or designee from the Office of Instruction.

E.1 – The Chief Instructional Officer, or designee from the Office of Instruction may serve as Administrative Co-Chair of the Curriculum Committee.
E.2 – Every two years during the Spring Semester the Chief Instructional Officer will confer with the Senate as to the status and performance of the Administrative Co-Chair.

E.3 – The Faculty Chair and Administrative Co-Chair of the Curriculum Committee will exercise their voting rights on that Committee only in the event of a tie vote of other voting members.

Section 5 – If they are not already voting members, the following shall be appointed as Non-Voting members:

A. Curriculum Coordinator
B. Representative from the Associated Student Government
C. Representative of the Counselors (if no elected member is a Counselor)
D. Matriculation Officer
E. Director of Admissions and Records
F. Articulation Officer

Section 6 – The operating procedures and, or bylaws, of the Curriculum Committee, as well as the other sub-committees of the Academic Senate, shall be approved by a majority of the Academic Senate.

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Fall, 1988
Revised, Fall 2000
Proposal submitted, Fall 2004
Amended Proposal submitted, Fall 2010

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PROCEDURES FOR MERGING/SPLITTING

DEPARTMENTS AND PROGRAMS

1. Formal written proposals to merge or split an academic department or educational program, merge an academic department or educational program, change an academic department or educational program’s name or to relocate an existing course to a different department, division, educational program or campus office will be brought to the Senate. These proposals can be initiated by a department, the Instruction Office or any faculty member operating under an academic program or overseeing an unaffiliated course or courses.

a. For purposes of this policy, an “educational program”, hereinafter referred to as “program”, is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.

b. For purposes of this policy an “academic department” hereinafter referred to as “department”, is an organizational structure composed of one or more related disciplines.

c. An “unaffiliated course” is an academic course that does not fall under the control or categorization of any existing department.

2. Upon receipt of the written proposal the Senate will establish an ad hoc committee to review the proposal. The ad hoc committee composition will be the following:

a. The Senate will appoint at least two faculty members from each department or program impacted (one of whom will be designated as the chair of the ad hoc committee), and two faculty members from outside the department or program. The CIO will appoint a representative from the Instruction Office. If an impacted department or academic program maintains only one faculty member, that department or academic program’s membership on the committee will be reduced from two to one. If no faculty members are directly impacted, the committee will be composed of two faculty members from outside the department or educational program as well as the CIO designee.

b. The Senate may add additional voting or non-voting members to the committee who are affected by the proposal’s impact on an unaffiliated course or courses.

c. The committee may add additional, non-voting resource members, as it deems necessary.

d. For proposals involving renaming of departments the Senate will determine if a separate ad hoc committee is necessary.

In the event a proposal is made to the Academic Senate or Office of Instruction without supporting written documentation, the ad hoc committee may be used to assist in drafting a formal written proposal.

3. The written proposal for a departmental change should address the following issues:

a. How will the proposal help the students of the college?

b. Is the proposal part of a program review recommendation? If not, what has changed since the last program review that would support the proposal?

c. What is the opinion of the impacted faculty members?

d. Does the Instruction Office support the proposal?
e. Will the proposal provide for a more effective use of time, resources, and faculty?
f. Is the proposal similar to the departmental structures at other institutions?
g. Will this proposal increase or alleviate the “Goldilocks Factor” (e.g., “too big...too small....just right!”)?
h. Would the proposal have any impact on negotiated agreements with either of the two faculty unions?
i. What impact could this have on any governance proposals?
j. Are there any possible negative impacts of such a change?
k. Would there be any resulting changes to curriculum, and if so, what is the intended timeline for implementation and approval by the curriculum committee?
l. Close consultation with the Curriculum Chair and Counseling Office is recommended.

l. Are there any additional issues raised by the Senate or the Instruction Office?

4. The committee will forward its recommendation to the Senate and the Instruction Office. If there is mutual agreement with the Senate and the Instruction Office, the proposal will be granted “provisional approval”.

5. The proposal will receive final approval when the following conditions have been met:
a. The Curriculum Committee has approved of any new course numbering system (if necessary) and approves of the proposed timeline for changes and implementation of affected curriculum;
b. The Articulation Officer certifies that there are no outstanding articulation issues;
c. All appropriate college offices have been notified for any changes required in the college catalog, brochures, and other publications;
d. Any outstanding contractual issues have been resolved; and,
e. Any other conditions that may be requested by the Instruction Office or the Senate have been resolved.

Upon concluding the above conditions have been met, the CIO will notify the President of the Academic Senate that he or she is granting final administrative approval of the proposal. The President of the Academic Senate will then request final approval from the Senate.

6. Unless a specific implementation date is detailed in the approval process, final implementation will take place at the start of the next academic year.
e. If the proposal results in substantive alterations to curriculum or student expectations, the merger, split or renaming must be approved and completed by the print deadline for the coming academic year college catalogue.

7. This procedure is considered as one of the “other academic and professional matters” describe in Board Policy on Faculty Involvement in Governance (BP #7215). It is an area where the Senate and the District will reach mutual agreement.
The Human Resources office was asked by the Mathematics, Sciences & Engineering Division and the CTE Division to submit the following minimum qualification and equivalency information for the discipline of Nanotechnology to the Academic Senate for review.

Per the Chancellor’s Office, since the discipline is not currently covered in the Minimum Qualifications disciplines list, the District will need to establish an equivalency. The Divisions would like to request that the following minimum qualifications be approved for Nanotechnology:

Master’s degree in any biological science, chemistry, any field of engineering or physics.

The Divisions would like to request that the following equivalency be accepted for Nanotechnology:

Equivalency #3 - Bachelor’s degree in the discipline of the assignment, plus at least 12 units of graduate work completed in the discipline of the assignment as part of enrollment in a master’s program.

If you have any questions, please feel free to contact me at ext. 3559.
Date: February 3, 2011
To: Dr. Edel Alonso  
    President, Academic Senate
From: Julianna D. Mosier  
    Sr. Human Resources Generalist
Subject: Discipline Assignment – Hanzel Salva Cruz

The following information is provided for discipline assignment:

Ms. Hanzel Salva Cruz

Ms. Salva Cruz has been hired as the Director, Medical Laboratory Technologies, effective start date January 28, 2011. The following are the requirements for a Director of a Medical Laboratory Technology program:

- Holds a nationally recognized generalist applicable certificate (licensed CLS or MLT)
- Master’s or doctoral degree
- Has three years of experience in clinical laboratory science education that includes:
  - Teaching courses;
  - Conducting and managing learning experiences;
  - Evaluating student achievement;
  - Providing input into curriculum development;
  - Policy and procedure formulation;
  - Evaluation of program effectiveness;
  - Knowledge of education methods and administration; and
  - Current accreditation and certification procedures.

The following is provided for discipline assignment.

- California Licensed CLS valid through 3’30’2012
- Master of Education, Bachelor of Science in Medical Technology – University of Negros Occidental (The Philippines)
- 17+ years teaching clinical laboratory science at University of Negros Occidental – Recoletos, La Consolacion College and College of the Canyons

Therefore, it would appear that Ms. Salva Cruz qualifies for the discipline(s) of:

- Medical Laboratory Technologies.

cc: Lita Wangen
Jeannie Chari has been already been qualified for the discipline(s) of Biology and Health. Jeannie would like her qualifications reviewed for Environmental Science/ Studies.

The minimum qualifications for Environmental Science/ Studies are:

- Master’s in ecology, environmental science, or environmental studies OR Bachelor’s in any of the above AND Master’s in any biological science, geomorphology, geology, geophysics, earth science, meteorology, oceanography OR the equivalent.

The following is provided for discipline assignment.

- M.S. Biology, CSUN
- B.S. Biology and Geography-Ecosystems, UCLA

Attached is a letter from Jeannie’s graduate advisor at CSUN who is the Chair of Biology, indicating that Jeannie’s M.S. in Biology is equivalent to a M.S. in Ecology which is not offered separately at CSUN. I have also attached copies of Jeannie’s transcripts for your reference.

Please advise if Jeannie meets the minimum qualifications for:

- Environmental Science/ Studies

cc: Lita Wangen
Date: December 14, 2010
To: Dr. Edel Alonzo
    President, Academic Senate
From: Julianna D. Mosier
    Sr. Human Resources Generalist
Subject: Discipline Assignment – Dora Lozano

The following information is provided for discipline assignment:

Ms. Dora Lozano

Ms. Lozano has been hired as an EOPS CARE Counselor, effective start date January 3, 2011.

The following is provided for discipline assignment.

- M.S., Educational Counseling, University of LaVerne
- 9+ units of college course work predominantly relating to ethnic minorities of persons handicapped by language, social or economic disadvantages
- 2+ years occupational experience in work relating to ethnic minorities or persons handicapped by language social or economic disadvantages.

Additionally, with her M.S in Educational Counseling, Ms. Lozano qualifies for the discipline of Counseling.

Therefore, it would appear that Ms. Lozano qualifies for the discipline(s) of:

- EOPS
- Counseling

cc: Lita Wangen
Date: January 4, 2011  
To: Dr. Edel Alonso  
President, Academic Senate  
Sherrill Pennington  
History Professor, Chair, Disciplines Committee  

From: Julianna D. Mosier  
Sr. Human Resources Generalist  

Subject: Additional Discipline Assignment – Vincent Devlahovich

Vincent Devlahovich has been already been qualified for the discipline(s) of Earth Science and Geography. Vincent would like his qualifications reviewed for Environmental Science/Studies.

The minimum qualifications for Environmental Science/Studies are:

- Master’s in ecology, environmental science, or environmental studies OR Bachelor’s in any of the above AND Master’s in any biological science, geomorphology, geology, geophysics, earth science, meteorology, oceanography OR the equivalent (equivalencies #1 & #3 are accepted for this discipline).

Vincent would like to qualify under equivalency #1. The following is provided for discipline assignment.

- M.A. Interdisciplinary Studies, CSUN
- B.A. Psychology, University of Utah

The following units are from CSUN:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Division</th>
<th>Disciplines</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 322</td>
<td>Population Biology</td>
<td>3</td>
<td>Upper Division</td>
<td>Ecology</td>
</tr>
<tr>
<td>GEOL 595U</td>
<td>Hydrochemistry</td>
<td>3</td>
<td>Graduate</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>BIOL 407 &amp; 407L</td>
<td>Plant Ecology &amp; Lab</td>
<td>3</td>
<td>Upper Division</td>
<td>Ecology</td>
</tr>
<tr>
<td>BIOL 492N</td>
<td>Field Study Plant Ecology</td>
<td>1</td>
<td>Upper Division</td>
<td>Ecology</td>
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<tr>
<td>GEOG 404VA</td>
<td>Field Study Geomorphology</td>
<td>1</td>
<td>Upper Division</td>
<td>Environmental Science</td>
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<td>BIOL 423</td>
<td>Field Ecology</td>
<td>2</td>
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<td>BIOL 496ECO</td>
<td>Field Study Field Ecology</td>
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<td>BIOL 524</td>
<td>Tropical Biology</td>
<td>3</td>
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<td>BIOL 699C</td>
<td>Independent Study</td>
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<td>GEOL 496D</td>
<td>Global Systems</td>
<td>3</td>
<td>Upper Division</td>
<td>Environmental Science</td>
</tr>
</tbody>
</table>

I have attached for your reference a copy Vincent’s CSUN transcript as well as a letter from Jim Dole, the former chair of the Biology Department at CSUN that addresses Vincent’s work in his Independent Study class (BIOL 699C).

Please advise if Vincent meets the minimum qualifications under equivalency #1 for: Environmental Science/Studies

cc: Lita Wangen
College of the Canyons
Academic Senate Agenda
November 29, 2012 3:00 p.m. to 4:30 p.m. BONH 330

A. Routine Matters
   1. Call to order
   2. Approval of the agenda
   3. Adoption of the Consent Calendar
      a. Approval of Academic Senate Meeting Summary: November 8, 2012 (pg.2)
      b. Approval of Summary for Curriculum Committee Meeting: November 15, 2012 (pg.5)
      c. Approval of additional discipline assignment for Nicole Faudree, Political Science (pg. 7)
      d. Approval of additional discipline assignment for Carmen Dominguez, Theatre (pg.8)
   4. President’s Report
   5. Vice-President’s Report

B. Committee Reports
   1. PAC-B October 29 meeting – Greg Mucha, Faculty Co-Chair
   2. Curriculum Committee – Ann Lowe, Chair

C. Unfinished Business
   1. Senate’s Proposal for New Procedures: Counseling Services – in Policy Committee
   2. SLO Committee Benchmarks for Proficiency – pending COCFA negotiations
   3. Faculty Professional Development Committee Procedures – in FPD Committee
   4. Senate Proposal for Revision of Prerequisite Policy – in Policy Committee

D. Discussion Items
   1. Proposed By-Laws for the Academic Senate – David Andrus (pg.9)
   2. Proposed Program Review Committee Operating Procedures – Paul Wickline (pg.16)

E. Action Items

F. Division Reports
G. Announcements
H. Open Forum
I. Adjournment

The next Senate meeting is December 13, 2012
As always everyone is welcomed
Summary of Academic Senate Meeting November 8, 2012

Attendance: Edel Alonso, Mojdeh Mahn, Ruth Rassool, Rebecca Eikey, Troy Sincomb, Lee Hilliard, Deanna Riviera, Cindy Stephens, Regina Blasberg, Wendy Brill-Wynkoop, Sarah Burns, Juan Buriel, Shane Ramey, David Andrus and Lori Brown

Edel called the meeting at 3:04 and informed the Senators that we did not have a quorum. We would wait until 3:30 and if we did not have a quorum she would cancel the meeting.

A. Routine Matters
   1. Call to order: Edel welcomed everyone and we met our quorum. The meeting began at 3:35 p.m.
   2. Approval of the Agenda with the following modification: Proposed Senate By-Laws from item 4 under Committee Report to item 2 under Discussion - Approved
   3. Adoption of the Consent Calendar
      a. Approval of the Academic Senate Summary for October 25, 2012: Approved
      b. Approval of the Summary for Curriculum Committee Meeting November 1, 2012: Approved
   4. A. Report of Dr. Edel Alonso, Senate President:
      ✓ Reviewed resolutions that she would be voting on at the ASCCC Plenary Session that she would be attending the weekend.
      ✓ Informed the Senate that the Equivalency Committee met again and has made progress toward developing a draft for changes with the equivalencies. She will be presenting it to all the department chairs at the department retreat in the spring. She has had conversations with HR and they have been coming to their meetings.
      ✓ Shared the budget handout that Sharlene Coleal handed out at Enrollment Mgmt.
      ✓ Informed everyone that the college will offer 100 online course sections for winter session
      ✓ Referred faculty to read articles in the current Rostrum they received in their boxes: Repeatability, Accreditation, the Budget Deferrals
      ✓ Planning to have 4 faculty members attend the Accreditation institute.
      ✓ Attended an excellent Scholarly Presentation on Primates. The presentation was well attended by students but few faculty members were in the audience. A discussion ensued among Senators about many reasons they cannot attend. They explained how overwhelmed they are with a lot of work and not enough hours in a day to get it done. Edel had a conversation with David Stevenson, Scholarly Presentation Committee Chair about reviewing purpose and ways to improve attendance by faculty.

B. Report of VP Senate Paul Wickline: He will attend the ASCCC Plenary Session this weekend.

B. Committee Reports
   1. Policy Committee: Attendance and Grading – David Andrus.
      David reviewed the memorandum he sent the Senate President re: Title V Section 55002 Standards and Criteria for Courses. Section 55002 states, “Grading Policy. The course provides for
measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.” While this section does not speak specifically to the issue of attendance, it seems to be the common interpretation by the CCCCO and ASCCC, as well as by a literal interpretation of the language of the section, that grading must only be related to some sort of demonstrated proficiency on the part of the student.

2. PAC-B: Tabled until next Senate meeting since Greg Mucha was not in attendance.
3. Curriculum Committee: Ann Lowe was not able to attend so Edel reported on page 18 of the agenda is the list of courses that require 5-year Revision. These Must be by stage 7 of the curriculum approval process by November 14. There is a workshop tomorrow Friday, November 9, 2012 at 9:00 to 10:30 for any faculty who need help with this process.

C. Unfinished Business

1. Senate’s Proposal for New Procedures: Counseling Services – in Policy Committee
3. SLO Committee Benchmarks for Proficiency – pending COCFA negotiations
4. Faculty Professional Development Committee Procedures – in FPD Committee
5. Senate Proposal for Revision of Prerequisite Policy – in Policy Committee

D. Discussion Items

1. Use of My Canyons to record SLO assessment results per student on class roster - Rebecca Eikey: Reported that the SLO Committee met yesterday and they propose that the use of My Canyons be a departmental choice. The Committee wants to allow individual departments to make decisions for what works best for each and they do not want to deny the choice to those departments that want to use My Canyons. A discussion ensued among the Senators:
   ✓ Allied Health Division do not think recording SLOs on My Canyons would work for them
   ✓ Math, Science, Engineering oppose use of My Canyons
   ✓ CTE has not had a Division meeting to discuss this
   ✓ ECE is fine with allowing departments to have option
   ✓ Humanities do not want to use My Canyons to record SLO on roster
   ✓ SSB have not had the opportunity to discuss it at a Division meeting
   ✓ Student Services would like to allow individual departments to have the choice.

2. Proposed By-laws for the Academic Senate - David Andrus
   Reviewed the by-laws draft that is attached to the agenda. David reported that the By Laws committee reviewed by laws from other community college Senates in drafting this proposal.
Discussion and suggestions ensued from the Senators and suggestions made. This item will return to the Senate.

Adjourned at 4:35 p.m
CURRICULUM COMMITTEE SUMMARY

November 15th, 2012  3:00 pm – 5:00 pm  BONH-330

Items on "Consent" are recommended for approval as a result of a Technical Review meeting held on November 5th, 2012:

Members present: Backus, Patrick – Curriculum/Articulation Coordinator; Non-voting member; Bates, Mary – Math, Science & Engineering; Brill, David – Fine & Performing Arts; Green, Audrey – Co-Chair, Administrator; Hilliard, Lee – Career & Technical Education; Lowe, Ann – Co-Chair, Faculty; Moreno, Anne – Social Science & Business; Matsumoto, Saburo – Member at Large; Ramsey, Shane – Adjunct Faculty; Richter, Christy – Enrollment Services; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health

Members absent: Brode, Robert – Member at Large; Ruys, Jasmine – Admissions & Records, Non-voting member; Vacant – Humanities

TECHNICAL CHANGE MEMOS on consent:

<table>
<thead>
<tr>
<th>Subject</th>
<th>#</th>
<th>Title</th>
<th>Description of action</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWE</td>
<td>1860CC</td>
<td>Cooperative Experience Education Occupational</td>
<td>Removing repeatability. Course cannot be coded as repeatable, students may still take this course multiple times for a maximum of 6 total units. – Approved</td>
<td>R. Howell</td>
</tr>
<tr>
<td>CWE</td>
<td>186GNRL</td>
<td>Cooperative Experience Education General</td>
<td>Removing repeatability. Course cannot be coded as repeatable, students may still take this course multiple times for a maximum of 6 total units. – Approved</td>
<td>R. Howell</td>
</tr>
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</table>

NEW COURSES:

<table>
<thead>
<tr>
<th>Subject</th>
<th>#</th>
<th>Title</th>
<th>Description of action</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS</td>
<td>080</td>
<td>Customer Service</td>
<td>.85 units, 9 hours of lecture, not repeatable, Added SLO. – Approved</td>
<td>R. Howell</td>
</tr>
<tr>
<td>BUS</td>
<td>081</td>
<td>Communication in the Workplace</td>
<td>.85 units, 9 hours of lecture, not repeatable, Added SLO. – Approved</td>
<td>R. Howell</td>
</tr>
<tr>
<td>BUS</td>
<td>082</td>
<td>Attitude in the Workplace</td>
<td>.85 units, 9 hours of lecture, not repeatable, Added SLO. – Approved</td>
<td>R. Howell</td>
</tr>
<tr>
<td>BUS</td>
<td>083</td>
<td>Conflict Resolution</td>
<td>.85 units, 9 hours of lecture, not repeatable, Added SLO. – Approved</td>
<td>R. Howell</td>
</tr>
<tr>
<td>BUS</td>
<td>084</td>
<td>Values and Ethics</td>
<td>.85 units, 9 hours of lecture, not repeatable, Added SLO. – Approved</td>
<td>R. Howell</td>
</tr>
<tr>
<td>BUS</td>
<td>085</td>
<td>Team Building</td>
<td>.85 units, 9 hours of lecture, not repeatable, Added SLO. – Approved</td>
<td>R. Howell</td>
</tr>
<tr>
<td>BUS</td>
<td>086</td>
<td>Decision Making and Problem Solving</td>
<td>.85 units, 9 hours of lecture, not repeatable, Added SLO. – Approved</td>
<td>R. Howell</td>
</tr>
<tr>
<td>BUS</td>
<td>087</td>
<td>Managing Organizational Change</td>
<td>.85 units, 9 hours of lecture, not repeatable, Added SLO. – Approved</td>
<td>R. Howell</td>
</tr>
<tr>
<td>BUS</td>
<td>088</td>
<td>Stress Management</td>
<td>.85 units, 9 hours of lecture, not repeatable, Added SLO. – Approved</td>
<td>R. Howell</td>
</tr>
<tr>
<td>BUS</td>
<td>089</td>
<td>Time Management</td>
<td>.85 units, 9 hours of lecture, not repeatable, Added SLO. – Approved</td>
<td>R. Howell</td>
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NEW PROGRAMS:

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree/Certificate</th>
<th>Description of action</th>
<th>Author</th>
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<tbody>
<tr>
<td>Customer Service</td>
<td>Certificate of Specialization</td>
<td>5-6 total units required, added Program SLO. – Approved</td>
<td>R. Howell</td>
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NEW STAND ALONE COURSES:

<table>
<thead>
<tr>
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<th>Author</th>
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<tr>
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</tr>
<tr>
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</tr>
<tr>
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<td>089</td>
<td>Time Management</td>
<td>– Approved</td>
<td>R. Howell</td>
</tr>
</tbody>
</table>
Discussion Items:

1. The final Curriculum Committee meeting of Fall 2012 is scheduled for December 6th. The main focus of the December 6th meeting will be dealing with the repeatability and “family” courses being developed in the Fine and Performing Arts Division.

<table>
<thead>
<tr>
<th>New Courses</th>
<th>Modified New Credit Courses</th>
<th>New Prerequisites</th>
<th>Related Courses</th>
<th>Repeated Program</th>
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<tbody>
<tr>
<td>10</td>
<td>5</td>
<td>-3</td>
<td>-3</td>
<td>-0</td>
</tr>
<tr>
<td>New Program</td>
<td>New MA’s</td>
<td>Related Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modified Course</td>
<td>New PhD’s</td>
<td>Related Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modified Program</td>
<td>Modified PhD’s</td>
<td>Proposals Resolved In Technical Review Session</td>
<td>16</td>
<td></td>
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<tr>
<td>New New Credit Courses</td>
<td>New Prerequisites</td>
<td>Technical Review Session</td>
<td>-0</td>
<td>6</td>
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</tbody>
</table>
Human Resources Office

Date: October 30, 2012

To: Dr. Edel Alonso
   President, Academic Senate

From: Julianna D. Mosier
      Sr. Human Resources Generalist

Subject: Additional Discipline Assignment for Nicole Faudree

The following information is provided for discipline assignment:

Nicole Faudree

Current discipline(s) on file: Paralegal Studies, Law, Business Law

The following information is provided for Nicole Faudree for an additional discipline assignment in Political Science:

- J.D, Pepperdine University
- B.S., Social Science Education, The University of Georgia
- 35 quarter units (23.33 semester units) of upper division classes in Political Science
- 5 quarter units (3.33 semester units) of lower division classes in Political Science

Equivalency #1 is currently accepted for the discipline of Political Science - Master’s degree in any discipline and 24 units of course work in the discipline of the assignment. At least 12 of these units must be graduate or upper division.

Please advise if Nicole Faudree qualifies under equivalency #1 for the discipline of:

- Political Science
Human Resources Office

Date: September 5, 2012

To: Dr. Edel Alonso
    President, Academic Senate

From: Julianna D. Mosier
    Sr. Human Resources Generalist

Subject: Additional Discipline Assignment for Dr. Carmen Dominguez

The following information is provided for discipline assignment:

Dr. Carmen Dominguez

Current discipline(s) on file: Music

The following information is provided for Dr. Carmen Dominguez for an additional discipline assignment in Theatre:

- Doctor of Musical Arts, Johns Hopkins University Peabody Conservatory of Music
- M.M., Music, San Diego State University
- B.A., Music, San Diego State University
- Experience Teaching Theatre Arts and Musical Theatre classes at Saddleback College
  (see attached)

Equivalency #2 is currently accepted for the discipline of Theatre - Master’s degree in any discipline plus two years of professional experience related to the discipline of the assignment or two years of teaching experience in the discipline of the assignment.

Please advise if Dr. Dominguez qualifies under equivalency #2 for the discipline of:

- Theatre
BYLAWS
of the
ACADEMIC SENATE
COLLEGE OF THE CANYONS
(PROPOSED)

ARTICLE I – MEMBERSHIP

Section A - The Electorate

1. The Electorate shall consist of tenured and tenure-track Faculty as defined in Article III of the Academic Senate Constitution (hereinafter “the Constitution”).
2. Voting members of the Academic Senate shall be selected by and from the Electorate.
3. A maximum of three Adjunct Faculty Members may be elected as voting members to the Academic Senate per Article IV of the Constitution.

ARTICLE II – RESPONSIBILITIES

Section A – Statement of General Duties and Expectations

The Academic Senate strives to ensure shared governance, faculty representation, and the successful development of academic standards. Therefore, faculty elected to serve as members of the Academic Senate, and those faculty members working on behalf of the Academic Senate, shall make every attempt to adhere to the rules and expectations listed herein—conducting due diligence in all matters brought before them, while adhering to the highest degree of professional behavior in carrying out the duties bestowed upon them by the Electorate.

Section B – Duties of President

1. The President shall prepare the agenda of all regular and special meetings of the Academic Senate, post each agenda in compliance with the Brown Act, and distribute each agenda to all Senators at the time of public posting.
2. The President shall preside at all meetings of the Academic Senate.
3. The President or a designated Senator shall represent the Academic Senate at all Board of Trustees meetings, as well as relevant district and college meetings.
4. The President, in consultation with the Academic Senate, shall appoint faculty members to represent the faculty in college-wide committees.
5. The President shall manage all income and expenses incurred by the Senate.
6. The President or the President’s designee shall attend Fall and Spring meetings of the California Community College Academic Senate and regional Community College Academic Senate meetings.
7. The President shall chair all meetings of the Executive Committee.
Section C – Duties of Vice-President

1. The Vice-President shall preside over meetings of the Academic Senate in the President’s absence.
2. The Vice-President shall assume the duties of the President if the President vacates the Office of the Presidency during his or her term. The Vice President shall assume the duties of the President on an interim basis upon the request of the President.
3. The Vice-President shall assist the President and perform other duties, as assigned by the President at Academic Senate and Executive Committee Meetings. The Vice President shall attend all meetings of the Executive Committee and Academic Senate.
4. The Vice-President shall make every effort to attend the next scheduled leadership conference offered by the Statewide Academic Senate, if he or she has not already attended such conference at least once previously.

Section D - Duties of the President-Elect

1. Any member of the Electorate who is elected to serve as President of the Academic Senate will be designated “President-Elect”. The President-Elect is essentially the President in waiting whose term shall begin upon confirmation of said election results by the Academic Senate and end on the first day of the subsequent month of July in which they assume the duties of the Presidency. If the President-Elect also sits as a member of the current term of the Academic Senate, then he or she must fulfill all duties assigned and shall not neglect their current position on the Senate in anticipation of assuming the Presidency.
2. The President-Elect shall make every effort to attend all meetings of the Academic Senate to ensure an effective transition to leadership.
3. The President-Elect shall make every effort to attend the next leadership conference offered by the Statewide Academic Senate, if he or she has not already attended such conference.
4. The President-Elect shall make any and all attempts to attend at least one meeting of the Board of Trustees of the Santa Clarita Community College District during his or her term as President-Elect and before he or she assumes the duties of the Presidency.

Section E - Duties of the Past President

1. The Past President shall provide support and expertise to the President.
2. The Past President, acting as parliamentarian, shall recommend parliamentary procedures as prescribed in the Robert’s Rules of Order or any other parliamentary authority adopted by the Academic Senate. In the absence of the Past President, the Chair of the Policy Committee shall serve as parliamentarian.
Section F - Duties of Senators

1. Division Senators

   a. **Attendance** - Senators serving as Division Representatives shall attend and actively participate in all regular and special meetings of the Academic Senate. It is the Senator’s responsibility to develop a work schedule around the Senate’s regularly scheduled meeting time.

      i. **Absence** – Division Representatives shall make any and all effort to secure an alternate Representative from their respective division in advance of any anticipated absence from a scheduled meeting of the Academic Senate.

   b. **Appointments** - All Division Representatives shall be eligible for and should anticipate appointment to at least one Academic Senate standing committee or ad hoc committee per academic year.

   c. **Liaison Duties** - Senators serving as Division Representatives shall be the liaison between their representational areas and the Academic Senate. Senators shall explain Academic Senate agenda material to their constituents and present to the Senate concerns from their affected areas.

2. At-Large Senators

   a. **Attendance** - Senators serving as At-Large Representatives shall attend and actively participate in all regular and special meetings of the Academic Senate. It is the Senator’s responsibility to develop a work schedule around the Senate’s regularly scheduled meeting time.

   b. **Appointments** - At-Large Representatives shall be eligible for and should anticipate being appointed to represent any academic division lacking a Division Representative on the Academic Senate.

      i. **Absence** – At-Large Representatives shall make any and all effort to secure an alternate Representative from the Electorate in advance of any anticipated absence from a scheduled meeting of the Academic Senate.

   c. **Liaison Duties** - Senators serving At-Large Representatives shall be the liaison between the full Electorate and the Academic Senate. Senators shall be prepared to explain Academic Senate agenda material to their constituents and present to the Senate concerns from any affected campus area.

Section G - Transition Duties
1. It is the duty of the President and the President-Elect to:

   a. Schedule at least two “transition” meetings whereby the outgoing President informs and prepares the President-Elect regarding ongoing matters of professional concern and Academic Senate business as well as debriefs the President-Elect on typical procedural requirements of the Office of the Presidency.
   b. Ensure the President-Elect has key access to the physical office space assigned to the Academic Senate as well as the overall resources of the Academic Senate.
   c. Ensure a meeting of the President, President-Elect, and Executive Committee to ensure seamless transition of Academic Senate business.
   d. Jointly attend at least one meeting of the Board of Trustees of the Santa Clarita Community College District.

ARTICLE III – MEETINGS AND SENATE PROCEDURES

Section A - Ralph M. Brown Act

1. Notice of the agenda shall be posted in a public place at least 72 hours before any meeting, except in an emergency. All special or emergency meetings shall comply with the notice requirements for an emergency meeting under the Ralph M. Brown Act.
2. All meetings of this organization shall be public meetings. No meeting or executive session of this organization, or any committee or sub-committee meeting of this organization shall be closed to the public except to discuss a personnel matter, or to discuss litigation in which the Academic Senate is involved, or may be involved.
3. All Votes shall be taken in accordance with the Provisions of the Brown Act.
4. The President may put the meeting into executive session as prescribed in The Ralph M. Brown Act.

Section B – Meeting Procedures and Standing Rules

1. Meeting Procedures

   a. Except as otherwise provided, the most recent Robert’s Rules of Order shall govern meeting procedures.
   b. All votes shall be taken by voice, roll call or signed ballot. All ballots shall be held for one year and be available for public inspection at any reasonable business hour. The Senate shall not take any action by secret ballot, whether preliminary or final.

2. Standing Rules

   a. The Academic Senate may adopt Standing Rules to implement the intent and purposes of these Bylaws.
 Standing Rules shall be adopted by a majority vote of the Academic Senate.

ARTICLE IV – ELECTIONS

Unless otherwise assigned by a majority of the Academic Senate, the administration of all elections outlined in Article IV of the Academic Senate Constitution shall be conducted by the Elections Committee of the Academic Senate.

ARTICLE V – COMMITTEES

Section A - Committee Membership Eligibility

All faculty are eligible to serve on committees of the Academic Senate.

Section B - Standing Committees

Membership on standing committees shall be approved by a majority vote of a quorum of the Academic Senate. The standing committees are:

1. Academic Staffing Committee
2. Academic Standards Committee
3. Board Policies and Procedures
4. Constitution and Bylaws Committee
5. Cultural Heritage Committee
6. Curriculum Committee
7. Elections Committee
8. Equivalencies Committee
9. Faculty Professional Development Committee
10. Honors Program Committee
11. Interdisciplinary Committee and Coffee on the Side
12. Program Review Committee
13. Scholarly Presentation Committee
14. Student Learning Outcomes Committee

Section C – Collegial Consultation Committees

1. Colégial Consultation Committees are a reflection of the spirit and requirement of AB 1725 shared governance. AB 1725 not only enables, but demands faculty participation in the governance of matters at the local district level. Doing so ensures necessary faculty input on matters concerning the development of sound policy and maintenance of quality academic standards. Consequently, active membership and participation on shared governance committees is essential to the charge of the Academic Senate and the mission of the District.
2 - Membership on collegial consultation committees shall be approved by a majority vote of a quorum of the Academic Senate. The collegial consultation committees are:

a. College Planning Team (CPT)
b. College Policy Council
c. Facilities Master Plan
d. Enrollment Management
e. President’s Advisory Council on the Budget (PAC-B)
f. Technology
g. Health and Safety Committee
h. Skills for Successful Committee

Section D - Ad Hoc Committees

The Academic Senate may establish “Ad-Hoc” committees to accomplish specific tasks. Upon completion of these tasks, these committees may be dissolved or approved as a standing committee. Membership on ad-hoc committees shall be approved by a majority vote of a quorum of the Academic Senate.

Section E - Committee Chairpersons

1 - Committee chairpersons may be recommended by the Academic Senate President or by the committee and approved by a majority of a quorum of the Academic Senate. Chairpersons of standing committees shall be appointed for one academic year unless otherwise directed by the operating procedures of the assigned committee.

2 - All terms of committee chairpersons shall commence on the first day of July subsequent to their appointment and confirmation by the Academic Senate. Appointments occurring after the first of July may be deemed retroactive by a majority vote of a quorum of the Academic Senate.

ARTICLE VI – AMENDMENTS

Section A – These Bylaws may be amended by a two-thirds vote of a quorum of the Academic Senate.

ARTICLE VII – ENACTMENT CLAUSE

Section A – Initial Effective Date

These Bylaws shall be effective upon approval by a majority vote of a quorum of the Academic Senate.

Section B – Amendments
Amendments to these Bylaws shall be effective upon approval by a majority vote of a quorum of the Academic Senate.
Proposed Operating Agreement  
College of the Canyons Program Review Committee

1. **Mission**  
a. The purpose of the **Program Review Committee** (an Academic Senate subcommittee) is to provide training, advisement and assistance to College of the Canyons faculty and staff to facilitate and improve the program review process. The committee will provide leadership and guidance by reviewing comprehensive program reviews, annual plans, outcomes and assessment cycles, and evaluating the program review planning process.

2. **Oversight**  
a. The Academic Senate reviews the activity of the Committee and gives general direction to its work.

3. **Duties and Functions**  
a. The Program Review Committee will be responsible for maintaining a process by which instructional and administrative programs systematically assess themselves to ensure currency, relevance, appropriateness, and achievement of stated goals and outcomes.  
b. The committee will review all proposed procedural and content changes to the program review including budget processes.  
c. The Committee will:  
   - Develop, write, evaluate and update program review forms and procedures in collaboration with other constituencies, as appropriate.  
   - Review final instructional and administrative program reviews, identifying themes, and providing advisory guidance to faculty, staff and administrators.  
   - Provide an annual report of its activities and actions to the College Planning Team, the Academic Senate, and other constituencies.

4. **Membership**  
a. The committee will be composed of appointed and standing members from faculty and administration.  
   - Appointed members  
     - One faculty member from each instructional division.  
       a. Allied Health  
       b. CTE  
       c. ECE  
       d. Enrollment Services  
       e. FAPA  
       f. Humanities  
       g. Kinesiology/PE/Athletics  
       h. Math, Science and Engineering  
       i. Social Science and Business
- The Program Review Committee is open to all but the goal is to include at least one representative from each academic division, with possible alternates to attend in case of absences.

- Standing members
  - CIO or academic dean
  - Assistant Superintendent–Vice President, institutional development & technology or designee
  - Academic Senate President or designee
  - Professional Development Committee representative
  - SLO coordinator

b. Any change in membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by the Academic Senate.

c. If a new academic division is created, it will be immediately entitled to representation within the committee.

5. Management
   a. The co-chairs will be elected at the first meeting of the academic year for a two-year term.
   b. The co-chairs shall have served at least one semester on the committee prior to his/her term.
   c. Committee co-chairs will be limited to two consecutive 2-year terms. Chairs who have served consecutive terms may be re-elected after a 2-year period has passed.
   d. Only division representatives will have voting rights concerning academic program review processes and functions.
   e. Only administrative representatives will have voting rights concerning administrative program review processes and functions.
   f. When there is more than one faculty representative per division present, only one vote per division is allowed.
   g. While alternates may attend in place of division representatives, they will not have voting rights unless the appointed representative has given permission for his/her proxy to vote.
   h. Committee chairs may vote only if they are also acting as their division’s main representative.
   i. Committee members will share the responsibility of taking minutes.
   j. All documents related to the business of the Committee will be posted on the COC intranet committee website.
   k. The committee will meet on twice each month during the fall and spring semesters.
   l. All changes to procedures and forms will be submitted to constituencies for review before implementation.
   m. Quorum will be 50% plus one of the total current membership.
   n. The Committee will make decisions based on a majority vote.
o. The members of the Committee will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.

p. The Committee will review this agreement on an annual basis.

6. Attendance
   a. It is the responsibility of the committee member to notify a co-chair when he/she is unable to attend a scheduled meeting.
   b. If a member of the Committee has three absences in one semester, a co-chair will notify that member and request the Academic Senate president to appoint a new division representative.
   c. If a member of the Committee isn’t able to attend a meeting but has another faculty member attend in his/her place, this will not be counted as an absence.