**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 |
<table>
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<tbody>
<tr>
<td><strong>College of the Canyons' Mission Statement</strong></td>
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<td>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.</td>
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<td><strong>Program Description</strong></td>
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<td>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 matters.</td>
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<td>Who are the customers/ recipients of the services and functions? The Senate represents 184 full-time faculty and approximately 500 part-time instructors in shared governance structures. A representative body, it 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 representative. The full-time faculty as a whole elects additional at-large representatives.</td>
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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.

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.

Chart #1: Senate Organizational Chart.docx

Provide a short description of the history of your department, including how it has changed over the years.
In 2010, a new Senate President was elected. The previous President had served for 18 years. The Senate has experienced some significant changes since the 2010 election:
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 Policy Review Committee to both proposed new Board policies and procedures and to review and 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 President attends Board of Trustees meetings year-round and regularly provides a report on the work of the Senate to the Board as the Senate Report is a standing item on the agendas.
7. Senate Committees were charged with developing committee procedures which are available for viewing through the Senate website.
8. The Senate provides funding for faculty to attend ASCCC sponsored conferences such as the Leadership Institute, Curriculum Institute, SLO Conference, and Accreditation Institute.
9. The Senate writes a Program Review linked to the college's strategic goals and budget development.
10. The full-time Senate administrative assistant was reclassified to capture accurately her current job description.

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 (Overarching AUOs)</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>
</tr>
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<tbody>
<tr>
<td>Publish Academic Senate</td>
<td>Senate meeting agendas</td>
<td>Agendas were sent electronically to all full-time</td>
<td>1 The Senate will continue to post</td>
<td></td>
<td>Spring 2013</td>
</tr>
<tr>
<td>Meeting Agendas and Meeting Summaries in compliance with the Brown Act.</td>
<td>and summaries for every Academic Senate meeting both fall and spring semesters.</td>
<td>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>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>At least 70% of the full-time faculty will report on an Academic Senate survey that they read the 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 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 and in the Senate bulleting board in a public location. Sixty-seven percent (67%) of the full-time faculty reported on the Academic Senate Survey that they read Senate meeting agendas and summaries.</td>
<td>The Senate will continue to post agendas 72 hours prior to Senate meetings to comply with the Brown Act and the email message accompanying the agendas and summaries will encourage the faculty to read them. In addition, Division Senators will use the Senate meeting summaries as their report at Division meetings.</td>
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Spring 2014

Communicate with faculty and others by providing critical information to faculty for their participation in shared governance.
<table>
<thead>
<tr>
<th>The Academic Senate President will represent faculty at Board of Trustees meetings</th>
<th>Board of Trustees meeting minutes will record Academic Senate President's reports at every Board meeting.</th>
<th>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.</th>
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<tbody>
<tr>
<td>The Academic Senate President will continue to attend Board of Trustees meetings and deliver an Academic Senate report at each business meeting.</td>
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<tr>
<td>The Academic Senate President will attend the ASCCC Plenary Session each</td>
<td>Academic Senate meeting summaries will reflect report from Academic Senate President and vote</td>
<td>The Academic Senate President attended the ASCCC Plenary Sessions in 2010-2011 and 2011-2012. The President sent the ASCCC proposed resolutions to the</td>
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**Spring 2013**

**Spring 2014**

Communicate with the Board of Trustees by attending Board of Trustees meetings regularly and presenting an oral Senate Report.
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of 1

Represent faculty at ASCC

Plenary Sessions each

semester and cast

votes on ASCC

resolutions on behalf

of COC faculty.
The Academic Senate

President and Vice-

President or Alternate

will attend the

ASCCC Plenary

Session each

semester.
The President will cast

votes at the

Plenary sessions as

the voting
delegate on

ASCCC resolutions

on behalf of COC

faculty and

attend as many

workshops as

possible.

The President will be the

official delegate and

cast votes on

resolutions on

behalf of the

COC faculty.

The Academic Senate

President and Vice-

President will attend

the ASCC Plenary

Sessions in

2012-2013. The

President will be the

official
delegate and

cast votes on

resolutions on

behalf of the

COC faculty.

The President sent the vote

outcomes to the

faculty after the

Plenary and

reported on the

Plenary at the

next Senate

meeting.

The Academic Senate

President and Vice-

President will attend

the ASCC Plenary

Sessions in

2013-2014 and

give reports at the

next scheduled Senate

meeting.

both the

Academic Senate

President and

Vice-President attended the

Plenary of the

ASCCC each

semester. The

President sent the proposed

Senate resolutions to the faculty

prior to the

Plenary asking for

input, voted at the

Plenary according

to the faculty's

recommendations, and

communicated the

outcome of the

votes with the

faculty upon her

return via e-mail and in an oral

report at the next

scheduled Senate

meeting.

Finding the Plenary

Sessions informative

and in order to

cover more

conference

workshops than 1

person can possibly

cover, both the

Academic Senate

President and

Vice-President should attend

the ASCC Plenary

Sessions in

2013-2014 and

attend as many

workshops as

possible. The

President will attend

as her VP's

designated alternates.

Both the

Academic Senate

President and

Vice-President will attend

the ASCC Plenary

Sessions in

2014-2015 and

attend as many

workshops as

possible. The

President will attend

as her VP's

designated alternates.
The Senate's budget request in spring 2014 will reflect a request for an augmentation to fund both officers and designees to attend the ASCCC plenary and training institutes.

## Objectives

**Status of Objectives.** *(Review College Strategic Goals)*

### Open Objectives

1. Write local Academic Senate resolutions to express and document the view of the Senate on professional matters.

   **Goal:** Leadership  
   **Status:** In progress  
   **Add'l Comment:** The Senate has only approved two resolutions so far: 1) 2010/11-01 Joint resolution with the Board of Trustees and ASG, In Support of California Community Colleges Budget Priorities and Principles 2) 2013/14-01 COC Academic Senate Resolution on Student Learning Outcomes

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

   **Goal:** Leadership  
   **Status:** Yet to be started

3. 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. Updated the equivalencies to discipline specific minimum qualifications for teaching at COC in order to meet the statewide Academic Senate guidelines.

   **Goal:** Human Resources  
   **Status:** Completed
Add'l Comment: The Senate reactivated the Equivalencies Committee, engaged in dialog with the department chairs, administrators, and faculty to gather input on the development of the new equivalencies. The Equivalency Committee also developed committee procedures to standardize the determination of qualifications for equivalencies upon the request of faculty.

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

   Add'l Comment: The Senate sends the materials and deadlines for application to all faculty and calls for nominations annually. It submitted a nomination for the Diversity Award in 2012 and a nomination for the Hayward Award in 2014. Neither nominee was selected.

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 by sending Senate President or designee as 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, Leadership, Curriculum Institutes)

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

   Add'l Comment: The Senate has sent a Senate representative to each of the ASCCC training institutes annually since 2010.
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). Present FLEX workshops on topics selected by faculty in their responses to the Academic Senate survey sent in February 2014. e.g. The Role of the ASCCC; the Role of Faculty in Budget Development. (Goal: Human Resources)

2). Survey faculty on their understanding of the work of the Academic Senate and requesting input for improvement. (Goal: Human Resources)

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 Review Committee of the Academic Senate 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 Policy Review, Curriculum, Faculty Professional Development, Minimum Qualifications and Equivalencies, Academic Staffing,
Student Learning Outcomes, and Program Review. It also has two operational committees: 1) Constitution and Bylaws, 2) Elections.

**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, and Sharepoint to maintain its website. 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, meets with the Chief Instructional Officer weekly, and with 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 Senate committees, hiring committees, tenure committees, college committees, and 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 ASCCC conferences and asking that attending faculty report back to the Senate. With structures in place, it will be easier for faculty members to stay informed and to serve for a limited term and rotate service to college through the Senate structures. The Senate is proud to report that this 2013-14 academic year, 73% of full-time faculty are serving on standing committees.

**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 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 the 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. In fall 2013 we held a teleconference instead that was attended by only 1 CCC faculty member. As a result, the Senate decided to continue to hold all Senate meetings on the Valencia campus for the time being but is open to returning to the CCC campus in the future with sufficient interest.

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. Area C has one meeting in the fall and another in the spring prior to the plenary sessions, and the Area C reps also meet at the fall and spring plenary sessions. A comparison with the other colleges in Area C reveals that other Senates 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 as limited as it is.

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, committee members and committee chairs who give their time and effort to
represent their colleagues. This academic year 2013-14, 73% of full-time faculty serve on standing committees. A second strength of the Academic Senate is having the financial support and resource allocations from the district 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 needs and will pursue additional release time for the President, as well as release time for the Vice-President, and more release time for the Curriculum Committee Chair so that they may better perform their duties.

**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. 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 II 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 was an action item on the Academic Senate meeting agenda of February 27, 2014 for Senate approval. The Senate sent a survey to all full-time faculty to gather input on the work of the Senate and received responses from 52%. See the Senate Survey results attached.

Upload additional files.
File #1: Senate Survey Feb. 2014.pdf