

**SUBSTANTIVE CHANGE PROPOSAL
Canyon Country Education Center
And Distance Education Program**

The college is proposing to rename, relocate and enlarge our Access Center so that students can complete at least 50% of their educational program between distance education classes and the improved center.

**Santa Clarita Community College District/College of the Canyons
26455 North Rockwell Canyon Road
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**July 29, 2008
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SANTA CLARITA COMMUNITY COLLEGE DISTRICT
Brief History of the Santa Clarita Community College District

The story of College of the Canyons and the Santa Clarita Community College District began in 1967, in a community that looks very different from the valley today. The district was formed on November 21, 1967, established to serve a 367 square mile area in the northeast portion of Los Angeles County. The District is 40 miles north of the Los Angeles Airport, 8 miles north of the San Fernando Valley, and 30 miles east of the Pacific Ocean.

In the forty-one years since the voters approved the creation of the Santa Clarita Community College District, the valley has experienced great change. Once a sleepy small town along the Southern Pacific Railroad's Los Angeles to San Francisco line, the valley has become a vibrant center for jobs, housing, education and commerce. Development of the Interstate 5, the main north-south artery which runs from the Canadian to Mexican border, helped put the Santa Clarita Valley on the map. On the eastern side of the Valley, Highway 14 joins with Interstate 5 to form a triangle which geographically defines the Santa Clarita Valley today. According to the Golden State Gateway Coalition, each day nearly 357,000 commuters traverse the Interstate 5 and Highway 14 junction.

Twenty years after the formation of the Santa Clarita Community College District, the communities of Valencia, Saugus, Newhall and Canyon Country joined to form the City of Santa Clarita. Uniquely, however, all of the former cities continue to be known by their former designations. For example, in most current literature and maps, the College of the Canyons (COC) is reported to be located in Valencia, and the general location of the proposed new educational center is said to be in Canyon Country – while in reality, both the area of the proposed center and COC (also referred to as the Valencia Campus) are in the “new” City of Santa Clarita. This application unavoidably, continues the practice of using the former designations.

The birth of the City in 1987, along with the development of the master-planned community of Valencia by Newhall Land and Farming Company, accelerated the growth of the Santa Clarita Valley. Housing, retail enterprises, recreational amenities and industrial centers were established and transformed the community from its small town beginnings into a major suburban center.

Enrollment at College of the Canyons mirrored the explosive growth of the community. While enrollment soared at the Valencia campus on the western side of the Santa Clarita Valley, growth was also occurring in the eastern portion of the Valley. The need for a campus on the eastern side of the Valley was first identified in 1990 when a study by the state Chancellor's Office indicated the need for 13 new community college campuses and 25 smaller educational centers throughout the state. College of the Canyons was recommended to receive both a new campus and a new education center to serve students created by the expansive growth in the Santa Clarita Valley and northern Los Angeles County.

To serve the growing number of students throughout the District, in 1999 the College began offering evening classes at Canyon and Saugus high schools. Beginning in 2001, the College made a dramatic improvement in access to education on the eastern side of the Santa Clarita Valley by developing the Canyon Country ACCESS Center in the Jo Anne Darcy Library in partnership with the City of Santa Clarita. In 2004, the College further responded to the growing demand for higher education by offering classes at Golden Valley High School in Canyon Country. A series of focus groups and community surveys, as well as an analysis of enrollment patterns and enrollment projections, confirmed the demand for access to college programs in Canyon Country. A second campus on the east side of the Santa Clarita Valley was listed as a priority in the 2001 Educational and Facilities Master Plan.

Having passed a bond measure on November 6, 2001 the Santa Clarita Community College District had the means to remodel/add additional facilities on its Valencia campus and to acquire land for an Educational Center in the Saugus/Canyon Country area. A second bond measure passed on November 7, 2006 provided the funding necessary to develop the infrastructure at the new campus and construct a modular campus. Classes from the Canyon Country Access Center and Golden Valley High School were relocated to the new campus, which opened on August 25, 2007 with great excitement and support from the community. Since then, the campus has exceeded all projections for enrollment and all indications point to continued growth at the campus as additional instructional space is constructed.

The College offered its first hybrid online classes in Spring 1998. These classes were developed by faculty in philosophy and English. The following semester saw the addition of hybrid online classes in Computer Information Technology. Thereafter, additional hybrid online and fully online classes were developed by faculty from across the disciplines. Today over 200 courses have been approved by the curriculum committee. This expansion of online classes has supported the College's mission to provide education to all those who seek it.

Proposed Change

Canyon Country Campus:

The college is proposing to rename, relocate and enlarge the Canyon Country Access Center so that students can complete at least 50% of their educational program between distance education classes and the Campus. Prior to this change, the Canyon Country Access Center consisted of four classrooms and a computer lab at the Canyon Country Library, and evening use of classrooms at Golden Valley High School.

Since 2001, the College has been offering classes through the Access Center, located in two leased spaces, the City Library, and Golden Valley High School, both in Canyon Country on the east side of our service area. About 1,500 students attended per semester. In 2005, 70 acres were purchased in the vicinity and 28 modular buildings were installed. We moved and enlarged the Access Center in August of 2007. The campus now has a capacity of 3,500 students, and fall 2007 enrollment exceeded 3400 students. We changed the name to Canyon Country Education Center (hereafter referred to as the Canyon Country Campus) to better reflect its location. The expanded space allows us to provide all administrative and student services to the students at the campus.

In opening the campus, the Santa Clarita Community College District secured six approvals from state agencies involved in approving new sites: 1) State of California Chancellor's Office (CCCCO); 2) California Postsecondary Education Commission (CPEC); and 3) California Department of Finance (DOF).

Distance Education:

Since 1998, the College has been offering hybrid classes and since 2005 fully online classes. While faculty have driven the development of online curriculum, other areas of the College have worked steadily to ensure student access to a full range of student services, including admissions and records, counseling and advisement, tutoring, and financial aid.

Mission Statement

The Canyon Country Campus and online course delivery, as part of the Santa Clarita Community College District, advance the mission, vision and values of the College. College of the Canyons provides relevant academic education at the lower division level, workforce training for businesses and lifelong learning programs for all who seek those opportunities. College of the Canyons will help students with diverse interests and needs meet their educational goals and develop learning strategies required of productive citizens in an ever-changing world.

Vision Statement

College of the Canyons is dedicated to being a leading two-year college, recognized locally, regionally, statewide and nationally for technical advancement, institutional effectiveness, student support, model academic and professional programs, excellence in teaching and learning, fostering a broad range of community partnerships, maximizing student access and for the sense of community that we provide to our students and staff.

VALUES

Teaching & Learning

We honor and reward high performance in teaching and learning.

Respect for All People

We foster a climate characterized by civility, collegiality and acceptance. We encourage honesty, integrity, social responsibility, and ethical behavior.

Partnership with Community

We create relationships providing the foundation of success for chosen current and future partnerships with local schools, colleges and universities, businesses, government, and social agencies. These partnerships advance the educational, intellectual, artistic, civic, cultural, and economic aspirations of our surrounding community.

Excellence

We set the highest standards for ourselves and support the professional development of faculty, staff and administrators.

Creativity and Innovation

We provide an experience conducive to support innovation and to strive for creativity. We encourage members of the college community to embrace changes that will enhance the college's mission.

RELATIONSHIP to the STATED MISSION AND VALUES

The Canyon Country Campus:

The Access Center opened in 2001 with 68 sections and an enrollment of 812 (**Exhibit A**). Though very successful, with only five classrooms, one of which was a computer labs, the Center was limited in what it could offer to the community. It had a limited mix of transferable and non-transferable courses. Students wanting a wider complement of course offerings had to also enroll in classes at the Valencia campus.

Because the Santa Clarita Valley only has one cross valley artery (Soledad Canyon/Valencia Highway) access to the Valencia campus was challenging for the residents of the east side of the service area, especially for Saugus and Canyon Country residents. Population projections indicated continued future growth in Canyon Country. Further, studies of our enrollment data indicated that 32% of the Valencia campus students came from Canyon Country. The College determined that the limitations of the

Access Center combined with current and future demand for access to higher education in Canyon Country, required expansion of College programs in Canyon Country.

The Southern California Association of Governments estimates that nearly 75,000 people will be residing in Canyon Country by 2010, an increase of 32 percent over a ten year period. The population in nearby Saugus is expected to increase 28% during the same period of time. The combined population of Saugus and Canyon Country will exceed 125,000 by 2010. The number of students who will seek college classes in the eastern side of the Santa Clarita Valley will grow dramatically in the coming year.

The Canyon Country Campus served 3410 students in 262 sections during the Fall 2007 semester (Source: MIS 320 file). Relocation and expansion of the campus to include all college services and increase the breadth and number of class offerings, allows the College to better meet its mission to provide relevant academic education at the lower division level, workforce training, and lifelong learning to students on the eastern side of the Valley. The development of the campus brings to life our vision of the college in being a leader in institutional effectiveness, student support, and excellence in teaching and learning, among other qualities. Most importantly, the new campus maximizes student access, a key component of our vision of the College.

Distance Education:

The number of courses approved to be offered in a distance learning format (online, hybrid, telecourse, and teleconferencing) increased from 137 in FA 06 to 216 in SP 08 (+58%). The number of courses approved to be offered in a hybrid or online delivery format is 143. The number of courses approved to be offered in a hybrid delivery format only is 31. (Source: WebCMS.) Enrollments in online classes increased from 1,034 in FA 06 to 2,217 in FA 07 (+114%) (Source: FX CCCCCO Referential Data Files).

RESEARCH, PLANNING and PREPARATION

Canyon Country Campus:

College of the Canyons uses both internal and external research. Surveys and town meetings gathered information regarding the community needs and desires, as well as creating internal and external advisory groups (**Exhibit E, F, G**).

Employment data and housing growth projected for the area were also added to the mix. All of which resulted in two major documents: Letter for Proposed Campus, September 2002 (**Appendix 1**), and Needs Study, January 2004 (**Appendix 2**). CPEC unanimously approved the Campus March 22-23, 2005 (**Appendix 3**).

In observance of state regulations, the College followed the process for establishing the Campus and received six approvals from CEPC, the California Department of Finance, and the State Chancellor's Office before opening the Campus on August 25, 2007.

Distance Education:

Since Fall 2001, the Educational Technology Committee has served as a venue for establishing priorities, evaluating faculty needs, and developing procedural recommendations regarding online teaching and learning and uses of educational technology. Membership is comprised of faculty, classified staff, and administrators. The committee is co-chaired by a faculty member and administrator (Dean, Distance Learning Programs and Training). The Educational Technology Committee chairs provide regular updates to both the Technology Committee and the Academic Senate.

The need for expanding distance learning offerings to expand student access has been discussed at the Academic Senate, FLEX presentations, College Planning Team, Management Advisory Council, Dean's meetings, and in presentations to the Board of Trustees.

Beginning in 2007, the College has conducted an annual student survey of online students. This information is utilized in program planning and to develop course offerings and student services in response to student needs. (Source: Annual Student Survey of Online Students, 2007 and 2008.)

EFFECT of the PROPOSED CHANGE on the REST OF THE INSTITUTION

Enrollment Implications of the Canyon Country Campus:

Planning for the Canyon Country Campus was based upon a thorough analysis of population growth across the valley, enrollment patterns at the Valencia campus, high school graduation rates and college enrollment data for graduates of the William S. Hart Union High School District (the only high school district in the Santa Clarita Community College District).

Studies conducted as part of our Education and Facilities Master Plan development show that about thirty two percent of the nearly 19,000 students currently attending College of the Canyons reside in ZIP codes in and around Canyon Country. The Southern California Association of Governments estimates that nearly 75,000 people will be living in Canyon Country by 2010, an increase of 32 percent over 10 years. The number of students who will seek college classes in that part of our community will grow dramatically.

In addition, an analysis of high school enrollment patterns indicates nearly 60% of the graduating seniors from the William S. Hart Union High School District attend College of the Canyons at some point following graduation. With two high schools located in Canyon Country within five miles of the new campus, (Golden Valley High School and Canyons High School), College of the Canyons believes that the campus is a popular choice for concurrently enrolled students and graduating seniors from Golden Valley and Canyons High School.

At the same time, significant growth is predicted throughout the entire Santa Clarita Valley resulting in the College of the Canyons campus in Valencia reaching capacity as student population reaches the 20,000 to 25,000 level.

Based on this data, college planners concluded that opening the new campus would not adversely affect enrollment at the Valencia campus.

In actuality, the District enrollment has actually increased since the opening of the Canyon Country Campus, with Fall 2007 district-wide enrollment increasing 6% over Fall 2006. To examine the enrollment impact of the new campus, the College analyzed Fall 2007 enrollment. A total of 3,534 students enrolled in classes at the Canyon Country Campus. Of the 3,534 students, 1,395 or 39 percent enrolled exclusively at the Canyon Country Campus. The majority of students who enrolled at the Canyon Country Campus enrolled at both campuses. About two-thirds of the College's students enrolled at the Valencia campus only.

Resource Implications:

In preparation for the opening of the new campus, ten new classified positions and one new administrative position were created to support the immediate staffing needs at the campus (refer to the Human Resources section). These positions were budgeted for and approved by the Santa Clarita Community College District Board and followed the same process for recruiting and selection as all other district positions.

In addition, six full time faculty members asked to be relocated to the Canyon Country Campus and to carry their full instructional load at the new campus. These faculty members were in the Math (2), English (1), Biology (1) and History (2) departments. All six faculty members continue to participate in shared governance activities at the Valencia campus while serving as "founding faculty" at the new campus. As well, two counselors were assigned to the Canyon Country Campus on a part-time basis. In Spring 2008, one of these two counselors was assigned full time to the Canyon Country Campus due to demand for service at the campus. The second counselor continues to work part-time at the Canyon Country Campus as part of her counseling load. As a result of careful planning and appropriate staffing, and as a result of adding the new campus, along with a growth in FTES in 2007-08 of 8.3%, no services at the original campus have been reduced to accommodate the new campus.

OPERATIONAL STATUS

The Canyon Country Campus is located at 17200 Sierra Highway, Canyon Country, CA. The site is 70 acres in size and houses 28 modular buildings of classrooms, labs, and related student services. There are 25 general education classrooms and five labs. Of the five labs, there are two science labs, two computer labs, and one child development lab.

The student services offices include two counseling offices, admissions and student business office, a student health center, two offices for specialized programs such as

EOPS, DSPS, Career Campus, Student Development, and Service Learning, an assessment center with 12 computers, and a student services computer lab with internet access for online registration.

There are also offices for the Founding Dean, the Campus Switchboard, Campus Safety, Maintenance/Custodial, Grounds keeping, a group faculty office for the six full time faculty, and a group faculty office for adjunct faculty members.

The location of the campus increases access to College services to students at two high schools within the William S. Hart Union High School District. Canyons High School, with an enrollment of 2641 students (Fall 2007) is located 4.0 miles from the Canyon Country Campus. Golden Valley High School, with an enrollment of 2062 students (Fall 2007) is located 4.7 miles from the Canyon Country Campus. (Source: William S. Hart Union School District, 2007 October CBEDS). In January 2008, counselors from Canyon High School were invited to the new campus for a tour and information meeting. In April 2008, Golden Valley counselors did the same. In May 2008, the campus hosted a parent/student information night for sophomores, juniors and seniors at both high schools.

Although the campus is only 9.5 miles from the Valencia campus, because of traffic the commute from the east end of our service area can take 45 minutes (**Exhibit F**). The new campus is 2.0 miles from the original Access Center. By relocating the campus to its new location, with an expanded number of classrooms, labs and services, the campus can reach a far greater number of students including returning adult students, as well as employees at local businesses, with a greater breadth of programs and classes, and more comprehensive set of services than before.

PROCESS for SELECTION of the CANYON COUNTRY SITE

The District established a time line for the project that started in 1990 projecting out to 2016 (**Exhibit G**). The School Facility and Environmental Planning consulting firm of Michael Paoli & Associates was engaged in March 2002, (**Exhibit H**). Blair, Church & Flynn consulting engineers were also engaged to help the District locate appropriate property. On July 22, 2003, they submitted their "*Site Evaluation for the proposed Santa Clarita Community College District Canyon Country Educational Center*". Their report recommended six possible sites (**Appendix 4**).

The college formed a site selection committee comprised of local community members and stakeholders to help identify and evaluate potential sites. After a rigorous screening of available properties by the committee, three leading sites emerged. However, after more in-depth analysis of environmental considerations and development costs, each of those sites proved unsuitable as a campus site (**Exhibit I**).

After thoroughly evaluating potential sites, the current Sierra Highway location quickly rose to the top of the list. It is an outstanding piece of property far enough away from the Valencia campus, but close to existing and future residential neighborhoods. While state

guidelines indicate a preference for sites at least 20 miles or more from the original campus, the college took legislative and educational leaders from Sacramento on a tour of the community, demonstrating the impact of traffic on cross-town commutes. The college received state agency approvals for the new campus.

In November 2001, the community passed bond measure “C” for \$82 million, with 68%. The 70-acre site selected on Sierra Highway was purchased. Grading and infrastructure began in July of 2005.

On November 7, 2006, the community passed Measure “M” for \$160 million, with at least a 55% majority vote in favor of the bond measure in 147 out of 150 voter precincts. This bond measure has provided the funds necessary to develop the site, install the infrastructure for the permanent campus, and construct the modular campus. The general obligation bond measure will allow the district to leverage State funds in order to complete permanent buildings on the campus.

Human Resources

To support the new campus, the College added ten full time classified employees, one full time administrator, and six full time faculty positions to be based 100% at the Canyon Country Campus. These employees were hired or transferred to the campus as a full time assignment over the summer of 2007. In addition, one part- time counselor position at the campus was converted to a full time counselor position in Spring 2008. The full time positions are:

- Founding Dean
- Administrative Assistant
- Communications/Customer Service Technician II (mailroom and switchboard)
- Student Services Coordinate IV (3 full time positions)
- Information Technology Coordinator I
- Custodian/Groundskeeper
- Electro-Mechanical Technician
- Campus Safety Officer (2 full time positions)
- Full Time Faculty (6 positions)
- Full Time Counselor (1 position)

An organization chart is shown in **Exhibit J**.

These full time positions are supplemented by other support from the Valencia campus for specialty areas within Student Services. To ensure students at the Canyon Country Campus have access to the same services as students on the Valencia campus, a schedule of services is offered as follows:

Program or Service	Service Days	Service Hours
Admission/Records	Monday – Friday	8:00 am – 7:00pm (Monday-Thursday) 8:00 am – 4:00 pm (Friday)
Assessment Center	Monday – Friday	10:00 am – 5:00 pm (Monday-Thursday)

		8:00 am – 2:00 pm (Friday)
Bookstore	Monday – Thursday	7:45 am – 1:30 pm (Monday-Thursday) 2:00 pm – 7:00 pm (Tuesday-Wednesday)
Campus Safety	Monday – Saturday	6:30 am – 11:00 pm (Monday-Friday) 7:00 am – 5:00 pm (Saturday)
Career Services	Wednesday	10 am - 12:00 pm and 1:00 pm – 6:00 pm
Student Services Computer Lab	Monday – Friday	8:00 am – 7:00 pm (Monday-Thursday) 8:00 am – 4:00 pm (Friday)
Counseling	Monday – Friday	8:30 am – 3:30 pm (M/W) 8:30 am – 12:30 pm (Tuesday) 8:30 am – 7:00 pm (Thursday) 10:00 am – 3:00 pm (Friday)
DSPS	Monday	1:30 pm – 4:30 pm
EOPS	Wednesday	9:00 am - 12:00 pm
Financial Aid	Tuesday – Thursday	8:00 am – 4:00 pm (T/Th) 11:00 am – 7:00 pm (Wednesday)
Founding Dean Office	Monday – Friday	8:00 am – 5:00 pm
Library	Monday – Thursday	9:00 am – 2:00 pm (M/Th) 9:00 am 7:30 pm (T/W)
Market Place Café	Monday – Thursday	7:30 am – 2:00 pm
Service Learning	Thursday	10:00 am – 12:00 pm
Student Development	Thursday	8:00 am – 11:00 am
Student Health	Wednesday & Thursday	2:00 pm – 5:00 pm (Wednesday) 9:00 am -12:00 pm (Thursday)
Student Lounge	Monday, Wednesday, Friday	9:30 am – 4:00 pm
Switchboard	Monday – Saturday	7:30 am – 10:00 pm (M-Th) 7:30 am – 4:30 pm (Friday) 7:30 am – 4:00 pm (Saturday)
TLC	Monday – Thursday	9:00 am – 2:00 pm (M, Th) 9:00 am – 7:30 pm (T,W)

These services are advertised to students at the new campus through informational flyers. In addition, the list of services and hours are included in the Canyon Country Campus newsletter which is published three times a year. **(Exhibit L)**

Operational Status - Distance Learning:

The Distance Learning Department coordinates the online offerings for the College. The Dean of Distance Learning Programs and Training reports to the Assistant Superintendent/Vice President of Instruction. The department is supported by two full-time classified employees. One provides information and guidance to distance learning students. This employee also maintains the distance learning website. Another staff member provides instructional design support and training to faculty. The Dean co-chairs, with a faculty member, the Educational Technology committee that discusses technology for both on ground and online classes.

The website of the Distance Learning department informs students of procedures for accessing their classes, directs students to technical support, posts faculty welcome letters, lists faculty contact information, and directs students to online services including Admissions and Records, Financial Aid, New Student Orientation, Counseling, Disabled Students Programs and Services, Campus Bookstore, Library, and Tutoring Campus. Student technical assistance is offered through the Tutoring Campus; faculty technical assistance is offered through Computer Support Services. Student advisement is offered through the Distance Learning Department; faculty instructional design is offered through the Distance Learning Department. (See: www.canyons.edu/distancelearning.)

College of the Canyons operates Blackboard as the course management system (CMS). Blackboard Enterprise is run from a server housed in the Information Technology department and administered by the departments Online Services Coordinator. The server is protected via the college's network security systems, is backed up daily and is attached to a UPS system to minimize downtime.

The template job description for full-time faculty positions includes the statement that faculty are expected to teach at all college sites and in all delivery modes. Faculty who wish to teach online are required to meet the online instructor qualifications, approved by the Academic Senate. In brief, these qualifications require that one complete the following. Equivalent training from other institutions is accepted.

- 6 hours of Blackboard training. These on-campus workshops are offered throughout the semester.
- Section 508/accessibility workshop. This on-campus workshop is offered throughout the semester.
- College-level coursework in online teaching strategies. At COC, the course EDUC 090, Introduction to Online Teaching and Learning fulfills this requirement. This online class is offered twice a year.
- Further discipline specific training is available.

Instruction:

As part of the planning process, the Office of Instruction collaborated with the department chairs and division deans to identify degree programs which could be offered at the Canyon Country Campus in its first year of operation. This collaboration considered factors such as relevant enrollment data, district population growth trends, course and staffing availability, program sequencing, alternative delivery modalities, and appropriateness of available facilities. Based on this analysis, thirteen degree programs and ten certificate programs were identified, and sequences were carefully planned:

Canyon County Campus A.A. Degrees

Business: Accounting Technician
Business: Accounting (Transfer)

Business: Human Resource Management
Business: Marketing
Business: Small Business Management
Computer Information Technology: Administrative Assistant
Computer Information Technology: Computer Applications
English
French
History
Real Estate
Social Science
Transfer Studies

Canyon Country Campus Certificates

Business: Accounting Technician
Business: Accounting (Transfer)
Business: Human Resource Management
Business: Marketing
Business: Small Business Management
Computer Information Technology: Administrative Assistant
Computer Information Technology: Computer Applications
Early Childhood Education-Core
Real Estate
Sociology

Online Degrees Available

In addition, a student can earn an A.A. degree online in the following areas:

- General Studies
- Social Science
- Psychology
- English

In pursuit of each of the above degrees, a student would need to complete a hybrid class with required on-campus meetings to satisfy the mathematics and communication studies requirements. All hybrid courses are available at the Canyon Country Campus.

Initially, when planning for the Canyon Country Campus, the College made the wise decision to not duplicate certain programs which either 1) require expensive or space consuming equipment, or 2) are specialized in nature. In the 2007-2012 Education Master Plan, each department analyzed data to project offerings for Fall 2007 - Fall 2012. To avoid duplication, the Plan identified programs that will initially not be offered at the Canyon Country Campus. These are:

Programs Not Offered at the Canyon Country Campus

Welding
Animation
Architectural Drafting
Chemistry
Computer Electronics
Computer Networking
Engineering
Fire Technology
Graphics/Multimedia Design
Hotel Restaurant Management/Culinary Arts
Interior Design
Library Media Technology
Manufacturing Technology
Nursing

As the campus develops and permanent buildings are constructed, the college will re-evaluate the demand for programs and may offer some of these programs at the Canyon Country Campus.

Classes Offered in Fall 2007:

In Fall 2007 the Campus conducted 262 sections. The number of classes, as well as the types of classes offered, was based on the College's analysis of what degrees to offer at the campus, the sequence of courses identified for those degrees, and the demand for other classes as demonstrated by past enrollment data for the Canyon Country Access Center and the Valencia campus. The Fall 2007 classes at the Canyon Country Campus were conducted through the combined efforts of the six full time faculty members assigned to the Campus, additional full time College of the Canyons instructors from the Valencia campus, and adjunct instructors at College of the Canyons. There were 56.82 Full Time Equivalent Faculty members teaching at the Canyon Country Campus in Fall 2007 (Adjunct 36.92 FTEF, Overload 4.38 FTEF, and Full Time 15.52 FTF).

Enrollments in online classes increased from 1,034 in FA 06 to 2,217 in FA 07 (+114%) (Source: FX CCCCCO Referential Data Files).

As the College continues to grow and new programs are added based on community needs and labor market demands, additional programs will be evaluated for placement at either the Valencia or the Canyon Country campuses. For example, the College is currently evaluating where to place proposed new programs in Alternative Energy, Green Construction, and Landscape Maintenance. These programs will be placed at the Canyon Country Campus.

Facilities:

Nestled in the golden hills of the eastern Santa Clarita Valley, the Canyon Country Campus is physically unique and vastly different from the expansive green lawns and oak

trees at the Valencia campus. The majestic hillsides above the new campus, coupled with steep, brushy chaparral terrain surrounding the campus, makes the campus feel worlds apart from the hustle and bustle of Sierra Highway below the campus. Entering the campus on the one-way road that meanders through the campus before exiting back onto Sierra Highway, the new campus creates a sense of an educational retreat rather than a busy suburban community college campus.

As mentioned earlier, the campus is 70 acres in size, of which 40 acres have been developed for construction of the modular and permanent campus. There are 28 modular buildings of classrooms, labs, and related student services. There are 25 general education classrooms and five labs. Of the five labs, two are science labs, two are computer labs, and one is a child development lab. More than a collection of classrooms and labs, however, the new Canyon Country Campus is a place where student dreams, community vision and the college's commitment have joined to create a very special place for student learning and community development.

The architectural design of the campus, with input from a fifty-member Canyon Country Campus Advisory Committee, reflects a California ranch style, with natural materials, earth tone color palate, and low impact, drought resistant landscaping. Landscaping at the campus is designed to be "appropriate to the environment" with green belts, trees and plantings native to the area. Areas for students to congregate comfortably have been incorporated into both the initial design and will be included in the "permanent" building designs. There is sufficient exterior lighting and appropriate signage to provide a safe, easy to navigate campus.

Through the College of the Canyons Foundation, the new campus received a \$5500 grant from the Weyerhaeuser Foundation. The grant was used to establish student gathering places, and to purchase benches, picnic tables, umbrellas, additional landscaping, and other small beautification projects. The campus has a small amphitheater, which is used for community events and student activities. The amphitheater was completed in January 2008 and was the site of a very successful Chamber of Commerce mixer in March 2008. Over 350 community members attended the event.

The campus is maintained by one full time custodian/groundskeeper, one full time electro-mechanical technician, and two part-time custodians. Campus safety is maintained by two full time and several part-time Campus Safety officers.

Food Service and Bookstore:

In planning the campus, the College placed a priority on ensuring students had access to resources such as food service and a bookstore. Working with the District's food service vendor, ISSI, the College created a 720 square foot Market Place Café with inside seating and an outdoor BBQ, which offers sandwiches, grab and go salads, soft drinks, frozen treats, snack items, and a variety of healthy alternatives including fruit and health bars. The Market Place Café is open twenty hours a week. In 2008-09, the Market Place Café will improve its menu to add foods cooked to order.

Supplementing the Market Place Café, the campus has five soft drink and three snack vending machines throughout the campus.

The College worked with the District's bookstore vendor, Barnes and Noble, to create a bookstore at the Canyon Country Campus. The 720 square foot bookstore sells books, supplies, snack items, cold beverages, and college logo sportswear. Students can purchase their books either through the Canyon Country Campus bookstore, the Valencia campus bookstore, or online through Barnes and Nobel's COC bookstore portal. The bookstore is open twenty-one hours per week, with additional hours during the first week of each semester for book sales, as well as additional hours during finals week for book buy-back days.

Projected Staffing:

The Canyon Country Campus, as part of the Santa Clarita Community College District, follows the district-wide process for approving new and replacement positions, budgeting for those positions, and recruiting/hiring staff. The campus opened with ten full time classified positions, one academic administrator, six full time faculty and two part-time counselors. In response to the demand for services, one of the two part-time counselors was assigned full time to the Canyon Country Campus in Spring 2008.

The 2007-2012 Education Master Plan includes staffing projections for both academic and non-academic departments. In five years, we expect staffing to grow in proportion to the growth in enrollment at the new campus.

The 2007-2012 Education Master Plan (Appendix 9) for the Canyon Country Campus calls for additional classified managers and staff members in virtually every area of the College including Fiscal Services, Information Technology, Reprographics, Student Services, and Facilities. A total of 35 additional classified positions are identified in 2007-2012 Education Master Plan for the Canyon Country Campus.

For the Academic Programs, the 2007-2012 Education Master Plan identifies 44 additional full time faculty member to support instructional programs at the Canyon Country Campus.

As of Fall 2007, the Canyon Country Campus accounted for 15% of the FTES generated by the district, and 16% of the FTEF. The District as a whole had 352.45 FTEF, the Valencia campus had 295.63 FTEF and the Canyon Country Campus had 56.82 FTEF.

Financial Resources - Canyon Country Campus:

The College budgeted \$3.484 million for the opening of the campus (**Exhibit K**). The land and the modular buildings were purchased through bond dollars (Measure "C", 2001 and Measure "M", 2006). The ongoing operation funds will be generated by FTES production and included as part of the college's budget.

The 2007-08 adopted budget for the Canyon Country campus (**Appendix 10**) included:

Year One:

Faculty and Administrator Salaries	\$ 846,556
Adjunct Counselors and Librarians	\$ 91,472
Classified Overtime	\$ 7,000
Adult Hourly/College Assistants	\$ 345,558
Estimated Fringe	\$ 413,100
Instructional Salaries (Adjunct and Overload)	\$ 980,568
Supplies & Materials	\$ 90,230
Operating Expenses	\$ 532,345
Capital Outlay	\$ 177,032

Our 2008-09 budget planning process incorporated budget needs for both the Valencia campus and the Canyon Country Campus. The Founding Dean of the campus, as a member of the Chancellor-President's Executive Cabinet, participated in all budget planning meetings to ensure that the Canyon Country Campus needs were incorporated into the 2008-09 budget. The 2008-09 tentative budget for the Canyon Country Campus is:

Year Two:

FT Instructors	\$526,322
Founding Dean	\$138,500
FT Counselors	\$83,039
Classified Instructional Aides	\$48,168
Classified Clerical - Student Services	\$289,661
Classified Clerical - General	\$59,656
Classified Clerical - Switchboard	\$57,360
Classified Clerical - Computer Support	\$74,706
Classified Other - Campus Safety	\$131,717
Classified Other - Facilities (Maint/Grounds/Custodial)	<u>\$187,381</u>
Subtotal Full-Time Salaries	\$1,596,510
*Adjunct Counselors	\$-
FT Counselor Stipend	\$550
Adjunct Librarians	\$45,000
Classified Overtime	\$6,000
Adult Hourlies/College Assistants	<u>\$310,544</u>
Subtotal Part-Time Salaries	\$362,094
Estimated Fringe on Salaries Above	\$673,595

Total Salary and Fringe	\$2,632,199
Supplies and Materials	\$112,150
Utilities	\$150,750
Other Operating Expenses	\$119,649
Capital Outlay	<u>\$18,000</u>
Total Budget for Canyon Country	\$3,032,748

* Adjunct Counselor funds redirected to FT Counselor

In the tentative budget for 2008-09, all adjunct salaries are budgeted in one main holding account for the whole district. For Adopted Budget, we plan to budget adjunct wages in a Canyon Country holding account using a percentage formula based on wages actually paid in 07/08.

Despite the fiscal challenges facing California, the Santa Clarita Community College District is optimistic regarding the 2008-09 budget year. The current tentative budget for 2008-09 is based upon a 6.97% growth factor and our budget scenario maintains a 6% reserve. The District has historically been is one of the fastest growing districts in the state, and there is every indication that this rate of growth will continue for the foreseeable future.

Financial Resources – Distance Education:

The College’s financial commitment to distance learning has increased in a variety of ways. In 2006, a full-time administrative position of Dean of Distance Learning Programs and Training was created. In 2007, a full-time classified position of Instructional Design Coordinator was created.

The College was recently awarded the **Distance Education Captioning & Transcription for California Community Colleges** grant by the Chancellor’s Office. The funds will assist all California Community Colleges in captioning and transcribing distance education content. This will improve colleges’ ability to expand access to all populations via distance education. The total amount of the grant is **\$780,000 per year**, over 5 years.

The 2007-08 adopted budget for the Distance Learning Department included:

Academic Administrator	\$127,149
Faculty Coordinator	17,192
Classified Clerical	93,600
College Assistant, non-instructional	15,000
Instructional Salaries (Adjunct and Overload)	381,354

Instructional Media Materials	3,500
Non-instructional Supplies	4,811
Conferences	15,000
Other Rent/Lease	39,000
Other expenses	<u>5,000</u>
Total budget for 2007-08	<u>\$706,606</u>

The 2008-09 tentative budget for the Distance Learning Department includes:

Academic Administrator	\$127,149
Classified Clerical	119,451
Adult Hourly, non-instructional	22,000
Instructional Salaries (Adjunct and Overload)	459,581
Non-instructional Supplies	1,000
Conferences	10,000
Other Rent/Lease	<u>22,200</u>
Total budget for 2008-09	<u>\$761,380</u>

Physical Resources

The College has progressed from a leased Center (combined total of 12,600 square feet, 14 classrooms at the Canyon Country Library and evening use of classrooms at Golden Valley High School) to an owned campus of 35,000 square feet and 30 teaching spaces. The Canyon Country Campus, consisting of 70 acres nestled in chaparral hillsides and physically separated from the busy thoroughfare below, is a much improved, permanent location for the College programs. When it is completely developed, the Campus will have 1500 parking places, seven permanent buildings, nearly 240,000 square feet of space, all designed to be environmentally sensitive and reflective of the community's California ranch history.

The Canyon Country Campus property has been developed into a bowl-shape with a one-way road navigating the property. Three levels of construction pads were developed so that the permanent buildings can be constructed over the next 15-20 years. The modular buildings are set on permanent foundations on the highest pad of land. The lower pads will be the location for four permanent buildings while the upper pad will be the location for three permanent buildings. In anticipation of reaching the projected growth of 10,000 students, the land has been graded, and the entire infrastructure placed for all the proposed building. The Canyon Country and Valencia campuses share a phone system and Datatel service.

Technology Resources

The Canyon Country Campus is equipped with the latest instructional technology. All the classrooms are set up as smart classrooms, meaning that they have an instructional workstation equipped with a computer, audiovisual technology (DVD, video, and audio), as well as a ceiling-mounted projection system. The instructor has the ability to access the internet, use a PowerPoint presentation in his/her lecture, show a video or a DVD, or project a page from a textbook or handout, all through the controls at the instructor workstation

There are two designated computer classrooms at the Campus, equipped with 30 student computers and one instructor workstation. The student computers can be recessed into the tables, thereby converting the computer lab into a regular classroom. The Campus is supported by a full-time computer/audio technician along with a number of part-time technicians. During the Fall and Spring semesters, there is technical support available on the campus from 8:00 am – 9:00 pm (Monday – Thursday) and 8:00 am – 5:00 pm on Friday.

The campus's computer equipment is included in the District's technology inventory and is scheduled for update along with all other District equipment as outlined in our Technology Plan. The campus library, located in one of the modular buildings at the campus, has computers linked directly to the College's online collections, as well as a librarian present. As with the grading and infrastructure, the College has planned ahead for technology. The District built a separate facility to house all the future needs for server space as the campus is built out. This single bunker-like structure will allow electronic needs to be concentrated and secure.

College of the Canyons operates Blackboard as our primary course management system (CMS). Blackboard Enterprise is run from a server housed in the Information Technology department and administered by the departments Online Services Coordinator. The server is protected via the college's network security systems, is backed up daily and is attached to a UPS system to minimize downtime. The college also enforces the security of the campus network and the privacy of electronic information through Board Policies and Administrative Procedures.

Recommendations regarding technology infrastructure, classroom technology, and educational technology arise from two college-wide committees. The Technology Committee is a collegial consultation team whose purpose, is to facilitate the infusion of technology into our district structure and function. The committee has a tri-chair structure with the Assistant Superintendent/Vice President of Institutional Development, Technology and Online Services, the Director of Information Technology and a faculty member, nominated by the members of the committee and approved by the Academic Senate, sharing the responsibilities.

The committee is open to all campus employees and student representatives and currently distributes meeting information to over 60 people on a regular basis. The committee meets at least eight times each year discusses various technology issues affecting the campus including technology replacement, budget submissions to support the

Technology Master Plan, assistive technology, employee training on supported technology and evaluation of new technologies. The Technology Committee oversees the Web committee which evaluates the college's web presence, develops policies and procedure recommendations for web-related topics and implements design updates to the college's web site. The agendas for the meetings along with minutes from previous meetings and supporting documentation are posted on the District's intranet site.

The Educational Technology Committee sets priorities and recommends procedures regarding online teaching and learning and educational technology. The Educational Technology committee is co-chaired by the Dean of Distance Learning Programs and Training and a faculty member, nominated by the members of the committee and approved by the Academic Senate. The committee distribution list is used for committee business as well as to distribute information about distance learning and educational technology research and trends. The distribution list currently comprises over 80 faculty, staff, and administrators. The committee meets at least 8 times each year. The Dean of Distance Learning Programs and Training provides regular reports to the Technology Committee and the Academic Senate.

Administration and Governance

The Founding Dean reports directly to the Chancellor/President and is a member of the Executive Cabinet. All academic and student services employees are supervised from the Valencia Campus. All the student services/ functions are under the direction of the Assistant Superintendent of Student Services, no matter where the service is delivered. All records are also kept at the original campus. Curriculum and academic leadership are housed at Valencia under the Assistant Superintendent/Vice President of Instruction. Department chairs and curriculum committee provide instructional oversight at both sites. There is only one academic senate, and all collective bargaining groups represent all employees, regardless of their place of assignment.

Approval of Internal and External Constituencies

The College uses planning and research to ensure that all actions advance not only our Mission, but also informs the decision making and thinking of all the stakeholders (**Exhibit L**). Our Decision Making Guide (Appendix 5) outlines how we arrive at our Educational Master Plan for the College and the Campus (Appendices 6 and 7).

The Measure C Oversight Committee, the Measure M Oversight Committee, and the Canyon Country Campus Site Selection Committee are important constituencies that assist in developing District decision making. Both the Measure C and Measure M Oversight Committees ensure that bond revenues are expended only for the purposes authorized by law. The Measure C Committee has met fourteen times since its formation in 2002; the Measure C Committee has met three times since its formation in 2007.

The Canyon Country Campus Site Selection Committee was formed in 2002 and identified a number of potential sites before recommending the current site for the

Campus. A complete timeline for the development of the Canyon Country Campus is shown in **Exhibit G**.

The Canyon Country Advisory Committee was formed in April 2006 and is made up of fifty community leaders and college representatives. The purpose of the CCC Advisory Committee is to advise, promote, and support the Canyon Country Campus so that it better serves students and the community, and thereby reach its full potential.

The Committee met throughout 2006 and 2007 to 1) Serve as a conduit of information from the community to the College and vice versa; 2) Connect College staff and programs to businesses and agencies on the eastern side of the Santa Clarita Valley; 3) Provide input and make suggestions during the planning process; 4) Help establish a unique identity for the campus and its programs; 5) Link the College to important community partners such as the SCV Historical Society; 6) Provide feedback on architectural, landscaping and signage planning; 7) Assist in the development of a support network for fund-raising and friend-raising; 8) Promote the development of the campus to others in the community; 9) Plan and execute an Opening Celebration event.

The Canyon Country Advisory Committee has been instrumental in generating ideas, providing feedback, making connections, and guiding the development of the Canyon Country Campus. The Canyon Country Advisory Committee held a strategic planning meeting on February 13, 2008 which resulted in a plan, mentioned earlier, which will guide the Committee's activities for the next two years (**Exhibit E**).

Eligibility requirements

1. Authority

College of the Canyons' authority to operate as a degree-granting institution is the continuous accreditation by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accreditation body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. This authority is noted on the page immediately following the title page of the College of the Canyons' catalog.

The Canyon Country Campus, as part of the Santa Clarita Community College District and College of the Canyons, will share the same authority. The Canyon Country Campus, as part of the Santa Clarita Community College District, is committed to maintaining the same high standards and quality of instruction established by the District. All programs offered at the Canyon Country Campus are held to the same level of evaluation as those offered at the Valencia campus. All policies approved by the Santa Clarita Community College District Board of Trustees apply to the Canyon Country Campus.

2. Mission

College of the Canyons provides relevant academic education at the lower division level, workforce training for businesses and lifelong learning programs for all who seek those opportunities. College of the Canyons will help students with diverse interests and needs meet their educational goals and develop learning strategies required of productive citizens in an ever-changing world.

The Canyon Country Campus advances the mission of College of the Canyons by *improving access* to educational programs at the lower division level, expands offerings for workforce training, and increases lifelong learning opportunities for all those who seek them.

Governing Board

A five -member Board governs the Santa Clarita Community College District. Trustees are elected to the Board of Trustees for four-year terms. The terms of the trustees are staggered to provide continuity. The student body elects a student trustee who votes on college business (except for closed session issues) in an advisory capacity. The Board of Trustees holds monthly meetings open to the public with notices and agendas widely posted in advance.

Establishing a campus on the eastern side of the Santa Clarita Valley has been a district priority for over fifteen years. The Board of Trustees has been committed to increasing access to education in one of the fastest growing areas of the district since 2001, when the College began offering classes at the Canyon Country Access Center. Two members of the Board are residents of Canyon Country and are active participants in Canyon Country community activities.

Since the opening of the Canyon Country Campus, the Board of Trustees has held its October 2007 Board meeting at the new campus. The Board will be holding additional Board meetings at the campus in 2008.

Chief Executive Officer

The Chancellor/President of the College is selected by the Governing Board. Dianne G. Van Hook, Chancellor/President of College of the Canyons is the College's chief executive officer, whose primary responsibility is to the institution. Dr. Van Hook has been Superintendent/President since 1988. Dr. Van Hook has been the CEO at College of the Canyons since 1988. She currently has served longer at any one campus than any other CEO in California.

Dr. Van Hook's vision of improving access to higher education has guided every phase of development of the Canyon Country Campus and online classes.

Dr. Van Hook's unwavering commitment to the development of an Education Center on the eastern side of the Santa Clarita Valley is clear. As early as 1999, Dr. Van Hook directed that the College being offering classes at various high schools throughout the

District, in order to meet the demand for higher education and improve access to College programs. Under Dr. Van Hook's leadership, the Access Center at the Jo Ann Darcy Library was developed, and then expanded to include classroom space at Golden Valley High School.

Dr. Van Hook oversaw the preparation of every aspect of planning and developing the Canyon Country Campus, including preparing letters of intent and application for approval by CPEC, the state Chancellor's Office and Department of Finance. Dr. Van Hook facilitated the establishment of the Site Selection Committee, supervised the successful passage of both bond measures, and established both the Measure C and Measure M Oversight Committees. She also created the Canyon Country Advisory Committee, and continues to be an active leader of that organization.

Dr. Van Hook's commitment to introducing educational technology to the teaching and learning process began in the 1980s. She supported the development of the College's telecourse program (aka College by Television). Dr. Van Hook supported faculty reassigned time and stipends for faculty who lead the development of online curriculum and programs as Distance Learning Coordinators. Indeed, the development of the first fully online classes at the College came at the urging of Dr. Van Hook. She continues to support faculty innovation and expanded student access through the exploration of new technologies.

Administrative Capacity

The administration is adequate in number, experience, and qualifications to provide appropriate administrative oversight for the campus. The Founding Dean is a veteran at College of the Canyons, having served as an administrator at the College since 1997. The Founding Dean is the educational leader charged with bringing the new campus from idea to reality. This position is responsible for not only the strategic growth of the campus, but also developing a team of faculty, managers, and staff to ensure quality day to day operations. She reports directly to the Chancellor/President of College of the Canyons.

Supporting the new campus are the ten classified positions initially hired as permanent positions at the campus. The number of positions placed at the campus will grow with the enrollment at the campus (see Human Resources Section).

The Founding Dean is supported by the seventy-five College of the Canyons managers and supervisors based at the Valencia campus. A regular schedule for night duty administration is created each semester for both campuses. Academic and classified administrators from the Valencia campus rotate their night duty assignment at either campus Monday – Thursday from 5:00 pm – 10:00 pm. In addition, administrators also rotate assignments for Saturday duty at the Canyon Country Campus each Saturday during the semester from 7:30 am – 4:00 pm. Sixty-nine administrators take responsibility for providing evening and Saturday coverage at the Canyon Country Campus.

By designing administrative coverage in this manner, the College ensures that administrators at the Valencia campus are integrated into the new campus and connect with it. The Founding Dean plays a key role in communicating the needs of the new campus to the administrators and staff at the Valencia campus.

Operational Status

Students are enrolled in a variety of courses that lead to two-year degrees, certificates of proficiency, specializations, skills certificates and transfer which are outlined in Section 7 and 8 below.

Degrees

In collaboration with the department chairs and division deans, the Office of Instruction identified thirteen degree programs and ten certificate programs that could be offered at the Canyon Country Campus in its first year. This collaboration considered factors such as relevant enrollment data, district population growth trends, course and staffing availability, program sequencing, alternative delivery modalities, and appropriateness of available facilities. The following programs were thus identified and sequences carefully planned. Section 8 “Educational Program” lists the Canyon Country Campus class offerings and course sequencing each semester which will enable students to complete these degrees.

A.A. Degrees Offered at the Canyon Country Campus:

Business: Accounting Technician
Business: Accounting (Transfer)
Business: Human Resource Management
Business: Marketing
Business: Small Business Management
Computer Information Technology: Administrative Assistant
Computer Information Technology: Computer Applications
English
French
History
Real Estate
Social Science
Transfer Studies

Certificates Offered at the Canyon Country Campus:

Business: Accounting Technician
Business: Accounting (Transfer)
Business: Human Resource Management
Business: Marketing

Business: Small Business Management
 Computer Information Technology: Administrative Assistant
 Computer Information Technology: Computer Applications
 Early Childhood Education-Core
 Real Estate
 Sociology

Online Degrees Available

In addition, a student can earn an A.A. degree online in the following areas:

- General Studies
- Social Science
- Psychology
- English

In pursuit of each of the above degrees, a student would need to complete a hybrid class with required on-campus meetings to satisfy the mathematics and communication studies requirements. All hybrid courses are available at the Canyon Country Campus.

Educational Programs

College of the Canyons’ educational programs are consistent with its mission, are based on recognized fields of study, are of sufficient content and length and maintain appropriate levels of quality and rigor for the degrees and programs offered. Basic skills programs in reading, writing, and math help students develop the proficiencies necessary to advance to college-level curricula or to qualify for entry-level employment.

At the Canyon Country Campus, the educational programs offered follow a sequencing strategy which enables students to complete a program of study within two years, through a combination of on-ground classes at the Canyon Country Campus and online classes:

<i>A.A. Degrees at the Canyon Country Campus (as of Fall 2007)</i>				
<i>Courses Needed</i>				
Business: Accounting Tech	FA07	SP08	FA08	SP09
BUS 100	✓	✓	✓	✓
BUS 101		✓		✓
BUS 144	✓	✓	✓	✓
CIT 115		✓		✓
CIT 145			✓	
BUS 211	✓	✓	✓	✓
Business: Accounting Transfer	FA07	SP08	FA08	SP09

BUS 201	✓	✓	✓	✓
BUS 202	✓	✓	✓	✓
BUS 211	✓	✓	✓	✓
ECON 201	✓	✓	✓	✓
ECON 202	✓	✓	✓	✓
MATH 140	✓	✓	✓	✓
Business: HRM	FA07	SP08	FA08	SP09
BUS 100	✓	✓	✓	✓
BUS 110		✓		✓
BUS 126		✓		✓
BUS 132	✓		✓	
BUS 160	✓	✓	✓	✓
BUS 211	✓	✓	✓	✓
CIT 116	✓	✓	✓	✓
Business: MKT	FA07	SP08	FA08	SP09
BUS 100	✓	✓	✓	✓
BUS 110		✓		✓
BUS 140	✓	✓	✓	✓
BUS 141			✓	
BUS 142				✓
BUS 211	✓	✓	✓	✓
BUS 192		✓		✓
Business: SBM	FA07	SP08	FA08	SP09
BUS 100	✓	✓	✓	✓
BUS 101		✓		✓
BUS 117			✓	
BUS 126		✓		✓
BUS 132	✓		✓	
BUS 140	✓	✓	✓	✓
BUS 160	✓	✓	✓	✓
CIT - Admin Assistant	FA07	SP08	FA08	SP09

CIT 101	✓		✓	
CIT 105	✓	✓	✓	✓
CIT 110	✓	✓		✓
CIT 116	✓	✓	✓	✓
CIT 120		✓		✓
CIT 140	✓		✓	
CIT 150		✓	✓	
CIT 155	✓		✓	✓
CIT - Computer Apps	FA07	SP08	FA08	SP09
CIT 105	✓	✓	✓	✓
CIT 110	✓	✓		✓
CIT 135	✓			✓
CIT 150		✓	✓	
CIT 155	✓		✓	
CIT 160		✓		✓
CIT 165			✓	
CIT 166		✓		✓
English	FA07	SP08	FA08	SP09
ENGL 101	✓	✓	✓	✓
ENGL 102 or 103	✓	✓	✓	✓
ENGL 250 or 251	✓		✓	
ENGL 260 or 261		✓		✓
ENGL Electives (2)		✓	✓	✓
French	FA07	SP08	FA08	SP09
FRNCH 101	✓		✓	
FRNCH 102		✓		✓
FRNCH 150			✓	
FRNCH 201			✓	
FRNCH 202				✓
History	FA07	SP08	FA08	SP09
HIST 101	✓	✓	✓	✓

HIST 102	✓	✓	✓	✓
HIST 111	✓	✓	✓	✓
HIST 112	✓	✓	✓	✓
HIST 191, 192, or 240		✓		✓
HIST Elective (1)	✓		✓	
Real Estate	FA07	SP08	FA08	SP09
REAL 100	✓	✓	✓	✓
REAL 101	✓	✓	✓	✓
REAL 105	✓	✓	✓	✓
REAL 115	✓	✓	✓	✓
REAL 120	✓	✓	✓	✓
BUS 201	✓	✓	✓	✓
TWO ELECTIVES:				
BUS 211	✓	✓	✓	✓
REAL 130	✓	✓	✓	✓
REAL 121	✓	✓	✓	✓
REAL 150	✓	✓	✓	✓
Social Science	FA07	SP08	FA08	SP09
POLISCI 150	✓	✓	✓	✓
HIST 111	✓	✓	✓	✓
ANTHRO 103	✓	✓	✓	✓
ECON 201	✓	✓	✓	✓
PSYCH 101	✓	✓	✓	✓
SOCI 101	✓	✓	✓	✓

The new campus conducted 262 sections in Fall of 2007, serving 3410 unduplicated students and generating 614 FTES. The course offerings were based on extensive planning by the College. The Fall semester included class offerings in 41 subject areas.

The annual projected enrollment for the new campus over the next five years, as identified in the 2007-2012 Santa Clarita CCD Education Master Plan (**Appendix 9**), is as follows:

Year	Headcount	FTES	# of Sections
2007	2849	679	283
2008	3516	907	378

2009	4183	1135	473
2010	4851	1364	568
2011	5045	1418	591

The Canyon Country Campus exceeded the Fall 2007 headcount projection by serving 3410 unduplicated students – nearly reaching the projection for Fall 2008 one year early.

9. Academic Credit

Academic credit is based on Title 5 – 55002.5 of the California Administrative Code.

10. Student Learning and Achievement

College of the Canyons publishes program educational objectives in the course outlines, in the college catalog, in occupational brochures, and in instructional planning documents that are reviewed and updated every six years. Whether classes are delivered at the Valencia campus, the Canyon Country Campus, or online, all courses follow the same process for development and approval by the College of the Canyons curriculum committee. All course outlines are publicly available through the College’s online WEB-CMS system.

11. General Education

All courses offered at the Canyon Country Campus support the District’s philosophy that all students will receive the highest quality education possible. Central to this belief is that all students granted an associate degree should be required to enroll in a variety of general education (GE) courses in addition to those courses that are required by a student’s major. These GE courses comprise a body of knowledge that introduces students to the natural sciences, social sciences, humanities and arts, written communications and critical thinking. Furthermore, these GE courses include demonstrated competence in writing and computational skills and serve as an introduction to major areas of knowledge (Title 5—55806). The quality and rigor of these courses is consistent with the academic standards appropriate to higher education.

12. Academic Freedom

The District policy regarding academic freedom states that in the course of instruction, faculty members teaching in the District have the prerogative to present and explore all issues relevant to their disciplines which contribute to the education of students regarding the substance of each course’s content and the student learning outcomes.

Across the District, including the Canyon Country Campus, quality teaching is understood to involve intellectual honesty and academic integrity in the presentation of subjects assigned. Such professional decorum requires the presentation of differing perspectives and interpretations with balanced intellectual rigor.

Faculty members at the Canyon Country Campus are expected to maintain their own scholastic currency in their academic disciplines, and their capabilities as instructors within those disciplines.

It is recognized by the District and faculty members that the faculty members are also private citizens, with all attendant rights and responsibilities as private citizens. However, when a member of the faculty speaks or acts in his or her capacity as a private citizen, it needs to be made clear to the audience that the faculty member is speaking as a private citizen.

It should be clear that any positions taken by faculty members speaking as private citizens are not to be considered as official District policy or positions. This provision is not intended to limit the right of a faculty member to disagree publicly or privately with District policy, and to participate in peaceable debate on any subject of interest to academic community or the larger issues of society.

As members of a profession that relies on academic freedom, all faculty members have an obligation to exemplify the highest standards of professional conduct in this regard and to promote an understanding of this principle to their colleagues, to students, and the community at large.

13. Faculty

College of the Canyons has 190 (Fall 2007) full-time instructors and 429 adjunct faculty teaching at the institution. The names, degrees, and years of employment of full-time faculty are listed in the college catalog. The faculty serves approximately 18,000 students by providing them with quality programs in transfer and occupational education and in the mastery of basic skills and English as a second language. Faculty responsibilities are stated in the Faculty Handbook and in the contract between the Santa Clarita Community College District and the College of the Canyons Faculty Association.

As noted earlier, the Fall 2007 classes at the Canyon Country Campus were conducted through the combined efforts of the six full time faculty members assigned to the Campus, additional full time College of the Canyons instructors from the Valencia campus, and adjunct instructors at College of the Canyons. There were 56.82 Full Time Equivalent Faculty members teaching at the Canyon Country Campus in Fall 2007 (Adjunct 36.92 FTEF, Overload 4.38 FTEF, and Full Time 15.52 FTF).

The college maintains a Technology Center that is open to all faculty and staff. The campus has 20 PC and 3 Macintosh computers, scanners, both B&W and color printers, fax and copier access as well as check out equipment such as laptops and digital cameras. The center is open Monday through Friday for a total of 71 hours per week. In addition, our Canyon Country Campus recently opened a smaller version of the Technology Center that includes three PC computers, scanner, B&W and color printing and laptops for checkout. The Canyon Country Technology Center is open Monday through Friday for a total of 60 hours per week.

The Technology Center offers drop-in training on any of the college's supported software. Faculty and staff can receive one-on-one and group training from an Information Technology or MIS staff member on everything from MS Office to Datatel. The center is also available for employee training by outside vendors and for demonstrations of new products.

Training related to distance education has two main strands. First, under the umbrella of the Institute for Teaching and Learning, the college offers two credit-bearing courses devoted to online teaching strategies: Education 090: Introduction to Online Teaching and Learning and Education 094: Intermediate Online Teaching and Learning Strategies. Since 2002, over 160 full-time and adjunct faculty have completed the former course; the first offering of the latter course was during summer 2007, at which time 20 faculty participants completed the course. Second, the college offers a wide variety of training in the technology tools used in distance education. Workshops range from overviews of the course management system Blackboard to roundtable discussions of teaching issues.

The commitment of the district to providing training for faculty involved or interested in distance education is underscored by the addition of the full-time position Instructional Design Coordinator. This position was filled in December 2007. The Instructional Design Coordinator reports to the Dean, Distance Learning Programs. He is a member of the Technology Committee and the Educational Technology Committee. Based on input from faculty members and staff involved in distance education, he develops and delivers a calendar of training opportunities for faculty, at both the Valencia and Canyon Country campuses.

The Disabled Students Program provides training to faculty on Section 508 compliance including website elements and closed captioning of presentations. The Access Coordinator provides training sessions through Professional Development on a regular basis and is available for one-on-one appointments with individual faculty members. In addition, DSPPS provides training to self-identified disabled students in the use of assistive technology to enable them to successfully complete their college courses. DSPPS works with Computer Support to ensure that the software and hardware requirements of identified disabled students are available in classrooms and computer labs for their use.

Each training class through Professional Development is evaluated through a survey handed out at the end of each class. The surveys are returned to the Professional Development office for analysis.

14. Student Services

College of the Canyons provides appropriate services to students and develops programs that meet the educational support needs of its diverse student population. At the Canyon Country Campus, students have access to many of the services provided at the Valencia campus. The Center for Early Childhood Education is under construction and will open once state licensing is granted. The Cooperative Work Experience Program is available

to all students regardless of where they take their classes; CWEE offices are located on the Valencia campus.

Service	Online	Valencia Campus	Weekly # of Service Hours	Canyon Country Campus	Weekly # of Service Hours
Admission/Records	✓	✓	56	✓	52
Testing Center		✓	43.5	✓	42
EOPS		✓	33.5	✓	3
Bookstore	✓	✓	58.5	✓	21.5
Cafeteria		✓	52.5	✓	26
Career Services		✓	50	✓	7
Center for Early Childhood Education		✓	46.15	Anticipated 2009 when licensed by State of CA	TBD
Cooperative Work Ex.	✓	✓	32	Anticipated Spring 2009	3
Counseling/Program Advisement	✓	✓	56	✓	33.5
DSPS	✓	✓	42	✓	6
Financial Aid	✓	✓	50	✓	24
Library	✓	✓	64.5	✓	31
Student Business Office	✓	✓	56	✓	52
Student Development	✓	✓	44	✓	3
Transfer Center		✓	37	Spring 2009	3
Tutoring Lab	✓	✓	62	✓	31
Service Learning	✓	✓	29	✓	2

15. Admission Policies

The college's admissions policies are consistent with its mission and conform to parameters outlined in state law and college regulations. They are published in the college catalog, the schedule of classes, and on the College of the Canyons' web site. To enroll at College of the Canyons, a student must satisfy the published requirements.

The Canyon Country Campus offers admissions services through its Admissions Office. Potential students can take the math and English assessment tests in the Canyon Country Campus assessment lab, meet with an academic counselor and receive financial aid advisement at the campus. New and returning students can also register for classes at the Canyon Country Campus, at the Valencia campus, or online.

16. Information and Learning Resources

College of the Canyons provides specific long-term access to information and learning resources and services to support its educational mission. These resources and services

are provided for and delivered by many different divisions, departments, and centers; but in general, they primarily are the responsibility of two areas: the Library and the Tutoring Learning Computer Center.

At the Canyon Country Campus, both Library and Tutoring Learning Computer Center services are available. The Campus Library is electronically linked to the Library at the Valencia campus, and is staffed by a certificated librarian. Reference materials, books, and other resources are delivered daily from the Valencia campus to the Canyon Country Campus via an inter-campus delivery system. Canyon Country Campus book return bins are located near the main student parking lot and at the Campus library for after-hours return of borrowed materials.

The Tutoring Learning Computer Center (TLC) at the Canyon Country Campus is co-located with the Library. The TLC offers tutoring assistance in math, English, Spanish, and computer information technology. Due to the high demand for tutoring, the lab will double in size during the summer of 2008. The Library will be relocated to another building of the same size, and the TLC will expand to occupy the space formerly occupied by the Library.

Students can access both library services and tutoring services online. For example, more than 2,000 volumes of e-books are available around the clock.

17. Financial Resources

Most of the financial resources of the college come from the State of California. Additional funding is obtained from federal, state, and private sources. All funds coming to the college are carefully tracked and documented. The college maintains adequate reserve levels for contingencies and for expansion. The college maintains conservative financial management policies and practices that ensure continued fiscal stability for the foreseeable future.

As noted in the Financial Resources section, despite the fiscal challenges facing California, the Santa Clarita Community College District is optimistic regarding the 2008-09 budget year. The current tentative budget for 2008-09 is based upon a 6.97% growth factor and our 2008-09 budget scenario maintains a 6% reserve. The 2008-9 tentative budget includes the necessary financial resources to meet the needs of the Canyon Country Campus.

18. Financial Accountability

The Santa Clarita Community College District is audited on an annual basis by an independent audit firm. The firm is selected by evaluating the scope of their experience, the size of the firm and their ability to provide backup personnel and a wide range of expertise. References are carefully evaluated. The audit firms employ *Audits of Colleges and Universities*, published by the American Institute of Certified Public Accountants. The Board of Trustees reviews the audit findings, exceptions, letter to management, and

any recommendations made by the contract audit firm. The District regularly receives no audit findings as a result of its annual audit. In addition, the District has adopted an extensive *Fiscal Checklist* to ensure that District practices are in step with the best practices of all California Community Colleges. (**Appendix 13- new item added to Appendices**).

As part of the District, the Canyon Country Campus is included in District annual audits.

19. Institutional Planning and Evaluation

The Planning sections of the Self-Study demonstrate the wide-ranging basic planning for the development of the college, as does the College Master Plan. The results of goals, strategies and outcomes of the College Master Plan are reviewed by the four components of the college on an annual basis. The College Planning Council reviews these reports, documenting the activities aimed at improving programs and services. The 2007-2012 Education Master Plan was recently completed, both for the District and for the new Canyon Country Campus.

The District undertook a great deal of research and analysis in planning the Canyon Country Campus. Specific planning documents which impacted the development of the Canyon Country Campus include: 1) 2001 Environmental Impact Report; 2) 2002 and 2007 Education and Facilities Master Plans; 3) 2005 College of the Canyons Strategic Plan 4) 2006-2011 Technology Master Plan; 5) 5 Year Construction Plan; 5) Annual Academic and Non-Instructional Program Reviews; 6) 2004 Canyon Country Education Campus Needs Study; 7) 2003, 2004, 2005, and 2008 Annual Fact Books.

Research reports that have influenced the development of the Canyon Country Campus include the 2008 Annual Student Survey; Research Brief #24 Transfer Patterns of Local High School Graduates; and 2007 Ad Hoc Reports on Campus Enrollments and Canyon Country Campus Zip Codes.

Beginning in 2007, the College has conducted an annual student survey of online students. This information is utilized in program planning and to develop course offerings and student services in response to student needs. (Source: Annual Student Survey of Online Students, 2007 and 2008.)

20. Public Information

College of the Canyons displays in writing and practice the model of institutional integrity. The mission statement of the college is clearly articulated in the college's catalog and the college's website, as well as in the College Master Plan. The college catalog, the district schedule of classes, and the college's web site also provide the public with current information on: degrees and curricular offerings, student fees, financial aid, refund policies, admissions policies, transfer requirements, hours of operation and appropriate contact information such as phone numbers and specific web pages where needed. The college also provides information and reminders about various activities,

such as school performances, or important deadlines, such as late registration and financial aid, by direct mail. The college works with the local media to ensure publication of important dates and activities of interest in various community and media calendars. The names and academic preparation of the faculty and administration are listed in the back of the college catalog. The names of the Board of Trustees members are also listed in the catalog, the college website, and the schedule of classes.

The Canyon Country Campus has a distinct presence on the College of the Canyons website, and can be accessed directly via www.canyoncountrycampus.com. Information specific to the Canyon Country Campus is located at that site including hours of operation, contact information, advisory committee information, and information on the history of the campus. There are also links to information about classes and services offered at the Canyon Country Campus.

Prior to the opening of the campus, the District Public Information and Marketing department created a comprehensive marketing plan to raise awareness of the new campus and support enrollment management strategies for the new campus. This marketing plan included: 1) Canyon Country Campus class schedules mailed to Canyon Country and surrounding zip codes; 2) development of the Canyon Country Campus website; 3) development and regular updating of the campus Frequently Asked Question document; 4) special advertising in both print, electronic media, and billboards; 5) numerous public information outreach via local media; 6) numerous marketing materials including tee shirts, pens, pins, visors, notepads, posters, and note cards; 7) oil painting rendering of the campus by the Vice President of Public Information, Communications and Marketing, which graced the cover of the College's 2007 Catalog and was used in many of the marketing materials.

The marketing plan and associated marketing campaign for the new campus received a first place prize at the 2008 CCC-PRO statewide conference. CCC-PRO is a professional association of California Community College public relations officers.

The Distance Learning Department maintains a website through which prospective and current students and faculty members can access information related to all aspects of distance learning. The website of the Distance Learning department informs students of procedures for accessing their classes, directs students to technical support, posts faculty welcome letters, lists faculty contact information, and directs students to online services including Admissions and Records, Financial Aid, New Student Orientation, Counseling, Disabled Students Programs and Services, Campus Bookstore, Library, and Tutoring Center. Student technical assistance is offered through the Tutoring Center; faculty technical assistance is offered through Computer Support Services. Student advisement is offered through the Distance Learning Department; faculty instructional design is offered through the Distance Learning Department. The website is linked from a button on the College's homepage.

21. Relations with the Accrediting Commission

The Board of Trustees of College of the Canyons provides assurance that the college adheres to the eligibility requirements and accreditation standards and policies of the Commission in its policies.

Accreditation Standards

The college will hold all courses and all operations at the Canyon Country Campus site and online to the same standard as those at the main campus in Valencia.

Standard I: The Mission Statement, which guides College of the Canyons, will equally apply to the Canyon Country Campus. In fact, the purpose of opening the Canyon Country Campus was to “enhance the intellectual, cultural and economic vitality of our diverse community by assisting all students in their quest for lifelong learning and success in an ever-changing world”.

The Canyon Country Campus opened and immediately offered classes leading to a degree or certificate in thirteen subject areas (see Section 8 Education Programs above). Future programs offered at the Canyon Country Campus will be determined based on labor market demand, community needs, enrollment trends, delivery modalities and appropriateness of facilities. All programs offered by the District, whether offered at the Canyon Country Campus, the Valencia campus or online, will follow the Santa Clarita Community College District process for program development, approval, implementation and evaluation. Further, the expansion of online class offerings responds to student demand for increased access and utilization of current technology.

Standard II: The college assures the quality of the courses offered at the Canyon Country Campus. The college will continue to offer high-quality instructional courses and programs at the Canyon Country Campus with the primary purpose of leading to transfer, workforce development, or life long learning. Courses will adhere to the established course outlines for use throughout the district, with imbedded student learning outcomes that mirror those in the curriculum taught on the Valencia campus or delivered online. All courses will be taught with the most appropriate pedagogy for the respective curriculum of each course and with the use of state-of-the-art instructional technology. All sections will adhere to the appropriate depth and rigor of those taught throughout the district and will be scheduled in timeframes appropriate to the subject matter.

Student learning outcomes are defined at the course level, the program level and the institutional level. At the broadest level, the institutional outcomes are for all students to attain their educational goals. Attaining their educational goals is specifically incorporated into the Mission Statement. The educational goals are then further refined into more specific student learning outcomes for each area. For example, the institutional outcomes measure for students with a goal of transferring is further broken down into institutional student learning outcomes for each of the IGETC/CSUGE areas: English Communication, Mathematical Concepts, Arts and Humanity, Social and Behavioral Sciences, Physical and Biological Sciences, Languages, and Lifelong Learning. The

student learning outcomes for each of these areas are directly tied to the student learning outcomes for courses taught within the corresponding areas.

The College has a rich history of assessing our progress in meeting the needs of our student population, and the Institutional Research department includes the Canyon Country campus in its research and assessment studies. These include institutional research studies, annual student survey, alumni surveys, focus groups, annual academic program reviews, non-instructional program reviews, student equity plans, and research related to grant requests. While traditional student outcomes measures, such as transfer and degree completion rates, are still used, these measures are being augmented with additional measures of student learning outcomes. Examples of these include rubrics of capstone projects, common final exams for key courses, pass rates for licensure exams, and ratings of employers of graduates on program learning outcomes.

The student support services at the Canyon Country Campus will be sufficient to provide students access to the college, guidance in the admissions and registration process, financial aid advice and assistance, assessment onsite, and individual academic counseling, including the development of an individual educational plan. The students will access library materials electronically via the student computers or via the inter-campus delivery of library and other resource materials.

Courses designed to be offered in a distance learning format are required to complete a Distance Learning Addendum Supplemental. The Curriculum Committee Handbook states that a supplemental review must be completed if 30% or more of course will be taught in a distance-learning format (e.g., but not limited to hybrid, online, telecourse, teleconferencing, and virtual-reality based delivery). The Distance Learning Addendum (aka DLA) provides the Dean, Distance Learning Programs and Training and the Curriculum Committee with the information needed to ensure that the quality of the course remains intact via the alternative delivery method.

The Dean, Distance Learning Programs and Training is charged by the District with evaluating ongoing distance learning courses and programs and with assisting faculty with maintaining the currency of distance learning course content. The Curriculum Committee reviews and determines the appropriateness of the methods of presentation, assignments, evaluation of student performance and instructional materials. This form is a supplemental to the original Course Outline (Source: Curriculum Committee Handbook, Fall 2007 revisions).

Faculty teaching in an online format are subject to the same evaluation process that applies in on-campus classes. In Fall 2007, a test was conducted of the online distribution of the student evaluation of faculty questionnaire. The Academic Senate endorsed the online distribution process of the student evaluation of faculty questionnaire. Beginning in Spring 2008, the online distribution process is being used for the evaluation of faculty who are due for evaluation and are teaching online classes. This process was developed in a collaboration of the Academic Senate, the distance learning coordinator/Dean,

Distance Learning Programs and Training, MIS, Computer Support Services, and the Office of Instruction.

Standard III: The Santa Clarita Community College District has a clear process for recruiting, and selecting faculty. In hiring faculty, the District maintains the same quality for the Canyon Country Campus as for faculty at Valencia. All faculty must meet the minimum qualifications in their respective disciplines. Those faculty members teaching at the Canyon Country Campus undergo the same evaluation procedures as their counterparts at the main campus.

There are several locations at the Canyon Country Campus for faculty office hours and faculty-student consultations. These include the faculty office for the six full time faculty assigned to the campus; a drop-in office for faculty who either teach full time at the Valencia campus, or who are adjunct faculty; and third, a faculty technology center where faculty members can check email or meet with students.

These facilities are adequate for the number of sections and number of students served at this site. The college provides sufficient maintenance of the site with full time staff in custodial, maintenance, and campus safety departments to ensure the safety of the students. The technology at the Canyon Country Campus is state-of-the-art and is maintained by a full time technician. The college maintains the hardware and software in support of high quality instruction. The technology infrastructure is sound and will also be maintained through systematic review and upgrades as necessary.

Training related to distance education has two main strands. First, under the umbrella of the Institute for Teaching and Learning, the college offers two credit-bearing courses devoted to online teaching strategies: Education 090: Introduction to Online Teaching and Learning and Education 094: Intermediate Online Teaching and Learning Strategies. Since 2002, over 160 full-time and adjunct faculty have completed the former course; the first offering of the latter course was during summer 2007, at which time 20 faculty participants completed the course. Second, the college offers a wide variety of training in the technology tools used in distance education. Workshops range from overviews of the course management system Blackboard to roundtable discussions of teaching issues. These professional development opportunities can be used to satisfy the online instructor qualifications adopted by the Academic Senate (details provided under Human Resources, above).

Standard IV: All faculty, staff and students will have access to the governance processes through the established avenues on the main campus. Full time faculty members teaching their full load at the Canyon Country Campus participate in department, division and committee meetings at the Valencia campus. Classified staff also participates in activities offered at the Valencia campus, including Classified Appreciation Week events, Classified Development Day, Classified Senate meetings and other College activities.

The Associated Student Government has designated a position for the Canyon Country Campus, and works closely with the Founding Dean to ensure that ASG information is

widely circulated at the Canyon Country Campus. Student Development has worked with the Founding Dean and the Student Services staff at the Canyon Country Campus to ensure that programs and services are scheduled at the new campus. A student lounge was created at the campus to support the development of student life and provide a place for students to gather.

The Founding Dean has met with the Academic Senate President to discuss strategies for incorporating the interests and needs of Canyon Country Campus into Senate discussion. The 2008-09 Vice President of the Academic Senate is assigned full time to the Canyon Country Campus, and will represent the campus in the Senate. The Founding Dean plans to develop a similar arrangement with the Classified Senate in 2008-09.

The Educational Technology Committee serves as a venue for establishing priorities, evaluating needs, and developing recommendations regarding online teaching and educational technology. Membership is open to all employees and includes a student representative. The committee is co-chaired by a faculty member and administrator (Dean, Distance Learning Programs and Training). The Educational Technology Committee reports to both the Technology Committee and the Academic Senate.

APPENDICES

1. Letter of Intent Proposed Center for College of the Canyons
2. Needs Study for Proposed Canyon Country Education Center
3. CPEC Approval of Canyon Country Education Center
March 22-23, 2005
4. Site Evaluation Study for Proposed Canyon Country Educational Center
July 2003
5. Decision Making Guide 2008
6. Mid-term Accreditation Report October 13, 2005
7. Instructional Plan for CCEC
8. SCCCED Educational & Facilities Master Plan
January 2008
9. Canyon Country Campus Educational & Facilities Master Plan
January 2008
10. Santa Clarita Community College Adopted Budget
11. Annual Fiscal Reports

APPENDED DOCUMENTS

EXHIBITS

- Exhibit A Access Center 2001 Class Schedule
- Exhibit B Canyon Country Class Schedule, Winter/Spring 2008
- Exhibit C Canyon Country Site Ad Hoc Planning Group
- Exhibit D Canyon Country Advisory Committee
- Exhibit E Advisory Committee Strategic Plan 2008
- Exhibit F Map of District Showing Location of CCEC
- Exhibit G Time Line for CCEC
- Exhibit H Board Agenda Item from 3/13/02
- Exhibit I Board of Trustees 5/30/07 Agenda Item
Update of College of the Canyons Canyon Country Campus
- Exhibit J Organization Chart for CCEC
- Exhibit K Adopted Budget for CCEC
- Exhibit L Canyon Country News Spring 2008