College of the Canyons Academic Senate

March 8, 2018
3:00 p.m. to 4:50 p.m. BONH 330

AGENDA

Notification: *The meetings are audio recorded for note taking purposes. These recordings are deleted once the meeting summary is approved by the Academic Senate.*

A. Routine Matters
1. Call to order
2. Public Comment
   This portion of the meeting is reserved for persons desiring to address the Academic Senate on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes.
3. Approval of the Agenda
4. Committee Appointments:
   - Christina Chung, Noncredit Committee
5. Approval of the Consent Calendar
   - Academic Senate Summary, February 22, 2018 (pg. 3-9)
   - Curriculum Committee Summary, February 15, 2018 (pg. 10-15)
   - Academic Senate Executive Committee Summary, February 22, 2018 (pg. 16)

B. Reports (time limit 7 minutes each)
1. President's Report, Rebecca Eikey
2. Vice President's Report, Jason Burgdorfer
3. Updated on the Scholarly Presentation Committee, Sarah Etheridge

C. Action Items
1. BP 4020 - Program and Curriculum Development-David Andrus (pg.18-19)
2. Election Results – Adjunct Senators Nominations were Christian Beam (History), Nazie Naraghi (Geography and Environmental Studies) and Gregory Shrout (History).
   - Nazie Naraghi (Geography and Environmental Studies), Adjunct Senator
3. Election Results – School Senators for 2016-18 (pg.17)
4. Discipline Memo for Jeffrey Baker (pg.20-21)
5. Standing Rule: Standard Components for Academic Senate Committee Charters (pg.22)

D. Discussion (time limit 10 minutes each)
1. Advisory Boards Based on Industry Clusters –Regina Blasberg & Wendy Brill
2. Emeriti Scholarship Requirements (pg.23)
3. CCCCO Guided Pathways Work Plan

E. Unfinished Business
1. Faculty Professional Development Committee Procedures, Teresa Ciardi, Nicole Faudree
2. Ad Hoc Committee Update – OEI Rubrics, Anne Marenco
3. Curriculum Committee Procedures, Lisa Hooper
4. Resolution in Support of Resources for the Academic Senate
5. Fall 2017*/Spring 2018 Adjunct Discipline Lists, HR
6. Discipline Memos for New Fulltime Faculty, HR
7. Environmental Science-Biology Merger, Program Viability

F. New Future Business

Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.

1. TOP Code Alignment Project Update
2. CWEE Courses & Work Based Learning
3. Placement Changes in Mathematics & English and AB 705 Implementation
4. Web Redesign and Evaluation Report (Eric Harnish)
5. CSU AB 798 Funding/Grant Application (James Glapa-Grossklag)
6. ACCJC Indicators Report (Daylene Meuschke)
7. Report on Programs Submitted to ACCJC as Substantive Change (Daylene Meuschke)
8. Synergy Program (Kelly Cude)

G. In Committee

Here is a list of policies that the Policy Review Committee is working on in the event someone would like to attend. Please contact David Andrus if you would like to be informed when one of the specific items below will be discussed in committee. Policy Review meets every Thursday from 2:00 – 3:00 pm in BONH 330.

Student Discipline (BP 5529, 5530, 5531)
AP 7120 Recruitment and Selection
Academic Freedom AP 4030
Matriculation Policies BP 5050
AP 5909 International Students
BP 5053 Assessment
BP/AP 4021 Program Viability

H. Announcements

- Next Academic Senate Meeting – March 22, 2018
- Upcoming elections for Department Chairs and Curriculum Committee members. These are for Fall 2018-2020
- 2018 Spring Plenary Session, April 12-14, San Mateo
- 2018 Career and Noncredit Education Institute, May 4-5, Costa Mesa
- 2018 Faculty Leadership Institute, June 14-16, San Diego
- 2018 Curriculum Institute, July 11-14, Riverside

I. Adjournment

If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Academic Affairs Office at College of the Canyons at least 48-hours before the scheduled meeting.

Academic Senate Summary for February 22, 2018

Voting Members					
Senate President	Rebecca Eikey	X	SBS Senator	Rebecca Shepherd	X
Vice President	Jason Burgdorfer	X	Business Senator	Gary Collis	X
Immediate Past President	VACANT		Learning Resources Senator	Erin Barnthouse	X
Curriculum Chair	Lisa Hooper	X	At Large Senator	Erika Torgeson	X
Policy Review Chair	David Andrus	X	At Large Senator	Jennifer Paris (WebEX)	X
AT Senator	Regina Blasberg	X	At Large Senator	Deanna Riveira	X
MSHP Senators	Mary Bates	A	At Large Senator	David Brill	X
VAPA Senator	Wendy Brill-Wynkoop	X	At Large Senator	Saburo Matsumoto	X
Student Services Senator	Garrett Hooper	X	At Large Senator	Benjamin Riveira	X
Humanities Senator	Marco Llaguno	X	Adjunct Senator	VACNT	
Kinesiology/Athletics Senator	Phillip Marcellin	X	Adjunct Senator	Carly Perl	X
			Adjunct Senator	Aaron Silverman	X

Non-voting Members	
Dr. Buckley	X
Marilyn Jimenez	X
Dan Portello	A
Dr. Wilding	A
Devon Miller, ASG	A

Guests
Teresa Ciardi
Barry Gribbons
Denee Pescarmona
Jasmine Ruys

A. Routine Matters
1. Call to order: 3:01pm
2. Public Comment
   This portion of the meeting is reserved for persons desiring to address the Academic Senate on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes.
3. Approval of the Agenda
   - Motion to Table BP 4020 due to forthcoming revised to language.
   - Motion to Table Environmental Science-Biology Merge Rubric- Lisa Hooper (pg. 33-35). This proposal is still in discussion in the ESES Department and consideration of a new name needs to be determined if there is a merger.
   - Motion to approve the agenda understand that those two items have been tabled by David Andrus, seconded by Wendy Brill. Unanimous. Approved.
4. Committee Appointments:
   - Dustin Silva, Senate Elections Committee appointment.
   - [Updated Tenure Committee List](#)
     i. Christina Chung has moved into a temporary full-time faculty position.
   - Motion to add Carl Perl as committee appointment as an Adjunct Representative to the Curriculum Committee by Lisa Cooper, seconded by Rebecca Shepherd. Unanimous. Approved.

5. Approval of the Consent Calendar
    - Academic Senate Summary, February 8, 2018 (pg. 3-23)
    - Due to long the weekend holiday there was a short time to edit the transcribed summary. It was agreed that the summary should not be verbatim and would be summarized. Motion to pull from consent the summary meeting notes from Feb. 22 with no action by Regina Blasberg, seconded by Wendy Brill. Unanimous. Approved.
    - It was recommended that if we want to have a discussion on changing the format of the meeting minutes then we can add this to the agenda. A potential business item is discussion on changing the summary format of meeting minutes.

B. Reports (time limit 7 minutes each)
1. President's Report, Rebecca Eikey
    - Update on Presidents attendance at the Statewide Senate, Executive Committee and Guided Pathways Institute some takeaways include how we can better serve our students. Upcoming changes include:
        ➢ The budget formula, proposals and their local impact.
        ➢ CEO Workgroup that will be meeting today and it will be an opportunity for collaboration.
        ➢ Online college Workgroup will be sending a report to the CEO Workgroup tomorrow at their monthly meeting.
2. Vice President's Report, Jason Burgdorfer
    - No report at this meeting.
3. Campus Culture and Safety- Barry Gribbons
    - Update on meeting with Barry Gribbons, Daylene Meuschke and Patty Robinson. There will be several additional meetings taking place, which include faculty, classified staff and students. The deliberate dialogue had some constraints. The meetings are separated to ensure there is confidentiality when sharing ideas or comments. We would like some feedback on several options, 1.) Continue to operate as usual and have campus safety rely on LA Sheriff's Department, 2.) Bring in armed security guards on campus, 3.) Create a Police Department on campus, 4.) Subcontract with the LAUSD Community College Bureau, this option would include a blending of a deputy and sheriff's department security officers 5.) Subcontract with the Hart District for LA Sheriff's Department Campus Resource Deputies.
    - Second update was on 1.) Expending of the (Behavioral Intervention team (BIT) and 2.) A combination a variety of options.
    - Some concerns address include if we have armed campus safety officers they must be adequately trained for a college campus. Second concern is a need to establish a reasonable response time. Others would prefer the BIT team to be separate from the armed presence discusses. The Senate suggested that BIT team should not only focus on security, as BIT team is more about providing services to students who are for example homeless, suicidal or depressed otherwise what it was original designed for will change. In order to reduce the already existing mental illness stigma BIT team needs to continue to focus on what it was intended to do and not become synonymous with campus safety.
    - It is suggested that Academic Senate have a resolution in support of a recommendation. Another suggestions is to have the Chancellor make a recommendation informally then

update all stakeholders to help catch any areas which may need further information before a decision is made or adopted by the board.

- Q: Are all options considered equivalent? Are timelines or financial implications not influencing the decision?
- A: Each has a different timeline and cost and we want to make a decision that makes sense with our campus. Ultimately, the board of trustees will decide.

C. Action Items

1. Peer Review Process for Program Review, Jason Burgdorfer (pg. 24-29)
   - Motion to approve peer review process knowing that it will be **optional** by Deanna R Riveira, seconded by Rebecca Shepherd, one absentee by David Andrus.
2. BP 4020 - Program and Curriculum Development-David Andrus (pg. 30-32)
   - Tabled for future agenda.
3. Environmental Science-Biology Merge Rubric- Lisa Hooper (pg. 33-35)
   - Tabled for future agenda.
4. Election Results – Academic Senate President, Vice President, Adjunct
   - There were three nomination for adjunct and there is now an election process taking place.
   - There were two nominations accepted, one for President and one for Vice President which will be Rebecca Eikey and Jason Burgdorfer. These two positions will continue for two more years.
   - Senate election process is that when there is no more than one nomination no election will take place. Motion to approve by Gary Collis, seconded by Erin Barnthouse. Unanimous. Approved.

D. Discussion (time limit 10 minutes each)

1. CCCCO Guided Pathways Workplan, Denee Pescarmona
   - Copies and handouts of the Workplan were shared. An update from the President was shared from two IEPI Guided Pathways workshops. They have invited us to be a facilitator of the Workplan or be a part of the panel. Most work has focused on EI Square committee on Canyons Completes which is Guided Pathways. The grant for AAC&U was awarded in 2014, there is much transformational change. Main question addressed where "What do students need to be Successful?" One main issue addressed is that of 60% student thinking they will be here for two years but in actuality they are here for 4 years. Is the question that they don't understand how long it will take them or that there are other issues at hand? Integrated plan includes goals such as workforce, high schools, universities and transfer. Several workgroups were identified as top priorities with definition included in the handouts. It was emphasized it is important to address the questions of "what is missing?" and "what do students need to be more successful?" Guided Pathways is an 18-month work plan which include three elements. Guided Pathways goes into a system called NOVA. Every element is reflective of inquiry and engagement of all campus stakeholders and analyzing data, metrics and research to determines what actions need to be taken or planned for. Broad solutions emphasizes there points, 1.) The campus is diverse. How do we create solutions that meet all student needs? 2.) How do we design? We are including open FLEX sessions and professional development in hopes of having a lot of engagement. It's important to understand there is nowhere to hide in a pathways college in reference to students and staff. Lastly, 3.) Meet student needs at scale. We need broad solutions and at scale. What is the best us of our resources.

- *Questions:*
- Q: Are we building things in place that will help funnel students towards a better practice?
- One metaphor mentioned was that students make their own path, and those which are successful have figured it out. A more important question is who is not staying on the path? At the State Chancellors office data was shared system wide which demonstrates that of the millions of students who apply yearly only 21% of students go from application to attending college, we are losing over 700,000 students. These students are not engaging in an opportunity to upscale or obtain a certificate or degree. This project is to analyze data regarding which path students have already taken and develop an orientation that provides students with options tailored to the student's needs rather than one option for all students. The general theme could be to "Choose Your Own Adventure."
- The "Self-assessment" are areas which need to be completed and this is part of an 18 month plan which will be continuously updated. In reference to allocation this is one time money which is higher in the first years and then reduces by the last years. The funds must be allocated towards professional development, stipends, re-assign time and technology. The funds are not allowable towards supplanting, no permanent positons and gifts of public funds/student scholarship. Allocation starts in April. Funds will roll over to the next year if not spent, it is a two-year roll over and funds must be spent within seven years pending any changes per the state Chancellor's Office.
- The statewide Senate has passed several resolutions in the fall, which stated that Guided Pathways, Pathway development and framework redesign all fall into the faculty prevue. Faculty should take their primary rule in leading changes here per Statewide Academic Senate stating that local senates have to take the lead. There were more resolutions passed the previous fall.
- Design Principles:
    i. Decisions based on Data: It was emphasized that it is important to focus on identifying realistic achievable scalable outcomes and to check outcomes along the way
    ii. Embed the Student Voice: In regards to students "*the user is not like you*" we still do not have a clear understanding of what student needs are. Part of the design principle is to have student involvement.
- General censuses was to focus on #2, #4, #6, #8, #9, and #11 from the Self-Assessment in the 18-month work plan.
    - #2 Shared Metrics: Using data to drive decisions (design principle)
    - #4 Inclusive Decision Making: Embedding the student voice (design principle)
    - #6 Guided Major & Career Exploration: To help student understand why they are choosing the major and what career paths they want.
    - #8 Clear program requirements: Improve/update program mapping. In addition, embed the student voice in the area as well.
    - #9 Proactive & Integrated Student Supports: There is much conversation taking place in student services regarding getting students connected and giving them continuous feedback. There has also been discussion regarding developing "Success Teams" which will include mentors to support students.
    - $11 Strategic Professional Development: Foundation to support all of the above.
- The faculty discussed the website/technology as related to clearly communicating to students program requirements. *Note:* SharePoint is no longer being supported by Microsoft. An RFP has gone out and there are three new systems being looked at which

are more user friendly and which have integrated RSS and calendars. An outside consultant is being brought in to do research based analytics to interview students, faculty, staff and community members to help develop template that will be user friendly. There will be a standing web Committee and using DWM funds the college will hire a web master. The college wants to ensure we have a clean digital presence. The new webmaster will be available to all programs and will sit in on the web committee, responsible for training the new administrative assistants and serve as a key resource for faculty.

- In regards to #5 Intersegmental Alignment (Design) which is defined as "College engages in systematic coordination with K-12…" This is already occurring in the CTE area but this may be broaden. There is some discussion with the Hart District regarding Castaic High School as to whether or not to enter into an AB288 Dual Enrollment. Some local colleges participating in AB288 are doing this without Senate involvement. The college has already been involved, due to receiving a grant, in dual enrollment agreements which have not panned out well. At this point, the Senate was not interested in adding this to the 18-month plan. Perhaps it can be revisited on the plan is underway.

2. *Standard Components for Academic Senate Committee Charters (pg. 36)*
   - We want to balance their autonomy with their oversight. We want to clarify what information should the committees report to us so they can be autonomous and distinguish between a standing committee and an ad hoc committee. It was suggested to add this as a Senate Standing rule so it can be adopted and so when it posted to the website it is clear what type of authority it has and it clear this is an amendment to the by-laws. This will be elevated to Action and noted as a Standing Rule.

3. Mission Statement Proposed by CPT November 20, 2017- Jason Burgdorfer (pg. 37)
   - CPT has requested a review and endorsement from Academic Senate. Concerns where shared that the new version is too truncated and much of what the college does was taken out. Should civic engagement, global responsibility, global engagement be included and remove "future" from the revised statement? If it is too short and not very reflective of our institution. Furthermore, the proposed mission statement doesn't address ACCJC's standards. There is concern about how the proposed mission statement appears to community and students.
     i. The goal of Canyons Completes
     ii. Equity, inclusiveness and social mobility.
   - The Senate felt strongly opposed to the new Mission Statement proposed by CPT and recommends the institution stays with the current Mission Statement with considering possibility the following:

E. Unfinished Business
1. Faculty Professional Development Committee Procedures
2. Ad Hoc Committee Update – OEI Rubrics, Anne Marenco
   - Anne Marenco will be brought back to speak more on the OEI rubrics.
3. Curriculum Committee Procedures, Lisa Hooper
   - Some changes were proposed but we have to do some constitutional changes first.
4. Resolution in Support of Resources for the Academic Senate
   - Marilyn is helping with tracking of the budget.
5. Emeriti Scholarship Requirements-Jason Burgdorfer
   - This will be moved to unfinished business for next meeting. We need more clarity on

what are the requirements for the scholarship. Is this a merits, needs based or both scholarship? We need to clarify what type of financial aid, state or federal?

6. Fall 2017*/Spring 2018 Adjunct Discipline Lists
   - Some individuals where pulled due to some questions.
7. Discipline Memos for New Fulltime Faculty
   - We are waiting for the spring list and for the discipline memos for the new full-time faculty that have been hired. Only one memo has been received from Human Resources and are waiting on four more.
   - There was discussing regarding how memos are stating titles, if it is Doctorate it is gender neutral but if they do not have a doctorate it reads Mr. or Miss. It should be universal throughout and it should have their first and last name and if they want degrees listed then to add coma .PhD, or .M.Ed. etc. There has been transgender individuals apply who may be listed as male on a birth certificate but identify as female. Other individuals identify as gender fluid but it is no one's business how someone may identify. In terms of equity and diversity our memos from HR should reflect that. Dr. Dianne Fierro is sensitive to this but this has not been communicated to her staff there is also variability depending on which HR staff member prepared the memo. We need to have some consistency as some titles are gender specific and some aren't.
   -

F. New Future Business

Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.

1. TOP Code Alignment Project Update
2. CWEE Courses & Work Based Learning
   a. There is a question regarding where do the CWEE courses live? Do they live within their own department of within the disciplines themselves? This will be a topic that will be brought to Senate. Do where these classes live impact who is running the program? President will meet with CWEE department to get more information regarding some of the concerns.

3. BP/AP 4021 Program Viability
   a. This has been moved down into Policy Review Committee.
4. Parking discussion was suggested.
5. There was a request for a shredder. Jasmine Ruys in A&R has instructed senate to submit a budget number and it will cost $12/month to service it. President has forwarded this request to Dr. Buckley.
6. A requirement placement has been modified in the Math department. Senate agreed unanimously that is should first go to Curriculum as they can understand it from a legislative perspective and then as a report to the Academic Senate as an informational discussion/clarity. English and Math placement requirements should go to Curriculum first. There are some changes coming soon regarding STEM math which may affect some faculty.

G. In Committee

Here is a list of policies that the Policy Review Committee is working on in the event someone would like to attend. Please contact David Andrus if you would like to be informed when one of the specific items below will be discussed in committee. Policy Review meets every Thursday from 2:00 – 3:00 pm in BONH 330.

Student Discipline (BP 5529, 5530, 5531)

AP 7120 Recruitment and Selection
Academic Freedom AP 4030
Matriculation Policies BP 5050
AP 5909 International Students
BP 5053 Assessment

H. Announcements
- o Next Academic Senate Meeting – March 8, 2018
- o Upcoming elections for School Senators, Department Chairs and Curriculum Committee members. These are for Fall 2018-2020
- o 2018 Accreditation Institute February 23-24, Anaheim
- o 2018 Spring Plenary Session, April 12-14, San Mateo
- o 2018 Career and Noncredit Education Institute, May 4-5, Costa Mesa
- o 2018 Faculty Leadership Institute, June 14-16, San Diego
- o 2018 Curriculum Institute, July 11-14, Riverside

I. Adjournment: 5:04 pm

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CURRICULUM COMMITTEE SUMMARY

February 15th, 2018   **3:00 pm – 5:00 pm**   **Bonelli Hall 330**

Members Present: Patrick Backes – Curriculum & Articulation Coordinator (Non-voting); Mary Bates – Mathematics, Science and Health Professions; Ruzanna Baytaryan – At large member (Substitute for Saburo Matsumoto); Steve Erwin – Admissions and Records; Tricia George – Humanities; Lee Hilliard – Applied Technologies; Lisa Hooper – Faculty Co-Chair; Julie Hovden – Enrollment Services; Rhonda
Hyatt – Kinesiology, Physical Education & Athletics; Susan Ling – At large member; Anne Marenco – Social and Behavioral Sciences; Cindy Stephens – At large member; Omar Torres – Administrative Co-Chair; Lori Young – Business

Members Absent: Erin Barnthouse – Learning Resources; David Brill – Visual and Performing Arts; Hervé Guillard – Adjunct Representative

DELETED COURSES – CONSENT CALENDAR				
The following course deletions have been recommended for approval as part of the Consent Calendar of this agenda. These course deletions will not be reviewed during this committee meeting, and the author of the following course deletions is required to attend this meeting.				
Subject & Number	**Title**	**Description of Action**	**Author**	**Effective**
BUS-211H	Business Law - Honors	Course is not planned to be offered. Course will be removed as an option to BUS-211 in the following programs: Business Administration AS-T, Accounting AS Degree and Certificate of Achievement, Accounting Technician AS Degree and Certificate of Achievement, Human Resources Management AS Degree and Certificate of Achievement, Marketing AS Degree and Certificate of Achievement, E-Commerce Certificate of Specialization, Restaurant Entrepreneur Certificate of Specialization, and Real Estate AS Degree and Certificate of Achievement.	N. Faudree	Fall 2018

TECHNICAL CHANGES – CONSENT CALENDAR

The following items are being approved as technical changes and will not be reviewed during this committee meeting. The authors of the following items are not required to attend this meeting.

Subject & Number	Title	Description of Action	Author	Effective
ARCHT-260	3-D CAD for Modeling/Animation	Adding ARCHT-084 as a prerequisite option to ARCHT-160.	J. Oliver	Fall 2018
ARCHT-280	Design IV – Advanced Design	Prerequisites now: ARCHT-190, ARCHT-200A, and ARCHT-200B. Recommend Preparation now: ARCHT-084, ARCHT 260, ARCHT-270, and ID-115.	J. Oliver	Fall 2018
CAWT-076	Introduction to WordPress	Course is now degree applicable	M. Lipman	Spring 2018
FIRET-031	S-215 Fire Operations in the Urban Interface	Changing to 16 lecture hours, 8 lab hours, and 0.50 units.	K. Klar	Fall 2018
FIRETL-001	Ocean Lifeguard Academy	Title change (formerly "Ocean Lifeguard Training Academy"). Changing to 56 hours lecture and 54 hours lab.	A. Lester	Spring 2017
FIRETL-017	Ocean Lifeguard Specialist Academy	Title change (formerly "Ocean Lifeguard Specialist Orientation") Changing to 60 hours lecture, 20 hours lab, 3 units.	A. Lester	Spring 2017
ID-211	Advanced Kitchen and Bath Design	Prerequisite now: ID-111. Recommended Preparation now: ARCHT-160, ID-113, ID-117.	J. Oliver	Fall 2018
ID-217	Advanced Residential Interior Design Studio	Prerequisites now: ARCHT-084 or ID-084 and ID-101A and ID-101B and ID-110. Recommended Preparation now: ID-103, ID-104, ID-113ID-114, ID-115, ID-207.	J. Oliver	Fall 2018

LEPD-038	Drug Alcohol Recognition Update	Title change (formerly "Driving Under the Influence Update")	C. Theil	Fall 2018
LEPD-070	Auditing Police Departments	Changing to 24 lecture hours and 1 unit.	C. Theil	Fall 2018
LESD-010	Arrest Control/Driver Training (PSP)	Title change (formerly "Arrest & Control Driver Training").	G. Wright	Fall 2018
LESD-011	Tactical Communications	Title change (formerly "Basic Tactical Communications").	G. Wright	Fall 2018
LESD-020	Firearms/Tactical Rifle	Title change (formerly "AR-15 Certification").	G. Wright	Fall 2018
LESD-029	Firearms/Semi-Automatic Pistol	Title change (formerly "Firearms Semi Auto Handgun M & P").	G. Wright	Fall 2018
LESD-100	Basic Course – Intensive	Title change (formerly "Basic Academy").	G. Wright	Fall 2018
MUSIC-186	Music Ensemble	Adding Audition prerequisite as required by C-ID Descriptor.	B. Feldman	Fall 2018
NC.BCSK-110	GED Preparation – Math/Science	Adding DLA, Hybrid option only.	S. Prier	Fall 2018
NC.BCSK-120	GED Preparation – Language Arts/Social Studies	Adding DLA, Hybrid option only.	S. Prier	Fall 2018

MODIFIED PROGRAM PROPOSALS – CONSENT CALENDAR

The following modified programs have been recommended for approval as part of the Consent Calendar of this agenda. These program modifications will not be reviewed during this committee meeting, and the authors of the following courses are not required to attend this meeting.

Program	Degree/Certificate	Description of Action	Author	Effective
Business Administration	AS-T Degree	Moving BUS-100 to required courses, adding CAWT-140 as option to CAWT-101. No change in total major units.	R. Maxwell	Fall 2018

NEW/MODIFIED PREREQUISITES – CONSENT CALENDAR

The following is a summary of new and modified prerequisites that are being approved as part of the Consent Calendar of this agenda.

Subject & Number	Title	Suggested Enrollment Limitation	Author
ARCHT-260	3-D CAD for Modeling/Animation	Adding ARCHT-084 as a prerequisite option to ARCHT-160.	J. Oliver
ARCHT-280	Design IV – Advanced Design	Modifying Prerequisites: ARCHT-190, ARCHT-200A, and ARCHT-200B. Modifying Recommend Preparation: ARCHT-084, ARCHT 260, ARCHT-270, and ID-115.	J. Oliver
ID-211	Advanced Kitchen and Bath Design	Modifying Prerequisites: ID-111. Modifying Recommended Preparation: ARCHT-160, ID-113, ID-117.	J. Oliver
ID-217	Advanced Residential Interior Design Studio	Modifying Prerequisites: ARCHT-084 or ID-084 and ID-101A and ID-101B and ID-110. Modifying Recommended Preparation: ID-103, ID-104, ID-113ID-114, ID-115, ID-207.	J. Oliver
MUSIC-186	Music Ensemble	Adding Audition prerequisite as required by C-ID Descriptor.	B. Feldman

NEW DISTANCE LEARNING ADDENDUMS – CONSENT CALENDAR
The following is a summary of new Distance Learning Addendums (DLA's) that are being approved as part of the Consent Calendar of this agenda.

Subject & Number	Title	Type of Delivery	Author
NC.BCSK-110	GED Preparation – Math/Science	Hybrid option only.	S. Prier
NC.BCSK-120	GED Preparation – Language Arts/Social Studies	Hybrid option only.	S. Prier

-Motion to approve all items on the 2/15/2018 Consent Calendar; Motion by Cindy Stephens, second Julie Hovden. All in favor: Unanimous.

Discussion Items:

- Hervé Guillard will no longer be able to serve as the Adjunct Repetitive of the Curriculum Committee. Carly Perl has agreed to take over as the Adjunct Representative for the remainder of the Academic Year.

- Cooperative Work Experience Course Outline Template. Nicole Faudree, Gina Bogna, and Cindy Nelson updated the curriculum committee on the Cooperative

Work Experience (CWE) curriculum. The CWE program will begin submitting separate course outline, based on a standard CWE curriculum course outline template, for the various departments that offer a CWE course.

- Chairs Report
  Welcome Back! Spring Housekeeping:
  -Follow-up with any courses on the 5-year revision list that haven't been revised and submitted.
  -Prerequisites and Prerequisite Reviews, CTE or CE programs must certify prerequisites and co-requisites every two years. Out-of-discipline prerequisites must be vetted by an ad hoc committee. Out-of-discipline Pre-Requisite Meeting will be held on May 3rd if necessary; this is a regular Curriculum Committee Meeting date. We will determine whether or not this can he handled during our normal meeting time as workload develops this semester.
  Program Viability:
  -Approved two new "programs" in December: Career Skills and Civic Engagement.
  -Career Skills is a non-credit program patterned after a successful program at SBCC; we are looking to replicate much of that program. -A number of Noncredit proposals have been recommended to move forward; we will begin to see more non-credit courses/programs at committee. Only courses that fit into these areas can be offered in Noncredit: Basic Skills, English as a Second Language, Parenting, Immigrant Education, Programs for persons with Substantial Disabilities, Programs for Older Adults, Family and Consumer Sciences, Health and Safety, Vocational – workforce preparation or short-term skill development. Courses and programs that have been through the "review and approval" process fit into one of the aforementioned areas; we may see additional courses that haven't been so vetted. Only courses that comprise a Career Development or College Preparation (CDCP) Certificate are eligible for enhanced-funding or equal pay; this does not change the curriculum but does require the extra step of submitting the program. Tech Reviews – Electronic:
  -5-7 days to review up to 5 courses; submit feedback by Sunday @ 11:59 PM! Patrick and I will meet on Mondays (10-12 PM) to make revisions and/or return to authors. You are welcome to join us for our face-to-face sessions.
  eLumen:
  -Email notifications are here! As some of you have noticed though you are receiving 4 identical emails for the same proposals the system is asking you to review. eLumen is working on this as other schools are experiencing this as well. Curriculum Committee School Reps – some of your roles were changed to review all schools proposals at stage 4, so if you received an email notification for eLumen asking you to review proposals at Stage 4 for courses that aren't in your school you can ignore those. Historical course information is now available in eLumen, but only for courses that have been revised in eLumen. If you need previous versions of a course outline that is not in eLumen (pre 2016-2017) let Patrick know as we have them backed up. Department Chair will soon replace the "Department Coordinator" role in eLumen on the curriculum side. Department and Courses Coordinator roles

we be used for the SLO Assessment side of eLumen.
UC Transfer Courses/IGETC/CSU-GE:
-The submissions from August 2017 were finally reviewed and all of our submissions were approved about a month ago. With these approvals, the courses have now been submitted for their appropriate IGETC area.
State Approvals:
-Culinary Arts A.A. Degree, Web Development AS Degree & Certificate of Achievement, Web Publishing and Design AS Degree & Certificate of Achievement have all been approved by the State and are in the Spring catalog addendum. The Social Justice AA-T Degree was also approved but not in time to make it in the Spring catalog addendum. The Introduction to Residential Building Trade Skills Noncredit Certificate was also approved, but will most likely need to go through the substantive change review process through ACCJC. The Environmental Studies AA Degree, Environmental Science AS-T Degree, and the Public Health AS-T Degree were approved by our Board of Trustees on January 24th and have now been submitted to the State.

- Courses not offered in the last 4 years. Past practice has allowed these courses to be automatically archived. We don't want to wait until the part of the spring semester to address this list, so we are distributing the list earlier this year so Committee Representatives can follow up with faculty in their Schools who have courses on the list.

New Courses - Includes ISA's	-0-	Modified Non Credit Courses	-0-	Modified Prerequisites	3
New Programs	-0-	New DLA's	2	Deleted Courses	1
Modified Courses	-0-	New SLO's	-0-	Deleted Programs	-0-
Modified Programs	1	Modified SLO's	-0-	Proposals Reviewed in Technical Review Session	-0-
New Non Credit Courses	-0-	New Prerequisites	2	Proposals Returned from Technical Review Session	-0-

COLLEGE OF THE CANYONS ACADEMIC SENATE EXECUTIVE SENATE MEETING
February 22, 2018 5:00 p.m. to 6:00 p.m. BONH 330

Attendees: Rebecca Eikey, David Andrus, Erika Torgeson, Wendy Brill, Regina Blasberg, Jason Burgdorfer, Teresa Ciardi, Marilyn Jimenez

A. Routine Matters
1. Call to order: 5:00 pm
2. Public Comment
   This portion of the meeting is reserved for persons desiring to address the Executive Committee on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes.
3. Approval of the Agenda

B. Discussion
1. Committee Chair appointments 2018-2020
   - Chair appointments for 2018-2020 was discussed.
2. Academic Senate Reassign Time
   https://www.canyons.edu/Offices/AcademicSenate/Documents/Amendment%20to%20the%20Academic%20Senate%20Bylaws.pdf
   - Reassign time for key senate committee chair positions was discussed.
3. Update on committee work
   - The group recommends leveraging the GP work plan to support the work of the senate, such as the GP Liaison positions.

C. Adjournment: 6:00 pm

School Senate Elections 2018-2020

2016-2018 Current Senator	School	Nominee 2018-2020 Senator
Regina Blasberg	Applied Technologies	Regina Blasberg
Mary Bates	MSHP	VACANT
Wendy Brill-Wynkoop	Visual Arts & Performing Arts	Wendy Brill-Wynkoop
Garrett Hooper	Student Services	Erika Torgeson
Marco LLaguno	School of Humanities	Marco Llaguno
Philip Marcellin	Kinesiology/PE/Athletics	Philip Marcellin
Rebecca Shepherd	Social & Behavioral Sciences	Rebecca Shepherd
Gary Collis	Business	Gary Collis
Erin Barnthouse	Learning Resources	Ron Karlin

BP 4020   Program and Curriculum Development

References:

34 CFR sections 600.2, 602.24, 603.24, and 668.8; Education Code sections 66700, 70901, 70901(b), 70902(b), and 78016, Title 5 sections 51000, 51022, 55002(b)(1)(B). 55002.5, 55100, 55130, 55150, 57001, 58023, 58022, and 58050

4020.1   The programs and curricula of the Santa Clarita Community College District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the CEO shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

4020.2   These procedures shall include:
(a) appropriate involvement of the faculty and Academic Senate in all processes;

(b) regular review and justification of programs and course descriptions;

(c) opportunities for training for persons involved in aspects of curriculum development; and

(d) consideration of job market and other related information for vocational and occupational programs.

4020.3   All new programs and program deletions shall be approved by the Board of Trustees.

4020.4   All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.

4020.5   Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board of Trustees. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board of Trustees.

4020.6   Consistent with federal regulations applicable to federal financial aid eligibility, the District has designated each class hour as a "credit hour" and established the definition of "credit hour." The class hour is the basic unit of attendance for computing the number of full-time equivalent students (FTES) for apportionment.

Established procedures, pursuant to Title 5 and the California Community College Chancellor's Office Student Attendance Accounting Manual, define a "credit hour" as a clock hour of a total of 60 minutes composed of a segment

of no less than 50 minutes of scheduled contact for instruction and/or examination and a segment of 10 minutes for passing time between classes or a break.

District procedures assure that curriculum complies with the definition of "credit hour." It uses a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to ensure that a "credit hour" program has an appropriate minimum number of clock hours of instruction for each hour unit of credit it claims.

A "credit hour" **of work (one unit of credit) shall require 48 – 54 semester hours of total student work, which may include inside and/or outside-of-class hours. For example, one "credit hour" (50 minutes) of lecture classroom instruction per week involves two credit hours (100 minutes) of outside-of-class student work per week, for 150 minutes of total student work per week. Both inside and outside-of-class hours of total student work are found in the official course outline of record.**

A "credit hour" at College of the Canyons represents the amount of work necessary to achieve intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency. ~~that reasonably approximates not less than:~~

> ~~(a) One "credit hour" (50 minutes) of classroom or direct faculty instruction and a minimum of two "credit hours" (100 minutes) of out-of-class student work each week for semester-length (e.g., sixteen weeks) courses for one semester hour unit of credit, or the equivalent amount of work over a different amount of time; or~~

> ~~(b) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by College of the Canyons, including three "credit hours" (150 minutes) of laboratory work, studio work, and other activities leading to the award of "credit hours."~~

A "credit hour" is assumed to be a 50-minute period. In courses, such as those offered online, in which seat time does not apply, a "credit hour" may be measured by an equivalent amount of work, as demonstrated by student achievement.

Cooperative work experience courses shall award one semester credit hour for 75 hours of paid work or 60 hours of non-paid work.

See Administrative Procedure AP 4020
Approved 02/26/14; revised 2/22/18

HUMAN RESOURCES OFFICE

Date: February 27, 2018

To: Rebecca Eikey
            President, Academic Senate

From: Linda Clark
            Senior Human Resources Generalist (Faculty)

CC: Rian Medlin, Director, Human Resources
            Marilyn Jimenez, Administrative Assistant to the Academic Senate

Subject: Discipline Assignments for Jeffrey Baker

Name: Jeffrey Baker

Position: Animation Instructor

Discipline Assignment: Multimedia

The minimum qualifications for Multimedia are the following:

- Possession of an unexpired California Community College Instructor Credential in Multimedia OR
- ✓ Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent; OR
- Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent.

Jeffrey Baker meets the minimum qualifications with:

- B.A., Film, The Pennsylvania State University
- 24 years' experience in Animation at Dancing Bear Graphics, Atomic Games, Inc., American Laser Games and KRQE TV-13.
- 6 years' experience teaching Animation (part-time) at New Mexico State University, Central New Mexico University and Houston Community College.

Discipline Assignment: Graphic Arts

The minimum qualifications for Graphic Arts are the following:

_____Santa Clarita Community College District_____
COLLEGE OF THE CANYONS
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- Possession of an unexpired California Community College Instructor Credential in Graphic Arts OR
- ✓ Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent; OR
- Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent.

Jeffrey Baker meets the minimum qualifications with:

- B.A., Film, The Pennsylvania State University
- 24 years' experience in Animation at Dancing Bear Graphics, Atomic Games, Inc., American Laser Games and KRQE TV-13.
- 6 years' experience teaching Animation (part-time) at New Mexico State University, Central New Mexico University and Houston Community College.

Discipline Assignment: Broadcasting Technology

The minimum qualifications for Broadcasting Technology are the following:

- Possession of an unexpired California Community College Instructor Credential in Broadcasting Technology OR
- ✓ Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent; OR
- Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent.

Jeffrey Baker meets the minimum qualifications with:

- B.A., Film, The Pennsylvania State University
- 24 years' experience in Animation at Dancing Bear Graphics, Atomic Games, Inc., American Laser Games and KRQE TV-13.
- 6 years' experience teaching Animation (part-time) at New Mexico State University, Central New Mexico University and Houston Community College.

ACADEMIC SENATE STANDING RULE

STANDARD COMPONENTS FOR OPERATING PROCEDURES/BYLAWS OF SUB-COMMITTEES

A. STANDING COMMITTEES

The Academic Senate has established Standing Procedures for Appointments and Committee Creation in accordance with the Constitution and Bylaws of the Academic Senate. In furtherance of those procedures, and in accordance with Article VI(3) of the Academic Senate Constitution, the operating procedures and, or bylaws of all standing sub-committees of the Academic Senate shall be approved by a majority of the Academic Senate. The Academic Senate adopts the following essential features as content requirements for operating procedures/bylaws/charters of ~~all~~ standing sub-committees operating under the Academic Senate:

1. Name of committee & specification that it is a Standing Sub-Committee of the Academic Senate,

2. Connection to other committees or Board Policies and indicate the connection specifically to Academic Senate's 10+3 responsibilities (BP 7215),

3. Mission Statement of the Committee,

4. Duties and functions of the committee, including identification of how recommendations go to the Academic Senate (frequency and type),

5. Identification of designated Committee Chair(s) and length of term, (NOTE: *Academic Senate committees typically show composition by title, school and/or department, no individual names are listed*),

6. Committee Membership and information on joining/observing (NOTE: *Academic Senate committees typically show composition by title, school and/or department, no individual names are listed*),

7. Responsibilities of Committee Chair(s) and Committee Members, with voting rights of members specifically described,

8. Attendance Expectations (if applicable),

9. Meetings: description of frequency of meetings (can be open-ended or provide options, such as ongoing/monthly, annual, semi-annual, as needed) and length of meeting, and other descriptions of meetings as appropriate for the committee, such as "the first meeting of each academic year is a planning meeting,"

10. Program Review (if applicable),

11. Other information that is relevant to the duties and functions of the committee, including specific citations of Ed Code and/or Title 5.

B. AD HOC COMMITTEES AND TASK FORCES
Ad Hoc Committees and Task Force groups are not required to maintain approved operating procedures or bylaws, but may develop such guidelines if it is determined to be necessary. At a minimum, the Academic Senate expects such groups to function according to some manner of recognized parliamentary order and organization. These groups possess the autonomy to determine their own functional guidelines, unless a majority of the Academic Senate determines otherwise.

Approved x/x/x

Current Emeriti Scholarship Requirements:

The scholarship process opened on Feb. 5 and closes March 5. As the scholarship stands, the criteria is:

> *Merit 2.75 GPA*

> *Full-time student*

> *Must be related to COC employee*

It does not have a designation as to need. All students are eligible.

Should the scholarship have a requirement of US Citizen?