

Academic Senate Summary for October 10, 2019

Voting Members					
Senate President	Rebecca Eikey	A	Business Senator	Gary Collis	X
Vice President	Jason Burgdorfer	X	Learning Resources Senator	Ron Karlin	X
Immediate Past President	VACANT	A	At Large Senator	Garrett Rieck	X
Curriculum Chair	Lisa Hooper	X	At Large Senator	Jennifer Paris	X
Policy Review Chair	David Andrus	X	At Large Senator	Erica Seubert	X
AT Senator	Regina Blasberg	X	At Large Senator	David Brill	X
MSHP Senator	Sab Matsumoto	X	At Large Senator	Mary Corbett	X
VAPA Senator	Wendy Brill-Wynkoop	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	Erika Torgeson	X	Adjunct Senator	Jessica Small	X
Humanities Senator	Marco Llaguno	X	Adjunct Senator	Carly Perl	X
Kinesiology/Athletics Senator	<i>Lisa Hooper proxy for Philip Marcellin</i>	X	Adjunct Senator	Aaron Silverman	X
SBS Senator	Rebecca Shepherd	X	X= Present	A= Absent	

Non-voting Members	
Joe Gerda	A
Marilyn Jimenez	X
Dan Portillo (Warren Heaton AFT Rep)	X
Dr. Wilding	A

Guest			
Annie Effinger (ASG Student Rep)	X	Albert Loaiza	X
Michelle LaBrie	X	Justin Hunt	X
Dr. Diane Fiero	X	Sharlene Coleal	X
Omar Torres	X	Kathy Bakhit	X
Edel Alonso (via Zoom)	X		

A. Routine Matters

1. Call to order: 3:03pm
2. Public Comment:
 - Students have not received an email about the upcoming earthquake drill scheduled for Thursday, October 17, 2019. Faculty have received the email. Rebecca Shepherd spoke with Dr. Dianne Fiero who will speak with Jim Temple regarding making sure an email is sent out soon to students. Faculty were instructed to speak with students regarding this drill however an email notification with links to videos would allow students to view the information for themselves. There are many students with anxiety related issues which may be triggered by a drill of this nature and may self-select out.

3. Approval of the Agenda

- On the Sept. 26th summary under the Vice President Report there was a request to correct the title of the faculty work group from “Facilities Restroom Improvements” to “Facilities Improvements” group to allow for more general facilities discussions.
- Motion to approve the agenda by Gary Collis, seconded by David Andrus. Unanimous. Approved.

4. Committee Appointments: (pg. 3)

- Elections Committee
- Canyons Connects Advisory Committee
- Constitution & By-Laws Committee
- Cultural Advancement Team Members

5. Approval of the Consent Calendar

- Motion to approve the consent calendar by Lisa Hooper, seconded by Sab Matsumoto. Unanimous. Approved.

Academic Senate Summary, September 26, 2019 (pg. 4-11)	Curriculum Committee Summary, October 3, 2019 (pg. 12-23)
Program Viability Committee Summary, September 19, 2019 (pg. 24-26)	Executive Senate Committee Summary, October 1, 2019 (pg. 27-28)

B. Reports

These are informational items no discussion or action will be taken. However, clarification questions are welcomed.

1. Annual Curriculum Committee, Lisa Hooper (20 minute allocated time)

- Lisa shared the [Annual Curriculum Committee Report to Senate slide presentation](#), [Curriculum Revision Checklist Credit Courses](#) and acknowledge all committee members. The committee did a lot of work relating to new courses, new degree & certification programs, expanding noncredit offerings, re-packing curriculum and stackable certificates. Some highlights included the Annual Committee Training that is held during FLEX week and changes with AB-705 (such as English moving to a 4 unit 101 model and Math creating math lab support, Liberal Arts Math 100 courses). Pre-requisites in Math and English require some guidance and potentially new language. The committees solution was that if the pre-requisites were lower than the college level the course, the course was left in but a note was added stating “or higher placement” to help communicate to students that is there is some level of competency for Math and English that is required. The pre-requisites were not taken off as they are required as part of the articulation agreements.
- Multiple Measures Assessment: The office of Institutional Research will need to track what the student elected to take and how the student finished in that course. The committee has two years to collect data. Currently, there are high failure rates in math due to many students being unable to do arithmetic and attempting to take trigonometry and college algebra. Other disciplines are also being looked at to determine how math is impacting the students.
- New distance learning addendums: included work from the committee on how to address parking concerns. If a courses is not substantially changed and a faculty members wants to deliver it in hybrid and it is consistent with the teaching style of the

faculty member there is no need for a full review the course. If for example there is a public speaking course which requires a live audience the faculty member will need to present to the committee what technology will be used to facilitate a live audience.

- 5 year revision list is very large. Courses need to go through the audit trail by the end of the semester. CID's descriptors are evaluated on a 5 year cycle and are a part of the ADT's which allows our programs to count at the transfer level. Auditors include MQ&E's, articulations and SLO's.
 - Curriculum Academy: will include three workshops which are designed to provide a foundational and practical knowledge.
 - A Curriculum Revision Checklist Credit Course handout was shared. A checklist for non-credit will be available in the future.
 - The slide presentation shared will be on the Curriculum Committee website available as a resource guide.
2. Guided Pathways Liaisons Reports, Tara Williams & Erika Torgeson (7 minute allocated time)
- Data Labs are still open and available for people to join. E12 Committee is re-grouping and trying to identify what are some of the goals to work on in the next couple of years and re-examine which work groups will be re-established. Counseling will be working with different schools to identify specific drop in times to determine what are the needs of the schools and if there is a specific area for a counselor drop in. One of the challenges with drop in's is the shortage of counselors. It has not been determine how special population counselors will be linked to the success teams or to drop in's. Days and drop in's for schools will be communicated soon. In regards to the Mentoring Programs/A2MEND there is work being done with the Alliance Groups. There are posters around campus. There is an organization chart regarding how communication should take place in terms of Guided Pathways. The chart is going through its 6th revision and may come through Senate soon. The full Canyons Completes Updates from Sept. 2019 Steeling Committee is available on (pg. 11-13)

C. Action Items

Below are a list of items that the Senate will take action on. Discussion is welcomed by all attendees.

1. AA 19-35 Annual Curriculum Approval Certification, Lisa Hooper
 - Annual Curriculum Approval Certification (pg. 29-32)
 - It was clarified that what will approved is the signature for last year's budget.
 - Noncredit Course Approval and Certification Guidance Table (pg. 33-38)
 - There was a clarification that non-credit course approval will be included going forward.
 - Periodic Curriculum Review (pg. 39-40)
 - Motion to approve the AA 19-35 Annual Curriculum Approval Certification by David Andrus, seconded by Aaron Silverman. Unanimous. Approved.
2. Academic Mapping, Erika Torgeson
 - Guiding Principles
 - This item is in regards to the website that was created and which allows faculty to begin the process. The website includes documents that can be downloaded.

- Approval Form
 - There was a change proposed regarding re-wording “associates general education” as “canyons general education.” However, this change would prompt changes on multiple forms and links. The Counseling Department choose to leave the language as is.
- Templates
 - For the “Stand Alone Local Associates Degrees” this will be relabeled from “Canyons General Education” to “Associates General Education.”
- Motion to approve this item by Erica Seubert, seconded by Carly Perl. Unanimous. Approved.

D. Discussion

Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.

1. Accommodating Intercollegiate Student Representatives, Albert Loaiza & Phil Marcellin
 - It needs to be determined what faculty want the form to look like.
 - Senators took the sample forms and shared with their schools and reported back to senate. Feedback was collected from the following schools:
 - School of VAPA: Faculty are supportive of a form but feel it shouldn't just apply to athletics and that it should include any school sanctioned events.
 - School of Humanities: There was concern regarding what is expected of the instructor. Is the instructor supposed to not deduct points for missing class or count as an excused absence? Faculty want more specifics on the forms such as date and reason for missing class.
 - School of Social & Behavioral Science: Faculty are in favor of a form and feel student athletes should not have priority over other school functions. Faculty felt it is important to make the policy language clear.
 - School of Kinesiology: It was clarified that student athletes are only allowed to register during certain time blocks to avoid overlap over athletics and other classes. Language needs to be included regarding an unforeseen conflict and have the coach contact the instructor of the impacted course. The form should be signed by the coach to confirm the time the student will be absent.
 - School of Applied Technologies: There are not too many student athletes in this school. Accommodation is a standard in AT for student success. These types of policies are not enforced in the syllabus.
 - School of Business: Faculty are in favor of a form. There is a request for more communication. In regards to policy language, is there a limit of absences?
 - School of MSHP:
 1. Department of HPPS: There are no student athletes in this department and students cannot make up clinical times due to contracts. School is very accommodating so attrition rates stay low. Faculty are supportive of a form but concerned with the additional workload.
 2. Department of MSE: Questions regarding what faculty have to do. Faculty are ok with the form due to the policies not changing. Faculty felt that if one group of students are accommodated then other groups should be too. Concern that students may take advantage of the form.
 - Student Services: Counselors are supportive of the form. There was a request to have a contact email or phone number of the person sponsoring the event in

case there are questions or concerns from the faculty member. A flyer should be attached indicating the change of event date/time.

- Policy Committee: The Policy Committee is not handling the form. What is determined in policy will determine what the value of the form will be. The current policy states that an excused absence is defined as “extenuating.” However, when it starts to count towards 10% absences that an instructor can drop a student for there are no distinguishing characteristics between “excused” and “unexcused” absences. Policy changes will be presented to senate soon. There needs to be a process created that if the policy is not adhered to then there is a violation.
 - The form will be created and sent to faculty for review. The form will come back as an action item.
2. Canyons Connects, Counseling referral messaging language, Michelle LaBrie (pg. 41-43)
- The messaging prompts that would go to the students if a counseling referral is made were discussed. The prompts were written by the counseling faculty. There would be three referrals, Academic, Career and Life Skills. Life Skills would not be referring to behavioral intervention. Within 1-2 days a counselor would retrieve the referral and see all the flags from other faculty and then reach out to the student. The counselor could also refer additional referrals. There will be built in layers for students of special populations such as Veterans, EOPS or DSPS. There is concern that the term “Referral” can communicate to the student that they may be in trouble. Could there be a different word use? However, it was clarified that this is the language built into the system. There was a request to add after the word “transfer” after the word “educational planning” to encompass all students. There was a request to change the term “life skills” and change to “Practical Skills.” The other option is to remove “life” and just leave as “skills.”
3. 2019 Climate Survey Results, Wendy Brill
- [2019 Climate Survey \(Faculty-Staff link\)](#)
 - [2019 Climate Survey \(Admin link\)](#)
 - Three surveys have been conducted, one by Academic Senate in 2008, second by Institutional Research in 2016 and a last one by COCFA in 2019. All three surveys show a consistent concern with campus climate. Major themes include a lack of transparency in terms of decision making regarding the budget. Committee work for faculty and staff input is solicited but ignored. Adjuncts feel they do not have enough time or compensation for effective participation in shared governance, too many meetings, speaking out puts you on a list, lack of respect from faculty expertise from the state, concern with safety not being addressed and issues with communication. The response to the survey was to create a committee on committees to collapse the near 100 committees and to create a Shared Governance Council. One idea proposed is to come up with actionable solutions attached to a timeline to be accountable for those actions. A Governance council may facilitate communication. For example what is happening in Program Viability is connected with a decision in Facilities.
 - Several suggestions were shared such as, have the results of the survey emailed out to everyone. Develop a healthy 360 evaluation process (similar to the faculty evaluation process). Ensure faculty representation on administrator hiring committees. Have a say in technician performance evaluations, such as lab techs. Request to harness the technology to improve efficiency, in particular regarding emails. An idea was proposed

to have a webpage where all campus announcements could be posted to eliminate the many coc-all emails. The title of the survey could be more specific as many felt the Climate Survey title was referring to climate change. There is going to be a PRT team that will help focus on improving communication. There may be a need to have Senate put in a recommendation to have an outside professional organization conduct a survey to help close the gap.

E. Unfinished Business

Below is a list of items that can be discussed for a future date.

1. Senator Responsibilities and Communication

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.

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 248

BP & AP 5010 Admission and Concurrent Enrollment
BP & AP 5410 DSP&S
BP 4240 Academic Renewal
Academic Senate Constitution and Bylaws Revisions
AP 7120 Recruitment
BP & AP 4030 Academic Freedom (Back in Committee per CPC)
Camera Policy
BP/AP Covering Substitute Teachers
Student Conduct (Phase 2 - BPs 5529, 5530 & 5531)
BP & AP 4233 Digital Badging
Freedom of Speech, Harassment
BP & AP – Civic Center and Other Facility Use
Administrative Retreat Rights

H. Announcements

- Next Academic Senate Meetings Oct. 24th, Nov. 7th & Nov. 21st 2019
- [2019 Fall ASCCC Fall Plenary Session, Nov. 7-9, 2019](#), Newport Beach
- [Resolutions for Discussion at Area Meetings October 11-12, 2019](#)
 - Please contact [Rebecca Eikey](#) with any questions or concerns

I. Adjournment: 4:59pm