



College of the Canyons Academic Senate

February 24, 2022

3:00 p.m. to 4:50 p.m. Via Zoom

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/96505453513?pwd=bHJaSlpTK0pqK3lVamFvcHVvbnVWZz09>

Meeting ID: 965 0545 3513

Passcode: 500205

One tap mobile: +16699009128, US (San Jose); +13462487799, US (Houston)

AGENDA

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

ADA statement: 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 Senate Office at academicsenateinfo@canyons.edu College of the Canyons

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. Public questions or comments can be submitted via email at academicsenateinfo@canyons.edu or asked via zoom chat feature.*
3. Approval of the Agenda
4. Committee Appointments:
 - SP 22 Selection Committees (pg. 3)
 - Academic Integrity Taskforce (pg. 3)
 - Tenure Committee appointment (pg. 4)
5. Sub-Committee Summaries: none
6. Approval of the Consent Calendar
 - Academic Senate Summary, Feb. 10th, 2022 (pg. 5-8)

B. Reports

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

1. Career Education Committee Annual Report, Gary Quire (pg. 9-14)
2. Academic Senate Presidents Report, David Andrus

C. Action Items

none

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

D. Discussion

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

1. [Follow Up Joint Senate/COCFA Fall, 2021 Townhall Report Out](#), David Andrus & Nicole Faudree
2. BP/AP 4010 (Academic Calendar), Gary Collis
 - a. BP 4010 (pg. 15)
 - b. AP 4010 (pg. 16-17)
3. Commencement Planning, David Andrus
4. Pending Senate Election Procedures, Dustin Silva (pg. 18-19)

E. Unfinished Business

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

1. AP 7121 (Minimum Qualifications and Equivalencies), Alisha Kaminsky
 - a. [CTE Faculty MQ Toolkit](#)

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. Academic Integrity Taskforce
2. Faculty Offices/Furniture
3. Department Chair Training Workshops
4. Tenure Committee Training Workshops

G. Announcements

- Next Academic Senate Meeting Spring 2022: March 10th, March 24th, April 14th, April 28th, May 12th & May 26th
- [ASCCC 2022 Accreditation Institute](#), Feb. 25th -26th, 2022-Hybrid Event *Subject to change*
- [ASCCC Area C Meeting Spring 2022](#), March 19, 2022, Virtual Meeting
- [ASCCC 2022 Spring Plenary Session](#), April 7th -9th, 2022-Hybrid Event
- [ASCCC 2022 Career and Noncredit Education Institute, May 12th-14th, 2022](#)-Hybrid Event *Subject to change*
- [ASCCC 2022 Faculty Leadership Institute](#)- June 16th – 18th, 2022, Hybrid Event *Subject to change*
- [ASCCC 2022 Curriculum Institute](#)- July 6th – July 9th, 2022, Hybrid Event *Subject to change*

H. Adjournment

Spring 2021 Selection Committee list

First Name	Last Name	FTF/Adjunct
Pamela	Williams-Paez	FTF

Academic Integrity Taskforce List of Members

First Name	Last Name	FTF/Adjunct
Bob	Maxwell	FTF
Charlie	Johnson	FTF
Dave	Brill	FTF
Garrett	Rieck	FTF
Michelle	LaBrie	FTF
Mike	Haratunian	FTF
Peter	Hepburn	FTF
Regina	Blasberg	FTF
Shane	Ramey	FTF

Tenure Committee 2022-2022 appointment

Last Name	First Name	School	Committee Chair	Peer Evaluator	Administrator	Full Time Faculty Hire Date	Status
Meredith	Stephanie	Anthropology	Lisa Malley	Jeannie Chari	Andy McCutcheon	2/7/2022	0 year

Academic Senate Meeting Summary for Feb. 10, 2022

Voting Members					
Senate President	David Andrus	X	Learning Resources Senator	Peter Hepburn	X
Vice President	Lisa Hooper	X	Personal & Professional Learning Senator	Garrett Rieck	X
Immediate Past President	Rebecca Eikey	X	At Large Senator	Ambika Silva	X
Curriculum Chair	Lisa Hooper	X	At Large Senator	Jennifer Paris	X
Policy Review Chair	Gary Collis	X	At Large Senator	Erica Seubert	X
AT Senator	Regina Blasberg	X	At Large Senator	Rebecca Shepherd	X
MSHP Senator	Shane Ramey	X	At Large Senator	Mike Harutunian	X
VAPA Senator	David Brill	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Lauren Rome	X
Humanities Senator	Marco Llaguno	X	Adjunct Senator	Jesse Vera	X
Kinesiology/Athletics Senator	VACANT	A	Adjunct Senator	Aaron Silverman	A
SBS Senator	Tammera Rice	X	X= Present	A= Absent	
Business Senator	Gary Quire	X			

Non-voting Members			
Dr. Omar Torres	X	Gina Bogna	A
Marilyn Jimenez	X	Nicole Faudree (COCA President)	X
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative-Collin Shneour	X

Guest							
Adam Kaiserman	X	Daylene Meuschke	X	Dr. Jasmine Ruys	X	Michael Sherry	X
Andy McCutheon	X	Dianne Avery	X	Jason Burgdorfer	X	Maral Markarian	X
Christopher Blakey	X	Dilek Sanver-Wang	X	Jennifer Smolos	X	Michelle LaBrie	X
Collette Gibson	X	Dr. Edel Alonso	X	Jessie Crowley	X	Siane Holland	X
Connie Palazzolo	X	Dr. Kathy Bakhit	X	Kelly Burke	X	Victoria Leonard	X

A. Routine Matters

1. Call to order: 3:04pm
2. Public Comment:
 - a. Dr. Edel Alonso wished everyone a great start to the spring 222 semester. Anyone who wishes to contact her can do so via cell phone.
3. Approval of the Agenda

- a. Motion to approve the agenda by Tammera Rice, seconded by Lisa Hooper. Lauren Rome (yes, proxy for Aaron Silverman). Unanimous. Approved
- 4. **Immediate Action Item:**
 - **Statement on Finding Facts to Implement Teleconferencing During a Proclaimed State of Emergency**, David Andrus (pg. 8-9)
 - There are many who still have concerns about meeting in person. David has conferred with legal counsel on Brown Act implications for hybrid Senate meetings. As long as the Teleconferencing emergency resolution is in effect, meetings should be hosted entirely by remote modality (Zoom). There is not an option to do both if the resolution is in effect because to do so would violate the spirit of the law and resolution adopted by the Senate. At any point, if the Senate does not implement an emergency teleconference resolution, pre-pandemic Brown Act provisions would be reinstated. Motion to approve resolution by Lisa Hooper, seconded by Jesse Vera. Lauren Rome (yes, proxy for Aaron Silverman). Unanimous. Approved
- 5. Committee Appointments:
 - SP 22 Selection Committees (pg. 3)
 - Tenure committee (pg. 4)
- 6. Sub-Committee Summaries: none
- 7. Approval of the Consent Calendar
 - Academic Senate Summary, Dec. 2nd, 2021 (pg. 5-7)
 - Summary was recalibrated to include less details. This will be the format moving forward. Motion to adopt the consent calendar by Mike Harutunian, seconded by Lauren Rome. Lauren Rome (yes, proxy for Aaron Silverman). Unanimous. Approved

B. Reports

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

1. Academic Freedom Committee Annual Report, Chris Blakey
 - a. The committee's main purpose is to provide support and advice to faculty through a process of analysis. The committee produces reports to be utilized by the Academic Senate and District. The committee serves largely as a think tank on all Academic Freedom matters. The committee will present reports and the Senate will determine how to move forward with those reports.
2. Academic Senate Presidents Report, David Andrus
 - a. Welcome back to all faculty and welcome newest Adjunct Senate member, Jesse Vera.
 - b. Congratulations to all newly hired FTF who started spring 2022.
 - c. The *Academic Integrity Taskforce* will be created with the goal of appointing one member for each School/Division.
 - d. A Valencia campus *Collegial Celebration* will be scheduled for the end of the year.
 - e. Dept. Chair Training workshop series will be created.
 - f. Joint Taskforce was created to review Tenure Committee evaluations and its function. It continues to meet. Tenure committee training workshops might be considered by the Academic Senate.
 - g. Dept Chair Elections will be hosted spring 2022.
 - h. David will continue to report out on *Return to Campus Coalition* meetings.
 - i. Continuing need to address how to reduce carbon footprint on campus. This should be a part of the District's long term vision.
 - j. Lisa Hooper will present a list of all DLA's and their categories and components to the Senate at a future meeting.

C. Action Items

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

1. Discipline Memos

- Motion to adopt the discipline memos by Tammera Rice, seconded by Regina Blasberg. Lauren Rome (yes, proxy for Aaron Silverman). Erica Seubert (yes, proxy for Shane Ramey). Unanimous. Approved

New full-time faculty hired 2/7/22 discipline memos	Syl Arena, Photography (Commercial), (pg. 16-17)
Fiorella Chauca, Spanish (Modern Languages), (pg. 10-11)	Educational Administrator discipline memos
Jessica Crowley, Emergency Medical Technician (EMT), (pg. 12-13)	Clinton Slaughter, Educational Administrator, (pg. 18-19)
Michael Felix, History (pg. 14)	Jeffrey Gregor, Educational Administrator, (pg. 20-22)
Stephanie Meredith, Anthropology (Biological/Forensic), (pg. 15)	

2. HyFlex Policy, David Andrus (pg. 23-24)

- a. There is no Title 5 provision that defines or regulates HyFlex. A local policy will be created. There will be a training component. There is a list of HyFlex classrooms and conference rooms. Policy was amended to read, *“COC has utilized HyFlex modality for more than a decade.”*
- b. Motion to adopt the HyFlex policy with amendments by Rebecca Eikey, seconded by Regina Blasberg. Lauren Rome (yes, proxy for Aaron Silverman). Erica Seubert (yes, proxy for Shane Ramey). Unanimous. Approved

3. AP 4102 (Career and Technical Education), Gary Collis (pg. 25-26)

- a. This policy is connected to the CTE Handbook and was provisionally approved by CPC. Policy includes Federal disclosures to students.
- b. Motion to adopt AP 4102 by Gary Quire, seconded by Regina Blasberg. Lauren Rome (yes, proxy for Aaron Silverman). Erica Seubert (yes, proxy for Shane Ramey). 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. [COVID-19 Testing & Check-in](#), Dr. Jasmine Ruys

- a. Dr. Ruys presented a slide presentation that included a list of campus testing sites, information on COVID-19 vaccinations/boosters, what to do if a student tests positive in a class and links to information and resources.

2. Accreditation Reminders, David Andrus & Dr. Omar Torres

- a. Dr. Torres hosted an accreditation workshop at spring, 2022 convocation with 100 people in attendance. Important to ensure SLO's found in course outlines of record are aligned to all syllabi. The ACCJC Visitation team will randomly check syllabi and will audit past CANVAS course shells. The team will be visiting online via zoom.

3. Enrollment Management Planning, David Andrus

- a. A meeting is scheduled for next week. Many cannot attend due to scheduling conflicts. It is important to capture spring, 2022 enrollment impressions from Senators so that David and Dr. Torres can include the information in enrollment management considerations. There is an instructor work load issue due to last minute adds with both online and F2F classes. There is also concern with cancelling classes in the first week of the semester.

4. [Academic Professional Standards Long Term Vision \(Joint Senate/COCFA Fall, 2021 Townhall Report Out\)](#), David Andrus & Nicole Faudree

- a. The overall theme of the townhalls has been flexibility. The townhalls discussed issues such as, how working condition impact instruction, AFT contract limits, class capacity, teaching

modalities, the need for online counseling and the need to repurpose areas on campus. This item will return as a discussion item.

E. Unfinished Business

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

1. AP 7121 (Minimum Qualifications and Equivalencies), Alisha Kaminsky
 - a. [CTE Faculty MQ Toolkit](#)

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. Academic Integrity Taskforce
2. Collegial Celebration End of Year Planning

G. Announcements

- o Next Academic Senate Meeting Spring 2022: Feb. 24th, March 10th, March 24th, April 14th, April 28th, May 12th & May 26th
- o [ASCCC 2022 Part-Time Faculty Institute-Virtual Event](#), Feb. 10th – 11th, 2022
- o [ASCCC 2022 Accreditation Institute](#), Feb. 25th -26th, 2022-Hybrid Event *Subject to change*
- o [ASCCC 2022 Spring Plenary Session](#), April 7th -9th, 2022-Hybrid Event
- o [ASCCC 2022 Career and Noncredit Education Institute, May 12th-14th, 2022](#)-Hybrid Event *Subject to change*
- o [ASCCC 2022 Faculty Leadership Institute](#)- June 16th – 18th, 2022, Hybrid Event *Subject to change*
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H. Adjournment: 5:04 pm

**Academic Senate CE Committee Report
Spring 2022**

A. Committee – CE Committee

Committee Administration Chair Harriet Happel – CTE Dean

Committee Faculty Chair Gary Quire – CTE Liaison

B. CTE Membership List

Gary Quire	CE Liaison/Committee Faculty Chair
Harriet Happel	CTE Dean/Administrator Chair
Faculty Appointments	
Faculty Member	Position
Larry Alvarez	Administrative of Justice
Regina Blasberg	Construction
Jennifer Paris	Early Childhood Education
SB Tucker	EMT
Mark Daybell	Graphics and Multimedia Design
Jeff Baker	MEA
Garrett Rieck- <i>attends as needed</i>	Non-credit
Heather Dotter	Nursing
Tina Waller	Nursing
Nicole Faudree	Paralegal Studies
Justin Hunt	Network Technologies
Tim Baber	Welding
Mary Corbett	Nursing
Other Members	
Daylene Meuschke	Institutional Research, Planning & Institutional Effectiveness
Dr. Omar Torres	CIO
Paula Hodge	Economic Workforce Development
James Temple	Information Technology
Jason Hinkle	Business Services
Justin Wallace	Director, Business Partnership and Workforce Engagement-Educational. Administrator
Keri Aaver	Associate Director of the Job Placement for Workforce Development
Marilyn Jimenez	Academic Senate and Instructional Support

C. Committee background/purpose objectives or goals

CE Committee focuses on discussing and evaluating CTE program needs between community college educational institutions and employers. The CE Committee looks at the direction for CTE programs from a State, Regional and Local levels. The committee discusses program review and budgetary items in regards to Perkins funding and Strong Workforce funding. In recognition of this fact, College of the Canyons Career Education Departments collaborate with industry professionals on

Academic Senate CE Committee Report Spring 2022

many aspects of their programs. Advisory committees are groups of local employers and community representatives who advise educators on the design, development, operation, evaluation, and revision of technical/occupational education programs. The workplace knowledge and resources provided by committee members help to ensure that all aspects of technical/ occupational education reflect the needs and current conditions of the workplace and that program completers are capable of successfully completing the next step whether it be employment or further education.

D. Report Details:

Chair, CE Committee – The CE Committee has been meeting on a regular basis, one to two times per month as needed. The CE Committee meets on specific Mondays from 1:00 – 2:00pm via Zoom. The dates, agendas, meeting minutes, and supporting documents are all posted on the CE Committee Academic Senate website and in the CTE Committee Canvas Shell. Spring 2022 dates have been established and the first meeting is scheduled for February 21, 2022.

SWP Update

- SWP funding remains consistent, but the regional consortium is going under a complete reorganization we will know more end of Spring 2022. Attached is a copy of the most recent local and regional budgets for Round 6 (2021/2022). (See Appendix B)

Projects:

- **Career Connects powered by Job Speaker**
LinkedIn Learning
 - This is an SCCRC project that is engaging employers across the region to sign up on the Job Speaker portal for internships and employment. All students have access to the platform to create a profile for the purpose of building an employment portfolio that is skills based from the first day of class at COC. Embedded in Job Speaker is 100% access to LinkedIn Learning and in phase two will be access to build a LinkedIn Profile.
 - **Websites:** The web designer contract with Robin Spurs was renewed for 2021/2022. All of the CE websites have Career Trees added to the site as well as interactive links that connect to ONet.com.

**Academic Senate CE Committee Report
Spring 2022**

- **Videos**: The contract for video services is still on hold for 2021/2022. Videos will resume when we have progressive reopening and when students and faculty can participate in videos without a mask. (See Appendix A)

CE Faculty Training by the Association of College and Marketing: Besides the Interactive Career Trees we are limited until progressive reopening. We have the funding and in the process of hiring a Social Media Marketing Consultant who will expand our presence on Social Media.

CTE Tool Kit Ad Hoc:

A group of CTE Faculty from the CTE Committee and a group of Faculty from the Min Quals Committee are working together in rewriting the CTE Tool Kit. The goal is to have this completed this month February 2022 and present it to Academic Senate in March 2022.

Short Term Certificate for Employment:

- Project Management for Non-Project Managers was completed and approved by our Curriculum Committee in Fall 2021
- Facilities Management
- Supply Chain Management
- Certified Production Technician
- Milling and Tooling Pathway

CE Faculty Training by the Association of College and University Educators(ACUE):

- Through CARES Act funding and SWP 1 ACUE cohort is being offered to this semester: We will be offering the ACUE micro course **Inspiring Inquiry and Preparing Lifelong Learners (online) – Feb 7 to Apr 3.**
- This course is organized around six competencies and takes approximately eight weeks to complete.
 - Motivating Your Students
 - Providing Clear Directions and Explanations in Your Online Courses
 - Integrating Visualization Tools in Online Courses

**Academic Senate CE Committee Report
Spring 2022**

- Using Data and Feedback to Improve Online Teaching
- Using Advanced Questioning in Online Courses
- Developing Self-Directed Online Learners

Educators who complete the requirements for this open enrollment course earn a micro-credential in “Inspiring Inquiry and Lifelong Learning in Your Online Course.” This micro-credential may be utilized in meeting partial requirements necessary to earn the American Council on Education (ACE) endorsed Certificate in Effective College Instruction.

Other CTE Liaison Committee Participation:

SCCRC Meetings	Chancellors Taskforce on Workforce Development
Personal and Professional Learning Committee	ACUE Cohort/Facilitator Meetings
Guided Pathways	Regular meetings with Harriet
Perkins	Academic Senate Meetings
CE Committee Meetings	Senate Executive Committee Meetings
IEPI PRT Meetings	
Meetings with Omar	

APPENDIX A

Videos in Progress (2021/2022 Contract): These videos cannot continue until the progressive reopening begins.

1. ARCHT / ID Home Staging
2. School of Personal and Professional Learning - Vocational Programs (ESL)
3. (2) Automotive Videos

APPENDIX B

2021/22 SWP RD6 TOTAL Budget				
	Base	\$ 1,423,722.00		
	Incentive	\$ 290,779.00		
ALLOCATION AMOUNT		\$ 1,714,501.00		
		BUDGET		
Salaries and Benefits				
	Technical Theatre Instructor - 95% (Fall 16 Hire) C. Boltz	\$ 150,498.00		
	Construction Management Instructor - 80% (Fall 16 Hire) E. Arnold	\$ 98,788.00		
	Nursing Instructor - 95% (Fall 16 hire) - S. Duncan	\$ 150,067.00		
	Culinary Arts Instructor - 80% (Spring 17 hire) - M. Bustillos	\$ 130,868.00		
	Business/Accounting (Fall 18 hire) - A. Naddafpour	\$ 133,005.00		
	Release Time - CTE Liaison - G. Quire	\$ 56,782.00		
	Career Counselor A. Kaminsky	\$ 142,040.00		
	Web Developer - S Burns	\$ 71,095.00		
	Career Coaches (aka COC Reps)	\$ 285,636.00		
	Makerspace	\$ 99,402.00		
	Supplementary Services	\$ 9,548.00		
Subtotal		\$ 1,327,729.00		
Consultants: Marketing, Websites, and Videos		\$ 100,000.00		
CTE Professional Development		\$ 50,000.00		
Employer Engagement		\$ 168,192.00		
Indirect		\$ 68,580.00		
Subtotal		\$ 386,772.00		
TOTAL		\$ 1,714,501.00		
2021/22 RD 6 SWP REGIONAL TOTAL Budget				
	Base	\$742,265.00		
	Incentive	\$174,967.00		
ALLOCATION AMOUNT		\$917,232.00		
	Job Speaker/LinkedIn Platform	\$ 68,500.00		
	Advanced Technology Center	\$ 300,000.00		
	Industrial Maintenance Technician	\$ 112,043.00		
	Fire Academy	\$ 200,000.00		
	Intersect labs	\$ 100,000.00		
	Contracts	\$ 100,000.00		
	Indirect	\$ 36,689.00		
TOTAL		\$ 917,232.00		
NOTE: Both budgets are subject to change pending the one-time augmentation for the budget surplus.				



BP 4010 Academic Calendar

Reference:

Education Code Section 70902(b)(12)

The CEO shall, in consultation with the Calendar Committee, which shall include faculty, classified employees, administrative personnel, and students, appropriate groups, (including, but not limited to the Academic Senate, bargaining units, administrative representative from student services and instructional units), develop and submit an academic calendar to the Governing Board.

Approved 06/25/14

Reviewed by Academic Senate XX/XX/2022

Reviewed by Associated Student Government XX/XX/2022

Reviewed by CPC XX/XX/2022



AP 4010 ACADEMIC CALENDAR

Reference:

Education Code Section 70902(b)(12)

1. The adoption of the academic calendar is an “academic and professional matter,” as described in Board Policy 7215, upon which the District and the Academic Senate obligate themselves to mutually consent.
2. An “Academic Calendar Committee” shall prepare proposed academic calendars detailing each “academic year,” as defined by Title 5, sec. 55701 et seq., for adoption by the Santa Clarita Community College District (“District”) in the manner described herein.
3. The District, an approved “flexible calendar” college, designates ten (10) days of each academic year for professional development activities (“FLEX”). The District’s academic calendar shall consist of 175 days of instruction, inclusive of the FLEX days, plus one additional day of service (Opening Day), for a total of 176 days of service.
4. The District’s academic calendar shall observe the following statutory holidays on the dates outlined below:
 - a. New Year’s Day (January 1)
 - b. Dr. Martin Luther King, Jr. Day (Third Monday in January)
 - c. Lincoln Day (February 12 - See below for further information)
 - d. Washington Day (Third Monday in February)
 - e. Memorial Day (Last Monday in May)
 - f. Juneteenth National Freedom Day (Third Friday in June)
 - g. Independence Day (July 4)
 - h. Labor Day (First Monday in September)
 - i. Veterans Day (November 11 – See below for further information)
 - j. Thanksgiving Day (Fourth Thursday in November)
 - k. Christmas Day (December 25)
5. The academic calendar shall observe Lincoln Day, Veterans Day, and holidays that fall on weekends as allowed by Education Code section 79020. The District shall, in the absence of necessity or good cause, refrain from exercising its legal discretion over the scheduling of closures in recognition of holidays to require closure more than once a semester or term on the same weekday.
6. The Academic Calendar Committee membership shall consist of representatives of each of the following: the Administration; each recognized bargaining group; the Academic Senate; the Classified Senate; and Associated Student Government, as stated in the Academic Calendar Committee Operating Procedures. Each separately represented group shall appoint their representatives for a two-year term as stated in the Academic Calendar Committee Operating Procedures.

7. The co-chairs of the Academic Calendar Committee shall convene an initial committee meeting during the first six weeks of each fall semester to consider the timing of the committee's work. The Academic Calendar Committee shall maintain and periodically review Operating Procedures which, at a minimum, describe the committee's voting processes (requiring one vote for each representative) and the process for the scheduling of, and conduct of, committee meetings.
8. In creating an academic calendar, the Academic Calendar Committee shall be guided primarily by concern for the interests of students and learning although other secondary interests, such as the calendars of the William S. Hart Union High School District and other area school districts and other District operations should also be considered to the extent practicable.
9. Starting with the calendars for the 2022-2023 and 2023-2024 academic years and continuing as a matter of course thereafter, the Academic Calendar Committee shall prepare a single proposal for two sequential academic calendars and submit the proposal to the President of the Academic Senate no later than eighteen months (1.5 years) prior to the first day of the first academic year described within that proposal.
10. If the Academic Calendar Committee proposes an academic calendar that substantially deviates from the general pattern of the District's last adopted academic calendar (by, for instance, eliminating an academic term entirely), the committee shall submit such a proposal to the President of the Academic Senate at least thirty months (2.5 years) in advance of the first day of the first academic year described in the proposal. These deadlines recognize the importance of the timely adoption of future academic calendars on orderly college planning and operations.
11. The Academic Senate shall consider the Academic Calendar Committee's timely proposals expeditiously to provide sufficient time for the District's Board of Trustees to subsequently consider, and potentially adopt, the proposed academic calendar as far in advance as feasible.
12. The Academic Calendar Committee may consider proposals brought forth by any committee member, acting as a representative of the member's constituency, to modify a previously-adopted academic calendar only in unusual circumstances and when supported by good cause. The Academic Calendar Committee shall present proposals to modify a previously-adopted academic calendar to the Academic Senate for its consideration as soon as practicable after the good cause, such as applicable legal changes, changes to legal holidays, or declared emergencies, supporting the need for modification became apparent to the committee. The Academic Calendar Committee's proposal for modification to the Academic Senate must be accompanied by a written explanation of the need for the modification. The timing requirements of this procedure shall not apply to proposals to modify a previously-adopted academic calendar.

Reviewed by Academic Senate XX/XX/2022

Reviewed by Associated Student Government XX/XX/2022

Reviewed by CPC XX/XX/2022

Academic Senate Elections Committee Procedures and Regulations

Election Committee:

1. Elections of officers and members of the College of the Canyons Academic Senate ~~should~~ **shall** be run by the Elections Committee.
2. This committee will be comprised of ~~three~~ **appointed faculty** members reporting to the Academic Senate.
 - a. The Academic Senate **President** will appoint the chair of the committee.
 - b. The Academic Senate President will seek faculty volunteers to serve on the Elections Committee which will be approved by the Academic Senate.
3. The committee's duties include seeking nominations, running elections, and declaring the results to the Academic Senate.
4. The committee will ensure that elections are held ~~at appropriate times and in a timely manner~~ **per the Academic Senate Constitution**.
 - a. ~~The eligible voters, per the Academic Senate Constitution, will participate in the appropriate election which include nominations and voting.~~
 - b. ~~The Senate President and the Senate Vice President elections shall be conducted no later than the 4th week of the spring semester of even years. A publicized call for nominations shall be sent prior to the conclusion of the preceding fall semester. The nominating period shall be open and extend until the conclusion of the second week of the spring semester. The Senate President and Senate Vice President shall be elected by a plurality of the tenured and tenure track faculty. They will be elected for a two-year term. No restrictions shall exist in the number of terms served. (Section 6.A. of Constitution)~~
 - c. ~~The Division or School Senators elections shall be conducted in the respective divisions or schools no later than the 6th week of the Spring Semester of even years. The School/Division Senators shall be elected by a plurality of the tenured/tenure track faculty in their respective Schools/Divisions. They will be elected for a two-year term. No restrictions shall exist in the number of terms served. (Section 6.B. of Constitution)~~
 - d. ~~The At-Large Senator elections shall be conducted no later than the 8th week of the Spring Semester of odd years. The At-Large Senators will be elected by a plurality of the tenured and tenure track faculty. They will be elected for a two-year term. No restrictions shall exist in the number of terms served. (Section 6.C. of Constitution)~~
 - e. ~~Adjunct Senators will be elected during each Spring semester. Adjunct Senators will be elected by a plurality of those maintaining employment as adjunct faculty as defined by the American Federation of Teachers Collective Bargaining Agreement. Adjunct Senators will serve a one-year term and must maintain their employment as an adjunct faculty member, as defined by the American Federation of Teachers Collective Bargaining Agreement, during their term of office. No restrictions shall exist in the number of terms served.~~
 - f. ~~In any non-contested elections where there is only one candidate for a position, a formal ballot will not be needed unless requested by an eligible voting member for that respective election.~~
5. Elections will be conducted by the Elections Committee either by paper or electronic ballots.
6. The results will be confirmed by the Academic Senate. ~~by the conclusion of the semester in which they are held.~~
7. **Email correspondence relating to an election must be conducted via Canyons email for all parties.**

Nomination Procedures and Regulations:

- a. The nominating period shall be no less than two weeks in duration ~~with the nomination period longer for both Senate President and Senate Vice President positions, see above.~~
- b. Nominations will be obtained from the appropriate faculty groups.
- c. ~~All nominations must be done through the use of the Canyons email system. Nominations received by non-Canyons emails will not be accepted.~~
- d. Individuals may nominate themselves or another member of the faculty group may nominate a qualified faculty member. ~~only with the nominee's permission and with the nominee carbon copied on the nomination email.~~
- e. Nominees will be given the full nomination list.
- f. ~~Individuals nominated should be consulted for approval before having their names on the ballot.~~

Election Procedures and Regulations:

- a. Candidates may provide a candidate statement that is single-spaced, in Times New Roman size 12 font, no more than 400 words, and fits within a page. Candidate statements will be formatted to the required specifications as needed. Candidates are not required to provide a statement as they are optional.
- b. Candidates will be given at least 5 business days to provide a candidate statement. (Business days are defined as Mondays through Fridays, not including Saturdays, Sundays, and holidays according to the academic calendar.)
- c. Candidate statements will only be accepted by candidates and through the use of the Canyons email system. Candidate statements ~~will~~ may not be accepted otherwise.
- d. Candidate statements will be compiled and sent out to eligible voters in random order prior to or at the opening of the election.
- e. If an election has multiple seats for the same position, then eligible voters will be able to vote for multiple candidates equal to the number of available seats, no more than one vote per candidate.
- f. The voting period for elections involving only full-time employee voters will be held for a minimum of 5 business days. (Business days are defined as Mondays through Fridays, not including Saturdays, Sundays, and holidays according to the academic calendar.)
- g. The voting period for elections that involve part-time employee voters will be held for a minimum of 8 business days. (Business days are defined as Mondays through Fridays, not including Saturdays, Sundays, and holidays according to the academic calendar.)

Campaigning and Lobbying Rules and Regulations:

- a. The Canyons email system may not be used for campaigning or lobbying either by the candidate or any other college employee, except by Senate Elections to disseminate candidate statements to eligible voters.

Approved by the Academic Senate: March 28, 2019