College of the Canyons Academic Senate

December 8, 2022
3:00 p.m. to 5:00 p.m.
Hybrid Format, via Zoom & in-person in Mentry-343

Join Zoom Meeting
https://canyonsonline.zoom.us/j/97917495774?pwd=SExPY3UvbUZpUXVCS3F4aEU2VjlPUT09
Meeting ID: 979 1749 5774 Passcode: 724800
One tap mobile +16694449171, US+16699009128, US (San Jose)

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: none
5. Sub-Committee Summaries: none
6. Approval of the Consent Calendar

Academic Senate Summary, November 17, 2022 (pg. 3-7)	Curriculum Committee Summary, December 1, 2022

B. Reports
These are informational items no discussion or action will be taken. However, clarification questions are welcomed.
1. Academic Senate Presidents Report, David Andrus

C. Action Items
Below is a list of items that the Senate will take action on. Discussion is welcomed by all attendees.
1. Academic Calendar
   I. 2024-25 Academic Calendar draft (pg. 8)
   II. 2025-26 Academic Calendar draft (pg. 9)
2. Life Long Learning CALGETC Resolution (pg. 10)
3. AP 4022 (Course Approval), Gary Collis (pg. 11-13)

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

1. Academic Senate Standing Policy-Approved Modalities, David Andrus (pg. 14-17)
2. Academic Senate Standing Policy on Faculty Awards (Proposed Revisions), David Andrus (pg. 18-19)

3. Academic Senate Planning, David Andrus
    a. [Academic Senate Survey Results](#)
    b. [Budget Report](#)
    c. [Program Planning & Review](#)

E. Unfinished Business
Below is a list of items that can be discussed for a future date.
1. Academic Integrity Taskforce
2. CTE Toolkit Rubrics

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. Department Chair Training Workshops
2. Tenure Committee Training Workshops
3. Senate Budget Report & Survey Results

G. Announcements
- <u>Next Academic Senate Meeting Spring 2022</u>: Feb. 9th, Feb. 23rd, March 9th, March 23rd, April 13th, April 27th, May 11th & May 25th
- [2023 ASCCC Curriculum Institute-Hybrid Event:](#) July 12th – 15th, 2023, Riverside Convention Center in Riverside.
- [2023 ASCCC Faculty Leadership Institute](#): June 15th-17th, 2023, Westin San Francisco Airport Hotel.
- [2023 ASCCC Spring Plenary Sessions:](#) April 20th -22nd, 2023, Double Tree by Hilton Hotel Anaheim, Orange County

H. Adjournment

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Please note:
This meeting will be broadcasted at the following locations via zoom

1. Canyon Country Campus, Don Takeda Science Center, located at 17200 Sierra Highway, Santa Clarita CA. Office #CCLV-336
2. 6405 SW Puppy Place, Bentonville, AR.

Academic Senate Retreat Meeting Summary for November 17, 2022

Voting Members					
Senate President	David Andrus	X	Business Senator	Gary Quire	X
Vice President	Lisa Hooper	X	Learning Resources Senator	Jennifer Thompson *via zoom*	X
Curriculum Chair	Tricia George	X	Personal & Professional Learning Senator	Garrett Rieck	X
Policy Review Chair	Gary Collis	X	At Large Senator	Ambika Silva	X
AT Senator	Regina Blasberg	X	At Large Senator	*Erica Seubert proxy for* Jennifer Paris	X
MSHP-MSE Senator	Shane Ramey *via zoom*	X	At Large Senator	Erica Seubert	X
MSHP-HPPS Senator	Tammy Bathke *via zoom*	X	At Large Senator	Rebecca Shepherd	X
VAPA Senator	*Gary Quire proxy fo*r David Brill	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Arshia Malekzadeh	X
Humanities Senator	Mike Harutunian	X	Adjunct Senator	Jesse Vera	X
Kinesiology/Athletics Senator	Phil Marcellin	A	Adjunct Senator	Mireya Milian	X
SBS Senator	Tammera Rice *via Zoom*	X	X= Present	A= Absent	

Non-voting Members			
Dr. Omar Torres	X	Jeff Gregor	X
Marilyn Jimenez	X	Jason Burgdorfer (COCFA President)	X
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative	A

Guest							
Collette Gibson	X	Dustin Silva	X	Jeff Gregor	X	Michelle Labrie	X
Desiree Chairez	X	Dr. Jasmine Ruys	X	Jim Scharge	X	Siane Holland	X
Dr. Edel Alonso	X	Dr. Jeannie Chari	X	Markarian Maral	X		X
Dr. Kathy Bakhit	X	Jessica	X	Michael Felix	X		X

A. Routine Matters
1. Call to order: 3:03pm
2. Public Comment:
   - There have been many conversations with students about the inconsistency of instruction as related to substitute instructors and how to maintain content continuity. A sub is expected to conform to the original syllabus, course outline of record and department policies.
   - Dr. Alonso gave special thanks to the Academic Senate for its part in the leadership to

solve various issues in a professional manner. She wished everyone a Happy Holiday Season.
- There was a discussion regarding Professional Development FLEX credit where the individual presenting did not have the education or experience to speak on a matter. As an institution it is important to maintain integrity across all phases of work.

3. Approval of the Agenda:
   - Motion to adopt the agenda by Tammera Rice, seconded by Rebecca Shepherd. Gary Quire proxy for David Brill, (yes, vote). Erica Seubert proxy for Jennifer Paris (yes, vote). Unanimous. Approved.
4. Committee Appointments: none
5. Sub-Committee Summaries:
   - Senate Executive Committee Summary, October 20, 2022 (pg. 8-11)
6. Approval of the Consent Calendar
   - Motion to adopt the consent calendar by Arshia Malekzadeh, seconded by Garrett Rieck. Gary Quire proxy for David Brill, (yes, vote). Erica Seubert proxy for Jennifer Paris (yes, vote). Unanimous. Approved

Academic Senate Summary, November 3, 2022 (pg. 3-7)	Curriculum Committee Summary, November 10, 2022
Program Viability Committee Programs approved for initiation - Paramedic - Supply Chain Logistics Technician 4.0	Program Viability Committee Pilot Programs approved for permanent status - Clinical Laboratory Science - Commercial Music - Law Enforcement Technology

B. Reports
These are informational items no discussion or action will be taken. However, clarification questions are welcomed.
1. Academic Senate Presidents Report, David Andrus
   I. ASCCC Adopted Resolutions-Fall 2022 Plenary Conference
      - This is the perfected packet which has been shared with the entire campus.

C. Action Items
Below is a list of items that the Senate will take action on. Discussion is welcomed by all attendees.
1. Academic Senate MQE Adjunct Lists for FA 2022- Part 3 (pg. 12-19):
   - Motion to adopt the MQE Adjunct list by Mike Harutunian, seconded by Mireya Milian. Gary Quire proxy for David Brill, (yes, vote). Erica Seubert proxy for Jennifer Paris (yes, vote). Unanimous. Approved
2. Academic Senate Standing Policy-Online/Online Live, David Andrus (pg. 20-21):
   - A policy on student facing modalities has been finalized and will be listed on the Dec. 8th agenda as a discussion item. This policy will be adopted at the first meeting of the spring 23 semester.
   - The schedule of classes for fall 23 still reads as hybrid for Online/Online live. The comment section is correct, but the category is incorrect in the Excel spreadsheet shared with dept. chairs. If the term hybrid is still appearing it may be an error. There is concern that may be very confusing for students. If anyone sees errors, please contact the Office of Instruction.
   - Motion to adopt the Standing Policy-Online/OnlineLIVE by Lisa Hooper, seconded by Erica Seubert. Gary Quire proxy for David Brill, (yes, vote). Erica

<div align="center">Seubert proxy for Jennifer Paris (yes, vote). Unanimous. Approved</div>

D. Discussion

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

1. Face-to-Face Modality Student Contact Hours Reminder, David Andrus:
   - There were reports that came from students that some instructors were taking liberty with how consistently they honored their required contact hours for their face-to-face classes. When teaching a face-to-face class, instructors need to follow that schedule. Senators needs to remind their Schools and instructors that they are required through the course outlines of record for a number of contact hours. If anyone becomes aware of these types of actions, please notify your dept chair, School dean or Senate leadership.
2. Academic Calendar
   i. 2024-25 Academic Calendar draft (pg. 22)
   ii. 2025-26 Academic Calendar draft (pg. 23)
      - This is done in a two read manner and then action.
      - No major changes other than June 19th which is the Juneteenth holiday. This day will no longer be recognized on June 3rd. Operating procedures require the academic calendar to have two reads for Senate endorsement before forwarded to the BOT. The Graduation Committee is still discussing possible Grad Walks for next spring. No decision has been made. This will return on Dec. 8th as an Action item.
3. [Curriculum Committee Annual Chair Report](), Tricia George
   i. CALGETC Discussion, David Andrus & Tricia George
      a. Curriculum Chair Annual Report: A 2021-2022 Curriculum Productivity Chart and an introduction of committee members slide was shared. There was a 4-hour Curriculum Retreat held. As a reminder the Curriculum Committee brings in new courses, archives and ensures courses are up to date. Once the committee decide a course fits into the catalog the next focus is on the COR. In some areas the committee defers to Academic Freedom.
      b. Legislative Updates:
         - AB 928 (CalGETC): This bill combines GEN Ed pathways with CSU's and UC's. This proposal will reduce required transfer units and requirements. Currently, CCC faculty have until May to collaborate with CCC, UC, and CSU leadership to finalize the transfer pathway. Otherwise, the three system administrators will finalize it on their own by the end of 2023. Every student will be placed in an ADT, unless they opt out, and this will start in fall 2024.
         - AB 1111: This will re-order course numbering for gen ed and transfer courses. At the fall 2022 ASCCC pleanary conference, a resolution was adopted to align CIDs to AB 1111.. There is a statewide AB 928 group (ICAS), that is making progress on the collaborative process.
         - Title 5 - 55063: Local degrees now have a diversity requirement. Transfer degrees also have an Ethnic Studies requirement.
      c. A proposed GE Pathway-CALGETC map was shared: Some areas that are

changed include, Art & Humanities reduced from 3-2 classes and SBS also reduced from 3-2 classes.

    d. The suggestion is to pass a resolution calling on the CSUs to adjust the lifelong learning requirement to a lower division graduation requirement. The hope is to bring a resolution to Senate by Dec. 8th and adopt it so that it can then go to the BoT. The State has allocated $150M for the work associated with these changes. This will return in May.

4. Campus Climate Change Initiatives, Jim Schrage and Jeanni Chari
- Jim and Jeannie outlined several projects currently being worked at the college which includes focusing on biodiversity, having more buildings designed with natural lighting, new EV charging stations, taking out 2000 sq ft of grass along the Valencia and Rockwell Canyons and replacing with tolerant and native plants, and a student proposal on nonfunctional turf. Jim Schrage explained in detail how campus facilities generate their energy and what has been done to make them as energy efficient as possible. If anyone see anything of concern with water usage (waste) please contact Sam Weber or Jason Munoz.

5. Academic Senate Standing Policy on Faculty Awards (Proposed Revisions), David Andrus (pg. 24-25)
- This item was tabled and will return on the next agenda

E. Unfinished Business
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2. Tenure Committee Training Workshops
3. Senate Budget Report & Survey Results
4. Academic Senate Standing Policy-Approved Modalities

G. Announcements
- <u>Next Academic Senate Meeting Fall 2022:</u> Dec. 8th, 2022. <u>Spring 2022</u>: Feb. 9th, Feb. 23rd, March 9th,
March 23rd, April 13th, April 27th, May 11th & May 25th
- 2023 ASCCC Curriculum Institute-Hybrid Event: July 12th – 15th, 2023, Riverside Convention Center in Riverside.
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H. Adjournment: 5:07 p.m.

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2. 6405 SW

College of the Canyons
Academic Calendar – 2024/25
Draft Developed Spring 2022
Updated Fall 2022

Fall 2024

Month	Event	Date
August	Professional Development Week (FLEX, Employees Only)	August 16-22 (Friday – Thursday)
	Mandatory Opening Day (Employees Only)	August 23 (Friday)
	First Day of Fall 2024	August 26 (Monday)
September	Labor Day Holiday	September 2 (Monday)
November	Veterans Day Holiday Observed and Actual	November 11 (Monday)
	Thanksgiving Day Holidays	November 28- December 1 (Thursday – Sunday)
December	Last Day of Fall Semester	December 14 (Saturday)
	Campus Closed	TBD

Winter Intersession 2025

Month	Event	Date
January	New Year's Holiday	January 1 (Wednesday)
	First Day of Winter Term	January 6 (Monday)
	Martin Luther King Holiday	January 20 (Monday)
February	Professional Development Week (FLEX, Employees Only)	February 3-7 (Monday to Friday)
	Last Day of Winter Term	February 8 (Saturday - 5 weeks)

Spring 2025

Month	Event	Date
February	First Day of Spring Semester	February 10 (Monday)
	Lincoln/Washington Holidays	February 14-17 (Friday to Monday)
April	Spring Break	April 7-13 (Monday – Sunday)
May	Memorial Day	May 26 (Monday)
	Last Day of Spring Semester	June 5 (Thursday)
	Commencement Ceremony	June 6 (Friday)

Summer 2025

Month	Event	Date
June	Start of Summer session	June 9 (Monday)
	Juneteenth	June 19 (Thursday)
July	Independence Day	July 4 (Friday)
August	**Last possible day of Summer Session**	**August 16**

Academic Calendar Committee Reviewed and Endorsed 10.24.22

College of the Canyons
Academic Calendar – 2025/26
Draft Developed Spring 2022
Updated Fall 2022

Fall 2025

Month	Event	Date
August	Professional Development Week (FLEX, Employees Only)	August 15-21 (Friday – Thursday)
	Mandatory Opening Day (Employees Only)	August 22 (Friday)
	First Day of Fall 2025	August 25 (Monday)
September	Labor Day Holiday	September 1 (Monday)
November	Veterans Day Holiday Observed and Actual	November 11 (Tuesday)
	Thanksgiving Day Holidays	November 27- 30 (Thursday – Sunday)
December	Last Day of Fall Semester	December 13 (Saturday)
	Campus Closed	TBD

Winter Intersession 2026

Month	Event	Date
January	New Year's Holiday	January 1 (Thursday)
	First Day of Winter Term	January 5 (Monday)
	Martin Luther King Holiday	January 19 (Monday)
February	Professional Development Week (FLEX, Employees Only)	February 2-6 (Monday to Friday)
	Last Day of Winter Term	February 7 (Saturday - 5 weeks)

Spring 2026

Month	Event	Date
February	First Day of Spring Semester	February 9 (Monday)
	Lincoln/Washington Holidays	February 13-16 (Friday to Monday)
April	Spring Break	April 6-12 (Monday – Sunday)
May	Memorial Day	May 25 (Monday)
	Last Day of Spring Semester	June 4 (Thursday)
	Commencement Ceremony	June 5 (Friday)

Summer 2026

Month	Event	Date
June	Start of Summer session	June 8 (Monday)
	Juneteenth	June 19 (Friday)
July	Independence Day	July 3-4 (Friday - Saturday)
August	**Last possible day of Summer Session**	**August 15**

Academic Calendar Committee Reviewed and Endorsed 10.24.22

ACADEMIC SENATE
College of the Canyons

RESOLUTION

Protection of Life Long Learning Programs

WHEREAS, AB 928 (Berman, 2021), now signed into law, requires the Intersegmental Committee of Academic Senates to establish a "singular lower division general education pathway, known as the California General Education Transfer Curriculum (CalGETC), that meets the academic requirements necessary for transfer admission to both the California State University and University of California by May 31, 2023; and

WHEREAS, implementation of AB 928 (Berman, 2021) has resulted in the elimination of Area E Lifelong Learning and Self-Development from the CalGETC pathway, but the California State University (CSU) may still require completion of this general education area as an upper-division requirement for all of the CSU campuses; and

WHEREAS, Lifelong Learning and Self-Development are most needed and crucial to students at the lower division level of their academic careers; and

WHEREAS, Lifelong Learning and Self-Development assist students in acquiring the skills, confidence, and experience necessary to complete a variety of academic goals, including completion of transfer requirements, upper division course requirements, and ultimately, completion of Associate of Arts and Associate of Science degrees, as well as the completion of Baccalaureate degrees; and

WHEREAS, the elimination of Area E: Lifelong Learning and Self-Development from the lower division transfer pathway will adversely impact 11 academic programs and 92 courses at College of the Canyons;

BE IT RESOLVED, the Academic Senate at College of the Canyons urges the California State University (CSU) change the "Lifelong Learning and Self-Development" area to serve as a CSU graduation requirement instead of restricting it to a CSU upper division general education requirement; and

BE IT RESOLVED, the Academic Senate at College of the Canyons asks the Academic Senate of the California State University (CSU) to urge CSU leadership to change the "Lifelong Learning and Self-Development" area to serve as a CSU graduation requirement instead of restricting it to a CSU upper division general education requirement; and

BE IT RESOLVED, the Academic Senate at College of the Canyons calls upon the Board of Trustees for the Santa Clarita Community College District to urge the California State University (CSU) to change the "Lifelong Learning and Self-Development" area to serve as a CSU graduation requirement instead of restricting it to a CSU upper division general education requirement.

AP 4022 Course Approval

References:
  Title 5 Sections 55100 and 55150

Credit Courses

1. Proposals for individual degree-applicable credit courses offered as part of an educational program, non-degree applicable credit courses, and degree applicable credit courses that are not part of a permitted educational program ("Credit Course Proposals") shall complete the audit and technical review processes set forth in the Curriculum Committee's adopted Operating Procedures.

2. After Credit Course Proposals have completed the audit and technical review processes, they must be approved first by Curriculum Committee, then by the Academic Senate, and finally by the Board of Trustees before the District may submit the proposal to the California Community Colleges Chancellor's Office for chaptering.

3. Academic departments, according to each department's practice or policy, shall revise the course outlines of record for all non-archived courses at least every five years, except that the course outline of record for courses offered as part of a Career Education program shall be revised every two years. The Curriculum Analyst shall create a list of courses due for revision and transmit that list to all department chairs in the spring semester prior to the academic year in which the courses must be revised.

4. Members of the Curriculum Committee must complete the curriculum-related training required of them under Title 5 prior to the first curriculum committee meeting of the fall semester or, if appointed to the committee thereafter, before the member votes at a meeting. The District shall provide certification of this training to the California Community Colleges Chancellor's Office annually.

5. Associate degrees for transfer may not exceed 60 semester units total, including the IGETC or CSU General Education Breadth requirements, and must follow the Transfer Model Curriculum consisting of approved C-ID courses where available. A Certificate of Achievement shall consist of 16 or more semester units, designed to represent the completion of learning experiences which develop skills in general education or career education.

6. The Curriculum Committee shall make determinations regarding proposed prerequisites, corequisites, and advisories, with a full review of proposed out-of-discipline prerequisites, to determine if a student would be highly unlikely to receive a satisfactory

grade in that course unless the student has knowledge or skills not taught in the course that are necessary for entry into the course. The Curriculum Committee shall periodically review required prerequisites and corequisites to consider whether they remain appropriate, including consideration of whether they disproportionately impact students due to race, ethnicity, gender, age, or disability, and, if so, to consider potential action by the District to ameliorate that impact.

7. Title 5 regulations governing the repetition of credit courses in the California Community College system have eliminated repeatability in the Art, Dance, Graphic & Multimedia Design, Kinesiology (activity courses), Media Entertainment Arts, Music, Photography, and Theatre departments. While students will not, in most cases, be allowed to repeat active participatory courses in these departments, students will be allowed to enroll in a series of active participatory courses that are related in content (commonly referred to as a family of courses), and that rely on the prior course as a prerequisite, a maximum of four times. Although a family of courses may include more than four courses, students remain limited to enroll in a maximum of four courses in any family.

8. The District shall not offer courses that the California Community Colleges Chancellor's Office previously denied unless they have been modified to properly address the reasons for denial and, thereafter, approved according to the District's course approval process.

Noncredit Courses

1. Proposals for noncredit courses ("Noncredit Course Proposals"), pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook, shall complete the audit and technical review processes set forth in the Noncredit Curriculum Committee's adopted Operating Procedures. After Noncredit Course Proposals have completed the audit and program viability processes, they must be approved first by Noncredit Curriculum Committee, then by the Curriculum Committee, then by the Academic Senate, and finally by the Board of Trustees before the District may submit the proposal to the California Community Colleges Chancellor's Office for chaptering or approval.

2. The District shall comply with its established procedures relating to proper attendance accounting for noncredit courses, consistent with Education Code Sections 84030 et seq.

3. Members of the Noncredit Curriculum Committee must complete the curriculum-related training required of them under Title 5 prior to or during the first noncredit curriculum committee meeting of the fall semester or, if appointed to the noncredit committee thereafter, before the member votes at a noncredit committee meeting.

4. Each academic year, the District shall certify to the California Community Colleges Chancellor's Office that it has complied with the requirements of Title 5 Section 55150 as pertaining to the approval of noncredit courses.

Course Archiving

1. As used herein, the term "archive" means to remove a course from the District's catalog, such that the course cannot be included in a schedule of classes or offered to students, while also retaining a record of the course to allow it to be offered again after completing the District's course approval process.

2. The District shall archive courses that departments have not revised within the timelines required by this procedure.

3. The District shall archive courses that are required for degrees and/or programs (e.g., major preparation) if the District has not offered those courses for enrollment at least once in the two preceding academic years. The Curriculum Committee shall have discretion to waive this archiving requirement if faculty demonstrate that the students would benefit.

4. The District shall archive courses that are not required for degrees and/or programs (i.e., electives) if the District has not offered those courses for enrollment at least once in the five preceding academic years. The Curriculum Committee shall have discretion to waive this archiving requirement if faculty demonstrate that the students would benefit.

Approved XX/XX/XX

Academic Senate for College of the Canyons
STANDING POLICY
APPROVED INSTRUCTIONAL MODALITIES

This policy recognizes the instructional modalities previously authorized by the Academic Senate and the Curriculum Committee for use at College of the Canyons, cites the Senate documents approving use of those instructional modalities, and summarizes the terminology used to describe those modalities within the DLA and the student facing schedule of classes.

The Office of Instruction should allow instructional delivery only by the modalities recognized herein. Additional instructional modalities must be approved by future action of the Academic Senate.

The Distance Learning Addendum (DLA) approved by the Curriculum Committee, and affixed as an appendix, provides the nuanced categorization of these instructional modalities for Course Outlines of Record.

RECOGNIZED MODALITIES (Student Facing) (Schedule of Classes Designation)	SENATE REFERENCE DOCUMENT	DLA CATEGORY (Course Outline of Record DLA Designation)
Face to Face (F2F)/Traditional	All contact hours in person.	
Online	Course Nomenclature Standing Policy (Adopted Fall, 2020) Course Nomenclature Statement of Rationale and Interpretation (Adopted Fall, 2020)	Fully Online Asynchronous (FOA)
Hybrid	Course Nomenclature Standing Policy (Adopted Fall, 2020) Course Nomenclature Statement of Rationale and Interpretation (Adopted Fall, 2020)	Partially Online Asynchronous (POA)
OnlineLIVE	Course Nomenclature Standing Policy (Adopted Fall, 2020) Course Nomenclature Statement of Rationale and Interpretation (Adopted Fall, 2020)	Fully Online Synchronous (FOS)
Online/OnlineLIVE	Online/OnlineLIVE Modality (Adopted Fall, 2022)	Fully Online Combination (FOC)
HyFLEX	Standing Policy on HyFLEX Modality (Adopted Spring, 2022)	Partially Online Synchronous (POS)
OnlineLIVE/In Person	Course Nomenclature Standing Policy (Adopted Fall, 2020) Course Nomenclature Statement of Rationale and Interpretation (Adopted Fall, 2020)	Partially Online Synchronous (POS)
Correspondence Courses		Correspondence Courses are not considered distanced education, per Title 5 CCR

Policy/Distance Education Context

As of October 5, 2022, the Office of Administrative Law chaptered revisions to *Section 55200 of Title 5 of the California Code of Regulations (CCR)*, which now defines distance education as, "education that uses one or more … technologies … to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructor(s) either synchronously or asynchronously." Prior to the onset of the

Covid-19 pandemic in spring 2020, distance education existed *primarily* through the customary modalities of 100% Asynchronous "Online" or "Hybrid" instruction. Since spring 2020, educational institutions and systems throughout the State of California and the United States evolved to adopt new instructional delivery modalities. College of the Canyons followed suit.

Within the context of the Curriculum Committee DLA and this policy, the word "online" now manifests in various instructional titles and curriculum coding that represents both synchronous and asynchronous instructional delivery. As developed and recognized by the DLA, the notion of "Online" being synonymous with "100% asynchronous" instruction is limiting and anachronistic. "Online" is now subcategorized to reflect the various distance education modalities. For DLA purposes, 100% asynchronous instruction is subcategorized as Fully Online Asynchronous (FOA). For purposes of publication in the student facing schedule of classes, as referenced in the preceding chart, "Online" will continue to be considered 100% asynchronous. All recognized instructional modalities herein have correlating DLA coding/categories, as aligned by the preceding chart and the DLA subcategories.

This policy seeks uniformity of the DLA subcategories of modalities, related Academic Senate policy, and the student facing schedule of classes as developed by the Office of Instruction. For all instructional modalities, faculty should be cognizant of the nuances in the Distance Education/DLA coding categories AND the correlating student facing modality categories published in the schedule of classes.

Academic Senate

Approved Instructional Modalities Policy

REFERENCE APPENDIX

COLLEGE OF THE CANYONS DISTANCE LEARNING ADDENDUM

Course:

A. Mode(s) of distance education (DE) delivery (check all that apply):
- **FULLY ONLINE (FO)**
  Asynchronous (FOA) - Online

  Synchronous (FOS) - OnlineLIVE

  Combination (FOC) - Online + OnlineLIVE

- **PARTIALLY ONLINE (PO)**
  Asynchronous (POA) – InPerson + Online

  Synchronous (POS) – InPerson + OnlineLIVE

- **OTHER**
  Fully Online With Flexible InPerson Assessment (FOIA)

  Fully Online Through Mutual Agreement (FOMA) – enacted, through mutual agreement, during emergent conditions preventing the continuation of InPerson instruction; applies to those sections/hours scheduled InPerson

B. Title 5 Section 55200: "Distance education" means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructor(s) either synchronously or asynchronously. Technologies that may be used to offer distance education include:

    (1)The internet;

    (2)One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;

    (3)Audio conference; or

    (4)Other media used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this subdivision.

  The definition of "distance education" does not include correspondence courses.

C. Courses delivered through distance education modalities will use the district's adopted learning management system (LMS) for authentication of students. Courses delivered via distance education will cover the content and learning objectives for the number of student contact hours listed the Course Outline of Record.

D. Courses delivered through distance education modalities will maintain regular and substantive interaction between instructor and students and amongst students. Substantive interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion including:
   a. Providing direct instruction;
   b. Discussing or providing feedback on a student's coursework;
   c. Explaining information or responding to questions about the content of a course or competency
   d. Facilitating a group discussion, or other group assignment, regarding the content of a course or competency. A sample discussion prompt for this course is:

   e. Other instructional activities approved by the institution's or program's accrediting agency.
E. Provide at least one example of how student learning will be assessed, or evaluated, in this course:

F. All distance education course materials will be accessible to students with disabilities (Requirements of the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. § 749d). This will include but not be limited to use of properly captioned video, video transcripts, alternative text for images, and formatting of materials consistent with text-reading software.

G. Disclosures regarding technology or application requirements unique to this course will be included in the schedule of classes.

ACADEMIC SENATE
FOR COLLEGE OF THE CANYONS STANDING POLICY
Faculty Awards

The Academic Senate at College of the Canyons hereby formally establishes the following annual faculty awards:

1. Academic Senate Excellence in Education Award*
2. Academic Senate Diversity Award*
3. Academic Senate Exemplary Program Award*
4. Academic Senate International Education Award
5. Academic Senate Governance Award
6. Academic Senate Collegiality and Campus Citizenship Award

Academic Senate Executive Committee Authority

The award descriptions, criteria and application guidelines shall be established and approved by the Academic Senate in appendices to this policy. The awards are to be administered and determined solely by the Executive Committee of the Academic Senate on behalf of the Academic Senate. The Executive Committee will publicly report out to the Academic Senate and the campus community its annual determination of award recipients. The Executive Committee shall follow all established award guidelines and rubrics when making its recipient determinations. The Executive Committee shall have the authority to organize its deliberative process in the manner it prescribes. All COC award recipient determinations shall require majority votes from a quorum of the Executive Committee. All awards shall be administered and determined annually during the spring semester of the academic year.

ASCCC Equivalent Awards

Those awards having an asterisk next to their titles are awards **closely** modeled after the ASCCC annual statewide awards. The recipients of those three designated awards ~~shall~~ **may** be forwarded for consideration by the ASCCC of the statewide equivalent award in the subsequent fall/winter semester. If there are multiple COC recipients of any of the equivalent awards, the Executive Committee will convene to determine which award recipient to forward for statewide consideration. Further limitations might apply. Additional information will be included in the individual award descriptions and information sheet. Any determination by the Executive Committee regarding which nominee will be forwarded for statewide award consideration shall require a majority vote from a quorum of the Executive Committee. The Executive Committee will report out to the Academic Senate any such determinations. ~~If any of the statewide award criteria or information changes at any time, the COC equivalent award shall be amended to reflect such changes.~~ Those recipients forwarded for statewide consideration might be required to complete further nominating documentation per ASCCC guidelines.

ASCCC awards often have thematic criteria that changes annually. If the ASCCC award differs significantly from the COC award criteria, or if no COC honoree aligns with the ASCCC award theme and standards, the Executive Committee may decide not to submit any COC local award honoree for consideration of the statewide award. In such cases, the Executive Committee may nominate any qualifying COC candidate for the ASCCC award, even if such candidate has not been locally honored.

Nominating Criteria

The nominating criteria for each award shall be listed in each individual award announcement publicized annually to the campus community. Faculty may not self-nominate for any award. Any member of the Academic Senate Executive Committee that is nominated for an award must recuse themselves from the deliberation for the award in which they have been nominated.

Adopted by the Academic Senate, April 14, 2022