



# College of the Canyons Academic Senate

November 16, 2023

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

Hybrid Format, via Zoom & in-person in **BONH-330**

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/82829179112>

Meeting ID: 828 2917 9112; One tap mobile +16694449171# US; +17193594580# US

**Additional Teleconferencing locations can be found on page 2 of this agenda.**

## 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](mailto: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](mailto:academicsenateinfo@canyons.edu) or asked via zoom chat feature.*
3. Approval of the Agenda
4. Committee Appointments: *none*
5. Sub-Committee Summaries/Information: *none*
6. Approval of the Consent Calendar

Academic Senate Summary, November 2, 2023 (pg. 3-6)	<a href="#">Curriculum Committee Summary, November 9, 2023</a>
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### B. Reports

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

1. Academic Integrity Taskforce Report, Shane Ramey (pg. 7-8)
2. Vice Presidents Report, Lisa Hooper

### C. Action Items

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

1. AP 4500 (Student News Media), Lisa Hooper (pg. 9-10)
2. Declaration of Senate Vacancy (Tammy Bathke, Health Professions), Lisa Hooper
3. Request Authorization to Appoint Senate Vacancy, Lisa Hooper

### D. Discussion

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

1. Commencement Feedback Report Out, Lisa Hooper

2. [Curriculum Report/Discussion Legislation](#), Tricia George
3. Student Center Renovation Update, Dr. Jasmine Ruys & Erin Tague
4. Self-Service Taskforce Discussion/Update, Lisa Hooper

#### **E. Unfinished Business**

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

1. Academic Integrity Taskforce
2. CTE Toolkit
3. Senate Policy on Web Enhancement
4. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations
5. Food Service at Valencia & CCC

#### **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. Tenure Committee Training Workshops
2. Senate Faculty Office Procedures
3. Staff Training for Classified Absences

#### **G. Announcements**

- Next Academic Senate Meeting Dates Fall 2023: Dec. 7<sup>th</sup>; Spring 2024: Feb. 8<sup>th</sup>, Feb. 22<sup>nd</sup>, March 7<sup>th</sup>; March 21<sup>st</sup>; April 11<sup>th</sup>; April 25<sup>th</sup>; May 9<sup>th</sup>; May 23<sup>rd</sup>
- [2023 ASCCC Fall Plenary Session](#): Nov. 16<sup>th</sup> – 18<sup>th</sup>, Westin South Coast Plaza, Costa Mesa, CA.
- [2024 ASCCC Spring Plenary Session](#): April 18<sup>th</sup> – 20<sup>th</sup>, San Jose Marriot, San Jose, CA.
- [2024 ASCCC CTE Regional Consortium](#): May 3<sup>rd</sup>, 2024, Los Angeles, CA. area
- [2024 ASCCC Faculty Leadership Institute](#): June 20<sup>th</sup> – 22<sup>nd</sup>, Location TBD
- [2024 ASCCC Curriculum Institute \(Theme: Curriculum Unmasked: Revitalize, Revamp and Reignite!\)](#): July 10<sup>th</sup> – July 13<sup>th</sup>, Pasadena Convention Center, Pasadena CA.

#### **H. Adjournment**

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The teleconference is accessible through the following link:

<https://canyonsonline.zoom.us/j/82829179112>

**Please note:**

**This meeting will be broadcasted at the following locations via zoom**

*none*

## Academic Senate Meeting Summary for November 2, 2023

Voting Members					
Senate President	David Andrus	X	Business Senator	<i>Gary Collis proxy for Gary Quire</i>	X
Vice President	Lisa Hooper	X	Learning Resources Senator	Jennifer Thompson	X
Curriculum Chair	Tricia George	X	Personal & Professional Learning Senator	Garrett Rieck	X
Policy Review Chair	Gary Collis	X	At Large Senator	<i>Lisa Hooper proxy for Sab Matsumoto</i>	X
AT Senator	Regina Blasberg	X	At Large Senator	Shane Ramey	X
MSHP-MSE Senator	Erica Seubert	X	At Large Senator	Jennifer Paris	X
MSHP-HPPS Senator	<i>David Pevsner proxy for Tammy Bathke</i>	X	At Large Senator	Rebecca Shepherd	X
VAPA Senator	David Brill	X	At Large Senator	Nadia Monosov	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Arshia Malekzadeh	X
Humanities Senator	Mike Harutunian	X	Adjunct Senator	Lauren Rome <i>via zoom</i>	X
Kinesiology/Athletics Senator	VACANT	A	Adjunct Senator	Linda Beauregard-Vasquez- <i>via zoom</i>	X
SBS Senator	<i>Rebecca Shepherd proxy for Victoria Leonard</i>	X	X= Present	A= Absent	

Non-voting Members					
Dr. Omar Torres via zoom	X	Paul Wickline via zoom			X
Marilyn Jimenez	X	Jason Burgdorfer (COCA President)			X
Dan Portillo (Warren Heaton AFT Rep)	X	ASG Student Representative- Hestia Sartika			X

Guest							
Alisha Kaminsky	X	Dilek Sanver-Wang	X	Jaya George	X	Rosario Gonzalez	X
Anzhela Grigoryan	X	Heather Dotter	X	Jennifer Smolos-Steele	X	Ruth Rassool	X
Cindy Leung	X	Hiba Edgheim	X	Lak Dhillon	X	Ted Iacenda	X
Clinton Slaughter	X	James Glapa-Grossklag	X	Michael Felix	X	Dr. Jasmine Ruys	X
Dianne Avery	X						

### A. Routine Matters

1. Call to order: 3: 05 pm
2. Public Comment:
  - I. Due to the need for additional Ethnic Studies CSU Area F transferable courses two new Political Science 290 sections will be added to the spring, 2024 schedule.
  - II. There will be a food truck at CCC for the Star Party.
  - III. There is a need for a more sustainable campus, in terms of design and infrastructure of facilities.
3. Approval of the Agenda:

- I. Section B. Report #1 was pulled and will return on a future agenda after the next PAC-B committee meeting where the budget parameters will be approved.
  - II. Section C. Action item #5 was pulled for further development.
  - III. Motion to approve the agenda by Arshia Malekzadeh second Rebecca Shepherd. David Pevsner proxy for Tammy Bathke (yes, vote); Rebecca Shepherd proxy for Victoria Leonard (yes, vote); Gary Collis proxy for Gary Quire (yes, vote); Lisa Hooper proxy for Sab Matsumoto (yes, vote). Unanimous. Approved.
4. Committee Appointments:
- I. Bavand Karim, Faculty Professional Development Committee (FPDC)
5. Sub-Committee Summaries/Information: none
6. Approval of the Consent Calendar
- I. Motion to approve the consent calendar by Gary Collis seconded by Garrett Rieck. David Pevsner proxy for Tammy Bathke (yes, vote); Rebecca Shepherd proxy for Victoria Leonard (yes, vote); Gary Collis proxy for Gary Quire (yes, vote); Lisa Hooper proxy for Sab Matsumoto (yes, vote). Unanimous. Approved.

Academic Senate Summary, October 19, 2023  
(pg. 5-8)

[Curriculum Committee Summary, October 26, 2023](#)

## B. Reports

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

1. PAC-B Committee Chair Annual Report, David Andrus
  - I. This item was pulled.
2. Academic Senate Presidents Report, David Andrus
  - i. **ASCCC Update – Fall 2023 Area C Meeting (pg. 9-11):** There is much work on DEIA, Common Course Numbering, CalGETC and Vision 2030. The Common Course Numbering deadline is likely to be extended to July 1<sup>st</sup> of 2027, but that is not yet official. Area C reviewed the packet of resolutions.
  - ii. **Association of CBO’s Conference:** David Andrus, Sharleen Coleal and Jason Hinkle attended the ACBO conference in Santa Barbara. A presentation on the new budgetary tool built by Jason was shared by David, Jason and Sharlene.
  - iii. **Dept. Chair Training: 3<sup>rd</sup> session:** Next session is for Nov. 17<sup>th</sup> from 10:00 am – 12pm and will be run by Miriam Golbert and Omar Torres. It will be held in Mentry 343 only. There is no Zoom option for this particular workshop.
  - iv. **Student Center Presentation:** Dr. Ruys will return to Senate to provide a Student Center Presentation and the Student Services Center bldg. redesign.
3. Vice Presidents Report, Lisa Hooper
  - I. **Construction Update:** Construction email updates continue to go out. It is not clear how long construction on campus will last.
  - II. **Fitness Center:** The center is being well utilized. It is recommended faculty and staff wear a badge if they use the center. People are being asked to not play their own music, as it is disruptive to others. The pool is not as available for use. The Fitness Center is open 7am – 9pm.
  - III. **Self-Service Taskforce:** There will be some quick and easy changes. Further updates are to follow.
  - IV. **BANC was closed unexpectedly:** The BANC was closed unexpectedly during the lunch hour on 11/02. Many student athletes depend on the BANC. There was a request to have volunteers cover temporarily so that the BANC can stay open during critical times and days. The center will be closed on Nov. 16<sup>th</sup> from 9:00am to 1:30pm for a student services retreat.
  - V. **Faculty member in the spotlight:** Next event is scheduled for Nov. 29<sup>th</sup> 5:30 – 6:30pm

in BONH 330 and will host SB Tucker. David Brill's MEA students will be assisting.

### **C. Action Items**

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

1. Adjunct Senator Elections Results (pg. 12)
  - I. Congratulations to the new Adjunct Senators for their nominations/elections. An adjunct senator will be determined soon.
  - II. Motion to approve Adjunct Senator Elections by Arshia Malekzadeh, seconded by Garrett Hooper. David Pevsner proxy for Tammy Bathke (yes, vote); Rebecca Shepherd proxy for Victoria Leonard (yes, vote); Gary Collis proxy for Gary Quire (yes, vote); Lisa Hooper proxy for Sab Matsumoto (yes, vote). Unanimous. Approved.
2. Curriculum Representative positions for the Schools of Health Professions, Public Safety, and Visual and Performing Arts Nomination Results (pg. 13)
  - I. The school senator position for Public Safety remains vacant.
  - II. Motion by David Brill, second Lisa Hooper. David Pevsner proxy for Tammy Bathke (yes, vote); Rebecca Shepherd proxy for Victoria Leonard (yes, vote); Gary Collis proxy for Gary Quire (yes, vote); Lisa Hooper proxy for Sab Matsumoto (yes, vote). Unanimous. Approved.
3. AP 4060 (Delineation of Functions Agreement), Gary Collis (pg. 14)
  - I. There were no changes made to this policy.
  - II. Motion to approve AP 4060 by Erica Seubert, seconded by Mike Harutunian. David Pevsner proxy for Tammy Bathke (yes, vote); Rebecca Shepherd proxy for Victoria Leonard (yes, vote); Gary Collis proxy for Gary Quire (yes, vote); Lisa Hooper proxy for Sab Matsumoto (yes, vote). Unanimous. Approved.
4. AP 4104 (Contract Education), Gary Collis (pg. 15-16)
  - I. There were no changes made to this policy.
  - II. Motion to adopt by Erica Seubert, seconded Rebecca Shepherd. David Pevsner proxy for Tammy Bathke (yes, vote); Rebecca Shepherd proxy for Victoria Leonard (yes, vote); Gary Collis proxy for Gary Quire (yes, vote); Lisa Hooper proxy for Sab Matsumoto (yes, vote). Unanimous. Approved.
5. Notice Senate Vacancy (Tammy Bathke, Health Professions), David Andrus
  - I. This action item was tabled.

### **D. Discussion**

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

1. Program Mapper Update, Alisha Kaminsky & Clinton Slaughter
  - I. <https://canyons.programmapper.ws/academics>
  - II. The software loads different programs, careers, salaries, CSU, UC or IGETC general ed., CCC programs and eventually CALGETC. Student can also print a PDF. Part-Time maps will be added in the future. This software is an external recruitment tool. Faculty are encouraged to review the TOP codes for accuracy of course offerings.
2. AP 45000 (Student News Media), Gary Collis (pg. 17-18)
  - I. This policy primarily focuses on student free speech rights and that District does not tolerate constitutionally protected speech violations. This item will return for action.
3. Statement for Guidelines for Use of Web Enhancement Instruction, David Andrus (pg. 19)
  - I. Some guidelines emphasized include, "if any faculty are going to have an exam online they must still have their required contact hours" and "faculty need to make sure they adhering to all areas of academic integrity." This item will require additional discussion.
4. Commencement Feedback Report Out, David Andrus & School Senators (pg. 20)
  - I. This item will return as the first discussion item on next agenda.
5. BONH 330 Wall Décor/Emeriti Recognition, David Andrus
  - I. An untallied question regarding Senator preferences resulted in a quick determination

that legacy plaques honoring emeriti faculty should not include pictures. This item will continue to be discussed.

**E. Unfinished Business**

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

1. Academic Integrity Taskforce
2. CTE Toolkit
3. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations
4. Office of Instruction Policy on Leaving your assigned Instructional Space

**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. Tenure Committee Training Workshops
2. Academic Senate Release Time Memo
3. Staff Training for Classified Absences

**G. Announcements**

- [Next Academic Senate Meeting Dates Fall 2023](#): Nov. 16<sup>th</sup>; Dec. 7<sup>th</sup>
- [2023 ASCCC Fall Plenary Session](#): Nov. 16<sup>th</sup> – 18<sup>th</sup>, Westin South Coast Plaza, Costa Mesa, CA.
- [2023 Accreditation Institute](#): Sep. 29<sup>th</sup> – Sept. 30<sup>th</sup>, San Mateo Marriot, San Mateo, CA.

**H. Adjournment:** 5: 08pm

## Academic Integrity Taskforce Report to the Academic Senate, November 16<sup>th</sup>, 2023 By Shane Ramey, AIT Chair

### Taskforce Members:

- Regina Blasberg
- Dave Brill
- Sylvia Duncan
- Peter Hepburn
- Adam Kaiserman
- Michelle LaBrie
- Shane Ramey (Chair)
- Ruth Rassool

**Introduction:** After completing the updated *Academic Integrity Statement* (approved by the Academic Senate on May 25, 2023), we began working on a suggested best practices guide (current working title: *Academic Integrity: A Guide for Faculty*) that cultivates a philosophy of ethical scholarship for our campus community at College of the Canyons. We identified three distinct yet overlapping areas of focus: *preventative*, *educative*, and *disciplinary*.

**Understanding the Scope of the Guide:** We are mindful of the fact that these guidelines are not "one size fits all". Drawing from several perspectives across various teaching and non-teaching disciplines, our guide will be crafted to serve as a flexible reference, adaptable to the nuances of individual classroom dynamics. Our intent is that this guide can be used as a reference as and when needed; certainly, these strategies should be viewed and expressed to students in a positive and supportive way, rather than a punitive way.

**Incorporating Academic Freedom:** It is important to acknowledge the significance of academic freedom in the application of this guide. The strategies and recommendations are designed to be suggestive, not prescriptive, ensuring they support but do not infringe upon the academic freedom of faculty members. This balance is essential to preserve the creative and intellectual independence that is the hallmark of higher education.

### Manual Highlights:

1. **Preventative:** We focus on developing course content that encourages equitable assessment and promotes responsible teaching and learning practices. The aim is to mitigate the opportunities for academic dishonesty before they arise.
2. **Educative:** We emphasize continuous reference to and reinforcement of academic integrity within coursework to foster a culture of honesty and respect for academic work.
3. **Disciplinary:** Currently, we are in a holding pattern as Student Conduct undertakes the revision of the student code of conduct. We remain attentive to how varying enforcement approaches may inadvertently lead to confusion or frustration among faculty and students.

**Seeking Senate Input:** As we proceed, we invite the Senate to consider the following:

- What elements are essential to consider as we finalize these best practices?
- What practices have successfully encouraged academic integrity in your courses, and how might they be adapted campus-wide?
- Should issues related to the use of artificial intelligence (AI) be addressed in this guide, or as a stand-alone guide?

**Conclusion:** In shaping this guide, we hope to construct a framework that not only deters academic misconduct but also communicates the intrinsic value of scholarly honesty. Our ultimate goal is to engender an environment where ethical academic conduct is the norm, guided by a shared understanding and dedication to integrity at College of the Canyons.



## **AP 4500 Student News Media**

Reference:

Education Code Section 66301

### **Philosophy**

1. College news media are any news/feature publications issued under the name of the college, funded by the District, and produced by students as an integral part of instruction in Media Entertainment Arts (MEA) and the Associated Student Government's (ASG's) The Paw Print. It may include, but is not limited to, student newspaper reporting, broadcast news journalism and internet news journalism. The term "editorial" refers to all content other than advertising.
2. College news media, as laboratory publications of the MEA curriculum and ASG's The Paw Print, shall provide vehicles to train students for careers in mass communication. College news media shall also serve the entire college community by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.
3. College news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. College news media shall exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the college community. At the same time, the editorial freedom of the college news media shall entail corollary responsibilities.
4. Each college newspaper or other news medium is published as a learning experience, offered under the MEA department and ASG's The Paw Print. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board should be formed for the news media involved if the content produced is not part of the curriculum for a specific course. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.

### **Journalism Grievance Procedures**

5. Definition of a Grievance – A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.

6. Informal Grievance Proceedings – Informal Grievance Proceedings for student journalism follow the Board Policy for Student Grievances.
7. Formal Grievance Proceedings – Formal Grievance Proceedings for student journalism follow the Board Policy for Student Grievances.

Approved XX/XX/XX