



College of the Canyons Academic Senate Retreat

August 24, 2023

3:00 p.m. to 5:00 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 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:
 - Selection Committee appointments (pg. 3)
5. Sub-Committee Summaries: none
6. Approval of the Consent Calendar
 - a. Academic Senate Summary, May 25, 2023 (pg. 4-8)

B. Reports

1. Insta Card, Jason Hinkle
2. Presidents Report, David Andrus
3. Vice Presidents Report, Lisa Hooper

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

C. Action Items

1. Resolution to Declare Michael Dermody, COC Academic Senate Historian Emeritus (pg. 9)

D. Discussion

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

1. Responsibilities of the Academic Senate (10+1)

- a. [Video Tutorial/Overview](#)
 - [10 +1 Power Point](#)
 - b. Brown Act
 - c. Robert's Rules of Order
 - d. [Academic Senate Standing Policy on Remote Attendance of Senate Meetings](#)
2. BONH 330 Discussion
 3. [Academic Senate Survey Results](#)
 4. Senate Meeting Processes
 5. Curriculum Committee Sandbox Grant Initiative, Tricia George

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. Tenure Committee Training Workshops

G. Announcements

1. [Next Academic Senate Meeting Dates Fall 2023](#): Sept. 7th, Sept 21st; Oct. 5th; Oct. 19th; Nov. 2nd; Nov. 16th; Dec. 7th
2. [2023 ASCCC Fall Plenary Session](#): Nov. 16th – 18th, Westin South Coast Plaza, Costa Mesa, CA.
3. [2023 Accreditation Institute](#): Sep. 29th – Sept. 30th, San Mateo Marriot, San Mateo, CA.

H. Adjournment

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

1. Canyon Country Campus, Don Takeda Science Center, located at 17200 Sierra Highway, Santa Clarita CA. Office #CCLV-336
2. 1117 Walnut Street, Inglewood, CA 90301

Summer 2023 Selection Committee list

First Name	Last Name	FTF/Adjunct
Carly	Gott	FTF
Counselo	Beecher	FTF
Gary	Quire	FTF
Heidi	McMahon	FTF
Lisa	Hooper	FTF
Rana	Akiel	FTF
Regina	Blasberg	FTF
SB	Tucker	FTF
Tara	Williams	FTF
Thomas	Gisel	FTF
Urvashi	Juneja	FTF

Academic Senate Meeting Summary for May 25, 2023

Voting Members					
Senate President	David Andrus	X	Business Senator	Gary Quire	X
Vice President	Lisa Hooper	X	Learning Resources Senator	Jennifer Thompson	A
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	<i>Erica Seubert proxy for Jennifer Paris</i>	X
MSHP-MSE Senator	Shane Ramey <i>via zoom</i>	X	At Large Senator	Erica Seubert	X
MSHP-HPPS Senator	Tammy Bathke <i>via zoom</i>	X	At Large Senator	Rebecca Shepherd	X
VAPA Senator	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	VACANT	A	Adjunct Senator	Mireya Milian	X
SBS Senator	<i>Rebecca Shepherd proxy for Tamera Rice via zoom</i>	X	X= Present	A= Absent	

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

Guest							
Carina Hakopian	X	Dianne Avery	X	Jennifer Smolos Steele	X	Michael Felix	X
Collette Gibson	X	Dr. Edel Alonso	X	Juan R. Buriel	X	Michelle LaBrie	X
David Vakil	X	James Glapa-Grossklag	X	Dr. Kathy Bakhit	X	Patty Robinson	X
Dr. Daylene Meuschke	X	Dr. Jasmine Ruys	X	Maral Markarian	X	Sarah Etheridge	X

A. Routine Matters

1. Call to order: 3:06 pm.
2. Public Comment:
3. Approval of the Agenda
 - a. Motion to approve Arshia Malekzadeh, seconded Lisa Hooper. Erica Seubert proxy for Jennifer Paris (yes, vote). Rebecca Shepherd proxy for Tamera Rice, (yes vote). Unanimous. Approved.
4. Committees/Appointments:
 - Erika Torgeson, Tenure Committee Chair for Samir Hamawe
 - Selection Committees (pg. 3)

- Revised Release Time Memo Academic Senate (pg. 8)
 - Dr. Rebecca Eikey was receiving 20% release time for Program Review Committee Chair However, she is no longer employed with the District. The duties of that position have changed. Thus, the previously allocated 20% will not be assigned to the PR Committee Chair for the 2023/24 academic year. That 20% was re-allocated per the revised release time memo herein.
- 5. Sub-Committee Summaries: none
- 6. Approval of the Consent Calendar
 - a. Motion to approve the consent calendar by Erica Seubert, seconded by Garrett Hooper. Erica Seubert proxy for Jennifer Paris (yes, vote). Rebecca Shepherd proxy for Tamera Rice (yes, vote). Unanimous. Approved.

Academic Senate Summary, May 11, 2023 (pg. 4-7)	Curriculum Committee Summary , May 18, 2023
Program Viability Committee Program Revitalization, Modification and Initiation Proposals: <ul style="list-style-type: none"> • Construction Management • Institute of Culinary Arts, Hospitality Management, Wine studies 	<i>continued</i> <ul style="list-style-type: none"> • Noncredit Digital Media • Recreation Management

B. Reports

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

1. Senate Elections Committee Annual Chair Report, Dustin Silva (pg. 9-10)
 - a. A written report was submitted. Many thanks for Dustin for all his great work with the Elections Committee.
2. Program Viability Committee Annual Chair Report, Garrett Rieck (pg.11-13)
 - a. The PV BP/AP is going through some changes and will be coming through Senate in the fall. The membership may be expanding due to changes to the BP/AP. There will be some collaboration with PV and Academic Staffing Committee.
3. Academic Senate Presidents Report, David Andrus
 - a. Bernardo interview with Lisa: The interview was successful. Continued improvements to the interview program will be undertaken and considered.
 - b. All Faculty meeting: Due to May being a busy month it this meeting will likely be hosted instead during week 3 or 4 of the fall semester. The intent for the meeting is to get faculty together and impress upon colleagues that the Senate is aware of the challenges facing our profession.
 - c. Convocation: This will event will be an in-person event only at the PAC. There will be break out rooms. The theme for this year is, "A work in progress."
 - d. June 1st Collegial Celebration: There are 54 RSVP's confirmed with an extra 10 or more people who will attend.
 - e. Program Maps: Program Maps will be addressed at IAC meeting. MAPS used to be housed on the Senate website. Some of the pdf MAPS are useful to dept chairs. However, the Program Mapper is what students use. PDF maps will now be housed on the Intranet's "Instruction Site" under "Resources."
 - f. SEMS (Strategic Enrollment Management System): COC is part of the SEM cohort along with several other colleges. There is also an RP team. There may be some retreats.
4. Vice Presidents Report, Lisa Hooper
 - a. Faculty Offices: The faculty office lottery process will be ending soon. Most office moves will take place in July. If any faculty need assistance with moving please contact Lisa Hooper.

- b. Facilities Construction Updates: Several construction projects are taking place to ensure ADA compliance obligations are met. The next modifications will continue at the stadium. Construction is to be completed before the fall semester begins. Lisa will meet with Erin Tague to come up process for regularly updating faculty on construction projects.
- c. Student Feedback: Students have shared experiences about the positive work their faculty are doing.
- d. Facilities Planning Committee meeting: Lisa will be attending the committee meetings if David is teaching during this time. Jim Schrage is retiring and Erin will be the new point of contact.
- e. Key access to a main building: Faculty have requested key access to main doors to buildings. However, there are homeless students living on campus and during the day they at times use locker rooms. If doors are being left unlocked and students have been found to sleep in WPEK. Faculty will only get access to classrooms, offices and storage rooms.

C. Action Items

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

1. Guided Pathways Work Plan to the CCCO update, Dr. Daylene Meuschke
 - a. Guided Pathways Work Plan with Guidance Text Final Canyons Working Draft
 - i. Daylene shared an update and overview on the Guided Pathways work plan. Focus was on the SOAAA plan implementation, integration of other campus efforts.
 - ii. Motion to approve the work plan by Arshia Malekzadeh seconded by Regina Blasberg. Erica Seubert proxy for Jennifer Paris (yes, vote). Rebecca Shepherd proxy for Tammara Rice (yes, vote). Unanimous. Approved.
2. ESS 23-08 Required Action – Equitable Placement AB 1705 Funding Allocation Memo, Dr. Omar Torres
 - a. The criteria are due by July 1st and the Chancellor's office is to present to the Legislature in September. Another plan will be due by July 1st, 2025. The plan will organically evolve and updates will be undertaken in the coming years.
 - b. Motion to have the Senate authorize that the Senate President sign the form prior to July 1st with the noted provision chairs from the Math and English Dept were consulted by Ambika Silva, seconded by Erica Suebert. Erica Seubert proxy for Jennifer Paris (yes, vote). Rebecca Shepherd proxy for Tammara Rice (yes, vote). Unanimous. Approved.
3. AP 4238 (Non-Credit Learning Parity), Gary Collis (pg. 14-15)
 - a. Motion to approve AP 4238 by Lisa Hooper, seconded by Garrett Rieck. Erica Seubert proxy for Jennifer Paris (yes, vote). Rebecca Shepherd proxy for Tammara Rice (yes, vote). Unanimous. Approved.
4. Statement on Academic Integrity, Shane Ramey (pg. 16-17)
 - a. There was one minor formatting change made to the "cheating" section. Special thanks to David and the Senate for their support. Motion to approve the Academic Integrity statement by Erica Seubert, seconded by Lisa Hooper. Erica Seubert proxy for Jennifer Paris (yes, vote). Rebecca Shepherd proxy for Tammara Rice (yes, vote). Unanimous. Approved.
5. Department Chair Workshop Training Series (pg. 18-19)
 - a. Due to credit for compensation and salary advancement being a COCFA area, David will discuss with Dr. Torres the best way to advance this option.
 - b. Motion to approve the Department Chair Workshop series with some flexibility to adjust timelines by Lisa Hooper and seconded by Tricia George. Erica Seubert proxy for Jennifer Paris (yes, vote). Rebecca Shepherd proxy for Tammara Rice (yes, vote). Unanimous. Approved.

6. [Emeriti Status](#) (pg. 20)

Michael Dermody, <i>History & Political Science</i>	Sheldon Helfing, <i>Sociology, Counseling, Psychology & Education</i>
Ronald Dreiling, <i>English, Philosophy & Education</i>	Lisa Wallace, English & Spanish

- a. Motion to bestow Emeriti status to Michael Dermody by Rebecca Shepherd, seconded by Lisa Hooper. Erica Seubert proxy for Jennifer Paris (yes, vote). Rebecca Shepherd proxy for Tammera Rice (yes, vote). Unanimous. Approved.
- b. Motion to bestow Emeriti status to Ronald Dreiling by Mike Harutunian, seconded by Erica Seubert. Erica Seubert proxy for Jennifer Paris (yes, vote). Rebecca Shepherd proxy for Tammera Rice (yes, vote). Unanimous. Approved.
- c. Motion to bestow Emeriti status to Sheldon Helfing by Rebecca Shepherd, seconded by Garrett Hooper. Erica Seubert proxy for Jennifer Paris (yes, vote). Rebecca Shepherd proxy for Tammera Rice (yes, vote). Unanimous. Approved.
- d. Motion to bestow Emeriti status to Lisa Wallace by Tricia George, seconded Mike Harutunian. Erica Seubert proxy for Jennifer Paris (yes, vote). Rebecca Shepherd proxy for Tammera Rice (yes, vote). Unanimous. Approved.

D. Special Recognition

1. [New Tenured Faculty](#) (pg. 21)
 - a. Congratulation faculty receiving Tenure status for spring 2023.
2. Senate Service Recognition (pg. 22)
 - a. Special thank you to those senators who are ending their terms for their service on Senate.

E. Discussion

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

1. Renovated Faculty Center BONH-330
 - a. There will be a new faculty center for COCFA and Senate. The wall that separates BONH 310 and 330 can be torn down to expand the Faculty Conference room. Special thanks to the Sociology Dept, Dr. Omar Torres, Sharlene Coleal, April Marin, Dr. Dianne Van Hook and Jim Schrage for approving and assisting with the renovation.
2. Senate Policy on Web Enhancement, David Andrus (pg. 23)
 - a. This document is a philosophical best practices sheet. There may be a caveat that needs to be included regarding outside entities that offer certification assessment, as they cannot offer different formats. There are also F2F courses where the instructors have cancelled class and switched to online. This is not allowed. Many students still don't have access to technology. Faculty need to do their best to mitigate those inequitable access issues. The Senate leadership will continue to research and develop this best practices document for further consideration.
3. [Grant Discussion](#), Tricia George
 - a. Curriculum Committee has been awarded a \$300,000 grant for the next 2 years for Culturally Responsive Pedagogy.

F. Unfinished Business

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

1. Academic Integrity Taskforce
2. CTE Toolkit Rubrics
3. Self-Service Update and Continuous Discussion
4. Revised Evaluation Documents Full-Time Faculty

G. 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

H. Announcements

- Next Academic Senate Meeting Dates Fall 2023: Aug. 24th; Sept. 7th; Sept 21st; Oct. 5th; Oct. 19th; Nov. 2nd; Nov. 16th; Dec. 7th
- 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.
- CCCCO Online Teaching Conference, June 21-23rd, Long Beach Convention Center
- **Adjournment**: 5:08 pm



**College of the Canyons
Academic Senate
Special Resolution
for
Professor Emeritus Michael Dermo
Fall 2023
College of the Canyons
Academic Senate Historian Emeritus**



Whereas, Professor Emeritus Michael Dermody served as an exemplary faculty member and colleague at College of the Canyons for thirty-five years within the disciplines of History and Political Science; and

Whereas, Professor Emeritus Michael Dermody served as Academic Senate Vice-President for 1 year, and Academic Senate President for 18 years, the longest tenure of any Academic Senate President in the history of College of the Canyons, and

Whereas, Professor Emeritus Michael Dermody has chaired or co-chaired most of the shared governance/AB 1725 implementation committees, including Collegial Celebration Committee, Constitution & Bylaws Review Committee, PAC-B, College Policy Council, Football Feasibility Committee, Program Review Committee, Bookstore Committee, Scholarship Review Committee; and

Whereas, Professor Emeritus Michael Dermody served as Tenure Process Coordinator and has served on over 20 hiring committees, and

Whereas, Professor Emeritus Michael Dermody, using his years of institutional knowledge and experience has initiated an historical overview of the College of the Canyons Academic Senate entitled, *"A History Of The Academic Senate; A Study Of The Expansion Of Collegial Consultation Roles And Responsibilities Of The COC Faculty"*, to be completed during the relaxation and tranquility of his well-earned retirement, and

Therefore, Be it Resolved that the Academic Senate of College of the Canyons, as the representative body of all College faculty, hereby expresses its appreciation, respect, and admiration to Professor Emeritus Michael Dermody for his 35 years of service to his students, colleagues, the College and the community; and

Therefore, Be it Resolved that the Academic Senate of College of the Canyons, as the representative body of all College faculty, hereby declare and name Professor Emeritus Michael Dermody as Academic Senate Historian Emeritus for the College of the Canyons Academic Senate.

Adopted by the Academic Senate, this twenty-fourth day of August, Two Thousand and Twenty-Three.