

Academic Senate Meeting Summary for March 23, 2023

Voting Members					
Senate President	David Andrus	X	Business Senator	Gary Quire	X
Vice President	Lisa Hooper	X	Learning Resources Senator	Jennifer Thompson	X
Curriculum Chair	<i>Garrett Rieck proxy for Tricia George via zoom</i>	X	Personal & Professional Learning Senator	Garrett Rieck	X
Policy Review Chair	Gary Collis	X	At Large Senator	<i>Shane Ramey proxy for Ambika Silva</i>	X
AT Senator	<i>Gary Quire proxy for Regina Blasberg</i>	X	At Large Senator	Jennifer Paris	X
MSHP-MSE Senator	Shane Ramey via zoom	X	At Large Senator	<i>Gary Collis proxy for Erica Seubert</i>	X
MSHP-HPPS Senator	Tammy Bathke	A	At Large Senator	Rebecca Shepherd	X
VAPA Senator	David Brill	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	<i>Erika Torgeson proxy for Garrett Hooper</i>	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 Tammera Rice</i>	X	X= Present	A= Absent	

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

Guest							
Anthony Micaelides	X	Jennifer Smolos Steele	X	Melissa Brandan	X	Ruth Rassool	X
Dr. Kathy Bakhit	X	Jessica Edmond	X	Michael Felix	X	Jeff Gregor	X
Dr. Jasmine Ruys	X	Maral Markarian	X	Patty Robinson	X		

A. Routine Matters

1. Call to order: 3:05pm
2. Public Comment: none
3. Approval of the Agenda
 - Motion to approve the agenda by Arshia Malekzadeh seconded by Lisa Hooper. Gary Quire proxy for Regina Blasberg (yes, vote), Erika Torgeson proxy for Garrett Hooper (yes, vote), Rebecca Shephard proxy for Tammera Rice (yes, vote), Shane Ramey proxy

Ambika Silva (yes, vote), Gary Collis proxy for Erica Seubert (yes, vote), Garrett Rieck proxy for Tricia George (yes, vote). Unanimous. Approved.

4. Committee Appointments & Report Outs:

- Selection Committee Appointments (pg. 3)
- Academic Integrity Taskforce Committee Appointments (pg. 3)
- Communications Studies Department Chair Appointment, Adam Kaminsky (2023-2024)
 - Tamera Rice will be on load bank for FA 23 and sabbatical for SP 24. This will result in a defacto resignation as Senator for SBS and as Dept Chair for Communications. Adam Kaminsky will replace for Tamera Rice as Dept Chair for Communication Studies, per the outcome of the Academic Senate Dept Chair process for replacing vacated Chair positions.
- Academic Senate Release Time – **2023/24 Academic Year-** (pg. 8)
 - The Academic Senate release time has increased by 60% for a total of 410%. The revised memo now reflects increases for certain positions.

5. Sub-Committee Summaries: none

6. Approval of the Consent Calendar

- Academic Senate Summary, March 9, 2023 (pg. 4-7)
- [Curriculum Committee Summary](#), March 16, 2023
 - Motion to approve the consent calendar by Rebecca Shepherd seconded by Arshia Malekzadeh. Gary Quire proxy for Regina Blasberg (yes, vote), Erika Torgeson proxy for Garrett Hooper (yes, vote), Rebecca Shephard proxy for Tamera Rice (yes, vote), Shane Ramey proxy Ambika Silva (yes, vote), Gary Collis proxy for Erica Suebert (yes, vote), Garrett Rieck proxy for Tricia George (yes, vote). Unanimous. Approved.

B. Reports

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

1. [Integrated Learning, Civic, and Community Engagement Work Group](#) Annual Committee Chair Report, Patty Robinson & Jessica Edmond
 - I. Special thanks to Jessica Edmond for all her work on the committee. Patty shared a quick report and highlighted areas of focus such as, PACE action team, project base learning and Engage the Vote. A Senate resolution may be brought forward to address how to bring more prominence to the work of civic engagement.
2. Academic Senate Presidents Report, David Andrus
 - I. [ASCCC Plenary Resolutions Packet](#)
 - II. Special thanks to Lisa Hooper for running the last Academic Senate meeting.
 - III. [Senate Statement on Web Enhancement](#): This will be listed as a discussion item.
 - IV. [Food for Senate Meeting](#): Due to inflation food prices have gone up, only cookies will be ordered for the next several meetings. A request for additional funds will be included in program review.
 - V. [Congratulations to Jerry Danielson](#): Jerry was appointed as the new District 4 Board of Trustee member. He will be replacing the late Michele Jenkins.
 - VI. [Commencement Committee Update](#): There will be two commencement ceremonies; a morning and evening ceremony. The ceremonies will be broken up by Schools, each lasting approximately 1 hour and 45 minutes. The College is outgrowing the honor grove area.

- I. CCCO Strategic Enrollment Management Assistance (SEM) Program: Dr. Omar Torres and the District have applied for the SEM program through the RP group. The cohort of colleges accepted into this program will receive guidance regarding how to increase enrollment. The District is still waiting to hear if COC has been accepted. School Senators should pass this along at School meetings. This will be discussed at IAC.
 - II. Faculty Awards: The nomination deadline for the 6 awards is April 13th. A Druple form can be filled out to propose nominations.
 - III. Education Facilities Master Plan: People need to understand the process for their request. BONH 330 still has some audio problems. The Senate has outgrown this room. A request has been made for a larger room.
 - IV. Special thanks VP Lisa Hooper for all her work in Senate. A VP report will be included in future agendas.
3. Vice President Report, Lisa Hooper
- I. Faculty Offices with Water Damage: Lisa is starting a list of offices with water damage. Facilities will work on repairs once the rains stop. The Senate can provide alternative workstations.
 - II. Waitlist Registration Issues: There are still student waitlist issues in Self-Service. If issues arise, contact Steve Erwin. There are some new aspects of Self-Service that will be rolled out soon.
 - III. Faculty spotlight: It would be nice to do a faculty spotlight once a semester. Faculty retiree Bernardo Feldman will be highlighted for the first iteration.
 - IV. Communications Senator: The new Communications Senator could spotlight colleagues via the Academic Senate Newsletter to bring light to a program and the resulting work.
 - V. Commencement Ceremony: Lisa prefers the college host one graduation as there are concerns there may not be enough faculty available to participate.

C. Action Items

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

1. SBS School Senator Vacancy Declaration (2023-2024)
 - i. Motion to approve the SBS School Senator Vacancy by Rebecca Shepherd seconded by Mike Harutunian. Gary Quire proxy for Regina Blasberg (yes, vote), Erika Torgeson proxy for Garrett Hooper (yes, vote), Rebecca Shephard proxy for Tamera Rice (yes, vote), Shane Ramey proxy Ambika Silva (yes, vote), Gary Collis proxy for Erica Suebert (yes, vote), Garrett Rieck proxy for Tricia George (yes, vote). Unanimous. Approved.
2. New! Public Safety School Senator Declaration (2023-2024)
 - i. Motion to approve the new senator position by Gary Quire seconded by Arshia Malekzadeh. Gary Quire proxy for Regina Blasberg (yes, vote), Erika Torgeson proxy for Garrett Hooper (yes, vote), Rebecca Shephard proxy for Tamera Rice (yes, vote), Shane Ramey proxy Ambika Silva (yes, vote), Gary Collis proxy for Erica Suebert (yes, vote), Garrett Rieck proxy for Tricia George (yes, vote). Unanimous. Approved.
3. BP/AP 5070 (Attendance), Gary Collis
 - a. BP 5070 (Attendance) current version (pg. 9)
 - b. AP 5070 (Attendance) current version (pg. 10-14)
 - c. BP 4233 (Attendance) current (pg. 15-17)

- d. AP 4233 (Attendance) current (pg. 18)
- e. Student Excused Absence Form, approved by the Senate on Nov. 21, 2019 (pg. 19)
 - i. It was clarified that an instructor cannot drop a student who misses more than 10% of a class if they have been excused or have an extenuating circumstance. However, a student can still drop themselves if the grade has been impacted by a missed class.
 - ii. Motion to approve BP/AP by Lisa Hooper seconded by Mike Harutunian. Gary Quire proxy for Regina Blasberg (yes, vote), Erika Torgeson proxy for Garrett Hooper (yes, vote), Rebecca Shephard proxy for Tamera Rice (yes, vote), Shane Ramey proxy Ambika Silva (yes, vote), Gary Collis proxy for Erica Suebert (yes, vote), Garrett Rieck proxy for Tricia George (yes, vote). Unanimous. Approved.
- 2. BP/AP 4226 (Multiple and Overlapping Enrollments) Gary Collis
 - a. BP 4226 (Multiple and Overlapping Enrollments) (pg. 20)
 - b. AP 4226 (Multiple and Overlapping Enrollments) (pg. 21-22)
 - i. Motion to approve BP/AP 4226 by Rebecca Shepherd seconded by Arshia Malekzadeh. Gary Quire proxy for Regina Blasberg (yes, vote), Erika Torgeson proxy for Garrett Hooper (yes, vote), Rebecca Shephard proxy for Tamera Rice (yes, vote), Shane Ramey proxy Ambika Silva (yes, vote), Gary Collis proxy for Erica Suebert (yes, vote), Garrett Rieck proxy for Tricia George (yes, vote). 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. Faculty Office and Meeting Space Use at the Canyon Country Campus, David Andrus (pg. 23)
 - a. A list of "drop in" and reserved CCC offices has been identified where faculty teaching at CCC, but maintaining their primary office assigned to the Valencia campus, can hold office hours at CCC. A similar list will be needed for the Valencia campus. All School Senators should share this CCC information with their respective Schools.
- 2. AP 4105 (Distance & Correspondence Education), Gary Collis
 - a. AP 4105 (Clean Version) (pg. 24-28)
 - b. AP 4105 (Final-Redlined Version) (pg. 29-33)
 - i. The questions to be addressed are whether to limit to correspondence education to incarcerated students or empower the Curriculum Committee. Suggestion to invite Dr. Omar Torres for the next discussion.
- 3. [Revisiting the Low Textbook Cost \(LTC\) Designation](#), Jennifer Paris
 - a. Low Textbook Cost (LTC) Designation Implementation (pg. 34)
 - b. XB12 and the ZTC Program (pg. 35-36)
 - c. Student Senate for California Community Colleges Low-Cost Recommendation Resolution, adopted March 13, 2023 (pg. 37)
 - d. Student Senate for California Community Colleges Low-Cost Recommendation Resolution, adopted March 13, 2023 (pg. 38)
 - e. Excerpt from 9-26-19 Academic Senate meeting summary (pg. 39)
 - i. Across the state the \$40 textbook cost designation was settled. In fall 2022 [Resolution 17.05](#) recommended \$30.00. The \$115 million awarded from the state for OERI and Zero Cost Textbook require data reporting. What is the

manner in which we should report this data? This will return for continued discussion.

E. Unfinished Business

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

1. CTE Toolkit Rubrics
2. Self-Service Update and Continuous Discussion
3. Face to Face Instruction Web Enhanced Practices

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

G. Announcements

- Next Academic Senate Meeting Spring 2023: 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
- CCCO Online Teaching Conference, June 21-23rd, Long Beach Convention Center

H. Adjournment: 5:07 pm

The teleconference is accessible through the following link:

<https://canyonsonline.zoom.us/j/97917495774?pwd=SExPY3UvbUZpUXVCS3F4aEU2VjIjPUT09>

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