



College of the Canyons Academic Senate

October 17, 2024

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/83788078102?pwd=B3bKUsRrA4wOCQggKayblQ9r7Hqa63.1>

Meeting ID: 837 8807 8102; Passcode: 834823

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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: none
5. Sub-Committee Summaries
 - Senate Executive Committee meeting summary, September 30, 2024 (pg. 7-9)
6. Approval of the Consent Calendar

Academic Senate Summary, October 3, 2024 (pg. 3-6)	Curriculum Committee Summary , October 10, 2024
Lead Adjunct Senator, Linda Beauregard-Vasquez (Term: 7/1/24-6/30/25)	

B. Reports

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

1. Policy Review Committee, Gary Collis & Nicole Faudree
2. Academic Senate 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. Curriculum Approval Local Control, Dr. Omar Torres & Lisa Hooper (pg. 10-13)

D. Discussion

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

1. Institution Set Standards for ACCJC Annual Report 2025 (DRAFT), Dr. Omar Torres (pg. 14-15)

2. Honorary Degrees (AP 4110), Lisa Hooper (pg. 15-16)
3. Syllabi & Orientation Letters-Best Practices, Lisa Hooper

E. Unfinished Business

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

1. Web Design/Server Update
2. Artificial Intelligence Resolution

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. Department Chair Training Schedule
3. Back up training for administrative support staff
4. Department Chair Election Procedures
5. Pre-requisite Satisfaction
6. Open Class Status
7. CANVAS/Turnitin Integration
8. Academic Freedom & Course Outline of Record

G. Announcements

1. Next Academic Senate Meeting Dates Fall 2024: Oct. 31st, Nov. 14th & Dec. 5th.
2. 2024 ASCCC Fall Curriculum South Regional Meeting: Oct. 26th, **College of Canyons, University Center, Room 258**
3. 2024 ASCCC Fall Plenary Session: Nov. 7th – 9th, Visalia Convention Center, Visalia, CA.
4. 2025 ASCCC Spring Plenary: April 24 – 26th, Hyatt Regency, Irvine, CA.
5. 2025 ASCCC Fall Plenary Session: Nov. 6th – 8th, Regency La Jolla, San Diego, CA.
6. 2025 ASCCC Curriculum Institute: July 9th- 12th, Ontario Convention Center, Ontario, CA.
7. 2025 ASCCC Faculty Leadership Institute: June 12th – 14th, Hyatt Regency, San Francisco Airport, CA.

H. Adjournment

The teleconference is accessible through the following link:

<https://canyonsonline.zoom.us/j/83788078102?pwd=B3bKUsRrA4wOCQggKaybIQ9r7Hqa63.1>

Please note:

This meeting will be broadcasted at the following locations via zoom

none

Academic Senate Meeting Summary for October 3, 2024

Voting Members					
Senate President	Lisa Hooper	X	Business Senator	Gary Quire	X
Vice President	Garrett Rieck	X	Learning Resources Senator	Jennifer Thompson	X
Curriculum Chair	Tricia George	X	Personal & Professional Learning Senator	Garrett Rieck	X
Policy Review Chair	Nicole Faudree	X	Public Safety	VACANT	
Communications Officer	Erica Seubert	X	At Large Senator	Sab Matsumoto	X
AT Senator	Regina Blasberg	X	At Large Senator	Michelle LaBrie	X
MSHP-MSE Senator	Thomas Gisel	X	At Large Senator	Rebecca Shepherd	X
MSHP-HPPS Senator	Lak Dhillon	X	At Large Senator	Shane Ramey	X
VAPA Senator	David Brill	X	At Large Senator	Nadia Monosov	X
Student Services Senator	Jesse Vera	X	Adjunct Senator	Todd Fatta	X
Humanities Senator	Mike Harutunian	X	Adjunct Senator	Lauren Rome	X
Kinesiology/Athletics Senator	<i>Tricia George proxy for Leora Gabay</i>	A	Adjunct Senator	Linda Beauregard-Vasquez	X
SBS Senator	Jennifer Paris	X	X= Present	A= Absent	

Non-voting Members			
Dr. Omar Torres	X	Paul Wickline	X
Marilyn Jimenez	X	Jason Burgdorfer (COCFA President)	X
Dan Portillo (AFT President)	A	ASG Student Representative- Jesus Martinez (via Zoom) & Sanjana Sudhir (via Zoom)	X

Guest							
Alex Dimakos	X	Dianna Avery	X	Jennifer Smolos Steele	X	Siane Holland	X
Ana Palmer	X	Dr. Edel Alonso	X	Jennifer Brezina	X	Tania Boror	X
Anzhela Grigoryan	X	Erin Barnthouse	X	Katie Coleman	X	Teresa Ciardi	X
Chad Peters	X	Erin Delaney	X	Lauren Franco	X	Wil Francis	X
Collette Gibson	X	Heather Stewart	X	Michael Felix	X		X
Daylene Meuschke	X	Dr. Jasmine Ruys	X	Nadia Cotti	X		X

I. Routine Matters

1. Call to order: 3:02pm
2. Public Comment:
 - I. There was a request to provide updates on CANVAS and Turn-it-in as many new features are not being communicated.
 - II. The faculty offices in the UCEN are still not set up with cameras.
3. Approval of the Agenda
 - I. Motion to approve the agenda by Mike Harutunian, seconded by Gary Quire. Tricia George proxy for Leora Gabay (yes, vote). Unanimous. Approved.

4. Committee Appointments: none
5. Sub-Committee Summaries: May 13, 2024, Senate Sub-Committee Summary (pg. 7-8)
 - I. It was clarified that this area of the agenda is not voted on. Items on the consent calendar are vote on and are recommendations to college leadership.
6. Approval of the Consent Calendar
 - I. Motion to approve the agenda by Linda, seconded by Lauren Rome. Tricia George proxy for Leora Gabay (yes, vote). Unanimous. Approved.

Academic Senate Summary, September 19, 2024 (pg. 3-6)	Curriculum Committee Summary , September 26, 2024
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J. Reports

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

1. Faculty Professional Development Committee (FPDC), Teresa Ciardi
 - I. Faculty Professional Development Update Fall 2024 (pg. 9)
 - II. Agenda Professional Development, September 23, 2024 (pg. 10-11)
 - a. Discussion took place regarding coach stipends pay and what is covered. The idea is to have a similar agreement in Kinesiology as in Counseling Departments. The committee works closely with CETL to determine what FPDC can supplement. There are three new adjunct reps. There are still vacancies and if anyone is interested, they can reach out to Teresa. What can be some best practices for reaching out to faculty who have not completed their FLEX hours & how to understand their paychecks.
2. Academic Senate Presidents Report, Lisa Hooper
 - I. **Curriculum Committee Update:** The local GE, CCN and CAL GETS discussions are all moving through the local curriculum process. The committee will bring recommendations to the Senate.
 - II. **Common Course Numbering (CCN):** There are 6 departments involved. The next iterations of courses will start soon. There is a second group of 17-23 courses will be renumbered and all dept chairs, deans & Curriculum school reps have all been notified.
 - III. **Policy Committee Update:** The committee is working on the AP policy. Counseling is working with discipline faculty to attend to AP course list to determine where credit can be awarded.
 - IV. **Dr. Torres & Lisa 1:1 meeting:** Will bring forward updates on the reorganization to the Office of Instruction to the senate due to representation on committees and the Senate.
 - V. **Faculty Offices:** There are tech needs for adjuncts offices and identify migratory offices for faculty who teach on both campuses.
 - VI. **Adjunct Advisory Council:** The first meeting took place last Friday. There was a request to inform adjuncts further when transitioning from adjunct to full-time.
 - VII. **Legislative Liaison:** Jesse Vera is the legislative liaison. Jesse will be attending the upcoming FACCC conference and will report back.
 - VIII. **Executive Cabinet committee:** Dustin Silva brought forward the Department chair election procedures. There was a discussion on how to handle temporary absences, sabbatical, load banking and medical leave. This will also be discussed COCFA.
 - IX. **Two Safety Townhalls Hosted:** There is an antenna at the CCC campus to help improve cell phone coverage. The doors with electronic keys can now be remotely locked at both campuses. All windows have a black shade covers. The Canyons M app map will be redone to include the location of the ABs in all buildings. The signs for evacuation pathways will have a QR code.
 - X. **UCEN Building:** Many doors at the UCEN do not have locks. Anyone with issues with doors can message Lisa Hooper.

- XI. **Campus Building Maps:** Most maps don't have the room numbers; some have them on the emergency maps. The map on the app is easier to update.
- XII. **The Great Shakeout, Oct. 17th:** There will be morning and evening practice and this year the campus will evacuate. The first session is at 10 am and the second is at 7pm.
- XIII. **ASG Student Rep Jesus Martinez** reached out with a new way of serving as liaison with sub committees and the Senate.
- XIV. **Open Class Enrollment:** Lisa Sawyer and Steve Erwin will return to Senate on Oct. 31st.
- XV. **BONH 330 Grand Opening Event:** The event is scheduled for November 14th at 2:00pm.

K. Action Items

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

1. Program Viability Committee Program Proposal: Ethnic Studies Department New program creation proposal, Katie Coleman - [confirmed](#)
 - I. [Ethnic Studies, New Department Proposal](#)
 - II. [Ethnic Studies Department Creation Proposal approved 2/15/24 Program Initiation/Modification Form](#)
 - a. Motion to approve the Ethnic Studies Program by Erica Seubert, seconded by Regina Blasberg. Tricia George proxy for Leora Gabay. Unanimous. Approved.
2. AP 5031 (Instructional Materials) Policy, Nicole Faudree (pg. 12-13)
 - There were no changes made.
 - Motion to approve the agenda by Linda Beauregard-Vasquez, seconded by Lak Dhillon. Tricia George proxy for Leora Gabay (yes, vote). Unanimous. Approved.

L. Discussion

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

1. [Student Accommodation Services & Letters](#), Lauren Franco & Wilbert Francis
 - The formally stamped accommodation letter is now the Accessible Information Management (AIM) system. Lauren Franco provided an overview of how accommodation is determined. Letters are sent to faculty one week before the class starts.
 - AIM communicates with Enterprise Systems to pull an instructor's email.
 - Students select which professors to send accommodations letters to and which accommodation they require for that class.
2. Honorary Degrees (AP 4110), Lisa Hooper (pg. 14-5)
 - This item was tabled.
3. [IRC Bookstore Auto Adoption Process](#), Jennifer Paris (pg. 16)
 - A new "[Auto Adoption Process Flowchart](#)" was shared. This semester 12% of textbooks were not adopted and the auto adoption process of a default textbook will help reduce this percentage. The statement on Academic Freedom committee states a department can choose a department wide chose textbook. This item does not require action from the Senate. Senators can report back to their schools.

M. Unfinished Business

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

1. IRC Discussion - Automated Book Adoptions
2. Web Design/Server Update
3. Artificial Intelligence Resolution

N. 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. Staff Training for Classified Absences
3. Election Committee Processes Update

O. Announcements

1. Next Academic Senate Meeting Dates Fall 2024: Oct. 17th, Oct. 31st, Nov. 14th & Dec. 5th.

2. [2024 ASCCC Fall Plenary Session](#): Nov. 7th – 9th, Visalia Convention Center, Visalia, CA.
3. [2025 ASCCC Spring Plenary](#): April 24 – 26th, Hyatt Regency, Irvine, CA.
4. [2025 ASCCC Fall Plenary Session](#): Nov. 6th – 8th, Regency La Jolla, San Diego, CA.
5. [2025 ASCCC Curriculum Institute](#): July 9th- 12th, Ontario Convention Center, Ontario, CA.
6. [2025 ASCCC Faculty Leadership Institute](#): June 12th – 14th, Hyatt Regency, San Francisco Airport, CA.

P. Adjournment: 5:02pm

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Please note:

This meeting will be broadcasted at the following locations via zoom

None



COLLEGE OF THE CANYONS
ACADEMIC SENATE
EXECUTIVE COMMITTEE MEETING

September 30, 2024
9:30 a.m. to 10:30 a.m., Via Zoom

SUMMARY

Attendees: Alisha Kaminsky, Chase Dimock, Dr. Shane Ramey, Dustin Silva, Erika Torgeson, Gary Quire, Jesse Vera, Julie Johnson, Lisa Hooper, Marilyn Jimenez, Nicole Faudree, Patty Robinson and Tricia George.

A. Routine Matters

1. Call to order: 9:32 am
2. Public Comment: none
3. Approval of the Agenda
 - I. An announcement was made that the Vice President of the Academic Senate will be chairing this committee.
 - II. Motion to approve the agenda by Alisha Kaminsky, seconded by Tricia George. Unanimous. Approved.

B. Consent Calendar

1. Adoption of May 13, 2024, Senate Executive Committee Summary (pg. 3-4)

C. Roles and Responsibilities of the Executive Senate

- I. Council to the Academic Senate & Support from the Academic Senate.
- II. The committee is tasked with overseeing the faculty awards. Lisa Hooper met with the Faculty Advisory Council and the group feels the Academic Senate does well with recognizing full-time faculty but not as much with adjuncts. The senate will look at other districts to determine how they recognize adjunct faculty. The committee will also look beyond the years of service. If anyone has any ideas, please share them with Lisa Hooper.
- III. **Re-Structure of the Shared Governance Model**: CPT is looking into re-structuring the shared governance model and is looking at other districts. The district wants to follow American Rivers College model. This colleges leadership and instructional model uses committees to be the council and they then council the president and vice-president.

D. Action: None

E. Discussion

1. Department Chair Election Procedures, Dustin Silva
 - I. Department Chair Election Procedures (Clean Version) (pg. 5-8)
 - II. Department Chair Election Procedures (Marked-Up Version) (pg. 9-13)
 - a. **Overview**: The procedures have not been updated since 2012. The Senate Elections Committee wants to get all language aligned with other procedures and the COCFA contract. The committee moved away from using IRD and google forms to IT and Drupal forms.
 - b. **Library/Media Technology Department**: On page 1 of the revised procedures the Library/Media Technology was highlighted as this is no longer the name of the department.
 - c. **Counseling Department**: The Counseling department chair of record, under non-instructional, is selected by the Chair. It was clarified that Aivee Ortega is not the technical counseling department chair and gives Erika release time.
 - d. **Special Population Counselors**: Many of the outside special population counselors are

under different deans such as in the areas of Athletics, MESA, ACC, ISP and the Empowerment Program. The special populations counselors want to have a say in the Dept. Chair of Counseling area. Under instructional resources, Peter Hepburn is on a 12-month contract and is the head librarian. This would make him a de facto chair. A discussion needs to take place to determine how to deal with special populations and perhaps work with the Office of Instruction to determine who is eligible to vote.

- e. **Faculty Teaching in Two Departments:** There are some faculty who teach in two different departments. The COCFA contract does not specify or factor overload and only states, “a majority of the load”. Many faculty teach their majority in their main area.
- f. **Nominations for Dept. Chair for Special Population Counselors:** If special population counselors are nominated do, they not pursue positions? Special population programs are either categorical or grant funded. Cannot use grant funds to supplement department chair re-assign time. They have been excluded.

Special population counselors do not have a department chair and don’t have a school rep for Senate and Curriculum. There is an instructional issue and Tricia George has discussed with David Andrus.

- g. **Emergency Dept Chair Assignments:** A department level conversation may be needed when a faculty member is not unable fulfill their chair responsibilities. There may be a recommendation from the department for a replacement. In the past the Academic Senate has met with the department to determine a replacement chair, and this has then gone to Senate to be recognized. An ad-hoc committee may also be put together as a last step if there is no one else interested in the dept and school. There is also a need to add additional language for those faculty who go on sabbatical and are load banking. There is also no language that prevents someone from chairing two depts.
- h. **Nomination Process:** The nomination announcement goes to all full-time faculty, and both full-time and adjuncts can nominate full-time faculty.

2. Creation of Committee Level Recognition for Distinguished Service

3. Future Meeting Times/Days

4. Future Discussion Topics

- I. **Document Software Programs:** Various committee chairs shared different software systems they are using for processing and storing documents such as MS Teams and CANVAS.
- II. **Committee Emails:** The idea is to have all committees create their own committee COC-email.
- III. Counseling will make 4-5 presentations.
- IV. **Honors Committee Update:** Chase Dimock will now chair the Honors Committee and will be the faculty coordinator for the entire Honors program. The Honors committee recently met and there is 1 new member, and another interested in joining. The Committee is looking to integrate with other committee members. One goal of the committee is to update and modernize the procedures to fit changes that have happened over the years. The Honors Committee is working on revising and refurbishing the website so that the application meets modern standards. There is a possibility to move to theme-based work across the year to create synergy. This would be an idea to beta test within the Honors community. If anyone is interested can reach out to Lisa Hooper. There could be themes with DEIA and Civic Engagement and Honors could work together.
- V. **Baccalaureate Nursing Degree:** CA Governor Newsom decided not to vote on the Baccalaureate Nursing degree. The Governor wants CSU’s and CCC’s to work together as Governor Newsom felt this was a separation. It is still not clear what the state will do with \$16M. Career Education will have some conversations at the upcoming CCCAOE conference. The funds cannot be allocated to CSUs as these funds are for the CCCs.

F. Unfinished Business: *None*

G. Announcements

- 1. **Next Academic Senate Meeting Dates Fall 2024:** Oct. 3rd, Oct. 17th, Oct. 31st, Nov. 14th & Dec. 5th.

2. [2024 ASCCC Fall Plenary Session](#): Nov. 7th – 9th, Visalia Convention Center, Visalia, CA.
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H. Adjournment: 10:30 am.

TO: Chief Executive Officers
Chief Instructional Officers
Academic Senate Presidents
Curriculum Chairs
Academic Senate for Community Colleges
Curriculum Specialists

FROM: Raul Arambula, Dean, Educational Services and Support

RE: Annual Curriculum Approval Certification

Background

This memorandum provides information regarding the Annual Curriculum Approval Certification. The annual certification includes all credit and noncredit course proposals, modified credit programs, Career Technical Education (CTE) credit programs that are C-ID aligned, and local credit programs. Programs not included in the annual certification and streamlined approval process include the associate degrees for Transfer (ADTs), noncredit Career Development and College Preparation (CDCP) certificates in the short-term vocational instructional domain, and new Career Technical Education credit programs that are not C-ID aligned.

Guidelines

The Chancellor's Office Curriculum Inventory (COCI) system has yet to be updated to accommodate automatic approval for local programs and non-credit programs authorized under title 5 [55130](#) and [55150](#) for streamlined and auto-approval. Therefore, Chancellor's Office staff will manually approve affected programs, which may result in an approval timeframe of one to two business days. Periodic reviews of the locally approved and certified curriculum will be conducted by the Chancellor's Office to monitor compliance and data integrity.

Requested Actions

The Chancellor's Office requires each college to submit: (1) an annual certification form (signed by the Chief Executive Officer, Chief Instructional Officer, Academic Senate President, and Curriculum Chair) and, (2) one PDF copy of the local governing board policy that defines the standards for credit hour calculations. The signed certification form and local governing board policy documentation are to be submitted to the Chancellor's Office annually during the month of October.

Each academic year, during the month of September, the Chancellor's Office will release an annual certification reminder to colleges. For the 2024-25 academic year, the certification form and local governing board policy must be submitted to the Chancellor's Office no later than 5 p.m. on **November 18, 2024**. Colleges that do not submit the required certification documents by the due date, are out of compliance with auto-approval requirements, and thus, affected credit **Chancellor's Office, Equitable Student Learning, Experience and Impact Office**

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and noncredit course and program proposal submissions will be manually reviewed by the Chancellor's Office. The manual review process will remain in effect until the signed certification form and the local governing board policy documentation are received by Chancellor's Office.

Contact

Please contact Raul Arambula, Dean in Educational Services and Support, at RArambula@CCCCO.edu or (916) 322-1440, should you have any questions. Email a PDF of the annual certification form and a copy of the local governing board policy that defines the standards for credit hour calculations to David Garcia at DGarcia@CCCCO.edu.

Attachment: Annual Curriculum Approval Certification Form

cc: Sonya Christian, Chancellor

John Stanskas, Vice Chancellor, Academic Affairs
Equitable Student Learning, Experience and Impact Office

By signing this form, the Chief Executive Officer, Chief Instruction Officer, Academic Senate President, and Curriculum Chair acknowledge and certify that:

- course hours and units are correct in accordance with CCCCCO Course Calculations;
- the college/district course outline of record has been approved by the District Governing Board
- the college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit;
- credit cooperative work experience plan has local board approval and is on file;
- credit and noncredit courses and programs that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate and compliant with California Education Code, California Code of Regulations, title 5, and the current CCCCCO Program and Course Approval Handbook (PCAH);
- credit and noncredit programs have the required attachments in accordance with the current CCCCCO PCAH; and
- mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance with title 5 §55002.

This certification applies to the following:

1. Courses

- a. Credit - all credit courses
- b. Noncredit - all noncredit courses

2. Programs

- a. Credit
 - i. Modified credit programs (excluding ADTs)
 - ii. New credit programs with a Program Goal of "Local"
 - iii. Credit CTE C-ID aligned programs (The following documents must be contained in submission: model curriculum templates, LMI, regional consortium recommendations) with the exception of new CTE credit programs that are not C-ID aligned and Apprenticeship
- b. Noncredit
 - i. All noncredit programs

The annual certification is **not applicable** to the curriculum listed below:

1. Certificate Programs

- a. Credit: CTE not C-ID aligned
- b. noncredit: Career Development and College Preparation (CDCP) certificate programs in the instructional domain of Short-term Vocational (Education Code statute §84760.5 (a)(3) requires approval of short-term vocational programs by the Chancellor's Office and thus is excluded from local and automatic approval)

2. Degrees

- i. Associate degree for Transfer (AD-T)

ii. Baccalaureate Degrees

Email a PDF of the annual certification form and a copy of the local governing board policy that defines the standards for credit hour calculations to David Garcia at DGarcia@CCCCO.edu.

Annual Curriculum Approval Certification Form

All forms are required

By signing this document, I certify as the Chief Instructional Officer that has
 completed this process.

(College Name)

Chief Executive Officer

(Print Name)

(Signature)

Date

Chief Instructional Officer

(Print Name)

(Signature)

Date

Academic Senate President

(Print Name)

(Signature)

Date

Curriculum Chair

(Print Name)

Institution Set Standards and Stretch Goals - ACCJC Annual Report 2025				
	Actual	Actual	Actual	Proposed
Course Completion Rates	2020-2021	2021-2022	2022-2023	2023-24
Institution-Set Standard: Student Course Completion Rate	78.00%	78.00%	78.00%	79.00%
Stretch Goal: Student Course Completion Rate	78.00%	78.00%	78.00%	80.00%
Actual: Student Course Completion Rate	75.00%	80.00%	78.00%	
	Actual	Actual	Actual	Proposed
Certificates	2020-2021	2021-2022	2022-2023	2023-24
Institution-Set Standard: Certificates	1246	1246	1246	1500
Stretch Goal: Certificates	1246	1246	1246	1600
Actual: Certificates	1511	1547	1456	
	Actual	Actual	Actual	Proposed
Associates Degree (A.A/A.S.)	2020-2021	2021-2022	2022-2023	2023-24
Institution-Set Standard: Degrees	1821	1821	1821	2000
Stretch Goal: Degrees	2629	2629	2629	2300
Actual: Degrees	1907	2019	2028	
	Actual	Actual	Actual	Proposed
Transfer	2020-2021	2021-2022	2022-2023	2023-24
Institution-Set Standard: Transfer to a 4-Year College/University	1372	1372	1372	2900
Stretch Goal: Transfer to a 4-Year College/University	1372	1372	1372	3200
Actual: Transfer to a 4-Year College/University	3712	3432	3069	
	Actual	Actual	Actual	Proposed
Licensure Exam: Program RN Pass Rate	2020-2021	2021-2022	2022-2023	2023-24
Institution-Set Standard: Pass Rate	85.00%	85.00%	85.00%	90.00%
Stretch Goal: Pass Rate	85.00%	85.00%	85.00%	95.00%
Actual: Pass Rate	90.30%	96.20%	85.42%	
	Actual	Actual	Actual	Proposed
Licensure Exam: Program MLT Pass Rate	2020-2021	2021-2022	2022-2023	2023-24

Institution-Set Standard: Pass Rate	75.00%	75.00%	75.00%	90.00%
Stretch Goal: Pass Rate	75.00%	75.00%	75.00%	97.00%
Actual: Pass Rate	95.00%	96.00%	97.50%	
	Actual	Actual	Actual	Proposed
Licensure Exam: Program EMT Pass Rate	2020-2021	2021-2022	2022-2023	2023-24
Institution-Set Standard: Pass Rate	70.00%	70.00%	70.00%	85.00%
Stretch Goal: Pass Rate	70.00%	70.00%	70.00%	95.00%
Actual: Pass Rate	95.00%	96.00%	97.50%	
	Actual	Actual	Actual	Proposed
Job Placement: Program RN	2020-2021	2021-2022	2022-2023	2023-24
Institution-Set Standard: Job Placement Rate	50.00%	50.00%	50.00%	65.00%
Stretch Goal: Job Placement Rate	50.00%	50.00%	50.00%	75.00%
Actual: Job Placement Rate	83.00%	53.00%	76.00%	
	Actual	Actual	Actual	Proposed
Job Placement: Program MLT	2020-2021	2021-2022	2022-2023	2023-24
Institution-Set Standard: Job Placement Rate	70.00%	70.00%	70.00%	80.00%
Stretch Goal: Job Placement Rate	70.00%	70.00%	70.00%	90.00%
Actual: Job Placement Rate	70.00%	90.00%	85.00%	



AP 4110 Honorary Degrees

1. Authorization

Only the Board of Trustees may authorize the conferral of an honorary degree by the Santa Clarita Community College District (District) and only honorary Associate of Arts and honorary Associate of Science degrees may be conferred.

2. Purpose

The District may award an honorary degree for the purpose of

- A. Recognizing excellence and extraordinary achievement in a significant area of human endeavor, or
- B. Honoring outstanding service to the advancement of the California community college system, to College of the Canyons, to the State of California, to the United States, or to humanity, or
- C. Recognizing a person whose life and achievements exemplify the District's values.

3. Eligibility

- A. A nominee for an honorary degree must (1) enjoy widely-recognized distinction in their endeavors and have demonstrated intellectual and humane values that are consistent with the aims of higher education or (2) a current or former District Trustee, employee, or student, unless ineligible as set forth below, who the Board of Trustees determines, consistent with one or more of the purposes for which the District confers honorary degrees, is uniquely deserving in light of exceptional and atypical circumstances.
- B. Although a nominee's service or benefactions to the District shall not justify the awarding of an honorary degree in itself, neither shall service and benefaction by a qualified nominee preclude an honorary degree.
- C. Honorary degrees shall not be awarded to:
 - i. Incumbent members of the Board of Trustees.
 - ii. A current employee of the District.
 - iii. Incumbent elected officials.

4. Selection Procedures

- A. Any member of the District community, including Trustees, employees, students, alumni, Advisory Board members, Foundation Board members, and others may nominate a person to receive an honorary degree. Persons may be nominated either ante mortem or posthumously.
- B. Nominations must be submitted to the District's Chief Executive Officer (CEO) on a form that the District shall create and make available upon request, accompanied by relevant supporting documentation.
- C. Within 30 days of the CEO's receipt of a completed nomination form, the CEO shall notify the Board of Trustees and the President of the Academic Senate of the nomination.
- D. The Academic Senate President (or designee) and one other faculty member chosen by the Academic Senate President shall meet with the Governing Board in Closed Session to review the nomination(s).
- E. The Board of Trustees, meeting in Closed Session, shall exercise its sole discretion to determine whether the District will confer an honorary degree on a qualified nominee.
- F. Following the Board of Trustees' decision to confer an honorary degree, the CEO, the Academic President, and the faculty representative previously selected to participate in the Board of Trustees' consideration of nominations, shall collaboratively prepare a Citation delineating the justification for conferral of the honorary degree.
- G. All persons involved in any manner in the process of nominating a person to receive an honorary degree shall maintain the strictest confidentiality over information pertinent to that nomination, including the existence of the nomination itself, until after the District has publicly announced the Board of Trustees' decision to confer the honorary degree. Until such public announcement, no information related to the nomination may be divulged to persons lacking legitimate business need for the information.

5. Conferral Ceremony

- A. Honorary degrees may only be conferred on the recipient during commencement. The following District representatives shall participate in the commencement ceremony at which the honorary degree is presented to perform the following duties:
 - i. The District's CEO (or designee) shall read the Citation.
 - ii. The President of the Board of Trustees (or designee) shall deliver the honorary diploma to the awardee.

Reviewed and endorsed by CPC 10/26/2021