



College of the Canyons Academic Senate

October 3, 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

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
 - I. *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: May 13, 2024 Senate Sub-Committee Summary (pg. 7-8)
6. Approval of the Consent Calendar

Academic Senate Summary, September 19, 2024 (pg. 3-6)	Curriculum Committee Summary , September 26, 2024
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B. 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)
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. Program Viability Committee Program Proposal: Ethnic Studies Department New program creation proposal, Katie Coleman
 - I. [Ethnic Studies, New Department Proposal](#)
 - II. [Ethnic Studies Department Creation Proposal approved 2/15/24 Program Initiation/Modification Form](#)

2. AP 5031 (Instructional Materials) Policy, Nicole Faudree (pg. 12-13)

D. Discussion

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

1. [Student Accommodation Letters](#), Lauren Franco & Wilbert Francis
2. Honorary Degrees (AP 4110), Lisa Hooper (pg. 14-15)
3. IRC Bookstore Auto Adoption Process, Jennifer Paris (pg. 16)

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. Pre-Requisite Satisfaction
2. Tenure Committee Training Workshops
3. Staff Training for Classified Absences
4. Election Committee Processes Update

G. 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.

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 September 19, 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	<i>Erica Seubert proxy for Sab Matsumoto</i>	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 <i>via Zoom</i>	X
Humanities Senator	Mike Harutunian	X	Adjunct Senator	Lauren Rome	X
Kinesiology/Athletics Senator	Leora Gabay	A	Adjunct Senator	Linda Beauregard-Vasquez	X
SBS Senator	<i>Shane Ramey proxy for Jennifer Paris</i>	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)	X

Guest							
Alexa Dimakos	X	Dr. Daylene Meuschke	X	Jennifer Smolos-Steele	X	Robert Wonser	X
Alisha Kaminsky	X	Dianne Avery	X	Kathrina Almero-Fabros	X	Sanjana Sudhir	X
April Reardon	X	Dora Lozano	X	Katie Coleman	X	Siana Holland	X
Cassidy Butow	X	Dr. Edel Alonso	X	Kimberly Night	X	Steve Erwin	X
Chad Peters	X	Hsiawen Hull	X	Michael Felix	X	Todd Fatta	X
Claudenice-Braga-McCalister	X	James Glapa-Grossklag	X	Nadia Cotti	X	Tom Bilbruck	X

I. Routine Matters

1. Call to order: 3:30pm
2. Public Comment:
 - I. Faculty are being notified by Student Services when a student test positive for COVID-19.
 - II. There are new cameras on the campus as many were replaced and others were added in areas

- that didn't have coverage. Lisa and Jim Temple will be hosting several Campus Safety townhalls.
- III. There is an issue with Financial Aid and some students are getting the awards on the 4th week enrolled in 8-week classes. This is difficult for students.
 - IV. Special thanks to all who helps with Emeriti slides.
3. Approval of the Agenda
 - I. Motion to approve the agenda by Mike Harutunian, seconded by Lauren Rome. Erica Seubert proxy for Sab Matsumoto (yes, vote). Shane Ramey proxy for Jennifer Paris (yes, vote). Unanimous. Approved.
 4. Committee Appointments:
 - I. The Faculty Evaluation Taskforce is being reconvened.
 - II. There is a typo in the Academic Senate summary that will be corrected.

Academic Senate Sub-Committee List Updated 9.16.24	Rising Scholars Committee list (pg. 3)
Collegial Committee List Updated 9.16.24	Senate/COCFA Joint Taskforce on Evaluations list (pg. 4)

5. Sub-Committee Summaries: none
6. Approval of the Consent Calendar
 - I. Motion to approve the consent calendar by Linda Beauregard-Vasquez, seconded by Mike Harutunian. Erica Seubert proxy for Sab Matsumoto (yes, vote). Shane Ramey proxy for Jennifer Paris (yes, vote). Unanimous. Approved.

Academic Senate Summary, September 5, 2024 (pg. 5-8)	Curriculum Committee Summary , September 12, 2024
Erica Seubert revised discipline memo (pg. 9)	

J. Reports

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

1. Minimum Qualifications & Equivalencies Committee Annual Chair Report, Alisha Kaminsky (pg. 10-11)
 - I. There will be move oversight from the committee for anyone who applies for faculty positions and is hired under an equivalency. The focus is to make sure the AP 7121 reflects the work of the committee. Departments need to make sure adjuncts are assigned to the correct discipline. Lisa will work with HR to generate a list of adjuncts and their disciplines they meet MQ's in.
2. Academic Senate Presidents Report, Lisa Hooper
 - I. BONH 330 Renovations: Emeriti slides up. Flags will be ordered soon. Alma Juarez from the Art Gallery will be working on artwork.
 - II. PAC-B Report: The budget will be lean for the next 3 years. The focus will be on existing programs and not new programs.
 - III. CPC Update: The committee is being re-imaged to look at other governance structure models and to have a more cohesive council.
 - IV. Adapting Legislative Requirements: There is guidance from the chancellor's office on how adapts legislative requirements.
 - V. Transfer Day and Cougar Fest: The Senate will help promote these events.
 - VI. New Accommodation Letters: Will Francis and Lauren Franco from ACC have been invited to the Senate to discuss new accommodation letters.
 - VII. AI Committee: Lisa will be visiting the AI committee to help shape a direction on AI.
 - VIII. Hosting SoCal Regional Curriculum Event: Chancellor's office reached out Lisa to find a location to host the Southern CA Regional event on Nov. 26th.
3. Vice Presidents Report, Garrett Rieck

- I. Website Update: Marilyn has been working on updating the Senate website.
- II. Committee Compositions: Committees need to make sure they look at their policies and procedures for committee composition.
- 4. Communications Officer, Erica Seubert
 - I. Senators need to report back to their schools using their schools' perspectives. The Senate newsletter will be revitalized. Any ideas can be shared with Erica. A lead adjunct will be identified. The adjunct newsletter may be combined with the main newsletter.

K. Action Items

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

- 1. Academic Integrity Taskforce to a standing committee
 - I. Lisa will be attending the next AI meeting.
 - II. Motion to approve the consent calendar by Shane Ramey, seconded by Mike Harutunian. Erica Seubert proxy for Sab Matsumoto (yes, vote). Shane Ramey proxy for Jennifer Paris (yes, vote). Unanimous. Approved.
- 2. Academic Senate Adjunct MQE list for Spring 2024 (pg. 12-29)
 - I. The list was reviewed and approved by the MQ Committee.
 - II. Motion to approve the consent calendar by Erica Seubert, seconded by Linda Beauregard-Vasquez. Erica Seubert proxy for Sab Matsumoto (yes, vote). Shane Ramey proxy for Jennifer Paris (yes, vote). Unanimous. Approved.
- 3. Reconvene Faculty Evaluation Taskforce, Lisa Hooper
 - I. Motion to approve the consent calendar by Regina Blasberg seconded by Lauren Rome. Erica Seubert proxy for Sab Matsumoto (yes, vote). Shane Ramey proxy for Jennifer Paris (yes, vote). Unanimous. Approved.
- 4. Program Viability Committee Program Proposals: Recreation Management, moving from program to department, Brittany Applen & Garrett Hooper
 - I. Recreation Management, Moving from Program to Department
 - II. Recreation Management Department Split from Kinesiology Proposal approved 4/18/24
 - a. Motion to approve the new Recreation Management department by Mike Harutunian, seconded by Garrett Rieck. Erica Seubert proxy for Sab Matsumoto (yes, vote). Shane Ramey proxy for Jennifer Paris (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. Program Viability Committee Program Proposal: Ethnic Studies Department New program creation proposal, Katie Coleman
 - III. Ethnic Studies, New Department Proposal
 - IV. Ethnic Studies Department Creation Proposal approved 2/15/24 Program Initiation/Modification Form
 - a. Two new Ethnic Studies full-time faculty were hired, Bryant Partida (Chicana/no Studies) and Dr. Eddie Becton (African American Studies). There are still 2 more autonomous areas needed, Native American/Indigenous and Asian American studies. The Ethnic Studies program will now move to be a department chaired by Katie Coleman. This will return as action.
- 2. AP 5031 (Instructional Materials) Policy, Nicole Faudree (pg. 30-31)
 - I. There will be a future agenda item on Textbook Auto Adoption.
 - II. This purpose of this policy is to provide parameters for when a college wants to be the sole provider of materials. As typically students can purchase material elsewhere. The title 5 language may change soon which will change the policy. The policy will need to return to the Senate.
- 3. Student Services-BOT enrollment in classes, Steve Erwin & Tom Bilbruck

- I. There has been an ongoing issue with financial aid fraud. There is a group composed of administrators, Tom Bilbruck, Hsiawen Hull and Steven Erwin that are working to combat this problem. Faculty were instructed that if they have a suspicion of a potential fraudulent student to notify administration.
4. [Open Class Status](#), Steve Erwin & Lisa Sawyer
 - I. It was determined that a class could remain open from the start date plus a number of days after. The number of days a course remains open would need to be consistent. Out of all fall 24 sections that started on August 19th, 40% of section were open and 60% were closed. Jesus with ASG will solicit feedback from students. Steve and Lisa will return on the next agenda. Pre-crafted questions will be shared. Any other questions can be sent to Lisa.

Future Agenda items:

1. Manu of the adjunct offices at UCEN don't have access to a camera. There is a request to set up faculty office with a camera.

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. 3rd, Oct. 17th, Oct. 31st, Nov. 14th & Dec. 5th.
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3. [2025 ASCCC Spring Plenary](#): April 24 – 26th, Hyatt Regency, Irvine, CA.
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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

May 13, 2024

11:00 a.m. to 12:30 p.m.

Via Zoom.

SUMMARY

Attendees: Alisha Kaminsky, David Andrus, Dr. Claudia Acosta, Erika Torgeson, Garrett Rieck, Gary Quire, Patty Robinson, Julie Johnson, *Sarah Etheridge proxy for Katie Coleman*, Lisa Hooper, Marilyn Jimenez, Robert Wonser, Sarah Etheridge & Tricia George.

A. Routine Matters

1. Call to order: 11:08 am
2. Public Comment: none
3. Approval of the Agenda
 - I. Under “Action” items the agenda was reordered, item #1 was moved to item #2 “Approval of Committee Level Resolution” making the “Academic Senate Faculty Award Deliberations” Action item #1.
 - II. **Motion** to adopt the reordered agenda by Miriam Golbert, seconded by Dr. Claudia Acosta. Sarah Etheridge abstained. Approved.

B. Consent Calendar

1. Adoption of March 11, 2024, Ex. Comm. Summary (pg. 2-4)
 - I. **Motion** to adopt minutes by Julie Johnson, seconded by Miriam Golbert. Sarah Etheridge abstained. Approved

C. Reports:

1. Academic Senate Presidents Report

D. Action:

1. Shane Ramey has been serving as the chair of the Academic Integrity Committee. Effective fall Shane will be an active member of this committee.
 - I. **Motion** to add the Academic Integrity Committee as a member of the Executive Committee effective fall 2024 by Alisha Kaminsky, seconded by Erika Torgeson. Sarah Etheridge abstained. Approved.
2. Academic Senate Faculty Award Deliberations
 - I. **Collegiality Faculty Award:**
 - There were several nominations for the Governance award, this includes Dustin Silva, Senate Elections Committee Chair and Gary Collis, Policy Committee Chair. Gary Collis was also nominated for the Collegiality Faculty Award.
 - There was a suggestion to have the new Communication’s Officer send out communicate to faculty regarding the process for the faculty awards as a reminder.
 - Neither the Governance or Collegiality award have a statewide award. These are local creation awards.
 - Gary Collis has contributed to much work to the Policy area and works well in the

Business Dept and the Academic Senate. Much of his work is so unique and he certainly leave a positive finger print at the college for many years to come. His noteworthy and consciences.

- **Motion to nominated Gary Collis for the Collegiality Award by Julie Johnson, seconded by Garrett Quire. Unanimous. Approved.**

1. **Governance Faculty Award:**

- Dustin Silva works with both David Andrus and Marilyn Jimenez and is very much involved in the Senate Elections Committee.
- Gary Collis also works very well with Senate leadership.
- While there were two nominations for the Governance Award the Faculty Award criteria only allows for one nominee. There are other awards where we have one adjunct and one faculty member can be nominated.
- **Motion to nominate Dustin Silva for the Governance Award, seconded by Julie Johnson. Unanimous. Approved.**

2. **International Education Award:**

- Both Miriam Golbert and Larry Alvarez where nominated for the International Faculty Award. Miriam Golbert has spent many years advocating to take other students abroad to travel and study internationally. Larry Alvarez is planning to do more work and launch new programs next year.
- **Motion to nominate Miriam Golbert for the International Education Award, seconded by Dr. Claudia Acosta. Tricia George Abstained. Unanimous. Approved.**
- David will notify all winning candidates in the next 5 days. The faculty award nomination results will be included on the next Senate agenda for May 23, 2024.

3. Approval of Committee Level Resolution

1. CETL has requested to have special committee recognition via resolution. There is no final proposed resolution yet. The resolution includes two signature areas for the CETL committee chairs to sign. This resolution will be presented as a way for committees to recognizes members serving on committees.
2. **Motion to allow CETL to have the authority to present a resolution by Tricia George, seconded by Erika Torgeson. Sarah Ethridge abstained. Approved.**

E. Discussion

None

F. Unfinished Business

G. Announcements

1. Next Academic Senate Meeting Dates Spring 2024: May 23rd. Fall 2024: Aug. 22nd, Sept. 5th, Sept. 19th, Oct. 3rd, Oct. 17th, Oct. 31st, Nov. 14th & Dec. 5th.
2. [2024 ASCCC Faculty Leadership Institute](#): June 20th – 22nd, Location TBD
3. [2024 ASCCC Curriculum Institute \(Theme: Curriculum Unmasked: Revitalize, Revamp and Reignite!\)](#): July 10th – July 13th, Pasadena Convention Center, Pasadena CA.

H. Adjournment: 12:30pm

Faculty Professional Development

Progress

1. Our new Director, Heather Stewart, is continuing to learn all that is involved with the position and has implemented some new strategies to make our FLEX Proposal reviewing strategies more efficient
2. Collaborative conversations between Kinesiology folks and FPDC resulted in a better understanding of what the coach's stipend does and does not cover.
3. I have revised mentorship forms to better align with faculty mentor roles

Issues

1. Some June FLEX proposals may have slipped through the cracks but are working to resolve this
2. Heather Stewart still does not have access to make changes on COC website and intranet, but she is working to resolve this
3. We still have several vacancies which means there is not representation for these schools. Note that we now have 3 adjuncts serving from PPL
4. Adjuncts are not aware of the opportunities and compensation for FLEX unless a Coordinator or Department Chair provides this information and reminds them of this information
5. There are several faculty each year who do not compete FLEX and we are working on best practices for addressing this

Goals

1. Update FPDC website
2. Fill all vacancies so all schools are represented on the committee
3. Add an amendment for coaches regarding outreach, recruiting, and what is eligible for FLEX

General Updates

We continue to be a welcoming and collaborative committee where all voices are heard and considered. Our committee connects with CETL and other groups on campus to promote faculty professional development.

Faculty Development Committee Agenda

September 23, 2024

11:00 am – 12:15 pm @ ZOOM

<https://canyononline.zoom.us/j/85002825150?pwd=clVtUWkvcEM1dEZ6TVFtcIRhaERhZz09>

Chair: Teresa Ciardi

Administrative Director: Heather Stewart

Members: Brooke Collins, Peter Hepburn, Brandon Hilst, Alma Juarez, Adam Kaminsky, Bavand Karim, Susan Ling, Tammy Mahan, Scott McAfee, Wendy Ruiz, Theresa Winter

1. **Time Critical** announcements or additions to agenda from any committee representative and/or the Administrative Director (Anyone)

Welcome Cindy P., Susan C., and Linda V from School of Professional and Personal Learning

2. Welcome & Orientation
3. Review Faculty Professional Development Proposals & Reports (All Voting Members)
 - a. Brooke, Adam, Scott
 - b. Peter, Bavand, Wendy
 - c. Brandon, Susan, Theresa
 - d. Alma, Tammy, Teresa
4. Fall 2024 FLEX Report Out
5. Open Discussion and Q & A

Announcements

- ◆ We have 4 faculty vacancies for school representatives.

Next Meetings

Flex Week Planning

9/16/2024
10/21/2024
11/18/2024
2/17/2025
3/17/2025
4/21/2025
5/19/2025

Full Committee

9/23/2024
10/28/2024
11/25/2024
2/24/2025
3/24/2025
4/28/2025
5/26/2025

Faculty Professional Development Committee Representation	Confirmed as of August 2024
<i>Schools/Services</i>	<i>Representatives</i>
Professional Development Director	Heather Stewart
Chair	Teresa Ciardi
School of Applied Technologies	VACANT
School of Business	VACANT
School of Humanities	Annie Aboulion
School of Kinesiology	VACANT
School of Learning Resources	Peter Hepburn
Math, Science and Engineering Division	Brandon Hilst Teresa Ciardi
Health Professions and Public Safety Division	Theresa Winter
School of Personal and Professional Learning	See adjuncts
School of Social and Behavioral Sciences	Adam Kaminsky & Wendy Ruiz
School of Visual and Performing Arts	Bavand Karim
Student Services	Susan Ling
2 Full-time Faculty at large Representatives	Tammy Mahan
2 Adjunct Faculty at large Representatives	Cindy Pollack, School of PPL Susan Chapman, School of PPL Linda Beauregard-Vasquez, School of PPL
1 ASG Representative	VACANT



AP 5031 Instructional Materials

References:

Education Code Sections 76365;
Title 5 Sections 59400 et seq.;
California Community College Chancellor's Office Student Fee Handbook

I. Definitions

- a. "Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.
- b. "Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.
- c. "Required instructional materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class.
- d. "Instructional Materials Fees" shall refer to fees for required instructional materials that the District charges and collects from a student along with course enrollment fees. The phrase does not apply to costs of required instructional materials, such as required textbooks, that a student incurs from a third-party seller.

II. Guidelines for Required Instructional Materials

- a. Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and

shall not be solely or exclusively available from the District.

- b. Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.
- c. Where required instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.
- d. Instructors shall take reasonable steps to minimize the cost and ensure the necessity of required instructional materials.
- e. The District shall publish these procedures in the college catalog.

III. Guidelines for Required Instructional Materials Fees

- a. In establishing any instructional materials fees, the District shall adhere to the guidelines published in the Student Fee Handbook by the California Community College Chancellor's Office (CCCCO).
- b. All approved instructional materials fees associated with the specific courses shall be included as part of the course description in the class schedule.
- c. All instructional materials fees shall be charged and collected with the enrollment fees for the course.
- d. The District shall regularly review all instructional materials fees to determine that the fee is appropriate and reasonable.
- e. The Offices of Instruction and Student Services shall coordinate the gathering of any data necessary to respond to inquiries regarding fees by the California Community Colleges Chancellor's Office.

Approved:

Reviewed and Endorsed by CPC:



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

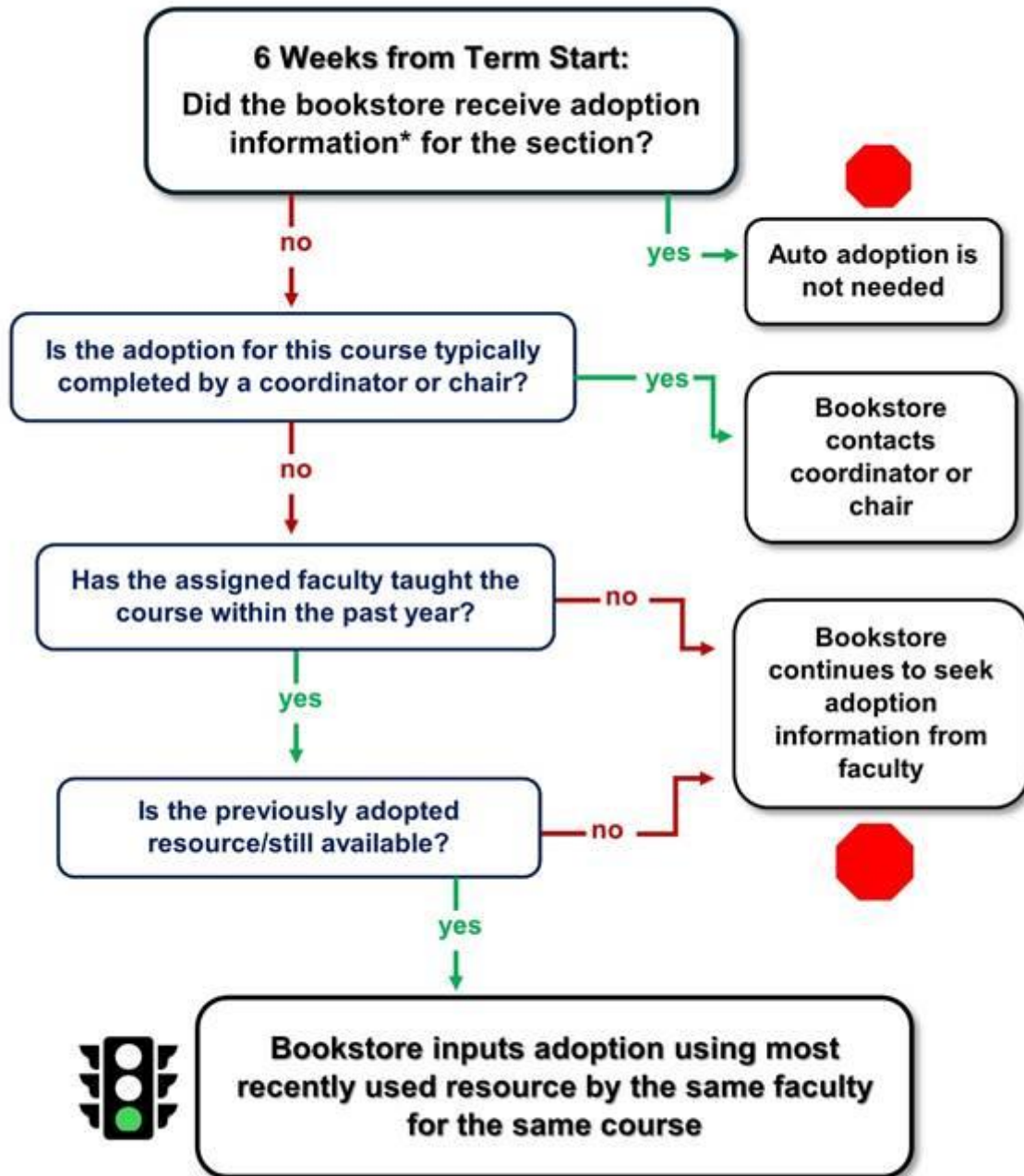
- A. Any member of the District community, including Trustees, employees, students, alumni, Advisory Board members, Foundation Board members, and others may nominate a person to receive an honorary degree. Persons may be nominated either ante mortem or posthumously.
- B. Nominations must be submitted 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

Auto Adoption Process Flowchart



*Adoption information is submitted through the [Adoption and Insights Portal](#).