



College of the Canyons Academic Senate

February 13, 2025

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
 - *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:
6. Approval of the Consent Calendar:
 - Academic Senate Summary, December 5, 2024 (pg. 3-7)

B. Reports

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

1. CETL, Julie Johnson & Robert Wonser (pg. 8-10)
2. Communications Officer Report, Erica Seubert
3. 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. Department Chair Training Schedule, Lisa Hooper (pg. 11-13)

D. Discussion

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

1. Scholarly Presentation Committee Procedures, Pamela Williams-Paez (pg. 14-17)
2. BP & AP 3710 (Copyrights), Nicole Faudree & Gary Collis
 - BP 3710 Copyrights (pg. 18)

- AP 3710 Copyrights (pg. 19-20)
- 3. BP & AP 3715 (Intellectual Property Rights), Nicole Faudree & Gary Collis
 - BP 3715 Intellectual Property Rights (pg. 21)
 - AP 3715 Intellectual Property Rights (pg. 22-30)
- 4. AP 3750 (Use of Copyrighted Materials), Nicole Faudree & Gary Collis (pg. 31-34)

E. Unfinished Business

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

1. 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 Election Procedures
3. Pre-requisite Satisfaction
4. Sabbatical Work Product
5. Adjunct Advisory Council

G. Announcements

1. Next Academic Senate Meeting Dates Spring 2025: Feb. 27th; March 13th, March 27th; April 17th; May 1st; May 15th & May 29th
2. 2025 ASCCC Spring Plenary: April 24 – 26th, Hyatt Regency, Irvine, CA.
3. 2025 ASCCC Curriculum Institute: July 9th- 12th, Ontario Convention Center, Ontario, CA.
4. 2025 ASCCC Faculty Leadership Institute: June 12th – 14th, Hyatt Regency, San Francisco Airport, CA.
5. 2025 Spring Curriculum Regional -South Meeting: Feb. 24th, San Bernardino Valley College

H. Adjournment

The teleconference is accessible through the following link:

<https://canyonsonline.zoom.us/j/83788078102?pwd=B3bKUsRrA4wOCQggKayblQ9r7Hqa63.1>

Please note:

This meeting will be broadcasted at the following locations via zoom

none

Academic Senate Meeting Summary for December 5, 2024

Voting Members					
Senate President	Lisa Hooper	X	Business Senator	Gary Quire	X
Vice President	<i>Erica Seubert proxy</i> 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	<i>Linda Beauregard-Vasquez proxy for</i> Lauren Rome	X
Kinesiology/Athletics Senator	Leora Gabay	X	Adjunct Senator	Linda Beauregard-Vasquez	X
SBS Senator	Jennifer Paris	X	X= Present	A= Absent	

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

Guest							
Alexa Dimakos	X	Erika Torgeson	X	Jennifer Paris	X	Michael Felix	X
Ana Palmer	X	Erin Barnthouse	X	Jennifer Smolos Steele	X	Michael Monsour	X
Chad Peters	X	Erin Delaney	X	Jessica Edmond	X	Patty Robinson	X
Collette Gibson	X	Fred Arnold	X	Jim Temple	X	Rosario Gonzalez	X
Daylene Meuschke	X	Hsiawen Hull	X	Jimmie Diaz	X	Roxana Padilla	X
Dianne Avery	X	James Glapa-Grossklag	X	Julie Johnson	X	Sara Breashears	X
Eric Altenbernd	X	Jennifer Brezina	X	Karyl Kicenski	X	Siane Holland	X

A. Routine Matters

1. Call to order: 3:04pm
2. Public Comment:
 - It is imperative given the history of the country that students be engaged in the work of DEI. There was a request to consider the American institutions in the local degree. This area is also important to CTE students.
3. Approval of the Agenda:
 - Motion to approve the agenda by Gary Quire, seconded by Todd Fatta. Unanimous Approved.

4. Committee Appointments:
 - Tammera Stokes Rice, Ed Tech Committee & Enrollment Management
 - Garrett Rieck, Personal & Professional Learning, CETL Committee
 - April Reardon, Noncredit Curriculum Committee
5. Sub-Committee Summaries: none
6. Approval of the Consent Calendar
 - PV and curriculum summaries are there.
 - Motion to approve the consent calendar by Erica Seubert, seconded by Leora Gabay. Unanimous. Approved.

Academic Senate Summary, November 14, 2024 (pg. 3-6)	Curriculum Committee Summary, November 21, 2024
Program Viability Committee Program Revitalization, Modification, and Initiation Proposals: <ol style="list-style-type: none"> 1. Kinesiology Program Initiation/Modification: Partial approval (activity course families) 2. Crime and Intelligence Analysis Certificate of Completion (Noncredit) Final Report - approved for permanent status 3. Network Technology with Cybersecurity Final Report - approved for permanent status 	

B. Reports

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

1. [Civic & Community Engagement Steering Committee Annual Chair Report](#), Patty Robinson & Jessica Edmond
 - Patty Robinson shared the committees' goals and provided an update on the various projects the committee has been working on such as the Nonprofit Fare, the Carnegie classification, Engage the Vote, LEAP Project and Civic Dialogue. The work of the committee will continue due to the unique discipline of the group.
2. Academic Senate Presidents Report, Lisa Hooper
 - [ASCCC FA 24 Plenary Adopted Resolutions](#)
 - Much of the work of resolutions focuses on the determination of local GE (which the Senate will be voting on today) managing the CCN system and institutionalization and use of AI.
 - **Website Updates:** The website will be updated over the winter break. Erica Seubert, Communication Officer, will work on the structure of the website. There is some interest in bringing back the newsletter.
 - **Department Chair Leadership Training Series:** Past presenters will be contacted to see if they would be interested in running training courses again. The original training was an 8-part series after AIC. Certificates were offered to faculty who completed the series. Training will return on spring 25.
 - **Tenure Training Committee modules:** This will not be ready for spring 25.
 - **New Governance models:** This discussion will continue.
3. Academic Senate Vice President Report, Garrett Rieck
 - The last office lottery was successful. Special thanks to Lisa for her first successful semester as the new Academic Senate President.

C. Action Items

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

1. Faculty Receiving Emeriti Status December 2024
 - Motion to bestow emeriti status to Tammy Bathke by Mike Harutunian
 - Motion to bestow emeriti status to Robert Dos Remedios by Lisa Hooper
 - Motion to bestow emeriti status to Gary Peterson by Mike Harutunian
 - Motion to bestow emeriti status to Richard Howe by Michelle LaBrie
 - Motion to bestow emeriti status to Patty Robinson by Linda Beauregard-Vasquez
 - Motion to bestow emeriti status to David Thrasher by Todd Fatta
 - All Emeriti status motions approved by acclamation.

1. Bathke, Tammy, <i>Nursing/Health</i>	4. Howe, Richard, <i>Psychology</i>
---	-------------------------------------

2. Dos Remedios, Robert, <i>Kinesiology</i>	5. Robinson, Patty, <i>Sociology</i>
3. Peterson, Gary, <i>Cinema & Physical Education (limited)</i>	6. Thrasher, David, <i>Welding</i>

2. Academic Freedom: Conditional Report on the assignment of grades, Karyl Kicenski (pg. 7-12)
 - Motion to remove the conditional status of the Academic Freedom Conditional report on the assignment of grades by Linda Beauregard-Vasquez, seconded by Garrett Rieck. Linda Beauregard-Vasquez proxy for Lauren Rome, (yes vote). Unanimous. Approved.
3. [Local GE Changes](#), Tricia George
 - The Senate voted on 3 different GE options, which the Senate previously reviewed and discussed twice. There were two rounds of votes. Due to the Brown Act, an electronic voting or ranking process could not be done. The Senate voted on model C first, then B and lastly on model A.

Round #1 Voting	Round #2 Voting
<u>Motion to approve model C (1st round of voting):</u> <ol style="list-style-type: none"> 1. Leora Gabay (yes, vote) 2. Linda Beauregard-Vasquez (yes, vote) 3. Garrett Rieck (yes, vote) 4. Erica Seubert (yes, vote) 5. Lauren Rome (yes, vote) Results: 5 yes votes	<u>Motion to approve Model C (2nd round voting)</u> <ol style="list-style-type: none"> 1. Leora Gabay (yes, vote) 2. Linda Beauregard, Vasquez (yes, vote) 3. Garrett Rieck (yes, vote) 4. Erica Seubert (yes, vote) 5. Jennifer Paris (yes, vote) Results: 5 yes votes
<u>Motion to approve Model B (1st round of voting):</u> <ol style="list-style-type: none"> 1. Jennifer Paris (yes, vote) 2. Mike Harutunian (yes, vote) 3. Jenifer Thompson (yes, vote) Results: 3 yes votes	<u>Model B Fall outs on (2nd round of voting)</u>
<u>Motion to approve Model A (1st round voting):</u> <ol style="list-style-type: none"> 1. David Brill (yes, vote) 2. Gary Quire (yes, vote) 3. Jesse Vera (yes, vote) 4. Lak Dhillon (yes, vote) 5. Michelle LaBrie (yes, vote) 6. Nadia Monosov (yes, vote) 7. Nicole Faudree (yes, vote) 8. Rebecca Shepherd (yes, vote) 9. Regina Blasberg (yes, vote) 10. Sab Matsumoto (yes, vote) 11. Shane Ramey (yes, vote) 12. Todd Fatta (yes, vote) 13. Tricia George (yes, vote) 14. Thomas Gisel (yes, vote) Results: 7 yes votes	<u>Motion to approve Model A (2nd round voting):</u> <ol style="list-style-type: none"> 1. David Brill (yes, vote) 2. Gary Quire (yes, vote) 3. Jennifer Thompson (yes, vote) 4. Jesse Vera (yes, vote) 5. Lak Dilan (yes, vote) 6. Michelle Labrie (yes, vote) 7. Nadia Monosov (yes, vote) 8. Nicole Faudree (yes, vote) 9. Rebecca Shepherd (yes, vote) 10. Regina Blasberg (yes, vote) 11. Sab Matsumoto (yes, vote) 12. Shane Ramey (yes, vote) 13. Todd Fatta (yes, vote) 14. Thomas Gisel (yes, vote) 15. Tricia George (yes, vote) 16. Mike Harutunian, abstention Results: 14 yes votes, 1 abstention. Model A passes.
<u>Model A: Title 5 Mandates:</u> This model passed after the 2 nd round of voting took place. <u>Next Steps:</u> The new local GE model needs to be programed with A&R so that when students elect for these degrees the right requirements are selected. Counseling will need to update sheets. The Senate will need to work with the Policy & Curriculum Committees to update the AP that lists the GE areas. This needs to be in effect in fall 2025. Students can choose to go with the current GE pattern or choose the new pattern. If a student takes a semester off can maintain the catalog rights but after 4 semester of nonattendance students can lose their catalog rights.	

D. Discussion

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

1. Academic Integrity Committee (AIC) Procedures, Shane Ramey (pg. 13-14)
 - There is concern about having one committee overseeing all areas of AI. However, others feel that there should be a representative body vs interested bodies. There were some suggestions to have the procedure read in a more timeless manner. Shane will return the document to the committee for further discussion on membership non-performance and non-voting and ASG representative. The procedures will return as an action item.
2. Integration of CANVAS and Turnitin, Joy Shoemate & James Glapa-Grossklag (pg. 15-16)
 - The older version of Turn-it-in no longer is supported by CANVAS. In May the Ed Tech Committee chose to stay with LTI 1.1 vs. LTI 1.3 to keep the “speed grader” feature. Additional work arounds and optional settings were discussed, however, Turn-it-in and CANVAS are not working well together. If faculty would like to move to a new software system, then a presentation, bids and review will need to be done prior to developing contracts.
3. [Great Shake Out Debrief](#), Dr. Jim Temple
 - A survey was launched, and results were shared. More lighting is needed in certain areas of the campus. A new web interface will also allow people to select how they would like to receive notifications. There was a suggestion to notify some students who have experience past trauma to receive notifications. A campus walk through will be conducted to see access walk and travel pathways. A spring 2025 drill date will be determined soon. Active Threat/Shelter workshops will be scheduled during FLEX week.
4. [New Website-Redesign](#), Dr. Jim Temple & Hsiawen Hull
 - The new Content Management System (CSM) by Fast Spot redesign began a few months ago. Fast Spot met with IT, PIO and the Web Committee to review the website. Regina Blasberg has been assisting with services and support. There will be a scheduled broader staff meeting next week. Fast Spot will collect feedback and hand it back to IT & the Web Committee that will include recommendations for website template design. The Web Committee will make the final design decisions.

Announcement: Congratulations to Dr. Torres on his new presidency position at DeAnza Community College. Academic Senate President gave special thanks to the Academic Senate for their all their hard work.

E. Unfinished Business

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

1. 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. Academic Freedom & Course Outline of Record
6. 2025-2027 Curriculum & Senate Meeting Calendar

G. Announcements

1. Next Academic Senate Meeting Dates Spring 2025: Feb. 13th, Feb. 27th; March 13th, March 27th; April 17th; May 1st; May 15th & May 29th
2. [2025 ASCCC Spring Plenary](#): April 24 – 26th, Hyatt Regency, Irvine, CA.
3. [2025 ASCCC Fall Plenary Session](#): Nov. 6th – 8th, Regency La Jolla, San Diego, CA.

4. [2025 ASCCC Curriculum Institute](#): July 9th- 12th, Ontario Convention Center, Ontario, CA.
5. [2025 ASCCC Faculty Leadership Institute](#): June 12th – 14th, Hyatt Regency, San Francisco Airport, CA.

H. Adjournment: 5:00pm.

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

The Center for Excellence in Teaching and Learning Senate Update 2025

Prepared by Robert Wonser and Julie Johnson

CETL Steering Committee

School of Applied Technologies	Claudenice McCalister
School of Business	Lori Young
School of Health Professions	Kristi Miura
School of Humanities	Alexa Dimakos
School of Kinesiology, Health & Wellness, Fitness & Athletics	VACANT
School of Mathematics, Sciences and Engineering	Erica Seubert, Alexandra Mokhnatkina, Teresa Ciardi, Rana Akiel
School of Personal and Professional Learning	Garrett Reick
School of Public Safety	VACANT
School of Social and Behavioral Sciences	Michelle LaBrie and Karyl Kicenski
School of Visual and Performing Arts	VACANT
Online Education	Chloe McGinley and Carol Johnston

In 2024 The Center for Excellence in Teaching and Learning (CETL) continued to provide training in multiple modalities through our campus collaborations with Online Education and the School of Personal and Professional Learning. Guided by our CETL Steering Committee, a subcommittee of the Academic Senate, CETL proudly continues to offer teacher training and professional development by faculty, for faculty.

CETL completed the following learning and growth opportunities for COC faculty. (Not a complete list)

2024 Completed Work

- 1) **CTE Panel Discussion** - Tools for a CTE Classroom
- 2) **Fully Asynchronous, Self-Paced Course** - Enroll today for 1 hour of Flex credit [Best Practices in Accelerated Learning](#)
- 3) **CETL Completion Badges in Self-Paced Course** - These completion badges are slowly being added to our other CETL courses. Eventually, the hope is that these badges will make it easier for faculty to track their own CETL progress toward certificates. CETL is especially grateful to OnlineEd for their support implementing these badges.



- 4) Coffee Breaks with CETL - AI Series** - multiple 2024 dates completed
- 5) CETL Non Credit** - In 2023 CETL trained more than 83 faculty* and offered more than 300 hours of teacher training, mostly part of the Non Credit certificate called [*Teaching Foundations Certificate*](#) that is relevant for teacher preparation. This certificate includes a combination of offerings like Teaching Strategies, Introduction to Online Instruction (IOI), Culturally Responsive Teaching, Critical Thinking, Reading Strategies, and Assessment Strategies. **See page 2 for a list of CETL Non Credit EDUC courses offered this year with upcoming sections.**

*Enrollment does not include new 2024 Non Credit offerings of OnlineLIVE and Project Based Learning.

- 6) New in 2024 - Non Credit Certificate - 21st Century Teaching Practices Certificate** - 36 Hours. This certificate empowers educators to engage in innovative and equitable classroom pedagogy that challenges our students with differentiated learning styles.
- NC.EDUC106 - Teaching P5BL for Civic Equity and Inclusion
 - NC.EDUC107 - ePortfolios for Engagement, Reflection, and Assessment
 - NC.EDUC108 - Teaching International Students
- 7) Future Instructors in Training (FIT):** CETL collaborated with Garrett Reick, HR and the FIT instructors to bring FIT into Non Credit course listings using CETL's NC.EDUC-100 Introduction to Teaching Strategies. The new Non Credit certificate is **Fundamental Teaching Skills for Higher Education**.
- 8) Synergy: 2024/25:** Synergy topics included: Intrinsic Motivation and Student Success, Designing a Learner Centered Syllabus & Increasing Accessibility with A Liquid Syllabus, High Impact Teaching Practices: and Interdisciplinary Projects and Reading Apprenticeship. Fall of 2024 was facilitated by Anne Marenco.
- 9) Continued Updates to CETL Website:** www.canyons.edu/cetl Includes a calendar of classes, instructions for Non Credit enrollment, CETL Faculty bios and forms for new faculty interest.
- 10) Ongoing Partnerships** - CETL is honored to work with the following Campus initiatives:
- a. Online Education - CETL continues to have a robust partnership with Online Education over HyFlex training, IOI certification and Open Pedagogy speakers' series.
 - b. ePortfolios
 - c. Civic Engagement - Project Based Learning
 - d. Title V Grant - Empowering STEM students and faculty
 - i. Spring 2024: Previous CRT course completers participated in a retreat to refresh and implement recent CRT strategies with Katie Coleman and Robert Wonser (approx. 5 hours): 3/22/2024 and 4/26/2024: 10:00am-12:30pm both days
 - ii. Fall 2024 - CRT course rewrites and student evaluations
 - e. IDEAA Repository - CETL will house the IDEAA repository
 - f. CRPP Grant - Curriculum IDEAA Grant Sandboxes
 - g. Academic Freedom Committee - Series of conversations surrounding Academic Freedom and Best practices in syllabi, evaluations, and culturally responsive pedagogy.
 - h. Academic Senate and COCFA Joint Task Force Faculty Evaluations

Steering Committee Plans/Ideas Underway and upcoming for 2025-2026 include:

- 1) 'SPOT a BOT' Flex training with Student Services/IT
- 2) Continued Coffee Break series with AI in the classroom.
- 3) Best Practices in Dual Enrollment (Classroom Management) Flex/Panel Discussion
- 4) Navigating Difficult Conversations in the Classroom during Polarized Times - Flex/Panel Discussion collaboration with Academic Freedom Committee

- 5) The CETL Steering Committee in collaboration with Academic Senate would like to write a **Best Practice in Syllabi Recommendations** one pager for the campus.
- 6) **Develop** a working UDL/Open Pedagogy checklist for the campus - Steering Committee
- 7) **Write** more CETL curriculum into Non Credit and offer another certificate option
 - a. IOI 2.0 - recruit new instructors and write curriculum
 - b. Faculty Self Care and Wellness
 - c. Equity Minded Teaching Certificate
 - i. African American Student Success
- 8) **Market and support** a [peer collaboration program](#) with Professional Development- Faculty can earn flex hours by partnering with a peer and unofficially evaluate one another to improve classroom practices.

CETL's Spring 2025 Calendar of Classes

✓ **COMPLETED** Winter 2025

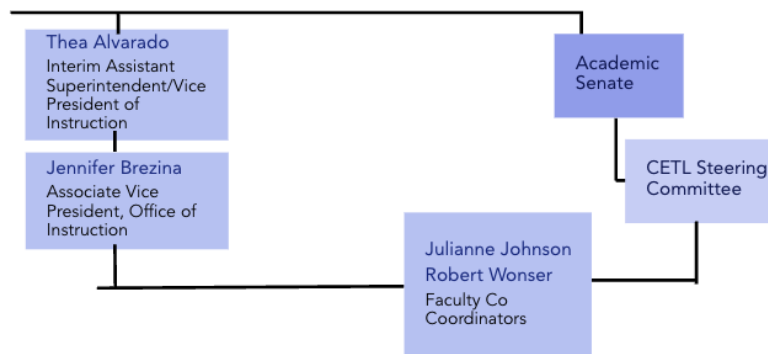
1. NC.EDUC100 - Introduction to Teaching Strategies - Instructor - Victoria Leonard 1/6/25 - 2/8/25
2. NC.EDUC105 - Introduction to Online Instruction - Katie Coleman - 1/6/25 - 2/8/25
3. NC.EDUC106 - Teaching Project Based Learning for Civic Equity and Inclusion - Linda.Beauregard-Vasquez
4. NC.EDUC111 - Introduction to OnlineLIVE and HyFlex Pedagogy - Chloe McGinley - 1/20/25 - 1/31
1st Synchronous: Jan 21 @ 3:00pm and 2nd Synchronous: Jan 29 @ 3:00pm

Spring/Summer 2025

5. NC.EDUC101 - Reading Strategies
6. NC.EDUC103 - Critical Thinking Strategies
7. NC.EDUC105 - Introduction to Online Instruction - (2x) First offering - Carol Johnston Feb 24 – March 29, Second offering TBD
8. NC.EDUC107 - ePortfolios for Engagement, Reflection, and Assessment

The CETL Steering Committee meets [HyFlex](#) on the third Tuesday of the month. For [information](#) to join CETL, please email, cetl@canyons.edu.

CETL's 2025 Org Chart



ACADEMIC SENATE
Sponsored
Department Chair Leadership Training Workshop Series

This Department Chair training workshop series is highly recommended, but not compulsory absent any COCFA contractual obligation. Each workshop shall be eligible for FLEX credit. The completion of all 8 workshops will result in the awarding of an Academic Senate Department Chair Leadership Training Certificate. The workshop series is a collaborative effort of the Academic Senate, COC Administrative Offices, and COCFA. Consequently, the awarded certificate should be recognized District wide as a form of professional leadership training. This training workshop series has been approved and adopted by the Academic Senate.

It is often stated that "leadership" is painting a vision for others to follow while "authority" is when a person has the right to give you an order or direction. Given the current role of department chairs on campus, as outlined in the COCFA collective bargaining agreement, department chairs categorically fall into the former and not the latter, thereby relying on COC Administration to support their work as needed.

The training workshop series shall be offered in its entirety, at least once per academic year. All workshops shall be simultaneously scheduled and advertised at the beginning of the fall semester for proper planning and determinations of demand. Training offerings may be suspended for any academic year where there is zero demand. All full-time faculty are invited to participate. **Each workshop will be limited to 20 enrolled faculty. If necessary, priority might be given to new department chairs with no previous experience.**

1. ORIENTATION/OVERVIEW of DEPARTMENT CHAIR ROLE/ETHOS; *Leading from the Middle*

Claudia Acosta (yes), Proposed Co-Presenters TBD

Location: BONH 330 – No Zoom Option for this Workshop

Date: 02/28/2025

Time: 9:00am-10:30am (90 Minutes)

2. SLOs/PROGRAM REVIEW/PURCHASING

(Mary Powell, Jason Hinkle, Daylene Meuschke & April Marin)

Location: BONH-330 & Zoom Option

Join Zoom Meeting

<https://canyononline.zoom.us/j/82217515522?pwd=HRpz1tfSJ8ivJH71EPtp01bSHRk7Ci.1>

Meeting ID: 822 1751 5522; **Passcode:** 866694

One tap mobile: +1-669-444-9171 US; +1-719-359-4580 US

Date: 03/14/2025

Time: 9:00am-11:00am (2 Hours)

3. SCHEDULE BUILDING and STAFFING

(Jennifer Brezina & Co Presenter, TBD)

Location: BONH-330 & Zoom Option:

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/86946999380?pwd=41eYQu2wC1DGMtRyxI67M9UCwhSm1G.1>

Meeting ID: 869 4699 9380; Passcode: 788878

One tap mobile +1-669-444-9171 US; +1-253-205-0468, US

Date: 03/21/2025 (*IAC Date)

Time: 10:00am-12:00PM (2 Hours)

4. HIRING COMMITTEES and HUMAN RESOURCES

(Miranda Zamudio & Co Presenter, TBD)

Location: BONH-330 & [Zoom Option:](#)

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/89053934362?pwd=IzOrAQq2rpriYxU0bx6lI5TjCvbWm.1>

Meeting ID: 890 5393 4362; Passcode: 854667

One tap mobile +16694449171 US; +17193594580 US

Date: 04/11/2025

Time: 9:00am 11:00am (2 Hours)

5. DISTRICT/DEPARTMENT POLICIES, ACADEMIC FREEDOM, and CHAIR TERMS/ELECTIONS

(Chris Blakey, Gary Collis)

Location: BONH 330 & [Zoom Option:](#)

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/88350345409?pwd=zLnaTRjey37SXPjNwKV5pntBkEb54r.1>

Meeting ID: 883 5034 5409; Passcode: 522440

One tap mobile +1-669-444-9171 US; +1-253-215-8782 US (Tacoma)

Date: 04/18/2025 (*IAC Date)

Time: 10:00am-12:00PM (2 Hours)

6. COMPENSATION and CONTRACT MATTERS

(Jason Burgdorfer, Garrett Hooper)

Location: BONH 330 - [Zoom Option:](#)

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/82846271124?pwd=bEXNbHlil5HOlOJ6xHsLrCEnhqx2da.1>

Meeting ID: 828 4627 1124; Passcode: 817627

One tap mobile +16694449171US; +12532158782, US (Tacoma)

Date: 04/25/2025

Time: 9:00am-10:30am (90 Minutes)

7. CURRICULUM REVIEW, PROGRAM VIABILITY, Instructional Advisory Council (IAC)

(Tricia George, Garrett Rieck & Jennifer Brezina)

Location: BONH 330 - [Zoom Option](#):

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/84186672055?pwd=alaLRPguvOateHop3E7GIwQdckB6XN.1>

Meeting ID: 841 8667 2055; Passcode: 905657

One tap mobile +16694449171 US; +12532050468 US

Date: 05/09/2025

Time: 9:00am-11:00am (2 Hours)

8. DEPARTMENT MANAGEMENT STRATEGIES and PRIORITIES

(Claudia Acosta, Proposed Co-Presenters TBD)

Location: BONH 330 - No Zoom Option for this Workshop

Date: 05/16/2025

Time: 10:00am-11:30am (90 Minutes)

SCHOLARLY PRESENTATION COMMITTEE

OF THE ACADEMIC SENATE

COMMITTEE PROCEDURES

I. PURPOSE

The Scholarly Presentation Committee is a sub-committee of the Academic Senate. The primary role of the Committee is to serve as a resource and advisory group for investigating and recommending options and strategies to the Academic Senate on policies, initiatives, budgets, grants, work plans, professional development, and curriculum directed to **faculty professional development**.

II. COMMITTEE DUTIES AND FUNCTIONS

The duties and functions of the Scholarly Presentation Committee are as follows:

1. Advocate for COC's **faculty research and presentation** programs using a transparent process to promote the development, expansion, and improvement of **scholarly presentations** on campus.
2. Be a resource for all faculty, scholarly research, and programming. Provide recommendations to support professional development of scholarly presentations by full-time and part-time faculty.
3. Enhance communication between Scholarly Presentation Committee and existing Academic Senate programs.

III. MEMBERSHIP

A. COMMITTEE CO-CHAIRS

The committee will be co-chaired by a full-time faculty member.

B. DUTIES AND RESPONSIBILITIES OF THE COMMITTEE CO-CHAIRS

1. Develop the meeting agenda.
2. Review and finalize meeting minutes.
3. Provide updates for the committee website.
4. Report out to the Academic Senate.
5. Work with the Academic Senate President to recruit and manage Committee membership.
6. Oversee and allocate the work and participation of committee members.
7. The **Scholarly Presentations Committee** Liaison will serve as a member of the Academic Senate's Executive Committee.

B. VOTING MEMBERS:

1. 18 full-time faculty
2. 1 part-time faculty

D. NON-VOTING MEMBERS

1. Dean, School of Behavioral and Social Sciences
2. Vice President of Instruction
3. Vice President of Institutional Research

E. ADJUNCT COMMITTEE MEMBERS

1. Adjunct members of the Committee must maintain a teaching assignment for the semester in which they serve on the Committee and are thus potentially subject to a one semester term of service on the Committee.
2. All faculty are welcome and encouraged to attend the committee meetings.

F. ADVISORY AND RESOURCE MEMBERS

The following is a list of the advisory resource members. Additional members may be added as resource members by mutual agreement of the co-chairs.

1. Associate Vice President, Instruction or designee
2. Vice President, Instruction or designee
3. Dean, Behavioral and Social Sciences
4. Director of MESA
5. Vice President, Institutional Research or designee
6. Dean, Equity
7. Student representatives
8. Classified Staff

G. TERMS

1. All members other than the co-chairs will serve a two-year term.
2. Terms will be staggered to provide some continuity in membership.
3. Members may serve multiple terms.

IV. MEMBERSHIP RESPONSIBILITIES

1. Attend and participate in all regularly scheduled meetings.
2. Undertake due diligence in reviewing materials and documents in preparation for meetings.
3. Conduct independent research as required
4. Participate on sub-committees as required
5. Faculty members will inform, update, and gather information from other faculty and schools.

V. VOTING

1. The committee membership will work to reach consensus regarding recommendations. In the event that consensus cannot be reached on a matter requiring a recommendation to the Academic Senate, there will be a vote.
2. The Committee is a voting Committee in an advisory capacity only.
3. Voting will be based on a simple majority. When reporting or making recommendations to the Academic Senate, both majority and minority perspectives will be reported. *A tie vote will also be reported.*

VI. MEETINGS

1. The committee will meet (weekly, monthly, quarterly). Meeting dates and times are subject to change based on the members' availability and schedules.
2. Any member unable to attend a meeting should notify a co-chair. Faculty unable to attend the meeting should encourage another faculty member to attend in their place as a proxy. If any absent faculty member is represented by proxy, such transfer of voting rights should be made known to either co-chair in advance of that particular meeting by the consenting faculty committee member.
3. All meetings shall have recorded minutes.

VII. SUB-COMMITTEES

The Committee may establish sub-committees from its membership. Sub-committees of this Committee must report back to the full Committee membership before submitting any formal draft to the full Academic Senate.

VIII. QUORUM

The minimum number of voting members, which must be present at a meeting in order to transact business legally, shall be 50% of the voting membership plus one.

IX. COLLEGIAL CONSULTATION COMMITTEES

Since the work of Scholarly Presentation Committee covers a broad range of schools, disciplines, and topics, it is expected that this committee will collegially work with, consult, and advise, as needed, a number of other campus committees.

The collegial consultation committees are:

Note: (These are suggestions as committees will vary depending on the are of focus, scope and work of the committee)

1. Program Viability
2. Curriculum
3. President's Advisory Council on the Budget (PAC-B)
4. Committee on Assessing Student Learning (CASL)

5. Program Review
6. Grants Committees
7. Chancellor's Taskforce on Workforce Development
8. Institutional Effectiveness and Inclusive Excellence (IE)²

Rev. 2/25



BP 3710 Securing of Copyright

References:

Education Code Sections 72207 and 81459;

17 U.S. Code Section 201

The CEO is directed to develop appropriate administrative procedures to implement the provisions of the Education Code which authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District. The procedures developed by the CEO shall assure that the District may use, sell, give or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the CEO shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision making.



AP 3710 Securing of Copyright

References:

Education Code Sections 72207 and 81459;

17 United States Code 201

The Santa Clarita Community College District recognizes the need to adopt and maintain an Intellectual Property Rights policy, which encourages faculty and staff to engage in the production of scholarly works, creative publications, and technology-based materials. Inherent in these policies are the following general assumptions:

1. That the rights of employees and the District need to be fairly balanced through collegial dialogue.
2. That the following definitions regarding copyright, royalties, and utilization of all materials will be consistent with the promotion of academic freedom and "fair use" guidelines.
3. The District is not interested in entering into agreements for the express purpose of achieving a financial gain. The District is interested in receiving fair compensation for use of public resources employed in creation of such works.
4. The District has a responsibility to protect the rights of its intellectual property from unauthorized use.

All works developed by an employee pursuant to district directive, when district supplies or equipment are used, shall be the sole property of the district, including all rights of copyright for such works.

If an employee prepares, at other than their regular work time, material on their own initiative for use at the college, they may retain the copyright privilege themselves, even though incidental district supplies or equipment may have been used. The district, however, shall have the right to reproduce the material for district use without violating the copyright and without payment of any fees.

This procedure shall not limit the right an employee to copyright, sell, or grant a license for their works, which are produced outside his working hours and at no cost to the district.

Material subject to copyright in the form of books, musical or dramatic compositions, architectural designs, paintings, sculptures, or other works of comparable type developed by employees shall be the property of the author unless the material is prepared by means of a District grant or an externally funded grant or contract to the District. Prior to securing a copyright for the materials, the employee shall reimburse the District for all direct costs. The District may choose to license the material with an open license such as Creative Commons Attribution or Creative Commons Attribution Non-Commercial licenses. Provisions of any external funding agency regarding copyright shall be followed. Materials produced during sabbatical leave do not constitute an exception and shall be the property of the author unless special funding provisions described above are applicable.

Copyright Ownership

The right to claim copyright shall be determined in the following manner:

1. A faculty or staff member may claim the right to copyright any material created outside of the faculty or staff member's employment with the District. If this creation involves use of District equipment or supplies the faculty and staff member shall retain the right to copyright the material, but shall reimburse the District for the cost of production.
2. The District may claim the right to copyright material if the District specifically commissioned it, or the work is identified as an institutional effort. An institutional effort is defined as one in which the work was produced by a District council, committee, or project team or other college entity as part of conducting the business of the District. The District may choose to license the material with an open license such as Creative Commons Attribution or Creative Commons Attribution Non-Commercial licenses. Otherwise, the right to copyright the material will belong to the faculty or staff member responsible for its creation.
3. The District and the faculty or staff member may agree to share the right to copyright materials if the work is created by the faculty or staff member and the District contributes services, staff, or financial resources necessary for completion. This will be accomplished through a separate contract at the time the project is initiated. Faculty and staff should consult with their respective legal counsel and/or bargaining unit before entering into the contract.
4. When District compensation is paid to faculty for the creation of new Online, or Distance Education courses, these courses shall remain the property of the District and available to other qualified instructors.

Copyright Registration

Responsibility for official registration of copyright will lie with the owner of the copyright. In those cases where there is shared ownership, the District will be responsible for filing for both parties for registration of copyright.

Royalties and Distribution Rights

The ownership of copyright determines royalty distribution rights.

1. When faculty and staff members have full copyright ownership, they retain full royalty distribution rights.
2. When the District has full copyright ownership, it retains full royalty distribution rights.
3. If the District and the faculty and staff member share copyright ownership, royalty distribution rights will be as follows: All royalties or profits will be distributed to reimburse the copyright owners for documented expenses related to the creation and production of the materials. Any remaining royalties or profits will be distributed according to the terms of a separate contract.



BP 3715 Intellectual Property

References:

- 17 U.S. Code Sections 101 et seq.;
- 35 U.S. Code Sections 101 et seq.;
- 37 Code of Federal Regulations Parts 1.1 et seq.

The CEO shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by the District employees and students.



AP 3715 Intellectual Property Rights

References:

17 U.S. Code Sections 101 et seq.;

35 U.S. Code Sections 101 et seq.;

37 Code of Federal Regulations Sections 1.1 et seq.

Introduction

The District recognizes and encourages the intellectual scholarship and academic creativity of employees as an inherent part of the educational mission of the college

The District, the Academic Senate, and all other campus constituent groups believe that the public interest is best served by creating an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while still retaining for the college reasonable access to, and use of, the intellectual property for whose creation the college or university has provided assistance.

It is in the interest of the District, the Academic Senate, and all other campus constituencies to protect and promote the right of employees to benefit from their scholarly and institutional work, and to avoid copyright disputes by facilitating advance agreement between employees and the District regarding ownership and use of scholarly works.

The following intellectual property procedure shall be interpreted consistent with other District policies, including, but not limited to, the District's policy on academic freedom as well as federal and state statutes and regulations. This procedure shall also be interpreted consistent with all collective bargaining agreements.

Definitions

For the purposes of this procedure, the following definitions apply to the following words or phrases:

"Administrative Activity" means the execution of the District's management or administrative functions such as preparing budgets, policies, contracts, personnel management, printing course materials and catalogues, maintenance of computer data, long range planning, and keeping inventories of equipment. Teaching and academic endeavors are not administrative activities.

"Author" or "Creator" means an individual who alone or as part of a group of other creators, invent, author,

discover, or otherwise create intellectual property.

“District Resources” means all tangible resources including buildings, equipment, facilities, computers, software, personnel, and funding.

“Course Materials” means materials prepared for use in teaching, fixed or unfixed, in any form, including, but not limited to, digital, print, audio, visual, or any combination thereof. Course materials include, but are not limited to, lectures, lecture notes, and materials, syllabi, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, web-ready content, and educational software.

“Course Syllabus” means a document that includes information about the outline, standards for student evaluation, and additional information which reflects the academic work of the faculty member.

“Digital Encoded Work” means a work (on a bit-sequence) that can be stored on computer-readable media, manipulated by computers, and transmitted through data networks.

“Employee” means an individual employed by the District, and shall include full-time and part-time faculty, classified staff, student employees, appointed personnel, persons with "no salary" appointments, and academic professionals, who develop intellectual property using District resources, unless there is an agreement providing otherwise.

“Student” means an individual who was or is enrolled in a class or program at the District at the time the intellectual property was created.

“Student Employee” means a student who is paid by the District and may include students participating in a work study program or who receive stipends while they are acting within the scope of their employment at the District at the time the intellectual property was created.

“Substantial Use of District Resources” means use of District resources beyond the normal professional, technology, and technical support generally provided by the District and extended to an individual or individuals for development of a product, project or program. The use of District resources must be important and instrumental to the creation of the intellectual property. The following do not constitute substantial use of the District’s resources: (1) incidental use of District resources and/or (2) extensive use of District resources commonly available to District employees. A substantial use of the District’s resources may be implicated in situations where the creator spends such time and energy in the creation of a work that results in a great reduction of the creator’s teaching activity.

“Work” means an “original work of authorship fixed in a tangible medium” as used in the Copyright Act.

A. Intellectual Property

Intellectual Property rights refer to works that may be eligible for copyright protection. This includes, but is not limited to:

1. course materials such as course handouts, syllabi, lecture notes, student exercises, workbooks, study guides, laboratory manuals, multimedia programs, tests, literary works;
2. books, articles, fictional or non-fictional narratives, reviews;

3. dramatic and musical compositions, poetry, and choreography;
4. complete online courses including those created with a course management system;
5. other course materials related to online courses or web-related materials;
6. analysis (e.g. scientific, logical, opinion or criticism);
7. works of art and design, including pictorial, graphic and sculptural works, photographs, films, video and audio recordings;
8. computer-based programs and media (e.g. software or computed code of their representation in forms such as CD-ROM, video disk, compressed audio and/or video, digital, web-based material and the like);
9. Architectural and engineering drawings.

B. Form of Intellectual Property

Intellectual Property works may be found in:

1. Any enduring medium (for example, print, film, or digital media, etc.), or
2. Digitally encoded works that can be stored on computer-readable media, manipulated by computers, and transmitted through data networks form (for example, video or audio broadcast, html transmissions, or email attachments), or
3. Other tangible forms (for example, as sculpture, painting, or structure).

C. District Substantial Support

1. "District Resources" includes all tangible resources including buildings, equipment, facilities, computers, software, personnel, consumable supplies and funding.
2. "Substantial Support" means use of District resources beyond the normal professional, technology, and technical support generally provided by the District and extended to an individual or individuals for development of a product, project or program.
 - a. Examples of Substantial Support could include, but are not limited to:
 - i. Extra compensation for a work.
 - ii. The cost of providing secretarial, technical, legal, duplication, technological or creative services specifically for the creation of the work.
 - iii. A substantial use of the District's resources may be implicated in situations where the creator spends such time and energy in the creation of a work that results in a great reduction of the creator's contractual obligations.
 - b. Examples of normal professional, technology, and technical support generally provided by the District would include, but are not limited to:

- i. the employee's regular compensation and the office space.
- ii. office computer, local telephone use, office supplies, and copy services regularly provided to an employee in the normal course of their employment.
- iii. District sponsored training customarily provided to an employee.
- iv. District tech support customarily provided to an employee.
- v. the use of an electronic learning management system.
- vi. any software management system for on-line instruction, assessment or virtual classroom instruction.
- vii. Compensation to a faculty member while on sabbatical.
- viii. COC Foundation support, such as to the Scholarly Presentation program or mini-grant programs.

D. Categories of Intellectual Property works

1. Institutional Work

Institutional Works are those standard and ordinary works conducted by the District for specific District administrative purposes, excluding teaching and academic endeavors. Institutional works do not grant any intellectual property rights to their creators.

Examples of these would include, but are not limited to:

- a. preparing budgets, policies, contracts, personnel management,
- b. course schedules and catalogues,
- c. maintenance of computer data,
- d. long range planning,
- e. Keeping inventories of equipment,
- f. Promotional and other materials produced by the Public Information Office,
- g. Works that must be approved by a college committee,
- h. all materials produced by accreditation committees,
- i. course outlines approved by the Curriculum committee.

2. Commissioned Work

All Commissioned Works are the property of the District, unless otherwise stated in a written agreement between the District and the employee prepared before the project is initiated,

- a. A commissioned work is a one-time work that is defined and directed by the District for a specific District purpose.
- b. This includes, but is not limited to, any works:
 - i. Commissioned by the District pursuant to a signed contract;
 - ii. Produced by research specifically supported by Federal, State, or third-party sponsorship;
 - iii. Produced through substantial use of District resources or facilities;
 - iv. The District may provide additional compensation for a commissioned work, but any such compensation must be agreed to in writing before the project begins;
 - v. Commissioned works are outside of an employee's normal duties and must be

agreed to by both the employee and the district.

3. Personal Work

Personal Works are prepared outside the course and scope of District employment responsibilities and are produced without the use of District resources or facilities. Personal works are not subject to this policy.

- a. Since Personal Works are the property of the employee, any copyright shall be owned exclusively by the employee.
- b. When creating a personal work, the creation of such works shall not interfere with the employee's ability to perform assigned responsibilities.
- c. An employee shall not use any District resources to create, develop or commercialize works.

4. Scholarly Work

Scholarly works are considered the intellectual property of the employee.

- a. Scholarly works are those where the employees' contributions:
 - i. Originate through their own initiative;
 - ii. Are the results of independent academic efforts for classroom, education, or professional purposes, and
 - iii. Do not rely on substantial use of District resources.

5. Sabbatical Works.

Generally, intellectual property created by District employees during a sabbatical is defined as scholarly work.

- a. If substantial District resources and facilities are required to complete a sabbatical project, the District and the employee must first enter into an agreement to define the limit and scope of the District's support, as well as to define the District and employee's intellectual property rights in the sabbatical work.

E. District Use of Scholarly Works

1. Material created for ordinary teaching use in the classroom (including on-line teaching) and in department programs, such as syllabi, assignments, and tests, shall remain the property of the employee, but the District shall be permitted to use such material for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions.
2. By accepting the assignment of a distance learning course as part of their faculty load, a faculty member implicitly authorizes the District to transmit or record for transmission, any classroom instruction, lecture or other instructional or performance event produced by the faculty member for the students enrolled in a specific distance learning section. It is understood that such authorization is only for a specific course section during a specific semester.

F. District Restrictions on Use of Employees' Scholarly Works

1. Scholarly Works are the property of the employee, and the copyright shall be owned by the employee. The District and the employee agree that the employee shall maintain the exclusive right to royalties and non-transferable, perpetual, worldwide license to use works owned by the employee.
2. The District may not authorize the for-profit publication of such works in return for royalties paid solely to the District without written authorization from the employee (s) who created the works.
3. The District may not sell or re-transmit any recording of any classroom instruction, lecture or other instructional or performance event produced by the employee for transmission, except under the terms of a written agreement between the District and the employee specifying the terms of such re-transmission or sale, including distribution of net profits from the sale or rebroadcast.
4. The District shall not authorize anyone to create derivative works (for example, companion materials, or updated versions) without the written agreement of the employee (s) who own the work.

G. Employee Responsibilities on Scholarly Works

1. If a scholarly work is created by two or more employees, it is the responsibility of the employees to determine the manner in which they share ownership of the copyright to that work.
2. It is their responsibility to prepare (or have prepared at their own expense) a written agreement between them documenting their determination.
3. No grievance against the District may be asserted by employees arising out of any consequences of their failure to make or document an agreement concerning the manner in which they share ownership of the copyright
4. It is the responsibility of the employee to ensure that any scholarly work does not include intellectual property owned by others. If it does include such intellectual property, the employee is responsible for obtaining the appropriate releases/permissions for the use of the material.
5. As the copyright for Scholarly Works are held by the employee, the District assumes no liability for any legal action arising from the contents of the scholarly work.

H. Use of Names, Logos

1. The District's names, logos, and trademarks are copyrighted material that may not be used without consent of the District.
2. Employees may use their employment title for any work that they create while an employee of the District.
3. If for any reason the District does not wish its name or the College's name to be identified, the

District has the right to require the employee not to identify his or her relationship with the District; and in such a case, the employee will agree to stop doing so as soon as reasonably possible.

4. The District agrees that when it uses a work created by an employee the District will identify the employee who created the work, for as long as the work continues to be used by the District.

I. Alternative Copyright Agreements

1. The CEO may waive the District's property rights by executing a written waiver.
2. Employees and the District may, if they wish, enter into individual agreements with one another concerning copyright ownership and usage rights to specific works, the terms of which differ from those set forth above.
3. The terms of any such individual agreement will supersede the terms of these procedures, once such an agreement is signed by the employee and an authorized representative of the District.
4. In the event the provisions of these procedures and the provisions of any operative collective bargaining agreement conflict, the collective bargaining agreement shall take precedence.

J. Commercialization of Intellectual Property

1. The District may commercialize any work in which it maintains intellectual property rights using its resources or it may enter into agreements with others to commercialize the work as authorized by law.
2. The District shall undertake such efforts, as it deems necessary to preserve its rights in original works for which the District is the sole or joint owner of intellectual property rights.
3. The District may apply for a patent, for trademark registration, for copyright registration, or for other protection available by law on any new work in which it maintains intellectual property rights.
4. The District may pay some or all costs required for obtaining a patent, trademark, copyright, or other classification on original works for which it exclusively owns intellectual property rights.
5. If the District has intellectual property rights in a jointly owned work, the District may enter into an agreement with the joint owners concerning payment of such costs.
6. At times the District may share intellectual property rights with employees. The employees are entitled to share in any royalties, licenses, and other payments from commercialization of these works in accordance with applicable agreements signed beforehand with the District.
7. All expenses incurred by the District in protecting and promoting the work, including costs incurred in seeking patent or copyright protection and reasonable costs of marketing the work, shall be deducted and reimbursed to the District before the creator is entitled to share in the proceeds.

8. The District shall deposit all net proceeds from commercialization of intellectual property in its own general intellectual property account. The District may use the account to reimburse expenses related to creating or preserving the District's intellectual property rights or for any other purpose authorized by law and District policy including the development of intellectual property.

K. Request for Substantial Support

1. An employee may request the District to provide substantial support. Such a request must be provided in writing to the appropriate cabinet-level administrator.
2. The District has no obligation to support the request.
3. If approved, a formal agreement will be written out between the District and the employee prior to the start of any work. This written agreement shall include, at a minimum:
 - a. the terms of the substantial support to be provided.

L. Student and Members of the Public Intellectual Property Rights

1. District students own the intellectual property rights for intellectual property created to meet course requirements using college or District resources.
 - a. Students completing assignments for an outside entity as part of an internship, project-based learning assignment, service-learning assignment, etc. do not necessarily own the intellectual property rights related to their assignments. Clarification should be determined with the external agency prior to the start of the assignment. In the absence of such clarification, the intellectual property rights belong to the outside agency.
2. The methods used by faculty to grade, certify, and assess a student's intellectual work created to meet course requirements shall not be construed as a violation of a student's intellectual property rights.
3. Members of the public who create intellectual property using district resources available to the public retain the rights to those intellectual works.

M. Development of Procedures

1. The District will develop procedures to ensure for the recognition, administration, and assignment of Intellectual Property Rights.
2. These procedures will be consistent with other District policies, including, but not limited to, the District's policy on academic freedom and federal and state statutes and regulations.
3. In addition to procedures for general District implementation of this policy, there shall be specific procedures developed for employees, students, contractors, and volunteers.
 - a. Employees

- i. Any procedures that would impact faculty members will be mutually agreed upon with the Academic Senate.
- ii. These procedures shall also be interpreted consistent with all collective bargaining agreements.

b. Students

- i. The District will develop procedures to ensure the protection of students' intellectual property rights.
- ii. Protection of student intellectual property rights shall not be construed to interfere with the role of the faculty in assigning grades to students enrolled in college courses.
 - i. Notwithstanding the above, the District encourages faculty to help students understand that they may be waiving their intellectual property rights when using third-party publisher portals even when accessed through Canvas.
 - ii. In addition, faculty are encouraged, when possible, to provide alternative means for students to complete assignments that otherwise would have been completed through the third-party publisher portals, when students have concerns about protecting their intellectual property rights.

4. Third Party Contractors

- a. The District will develop procedures that delineate the intellectual property rights between the district and any outside contractor.
- b. Assignment of Intellectual property rights shall be specified in any contract or agreement signed by the District.

5. Volunteers

- a. The District will develop procedures that delineate the intellectual property rights between the District and any person not acting in the capacity of an employee, student, or contractor.



AP 3750 Use of Copyrighted Material

References:

Education Code Sections 67302 and 32360
U.S. Code Title 17, Copyright Act of 1976

The following Administrative Procedure is adopted to provide guidance to employees and students regarding the use of copyrighted material. Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the "fair use" doctrine. The "fair use" doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship. In some instances, copyright may be required for works that fall within "fair use."

1. Definitions

Brevity –

- Poetry: (a) A complete poem of less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
- Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.
- For Poetry and Prose: use may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.
- Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- "Special works:" Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations, and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity – The copying is at the instance and inspiration of the individual faculty; and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect – The copying of the material is for only one course in which the copies are made.

- Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- There shall not be more than nine instances of such multiple copying for one course during one class term.
- The limitations stated above shall not apply to current news periodicals and
- newspapers and current news sections of other periodicals.

Compilations – Permission from the copyright owner should be obtained when using excerpts of copyrighted work to create anthologies or “course packs,” even if the excerpts fall under the definitions in the “fair use” doctrine.

2. The following are “fair use” of various copyrighted materials.

A. Single Copying for Faculty- A single copy may be made of any of the following by or for a faculty at their individual request for their scholarly research or use in teaching or preparation to teach a class:

- i. A chapter from a book
- ii. An article from a periodical or newspaper
- iii. A short story, short essay or short poem, whether from a collective work
- iv. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

B. Multiple Copies for Classroom Use - Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the faculty giving the course for classroom use or discussion, provided that:

- i. The copying meets the tests of brevity and spontaneity as defined above; and
- ii. Meets the cumulative effect test as defined above; and
- iii. Each copy includes a notice of copyright

C. Prohibitions – Notwithstanding any of the above, the following shall be prohibited:

- i. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.
- ii. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- iii. Copying shall not:
 - a. substitute for the purchase of books, publisher's reprints or periodicals
 - b. be directed by higher authority
 - c. be repeated with respect to the same item by the same faculty from term to term.
- iv. No charge shall be made to the student beyond the actual cost of the photocopying.

D. Online Courses – The Teach Act (Technology, Education and Copyright

Harmonization) Act; U.S. Code 17, Copyright Act, Sections 110(2) and 112) provides instructors greater flexibility to use third party copyrighted works in online courses. An individual assessment will be required to determine whether a given use is protected under the Act. The following criteria are generally required:

- i. The online instruction is mediated by an instructor.
 - a. The transmission of the material is limited to receipt by students enrolled in the course. Technical safeguards are used to prevent retention of the transmission for longer than the class session.
 - b. The performance is either of a non-dramatic work or a "reasonable and limited portion" of any other work that is comparable to that displayed in a live classroom session. The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education.
 - c. The District does not know, or have reason to know, that the copy of the work was not lawfully made or acquired.

- d. The District notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.
- e. Obtaining Permission to Use Copyrighted Material.

NOTE: Insert local procedures that describe the process faculty, and others shall use to obtain permission to use copyrighted material.

Suggestion: Employees who need to obtain permission to use any copyrighted material should contact the copyright holder to obtain written permission to use the material in question.

Approved by CPC: _____