



College of the Canyons Academic Senate

February 22, 2024

3:00 p.m. to 5:00 p.m.

Hybrid Format, via Zoom & in-person in **BONH 330**

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/89672861130?pwd=rM5ST4atUVbKaEEyrbUYCAAyRVLBB.1>

Meeting ID: 896 7286 1130; Passcode: 424965

One tap mobile +16694449171,,89672861130# US; +12532050468,,89672861130# 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:
 - Tenure Committee (pg. 5)
5. Sub-Committee Summaries/Information: none
6. Approval of the Consent Calendar
 - Academic Senate Summary, February 8, 2024 (pg. 6-9)

B. Reports

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

1. CE Committee Annual Chair Report, Gary Quire (pg. 10-13)
2. Academic Senate Presidents Report, David Andrus
3. Vice 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. AP 4060 Instructional Service Agreement, Gary Collis (pg. 14-16)

D. Discussion

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

1. AI Discussion, David Andrus & James Glapa-Grossklag
2. Emergency Preparedness, Dr. Jim Temple
3. Spring 2024 Commencement Committee Update, David Andrus
4. Self-Service Taskforce, Lisa Hooper

E. Unfinished Business

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

1. CTE Toolkit
2. Senate Policy on Web Enhancement
3. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations

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. Senate Faculty Office Procedures
3. Staff Training for Classified Absences
4. Academic Integrity (AI) Taskforce

G. Announcements

1. Next Academic Senate Meeting Dates Spring 2024: March 7th; March 21st; April 11th; April 25th; May 9th; May 23rd
2. 2024 FACCC Advocacy & Policy Conference: Feb. 25th – 26th, Sacramento, CA.
3. 2024 ASCCC Spring Plenary Session: April 18th – 20th, San Jose Marriot, San Jose, CA.
4. 2024 ASCCC CTE Regional Consortium: May 3rd, Los Angeles, CA. area
5. 2024 ASCCC Faculty Leadership Institute: June 20th – 22nd, Location TBD
6. 2024 ASCCC Curriculum Institute (Theme: Curriculum Unmasked: Revitalize, Revamp and Reignite!): July 10th – July 13th, Pasadena Convention Center, Pasadena CA.

H. Adjournment

The teleconference is accessible through the following link:

<https://canyonsonline.zoom.us/j/89672861130?pwd=rM5ST4atUVbKaEEyrbUYCAAyRVLBB.1> Please

note:

This meeting will be broadcasted at the following locations via zoom

none

Tenure Committees 2023-2024 (as of 02.15.24)

Last Name	First Name	School/Department	Committee Chair	Peer Evaluator	Administrator	FT Faculty Hire Date	Status
Anna	Hillary	Occupational Therapy Assisting	Heather Dotter	Sarah Etheridge	David Vakil	1/29/2024	1st year
Bell	Nathan	Physics	David Michaels	Erik Altenbernd	David Vakil	1/29/2024	1st year
Larsen	Kevin	Manufacturing Technology	Tim Baber	Charlie Johnson	Nadia Cotti	12/14/2024	1st year

Academic Senate Meeting Summary for February 8, 2024

Voting Members					
Senate President	David Andrus	X	Business Senator	Gary Quire	X
Vice President	Lisa Hooper	X	Learning Resources Senator	Jennifer Thompson	X
Curriculum Chair	<i>Gary Collis proxy for Tricia George</i>	X	Personal & Professional Learning Senator	Garrett Rieck	X
Policy Review Chair	Gary Collis	X	At Large Senator	Sab Matsumoto	X
AT Senator	Regina Blasberg <i>via zoom</i>	X	At Large Senator	Shane Ramey	X
MSHP-MSE Senator	Erica Seubert	X	At Large Senator	Jennifer Paris	X
MSHP-HPPS Senator	David Pevsner	X	At Large Senator	Rebecca Shepherd	X
VAPA Senator	David Brill	X	At Large Senator	Nadia Monosov	X
Student Services Senator	Garrett Hooper	X	Adjunct Senator	Arshia Malekzadeh <i>via zoom</i>	X
Humanities Senator	Mike Harutunian	X	Adjunct Senator	<i>Linda Beauregard-Vasquez proxy for Lauren Rome</i>	X
Kinesiology/Athletics Senator	VACANT	A	Adjunct Senator	Linda Beauregard-Vasquez	X
SBS Senator	Victoria Leonard	X	X= Present	A= Absent	

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

Guest							
Dustin Silva	X	Jaya George	X	Maral Markarian	X	Patty Robinson	X
Diane Avery	X	Julie Johnson	X	Michael Felix	X	Robert Wonser	X
Dr. Jasmine Ruys	X	Lak Dhillon	X	Michelle Labrie	X		X

A. Routine Matters

1. Call to order: 3:05pm
2. Public Comment:
 - It has been challenging to find instructors to teach 100% certified online courses. More courses may be offered however for non-credit courses there is a minimum of 6 students needed. This item can be agenzied.
 - The Policy Committee has received from Dr. Ruys the updated student conduct policies. The committee is reviewing the documents and is inviting more key groups to participate in the development of these documents.
3. Approval of the Agenda
 - Wendy Brill Wynkoop's Legislative report/discussion was moved from #1 to #4 due to her schedule.
 - **Motion** to approve the agenda by Mike Harutunian, seconded by Victoria Leonard. Gary Collis proxy for Tricia George, (yes, vote). Linda Beauregard-Vasquez proxy for Lauren Rome, 6

(yes, vote). Unanimous. Approved

4. Committee Appointments:

- Selection Committee appointments (pg. 3)
- Updated Tenure Committee List for 2023-24 (pg. 4) : There are three new full-time faculty.

5. Sub-Committee Summaries/Information: none

6. Approval of the Consent Calendar

- Academic Senate Summary, December 7, 2023 (pg. 5-7)
- **Motion** to approve the consent calendar Linda Beauregard-Vasquez, seconded by Erica Seubert. Gary Collis proxy for Tricia George, (yes, vote). Linda Beauregard-Vasquez proxy for Lauren Rome, (yes, vote). Unanimous. Approved

B. Reports

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

1. Legislative **Report/Discussion** (50% law), Wendy Brill-Wynkoop (FACCC President)
 - FACCC hosting a session on 50% law. This report was removed as presenter was not available.
2. CETL Committee Chair Annual Report, Julie Johnson & Robert Wonser (pg. 8-10)
 - Julie and Robert shared information on new certificates such as Fundamental Teaching Skills for Higher Education and 21st Century Teaching Practices. The Learning Parody policy allows for anyone who took IOI previously to get credit rather than re-taking this course. CETL is looking at a new IOI 2.0 learning, Best Practices Syllabi, Equity Minded teaching, Culturally Responsive Teaching STEM retreat and a Civic Equity Course.
3. Academic Senate Presidents Report, David Andrus
 - **Senate Elections:** There will be a call for nominations during the spring 2024 semester for School senators, curriculum committee members and department chairs. The elections committee will email requests for nominations only to the relevant constituent groups in order to reduce confusion regarding multiple nominating emails. However, nominations will be accepted from any faculty member for any position. It was suggested to create a master list on a dedicated Senate webpage for nomination information. The existing and newly elected communications officer can also send out information on nominations/elections. The procedures might also be updated to reflect these changes. But doing so is not immediately necessary.
 - **BONH 330:** There was a reminder, if you are the last person in the room, to lock all doors.
 - **Emeriti Frames:** Decisions will be made regarding name plates and/or pictures frames.
 - **AI Technology:** There are concerns with AI and this is connected to Student conduct. The idea is not to outlaw AI. There is a suggestion to make the current academic integrity taskforce a standing committee. Faculty have also requested a resolution to address AI concerns. This will return as future discussion items.
 - **Dept. Chair Training:** There is concern with hosting training on Fridays as they overlap with school meetings. It is not possible to change the date currently.
 - **Spring 2024 Emergency Drill:** There are concerns regarding withholding from students the exact time of the spring, 2024 emergency drill. There may be some students who are emotionally triggered. Students should have the ability to opt out and talk to a therapist. It was suggested to have Jim Temple return to Senate.
 - **Keenan Data Breach:** There is a leadership group addressing concerns with the data breach that includes classified, faculty and administration. The data breach is widespread and at numerous districts.
4. Vice Presidents Report, Lisa Hooper
 - **Faculty Offices:** There has been a delay with the installation of new offices due to a safe and accessible standard. The approach has been to be as minimally as disruptive as

possible. The Senate apologized for the disruption.

- **Walk-Through of Building Roofs:** Lisa did a walk through with Jason Munoz, Facilities and met with roofing contractors. There is a need of maintenance of Mentry Hall, Bonelli and Seco. The warranty of Mentry Hall has expired this year and Boykin Hall will get a new roof. There has been water damage in CCC 301 and CCC310.
- **Self-Service Taskforce:** This item will return for discussion.
- **Faculty in the Spotlight:** The MEA facility where Cougar News is hosted is very sophisticated in terms of technology for this event. An audience can be present. A new faculty member has not been identified.
- **BONH 330 Renovation Project:** The new table cannot be taken apart because it will disrupt the alignment. The old table was dumped, and chairs are being repurposed.

C. Action Items

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

1. Senate & Curriculum Committee Meetings Calendars FY: 24-25 (fall 24- spring 25) (pg. 11)
 - Semesters will end with a Senate meeting to approve the work of Curriculum. June 6th will be the last day before commencement and the Collegial Celebration will be scheduled on this day. There was a request to bring back a discussion regarding Commencement.
 - **Motion** to approve the calendar by Mike Harutunian, seconded Rebecca Shepherd. Gary Collis proxy for Tricia George, (yes, vote). Linda Buereguard-Vasquez proxy for Lauren Rome, (yes, vote). Unanimous. Approved

D. Discussion

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

1. AP 4610 Instructional Service Agreement, Gary Collis (pg. 12-14)
 - This is a new procedure which does not change existing processes but provide a general outline. ISAs are limited to public service agencies and a portion of apportionment is collected. This will return for action.
2. Senate Communications & Duties (Retreat Topic Revisited), David Andrus & Lisa Hooper
 - The newly circulated Senate bulleted summaries are truncated and shared on Mondays. They are not circulated on Fridays because of the high probability of being lost in weekend emails that stack up in individual accounts. The proposal is to send these communications to School Deans to be included in their School meeting packets/agendas and to allow more report out time at School meetings.
3. SEM Report Out, Dr. Omar Torres & David Andrus
 - David, Paul, Dr. Torres, Dr. Williams, Diane Avery traveled to SF to attend the Strategic Enrollment Management (SEM) mid-point conference. This event focused on developing focused sections at CCC to increase enrollment. Paul is leading the efforts. Marketing will be centralized to a website. Program maps do not yet exist specifically for the focused sections.

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H. Adjournment: 5:00 pm.

**Academic Senate CE Committee Report
Spring 2024**

A. **Committee** – CE Committee

Committee Administration Chair Harriet Happel – CTE Dean

Committee Faculty Chair Gary Quire – CTE Liaison

B. **CTE Membership List**

Gary Quire	Business/CE Liaison/Committee Faculty Chair
Harriet Happel	CTE Dean/Administrator Chair
Faculty Appointments	
Faculty Member	School
Larry Alvarez	Health Professions
Regina Blasberg	Applied Tech.
Jennifer Paris	SBS
Brittany Applen	Humanities/ COCFA
SB Tucker	Health Professions
Mark Daybell	VAPA
Jeff Baker	VAPA
Garrett Rieck	Non-Credit
Nicole Faudree	Business/COCFA Rep
Justin Hunt	Applied Tech
Tim Baber	Applied Tech
Jon Amador	VAPA
Xanth Stack confirmed	Applied Tech
Other Members	
Carl Decarlo	Director, Fire Academy Programs
Daylene Meuschke	Institutional Research, Planning & Institutional Effectiveness
Open	Dean, Health Professions
Dr. Omar Torres	Assistant Superintendent/Vice President of Instruction
Jeff Gregor	Executive Dean, Instructional Services and Public Safety & Acting Dean, KPEA and Recreation Management
James Temple	Information Technology
Jason Hinkle	Business Services
Justin Wallace	Director, Business Partnership and Workforce Engagement-Educational. Administrator
Marilyn Jimenez	Academic Senate and Instructional Support
Nadia Cotti	Dean, Applied Tech./Dean, School of Business.
Nancy Sandoval	Career and Technical Education Coordinator

C. **Committee background/purpose objectives or goals**

CE Committee focuses on discussing and evaluating CTE program needs between community college educational institutions and employers. The CE Committee looks at the direction for CTE programs from a the National, State, Regional and Local levels. The committee discusses program review and budgetary items in regards to Perkins funding and Strong Workforce funding. In recognition of this fact, College of the Canyons Career Education Departments collaborate with industry professionals on many aspects of their programs. Advisory committees are groups of local employers and community representatives who advise educators on the design, development, operation, evaluation, and revision of technical/occupational education programs. The workplace knowledge and resources provided by committee members help to ensure that all aspects of technical/ occupational education reflect the needs and current conditions of the workplace and that program completers are capable of successfully completing the next step whether it be employment or further education.

D. **Report Details:**

Chair, CE Committee – The CE Committee has been meeting on a regular basis, one to two times per month as needed. The CE Committee meets on specific Mondays from 1:00 – 2:00pm via Zoom. The dates, agendas, meeting minutes, and supporting documents are all posted on the CE Committee Academic Senate website and in the CTE Committee Canvas Shell. Spring 2024 dates have been established and the first meeting is scheduled for February 12, 2024.

SWP Update

- SWP funding remains consistent. Attached is a copy of the most recent local and regional budgets for Round 8 (2023/2024). (See Appendix A)

Projects:

- **Career Connects powered by Job Speaker LinkedIn Learning**
 - This is an SCCRC project that is engaging employers across the region to sign up on the Job Speaker portal for internships and employment. All students have access to the platform to create a profile for the purpose of building an employment portfolio that is skills based from the first day of class at COC. Embedded in Job Speaker is 100% access to LinkedIn Learning and in phase two will be access to build a LinkedIn Profile.
 - **Websites:** The web designer contract with Robin Spurs was renewed for 2023/2024. All of the CE websites are being reviewed for accurate information and making sure we have all of the updated Certificates and Degrees. We will renew the contract for 2024/2025 for continued revisions and updates to CTE websites with Robin Spurs.
 - **Videos:** The contract for video services is finishing the past videos from COVID set back and should have them all completed by the end of this semester Spring 2024. We will renew the contract for 2024/2025 for new CTE Videos with Mudturtle.

- **CTE Faculty Marketing:**
 - Using Strong Workforce Funds, we have launched a Career Technical Education campaign, Career Education at COC where employer connections matter.” We have over 20 employers who have endorsed the campaigns with the use of their logos. Specific program marketing will launch for Fall 2024 registration.

E. **CTE Liaison Committee Participation:**

SCCRC Meetings	Chancellors Taskforce on Workforce Development Meetings
Personal and Professional Learning Committee	Senate Executive Committee Meetings
CE Committee Meetings	Regular meetings with Harriet
Perkins and SWP Meeting with Harriet	Academic Senate Meetings
Meeting with Academic Senate President	DEIAA Committee
Any other meeting that I am invited to as the CTE Representative	Odessa College Team (Fall 2023)

APPENDIX A

2023/24 SWP RD 8 Local Budget	
Faculty Salaries	\$ 841,555.00
Classified Salaries	\$ 338,777.00
Fringe Benefits	\$ 579,837.00
Supplies Holding	\$ 163,940.00
Supplies	\$ 2,500.00
SME Consultants	\$ 30,000.00
Memberships	\$ 5,000.00
CTE Faculty Professional Development	\$ 50,000.00
Software License	\$ 6,395.00
Equipment	\$ 95,000.00
Indirect Support @ 4%	\$ 84,520.00
TOTAL BUDGET	\$ 2,197,524.00
2023/24 SWP RD 8 Regional Budget	
Advanced Technology Center	\$ 600,000.00
Fire Academy	\$ 300,000.00
Construction Technologies	\$ 150,000.00
Project Based Learning	\$ 32,443.00
Job Developer	\$ 125,000.00
Career Connects	\$ 77,000.00
TOTAL BUDGET	\$ 1,284,443.00



AP 4610 Instructional Service Agreements

Reference:

Education Code Sections 78015 and 84752

Title 5 Sections 51006, 53410, 55002, 55003, 55005, 55300-55302, 55600 et seq., 58051 (c) – (g), 58051.5, 58055, 58056, 58058 (b), and 58102-58108

1. Instructional Service Agreements (ISAs) are contracts between public agencies or private entities and the Santa Clarita Community College District (District) to provide specific educational services. Through an ISA, an outside organization partners with the District to provide college-level training. ISAs vary from contract education in which a contractor pays the full cost of instruction in a closed class setting and the District does not receive apportionment.
2. Prior to establishing a vocational or occupational training program, the District's governing board shall conduct a job market study of the labor market area in which it proposes to establish the program.
3. ISAs to which the District is a party shall include at least the following provisions, terms, and/or conditions:
 - A. The identity or identities of the District's agents who shall be responsible for ensuring compliance with the ISA's terms;
 - B. A requirement that all parties comply with relevant District policies and procedures;
 - C. A description of each party's responsibilities, including a representation that the District shall be responsible for the educational program;
 - D. Recitations of:
 - i. the enrollment period;
 - ii. the student enrollment fees;
 - iii. the number of class hours required to meet the stated performance objectives;
 - iv. requirements that students be supervised and evaluated;
 - v. the circumstances under which students will be allowed to withdraw prior to completion of a course or program and procedures for such withdrawal Conditions for cancellation or termination;
 - vi. The circumstances under which the contractor and/or District shall insure that ancillary and support services are provided for the students.
4. All instruction claimed for apportionment under any ISA to which the District is a party shall be conducted under the immediate supervision and control of a District employee or contractor who has met the minimum qualifications for instruction.

5. If the instructor providing instruction under an ISA to which the District is a party is not a paid employee of the District, the District shall enter into a written contract with the instructor that ensures that the District has the primary right to control and direct the instructional activities.
6. The District shall require that the minimum qualifications for instructors teaching courses offered pursuant to an ISA to which the District is a party are consistent with the qualifications to teach other similar courses given in the District.
7. Course(s) offered by the District pursuant to an ISA must be held at facilities which are clearly identified as being open to the general public. Enrollment in such courses must be open to any person who has been admitted to the District and has satisfied any applicable prerequisites. The District policy on open enrollment must be published in the district catalogue, schedule of classes, and any addenda to the schedule of classes, along with a description of the course offered pursuant to an ISA and information about whether the course is offered for credit and is transferable.
8. Course outlines of record for ISA courses shall not list as a prerequisite public safety employment or possession of a basic course diploma. Appropriate health and safety prerequisites or enrollment limitations can include the requirement to pass a California Department of Justice Live Scan and/or other additional requirements that comply with the law.
9. Course outlines of record for ISA courses shall include a sufficiently detailed list of prerequisites that are directly related to the content of the course so that all prospective students can be assessed for enrollment eligibility. Prerequisites may not be established or construed to prevent academically qualified persons not employed in public safety agencies from enrolling in and attending courses.
10. A student may request an evaluation, through the District's Office of Admissions & Records, of their previous experience and coursework to determine if it is equivalent to the listed requirements. A student found not to meet the prerequisite requirements may challenge the prerequisites through the District's prerequisite challenge process. The District's Office of Admissions & Records shall maintain documentation that demonstrates its processes for assessing student eligibility for enrollment were followed.
11. College publications, including the course outline and syllabi, shall notify students of the process by which they may request an evaluation for equivalent enrollment eligibility for ISA courses. The notice shall indicate that approval of equivalent enrollment eligibility is not a guarantee that state regulatory or licensing agencies will grant equivalency for licensure or employment purposes.
12. Degree and certificate programs offered pursuant to an ISA to which the District is a party must have been approved by the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs, or the District must have received delegated authority to approve those courses locally.
13. The courses of instruction for a program offered by the District pursuant to an ISA shall be specified in the ISA. The outlines of record for such courses shall be approved according to the District's standard course approval policy and procedures.
14. District personnel shall conduct annual site visits to assure that faculty teaching different sections of the same ISA course teach in a manner consistent with the approved outline of record for that course and faculty covered under the ISA and students enrolled in ISA courses are held to a comparable level of rigor.

15. The District shall maintain records of student attendance and achievement. Records will be open for review at all times by officials of the District and submitted on a schedule developed by the District.
16. The District shall certify that it does not receive full compensation for the direct education costs of any course offered pursuant to an ISA from any public or private agency, individual, or group.
17. The District shall be responsible for obtaining certification verifying that the instructional activity to be conducted will not be fully funded by other sources.
18. The District shall comply with the requirements of Title 5, Sections 55230-55232 concerning approval by adjoining high school or community college districts and use of non-district facilities if classes are to be located outside the boundaries of the District.