



# College of the Canyons Academic Senate

September 19, 2024

3:00 p.m. to 4:50 p.m.

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

## Join Zoom Meeting

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

Meeting ID: 837 8807 8102; Passcode: 834823

One tap mobile +16694449171 US +17193594580 US

**Additional Teleconferencing locations can be found on page 2 of this agenda.**

## AGENDA

**Notification:** *The meetings may be audio recorded for note taking purposes. These recordings are deleted once the meeting summary is approved by the Academic Senate.*

**ADA statement:** If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Academic Senate Office at [academicsenateinfo@canyons.edu](mailto: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](mailto:academicsenateinfo@canyons.edu) or asked via zoom chat feature.*

3. Approval of the Agenda
4. Committee Appointments:

<a href="#">Academic Senate Sub-Committee List Updated 9.16.24</a>	Rising Scholars Committee list (pg. 3)
<a href="#">Collegial Committee List Updated 9.16.24</a>	Senate/COCFA Joint Taskforce on Evaluations list (pg. 4)

5. Sub-Committee Summaries: none
6. Approval of the Consent Calendar

Academic Senate Summary, September 5, 2024 (pg. 5-8)	<a href="#">Curriculum Committee Summary</a> , September 12, 2024
Erica Seubert revised discipline memo (pg. 9)	

### B. Reports

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

1. Minimum Qualifications & Equivalencies Committee Annual Chair Report, Alisha Kaminsky (pg. 10-11)
2. Academic Senate Presidents Report, Lisa Hooper
3. Vice Presidents Report, Garrett Rieck
4. Communications Officer, Erica Seubert

### C. Action Items

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

1. Academic Integrity Taskforce to a standing committee
2. Academic Senate Adjunct MQE list for Spring 2024 (pg. 12-29)
3. Reconvene Faculty Evaluation Taskforce, Lisa Hooper
4. Program Viability Committee Program Proposals: Recreation Management, moving from program to department, Brittany Applen & Garrett Hooper
  - I. [Recreation Management, Moving from Program to Department](#)
  - II. [Recreation Management Department Split from Kinesiology Proposal approved 4/18/24](#)

#### **D. Discussion**

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

1. Program Viability Committee Program Proposal: Ethnic Studies Department New program creation proposal, Katie Coleman
  - I. [Ethnic Studies, New Department Proposal](#)
  - II. [Ethnic Studies Department Creation Proposal approved 2/15/24 Program Initiation/Modification Form](#)
2. AP 5031 (Instructional Materials) Policy, Nicole Faudree (pg. 30-31)
3. Student Services-BOT enrollment in classes, Steve Erwin & Tom Bilbruck
4. Open Class Status, Steve Erwin & Lisa Sawyer

#### **E. Unfinished Business**

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

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

#### **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. Staff Training for Classified Absences
3. Election Committee Processes Update

#### **G. Announcements**

1. [Next Academic Senate Meeting Dates Fall 2024](#): Oct. 3<sup>rd</sup>, Oct. 17<sup>th</sup>, Oct. 31<sup>st</sup>, Nov. 14<sup>th</sup> & Dec. 5<sup>th</sup>.
2. [2024 ASCCC Fall Plenary Session](#): Nov. 7<sup>th</sup> – 9<sup>th</sup>, Visalia Convention Center, Visalia, CA.
3. [2025 ASCCC Spring Plenary](#): April 24 – 26<sup>th</sup>, Hyatt Regency, Irvine, CA.
4. [2025 ASCCC Fall Plenary Session](#): Nov. 6<sup>th</sup> – 8<sup>th</sup>, Regency La Jolla, San Diego, CA.
5. [2025 ASCCC Curriculum Institute](#): July 9<sup>th</sup>- 12<sup>th</sup>, Ontario Convention Center, Ontario, CA.
6. [2025 ASCCC Faculty Leadership Institute](#): June 12<sup>th</sup> – 14<sup>th</sup>, Hyatt Regency, San Francisco Airport, CA.

#### **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*

**Rising Scholars Committee**  
Faculty Appointments for 2024-2025

<b>First Name</b>	<b>Last Name</b>	<b>Full-Time or Part-Time</b>	<b>School/Division</b>
Adam	Kempler	FTF	Humanities
Anahit	Harutyunyan	Adjunct	Mathematics, Science & Engineering
Anthony	Galvan	Adjunct	Social & Behavioral Sciences
Arshia	Malekzadeh	Adjunct	Enrollment Services/Counseling
Chase	Dimock	FTF	Humanities
Garrett	Rieck	FTF	Personal & Professional Learning
Genesys	Sanchez	Adjunct	Personal & Professional Learning
Heidi	McMahon	FTF	Mathematics, Science & Engineering
Justin	Hunt	FTF	Applied Tech.
Karith	Meyers	Adjunct	Social & Behavioral Sciences
Kelly	Spillman	Adjunct	Social & Behavioral Sciences
Laurie	Birdwell	Adjunct	Personal & Professional Learning
Marcy	Calnan	Adjunct	Business
Mary	Bates	Adjunct (Spring 2025)	Mathematics, Science & Engineering
Melissa	Brandan	Adjunct	Enrollment Services/Counseling
Pamela	Williams-Paez	FTF	Social & Behavioral Sciences
Patricia	Lara	Adjunct	Enrollment Services/Counseling
Tara	Williams	Full Time Faculty, Chair	Mathematics, Science & Engineering
Theresa	Reed	Adjunct	Personal & Professional Learning
Todd	Fatta	Adjunct	Applied Technologies

**Senate/COCFA Joint Taskforce on Evaluations**

<b>First Name</b>	<b>Last Name</b>	<b>Full-Time or Part-Time</b>	<b>School/Division/Representation</b>
Alene	Terzian-Zeitounian	Full-Time Faculty	Humanities
Andrew	Jones-Cathcart	Full-Time Faculty	Humanities/Ed Tech
Garrett	Hooper	Full-Time Faculty	Student Services
Gary	Quire	Full-Time Faculty	Business
Jason	Burgdorfer	Full-Time Faculty	Mathematics, Science & Engineering/COCFA President
Jennifer	Thompson	Full-Time Faculty	Learning Resources
Julie	Johnson	Full-Time Faculty	Social & Behavioral Sciences/CETL/EMP/Ed Tech.
Katie	Coleman	Full-Time Faculty	Social & Behavioral Sciences/CETL/IOI/EMP
Nicole	Faudree	Full-Time Faculty	Business/COCFA Rep
Regina	Blasberg	Full-Time Faculty	Applied Technologies
Robert	Wonser	Full-Time Faculty	Social & Behavioral Sciences/CELT/EMP

## Academic Senate Meeting Summary for September 5, 2024

Voting Members					
Senate President	Lisa Hooper	X	Business Senator	Gary Quire	X
Vice President	Garrett Rieck	X	Learning Resources Senator	Jennifer Thompson	A
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	Nadia Monsov proxy for 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	A
Humanities Senator	Mike Harutunian	X	Adjunct Senator	Lauren Rome	A
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	X
Marilyn Jimenez	X	Jason Burgdorfer (COCFA President)	X
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative- Jesus Martinez & Sanjana Sudhir (via zoom)	X

Guest							
Alexa Dimakos	X	Claudenice Braga-McCalister	X	Garrett Hooper	X	Kelly Bronco	X
Ana Palmer	X	Dianne Avery	X	Jennifer Brezina	X	Lauren Rome	X
Ann Marchesan	X	Dilek Sanver-Wang	X	Jennifer Smolos-Steele	X	Michael Felix	X
Anzhela Grigoryan	X	Dr. Daylene Mueschke	X	Jessica Crowley	X	Michael Monsour	X
Brittany Applen	X	Dr. Jasmine Ruys	X	Julie Johnson	X	Robert Wonser	X
Chad Peters	X	Erika Torgeson	X	Katie Coleman	X		X

### I. Routine Matters

1. Call to order: 3:04pm
2. Public Comment
  - There was a reminder that this section is for the public and non-Senate voting members.
3. Approval of the Agenda
  - Motion to approve the agenda by Mike Harutunian, seconded by Michelle La Brie. Nadia Monosov proxy Rebecca Shepherd (yes, vote). Unanimous. Approved.
4. Committee Appointments:

<a href="#">Academic Senate Sub-Committee List</a>	Selection Committee List (pg. 3)
<a href="#">Collegial Committee List</a>	ASCCC Statewide discussion on "Common Course

<a href="#">Operational Committee List</a>	Numbering (CCN): Faculty Convening and Survey Opportunities.” Faculty Appointments (pg. 3)
<a href="#">Tenure Committee 2024-2025 list</a> (pg. 6)	

5. Sub-Committee Summaries: none

6. Approval of the Consent Calendar

- The HR discipline memo for Erica Seubert will be tabled. The revised memo will return on the next agenda. Corrections will be made to the AS subcommittee list.
- Motion to approve the agenda by Regina, seconded by Gary Quire. Nadia Monosov proxy Rebecca Shepherd (yes, vote). Unanimous. Approved.

1. Academic Senate Summary, May 24, 2024 (pg. 4-8) 2. Academic Senate Retreat Summary, August 22, 2024 (pg. 9-11) 3. <a href="#">Curriculum Committee Summary</a> , August 29, 2024 4. <a href="#">Updated Seniority List 2024-2025</a> 5. <a href="#">Program Viability Committee Meeting Calendar for 2024-25</a> 6. Majid Mosleh, <i>Department Chair for Political Science</i> 7. Personal and Professional Learning Committee disbanded and renamed the Non-Credit Curriculum Committee	8. <a href="#">Academic Senate MQE ISA list for Spring 2024</a> <b><u>New Full-Time Faculty Discipline Memos</u></b> 1. Anthony Morris ( <i>Counseling, Ujima</i> ) (pg. 7) 2. Bryant Partida, ( <i>Ethnic Studies-Chicano/Studies</i> ) (pg. 8) 3. Eddie Becton ( <i>Ethnic Studies-African American Studies</i> ) (pg. 9) 4. Mireya Milian ( <i>Counseling, STEM/Latin X</i> ) (pg. 10) 5. Romina Macias ( <i>Occupational Therapy Assistant-Academic Fieldwork Coordinator</i> ) (pg. 11) 6. Tetiana Kovalenko ( <i>Computer Information Systems</i> ) (pg. 12) <b><u>Request for Additional Discipline Assignment:</u></b> 1. Erica Seubert, ( <i>Earth Sciences, Oceanography</i> ) (pg. 13)
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## J. Reports

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

1. [Program Review Committee Annual Chair Report](#), Erika Torgeson (pg. 14-15)
  - An overview of the committee’s functions was shared. There are two program reviews, instructional and non-instructional. There are new prompt changes in data visualization and budget. There are new academic program review labs. Anyone interested can contact Erika. There is a new “[Planning Page](#)” and CANVAS shell.
2. Academic Senate Presidents Report, Lisa Hooper
  - Senate Cabinet Roles: President, Curriculum & Policy Committee Chair roles remain unchanged; the Vice President assumes the role of offices. Nicole is acting Policy Chair as Gary Collis is on load bank. Lisa was the previous Communications officer.
  - Senate Executive Committee: Garrett will chair the Senate Executive committee that manages the nominations for faculty awards.
  - Communications Officer: Erica Seubert has many ideas and will continue to provide a summary of action items that will be shared with Senators and Deans on Fridays or Mondays.
  - Faculty in the Spotlight: This will be stalled.
  - BONH Renovations Update: There is a new clock. The Emeriti slides will be uploaded soon. There is a new schedule tablet outside the room. Facilities is working on new signage. New American and CA flags will be ordered.
  - Commencement Committee Update: The next commencement will be scheduled on a Friday night with a keynote speaker at the stadium.
  - Campus Safety Advisory Committee: All first aid kits have been inventoried and are current. In some areas the emergency bins have been placed in cabinets. Jim Temple changed the length of the locks.
  - COVID clearances: If a student is out due to being positive for COVID faculty need to check the My Canyons roster to see if they are cleared. Faculty can notify the district if a student has a case of COVID to [covid@canyons.edu](mailto:covid@canyons.edu).
  - Academic Staffing Committee (ASC): Erik Altenbernd is chairing the ASC and put out a call for

presentations on Oct. 1<sup>st</sup>, 15<sup>th</sup> & Nov. 5<sup>th</sup>. Recommendations will go to the President.

- Tenure Committees: New resources will be shared with Tenure Committee chairs & peers. There will be new Tenure Committee Training modules soon.
- BANC: Gail Freund is now at the BANC and is developing a Wellness Center space and is requesting some for donations so that students can redirect their attention.
- OER Advocacy Taskforce Courses: Some faculty received an email that their courses were identified to be used in data collection analysis of OER. This data is anonymous. Those who want to opt out can notify James Glapa-Grossklag.
- Academic Accommodation Letters: Faculty are getting letters later in the term. The recommendation is to invite the AAC director to the Senate to determine which students receive accommodations and how long the assessments take.
- New Website Service: There is a new website service. The district is not using a new front-end facing system. As a result, there are broken links and areas not working well. There are also new CANVAS updates.
- Common Course Numbering (CCN)/AB 1111: The state is slowing the process on the second round but did sunshine 10-21 courses. This is a system wide legislative mandate. The law is not just to change the number but also how the courses are being taught. There will be an upcoming presentation.
- Open Seats: The district may move away from add authorizations. Options will come to Senate.
- CALGETS Changes: There are concerns from counselors with degree audits, CCN and Datatel.
- Adjunct Scheduler: HR is being encouraged to update this list every year.
- MQE committee: Changes on how HR and the MQE committee will work together are being discussed.
- ASCCC FA 24 plenary Session: Lisa will be attending.
- Open comment time: Time will be allocated at the end of the meetings for future agenda items.

#### K. Action Items

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

*None*

#### L. Discussion

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

- I. Program Viability Committee Program Proposals: EMT & Health Science Department Split, SB Tucker & Kelly Bronco
  - I. [EMT & Health Science, Department Split Proposal Form](#)
    - Ethnic studies will come back at the next meeting.
    - Kelly Bronco cannot oversee EMT and Jessica Crowley cannot oversee Health Sciences. A split would create separate budgets, data and program review. There is also a new Paramedic program coming through on the EMT side.
  - II. [MOU Between Santa Clarita Community College District & COCFA -Health Sciences](#)
    - The MOU states that in a year if the Senate, faculty, chair and co-chair feel a split is merited Dr. Torres would support that decision to take effect next fall 2025. EMT programs run on their own at other schools. Kelly Bronco was hired the grow the Nutrition program. This will be tabled and not come back as action and will be revisited in the spring.
2. Program Viability Committee Program Proposals: Recreation Management, moving from program to department, Brittany Applen & Garrett Hooper
  - III. [Recreation Management, Moving from Program to Department](#)
  - IV. [Recreation Management Department Split from Kinesiology Proposal approved 4/18/24](#)
    - This program is different from Kinesiology in terms of funding, program review, scheduling and staffing. Many UC's & CSU's run this program separately. Recreation Management is partnering with the Philosophy and Communication programs. This item will return for action.

3. DEIA Proposed Faculty Evaluation Competencies & Criteria Discussion, Julie Johnson & Robert Wonser
  - I. DEIA Proposed Faculty Evaluation Competencies & Criteria (Report Format) (pg. 16-20)
  - II. DEIA Proposed Faculty Evaluation Competencies & Criteria (Table Format) (pg. 21-23)
  - III. DEIA Institutional Competencies (pg. 24)
  - IV. CCCCCO Information/Reference Documents
    - a. [CCCCCO Recommended DEIA Competencies and Criteria](#)
    - b. [CCCCCO Guidance on Implementation of DEIA Evaluation and Tenure Review Regulations](#)
    - c. [CCCCCO DEIA Title 5 Regulation Changes](#)
      - Two taskforce groups were created, one worked to infuse a DEIAA tool into the evaluation documents, the second to move from using a Likert Scale to a self-reflective piece. Both taskforces agree to pilot any evaluation change and add training with CETL. The second taskforce will then reconvene and look at Section F to make recommendations to the Senate. The evaluation change will need to be negotiation with COCFA and AFT.

**Possible new agenda items:**

- There is an ongoing issue with BOT students enrolling and financial aid fraud. There was a recommendation to agendize a discussion item and schedule training on how to identify BOTs. This discussion will be tied to the area of “Add Authorizations.” The CIO/CSS Chancellors meeting will also discuss best practices.

**M. Unfinished Business**

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

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

**N. New Future Business**

*Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.*

1. Tenure Committee Training Workshops
2. Staff Training for Classified Absences
3. Election Committee Processes Update

**O. Announcements**

1. [Next Academic Senate Meeting Dates Fall 2024](#): Sept. 19<sup>th</sup>, Oct. 3<sup>rd</sup>, Oct. 17<sup>th</sup>, Oct. 31<sup>st</sup>, Nov. 14<sup>th</sup> & Dec. 5<sup>th</sup>.
2. [2024 ASCCC Fall Plenary Session](#): Nov. 7<sup>th</sup> – 9<sup>th</sup>, Visalia Convention Center, Visalia, CA.
3. [2025 Academic Academy](#): Feb. 21<sup>st</sup> to Feb. 22<sup>nd</sup>, 2025, TBD
4. [2025 ASCCC Spring Plenary](#): April 24 – 26<sup>th</sup>, Hyatt Regency, Irvine, CA.
5. [2025 ASCCC Faculty Leadership Institute](#): June 12<sup>th</sup> – 14<sup>th</sup>, Hyatt Regency, San Francisco Airport, CA.
6. [2025 ASCCC Curriculum Institute](#): July 9<sup>th</sup>- 12<sup>th</sup>, Ontario Convention Center, Ontario, CA.
7. [2025 ASCCC Fall Plenary Session](#): Nov. 6<sup>th</sup> – 8<sup>th</sup>, Regency La Jolla, San Diego, CA.

**P. Adjournment: 4:58 pm.**

The teleconference is accessible though the following link:

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**Please note:**

**This meeting will be broadcasted at the following locations via zoom**

*none*



# ***HUMAN RESOURCES OFFICE***

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Date: September 13, 2024

To: Lisa Hooper  
President, Academic Senate

From: Miranda Zamudio  
Interim Director, Recruitment and Employee Services

Subject: Additional Discipline Assignment – Erica Seubert

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Name: Erica Seubert

Current Position on File: Biology

Requested Discipline: Earth Sciences (Oceanography)

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The minimum qualifications for the discipline of Earth Sciences:

- Possession of an unexpired California Community College Instructor Credential in Earth Sciences **OR**
  - Master's in geology, geophysics, earth sciences, meteorology, oceanography or paleontology **OR**
  - Bachelor's in geology **AND** Master's in geography, physics, or geochemistry **OR**
  - ✓ **Equivalency:** An official transcript documenting successful completion of any Master's degree from an accredited institution of higher education AND official transcripts documenting successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units.
- 

The following information is provided by Dr. Seubert to qualify for an additional discipline assignment in Earth Sciences:

- PhD in Biology from USC
  - BS in Marine Science with a concentration in Biology from Long Island University
  - Equivalency Worksheet documenting completion of **37** semester units in the discipline at the upper division and graduate level, with **21** graduate level semester units.
- 

Erica Seubert meets the minimum qualifications with:

- PhD in Biology from USC
- Successful completion of 24 semester units in the discipline at the upper division and graduate level, with 12 graduate level semester units.

It would appear that Dr. Seubert meets the minimum qualifications for the disciplines of:

- Earth Science

cc: Marilyn Jimenez

Santa Clarita Community College District  
COLLEGE OF THE CANYONS



## MQ&E Committee Report to the Academic Senate

- A. The Minimum Qualifications and Equivalencies Committee meets on the 3<sup>rd</sup> Monday of each month, at 1:00 pm.
- B. **Committee Members:**

Alisha Kaminsky	Faculty Chair
<b>Faculty Appointments</b>	
<b>Faculty Member</b>	<b>Position</b>
Bob Maxwell	School of Business
James Gilmore	School of Math, Science & Engineer.
Justin Hunt	School of Applied Technology
Mary Powell	School of Humanities
Sonny Requejo	Student Services
Pamela Williams-Pàez	School of Social & Behavioral Sciences
Nerissa Yuhico	School Health Professionals
Diana Stanich	School of Visual & Perf Arts
Diana Stanich	School of Kines, PE & Athletics
VACANT	School of Public Safety
VACANT	School of Personal & Prof Learning
<b>Other Members</b>	
Rian Medlin	Assistant Superintendent/Vice President, Human Resources
Miranda Zamudio	Interim Director, Recruitment & Employee Services

- C. Report prepared by Alisha Kaminsky on September 19, 2024.
- D. **Background and Purpose of MQ&E:** After the Community College Reform Act (AB 1725) passed the legislature in 1988, California Community College Teaching Credentials were no longer issued and the hiring of faculty and administrators to teach at the California Community Colleges was based on minimum qualifications for each discipline. The law allows for local Academic Senates to establish equivalencies to the minimum qualifications listed in the Discipline List. The equivalencies must be true equivalencies that include general education knowledge as well as discipline specific knowledge. The **Minimum Qualifications and Equivalencies committee (MQE)** of the Senate developed a process for establishing equivalencies to the minimum qualifications at COC as outlined in Administrative Procedures 7121. These procedures were approved by the Academic Senate on September 26, 2013, modified after the Academic Senate voted to remove particular equivalencies on November 10, 2016, and revised in spring 2017 and approved by the Academic Senate on May 25, 2017. The MQ&E committee is currently in the process of reviewing and updating AP 7121.

- E. **Summary:** Over the last two years, the MQ&E Committee worked hard to review the “Local Use of a Functioning Equivalency Process” from a DEI focused perspective. Executive Order 20-01 charged us with the task of ensuring our equivalency process would help improve faculty diversity through increasing faculty hiring and reducing barriers to employment. We collaborated with HR to make sure AP 7120 was aligned with AP7121. This semester we are focused on adding language to AP7121 to clearly define the process of how we handle Equivalencies, how we review MQs and how we review the discipline each new/revised course is assigned to in eLumens. We look forward to working with the Policy committee and HR on this exciting task.
- F. **Goals:** Our committee’s priority will continue to be reviewing all course discipline assignments and faculty discipline assignments. As stated earlier, we are also heavily focused on editing AP7121 to make sure the work of our committee is accurately reflected in the Administrative Procedure.
- G. **Challenges:** Keeping all faculty informed with how Minimum Qualifications works has always been a challenge for our committee. The process can be confusing and causes many employees, especially Department Chairs and Hiring Committee leads, a lot of frustration. We have been working to connect with more faculty and we offered an open FLEX Training this past Monday, September 16, 2024. We will continue to educate the campus and help answer any inquiries or questions throughout the year. We are also working on the current Equivalencies process and hope to strengthen our relationship with HR and bring more transparency to the current process.
- H. **N/A**
- I. **Upcoming Senate Agenda Items:** N/A

Thank you, Lisa Hooper, and all members of the Academic Senate for all of your support of the past year!

-Alisha Kaminsky, September 19, 2024

Name	Position Title	Discipline Assignment	MQ&E for the specified discipline as listed in the current MQ&E state handbook/ Equivalency	Evidence for how the faculty member meets MQ or E
Dichter, Jeffrey	Adjunct – American Sign Language	Sign Language, American	Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent; <b>OR</b> - Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent	Masters in Special Education from CSUN and 2 equivalent professional experience directly related to teaching assignment.
Bonitatis, Michael	Adjunct – Animation	Multimedia	Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent; <b>OR</b> - Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent	MFA in Animation from the Academy of Art and 3 years of full-time equivalent professional experience directly related to teaching assignment
Vahdani, Kataneh	Adjunct – Animation	Multimedia	Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to faculty members teaching assignment or the equivalent; OR -	MFA in Film from CalARTS and 15 years of full-time equivalent professional experience directly related to teaching assignment.

			Any associate degree and six (6) years of professional experience directly related to teaching assignment or the equivalent.	
Acuna, Jonatho	Adjunct - Astronomy	Physics / Astronomy	Master's in physics, astronomy or astrophysics <b>OR</b> Bachelor's in physics or astronomy <b>AND</b> Master's in engineering, mathematics, meteorology or geophysics	MS in Physics from CSUN
Lima, Juliana	Adjunct – Biological Sciences	Biological Sciences	Master's in any biological science OR Bachelor's in any biological science AND Master's in biochemistry, biophysics, or marine science.	MS Biology with an Emphasis in Education from University of Southern California
Suh, Lynn	Adjunct - Counselor	Counseling	Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling; <b>OR</b> - Bachelor's in one of the above listed degrees and a license as a Marriage and Family	MS in College Counseling and Student Development from Azusa Pacific University.

			Therapist (MFT); <b>OR</b> - Equivalent (none accepted)	
Derenski, Matt	Adjunct- Network Technology	Computer Information Systems	Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent; <b>OR</b> - Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent	Masters Information Technology from Azusa Pacific University and 15 years of full- time equivalent professional experience directly related to the faculty member's teaching assignment.
Farrell, Jeremiah	Adjunct – Construction	Construction Management	Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent; <b>OR</b> - Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent	Masters in History from Liberty University and 7 years of full- time equivalent professional experience directly related to the faculty member's teaching assignment.
Goldstein, Oxana	Adjunct – Construction	Construction Management	Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent; <b>OR</b> - Any associate degree and six (6) years of	Master of Construction Management from New School of Architecture and Design and 12 years of full- time equivalent professional experience directly related to the faculty

			professional experience directly related to the faculty member's teaching assignment or the equivalent	member's teaching assignment.
Olivier, Jean-Claude	Adjunct – Construction	Construction Management	Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent; OR- Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent	MPA from CSU Northridge and 6 years of full-time equivalent professional experience directly related to the faculty member's teaching assignment.
Tate, Diowanni	Adjunct – Culinary	Culinary Arts/Food Technology	Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent; <b>OR-</b> Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent	MS in Rehabilitation from Jackson State University and 2 years of full-time equivalent professional experience directly related to the faculty member's teaching assignment.
Lace, Noreen	Adjunct – English	English	Master's in English, literature, comparative literature, or composition OR Bachelor's in any of the above AND Master's in linguistics, TESL,	Masters in English from CSU Northridge

			speech, education with a specialization in reading, creative writing or journalism	
Felder, Michael	Adjunct – Graphic & Multimedia Design	Graphic Arts	<p>Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent;</p> <p>OR - Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent.</p>	BA in Journalism from University of North Texas and 10 years of full-time equivalent professional experience directly related to the faculty member's teaching assignment.
Mattia, Antonella	Adjunct - Italian	Foreign Languages	<p>Master's in Italian. OR - Bachelor's degree in Italian AND master's degree in another language or linguistics. OR - Equivalency: An official transcript documenting successful completion of any Master's degree from an accredited institution of higher education AND official transcripts documenting successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units</p>	MS in Italian from the University of Basilicata per evaluation by NACES member World Education Services (WES).



Madrigal, Scott	Adjunct – Media & Entertainment Arts	Broadcasting Technology	Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent; R - Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent.	BA Cinema from CSUN and 15 years of full-time equivalent professional experience directly related to the faculty member's teaching assignment
Castillo, Kelly	Adjunct – Nursing	Nursing	Master's in nursing OR Bachelor's in nursing AND Master's in health education or health science OR the equivalent OR the minimum qualifications as set by the Board of Registered Nursing, whichever is higher	MS in Nursing, from California State University, Dominguez Hills
Lim, Ruth	Adjunct – Nursing	Nursing	Master's in nursing OR Bachelor's in nursing AND Master's in health education or health science OR the equivalent OR the minimum qualifications as set by the Board of Registered Nursing, whichever is higher	MS in Nursing, University of California, Los Angeles
Sekiyoba, Safari	Adjunct – Nursing	Nursing	Master's in nursing OR Bachelor's in nursing AND Master's in health education or health	Doctorate in Nursing Practice from Brandman University

			science OR the equivalent OR the minimum qualifications as set by the Board of Registered Nursing, whichever is higher	
Swe-Miller, Khine	Adjunct – Nursing	Nursing	Master’s in nursing OR Bachelor’s in nursing AND Master’s in health education or health science OR the equivalent OR the minimum qualifications as set by the Board of Registered Nursing, whichever is higher	MS in Nursing from Walden University
Hoffman, Lillian	Adjunct – Nursing	Nursing	Master’s in nursing OR Bachelor’s in nursing AND Master’s in health education or health science OR the equivalent OR the minimum qualifications as set by the Board of Registered Nursing, whichever is higher	MS in Nursing Education from Western Governors University
Hernandez, Jeny	Adjunct – Nursing	Nursing	Master’s in nursing OR Bachelor’s in nursing AND Master’s in health education or health science OR the equivalent OR the minimum qualifications as set by the Board of Registered Nursing, whichever is higher	Doctor of Nursing Practice from Grand Canyon University

Galvan, Dalia	Adjunct – Nursing	Nursing	Master's in nursing OR Bachelor's in nursing AND Master's in health education or health science OR the equivalent OR the minimum qualifications as set by the Board of Registered Nursing, whichever is higher	Master Degree in Nursing from West Coast
Corkett, Lee	Adjunct – Parks and Outdoor Recreation	Forestry/Natural Resources	Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent;  OR - Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent.	BA in Anthropology from UCLA and 20 years of full-time equivalent professional experience directly related to the faculty member's teaching assignment.
Cervantes, Anita	Adjunct – Geology	Earth Science	Master's in geology, geophysics, earth sciences, meteorology, oceanography or paleontology OR - Bachelor's in geology AND Master's in geography, physics, or geochemistry OR - Equivalency: An official transcript documenting successful completion of any Master's degree from an accredited institution of higher education AND official transcripts	MS in Geology from CSU Los Angeles

			documenting successful completion of 24 semester units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units.	
Williams-Moniz, Taylor	Adjunct - Paralegal		JD or LL.B.  OR - Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent;  OR - Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent.	JD from Pepperdine University and 9 years of professional experience directly related to the faculty member's teaching assignment.
Wakefield, Susan	Adjunct – Theater	Drama/Theater Arts	Master's or Master of Fine Arts in drama/theater arts/performance  OR - Bachelor's or Bachelor of Fine Arts in drama/theater arts/performance AND Master's in comparative literature, English, communication studies, speech, literature or humanities	MFA in Theater from California Institute of the Arts
Havlin, Andrea	Adjunct – Welding	Welding	Any bachelor's degree and two (2) years of full-time	Equivalency to AA: Option 1 (60 units with

			equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent; OR - Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent.	15 units general education as specified and 18 discipline specific units). From Columbia College, Chicago and 24 years of professional experience directly related to the faculty member's teaching assignment.
Sharron, Christian	Adjunct – Welding	Welding	Any bachelor's degree and two (2) years of full-time equivalent professional experience directly related to the faculty member's teaching assignment or the equivalent;  OR - Any associate degree and six (6) years of professional experience directly related to the faculty member's teaching assignment or the equivalent.	BA in Organizational Management from Perdue University and 8 years of full-time equivalent professional experience directly related to the faculty member's teaching assignment.
Dichter, Jeffrey	Noncredit – American Sign Language	NC Vocational	Any bachelor's degree and two (2) years of full-time equivalent occupational experience directly related to the teaching assignment or the equivalent; OR - Any associate degree and six (6) years of occupational experience directly related to the faculty member's teaching assignment or the equivalent	Masters in Special Education from CSUN and 2 equivalent professional experience directly related to the teaching assignment.

McNicol Lisa	Noncredit – American Sign Language	NC Vocational	Any bachelor's degree and two (2) years of full-time equivalent occupational experience directly related to the teaching assignment or the equivalent; OR - Any associate degree and six (6) years of occupational experience directly related to the faculty member's teaching assignment or the equivalent	Bachelors in Sociology from CSUN and 15 years of full- time equivalent occupational experience directly related to the teaching assignment.
Tierney, Amy	Noncredit – Older Adults (Photography)	NC Older Adult	Bachelor's degree with a major related to the subject of the course taught, and either: (A) Thirty hours or two semester units of course work or class work in understanding the needs of the older adult taken at an accredited institution of higher education or approved by the district. This requirement may be completed concurrently during the first year of employment as a noncredit instructor; or (B) One year of professional experience working with older adults OR Associate degree with a major related to the subject of the course taught; and two	BA Liberal Studies, University of Illinois. 25.4 years exp which includes 1 year of professional experience working with older adults.

			years of occupational experience related to the subject of the course taught; and sixty hours or four semester units of coursework or classwork in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This last requirement may be completed concurrently during the first year of employment as a noncredit instructor	
Vogler, Pawel	Noncredit – Older Adults	NC Older Adult	Bachelor's degree with a major related to the subject of the course taught, and either: (A) Thirty hours or two semester units of course work or class work in understanding the needs of the older adult taken at an accredited institution of higher education or approved by the district. This requirement may be completed concurrently during the first year of employment as a noncredit instructor; or (B) One year of professional experience	MS Educational Counseling from University of La Verne with at least thirty hours or two semester units of course work or class work in understanding the needs of the older adult.

			<p>working with older adults OR Associate degree with a major related to the subject of the course taught; and two years of occupational experience related to the subject of the course taught; and sixty hours or four semester units of coursework or classwork in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This last requirement may be completed concurrently during the first year of employment as a noncredit instructor</p>	
Chapman, Susan	Noncredit – Yoga	NC Older Adult	<p>Bachelor's degree with a major related to the subject of the course taught, and either: (A) Thirty hours or two semester units of course work or class work in understanding the needs of the older adult taken at an accredited institution of higher education or approved by the district. This requirement may be completed concurrently</p>	<p>MA Yoga Studies from Loyola Marymount University and 5 years of professional experience working with older adults.</p>



			<p>during the first year of employment as a noncredit instructor; or (B) One year of professional experience working with older adults</p> <p>OR</p> <p>Associate degree with a major related to the subject of the course taught; and two years of occupational experience related to the subject of the course taught; and sixty hours or four semester units of coursework or classwork in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This last requirement may be completed concurrently during the first year of employment as a noncredit instructor</p>	
Williams, Audrey	Noncredit – Career Skills	Vocational (Short-term) Noncredit	<p>Any bachelor's degree and two (2) years of occupational experience related to the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of occupational experience related to the subject of the</p>	BA English from UC Berkeley and 20 years of occupational experience related to the subject of the course taught.

			course taught or the equivalent; OR- Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter;	
Assad-Boutros, Mariette	Noncredit – NC Crime & Intelligence Analysis	Vocational (Short-term) Noncredit	Any bachelor's degree and two (2) years of occupational experience related to the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of occupational experience related to the subject of the course taught or the equivalent.	MA Intelligence Management UC San Diego and 4 years of occupational experience related to the subject of the course taught.
Kriske, Jessica	Noncredit – NC Crime & Intelligence Analysis	Vocational (Short-term) Noncredit	Any bachelor's degree and two (2) years of occupational experience related to the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of occupational experience related to the subject of the course taught or the equivalent.	BA American Studies from Brandeis University and 13 years of occupational experience related to the subject of the course taught.
Negron, Marta	Noncredit – NC Crime & Intelligence Analysis	Vocational (Short-term) Noncredit	Any bachelor's degree and two (2) years of occupational experience related to the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of	AA from College of the Canyons and 10 years of occupational experience related to the subject of the course taught.

			occupational experience related to the subject of the course taught or the equivalent.	
Levy, Martine	Noncredit – Health	Noncredit Vocational (short-term):	Any bachelor's degree and two (2) years of occupational experience related to the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of occupational experience related to the subject of the course taught or the equivalent	BS in Nursing from Rutgers University 9+ years of occupational experience related to the subject of the course taught
Comeau, Robert	Noncredit Photography Adjunct	Noncredit Vocational (short-term):	Any bachelor's degree and two (2) years of occupational experience related to the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of occupational experience related to the subject of the course taught or the equivalent	BA in Communications from Fitchburg State and 2+ years of occupational experience related to the subject of the course taught.
Hood, William	Noncredit Commercial Print Adjunct	Noncredit Vocational (short-term):	Any bachelor's degree and two (2) years of occupational experience related to the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of occupational experience related to the subject of the course taught or the equivalent	Equivalency to an AA degree courses from Missouri State University and 10 years of occupational experience related the subject of the course taught.

Robinson, Amy	Noncredit Adult / Pediatric First Aid CPR Adjunct	Noncredit Vocational (short-term):	Any bachelor's degree and two (2) years of occupational experience related to the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of occupational experience related to the subject of the course taught or the equivalent	MS Health Science/Sports Performance from Rocky Mountain University of Health Professions and 15 years of occupational experience related to the subject of the course taught.
Serulneck, Justin	Noncredit – Photography	Noncredit Vocational (short-term):	Any bachelor's degree and two (2) years of occupational experience related to the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of occupational experience related to the subject of the course taught or the equivalent	MFA Photography from Cal ARTS and 2 years of occupational experience related to the subject of the course taught.
Shvetsov, Kristel	Noncredit – Photography	Noncredit Vocational (short-term):	Any bachelor's degree and two (2) years of occupational experience related to the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of occupational experience related to the subject of the course taught or the equivalent	Masters in Public Health from CSUN and 3.2 years of FTE occupational experience related to the subject of the course taught.
Valencia, Hannah	Noncredit TLC	Noncredit Learning Assistance or Learning Skills Coordinators or Instructors, and Tutoring Coordinators	The minimum qualifications to teach any master's level discipline in which learning assistance or tutoring is provided at the college where	Master of Education in Curriculum & Institutional General Education from Liberty University

			<p>the Instructor is employed;</p> <p>OR- Master's degree in education, math, English, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory.</p>	
Anthony, Jennifer	Noncredit – College Skills	Noncredit Vocational (short-term):	Any bachelor's degree and two (2) years of occupational experience related to the subject of the course taught or the equivalent; OR- Any associate degree and six (6) years of occupational experience related to the subject of the course taught or the equivalent	MS Educational Counseling from LaVerne University and 15+ years of occupational experience related to the subject of the course taught



## **AP 5031 Instructional Materials**

### **References:**

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

### **I. Definitions**

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

### **II. Guidelines for Required Instructional Materials**

- a. Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

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

### **III. Guidelines for Required Instructional Materials Fees**

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

Approved:

Reviewed and Endorsed by CPC: