

Academic Senate Meeting Summary for October 17, 2024

Voting Members					
Senate President	Lisa Hooper	X	Business Senator	Gary Quire	X
Vice President	Erica Seubert proxy for 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	Tom Gisel proxy for Shane Ramey	X
VAPA Senator	David Brill	X	At Large Senator	Rebecca Shepherd proxy for Nadia Monosov	X
Student Services Senator	Graciela Martinez proxy for Jesse Vera	X	Adjunct Senator	Todd Fatta	X
Humanities Senator	Mike Harutunian	X	Adjunct Senator	Lauren Rome	X
Kinesiology/Athletics Senator	Ticia George proxy for Leora Gabay	X	Adjunct Senator	Linda Beauregard-Vasquez	X
SBS Senator	Jennifer Paris	X	X= Present	A= Absent	

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

Guest							
Alexa Dimakos	X	Daylene Meuschke	X	Michael Felix	X	Sanjana Sudhir	X
Ana Palmer	X	Dianna Avery	X	Nadia Cotti	X	Sara Breshears	X
Carol Johnston	X	Jennifer Brezina	X	Roxanna Padilla	X	Sonja Jones	X

A. Routine Matters

1. Call to order: 3:04 pm.
2. Public Comment:
 - I. Special thanks to the IT Department for the ability to catch phishing scams and people attempting to impersonate college employees.
3. Approval of the Agenda
 - I. Motion to approve the agenda by Linda Beauregard-Vasquez, seconded by Mike Harutunian. Tricia George proxy for Leora Gabay (yes, vote); Rebecca Shepherd proxy for Nada Monosov (yes, vote); Tom Gisel proxy for Shane Ramey (yes, vote); Erica Seubert proxy for Garrett Rieck (yes, vote) & Graciela Martinez proxy for Jesse Vera (yes, vote). Unanimous. Approved
4. Committee Appointments: none
5. Sub-Committee Summaries
 - I. Senate Executive Committee meeting summary, September 30, 2024 (pg. 7-9).

- II. There are some typos in the summary. Regina Blasberg will forward corrections to Marilyn Jimenez.
 - II. Motion to approve the by Regina Blasberg, seconded Gary Quire. Tricia George proxy for Leora Gabay (yes, vote); Rebecca Shepherd proxy for Nada Monosov (yes, vote); Tom Gisel proxy for Shane Ramey (yes, vote); Erica Seubert proxy for Garrett Rieck (yes, vote) & Graciela Martinez proxy for Jesse Vera (yes, vote). Unanimous. Approved
6. Approval of the Consent Calendar
- III. Motion to approve the consent calendar by Lauren Rome, seconded by Michelle LaBrie. Tricia George proxy for Leora Gabay (yes, vote); Rebecca Shepherd proxy for Nada Monosov (yes, vote); Tom Gisel proxy for Shane Ramey (yes, vote); Erica Seubert proxy for Garrett Rieck (yes, vote) & Graciela Martinez proxy for Jesse Vera (yes, vote). Unanimous. Approved

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

B. Reports

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

1. [Policy Review Committee](#), Gary Collis & Nicole Faudree]
 - I. Gary Collis outlined the process the committee uses for reviewing policies when they get outdated or when new laws come through Sacramento that require changes. A suggestion is to utilize the searchable Board Docs system for storing policies. The CCLC provides models for policies which are drafted by attorneys. Some language is mandated by law and cannot be changed. The committee has been reviewing student discipline and academic honesty policies. The policies will return in the spring 25 semester.
2. Academic Senate Presidents Report, Lisa Hooper
 - I. **GREAT SHAKEOUT:** The drill took place today, Thursday, Oct. 19th and the evening drill will take place during the homecoming. People will not be evacuated from the stadium. A survey will go out to collect feedback.
 - II. **Common Course Numbering (CNN):** Tricia George sent an email to faculty to see who wants to join statewide faculty group committee. The group includes 6 CCC, 2 UC, 2 CSU, 1 HBCU and one independent/private university representative to inform the common course outlines.
 - III. **Joy Shoemate presentation on integration of CANVAS and Turnitin:** Joy will be presenting at the December 5th meeting. Standing updates on the new features of CANVAS may be scheduled.
 - IV. **Adjunct Earning FLEX:** Adjuncts can earn FLEX, but they must have a teaching assignment in the term.
 - V. **Payroll Director, Roy Castillo Update:** There are no electronic paystubs. Payroll has an interest in moving into an electronic system but not until 2026. There is no common coding on paystubs. Anyone with questions can contact Roy Castillo at Payroll.
 - VI. **ASG Meeting:** ASG wanted to learn about how Senate works and how they can inform their processes. Lisa met with 3 ASG representatives, the Student Trustee, Executive VP and the Policy representative. ASG will contribute when needed.
 - VII. **ASCCC Area C Meeting Update:** Lisa will attend virtually as there is a pre meeting to the plenary.
 - VIII. **Faculty Center Grand Opening on Nov 14th:** There will be a Grant Opening to celebrate the renovations to BONH 330.
 - IX. **Opening Day Panel:** reconvened at the request of the president to answer any question the panel was unable to address because of time constraints. We reviewed the remaining questions and noted that many of the themes were repeated. The groups felt the largest/biggest pictures items had been adequately addressed.
 - X. **Template Committee procedures:** Lisa is working to provide an updated template for senate committee procedures.
 - XI. **ASCCC South Region Curriculum Meeting at COC:** The event will be at the COC University Center on October 24th. All interested faculty are welcome to attend this free event.
 - XII. **Homecoming today:** The event will be in the Cougar Den & stadium – come join the festivities!
 - XIII. **Adjunct offices:** Offices at BONH are being outfitted with the necessary equipment for conducting Zoom session headphones will also be added. The UCEN offices will have at least one adjunct station with Zoom capability.

C. Action Items

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

1. Curriculum Approval Local Control, Dr. Omar Torres & Lisa Hooper (pg. 10-13)

- I. The intent is for the college to be able to chapter and approve all courses. Some programs such as those for transfer must go to the state. For BA degrees there is no local control. There is also an annual Curriculum and PV Committee training required as they contribute to the curriculum. The non-credit curriculum committee is also invited. The BA degree is on a different cycle, there is a BDP handbook, and the district needs to keep BA courses on the 5-year revision cycle. The Ed code requires 6 years, but COC does 5 years.
- II. Motion to approve the Curriculum Approval for Local Control by Mike Harutunian, seconded by Rebecca Shepherd. Tricia George proxy for Leora Gabay (yes, vote); Rebecca Shepherd proxy for Nada Monosov (yes, vote); Tom Gisell proxy for Shane Ramey (yes, vote); Erica Seubert proxy for Garrett Rieck (yes, vote) & Graciela Martinez proxy for Jesse Vera (yes, vote). Nicole Faudree was absent. 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. Institution Set Standards for ACCJC Annual Report 2025 (DRAFT), Dr. Omar Torres (pg. 14-15)
 - I. The district is required to submit an annual report to ACCJC every spring and needs to report certain data elements. There is a midterm report, and the draft will be written in spring and will be edited in the summer. The draft will go to the Academic Senate, Classified Senate and ASG in the fall before submitting to the commission next Dec. 2025. The district is asked to evaluate the institution's set standards and aspirational goals. The commission wants to see the institution engaged in continuous quality improvement, that set standards have been established and that the institution is working on achieving those goals. The district is putting forth a recommendation for a slight adjustment as applicable to the institution set standard and stretch goals.
2. Honorary Degrees (AP 4110), Lisa Hooper (pg. 15-16)
 - I. There was discussion regarding what the process and criteria would look like for conferring honorary degrees. Some are uncomfortable that the president and the board can select who can get an honorary degree. It was suggested to award posthumous degrees for students who pass away to not appear too elitist. There are many adjuncts who serve and don't receive recognition. What is the process to rescind a degree if the recipient is not worthy? There is a need to make the AP stronger. This item will be returned to the policy committee and administration for further discussion.
3. Syllabi & Orientation Letters-Best Practices, Lisa Hooper
 - I. Are we ready to update our best practices for syllabi and add best practices for Orientation letters? CELT has been discussing the syllabus. The suggestion is to create a sub-group to the CETL committee to discuss the best practices for a syllabus. The preference is to present thematic "best practices" versus template language. Syllabi in Canvas look very different from the physical paper syllabus. What are the best practices for syllabi for classes that meet in-person versus online? This item requires further discussion.

E. Unfinished Business

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

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

F. New Future Business

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

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

G. Announcements

1. Next Academic Senate Meeting Dates Fall 2024: Oct. 31st, Nov. 14th & Dec. 5th.
2. 2024 ASCCC Fall Curriculum South Regional Meeting: Oct. 26th, College of Canyons, University Center, Room 258

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

H. Adjournment: 5:01 pm.

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