



College of the Canyons Academic Senate

May 28, 2026

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

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

Join Zoom Meeting

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Meeting ID: 829 4449 2894; Passcode: 305922

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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: Hiring Committee (pg. 3)
5. Sub-Committee Summaries:
 - Program Viability Committee meeting summary, May 14, 2026 (pg. 10-13)
 - Senate Executive Committee meeting summary, April 23, 2026 (pg. 14-16)
6. Approval of the Consent Calendar

I. Academic Senate Meeting Summary, May 14, 2026 (pg. 4-9)	II. Curriculum Committee Summary, May 21, 2026
Program Viability Committee/Proposals: Permanent Status <ol style="list-style-type: none"> 1. Bachelor of Science in Building Performance 2. Diagnostic Medical Sonography (DMS) 3. Physical Therapy Assistant (PTA) 4. Rising Scholars 5. Noncredit English as a Second Language (ESL) 	Program Initiations <ol style="list-style-type: none"> 1. Noncredit Courses for individuals with Disabilities-COC Inclusive Learning Institute Program Discontinuance <ol style="list-style-type: none"> 1. Civic & Community Engagement Certificate 2. NETECH & ESYST Certificates 3. Math ADT 1.0 4. Physics ADT 1.0 5. Elementary Teacher Education ADT 1.0

B. Reports

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

1. [Program Viability Committee Annual Chair Report](#), Lisa Hooper
2. [Non-Credit Curriculum Committee Annual Chair Report](#), Garrett Rieck

3. Academic Senate Presidents Report, Lisa Hooper
4. Vice President Report, Garrett Rieck

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 June 2026](#) (pg. 32)
2. Curriculum Committee Operating Procedures, Tricia George
 - Summary of Changes for the Curriculum Committee Operating Procedures (pg. 17-18)
 - Curriculum Committee Operating Procedures Draft (pg. 38-49) (pg. 19-30)
3. Part-Time Faculty Advisory Council Operating Procedures, Ruth Rassool, Dr. David Vakil & Lisa Hooper (pg. 31-33)

D. Discussion

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

1. [Professional Development: Maintaining “currency” as an academic in today’s higher education environment & Title 5 changes](#), Lisa Hooper
2. [FAQ Form regarding the new AP 5521 – Grade Penalty Procedures](#), Lisa Hooper

E. Special Recognition

1. [New Tenured Faculty](#) (pg. 35)
2. Senate Service Recognition for 2024-2026 (pg. 36)
3. [Faculty Award Recipients](#)
 - a. Robert Maxwell, *Excellence in Education Award*
 - b. Jeannie Chari, *Excellence in Education Award*
 - c. Rising Scholars Program, *Exemplary Program Award*
4. Department Chair Workshop Training Series - Faculty who completed the training series (pg. 37)

F. Unfinished Business

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

1. Web Design/Senate Sub-Committee pages update

G. 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. Academic Accommodations Faculty Liaison
3. Academic Senate Acknowledgement of Discipline Memos

H. Announcements

1. [Next Academic Senate Meeting Dates for Fall 2026](#): Aug. 27th, Sept. 10th, Sept. 24th, Oct. 8th; Oct. 22nd; Nov. 5th; Nov. 19th & Dec. 10th
2. **Faculty Collegial Celebration**, Thurs., June 4, 2026, at 3:00pm in the Intercultural Center
3. [2026 Faculty Leadership Institute](#), June 11th – 13th, Hyatt Regency, Long Beach, CA.
4. [2026 Curriculum Institute](#), July 15th – 18th, Sacramento Convention Center
5. [2026 CAL OER Conference](#), July 29th to 31st, Zoom.
6. [2026 Fall Plenary Session](#), Nov. 5th – 7th, Grand Bay Hotel San Francisco, CA.

I. Adjournment

The teleconference is accessible through the following link:

<https://canyonsonline.zoom.us/j/82944492894?pwd=VEsTAWCAYGxMuhQNI5saxRfNnaKZPd.1>

Please note:

This meeting will be broadcasted at the following locations via zoom

None

HIRING COMMITTEES

SPRING 2026

#	First Name	Last Name	Discipline
1	Adina	Carrillo	Nursing
2	Kelly	Cude	Biology
3	Shaunasey	Lane	Nursing
4	Tina	Rorick	Nursing

Academic Senate Meeting Summary for May 14, 2026

Voting Members					
Senate President	Lisa Hooper	X	Business Senator	Gary Quire	X
Vice President	Garrett Rieck	X	Learning Resources Senator	<i>Collete Salvatierra proxy for Jennifer Thompson via Zoom</i>	A
Curriculum Chair	Tricia George	X	Personal & Professional Learning Senator	Garrett Rieck	X
Policy Review Chair	Gary Collis	X	Public Safety	Jessica Crowley	X
Communications Officer	Erica Seubert	X	At Large Senator	<i>Erin Daleny proxy for Alene Terzian-Zeitounian via Zoom</i>	X
AT Senator	Regina Blasberg via Zoom	X	At Large Senator	Erin Delaney	X
MSHP-MSE Senator	<i>Shane Ramey proxy for Thomas Gisel</i>	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	Alexandra Dimakos	X
Student Services Senator	Jesse Vera	X	Adjunct Senator	Todd Fatta	X
Humanities Senator	<i>David Brill proxy for Mike Harutunian</i>	A	Adjunct Senator	Lauren Rome	X
Kinesiology/Athletics Senator	Kathrina Almero-Fabros	X	Adjunct Senator	Linda Beauregard-Vasquez	X
SBS Senator	Jennifer Paris	X	X= Present	A= Absent	

Non-voting Members			
Dr. David Vakil (Interim, CIO)	A	Jennifer Brezina VP of Instruction	X
Marilyn Jimenez	X	Jason Burgdorfer (COCA President) via Zoom	X
Dan Portillo (AFT President) <i>Via Zoom</i>	X	ASG Student Representative	A

Guest							
Alma Juarez	X	Deanna Riviera	X	Katie Coleman	X	Rosario Gonzalez	X
Ann Marchesan	X	Dianne Avery	X	Marc Llaguno	X	Ruth Rassool	X
Byrant Partida	X	Dilek Sanver-Wang	X	Michael Felix	X	Shannon Doronio	X
Cassidy Butow	X	Dr. Edel Alonso	X	Melody Kligenfuss-Ariaga	X	Siane Holland	X
Chris Boltz	X	Graciela Martinez	X	Michelle LaBrie	X	Velia Jimenez	X
Connie Palazzolo	X	Juan Renteria	X	Preeta Saxena	X	Wendy Gonzalez	X
Daylene Mueschke	X	Karyl Kicenski	X	Robert Wonser	X		

A. Routine Matters

1. Call to order: 3:02pm
2. Public Comment:
 - There was a reminder that proxies can only be held by individuals attending the meeting in-

person. If a Senator must miss a meeting and wished to have someone substitute for them via Zoom, their substitute is welcome to provide input but may not vote on behalf of the Senator.

- **Welding courses offered at Pitches Detention Center:** Under the new leadership of Garrett Rieck, Rosario Gonzalez, and Dianne Avery, courses are being offered again. Special thanks to the administration for all their hard work. Special thanks also to Todd Fatta and Tim Baber for getting the onsite lab ready.
 - **Civic Engagement Club:** Special thanks to Lisa for presenting and to Dr. Alonso and Dr. Ruys for attending. Special thanks to Lisa for attending the Board of Trustees meeting and speaking on behalf of faculty.
 - **Governors May Revise:** The governor bumped COLA to 4.31%. 1.4% of the total is deemed “discretionary” but districts are to use to fund 14-week paid pregnancy leave for all employees. The Chancellor’s Office is due to provide their guidance on this tomorrow.
3. Approval of the Agenda:
 - **Motion** to approve the agenda by Jessica Crowley, seconded by Laruen Rome. Shane Ramey proxy for Thomas Gisel, (yes, vote); Dave Brill proxy for Mike Haratunian, (yes, vote); Erin Delaney proxy for Alene Terzian, (yes, vote). Unanimous. Approved.
 4. Committee Appointments: *none*
 5. Sub-Committee Summaries: *none*
 6. Approval of the Consent Calendar:
 - Special thanks to all for their continued service.
 - Motion to approve the consent calendar by Todd Fatta, seconded by Lak Dhillon. Shane Ramey proxy for Thomas Gisel, (yes, vote); Dave Brill proxy for Mike Haratunian, (yes, vote); Erin Delaney proxy for Alene Terzian, (yes, vote). Unanimous.

III. Academic Senate Meeting Summary, April 30, 2026 (pg. 3-6)	IV. Curriculum Committee Summary, May 7, 2026
V. Senate Election Committee- Academic Senate & Curriculum Committee Nomination and Election Results (pg. 7-8)	

B. Reports

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

1. Academic Freedom Committee Chair Annual Report, Karyl Kicenski
 - As a reminder the committee was created by the Senate to make formal recommendations to the Senate on any matter related to [BP/AP 4030 \(Academic Freedom\)](#). The committee also offers informal advice if there is a request for an inquiry or investigation. The committee worked on education/campus collaborations for the school year. Karyl has continued to work with the nationwide Heterodox Academy (HxA) that has provided some up-to-date research. The committee has asked Kathrina Almero-Fabros to speak on academic freedom in the health professions fields. The committee needs to recruit additional committee members as some will no longer be serving due to retirement, teaching schedules or no longer representing COCFA. Jason with COCFA will be recruiting faculty to represent the union. Gary Collis will also be joining the committee.
2. Academic Senate Presidents Report, Lisa Hooper
 - 2026-2028 Reassign time Memo (pg. 9)
 - **Technological Challenges:** please let us know if you are having email syncing problems across devices. This appears to be happening with faculty who use Apple devices at home and PC’s at work.
 - **Senate meeting process:** Lisa reminded the Senate that a queue needs to be established for questions following presentations so the meeting time can be managed well.
 - **CANVAS Outage:** This outage created many challenges. Lisa requested feedback from the

Senate regarding the messaging from the district. The idea was to communicate the same, comprehensive message via different platforms. The COC alert function seemed to help. Lisa asked Online Education to provide guidance on how to back up material in Canvas. It was appreciated by many that the campus was not reactionary but more so confirmed they were in control of the situation. Special thanks to Joy Shoemate and the Online Education team for quickly creating an informative webpage for faculty.

- **Canyons Compass-Gensler Taskforce:** The work of this group is ending and an update was provided at the Board. The most recent session was on branding. There is Interest to create flexibility with the COC brand so it can be individualized at the department level.
- **Program Review:** The Gensler work has demonstrated a need to reconsider our program review processes. This will likely include moving to a 5-year cycle with a more comprehensive review of the programs (certificates and degrees) within each department.
- **Program Review Committee:** Erica Torgeson recruited Kelly Cude to serve as her replacement as Academic Program Review chair while Erica is serving as Interim Dean of Counseling. However, Kelly will not be able to serve in this position going forward unless some of her reassignment as Biology chair is shared. The Academic Program Review Chair will receive 20% reassigned time from the Senate reassigned time allotment, and will serve on Program Viability (6 mts per term), the Planning PAT (4 mtgs per term), and CASL (7-8 mtgs per term).
- **PRT Team Update:** COC sought support from other colleagues in the system for the shared governance remodel, including integrated planning, and institutional culture/climate. A team reviewing the menu of options provided by the PRT team and a summary will be provided to the campus community.
- **Mini PRT:** The focus of this group has been on the rebranding of CCC. Shane, Lak, and many other faculty who teach primarily on the Canyon Country campus were part of the team who liaised with the visiting team and reviewed the menu of options. Paul Wickline has presented the summary of that work in the Planning PAT.
- **Shared Governance:** The tri chair model includes representation from the Academic and Classified Senate Presidents, as well as the College President. There are 3 Project Advance Teams (PATs) which serve to advance projects to this council. Lisa will continue to serve on the SGC, but will be seeking new faculty to serve on the Planning PAT and Student Success PAT in her place. Project reviewed and advanced for action: move 30-minute parking to 60 minutes; Towsley Harvest Garden (to support Anthropology & Biology/Environmental Science courses); Bee Pollinator Campus designation.
- **Recruitment of Faculty:** We (the Senate), through Regina Blasberg (Career Education Liaison), asked the Planning PAT to consider immediately recruiting and rehiring (rather than returning to the Academic Staffing process) if a previously-approved-for-hire faculty position fails to complete the tenure process. This matter is advancing to the Shared Governance Council.
- **Academic Review Committees:** We need faculty to serve on the Academic Review Committee; will good representation from each school/division, we expect you would only be activated for a grade penalty review case a few times per year. Please let Lisa know if you are willing to serve on this important committee.
- **Student Conduct Committee:** This committee will be remodeled with the help of Chair, Michalle LaBrie. Those faculty who has been serving on the prior iteration of the Student Conduct Committee may also have interest in serving on the Academic Review Committee.
- **Annual Collegial Celebration:** Lisa sent an email regarding the annual collegial celebration. All full-time faculty and many part-time will be invited, as well as other members of the

district. It is not possible to invite all staff as there is not sufficient space or food. This is our first time recognizing part-time faculty service milestone. The event is scheduled for Thursday, June 4th at the ICC from 3:00 – 5:00 PM

- **Graduation/Commencement:** This event will take place on Friday June 5th. The honor guard will be formed for students. Faculty will convene in the cougar den between 5:00-5:30 PM. Austin Dave and the MEA team, have specialized curated content to run for 1 hour before the event.
3. Vice President Report, Garrett Rieck
- **Faculty Office Lottery:** A total of 6 faculty were awarded and accepted an office this round. The senate hosts one office lottery round per semester.
 - **Award Deliberations Update:** There are 2 faculty nominated for awards.
 - **ASCCC Non-Credit Institute:** Garrett attended the institute and will share an update in 2 weeks as part of his annual Noncredit chair report.
 - **Noncredit Celebration:** Lisa attended and spoke on behalf of the Senate. Special thanks to Trustee Alonso and Trustee Trevino who also attended. There was a Rising Scholar student who completed his GED and transitioned to credit courses and will earn his AA next spring.

C. Action Items

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

1. BP/AP 4025 (Philosophy and Criteria for Degrees and General Education), Gary Collis
 - Policy Review Committee’s Executive Summary for the Senate regarding revised BP and AP 4025 and 4100 (pg. 10-11)
 - BP 4025 (Philosophy and Criteria for Degrees and General Education) (2026 PRC Working Copy with Track Changes) (pg. 12-13)
 - AP 4025 (Philosophy and Criteria for Degrees and General Education) (2026 PRC Working Copy with Track Changes) (pg. 14-16)
 - BP 4025 (Philosophy and Criteria for Degrees and General Education) (2026 Final for Senate) (pg. 17-18)
 - AP 4025 (Philosophy and Criteria for Degrees and General Education) (2026 Final for Senate) (pg. 19)
2. BP/AP 4100 (Graduation Requirements for Degrees and Certificates), Gary Collis
 - BP 4100 (Graduation Requirements for Degrees and Certificates) (2026 PRC Working Copy with Track Changes) (pg. 20)
 - AP 4100 (Graduation Requirements for Degrees and Certificates) (2026 PRC Working Copy with Track Changes) (pg. 21-27)
 - BP 4100 Graduation Requirements for Degrees and Certificates (2026 Final for Senate) (pg. 28)
 - AP 4100 Graduation Requirements for Degrees and Certificates (2026 Final for Senate) (pg. 29-35)
 - The impetus for the changes is to incorporate the bachelor’s degree language and required 36 units of GE credit for Bachelor’s earners. The policy committee reworked the document which now outlines the 36-unit requirement (at least 9 upper division) for GE, a minimum of 40 units of upper division coursework, and 120 semester total units.
 - **Motion** to approve BP and AP by Erica Seubert, seconded by Garrett Rieck. Shane Ramey proxy for Thomas Gisel, (yes, vote); Dave Brill proxy for Mike Haratunian, (yes, vote); Erin Delaney proxy for Alene Terzian, (yes, vote). Unanimous.
 - **Motion** to approve AP and BP 4100 by Rebecca Shepherd, seconded by Lak Dhillon. Shane Ramey proxy for Thomas Gisel, (yes, vote); Dave Brill proxy for Mike Haratunian, (yes, vote); Erin Delaney proxy for Alene Terzian, (yes, vote). Unanimous.

D. Discussion

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

1. Bluebird Resource Center Presentation (BBP) to Senate, Melody Klingenfuss-Artiaga
 - The BBP formerly, Undocumented Resource Center, services one of our most vulnerable student populations. The presentation emphasized the need to communicate to students a sense of belonging, strengthening faculty awareness, and sharing growing needs for these students. There was a recent Resolution in Support of Undocumented students with the BBP and ASG. The statewide Undocumented Student Week of Action is coming up in October. There is a need for a more centralized dream space. There is a fundraising foundation account, and Melody will share the QR code. BBP will be working with Gary Quire in the Business department on mirrored Entrepreneurship courses in non-credit. Special thanks to Melody and Graciela Martinez for all their hard work.
2. Curriculum Committee Operating Procedures, Tricia George
 - Summary of Changes for the Curriculum Committee Operating Procedures (pg. 36-37)
 - Curriculum Committee Operating Procedures Draft (pg. 38-49)
 - The committee has been working on the procedures and not much has changed. Title 5 sections are new and, in both sections, refer to the cultural competence requirement. Universal Design for Learning is also mentioned which should allow the procedures to serve the committee for some time. There are some changes with membership, and this does not change senate elections. The audit trail, including auditor roles, has changed somewhat. The Noncredit committee follows the lead of the curriculum committee. Program Viability does overlap with Curriculum with the need for resources. Tricia suggested that if any faculty have an idea for a new program to first discuss with the chair or dean. It would be difficult to propose a course without the support of colleagues.
3. Part-Time Faculty Advisory Council Operating Procedures, Ruth Rassool, Dr. David Vakil & Lisa Hooper (pg. 50-52)
 - There has been a concerted effort to move away from the term “adjunct” and toward “part-time” faculty. This group has been meeting for over a year to create a conduit with part-time faculty and the Senate, as well as the other sub-committees on which part-time faculty serve. This committee has been meeting on Friday’s. Jennifer Overdevest and Kelly Bronco have been committed to this group as they were previously, and very recently, part-time faculty here. The council members will include the part-time faculty lead from Senate, a part-time representative from each school and full-time faculty representatives who were recently part-time. The idea is for all members to serve two-year terms. Anyone can join or sit in on the meetings. The council is now subject to the Brown Act. Non-credit is missing from the operating procedures and should be specifically mentioned as having the largest number of part-time faculty. The council can advise will advise on the part-time faculty orientation as a primary responsibility as many are not attending this for a variety of reasons. There was an idea to create a CANVAS shell. A suggestion is to add the Dean from student services. This item will return for action.

E. Unfinished Business

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

1. Web Design/Senate Sub-Committee pages update

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. Academic Accommodations Faculty Liaison
2. Tenure Committee Training Workshops
3. Academic Senate Acknowledgement of Discipline Memos

G. Announcements

1. Next Academic Senate Meeting Dates Spring 2026: May 28th; Meeting Dates for Fall 2026: Aug. 27th, Sept. 10th, Sept. 24th, Oct. 8th; Oct. 22nd; Nov. 5th; Nov. 19th & Dec. 10th
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6. [2026 Fall Plenary Session](#), Nov. 5th – 7th, Grand Bay Hotel San Francisco, CA.

H. Adjournment: 5:00 pm.

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Please note:

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None

Program Viability Committee Summary

May 14, 2026, 10:00 a.m. to 11:30 a.m. – Zoom

Voting Committee Members:					
Lisa Hooper	Committee Chair	X	VACANT	Transfer Discipline Rep./At-Large Member	A
Kelly Cude	Program Review Faculty Chair (and/or MSE Faculty Dept. Chair)	X	VACANT	ASG Student Rep.	A
Jason Burgdorfer	MSE, COCFA President	X			
Jaya George	Health Professions	X	Administrator Voting Members		
Jennifer Paris	CTE Rep/ECE Rep/SBS	X	David Vakil	Interim Asst. Superintendent/CIO	A
Jesse Vera	Tricia George proxy for Enrollment Services /Counseling	X	Jason Hinkle proxy for Erin Tague	Assist. Superintendent/VP of Facilities	X
Karl Striepe	SBS/Transfer Discipline Faculty	X	Jason Hinkle	Associate, VP, Business Services	X
Ruth Rassool	Humanities (Adjunct) Representative	X	VACANT	Assist. Superintendent/VP Tech, Inst. Dev. & Tech Computer Support	A
Tricia George	Curriculum Committee Chair/Humanities	X	A= Absent	X = Present	

Guest:							
Andy McCutcheon	X	Dianne Avery	X	Justin Hunt	X	Nadia Cotti	X
Austin Dave	X	Erika Torgeson	X	Leora Gabay	X	Paloma Vargas	X
Cindy Leung	X	Harriet Happel	X	Marilyn Jimenez	X	Patrick Backes	X
Daylene Meuschke	X	Jeffrey Baker	X	Michael McCaffrey	X	Paul Wickline	X
Deanna Riviera	X	Jennifer Brezina	X	Monica Shukla-Belmontes	X		

I. Routine Matters

1. Call to order: 10:03 am
2. Approval of the 4/16/2026 meeting minutes:
 - i. Motion to approve the agenda by Jesse Vera, seconded by Kelly Cude. Unanimous. Approved.
3. Approval of the Agenda
 - i. Motion to approve the agenda by Jennifer Paris, seconded by Tricia George. Unanimous. Approved.

II. Reports

1. **Report #1:** Ceramics Program, Cindy Leung & Michael McCaffrey
 - i. **Overview:** This report outlined the updates to the ceramics program, which includes the dedicated space and physical layout, addressing curricular issues, and practical concerns. The facility is almost complete and remains on the edge of what is viable for space and pathways to success and completion.
 - ii. **Physical Resources:**
 - a) **Electrical Needs:** It wasn't clear if there was sufficient electricity in dedicated space for the kilns. Andy will make sure to follow up with Erin on the electrical concern. The suggestion is to test out the electricity in the area without students. There was a load analysis report, and additional lines and breakers were added.
 - b) **Plumbing Needs:** There was a request for a drain in the classroom to rinse debris off the floor. Silicon dust is carcinogenic if inhaled. The hope is that the existing drain will be sufficient for

washing off the clay dust. The program will know once classes are session if this drain will work. The drain likely went through CA Department State Architects for approval including waste management. The outdoor drain backs up during heavy rains will be addressed in the summer.

- c) **Outstanding areas:** This includes the floor in the classroom and the outdoor drain. Every year, in the rain season, the classroom floods and the hope is that the issue will be resolved and that equipment is not damaged. Andy spoke with Erin and confirmed the floor would be completed by the end of June.
- d) **Original Request for Facilities:** There wasn't a completed understanding of what was needed, and the suggestion is to have a more holistic plan going forward to prevent any challenges. The idea is to borrow from other districts whenever possible. Ventura college and Santa Ana College both offer ceramics classes that can be looked at.
- iii. **Curriculum Courses:** There will be 2 ceramics courses offered in the fall.
- iv. **Marketing Needs:** It was suggested to do more marketing with the program prior to the summer break. Cindy has not taught ceramic for 3 years and was waiting for the schedule to start advertising. Cindy has been advertising to her students and will design a poster and get in touch with Jesse Vera to get the word via Counseling.

2. **Report #1:** Coaching Certificate, Leora Gabay

- i. **Curriculum Update:** This process for this program began a year ago. Several courses and certificates were approved a few weeks ago at curriculum. The goal is to give students an opportunity to have a career in coaching. The certificate is composed of existing courses and new courses.
- ii. **Program Initiation Form:** There are 20 required units in the course, in addition KPET 201, there are new courses: Principles of Coaching Sports and Mental Skills for Sports Performance. Students will choose sports theory courses for the sport intend to focus on. The idea is for the students to complete courses within a year. Leora will discuss with Jesse Vera if the ADT in Kinesiology and PE accepts major course substitutions for military boot camps.
- iii. **Program Needs:** The program began offering a few of the classes; however, they didn't have the enrollment number and started offering late starts.
- iv. **Marketing Needs:** The program needs more advertisement for the Physical Education Classes within the community to boost enrollment.
- v. **Student Survey:** A student survey can be done and could help determine when students would be interested in taking the courses. The district may be able to assist with the deployment of a survey.

III. **Discussion**

- 1. ADT 1.0 Discontinuance: Mathematics & Physics & Elementary Teacher Education, Curriculum Committee
 - i. **ADT 2.0 Math and Physics:** The changes in Physics are like Math. The Curriculum Committee will update the moniker. The point of the 2.0 change is due to CSUs no longer accepting the 1.0 degrees. The district needs to approve the 2.0. Students will be advised how to complete the 2.0 versions.
 - ii. **ADT 2.0 Math:** The main change for the Math is that both Math 214 and 213 will be required, programing courses as electives, and can add Physics 220.
 - iii. **ADT 2.0 Physics:** Physics will be adding the Calculus classes. Physics is one of the transfer degrees that will now sit at 64 units. Curriculum will have these changes on the next Curriculum Committee agenda.
 - iv. **ADT 2.0 Elementary Education:** Most of the changes were seen by the state as a revision to the transfer model curriculum. At a minimum the changes will include updating the title to match the updated transfer model curriculum. Faculty in ECE are not in favor of this degree change as they believe this program does not serve students. The program will begin looking for a different degree to prepare students for the Pre-Kindergarten credential. Students should be notified of the change, so they know to move to the one with the new title if they are transferring after the sunset date of the 1.0. This was brought to PV so Curriculum can recognize the changes and have the change implemented in the catalog for the upcoming fall.
- 2. Proposal Extended Reality > MEA 221: Satisfaction of Resources Concerns, Jeff Baker, Austin Dave & Andy McCutcheon

- i. **Overview:** The idea was to forward with a more simplified version of the proposal as there were some outstanding questions regarding resources. Due to the release of AI, the need for programming for this area is becoming less common. The programming area of this proposal was dropped, resulting in a far simpler program. This update is now Art and Animation focused.
- ii. **Letter of Support:** There are 3 letters of letters of support from industry for this program included in the report. Programing has become less important, and the focus now is on understanding design principles, 3D space, and how to use the art assets.
- iii. **Physical Resources:** There were concerns regarding if there was sufficient equipment. Austin Dave, the MEA laboratory technician, provided a letter and email stating that the department currently has sufficient equipment to offer the curriculum as proposed. The next step is to teach this in the existing animation facility MEA 209.
- iv. **Equipment and Software:**
 - a) **Computer Equipment:** Austin and Jeff have discussed the need to update the computers. There are 25 computers. IT has been involved in the discussion, and they are upgraded on occasion, and they are 3 years old and are on a 3–4-year recycling cycle and run all animation programs.
 - b) **Software Needs:** The program will be leveraging the exiting software using MAYA and Unity to create the art experience. Software and hardware already exist in MEA 209. There is another lab with high level MAX and can run on MAC or PC as they are interchangeable. There is specific program that XR designed and free - only cost would be the time for installation. Jeff has spoken with Austin regarding downloading and installing the software to make sure the program meets the district requirements.
 - c) **VR Headsets Request:** There is a need for VR headsets as students will use the headsets to review results. This is not required as there are free software programs that can emulate this technology. This can be used in place of the equipment for the googles if there is no funding.
- v. **Funding Required:** The headset request has been submitted in previous program reviews just not this year. The total final cost is due to shipping and handling and will be approximately \$9,000. Harriet may not have funds for this year but possibly next year. The round 11 funding allocation will not be released until end of June or July as it depends on the final budget with the state and if the district will keep full amount on Prop 98.
- vi. **Perkins Funding & SWF:** This funding may not be possible. Jeff is pursuing industry grants and partners to leverage and collect donate googles. The hope is that some funds may be covered with grants or gifts from industry. There is little fund 11 funding and many times programs rely on categorical funds. Jeff is putting out feeler in the industry and will meet with the Foundation. The expenditure is under \$10K and between industry and foundation Harriet confirmed this is very possible..
- vii. **Next Steps:** The suggestion is to allow the program to move forward using the computer software that emulates the extended reality, as the headsets are just to enhance the program.
- viii. **Motion** to move the program forward for MEA 221 by Jennifer Paris, seconded by Kelly Cude. Unanimous. Approved.

3. NETECH Program, Justin Hunt

- i. **Curriculum Updates:** There are courses updated due to the certification of the sequence such as CompTIA or Sisqó. These change every 4 years, and other cyber security areas update every 8 months. The changes are to meet certificate requirements.
- ii. **Discontinuation of Courses:** There was another list presented that includes the courses that will be deactivated. Many courses have not been offered in many years, and this does not prevent anyone from completing the courses. Justin inherited many programs that were outdated, and the changes are to ensure students are employable once they complete the program. Justin reviewed the efficacy of courses to see where they can fulfill the needs of local and national industry needs.
- iii. **SWF Employment Data Report:** Employment is tied to employment data reporting. And SWF requires that students are employed within the first year. There is no database that exists that can track this information, but it is a requirement. It is important to keep all areas relevant and to hear back from

industry. For many programs in technology, this will be routine and requires connecting to the employment metric.

- iv. **Impacted Programs:** Curriculum is ready to archive the programs, and Tricia has a list of all the programs impacted. The idea was to archive all certificates and courses; however, would it be best to change the requirements for AA rather than archiving? For the System Administration program this can be archived. The Networking Technology program is being replaced by CLOUD systems. Networking Foundation is not impacted however all other areas would be discontinued. ESYST 141 has been absorbed into the security class and the IoT can be archived.
 - v. If change will have an impact on students the suggestion is that once the list of programs and associated programs is finalized, that it be forwarded to Counseling Department, so they are aware. There are 4 certificates that will be archived and students who have completed courses in them may be 1-2 courses away from completing something else. Justin shared a crosswalk outlining the course substitution which will be shared with Counseling. There are few courses that are combination 2 classes. This chart will be forwarded to Jennifer Brezina, Tricia George and Daylene Meuschke.
 - vi. **Motion** is to archive the courses to support the changes, and curriculum committee will take on this work. Unanimous. Approved
4. **PV Committee Processes:** Faculty will need to forward the documents to Marilyn and Lisa in advance. The PV committee meeting invites will be forwarded for next year.
 5. **Adjournment:** 11:30am.



COLLEGE OF THE CANYONS
ACADEMIC SENATE
EXECUTIVE COMMITTEE MEETING

April 23, 2026
11:00 a.m. to 12:00 p.m., Via Zoom

SUMMARY

Non-Voting Members:

Faculty Name	Title		Faculty Name	Title	
Lisa Hooper	<i>Academic Senate President</i>	X	Jason Burgdorfer	<i>COCFA President</i>	A
Garrett Rieck	<i>Academic Senate Vice President</i>	X	Dan Portillo	<i>AFT President</i>	X
Erica Seubert	<i>Academic Senate Communications Officer</i>	X			

Voting Members:

Faculty Name	Title		Faculty Name	Title	
Alisha Kaminsky	<i>MQE</i>	X	Jesse Vera	<i>Legislative Liaison</i>	X
Chase Dimock	<i>Honors Steering Committee</i>	X	Julie Jonhson	<i>CETL</i>	X
Sara Breshears	<i>Elections Committee</i>	X	Linda Beauregard Vasquez	<i>Lead Adjunct Senator</i>	A
Erik Altenbernd	<i>Academic Staffing Committee Faculty</i>	A	Lisa Hooper	<i>President's Advisory Committee on the Budget Faculty</i>	X
Kelly Cude	<i>Program Review Committee</i>	X	Pamela William-Paez	<i>Scholarly Presentation (Tentative)</i>	A
Garrett Reick	<i>Noncredit Liaison</i>	X	Teresa Ciardi	<i>Faculty Professional Development Committee</i>	A
Lisa Hooper	<i>Program Viability</i>	X	Tricia George	<i>Curriculum Committee</i>	X
Gary Collis	<i>Policy Review Committee</i>	A	VACANT	<i>College Planning Team Committee Faculty</i>	
Regina Blasberg	<i>Career Education Liaison</i>	A			

Additional Voting Members:

Faculty Name	Title		Faculty Name	Title	
Shane Ramey	<i>Academic Integrity Committee</i>	A	Alene Terzian	<i>Equity Minded Practitioners</i>	X
Karyl Kicenski	<i>Academic Freedom Committee</i>	A			

Non-Voting Members and Guest

Faculty Name	Title		Faculty Name	Title	
Marilyn Jimenez	<i>Academic Senate Administrative Assistant</i>	X			

A. Routine Matters

1. Call to order: 11:03 am.
2. Public Comment:
 - I. Alisha stated she can no longer access the intranet system to upload agendas for the MQE committee. An IT help desk ticket will be created to grant her access.
3. Approval of the Agenda
 - I. **Motion** to approve the agenda by Lisa Hooper, seconded by Kelly Cude. Unanimous. Approved.

B. Consent Calendar

1. Adoption of March 19, 2026, Senate Executive Committee Summary (pg. 3-5)

- I. Motion to approve by Alene Terzian, seconded by Julie Johnson. Unanimous. Approved.

C. Reports

1. Presidents Report, Lisa Hooper

- I. **Committee Needs:** Lisa has allocated for time for committee chairs to submit requests for additional members, resources and challenges.
- II. **ASCCC Survey on Faculty Professional Development:** Lisa has started to fill out the survey and suggests that all faculty complete the survey and provide feedback.
- III. **ASG Petition:** The Associated Student Government (ASG) is circulating a petition for 3 of the BOT members to resign. Faculty are proud of students participating in shared governance. However, it is not clear if anyone would resign based on a petition of students. It is not clear at this moment what the primary concern is from students. In their email there are supportive links to documentation and dates to their petition.

2. Vice President Report, Garrett Rieck

- I. **SP 26 Faculty Office Lottery:** The lottery ends soon and there will be follow up emails sent out. All faculty who participated in the lottery are encouraged to check emails.
- II. **Senate Exec Committee meeting dates/time:** There are no meeting dates scheduled for fall 2026 meetings. The Curriculum & Academic Senate meeting calendar will return as an action item on the next Senate agenda for April 30th. There are concerns that the retreat cannot be hosted during FLEX week due to overlap with departments retreats meeting from 3-5pm on Thursday.
- III. **Meeting Survey:** A survey will be launched to collect feedback regarding the best meeting dates/times. The afternoon around 1:00pm may work better and the idea is to not overlap with Curriculum and Senate meetings.

D. Action: None

E. Discussion

1. Nominations for Faculty Awards, Garrett Rieck

- I. **Overview of Faculty Award Processes:** The committee reviewed the nominations received for the "Excellence in Education" award. There were no adjunct nominations received. As a reminder the current faculty award processes only allow for one nomination for full-time and one for part-time. If there is a tie the committee chair breaks it. Proxy votes and designees are not allowed. The tallies will not be published in the meeting summaries. All documents were posted to the CANVAS shell.
- II. **Nominations Received:** Two full-time faculty nominations were received for the "Excellence in Education" award. In the past there have been 2 nominations for various awards. The recognition of two faculty would conflict with local processes. The suggestion is to take a vote from the committee to confirm if the committee wants to acknowledge two award recipients. The original idea was to allow to advance an honoree for state level consideration.
 - a. *"ASCCC awards often have thematic criteria that changes annually. If the ASCCC award differs significantly from the COC award criteria, or if no COC honoree aligns with the ASCCC award theme and standards, the Executive Committee may decide not to submit any COC local award honoree for consideration of the statewide award. In such cases, the Executive Committee may nominate any qualifying COC candidate for the ASCCC award, even if such candidate has not been locally honored."*
- III. **Need for more Marketing:** Garrett will submit a presentation to the Senate on Faculty Awards next semester to help increase the number of nominations. More emails communication was sent out this semester. There may be individual emails with the information for each of the awards.
- IV. **Acceptance of two FTF nominations for the Excellence in Education award:** The committee unanimously agreed to accept two nominations for two awards and allow for deliberation.
 - a. **Bob Maxwell award Nominee:** Bob has served on MQE committee for over a decade, and Alisha is grateful for this attention to detail and commitment. He also oversees the Future Business Leaders of America and uses his own time to do this work. Bob purchased equipment out of his own funds. He is very reliable and first to reply to inquiries and is very centered

student and colleague.

b. Bob Maxwell is doing great work in bringing the students elsewhere outside the college.

V. **Motion** to approve Bob Maxwell for the “Excellence in Education” award by Tricia George, seconded by Jesse Vera. Unanimous. Approved.

a. **Jeannie Chair award Nominee:** Sara Breshears connected with Jeannie regarding a micro trash event and Jeannie took time to take her son to see a bird nest as her son has a strong interest in birds. There are students who Jeannie has helped in the library and who are contributing to research. This can be a hard area to come by as many CCC’s find it difficult to do research for area in the sciences.

b. Jeannie sent Alene some thankful emails when she participated in the Cul de Sac to express how much she appreciate the voices being heard. There were two events scheduled for the same time, the bake sale and cul-de-sac and Jeannie volunteered to re-schedule her event to not overlap with Alene’s event. Jeannie takes time out of her day to give special thanks to colleagues.

c. Chase Dimock has worked with Jeannie and has enjoyed working with her to find connections between Biology, Art and English. The Bird of Canyons (About Birds of the Canyons – Birds of the Canyons) was due to collaboration with other disciplines with the English and Biology departments. The English students wrote poetry by artwork presented by Mercedes McDonald and Jeannie focused on the area Biology. There is pollinator friend on campus who is working on making the campus more biodiverse. Jeannie has worked with the pollinator to use the college as a natural lab to provide students opportunities for internships and research. Bio 106 (Biodiversity) provides the hands-on research so that students can stand out. Jeannie creates a community of collaboration and has an interdisciplinary creative spirit.

VI. **Motion** to approve Jeannie Chari by Alene, seconded by Sara. U.A.

VII. These awards recognize faculty who are going above and beyond and are working with students outside of the classroom. This is inspiring as it communicates why many went into the teaching field. Special thanks to all committee chairs for their work and service to the district. There was a request to change “graduation day” as a contract day instead of “opening day”.

F. Future Business

1. Future Meeting Times/Days for spring 2026

2. Future Discussion Topics

G. Unfinished Business: *None*

H. Announcements

- [Next Academic Senate Meeting Dates Spring 2026: May 14th & May 28th](#)
- [2026 ASCCC Non-Credit Institute](#), April 30th – May 1st, San Jose Marriot
- **Faculty Collegial Celebration**, Thurs., June 4, 2026, at 3:00pm
- [2026 Faculty Leadership Institute](#), June 11th – 13th, Hyatt Regency, Long Beach, CA.
- [2026 Curriculum Institute](#), July 15th – 18th, Sacramento Convention Center
- [2026 CAL OER Conference](#), July 29th to 31st, Zoom.
- [2026 Fall Plenary Session](#), Nov. 5th – 7th, Grand Bay Hotel San Francisco, CA.

I. Adjournment: 11:55 am.

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.

Summary of Substantial Changes for the Curriculum Committee Operating Procedures

The following changes were made partially in response to the following updates to Title 5:

- § [55001](#). **Curriculum Committee.**
 - Includes references to procedures for Accessibility, Universal Design for Learning, and what we consider our Cultural Competence Requirement
 - § [55001.5](#). **Course Outlines of Record.** (New)
 - Includes language that relates to what we consider our Cultural Competence Requirement

Section II: Membership

- Added new non-voting members (unless the individual is already a voting member of the committee):
 - e. Articulation Faculty
 - f. Program Mapping Coordinator
 - g. SLO Coordinator

Section IV: Faculty Co-Chair Responsibilities

- Added the following:
 - References to collaborating with the Academic Senate Review Policy Committee, including in relation the BP/AP 3725: Instructional Materials as we help educate the campus about current Accessibility standards (per Title 5)

Sections VII & VIII: Audit Trail

- Split the audit trail between revised courses (**Section VII**) & new/proposed courses (**Section VIII**) as they have slightly different processes
- Made the language around Department Chairs and/or Program Directors as well as Deans more robust for new course and revised course proposals, including:
 - 3.a. Department Chair and/or Program Director
 - ii. Check to see that course is congruent with the program review as well as the current resources, facilities, and vision for the discipline/department
 - iii. Check for appropriateness to college mission and cultural competence_
 - 3.b. Academic Dean
 - ii. Review the proposal within current fiscal and other contextual factors in mind
 - iii. Facilitate discussion with impacted faculty if there is disagreement between them about a proposal
- Added sections for Learning Resources & Cultural Competence audits (per Title 5)
 - 3.f. Learning Resources
 - i. Review currency of the textbooks and other instructional resources included in the COR, including whether newer editions are available
 - ii. Communicates any changes to the Curriculum Committee Faculty Co-Chair if accessibility standards for learning resources have been updated

3.g Cultural Competence

- i. Review to determine if any material in the public facing part of the COR meets the Cultural Competence requirement in relation to the currently approved version of the Cultural Competence Checklist (or whatever criteria are in place)

Universal Design for Learning (UDL):

- Per Title 5, added language referring to when we will review for UDL for revised and new courses:
 - **Revised** – Section VII.3.h. Curriculum Committee Representative Review process
 - ii. Check that the outline meets current curriculum standards, following guides such as the current version of the Curriculum Outline of Record (COR) Review Checklist and Universal Design for Learning standards, as defined locally
 - **New/proposed courses** – Section XIV.4 The Curriculum Committee may create ad hoc subcommittees ...:
 - d. Reviewing Teams to specialize in feedback on Final Reads for new course/program proposals, including Universal Design for Learning standards, as defined locally

Curriculum Committee Operating Procedures

College of the Canyons

I. Scope and Duties

1. Review and recommend action on existing curricula (both courses and programs)
2. Review and recommend action on proposed curricula (both courses and programs)
3. Encourage and foster the development of new curricula (both courses and programs)
4. Facilitate working with faculty to archive curricula no longer current or needed
5. Request, consider, and respond to reports from various college groups whose work bears directly on the curriculum
6. Disseminate curricular information and curricular recommendations to the faculty, Academic Senate, administration, and to the Board of Trustees (BoT)
7. Implement state-mandated regulations or policies that affect curriculum
8. Recommend associate degree requirements to the Academic Senate, administration, and BoT
9. Recommend additions, deletions, and modifications in general education patterns for the associate degree, the California State University General Education Breadth Requirements, the Intersegmental General Education Transfer Curriculum (IGETC), and the California General Education Transfer Curriculum (CalGETC)
10. Review all curriculum proposals to ensure congruence with the college's mission, need, quality, resources, feasibility, academic freedom, local requirements, California Community Colleges Chancellor's Office (CCCCO) requirements, articulation requirements, and compliance with Title 5
11. Members of the Committee as appropriate, such as the Articulation Officer and/or Articulation Faculty, will review updates to Program Maps prior to approval as part of our Consent Calendar
12. Conduct training for all Curriculum Committee members in accordance with local control requirements by the CCCCCO

II. Membership

1. As an academic and professional matter, the composition of the Curriculum Committee shall be mutually agreed upon by the Academic Senate and the District
2. The faculty members serving on the committee shall be selected pursuant to procedures adopted by the Academic Senate
3. The following shall be the Co-Chairs of the Curriculum Committee who agree on the agenda for the meetings and vote to break a tie (if needed):
 - a. Faculty Co-Chair or Co-chair's designee of another faculty member serving on the committee
 - b. Chief Instructional Officer or administrative designee from the Office of Instruction
4. The following shall be voting members of the committee:
 - a. One representative from each school or division

- b. At-Large Faculty Representatives as decided by the Academic Senate
 - c. Adjunct Representatives as decided by the Academic Senate
5. If they are not already voting members, the following shall be appointed as non-voting members and contribute to discussions when warranted:
 - a. Senior Curriculum Analyst/Articulation Officer
 - b. Representative from Associated Student Government
 - c. Representative of Counseling (if no elected member is a counselor)
 - d. Associate Dean of Admissions & Records or designee
 - e. Articulation Faculty (if not already an elected member)
 - f. Program Mapping Coordinator or designee (if not already an elected member)
 - g. SLO (Student Learning Outcomes) Coordinator or designee (if not already an elected member)
 6. The following committees/roles shall provide a representative to serve as a resource to the Curriculum Committee. They shall be considered non-voting resource members and shall not be expected to attend meetings unless requested:
 - a. Minimum Qualifications
 - b. Student Learning Outcomes Coordinator(s) or designee
 - c. Credit for Prior Learning Coordinator or designee
 - d. Program Mapping Coordinator or designee

III. Member Responsibilities

1. Attend and fully participate in committee meetings
2. Serve as a consultant to members of their school/division during curriculum development. Committee members may answer questions, provide information on curriculum policies and procedures, and prepare faculty to present their courses at curriculum meetings
3. Inform and update their school/division about curriculum issues such as (but not limited to):
 - a. Proper preparation of course outlines
 - b. Prerequisite/co-requisite policies
 - c. Curriculum Committee deadlines
4. All members of the committee shall make decisions based on a college-wide perspective, the college mission, labor market and employment data considerations (when relevant), respect for the discipline expertise of faculty, and the principles of academic freedom.
5. It is expected that all members be prepared to make informed decisions. This includes:
 - a. Read the course and program outlines before the meeting
 - b. Participate in required trainings, which will include relevant and/or current Title 5, Education Code, Program and Course Approval Handbook (PCAH) specifications, transfer, and legislative requirements
 - c. Complete a full review of courses assigned to each committee member as part of the audit trail

- d. Be knowledgeable about current curriculum policies, procedures, writing standards, resources, forms, and submission deadlines.
6. Members are expected to find and orient a substitute or a proxy if they are unable to attend a meeting.
7. If a member misses more than 50% of the meetings in a single semester and is not on a notified leave of absence, they will be deemed to have resigned.

IV. Faculty Co-Chair Responsibilities

1. Serve as a resource to assist faculty in the development of curriculum proposals
2. Develop a curriculum committee schedule each year
3. Review all courses and programs prior to establishing agendas
4. Establish the agenda for Curriculum Committee meetings along with the Senior Curriculum Analyst/Articulation Officer and Administrative Co-Chair
5. Divide the 5 Year Revision List among committee members to review at the curriculum committee stage of the audit trail. In addition, they should give the curriculum committee members appropriate due dates for this review process, updates when necessary, and resources/support as needed.
6. Conduct Curriculum Committee meetings or select a faculty designee when needed
7. Conduct Curriculum Committee training, at least annually or more often, as needed
8. Provide advice and guidance on curriculum issues, such as: Education Code regulations, Title 5 compliance, recent legislation, course numbering sequence, and prerequisite regulations
9. Facilitate technology training for all committee members and faculty authors
10. Update the Academic Senate regularly regarding committee activities
11. Review minutes of meetings prior to submitting to the Academic Senate
12. Annually certify (along with the CEO, CIO, and Academic Senate President) that all state and federal guidelines have been followed in the creation and revision of the local curriculum inventory
13. Represent the curriculum committee on Program Viability (PV) and other work groups as requested, such as the Student Success and Innovative Excellence Project Advancement Team (PAT), or select a designee from the curriculum committee membership
14. Consult with the Academic Senate Policy Review Committee, as requested, on new and revised District policies and procedures related to curricula
15. Collaborate with the Administrative Co-chair, Senior Curriculum Analyst/Articulation Officer, Department Chair, Dean, and/or other individuals to ensure that Course Revisions are completed by established deadlines
16. Refer to the relevant Board Policies (BP) and Academic Policies (AP) for Curriculum, including BP/AP 3725: Instructional Materials to help educate our colleagues about accessible instructional materials.

V. Administrative Co-Chair Responsibilities

1. Work with Faculty Co-Chair to fulfill college Curriculum Committee responsibilities
2. Collaborate with Faculty Co-Chair to decide priorities as far as courses and programs considered by the committee
3. Interface with the Senior Curriculum Analyst/Articulation Officer to assure that Curriculum files are submitted properly to the Academic Senate, BoT, and CCCC

4. Serve as a resource to Academic Deans in fulfilling their curriculum responsibilities
5. Draft policies for the Curriculum Committee that fulfill expectations of state policies
6. Ensure the committee is in legal compliance with federal, state, and accreditation requirements

VI. Senior Curriculum Analyst/Articulation Officer Responsibilities

1. Maintain curriculum files
2. Submit curriculum materials for local, transfer, and CCCCCO approval
3. Maintain the curriculum database and forms in curriculum management system (CMS)
4. Prepare and submit curriculum materials for review and approval by the Academic Senate and BoT
5. Ensure transferability of courses and programs to four-year colleges and universities

VII. Audit Trail for Revised Courses

1. Revisions will only be deemed complete after the Curriculum Audit Trail has concluded:
 - a. Proposals shall be submitted to the Curriculum Committee by faculty meeting the minimum qualifications to teach the revised course
 - b. If no faculty member meets the minimum qualifications to teach a revised course, an out-of-discipline faculty member must serve as the “author” for the proposal:
 - i. This faculty champion will be responsible for any writing and revisions during the audit review processes
 - ii. The faculty champion may consult with an external discipline expert if deemed necessary for determining the appropriateness and relevancy of the curriculum
 - c. Active courses shall be revised every 5 years (when possible) with the Senior Curriculum Analyst/Articulation Officer creating a list to keep everyone informed
 - d. Career Education programs shall be reviewed every 2 years.
2. Selection of Auditors
 - a. The Department Chair and Division/School Dean of the department where the proposed course/program would be placed shall serve as auditors
 - b. The Faculty Co-Chair and Articulation Officer shall also serve as an auditor for each proposed course/program
 - c. The following auditors shall be appointed by mutual agreement of the Curriculum Committee Co-Chairs and informed by input/recommendation from relevant campus committees which the Curriculum Committee Faculty Co-Chair shall solicit:
 - i. Minimum Qualifications
 - ii. Student Learning Outcomes (SLOs)
 - iii. Articulation Officer
 - iv. Learning Resources
 - v. Cultural Competence
3. Auditor responsibilities

- a. Department Chair and/or Program Director
 - i. Check course outlines for accuracy in all sections
 - ii. Check to see that course is congruent with the program review as well as the current resources, facilities, and vision for the discipline/department
 - iii. Check for appropriateness to college mission and cultural competence
 - iv. Ensure that SLO's, objectives, and content are divided into lecture/lab sections if appropriate, and that all aspects of the outline are consistent with each other, including that objectives are matched to content and SLOs are listed for both lecture and lab where applicable
 - v. Check that outline meets curriculum standards as well as represents the current standards for that discipline
 - vi. Verify that the SLO's are consistent with the relevant program and institutional SLO's

- b. Academic Dean
 - i. Review entire proposal for congruence with department program review
 - ii. Review the proposal within current fiscal and other contextual factors in mind
 - iii. Facilitate discussion with impacted faculty if there is disagreement between them about a proposal

- c. SLO Auditor
 - i. Ensure that SLO's are properly written and that the Objectives are distinct from, but related to, the SLO's
 - ii. Compare SLO's with Objectives and Content to ensure consistency
 - iii. Ensure an assignment is listed, often called a Signature Assignment, by which the SLO's may be measured
 - iv. Check that Methods of Evaluation are consistent with SLO's
 - v. Check Course SLO's (CSLO's) with Program SLO's (PSLO's) for congruence

- d. Minimum Qualifications Auditor
 - i. Ensure discipline assignment is appropriate according to the Minimal Qualification (MQ) Handbook
 - ii. Verify composition of group of disciplines for those courses deemed "Interdisciplinary"

- e. Articulation Officer
 - i. Review program, general education, and articulation information for accuracy
 - ii. Ensure that proposal (description, content, textbook, and assignments) meet articulation requirements

- f. Learning Resources

- i. Review currency of the textbooks and other instructional resources included in the COR, including whether newer editions are available
 - ii. Communicates any changes to the Curriculum Committee Faculty Co-Chair if accessibility standards for learning resources have been updated
 - g. Cultural Competence
 - i. Review to determine if any material in the public facing part of the COR meets the Cultural Competence requirement in relation to the currently approved version of the Cultural Competence Checklist (or whatever criteria are in place)
 - h. Curriculum Committee Representative Review process
 - i. Ensure all fields of the outline are complete
 - ii. Check that the outline meets current curriculum standards, following guides such as the current version of the Curriculum Outline of Record (COR) Review Checklist and Universal Design for Learning standards, as defined locally
 - iii. Other Curriculum Committee members may help a School Representative with revised courses at this stage.
- 4. Revisions do not require approval to be forwarded to the next stage in the audit trail
- 5. After a course completes the audit trail, the Senior Curriculum Analyst/Articulation Officer shall:
 - a. Verify that the audit trail for the proposal has been completed. This shall include:
 - i. All required supplements (e.g., the Distance Education Addendum (DEA) template) have been completed, if appropriate
 - ii. Appropriate changes to a relevant program have been made.
 - iii. Archived and/or modified courses may not be reviewed if relevant program changes have not been simultaneously submitted
- 6. After the Senior Curriculum Analyst/Articulation Officer has verified that a revision is complete, they and/or the Faculty Co-Chair shall make one of the following determinations for every proposal reviewed:
 - a. Discuss with the author(s) strategies for further refinement
 - b. Place on consent calendar

VIII. Audit Trail for New/Proposed Courses

1. Proposals will only be deemed complete after the Curriculum Audit Trail has concluded:
 - a. Proposals shall be submitted to the Curriculum Committee by faculty meeting the minimum qualifications to teach the proposed course
 - b. If no faculty member meets the minimum qualifications to teach a proposed course, an out-of-discipline faculty member must serve as the “author” for the proposal:

- i. This faculty champion will be responsible for any writing and revisions during the audit review processes
 - ii. The faculty champion may consult with an external discipline expert if deemed necessary for determining the appropriateness and relevancy of the curriculum
- c. Active courses shall be revised every 5 years (when possible) with the Senior Curriculum Analyst/Articulation Officer creating a list to keep everyone informed
- d. Career Education programs shall be reviewed every 2 years.

2. Selection of Auditors

- a. The Department Chair and Division/School Dean of the department where the proposed course/program would be placed shall serve as auditors
- b. The Faculty Co-Chair and Articulation Officer shall also serve as an auditor for each proposed course/program
- c. The following auditors shall be appointed by mutual agreement of the Curriculum Committee Co-Chairs and informed by input/recommendation from relevant campus committees which the Curriculum Committee Faculty Co-Chair shall solicit:
 - i. Minimum Qualifications
 - ii. Student Learning Outcomes (SLOs)
 - iii. Articulation Officer
 - iv. Learning Resources
 - v. Cultural Competence

3. Auditor responsibilities

- a. Department Chair and/or Program Director
 - i. Check course outlines for accuracy in all sections
 - ii. Check to see that course is congruent with the program review as well as the current resources, facilities, and vision for the discipline/department
 - iii. Check for appropriateness to college mission and cultural competence
 - iv. Ensure that SLO's, objectives, and content are divided into lecture/lab sections if appropriate, and that all aspects of the outline are consistent with each other, including that objectives are matched to content and SLOs are listed for both lecture and lab where applicable
 - v. Check that outline meets curriculum standards as well as represents the current standards for that discipline
 - vi. Verify that the SLO's are consistent with the relevant program and institutional SLO's
- b. Academic Dean
 - i. Review entire proposal for congruence with department program review
 - ii. Review the proposal within current fiscal and other contextual factors in mind
 - iii. Facilitate discussion with impacted faculty if there is disagreement between them about a proposal

- c. SLO Auditor
 - i. Ensure that SLO's are properly written and that the Objectives are distinct from, but related to, the SLO's
 - ii. Compare SLO's with Objectives and Content to ensure consistency
 - iii. Ensure an assignment is listed, often called a Signature Assignment, by which the SLO's may be measured
 - iv. Check that Methods of Evaluation are consistent with SLO's
 - v. Check CSLO's with PSLO for congruence
 - d. Minimum Qualifications Auditor
 - i. Ensure discipline assignment is appropriate according to the Minimal Qualification (MQ) Handbook
 - ii. Verify composition of group of disciplines for those courses deemed "Interdisciplinary"
 - e. Articulation Officer
 - i. Review program, general education, and articulation information for accuracy
 - ii. Ensure that proposal (description, content, textbook, and assignments) meet articulation requirements
 - f. Learning Resources
 - i. Review currency of the textbooks and other instructional resources included in the COR, including whether newer editions are available
 - ii. Communicates any changes to the Curriculum Committee Faculty Co-Chair if accessibility standards for learning resources have been updated
 - g. Cultural Competence
 - i. Review to determine if any material in the public facing part of the COR meets the Cultural Competence requirement in relation to the currently approved version of the Cultural Competence Checklist (or whatever criteria are in place)
4. If a proposal does not progress from stage one of the audit trail within 6 months (in other words, the author doesn't complete the proposal by that time), the Senior Curriculum Analyst/Articulation Officer may contact the author to determine if the author anticipates completing the course. If a proposal is inactive for 12 months, it will likely be removed from the curriculum management system (CMS).
 5. Proposals do not require approval to be forwarded to the next stage in the audit trail
 6. After a course completes the audit trail, the Senior Curriculum Analyst/Articulation Officer shall:
 - a. Verify that the audit trail for the proposal has been completed. This shall include:
 - i. All required supplements (e.g., the DEA template) have been completed, if appropriate
 - ii. Appropriate changes to a relevant program have been made. New courses may not be reviewed if relevant program changes have not been submitted, which can be prompted a number of ways, such as the

Senior Curriculum Analyst and/or Faculty Co-Chair emailing further documentation which needs to be completed, such as the New Course Documentation Form, relevant Program Maps, and/or documents for SLO Mapping.

7. After the Senior Curriculum Analyst/Articulation Officer has verified that a revision is complete, they and/or the Faculty Co-Chair shall make one of the following determinations for every proposal reviewed:
 - a. Discuss with author strategies for further refinement as well as any other committees/roles on campus who need to be updated about the proposal, such as the Program Mapping Coordinator and/or the SLO Mapping Coordinator
 - b. Schedule on agenda for a Discussion of Need and - if approved for the Discussion of Need – the course will be reviewed by the Curriculum Committee as part of the Final Read

IX. Program Viability

1. Program Viability (PV) is a committee which may handle any course/program proposals which meet any of the following criteria:
 - a. 3 or more (based on a final decision by the Curriculum faculty co-chair and the PV chair) new or substantially revised Credit or Noncredit courses are being proposed at one time
 - b. A proposal being made will require additional financial, human, and/or physical resources (beyond what the Curriculum Committee often discusses), such as staffing, physical space, expensive equipment, and similar
2. If PV approves a given proposal, then the Curriculum Committee shall determine if the related curriculum matches our current standards with a Final Read process.
3. If a faculty member wants to archive/discontinue a program, typically that should also be reviewed at PV prior to being approved at Curriculum.

X. Noncredit Curriculum Committee

1. The Noncredit Curriculum Committee is a sub-committee of the Curriculum Committee which shall handle new noncredit course/program proposals and revisions of existing noncredit courses and programs
2. The Noncredit Curriculum Committee shall establish operating procedures and committee expectations in a manner which reflects those of the main (i.e. credit) Curriculum Committee but makes appropriate adjustments given their focus and scope
3. After the Noncredit Curriculum Committee has voted to approve new courses and programs and/or revisions to existing courses and the Noncredit Curriculum Committee Faculty Co-Chair (or designee) has notified the Curriculum Committee Co-Chairs of the action:
 - a. The Curriculum Committee Faculty Co-Chair shall place the endorsed items on the consent calendar of the next appropriate Curriculum Committee meeting

- b. The Noncredit Curriculum Committee Faculty Co-Chair (or designee) shall summarize the Noncredit Curriculum Committee's recent decisions at that Curriculum Committee meeting and answer any questions which arise

XI. Curriculum Meeting Agenda

1. The Faculty Co-Chair shall develop the meeting agendas with input from the Administrative Co-Chair and the Senior Curriculum Analyst/Articulation Officer. Only those proposals that have been certified as complete by the Senior Curriculum Analyst/Articulation Officer shall be placed on the agenda for approval.
2. The agenda shall consist of:
 - a. Technical changes
 - b. Consent items
 - c. Modified-courses
 - i. Minor course revisions which are needed due to specific and unusual circumstances, such as articulation, can be placed in their own section of the agenda, requiring a separate discussion and vote from the other revised courses
 - d. New courses: discussion of need and/or final read
 - e. Modified programs
 - f. New programs
 - g. Distance Learning Addenda and Correspondence Education Addenda
 - h. Pre-requisites/co-requisites
 - i. Program/course approvals
 - j. Stand-Alone courses
 - k. Reports/Discussion items
3. Courses shall be reviewed in the order in which they are received unless the Curriculum Committee Co-Chairs determine that good cause exists for atypical prioritization. Atypical prioritization may be based on the following criteria:
 - a. Title 5 and other changes mandated by legislation
 - b. Revisions required for articulation
 - c. New courses in new programs
 - d. Courses in existing programs
 - e. New DEAs (Distanced Education Addenda)
 - f. Stand-Alone courses
 - g. Instructional Service Agreement (ISA) courses

XII. Meetings

1. Meetings shall be held during the Fall and Spring semesters, typically on opposite Thursdays from Academic Senate meetings
2. When relevant throughout the year, topics discussed may include but are not limited to:
 - a. The calendar for the next academic year
 - b. Courses meeting General Education (GE) requirements

- c. An update from California State University (CSU)/University of California (UC) & CCCCO regarding new articulation and course/program approvals.
 - d. Out-of-discipline prerequisites/corequisites review
- 3. To conduct business, the Curriculum Committee will require a quorum of the voting members. A quorum shall be 50% + one (1) of the voting membership. A proxy vote shall not count toward a quorum. Faculty acting as substitutes for a regular member shall count toward quorum. When a motion is made, it will pass if a majority of those voting support the motion (where abstentions will not count towards the vote) and if the number of abstentions isn't greater than the number of those supporting the motion.
- 4. Unscheduled meetings may be called to address urgent matters that must be addressed without delay only if both Curriculum Committee Co-Chairs agree:
 - a. Once an unscheduled meeting has been called, the members will be polled to establish the best time in order to reach the quorum necessary to proceed.
 - b. If this unscheduled meeting falls during a non-service day, the faculty members required to be present shall be compensated according to the appropriate contractual procedures
- 5. Authors, or designee, must be present for the committee to discuss a proposal.
 - a. Proposals may be authored by faculty only
 - b. If a course is authored by a part-time faculty member, the chair of the part-time faculty member's department chair must approve of their presenting the new course proposal to the Curriculum Committee
 - c. Only faculty may present proposals to the Curriculum Committee
- 6. Discussions of Need Presentations to the committee shall include sufficient information to allow the committee to review all aspects of the proposal, such as:
 - a. Basic information requirements:
 - i. Relevance to the mission
 - ii. Evidence of need
 - iii. Articulation information
 - iv. Program(s) information
 - v. SLO mapping
 - b. Career Education curriculum:
 - i. Labor market research
 - ii. Advisory committee minutes
 - c. New Programs comprised of 3 or more courses and/or requiring substantial resources:
 - i. Must have completed the PV Proposal
 - ii. Must have PV Committee recommendations
 - iii. Can be scheduled at the Curriculum Committee for a Final Read(s)

XIII. Certification of Decisions

1. At the conclusion of the meeting, a written summary shall be submitted to the Academic Senate for approval

XIV. General Provisions

1. By the end of the academic year, the Academic Senate will present the Curriculum Committee with a meeting calendar for the upcoming academic year.
2. When revisions are completed or otherwise requested, the Curriculum Committee shall present the Academic Senate with a copy of the operating procedures for the Academic Senate's approval according to its processes.
3. An annual calendar of key events will be developed containing UC/CSU deadlines, the catalog production schedule, as well as other important dates. This calendar will be maintained by the Senior Curriculum Analyst/Articulation Officer and posted on the Curriculum Committee website.
4. The Curriculum Committee may create ad hoc subcommittees to review and report back on specific curricular items. Examples:
 - a. Local Degree Requirements
 - b. Out-of-discipline pre-requisites
 - c. New Legislation
 - d. Reviewing Teams to specialize in feedback on Final Reads for new course/program proposals, including Universal Design for Learning standards, as defined locally
 - e. Other topics as deemed appropriate by the Curriculum Committee
 - f. Cultural Competence

PART-TIME FACULTY ADVISORY COUNCIL

I. PURPOSE

The Part-Time Faculty Advisory Council is a sub-committee of the Academic Senate. The primary role of the Council is to serve as a resource and advisory group to the Academic Senate on policies, initiatives, professional development, and curriculum development pertaining to part-time faculty.

II. COUNCIL DUTIES AND FUNCTIONS

- A. To support COC's part-time faculty using a transparent, collaborative process to promote the development, expansion, and improvement of part-time faculty engagement and contribution to the district.
- B. Provide advice on actions to be considered through our existing participatory governance processes including Project Advancement Teams (PATs), Shared Governance Council, Senate and Senate subcommittees, and collegial consultation committees.
- C. Review college policies and procedures related to the role of part-time faculty.
- D. Advise and recommend the development of new programs (credit and non-credit), the direction of existing programs, and emerging needs or resource demands in support of Program Viability processes.
- E. Enhance communication among all committees on which part-time faculty serve.

III. MEMBERSHIP

A. COUNCIL CHAIRS

The Council will be co-chaired by an Educational Administrator appointed by the Office of Instruction and the Part-time Faculty Liaison appointed to the Shared Governance Council by the Academic Senate. Duties and responsibilities of the Council Co-Chairs:

1. Develop the meeting agenda.
2. Review and finalize meeting summaries.
3. Provide updates for the committee's webpage.
4. Report out to the Academic Senate annually.

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. Vote to break ties on positions the Council wishes to advance.

B. COUNCIL MEMBERS

1. Part-Time Faculty Lead, Academic Senate
2. A Part-Time representative from each school would be ideal and will be the goal the Council strives to achieve and maintain.
3. Members may be full-time faculty; however, it is preferred they have recent experience as part-time faculty at College of the Canyons.

C. ADVISORY AND RESOURCE MEMBERS

1. Dean of the school containing English
2. Dean of the school containing Mathematics and Biological Sciences
3. Deans of the schools with the largest part-time faculty population
4. Associate Vice President, Instruction or designee
5. Vice President, Instruction or designee

D. TERMS

1. All members will serve two-year terms
2. Terms will be staggered to provide continuity in membership.
3. Members may serve multiple terms.

IV. MEMBERSHIP RESPONSIBILITIES

- A. Attend and participate in all regularly scheduled meetings.
- B. Undertake due diligence in reviewing materials and documents in preparation for meetings.
- C. Conduct independent research as necessary.
- D. Report on other committee work to which the representative serves.
- E. Members will inform, update, and gather information from other faculty, schools, and committees as necessary.

V. MEETINGS

Meetings will be arranged at the convenience of the Office of Instruction and will be held monthly during the Fall and Spring semesters.

PTAdvisoryCouncil.LHooper.5.11.26

EMERITI FACULTY

Spring 2026

#	Frist Name	Last Name	School/Department	Hire Date	Retirement Hire Date
1	Christopher	Blakey	Philosophy	August 13, 2001	June 5, 2026
2	Tina	Waller	Nursing	May 20, 2008	June 30, 2026
3	Pamela	Williams-Paez	Sociology	August 13, 2001	June 11, 2026

NEW TENURED FACULTY

Spring 2026

#	Last Name	Frist Name	School/Department	FT Faculty Hire Date
1	Akiel	Rana	Chemistry	8/22/2022
2	Braga-McCalister	Claudenice	Construction (Management and Construction Technology)	8/22/2022
3	Chauca	Fiorella	Spanish	2/7/2022
4	Crowley	Jessica	EMT	2/7/2022
5	Felix	Michael	History	2/7/2022
6	Hamawe	Samir	Counseling (EOPS/CARE)	7/1/2022
7	Jaramillo	Juanita "Nena"	Nursing	8/22/2022
8	Meredith	Stephanie	Anthropology	2/7/2022
9	Night	Kimberly	Automotive Technology	8/22/2022
10	Pevsner	David	Health Professions/PTA Assistant Director	8/22/2022
11	Stack	XanTh	Land Surveying	8/22/2022
12	Yuhico	Nerissa	Nursing	8/22/2022

SENATE SERVICE RECOGNITION FOR 2024–2026

EXECUTIVE CABINET

#	First Name	Last Name	Title	Term
1	Lisa	Hooper	Academic Senate President	7/1/24-6/30/26
2	Garrett	Rieck	Vice President/School of Personal & Professional Learning	7/1/24-6/30/26
3	Erica	Seubert	Communications Officer	7/1/24-6/30/26
4	Gary	Collis	Academic Policy Review Committee Chair	7/1/24-6/30/26
5	Tricia	George	Curriculum Committee Chair	7/1/24-6/30/26

SCHOOL/DIVISION SENATORS

#	First Name	Last Name	Title	Term
1	Regina	Blasberg	School of Applied Technologies	7/1/24-6/30/26
2	Gary	Quire	School of Business	7/1/24-6/30/26
3	Mike	Harutunian	School of Humanities	7/1/24-6/30/26
4	Kathrina	Almero-Fabros	School of Kinesiology, Health & Wellness, Fitness & Athletics (KHWFA)	11/6/25-6/30/26
5	Jennifer	Thompson	School of Learning Resources Division	7/1/24-6/30/26
6	Thomas	Gisel	School of Mathematics, Sciences and Engineering (MSE)	7/1/24-6/30/26
7	Garrett	Rieck	Vice President/School of Personal & Professional Learning	7/1/24-6/30/26
8	Lak	Dhillon	School of Health Professions	7/1/24-6/30/26
9	Jessica	Crowley	School of Public Safety	7/1/24-6/30/26
10	Jesse	Vera	Student Services	7/1/24-6/30/26
11	David	Brill	School of Visual & Performing Arts	7/1/24-6/30/26
12	Jennifer	Paris	School of Social & Behavioral Sciences	7/1/24-6/30/26

ADJUNCT FACULTY SENATORS

#	First Name	Last Name	Title	Term
1	Lauren	Rome	Adjunct Faculty Senator Seat #1	7/1/24-6/30/26
2	Linda	Beauregard-Vasquez	Adjunct Faculty Senator Seat #2	7/1/24-6/30/26
3	Todd	Fatta	Adjunct Faculty Senator Seat #3	7/1/24-6/30/26

DEPARTMENT CHAIR TRAINING SERIES

SPRING 2026

List of Faculty who completed the training

#	First Name	Last Name	Discipline
1	Collette	Gibson	Mathematics
2	David	Pevsner	Physical Therapy Assistant (PTA)
3	Jessica	Crowley	Emergency Medical Technology (EMT)
4	Romina	Macias	Occupational Therapy Assistant (OTA)
5	Samir	Hamawe	Counseling (EOPS/CARE)
6	Urvashi	Juneja	Computer Science