

Academic Senate Meeting Summary for December 11, 2025

Senate President	Lisa Hooper	X	Business Senator	Gary Quire	X
Vice President	Garrett Rieck	X	Learning Resources Senator	Jennifer Thompson	X
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	Alene Terzian-Zeitounian	X
AT Senator	Regina Blasberg	X	At Large Senator	Erin Delaney	X
MSHP-MSE Senator	Thomas Gisel	X	At Large Senator	Rebecca Shepherd	X
MSHP-HPPS Senator	Lak Dhillon	X	At Large Senator	Shane Ramey	X
VAPA Senator	David Brill	X	At Large Senator	Alexandra Dimakos	X
Student Services Senator	<i>Jennifer Thompson proxy for Jesse Vera</i>	X	Adjunct Senator	Todd Fatta	X
Humanities Senator	Mike Harutunian	A	Adjunct Senator	Lauren Rome	X
Kinesiology/Athletics Senator	Kathrina Almero-Fabros	X	Adjunct Senator	Linda Beauregard-Vasquez	X
SBS Senator	<i>Erin Delaney proxy for Jennifer Paris</i>	X	X= Present	A= Absent	

Non-voting Members					
Dr. Thea Alvarado (Interim, CIO) <i>Via Zoom</i>	X	Jennifer Brezina <i>Via Zoom</i>			X
Marilyn Jimenez	X	Jason Burgdorfer (COCA President)			A
Dan Portillo (AFT President) <i>Via Zoom</i>	X	ASG Student Representative: TBD			A

Guest							
Amber Cole	X	Dr. Daylene Meuschke	X	Dr. Jasmine Ruys	X	Siane Holland	X
Ambika Silva	X	Dr. Deanna Riveira	X	Jennifer Brezina	X	Victoria Leonard	X
Chad Peters	X	Dianne Avery	X	Michael Felix	X		X
Claudence McCalister	X	Dr. Edel Alonso, Trustee	X	Monica Shukla-Belmontes	X		
Cyndi Trudea	X	Dustin Silva	X	Ruth Rassool	X		

A. Routine Matters

1. Call to order: 3:02 p.m.
 - I. It was announced that the Course Document Contract is on the board agenda for the December 17th meeting.
 - II. A rework of the fall 2026 schedule was done and many faculty were not alerted to this. The Office of Instruction has redone how hours are calculated for classes and they apologize for the late notice. It was understood that 3-unit classes would not be impacted. Dr. Brezina will do a presentation on this to the Senate in spring 2026 outlining changes in the new attendance manual with the state.

Campus Safety will need to be notified as there are many courses that will go later due to the way the schedule was built. Lisa will discuss with Erin Tague and Campus safety to develop a list of all classes that start early or end late so they can be attentive to those areas.

2. Approval of the Agenda
 - I. **Motion** to approve the agenda by Lak Dhillon seconded by Garrett Rieck. Erin Delaney proxy for Jennifer Paris (yes, vote). Jennifer Thompson proxy for Jesse Vera (yes, vote). Unanimous. Approved
3. Committee Appointments:
 - I. Kelly Cude (*temporary replacement for remainder Fall 2025 and Spring 2026*)
 - a. Program Review Faculty Committee Chair
 - b. Academic Senate Executive Committee
 - c. Dr. Jasmine Ruys is now Acting President and Clinton Slaughter moved to the acting CCSO. As a result, the Dean of Counseling was vacant, and Erika Torgeson will assume the acting role. This change has also left the Program Review position vacant. Erika recruited a replacement, and Kelly Cude will step in for the spring 2026 term. Kelly will also sit on the Planning Advancement Team, Program Viability and CASL committees.
 - II. Hiring committee (pg. 3)
4. Sub-Committee Summaries:
 - I. Senate Executive Committee meeting summary, December 4, 2025 (pg. 9-11)
5. Approval of the Consent Calendar
 - I. **Motion** to approve the consent calendar by Lauren Rome, seconded by Shane Ramey. Erin Delaney proxy for Jennifer Paris (yes, vote). Jennifer Thompson proxy for Jesse Vera (yes, vote). Unanimous. Approved

I. Academic Senate Meeting Summary, November 20, 2025 (pg.4-8)	II. Curriculum Committee Summary, December 4, 2025
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B. Reports

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

1. [Policy Committee Annual Chair Report](#), Gary Collis
 - I. All policies discussed must be approved by the board of trustees. AP's can be changed without board approval and implemented at the discretion of the CEO. Once the committee body reviews a policy, discusses recommendations and approves it, it will go to CPC. The legal basis for policies is Title 5, and the Board of Governors sets the minimum standards. The district subscribes to the CCLC model documents to ensure compliance with Title 5. There are several positions within Title 5 that require the faculty voices, such as 10+1 areas. The committee advises the Senate and does not tell the Senate what to do. Ideally the committee would have a curriculum and policy person. All policies need to be touched before the next accreditation cycle.
2. Senate Elections Committee Annual Chair Report, Dustin Silva (pg. 12-13)
 - I. The committee struggled with a main list of departments for the department chair nominations. Special thanks to Lisa for all her help. Due to the development of the new health programs, there has been some confusion about whether the new programs are department or programs. The hope is that a final list will be maintained. This is Dustin's last semester, and Sara Breshears will take over as chair. There is a need to have another member join the committee. The committee follows the By-laws, and the hope is to continue to work with the Drupal system. The AP for Program Viability will be revised and brought to the Senate for consideration. Need to define what an academic department vs program is.
3. Academic Senate President's Report, Lisa Hooper
 - I. Lisa gave her report at the end of the meeting to allow more time for outside presenters.
 - II. **Adjunct Offices:** Adjuncts now have access to UCEN 304 that should be equipped for zoom use.
 - III. **Renaming of the CCC Campus:** Classified and Academic Senate Presidents were invited to a meeting to discuss the renaming of the CCC campus. There is a need to advocate more through vetting methods.
 - IV. **ASC Memo:** ASC submitted a recommendation memo to acting President Dr. Ruys who responded in reserved manner until the Governor's budget revise is outlined.

- V. **Adjunct Advisory Council:** This council is to become a subcommittee of the Senate and will be representative. The group is outlining the operating procedures.
- VI. **Shared Gov Council Update:** The council had a renaming and rebranding discussion on the CCC. The council drafted a response. Lisa Hooper, Wendy Brill, Dilek Sanver-Wang and Ruth Rassoul are all serving on this group. This work should inform the rebranding of CCC. At this moment this process is premature and there is a need to delay the recommendation.
- VII. **Union colleagues took stand on AI.** There was an option to opt out of using AI. Lisa outlined all safety and security concerns. There is a need to determine how it all works. The Senate leadership is aware of the pressures all faculty are experiencing. Need to create a space to determine what learning looks like in classrooms.

C. Action Items

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

- 1. Department Chair Training Series Schedule (pg. 14)
 - I. Erica Suebert, Lisa Hooper and Marilyn Jimenez met to strategize some modifications to the schedule. There are no presenters confirmed yet, but an outline of dates has been drafted. There are two themes per date, and each session does not have more than 2 presenters. There is a need to chairs to discuss the content and develop comradery with presenters. It was supported to include a session on conflict resolution. Someone from the Office of Instruction can present on how to build the schedule. The first series was to only schedule 6 sessions and schedule for 2 hours. If faculty miss one, they need to wait an entire year to complete the session. There are some who don't think it matters if this is a cohort.
 - a. **Motion** to approve by Gary Collis seconded by Lauren Rome. Erin Delaney proxy for Jennifer Paris (yes, vote). Jennifer Thompson proxy for Jesse Vera (yes, vote). Unanimous. Approved.
- 2. **Student Conduct Policies and Procedures, Gary Collis**

<p>I. New Documents:</p> <ul style="list-style-type: none"> a. BP 5500 Standards for Student Conduct (Final for Senate) (pg. 15-18) b. AP 5520 Student Discipline Procedures (Final for Senate) (pg. 19-29) c. AP 5521 (Grade Penalty Procedures) (Final for Senate) (pg. 30-37) d. AP 5530 Student Rights and Grievance (Final for Senate) (pg. 38-48) e. BP 4231 Grade Changes (Final for Senate) (pg. 49) f. AP 4231 Grade Changes (Final for Senate) (pg. 50-51) 	<p>II. Current Documents:</p> <ul style="list-style-type: none"> a. BP 5529 (Student Conduct) (pg. 52-59) b. BP 5530 (Disciplinary Action) (pg. 60-63) c. BP 5531 (Due Process – Student Disciplinary Action) (pg. 64-74) d. BP 5532 (General Student Grievances) (pg. 75-81) e. BP 5533 (Student Grades or Grading Review Policy) (pg. 82-84)
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- I. **AP 5520:** Days are defined as business operating days, excluding Saturdays, Sundays, and holidays. Page 20 will match the “business days” language. Faculty can assign an “I” grade immediately. Students can be marked down for cheating and this needs to be reported. Students have the right to due process and faculty can re-grade. Under the current policy faculty cannot assign an “F” if they cheated unless faculty run this by the disciplinary system. Admissions will assign an “RD.”
 - b. **Motion** to approve BP 5500 by Rebecca Shepherd seconded by Shane Ramey. Erin Delaney proxy for Jennifer Paris (yes, vote). Jennifer Thompson proxy for Jesse Vera (yes, vote). Unanimous. Approved.
 - c. **Motion** to approve AP 5520 with the understanding that it is subject to the change regarding the language defining “day” by Rebecca Shepherd, seconded Regina Blasberg. Erin Delaney proxy for Jennifer Paris (yes, vote). Jennifer Thompson proxy for Jesse Vera (yes, vote). Unanimous. Approved.
 - d. **Motion** to approve AP 5521 by Erica Seubert seconded by Shane Ramey. Erin Delaney proxy for Jennifer Paris (yes, vote). Jennifer Thompson proxy for Jesse Vera (yes, vote). Unanimous. Approved.
 - e. **Motion** to approve AP 5530 by Gary Quire, seconded by Linda Beuregard Vasquez. Erin

Delaney proxy for Jennifer Paris (yes, vote). Jennifer Thompson proxy for Jesse Vera (yes, vote). Unanimous. Approved.

- f. **Motion** to approve BP 4231 by Thomas Gisel seconded by Todd Fatta. Erin Delaney proxy for Jennifer Paris (yes, vote). Jennifer Thompson proxy for Jesse Vera (yes, vote). Unanimous. Approved.
- g. **Motion** to approve AP 4231 Shane Ramey, seconded by Linda Beuregard. Erin Delaney proxy for Jennifer Paris (yes, vote). Jennifer Thompson proxy for Jesse Vera (yes, vote). Unanimous. Approved.
- h. These policies are not approved until CPC adopts in February and the board approves in March.

4. AP 4235 (**Credit for Prior Learning**), Gary Collis

- II. **Motion** to approve AP 4235 by Regina Blasberg, seconded Garrett Rieck. Erin Delaney proxy for Jennifer Paris (yes, vote). Jennifer Thompson proxy for Jesse Vera (yes, vote). Unanimous. Approved.
- III. AP 4235 will take effect in February.

I. Policy Review committee Summary for the Senate regarding revised AP (pg. 85-86)	III. AP 4235 (Existing AP) (pg. 92-96)
II. AP 4235 (Final) (pg. 87-91)	IV. AP 4235 (Compare version) (pg. 97-101)

D. Discussion

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

1. BP/AP 4230 (**Grading and Academic Records Symbols**), Gary Collis

- I. One page 109 to 115 there is a long BP which does not track the CCLC model. What was in the original BP was split, the BP was shortened and a more robust AP was written out. The reference to P/NP was removed as a few months ago a separate P/NP policy was adopted. Most of the substances in the policy are regarding the withdrawal process. There was a question regarding whether faculty can only assign a student the grade they sought. It was clarified that faculty cannot assign an "EW" and will need to stick to the "A, B, C, D, F, FW" format. For notation there is a notes column regarding "Credit by Exam" to determine what CPL was received by the student, for example a portfolio. On the back of the transcript, it will include a legend that defines the codes. These policies will return as an action item in February and can be discussed again.

I. Summary of Changes for the Senate (pg. 102)	III. AP 4230 (Final for Senate) (pg. 104-108)
II. BP 4230 (Final for Senate) (pg. 103)	IV. BP 4230 (Current) (pg. 109-115)

2. Proposed revisions to the Faculty Evaluation Instrument, Lisa Hooper

I. [Full-Time Faculty Professional and Instructional Evaluation](#) (pg. 116-119)

- a. Current Classroom Visitation Report (pg. 120-123)
- b. Online and Hybrid Visitation Report (pg. 124-127)
- c. Senate suggested edits for fall 2025 (pg. 128-131)
 - o These documents needed to be revised as faculty were working off two reports, one for in person and one for online. The idea is to merge both documents. There is an obligation to attend to IDEAA principles. There is also a self-evaluation document. The district needs to adopt and define competencies for the IDEA principles and train faculty. With that guidance Senate leadership could infuse those into an evaluation instrument. However, until that time the Senate has an obligation to make this part of the evaluation instrument. Therefore, Lisa presented an edited version and additional edits were made.
 - The area of having an evaluator review the syllabus was removed.
 - Need to include *Regular and Substantive Interaction (RSI)*. This is for the asynchronous piece. It may be equitable to give an evaluator full access to the CANVAS shell. RSI may be noted as required when evaluating online courses.

- A suggestion was made to modify the category name to “*Written and Oral Communication and/or Online Interaction.*”
- Some feel the collegiality and institutional service should not be included in the *Self-reflection, Self-Evaluation* piece and more so in the faculty evaluation. Feedback on professional development can be noted as a narrative.

II. [New Guide for Self-Evaluation Tenured and Tenured Track Faculty](#) (pg. 132-133)

- a. Current Guide to Self-Evaluation Tenure and Tenure-Track Faculty (pg. 134-136)
- b. Senate suggested edits for fall 2025 (pg. 137)

E. Unfinished Business

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

1. IRC Discussion - Automated Book Adoptions
2. Web Design/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. Tenure Committee Training Workshops
2. Department Chair Training Series Schedule
3. Academic Integrity Committee’s Statement on Faculty Use of Artificial Intelligence in Grading and Feedback
4. Primer on Academic Freedom
5. BP/AP 4300 (Field Trips)

G. Announcements

- [Next Academic Senate Meeting Dates Spring 2026](#): Feb. 12th, Feb. 26th, March 12th, March 26th, April 16th, April 30th, May 14th & May 28th
- [2026 ASCCC Spring Plenary](#), April 9th – 11th, Hyatt Regency, Santa Rosa, CA.
- [2026 Faculty Leadership Institute](#), June 11th – 13th, Hyatt Regency, Long Beach, CA.
- [2026 Curriculum Institute](#), July 15th – 18th, Sacramento Convention Center

H. Adjournment: 5:02pm.

The teleconference is accessible through the following link:

<https://canyonsonline.zoom.us/j/89329119195?pwd=SO5MtcK0ZJc0POgaPLiLvVaG05boE8.1>

Please note:

This meeting will be broadcasted at the following locations via zoom

None