



COLLEGE OF THE CANYONS ACADEMIC SENATE EXECUTIVE COMMITTEE MEETING

September 30, 2024

9:30 a.m. to 10:30 a.m., Via Zoom

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/82498970053?pwd=4oHVwUB6NHDBQtxPN2vXmw4LgrvKxM.1>

Meeting ID: **824 9897 0053**; Passcode: **404566**

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AGENDA

According to Article 6 of the By-Laws of the Academic Senate the purpose of the Executive Committee is to foster coordination among the principal subcommittee chairs of the Academic Senate, to advise the President, and the overall strategic development and planning of matters before the Academic Senate.

A. Routine Matters

1. Call to order
2. Public Comment
This portion of the meeting is reserved for persons desiring to address the Executive Committee on any matter not on the agenda. Public questions or comments can be submitted via email at academicsenateinfo@canyons.edu or asked via zoom chat feature.
3. Approval of the Agenda

B. Consent Calendar

1. Adoption of May 13, 2024, Senate Executive Committee Summary (pg. 3-4)

C. Roles and Responsibilities of the Executive Senate

D. Action:

None

E. Discussion

1. Department Chair Election Procedures, Dustin Silva
 - a. Department Chair Election Procedures (Clean Version) (pg. 5-8)
 - b. Department Chair Election Procedures (Marked-Up Version) (pg. 9-13)
2. Creation of Committee Level Recognition for Distinguished Service
3. Faculty Awards Debrief and Planning
4. Future Meeting Times/Days
5. Future Discussion Topics

F. Unfinished Business

None

G. Announcements

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

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.



COLLEGE OF THE CANYONS
ACADEMIC SENATE
EXECUTIVE COMMITTEE MEETING

May 13, 2024
11:00 a.m. to 12:30 p.m.
Via Zoom.

SUMMARY

Attendees: Alisha Kaminsky, David Andrus, Dr. Claudia Acosta, Erika Torgeson, Garrett Rieck, Gary Quire, Patty Robinson, Julie Johnson, *Sarah Etheridge proxy for Katie Coleman*, Lisa Hooper, Marilyn Jimenez, Robert Wonser, Sarah Etheridge & Tricia George.

G. Routine Matters

1. Call to order: 11:08 am
2. Public Comment: none
3. Approval of the Agenda
 - I. Under "Action" items the agenda was reordered, item #1 was moved to item #2 "Approval of Committee Level Resolution" making the "Academic Senate Faculty Award Deliberations" Action item #1.
 - II. **Motion** to adopt the reordered agenda by Miriam Golbert, seconded by Dr. Claudia Acosta. Sarah Etheridge abstained. Approved.

H. Consent Calendar

2. Adoption of March 11, 2024, Ex. Comm. Summary (pg. 2-4)
 - I. **Motion** to adopt minutes by Julie Johnson, seconded by Miriam Golbert. Sarah Etheridge abstained. Approved

I. Reports:

1. Academic Senate Presidents Report

J. Action:

- a. Shane Ramey has been serving as the chair of the Academic Integrity Committee. Effective fall Shane will be an active member of this committee.
 - I. **Motion** to add the Academic Integrity Committee as a member of the Executive Committee effective fall 2024 by Alisha Kaminsky, seconded by Erika Torgeson. Sarah Etheridge abstained. Approved.
2. Academic Senate Faculty Award Deliberations
 - I. **Collegiality Faculty Award:**
 - There were several nominations for the Governance award, this includes Dustin Silva, Senate Elections Committee Chair and Gary Collis, Policy Committee Chair. Gary Collis was also nominated for the Collegiality Faculty Award.
 - There was a suggestion to have the new Communication's Officer send out communicate to faculty regarding the process for the faculty awards as a reminder.
 - Neither the Governance or Collegiality award have a statewide award. These are local creation awards.
 - Gary Collis has contributed to much work to the Policy area and works well in the Business Dept and the Academic Senate. Much of his work is so unique and he

certainly leave a positive finger print at the college for many years to come. His noteworthy and consciences.

- **Motion to nominated Gary Collis for the Collegiality Award by Julie Johnson, seconded by Garrett Quire. Unanimous. Approved.**

a. **Governance Faculty Award:**

- Dustin Silva works with both David Andrus and Marilyn Jimenez and is very much involved in the Senate Elections Committee.
- Gary Collis also works very well with Senate leadership.
- While there were two nominations for the Governance Award the Faculty Award criteria only allows for one nominee. There are other awards where we have one adjunct and one faculty member can be nominated.
- **Motion to nominate Dustin Silva for the Governance Award, seconded by Julie Johnson. Unanimous. Approved.**

b. **International Education Award:**

- Both Miriam Golbert and Larry Alvarez where nominated for the International Faculty Award. Miriam Golbert has spent many years advocating to take other students abroad to travel and study internationally. Larry Alvarez is planning to do more work and launch new programs next year.
- **Motion to nominate Miriam Golbert for the International Education Award, seconded by Dr. Claudia Acosta. Tricia George Abstained. Unanimous. Approved.**
- David will notify all winning candidates in the next 5 days. The faculty award nomination results will be included on the next Senate agenda for May 23, 2024.

3. Approval of Committee Level Resolution

- a. CETL has requested to have special committee recognition via resolution. There is no final proposed resolution yet. The resolution includes two signature areas for the CETL committee chairs to sign. This resolution will be presented as a way for committees to recognizes members serving on committees.
- b. **Motion to allow CETL to have the authority to present a resolution by Tricia George, seconded by Erika Torgeson. Sarah Ethridge abstained. Approved.**

K. Discussion

None

F. Unfinished Business

G. Announcements

1. Next Academic Senate Meeting Dates Spring 2024: May 23rd. Fall 2024: Aug. 22nd, Sept. 5th, Sept. 19th, Oct. 3rd, Oct. 17th, Oct. 31st, Nov. 14th & Dec. 5th.
2. [2024 ASCCC Faculty Leadership Institute](#): June 20th – 22nd, Location TBD
3. [2024 ASCCC Curriculum Institute \(Theme: Curriculum Unmasked: Revitalize, Revamp and Reignite!\)](#): July 10th – July 13th, Pasadena Convention Center, Pasadena CA.

H. Adjournment: 12:30pm

ACADEMIC SENATE
STANDING PROCEDURES
for
DEPARTMENT CHAIR ELECTIONS

I. AUTHORITY

A. According to the COCFA contract, Article 12, Section K - subsection 3(a), the Academic Senate is responsible for administering the election of Department Chairs. The Academic Senate is bound by the provisions found in the COCFA contract. However, further development and elaboration of procedures by the Academic Senate for the election of Department Chairs is permitted provided they are in accordance with the COCFA bargaining contract.

B. The Departments of Counseling and Library/Media Technology (LMTECH) are exempt from the election provisions of Article 12, Section K, subsection (3)(a) of the COCFA contract, per that bargaining agreement.

II. QUALIFICATIONS

A. Per Article 12, Section K, subsection 3(a) of the COCFA contract, Faculty members eligible to serve as Department Chair must teach a majority of his/her regular teaching load in the designated department.

III. TERM

A. Department Chairs will serve a term of two years and may serve multiple terms. The term will start on the first day following the last day of instruction of the spring semester.

IV. VOTING

A. Per Article 12, Section K, subsection 3(a), eligibility to vote in a department chair election requires a faculty member to maintain a majority of his/her regular teaching load in that department.

V. ELECTION PROCEDURES

A. Nominations

1. Calls for nominations will go out from the Academic Senate to every full-time faculty member in the department.
2. Faculty members will have a week to return nominations.
3. Faculty members may nominate themselves or another member of the department.
4. Faculty members can only nominate individuals in their own department.
5. The Academic Senate will confirm the willingness of nominated faculty members to serve as Department Chairs.
6. If only one candidate is nominated for Department Chair, then that candidate is deemed to have been elected "by acclamation", unless there is a formal request for a ballot by any other member of the department.
 - a.) If there is a formal request for a ballot, a "yes/no" ballot will be issued to the department.
 - b.) The balloting will be open for one week.

- c.)** If the nominee does not receive a majority of ballots cast, then nominations will be reopened.
- 7.** If there are two or more candidates for Department Chair, then an election will be held.
 - a.)** Balloting will be open for one week.
 - b.)** Elections Involving Only 2 Candidates:
 - i.** A successful candidate must receive a majority of the vote cast (50%+ 1).
 - ii.** If both candidates receive 50 percent of the votes cast, then the Senate will administer the principle of rotation.
 - c.)** Elections Involving 3 Candidates or More:
 - i.** If in an election of 3 or more candidates a candidate has achieved a plurality of the votes cast, the candidate having achieved a plurality is deemed to have won the election.
 - ii.** If in an election where 3 or more candidates all receive an equal share of votes cast and no candidate has achieved a plurality of votes, then the Senate will administer the principle of rotation.
 - d.)** Implementation of Principle of Rotation:
 - i.** Two Candidate Elections
 - 1.** If an incumbent candidate has received 50 percent of the vote in a two-candidate election, the non-incumbent candidate is deemed to have won the election provided the incumbent candidate has served as Chair of that Department for at least three successive semesters by the end of the spring semester in which the election is being conducted.
 - 2.** If an incumbent candidate has received 50 percent of the vote in a two candidate election, and has only served as Chair for two successive semesters or less by the end of the spring semester in which the election is being conducted, the incumbent candidate is deemed to have won the election.¹
 - 3.** If an incumbent candidate has received 50 percent of the vote in a two candidate election, and has previously served as Chair in any capacity during a term other than the term of the present election, the non-incumbent candidate is deemed to have won the election provided the non-incumbent candidate has never served as Chair in any capacity. Otherwise, the principle of rotation does not apply and Section V(A)(7)(d)(iii) of these procedures apply.²
 - 4.** In the case where two candidates have each received 50 percent of the vote and neither candidate is an incumbent candidate and one of the two candidates has

¹It can be said that incumbent candidates having served as Chair for only two successive semesters or less have not had adequate opportunity to gain the insight, experience and knowledge achieved by serving as Chair. Therefore, compelling the incumbent candidate to vacate the office so that a non-incumbent candidate may realize the benefits of a full 2 year term as Chair is arguably inequitable.

²This section was meant to address the scenario where an incumbent has tied, has possibly served his or her current term for only one or two semesters and would then be deemed the winner under subsection V(A)(7)(d)(2) above. But, that would not be very equitable because V(A)(7)(d)(2) above is meant to apply and benefit only those incumbent chairs who have never before served as Chair. Thus, under this section an incumbent Chair could have only served one or two semesters as an incumbent, yet they have had the full privilege of past service in some capacity. Under that scenario, it seems equitable to allow the non-incumbent candidate to win, provided they have never served as Chair.

previously served in any capacity as Chair, the candidate having never served as Chair in any capacity is deemed to have won the election.

5. In the case where two candidates have each received 50 percent of the vote, neither of whom is an incumbent Chair, and neither has ever served in any capacity at any time as Chair, then the Principle of Rotation is inapplicable and Section V(A)(7)(d)(iii) of these procedures applies.

ii. Three or More Candidate Elections

1. If an incumbent Chair is one of three or more candidates having received an equal share of the vote cast in an election and no candidate has achieved a plurality of votes, the incumbent candidate is deemed to have won the election provided the incumbent candidate has only served as Chair for two successive semesters or less by the end of the spring semester in which the election is being conducted. Otherwise, the incumbent candidate is disqualified from further consideration as a candidate to serve as Chair. A run-off ballot will be provided for the remaining two non-incumbent candidates.

2. If in an election three or more candidates receive an equal share of the vote cast and no candidate has achieved a plurality of votes, and none of those candidates is an incumbent Chair nor has ever served as Chair in any capacity, the Principle of Rotation is inapplicable and Section V(A)(7)(d)(iii) of these procedures applies.

3. For all run off ballots/elections, the provisions of Section V(A)(7)(d)(i) of these procedures apply.

iii. Under all circumstances where the Principle of Rotation is inapplicable, and under all circumstances and scenarios not addressed by Sections V(A)(7)(d)(i) and (ii) of these procedures, the election will be resolved in the following manner:

1. The final determination of the election will be overseen by an ad hoc committee of at least 3 or more disinterested members of the Academic Senate. Either the President or Vice-President of the Academic Senate shall serve a member of the ad hoc committee. The final two candidates for the unresolved election shall attend a meeting of the ad hoc committee and will each randomly draw one selection out of a lot of 10 sealed papers each containing a number from 1 to 10. The candidate who draws the higher number from 1 to 10 is deemed the winner. If only one of the two candidates attends the meeting, the candidate who does not attend is deemed to have lost the election, unless compelling circumstances exist explaining the absence of that candidate.

8. If a department does not have a faculty member nominated for Chair, then the position of Department Chair for that department will be open first to other full-time faculty from the division in which the department in question resides, and if no nominations are received, then to the entire full-time faculty.

a. Single Member Departments – Department Chairs who serve as the only member of their Department may choose not to continue service as Chair.³ Under such circumstances the President of the Academic Senate will convene an ad-hoc committee to explore the best possible alternatives.

³In particular cases, full-time faculty are hired by the District using a job description that includes service as Department Chair as part of the expected job duties. However, it is the position of the Academic Senate that subsequent to being hired the COCFA bargaining contract controls thus providing election opportunities for any Chair, from single member Departments or otherwise, to opt out of their service as Chair. The same principle applies to Chairs from single member departments that were not originally hired to serve as Department Chair. Under either circumstance, the decision of a faculty member from single member departments not to continue serving as Chair presents serious academic and

- i. Ad hoc Committee Composition – the committee shall consist of the President of the Academic Senate or designee, the CIO or designee, the Division Dean of the affected Department, the President of COCFA or designee, and the current Department Chair opting out of continued service as well as one full-time faculty member from outside the affected Division. A majority vote shall determine all outcomes decided by the committee.
- b. No Nominations Received – in elections where no nominations are received from any full-time faculty member, the Academic Senate President will convene an ad hoc committee to determine an appropriate outcome.
 - i. Ad hoc Committee Composition – the committee shall consist of the President of the Academic Senate, the CIO, the Division Dean of the affected Department, the President of COCFA or designee, all full time members of the Department in question, as well as one full- time faculty member from outside the affected Division. A majority vote shall determine all outcomes decided by the committee.

9. Resignations

- a. If a Department Chair resigns prior to the completion of their term, the President of the Academic Senate will convene an ad hoc committee to determine the best manner in which to temporarily fill the vacancy. The committee may consider temporary and interim appointments as well as special elections. A majority vote shall determine all outcomes decided by the committee.
 - b. If the resignation occurs during a spring semester in which an election for Department Chair has already transpired and a candidate other than the resigning Chair has been elected, no special election will be conducted and any interim or temporary appointment will end at the conclusion of the spring semester.
 - c. If a resignation occurs in a two member department leaving only one eligible member of the department in question to serve as Chair, the President of the Academic Senate may appoint that remaining eligible member as interim Chair of the department in question to serve out the original term of the resigning member of the department in question.
 - d. Ad Hoc Committee Composition – the committee shall consist of the President of the Academic Senate, the CIO, the Division Dean of the affected Department, the President of the COCFA or designee, and all full time members of the Department in question, as well as one full-time faculty member from outside the affected Division. A majority vote shall determine all outcomes decided by the committee.
10. Removal for Non-Performance – provisions for removal of Department Chairs for non-performance are set forth in Article 12, Section K, sub-section 9 of the COCFA bargaining contract.
11. All election results must be confirmed by the full Senate. Any challenges to the election process shall be made at that time. Confirmation of the results may be achieved without public disclosure of the actual vote totals for each department. Upon the approval of a majority of the Academic Senate, public disclosure of the actual vote totals for a particular department, or all departments, will be made. Access to the actual vote totals for any or all Department Chair elections will be made available to any requesting faculty member by the President of the Academic Senate.

Approved by Academic Senate March 22, 2012

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III. TERM

A. Department Chairs will serve a term of two years and may serve multiple terms. The term will start on the first day following the last day of instruction of the spring semester **or as outlined in the COCFA contract.**

IV. VOTING

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V. ELECTION PROCEDURES

A. Nominations

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2. Faculty members will have ~~a~~ **at least one** week to ~~return~~ **submit** nominations.
3. **Those nominated must be a full-time faculty member of the department.**
4. ~~Faculty members may nominate themselves or another member of the department.~~ **Any faculty member in the department may nominate an eligible member of the department.**
5. Faculty members can only nominate individuals in their own department.
6. The Academic Senate will ~~confirm the willingness of nominated faculty members to serve as Department Chairs.~~ **notify nominated faculty, and those nominated may withdraw their nomination.**
7. If only one candidate is nominated for Department Chair, then that candidate is deemed to have been elected "by acclamation", unless there is a formal request for a ballot by any other member of the department.

- a.) If there is a formal request for a ballot, a “yes/no” ballot will be issued to the department.
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Approved by Academic Senate March 22, 2012

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