



COLLEGE OF THE CANYONS  
ACADEMIC SENATE  
EXECUTIVE COMMITTEE MEETING

**February 27, 2025**  
11:00 a.m. to 12:00 p.m., Via Zoom

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/86804577200?pwd=UfclxtXlbU4WuZDRKFQHQYtT0QlYQh.1>

Meeting ID: 868 0457 7200; Passcode: 869981  
One tap mobile +1-669-444-9171, US +1-253-205-0468, US

## 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](mailto:academicsenateinfo@canyons.edu) or asked via zoom chat feature.
3. Approval of the Agenda

### B. Consent Calendar

1. Adoption of October 28, 2025, Senate Executive Committee Summary (pg. 3-5)

### C. Roles and Responsibilities of the Executive Senate

### D. Action:

*None*

### E. Discussion

1. New district Governance Structure: Instructional, Operational & Executive Council, Lisa Hooper (pg. 6)
2. [Academic Senate Faculty Awards](#), Garrett Rieck
  - [Faculty Awards Description & Criteria Process](#)
  - [Academic Senate COC Standing Policy on Faculty Awards](#)
3. Future Meeting Times/Days
4. Future Discussion Topics

### F. Unfinished Business

*None*

### G. Announcements

1. Next Academic Senate Meeting Dates Spring 2025: Feb. 27<sup>th</sup>; March 13<sup>th</sup>, March 27<sup>th</sup>; April 17<sup>th</sup>; May 1<sup>st</sup>; May 15<sup>th</sup> & May 29<sup>th</sup>
2. 2025 ASCCC Spring Plenary: April 24 – 26<sup>th</sup>, Hyatt Regency, Irvine, CA.
3. 2025 ASCCC Curriculum Institute: July 9<sup>th</sup>- 12<sup>th</sup>, Ontario Convention Center, Ontario, CA.
4. 2025 ASCCC Faculty Leadership Institute: June 12<sup>th</sup> – 14<sup>th</sup>, Hyatt Regency, San Francisco Airport, CA.
5. 2025 Spring Curriculum Regional -South Meeting: Feb. 24<sup>th</sup>, San Bernardino Valley College

**H. Adjournment:**

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# COLLEGE OF THE CANYONS ACADEMIC SENATE EXECUTIVE COMMITTEE MEETING

**September 30, 2024**  
9:30 a.m. to 10:30 a.m., Via Zoom

## SUMMARY

**Attendees:** Alisha Kaminsky, Chase Dimock, Dr. Shane Ramey, Dustin Silva, Erika Torgeson, Gary Quire, Jesse Vera, Julie Johnson, Lisa Hooper, Marilyn Jimenez, Nicole Faudree, Patty Robinson and Tricia George.

### G. Routine Matters

1. Call to order: 9:32 am
2. Public Comment: none
3. Approval of the Agenda
  - a. An announcement was made that the Vice President of the Academic Senate will be chairing this committee.
  - b. Motion to approve the agenda by Alisha Kaminsky, seconded by Tricia George.  
Unanimous. Approved.

### H. Consent Calendar

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

### I. Roles and Responsibilities of the Executive Senate

- a. Council to the Academic Senate & Support from the Academic Senate.
- b. The committee is tasked with overseeing the faculty awards. Lisa Hooper met with the Faculty Advisory Council and the group feels the Academic Senate does well with recognizing full-time faculty but not as much with adjuncts. The senate will look at other districts to determine how they recognize adjunct faculty. The committee will also look beyond the years of service. If anyone has any ideas, please share them with Lisa Hooper.
- c. **Re-Structure of the Shared Governance Model:** CPT is looking into re-structuring the shared governance model and is looking at other districts. The district wants to follow American Rivers College model. This colleges leadership and instructional model uses committees to be the council and they then council the president and vice-president.

### J. Action: None

### K. 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)
    - **Overview:** The procedures have not been updated since 2012. The Senate Elections Committee wants to get all language aligned with other procedures and the COCFA contract. The committee moved away from using IRD and google forms to IT and Drupal forms.
    - **Library/Media Technology Department:** On page 1 of the revised procedures the Library/Media Technology was highlighted as this is no longer the name of the department.

- **Counseling Department:** The Counseling department chair of record, under non-instructional, is selected by the Chair. It was clarified that Aivee Ortega is not the technical counseling department chair and gives Erika release time.
- **Special Population Counselors:** Many of the outside special population counselors are under different deans such as in the areas of Athletics, MESA, ACC, ISP and the Empowerment Program. The special populations counselors want to have a say in the Dept. Chair of Counseling area. Under instructional resources, Peter Hepburn is on a 12-month contract and is the head librarian. This would make him a de facto chair. A discussion needs to take place to determine how to deal with special populations and perhaps work with the Office of Instruction to determine who is eligible to vote.
- **Faculty Teaching in Two Departments:** There are some faculty who teach in two different departments. The COCFA contract does not specify or factor overload and only states, “a majority of the load”. Many faculty teach their majority in their main area.
- **Nominations for Dept. Chair for Special Population Counselors:** If special population counselors are nominated do, they not pursue positions? Special population programs are either categorical or grant funded. Cannot use grant funds to supplement department chair re-assign time. They have been excluded. Special population counselors do not have a department chair and don’t have a school rep for Senate and Curriculum. There is an instructional issue and Tricia George has discussed with David Andrus.
- **Emergency Dept Chair Assignments:** A department level conversation may be needed when a faculty member is not unable fulfill their chair responsibilities. There may be a recommendation from the department for a replacement. In the past the Academic Senate has met with the department to determine a replacement chair, and this has then gone to Senate to be recognized. An ad-hoc committee may also be put together as a last step if there is no one else interested in the dept and school. There is also a need to add additional language for those faculty who go on sabbatical and are load banking. There is also no language that prevents someone from chairing two depts.
- **Nomination Process:** The nomination announcement goes to all full-time faculty, and both full-time and adjuncts can nominate full-time faculty.

2. Creation of Committee Level Recognition for Distinguished Service

3. Future Meeting Times/Days

4. Future Discussion Topics

- a. **Document Software Programs:** Various committee chairs shared different software systems they are using for processing and storing documents such as MS Teams and CANVAS.
- b. **Committee Emails:** The idea is to have all committees create their own committee COC-email.
- c. Counseling will make 4-5 presentations.
- d. **Honors Committee Update:** Chase Dimock will now chair the Honors Committee and will be the faculty coordinator for the entire Honors program. The Honors committee recently met and there is 1 new member, and another interested in joining. The Committee is looking to integrate with other committee members. One goal of the committee is to update and modernize the procedures to fit changes that have happened over the years. The Honors Committee is working on revising and refurbishing the website so that the application meets modern standards. There is a

possibility to move to theme-based work across the year to create synergy. This would be an idea to beta test within the Honors community. If anyone is interested can reach out to Lisa Hooper. There could be themes with DEIA and Civic Engagement and Honors could work together.

- e. **Baccalaureate Nursing Degree:** CA Governor Newsom decided not to vote on the Baccalaureate Nursing degree. The Governor wants CSU's and CCC's to work together as Governor Newsom felt this was a separation. It is still not clear what the state will do with \$16M. Career Education will have some conversations at the upcoming CCCAOE conference. The funds cannot be allocated to CSUs as these funds are for the CCCs.

**L. Unfinished Business:** *None*

**G. Announcements**

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

- i. **Adjournment:** 10:30 am.



# College Decision-Making Structure

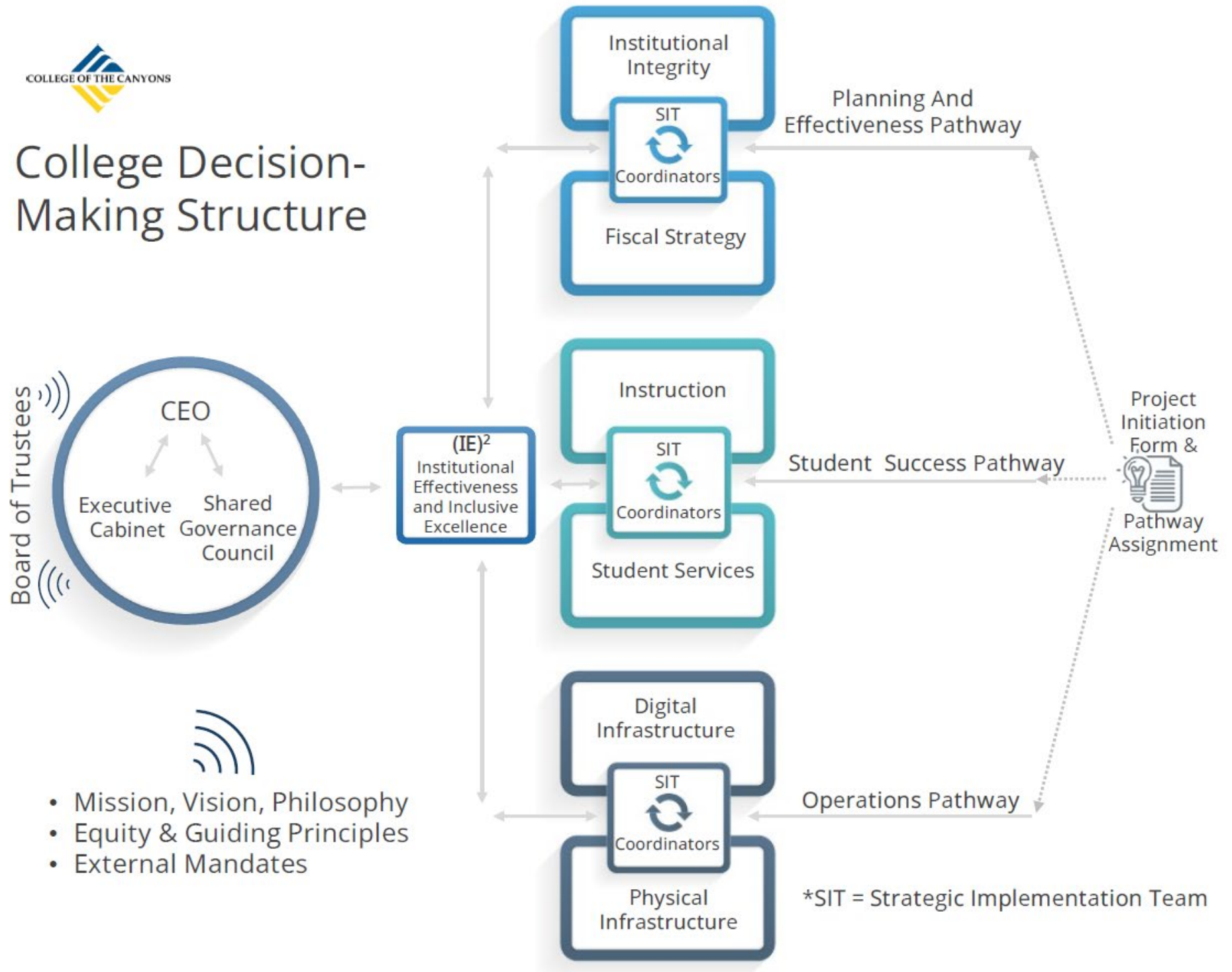


Figure 1/Shared Governance Model