

**Academic Senate Agenda
April 27, 2006
3:00 p.m. I-330**

I. ROUTINE MATTERS

1. Approval of Academic Senate summary for March 23, 2006 (page 2)
2. Approval of Curriculum summary for April 6, 2006 (pages 6 - 8)
3. Approval of Curriculum Summary for April 20, 2006 (pages 7 – 12)
4. Confirmation, new Adjunct Senator Jim Urbanovitch (Speech)
5. Discipline assignment (page 3)

II. REPORTS/UPDATES

III. ACTION ITEMS

IV. DISCUSSION ITEMS

6. Deborah Rio – Automated waitlist (pages 4 - 5)
7. Discussion – Program Review Pilot

Under Board Policy, the Senate is responsible for the development of program approval processes. The Comprehensive Planning Team asked if they could develop a pilot for the Senate to consider. This afternoon we will have reports from 6 departments who have completed this process.

V. Open forum/adjournment

Academic Senate Summary
March 23, 2006

Attendance: Michael Dermody, Miriam Golbert, Jim Urbanovich, Canyon Call, Sara Orma, Fred D'Astoli, Pamela Brogon-Wynn, Russell Waldon, Jill Zubov Schengerger, Edel Alonso, Chelley Maple, Lisa Helfrich, Cindy Stephens, Mike Wilding, Ana Palmer, Jennifer Brezina, Deanna Davis, Joan Jacobson, Linda Crosby and Pamela Borrelli

Welcome Jim Urbanovich as new Adjunct Representative.

Routine Matters: the consent calendar was approved for Curriculum and Senate, with the notation that CIT will provide additional information to Curriculum for final ratification.

On-line Instructor Readiness Guidelines was discussed. Additional information to follow.

Department Chair elections for Math and PE have been conducted, using a "two-envelope" ballot system. We are still working on Chairs for PoliSci and Theatre. All other Department Chairs were confirmed.

Manufacturing Technology courses will now be housed in Engineering.

Title V regulations, dealing with unit values for courses, has been brought up for discussion. Carole Long says that we do not have to make any changes prior to Spring 2007; in the meantime we will ask Curriculum to review our operations to ensure Title V compliance.

Academic Freedom was discussed with changes noted below.

The Statewide Senate will meet April 27 to April 30. Michael will be attending this meeting in San Francisco.

Mike Wilding gave a calendar update. Although we are awaiting final Chancellor Office approval, the calendar for next year is looking pretty set without any major changes anticipated. There are still some questions with FLEX that may need to be addressed in the near future..

The meeting adjourned at 4:25 p.m. Our next meeting will be April 27, 2006 at 3:00 p.m. in I-330.

Date: March 29, 2006

To: Michael Dermody
President, Academic Senate

From: Christina Chung
Sr. Human Resources

Subject: Discipline Assignments for Spring 2006

The following information is provided for full-time faculty and administrators hired for Spring 2006:

David Martinez

Mr. Martinez has been hired as an Engineering Instructor. The following is provided for discipline assignment.

MS, Operations Research Engineering, USC

It would appear that Mr. Martinez qualifies for the discipline of:

- Engineering

Gorback, Karen

Ms. Gorback has been hired as the Associate Dean, Community Extension & Non-Credit Programs. The following is provided for discipline assignment.

MA, Counseling, Cal-State University, Fresno
CA Community College Counselor Credential (Lifetime)
CA Community College Instructor Credential (Subject Matter Area: Psychology)

It would appear that Ms. Gorback qualifies for the discipline(s) of:

- Counseling
- Psychology

NEW – AUTOMATED WAITLIST

Move from the waitlist into the class before the term begins!

This summer we are showcasing a new registration feature that we think students will love. It is called an automated waitlist and it means even though a class you are interested in may have no seats when you first attempt to register, if you put yourself on the waitlist, we will enroll you in the class as seats become available.

How Does the New Automated Waitlist Work?

When you register for a class and all the seats are filled, the registration system will ask if you want to be placed on a waitlist. This means that all seats in the class are taken, and you will be waiting for a seat to open up. If you answer yes, you will be added to the waitlist and given a waitlist number. For example, 3/10 means that you are number 3 on waitlist of 10 students. Then as students drop themselves out of the class, or are dropped for non-payment, seats will become available. The college will then enroll students from the waitlist into the class automatically. As students are enrolled, students remaining on the waitlist will move up closer to the top of the list. This process will be run daily until classes begin.

What Happens if I am Moved from the Waitlist into the Class?

Once you are moved into the class from the waitlist, we will send you an e-mail and phone call notifying you that you are enrolled and have seven calendar days to pay your fees. You should pay your fees right away. If you don't pay within seven calendar days, you will be dropped from the class and also lose your place on the waitlist. If you do not want the class, you can go online and drop it from your schedule, however, you cannot be placed back in your previous position on the waitlist.

What Should I do to Prepare for Automatically Being Moved from the Waitlist to the Class?

BE SURE:

- **We have your most current phone number and e-mail address on file.** We will contact you by both phone and also send an e-mail.
- You do not have any holds from a previous term
- The class is not one you have taken previously
- You have met any course prerequisites by submitting transcripts prior to the start of the registration period.
- The class does not conflict with any other already on your schedule
- You will not be enrolled in more than 18 units if you are moved into the class.

How Can I file an updated e-mail address and phone number?

Access the college website at www.canyons.edu, then click the **Register Now!** button and click on **Change Email Address**. Enter your new information here. Be sure you submit this prior to the start of registration, which begins on **May 8, 2006**.

Can I be Placed Back on the Waitlist in the Same Position if I Don't Pay My Fees?

No. You can attempt to place yourself back on the waitlist, if there is room, but there is no guarantee you will be able to get on the waitlist again.

When are waitlists no longer used?

Once classes begin, you can no longer put yourself on the waitlist.

Can I Check My Waitlist Status During the Registration Period?

Yes. You can access the online registration system at www.canyons.edu, then click **Register Now!** and enter the **Manage My Waitlist** area of the system. You can drop yourself from the waitlist anytime.

Can I Be on a Waitlist for More Than One Section of the Same Course?

No. You can only be in one section of the same class, like ENGL 091. However, you can be on multiple waitlists for different classes like ENGL 091, GEOG 101, and HIST 111.

What Happens if I am Out of Town When I am Automatically Moved from the Waitlist into the Class?

We will contact you by e-mail and call you on the phone. If you plan to be gone during the registration period, plan to check your status on the Internet, or make sure we have a phone number or e-mail where you can be reached, or have someone check your status and pay your fees while you are away. You can reach us at www.canyons.edu, then click **Register Now!** button. You can check your waitlist status, change your e-mail and/or phone number, and pay your fees.

Remember, this process may take place while you are away, and you have seven days to pay your fees. If payment is not received, you will be dropped from the class and will lose your position on the waitlist. It would be wise to make arrangements that fit your situation.

CURRICULUM SUMMARY FOR APRIL 6, 2006

Items in the Consent Calendar are recommended for approval by a Technical Review Committee that met on 4-03-06.

ANTHRO	101	Physical Anthropology	Update part of the curriculum revision cycle - implement fall 2006: APPROVED	R. Basham	1
CIT	074	Introduction to Photoshop - Brief	New Up to 100% on-line DLA only - course was revised in 1/2006: APPROVED	A. Strozer	2
CIT	170	Web Site Development I	New Up to 100% on-line DLA only, course was updated 1/2006, implement summer 2006: APPROVED	A. Strozer	3
CIT	173	Web Development Software: Dreamweaver	New Up to 100% on-line DLA only, course was updated 9/2004, implement summer 2006: : APPROVED	A. Strozer	4
CIT	174	Web Development Software: Photoshop	Title change from Web Development Software: Photoshop and ImageReady, new Up to 100% on-line DLA , implement summer 2006 - Course was approved at 3-16-06 CC Mtg but DLA was returned for revision: APPROVED	A. Strozer	5
CIT	175	Web Development Software: Flash	New Up to 100% on-line DLA only, course was updated 9/2004, implement summer 2006: APPROVED	A. Strozer	6
CULARTS	090	California Certified Food Handler	Update part of the curriculum revision cycle. Course number changed from HRMGT-099A - implement fall 2006: APPROVED	K. Anthony	7
CULARTS	125	Principles of Pantry & Garde Manger	New course was approved in 2/2006. Title to add 'Garde Manger', increased units from 2 to 3, implement fall 2006: APPROVED	K. Anthony	8
ENGL	250	British Literature I	Update part of the curriculum revision cycle, new DLA , implement fall 2006: APPROVED	D. Pescarmona	9
ENGL	251	British Literature II	New Up to 100% on-line DLA only - course was revised in October 2003, implement fall 2006: APPROVED	D. Pescarmona	10
HRMGT	102	Introduction to the Travel Industry	Update part of the curriculum revision cycle: APPROVED	K. Anthony	11
MUSIC	101	Musicianship Skills I	Update part of the curriculum revision cycle: APPROVED	D. Catan	12
MUSIC	102	Musicianship Skills II	Update part of the curriculum revision cycle: APPROVED	D. Catan	13
Graphic Design Certificate of Achievement			Program descriptions updated to remove 'pending state approval' and better represent focus of certificate and	M. Daybell	14
Multimedia Certificate of Achievement			degree, course requirements remain the same, implement	M. Daybell	15
Multimedia Design Associate Degree			fall 2006: APPROVED	M. Daybell	16
Graphic Design Associate Degree				K. Jenkins	17

ART	110	Art History - Ancient and Medieval	Via Technical Change Memo: Title change from - History of Art: Paleolithic to Renaissance, to better represent period of art - implement fall 2006: APPROVED	J. Lorigan	18
ART	115	Art History - Impressionism to Present	Via Technical Change Memo: Title change from - History of Modern Art, to better represent period of art - implement fall 2006: APPROVED	J. Lorigan	19
BIOSCI	050L	Biology Computer Laboratory	Via Technical Change Memo: Adds 'L' to number to represent lab - entire course was reviewed - however, no changes were necessary - implement fall 2006: APPROVED though change was officially submitted and approved at 12/01/05 CC mtg.	D. Takeda	20
COMS	105H	Speech Fundamentals - Honors	Title change from Honors Fundamentals of Public Speaking - this course is the same as COMS-105, the titles must match for articulation purposes: APPROVED	G. Bogna for V. Leonard	21
FIRETC	098AI	Followership to Leadership	Add 098AI: 1 unit, 16 hours lecture: APPROVED	S. Dixon	22
Architectural Drafting -Certificate of Achievement			Via Technical Change Memo: Changed certificate to reflect ID/ENGR subject prefix change to ARCHT prefix. Requirements were not changed - 33 units remain required as follows: ARCHT-100, 110, 140, 160, 180, 190, 220, 240, 260, 270, and ID-114 or ID-115 - implement fall 2006: APPROVED send Non-Substantial Change form to Chancellor's Office	D. Minarsch	23
BIOSCI	132	Introduction to Evolution	3 unit lect, no prereq, no DLA, implement fall 2007 or when UC articulation is approved: APPROVED M. Golbert will generate a proposal to add BIOSCI-132 and GEOL-109 to the Biological and Physical Sci AS degree	M. Golbert	24
CONST	404	Introduction to Construction and Construction Engineering	2 unit lect, not repeatable, no prereq, implement fall 2006: NOT APPROVED - TABLE	A. Green	25
CONST	402-100	Construction Management Principles	Modified Course: Number change 100 and title change from Construction Management, no prereq, no DLA, implement fall 2006: NOT APPROVED - TABLE	A. Green	26
CONST	403	Blue Print Reading for Construction	3 unit, 34 hr lect, 51 hr lab, no prereq, no DLA, implement fall 2006: NOT APPROVED - TABLE	A. Green S. Didrickson	27
GEOL	403-109	Earth Science	3 unit lect, not repeatable, no prereq, implement fall 2007 or when UC articulation is approved: APPROVED		28

COURSE MODIFICATIONS - 2 Modified Courses

ADMJUS	250	Basic Academy	Modify units from 10 to variable, 14 - 22, to accommodate various departments administering the same course in varied times. Methods of instruction as follows: 14 units = 12 units of lab @ 648 contact hours, and 2 units lecture @ 36 contact hours totaling 684 hours. 22 units = 19 units lab @ 1026 contact hour and 3 units lecture @ 54 contact hours totaling 1080 hours. Term length, 18 - 28 weeks: APPROVED implement upon Academic Senate approval	B. Brode	29
CMPELC	110	Introduction to Music Technology	Update part of the curriculum revision cycle, repeatability changed from 3x to no repeat, no longer cross listed with MUSIC-110, implement fall 2006: APPROVED	D. Forbes	30

None

1 - See Consent Calendar

6 - see Consent Calendar

Industrial Technologies A.S. Degree	This program does not provide students with a core of organized or related courses with a defined program objective as required by the Title 5 definition in section 55000. APPROVED Send Non-Substantial Change form to Chancellor's Office	A. Green	31
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Confirm Curriculum Committee Meeting dates for 2006 - 2007 academic year proposed by Academic Senate: 9/07, 9/21, 10/05, 10/19, 11/02, 11/16, 12/07, 2/01, 2/15, 3/01, 3/15, 4/05, 4/19, 5/03, and 5/17: **Committee agreed and added two more dates to submit to Academic Senate - 8/31/2006 and 1/18/2007; 5/17/2007 will be reserved for a committee retreat.**

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Brezina, Jennifer	Present	Patenaude, Robert	Present
Davis, Deanna-Fac. Co-Chair	Present	Robinson, Patty	Present
Green, Audrey - Admin. Co-Chair/Articulation Officer	Absent	Solomon, Diane	Present
Hooper, Lisa	Absent	Stanich, Diane	Present
Jacobson, Joan	Present	Student Representative, Sara Uegler	Present
Lowe, Ann	Present		

Curriculum Summary, April 20, 2006

Maximum contact hours will be entered in the WebCMS course outline as "hours per term" in contrast to hours per week for Chancellor's Office accountability - this is effective immediately. All committee members were provided with a form outlining lecture/lab hours necessary in ration of units to be eligible for apportionment: *Deanna will notify Academic Senate - upon A.S. recognition, committee chairs will send a 'faculty all' notification of new practice*

Items in the Consent Calendar are recommended for approval by a Technical Review Committee that met on 4-18-06.

ART	091	Art/Design Lab	Update part of the curriculum revision cycle, implement fall 2006: APPROVED	J. Lorigan	1
ART	142	Gallery Practices	DELETE: Course will be written to include 'profession skills for the artist', and then be presented as anew course with a new title and content: APPROVED	J. Lorigan	2
BIOSCI	106	Organismal & Environmental Biology	New Hybrid-DLA only, course was updated 12/01/05, implement fall 2006: APPROVED	M. Golbert	3
BIOSCI	107	Molecular and Cellular Biology	New Hybrid-DLA only, course was updated 09/01/05, implement fall 2006: APPROVED	M. Golbert	4
BIOSCI	201	Introduction to Human Anatomy	Proposal was updated 9/01/05, updated DLA, implement fall 2006: APPROVED	M. Golbert	5
BIOSCI	202	Introduction to Human Physiology	Proposal was updated 9/01/05, updated DLA, implement fall 2006: APPROVED	M. Golbert	6
BIOSCI	204	Human Anatomy and Physiology I	Update part of the curriculum revision cycle, implement fall 2006: APPROVED	B. Rose	7
BIOSCI	205	Human Anatomy and Physiology II	Update part of the curriculum revision cycle, implement fall 2006: APPROVED	B. Rose	8
BIOSCI	250	Human Anatomy and Physiology	Update part of the curriculum revision cycle, implement fall 2006: APPROVED	B. Rose	9
ENGL	095	Writing Skills Workshop	DELETE: Course was a support course for ENGL-090 which as deleted from the curriculum in 2004: APPROVED	D. Davis	0
ESL	042	Intensive High Intermediate ESL	DELETE: Course was replaced by ESL 040 and 050 in 2004: APPROVED	H. Maclean	1
ESL	095	TOEFL Preparation I	DELETE: Course has never been successful and international students already come with TOEFL, it is redundant: APPROVED	H. Maclean	2

GENSTU	082	Individual Computer Applications	Update part of the curriculum revision cycle, implement fall 2006: APPROVED	J. Feuerhelm	1 3
GENSTU	091	Individual Studies and Language Skills	Update part of the curriculum revision cycle, implement fall 2006: APPROVED	J. Feuerhelm	1 4
GENSTU	092	Individualized Learning Assistance - Mathematics	Update part of the curriculum revision cycle, implement fall 2006: APPROVED	J. Feuerhelm	1 5
MUSIC	179	COC Marching/Dance Troupe	DELETE: Remove from curriculum per M. McMahan: APPROVED	G. Bogna	1 6
PHOTO	198	Special Topics in Photography	Update part of the curriculum revision cycle, implement fall 2006: APPROVED with variable unit .5-3	W. Brill-ynkoop	1 7
ARCHT	270	CAD 3-D Modeling/Animation	4 units, 36 hrs lect, 108 hrs lab, 1x repeat, prerequisite ARCHT-260, implement fall 2006: Not Approved - no representation - table	D. Minarsch	1 8
AUTO	101	Automotive Engines	4 units, 54 hrs lect, 54 hrs lab, not repeatable, no prerequisite, implement fall 2006: APPROVED	A. Green	1 9
AUTO	102	Engine Diagnosis and Drivability	5 units, 54 hrs lect, 108 hrs lab, not repeatable, no prerequisite, implement fall 2006: APPROVED	A. Green	2 0
CULARTS	224	Wine Culture	3 units, 54 hrs lect, not repeatable, no prerequisite, Gina will add to degree, implement fall 2006: APPROVED	D. Washington	2 1
ITAL	402	Elementary Italian II	4 units, 72 hrs lect, not repeatable, prerequisite ITAL-101 or 2 years HS Italian . Implement fall 2006: Not Approved - table	C. Acosta	2 2
PARLGL	109	Computer Literacy for Paralegals	3 units, 36 hrs lect, 54 hrs lab, not repeatable, no prerequisite, implement fall 2006: APPROVED Gina will replace CIT course in degree with PARLGL-109	D. Orlik	2 3
CIT	435	The Internet	Update part of the curriculum revision cycle, includes NEW DLA up to 100% online , implement fall 2006: Not approved - table	V. Jadaon	2 4
CIT	445	QuickBooks Pro	Changes title from 'Quickbooks', update part of the curriculum revision cycle, includes NEW DLA up to 100% online , implement fall 2006: Not Approved - table	V. Jadaon	2 5
MUSIC	131	Keyboard Instruction I	Update part of the curriculum revision cycle, implement fall 2006: Not Approved -table	B. Feldman	2 6
MUSIC	132	Keyboard Instruction II	Update part of the curriculum revision cycle, implement fall 2006: Not Approved - table	B. Feldman	2 7

MUSIC	160	Guitar Studies I	Update part of the curriculum revision cycle, implement fall 2006: Not Approved - table	B. Feldman	2 8
MUSIC	161	Guitar Studies II	Adds 'Advisory' - MUSIC-160, Update part of the curriculum revision cycle, implement fall 2006: Not Approved - table	B. Feldman	2 9
MUSIC	167	Jazz Guitar Studies I	Update part of the curriculum revision cycle, implement fall 2006: Not Approved - table	B. Feldman	3 0
MUSIC	168	Jazz Guitar Studies II	Adds 'Advisory' - MUSIC-167, Update part of the curriculum revision cycle, implement fall 2006: Not Approved - table	B. Feldman	3 1
MUSIC	169	Improvisation for Guitarists	Update part of the curriculum revision cycle, implement fall 2006: Not Approved - table	B. Feldman	3 2
CONST	101	Introduction to Construction and construction Engineering	New Course - 2 units, 36 hrs lect, not repeatable, no prerequisite, implement fall 2006: APPROVED	A. Green	3 3
CONST	400-102	Construction Management Principles	Modified CONST-100 number and title to align with program needs, 3 units, 54 hrs lect, implement fall 2006: APPROVED equate 100 and 102	A. Green	3 4
CONST	103	Blue Print Reading for Construction	New Course - 3 units, 36 hrs lect, 54 hrs lab , not repeatable, no prerequisite, implement fall 2006: APPROVED	A. Green	3 5
CONST	104	The Construction Process: Plan and Scheduling	New Course - 3 units, 54 hrs lect , not repeatable, no prerequisite, implement fall 2006: APPROVED	A. Green	3 6
CONST	108	Introduction to Construction Inspection and Codes	New Course - 3 units, 54 hrs lect , not repeatable, 'Advisory' ARCHT-140, implement fall 2006 - Audrey re-wrote CONST-050 as 108 though courses are <u>not equated</u> - Gina remove CONST-050 from curriculum: APPROVED	A. Green	3 7
None					
None					
None					
None					

None

None

None

None

5 - See Consent

None

Gina would like to permanently remove two categories from the agenda/summaries: 'New Requisites,' and Modified Requisites.' Also, remove 'Other Action Items' only to appear as needed to identify items in the Summary: *It was agreed to exclude both categories from agenda, however, the prerequisite categories **must be included in 'Summary'** - Title V states prerequisites must be approved separately*

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The committee will prepare an updated Diversity List based on the 2005-2006 Curriculum Committee meeting recommendation in preparation for the 2006-2007 catalog: *Gina will provide copies of course outlines to committee members including diversity requirement criteria. The following courses will be reviewed and voted on at the May 4, 2006 Curriculum Committee Meeting: CINEMA-123 and 131, HIST-161, 193 and 212, and SOCI-101H (SOCI-101 is currently on the diversity list).*

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Committee Retreat - May 18th: *The committee agreed May 18th for a committee retreat at Deanna's home*

Alonso, Edel	Present	Patenaude, Robert	Present
Brezina, Jennifer	Present	Robinson, Patty	Present
Davis, Deanna-Fac. Co-Chair	Present	Solomon, Diane	Present
Green, Audrey - Admin. Co-Chair and Articulation Officer	Present	Stanich, Diane	Present
Hooper, Lisa	Present	Student Representative	Present