

Academic Senate Agenda
March 8, 2007
3:00 p.m. I-330

I. ROUTINE MATTERS

1. Approval of Academic Senate Summary for February 22, 2007 (pg. 2-3)
2. Approval of Curriculum Summary for February 15, 2007 (4-7)

II. REPORT/UPDATES

III. ACTION ITEMS

IV. DISCUSSION ITEMS

V. Open Forum/adjournment – our next Senate meeting will be March 22, 2007 at 3:00 p.m. in I-330.

Academic Senate Summary February 22, 2007

Attendance: Edel Alonso, Joan Jacobson, Sherrill Pennington, Chris Blakey, Miriam Golbert, Mark Rafter, Rebecca Eikey, Fred D'Astoli, Colette Gibson, Tamera Rice, Pamela Borrelli, Michael Leach, Lea Templer, Mitjl Capet, James Lorgian, Nancy Smith, Debbi Rio and Ana Palmer

Approval of the Senate summary for February 8, 2007 adding Sherrill Pennington to the attendance.

Edel Alonso spoke about **IRB**. They have not met yet, but are planning on this. A request was made that we describe IRB.

FERPA Facts, by Debbi Rio – Copies with corrections were passed around. Senate approved and a request was made that we let faculty know about this and was FERPA means.

Collegial Celebration of Colleagues – anyone wanting to help with this event please let Michael know. It will be a celebration in the PAC to say goodbye to our retirees and to celebrate ourselves. Sherrill Pennington wished to be put on the list.

Academic Staffing – the committee wants to do a through process for staffing. We want to get a good pool of candidates early. The committee is doing the new positions first and the replacements will be later in April.

State Senate Documents – minors on campus – Faculty and administrators throughout state are were sent this document. By law we have to report child abuse. We are mandated to report this. We should be prepared for this. Document states we should identify the minor. This is a suggestion. Some faculty stated that on their rosters it has "HS" next to the students name, this told them it was a high school student. Debbi Rio said this should not be happening and would look into it. Dr. Capet said he would investigate this further. We are protected by law. If we make a good faith effort to report child abuse.

Grade submission statistics – 31 people did not turn grades in on time. By run button 2 had not turned in grades. Winter intersession 18 people had not turned grades in, by the time the run button all had turned in so we are making progress.

Revised Discipline list – Statewide Senate – this will impact who we can and cannot hire. This was sent to divisions. A list of proposed changes is attached. Please look at them and have your divisions look at them. They will be discussed at the Statewide Senate in April.

Board Policy 544 – this has been updated. It has been approved by the board.

What is a department? – What constitutes a department, how a department is formed and how the chairs are selected? Attached to the agenda is a list letting us know what the definition of a department is. Departments are traditionally grouped around related disciplines. This will be an issue as the new campus opens up.

Offices – an issue has come up about offices. We will be allocating offices by seniority. No one will get an office just because... Rumors have gone around that people are saying they are going to the new building, while that may be true they will still have to go through the seniority process. A copy of the allocation will be going out.

Adjourned at 4:45 p.m. Our next meeting is March 8, 2007. As always everyone is invited.

TO: Academic Senate, Faculty
FROM: Michael Dermody
RE: Attendance as part of grading

There is a "Google group" for Academic Senate Presidents, where various topics - both profound and trivial, are discussed. Here is a thread that I thought might be of interest to the larger faculty community.

Obviously, these are not official, legal statements - but they are a sampling of professional opinions from around the state.

This issue comes up every year or so at my college. Do any of your colleges have a policy on grading that forbids the use of attendance as an assessment with weight toward a student's course grade? Does anyone know of any lawsuits by students against professors who used attendance to calculate a student's course grade?

Although I do not believe it is common I am pretty sure that at my college some professors do use attendance in grading. It also seems that it is a reasonable prerogative if an individual faculty member chooses to so

I've heard that too - that it violates something in T5, but that assigning a grade to "participation" (which can't happen without attendance) is okay.

At my college attendance is not used as part of the grading criteria. We do have a drop policy that allows an instructor to drop a student if s/he does not attend class for a pre-stated number of days. But student's grades do not depend on attendance. We do have the option of grading on participation, however.

I can't find anything in Title V that directly says anything about using attendance to figure grades in credit courses. However, the language on program and course standards (section 55002) for credit classes certainly implies that there would be an issue:

(A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55758. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.

This language seems to me to be dealing with computing the final grade once the student has finished the course; a student could certainly be removed from the class for excessive absences.

The language regarding non-credit is a little different, by the way:

(1) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course if the course treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that the committee deems appropriate for the enrolled students.

CURRICULUM COMMITTEE SUMMARY

DATE: February 15, 2007

TIME: 3:00 – 5:00

PLACE: I-330

COMMITTEE UPDATE: Welcome Nicole Lucy, new Curriculum Committee member representing the Social Science Division

CONSENT CALENDAR: Items in “Consent” are recommended for approval by a Technical Review Committee that met on 1-29-2007, 2-09-2007 and the morning of 2-15, 2007

Subject	#	Title	
CONST		409, 120, 122 and 124	Per Advisory Committee recommendation modify titles to include Building Inspection, CA Mechanical Code, CA Plumbing Code, C
COUNS	420	University Transfer Planning	Update part of the curriculum revision cycle , new DLA: 100% O APPROVED
CULARTS	226& 227	Food and Wine Pairing I, and Food and Wine Pairing II	Add \$45 materials fee for wine glasses—effective summer 2007: A
EDUC	094	Intermediate Online Teaching and Learning Strategies	New Course—was fully reviewed by committee at the 1-18-07 me prerequisite, no repeat, non-degree applicable, CR/NC grading, in APPROVED
ENGL	435	Literature and Film	Update part of the curriculum revision cycle, implement fall 2007
GEOL	405	Geology of California	Update part of the curriculum revision cycle, implement fall 2007
GEOL	406	Geology of National Parks/Monuments	Update part of the curriculum revision cycle, implement fall 2007
GEOL	407	Minerals, Rocks, and Fossils	Update part of the curriculum revision cycle, implement fall 2007
LMTECH	406	Library Collections: Print	Update part of the curriculum revision cycle, implement fall 2007
LMTECH	410	Library/Media Center Internship	Update part of the curriculum revision cycle, implement fall 2007
MUSIC	477	Women's Choir (Les Chanteuses)	Change Title From: Les Chanteuses, implement fall 2007: APPRO
MUSIC	490	Applied Performance	Increase class size from 16 to 30: APPROVED
PHYSED KPEA	112 212	Athletic Training Clinical Experience	Update part of the curriculum revision cycle: APPROVED
PHYSED KPET	113 213	Practicum in Athletic Training	Increase units from 2 to 3, lab hours will increase from 108 to 162 Training A.S. Degree increasing units required from 28 to 29, Gina implement fall 2007: APPROVED
PHYSED KPEA	153 401B	Advanced Weight Training	Number change from 153, titled change from “Advanced Resistan revision cycle: APPROVED
PHYSED	To	KPEA = Activity, KPET = Theory, KPEI = Intercollegiate	Review PHYSED new naming convention, title changes, and unit Gina will facilitate the changes in WebCMS, implement fall 2007
SOCI	498H	Gender, Genocide, and Human Rights	Add new Special Topic to SOCI 198, 1 unit, Examines the concep society, including the numerous violations associated with ethnic, summer 2007: : APPROVED
WATER	098D	State Exam Review: Water Distribution Operator Grades D1 & D2	• Change Title From: 102 characters: Special Topics—State C Distribution Operator Grades D1 and D2: APPROVED
WATER	098E	State Exam Review: Water Distribution Operator Grades D1 & D2	• Change Title From: 106 characters: Special Topics—State C Distribution Operator Grades D3, D4 and D5: APPROVED

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TECHNICAL CHANGE MEMOS—These were not moved to Consent at the 2-09-07 Tech Review

#	Title	Description of action
251	CCNP-1:(BSCI)	Title change from: CCNP 1: Advanced Routing—to better identify which industry certificate course material covers, implement fall 2007: NOT APPROVED
252	CCNP-1: (ISCW)	Title change from: CCNP 2: Remote Access—to better identify which industry certificate course material covers, implement fall 2007: NOT APPROVED
253	CCNP-3: (BCMSN)	Title change from: CCNP 3: Multilayer Switching—to better identify which industry certificate course material covers, implement fall 2007: NOT APPROVED
254	CCNP-4: (ONT)	Title change from: CCNP 4: Internet Troubleshooting—to better identify which industry certificate course material covers, implement fall 2007: NOT APPROVED

NEW COURSES:

#	Title	Description of action
097	Firefighter CAP Training	Variable units 1—5, all lab, unlimited repeat, outline elements derived from fire department training criteria implement spring 2007: APPROVED as an “umbrella” special topics course implying the need for a Technical Change Memo representing individual training courses with title, units, instructional method, contact hours and schedule description.
150	Firefighter Skills	Variable units .25—2. —not repeatable, Recommended “Completion of courses required for the Fire certificate” but no supplemental is attached, implement fall 2007: NOT APPROVED—return to author
100	GED Preparation	Per author, move to the March 1, 2007 agenda: TABLE to 3-15-07 C.C. mtg

NEW PROGRAMS: 3

	REQUIRED COURSES
Certificate of Completion	12 Units: Complete COMS 260 (3 units) and ENGL 280, and complete HIST 120 (3 units) or POLISC 290 (3 units), and complete PSYCH 235 (3 units) or SOCI 200 (3 units) —Recommended Electives HLHSCI 243 (3 units), PSYCH 230 (3 units), and SOCI 230 (3 units) implement fall 2007: NOT APPROVED—Committee asked authors to consider rewriting programs as a “Transfer Program” in contrast to a Cert of Completion
Associate Degree	24 Units: Required courses SOCI 101 or 101H, 102, 108, AND 135 (or MATH 140), Select 12 units from, 100, 103, 105, 106, 110 112, 150, 151, 200, 207, 208, 209, 210, 217, 226, 230, 233, and 242, Electives — SOCI 090 and 198 implement fall 2007: APPROVED
Associate Degree	25 Units required, complete 6 units from THEATR 110 and 140, complete 16 units from THEATR 175, 190, 192, 220, 221, and 230, and complete 3 units from THEATR 120, 130 and 150, implement fall 2007: APPROVED

MODIFIED PROGRAMS: 6

	Required Courses
Associate Certificate of Completion	Per Advisory Committee recommendation, add 1 unit of CWEXP to the certificate increasing the total units required from 17 to 18, implement fall 2007 do not need to send Non Substantial Change to Chancellor’s Office: APPROVED
Associate Degree: Graphic Design AA	Units remain at 30 required. Removes ART-141 Beginning Design: 3 Dimensional Media, and replaces with GMD-145 Type and Typography, implement fall 2007: APPROVED
Associate Degree: Multimedia Design AA	Units remain at 30 required. Removes ART-141 Beginning Design: 3 Dimensional Media, and GMD-175 Multimedia Production, and replaces with GMD-144 Graphic Design I, and GMD-145 Type and Typography, implement fall 2007: APPROVED
Associate Certificate of Completion: Multimedia	Reduces units required from 34 to 19: GMD-101 (3 units), 144 (3 units), 145 (3 units), 177 (3 units), 277 (3 units), CWEXP-188 (1 units), and GMD-105 or PHOTO-165 (3 units), implement fall 2007: APPROVED
Associate Certificate of Completion: Design	Reduces units required from 34 to 19: GMD-101 (3 units), 142 (3 units), 144 (3 units), 145 (3 units), 242 (3 units), CWEXP-188 (1 unit), GMD-105 or PHOTO-165 (3 units), implement fall 2007: APPROVED
Associate Degree	Increase units from 18 to 24 - Overall update of degree program. The previous AA Degree listing has become a bit of a "catch-all" for many existing and new course proposals, especially from sociology. Many of these classes do not represent the core of the social sciences. We have attempted to make the degree more meaningful while reflecting the broader objectives of the social sciences – <u>must submit</u> a Non Substantial Change form to the Chancellor’s Office, implement fall 2007: Provisional approval,

return to author to remove references to A.I. requirement and create separate history and political science requirements – may be reviewed at next Tech Review when received by curriculum coordinator

MODIFIED COURSES:

#	Title	Description of action
085	Art History Field Trip	Changes number from 114, implies from transferable to not transferable: NOT APPROVED, no representation
170	Introduction to Forensic Biology	Title change from “Introduction to Investigatory Biology” — units increased from 3 to 4 , course was approved as new in April 06, has never been offered, implement Fall 2007: APPROVED
205	Critical Reasoning	Title change from ‘Introduction to Logic,’ Update part of the curriculum revision cycle, implement fall 2007: APPROVED
080A	Intensive Elementary Spanish I	Update part of the curriculum revision cycle — from no repeat to 1x, implement Fall 2007: APPROVED
080B	Intensive Elementary Spanish II	Update part of the curriculum revision cycle — from no repeat to 1x, implement Fall 2007: APPROVED
063 083	Geometry	5 units, 90 hours lecture, prerequisite MATH 060, update part of the curriculum revision cycle, implement fall 2007 — APPROVED with number change 083
211	Calculus I	5 units, 90 hours lecture, changed prerequisite from MATH 102 AND MATH 103 to MATH 104, update part of the curriculum revision cycle, implement Fall 2007: APPROVED
102	Trigonometry	3 units, 75 hours lecture (Carnegie hours suggest 54 hours for 3 units), prerequisite MATH 083 and MATH 070, update part of the curriculum revision cycle, implement Fall 2007: APPROVED

MODIFIED PREREQUISITES:

#	Title	Description of action
211	Calculus I	changed prerequisite from MATH 102 AND MATH 103 to MATH 104, implement Fall 2007: APPROVED

NEW DISTANCE LEARNING ADDENDUMS: 2 — SEE CONSENT

MODIFIED DISTANCE LEARNING ADDENDUMS: 0—

NEW PREREQUISITES: 0—

DISCUSSION ITEMS:

Notable Changes in PHYSED:

- **PHYSED effectively changed its naming convention to Kinesiology Physical Education KPE with three options including Activity, Theory, and Intercollegiate resulting in the following subject prefix: KPEA-, KPET-, and KPEI-.**
- **Activity courses will include the word “Beginning” when there is a subsequent intermediate course.**
- **Courses with beginning, intermediate, and advanced levels will share the same number with “A,” “B,” and “C” at the end of the number identifying its level. For example, Beginning Golf KPEA-165A, Intermediate Golf KPEA-165B, and Advanced Golf KPEA-165C.**
- **Beginning, intermediate, and advanced activity courses have a standard 1 unit**
- **“Off Season” activity courses have a standard 2 units**
- **Sign up for Tech Review: Jennifer will send an email asking for volunteers to respond**

Time did not permit discussion for remaining items:

1. **Objectives: Must agree on a standard requirement for Objectives in the course outline; should non-degree applicable courses be held to the same standard as transferable?**

2. ~~Audrey Green would like to discuss “class size.” There have been many issues surrounding this field on the course outline.~~
3. ~~Ann Lowe will discuss recent changes in the RN Program admission requirement/prerequisites: English 101 (3 units) Anatomy (4 units), Physiology (4 units), Microbiology (5 units), Math 060 (Beginning Algebra)~~

COMMITTEE ATTENDANCE:

Bogna, Gina—Curriculum Coordinator Non-voting member	Present	Jacobson, Joan	Present	Solomon, Diane	Present
Brezina, Jennifer—Faculty Co-Chair	Present	Karlin, Ron	Present	Stanich, Diane	Present
Davis, Deanna—Faculty, Co-Chair	n/a	Lowe, Ann	Present	Sara Vogler or Steve Pemberton ASG, Non-Voting member	Absent
Green, Audrey—Administrator, Co-Chair & Articulation Officer	Present	Patenaude, Robert	Present	Luey, Nicole	Present
Hooper, Lisa	Present	Robinson, Patty	Present		

FOR OFFICE USE ONLY ITEMS APPROVED ON THIS AGENDA

New Courses Includes Special Topics and/or ISA	3	New Non-Credit Courses	-0-	New Prerequisites	-0-
New Programs	2	Modified Non-Credit Courses	-0-	Modified Prerequisites	1

Modified Courses	26	New DLA's	1	Deleted Courses	-0-
Modified Programs	5	Modified DLA's	-0-	Deleted Programs	-0-

Academic Senate Meeting Date: ~~March 8, 2007~~ _____ Board of Trustee
Meeting Date: ~~April 11, 2007~~

HUMAN RESOURCES OFFICE

DATE: March 5, 2007

TO: Michael Dermody/Academic Senate President

CC: Diane Fiero, VP of Human Resources

FROM: Christina Chung, Human Resources (ex. 3127)

SUBJECT: Equivalency Determination – Noncredit ESL

The Human Resources office was asked by the Noncredit Department to submit the following equivalency information to the Academic Senate for review. Currently, the minimum qualifications for Noncredit ESL are as follows:

Noncredit course in English as a second language (ESL), any one of the following:

- ☐ 1. Bachelor's degree in teaching English as a second language, or teaching English to speakers of other languages.
- ☐ 2. Bachelor's degree in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech; and a certificate in teaching English as a second language, which may be completed concurrently during the first year of employment as a noncredit instructor.
- ☐ 3. Bachelor's degree with any of the majors specified in subparagraph (2) above; and one year of experience teaching ESL in an accredited institution; and a certificate in teaching English as a second language, which may be completed concurrently during the first 2 years of employment as a noncredit instructor.
- ☐ 4. Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL.

The department would like to request that the following equivalencies to be approved for Noncredit ESL:

- ☐ 1. **Bachelor's degree in a discipline determined equivalent by the Disciplines committee; and a certificate in teaching English as a second language, which may be completed concurrently during the first year of employment as a noncredit instructor.**
- ☐ 2. **A standard Teaching Credential authorizing instruction in ESL (and) at least one (1) year professional experience in teaching ESL in an accredited institution.**
- ☐ 3. **Meeting the minimum qualifications or current equivalencies for credit ESL will also qualify a candidate for Noncredit ESL.**

Reason for these equivalencies: These equivalencies will allow the college to widen the applicant pool with qualified faculty, which is in the best interest of the students.

If you have any questions, please feel free to contact me at ex. 3127.

HUMAN RESOURCES OFFICE

DATE: February 22, 2007

TO: Michael Dermody/Academic Senate President

CC: Diane Fiero, VP of Human Resources

FROM: Christina Chung, Human Resources (ex. 3127)

SUBJECT: Minimum Qualifications and Equivalency Determination – Speech Language Pathology and Audiology (SLPA)

The Human Resources office was asked by the Allied Health Division to submit the following minimum qualification and equivalency information for a new discipline titled, Speech Language Pathology and Audiology (SLPA), to the Academic Senate for review.

Per the Chancellor's Office, since the discipline is not currently covered in the Minimum Qualifications disciplines list, the District will need to establish an equivalency. The Division would like to request that the following equivalencies be approved for SLPA:

Master's in speech-language pathology or Communication Disorders AND holds a certificate of clinical competence from ASHA (CCC-SLP) AND three (3) years of professional experience related to the discipline of the assignment or three (3) years of teaching experience in the discipline of the assignment. *ASHA- American Speech-Language Hearing Association.*

OR

Master's in speech-language pathology or Communication Disorders AND six (6) years of professional experience related to the discipline of the assignment or six (6) years of teaching experience in the discipline of the assignment.

If you have any questions, please feel free to contact me at ex. 3127.

Date: February 20, 2007

To: Michael Dermody
President, Academic Senate

From: Kimberly B. Abbott
Sr. Human Resources Generalist

Subject: Additional Discipline Assignments for Spring 2007 – Nicole Lucy

The following information is provided for full-time faculty and administrators hired for Spring 2007:

Nicole Lucy

In addition to her current discipline assignment of “Paralegal Studies”, Nicole Lucy, Full-Time Paralegal Instructor, has requested to have her qualifications reviewed for the following additional discipline assignment:

1. CWEE – Cooperative Work Experience Education

The following is provided for discipline assignment.

Nicole Lucy has provided transcripts that confirm a Juris Doctoral degree with an emphasis in Law from Pepperdine University, degree conferred 05/16/1997.

#53416. Title 5 Regulations on Minimum Qualifications for Work Experience Instructors or Coordinators:

The minimum qualifications for an instructor or coordinator of general or occupational work experience education, as defined in Section 55252, shall be the minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901 and 87356, Education Code.

Given that Nicole Lucy has a Juris Doctoral degree as well as 9 years of experience as a practicing litigator; it would appear that Nicole Lucy qualifies for the **discipline of Cooperative Work Experience Education (CWEE).**