

**Academic Senate Agenda  
February 28, 2008  
3:00 p.m. Bonelli 330**

**I. ROUTINE MATTERS**

1. Approval of Senate Summary for February 14, 2008 (page 2)
2. Approval of Curriculum for February 7, 2008 (pages 6 - 9)
3. Approval of additional disciplines for:
  - Vincent Devlahovich, Geography

**II. REPORTS/UPDATES**

4. Non credit Representative
5. Discipline list revisions (page 3)
6. Discipline list reformatting (pages 4-5)
7. Faculty Survey

**III. DISCUSSION/ACTION**

8. Introduction of new Instructional Design Coordinator – John Makevich
9. Board Policy Revisions - Diane Fiero
10. Our favorite topic: SLO and Accreditation

**IV. ACTION ITEMS**

**V. Adjournment – Anticipated: 4:00/4:15**

**Next meeting March 13, 2008**

**Academic Senate Summary  
February 14, 2008**

**Attendance:** Michael Dermody, Phil Marcellin, Deanna Riveira, Michael Sherry, Ann Lowe, Tammera Rice, Joan Jacobson, Fashia Skjelstad, Fred D'Astoli, James Lorigan, Barry Gribbons, Chris Blakey, Erik Long, Lea Templer, Cindy Stephens, Sherrill Pennington, Edel Alonso, Wendy Brill, Alto Benedicto and Ana Palmer, students, Jason Burgdorfer, Jamie Meriwether and Anne Marre Bautista

**The consent calendar was approved**, which included the Senate summary for November 29, 2007; Curriculum summary for December 6, 2007 and January 17, 2008; confirmation of Curriculum committee membership for Lee Hillard; as well as discipline assignments for Susan Crowther, Dr. Ram Manvi, Bruce Getzan, Susan Ling, Garrett Hooper, Colleen Reeves Erik Long and Phil Marcellin. Assignment for Garett Tujague was tabled until the equivalency committee meets.

**The Senate Faculty Survey** had been extended until February 14, 2008 at the faculty's request, since many had not been able to complete the survey. Reassurance was given that the privacy of individuals who participated in the survey will remain intact. Michael hopes to have preliminary information at the next meeting.

**The Smoking Policy Proposal** was brought to the Board. It was reported that some of the board were concerned over different policies for the two different campuses. It was sent back for additional study and commentary.

**Intellectual Property Rights** was briefly discussed, as Michael and Barry had just returned from a meeting at UCLA on the issue. It was agreed that we need to formalize the college's intellectual property policies.

**Introduction of Instructional Design Coordinator** was tabled until the next meeting.

**Emeriti Scholarship** was discussed by Fasha Skjelstad. -- This scholarship is for faculty and staff family. The goal is to present two \$500 scholarships. To help accomplish this we would like to see if every faculty member could make a \$1 monthly donation to this fund.

**There is new legislation impacting Community Colleges.** Contact Michael for a complete list of the new laws. Of particular interest - and generating great questions - is the "textbook transparency act".

**The IRB committee** has been formed, but has not met since the first two meetings. They have purchased a training model to certify committee members. If you have any questions regarding the IRB please contact Edel.

**The new Dean of Math and Sciences**, Dr. Ram Manvi, was introduced.

**Offices Update:** due to the planned allocation of S128 into Culinary instructional space, we need to find additional offices. New offices are expected to come on the market soon: the existing office policy will be adhered to in allocation.

**Adjourned 4:08 p.m. our next meeting is February 28, 2008.**

## A LETTER FROM THE STATEWIDE SENATE: STATEWIDE DISCIPLINE LIST PROPOSAL PROCESS

### **How Changes Are Proposed?**

There are two avenues for proposing changes: 1) through a local or district academic senate or 2) through a recognized organization\*. For more detailed information about the process, we highly suggest you review the document "Disciplines List Review Process", which can be accessed on our [the statewide senate's] website at:

<http://www.asccc.org/Publications/Papers/DisciplinesListReview2004.html>.

Each proposed change should be accompanied by a rationale and must have as its basis at least one of the following criteria:

1. changes within the profession or discipline
2. clarification or elimination of confusion and ambiguity
3. inclusion of new degrees
4. continual use of the equivalency process to hire under a specific discipline
5. assurance of the maximum degree of flexibility for the discipline while maintaining discipline integrity
6. other reason, as fully detailed and justified in the proposal

It is the responsibility of the initiator to include pertinent information concerning the proposed change. Failure to include a coherent rationale for the proposed change is grounds for rejection of the proposal.

### **New proposed changes may be submitted:**

- 1. Through the local/district senate**
  - a. Any faculty member may initiate a proposal to change the Disciplines List.
  - b. Local academic senates should engage in discussion regarding the proposals among its faculty.
  - c. Local academic senates must approve any/all recommendations before forwarding them to the Academic Senate Office. This local senate president must sign the Discipline List Revision Form.
- 2. Through a recognized discipline or professional organization**
  - a. Any member of the organization may initiate a proposal to change the Disciplines List.
  - b. The organization should hold hearings or engage in discussion regarding the proposals among its members.
  - c. The governing body of the organization must approve any/all recommendations before forwarding them to the Academic Senate Office. The president of the organization must sign the Discipline List Revision Form.

\*Recognized organization: an organization that is registered at the System Office as representing a specific discipline, or a regional, state, national, or international organization with a formally adopted constitution or by-laws.

### **Previously proposed changes that were not adopted, may be resubmitted:**

Only if

1. a new justification and rationale are provided, *AND*
2. a resolution is passed at an Area meeting (prior to the second hearing in October 2006) to include the proposed change in the review and approval process, *OR*
3. through the regular resolution process at 2008 Fall Plenary Session, where the mover must seek approval of the Session to include the proposed change in the review and approval process.

A LETTER FROM THE STATEWIDE SENATE:  
**SUBJECT: NEW DISCIPLINES LIST FORMAT PROPOSAL**

Dear Colleagues,

As the regular review cycle for the Disciplines List begins this spring, we introduce a new format for the list for credit faculty and ask you to consider formally adopting the new format along with the increased flexibility it allows. The proposed changes have been created in response to Resolution 10.02 (Fall 2004) which called for the exploration of the need for a third list to reflect emerging disciplines requiring a bachelor's degree in a specific major (e.g., in health professions) and two years of professional experience. Attached are examples of the new format which will be voted upon at the Plenary Session this spring in San Francisco. The new format of the Disciplines List will

- Merge the Masters Degree list with the Non-master's Degree list to form one comprehensive list of all the qualifications for credit faculty in California community colleges.
- Continue the existence of two distinct categories of qualifications: The disciplines where a Masters Degree is required, and the disciplines where another combination of education and work experience is required (the Non-master's list).
- Expand the Non-master's Degree list to allow minimum qualifications to include a *specific* bachelor's degree (or associate degree) instead of the current regulations which allow *any* bachelor's degree (or associate degree), plus the requisite two (or six) years of professional experience. In fact, the category would be open to allow proposals of various combinations of education and professional experience based on the expertise of the discipline faculty recommending the minimum qualifications.
- Identify those disciplines where the minimum qualifications are further restricted by statutory law or regulation.

We encourage you to share this proposal as you begin to talk with your colleagues about changes to the Disciplines List. At the Spring 2008 Plenary Session, a resolution will be coming forward to adopt this proposal which requires a change to Title 5. We hope you will join in the dialogue.

The current Disciplines List is available on the Chancellor's Office website at [http://www.asccc.org/Publications/Papers/downloads/PDFs/minimum\\_quals\\_jan2008.pdf](http://www.asccc.org/Publications/Papers/downloads/PDFs/minimum_quals_jan2008.pdf).

If you have any questions, please contact Dan Crump, Standards and Practices Committee Chair, at [crumpd@arc.losrios.edu](mailto:crumpd@arc.losrios.edu). Please indicate Disciplines List on the subject line of the email.

## Sample of proposed Discipline List reformatting

<b>Discipline</b> (other areas included in the discipline)	<b>Minimum Qualifications</b>	<b>Masters</b>	<b>Statutory Law or Regulation apply</b>
<b>Cosmetology</b>	The minimum qualifications for disciplines on this list are any bachelor's degree and two years of experience, or any associate degree and six years of experience.		
<b>Counseling</b>	Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, <b>OR</b> The equivalent  <i>(NOTE: A license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.)</i>	X	Title 5 Section 53410.1
<b>Culinary Arts</b>  (Food service, meat cuffing, baking, waiter/waitressing, bar nurture)	The minimum qualifications for disciplines on this list are any bachelor's degree and two years of experience, or any associate degree and six years of experience.		
<b>Dance</b>	Master's in dance, physical education with a dance emphasis, or theater with dance emphasis, <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts, or music <b>OR</b> The equivalent	X	
<b>Dental Technology</b>  (Dental assisting, dental hygiene)	The minimum qualifications for disciplines on this list are any bachelor's degree and two years of experience, or any associate degree and six years of experience.		
<b>Drafting</b>	<u><i>The minimum qualifications for disciplines on this list are any bachelor's degree and two years of experience, or any associate degree and six years of experience.</i></u>  <u><b>CADD (Computer Aided Drafting/Design), CAD (Computer Aided Design), CAD (Computer Aided Drafting)</b></u>		

## CURRICULUM COMMITTEE SUMMARY

**DATE: February 7, 2008    TIME: 3:00 – 5:00    PLACE: BOHN-330**

### TECHNICAL CHANGE MEMO'S

Subject				
AUTO	103	Automotive Electrical Systems	Per Tech Change Memo: Add recommended preparation of AUTO-101 - <b>Approved</b>	K. Carlson on behalf of A. Green
ENGR	154	Engineering Economy	Per Tech Change Memo: Change prerequisite from MATH 060 to MATH 212 - <b>Approved</b>	K. Carlson on behalf of D. Martinez
NC.HLSF	02	Food Handler Certification	Per Tech Change Memo: Title change from “ServSafe Food Managers Certification”. Amend course descriptions, written assignments and SLO to eradicate “ServSafe” (which is trademarked) - <b>Approved</b>	J. Brezina
NURSNG	050	Nurse Assistant Training	Per Tech Change Memo – reduce class size from 15 to 12 - <b>Approved</b>	D. Morey

**CONSENT CALENDAR:** Items on “Consent” are recommended for approval by a Technical Review Committee that met on January 30, 2008.

Subject				
ANTHRO	105	Intro to Archeology and Prehistory	Full Update- Reduce class size and lecture hours but add lab and respective lab contact hours, which changes descriptions, SLO's , Objectives and Outline - <b>Approved</b>	R. Martinez
AUTO	101	Automotive Engine Fundamentals	Increase from 54 to 66 lab hours, and total from 108 to 120 contact hours - <b>Approved</b>	A. Green
AUTO	102	Engine Performance I	Change <b>title</b> , units from 5 to 4.5, decrease from 54 to 45 hours lecture, and 108 down to 81 hour lab, and add AUTO-101 pre-req. - <b>Approved</b>	A. Green
AUTO	104	Steering, Suspension and Alignment	Change <b>title</b> , decrease units from 5 to 3, 72 hours lecture down to 36, and increase lab hours from 54 to 72 – which results in a change from 126 to 108 total contact hours (and means this modified version <i>will not</i> be equated to it's current one) - <b>Approved</b>	A. Green
BUS	117	Business Entrepreneurship	Reduce cl. size, change SLO's and add Objectives and DLA - <b>Approved</b>	G. Lawson
BUS	142	Principles of Selling	Add DLA - <b>Approved</b>	G. Lawson
BUS	185	Principles of Importing and Exporting	Reduce cl. size to 35, change SLO's and add Objectives & DLA- <b>Approved</b> (effective Su08)	G. Lawson
MUSIC	177	Women's Choir (Les Chanteuses)	Increase cl. size to 40 and units from 1 to 2, adding 1 unit of lecture which results in increased contact hours - <b>Approved</b>	J. Lawson
NURSNG	098	Special Topics in Healthcare	Full Update – change SLO's and add Objectives - <b>Approved</b>	D. Morey
SOCI	233	Sociological Issues of Life and Longevity	Reduce cl size from 50 to 35, add Objectives & DLA and update texts - <b>Approved</b>	A. Marengo
		Automotive Technology AS Degree	Increase from 36 to 43.5 units by modifying unit values of AUTO 102 & 104 and adding AUTO 094, 108 & 109 to required courses - <b>Approved</b>	A. Green

		Automotive Technology Certificate of Achievement	Increase from 36 to 43.5 units by modifying unit values of AUTO 102 & 104 and adding AUTO 094, 108 & 109 to required courses - <b>Approved</b>	A. Green
		GMD - Graphic Design AA degree	Take away the choice of “GMD-105 or PHOTO 165” and just require GMD-105 - <b>Approved</b>	K. Jenkins
		GMD – Graphic Design Certificate of Achievement	Take away the choice of “GMD-105 or PHOTO 165” and just require GMD-105 - <b>Approved</b>	K. Jenkins
		GMD – Multimedia AA degree	Take away the choice of “GMD-105 or PHOTO 165” and just require GMD-105. Omit GMD 144 & 145 and instead require GMD 173 & 175 - <b>Approved</b>	M. Daybell
		GMD – Multimedia Certificate of Achievement	Take away the choice of “GMD-105 or PHOTO 165” and just require GMD-105. Omit GMD 144 & 145 and instead require GMD 173 & 175 - <b>Approved</b>	M. Daybell

**NEW COURSES:**

Subject				
AUTO	090	Automotive Maintenance and Operation	3 units, 36 hours lect, 54 hours lab, cl. size 24, no repeats - <b>Approved</b>	A. Green
AUTO	094	Automotive Heating and Air Conditioning	3 units, 27 hours lect, 81 hours lab, cl. size 18, no repeats, AUTO-101 rec. prep. - <b>Approved</b>	A. Green
AUTO	108	Engine Performance II	4.5 units, 45 hours lect, 81 hours lab, cl. size 18, AUTO-102 pre-req, no repeats - <b>Approved</b>	A. Green
AUTO	109	Automotive Brake Systems	4.5 units, 45 hours lect, 81 hours lab, cl. size 24, no repeats - <b>Approved</b>	A. Green
ID	099	Home Staging	1 unit, 18 hours lect, cl. size 35, CR/NC grading, no repeats - <b>Approved</b>	D. Minarsch
NC.VESL	07	English for Construction Workers	0 units, 102 lecture contact hours, cl. size 35, 3 repeats, not graded - <b>Approved</b>	H. Maclean
NURSNG	061	Interpretation of Laboratory Tests	1 unit, 18 lecture contact hours, cl. size 35, no repeats, CR/NC- <b>Approved</b>	D. Morey
PARLGL	112	Civil Litigation II	3 units, 54 lecture contact hours, cl. size 35, no repeats, letter grade, PARLGL 111 pre-req. - <b>Approved</b>	N. Lucy
PHOTO	220	The Business of Photography	3 units, 54 lecture contact hours, cl. size 35, 1 repeat(?), letter grade – <b>Tabled/no representation</b>	D. Pattee-Ballard
SOCI	198K	Scared Senseless: The Threat of Domestic and Global Terrorism	1 units, 18 lecture contact hours, cl size 35, no repeats, letter grade - <b>Approved</b>	A. Marengo

**NEW PREREQUISITES:**

Subject				
AUTO	094	Automotive Heating and Air Conditioning	AUTO-101 recommended preparation	A. Green
AUTO	108	Engine Performance II	AUTO-102 pre-req.	A. Green
PARLGL	112	Civil Litigation II	PARLGL-111 pre-req.	N. Lucy

**MODIFIED PREREQUISITES:**

AUTO	102	Engine Performance I	AUTO-101 pre-req	

**NEW DISTANCE LEARNING ADDENDUMS:**

BUS	117	Business Entrepreneurship		G. Lawson
BUS	142	Principles of Selling		G. Lawson
BUS	185	Principles of Importing and Exporting		G. Lawson
SOCI	233	Sociological Issues of Life and Longevity		A. Marengo
SOCI	198K	Scared Senseless: The Threat of Domestic and Global Terrorism		A. Marengo

**NEW STAND ALONE COURSES:**

AUTO	090	Automotive Maintenance		A. Green
ID	099	Home Staging		D. Minarsch
NURSNG	061	Interpretation of Laboratory Tests		D. Morey
SOCI	198K	Scared Senseless: The Treat of Domestic and Global Terrorism		A. Marengo



**DISCUSSION ITEMS:**

1) Ann wanted to review the Committee's focus for reviewing courses. It was determined that it is reasonable to ask those faculty members serving on this Committee to direct their focus to whether the proposal being submitted is well written, whether the course being proposed is being offered at the right level, and making sure that it meets the mission of our institution. The Student Services representative and Articulation Officer will focus on what's contained in sections A-D of the course proposal. Faculty members were reminded to share with their colleagues at Division meetings that when drafting proposals for courses which have a lecture and a lab, the author will need to separate out their Student Learning Outcomes, Objectives and Course Content Outline to identify which is relevant to the lecture portion and which is relevant for the lab.

2) Clarification of the minimum grade needed to fulfill a course requirement for both Certificates of Achievement and Specialization: It was decided that a grade of Credit (aka: "Pass") should also fulfill a Certificate course requirement in the same way "as a grade of C or better", and that the catalog should be amended to reflect that CR grades are also allowable.

Carlson, Kerry - Curriculum Coordinator Non-voting member	present	Jacobson, Joan - Student Services	present	Robinson, Patty (Not a member)	absent
Lowe, Ann - Co-Chair, Faculty - Allied Health	present	Karlin, Ron - Humanities	present	Solomon, Diane - Member at Large	present
Green, Audrey - Co-Chair, Administrator, Articulation Officer	absent	Parker, Catherine - Adjunct Faculty	present	Stanich, Diane - Physical Education & Athletics	present
Hilliard, Lee - Member at Large	present	Lucy, Nicole - Social Science & Business	present	Vacant - Fine & Performing Arts	
Benedicto, Alto - Math & Science	present				

Academic Senate Meeting Date: February 28, 2008

Board of Trustee Meeting Date: March 12, 2008