

**Academic Senate Agenda  
September 11, 2008  
3:00 p.m. Bonelli 330**

**I. ROUTINE MATTERS**

1. Approval of Academic Senate summary for May 8, 2008 (page 2)
2. Approval of Curriculum summary for August 14, 2008 (Under separate cover. To be distributed at the meeting, please contact Lita Wangen for an advance copy).
3. Approval of discipline assignments (pages 4 - 8)
  - Mehgen Delaney
  - Lori Brown
  - Anzhela Grigoryan
  - Rhonda Hyatt
  - Brandy Janssen
  - Brent Riffel
  - Michael Sanders
  - Stephanie Lee
  - Paul Wickline
4. Approval of Discipline assignment (Page 8)
  - Margaret Hamilton

**II. REPORT/UPDATE**

5. Annual review of Board Policy 345 (pages 9-11)
6. General comments on College Committee memberships

**III. ACTION ITEMS**

7. Request to establish a committee to develop Ethics policy.
8. Non-updated curriculum (pages 12-13)
9. Program Review (Please ask Lita Wangen to forward the power point presentation if you would like to review this before the meeting).

**IV. DISCUSSION ITEMS**

10. Review of Flex program

**V. Adjournment**

Our next meeting will be September 25, 2008 at 3:00 p.m. As always everyone is welcomed.  
(AGENDA REQUESTS SHOULD BE PROVIDED TO THE SENATE OFFICE NO LATER  
THAN FRIDAY, SEPTEMBER 19)

## **Academic Senate Summary May 8, 2008**

**Attendance:** Michael Dermody, Susan Cooper, Chris Blakey, Pamela Borelli, Bob Brode, Tammera Rice-Stokes, James Lorigan, Wendy Brill, Joan Jacobson, Ann Lowe, Lea Templer, Jennifer Brezina, Mark Rafter, Pamela Paez-Williams, Edel Alonso, Dr. Manvi, Ana Palmer, Deanna Riveira, Sherrill Pennington, Rick Howe, Fred D'Astoli, Michael Sherry, Kevin Kistler, Cindy Stephens, Julie Lawson, Patty Robinson, Tammy Mahan, Jia-Yi Cheng-Levine, Nancy Smith, John Garcia, students, Justin Gilmore, Jason Burgdorfer and Robert Norton

**The consent calendar was approved**, which included the Senate summary for April 24, 2008 with a correction to add Fred D'Astoli to attendance and correct spelling of Deanna Riveira's name; Curriculum summary for April, 17, 2008; discipline approvals of Nancy White and Tina Waller. Murray Wood's discipline assignment was tabled for the Discipline committee to review. The 2008-09 Calendar for Senate and Curriculum was also approved.

**Susan Cooper is launching the Book of the Year.** The committee will be meeting next week to choose the book that faculty and students can read possibly over the summer.

**Mini Grant by the Foundation.** Funds will be raised by the Presidents Circle to support \$1000 mini-grants, available to both full-time and adjunct faculty. The application will be due on June 6, 2008, with the hope that 20 of these grants will be awarded. These grants are for one year, but you may re=apply the following year.

**Non-credit hiring procedures and non-credit evaluation procedures were discussed by Jennifer Brezina.** There were some corrections and changes made to the both procedures. There were also many questions as to how much more work this will be for departments. Until these procedures are approved everything will continue as status quo.

**Emeritus bestowal** was given to Mark Rafter and Nancy Smith. Their pictures have been added to Bonelli 330 along with the other retirees.

**A Green Resolution**, proposed by Progressive Student Alliance, was approved. The Senate also congratulated Justin Gilmore, Progressive Student Alliance, for his hard work, passion, and dedication.

**Our next meeting** will be May 22, 2008 in the PAC for the Collegial Celebration at 3:00 p.m. The Senate Adjourned at 4:40 p.m.

Calendar for Curriculum and Senate for **Fall 2008**

Curriculum	Senate	Curriculum	Senate
		-- <i>Special August Meeting TBD</i>	
September 4	September 11	September 18	September 25
October 2	October 9	October 16	October 23
November 6	November 13	November 20	-no meeting: Thanksgiving <i>11/27 meeting</i>
December 4	December 11 <i>Finals week</i>	-no meeting: Finals	-no meeting: Finals
<b><u>SPRING 2009</u></b>			
Curriculum	Senate	Curriculum	Senate
		<i>January Special Meeting TBD</i>	
February 5	February 12	February 19	February 26
March 5	March 12	March 19	March 26
April 2	April 9 <i>No meeting - Spring break</i>	April 16	April 23
May 7	May 14	May 21	May 28

The following information is provided for discipline assignment

**Ms. Brandy Janssen**

Ms. Janssen has been hired as a full-time English Instructor – Basic Skills, effective start date August 18, 2008. The following is provided for discipline assignment:

M.A., English, Notre Dame de Namur University  
B.A., English, California State University, Hayward  
A.A., English, Santa Rosa Junior College

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

- English

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The following information is provided for discipline assignment

**Dr. Rhonda Hyatt**

Dr. Hyatt has been hired as a full-time Recreation Management Instructor, effective start date August 18, 2008. The following is provided for discipline assignment:

Ed.D., Education, UCLA  
M.S., Physical Education, The University of Arizona  
B.S., Education, UNLV

It would appear that Dr. Hyatt qualifies for the discipline(s) of:

- Recreation Administration
- Physical Education
- Education
- Health

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The following information is provided for discipline assignment

**Ms. Mehgen Delaney**

Ms. Delaney has been hired as a full-time Psychology Instructor, effective start date August 18, 2008. The following is provided for discipline assignment.

Ph.D. (in progress), Psychology, University of Nebraska-Lincoln  
M.A., Psychology, California State University, Sacramento  
B.A., Psychology, Mills College

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

- Psychology

The following information is provided for discipline assignment

**Dr. Brent Riffel**

Dr. Riffel has been hired as a full-time History Instructor, effective start date August 18, 2008. The following is provided for discipline assignment.

Ph.D., History, University of Arkansas  
M.A., History, University of Arkansas  
B.A., History, Hendrix College

It would appear that Dr. Riffel qualifies for the discipline(s) of:

- History

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The following information is provided for discipline assignment:

**Dr. Stephanie Lee**

Dr. Lee has been hired as a 60% DSP&S Counselor, effective start date July 1, 2008. The following are the requirements for a DSP&S Counselor:

- **Possession of a California Community College Instructor Credential in the appropriate area; or**
- **Master's degree in rehabilitation counseling; or**
- **Master's degree in special education and twenty-four or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work; or**
- **Master's degree in counseling, guidance, student personnel, psychology, career development, or social welfare; AND either twelve or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following: counseling or guidance for students with disabilities or counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities.**

The following is provided for discipline assignment.

- Ph.D., Clinical Psychology, Alliant International University
- M.A., Educational Psychology, California State University, Northridge
- 6+ years counseling in the Disabled Students and Programs Departments at Citrus College, Mission College and COC

It would appear that Dr. Lee qualifies for the discipline(s) of:

- DSP&S Counselor (under the 4<sup>th</sup> bullet listed above)

Dr. Lee is also qualified for the discipline(s) of:

- Counseling
- Psychology

The following information is provided for discipline assignment

**Mr. Michael Sanders**

Mr. Sanders has been hired as a full-time Counselor – Student Athletes (Program for Athletic Student Success), effective start date July 1, 2008. The following is provided for discipline assignment.

M.A., Educational Counseling, University of Redlands  
B.A., History, University of Redlands

It would appear that Mr. Sanders qualifies for the discipline(s) of:

- Counseling

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The following information is provided for discipline assignment:

**Mr. Paul Wickline**

Mr. Wickline has been hired as a full-time Theatre Instructor effective start date August 18, 2008. The following is provided for discipline assignment.

Equivalency #2 is currently accepted for the disciplines of Theatre and English:

**Master's Degree in any discipline, plus two years of professional experience related to the discipline of the assignment or two years of teaching experience in the discipline of the assignment.**

The following is provided to support the education and experience required for Equivalency #2 for the disciplines of Theatre and English:

- M.Ed., Master Teacher Major, Central Washington University
- 0.75 years teaching Theatre at Central Washington University
- 12 years teaching Theatre and English at Walla Walla Public Schools
- 0.50 years teaching Theatre at University Place School District
- 4 years teaching Theatre at Walla Walla Community College

Mr. Wickline also meets the minimum qualifications for the discipline of Education with his M.Ed.

It would appear that Mr. Wickline qualifies for the discipline(s) of:

- Theatre (under equivalency #2)
- English (under equivalency #2)
- Education

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The following information is provided for discipline assignment:

**Ms. Lori Brown**

Ms. Brown has been hired as a Nursing Instructor, effective start date August 18, 2008. The following are the requirements for a Nursing Instructor:

- **Master's degree in Nursing**
- **At least one year's experience as a registered nurse providing direct patient care**
- **Completion of at least one year's experience teaching courses related to nursing or a course which includes practice in teaching nursing.**

The following is provided for discipline assignment.

- M.S., Nursing, Mount St. Mary's College
- 10+ years experiences as an RN
- 1+ years experience teaching nursing courses at Pasadena City College

Also with an M.S. in Nursing, Ms. Brown meets the minimum qualifications for the discipline of Health.

Therefore, it would appear that Ms. Brown qualifies for the discipline(s) of:

- **Nursing**
- **Health**

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The following information is provided for discipline assignment

**Ms. Anzhela Grigoryan**

Ms. Grigoryan has been hired as a full-time Mathematics Instructor – Developmental/Basic Skills, effective start date August 18, 2008. The following is provided for discipline assignment.

M.S., Mathematics, California State University, Northridge

B.S., Mathematics- Classical Applied Mathematics, California State University, Northridge

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

- **Mathematics**

The following information is provided for an additional discipline assignment

**Mr. Michael Sanders**

The Kinesiology/PE Department currently accepts equivalency #2 – Master’s degree *in any* discipline *plus* two years of professional experience *related to* the discipline of the assignment *or* two years of teaching experience *in the* discipline of the assignment.

Mr. Sanders has been hired as a full-time Counselor – Student Athletes (Program for Athletic Student Success), effective start date July 1, 2008. He will also be an assistant Football coach. The following is provided for an additional discipline assignment in Kinesiology/PE.

M.A., Educational Counseling, University of Redlands

2 years experience at Bishop Montgomery High School as the Head Varsity Football Coach/Athletic Director/Teacher Boys PE & Weight Training

1.5 years experience teaching Health at St. Francis High School (3 years worked at St. Francis – 50% teaching, 50% counseling)

It would appear that Mr. Sanders qualifies for the discipline(s) of:

- Kinesiology/PE

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The following information is provided for discipline assignment:

**Dr. Margaret Hamilton**

Dr. Hamilton has been hired as the Director of Nursing, effective start date August 13, 2008. The following is provided for discipline assignment.

Doctor of Nursing Science, Boston University

M.S., Nursing, Boston College

B.S., Nursing, Boston College

Also with a Doctor of Nursing Science, Dr. Hamilton meets the minimum qualifications for the discipline of Health.

Therefore, it would appear that Dr. Hamilton qualifies for the discipline(s) of:

- Nursing
- Health



## Academic Senate (Faculty) Participation in Shared Governance

### **Board Policy 345**

#### A. Definition

For the purposes of this policy Faculty Senate includes full and adjunct faculty members.

#### B. Level of involvement

**Faculty shall be provided with opportunities to participate in the formulation and development of District and College policies and procedures in areas as specified by Title V [Subsection 53200 (c)] and designated as "Academic and Professional Matters".**

##### 1. "Rely Primarily On"

Those areas in which the Board of Trustees will "rely primarily on" the advice and judgement of the Faculty Senate include:

- a. The development of curriculum, including the establishment of prerequisites and planning of course disciplines;
- b. The Determination of degree and certificate requirements;
- c. The establishment and review of grading policies;
- d. The establishment of standards and policies regarding student preparation and success;
- e. The appointment of faculty members to District and College committees;
- f. The establishment of policies, procedures and programs for faculty professional development activities (excluding financial expenditures for faculty development);
- g. The development of processes for program review.

In the above areas, the recommendation of the Senate will normally be accepted. Only in exceptional circumstances or for compelling reasons will the recommendation not be accepted.

When the Board of Trustees does not wish to accept the advice of the Senate on these matters, the Board will send a written communication (or designee) to request that the Senate take into consideration the consensus and issues raised by the Board of Trustees.

If, upon reconsideration, the Senate does not change its initial recommendation and, if it is the opinion of the Board that the exceptional circumstances/compelling reason(s) still exist, the Board may reject the advice of the Senate. In such cases as this, existing policies and practices will remain in place.

This being the case, the final determination with rationale will be communicated to the Senate in writing.

2. “By Mutual Consent”

Areas specified by Title V [Subsection 53200(c)] as “Academic and Professional Matters” where the Board of Trustees and the Senate obligate themselves [or their designee(s)] to reach mutual agreement, resulting in written resolution, regulations, or policy include:

- a. The development of new educational programs;
- b. District governance processes (except i.e. above);
- c. The delineation of faculty roles and involvement in accreditation processes (including the development of the self-study and strategic plan updates [annual reports]);
- d. Financial policies of faculty professional development activities;
- e. The determination of processes to be utilized in institutional planning and budgeting; and
- f. Other “Academic and Professional Matters” as mutually agreed upon between the Board of Trustees and the Faculty senate.

In the above areas, the recommendation of the Senate will normally be accepted. Only in exceptional circumstances or for compelling reasons will the recommendation not be accepted.

When the Board of Trustees does not wish to accept the advice of the Senate on these matters, the Board will send a written communication (or designee) to request that the Senate take into consideration the consensus and issues raised by the Board of Trustees.

If, upon reconsideration, the Senate does not change its initial recommendation and, if it is the opinion of the Board that the exceptional circumstances/compelling reason(s) still exist, the Board may reject the advice of the Senate. In such cases as this, existing policies and practices will remain in place.

This being the case, the final determination with rationale will be communicated to the Senate in writing

3. Committee Structure

- a. The Master Committee Document will be revised annually. It will include a description of all committees including their purpose, tenure of members, scope of responsibility, membership of each committee and frequency of meetings. The person assigned the responsibility to be the liaison between the committee or the College Council and the Cabinet will communicate these recommendations as appropriate. When a recommendation is to be considered by Cabinet, if the committee chair is not a cabinet member, the committee chair will be included at the Cabinet to present and participate in a discussion of the issue and/or committee recommendation.
- b. Decisions made in College Council will not be forwarded to the Cabinet for review but rather will be shared with the Cabinet.
- c. Decisions of individual committees that have implications for the larger college community (vs. a specific department or area) will be forwarded to College Council. If they have budgeting implications (require additional dollars outside of budgeted amounts), they will proceed to PAC-B. All committee minutes will be posted in designated locations as specified in the Master Committee document.

4. Scope of Regulation

In developing and carrying out policies and procedures pursuant to these regulations, the governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another.

Procedures for staff participation shall not intrude on matters within the scope of representation under section 3543.2 of the Government Code. In addition, the Governing Board shall not interfere with the exercise of employee rights to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this section shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and governing boards. It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to the staff pursuant to these regulations.

TO: Academic Senate  
RE: Course revision

Under Title V, courses must be reviewed every 6 years. Offering them without having any sort of review is not only a violation of Title V, but it also could put their articulation status at risk.

Last semester, the Senate authorized the curriculum committee to look at all courses that had not been reviewed in over TEN years. These courses needed to have been at stage 7 before the August 14, 2008 curriculum committee meeting in August - failure to be at Stage 7 would make the course eligible for "inactive status". Courses that are "inactive" can no longer be offered at the college, effective the Winter intersession.

The following courses were not at stage 7 by the deadline. The Curriculum Committee recommends that these courses be placed on inactive status.

ART	113	Contemporary American Artists	(Delete) Stage 2 5/30/08	Sep-76	3	Fine & Performing Arts
MUSIC	110	Introduction to Music Technology	n/a	Apr-97	3	Fine & Performing Arts
THEATR	175	Introduction to Stage Directing	Stage 1 8/24/08	Aug-97	3	Fine & Performing Arts
THEATR	194	Reader's Theater Workshop	Stage 2 8/25/08	Aug-97	2-3	Fine & Performing Arts
FRNCH	150	Beginning Conversational French	Stage 5 8/30/08	Nov-96	3	Humanities
HUMAN	106	Cultural Eras in Humanities II	n/a	Apr-99	3	Humanities
KPEA	175B	Intermediate Softball	n/a	Mar-87	2	Kinesiology and Phys Ed
MFGT	101	Materials & Processes in Manufacturing	n/a	Feb-99	3	Mathematics & Science
MFGT	102	Engineering Drawing Interpretation	n/a	Feb-99	3	Mathematics & Science
MFGT	103	Introduction to Automated Manufacturing	n/a	Feb-99	3	Mathematics & Science

The following courses were at Stage 7 some time ago. Some of them required additional follow-up, but the follow up was not accomplished. The Curriculum Committee recommends that these courses be placed on inactive status:

CMPSCI	111	Intro to Algorithms & Programming/Java	Stage 1 5/1/07	Feb-99	3	Mathematics & Science
CMPSCI	111L	Intro to Algorithms & Program Lab	Stage 1 5/1/07	Feb-99	1	Mathematics & Science
CMPSCI	122	Introduction To Digital Computers	Stage 1 4/12/07	OLD	3	Mathematics & Science

The following courses made it to Stage 7, but still required some additional refining. The curriculum Committee requests that these courses be given additional time to complete the requested revisions.

ESL	075	ESL Computer Composition	Stage 7 5/1/08	Nov-96	2	Humanities
FRNCH	101	Elementary French I	Stage 2 8/11/08	Feb-92	4	Humanities
FRNCH	102	Elementary French II	Stage 2 8/25/08	Feb-92	4	Humanities
FRNCH	201	Intermediate French I	Stage 7 8/30/08	Sep-99	4	Humanities
FRNCH	202	Intermediate French II	Stage 2 8/11/08	Sep-99	4	Humanities
SPAN	102A	Spanish for Spanish Speakers II	Stage 1 7/30/08	Jan-99	4	Humanities
SPAN	202	Intermediate Spanish II	Stage 2 8/26/08	Feb-87	4	Humanities
MFGT	121	CNC I: Operation & Manual Programming	Stage 4 8/11/08	Feb-99	3	Mathematics & Science
MFGT	122	CNC 2: Concepts & Programming	Stage 4 8/11/08	Feb-99	3	Mathematics & Science