Academic Senate Agenda
September 10, 2009
BONH 330 3:00 p.m.

I. ROUTINE MATTERS
1. Approval of Academic Senate summary for May 14, 2009 (pages 2-3)
2. Confirmation of 2009-2010 Senate Calendar (page 3)
3. Approval of Curriculum Summary for May 21, 2009 (pages 17-19)
4. Discipline Assignments for:
   a. Rachael Houghton (page 4)
   b. Tina Rorick (page 4)
   c. Lee Hillard (page 5)
   d. Kelly Burke (pagfe 6)
   e. Kathy Flynn (page 6)

II. REPORT/UPDATE
5. IRB – Miriam Golbert
6. Committee on Attendance & Grading – Fred. D'Astoli
7. CCC report – Fred D'Astoli
8. Procedures for department changes/merging/Splitting
9. Honors Program

III. DISCUSSION ITEMS
10. FERPA (page 7)
11. Program Review – Jennifer Brezina (pages 8-10)
12. Concurrent Enrollment Policy/Procedure Revisions (pages 11 – 15)
13. Security of used testing materials (AKA "shredding")

IV. DISCUSSION /ACTION ITEMS
14. Change to minimum qualifications and equivalency – Nursing (Clinical Practice) (page 16)

V. Open Forum

Academic Senate Summary
May 14, 2009

<u>Attendance</u>: Michael Dermody, Miriam Golbert, David Andrus, Fred D'Astoli, Deanna Riveira, Tammera Rice, Joan Jacobson, Ann Lowe, Michael Sherry, Stan Wright, Barry Gribbons, Marlene Demerjian, Lea Templer, Patty Robinson, Edel Alonso, Garrett Hooper, Philip Marcellin, Chris Blakey, Pamela Borrelli, Jose Martin, Jennifer Brezina, Denee Pescarmona and Wendy Brill

The consent calendar was approved, which included the Senate Summary for April 23, 2009; Curriculum summaries for April 16, 2009 and May 7, 2009 (with corrections). Garett Tujague was confirmed as the PE department chair.

CCC update, by Fred D'Astoli. ASG had their fair as well as the job fair. Please consider having some of your teaching load at CCC. It was also suggested that we someday consider holding the commencement ceremony at CCC.

The Curriculum Committee Operating Procedures committee has met. We are trying to streamline the procedures, while maintaining Academic Integrity.

- It was suggested that we expand the size of the Curriculum committee: the volume or work has gotten larger. Perhaps we could consider having divisional subcommittees of the curriculum committee.
- Would it be feasible to have different procedures based on divisional needs?
- Compared to other colleges, perhaps we offer too many chances to reviews and introduce curriculum.
- We need to review the overall stipend levels for the curriculum committee chair.

FLEX Review Committee made an initial report. Math, Science and Nursing expressed a desire for more classroom days. While it appears that we might not be in complete compliance with the current Title V regulations, it also appears that we are not alone. It was decided that we should wait until there is additional clarification from the Chancellor's Office as well as the State Academic Senate.

Scholarly Presentation for 2009 was well received (the presenter even had her own cheering section!) It was announced that we will have two presentations next year.

Implementing the new regulation on TBA hours has created some concerns. However, Audrey Green, working with the respective departments, seems to have come up with some workable solutions.

An ad-hoc Honors Program committee has been formed to review and improve the COC honors program.

At Graduation, a bottle of water will be provided for each instructor. Faculty were reminded to be at Alliso Hall by 9:15. A post-graduation reception will be sponsored by the Foundation, and faculty members are urged to attend.

Program Review procedures were discussed with Barry Gribbons. A committee has been established, chaired by Jennifer Brezina, to see how we can continue to improve the Program Review format and process. Some specific concerns with the current process/instrument included:

- Inherent limitation of the Access program
- Inability to edit the SLO/AUO tables
- A recommendation to limit text boxes to 100 words
- An update or "status" on objectives
- More detailed instructions for each specific section
- Having the ability to stop in the middle – save your work – walk away – and then pick up where you left off.
- Desire for a "test run" with a few departments.

For determining CWEE Minimum Qualifications, schools are all over the map. Stan Wright gave a review of CWEE, and there was s discussion on how we should interpret the Title V language on CWEE minimum qualifications. The general tenor favored flexibility, along with some instructor-training. A draft will be brought back to Senate.

Tom Lawrence was approved for placement on the Faculty Emeritus list.

Thanks to Lita and Warren Wangen for replacing the emeriti pictures after the repainting of Bonelli 330!

The procedure for Department Change/Modification was granted provisional approval (the provisional status was to allow for a semester of "test runs" prior to final adoption).

Adjourned at 4:45 p.m

Calendar for Curriculum and Senate for **Fall 2009**
BONH 330 3:00p.m.

Curriculum	Senate	Curriculum	Senate
September 3	September 10	September 17	September 24
October 1	October 8	October 15	October 22
November 5	November 12	November 19	*-no meeting:*
December 3	December 10 *Finals week*	*-no meeting: Finals*	*-no meeting: Finals*
SPRING 2010 **BONH 330 3:00 p.m.**			
Curriculum	Senate	Curriculum	Senate
	February 11	February 18	February 25
March 4	March 11	March 18	March 25
April 1	April 15	April 22	April 29
May 6	May 13	May 20	May 27

ESTABLISHMENT OF MINIMUM QUALIFICATIONS

Ms. Rachael Houghton
Ms. Houghton has been hired as a Nursing Instructor.

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.
- MSN, Nursing, UCLA
- 5+ years experiences as an RN
- Nursing 220 at UCLA – Instruction & Learning-Nursing

Therefore, it would appear that Ms. Houghton qualifies for the discipline(s) of:
- **Nursing**
- **Health** (qualified through holding a MSN in Nursing)

Ms. Tina Rorick
Ms. Rorick has been hired as a Nursing Instructor.

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.
- MSN, Nursing – Nurse Educator, California State University, Dominguez Hills
- 8+ years experiences as an RN
- 1 year experience teaching nursing courses at COC

Therefore, it would appear that Ms. Rorick qualifies for the discipline(s) of:
- **Nursing**
- **Health** (through holding a MSN in Nursing)

Mr. Lee Hilliard

Current discipline(s) on file: Computer Information Systems (Computer Networking)
Manufacturing Technology

Mr. Hilliard would like his qualifications reviewed for the vocational disciplines of Industrial Technology (Foundry Occupations), Electronic Technology (Radio, television, computer repair, avionics) and Computer Information Technology.

The minimum qualifications for the vocational disciplines are a bachelor's degree in any discipline and two years of experience in the discipline of assignment or an associate's degree in any discipline and six years of experience in the discipline of assignment.

The following information is provided for Lee Hilliard for an additional discipline assignment in Industrial Technology:

- M.S., Industrial Technology, California State University, Fresno
- 2 + years experience in Industrial Technology
  Allied Signal (1 Year) – Quality Engineer
  Paragon Precision Products (6.25 years) – Manufacturing Engineer

The following information is provided for Lee Hilliard for an additional discipline assignment in Electronic Technology:

- M.S., Industrial Technology, California State University, Fresno
- 6+ years teaching Computer Networking full-time at COC, which includes computer repair

The following information is provided for Lee Hilliard for an additional discipline assignment in Computer Information Technology:

- M.S., Industrial Technology, California State University, Fresno
- 6+ years at Paragon Precision that included work writing a software inspection program for space shuttle main components and training the quality department personnel on the use of the custom software, writing a custom software program for shop floor SPC data collection and training shop floor personnel and machine operators on use of the custom software and writing macros for automating tasks using Access, Excel and Unigraphics and interfacing shop floor equipment to computers for automated data input.
- 8 years at COC that included work creating several software programs for student use (practice certification test engine, subnet calculator) and training students on the use of the custom software and creating/maintaining two department websites.

It would appear that Mr. Hilliard meets the minimum qualifications for:

- **Industrial Technology**
- **Electronic Technology**
- **Computer Information Technology**

Ms. Kelly Burke

Current discipline(s) on file: Biology

The following information is provided for Kelly Burke for an additional discipline assignment in Education:

- Master's degree in Microbiology
- 3 semester units upper division education courses at San Diego State
    - EDTEC 0540 – Educational Technology
- 9 semester units of upper division education courses at the University of South Florida
    - EDG4620 – Curriculum and Instruction
    - SCE4320 – Teaching Methods in Mid Grade Science
    - SCE4330 – Teaching Methods Secondary School Science
- 8 semester units of lower division education courses at College of the Canyons
    - EDUC082 – Community College Teaching Tech
    - EDUC090 – Strat. Success/Online Teaching
    - EDUC091 – Case Studies in College Teaching
    - EDUC094 – Intr Online Teaching Strategies)
- 3 semester units of lower division education courses at Hillsborough Community College
    - EDF-1005 – Intro to Education
- 3 semester units of lower division development psychology class at Hillsborough Community College
    - DEP-1004 – Developmental Psychology
- **2 semester units (3 quarter units) of graduate education courses at California State University, Bakersfield**
    - **EDCI-520 – Instructional Strategies**

Equivalency #1 is currently accepted for the discipline of Education – Master's Degree in any discipline and 24 units of course work in the discipline of assignment. At least 12 of these units must be graduate or upper division. (The 24 units may have been either included or taken in addition to the master's degree.)

It would appear that Ms. Burke meets equivalency for :
Education

Dr. Kathy Flynn

Current discipline(s) on file: Chemistry

The following information is provided for Dr. Kathy Flynn for an additional discipline assignment in Nanotechnology:

- Ph.D., Chemistry, University of California, Davis

The following disciplines are accepted for Nanotechnology
Engineering, Physical Sciences, Physics/Astronomy, Chemistry, Biological Sciences

It would appear that Dr. Flynn meets the minimum qualifications for the discipline of:
- Nanotechnology

FRIENDLY, FUN, AND FASCINATING FACTS ABOUT FERPA

WHAT IS A FERPA?

FERPA is the Family Educational Records Privacy Act. Among other topics covered, FERPA regulates the release of student records.

WHAT RECORDS ARE COVERED BY FERPA?

In general, you can not release ANY academic information to a third party without the approval of the student.

So, unless you have the student's permission, you **cannot**
- Tell someone what grade a student has
- Tell anyone if the student has been attending class

WHAT ABOUT PARENTS?

Age of a student is not important to FERPA. As soon as a student is registered in your class, they are covered by FERPA, regardless of their age.

If a parent says "*you need to give me his grade...he is a high school student, and the school always tells me their grades*", or, "*is my kid showing up to your class or skipping",* your response should be "*Under FERPA, the law prohibits me from releasing that information to you."*

WHAT IF THE PARENT YELLS AT ME?

Give them Jasmine Ruys phone number (362-3466).

WHAT ARE OTHER WAYS I MIGHT INADVERTENTLY VIOLATE FERPA?

Some possible problems could occur by
- Placing graded papers in a box outside of your classroom and office (anyone could discover another student's grade)
- Spreading graded tests on the front of the classroom desk (unless you put the grades on the inside cover of the bluebook)
- Posting grades on a wall with students listed in alphabetical order, or by listing under student id numbers

CAN I REFER TO A STUDENT'S GRADE IN A REFERENCE LETTER?

Where did the request come from?
- If it is a form that asks for a student's grade, and the student gave you the form, you are in good shape, but to be sure you may want to ask the student for a signed release so that you can reference the grade.;
- If the student requests a written letter of recommendation, you should ask if he wants you to mention his grades;
- If a third party asks you directly, do not please any information.

ARE THERE ANY EXCEPTIONS TO FERPA?

There is a small list of information that the DISTRICT can reveal without getting prior approval from the student (e.g., dates of student was registered in the college). Remember, this is information that the DISTRICT can provide. If asked by someone other than a student for any information, it is best to direct them to Admission and Records.

THIS IS FASCINATING! WHERE CAN I LEARN MORE ABOUT OF FERPA?

Although you can contact the Senate President for general FERPA questions, Jasmine Ruys is by far the best on-campus contact for FERPA facts.

Program Review
Version 2 Status Update
(As of August 25, 2009)

1. Accomplished:
   a. Re-organize the entire Program Review internal framework/structure
   b. Database:
      i. migration (from MS-ACCESS to MS-SQL.) – Final migration after 2a is done
      ii. Update database fields with respects to the changes made on version 2
      iii. Increase character limit in SLO cell to 100 words (or 1000 characters if can't do 100 words).
   c. Enhancement/New feature:
      i. Test to make sure all text boxes expand, including when printed.
      ii. Assume users will print in landscape.
      iii. Edit SLO/AUO cells, keeping the ability to add and delete rows.
      iv. JavaScript to count words to limit SLO.
         *Copy/Paste: can JS count words?
         *What about JS check when saving or submitting to produce error/pop-up and not submit/save if too many words?
         *We can enforce the new ones. But if they modify the existing ones, it will be truncated.
         *Also, during editing, if words are inserted in the middle to a point that the total number of words exceeds the limit, it will begin to truncate from the end.
      v. Test copy/paste into limits. Does it truncate text? (YES)
      vi. Add the following sections to Academic Program Review (can be just like the non-instructional counterpart.)
         1. "Connection to Educational and Facilities Master Plan", and
         2. Additional Accomplishments. [They can be just like the NIPR.]
      vii. Change font colors or styles in order to distinguish between questions and answers on a black/white printout
      viii. Check printout to make sure text is not too small to read.
      ix. Print version should be landscape to accommodate larger SLO cells.
      x. Increase font size/check uniformity.
      xi. Move AUO/SLO logically before the objectives…. Right after the data table
      xii. BM submits PR; DD approves it and it goes directly to EC for viewing without waiting for entire division to be submitted.
      xiii. BM submits BAR; DD must wait for all departments in division to submit BAR before DD can start ranking.
EC must wait until all divisions in division to submit BAR before EC can start ranking.

2. Work in Progress: (Noris will have roughly 30 days to work on the following updates. Decided to just go in the current order already established in the list.)
   a. Archive completed 2008 program reviews: (3-5 business days)
      i. on the intranet for other departments to review. (after we close the current APR application)
   b. Mike:
      i. will contact WebCMS contractor to see if we can extract data for SLO course table, and add all courses in SLO course table that may currently be missing

and are still active in WebCMS. Have adult hourly pre-populate the SLOs from WebCMS for these courses.

c. Org Charts: (5-7 business days) - (50% done, WIP)
    i. Add ability to remove org charts.
    ii. Pre-populate with an org chart from Sherilyn. Investigate some software that would enable people (with little to no training) to propose changes to the org chart without actually changing Sherilyn's. Simplest approach may be to have them mark up a hard copy, scan it, save as .pdf, and attach pdf. Tammie could help with the scanning and attachment. (Not Yet Started)

[Note: since the migration from ACCESS to SQL, this module was broken and needs to be reworked.]

d. Email Module: (2-4 4-6 business days) (Not Yet Started)
    i. Email reminders should have short delays or be in real time.
    ii. System will send out weekly reminders to people who have not submitted their program reviews for the last four weeks. (need the turn-off date(s)) (Start date for email will be Feb. 1st. Will continue to get email once a week until the Program Review is completed.)

e. Enhancement/New feature: (~ 30-35 business days)
    i. Break the PR into multi-pages/screens but allow user to print entire PR w/ single print action. Allow user to "jump" between "sections/screens" of PR. Divide the program review into sections. Add navigation bar on left, with a button for each section. Add buttons to save. Log off. Submit. (5-7 days) (50% done, WIP)

[Due to some technical issue, we will use tabs on the top rather than navigation bar on the left.]

    ii. Add spellchecker. (2-4 days) (10% done, WIP)
    iii. Indicate which sections are optional and which are required in the left navigation bar. (1-2 day) (Not Yet Started)
    iv. BM is only one that can "submit" the PR to the division level (2-4 days)
    v. Add screen that enables everyone to see where the program review is in the process (being edited, approved by DD, and approved by EC). Also, screen for status of BAR (same as program review, plus adopted/not adopted and comments). Add additional fields to track approval at each level in order to distinguish overall status. (4-6 days)
    vi. Each person should only submit or approve once. E.g. once BG submits ID, it should not need approval. Once JT submits IT/AV, BG should only approve once. Once all program reviews in a division are approved, the person is prompted to complete to the ranking. Same for EC. (7-10 days)
    vii. Make way for faculty users to have read access to PR for the respective form(s). Possibly have a single login for editing in the department (like a Math Department login). (3-5 days)

f. Further discussion on the followings:
    i. Eliminate the select role screen. (Skip this, if there is Main Menu for easy navigation??) (add submit or approve)
    ii. Add drop down menu for selecting program reviews, rather than needing to exit and re-enter. (Skip this, if there is Main Menu for easy navigation??)

iii. Make it easier for users to change roles, departments, divisions, etc. w/o having to exit the system or use the back button. (Skip this, if there is Main Menu for easy navigation??)

iv. Convert to PDF option? (Last priority)

v. Allow DD and EC to flag/check each question, section, area and add comment for each flag. (It is potentially a pretty sizable project by itself.)

The idea is to allow more granular control over the commenting from the higher level to the lower level. When the higher level kicks it back to the lower level, there are more detailed comments and indicators of what needs to be changed.

Investigate a track changes feature or comments next to the item during the review (rather than only allowing general comments when "returning for revisions").

vi. Expand instructions. Consider hyperlink to allow users to get additional instructions. (How extensive is this one?) (Lower Priority)

vii. Enable more than one person to edit.

No need to track individual user changes per Barry. Barry was OK with the fact that the software/program would not be responsible for policing the content of the PR. Essentially, any authorized user could go in and wipeout the whole PR and the program would not identify who it was that did it. (Should the 'editor' be assigned as it goes or do we want the web app to let BM have ability to select on the fly?) (Lower Priority)

viii. Give Donna administrative access to budget reports so she can explain revisions and add other comments. (I need to work with Donna the exact spec.)

g. Daylene: (1 business day for the actual upload process)

i. Pre-populate supplies cell in table with expenditures in fund 11 and 12.

h. Donna: (TBD)

i. DH will work with SC to develop a vetting process for forced costs.

ii. Provide adopted budget, budget submitted by department, tentative budget, and adopted budget with comment column.

i. Budget Section: (~ 20-28 business days)

i. Forced costs don't need to be tied to a department objective, but they can be. (4-5 days)

ii. For each BAR, BM needs to indicate if it's a forced cost (including the category). If it's a FC, it's not ranked. (5-7 days)

iii. DD and EC only rank requests, not forced costs. (2-3 days)

iv. Add ability for Donna to upload new budget data… tentative, adopted, revised, etc. Include a comments field for each line item for each budget data upload.

Administrative, back-end page (7-10 days)

v. Add forced cost (4 FC types) drop-down to augmentation requests and Equip. Requests. (2-3 days)

j. Senate:

i. Invite volunteers to Beta test prior to October.

k. Training:

i. Training will be offered in August, October, and November.

ii. Training will be conducted by Budget Development and Institutional Development jointly.

Proposed Revision, Concurrent Enrollment

Under Board Policy, *Those areas in which the Board of Trustees will "rely primarily on" the advice and judgement of the Faculty Senate include… the establishment of standards and policies regarding student preparation and success"*

The following Board Policy proposal relates to student preparation and success, and is presented to the Senate for consideration.

BP 5010. Admissions and Concurrent Enrolment

Reference:
   Education Code Section 48000, 48800.5, 48802, 76000, 76001, 76002, 76300

5010.1   Definitions

   A. Advanced scholastic or vocational work is identified as College of the Canyons degree applicable course work.

   B. Special part-time student is identified as a concurrent high school student enrolled in 11.0 college units or less.

   C. Special full-time student is identified as a concurrent high school student that has been released by the high school to attend college full-time and enroll in 12.0 units or more.

   D. Highly gifted student would be a student in K- 8 10 that has a score of 150 or higher on the most current version of the WISC intelligence test.

5010.2   Any person applying for admission to the college must qualify under one of the following:

   A. Be a graduate of high school, passed the California High School Proficiency Test, have a GED, or have a Certificate of Completion from high school.

   B. Be 18 years of age or over and be capable of profiting from the instruction offered.

   C. Be eligible for admission as a special student pursuant to Sections 48800, 48800.5, 48802, 76001, and 76002 of the California Education Code.

      1. Pursuant to California Education Code Section 48800 (a) students must be approved by their high school principal or designee for "advanced scholastic or vocational work," and identified as a special part-time or full-time student

      2. Pursuant to California Education Code Section 48800 (b) may be admitted from K- 8 10 if identified as "highly gifted"

      3. Pursuant to California Education Code Section 76002 (a) and (b)(3) may be admitted as a special part-time or full-time student if:

         a) The class is open to the general public, and

         b) The student is currently enrolled in grades 9 11 – 12. Exceptions may be made for some special programs and course work, and

         c) The student has demonstrated eligibility for instruction by completing orientation and assessment at the appropriate college level,

5010.3 The College may restrict admission in some courses and programs. (For policy on foreign students, see Santa Clarita Community College District Policy Manual Section 508).

5010.4 Students enrolled in grades 9 11-12 in a public or private school district may apply for admission to the College upon submitting an approved Special Admit form as well as an Authorization to Consent to Medical Treatment form and any other forms as deemed necessary. Home school programs for grades 9 11– 12 must meet state guidelines for special admit students to apply for admission.

5010.5 Pursuant to California Education Code Section 76001 (d), specially admitted part-time students may not enroll in more than 11 units per semester.

5010.6   Pursuant to California Education Code Section 76300 (f) specially admitted part-time students enrolled under Section 5010.3 above may be exempt from payment of the enrollment fees, per special action of the Board. All other appropriate fees shall be assessed.

   A.   Specially admitted students released from their high school to attend College of the Canyons, full-time, must pay the enrollment fee and all other appropriate fees as assessed.

AP 5010 Admissions and Concurrent Enrollment

Reference:

   Title 5 Section 54010

1. After meeting the admission criteria in Board Policy 5010.2 (A) and (B), prospective students, 18 years of age or older, must submit an application for admission prior to the semester/term for which they wish to enroll in classes.
   a. According to Title 5, section 54010, students returning to College of the Canyons after an absence of one semester or more, must re-submit an application for admission to meet California residency requirements.
2. To meet criteria in Board Policy 50l0.2 (C) part-time and full-time high school students must complete the following procedures to be admitted to College of the Canyons.
   a. Be currently enrolled in grades 11 12 at a public or private high school in California.
   b. After meeting all requirements that apply to students enrolled in grades 11-12, students applying for admission from grades K- 10 must also submit a score of 150 or higher on the current version of the WISC intelligence test to qualify as "highly gifted" and be admitted.
   c. Home school programs must meet state guidelines for prospective students to be admitted. Programs deemed eligible must meet one of the following criteria: (1) The home school program must be affiliated with a county department of education program, (2) must be taught by a person holding a California teaching credential, or (3) must hold a current private school affidavit filed with the State Superintendent of Public Instruction.
   d. All prospective students planning to attend must submit an application for admission prior to the registration deadline each semester/term for which they plan to enroll in classes.
   e. Prior to the first semester/term of enrollment, all prospective students must complete the assessment process with a score that makes them eligible for MATH 070, Intermediate Algebra and ENGL 091, Introduction to College

Reading and Writing.

    f. Prior to the first semester/term of enrollment, all prospective students must complete an orientation session by the registration deadline for specially admitted students.

3. According to section 50l0.3, admissions personnel will determine which students will be eligible for admission to College of the Canyons.

4. According to section 5010.4, once approved for admission, all eligible specially admitted students must be recommended for each class for which they plan to enroll by the appropriate high school principal or designee. This information must be presented at the time of registration.

    a. Each potential student must submit a complete special admit form with appropriately recommended College of the Canyons degree applicable courses, as well as appropriate signatures by the student, parents or guardians, and high school principals, counselors or designees.

    b. Each potential student must submit an Authorization to Consent to Medical Treatment form and any other form deemed necessary with appropriate signatures included.

    c. Home school students must follow the same procedures as outlined above. To meet required signatures for high school designees, private school authorities or administrators may be considered a designee, the high school or program administrators the student is affiliated with may be considered a designee, or the person holding the California teaching credential may be considered the designee.

    d. Students currently in 11th and 12th grade will register using a priority system, which is published each semester.

    e. Specially admitted students are restricted from taking the following courses:
        i. HRMGT 226 - Food and Wine;
        ii. HLHSCI 151 - Emergency Medical Technician 1
        iii. Physical Education and Recreation courses (except AOC students)
        iv. The following courses require filing a contract and waiver of liability as well as departmental consent for specially admitted students to enroll: all welding and manufacturing classes.

    f. Students participating in the Santa Clarita Valley Youth Orchestra program must follow the same requirements as other specially admitted students, except the district waives the grade level requirement for students taking the music classes in this program.

    g. Students participating in the Academy of the Canyons middle college program will attend an orientation conducted by AOC and COC. AOC students will take the assessment tests prior to their junior year of high school. Academy of the Canyons students will not be restricted from enrolling in any College of the Canyons class for which they are otherwise eligible and will be exempt from enrollment fees.

    h. The Academic Senate will approve future program and/or course restrictions and exceptions.

5. According to section 5010.5, specially admitted part-time students may not be enrolled in more than 11.0 units per semester/term.

    a. Specially admitted full-time students may be enrolled in 12.0 units or more per semester/term upon submission of a letter from their high school releasing them to attend College of the Canyons full-time instead of attending their respective high school.

6. Once registered in classes, specially admitted part-time students must pay all enrollment fees and other appropriate fees each semester/term.
   a. Once registered in classes, specially admitted students released from their high school to attend College of the Canyons full-time must pay all fees assessed, including the enrollment fee.

AP 5010 Admissions and Concurrent Enrollment

Reference: *Title 5 Section 54010*

1. After meeting the admission criteria in Board Policy 5010.2 (A) and (B), prospective students, 18 years of age or older, must submit an application for admission prior to the semester/term for which they wish to enroll in classes.
   a. According to Title 5, section 54010, students returning to College of the Canyons after an absence of one semester or more, must re-submit an application for admission to meet California residency requirements.
2. To meet criteria in Board Policy 50l0.2 (C) part-time and full-time high school students must complete the following procedures to be admitted to College of the Canyons.
   a. Be currently enrolled in grades 11 12 at a public or private high school in California.
   b. ~~In addition to meeting the rest of the~~ After meeting all requirements that apply to students enrolled in grades ~~9~~ 11-12, students applying for admission from grades K- ~~8~~ 10 must also submit a score of 150 or higher on the current version of the WISC intelligence test to qualify as "highly gifted" and be admitted.
   c. Home school programs must meet state guidelines for prospective students to be admitted. Programs deemed eligible must meet one of the following criteria: (1) The home school program must be affiliated with a county department of education program, (2) must be taught by a person holding a California teaching credential, or (3) must hold a current private school affidavit filed with the State Superintendent of Public Instruction.
   d. All prospective students planning to attend must submit an application for admission prior to the registration deadline each semester/term for which they plan to enroll in classes.
   e. Prior to the first semester/term of enrollment, all prospective students must complete the assessment process with a score that makes them eligible for MATH 070, Intermediate Algebra and ENGL 091, Introduction to College Reading and Writing.
   f. Prior to the first semester/term of enrollment, all prospective students must complete an orientation session by the registration deadline for specially admitted students.
3. According to section 50l0.3, admissions personnel will determine which students will be eligible for admission to College of the Canyons.
4. According to section 5010.4, once approved for admission, all eligible specially admitted students must be recommended for each class for which they plan to enroll by the appropriate high school principal or designee. This information must be presented at the time of registration.

a. Each potential student must submit a complete special admit form with appropriately recommended College of the Canyons degree applicable courses, as well as appropriate signatures by the student, parents or guardians, and high school principals, counselors or designees.

b. Each potential student must submit an Authorization to Consent to Medical Treatment form and any other form deemed necessary with appropriate signatures included.

c. Home school students must follow the same procedures as outlined above. To meet required signatures for high school designees, private school authorities or administrators may be considered a designee, the high school or program administrators the student is affiliated with may be considered a designee, or the person holding the California teaching credential may be considered the designee.

d. Students currently in 11ᵗʰ and 12ᵗʰ grade will register using a priority system, which is published each semester.

e. Specially admitted students are restricted from taking the following courses:
   i. HRMGT 226 - Food and Wine;
   ii. HLHSCI 151 - Emergency Medical Technician 1
   iii. Physical Education and Recreation courses (except AOC students)
   iv. The following courses require filing a contract and waiver of liability as well as departmental consent for specially admitted students to enroll: all welding and manufacturing classes.

f. Students participating in the Santa Clarita Valley Youth Orchestra program must follow the same requirements as other specially admitted students, except the district waives the grade level requirement for students taking the music classes in this program.

g. Students participating in the Academy of the Canyons middle college program will ~~follow the same assessment and orientation process as other specially admitted students.~~ attend an orientation conducted by AOC and COC. AOC students will take the assessment tests prior to their junior year of high school. ~~However~~ Academy of the Canyons students will not be restricted from enrolling in any College of the Canyons class for which they are otherwise eligible and will be exempt from enrollment fees.

h. The Academic Senate will approve future program and/or course restrictions and exceptions.

5. According to section 5010.5, specially admitted part-time students may not be enrolled in more than 11.0 units per semester/term.
   a. Specially admitted full-time students may be enrolled in 12.0 units or more per semester/term upon submission of a letter from their high school releasing them to attend College of the Canyons full-time instead of attending their respective high school.

6. Once registered in classes, specially admitted part-time students must pay all enrollment fees and other appropriate fees each semester/term.
   a. Once registered in classes, specially admitted students released from their high school to attend College of the Canyons full-time must pay all fees assessed, including the enrollment fee.

DATE: April 23, 2009

TO: Michael Dermody/Academic Senate President

CC: Diane Fiero, Assist. Superintendent/VP of Human Resources

                     Donna Voogt, Director of Human Resources

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

SUBJECT: Change to minimum qualifications and equivalency – Nursing (Clinical Practice)

The Human Resources office would like to submit the following on behalf of the Nursing Department to the Academic Senate for review.

Currently, the minimum qualifications for Nursing (Clinical Practice) are:

> Two years of experience in that discipline with any Bachelor's degree or better and any certificate or license required to do that work OR six years of experience in that discipline with an Associate's degree and any certificate or license required to do that work.

They would like to request that the following language be added to the minimum qualifications:

> Two years of experience in that discipline with any Bachelor's degree or better and any certificate or license required to do that work OR six years of experience in that discipline with an Associate's degree and any certificate or license required to do that work **OR the minimum qualifications as set by the Board of Registered Nursing, whichever is higher.**

Currently, the department also has an approved equivalency #10 but has requested that we remove it and no longer accept it.

> Equivalency #10- Diploma in Nursing with 6 years of experience in that discipline

With each new instructor, the Nursing department has to also submit information regarding our new hire to the BRN to receive their approval. The BRN's requirements are currently higher than the minimum qualifications set by the State Chancellor's Office.

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

CURRICULUM COMMITTEE SUMMARY
MAY 21, 2009   **3:00 pm – 5:00 pm**

Items on "Consent" are recommended for approval as a result of a Technical Review meeting that took place on 4/28/09:

Audrey's House

NEW ISA COURSE on consent:

Subject	#	Title	Description of action	Author
FIRETC	272A	Fire Command 2E	2.25 units, 40 lecture contact hours, cl. size 40, UC applicable, no repeats, letter grade, Firefighter pre-req. - **Approved**	S. Dixon

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
ADMJUS	291PD	Los Angeles Police Reserve Officer Level III Training	**Change from 3-4.5 variable to 9 fixed units, change from 54-81 lecture to 142 lecture and 44 lab contact hours, change from unlimited to no repeats, add SLO's,** modify descriptions, Objectives & Content, and add a text - **Approved**	R. Burns
ADMJUS	292PD	Los Angeles Police Reserve Officer Level II Training	**Was ADMJUS-292, change from variable 3-6 to fixed 14 units, change from 54 -108 lecture to 228 lecture and 60 lab contact hours, change from unlimited to no repeats, add ADMJUS-291PD pre-req., add SLO's,** modify descriptions, Objectives & Content, and add a text - **Approved**	R. Burns
ADMJUS	293PD	Los Angeles Police Reserve Officer Level I Training	**Change from 5 to 17.5 units, change from 90 lecture to 275 lecture and 95 lab contact hours, change from unlimited to no repeats, add ADMJUS-292PD pre-req., add SLO's,** modify descriptions Objectives & Content and add a text - **Approved**	R. Burns
HLHSCI	100	Health Education	**Add SLO's,** modify Objectives & Content, and update texts - **Approved**	R. dos Remedios

MODIFIED PREREQUISITES:

Subject	#	Title	Description of action	Author
ADMJUS	292PD	Los Angeles Police Reserve Officer Level II Training	ADMJUS-291PD prerequisite	R. Burns
ADMJUS	293PD	Los Angeles Police Reserve Officer Level I Training	ADMJUS-292PD prerequisite	R. Burns

NEW PREREQUISITE:

Subject	#	Title	Description of action	Author

| FIRETC | 272A | Fire Command 2E | Firefighter prerequisite | S. Dixon |

STAND ALONE COURSE:

Subject	#	Title	Description of action	Author
FIRETC	272A	Fire Command 2E		S. Dixon

DISCUSSION ITEMS:

1) Supplemental instruction: English and math faculty are exploring how to offer supplemental instruction (which will not go through the Curriculum Committee review process). The faculty and administration are still developing the model for this type of instruction.

2) ISA/Noncredit Tech Review: Out of concern for the backlog of "regular" proposals in need of review but bumped due to the volume of ISA, the committee explored the possibility of having separate ISA/Noncredit review meetings. It was determined that a separate Technical Review meeting for ISA and Non Credit courses was not feasible. During this discussion it was decided that COC should have a unique prefix for Fire Tech courses that are strictly limited to our ISA population: FIRE. This should happen ASAP (not only when new courses are proposed or as existing ones are up for review). Also, all existing ADMJUS courses intended only for our ISA population should also be rolled over to the prefix: PUBSAF.

3) Revised SLO's: The Committee is considering the following: if Objectives and Course Content haven't changed, then SLO's can be modified via a Technical Change Memo. We will consult with the SLO Coordinator for input before implementing this new practice.

4) Ann Lowe asked for a list of faculty serving on the Committee who would be available over the summer to participate in Tech Review.

5) Music 108 is approved to meet the General Education Humanities requirement for students seeking a degree in Paralegal Studies.

6) The committee also discussed the possibility of requiring new faculty to attend a Curriculum Training workshop before being given their WebCMS username and password. Ann Lowe will talk with the faculty coordinating new faculty orientation about this possibility.

Carlson, Kerry – Curriculum Coordinator/Non-voting member	present	Jacobson, Joan – Student Services	present	Brill, David – Fine & Performing Arts	present
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	present	Stanich, Diana – Physical Education & Athletics	absent	Blake-Jones, Michele – Noncredit	absent
Hilliard, Lee – Member at Large	absent	Lucy, Nicole – SS&Business	present	Marenco, Anne – Member at large	present
Benedicto, Alto – Math & Science	present	Parker, Catherine – Adjunct	present		