

**Academic Senate Agenda
April 29, 2010
3:30 p.m. CCC 405**

I. ROUTINE MATTERS

1. Approval of Senate summary for March 25, 2010 and April 15, 2010 (Pages 2-3)
2. Approval of Curriculum summary for April 1, 2010 (pages 16-17)
3. Approval of Curriculum summary for April 15, 2010 (pages 18-19)
4. Confirmation of Senate elections
 - Edel Alonso, President
 - David Andrus, Vice President

II. REPORT/UPDATE

5. "Principle of rotation" (pages 4-5)
6. CCC update
7. Professional Development
8. Celebration on May 27 meeting at 3:00 p.m. in the PAC
9. Field Trips & Excursions

III. DISCUSSION/ACTION ITEMS

10. Confirmation of Department Chair Elections (page 6)
11. Intellectual Property (pages 7-14)

IV. DISCUSSION ITEMS

12. Campus Safety
13. Plagiarism (page 15)
14. Program Review Committee
15. Collegial Consultation Committees
16. End of year calendar

V. OPEN FORUM

The next Senate meeting will be **May 13, 2010**
As always everyone is welcomed.

Academic Senate Summary**March 25, 2010**

Attendance: Michael Dermody, Ann Lowe, James Lorigan, Tammera Rice, David Andrus, Lee Hilliard, Stan Wright, Michael Sherry, Jose Martin, Fred D' Astoli, Deanna Riveira, Michelle LaBrie, Patti Haley, Wendy Brill, Joan Jacobson, Edel Alonso, Lea Templer, Jennifer Brezina and Barry Gribbons

The consent calendar was approved, which included the Academic Senate summary for March 11, 2010; the Curriculum summary; and the designation of the SLO committee as a regular Senate subcommittee.

CCC Update: On March 15 the District met with the Barnes and Noble to discuss plans for Buy Back and distribution of online book orders at the CCC (historically about 2/3 of the students at CCC also take classes at Valencia campus, and so can also purchase their books on the Valencia campus). The latest Student Survey indicates that a majority of students prefer to order their books online. With that in mind, arrangements were made with Barnes & Noble for buyback and distribution on June 1 – 3, June 7-8; and August 18 – 26. Scantron availability in the vending machines has been increased, and the machines now accept credit/debit cards (scantrons can also be purchased through the Student Business Office Monday through Thursday). .

Intellectual Property Rights were reviewed in a “discussion only” paper, looking at possible policies and procedures toward Intellectual Property Rights, with some additional revisions. Discussion will continue throughout the semester.

The SLO Committee would appreciate need feedback and questions. They are reviewing software packages for SLOs and will preview the finalists with the full Senate. They are also working on a strategic plan and time lines for departments and college institutional SLO. The committee was thanked for all of the hard work it has been doing.

May 27th Senate collegial celebration the paperwork will be going out regarding the celebration. It will be in the PAC starting at 3:00 p.m. The Board/Foundation will be providing food. We need about five people to help out. Please let Michael know if you are interested.

Pictures of emeriti faculty in BONH 330 – it was suggested that we identify, perhaps with a “sticker”, the charter faculty members.

Chair Elections are currently underway. The Senate may be asked to define “principle of rotation” if there is a tie vote for a specific department chair position.

Minimum Qualifications and the Associates Degree; There is a discussion at the Statewide Senate level to revise the Minimum Qualifications for those disciplines where a Masters Degree is not normally or readily available. Currently, the minimum qualifications for those disciplines indicate a MINIMUM of an Associate's Degree OR the equivalent. A resolution will be going before the Statewide Senate that, if successful, will declare that there is NO such thing as an equivalent for an Associate's Degree. Based on faculty input and discussion, there was a general consensus that it would be best to stay with the status quo.

Reminder; graduation will be slightly different for the 40th Anniversary. Representatives from each year will also be coming down the aisle with the year they were at COC. This should not add any more time to graduation.

Adjourned at 4:35 p.m.

**Academic Senate Summary
April 15, 2010**

Attendance: Michael Sherry, Fred D’Astoli, Joan Jacobson, James Lorigan, Miriam Golbert, Edel Alonso, Deanna Riveira, Brandon Hilst, Claudia Acosta, Lee Hilliard, Leslie Carr, Deanna Davis, Ana Palmer, Jennifer Brezina, Lea Templer, Chris Blakey, Pamela Borrelli, Cindy Stephens, David Andrus, Jose Martin, Ann Lowe, Wendy Brill and Michael Dermody (arrived late)

The Senate called to order by Fred D’Astoli (Michael Dermody was delayed and arrived late)

Reminder that the next Senate meeting for April 29, 2010 will be held at the CCC site in Room 405 starting at 3:30 p.m.

Faculty Development Committee, represented by Deanna Davis and Leslie Carr, presented a proposed application for Individual FLEX projects. There was a great deal of discussion and concerns provided. The Professional Development Committee will review and amend the proposal in light of the Senate’s concerns.

Program Review Committee made a report. Jennifer Brezina gave an update on the remaining “open issues” of the Program Review committee. There was discussion – and concerns – over the concept of a “peer review” process as part of Program Review. Jennifer will share the concerns of the Senate with the Program Review Committee.

Department Chair Election Procedures were discussed. There is a tie in the department chair election for one department. With no department names being given, the question was on the phrase “principle of rotation”. There was a great deal of discussion, including requests to have additional research to see what other campuses would do in similar situations. There was a general consensus that Chris Blakey, COCFA President, would check with the CTA Consultant for advice on this contractual issue, and that the Senate would abide by the results of that discussion.

Adjourned at 4:53 p.m.

TO: Chris Blakey
FROM: Michael Dermody
RE: Geography/Geology election

According to the COCFA Contract, the election of Department Chairs is conducted by the Academic Senate. Should there be a tie, the Senate will implement the “policy of rotation”. Since we never had a tie before, this clause was never implemented. However, this Spring there is an election that has resulting in a tie: the vote for Geology/Geography chair was a 1-to-1 tie.

Before the Senate implemented the “principle of rotation”, a discussion was undertaken to clarify the meaning of that phrase. During these discussions, no departments or individuals were named. The goal was to have a determination made on principle, rather than based on individuals.

The case before the Senate was portrayed as a two-person department, one of whom has served as chair and one who has never been chair before. Both individuals had lengthy discussions with each other to see if there could be an accommodation. Unfortunately, a resolution was not reached, and both individuals retained their desire to serve as chair of the department. The next step was to bring the issue before the full Senate.

It had been suggested that the Senate look at tenure status of the challenger, as well as the evaluations of the current chair. However, the COCFA contract lists the requirements for department chair, and nowhere is tenure or evaluation a condition to run and serve as chair. The Senate does not have the right to unilaterally add additional qualifications to any negotiated agreement between the District and COCFA

It was suggested that the Senate conduct an interview of the two candidates. Again, interviews are not listed as an acceptable method in the COCFA contract. Furthermore, interviews held by non-department members would undermine the principle of the full-time faculty selecting the chairs of their respective departments.

It was suggested that we canvass the adjunct faculty members in the department. Again, that is not listed in the contract, and it would undermine the principle that department chairs are selected by full-time faculty.

It was suggested that we consider “flipping a coin” to determine the chair. However, it was pointed out that a coin-flip would be implementing the principle of random chance, and not the principle of rotation.

It was suggested that we let one individual serve for the first term, and then the other individual serve the second term. However, that would, in effect, “lock up” the position for the next four years (e.g., Individual A would be chair for the term of 2010-2012, and then individual B would follow as chair for 2012-2014). There was unease at setting a situation where we would, in 2010, be predetermining the election for 2012. How do we know that the second person would still want to be chair at that time? What if the department grew in the interim – would the new member be deprived of the right to vote for a chair in 2012 because of an arrangement made in 2010?

It was also suggested that we “split” the term, letting each individual serve for ½ of the two-year term. After some discussion, it was the general consensus that a year would not provide enough learning time for a new chair (In addition, we did not even broach the topic of how to decide who would go first). Most important, however, is that the COCFA Contract does not provide for “split” terms.

It was argued that the intent of “principle of rotation” seemed to indicate that the intent was to provide an opportunity for all interested parties to have the chance to serve as department chair. Thus, in the case of a tie between an incumbent chair and a challenger who had never been chair, the challenger should be given the department chair position for the upcoming term. When the term ended in two years, there would be another election.

Such a system would not be unprecedented - There is a system currently in place to determine priority for sabbaticals: those never having had a sabbatical have precedence over those who have had sabbaticals. This allows for a “rotation”, allowing the opportunity for sabbaticals for those individuals who have not yet had a sabbatical.

However, just to ensure that we were on sound footing, it was requested that we check out other colleges to see if there was any similar situation. A short but intensive research by a member of the Senate revealed that, although there was a wide variety of different options and procedures for department chair selection, none were similar to what is described in the COCFA Contract.

It was also suggested that we ask the local CTA Consultant for her input and advice. At the conclusion of the Senate meeting, there was consensus that we would abide by the interpretation of the CTA Consultant.

On Friday, Chris Blakey, the COCFA President, met with the CTA Consultant and discussed the situation. She indicated that it was not problematic to interpret the "principle of rotation" to mean the non-incumbent chair would have priority over the incumbent chair.

It should be noted that the Senate did agree that this scenario would not work if there was a tie between two NON-incumbent chairs (and various similar permutations). It was understood that we were discussing an incumbent chair that was tied with a faculty member who had never served as chair.

It was also noted that the Senate urges COCFA and the District review the Chair election procedure to provide for further clarification at the next round of negotiations.

As such it is determined that, using the principle of rotation, Vince Devlahovich should be the Geology/Geography Department Chair for the 2010-2012 term.

Department Chair Elections

Under the COCFA Contract, the Senate administers the elections for department chairs.

Below are the results of those department chair elections that have been completed. Any changes in the chairs are indicated with **large, bold font**

The departments listed are those indicated in the current COCFA Contract.

<u>Department</u>	<u>Name</u>
Adm. Jus Real	Robert Brode
Am. Sign Lang.	Deborah Gear
Animation	Jeffery Baker
Anthropology	Richard Martinez
Art	James Lorigan
Biology	Miriam Golbert
Business	Robert Maxwell
Chemistry	Rebecca Eikey
Cinema	Gary Peterson
CIT	Melanie Lipman
Comm. Studies	Victoria Leonard
Computer Networking	Lee Hilliard
Computer Science	Doug Forbes
Counseling	Edel Alonso
Dance	Phylise Smith
ECE	Cindy Stephens
Economics	Lea Templer
Engineer	David Martinez
English	Jennifer Brezina
ESL	Heather MacLean
Fire TECH	Steve Dixon
Geology/Geography	Vince Devlahovich

<u>Department</u>	<u>Name</u>
GMD	Mark Daybell
Health Science	Patti Haley
History	Brad Reynolds
HRM	Kevin Anthony
Interior Design	Dorothy Minarsch
LMT	Isao Uesugi
Mathematics	Michael Sherry
MFGT	Regina Blasberg
Modern Languages	Claudia Acosta
Music	Bernardo Feldman
Paralegal	Nicole Lucy
Physics	--vacant--
Nursing	Sandy Carroll
Philosophy	Chris Blakey
Photography	Wendy Brill
Political Science	David Andrus
Physical Education	Garrett Tujague
Psychology	Deanna Riveira
RTVF	Jon Amador
Sociology	Anne Marenco
Theatre	Paul Wickline
Welding	Tim Baber

BP XXXX Intellectual Property Rights

Reference: Education Code Section

Introduction

The District recognizes and encourages the intellectual scholarship and academic creativity of employees as an inherent part of the educational mission of the college

The District, the Academic Senate, and all other campus constituent groups believe that the public interest is best served by creating an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while still retaining for the college reasonable access to, and use of, the intellectual property for whose creation the college or university has provided assistance.

It is in the interest of the District, the Academic Senate, and all other campus constituencies to protect and promote the right of employees to benefit from their scholarly work, and to avoid copyright disputes by facilitating advance agreement between employees and the District regarding ownership and use of scholarly works.

1. Definitions

A. Author or Creator

Means an individual who alone or as part of a group of other creators, invent, author, discover, or otherwise create intellectual property.

B. Employee

Means an individual employed by the District, and shall included full-time and part-time faculty, classified staff, student employees, appointed personnel, persons with "no salary" appointments, and academic professionals, who develop intellectual property using District resources, unless there is an agreement providing otherwise.

C. Intellectual Property

Intellectual Property rights refer to works that may be eligible for copyright protection. This includes, but is not limited to:

1. course materials such as course handouts, syllabi, lecture notes, student exercises, workbooks, study guides, laboratory manuals, multimedia programs, tests, literary works,
2. books, articles, fictional or non-fictional narratives, reviews;
3. dramatic and musical compositions, poetry, and choreography
4. complete online courses including those created with a course management system

5. other course materials related to online courses or web-related materials
6. analysis (e.g. scientific, logical, opinion or criticism),
7. works of art and design, including pictorial, graphic and sculptural works, photographs, films, video and audio recordings
8. computer-based programs and media (e.g. software or computed code of their representation in forms such as CD-ROM, video disk, compressed video, digital, web-based material and the like),
9. Architectural and engineering drawings.

D. Form of Intellectual Property

Intellectual Property works may be found in:

1. Any enduring medium (for example, print, film, or digital media, etc.), or
2. Digitally encoded works that can be stored on computer-readable media, manipulated by computers, and transmitted through data networks form (for example, video or audio broadcast, html transmissions, or email attachments), or
3. Other tangible forms (for example, as sculpture, painting, or structure).

E. District Substantial Support

1. "District Resources" includes all tangible resources including buildings, equipment, facilities, computers, software, personnel, and funding.
2. "Substantial Support" means use of District resources beyond the normal professional, technology, and technical support generally provided by the District and extended to an individual or individuals for development of a product, project or program.
 - a. Examples of Substantial Support could include, but are not limited to:
 - i. extra compensation for a work;
 - ii. The cost of providing secretarial, technical, legal, duplication, technological or creative services specifically for the creation of the work.
 - iii. A substantial use of the District's resources may be implicated in situations where the creator spends such time and energy in the creation of a work that results in a great reduction of the creator's contractual obligations.
 - b. Examples of normal professional, technology, and technical support generally provided by the District would include, but are not limited to:
 - i. the employee's regular compensation and the office space,
 - ii. office computer, local telephone use, office supplies, and copy services regularly provided to an employee in the normal course of their employment
 - iii. District sponsored training customarily provided to an employee
 - iv. District tech support customarily provided to an employee
 - v. the use of an electronic learning management system,

- vi. any software management system for on-line instruction, assessment or virtual classroom instruction, and
- vii. Compensation to a faculty member while on sabbatical.
- viii. COC Foundation support to the Scholarly Lecture program or mini-grant programs.

F. Categories of Intellectual Property works

1. Institutional Work

Institutional Works are those standard and ordinary works conducted by the District for specific District administrative purposes, excluding teaching and academic endeavors. Institutional works do not grant any intellectual property rights to their creators.

Examples of these would include, but are not limited to:

- a. preparing budgets, policies, contracts, personnel management,
- b. course schedules and catalogues,
- c. maintenance of computer data,
- d. long range planning,
- e. Keeping inventories of equipment.
- f. Promotional and other materials produced by the Public Information Office
- g. Works that must be approved by a college committee.
- h. all materials produced by accreditation committees
- i. course outlines approved by the Curriculum committee

2. Commissioned Work

All Commissioned Works are the property of the District, unless otherwise stated in a written agreement between the District and the employee prepared before the project is initiated,

- a. A commissioner work is a one-time work that is defined and directed by the District for a specific District purpose.
- b. This includes, but is not limited to, any works:
 - i. Commissioned by the District pursuant to a signed contract; or
 - ii. Produced by research specifically supported by Federal, State, or third party sponsorship; or
 - iii. Produced through substantial use of District resources or facilities,
 - iv. The District may provide additional compensation for a commissioned work, but any such compensation must be agreed to in writing before the project begins.
 - v. Commissioner works are outside of an employee's normal duties, and must be agreed to by both the employee and the District.

3. Personal Work

Personal works are prepared outside the course and scope of District employment responsibilities, and are produced without the use of District resources or facilities. Personal Works are not subject to this policy.

- a. Since Personal Works are the property of the employee, any copyright shall be owned exclusively by the employee.
- b. When creating a personal work, the creation of such works shall not interfere with the employee's ability to perform assigned responsibilities.

- c. An employee shall not use any District resources to create, develop, or commercialize works.

4. **Scholarly Work (or Aesthetic Work)**

Scholarly works are considered the intellectual property of the employee.

- a. Scholarly works are those where the employee's contributions:
 - i. Originate through their own initiative;
 - ii. Are the results of independent academic efforts for classroom, education, or professional purposes, and
 - iii. Do not rely on substantial District support.

5. **Sabbatical Works.**

Generally, intellectual property created by District employees during a sabbatical is defined as an academic work.

- a. If substantial district resources and facilities are required to complete a sabbatical project, the District and the employee must first enter into an agreement to define the limit and scope of the District's support, as well as to define the District and employee's intellectual property rights in the sabbatical work.

2. **District Use of Scholarly Works**

- a. Material created for ordinary teaching use in the classroom (including on-line teaching) and in department programs, ~~such as syllabi, assignments, and tests,~~ shall remain the property of the employee, but the District shall be permitted to use such material for internal ~~instructional, educational, and~~ administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions.
- b. By accepting the assignment of a distance learning course as part of their faculty load, a faculty member implicitly authorizes the District to transmit or record for transmission, any classroom instruction, lecture, or other instructional or performance event produced by the faculty member as part of that specific distance learning section. It is understood that such authorization is only for a specific course section during a specific semester.

3. **District Restrictions on Use of Employees' Scholarly Works**

- a. Scholarly Works are the property of the employee and the copyright shall be owned by the employee. The District and the employee agree that the employee shall maintain the exclusive right to royalties and non-transferable, perpetual, worldwide license to use works owned by the employee.
- b. The District may not authorize the for-profit publication of such works in return for royalties paid solely to the District without written authorization from the employee (s) who created the works.
- c. The District may not sell or re-transmit any recording of any classroom instruction, lecture or other instructional or performance event produced by the employee for transmission, except under the terms of a written agreement between the District and the employee specifying the terms of such re-transmission or sale, including distribution of net profits from the sale or rebroadcast.
- d. The District shall not authorize anyone to create derivative works (for example, companion materials, or updated versions) without the written agreement of the employee (s) who own the work.

4. Employee responsibilities on Scholarly Works

- a. If a scholarly work is created by two or more employees, it is the responsibility of the employees to determine the manner in which they share ownership of the copyright to that work.
- b. It is their responsibility to prepare (or have prepared at their own expense) a written agreement between them documenting their determination.
- c. No grievance against the District may be asserted by employees arising out of any consequences of their failure to make or document an agreement concerning the manner in which they share ownership of the copyright
- d. It is the responsibility of the employee to ensure that any scholarly work does not include intellectual property owned by others. If it does include such intellectual property, the employee is responsible for obtaining the appropriate releases/permissions for the use of the material.
- e. As the copyright for Scholarly Works are held by the employee, the District assumes no liability for any legal action arising from the contents of the scholarly work.

5. Use of Names, logos

- a. The District's names, logos, and trademarks are copyrighted material that may not be used without consent of the District.
- b. Employees may use their employment title for any work that they create while an employee of the District.
- c. If for any reason the District does not wish its name or the College's name to be identified, the District has the right to require the employee not to identify his or her relationship with the District; and in such a case, the employee will agree to stop doing so as soon as reasonably possible.
- d. The District agrees that when it uses a work created by an employee the District will identify the employee who created the work, for as long as the work continues to be used by the District.

6. Alternative Copyright Agreements

- a. The CEO may waive the District's property rights by executing a written waiver.
- b. Employees and the District may, if they wish, enter into individual agreements with one another concerning copyright ownership and usage rights to specific works, the terms of which differ from those set forth above.
- c. The terms of any such individual agreement will supersede the terms of these procedures, once such an agreement is signed by the employee and an authorized representative of the District.
- d. In the event the provisions of these procedures and the provisions of any operative collective bargaining agreement conflict, the collective bargaining agreement shall take precedence.

7. Commercialization of Intellectual Property

- a. The District may commercialize any work in which it maintains intellectual property rights using its resources or it may enter into agreements with others to commercialize the work as authorized by law.

- b. The District shall undertake such efforts, as it deems necessary to preserve its rights in original works for which the District is the sole or joint owner of intellectual property rights.
- c. The District may apply for a patent, for trademark registration, for copyright registration, or for other protection available by law on any new work in which it maintains intellectual property rights.
- d. The District may pay some or all costs required for obtaining a patent, trademark, copyright, or other classification on original works for which it exclusively owns intellectual property rights.
- e. If the District has intellectual property rights in a jointly owned work, the District may enter into an agreement with the joint owners concerning payment of such costs.
- f. At times the District may share intellectual property rights with employees. The employees are entitled to share in any royalties, licenses, and other payments from commercialization of these works in accordance with applicable agreements signed beforehand with the District.
- g. All expenses incurred by the District in protecting and promoting the work, including costs incurred in seeking patent or copyright protection and reasonable costs of marketing the work, shall be deducted and reimbursed to the District before the creator is entitled to share in the proceeds.
- h. The District shall deposit all net proceeds from commercialization of intellectual property in its own general intellectual property account. The District may use the account to reimburse expenses related to creating or preserving the District's intellectual property rights or for any other purpose authorized by law and District policy including the development of intellectual property.

8. Student and Members of the Public Intellectual Property Rights

- a. District students own the intellectual property rights for intellectual property created to meet course requirements using college or District resources.
 - i. **Students completing assignments for an outside entity as part of an internship, project based learning assignment, service learning assignment, etc. do not necessarily own the intellectual property rights related to their assignments. Clarification should be determined with the external agency prior to the start of the assignment. In the absence of such clarification, the intellectual property rights belong to the outside agency.**
- b. The methods used by faculty to grade, certify, and assess a student's intellectual work created to meet course requirements shall not be construed as a violation of a student's intellectual property rights.
- c. Members of the public who create intellectual property using district resources available to the public retain the rights to those intellectual works.

9. Development of Procedures

- a. The District will develop procedures to ensure for the recognition, administration, and assignment of Intellectual Property Rights.
- b. These procedures will be consistent with other District policies, including, but not limited to, the District's policy on academic freedom and federal and state statutes and regulations.
- c. In addition to procedures for general District implementation of this policy, there ***may be*** ~~shall~~ be specific procedures developed for employees, students, contractors, and volunteers.

- i. Employees
 - a. Any procedures that would impact faculty members will be mutually agreed upon with the Academic Senate.
 - b. These procedures shall also be interpreted consistent with all collective bargaining agreements.
- ii. Students
 - a. The District will develop procedures to ensure the protection of students' intellectual property rights.
 - b. Protection of student intellectual property rights shall not be construed to interfere with the role of the faculty in assigning grades to students' enrolled in college courses.
- iii. Third Party Contractors
 - a. The District will develop procedures to coordinate intellectual property rights between the district and any outside contractor.
 - b. Assignment of Intellectual property rights shall be specified in any contract or agreement signed by the District.
- iv. Volunteers
 - a. The District will develop procedures to coordinate intellectual property rights between the district and any person not acting in the capacity of an employee, student, or contractor.

See Administrative Procedures [XXXX].

Revised 05/10

AP XXXX Intellectual Property Rights

1. Request for Substantial Support

- a. An employee may request the District to provide substantial support. Such a request must be provided in writing to the appropriate cabinet-level administrator.
- b. The District has no obligation to support the request.
- c. If approved, a formal agreement will be written out between the District and the employee prior to the start of any work. This written agreement shall include, at a minimum:
 - i. the terms of the substantial support to be provided,

2. Intellectual Property Coordinator

- a. The CEO may will designate a District Intellectual Property Coordinator.
- b. The coordinator shall administer this procedure and will implement the District's Intellectual Property Policy.
- c. The Intellectual Property Coordinator will also monitor the development and use of the District's intellectual property.
- d. Any questions relating to the applicability of the District Intellectual Property or this procedure may be directed and answered by the Intellectual Property Coordinator.
- e. The Intellectual Property Coordinator shall all arrange training on a periodic basis for faculty, staff, and/or other persons who are covered by this Intellectual Property Procedure including:
 - 1. conditions or timelines that must be met to ensure continued support;
 - 2. whether such work is considered a "Commissioned Work" or a "Scholarly Work"; and
 - 3. Shall specify whether the work is owned solely by the faculty member, or whether ownership shall be shared between the parties.

No grievance against the District may be asserted by employee arising out of any consequences of their failure to make or document an agreement concerning the manner in which they share ownership of the copyright

Proposal to Academic Senate
Statement and Policy on Academic Integrity and Plagiarism (Draft)

Proposed by Academic Integrity Subcommittee:

Jia-Yi Cheng-Levine (contact), Michael Joslin, Jennifer Brezina, Jose Martin, and Fred D'Astoli

The following statement, if passed/agreed by the senate, will be proposed to be included in the Students Handbook, the Faculty Handbook, the Schedule of Class, the next Catalog, on the college's website, and possibly on the cover of the blue books sold on campus.

Students are expected to do their own work as assigned. At College of the Canyons, we believe that academic integrity and honesty are some of the most important qualities college students need to develop and maintain. To facilitate a culture of academic integrity, College of the Canyons has defined plagiarism and academic dishonesty. Due process procedures have been established when plagiarism or academic dishonesty is suspected.

At COC, we define plagiarism as follows: Plagiarism is the submission of someone else's work or ideas as one's own, without adequate attribution. When a student submits work for a class assignment that includes the words, ideas or data of others, without acknowledging the source of the information through complete, accurate, and specific references, plagiarism is involved. This may include dual submissions of a similar work for credit for more than one class, without the instructor's knowledge and approval.

To be specific, below are some of the situations that will be considered plagiarism at COC:

- Use information from any source, online or in print, in one's own writing *without* acknowledging the source in the content and in the reference page of the assignment;
- Simply list the sources in the reference page, without parenthetical citations in the body of the essay;
- Take *more* than one line of words consecutively from the source without putting quotation marks around them, even though the student has put the author's name in the parentheses or in the reference page; or
- Turn in work done for other classes, regardless how big or small the assignment may be, without the instructor's approval—this is considered “self-plagiarism,” which is a form of academic dishonesty.

In addition, COC has strict rules against using electronic devices during exams without the instructor's approval. To be specific, absolutely no cell phones or any electronic devices can be on the desk or in sight during test or exam without the instructor's approval. The presence of electronic devices in sight during exams may be considered as intention to cheat and will be processed as a form of academic dishonesty.

Cases of alleged academic dishonesty, such as plagiarism or cheating, will be referred to the Dean of Student Services for investigation. See your syllabus for course specific policies, rules, and guidelines on plagiarism and academic dishonesty.

CURRICULUM COMMITTEE SUMMARY

April 1st, 2010

3:00 pm – 5:00 pm

BONH-330

Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on March 24th, 2010:

Members present: Backes, Patrick – Curriculum Coordinator, Non-voting member; Brezina, Jennifer – Humanities; Hilliard, Lee – Member at Large; Jacobson, Joan – Student Services; Ann Lowe – Co-Chair, Faculty; Lucy, Nicole – Social Science & Business; Marenco, Anne – Member at large; Parker, Catherine – Adjunct Faculty; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health
Members absent: Brill, David – Fine & Performing Arts; Green, Audrey - Co-Chair, Administrator, Articulation Officer; Vacant: Math & Sciences Representative

DELETED COURSES on consent:

CULARTS	085	Italian Cuisine	This course was never offered. Approved	A. Green
CULARTS	090	California Certified Food Handler	This course was never offered. Approved	A. Green

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
COUNS	111	Introduction to College and Strategies for Success	Revised SLO's (2). Updated descriptions, added objectives, expanded content, updated texts. Approved	D. Solomon
MATH	026	Arithmetic – Computer Assisted	Unit change from 4 to 5, removed co-requisite of MATH-010. Added SLO's (2). Updated descriptions and objectives. Approved	A. Grigoryan
MATH	059	Algebra Preparation – Computer Assisted	Unit change from 4 to 5, removed co-requisite of MATH-010. Updated descriptions and objectives. Approved	A. Grigoryan
MUSIC	175	Festival Choir: Voices of the Canyons	Audition prerequisite removed. Revised SLO. Updated objectives. Approved	KC Manji

NEW COURSES:

Subject	#	Title	Description of action	Author
ENERGY	070	Introduction to Energy Management Technology	2 units, 36 hours of lecture. Class size 35, not-repeatable. Added SLO. Approved	A. Green
ENERGY	071	The Building Envelope	2 units, 36 hours of lecture. Class size 35, not-repeatable. Added SLO. Approved	A. Green
ENERGY	072	Heating, Ventilating and Air Conditioning (HVAC) Systems	2 units, 36 hours of lecture. Class size 35, not-repeatable. Added SLO. Approved	A. Green
ENERGY	073	Electric Motors and Drives	1 unit, 18 hours of lecture. Class size 35, not-repeatable. Added SLO. Approved	A. Green
ENERGY	074	Lighting Distribution Systems	1 unit, 18 hours of lecture. Class size 35, not-repeatable. Added SLO. Approved	A. Green

Discussion Items:

- 1) The Curriculum Committee voted to add a Clinical check box to section 5 of the course proposal outlines.
- 2) The Curriculum Committee meeting that was scheduled for Thursday April 22nd will be rescheduled to Thursday April 15th from 1:00 pm – 3:00 pm in BONH-330.

New Courses Includes ISA's	5	Modified Non Credit Courses	-0-	Modified Prerequisites	2
New Programs	-0-	New DLA's	-0-	Deleted Courses	2
Modified Courses	4	New SLO's	7	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	2	Proposals Reviewed in Technical Review Session	16
New Non Credit Courses	-0-	New Prerequisites	-0-	Proposals Returned from Technical Review Session	5

CURRICULUM COMMITTEE SUMMARY

April 15th, 2010

1:00 pm – 3:00 pm

BONH-330

Items on “Consent” are recommended for approval as a result of Technical Review meetings that took place on March 24th and April 14th, 2010:

Members present: Backes, Patrick – Curriculum Coordinator, Non-voting member; Brezina, Jennifer – Humanities; Eikey, Rebecca – Math & Sciences; Green, Audrey - Co-Chair, Administrator, Articulation Officer; Hilliard, Lee – Member at Large; Jacobson, Joan – Student Services; Ann Lowe – Co-Chair, Faculty; Marenco, Anne – Member at large; Solomon, Diane – Member at Large; Waller, Tina – Allied Health

Members absent: Brill, David – Fine & Performing Arts; Lucy, Nicole – Social Science & Business; Parker, Catherine – Adjunct Faculty; Stanich, Diana – Physical Education & Athletics

DELETED COURSES on consent:

Subject	#	Title	Description of action	Author
BIOSCI	120	Diversity in the Sciences	Course has not been offered in the last 5 years. Approved	M. Golbert
BIOSCI	170	Introduction to Forensic Biology	Course has never been offered. Remove from Biological & Physical Sciences A.S. Degree. Approved	M. Golbert
NC.OAD	HLTH5	Mobility Through Exercise for Older Adults Using Yoga	Course has never been offered and is unlikely to be offered. Approved	K. Kistler

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
PHYSIC	220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids	Revise SLO's, Separate lecture & lab SLO , Update objectives, descriptions and texts. Approved	D. Martinez
PHYSIC	221	Physics for Scientists and Engineers: Electricity and Magnetism	Revise SLO's, Separate lecture & lab SLO , Update objectives, descriptions and texts. Approved	D. Martinez
THEATR	061	Auditioning for Stage, Film and Television	Added SLO's (1 lec, 1 lab). TOPS Code change to Dramatic Arts from Technical Theater. 1 unit lecture, 1 unit lab (2 units lecture before). Class size 27, repeatable 1 time. Updated objectives and content, separated out to lecture/lab. Updated texts. Approved	s. Hinshaw
THEATR	141	Scene Performance	Added SLO's (1 lec, 1 lab). Reduced to 3 units, now 2 units lecture and 1 unit lab. Class size 27, repeatable 1 time. Updated descriptions. Updated objectives and content, separated out to lecture/lab. Updated texts. Updated text. Approved	s. Hinshaw

NEW COURSES:

Subject	#	Title	Description of action	Author
ENERGY	075	Electric Power Systems	1 units, 18 hours of lecture. Class size 35, not-repeatable. Added SLO. Approved	A. Green
ENERGY	077	Energy Reliability and Your Organization	2 units, 36 hours of lecture. Class size 35, not-repeatable. Added SLO. Approved	A. Green
ENERGY	078	Energy Management Systems and Controls	2 units, 36 hours of lecture. Class size 35, not-repeatable. Added SLO. Approved	A. Green
ENERGY	079	Renewable and Alternative Energy Systems	2 units, 36 hours of lecture. Class size 35, not-repeatable. Added SLO. Approved	A. Green
WELD	080	Non-Destructive Testing	3 units, 54 hours of lecture. Class size 35, not-repeatable. Added SLO. Approved	T. Baber

NEW PROGRAMS:

Program	Degree/Certificate	Description of action	Author
Energy Management	Certificate of Specialization	Added program SLO. 15 units of required courses. Approved	A. Green

STAND ALONE COURSES:

Title	#	Title	Description of Action	Author
WELD	080	Non-Destructive Testing	Approved	T. Baber

Discussion Items:

- 1) Committee members present explored the CurricUNET curriculum management system on some of the other California Community College websites. College of the Canyons is looking into making a switch to CurricUNET and has a demonstration scheduled on Thursday May 13th from 1:00 pm -2:30 pm. A meeting request will be sent out to the Curriculum Committee and the SLO Committee as soon as a location for the demonstration is secured.
- 2) Rebecca Eikey will be filling in as the Math & Sciences representative for the remained of the semester.

New Courses (Includes ISA's)	5	Modified Non Credit Courses	-0-	Modified Prerequisites	2
New Programs	1	New DLA's	-0-	Deleted Courses	3
Modified Courses	4	New SLO's	9	Deleted Programs	0-
Modified Programs	-0-	Modified SLO's	4	Proposals Reviewed in Tech Review	14
New Non Credit Courses	0-	New Prerequisites	-0-	Proposals Returned from Tech Review Se	2